

## **EXCESS & SURPLUS PROPERTY ISSUE & TURN-IN**

(Information taken from page 89 & 90 MOD 1210)

### **PART III - MEMBER EQUIPMENT REQUESTS**

1. General. Excess or surplus government property acquired for use in the USAF MARS program will be distributed to the affiliate membership as equitably as possible, using the guidelines in this MOD. All authorized equipment, when available and properly justified, is only loaned to members (it is still US. Government property).  
NOTE: New members in training and inactive status affiliate members are ineligible for property issue. Other affiliate members must be active in MARS, must have participated in MARS activities for a minimum of 12 hours per quarter for at least two consecutive quarters after training is completed, and at least 12 hours during the quarter immediately preceding the request for excess/surplus equipment.
2. Equipment Requests. Individual MARS members will submit equipment requests to the SMD on AFCC Forms 336 (two copies). Requests approved by the SMD will be favorably endorsed and forwarded to the ICP, (one copy). Requests must be endorsed by the IMD for BST members, and by the appropriate SMD for personnel (including BST members) residing in the state prior to submission to the ICP, USAF MARS. MARS officials, including SMDs will continue to forward their requests directly to the USAF MARS ICP for validation.
  - a. In order to maintain equitable distribution of property among the MARS entire membership, requests for duplicate item issues are usually not approved. If a member requests an item similar to one previously issued, special justification indicating one of the following reasons must be provided.
    - (1) Equipment will replace an unserviceable line item, and the issue request is accompanied by a cannibalization request.
    - (2) Equipment will replace a like item because of loss, theft, or damage.
    - (3) Equipment will significantly upgrade or improve the member's communications capability (e.g. multiple network assignments).
  - b. When requests for equipment are approved, the equipment will be shipped from the applicable DRMO to the responsible IMD for processing on to the member.
3. IMD Responsibilities. IMDs responsible for issuing property to MARS members will:
  - a. Promptly notify the member when the property has arrived, and is available for issue.
  - b. Insure the signed DD Form 1150 is forwarded to the ICP, USAF MAPS immediately after the member receives the property.
  - c. Notify USAF MARS of problem areas in equipment processing transactions, and recommend changes to alleviate these problems.
4. Member Responsibilities. When the member is notified that property is available for pick-up, he/she will:
  - a. Pick-up the equipment within 15 days.
  - b. If unable to pick-up the item(s) in this time, request an extension from the IMD. Equipment not picked up within 45 days will be disposed of as directed by the ICP, USAF MARS.
  - c. A member may authorize another individual to pick-up the property for him/her. In these

instances, the member will:

- (1) Prepare a notarized statement (two copies) identifying the person authorized to pick-up and receipt for the equipment.
  - (2) Submit one copy to the ICP.
  - (3) Provide the designated individual with the other copy, to present to the IMD for pick-up.
- d. Members who fail to pick-up equipment within 45 days, or refuse to accept shipment, render themselves ineligible to receive MARS property for a period of one year.
- NOTE: Under no circumstances will the person picking up the property be the same person who normally issues it.