



DEPARTMENT OF THE ARMY
US ARMY MEDICAL MATERIEL AGENCY
693 NEIMAN STREET
FORT DETRICK, MD 21702-5001

LOGISTICS SUPPORT AGREEMENT
BETWEEN
US ARMY MEDICAL MATERIEL AGENCY
AND
UNIT NAME, DIVISION NAME

SUBJECT: Logistics Support Agreement Concerning the Class VIII Reset Fielding and Induction of Medical Equipment for the **Unit Name (ABBR), Division Name (ABBR) (UIC)**

1. References:

- a. AR 40-61, Medical Logistics Policies, 28 January 2005.
- b. AR 700-142, Materiel Release, Fielding and Transfer, 26 March 2008.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- f. Operation Order (OPORD) 08-15 (U) (USAMEDCOM Medical Equipment Reset), 3 December 2007.
- g. Fragmentary Order (FRAGO) 2 to Operation Order (OPORD) 08-15 (U) (USAMEDCOM Medical Equipment Reset), 31 October 2008.
- h. ALARACT 310-08, Worldwide PEO / PM Equipment Fielding and Accountability using Property Book Unit Supply Enhanced (PBUSE), 23 December 2008.

2. Purpose. The purpose of this Logistics Support Agreement (LSA) is to establish the administrative and logistical support relationship between the US Army Medical Materiel Agency (USAMMA) and the **UNIT ABBR, DIV ABBR** relative to the Class VIII Reset Fielding and Induction of medical equipment for the **UNIT NAME, DD – DD Month 200X**. In the reset phase, the unit will receive select Medical Equipment Sets (MES) and / or medical Reset equipment that is generally maintenance significant. During the induction phase, the unit will turn in select medical equipment for recapitalization.

3. Background. We will conduct a Class VIII Reset Fielding and Induction. The Consolidated Staging Area (CSA) will be located at **Street Address, City, STATE Zip**.

4. Scope. This LSA establishes policy to ensure maximum cooperation between USAMMA and the **UNIT ABBR, DIV ABBR** in the execution of this fielding.

5. Understandings, agreements and support needs.

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a. The Commander, USAMMA, will:

(1) Establish a Materiel Fielding Team (MFT) to coordinate the scheduling, joint inventory, and receipt of medical materiel and equipment for the Reset Fielding and Induction of the **UNIT ABBR, DIV ABBR**. The MFT is a USAMMA-controlled cadre of fielding, maintenance, and supply personnel. The MFT Chief serves as the lead fielding representative and is responsible for the timely and effective issue of the **UNIT ABBR, DIV ABBR**.

(2) Conduct a joint inventory with the unit. Induction items should be visually inspected to ensure they are clean, structurally intact, and possess all accountable components in order for the unit to receive credit for turn-in.

(3) Prepare accountability acceptance documents for induction equipment. Accountability documents will not be provided for non-expendable equipment not on-hand.

(4) Provide a Letter of Instruction (LOI) to the unit for induction equipment and excess not turned-in for Induction. The LOI will provide more specific instructions on disposition of unit-retained equipment.

(5) Assist **UNIT ABBR, DIV ABBR** with preparing induction equipment for shipment to USAMMA depots including packing and palletizing requirements.

(6) Provide the Transportation Accounting Code (TAC) for induction equipment returning to the USAMMA depots and assist with coordinating movement between the unit and transportation office.

(7) Ensure MES are inspected, deprocessed and inventoried in preparation for the Reset Fielding.

(8) Authorize licensed members of the MFT to operate materiel handling equipment in the absence of the assigned operator to prevent fielding delays.

(9) Conduct a 100 percent joint inventory and handoff of MES to the accountable officer and/or designated representative.

(10) Ensure all equipment is fully operational and mission-capable, complete with all components and basic issue items.

(11) Transfer fielded equipment from the USAMMA PBUSE account to the gaining unit account using the PBUSE lateral transfer process.

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b. The Commander, **UNIT ABBR**, **DIV ABBR**, will:

(1) Provide support services, manpower, and the management structure to the MFT to the extent outlined herein.

(2) Provide use of secure land and facilities to support the fielding as follows:

(a) Ensure all materiel awaiting handoff is held in a secure area and access is limited to authorized personnel. The CSA will be used for both the Reset Fielding and Induction of medical equipment. A sectioned area of the CSA will be used for temporary storage of induction equipment pending shipment to the respective depot. The remaining area will be used to stage, deprocess, and conduct joint inventory of the equipment to be fielded during Reset. Equipment arriving should not be opened or documentation removed until the MFT arrives.

(b) The CSA will be a minimum of a 6,000 sq. ft. building with electricity, latrines, water source, two tables, six chairs, photocopying capability, internet access (if available) and telephone line with commercial and/or DSN access.

(3) Task administrative and logistical support services as outlined below.

(a) Provide one dumpster for trash removal and one container for recycling materials.

(b) Provide two pallet jacks and one 4K forklift with operator dedicated to support the entire fielding. Provide a back-up forklift in the event it is required or the primary forklift breaks down.

(c) Provide all necessary materials (i.e. tri-walls, pallets, banding wire and clips, shrink wrap etc.) and prepare induction equipment for shipment to the designated depot.

(d) Identify a unit representative to coordinate with the **Site Name** Installation Transportation Office (ITO) and the MFT to ship induction equipment.

(4) Ensure the Property Book Officer (PBO) reviews and accepts / rejects the lateral transfer within five business days of receiving PBUSE lateral transfer notification IAW ALARACT 310-08, Para 3.C.1.A. (IAW ALARACT 310-08, Para 4.B.5, fielding is not complete until the gaining command completes the PBUSE lateral transfer process.)

(5) Ensure all equipment items identified for induction are signed for by USAMMA and shipped by the unit during the Reset Fielding and Induction. Turn-in of identified excess LIN and non-LIN, non-expendable items should be initiated no later than 10 days after the items have been classified as excess IAW DA PAM 710-2-1, Ch 3-5. Excess durable and expendable items should be used to fill reset shortages, cross-leveled with other medical units, or turned in to the Installation Medical Supply Activity (IMSA).

(6) Provide appropriate adjustment documents for all non-expendable equipment not on-hand for turn-in during the fielding.

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(7) Provide a point of contact with the authority to make decisions on behalf of the gaining Command to resolve any problems that may be encountered. This individual will remain on-site at the CSA to work issues for the gaining unit and MFT.

(8) Arrive at the CSA on the date and time scheduled with an officer-in-charge, unit property book officer or authorized representative and primary hand receipt holders with current DA Form 1687, Notice of Delegation of Authority, to receive the fielded materiel IAW AR 710-2, Ch 2-8, Para a.

(9) Provide one non-commissioned officer in charge of a six-soldier detail - two soldiers to assist with the induction equipment and four soldiers to assist with staging reset MES and moving equipment to and from maintenance. Detail personnel should be available throughout the duration of the Reset Fielding and Induction of medical equipment and should not be on profile. These personnel will be under the control of the MFT and should have a good working knowledge of the equipment.

(10) Ensure reportable and maintenance significant medical equipment is properly loaded into the unit level SAMS-1E box and scheduled for maintenance (IAW AR 40-61,10-11.a.(1) and 10-11.b). Scheduled service intervals will be IAW AR 40-61, paragraphs: 6-4, 6-5 and 6-6. These scheduled service dates can be adjusted to reflect a more frequent period if required by manufacture literature, TM or Maintenance Allocation Chart (MAC).

6. Effective Date.

a. This agreement becomes effective upon the date of the last signature below and may be terminated by mutual consent of parties involved.

b. This agreement will be reviewed consistent with Command operating budget cycles and may be amended or revised at any time by mutual consultation.

UNIT COMMANDER
Rank, BRANCH
Commanding

ALEJANDRO LOPEZ-DUKE
COL, MS
Commanding

(DATE)

(DATE)