

APPENDIX B EQUIPMENT CACHE MAINTENANCE

TASK FORCE PROPERTY ACCOUNTABILITY AND RESOURCE TRACKING SYSTEM

RESOURCE TRACKING

Efficient tracking of resources during a mission is extremely important. Cache security is the responsibility of the Logistics personnel from the time of deployment throughout the mission. Specific security issues must be worked out with the jurisdiction receiving assistance. Coupled with this requirement is the organization of the cache and sheltering of sensitive or perishable items.

Limited cache resources must be shared. Logistics personnel must track where and to whom equipment is issued and ensures its return. Initially, a manual "T-Card" tracking system will be used to track equipment. Each separate box, kit, tool or equipment will have a separate card that will list all pertinent information about the item. An identical copy of this card will be kept with logistics personnel for tracking purposes.

The T-Card system will be color coded for each Regional Equipment Cache as follows:

North Task Force Cache	Blue
East Task Force Cache	White
South Task Force Cache	Red

Equipment and supplies must be marked with a corresponding color stripe. i.e.; all items in the South Task Force Equipment Cache should display a conspicuous red stripe.

The name of the person receiving equipment and the location where it will be used are recorded on the T-Card. This T-Card is then placed in the Equipment Issued file for tracking. Should other task force personnel request the use of the same item, its location can be identified and its availability determined. All information included on the T-Card is also entered on the computer printout.

ATTACHMENT A - SAMPLE T-CARD

Box / Item #23 K12 Saw Kit
 Weight 43 pounds, 30" X 20"
 K12 Saw, Model # 3B, Serial # XY1234
 Blades (2), 12" Carbide Tip
 Blades (2), 12" Composite
 Wrench, open end, box-type
 Fuel Can, One Gallon
 Oil, fuel mixing, 8oz.
 Oil, lubricating, 32oz.

EQUIPMENT ISSUE

To Whom:

McDowell

When / Where:

2/3/05, 0915hrs./East Div.

By Whom:

TC 2/3/05,1530hrs.

Returned/When: