Amateur Radio Communication Service (ARCS) Issue/Turn in document or Sub Hand Receipt	FROM: Team/Organization:	TO: Team/Organization:
Hand Receipt Holder:	HR #:	Issue: ☐ Turn in: ☐ Sub Hand Receipt: ☐

PB Item #:	COEI #:	ARCS ID#:	Item Description:	CC	UI	QUANTITY				
						Auth	1	2	3	4

Condition Codes (CC):				Unit of Issue (UI):	
A	Serviceable without qualification	D	Unserviceable / Repairable	EA	Each
B	Serviceable with qualification	E	Unserviceable / Condemned	ST	Set
C	Unserviceable, incomplete	F	Authorized for sale / Redistribution	UN	Unit

Name:

Date:

Signature:

Kit Type _____ Page _____ of _____ pages

INVENTORY AND MAINTENANCE STATEMENTS

Property owned by ARCS must be maintained in a constant state of readiness. The following instructions will outline what is expected of you as a sub-hand receipt holder and inform you of your responsibilities.

A layout and inventory is the easiest way to see, record, and account for all your property at one time. Never sign a hand receipt without seeing the property. Before signing for any equipment, inspect it and ensure its condition is accurately recorded. This will prevent assuming liability for damage or loss that occurred before signing for any equipment.

ARCS equipment requires routine and preventative maintenance to include: cleaning, updates, programming, charging & replacement of batteries, and proper storage of components. Routine and preventative maintenance is a custodial responsibility of those assigned ARCS property. Property custodians should maintain an ICS-214 or an ARCS-generated maintenance log, identifying when they have conducted maintenance activities.

- Preventative maintenance checks and services (PMCS) should be conducted monthly. Any deficiencies or actions taken should be logged and forwarded to the Primary Hand Receipt Holder (Team EC). Please see the PMCS checks and schedule for additional information.
- High priority PMCS functions: Battery charging rhythm: laptop computers, biweekly; SLA/AGM batteries, monthly; Laptop computer software (including Windows OS, Winlink, VARA, Google Earth Pro, and other mission-critical software) should be updated during the biweekly and monthly charging and maintenance sessions – unless identified by the Team EC.
- Radio programming is an advanced skill; operators that the Team EC has authorized may conduct programming updates using the District-provided programming files. Only District provided software and files will be used (RT Systems). If their Team EC has not authorized a Sub Hand Receipt holder to perform this function, they must coordinate with their EC for assistance.
- Radios must be programmed according to the District ICS-217A-D5 update and fielding timelines. Checking compliance with the current ICS-217A-D5 should be conducted with monthly checks – at a minimum. Mission-specific programming is only authorized when mutual aid or interoperability requires specific modification to meet mission requirements, and at the discretion of the Primary Hand Receipt Holder.
- Laptop computers may not be used for personal use, and software not included in the fielding baseline must be approved by the property management and automation committees.
- Go kit custodians should ensure all current PDF forms (ICS-217A-D5, ICS-205-D5, ICS-213-D5, ICS-309-D5, FEMA standard forms, etc.), publications (ARFOG, user manuals, etc.), and other documents are updated and preloaded on the Go Kit laptops.
- Custodians should ensure that the paper copies of physical forms should also be maintained and replaced after use or revision. Please see the PMCS checks for additional information.
- Winlink report templates ("load initial data" files) coinciding with the current versions should be maintained in an easily recognizable folder to aid alternate operators.

ACKNOWLEDGEMENT OF RESPONSIBILITY AND LIABILITY

Property owned by ARCS is intended to be used to support emergency communication which includes training, exercises and emergency activation and deployment.

The most recent person in the chain of custody of ARCS property is financially responsible for any property checked-out to them, and will be liable for compensating ARCS for damage or loss caused by gross negligence as determined by the ARCS Board.

Incidents of theft of ARCS property must be reported as soon as discovered to the police department of competent jurisdiction, and a copy of the police report given to the Property Manager as soon as practicable. If there is no clear evidence of theft, or if the property has been lost due to a user's gross negligence, the most recent person in the chain of custody will be liable for the full replacement cost of the lost property.

The most recent person in the chain of custody of ARCS property is responsible for reporting theft of ARCS property in their custody as soon as the theft is discovered or as soon as practicable. Each user of ARCS property is responsible for returning it, in accordance with the Check-out/Check-in procedures.

The most recent person in the chain of custody is responsible for returning all property received in the same condition it was issued.

The most recent person in the chain of custody will be responsible to pay the repair costs for any property which is returned in damaged condition, or replacement of missing Components of an End Item.

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES AND LIABILITIES I ASSUME BY TAKING CUSTODY OF PROPERTY BELONGING TO PIERCE COUNTY AMATEUR RADIO COMMUNICATION SERVICES.

Name:_____ **Signature:**_____ **Date:**_____