



MINISTRY OF DEFENCE

JSP 886 DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 4 MATERIEL ACCOUNTING

PART 206 LOANS OF ARMY MATERIEL

**THE MASTER VERSION OF JSP 886 IS PUBLISHED ON
THE DEFENCE INTRANET.**

**FOR TECHNICAL REASONS, EXTERNAL LINKS ON THIS
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CHAPTER 0: FOREWORD

1. The contents of this document are being absorbed into the main JSP 886: Defence Logistic Support Chain Manual or replaced by other MOD documents as part of a rolling programme. The current status of this document and a guide to where content has been moved to is at Figure 1.

Figure 1: Status of Chapters

Chapter / Section	Status
Chapter 1:	
Chapter 2:	
Loss and Damage	JSP886 V4P6: Losses
Action on Receipt of Discrepancy or Damage Reports	JSP886 V3P15: SC Transactions
Loans to MOD Contractors	JSP886 V4P4: GFE
Annex B to Chapter 2: Agreement to the Terms of Loan of MOD Materiel Annex C to Chapter 2: Agreement to the Terms of Loan of MOD Materiel Annex D to Chapter 2: Calculation of Loan Charge Percentages Annex E to Chapter 2: Examples of Hire Charges Calculated for Technical Equipment	JSP886 V4P4: GFE
Chapter 3: Acceptance of Loans of Materiel from Potential Contractors for Trials Purposes	Deleted

OWNERSHIP AND POINTS OF CONTACT

2. The Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.

3. This instruction is sponsored by:

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CHAPTER 1: LOANS OF ARMY MATERIEL - INTRODUCTION

Background

1. Army materiel is provided for Service use.
2. Units are scaled with equipment required to achieve their primary role, in accordance with their establishment, equipment table or other relevant scales. There are occasions when units require additional materiel on loan for a military, recreational or welfare purpose. Loans may also be requested by Defence Agencies, MOD contractors, other government departments and outside bodies.

Aim

3. The aims of this pamphlet are:
 - a. To state the policy relating to loans of Army materiel, and to set out the procedure for making and dealing with applications for such loans.
 - b. To make all concerned aware of the procedure to be followed when offered loans from potential contractors (see Section 3 of this pamphlet).

Scope

4. **Categories of Loan.** The regulations set out in this pamphlet cover the following categories of loans:
 - a. **Ordinary Loans.** An issue of materiel, without charge, for a particular purpose and for a specified period, at the end of which the item is intended to be returned unchanged, except for fair wear and tear.
 - b. **Repayment Loan.** A loan of materiel which is subject to a hire or rental charge payable in arrears; a deposit may be required before the item is supplied. The period of the loan will be specified, at the end of which the condition of the item is intended to be returned unchanged except for fair wear and tear. Repayment Loans can either be charged at 'Full Cost' or 'No Loss' rate, (see Sect 2 Para 24 of this pamphlet).
 - c. **Replacement Loan.** An issue of materiel for which a charge is made either at stated intervals or when it is returned. The contractor/unit undertakes to return the materiel in good order, subject to fair wear and tear, or to replace it with an identical item from new production.
 - d. **Prepayment Loan.** A loan of materiel for a specified period for which a hire or rental charge will be payable in advance; a deposit may also be required.
 - e. **Embodiment Loan.** An issue of materiel without charge to a government agency or MOD contractor for embodiment into an equipment/article under manufacture, modification, conversion or repair in accordance with the terms of the contract.
 - f. **Loan of Materiel from Potential Contractors.** The acceptance of loans of materiel from potential contractors for trials purposes.

Exceptions

5. The following loans are outside the scope of this pamphlet:

- a. **Land Command Loan Pools.** Loans from Land Command Loan Pools are covered by LANDSO 4407. Engineer Logistic Support is covered by LANDSO 1700.
- b. **Loans of Medical and Dental Equipment.** See Joint Service Regulations for the Management of Medical, Dental and Veterinary Materiel and Equipment (JSP 340).
- c. **Issues in Excess of Entitlement.** See Volume 12 Part 1 Pamphlet 1-1 of these regulations or, where accommodation stores are concerned, Volume 12 Part 6 Pamphlet 1.
- d. **Issues in Advance of Amendment to Entitlement.** See Volume 12 Part 1 Pamphlet 1-1 of these regulations.
- e. **Loans of Packing Material to Service Personnel.** See Volume 12 Part 1 Pamphlet 1-1 of these regulations.
- f. **Loans of Accommodation Stores to Civilians Occupying MOD(A) Accommodation.** See Volume 12 Part 6 Pamphlet 1 of these regulations.
- g. **Loans for Tattoos, Pageants, Displays etc,** that do **not** form part of the DAR and divisional/district commander's official recruiting programme.
- h. **Loans or Sale of Ammunition to Non MOD Customers.** All such requests will be actioned by the Disposal Services Agency (DSA).
- i. **Loans of Royal Standard and Car Pennant.** Royal Standards and car pennants are supplied on loan by the Defence Clothing Integrated Project Team (DC IPT). Demands are to be submitted in accordance with Volume 12 Part 1 Pamphlet 1-1 of these regulations.
- j. **Contract Loans.** Temporary issue of materiel to an MOD contractor for the purpose of repair, maintenance, or conversion, within the terms and conditions of a specific MOD Contract. Under this loan category items are not 'applied for' but are released to the Contractor by the MOD authority (e.g. Army Base Repair Organisation (ABRO)).
- k. **Vehicle Training Pool (VTP).** See LANDSO 4403.

6. **MOD(A) Vehicles.** Joint Service Road Transport Regulations (JSP 341) regulates the circumstances under which Service road transport may be used on repayment. These apply only when a Service driver on duty, whether military or civilian, drives a vehicle. When an MOD(A) vehicle is loaned and a Service driver does not accompany it, the regulations of this Volume apply.

Policy and Procedures

7. This pamphlet contains all policy connected with loans, and also the procedures to be followed by applicants, recipients, loan sponsors, and those officers dealing with loan applications.

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8. The definitions given in this paragraph are for use with these regulations:
- a. **Loan Sponsor.** When a loan is to be made to an individual, a Service department or a body outside the Army Department, the unit, headquarters, or the owning IPT through which the application is made is termed the loan sponsor.
 - b. **Authorising Officer.** The officer who authorises a loan is termed the Authorising Officer, he is to hold the minimum rank/grade of Captain or equivalent.
 - c. **Period of Loan.** This is the period from the date of the loan materiel leaving the issuing depot, to the date it is received back by the depot, both dates being included in the total loan period. However, when hire charges are being calculated the period is reckoned in terms of calendar months or parts thereof. Any loan periods written into MOD contracts will apply.
 - d. **Outside Bodies.** Examples of Exchequer departments or non Exchequer bodies are to be found in JSP 368 - MOD Finance Guide to Repayment. Non-Exchequer bodies are generally referred to as outside bodies in these regulations.
9. SC (i) (Land) Loans Section is responsible for the release and control of items of loan. SC (i) (Land) Unit Locations Section is responsible for the allocation of 'CB' and 'CC' UINs to outside bodies as authorised by Equipment Managers.
10. **Standing Committee on Army Sales Support (SCASS).** SCASS is a one star committee, chaired by the Director of Capability Integration (Army) (DCI(A)), responsible for approving those loan applications from outside agencies which are referred to it. It is particularly concerned with loans overseas and where consideration is required as to any possible detriment that may be caused by making a particular loan. However, as far as units and formation HQs are concerned any approaches made by outside agencies requesting loans of Army materiel should be referred to the appropriate IPT Equipment Manager. If appropriate the application will be forwarded to SCASS.

CHAPTER 2: LOANS OF ARMY MATERIEL

General

1. This section contains the policy covering loans of Army materiel, explains who may authorise them, and sets out the general considerations and financial aspects relating to them.

Authority for Making Loans

2. Within the scope of this pamphlet the responsibility for authorising loans of MOD materiel lies with the responsible Project Team (PT).

Delegation of Authority for Making Loans

3. **Unit Equipment.** Any requests received from outside bodies for the loan of equipment held on unit charge, are to be referred to divisional/district HQ so that the applicability of hire charges and other aspects of the loan can be assessed and authorised.

4. **Delegation by Equipment Managers.** An Equipment Manager may delegate his authority for making loans covered by this regulation (as defined in Para 2) as follows:

- a. **Base Depot Stocks.** Responsibility for authorising loans (other than Repair Pool stocks) of base depot stocks may be delegated to the appropriate Supply Manager.
- b. **Stocks in Overseas Commands.** Responsibility for making loans from maintenance stocks held in overseas commands is normally delegated to the command. That headquarters is not empowered to make an issue which could lead to any increase in the maintenance requirements of the item concerned.

5. **Repayment Loans.** Delegation for authorising repayment loans to outside bodies is not to be made below district HQ in UK, or theatre/command HQ overseas, (where the advice of a district, command or civil secretary is available). Loans of B Vehicles are to be approved only by the Equipment Manager, HQ LAND ES (B Vehicle Manager) or overseas command HQ.

Note: The delegated authority may approve loans to Service units of the regular reserve or Cadet Forces from resources under their control.

6. Equipment Managers delegating authority under Paras 4 and 5 may make whatever stipulations they consider desirable, and are to specify:

- a. Whether delegation is for both ordinary and repayment loans.
- b. Whether delegation for repayment loans is universal, or limited as to the class of borrower.
- c. The stock levels to which issues may be made without reference to the Equipment Manager.
- d. Whether there are any circumstances under which the delegate may not reject applications without reference to the Equipment Manager.

7. Subsequent reference in this pamphlet to the Equipment Manager are to be taken to include any delegate under Paras 4 and 5, unless it is clear from the context that such is not the case.

General Considerations Relating to Loans

8. **Financial Limit.** The process of authorising and administering loans generates departmental expenses. As a guideline loans should not be authorised if the total price of the item(s) is less than £50. Below this limit the items should not be loaned, but issued on repayment or not issued at all.

9. **Maintenance Stocks.** Where there is no pool of materiel established to meet the loan requirement, issues will be from maintenance stocks (or sponsor stocks of equipment controlled by the Army Communications Equipment Committee) and may affect the support available for the Army as a whole.

10. **Controlled items of Communications Equipment.** The loan of controlled items of communications equipment is managed by the Defence Communication Service Agency (DCSA) ICSS IPT. It is essential to realise that there is no MOD pool of communication equipment from which to make loans, and equipment is therefore borrowed from 'Unit Entitlement' (UE), subject to availability. Loans from UE are generally restricted to a 6 month period, and extensions are only approved in exceptional unforeseen circumstances. Units and organisations requiring loans for operational, training, or development purposes, should plan ahead to avoid disappointment. Applications for loans in advance of scaling by the Army Communications Equipment Committee (ACEC) should ensure the unit case is submitted to ACEC Secretariat well before the loan is due to expire. All requests for the loan of communication equipment are to be submitted on Annex A, in accordance with Para 20.

11. **Operational Stocks.** All Operational Stocks are held inviolate, are controlled by SC (i) (Land), and are only released under exceptional circumstances by D Strat SP through the Directorate of Capability Integration (Army) (DCI(A))Sustainability Planning Cell.

12. **Loans to Cadet Forces.** Loans, other than Land Command Loan Pools, to Cadet Forces are normally met from HQ LAND/DLO resources as an Ordinary Loan. In approving them HQ LAND/the owning IPT, are to make it clear that the materiel is for Cadet Forces use only in strict conformity with such forces duties or activities. CCF contingents, Sea Cadets and ATC bids are to be made direct to HQ LAND/the owning IPT. ACF bids are to be made through RFCAs to HQ LAND/the owning IPT.

16. **Loans to Overseas Voluntary Youth Organisations.** In overseas areas only, applications for the loan of Army materiel to a voluntary youth organisation run for the benefit of Service children overseas, and officially recognised by the Command Youth Advisory Committee, may be approved by the command HQ under the following conditions:

a. Camping equipment may be loaned free of charge when available from local Army sources. Loss or damage beyond fair wear and tear is to be made good from the borrowers' non-public funds.

b. Other items of equipment and stores may be issued as a Repayment Loan. Each application should be treated on its own merit (see Para 30).

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- c. The loan application is made through the Chief Youth Service Officer, whose comments are to be attached to it.

17. **Loans for Film or Television Productions.** Applications for film or television productions, or similar activities received by divisional/district HQ, are to be referred to the Budget Holder, Finance Policy (Repayment) 2 and the Directorate of Corporate Communications (Army) (DCC(A)) (DCC(A) Profile) for consideration as to the suitability of making the loan or not. The HQ handling the application is to act according to the ruling received from DCC(A), if possible meeting the need from local resources. Requests for materiel not available locally are to be submitted to the next higher formation, or the appropriate Equipment Manager.

18. **Loans for Sports or other Approved Entertainment.** Hire charges are applicable to the loan of Army materiel for other events not covered in Paras 12 to 17, and will be regarded as a Repayment Loan. Whilst not exhaustive the following may be used as a guide to requirements liable to charges:

- a. Unit/Station open days.
- b. Mess balls.
- c. Garden parties.
- d. Fetes and carnivals

19. **Security.** If it is proposed to authorise a loan of any materiel which might have security implications, prior approval must be obtained from the appropriate security branch or, in the case of loans to outside bodies where export is involved, from the Defence Export Services Organisation.

Form of Application

20. An application for the loan of Army materiel is to be submitted in the form of Annex A to this Section. Applications should be made at least 6 weeks, or 3 months in the case of B Vehicles, before the date of requirement, and forwarded as follows:

- a. **Service Units.** Whether bidding on their own behalf or as loan sponsors for outside bodies, are to send one copy to their divisional/district or equivalent formation HQ, who are to provide a copy to the relevant Equipment Manager.
- b. **Defence Agencies.** Send one copy to the respective Systems Controller for onward transmission to the owning IPT.

21. **Loan Application from Regular or Reserve Forces.** Application for the loan of materiel to enable a unit to perform military duties should contain specific details at Annex A Para 7, e.g. Service training. Details should also be given when the application applies to Royal and Service occasions, sports events and fixtures, which are officially sponsored by MOD.

22. **Examination of Application.** The officer dealing with the loan application on Annex A is to examine the application to ensure:

- a. Details quoted are correct.

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- b. The requirement is reasonable.
- c. The period of loan requested is acceptable having regard to the circumstances outlined in the application.

Once the examining officer is satisfied with the completeness of the application, he is to decide on the type of loan to be made, as defined in Para 4 of Section 1.

23. **Rejection.** When an application for a loan is rejected, the application and letter explaining the reasons for rejection are to be returned to the originator, or if necessary the sponsor HQ for applications not received direct.

Financial Aspects of Loans

24. Before any loan is made to an outside body, or a Repayment Loan is made to a Service unit or establishment, the Authorising Officer is to notify the applicant in writing of the conditions under which loans are made and the responsibilities of borrowers explained in the following paragraphs, as they apply to the applicant, obtaining agreement in writing to those conditions.

25. All borrowers of Army materiel on loan are to be made aware that they are to be held financially responsible for any loss or damage to loaned materiel whilst in their custody or in transit to and from the issuing and receiving units, fair wear and tear being the sole exception, and the materiel is maintained in the condition in which it was received.

Repayment Loans to Service Units

37. Service units are not required to pay hire charges in advance. Any hire charges for repayment loans due from non public funds are to be raised on AF O1680B (in duplicate) after the materiel has been returned to the issuing depot and inspected, under arrangements made by the Authorising Officer. The materiel loaned and the hire charges, including VAT in UK shown separately, are to be listed and the AF O1680B endorsed 'Payment by cheque only', made payable to the MOD Sub Account. The postal address of the Authorising Officer and the Vote head(s) to be credited are to be entered in the appropriate spaces on AF O1680B. At the time AF O1680B is sent to the unit for payment, attention is to be drawn to any Discrepancy or Damage Report outstanding under Para 61 and the action required from the unit. When the Authorising Officer receives payment he is to send the cheque to the nearest Army Imprest account with a copy of the AF O1680B.

38. Recovery of Charges from Outside Bodies or to MOD Contractors.

- a. Any charges due from outside bodies should be raised on a DBA Liverpool invoice, by raising Defence Bills Agency (DBA) form DAB 1, in accordance with the Notes for Guidance (which was distributed under cover of AFAO/-TECH/909/3 dated 12 Apr 95), to DBA Receipts Cashier, Room 702, Mersey House, Drury Lane, Liverpool L2 7PX.
- b. If prepayment is required any cheques/postal orders should be made payable to 'The Accounting Officer, Ministry of Defence' and crossed 'MOD Public Sub Account - HMG 5018,A/C No 1032467' quoting your Customer Code/Invoice Number and forwarded to the DBA Receipts Cashier at the above address.
- c. The point of contact for these instructions is Liverpool Mil (94552) Ext 2504.

Accounting Instructions for Loan Materiel

39. **Responsibility for Accounting.** Materiel loaned to Service units, defence agencies and outside bodies (other than where covered by Paras 41 and 42) is to remain on charge to the issuing unit, supported by the loan authority and a temporary receipt. The borrower will be held fully responsible for exercising proper control of the loan materiel and for progressing any losses or damage not due to fair wear and tear which occur during the period the materiel is held on loan.

40. **Accounting Procedures.** Army units borrowing materiel should refer to JSP886 Volume 4 Part 1: Fundamentals of Materiel Accounting for the accounting of loan materiel.

42. **Civil Ministries in National Emergencies, or in Support of MACC.** Para 27b applies. In addition the Authorising Officer is to ensure that records are maintained so that the following information may be calculated:

- a. Vehicles:
 - (1) Numbers and types (Service or hired) used.
 - (2) Mileage run (by type of vehicle).
 - (3) Costs of consequential civilian hirings.
- b. Other Materiel:
 - (1) Expended by units.
 - (2) Supplied to outside organisations.

Maintenance Support for Loan Materiel

43. In applying for a loan an applicant agrees at Annex A Para 9 to maintain the materiel in the same condition as it was when loaned, fair wear and tear excepted. Authorising Officers are responsible, before approving a loan, for advising the applicant of precisely what the maintenance support requirements are. This will normally include advice on the following, where applicable:

- a. How the materiel should be serviced during the period of loan (see Para 45).
- b. Whether the materiel will need to be inspected periodically by MOD personnel during the period of the loan.
- c. The MOD schedules and practices which detail how the maintenance is to be carried out.
- d. The procedure to follow for repairs which, in the opinion of the applicant, arise from fair wear and tear (see Para 46).

44. In the case of loans attracting a hire charge the hirer completing the Form of Agreement attached to Annex B to this Section agrees to become liable for any loss or damage to the loan materiel beyond fair wear and tear and for the maintenance of the loan materiel, as noted at Clauses 2, 6 and 7 therein. Clause 7 also makes allowance for inspection and servicing by MOD personnel, at an additional charge to the hirer, (see Para

48). Clause 11 permits the MOD to have free access to the loan materiel at all times for the purpose of inspection, and provides for termination of the loan should misuse or damage become apparent. Clause 12 provides the hirer with the option of either terminating the loan or repairing the loan materiel at public (i.e. MOD) expense with the Authorising Officer's agreement, provided that the breakdown was not occasioned by the negligence of the hirer.

45. The Authorising Officer is to advise on the procedures to follow should the applicant not have the facilities necessary to carry out the required maintenance tasks. Service borrowers or hirers will normally be required to use the Service facilities available to them. Outside bodies will normally be advised to use civilian facilities for commercial pattern vehicles but to notify the appropriate divisional/district or equivalent formation HQ (Engr or ES branch as appropriate) in the case of military pattern vehicles and all other loan materiel. The Authorising Officer is to make clear to the applicant that the provision of any maintenance service will be on a repayment basis for loans attracting a hire charge, see Para 48.

46. At the time a loan is being considered the Authorising Officer is responsible for:

- a. Deciding, with the assistance of Engr and ES branches as appropriate, whether repairs arising from loaned materiel becoming unserviceable due to fair wear and tear shall be undertaken by a Service workshop or by contract. If a contract repair is adopted then a copy of the loan authority is to be sent to Land Command Support Group, ABRO, Warminster.
- b. Informing borrowers or hirers of the action to be taken should, in their opinion, loan materiel become unserviceable because of fair wear and tear. In the case of a loan attracting a hire charge Clause 8 of the agreement at Annex B to this Section is relevant. In the case of loans for which no hire charge is raised the borrower is responsible for notifying the Authorising Officer of unserviceability arising out of fair wear and tear.

47. Whenever an Authorising Officer is informed that any loan materiel has become unserviceable during the period of loan he is to arrange for it to be inspected. Should that inspection reveal that fair wear and tear is responsible then repair is to be undertaken at public (i.e. MOD) expense in accordance with the relevant procedures. Should the repair be such that the borrower stands to lose the materiel for an unacceptable time, then the Authorising Officer may withdraw the materiel and loan another item of the same type as a new loan, on the same terms and for the remainder of the original loan period. Should the inspector find that the unserviceability is not a result of fair wear and tear, then the Authorising Officer is to be informed, and the loan is to be terminated (under Clause 11 of the agreement where hire charges are raised). The materiel is then to be removed from the borrowers or hirers site for action to be taken under Para 59 et seq. In such cases it will be normal for no further loan to be granted.

48. Additional charges arising out of inspection and servicing of loan materiel are to cover both effort and materiel expended, which would not have been expended had the loan not been made. Travelling time and expenses for staff involved are to be included in the calculation. The resulting bill is to be set out on AF O1680B (including VAT in UK). Outside the UK the cost of materiels used, of UK origin, is to include any VAT paid by them.

Renewal of Loans

49. In normal circumstances loans should not require extension, but where this is essential then the regulations set out below apply.

50. Renewal of a loan may only be authorised by the Officer (or his successor in post) who authorised the original loan. In cases where it is desired to convert the loan to a repayment issue, the authority of the officer who made the original loan must be obtained.

51. In the case of ordinary loans to Service units and establishments, authority of extension of a loan may only be granted when the application shows that the original requirement has been extended for reasons that were not foreseen when the original application was made (these must be given in any bid for renewal), and inclusion in equipment tables or any similar standing authority would be inappropriate (the reasons for this must also be included in any application for an extension). Should application have been made for the materiel to be included in equipment tables or some similar standing authority, then the application becomes a request for an issue in advance of entitlement, and the procedures referred to in Section 1 Para 5d are to be followed. The loan materiel is to be returned if the period of loan expires before authority for a renewal of loan or issue in advance of entitlement is received by the borrower.

52. All other loans are to be extended only in exceptional circumstances and then after a full reappraisal of the conditions of the loan and hire charges by the original Authorising Officer, or his successor in post.

53. Applications for the renewal of a loan of Army materiel are to be made on Annex A to this Section in sufficient time for the relevant procedures to be followed by those concerned with the original application.

Partial Return of Loaned Materiel during a Loan

54. When part of a loan is returned during a loan period, the borrower is to make it clear on the accompanying voucher that this is so. The receiving depot is to inform the Authorising Officer, who is then to reassess the hire charges for the remainder of the loan as indicated on the original Annex A, issuing an amended loan authority to all concerned.

Return of Loaned Materiel

55. **Ordinary and Repayment Loans to Service Units and Establishments.** Towards the end of the loan period, or for short loans at the time of the issue, SC (i) (Land) Loans Section sends 'Loan Return Dockets AF G8623' to the borrowing unit or establishment which is then responsible for returning the borrowed materiel by the end of the authorised loan period to the place nominated on the AF G8623. Packages containing returned loan stores are to be marked LOAN STORES in 50mm high block letters, vouchers are to bear the loan serial number. Borrowed materiel may not be retained pending receipt of approval to extend the loan except with the agreement of the Authorising Officer. Should the materiel not be returned by the date due, SC (i) (Land) Loans Section is to take hastening action. If the matter is not resolved satisfactorily, (i.e. the materiel returned or write-off repayment action taken), it is to be reported to the Authorising Officer who is then to take action to terminate the loan, keeping the appropriate command/division/district HQ informed.

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56. **Action by Receiving Depot etc.** On receipt of loan materiel, a qualified receipt is to be given to the borrower. SC (i) (Land) Loans Section is notified of the return of the stores by the unit/contractor who forwards Part 4 of the 'Loan Return Docket AF G8623'. The materiel is then inspected by the receiving depot who, within one month of the date of return, is either:

- a. To give the borrower a clear receipt for the materiel and provide an information copy to SC (i) (Land) Loans Section.
- b. To take Discrepancy/Damage Report action.

ANNEX A TO CHAPTER 2: APPLICATION FOR LOAN OF MOD MATERIEL

(Introduced in Para 20)

1. Unit applying for a loan including UIN.
2. **Army units only:** Insert establishment number.

Is this application for renewal of an existing loan?

- a. Address for correspondence: -----
- b. Address for stores: (If different from Para 3a): -----

3. **Materiel required** (If more space is needed attach a separate schedule laid out in the following manner):

DMC (a)	NSN reference (b)	D of Q (c)	Short item name (d)	Quantity (e)
Notes: DMC - Domestic Management Code D of Q - Denomination of Quantity				

4. **Period of Loan.** Give actual dates for:

- a. Date issue required.
- b. Date materiel is to be returned.

5. **Purpose or justification.** (Give here full details of the use to which the materiel listed in Para 5 is to be put and why it is required). -----

6. Renewal of existing loans. State:

- a. Reference number and date of the original application for loan. -----
- b. Originator, reference and date of existing loan authority. -----
- c. Issuing depot etc and issue order number for existing loans. -----

7. **Certification by applicant:** I certify that the details given in this application are to the best of my knowledge complete and accurate. I understand as borrower that I will be held financially responsible for any loss or damage to loaned materiel while it is in my custody or in transit to and from the issuing and receiving units, fair wear and tear being the sole exception, and that it will be maintained by me in the condition in which it was received. To the best of my knowledge materiel of a similar nature to that listed in Para 5 above is not available on hire or for sale from acceptable civilian sources.

Signature: -----

Name in capitals: -----

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Rank/appointment: _____

Contact Telephone Number: _____

Date of application: _____

Applicants reference/file number: _____

8. **Loan approval** is given for the issue of the items listed in Para 5 above, (items not available/not approved are shown deleted).

Signature: _____ Appointment: _____

Date: _____ Unit Stamp: