



Virginia Task Force 2 Urban Search and Rescue

2.06 Equipment Disposition

March 2019

Administrative Manual

Equipment Disposition of Owned Virginia Task Force 2 (City of Virginia Beach) and Federal Government

ISSUE STATEMENT

To provide direction for Virginia Task Force 2 Staff and Members with disposition of equipment owned by Virginia Task Force 2 and Federal Government.

REQUIRED ACTIONS

This process will outline the steps to be followed by the VA-TF2 Staff and Members, for Virginia Task Force 2 (City of Virginia Beach) and Federal Government equipment disposition.

Step 1

Determine if the equipment is owned by Virginia Task Force 2 (City of Virginia Beach) and Federal Government.

Step 2

Use the following Directives for disposition of ownership:

Virginia Task Force 2 (City of Virginia Beach): AD 6.01 Asset Management, RM 2.06a

<http://beachnet.vbgov.com/organization/administrative-directives/admindirectives/AD601.pdf>

Federal Government: US&R Program Directive 2012-008 - Management of Federal-issued Property RM 2.06b

Step 3

Notify VA-TF2 Logistics Functional Group Leader, VA-TF2 Program Manager, and VA-TF2 Logistics Warehouse Coordinator of equipment disposition.

Step 4

Remove all VA-TF2 Labels, Names, and Logos from item

Step 5

Place item as "RETIRED" in the task force's equipment tracking database (TAVALLSS).



Virginia Task Force 2 Urban Search and Rescue

2.06 Equipment Disposition

March 2019

Administrative Manual

Step 6

Print a summary of Maintenance/Out of Service and Inventory (if applicable) for item and place in individual maintenance file. Place this file in the “Retired Items” archive.

Step 7

Complete VA-TF2 Disposition form (attached) and place original copy in item’s maintenance file (see step 6 above).

Step 8

Logistics Warehouse Coordinator will prepare and ship item.