DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF:

APVR-RDL-CJE

31 October 2001

MEMORANDUM FOR DISTRIBUTION

SUBJECT: External Standard Operating Procedures (SOP) for 463L Pallets and Nets. (DOL/DCSLOG Policy # 4-25)

1. PURPOSE: To provide guidance and procedures for transactions involving loans from DOL of 463L pallets and nets. 463L pallets and nets are part of the Installation Hand Receipt with DPAS for audit and tracking purposes.

2. SCOPE: Policies and procedures contained in this external SOP apply to all personnel conducting supply transactions involving 463L pallets and nets.

3. RESPONSIBILITIES:

a. SSA Supply Personnel: Will ensure standing operating procedures provided in effected appendixes are strictly followed. Report discrepancies immediately to the DOL Storage Facility Supervisor or Consolidated Installation Property Book (CIPB) Accountable Officer.

b. Supported Customer Units: Unit personnel are responsible for following established procedures and directives listed in this SOP. Each supported customer unit is responsible for maintaining a copy of this external SOP as a ready reference.

4. PROCEDURES: Bring discrepancies, suggestions for improvement, recommended changes, additions or deletions to the attention of the DOL Storage Facility Supervisor and Item Manager of the materiel.

5. REFERENCES:

a. AFR 76-13 (Management of System 463L Pallets, Nets, and Tie-down Equipment)

b. AR 710-2 (Supply Policy Below the Wholesale Level)

c. AR 735-5 (Basic Policies and Procedures for Property Accountability)

d. DA PAM 710-2-1 (Using Unit Supply System Manual Procedures)

e. USARPAC Supplement to AR 710-2 (Supply Policy Below the Wholesale Level)

f. USARPAC Supplement to AR 735-5 (Policies and Procedures for Property Accountability)

6. APPENDIXES:

Appendix A (General Information)
Appendix B (Request for Loan)
Appendix C (Storage and Inventories)
Appendix D (Return of Loan)
Appendix E (Report of Survey)
Appendix F (DOL Supply Operations Branch Replenishment)
Appendix G (Revalidate Installation Requirements)
Appendix H (463L System Pallet and Net Control Report)
Appendix I (Serviceable Requirements)
Appendix J (Handling, Storing and Transporting 463L pallets and nets)

THOMAS M. SHEA
COL, TC
Director of Logistics

DISTRIBUTION:
B

Appendix A
General Information

A-1. 463L pallets and nets have become part of the Installation Hand Receipt with DPAS for audit and tracking purposes.

A-2. Responsibilities

a. Consolidated Installation Property Book Accountable Officer
(1) Accountable for Installation Property on DPAS
(2) Approves loan request.
(3) Processes DA Form 3161 Request for Issue or Turn-In for temporary loan
(4) Processes replenishment of stock on DA Form 2765-1 Request for Issue or Turn-In
(5) Processes inventories of hand receipts
(6) Reconciles loan extensions and Reports of Survey with Supply Operation Branch's Item Manager

b. Supply Operations Branch
(1) Store and inventory 463L pallets and nets in DOL Storage Facility
(2) Issue, inspect and receive 463L pallets and nets
(3) Replenishment exchange with the Air Force
(4) Provide accurate on hand balance quantities, (inventory, reconciliation with hand receipt holders, etc) to the Supply Operations Branch Item Manager for preparation and submission of the quarterly 463L Pallet and Net Report to USARPAC.
(5) Documents custodial, audit and control functions of loans of Air Force properties: 463L pallets and nets.
(6) Compiles and distributes temporary loan issues and receipts on DA Form 3161 Request for Issue through Consolidated Installation Property DPAS to affect Supply Operations Branch's hand receipt holders' accounts.
(7) Proofs Report of Survey's effect on Supply Operations Branch's hand receipt holder's account. Compiles and distributes replenishment quantities on DA Form 2765-1 through Consolidated Installation Property DPAS to affect Supply Operations Branch's hand receipt holder's account.
(8) Reconciles loan extensions and Reports of Survey with Consolidated Installation Property Book.
(9) Revalidate installation future mission requirements by 1 August annually using historical and using units data.

c. Using Unit (Recipient of Loan)
(1) Validate expected requirements and make arrangements to make assets available for deployment.
(2) Contribute quantity and heaviest tasking data to requirements determination in Supply Operations Branch.
(3) Do not modify or use 463L pallets for any purpose other than preparing and transporting cargo by airlift.

(4) Establish periodic reviews of pallets and nets to ensure proper use and storage.

(5) Comply with DOD and service directives pertaining to the responsibility for loss, damage and destruction of public property in management, control and use.

(6) Requests loan not to exceed 90 days by memorandum with signature of S4 NCOIC, Executive Officer or Chief, civilian branch.

(7) Unit's Installation Property Book hand receipt holder signs DA Form 3161 Request for Issue for temporary loan not to exceed 90 days.

(8) Unit will pick up and return 463L pallets and nets to DOL Supply Operations Branch's warehouse by appointment.

(9) Unit will inventory 463L pallets and nets according to Consolidated Installation Property Book hand receipt requirements.

(10) Requests loan extension not to exceed 90 days by memorandum citing name of exercise requiring pallets and nets.

(11) Unit hand receipt holder will return loaned equipment to Supply Operations Branch in accordance with the loan date, using DA Form 3161 Hand Receipt Turn-In.

(12) Unit will process a Report of Survey for losses.

Appendix B
Request for Loan

B-1. Unit requests loan by memorandum stating Unit Identification Code (UIC), purpose stating exercise name, quantities and items requested, number of days not to exceed 90 days, the recipient hand receipt holder's name and hand receipt number for installation property signed by S4 NCOIC, Executive Officer or Chief, civilian branch.

a. Supply Operations Branch will check if quantity is available.

b. If quantity is unavailable, unit requests from the other DOL Supply Storage Site.

c. Unit prepares DA Form 3161 Request for Issue including statement: Dunnage issued with each pallet must be returned.

d. DOL Supply prepares corresponding, unsigned DA 3161 Request for Turn-in with the same information as the issue to go into DOL Storage Facility suspense file.

B-2. Issuing and receiving hand receipt holders sign DA Form 3161 Issue.

a. Memorandum request and DA Form 3161 Request for Issue with proper signature will be hand carried to Supply. CIPB Accountable Officer will approve and assign a document number and distribute copies to appropriate offices.

b. Unit picks up items from DOL Storage Facility. Units must have current signature card on hand at time of issue.

c. DOL Supply Operations Branch's hand receipt holder maintains pallet and net custodial log.

Appendix C
Storage and Inventories

C-1. Semiannual inventory requirements will be validated by the hand receipt holder.

C-2. DOL Storage Facilities will inventory 463L pallets and nets for the quarterly Pallet Report and provide written validation to DOL Supply hand receipt holder.

Appendix D
Return of Loan

D-1. Unit hand receipt holders will return loaned equipment in accordance with loan date, using DA Form 3161 Request for Turn-in.

D-2. Unit hand receipt holder will make an appointment for turn-in with the DOL Storage Facility.

a. DOL Supply Facility will use their file copies to verify items and quantities.

b. DOL Supply Facility will fill in DA Form 3161 Request for Turn-in with quantities and obtain Unit's hand receipt holder's signature and recipient DOL Supply hand receipt holder's signature.

c. If there is a discrepancy in quantity turned-in compared to quantity issued on the loan, the Unit will process a Report of Survey.

d. DOL Supply hand receipt holder will take DA Form 3161 Request for Turn-in to CIPB Accountable Officer for signature and "POSTED" stamp.

e. DOL Supply hand receipt holder attaches copy of loan letter to CIPB office's copy. Distribute DA Form 3161: original to CIPB staff to process; copy to Unit's hand receipt holder turning-in; copy to DOL Supply's hand receipt holder; and one to DOL Storage Facility.

f. DOL CIPB staff will process the DA Form 3161 Request for Turn-in using the same document number as the original issue.

D-3. Renewal of loan.

a. Using Unit will validate expected requirements and make arrangements to make assets available for deployment.

b. Using Unit's PB hand receipt holder requests for loan extension not to exceed 90 days citing name of exercise requiring pallets and nets by memorandum to CIPB Accountable Officer and courtesy copy to DOL Supply hand receipt holder.

c. CIPB Accountable Officer will approve/disapprove extension.

d. CIPB staff and DOL Supply Operations Branch's Item Manager will attach extension to the original loan document on file.

e. DOL Supply hand receipt holder reconciles loans and extensions with CIPB staff.

D-4. In the instance of overdue loans, there will be successive notifications from DOL Supply hand receipt holder requesting compliance of turn-in or renewal of loan.

a. One week overdue, Unit Property Book and CIPB Accountable Officer are notified by phone.

b. Two weeks overdue, Unit Property Book, Unit's S4, and Unit's Commanding Officer, and CIPB Accountable Officer are notified by Email.

c. Three weeks overdue, Unit's Commanding Officer is notified by DCSLOG's letter with courtesy copy to CIPB Accountable Officer.

Appendix E
Report of Survey

E-1. For losses the Unit will process a DA Form 4697 Report of Survey adding to distribution: CIPB Accountable Officer and DOL Supply Operations Branch's hand receipt holder.

E-2. DOL Supply Operations Branch's hand receipt holder will forward a Report of Survey to DOL Storage Facility.

E-3. Report of Survey with loss information will be stated on the quarterly Pallet Report.

E-4. DOL CIPB Accountable Officer and DOL Supply Operations Branch's hand receipt holder will decrease the quantity on loan's files in accordance with the Report of Survey.

E-5. DOL Supply Management Office will distribute finalized Reports of Survey to DOL CIPB Accountable Officer and DOL Supply Operations Branch's hand receipt holder.

Appendix F
DOL Supply Operations Branch Replenishment

F-1. DOL Storage Facilities will evaluate the serviceable condition of 463L pallets and nets as they are turned-in, and DOL Supply Operation's 463L pallet and net stock on hand.

F-2. Within three months of the processed hand receipt turn-in, DOL Storage Facilities will do a one-for-one exchange of unserviceable DOL's 463L pallets and nets with the Air Force.

a. DOL Storage Facility, Ft. Wainwright will do one-for-one exchanges with quantities of one or two of DOL's stock with Eielson AFB Aerial Port.

b. DOL Storage Facility, Ft. Wainwright will document and ship DOL's multiple, unserviceable 463L pallets and nets to DOL Storage Facility, Ft. Richardson. DOL Storage Facility will exchange one-for-one with 723 Air Mobility Squadron, Elmendorf AFB, document and return ship to DOL Storage Facility, Ft. Wainwright..

c. DOL Storage Facility, Ft. Richardson will do one-for-one exchanges with 723 Air Mobility Squadron, Elmendorf AFB.

Appendix G
Revalidate Installation Requirements

G-1. Revalidate installation future mission requirements by 1 August annually using historical and using units data.

a. Using Units (Recipients of Loans)

b. DOL Plans and Operations

c. DOL CIPB Accountable Officer

d. DOL Supply Operations Activities

e. DOL Supply Operations Branch's hand receipt holders

G-2. DOL Supply Operation Branch's Item Manager will consolidate and revalidate installation requirements, submitting them in writing to United States Army Pacific Command (USARPAC), ATTN: APLG-TR, Fort Shafter, Hawaii 96858-5000 no later than 1 October each year for authorization approval.

G-3. DOL Supply Operation Branch's Item Manager will distribute approval/disapproval responses by USARPAC.

Appendix H
463L System Pallet and Net Control Report

H-1. DOL Storage Facilities will inventory items for the quarterly pallet report, and provide written reports of inventory and activity data elements to the DOL Supply Operation Branch's hand receipt holders.

H-2. DOL Supply Operations hand receipt holders will review inventory and activity data elements, then forward to DOL Supply Operations Item Manager by the 27th day of the month prior to the end of the quarter.

H-3. DOL Supply Operations Item Manager will review, consolidate and analyze inventory and activity data elements, and provide the written 463L Pallet and Net Report to USARPAC, ATTN: APLG-TR, Fort Shafter, Hawaii 96858-5000 by the fifth day of the quarter.

Appendix I
Serviceable Requirements

I-1. 463L Pallet Inspection Criteria

a. 463L Pallet

(1) Do not use pallets if aluminum skin is separated. The skin to rail bond is important to the pallet's overall strength.

(2) Pallets can be used with minor dents, gouges, and scratches that do not fracture the skin.

(3) Bent rails or damaged/missing tie-downs (D-rings) make the pallet unserviceable.

(4) Pallets must be kept clean and free of dirt to protect cargo and prevent the spread of insects and dirt born infestations.

b. 463L Nets (two side, one top)

(1) Good condition equals no tears or rips.

(2) All hooks and rings are present.

I-2. 463L Pallet Storage Criteria

a. Always put adequate dunnage under pallet using a minimum of three 4 X 4-inch pieces, 88 inches long. Dunnage must accompany pallet during shipment.

b. Pallets may be stacked 20 high. Dunnage needs to be placed between quantity sets of ten pallets if stored over ten high.

c. Never stack pallets upside down. This could damage the rings and the skin.

d. 463L pallets stored outside should have a protective plastic barrier placed between the dunnage on the ground and the bottom pallet to prevent moisture from penetrating the dunnage and causing erosion.

e. Always protect upper surface of the pallet from sharp edged cargo.

f. When winching a 463L pallet, always use two attaching points.

g. Never push or slide 463L pallets across any solid surface; this will cause damage to the skin.

Appendix J
Handling, Storing and Transporting 463L pallets and nets

J-1. The unit is responsible for the cost of all repairs/damage other than fair, wear and tear. Reports of survey are required on damaged pallets and nets, and the unit will be billed accordingly.

J-2. 463L pallets are to be handled with forklifts entering beneath the long side.

J-3. 463L pallets weigh 283 pounds when empty and are 108"L x 88"W. Units will use one of the following vehicles for transporting empty or loaded 463L pallets dependent upon weight of materiels and capacity of vehicles.

a. 1-5 ton commercial flat bed truck

b. 2-1/2 ton tactical drop side cargo truck

c. 5 ton tactical drop side cargo truck.

d. 5 ton tactical or commercial tractor and trailer.

J-4. The following vehicles will not be used to transport 463L pallets and will not be loaded or unloaded by DOL supply personnel.

a. 2-1/2 ton tactical cargo truck without drop side.

b. 5 ton commercial silver side truck.

c. HMMWV, SUSV

J-5. **Pallets and nets for turn-in will be swept off of debris and neatly stacked.**

J-6. 463L pallets should be stacked on 4" x 4" x 8' dunnage that extends from one long side of the pallet to the other long side.

a. One dunnage should be positioned near the end, another near the other end, and one in the center.

b. If more than ten empty pallets are in one stack, an additional three sticks of dunnage should be used to separate each stack of ten pallets.

c. Pallets should be stacked with the bottoms facing down and all 22 tie down rings should be hanging down.

d. Dirt, debris, water, and snow should be swept of the pallets before stacking them one on top of another.

J-7. Top and side nets should always be kept dry.

a. In the event a net becomes wet, it should be allowed to dry out before storing it.

b. Care should be taken so that adjustable straps are not pulled out of the adjusters and that the nylon webbing is not chaffed, cut, or torn.