

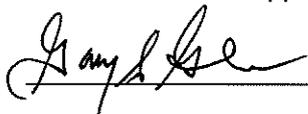
FORT BENNING
LOGISTICS READINESS CENTER (LRC)
FORT BENNING, GEORGIA
SUPPLY AND SERVICES DIVISION (SSD)
EXTERNAL STANDARD OPERATING PROCEDURE

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This SOP has been approved for use.



Gary S. Glenn, Supply Chief, LRC

29 Sept 15

Date

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1.0 CENTRAL ISSUE FACILITY (CIF)

1.1 CIF HOURS OF OPERATION

- BULK DIRECT EXCHANGE: BY APPT. ONLY; CALL 706-545-9670/0630
- DIRECT EXCHANGE (DX): MON-FRI, 0800 – 1100 (MUST BE IN DUTY UNIFORM)
- FLIPLS: MON – FRI, 0800 – 1600
- ICEMP (INDIVIDUAL CHEMICAL EQUIPMENT MANAGEMENT PROGRAM): BY APPT. ONLY 706-545-9292
- ISSUES: TUES & THURS, 0800 – 1100, (NEED ORDERS ASSIGNING YOU TO THE UNIT, AND MUST BE IN DUTY UNIFORM)
- SCHOOL ISSUE OR TURN-IN: BY APPT. ONLY CALL 706-545-8409
- STATEMENT OF CHARGES: MON – FRI, 0800 – 1400
- TURN-INS: MON, WED, & FRI, 0800 – 1100, BY APPT. ONLY, CALL 706-545-8413/7179 (MUST BE IN DUTY UNIFORM, HAVE ORDERS, AND POST CLEARING PAPERS)

1.2 LOCATION

Building 9055, 9200 1ST Division Road, Kelley Hill
General Telephone 706-545-7179, Fax 706-545-8400
Check-In: 706-545-8413
Schools Liaison: 706-545-8409
PBO 706-545-5974 (for discrepancies with Clothing Record)
Main POC is the CIF Supervisor.

1.3 PURPOSE

The Ft. Benning Central Issue Facility (CIF) issues Organizational Clothing and Individual Equipment (OCIE) in support of all tenant units within its supported community. The CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintain records and files. This external SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for OCIE at the CIF.

1.4 SCOPE

This SOP applies to all individuals, units, activities, commanders and organizations supported by and doing business with the CIF.

1.5 REFERENCES

- AR 25-400-2 The Army Records Information Management System
- AR 700-84 Issue and Sale of Personal Clothing
- AR 710-2 Supply Policy Below the National Level
- AR 735-5 Policies and Procedures for Property Accountability

- DA PAM 710-2-1 Using Unit Supply System (Manual Procedures)
- DA PAM 710-2-2 Supply Support Activity Supply System: Manual Procedures
- CTA 50-900 Clothing and Individual Equipment
- CTA 50-970 Expendable/Durable Items
- TM 10-8400-203-23&P General Repair Procedures for Individual Equipment

1.6 RESPONSIBILITIES

1.6.1 CENTRAL ISSUE FACILITY (CIF)

- 1.6.1.1 Serves as Property Book Officer and directs the overall operation of the CIF
- 1.6.1.2 Ensures the Community out-processing procedures include the CIF on Installation Clearance Records.
- 1.6.1.3 Resolves customer complaints, which cannot be resolved by customer service personnel.

1.6.2 CENTRAL PROCESSING FACILITY (CPF)

- 1.6.2.1 Ensure SSN, Name, Unit, MOS, ETS and DEROS are accurately filled out for every soldier.
- 1.6.2.2 Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in processing.
- 1.6.2.3 Ensure timely appointments are made for all in-processing and out-processing soldiers. If a surge of in/out-processing occurs contact the CIF for additional appointments.

1.6.3 COMMANDER

- 1.6.3.1 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.
- 1.6.3.2 Commander must personally:
- 1.6.3.3 Inspect and inventory soldiers' OCIE when returning from Field Training Exercise (FTX) or clearing.
- 1.6.3.4 Ensure all issued OCIE is properly used and maintained.
- 1.6.3.5 Ensure OCIE is protected from loss, damage or destruction.
- 1.6.3.6 Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.
- 1.6.3.7 Ensure inventories are conducted and documented when appropriate.
- 1.6.3.8 Ensure unit OCIE property records are properly maintained.
- 1.6.3.9 Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing. 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 12.
- 1.6.3.10 A Financial Liability Investigation (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.
- 1.6.3.11 Ensure that the policies, as outlined in this SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.
- 1.6.3.12 Review unit supplemental authorizations annually or as mission requirements change.
- 1.6.3.13 Ensure that soldiers do not request the direct exchange of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.

- 1.6.3.14 Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers.
- 1.6.4 INDIVIDUAL
 - 1.6.4.1 Any personnel receiving OCIE from a CIF is responsible 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.
 - 1.6.4.2 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.
 - 1.6.4.3 Each soldier must inspect and account for equipment prior to signature. The soldier is responsible for reporting, on time, to the CIF for his/her appointment and in the proper uniform. 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.
 - 1.6.4.4 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.
 - 1.6.4.5 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, or ETS.
- 1.6.11 UNIT SUPPLY PERSONNEL
 - 1.6.11.1 Ensure that every soldier in the unit properly processes in and out of the CIF.
 - 1.6.11.2 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.
 - 1.6.11.3 Conduct periodic/selective unit level inventories.
 - 1.6.11.4 Reconcile individual due-outs of OCIE on a monthly basis with the CIF.
 - 1.6.11.5 Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.
 - 1.6.11.6 Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.
 - 1.6.11.7 Conduct, on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF.
 - 1.6.11.8 Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.
 - 1.6.11.9 Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.
 - 1.6.11.10 Requisition expendable supplies for the performance of organizational maintenance.
- 1.6.12 APPOINTMENTS

- 1.6.12.1 The CIF operates the in/out processing of personnel on an appointment basis. In/out-processing appointments are made by the CPF.
- 1.6.12.2 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.
- 1.6.12.3 Appointments for turn-ins (clearing) are made by the CPF. When service members' pick-up their clearing papers, the CPF will set the appointment for their turn-in, this will be printed on the clearing papers.
- 1.6.12.4 Direct Exchange (one for one) for Bulk Hand receipt accounts will be conducted on a "by appointment" basis. Units can make an appointment with CIF at anytime during their training cycle but the hand receipt account holder is required to send a memorandum at least 2 working days prior to their appointment, listing all sizes and quantities they are requesting to DX.
- 1.6.12.5 When the DX appointment is made, the hand receipt account holder or their authorized representative will be inform what items can be directly exchanged based on the availability of assets within the CIF and other known or pending requirements for OCIE. Quantities that exceed what is on a hand receipt account will not be directly exchanged.
- 1.6.12.6 When a Bulk DX has been scheduled, the hand receipt holder or their designee will prepare (before arriving at CIF) by having the items clean and sorted based on serviceability. All sized items to be DX'ed must be segregated (based on size and serviceability) before they will be accepted by the CIF. Hand receipt account holders or their designees who fail to comply with these requirements will be re-scheduled with a new CIF appointment date to DX their unserviceable OCIE. Under no circumstance will OCIE that is damaged due to negligence or neglect be exchanged. If OCIE is damaged and negligence or willful misconduct is suspected, a relief document (FLIPL's or Statement of Charges/Cash Collection Voucher) for damaged government property will be provided to the CIF Manager or his/her designee before a DX transaction will be made for the OCIE.
- 1.6.13 IN-PROCESSING (ISSUES)
 - 1.6.13.1 All military personnel assigned to units supported by Ft. Benning must in-process through their respective CIF. The soldiers will be issued the items according to CTA 50-900 and unit requirements.
 - 1.6.13.2 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:
 - 1.6.13.3 Be in duty uniform.
 - 1.6.13.4 Possess valid military ID card.
 - 1.6.13.5 Provide one copy of Pin Point orders assigning service member to their unit, to be retained by the CIF in the soldier's clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders.
 - 1.6.13.6 Soldiers not assigned to a MOS, but requiring an issue of authorized MOS-related supplemental OCIE, MUST have a memorandum signed by their company commander, verifying that the individual is working full-time in that MOS and requires the equipment. Reference DA PAM 710-2-1.
 - 1.6.13.7 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.
 - 1.6.13.8 In cases where a Financial Liability Investigation (FLIPL) (DD Form 200), Statement of Charges (SOC), or a Cash Collection Voucher (CCV) (DD Form 362) has been processed

against an individual, and the referenced item is not available at the CIF, the OCIE Record will be adjusted.

- 1.6.13.9 New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures will be coordinated between the CIF PBO / Managers and supported units.

1.7 OUT PROCESSING (TURN-IN)

- 1.7.1 All soldiers assigned to units or elements supported by Ft. Benning must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.
- 1.7.2 Soldiers needing a copy of their individual clothing record to conduct an inventory of their OCIE issue items prior to their clearing appointment can obtain a copy through AKO or the CIF during walk-in hours prior to their scheduled appointment time.
- 1.7.3 Before customers turn in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (CCV, SOC or FLIPL) for missing items and follow procedures in paragraph 9f before they come to their CIF appointment. Only complete inventory of OCIE will be accepted. No partial turn-ins; appointments are not to be used as an inventory to see what is missing. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE. If items are purchased from an outside source, they must have the NSN tag located on the item. Items such as canteens, MOLLE components, Poncho, Poncho Liner, sleep systems, must be authorized for use by the U.S. Military.
- 1.7.4 Upon a customer's clearance of the CIF, certain "carry forward" items of OCIE will accompany the individual to his/her next duty assignment. These items are listed within Appendix F of CTA 50-900.
- 1.7.5 Aviation personnel who remain on flying status (must show "FLIPLIGHT STATUS" orders to CIF) will retain FLIPLight gear.
- 1.7.6 OCIE will be returned to the same CIF site from which the issue was made unless the customer was reassigned, after the initial issue, to a unit served by another location.
- 1.7.7 Soldiers out-processing the CIF must have in their possession, Installation Clearance Record, orders and OCIE to be turned-in and, if applicable, documentation to account for missing or unserviceable OCIE.
- 1.7.8 In cases when another individual is required to clear a customer (e.g., AWOLs, MEDIVACs, etc.) the individual turning-in the equipment will have a memorandum from the unit commander authorizing the turn-in or clearing action. (DA PAM 710-2-1).
- 1.7.9 For damaged OCIE you will need a damage statement. When you are clearing you do NOT need to DX these items before your clearing appointment. These items will be turned-in just like the rest of your equipment on your turn-in appointment along with the damage statement.

1.8 DIRECT EXCHANGE (DX)

- 1.8.1 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.
- 1.8.2 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&P.

- 1.8.3 An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.
- 1.8.4 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.
- 1.8.5 Serviceable equipment will not be exchanged for cosmetic reasons such as change of command ceremonies.
- 1.8.6 The CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).
- 1.8.7 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.
- 1.8.7.1 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 per AR 735-5.
- 1.8.7.2 Equipment damaged through other than FWT must be accompanied with an adjustment document (damage statement).
- 1.8.8 The Kevlar Helmet / Advanced Combat Helmet have several replaceable components and will not be direct exchanged because of a missing component. Unit supply rooms should have replaceable components available.

1.9 INSPECTION AND REPAIR OF OCIE

- 1.9.1 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.
- 1.9.2 FM 21-15 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.
- 1.9.3 Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1.

1.10 SERVICEABILITY STANDARDS FOR OCIE

- 1.10.1 This section 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.
- 1.10.2 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.
- 1.10.3 CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.
- 1.10.4 **SOLDIERS WILL:**
- 1.10.4.1 Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
- 1.10.4.2 Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.
- 1.10.5 **UNIT SUPPLY PERSONNEL WILL:**
- 1.10.5.1 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.

- 1.10.5.2 Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.
- 1.10.5.3 Before any bulk issues or turn-ins are accomplished, all equipment will be clean and 100% serviceable. All DX equipment will be clean.

1.11 INSPECTION PROCEDURES

- 1.11.1 CIF personnel will be the final governing authority in judging the serviceability of all equipment.
- 1.11.2 OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of "fair wear and tear" (FWT). All FWT is considered acceptable and does not need to be turned in before the turn-in appointment.
- 1.11.3 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).
- 1.11.4 When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.
- 1.11.5 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 B-1) will accompany the soldier and equipment to the CIF for exchange.
- 1.11.6 INSPECTION STANDARDS for all OCIE is as follows:
 - 1.11.6.1 Clean
 - 1.11.6.2 Dry
 - 1.11.6.3 Free of odor
 - 1.11.6.4 Free of animal hair
 - 1.11.6.5 Free of dust
- 1.11.7 Specific Inspection Items:
 - 1.11.7.1 All buttons must be on and not broken or cracked.
 - 1.11.7.2 The user can repair all small holes (less than ½ inch).
 - 1.11.7.3 Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
 - 1.11.7.4 Coveralls that are saturated with petroleum will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done the CIF will need a memorandum from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.
 - 1.11.7.5 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.
 - 1.11.7.6 Ensure that the neck and foot area on the sleeping bag is clean.
 - 1.11.7.7 Lubricate all zippers with "zipper ease".
 - 1.11.7.8 Pin holes in waterproof bags are acceptable.
 - 1.11.7.9 OCIE with adhesive glue/tape still attached or with markings will not be accepted and needs to be removed. Names and other methods of identification will result in rejection of the item.

- 1.11.7.10 The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept
- 1.11.7.11 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.
- 1.11.7.12 Inspect each OCIE item, the inside as well as the outside.
- 1.11.7.13 Look for damage of web equipment caused by machine washing or drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.

1.12 DRMO PROCESS

- 1.12.1 All OCIE will be classified IAW AR 710-2, Paragraph and DA PAM 710-2-2 Paragraph 15-10.
- 1.12.2 All personnel performing classification will be trained and certified by the Warehouse Supervisor on the classification procedures outlined in paragraphs 15-10, DA PAM 710-2, TM10-8400-201-23, and TM 10-8400-203-23.
- 1.12.3 All equipment turned into DRMO will be clean and free of all debris, odors, and chemicals.
- 1.12.4 OCIE processed from CIIP will have DD Form 1348's completed and stamped by a DLA representative prior to shipment.
- 1.12.5 All DRMO pallets containing OCIE will be delivered to CIF Bldg. 9058 no later than COB Tuesday of each week.
- 1.12.6 DEMIL OCIE will be processed on DD Form 1348's and stamped by the DLA Manager prior to the pallets being delivered to the DRMO section holding area at Bldg. 9058.

1.13 TEMPORARY LOANS

- 1.13.1 Units requiring temporary loans will submit a memorandum to the LRC.
- 1.13.2 (Logistical Readiness Center) PBO 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.
- 1.13.3 Temporary loans of OCIE are permitted for training purposes only.
- 1.13.4 Temporary loans will not be made for beautification purposes, to support change of commands or other ceremonies.
- 1.13.5 All temporary loans will be for a period not to exceed 90 days.
- 1.13.6 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 Manager will issue available items, retain the original, signed copy of DA Form 3161, and give the unit the duplicate copy.
- 1.13.7 Temporary Loans of Equipment will be turned in no later than 90 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 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.

1.14 MATERNITY UNIFORMS

- 1.14.1 Females requiring maternity uniforms must bring a memorandum from their unit commander requesting the issue of maternity ACUs as well as a copy of their pregnancy profile, confirming their pregnancy.

1.15 COOK WHITE UNIFORMS

Soldiers requiring Cook white uniforms will come in during regular issue hours on Tuesday and Thursday. Soldiers are required to have orders or a Memorandum from their Unit Commander stating they are required under the 92G MOS. The Cook Whites will be issued from the Specialty Room at Station #13.

1.16 SPECIAL SITUATIONS

- 1.16.1 In those cases in which neither the individual nor the CIF has a soldier's clothing record, that individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means of appraisal.
- 1.16.2 Unit supply personnel are responsible for initiating SOC's, CCV's, and FLIPL's IAW AR 735-5.
- 1.16.3 Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.
- 1.16.4 SOC's and CCV's prepared IAW AR 735-5 by unit supply personnel will be assigned a document by CIF personnel. Once the customer receives a document number from the CIF, they will hand carry the SOC/CCV to Finance for processing. This action will clear the items from the customer's hand receipt and the customer can turn-in the remaining equipment on their appointment.
- 1.16.5 FLIP's are prepared IAW AR 735-5 by unit supply personnel. When loss of, or damage (through other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLIPL (DD Form 200). FLIPL will be prepared in accordance with AR 735-5. The initiated FLIPL will be forwarded (hand-carried if individual is clearing) to the CIF PBO / Manager for signature and assignment of a document number. The FLIPL will be processed through the chain of command of the individual responsible for the property at the time of the loss. The losing unit for OCIE not turned-in to the CIF will initiate a FLIPL when ETS'ing or retiring soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF PBO / Manager, the original copy of the FLIPL will be returned to the S-4 for processing. This action will clear the items from the customer's hand receipt and the customer can turn-in the remaining equipment on their appointment.
- 1.16.6 Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.

1.17 AMNESTY BOX INVENTORY PROCEDURES

- 1.17.1 All equipment deposited in the Amnesty Box will become the property of Central Issue Facility, Fort Benning GA.
- 1.17.2 The Amnesty Box will be located across from window #12 in a black locked container.
- 1.17.3 Items placed in the Amnesty Box will not be removed by anyone other than CIF Staff.

1.18 RETAINED OCIE

- 1.18.1 Outbound RRI Shipping

- 1.18.1.1 Soldiers will receive a briefing and list of the RRI OCIE items from both AG Out-Processing and CIF.
- 1.18.1.2 Inventory the OCIE items being shipped; place the items in the duffel bag that is one of the retained OCIE items.
- 1.18.1.3 Place a copy of inventory inside the top of the bag.
- 1.18.1.4 Place a copy of PCS orders and Soldier information to include name, SSN, losing unit/installation, gaining unit/installation, and Soldier contact information inside the top of the duffel bag and in the outside pocket of the bag.
- 1.18.1.5 Secure the bag with a personal lock and tighten shoulder straps.
- 1.18.1.6 Complete a DD 1149, Requisition and Invoice Shipping Document. Obtain assistance from the losing MTOE unit for completion of DD 1149.
- 1.18.1.7 Take the bag, completed DD 1149, and copy of PCS orders to ITT packing and crating, bldg 11 for shipment.
- 1.18.2 Inbound RRI Receiving
 - 1.18.2.1 Soldiers will be instructed by AG In-Processing and CIF that their inbound RRI OCIE can be picked up at CIF.
 - 1.18.2.2 Report to CIF check in counter and notify CIF staff of the RRI OCIE shipment.
 - 1.18.2.3 Soldier must present a current and valid Common Access Card (CAC) for identification.
 - 1.18.2.4 CIF will locate the Soldier's bag, verify correct name and Social Security Number and give to Soldier.
 - 1.18.2.5 CIF will utilize the Unaccompanied Baggage log sheet as well as the Incoming Baggage Process, (SD-PR 012) to ensure all precautions are taken to give the Soldier all equipment sent in.
 - 1.18.2.6 Inspect the duffel bag and lock. If damage is found, file a claim through SJA.
 - 1.18.2.7 Sign a DA Form 3161 (temporary issue document) showing receipt of the OCIE.
 - 1.18.2.8 If the Soldier's bag has not arrived when he/she checks into CIF, CIF will initiate a tracking for the bag. Should the bag not be located, then the Soldier will initiate a Financial Liability Investigation (DD Form 200) through his gaining chain of command.

1.19 PERSONAL PROPERTY OFFICE

- 1.19.1 When a Soldier currently assigned to a CONUS MTOE unit and is being assigned to another CONUS MTOE unit arranges for a personal property PCS move, the Personal Property Office counselor will ask the Soldier if he/she wants the Army to ship hand-receipted retained OCIE to the next duty station. If so, the counselor will provide the Soldier with instructions for shipping the retained OCIE.
- 1.19.2 If an inbound Soldier asks the Personal Property Office, as part of his/her in-processing for household goods delivery or DITY move claim process, where he/she can pick up shipped RRI OCIE, the office should direct the Soldier to pick up the shipped RRI OCIE at CIF, Bldg 9055, and phone number 545-8413.

1.20 TRANSPORTATION

- 1.20.1 Accept retained OCIE shipment, DD 1149, and copy of PCS orders from Soldier.
- 1.20.2 Do not inventory or unlock retained OCIE duffel bag.
- 1.20.3 Verify that Soldier is authorized shipment of retained OCIE. Soldier must be currently assigned to a CONUS MTOE unit and being assigned to another CONUS MTOE unit.
- 1.20.4 Have the Soldier certify with signature on the DD 1149 that the contents of the shipment are his/her retained OCIE.

- 1.20.5 Assist the Soldier in completion of the DD 1149 if necessary. The consignee should be the Installation Transportation Officer at the receiving installation.
- 1.20.6 Ensure shipping papers are secured to the retained OCIE bag in such a manner that shipping papers should, under normal handling arrive at destination still attached to the bag.
- 1.20.7 Obtain from the Soldier his/her anticipated arrival date at the next duty station and note the anticipated arrival date on the DD 1149.
- 1.20.8 From acceptance of retained OCIE bag for shipment until carrier pick up, secure retained OCIE shipments in a locked area with limited access to prevent sensitive/pilferable items from being removed.
- 1.20.9 Ship retained OCIE to ensure arrival at next duty station prior to Soldier's expected arrival date by the least costly method. If the Soldier's arrival is anticipated to be within 10 days or less, shipment shall be by air freight.
- 1.20.10 Ship retained OCIE using IMCOM TAC ACLA for FY 07. A separate TAC will be assigned by Army G-4 for subsequent fiscal years.
- 1.20.11 Use 'Retained OCIE' to identify costing associated with this program to be captured in Power Track.

1.21 CENTRAL RECEIVING POINT (CRP)

- 1.21.1 Upon receipt of retained OCIE shipment, check if the shipped bag is locked and undamaged. If unsecured or/and or damaged, prepare and file a Transportation Discrepancy Report. Do not lock/unlock or inventory contents of the bag. If the Unaccompanied Baggage is ready for transporting to CIF, prepare a CRP slip, itemizing all contents being shipped to CIF. Example: Duffle bag for SGT Joe, television in original package, and protective mask. Include all visible information provided on the outside of the shipping container, i.e. Unit, full name, SSN, etc.
- 1.21.2 If a Soldiers OCIE shipment does not arrive, initiate a TDR as described in paragraph 7.c. below.
- 1.21.3 Secure RRI OCIE in a locked area with limited access until transported to CIF.

1.22 CENTRAL ISSUE FACILITY (CIF) OUTBOUND

- 1.22.1 When the soldier arrives at the check-in counter, CIF staff will:
 - 1.22.1.1 Check the UIC on the orders to verify if he is going to a CONUS MTOE unit.
 - 1.22.1.2 Give a list of RRI OCIE to the Soldier.
 - 1.22.1.3 Transfer his core items in the Central Issue Facility Installation Support Module (CIF-ISM) to the installation the Soldier is reporting to.
 - 1.22.1.4 All other equipment will have to be turned in prior to the soldier leaving the CIF.
 - 1.22.1.5 Clear the Soldier through the normal process.

1.23 LOST OCIE SHIPMENTS

- 1.23.1 The Central Receiving Point will initiate a Transportation Discrepancy Report (TDR) and notifies the origin freight office of lost shipment never received. Origin freight office attempts trace of shipment to locate. If shipment cannot be located, the origin freight office originates a claim against the carrier thru SDDC for payment of items lost in the shipment.

1.24 ADJUSTMENT DOCUMENTS

- 1.24.1 This section provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items.
- 1.24.2 AR 735-5 prescribes policies in preparing and processing these documents.
- 1.24.3 Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT. (AR 735-5)
 - 1.24.3.1 DD Form 200, Report of Survey.
 - 1.24.3.2 DD Form 362, Statement of Charges/Cash Collection Voucher.
 - 1.24.3.3 Damage Statement. (Figure B-1)
 - 1.24.3.4 NOTE: Regardless of the method of accounting for property lost, damaged or destroyed title (ownership) of the property remains with the U.S. Government.

1.25 CONDUCTING OCIE RECORD INVENTORIES

- 1.25.1 The following inventories are required for OCIE issued to soldiers/individuals.
 - 1.25.1.1 Upon assignment of a soldier to a unit.
 - 1.25.1.2 Prior to the soldier clearing the installation.
 - 1.25.1.3 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.
- 1.25.2 The unit commander will assign an Officer, Warrant Officer or NCO to conduct the Inventory. The person will then:
 - 1.25.2.1 Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.
 - 1.25.2.2 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.
 - 1.25.2.3 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.
 - 1.25.2.4 Secure the inventoried OCIE in unit facilities.
- 1.25.3 The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:
 - 1.25.3.1 Have the soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.
 - 1.25.3.2 Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.
 - 1.25.3.3 Have the soldier sign a release statement and have it posted to the inventory form for items being issued.
 - 1.25.3.4 Have soldier go to the CIF with adjustment documents for reissue of shortages.
 - 1.25.3.5 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-1c above should be conducted and items turned in to the CIF. The commanders designated supply representative will:
 - 1.25.3.6 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.
 - 1.25.3.7 Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

- 1.25.3.8 Turn in overages as found on installation property.
- 1.25.3.9 Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.
- 1.25.3.10 Turn in the soldier's OCIE to the CIF.
- 1.25.3.11 The inventory forms and the soldier's DA Forms 3645/3645-1, showing turn-in credit, will be placed in the absentee file.

1.26 QUARTERLY UNIT RECONCILIATIONS

- 1.26.1 All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due three months from their last reconciliation. Units will coordinate an appointment time with the CIF Manager / PBO.
- 1.26.2 During the face-to-face reconciliation the unit must have 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.
- 1.26.3 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.
- 1.26.4 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.
- 1.26.5 Failure of a unit to comply with the above mentioned requirement(s) would result in the unit being denied DX support from the CIF.

1.27 EXPENDABLE SUPPLIES

- 1.27.1 To provide commanders and unit personnel with information on expendable components and maintenance kits, available to units for the purpose of replacing, repairing and maintaining OCIE, issued to soldiers.
- 1.27.2 Expendable supplies required to complete or place an item of OCIE into use will be initially stocked at the CIF and issued to individual during in processing.
- 1.27.2.1 Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1).
- 1.27.2.2 The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.
- 1.27.3 Stockage Of Expendable CTA 50-900 Equipment By Units
- 1.27.3.1 Units are authorized to requisition and issue expendable components to the following end items: Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad; and chin strap.
- 1.27.3.2 OCIE maintenance is every soldier's responsibility.
- 1.27.3.3 A complete listing of authorized expendable supplies to be stocked by units:
- 1.27.3.4 Sewing Kit 8315-01-090-5823
- 1.27.3.5 Repair Kit, Cold Weather Boot 8465-00-753-6335
- 1.27.3.6 Repair Kit, Pneumatic 2640-00-052-6724
- 1.27.3.7 Repair Kit, maintenance wet weather 3405-00-198-3747

- 1.27.3.8 Paint, spray, OD Green 8010-00-848-9272
- 1.27.3.9 Walnut shell flour 5350-00-115-3297
- 1.27.3.10 Edging, Helmet, 8-2-644-8 8470-01-156-0372
- 1.27.3.11 Adhesive EC 1357 8040-00-165-8614
- 1.27.3.12 Headband assembly, XL 8470-01-442-1430
- 1.27.3.13 The repair parts for the Advanced Combat Helmet
- 1.27.3.14 Chin Strap w/ Mounting Hardware 8470-01-530-0868
- 1.27.3.15 Size 6 Pad Set 8470-01-476-5643
- 1.27.3.16 Expendable items for the Canteen
- 1.27.3.17 Cap, Water Canteen 8465-00-930-2077
- 1.27.3.18 Strap, Cap Water Canteen 8465-01-082-6449

1.28 AUTHORIZED OMIL AND SPECIAL OCIE ISSUES

- 1.28.1 Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown below. The individual must hand-carry the appropriate memorandum when reporting to CIF.
- 1.28.2 Example Memorandum:
UNIT LETTER DAMAGE STATEMENT

OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, 988TH MP, 2XXXX, FT. BENNING, GA
31905
ATTN: LRC-CIF

SUBJECT: Damage Statement

1. (Name, Rank, SSN) has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE NSN Size QTY

Bag, Clothing Waterproof 8465-01-117-8699 2

Parka, C/W 8415-01-228-1315 MR 1

2. I or a member of my command have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

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 upon commander's approval for exchange. If the commander believes negligence/misconduct were involved, a FLIPL should be initiated. AR 735-5.

1.28.3 Example Memorandum: UNIT LETTER SUPPLEMENTAL ISSUE

OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, 988TH MP, 2XXXX, FT. BENNING, GA
31905
ATTN: LRC-CIF

SUBJECT: Request for Supplemental Issue of MOS Specific Items

1. The following individual is working full-time in the MOS, and requires supplemental issue of OCIE:

RANK FULL NAME, SSN, MOS

2. Please issue the required MOS specific equipment, as stipulated in AER 710-2-1, Table 2.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

1.28.4 Example Memorandum: ISSUE TO EMERGENCY ESSENTIAL CIVILIANS

OFFICE SYMBOL DATE

MEMORANDUM FOR COMMANDER, 988TH MP, 2XXXX, FT. BENNING, GA
31905
ATTN: LRC-CIF

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to Emergency Essential Civilians (EEC)

1. Request that GS-09, SMITH, THOMAS MICHAEL, 999-88-9999 assigned to 988TH MP, Logistics Readiness Center be issued OCIE for use while participating in

2. The individual is aware that the authorized EEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table 3 of AER 710-2-1. (This does not include personal clothing.)
3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.
6. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

1.29 EMERGENCY ESSENTIAL CIVILIANS ISSUE LIST

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
B14729	BAG, DUFFEL	2 ea.
C96536	CANTEEN, WATER 1QT PLASTIC	1 ea.
B42187	BODY ARMOR IOTV	1 ea.
C28472	COVER, HELMET ACH	1 ea.
H53175	HELMET, ACH	1 ea.
J15388	INSERT, SMALL ARMS	2 ea.
J85705	INSERT, ESAPI	2 ea.
M12418	MASK, CHEM-BIO M40A1	1 ea.

1.30 OCIE THAT CAN BE LAUNDERED:

- Bag Barracks
- Bag Duffel
- Blanket, Wool
- Drawers Cold Weather
- Cover, Helmet Camo
- Hood Balaclava
- Liner, Coat
- Scarf, Wool
- Shirt, Cold Weather

1.31 QM LAUNDRY ITEMS

- Sleeping Bag Urban Gray
- Sleeping Bag Foil Green

1.32 **OCIE NOT AUTHORIZED TO BE LAUNDERED IN COMMERCIAL MACHINES (FM 21-15)**

- Bag, Clothing Waterproof
- IOTV and Components
- Carrier Entrenching Tool
- Cover, Canteen
- Field Pack
- Mat Sleeping
- Overshoes Boot Combat
- Parka, Wet Weather
- Strap, Field Pack
- LCE
- Suspenders Trousers
- Trousers, Wet Weather

1.33 **RETAINED ISSUE/RECOVERABILITY OF ORGANIZATIONAL ISSUE ITEMS**

Listed in Table F-1 of CTA 50-900 is Army provided Organizational Clothing and Individual Equipment that is transferred with the Soldier between duty assignments, until the Soldier reaches Expiration of Term of Service. Retained Issue OCIE includes Permanent Change of Station (PCS), Modified Table of Organization and Equipment (MTOE), and enlisted and warrant officer Military Occupational Specialty and officer Areas of Concentration (AOC) specific items. OCIE identified as Retained Issue OCIE is designated mission essential equipment and clothing. Recoverability status is also shown.

1.34 **E-ORDERING**

- 1.34.1 This section applies to all soldiers with orders that are deploying to OCONUS within thirty (30) days that have not processed through a RFI Fielding.
- 1.34.2 The BDE/Battalion S-4 will send to the CIF thirty (30) days in advance the deployment orders of all soldiers scheduled to deploy OCONUS and schedule an appointment time and date to have the soldiers get their OCIE fitted and E-ordered from PEO Soldier.
- 1.34.3 The telephone number to contact CIF for E-Ordering is (706) 545-5971.
- 1.34.4 The CIF E-Ordering specialist will schedule a date and time for the unit/individual soldier(s) to have OCIE fitted and E-Ordered.
- 1.34.5 The E-ordering specialist will conduct an in-brief to the soldier(s). Each soldier will be fitted for all sized OCIE by the CIF specialist to ensure proper fit of OCIE items to be E-Ordered.
- 1.34.6 When soldiers arrive at the CIF for their appointment, they must present their Government ID cards and should wear their PT Uniform under their duty uniform so that proper fitting may be accomplished on shirt and trouser type clothing.
- 1.34.7 The soldier/unit must provide the following information in order for the request to be input in the E-Ordering system and processed by PEO Soldier: soldier's name, rank, SSN, gender, MOS, UIC, Theater of Operation (OIF/OEF), the unit's POC name, telephone number, and email address.
- 1.34.8 The E-order will be processed and filled within ten (10) days by PEO Soldier and ship to the CIF. CIF will contact the unit/individual soldier that the order has arrived and scheduled

a date and time for pick up. The items will be inventoried by the soldier and signed for and all items received by the soldier will be place on their individual clothing records within CIF ISM.

- 1.34.9 Individual soldiers with valid deployment orders may contact the CIF directly to schedule an E-Order appointment date and time but must be able to provide the E-Ordering specialist the required information listed in paragraph g above. Soldiers must be within thirty (30) days of their deployment date to process an E-Order through CIF.

2.0 CENTRAL INITIAL ISSUE POINT (CIIP)

2.1 HOURS OF OPERATION

Monday-Friday 1st Shift 0730-1730
3rd Shift Night Issue 1930-0400

2.2 LOCATION

Building 3010, 5305 – 3rd Infantry Division Road, Sand Hill
Telephone 706-544-8297
POC Supervisor

2.3 PURPOSE

The CIIP is responsible for the initial issue of personnel clothing items to the Initial Entry Training Soldier. CIIP personnel will ensure that every Soldier has received the best fitting uniform, and that the service is rendered in a professional and courteous manner. Soldiers must be in uniform and are required to present their identification card (DD Form 2A) to establish identity before processing.

2.4 SCOPE

TRADOC has the responsibility for being the Army's executive agent for training Initial Entry Training (IET) Soldiers. Four (4) CIIPs have the responsibility for issuing clothing bag items to male and female Soldiers as approved by the Chief of Staff, Army. The CIIPs are located at Forts Benning, Jackson, Leonard Wood, and Sill. The goal is for all Soldiers to receive 100% of their clothing bag first time through the CIIP. This SOP will be updated as required.

2.5 REFERENCES

- AR 700-84
- AR 725-50
- CTA 50-900
- TM 10-227
- TRADOC Manual
- Basic Fitting Guide for Army Service Uniforms (ASU) Men/Women

2.6 RESPONSIBILITIES

2.6.1 Defense Logistics Agency (DLA)

- Responsible for the ownership of the stocks at all CIIPs along with all automation systems required to ensure total asset visibility for all organizations.

- Ensure stock is available at each CIIP in accordance with the agreed upon inventory levels.

2.6.2 Training and Doctrine Command (TRADOC)

- Provides oversight for the operation of the CIIPs to ensure IET Soldiers receive their required clothing bag items.
- AR 710-2, Supply Policy Below the National Level, 28 Mar. 08
- AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

2.6.3 Army Sustainment Command (ASC)

The CIIP is a tenant activity on the ASC installation. ASC is responsible for operating and maintaining the CIIP facilities and base operating support.

2.7 GENERAL

- CIIP provides the direct contact on the ground to our IET Soldiers and issues their required Army clothing bag items.
- Upon arrival at the CIIP, the Soldiers will be given an orientation prior to Phase I and Phase II issues. It will include, but not be limited to, administrative instructions, repair tags, issue items, exchange policy, and care and maintenance of the uniform.
- Note: The Phase I soldiers are briefed by the 30th AG processors.
- One week prior to units arriving at the CIIP for Phase II Issue the unit will ensure a complete unit roster is turned in to the CIIP Administration for the CIIP to produce an IRM scan form prior to the unit arriving on issue day.
- Soldiers will be freshly showered, hair properly cut, and wearing physical training uniform and black sock liners.
- Individual measurements and the size prediction chart will be utilized to determine sizes issued.

2.8 TYPES OF ISSUES

2.8.1 Phase 0 (Night Issue)

- Upon the soldier's arrival at the reception battalion, they will be issued the following initial clothing bag items:
 - 4 towels
 - 1 APFU Jacket
 - 1 APFU Pants
 - 1 barrack bag
 - 3 short sleeve PT shirts
 - 2 long sleeve PT shirts
 - 3 pair of black PT trunks
 - 1 synthetic cap
 - 1 duffel bag
 - Hydration system (OCIE)
 - Safety goggles (OCIE)
 - Fleece jacket (OCIE)

2.8.2 Phase I Issue

- The Soldiers arrive at the CIIP at 1200 hours each work day and are lined up in roster

number sequence. They are filed in the room seated from front to rear filling all seats and then briefed on issue procedures, the items that they will receive, exchange procedures, maintenance of the uniforms, and the service that they can expect to receive.

- Station 1- After all personnel are seated; they are instructed to remove their shoes. The uniform for this issue is the summer PT uniform. (A mannequin is on display for reference.) All items removed will be placed in their duffel bag. They will be issued:
 - 7 pair of sand briefs
 - 7 sand t-shirts (winter issue)
 - Poly pros, light and heavy weight.
- Station 2
 - 1 pair work gloves
 - 2 pair insert
 - 2 patrol caps
 - 1 set elbow pads
 - 1 set knee pads
- Station 3 –Individual measurements and the size prediction chart will be utilized to determine sizes issued.
 - 4 pairs of ACU trousers
- Station 4
 - 4 each ACU coats
- Station 5 – Measurements from the foot measuring device will be utilized to assist in determining the size to be issued.
 - 2 pair hot weather boots
 - 1 pair temperate weather boots
- Station 6- Shake down. The purpose of shake down is to ensure that each individual has all clothing in authorized quantities. After all clothing has been checked, the individual will sign his copy of the IRM scan sheet. CIIP personnel conducting the shake down will collect these forms and turn them into the Administration Office for processing.

2.8.3 Phase II Issue

- Soldiers in BCT units will report during between their 6th or 7th week of training and soldiers in OSUT will report between their 8th or 9th week of training for their CIIP Phase II issue. The following items will be issued during Phase II at the stations indicated.
- Phase II Briefing Room-- Orientation. Personnel are brought in by alphabetical order in PT uniform with black sock liners. As the soldiers enter the building they receive an IRM scan form, (3) alteration tag(s) are given to each soldier. Each individual will be issued, (1) necktie, (1) belt, and (2) white t-shirts. They will then be seated in order to fill out the alteration tags. At this time, all personnel are measured and processed into Station 1.
 - Station 1
 - 1 pair of dress shoes

- Station 2
- White dress shirt
- 1 long sleeve
- 1 short sleeve
- 1 black beret
- Station 3
- 2 pair Trousers (will be altered and ready for final fit)
- Men's Poly/Wool AB 451.
- Station 4
- 1 each Men's AG-450 coat. Alterations needed to the coat are annotated on the repair tag. The coat will be altered and ready for pick up 14 days before graduation.
- Station 5
- 1 each All Weather Coat
- Black Dress gloves
- US Insignia
- Gold Rank Pin
- Station 6– Shake down. The purpose of shake down is to ensure that each individual has all clothing in authorized quantities. After all clothing has been checked, the individual will sign his copy of the IRM scan sheet. CIIP personnel conducting the shake down will collect these forms and turn them into the Administration Office for processing.
- Station 7– Final Fitting. CIIP Personnel will ensure that the soldier is fitted in accordance with Army Regulation 670-1. The cadre will be involved in checking and inspection of the soldier uniform IAW TM 10-227.

2.8.4 Exodus Issue

CIIP will ensure that all basic training soldiers departing the installation for the Holiday Block Leave Holiday receive one (1) beret for travel.

2.8.5 Quartermaster Refit

- Quartermaster Refit is an event when the IET soldiers return to CIIP to exchange clothing items and footwear prior to Graduation due to significant weight loss/gain or normal fair wear and tear. The refitting unit should arrive at their scheduled time dressed in the physical fitness (PT) uniform.
- Ensure all IET Soldiers are accompanied by Cadre or Drill Sergeant when returning to the CIIP for any service rendered. The DA Form 3078 must accompany the individual and be signed by the commander.
- All Quartermaster Refits and Phase II Issues are scheduled through Base4D by commanders.

2.8.6 Contaminated Uniforms

- IAW AR 700-84, paragraph 5-4 Soldier's clothing may be replaced because of contamination. When submitting DA Form 3078 to CIIP, attach a statement of contamination provided by proper authorities (i.e. TMC or Hospital) along with a statement provided by unit commander. Contamination may be medically or organically related to include blood stains. To prevent the spread of contamination it is the unit's responsibilities to ensure the items are washed, cleaned and placed within a clear double bagged plastic bag with the following information listed on paper that's

clearly visible also with the bag;

- (1) Type of contamination (2) description of items within bag, i.e., trousers ACU medium regular 2ea.
- CIIP personnel will ensure contaminated clothing items are maintained separate from all other items in the warehouse until the items are turn into DRMO.

2.9 ALTERATION SHOP

The alteration shop located within the CIIP performs all adjustments to military uniforms.

2.10 MEN'S ARMY SERVICE UNIFORM DESCRIPTIONS

- 2.10.1 The Men's Dress Uniform consists of a dress coat and trousers, long and short sleeves shirt, a black tie, a beret and black low- quarter shoes.
- 2.10.2 The all weather Army black coats consists of a black all weather coat and black zip in liner.
- 2.10.3 The Army Combat Uniform (ACU) consists of a coat, trouser, cold weather coat, and a cap patrol.
- 2.10.4 Footwear issued consist of 2 pair of boots hot weather, 1 pair of boots temperate weather and 1 pair of black oxford dress shoes.
- 2.10.5 Measurement of clothing and footwear items will be identified early in the processing cycle. Special measurement for clothing and footwear made IAW AR 700-84. This will be done for those soldiers who cannot be fitted by stocked items or authorized alterations. Personnel responsible for special measurement will be knowledgeable of the procedures.

3.0 CONSOLIDATED INSTALLATION PROPERTY BOOK OFFICE (CIPBO)

3.1 HOURS OF OPERATION

Monday-Friday 0800-1630, Sat- Sun Closed

Emergencies will be handled on a case-by-case basis. Service outside of these hours may be arranged by appointment through the Property Book Officer (PBO) or Property Book Supervisor only.

3.2 LOCATION

Building 3115, 8689 – Eleventh Airborne Division Road, Sand Hill

Telephone 706-545-2088, Fax 706-545-7644

POC Supervisor 706-545-2088 or Assistant Supervisor at 706-545-4507

3.3 PURPOSE

This Standard Operating Procedure (SOP) outlines standard procedures and principles of operation for the CIPBO and is used in conjunction with references listed to facilitate the working relationship between the CIPBO and supported units. Forms in this SOP will provide guidance to units for property book transactions.

3.4 SCOPE

Procedures reviewed in this SOP apply to all customers of the Installation Property Book Office.

3.5 REFERENCES

- AR 190-11 Physical Security

- AR 220-1 Unit Readiness Reporting
- AR 708-1 Cataloging and Supply Management Data
- AR 710-2 Supply Policy Below the National Level
- AR 735-5 Policies and Procedures for Property Accountability
- AR 750-1 Army Material Maintenance Policies
- DA Pam 710-2-1 Using Unit Supply System Manual Procedures
- DA Pam 710-2-2 Supply Support Activity Supply System Manual Procedures
- DA Form 1687 Notice of Delegation of Authority – Receipt for Supplies
- DA Form 2062 Hand Receipt
- DA Form 2765-1 Request for issue
- DA Form 3161 Request for Issue or Turn-In
- DA Form 4949 Administrative Adjustment Report (AAR)
- DD Form 362 Statement of Charges / Cash Collection Voucher
- DD Form 1348-6 Single Line Item Requisition System Document
- NAF Appropriated Fund Asset Management Handbook Para 3-8 pg. 16 of 43

3.6 COMMON ACRONYMS

- ABA Appropriation and Budget Activity Code
- ABF Authorization and Balance File
- ALO Authorized Level of Organization
- APC Account Processing Code
- ARC Accounting Requirement Code
- ASORTS Army Status of Resources and Training System
- BOIP Basis of Issue Plan
- CAC Command Assignment Code
- C/AC Command/Activity Code
- CAVERS Command Asset Visibility And Equipment Redistribution System
- CICF Customer Information Control File
- CIIC Controlled Inventory Item Code
- DIC Document Identifier Code
- DLA Date of Last Action
- DODAAC Department of Defense Activity Address Code
- DODSASP Department of Defense Small Arms Serialization Program
- DODIC Department of Defense Identification Code
- DUIC Derivative Unit Identification Code
- ECC Equipment Category Code
- ECS Equipment Concentration Site Code
- EIC End Item Code
- ERC Equipment Readiness Code
- FAD Force Activity Designator
- FLIPL Financial Liability Investigation of Property Loss

- HRH Hand Receipt Holder
- IMPE Information Management Processing Equipment
- LCC Logistics Control Code
- LIN Line Item Number
- LOGSA Logistics Support Agency
- MEC Manager Entry Code
- MEF Multiple ERC Files
- MTOE Modification Table of Organization and Equipment
- M&S Media and Status Code
- NSN National Stock Number
- PBIC Property Book Identification Code
- PBO Property Book Officer
- PBUSE Property Book Unit Supply Enhanced
- PD Priority Designator Code
- PHRH Primary Hand Receipt Holder
- RIC Routing Identifier Code
- RICC Reportable Item Control Code
- SRRC Serial/Registration Number Requirement Code
- SSA Supply Support Activity
- TOE Table of Organization and Equipment
- UERL Unit Equipment Readiness Listing
- UIC Unit Identification Code
- UIT Unique Item Tracking
- U/I Unit of Issue
- ULLS Unit Level Logistic System
- USAFMSA U.S. Army Force Management Support Agency
- TA Type Action Code
- TAC Type Authorization Code
- THF Transaction History File
- TPF Total Package Fielding
- UND Urgency of Need Designation

3.7 GENERAL INFORMATION

- 3.7.1 Documents dropped off for signatures or document numbers will be available for pick up within three working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the Property Book Officer. All improperly prepared documents will be returned immediately to the unit representative for corrective actions.
- 3.7.2 The Property Book Unit Supply Enhanced (PBUSE) property accounting system is a web-based system that will allow commanders real time visibility of their property. One of many functions of this program is to maintain accountable property records and produce associated reports for the Installation Property Book Officer (PBO), unit commanders, Primary Hand Receipt Holders (PHRH) and associated agencies.

- 3.7.3 Company Commanders, Garrison Director, or Chief of activity who have been assigned a valid Department of Defense Activity Address Code (DODAAC) and Unit Identification Code (UIC) are the primary hand receipt holders (PHRH) from the Installation Property Book Officer.
- 3.7.4 Assumption of Command, Garrison Director, or Chief of activity constitutes Command Responsibility for the unit's equipment. The signature on the hand receipt establishes Direct Responsibility for the property and allows continued property book transactions.
- 3.7.5 Based on available funds, Directors and PHRHs will work with the CIPBO to ensure all equipment listed in the authorized column of their Table of Distribution and Allowances (TDA) is on hand or on a valid requisition. There will be exceptions to this requirement such as equipment being issued via Total Package Fielding (TPF) program; the equipment is obsolete or becoming obsolete without replacement; or equipment is outdated and the TDA has not caught up with your mission requirements.

3.8 RESPONSIBILITIES

3.8.1 PROPERTY BOOK OFFICER (ACCOUNTABLE OFFICER)

- 3.8.1.1 The Accountable Officer is directly responsible for the management and accountability of installation property. The AO provides guidance and advice to the PHRHs on all matters relating to property accountability. The CIPBO's responsibilities include (but are not limited to):
 - 3.8.1.2 Maintain 100% property accountability at all times.
 - 3.8.1.3 Request procurement appropriation (PA) funded shortages.
 - 3.8.1.4 Process all other stock funded non-expendable requests brought to the CIPBO.
 - 3.8.1.5 Provide a liaison between customers and supply sources.
 - 3.8.1.6 Provide a liaison between customers and Installation Property Book operations.
 - 3.8.1.7 Publish guidelines for supported commanders and PHRHs to follow.
 - 3.8.1.8 Review and analyze the listings and reports produced by PBUSE. Review and resolve problems with equipment request. Ensure hand receipt listings are accurate and properly validated.
 - 3.8.1.9 Oversee the cross leveling of assets and assist units with issues involving external transfers.
 - 3.8.1.10 Conduct change of command (CoC) briefings with all incoming and outgoing commanders and PHRHs prior to the start of the inventories.
 - 3.8.1.11 Publish an annual inventory schedule.
 - 3.8.1.12 Validate TDA authorizations through U.S. Army Force Management Support Agency (USAFMSA) web site.
- 3.8.2 PROPERTY BOOK SUPERVISOR
 - 3.8.2.2 Assists and supports the Accountable Officer; supervises day to day Property Book Operations
 - 3.8.2.3 Ensures proper posting of installation property book transactions to the PBUSE System
 - 3.8.2.4 Ensures installation property book supporting documents are posted to the PBUSE System within **three working days**
 - 3.8.2.5 Reviews installation property book transaction documents prior to filing
 - 3.8.2.6 Ensures all supply forms submitted by the PHRHs for posting to the appropriate installation property book are prepared LAW DA PAM 710-2-1 and AR 735-5
 - 3.8.2.7 Ensure all annual/cyclic reports to higher headquarters are submitted in a timely manner

- 3.8.2.8 Ensures Sensitive Item Inventory listings are provided to PHRHs NLT the 5th calendar day of the month and the Annual/Cyclic inventory is provided to the PHRH prior to the inventory due date which is on the 20th calendar day of the month
- 3.8.2.9 Tracks authorization documents (LOGTAADS)
- 3.8.2.10 Checks inventories and shortages/excesses
- 3.8.2.11 Supervises the work of the supply clerk/technician
- 3.8.2.12 Ensures the work areas are in presentable conditions at all times
- 3.8.3 PROPERTY BOOK TECHNICIANS
- 3.8.3.2 Process MILSTRIP actions through PBUSE Systems
- 3.8.3.3 Track requisitions submitted
- 3.8.3.4 Prepare necessary supply forms when required
- 3.8.3.5 Post installation property book transactions to the PBUSE Systems under the supervision of the property book lead technician
- 3.8.3.6 Maintain the automated document registers
- 3.8.3.7 File installation property book supporting documents IAW ARIMS
- 3.8.3.8 Ensure the following PBUSE Outputs are generated as needed.
- 3.8.3.9 Attend fieldings.
- 3.8.4 ASSET VISIBILITY SECTION performs Asset Visibility function for the Property Book Officer such as:
 - 3.8.4.2 Cross leveling of assets and assist units with involving external transfers.
 - 3.8.4.3 Publish an Annual Authorization Reconciliation for each Parent UIC
 - 3.8.4.4 Update Installation Codes
 - 3.8.4.5 Track LOGTAADS Authorization updates ran for each Parent UIC in PBUSE
 - 3.8.4.6 Compare changes of the TDA to LOGTAADS download in PBUSE
 - 3.8.4.7 NetUSR authorization quantities are on hand or on ordered
 - 3.8.4.8 Updates to G4/G8
 - 3.8.4.9 Updated Lateral Transfer and Disposition log, every Friday
 - 3.8.4.10 Compare changes of the TDA to LOGTAAD downloaded in PBUSE
 - 3.8.4.11 Report major discrepancies to higher headquarters
 - 3.8.4.12 Asset Visibility Section is specifically responsible for the following areas
 - 3.8.4.13 PBUSE errors
 - 3.8.4.14 DA Messages
 - 3.8.4.15 Match the "Stand Short Memos" against the projected TDA
 - 3.8.4.16 Create Derivative UICs for each PUIC as needed
 - 3.8.4.17 Re-align paragraph number as needed
 - 3.8.4.18 Disposition Instruction process for serviceable excess and unserviceable "Rolling Stock" equipment
 - 3.8.4.19 Direct and redistribute property among subordinate units and from higher
 - 3.8.4.20 Maintain internal/external lateral transfer directive log
 - 3.8.4.21 Maintain disposition instruction log
 - 3.8.4.22 add back
 - 3.8.4.24 Print and work Consolidated Property Listing on selected UICs monthly
 - 3.8.4.25 Establish and manages the excess management program.
 - 3.8.4.26 Direct and redistribute property among subordinate units and from higher headquarters.
- 3.8.5 COMMANDERS, REAR D COMMANDERS AND PHRHS
- 3.8.5.2 The Unit Commander, Rear D Commander, and PHRHs are designated as the primary hand receipt holder (responsible officer).

- 3.8.5.3 The PHRH will be responsible for the property listed on the PBUSE hand receipt(s).
- 3.8.5.4 The PHRH ensures compliance with all policies and procedures prescribed by governing regulations.
- 3.8.5.5 The PHRH must provide the necessary emphasis and training to ensure that all equipment and supplies are properly maintained, requisitioned, accounted for and safeguarded.
- 3.8.5.6 The PHRH must ensure that property inventories are conducted in a timely manner and as required by governing policies and regulations.
- 3.8.5.7 The Annual inventory schedule will be published by the CIPBO NLT at the end of each calendar year and will contain the suspense date for return to the CIPBO. The PHRHs responsibilities include:
- 3.8.5.8 In accordance with AR 710-2, paragraph 2-12d., table 2-1, Commanders (PHRH) are required to personally conduct 100% inventory of all property assigned to their organization annually. The Installation has elected to perform this inventory using monthly cyclic inventories in lieu of the annual inventory. Procedures for conducting cyclic inventories are clearly outlined in DA PAM 710-2-1, para 9-6b. These procedures will be strictly adhered to.
- 3.8.5.9 The PBO will provide each unit with an automated Cyclic Inventory Listing NLT the 5th of each month. This product is used to document the inventory. Return the inventory to the CIPBO by the 20th of each month. The commander will make a copy and utilize the working copy during the inventory.
- 3.8.5.10 Integrating the Command Supply Discipline Program (CSDP) into the everyday operations. The CSDP is a PHRHs guide to help increase awareness of the requirements for safeguarding and accounting for the Government's property. It provides guidance to more effectively evaluate and improve supply discipline.
- 3.8.5.11 Developing and supervising procedures to properly secure and accurately account for all Government property.
- 3.8.5.12 Validating hand receipt(s), sensitive item inventories, discrepancy memoranda and Annual inventories; ensuring they are completed on time.
- 3.8.5.13 Ensuring the "CIPBO COPY," of each inventory listing has only the required annotations without errors and is returned to the CIPBO prior to the suspense date.
- 3.8.5.14 Resolving all inventory and administrative hand receipt discrepancies prior to the next month's sensitive inventory listing.
- 3.8.5.15 IAW paragraph 1-12, AR 710-2, requesting all stock funded property authorized by TDA ensuring the PBUSE hand receipt is maintained at the highest possible state of accuracy. All stock funded shortages not on order due to supply constraints will be documented.
- 3.8.6 DELEGATION OF AUTHORITY
- 3.8.6.2 The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive general distribution from the property book office are the commanders/PHRHs and those individuals identified on the signature card. Commander/PHRH should limit the number of personnel authorized to perform these functions.
- 3.8.6.3 Submission of DA Form 1687. Commander/PHRH must provide the original a copy of DA Form 1687 along with a copy of the assumption of command orders.
- 3.8.6.4 Signatures must be digital AND handwritten. BOTH are required.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 15 January 2014

ORGANIZATION RECEIVING SUPPLIES		LOCATION		AUTHORIZED REPRESENTATIVE(S)	
674TH BN DET		PENN YA		AUTHORITY	SIGNATURE AND INITIALS
LAST NAME-FIRST NAME-MIDDLE INITIAL		REQ	RI		
Kutwal, Chander		YES	YI		
DAVIS, JOHN		YES	YES		DAVIS, JOHN DAVIS
DINE, SHAVON		YES	YES	SDC	DARADDIN SHAVON DINE
BENDEZ, TBD J		YES	YES	TJM	BENDEZ, TBD, JOHN

AUTHORIZATION BY PERSONNEL OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY THE AUTHORITY TO: Request and receive

REMARKS: New Equipment Fielding UIC: Dix, N

UNIT IDENTIFICATION CODE: WRDKAA

LAST NAME-FIRST NAME-MIDDLE INITIAL: MASCOLO, BENJAMIN

GRADE: O3

TELEPHONE NUMBER: 315.536.3126

EXPIRATION DATE: 30 APR 2014

SIGNATURE: MASCOLO, BENJAMIN

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.0068

Handwritten signatures

Digital signatures

Authority to?

Expiration Date

Signature

Date

- 3.8.6.5 All corrections must be done by the commander and PHRH and initialed.
- 3.8.7 HAND RECEIPTS
- 3.8.7.2 The CIPBO will provide customers with an electronic copy of the hand receipt, sensitive items inventory, and cyclic inventory (according to the annual inventory schedule).
- 3.8.7.3 Units will print at least two additional copies of each (Unit File & Working Copy).
- 3.8.7.4 After reviewing the customer's property book transaction history, commanders/PHRHs will verify and coordinate to sign the original (CIPBO Copy) and submit it in person, electronically, via fax, or scan/email prior to the suspense date (these reports can be forwarded in hard copy).
- 3.8.7.5 Should a discrepancy exist on the hand receipt, the customer will provide the appropriate paperwork to correct the error (e.g. DA Form 4949, DD Form 1348-1A, and DD Form 200) as soon as possible. This paperwork will be turned in prior to the inventory suspense date with photographs as needed.
- 3.8.7.6 Hand receipts will be generated annually from the date last signed by the hand receipt holder.
- 3.8.7.7 An electronic copy of each report (hand receipt, sensitive items inventory, and cyclic inventory) will be e-mailed to the Commander, Rear-D Commander, or PHRH of each account.
- 3.8.7.8 It is the PHRHs responsibility to coordinate with the to return required. The "CIPBO COPY" hand receipts, sensitive items inventories, cyclic, and annual inventories will be turned in "clean". Do not line out, circle or by any other means deface these reports. If these reports are defaced, then the commander, Rear-D commander, PHRH must provide the CIPBO a memorandum for record stating why these documents were defaced. The

memorandum must accompany the hand receipt packet when it is turned in to the property book office.

3.8.8 SHORTAGE ANNEXES

3.8.8.2 Hand receipt annex procedures are used at the property book level to record all non-expendable component shortages for end items. IAW DA PAM 710-2-1, chapter 4, paragraph 4-35; support items authorized separately on the TDA does not require a shortage annex. All major end items issued are assumed to be complete with all associated components. This is true unless a valid non-expendable shortage annex has been established and is maintained at the CIPBO.

3.8.8.3 According to DA Pam 710-2-1, chapter 6, paragraph 6-1b, the hand receipt annex is validated where the document register is maintained. The PBO validates all non-expendable component shortages of equipment and the unit commander/S-4 will validate the expendable/durable hand receipt annex (if unit is not using component hand receipt procedures). Units should prepare shortage annexes in two copies. The unit must provide appropriate supporting documentation (such as a FLIPL, statement of charges, turn-in receipt, etc.) for all non-expendable component shortages, to include a copy of the applicable TM or SC before a shortage annex will be validated. The CIPBO maintains the original and the customer retains the copy.

3.8.9 DAILY REPORTS

3.8.9.2 Commanders, Rear-D commanders, PHRHs have access to the activity register of all transactions through PBUSE.

3.8.9.3 All posted supporting documents will be maintained in binders and/or files, and are made available to the customer.

3.8.9.4 A copy will be provided to the customer on a daily basis through normal distribution methods.

3.8.9.5 It is the customer's responsibility to ensure that a legitimate posted copy of all supporting documentation is on file at their level for every transaction affecting the property book records.

3.8.9.6 Copies of this documentation can be made at the customer's request.

3.8.10 MINOR ADJUSTMENTS TO HAND RECEIPTS

3.8.10.2 An Administrative Adjustment Report (AAR) is only authorized when no loss or substitution of property has occurred. Prepare the AAR in accordance with DA Pam 710-2-1, paragraph 4-19 and must be signed by the Commander or PHRH. For serial number discrepancies that are non-controlled or sensitive a photo must be attached to the DA Form 4949.

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)						
For use of this form, see DA Pam 710-2-1, the proponent agency is DCSJCS.						
ORGANIZATION/ACTIVITY				DOCUMENT NUMBER		
EIT/W6QD10				DODAAC	DATE	SERIAL
				W6QD10	4011	0006
CHANGE FROM	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
	1	T73347/3930014172886	TRK LFT FK VAR RCH RT 0160010135.365412091.SLP5AJJG6E1186232.SLP541GA5E1154771 SLP5AJJG6E1186202.365412094		EA	6
CHANGE TO	Incorrect LIN/NSN/SN in these blocks					
				T73347/3930014172886, TRK LFT FK VAR RCH RT 0160010135.365412091.SLP5AJJG6E1186232.SLP541GA5E1154771. SLP5AJJG6E1186202.365412094 Issued to ManTech CL55 at Bagram to support contact W56HZV-12-C-0127.		
AUTHORITY				<input type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input checked="" type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY		
AR 710-2				DATE	PBO SIGNATURE	DATE
INITIATING OFFICER'S SIGNATURE				20140116	PETERO JAMES DARRELL JAMES PETERO	20140116
CHARLES CARTER						

3.8.11 INVENTORIES

3.8.11.2 The primary purpose of inventories is to provide a method for commanders, responsible officers, accountable officers and PHRH to ensure the accountability, serviceability, maintenance and proper usage of assigned property. Inventories will be conducted IAW DA Pam 710-2-1, chapter 9, the regulatory requirements listed in AR 710-2, table B-1 and table B-2, and the specific guidance of this SOP, and local policies and procedures. IAW DA Pam 710-2-1 paragraph 9-6, PHRHs are required to physically inventory 100 percent of their property annually.

3.8.11.3 Annual Property Book Inventory: The Commanders of primary hand receipt holder (PHRH) will conduct an inventory of all property not issued on hand receipt annually and record the results including 5K and below of the inventory on a memorandum IAW DA Pam 710-2-1, figure 9-2.

3.8.11.4 Sensitive Item/Controlled Cryptographic Item (CCI) Inventory: Commanders may designate a disinterested non-commissioned, warrant, or commissioned officer to conduct the sensitive items/CCI inventory. The same person cannot conduct the inventory in consecutive months. The arms room custodian will not be permitted to act as the disinterested inventorying individual IAW DA Pam 710-2-1, paragraph 9-10 & 9-11,

furthermore the Supply Sergeant and Primary Hand Receipt Holder (PHRH) will not conduct these inventories as a conflict of interest IAW this SOP.

3.8.12 CHANGE OF COMMAND

3.8.12.2 No Change of Command/PHRHs Inventories will be conducted without receiving an in-brief from the PBO. Please make the appointment by calling emailing the PBO (Mr. Avery Brown 706-545-9696).

3.8.12.3 Change of command inventories will be conducted at company level. The outgoing and incoming commander, rear-D commander, PHRH will conduct a 100 percent physical inventory of installation property. Incoming and outgoing commanders or primary hand receipt holders (PHRHs) will conduct a joint inventory of all property not issued on hand receipts NLT 30 days prior to the outgoing property book officer's departure. Prior to the inventory the outgoing commander (or PHRH) will ensure all appropriate adjustment actions are processed. Upon completion of the inventory the incoming commander (or PHRH) will accept responsibility for the property book IAW AR 735-5 and AR 710-2 Appendix F.

3.8.13 ASSUMPTION OF COMMAND (AOC)

3.8.13.2 Must be included with DA Form 1687.

3.8.13.3 The AOC must have UIC, Effective Date, and Signature from Commander.

The image shows a DA Form 1687-1A (Issue Release Receipt Document) with several key fields highlighted in green and labeled with callouts:

- Document Number:** W9051T31601002
- NSN:** 586501576686
- Serial Number:** USNU0078530
- LIN:** FA650
- Signature and Date:** [Signature] 6/28/12
- UIC:** (W6G400)
- Stamp:** SUSPENSE
- Approval:** Posted By Dori Tasker 3183, APPROVED BY FOR ANGELO W. MILITON, C/W4, O4, THEATER PBO
- Handwritten Notes:** RC, 28 JUN 2012

3.8.14 PRIMARY HAND RECEIPT HOLDERS (PHRH)

3.8.14.2 Must be appointed by Directorate.

3.8.14.3 Per AR 710-2 par 2-5h, the individual assuming accountability will sign a statement accepting responsibility. This can be included at the bottom of the Appointment Memo or in a separate memo.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL
PSC 701, Building 730
APO AP 96355-6398

APR 24 2014

IMKW-ZA

MEMORANDUM FOR RECORD

SUBJECT: Primary Hand Receipt Holder (PHRH) Appointment

New

UIC (+ any derivative)

1. Kenneth J. Gibson, is appointed as the Primary Hand receipt Holder for UIC W6ZAA1, United States Garrison- Kwajalein Atoll

2. Authority: DA PAM 710-2-1

3. Period: Until officially relieved.

Effective

4. Effective Date: 1 November 2013

5. Special Instructions: As PHRH you are directed to request, receive, sign for, and issue all equipment received at the United States Army Garrison-Kwajalein Atoll IAW AR 710-2 and DA PAM 710-2-1. You will be held accountable for all property listed on the assigned Hand receipt. You will properly clear this hand receipt prior to your re-assignment of duties or next permanent change of duty station.

6. The point of contact for this memorandum is the Logistic Resource Center Director, MAJ Spencer Anderson, at spencer.m.anderson.mil@mail.mil or 805-335-1343.

Commander's

NESTOR A. SADLER
COL, SF
COMMANDING

I Kenneth J. Gibson accept responsibility as PHRH for United States Garrison Kwajalein Atoll UIC: W6ZAA1 1 November 2013.

Acceptance

New PHRH

Kenneth J. Gibson
GS-12, DAC

3.8.15 CYCLIC INVENTORY

3.8.15.2 The cyclic inventory will be provided to the PRHR and the Commander by the 5th day of the scheduled month.

3.8.15.3 Scheduled cyclic inventories will be conducted by the PHRH and will not be delegated.

3.8.15.4 The copy must be returned and on file at the Property Book Office before the 20th of each month. The PHRH will enter the date, inventory quantity, and sign the last page of the inventory listings as well as lining out the appropriate statement.

3.8.15.5 The CIPBO will review the inventories to make sure they are filled out correctly.

- 3.8.15.6 Any discrepancy listed on the inventory must include supporting documentation.
- 3.8.16 SENSITIVE ITEM INVENTORY(SII)
- 3.8.16.2 Sensitive item inventories are identified by the control Item Inventory Code (CIIC) listed in the current FEDLOG or SB 700-20 catalog.
- 3.8.16.3 A sensitive inventory listing is produced by the 5th day of each month and will be provided to the PHRH and Commander. Inventory results must be returned NLT the 20th of each month. At the CIPBO discretion an investigation (AR 15-6) could be initiated to account for all property listed on the sensitive inventory.
- 3.8.16.4 Company Commanders may designate or coordinate for a disinterested Noncommissioned Officer or Commissioned Officer to conduct the sensitive items inventories. The same person cannot conduct the sensitive items inventory twice consecutively and commanders will never designate the arms room custodian to conduct this inventory LAW AR 710-2, table 2-1 and DA PAM 710-2-1, para 9-10 and 9-11. The designated individual must have proper clearance to obtain access to equipment that may contain sensitive information. Company commanders will date the sensitive items inventory, and line out the appropriate statement on the last page of the printout to certify the inventoried was conducted and sign. The individual who completed the inventory will sign and date the sensitive items inventory listing.
- 3.8.16.5 After the inventory has been completed, causative research will be performed at the unit and/or S-4 level on all discrepancies discovered during the inventory. Based on this research the unit will initiate the following actions:
- 3.8.16.6 Discrepancies of make or serial numbers, if there is a possibility of a substitution, require the initiation of an investigation per AR 735-5.
- 3.8.16.7 An AAR cannot be used to adjust discrepancies on sensitive items.
- 3.8.16.8 Upon completion of the sensitive inventory, the PHRH will sign, date and line out the appropriate statement on all copies of the sensitive inventory and provide a copy to the CIPBO.
- 3.8.17 PROCESSING REQUISITIONS
- 3.8.17.2 The CIPBO will submit requisitions for property book items, authorized non-expendable PA funded end items, and components.
- 3.8.17.3 Requisitions for non-expendable stock funded shortages will be managed by CIPBO and processed when funds are available a stamp from Budget must be on DA Form 2765 or DD Form 1348-6 All requests will be processed through PBUSE or off-line as determined by the Property Book Officer.
- 3.8.17.4 High priority requests must be accompanied by a memorandum signed by the commander signature.
- 3.8.17.5 When or if commanders elect not to order stock funded TDA shortages they must route a "Report of Supply Constraints" memorandum through their battalion S4 to their battalion commander and return to CIPBO.
- 3.8.18 ISSUE AND RECEIPT OF PROPERTY
- 3.8.18.2 Ensure the equipment is marked for your unit by verifying the unit address and DODAAC on the receipt document.
- 3.8.18.3 Verify the item description on the receipt document and the data plate (if applicable).
- 3.8.18.4 Verify the registration/serial number if required. Ensure that any piece of equipment with a serial number has it recorded on the appropriate receipt document. SB 700-20 (SRRC) will determine if the registration number and/or serial number are required on the commander's hand receipt.

- 3.8.18.5 Any discrepancies will be brought to the attention of the CIPBO immediately, and corrective action will be taken prior to signing receipt documents.
- 3.8.18.6 Count all items to ensure the quantity received reflects what is posted on the receipt document.
- 3.8.18.7 Make a visual check of the condition of the item.
- 3.8.18.8 Check end items for completeness using the proper Technical Manual (TM) or Supply Catalog (SC) to identify components.
- 3.8.18.9 A Property Book Technician will be present for all issues and for sensitive items a double blind inventory will be required.
- 3.8.19 DD Form 1348
- 3.8.19.2 Ensure it is the correct document number requested, and the UIC is identified.
- 3.8.19.3 Ensure document has printed name, signature, quantity and date.
- 3.8.19.4 PBUSE posting date. Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 23.

DD FORM 1348-IA, JUL 1991 ISSUE RELEASE/RECEIPT DOCUMENT

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 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00

1 TOTAL PRICE
2 SHIP FROM
3 SHIP TO

4 MARK FOR

5 DOC DATE 6 NMFC 7 FRT RATE 8 TYPE CARGO 9 PS

10 QTY RECD 11 UP 12 UNIT WEIGHT 13 UNIT CUBE 14 UFC 15 SL

16 FREIGHT CLASSIFICATION NOMENCLATURE

17 ITEM NOMENCLATURE
WHEEL LIFT TRUCK

18 KY CONT 19 NO CONT 20 TOTAL WEIGHT 21 TOTAL CUBE

22 RECEIVED BY
Nathan Norris
23 DATE RECEIVED
06/26/2013

24 DOCUMENT NUMBER & SUPPLY CATALOG
W9113V31650026

25 UIC
4910-00-551-5283

26 BRANCH
27 ADDITIONAL DATA

28 PREVIOUS EDITION (MAY BE USED)

29 APP PE VI

POSTED
3178 | *nd*

PBUSE posting date

- 3.8.20 FOUND ON INSTALLATION (FOI)
- 3.8.20.2 Any non-expendable equipment that is not listed on the hand receipt must be accounted for or turned in. Prepare DA Form 2765-1 or a DA Form 3161 to add this equipment to the primary hand receipt. The CIPBO will only issue items to the gaining unit's authorized representatives (individual (s) designated on the DA 1687 to receive property and perform supply transactions). Sensitive items will not be processed as "Found on Installation (FOI)".
- 3.8.20.3 Turn in procedures for "found on installation" equipment is outlined in DA PAM 710-2-1, chapter 3, paragraphs 3 – 9.
- 3.8.20.4 An FOI document will not be processed for any equipment already on the property books of another PHRH. If property is TDA or over \$5000, the PHRH must furnish a memo explaining the circumstances.
- 3.8.21 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
- 3.8.21.2 A Financial Liability Investigation of Property Loss (FLIPL) documents the circumstances concerning the loss, damage, or destruction of government property and serves as, or supports, a voucher for adjusting the property for accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability.
- 3.8.21.3 IAW AR 735-5, chapter 13
- 3.8.21.4 Negligence or willful misconduct is suspected as the cause, and the individual does not admit liability.
- 3.8.21.5 The property loss, damage, or destruction involves a change of accountable officer's inventory and the outgoing accountable officer made no voluntary reimbursement for the full amount of the loss to the Government.
- 3.8.21.6 The value exceeds the individual's monthly basic pay.
- 3.8.21.7 The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500.00. See AR 710-2, paragraph 2-35i.
- 3.8.21.8 The loss or destruction involves a sensitive item. Investigate sensitive items lost or destroyed per AR 15-6.
- 3.8.21.9 The loss or destruction involves public funds or other negotiable instruments.
- 3.8.21.10 The loss or damage involves a GSA vehicle and the administrative actions under paragraph 12-1c, AR 735-5, have not been taken.
- 3.8.21.11 When property from more than one property book account (i.e. TDA Property Book, Installation or CIF) is lost, damaged, or destroyed in the same incident, initiate a separate FLIPL for each property account and cross reference them to each other. For lost, damaged, or destroyed property on property records of the same account, DODAAC and document register, initiate only one FLIPL.
- 3.8.21.12 A FLIPL will be initiated by the PHRH, edited and reviewed by PHRH chain of command then forwarded to the CIPBO for a document number within fifteen (15) calendar days after the date of discovering the discrepancy. The CIPBO will reject all FLIPLs missing the DA Form 7531 Checklist and Tracking Document. The unit will provide the original DD Form 200/DA Form 7531 and all exhibits prior to bringing the FLIPL to the CIPBO for a document number.

- 3.8.21.13 The CIPBO will assign a document number for all FLIPLs dealing with the loss or destruction of installation property. A document number will not be assigned to investigations for Estimated Cost of Damage (ECOD), per AR 735-5, chapter 13, paragraph 13-14a. Component losses will be assigned a non-property book document number.
- 3.8.21.14 When lost equipment listed on a FLIPL is later recovered, a statement will be prepared and submitted to the CIPBO. The memorandum for re-establishment of accountability must reference the FLIPL document number and be signed by the commander/PHRH. The FLIPL or 15-6 investigation will not be closed until all recovered property has been re-established to the accountable records and such documentation has been endorsed by the CIPBO and attached to the investigation as an exhibit.
- 3.8.21.15 The first COL in the chain of command is the approving authority for FLIPL's and may not delegate that authority further. Appointing authorities must be LTC or MAJ (P) serving in a LTC billet. All final losses exceeding \$100,000 or involving a sensitive item must be approved by the first General Officer in the chain of command. A final loss is property that has not been recovered or the loss still exceeds \$100,000 after all investigations are complete, values have been depreciated IAW AR 735-5 App. B, and the Approving Authority has completed the final review.
- 3.8.22 STATEMENT OF CHARGES / CASH COLLECTION VOUCHER
- 3.8.22.2 Methods of obtaining relief from responsibility for property are outlined in AR 735-5, chapter 12. Voluntary payment will be permitted as long as the lost or damaged property does not meet the requirements for a mandatory initiation of a FLIPL or AR 15-6 investigation (note: AR 735-5, chapter 13, paragraph 13 – 2 for mandatory initiation requirements). DD Form 362 will be prepared IAW AR 735-5. Commander/PHRH must provide all necessary information to the CIPBO in order to process this document (i.e. line number, nomenclature, quantity, depreciation statement, total amount with depreciation) to include a shortage annex for all non-expendable component losses.
- 3.8.22.3 The CIPBO will ensure the statement of charges accurately identifies the lost equipment, assign a document number and post the loss from the accountable records.
- 3.8.23 LATERAL TRANSFER OF PROPERTY
- 3.8.23.2 DA PAM 710-2-1, chapter 3, provides the basis for identifying excess property. Commanders/PHRHs may authorize turn-in or transfer of property no longer required up to 365 days prior to the effective date of the new authorization document. Transfers of non-expendable property from one organization to another are called lateral transfers. Lateral transfers are used when there is excess property in one organization and shortages in another. The CIPBO reserves the right to approve or disapprove lateral transfers and/or turn ins based on equipment on-hand requirements.
- 3.8.23.3 Asset Visibility will validate TDA authorizations through U.S. Army Force Management Support (USAFMSA) web site, cross leveling within the Units or Activities. If there is a shortage the L/T Directive will be issued for PBO's approval.
- 3.8.23.4 Asset Visibility will send the L/T directive to gaining and losing units and all other parties involved in the transaction. The L/T Directive log will be updated.
- 3.8.23.5 The losing unit will conduct a complete technical inspection and ensure that the equipment is lateral transferred in 10/20 standards. Copies of the DA Forms 2407 should be provided to Asset Visibility.
- 3.8.23.6 Only assigned equipment will be transferred, not equipment that is on loan.

- 3.8.23.7 If applicable, the losing unit will provide a DA Form 2062 for valid non-expendable component shortages.
- 3.8.23.8 The losing unit will transfer the identified equipment to the gaining organizations NLT the suspense date assigned on the L/T Directive.
- 3.8.23.9 A DA Form 3161 will be prepared and initiated by the CIPBO Supply Technician. The lateral transfer directive number should be included in the justification; x: IAW with Lateral Transfer Directive 2013-0001.
- 3.8.23.10 A completed copy of the DA Form 3161 will be kept in the CIPBO and Asset Visibility supporting document files. Another copy will be returned to the PHRH. In addition, a copy will be filled in the changed documents section of the PHRH Binder.
- 3.8.24 STEPS FOR TURN-IN OF PROPERTY
- 3.8.24.2 The unit/organization must identify equipment to be turned in.
- 3.8.24.3 The equipment must be technically inspected. This is recorded on DA Form 2407.
- 3.8.24.4 If the equipment is a IMPE, then a DA Form 1577 along with a destruction memo must be completed by the IMO.
- 3.8.24.5 The unit/activity will have a total of seven calendar days from issuance of document number to complete the turn in process. This includes getting the document number from CIPBO, taking the property documentation and equipment to Bldg 9058 for turn-in, and providing the CIPBO with the completed documents in order to decrease property form the formal record. If this process takes longer than 7 days, CIPBO will cancel the document number. The Hand Receipt Holder must request a new document number through Property Book and begin the process again.
- 3.8.24.6 After the unit gets the equipment technically inspected, all of the documentation must be brought to CIPBO immediately. This includes the DA Form 2765-1, DA Form 2407, or DA Form 1577 (with destruction memo).
- 3.8.24.7 Once documentation is reviewed, CIPBO will provide the course of action based on the condition code of the equipment.

DA FORM 2062, APR 79 (FORM 710-2-1)

Document # 65473

PROJECT & FROM: D & A Y 9

UIC

ITEM DESCRIPTION: MASK CHEMICAL M40A1

Date: MAY 28 2015

Signature: [Handwritten Signature]

RECEIVED: MAY 28 2015

POSTED: 28 MAY 2015

3.8.25 GOVERNMENT PURCHASE CARDS

3.8.25.2 Nonexpendable property is personal property that is not consumed in use and retains its original identity during the period of use. Nonexpendable property is coded with an ARC of "N" in the AMDF contained on FEDLOG. See AR 735-5, paragraph 7-2 and 7-3 for a description of various property items coded nonexpendable and the accounting requirements for nonexpendable property.

3.8.25.3 Note: See MICC Fort Benning – Government Purchase Card (GPC) / GPC Purchase Guidance and Approvals listing at this link: <https://www.benning.army.mil/tenant/micc/GPC.html>

3.8.25.4 The list below contains examples of nonexpendable property that could potentially be over \$5,000. The list is not all inclusive. Tents

ATV

Gators

Boats

Boat Motors Lawnmowers

Tractors

Action (Storage) Buildings

Forklifts

Enclosed/Landscaping Trailers

Weedeaters

Space Heaters

Fire Proof Cabinets & Safes

Large Shelving

Blowers

Portable Coolers

Large Box Fans

Large Power Tools

3.8.26 After purchase of the item(s), the card holder will provide the PBO within 5 days of receipt a copy of all receipts/invoices originated by purchase card or contract. DD Form 250, a copy of the contract or receipt. The individual that signs the DD Form 250 must be on a valid DA Form 1687 (Signature Card).

3.8.27 Hand Receipt holders must prepare DD Form 250 (Material Inspection and Receiving Report) to acknowledge and report purchases of nonexpendable or controlled items to the PBO. The following procedures will be used when completing the DD Form 250 and are found in DA Pam 710-2- paragraph 2-6.

LT Doc # W14425 4084 7002

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.						
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-601.						
1. PROCURE (CONTRACT) NO. W1YY2540657001	2. SHIPMENT NO.	3. ORDER NO.	4. INVOICE NO./DATE	5. PAGE OF 1 1	6. ACCEPTANCE POINT	
7. PRIME CONTRACTOR US Army Rapid Equippt 10236 Burbeck Rd., BL Fort Belvoir, VA 22060		8. ADMINISTERED BY		9. CODE		
10. SHIPPED FROM (if other than 7) CODE Silicis Technologies 17406 Tiller Court Suite 200 Westfield, IN 46074		11. PAYMENT WILL BE MADE BY		12. CODE		
13. SHIPPED TO US Army Rapid Equipping Force BLDG 13997 Bagram Airfield, Afghanistan		14. MARKED FOR ATTN: Curt Hewett Comm: 703-253-9227 DSN: 94-318-421-6214 Project: ALTUS 1.2 (2013-304-E265)		15. CODE		
16. ITEM NO.	17. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number)</small>	18. DESCRIPTION	19. QUANTITY SHIPPED	20. UNIT	21. UNIT PRICE	22. AMOUNT
1	ALTUS AEROSTAT SYS BA5000/155001M00393	UNMANNED AERIAL VEHICLES AND FLIGHT SN: REF003, REF004, REF005	1	EA	1,482,000.00	4,446,000
<div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 5px;"> <p style="color: red; font-weight: bold; margin: 0;">"Delivered MAR 25 2014"</p> </div> <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin: 5px; margin-left: 20px;"> <p style="font-size: 2em; color: blue; font-weight: bold; margin: 0;">RECEIVED</p> <p style="color: blue; margin: 0;">MAR 25 2014</p> <p style="color: blue; margin: 0;">By _____</p> </div>						
23. CONTRACT QUALITY ASSURANCE			24. RECEIVER'S USE			
a. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE: _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____			b. DESTINATION <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE: _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____			
25. CONTRACTOR USE ONLY			* If quantity received by the Government is the same as the quantity shown in column 19, the actual quantity received below and amount.			

Signature and Date

DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.

- 3.8.28 GFEBs - For contracts that meet the criteria to be carried on the property book that must be routed to L-3 approval in GFEBs. Units/organizations need to notify the CIPBO when they route contracts for approval. This can be done via email. CIPBO will issue an internal tracking number. This document number will be used to track the equipment until it is received at the SSA. For contracts on all nonexpendable property will be shipped directly to the supporting SSA. Note: Property will not be issued from the SSA unless there is a document number from the property book. Equipment will be added with the DD250.
- 3.8.29 IMPE - The MCOE G-6 has the responsibility to validate all requests for IT procurement from MCoE units and activities. Organizations must obtain G-6 approval PRIOR to the procurement of any IT equipment to ensure that the products requested are approved for use by the Army and are in compliance with United States Codes (USC) DoD directives, Army Regulations. Please highlight the Regulations, and local policies. Failure to obtain

G-6 approval on IT products could result in the items not being approved for use on the Army Network, violate Trade Agreements, or constitute waste of government funds if the products cannot be utilized for the purpose intended.

3.8.30 Below is an example listing of IMPE: Computers, Laptops, Scanners, Routers, Printers, Network Switches, Network Peripherals, Global Positioning Systems (GPS), Servers, Cameras, Monitors, Fax Machines, Navigation Systems, Video Teleconference, Radios, External Hard Drives, TV's, Wireless Cards, Projectors, Smart Boards, iPads/Tablets, Shredders, Hub, and VCR/DVD/Blue-Ray Players.

3.8.31 Once the approval has been made by G-6, the card holder will provide the PBO with a copy of all receipts/invoices originated by the purchase card or contact. CIPBO will then assign a document number to the GPC Purchase Form. After receipt of the items(s), the card holder will provide the PBO, within 5 days, a DD Form 250. The individual that signs the DD Form 250 must be on a valid DA Form 1687 Signature Card.

3.8.32 Hand Receipt holders must prepare DD Form 250 (Material Inspection and Receiving Report) to acknowledge and report purchases of nonexpendable or controlled items to the PBO. The following procedures will be used when completing the DD Form 250 and are also found in DA Pam 710-2-1.

3.9 GRANTING PBUSE ACCESS

3.9.1 PBUSE allows Commanders to grant and remove PBUSE access for their respective UICs. The PBO will grant the Commander access to PBUSE. PBOs or Commanders should document and maintain emails/system internal request forms or equivalent when granting access and they should maintain these records for a period of time. This is done through filing out the System Access Request Form. This can be provided to the PHRH/Commander by the CIPBO. The PBO will grant access to the PHRH/Commander upon this request. CIPBO and the unit will perform an annual review of system access. This review is evidenced by the PBO's signature and date on the system access user report or equivalent.

3.9.2 Contact the PBO for PBUSE roles and to request system access.

3.10 RECONCILIATION

The SSA customer due-out reconciliation listings will be performed monthly. Conduct the reconciliation IAW local policy and DA Pam 710-2-1. Upon completion of the reconciliation, forward the original to the SSA before the suspense date and file a copy IAW ARIMS, AR 25-400-2.

3.11 LOGTAADS

The unit Commanders in concert with the CIPBO will review and this will be done 30 days after the TDA is published. The CIPBO will reconcile with Brigades/Organizations.

3.12 NAF PROPERTY

Anything purchased with NAF goes on the NAF property book. Anything purchased with appropriated funds (APF) goes on either the Garrison Property Book or the Installation Property Refer to NAF non-Appropriated Fund Asset Management Handbook para 3-8 pg 16 of 43.

3.13 LOGISTICS MANAGEMENT TOOLS

3.13.1 <https://webtaads.belvoir.army.mil/usafmsa>
(authorization documents, MTO&E, CTA's)

3.13.2 <https://liw.logsa.army.mil/>

3.13.3 (serial# tracking, automated DA Form 2408-9, item management, computer based training, maintenance management, AOAP, and much more)

4.0 INSTALLATION SUPPLY SUPPORT ACTIVITY (ISSA)**4.1 HOURS OF OPERATION**

Normal operating hours are Monday through Friday, 08:00 - 16:30. Staff safety briefs 0800-0815. If request is received after 1530 customer must acknowledge that the request will not be processed until the following day prior to Supply Support Activity accepting the request. The only exception is during year-end closeout. No customer request will be dropped off without the acknowledgement or acceptance of Stock Control clerk.

4.2 LOCATION

Building 9057, 6883 Ivy Road, Kelley Hill
Telephone 706-545-1104, Fax 706-545-8781
POC Supervisor

4.3 PURPOSE

To establish policies and procedures for use of the Global Combat Support System-Army (GCSS-Army) IAW appropriate regulations. This SOP contains information used to process manual requests: DA Form 2765, requests submitted through ULLS-A, SAMS-E, PBUSE, SFTP, all information requiring status update, and cancellations. It establishes procedures for processing freight, customer pick up procedures, turn-in, sensitive item processing, and reclamation sales.

4.4 SCOPE

This SOP is applicable to all units assigned to Ft. Benning, supported by the Logistics Readiness Center Supply Support Activity.

4.5 REFERENCES

- AR 725-50 Requisitions, Receipts and Issue System
- AR 710-2 Supply Policy Below the National Level
- AR 735-5 Policies and Procedures for Property Accountability
- DA PAM 710-2-1 Using Unit Supply System
- DA PAM 710-2-2 Supply Support Activity Supply
- DA Form 461-5 Vehicle Classification Inspection
- DA Form 1348-1 Issue Release / Receipt Document
- DD Form 157X Series Color Tags
- DA Form 1687 Delegation of Authority Signature Card
- DA Form 2062 Hand Receipt / Annex Number
- DA Form 2765-1 Request for Issue or Turn In
- DA Form 3161 Request for Issue or Turn In
- Fed Log

4.6 MANUAL REQUESTS

- 4.6.1 Customers will prepare & submit one of the following documents to request items:
- 4.6.2 DA Form 2765-1
- 4.6.3 ULLS requisition CD
- 4.6.4 SFTP transaction
- 4.6.5 SAMS requisition CD (AJH82)
- 4.6.6 After submission and entry into STAMIS, the customer will receive one of the following statuses:
- 4.6.6.1 Request for Issue (A0A)
- 4.6.6.2 Cancellation (AC1)
- 4.6.6.3 Follow-Up (AF1)
- 4.6.6.4 Modification (AMA)
- 4.6.7 Customers must have a valid signature card on file, along with Assumption of Command Orders and will show picture identification upon request.
- 4.6.8 All input documents submitted to the ISSA will be edited for legibility and completeness.
- 4.6.9 All documents with incorrect unit of issue, no priority, or no fund code, will be rejected.
- 4.6.10 GCSS-Army will provide status to the customer on a diskette or CD upon request.
- 4.6.11 Status diskettes or CD's not picked-up in two days will be re-formatted. Once the diskette is inputted into PBUSE and SAMS, CD's or diskettes will be returned to ISSA at least once a week.
- 4.6.12 Customers will not be given status or Estimated Shipping Dates over the phone.

4.7 CUSTOMER DUE-OUT RECONCILIATION

- 4.7.1 A customer reconciliation report will be generated and available for pick-up the first Monday of each month at Bldg 9057. Face-to-face recons will be conducted by appointment only.
- 4.7.2 Pick up and post all supply status to the customer Document Control Register (DCR).
- 4.7.3 Print a copy of open and closed DCR.
- 4.7.4 SUPPLY DISCREPANCY REPORT (SDR)
- 4.7.4.1 If customer has a discrepancy in the shipment, he/she should submit a SDR.
- 4.7.4.2 Units finding any overage, shortage or wrong item regardless of cost will submit SDR via WEBSDR. Depot will track and give the feedback on what to do with items or what action is to be taken with the item. The customer will keep the item until they received a reply with instructions. After 30 days, if no reply, the customer must do a follow-up on WEBSDR to verify status.
- 4.7.4.3 Any customer wishing to be added as an SFTP Customer will be provided the GCSS-Army IP address and password.

4.8 INCOMING FREIGHT

- 4.8.1 All truck drivers will report to the Receiving Office prior to being unloaded.
- 4.8.2 Trucks are unloaded on a first come/first served basis (no appointment needed).
- 4.8.3 Drivers must chock trailers prior to unloading.
- 4.8.4 All freight must be verified by the driver, and receiving personnel.

4.9 CUSTOMER PICK-UP PROCEDURES

- 4.9.1 All customers must sign the customer pick up register prior to receiving any freight.

- 4.9.2 Ensure your unit has a current DA 1687 (Delegation of Authority).
- 4.9.3 Customer must show proper ID prior to each pick up (Only personnel listed on the DA Form 1687 and Assumption of Command Orders will be allowed to sign for supplies).
- 4.9.4 A government vehicle with appropriate tie down straps (if needed) will be required to transport supplies.
- 4.9.5 Customers must verify all quantities, date, and print and sign name on DD 1348-1.
- 4.9.6 Customers are required to pick-up their items within 15 days of notification of availability.

4.10 FOUND ON INSTALLATION (FOI)

- 4.10.1 Class 9 property found on the installation, can be physically turned into the Free Turn-in area by individual(s) and or unit with no documentation and no questions asked.
- 4.10.2 Items normally found on a Hand Receipt, but not documented on your Hand Receipt, must be taken to the Installation Property Book Office (CIPBO) so that the item's ownership can be determined.
- 4.10.3 In accordance with DA PAM 710-2-1, paragraph 3-9, all "found on installation property" is required to be turned in to a stock record accountable officer. When known, "found on installation property" is turned in to the SSA.

4.11 CLOTHING TURN-IN

- 4.11.1 Regardless of the system or method used to furnish enlisted Soldiers with individual clothing, nothing in said regulation or SOP will prohibit the recovery of clothing, when it is in the best interest to the Government to do so or when directed by HQDA.
- 4.11.2 This SOP will not restrict the Army in exercising control over personal clothing as stated in AR 700-84, 1-7. It applies to personnel with less than six (6) months of service upon discharge from the United States Army, Army Reserve, National Guard, and AWOL individuals.

4.11.2.1 TYPES OF CLOTHING TURN-IN

- AWOL/ELS when soldier is unavailable (Absent without leave) the following documents are required when turning in Clothing Bag items of soldiers who has been dropped from the rolls or unit that's turning in the Clothing Bag items of ELS when the soldiers is unavailable to turn-in his or her Clothing Bag items directly to the ISSA.
- DA Form 3078 (3) copies reflecting the inventory of the soldier clothing bag items LAW AR 700-84 paragraph 12-13. This form will also include the signature of the person conducting the inventory within block 30 along with the initial of a witness and unit commander or his/her designated representative. The ISSA retains the original copy. The unit is provided 2 copies.
- A completed copy of DA Form 3161 consisting of the following; soldier complete name, unit of assignment, national stock number, item description, unit of issue, quantity, and turn-in code. Commander signature block with signature should appear on first page or last page of DA 3161. All recoverable items will be listed on this document. The ISSA retains the original copy and 2 copies are provided to the unit.
- A copy of DA 4187 present for duty (PDY) to (AWOL) absent without leave and DA 4187 absent without leave (AWOL) to drop from rolls (DFR).
- Computerized DA 3078 of soldiers with less than 6 months of service required for the verification of quantity and sizes.

- ELS/EPTS (Entry Level Separation) the following documents are required when the soldier turn in his or her clothing bag items directly to the ISSA.
 - DA Form 3078 (3) copies reflecting the inventory of the soldier clothing bag items by an E-5 or above. The words inventoried by along with the E-5 or above printed name and signature located within block 30. The ISSA retains the original copy. One copy is provided to the individual. One copy is provided to the unit.
 - A completed copy of DA Form 3161 consisting of the following; soldier complete name, unit of assignment, national stock number, item description, unit of issue, quantity, and turn-in code. Commander signature block with signature should appear on first page or last page of DA 3161. All recoverable items will be listed on this document. The ISSA retains the original copy and 2 copies are provided to the unit.
 - Computerized DA 3078 of soldiers with less than 6 months of service required for the verification of quantity and sizes.
- 4.11.2.2 Clothing that has been exchanged/swapped with another soldiers clothing will not be accepted as part of that individuals turn-in.
- 4.11.2.3 For medical purposes, all recoverable items will not be soiled. All clothing will be clean and free of dirt or mud (AR 700-84, paragraph 2-3g).
- 4.11.2.4 Recoverable clothing will remain Government property and will be turned in to the supporting activity upon discharge. (AR 700-84, paragraph 12-12).
- 4.11.2.5 Recoverable items are listed below:
- BAG Duffle
 - BAG BARRACKS
 - BOOTS, TAN CW
 - BOOTS, TAN HW
 - CAP, ACU
 - COAT, ASU
 - COAT, ASU BLUE
 - COAT, ACU
 - COAT, AW BLACK
 - GLOVES, DRESS
 - GLOVES, WORK GRN
 - JACKET, PFU
 - SHIRT, LS/ SS WHITE
 - SHIRT, LS/SS WHITE
 - SHOES, DRESS
 - TOWELS BROWN, (BUNDLE 10)
 - TROUSERS, ACU
 - TROUSERS, ASU
 - TROUSERS, ASU BLUE
 - TRUNKS, PT
 - T-SHIRT PT L/S
 - T-SHIRT, PT S/S
 - BERET, BLACK

- 4.11.2.6 Enlisted soldiers will retain all non-recoverable items when discharge or separated from active or reserve duty service (AR 700-84, paragraph 12-1a).
 - 4.11.2.7 Units are responsible for providing copies of any adjustment documents use to account for shortages. (i.e: Statement of Charges, FLIPLs)
- 4.12 TURN-IN PROCEDURE**
- 4.12.1 Hours of operation for **scrap turn-in** are Mondays, Wednesdays, and Thursdays 0815-1145 hrs. (Scrap is only accepted by DLA during posted hours and days).
 - 4.12.2 Hours of operation for Automation Data Processing (ADP) equipment turn-in are Monday-Friday 0815-1500 hrs.
 - 4.12.3 Turn in for "Drop from Roll" (DFR) personnel clothing
 - 4.12.3.1 Unit Representative will need DA Form 4187: Notification of AWOL status memorandum from company Commander.
 - 4.12.3.2 Family Notification Inventory of soldier's Personal property items will be documented on Clothing/Equipment record DA Form 645, or IAW Local Units Supply SOP Form.
 - 4.12.3.3 Bring Documents And Personal Property To Turn-In on a DA Form 3161.
 - 4.12.3.4 Remaining items are bagged and sent to Defense Logistics Agency (DLA). DLA will send items to Warner Robins Air Force Base for disposal.
 - 4.12.4 CUSTOMER RESPONSIBILITIES
 - 4.12.4.1 All items turned in will be accompanied by acceptable documents, to include but not limited to a DA Form 1577 and one of the following, DA Form 2765-1 or DA Form 2765-1E or DD Form 1348-1A, and a Fed Log(TIR) All DODAACs will reflect authorized class of supply for turn-in. The customer Storage Location (SLOC) will be annotated on the customer turn-in document. DEMIL "F" items must be turned-in according to the DEMIL instruction and a copy provided to the ISSA. All repairable/recoverable items being turned-in should have the corresponding issue annotated on the turn-in document. All customers must have a valid DA Form 1687 to turn-in all classes of supply.
 - 4.12.4.2 Items with different stock numbers should be on separate documents.
 - 4.12.4.3 Documents (DA Form 2765-1 and DD Form 1348-1A) must include four legible copies.
 - 4.12.4.4 When kits or sets are being turned in, missing items will be reported on DA Form 2062.
 - 4.12.4.5 Any customer turning in more than ten (10) documents will bring them to the Classification section at least two working days prior to bringing the equipment for turn in.
 - 4.12.4.6 The customer and Classification Section will set up a suitable appointment for bringing equipment for turn in when more than 10 lines are being turned-in.
 - 4.12.4.7 All property will be tagged with the proper Condition Code prior to bringing the item to Warehouse 9058. The tag will contain NSN, Item Nomenclature, Condition Code, Unit of Issue, Quantity, and Serial Number.
 - 4.12.4.8 Technical Inspection performed by the Maintenance Division will be accepted by processing personnel, unless there is reasonable doubt that the equipment or material has been switched or altered and does not meet serviceability criteria of Supply and Service Division.
 - 4.12.4.9 Items for turn in will be clean, not leaking fluid, and all fuel and/or oil supplies purged. Batteries will be removed and loose parts will be attached to the equipment or turned in separately.
 - 4.12.4.10 Customer is responsible for segregation of all parts and band when turned-in (ISSA will provide banding equipment if needed).

4.13 DELEGATION OF AUTHORITY

- 4.13.1 The only personnel authorized to turn in property to the ISSA for turn-in or receipt of property book item will be on a DA Form 1687 endorsed by the PBO.
- 4.13.2 Submission of DA Form 1687. Commander/PHRH must provide the original and a copy of DA Form 1687 along with a copy of the Assumption of Command orders. Signatures must be digital and hand written. Both are required.

4.14 TURN-IN OF PROPERTY BOOK EQUIPMENT

- 4.14.1 Vehicles and Large Wheeled Material Handling Equipment (MHE)
- 4.14.1.1 The Primary Hand Receipt Holder will complete DA Form 2765-1 and take to Property Book for a document number. All personnel conducting turn-in must have a DA Form 1687 Delegating Authority to turn-in using the IPBO DODAAC. The unit/activity will take the property and documentation to Bldg 9057 at designated date and time. All log books will be turned-in with the vehicle to include a full inventory of Basic Issue Items (BII).
- 4.14.1.2 All equipment and supplies turned in to supply division will be clean with organizational maintenance complete in accordance with TM (Technical Manual) 38-103-19 ch. 7 pg.14 para 7-2(a).
- 4.14.1.3 All items turned in will be accompanied by proper documentation, (i.e. DA Form 2407, DA Form 461 etc.) and other special documentation as needed.
- 4.14.1.4 Customers turning in more than ten (10) DA Forms 2765 for editing will bring them to the editor section at least two working days prior to bringing in the equipment for turn-in.
- 4.14.1.5 Documents will be checked and edited for proper NSN, part#, recoverability code, etc. Documents should be stamped with serviceability code, and special handling code.
- 4.14.1.6 Examine property to ensure the same information is listed on the documents as well as equipment with the use of publications such as, FED LOG etc.
- 4.14.1.7 All property will be tagged with the proper condition code tag (i.e. yellow, green, etc) the tag will contain:
 - NSN/ Serial #
 - Nomenclature
 - Condition Code
 - Unit of issue
 - Signature of inspecting Authority
- 4.14.1.8 Technical inspection will be performed by the Maintenance Division and will be accepted by the processing personnel, unless there is reasonable doubt that the equipment or material has been switched and does not meet serviceability criteria of Supply and Service Division.
- 4.14.1.9 All BII (basic issue items) will be turned in with the vehicle along with its' TM (Technical Manual) with a listing of the BII description.
- 4.14.2 FLAGS
- 4.14.2.1 The unit must adhere to the guidelines listed in AR 840-10. Before bringing the flag to Classification, you must have a certificate of destruction, disposition instructions, DA Form 2765-1, and a turn-in document number issued by Installation Property Book at 11th Airborne Division Rd bldg 3115

- 4.14.2.2 The Contractor shall coordinate demilitarization of items with DLA as required in disposition instructions. The flag will be mutilated as directed in the disposition instructions.
- 4.14.2.3 Most demilitarized items will be cut up. Certify demilitarization, prepare new turn-in documentation for the remaining scrap, and turn the scrap in to DLA with both the documentation for the demilitarized items and the scrap. When a unit is deactivated and is immediately activated with a new designation, the U.S. flag will be retained for use by the new organization.
- 4.14.2.4 The U.S. flag of inactivated TOE units will be forwarded with other authorized flags to the Commander, U.S. Army Center of Military History, ATTN: DAMH-MDH (Flag Mission), Anniston Army Depot, Anniston, AL 36201-5098 after disposition instructions are received from the Museum Division, U.S. Army, Center of Military History, ATTN: DAMH-MDC, 103 3rd Ave., Ft. McNair, Washington DC 20319-5058.
- 4.14.2.5 The flag should be tagged with the organization's official designation to ensure positive identification. It should be shipped in padded bags, boxed or rolled, and placed in a container. Documents forwarded with the items or tags attached should be marked "Unit Deactivated."
- 4.14.3 **TURN-IN OF SENSITIVE ITEM:**
- 4.14.3.1 All items categorized as sensitive items based on CIIC (Controlled Item Inventory Code). This code identifies items which require special controls, and which could be stolen and/or used in civil disturbances.
- 4.14.3.2 These items are immediately inventoried. The unit will take the item or item parts, the DA Form 1577, and the DA Form 2765-1 to Classification Section at Building 9057 for authentication.
- 4.14.3.3 After the Classification Section validates and approves the customer's documents, the customer will take the weapons and documents to Sensitive Item Section.
- 4.14.3.4 Weapons must be free of dirt, mud, and water. Attachments not a part of the NSN, etc, must have the weapon's manual if applicable. VECTRUS SBN SD Form 03 must be filled out with all serial numbers clear and legible.
- 4.14.3.5 If a customer has more than 50 weapon an appointment will have to be made.
- 4.14.3.6 If the weapon is damaged a statement will accompany the weapon. All weapons must be tagged according to a Condition Code and all documentations will be verified for accuracy before processing.

4.15 RECLAMATION SALE

- 4.15.1.1 The Reclamation Sale will be conducted on the first Friday of every month.
- 4.15.1.2 If a Federal Holiday is declared on the first Friday of the month, then the Reclamation Sale will be rescheduled to the following Friday.
- 4.15.1.3 If a Training Holiday is declared on the first Friday, the sale will still be conducted.
- 4.15.1.4 All sales will be "**CASH ONLY**" and absolutely no cash refunds authorized.
- 4.15.1.5 All purchases of condition code B clothing are final.
- 4.15.1.6 No prior sales are authorized, no exceptions and no preferential treatment.
- 4.15.1.7 Authorized patrons of this sale include active and retired officers, warrant Officers and enlisted personal of all branches of the Armed Forces- active component, reserved component, National Guard, and DOD Dependents with a valid ID card. No other personal are permitted to make purchases. Above individuals, when not in uniform, will not be permitted access to the sale area unless they have a valid Armed Forces ID card in

their possession. Any other accompanied personal desiring admittance to the sale area will also be denied access unless a valid Armed Forces ID card is presented.

- 4.15.1.8 Members of foreign Military in residence on Fort Benning are excluded from Reclamation Sales.
- 4.15.1.9 Advertisement of the Reclamation sale will be published in the Bayonet and Weekly Bulleting Newspapers prior to each sale.
- 4.15.1.10 The marquee sign adjacent to building 9057, corner of 6881 Ivy Road, in the Salie Complex will be updated immediately after sale to reflect the upcoming month sale information.
- 4.15.1.11 ITEMS SOLD:
Prices are as follows:

PRICE PER ITEM

BAG, DUFFLE	\$10.00
BOOTS, COMBAT CW	\$26.00
BOOTS, COMBAT HW	\$18.00
CAP, PATROL ARMY COMBAT	\$2.00
COAT, MAN'S AB 450	\$27.00
COAT, ARMY COMBAT	\$10.00
COAT, MAN'S ALL WTHR	\$23.00
GLOVES, DRESS	\$5.00
GLOVES, SHELL	\$12.00
JACKET, IPFU	\$15.00
JACKET, APFU	\$39.00
PANTS, IPFU	\$7.00
PANTS, APFU	\$25.00
SHIRTS, WHITE S/S	\$5.00
SHIRTS, WHITE L/S	\$5.00
SHOES, DRESS	\$10.00
TOWELS (10 BUNDLE)	\$5.00
TROUSER, ARMY COMBAT	\$9.00
TROUSER, POLY WOOL AB451	\$11.00
TRUNKS, PT IPFU	\$3.00
TRUNKS, PT APFU	\$12.00
T-SHIRT, PT L/S IPFU	\$2.00
T-SHIRT, PT L/S APFU	\$6.00
T-SHIRT, PT S/S IPFU	\$2.00
T-SHIRT, PT S/S APFU	\$5.00
BERET, BLK	\$3.00

4.16 DRILL SERGEANT DX

- 4.16.1 DX hours are from **0800** to **1600** hours on the **first** and **fourth** Tuesday of each month.
- 4.16.2 One Drill Sergeant hat can be DX'd after six (6) months of duty.
- 4.16.3 Clothing authorized for DX after twelve (12) months of duty are:
- four (4) sets of ACU's hot weather or temperate
 - two (2) pair of Combat Boots, HW and temperate CW
 - two (2) pair of PT Trunks
 - two (2) SS PT Shirts

- one (1) LS PT Shirt
- one (1) Pants PFU Windbreaker
- one (1) Jacket PFU Windbreaker

4.16.4 All patches and insignias must be removed from BDU Shirts.

4.16.5 All items being exchanged must be clean.

4.17 SECURITY

4.17.1 The section supervisor (appointed Lead person) in charge of the building will be responsible for checking every door, regardless of use, windows, hinges etc., to ensure that the building is completely secured from accidental entry (accidental entry is defined as anything less than forced entry).

4.17.2 The facility security after hours is the responsibility of the military police.

4.17.3 All assigned equipment such as forklifts, pallet jacks, buffers, etc., must be secured inside the warehouse prior to departure for close of business. (See Forklift SOP for additional guidance on daily MHE operations).

4.18 EVACUATION PLAN

4.18.1 In the event of fire or any situation deemed as an emergency, shout "FIRE" three (3) times and immediately exit the building at the nearest "EXIT" point. Upon exiting the building, check to see if anyone is harmed and or needing medical assistance. Render First Aid if applicable and then call 911. All personnel in the immediate area will assemble at the Gazebo on the North side of building 9057 for accountability. These personnel will constitute a reserve force, to be used as deemed necessary.

4.18.2 In all cases, regardless of the size of fire, the first act will be to notify the Fire Department and then attempt to control the fire with available firefighting equipment. For extended guidelines, please refer to the Fire Prevention and Evacuation Plan SOP and attached facility Plano graph.

4.19 CHANGES

Suggested changes must be submitted in writing to the area supervisor and must be approved by the LRC Supply Division Chief.

5.0 PETROLEUM, OIL & LUBRICANTS (POL)

5.1 HOURS OF OPERATION

Aircraft Refuel: Mon-Fri 0700-2400 and Sat 0800-1600

Bulk Fuel Storage: Mon –Fri 0800-1630

No Holidays.

Arrangements can be made for Units requiring bulk fuel on the weekend. Please call the POL Supervisor for assistance.

5.2 LOCATION

Building 2390, 6279 Indianhead Road, Main Post

Telephone 706-545-3340, Fax 706-545-3075

POC Supervisor

5.3 PURPOSE

This SOP is to establish policies, guidance, and general operating procedures for the management of the POL operation. This SOP will serve as an operational guide and will highlight areas of responsibility for the POL customer.

5.4 SCOPE

Scope applies to Units, Activities and agencies supported by the Supply and Services Division, Fort Benning, Georgia. This SOP defines and implements pertinent procedures outlined in referenced publications and establishes supply policy and control procedures.

5.5 REFERENCES

- AR 710-2
- AR 710-2-1
- AR 55-355
- DA PAM 710-2-1
- DA PAM 710-2-2
- DA PAM 750-1
- FM 10-67-1
- FM 10-67-2
- MIL-STD-3004
- DOD 4140.25M
- TM 5-678

5.6 RESPONSIBILITIES**5.6.1 Supply and Services Division**

- 5.6.1.1 Provide for procurement, initial receipt and distribution of all POL products.
- 5.6.1.2 Maintain and replenish the installation authorized stock level of packaged petroleum products.
- 5.6.1.3 Provide policy guidance to units on POL management.
- 5.6.1.4 Conduct inspections/inventories of POL products as necessary.
- 5.6.1.5 Provide assistance as requested to units with problems relating to POL operations.
- 5.6.1.6 Establish and monitor the Petroleum Quality Surveillance Program for the installation.
- 5.6.1.7 Assist in gathering consumption information in forecasting allocations for DRM and environmental operations.
- 5.6.2 The Director of Engineering and Housing monitors the collection and disposal of waste oil and contaminated fuels.
- 5.6.3 Military Units Activities (customers)
 - 5.6.3.1 Establish standard operating procedures that provide for the accountability, inspection, security, safety, storage testing of all bulk and packaged petroleum utilized. This SOP should address site specific spill control and countermeasures plan.
 - 5.6.3.2 Maintain all POL transporting and dispensing equipment in a safe, serviceable condition In Accordance with applicable technical manuals.
 - 5.6.3.3 Performance of all filter/separators regardless of product must be tested every (30) thirty days through the submission of samples to the Petroleum Analysis Laboratory.
 - 5.6.3.4 Establish and maintain operational levels of packaged POL products.

5.6.3.5 Establish and maintain accountability for all bulk petroleum products in accordance with AR 710-2, DA PAM 710-2-1.

5.6.4 Requesting/Receiving Bulk POL

5.6.4.1 Receiving Bulk Fuel at POL Facility

- Units requesting bulk Jet-A will ensure a fuel account is established, a valid DA-1687 (signature card) with an annotated valid DODAAC and APC code are on file at the POL.
- Top loading will be only be accomplished by first having a letter on file from the Unit commander, (ref. FM 10-67-1).
- When fuel transporter arrives at the Bldg. 2390 issue point, a unit representative will announce their Unit's arrival by utilizing the call box (at the entry Gate) or coming inside the main building.
- Fuel Transporters not marked or placarded correctly will not be issued fuel (ref. FM 10-67-1 Page 24-24).
- Let the main gate open completely before entry. Units **BEWARE** of the spill containment embankment (GO VERY SLOWLY) upon entering the fueling island area. Enter on the right side look for the green overhead light. Align fuel transporters as close as safely possible to the fuel loading island. Take direction as needed from the fuel mechanic on duty.
- Transporter will be grounded. Attach or insert loading hose. A unit representative will climb on top, open the manhole cover and observe the fuel level of the fuel transporter while fuel is being received. Upon issue completion, close manhole cover, climb off truck, remove loading hose, remove grounding wire and pull forward to the mechanics room and sign for the fuel receipt.

5.6.5 Aircraft Refuel

- Aircraft requiring Jet-A should have a Valid Identification plate (D.O.D. locations) or an air card if traveling to a commercial Airport. These cards can be procured by going to <http://usapc.army.mil/>, the Army Petroleum Center on the Web. Look under Retail procurement tab for manual, or on line requests and a POC. All efforts will be made to issue fuel to any aircraft or unit. Arrangement can be made for Units requiring fuel during non-duty hours or off airfield at remote sites. Aircraft refuel operates under an alongside operation which requires a person from the aircraft to be present to man the fire extinguisher, sign for the fuel, and/or assist as required. Requests for fuel will normally come over the radio from Airfield operations, alert or maintenance personnel. Or call 545-5983/6830. Refuel will normally service first called first or at the direction of Airfield operations.
- Defueling of aircraft or equipment will be accomplished with the Waste Truck for fuel of questionable quality. No credit will be given for this type fuel.
- Defueling from aircraft undergoing regular maintenance can be put into M-197. Credit for this type fuel can be given upon unit request.
- Extremely dirty or contaminated fuel containing gasoline will not be defueled. This will be a unit responsibility.
- Aircraft fuel containing the additive JP + 100 will not be de-fueled, in accordance with ARMY policy.

5.6.6 Material Handling

- Material handling equipment within the Supply Division, Airfield (forklifts, power

units, Staircases, light sets, etc. will normally be refueled on Wednesdays. It is requested that personnel be present with equipment that is to be refueled. Generators are usually refueled on a call from generator maintenance personnel. As fuel is otherwise needed please call Aircraft Refuel @ 545-5983/6830.

- Retail issues of Diesel ULSD (black key) can be received from the Motor Pool utilizing a VIL Key. These are typically reserved for units that have no other way to receive fuel in a non-GSA (lease) vehicle.
- An equipment key (green key) can be obtained for leaf blowers, weed eaters, Lawnmowers. Bldg. 2390 Fuels Accountant will issue these keys. Also, the main post TMP will send Units to POL with dispatches for unit VIL keys.
- It is very important that the Unit Budget Representative keep Accounting codes (DODAAC and APCs up to date and current). This will ensure fewer rejects and erroneous billings from the DESC Fuel Accounting Server.

5.7 QUALITY SURVEILLANCE

- 5.7.1 All using Units will establish a Quality Surveillance Program for each petroleum product used. Reference AR 710-2, FM 10-67-1.
- 5.7.2 Sampling procedures will be accomplished in accordance with FM 10-67-1. Sample tags (DA 1804) can be picked up at AG Publications behind the Post office. Sample bottles will normally be supplied from the POL Laboratory.
- 5.7.3 Units/Activities not authorized testing kits will perform visual checks water and other foreign matter. For further Assistance Reference FM 10-67-1, Chapter 3, or call the POL.

5.8 ACCOUNTABILITY

- 5.8.1 All using units will establish fuel accountability. Commanders will ensure that inventory reconciliations are accomplished on a daily basis for Class III supply points and dispensing fueling stations and fuel transporters.
- 5.8.2 A physical inventory will conducted by the Responsible or Accountable officer for each type/grade of fuel in bulk fuel transporters or storage tanks @ 08:00 hrs on the last working day of each month.
- 5.8.3 A total of all receipts/issues paperwork will be totaled and completed in accordance with DA PAM AR 710-2, DA Pam 710-2-1 FM 10-67-1.
- 5.8.4 An End of Month Inventory DA 4702-R (MBPAS) will be annotated in accordance with aforementioned regulations.

5.9 ENVIRONMENTAL AND SAFETY PRECAUTIONS

Training of personnel that handle petroleum products is the responsibility of the using unit. Safety is the first consideration in handling petroleum products. Petroleum handlers must know and observe safe handling practices to prevent injury to personnel and damage to environment, property, and equipment. (Ref. FM-10-67-1 Chapter 1-2).

6.0 SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO)

6.1 HOURS OF OPERATION

- 6.1.1 Monday through Friday, 0730-1600 hours, except for Holidays.
- 6.1.2 Operational hours are designed to support downrange training at Fort Benning.

- 6.1.3 If mission requirements dedicate overtime, SSMO will ensure 100% support to the training of units and soldiers on Fort Benning.
- 6.1.4 If issues are required after normal duty hours, the units can call the designated point of contact listed at the SSMO entrance door.
- 6.1.5 Issues will be conducted on a first come/first served basis.

6.2 LOCATION

Building 8689 11th Airborne Division Road, Bldg. 3115
Fort Benning Ga. 31905

POC Supervisor

6.3 PURPOSE

The purpose of this Standard Operating Procedure is to define policies and procedures for the operation of the Army Field Feeding Systems for all units training downrange on Fort Benning and provide guidance to meet the objectives of the Army Food program as outlined in the Army Food Service Program.

6.4 SCOPE

This SOP applies to all Soldiers/Units using the services of the SSMO on Fort Benning.

6.5 REFERENCES

- AR 30-22, Operating Procedures for The Army Food Program
- DA PAM 30-22, The Army Food Program
- TB MED 530, Food Service Sanitation

6.6 VEHICLE INSPECTION REQUIREMENTS

- 6.6.1 No privately owned vehicles will be allowed to transport subsistence items.
- 6.6.2 Subsistence Supply Management Office (SSMO) will inspect all vehicles that are used to pick up or drop off subsistence.
- 6.6.3 Designated representatives of the responsible contract organization may accomplish sanitation inspections of vehicles picking up or dropping off rations at the SSMO Facility (J-1952) in the absence of the veterinary food inspection personnel.
- 6.6.4 All ration vehicles will be closed with hard covers or tarps and will be swept and clean. Pallets will be used to provide good air circulation and prevent contamination.
- 6.6.5 Vehicles that do not meet the specified requirements will be returned to their units to have all deficiencies corrected. Veterinary food inspection personnel will report all violations to unit commanders as well as the MSC Food Advisors.

6.7 TRAINING

- 6.7.1 All training units supported directly by the Subsistence Supply Management Office (SMMO) are responsible for submitting required feeding data before they depart the garrison.
- 6.7.2 Field training forecast will be reviewed / approved by the designated Class I officer before they are submitted to the SSMO.

6.7.3 Training forecast will be submitted a minimum of 30 days before a battalion and brigade level field training exercise. The forecast will establish (open) the unit's account at the SSMO and will be used to provide vendors the usage requirement. The Unit forecast will include as a minimum the number of personnel to be supported (number of people = Headcount), the exercise dates, type of rations required by meal and the date of the units first pick-up.

6.8 REPORTS

6.8.1 The Food Operation Sergeant (FOS) will consolidate all requirements based on the DA Form 5913 from the supported units and enter on the DA Form 3294-R to request rations from the SSMO. Issue factors for supplements / enhancements unit of issue and menu number; will automatically be computed in AFMIS based on headcount provided by the requesting unit on the DA Form 3294-R.

6.8.2 DA Form 3294-R will be prepared in at least two copies by the FOS. The original and first copy will be forwarded to the SSMO. The second copy will be maintained in the unit suspense file until the rations are received. Directions on how to prepare 3294-R are included at the end of this document.

6.8.3 Final adjustments (additions, deletions, and/or reductions) based on special unit requirements will be made with the SSMO administrative representative NLT 0900 hours on the scheduled "SSMO Pull Dates" (adjustments will not be made by SSMO warehouse personnel at the time of issue).

6.8.4 Note: If final adjustments are not made, the complete unit breaks will be issued to the training unit.

6.9 ISSUE PROCEDURES

6.9.1 Receiving Personnel will ensure that all items identified in the supply action column of the issue document are correct before signing the issue document. They will also conduct a condition inspection.

6.9.2 All items listed on the issue documents will be signed for unless a SSMO representative made adjustments during the administrative process.

6.9.3 One copy of the executed issue document will be provided to the unit receiving subsistence at the time of receipt. The original issue document will be placed on file in the Field Ration Accounting Section.

6.9.4 All persons attempting to receive subsistence at the SSMO must present (or have on file at the SSMO) a DA Form 1687 signed by the Unit Commander or his authorized representative.

6.9.5 Receiving units are responsible for the loading and unloading of all subsistence items that are received / turned in at the SSMO.

6.10 FINAL ADMINISTRATIVE PROCEDURES

6.10.1 At the end of the training exercise, each unit account will be verified and closed out at the SSMO and the Field Ration Accounting Section as follows:

6.10.2 All units will submit a DA Form 5913-R at the end of the training exercise. This will be finished NLT 1 working day from the end of the completed training exercise per AR-30-22.

6.10.3 All units will verify the closed out account status with the SSMO field account representative.

6.11 ICE REQUEST PROCEDURES

- 6.11.1 Only TRADOC Units are allowed to draw ice at the SSMO.
- 6.11.2 S-4s will verify and certify availability of funds.
- 6.11.3 The SSMO will account for ice issued to Fort Benning units and supported elements. Units will submit ice requests on DA Forms 3294 three normal workdays prior to the desired direct vendor delivery date or submit DA Form 3294 as walk in /pick up customer.
- 6.11.4 All unit personnel signing for ice from the SSMO must have a DA Form 1687 on file at SSMO. See attached sample provided for filling out 1687.

6.12 WARMING AND COOLING BEVERAGES

- 6.12.1 The special food allowance used to provide warming and cooling items will not be misconstrued as a supplement allowance for operational rations. If these beverages are to be part of a FTX exercises, the request are submitted directly to SSMO. All other request will be submitted to appropriate supporting dining facility.
- 6.12.2 Once approved the request will normally be submitted five work days before the desired issue date. This helps ensure the items are available for issue.
- 6.12.3 Warm and cool beverage items will include coffee, cream, individual sugar, cocoa, dehydrated soups, beverage base and crackers.
- 6.12.4 Units requesting warming and cooling beverages will prepare a separate DA Form 3294 each time the items are required. Requests will not exceed a three day issue period and must be submitted five normal duty days before the desired issue date.
- 6.12.5 DA Form 3294s will be submitted to the SSMO administrative office NLT 0900, to be ordered from the prime vendors, at which time a verified copy will be returned to the requesting unit.
- 6.12.6 Unit Personnel picking up warm and cool beverages from the SSMO must have a DA Form 1687 on file at the SSMO, signed by the commander for each pick-up.

6.13 FIELD RATION TURN-IN PROCEDURES

- 6.13.1 The following items are authorized for turn-in to the SSMO at the completion of each field training exercises:
- 6.13.2 All UGR H/S and UGRA are considered special order item. Fort Benning SSMO does not stock these items and does not accept turn in of these items after completion of FTX. Once ordered these items are considered as sold to the unit.
- 6.13.3 All banded boxes of Meals Ready to Eat (MRE).
- 6.13.4 All semi-perishable subsistence items (i.e. UHT Milk, warm/cool beverages).
- 6.13.5 All turn-ins may be conducted anytime during the SSMO accounting period (first day of each month through the last day of the month) except on account inventory days or when prior notification is provided. Turn-ins will be prepared on DA Form 3294 (complete stock numbers, item description and amounts will be included).
- 6.13.6 All items requiring turn-in will be clean, separated and will have received a vet inspection / approval before each turn-in (units are responsible to coordinate for the vet inspection independently).
- 6.13.7 NOTE: Bands will not be broken to facilitate turn-in to the dining facilities on any operational ration.

6.14 HOW TO FILL OUT DA FORM 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

- 6.14.1 **Date** Enter the calendar date the form is prepared.
- 6.14.2 **Organization receiving supplies** Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
- 6.14.3 **Location** Enter the name of the installation on which the unit is located.
- 6.14.4 **AUTHORIZED REPRESENTATIVE(S) Section**
Last name - first name - middle initial Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.
- 6.14.5 Enter "not used" on next available line when all lines are not used.
- 6.14.6 **(REQ)** Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- 6.14.7 **Signature and initials** Enter the signature and initials of authorized representatives.
- 6.14.8 **AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section**
Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.

- 6.14.9 **Remarks** Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.
- 6.14.10 **Unit identification code** Enter the assigned unit identification code.
I ASSUME FULL RESPONSIBILITY Section DODAAC/Account Number
- 6.14.11 Enter the unit DODAAC and any locally assigned account number.
(12) Last name - first name - middle initial Enter the name of the responsible person.
- 6.14.12 **Grade** Enter the grade or rank of the responsible person.
- 6.14.13 **Telephone number** Enter the office telephone number of the responsible person.
- 6.14.14 **Expiration date** 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
- 6.14.15 **Signature** Enter the signature of the responsible person.
Note. The DA Form 1687 will require digital signatures and wet signatures with initials.

- 6.15.9 Requested by: The Class I officer or noncommissioned officer in charge (NCOIC) will sign this block.
- 6.15.10 Remarks: Enter any remarks necessary to explain any entries on the form.
- 6.15.11 Notes:
- All completed examples of DA Form 3294 in chapter 4 are shown using a pull system. See figure 5-11 for a completed example of DA Form 3294 shown using a push system.
 - Issue factors for supplement and enhancement items are contained in paragraph 4-14.

** End of ESOP **