

DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD

**INDUSTRIAL RECAPITALIZATION REQUEST FORM**

*(Instructions on Page 3)*

1. REQUEST NUMBER	2. INDUSTRIAL SERVICE ACTIVITY	3. PROPERTY NUMBER <i>(if existing)</i>	4. DATE SUBMITTED
5. EQUIPMENT INFORMATION <i>(make, model, etc)</i>		6. EQUIPMENT UTILIZATION <i>(business line)</i>	
7. CURRENT CONDITION OF EQUIPMENT <i>(if existing)</i>		8. EQUIPMENT SPECIFICATIONS <i>(type, size, etc)</i>	
9. JUSTIFICATION FOR EQUIPMENT REPLACEMENT/ACQUISITION			
10. IMPACT TO OPERATION		11. SAFETY PROBLEMS/CONCERNS	
12. <input type="checkbox"/> UPGRADE EXISTING EQUIPMENT <input type="checkbox"/> REPLACEMENT OF FAILED OR AGING EQUIPMENT		13. DISCREPS ON FILE/REPAIR COSTS ASSOCIATED WITH UPKEEP OF EQUIPMENT	
14. EQUIPMENT ORIGINAL COST	15. EQUIPMENT REPLACEMENT COST	16. PRIORITY	17. DATE REQUIRED
18. INDUSTRIAL MANAGER SIGNATURE AND DATE SIGNED			
19. <input type="checkbox"/> ITEM APPROVED <input type="checkbox"/> ITEM DISSAPPROVED INCLUDE REMARKS		19a. <input type="checkbox"/> MLC LANT <input type="checkbox"/> PAC	
		19b. MLC SIGNATURE AND DATE SIGNED	
20. HQ PROGRAM MANAGER  <input type="checkbox"/> ITEM APPROVED <input type="checkbox"/> ITEM DISSAPPROVED  APPROVAL DATE _____ FTA/PO DATE _____		20a. REASON FOR DISAPPROVAL <i>(HQ Program Manager)</i>	
		20b. SIGNATURE <i>(HQ Program Manager)</i>	



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**INDUSTRIAL RECAPITALIZATION REQUEST FORM**  
*(Continuation Sheet)*

1. REQUEST NUMBER	2. INDUSTRIAL SERVICE ACTIVITY	3. PROPERTY NUMBER <i>(if existing)</i>
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4. CONTINUE DESCRIPTION/ADDITIONAL COMMENTS FROM PAGE ONE *(Reference the block number)*



## INSTRUCTIONS FOR CG-5240A

- ITEM 1 Enter a two part serial number composed of the last two digits of the calendar year and the consecutive item number for requests prepared during that year. For example, the number 80 – 103 would represent the one hundred and third IRRF (Industrial Recapitalization Request Form) prepared by the unit in calendar year 1980.
- ITEM 2 Include OPFAC and Location.
- ITEM 3 List the Number that is located on your Property list for the particular piece of equipment you are trying to replace.
- ITEM 4 Self explanatory.
- ITEM 5 Model Number, Serial Number, Manufacturer.
- ITEM 6 List what the equipment is actually utilized for; (example: Shear for metal shop projects; Crane for weight handling, Lathe for propeller shafts and machine shop operations etc.
- ITEM 7 Provide a brief description of the situation. The item is beyond service life, broken, seized, or excessively worn, doesn't support the mission etc...
- ITEM 8 List accurate specifications such as 50-Ton Crane, 48 inch sheer, 8 ft horizontal lathe, etc
- ITEM 9 This is a detailed description of why the equipment requires replacement, It must be complete and descriptive enough to accurately identify the reasons you need a new piece of equipment (This is your chance to explain in detail why this equipment requires replacement).
- ITEM 10 Give specific examples of how your facility or operation will be affected if the equipment is not replaced.
- ITEM 11 List any safety related concerns or problems associated with the equipment; i.e.; Crane is tagged out due to severe wear in the pedestal bearing and lifting cylinders, lathe is missing all safety switches or guards etc
- ITEM 12 Self-explanatory.
- ITEM 13 List all Discreps on file or accumulative repair costs associated with the piece of equipment you are trying to replace.
- ITEM 14 List the original purchase price of the equipment.
- ITEM 15 List the Replacement cost of the equipment.
- ITEM 16 Enter one of the following priorities.
- 1 – URGENT – Items required to maintain production capability or involve personnel safety
  - 2 – NECESSARY – Items required to assure continued production capability.
  - 3 – DESIRABLE – Items that improve the efficiency of the production schedule or are required due to a new business line. May be postponed without affecting production schedule, reliability, or safety.
- ITEM 17-20 Self explanatory.