



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1754.4
3KE
03 AUG 1999

STATION ORDER 1754.4

From: Commanding Officer
To: Distribution List

Subj: HOUSEHOLD GOODS TEMPORARY LOAN PROGRAM

Ref: (a) Marine Corps Manual (MCM)
(b) MCO P4400.150D
(c) UM 4400-124

Encl: (1) Statement of Need Form
(2) Conditions of Usage

1. Purpose. To establish policy and provide guidance concerning the temporary loan of household furnishings to military personnel living in government quarters.

2. Background. General policies related to the primary mission of the Marine Corps involve the assumptions that the welfare, development and stability of the military family are vital to the accomplishment of the mission. This program is designed to help our Marines and Sailors during difficult times by ensuring that their basic needs for household furnishings are provided for a definite period.

3. Information

a. The intent of this order is to aid service members during periods of financial difficulty, natural disaster (i.e. fire, flood, etc.) or pending arrival of personal effects or household goods. Basic household furnishings will be provided for a definite period of time as specified by the Commanding Officer, MCAS in accordance with reference (a), paragraph 4105, section 2a through c. Personnel in the grades of E-1 through E-6 permanently assigned to MCAS Yuma and living in government housing will be eligible. All other cases will be evaluated on a case by case basis.

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4. Action

a. The Property Control Officer will:

(1) Store and acquire furnishings needed to support the household goods temporary loan program. Storage requirements should not exceed 850 square feet. Furnishings will not be purchased for this program. The quantity, condition and quality of the furnishings available for issue will depend on the amount of excess end-of-life items available.

(2) Maintain accountability of all items issued under this program in accordance with reference (b), section 5012, paragraph 1.

(3) Review and authorize requests for issue.

(4) Create a monthly inventory of items available for issue and forward it to the Family Service Center for publication.

(5) Forward a copy of the Equipment Custody Receipt (ECR) NAVMC 10359 issue documents to the Housing Director for inclusion into the member's housing records.

(6) Conduct a periodic review of this order for accuracy, effectiveness, and impact of participants.

b. Family Service Center Director will:

(1) Identify and evaluate service members that may qualify for this program.

(2) Ensure a Statement of Need Form (enclosure 1) and information on the Conditions of Usage (enclosure 2) are provided at the time the member is referred to Station Marine Corps Property for issue of necessary items.

(3) If required, provide financial counseling.

c. Housing Director will:

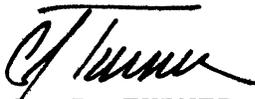
(1) Maintain temporary loan records with the member's housing records.

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(2) During the initial inspection, remind the member to return the items issued under the program to Station Marine Corps Property. Require the individual responsible to certify the items have been returned to Station Marine Corps Property.

5. Issue and Accountability. Property issued under this program will be done in accordance with reference (c), paragraph 6.22a and b, via ECR. A statement of need (enclosure 1) will be required by Station Marine Corps Property before issue. Copies of the statement of need will be available at the Family Service Center, Marine Corps Property Office and the Housing Office. The statement of need will be filled in its entirety and certified by the individual's officer in charge or staff noncommissioned officer in charge. Individuals should be made aware that the items issued under this program are owned by the government, and as such, should be accounted for at all times.

6. Conditions of Usage. The household good temporary loan program will only be available to residents of on base housing and 16th street housing. Cases involving personnel living off-base will be considered on an individual basis. The property will be issued on a temporary basis and shall be returned to Marine Corps Property at the time of completion of the individuals tour aboard MCAS Yuma or once determined the items are no longer needed by the individual. Individuals responsible for the issued property will adhere to the conditions of usage (enclosure 2).


C. J. TURNER

DISTRIBUTION: B

STATEMENT OF NEED FORM

From: _____
Last, First, M.I. / SSN / Unit
To: Property Control Officer, MCAS Yuma

1. I certify that I have been counseled by _____,
concerning my need for household goods due to (financial/natural
disaster/recent move).

2. The following items are requested:

<u>NOMENCLATURE</u>	<u>QTY</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. I understand that items listed, if available, will be issue to me
for a definite period of time and agree to be bound by the terms as
stipulated on the conditions of usage.

Individual Signature _____ Date _____

Counseling Officer Signature _____ Date _____

Comments/Recommendations (NCOIC/OIC/Supervisor)

Signature Date

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HOUSEHOLD GOODS TEMPORARY LOAN PROGRAM

CONDITIONS OF USAGE

Last, First, M.I. / SSN / Unit

Base Housing

Address: _____

Telephone Number: _____

Off-Base Housing

Address: _____

Telephone Number: _____

Read and initial on space provided.

1. Property lent to me shall not be stored or kept outside the residence. _____

2. Items will be available in "as is" condition. I may repair items at my own expense. _____

3. Transportation from and to storage facility (Station Marine Corps Property) are my responsibility. _____

4. Damaged, lost, missing and stolen items will be reported to the Marine Corps Property Office as soon as the condition is noticed.

5. I understand that the property issued to me under this program is owned by the government, and as such, should be accounted for at all times. _____

Signature

Date

SUBMIT WITH STATEMENT OF NEED TO STATION MARINE CORPS PROPERTY
