



DEFENSE INFORMATION SYSTEMS AGENCY
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DISA INSTRUCTION 270-165-4*

17 November 2006

EQUIPMENT

Loan and Transfer of Accountable Assets

1. **Purpose.** This Instruction prescribes policy and assigns responsibility for loan of DISA accountable assets.
2. **Applicability.** This Instruction applies to all DISA activities and supporting contractors.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Directive 5105.19, Defense Information Systems Agency, 25 July 2006.
4. **Policy.**
 - 4.1 All DISA acquired accountable property which is provided to another Service/Agency (S/A) will be accounted for in the Defense Property Accountability System (DPAS) and supported by a loan agreement, lateral transfer, or direct shipment approval for selected reimbursable transactions. (Lateral transfers to organizations outside of DISA must have paperwork approved by the DISA Property Accountability Manager [DPAM].)
 - 4.2 All equipment, to include accountable software, being provided under an acquisition program or project, will be provided under a loan agreement if either of the following conditions are met:
 - 4.2.1 DISA retains ownership of the equipment, provides maintenance support for the equipment, and the equipment will be returned to DISA's control at the end of the loan period.
 - 4.2.2 DISA remains responsible for providing maintenance support of the equipment during either the full life cycle of the equipment or a defined period of time until the S/A assumes responsibility for the equipment.
 - 4.3 All agency equipment, to include accountable software being

provided under a major or minor acquisition program or project, will be provided as a lateral transfer when the following conditions are met:

4.3.1 The S/A assumes full ownership responsibility, to include providing maintenance support, when there is no intention of returning the equipment to DISA ownership.

4.3.2 The defined maintenance support period in subparagraph [4.2.2](#) has expired and the S/A has assumed responsibility for maintenance support. (Once the S/A has assumed responsibility for the equipment, the loan agreement will be closed and a lateral transfer action initiated.)

4.4 Equipment acquired via a reimbursable transaction is not subject to a loan agreement or lateral transfer procedures because DISA retains no ownership in or responsibility for the equipment. The S/A funding the reimbursement transaction assumes full ownership of the equipment purchased for the S/A by this Agency.

4.5 DISA property loaned to any S/A will not be further loaned without the written approval of the original DISA approving authority. This does not limit the authority of the borrowing S/A to move the equipment between subelements or activities of the S/A.

4.6 Equipment will not be shipped or provided under a loan agreement until the completion and approval of a DISA Form 234: Agreement for the Loan of DISA Materiel. (The DISA Form 234 must be signed by the designated Support Agreements Coordinator in the office of the Chief Financial Executive [CFE].)

4.7 Requests for waiver from any provisions in this Instruction should be submitted to the Manpower, Personnel, and Security Directorate (MPS) Facilities and Property Management Division (MPS7) Property Management Branch (MPS74).

5. Responsibilities.

5.1 Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, and Directors of Program Executive Offices, DISA, and Commanders of DISA Combatant Command Field Offices. These individuals will:

5.1.1 Review all conditions under which DISA materiel is to be provided to another S/A to determine if a loan agreement should be negotiated.

5.1.2 Negotiate loan agreements for DISA property to be loaned to another S/A from a DISA major or minor acquisition program or project.

5.1.3 Maintain a master record of all property provided by a loan agreement and track expiration dates to ensure the equipment is returned, a loan agreement extension is negotiated, or the equipment is laterally transferred to an S/A.

5.1.4 Ensure any loaned property or materiel is inventoried annually in order for property accountability in DPAS to be current.

5.2 Manpower, Personnel, and Security Directorate (MPS) Chief, Facilities and Property Management Division (MPS7). The Chief, MPS7, will:

5.2.1 Oversee implementation of the policy for the loan of DISA property or materiel.

5.2.2 Ensure loan agreement procedures are adhered to with respect to property accountability and maintained in accordance with the direction outlined in the DISAI 270-165-2, Property Accountability for DISA.

5.2.3 Maintain a standard format for all loan agreements in coordination with General Counsel.

5.2.4 Monitor the status of all equipment loan agreements on an annual basis.

5.2.5 Review all requests for waivers in coordination with the Comptroller and General Counsel.

5.3 General Counsel (GC). The GC will:

5.3.1 Assist the Facilities and Property Management Division (MPS7) in updating standard loan agreements.

5.3.2 Review all proposed loan agreements prior to completion of any agreement.

FOR THE DIRECTOR:



MARK S. BOWMAN
Brigadier General, USA
Chief of Staff

*This Instruction cancels DISAI 270-165-4, 23 November 1997.

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