



1. Before your Temp Loan request can be processed, the Responsible Person for this temporary loan must verify acknowledgement of the following:

I acknowledge that I am duly authorized by the command to which I am attached, to receive and sign for this temp loan of MCCS property. As such, my command agrees to the following:

- I accept full responsibility and accountability for the property issued to me from MCCS, Camp Butler, Okinawa, Japan.
- I understand that I am required to safeguard all property I am signing for and further understand that I am obligated to return this property in the same condition as when issued, less normal wear and tear.
- I understand that the command is responsible for protecting all temp loan items from the elements, e.g., ensuring items are protected from inclement weather.
- I understand that all MCCS property on temp loan to the command is to be wiped down and have all dirt removed prior to return to the MCCS.
- I further attest that if the property becomes lost, stolen or damaged, I agree to replace in kind or reimburse for that property that was lost, stolen or damaged.
- I further agree and understand that I am "not" authorized to sub-temp loan this property to any other activity, organization or department without the express written consent of the Assistant Chief of Staff, MCCS; the Deputy Chief of Staff, MCCS; the Chief Logistics Officer, MCCS; or the Supply Director, MCCS.

2. Information

- MCCS Deployed Operations will schedule your temp loan for the dates and times that you requested. If dates/time of pick up or return of assets cannot be met, to include cancellation, please contact MCCS Deployed Operations at 645-9346/9348.
- Temp loan assets are to be picked up and returned to MCCS Supply at Bldg. 5601, Camp Foster, which is located behind the Camp Foster Commissary.
- **Government vehicles are to be used to pick up and return assets.**
- If inclement weather exists when transporting assets to or from MCCS Supply, ensure the assets are protected with a protective covering.
- Vehicles used to pick up and return assets will have cargo straps.
- Assets being picked up or returned at MCCS Supply will be loaded or unloaded by MCCS personnel using a forklift.
- Assets being picked up by your unit will be in a container or will be palletized.
- Assets are to be returned to MCCS Supply in the original container or palletized.
- **Assets cannot be picked up with a privately owned vehicle.**
- Temp loan assets will not be issued without your units' representatives' signature that will verify change of custody.
- The "Responsible Person" is to hold a rank of at least Staff Sergeant (E6) or an equivalent to.

3. POC Information

Please provide the below information

- Deployment Name: _____
- Date Needed: _____
- Estimated Return Date: _____
- Unit Name: _____
- POC Name: _____
- POC Rank: _____
- POC Phone#: _____
- POC Email Address: _____

Certification:

I certify that I have read, understand, and will adhere to the above statement of Understanding

Print Name: _____ **Rank:** _____

Signature: _____ **Date:** _____