

# DIRECTORATE OF LOGISTICS

---



## SUPPLY

### STANDING OPERATING PROCEDURES EXTERNAL

GARRISON COMMAND, US ARMY IMCOM

FORT IRWIN, CALIFORNIA 92310  
June 2011

SUPPLY STANDING OPERATING PROCEDURES  
(EXTERNAL)

TABLE OF CONTENTS

Property Book  
Office

<i>General</i>	5
Responsibilities	5-7
(PBUSE) Reports and Listings	7-9
Requisitioning Non-Expendable Property	9-11
Turn-In Procedures	11-13
Lateral Transfer Procedures	14-16
Receipt of Property Book Items	16
Hand-Receipt Annexes	17-18
Change of Primary Hand Receipt Holder (PHRH)	18-19
Lost, Damaged, Or Destroyed Property	19
Excess, Shortages, And Retention Of Excess	19-20
Unit Equipment Readiness Reporting	20
Administrative Adjustment Reports (AAR's)	20-21

Property Book  
Office

References	21
Listing of Sample Forms and Memorandums	22-25
(Figures A – O )	26-43

TISA Procedures	General	44-45
	Responsibilities	45-47
	Policies	47-52
	Procedures	52-53
	References	53-54
Field Ration Procedures		
	Purpose	55
	Applicability	55
	General	55
	Responsibilities	55-57
	Policies	58-59
	Procedures	59-66
CIF Procedures		
	Purpose	67
	References	67
	Mission	67
	Responsibilities	68
	LSS Contractor	69-72
	Policies & Procedures	72-75
	Appendix	76-85
Transportation Procedures		



## SECTION I

### GENERAL INFORMATION

1. **PURPOSE.** This Standing Operating Procedure (SOP) establishes policies and procedures to be used by Table of Organization and Equipment (TOE) and Table of Distribution and Allowances (TDA) activities to request turn-in, and account for supplies and equipment through Army Working Capital Fund, formerly Stock Fund.
2. **SCOPE.** This SOP is applicable to all on-post TOE Organizations, TDA activities and units/activities satellited on Fort Irwin for logistical support and Rotational units. Any reference to “organization” applies equally to TOE organizations and TDA activities. Reference to TOE and TDA also applies to MTOE and MTDA, respectively.

## **Section II Property Book Operations**

### **General**

#### **1. Introduction**

This Standard Operating Procedures (SOP) is intended to assist all parties in performing regulatory 100% property book accountability, management of authorizations and up-to-date asset visibility of all property book items at the NTC. Maintenance of property book accountability includes many tasks and sub-tasks, such as verifying authorizations, ordering, receiving, issuing, and turn-in of Accountable Government property book items. The Standard Army Information Management System (STAMIS) utilized at the NTC to maintain property book accountability and asset visibility is the automated Property Book United Supply Enhanced (PBUSE).

#### **2. References**

Related publications and referenced forms are listed in appendix A.

#### **3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **Responsibilities**

#### **1. Consolidated Property Book Office (CPBO)**

a. Delegated responsibility by the Commanding General and the Garrison Commander to perform and/or administer formal accountability of all Modification Table of Organization and Equipment (MTOE), Tables of Distribution and Allowances (TDA), Installation.

b. Responsible for all Distribution Equipment System (DES) reporting, including Continuing Balance System-Expanded (CBS-X), Unique Item Tracking (UIT), Logistical Total Army Authorization Document System (LOGTAADS), and Requisition Validation System (REQVAL), to Logistics Support Agency (LOGSA).

c. Proponent and systems administrator for PBUSE, including interface with other automated systems.

d. Performs review, analysis, and reconciliation of daily PBUSE input from NTC units/activities. Coordinates and ensures corrective action is taken as required.

e. Manages authorizations, asset visibility, requisitioning, and receipt of all property book items at the NTC.

f. Identifies, directs, and approves lateral transfers and turn-ins of excess property book items.

g. Authenticates and coordinates high priority requisitions for property book items.

h. Maintains validates non-expendable component shortage annexes for PHRH accounts.

- i. Acquires and distributes LOGTAADS.
- j. Performs the duties listed above and additional duties described in section 2-2 for units listed in 2-3.

2. 11<sup>th</sup> Armored Cavalry Regiment, USA Garrison, Commissary, Mates, Red Cross, Finance & Accounting, Directorate of Resource Management, Acquisition Command, Air Ambulance, 916<sup>th</sup> Support Brigade , AAFES, Criminal Intelligence Detachment, Materiel Management Center, 203<sup>rd</sup> Military Intelligence, Logistics Assistance Office, 759<sup>th</sup> Ordnance Detachment, JIEDDO, IMCOM.

a. Perform all regulatory functions of a Primary Hand Receipt Holder and maintain regulatory 100% accountability of all property book items in the physical custody of the unit/activity, subject to periodic review and inspection by the CSDP Monitor. This includes coordinating with CPBO on items received and turned-in. NCOs' will not serve as a PHRH, unless approved in writing by the O-6 COL or above.

b. Perform monthly 10% cyclic and sensitive item inventories from lists generated by the CPBO reconcile discrepancies, initiate relief from responsibility documents (Financial Liability Investigation of Property Loss, Statement of Charges/Cash Collection Voucher) as required.

c. Sign original monthly hand-receipt, monthly cyclic and sensitive item inventory listing no later than the last day of the month in which the listing was provided. These listings are retained on file with the CPBO and the unit/activity is provided a copy that must be retained in supporting document files for a minimum of six (6) years or the life of the contract as applicable.

d. Ensure hand-receipt annexes are prepared at the unit level and validated for all component shortages.

e. Provide and update assumption of command orders or PHRH additional duty orders and DA Form 1687 (Delegation of Authority to Request/Receive) to the CPBO.

f. Attend change-of-command/change-of-primary hand receipt holder brief, including the incoming and outgoing unit/activity commander, provided by the CPBO.

g. Ensure all authorized equipment and components are on-hand or on-order.

h. Comply with and/or request lateral transfer and turn-in directives of excess property book items from the CPBO.

### **3. Contractors**

a. Contractors are required to comply with the property provisions contained in their respective contracts. Contractors involved with CPBO in fielding of property book items and/or acting as a PHRH with CPBO maintaining formal accountability are subject to the requirements of this SOP.

b. For contracts awarded under the FAR 45.105(a), accountability for Government furnished property (GFP) will be transferred to the contractor; however, the property book office will create and maintain a GFP asset listing on the property book for fiduciary reporting purposes.

c. Property book officers (PBOs), when directed by the official having command responsibility over the property required by a contract, will release the Government property to a contractor as GFP. The transfer of accountability of property provided to a contractor will be accomplished by using a DD Form 1149 (Requisition and Invoice/Shipping Document) or DA Form 3161 (Request for Issue or Turn-In). The document transferring accountability will be approved by the same contracting officer that approved the contract, or his or her representative, prior to the GFP being provided to the contractor. PBOs will use the transfer document to establish a GFP asset listing.

d. A joint physical inventory of GFP will be conducted by the PBO, the property administrator, and the contractor prior to the beginning of the contract period. On completion of the inventory and written acknowledgment of receipt by the contractor, the PBO will post the transfer document as a loss to the Army's hand receipt and gain to a contract GFP asset listing. The PBO will continue to maintain the basic property book records for GFP transferred to the contractor. The contracting office's designated representative will notify the PBO upon contractor receipt, transfer, or disposal of any GFP during the life of the contract (see AR 710-2, para 2-33). The PBO will update the fiduciary records as changes to GFP are communicated.

e. On termination or completion of the contract, a joint physical inventory by the contractor, the PBO and the property administrator will be accomplished. A transfer document transferring accountability back to the Army will be prepared as directed by the property administrator using DD Form 1149 or DA Form 3161. The contracting officer will reconcile the transfer document for shortages and will approve the transfer prior to the PBO acknowledging receipt and accepting accountability for the returned GFP. Upon completion of transfer document, the GFP asset listing for that contract will be discontinued. e. For contracts awarded under the FAR 45.106(a), citing clause 52.245-1, accountability for GFP will be laterally transferred on DA Form 3161, per AR 710-2, para 2-13a, to the contracting office. The property records will be maintained by the property administrator. These records will be kept separate and distinct from installation property book records. Responsibility for GFP will be assigned to the contractor using the technical exhibit to the contract.

## ***Property Book Unit Supply Enhance (PBUSE) Reports and Listings***

### **1. PBUSE**

Property Book Unit Supply Enhance (PBUSE) is the standard Army automated system for maintaining records of property book items. PBUSE can be used to produce many types of reports and listings. Each of these reports or listings is labeled with a Product Control Number (PCN).

## 2. Hand Receipt Listing

Hand Receipt Listing is the official hand-receipt utilized by each PHRH to assume responsibility for property book items under their control. On the 1<sup>st</sup> working day of each month the hand receipt listing is produced by the CPBO for each PHRH, who will validate by signature and return the original report no later than the last working day of the month in which the listing was provided. Any discrepancies noted must be reconciled with the CPBO upon turn-in by using the form provided by this office. **There will be no written adjustments on the original copy of the Hand Receipt.** Units/activities will maintain a signed hand receipt listing at the unit/directorate level. Units/activities will report the reason(s) for any hand receipt not signed by the last working day of the month to the CPBO. (A Letter of Lateness will be signed by the Battalion, Brigade, or Regimental Executive Officer, Commander or civilian equivalent.)

a. The unit working copy of the hand receipt when annotated properly constitutes an excellent tool for the Company Commander's/Primary Hand Receipt Holder's thus facilitating the monthly review of hand receipt validation. Entries are posted (handwritten) as changes occur by supply personnel. Document numbers and adjusted quantities should be annotated.

## 3. Sensitive Item Inventory Listing

Sensitive Item Inventory Listing is utilized to account for sensitive items. On the 1<sup>st</sup> working day of each month the sensitive items listing is produced by the CPBO for each PHRH, who will sign and return the original no later than the last working day of each month. Any discrepancies noted must be reconciled with the CPBO upon turn-in of the sensitive item listing. Using the form provided by this office, **there will be no written adjustments made on the original copy of this document.** Units/activities will maintain a signed sensitive items listing at the unit/directorate. Units/activities will report the reason(s) for all reports not signed by the last working day of the month to the CPBO. Units/activities will maintain a working copy of this report in the arms room, which can be used as the monthly Arms/Ammunition inventory (see figure K1 and K2).

## 4. Cyclic Inventory Listing

Cyclic Inventory Listing is utilized to perform 10% cyclic (monthly) inventories and fulfills the unit/activities regulatory responsibility to perform a 100% inventory of all property book items on an annual basis. On the 1<sup>st</sup> working day of each month the cyclic inventory listing is produced by the CPBO for each PHRH, who will sign and return the original report no later than the last working day of each month. Any discrepancies noted must be reconciled with the CPBO upon turn-in of the report. Units/activities will maintain a signed cyclic inventory listing at the unit/directorate. Units/activities will report the reason(s) for all reports not signed by the last working day of the month to the CPBO. Units will use the form provided by this office to annotate any discrepancies noted during the inventory. **Do not make any corrections on the original copy.** Unit commander should sign and return this copy back to the Property Book Office (see figure L).

## **5. Due-In Listing**

Due-In Listing is provided by the CPBO by request to verify all authorized equipment is on-hand or on valid requisition. The PHRH should periodically perform an inquiry on SARSS/VLIPS to verify status of open requisitions. Identified discrepancies should be coordinated and resolved with the appropriate item manager in the Supply Management Branch.

## **6. Unit Equipment Readiness Listing**

Unit Equipment Readiness Listing is a listing showing readiness of equipment for MTOE units. UERL is normally produced by the CPBO on the 10<sup>th</sup> working day of each month.

## **7. Sub-Hand-Receipt Listings**

Sub-hand-receipts can be generated utilizing the automated Unit Supply Enhanced (USE) or manually on a DA Form 2062 (Sub-Hand-Receipt).

**8. Delinquencies, Exceptions, and Extensions for Hand-Receipt Listing, Sensitive Item Inventory Listing, and Cyclic Inventory listing** for timely submission are as follows:

a. **Sensitive Item Inventory Listing** must be submitted on time (the last working day of the month). No exceptions or extensions will be granted. **Hand-Receipt Listing and Cyclic Inventory Listing** submission timeframes may be extended under certain conditions. The extension must be requested in writing to the CPBO no later than two (2) weeks before it is due (the last working day of the month). The extension will include a justification for the request (i.e. unit deployed, Unit Commander on leave, etc...), and when a signed copy of the listing will be submitted to the CPBO (A Letter of Lateness will be signed by the Battalion, Brigade, or Regimental Executive Officer, Commander or civilian equivalent.)

b. Units/activities that do not meet the established suspense, with or without an approved request for extension, will be specifically identified and reported in the quarterly Logistics Review and Analysis (LOGR&A).

## ***Requisitioning Non-Expendable Property***

### **1. Non-Expendable Equipment**

The CPBO will requisition non-expendable equipment that is authorized by MTOE, TDA, Army Regulation (AR), Technical Manual (TM), Common Table of Allowances (CTA), Supply Catalog (SC), Technical Exhibit (TE), or other appropriate authorization documents. Equipment pending authorization on a valid DA Form 4610-R will not be requisitioned until the item(s) is documented on a published TDA or MTOE. When non-expendable In-Lieu-Of (ILO) items are requisitioned, a Memorandum for Record (MFR) signed by the Director, Regimental, or separate Battalion Commander is required.

## **2. Requests for Non-Expendable Equipment**

a. Requests will be prepared at the unit level and signed by the PHRH. The request should be submitted on the local generated form generated by the CPBO (see Figure A) and must be signed by the unit Commander, or approving authority, prior to presenting the request to the CPBO for further processing. Units/activities will follow this same procedure and requisition non-expendable equipment at the PBO level.

## **3. Assignment of Priority**

- a. Requisitions will be based on the Force Activity Designator (FAD) and Urgency of Need Designator (UND). See DA PAM 710-2-1, Chapter 2, Table 2-1.
- b. CTA items will be assigned priority 13 unless a higher priority is requested and justified in writing by the PHRH. Component items will be assigned the priority of the major item it supports.
- c. Authentication of high priorities has been delegated by the Commanding General and Director of Logistics to the CPBO.

## **4. Local Purchase Request**

The Deputy Commander and Chief of Staff have delegated approval authority to Colonel (O-6) in a command position for which the equipment belongs too to be the approval authority for local purchases. The only system authorized for requisitioning local purchase will be PR-WEB. All requests for nonexpendable equipment will be routed through supporting Property Book Officer for approval/authorization. PBO's are responsible for timely processing of local purchase requisitions.

## **5. Requests should be followed by:**

- a. Less than \$3,000.00 Credit Card Purchases (GPC): All credit card purchases must comply with procedures contained in NTC Reg. 715-5, U.S. Government Purchase Card Program. Basic supply requisitioning requirements must also be adhered to for items that require property book authorization and accountability. Items requiring CPBO accountability must be processed through:
- (1) The CPBO for approval prior to credit card purchase.
- b. Purchases over \$3,000.00 will be ordered using PR-WEB (Acquisition on the Internet): The AcquiLine® web-based modular suite of acquisition solutions interacts directly with PD<sup>2</sup> to facilitate paperless acquisition in the Department of Defense (DOD). From customer purchase request creation, approval and commitment of funds, to solicitation, evaluation of offers, award and distribution of the contract, and on to customer receipt, payment, close out and archive; the power of the Internet is distributed across the organizations involved in DOD acquisition. Units will use <http://irwacquiline/acquiline/home.html> to create a purchase request. There will only be one End-Item per request. Reason being, there is only one document number associated to the form. Units will follow the flow chart in this SOP (see figure B).
- c. Installation Furniture: In accordance with FAR, Part 8.102 "Required Sources of Supplies and Services," "When it is practicable to do so, agencies

shall use excess personal property as the first source of supply in fulfilling their requirements and those of their cost-reimbursement contractors.” FAR Part 8.001 sets forth the order of priority for satisfying requirements as follows:

- (1) Agency inventories
- (2) Excess from other agencies
- (3) Federal Prison Industries, Inc.
- (4) Products from the Blind and Severely Handicapped
- (5) Wholesale sources of supply
- (6) Mandatory Federal Supply Schedules (there are none for the DOD)
- (7) Optional Federal Supply Schedules (for DoD all Federal Supply Schedules are considered “preferred sources of supply”)
- (8) Commercial sources

## **Turn-In Procedures**

### **1. Property Book Items Subject To Turn-In**

Property Book Items Subject to Turn-In must be: excess, unserviceable (condition code: H), CVE program or part of a Force Modernization (FORCEMOD) Program.

### **2. Turn-In Documentation**

Turn-in documentation is initially prepared by the PHRH and must comply with basic supply regulations and the Installation Supply Support Activity SOP or it will be returned to the PHRH without further processing, (see figure H). The ISSA SOP states exactly what documentation is required per vehicle type at the class VII yard. The PHRH has 5 calendar days from assignment of a document number by CPBO to turn-in the property book item(s) and return the completed paperwork to the CPBO (with-in 72 hours). Document numbers older than 5 days will be canceled and the PHRH must begin the turn-in process again. All turn-in paperwork (DA Form 5504, 2407 or 1577-2) should be stamped and signed with a condition code on it by the Inspecting Agency.

### **3. Flags and Guidons**

Flags and guidons must be accounted for, requisitioned, and turned-in as property book items. Procurement of flags and guidons is authorized only through military supply channels in accordance with AR 840-10. Approval by the Secretary of the Army is required prior to any alterations, additions, or changes to flags and/or guidons. The Materiel Identifier and Classifier must inspect unserviceable Flags, Guidons, and streamers prior to turn-in as follows:

- a. The Materiel Identifier and Classifier document the Condition Code (CC) DA Form 2407/5504 (Maintenance Request). This document is attached to DA Form 2765-1 and submitted to the CPBO for turn-in and requisition of replacement(s). Unserviceable Flags (except the United States Army Flag and the Army Field Flag, reference AR 840-10, paragraph 10-5b) and guidons that

have not seen war service and are not desired for retention may be disposed of locally. Disposal must be made in accordance with AR 840, paragraph 10-3c.

b. Units are authorized one unit guidon in accordance with AR 840-10.

#### **4. “Found On Installation Property” (FOI)**

“Found on Installation Property” (FOI) must be accounted for in accordance with DA PAM 710-2-1, Chapter 3, para. 3-9. Unit Commanders will sign all FOI’s, no exceptions, (see figure G).

#### **5. Vehicle Turn-in Procedures**

Obtain and provide of disposition instructions from the CPBO. Class VII turn-in packets shall consist of the following documents:

- a. DA Form 2765-1, Request for Issue or Turn-in (with Document number from PBO & Condition code) original and all copies.
- b. DA Form 2404, Equipment Inspection, and Maintenance work sheet.
- c. DA Form 461-5, Vehicle classification Inspection with condition code and FORSCOM stamp from the 699<sup>th</sup> Maintenance Company. No other stamp will be accepted.

(1 original and 1 copy)

- d. DA Form 2062, Hand Receipt/Shortage Annex (1 original and 1 copy).
- e. DA Form 2408-9, Equipment controls Records (1 copy).
- f. DA Form 2408-4, Weapons Record Data card (if applicable).
- g. Obtain/verify the following data:

- Serial number
- Registration Number
- Admin number
- Mileage
- Hours
- Years of Manufacture

The logbook must also be in the packet with any Special Instructions, such as a Damage Statement or Report of Survey. No class VII items will be accepted without a date Plate on them. Units must have disposition instructions from FORSCOM or Property Book Office directing them to turn-in said items and what condition codes this item is to be turned-in under. A copy must be provided to the Class VII Item Manager at the time of turn-in.

If the item being turned-in is a CVE Re-build, it will be CC: F, IAW AR 750-1, Chapter 4-6, pages 13-14, all other turn-ins must be at TM –10/20 standards

must be cleaned (exterior and interior). Fuel must be drained to ¼ levels. All windows and headlights must be taped.

Vehicles cannot be turned-in if they present a health, safety, and/or environmental hazard. Final coordination (of all aforementioned) and approved is the NTC CL VII Item Manager.

## **6. Automation Technology Turn-in Documentation**

Turn-in documentation is initially prepared by the PHRH and must comply with basic supply regulations and the Installation Supply Support Activity SOP or it will be returned to the PHRH without further processing, (see figure H). The PHRH will create the DA Form 2765-1 and the DA Form 2407 prior to the items being technically inspected by NEC for turn-in.

The PHRH will then make an appointment with the TI equipment representative at NEC to inspect the equipment. The technician will either come to the equipment location or will require the PHRH to bring the equipment to the technicians shop. After the technician determines serviceability, the PHRH will take the equipment back to the unit to be wiped by the IMO. If the equipment is deemed serviceable by the NEC technician, it will be laterally transferred to CPBO to be redirected to another user. If the equipment is deemed unserviceable, it is taken back to the NEC technician who will certify (DLIS Form 1867, figure P) that the hard drive has been removed, degaussed and drilled before coming back to CPBO for a turn-in document number.

The PHRH has 5 calendar days from assignment of a document number by CPBO to turn-in the property book item(s) to CRP Bldg 934 and then return the completed paperwork to CPBO (within 72 hours of turn-in). Document numbers older than 5 day will be cancelled and the PHRH must begin the turn-in process again. All turn-in paperwork (DA Form 2765-1 and DA Form 2407) will be stamped and signed with a condition code on it from the Inspecting Agency. All automation items being turned in will consist of the following documents:

- h. DA Form 2765-1, Request for Issue or Turn-in (with Document number from PBO & Condition code) original and 4 copies.
- i. DA Form 2407, Maintenance Request sheet.
- j. DLIS Form 1867, Certification of Hard Drive Disposition (1 original and 1 copy)

## **Lateral Transfer of Property**

### **1. Disposition Instructions and Lateral Transfer Directives Transfer approval**

Transfers of nonexpendable property from one organization to another are called Lateral Transfers, IAW DA PAM 710-2-1, Chapter 3, para. 3-18. NTC G4 is the proponent for all lateral transfer directives. Lateral Transfers are made when there is excess property in one organization and shortages in another, or when equipment is withdrawn from the ARNG or USAR and transferred to the active components. Lateral transfers will be made when approved by, or at the direction of NTC G4 to include the following:

- a. For organization property. The lowest level commander over both units involved, if in the same component (Active, ARNG or USAR).
- b. For installation property to remain on the installation. The installation commander, if property is within the same component, and will not be transferred to another component.
- c. For installation property between installations. The lowest level commander over both installations involved. When the transfer involves two MACOM s it will be coordinated between the two MACOMs. When the transfer involves equipment owned by the ARNG or USAR and the equipment is to be transferred to the Active Component, HQ, ODCSOPS (DAMO-ODR) will approve the transfer. Assuming favorable coordination, the losing MACOM directs the transfer. In circumstances where the MACOM is the directing/approving authority for lateral transfers between different commands, the MACOM may delegate the authority to the Installation Supply Division or Director of Logistics (DOL) or equivalent. Within AMC organizations, the DOL or equivalent may further delegate to the installation equipment manager.
- d. For transfer of accountable classified COMSEC equipment. Transfer of accountable classified COMSEC equipment and components is prohibited, unless approved by the supporting COMSEC SSA. Upon approval transfer documents specified in TB 380–41 will be processed by COMSEC custodians through the COMSEC SSA. Unclassified CCI and other COMSEC equipment are contained in paragraph 3–19 below.
- e. For withdrawals or diversions of ARNG and USAR equipment to the Active Component, The Secretary of Defense or designee. All requests for withdrawals or diversions will be initiated at MACOM level and forwarded to HQDA, ATTN: DAMO-ODR, Washington DC 20310–0400, for processing.

### **2. Transfer procedures**

Make the transfer of property as follows:

- a. Determine the item to be transferred. Make sure the item meets 10/20 maintenance standards.
- b. Use DA Form 3161 to transfer property book items. The losing unit prepares the form. Prepare the form in enough copies to meet the needs of the

losing and gaining units. Figure 3-3 gives instructions for preparing DA Form 3161 as a lateral transfer (see figure H).

c. Document any component shortages using hand receipt annex procedures. Attach the original copy of the hand receipt annex to the gaining unit's copy of DA Form 3161. Sign and date the document in block 13.

d. Send DA Form 3161 and proper hand receipt annexes to the approving authority.

(1) For withdrawals of ARNG and USAR equipment to the Active Component, a copy of the correspondence approving the withdrawal will be attached to the original and copies of DA 3161 by both the gaining and losing PBOs.

(2) For transfer within the USAR, a copy of the memorandum from the MUSARC/MSD directing the transfer will be attached to the DA Form 3161 by both gaining and losing PBOs. This memorandum serves as the justification for the transfer in the USAR.

e. When the approved document is returned, the losing unit will:

(1) Assign a document number to the DA Form 3161.

(2) Submit requests for cancellation for all open requests for Components pertaining to the equipment.

(3) Notify the gaining unit's PBO that the property is ready for transfer.

(4) Ensure action is initiated to transfer OMA-funds to the gaining organization when OMA funded components (ABA code 3 or 5) are missing from property transferred within the same MACOM.

f. Deliver the equipment to the gaining unit or have the gaining unit pick it up.

g. The PBO of the gaining unit will:

(1) Conduct a receipt of property inventory per paragraph 9–2, ensuring that property meets the conditions in the transfer directive. Sign for the property by completing column 12g and block 15 (date and signature).

(2) Assign a document number to Block 4 of the DA Form 3161.

(3) Give the losing unit's PBO a copy of the signed and documented DA Form 3161.

(4) Post the lateral transfer document to the property book.

(5) File the original of the DA Form 3161 in the supporting document file.

(6) For Reportable Item Control Code (RICC) 2 items send a copy of the DA Form 3161 to the Continuing Balance System— Expanded (CBS-X) central collection activity. When using manual procedures.

(7) Submit requests for component shortages.

(8) ARNG. Send a copy of completed DA Form 3161 to the USFPO.

h. The losing unit PBO will:

(1) Post the lateral transfer document to the property book.

(2) File the copy of the DA Form 3161 in the document file.

i. When transferred, some property book items require submission of DA Form 2408–9. See DA Pam 738–750, chapter 5.

j. Upon transfer of unclassified CCI, PBOs will comply with the reporting requirements of paragraph 4–28 of this pamphlet.

### **3. Lateral Transfer of Government Furnished Property (GFP)**

a. When a contractor maintains the Official Property Records under the provisions of FAR 52.245-5, a joint physical inventory of GFP will be conducted between the Contractor and the CPBO prior to the issue or lateral transfer in accordance with AR 735-5, Chapter 2, and Paragraph 2-5. Procedures for the initial lateral transfer prior to the beginning of the contract period are contained in NTC REG 715-3.

b. Lateral transfer or issue of GFP requires four (4) signatures on DA Form 3161 and is usually accompanied by an update to the TE of the contract. The PBO, Contracting Officer's Representative (COR), Property Administrator, and Contracting Officer must all sign DA Form 3161 prior to the physical transfer or issue of GFP. The quantities and types of equipment transferred should match, but must not exceed, those listed on the TE.

### ***Receipt of Property Book Items***

#### **1. Receipt Inventory**

Receipt Inventory is required when property book items are received, regardless of the source, in accordance with DA Pam 710-2-1. The inventory is intended for the units to ensure that the property book item/s received is what was requisitioned, undamaged, and complete. Units must check for UIC, quantity and serial # (if necessary).

#### **2. Receipt Requirements**

Each PHRH or Supply Sergeant is required to check the SSA at least once per week, or when notified by SSA personnel, for property book items received. Discrepancies should be immediately reported to SSA and CPBO personnel. The PHRH or designated representative will ensure that the SSA initiates a SF-361 (Transportation Discrepancy Report or TDR) or SF-364 (Supply Deficiency Report or SDR) as appropriate. Once the unit signs the Material Release Order (MRO), the gaining unit/activity assumes full responsibility for the property book items. The gaining unit/activity will verify all serial numbers, lot numbers and other identification numbers on receipt documents prior to posting on the property book account. The (MRO) must be sent to the CPBO to establish proper accountability procedures.

#### **3. Receipt Documents**

Receipt documents (MRO) for non-expendable property book items will be provided to CPBO by the gaining unit/activity the same day of receipt. For Sensitive Items the MRO will be turned in to the CPBO same day of the receipt. The CPBO will post equipment to appropriate hand receipt within 48 hours. Property book items shipped directly to the unit/activity are still required to be posted to the hand receipt. Units/activities will follow this same procedure and process receipts at the PBO level.

#### **4. Signature Card**

Delegation of Authority to Receipt for Property, DA Form 1687, will be used and signed by the commander or other person serving under letter of authority to delegate the ability for others to requisition, receive and/or turn-in property. Signature cards are to be completed in accordance with DA Pam 710-2-1 and provided to CPBO prior to transacting business. Signature cards will be replaced at expiration or change-of-command, whichever comes first. A copy of DA Form 1687 and assumption of command orders must be retained in both the CPBO and the unit/activity supply files (see figure D).

### **Hand-Receipt Annexes**

#### **1. Hand-Receipt Annexes**

Hand Receipt Annexes (HRAs) are used to list and verify component shortages for end items. All sets, kits, and outfits, or other items that are missing non-expendable components require a DA Form 2062 (Hand-Receipt/Annex Number) to be used as a HRA (see figure E).

a. HRAs are prepared in enough copies to meet local requirements and validated by the unit/activity that maintains the document register. The CPBO/PBO will validate all non-expendable component shortages for PHRH and will maintain the original HRA, with the PHRH retaining a supporting document file copy. Company Commanders will maintain shortage Annexes for all durable and expendable (less consumable) items.

b. HRAs will be updated as changes occur or as required. When component shortages are received or turned-in, unit/activity personnel should coordinate with the CPBO/PBO to update the original and supporting document file copy of the HRA.

c. Shortages annexes are required when one of the following conditions exists:

(1) Shortages consequent to receipt of property inventories: Hand receipt holders (HRH's) must notify the PBO in writing, and attach a copy of the component listing within three working days of receipt of the property. If shortages exist, action must be taken IAW AR 735-5.

(2) Turn-ins of unserviceable Non-Expendable components: The losing Company must provide the PBO with a copy of the completed turn-in transaction. The Non-Expendable shortage annex will then be updated.

(3) Adjustment documents pertinent to the loss or destruction of components: Shortage annexes for components listed on Reports of Survey will be established when the document number is assigned by the PBO. Statements of Charges/Cash Collection Vouchers, components shortage annexes will be established when the unit provides a copy after the document has processed through the servicing Finance and Accounting Office (FAO).

(4) Non-Expendable Shortages consequent to change to authorization documents:

Upon new publications or changes to existing ones, i.e.; TM's, AR's, SC's, the hand receipt holder will inventory using the most current publication and bring

both copies of the publication (old, and new) to the property book office for verification and certification of shortage annexes. When items for which a shortage annex currently exists are deleted, the PBO will enter "item deleted" on the DA Form 2062, and cancel the requisition for the item. If the item is on hand it will be turned in. Hand Receipt Annexes will be initiated at the unit level. CPBO is not responsible for initiating any Hand Receipt Annex.

d. Upon turn-in or transfer of end items for which a shortage annex exists, the PBO will take action to cancel due-ins and reinstate requisitions when required. Hand Receipt Holders will notify the PBO which annex is applicable to the end item being turned-in or transferred.

e. The PBO will ensure that items listed on shortage annexes are on a valid due-in status, provided that funds are available.

f. Changes to shortage annexes will be posted to the PBO's copy as they occur. A

Reconciliation of shortage annexes will be conducted between the PBO and the Primary Hand Receipt Holder on a Semi-Annual basis. During this reconciliation, the PHRH's copy will be re-validated.

## **Change of Primary Hand Receipt Holder (PHRH)**

### **1.100% Physical Inventory**

A 100% physical inventory is required upon a change of PHRH in accordance with DA Pam 710-2-1. The CPBO will host a brief of both the outgoing and incoming PHRH prior to beginning the 100% inventory.

a. The incoming and outgoing PHRH will conduct a joint 100% physical inventory of all on-hand property book items. Items having components or BII will be inventoried using HRA's or other applicable documents.

b. The PHRH will notify the CPBO/PBO within 3 working days of joint inventory completion. Discrepancies will be identified and coordinated with the CPBO/PBO in accordance with AR 735-5.

c. A copy of the change of command brief is located in the public folder under MMC, SD, PMB.

### **2. Incoming PHRH**

The incoming PHRH will have the following documents prior to signing the units/activity Primary Hand Receipt:

- a. Assumption of Command Orders or PHRH Additional Duty Orders.
- a. DA Form 1687(s).
- b. Certificate (Provided by PBO).
- c. Publication list used by the PHRH to conduct the inventory.
- d. Shortage Annexes
- f. Any other appropriate documentation pertaining to the inventory

### **3. Outgoing PHRH**

The outgoing PHRH is responsible for all actions prior to the incoming PHRH signature on the Primary Hand Receipt. The outgoing PHRH is also responsible

for the Sensitive Items inventory, cyclic inventory, and the Quarterly signing of the hand receipt prior to the Incoming PHRH signing for the Primary Hand Receipt.

## **Lost, Damaged, or Destroyed Property**

### **1. General**

Property book items that are lost, damaged, or destroyed due to causes other than fair-wear and tear, will be dealt with in accordance with AR 735-5. The individual signed for the property book items must conduct a thorough preliminary inquiry to identify the relevant facts and events leading to the loss, damage, or destruction. The PHRH must prepare and submit the appropriate adjustment document to the CPBO/PBO to ensure 100% accountability and obtain relief from property responsibility.

### **2. Adjustment Documents**

Adjustment documents used to document lost, damaged, or destroyed property is DD Form 200 or DD Form 362. Use and preparation of these forms must be in accordance with AR 735-5, Chapter 12 and Chapter 13.

### **3. Reestablishment of Accountability**

Reestablishment of accountability for property book items processed on adjustment documents and dropped from the records, but later recovered, will be documented on a memorandum requesting reestablishment of accountability. The memorandum will be provided to the appropriate CPBO/PBO and the property records will be adjusted accordingly.

## **Excess, Shortages, And Retention of Excess**

### **1. Update Authorizations**

Update authorizations are performed as needed (depending on changes) by the CPBO (PBO for ACR) to match LOGTAADS Vs hard copy MTOE/TDA or any other supporting documentation such as supplement III authorizations. Logistical Total Army Authorization Document System (LOGTAADS) is the approved authorization utilized to perform the USR for MTOE units, which also takes precedence over hard copy MTOE reports. A shortage/excess roll-up results from the update, which is then analyzed and reviewed by the CPBO to identify excesses and shortages.

### **2. Excess**

Excess property book items are identified and researched for possible redistribution. Identified shortages will result in a lateral transfer directive being issued by the CPBO. Property book items identified, as excess without valid shortage will result in a turn-in directive being issued by the CPBO. Lateral transfer directives and turn-in directives issued by the CPBO will have completion suspense of 30 calendar days.

### **3. Requests to Retain Excess**

Requests to retain excess property book items will be permitted provided a DA Form 4610-R (TDA) or DA Form 2028 (MTOE) is submitted through the DRM, Force Structure Office requesting approval for addition of excess items to the TDA or MTOE. Excess equipment disapproved for addition to the TDA or MTOE will be turned in through local supply channels. DRM will ensure that the DA Form 4610-R, containing excess equipment requests, is forwarded to the CPBO as an interim authority to retain subject equipment. A copy of the final decision by higher headquarters for each action will also be provided to the CPBO by DRM. Note: Prior to DA Form 4610-R submission to the DRM, it should have been approved/staffed using the units' local procedures. After DRM receives the request, it is submitted to FORSCOM for review and possibly forwarded to DA depending on the type of equipment.

### **Unit Equipment Readiness Reporting**

#### **1. MTOE Units**

MTOE Units will sign ALV-830 by the 10<sup>th</sup> day of each month. The unit is responsible for manually updating this list for transactions processed during the period between SPBS-R updates. The G3 schedules the monthly Unit Equipment Readiness (USR) scrub. The UERL reports are printed on the 5<sup>th</sup> of each month and distributed to the S-4s.

### **Administrative Adjustment Reports (AAR's)**

#### **1. Minor Property Book Adjustments**

Minor Property Book Adjustments or AAR's can be accomplished with a DA Form 4949 when no actual loss of property is involved.

#### **2. Criteria**

The criteria for initiation of an AAR are as follows:

- a. Discrepancies in make, model, or size
- b. Department of the Army directed NSN changes
- c. Unit of issue changes affecting hand-receipt balances
- d. Change in accountability requirements
- e. Assembly/disassembly of an end item
- f. Error in serial number posting to the property book
- g. Substitute Line Item Number (LIN) for an authorized LIN
- h. Maintenance exchange with attached supporting documentation

#### **3. Preparation**

Preparation of AAR's is in accordance with DA Pam 710-2-1, chapter 4 and provided to the CPBO/PBO for further processing. The CPBO/PBO will retain the original AAR in the supporting document file and a copy will be provided to the PHRH (see figure I).

#### **4. Discrepancies in Serial Number for Sensitive Items**

Discrepancies in serial numbers for Sensitive items are not considered minor administrative adjustments and DD Form 200 must be utilized.

#### **References**

##### **ACQUILINE Users Manual**

##### **AR 15-6**

Procedures for Investigating Officers and Board Officers

##### **AR 220-1**

Unit Status Reporting

##### **AR 710-2**

Inventory Management Supply Policy below the Wholesale Level

##### **AR 71-32**

Force Development and Documentation – Consolidated Policies

##### **AR 735-5**

Policies and procedures for Property Accountability

##### **AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

##### **FAR**

Federal Acquisition Regulation

##### **FORSCOM MSG dated 18 May 98**

Accountability Dollar Thresholds Assigned to Property

##### **DA PAM 710-2-1**

Using Unit Supply System (Manual Procedures)

##### **DA PAM 710-2-2**

Supply Support Activity Supply System

##### **NTC Reg. 710-2**

Property Accountability and Authorizations

##### **NTC Reg. 715-3**

Administration of Government Furnished Property (GFP)

##### **NTC Reg. 715-5**

Government Impact Credit Card

## **Glossary**

### **AR**

Army Regulation

### **AAR**

Administrative Adjustment Report

### **ACR**

Armored Cavalry Regiment

### **AIT**

Automatic Identification Technology

### **ARIMS**

Army Records and Information Management System

### **CAC**

Controlled Access Card

### **CBS-X**

Continuing Balance System-Expanded

### **CC**

Condition Code

### **COB**

Close of business

### **COR**

Contracting Officer's Representative

### **CPBO**

Consolidated Property Book Office

### **CTA**

Common Table of Allowance

### **DA**

Department of the Army

### **DA PAM**

Department of the Army Pamphlet

### **DCFS**

Data Conversion and Files Section

**DES**

Distribution Equipment System

**DOD**

Department of Defense

**DRMO**

Defense Reutilization Management Office

**FOI**

Found on Installation

**FORSCOM**

Forces Command

**FORCE MOD**

Force Modernization

**HRA**

Hand Receipt Annex

**LIN**

Line Item Number

**LOG R&A**

Logistics Review and Analysis

**LOGSA**

Logistics Support Agency

**LOGTAADS**

Logistical Total Army Authorization Document System

**MMC**

Materiel Management Center

**MRO**

Material Release Order

**MTOE**

Modification Table of Organization and Equipment

**NSN**

National Stock Number

**NTC**

National Training Center

**OPS GRP**

Operations Group

**PBO**

Property Book Officer

**PBUSE**

Property Book Unit Supply Enhanced

**PCN**

Product Control Number

**PHRH**

Primary Hand Receipt Holder

**REQVAL**

Requisition Validation System

**SC**

Supply Catalog

**SSA**

Supply Support Activity

**SLAMIS**

SSN-LIN Automated Management & Integrating System

**STAMIS**

Standard Army Information Management System

**TDA**

Tables of Distribution and Allowances

**TE**

Technical Exhibit

**TM**

Technical Manual

**TSC**

Theater Support Command

**UND**

Urgency of Need Designator

**USE**

Unit Supply Enhanced

**VLIPS**

Visual Logistics Information Processing System

***Sample Forms and Memorandums (figures)***

- A. Example request for MTOE items (Memo).
- B. Flow Chart For Local Purchase Request
- C. Automation Equipment Purchase Matrix
- D. Automation Equipment CAPR/Turn-in Matrix
- E. Lateral Transfer Extension Request Form
- F. DA Form 1687, Delegation of Authority Card
- G. DA Form 2062, Hand Receipt Annex
- H. DA Form 2765-1, Turn-In
- I. DA Form 2765-1, Found on Installation
- J. DA Form 3161, Lateral Transfer
- K. DA Form 4949, Administrative Adjustment Report
- L. PBUSE Hand Receipt
- M1 PBUSE Sensitive Items Inventory, page 1
- M2 PBUSE Sensitive Items Inventory, page 2
- N. Cyclic Inventory Listing
- O. Letter or Lateness Example
- P. Certification of Hard Drive Disposition

# REQUEST MEMO FOR NON-EXPENDABLE PROPERTY

UNIT: \_\_\_\_\_

\_\_\_\_\_ UIC: \_\_\_\_\_

LIN: \_\_\_\_\_

\_\_\_\_\_ DODAAC: \_\_\_\_\_

NSN: \_\_\_\_\_

U/I: \_\_\_\_\_

QTY: \_\_\_\_\_

FUND CD: \_\_\_\_\_

PRIORITY: \_\_\_\_\_

PRICE: \_\_\_\_\_

NOMENCLATURE: \_\_\_\_\_

**If the item is a component to a Major End Item:**

LIN# F/Major End ITEM: \_\_\_\_\_

NOUN F/Major End ITEM: \_\_\_\_\_

Publication Data: \_\_\_\_\_

Commanders Signature: \_\_\_\_\_

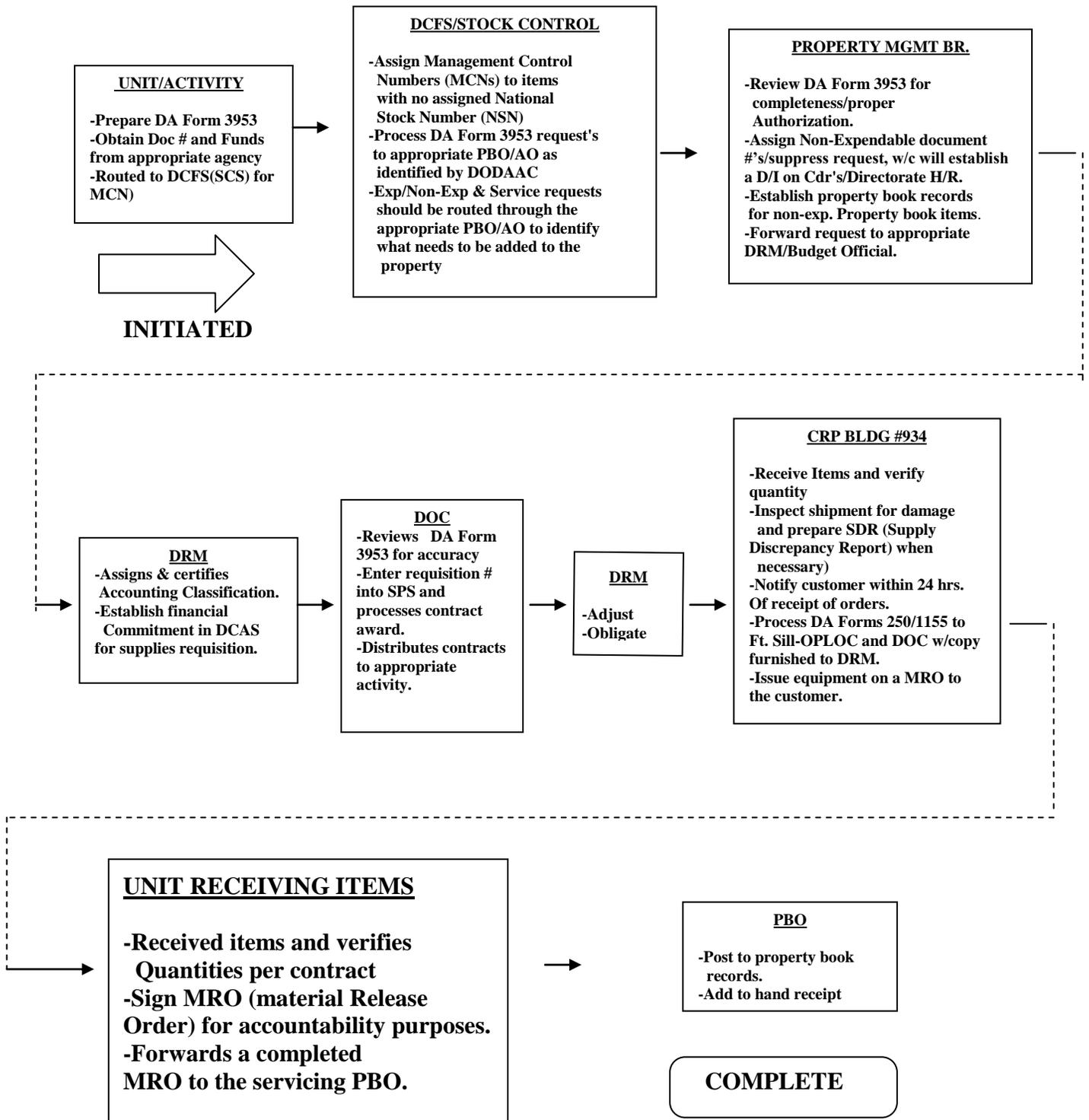
Date: \_\_\_\_\_

PBO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Document Number: \_\_\_\_\_

**Figure A. Example request for MTOE items (Memo).**



**Figure B Flow Chart for Local Purchase Request**

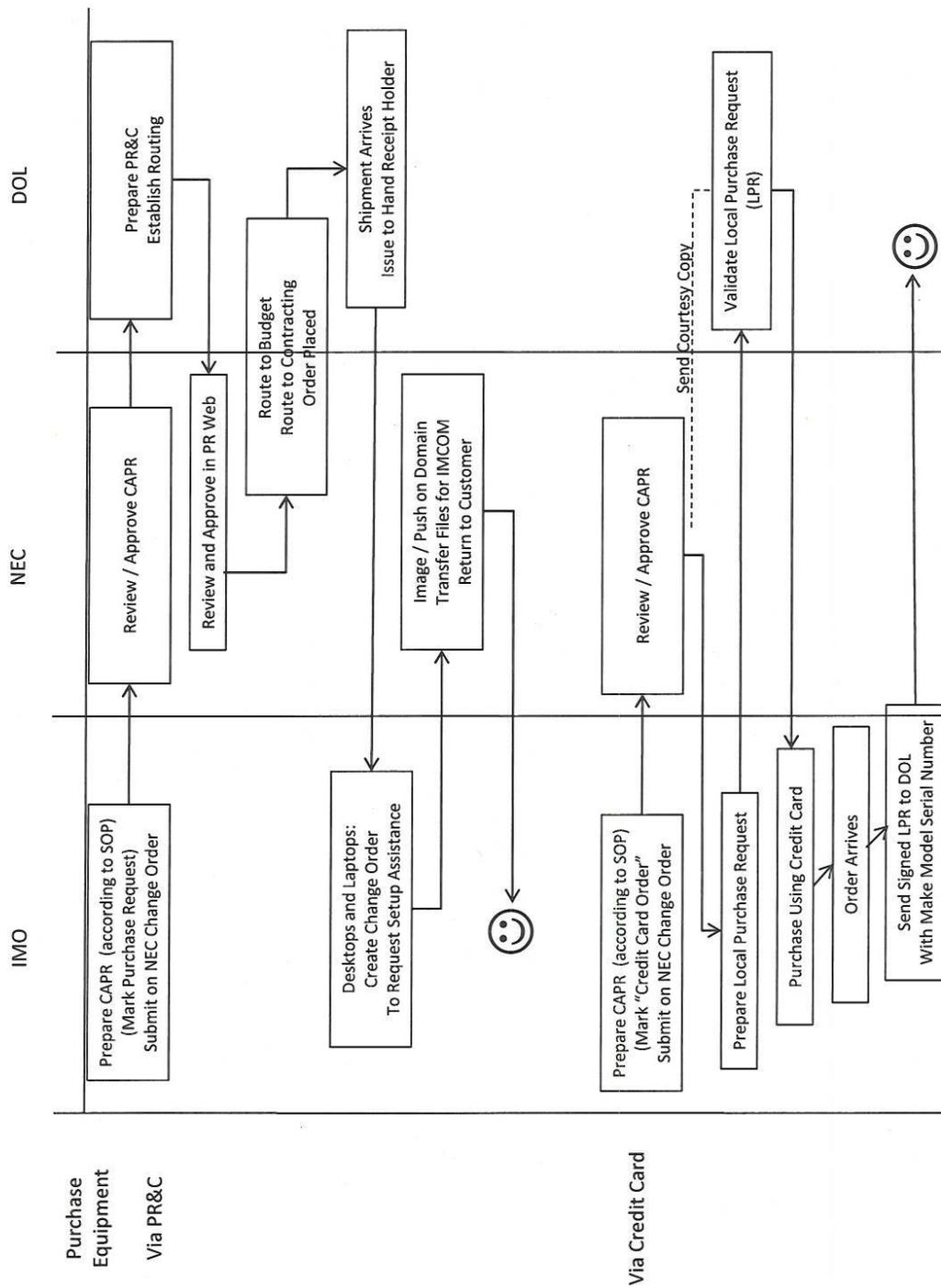
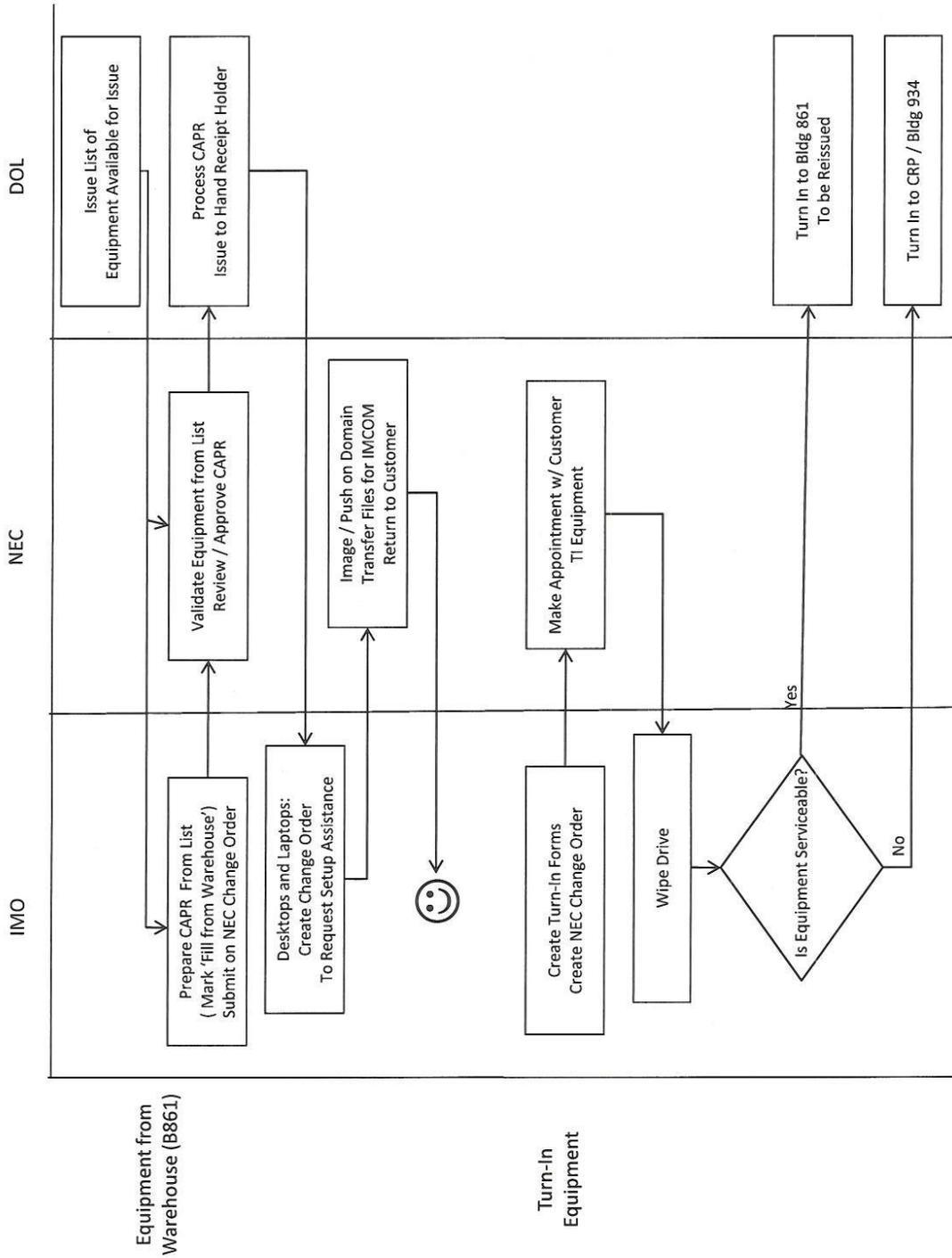


Figure C. Automation Equipment Purchase Matrix



**Figure D. Automation Equipment CAPR/Turn-In Matrix**

Lateral Transfer Directive Number \_\_\_\_\_

1) The Following Lateral Transfer Directive cannot be completed For the Following Reason:

- Pending DA Form 2028 (TOE) Change \_\_\_\_\_
- Pending DA Form 4610-R (MTOE/TDA) Change \_\_\_\_\_
- Gaining Unit Does Not Want \_\_\_\_\_
- Request for Extension Until \_\_\_\_\_

2) DA Form's 2028/4610-R must be turned in prior to the Lateral Transfer Suspense date.

Remarks

---

---

---

---

---

Commanders

Signature \_\_\_\_\_ UIC \_\_\_\_\_ Date \_\_\_\_\_

**Figure E. Lateral Transfer Extension Request Form**





DA FORM 2765-1, APR 76  
 PREVIOUS EDITION WILL BE USED  
 AND PFC V. 1.00

DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	DOCUMENT NUMBER	DATE	SERIAL	DEM	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PRIO	REQ DEL DATE	ADV STAT				
SEND TO: CRP BLDG 934, FT. IRWIN, CA 92310										REQUEST IS FROM: YOUR UNIT, BLDG # FT. IRWIN, CA 92310 HR# W4E6												
EDITING DATA										STOCK NUMBER												
DOC IDENT	RI-FO	SUP	DOC IDENT	ROUTING IDENTIFIER	FSC	NIN	ACD	UNIT OF ISSUE	QUANTITY													
			D 6 Z	A M R				E A	0 0 0 0 1													
DOCUMENT NUMBER										COST DETAIL ACCOUNT NUMBER												
SVC	REQUISITIONER	DATE	SERIAL	DEM AND SVC	15	SUPPLEMENTARY ADDRESS	SIG	UNIT PRICE	TOTAL PRICE													
W 8 0 W L M				W		80WKN																
ITEM DESCRIPTION										NOMENCLATURE, SN:												
PUBLICATION DATA										TURN-IN SERVICEABLE (CODE: B ) UNSERVICEABLE (CODE H)												
ADVISE										MCS CODE												
L I N # 7 0 2 4 N										ISSUED												
										DATE POSTED												
										INIT												
										DUE OUT												
										DATE AVAILABLE												
										INIT												
										RECEIVED												
										DATE RECEIVED												
										SIGNATURE												
DOC IDENT	ROUTING IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	DOCUMENT NUMBER	DATE	SERIAL	DEM	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PRIO	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS

Figure H. DA Form 2765-1, Turn-In

DA FORM 2765-1, APR 75

PREVIOUS EDITION WILL BE USED

APD PE V 1.00

DOC IDENT	ROUT IDENT	FSC	FIN	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEM	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRD	REG DEL	ADV	STAT																																																												
SEND TO: ICPBO FT IRWIN, CA 92310 DODAAC: W80WLM										REQUEST IS FROM: JIEDDO FT IRWIN, CA 92310 H/R: W4E6JC																																																																					
EDITING DATA										STOCK NUMBER																																																																					
DOC IDENT	RI-TO	SUF	DOC IDENT	ROUTING IDENTIFIER	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY																																																																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
										F O I A M R										3 8 3 0 0 1 K 0 0 0 0 2 7										E A 0 0 0 0 2																																																	
DOCUMENT NUMBER										15 SUPPLEMENTARY ADDRESS										COST DETAIL ACCOUNT NUMBER										UNIT PRICE										TOTAL PRICE																																							
SVC	REQUISITIONER	DATE	SERIAL	DEM AND SVC	80WLM																				95,000.00										190,000.00																																												
ITEM DESCRIPTION										ADAPTIVE ROLLER KIT SPARK: A0/PE25802 PEARSON										PUBLICATION DATA										FOI SN: PE25802-183, PE25802-184																																																	
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED																																																																									
17	18	19	20	21	G	I																																																																									
EXP										NON-EXP																																																																					
ALWICE										MCS CODE										ISSUED										DATE POSTED										INIT																																							
																				Q										T																																																	
																				R										U										INIT																																							
																				S										V										SIGNATURE																																							
E A 3 0 2 U																																																																															

Figure I. DA Form 2765-1, FOI

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)		ISSUE TURN-IN	SHEET NO. 1	NO SHEETS I	1. REQUEST NO. YOUR UIC		2. VOUCHER NO.				
3. SEND TO: CPT Lost, A Co, 6-43 ADA, Ansbach, GE UIC: WAM4A0		4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC		6. PRIORITY		7. ACCOUNTING/FUNDING DATA			
8. REQUEST FROM: PHRH, JIEDDO, Ft. Irwin, CA UIC: W4E6XX		9. END ITEM IDENT LATERAL TRANSFER		9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.			
* CODE		TURN-IN FWT-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Stmt of Charges		10. PUBLICATION		11. JOB ORDER NO.			
12. ITEM NO.	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE (YYYYMMDD)	BY	
1.	RB6701 I367-01-C06-7466	V3 SEARCH KIT	EA	1.00	LT	1	6,158.00	15,751.00			
2.	FG653B 6665-01-C05-5382	ATTAC SOFTWARE	EA	1.00	LT	1	599.00	599.00			
3.		F3 METAL DETECTORS SN: N14247, N14236, N14177, N14328, N14232	EA	5.00	LT	5	2,900.00	14,500.00			
		JUSTIFICATION: TO SUPPORT MISSION AND REDUCE EXCESS IN THE CLOSET									
		LATERAL TRANSFER APPROVED BY: LOOK O. THERE-VALERIE LTC, MC BN Commander									
		LOSING PBO APPROVED BY: CHARLES E. WILLYARD DAC, GS-11 Installation Property Book Officer									
		GAINING PBO APPROVED BY: SORRY N. THERE WO1, LG 6-43 ADA PBO									
								SHEET TOTAL	15,751.00	GRAND TOTAL	
13. ISSUE/TURN- IN "QUANTITY" REQUESTED		DATE (YYYYMMDD) today	BY		YOUR NAME PRINTED		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	15. REC QTY IN "SUPPLY ACTION" COLUMN	BY DATE (YYYYMMDD) when signed	THEIR NAME PRINT

DA FORM 3161, DEC 2000 PREVIOUS EDITION MAY BE USED. APD PE v1.01ES

Figure J. DA Form 3161, Lateral Transfer

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.						
ORGANIZATION/ACTIVITY				DOCUMENT NUMBER		
W4E6XX - UNIT NAME				DODAAC	DATE	SERIAL
				TS2713	9XXX	7000
C H A N G E  F R O M	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
		1)	TS2713 5855-01-Z02-2713	MILCAM XP+THERMAL N.S. SN:	N	EA
C H A N G E  T O	1)	70185N 5855-01-C00-4064	NIGHT VISION SYSTEM FOR OBSERVATION: MILCAM XP PLUS FLIR SYSTEM SN:	N	EA	3
		JUSTIFICATION:	LIN AND NSN change due to change in SLAMIS Catalog  LIN & NSN CHANGE			
AUTHORITY DA PAM 710-2-1, Para. 4-20			<input checked="" type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY			
INITIATING OFFICER'S SIGNATURE			DATE 10/07/08	PBO SIGNATURE CHARLES E. WILLYARD, DAC, GS-11, IPBO		DATE 10/07/08

DA FORM 4949  
JAN 82

I.U.S. G.P.O. 1981 - 353-994

Figure K. DA Form 4949, Administrative Adjustment Report



SENSITIVE ITEM INVENTORY LISTING

Date Prepared:

UIC: W4E6XX

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
FA2501		5825013833377	9		NAVIGATION SET, SATELL	EA	7	11
220034919					220034935			220036812
220036843					220036844			220036851
220036855					220036863			220036908
220036912					220036913			

QTY ON HAND = 11 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARK \_\_\_\_\_

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
FA951Q		589501C103584	9		MODIFICATION KIT, CO: 90209222-501 US ARMY ELECTRONICS RESEARCH A	KT	7	11
3109A00579					3113A01461			3113A01546
3113A01549					3113A01996			3114A02404
3116A03000					3116A03128			3116A03134
3116A03138					3117A03212			

QTY ON HAND = 11 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARK \_\_\_\_\_

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
ZA053P		100501X904453	9		RIFLE, AK TYPE, 7.62 FOLDING STOCK: ARMS F/STOCK OR PISTOL RMNA	EA	4	11
ZG2015					ZG2586			ZG3198
ZG3623					ZG3640			ZG3643
ZG3652					ZG3656			ZG3669
ZG3680					ZG3686			

QTY ON HAND = 7 QTY IN MAINT = 2 QTY SIGNED OUT = 2 QTY OTHER = 0 REMARK Deployed

Figure M1. PBUSE Sensitive Items Inventory, Page 1



Date Prepared:  
 PCN: ALV-85  
 UIC: W4E6XX

CYCLIC INVENTORY LISTING

LIN S00000 THRU SEZZZZ

LIN	SUBLIN	NSN	PBIC	ECS	Nomenclature	O/H Qty	SCMC
S55334		2340010913396	9		SCOOTER ELEC 4 WHL	3	7D
		5ASAG27411F016030			5ASAG27411F016755		5ASAG47455F035827

INVENTORIED QTY = 3 REMARK \_\_\_\_\_

PROPERTY INDICATED ABOVE HAS BEEN INVENTORIED.  
 NO DISCREPANCIES WERE NOTED.  
~~DIFFERENCES HAVE BEEN ACCOUNTED FOR LAW AR 735-5.~~ *yt.*

\_\_\_\_\_  
 SIGNATURE (WITH INAPPROPRIATE SENTENCE DELETED)

**PRINT OR STAMP FULL  
 SIGNATURE BLOCK OF PHRH**

Figure N. PBUSE Cyclic Inventory Listing

## LETTER OR LATENESS EXAMPLE

DEPARTMENT OF THE ARMY  
YOUR UNIT HERE  
Bldg XXX, Twenty Fifth Street  
FORT IRWIN, CA 92310

OFFICE SYMBOL

DATE: TODAY'S

MEMORANDUM FOR Installation Property Book Officer, Fort Irwin, CA 92310

SUBJECT: Letter of Lateness

1. The Monthly Sensitive Item and Cyclic Inventory for the month of \_\_\_\_\_ is late due to unforeseen circumstances: PLEASE EXPLAIN.
2. Point of contact for this memo is the undersigned at 380-XXXX.

ENCL (s)

SIGNATURE BLOCK

LTC, LG

BN or REG XO/ BC, RCO, Civilian

Equivalent

Figure O. Letter of Lateness Example

CERTIFICATION OF HARD DRIVE DISPOSITION	
<b>This certifies this hard drive:</b> <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used <i>(Mfg, product version, date)</i> _____ OR _____ <i>(e.g., approved metal destruction facility)</i>	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

Figure P. Certification of Hard Drive Disposition

### **SECTION III: Troop Issue Subsistence Activity (TISA)**

1. REFERENCES: Annex A.

2. GENERAL:

a. Mission: The mission of the TISA is to provide uninterrupted Class I support to authorized customers while maintaining authorized stock levels and operating within the guidelines of AR 30-22.

b. Organization: The TISA is manned and operated by the DA civilians. Formal accountability for subsistence supplies requisitioned, received, and stored by the DA civilians is retained by the Subsistence Supply Manager/Government Accountable Officer assigned to the DOL/IMA. The TISA is operated as a Sales Account and not Stock Record Account.

c. Location:

(1) Government Accountable/Troop Issue Subsistence Supply Manager  
-  
Bldg 882.

(2) Installation Food Program Manager - Bldg 861

(3) Administrative/Accounting Section - Bldg 882.

(4) Perishable Subsistence Warehouse - Bldg 882

(5) Semi-perishable Subsistence (operational rations) Warehouse - Bldg 882.

d. Hours of Operation:

(1) Government Accountable/Troop Issue Subsistence Supply Manager:  
0700- 1530, Mon.-Fri.

(2) Installation Food Program Manager: 0700-1530, Mon.-Fri.

(3) Administrative/Accounting Section: 0700-1530, Mon.-Fri.

(4) Warehouse: 0700-1530, 5 days M - F, (closed Christmas and New Years Day). Hours can be extended during rotational periods.

(5) Issues will be made from 0715-1430. Hours can be extended during rotational periods.

e. Telephone/Fax Numbers: Commercial (760) 380-xxxx, DSN 470-xxxx.

(1) Government Accountable Officer: 4-3998. FAX: 4-6394. E-mail: [bobby.jarman@us.army.mil](mailto:bobby.jarman@us.army.mil)

(2) Installation Food Program Manager: 4-3839. FAX: 4-2549. E-mail: [annie.morrall@us.army.mil](mailto:annie.morrall@us.army.mil).

(3) Warehouse Supervisor: 4-6431 FAX: 4-2168. E-mail: [james.alvarez@us.army.mil](mailto:james.alvarez@us.army.mil).

(4) Admin/Accounting Section: 4-4763/3814. FAX: 4-6394.

(5) Cold Storage Warehouse: 4-4688.

(6) Dry Storage Warehouse: 4-4690.

### 3. RESPONSIBILITIES:

a. Government Accountable Officer:

(1) Write, publish and distribute this SOP.

(2) Attend Installation Food Management Board Meetings as a voting member.

(3) Approve subsistence requirements and stock levels.

(4) Approve substitutions of "not in stock" items from vendors.

(5) Approve interchanging of menus.

(6) Approve the disposal of subsistence declared unfit for human consumption by veterinary personnel.

(7) Approval authority on accountable adjustments.

(8) Review, approve, and sign all subsistence requests; i.e.: DA Form 3953, and Prime Vendor orders.

(9) Certify receipt/acceptance of supplies from contractors and local vendors by signing receiving reports.

(10) Account for subsistence supplies.

(11) Approve requirements on indefinite delivery type contracts (i.e. bread, dairy, ice, UHT milk, etc.).

(12) Review, schedule, and approve actions to ensure accurate accountability for subsistence items.

(13) Manage funds used for subsistence requisitioning and procurement of local purchase subsistence items.

(14) Provide guidance as necessary or as requested to Troop Issue personnel covering all aspects of TISA operations.

b. Installation Food Program Manager:

(1) Coordinate Food Management Board Meetings.

(2) Review/Approve new items to be added to Master Item File.

(3) Approve special requests from customers.

(4) Approve requirements for warming/cooling beverages.

c. Stock Control/Warehouse:

(1) Operate the TISA IAW AR 30-22. Performs under the guidance and supervision of the Subsistence Supply Manager and Government Accountable Officer.

(2) Prepare and submit to the Subsistence Supply manager Government Accountable Officer for review/approval/signature on all correspondence/documents that must be administered by a government employee.

(3) Take all reasonable and prudent actions to maintain accountability of records and property in support of the Subsistence Supply Manager Government Accountable Officer.

(4) Submit (in writing) to the Subsistence Supply Manager/Accountable Officer for review, all recommended changes to improve current operations when such changes require approval.

(5) Initiate and forward to the Subsistence Supply Manager/Government Accountable Officer a Report of Survey (DA Form 4697) when unidentifiable losses in the TISA account exceeds authorized tolerance.

d. TISA Customers:

(1) Comply with the provisions of this SOP.

(2) Comply with the monthly schedule of subsistence issues published by the TISA.

(3) Report discrepancies, dissatisfaction or complaints to the Subsistence Supply Manager/Government Accountable Officer for corrective action.

#### **4. POLICIES:**

a. Issues and Sales: Issues and sales of subsistence are/may be authorized as follows:

##### **(1) Reimbursable Issues (Appropriated Funds):**

(a) Issues to appropriated fund dining facilities (i.e. Bldg 254/271) are called reimbursable issues. Operation and Maintenance Army (OMA) funds reimburse the Army Stock Fund for Reimbursable Issues. Proper accounting procedures must be maintained.

(b) The dining facility account card is an individual type document and the abstract of reimbursable issues is a consolidation of all issues to the dining facilities. This includes operational rations, box lunches, special issues, and any other subsistence that is reimbursed by OMA funds.

(c) A statement of reimbursable issues is prepared at the end of the accounting period and forwarded either by automated system or manual system to the Finance and Accounting Officer (FAO). The FAO is responsible for effecting the reimbursement from OMA funds to Stock Fund.

(d) Issues to other services (i.e., Marines, Air Force, Navy, National Guard and USAR during IDT etc.), are also reimbursable, but are treated as charge sales.

(e) At the end of the accounting period, the abstract of reimbursable issues is posted to the Voucher Register and General Control (VRGC) maintained by the TISA Admin/Accounting Section as a credit.

## **(2) Charge Sales (Non-appropriated Funds):**

(a) A charge sale is nothing more than "buy now - pay later". It is a sale to a non-appropriated fund (NAF) organization or activity that will reimburse the government (i.e., Leaders Club, Child Care Center, etc.).

(b) Each NAF organization or activity submits DA Form 3294 (Request for Issue or Turn-in) for items desired. Separate DA Form 3294's will be prepared for perishable and semi-perishable items.

(c) The total dollar values of each DA Form 3294 is posted to the Abstract of Charge Sales. At the end of the accounting period, the Abstract of Charge Sales is posted as a credit to the Voucher Register and General Control (VRGC).

(d) The Finance and Accounting Officer is responsible for billing NAF organizations and activities, the TISA must forward the value of each charge sale to the FAO. This is accomplished by input through the Army Food Management Information System (AFMIS).

**b. Establishing Accounts.** The following actions must be taken by units/activities desiring to obtain subsistence at the TISA:

(1) Appropriated Funds. Accountable or responsible officers of dining facilities (including the Hospital) will send a copy of assumption of command orders or appointment orders to the TISA. This authorizes the Accountable/responsible officer to request/receipt for subsistence supplies.

(2) Non-appropriated Funds. To establish a charge sales account with the TISA, commanders will submit a copy of assumption of command orders to, ATTN: IMSW-IRW-LGS, requesting the authority to purchase on a charge sale basis. Upon approval, the letter authorizes the requesting office to request/receipt for subsistence supplies.

(3) Contractor Operated Facilities/Activities. The contractor must follow the procedures in (2) above to establish an account. The contractor shall provide a letter to the TISA listing those individuals who have been designated accountable or responsible officers/individuals. The letter of designation authorizes those individuals to request/receipt subsistence for supplies.

**c. Signature Cards.** The following procedures will be followed when preparing/submitting signature cards:

- (1) Two original DD Form 577's must be prepared designating individuals to "request" or "receive". All originals must be stamped and initialed by TISA Stock Control.
- (2) Signature cards will be signed by the unit commander, contract operations (GOCO) project manager or individuals that have been designated or appointed in writing as the Accountable Officer.
- (3) The commander/project manager or their designated individual will furnish the TISA Stock Control Section with one original DD Form 577 of each person authorized to "request" subsistence. The second original will be retained by designated individual. These cards will be initialed by the Stock Control and maintained on file at the TISA for one fiscal Year for verification of authorized signatures appearing on request forms submitted prior to assigning a voucher number to the document.
- (4) Personnel designated as receivers will show DD Form 577 and a Government Identification (ID) card (Government personnel) and a valid photo ID (Contractor personnel) to TISA warehouse personnel upon request prior to supplies being issued. Warehouse personnel will not make issues unless the Stock Control section has initialed the DD Form 577.
- (5) DD Form 577 may be used to both request and receive subsistence only when the supported organization/activity is staffed by seven or fewer personnel/employees.
- (6) Withdrawal of authorized requesters and/or receivers will be made in writing and sent to the stock control section requesting the DD Form 577 be removed from file and returned to the unit/activity for appropriate disposition.

**d. Review of Customer Account Files:**

- (1) Customer files will be reviewed on or about the start of each fiscal year. The TISA will conduct this review during the first week of October. All account files not up-dated will be terminated if not properly established and all signature cards must be up-dated NLT 12 October.
- (2) The requirement to submit DA Form 1687 is rescinded. The form is replaced by DD Form 577, signature card.

**e. Document Requirements:**

(1) Appropriated Funds (Active Army Dining Facilities):

(a) Assumption of command orders/appointment letter (Accountable Officer).

(b) DD Form 577, Signature Card, authorizing individuals to request or receive subsistence.

(2) Non-Appropriated Funds:

(a) Letter of approval to establish a charge sale account signed by the Installation Commander or his designee.

(b) Appointment Letter (Accountable/Responsible Individual).

(c) DD Form 577, Signature Card, authorizing individuals to request or receive subsistence.

(3) OMA Funds ("Ice Only" Customers): Customers having accounts for "ice only" must fulfill the same requirements as non-appropriated fund customers (e. (2) above).

**f. Methods of providing subsistence support to Garrison:**

(1) Bulk Issue. The TISA issues in bulk to the Ration Breakdown Point (RBP) for later breakdown and distribution by the RBP to assigned, attached or augmented units. No separate breaks will be made to those units. Procedures for operating a RBP are contained in FM 10-23. This is the normal method of issue to rotational brigades and the Opposing Force Regiment. All rations will be transported on pallets and must be covered IAW TB MED 530, Chapter 2, section VII, paragraph 2-37.

(2) Direct Warehouse Issue. Under this method the subsistence requested is pulled and supported units must pickup subsistence at the TISA warehouses.

(3) Direct Vendor Delivery. Deliveries of items such as bread and dairy products will be delivered to installation dining facilities. As with other TISA requirements, only those personnel designated on DD Form 577 will be allowed to request or receive vendor items. The schedule for delivery of vendor items will be as prescribed in each individual contract, and provided to applicable customers upon award of contract. Upon delivery, the vendor will get the signature of the authorized receiver on the delivery form. The authorized receiver will enter the exact quantity received and

will sign his or her full name on all copies of the form. The vendor will give a copy to the customer at the time of delivery, retain a copy, and bring a copy to the TISA office upon completion of deliveries.

**g. Schedule of Subsistence Issues:** Scheduling is an important aspect of TISA operations. It allows for timeliness in submission of request to suppliers, preparation for receipts, issues, inventories, proper warehousing, and sanitation of the facilities. Therefore, it is essential that prior planning be accomplished by all customers to ensure that the schedules are followed. Information pertaining to the schedule is as follows:

- (1) The TISA will prepare an "Issue Frequency Schedule" for each accounting period.
- (2) A copy will be furnished to the SSM. Courtesy copies can be furnished to supported customers upon request.
- (3) It is imperative that shopping lists be submitted on time due to Prime Vendor having only 48 hours from order to ship time.
- (4) Requests for ice to be picked up on weekends need to be submitted on DA Form 3294 to the Stock Control office prior to 1430 on Fridays.

**h. Item Selection:**

(1) Subsistence items authorized for requisition in the TISA are listed in the **Master Item File (MIF), Stock Level Report (SLR)**

(2) Items selected for requisition will be those desired by Army dining facilities operating under the Army Ration Credit System (ARCS), the Army Field Feeding System (AFFS), and other authorized issue and charge sales customers.

(3) When "special order items" not listed in the MIF are requested by customers, the TISA will requisition the items and issue them to the requesting unit/activities when received. Items requisitioned by the TISA to fulfill "special orders" will not be canceled or rejected by customers. Customers will pickup the items immediately upon notification of arrival by the TISA.

(4) To add new items under Prime Vendor:

(a) If item is available under Prime Vendor (SPVI), but not on the Master Item File (MIF) it must be on a written request sent through the IFPM for approval, then forwarded to the SSM.

(b) If item is not available under Prime Vendor, it must be on memorandum to IFPM for approval, then forwarded to the SSM with DA Form 7457 attached with pertinent information filled in.

(5) Submission lead times are as follows:

(a) 7 days for items in Prime Vendor Catalogue, but not on **MIF**.  
**SLR**

(b) Approximately 30 days for new items to be added to Prime Vendor Catalogue.

(c) 7-14 days for special orders if (b) above doesn't apply.

**i. Request:** Requests for rations will be submitted IAW the TISA Issue Frequency Schedule. No additions, deletions, or changes will be made to the original orders from customers supported by TISA without proper documentation submitted to TISA Stock Control. Under no circumstances will customers supported by TISA make calls directly to vendors to make changes to their orders.

**j. Issues:** Issues are made by the TISA based on customer request, or authorization of items as prescribed in applicable field training menus. Issue dates will be as established in the Issue Frequency Schedule.

**k. Turn-ins:** Turn-in of excess subsistence will be accomplished on dates coordinated with the Stock Control/Warehouse Supervisor. Careful planning for requirements should be made to preclude unnecessary turn-in. "Paper turn-ins" is prohibited and will not be accepted by the TISA. All items for turn-in (perishable or semi-perishable) must be inspected by the Veterinary Food Inspector prior to acceptance. Once the item has been determined to be fit for restocking and sale, the item will be accepted by the TISA and appropriate credit given to the customer account.

## **5. PROCEDURES:**

a. Procedures for operating under the Varied Accounting Systems are outlined in applicable references listed in paragraph 1 of this SOP. Systems currently used are as follows:

(1) ARCS - Army Ration Credit System.

(2) AFFS - Army Field Feeding System.

b. Procedures unique to rotational units are outlined in Annex B.

c. Peacetime MRE and UGR accounting procedures will be IAW AR 30-22, chapter 4.

**6. ANNEXES:**

a. Annex A - References.

b. Annex B - Field Ration Policies and Procedures.

## **ANNEX A (References) to Troop Issue Subsistence Activity SOP**

AR 30-22, The Army Food Program

AR 30-7, Operational Rations

AR 725-50, Requisitioning, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

DA PAM 30-22, Operating Procedures for the Army Food Program

FORSCOM Reg. 350-50, Training at the National Training Center

TB MED 530, Occupational and Environmental Health Food Service Sanitation

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

1. **PURPOSE:** The purpose of this annex is to describe responsibilities, policies, and procedures unique to field ration support of rotational brigades, Reserve Component units undergoing training at Ft. Irwin, and installation units/organizations to include 11th ACR.
2. **APPLICABILITY:** This annex is applicable to rotational brigades, Reserve Components, and units/organizations when operating under field condition in excess of 5 days or supported by a different TISA (other than home station).
3. **GENERAL:** Class I support is provided under the operational ration concept, which is in support of the Army Field Feeding System (AFFS). UGR-A rations, MRE's and UGR-Heat and Serve rations are issued based upon the published TISA Ration Issue and Consumption Schedule. Ration Issue Schedule may be adjusted based on mission requirements.
4. **RESPONSIBILITIES:**
  - a. **Government Accountable Officer (SSM):**
    - (1) Brief Rotational Brigade and Reserve Component Units subsistence supply personnel upon arrival at Fort Irwin/TISA.
    - (2) Ensure Rotational Brigade and Reserve Component Unit subsistence supply personnel are furnished with a copy of this SOP.
    - (3) Approve/disapprove requests to make changes to the established feeding cycle.
    - (4) Provide Rotational Brigade and Reserve Component unit subsistence supply personnel with a review of the unit's TISA account prior to the unit's departure upon request.
    - (5) Sign/stamp clearance papers after the unit's account has been closed by TISA Stock Control with all discrepancies corrected.

**ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

(6) Provide advice and assistance to rotational brigade and Reserve Component unit subsistence supply personnel on how to improve subsistence supply operations as appropriate.

b. Installation Food Program Manager:

(1) Respond to initial request from rotations.

(2) Approving authority for changes and substitutions to Field Issues in conjunction with SSM.

(3) Authorize special food allowance for purchase of warming/cooling beverages.

c. Stock Control/Warehouse:

(1) Ensure necessary requirements to establish accounts have been met prior to making any issues.

(2) Ensure that ration requests submitted coincide with planned feeding cycle submitted in units forecast. Coordinate changes with the SSM/Government Accountable Officer.

(3) Ensure all ration requests, issues, turn-ins, and Strength and Feeder Report documents are prepared IAW applicable directives prior to acceptance.

(4) Interchange menus only upon approval of the Installation Food Program Manager and SSM.

(5) Substitute Not In Stock (NIS) items with like items with concurrence of requesting unit upon approval of Installation Food Program Manager and SSM.

(6) Notify the SSM/Government Accountable Officer when any discrepancies/disputes cannot be resolved with customers.

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

d. Units/Organizations undergoing Field Training (rotational brigade, 11th ACR, Reserve Component Units):

- (1) Submit initial subsistence support requirements 90 days in advance of pick-up date in the format specified by this SOP. (See Appendix 1)
- (2) Submit required documents, within time frames specified in this SOP.
- (3) Request rations based on unit present for duty strength.

**NOTE: UGR H&S and UGR-A ration module configuration plus number of field kitchen sites must be considered when requesting those rations.**

- (4) Maintain safety standards during daily operations.
- (5) Observe warehouse rules/prohibitions at all times.
- (6) Practice courtesy with TISA personnel on a daily basis.
- (7) Report discourteous TISA personnel to SSM/Government Accountable Officer.
- (8) Maintain accountability of all rations issued, to include ice.
- (9) Comply with provisions of this SOP and other directives as appropriate.
- (10) Notify the SSM/Accountable Officer of any discrepancies/disputes that cannot be resolved with the TISA personnel.
- (11) Transport garbage and trash directly to the landfill. Dumpsters located at the TISA will not be used by rotational brigades.

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

### 5. POLICIES:

a. The TISA replicates the Division Class I Supply Point operated by the Main Support Battalion of the Division Support Command in the Division Support Area. No separate breaks will be made to individual units that are assigned or attached to rotational brigades. The rations are transported from the TISA to the RBP/BSA by rotational brigade transportation assets, broken down and issued to subordinate units of the rotational brigade.

b. Subsistence will be issued IAW TISA Ration Issue Consumption Schedule. The menus cover a 14-day period and are designed to be repeated. (14 L/D and 7 Breakfast) For weekend training, (Reserve Components) seven increments of two days each will be utilized from the 14-day menu and rotated throughout the year.

c. Accounting procedures for Reserve Components, during Annual Training, and Active Army units will be IAW AR 30-22, chapter 4.

d. The following information is required in the initial LOI 90 days in advance of arrival and must be signed by the Brigade S-4 or Support Battalion Commander:

(See Appendix 1)

(1) The planned feeding cycle (i.e. M/M/M, UGR-H & S/M/UGR-A) for each day of the brigade's rotation.

(2) The number of personnel expected to subsist and a daily ration cycle.

(3) Any requirements for issue of a basic load of MRE's and date of pick up.

(4) Telephone number(s) and name(s) of POC.

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

e. A basic special food allowance (15 cents per man per day) is available for the purchase of warming/cooling beverages for units training at the NTC when required; ARNG units must obtain approval from their State USPFO with authorization provided to the SSM/TISA prior to arrival. Requirement for warming/cooling beverages will be submitted on w/c request form to the Installation FPM for approval.

f. UGR-H & S and UGR-A ration supplements/enhancements are already incorporated in the menus. (See Appendix 2)

g. Thirty days prior to arrival, rotational brigade Class I Officer must contact the SSM and provide DA Form 5913. Subsequent DA Form 5913's will be submitted IAW TISA Ration Issue Consumption Schedule.

h. Upon arrival, the rotational brigade Class I Officer must visit the SSM and TISA Stock Control Office in Bldg 882 to establish direct communications and open the brigade's Class I account. It is highly recommended that the rotational brigade Class I Officer deploy to the NTC in the brigade advance party and redeploy in the brigade's trail party.

i. Provide two copies of DD Form 577 (Signature Card) typed or legibly printed and a copy of Assumption of Command/appointment orders of delegation official. Personnel on the DD Form 577 authorized to request cannot be authorized to receipt.

j. Coordinate with the SSM/Government Accountable Officer to address and/or discuss any potential/actual problems.

### **6. PROCEDURES:**

a. Requests for bulk issue will be submitted IAW TISA Ration Issue Consumption Schedule, broken down and issued by the RBP.

b. Issues are made between the hours of 0715 - 1430 daily. Units should arrive at the warehouses as early as possible to prevent possible delays in waiting for commercial vehicles to be off-loaded. All rations will be

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

transported on pallets and must be covered IAW TB MED 530, Chapter 2, section VII, paragraph 2-37.

c. Pallets in good condition can be returned to TISA. When pallets are returned, they will be stacked neatly in designated areas at the Cold Storage Warehouse. The same procedures will be followed for the drink crates.

d. The TISA is not responsible for the methods of transportation of items to field locations.

e. Only essential personnel are allowed in the office area, warehouse, and loading dock. All warehouse rules must be followed. Loitering is prohibited and unofficial use of phones is prohibited.

f. Substitutions of menu items due to non-availability are normally coordinated between the DMMC/BMMC/RMMC and the TISA.

g. Direct vendor items, i.e., dairy and bread are ordered by the TISA based upon information provided by the unit (Planned Feeding Cycle or actual request). Once ordered, items are issued in the quantities requested. A schedule of delivery dates will be provided by the TISA to meet vendor requirements. Emergency issues of vendor items cannot be made unless extra items are on hand at the TISA.

h. Reports will be submitted to the TISA IAW the Ration Issue Consumption Schedule.

i. All turn-ins must be coordinated through the Stock Control/Warehouse and inspected by the NTC Veterinarian located in Bldg 882 prior to acceptance by the TISA. The following will apply and is IAW AR 30-22/DA PAM 30-22, Chapter 4-17:

(1) All containers must be undamaged, unopened and clean.

(2) MRE rations must be unopened complete cases.

(3) UGR H & S are not stocked at TISA and only ordered as requested. Therefore, they cannot be accepted for turned in. UGR-A's will not be accepted for turn in since it wouldn't be a complete meal. A UGR-A module consists of three boxes; two semi and one perishable.

## **ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

7. Accurate daily estimation of rotational brigade strength during the turn-in/re-deployment phase is critical so that excess rations do not accumulate on the ground in the dust bowl. Perishable rations will not be accepted for turn-in.

8. Units will not dispose of unfit for consumption subsistence at the NTC Landfill without proper documentation, (i.e., Veterinary "Certificate of Unfitness") Units will not give away subsistence items and will maintain copies of all paperwork to provide an audit trail. Disciplinary actions as appropriate will be initiated on units/personnel attempting such action.

9. Losses due to training that require surveying will be issued on DA Form 3294, with a statement that the amount requested will be surveyed. The TISA account will not be closed by the SSM until survey document number is provided.

10. Clearance papers will be signed by the SSM only when reconciliation has been accomplished and the unit's account is closed with all discrepancies corrected. A completed DA Form 5913 must be submitted to the SSM prior to departure for each accounting period.

11. Appendices:

- a. Appendix 1: Sample of Planned Feeding Cycle/Estimated Headcount Memorandum
- b. Appendix 2: Supplements and Enhancements
- c. Appendix 3: Ice
- d. Appendix 4: Acronyms

**Appendix 1 (Sample of Planned Feeding Cycle/Estimated Headcount Memorandum) to ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

AFZN-BA-B (30-22)

MEMORANDUM THRU DOL/IMA, ATTN: Installation Food Program Manager, P.O. Box 105031, Fort Irwin, CA. 92310-5031

FOR TISA Subsistence Supply Manager, Fort Irwin, CA. 92310-5031

SUBJECT: Planned Feeding Cycle/Estimated Present for Duty Strength

1. The following information is the planned feeding cycle/estimated headcount effective 4 Feb 04 through 24 Feb 04, Rotation 07-XX, UIC: XXXXXX

DATE	HEADCOUNT (Breakfast/Lunch/Dinner)	CYCLE
4 Feb	500/500/500	M-M-M
5 Feb	500/500/800	A-M-U
6 Feb	800/1200/1500	A-M-U
7-20 Feb	1200/1500/1500	A-M-A
21 Feb	1500/1500/1500	A-M-A
22 Feb	1300/1300/900	U-M-A
23 Feb	900/700/500	U-M-U
24 Feb	500/300	M-M

2. Request a "Basic Load" of MRE's (1125 cases) be made available for pickup on 6 Feb 04.

3. The POC for this action is: \_\_\_\_\_, DSN: \_\_\_\_\_.

SIGNATURE BLOCK  
 XXX, XXX  
 XXXXXXXXXXXXXXXXX

Legend:  
 A = UGR-A Rations  
 M = Meal Ready to Eat (MRE)  
 U = UGR H&S Rations (Tray Packs)

Appendix 2 (Supplements and Enhancements) to ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP

**UGR RATION SUPPLEMENTS**

Fresh/Frozen Bread  
UHT Milk

**UGR RATION ENHANCEMENTS**

Cereal Cup Assorted  
Apples  
Bananas  
Orange  
Pears  
Grapes

**Salad Mix**

**Cucumbers**

**Tomatoes**

Dressing, Italian  
Dressing, Ranch  
Cheese (UGR-A Menu 2 only)  
Lettuce (UGR-A Menu 2 only)  
Onion (UGR-A Menu 2 only)  
Tomatoes (UGR-A Menu 2 only)

**Appendix 3 (Ice) to ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

1. Ice is an item of subsistence supply. It is paid for by the DOL Operations and Maintenance "F" account instead of OMA funds.
2. Internal controls will be established by responsible commanders/individuals to ensure waste and abuse is not encountered.
3. IAW AR 30-22, ice allowances are established by the Installation Commander based on the following factors:
  - a. Type and quantity of refrigeration available.
  - b. Prevailing climatic conditions.
  - c. Menu served in the field for the amount needed to preserve food and cool beverages.
4. Temperatures experienced at the National Training Center as follows:

<i>Temperature</i>	JAN	FEB	MA R	AP R	MA Y	JU N	JU L	AU G	SEP	OC T	NO V	DE C
<b>Extreme Max</b>	83	86	91	101	110	116	117	113	112	105	90	83
Average Max	60	66	71	79	87	98	104	102	95	83	70	62
Average Min	36	40	44	50	58	66	73	72	65	55	43	36
Extreme Min	8	17	23	31	40	46	50	55	48	25	21	16

5. Climate temperature will serve as the guiding factor for allowances as follows:

Temperature	Lbs Per Man Per Day
0-60 F	1
61-70 F	2
71-80 F	3
81-90 F	4
91-100 F	7
101-110 F	10
111-120 F	13

**Appendix 3 (Ice) to ANNEX B (Field Ration Support Policies and Procedures) to Troop Issue Subsistence Activity SOP**

6. The extreme maximum temperature is the line that will be used by the TISA to determine the quantity of ice to be issued. Requests to exceed the lbs./man/day figure will be approved by the SSM or Installation Food Program Manager based upon submission of a detailed justification in writing by the requesting unit/activity.
  
7. Ice for the Installation is bagged in 20 lb. bags, palletized (100/20 lb. bags per pallet).
  
8. If ice is normally picked up by pallet lots. The good pallets can be returned to the TISA Cold Storage Warehouse immediately after use, but not later than (NLT) the following day. Upon return, pallets will be stacked neatly in an area designated by warehouse personnel.

#### Appendix 4 (Acronyms) to Troop Issue Subsistence Activity SOP

AFMIS	Army Food Management Information System
DOL	Directorate of Logistics
IFPM	Installation Food Program Manager
IMCOM	Installation Management Command
<del>MIF</del>	<del>Master Item File</del>
MRE	Meal Ready to Eat
SSM	Subsistence Supply Manager
SLR	Stock Level Report
STORES	Subsistence Total Order Receipt Electric System
TISA	Troop Issue Subsistence Activity
UGR	Unitized Group Ration
UGR H & S	Unitized Group Ration Heat & Serve
UHT	Ultra High Temperature

## SECTION IV: Central Issue Facility (CIF) and Sewing Repair

**1. PURPOSE:** This SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for Organizational Clothing and Individual Equipment (OCIE) at CIF located within the DOL area of responsibility.

### 2. REFERENCES:

- a. AR 710-2.
- b. AR 735-5.
- c. DA PAM 710-2-1.
- d. CTA 50-900.
- e. AR 25-400-2.
- f. TM 10-8400-201-23
- g. AR 700-84
- h. NTC REG 710-2
- i. ADSM 18-L08-AEB-IEL/UNI EM, Automated Central Issue Facility End User Manual

### 3. MISSION:

a. The mission of the CIF is to provide OCIE authorized by CTA 50-900 and CTA 50-970 to all military personnel and selected DA Civilians (DAC) who are assigned or attached for duty to NTC and Fort Irwin. The CIF will provide emergency support to rotational units on an "as needed basis" with NTC Garrison Commander's approval.

b. The Logistics Service Support Contract operates and manages the CIF. Accountability remains with the Government Accountable Officer (GAO), however, the Contractor will be a Primary Hand Receipt Holder (PHRH) to the GAO. The Contractor will be held to all the regulatory requirements as a PHRH and will control their property in accordance with the above regulations, applicable publications, local policies and the approved contract.

c. The Supply Division has overall responsibility for operating the CIF and Sewing Repair. Within PMB, Supply Division, the GAO for the CIF and Sewing Repair is responsible for planning, supervising and coordinating the daily operations of the CIF and Sewing Repair. Formal accountability for OCIE items in the CIF inventory is primary responsibility of the Logistics Service Support Contractor as required by the approved Contractor's Performance Work Statement (PWS).

**4. LOCATION AND OPERATING HOURS:** Sewing repair is co-located with CIF and is operated by the Logistics Service Support Contractor.

a. Locations and Phone Numbers:

(1) Chief, Director of Logistics - Bldg #861,  
ext: 4-3924

(2) Government Accountable Officer - Bldg #342,  
ext: 4-3797.

(3) CIF and Sewing Repair Customer Service - Bldg #342, ext: 4-3633/3761.

b. CIF and Sewing Repair Hours of Operations: 0800 to 1630 Hours Monday thru Friday, excluding Federal Holidays.

**4. RESPONSIBILITIES:**

**a. SCOPE**

(1) Military personnel in the Army have responsibility for the proper care and safekeeping of property issued to them, and in their custody. A signed hand receipt (i.e. DA Form 3161, DA Form 1150, DA Form 2062, and DA Form 3645) is true evidence of property responsibility.

(2) Responsibility can also be incurred based on possession of the property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability. See Appendix B.

**b. OPERATION**

(1) The CIF's are elements of the Director of Logistics, and operate in accordance with applicable regulations, directives and policies set forth by governing military authority.

(2) The stockage of OCIE in the CIFs is assigned within Army Regulation 710-2-1, prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645 / 3645-1, are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer.

**c. CENTRAL PROCESSING FACILITY (CPF) All CPFs are required to:**

(1) Ensure OCIE sizing/measurements are accurately filled out for each soldier.

(2) Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in-processing.

(3) Ensure soldiers have the clothing records from their previous duty station with them for CIF in-processing.

(4) Ensure soldiers fill out a transferable items form.

(5) Ensure timely appointments are made through UCAS for all in-processing and out-processing soldiers.

**d. COMMAND**

(1) Commanders and supervisors have a broad scope of responsibility which includes managing and controlling the equipment issued to, and used by members of their command.

(2) They must personally:

a. Inspect and inventory soldiers' OCIE.

b. Ensure all authorized items are on hand.

c. Ensure all issued OCIE is properly used and maintained.

d. Ensure OCIE is protected from loss, damage or destruction.

e. Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.

f. Ensure inventories are conducted and documented when appropriate.

g. Ensure unit OCIE property records are properly maintained.

(3) Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. For equipment damaged through other than fair-wear-and-tear (FWT), a damage statement must be prepared in accordance with (IAW) AR 735-5, Chapter 14.

(4) A Financial Liability Investigation of Property Loss (DD Form 200) must be initiated when negligence or misconduct is involved and liability is not admitted; or, when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment, which indicates the item, was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. See Appendix B.

**e. LOGISTICS SERVICE SUPPORT CONTRACTOR**

(1) Operate the NTC CIF and the Sewing and Repair Facility.

(2) Receive, store, inventory, issue and turn-in OCIE as prescribed by AR 710-2 and DA Pam 710-2-1.

(3) Sign an automated hand receipt for all non-expendable OCIE on hand from the GAO in the CIF and back up storage areas every six (6) months.

(4) Provide customer service for the CIF in accordance with the contract, listed references, and written guidance.

(5) Prepare and submit required reports in accordance with the contract technical exhibits to the GAO.

(6) Submit to the GAO recommended change(s) for review, approval and incorporation into this SOP policies and procedures that will improve the internal/external efficiency of CIF and Sewing Repair operations and external supply and services support to customer units/activities.

#### **f. SEWING CLOTH REPAIR**

(1) Accept and process incoming service requests for OCIE and personal military clothing authorized by CTA 50-900 and AR 700-84 from the supported units.

(2) Validate DA Form 5504/2407 for authorized signature of requestor.

(3) Attach only authorized insignia to OCIE and personal military clothing, in accordance with AR 670-1 and AR 700-84.

(4) Attach one (1) standard color and one (1) subdued organizational shoulder sleeve insignia to one (1) duty uniform the same day of receipt while customer waits, if requested.

(5) Remove and attach additional insignia to duty uniforms and badges to PT uniforms, within three (3) workdays after receipt of service request.

(6) Fabricate and Sew U.S. Army and personal name tapes, for authorized personnel, in accordance with AR 670-1 and AR 700-84.

#### **g. INDIVIDUAL**

(1) Each soldier is responsible for reporting, on time, to the CIF for his/her appointment. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the "FWT" criteria.

(2) Each soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e. guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately

and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.

(3) Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, ITT, retirement or resignation.

#### **i. UNIT SUPPLY PERSONNEL**

(1) Ensure that all OCIE (i.e. barracks, bags, boots ICWB, cook-whites, and safety shoes) issued to an individual at other duty stations is recorded on the clothing records.

(2) Request a copy of the soldier's OCIE records from previous unit commander if the soldier arrive without OCIE records.

(3) Ensure that every soldier in the unit properly processes in and out of the CIF.

(4) Pick up duplicate clothing records from the CIF on a weekly basis.

(5) Maintain duplicate copies of clothing records and ensure that unit supply personnel and soldiers make no entries, (pencil / pen) on unit copy of clothing record.

(6) Conduct periodic / selective unit level inventories. See Appendix C.

(7) Not utilize unit copy of clothing records to record OCIE inventories conducted at unit level.

(8) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

(9) Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

(10) Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.

(11) Conduct, on a quarterly basis, (OCT/JAN/APR/JUL), a face-to-face reconciliation of OCIE records with the CIF. See Appendix D.

(12) Provide CIF with a copy of unit commander's assumption of command orders; updating CIF files when there is a change of command.

(13) Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.

(14) Provide on a semi-annual basis (JUN / DEC) a personnel status report. It must include the following information: authorized strength; required strength; assigned strength; number of authorized cooks; and number of authorized mechanics. See Appendix E.

(15) Requisition expendable supplies for the performance of organizational maintenance. See Appendix F.

#### 4. Policies and Procedures

##### a. APPOINTMENTS:

(1) The CIF operates the in/out processing of personnel on an appointment basis. In/out processing appointments are made by the Central In-Processing Facility.

(2) Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.

(3) CIFs will be closed during all U.S. Federal holidays, scheduled inventories, and/or as directed.

(4) For safety reasons, children are not authorized in CIFs and smoking is not allowed anywhere in the facilities.

##### b. IN-PROCESSING (ISSUE)

(1) All military personnel assigned to units supported by the DOL must in-process through CIF.

(2) All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not:

a. Be in duty uniform.

b. Possess valid military ID card.

c. Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the soldiers' clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders. Orders assigning individuals to the AG Replacement Detachment are not sufficient evidence to provide support to a soldier.)

d. Possess copy of personal clothing records from last duty station. DA PAM 710-2-1(10-8c2).

(3) Soldiers not assigned to an MOS, but requiring an issue of unit's authorized, MOS-related supplemental OCIE, MUST have a memorandum signed by the first LTC in the chain of command or designated field grade officer, verifying that the individual is working full-time in that MOS and requires the equipment. ARMY REGULATION 710-2-1 (8a). See Appendix G.

a. Food service personnel requiring initial issue of cook whites must present evidence that the items were never issued or were turned in at their last duty station.

b. Aviation personnel must have orders stating that they are on "FLIGHT STATUS" and present evidence that the flight gear was never issued or was turned in at their last duty station.

(4) Emergency Essential Civilians (EEC) – Department Of Defense, Federal Employees **ONLY** - requiring issue of OCIE for special projects / deployments, will provide a memorandum to the CIF from their commander.

c. OUT PROCESSING (TURN-IN)

(1) All soldiers assigned to units or elements supported by the IMA/DOL must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.

(2) PCS personnel will retain the following organizational equipment prior to departing for their next duty station:

- a. Bag, Barracks 1 each
- b. Bag, Duffel 1 each
- c. Boots, ICWB 1 pair
- d. Cap, Pile 1 each
- e. Cook Whites 8 each (coats, trousers, and aprons)
- f. Safety Shoes 1 pair
- g. Drawers, CW 2 each
- h. Undershirt, CW 2 pair

(3) Aviation personnel who remain on flying status (must show "FLIGHT STATUS" orders to CIF) will retain flight gear with the exception of the Kit Bag, Flyer's; Hood Flyers, and Heavy Weight Jacket, which will be turned in if issued by the 104th ASG CIF.

(4) Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require that the soldier return to the CIF for the complete turn-in of OCIE. The soldier will coordinate with the records section prior to leaving the CIF for a follow-on appointment. The CIF will schedule the soldier to turn in, all equipment within 72 hours.

(5) The unit will initiate an adjustment document against an individual soldier when failing to properly clear the CIF.

#### **d. DIRECT EXCHANGE (DX)**

(1) Individual DX is conducted on a walk-in basis, during designated hours, by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.

(2) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged and the soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.

(3) An individual is not authorized to exchange above the quantity issued to him/her on DA Form 3645/3645-1.

(4) Clothing records are not required for the exchange of non-sized items. OCIE not issued by the CIF to the individual and signed for on a DA Form 3645, will not be exchanged. Whenever an individual attempts to DX items which are not on their clothing record, the items will be confiscated by the CIF and placed back into the supply system.

(5) Serviceable equipment will not be exchanged for cosmetic reasons.

(6) The CIF personnel only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT)

a. Fair Wear & Tear (FWT) is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.

b. Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improper care, will not be considered FWT damage and is subject to the provisions of AR 735-5.

c. Equipment damaged through other than FWT must be accompanied with an adjustment document IAW AR 735-5.

#### **e. MARKING OF OCIE**

(1) The use of pens, felt tip markers, ink, or any substance that leaves a permanent mark on webbing or cloth is prohibited.

(2) Stick-on tapes or plates with rubberized backs will not be used for marking.

(3) CTA 50-900 items rendered unserviceable as a result of unauthorized marking will be replaced at the individual's expense.

(4) Commanders will refer to CTA 50-900, note 148, before directing marking of duffel bags. These markings must be NON-PERMANENT in nature. Improperly marked duffel bags will be replaced at the individual's expense.

## **f. INSPECTION AND REPAIR OF OCIE**

(1) OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each soldier is responsible for proper organizational maintenance, care, custody, and safeguarding, of all OCIE issued to them.

(2) TM 10-8400-201-23 provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.

(3) Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1 (10-18).

(4) Appendix H, provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the DX of equipment.

## **h. TEMPORARY LOANS**

(1) Units requiring temporary loans will submit a memorandum to the CIF Manager/AO requesting a temporary loan listing the items required and a full justification with regard to the intended use of the equipment and the dates required.

a. Temporary loans of OCIE are permitted for training purposes only.

b. Temporary loans will not be made for beautification purposes, to support change of commands or other ceremonies.

c. All temporary loans will be for a period not to exceed 30 days.

(2) Temporary Loan Procedures:

a. Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's assumption of command orders and a valid DA Form 1687. The CIF Supervisor will issue available items, retain the original, signed copy of DA Form 3161, and give the unit the duplicate copy.

b. Temporary Loans of Equipment will be turned in no later than 30 days after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit's copy of DA Form 3161. CIF personnel will inspect the items for cleanliness and serviceability, and then annotate both the unit and the CIF copy of DA Form 3161 showing the items returned and accounted for. Lost, damaged, or destroyed property will be accounted for IAW DA PAM 710-2-1 (10-12).

## **Appendix A**

### **HOURS OF OPERATION:**

Customer Service.

- (1) 0800 - 1530 hours Monday thru Friday, excluding Federal Holidays.
- (2) 1530 - 1630 Hours, only for emergency with the GAO's approval.

## **Appendix B**

### **ADJUSTMENT DOCUMENTS**

**B-1.** This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the Central Issue Facility to account for lost, damaged or destroyed OCIE items.

AR 735-5 prescribes policies in preparing and processing these documents.

**B-2.** Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than fair wear and tear (FWT). (AR 735-5)

- a. DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)
- b. DD Form 362, Statement of Charges / Cash Collection Voucher.
- c. Damage Statement. (Figure 1-1)

**DEPARTMENT OF THE ARMY  
YOUR UNIT  
FORT IRWIN, CALIFORNIA 92310-5000**

OFFICE SYMBOL

DATE \_\_\_\_\_

MEMORANDUM FOR CIF

SUBJECT: Damaged OCIE Statement

1. The OCIE item(s) listed below assigned to;

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Rank            (Last)                      (First)            MI            (SSN)

was damaged during a field training exercise occurred during \_\_\_\_\_ to \_\_\_\_\_ I or a member of my command have reviewed the circumstances surrounding the damage to the above item(s), and find no evidence of negligence or willful misconduct.

**LIN    Size    Item description                      QTY/UI**

Commander's Signature Block

**NOTE:** *Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days of the commander's approval for exchange. If the commander believes negligence/misconduct were involved, a Financial Liability Investigation Of Property Loss should be initiated. AR 735-5(14-26c).*

(FIGURE 1-1)

## **Appendix C**

### **CONDUCTING OCIE RECORD INVENTORIES**

**C-1.** The following inventories are required for OCIE issued to soldiers/individuals.

- a. Upon assignment of a soldier to a unit.
- b. Prior to the soldier clearing the installation.
- c. When a soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billets) or family housing.

**C-2.** The unit commander will choose an officer, warrant officer or NCO to conduct the inventory. The chosen person will:

- a. Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.
- b. Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.
- c. Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.
- d. Secure the inventoried OCIE in unit facilities.

**C-3.** The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

- a. Have the soldier conduct a joint inventory, with the commanders designated supply representative, of the property secured during his/her absence.
- b. Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.
- c. Have the soldier sign a release statement posted to the inventory form for items being issued.
- d. Have soldier go to the CIF with adjustment documents for reissue of shortages.

**C-4.** When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph c above should be conducted and items turned in to the CIF. The commanders designated supply representative will:

- a. Remove the unit copy of the soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.
- b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:
  - (1). Turn in overages as found on installation property.
  - (2). Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.
  - (3). Turn in the soldier's OCIE to the CIF.
  - (4). The inventory forms and the soldier's DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

**NOTE: Additional information** concerning the handling of property for individuals in the categories described in paragraphs c and d above can be found in AR 700-84, (12-12 through 12-18).

DA Pam 600-8, (9-6) as well as procedures found in (9-3) should also be reviewed.

## **Appendix D**

### **QUARTERLY UNIT RECONCILIATIONS**

**D-1.** All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due on the following months: October, January, April and July. Property Book Officer/CIF Managers are responsible for coordinating the time and date in which the reconciliation will take place.

**D-2.** During the face-to-face reconciliation the unit must have a valid / updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached / detached from the unit must be listed on the roster. Additionally, a roster of individuals who have departed the unit during the past 90 days will be provided to the CIF.

**D-3.** Commanders must have appointing orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.

**D-4.** Unit commanders must inform CIF of the current assignment or transfers of individuals. When a soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

**D-5.** Failure of a unit to comply with the above mentioned requirement will result in the unit being denied DX support from the CIF.

## **Appendix E**

### **AUTHORIZED OMIL ISSUES AND PROCEDURES FOR SPECIAL OCIE ISSUES**

**E-1.** This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment (MOS & EEC). Along with these examples are 4 Tables listing OCIE approved for issue (OMIL / Supplemental (MOS) issue / EEC issue / Deployment issue).

**E-2.** Supply personnel will ensure that equipment issued to soldiers is recorded in the proper clothing records and is signed by the individual.

**E-3.** Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown in Figures E-1 and E-2. The individual must hand-carry the memorandum when reporting to CIF.

#### **E-4. ENCLOSURES**

- a. Request for Issue of MOS items to soldiers. (Figure-E1)
- b. Request for Issue of OCIE.(Figure-E2)

**DEPARTMENT OF THE ARMY  
YOUR UNIT  
FORT IRWIN, CALIFORNIA 92310-5000**

OFFICE SYMBOL \_\_\_\_\_

DATE \_\_\_\_\_

MEMORANDUM FOR CIF

SUBJECT: Additional OCIE Items

1. \_\_\_\_\_  
Rank (Last) (First) MI (SSN)

Is authorize the additional issue of the below listed OCIE items.

LIN #	NSN	ITEM	SIZE	QTY	UNIT PRICE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Attached you will find a copy of the soldier's OCIE. Request an updated OCIE copy be provided for the soldier's unit supply OCIE folder IAW paragraph 2-14j, AR 710-2.

Commander's Signature Block

**Figure E-1, Sample Additional  
OCIE Items**

YOUR UNIT

DEPARTMENT OF THE ARMY

FORT IRWIN, CALIFORNIA

92310-5000

OFFICE SYMBOL

DATE \_\_\_\_\_

MEMORANDUM FOR CIF

SUBJECT: Additional OCIE Authorized

1. Request the below listed OCIE items be issued for:

_____	_____	_____	_____	_____
Rank	(Last)	(First)	MI	(SSN)

2. (Rank & Name) is attending (approved military School) from \_\_\_\_\_ to \_\_\_\_\_.

LIN #	NSN	ITEM	SIZE	QTY	UNIT PRICE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Attached you will find a copy of the soldier's OCIE. Request an updated OCIE copy be provided for the soldier's unit supply OCIE folder IAW paragraph 2-14j, AR 710-2.

3. OCIE items will be turned-in to CIF ten (10) working days after completion of the (approved military school)

4. POC is the undersigned at extension 4-XXXX.

Commander's Signature Block

Figure E-2, Sample Additional OCIE Item

## **Appendix F**

### **SERVICEABILITY STANDARDS FOR OCIE**

**F-1.** This appendix provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.

### **F-2. RESPONSIBILITIES**

a. Commanders, supervisors and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out-processing through CIF.

b. CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.

c. Soldiers will:

(1). Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.

(2). Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.

d. Unit supply personnel will:

(1). Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA forms 3645 / 3645-1. The inspection of OCIE, for individuals departing the unit, should be conducted at least 4 weeks prior to ETS / PCS.

(2). Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

### **F-3. INSPECTION PROCEDURES**

a. CIF personnel will be the final governing authority in judging the serviceability of all equipment.

b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of fair wear and tear (FWT).

c. Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was previously disposed of through property disposal channels (DRMO).

d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.

e. When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement (figure 1-1) will accompany the soldier and equipment to the CIF for exchange.

**NOTE:** ALL FAIR WEAR AND TEAR IS CONSIDERED ACCEPTABLE.

**F-4. INSPECTION STANDARDS** for all CTA-50-900 is as follows:

a. CLEAN

b. DRY

c. FREE OF ODOR

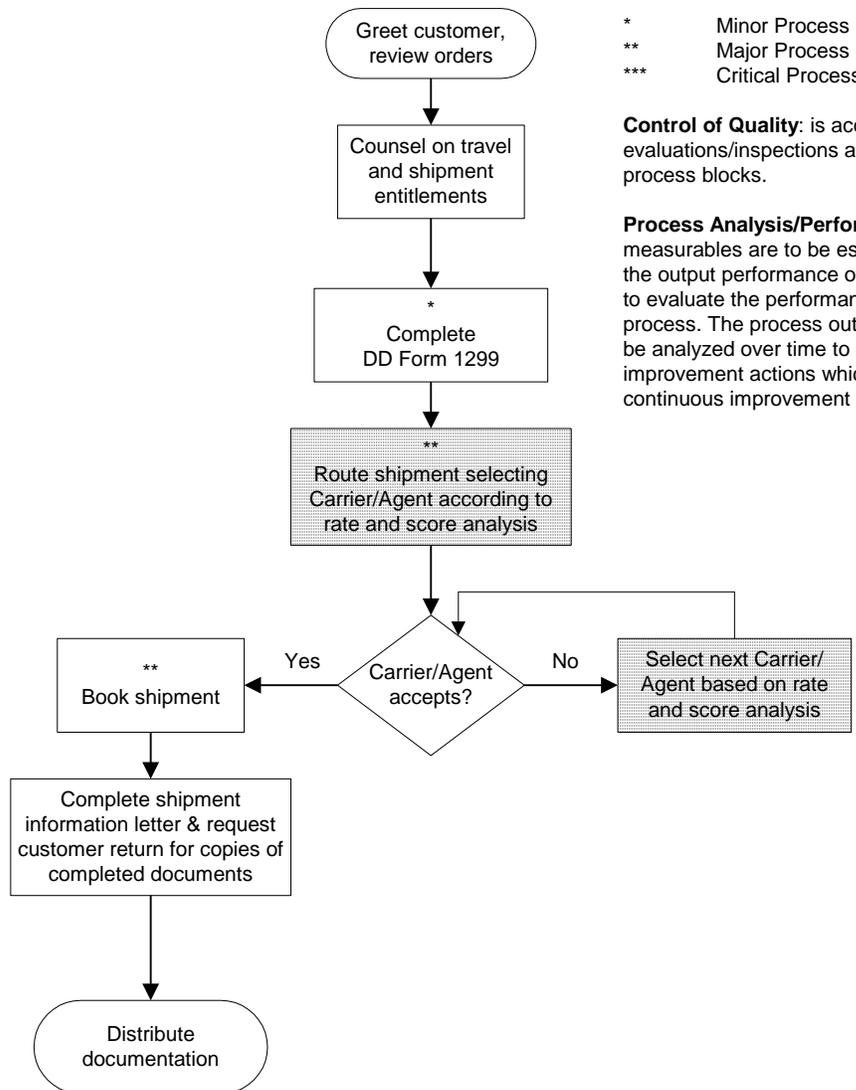
d. FREE OF ANIMAL HAIR

e. FREE OF DUST

## **F-5 HELPFUL HINTS**

- a. All buttons must be on and not broken or cracked.
- b. All small holes (less than ½ inch) must be repaired by the user.
- c. Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- d. Coveralls that are saturated with petroleum odors will not be accepted. They can be washed and odors removed.
- e. Overshoes, entrenching tool covers and canteens with black marks and skid marks will only be accepted after you have tried to remove the marks and failed.
- f. Ensure that the foot well in all sleeping bags is clean.
- g. Lubricate all zippers with "zipper ease".
- h. Pin holes in water proof bags are acceptable.
- i. OCIE with adhesive glue/tape still attached or with markings will not be accepted. Names and other methods of identification will result in rejection of the item.
- j. Look for the unauthorized use of body putty on the helmet. Do not accept the helmet if there is any indication that a repair has been made.
- k. Patches are acceptable only if they are properly done. All repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs made with iron-on patches must have round corners. Tape repairs, when authorized, must have round corners. If iron-on/tape-repaired area exceeds size of hole by ½ inch, repair must be redone.
- l. Inspect each OCIE item, the inside as well as the outside.
- m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.
- n. Flight gloves and CVC gloves are to be washed in warm water, not exceeding (120F). Do not bleach or starch. Rinse thoroughly in clear warm water. Remove soap by repeated rinsing or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist. Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry, or expose wet gloves to heat or direct sunlight.

**Flow Chart 1 - Individual Briefing - Outbound**



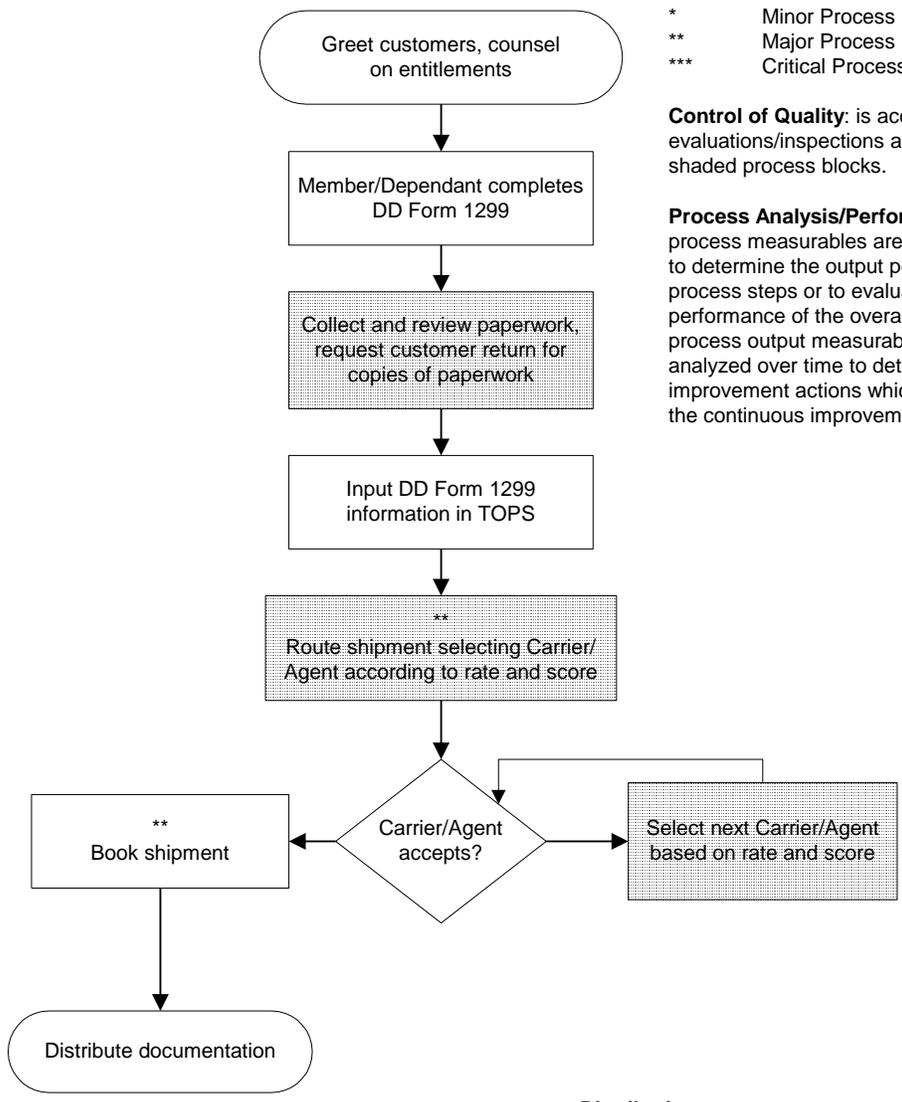
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**Carrier/Agent:** Original SF 1203 plus 1 copy; copy DD 1299; copy orders  
**Destination:** Copy SF 1203; DD 1299 copy; orders  
**Member:** Copy SF 1203; DD 1299  
**File:** Copy SF1203; original DD1299; copy orders



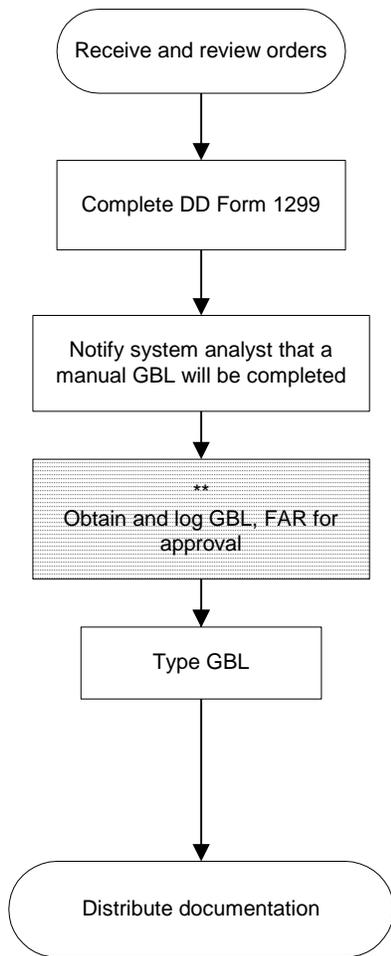
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**Carrier/Agent:** Original SF 1203 plus 1 copy; copy DD 1299; copy orders  
**Destination:** Copy SF 1203; DD 1299 copy; copy orders  
**Member:** Outbound Service Letter; copy SF 1203; copy DD 1299  
**File:** Copy SF 1203; original DD 1299; copy orders



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/ inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

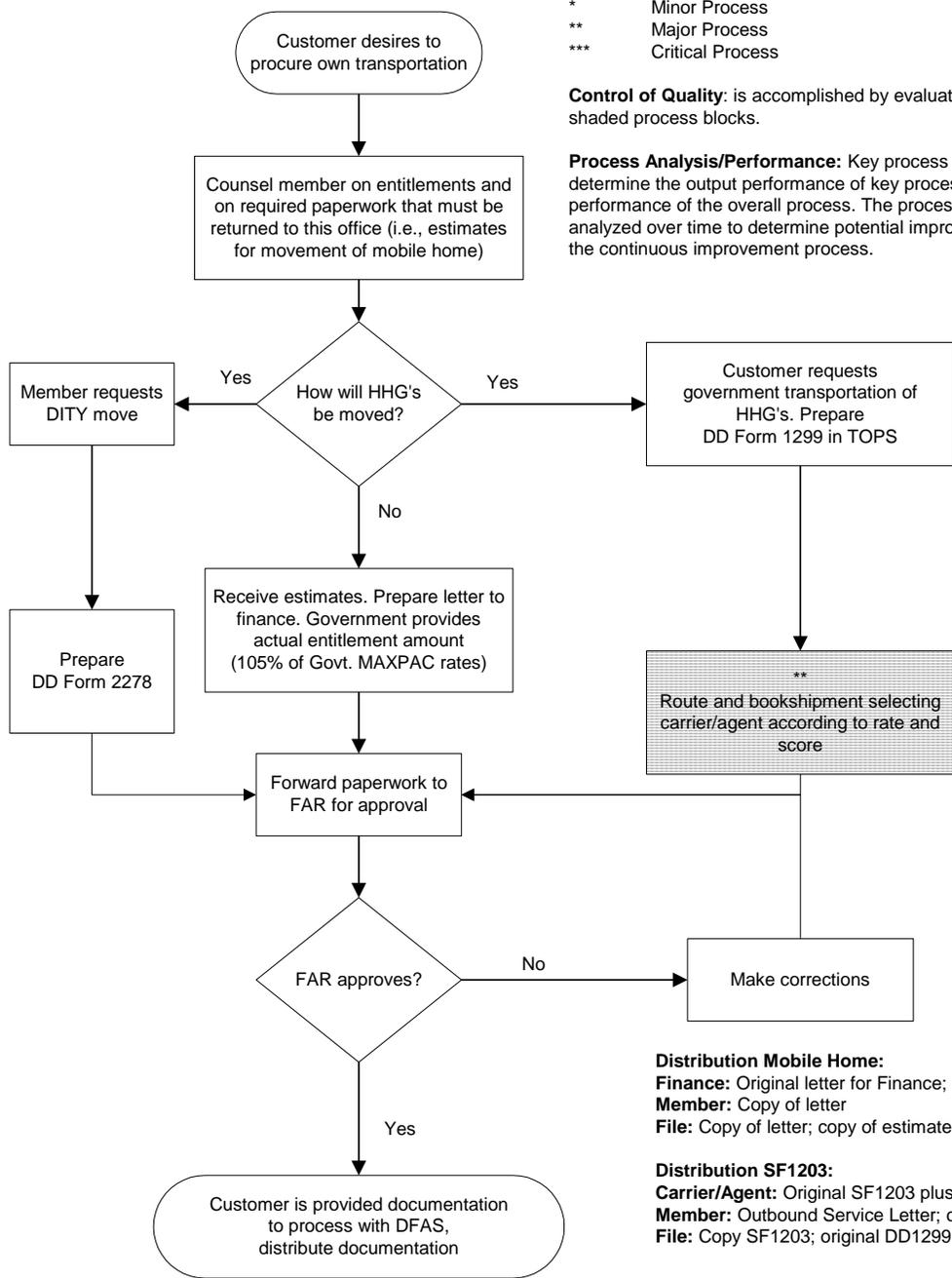
**Distribution:**

**Carrier/Agent:** GBL original plus copy; copy DD 1299; copy orders amend

**Destination:** GBL copy; DD 1299 copy; copy orders

**Member:** GBL copy; DD 1299 copy

**File:** GBL copy; DD 1299 copy; copy orders



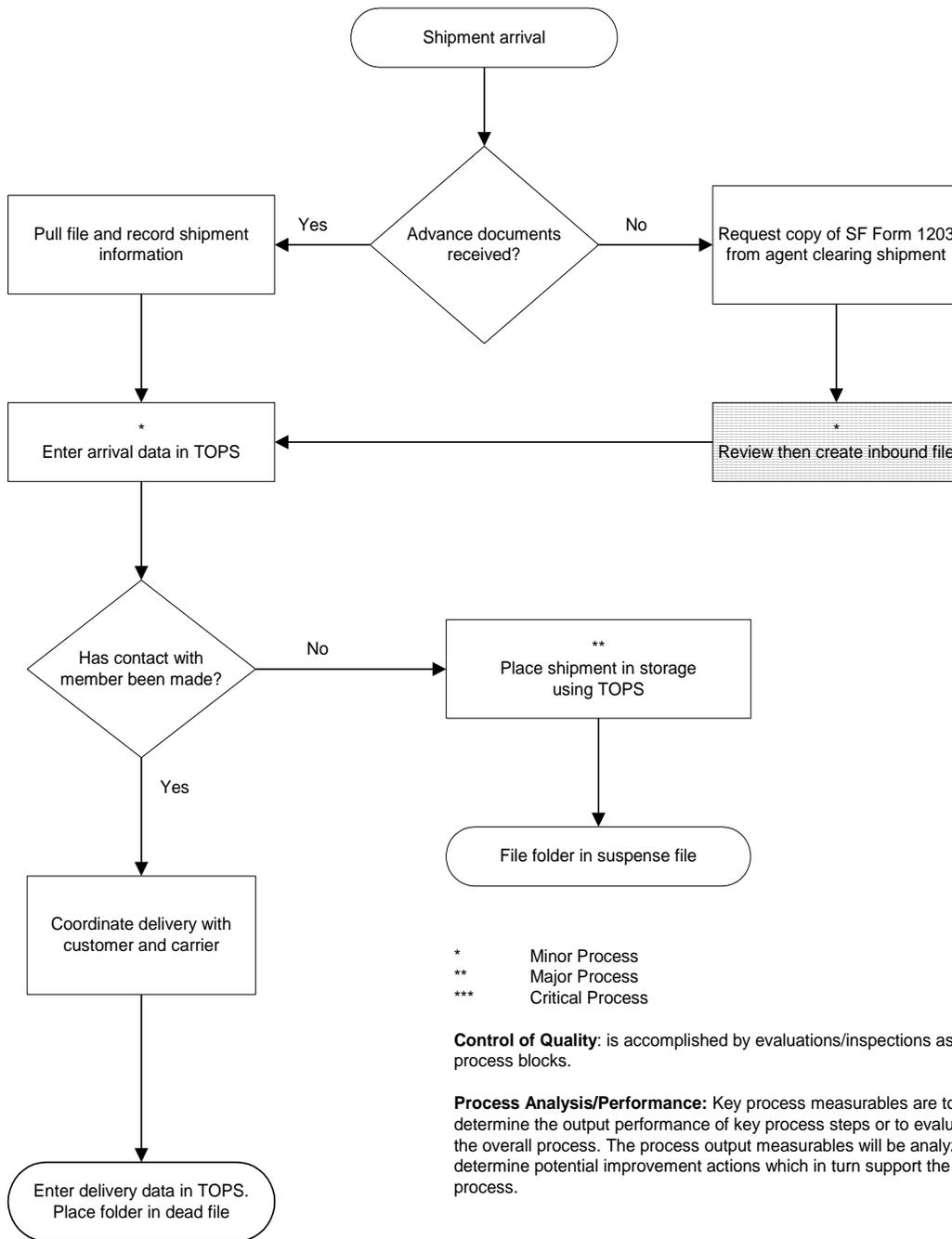
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

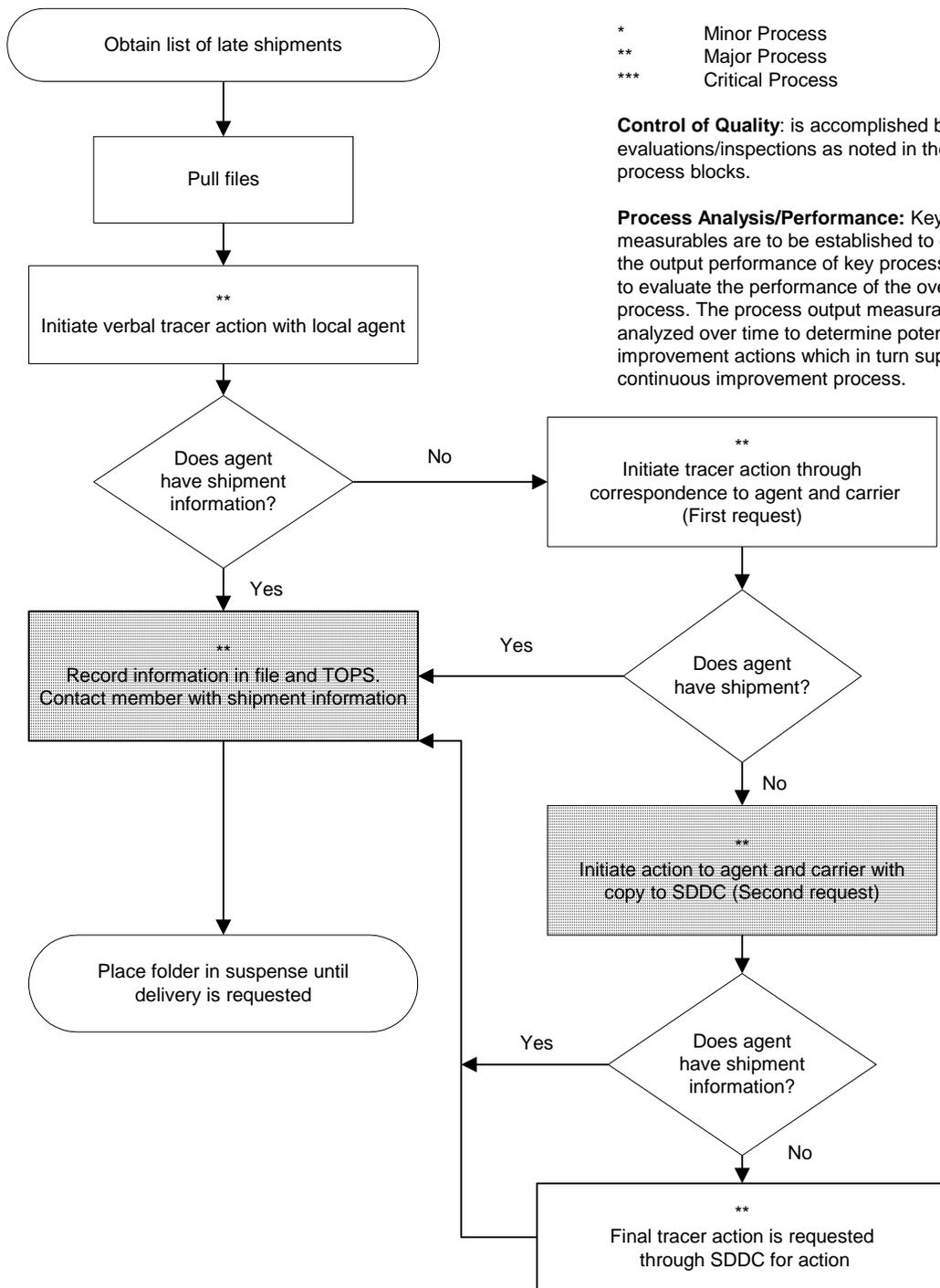
**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution Mobile Home:**  
**Finance:** Original letter for Finance; copy of estimated costs; copy orders  
**Member:** Copy of letter  
**File:** Copy of letter; copy of estimated costs; copy orders

**Distribution SF1203:**  
**Carrier/Agent:** Original SF1203 plus 1 copy; DD1299; copy orders  
**Member:** Outbound Service Letter; copy SF1203; copy DD1299  
**File:** Copy SF1203; original DD1299; copy orders



**Flow Chart 6 - Shipment Tracing**

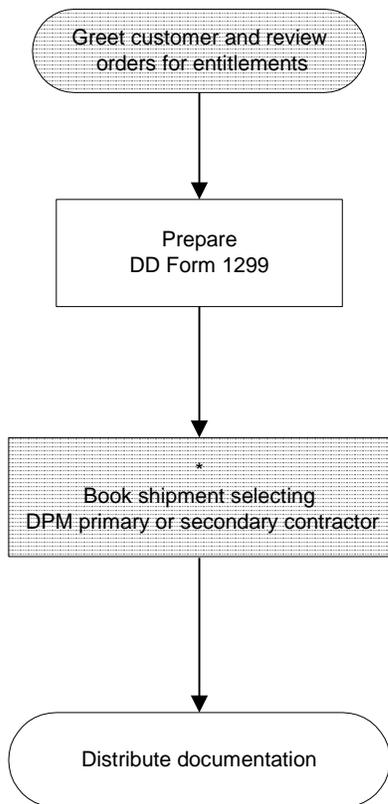


- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Flow Chart 7 - Local Moves**



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**Agent:** Copy outbound DPM confirmation letter

**Member:** Copy of DD 1299

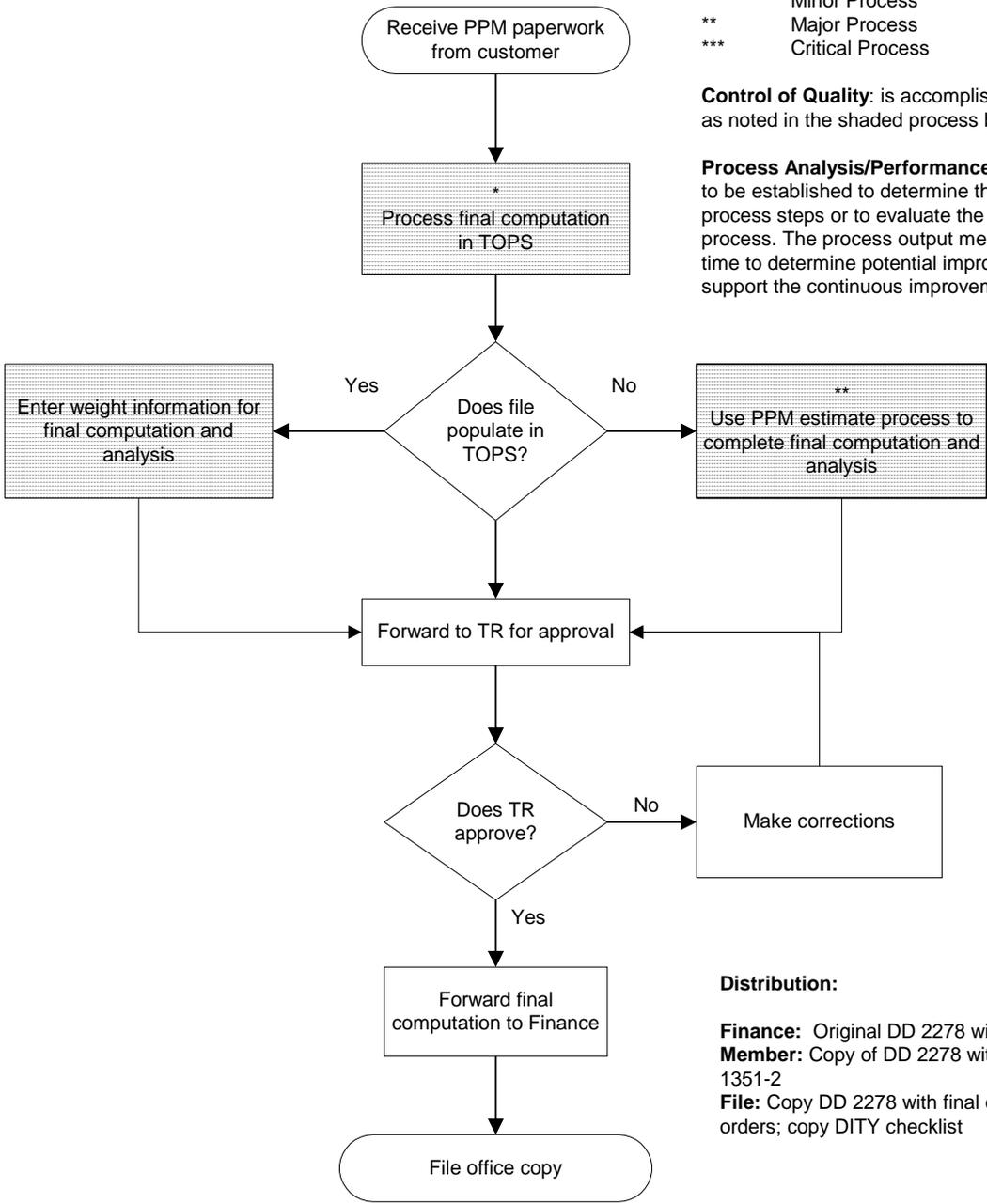
**File:** Original DD 1299; copy of Outbound DPM confirmation letter

**DPM:** Confirmation letter; 3 copies of the orders

- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

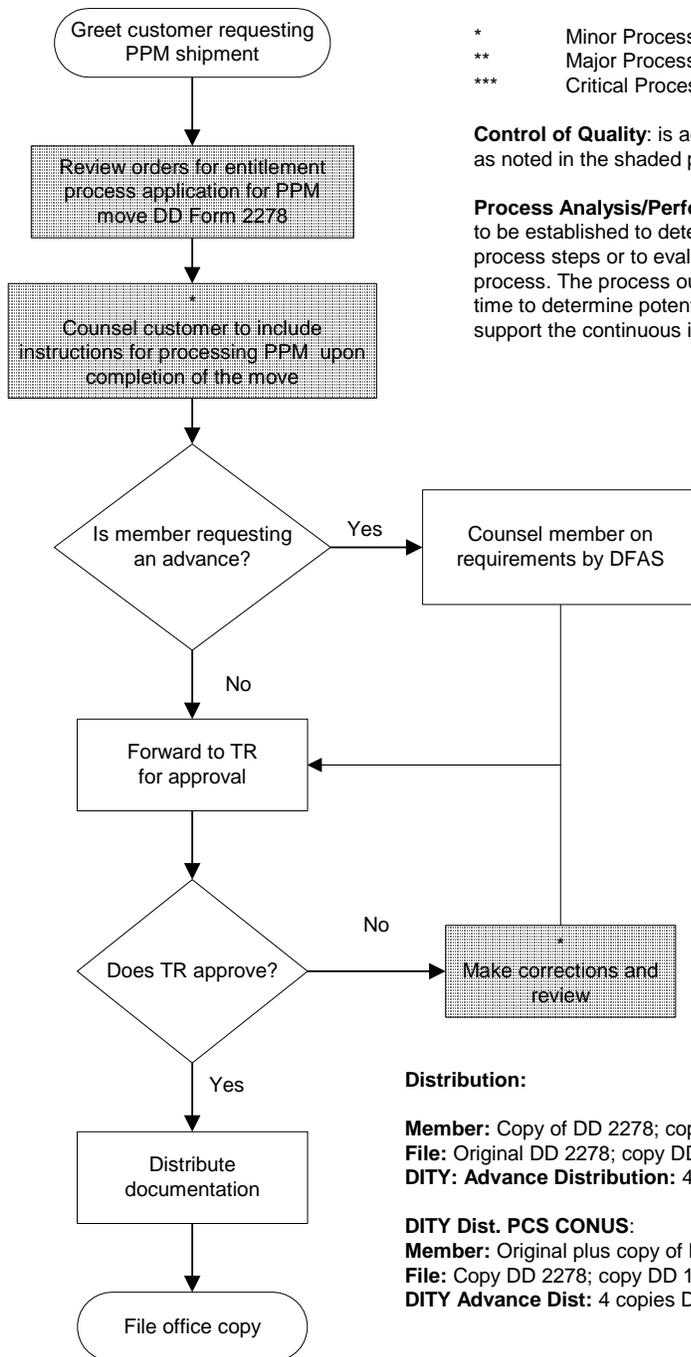
**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.



**Distribution:**

**Finance:** Original DD 2278 with final computation  
**Member:** Copy of DD 2278 with final computation; copy DD 1351-2  
**File:** Copy DD 2278 with final comp.; copy DD 135-2; copy orders; copy DITY checklist



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

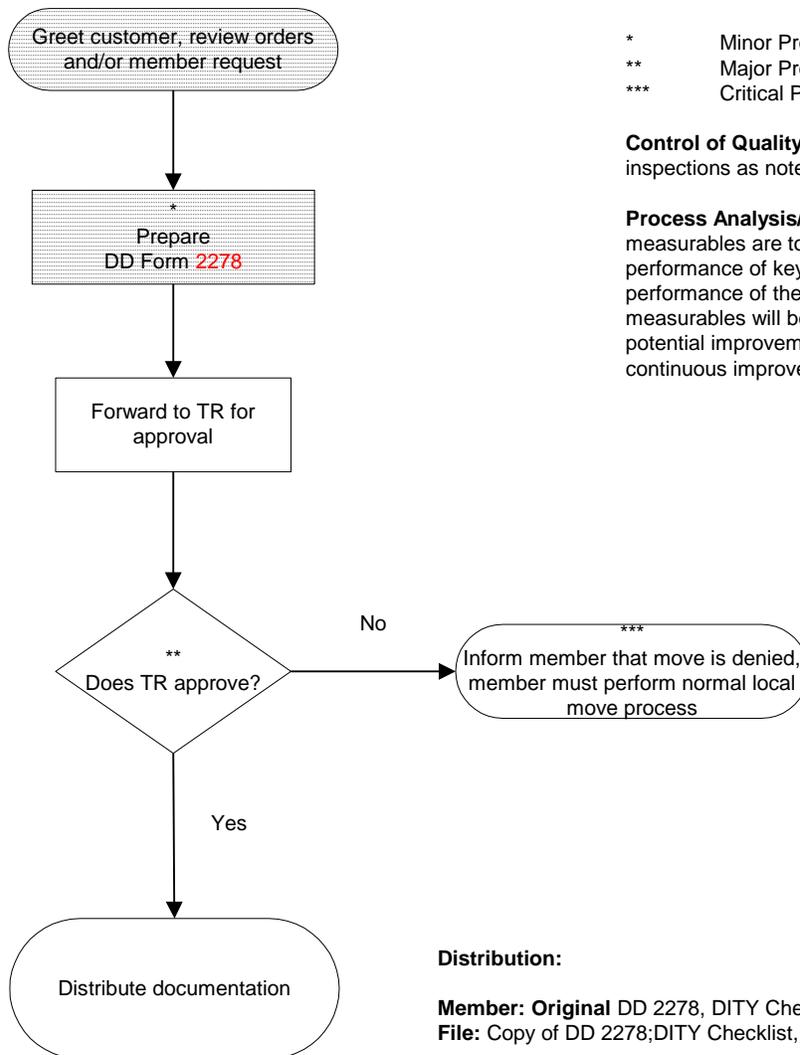
**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**Member:** Copy of DD 2278; copy DD 1351-2; Copy DITY Checklist  
**File:** Original DD 2278; copy DD 1351-2; copy DITY Checklist; copy of orders  
**DITY: Advance Distribution:** 4 copies DD 2279; 4 copies orders to Finance

**DITY Dist. PCS CONUS:**

**Member:** Original plus copy of DD 2278; copy DD 135-2; copy DITY Checklist  
**File:** Copy DD 2278; copy DD 1351-2; copy DITY Checklist; copy orders  
**DITY Advance Dist:** 4 copies DD 2278; 4 copies orders to Finance



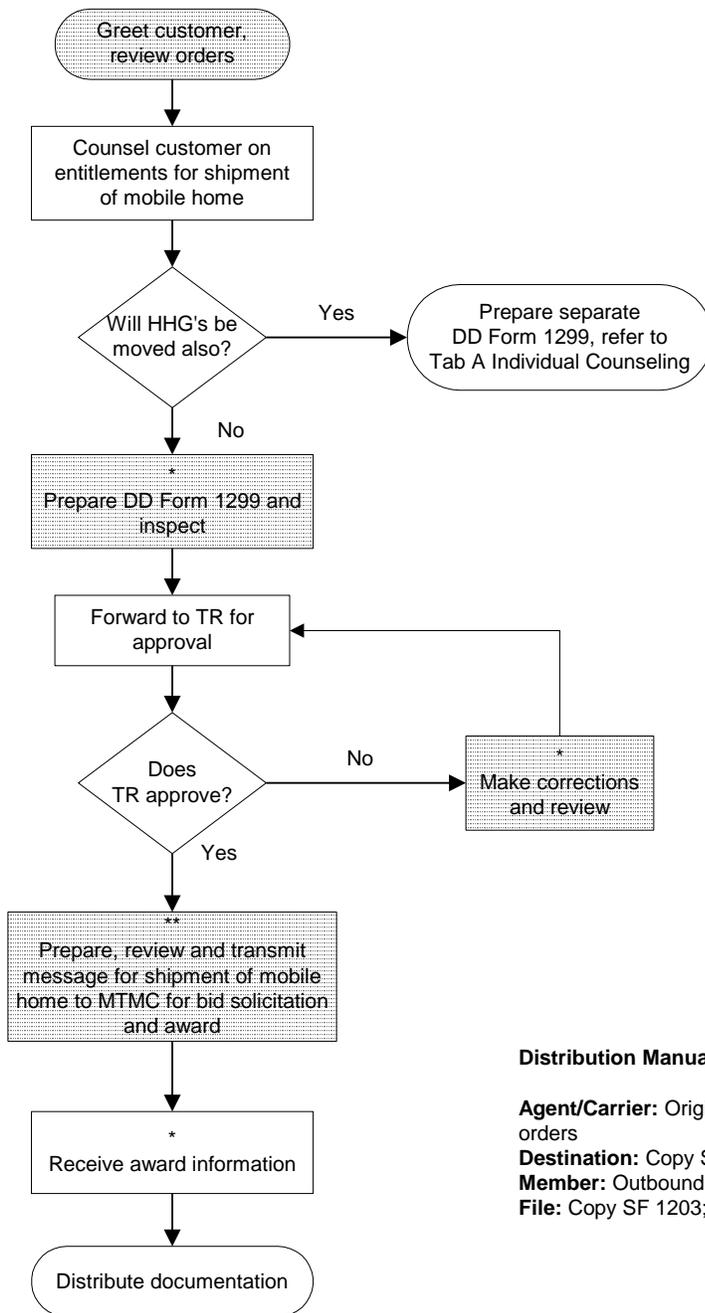
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/ inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**Member: Original** DD 2278, DITY Checklist, DD1351-2  
**File:** Copy of DD 2278; DITY Checklist, DD1351-2; copy of orders



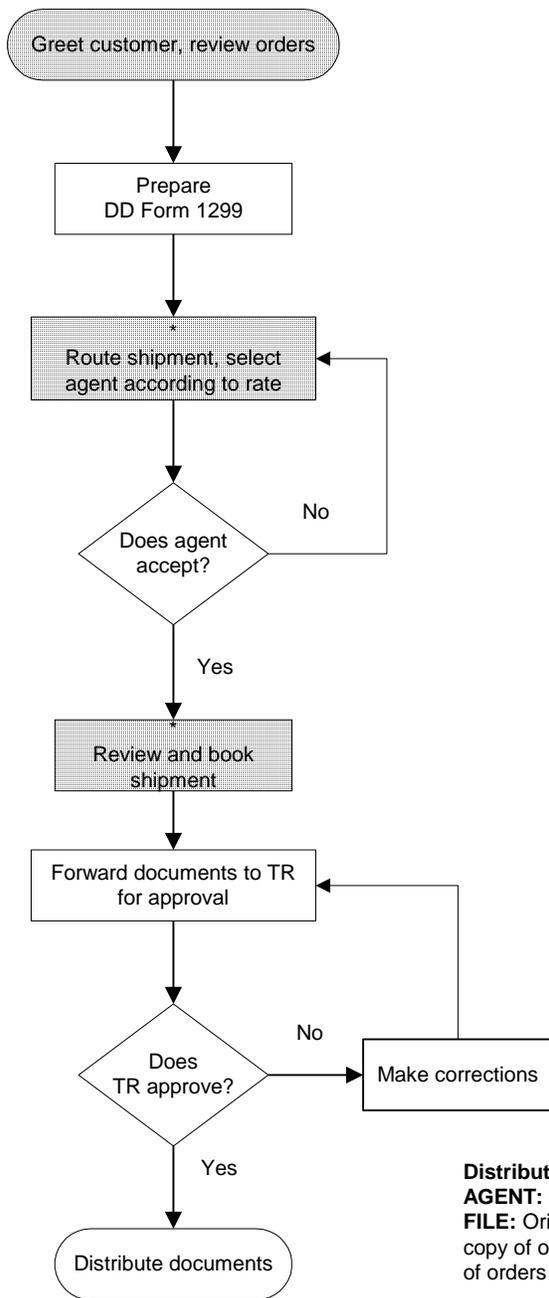
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution Manual SF1203:**

**Agent/Carrier:** Original SF1203 plus 1 copy; copy DD 1299; Copy orders  
**Destination:** Copy SF 1203; copy DD 1299; copy orders  
**Member:** Outbound Service Letter; copy SF 1203; copy DD 1299  
**File:** Copy SF 1203; original DD 1299; copy orders



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/ inspections as noted in the shaded process blocks.

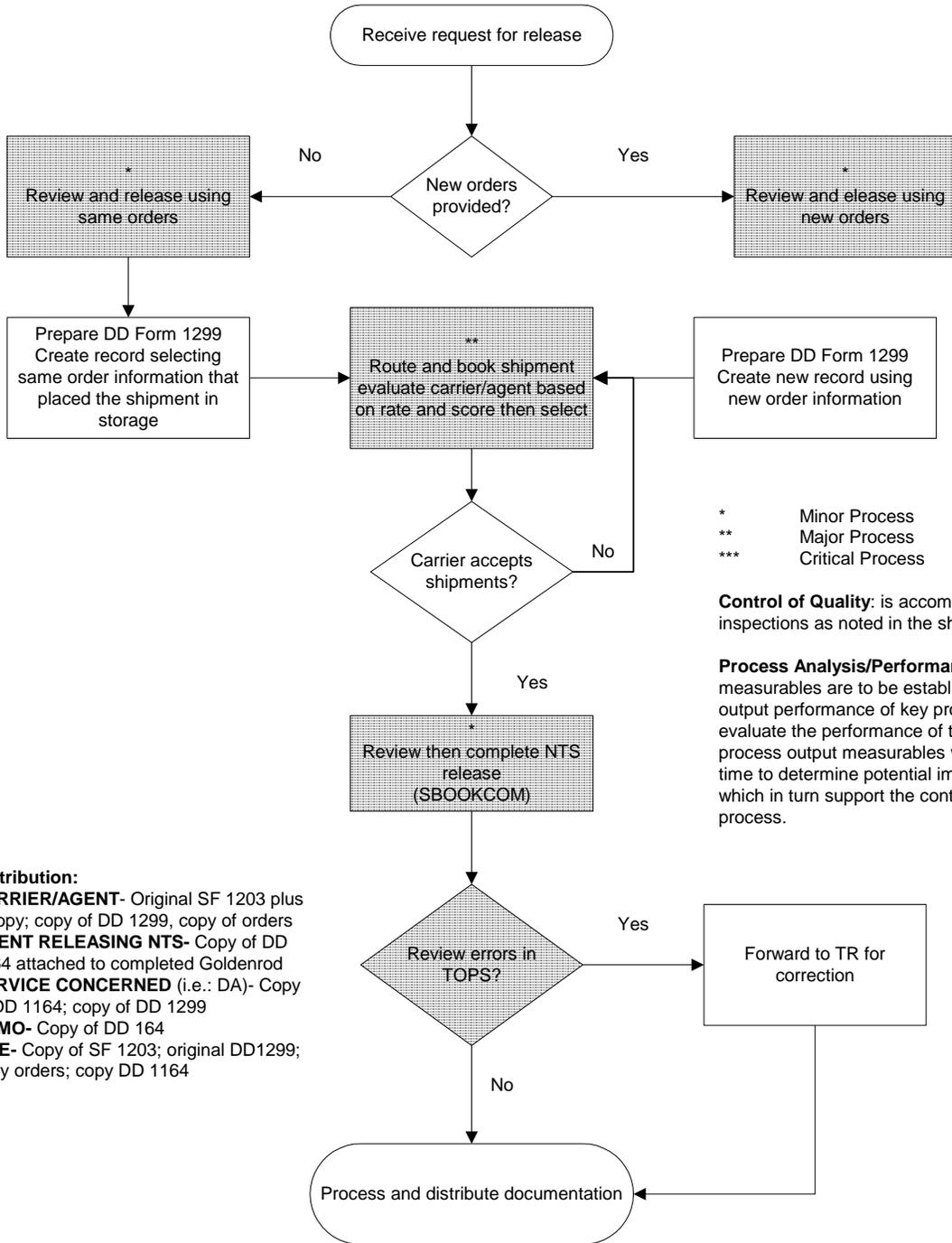
**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**

**AGENT:** Copy of DD1164

**FILE:** Original DD1164; original DD1299 plus 1 copy; PCS OCONUS=1 copy of orders; PCS CONUS= 1 copy of orders, ETS or RET= 3 copies of orders

# Flow Chart 13 - Non-Temporary Storage - Release



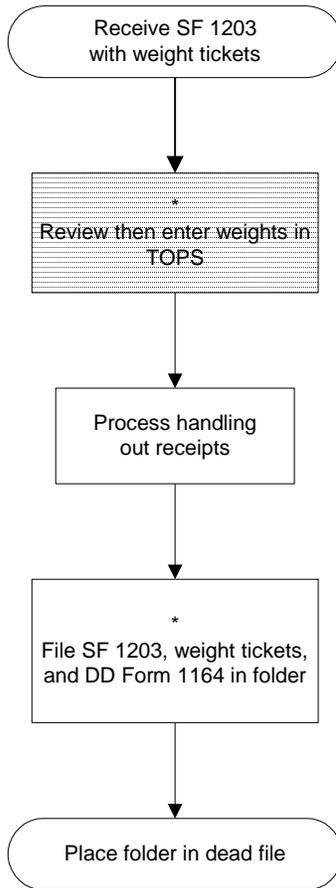
\* Minor Process  
 \*\* Major Process  
 \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distribution:**  
**CARRIER/AGENT-** Original SF 1203 plus 1 copy; copy of DD 1299, copy of orders  
**AGENT RELEASING NTS-** Copy of DD 1164 attached to completed Goldenrod  
**SERVICE CONCERNED (i.e.: DA)-** Copy of DD 1164; copy of DD 1299  
**RSMO-** Copy of DD 164  
**FILE-** Copy of SF 1203; original DD1299; copy orders; copy DD 1164

## Flow Chart 14 - Non-Temporary Storage - Handling Out



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

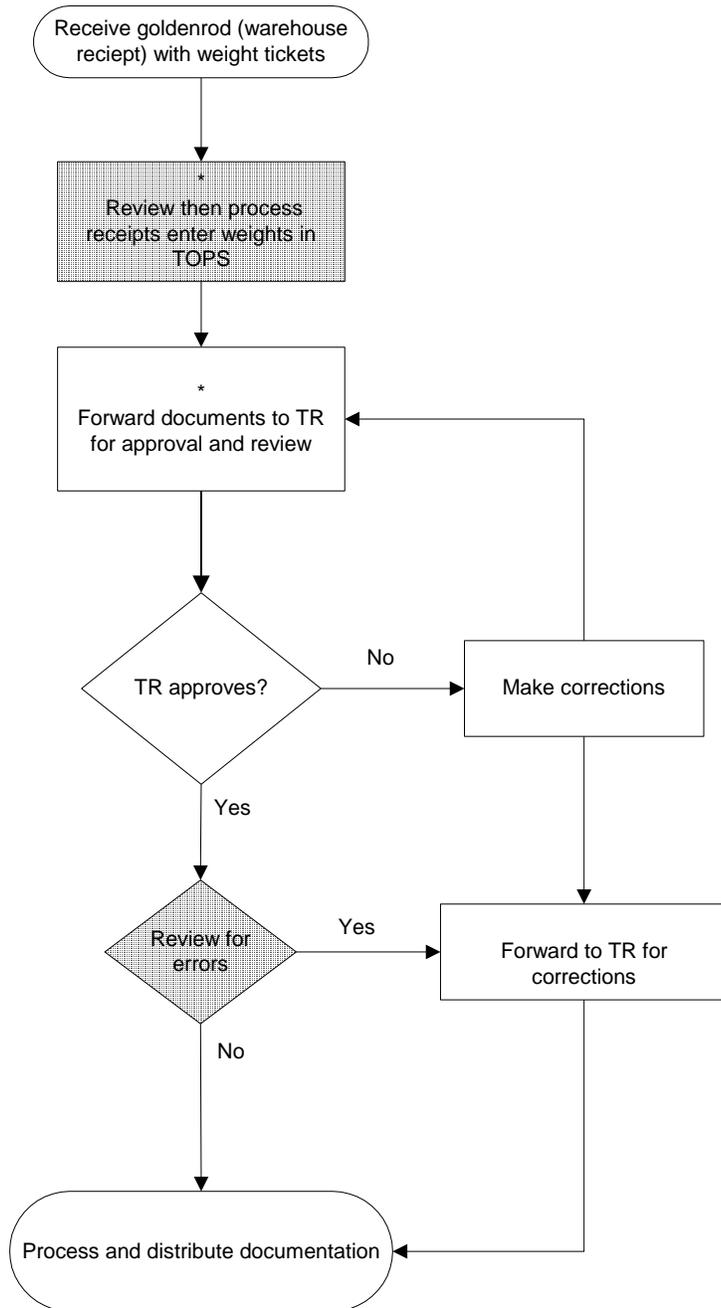
**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

### Distribution:

**SERVICE CONCERNED (i.e.: DA)-** Copy DD1164; copy DD1299  
**RSMO-** Copy DD1164  
**AGENT-** Copy DD 1164  
**FILE-** Original DD1164; Original DD1299; copy orders; warehouse receipt (goldenrod); weight tickets

## Flow Chart 15 - Non-Temporary Storage - Handling In



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

**Distibution:**

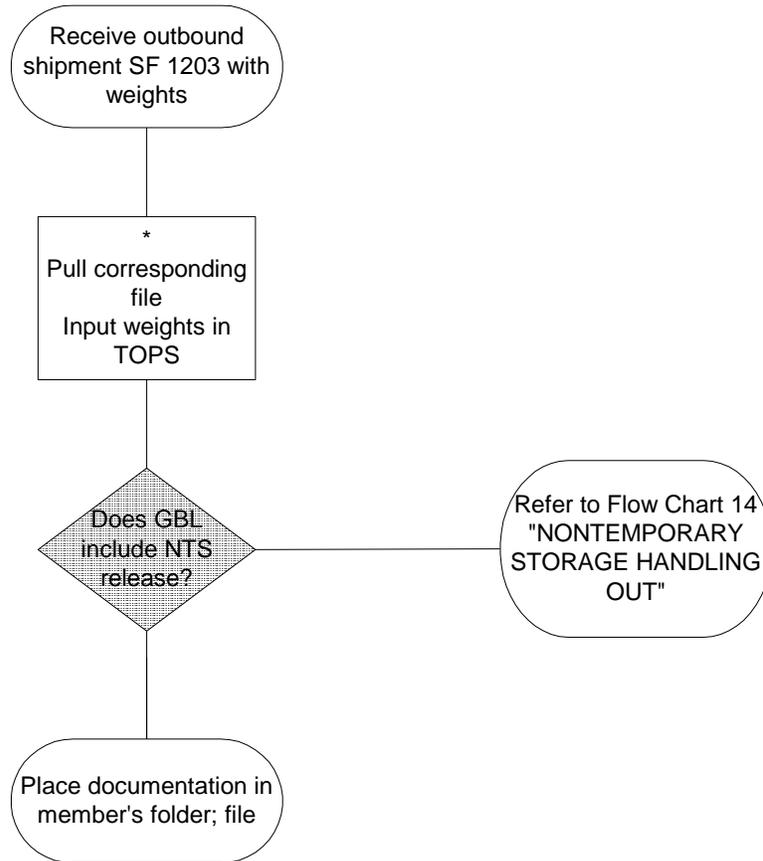
**Service Concerned:** (i.e.:DA)-Copy DD1164;copy DD1299  
**RSMO** - Copy DD 1164  
**Agent** - Copy DD 1164  
**File** - Original DD 1164; Original DD1299; copy orders; warehouse receipt (goldenrod); weight tickets

## Flow Chart 16 - GBL Weight

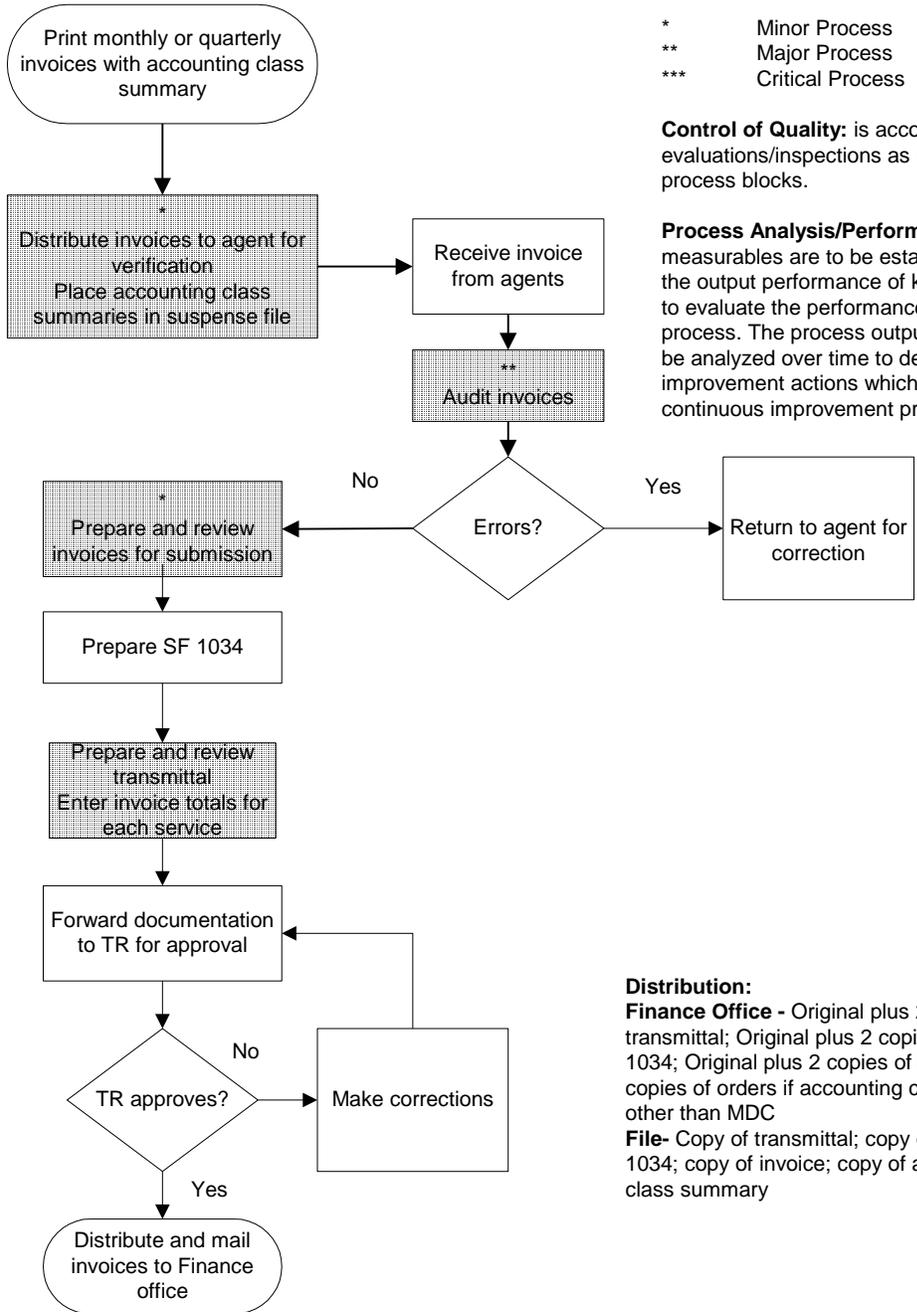
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.



# Flow Chart 17 - Non-Temporary Storage Billing



- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

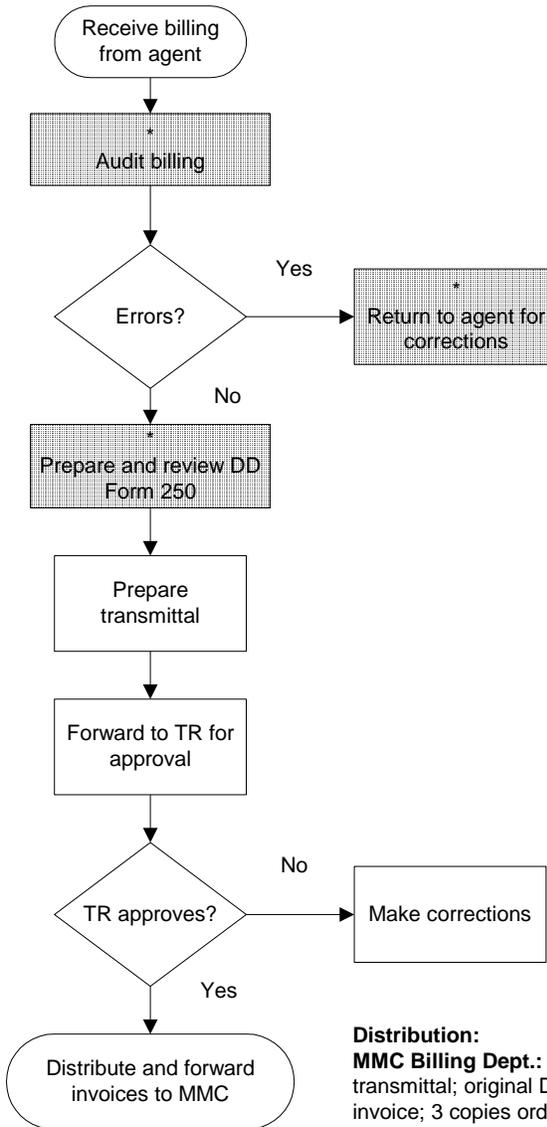
**Distribution:**  
**Finance Office** - Original plus 2 copies of transmittal; Original plus 2 copies of SF 1034; Original plus 2 copies of invoice; 2 copies of orders if accounting class is other than MDC  
**File**- Copy of transmittal; copy of SF 1034; copy of invoice; copy of accounting class summary

## Flow Chart 18 - Base Funded Billing

- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.



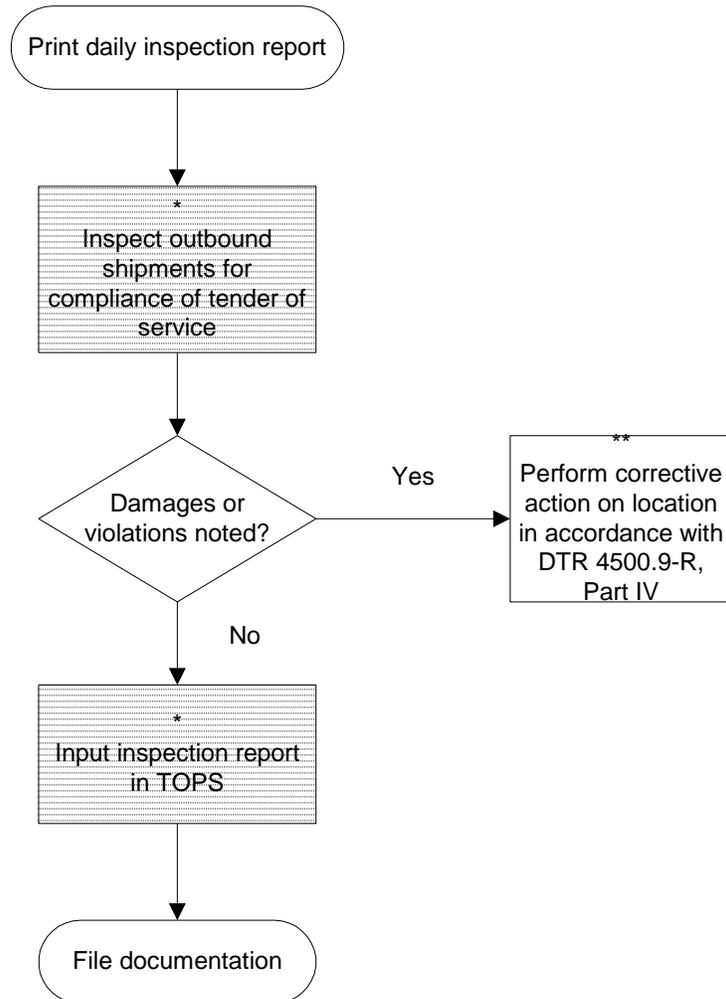
**Distribution:**  
**MMC Billing Dept.:** Original transmittal; original DD 250; Original invoice; 3 copies orders if **Local Move**  
 File: Copy transmittal; copy DD 250; copy invoice

## Flow Chart 19 - Personal Property Inspection - Outbound

- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

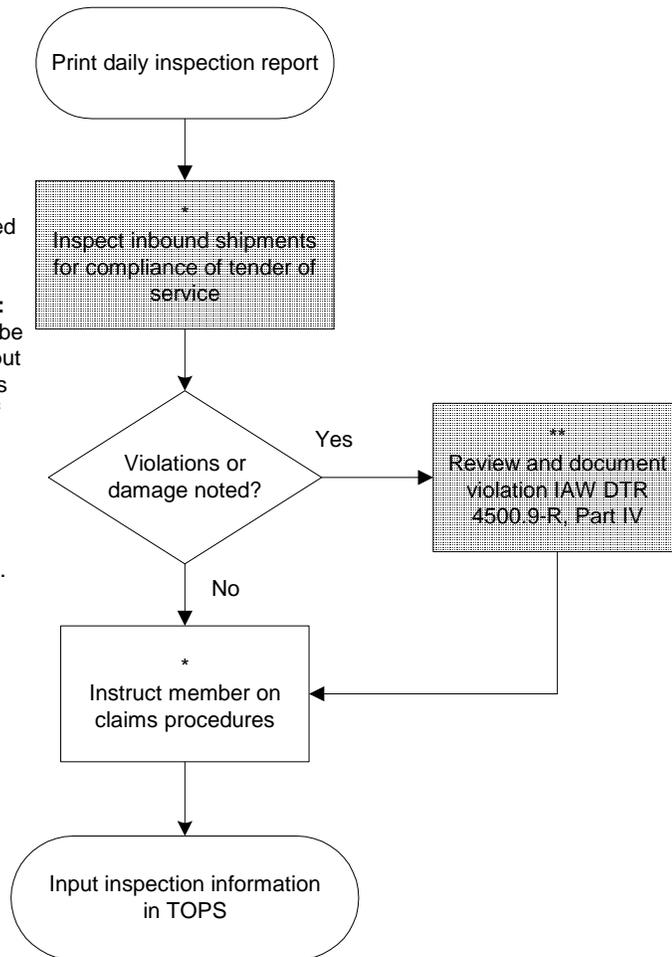


## Flow Chart 20 - Personal Property Inspection - Inbound

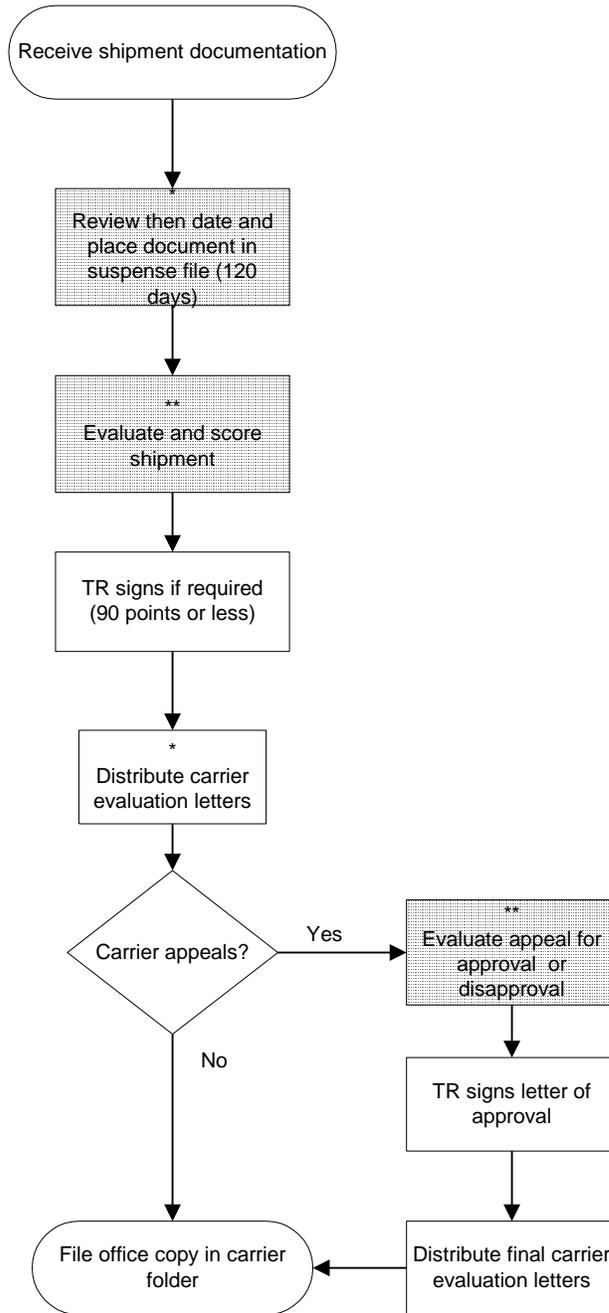
- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/ inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.



## Flow Chart 21 - Shipment Scoring

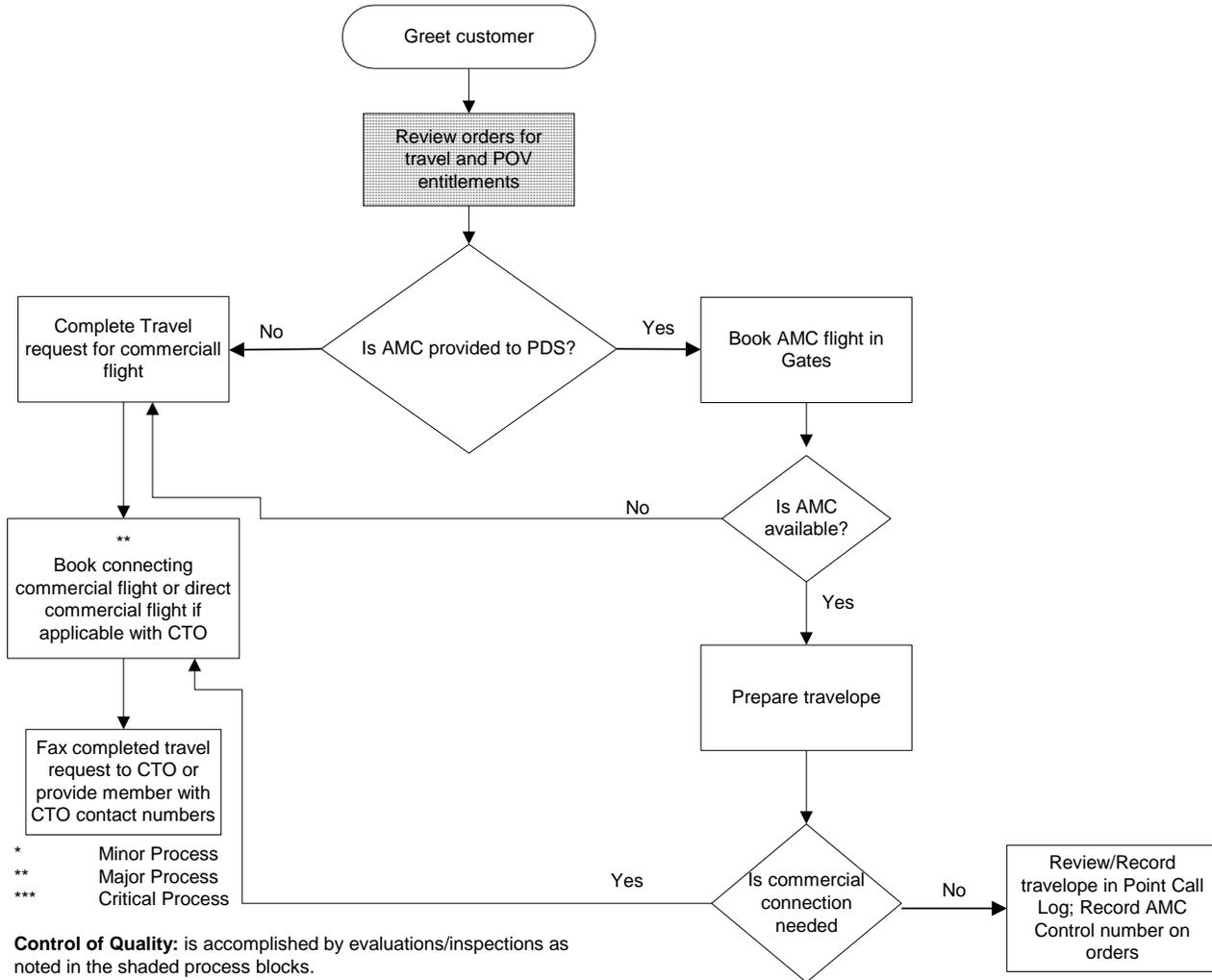


- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

## Flow Chart 22 - Passenger Travel

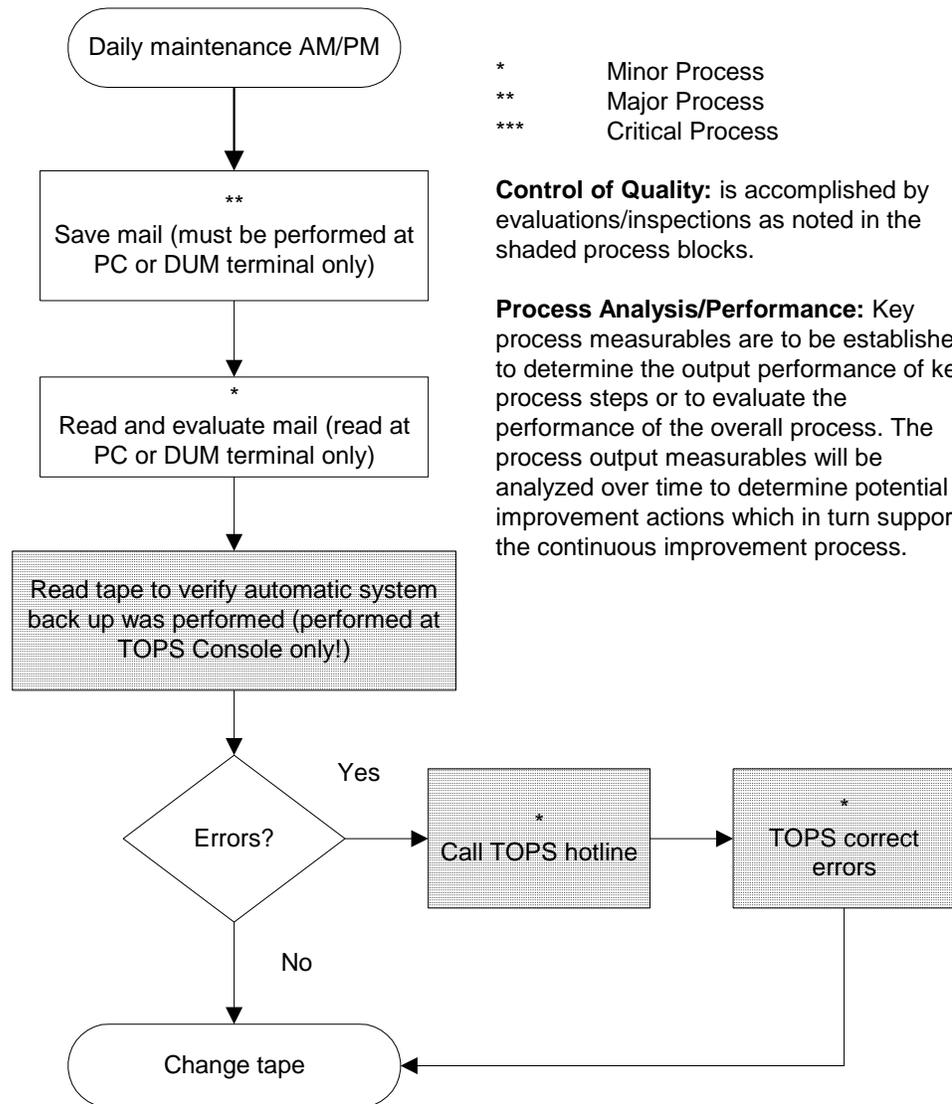


**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

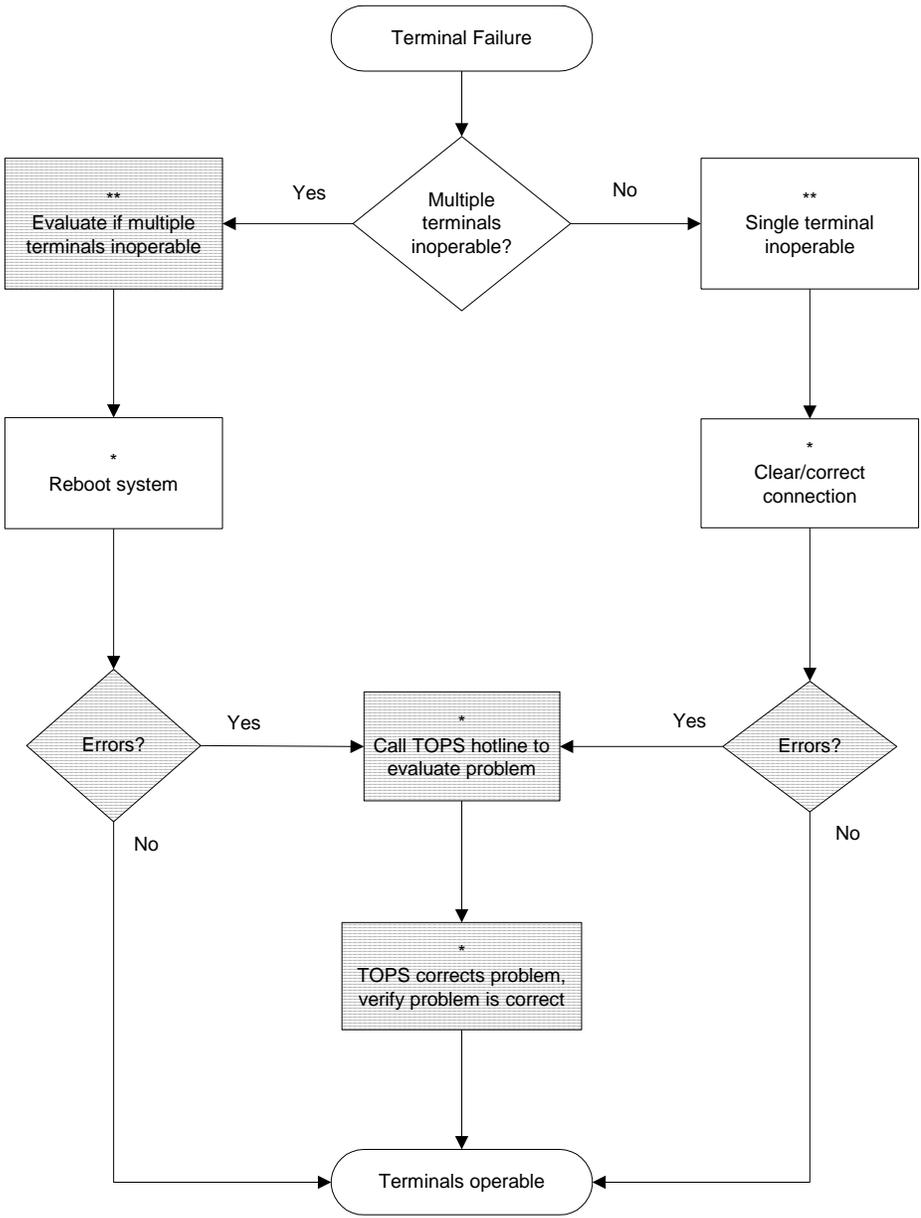
**Distribution:**

**Member:** Original Travelope; 3 copies of orders  
**File:** Copy travelope, 1 copy of orders

## Flow Chart 23 - Daily Maintenance



# Flow Chart 24 - Terminal Failure

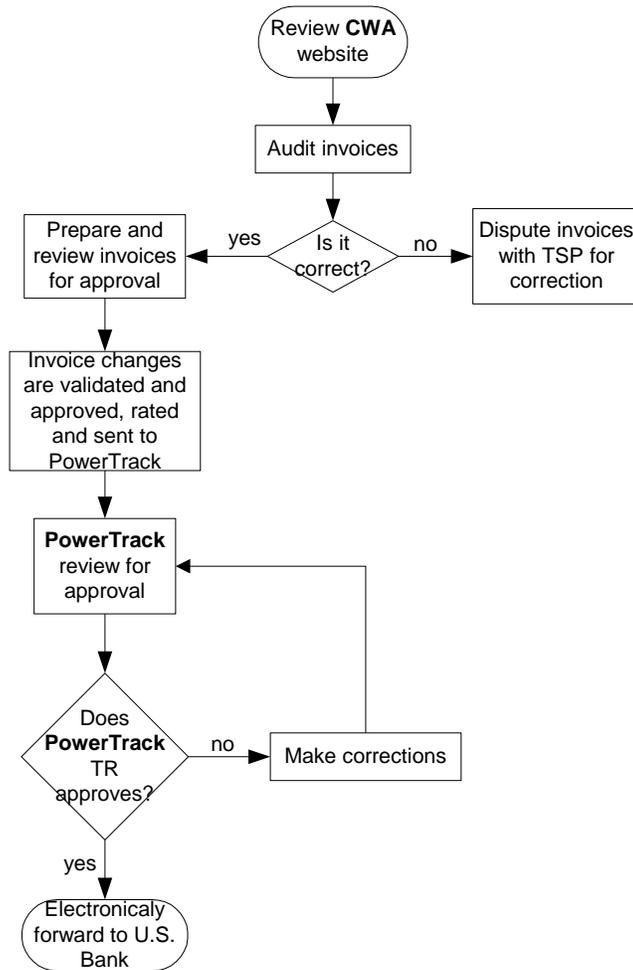


- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

## Flow Chart 25 – CWA review and approving services online for costing shipments



## Flow Chart 26 - System Upgrades

- \* Minor Process
- \*\* Major Process
- \*\*\* Critical Process

**Control of Quality:** is accomplished by evaluations/ inspections as noted in the shaded process blocks.

**Process Analysis/Performance:** Key process measurables are to be established to determine the output performance of key process steps or to evaluate the performance of the overall process. The process output measurables will be analyzed over time to determine potential improvement actions which in turn support the continuous improvement process.

