

**Army Regulation 710-2**

**Inventory Management**

# **Supply Policy Below the National Level**

**Headquarters  
Department of the Army  
Washington, DC  
28 March 2008**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 710-2

Supply Policy Below the National Level

This rapid action revision, dated 28 March 2008--

- o Implements congressional approval of legislation allowing Soldiers to retain Army combat uniforms issued as organizational clothing and individual equipment to deployers (para 2-56).
- o Makes administrative changes (throughout).

## Inventory Management

### Supply Policy Below the National Level

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation updates supply policy below the national level throughout the U.S. Army. It is used in both automated and manual supply operations. In an automated supply operation, this regulation is used in conjunction with the appropriate automated procedural publication for the system being used. In a manual supply operation this regulation is used in conjunction with DA Pam 710–2–1 and DA Pam 710–2–2.

**Applicability.** This regulation applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to the U. S. Army Reserve Officer Training Corps, and the National Defense Cadet Corps. During mobilization, the proponent may modify chapters and policies contained in this regulation.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.**

This regulation contains management control provision and identifies key management controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SUS), 500 Army Pentagon, Washington, DC 20310–0500.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director Logistics Transformation Agency (LOIA–AP), 5870 21st Street, Fort Belvoir, VA 22060–5941.

**Distribution.** This publication is available in electronic media only and is intended for all command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 710–2, dated 8 July 2005.

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### Glossary



# Chapter 1 General

## Section I Introduction

### 1-1. Purpose

This regulation prescribes policy for supply operations below the national level. It applies in peace and war. Specifically, this regulation—

*a.* Provides specific policy for the accountability and assignment of responsibility for property issued to a using unit. It also provides for the accountability and management of stocks being stored at direct, general, or installation supply support activities (SSAs) for issue to a customer. The management and accountability must include automatic identification technologies (AIT), such as bar code, 2D bar code, optical memory cards, radio frequency identification (RFID) tags, contact buttons, or satellite tracking. All stocks will be AIT enabled from vendor to the war-fighter and return.

*b.* Unless specified by the prescribing directive, this regulation does not apply when accounting for the following:

- (1) Armed Forces Radio and Television Service program materials using Army Regulation (AR) 360-1.
- (2) Library books and materials using AR 27-1, AR 40-2, or AR 735-17.
- (3) Nonappropriated fund (NAF) assets using Department of Defense (DOD) 7000.14-R.
- (4) Publications and blank forms using AR 25-1 and AR 25-30.
- (5) Real property and facilities engineering resources using AR 420-18.
- (6) Special purpose equipment using a classified AR.
- (7) Visual information products using AR 25-1.
- (8) Historical property and museum pieces using AR 870-20.
- (9) Army National cemetery property and supplies using AR 290-5. This exclusion does not apply to material that could have other Army-wide applications.

(10) The Army Art Collection using AR 870-20.  
(11) Industrial property and equipment in place using Defense Financial Accounting System Instruction (DFAS-IN) Regulation 37-1.

(12) Clothing initial issue point (CIIP) stocks using AR 700-84.  
(13) Communications security (COMSEC) key software and publications, using AR 380-40 and TB 380-41.  
(14) Clothing sales stores operated under AR 700-84.  
(15) Commissary resale stock record accounts operated under DOD 1330.17-R.  
(16) Subsistence using AR 30-22.  
(17) Military training aids using AR 350-38.

*c.* Provisions apply to the management of medical materiel and medical repair parts (classes 8 and 9 supplies), except as indicated in AR 40-61.

*d.* Equipment obtained from the Defense Reutilization and Marketing Office (DRMO) in support of an Army installation Military Affiliated Radio System (MARS) station is processed through an SSA and accounted for per this regulation. Property obtained from DRMO for issue to individual affiliate members is processed through the MARS Property Management Office and accounted for on the MARS property book in accordance with this regulation and AR 25-6.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

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

## Section II Responsibilities

### 1-4. Supply policy

*a.* *The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)).* The ASA(FM&C) will provide financial management and policy guidance in support of the single stock fund (SSF) initiative.

*b.* *The Deputy Chief of Staff, G-4 (DCS, G-4).* The DCS, G-4 will—

(1) Establish Army supply policy, evaluate requests for deviation and for review and approve implementation of procedural publications.

(2) Be responsible for the development, supervision, and implementation of AIT applications into the Army's

logistical automation information systems, to include: supply, maintenance, transportation and readiness, troop support and energy. Ensure AIT is an essential part of the integrated logistics support (ILS) program.

(3) Establish Army supply policy, evaluate requests for deviation and for review and approve implementation of procedural publications.

(4) Set policies for the centralized inventory management of secondary items.

(5) Represent the Army at DOD and Joint Staff levels on matters of management of the secondary item inventory.

(6) Evaluate requests for deviation, and review and approve implementation of procedural publications.

*c. The Director, Single Stock Fund (SSF) Program.* The Director SSF Program will—

(1) Synchronize implementation of the SSF milestones within the Army.

(2) Interpret and apply the SSF business rules in the Army operational environment during the implementation process.

(3) Identify logistics system changes and coordinate the application and/or revision of standard Army management information systems (STAMIS) and national logistics systems in support of SSF operations.

(4) Establish and manage implementation support teams.

(5) Manage the conversion process and provide training and guidance to organizations converting to SSF operations.

(6) Prepare memorandums of understanding (MOU), as required, and coordinate with applicable (ACOM/ASCC/DRU) staff as required to support SSF implementation.

(7) Evaluate and measure the readiness impacts of SSF and the Army working capital fund-supply management Army (AWCF-SMA).

*d. Commanders of Army Command/Army Service Component/Direct Reporting Units.* The Army Command (ACOM)/Army Service Component (ASCC)/Direct Reporting Units (DRUs) commanders will ensure AIT devices are integrated throughout the logistics process. AIT will be used to the maximum extent possible to record all logistics transactions of Army equipment from cradle to grave. In addition, ACOM/ASCC/DRU commanders will—

(1) Evaluate and respond to requests for clarification.

(2) Evaluate and make recommendations on request for deviation.

(3) Report and/or respond to supply constraint reports.

(4) Monitor the results of supply performance measurements.

(5) Direct the transfer or shipment of property between ACOM/ASCC/DRUs (losing ACOM/ASCC/DRU).

(6) Establish procedures to transfer Operation and Maintenance, Army (OMA) funds, when property transferred is missing components.

(7) Grant exceptions to the policy that installation property will not be taken to the field or taken with the organization upon permanent change of station (PCS).

(8) Publish instructions for clearing the property book.

(9) Approve the establishment of central issue facilities (CIF).

(10) Establish stockage levels and designate units required to keep basic loads of Class 1, 2 (including maps), 3, 4, 5, and 8 supplies.

(11) Designate units allowed to have operational loads of Class 3 (bulk supplies).

(12) Direct usage of an average customer wait time for the command.

(13) Ensure all supplies belonging to, arriving in, or departing from their command are accounted for, cared for, and safeguarded.

(14) Inspect the supply operations of directly subordinate units.

(15) Ensure all required inventories are conducted within prescribed periods.

(16) Authorize property books to be kept at other than the parent unit identification code (UIC) level.

(17) Authorize the establishment of mission stock record accounts.

(18) Approve the extent to which cannibalization points can predisassemble to support the authorized stockage list (ASL).

(19) Approve exceptions to the 150-line stockage limit of repair parts and maintenance related items.

(20) Ensure that installations and subcommands comply with required reporting and reconciliation procedures (for example, continuing balance system-expanded (CBS-X), selected item management system – expanded (SIMS-X), and total asset visibility (TAV)).

(21) Ensure that subordinate major commands and installations conduct an annual DOD Activity Address Code reconciliation with the Army Central Service Point at Logistics Support Activity (LOGSA).

(22) Ensure that subordinate major commands reconcile routing identifier codes with LOGSA on an annual basis.

(23) Promote the competition at all levels of the command and develop awards to recognize units/activities participating in Army Chief of Staff Supply Excellence Award (ACS SEA).

(24) Review unit supply packets submitted by subordinate organizations. Select those packets to be nominated for the HQDA-level Chief of Staff, Army Supply Excellence Award (CSA SEA) competition.

(25) Coordinate with AMC in accordance with the contract maintenance policy prior to solicitation and award of any new maintenance contracts.

(26) That designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) establish operations plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations."

*e. The Commanding General (CG), AMC: the Chief, National Guard Bureau (CNGB); and the Chief, Army Reserve (CAR)).* The CG, AMC; the CNGB; and the CAR will—

- (1) Oversee execution of SSF by assigned units and activities.
- (2) Ensure that DA policy is uniformly implemented.
- (3) Assist in developing and coordinating MOUs and interservice support agreements (ISSAs).
- (4) Identify proposed changes to the SSF Business Rules and Army policy.
- (5) Assist and coordinate the application of STAMIS' in support of SSF operations within supported units.
- (6) Support the AMC in the implementation and administration of centralized secondary item management.
- (7) Ensure that secondary items maintained on AWCF-SMA SSAs are accounted for, cared for, and safeguarded.
- (8) Evaluate and make recommendations on requests for deviation.
- (9) Report and/or respond to reports of supply constraint in accordance with AR 725-50.
- (10) Monitor the results of supply performance measurements.
- (11) Coordinate with AMC for the reimbursement of newly established SSAs.
- (12) Ensure that required pre-conversion activities, such as physical inventories, are conducted within prescribed periods and recommend improvements to inventory management policies and procedures. See paragraphs 3-24, 4-28, 5-21, and 6-13 for inventory procedures.
- (13) Participate in the negotiation process for the development and establishment of the AWCF-SMA SSA authorized stockage list (ASL) at subordinate installation SSAs, units and activities if required. After attempting to negotiate disagreements with AMC DCS, G-4, submit ASL stockage issues that cannot be resolved through the ACOM/ASCC/DRU to HQDA, DCS, G-4 for resolution.
- (14) Include AWCF-SMA SSAs as part of the Command Supply Discipline Program established in appendix B, and inspect the supply operations of directly subordinate units.
- (15) Assist in resolving issues and identify procedural and policy changes necessary for the successful administration of the SSF initiative.
- (16) Advise HQDA, ASA (FM&C), and AMC, Deputy Chief of Staff for Resource Management (DCSRM) when resource deficiencies limit mission accomplishment in response to the annual HQDA Resource Formulation Guidance.
- (17) Ensure that installations and subordinate commands comply with required reporting and reconciliation procedures (for example, CBS-X, TAV, and UIT).
- (18) Monitor and assess supply performance measures. Coordinate with HQAMC on proper corrective actions.
- (19) Installations operating under SSF will follow the policies contained in this regulation and the procedures contained DA Pam 710-6, regarding AWCF-SMA Stock Record Account Operations.

*f. The CG, AMC.* The CG, AMC will also—

- (1) Be the Army's commander responsible for the AWCF-SMA and National Maintenance Program and as national manager for the centralized management of secondary items in the Army logistics system.
- (2) Coordinate SSF planning, development, and execution for AMC assigned units and activities.
- (3) Recommend and propose changes to the SSF business rules and Army policy as required.
- (4) Integrate Army inventory management functions under a single manager concept.
- (5) Provide oversight of the centralized asset visibility and inventory control functions exercised by the various AMC Life-Cycle Management Command (LCMCs).
- (6) Provide inventory and financial oversight for Army owned NAMI assets via the NAMI commodity business unit (CBU).
- (7) Lead and direct integrated materiel management center (IMMC) actions for the receipt, storage, issue, repair, and redistribution of AWCF-SMA secondary items that have been capitalized at the national level.
- (8) Coordinate and assist with the development of MOUs and ISSAs in support of SSF.
- (9) Provide representatives to participate in annual ASL reviews at AWCF-SMA SSAs. Provide national provider advice and assist as required and negotiate with local commanders to obtain consensus on the ASL.
- (10) Participate in the final determination of ASL authorizations when resolution cannot be achieved at the local level. Provide financial position for funding issues and seek solution through the ACOM/ASCC/DRU to the installation manager. Issues unresolved will be referred to HQDA ODCS, G-4 (DALO-SM).
- (11) Assist in the development and restructuring of secondary item redistribution patterns, based on local and national needs.
- (12) Assist in the development of local standing operating procedures (SOPs) to assist AWCF-SMA SSA accountable property officers in inventory management of secondary items.

- (13) Monitor and evaluate supply performance measures. Recommend and implement corrective actions in coordination with the ACOM/ASCC/DRUs.
- (14) Ensure maximum reclamation of excess stocks before initiating disposal action, where economically feasible.
- (15) Implement a uniform credit system in accordance with DA policy.
- (16) Maintain up-to-date contingency plans for integrated materiel management operations at dispersed or alternate locations.
- (17) Provide procedures for the Automatic Return Item (ARI) Program.
- (18) Provide reclamation program information and forecasts to ASA(FM&C), ATTN: (SAFM–BUR), Washington, D. C. 20310–0109, to support annual AWCF–SMA programs and budgets.
- (19) Provide assistance to the IMMCs and other subordinate commands to identify and resolve procedural problems on the determination of gross requirements.
- (20) Maintain overall control of the Part Number Conversion Program (PNCP).
- (21) Conduct National Workload Distribution Conference, formerly the Program, Production, and Control (PP&C) review.
- (22) AMC does all cataloging policy on the Army’s participation in the Federal Catalog System and on the Army’s cataloging operations.
- (23) Installations operating under SSF will refer to chapter 6 for policy for AWCF–SMA stock record account operations.
- (24) Forecast and budget funding requirements for the Army AIT programs at its’ LCMCs, depots, and other activities. Provide input on AIT requirements to LTA, DCS, G–4’s lead office for Army AIT. Serve as the configuration manager for each Army commodity.
- g. The CG, U.S. Army Training and Doctrine Command (TRADOC). The CG, TRADOC will—*
- (1) Ensure that AIT technology is incorporated into material requirements documents for future systems required to utilized AIT technology in accordance with the approved AIT operational requirements document.
- (2) Streamline the approval/implementation processes that develop and add emerging logistics technology, trends to logistics training in MOS producing and professional development schools and programs.
- h. AMC LCMC commanders. AMC LCMC commanders will—*
- (1) Develop and provide materiel requirements to support budget requests, and justify adjustments to the obligation authority. Include secondary item budget information for AWCF–SMA SSAs.
- (2) Include AWCF–SMA SSA data in the requirements determination process.
- (3) Issue procurement directives resulting from consideration of all AWCF–SMA assets and requirements and within the limitations of approved programs and direction from higher authority.
- (4) Based upon the direction of the AMC and in conjunction with ACOM/ASCC/DRUs and installations, plan and execute the National Maintenance Program.
- (5) Provide reimbursement for AWCF-related actions including the issue, replenishment, and redistribution of secondary items in support of AWCF–SMA SSAs.
- (6) Participate in AWCF–SMA SSA ASL reviews, as directed.
- (7) Forecast quantities of items requiring overhaul and adjust depot maintenance programs to balance inventory positions against requirements. Participate in National Workload Distribution Conference (NWDC) reviews.
- (8) Maximize use of excess stocks before initiating disposal actions. Ensure that disposal of modification kits has the express approval of HQDA, ATTN: DALO–SM.
- (9) Ensure the integration of Security Assistance programs and other non-Army customers into the total materiel requirements. Set controls to make sure commitments to security assistance customers and other non-Army customers are met.
- (10) Furnish timely forecasts of special program requirements to other AMC IMMCs, other military services, and the Defense Logistics Agency (DLA).
- (11) Act to direct redistribution of assets when notified that AWCF–SMA SSA storage capacity is about to be exceeded.
- (12) AMC Operational Support Command will maintain a current central database of DOD activity address codes (DODAACs) and routing identifier codes (RICs).
- i. The Director, Logistics Support Activity (LOGSA). The Director, LOGSA will—*
- (1) Provide a central logistics management data operation for DA.
- (2) Provide special extracts of logistical management data for DOD, as required.
- (3) Serve as the materiel status officer for AMC approval authority.
- j. The Commander, U.S. Army Tank-automotive & Armament Command. The Commander, TACOM RI Non-Army Managed Commodity Business Unit will—*
- (1) Manage the oversight and redistribution of Army owned but other Service or DLA/GSA managed items at SSF sites.

(2) When there are no assets available for redistribution, issue passing orders to the SOS for customer funded requisitions or generate NAMI-CBU funded requisitions.

(3) Request disposition instructions from the SOS when no redistribution opportunities exist.

(4) Develop and provide justification for budget requests and execute the funding provided for replenishment of NAMI items identified on ASLs at SSF sites.

*k. Commander, USAQMC&S.* The Commander, USAQMC&S will—

(1) Serve as Army program agent for administration of all aspects of the CSA SEA Program.

(2) Review and approve ACOM/ASCC/DRU nominations submitted for consideration and evaluation in the CSA SEA program.

*l. Continental United States (CONUS) commanders.* CONUS commanders will provide necessary information, equipment, and manpower available within their resources to assist the coordinating U.S. Army Petroleum Center (USAPC) personnel in accomplishing the requirements within the programs in paragraph 4-34.

*m. Commanders, civilian supervisors, and managers.*

(1) Commanders, civilian supervisors, and managers at all levels will ensure compliance with applicable policies prescribed by this regulation and outlined in the internal control checklists in tables B-1 through B-6.

(2) The Director, USAPC, is responsible for executing the Petroleum Quality Surveillance and Technical Assistance Program in subject areas listed in paragraph 4-34.

(3) All Government employees will properly use, care for, and safeguard all Government property. They will seek and most efficient and economical means of accomplishing assigned tasks and will limit requests for and use of material to the minimum essential.

(4) Commanders will establish and implement an A&E amnesty program.

(5) Commanders will monitor the amnesty program as an indicator of the effectiveness of ammunition accountability.

(6) Ensure assigned personnel are briefed on A&E amnesty program policies and procedures semiannually and prior to each exercise or training event that requires the use of A&E.

(7) Develop standard operating procedures (SOP) detailing specific functional responsibilities for handling A&E amnesty items.

*n. Installation commanders.* Installation commanders will—

(1) Furnish qualified persons to provide technical supervision of amnesty operations and request explosive ordnance disposal (EOD) support as needed.

(2) Establish an A&E amnesty program to comply with the following provisions:

(a) Publicizing the program.

(b) Scheduling A&E amnesty days annually for collection of abandoned or unauthorized A&E.

(c) Ensuring DOD personnel are available on A&E amnesty days to supervise the collection process.

(3) May designate explosive ordnance disposal EOD units an amnesty turn-in point.

(4) Provide amnesty collection containers at each ammunition supply point (ASP).

(a) These containers will be available 24 hours a day for recovery of amnesty A&E.

(b) Amnesty containers will be inspected at irregular intervals.

(c) Both the installation Safety Officer and the installation chief quality assurance specialist, ammunition surveillance, will approve the design, identification, location, and operating instructions of all amnesty containers.

(5) May authorize amnesty containers for A&E items in locations other than the ASP.

## **1-5. Organization**

This regulation is the basis for information, responsibilities, COMSEC equipment management, related procedural publications, and is organized as follows:

*a.* This chapter contains general performance standards, direct support system (DSS), air line of communication (ALOC), security classification of logistics data, and hazardous materiel (HAZMAT) management.

*b.* Chapter 2 contains policy to account for and assign responsibility for nonexpendable property, and to control all durable and some expendable property.

*c.* Chapter 3 contains policy for the direct and general support activities' supply operations.

*d.* Chapter 4 contains policy for installations, Army National Guard (ARNG), U.S. Property Fiscal Office (USPFO), Strategic Communications Facilities, and TDA support activities supply operations.

*e.* Chapter 5 contains policy for the supply management and operations of Corps Support Command (COSCOM), Theater Army Area Command (TAACOM), and other materiel management centers (MMCs) above division and below ACOM/ASCC/DRU.

*f.* Chapter 6 contains policy for theater Army level supply management.

## 1-6. The Uniform Materiel Movement and Issue Priority System

The policies in AR 725-50 regarding the use of the Uniform Materiel Movement and Issue Priority System (UMMIPS) apply to this regulation.

## 1-7. Requests for clarification or deviation

The U.S. Army Logistics Transformation Agency (USALTA) is tasked by DCS, G-4 to develop, implement, and maintain this regulation and respond to field inquires concerning the regulation.

a. Send requests for clarification through command channels to Director, U.S. Army Logistics Transformation Agency (ATTN: LOIA-AP), 5870 21st Street, Building 212, Fort Belvoir, VA 22060-5941.

b. Deviations from accounting policy in this regulation are only made with prior approval of HQDA (DALO-SMZ). AR 735-5 governs deviations. Send deviation requests through command channels to HQDA (DALO-SMP), Washington, DC 20310-0500.

c. Request for deviation or waiver should explain the need for a waiver, how long will it last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the ACOM/ASCC/DRU legal officer.

## 1-8. Waivers

Send requests for waiver of military property accounting requirements per AR 735-5, chapter 8

## 1-9. Reports of supply constraint (exempt from requirement control symbol under AR 335-15)

Commanders report to the next higher command when they are constrained for any reason from submitting requests or requisitions for items in supply Class 2 (including maps), 3 (packaged), 4, 7, 8 and 9. (Classes of supply are explained in table 1-1 below. Army National Guard and USAR units are not required to submit reports of supply constraint for unfunded requirements if the requirements have already been identified through budget submissions. Submit reports per AR 725-50.

**Table 1-1**  
**Classes of supply**

Classes of supply	References
Class 1 – Subsistence, including free health and welfare items.	AR 30-22
Class 2 – Clothing, individual equipment, tentage, tool sets and tool kits, hand-tools, administrative, and housekeeping supplies and equipment (including maps). This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts.	AR 700-84, CTA 50-900, CTA 50-970
Class 3 – POL, petroleum and solid fuels, including bulk and packaged fuels, lubricating oils and lubricants, petroleum specialty products; solid fuels, coal, and related products.	AR 11-27, AR 700-36, AR 710-2, FM 10-13, FM 10-18, FM 10-68, FM 10-69, FM 10-71, SB 710-2, TM 5-675
Class 4 – Construction materials, to include installed equipment, and all fortification/barrier materials	AR 420-17
Class 5 – Ammunition, of all types (including chemical, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.	AR 190-59, AR 190-11, AR 190-13, AR 190-51, AR 700-19, AR 710-2, SB 700-2, SB 708-3, FM 9-38, TM 9-1300-206
Class 6 – Personal demand items (nonmilitary sales items).	AR 700-23
Class 7 – Major items: A final combination of end products which is ready for its intended use: (principal item) for example, launchers, tanks, mobile machine shops, vehicles.	AR 710-1, FM 704-28, SB 700-20, Appropriate authorization documents.
Class 8 – Medical material, including medical peculiar repair parts.	AR 40-61, CTA 8-100
Class 9 – Repair parts and components, including kits, assemblies and subassemblies, repairable and nonrepairable, required for maintenance support of all equipment.	AR 710-2, AR 710-1, Appropriate TMs
Class 10 – Material to support nonmilitary programs; such as, agricultural and economic development, not included in classes 1 through 9.	CTA 50-909

## **1-10. Command Supply Discipline Program**

- a.* HQDA, Deputy Chief of Staff DCS, G4 will—
- (1) Prescribe overall guidance for establishing and monitoring the Command Supply Discipline Program (CSDP).
  - (2) Coordinate with the Army Staff and other agencies to develop policy and/or resolve policy problems (that is, Office, Deputy Chief of Staff, G-1 (ODCS, G-1)) assistance to improve personnel aspects of supply management).
  - (3) Conduct periodic reviews and updates of the program.
  - (4) Provide ACOM/ASCC/DRU coordinators with periodic program updates.
- b.* Commanders of proponents for schools will—
- (1) Modify present blocks of instruction on supply management to include CSDP. No additional program of instruction (POI) time is authorized.
  - (2) Continually improve and update supply training at all levels.
- c.* CG, AMC will—
- (1) Establish and implement a CSDP consistent with DA policy addressing the national arena of the supply system.
  - (2) Conduct periodic reviews and updates of the national portion of the CSDP.
  - (3) Coordinate with ODCS, G-4 to resolve policy problems.
- d.* The Commanding General, U.S. Army Combined Arms Support Command (USACASCOM) will provide for the development and maintenance of retail supply systems that implement retail supply policy. This does not include those retail systems unique to AMC.
- e.* ACOM/ASCC/DRU and equivalent commanders will establish an aggressive CSDP and implementation of internal controls within their respective commands by—
- (1) Appointing a CSDP coordinator and furnishing a copy of the appointment to Director, U.S. Army Logistics Transformation Agency (ATTN: LOIA-AP), 5870 21st Street, Building 212, Fort Belvoir, VA 22060-5941.
  - (2) Ensuring the CSDP is implemented by all subordinate elements.
  - (3) Initiating intraservice support agreements, if desired, as explained in appendix B-8 of this regulation.
  - (4) Providing recommended changes to the CSDP to USALTA, ATTN: LOIA-AP.
  - (5) Adding to the program, when necessary, to account for any uniqueness within their command.
- f.* Subordinate commanders (excluding company, battery, troop) will—
- (1) Implement an aggressive CSDP by using existing assets (for example, chain of command, organizations, or programs) to avoid duplication or fragmentation of effort. The commanders' designated asset will then incorporate CSDP into their evaluation plans and procedures.
  - (2) Provide the necessary emphasis to ensure the success of the CSDP.
  - (3) Appoint, in writing, a senior logistician in the headquarters as the CSDP monitor.
  - (4) Recognize both superior and inferior performance regarding supply discipline.
  - (5) Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award Program.
- g.* Immediate supervisors and company, battery, and troop commanders will—
- (1) Review the requirements listing within the CSDP (AR 710-2, appendix B) to become familiar with the applicable regulatory requirements.
  - (2) Use the listing as a guide in the routine performance of their duties.
  - (3) Report to their immediate higher headquarters any applicable requirements within the listing that cannot be completed.
- h.* The CSDP is designed for implementation by the chain of command. Responsibilities are listed in the above paragraphs.
- i.* The program is a review of supply responsibilities by the command immediately superior to the unit or activity being inspected to determine compliance with the Department of the Army regulatory guidance.
- j.* All supply operations performed per this regulation will be evaluated by the command immediately superior to the unit commander or commander of the SSA per appendix B.

## **1-11. Supply excellence award program**

The annual Chief of Staff, Army Supply Excellence Award (CSA SEA) program is a total Army program that is open to Active Army, Army National Guard, and Army Reserve units. The purpose of the CSA SEA program is to enhance the logistical readiness and supply effectiveness of Army organizations.

*a.* Annually the Chief of Staff Army (CSA), Vice Chief of Staff Army (VCSA), and the DCS, G-4, or their designated representatives present plaques to unit representatives or support activities selected as CSA SEA winners and runners-up.

*b.* The ODCS, G-4 will—

- (1) Provide program funding, guidance, policies and overall guidance to the U.S. Army Quartermaster Center and School (USAQMC&S) for the CSA SEA program.

(2) Prepare and distribute DA guidance implementing guidelines and criteria for participation in the CSA SEA program.

### **1–12. Property accountability**

*a. Obligation.* This accountability deals with the obligation to keep records of property, documents, or funds such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.

*b. Policy.* All property acquired by the Army, regardless of source or whether paid for or not, is accounted for as prescribed by these and other applicable Army regulations.

(1) All property, except real property, material purchased with the Army Purchase Card, and fabricated property, acquired in any manner is processed through and accounted for on a stock record account before issue. Users are to withdraw from the stock record account only the minimum quantity of items needed to sustain operations.

(2) All property must have one of the AIT devices affixed to it from the source of supply (SOS). The AIT device will interact with the Automation Information System (AIS) that will be used to account or receive Army property.

(3) All property, except real property, is classified for property accountability purposes as nonexpendable and controlled, expendable, or durable.

(a) Nonexpendables require formal property book accounting after issue to the user level.

(b) Expendables require no formal accounting after issue to the user level. Expendable training ammunition requires designated responsibility through the use of hand receipts.

(c) Durables require no formal accounting after issue to the user level, but require hand receipt control for hand tools coded durable. (See AR 735–5, paragraph 7–7b(1) and (2)).

(4) Employees of the Army, both military and civilian, are required to turn in all found Government property to the supply system.

(5) Found property not otherwise accounted for is immediately placed under control of an accountable property officer.

(6) At the stock record account level, the designation as an accountable property officer carries the designation as responsible officer, except when another person has been specifically designated as the responsible officer by regulation or other competent authority.

(7) Supervisory responsibility for the care, use, and safekeeping of Government property issued to or used by subordinates is inherent in supervisory positions.

*c. Donated or abandoned material.* Donated material includes any items of property that have been donated to the Army from any source. Abandoned property is that material where ownership cannot be determined and is now under the control of the Army.

(1) All donated and abandoned property must be accounted for as prescribed by this regulation. Accounting is maintained through formal property records.

(2) Asset reporting requirements for donated or abandoned property picked up on accountable records are reported through normal asset reporting procedures. These include small arms, controlled cryptographic items, vehicles, and similar items where asset reporting is required.

(3) If there is no mission need for the item(s) they must be turned in immediately per instructions detailed in this regulation.

(4) Any item of equipment or other material needed by the unit; however, is not authorized by MTOE, TDA, JTDA, CTA, or other authorization documents, must be fully justified, documented, and approved for retention. These actions must be accomplished per AR 71–32.

(5) Borrowed equipment provided by a host nation remains the property of the host nation and may not be retained.

*d. Capitalized property.* The recording of capitalized property is handled per the financial accounting procedures outlined in DOD Financial Management Regulation (DOD FMR) 7000.14R, volume 4, chapter 6 and DFAS-IN Regulation 37–1.

### **1–13. Defense Property Accountability System (software program)**

The Defense Property Accountability System (DPAS) is a DOD Deputy Secretary of Defense mandated property accounting system for enabling integrated logistic and financial accounting required by the Chief Financial Officer's (CFO) act.

*a.* DPAS will be fielded to installations and nondeployable activities maintaining property books, and enables the reporting of general property, plant, and equipment costing over the threshold of \$100,000 for CFO purposes.

*b.* DPAS can record, track, calculate depreciation and facilitate the annual reporting of general property.

### **1–14. Total package fielding**

Total package fielding (TPF) is the Army's standard fielding process used to field Army systems.

*a.* Total package fielding is the Army's standard materiel fielding process for new or modified materiel systems. The TPF process is designed to provide a consolidated support package of equipment and materiel to the using units. This

material distribution control process has the fielding command, rather than the gaining command, budget for and order the new system and most of its initial issue support. The actions needed to accomplish TPF will vary based on the TPF category and complexity of the system and support package. The TPF support package includes the logistics support products that are required to support the new or modified materiel system. TPF does not include the infrastructure, such as facilities, that are required for the unit. The infrastructure requirements are identified and planned for as part of the ILS process but are not included as part of the TPF package. Although TPF and new equipment training (NET) are usually done in conjunction with one another, NET is not part of TPF. Total package fielding personnel and NET personnel coordination and constant communication are needed. This effort will provide accurate information to address NET in the MFP per appendix E of DA Pam 700-142. All TPF activity will be documented in the TPF Web site located at <http://aeps.ria.army.mil/>. The TPF and MRTS Web site will be linked so that data will be shared between them.

*b.* TPF is designed to relieve the gaining ACOM/ASCC/DRUs and their subordinate units of much of the logistics burden associated with material fielding. The material developer plans for and acquires and requisitions the system and virtually all its support. A total material requirements list (MRL) is coordinated with the gaining ACOM/ASCC/DRU and the FC consolidates and ships the initial issue support items by authorized unit level. The delivery of the packaged support items and the major end items is coordinated, and a joint inventory with the gaining unit(s) is conducted prior to handoff. The FC provides a customer documentation package to post all TPF material to the gaining unit records.

*c.* The FC will provide customer documentation.

### **1-15. Filing**

All documents created because of this regulation are filed and disposed of in accordance with AR 25-400-2.

### **1-16. Implementation**

*a.* These policies apply to and will be implemented in both automated and manual supply systems. Manual supply systems are automated pending the availability of STAMIS. STAMIS are the preferred method of implementing these supply policies. Proponents of fielded automated systems ensure implementation of new and changed policies as scheduled by HQDA, ODCS, G-4 or sooner if possible. Systems in a maintenance-only mode are not required to be changed solely to implement new policy requirements unless otherwise stated.

*b.* Implementing publications are reviewed and approved by HQDA, ODCS, G-4. Implementing publications will be sent to Director, U.S. Army Logistics Transformation Agency (ATTN: LOIA-AP), 5870 21st Street, Building 212, Fort Belvoir, VA 22060-5941 for review and approval.

*c.* Developers of standard and unique automated supply systems that apply to activities such as property books, SSAs, and self-service supply operations ensure that each system provides the essential elements of data prescribed in applicable subparagraphs. Also, that it is in compliance with policies contained herein. The ACOM/ASCC/DRUs enforces compliance. When systems developers automate manual forms they must obtain approval from the form proponent and U.S. Army Publishing Directorate (APD). Computer generated supply forms must be understood by the supply level using and receiving the forms. Guidance pertaining to the form's approval process is in DA Pamphlet 25-31. Computer generated forms, approved by the proponent are optional.

*d.* DA Pam 710-2-1 and DA Pam 710-2-2 provide manual procedures that implement the policies contained in this regulation. These pamphlets are used by units performing manual supply operations.

*e.* Units operating under, or supported by an approved automated supply system ensures the appropriate automated procedural publication for that system is on hand and utilized.

*f.* Selected management data from the FEDLOG, I&S file, package and packing file, SB 700-20, ARIL and small arms ammunition are available in Compact Disk-Read only Memory (CD-ROM). The CD-ROM is available to all organizations. Procedures for obtaining and using the CD-ROM may be obtain by going to <http://www.logsa.army.mil/>. Click on "FED LOG Update" at the top of screen under what's New...!

*g.* The key internal management controls are property accountability, control of small arms repair parts and hand tools, the receipts of petroleum products, the reduction of Army excess and its causes, and the DODAAC directory update process. The check lists contained in appendix B, CSDP, are used to validate these controls.

*h.* Demilitarization is only performed by an authorized agency per procedures outlined in DOD 4160.21-M-1 and associated changes. Security controls required per the assigned controlled inventory item code (CIIC) are maintained until completion of the demilitarization process. ACOM/ASCC/DRUs have the authority to grant local DEMIL authorization for repair parts, less small arms' receivers, in accordance with the assigned item recoverability code to subordinate organizations performing DS- or GS-level functions. The ACOM/ASCC/DRUs DEMIL authorization of end items may not be delegated. When granting DEMIL authorizations, ACOM/ASCC/DRUs—

(1) Ensure that subordinate organizations are capable of conducting the required DEMIL per DOD 4160.21-M-1 and associated changes.

(2) Issue authorization in writing specifying the type of DEMIL the organization can perform. Authorizations may be grouped, however, the unit and organization names must be included.

(3) Maintain records of organizations to which DEMIL authority has been granted to include the type of DEMIL.

i. Units conducting DEMIL must maintain the written authorization on file. All organizations performing demilitarization must have a current copy of DOD 4160.21-M-1 and associated changes for reference.

j. Automation information technology (AIT)—

(1) AIT encompasses a variety of read and write data storage technologies that capture asset identification information. These technologies include barcodes, magnetic strips, integrated circuit cards, OMCS, and RFID tags. They are used for marking or “tagging” individual items, multipacks, equipment, air pallets, and containers. The AIT devices offer a wide range of data storage capabilities from a few characters to thousands of bytes. The information on each device can range, for example, from a single part number to a self-contained database. The devices can be integrated using a variety of means, including contact, laser, or radio frequency. The information obtained from these integrations can be provided electronically to AIS that support DOD’s logistics operations. AIT also includes the hardware and software to create the storage devices, read the information stored on them, and to integrate that information with other logistics data. Further, AIT includes the use of satellites to track and redirect shipments.

(2) AIT products such as the Materiel Release Order Control System (MROCS), Automated Manifest System (AMS), RFID tags, and so forth, will be used to their maximum capability in the receipt, storage, inventory, issue, and shipping processes of all DS/GS SSAs.

## **Section III**

### **Communication Security Equipment**

#### **1–17. General information**

a. *Security.* All COMSEC equipment used by DOD elements, including classified items and unclassified controlled cryptographic items (CCI), is approved by the National Security Agency (NSA). Such approved equipment and components are used to encode and decode electronic data and communications traffic that is classified for national security reasons. The equipment is used to prevent unauthorized disclosure.

b. *Policy.* All classified COMSEC equipment and components are requested, issued, and turned in through the COMSEC Materiel Control System (CMCS) per the policies established in this regulation and in related procedural publications. This section discusses the CMCS and highlights critical policies affecting COMSEC equipment. These critical policies are applied along with basic policies affecting stockage, requisitioning, receiving, and repairable management, as applicable, in this regulation.

c. *Acquisition of commercial COMSEC equipment.* NSA has established a policy called the Commercial COMSEC Endorsement Program (CCEP), which permits the decentralized procurement of selected items of commercial COMSEC equipment from approved vendors. Commercial COMSEC devices are designated by NSA as controlled cryptographic items (CCI) and they must be managed accordingly. Procurement of commercial items by Army elements must be viewed as exception to normal Army acquisition policies for standard items of COMSEC equipment, and will be carefully evaluated on a case-by-case basis by ACOM/ASCC/DRU commanders before acquisition is approved. The following rules must be strictly adhered to:

(1) Only commercial COMSEC items specifically endorsed by NSA and approved by HQDA may be procured. Before initiation of procurement action, users should contact USACSLA, ATTN: SELCL-EP, Ft Huachuca, AZ 85613-7090, to obtain verification of NSA/DA endorsement, and current supply management information (for example, approved source, stock number, accounting, reporting requirement, and so forth). For referral to the appropriate inventory manager, CSLA customer service can be contacted at telephone number 1-877-896-8094.

(2) The local purchase of commercial COMSEC equipment is prohibited. All requests will be submitted to CSLA for procurement action. The purchase and use of COMSEC devices from unauthorized sources that have not been approved for DOD use by NSA is a security violation and may result in a COMSEC incident investigation.

(3) Funding must be provided by the requiring ACOM/ASCC/DRU.

(4) The provisions of AR 71-32 regarding the acquisition, authorization, monitor limitations for commercial equipment, and TAADS documentation requirement, must be strictly adhered to.

(5) Accountability must be established in accordance with this regulation. The CCEP (CCI) end items that do not have an assigned NSN are reported to USACCSLA for assignment of an appropriate identification number. Local assignment of management control numbers (MCNs) for CCI is specifically prohibited.

#### **1–18. Communication security equipment management**

a. *Major components of the CMCS.* The major components of the CMCS within the Army are the Army COMSEC Central Office of Record (ACCOR) at the National Inventory Control Point (NICP); the U.S. Army Communications Security Logistics Activity (USACSLA); established COMSEC accounts and subaccounts, and formally appointed COMSEC custodians.

b. *COMSEC custodian and alternate(s).* The Army COMSEC Custodian is an accountable property officer as defined in chapter 2, AR 735-5. COMSEC custodian and alternate custodian requirements are listed below.

(1) *Appointment.* When a COMSEC account or subaccount is to be established, the commander appoints a COMSEC custodian and alternate per TB 380–41. More than one alternate may be appointed as required. The following policies apply to the Active Army, ARNG, USAR, and ROTC:

(a) The COMSEC custodian and alternates are commissioned or warrant officers. If officers are not assigned or are otherwise unavailable for custodial duty, DOD civilians or noncommissioned officers may be appointed. Grade limitations for enlisted personnel and civilians are as follows: custodian-E6/GS–5; alternate-E5/GS–4. Wage grade personnel (WD, WN, WG, WL, and so forth) must be of the equivalent grade.

(b) ACOM/ASCC/DRUs may approve the appointment of an E5 or GS–4 to serve as COMSEC custodian and an E4 or GS–3 to serve as alternate COMSEC custodian in those subordinate command facilities where personnel specified above are not authorized by MTOE or TDA.

(c) Contractors may be appointed as a COMSEC custodian for COMSEC accounts designated as a “Contractor Maintenance COMSEC Account.” All other COMSEC custodians are considered accountable property officers and therefore their positions and responsibilities are not contractible. Any exceptions to this policy must be sent through HQDA DCS, G–2 (DAMI–CHS) to HQDA DCS, G–4 (DALO–SMP).

(2) *Exceptions to grade limitations.*

(a) ACOM/ASCC/DRUs are authorized to grant waivers to the restrictions imposed in (1) above. This authority cannot be delegated.

(b) HQDA (DAMI–CIC) is notified of any waivers granted.

(c) The custodian appointment is updated and annotated to show the ACOM/ASCC/DRU granting the waiver.

(3) *Clearance.* Persons selected must meet the access requirements in AR 380–40, paragraph 2–1 and AR 735–5, paragraph 2–10a(5).

(4) *Duties.* See TB 380–41.

(5) *Retainability.* Except in short tour areas (1 year or less), custodians must have, at the time of appointment, a minimum of 1-year retainability in the command and must be expected to remain in the position for at least 1 year. In short tour areas, custodians must have a minimum of 6 month’s retainability.

(6) *Absence.* The alternate custodian assumes all duties of the custodian during the temporary absence of the custodian. If the custodian is to be absent more than 90 consecutive days, a new custodian is appointed and the COMSEC account is transferred before the departure of the old custodian.

(7) *Change of custodians.* COMSEC custodians are not relieved of their responsibilities nor may they depart their organizations until a clearance of the COMSEC account or a provisional clearance has been received from the ACCOR, or an exception has been granted by USACSLA.

(8) *Emergency situations.* When an emergency (sudden or uncontrollable departure of the custodian) causes the indefinite or permanent absence of the custodian, the commander assigns two properly cleared persons to physically inventory the COMSEC account within 24 hours after the absence has been acknowledged. (One of the persons assigned may be the alternate custodian.) A new COMSEC custodian is appointed after completion of the inventory. Discrepancies involving COMSEC materiel are per TB 380–41.

*c. Control and accounting.* Procedures for detailed accounting of classified COMSEC items are contained in TB 380–41. Accounting procedures for unclassified COMSEC equipment, including CCI, are outlined in DA Pamphlets 710–2–1 and 710–2–2. Routine policy and procedures for requisitioning, stockage and supply management of both classified and unclassified COMSEC items are contained in this regulation and its accompanying pamphlets. See paragraph 1–1b(13) for exceptions.

*d. COMSEC equipment.* COMSEC equipment is managed by USACCSLA as the Army National Manager for COMSEC (SOS B16), and is divided into two basic categories defined as follows:

(1) Classified COMSEC equipment. Accounted for exclusively by COMSEC custodians within the COMSEC CMCS on unique COMSEC accounting records. Classified COMSEC equipment is not requested or disposed of through normal supply channels. Classified COMSEC items are identified on the FEDLOG with a CIIC other than “U,” “O,” “7” or “9.”

(2) Unclassified COMSEC equipment. Accounted for within the standard logistics system by property book officers and retail stock record accounts. This category of COMSEC material includes equipment and secondary items designated as CCI. The CCI is identified on the AMDF contained on FEDLOG with a CIIC of “9.”

*Note.* CCI repair parts are NOT authorized for stockage on PLL or Shop Stock accounts.

*e. Physical security procedures.* Physical security procedures for COMSEC materiel are contained in AR 380–40 and TB 380–41. Additional physical control and handling guidelines for CCI are provided in DA Pamphlets 25–16 and 25–380–2.

*f. Asset reporting for COMSEC materiel.* Asset reporting for all categories of COMSEC materiel is contained in AR 710–3.

*g. Conflicts in regulations.* In the event of a conflict between this regulation and AR 380–40, the latter takes precedence. AR 380–40 establishes physical security and operational security requirements that are strictly enforced for COMSEC materiel. All such conflicts are immediately brought to the attention of HQDA (DALO–SMP) for resolution.

*h. COMSEC Classified Audit and Inspection Program.* USACCSLA is charged with the responsibility for conducting formal audits and physical security inspections of all COMSEC facilities and accounts. The above audits and inspections are coordinated with the ACOM/ASCC/DRUs.

(1) Per AR 380–40, commanders at all levels are required to conduct command COMSEC inspections of their subordinate elements not less than every 2 years.

(2) The command COMSEC inspection and USACCSLA audit and inspection programs have detailed information contained in AR 380–40 and TB 380–41 respectively.

*i. Loan of equipment.* All loans of COMSEC materiel must comply with AR 71–32, AR 700–131, and the policies established herein.

*j. Contractor maintenance support.* Maintenance support of COMSEC equipment is established by agreement among the contracting officer, HQDA, and the contractor. NSA provides mandatory modification control and reporting for equipment located at contractor facilities having an NSA COMSEC account.

*k. COMSEC materiel management logistics structure.*

(1) *National level.* The national level of the COMSEC materiel supply system includes—

(a) The COMSEC NICP.

(b) The COMSEC National Maintenance Point (NMP).

(c) The Army Key Management System (AKMS).

(d) The Directorate for COMSEC Support, Tobyhanna Army Depot, Tobyhanna, PA.

(2) *CONUS.* Support elements include—

(a) COMSEC support detachments (DS/GS/special repair activity) (intermediate).

(b) COMSEC materiel direct support activities (CMDSA) (DS).

(c) COMSEC accounts, retail stock record accounts, and property book accounts.

(3) *Overseas.* COMSEC support elements in various overseas commands may be configured and tailored for specific missions to include—

(a) Joint Command, Theater, Corps, Division, or Brigade COMSEC Management Offices (CMOs).

(b) COMSEC materiel direct support activities (CMDSAs).

(c) Nondivisional COMSEC retail logistics support units providing theater DS/GS level support.

(d) COMSEC accounts, installation stock record accounts, and property book accounts.

*l. Hand receipting classified COMSEC materiel.* When necessary, the COMSEC custodian is issued accountable COMSEC materiel on hand receipts to properly cleared and authorized persons. The custodian ensures the recipient knows the accounting and safeguarding requirements for the materiel. When operational requirements so dictate, the custodian may authorize the hand receipt holder to subhand receipt accountable COMSEC materiel. COMSEC custodians must keep adequate records that show the status of the materiel and that permits discharge of their accounting responsibilities to the ACCOR. Hand receipting (a person-to-person transaction) of COMSEC materiel to other COMSEC accounts or organizations is not permitted. This materiel is transferred between COMSEC accounts. See TB 380–41 for hand receipt procedures.

*m. Responsibility of classified materiel.* COMSEC materiel is the responsibility for all persons having access to or possession of this materiel. Failure to adequately safeguard COMSEC materiel could seriously jeopardize national security.

*n. Storage.* COMSEC materiel is stored per AR 380–40 and TB 380–41. Physical security and handling procedures for CCI are contained in DA Pam 25–380–2.

*o. Special handling of COMSEC materiel.* Unserviceable COMSEC items repairable only at depot level or special repair activity are automatically returned to the supporting special repair activity or the depot, as applicable, using ARI procedures in paragraph 3–31d, of this regulation. Demilitarization and disposal of COMSEC materiel are performed only by Tobyhanna Army Depot, Tobyhanna, PA.

(1) **WARNING: ONLY** trained and certified COMSEC maintenance technicians will disassemble and internally service or repair COMSEC equipment and components as specified in applicable equipment technical manuals. This restriction applies equally to classified equipment, unclassified CCI, and modular and embedded CCI components installed within common CE and ADP systems; for example, MSE/SINCGARS Receiver/Transmitters. Access by other than trained and certified COMSEC technicians is a reportable security violation per AR 380–40.

(2) Commanders, accountable property officers, and other responsible individuals must ensure that unserviceable COMSEC items, and systems containing COMSEC components, are submitted for repair to only those support units specifically authorized to perform maintenance on COMSEC materiel.

*p. COMSEC accounts.* To request classified COMSEC materiel from COMSEC accounts—

(1) A separate document register is used for COMSEC accounting transactions with ranges of serial numbers as specified in TB 380–41. The COMSEC account number is used instead of the DODAAC.

(2) COMSEC custodians managing COMSEC accounts that do not have a direct support or intermediate supply support mission are to comply with the applicable policies contained in chapter 2 of this regulation and in DA Pamphlet 710–2–1 and TB 380–41.

(3) COMSEC custodians managing COMSEC accounts that have a direct support or intermediate supply support mission are to comply with the applicable policies contained in chapters 3 and 4, respectively, of this regulation and in DA Pam 710–2–2 and TB 380–41.

*q. Total package fielding.* COMSEC equipment fielded through TPF is provided in a separate package through coordination between USACCSLA and the fielding command. Classified COMSEC materiel must be shipped to a designated COMSEC account.

### **1–19. Inventories**

*a.* All COMSEC equipment and components assigned accounting legend code (ALC) 1 or 2 must be physically inventoried at least semiannually and the inventory results reconciled with the ACCOR. All COMSEC equipment will have AIT device affixed (2D bar, RFID tag, and so forth). All other COMSEC equipment and components must be physically inventoried at least annually. Also, an inventory of all COMSEC equipment is conducted upon change of custodian. See procedures in TB 380–41.

*b.* Inventory discrepancies of COMSEC equipment require an investigation and submission of an insecurity report per TB 380–41.

## **Section IV Performance Standards**

### **1–20. General information**

Performance standards are management tools used to assess the effectiveness of supply performance. There are two types of performance standards; one type reflects the management of stock record accounts and unit or property book operations against established DA standards. The second type reflects the performance of the supply system.

*a.* When performance standards are set, the mission of supply support must be considered first. Thus, the capability to perform missions is sustained. Any standard set without primary regard for the mission may lead to misdirected efforts. For example, having a zero balance without a customer due-out is not as significant as having a zero balance with a customer due-out. A reluctance to issue stock because it creates a zero balance may indicate an improperly emphasized standard. Commanders ensure the performance measures set in this section are understood, consistently applied, and accurately figured. Commanders are alert for any emphasis given to a performance standard that decreases, or has the potential to decrease, customer support.

*b.* The performance standards in this section are applicable to using unit or property book operations and SSAs on manual or automated systems. These are designed for the internal control of a unit's supply performance. Commanders monitor the results of supply performance measurements and take appropriate action to ensure effective supply performance is maintained. Routine reporting of these statistics to higher levels is not required.

### **1–21. Using unit or property book**

Effective supply support at the using unit or property book level requires timely and accurate processing of supply requests and receipts, accurate accounting records, and adequate property controls. Automated programs developed for use at that level will include the capability to capture the data required to compute the performance measures outlined below. Manual property books and units without automation capability are not routinely collecting data or preparing statistics to document actual performance against these standards. However, the commander should periodically assess the unit's supply operations against these objectives. The objectives and management levels are shown in table 1–2.

*a. Inventory accuracy.* This accuracy represents the number of inventoried lines having no overages or shortages compared to the total number of lines inventoried and is expressed as a percentage. The formula for computing inventory accuracy is shown in paragraph 1–22*e*. Inventories to be measured are listed below and are described in paragraph 2–12 and table 2–2.

(1) *Change of property book officer (PBO) or primary hand receipt holder (PHRH) inventory.* Change of PBO or PHRH inventory is performed according to paragraphs 2–5*h* and 2–12*d*, and table 2–1*a* and *c*. The objective is to have no adjustment action and the management level is to have adjustment action on no more than 5 percent of the line item numbers (LINS) inventoried. The inventory is 100 percent of—

(*a*) All property not issued on a valid hand receipt (by the PBO).

(*b*) All property listed on the hand receipt (by the primary hand receipt holder).

(2) *Annual/cyclic PBO or primary hand receipt holder inventory.* The PBO ensures an inventory of all property issued on hand receipts per paragraph 2–12*d*, and table 2–1*b* and *d*. The objective is to have no adjustment action and the management level is to have adjustment action on no more than 5 percent of the LINS inventoried.

(3) *Monthly weapons and ammunition inventory.* This inventory is conducted per paragraph 2–12 and table 2–1*j*. The objective and the management level are to have no adjustment actions.

(4) *Controlled item inventory (other than weapons and ammunition).* This inventory is conducted per paragraph 2–12*d*(2) and table 2–1*i*. The objective and the management level are to have no adjustment actions.

(5) *Central issue facility (CIF) property book inventory.* This inventory is conducted per chapter 2, section III, and

table 2–1n. The objective is to have no adjustment actions and the management level for total adjustments is not to exceed 2.5 percent of the total dollar value of the CIF inventory during the fiscal year. Inventory discrepancies are adjusted per AR 735–5 paragraph 14–27.

(6) *Continuing balance system-expanded (CBS–X) reconciliation.* The objective for the annual and semiannual CBS–X reconciliation is 100 percent, and the management level is 98 percent.

*b. Loads.*

(1) *Basic loads.* Basic loads are managed per the policy in paragraph 2–20a. The objective and management level are to have all basic load items on hand.

(2) *Operational load and, prescribed load list (PLL).* These loads are managed per the policy contained in paragraphs 2–20 and 2–21. The objective is to have all operational loads and PLL items on hand or on request. The management level of the operational loads and PLL is to always have at least 95 percent of total load on hand or on request.

*c. Processing time (days).*

(1) *Request processing time.* This is the timeframe expressed in the number of days from the time the customer’s request is received by the PBO to the time the request is received at the SSA.

(2) *Receipt processing time.* This is the timeframe expressed in the number of days from the time the PBO receives the supplies, to posting of the receipts to the property book. This applies to all supplies received by the PBO except for those supplies received without documentation or requiring item identification research.

(3) *Issue processing time.* This is the timeframe expressed in the number of days from when an item is posted to the property book and issued to the customer.

(4) *Turn-in processing time.* This is the timeframe expressed in the number of days from when an item is identified as excess or unserviceable, not repairable, to when the PBO initiates a turn-in document.

(5) *Turn-in receipt processing time.* This is the timeframe expressed in the number of days upon receipt of an SSA’s confirmation of a turn-in to posting of the property book and document register.

*d. Document accuracy.*

(1) *Property authorization document.* This process is computed during the annual DA Form 12-series review, per paragraph 2–4, to ensure all authorization documents are on hand and are current. This figure is expressed as a percentage and is calculated by dividing the number of authorization documents that are on hand and current by the total number of authorization documents required and multiplying the answer by 100.

(2) *Supply request accuracy.* All supply requests must be complete and accurate. Failure to do so may cause the supply system to respond with supplies for which there is no need. The objective is for 100 percent of all supply requests submitted by a using unit to be accepted by the supporting level document edit. This figure is expressed as a percentage and is calculated by total number of supply requests accepted divided by the total number of supply requests on the daily cycle listing and multiplying the answer by 100.

(3) *Document register (due in) accuracy.* This accuracy is measured by the percentage of open supply requests (due in) on the document register that match open SSA records during the monthly reconciliation. It is expressed as a percentage and is calculated by dividing the number of open supply requests on the document register by the number of open supply requests on the record at the SSA and multiplying the answer by 100.

*e. Lines of repair parts.* The using unit should be concerned with the number of lines of repair parts stocked. The management level upper limit for the number of lines of repair parts and maintenance related items authorized for stockage and exceptions are identified in paragraph 2–21.

**Table 1–2  
Unit performance standards**

Management Measure	Objective	Management level
<b>Inventory accuracy:</b>		
Change of PBO or primary hand receipt holder inventory	100%	95 to 100%
Annual/cyclic PBO or primary hand receipt holder inventory	100%	95 to 100%
Monthly weapons and ammunition inventory	100%	100%
Sensitive item inventory (Other than weapons and ammunition)	100%	100%
CIF property book inventory (adjustments)	0%	2.5% or less
CBS–X Reconciliation	100%	98% to 100%
<b>Loads:</b>		
Basic loads (O/H)	100%	100%

**Table 1–2  
Unit performance standards—Continued**

Management Measure	Objective	Management level
Operational load, PLL	100%	95 to 100%
<b>Processing time (days):</b>		
Request processing time	2 days	4 days or less
Receipt processing time	1 day	3 days or less
Issue processing time	2 days	4 days or less
Turn-in processing time	5 days	10 days or less
Turn-in receipt processing time	1 day	3 days or less
<b>Document accuracy:</b>		
Property authorization documentation	100%	100%
Supply request accuracy	100%	95 to 100%
Document register (due-in) accuracy	100%	95 to 100%

### 1–22. The supply support activity

The role of the SSA in sustaining readiness is measured in terms of efficient customer support. Measures of customer support are not always appropriate when the sole customer is an internal organizational operation; for example, general support maintenance units and AMC mission stock record accounts. An SSA passing a DSS customer demand to the national level is not to include that demand in its performance computations. For comparisons, nondivisional activities consider a supported population of 15,000 as the equivalent of a division.

*a. Performance standards and manual or automated management tools.* The performance objectives, frequency of reviews, and frequency of cycle run for paragraphs (1) and (2) below are listed in table 1–3. Manual or automated management tools will be computed to arrive at performance objectives.

*b. Demand satisfaction or net availability.* This process is the percentage of all valid demands for ASL items that were filled to a level of at least 90 percent. It is a function of ASL depth (measuring the quantities stocked for any given ASL line).

(1) The following is a formula for normal ASL demand satisfaction: Valid ASL demands completely filled, divided by total valid ASL demands, times 100, equals the percentage of demand satisfaction.

(2) Demands for items issued by self-service supply center (SSSC) (when the SSSC is not on DSS), is included in the demand satisfaction computation by an adjustment. This adjustment assumes that demands for SSSC items are relatively uniform. This assumption allows SSSC demand satisfaction to be represented as a function of their lines at zero balance. SSSC zero balances must be determined by counting them. Use the following formula:  $(A \times B) - (C \times D) \times (100) = \text{adjusted demand satisfaction}$ . A = the percentage of total ASL lines that are SSSC. B = the percentage (in decimal form) of SSSC lines at zero balance subtracted from the number one. C = the percentage of total ASL lines that are not SSSC (one minus quantity above). D = normal ASL demand satisfaction percentage (performance objective).

*c. Zero balance(s) with dues-out.* This balance indicates the ASL lines at zero balance with dues-out (DO) as a percentage of the total number of ASL lines. It does not necessarily reflect performance of the supply activity, but may indicate a condition within the overall supply system. The formula for zero balance with dues-out is—ASL zero balance lines w/DO, divided by total ASL lines, times 100, equals the percentage of zero balance(s) w/DO (performance objective).

*d. ASL mobility index.* This standard applies to DSUs and their subordinate elements. When measured, it reflects their ability to move essential (essentiality codes (ECs) A and C) ASL cube in a single trip with the organization's vehicles. ASL items that can be stored in bins must be truck- or van-mounted. DSU forward elements supporting a brigade must be able to move their ASL cube in accordance with section 1, of their MTOE/MTDA (manual or automated management tool).

*e. Inventory accuracy.* This process represents the fraction of ASL lines having no substantial difference between the dollar value of inventory and the dollar value of the stock record balance. A substantial difference is an overage or shortage with an extended line value greater than \$1,000. The formula for inventory accuracy is—total lines without substantial difference, divided by total lines inventoried, times 100, equals the percentage of inventory accuracy. (Performance objective).

*f. Inventory adjustment rate.* total dollar value of inventory adjustments (both gains and losses) during the fiscal year should be within the established objective (performance objective).

*g. Materiel release denial rate.* This reflects the number of materiel release denials (MRDs) as a percentage of all

materiel release orders (MROs). The formula for materiel release denial rate is—MRD, divided by total MRO, times 100, equals the percentage of MRD rate (performance objective).

*h. Location accuracy index.* This index indicates how well the inventory location records compared with actual physical location of assets. It is expressed as the percentage of all inventory locations surveyed that were correct. The formula for location accuracy is—number of correct locations, divided by the total locations surveyed, times 100, equals location accuracy. (Performance objective).

*i. Receipt processing time.* This processing is the timeframe expressed in hours from the time supplies arrived at the SSA to posting of receipts to the stock record account's formal accounting record. This processing applies to all supplies received by the SSA except for those supplies received without documentation or requiring item identification where research must be conducted. (Performance objective).

*j. Request processing time.* This processing is the timeframe expressed in hours from the time the customers' request was received by the SSA to the time the request was processed for issue or passed to the higher supply source. Rejections are not included. This process applies to all customer requests regardless of priority (performance objective).

*k. Disposition of excess indicator.* The SSA ensures appropriate disposition action per table 4-1 or 4-2, of this regulation. Disposition action must be taken within 10 days after the excess determination is made (manual or automated management tool).

*l. DA-approved performance objectives for DSS/ALOC.* DA-approved performance objectives for DSS/ALOC are found in performance evaluation products published by the U.S. Army Materiel Command Logistic Support Activity (LOGSA). SSA performance against those objectives is monitored according to the general provisions of this section.

*m. Continuing balance system-expanded (CBS-X) reconciliation.* The objective for the annual and semiannual CBS-X reconciliation is 100 percent and the management level is 98 percent (performance objective).

*n. Fill rate.* Fill rate measures the performance of an SSA to satisfy a request from a supported customer. It is expressed as a percentage of the SSA's demand accommodation multiplied by demand satisfaction. (Performance objective).

*o. Demand accommodation.* Demand accommodation is the percentage of all valid demands received which match the item on the ASL (manual or automated management tool).

**Table 1-3  
SSA performance standards**

Measure	DA Goal	MTOE SSA	Installation SSA	USPFO	GS SSA	MSSA	MEDSOM	Other TDA SSA
Zero balance(s) w/DO	8%	X	X	X	X		X	X
Material release denial rate	1%	X	X	X	X		X	X
Inventory accuracy	95%	X	X	X	X		X	X
Receipt processing	24 hours	X	X	X	X	X	X	X
Request processing	24 hours	X	X	X	X	X	X	X
Location survey	98%	X	X	X	X		X	X
Automated system cycles	1 every workday	X	X	X	X		X	X
Inventory adjustment rate	5% of RO dollar value	X	X	X	X		X	X
<b>UMMIPS</b>								
PD 1-3	5%	X	X	X	X		X	X
PD 1-8	15%	X	X	X	X		X	X
<b>Demand Fill Rate</b>								
AI IPG's	30%	X	X	X	X		X	X
IPG 1	40%	X	X	X	X		X	X

## **Section V**

### **Direct Support System and Air Line of Communication**

#### **1–23. General Information**

*a.* Direct Support System is the Army's standard supply distribution system for supply Classes 2 (including maps), 3 (packaged only), 4, 5 (missile components only), 7, 8 and 9. ALOC is a subsystem of DSS.

*b.* ALOC provides air delivery of routine (PD 09–15) air eligible Classes 8, 9, and selected maintenance related Classes 2 and 4 items to selected (OCONUS support activity with a repair parts mission).

#### **1–24. Department of Defense activity address directory update**

*a.* All units ensure that the DODAAD contains current and complete information pertaining to their DODAAC. Commanders ensure an effective date for additions, deletions, and changes that result in effective supply actions and supply termination's in accordance with AR 725–50. The ACOM/ASCC/DRU/installation DODAAC coordinator ensures reconciliation of the active DODAAC file on an annual basis with the TAV database.

*b.* When a unit is deployed, the commander changes the type of activity code (TAC) 1 and 2 address and retains the same DODAAC. If the unit is split for the purpose of being attached as part of a tasked force the UIC utilized is a derivative of the parent organization that has been task to provide the split element.

(1) The commander ensures—

*(a)* A contingency DODAAC is obtained for the deploying property book(s), SRA, and other classes of supply ASL that is also deployed.

*(b)* A container or pallet consolidation plan is provided to the CCP and intermediate air and water transportation terminals, updating as unit location changes after initial deployment. The appropriate TAC cards are submitted per paragraph *c* below.

(2) The portion of a unit that remains at home station should be charged with caretaker operations for the organization real estate, equipment, and other administrative duties.

*c.* When a unit is added or deleted from DSS/ALOC, the DSS/ALOC code of the TA1/TA3/TA4 DODAAC card is changed per AR 725–50. This change is broadcasted by HQAMC LGSD by a serially numbered addition or deletion implementing message. The type of activity code (TAC) 1 and 2 addresses, break bulk point (BBP), and air terminal water port Identifier codes should all be validated by the ACOM/ASCC/DRU before submission. A BBP is required for each TAC 1 or 2 address. An accurate BBP address is essential to ensure proper consolidation and/or distribution of materiel to the correct destination. The BBP for OCONUS DSS/ALOC units is SW3108 (DDSP CCP) for units supported by Defense Distribution Depot Susquehanna, PA (DDSP), or W62G2T for units supported by the Defense Distribution Depot San Joaquin Sharpe Facility (DDSF) Sharpe Army Depot (SHAD). The BBP for CONUS DSS units is generally the supporting installation central receiving point (CRP).

*d.* The Army central service point (ACSP) at the LOGSA, major item information center (MIIC) ensures editing and validates data fields in DODAAC cards per existing procedures and confirms all changes to DSS/ALOC codes with DSS/ALOC additions/deletions broadcast by HQ, AMC (AMCLG–SD).

## **Section VI**

### **Security Classification of Logistics Data**

#### **1–25. Division level and below**

*a.* Equipment quantitative on hand information when combined with equipment requirements and/or authorizations is unclassified at division level and below.

*b.* The information is unclassified for a roll-up of all items on a division or smaller organization property book and for single items on the property book.

#### **1–26. Corps level**

Unit equipment requirement, authorization, or on hand summary data is classified when it is rolled to the corps level. However, single items and/or item family requirements and on hand information are sensitive, but unclassified at any level. (For example, M1 tank and/or all combat tank requirements and on hand data at the division, corps, and through total Army summary levels are unclassified.)

#### **1–27. Projections of on-hand data**

Equipment on-hand projections are unclassified for 3 years (current year, budget year, and budget year–1).

*a.* On hand projections for some items have been classified by security classification guides. This policy constrains those guides to end such classification within 3 years of initial operational capability. This is because the several year projections of when an item is available to a unit is already available through the authorization document and materiel fielding plans. In case an item distribution plan must be kept classified for the 3-year projection and are handled through exception procedures.

*b.* The equipment on hand, authorizations, requirements, and distribution data in the requisition validation (REQ-VAL) system is unclassified.

*c.* The same types of projections in the equipment redistribution system that operates on the HQDA Worldwide Military Command and Control System and the U.S. Forces Command (FORSCOM) Developmental Army Readiness and Mobilization System (DARMS) are unclassified.

## **Section VII**

### **Hazardous Materials Management Program**

#### **1-28. General information**

This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200-1 and DA Pam 200-1. The HMMP applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

*a.* This section defines Army policy for identifying and managing hazardous materials. Related policy guidance may be found in safety, medical acquisition and environmental regulations. The goals of the Army's HMMP are to reduce the cost for acquiring and disposing of HAZMAT, enhance mission accomplishment, promote the safe storage, handling, and use of HAZMAT, and reduce risk to public health and the environment. An Army logistics automation objective is that HAZMAT environmental reporting be accomplished as a by product of processing supply transactions such as receipts, issues, transfers, adjustments, inventory balances, recording storage locations, and disposal actions. In most cases, current reporting requirements cannot be met using logistics STAMIS. Environmental reporting and data compilation is accomplished per instructions disseminated by the supporting installation/regional installation management/ACOM/ASCC/DRU environmental office.

*b.* The definition of hazardous material varies by Federal, State and local laws and regulations. Definitions may also vary with host-nation laws. Check regulations to ensure you are applying the most appropriate definitions(s). See section II of glossary for the definition of hazardous material as it applies to this regulation.

#### **1-29. Major Army commands functions**

The ACOM/ASCC/DRUs ensure—

*a.* Guidance is provided to subordinate elements, including supporting environmental offices, as to the identification, requisitioning, receipt, handling, storage, use, disposition, and required reporting of HAZMATs.

*b.* Assistance to subordinate elements, including supporting environmental, supply and procurement offices, in obtaining Material Safety Data Sheets (MSDSs) from the source of supply or from the manufacturer of the product. MSDS, transportation, and disposal data are also available in the DOD Hazardous Materials Information Resource System (HMIRS), maintained by the Defense Logistics Information Service, Battle Creek, MI. HMIRS may be accessed through its Web site: <https://www.dlis.dla.mil/hmirs>. Upon request to the Army CD-ROM Coordinator (See AR 700-141), HMIRS is also made available through a quarterly CD-ROM subscription for activities that handle, store, use, and dispose of HAZMATs.

*c.* That ACOM/ASCC/DRU-approved basic loads minimize, to the extent possible, the inclusion of HAZMATs.

*d.* Monitoring of installation progress toward achieving HQDA established HAZMATs reduction goals in accordance with AR 200-1.

*e.* Recommendations are made for nonhazardous or less hazardous substitutes for HAZMATs used by installations and activities.

*f.* That installation procurement offices monitor local purchase requests that specify the acquisition of HAZMATs and that local purchase request procedures contained in AR 700-141 are followed.

*g.* Close coordination among supply, information management, and environmental activities to facilitate the management of HAZMATs and compliance with Federal, State, and local HAZMATs reporting requirements.

*h.* Necessary information is provided to fulfill HQDA, Federal, State, and local HAZMATs reporting requirements, such as inventory reporting under the authority of the Superfund Amendments and Reauthorization Act (SARA) (Community Right-To-Know), Title III, and the Toxic Substances Control Act (TSCA) (40 Code of Federal Regulations, 700-series). (See AR 200-1 for specific requirements.)

*i.* Support the establishment of proactive, tailored HMMPs to support readiness goals, achieve the economic and minimal use of HAZMATs, and to protect personnel and the environment.

#### **1-30. Supply support activity functions**

The SSAs ensure—

*a.* Receipt, handling, storage, and issuing of HAZMATs safely.

*b.* MSDSs are readily available to assure proper handling and emergency response preparedness. Assistance in acquiring requisite MSDSs can be obtained from the supporting environmental office.

*c.* Processing for unit or activity turn-ins of HAZMATs to timely maximize the potential for transfer, recycling, and/

or reutilization. Maintain close coordination with supporting environmental office and DRMO to expedite the removal of excess HAZMATs.

*d.* Necessary information is provided to respond to HAZMATs reporting requirements, as stated in paragraph 1–29*h* above, as well as any additional ACOM/ASCC/DRU requirements.

*e.* When advised by the using activity that requested material may be hazardous, note in the purchase request (PR) or the procurement work directive (PWD) for local purchase that a MSDS is required.

*f.* Records of HAZMATs being procured locally are established and that all subsequent PRs and PWDs contain requirement for MSDSs, per AR 700–141.

### **1–31. Using unit or activity functions**

The using unit or activity ensures—

*a.* The HAZMATs received are identified for proper handling, storage, use, and disposal. The majority of HAZMAT codes used by the Army can be found in the Hazardous Materials Data Segment (HMDS), the Freight Classification File, and the Packaging File of the FEDLOG.

*b.* Unit-level procedures are established to provide personnel accurate and timely information and prerequisite training on the handling, storage, and use of HAZMATs. Information as to specific training requirements may be obtained from the supporting environmental office.

*c.* Where choices exist, select the least HAZMAT available to meet mission requirements. Selections of HAZMATs are made by considering what materials incurs the lowest practical life-cycle cost while, at the same time, protects human health and the environment.

*d.* The SSA is advised when material requested for local purchase is hazardous or is potentially hazardous.

*e.* Prompt turn-in of excess HAZMAT to the supporting SSA or agency identified by the environmental coordinator.

*f.* The HAZMAT residue or waste is identified and handled in accordance with procedures established by the supporting environmental office.

*g.* Necessary information is provided to respond to HAZMATs reporting requirements, as stated in paragraph 1–29*h* above, as well as any additional ACOM/ASCC/DRU requirements.

*h.* Procedures contained in TM 38–410 for proper storage and handling of HAZMAT are utilized.

### **1–32. Radio frequency total asset visibility property accounting procedures**

*a.* Commanders and accountable property officers ensures accounting for and emphasize expeditious identification and return procedures for radio frequency (RF) tags under their command or direct responsibility. Commanders must stress the importance RFID tag technology has on TAV and on in-transit visibility (ITV), emphasizing its use in tracking materiel in the logistics pipeline and ensuring material arrives at the correct destination. RFID tags are in a critical supply position and must be expeditiously returned to the supply system for reuse.

*b.* Application of the following policy ensures efficient use and management of RFID tags.

(1) RFID tags are expendable, recoverable, and reusable property and do not require property book accounting.

(2) The two categories of RFID tags require a different recovery procedure.

(a) RFID tags affixed to military vehicles, mil-vans, and Government-owned ISO containers are part of that equipment and will not be removed.

(b) RFID tags affixed to nongovernmental ISO containers, 463L air pallets, commercial vans, and in or to a box, crate, or other container are considered as separate items and are removed and returned.

(3) All RFID tags are purged of data when discharge of unstuffed or redeployments are not purged. These RFID tags are used to stuff (PACK), unstuff, and expedite restuff actions.

*c.* Force provider is packaged in ISO and TRICON containers. The containers are a part of the system and the RFID tags on the containers will not purge. Data stored in these RFID tags will facilitate repacking upon redeployment of the system.

*d.* All RFID tags' lithium batteries are inverted to prevent emission of a signal to the regional server(s).

*e.* Units will return RFID tags to the direct support activity, which will rewrite (BURN) those RFID tags needed for retrograde shipments. All other RFID tags are returned using UMMIPS return priority 03 to the command directed retrograde return point (CRP) or installation DOL.

*f.* During the return process, RFID tags are packed to such a degree as to prevent the items from becoming unserviceable when placed in a triwalled or steel container.

*g.* CRPS and DOLs ensure consolidating, packing, packaging, and shipping the RFID tags to Defense Distribution Depot Susquehanna, PA (SB3100), ATTN: DDSP–OMP, Warehousing Branch, Building 203, Door 12, Mechanicsburg, PA 17050–7089 using UMMIPS return priority 03. The statement, “this container or package contains non-regulated lithium batteries” will be placed on the outside of all RFID TAG containers.

*h.* Units' return of sustainment cargo mil-vans and Government-owned ISO containers (RFID TAG is part of that

container) using UMMIPS return priority 06. Exceptions are approved by the first commander in the grade of colonel (or equivalent) or above.

### **1–33. Army purchase card program**

The General Services Administration (GSA), Federal Supply Service contract for Government-wide Commercial Credit Card Service provides commercial credit cards and associated services to military members and Federal civilian employees to pay for official Government purchases. The Government purchase card is a VISA credit card. The purchase card provides procurement and nonprocurement personnel with an efficient and economical method of purchasing and paying for commercially available supplies and nonpersonal services within the micropurchase threshold (\$0 to \$2,500). In accordance with policy at FAR 13.003(e) “Agencies will use the Government purchase card to the maximum extent practicable in conducting simplified acquisitions.” The purchase card program is designed to minimize costs and administrative burden, and reduce procurement leadtime.

## **Chapter 2 Using Unit Supply (Organizational Supply Operations)**

### **Section I General Information**

#### **2–1. Scope**

This chapter provides policy for automated and manual organizational supply operations. It is concerned with accounting and assigning responsibility for nonexpendable property and for controlling durable and expendable property.

#### **2–2. General organizational functions**

*a.* An organization’s supply operation is structured under an MTOE, TDA, or joint table of allowances (JTA). It is responsible for identifying, acquiring, accounting, controlling, storing, and properly disposing of material authorized to conduct the mission of the unit or used to garrison, equip, and maintain the soldier. The organization (using unit) is the foundation of the supply system.

*b.* Units and activities that use this chapter are using funds that are appropriated by the Congress and are called “Operations and Maintenance, Army (OMA)” or “operating” or “consumer” funds. These funds are appropriated for 1 year. OMA funds for these activities are mission funds used for clearly defined purposes. Any item of supply, excluding supply Class 7 (end items), placed on request to the supporting DSU uses these funds and the unit’s funds are decrement by total cost of the material (DFAS–IN Regulation 37–1).

#### **2–3. Format of using unit supply policy**

- a.* Section II of this chapter explains accounting and controlling property.
- b.* Section III explains organization clothing and individual equipment/central issue facility (OCIE/CIF) management.
- c.* Section IV explains management of loads.
- d.* Section V explains ROTC and National Cadet Corps (NCC).
- e.* Section VI explains property accountability when an ordering officer or activity contracting officer is used.
- f.* Section VII explains petroleum management.
- g.* Section VIII explains ammunition management.
- h.* Section IX explains wartime policy.
- i.* Section X explains property accountability during military operations other than war (MOOTW).

### **Section II Accounting for and Controlling Property**

#### **2–4. Property authorization documents**

*a.* Unit and individual equipment authorization documents are prescribed in AR 71–32. Equipment requirements will be processed per the provisions of that regulation. The ACOM/ASCC/DRU commanders authorize basic loads. Equipment identified as discretionary in authorization documents will be approved by the ACOM/ASCC/DRU commander unless other approval authority is indicated in the document. Commanders will ensure all pertinent equipment authorization documents are current, on hand, or on request. Pinpoint distribution (DA Form 12-series) will be reviewed annually to ensure the latest publications are being used. A listing of required publications applicable to LIN and/or NSN is identified in DA Pam 25–30. Units that are automated by the Standard Property Book System-Redesign (SPBS–R), the Standard Property Book System-Redesign/Installation table of distribution and allowance (SPBS–R/

TDA), or the DPAS will ensure that equipment authorization documents are loaded with the REQ-VAL System, LOGTAADS.

b. Authorized allowances will be reconciled annually with the authorization documents. A statement indicating that this reconciliation has been accomplished by the PBO will be submitted to the commander for whom the property book is maintained. The commander or designated representative will personally acknowledge the reconciliation in writing and has a copy filed in the front of the property book.

c. Authorization documents take precedence over the ARC on the AMDF contained on FEDLOG for the purpose of property book accountability.

## **2-5. Property book system**

This paragraph prescribes general accounting policies for the property book system. Organizations and activities using an automated property book accounting system are not required to keep manual records that duplicate information available from the automated system (such as the property book document register and due-in suspense file). However, all property book systems must be maintained using AIT technologies and must integrate with current STAMIS's automated information system (AIS). In addition property book records must provide a complete trail (suitable for audit) for all transactions.

a. The existence of a parent organization UIC is authority to have a property book. Property book records will be established and maintained for the following property when authorized or on hand:

(1) Property listed in the "required" and/or "authorized" column of the MTOE, deployable TDA (to include TDA section III supplement items), and JTA (when the Army has responsibility for the JTA unit's supply functions).

(2) Property on hand listed in the following subparagraphs, other than components of end items:

(a) *Property authorized by CTA 50-900.* This property does not include insignia and initial and supplemental personal clothing issued under AR 700-84 for Active Army and USAR organizations; ROTC reserve personnel Army (RPA) funded clothing and ROTC OCIE items are exempt from formal property book accountability.

(b) *Property authorized by CTA 50-909.* This property does not include ammunition issued in support of events scheduled to begin within 5 days or installation property having a unit cost of less than \$2,500 and a controlled inventory item code (CIIC) of "U" or "7" per AR 735-5, paragraph 7-6b.

(3) Conditional gifts of tangible personal property authorized and accepted under AR 1-100. This property does not apply to similar property accounted for according to non-appropriated fund procedures.

(4) Medical equipment authorized by AR 40-61 having unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7," and not required to be type classified.

(5) Research, development, test, and evaluation property authorized by AR 70-6 having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7."

(6) Organizational colors, national flags (except grave decorations and automobile flags), foreign flags, State flags, position colors, distinguishing flags, awards, streamers, guidons, and tabards authorized by AR 840-10.

(7) On hand historically significant items not cataloged as historical properties having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7". (Historical property is accounted for under AR 870-20.)

(8) On hand special tools and test equipment over \$100 that are—

(a) Not required to be type classified separately.

(b) Required for the operation of an end item authorized by MTOE/TDA/JTA/CTA.

(c) Listed in any technical manual (TM).

(9) Property included in HQDA-approved interim authorizations.

(10) On hand property obtained through rental or lease contracts for more than 6 months having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7." Not applicable to cost per copy contracts. However, costs per copy contracts are maintained within the contractor's record files (CRF).

(11) On hand basic loads of Class 1 and 5 when authorized. When basic loads are not on hand, the PBO will enter the basic load authorization requirement into SPBS-R, Property Book and Unit Supply—Enhanced, or Defense Property Accounting System (DPAS).

(12) On hand components having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7," when only the component is required (HQDA-approved schools and training centers only).

(13) On hand books (individual or sets) having a unit value of \$100 or more (regardless of ARC) and not controlled by libraries established per AR 735-17.

(14) On hand property that is no longer authorized and is pending turn-in having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7." Includes all property previously authorized by an MTOE, TDA (to include TDA section III supplement items).

(15) On hand substitutes for property authorized in subparagraphs (1) through (13) above having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7."

(16) On hand toll scrip, tokens, bridge tickets, and similar negotiable media.

- (17) Vendor-installed equipment or equipment delivered directly to the user having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
- (18) On hand information management processing equipment (IMPE), including leased information management processing equipment having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
- (19) Property received by an Army unit or activity specifically for use by another Service or other Government agency where accountability will be retained by the Army. At the conclusion of the operation for which the material was obtained, disposition is accomplished by the Army unit maintaining accountability.
- (20) On hand commercial items similar to items coded nonexpendable in the AMDF contained on FEDLOG having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
- (21) Components of medical assemblages per AR 40–61 having a unit cost of \$5,000 or more, and/or a CIIC code of other than “U” or “7”.
- (22) Test program set having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
- (23) Donated or abandoned material having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
- (24) Cellular phones, pagers and personal digital assistants with a unit cost of \$1,000 or greater.
- (25) Government furnished equipment in the hands of contractors having a unit cost greater than \$5,000, or CIIC of other than “U” or “7” and a reportable item control code (RICC) of other than “0” (zero) (DPAS users only).
- (26) Any other property as determined by the commander or PBO.
- b.* For property book accounting purposes there are two types of property:
- (1) *Organization.* Organization property is authorized to MTOE or deployable/mobilization TDA units by their authorization documents. The following is also organization property:
- (a) OCIE in CTA 50–900, table 4, for Active Army organizations. ROTC units and activities are exempt from maintaining formal property book accountability for on hand OCIE.
- (b) Items identified as deployable by CTA 50–909, appendix B.
- (c) Items authorized by AR 840–10.
- (d) Special tools and test equipment.
- (e) Basic loads of Class 1 and 5 supplies.
- (f) Books.
- (g) Items authorized by section 3 supplement of the deployable or mobilization TDA.
- (h) Items in CTA 50–900, tables 1 through 4, for ARNG and educational institutions, and table 4 for USAR activities operating a CIF.
- (i) Operational loads of Class 1 and 5.
- (2) *Installation.* All property not listed in paragraph *b*(1) above, regardless of how authorized, is installation property and will be accounted for accordingly. Organizations will not take installation property to the field or with them upon change of station. IMA regions/ACOM/ASCC/DRUs may grant individual exceptions.
- c.* The ACOM/ASCC/DRU (or designated LCMC) or CNGB may authorize property books to be kept at other than parent UIC level. All the parent unit responsibilities (table B–3, app B) become the responsibility of the subordinate unit. The parent UIC level will establish and maintain a property book for any subordinate activity not supported by a consolidated installation property book.
- d.* The PBO appointments are as follows:
- (1) The commander of the organization or activity for which the property book exists is the accountable property officer and has command responsibility. The commander may appoint a property book officer who then becomes the accountable property officer (see paragraph *h* below).
- (2) When the property book is managed at the battalion, group, or brigade level, that commander will appoint a PBO. The statement in paragraph 2–5*h* below will be signed by the appointed PBO. Commanders of subordinate units accept direct responsibility for unit property issued on primary hand receipt by signature and do not need to sign a responsibility statement on the property book.
- e.* Installation or community commanders and medical department activity commanders, organized under AR 40–4, may establish and keep consolidated installation property books. These property books—
- (1) Will not contain organization property.
- (2) May contain installation property for both MTOE units and TDA activities.
- (3) May be arranged separately by an activity designated to manage a specific category of property; for example, food service property.
- f.* When a property book is established below the parent UIC level, a separate DODAAC will be obtained and a derivative UIC will be assigned for each property book established. Requests for additional DODAACs and DODAAC/UIC cross-reference will be prepared per AR 725–50. Requests for a derivative UIC or changes to an existing UIC will be prepared per AR 71–32.
- g.* A PBO will be appointed for each property book. The PBO is an accountable property officer. Persons appointing PBOs will apply the criteria in AR 735–5, paragraph 2–10 when selecting accountable property officers. The

accountable property officer is also directly responsible for all property not issued on hand receipt. When the property book is maintained at MTOE unit (company) level, the unit commander will be the accountable property officer. The MTOE unit commander may appoint a property book officer who then becomes the accountable property officer; however, the unit commander will still have command responsibility. When the property book for an MTOE organization is maintained above the unit level, the MTOE unit commander will be a primary hand receipt holder and have direct responsibility for the items listed on that primary hand receipt.

(1) The PBO will be appointed in writing. If the commander elects to retain the function of accountable property officer, the assumption of command orders are sufficient. The appointing memorandum will identify the property book by UIC. Upon change of the appointing authority, if the same PBO is to continue, then that individual is reappointed by the new appointing authority.

(2) The State Adjutant General (AG) is the property book appointing authority for all ARNG units and activities. The State AG may delegate this authority to division, brigade, group, or battalion level. Property books will not be established for the office of Active Army advisors to the ARNG. These offices are supported by a hand-receipt account from the unit of attachment.

(3) The commander or head of a separate TDA activity for whom the property book is maintained, or a representative designated in writing, will appoint property book/accountable property officers. The designated representative may be either a uniformed officer or a DOD civilian manager. Responsibility will be assigned as follows:

(a) The commander has command responsibility for property. A civilian director in a TDA organization has supervisory responsibility and may designate persons to be PHRHs having direct responsibility for property authorized by a TDA.

(b) When a consolidated property book is established, responsibility for issued property will be assigned to commanders of supported MTOE units and to the designated PHRHs within supported TDA activities.

h. The individual assuming accountability will sign the following statement after change of accountable property officer inventory and corrective actions required by the inventory have been accomplished (table 2-2). The signed statement, which will be filed with the property book, is as follows: "By authority of (indicate appointing document or assumption of command order and date), I hereby assume property book accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt. (Signature and Date) (Signature Block of the Property Book Officer)".

i. Property books are organized so that organization and installation property are kept separately. A separate section may also be kept for each type of organization property (that is, OCIE or basic load). All activities will keep a separate classified section when either the property description or the quantity is classified. The classified section will be safeguarded according to security regulations.

j. Quarters' furnishings at ARNG training sites will be accounted for in a separate section of the same property book that has the TDA property for the training site.

k. The four types of data that will be recorded on property book records are as follows:

(1) *Authorization data.* This data is taken from the authorization document and identifies the item required and authorized. When an authorization is established by use of a basis of issue (BOI), the total quantity authorized will be used. ROTC units will maintain a current personnel roster to support the total quantity.

(2) *Identification data.* This data identifies the item.

(3) *Accounting data.* This data reflects the quantity on hand and the transactions that change the quantity.

(4) *Management data.* This data is used by the PBO to manage the property. Location and due-in information, date of pack, lot and serial number, shelf life suspense dates, and any suspension notices and contract number will be included for basic loads. The lot number and quantity on hand of each item having a lot number, for example, ammunition will be entered.

l. Following are the three types of property book records:

(1) *Basic.* The basic property book record must contain all four types of data when a single line item is authorized and on hand. When an authorized line is on request, but not on hand, a basic property book record with authorization and management data will be maintained. The basic property book record only contains authorization data when more than one make, model, or substitute item is on hand relative to a single line item authorization.

(2) *Supplemental.* The supplemental property book record contains the identification, accounting, and management data under the following conditions:

(a) When accounting for components of medical assemblages.

(b) When more than one make or model or a substitute item is on hand relative to a single line item authorization.

(3) *Serial number.* The serial number property book record contains the serial numbers of items requiring accounting by serial number. Items recorded in the property book and meeting any of the following conditions require serial number accounting:

(a) Items with a U.S. Army registration number. The registration number will be recorded as the serial number.

(b) Items listed in the AMDF contained on FEDLOG with a CIIC of other than "U" or that is blank, and the item has a serial number. Also, applies to similar commercial items not listed in the AMDF contained on FEDLOG.

(c) Information management processing equipment (IMPE) and external peripheral components (except keyboards and end user operated items (less CCI)).

(d) Items determined pilferable by the PBO, whether or not they are listed in the AMDF contained on FEDLOG or have a CIIC.

(e) Post the lot number and the serial numbers for Class 5 items.

m. The property book records will contain the following essential data elements:

(1) Property book and supplemental record will have—

(a) Date posted.

(b) Document number.

(c) Quantity received.

(d) Quantity turned in.

(e) Balance.

(f) Balance brought forward.

(g) Balance carried forward.

(h) UIC.

(i) Authority.

(j) National stock number (NSN).

(k) Unit of issue (UI).

(l) LIN.

(m) Equipment readiness code (ERC).

(n) Required allowance (ALW) (MTOE and TDA only).

(o) Authorized ALW.

(p) RICC.

(q) Logistics control code (LCC).

(r) CIIC.

(s) Equipment category code (ECC).

(t) Item description.

(u) Publication data.

(v) Location.

(w) Quantity authorized, by location.

(x) Quantity on hand.

(y) Document number.

(z) Quantity due-in.

(aa) Standard requirement code (SRC).

(b) Acquisition cost (this cost will be the price stated on the receipt documentation).

(2) Serial and registration number record will have—

(a) Serial and registration number.

(b) Lot number (Class 5 and other items requiring lot number).

(c) Location.

(d) UIC.

(e) NSN.

(f) Item description.

n. Accounting data errors will be corrected by reversing the effect of the incorrect entry.

o. Minor property book adjustments that do not affect the on hand balance will be accomplished using an administrative adjustment report (AAR). These adjustments are authorized only when there is no actual gain or loss of Government property. Use the AAR to account for changes or errors in serial numbers that are obvious. For example, transposing numbers, miscopying serial numbers from issue document, or exchanging components will be corrected using an AAR. The AAR can be used to show consumption of the following items, which are nonexpendable and are consumed when used (such as a balloon meteorological, NSN 6660-00-809-5115; or kits, aircraft, NSN 6920-01-191-0981). A brief explanation will be made on the reverse side. Authority block will cite this paragraph. "Change stock No" will be changed to read "change serial No." Approval authority of the form will be the commander or the property book officer. If there is a possibility of physical substitution, an investigation per AR 735-5 will be initiated. For adjustments to line items reportable under the Continuing Balance System-Expanded (CBS-X)/Logistics Integrated Data Base (LIDB), forward a copy of the AAR to the central collection activity (CCA) per paragraph 2-9 below. Essential data elements for the AAR are listed below:

(1) Organization or activity.

(2) Document number.

- (3) Item number (change from—change to).
- (4) NSN/LIN.
- (5) Item description/RICC.
- (6) ARC.
- (7) Unit of issue.
- (8) Quantity.
- (9) Authority.
- (10) Reason.
- (11) Initiating officer signature and date (for consumption only).
- (12) Property book officer signature and date.

*p.* Property book records will not be completely remade. Instead, the balance will be brought forward to a new record when property book records become filled, illegible, or new forms are directed for use. When converting from the manual system, use the procedures outlined in DA Pam 710–2–1, paragraph 4–14. When the property book or all supporting records are lost, stolen, or destroyed, the PBO will process a request for waiver of military property accounting requirements per AR 735–5.

*q.* These requirements are for the ARNG and USAR. ARNG property book records will not be removed from the active property book file until after completion of the annual reconciliation conducted by the USPFO representative. USAR CTA and TDA property authorized for the operation of the equipment concentration site (ECS) will be accounted for on the ECS property book. The ECS supervisor may appoint a PBO. Unit-owned MTOE/TDA/CTA property pooled at the ECS will not be accounted for on the ECS property book.

*r.* All documents supporting entries to the accounting data record in the property book will be filed in the supporting document file and retained for a period of 6 years. Contract files are considered supporting document files. All source documents supporting the initial purchase of capital equipment (over \$100,000 in unit cost) entered on the property book must be maintained on file on a permanent basis. The documentation will be transferred with the capital equipment upon lateral transfer, turn-in to the national level or to the DRMO. A statement will be prepared to substitute for a missing supporting document. The statement will include all information recorded in the document register for the lost document. The PBO will sign the statement.

*s.* Documents for nonexpendables not supporting entries to the property book will be kept for a period of 6 years. These documents will be filed with the documents' supporting entries to the property book, and will be marked as "not posted." Documents for durable and expendable supplies will be kept only when they support adjustments processed per AR 735–5.

*t.* For an organization that is inactivated or discontinued, the ACOM/ASCC/DRU (or designated major subordinate command), or USPFO will publish instructions for clearing the property book. The instructions will include provisions for appointing people to verify the accuracy and completeness of the property book records and the supporting documents. Those persons appointed to conduct the verification must be from an organization other than the one being inactivated or discontinued. On completion of the verification, the property book records will be disposed of per AR 25–400–2.

*u.* Procedural publications will prescribe the forms and use of property book records.

*v.* The National Guard Bureau (NGB) property book reconciliation's are as follows:

(1) The USPFO or designated representative will reconcile the property book records of all organizations annually or when there is a change of PBO, whichever comes first.

(2) To support the reconciliation, the USPFO will keep a history file that will contain copies of all transactions that affect the property book on hand balance. If there are transaction documents at an organization from other than the USPFO or SRAs within the State, copies will be sent to the USPFO. This transaction file will be used to update USPFO records and will facilitate research when original records cannot be used.

*w.* The automated facilities engineering property book (FEPB) established for the Directorate of Engineering and Housing (DEH) or the Directorate of Public Works (DPW) will be limited to only equipment and tools required to accomplish the RPMA or PW mission. Other types of installation property will not be requested and may not be posted to the FEPB.

## **2–6. Requesting supplies**

Commanders will ensure that equipment and components listed in the authorized column (of the MTOE and TDA) are on hand or on request. Where available, TAADS-based automated systems such as Distribution Execution System (DES), Logistics Army authorization document system (LOGTAADS), SPBS–R, DPAS, and the SPBS–R/I TDA will be used to request MTOE/TDA items. For an ammunition basic load requested on a preapproved DA Form 581 (Request For Issue and Turn-In of Ammunition), but not on hand, the document number will be entered to the property book. Exceptions are those granted per AR 71–32, AR 570–7, and AR 710–1 and materiel fielded under TPF.

*a.* When all units (CONUS and OCONUS) request equipment resulting from approved future TAADS changes, they will do so no sooner than 365 days before the effective date of the authorization document.

(1) Units will not request items designated for reduction or deletion, as listed on the old document, once the 365-day threshold is reached.

(2) There is no need to cancel open requisitions for major items projected to be deleted from authorizations by approved TAADS changes when under 365 days of the effective date of the approved TAADS authorization document; this will occur automatically.

(3) TDA activities operating under the Defense Business Operations Fund (DBOF) (formally the Army Industrial Fund (AIF)) are exempt from the requirement to be within 365 days of published EDATE. DBOF activities may submit requests and requisitions upon receipt of approval of memorandum request (MR) from the IMA region/ACOM/ASCC/DRU, Activity Group Level, or USAFISA, whichever is appropriate. Submission of requests and requisitions is dependent on availability of funds as directed by the IMA region/ACOM/ASCC/DRU. AR 71-32, paragraph 6-53 applies.

*b.* Quantities of basic load items authorized by a ACOM/ASCC/DRU commander will be on hand or on request.

*c.* When authorized substitute items (SB 700-20, appendix G) are on hand, the preferred item will be requested. Equipment to be replaced through force modernization action is an authorized substitute and will be retained until receipt of new equipment.

*d.* Priority designators for all supply requests will be determined per DA Pam 710-2-1. Commanders will personally review or will delegate in writing to specific persons the authority to review all requests based on urgency of need designator (UND) A and B. This review is done before sending the request to the SSA.

*e.* Request for items having a recoverability code of A, D, F, H, or L requires the turn-in of the unserviceable item at the same time the request is presented to the SSA. Automated systems will use internal recoverable item control checks to verify issues versus turn-ins. In a manual system, a statement, signed by the commander or accountable property officer, indicating the reasons for the non-availability for turn-in will accompany the request when—

(1) There is no unserviceable item available for turn-in because of loss, destruction, or initial requirement.

(2) An operational requirement exists to retain the item until the new item is received. The DOL/G-4 or equivalent will establish item retention authority. In this case, the recoverable item will be turned in to SSA within 10 workdays (30 days for USAR) after receipt of the new item.

(3) A SF 368 (Product Quality Deficiency Report) has been submitted and the unserviceable item has to be retained as an exhibit in accordance with DA Pam 738-750.

*f.* Supply requests for seasonal or unusual needs, such as training ammunition forecasts, will be sent in advance to permit timely delivery per the required delivery date (RDD) and the issue priority group. Such requests will contain the required delivery date.

*g.* Supply requests will be prepared per DA Pam 710-2-1 and will contain the minimum essential elements of data as listed below:

(1) The NSN, commercial and Government entity code (CAGE), PN or management control number (MCN).

(2) Unit of issue.

(3) Quantity.

(4) Document number.

(5) Priority (except Class 5 supplies and turn-ins).

(6) Authentication (Class 5 supplies only).

(7) End item code (EIC) (Class 9 only).

*Note.*

EIC, a new data element, has been established as a means to identify a request for a repair part to a specific end item. The EIC is required on all requests for repair parts for end items with an assigned EIC.

(8) Type requirements code (Class 7 only).

(9) Standard delivery date (SDD), RDD or required pick-up date (RPD).

*h.* A document register for all supply actions will be kept by each organizational element authorized by the PBO to request supplies.

(1) For nonexpendable items: one register per property book (maintained at property book level).

(2) For expendable or durable items—one register per organizational element as directed by PBO.

*i.* The document numbers from the registers will not be duplicated.

*j.* Document registers will include the essential elements of data listed below:

(1) Element and activity keeping the register.

(2) Page number.

(3) Document number.

(4) Document sent to.

(5) NSN/CAGE/PN/MCN.

(6) Nomenclature.

(7) Request for.

- (8) Priority designator.
- (9) Initials of authenticating authority.
- (10) Quantity (requested, due-in, received or turned in).
- (11) Date completed.

k. All elements and activities except SPBS-R and SPBS-R-I/TDA users keeping a document register will maintain a due-in status file to support those actions that have not been completed. SPBS-R and SPBS-R-I/TDA users control due-in suspense's by using the automated document register and due-in listing. (File manual due-in status when received in the supporting document file.)

l. All supply requests will be submitted to the appropriate SSA. The accountable property officer at the SSA will determine the source of supply and initiate appropriate action. The document number date and the date forwarded will be the same to ensure timely supply action at the unit level. (USAR, see paragraph 2-6o.) UND "A" requests will be delivered by the most expedient means, including voice. When voice is used, each party will create and file a copy of the request. Confirmation will not be exchanged.

(1) Using units and organizations will not request supplies directly from the DRMO. Withdrawal of Army Working Capital funded property from the DRMO requires reimbursement at the standard price. Requests for property from DRMO will be processed through the PBO to the SSA that normally supplies the property. Requests for supplies to be used for other than their intended purpose must be approved by the installation commander (division/TAACOM/SUPCOM-separate command commander for OCONUS, major U.S. Army Reserve Command (MUSARC) commander for USAR units/activities, ROTC region commander for ROTC units, and USPFO for ARNG units/activities). All nonexpendable property drawn from DRMO will be accounted for on the property book.

(2) An exception is local purchase, which will be used for items under \$2,500 in extended price. Requests for nonexpendable and controlled material are processed through the PBO to the purchase cardholder, if under the cost of \$2,500. If over \$2,500 in unit value, the PBO will ensure the requirement is placed into the Pweb to Standard Procurement System (SPS). SPS provides a fully functional automated information system (AIS), which will standardize the procurement business practices and data elements by promoting the use of the same automated contracting procedures throughout DOD. Before submitting a local purchase request, commanders are responsible for verifying the need for a local purchase and for signing the request. Commanders may delegate this responsibility in writing to specific persons.

(3) All supply Class 9 requests for local purchase, purchase card buys, cannibalization, controlled substitution, or DRMO withdrawals of material will have a "demand data" (DIC DHA) prepared and entered into the retail STAMIS. The requestor will prepare the DHA with a project code of "AAA" and the appropriate end item code (EIC) entered in the users retail STAMIS ULLS-A/G-S4. Users of SAMS-1 and SARSS-1 will generate a DHA with a manual document number and place an alpha character of "X" (controlled exchange), "P" (purchase card), or "C" (cannibalization) in the first column of the serial number. A part numbered item must be converted to an NSN. Users of ULLS and SARSS systems will follow the same procedures by manually inputting a "DHA" for stock replenishment. These demands must be recorded for the TRM funding process, which is critical for obtaining operational TEMPO dollars to purchase Class 9 supplies to support mission requirements.

m. As an exception to paragraph l(2) above, unit commanders and activity chiefs may obtain material below the micropurchase threshold by submitting requirements directly to a purchase cardholder. The requiring commander or requiring activity chief will ensure that—

(1) Individuals are designated in writing to—

(a) Approve local purchase requests, and verify requests submitted to the purchasing officer are for items listed in paragraph 2-6m(3)(a)1 through 7. This individual is not the same individual appointed as the certifying official.

(b) Ensure the quantity of material requested does not exceed 7 days of supply for day-to-day operating supplies and 15 days of supply for PLL or shop stock replenishment.

(2) The purchasing/ordering officer does not make local purchase without a written request. Within 5 days after the purchase(s), he or she furnishes the supporting PBO all purchase receipts/invoices for screening. The screening by the PBO is to determine the accounting requirements for the purchased property, such as nonexpendable or controlled (requires property to be accounted for on property book records), durable (requires control when issued to the user) and expendable (no requirement to account for on property book records).

(3) Supply discipline is enforced by the first-line supervisors/managers. The following rules will be observed when making a decision to use the Government-wide purchase card:

(a) The purchase card may be used to purchase commercially available goods and services below the micropurchase threshold (currently \$2,500) as follows:

1. Any noncataloged, nonstocked, nonstandard item. The item has not been included in the AMDF contained on FEDLOG.

2. Any item on the AMDF with an acquisition advice code of K or L.

3. That quantity of material identified on a request with a NSN rejected by the national level with a requisition transaction status code/rejection code of CK, CP, or CW.

4. Any item needed to save human lives or to relieve human suffering.

5. That quantity of material needed to repair emergency equipment.
6. That quantity of repair parts and supplies to repair Army motor vehicles disabled on the roadside.
7. Centrally managed items with a NSN assigned that are commercially available when the designated approving official (the individual who supervises the cardholder) determines the purchase to be in the best interest of the Government. Criteria for “best interest” are the combination of quality, timeliness, cost, and improved readiness, which best meets our needs. For example, a repair part purchase from a DLA-approved vendor.
  - (b) Users are authorized to make local purchases on the Internet using the Government-wide purchase card. Purchase cardholders are authorized to use the DOD Electronic Mall (E-MALL). For Army purchase cardholders, Army Mart (A-MART) is the only authorized entry to the DOD E-MALL. The Government-wide purchase card is the only authorized means to order A-MART/E-MALL supplies and services. Military standard requisitioning and issue procedures (MILSTRIP) requisitions are not authorized for Internet or A-MART/E-MALL orders.
  - (c) IMA regions/ACOM/ASCC/DRUs will establish local standing operating procedures within their organizations to establish positive controls via internal management checklists and procedures to support supply STAMIS’s transaction history files and document history files when using the internet to requisition material. These procedures also carry the responsibility of the requisitioning headquarters to make sure they can pay the bill.
  - (d) Purchase cardholders will by-pass the stock record account when purchasing items that are not in the Army inventory. However, demands must be recorded for purchases of repair parts. Post-post procedures are required to record these purchases. SAMS and ULLS series customers will process a demand transaction, DIC DHA to SARSS-1. Demand data is required for materiel management center at the national level and for input to the TRM model.
  - (e) Cardholders must observe established priorities for use of Government supply sources. In descending order of priority, as described in the Federal Acquisition Regulation, part B, agencies will satisfy supply requirements from agency inventories, excess from other agencies, Federal prison industries, products available from the committee for purchase from people who are blind or severely disabled, national supply sources, (such as stock program of the General Services Administration, the Department of Veteran Affairs, and Military Control Points), Federal Supply Schedules, and commercial sources.
  - (f) Local purchase provisions prescribed by paragraph 4-16 below, do not apply to purchase card purchases.
  - (g) 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 710-2-1.
    1. Block 1. Enter the word “Army Purchase Card.”
    2. Block 2. Enter the invoice number or reference number from the vendor’s receipt.
    3. Block 9. Enter the vendor’s name and address.
    4. Block 13. Enter the hand receipt number and unit’s address.
    5. Block 15 thru 20. Enter information pertaining to the item(s) purchased.
    6. Block 22. Enter the date of purchase and the hand receipt holder’s signature.
    7. The PBO processes the receipt of supplies and equipment upon receipt of documentation per paragraph 2-8 below.
- (4) All requirements for material not identified in paragraph *m(3)(a)1* through 7 above will be submitted to the supply support activity. All other policies relating to local purchase contained in this regulation remain in effect. The PBO will provide the purchase cardholder written confirmation that the reconciliation occurred.
  - n. This paragraph contains policy modifications for the ARNG environment.
    - (1) Commanders will submit requests for authorized supplies as directed by the USPFO of their respective states. Discretionary items listed in authorization documents will be on hand or on request only when authorized by the State AG. Requests for DA-controlled, PA-funded items identified by the NGB will not be processed without NGB approval. Requests for which funds are not available will be held at the USPFO and managed by the State AG.
    - (2) Document registers will be kept as follows:
      - (a) For the property book, nonexpendable items, and ammunition—one register per property book.
      - (b) For durable and expendable items—as directed by the USPFO.
    - (3) The USPFO, division, or separate brigade command level staff will make sure document numbers from various registers are not duplicated. USPFO approval is required for assignment of blocks of document numbers.
      - o. This paragraph prescribes policy modifications applying to the USAR. Requests for which funds are not available (unfinanced demands) will be sent to the unit funding activity (MUSARC) and managed as directed by the ACOM/ASCC/DRU. Requests for items for which there is no maintenance capability or storage space will be managed as prescribed by the ACOM/ASCC/DRU.
      - p. Commanders will coordinate with their supporting COMSEC account custodian for transactions concerning classified COMSEC material. COMSEC custodians managing a COMSEC account that does not have a direct support or intermediate supply support mission will comply with the applicable policies contained in this chapter, related procedural publications, and TB 380-41.
      - q. COMSEC equipment fielded through TPF will be provided in a separate package through coordination between

USACSLA and the fielding command. Classified COMSEC material must be shipped to a designated COMSEC account.

## **2-7. Followup of request for supplies**

*a.* Document modifiers will be prepared and submitted to the SSA if there is a change of the Force/Activity Designator (FAD) or UND. The requested quantity cannot be increased.

*b.* Followup action is taken as required. When used, followup actions will be submitted as outlined in automated/manual procedural manuals.

*c.* When an item is no longer needed, a cancellation request will be immediately sent to the SSA.

*d.* Commanders will ensure their open supply requests are reviewed and the requirement is validated quarterly. Open supply requests are reconciled with the SSA on a monthly basis (quarterly for USAR and National Guard). See DA Pam 710-2-1 for procedures.

## **2-8. Receiving supplies**

*a.* Commanders or appointed accountable property officers will receipt for supplies for their units or activities in an AIT enabled environment. This authority may be delegated. The person delegating this authority must be a commander or PBO and remains fully responsible for the supplies. As a minimum the following is required:

(1) A copy of the current assumption of command and/or PBO appointment memorandum.

(2) A document designating a person as the responsible officer.

(3) Or electronic document with electronic signatures.

*b.* Customers will pick up supplies from the SSA within 2 days of notification of availability. Any supplies not picked-up by the customer after 5 days will return to SSA stocks.

*c.* Supplies received will be counted manually or electronically by quantity and compared to the receipt document. Discrepancies will be documented and reported to the SSA within 3 days (30 days for USAR) of receipt. Supplies that are received from other than the SSA will be reported through the PBO to the SSA whether there is a discrepancy or not.

*d.* Discrepancies in shipment of classified COMSEC equipment and CCI require investigation and submission of incident reports per TB 380-41 and DA Pam 25-380-2, respectively. Erroneous shipments of CCI to the COMSEC account instead of the unit property book account do not require submission of COMSEC incident reports. However, suspected tampering, mishandling, unauthorized access, or frustrated shipments will be reported. In the event unclassified COMSEC equipment designated as CCI is erroneously shipped to the COMSEC account instead of the unit PBO, the following actions will be taken:

(1) The COMSEC custodian will receipt for the material, post it to his COMSEC accounting records to establish an audit trail, and return a signed receipt, Standard Form 153 (COMSEC Material Report), to the shipper.

(2) The custodian will immediately coordinate with the PBO and effect transfer to the unit property book account. To satisfy the requirements of AR 380-40, a Standard Form 153 containing a voucher number assigned by the COMSEC Custodian will be used as a transfer document between the two accounts. This form may be assigned a document number by the PBO and posted to his or her accounting records the same as any other receipt.

*e.* When equipment delivered through official distribution channels, contractors, or other Department of the Army equipment-fielding programs is received by the PBO, and is not currently authorized on the MTOE/TDA, the PBO must initiate action through command or operational channels to validate and confirm the continued need for the equipment. The command or operational channels will obtain TAADS authorization per AR 71-32. Arbitrary, capricious, or summary turn-in of such equipment by the PBO as excess without first determining the mission or operational need for its retention is counterproductive to HQDA force/equipment modernization programs, and not consistent with the primary duty of the PBO to support the commander's operational and training missions.

*f.* Serial, lot, and registration numbers will be entered on receipt documents for those items that require serial and registration number entry on the property book.

*g.* Detailed procedures for processing receipts of classified COMSEC equipment and material by COMSEC accounts are contained in TB 380-41.

*h.* Property book items received or reported as found on installation (FOI) will be posted to the property book within 3 workdays (U.S. Army Test, Measurement, and Diagnostic Equipment Activity (USATA) 10 workdays) of the receipt date.

*i.* Excesses caused by unit pack may be kept and used. Documentation accompanying material received directly from a contractor or a vendor under the Prompt Payment Act will be sent to supporting SSA within 3 workdays of receipt.

*j.* Receipt of material purchased with the Army purchase card that is received at a consolidated receiving point or an individual's office or desk will be reported immediately to the purchase cardholder to confirm receipt of the property. Items considered to be nonexpendable, durable, or pilferable will be reported to the PHRH who will follow the instructions in paragraph 2-6m(3)(g).

## 2-9. Asset reporting

*a. Continuing Balance System-Expanded.* Continuing Balance System-Expanded. AR 710-3 requires that all activities report transactions for all RICC 2, A, B, C, and Z items. The LIDB encompasses the Continuing Balance System – Expanded functionality.

(1) Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system and the LIDB has CBS-X functionality. If the property book is not automated, but the SSA through which issue and receipt transactions are processed is automated, then these transactions will be automatically reported to CBS-X/LIDB database. Other transactions such as lateral transfers and AARs, which are not processed through an SSA must be manually reported by the property book officer to the central collection activity (CCA). If both the property book and supporting SSA through which issues and turn-ins are accomplished are manual, the SSA will manually report all transactions for reportable items to the CCA. The DA minimum goal for CBS-X/LIDB compatibility is 98 percent.

(2) RICC changes for non-automated property books with MTOE/TDA property on hand will be reported to the CCA within 15 days. The PBO will report RICC changes from 0 to 2, A, B, C and Z.

(3) Property administrators or property book officers for Government-owned, contractor-operated (GOCO) facilities will comply with this paragraph and AR 710-3 in reporting all reportable items to the CBS-X system in LIDB database.

(4) COMSEC custodians will report all classified COMSEC reportable items to the LIDB database per AR 710-3. Unclassified CCI are reported per paragraph 2-9c, this regulation.

*b. DOD Small Arms Serialization (RCS DD-MIL(A)1629).* The purpose of the DOD Small Arms Serialization Program (DODSASP) is to maintain continuous visibility over small arms by serial number from procurement through demilitarization and disposal. It is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for a specific serial numbered small arm.

(1) The definition of small arms reportable under the DODSASP is included in the glossary.

(2) An Army logistics automation objective is to accomplish DODSASP reporting by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment.

(3) If DODSASP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting DODSASP reporting activity within 5 days of the supply transaction. The local Small Arms Serialization Surety Officer (SASSO) will ensure that the local DODSASP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. IMA regions/ACOM/ASCC/DRUs will designate the reporting activities within the command, which operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

*c. Controlled Cryptographic Item Serialization Program (CCISP).* The purpose of the DA CCISP is to maintain continuous visibility over designated CCI end items by serial number from procurement through demilitarization and disposal. It is designed to provide the NSA and other investigative agencies, the identification of the last Army activity accountable for a specific serial numbered CCI end item.

(1) The NSA designates items as CCI and establishes asset-tracking requirements. All CCI end items are reportable based on their assigned reportable item control code (RICC). See SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting.

(2) An Army logistics automation objective is that CCISP reporting will be accomplished by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment.

(3) If CCISP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local; supporting CCISP reporting activity within 5 days of the supply transaction. The local CCI serialization surety officer will ensure that the local CCISP reporting activity files are updated, and that the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. IMA regions/ACOM/ASCC/DRUs will designate the reporting activities within the command that operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

*d. Radiation Testing and Tracking System (RATTS).* The purposes of the DOD RATTS are to maintain continuous visibility by serial number and wipe test of all chemical detector cells (radio active source NSN 6665-01-114-0073) and drift tube modules (radio active source NSN 6665-99-257-0069) from procurement through demilitarization and disposal, and to provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The chemical detector cell is a component of the M43A1 chemical detector, and the drift tube is a component of the chemical agent monitor (CAM). RATTS is designed to provide the identification of the last Army activity accountable for a specific serial-numbered cell and to track wipe test data. PBOs will ensure that serial numbers for source components are recorded on property books. Changes will be reported to the designated source serialization officer (SSO) as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

(1) An Army logistics automation objective is to have RATTS reporting accomplished by supply, accounting, and

maintenance systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment, and maintenance actions such as wipe testing.

(2) If RATTs reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTs reporting activity within 5 days of the supply transaction. See AR 710-3, paragraph 4-63 for wipe test reporting requirements. The SSO will ensure that the local RATTs reporting activity files are updated, and the data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The IMA region/ACOM/ASCC/DRU will designate the reporting activities within the command, which operate on an installation or overseas area support basis. The PBO/SSAs should ensure they have identified their supporting reporting activity.

*e. Registration and reporting of U.S. Army vehicles (RCS CSGLD-1608).* Registration and reporting are separate functions and should be acted upon accordingly.

(1) *Registration.* Registration is the function of accepting material into the Army inventory and requesting an Army registration number from the U.S. Army Central Vehicle Registry maintained by AMC LOGSA. Registration is accomplished by the procuring activity for the material and will normally have already occurred at the time the material is received by the using units. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMOs; material previously identified as a combat loss that is recovered or recaptured; and material modified that identifies the item to a different category in AR 710-3, table 5-1. Acceptance and registration report will not be limited to those items listed in the appendixes to DA Pam 738-750, but will be prepared and submitted for all items subject to registration number assignment and control. Acceptance and registration are accomplished per AR 710-3, chapter 5.

(2) *Reporting.* Reporting is the function of controlling the whereabouts of material requiring registration. Material that is transferred between units and material that is a loss to the Army inventory will be reported to AMC LOGSA. Transfer reports and deletion reports will not be limited to those items contained in appendixes to DA Pam 738-750, but will be submitted on all items subject to registration number assignment and control. Transfer reports and deletion reports will be prepared and submitted per AR 710-3, chapter 5.

(3) *Objective.* An Army logistics automation objective is that U.S. Army vehicle reporting be accomplished by the supply and accounting system as a by-product of the receipt and issue process. If reporting is not automatically accomplished by the supply and accounting system, manual reports will be prepared and submitted.

*f. Worldwide Ammunition Reporting Policy (RCS CSGLD-1322(RI)(MIN)).* Property book officers will report changes to Class 5 basic/operations load via SAAS-MMC interface within 5 days of the transaction.

*g. Additional asset reporting policy.* AR 710-3 contains additional policy guidance for asset reporting systems.

*h. Automated Resources Management System.* Automated equipment will be reported to the Automated Resources Management System (ARMS) database in accordance with DODI 7950.1M. The purpose of the DOD Automated Resources Management Program is to provide asset visibility to the Defense Automation Resources Information Center (DARIC) in support of DOD resource managers worldwide.

*i. Capital equipment reporting.* Congress enacted the Chief Financial Officer (CFO) Act of 1990, the Government Management Reform Act (GMRA), the Federal Financial Management Improvement Act (FFMIA) of 1996, and other programs. These programs were designed to improve financial management, assign clearer responsibility for senior officials, enhance financial systems, and institute a requirement for annual, auditable financial reporting to Congress. This requirement includes financial reporting of General Property Plant and Equipment (Gen PP&E), National Defense Equipment Property, Plant and Equipment (NDE PP&E), Inventory, and Operating Materials and Supplies (OM&S).

(1) Gen PP&E and Real Property with a unit cost of \$100,000 and up, must be recorded, depreciated, and reported annually to the Defense Finance Accounting Services (DFAS). DFAS prepares Consolidated Balance Sheets and other Federal financial statements and provides annual reports to Congress for the DOD.

(2) NDE PP&E is reported in the Annual Army Financial Report on the required Supplementary Stewardship Information Report. This includes 280 MTOE property items. Missiles are excluded and are reported as OM&S.

(3) Army Working Capital Fund (AWCF) inventory is reported on the Consolidated Balance Sheet. On 22 December 1994, OSD designated DPAS as the property accountability system to be used as an enabler to provide the property and financial information for DOD that is reported to the DFAS. The DFAS prepares general ledgers and other financial instruments that are then reported to Congress. See DOD 7000.14-R and 4140.1-R.

## **2-10. Assignment of property responsibility**

*a.* Property responsibility is the relationship between people and the property under their control. Responsibility will be assigned and acknowledged in writing for all property recorded in the property book as on hand. The property book will be the basic record assigning responsibility.

*b.* All Department of the Army military personnel and civilian employees are responsible for the proper use, care, and physical protection of Government-owned property entrusted to their possession, command, or supervision. This responsibility includes, using Government property for official business only, complying with all applicable regulations and contacting the appropriate authority if property is subjected to undue risk.

- c.* Property that has not been issued from the property book is the responsibility of the PBO. Responsibility for this property is assigned to and accepted by the PBO using the statement in paragraph 2–5*h*.
- d.* When the property book is kept at the using unit level, the commander of the using unit accepts responsibility for all property recorded in the property book by signing the statement shown in paragraph 2–5*h*.
- e.* When the property book is not kept at the using unit level, hand receipt procedures will follow paragraph 2–5*g* for MTOE units and paragraph 2–5*g* (3)(*a*) for TDA activities.
- f.* For USAR and ARNG, the following policies apply:
- (1) In MTOE organizations, the using unit commander has both command and direct responsibility.
  - (2) In TDA activities, the commander has both command and direct responsibility. He may designate persons to be the PHRHs and to have direct responsibility for the property authorized by TDA.
  - (3) USAR equipment pooled at ECSs will be put on hand receipt by the organization having responsibility for the equipment per subparagraphs *b* or *d* above.
- g.* Property for which direct responsibility has been accepted is controlled by the company commander or the primary hand receipt holder using permanent or temporary hand receipts. Responsibility for the care, proper use, and safekeeping of Government property issued to or used by subordinates is inherent in supervisory and command positions. The essential elements of data for the hand receipt are as follows:
- (1) Hand receipt.
  - (2) From.
  - (3) To.
  - (4) Hand receipt number.
  - (5) LIN.
  - (6) NSN/PN/MCN/serial number/registration number/lot number.
  - (7) Item description.
  - (8) Hand receipt annex/component hand receipt number (if applicable).
  - (9) Controlled inventory item code.
  - (10) Unit of issue.
  - (11) Quantity authorized.
  - (12) Signature, date, and grade/rank.
  - (13) Quantity on hand.
- h.* Property is issued to the person filling the position identified in the authorization document as the user (such as individual, section, and platoon). The property may first be issued by the primary hand receipt holder, to the person having supervisory responsibility over the user. The supervisor may further issue property by subhand receipt to the user having individual responsibility.
- (1) Responsibility is assigned to persons for property issued for their personal use. Examples are OCIE, barracks furniture, and family housing furniture. The individual will acknowledge responsibility by signing a receipt.
    - (*a*) Quarter’s furnishings will be issued from the PBO to the family housing occupant on a permanent hand receipt.
      1. A condition code will be reflected for each item.
      2. The occupant will accept responsibility by signing the hand receipt.
      3. Change documents for furnishings are not required to be posted to the permanent hand receipt.
    - (*b*) Unaccompanied personnel housing, guesthouse, and transient quarters furnishings will be issued from the PBO to the person responsible for the facility. The responsible person may subhand receipt the items to an occupant.
    - (*c*) Furnishings issued to occupants of family housing are inventoried at time of issue and upon termination of quarter’s occupancy. Inventories are conducted jointly by the occupant and the PBO or their representatives. An annual inventory performed by family housing occupants will not be required. An annual inventory of all furnishings other than issued family housing furnishings is required.
  - (2) When property is to be issued to and retained by the same person for brief recurring periods, responsibility can be assigned by using an equipment receipt.
  - (3) When property is issued or loaned for periods not exceeding 30 days, responsibility will be assigned by use of a temporary hand receipt. After 30 days, the property will either be withdrawn from the person or a permanent hand receipt prepared. Permanent hand receipt holders of one unit will not loan property to members of other units unless approved by the owning PBO, except for equipment on hand receipt to USAR ECS and ARNG mobilization annual training equipment sites (MATES). Equipment authorized an activity funded by AIF will not be permanently loaned to other activities. If equipment is not required for mission accomplishment, action to change the applicable TDAs will be initiated per AR 71–32.
  - (4) When the PBO or PHRH determines it is impractical to assign responsibility to a person, an inventory listing will be used to manage the property. For example, this situation may exist when shift operations, multiuse classrooms, or large support equipment is involved. (This does not apply to items in storage under control of the PBO.) The property will be listed on a hand receipt as an inventory listing. The original will be filed by the PBO or PHRH. A copy will be kept in the area where the property is located. The property will be marked with sufficient identification

data so that a person unfamiliar with the property may easily identify it. The property will not be defaced by marking in any manner that would prevent use by another unit. A semiannual inventory will be conducted. The items will be retained in an area where access and exit are monitored. They will have minimal commercial application or value and large enough to preclude undetected removal. After completion of the inventory, the listing will be updated accordingly. If an actual loss of property occurs, action will be taken per AR 735-5.

(5) Hand receipts will have changes posted as they occur; however, change documents may be used to avoid frequent posting to the hand receipts. Change documents are used according to the procedural manuals. If change documents are used, they are posted to the hand receipt at least every 6 months, counting from the oldest change document in effect. Hand receipts are adjusted to reflect current balances before performing an inventory.

(6) The original of any receipt is kept by the person issuing the supplies. The duplicate is kept by the person receiving the supplies.

(7) Immediately upon notification that a hand receipt holder will be absent from his/her primary duties due to extended temporary duty, an emergency, or hospitalization, and a 100 percent joint inventory cannot be conducted, the commander/activity chief will appoint an interim HRH and an inventory team. The newly appointed PHRH and inventory team will conduct an inventory of all property on the hand receipt. This inventory is completed as soon as possible but must be accomplished within 30 days. Any discrepancies discovered will be reported to the commander/activity chief and accounted for per AR 735-5. Upon return of the original HRH or the appointment of a new HRH a joint inventory is accomplished per table 2-2 this regulation.

*i.* This paragraph applies to components (less consumable) of end items and sets, kits, and outfits (SKO). These items are not individually accounted for on property book records, but, because of their nature, require control. These items are collectively referred to as components in this paragraph only. Records to be kept for controlling components are component hand receipt, hand receipt annex, and Aircraft Inventory Record.

*Note.* A PBO may issue the end item and associated components on a hand receipt if desired for purposes of configuration control. However, this is not applicable to automated property books.

(1) When property is issued to the intended user, responsibility for components is assigned by using a component hand receipt. The actual quantity of components on hand will be shown. The component hand receipt is the record of responsibility for items listed thereon. It is also a record validating component shortages. The component hand receipt serves as a hand receipt for the applicable end item identified as the first item on the component hand receipt or the SKO identified in the heading of the component hand receipt. The essential elements of data for the component hand receipt are as follows:

- (a) From.
- (b) To.
- (c) End item NSN.
- (d) End item description.
- (e) Publication number.
- (f) Publication date.
- (g) Quantity.
- (h) NSN, CAGE, PN/MCN.
- (i) Item description/serial number/registration number.
- (j) Accounting requirements code.
- (k) CIIC.
- (l) Unit of issue.
- (m) Quantity authorized.
- (n) Quantity on hand.
- (o) Signature, date, grade/rank (of person receiving property).

(2) When preprinted component hand receipts are available, their use is mandatory. Preprinted component hand receipts are published along with selected technical manuals and supply catalogs defined by "HR" after the publication number. These publications may be obtained through publication channels. Component hand receipts will have changes posted as they occur, unless the previously prescribed change document method (g(5) above) is used. The component hand receipt must be checked against AR 71-32 and the appropriate TM/SC to verify each component if it is "used with" or a "component of" the end item.

(3) When property is first issued to a person having supervisory responsibility over the user, a component hand receipt may be used. When property is issued to someone other than the intended user and when a component hand receipt is not used, a hand receipt annex will be used to show a by-item quantity of all missing expendables (less consumables), durables, and nonexpendable components. Components are assumed to have been issued with the end item unless they appear on the hand receipt annex as a shortage. Preprinted component hand receipts may be used as hand receipt annex by entering the quantity missing opposite the quantity which was to be issued. The essential elements of data for the hand receipt annex are as follows:

- (a) Hand receipt annex.

- (b) From.
  - (c) To.
  - (d) End item NSN.
  - (e) End item description.
  - (f) Publication number.
  - (g) Publication date.
  - (h) Quantity.
  - (i) NSN/CAGE/PN/MCN.
  - (j) Item description.
  - (k) Accounting requirements code.
  - (l) Unit of issue.
  - (m) Quantity short.
  - (n) Date and initials of the issuing person.
- (4) The PBO will have on request all nonexpendable component shortages for hand receipt holders.
- (5) Durable component shortages will be on request at the level where the document register for ordering durables is kept.
- (6) Expendable component shortages will be placed on request at the level that maintains the expendable document register. Normal replenishment of consumables is requested by the hand receipt holder.
- (7) Changes are posted to hand receipt annexes as they occur, unless the previously described (paragraph 2-10g(5)) method of change documents is used.
- (8) Aircraft inventory record is used in lieu of a hand receipt or hand receipt annex to control components of aircraft.
- (9) The commander/PBO ensures that nonexpendable and durable special tools, test, measurement, and diagnostic equipment (TMDE), and other special equipment prescribed by TMs are hand or subhand receipted to the user level when responsibility has not already been assigned using component hand receipts.
- (10) In the ARNG, component listings may be used to control nonexpendable and durable components. ARNG component listings must conform to the most current DA publication. Use of these listings does not change the requirement of having the most current DA publication (TM or SC/CL) on hand in the unit.
- (11) IMA regions/ACOM/ASCC/DRUs may approve requests initiated by TDA maintenance activities to maintain SKOs at less than 100 percent fill. Approval will be effective for 1 year from the date of approval and may be extended annually.
- j. The tool room or tool crib custodian is responsible for all tools contained within the tool room or tool crib.
    - (1) All tools issued from a tool room or tool crib become the personal responsibility of the recipient (user).
    - (2) Hand tools, tool sets and kits, and shop equipment are secured and controlled per the physical security standards of AR 190-51.
  - k. When utilizing an automated system for accounting for and controlling tools in a tool room or a tool crib the following applies:
    - (1) This paragraph applies strictly to tool room operations, utilizing automated tool control systems, at "fixed base" activities, general support (GS) mission SSAs, mission SSAs (MSSAs), or depot maintenance activities. This paragraph does not apply to tactical MTOE units issuing tools from a consolidated area.
    - (2) Tool room/tool cribs account for tools, both expendable and nonexpendable, utilizing an automated system. Property book accountability is not required. The tool control officer (TCO) is appointed in writing as the accountable property officer. The officer making the appointment must utilize the criteria in AR 735-5, chapter 2.
    - (3) The PBO issues the TCO a series of document numbers, both expendable and durable, and nonexpendable for requesting tools.
    - (4) The TCO will—
      - (a) Maintain separate document registers for expendable, durable tools and for nonexpendable tools.
      - (b) Maintain a supporting document file for nonexpendable tools.
      - (c) Perform and document inventories per table 2-2.
      - (d) Account for lost tools per AR 735-5.

## **2-11. Storage of supplies**

- a. Property will be stored per DOD 4145.19-R-1. A&E will be stored per the above DODI, AR 740-1, AR 385-64, DA Pam 385-64, and/or host nation agreements and public law, whichever is more restrictive. CCI will be stored per TB 380-40-2. Classified COMSEC equipment will be stored per TB 380-41.
- b. USAR property will be positioned and accounted for as follows:
  - (1) At home station, or ECSs.
  - (2) All MTOE, CTA, and TDA authorized equipment required for home station training assemblies, including

multiple-unit training assemblies, will be located at the organization's home station. When there is not enough space for parking or storing authorized equipment at the home station, IMA region/ACOM/ASCC/DRU (or designated subordinate major command) will prescribe procedures for storage of equipment.

(3) MTOE/TDA/CTA property authorized to and owned by a USAR organization but not stored at home station may be stored in an ECS or other storage location as prescribed by the ACOM/ASCC/DRU (or designated subordinate major command). Equipment on hand in an ECS will be used to support annual training (AT). Small arms will be stored at the unit's home station unless otherwise authorized by the USARC.

(4) MTOE/TDA/CTA equipment stored in an ECS or other approved storage site will be accounted for on the property book of the owning unit.

## **2-12. Evaluations, inspections, and inventories**

*a.* The commander/supervisor ensures property—

- (1) Accounting is complete and accurate.
- (2) Is on hand and serviceable.
- (3) Is safeguarded.

*b.* Commanders and supervisors evaluate all supply operations using the standards of the CSDP as outlined in appendix B.

*c.* Commanders and supervisors ensure that physical security inspections are conducted per AR 190-11 and AR 190-13.

*d.* Commanders and supervisors ensure inventory of property is taken per table 2-2. Property book items with serial numbers, Army registration numbers, and ammunition lot and serial numbers will be verified against the property book or hand receipt. Components are verified against appropriate supply catalog (SC) or technical manual (TM). The use of AIT devices will ensure minimum error occur while verifying the various numbers of the property book items.

(1) Inventories of weapons and ammunition will not be done by unit armorers nor by the same person 2 months in a row.

(2) Inventories of controlled items other than weapons and ammunition are done by any controlled item hand receipt holder.

*e.* Property that is lost, damaged, or destroyed is accounted for per AR 735-5. Also, the loss of COMSEC equipment and CCI requires the submission of an incident report per TB 380-41 and TB 380-40-22, respectively.

*f.* Property determined to be unserviceable through fair wear and tear (FWT) is accounted for per paragraph 2-13*b*.

*g.* Causative research (see glossary) is conducted to determine the reason for inventory discrepancies.

*h.* Inventory of medical sets, kits, and outfits are conducted per AR 40-61, chapter 5.

*i.* For USAR and ARNG the unit commander jointly conducts a 100 percent inventory of unit property not on subhand receipt during the change of command inventory. The next higher commander will appoint disinterested personnel if the incoming or outgoing commander cannot be present for the change of command inventory.

*j.* All classified COMSEC equipment, components, key assigned ALC 1 or 2 must be physically inventoried at least semiannually and the inventory results reconciled with the Army COMSEC ACCOR. All other COMSEC material accounted for by the COMSEC custodian equipment and components must be physically inventoried at least annually or upon change of custodian. (See procedures in TB 380-41.)

## **2-13. Disposing of materiel**

PBOs are relieved from accounting for property upon transfer of the property to another organization or upon turn-in of the property to an SSA. PBOs will ensure that reporting requirements comply with paragraph 2-9.

*a. Transfers.*

(1) Transfers of organization and installation property will be directed by the commander having command jurisdiction over both the losing and gaining organization. (In ARNG, CNGB will approve such actions between States.) When the transfer involves two ACOM/ASCC/DRUs, it will be coordinated between the ACOM/ASCC/DRUs. For purposes of lateral transfer authority, Headquarters U. S. Army Installation Management Agency (IMA) will be considered a ACOM/ASCC/DRU. Assuming favorable coordination, the losing ACOM/ASCC/DRU will direct the transfer. In circumstances involving a single ACOM/ASCC/DRU, the directing/approving authority for lateral transfers between different commands on the same installation may be delegated to the installation DOL or equivalent. Within AMC organization the DOL or equivalent may further delegate to the installation equipment manager. USPFO may delegate their authority to the PBO when the property book has been centralized at a division or brigade. Transfers of property between Army and non-Army organizations requires the approval of HQDA (DALO-SMP).

(2) Property transferred will meet the standards in AR 750-1, chapter 4.

(3) Scrap or salvage will not be transferred.

(4) The gaining PBO will provide the CBS-X/LIDB collection activity a copy of the transfer document.

(5) DOIMs (with the agreement of the supported organization) may approve lateral transfers of sustaining base information systems equipment on their post installations or configured organizations.

(6) Users of automation equipment that is identified to be excess will provide excess listing along with the equipment condition code to the property book officer (PBO) 145 days in advance of anticipated excess date. Listing of excess will be submitted per DA Pam710-2-1 or DA Pam 710-2-2 to the Army Reutilization Focal Point.

(7) Classified COMSEC material will be transferred/shipped by COMSEC custodians by approved COMSEC channels as specified in TB 380-41 and DA Pam 25-380-2, appendix C.

(8) IMA installation management of noncataloged, nonstandard commercial items. The availability of excess serviceable material will be advertised by the installation within the geographic area and within IMA regions around the installation holding the material. Material will also be cross leveled on the installation. Material will be held for possible demand for 30 days after advertising. Efforts will be made by the installation to identify noncataloged, nonstandard commercial items to an NSN before turn-in to the DRMO.

*b. Turn-in to SSA.*

(1) The using unit commander ensures that adjustment documentation is prepared and processed per AR 735-5 when an item is unserviceable through other than FWT. Other than obvious FWT will be determined by competent technical authority.

(2) Turn-in of property book and nonexpendable items is required when items on hand exceed allowances, or are unserviceable and not repairable. (ROTC, Reserve Personnel Army (RPA) funded clothing will be reported to the Region Headquarters for redistribution). The owning unit will work order nonexpendables to the supporting maintenance activity. The supporting maintenance activity classifies items as unserviceable and nonrepairable, and assigns the appropriate condition code. The owning organization will turn the items into the supporting SSA. Items will be free of ammunition or explosives and cleaned within the unit's ability. Maintenance records must be submitted with the items being turned in. Accompanying records will be per AR 750-1 and DA Pam738-750. Turn-in documents for all items requiring serial number accounting and CCI will contain the serial number. CCI will be marked "CCI" in the remarks section.

(a) When on hand property book items are excess and disposition instructions have not been provided, initiate turn-in action within 10 days after the effective date of the authorization document change. When an authorization document change causes a replacement of items, the items being replaced may be retained if needed as a substitute until receipt of the authorized items. Begin turn-in of substitute items within 10 days after receipt of the authorized items (30 days for USAR). Property no longer required because of authorization document changes may be turned in or transferred no sooner than 365 days before the effective date of the new authorization document. The unit commander and the next higher headquarters must both approve the turn-ins. This action facilitates transition of the unit to the new organizational document. Commanders must ensure that turn-in of these deleted or reduced items does not degrade mission capability and readiness of the unit.

(b) DA will make redistribution of excesses of critical items. Major items funded by procurement Army (PA) are managed under the Total Army Equipment Distribution Program (TAEDP). TAEDP products provide materiel managers with information to furnish disposition instructions for excess PA-funded items. If disposition instructions have not been received by the effective date of the authorization document change, excess PA-funded items will be reported within 10 days after effective date of the authorization document change. Divisional units will report excess items to the division materiel management center (DMMC). Nondivisional units will report excess to either their COSCOM materiel management center or to the installation's office responsible for logistics. Procedures for reporting excess PA funded items will be established by materiel management centers or the office on the installation responsible for logistics. If disposition instructions for the excess PA-funded items are not received within 30 days after the effective date of the authorization document change, the items will be turned in to the SSA.

(c) On hand property book items within allowances are turned in only if found to be unserviceable and determined to be not repairable by the supporting maintenance facility personnel.

(d) End items being turned in should be complete with all components and basic issue items (BIIs). If end items are not complete, the unit commander or PBO must sign a shortage list to document what is missing. Attach the shortage list to the turn-in document. TRADOC training activities and AMC research and development (R&D) activities that are issued items without components, will include copies of these issue documents when the items are turned in to the SSA. (Documents supporting turn-in of these items will be marked: USED AS TRAINING AIDS AND FREQUENT DISASSEMBLY AND ASSEMBLY FOR INSTRUCTIONAL PURPOSE.)

(e) The SSA will provide turn-in instructions for temporary loan items.

(f) Report and turn in excess medical materiel under AR 40-61.

(g) Turn in excess OCIE to the SSA within 10 days (30 days for USAR).

(h) All excess and unserviceable classified COMSEC equipment and components will be turned in by the COMSEC custodian to the supporting COMSEC account. Disposal through channels other than COMSEC channels is not authorized.

(i) Upon determination that locally purchased and/or fabricated property is unserviceable and nonrepairable, the commander may designate item(s) to be disassembled to the degree necessary to recover any reusable components and identify the remains as recyclable scrap. The PBO will use an AAR to drop the item from the property book. The AAR will describe the disassembly action and tell what was done with the recovered items (for example, added to shop stock

or bench stock, turned in to the installation stock record account, and so forth). Serviceable excess locally purchased or fabricated property qualifies for redistribution at paragraph *c* below.

(3) Turn-in of nonproperty book items (for example, repair parts, components, and so forth) to the supporting SSA does not require a technical inspection before turn-in.

(a) Turn in excess serviceable repair parts within 72 hours of discovery of excess.

(b) Turn in unserviceable repairables with a turn-in document and prepare a request document if a replacement is required.

(c) Initiate turn-in action of excess components within 10 days after receipt of supply publications and/or changes to them.

(d) Batteries with a recoverability code (RC) of "A" are recoverable items and are turned in to the SSA for disposition.

(e) Excess caused by unit pack may be kept and used.

(f) Unserviceable nonrepairables and uneconomical repairable recoverability code "O" items are turned in as scrap and processed in accordance with *e* below.

(g) Unserviceable and economically salvageable material will be turned in to the SSA.

(h) Items that are no longer needed by the user may be returned to the SSSC. The items should be in the same unit pack as purchased. No documentation is needed when returning SSSC items.

*c. Redistribution of noncritical items.* ACOM/ASCC/DRU, ARNG, USPFO, and CNGB will make the maximum usage of redistribution of non-critical items before reporting excess to the NICP. Total Asset Visibility is designed to provide decision makers a key tool in the redistribution process. More detailed guidance is found in paragraph 3-31i.

(1) Procedures for reporting excess ARNG' TAEDP property will be established by the USPFO or the CNGB.

(2) The USPFO is authorized to designate officers other than PBOs to classify items for withdrawal from ARNG units and for the turn-in to the USPFO. Commissioned officers of the regular Army, or an AGR commissioned officer of the ARNGUS may make the final fair wear and tear determination on all unserviceable property prior to disposition, per Section 710(f), Title 32, United States Code (32 USC 710(F)). The property may be located anywhere within the ARNG logistics system at the time the determination is made. The final decision will be made before the property is released to a disposal activity. When the decision has been made, the USPFO may designate unserviceable condemned clothing items for use as Class "X" under AR 32-5. Unserviceable condemned items, including Class "X" clothing no longer required, will be turned in to DRMO. The USPFO is not authorized to convert used clothing into rags.

(3) Turn-in instructions for ARNG rapid deployment units will be included in procedural publications.

(4) ARNG property must be turned in to the USPFO before processing to DRMO. USPFOs may authorize ARNG units to deal directly with DRMO.

*d. Other turn-ins to an SSA.*

(1) When property is found on an installation and when items are discovered in a unit and are not on accountable records (hereafter referred to as "found on installation"), the property will be turned in immediately. Found on installation property will not be picked up on organization property records. It will be turned in to the SSA in "as-is" condition. Units will not spend resources to upgrade found on installation property before turn-in. A document number will not be assigned by the unit. SSA will assign a voucher number to the turn-in after receipt. At ARNG units, found on installation property will be reported to the USPFO by using turn-in documentation. A document number will be assigned to the turn-in by the finding organization. The USPFO will direct movement of the property. Also, CCI that is discovered and is not on an accountable record requires the submission of an incident report per DA Pam 25-380-2.

(2) Property turned in as found on installation will be issued to the finding unit if the unit has an authorized requirement for the item. The unit will not be charged for the found item. It will be furnished on a free issue basis. The turn-in and request for issue will be done at the same time. Moving the property is not required in this case.

(3) Classified COMSEC material discovered that are not on COMSEC accountable records will be immediately reported to the COMSEC custodian at the COMSEC account. All such discoveries will require incident reporting as specified in TB 380-41.

(4) Before turning in any damaged, excess, or unserviceable blessed or consecrated items, the installation staff chaplain will request the PBO to drop such items from the property book. The request will also state the condition or status of the items, and that they will be disposed of in a manner acceptable to the distinctive faith group that blessed or consecrated them. After the PBO has dropped the items from the property book, the items may be disposed of in the appropriate manner. Such items will not be turned over to property disposal officers.

*e. Turn-ins to DRMO.* No items regardless of serviceability will be turned in to the DRMO directly from the unit/organization level. All material will be turned in to the activity responsible for consolidating and reporting excess material. This does not preclude the SSA from directing the units to turn in scrap to the DRMO. When so directed, the supporting maintenance activity will visually check (not technically inspect) these items to verify them as scrap.

(1) Classified COMSEC equipment and CCI, including components, scrap or residue are specifically prohibited from turn-in to DRMO. All COMSEC material, including CCI will be turned in to the supporting COMSEC account or

installation SSA, as appropriate, (according to its security classification) for ARI shipment to Tobyhanna Army Depot (TOAD).

(2) Items of IMPE reported to the Software Management Support Department (SMSD) per DOD 8000.X-M, Defense Automation Resources Management, may be directly turned in to the DRMO. Upon receipt of disposition instructions from SMSD, the property book officer will complete a DD Form 1348-1A (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue Release Receipt Document with Address Label) and turn-in the items directly to the DRMO.

(3) Items identified as flight safety critical aircraft parts (FSCAP) should be identified by criticality code. Criticality codes for FSCAP are (F) FSCAP item and (E) FSCAP – Nuclear hardened. Organizations turning in Army aviation items with one of the above listed criticality codes must request disposal documentation from the managing commodity command using the materiel returns program process. Request for documentation should be directed to the Aviation and Missile Command (AMCOM) either by e-mail or facsimile (FAX). The e-mail address is [datareconstruction@redstone.army.mil](mailto:datareconstruction@redstone.army.mil). The FAX telephone number is DSN 788-2570 or commercial (256) 842-2570. These items must have DEMIL action performed prior to being offered for sale at the DRMO and be accompanied by the supporting documentation.

*f. Forms used for turn-ins.* Forms used for turn-ins will contain the same essential elements of data as those for requests. Turn-ins of noncataloged, nonstandard commercial items will contain, as a minimum, the complete item description and end item application.

*g. Discrepant shipments.* Shipments received that were not ordered or having defects will be handled as discrepant shipments. These must be returned to the SSA that issued the item with a turn-in document. Do not assign a new document number; use the same document number on which the item was issued. Enter return advice code "1T".

*h. Parachutes and components.* Prepare a separate turn-in document for each different year of manufacture. Enter the date of manufacture on each turn-in document. Enter advice code "1Z."

*i. Expendable batteries requiring special disposal.*

(1) Batteries containing HAZMATs such as lithium and mercury are classified for disposal purposes as hazardous waste.

(2) Magnesium batteries are nonhazardous solid waste for disposal purposes; however, they are not to be amassed and disposal must be controlled.

(3) Other type of batteries that need special handling and disposal are; zinc silver chloride, certain lead acid batteries, and certain NICAD batteries.

(4) Primary batteries that need special handling and disposal will be treated as recoverable items but not necessarily repairable. These batteries are identified with a recoverability code (RC) "A." Coordination for the turn-in to DRMO will be completed through the SSA. Refer to Army Supply Bulletins 11-6 and 11-30 for disposal instructions.

*j. Demilitarization.* Refer to paragraph 1-16h, this regulation for demilitarization instructions.

### **Section III**

#### **Organization Clothing and Individual Equipment/Central Issue Facility**

##### **2-14. Organization clothing and individual equipment/central issue facility management**

*a.* The policy for the accounting and assignment of responsibility for OCIE items on a unit or element of a unit basis is in paragraphs 2-5 and 2-10.

*b.* OCIE will be stocked, issued, recovered, and accounted for at a CIF or by the parent unit when a CIF has not been established. When there is more than one parent unit within a single battalion, a consolidated OCIE issue point to support the battalion may be established. Also applies to senior and junior ROTC battalions. Establishing a CIF requires approval by installation commander (CONUS) or division/SUPCOM/separate command commander (OCONUS). A CIF will support activities within its geographical jurisdiction. A CIF will not be approved for establishment unless personnel positions have been previously authorized by MTOE or TDA. A CIF will not be routinely staffed using detail personnel. This does not preclude using personnel for fatigue details. The approving commander determines the number of CIFs necessary to provide sufficient support.

*c.* Expendable supplies required to complete or place an item of OCIE into use will be initially stocked at CIFs or parent units when a CIF has not been established. Examples are items such as camouflage cover bands, tent pins, tent poles, and ropes. Expendable items will be replaced at the using unit level.

*d.* OCIE issues will be limited to only those items necessary to satisfy the mission and needs of the unit. Supported units and organizations will provide the CIF with their requirements for OCIE and the number of personnel to be supported on an annual basis. The CIF will use this information to develop tailored issues.

*e.* Total stockage of an OCIE item at a CIF will be based on average monthly demands. Stockage will be reviewed and recomputed semiannually. The total dollar value of the stockage allowance is recomputed annually as of the last day of the first month of the fiscal year, as required by AR 735-5, paragraph 14-28a(5). Disposition of excess will be per paragraph 2-13.

- (1) Safety level is the quantity of an item replenished from supply channels during the past 12 months, multiplied by a fixed number of days (CONUS, 5 days; OCONUS, 15 days), and divided by 360 days.
  - (2) Requisition wait time (RWT) level is the quantity of an item replenished from supply channels during the past 12 months, multiplied by the average RWT, and divided by 360 days.
  - (3) Operating level is the quantity of an item replenished from supply channels during the past 12 months, multiplied by 30 days, and divided by 360 days.
- f.* The accountable record for OCIE is the property book. The types of data and essential elements of data for OCIE records are the same as for other property book records. A basic property book record will be maintained for each OCIE line authorized and/or on hand. ROTC units and activities are exempt from maintaining formal property book accountability for OCIE items.
- g.* The commander for whom the property book is kept appoints the CIF PBO. A DODAAC will be obtained for the CIF property book. When the unit is not supported by a CIF, OCIE will be accounted for in the OCIE segment of the property book. (USAR, see paragraph 2–18.)
- h.* The balance recorded in the property book will reflect the quantity on the shelf, plus items in the laundry, maintenance, or bulk issues (hand receipt quantities). OCIE possessed by supported soldiers and emergency mission essential civilians will not be included in the balance. Quantities of OCIE possessed by supported individuals will be recorded in the “remarks” data element of the property book record.
- i.* Responsibilities are as follows:
- (1) The PBO is responsible for all OCIE recorded as “on hand” in the property book.
  - (2) Individuals are responsible for the proper care, custody, and safeguarding of all OCIE issued them. With the exception of sew-on name tags and authorized insignia, personnel will not place stencil or other permanent markings on OCIE. If unit commanders determine that additional identification is required, appropriate sew-on tags may be used.
  - (3) The organizational clothing and equipment record is used to assign responsibility. Details are shown below.
    - (a) Individuals accept responsibility by signing this record, which is prepared in triplicate. The CIF PBO maintains the original. A file copy is maintained in the soldier’s unit. The soldier keeps a personal copy.
    - (b) This record will show the current balance of all items in an individual’s possession.
    - (c) Only the PBO and OCIE issue point personnel are authorized to make adjustments to this record.
    - (d) The PBO ensures that all these records are protected from unauthorized access.
    - (e) The essential elements of data for the organizational clothing and equipment record are—
      1. Name.
      2. Social security account number (SSAN).
      3. Duty military occupational specialty (MOS).
      4. Items.
      5. Authorized allowance.
      6. Quantity issued.
      7. Signature.
      8. Date.
- j.* OCIE turn-ins from, issues to, and cash collections from supported individuals may be summarized. The essential elements of data for the summary document are as follows:
- (1) Type of transaction.
  - (2) Document number.
  - (3) Item nomenclature.
  - (4) NSN quantity (turned in/issued).
  - (5) Total quantity of NSN (turned in/issued).
  - (6) Individual name and SSAN.
  - (7) Adjustment document number.
- k.* OCIE issued during reception center processing will be transferred from the individual’s personal clothing record to the OCIE records during in processing at the initial permanent duty station. OCIE records will accompany the individual on all subsequent assignments, and records will be in the individual’s possession when reporting to the OCIE issue point.
- l.* The PBO controlling issues of OCIE verifies that the individual is authorized OCIE.
- m.* Commanders will ensure that all individuals clear the OCIE issue point before departing the installation. The commander will ascertain that the individuals have all items of OCIE that are shown on the OCIE record. Missing items will be accounted for under AR 735–5. Soldiers may purchase items they are short from the military clothing sales store (MCSS) if available, however, these items remain the property of the U.S. Army.
- n.* Replacement of items made unserviceable by FWT will be on a direct exchange basis.
- o.* When it is not feasible to have a direct transaction between the individual and a CIF for replacement of items, the PBO may allocate some stockage to the supported unit. Stockage of up to 5 percent of the authorized strength of the

supported unit is authorized, depending on availability of OCIE at the CIF. The stocks are issued on hand receipts and do not reduce the CIF property book balance.

*p.* A quarterly reconciliation by the CIF PBO will be made of the OCIE records with a copy of Standard Installation/Division Personnel System (SIDPERS) records documenting personnel losses. The OCIE records of individuals that have departed without clearing the OCIE issue point will be sent to the gaining command for necessary action. Also, the installation or community commander will direct transfer of funds from the supported organization to the CIF. For personnel who failed to properly clear the CIF prior to expiration of Service (ETS) or retirement, action will be initiated per AR 735-5.

*q.* Quality deficiencies found in OCIE will be reported on a quality deficiency report (category II) per AR 702-27. DA Pam 738-750, chapter 11 prescribes addresses to whom quality deficiency reports will be forwarded.

*r.* The summary of operation report, RCS: CSGLD-1946, will be submitted semiannually (June and December) as outlined in DA Pam 710-2-1.

## **2-15. Classification and inspection standards for organization clothing and individual equipment**

*a.* This paragraph provides policy for personnel, both Active Army and Reserve Components engaged in classifying OCIE either on hand or scheduled for return to the stock record account.

*b.* Instructions contained in this regulation, TM 10-8400-201-23 and TM 10-8400-203-23, will be used in classifying OCIE in the hands of individuals or units for the purpose of determining serviceability. No item will be turned in for replacement as the result of such inspection if repairs required to economically recondition the item are within the normal capacity of the responsible organization or individual. In no case will an individual be required to replace items of OCIE that can be repaired to meet the standards in TM 10-8400-201-23 and TM 10-8400-203-23.

*c.* Items of OCIE will possess such appearance and degree of serviceability as to justify their issue to soldiers and afford a satisfactory military appearance. As a guide, and where practicable for application, these items should possess not less than 50 percent of the life of a new item.

*d.* Factors to be considered in cost of repair estimates of unserviceable items that are economically repairable are direct labor cost, direct material costs, handling and transportation costs, and overhead costs for repair facilities. Economically repairable items are those items that may be restored to condition code D for not more than 65 percent of the cost of a new item.

*e.* In determining classification priority factors for OCIE, first priority will be serviceability and second will be appearance.

*f.* For standards, see TM 10-8400-201-23, paragraph 1-6*b* and TM 10-8400-203-23.

*g.* Definitions governing classification by condition code. TM 10-8400-201-23, paragraph 1-6, TM 10-8400-203-23.

## **2-16. Cash collection at central issue facilities**

*a.* IMA region/ACOM/ASCC/DRU commanders may authorize CIFs to accept cash collection for OCIE to account for the loss, damage, or destruction of OCIE for which liability is admitted. A change fund in the proper amount will be setup at each CIF according to DFAS Regulation 37-1. The price to be charged for OCIE will be the current cost contained in the AMDF contained in FEDLOG, less depreciation as computed per AR 735-5.

*b.* CIF cash collection will not be accepted without a written authorization signed by the person's commander, unless the individual is clearing the installation on an ETS or PCS move. Cash payment from individuals clearing the installation on an ETS or PCS move will be accepted only for those items that are recorded on the individuals' OCIE records.

*c.* Purchase of OCIE from CIF for personal (private) use is prohibited.

*d.* When liability is not admitted, action will be initiated per AR 735-5.

## **2-17. Army National Guard management**

*a.* OCIE stock at the property book level must be authorized by CTA 50-900 and the unit's mobilization mission.

*b.* The State AG determines whether one or more ARNG CIFs are established to centrally issue OCIE to ARNG soldiers and whether ARNG units are authorized OCIE stockage. ARNG CIFs other than those described in paragraphs 2-17*c* and *d* are operated in accordance with paragraphs 2-14 and 2-17 of this regulation. On mobilization, OCIE issued from ARNG CIFs will be transferred to the PBOs of the units to which the property was issued. The State AG also determines the stockage level. OCIE will normally be stored in suitable secure facilities made available by the State AG. The State AG may authorize units a stockage level less than authorized quantities when personnel shortages exist or insufficient storage space is available. The State AG may authorize unit commanders to allow soldiers to remove OCIE from storage and retain OCIE in their possession when—

(1) The soldier has been advised of the proper and authorized use of OCIE and his or her responsibility for safeguarding of Federal property.

(2) Clothing inventories or inspections are scheduled, conducted, and recorded.

c. The State AG may establish a limited CIF at each Army aviation support facility (AASF) and aviation classification repair activity depot (AVCRAD). These CIFs provide initial issue, replacement, and temporary loan of aviation and non-aviation safety clothing and equipment. Stocked Items must be authorized by CTA 50-900. Additional details are listed below:

(1) Stocks are prescribed by the State AG, but will not exceed 5 percent of the total authorized strength (or assigned, if over strength) of personnel on authorized flight status, plus ARNG technician's authorized flight clothing due to job description requirements to fly. Stocks of these items will not be duplicated in unit OCIE stocks.

(2) CIFs operate within the property allowances established for the AASF or AVCRAD.

(3) CIFs prepare and keep OCIE records. On Mobilization, OCIE records and OCIE in these CIFs are transferred to the gaining unit PBO.

d. The State AG may establish a limited CIF at each combined support maintenance shop (CSMS), MATES, and unit training equipment site (UTES). These CIFs may provide initial issue, replacement, and temporary loan of safety clothing and equipment. Items stocked must be authorized by CTA 50-900. Additional details are listed below:

(1) Stocks are prescribed by the State AG, but will not exceed 25 percent of the total authorized strength (or assigned, if over strength) of personnel of the maintenance activity.

(2) CIFs are operated within the property book established for the CSMS, MATES, or UTES.

(3) CIFs prepare and keep OCIE records. On mobilization, OCIE in these CIFs will be transferred to the parent organization. To prevent duplication of issue by the CIF and the MTOE/TDA unit, the CIF will provide the soldier's assigned unit a list of OCIE issued.

(4) Replacement of unserviceable OCIE due to FWT is made as a direct exchange.

(5) Temporary loan of safety clothing and equipment is limited to 5 days or less. When supporting soldiers on annual training, the time will be the length of the soldier's annual training period. A request for issue and turn-in will be used as the loan document.

e. Property book accountability will be kept for both on-the-shelf assets and those recoverable items issued on hand receipts or OCIE records. Turn-ins from and issues of recoverable items to supported soldiers will not be summarized. Issue of nonrecoverable OCIE items to support soldiers will be summarized. Normal posting applies for turn-ins and issues from the USPFO. AR 735-5 actions will be posted individually.

f. When an ARNG CIF is not established and the property book is kept at other than the unit level, PBOs will issue OCIE by hand receipt to using units rather than to soldiers. Later issues of OCIE to soldiers will be recorded on the OCIE record. The using unit may be issued sufficient OCIE to support its authorized strength plus a 5 percent sizing float.

g. Only a single copy of the OCIE record will be prepared and kept. Soldiers will not be given this record at any time.

h. OCIE records will be transferred to gaining units or filed in separation records when the soldier is transferred or separated from the ARNG. A copy of the OCIE record will be made and kept by the losing PBO until reviewed during the internal review. The State AG will establish internal procedures requiring soldiers to clear OCIE records with unit of assignment prior to change of status. For example, transfer between units, ETS, and transfer to active duty or the Inactive National Guard. Electronic OCIE records maintained by an ARNG CIF will be accessible to supported units.

i. Clothing and equipment for air weather flight personnel requirements are as follows:

(1) Weather flight personnel will normally be issued CTA clothing and equipment commensurate to items being issued to Army members by the supported unit or USPFO. This will ensure air weather flight personnel are fully trained and equipped to provide the support required during peacetime and mobilization.

(2) On fragmented tasking of air weather flight personnel such as split-State, clothing, and equipment will be issued by the home State USPFO.

(3) OCIE records will be maintained at the rear of the established OCIE file with a file guide identifying air weather flight personnel.

j. OCIE inspection requirements are as follows:

(1) Unit commander conducts annual OCIE inspections of all items issued on OCIE records. Inspections will include physical validations of quantities issued and conditions of the items.

(2) Inspections are recorded on manual OCIE records with an annotation "inspection conducted, (date)". Inspections for property issued by ARNG CIFs are documented as prescribed by the external CIF SOP.

(3) Instead of inspections, commanders may allow sergeant and above to sign a statement certifying that all items issued are on hand, fit properly, and are in a serviceable condition.

## **2-18. United States Army Reserve management**

a. OCIE will be accounted for on property books. Responsibility will be assigned to soldiers when OCIE is issued. MUSARCs are not authorized to establish CIFs or similar type consolidated storage facilities for OCIE.

b. The accountable record for OCIE is the property book. The types of data and essential elements of data for OCIE

records are the same as for other property book records. A basic property book record will be maintained for each OCIE item authorized and/or on hand.

*c.* The balance recorded in the property book (accounting data) will reflect the total owned by the property book activity. OCIE assigned to individuals will be reflected in the remarks data element of the property record. OCIE issued to subunits on primary hand receipt will be recorded in the management portion of the property record (such as location, authority, and on hand columns).

*d.* OCIE for training purposes will be issued to soldiers by the using unit. These issues are recorded on the organization clothing and equipment records. These records assign personal responsibility when signed. When issued, OCIE will be stored in the USAR center unless other storage locations are approved by the MUSARC commander.

*e.* Commanders managing OCIE in USAR units will establish an out-processing procedure to clear OCIE records before individuals leave the unit. Missing items of OCIE will be accounted for under the provisions of AR 735-5. Copies of documents showing clearance of responsibility will be included in the soldier's personnel file.

*f.* USAR will summarize only nonrecoverable issues of OCIE.

*g.* Stockage of OCIE at parent unit OCIE issue point is based on the total number of soldiers authorized (basis of issue, times the authorized troop strength or assigned strength, if over strength), plus 5 percent sizing float. The 5 percent sizing is not intended for sizing, but to accommodate over strength. Sizing is covered in TB 10-8400-252-23.

*h.* HQ FORSCOM will prescribe additional USAR policies and procedures for accounting and assigning responsibility for OCIE.

## **Section IV**

### **Management of loads**

#### **2-19. Types of loads**

This paragraph states general policies for the stockage of loads and the method of control for these loads. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. Loads of Class 6, 7, and 10 will not be kept. There are four types of loads: basic loads, operational loads, ammunition basic loads, and prescribed loads.

*a.* Basic loads are ACOM/ASCC/DRU designated quantities of Class 1 through 5 (including maps) and 8 supplies, which allow a unit to initiate its combat operations. Basic loads must be capable of being moved into combat using organic transportation in a single lift. Basic load quantities will be used to support peacetime operations only when no supporting operational loads are available. Basic load items subject to deterioration or having a shelf life will be replaced as required. Excesses in basic loads caused by unit pack may be kept and used.

*b.* Operational loads are quantities of Class 1 through 5 (including maps) and 8 supplies the unit or organization keeps to sustain its peacetime operation for a given time. These supplies may be moved into combat if transportation is available after essential lift requirements have been met.

*c.* Ammunition combat loads are DA designated quantities to be carried by each deployable weapon system to initiate combat as determined by the TRADOC/materiel developer.

*d.* Prescribed loads are quantities of maintenance significant Class 2 and 4, and of Class 8 and 9 organizational maintenance repair parts kept to support a unit's daily maintenance program. These repair parts may be moved into combat if transportation is available after essential lift requirements have been met.

#### **2-20. Basic and operational loads**

*a. Basic loads.* Basic loads consist of Class 1 through 5 (including maps) and 8 (except medical equipment repair parts) supplies. ACOM/ASCC/DRUs will designate the units required to keep basic loads of Class 1, 2 (including maps), 3, 4, 5 and 8 (except medical equipment repair parts) supplies. The method of establishing the stockage level will also be prescribed. TDA health care activities will manage medical equipment repair parts in accordance with AR 40-61, chapter 6. When authorized, basic loads will be on hand or on request at all times. Class 5 basic loads will not be used for training unless approved by HQDA DCS, G-4 (DALO-SMA). Requests that exceed the unit's TAMIS-R authorization must be approved by HQDA, DCS, G-3 (DAMO-TRC).

*b. Operational loads.* Operational loads consist of Class 1 through 5 (including maps) and 8 (except medical equipment repair parts) supplies.

(1) See AR 30-1 and AR 30-18 for operational loads of Class 1 supplies.

(2) Up to a 15-day stockage of expendable Class 2 (including maps), 3 (packaged), 4 and 8 supplies are authorized, based on the allowance in CTA 50-970 and CTA 8-100. The stockage quantity will be developed and justified on the basis of local experience. If the items are available through an SSSC, General Services Administration Customer Service Center (GSACSC) or by use of the purchase card, then 7 days' stockage is sufficient. No records of demands are required.

(3) CTAs 50-970 and 8-100 also prescribe allowances of durable items when they are not otherwise authorized. Durable items obtained using these CTAs will be controlled and responsibility assigned.

(4) Operational loads of Class 3 (bulk) supplies are kept by units as directed by their ACOM/ASCC/DRU.

(5) CTA 50-909 prescribes authorizations and allowances for operational load ammunition for specified unit operational missions.

*c. Load lists.*

(1) Basic and operational load lists register, list by Class of supply, all items authorized for stockage in a load. These lists will be on file in the using unit. The using unit commander approves operational load lists. Copies of the initial approved basic load list for Class 2 (including maps), 4 and 8 (except medical repair parts) supplies will be given to the appropriate SSA.

(2) It is not necessary to submit an entire new list to the SSA upon each periodic review. After submitting an initial list, units will give any changes to the SSA as they occur. A new list incorporating previous changes will be prepared for the using commander's approval and submitted to the SSA at the second and alternating periodic review. Listings for classes of supply not specifically mentioned here will be on file in the unit even if the SSA requires copies.

*d. Load records.*

(1) Basic and operational loads of Class 1 and 5 supplies will be accounted for on property books. Records of responsibility are required. ACOM/ASCC/DRUs will designate which units are required to stock Ammunition Basic Loads (ABL), and prescribe the stockage requirements. Units not designated to actually have an ABL on hand, will have a properly prepared and authenticated DA Form 581 on hand. This DA Form 581 will serve the purpose of satisfying the requirement for the ABL to be on hand or on order. The PBO provides an information copy to the supporting ASP who will, depending on mission need and storage capability, ensure the ammunition is either stocked or a prepositioned requisition is in place for the ammunition required. The PBO will maintain the basic load authorization data on the property book records in order to expedite deployment.

(2) Durable items in the basic and operational loads require that responsibility be assigned using hand receipt procedures.

(3) Basic and operational loads of Class 2 both durable and expendable (including maps), 3 (packaged), 4 and 8 supplies do not require property book accountability. Demand data will be maintained. Records will contain the essential data elements listed below.

(a) NSN/CAGE/PN/MCN.

(b) Item description.

(c) ARC.

(d) RC.

(e) CIIC.

(f) UI.

(g) Stockage code.

(h) Date stockage code assigned.

(i) Authorized level.

(j) Document number for replenishment.

(k) Quantity requested.

(l) Balance on hand.

(m) Location.

(n) Supply category of materiel code (SCMC).

(4) Records for keeping demand data on operational loads of Class 1, 2, 3 (packaged), 4 and 8 supplies will be developed locally unless already defined by other applicable regulations.

*e. Designated alert forces.* Designated alert forces, such as IRCs and DRBs will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations. These plans and procedures will include subparagraphs (1) through (3) below.

(1) A joint IRC/DRB and supporting materiel management center (MMC) review at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirements, and procedures to identify and expeditiously fill any shortfalls.

(2) Periodic reviews of IRC/DRB Class 9 status as a topic in organizational materiel readiness reviews (MRRs).

(3) A joint IRC/DRB and supporting MMC review as soon as possible after deployment notification to adjust Class 9 requirements as necessary based on the specific deployment scenario and to immediately address any remaining Class 9 shortfalls through crossleveling and/or requisitioning using the highest allowable issue priority designator (IPD) and appropriate required delivery date (RDD).

(4) Note that the U.S. Army LOGSA has developed the deployed stock package analyzer (DSPA) as a tool that may be used to support the Class 9 repair parts planning addressed above. The DSPA software and user's manual may be downloaded from the LOGSA web page.

## 2-21. Prescribed loads

a. A PLL will consist of unit maintenance repair parts that are demand supported, nondemand supported, and repair parts that are specified as initial stockage for newly introduced end items.

(1) Demand supported unit maintenance repair parts. Six demands within the control period qualify an item for initial stockage. Major Army commands may authorize a 180-day or 360-day control period.

(a) Parts must be essential, EC "C," and have a maintenance use code of "O." The EC is listed in the AMDF contained on FEDLOG. The maintenance use code is in the applicable end item TM. The EC criteria does not apply to nontactical telecommunications systems, air traffic control, boat detachments or companies or lifesaving systems.

(b) ACOM/ASCC/DRUs are authorized to approve repair parts as additions to the PLL pending review of suspected errors with the EC in the AMDF contained on FEDLOG. Examples of this include repair parts required to correct a deficiency as listed in an operator equipment TM, but the part is not coded essential (EC of "C") in the AMDF contained on FEDLOG. Submit a request for review of code assignments through command channels to Director, AMC LOGSA, ATTN: AMXLS-L, Redstone Arsenal, AL 35898-7466.

(c) Quantities of demand supported repair parts selected for initial stockage will not be reduced for the first two full review periods. Thereafter demand-supported items will be deleted when they fail to obtain at least three demands during the most recent control period. Stockage may be increased effective with the first and subsequent reviews when supported by demand data.

(d) Demand support is based on the demand rate multiplied by the average customer wait time (expressed in days). For initial stockage, the demand rate is the quantity demanded when the three recurring demands occurred, divided by the number of days in which they occurred. On subsequent computations, the demand rate is the quantity demanded during the most recent control period, divided by the number of days in the control period. The following average customer wait times (ACWT) will be use:

1. 10 days maximum ACWT CONUS.
2. 15 days maximum ACWT OCONUS.
3. 15 days maximum ACWT for U.S. Army Signal Command, U.S. Army Intelligence and Security Command, U.S. Army Air Traffic Control Units, and U.S. Army Medical Units (with medical equipment repairman designated by MTOE).
4. 20 days maximum ACWT for U.S. Army National Guard.

(e) Minimum stockage is that quantity supported by demands, unless otherwise constrained by higher authority.

(2) Nondemand supported unit maintenance parts. Approval by the unit commander is required in order to stock nondemand supported repair parts in the PLL. Stockage of nondemand supported repair parts is limited to 15 lines.

(a) Parts must be EC "C" and have a maintenance use code of "O." The EC is listed in the AMDF contained on FEDLOG. The maintenance use code is in the applicable end item TM. The EC criteria does not apply to nontactical telecommunications systems, air traffic control, or lifesaving systems.

(b) Initial stockage quantities of nondemand supported items will not be reduced for four full review periods. If not demand supported during that time, items will be deleted. Quantities may be increased after the first full review period.

(3) Initial stockage of repair parts for newly introduced end items as identified by support list allowance card (SLAC) deck are authorized for PLL stockage. These lines will not count against current nondemand supported and total PLL line limits until a demand-supported stockage determination is made within the maximum 2-year timeframe. Stockage quantities of initial provisioning items will not be reduced for 1 year. If end item is under warranty, 1 year will begin on expiration of the warranty. Quantities may be increased effective with the first and subsequent reviews when supported by demand data. Stockage quantities will be reviewed at the end of the first year to determine if retention is required. Items experiencing no demands during the first year and for which no demand is anticipated during the second year may be deleted from the PLL. Items failing to be demand supported by the end of the second year will be deleted.

(4) Mandatory stockage of repair parts as identified in an Initial Mandatory Parts List (IMPL). An IMPL is in support of missile systems only and may not be reduced below the prescribed level unless directed by HQDA. Quantities may be increased based upon actual demand data.

(5) The stockage criteria of 3 to add and 1 to retain will remain in affect for the following activities.

- (a) U.S. Army National Guard (ARNG).
- (b) U.S. Army Signal Command (USASC).
- (c) U.S. Army Space and Missile Defense Command (USASMDC).
- (d) U.S. Army Intelligence and Security Command (INSCOM).
- (e) U.S. Army air traffic control (USATC) units.
- (f) U.S. Army medical units (only those units with a medical equipment repairer (MOS 91A)).
- (g) U.S. Army aviation unit maintenance (AVUM) units.
- (h) U.S. Army transportation units (watercraft units only).

b. A PLL will consist of—

(1) Repair parts prescribed by an IMPL for equipment on hand. Units can challenge an item listed on the IMPL by

submitting recommended change through their ACOM/ASCC/DRU to Director, AMC LOGSA, ATTN: AMXLS-L, Redstone Arsenal, AL 35898-7466.

(a) Units that challenge a repair parts inclusion on an IMPL will not be required to request the item for 6 months or until a response has been received from AMC LOGSA, whichever comes first.

(b) If AMC LOGSA's evaluation indicates that the part should be eliminated from the IMPL, AMC LOGSA will notify the originator by message and broadcast the change Army-wide.

(2) Repair parts prescribed in *a* above.

c. Records will be kept to record demands and monitor consumption, and be periodically reviewed (quarterly for Active Army; semiannually for USAR, ARNG).

d. The total number of lines on a PLL will not exceed 150 lines unless approved as explained below. This limit does not apply to the U.S. Army Space and Missile Defense Command (USASMDC), U.S. Army Intelligence and Security Command (INSCOM), Networks Enterprise Technology Command (NETCOM), repair parts to support medical equipment, or aviation unit maintenance (AVUM). Nondeployable TDA activities are authorized an unlimited number of demand supported lines. MTOE organizations may exceed the 150-line limit when all the following conditions exist:

(1) When the combination of mandatory stockage together with demand supported stockage of essential repair parts exceed 150 lines.

(2) Unit has capability to move PLL into combat in one lift using organic transportation.

(3) Approval in writing is obtained from the first general officer staff level in the chain of command. Approval will state the maximum number of lines that may be stocked on the PLL. Approval will be reviewed and renewed annually with the objective of ultimately reducing the stockage to below the 150-line limit.

e. Parts carried on a PLL will be used as required in peacetime operations. Replenishment will be on an as-used basis. When requesting a recoverable item (RC A, D, F, H, or L), an unserviceable like item must be turned in as prescribed in paragraph 2-6e. Exceptions will be explained by a statement signed by the commander or responsible officer. For initial establishment of stocks and replenishment of stocks for PLL items, use a priority designator equivalent to an UND of "C." Priority designators equivalent to an UND "B" may be used to replenish that quantity issued that brought the line to a zero balance. For other than repairable items, this quantity may exceed the quantity of one.

f. The PLL and related records will be kept in an area convenient to unit maintenance operations. Commanders will ensure PLL is reviewed (monthly for ULLS users) and inventoried quarterly, (semiannually for ARNG and USAR). The results of the inventory will be documented and maintained until the next inventory is conducted, and adjustments will be made in accordance with AR 735-5. Commanders may centrally locate the PLLs for several subordinate units. However, the stocks and the records will be kept separately by unit. When dedicated maintenance personnel and tools are not authorized for unit level maintenance operations, PLLs may be consolidated at the level where maintenance personnel and tools are authorized.

g. Newly activated units, units having major changes in equipment and units alerted for contingency operation deployments will base stockage on essential needs. Demand data from similar units maintaining the identical equipment may be used to determine stockage lists if available and may be modified by local mission requirements. When valid demand data is not available, a request for assistance in determining an appropriate stockage list can be sent to the Director, U.S. Army Logistics Support Activity, ATTN: AMXLS-ML, Redstone Arsenal, AL 35898-7466 (e-mail address: amxsmml@logsa.army.mil). Logistics integrated database users can query the LIDB support items requirements module to determine recommended PLL stockage lists. For medical equipment repair parts load list, submit a request to Commander, U.S. Army Medical Materiel Agency (USAMMA), ATTN: MCMR-MMM-P, Fort Detrick, MD 21702-5001. Lines added to PLLs under this paragraph are considered nondemand supported until a demand-supported determination is made within the maximum 2-year timeframe per paragraph 2-21a(3). During this timeframe, these lines will not count against the 15-line limit for nondemand supported lines. However, tactical MTOE unit PLLs will be limited by the organic mobility constraints of paragraph 2-21d(2).

h. Consumable service items "consumed in use," with a unit cost of less than \$25 such as nuts, bolts, screws, tubing, and other common hardware will not be stocked as a formal part of the PLL. Minimum quantities of these items are stocked separately along with the PLL. Items will be requested and stocked on basis of usage. Quantities on hand will not exceed an estimated 7 days of supply. When the unit of issue is other than "each" in the AMDF contained on FEDLOG, the estimated 7 days of supply should not exceed the unit pack quantity listed in the AMDF. ARNG may maintain a 15-day supply of consumable items. Recording demand data is not required for these items.

i. Repair parts will not be deleted from the PLL when the following conditions exist and can be substantiated:

(1) Supporting equipment that has not been operated during most of the recent control period.

(2) Supporting seasonal requirements and demands are anticipated.

(3) Requirements peculiar to nonstandard equipment.

(4) Initial provisioning items and criteria for deletion have not been met per paragraph a(3) above.

j. Organizations authorized to perform maintenance functions higher than unit maintenance on organic equipment may include on their PLL items that are designated by technical manuals for the level of maintenance authorized.

These items will not count against the 150-line limit. AVUM are authorized bench stocks and will follow the provisions outlined in paragraph 2-24.

*k.* Quantities of repair parts for commercial design equipment are stocked based on demand experience. The manufacturer's recommended list may be used to determine initial stockage. Subparagraph *a(2)(b)* above applies.

*l.* Repair parts supporting nuclear weapons and related material are prescribed in applicable technical manuals. Changes to stockage quantities must be directed by the ACOM/ASCC/DRU.

*m.* Direct support units are not required to have a PLL of unit maintenance repair parts when all the following conditions exist:

- (1) Unit supports both the maintenance and the repair parts supply for all its organic equipment.
- (2) Unit maintenance personnel and tools are not separately authorized.
- (3) Unit maintenance of organic equipment is performed by support maintenance mission personnel.

*n.* TDA activities (other than DS/GS maintenance activities) may keep a PLL of Class 9 repair parts when the activity has the equipment and maintenance capability to support the level of maintenance. The control period for computing stockage of PLL of Class 9 repair parts is 360 days. The review frequency is quarterly.

*o.* Uninstalled repair parts designated as CCI must be tracked Army-wide through unique item tracking within LIDB and cannot be issued to, nor stocked in the COMSEC maintenance activity PLL.

*p.* The following applies to PLL diagnostic repair parts stockage:

(1) Diagnostic repair parts are identified, authorized and fielded by specific end item program or product managers as troubleshooting and diagnostic tools. The diagnostic repair parts are to be accounted for on PLL records for accountability purposes but are not part of the PLL. The record will be annotated "diagnostic repair part" with stock list code "RD." The authority is the technical manual or fielding plan for the end item. These parts will be turned in to the support activity when no longer needed or the end item is no longer available to the unit.

(2) Repair parts used for diagnostics other than identified above are authorized to be maintained as PLL items and will, if stocked, count against the cap in the number of PLL lines. These items must have a direct correlation to checks/ tests listed in the appropriate TMs or commercial manual and are subject to approval by the first general officer in the chain of command or designated representatives. These repair parts are not required to be demand-supported and do not count against the 15-line cap of nondemand supported lines. Items will be annotated as stockage list code "RD." Items may be deleted when no longer needed or equipment becomes obsolete, at which time the stockage list will be reviewed and updated.

## **2-22. Maintenance shop supply policy**

*a.* Support maintenance facilities are authorized a limited amount of expendable supplies and repair parts required for efficient maintenance operations. Such supplies are issued from a stock record account and used for internal maintenance shop support and use by maintenance support teams (MSTs) and combat repair team (CRTs) to facilitate their rapid repair/replace mission. These accounts are not a substitute for an authorized stockage list (ASL).

*b.* Two types of maintenance-related supplies are authorized to be on hand in support-level maintenance activities: shop stock (demand supported stocks) and bench stock (unpredictably used consumables). Different management policy applies to each type. Paragraph 2-23 defines shop stock and those maintenance activities authorized to have shop stocks. All maintenance activities are authorized bench stocks. Bench stock criteria are outlined in paragraph 2-24.

*c.* In a Force XXI, Stryker brigade combat team (SBCT) or other organization authorized to combine organizational and direct support maintenance capabilities within a CRT, prescribed load list (PLL) items (as authorized, managed, and accounted for per paragraph 2-21) may also be issued from the unit PLL account for use by the CRT. This combination of shop stock, bench stock and PLL carried by a CRT is defined as combat spaces. Combat spares will be 100 percent mobile using organic CRT transportation

## **2-23. Shop stocks**

*a.* Shop stocks are demand-supported repair parts and consumables stocked within a support-level maintenance activity, with a support-level maintenance mission authorized by an MTOE, TDA, or JTA. They are used to accomplish maintenance requests or programmed repair.

*b.* Shop stocks are authorized for—

- (1) Repair of items in support of the repairable program.
- (2) All tactical maintenance activities employing maintenance units operating at a remote location, including MSTs and CRTs. Shop stock carried by MSTs and CRTs are a part of and issued from the maintenance activity's current shop stock account.
- (3) Repair of items requiring diagnostic modules. Diagnostic modules are exempt from the demand criteria for initial stockage. Technical manual (TM)-designated diagnostic modules are exempt from the 10 percent limit on non-demand supported shop stock policy designated in paragraph 2-23d(1) below. Subsequent stockage will be based on demands or the level prescribed by the technical manuals, whichever is greater.

(4) The U.S. Army Reserve (USAR) and U.S. Army National Guard (ARNG) support maintenance activities and all

other support maintenance activities not co-located with or supported by an organic SSA and not on the direct support system (DSS).

c. Shop stocks will have a record of demands. The record of demands for diagnostic modules will be annotated "for diagnostic use." The essential elements of data for the record of demands are as follows:

- (1) Stock number.
- (2) Item description.
- (3) ARC.
- (4) RC.
- (5) CIIC.
- (6) UI.
- (7) Location (to designate physical location of item).
- (8) Stockage code.
- (9) Date (date initial stockage level was established).
- (10) Quantity (stockage quantity authorized).
- (11) Document number (replenishment request).
- (12) Quantity requested.
- (13) Balance on hand.

d. To qualify for shop stock, an item must have had at least three demands in a control period to add and one demand to retain. (ARNG and USAR aviation TDA support facilities are authorized two demands in a control period to add and one to retain provided that the item has an essentiality code of "C" or higher, is approved by the commander and is in support of older stage aircraft (15 years or older). A control period is 180 days (360 days for ARNG, USAR and U.S. Army Materiel Command (AMC) maintenance depots). Stockage levels will be limited to 30 days. Tactical maintenance units must be able to transport their shop stocks using organic transportation. Each shop stock line will be reviewed at least semiannually and at least annually for AMC maintenance depots. Stockage will not be reduced for the first two full review periods. Stockage may be increased after the first full review period. Items will be deleted from stockage when they fail to have at least one demand in the last control period. Nondemand supported shop stock lines may be stocked and will be limited to no more than 10 percent of the demand-supported lines on the approved shop stock list, with the following exceptions:

- (1) Nondemand supported TM-designated diagnostic modules are exempt from the 10 percent limit.
- (2) Initial stockage of shop stock lines in support of a newly established repair program is exempt from the 10 percent limit for the first two full review periods.
- (3) Lines stocked in support of non-Army standard equipment are exempt from the 10 percent limited.

e. Excess stocks will be turned in within 10 days of review.

f. Stockage level for shop stock will be developed from the requisitioning objective (RO) table as outlined in DA Pam 710-2-2.

g. Replenishment of stock will be based on an ROP. Automated systems may use the "use-one, order-one" concept. Replenishment requests will use urgency of need designator (UND) "C." The customer's work request priority may be used to request the quantity required to complete the job when stock is at zero balance. Using the customer's work request priority to request the quantity for the work order and stock replenishment is not authorized unless UND "C" is used.

h. The cryptographic control item (CCI) repair parts required by communications security (COMSEC) maintenance activities for diagnostic purpose will be hand receipted on temporary loan from the supporting SSA. Uninstalled CCI repair parts must be tracked Army-wide through selected item management system-expanded (SIMS-X) and cannot be stocked in the maintenance activity shop stock.

i. Shop stock lists will be prepared for the unit commander's approval semiannually.

j. Shop stock will be inventoried quarterly. Results of the inventory will be documented and retained, at least until the next scheduled inventory. Causative research will be conducted and documented for losses of controlled items, small arms parts with a controlled item inventory code (CIIC) other than "U," and for any other losses greater than \$1,000 in extended line item value. Records will be updated accordingly. If the discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, adjustment action will be conducted per AR 735-5.

k. No one individual will perform duties as a material repairer and shop stock clerk at the same time. This does not apply to MSTs and CRTs as discussed in paragraph 1 below.

l. For MSTs and CRTs, authorization lists will be developed identifying the NSN, nomenclature and quantity of designated repair parts authorized to be carried. Listings will also identify the type of stockage, that is, shop stock or bench stock. These listings will be approved by the maintenance company commander and will only include those repair parts required to perform the MST or CRT-designated maintenance mission, based on the authorized equipment of the supported unit(s) and any associated consumable repair parts at levels necessary to effect the removal and replacement of the unserviceable repairable.

- (1) When shop stock and bench stock are carried by MSTs and/or CRTs without organic automation capability,

stocks may be accounted for using the Standard Army Maintenance System-1 (SAMS-1) bench stock module if desired until such time as standard Army management information system (STAMIS) are developed/changed to allow direct multiple location management of shop stock accounts. Specific procedures for and restrictions to using the SAMS-1 bench stock module will be found at the Army distribution management team website (<https://www.cascom.army.mil/private/adm/dpit2.htm>).

(2) The MST and CRT authorization listings will be reviewed and validated, stock locations verified, and stocks inventoried each quarter. Where losses are attributed to negligence, subparagraph j above applies.

(3) MSTs and CRTs will report the consumption of repair parts to their supporting maintenance company on a daily basis and turn in unserviceable recoverables within 4 workdays.

(4) The supporting maintenance company will replenish consumed MTS/CRT shop and bench stocks from shop and bench stock accounts or from lateral redistribution from other MST/CRTs within 4 workdays. Repair parts at zero balance in the shop stock or bench stock account will be replenished from the supporting SSA ASL.

(5) MST and CRT stocks will be 100 percent mobile using organic transportation.

(6) Internal and external standing operating procedures (SOPs) will be established for MST/CRTs and approved by the maintenance company commander.

(7) MST/CRT stocks are part of the unit's shop stock and bench stock accounts and will be managed and accounted for in accordance with the criteria set forth in this regulation. MST and CRTs will not stock items that are not authorized for stockage in the unit's shop stock or bench stock accounts. Stockage levels (Depth) will not aggregately exceed levels approved by the commander and authorized by this regulation.

## **2-24. Bench stocks**

a. Bench stocks are low cost, high use, consumable Class 2, 3 (packaged), 4 and 9 (less components) items used by maintenance personnel at an unpredictable rate. Bench stocks consist of common hardware, resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper, gasket materiel, sheet metal, seals, oils, grease and repair kits. Only small arms repair parts coded CIIC "U" are authorized for bench stock. Controlled items will be inventoried in accordance with table 2-2, paragraph i.

b. Bench stocks are authorized for all maintenance activities. Approval of the bench stock list by the maintenance officer is required semiannually (annually for AMC maintenance depots). For MSTs and CRTs, listings prepared for shop stock per paragraph 2-23l above will include bench stock items. This stock is not subject to the demand supported criteria in paragraph 2-23.

c. To qualify for bench stock, an item must meet all the criteria listed in (1) through (5) below.

(1) CIIC = "U," or "J," ("J" can not be small arms repair parts).

(2) Expendable (ARC = "X").

(3) Nonrepairable (RC = "Z").

(4) Stock funded (second position of the MATCAT = "2").

(5) Supply Class is 2, 3 (packaged), 4 or 9 (SCMC = "2," "33," "36," "4" or "9").

d. The authorized stockage level will be 30 days for all units. Replenishment requests will use UND "C." The customer's work request priority may be used to request the quantity required to complete the job when stock is at zero balance.

e. Bench stock lists and bench stock replenishment tags will be reviewed semiannually (annually for AMC depots). Essential elements of data are listed below.

(1) Bench stock list.

(a) Unit or activity.

(b) UIC.

(c) Prepared by.

(d) Approved by.

(e) NSN.

(f) Item description.

(g) Quantity.

(h) Unit of issue.

(i) Date.

(j) Location.

(2) Bench stock replenishment tag.

(a) NSN.

(b) Item noun.

(c) Stockage level.

(d) Location.

(e) Quantity.

- (f) Date.
- (g) Unit of issue.
- (h) Contract and lot number whenever possible.

f. Bench stock for aviation peculiar items should be provided segregated storage (bin dividers), by manufacturer, contract, lot number, source and date packed, when physical capabilities exist.

## **2-25. Army National Guard management of loads**

a. ARNG organizations with the exception of ARNG' SSAs will not keep basic loads of other than PLL for Class 9 supplies. ARNG SSAs will follow Active Army accountability procedures. Upon allocation of funds by NGB, all D to D-60 days deploying forces will maintain a PLL consisting of parts required for stockage by an IMPL, and/or SLAC. Additional demand supported essential parts may be stocked up to a maximum of 150 total lines for a PLL. States may request authorization to exceed the 150-line limit by submitting requests and justification to the State Adjutant General (AG). Approval will state the maximum number of lines that may be stocked on the PLL. Approval will be reviewed and renewed annually with the objective of ultimately reducing stockage to below the 150-line limit. Units will deploy with PLLs. Parts stocked in the PLL will be managed in accordance with this regulation. PLLs will be kept at the location where the maintenance is performed. Units with a unit maintenance capability and separated by distance from supporting maintenance facility are authorized to stock a portion of essential repair parts at the unit. Quantities will be determined by the unit maintenance shop and the unit commander. PLLs of repair parts will be segregated and records kept separately by unit.

b. Organizational maintenance shops (OMSs), UTES, MATES, and CSMS requirements are as follows:

(1) In the ARNG, OMSs provide organizational level maintenance support to designated units in their area of operations. OMSs will assume management responsibility for the PLLs located at the OMSs. PLL for each unit will be maintained separately.

(a) Units collocated with an OMS will have their PLLs located at the OMS.

(b) Units not collocated with an OMS will retain a portion of the PLL to support unit maintenance.

(2) OMS will support units not authorized a PLL with organization maintenance repair parts (OMRPs) stockage. OMRPs are PLL of Class 9 supplies stocked to support units with unfunded PLLs and to support units without dedicated maintenance personnel and tools. For units authorized PLLs, the OMS will utilize the unit's PLL for parts required to perform organizational maintenance. The control period for OMRPs is 360 days. The review frequency is every 180 days. The criteria of three demands to add and one demand to retain, applies. OMRP stockage is restricted to EC "C" items only. A list of OMRPs authorized for stockage will be prepared and submitted to the USPFO for review.

(3) UTES, MATES, and CSMS may have shop stock for accomplishing maintenance requests and programmed repair. The control period is 360 days. The review period is 180 days. A shop stock list will be prepared quarterly and forwarded to the USPFO for review. The State AG or designated representative is the approving authority for all items listed on the shop stock list. The shop stock list will be reconciled with the USPFO at least annually. Shop stock policy in paragraph 2-23 applies.

c. Consumables (that may or may not be Class 9) may be on hand in quantities not exceeding an estimated 15 days of supply. Recording consumption data is not required.

d. Organizations with a support-level maintenance mission will have either a PLL or shop and bench stocks. Use stockage policy in paragraphs 2-21, 2-22 or 2-23 to manage.

## **2-26. United States Army Reserve management of loads**

a. USAR MTOE organizations will manage loads as follows:

(1) Deployable USAR units will maintain loads of Class 1 through 5 (including maps), and 8 (less medical equipment repair parts) as directed by the ACOM/ASCC/DRU per paragraph 2-20.

(2) All USAR units authorized to perform unit maintenance and having a readiness objective code (ROBCO) that indicates they have a latest arrival date of C to C-60 will maintain a PLL as defined by paragraph 2-21b plus IMPL or SLAC. Aviation units are not restricted to the 150-line limit. Units will deploy with PLLs.

(3) All USAR units authorized to perform unit maintenance will maintain a PLL.

b. USAR TDA activities (other than support-level maintenance activities) may keep a PLL of Class 8 and 9 repair parts. The TDA commander will make this decision. The control period for computation of stockage of demand supported Class 8 and 9 repair parts is 360 days. The review frequency is semiannual.

c. Because AMSA, ASF, and the ECS maintenance branch are production oriented maintenance facilities, these activities, regardless of the level of maintenance performed, will maintain repair parts as PLL in accordance with paragraph, 2-21.

## Section V

### Reserve Officers Training Corps and National Defense Cadet Corps

#### 2-27. Responsibilities of educational institutions hosting the Army's Senior and/or Junior Reserve Officers' Training Corps/National Defense Cadet Corps programs

*a.* ROTC programs are established at educational institutions as prescribed by the CG, ROTC Cadet Command and approved by the Secretary of the Army per AR 145-1 and AR 145-2. When approved, educational institutions may be authorized to maintain an ROTC property book account, provided that school authorities agree in writing to specific requirements pertaining to property responsibility and accountability. An ROTC program is a TDA activity with an assigned derivative UIC and a separate DODAAC.

*b.* Educational institutions hosting the Army's Senior ROTC (SROTC) program will establish property responsibility and accountability as follows:

(1) Authorities may elect to maintain accountability and responsibility for Government property when it is issued for use by the ROTC program. School authorities must agree in writing to the following requirements:

*(a)* Appoint a representative from the school as the military property custodian. The appointed individual will request, receive, stock, and account for Government property issued to the school. The property custodian will also transact property matters on behalf of the school.

*(b)* Conform to Army regulations relating to issue, care, use, safekeeping, turn-in, and accounting for Government property that is issued to the school. All property will have AIT capability that will integrate with Army AIS.

*(c)* Comply with the provisions of Army regulations pertaining to furnishing a bond or proof of insurance to cover the value of all Government property issued to the school except uniforms issued to cadets, expendable articles, and supplies expended in operation, maintenance, and instruction.

*(d)* Provide adequate storage and issue facilities, at no cost to the Army, for all Government property provided for the ROTC program.

*(e)* Furnish the name of the military property custodian and the assistant property custodian to the appropriate ROTC region commander.

*(f)* Provide people for clerical duties and other labor required to fulfill the responsibilities of the custodian.

(2) Authorities may request the Army to assume responsibility and accountability for Government property issued for the ROTC program use, per AR 145-1. When this option is approved by HQDA, the Professor of Military Science (PMS), by virtue of their position, assumes command responsibility for the Government property. The PMS will appoint a PBO per paragraph 2-5.

*c.* Authorities of educational institutions hosting the Junior ROTC (JROTC) program will assume accountability and responsibility for the Government property issued for use by the ROTC program. School authorities must sign a formal agreement attesting to the school's commitments as follows:

(1) To appoint a military property custodian who is not on active duty with the U.S. Army and who will be empowered to request, receive, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school.

(2) To notify the appropriate ROTC region commander of the name and position of the individual designated as the military property custodian.

(3) To conform to the regulations of the Secretary of the Army relating to the issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

(4) To comply with the provision of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except uniforms issued to cadets, expended articles, and supplies expended in the operations, maintenance, and instruction.

(5) To provide adequate storage and issue facilities, at no cost to the Army, for all Government property provided for the ROTC program.

(6) To provide people for clerical duties and other labor required to fulfill the responsibilities of the custodian.

*d.* Under either program (SROTC or JROTC/NDCC), the PBO or military property custodian will be appointed in writing (the PBO by memorandum from the PMS and the military property custodian by letter or memorandum from a school official). The appointed person will complete the property book statement required per paragraph 2-5*h*.

*e.* Control of ROTC/NDCC property is the responsibility of the PBO or military property custodian. Protection of the institution's responsibility requires a hand receipt for property issued to units and individuals.

*f.* When one PBO or military property custodian is accountable for property of several institutions, separate hand receipt files will be kept for each supported institution.

*g.* When an educational institution elects to be accountable and responsible for Army property, the following exceptions will apply:

(1) Active duty personnel assigned to, detailed to, or stationed at any institution will not accept appointment as military property custodian. If the ROTC region commander agrees, officers and noncommissioned officers may assist the custodian if it does not interfere with their primary military duties.

(2) Under unusual circumstances and with approval of the ROTC region commander, the institution may authorize in writing either of the following persons to act temporarily for the military property custodian:

- (a) An official of the institution.
- (b) An officer or NCO on active duty at the institution.

## **2-28. Accounting for property**

a. Nonexpendable Government property issued for use in ROTC/NDCC units will be accounted for on property book records per paragraph 2-5. ROTC units and activities are exempt from maintaining formal property book accountability for on hand OCIE. In addition, personal property authorized per CTA 50-900, section I, will be accounted for using OCIE procedures in paragraph 2-14 and the procedural manual. The following modifications apply:

(1) The accountable record for personal items is the property book. The types of data and essential elements of data for personal item records are the same as for other property book records. A basic property book record will be maintained for each item authorized and/or on hand.

(2) The balance recorded on the property book "accounting data" will reflect the total owned by the unit. Personal items "assigned" to individuals are reflected in the "remarks" data elements of the property record.

(3) Individual clothing items will be issued to individuals on hand receipt. The individual receiving the items will sign and date the form.

b. At educational institutions having both Army and other Service ROTC units, separate property records will be kept for the respective Services. Items issued on a per-school basis will be accounted for on either the Army or another Service ROTC property record. Which record to use will depend on whether the Army or another Service requested and received the items.

c. At educational institutions hosting Army and other Service units, one military property custodian may account for the property of all Services. All property issued to an Army ROTC/NDCC unit will be accounted for as Army property. Similarly, all property issued to another Service ROTC unit will be accounted for as decided by the applicable Services.

d. Military junior colleges, hosting both SROTC and JROTC units, must keep property accounts for the SROTC and JROTC programs separate. A military property custodian must be assigned for the JROTC account and may serve as the custodian for both accounts.

## **2-29. Authorization data**

a. Paragraph 2-4 provides the basic policy governing authorization data. All educational institutions will adhere to the basic policy for managing authorization data for ROTC units, except as modified below.

b. ROTC units will maintain a current personnel roster to support the total authorized quantity on the property book when personnel data is used as a BOI for computation.

c. Basic, operational, or prescribed loads are not authorized.

## **2-30. Requesting and receiving Army property**

Department of the Army (DA) authorization documents are the basis for requesting property for Army ROTC/NDCC units. Educational institutions having both Army and other Services ROTC units will make maximum joint use of items authorized on a per-school basis. Paragraph 2-6 prescribes the policy applicable to requesting and receiving Army property. The following modifications apply:

a. The PMS will coordinate with other Services to determine if the item required will be requested by the Army or by another Service. If agreement cannot be reached, the PMS will refer the matter for resolution to the Army ROTC region commander.

b. If justified, Army ROTC units may request an item authorized on a per school basis even though the item is on hand or due in for another Service.

c. Upon notice from a carrier that a shipment of supplies has arrived, the military property custodian or PBO will arrange for immediate delivery of the supplies into their custody.

d. Educational institutions are authorized to purchase supplies and equipment for use by formally enrolled ROTC/NDCC students if the items are available for sale in DA stocks. (See AR 700-84 for limitations.)

e. Requests for commercial basic and advanced course textbooks will be submitted to the ROTC region headquarters for approval.

## **2-31. Disposition of property**

Relief from responsibility in ROTC/NDCC units will be per paragraph 2-13. The following policy modifications will be used:

a. Excess items will be turned in to the supporting installation after all current requirements and redistribution possibilities have been thoroughly considered by region commanders and HQ ROTC cadet commands respectively. Full use will be made of items bought from a stock fund or procured with ROTC/NDCC funds.

*b.* Clothing items authorized to students that become excess due to a decrease in enrollment may be retained if needed for the following school year.

*c.* Transfer of property between ROTC/NDCC units will be approved by the region commander having jurisdiction over both the losing and gaining ROTC regions. HQ ROTC Cadet Command will approve property transfers between different regions. Transfer of property must not cause property to be excess in the gaining unit nor create a shortage in the losing unit.

### **2-32. Accounting for organization clothing and individual equipment**

Educational institutions requiring OCIE for use by the ROTC unit will stock, issue, store, and recover OCIE per paragraph 2-14. ROTC units and activities are exempt from maintaining formal property book accountability for on hand OCIE. Cadet Command Headquarters, Logistics Division, will prescribe the informal accountability procedures for ROTC battalions to follow. The following modification for property book accountability will be used:

*a.* The accountable record for OCIE is the property book. The types of data and essential elements of data for OCIE records are the same as for other property book records. A basic property book record will be maintained for each nonexpendable OCIE item authorized and/or on hand.

*b.* The balance recorded on the property book "accounting data" will reflect the total owned by the unit. OCIE items "assigned" to individuals are reflected in the "remarks" data elements of the property record.

*c.* Items lost, damaged, or destroyed will be accounted for per AR 735-5.

## **Section VI**

### **Special Accounting Policy**

### **2-33. Property purchased by ordering officers or activity contracting officers**

*a.* The SSA will provide authorization for local purchase per local contracting office directives. This policy also applies to those activities operating in a secure environment.

*b.* When justified per the FAR, the supporting contracting officer may appoint a unit or activity member as an ordering or contracting officer. The ordering or contracting officer acts as an agent for the supporting contracting officer to make authorized local purchases (LPs) under a specific charter indicating the scope of authority.

*c.* When an ordering or contracting officer is appointed, the unit or activity commander will ensure that—

(1) The PBO or his/her alternate is not appointed to this duty.

(2) The ordering or contracting officer does not make LP without a written request from the PBO.

(3) The PBO does not request LP from the ordering or contracting officer without written authorization from the SSA.

(4) After receipt of property purchased, the ordering officer provides the PBO copies of all receipt documents to be screened to establish required property accountability.

*d.* The unit or activity PBO will—

(1) Advise the SSA that a unit ordering or contracting officer has been appointed and outline the contents of the appointment charter.

(2) Obtain LP authority from the SSA and request LP by the unit order or contracting officer as outlined in procedural manuals.

(3) As the functional expert, determine whether the property is—

(a) Nonexpendable – required to be accounted for on property book records and responsibility to be assigned.

(b) Durable – requires hand receipt controls for hand tools coded durable.

(c) Expendable – Does not require property book accounting or assignment of responsibility.

(4) Upon receipt of supplies and equipment, process receipt documentation as prescribed in paragraph 2-8 and in procedural manuals.

### **2-34. Family housing furnishings and unaccompanied personnel housing furnishings**

Property book records for nonexpendable family housing and UPH furnishings will be maintained by the installation PBO or as specified by the installation commander.

*a.* It is recommended that Housing Automation (Windows version of HOMES) be used for the management of family and UPH furnishings.

*b.* When household furnishings are issued to individuals residing off post in non-Government housing in an OCONUS environment, the transaction will be documented using a hand receipt or inventory listing. The hand receipt or inventory listing must be signed by the recipient when furnishings are issued.

### **2-35. Other special accounting policy**

This paragraph prescribes policy for making administrative adjustments to the accounting records; accounting for temporary requirements; accounting for transportation equipment assets; accounting for items that do not clearly fall

into the category of nonexpendable property (but require accountability); accounting for issued chaplain kits; accounting for operational readiness float (ORF) in the light infantry division (LID); accounting for IMPE, and accounting for leased equipment and accounting for Class 2 nonexpendable CCI.

a. The AAR will be used to adjust property book records for end item identity changes due to NICP directed assembly and disassembly, consumption, change of stock number or serial number, adjustments of items because of size differences, or change to the accounting requirements code.

b. AR 700–131 has policy for obtaining property for non-continuing requirements. This property is obtained by temporary loan, rental, or lease. Accounting requirements are the same regardless of the method. Property obtained for non-continuing requirements for a period less than 6 months will not be accounted for on property books (except for IMPE). Additional guidelines for the temporary loan of COMSEC material are contained in AR 380–40 and TB 380–41. Requests for COMSEC equipment obtained from other military departments, Federal or civil agencies will be forwarded to Director, USACCSLA, ATTN: SELCL–EP, Fort Huachuca, AZ 85613–7090 for supply action and establishment of loan records.

c. Transportation and/or ammunition flat-rack assets are authorized for one organization but are routinely used by other organizations regardless of type of distribution (local or line haul). Flat-rack accounting policy is as follows and applies to the full range of military operations to include training at combat training centers.

(1) Unit TOE flat-racks will be transferred by appropriate Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation to a separate property book account maintained by the Class 7 accountable property officer during the full range of military operation to include training at combat training centers.

(2) A flat-rack control office will be established by the senior manager in a theater of operations.

(a) Movement managers will track location, status, and condition of flat-racks by quantity on a daily basis.

(b) The flat-rack control office will establish movement and retrograde priorities and establish measures to provide redeploying units with authorized quantities and types of flat-racks at end of operations.

(3) Flat-racks will be centrally pooled at designated locations as determined by the senior logistician during operations.

(a) Further hand receipting of centrally pooled assets is not required.

(b) The senior logistician will ensure that authorized quantities of flat-racks are returned (transferred) to a deploying unit. Property book adjustments will be made to account for differences in serial number prior to redeployment.

(4) Flat-racks originating from CONUS with strategic configured loads (SCLs) will be managed by quantity separately from unit TOE flat-racks. The flat-rack control office will coordinate the retrograde of the proper quantities of flat-racks back to CONUS to support battlefield distribution operations.

d. Air delivery material will be accounted for on the property book of the organization authorized the property.

e. Chaplain kits and other nonexpendable, nonrecoverable church supplies issued on an individual basis per CTA 50–909, chapter 4, and AR 165–20 will be issued on an issue document in duplicate and dropped from the property book records.

f. Accounting for leased equipment will be as follows:

(1) The PBO will maintain a leased equipment file consisting of lease authorization, lease agreement with amendments, and receipt and turn-in documents.

(2) On termination of the lease contract, the PBO will submit a turn-in document with the original receipt document to the SSA. If the equipment has been returned to the contractor by the using unit, a copy of the shipping document or receipt acknowledged by the contractor will be provided to the SSA.

g. ORF in the LID consists of supply Class 2 and 7 items. Details are as follows:

(1) AR 750–1 contains policy on the management and determination of ORF.

(2) ORF will be accounted for on the SPBS. It will be identified on the property book separately from the other authorizations. It will be hand receipted to units that are responsible for maintenance and storage of the items. Exchange of item between the unit maintaining the ORF and supported unit will be done using lateral transfer procedures.

(3) The losing and gaining PBOs will ensure that required AR 710–3 serial number reporting is completed in conjunction with asset transfers.

h. Management of software. The organization appointed information management officer (IMO) (Center Commander for the USAR) is responsible for the control of commercial (proprietary) software issued to the organization. The IMO is responsible for issuing instructions for the use, control and safekeeping of original and backup software media to include specific licensing restrictions (See AR 25–1 and AR 380–19 for proper handling and safeguarding of software). A software package may consist of manuals, templates, reference volumes, and original individual program media. Managing IMPE software and data media (magnetic tapes, floppy disks, CD disks, and so on) does not require property book accounting, but the following applies:

(1) Software packages purchased under single or site stand-alone personal computer license. Software packages purchased and loaded onto an individual, stand-alone personal computer located in the work place (workstation) is evidence that the software package is in the custody of the user.

(2) Software packages purchased under site/local area network license. Software packages purchased and loaded onto a local area network (LAN) server is evidence that the software packages were issued to the PHRH, not the individual user.

(3) A locally produced record (log) of manufacturer or locally assigned serial numbers of the software and the serial number of the PC to which it was installed. This log will be maintained by the PHRH for the life cycle of the equipment with that organization. The log only need be changed when new or old software is added or deleted. Do not place software packages on component hand receipts.

(4) The PHRH may direct central storage of original software packages as an exception to the above.

(5) Blank data media (including PC cards) valued at \$300 or less are managed as expendable material. Blank data media (including PC cards) valued at more than \$300 will be issued and accounted for as per paragraph 2-34h(3) above.

(6) For the property handling and safeguarding of Government unique software used on STAMIS and shareware software used at installations see AR 25-1.

*i.* Class 2 nonexpendable CCIs (receiver transmitters) used with systems such as MSE and SINGARS, that require serial number tracking, are authorized by MTOE or other authorization document, and are used to provide the direct support maintenance activity assets to exchange with customer units. These nonexpendable Class 2 CCI receiver transmitters are part of the DS maintenance activity's equipment authorization. (See the MTOE/TDA Section III remarks.)

(1) Class 2 nonexpendable CCI used in maintenance support operations and requiring serial number tracking will be formally accounted for on property book records. Establish a separate page for the quantity identified in the remarks column of section III of the MTOE or by other authorization document.

(2) PBOs will hand receipt Class 2 nonexpendable CCI used in maintenance operations to the DS maintenance activity authorized the equipment. The serial number will be included on the hand receipt.

(3) DS maintenance units will use maintenance requests to exchange serial number reportable Class 2 nonexpendable CCI. Units will enter the unserviceable Class 2 nonexpendable CCI serial number on the maintenance request in block 2; maintenance units will enter the replacement Class 2 nonexpendable CCI serial number in block 20h. A completed copy of the maintenance request will be provided to the PBO.

(4) The PBO will use the completed maintenance request from the maintenance activity in support of the property book records. The maintenance request will be used as the issue and turn-in documentation between the using unit and the maintenance activity. Post the property book per DA Pam 710-2-1, chapter 4. Update proper hand receipts accordingly.

(5) The DS maintenance activity will use routine nonexpendable item turn-in procedures through the PBO to retrograde CCI determined to be uneconomically repairable.

(6) The PBO will ensure that requirements for the CCISP are met and accomplished per AR 710-3.

*j.* Accounting for Government-owned reusable containers will be as follows:

(1) Containers costing \$300 or more will be recorded on the property book. Containers under \$300 do not require property book accountability.

(2) Responsibility will be assigned according to paragraph 2-10 and DA Pam 710-2-1.

(3) Excess containers will be turned in to the SSA.

(4) Reusable containers will not be discarded too soon. When containers have deteriorated to the point that contents could become damaged, the following action will be taken:

*(a)* Deteriorated container parts will be discarded according to local guidelines.

*(b)* Usable container material such as cushioning will be saved for reuse.

*k.* Accounting for vendor-owned refillable containers will be as follows:

(1) Vendor-owned refillable containers will be returned according to the contract terms.

(2) Container accountability will be assumed by the accountable property officer assuming content accountability.

(3) Container responsibility belongs to the person assigned content responsibility.

(4) Records of receipt, issue, transfer, disposition, or loss will identify containers by type, including the contract number.

(5) Files will be maintained by contract number for vendor-owned containers. The files will be the accountable record for the containers and will contain the documents described above. Vendor-owned containers will not be entered on the unit property books.

(6) Periodic followups will be made by the accountable property officer to the custodian of the containers for status and date of return. The custodian is the person assigned responsibility according to the property officer's file.

(7) Copies of the contract, receipt, issue, transfer, and disposition documents related to accountable records will be furnished to the accountable property officer.

(8) Copies of documents affecting financial records will be furnished to the FAO. Records of purchases requiring a deposit or having a rebate clause will be maintained at the FAO. This file will supplement the file maintained by the accountable property officer.

*l.* Accounting for Government-owned refillable containers will be as follows:

- (1) Government-owned refillable containers such as cylinders, carboys, and liquid petroleum gas containers authorized by an MTOE, TDA, JTA, or CTA will be recorded on the property book.
- (2) Records of receipt, issue, transfer, or loss of containers will identify containers by type.
- (3) Containers will be turned in when requesting refills. If empty containers are not furnished, justification must be given.

*m.* Property confiscated by law enforcement officials will be accounted for by using a DA Form 4137 (Evidence/Property Custody Document). Law enforcement officials will provide a copy of the custody document to the commander owning the property. The commander in turn will provide a copy of the custody document to the PBO. The PBO will file this document in the hand receipt folder. Documentation will be destroyed upon return of the property. The PBO may request verification of the balances on the custody document to comply with inventory requirements. Copies of the quarterly inventories of evidence rooms and storage areas will suffice for this purpose. If the commander of the property is not known, the installation PBO will be furnished a copy of the custody document. The installation PBO will enter the data from the chain of custody document in to the document register for future use in support of a “found on installation” transaction.

*n.* Property accounting for GSA long-term assignment vehicles—

(1) The PBO will prepare a property book page/record for each nontactical vehicle (NTV) LIN on the authorization document. However, no transaction data or on hand balances will be recorded. Only identification data will be entered on this page. Place note in record to “See GSA Interagency Fleet Management System (IFMS) long-term assignment vehicle files.” GSA vehicle transactions will not be recorded on this property book page/record even though the terms of the memorandum of understanding/agreement (MOU/MOA) exceed 6 months. These vehicles remain on the owning agency (GSA) records. The GSA IFMS regional office, which hand receipts the vehicle to the activity, is considered the SSA for the purpose of GSA IFMS long-term assignment vehicles.

*(a)* Centralized Operations when an MOU/MOA exists between IMA region/ACOM/ASCC/DRU (installation) and GSA.

*1.* DOL’s Installation Supply Division (ISD) (property book) will provide visibility of GSA long-term assignment vehicles. The GSA IFMS long-term assignment vehicle MOU/MOA provides an audit trail and authorization document.

*2.* Appoint the installation transportation motor pool officer as the designated representative to receipt for each GSA IFMS long-term assignment vehicle and its assigned credit card. When facilities engineer vehicles are being converted to GSA long-term lease vehicles, a facilities engineer representative may be designated to receipt for the vehicles. When an installation has contracted the operations of a transportation motor pool using commercial activities procedures, and no DOD employee (designated Transportation Officer or motor/fleet transportation noncommissioned officer (NCO)) is available, the contracting officer’s property administrator will be the designated representative to sign for vehicles/credit cards.

*3.* A GSA IFMS long-term assignment vehicle folder will be established to hold any required forms. The folder will be retained with the supply records until the GSA vehicle is returned. GSA IFMS long-term assignment folders remain active until expiration of agreement. (See AR 25–400–2). The folder will be returned with the vehicle as required by GSA.

*4.* User or personal responsibility is fixed by possession of IFMS long-term assignment vehicle’s GSA logbook or credit card, and ignition keys.

*(b)* Decentralized Operations when an MOU/MOA exists between a decentralized command (such as, MEPS, ROTC, or USAREC) and a GSA regional office.

*1.* A command must establish in writing individuals at the decentralized location who are authorized to enter into MOU/MOA and receipt for GSA IFMS long-term assignment vehicles. Further, these individuals can assign direct responsibility by requiring each vehicle and credit card be signed.

*2.* Ensure those activities identified in paragraph *o*(1) above (those who enter into an MOU/MOA with a regional GSA IFMS and down to station level) establish a GSA IFMS long-term assignment vehicle folder. The folder will contain the copy of the MOU/MOA and any form received. It will be retained with the supply records until the GSA vehicle is returned, and will remain active until expiration of the agreement (see AR 25–400–2). The folder will be returned with the vehicle as required by GSA.

*3.* All individuals designated in writing by IMA regions/ACOM/ASCC/DRUs to receipt for GSA IFMS long-term assignment vehicles may assign direct responsibility for each vehicle/credit card by requiring individuals to sign for that vehicle/credit card. Personal responsibility is fixed by possession of IFMS long-term assignment vehicles log book/credit card and ignition keys.

(2) Commands that have established automated system visibility and control procedures (those using current property book accounting systems) for GSA IFMS vehicles must conform to subparagraphs *a* and *b*, above. Commands must assign an MCN that identifies these vehicles as GSA long-term assignment assets. The automated system must also include a management code to preclude reporting these assets under CBS–X/LIDB procedures. All commands are

encouraged to convert their manual procedures to a Standard Army Management Information System (STAMIS), when available.

(3) Do not report GSA IFMS long-term assignment vehicles through CBS-X/LIDB or their serial numbers through the U.S. Army vehicle registration program.

(4) The above clarification only applies to vehicles received from GSA IFMS, not vehicles received under loans or leases.

*o.* The following information applies to all activities involved in management, procurement, accountability and disposal of the vehicle hull targets and other targets of similar description used for destructive training or testing:

(1) All commands or activities will follow the regulatory guidance of AR 710-1, chapter 3 for the forecasting and requirements determination for VHTs.

(2) VHTs and similar type hard targets used for destructive testing or training are non-reportable. They will be accounted for as expendable property per AR 735-5, chapter 7. The provisions of AR 710-2, paragraph 2-6*l*(1) also applies.

(3) Usable components of these vehicles that can be repaired and reissued for support of other vehicles in service will be removed before issue as VHTs.

(4) VHTs will be turned in as scrap to the DRMO when no longer needed by the using unit.

## **Section VII Petroleum Management**

### **2-36. General**

*a.* Bulk fuel at Army facilities may be either Army owned or DLA owned (if it has been capitalized by the Defense Energy Support Center (DESC)). Where the fuel is capitalized but the fuel point is operated by the Army, receipt, issue, and inventory procedures will be followed as established by DESC for the Fuels Automated System (FAS). Sales of fuel will be made directly from DESC to customers although the fuel point is Army operated. DESC will provide funding for facilities, training, and equipment maintenance of locations with capitalized fuel.

*b.* Where fuel at an installation is Army owned, follow management and accountability procedures as published in the following paragraph and DA Pam 710-2-1.

*c.* When fuel is required for convoys, products will be obtained from military installations en route if feasible. Projected requirements will be coordinated with the military installations well in advance. When military installations are not available, local purchase is authorized for 10,000 gallons or less of each grade of product per delivery point. Local purchase procedures will be followed per the FAR. Requirements of more than 10,000 gallons will not be divided in order to produce 2 or more local procurements of less than 10,000 gallons each. Requests will be submitted to the United States Army Petroleum Center when the required quantity for delivery at one point exceeds 10,000 gallons or if purchase of quantities less than 10,000 gallons cannot be accomplished. Normally, such requests will be submitted at least 90 days in advance of the date required to allow sufficient procurement lead time. MILSTRIP channels will not be used for requisitioning of bulk petroleum products. Information outlined in DA Pam 710-2-1 contains the necessary data to economically establish contractual sources of supply for motor convoys.

*Note.* Requirements for packaged petroleum products will be determined before departure and those products will accompany each convoy, unless the commander determines that this support can be provided more effectively by using a fleet credit card.

### **2-37. Bulk petroleum and packaged fuels accountability**

*a.* Units are responsible for all petroleum issued to them for consumption as part of their basic or operational load. Unit must ensure protection, maintain control, and provide an audit trail. Aggressive management policies must be pursued to permit prompt and accurate identification of shortages or overages.

*b.* Using unit commanders responsible for receiving fuels to store and issue ensures—

(1) Designates in writing a responsible individual to maintain control of all fuels and to provide an audit trail using—

(*a.*) A record of daily issues.

(*b.*) Innage Gage Sheets DA Form 3853-1 (Innage Gage Sheet)

(*c.*) A monthly abstract of issues.

(*d.*) A monthly bulk petroleum accounting summary (MBPAS).

(*e.*) A document register to maintain the audit trail.

(2) Ensure that petroleum-handling personnel are trained in safe and proper procedures.

(3) Establish, maintain, and provide a standing operating procedure (SOP) to operations personnel that handle and account for bulk fuels by the particular organization.

*c.* All fuel received, except that issued by the SSA directly into or specifically identifiable to a consuming end item of equipment, will be posted as a receipt. Receipts and issues, regardless of the container, will be recorded on the daily issue form. Fuel obtained from defueling operations will be recorded as a receipt and identified by the vehicle/

equipment USA/tail number. All other receipts will be assigned a voucher number. DA Pam 710-2-1 outlines procedures for ordering and receiving bulk products from commercial sources. Fuel transfers within the unit's organization from one mode of transporting vehicle or storage container to another, is not considered an issue. When issues are made outside the unit's organization and the issue is not directly into or specifically identifiable to a consuming end item, the issue will be assigned a voucher number and considered a receipt by the recipient. Issue and receipt will be volume corrected per *h(4)(a)* below.

*d.* Issues and receipts will be totaled daily on the DA Form 3643 (Daily Issues of Petroleum Products) and posted daily to the DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).

*e.* During field exercises, if the maintenance of audible records is not feasible, the unit commander must prepare a statement summarizing daily issues. The statement will indicate that the fuel was used in authorized Army equipment. The statement will be prepared within 3 workdays after completion of the exercise, and the quantities will be posted to the monthly abstract form as of the last day of the exercise. The statement is then filed and maintained as a supporting document to the monthly abstract form. The statement is not to be used in lieu of audit records but as a supplement.

*f.* The responsible individual will document losses of fuel due to spillage and/or contamination for quantities over 25 gallons. The documentation will be attached to the MBPAS record as a supporting document to adjust records.

*g.* The MBPAS will be used by units to maintain a record of receipts, issues, and inventory of petroleum products.

*h.* Inventory bulk fuel storage monthly and submit results on an MBPAS to the next higher commander for approval. Bulk fuel storage tanks will be inventoried or gauged as follows:

(1) Rigid-wall tanks/containers above or below ground will be gauged according to the procedures contained in FM 10-67-1.

(2) Collapsible wall tanks/containers will be inventoried by reconciling the beginning inventory, issues, receipts, and by physically checking the tank, couplings, fittings, and area around the tank to ensure no leaking has occurred. A common-sense approach must be used in visually checking the container to ascertain that stated quantity appears to be present volume.

(3) When bulk fuel storage tank has either an issue or receipt, that tank will be physically inventoried or gauged that day and reconciled to compare physical inventory data against daily issues and receipts. All other tanks will be gauged weekly. This information will be recorded on DA Form 3853-1, Innage Gage Sheet or equivalent local form per DA Pam 710-2-1 and must allow easy identification of inventory discrepancies. The responsible individual will resolve and document discrepancies. Volume correction is optional for daily or weekly inventories.

(4) In addition to the daily and weekly inventories, a monthly physical inventory of all bulk petroleum products will be performed for each type and grade of product. This inventory is documented on the MBPAS report and will reflect the quantity on hand as of 0800 hours local time, the first day of the month per AR 11-27. In the event the last day of the month is a nonduty day, the monthly inventory may be conducted at the close of business the last workday of the month. A DA Form 3853-1 (Innage Gage Sheet) will be used to record inventory data. All products on hand will be inventoried. Monthly inventories of volume will be corrected as specified below.

*(a)* Measured volumes that equal or exceed 3,500 gallons will be volume corrected per FM 10-67-1. The correction factors referenced in American Society for Testing and Materials (ASTM), tables 5B and 6B will be used. ASTM tables 5A and 6A will be used for JP-4 and may be obtained through normal publications channels as PMT Volume I. ASTM tables 5B and 6B will be used for petroleum products other than JP-4 and may be ordered as PMT Volume II. Contractor-delivered fuels will be volume corrected when volumes equal or exceed 3,500 gallons. In instances in which the observed data is expressed in metric units, ASTM tables 52, 53 and 54 will be used to correct measured volumes to gallons at 15 degrees Celsius. Residual fuel (FO#4, FO#5, FO#6) will be volume corrected regardless of measured volume. The responsible individual will ensure the inventory is reconciled so that shortages or overages will be identified.

*(b)* Activities using automated gauging/inventory systems, to include leak detection, must conduct end of month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated system.

*(c)* Commanders may correct all measured volumes less than 3,500 gallons to 60 degrees Fahrenheit.

(5) Adjustments to product inventories are required for blending or regrading actions. At the end of the month the responsible individual will—

*(a)* Prepare a statement showing the quantities of all products blended/reggraded during the month and the reason for the action.

*(b)* Attach this statement and a copy of the proper laboratory report to the MBPAS as a supporting document.

(6) All rigid-wall storage tanks of 10,000 gallons or larger will have a capacity table. When a modification is made to these tanks, or they become suspect of inaccuracies, a new capacity table will be prepared. The capacity tables will permit measurement in 1/8-inch increments.

*i.* Allowable losses or gains for bulk petroleum.

(1) Handling losses or gains for jet fuels, (excluding JP8) AVGAS, and other gasoline's are allowable when not in excess of a plus (+) or minus (-) 1 percent of the total of the opening inventory plus the receipts for the monthly period covered by the MBPAS.

(2) Losses or gains for all other petroleum products are allowable when not in excess of a plus (+) or minus (-) one-half of 1 percent of the total of the opening inventory plus the receipts for the monthly period covered by the MBPAS.

(3) When the loss exceeds the stated allowance above and the entire loss exceeds a value of \$500, a report of survey is required. When a loss exceeds the allowable, but has a total value less than \$500, causative research will be initiated. A copy of these reports will be attached to the MBPAS as supporting documents. When the gain exceeds the allowable limit, causative research will be initiated. A copy of the report will be attached to the MBPAS as a supporting document.

(4) When shipments are received from commercial contractors free on board (FOB) destination (acceptance at destination), the Army does not sustain transportation losses since it is accountable only for the quantity actually received. DA Pam 710-2-1 outlines procedures for ordering and receiving bulk petroleum products from commercial sources.

(5) To help ensure the accuracy of petroleum receipts and issues, a program must be established to ensure all POL meters are checked by qualified personnel as outlined in FM 10-67-1 and TM 5-678 for accuracy.

*j.* Adjustments of accountable records are as follows:

(1) The responsible individual will complete the MBPAS within 3 workdays of the last day of the month reported. The MBPAS, with applicable supporting documents (report of survey, causative research) will be forwarded for approval.

(2) The next higher commander or the commanders designated representative of the activity having accountability is the approving authority for adjustments made on the MBPAS. An individual will not be designated as approving authority for an MBPAS covering property for which he or she is immediately accountable. The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified based on facts available. Approving authority's disapproval of any loss on the MBPAS automatically requires the initiation of a report of survey. Disapproval of any gain requires an investigation under AR 15-6.

(3) The MBPAS with all supporting documents (receipt, issue, and inventory) will be retained per AR 25-400-2.

*k.* All contaminated petroleum products within the Army will be recovered to enhance energy conservation and environmental pollution control. Recovery, recycling, and disposal of petroleum or petroleum-based products will be per appendix D.

*l.* Commanders ensure packaged petroleum is managed properly as follows:

(1) Designate an individual in writing to manage packaged petroleum.

(2) Ensure that required petroleum management SOP includes guidance on managing packaged petroleum, which contains the following areas:

(a) First in, first out use policy.

(b) Required management of product shelf life.

(c) Use of the DOD Quality Status List to manage shelf life.

(d) Procedures for contacting the USAPC when items are not identified on the QSL.

(e) Marking of containers with new shelf-life test information.

(f) Segregation of off-specification items.

(g) Disposal procedures for off-specification product.

(h) Use of FED-STD-793 for shelf-life management of GSA items.

## **2-38. Automatic fuel dispensing system**

*a.* Automated fuel dispensing systems offering controls and data collection capabilities equal to, or better than, manual methods described in AR 710-2 are authorized if:

(1) The system will be able to supply a printout of data equivalent to DA Form 3643 and DA Form 3644.

(2) The system will be able to print a month-end cumulative total showing individual issues, total issues, and issues of each type of fuel.

*b.* Locations dispensing fuel through an automated dispensing system need not have service station attendant on site, as long as the system includes the following:

(1) A requirement to identify the receiving vehicle.

(2) Positive identification, through the automated system, of the individual requesting fuel.

*c.* In an automated dispensing system, the daily issue record printout will be used instead of the DA Form 3643. A month-end cumulative data printout will be used instead of the DA Form 3644.

*d.* Proposed automated fuel dispensing systems will provide the capability for manual gauging of the requisite bulk storage tank.

*e.* Automated systems, which are subsequently procured, will be capable of transferring data in an ASCII format via communications modem.

## **2-39. Fuel cards/keys**

*a.* *Accountability and control.*

(1) Advice and assistance in procuring all fuel cards are available from the USAPC. The USAPC Web site <http://usapc.army.mil/default.asp> contains guidance and online applications for all types of cards. Mailing address is U.S. Army Petroleum Center, 54 M Avenue, Suite 9, New Cumberland, PA 17070-5008.

(2) Fuel credit cards are to be used – not the GSA Purchase Card – for retail fuel transactions at commercial locations. They also may be used for purchasing non-fuel supplies and services that are in direct support of the mission. For example, the aviation card may be used to pay for aircraft deicing or the fleet card can be used to pay for wiper blade replacement. In the future these commercial cards also will be to activate DOD installation fueling systems.

(3) Control of all fuel cards should be accomplished in accordance with AR 190-51 using sign out procedures so that the card user can be identified and associated with all transactions. Use of DA Form 5830-R (POL Credit Card/AV Fuel Identaplate Control Log) is recommended. (See DA Pam 710-2-1.) Fuel cards are not mandatory property book items since they have no intrinsic value and are otherwise under signature control. However, commanders may exercise their authority to add them to the property book if they believe local conditions warrant.

(4) When the fuel credit cards are used for both fuel and other supplies/services, fuel will be billed by DESC to the consuming unit/activity via the Interfund Billing System. Bills will use the DESC standard price for each product, which is established for each fiscal year. Nonfuel purchases will be billed by the credit card contractors as commercial invoices.

(5) Each aircraft or vehicle refueling should be charged as a separate transaction. Multiple refuelings charged as a single transaction are not authorized.

(6) Immediately upon return to home station receipts for all purchases must be turned in to the designated responsible action officer. On a monthly basis receipts should be matched to billed transactions to verify the validity of charges. Using units need to apply (using DLA Form 1811) through USAPC for access to the FAS Enterprise Server where they can view and verify fuel transactions. If done NLT two workdays prior to month end, there is a challenge process that can preclude DESC billing of questionable charges.

(7) Before opening an account verify all billing data with the local resources management office. They should confirm the use of home station DODAAC. (Check the type of address code (TAC) 3 address in the DAAS, fund code, signal code, and accounting code (APC for STANFINS; JONO or JOPCN for SOMARDS or equivalent code for other financial systems). Where a signal code, such as B, indicates the use of a supplemental DODAAC for billing, it should also be verified.

(8) The aircraft pilot and crew chief or vehicle operator are considered to be procurement officials when using credit cards and as such, must not accept gratuities in accordance with Executive Order #12731, “Principals of Ethical Conduct for Government Officers and Employees.”

*b. Obtaining aviation fuel.*

(1) Priorities for obtaining aviation fuel are shown in the table 2-1 below.

**Table 2-1  
Obtaining petroleum products for DA aircraft\***

Priority	Location	Price Paid	Instrument
1	DOD Airfield	DOD standard price	AIR Card or Identaplate (being phased out)
2	Commercial airfield with into-plane contract	Into-plane standard price	AIR card
3	Commercial airfield without into-plane contract	Commercial standard price	AIR card

Notes:

\* Information on the location of into-plane contractors and Aviation Into-Plane Reimbursement (AIR) card discount providers is available by going to the USAPC Web site ([usapc.army.mil](http://usapc.army.mil)), selecting fuel cards, and following the links to the current DESC AIR card contractor.

(2) All aircraft should have two fuel cards – an Identaplate and an AIR card. The Identaplate is planned to be phased out and replaced by the AIR card as soon as military airfields are equipped with AIR card readers. Until that time, the data on the two cards should agree. Any questions can be addressed to USAPC by email [aircard@usapc-emh1.army.mil](mailto:aircard@usapc-emh1.army.mil) or phone DSN 771-4993, commercial (717) 770-4993.

(3) In the event that an aircraft does not have an AIR card, or the refueling location cannot process a magnetic stripe card, the SF 44 (Government Purchase Order-Invoice Voucher) may be used to make commercial purchases. In those instances, the vendor should send the billing copies of the form to DESC AIR Card Contractor; P.O. Box 1697, Baltimore, MD 21203-1697.

(4) In order to obtain aviation fuel at lowest net price at commercial locations, pilots should carry any applicable tax exemption certificates with them to present to refuelers at time of purchase. Information on applicable taxes is available on the DESC Web site. Certificates should be available from the local resource management office.

(5) Notify USAPC of all changes. Activities are to notify USAPC when transferring an aircraft to another so the billing information can be changed in the AIR Card System and a new Identaplate issued. Notify USAPC when an AIR card or Identaplate is lost or damaged so another card can be issued. Also notify USAPC when an aircraft is permanently taken out of service for any reason so the cards can be canceled. Future enhancement to the FAS may provide a web based means for units to input aircraft transfers, and have them made effective with recipient verification.

(6) Preflight checks should include verification that AIR cards, Identaplates, and SF 44s are available along with instructions for their use.

(7) An Identaplate may become invalid because of excessive wear or mutilation or a change in the DODAAC of the home station or supplementary (billing) address. If the plate becomes invalid, a request for a new identaplate will be sent to USAPCE. A copy of the request will be retained until the new plate is received. This will enable the flight officer to furnish the information needed to refuel the aircraft. Lost plates or those suspected of being misused will be reported by serial number immediately to USAPC. Army activities will confiscate and return to USAPC any identaplate listed as lost or misplaced. If a pilot, crewmember, or others refuse to surrender any such identaplate, advise USAPC immediately. (See DA Pam 710-2-1 for instructions.)

*c. Ground.*

(1) Priorities for obtaining ground fuel are: first – DOD installations; second – commercial service stations, which include Exchange System stations.

(2) Vehicle information link (VIL) keys are issued by DOD installations with automated fuel service stations (AFSS). When a vehicle is going to be refueled away from home station using VIL key, call ahead to that installation to have the key entered into their system to preclude subsequent billing problems.

(3) Fleet cards for Army owned or leased vehicles are obtained in accordance with a GSA contract as supplemented by DOD Task Order issued by DESC. USAPC/DESC will have applications instructions and forms on their web sites. Applications are sent directly to the fleet card contractor. USAPC should be notified of account openings and closings by email to [fleetcards@usapc-emh1.army.mil](mailto:fleetcards@usapc-emh1.army.mil) or by calling DSN 771-6886, or commercial (717) 770-6886. Routine changes to vehicle data can be reported directly to the contractor without USAPC involvement. An exception is when a unit leases a vehicle from GSA IFMS and a fuel card comes with the vehicle (wet lease). In those instances, GSA guidance regarding card use will be followed under terms of the lease.

## **Section VIII Ammunition Management**

### **2-40. General**

*a.* Safety requirements for explosives are in AR 385-64, and DA Pam 385-64.

*b.* Ammunition and its packing material will be cared for and handled to assure damage is kept to a minimum.

*c.* Requisitioning units will provide all transportation, working parties, and security required for the movement of the ammunition to and from the SSA.

*d.* Ammunition will be expended for intended purposes only. Ammunition will never be abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to avoid any inconveniences of returning the item(s) to an SSA.

*e.* Ammunition will not be removed from its packing containers until required for use. Prior to use, ammunition will be handled so that it will not become unserviceable; for example, loss of lot number identification, in case the exercise ends early and ammunition must be returned to the ammunition support activity (ASA). For research, development, test and evaluation (RDTE) organizations, and weapons maintenance facilities only, items may be unpacked for pretest inspection, modification, and temperature conditioning.

*f.* Commanders will ensure the proper training and instruction of individuals, crews, or other groups who will handle or fire ammunition. Emphasis will be on safety requirements and hazards involved in handling ammunition.

*g.* Commanders will determine the reliability and trustworthiness of personnel before they are assigned duties involving the control of A&E.

### **2-41. Storage**

*a.* Because most Class 5 items are sensitive, only minimum stockage will be kept.

*b.* Ammunition will be stored under the provisions of AR 740-1, AR 385-64, DA Pam 385-64, DOD 4145.19-R-1, public law, and/or host nation agreements, whichever is more restrictive.

*c.* Sensitive, classified, and pilferable items require special controls when they are stored and moved. Stocks will be stored/secured and protected per the CIIC. This code is listed on the AMDF contained on FEDLOG.

*d.* Magazine data cards—

(1) DA Form 3020-R (Magazine Data Card) is a working document that helps control the receipt, storage, issue, and inventory of munitions within a storage location. Magazine data cards (MDCs) are not formal accountable documents. DA Form 3020-R is available in DA Pam 710-2-1.

(2) The MDCs will be used in all storage locations, including depots, holding areas, and field storage, for munitions remaining in a storage location more than 24 hours.

*e.* If ammunition is to be expended over a period of time, the unit may establish an ammunition holding area. Selection of the holding area site and storage in the holding area will be in accordance with DA Pamphlet 385–64. The holding area site and the duration of operation will be approved in advance by the first Lieutenant Colonel in the operational chain-of-command in coordination with local installation commander responsible for the holding area. The ammunition stored in the holding area will not exceed the amount needed for the training event, operational mission, or as specified by the commander approving the holding area.

(1) Ammunition accountability in the holding area will be continuous. Units having an ammunition holding area in existence over 24 hours will establish accountability for the ammunition in the holding area. When the munitions in the ammunition holding area (AHA) are stored in bulk and the facility is operated by the support battalion, the munitions will be accounted for on a Standard Army Ammunition System.

(2) To aid in issuing ammunition from the holding area, the unit may attach an MDC on each stack of ammunition.

(3) Daily physical inventories of ammunition in open storage will be conducted by the unit to ensure continuous accountability. Open storage surveillance testing may be exempted from daily inventories when access is restricted by fencing and augmented by 24-hour guard, video, or an intrusion detection system.

## **2–42. Security and transportation**

### *a. Security.*

(1) Ammunition will be secured per AR 190–11, and/or host nation agreements and public law, whichever is more restrictive.

(2) Unserviceable ammunition will be provided the same degree of security that is afforded other categories of ammunition.

(3) Inert and expended Category I rocket and missile launcher tubes, inert Claymore mines, inert hand grenades, and Rocket Launcher, M190, with M73 subcaliber practice rocket, used as training devices are vulnerable to pilferage, misuse, or conversion to live ammunition. Such devices or training aids will be conspicuously marked (see AR 385–64) to prevent accidental turn-in or turn-in as live fire residue. Those items that can be converted to live ammunition or explosives will be accounted for and secured as Category IV live A&E.

(4) Ammunition will not be removed from any military activity, except as authorized by proper authority; for example, in conjunction with an exercise to be conducted in another training area or at another military installation.

(5) Ammunition maintained in the field must not exceed that amount required for training or the amount, which can be properly safeguarded.

(6) Protective seals will be used when A&E are stored in an enclosed or covered vehicle, container, or structure. Protective seals will be installed so that access cannot be gained to items in storage without damaging the seal. Additional policy and procedures for the use of protective seals can be found in AR 190–51, appendix D.

### *b. Transportation.*

(1) Each vehicle will display an appropriate placard as required by DOD 4500.9–R and 49 CFR § 172.519.

(2) The shipment will be loaded, blocked and braced by the unit per approved drawings reflected in DA Pam 75–5.

(3) Requirements for vehicle inspections are found in paragraphs 3–39*e*.

(4) Transportation physical security standards are outlined in AR 190–11.

## **2–43. Training ammunition**

### *a. General.*

(1) Ammunition control is enhanced by stressing ammunition supply economy and fire discipline to individuals and weapons crews.

(2) Commanders will ensure that units do not forecast, request, draw or expend ammunition above authorizations provided to the unit in TAMIS–R per AR 5–13. Units will only expend the minimum amount of ammunition required to meet the training event, strategy or qualification as provided in DA Pam 350–38 or DA Pam 350–39.

(3) Training ammunition procedures are detailed in AR 5–13 and ACOM/ASCC/DRU policy.

### *b. Annual unit requirements and authorizations.*

(1) Annual training ammunition requirements computed per DA Pam 350–38 and DA Pam 350–39, based on authorized and approved weapons densities, historical usage rates and ACOM/ASCC/DRU approved Non-STRAC requirements. Unit training ammunition authorizations are provided to each ACOM/ASCC/DRU by HQDA through TAMIS–R and are subauthorized to unit levels per ACOM/ASCC/DRU policy.

(2) Units will not utilize or consume ABL nor operational loads in training events. Units that are in a deployed status and have an ABL or operational load in their position will obtain additional ammunition to utilize for training events. All ammunition consumed in training will be approved and authorized in TAMIS–R and processed as a separate document from ABL and operational load ammunition.

### *c. Forecasts.*

(1) Upon receipt of the units training ammunition authorizations, the unit will prepare a 12 month forecast per AR 5-13 and ACOM/ASCC/DRU policy.

(a) Units will only forecast within authorizations provided in TAMIS-R by the unit's higher HQ for months that fall within the current FY.

(b) Units will forecast requirements for any month within the 12-month period that is beyond the end of the current FY if the authorizations have not been posted in TAMIS-R for the following FY. Units will forecast consumption based on historical usage rates, training strategies in DA Pam 350-38 and DA Pam 350-39 and unit long range training plans.

(c) Units will review their training ammunition forecast each month and submit any changes through command channels as required by AR 5-13 and ACOM/ASCC/DRU policy. The revised forecast will be approved and submitted to the Class 5 materiel management offices per ACOM/ASCC/DRU policy.

(2) Each month the unit will review ammunition projected usage and will revise training ammunition forecasts as required. The revised forecasts will be provided through approved channels to the supporting ASPs.

*d. Limitation.* Ammunition maintained in the field will be limited to that necessary to support known requirements.

*e. Recovery.* Unit commanders will establish procedures that ensure recovery of all live ordnance and residue prior to departing from the firing site.

*f. Expenditure certification.* A certification of expenditure is required for Category I and II A&E items and firing systems consumed during training. Unit commanders will provide a Missile consumption report to the servicing ASP for each Missile consumed in Training.

*g. Demolition plan.* Before training, a demolition plan will be prepared by each unit when explosives used in demolition's (for example, C-4, dynamite, and TNT), bulk explosives, and firing systems will be used. A demolition plan is not required for Category I items, grenades, and mines.

## **2-44. Ammunition basic and operational loads**

### *a. Management of loads.*

(1) Each ACOM/ASCC/DRU will establish justification, forecast, and stockage procedures for ammunition basic loads (ABL) to include CTA 50-909 items.

(2) Because of the safety and security hazards involved, some items may be stored by the supporting SSA.

(3) Loads stored by the unit will be physically inventoried monthly; daily if stored in open storage per AR 190-11. Submit asset reports to the unit's higher headquarters and through supporting materiel management channels using the SPBS-R to SAAS-MMC interface.

(4) The ABLs stored by the supporting ASA need not be segregated from other stocks. ASA stockage levels will not be decremented below the quantity needed to fill ABL requirements unless approved by the IMA region/ACOM/ASCC/DRU.

(5) ABLs will not be used for training unless approved by HQDA DSC, G-4 (DALO-SMA).

(a) All authorizations for training ammunition that specifically involve using war reserve ammunition (not specifically approved for use in DA Pam 350-38 or 350-39 for that training event) must be coordinated through the unit's parent ACOM/ASCC/DRU with Deputy Chief of Staff, G-3, 400 Pentagon, ATTN: DAMO-TRC, Washington, DC 20310-0400 for approval. All supplemental authorizations for training ammunition to include operational load or war reserve munitions issue in ABL will be posted in the TAMIS-R system.

(b) Commands will not draw, consume or issue operational or basic load ammunition to units for training or demonstrational purposes. Requests to consume nonstandard ammunition items issued to units as operational load during training and demonstration events will be requested in writing by the unit's operations chain of command to the ACOM/ASCC/DRU Office of the Deputy Chief of Staff, G-1 (ODCS, G-1)/G-4 (Class 5 Manager). Approval for operational load ammunition to be transferred to units training account will be coordinated with the ACOM/ASCC/DRU DCSOPS-T/G-3 for authorization posting in TAMIS-R. The total amount of approved munitions to be consumed will not exceed authorizations posted in units TAMIS-R accounts. Operational load ammunition will be used for training and demonstration events only after all other resources for training ammunition have been expended or are not available.

(c) Any unit that fires operational load, ammunition basic load, or war reserve munitions in training that exceeds authorizations listed in TAMIS-R will be investigated per AR 735-5 with copies furnished to the ACOM/ASCC/DRU ODCS, G-1/G-4 (Ammo) and the ACOM/ASCC/DRU ODCS, G-3/5/7-T/G-3.

### *b. Ammunition basic load.*

(1) ACOM/ASCC/DRUs will designate units required to keep ABL and prescribe the method of establishing stockage requirements.

(2) ABL assets on hand at the unit level will be accounted for on property book records by Department of Defense Identification Code (DODIC), quantity, lot number, and serial number. Property book policy and procedures in this publication will be used. ABL stored in bulk and not receipted for by the using unit will be accounted for on a Standard Army Ammunition System.

(3) When authorized, the ABL will be on hand or on requisition at all times. When ABL is authorized but not on hand, the PBO will build the ABL authorization requirement into SPBS-R.

(4) ABL to accompany troops (TAT) and not to accompany troops (NON-TAT).

(a) TAT ABL is defined as that ammunition that can be carried by or accompany the soldier, uploaded on a combat vehicle or on organic transport during deployment (on board an aircraft or ship).

(b) Non-TAT ABL is defined as that ammunition that cannot accompany the soldier nor be uploaded in combat vehicles or organic transport during deployment. Non-TAT ABL will be shipped to the POE for deployment with unit equipment or directly to the unit at the POD.

c. *Operational loads.*

(1) The two types of operational loads are—

(a) Ammunition authorized by CTA 50-909 or ACOM/ASCC/DRU and not expected to be expended (for example, security guards, emergency signals, and site security) will be accounted for on the property book by DODIC, quantity, lot number, and serial number, and will be controlled through hand receipt procedures.

(b) Ammunition authorized by CTA 50-909 and ACOM/ASCC/DRUs and expected to be expended “within 5 days” (that is, qualification of civilian guards, blank ammunition for ceremonies, and disposal of duds) will be accounted for by DODIC, quantity, lot number, and serial number using hand receipt procedures.

(2) Each ACOM/ASCC/DRU will establish justification, forecast, and stockage procedures for operational load requirements not covered by CTA 50-909 (EOD, engineer quarry operations, and others).

(3) Unit stockage will not exceed a 30-day supply.

(4) Operational load ammunition will be continuously accounted for through the use of hand receipt control.

(5) When expended, the unit will turn in all residue and live ammunition in order to reconcile the expended quantities with issued quantities on the original DA Form 581 (Request for Issue and Turn-In of Ammunition) and DA Form 581-1 (Request for Issue and Turn-In of Ammunition Continuation Sheet) at the supporting SSA.

(6) Ammunition containers will at all times be marked clearly to reflect identification data (lot, nomenclature, quantity, Department of Defense Ammunition Code (DODAC), and serial number) of contents.

## **2-45. Requesting, receiving, and turning in ammunition**

a. *Requesting.* Request for Class 5 will be prepared per DA Pam 710-2-1.

b. *Receiving.* Personnel authorized to receive ammunition will be present with the vehicle/convoy.

c. *Hand receipting training ammunition.* Training ammunition will be hand receipted using DA Form 5515 (Training Ammunition Control Document) and DA Form 5515-1 (Training Ammunition Control Document (Continuation Sheet)) in accordance with DA Pam 710-2-1. Ammunition basic load will not be used for training unless approved by HQDA DCS, G-4 (DALO-SMA).

d. *Turn-in.*

(1) Training ammunition, components, and residue will be turned in to the SSA within the first 5 workdays following completion of the training event.

(2) Training ammunition turn-ins will be reconciled with the original issue document(s).

(3) A 24-hour projected turn-in notice will be given to the SSA by the unit.

(4) The first lieutenant colonel (LTC) or equivalent (GS-13 or above) in the chain of command, or major appointed on orders to a LTC level command position will sign the DA Form 5811-R (Certificate, Lost or Damaged Class 5 Ammunition Items) indicating action taken to account for damaged ammunition, shortages of ammunition and training ammunition residue shortages. DA Form 5811-R is available in DA Pam 710-2-1. Commanders will initiate investigation under AR 15-6 when losses or overages are found in Categories I and II.

(5) Ammunition returned in an unserviceable condition because of improper handling or transportation will result in an investigation being conducted per AR 735-5.

e. *Amended turn-in procedures.* Units are authorized to make an “amended turn-in.” Amended turn-in documents will be signed by the first lieutenant colonel in the chain of command, and will include a completed DA Form 5811-R for all shortages and excesses of ammunition and residue.

## **2-46. Inventory**

The following applies to all ammunition for which the unit is responsible (see table 2-2).

a. Units that have an established training ammunition holding area will inventory that ammunition daily.

b. Inventories of ammunition will not be done by unit armorers nor by the same person two inventories in a row.

c. Physical inventory is accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

*d.* DA Form 3020-R will only be used as an aid for storage. MDCs will not be used to determine quantities when conducting inventories.

#### **2-47. Records and reports**

- a.* AR 700-19, Missile Firing Data Reports (RCS AMC-224) contains policy for the reporting of missile firings.
- b.* AR 710-19, Guided Missile and Large Rocket (GMLR) Ammunition Issue, Receipts, and Expenditure Report (RCS AMC-193) contains policy for the reporting of issues, receipts, and expenditures for guided missiles and rockets.
- c.* All Class 5 data residing on the property book will be reported through the Standard Army Ammunition System – Modernized – MMC (SAAS-MOD-MMC) to the Worldwide Ammunition Reporting System (WARS).

#### **2-48. Amnesty program**

- a.* The A&E amnesty program is intended to ensure maximum recovery of military A&E items outside the supply system. It is not intended to circumvent normal turn-in procedures. The A&E amnesty program provides an opportunity for individuals to return A&E found, stolen, or misplaced without fear of prosecution. A&E amnesty turn-ins will not be the basis for initiation of an investigation or prosecution and are exempt from AR 190-series investigation requirements.
- b.* This program does not, however, prevent investigations or prosecutions based on other evidence. The amnesty program is implemented by local regulations in accordance with DA Pam 710-2-1, paragraph 11-19. Installation commanders should coordinate implementation of the program with law enforcement agencies and their legal advisor.

### **Section IX**

#### **Wartime Policy**

#### **2-49. General information**

- a.* Wartime policy implementation of all or part of this section must be by direction of the Secretary of the Army. These policies prescribe using unit property accounting requirements in the time of war or emergency. Authorization document requirements of paragraph 2-4 remain in effect except that parent unit commanders may authorize discretionary allowances. Implementation of wartime accounting policy or any part of the policy must be specifically authorized by the Secretary of the Army through command channels. Individual commanders will not implement the procedures of wartime accountability policy unless specifically authorized by the ACOM/ASCC/DRU commander and notification is received through command channels.
- b.* This section applies to units deployed in a theater of operations. It also applies to units deployed to other areas when authorized by the Secretary of the Army.
- c.* Theater commanders may impose more stringent record keeping requirements as tactical or operational situations allow or require. When such requirements are imposed, policies in sections II and IV apply.
- d.* When hostilities cease or the emergency subsides, units will reestablish accounting records required by sections II and IV, of this chapter under AR 735-5.
- e.* CBS-X/LIDB reporting requirement down to the unit property book level remains in effect throughout wartime, beginning with deployment and continuing through deactivation.

#### **2-50. Requesting and receiving property**

Requesting and receiving property policies in paragraph 2-6 and 2-7 apply except for the following:

- a.* Followup and requests for cancellation are not required.
- b.* Reconciliation and validation of open supply requests with the SSA are not required.
- c.* Written delegation of authority to receipt for supplies is not required. Copies of assumption of command orders or other written designation of responsible officers are not required to be sent to the SSA. Supplies received will continue to be compared with the receipt document.

#### **2-51. Disposition of property**

Disposition of property policies in paragraph 2-13 apply, except for the following:

- a.* Lateral transfers do not have to be separately documented. The transfer directive (for example, electrical message or instructions received over the administrative or logistics net) is the authority for transferring the items. Component shortages are not required to be documented. Transfers will be in an “as is” condition. Funds will not be transferred to cover component shortages.
- b.* Excess items will be turned in as rapidly as possible and in an “as is” condition. No resources will be spent to upgrade property prior to turn-in.
- c.* Unserviceable property, whether due to FWT or combat damage, will be evacuated according to current policy. Combat loss reports will be used to drop items from the property records. Items being evacuated are not required to be complete. Controlled exchange will be used to support the fix forward doctrinal concept.

## **2-52. Accounting for property**

Paragraph 2-5 does not apply.

*a.* MTOE and deployable TDA organizations will account for only organization property. The using unit commander must know what equipment the unit is authorized, what it actually has, equipment condition, and what is being done to replace shortages. Property book accountability will be reduced to summary type accounting. Running balances based on daily updates are all that is required. Document files are not required to support on hand quantities.

*b.* Only those records and files needed to give the commander current authorized and on hand equipment status need be kept. Combat loss reports and daily logistics status reports will constitute the primary method of updating property books. Items with a CIIC of other than "U" or a blank will be accounted for by serial numbers unless specifically exempted.

*c.* Wartime accounting and reporting requirements for COMSEC equipment will remain the same as those specified for peacetime operations in this regulation and the TB 380-41 series, unless specifically exempted by DA.

*d.* Wartime accountability may remain in effect for a period of at least 60 days following the end of hostilities. This time may not be extended without prior approval of HQDA, (ASAALT). This policy will also apply to other deployments/contingencies as announced by HQDA.

## **2-53. Assigning responsibility for property**

Assignment of responsibility below the property book level is not required.

## **2-54. Controlling components**

Subparagraph 2-10*h* does not apply except that the requirement to have components on hand or on order remains in effect. Documentation of shortages and assigning responsibility to the user are not required.

## **2-55. Accounting for quarters furnishings**

Subparagraph 2-10 does not apply in the theater of operations. Accountability for quarter's furnishings in the theater of operations will be terminated.

## **2-56. Organizational clothing and individual equipment**

*a.* Property book accounting of OCIE remains in effect. However, postings do not have to be supported by documents. Records of responsibility are not required.

*b.* Army combat uniforms issued as OCIE to a member of the Active Army, Army National Guard, or U.S. Army Reserve, who has been deployed in support of a contingency operation for at least 30 days, will be retained as transferable nonrecoverable items in the member's OCIE clothing record (DA Form 3645). CTA 50-900, appendix F, will identify combat uniforms authorized for retention.

## **2-57. Special accounting policy**

Policy in paragraph 2-35 applies, except as follows:

*a.* Because postings to the property book are based on combat loss reports and daily equipment status reports, there is no requirement for documenting administrative adjustments.

*b.* Files will continue to be kept for property obtained by temporary loan. Records of responsibility are not required.

*c.* Policy regarding DRMO does not apply. If DRMOs are established in the theater of operations, organizations will follow policies published by the DRMO.

*d.* Records are not required for assigning responsibility of transportation assets that are authorized by one organization but used by another.

*e.* Negotiable media is accounted to the degree required by the theater commander.

## **2-58. Management of loads**

The requirement to keep records for basic and operational loads will be minimized. Document registers will continue to be kept to prevent duplicating document numbers and to assist in reconciliation or validation when required. The document number, description, quantity, and date completed are the minimum required to be posted to the document register. Records of demands are necessary and will be kept as a database for submission of replenishment requests. Units will keep basic loads and PLLs continually replenished.

## **2-59. Inspections and inventories**

The requirement for inspections and inventories (paragraph 2-12) ceases when this section is implemented. Inventories are only required to assess the on hand and condition status of the unit's property. These inventories are undocumented. Accounting for lost, damaged, and destroyed property (other than combat losses) will be under AR 735-5. Classified COMSEC equipment and CCI also require initiation of Incident Reports for all accounting discrepancies per TB 380-41 and DA Pam 25-380-2, respectively.

## **2-60. Wartime policy (ammunition)**

*a.* Required supply rate. Units will develop their required supply rate (RSR) based on operations plans. The RSRs will be consolidated by the ACOM/ASCC/DRU and based on the availability of Class 5 stock; the ACOM/ASCC/DRU will establish a Control Supply Rate (CSR), for each unit.

*b.* Delegation of authority. Written delegation of authority to receipt for supplies is required. Copies of assumption-of-command orders or other written designations of responsible officers are required to be sent to the supporting ammunition supply activity.

*c.* Accounting for Class 5. Only those records and files needed to give the commander a current on hand status need to be kept. Units will report on hand ammunition stocks through command channels in standard logistical reports.

*d.* ABL/BL and Operational Loads. See paragraph 2-43.

## **Section X**

### **Military Operations Other Than War**

## **2-61. Accounting policy for equipment and supplies used in military operations other than war by deploying, deployed, or support activities at the retail level**

*a. Policy.* This section is oriented toward corps level and below activities providing supply support in military operations other than war (MOOTW) situations. The MOOTW policy covers the following situations:

(1) Property accountability for equipment and supplies used in the support of foreign assistance to United National (UN) and its peacekeeping and peacemaking forces.

(2) Supply policy for material used in support of humanitarian relief, both domestic and foreign.

(3) Property accounting policy for equipment and supplies donated to the United States Government (USG) by other nations.

(4) Property loaned or leased from Federal Emergency Management Agency (FEMA).

(5) Property accounting policy for property issued to contractors.

(6) Munitions support to non-Department of the Army organization must be coordinated and approved through the ACOM/ASCC/DRU. Because the ASA may be the single source of supply for Class 5 in the AOR they may be directed to support other DOD activities and NGOs.

*b. Domestic support operations.*

(1) *General.* There are four categories of military domestic support operations: disaster and domestic emergency assistance; environmental missions; missions in support of law enforcement; and community assistance. See FM 100-19, Domestic Support Operations. Additional specific guidance is contained in AR 700-131, Loan or Lease of Army Material, and DODD 3025.1, Military Support to Civil Authorities. Much of the Army's support is provided under the umbrella term "Disaster Assistance." Federal assistance to states, local governments, and relief organizations is authorized through FEMA and its logistic support provided by the United States Forestry Service. IMA regions/ACOM/ASCC/DRUs will support relief operations with resources as requested by the Combatant Commander, United States Joint Forces Command (USJFCOM), Combatant Commander, United States Pacific Command (USPACOM), Combatant Commander, United States Southern Command (USSOUTHCOM) or Combatant Commander, United States Northern Command (USNORTHCOM). All types of logistical support provided as disaster relief will be provided in accordance with the Federal Response Plan (FRP) between the appointed task force commander, FEMA's regional director and State and local officials. Logistic support provided to the disaster relief effort will be within the scope of the FEMA mission letters provided to DOD and Army commands.

(2) *Property and supply accountability.*

(a) The issue or loan of equipment and supplies belonging to IMA regions/ACOM/ASCC/DRUs to FEMA in aid of disaster victims is authorized. Selected Army war reserve (AWR) material may be used in support of these relief operations. Requests for AWR will be processed in accordance with AR 710-1.

(b) Commanders of Army units tasked to provide direct on-site logistic support in disaster relief operations will not loan, lease, donate, or otherwise provide or release of MTOE, deployable common table of allowance (CTA), or TDA equipment or supplies. Organizations with lateral transfers directive(s) from their approving authority (in accordance with paragraph 2-13) with units or activities deployed or geographically separated in support of MOOTW are authorized to use the transportation control number (TCN) assigned to the transportation control and management document (TCMD) and a copy of transfer document(s) to adjust their property book page(s) and supporting document files. In the absence of a lateral transfer document, the gaining unit or activities assigns their document number to the TCMD documentation, the property book page is adjusted (using the TCN as a cross reference), and filed with property book supporting document files. This method is reserved for property or material identified and accepted for shipment in support of MOOTW.

(c) The only exception to paragraph *b(2)(b)* above is when specific instructions (operation order) are received through command channels directing the release, then the MTOE/TDA/CTA property will be released as directed by the instructions. A copy of the command instructions, which directed the loan, lease, donation, or release, and DD Form 1348-1A signed by a competent receiving authority, will be filed as supporting documents to the property book.

In those cases where MTOE, TDA, and CTA property is authorized to be issued to FEMA and the return of the property is not expected, units will drop property from property accounting records in accordance with DA Pam 710-2-1. Report losses as required by AR 710-2 and reorder replacements.

(d) To save lives, prevent human suffering, or lessen major property damage or destruction, units performing a direct supply support mission may directly issue material to disaster victims. Units providing supply support may issue equipment and supplies to designated Government and State entities in emergencies, listed above, before Defense Coordinating Officer (DCO) authority is obtained; however, the DCO will be notified of the release of equipment and supplies. Expendable and consumable (see paragraph b(2)(e) below) and nonrecoverable material issued to disaster victims will be dropped from accountable records. Nonexpendable and recoverable material will not be dropped from the unit's accountable records. Army units directly involved with providing on-site support may use locally developed hand receipt forms to establish responsibility and to aid in future recovery of nonexpendable items. If possible, prior approval for issues and loans of nonexpendable and consumable property should be obtained from the Army disaster control officer.

(e) Nonexpendable material such as tentage, cots, air mattresses, blankets, sheets, pillowcases, mattress covers, and similar cloth, canvas, plastic, and wooden material will be considered consumable, because material of this nature is susceptible to infestation and climatic conditions in these types of operations.

(f) Units will establish accounting, control and safekeeping, to include property book and/or stock record accounting per this regulation, for all property locally procured and/or obtained from FEMA or other civilian agencies. Request disposition instructions from FEMA for FEMA-supplied material at completion of the operation. Turn-in to FEMA will follow normal turn-in documentation as used for an Army SSA.

(g) Equipment and supplies no longer needed will be turned in to a designated receiving point. Disposition of property will be completed within 30 days of receipt at receiving point.

(3) *Material.* Army materiel should not be provided to contractors unless the governing contract authorizes it. Material may be made available to authorized Army contractors by two methods—

(a) Hand receipt holders for the property being used by a contractor must be a DOD employee or employees. Accountable property officers will be DOD employees. When using property, equipment, and supplies to perform a service contract for which the Service maintains the property records, liability for the proper use, care, and safekeeping of the property used by the contractor's employees must be stated in the contract.

(b) The contractor will maintain the property records as determined by the contracting officer's representative (property administrator). The contractor will provide a service. Equipment, material, supplies, and the quantity to be used by the contractor will be identified in the contract annex by national stock number (NSN). The equipment will be issued to the contractor using DD Form 1149 (Requisition and Invoice/Shipping Document) or DD Form 1348-1A or DD Form 1348-2; the equipment is then dropped from the command's property records. The authority to release the equipment is the formal contract between the contractor and the USG. If the contract stipulates that the contractor will be authorized to request supplies from the DOD supply system, a civilian contractor Department of Defense Activity Address Code (DODAAC) will be assigned for the length of the contract and a management control activity (MCA) will be established by the command letting the contract (see AR 725-50, chapter 16). The MCA must verify all contractor requests by NSN and quantity. Hand receipting and lateral transferring of material, equipment, or supplies to contractors are prohibited.

*c. Foreign assistance and humanitarian relief.*

(1) *General.* Requests for foreign disaster relief are initiated by the host country to the U.S. Embassy, relayed to the State Department, and then, if the policy decision is to provide support, to the Office of Foreign Disaster Assistance (aid/OFDA). The OFDA requests military assistance from OSD. The OSD passes the requests to the Joint Staff for execution. Requests for foreign assistance by the United Nations, a host/foreign nation or multinational force are through the U.S. Embassy, the Department of State, and UNCINC. The requirement flows through the Defense Department's Defense Security Assistance Agency (DSAA) to HQDA, the Army security assistance to USASAC, AMC, and the affected IMA regions/ACOM/ASCC/DRUs.

(2) *Supply policy for deployed units.*

(a) Equipment, material and supplies provided in these type operations will be provided under the foreign assistance and foreign relief acts. Property is provided by the national system through security assistance and foreign military sales, loans, leases or donation to the appropriate country's/UN's freight forwarder, and ultimately to the UN/foreign country.

(b) Commanders of Army units directly tasked to provide support in foreign assistance or disaster relief operations will not loan, lease, donate, or otherwise provide or release organizational MTOE, CTA, or TDA equipment or supplies.

(c) Any equipment, material, or supplies directed by an Army command channel authority to be released from a deployed unit will be dropped from property accounting records. Normally, property released in support of foreign assistance/humanitarian aid will not be returned to owning unit. Report losses to the continuing balance system-expanded, per AR 710-2. Units will follow ACOM/ASCC/DRU instructions to reconstitute MTOE/TDA equipment.

1. When specific instructions (operation order) are received through command channels directing release of nonexpendable property, a copy of the instructions which directed the loan, lease, donation, or release, and DD Form 1348-1A or DD Form 1348-2 (or a single DD Form 1348-1A annotated "see attached equipment listing") signed by a competent receiving authority will be filed as supporting documents to the property book. Serial numbers of the material will be entered on this documentation.

2. Assistance in documenting an audit trail for foreign assistance and support hand-off of equipment and supplies will be obtained from the host country military group (MILGP) or the U.S. Army Security Assistance quality assurance representative at the site providing the required information needed to support the hand-off.

3. The following documentation must be provided USASAC at New Cumberland, PA, when units release equipment, material or supplies. Copies of DD Form 1348-1A or DD Form 1348-2 containing Chairman of the Joint Chiefs of Staff project code (in accordance with paragraph 2-60f), RCN code, country name receiving equipment/supplies, condition code (and extenuating condition code), and legible name of country representative receiving the property (freight forwarder).

(d) Disposal of equipment and supplies in foreign countries must be authorized through the State Department and the host country or, where there is no host country Government, through the State Department in coordination with appropriate UN officials, DLA, and in coordination with U.S. Army designated representatives. This does not include equipment and supplies turned in to the DRMO in country.

(e) Property donated to the United States Government by foreign governments and civilian agencies will be accounted for using the same property accounting rules as Army-owned property.

(f) Property recovered in MOOTW that has been sold to the UN or other foreign government must have ownership validated by the State Department or host country MILGP. Technically, the property belongs to the UN/foreign government. Army commands are to take action on the disposition of this equipment and supplies as directed by the State Department for MILGP or UN. The USG-owned property will not be abandoned or destroyed in a foreign/host country without full coordination with the State Department, Foreign/Host country, MILGP, DLA, and UNCINC representative.

(g) Types of material and supplies considered to be nonrecoverable during these type operations. Nonexpendable material such as tentage, cots, air mattresses, blankets, sheets, pillowcases, mattress covers, and similar cloth, canvas, plastic, and wooden material is considered consumable.

(3) *Logistical Civil Augmentation Program*. Under provision of the Logistical Civil Augmentation Program (LOGCAP), material will be made available to Army contractors in accordance with subparagraphs *b(3)(a)* and *(b)* above.

*d. Contingency DODAAC's for units participating in MOOTW.*

(1) DODAAC(s) will be requested and contain the required data in accordance with AR 725-50, chapter 9.

(2) Additional policy is outlined in the paragraph below.

(a) Only ACOM/ASCC/DRU/Army division's staff will request DODAAC(s), by message or telephone, for units alerted for or immediately deploying and/or a contingency task force. Request will be sent to AMC LOGSA MIIC, ATTN: AMXLS-M, Redstone, AL. ACOM/ASCC/DRU/Army divisions staff must inform installation DODAAC coordinator of action(s) taken to obtain new DODAAC's.

(b) The request must identify the timeline for deployment (60 days or less).

(c) Derivative unit identification codes must be used for organizations divided from parent unit during deployments and end in alpha character "D." Each unit's MOOTW location in-the-clear address must be provided. Request must identify if remote area support (RAS) will be used.

(d) Unit identifying data (See AR 725-50 for detailed instructions) will be sent by the most expeditious method to LOGSA MIIC. LOGSA MIIC will expeditiously return DODAAC assignment information through the installation DODAAC coordinator to the requester.

(e) Contingency DODAAC's will not be used until units are deployed to MOOTW operational area. Exceptions to this policy must be approved by HQDA (DALO-SMP).

(f) IMA regions/ACOM/ASCC/DRUs/Army divisions will use mass cancellation procedures to delete contingency DODAAC requisitions and receive confirmation before completing action required in paragraph *d(1)(g)* below.

(g) ACOM/ASCC/DRUs/Army divisions will submit deletion requests (See AR 725-50 for procedures) for assigned contingency DODAAC's within 60 days of return to home station.

*e. Health and Comfort Packs.*

(1) Health and Comfort Packs (HCPs) are preconfigured health and comfort items to support 10 individuals for 30 days. They will be provided after the individual has deployed for 30 days to an area of operations and does not have adequate AAFES support. Issue will be suspended upon establishment of adequate AAFES support. Exceptions may be made on a case-by-case basis by the senior logistics commander in the area of operations.

(2) HCPs may be authorized on a case-by-case for OCONUS exercises in excess of 15 days to austere, bare-base environments where AAFES support is not available or cannot be readily established. ACOM/ASCC/DRUs may authorize and requisition the HCP for units or individuals who meet the criteria.

(3) The contents of Type I and Type II HCPs are outline in FM 10–23, Basic Doctrine for Army Field Feeding and Class I Operations Management.

*f. Hazardous Material Responsibilities.* Units in possession of HAZMAT will not deviate from local procedures, or policy contained in AR 200–1 and AR 710–2 when deployed to MOOTW.

(1) Upon discovery and identification of HAZMAT during MOOTW, Army units will apply the measures and controls discussed below. See above paragraph to minimize impact on public health, safety, and its effect on the environment. Units will seek the technical advice of the nearest HAZMAT or environmental office to ensure compliance with international, host nation, and/or Federal, State, and local laws and regulations governing the use of and reporting requirements for HAZMAT.

(2) Units will follow the higher command directions for the receipt, handling, storage, use, disposition, and required reporting of HAZMAT during MOOTW.

*g. The Chairman of the Joint Chiefs of Staff and Army Project Codes.* All project codes will be requested in accordance with AR 725–50.

(1) Combatant commanders and ACOM/ASCC/DRUs will submit requests for the Chairman of the Joint Chiefs of Staff (CJCS) project codes to The Joint Staff, Washington, DC, ATTN: J–4, with information copy to HQDA, Washington DC, ATTN: DALO–PLO.

(2) ODCS, G–4 staff may request assignment of Army project codes on an exception basis.

## **2–62. Force building for task forces or other force building**

*a. Introduction.* Policies in this paragraph are exceptions to policy contained elsewhere in this chapter and defines force identification in regards to peacekeeping or peacemaking MOOTW, when Unit mobilization/deployment occurs either at separate company (AA, A0) level or less (slice). It is rare, or maybe improbable that a unit will deploy completely intact; therefore, this policy will address force building policy (parent at one location forward or rear, and a slice or slices of that parent at other locations). This policy defines the commander's responsibility, when aided by automated logistics STAMIS capabilities (such as a Property Record Extraction program), for extracting an organizational, TDA team's, section's, branch's, division's or a MTOE section's, squad's, platoon's, company's or battalion's data files for authorized equipment, basic loads, OCIE, and PLL from its current organization's separate or consolidated property records. Then placing the automated records data files in an electronic data file which identifies the derivative UIC as the owning activity and have the derivative UIC entity hand-carry the automated data file (files can be sent by FTP) to its new organization or assigned or attached Task Force. The new organization will accept the files and import the data onto the gaining separate or consolidated property records. This process will be reversed upon completion of the derivative UIC deployment.

*b. Building the task force (losing and gaining command).*

(1) *Derivative unit identification code.* When mobilizing/deploying at less than a company sized element slice (platoon, section, team, task force, etc), PBO's having SPBS–R will establish Derivative Unit Identification Codes (DUIC) for these elements. See AR 725–50, chapter 9 for basic requirements.

(a) Ensure that the UIC coordinator at the primary unit establishes a Derivative UIC (DUIC/DODAAC) as per the naming conventions for the deploying partial (secondary) "unit slice." This DUIC must be submitted for registration in ASORTS in accordance with existing policy.

(b) Note: The DUIC will be edited during processing at the ACSP to ensure the parent is registered in ASORTS. The ACSP will verify that DUICs have been registered in the SORTS. Unregistered DUICs will be provided to the ANS for follow-on action.

(2) *Department of Defense activity address code.* See DODAAC policy in AR 725–50, chapter 9.

(3) *Chief Joint Chiefs of Staff/Army project code.* See AR 725–50, chapter 1 for procedures to request a project code. The ACOM/ASCC/DRU is responsible for obtaining a DA project code from U.S. Army LOGSA or CJCS project code from CJCS for the period covering the deployment. The project code will be cancelled upon completion of the derivative UIC deployment.

(4) *Property book extract of authorized organizational and common table of all allowance equipment.* Commanders and PBO's, as a result of their unit or a slice of the unit are being deployed in support of a contingency or Mobilization of other than war (OTW), will have reportable (RICC 2, A, B, C and Z) equipment both at home station and in one or more mobilized/deployed sites. The PBO will use automated logistical STAMIS programs, which will allow:

(a) Identification of equipment lines that are required to deploy with the entity described above, extract that quantity from the appropriate property book record, and build a derivative property book automated record for each line and quantity of equipment. Each record extract will contain the required data elements identified in this chapter. Build the property page using the derivative UIC as the authorization and download to an electronic data file. This file must be capable of being uploaded and integrated into another command property book database. Losing unit will not have the capability to requisition equipment extracted to the derivative UIC. The automated program will cause the LIN property record to indicate that quantity of equipment to be on hand but not available. The gaining command will ensure these databases are uploaded and integrated into its supply STAMIS support base. See AR 220–1 for changed readiness reporting procedures. This process will be reversed upon completion of the derivative UIC deployment.

(b) Preparation of a hand receipt that contains the property identified in the derivative property book extract and has the entity's designated PHRH sign for the property. This process will be reversed upon completion of the derivative UIC deployment.

(c) Submission of equipment loss transactions to the Continuing Balance System-Expanded and the Unique Item Tracking repositories that reflect the property records of derivative UIC, DODAAC, and the DA or CJCS approved project code for which the material was extracted. Submit equipment gain transactions to the Continuing Balance System-Expanded and the Unique Item Tracking repositories that reflect the derivative unit UIC, DODAAC, and the DA or CJCS approved project code for which the material was extracted. Each record extract will contain the required data elements identified in AR 710-3. This process will be reversed upon completion of the derivative UIC deployment.

(d) Extraction of the document history if required, dues-in file, and document register file for short equipment lines. Each record extract will contain the required data elements identified in chapter 2, this regulation, and download to an electronic data file. This file must be capable of being uploaded and integrated into another command property book records database. The gaining command will ensure these databases are uploaded and integrated into its supply support base. This process will be reversed upon completion of the derivative UIC deployment. Submit a modification of the requisition and change the supplementary address and signal code to indicate the derivative UIC/DODAAC for "ship to" and "billing."

(5) *Loan property.* Units or organizations loaning property to the deploying entity will decrement their property records accordingly. Loaning unit records will reflect the deploying unit's derivative UIC, DODAAC, and the DA or CJCS approved project code for which the material is loaned on all loan documentation.

(a) Losing unit will submit equipment loss transactions to the Continuing Balance System-Expanded and the Unique Item Tracking repositories that reflect the property records of derivative UIC, DODAAC, and the DA or CJCS approved project code for which the material was loaned. Units will not requisition decremented equipment shortages; the automated program will cause the LIN property record to indicate that quantity of equipment to be on hand but not available.

(b) The automated program will allow the deploying unit to enter the loaned property in the derivative property records as loaned property. Submit equipment gain transactions to the Continuing Balance System-Expanded and the Unique Item Tracking repositories that reflect the derivative unit UIC, DODAAC, and the DA or CJCS approved project code. Each record extract will contain the required data elements identified in AR 710-3. This process will be reversed upon completion of the deployment. See AR 220-1 for new readiness reporting procedures for loaned equipment covered under this paragraph.

(6) *Property management policy and procedures.* Property management for reporting CBS-X and UIT during contingencies and MOOTW during predeployment, deployment, and post-deployment are found in AR 710-3.

(7) *Basic loads.* The losing commander is responsible to ensure that deployment instructions include the days of supply to be on hand for consumable supply Class 1 (includes sundry pack), 2, 3 packaged, 4, 5, 6, and 8 basic loads to be taken with the unit. Using the logistical STAMIS Extraction program, extract from the expendable and durable document registers and dues-in file, and document history file, those requests submitted for the material in support of the entity identified for deployment. Build derivative expendable and durable document registers, dues-in file and document history file, modify the open requests to show the derivative UIC's DODAAC as the ship to address. Each record extract will contain the required data elements identified in chapter 2, this regulation. Build the property page using the derivative UIC as the authorization and download to an electronic data file. These files must be capable of being uploaded and integrated into another command property accounting system. The gaining command will ensure these databases are uploaded and integrated into its supply support base. This process will be reversed upon completion of the derivative UIC deployment.

(8) *Prescribed load list.* There are two methods of establishing a PLL for a deploying unit.

(a) Extract one year's prescribed load list (PLL) document history for the deploying equipment's serial numbers or bumper numbers and build a derivative DODAAC document history. Perform a demand analysis to determine the NIINs and quantity of repair parts to be deployed with the unit. Decrement the losing unit's PLL for the quantity identified and build a derivative unit prescribed load list automated record for each line and quantity of equipment. Extract the open documents from the PLL document register and build a derivative DODAAC document register extract. Submit modification documents for those open requests to indicate the derivative UIC's DODAAC. Download extracted data to an electronic data file. This file must be capable of being uploaded and integrated into another command PLL STAMIS database. Losing unit will not requisition PLL extracted to the derivative UIC. The gaining command will ensure these databases are uploaded and integrated into its supply support base. This process will be reversed upon completion of the derivative UIC deployment.

(b) Use the Deployment Stock Planner Analyzer resident on the LOGSA Web home page. How-to instructions are contained within the program. The program will recommend repair parts for stockage. Command will determine what repair parts to stock in the PLL based on review and analysis of the program's output.

(9) *OCIE.* The losing commander is responsible for ensuring each soldier has the correct quantity of organizational clothing and individual equipment items, in a serviceable condition, as depicted in the deployment instructions. Extract

from the installation CIF or OCIE Issue Point, the LINs and NIINs and quantities authorized and/or on hand based on the number of personnel in the entity identified for deployment. Each record extract will contain the required data elements identified in chapter 2, this regulation. Build the property page using the derivative UIC as the authorization and download to an electronic data file. This file must be capable of being uploaded and integrated into another command property book database. The gaining command will ensure these databases are uploaded and integrated into its supply support base. This process will be reversed upon completion of the derivative UIC deployment.

**Table 2-2**  
**Type of inventories and discrepancies**

<b>Inventory Type</b>	<b>Requirements</b>	<b>Time Allotted/Frequency</b>
a. Change of PHRH.	a. Incoming and outgoing PHRH will conduct joint inventory of property listed on the primary hand receipt. See paragraph 2-12, this regulation. For USAR and ARNG, jointly inventory unit property not further hand receipted below the PHRH level.	a. Within 30 days before effective date of assumption of duties.
	b. Inventory will be completed before new PHRH assumes duties or outgoing PHRH departs (whichever is first).	b. N/A
	c. When inventory cannot be completed, a written request for extension will be requested from next higher command.	c. Maximum of two extensions (15 days each) may be granted by next higher commander/MUSARC/State AG
	d. In the event an outgoing PHRH cannot be present, the next higher commander/activity chief will ensure the PHRH interests are protected by appointing a disinterested officer who will remain until the incoming PHRH assumes responsibility. The officer appointed to protect the interests of the outgoing PHRH will accept temporary responsibility for the property. An inventory of property by the disinterested officer and incoming PHRH must again be accomplished.	
b. PHRH inventory (includes unaccompanied personnel housing furnishings).	a. Inventory property as directed by the PBO.	Annually or cyclic (monthly, quarterly, or semiannually) as directed by the PBO (USAR every 18 months).
	b. Prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use procedures in DA Pam 710-2-1. File and distribute inventory results as follows:	
	(1) One copy in the unit.	
	(2) Original copy to PBO.	
	(3) When property books are at using unit level, send copy to next higher commander.	
c. Change of PBO	a. Outgoing PBO will verify all property on hand receipt has been inventoried.	a. Within 30 days before the effective date of the PBO change (USAR 60 days).
	b. Incoming and outgoing PBO will jointly-	b. Same as above.
	(1) Inventory all property that is not on hand receipt.	
	(2) Verify property books and associated files are complete and accurate.	
	c. Commander of the outgoing PBO will ensure-	
	(1) Records are brought to satisfactory condition, if notified (in writing) by incoming PBO of unsatisfactory condition.	

**Table 2-2  
Type of inventories and discrepancies—Continued**

Inventory Type	Requirements	Time Allotted/Frequency
	(2) Adequate time is provided to conduct this inventory.	(2) Commander may grant up to two 15-day extensions if requested by either PBO (USAR one 30-day extension).
	d. Incoming PBO becomes accountable on effective date when no extensions are granted.	
d. PBO inventory.	a. Inventory all property not on hand receipt.	Annually
		Note: AMC Property Book inventories will be conducted every 3 years.
	b. Prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use DA Pam 710-2-1. File and distribute inventory results as follows:	
	(1) One copy in the unit.	
	(2) Original copy to PBO.	
	(3) When property books are at using unit level, send copy to next higher commander.	
	c. Forward copy of inventory memorandum to appointing commander.	
e. Property book inventory action by PBO.	a. Ensure hand receipt holders conduct inventories.	a. Annually or cyclic.
	b. Provide hand receipt holders a schedule with which to complete inventory. See DA Pam 710-2-1.	b. As needed.
	c. Review all inventory memorandums submitted by hand receipt holders for completeness and take corrective action as required.	c. Upon receipt of inventory memorandum.
	d. Verify all property on the property book has been inventoried.	d. Annually.
	e. Update CBS-X/LIDB with changes to RICC 2, A, B, C and Z items on hand.	e. As needed
f. Receipt, turn-in, and issue of property	a. Verify the physical count of material.	a. Per occurrence before signing documents.
	b. Verify and list serial, registration and lot numbers, and dates of manufacture of end items are correct on all documents.	b. Same as above.
g. Change of custody of arms storage facility.	a. Incoming and outgoing custodians will physically count weapons, ammunition and major parts for arms, such as barrels and subassemblies with CIIC 1-4. Record results on a hand receipt.	a. When responsibility for the custody of the arms storage facility keys are transferred.
	b. For consolidated arms storage facilities, verify a physical count has been conducted by each person having access to the weapons and ammunition. Results must be recorded on DA Form 2062 (Hand Receipt/Annex Number). This number does not replace the cyclic weapons serial number inventory.	b. When opening and closing the arms storage facility.
h. Command directed.	a. Commanders will direct inventories be taken when there is	a. Immediately upon discovery of incidence.
	(1) Evidence of forced or unlawful entry.	
	(2) Discovery of open or unattended storage areas.	
	(3) Alleged misappropriation of Government property.	

**Table 2-2**  
**Type of inventories and discrepancies—Continued**

Inventory Type	Requirements	Time Allotted/Frequency
	b. Commanders ensure inventories are conducted after field exercises to verify OCIE and equipment are on hand and serviceable.	b. Within 15 days after the exercise (30 days for USAR and ARNG).
	c. Upon notification that a HRH will be absent for an extended period of time the commander/activity chief will appoint an interim HRH.	c. Immediately upon notification.
i. Controlled items other than weapons and ammunition.	a. The PHRH ensures physical inventory of sensitive, explosive and hazardous items is conducted. Any hand or subhand receipt holder may conduct this inventory as directed by the commander or PHRH. Inventory items identified by CIIC of "8," "9," "\$," "Q," and "Y" (night vision devices and navigation systems)	Quarterly
	b. Prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use procedures in DA Pam 710-2-1. File and distribute inventory results as follows;	
	(1) Hand receipt holders retain one copy and forward one copy to PBO.	
	(2) The PBO will inventory all sensitive items not on a hand receipt and submit inventory results to the appointing commander.	
j. Weapons and ammunition.	a. PHRH ensures physical inventories are conducted for items with a CIIC of "1-6," "N" and "R."	
	(1) Weapons by serial number.	Monthly. (USAR, ARNG and AMC R&D activities conduct physical counts monthly and inventory by serial number quarterly.)
	(2) A&E items by quantity, lot number, and serial number.	Monthly
	(3) A&E items rigged or preconfigured for rapid deployment.	Monthly
	b. PHRH may assign an NCO, WO, Officer, or DOD civilian to do the inventory. Unit armorers will not perform this inventory nor will this inventory be conducted by the same individual consecutively.	
	c. CG, USACIDC, will develop procedures for inventory of weapons and ammunition file at a U.S. Army Criminal Investigation Laboratory.	
	d. Training and ammunition being stored in an approved holding area.	Daily
k. Basic and operational loads	Commanders ensure the following inventories are conducted:	
	a. Physical count and serviceability check of classes 1, 2, 3 (packaged), 4 and 8. Maintain a file copy of inventory results.	a. Semiannually
	b. Quantity inventory of Class 3 (bulk).	b. Conducted last workday of each month.
	(1) DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary) closing inventories	(1) Use the inventory results taken the last workday of the month (as of 1800 hours local time) to complete the MBPAS report.
	(2) Submit MPBAS report to next higher commander for approval.	(2) Within 3 workdays after end of the month.
	c. Lot/serial number and serviceability check of Class 5. Record inventory results and forward to the PBO as part of controlled items inventory.	c. Monthly

**Table 2-2  
Type of inventories and discrepancies—Continued**

Inventory Type	Requirements	Time Allotted/Frequency
i. PLL	Commanders will ensure the following occurs:	Quarterly for Active Army. Semiannually for USAR and ARNG.
	a. A review to verify authorized stockage levels are on hand or on request.	
	b. An inspection of on hand supplies to ensure items are stored in their designated location and appears to be in serviceable condition.	
m. Organizational Clothing and Individual Equipment (OCIE).	Commanders will ensure—	
	a. Soldiers newly assigned or departing the unit will have OCIE physically counted to ensure items agree with OCIE records.	a. Within 5 workdays after arrival or before departure.
	b. Physical count of OCIE for soldiers placed in an AWOL status, hospitalized, confined to military or civilian correctional facility or emergency leave. Place results on separate DA Form 3645 (Organization Clothing and Individual Equipment Record) and DA Form 3645-1 (Additional Organization Clothing and Individual Equipment Record). Secure soldier's OCIE.	b. Immediately upon notification of status.
	c. Soldier's OCIE is turned in to the issue point. Place a copy of the cleared OCIE record in the soldier's Military Personnel Records Jacket (MPRJ) when—	c. Immediately upon notification of status (30 days for USAR, 45 days for ARNG).
	(1) Dropped from rolls (DFR).	
	(2) Hospitalized over 60 days.	
	(3) PCSs while on emergency leave.	
	d. ARNG unit commanders will ensure OCIE showdown inspections are conducted of all items authorized. Verify items are on hand and serviceable (See paragraph 2-15, this regulation).	
n. CIF Property Book.	The PBO will—	
	a. Physically count the property. A memorandum is prepared recording the results. Send one copy to the appointing official, and file one copy.	a. Annually (Cyclic inventory is optional so long as all property is inventoried every 12 months).
	b. Compute the total dollar value of stockage.	b. Annually. The dollar value will be as of the last day of the first month of the fiscal year.
o. CIF Inventory.	a. Use the computed annual total dollar value for completing inventory adjustment reports (IAR) within each fiscal year.	a. As needed
	b. When discrepancies can be attributed to negligence, process adjustments per AR 735-5, and conduct causative research when—	b. Within 15 days after discovery of the discrepancy.
	(1) Discrepancy exceeds one half of one percent of total dollar value of all issues, temporary loans, laundry or maintenance transactions, and turn-ins for a single line.	
	(2) Adjustments over \$500 in extended line item value.	
	c. Send completed IAR for approval.	c. Within 15 days after completion of an inventory.

**Table 2-2**  
**Type of inventories and discrepancies—Continued**

Inventory Type	Requirements	Time Allotted/Frequency
	For IARs that do not exceed 2-1/2 percent of the total dollar value of stockage, authority is as follows:	
	\$2,500 or less—commander of the PBO.	
	Over \$2,500—first commander in position authorized grade 05 or above.	
	Over \$10,000—first commander in the grade of 06 in the chain of command. General officers may delegate, in writing, an 06 as approval authority.	
	For IARs that exceed 2-1/2 percent, the commander who appoints PBO when in grade 06 or above. General Officers may delegate, in writing, an 06 to act as the appointing authority.	
	ARNG State AG is the approving authority for USPFO IARs, but may delegate approval authority to a federally recognized ARNG General Officer.	
	d. CIFs processing overages (and any simultaneous requirements for the overages) as “found on installation” property may use multiline turn-in/request documents.	
p. Discrepancy adjustments other than CIF.		
(1) Property Book.	a. PBO will conduct causative research.	a. Within 10 days (30 days USAR and ARNG).
	b. PBO will prepare turn-in for overages.	b. Within 10 days (30 days USAR and ARNG).
	c. PBO will account for shortages in accordance with AR 735-5.	c. Within 15 days (75 days USAR; 45 days ARNG).
	(1) Controlled items will also be reported in accordance with AR 190-11.	(1) Immediately
	(2) CCI must have an incident report initiated in accordance with DA Pam 25-380-2.	(2) Immediately
(2) Basic and operational loads.	a. Durable items that are—	
	(1) Over the authorized level will be added to record of responsibility. No authorized items will be turned in to PBO.	(1) Within 3 workdays (30 days for USAR, ARNG).
	(2) Shortages will be accounted for in accordance with AR 735-5.	(2) Within 15 days (30 days for USAR, ARNG).
	b. Expendable items will have records adjusted by recording correct quantity for overages or shortages. No authorized items will be turned in to PBO.	
q. Tool room/tool crib.	The TCO will prepare a memorandum showing the results of the inventory. Any shortages noted will be accounted per AR 735-5. Output from automated system will satisfy this requirement.	Semiannually

## Chapter 3 Direct Support and General Support Activities

### Section I General

#### 3-1. Introduction

a. This section contains general information that explains direct support structure for supply; section II explains inventory control; section III explains supply control; section IV explains stock control; section V explains ammunition management, and section VI explains wartime policy. The standard automated systems will be augmented by the suite of AIT devices that will provide valid, usable information, in a timely manner, with minimum effort on the part of the war-fighter that must gather data and information to make sound logistical decisions.

b. This chapter provides policy for DS/GS supply operations.

c. As the Army transitions to the SSF, all retail stock fund accounts will be consolidated into the Army's current Army Working Capital Fund (AWCF) – Supply Management, Army (SMA) accounts, that is, the Wholesale Stock Fund (WSF). Upon implementation of milestone 3 (MS 3), all divisional and nondivisional ASLs will become national level stocks. The following are the exceptions; items identified in the local DS/RX repair program will temporarily remain OMA funded. Manufacturers controlled numbers, part number items not on catalog, bench and PLL stocks will also remain OMA funded.

#### 3-2. General information

The organization for a DS/GS activity is structured under an MTOE. The DS/GS SSA are supply distribution activities. They provide supply Class 1, 2 (including maps), 3 (packaged and bulk), 4, 5, 7 (ORF), 8, and 9 supplies directly to the using units or maintenance activities on a customer support basis. Classes of supply are explained in table 1-1. Every SRA with a SARSS-1 is authorized a national-level coordinated ASL. Each SSA will develop a distinct ASL to support its customer units. An ASL review and analysis board will be conducted at least once every year. Under SSF, the ASL review board procedures do not change. The only significant variation is the addition of the AMC representative as a member of the ASL review board. The AMC representative will provide input from the National manager's perspective and will negotiate ASL changes. If agreement cannot be achieved at the local level, items or requisitioning objectives (ROs) that are in dispute will be referred through IMA region/ACOM/ASCC/DRU and AMC channels for negotiation with the AMC DCSLOG, ATTN: (AMCLG). Issues remaining unresolved will be forwarded to HQDA (ODCS, G-4).

a. A typical division's organizational makeup may be found in the Field Manual 63-series.

b. Ammunition support is provided by an Ammunition Supply Point (ASP), Theater Storage Area (TSA), and corps storage areas (CSA), on an area support basis. The Standard Army Ammunition System (SAAS) provides overall supply management and is also used to maintain ammunition accountability.

c. The army distribution system maintains its national stockage in CONUS and uses a modern distribution and transportation system to resupply the DS/GS supply activities directly from the CONUS national base. Distribution is accomplished by the DSS using surface transportation, sea lines of communication (SEALOC) and ALOC, which, must be in an AIT enabled environment. Although some stockage is retained in theater (war reserve, theater repaired assemblies, operational project stocks, ammunition, Class 7, and bulk petroleum) most support requirements to the DS/GS supply activities will be met by direct delivery from the CONUS Area Oriented Depot (AOD). The DS/GS supply activities in CONUS are supported directly from the national level depot. Backup stock is not authorized at CONUS installations to support DS/GS supply activities. Classified COMSEC material is shipped worldwide through the Defense Courier Service (DCS).

d. The backup stockage is retained at the national level. However, for items repaired at echelons above corps, a portion of the repair cycle level quantity may be positioned at the corps level.

e. Activities will maintain the transaction history file in a machine usable form and retain the file for 6 years.

f. The DS/GS activities that use this chapter are using funds that are appropriated by the Congress and are called "OMA" or "operating" or "consumer" funds. These funds are appropriated for 1 year. OMA funds for these activities are mission funds used for clearly defined purposes. Requests for items of supply from customer units are funded by these funds. Any item of supply (less supply Class 7) placed on requisition by DS/GS activities are funded with OMA funds.

*Note.* As tactical ASLs convert to SSF, during MS3, except items identified in the local DS/RX program which will temporarily remain OMA funded, all other stocks will be capitalized into the AWCF-SMA. Other exceptions are manufacturers control numbers, part number items not on catalog, and bench and PLL stocks will also remain OMA funded.

g. The Integrated Logistics Analysis Program (ILAP) is the Army's standard Web-based decision support system that collects, integrates, and displays logistical and financial data. ILAP supports logistical and resource managers at four interdependent management levels: Unit, Corps, Installation, and IMA region/ACOM/ASCC/DRU.

(1) ILAP brings together stovepipe STAMISs by integrating information collected from four Army-wide automated

systems (SARSS, SAMS, PRISM, and EMIS) and three financial DOD systems (Installation Supply Buffer (ISB), dCAS, and STANFINS) and from three interrelated business areas (supply management, maintenance management, and financial management). Logistics data are obtained from appropriate STAMIS sites with financial data pulled from DFAS. ILAP augments STAMIS and DFAS by matching data within these systems, aggregation appropriately for each management level, to provide a cross-functional view of information that facilitates the user's ability to exchange real-time information, identify potential problems, and make timely decisions. This display of integrated logistical and financial data provides commanders, at all levels, with an easily accessed, Web-based critical decision support system.

(2) A memorandum of agreement (MOA) signed by ASA-FM-C, PEO STAMIS, DCS, G-4, and CASCOM controls ILAP. DA DCS, G-4 is the functional proponent, with USALTA assisting as functional proponent representative. PM GCSS-Army manages new developments. ILAP uses ACOM/ASCC/DRU-funded commercial-off-the-shelf (COTS) hardware and software with accesses to the HQDA central database through <http://www.ilap.army.mil/>.

*h.* Materiel management centers (MMCs) supporting designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs), will participate with these units in the identification of and planning for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations planning as prescribed in paragraph 2-20e.

## **Section II Inventory Control**

### **3-3. Inventory control functions**

This section provides policy on those functions of supply that control the acquisition, allocation, and disposal of material. This policy includes cataloging, requirements determination, procurement, production, overhaul and rebuild direction, and distribution.

### **3-4. Cataloging**

*a.* The primary source of catalog data will be the Army Central Logistics Data Bank. Catalog data is distributed on the AMDF contained on FEDLOG. When AMDF data is not available, the SRA accountable property officer will request the data from the next level of support. When catalog data cannot be obtained from the next level of support, it will be obtained locally and added to catalog files.

*b.* All items will be cataloged using a national stock number (NSN) if a NSN has been assigned.

*c.* If an NSN has not been assigned, the item will be cataloged using the CAGE and PN combination if the combined length does not exceed 15 characters.

*d.* Only when an item of supply does not have an assigned NSN, when the CAGE and PN cannot be determined, or when the CAGE and PN exceed 15 characters will a MCN be assigned. MCNs will be requested from and assigned by the intermediate level SSA. For Class 5, this procedure is done by the supporting TAMMC.

*e.* A manual listing or automated data containing the MCN, description, MATCAT, unit of issue, supply category of materiel code, unit price, and cross reference CAGE and PN (if applicable) will be furnished to the SRA accountable property officer at least semiannually by the supporting corps or installation. MCN data will be provided by corps or installation as additions, changes, or deletions occur.

*f.* The supporting Corps Materiel Management Center (CMMC) and Theater Support Command Materiel Management Center (TSC MMC) will provide SRA accountable property officer with catalog support.

### **3-5. Distribution**

Distribution is that phase of logistics that includes, for the field Army, locating authorized stocks in an efficient and timely manner to satisfy requirements.

### **3-6. Disposal**

Disposal is that function of supply management that, under proper authority, encompasses purging the system of excess, obsolete, or condemned or non-repairable material.

## **Section III Supply Control**

### **3-7. Supply control functions**

This section provides policy on those functions by which an item of supply is controlled within the supply system. Functions include requirement's computation, requisitioning, receipt, storage, issue, disposition, recovery, and shipping.

### **3-8. Stockage selection**

*a.* Stockage selection at the DS/GS supply activity is the decision to place an item in stock. Demand history files will be maintained to reflect the most recent 24-month period and, as an objective for automation, a 24-month period will be maintained and be stratified to the EIC. Demand frequency files at the DS/GS supply activity will be

maintained for each item issued to user customers for Class of supply 2 (including maps), 3 (packaged), 4 and 9. Items selected for stockage will make up the ASL.

(1) Essentiality is a primary consideration when determining the range of items for the ASL. The EC for each NSN can be found in the AMDF contained on FEDLOG.

(2) Repair parts selected for stockage will be restricted to essentiality codes "C," "D," "E," and "J".

(3) CCI repair parts will be managed by and recorded on automated SRAs to ensure Unique Item Tracking (UIT) in the LIDB reporting is completed. Manual SRAs will not be utilized to manage CCI. NSA requires central visibility of CCI components by quantity.

*b.* Each item on the stockage list will be assigned a stockage list code (SLC), which will be recorded on the stock accounting record. The four SLCs authorized to be used for stockage of ASL items will be "D," "M," "P," and "Q." SLC "F" will be used to identify ORF. SLC "Z" will be used to identify nonstocked lines (see table 3-1).

(1) *Stocked demand (SLC "Q")*. This item is demand supported. Stockage is based upon actual recurring demands in a 360-day period. Items may be added to the ASL based on the ninth recurring demand within a 360-day period, and deleted when the item has not received at least three demands in the most recent 360-day period. For command designated, stocked demand items require three recurring demands to add, and one recurring demand to retain. This designated stock is for low-density systems such as, missile, special weapons (nuclear), air defense, life-saving equipment, air traffic control, nontactical communications, COMSEC, intelligence gathering equipment, engineer (MTOE), aviation material categories, and marine equipment. This procedure will be based on automated system capabilities recommended level, when available.

(2) *Stocked provisioning (SLC "P")*. This item is a nondemand supported item; stocked to support a newly introduced end item for up to 2 years until forecast requirements is based entirely upon actual demands. Initial stockage is prescribed by the SLAC and item demand data is reviewed after 1 year. If the item has met the retention criteria of three demands it will be converted to SLC "Q." Items may be deleted from stockage after 1 year if the retention criterion is not met and no demands are anticipated for the second year. At the end of 2 years, items failing to meet the retention criteria will be deleted from stockage unless justified under SLC "M" criteria. Increases to stockage quantities prescribed in the SLAC are not authorized unless supported by recurring demands. Quantities may be increased based upon actual demand data. The ASL is required to umbrella customers' SLAC stocks.

(3) *Stocked numeric (SLC "M")*. This item is a nondemand supported item with expected use. Combat essential and seasonal items that do not qualify under any other stockage criteria will be kept on an ASL only as a stocked numeric, SLC "M." The requisitioning objective (RO) for combat essential low density end item's repair parts will be the quantity needed to repair one piece of equipment and the reorder point (ROP) will be zero. The RO for seasonal items will be based on expected use. Commanders will establish the minimum level to meet readiness goals. These lines will be revalidated during the annual ASL review. Materiel stocked using readiness based sparing (RBS) methodology will use this SLC.

(a) The number of ASL lines under SLC "M" will not exceed a quantity equal to 5 percent of the SLC "Q" lines on the same ASL accountable record without general officer approval.

(b) An exception to the 5 percent rule is when ACOM/ASCC/DRUs determine MTOE DS ASL will stock material (items stocked in support of CONOPS for example) using readiness based sparing (RBS) or another HQDA-directed methodology. These ASL lines will be stocked using SLC "M" when they do not meet or qualify under the SLC for "D," "P," or "Q."

(c) Missile diagnostic mandatory parts list (DMPL) items authorized by TM are also exempt from the 5 percent stockage limitation.

(d) SLC "M" lines may be exempt when catalog/coding problems exist or new lines are added to the ASL between formal demand analysis, provided they meet normal demand criteria or when stocks are required in support of GS maintenance activities performing production line maintenance.

(4) *Stocked other (SLC "F")*. This item is a nondemand supported item. ORF stocks are kept as SLC "F."

(5) *Non-stocked items (SLC "Z")*. These are nondemand supported items. These items will not have a set RO. Inventory and use data will be recorded but replenishment will not be made. NSL items received as unit turn-ins or as receipts not due in will be processed for disposition.

(6) *Stocked demand (SLC "D")*. This SLC is for demand-supported items. Stockage is based on restricted levels for items that otherwise qualify under SLC "Q." These items may have a critical worldwide shortage and the requisitioning objective is determined by the national ICP and the ACOM/ASCC/DRU, high dollar value restriction imposed by ACOM/ASCC/DRU.

**Table 3-1  
ASL stockage**

Categories	Criteria	SLC	Level Auth	Review Requirements
1. Demand Supported	9 recurring demands in 360 days to add. <sup>1</sup> 3 recurring demands in 360 days to retain. <sup>1</sup>	Q	DS/GS	At least annually ASL review board reviews— (a) SLC "Q" items qualified for deletion. (b) Items qualified for addition to ASL as SLC "Q."
2a. Mandatory	Supports customer's SLAC	P	DS	ASL review board will— (1) At end of the first year, may consider deleting items from stockage. If the retention criteria is not met and no demands are expected for the second year. (2) At end of the second year, retain on ASL as SLC "Q" if the item has met the retention criteria of three demands.
2b. Mandatory	Supports customers' MPLs	P	DA/GS	N/A
3a. Command directed	Seasonal and combat essential (minimum level to meet readiness goals).	M	DS/GS	Annually by ASL Review Board.
3b. Command directed	ORF Support	F	DS/GS	Annually to validate requirement.
4. NSL	Items not demand supported nor required but are on hand.	Z	DS/GS	These items are excess and must be turned in.
5. Decrement stock	Stocks identified for issue to bring an active unit to full ALO-s.	R	Install	N/A

Notes:

<sup>1</sup> Missile, air defense, special weapons nuclear, life-saving equipment, air traffic control, nontactical communications, COMSEC, intelligence gathering, engineer (MTOE), and aviation items require three recurring demands in a 360-day period to add item to the ASL and one recurring demand to retain.

c. Items selected for stockage may be further constrained on basis of end item essentiality, total cube of storage required, and demand frequency.

d. When the reasons for stockage change or when the AMDF contained on FEDLOG is updated, then additions, deletions, or other changes may be made to the ASL. When an interchangeable and substitute (I&S) relationship is cataloged, the preferred NSN will be listed on the ASL. The least preferred NSNs with on hand balances will be rolled to the preferred NSN. The preferred NSN will be listed on the ASL for all I&S related NSNs as a "Capstone" NSN. Manual and automated supply systems will replenish stocks using the demanded NSN.

e. When two or more items are candidates for stockage selection and they have functional and physical characteristics that cause them to be equivalent in performance, reliability, and maintainability, only one of the items will be on the ASL.

f. Activities supported by ALOC will consider ALOC direct delivery from the national level as a method of satisfying demands.

### 3-9. Stockage level

Each ASL item must have an RO that will be recorded in the stock accounting record. The RO is the maximum quantity of the item authorized to be on hand and on order at any time. Any material on hand that is beyond an established retention level quantity for any stock items is known as material returns. RO stockage levels at automated stock record accounts (SRAs) with a customer support mission will be based on dollar cost banding (DCB) computations. Nonautomated SRAs and SSAs not providing customer support may use one or a combination of computations made using DCB, days of supply (DOS), readiness based sparing (RBS), or economic order quantity (EOQ).

a. Dollar cost banding (DCB) is the Army's mandatory method for computing the stockage of an NSN on an authorized stockage list (ASL) at supply activities with a customer support mission.

(1) DCB achieves a specified customer wait time (CWT), ASL costs and ASL weight/cube while maintaining readiness levels. It uses a modified economic order quantity (EOQ) formula that increases order quantities for less expensive items by varying the add/retain rules based on unit price, essentiality code and issue priority group (IPG) of requisitions. Stockage levels and management reports are developed with automated enablers not embedded in the standard Army retail supply system (SARSS).

(2) Implementation of dollar cost banding provides increased ASL depth and breadth recommendations for low dollar consumable items by varying the add/retain criteria based on unit price, while still providing readiness effective component and end item repair stockage recommendations.

(3) Lines that meet the demand support stockage criteria of DCB will be coded with a stockage list code (SLC) of

“Q” even if the RO quantity is manually changed. Demands are computed over a 24-month control period. Under DCB, SLC “M” will be restricted to those lines that do not meet the stockage criteria and are manually added to the ASL. Otherwise, the 5 percent limit on SLC “M” (SLC “M” divided by SLC “Q”) as specified in paragraph 3–8b(3) above applies.

b. The DOS method may be used by SSAs without a customer support mission to compute the RO for all demand-supported items maintained on their ASL. The DOS method will also be used by nonautomated accounts when computing stockage of items critically short, seasonal, highly perishable, or that have a shelf life of less than 1 year. A DOS RO will be computed at least annually or when the balance on hand equals zero. For medical SRAs see AR 40–61. For automated systems, see the system technical procedures manual.

(1) The computed RO will consist of an operating level (OL), requisition wait time (RWT) level, and a safety level (SL). The ROP will be the sum of the RWT level and SL.

(2) The control period for computing the RO will be a minimum of 360 days for both order ship time and demand data. The quantity demanded will be the total recurring quantity demanded during the 360-day (12-month) period being reviewed. Do not count the month in which the computation is being made.

(3) The OL will be 15 days in CONUS and 30 days in OCONUS. The SL will be 5 days in CONUS and 15 days OCONUS, for Classes 2, 3 (packaged), 4 and 9. For Class 9 (ALOC) items, the SL will be 5 days in OCONUS. For AMC CONUS activities a 15-day SL is authorized.

(4) The RWT is measured in the actual number of days that elapse between the document date of a nonbackordered requisition and the date the receipt is posted to the stock accounting record. Average RWT will be updated each time a receipt document is posted to the transaction history for individual NSNs in automated systems, and when the RO is recomputed in manual accounts.

(5) Requirements and stockage for Class 9 in a division will be based on the aggregate demand recorded in the DMMC. Class 9 in the forward stockage points will be limited to DOS as follows; operating level, three DOS; SL, two DOS; and RWT level, five DOS. The RWT parameter can be reduced to reflect actual RWT between the forward and main support battalion.

c. The EOQ method may be used by automated SSAs without a customer support mission. Nonautomated accounts will use EOQ in cases other than those previously allowed for DOS. Stocked demand items will have an EOQ RO computed at least annually or whenever the net asset position (NA) is equal to or less than the ROP.

(1) The SL and RWT used in EOQ computations will follow the guidelines previously described in the DOS discussion.

(2) The OL will be computed using the EOQ formula prescribed in DA Pam 710–2–2 or the automated systems procedures manual.

(3) The EOQ concept permits the replenishment of larger quantities of low-dollar value items while replenishing smaller quantities of high-dollar value items. The EOQ will be constrained to a 1-year supply. Automated accounts will constrain EOQ to 30 days for items that are critically short, seasonal, or perishable.

(4) RBS is an alternative method to DOS or EOQ to compute stockage levels for all critical combat weapons systems using ILAP and Optimum Stockage Analysis Requirement Program (OSARP) capabilities. RBS RO will be computed annually as follows:

(a) OL, SL, RWT, and ROP will be computed using the DOS criteria.

(b) RBS will consider all demanded items for stockage and use mean time between failure criteria, mean calendar time before failure, operational availability requirements, and use a 2 year control period for RWT and demand data.

d. Repairables stockage criteria are as follows:

(1) Stockage level computation for repairable items, at the level where repair is accomplished, differs from the computations for material not repaired at that level. The RO for items not repaired at that level will be computed per *b* above. For items repaired at that level the RO will be the sum of the following incremental levels:

(a) Repair cycle level (RCL) is based upon average annual repairs accomplished (see DA Pam 710–2–2, chapter 4).

(b) OL requirements will be based upon average annual washouts only using EOQ techniques.

(c) RWT level requirements will be based on the average for washout replenishments only.

(d) SL quantity will be 5 days of supply based upon average washouts only.

(2) After computing the increments above, the ROP will be computed as the sum of the RCL, the RWT level, and SL. The RO will be the sum of the ROP plus the OL.

(3) There is no retention limit (RL) above the RO. When net assets exceed the RO, assets above the RO will be retrograded to the next level of support. This policy does not render assets unavailable to fill critical Army requirements. Commands and national inventory control points (NICPs) have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements.

(4) The RCT will include segments of the repair pipeline beginning when an unserviceable item enters the supply system and ending when the unserviceable item is restored to a serviceable condition and is recorded as ready for issue on the supply accounting records. All of the applicable time between the beginning and end of the repair cycle time will be included in computing repair cycle requirements. This time period will not include avoidable delays such as

time incurred because of mismanagement or inefficiency. Beginning and ending points of each segment of the total repair cycle time (RCT) are described as sectors.

(5) The provisioning of repair parts for newly fielded equipment to support direct support maintenance will be based upon the SLAC.

(a) If general support maintenance has never had a requirement to repair an item, it will be given data relative to shop stock requirements in support of the new maintenance mission. These items will not be issued as part of TPF, but instead will be requisitioned by the shop stock supply officer.

(b) If the GS maintenance is already repairing an item, it will be given data relative to the increased depth of shop stock required to support the increased maintenance mission. These stocks will not be issued as part of TPF, but will be requisitioned by the SSA.

(c) Both CONUS and OCONUS direct support maintenance activities that are assigned a GS level maintenance mission will limit stockage for GS programmed maintenance repair parts to 60 days of supply, plus one RWT. All unused serviceable repair parts from the GS maintenance program will be turned in to the supply system within 60 days after completion of the program.

e. Requisitions, other than not mission capable supply (NMCS) or anticipated not mission capable supply (ANMCS), for quantities that would cause the RO to be exceeded will be rejected by the national NICP. The national NICP will redistribute assets on hand at the retail level that exceeds the RO. The NICP managers will use the TAV business rules to distribute selected high cost and/or critical items.

f. Reduction in stockage levels because official constraint is authorized. Details are described below:

(1) Reductions will be made to nonessential items determined by ECs.

(2) Nonessential items qualifying as stocked demand need not be added to the ASL until the constraint has ended.

g. Initial stockage of ASLs for new SSAs will be set up using one or more of the following:

(1) Compute stockage quantities, using the equipment density or troops to be supported and the applicable technical manual or authorization document.

(2) Use demand history data of a unit that uses similar equipment, then modify per mission requirements as necessary.

(3) Request ASL data for supply Class 9 (common) from Director, U.S. Army Logistics Support Activity (LOGSA), ATTN: AMXLS-ML, Redstone Arsenal, AL 35898-7466 (e-mail address: amxlsm1@logsa.army.mil); for supply Class 8 repair parts (medical) from Commander, U.S. Army Medical Materiel Agency (USAMMA), ATTN: MCMR-MMM-P, Fort Detrick, MD 21702-5001; for all COMSEC equipment from Commander, USACSLA, ATTN: SELCL-NICP-SSM, Fort Huachuca, AZ 85613-7090.

h. Stockage level reduction because of mobility constraints is authorized when the unit mission requires movement. The benefits of improving mobility must be balanced against the reduced supply performance and consequent impact on readiness.

(1) Stocks with essentially codes (ECs) other than "A" and "C" will be stored in fixed locations. They may be left behind during mobilization or training. Stocks with essentiality codes "A" and "C" are the last candidates for mobility constraints.

(2) The extent of any constraint will be a function of the extent by which ASL weight or cube exceeds the vehicle capacity (authorized by MTOE) to move the ASL.

i. ARNG and USAR combat ASL criteria are as follows:

(1) ARNG divisions, ARNG, and USAR deployable brigades and units supported by an organic SSA will maintain an ASL in that SSA consisting of parts required for stockage by an IMPL, or SLAC. ARNG SSAs will requisition and maintain an ASL upon approval and allocation of funds by CNGB. Procedures will be established to rotate stocks in the ASL if the ASL is not used for peacetime maintenance. Units will deploy with their ASLs.

(2) ARNG round-out brigades will receive their ASL support from the active component division to which they are assigned. The combat ASL computed for the division will include the round-out requirements.

(3) ARNG and USAR nondivisional ASL requirements for D to D-60 units will be computed by AMC LOGSA. Corps and TAACOM slices of each theater's requirements will be computed based on the density of MPDL equipment in D to D-60 units contained in each Time-Phased Force Deployment List (TPFDL). Parts to meet the requirement for D to D-30 deploying DSUs will be prepositioned in the theater and parts to meet requirements for D-31 to D-60 deploying DSUs will be stored in CONUS depot assets for shipment to the theater by push package subsequent to mobilization. Where sufficient information is available from current operations plans (OPLANs) as to support relationships, an ASL will be computed for the DSU. A copy of the ASL will be provided to the DSU for planning purposes. A database reflecting the theater ASL requirements computed by AMC LOGSA will be provided to each theater with a combat ASL model to enable each theater to reconfigure nondivisional direct support unit (DSU) stockage based on support relationships subsequent to mobilization. The ASLs will be issued from the theater assets to the DSUs as they arrive in the theater. AMC will retain responsibility for computing Reserve Component nondivisional ASLs to support units not assigned to a specific theater, such as Rapid Deployment Force (RDF) units. Issues of stock to support these units will be made from CONUS depot assets.

j. The headquarters responsible for the management of the DS supply operations will appoint a review board to

assist in the management of the ASL. The primary function of the board will be to review and approve additions and deletions of items to the ASL. The review board will use the principles of stockage selection and parameters outlined in this chapter to discharge its responsibility. The review board will meet annually, as a minimum, but more frequently where directed by local commanders. Minutes of each ASL will be approved and signed by the commander or their designated representative. The board will consider and adhere to the following:

- (1) Periodic NA position computation of ASL ROs for material returns.
- (2) Material returns will be made as follows:
  - (a) Stocks on hand with a recoverability code of “D,” “F,” “H,” or “L,” ARI, and RICC 8 will be reviewed for redistributable or returnable material at least monthly. All other items including those listed above will be reviewed on a monthly basis.
  - (b) The review for redistributable or returnable material must consider total quantity on hand, due-ins minus dues-out. When the NA position (including the unserviceable repairables) exceeds the RO, all due-ins will be canceled and then unserviceable and serviceable on hand assets reduced respectively until the NA position is equal to the RO.
  - (c) Material on hand above the RO will be evaluated per paragraph 3–26.
  - k. Use of dollar cost banding (DCB) is mandatory. During ASL review process, the following DCB add/retain bands and CWT criteria are authorized. The HQDA authorized criteria may be locally adjusted by increasing the add/retain/CWT criteria, but may not be set below that allowed by tables 3–2 through 3–5 below without approval from HQDQ (DALO–SMP).

**Table 3–2**  
**Dollar cost banding for aviation (same for non-division, missile)**

Class	EC Code	Low Density	IPG1/2	Band Logic	
9	C, D, E	N/A	N/A	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain
9	G, J		Yes	<\$10 <\$100 <\$1K + or >\$1K	6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain
9	G, J		No	<\$10 <\$100 <\$1K + or >\$1K	24 to add, 6 to retain 30 to add, 6 to retain 60 to add, 6 to retain *id9 to add, 6 to retain

Legend for Table 3-2:

\*id9 = Infinity. This item will never qualify.

The following notes apply to the criteria in this table:

1. The CWT, as calculated here, is defined as the time elapsed between customer document Julian date and ASL release document date to customer. The DCB CWT parameter affects the ASL reorder point (ROP) level. A higher CWT variable setting will lower the computed ROP in the DCB algorithm.
2. The “essential item” column refers to those items coded “C,” “D,” “E,” and “J” in the DCB algorithm. Under DCB, this will replace requirement of paragraph 3–8a(2) above.
3. The “high priority demand” delineates add/retain criteria for a specific dollar band line that has been (specified by “Y”) or has not been (specified by “N”), received the specified number of high priority demands during the control period.
4. The numbering convention (“2/1,” “6/3,” “9/3,” and so forth) indicates, “demands to add/demands to retain during a 360-day control period.”

**Table 3–3**  
**Dollar cost banding for DOL**

Class	EC Code	Low Density	IPG1/2	Band Logic	
9	C, D, E, F	Yes	N/A	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain
9	C, D, E, F	No	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	G, J	No	No	<\$10 <\$100	8 to add, 4 to retain 8 to add, 5 to retain

**Table 3-3  
Dollar cost banding for DOL—Continued**

Class	EC Code	Low Density	IPG1/2	Band Logic	
				<\$1K + or >\$1K	12 to add, 6 to retain 18 to add, 6 to retain
9	G, J	N/A	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	G, J	N/A	No	<\$10 <\$100 <\$1K + or >\$1K	24 to add, 6 to retain 30 to add, 6 to retain 60 to add, 6 to retain *id9 to add, 6 to retain

Legend for Table 3-3:

\*id9 = Infinity. This item will never qualify.

The following notes apply to the criteria in this table:

1. The CWT, as calculated here, is defined as the time elapsed between customer document Julian date and ASL release document date to customer. The DCB CWT parameter affects the ASL reorder point (ROP) level. A higher CWT variable setting will lower the computed ROP in the DCB algorithm.
2. The "essential item" column refers to those items coded "C," "D," "E," and "J" in the DCB algorithm. Under DCB, this will replace requirement of paragraph 3-8a(2) above.
3. The "high priority demand" delineates add/retain criteria for a specific dollar band line that has been (specified by "Y") or has not been (specified by "N"), received the specified number of high priority demands during the control period.
4. The numbering convention ("2/1," "6/3," "9/3," and so forth) indicates, "demands to add/demands to retain during a 360-day control period."

**Table 3-4  
Dollar cost banding for a forward unit**

Class	EC Code	Low Density	IPG1/2	Band Logic	
9	C, D, F	Yes	N/A	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain
9	C, D, F	No	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	C, D, F	No	No	<\$10 <\$100 <\$1K + or >\$1K	8 to add, 4 to retain 8 to add, 4 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	E, G, J	N/A	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	E, G	N/A	No	<\$10 <\$100 <\$1K + or >\$1K	24 to add, 6 to retain 30 to add, 6 to retain 60 to add, 6 to retain *id9 to add, 6 to retain

Legend for Table 3-4:

\*id9 = Infinity. This item will never qualify.

The following notes apply to the criteria in this table:

1. The CWT, as calculated here, is defined as the time elapsed between customer document Julian date and ASL release document date to customer. The DCB CWT parameter affects the ASL reorder point (ROP) level. A higher CWT variable setting will lower the computed ROP in the DCB algorithm.
2. The "essential item" column refers to those items coded "C," "D," "E," and "J" in the DCB algorithm. Under DCB, this will replace requirement of paragraph 3-8a(2) above.
3. The "high priority demand" delineates add/retain criteria for a specific dollar band line that has been (specified by "Y") or has not been (specified by "N"), received the specified number of high priority demands during the control period.
4. The numbering convention ("2/1," "6/3," "9/3," and so forth) indicates, "demands to add/demands to retain during a 360-day control period."

**Table 3-5  
Dollar cost banding for the main (same for non-division)**

Class	EC Code	Low Density	IPG1/2	Band Logic	
9	C, D, E, F	Yes	N/A	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain 6 to add, 2 to retain
9	C, D, E, F	No	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	C, D, E, F	No	No	<\$10 <\$100 <\$1K + or >\$1K	8 to add, 4 to retain 8 to add, 4 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	G, J	N/A	Yes	<\$10 <\$100 <\$1K + or >\$1K	4 to add, 2 to retain 6 to add, 2 to retain 12 to add, 6 to retain 18 to add, 6 to retain
9	G, J	N/A	No	<\$10 <\$100 <\$1K + or >\$1K	24 to add, 6 to retain 30 to add, 6 to retain 60 to add, 6 to retain *id9 to add, 6 to retain

Legend for Table 3-5:

\*id9 = Infinity. This item will never qualify.

The following notes apply to the criteria in this table:

1. The CWT, as calculated here, is defined as the time elapsed between customer document Julian date and ASL release document date to customer. The DCB CWT parameter affects the ASL reorder point (ROP) level. A higher CWT variable setting will lower the computed ROP in the DCB algorithm.
2. The "essential item" column refers to those items coded "C," "D," "E," and "J" in the DCB algorithm. Under DCB, this will replace requirement of paragraph 3-8a(2) above.
3. The "high priority demand" delineates add/retain criteria for a specific dollar band line that has been (specified by "Y") or has not been (specified by "N"), received the specified number of high priority demands during the control period.
4. The numbering convention ("2/1," "6/3," "9/3," and so forth) indicates, "demands to add/demands to retain during a 360-day control period."

l. The following policy changes are in effect when using DCB:

(1) Essentiality codes (ECs) paragraph 3-8a(2) above under DCB, both essential and nonessential items may be stocked if the DCB add/retain criteria is met. Stockage of nonessential items that have not received the required number of high priority demands is severely restricted (see paragraph 3-9l(3)).

(2) Stockage list code (SLC) "M".

(a) Lines that meet the demand supported stockage criteria of DCB will be coded SLC "Q" even if the RO quantity is manually changed. This is different than SARSS-O procedures. Under DCB< SLC "M" will be restricted to those lines that do not meet the stockage criteria and are manually added to the ASL.

(b) The ILAP enablers addressed in paragraph 3-9b(1) above will allow batch input of DCB stockage recommendations into SARSS-O. This input will ensure coding of DCB stockage recommendations into SLC "Q." When the GCSS-A supply module is fielded, DCB demand supported lines will be automatically coded as SLC "Q" without enabler intervention.

(3) The 5,000-line restriction on deployment ASLs is rescinded under DCB. Unit mobility requirements and capability will determine deployment ASL size. Lines coded as essential will be considered first when developing deployment ASLs.

### 3-10. Petroleum

Sufficient tankage must be available to store the peacetime stockage objective described below. Funding for the storage facilities necessary to accommodate these petroleum stocks will be in accordance with DOD Directive 4140.25.

a. Peacetime operating stocks (POS) for Class 3 (bulk) will be established for each operating location. The POS will consist of—

(1) Stocks sufficient to sustain anticipated usage until economic resupply can be effected from a designated National Defense Fuel Support Point (DFSP) or a reliable supply source.

(2) A 1-day supply safety level for DS.

(3) A 4-day supply safety level for GS.

*b.* For bulk petroleum products and packaged fuel, the SSA will establish and maintain an accounting record on a stock record account for each type and grade of product. A voucher register will be maintained per paragraph 3–30c.

### **3–11. Self-service supply center (outside continental United States only)**

The SSSC is designed to improve supply and financial operations by reducing the workload. SSSC uses summary dollar accounting for selected supplies issued to customers on a self-service basis.

*a.* The SSSC may be set up by commanders of DS supply operations that provide Class 2, 3 (packaged) and 4 supplies to meet the day-to-day support of organizations and activities.

*b.* Only one SSSC is authorized at an installation. The DS SSA accountable property officer is accountable for inventories held in the SSSC. This officer has overall supervisory responsibility for operating the center. When an SSSC is set up, it will operate under the policy outlined in chapter 4 of this regulation.

### **3–12. Operational readiness float**

*a.* The ORF program is designed to assist in maintaining the readiness posture of combat units and specialized activities. The ORF is an additional controlled level of selected, mission essential items of equipment authorized to be on hand to meet unprogrammed maintenance requirements when repair of similar items from a unit cannot be accomplished in a specified time. AR 750–1 contains policy on the management and determination of ORF material.

*b.* The Army distributes approved ORF levels to ACOM/ASCC/DRUs through the TAEDP.

*c.* The ORF will be accounted for at the SRA supporting the maintenance support activity.

*d.* Accountable property officers will ensure on hand ORF is located in maintenance areas.

*e.* ORF will be exchanged on a one-for-one basis.

*f.* All ORF items being repaired for return to ORF stock will have the highest priority designator assigned to supported units.

*g.* The Support Operations Officer (SPO) or Division Materiel Management Officer (DMMO) will determine when ORF will be used to satisfy a supported unit's RDD. The accountable property officer will ensure, with the using unit PBO, the simultaneous issue and turn-in of the serviceable and unserviceable asset. They will also ensure that associated asset reporting requirements per AR 710–3 are processed.

*h.* Accountable property officers will ensure ORF is placed on requisition using the highest customer FAD assigned to the units supported using the type requirements code (TRC) 3C, initial issue; 3E, replacement for unserviceable; or 3F, replacement because of redistribution.

### **3–13. Cannibalization points**

*a.* Commanders authorized to establish a stock record account may authorize the setting up of cannibalization points. The number will be limited to what is needed to efficiently recover selected serviceable items from disposal material.

*b.* Cannibalization points will be set up as part of the installation supply division in CONUS and as part of the corps and TAACOM Materiel Management Center in OCONUS. A responsible officer will be appointed.

*c.* Cannibalization points are set up to provide—

(1) Supply source for difficult to obtain repair parts, components, and assemblies. They will also reinforce ASLs by serving as an economic source of items stocked by ASLs.

(2) Source of supply for high priority requirements when delivery cannot be made by the required delivery date.

(3) Source of supply for items not stocked in the supply system.

*d.* Items put into the cannibalization points will be only those items for which the SSA received disposition instructions from the national NICP, reflecting instructions to turn in to DRMO. Any removal actions directed by virtue of a strip list will be accomplished prior to customers' continuing cannibalization. Pre-disassembly in support of the ASL will be allowed to the extent approved by the command setting up the cannibalization point.

*e.* Items put into cannibalization points must contain repair parts, components, or assemblies that are applicable to end items being supported. Customers of a cannibalization point will be furnished a listing (at least quarterly) of items available for cannibalization.

*f.* Storage of items held for cannibalization at other than the cannibalization point is not authorized. These items will not be reissued or loaned. All items that have been held for cannibalization will be transferred to DRMO when cannibalization actions are complete.

*g.* Accountable property officer will ensure the demands (DIC "DHA") for material from the cannibalization point are recorded in the demand history of the retail STAMIS supporting the stock record account.

### **3–14. Repairable management**

*a.* The management of repairables involves the following processes:

(1) Requisitioning, stocking, and issuing.

(2) Receiving customer turn-ins.

(3) Work ordering repairables for maintenance.

(4) Turning in items to the general support unit (GSU) or transferring items to the designated disposal activity.

*b.* Managing repairables requires proper use of the source, maintenance, and recoverability (SMR) codes in AR 700–82 in conjunction with supply policy. The applicable part of the SMR code is a combination of the maintenance use code (MUC), maintenance repair (MR) code, and recoverability code (RC). The MUC for repair parts is found in technical manuals for the applicable end item. Both the MR and RC are found in the AMDF contained on FEDLOG. The explanation of these codes is as follows:

(1) The RC is a code for designating the level (DS, GS, depot or special repair activity) that may decide final disposition of uneconomically repairable, condemned repairables.

(2) The MR code indicates whether an item is a repairable and the maintenance level authorized to do complete repair.

(3) The MUC identifies maintenance levels authorized to remove and replace the item.

*c.* The level designated by the RC is the lowest level authorized to determine final disposition of repairables classified as condemned or uneconomically repairable. The explanation of each RC designation is listed below. Application of these codes is explained in paragraph *g* below.

(1) RC “Z.” Item is not a repairable. When unserviceable, dispose of it at the DS or higher level.

(2) RC “O” or “F.” Item is a repairable. When condemned or uneconomically repairable, dispose of it at the DS or higher level.

(3) RC “H.” Item is a repairable. When condemned or uneconomically repairable, dispose of it at the GS or higher level.

(4) RC “D” or “L” Item is a repairable. When condemned or uneconomically repairable, the depot or special repair activity level determines final disposition.

(5) RC “A.” Items that require special procedures in disposal. Reasons this code is assigned include: precious metal content, high cost, material in short supply, or HAZMATs. Check manuals and directives for instructions.

*d.* The MR code is assigned to indicate whether the item is to be repaired and to identify the lowest maintenance level authorized to perform complete repair; for example, remove, replace, repair, assemble, and test. The explanation of each MR code designation is listed below:

(1) MR “O.” The unit is the lowest maintenance level authorized to conduct complete repair.

(2) MR “F.” DS is the lowest maintenance level authorized to conduct complete repair.

(3) MR “H.” GS is the lowest maintenance level authorized to conduct complete repair.

(4) MR “D.” The depot is the only maintenance level authorized to conduct complete repair or overhaul.

(5) MR “L” The complete repair or overhaul of these items is restricted to designated specialized repair activities.

(6) MR “Z.” The item is not a repairable. No repair is authorized.

(7) MR “B.” No repair is authorized. The item may be reconditioned by adjusting, lubricating, and so on, at the lowest level. No parts or special tools are procured for the maintenance of the item.

*e.* The lowest maintenance level authorized to remove and replace repairables is designated by the MUC as follows:

(1) MUC “O.” Unit level.

(2) MUC “F.” DS level.

(3) MUC “H.” GS level.

(4) MUC “D.” Depot level to include specialized repair activities.

*f.* Upon receipt of a customer request for a repairable and—

(1) A repairable is turned in by a customer—

(a) Establish stock record accounting for the item.

(b) Initiate supply issue procedures if a replacement is requested.

(2) A repairable is not turned in by a customer:

(a) Establish reason for customer not complying with paragraph 2–6*e* of this regulation.

(b) Issue a serviceable and establish a due-in from the customer for the unserviceable using the customer’s requisition number.

*Note.* This due-in will be added to the dues-in during net assets computation.

(c) Direct customer to return unserviceable repairable using same requisition number within 10 days. Exceptions may be granted on a case-by-case basis.

(d) Commanders may freeze the account of a delinquent customer until all unserviceable repairable dues-in are cleared.

(3) Prepare a work order for the repairable within 3 workdays of receipt. Based upon need, assign the applicable UND to the work order. This UND will be A, B or C as necessary to ensure serviceable stock availability.

(4) When RC is blank as indicated on the AMDF contained on FEDLOG, item should be work ordered to maintenance for TI.

(5) Procedures for DS/RX management under SSF MS3 will be published as interim guidance under DA Pam 710-6, Supply Procedures for Army Single Stock Fund.

g. After return of repairables from maintenance, items are either stocked, turned in, or disposed of according to the following guidelines:

(1) Stock repairables if classified as serviceable and if not excess. (This policy does not render assets unavailable to fill critical Army requirements. Commands and NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements.)

(2) Turn-in repairables to the GSU if the item is:

(a) Excess to the ASL.

(b) Coded as “not repairable this station” (NRTS)—except for NRTS code “9” (condemned).

(c) Classified as uneconomically repairable or condemned and the RC is “H,” “D,” or “L.”

(3) Transfer RC “F” repairables classified as uneconomically repairable or condemned to the designated activity.

h. Items turned in that appear to be unserviceable because of other than FWT must be accompanied by appropriate documents per AR 735-5, paragraph 14-26 (damaged property).

i. Classified COMSEC repairables will be managed as specified in this paragraph by COMSEC accounts. All turn-ins and issues will be through COMSEC supply channels. Maintain formal accountability as outlined in TB 380-41.

j. Process requests for issue through standard online requisitioning procedures. However, subject to stock availability, issue of serviceable for unserviceable repairables may be authorized as an immediate over-the-counter issue.

k. Stockage selection is per paragraph 3-8.

l. Stockage level computation for repairables is prescribed in paragraph 3-9.

m. Receipt processing is per paragraph 3-21.

n. Refer to paragraph 1-16h this regulation for demilitarization instructions.

o. Shop officers will ensure that all maintenance to maintenance and controlled substitution transactions for supply Class 9 repairables are recorded as demands (DIC “DHA”) in the maintenance supported retail STAMIS.

### **3-15. Replenishment requisitioning**

a. Replenishment requisitioning is the process of placing a demand or request for supplies that are authorized for stockage but not made available without a specific request. Requisitioning is accomplished by accountable stock record accounts only.

b. Replenishment requisitioning is the result of determining a NSN’s RO net asset (NA) position. When the NA position consisting of total quantity on hand, (either serviceable or unserviceable) repairable, plus quantities due-ins minus quantities due-out exceed the RO, all due-ins will be canceled and then unserviceable and serviceable on hand assets reduced respectively until the NA is equal to the RO. When the NA position is less than or equal to the ROP a replenishment requisition will be initiated for quantity needed to reach the RO.

c. The SSA requisitions initial and replenishment stocks only. All other requisitions leaving the SSA are actions for requisitions received from supported customers.

### **3-16. Customer requests**

a. The objective is to meet the customer’s material demand on time without operating and transportation costs becoming an overriding factor. Supply activities that receive requests and cannot meet the customer’s RDD will forward the requirement to the next higher echelon of supply. The use of the Internet capability is for urgent or emergency requirements and the supply standard management information systems, such as SARSS-O remain the preferred method of placing requisitions into the Defense Logistics supply system.

b. Requests from supported units or maintenance activities will be submitted in the formats prescribed by DA Pam 710-2-1. The unit document number will not be changed by the SSA. The unit’s request will either be filled, backordered, rejected, or passed to the higher supply source. UND “A” requests may be delivered by any expedient means, including voice. When the customer uses voice, each party will make a file copy. Confirmation copies will not be exchanged.

c. Supply documents will be accepted as they are sent. This flow will not be inhibited by the SSA. The SSAs with the Distribution Execution System (DES) capability will perform a validation edit on all requests for end items. Accountable property officers are required to accept all valid supply documents. The SSAs will perform a technical edit on all non-NSN requests for the purpose of attempting to convert them to NSN requests. They will assume responsibility for their complete and accurate processing.

d. The DS/GS SSAs pass requisitions through the intermediate level SSA for funding. The objective for logistics automation of the Army is to accommodate funding certification in the divisional and nondivisional systems capabilities and to provide an interface with the financial system. Pending development of the system, all requisitions will be forwarded through the intermediate level SSA for fund’s certification.

e. The SSAs will create an image demand report transaction, DIC BAH, for all repair parts requests with an EIC, in the format specified in DA Pam 710-2-2, and will forward the transaction to the Central Demand Data Base (CDDB).

*f.* Accountable property officers will ensure that authorized local sources of supply, such as cannibalization points, local purchase, and DRMO are considered during attempts to satisfy requirements, especially those urgently needed, before passing actions.

*g.* Supply document processing procedures will be based on the policies in this regulation and use the formats in AR 725–50. The objective of automated supply systems is to achieve one cycle per workday. The daily process will reject—

(1) Recurring requests for stock numbers with an RC of other than O, Z, or blank if the unserviceable item being replaced have not been previously returned to the SSA, unless the request contains justifying data.

(2) Nonrecurring requests for stock numbers with an RC other than O, Z, or blank if the request does not contain justifying exception data.

*h.* The SSAs will issue stock down to zero balance to satisfy all customer requests. If stock is not on hand, SSAs will pass or backorder the requests regardless of PD using a priority equal to the customer request.

*i.* The SSAs will send supply and shipment status to the requesting unit as received from the next higher supply source.

*j.* Followup transactions received will be processed as follows:

(1) If the entire requisition has been passed forward, followup is made to the same activity to which the requisition was passed.

(2) If the requisition was partially filled, provide status code BA or shipping status, as appropriate, for the portion released and forward followup to the same activity to which the requisition was passed for the unfilled quantity.

(3) If the requisition is under management review, provide delay status.

(4) If no record is found, pass followup to the next higher supply source.

*k.* Supply status for PD 01–08 requisitions will be sent to DS/GS SSAs and customers as received. Also, shipment status and supply status reflecting a nonpositive supply decision for all priorities will be sent as received. Other status may be accumulated and sent on a monthly basis.

### **3–17. Direct vender delivery**

*a.* Direct vender delivery (DVD) supplies commercial repair parts that are requisitioned from the Defense Construction Supply Center (DCSC). NSN and part numbered items may be supplied from DVD.

*b.* Requisitions for DVD part numbered items will be submitted to the DCSC and will contain one of the project codes listed below.

(1) JZO for commercial vehicles or tactical vehicles of a commercial design.

(2) JZC for commercial construction equipment.

(3) JZM for commercial material handling equipment.

*c.* Stockage of DVD parts in the PLL, ASL, and shop stock are authorized. Stockage will be limited to 30 DOS plus average requisition wait time (RWT).

### **3–18. Defense Reutilization and Marketing Office**

*a.* The DRMO, as a source of supply, will be used to satisfy requests submitted by supported user units and maintenance activities.

*b.* Requests for property from DRMO will be processed through the SSA that normally supplies the property. Requests for equipment from and transfers of equipment to DRMO will be submitted using formats and procedures outlined in DA Pam 710–2–2.

*c.* In the case of a GOCO facility, the U.S. representative (property administrator) located at the respective facility will function as the accountable property officer for the above transaction.

*d.* Material obtained from the DRMO will be entered on the accountable record. Withdrawal of Army working capital funded property from the DRMO requires reimbursement at the standard price.

### **3–19. Local purchase (outside continental United States)**

*a.* Local purchase, as a source of supply, may be employed at the DS/GS SSA level to satisfy stockage objective requirements. SSA will not local purchase material for customers.

*b.* The SSA accountable property officer is the official who will decide which requirements will be satisfied by local purchase. Requests for local purchase will be processed under the policy contained in paragraph 4–16.

*c.* The accountable property officer will ensure the demands DIC “DHA” for material from the local purchase are recorded in the demand history of the retail STAMIS supporting the stock record account.

### **3–20. Reconciliation and validation**

*a.* Reconciliation is a process used to keep due-in and due-out files synchronized, while validation is the process to ensure requests and requisitions are for valid requirements.

*b.* The objective is to accomplish reconciliation on a fully automated followup basis. Pending the automated system

capability to execute fully automated followups, all due-ins will be reconciled with the next higher supply source on a monthly basis. COMSEC accounts will conduct validation and reconciliation through COMSEC support channels per instructions in TB 380–41.

*c.* Validation of open requisitions will be accomplished on a quarterly basis as indicated below.

(1) A monthly due-out listing will be provided to each supported unit to allow for validation of need and a reconciliation of records. It is mandatory that an item-by-item review be conducted with the requester quarterly to validate the continued need for the item and quantity requested.

(2) Property book officers will verify that open requests plus assets on hand do not exceed authorized allowances. Requests for amounts in excess of authorized allowances will be canceled.

(3) The PLL and unit maintenance personnel will verify that open requests are still required on a quarterly basis. Requests for PLL stockage will be verified to ensure that the quantity requested plus the quantity on hand does not exceed the total PLL authorized level. Requests for items identified for a specific piece of equipment will be validated using the equipment uncorrected fault record. Requested items not found in the uncorrected fault records will be canceled or transferred to another work order.

(4) Support maintenance supply personnel will verify that open supply requests are still required for specific work orders. Requests for items not on open work order will be canceled or transferred to another work order.

(5) Both unit and support maintenance activities operating on a work order basis will, at the time work orders are closed, cancel or transfer all open requests for that work order.

(6) Stock record accounts will, as an objective, ensure that open requisitions plus assets on hand do not exceed authorized levels plus due-outs each day a line item has activity.

*d.* The Standard Army Validation and Reconciliation (SAVAR) process is accomplished monthly and is scheduled so that adjustments generated as a result of one cycle will be posted prior to initiating the next monthly reconciliation. The SAVAR process is as follows:

(1) The SSA cut-off date to the customer will be no later than the fifth calendar day of each month.

(2) Include all open requisitions that are more than 30 days old (from document date).

(3) All uniform materiel movement and issue priority system (UMMIPS) priority designators (PDs) will be included.

(4) One complete cycle will be completed each month (quarterly for ARNG and USAR).

*e.* The SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not reconciled by the requesting activity for two consecutive SAVAR cycles.

### **3–21. Receipt processing**

*a.* The DS SSA is responsible for receiving supplies. The SSAs will be equipped with AIT devices that will be capable of capturing data thru AIS and accuracy will be maximized. All supplies entering the supply system will have at a minimum 2D bar code. The sources of material received are returns from the user organizations; receipts of replenishment inventory and NSL items directly from the national level; receipts of material from vendors and contractors; receipts from total package fielding actions, and receipts resulting from cross-leveling.

(1) Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) for receiving supplies as prescribed in AR 725–50 are mandatory, and include receiving Class 5 supplies for the ASP operations. Detailed procedures for processing receipts of classified COMSEC equipment and material by COMSEC accounts are contained in TB 380–41.

(2) Receipt documentation will be sent to the stock control activity within one day (PD 01–08) and two days (PD 09–15) after receipt of the items. Receipt for Class 5 supplies will be sent to stock control within 1 day of receipt of the item.

(3) Receipts from total package fielding—

*(a)* A special feature of TPF is the customer documentation prepared and provided by the FC for each item of material to be handed off. The documentation package of transactions is tailored to each DODAAC receiving material as part of a TPF. The documents are prepared in the specific format of the retail accounting system at each receiving DODAAC. A memorandum of instruction (MOI) will accompany each document package to help assure the documents are processed in the right cycle and in the needed sequence to establish proper accountability and audit trail of all material received. The FC is responsible for providing instructions for the processing of the customer documentation (See appendix F, DA Pam 700–142).

*(b)* When a MFT is present, the MFT will take copies of the receipt documents and D6S transactions to the SSA for stockage level adjustment, on hand balance adjustment and subsequent reporting of Reportable Item Condition Code (RICC) 2, A, B, C and Z items to CBS–X. Receipt documents and D6S transactions need to go the SSA only for Class 9 items for which they will be responsible.

*(c)* When no MFT is present for a TPF, the documentation provided will be processed for all material received in accordance with the accompanying instructions. Any documents for material not received will be retained and processed when the material is received unless new documentation is provided by the FC.

*(d)* See appendix F, DA Pam 700–142, for customer documentation preparation instructions and formats.

- (4) When material is received without documentation, the DS supply receiving personnel will make the documents needed to process the receipt to the stock record account.
- (5) Discrepancy's incident to receipt of materiel will be adjusted or reported under provisions of AR 735-11-2. Additionally, discrepancy's incident to shipment of classified COMSEC equipment and CCI require investigation and submission of incident reports per TB 380-41 and Pam 25-380-2, respectively.
- (6) Assets not picked up by the customer after 2 notifications or within 5 days of notification of availability will be posted to the SSA account unless other arrangements have been made.
- (7) Procedures will be developed to ensure controls are applied that prevents the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this material). These receipts will be picked up and accounted for as an asset of the SSA.
- b.* Receipts from user organizations are handled as described below:
- (1) Returns from the user organizations play a major role in support of the Army supply system. Both serviceable and unserviceable repairable items are used to meet current requirements. DS supply receiving personnel will make sure that returned items are accurately identified and receipt documentation forwarded to the stock control section within one workday after receipt. The stock record account will reflect line entries for all returns, both serviceable and unserviceable.
- (2) Material turned in as serviceable or unserviceable will be identified by stock number, item description, and quantity. DS supply receiving personnel will provide technical assistance to customer personnel in the identification, tagging and packaging of items (see additional guidance in paragraph 3-31 for receipt of reportables).
- (3) The serial number of CCI end items, tracking assets by serial number-aviation (TASN-A) designated items, small arms and accounting legend code (ALC-1) COMSEC will always be entered on the turn-in documents. For all CCI, the turn-in document and package will be clearly annotated "CCI."
- (4) Assemblies, subassemblies, and line replaceable units (LRUs) will be identified with an NSN or part number, nomenclature, and end item application at time of turn-in to the DS supply operation. Assistance in the identification of these items will be furnished by the AMC logistics assistance representatives. Normally these individuals have duty positions in division and corps areas (see AR 700-4).
- (5) Customer units may turn in end items with component or BII shortages. The customer unit is required to attach a shortage list signed by either the customer's unit commander or PBO to the turn-in document. This shortage list must accompany the turn-in documentation through supply channels to the receiver of the item. The document number of adjustment transactions per AR 735-5 will be recorded on the shortage list adjacent to component shortages that are either nonexpendable or recoverable. Expendable and durable BII will be picked up on the stock record account for unserviceable end items not being turned in to the national level.
- (6) Material turned in as unserviceable through other than FWT will have adjustment documentation prepared and processed by the responsible commander under AR 735-5. DS supply receiving personnel will make sure that turn-in documents for items accounted for by reports of survey include a release statement by the appointed survey officer.
- (7) Material turned in to an SSA as "found on installation" will be accepted in an "as is" condition and vouchered. If these supplies are requested at the same time by the finding organization, they will be issued, if authorized, on a "free issue" basis. Movement of the material is not required in this case. Property found on an installation will be picked up on the SRA and, at the same time, issued to the finding unit when requested, or processed as a receipt not due-in. A copy of the receipt and issue document, if applicable, will be provided to the CBS-X central collection activity. Accountability for the item must be accepted at the turn-in point. Classified COMSEC equipment and CCI that are not on accountable records and are turned in as "found on installation," require an Incident Report to be submitted per TB 380-41 and DA Pam 25-380-2, respectively.
- (8) DDS supply receiving personnel will be responsible for transferring repairable unserviceable items to maintenance.
- (9) Property book items turned in will be technically inspected prior to turn-in. Certain items may require only a visual inspection. The more complex items may require formal technical inspection by qualified maintenance personnel.
- (10) Non-property book items do not require a technical inspection (TI) before turn-in. Receiving personnel are responsible for transferring "unserviceable" repairable items to the maintenance activity for TI and/or repair.
- (11) All unserviceable durable or expendable items replaced at the organization level having RCs of "O" or "Z" that are not actually consumed in use, are turned in by the customer unit to the supporting SSA as scrap. When the SSA confirms that the items are scrap, the SSA may direct the customer unit to turn the scrap in to the DRMO. The SSA does this by entering "SCRAP CONDITION VALIDATED, DIRECT TURN-IN TO DRMO AUTHORIZED" on the turn-in document. The accountable property officer signs the statement or delegates to subordinate supervisors, in writing, authority to sign the statement.
- (12) SSAs will maintain accountability on the SRA for empty Government-owned containers costing \$200 or more. Classify empty reusable Government-owned containers with the proper condition code.

(a) A combination NSN identifying the container and its contents may be assigned if both the container and contents are assigned an NSN. The combination NSN will be used only as long as the contents remain in the container.

1. The condition code on the SRA will be the condition code of the item in the container.

2. Containers will not accompany condemned contents to the property disposal office. The container (serviceable or unserviceable) will be retained and accounted for on the SRA.

(b) Report excess Government-owned containers to the national item manager in compliance with the material returns program, AR 725-50. It is envisioned, that as TAV is fully implemented, it will contain the necessary information for national item management, but until then, reports must continue to be submitted.

(c) Return containers qualifying for automatic return (AR 710-1).

(d) Redistribute Government-owned containers to ensure maximum reuse.

(13) Returned Government-owned reusable containers under \$300 do not require stock record accounting.

(a) Containers will not accompany condemned contents to the property disposal office. The container will be retained and used at the SSA.

(b) Reusable containers will not be discarded prior to the completion of their useful life. When containers have deteriorated to the point that contents could become damaged, the deteriorated parts will be discarded according to local guidelines, and any usable material such as cushioning will be saved for reuse.

(14) All Government-owned refillable containers such as cylinders, carboys, and liquid petroleum gas containers are accountable.

(a) Records of receipt, issue, transfer, or loss of containers will identify containers by type.

(b) Containers will be turned in when requesting refills. If empty containers are not furnished, justification must be given.

c. Receipts of replenishment and nonstock items from the national depots are handled as follows:

(1) Receipt processing for these items takes two types of documents and each document has a specific purpose. The first document shows shipment receiving and is used for in-transit visibility of a shipment and for reporting receipt of that shipment by the DS supply activity to the Logistic Intelligence File (LIF). The second document is a line item receipt and is used to post the detailed items to the stock record account.

(2) Upon receipt of the shipment at the OCONUS SSA, the DIC TK6/TK9 document will be completed or prepared to indicate the date of arrival at the SSA. If a new document is prepared to document the shipment receipts, it is not necessary to complete the dates of point of debarkation (POD) receipt and shipment; only the SSA receipt date need be completed.

(3) The manifest accompanying the shipment is a list of the number of boxes or pieces included in the shipment. The DS supply receiving personnel will use the manifest to tally in the shipment. If all the boxes and pieces are not delivered, the manifest will be annotated and forwarded to the stock control section.

(4) Shipments to CONUS SSAs will, as an objective, be from the national shipper directly to the SSA. When this is not possible, shipments will be directed to the installation central receiving point (CRP). After receipting for the shipment, CRPs will deliver material to the SSA.

(5) Shipments to CONUS CRPs will be reported through completion or preparation of DIC TK4 documents. The date of shipment arrival and the date of delivery to the SSA will be entered on the documents. Care must be exercised to ensure that the actual date of delivery is reflected.

(6) Shipments directly to CONUS SSAs will be reported through completion or preparation of DIC TK4 documents. In this case, only the SSA receipt date will be completed.

(7) After completing the shipment receipt acknowledgment, the SSA must process receipt documents for the individual document numbers included in the shipment. Actual processing will vary depending upon the condition of the material, the type document provided, and the state of automation employed at the SSA.

(8) For those DS SSAs equipped with interactive receipt processing capability, receipts will be processed one at a time by bar code scanning the receipt document or by key entry of the document number. If the SSA is not equipped with interactive equipment, DIC D6S documents furnished by the national supplier will be matched to the receipt document and forwarded to the stock control section.

(9) When the container seal has been broken, the shipment is less than a container or intermediate pack, or when the shipment shows signs of damage, individual document numbers within the shipment must be processed. Individual receipts are processed by opening the intermediate (multipack) container and withdrawing individual items together with their material release orders. DS supply receiving personnel will report discrepancies to the stock control section.

d. Receipt of material from vendors or contractors is as follows:

(1) Receipt processing for these items takes two types of documentation. Each document has a specific purpose. The first document is the procurement delivery document that is used to pay the vendor, and the second document is used for property accountability.

(2) A receipt from vendor can come from central or local procurements. A procurement delivery document should always accompany each shipment.

(3) Material received from vendors will be inspected, and the quantity listed on the delivery document will be verified.

(4) Complete the tally-in process by indicating the actual quantity and condition of material received.

(5) The completed receipt documentation will be forwarded to the stock control section within one workday after receipt.

(6) Customers supported by the SSA will provide the DS supply operations stock control receipt documents for supplies and equipment (including lease equipment) received directly from vendors or contractors within 3 workdays of receipt. The stock control section will provide a copy of these documents to the servicing FAO within 3 workdays from the date documents are received. For local purchase and lease equipment, receipt documents will also be provided to the contracting office.

(7) Accountable property officers are responsible for completion of the acceptance block of local and small purchase FOB destination receiving reports.

(8) Vendor-owned containers will be returned to the vendor according to contract terms. Container accountability will be assumed by the accountable property officer assuming content accountability. Container responsibility belongs to the person assigned content responsibility. Records of receipt, issue, transfer, disposition, or loss will identify containers by type and will include the contract number. Files will be maintained by contract number for vendor-owned containers. The files will be the accountable record for the containers and will contain the documents described above. Periodic followups will be made by the accountable property officer to the custodian of the containers for status and date of return.

(9) Packages received that clearly indicate that the shipment is in response to an Army purchase card buy will be segregated from the other material and the addressee is notified to pick up the item within 5 workdays.

*e.* Receipts resulting from cross leveling will be processed as prescribed in b above.

*f.* Bulk petroleum receipts will be assigned a voucher number and posted to the SRA as of the day received. Defuels will be posted to the daily issue form and abstracted daily to the monthly abstract. Accountable records will reflect only the actual quantity received. DA Pam 710-2-2 outlines procedures for ordering and receiving bulk petroleum products from commercial sources. Volume corrections will be accomplished per paragraph 3-29r(5). Transportation loss allowances are as follows:

(1) Transportation losses for Government-owned bulk petroleum are allowable when they do not exceed one-half of one percent of the quantity documented as shipped per each conveyance. In the case of railcar shipments, each individual railcar will be treated as a single conveyance. When the loss per conveyance exceeds the allowable loss, the receiving accountable property officer will initiate a discrepancy report per AR 735-11-2 or AR 55-38.

(2) When shipments are received from commercial contractors, FOB origin (acceptance at origin) losses are allowable when they do not exceed one-half of one percent of the quantity documented as shipped. When the loss exceeds the allowable loss, the receiving accountable property officer will initiate a discrepancy report per AR 735-11-2 or AR 55-38.

(3) For shipments received from commercial contractors, FOB destination (acceptance at destination), the Army does not sustain transportation losses because it is accountable only for the quantity actually received.

### **3-22. Pseudoreceipts**

*a.* When the material receipt acknowledgment (DIC D6S) is not processed, the retail level supply management, AWCf-SMA (formerly supply management, Army fund) loses cash because Operation Maintenance Army funds cannot be billed. The objective is to eliminate SSAs failure to process receipt documents by resolving overdue shipments at the SSA level through transportation followups and processing receipts when the shipment has already arrived. Then, if individual items have not arrived, discrepancies will be reported under the provisions of AR 735-11-2. Pending automated system capability to accomplish SSA transportation followup and subsequent level correction, pseudoreceipt transactions will be employed, except for the following:

(1) Items identified on the AMDF contained on FEDLOG by CIIC of "1-6," "8," "9," "N," "P," (firearms) "Q," "R," "\$" or "Y" (night vision devices and navigation systems (GPS))

(2) Nonexpendable items with an ARC of "N."

*b.* When pseudoreceipts are processed, the customer billings are processed, resulting in the customer funds reimbursing the stock fund.

(1) Outstanding document numbers will not be pseudo-receipted unless the following criteria are met:

(a) There is an outstanding due-in and due-out recorded on the document history file (DHF).

(b) Shipment status has been posted to the DHF but receipt has not been posted.

(c) Sufficient time has elapsed for delivery of the material from the source of supply to the customer.

(d) The required number of followups to the customer has been made, customer indicates nonreceipt, and transportation followup indicates receipt by the CRP servicing the customer (CONUS) or the consignee (OCONUS).

(2) The IMA regions/ACOM/ASCC/DRUs will ensure that the number of days from posting of shipment status to generation of the first followup will not be less than 20 days within CONUS and 30 days for OCONUS. After

generation of the first followup, two subsequent followups will be generated. Initiation of the pseudoreceipt transaction to close the record will be within 45 days from posting of the original shipment status to the DHF.

### **3-23. Storage operations**

*a.* Storage operation involves the act of storing, the act of being stored, or the keeping or placing of property in a warehouse, shed, open area, or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations. All storage operations will be accomplished in an AIT enabled environment.

*b.* The DS supply activity must be able to operate in both garrison and field locations. In both garrison and field the DS/GS supply support storage section remains basically the same. The section is responsible for receiving, inspecting, stocking, safeguarding, inventorying, and maintaining the inventory consigned to the DS supply accountable property officer. It is also responsible for issuing supplies to authorized customers.

*c.* A stock location system will be set up at each storage activity. Stock accounting systems will be designed to permit recording of multiple locations by condition of each stocked line. For uniformity, see policies, procedures, and methods in DOD 4145.19-R-1. DS storage operations are contained in the above DODI. Ammunition storage system procedures and methods are contained in FM 4-30.13 and DA Pam 710-2-2.

*d.* Commanders are directly responsible for safeguarding all supplies under their control as shown below.

(1) Ammunition will be stored and secured per AR 190-11, DOD Directive 4145.19-R-1, AR 740-1, AR 385-64, DA Pam 385-64, and/or host nation agreements and public law, whichever is more restrictive.

(2) Unclassified, non-sensitive items, identaplates, and credit cards will be stored per AR 190-51.

(3) For controlled medical substances and other medically sensitive items, see AR 190-50.

(4) CCI will be secured per DA Pam 25-380-2.

(5) The AR 380 series prescribes security of classified items.

(6) For nuclear and chemical items, see AR 50-6-1, and AR 190-54.

(7) Classified COMSEC equipment will be secured per AR 380-40 and TB 380-41.

(8) Weapons will be secured under AR 190-11 and AR 190-51. When responsibility for the custody of keys for an SSA arms storage facility is transferred between individuals, they will conduct a physical count of the weapons and major parts for arms, such as barrels and major subassemble with CIIC 1-4 thereon. Results of the count will be recorded. This count does not replace the quarterly weapons inventory.

### **3-24. Inventory and adjustment**

*a.* The purpose of a physical inventory is to determine the condition and quantity of items by physical inspection and count. An important part of the inventory process is the location survey. All supply systems must be designed to leverage the use of bar codes or one of the AIT devices and therefore the effectiveness and efficiency is entirely dependent upon the integration with the supporting AIS. All containers, pallets, bulk shipments and individual items must be identified and marked to ensure redundant data entry is eliminated.

*b.* The purpose of a location survey is to determine the location and condition of material and to correct records and the cause of discrepancies.

*c.* Inventories will be conducted by using handheld AIT devices in a manner that assures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory. Stock accounting procedural publications will have instructions for correcting incorrect stock record postings. Other errors on the stock record will be corrected by the inventory and adjustment policy in this regulation. Only PD 01-03 and NMCS transactions must be processed during an inventory.

*d.* Inventories will be conducted as—

(1) Closed (wall-to-wall). The counting of all assets of an account during a given period.

(2) Open or cyclic. The counting of some selected assets of an account during a prescribed period.

*e.* Special inventories will be conducted when—

(1) A negative on hand balance is recorded.

(2) A material release denial occurs.

(3) A location survey finds an item in an unrecorded location or in an incorrect location.

(4) There is evidence of forced or unauthorized entry.

(5) Directed by the commander or accountable property officer.

*f.* Items identified in the AMDF contained on FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “C,” or “Y” (night vision devices and navigation systems (GPS)) will be inventoried quarterly, by serial number when applicable. Those items in bulk storage will be inventoried by type and quantity on the basis of the outside count markings on sealed containers. Inventories of ammunition will be conducted per paragraph 3-37.

*g.* All COMSEC equipment and components assigned ALC 1 or 2 must be physically inventoried at least semiannually and the inventory results reconciled with the ACCOR. All other COMSEC equipment and components must be physically inventoried at least annually or upon change of custodian (see procedures in TB 380-41-3).

*h.* Activities conducting a closed (wall-to-wall) inventory will not take more than 5 workdays to complete the count.

The commander may selectively approve additional count days. In the ARNG and USAR, 10 workdays are allowed to complete the count. A 10-day extension may be approved by the State AG/MUSARC. Commanders will monitor time frames of other inventories (cyclic or special) to make sure operations are not unduly disrupted.

*i.* Except for items identified in the AMDF contained on FEDLOG with a CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$,” or “Y” (night vision devices and navigation systems (GPS)), or if negligence may be involved, discrepancies that have an extended line item value of \$1,000 or less will not be reported for inventory adjustment approval. In these cases, the adjustment will be posted to the accountable record and the value of the adjustment will be included in Inventory Adjustment Rate (see paragraph 1-22f).

*j.* Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under the provisions of AR 735-5.

*k.* Verified losses of controlled items (CIIC “1-6” and “8”) will be adjusted per AR 735-5. Additionally, losses of classified COMSEC material and CCI require the submission of an incident report per TB 380-41 and DA Pam 25-380-2, respectively.

*l.* Adjustments of negotiable media will be supported by a report of survey or an AR 15-6 investigation.

*m.* Discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of A&E will be reported under AR 190-11. Overages or shortages are those that meet AR 15-6 investigation requirements as specified in AR 190-11.

*n.* All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported on DA Form 444 (Inventory Adjustment Report (IAR)). Inventory adjustment reporting and approval policy is contained in AR 735-5. IARs will be used to document condition code changes (except Class 5) and re-identification of assets. Because these transactions do not represent an actual gain or loss to the account, approving authority signature is not necessary. However, the IAR will be signed by the stock record officer (SRO) and a copy maintained in the voucher file.

*o.* Causative research will be conducted for inventory discrepancies of the following categories:

(1) Items identified in the AMDF contained on FEDLOG with a CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$,” or “Y” (night vision devices and navigation systems (GPS)).

(2) Adjustments over \$1,000 in extended line item value.

*p.* Causative research will be completed within 30 calendar days following completion of the inventory. Causative research will be accomplished at the direction of the accountable property officer. The research ends when the cause of variance has been determined or no specific causes can be identified. The accountable property officer will decide if action under AR 735-5 is required. The results of causative research will be recorded on the inventory adjustment form.

*q.* Adjustments resulting from inventory will be reported to the appropriate asset reporting system.

*r.* Bulk fuel storage tanks will be inventoried or gauged per the following:

(1) Rigid wall tanks or containers above or below the ground will be physically gauged according to the procedures contained in FM 10-67-1.

(2) Collapsible wall tanks or containers will be physically inventoried by reconciling beginning inventory, issues, receipts, and by physically checking the tank, couplings, fittings, and area around the tank to ensure no leaking has occurred. A common sense approach must be used in visually checking the container to ascertain that stated quantity appears to be present.

(3) When a bulk fuel storage tank has either an issue or receipt, that tank will be inventoried or gauged that day. Physical inventory data will be recorded on a DA 3853-1 Innage Gage Sheet or equivalent local form per DA Pam 710-2-1. Inventories will be reconciled daily to compare physical inventory data against daily issues and receipts. Volume correcting is optional on daily inventories.

(4) All other bulk fuel storage tanks will be inventoried or gauged weekly. Physical inventories will be recorded on DA Form 3853-1 or equivalent local form per DA Pam 710-2-1. Inventories will be reconciled against issues and receipts. This information will be recorded and it must allow easy identification of inventory discrepancies. Volume correcting is optional on weekly inventories.

(5) In addition to the daily and weekly inventories, a monthly inventory of all bulk petroleum products will be performed for each type and grade of product. This inventory will be documented on DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary) per DA Pam 710-2-1. The report will reflect the quantity on hand as of 0800 hours local time, the last day of the month per AR 11-27. In the event the last day of the month is a nonduty day and no issue or receipts will be made, the monthly inventory may be conducted at the close of business the last workday of the month. An innage gage sheet or local equivalent form will be used to record inventory data. All products on hand will be inventoried as specified below.

(a) Measured volumes that equal or exceed 3,500 gallons will be volume corrected. The volume correction factors in American Society for Testing and Materials (ASTM), tables 5B and 6B will be used. ASTM tables 5A and 6A will be used for JP-4 and may be obtained through normal publication channels as PMT Volume I. ASTM tables 5B and 6B will be used for petroleum products other than JP-4 and may be ordered as PMT Volume II. For instances in which the observed data is expressed in metric units, ASTM tables 52, 53 and 54 will be used to correct measured volumes to

gallons at 15 degrees Celsius. Residual fuel (FO#4, FO#5, FO#6) will be volume corrected regardless of measured volume. The accountable property officer will ensure the inventory is reconciled so that shortages or overages are identified.

(b) Activities using automated gauging and inventory systems, to include leak detection, must conduct end-of-month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated system.

(c) Commanders may correct all measured volumes less than 3,500 gallons of Army-owned products to 60 degrees Fahrenheit.

(6) The accountable property officer will document losses of fuel because of spillage or contamination for quantities over 25 gallons. The documentation will be attached to the DA Form 4702-R as a supporting document to adjust records.

(7) Adjustments to product inventories are required for blending or regrading actions. At the end of the month, the accountable property officer will—

(a) Prepare a statement listing the quantities of all products blended or regraded during the month and the reason for the action.

(b) Attach this statement and a copy of the proper laboratory report to the MBPAS as a supporting document.

(c) All rigid wall storage tanks of 10,000 gallons or larger will have a capacity table. When a modification is made to these tanks or they become suspect of inaccuracies, a new capacity table will be prepared. The capacity tables will permit measurement in 1/8-inch increments.

(8) Loss or gain allowances used for petroleum products are as follows:

(a) Losses or gains for jet fuels, (excluding JP8) AVGAS, and other gasoline's are allowable when they do not exceed a plus (+) or minus (-) of one percent of the total of the opening inventory, plus the receipts for the month (see procedures in DA Pam 710-2-2).

(b) Losses or gains for all other petroleum products are allowable when they do not exceed plus (+) or minus (-) of one-half of one percent of the total of the opening inventory, plus the receipts for the month.

(c) When the loss exceeds the stated allowance above and the entire loss exceeds a value of \$500, a report of survey is required. When a loss exceeds the allowable, but has a total value less than \$500, causative research will be initiated. A copy of these reports will be attached to the MBPAS as a supporting document. When the gain exceeds the allowable limit, causative research will be initiated. A copy of the report will be attached to the MBPAS as a supporting document.

(9) Adjustment of accountable records used for bulk petroleum is as follows:

(a) Accountable stock records for bulk petroleum products will be adjusted by using MBPAS for all losses or gains revealed by monthly inventories. The accountable property officer will complete the MBPAS, assign it a document number, and post it to the respective accountable record within 3 workdays of the last day of the month reported. The MBPAS, with applicable supporting documents, report of survey, and causative research, will be forwarded for approval. The MBPAS will also be used to make adjustments to accountable records when a new accountable property officer assumes duties.

(b) The next higher commander of the activity having accountability is the approving authority for adjustments by MBPAS. The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified on basis of facts available or past experience. Approving authority's disapproval of any loss on the MBPAS automatically requires the initiation of a report of survey. Disapproval of any gain requires an investigation per AR 15-6.

(10) The MBPAS with all supporting documents (receipt, issue, and inventory) will be retained in an active file for 1 year and in an inactive file for 2 years. These documents will be filed per AR 25-400-2.

### **3-25. Issues**

a. After a receipt is received and edited, using the policies contained in paragraph 3-21, resulting material release orders will be processed within the following policy:

(1) Selection of stock for issue should include issue of the oldest date of pack first unless specific individual requirements are for more current dates of pack.

(2) The objective is to make stock available to transportation or directly to the customer within the following time frames:

(a) PD 01-08 (within 1 day).

(b) Other requirements (within 2 days).

b. Storage activities will keep an electronic or manual file copy of the current assumption of command and/or PBO appointment memorandum for each customer. The authorized signature of the customer representative will be obtained for items identified in the AMDF contained on FEDLOG with a CIIC of "1-6," "8," "9," "N," "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) and all items requiring property book accountability.

c. Petroleum requirements are as follows:

(1) Petroleum issues not made directly into or specifically identifiable to a consuming end item of equipment are considered bulk issues. These issues will be posted to the appropriate accountable record as of the day of the issue. Retail issues will be recorded daily on the daily issues form. They will be abstracted daily to the monthly abstract. At the end of each month, the monthly abstract will be totaled, assigned a voucher number, and posted to the accountable record. Volume corrections will be made per paragraph 3-24r(5).

(2) Petroleum products may be sold subject to the policies and restrictions outlined in appendix E.

(3) All contaminated petroleum within the Army will be recovered according to appendix D to enhance energy conservation and environmental pollution control.

(4) Commanders are responsible for the petroleum quality surveillance and technical assistance program outlined in appendix C as indicated below.

(a) Quality Surveillance Program.

(b) Petroleum Technical Assistance Program (may be established OCONUS if desired).

(c) Operational Surveillance Program.

(d) Air Pollution Abatement Program (CONUS only).

(e) Engineering Review of Petroleum Facilities Program.

### **3-26. Material returns policy**

a. Material above the authorized ASL's RO is considered material returns. Material returns are generated as a result of inventory discrepancies, receipts not due-in, customer returns, ASL turbulence, force modernization, force reductions, systemic deficiencies, I&S irregularities, ordering the wrong item, and so forth. This material is available to be used through attrition, command redistribution and referral processes, and finally turned in to a designated receiving activity for return to the supply system. Under the current philosophy, the material returns program is considered part of the ASL requisitioning objective management. These two strategies are designed to measure and accomplish two different requirements. ASL management considers that having material on hand based on previous recurring demands will be consumed. It does not provide for systemic or inventory errors and it assumes constant demands. The material returns policy recognizes that there are many reasons why material is available for return to the supply system. The two positions are mutually exclusive but interdependent.

(1) Management of material returns is ensuring that material returns have in-transit visibility of material moving between SSA and designated receiving activity. SSAs that do not interface directly with the national level will transfer uneconomically repairable material with an RC of "F," "O," or "Z" to their servicing DRMO. Transfers to DRMO require following the "two-person-rule." All other material that is excess will be evacuated to the designated turn-in point within 10 days after the material return determination is made (see table 4-2 for disposition determination). If unit pack creates on hand quantities greater than the requisition objective, the material will be kept and reduced through attrition.

(2) Those SSAs and their storage activities that interface with the national supply system for retrograde will request disposition instructions on all material above the retention level. Non-repairable material with an extended dollar value of \$100.00 or less and not meeting the unit pack criteria will not be reported to SOS for disposition instructions, but retained for 90 days pending potential use and then turned in to the DRMO (see table 4-1 for disposition determination). Material will be reported based on quantity per unit pack.

(3) Commands and national NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements. Retail activities will use the policy in paragraph 3-26 for inter/intra ACOM/ASCC/DRU redistribution of on hand asset.

(a) AR 725-50 contains the policy and procedures for requesting disposition from the national supply source.

(b) Use DRMO to purge the supply system of material classified as scrap, condemned, or uneconomically repairable as follows:

1. The DSU may direct customer units to turn in to the DRMO material that has been verified as scrap per paragraph 2-13e.

2. The DSU will transfer to DRMO condemned or uneconomically repairable items with an RC of "O," "F" or "Z." Items with an RC of "D," "H" or "L" require evacuation to the GSU.

3. The GSU will direct disposal of condemned or uneconomically repairable items with an RC other than "D" or "L". Items with an RC of "D" or "L" will be returned, based on the automatic return item List (ARIL), or disposed of according to disposition instruction from the national level. Items with a RC of "D" or "L" will be returned, based on data in the AMDF contained on FEDLOG and table 4-2 below, or disposed of according to disposition instruction from the national level.

4. Refer to paragraph 1-16h for DEMIL instructions.

b. For excess determination and disposal of bulk and packaged petroleum products see chapter 5.

c. Efforts will be made to identify noncataloged, nonstandard commercial excess items to NSN. As a minimum, the complete item description and end item application will be provided upon turn-in.

- d.* All CCI are considered automatic return items (ARI). Excess CCI, serviceable and unserviceable, will be shipped to Commander, Tobyhanna Army Depot, ATTN: SDSTO-MC-D, (W81U11) Bldg 73, Tobyhanna, PA 18466-5110.
- e.* Excess classified COMSEC both serviceable and unserviceable, will be shipped to Commander, ATTN: COMSEC Account 5B1099 Tobyhanna Army Depot, Tobyhanna, PA 18466-5110. See TB 380-41 for procedures to report excess classified COMSEC equipment.
- f.* At the discretion and the specific direction of the first command in the grade of colonel, activities are authorized to hold items that are temporary above the RO to satisfy forecasted requirement(s) or redistribution.
- (1) Legacy systems currently operating at the MSB and nondivisional activities are authorized to retain maximum stockage of two times the requisition objective (this logic will be extended to SARSS-1(I) nondevelopment item). All material over the maximum level (2xRO) will automatically be turned in.
- (a) Commanders will exercise, at a minimum, a monthly review of the excess cycle (reviewed as an independent activity) and make a determination to hold or turn in based on forecasted demand, levels of inventory investment, probability of lateral distribution, and financial considerations. Approval authority is as follows:
1. Retention of extended dollar amounts in excess of \$1,000 must be personally approved by the first commander in the grade of colonel, or equivalent.
  2. Greater than \$100 but less than \$1,000 may be delegated to the accountable property officer.
  3. Equal to or less than \$100 may be retained, reduced through attrition or turned in subject to local decision.
- (b) Commanders will maintain visibility of all items above the RO and report the dollar value of those items as redistributable assets on the quarterly excess Class IX report.
- (c) Forward DSU's will continue to process excess on a monthly basis to the main DSU. Retention level will not be computed at the forward DSU's collocated with a main DSU. Collocated forward DSU's demands will be rolled into the supporting main DSU for computing retention above the RO.
- (2) Objective system, the commander or designated representative will—
- (a) Make initial decision by NSN to retain or not retain for material returns. This decision must be documented and will become entry on NSN record.
  - (b) Elect a hold quantity for each ASL/NSL NSN (preferred NSN within OOU group).
  - (c) Establish the lower and upper limits for variable dollar value for repairable (MRC "F," "H," "D" and "L") to be referred for management review.
- g.* Material returns will be reviewed at least quarterly. Local command may direct more frequent reviews. Future quarterly reviews will only include identified retention NSNs and new candidate NSNs.
- h.* ASL review and analysis will manage the material returns program separately from its review requirements. Results of each quarterly review will be documented (rationale for retaining or reduction of RL quantity) and approved by the commander.
- i.* Supply condition codes "F" and "H" will not be retained.
- j.* Forward DSU's will not be authorized a material returns retention level except when detached from its management structure.
- k.* ACOM/ASCC/DRUs are authorized to set the maximum allowable retention levels for subordinate tactical SSAs within the limits set forth below. At no time will requisitions be generated to replenish retention levels. IMA region/ACOM/ASCC/DRU, or theater OMA retention level assets will not be redirected to fill individual tactical SSA retention levels.
- (1) Current ASL items with stockage list codes (SLC) of "M", "P" or "Q":
- (a) For items with a unit cost greater than \$100, a retention level may be set at a level of no more than 1 month's demands in 360 days.
  - (b) If the item has had no demands during the most recent 360 days, it will be turned in.
- (2) Non-stocked lines with a stockage list codes of "Z"—
- (a) For items with a unit cost greater than \$100, a retention level may be established when the item receives enough demands to qualify it for stockage. The retention level may be set at a level of no more than 1 month's demands in 360 days or 1 each, whichever is greater.
  - (b) If the item has had no demands during the most recent 360 days, it will be turned in.
- (3) All items with a unit cost of \$100 or less may be retained, reduced through attrition, or turned in subject to local decision.
- (4) All other items above the RO and not meeting the criteria in paragraphs *k*(1), (2) and (3) above, will be turned in.
- (5) Retention levels are set as part of the ASL review process as a minimum, but may be set more often.
- (6) Retention levels will be actively managed and monitored.
- l.* Management of redistribution is as follows:
- (1) The Deputy Under Secretary of Defense (Logistics) directed DLA and the services to provide visibility and redistribution capability for all assets in the inventory within DOD to include the retail level. The Army TAV within the LIDB provides Army-wide visibility and facilitates redistribution. Material returns stocks must be used to fill

existing backorders, and offset repair and procurement decisions (limit buys and repairs) to save scarce procurement funds and demonstrate stewardship of resources.

(2) Therefore, to increase Army-wide readiness, managers must use TAV and the automatic identification technology, which will increase their capability to redistribute assets to meet emergency requirements. Accordingly, at the national level, the national inventory control points (NICP's, Army, DLA, and other Services' NICP's) will place redistribution orders (A4) when they have requisitions on backorder, or have requirements that affect the readiness of their customers when it is economically feasible. When they are in a buy position, they will buy back stock from the retail level using the FTE and FTR process to preclude unnecessary procurement or repair. This policy applies to stocks owned by the DWCF, supply management, Army (installation and COSCOM) general purpose and excess stocks (purpose codes A and M respectively) and includes both consumable and repairable items. Stocks reserved for operational projects, direct support units funded by OMA and GS units involved in production line repair are exempt from the business rules for redistribution.

(3) Under TAV within LIDB, visibility of DOD assets will be provided to all levels as follows:

(a) HQDA and Army ACOM/ASCC/DRUs will have sufficient visibility of retail level supply activities' assets and requirements within their respective component to assess capability to support operational and contingency plans and to support weapon system readiness.

(b) The NICP's (Army, DLA, and other services' NICP's) will make available—

1. Asset information to the retail level activities that are authorized to requisition directly from the national system.
2. Asset and requirements information needed to assess support for operational or contingency plans and weapon systems readiness to unified and component commanders and weapon system managers.

(c) DLA (DRMS) will make asset information available through the interrogation requirements information system (IRIS), and online capability to NICP's and retail level.

(d) IMA region/ACOM/ASCC/DRU retail level supply activities will have read only visibility of assets across all DOD components to the extent necessary to achieve lateral redistribution. Retail level supply activities will have visibility of assets and requirements of other retail activities within ACOM/ASCC/DRUs. Intra-ACOM/ASCC/DRU redistribution of assets to provide satisfaction of end user requirements will be made. If requirements cannot be filled within IMA regions/ACOM/ASCC/DRUs, IMA regions/ACOM/ASCC/DRUs will requisition the item from the NICP.

(4) The following business rules or procedures apply to national-to-retail redistribution orders (A4's) originated by the NICP:

(a) For the purpose of limiting buys and repairs, the NICP'S will apply all retail level (down to consumer level but not including OMA) assets and/or national assets against national requirements.

(b) Assets above the installation and COSCOM AWCF-SMA RO are available for satisfying requisitions regardless of priority, and all lateral redistribution orders will be honored, no lines will be backordered, and substitutes will be in accordance with existing interchangeable and substitutable relationships.

(c) Assets below the RO will be made available for high priority (issue priority group (IPG) 1) (priority 01-03) or IPG II (priority 04-08) with a NMCS code requisition. These are identified by "N" or "9" in card column 62 of the requisition. NMCS referrals may draw accounts down to zero balance.

(d) Redistribution within IMA regions/ACOM/ASCC/DRU's retail activities should occur before national level requisitioning. This determination will be made based on cost effectiveness.

(e) All redistribution transactions will be processed in DSS and ALOC (or UMMIPS) time standards, and status will be provided to the requisitioner.

(f) NICP will reimburse the retail AWCF-SMA for standard AMDF contained on FEDLOG Army log cost of item for lateral redistribution and acquisition cost for items returned to depot. Also, DLA will pay a 3.5 percent packaging, crating, and handling (PC&H) cost for DLA-managed items and AMC will pay a 1 percent PC&H cost for Army-managed items. Actual transportation costs will be reimbursed via MILLSBILS by the NICP (approximately 2 percent).

(5) This paragraph pertains to DLA referrals. Referrals will contain a "2" in the distribution field (cc 54). Issue Group 1 (priority 01-03) NMCS requisitions will be recognized in accordance with AR 725-50 procedures, that is, required delivery field (cc 62-64) equals 999 or NXX. NMCS referrals may draw accounts down to zero balance. DLA referrals will be on a fill or kill basis only. Army units will not bill for referrals containing distribution code "2". SOS will submit bills and provide status to their customers.

(6) The following Army business rules apply to DBOF asset transactions within a IMA region/ACOM/ASCC/DRU:

(a) Installation and COSCOM AWCF-SMA lateral redistribution of assets are as described above and as contained in the STAMIS manuals, that is, SARSS-O ADSM-18L series. Business rules or procedures for Army national level are in AR 710-1.

(b) Procedures for an IMA region/ACOM/ASCC/DRU redistribution of retail level assets will be the same as paragraph 3-26l(4) except for reimbursements. The retail level AWCF-SMA of the gaining installation will reimburse the retail level AWCF-SMA of the installation redistributing the assets at AMDF contained on FEDLOG price. PC&H and transportation will not be reimbursed.

### 3-27. Shipping

Shipping is the process of packaging, packing, providing documentation for, and sending or transporting supplies. Material declared excess during the disposition process will be documented using a material release order, which in turn will be processed using the following policy:

- a. Selection of stock should be based upon the oldest date of pack first.
- b. The objective is to ensure the material is released to transportation within 3 days after the material release order is produced. If organic transportation is used, excess material should arrive at its destination within 10 days.
- c. Management of excess for SSAs that report directly to national supply sources will be exercised by the MMC under the following policies:
  - (1) Excess items not coded as ARI in the AMDF contained on FEDLOG are shipped according to the instructions provided by the applicable NICP.
  - (2) ARI will be shipped to either ARIL or theater designated maintenance facilities and will be accomplished within 10 days of receipt in the SSA.
  - (3) Any decision to bypass the theater or ARIL channel and return material directly to a different repair facility or storage depot is not authorized.
- d. SSAs that do not report directly to national supply sources will evacuate ARI and excess to their support SSA. When applicable, shipping documents and containers will be marked "ARI " and ARI will be segregated from other items in a shipment.
- e. Release orders will contain the following (if applicable):
  - (1) Identification of ARI.
  - (2) Identification of CCI.
  - (3) Serial and/or registration numbers.
  - (4) Hazardous material identification.
- f. When nonorganic transportation is employed, procedures in DOD 4500.32-R will be adhered to. These procedures include transportation movement control documentation and shipment tracing.
- g. Classified COMSEC equipment will be documented for transfer and shipped through DCS channels per TB 380-41.
- h. Material returns will be—
  - (1) Protected consistent with the provisions of AR 700-15. When technical requirements have not been developed, the material will be protected as follows:
    - (a) *Serviceable material.* The shipping activity will provide sufficient packaging to ensure that no damage occurs. Markings will be as required per MIL-STD-129.
    - (b) *Unserviceable repairable material.* The shipping activity will provide enough packaging to ensure that the item does not deteriorate to a lower condition code. All items will be identified with the national stock number, nomenclature, and quantity. Material condition tags or labels will be applied as needed per MIL-STD-129.
  - (2) *Determination of packaging requirements.* The nature of an item determines the type and extent of protection needed to prevent deterioration of an item in storage.
  - (3) *Combinations.* When a combination of conditions used for determining the level of protection falls within more than one level, the highest level will apply. If packaging requirements at the requested level are not established, the next higher established level will apply.
- i. Levels of protection are as follows:
  - (1) *Level A.* This packaging provides maximum protection. It is needed to protect material under the most severe worldwide shipment, handling, and storage conditions. Preservation and packing will be designed to protect material against direct exposure to extremes of climate, terrain, and operational and transportation environments, without protection other than that provided by the pack.
  - (2) *Level B.* This packaging provides intermediate protection. It is needed to protect material under anticipated favorable environmental conditions of worldwide shipment, handling, and storage. Preservations and packing will be designed to protect material against physical damage and deterioration during favorable conditions of shipment, handling, and storage.
  - (3) *Level C.* This packaging provides minimum protection. It is needed to protect material under known favorable conditions.
- j. A report of discrepancy is used to report item and packaging discrepancies. Refer to AR 735-5.
- k. The marking for shipment and storage will be according to MIL-STD-129, DOD 4500.32-R, and other applicable standards, specifications, and authorized instructions.

## **Section IV**

### **Stock Control**

#### **3-28. Stock record function**

Stock control is the establishment and maintenance of formal records of material in stock reflecting such information as quantities and condition.

#### **3-29. Stock record account**

The Army stock record accounting system is used to account for U.S. Government supplies and equipment. All Army property issues, including leased equipment, to a user or PBO must be documented in the stock record account supporting the user or PBO.

*a.* The stock accounting system is a set of accounting files and records known as an SRA. These records show the receipt, issue, and asset status of supplies.

*b.* The SRA is operated by an accountable property officer appointed under AR 735-5. He or she is accountable for supplies from the time of receipt until issued, released, or dropped from accountability.

*c.* After obtaining ACOM/ASCC/DRU or the CNGB approval to establish SSAs for either customer or mission support, the account will be identified by requesting a DODAAC under the provisions of AR 725-50 to distinguish between the SRA and the unit operating the SSA.

*d.* The objective is for all SRAs to operate standard automated systems. Pending automated system availability, the files and records identified in DA Pam 710-2-2 will be employed in manual SRAs.

*e.* The following two types of SRAs are employed:

(1) Customer support SRAs employing detailed and/or summary item accounting using the policy contained in this chapter.

(2) Mission support SRAs employing detailed item accounting and also using the policy contained in this chapter.

#### **3-30. Stock record account files**

*a.* Accountable property officers will establish and maintain the following files with the essential elements listed:

(1) Catalog files with item identification, interchange, and substitute, packaging data, and freight information as defined in AR 708-1 (see paragraph 3-4 for policies regarding catalog access).

(2) ASL files that identify required and authorized stock levels, as computed using the policies contained herein, will contain records with the following essential elements of information:

*(a)* Stock number.

*(b)* Project code.

*(c)* Date of the last change to the stockage code or level authorized.

*(d)* Requisitioning objective.

*(e)* Reorder point.

*(f)* Safety level.

*(g)* Stockage code.

(3) Availability balance file (ABF), which identifies actual assets on hand, will contain the following elements of information:

*(a)* Stock number.

*(b)* Project code.

*(c)* Condition code.

*(d)* Quantity on hand.

*(e)* Date of last inventory.

*(f)* Serial number. Items recorded in the SRA that meet any of the following conditions require serial number accounting:

1. Items with a U.S. Army registration number. The registration number will be recorded as the serial number.

2. Items listed in AMDF contained on FEDLOG with a CIIC of other than "U" or blank, and the item has a serial number.

3. IMPE and external peripheral components (except keyboards and end user operated items (less CCI)).

4. Class 5 items. Post the lot number and the serial numbers.

(4) Due-in files, to identify assets due-in to the SSA, will contain the following essential elements of information:

*(a)* Stock number.

*(b)* Document number (including suffix if applicable).

*(c)* Quantity due in.

*(d)* Source of status.

*(e)* Project code, if any.

- (f) Current status.
  - (g) Estimated delivery date.
  - (h) Date last followup.
  - (i) Detailed transportation control number.
  - (j) Consolidated transportation control number.
  - (k) Priority.
  - (l) Type due-in; for example, temporary loan, redistribution, national.
- (5) Due-out files, to identify unfilled customer requirements, will contain the following essential elements of information:
- (a) Stock number.
  - (b) Document number (including suffix if applicable).
  - (c) Quantity due out.
  - (d) Project code, if any.
  - (e) Date of last followup.
  - (f) Priority.
- (6) Transaction history files will be maintained to record activity in the SSA and to provide an audit trail. They will be retained for 24 months.
- (a) Hard copy documents, with signatures, will be maintained for receipt, issue, turn-in, and balance adjustment transactions for items identified in AMDF contained on FEDLOG by CIIC of "1-6," "8," "9," "N," (firearms) "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) and all items requiring property book accountability (electronically scanned microfiche or microfilm images will satisfy this requirement).
  - (b) Automated transaction history files will be maintained in a computer machine-readable form such as magnetic tape, disk, or a compact disk-read only memory (CD-ROM). The automated file will be used to record the following transactions processed by the SSA including those supporting hard copy documents in (a) above:
    1. Receipts.
    2. Adjustments, both increases and decreases.
    3. Issues.
    4. Turn-ins.
    5. Stockage code changes.
    6. Stockage level changes.
    7. Demand history files are maintained to record recurring requirements. The demand history files will include the following essential elements of information:
      - a. End item code.
      - b. Stock number.
      - c. Frequency of demand by month for the previous 12 months.
      - d. Quantity demanded for the previous 24 months.
      - e. For receipts from higher supply sources, the average order ship time experienced for the previous 12 receipts.
      - f. For items repaired at supporting maintenance as a source of supply, the average repair cycle time from original turn-in document date through repair and return to stock posting for the previous 12 repairs.
      - g. Quantity repaired and returned to stock as a source of supply for the previous 24 months.
      8. The temporary loan file will contain a copy of each open temporary loan transaction.
    - b. COMSEC logistics support facilities overseas and CONUS COMSEC SSAs will maintain stock records as prescribed in this chapter and related procedural publications. However, these records for classified COMSEC equipment are informal property accounting records for management purposes only, and will be clearly marked, "Accountable under TB 380-41, see records of COMSEC custodian."
    - c. A voucher register will be kept to control assignment of voucher numbers. All transactions that affect the SSA balance will be recorded in the voucher register. Vouchers with customer unit document numbers will not be recorded in the voucher register, except for ammunition accounts. The voucher register will contain the essential elements of data listed below.
      - (1) Account number (DODAAC).
      - (2) Page number.
      - (3) Voucher number see below.
      - (a) DODAAC.
      - (b) Julian date.
      - (c) Four position serial number.
      - (4) To or from.
      - (5) Stock number.

(6) Date completed.

d. The document number in all transactions for classified COMSEC equipment initiated by COMSEC custodians will contain the assigned COMSEC account number in positions one through six. COMSEC custodians will assign voucher serial numbers for COMSEC material as specified in TB 380-41.

### 3-31. Asset reporting

a. To keep both national and retail managers aware of the location and condition of selected assets, a vertical management information report will be automatically generated via AIS after AIT enhancements has been applied at the SSA level and transmitted to the national manager.

b. Vertical management asset and information reports take several forms as detailed below. All are used to communicate specific information to the national manager responsible for worldwide requirements. Some of these reports are automatically produced by the automated systems employed and the others must be prepared manually. IMA regions/ACOM/ASCC/DRUs are responsible for establishing central collection and reporting activities to collect and monitor reports manually prepared by users.

c. AR 710-3, AR 725-50, and DA Pam 710-2-2 contain procedures and formats for reporting.

d. The types of reports required are listed below:

(1) *Total Asset Visibility in LIDB*. All items on the ASL must be reported to ATAV/LIDB. This includes assets in shop stock as well.

(a) Reporting is required for all SSAs.

(b) The SSAs will report the status of ASL lines when either the quantity on hand, due in, due out, or material condition code, ownership/purpose code has changed and whenever the stockage code or requisitioning objective is changed. Report transactions will be transmitted direct to the Defense Automatic Addressing System (DAAS), with information copies being transmitted to the TSCMMC when appropriate, and LOGSA. Managers must ensure the above listed changes are properly recorded within TAV/LIDB. All SSAs must report complete ABFs monthly to ATAV/LIDB. Pending availability of automated systems capable of providing an automated report, only those SSAs that are automated are required to submit. CONUS SSAs will submit on the 15th of each month and OCONUS SSAs on the 30th of each month.

(2) *Continuing Balance System-Expanded (CBS-X)/LIDB*. This process requires that all activities report transactions for all RICC 2, A, B, C and Z.

(a) Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system. This process becomes one of the feeder reports of TAV. If the property book is not automated, but the SSA through which issue and receipt transactions are processed is automated, then these transactions will automatically be reported to CBS-X/LIDB. Other transactions that are not processed through the SSA, such as lateral transfers and AARs, must be reported manually by the property book, to the Central Collection Activity CCA. If the property book and supporting SSA through which issues and turn-ins are manual, the SSA will manually report all transactions for reportable items to the CCA. The DA minimum goal for CBS-X compatibility is 98 percent. Because this data supports TAV/LIDB, it is essential that the SSAs report the data promptly for CCA inclusion in TAV/LIDB.

(b) SSA level reporting is the report extracted from the voucher or document history file and submitted weekly for reportable items to AMC, Logistics Support Activity (LOGSA). All SSAs will be required to accomplish this weekly report but, pending the automated capability to produce the report, it will be submitted through the CCA. SARSS activities will submit the report through automated means. This weekly report is used to build and update the TAV/LIDB database.

(c) The COSCOM, TSC and Installation DOLs will operate a CBS-X Central Collection Activity (CCA) if directed by the ACOM/ASCC/DRU. CCA functions are as follows:

1. Coordinate between CBS-X reporting activities and the AMC LOGSA CBS-X/LIDB database.
2. Disseminate CBS-X/LIDB reporting procedures and information to reporting units.
3. Collect and maintain a file of manual CBS-X reports submitted and maintain for a period of 90 days after submission.
4. Submit CBS-X/LIDB reports to AMC LOGSA.
5. Provide CBS-X/LIDB training and assistance to supported units.
6. Assist LOGSA personnel during equipment control program (ECP) CBS-X/LIDB reconciliations.

(3) *Registration and Reporting of U.S. Army Vehicles (RCS CSGLD-1608)*. Registrations and reporting are separate functions and should be acted upon accordingly.

(a) *Registration*. Registration is the function of accepting material into the Army inventory and requesting an Army registration number from the U.S. Army Central Vehicle Registry maintained by AMC LOGSA. Registration is accomplished by the procuring activity for the material and will normally have already occurred at the time the material is received by the using units. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMOs; material previously identified as a combat loss that is recovered or recaptured; and material modified that identifies the item to a different category per AR 710-3, table 5-1. Acceptance and registration reports will not be limited to those items listed in the appendixes to DA Pam 738-750, but will be prepared

and submitted for all items subject to registration number assignment and control. Acceptance and registration are accomplished in accordance with AR 710-3, chapter 5.

(b) *Reporting.* Reporting is the function of controlling the whereabouts of material requiring registration. Material that is transferred between units and material that is a loss to the Army inventory will be reported to AMC LOGSA, through the ACOM/ASCC/DRU and/or Data Reduction Center. Transfer reports and deletion reports will not be limited to those items contained in appendixes to DA Pam 738-750, but will be submitted on all items subject to registration number assignment and control. Transfer reports and deletion reports will be prepared and submitted per AR 710-3, chapter 5.

(c) *Objective.* The objective for Army automation is to accomplish U.S. Army vehicle reporting by the supply and accounting system as a by-product of the receipt and issue process. As TAV/LIDB becomes more fully developed and implemented, it is envisioned that such reports would no longer be required, as the database would be automatically updated by its feeder systems. If reporting is not automatically accomplished by the supply and accounting system, manual reports will be prepared and submitted.

(4) *DOD Small Arms Serialization (RCS DD-MIL(A)1629).* The purpose of DODSASP is to maintain continuous visibility over small arms, by serial number, from procurement through demilitarization and disposal. It is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for a specific, serial-numbered small arm.

(a) The definition of small arms reportable under the DODSASP is included in the glossary.

(b) An Army logistics automation objective is to accomplish DODSASP reporting by supply and accounting systems as a by-product of receipt, issue, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling the DODSASP purpose.

(c) If DODSASP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting DODSASP reporting activity within 5 days of the supply transaction. The local SASSO will ensure that the local DODSASP reporting activity files are updated, and that the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the command, which operates on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

(5) *Radiation Testing and Tracking System.* The purpose of the DOD RATTS is to maintain continuous visibility by serial number and wipe test of all chemical detector cells (Radioactive Source NSN 6665-01-114-0073) and drift tube modules (Radioactive Source NSN 6665-99-257-0069) from procurement through demilitarization and disposal, and to provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The chemical detector cell is a component of the M43A1 chemical detector, and the drift tube is a component of the CAM. It is designed to provide the identification of the last Army activity accountable for a specific serial numbered cell and to track wipe test data. PBOs will ensure that serial numbers for source components are recorded on property books. Changes will be reported to the designated SSO as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

(a) An Army logistics automation objective is to accomplish RATTS reporting by supply, accounting, and maintenance systems as a by-product of receipt, issue, transfer and adjustment, and maintenance actions such as wipe testing. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(b) If RATTS reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTS reporting activity within 5 days of the supply transaction. See AR 710-3, paragraph 4-33, for wipe test reporting requirements. The local SSO will ensure that the data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the command, which operates on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity. If RATTS reporting is not automatically accomplished by automated supply and accounting systems, manual reporting to the SSO will be accomplished.

(c) If the ACOM/ASCC/DRU has directed establishment of a SASSO at the COSCOM/TSC, the organization will establish an SSO. The SSO will establish a file of RATTS reports submitted and retain a copy of these reports for a period of 90 days. The SSO will also ensure that supported activities submit required reports to either the SSO or directly to the DOD Central Registry.

(6) *Controlled Cryptographic Item Serialization Program (CCISP).* The purpose of the DA CCISP is to maintain continuous visibility over designated CCI end items by serial number from procurement through demilitarization and disposal. It is designed to provide the NSA and investigative agencies the identification of the last Army activity accountable for a specific serial numbered CCI end item.

(a) The definition of CCI is included in the glossary. The NSA designates items as CCI and establishes asset-tracking requirements. All CCI end items are reportable based on their assigned RICC. See SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting.

(b) An Army logistics automation objective is to accomplish CCISP reporting by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If CCISP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710–3, chapter 4. The serial number data will be provided to the designated local supporting CCISP reporting activity within 5 days of the supply transaction. The local CCISSO will ensure that the local CCISP reporting activity files are updated, and that the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the command, operates on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

(7) *The tracking assets by serial number-aviation System.* The tracking assets by serial number-aviation (TASN–A) System tracks selected items by serial number to facilitate tracking performance by manufacturer lot number, to isolate diagnostic problems, to identify problem items, and to promote and to enhance maintenance data collection. An Army Logistics automation objective is to automatically accommodate serial number tracking requirements as a by-product of receipt, issue, and adjustment transaction processing in the standard supply and accounting system. It is envisioned that as TAV is fully developed and implemented that it would contain the data required, fulfilling this objective. If standard supplies and accounting systems do not accomplish TASN–A reporting, manual reporting is required.

(8) *Central Demand Data Bank.* Each SSA directly supporting customers will copy each customer request, with an EIC, change the document identifier code to “BAH,” and transmit these images to the CDDDB, using the procedures contained in AR 725–50. The use of an EIC is required on all customer requests. CDDDB reporting is not applicable to transactions for COMSEC materiel.

(9) *SSA Level Availability Balance File reporting.* ABF reports are employed to inform national managers of reportable assets that are held at the SSA level. All SSAs are required to report to the TAV/LIDB (AMC LOGSA) as a minimum monthly. Pending availability of automated systems capable of providing this report, only those operating with an automated system are required to submit these reports.

(10) *Requirements for submitting data on bulk petroleum.* All military activities are required to submit data on all bulk petroleum storage facilities. Army activities are required to submit the following reports:

(a) Bulk Petroleum Storage Facilities Report RCS DD–MIL (A) 506 (CONUS and OCONUS). This report will be submitted to USAPC every 3 years by activities with a 500-barrel capacity or more, either singly or in manifold configuration.

(b) Bulk Petroleum Storage Facilities Report (CONUS) AMC 830. This report will be submitted to USAPC annually upon request, by activities with a capacity of less than 21,000 gallons but not less than 200 gallons.

(c) Bulk Petroleum Terminal Message Report RCS DLA (W) 1884 (DDSC). This report will be submitted to Defense Energy Supply Center (DESC) weekly.

(d) Source Identification and Ordering Authorization (SIOATH) Control Record RCS DLA (M) 1882 (DESC). This report will be submitted to DESC monthly. It will be based upon information obtained from the SIOATH control record maintained by activity.

(e) Defense Energy Information Systems Report (DEIS I and DEIS II) RCS DD–MM (AR) 1313. This report will be submitted monthly to the respective ACOM/ASCC/DRU.

## **Section V**

### **Ammunition Management**

#### **3–32. General**

a. Ammunition (Class 5) is provided by the ASP and the CSA/TSA on an area basis. When activated, ammunition transfer points (ATPs) provide Class 5 support primarily in the brigade support areas. ASPs and ATPs are primarily resupplied from the CSA. Each TSA, CSA, and ASP has a stock control section that accomplishes the supply and property accounting function within the facility, using either the manual or automated Standard Army Ammunition System–Ammunition Supply Point (SAAS–ASP). Overall supply management within the theater and corps is accomplished at the theater MMC/Corps MMC utilizing the SAAS–MMC.

b. Packing material will be cared for and handled to assure damage is kept to a minimum. SB 755–1 provides disposition instructions for those items the ACOM/ASCC/DRU determines are in excess of the ACOM/ASCC/DRU’s requirements.

#### **3–33. Stockage**

a. ACOM/ASCC/DRUs will establish the stockage objective for each ammunition support activity (ASA) (ASP, CSA, TSA and/or prepositioned supply point (PSP)). These stocks may include all or some of the following types of stock:

- (1) Training ammunition.
- (2) Ammunition basic load.

(3) Operational loads.

b. Class 5 stockage will be the minimum required to perform the mission. For training ammunition, stockage will not exceed a 180-day stockage level at the ammunition support activity (ASA) unless required to meet an authorized 12 months forecast requirement.

c. A minimum stockage of Class 5 supplies may be authorized, based on CTA 50-909 and also as specified by the ACOM/ASCC/DRU commander.

d. The requisition objective may be adjusted to the nearest unit pack quantity.

e. Class 5 stocks will be monitored for excess stockage and possible redistribution of that excess stockage. Class 5 items that are excess to the needs or authorization of the owning activity (unit) will be reported as excess for turn-in.

### **3-34. Storage**

a. Ammunition will be stored under the provisions of this regulation, AR 385-64, AR 740-1, DA Pam 385-64, public law, and/or host nation agreements, whichever is more restrictive.

b. A storage location system will be established at each storage activity. The automated or manual storage locator system will be AIT enabled, capable of recording multiple locations by condition of each line stored. DODI 4145.19-R-1 and DA Pam 385-64 contain procedures for storage. In addition, automated system user procedures will define storage procedures.

(1) Sensitive, classified, and pilferable items require special controls when they are stored and moved. Stocks will be stored and/or secured and protected in accordance with the CIIC. This code is listed in the AMDF contained on FEDLOG.

(2) The ASAs will develop planographs (space utilization drawings) that show all Department of Defense identification codes (DODICs) and their locations within the storage area or facility to provide re-warehousing, receipt, or bulk issue planning.

(3) Magazine data cards (MDC).

(a) MDCs are working documents that help control the receipt, storage, issue, and inventory of munitions within a storage location. MDCs are not formal accountable documents.

(b) MDCs, or suitable substitute (that is, spreadsheet) will be used in all storage locations, including depots, holding areas, and field storage, for munitions remaining in a storage location more than 24 hours. ASAs may evaluate the use of MDC system for efficiency and recommend an alternate system that meets all established MDC criteria for approval to the ACOM/ASCC/DRU.

### **3-35. Security and transportation**

a. *Security.*

(1) Ammunition will be secured under the provisions of this regulation, AR 190-11, public law, and/or host nation agreements, whichever is more restrictive.

(2) Inert and expended category I rocket and missile launcher tubes, inert claymore mines, inert hand grenades, and rocket launcher, M190, with M73 subcaliber practice rocket, used as training devices are vulnerable to pilferage, misuse, or conversion to live ammunition. Such devices or training aids will be conspicuously marked to prevent accidental turn-in or turn-in as live fire residue. Those items that can be converted to live ammunition or explosives will be accounted for and secured as category IV live A&E.

(3) Protective seals will be used when A&E are stored in an enclosed or covered vehicle, container, or structure. Protective seals will be installed so that access cannot be gained to items in storage without damaging the seal. Additional policy and procedures for the use of protective seals can be found in AR 190-51, appendix D.

b. *Transportation.*

(1) Each vehicle will display an appropriate placard as required by Code of Federal Regulations Title 49, Transportation.

(2) The shipment will be loaded, blocked, and braced by the unit per approved drawings reflected in AMC drawing 19-48-75-5 and, for security risk category (SRC) cargo, the appropriate transportation protective service (TPS) requested per AR 55-355.

(3) Requirements for vehicle inspections are found in paragraph 3-39e.

(4) Vehicles transporting inert ammunition items and inert residue do not require a motor vehicle inspection form or a form of special instructions for motor vehicle drivers.

### **3-36. Receiving ammunition**

a. Military Standard Transaction Reporting and Accounting Procedures for receiving Class 5 supplies, as prescribed in AR 725-50, are mandatory for ASP operations.

b. Receipt for Class 5 items will be sent to the ASA stock control section and posted to the accountable records within 24 hours of receipt.

c. When material is received without documentation (such as amnesty turn-ins and lost documentation), the ASA receiving personnel will make the documents needed to process the receipt to the stock record account.

### **3-37. Inventory and inspections**

#### *a. Inventory.*

(1) Physical inventories will be conducted as follows:

(a) Physical inventory is accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

(b) MDCs will be used only to aid in resolving discrepant accountable records and as an aid for storage.

(c) If unbroken serially numbered seal is the same seal installed at completion of the last inventory, data from the last inventory may be used.

(2) Inventory frequency.

(a) Using unit: All ammunition including category I missiles and rockets (CIIC of “1,” “5” and “6”) will be physically inventoried monthly.

(b) Retail ASA (Installation Level): All ammunition including category I missiles and rockets (CIIC of “1,” “5” and “6”) will be physically inventoried quarterly.

(c) Depot/Theater Support Activities: All category I ammunition (CIIC of “1,” “5” and “6”) will be physically inventoried semiannually. All other stocks will be physically inventoried annually. Theater Support Activities (TSA) are the ASAs that are located overseas, store APS and War Reserve stocks, and provide minimum retail level support but predominantly General Support to other ASAs. For retail level munitions stored at TSAs, TSA will follow the same inventory frequency stated paragraph (b) above.

(d) At the discretion of the accountable property officer, the ASA commander, or the responsible officer, the inventory frequency can be increased.

(e) A&E items rigged or preconfigured for rapid deployment and not stored in an ASA will be inventoried monthly. If there are indications that loads have been tampered with, they will be inventoried immediately. Loads will be secured and checked per AR 190-11 and these checks for tampering will be documented.

(f) RDTE stocks issued to testing activities will be physically inventoried monthly.

(3) Discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of A&E (sensitive items) will be reported under AR 190-11. AR 190-11 establishes sensitive item overages or shortages that require AR 15-6 investigation. Immediately upon discovery of discrepancy, an initial telephone report will be made to the chain of command. Do not delay a report to search for missing items.

(4) Inventory results will be posted to stock records within 5 days from the original first count date.

(5) The goal for first-count inventory accuracy of A&E is 95 percent.

#### *b. Inspections.*

(1) Ammunition in storage.

(a) Protective seals used on enclosed or covered vehicles, containers, or structures must be given serial numbers and the condition verified on a daily basis.

(b) Protective seals must be installed so the container cannot be opened and/or contents removed without damage to the seal.

(2) Daily inspections of training ammunition in open storage will be conducted to ensure continuous accountability. Records of these inspections will be made.

### **3-38. Records and reports**

a. The ASAs will maintain records and utilize procedures in accordance with SAAS automated procedures.

b. For Worldwide Ammunition Reporting System (WARS), RCS CSGLD- 1322(RI(MIN)), activities storing ammunition will comply with the reporting requirements of AR 700-19 and DA Pam 700-19.

c. For guided Missile and Large Rocket (GMLR) Ammunition Issue, Receipts, and Expenditure Report, activities storing material reportable under the provisions of AR 700-19 and DA Pam 700-19 will ensure that applicable reports are submitted.

d. For Unique item tracking (UIT) reporting, all activities storing category I missiles and rockets will ensure that applicable reports in accordance with AR 700-19 and DA Pam 700-19 are submitted to the supporting SAAS-MMC for submission to WARS. All ASAs must ensure that expended launchers are reported through SAAS-MMC, by serial number, to WARS to ensure cradle to grave tracking.

### **3-39. Customer support**

a. *External SOP.* Each ASA will develop and provide to all its customers an SOP that outlines the ASA's operations and the procedures to be followed in requesting, receiving, and returning ammunition and residue.

*b. Customer requests.*

- (1) Requests for ammunition from supported units will be submitted in the format prescribed in DA Pam 710-2-1.
- (2) The unit document number will not be changed at the ASA. Customer requests for training ammunition will be submitted to the ASA at least 5 workdays prior to RDD.
- (3) Unit requests will be filled or killed based on available resources per local policy.
- (4) Selection of ammunition stock to be issued by the ASA will be based on the following criteria:
  - (a) Ammunition condition code.
  - (b) Lot quantity (small lots first).
  - (c) Oldest lot.

*c. Issue processing.*

- (1) The ASAs will establish a suspense for the return of ammunition and residue.
- (2) The ASAs will provide a listing of required residue based on DA Pam 710-2-1, appendix J and ACOM/ASCC/DRU supplement for reconciliation.

*d. Turn-ins.*

- (1) A projected turn-in notice will be given to the ASA.
- (2) Training ammunition and components will be turned in to the ASA within the first 5 workdays following completion of the training event. If the ASA cannot accomplish the turn-in within 5 days, the ASA will provide notification extending the issue document. The ASA will make every effort to provide temporary storage space until the turn-in is accomplished.
- (3) Turn-ins will be reconciled with the original issue document(s). More than one issue document may be used for a single training event. Reconciliation of training ammunition issues will be accomplished within 5 workdays of the training completion date listed on the issue document.
- (4) Training ammunition for future training events will not be issued until all delinquent reconciliation actions have been completed for prior training events.
- (5) Visiting units will reconcile prior to departing the training installation.
- (6) User turn-ins will be inspected for serviceability by a trained technician, Quality Assurance Specialist (Ammunition Surveillance), or Military Ammunition Inspector. Serviceable training ammunition turn-ins will also be inspected to determine if the user opened an excessive number of boxes compared to the quantity issued and used (10 percent of ammunition issued opened but not used). ASA commander will report such occurrence through command channels.
- (7) Using units will account for shortages between the quantity of ammunition turned in and the quantity issued (less expended) by submitting DA Form 5811-R. The first LTC or equivalent (GS-13 or above) in the chain of command, or MAJ appointed on orders to a LTC or above command position, will determine appropriate action and sign the form.
- (8) Small arms ammunition that has been returned to the ASA without lot identity, which is otherwise serviceable, can be returned to stock and issued to the next requisitioner. ASA will assign a local lot number.
- (9) Ammunition returned in an unserviceable condition because of improper handling or transportation and not because of fair wear and tear (FWT) will result in an investigation being conducted per AR 735-5.
- (10) ACOM/ASCC/DRUs will establish a minimum threshold for items damaged due to other than FWT for reporting through command channels. When the threshold is met, the ASA accountable property officer will send copies of the DA Form 5811 through command channels to the first O-6 in the unit's chain of command.
- (11) Completed turn-in documents will be maintained in the completed transaction file for a period of 2 years in accordance with AR 25-400-2.

*e. Vehicle inspections.*

- (1) Units must arrive at the vehicle inspection point at the appointment time coordinated with the ASA.
- (2) The unit, after prior coordination with the ASA, may bring all vehicles that will be used for transporting ammunition to the vehicle inspection point prior to the training mission. The vehicles will be inspected, and if satisfactory, the motor vehicle inspection form will be valid until completion of the exercise.
- (3) Ammunition surveillance personnel or military ammunition inspector will inspect every vehicle that will transport ammunition as required.
- (4) When vehicles containing ammunition to be returned to the ASA fail the inspection, the vehicle will not be permitted to travel on any roadways. A vehicle may be relocated, if the inspector determines the risk is acceptable, to a location where the ammunition can be off-loaded from the vehicle and the appropriate actions taken with the ammunition and vehicle.

**3-40. Amnesty program**

- a.* The ASA will support the amnesty program as established in paragraph 2-47.
- b.* The ASAs will maintain records of all amnesty turn-ins. Permissible and required data to be maintained are date,

DODIC, NSN, quantity, serial number, lot number and condition code. Amnesty turn-ins must be posted to the accountable records within 24 hours of processing at the ASA.

## **Section VI**

### **Wartime Policies**

#### **3-41. General wartime policy**

*a.* Implementation of all or part of this section must be by direction of the Secretary of the Army. Return to peacetime accountability also will be at the Secretary's direction. These policies give accounting requirements for SSAs in time of war or emergency. Commanders will not implement the procedures of wartime accountability policy for ammunition unless specifically authorized by the ACOM/ASCC/DRU commander and notification is received through command channels.

*b.* This section applies to SRAs in a theater of operations. It also applies to SRAs deployed to other areas when authorized by the Secretary of the Army.

*c.* Theater commanders may impose more stringent record-keeping requirements according to tactical or operational situations. If imposed, policies in sections I through V of this chapter apply.

*d.* CBS-X/LIDB reporting requirements down to the unit property book level remains in effect throughout wartime, beginning with deployment and continuing through deactivation.

#### **3-42. Wartime policy modifications**

*a.* The accounting records and files prescribed by section IV will continue to be kept. Vouchers supporting entries to the SRA do not have to be kept after posting.

*b.* Except for real-time systems, the post-post method of making issues will be primarily employed. Summary accounting techniques may be employed. Minimum identification of the customer unit's representative (that is, markings on vehicles or personal recognition) is all that is required before making issues. Signature cards are not required except for persons authorized to authenticate requests for controlled supply rate ammunition and special ammunition.

*c.* Inventories will be conducted as the situation allows. However, only the cyclic method will be employed. Wall-to-wall inventories are not allowed. Discrepancies have to be recorded but not reported, except incident reports on shortages of classified COMSEC equipment and CCI, which will be submitted per TB 380-41 and DA Pam 25-380-2, respectively.

*d.* Requests for cancellations and followups will be processed as submitted. Reconciliation and validation of customer dues-out are not required.

*e.* Customer returns will be accepted in an as-is condition.

*f.* Retrograde of unserviceable and excess items will be made rapidly to avoid abandonment or destruction on movement of the SSA.

*g.* ADS SSA will turn in excess ASL assets to a corps GS SSA. All other serviceable or unserviceable repairable excess will be sent to a theater collection and classification center. This center will be responsible for theater distribution to include return of unserviceable excess to CONUS, if appropriate.

#### **3-43. Wartime policy (ammunition)**

*a.* AR 700-100, provides the requirements placed on the other Services in order for them to request munitions from an ASA.

*b.* Ammunition stockage will be the minimum required to perform the mission.

*c.* Theater level SAAS-MMC will requisition sustainment ammunition from the NICP based on known or projected requirements.

*d.* Prior coordination is desired for normal resupply in wartime, but is not required.

*e.* The SAAS MMC will evaluate the transactions from ASAs to determine if excess stockage is available at those activities. The MMC may direct redistribution or other appropriate action to relieve the excess condition.

## **Chapter 4**

# **Supply Support for Installations, U.S. Property Fiscal Offices, Strategic Communications Facility, and Table of Distribution and Allowances Activities**

### **Section I**

#### **General**

#### **4-1. Introduction**

*a.* This chapter provides supply policy for installation, USPFO, Strategic Communications Facility, and TDA Activities.

*b.* This section contains general information that explains the installations' structure for supply operations; section II explains inventory control; section III explains supply control; section IV explains stock control; and section V explains ammunition management.

#### **4-2. General information**

The organization for the installation supply operation is structured under a TDA. The U.S. Army Property Fiscal Offices, Strategic Communications Facilities, and other TDA activities will follow the general policies outlined for installations. Specific differences in operations will be addressed in the applicable subparagraphs.

*a.* An installation SSA is a supply distribution activity. It provides DS of supply classes 1 through 5 (including maps), 7 (ORF), and 9 supplies (classes of supply are explained in table 1-1) directly to non-DSS units on a customer support basis. The ISSA provides GS to both DSS and non-DSS units.

*b.* The ISD of the DOL provides overall supply management for all classes of supply using a standard Army automated system to accomplish the supply and property accounting functions.

*c.* CONUS ISSAs managing a COMSEC account and USAISC COMSEC logistics support facilities OCONUS will comply with applicable policies in chapter 1, as well as this chapter, and procedures outlined in the TB 380-41 for control of COMSEC material.

*d.* Installation SSAs (ISSA) operate under the AWCF concept. The AWCF was chartered to finance the resupply of stocks at the ISSA and the supply of repair parts and minor items of supply at the unit level. All user requisitions are processed through the AWCF to the national stock level. When customer requisitions are routed through the AWCF, simultaneous obligation authority occurs when the transaction processes through the installation supply buffer and then the standard finance system (STANFINS). Installation supply buffer is used to accomplish financial inventory accounting and produce financial reports. Installation supply buffer than interfaces with STANFINS to provide an installation-level system for financial management of customer funds (DFAS-IN Regulation 37-1 and DFAS Manual 37-100-FY).

### **Section II**

#### **Inventory Control**

#### **4-3. Inventory control functions**

This section provides policy on that function of supply that controls the acquisition, allocation, and disposal of material that includes cataloging, requirement's determination, repair and overhaul direction, and distribution.

#### **4-4. Cataloging**

Cataloging, supply management data, and item data are used in inventory control, supply control, and stock control. Cataloging provides essential elements of item identification, interchange, and substitute. Packaging, freight, maintenance repair, and retrograde data are required to perform the other supply functions.

*a.* The Federal Catalog System used within DA—

- (1) Sets up a universal supply language, standardizing supply management data.
- (2) Supports all other supply functions.

*b.* Item identification involves systematically classifying, naming, describing, and numbering all supplies. Items will be identified by one of the following numbers, which are described in AR 708-1.

- (1) The NSN, when assigned, is to be used to identify supply items.
- (2) The Commercial and Government Entity Code (CAGE) and the PN are used to identify supply items if an NSN is not assigned.
- (3) If an NSN has not been assigned and a CAGE and PN cannot be determined, assign a MCN under AR 708-1, chapter 3, as follows:

*(a)* MCNs will be assigned using the criteria stated.

*(b)* MCNs are for internal use and will not be perpetuated into the national supply system. This system is not intended to prohibit the forwarding of demand data to the national system for the identification of items eligible for NSN assignment.

*(c)* MCNs will be assigned to all local purchase requisitions for items that are not identified by a valid NSN, part

number or when part number plus CAGE exceeds 15 digits, except for those items excluded from MCN assignment. An MCN will be assigned to a group of components configured as a system, for local management and accounting purposes. Catalog data for each MCN will list all components to include part number, description, and quantity of each component. A separate MCN will be assigned to each system with a different configuration.

*c.* Before using a CAGE and PN or MCN, the Federal Catalog System will be asked to ensure that an NSN has not already been assigned at the request of either Army or any other Federal agency.

*d.* Local catalog data will be maintained at the level authorized to issue MCNs for all CAGE and PNs and all MCNs in active use. This data will be used to accumulate demands and to identify items meeting the criteria for NSN establishment. Catalog data will be supplied to supported SSAs on a monthly basis or as changes occur. The data supplied will include—

- (1) CAGE and PN or MCN.
- (2) Description.
- (3) Unit of issue.
- (4) MATCAT structure code.
- (5) Supply category of material code.
- (6) Unit price.

*e.* A semiannual review of all assigned MCNs will be made to determine which will be retained, canceled, or replaced with an NSN. The catalog data will be kept only as long as there is a need to identify the item by the MCN.

*f.* Activities responsible for the assignment of MCNs will maintain an MCN control register. The MCNs will be assigned in numerical sequence regardless of the Class of material. The register will contain the following essential elements of data:

- (1) Management control number.
- (2) Item description.
- (3) Cross reference number.
- (4) MATCAT structure code.
- (5) Unit of issue.
- (6) Unit price.
- (7) Supply category of material code.
- (8) Identification of the issuing activity or person.

*g.* Supply management data are collected, recorded, and distributed along with cataloging. They support inventory control and are used to manage requirements, acquisition, distribution, maintenance, and disposal operations. Each SSA will keep a supply management data file. The publications in this file will be obtained and kept current under AR 708-1. Each SSA will help its customers with cataloging.

*h.* Item identification and supply management data are recorded in the catalog references below. These references are the minimum required and will be available within each SSA.

- (1) SB 708-21 and SB 708-22.
- (2) SB 708-41, SB 708-42, and SB 708-43.
- (3) AMDF contain in FEDLOG.
- (4) Packaging file in LIDB.
- (5) Freight file in LIDB.
- (6) History file in LIDB.
- (7) Cataloging Handbook H2 – Federal Supply Classification – Group and Classes and user guides at <http://www.dlis.dla.mil/Forms/forms.asp> – user
- (8) Supply catalogs.
- (9) Identification lists.
- (10) Master cross-reference lists.
- (11) Components lists.
- (12) Technical manuals or commercial equivalent for supported equipment.
- (13) Technical bulletins.
- (14) Supply manuals.
- (15) Supply bulletins not otherwise listed.
- (16) Modification work orders.
- (17) Management data list consolidated.
- (18) Automatic return item list.
- (19) AR 725-50.
- (20) AR 71-32.
- (21) IMPL's of supported units.

*i.* If an error in the catalog is suspected, a request for review of the coding will be submitted through the same

channels by which catalog support is received, to the Director, AMC LOGSA, ATTN: AMXLS-L, Redstone Arsenal, AL 35898-7466.

#### **4-5. Distribution**

Distribution is that phase of logistics that includes, within the retail supply system, positioning authorized stocks in an efficient and timely manner to satisfy requirements.

#### **4-6. Disposal**

Disposal is that function of supply management that purges the system of excess, obsolete, or condemned and non-repairable material under proper authority.

a. To prevent needed material from being transferred to the DRMO, the "two-person-rule" applies. Specifically, transfer to disposal will be reviewed and approved by the local item manager and the next higher level of management (supervisor) before release to DRMO. This review will ensure that requirements have not changed since the request for disposition instructions was sent. The reviewers will also try to find the reasons for the excess position to identify and correct deficiencies that may contribute to the generation of excess. Disposal of nonrecoverable expendable items in condition codes F, G, or H do not require this review.

b. Local item managers will challenge only Army national NIPC commodity managers at least once on disposition instructions that appear to be in error for DRMO transfer of serviceable material.

c. Transfers of equipment to DRMO will be processed under policy contained in AR 725-50.

d. The OCIE being turned in to DRMO and the DODAAC of the SSA making the turn in will be marked with the word "DRMO." Items to be marked and procedures for marking are contained in DA Pam 710-2-2.

e. Refer to paragraph 1-16h for DEMIL instructions.

### **Section III**

#### **Supply Control**

#### **4-7. Supply control functions**

This section provides policy on the process by which an item of supply is controlled within the retail supply system that includes requisitioning, receipt, storage, issue, and disposition.

#### **4-8. Stockage selection**

The installation SSA will not keep stocks, except repairables repaired by the installation, for DS or GS SSAs or installation activities that are identified as DSS customers. Requisitions for those classes of supply under DSS will flow through the installation SSA for editing, funding, and screening for excesses before being sent to the national supplier. Requisitions for major items managed under TAEDP will be validated under AR 710-1.

a. Each SSA will maintain an ASL of all items it is authorized to stock. ASL items are those items that are demand supported, command determined combat essential (mission essential for non-deployable units), and mandatory stockage authorized by the SLAC or IMPL. The ASL review and analysis determines additions and deletions to the ASL. The ASL review and analysis will be conducted per paragraph 3-9j. Additional details are listed below:

(1) See paragraph 3-8a(3).

(2) When the reasons for stockage change, and when the catalog data is updated, the additions, changes, or deletions will also be made in the ASL. The preferred NSN will be listed on the ASL when an interchangeability and substitution relationship is cataloged.

(3) When two or more items have functional and physical characteristics that cause them to be equivalent in performance, reliability, and maintainability, only one of the items will be on the ASL.

(4) Within these limits, the ASL will be reviewed at least annually for potential reductions in range. Class 9 ASLs will be established by the headquarters responsible for the management of the ASL.

b. Each item on the stockage list will be assigned an SLC that will be recorded in the stock accounting record. SLCs are listed below:

(1) *Stocked Demand (SLC Q)*. This demand is a supported item. Stockage is based upon actual recurring demands in a 360-day period. Items may be added to the ASL, based on the ninth recurring demand within a 360-day period, and deleted when the item has not received at least three demands in the most recent 360-day period. Repair parts for missile, special weapons (nuclear), air defense, life-saving equipment, air traffic control, nontactical communications, COMSEC, intelligence gathering equipment, engineer (MTOE) and aviation materiel categories, require three recurring demands to add, and one recurring demand to retain.

(2) *Stocked Provisioning (SLC P)*. This nondemand is a supported item that is stocked to support a newly introduced end item for up to 2 years until forecast requirements are based entirely upon actual demands. Initial stockage is prescribed by the SLAC and will be reviewed at the end of a 1-year period. If the item has met the retention criteria of three demands it will be converted to SLC Q. Items may be deleted from stockage if retention criterion is not met during the first year and no demand is expected for the second year. At the end of 2 years, items failing to meet the

retention criteria will be deleted from stockage unless they are on a supported unit's IMPL. Additions or changes to the level prescribed in the SLAC without demand support are not authorized. Also, IMPL items will be on the ASL as stocked numeric items, SLC P. The items will only be stocked as prescribed by a published IMPL. This stock may not be reduced below the prescribed level unless directed by HQDA. Quantities may be increased based upon actual demand data. The ASL is required to umbrella customer's IMPL stocks. An IMPL is in support of missile systems only.

(3) *Stocked insurance (SLC S)*. This nondemand is a supported essential item. Replacement is not expected as a result of normal use. It is used when there is an unacceptable leadtime.

(a) Standby supplies for any future emergencies will be on the ASL as stocked insurance items. These items must be authorized by the installation or division commander and reviewed at least annually. The authority to stock can be delegated.

(b) Stocked insurance items will be added to or deleted from the ASL when the standby list is approved by the installation commander. In those instances where the installation commander is a general officer, approval authority may be delegated to the director of logistics.

(4) *Stock Numeric (SLC M)*. This nondemand is a supported item with expected use, but it does not meet the set stockage criteria, or it is an item with the computed stocked demand quantity less than the assigned stockage level. The RO is set based on the expected use or to support a special requirement. SLC M items will be reviewed at least annually.

(a) Combat essential supplies that do not qualify for any other stockage reason may be kept on an ASL only as a stocked numeric, SLC M. Selection will be based only on combat essentiality. The RO will be the quantity needed to repair one piece of equipment. The ROP will be zero. SLC M items must be listed by stock number, RO and ROP. Commanders will establish the minimum level to meet readiness goals. These lines will be revalidated during the annual ASL review and analysis.

(b) Seasonal supplies that do not qualify for any other stockage reason may be kept on the ASL as stocked numeric items (SLC M).

(c) When necessary to support systems life cycle requirements involving one of a kind, unique, or other critical systems the RO will be established at a level that allows retention of provisioned stocks to support the life cycle without creating excess.

(5) *Stocked other (SLC F)*. This nondemand is a supported item. ORF stocks are kept as SLC F.

(6) *Non-stocked items (SLC Z)*. This nondemand is a supported item. These items will not have a set RO. Inventory and use data will be recorded, but replenishment will not be made. NSL items on hand as a result of unit turn-ins or receipts will be processed for disposition.

(7) *Decrement Stock (SLC R)*. Applies to assets earmarked for issue to bring Active Army units from the current Authorized Level of Organization (ALO) to the full-required (ALO-1) Level. These items will not have a set RO. Inventory data will be recorded.

(8) *Stocked demand (SLC D)*. This demand is for supported items. Stockage is based on restricted levels for items that otherwise qualify under SLC Q. These items may have a critical worldwide shortage and the requisitioning objective is determined by the national ICP and the IMA region/ACOM/ASCC/DRU, high-dollar value restriction imposed by the IMA region/ACOM/ASCC/DRU commander.

(9) *Army prepositioned stocks (APS), (SLC X)*. Use SLC X for AMC authorized on hand levels of APS material stocks.

c. The CCI repair parts will be managed by and recorded on automated SRAs to ensure Unique Item Tracking (UIT) in Logistics Integrated Data Base (LIDB) reporting is completed. Manual SRAs will not be utilized to manage CCI. NSA requires central visibility of CCI components by quantity

#### **4-9. Stockage levels**

Each ASL item must have an RO that will be recorded in the stock accounting record. The RO is the sum of the ROP and the OL. The ROP is the sum of the SL and the requisition wait time (RWT) level. The RO is the maximum quantity of the item authorized to be on hand and on order at any time. Any material on hand that is beyond an established requisitioning objective quantity for any stock items is known as material returns. Retention of assets above the RO is authorized under certain conditions. RO stockage levels at automated stock record accounts (SRAs) with a customer support mission will be based on dollar cost banding (DCB) computations. Nonautomated SRAs and SSAs not providing customer support may use one or a combination of computations using DCB, days of supply (DOS), or economic order quantity (EOQ). Activities with automated capability will maintain a transaction history file in a machine-usable form and retain the file for 2 years. Demand frequency files will reflect the most recent 12-month period and as an objective a 24-month period stratified to the EIC.

a. Dollar cost banding (DCB) is the Army's mandatory method for computing the stockage of an NSN on an authorized stockage list (ASL) at supply activities with a customer support mission.

(1) DCB achieves a specified customer wait time (CWT), ASL costs and ASL weight/cube while maintaining readiness levels. It uses a modified economic order quantity (EOQ) formula that increases order quantities for less

expensive items by varying the add/retain rules based on unit price, essentiality code and issue priority group (IPG) of requisitions. Stockage levels and management reports are developed with automated enablers not embedded in the standard Army retail supply system (SARSS).

(2) Implementation of dollar cost banding provides increased ASL depth and breadth recommendations for low dollar consumable items by varying the add/retrain criteria based on unit price, while still providing readiness effective component and end item repair stockage recommendations.

(3) Lines that meet the demand support stockage criteria of DCB will be coded with a stockage list code (SLC) of "Q" even if the requisitioning objective (RO) quantity is manually changed. Demands are computed over a 24-month control period. Under DCB, SLC M will be restricted to those lines that do not meet the stockage criteria and are manually added to the ASL. Otherwise, the 5 percent limit on SLC M (SLC M divided by SLC Q) as specified in paragraph 4-8b(1) above applies.

b. The DOS mode will be used by non-automated accounts when computing stockage of items critically short, seasonal, highly perishable, or that have a shelf life of less than 1 year. A DOS RO will be computed at least annually or when the balance on hand equals zero (see AR 40-61 for medical SRA).

(1) The OL will be 15 days in CONUS and 30 days OCONUS. However, AMC is authorized 30 days in CONUS.

(2) The SL will be 5 days in CONUS and 15 days OCONUS for Class 2, 3 (packaged), 4 and 9. For Class 9 (ALOC) items, the SL will be 5 days in OCONUS. AMC is authorized a 15-day SL in CONUS.

(3) RWT is measured in the actual number of days that elapse between the document date of a non-backordered requisition and the date the receipt is posted to the stock accounting record. Average RWT will be updated each time the RO is recomputed.

(4) The control period for computing the RO will be a minimum of 360 days, for both order ship time and demand data.

(5) The quantity demanded is the total recurring quantity demanded during the most recent 360 days (12 months). Do not count the month in which the computation is being made.

c. The EOQ mode may be used by automated SSAs without a customer support mission. Nonautomated accounts will use EOQ in cases other than those previously allowed for DOS. Stocked demand items will have an EOQ RO computed at least annually or whenever net assets are equal to or less than the ROP.

(1) The SL and RWT used in EOQ computations will follow the guidelines previously described in the DOS discussion, paragraph 4-9a.

(2) The OL will be computed using the EOQ formula prescribed in DA Pam 710-2-2 or the automated systems manuals.

(3) The EOQ concept permits the replenishment of larger quantities of low-dollar value items while replenishing smaller quantities of high-dollar value items. The EOQ will be constrained to a 1-year supply. Automated accounts will constrain EOQ to 30 days for items that are critically short, seasonal, or perishable.

d. Initial stockage of ASLs for new SSAs will be set up using one or more of the following:

(1) Compute stockage quantities using the equipment density or soldiers to be supported, and the applicable technical manual or authorization document.

(2) Use demand history data of a unit that uses similar equipment; modify per mission requirements, if necessary.

(3) Request an ASL (for supply Class 9) from Director, AMC LOGSA, ATTN: AMXLS-L, Redstone Arsenal, AL 35898-7466.

e. Reduction in stockage levels because of fiscal constraints is authorized.

(1) Reductions will be made to nonessential items determined by ECs.

(2) Nonessential items qualifying as stocked demand need not be added to the ASL until the constraint has ended.

f. The force modernization program may create an excess of repair parts. To determine which lines would become excess, the Class 9 manager should request a Reverse SLAC Report from AMC LOGSA for those items being displaced.

g. Combat ASL for ARNG and USAR.

(1) ARNG divisions, ARNG, and USAR separate brigades supported by an organic SSA will maintain a combat ASL consisting of parts required for stockage by an SLAC/IMPL. ARNG SSAs will requisition and maintain a combat ASL upon approval and allocation of funds by CNGB. Procedures will be established to rotate stocks in the combat ASL if the ASL is not used for peacetime maintenance. Units will deploy with their combat ASLs.

(2) ARNG round-out brigades will receive their combat ASL support from the Active component division to which they are assigned. The combat ASL computed for the division will include the round-out requirements.

(3) ARNG and USAR nondivisional combat ASL requirements for D to D-60 units will be computed by AMC LOGSA.

#### **4-10. Repairables stockage**

a. Repairable items may be stocked when they meet the following criteria:

(1) The item must be authorized for removal, replacement, or repair by the installation materiel maintenance activity

(IMMA) or the GS maintenance or at a lower level as prescribed by the maintenance use code in the applicable technical manual for a supported weapons system end item.

(2) The item must have nine recurring demands in the most recent 360-day period to add and will be deleted if it fails to receive at least three recurring demands in the most recent 360-day period.

(3) Aviation, COMSEC, air defense, special weapons (nuclear), life saving, air traffic control, nontactical communications, intelligence gathering, engineer (MTOE) and missile items must have three recurring demands in a 360-day period to add and one demand in a 360-day period to retain.

*b.* Stockage level computation for repairable items, at the level where repair is accomplished, differs from the computations for material not repairable at that level. The RO for items not repairable at that level will be computed per paragraph 4-9*b*. For items repaired at that level, the RO will be the sum of the following incremental levels:

(1) RCL based on average annual repairs accomplished (see DA Pam 710-2-2, app G).

(2) OL requirements will be based on average annual washouts using EOQ techniques.

(3) RWT level requirements will be based on the average RWT for washout replenishments only.

(4) The SL quantity will be 5 days of supply based on average washouts only.

*c.* After computing the increments above, the ROP will be computed as the sum of the RCL, SL, and the RWT level. The RO will be the sum of the ROP plus the OL.

*d.* Repair cycle times are as follows:

(1) The repair cycle times will include segments of the repair pipeline beginning when an unserviceable item enters the supply system and ending when the unserviceable item is restored to a serviceable condition and is recorded as ready for issue on the supply accountable records.

(2) All of the applicable time between the beginning and end of the repair cycle time will be included in computing repair cycle requirements. This time period will not include avoidable delays such as time incurred because of mismanagement or inefficiency. Beginning and ending points of each segment of the total repair cycle time are described as sectors.

(3) Pending automated system capability to compute a repairable stockage level using the policy stated above, the DS level SSAs may use normal stockage computations with a fixed 25-day RWT/RCT.

*e.* There is no RL for repairables. When the RO is exceeded, assets above the RO will be reported as excess. This policy does not render assets unavailable to fill critical Army requirements. Commands and NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements.

*f.* The provisioning of repair parts for newly fielded equipment to support installation maintenance is based upon the SLAC. The ISD is not authorized an ASL to umbrella the shop stocks supporting its maintenance mission.

(1) If the IMMA has never had a requirement to repair an item, it will be given data relative to shop stock requirements in support of the new maintenance mission. These items will not be issued as part of TPF, but only when requested by the maintenance shop stock supply officer.

(2) If the IMMA already has a requirement to repair an item it will be given data relative to the increased depth of shop stock required to support the increased population in their maintenance mission. These stocks will not be issued as part of TPF. They will be requisitioned by the SSA.

#### **4-11. Customer requests**

*a. Request for supplies.* Requests for supplies containing the essential elements of data prescribed in chapter 2 will be processed by the SSA. Supply documents will be accepted as they are sent. SSAs with the Distribution Execution System (DES) capability will perform a validation edit on all requests for end items. The flow will not be inhibited by the SSA. SSAs are required to accept all valid supply documents and operate under the following requirements:

(1) The unit document number will not be changed.

(2) The unit's request will be either filled, backordered, rejected, or passed to the higher supply source.

(3) UND "A" requests may be delivered by any expedient means.

(4) Supply requests will not be rejected because of age.

(5) SSAs will perform a manual technical edit of all non-NSN requests for the purpose of attempting to convert them to NSN requests.

(6) SSAs will assume responsibility for complete and accurate document processing.

(7) Request for repair parts will include the EIC of the end item, if assigned, for which the part is required. SSAs will create an image demand report transaction card (DIC BAH) in the format specified in DA Pam 710-2-2 and forward to the CDDB.

(8) An availability edit will be performed on all customer requests.

*(a)* The objective is to meet the customer's material demand on time without operating and transportation costs becoming an overriding factor.

*(b)* SSAs that receive requests and cannot meet the customer's RDD will forward them to the next higher echelon of supply. Before forwarding, however, it will be determined whether—

1. A firm due in can meet the demand by the RDD.
  2. It can be met sooner if forwarded to the next higher supply echelon for direct delivery.
- b. DSS customer units.*

(1) If there is stock on hand above the RO (above the ROP for PD 01–08) at the installation SSA, requests will be filled. When partial issue is made, a requisition for the unfilled quantity will be funded and sent to the national supplier. This requisition will perpetuate all entries, except the quantity, from the original request.

(2) If there is no stock on hand above the RO (above the ROP for PD 01–08) at the installation SSA, the request will be funded and sent to the national supplier.

(3) Demands will be recorded for all requests processed whether or not an issue has been made. These demands are recorded for retention decisions, not for computing the RO.

*c. Non-DSS customer units.*

(1) If there is stock on hand the request will be filled. Stocks may be issued to zero balance. When a partial issue is made, the remaining quantity will be placed on backorder and filled when replenishment is received.

(2) If there is no stock on hand the request will be placed on back order and filled when replenishment is received.

*d. Authorized sources of supply.* Accountable property officers will ensure that authorized local sources of supply, such as cannibalization point, local purchase, and DRMO are considered during attempts to satisfy requirements, especially those urgently needed, before passing actions.

*e. Processing procedures.* Supply document processing procedures will be based on the policies in this regulation and AR 725–50. The objective of automated supply systems is to achieve one cycle per workday.

*f. Sending supply statuses.* Supply status for PD 01–08 requisitions will be sent to DS and GS SSA and customers as received. Also, shipment status and supply status reflecting a non-positive supply decision for all priorities will be sent as received. Other status may be accumulated and sent on a monthly basis.

#### **4–12. Requisitioning**

SSAs requisition initial and replenishment stocks only. All other requisitions leaving the ISSA are passing actions for requisitions received from supported customers.

*a.* Supply documents sent to national supply sources will comply with MILSTRIP (see AR 725–50).

*b.* Purchase request documents sent to the purchasing and contracting officer for local purchase or lease of equipment will be processed per DFAS–IN Regulation 37–1.

*c.* Requisitions sent to other supply sources will contain either a recurring or non-recurring demand code. The following rules apply:

(1) A recurring demand code will be used when—

(a) A requisition received from a customer cites a recurring demand for a non-stocked item.

(b) The SSA submits a replenishment requisition for a stocked item.

(2) A nonrecurring demand code will be used when—

(a) A requisition received from a customer cites a nonrecurring demand for a non-stocked item.

(b) The SSA submits a requisition for the initial establishment of, or an increase in, levels for a stocked item.

#### **4–13. Operational readiness float**

Operational readiness float guidance is listed in paragraph 3–12.

#### **4–14. Solid fuels**

*a.* This paragraph provides policy guidance to commanders processing solid fuels purchase requests for coal, coke, or briquettes (hereafter referred to as solid fuels). Wood pellets are exempt from provisions of this paragraph. Installations will prepare a separate purchase request for each kind and size of solid fuels required. USAPC is the Service Item Control Center for solid fuels. Requisitions will be filled out per DA Pam 710–2–2. Periodic surveillance of quantities on hand and review of dues-in will be made to assure quantities are adequate to meet estimated requirements. Requirements may often change because of weather conditions, fluctuation in population serviced, or change in mission. The normal procurement leadtime for solid fuels is 180 days. However, purchase action on supplemental or emergency requirements will be completed as soon as possible per the justification furnished by the installation commander. Local purchase by individual military activities is authorized, subject to military service regulations, where the annual requirement, per line item, does not exceed \$25,000.

*b.* CONUS installations and overseas commands will estimate annual solid fuels requirements and related delivery schedules and submit requests to Commander, USAPC, ATTN: AMSTA–LC–CJPL, New Cumberland, PA 17070–5008, per the purchase program submission schedule.

*c.* All inquiries and correspondence pertaining to the following will be directed to the Commander, USAPC, ATTN: AMSTA–LC–CJPL, New Cumberland, PA 17070–5008:

(1) Solid fuels requisitioning.

(2) Procurement status.

- (3) Delivery and receipt problems.
- (4) Solid fuels quality and associated technical problems.
- (5) Solid fuels handling equipment.
- (6) Refusals of shipments based on visual inspection.
- (7) Computation associated with analysis of delivered solid fuels.
- (8) Certification of coal-sampling personnel.
- (9) Laboratory analysis and testing of coal samples.
- (10) Technical assistance visits.

*d.* The policy contained in *a* through *c* above applies worldwide to all installations where solid fuels are consumed, including—

- (1) GOCO installations and facilities operated by non-Government activities.
- (2) Army industrially funded installations and activities.
- (3) Overseas installations, when it is determined that solid fuels are to be purchased by DESC.

*e.* Specifications determination for solid fuels is a technical responsibility of the installation commander. Specifications will be established to procure the most economical solid fuels with characteristics suitable for the equipment in which they are to be used and that comply with environmental requirements. Assistance in determining solid fuels specifications may be obtained from USAPC. Sulfur limitations for solid fuels will be specified per the EPA, or State and local air pollution control regulations for sulfur dioxide emissions, whichever is more stringent. In overseas facilities, limitations on sulfur dioxide emissions will be specified per applicable host nation requirements and/or any agreement between the United States and the country involved.

*f.* Commanders at all levels will ensure that solid fuels—

- (1) Size and analytical specifications are technically adequate for power and/or heating plants.
- (2) Meet accepted specifications. When such fuels do not meet specifications, they will be reported to USAPC (AMSTA-LC-CJPL).
- (3) Are handled and stored to minimize degradation.
- (4) As shipments of coal are sampled per prescribed procedures. These samples are to be mailed to a supporting USAPC laboratory for analysis. All coal samples within Europe will be mailed to Defense Fuel Region Europe (DFRE) Petroleum Laboratory, Rhine Ordnance Barracks, Building 320, Unit 23135, box 28, APO AE 09227-5355, for testing and analysis.

*g.* Contracts and deliveries will be as follows:

(1) Contracts awarded by DESC are normally requirements-types for an estimated quantity. If a requirement exists for tonnage to exceed the estimated quantity indicated in the contract, an order for additional tonnage not to exceed more than 10 percent above the original requirement may be placed with the contractor. If the contractor does not elect to supply tonnage exceeding the estimated quantity stated in the contract, a supplemental purchase request will be initiated by the installation.

(2) Deliveries will be made only as authorized by written orders issued by the installation per the clause “Ordering” under the contract.

(3) Installations will notify USAPC if a reduction exists in requirements during the contract period and it is determined that the maximum tonnage under the contract will not be ordered. This procedure is essential as tonnage remaining under the contracts may be diverted to other Government installations or facilities.

(4) USAPC will be advised immediately in the event a contractor fails to deliver per delivery order or fails to perform per contract terms and conditions.

(5) In the event of a dispute between using activity and contractor, USAPC will be advised immediately. A priority message will be sent containing all pertinent information, including name and telephone number of person to be contacted.

*h.* Installation or activity will centralize responsibility and assign one qualified person who will ensure completion of all functions listed in this regulation pertaining to solid fuels. This person will be—

- (1) Thoroughly experienced in all phases of solid fuels handling and storage yard operations.
- (2) Thoroughly familiar with the solid fuels contract under which the shipments are being made.
- (3) Furnished with all documents that are required for discharging the responsibilities in connection with shipment, storage, and handling. Documents furnished will include copies or extracts of shipping notices, award of contract notices, contracts, contract amendments, and supplier furnished analytical test reports.
- (4) Furnished analytical test reports.
- (5) Furnished copies of all shipping documents, including waybills and the material inspection and receiving report. Solid fuels operating procedures as described in TM 5-675 and TB ENG 249 will be followed.

#### **4-15. Self-service supply center**

*a.* The SSSC is designed to improve supply and financial operations by reducing the workload. SSSC will use summary dollar accounting for selected supplies issued to customers on a self-service basis.

b. The commander of any SSA that provides Class 2, 3 (packaged), and 4 supplies may establish an SSSC. The USPFO may set up an SSSC for ARNG. Only one SSSC is authorized at an installation. Accountability for the SSSC inventory, as well as supervisory responsibility for operations, is assigned to the accountable property officer or USPFO.

(1) Instead of a SSSC, installations may elect to use a GSA CSC as a source of supply for GSA items.

(2) Installations electing to use a GSA Customer Supply Center as a source of supply will not establish SSSC lines for GSA items. Customer may have only one source of supply for GSA items, for example, either the SSSC or the CSC.

c. When an SSSC is set up, demand-supported items on the ASL should be transferred to the SSSC when all the guidelines in (1) through (6) below are met. Items not meeting all of the guidelines listed will not be transferred. These guidelines apply to the NSN as listed in the AMDF contained in FEDLOG.

(1) Unit price is not greater than \$100 (\$300 for Information Management Processing Equipment (IMPE) items only, such as toner, developer cartridges for laser jet printers and similar items) except where the unit of issue contains more than one item (such as box, drum, roll, sheet). However, the cost of a single item (in unit of measurement quantity) must not exceed \$100 (\$300 for IMPL items).

(2) Unclassified or hand tools (CIIC = "U" or "M").

(3) Expendable or durable (ARC = "X" or "D").

(4) Non-repairable (RC = "Z").

(5) Stock funded (second position of the MATCAT = "2").

(6) Supply Class is 2, 3 (packaged) or 4 (SCMC = "2," "36," or "4").

d. AMC subordinate installations may stock repair parts in SSSC except those repair parts peculiar to support programmed depot maintenance. Repair parts stocked under this provision may be issued (sold) to DS units but not to MTOE units that they support.

e. The SSSC items will be transferred to detail item accounting when they are no longer demand supported or when they no longer meet the guidelines in c(1) through (6) above. The installation commander has authority to deviate from detail accounting to summary accounting.

f. Non-NSN items may be stocked if a suitable NSN is not available. AMDF data contained in FEDLOG for a similar NSN will be used for a non-NSN item. The criteria for NSN items apply except that the actual acquisition cost will be used.

g. Standard unit prices published in the AMDF contained on FEDLOG will be used. Standard unit prices for items purchased locally will be equal to the acquisition cost.

(1) Standard unit packs may be repackaged and sold in smaller lots. The smaller lot will be sold at a price equal to its value within the unit pack.

(2) Price changes will be made on the first workday of each month and will be based on that month's AMDF contained in FEDLOG.

(3) Price changes for items purchased locally will be made only when all stock from the previous purchase has been sold and stock from a new acquisition is displayed for sale.

h. Customer accounts will be identified by—

(1) DODAAC or UIC.

(2) Work control center codes for AIF activities.

(3) Sub-accounts developed using a two-position number suffix. The suffix "00" will be used to summarize (parent) account.

i. Customer accounts may be set up for authorized nonappropriated fund activities. Requirements are as follows:

(1) Sales are reimbursable.

(2) A daily transfer summary will be prepared and sent to FAO with a copy of the sales slip for billing and collection under DFAS-IN Regulation 37-1.

j. A list of items stocked in the SSSC will be published every 6 months. List requirements are as follows:

(1) Listing will be in alphabetic sequence by item noun and will include item description, NSN, unit of sale and unit price.

(2) Changes to the basic list must be published quarterly, but may be done on a monthly basis.

(3) The requirement above for a listing may be satisfied using a hard copy or automation may be utilized.

k. Cash sale of hand-tools to replace lost, damaged, or destroyed hand-tools is authorized under AR 735-5. The SSSC will maintain a record of cash sales on a cash collection register for hand-tools. Cash collection registers for hand-tools will contain the essential elements of data listed below:

(1) Date of sale.

(2) Account number.

(3) Amount of sales.

(4) Amount of depreciation.

- (5) Amount paid.
- (6) Accounting classification.
- (7) Purchaser's name.

*l.* In the SSSC, each item location will be marked with its NSN, noun, stockage level, unit of sale, and unit price. Each item of stock in the location will be marked with its price. Where LOGMARS bar coding capability exists, labels will contain the required elements of data, and will be used instead of the bin markings.

*m.* SSSC turn-ins are made over the counter by authorized using unit representatives without documentation. The item(s) should be in the same unit pack as purchased. Credit will be given to the unit upon receipt of the turn-in.

#### **4-16. Local purchase**

SSA accountable property officers (other than Class 5) may direct local purchase, as a source of supply, to satisfy requests submitted by supported units and maintenance activities at the installation. Demand data will be recorded. Local purchase may be an option for any centrally managed, commercially available item provided such action best serves the interest of the Government in terms of the combination of quality, timeliness, and cost that best meets the requirement.

*a.* The SSA accountable property officer (other than Class 5) is the official who will decide which requirement will be satisfied by local purchase. Local purchase requests will be forwarded to the local contracting office or to a designated ordering officer who has been properly warranted by a contracting officer to make micro-purchases. A local purchase decision can be made under the following circumstances:

(1) A bona-fide emergency, when delivery from the national sources will not meet the emergency need. A copy of the procurement documentation must be sent to the Integrated Materiel Manager (IMM) for material identified through the Federal Catalog System and AR 708-1).

(2) The IMM (central manager) has assigned AAC "K" or "L" or has otherwise granted authority to local purchase.

(3) The item is not on the AMDF contained on FEDLOG.

(4) In cases other than those above, a local purchase action will be taken when it is judged to be in the best interest of the Government in terms of the combination of quality, timeliness, and cost that best meet the requirement provided:

(a) Its advantage is documented for a purchase requirement over \$2,500.

(b) An IMM of NICP waiver is obtained before initiating a requirement exceeding \$100,000.

*b.* The following types of items are excluded from local purchase without the approval of the IMM/NICP:

(1) Items critical to the safe operation of a weapon system.

(2) Items with special security characteristics.

(3) Items of a dangerous nature such as explosives and munitions. The use of local purchase to obtain these items will be strictly controlled.

(a) Procurement by Army elements must be viewed as an exception to normal Army acquisition policies and must be carefully evaluated and approved on a case-by-case basis by HQDA, DCS, G-4 (DALO-SMA) before acquisition.

(b) Special provisions have been established by HQDA for special operations and the Army Marksmanship Unit to procure these items locally.

(4) Aviation time change components of assemblies containing time change components will not be purchased locally unless approval is granted by U.S. Army Aviation Systems Command (AVSCOM), ATTN: AMSAV-S, St. Louis, MO 63120-1798.

(5) The local purchase of small arms is strictly controlled. Procurement of commercial weapons by Army elements must be viewed as exception to normal Army acquisition policies for standard weapons and must be carefully evaluated and approved on a case-by-case basis by the NICP and HQDA, ODCS, G-3 and G-4, before acquisition. The Army Marksmanship unit is an exception to the above. Prior to a weapon or weapons being locally procured, requirement will be reviewed by the JAG in accordance with AR 27-53.

*c.* Requests for local purchase will be submitted to the SSA under the following circumstances:

(1) Commanders of requesting units and maintenance activities will designate a specific individual or personally review and approve requests for local purchase.

(2) The quantity of material requested will be used to satisfy an immediate requirement, but not exceed 15 days of supply for PLLs or Shop Stocks; all others will not exceed 7 days of supply.

(3) The following categories of items will be procured under the regulations cited:

(a) Commercial laundry equipment and supplies, AR 210-130.

(b) Dependent school commercial equipment and supplies prescribed by local directive.

(c) Dogs, AR 700-81.

*d.* Parts for commercial vehicles, commercial construction, and commercial material handling equipment should be obtained through local procurement when more economical and meets the delivery time requirements.

*e.* The local purchase of COMSEC material of any kind is strictly controlled within the guidelines provided in paragraph 1-17c.

#### **4-17. Defense Reutilization and Marketing Office**

- a. Request for property from DRMO will be processed through the SSA that normally supplies the property.
- b. The SSA accountable property officer will provide the DRMO and the individuals concerned, a memorandum containing the names of individuals authorized to withdraw property from the DRMO utilizing the SSA's DODAAC.
  - (1) SSA memorandum will include the following statement: "Named individuals are authorized to receipt for property from the disposal system using this DODAAC." The memorandum will reflect the typed name, title, and signature of the accountable property officer.
  - (2) Responsibility for notifying the DRMO of changes, additions, or deletions of individuals authorized to withdraw property from the DRMO belongs to the SSA accountable property officer.
  - (3) In the case of a GOCO facility, the U.S. representative (property administrator) located at the respective facility will function as the accountable property officer for the above transactions.

#### **4-18. Mission supply support activity**

- a. The MSSA exists to support a specific mission. It keeps a mission SRA. These accounts will not be used to supply using units. They are restricted to making issues to the mission they were set up to support.
- b. A mission SSA must be set up by the IMA region/ACOM/ASCC/DRU or the CNGB if the MTOE or TDA does not authorize an SSA within the operating unit and is not supported by an SSA. This procedure applies normally to elements of their command that have a development, maintenance, manufacturing, production, renovation, research, or testing mission. Do not confuse the MSSA with the SSA. SSA applies to a stock record account established to support the general supply and maintenance missions that include resupply from national supply system, repair and return to the user, and the repair program to support the demands for repairables in the command.
- c. Commanders of parent organizations that have MTOE or TDA authority to operate an SSA for specific commodities solely within their command and no other customer organization will establish a mission SSA.
- d. TOE organizations operating one or more DS or GS SSAs will not operate a mission SSA. The existing customer support SRA will be used to provide internal support.
- e. These accounts will be allowed flexible stockage consistent with the needs of the assigned mission.
- f. Mission SRAs are not required to keep nonstocked demand data when stockage will not be based on the data.
- g. MSSA organic maintenance shops and laboratories are authorized shop stocks for maintenance shop or laboratory operations. These stocks will be used only for internal shop support. Record of demands may be required by the stock record office for demand data or to monitor consumption. Bench stocks are authorized. See paragraph 2-24.

#### **4-19. Area maintenance and supply facilities**

- a. AMSFs provide selected classes of supplies and maintenance support to designated units in its area of operation.
- b. AMSF organic maintenance shops are authorized a shop stock required for maintenance shop operations. Records of demands are required by the stock record officer for demand data or to monitor consumption. Bench stocks are authorized. See paragraphs 2-24.

#### **4-20. Installation materiel maintenance activities**

- a. Supplies that are required to operate a production line repair program will be limited to 60 DOS using mortality factors, plus one order ship time. All unused serviceable repair parts from the GS maintenance program will be turned in to the supply system within 60 days after the completion of the program.
- b. Organic maintenance shops are authorized shop stocks and bench stocks required for maintenance shop operations. These stocks will be used only for internal shop support. Records of demands are required by the stock record officer for demand data or to monitor consumption. See paragraph 2-23 and 2-24.

#### **4-21. Petroleum (bulk)**

Sufficient tankage must be available to store the peacetime stockage objective and war reserve levels described below. Funding for the storage facilities necessary to accommodate these petroleum stocks will be per DOD Directive 4140.25.

a. *Peacetime operating stocks (POS)*. POS for Class 3 (bulk) will be established for each retail operating location. The POS will consist of stocks sufficient to sustain anticipated usage until economic resupply can be effected, plus a safety level. The safety level will consist of stocks sufficient to—

- (1) Sustain normal peacetime operations for at least 5 days.
  - (2) Sustain utilities at oil-burning installations for at least 30 days of the coldest experienced weather, unless a 30-day supply of an approved alternative fuel is available. For installations where stocks have not been established, DLA may, according to DOD Directive 4140.25, acquire additional storage capacity for utility fuels sufficient to establish a 30-day supply for the area served by the DFSP.
- b. *Available stockage capacity*. If the POS does not fill available stockage capacity at installations, additional POS may be procured and stored when petroleum market conditions justify or when a supply shortage can be foreseen. This

“full-tank” policy will be applied judiciously as storage and product availability dictates. Such procurements will be made only within the funds available and upon approval of the applicable IMA region/ACOM/ASCC/DRU.

*c. Control of petroleum during an emergency.* DOD 4140.25–M implements DOD Directive 4140.25 for covering responsibilities and actions to be taken during an emergency. DOD 4140.25–M prescribes procedures in processing requirements, allocation and distribution of bulk petroleum products, and allocation of industry capacity during periods of international tension and during limited or general war.

*d. General war petroleum planning documents.* DOD 4140.25–M directs the preparation and submission of wartime petroleum planning data. DOD 4140.25–M provides procedures for the preparation, processing, and compilation of required forms. The Commander, USAPC, is responsible for the computation of Army requirements for CONUS and overseas area. Requirements will be forwarded by USAPC to DESC for consolidation per due dates specified in DOD 4140.25–M.

*e. Requirements submission.*

(1) During periods of international tension or in limited war, activities and installations will continue to submit requirements according to policies and procedures set forth in this paragraph. The supply demand balance will be closely evaluated and industry will be requested to deliver petroleum products when and where needed. Such controls, as necessary, will be invoked at the national level to ensure adequate supplies and the best use of petroleum products for national defense and essential civilian purposes.

(2) Coordination of military support and civil defense plans is accomplished through the various regional coordinating boards.

(3) Specified IMA regions/ACOM/ASCC/DRUs will submit mobilization and activation fuel requirements to USAPC annually, not later than (NLT) 31 August of the current calendar year. The following items must be considered in determining mobilization and activation fuel requirements:

*(a)* Mobilization requirements should be determined on basis of stationing plans for full mobilization level of troops and on basis of installation stationing plans. The requirements would include activities that lengthen hours of operation to accommodate mobilization mission requirements.

*(b)* Activation requirements should be determined on basis of activities for which no current peacetime requirement exists. These activities include dormant manufacturing plants and installations not currently receiving petroleum products via DESC contract bulletin.

*(c)* The IMA regions/ACOM/ASCC/DRUs will submit mobilization and activation requirements in 10-day increments for each type of petroleum requirements from 10 days to 10 + 90. Installations and activities that currently receive fuel support via DESC contracts should cross-reference the line item number shown in the DESC contract bulletin to the product required. Installations that are dormant and have no current peacetime fuel requirements will, in addition to mobilization and activation requirements, report method(s) of delivery and the capacity and number of storage tanks available by product.

*(d)* Installations that would only have a short-term surge in demand should identify increased requirements for the duration of the surge. The ACOM/ASCC/DRUs that will become tenant activities on an installation of another ACOM/ASCC/DRU must coordinate submission of fuel requirements for those tenant activities.

*f. Peacetime estimated requirements.* Peacetime estimated requirements will be submitted to USAPC as prescribed in DA Pam 710–2–2 for petroleum products, per the submission schedule published by USAPC. Installation ordering officers will maintain a record showing actual quantities ordered. The information will be the basis for the next requirements submission and will ensure more realistic quantities are contracted for each line on the DESC contract bulletin, to ensure total orders do not exceed the contract quantity. If significant requirement changes occur anytime during the contract delivery period, such requirements revision will be sent immediately to USAPC. CONUS installation commanders will satisfy annual requirements of less than 10,000 gallons by using local purchase procedures. OCONUS commanders will satisfy annual requirements of less than 20,000 gallons by using local purchase procedures. Priority or emergency requirements may be submitted by memorandum, message, or telephone (DSN 771–6886) to USAPC. Activities are requested to submit estimated requirements for purchase program as follows:

(1) *Submission of annual bulk petroleum requirements.* Activities or commands below will submit annual requirements for bulk petroleum products by purchase programs for each separate point of delivery by DODAAC. A single product delivered to multiple locations with the same DODAAC within the confines of an installation will be considered as one delivery point. Nearby housing areas will be considered as within the confines of an installation. These areas will be indicated, including the direction and mileage from the installation.

*(a)* Commanders of each Army installation or activity, including GOCO plants (even when option is exercised for the operating contractors to furnish their own fuel requirements). Submission will include requirements for: all organic, tenant, and satellite units or activities of the Active Army and USAR either temporarily or permanently located within the designated geographical logistical support area; units or activities of other military services, Government department or agencies; and civil agencies that depend on the Army for petroleum support through an authorized interservice supply support agreement.

*(b)* The USPFO of each State, the Virgin Islands, Guam, the Commonwealth of Puerto Rico, and the District of Columbia.

(c) Army units or activities that receive petroleum support from other Services, Government departments, or civil agencies (including GOCO plants).

(d) Each District Engineer of the Corps of Engineers (will submit requirements for civil works programs only).

(2) *Requirements planning considerations.* Computation of peacetime requirements is normally based on demand experience for the preceding 12 months with adjustments for known changes. Guidance for computing requirements based on consumption factors and rates for units and individual equipment is contained in FM 101-20 and SB 710-2. In computing requirements, consideration will be given to—

(a) Fuel requirements to meet all Army Training Evaluation Programs (ARTEPs), Operational Readiness Tests (ORTs), joint training exercises, Army training exercises, and all other special operational or training tests.

(b) Fuel requirements for newly constructed facilities such as administrative buildings, hospitals, and troop barracks. Care should be exercised to delete fuel requirements for facilities that have been torn down, or are no longer in use. Fuel in storage tanks no longer in use should be removed and used after testing.

(c) Fuel conservation programs.

(d) New equipment or changes in mission that will either increase or decrease fuel requirements.

(e) Army Flying Hour Program and other aircraft operations.

(f) Modifications to equipment that increases or decreases fuel consumption.

(g) Transient service to official vehicles and aircraft.

(3) *CONUS contingency heating fuel requirements.* These requirements will be submitted with the annual peacetime requirements with the following information:

(a) Thirty-day requirements of heating fuel (total gallons).

(b) Installation total heating fuel storage capability.

(c) Programmed new tankage.

(d) Scheduled occupancy of new tankage.

g. *Single Point Payment Program.* Installations will submit to DFAS, Columbus, the Order for Supplies and Services or the Material Inspection and Receiving Report within 2 workdays of receipt of requested products. Procedures are outlined in DA Pam 710-2-2. DFAS will interfund bill the activity and installation at the DBOF (standard) price.

#### **4-22. Maintenance contracts**

a. Maintenance direction is the emphasis that provides the guidance, requirements, and resources related to the overhaul, rebuild, and reclamation repair program.

b. The Army will use maintenance contract database (MCDB) as a management tool for visibility of contract repair vehicles. Organizations will query the MCDB prior to proposing new component repair contracts. IMA regions/ACOM/ASCC/DRUs will include the requirement for automated maintenance production performance data in the CDRL for all new contracts for component repair. Installations and IMA regions/ACOM/ASCC/DRUs may initiate contracts with the civilian community to achieve an effective repair program. Army property and material may be furnished to contractors under the terms of the contract.

c. Installations and IMA regions/ACOM/ASCC/DRUs will control access of contractors to DOD material inventories. Installations establishing a contract that authorizes a contractor use of Government Furnished Materiel (GFM) and access to the Department of Defense's supply system will comply with AR 725-50, chapter 16, to include setting up a Management Control Activity (MCA).

#### **4-23. Reconciliation and validation**

a. Reconciliation is a process used to keep due in and due-out files synchronized; validation is the process to ensure requests and requisitions are for valid requirements. COMSEC accounts will conduct validation and reconciliation through COMSEC support channels per the instructions contained in TB 380-41.

b. The objective is to accomplish reconciliation on a fully automated followup basis. Pending the automated system capability to execute fully automated followups, all due-ins will be reconciled with the next higher supply source on a monthly basis.

c. Validation of open requisitions will be accomplished on a quarterly basis as indicated below.

(1) A monthly due-out listing will be provided to each supported unit to allow for a validation of need and a reconciliation of records. It is mandatory that an item-by-item review be conducted with the requester quarterly to validate the continued need for the item and quantity requested.

(2) Property book officers will verify that open requests plus assets on hand do not exceed authorized allowances. Requests for amounts in excess of authorized allowances will be canceled.

(3) PLL and unit maintenance personnel will verify that open requests are still required on a quarterly basis. Requests for PLL stockage will be verified to ensure that the quantity requested plus the quantity on hand does not exceed the total PLL authorized level. Request for items identified for a specific piece of equipment will be validated

using the equipment uncorrected fault record. Requested items not found in the uncorrected fault records will be canceled.

(4) Support maintenance supply personnel will verify that open supply requests are still required for specific work orders. Requests for items not on open work order will be transferred to another open work order or canceled.

(5) Both unit and support maintenance activities operating on a work order basis will cancel or transfer all open requests for a work order at the time work orders are closed.

(6) Stock record accounts will, as an objective, ensure that open requisitions plus assets on hand do not exceed authorized levels plus due-outs each day a line item has activity.

*d.* The Standard Army Validation and Reconciliation (SAVAR) process are accomplished monthly and are scheduled so that adjustments generated as a result of one cycle will be posted before initiating the next monthly reconciliation.

*e.* The SAVAR process is as follows:

(1) The SSA cut-off date to the customer will be not later than the fifth calendar day of each month.

(2) Include all open requisitions that are more than 30 days old (from document date).

(3) All UMMIPS PDs will be included.

(4) One complete cycle will be completed each month (quarterly for ARNG and USAR). Within the monthly cycle, each individual segment will be initiated without regard for the completion of any other segment.

(5) The quarterly material obligation validation (MOV) will be used instead of the LIF bottoms-up reconciliation (BUR) requirement for these months.

*f.* The SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for two consecutive SAVAR cycles.

#### **4-24. Receipt processing**

*a.* Military standard transactions reporting and accounting procedures for receiving supplies, as prescribed in AR 725-50, are mandatory for all SSAs. Receipt documentation will be sent to stock control within either 1 day (PD 01-08) or 2 days (PD 09-15). Detailed procedures for processing receipts of COMSEC equipment and material by COMSEC accounts are contained in TB 380-41.

*b.* Customer units receiving supplies directly from sources other than their supporting SSA will furnish the supporting SSA with receipt documents within 3 days of receipt. The stock control will provide a copy of these documents to the servicing FAO within 3 workdays from date documents were received. For local purchase and lease equipment, receipt documents will also be provided the contracting officer as required.

*c.* After posting accountable records SSA/ISD will process Material Receipt Acknowledgment Document (MRAD) DIC (D6S) through their automated system. Completed MRADs will then be sent to DAAS as prescribed AR 725-50.

*d.* Audit trails will be set up for Army assets processed by an SSA for issue to a user.

*e.* Assets not picked up by the customer within 15 days of notification of availability will be posted to the account unless other arrangements have been made.

*f.* Procedures will be developed to ensure controls are applied that prevents the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this material). These receipts will be picked up and accounted for as an asset of the SSA.

*g.* When materiel is received without documents, the SSA will make the documents needed to process the receipt through the account. When items with obvious research and development, prototype, or foreign country configuration are received undocumented, the NIPC believed to have responsibility will immediately be sent all available identification data. Other supplies misshipped or unidentified will be directed to the intended recipient. If the recipient is not known, the responsible NIPC will be notified. These items will be afforded security if directed by the accountable property officer. The inclusion of AIT devices at the initial source will alleviate the need to process equipment/supplies without documentation. The AIT will expedite all receipt processing.

*h.* Discrepancy's incident to shipping will be reported under AR 735-11-2. Additionally, shortages of COMSEC equipment and CCI require insecurity reports per TB 380-41 and DA Pam 25-380-2, respectively.

*i.* Each SSA is responsible for receiving supplies returned to the supply system. These returns are known as turn-ins. Turn-ins will include unserviceable authorized property returned by the supporting maintenance facility; unserviceable, recoverable repair parts; and all serviceable or unserviceable excess property regardless of type of source. Policies for conducting turn-ins are as follows:

(1) Supplies turned in to an SSA as "Found On Installation" will be accepted in an "as is" condition and vouchered. If these supplies are requested at the same time by the finding organization and if the finding organization is authorized the supplies, they will be issued, if authorized, on a "free issue" basis. Movement of the property is not required in this case. Found on installation property will be picked up on the SRA and, at the same time, issued to the finding unit when requested, or processed as a receipt not due-in. A copy of the receipt and issue document, if applicable, will be provided to the CBS-X central collection activity. Accountability for the item must be accepted at the turn-in point.

COMSEC equipment and CCI that are not on accountable records and are turned in as "Found on Installation," require an insecurity report to be submitted per TB 380-41 and DA Pam 25-380-2, respectively.

(2) Within their capability, customers will be required to identify supplies being turned in by stock number, item description, and quantity.

(3) Customer units may turn in end items with component or BII shortages. The customer unit is required to attach a shortage list, signed by either the customer unit commander or PBO, to the turn-in document. This shortage list must accompany the turn-in documentation through supply channels to the receiver of the item. The document number of adjustment transactions per AR 735-5 will be recorded on the shortage list adjacent to component shortages that are either nonexpendable or recoverable. Expendable and durable BII will be picked up on the stock record account for unserviceable end items not being retrograded to the national level.

(4) When a customer unit turns in an item that is unserviceable through other than FWT, the commander must ensure that adjustment documentation is prepared and processed under AR 735-5. SSA personnel will ensure that turn-in documents for items accounted for by a report of survey include a release statement.

(5) SSAs will provide instructions for turn-in of "inventory temporarily in use" (temporary loan) property.

(6) Property book items must be technically inspected before turn-in. The more complex items may require formal technical inspection by qualified maintenance personnel.

(7) The serial number of CCI end items, TASN-A designated items, other nonexpendable items, (ALC 1) COMSEC equipment, small arms, and sensitive items will be entered on turn-in documents. ARIs will cite project code "ARI" on turn-in documents and on the outside of packaging. CCI will be clearly annotated "CCI" on turn-in documents and on the outside of packaging.

(8) Non-property book items do not require a TI before turn-in. Receiving personnel are responsible for work ordering repairable items to the maintenance activity for TI and/or repair.

(9) After receiving repaired items from maintenance, those not within the retention limits will require disposition (see table 4-1).

(10) Government-owned reusable containers.

(a) Maintain accountability on the SRA for empty Government-owned containers costing \$300 or more. Classify empty reusable Government-owned containers with the proper condition code. Stock record accounting is not required for returned containers costing less than \$300.

(b) A combination NSN identifying the container and its contents may be assigned if both the container and contents are assigned an NSN. The combination NSN will be used only as long as the contents remain in the container.

1. The condition code on the SRA will be the condition code of the contents in the container.

2. Containers will not accompany condemned contents to the Defense Reutilization and Marketing Office. The container (serviceable or unserviceable) will be retained and accounted for on the SRA.

(c) Report excess Government-owned containers costing over \$300 to the national item manager in compliance with the material returns program under AR 725-50.

(d) Return containers qualifying for automatic return (AR 710-1).

(e) Redistribute Government-owned containers to ensure maximum reuse.

(f) Containers will not accompany condemned contents to the Defense Reutilization and Marketing Office. The container will be retained and used at the SSA.

(g) Reusable containers will not be discarded too soon. When containers have deteriorated to the point that contents could become damaged, the following action will be taken:

1. Deteriorated container parts will be discarded according to local guidelines.

2. Usable container material such as cushioning will be saved for reuse.

(h) All Government-owned refillable containers such as cylinders, carboys, and liquid petroleum gas containers are accountable.

(i) Records of receipt, issue, transfer, or loss of containers will identify containers by type.

(j) Containers will be turned in when requesting refills. If empty containers are not furnished, justification must be given.

(11) Vendor-owned refillable containers will be returned to the vendor according to contract terms. Container accountability will be assumed by the accountable property officer having content accountability. Container responsibility belongs to the person assigned content responsibility. Records of receipt, issue, transfer, disposition, or loss will identify containers by type to include the contract number. Files will be maintained by contract number for vendor-owned containers. The files will be the accountable record for the containers and will contain the documents described above. Periodic followups will be made by the accountable property officer to the custodian of the containers for status and date of return.

j. As TAV is fielded, it will eliminate the need for many of the manual reports. However, it will continue to require active involvement of managers to ensure assets are picked up on the records when received from the national level, customers or found on installation. Material such as CCI, containers, small arms, and other similar items must be

properly recorded. This procedure will enable managers at all levels to base future requisitioning, or current redistribution decisions on the most accurate possible information. See paragraph 3–26*i*, Redistribution, for additional guidance on TAV use in the redistribution process.

#### **4–25. Bulk fuel receipts**

*a. Petroleum.* Receipts will be assigned a voucher number and posted to the SRA as of the day received. Defuels will be posted to the daily issue form and abstracted daily to the monthly abstract. Accountable records will reflect only the actual quantity received. DA Pam 710–2–2 outlines procedures for ordering and receiving bulk petroleum products from commercial sources. Volume corrections will be accomplished per paragraph 4–28*o*. Transportation loss allowances are as follows:

(1) Transportation losses for Government-owned bulk petroleum are allowable when they do not exceed one-half of one percent of the quantity documented as shipped per each conveyance. In the case of railcar shipments, each individual railcar will be treated as a single conveyance. When the losses per conveyance exceed the allowable loss, the receipting accountable and responsible officer will initiate an DD Form 361 (Transportation Discrepancy Report (TDR) or SF 364 (Report of Discrepancy (ROD)) per AR 735–11–2.

(2) When shipments are received from commercial contractors, FOB origin (acceptance at origin), losses are allowable when they do not exceed one-half of one percent of the quantity documented as shipped. When the loss exceeds the allowable loss, the receipting accountable and responsible officer will initiate a TDR or ROD per AR 55–38 or AR 735–11–2.

(3) When shipments are received from commercial contractors, FOB destination (acceptance at destination), the Army will not sustain transportation losses, because it is accountable for only actual quantities received.

*b. Federal excise tax (FET).* Effective 1 January 1994, gasoline and diesel are assessed FET at the terminal rack and passed on to the end user.

(1) Active and Reserve CONUS activities must add FET to all contract purchases of highway motor fuels; for example, mogas and diesel. Tax-exempt certificates should not be provided to contract vendors. Activities that utilize motor fuels for nontaxable purposes; that is, off-highway, on-installation, or in tracked combat vehicles, must file a claim with Internal Revenue Services (IRS) for refund on those quantities. Installations and activities must maintain detail receipt and issue records to support FET refund claims.

(2) Army National Guard (ARNG) is defined as part of State Government and is exempt from paying FET on all motor fuels. ARNG should provide tax-exempt certificates to contract vendors. Contractors must be registered Ultimate Vendors with the IRS to sell tax free fuels to ARNG. Vendors that are not registered with the IRS or not willing to float the tax will pass FET on to ARNG. In these cases, ARNG should file a claim with IRS for FET refund on total purchase amount. ARNG must maintain detailed receipt records to support FET refund claims.

*c. Solid fuels.*

(1) Inspection and sampling will be as follows:

(a) Solid fuels received at an installation will be visually inspected and samples taken by a qualified sampler who has been certified for proficiency by USAPC. Inspection and sampling will be accomplished per TM 5–675 and DESC Manual 4185.1.

(b) A single sample will not represent shipments of solid fuels received under more than one contract, nor represent shipments of solid fuel from more than one mine source. A separate set of sample identification numbers will be used under each contract and/or separate item under a contract.

(c) Samples will be forwarded to a supporting laboratory for analysis within 3 days following the date of the last sample.

(d) Solid fuels sampling will be accomplished by a coal sampler who has been certified for competency and trained in the proper sampling procedures as outlined in DESC Manual 4185.1. A minimum of two certified samplers will be stationed at each solid fuel burning installation. Samplers will be required to be recertified after 3 years. Requests for certification of sampling personnel will be forwarded to the Commander, USAPC, ATTN: AMSTA–LC–CJPL, New Cumberland, PA 17070–5008.

(2) Solid fuels' shipments that pass the minimum visual specifications' requirements will be accepted. When, on visual inspection, solid fuels do not meet the technical specification and the shipment is refused, USAPC will be notified of details immediately by telephone with confirmation by priority message.

#### **4–26. Pseudoreceipts**

When the material receipt acknowledgment (DIC) (D6S) is not processed, the AWCF (formerly Army Fund) loses cash because OMA funds cannot be billed. To overcome this problem, pseudoreceipt transactions are generated and customer billings are processed, resulting in stock fund or Army industrial fund reimbursements. The objective is to eliminate SSA failure to process receipt documents by resolving overdue shipments at the SSA level through the use of transportation followups and processing receipts when the shipment has already arrived. Then if individual items have not arrived, discrepancies will be reported under the provisions of AR 735–11–2. Pending automated system capability to accomplish transportation followup and subsequent level correction, pseudoreceipt transactions will be employed.

- a. Outstanding document numbers will not be pseudoreceipted unless the following criteria are met:
  - (1) There is an outstanding direct delivery due in and due out recorded on the intermediate level DHF.
  - (2) Shipment status has been posted to the DHF but receipt has not been posted.
  - (3) Sufficient time has elapsed for delivery of the material from the source of supply to the customer.
  - (4) The required number of followups to the customer has been made, customer indicates non-receipt, and transportation followup indicates receipt by the CRP servicing the customer (CONUS) or the consignee (OCONUS).
- b. The IMA regions/ACOM/ASCC/DRUs will ensure that the number of days from posting of shipment status to generation of the first followup will be not less than 20 days within CONUS and 30 days for OCONUS. After generation of the first followup, two subsequent followups will be generated. Initiation of the pseudoreceipt transaction to close the record will be within 45 days from posting of the original shipment status to the DHF.
- c. Pseudoreceipts will not be processed for:
  - (1) Items identified in the AMDF contained in FEDLOG by controlled inventory item code (CIIC) of “1-6,” “8,” “9,” “\$,” “N,” “P,” “Q,” “R” or “Y” (night vision devices and navigation systems (GPS)).
  - (2) Nonexpendable items identified in the AMDF contained in FEDLOG with an ARC of “N.”

#### **4-27. Storage operations**

Storage operations involve the act of storing, the act of being stored, the keeping or placing of property in a warehouse, shed, open area, or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations.

- a. Commanders are directly responsible for safeguarding all supplies under their control. Commanders and stock record officers will comply with—
  - (1) AR 50-6-1 and AR 190-54 for nuclear and chemical items.
  - (2) AR 190-11 for arms and ammunition. In addition, when responsibility for the custody of keys for an SSA arms storage facility is transferred between individuals, they will conduct a physical count of the weapons therein. Results of the count will be recorded. This count does not replace the quarterly weapons inventory.
  - (3) AR 385-64 and AR 740-1 to meet ammunition and explosive safety requirements.
  - (4) AR 190-50 for controlled medical substances and other medically sensitive items.
  - (5) AR 190-51 for unclassified, identaplates, credit cards and nonsensitive items.
  - (6) The AR 380-series for security of classified items.
  - (7) DA Pam 25-380-2 for CCI.
  - (8) Ammunition will be stored per DOD 4145.19-R-1 and AR 740-1, and/or host nation agreements and public law, whichever is more restrictive.
  - (9) AR 380-40 and TB 380-41 for COMSEC equipment.
- b. A storage location system will be set up at each storage activity. Stock accounting systems will be designed to permit recording of multiple locations by condition of each stocked line. For uniformity, see policies, procedures, and methods in AR 740-3, DOD 4145.19-R-1, DA Pam 710-2-2, and FM 4-30.13.

#### **4-28. Inventory and adjustment**

The purpose of an inventory is to determine the condition, location, and quantity of material on hand; to adjust stock records to reflect actual quantities; and to determine and correct the cause of discrepancies. Inventories will be conducted at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory. Stock accounting procedural publications will have instructions for correcting incorrect stock record postings. Other errors on the stock record will be corrected by the inventory and adjustment policy in this regulation.

- a. Annual inventories are made as either—
  - (1) *Closed (wall-to-wall)*. The counting of all assets of an account during a 5-workday period. The commander may approve additional count days. In the ARNG, 10 workdays may be allowed to complete the count. A 10-day extension may be approved by the State AG.
  - (2) *Open or cyclic*. The counting of some selected assets of an account during a prescribed period. Commanders will monitor timeframes of cyclic or special inventories to ensure operations are not unduly disrupted.
- b. Each SSA will have a location audit program consisting of the following:
  - (1) *Location survey*. A verification of the recorded location data with the physical location of assets. SRAs conducting cyclic inventories will conduct a location survey annually. A location survey will be conducted before a closed inventory.
  - (2) *Location reconciliation*. A reconciliation of location survey results and the accountable records. Location reconciliation's identify and correct situations where items are in location but not on record; on record but not in location; or other elements of data (other than quantity) do not match. A location reconciliation is required only when an item is recorded on accountable or location records.
- c. Special inventories will be made when—

- (1) A negative on hand balance is recorded.
  - (2) A material release denial occurs.
  - (3) A location survey finds an item in an incorrect location.
  - (4) There is evidence of forced or unauthorized entry.
  - (5) Directed by the commander or the accountable property officer.
- d.* Periodic inventories will be made (sampling is not allowed) as follows:
- (1) Items identified in the AMDF contained on FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)) will be inventoried quarterly, by serial number when applicable.
  - (2) As an exception, medical activities will inventory CIIC “Q” and “R” items per AR 40-61.
  - (3) Those items referenced in *d(1)* above in bulk storage will be inventoried quarterly by type and quantity, based on the outside count markings on sealed containers.
  - (4) After 1 year has elapsed and the item has not been inventoried for any other reason, an inventory will be conducted.
- e.* Only PD 01-03 and NMCS transactions must be processed during an inventory.
- f.* Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under AR 735-5.
- g.* Verified losses of sensitive items (CIIC “1-6” and “8”), except small arms ammunition, will be adjusted per AR 735-5. Additionally, losses of CCI require the submission of an insecurity report per DA Pam 25-380-2.
- h.* Discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of A&E will be reported under AR 190-11. Overages or shortages that meet AR 15-6 investigation requirements are specified in AR 190-11.
- i.* Except for items identified in the AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)), or if negligence may be involved, discrepancies that have an extended line item value of \$1,000 or less will not be reported on the inventory adjustment report for approval. In these cases, the adjustment will be posted to the accountable record and the value will be included in the inventory adjustment rate (see paragraph 1-22*f*).
- j.* All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported on an IAR. The IAR and approval policy is contained in AR 735-5. The IARs will be used to document condition code changes and re-identification of assets. Because these transactions do not represent an actual gain or loss to the account, approving authority signature is not necessary; however, the IAR will be signed by the SRO and a copy maintained in the voucher file.
- k.* Causative research will be completed within 30 calendar days following adjustment to the accountable records. Causative research will be accomplished at the direction of the accountable property officer. The research ends when the cause of variance has been determined or no specific cause can be identified. The accountable property officer will decide if action under AR 735-5 is required. Causative research will be conducted for inventory discrepancies of the following:
- (1) Items identified in the AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)).
  - (2) Adjustments over \$1,000 in extended line item value.
- l.* A copy of the IAR or other adjustment document will be provided to the CBS-X central collection activity if reportable items are contained thereon.
- m.* In the SSSC, physical inventories will be taken every 6 months. The results will be reconciled with the operating account. Net semiannual adjustment greater than one-half of one percent of the total sales since the last inventory will be investigated under AR 15-6. The SSSC may be closed for not more than 3 days for inventory.
- n.* Installation support activities collocated with Army maintenance depots may inventory their material assets using the inventory rules of AMCL-SA.
- o.* Bulk fuel storage tanks will be inventoried or gauged as follows:
- (1) Rigid-wall tanks and containers above or below ground will be gauged according to the procedures contained in FM 10-67-1.
  - (2) Collapsible wall tanks and containers will be inventoried by reconciling beginning inventory, issues, receipts, and by physically checking the tank, couplings, fittings, and area around the tank to ensure no leaking has occurred. A common-sense approach must be used in visually checking the container to ascertain that the stated quantity appears to be present.
  - (3) When bulk fuel storage tank has either an issue or receipt, that tank will be inventoried or gauged that day. Physical inventories will be recorded on a DA Form 3853-1 or equivalent local form per DA Pam 710-2-1. Inventories will be reconciled daily. Volume-correcting daily inventories are optional.
  - (4) All other tanks will be inventoried or gauged weekly. Physical inventories will be recorded on DA Form 3853-1 per DA Pam 710-2-1. Inventories will be reconciled against daily issues and receipts. This information will be

recorded and must allow easy identification of inventory discrepancies. Volume correcting weekly inventories is optional.

(5) In addition to the daily and weekly inventories, a monthly inventory of all bulk petroleum products will be performed for each type and grade of product. This inventory will be documented on the MBPAS report and will reflect the quantity on hand as of 0800 hours, local time, the first day of the month per AR 11-27. In the event the last day of the month is a nonduty day, the monthly inventory may be conducted at the close of business the last workday of the month. DA Form 3853-1 will be used to record the inventory data. All products on hand will be inventoried as specified below.

(6) Measured volumes that equal or exceed 3,500 gallons will be volume corrected. The volume correction factors referenced in ASTM tables 5B and 6B will be used. ASTM tables 5A and 6A will be used for JP-4 and may be obtained through normal publication channels as PMT Volume I. ASTM tables 5B and 6B will be used for petroleum products other than JP-4 and may be ordered as PMT Volume II. Contractor-delivered fuels will be volume corrected when volumes equal or exceed 3,500 gallons. In instances in which the observed data is expressed in metric units, ASTM tables 52, 53, and 54 will be used to correct measured volumes to gallons at 15 degrees Celsius. Residual fuel oil (FO#4, FO#5, FO#6) will be volume corrected regardless of measured volume. The accountable office will ensure the inventory is reconciled so that shortages or overages will be identified.

(7) Activities using automated gauging and inventory systems, to include leak detection, must conduct end of month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated system.

(8) Commanders may correct all measured volumes less than 3,500 gallons of Army-owned products to 60 degrees Fahrenheit.

(9) The accountable property officer will document losses of fuel because of spillage and/or contamination for quantities over 25 gallons. The documentation will be attached to the MBPAS record as a supporting document to adjust records.

(10) Adjustments to product inventories are required for blending or regrading actions. At the end of the month, the accountable property officer will—

(a) Prepare a statement showing the quantities of all products blended and regraded during the month and the reason for the action.

(b) Attach this statement and a copy of the proper laboratory report to the MBPAS as a supporting document.

(11) Installation commanders will ensure that all rigid-wall storage tanks of 10,000 gallons or larger will have a capacity table. When a modification is made to these tanks, or they become suspect of inaccuracies, a new capacity table will be prepared. The capacity tables will permit measurement in 1/8-inch increments.

(12) Losses or gains for jet fuels, (excluding JP-8), AVGAS, and other gasolines are allowable when not in excess of a plus or minus 1 percent of the total of the opening inventory plus the receipts for the month.

(13) Losses or gains for all other petroleum products are allowable when not in excess of a plus or minus one-half of one percent of the total of the opening inventory plus the receipts for the month.

(14) When the loss exceeds the stated allowance above and the entire loss exceeds a value of \$500, a Report of Survey is required. When a loss exceeds the allowable, but has a total value less than \$500, causative research will be initiated. A copy of these reports will be attached to the MBPAS as supporting documents. When the gain exceeds the allowable limit, causative research will be initiated. A copy of the report will be attached to the MBPAS as a supporting document.

(15) Accountable stock records for bulk petroleum products will be adjusted by using the MBPAS for all losses or gains revealed by monthly inventories. The accountable property officer will complete the MBPAS, assign it a document number, and post it to the respective accountable record within 3 workdays of the last day of the month reported. The MBPAS, with applicable supporting documents (Report of Survey, causative research) will be forwarded for approval. The MBPAS will also be used to make adjustments to accountable records upon change of accountable property officer.

(16) The next higher commander of the activity having accountability is the approving authority for adjustments made by the MBPAS. The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified, based on facts available or past experience. Approving authority's disapproval of any loss on the MBPAS automatically requires the initiation of a Report of Survey. Disapproval of any gain requires an investigation under AR 15-6.

(17) The MBPAS with all supporting documents (receipt, issue, and inventory) will be retained in an active file for 1 year and an inactive file for 2 years and filed per AR 25-400-2.

(18) Bulk petroleum products placed into storage tanks that are directly connected to heating, power units, or test generating equipment is excluded from formal accountability after proper receipt. However, the user is responsible for the petroleum product. Therefore, the user must maintain physical control of consumption records to provide an adequate audit trail.

(19) To help ensure the accuracy of petroleum receipts and issues, a program must be established to ensure the

meters for all POL are checked for accuracy annually. Dispensing meters will be calibrated when they are used to issue fuel and payment is required, creating a buyer/seller relationship.

*p.* All COMSEC equipment and components assigned ALC 1 and 2 must be physically inventoried at least semiannually and the inventory results reconciled with the ACCOR. All other COMSEC equipment and components must be physically inventoried at least annually or upon change of custodian (see procedures in TB 380–41). Also, losses of COMSEC require the submission of an insecurity report per TB 380–41.

#### **4–29. Petroleum quality surveillance**

*a.* Commanders are responsible for the Petroleum Quality Surveillance and Technical Assistance Programs outlined in appendix C. Subject areas are indicated below:

- (1) Quality Surveillance Program.
- (2) Petroleum Technical Assistance Program.
- (3) Operational Surveillance Program.
- (4) Air Pollution Abatement Program (CONUS only).
- (5) Engineering Technical Review of Petroleum Facilities Program.
- (6) Laboratory Certification.

*b.* All possibly contaminated petroleum products within the Army will be recovered according to appendix D to enhance energy conservation and environmental pollution control.

#### **4–30. Issues**

*a.* Issue processing procedures will be based on the policies in this regulation and AR 725–50. Issues will be made using the “pre-post” method, where the stock record is posted before the stock is picked.

(1) Stock may be selected in one of two ways—

- (a)* Progressive—first in, first out.
- (b)* Selective—oldest date of pack issued first.

*I.* Shelf-life items.

*2.* Class 5 (include condition code, potential use of item, and other restrictions).

(2) Storage activities will keep a file copy of the current assumption of command and/or PBO appointment order for each customer unit. The signature of the customer unit representative will be obtained for items identified in the AMDF contained on FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “S” or “Y” (night vision devices and navigation systems (GPS)) and all items requiring property book accountability.

*b.* Request for issue through standard online requisitioning procedures will be used to request repairable items. Subject to stock availability, urgent requirements may be exchanged on a post-post, over-the-counter basis.

*c.* AMSF supplies issued from the stock record account to the organic maintenance shop will be made on a supply request for issue or turn-in document (single line or multi-line form). Maintenance shops will maintain a document register for supply requests.

*d.* Petroleum requirements are as follows:

(1) All issues not made directly into or specifically identifiable to a consuming end item of equipment are considered bulk issues. These items will be posted to the appropriate accountable record as of the day of the issue. Retail issues will be recorded daily, on the daily issue form, and added daily to the monthly abstract. At the end of each month, the monthly abstract will be totaled, assigned a voucher number, and posted to the accountable record. Volume corrections for bulk petroleum will be made per paragraph 4–28*o*.

(2) Petroleum products may be sold subject to the policies and restrictions outlined in appendix E.

#### **4–31. Material returns policy**

*a.* The quantity of items authorized to be on hand or on order is the requisitioning objective (operating level, plus safety level, plus order ship time); anything above this is excess. Material, on order or on hand, over the requisitioning objective quantity authorized is considered requisitioning into or holding excess. SSAs that report excess stock directly to the CONUS national supply sources will comply with table 4–1 and the following:

(1) This policy does not provide authority to requisition any amount above the RO. These limits may be further constrained by storage capacity or shelf life.

(2) All due-ins above the RO will be canceled.

(3) Retention limits (RLs) for assets on hand are as follows:

*(a)* A retention level is authorized for supply classes 2, 3*p*, and 9 at the installation level operating under the AWCF. The retention level is not associated with the RO. Material in the supply classes above (less MRC “F,” “H,” “D” or “L”) that have six or more annual demands per year, based on demand history is authorized to be retained. One year’s worth of stock is authorized for retention. Only those assets above this retention limit are considered excess. This retention policy is not authority to requisition quantities above the RO. This policy does not render assets unavailable

to fill critical Army requirements. Commands and national NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements.

(b) This policy applies to ASL and non-ASL material.

(4) Stocks on hand with a recoverability code of "D," "F," "H" or "L," ARI and SIMS-X will be reviewed for excess whenever activity occurs on these lines. All other items will be reviewed monthly for excess.

(5) AR 725-50 contains the policy and procedures for requesting disposition from the national supply source.

(6) Excess CCI, serviceable and unserviceable, will be shipped to Commander, Tobyhanna Army Depot, ATTN: COMSEC W81U11, Building 73, Tobyhanna, PA 18466-5110. All CCI are ARI. Excess COMSEC items, both serviceable and unserviceable, will be shipped to Commander, Tobyhanna Army Depot, ATTN: CA 5B1099, Building 73, Tobyhanna, PA 18466-5110. See TB 380-41 for procedures for reporting excess COMSEC equipment.

(7) Material will be reported on basis of quantity per unit pack. If unit pack creates on hand quantities greater than the requisition objective, the excesses will be kept and reduced through attrition. Not repairable material with an extended dollar value of \$100.00 or less and not meeting unit pack criteria will not be reported to SOS for disposition instructions, but retained for 90 days pending potential use and then turned in to the DRMO.

(8) Requisition Objective may be adjusted to the nearest unit pack quantity.

(9) Use DRMO to purge the supply system of material classified as scrap, condemned or uneconomically repairable as follows:

(a) The SSA may direct customer units to turn in to the DRMO material that has been verified as scrap, per paragraph 2-13e.

(b) The SSA will direct disposal of condemned or uneconomically repairable items with an RC of other than "D" or "L." Items with an RC of "D" or "L" will be returned based on the ARIL or disposed of according to disposition instructions from the national level.

(c) Refer to paragraph 1-16h for DEMIL instructions.

b. Redistribution of noncritical excess and displaced equipment will be as follows:

(1) In the ARNG and USPFO, redistribution will be made before reporting excess to the NICP.

(2) In the USAR, MUSARC will make redistribution before reporting excess to the installation SSA. Redistribution may include transfers by the IMA region/ACOM/ASCC/DRU.

(3) Installation SSA will make redistribution before reporting excess to the NICP.

(4) For OCONUS, SSAs will make redistribution before reporting excess to the IMA region/ACOM/ASCC/DRU.

(5) The IMA regions/ACOM/ASCC/DRUs will ensure that redistribution is made before reporting excess to the national supply source.

(6) Before redistribution, all equipment will be brought up to the standards prescribed in AR 750-1.

(7) TAV within LIDB will provide managers at all levels with asset visibility. The TAV within LIDB can be used to assist managers in redistributing assets no longer required at their management level. It also gives managers at the national level worldwide visibility of assets for use in their redistribution, procurement offset, and excessing decision-making processes. By providing better visibility, and thus more efficient redistribution and purchasing, the TAV within LIDB should ensure a high state of readiness while simultaneously reducing stockage levels and their associated costs.

c. Efforts will be made by the SSA to identify noncataloged, nonstandard commercial items to an NSN. Also, the availability of such excess serviceable material will be advertised by the SSA within the geographic area around the installation holding the material. Material will also be cross-leveled on the installation, between the installation SSA and the COSCOM MMC, and between the COSCOM MMC and DSU. Material will be held for possible demand for 30 days after advertising.

d. Process excess stock for turn-in within 10 days after the excess determination is made.

#### **4-32. Cannibalization points**

a. Cannibalization points (CPs) provide a source for—

(1) Reinforcement of ASLs by being an economical source of items stocked in ASLs.

(2) Repair parts, components, and assemblies that have low mortality or are difficult to obtain.

(3) High priority needs, when required delivery date cannot be met.

(4) Items not stocked in the supply system.

b. CPs will operate as an SRA with an accountable property officer appointed under AR 735-5 and follow the procedures listed below—

(1) A separate account need not be established, if an existing SRA operates the CP.

(2) ARNG CP account may be set up by the USPFO at Combined Support Maintenance Shops and Mobilization and Training Equipment Sites and Area Aviation Support Facilities with a support maintenance mission.

(3) The number will be limited to what is needed to efficiently recover selected serviceable items from disposal material.

(4) CPs will normally be set up at installations with fixed maintenance facilities. Detailed procedures for CP operations are in DA Pam 710-2-2.

- c. Items put into CPs will only be those for which the SSA has received disposition instructions from the NICP reflecting turn-in to DRMO.
- d. Items put into CPs must contain repair parts, components, or assemblies applicable to end items supported.
- e. Customers of a CP will be furnished a listing (at least quarterly) of items available for cannibalization.
- f. Directed strip list removal actions must be completed before the customers continue cannibalization. Predisas-sembly for ASL support will be allowed to the extent approved by the command setting up the CP.
- g. Storage of items held for cannibalization at other than the CP is not authorized. These items will not be reissued or loaned. All items that have been held for cannibalization will be transferred to the DRMO when cannibalization actions are complete.

#### **4-33. Automatic return items**

- a. ARI are items that are critically short worldwide and identified on the automatic return item list. The ARIL contains the priority for return and the facility to which excess serviceable and unserviceable ARI will be returned.
- b. SSAs that do not report excess directly to national supply sources will ship ARI to their support SSA. SSAs that report excess directly to national supply sources will ship serviceable ARI to the closest AOD (Red River, Defense Distribution Depot Susquehanna, PA, or Sharpe) and unserviceable ARI to the location specified in the ARIL. CCI ARI will be disposed of per paragraph 4-31a(6).
- c. Retention of ARI will be per paragraph 4-31.
- d. AR 710-1 contains additional policy and procedural guidance for the ARI program.

#### **4-34. Disposition of petroleum products**

Disposition of excess bulk petroleum products and packaged petroleum is as follows:

- a. *DESC DLA-owned.* DESC will determine excesses of DLA-owned bulk fuels based on terminal inventory reports and requirements, by location, received from the military services. However, should any Army organizational plan call for a major fuel conversion program that would result in a 15 percent or greater increase or decrease in consumption, USAPC will be advised as soon as possible of all details.
- b. *Army-owned.* Bulk products and packaged fuels of 500 gallons or greater per product by grade that are excess to CONUS activities will be reported to USAPC. The notification will include the type of product, quantity, exact location of product, and latest laboratory test results. In overseas commands, similar Army-owned excesses of bulk products and packaged petroleum fuels will be reported through command channels to the appropriate DESC regional office.
- c. *CONUS.* DLA (DSCR) manages packaged petroleum products, containers, and related items in a serviceable condition. Items in a serviceable or unserviceable, but economically repairable condition will be reported to DSCR for credit determination and disposition instructions. Items of less than the stated value; all noncataloged items; locally assigned NSNs and unserviceable, uneconomically, repairable items will not be reported to DSCR. These items will be transferred to the servicing DRMO (see app E for waste products).
- d. *Turn-in of bulk and packaged products.*
  - (1) DLA will not accept any product that does not meet product use limit criteria, as specified in MIL-STD-3004. DLA will accept and provide credit at the standard price for a product that—
    - (a) Has not exceeded its established use limits.
    - (b) By agreement between Army and DLA, has been downgraded with an appropriate NSN change. In this case, credit will be granted at the standard price for the product of intended use.
    - (c) Has been reprocessed and meets product use limits of the NSN under which it is being offered for return.
  - (2) A product offered for return that has been agreed to as acceptable will be delivered by the offeror, as directed by DLA, its regional office, or authorized agent.
  - (3) Transportation charges for these products will be borne by the shipper. DLA reserves the authority for direct shipment of such product to a point of immediate use or requirement.
  - (4) Bulk and packaged fuels exceeding 500 gallons and not meeting product use limits, as specified in MIL-STD-3004, will be reported telephonically (DSN 771-6445) to USAPC for disposition instructions. In overseas commands, similar Army owned excesses of bulk products and packaged petroleum fuels will be reported through command channels before transfer to DRMO.
  - (5) Packaged petroleum products, containers, and related items in Federal Supply Classes (FSCs) 6810, 6840, 6850, 7240, 8110, 9110, 9150, and 9160 will be reported to the national supply source for disposition per procedures in AR 725-50.

#### **4-35. Repairable management**

- a. The management of repairables involves the following processes:
  - (1) Requisitioning, stocking, and issuing.
  - (2) Receiving customer turn-ins.
  - (3) Work ordering repairables for maintenance.

(4) Turning in items to the depot and special repair activity or transferring items to the designated disposal activity.

b. Managing repairables requires proper use of the SMR codes in AR 700–82 in conjunction with supply policy. The applicable parts of the SMR code are a combination of the MUC, MR code, and RC. The MUC for repair parts is found in technical manuals for the applicable end item. Both the MR and RC are found in the AMDF contained in FEDLOG. The explanation of these codes is as follows:

(1) The RC is a code for designating the level (DS, GS, depot or special repair activity), which may decide final disposition of uneconomically repairable, condemned repairables.

(2) The MR code is a code that indicates whether an item is a repairable and the maintenance level authorized to do complete repair.

(3) The MUC identifies maintenance levels authorized to remove and replace the item.

c. The lowest maintenance level authorized to remove and replace repairables is designated by the MUC as follows:

(1) MUC “O.” Unit level.

(2) MUC “F.” DS level.

(3) MUC “H.” GS level.

(4) MUC “D.” Depot level to include specialized repair activities.

d. Upon receipt of a customer request for a repairable—

(1) A repairable is turned in by a customer:

(a) Establish stock record accounting for the item.

(b) Initiate supply issue procedures if a replacement is requested.

(2) A repairable is not turned in by a customer:

(a) Establish reason for customer not complying with paragraph 2–6e of this regulation.

(b) Issue a serviceable and establish a due in from the customer for the unserviceable using the customer’s requisition number. This due in will be added to the dues-in during net assets computation.

(c) Direct customer to return unserviceable repairable using same requisition number within 10 days. Exceptions may be granted on a case-by-case basis.

(d) Commanders may freeze the account of a delinquent customer until all unserviceable repairable dues-in are cleared.

(3) *Prepare a work order for the repairable within 3 workdays of receipt.* Considering the need, assign the applicable UND to the work order. This UND will be “A,” “B” or “C” as necessary to ensure serviceable stock availability.

e. After return of repairables from maintenance, items are either stocked, turned in, or disposed of according to the following guidelines:

(1) Stock repairables if classified as serviceable and if not excess.

(2) Turn-in repairables to the depot or special repair activity if the item is:

(a) Excess to the ASL.

(b) Coded as “not repairable this station” (NRTS) except for NRTS code “9” (condemned).

(c) Classified as uneconomically repairable or condemned and the RC is “D” or “L.”

(d) ARI material if coded as NRTS.

(3) Transfer RC “H” repairables classified as uneconomically repairable or condemned to the designated disposal activity.

(4) When RC is blank as indicated in the AMDF contained on FEDLOG, item should be work ordered to maintenance for TI.

(5) Refer to paragraph 1–16h for DEMIL instructions.

f. Items turned in that appear to be unserviceable because of other than FWT must be accompanied by appropriate documents per AR 735–5, paragraph 14–26 (damaged property).

g. Classified COMSEC repairables will be managed as specified in this regulation by COMSEC accounts. All turn-ins and issues will be through COMSEC supply channels. Maintain formal accountability as outlined in TB 380–41.

h. Process requests for issue through standard online requisitioning procedures. However, subject to stock availability, issues of serviceable for unserviceable repairables may be authorized as an immediate over-the-counter issue.

i. Stockage selection is per paragraph 4–8.

j. Stockage level computation for repairables is as prescribed in paragraph 4–9.

k. Receipt processing is under paragraph 4–24.

#### **4–36. Shipping**

Shipping is the process of packaging, packing, providing documentation for, sending, or transporting supplies. Material declared excess during the disposition process will be documented on a material release order, which in turn will be processed using the following policy:

- a. The objective is to ensure that material is released to transportation within 3 days after the material release order is produced. If organic transportation is used, excess material should arrive at its destination within 10 days.
- b. ARIs are identified in the AMDF contained on FEDLOG with an ARI code. Shipping documents and containers will be marked "ARI" and ARI will be segregated from other items in a shipment.
- c. Release orders will contain the following (if applicable):
  - (1) Identification of ARI.
  - (2) Identification of CCI.
  - (3) Serial or registration numbers.
  - (4) Hazardous material identification.
- d. When nonorganic transportation is employed, DOD 4500.32-R will be adhered to. This procedure includes transportation movement control documentation and shipment tracing.
- e. COMSEC will be documented for transfer and shipped through DCS channels per TB 380-41.
- f. Protecting material returns will be per subparagraphs 3-27h through 3-27k, this regulation.
- g. Hazardous cargo is regulated by parts 106 to 199, Title 49, Code of Federal Regulations (49 CFR 106-199) for interstate, intrastate, and foreign commerce shipments, Inter-Governmental Maritime Consultative Organization (IMCO) for international vessels, International Air Transport Association (IATA) for international air shipments, AFR 71-4/TM 38-250/NAVSUBPUB 5-5/MCO PA030D/DLM 4145.3 for military air shipments, transportation through the Defense Transportation System is covered in DOD 4500.32-R.

## **Section IV**

### **Stock Control**

#### **4-37. Stock record accounts**

The Army stock record accounting system is used to account for U.S. Government supplies and equipment. All Army property issues, including leased equipment, to a user or PBO must be documented in the stock record account supporting the user or PBO.

- a. The Army SRA is a formal set of records containing item identification, quantities, values, balances, and property transactions. The SRA is maintained as follows:
  - (1) The account is maintained on prescribed forms or an automated equivalent.
  - (2) The SRA is maintained by or under supervision of an accountable property officer officially designated under the provisions of AR 735-5. That officer is accountable for supplies from the time of receipt until issued, shipped, or dropped from accountability.
- b. Two types of SRAs are available, customer support and mission support. A customer support SRA provides supplies to designated customer units. The authority to set up a customer support SRA is the parent unit's authorization document. A mission support SRA provides supply support for a specific mission or authority. A mission support SRA must be authorized in writing by the ACOM/ASCC/DRU commander or the CNGB, unless authorized in specified, approved authorization documents. This account will not furnish supplies by means of ORF, SSSC, or CPs.
- c. The account will be identified by requesting a DODAAC under the provisions of AR 725-50 to distinguish between the SRA and the unit that operates the SSA.
- d. The objective is for all stock record accounts to operate standard automated systems. Pending automated system availability, the files and records identified in DA Pam 710-2-2 will be employed in manual SRAs.
- e. All Army property must be processed through an SRA. Supplies will be accounted for in terms of dollars, items, or both. Detail or summary accounting techniques are used. In detail accounting, each customer transaction is recorded. In summary accounting, transactions are not separately associated with customers.
- f. SRAs will use item detail accounting except for SSSC, which will use dollar summary accounting.

#### **4-38. Stock record account files**

SRAs will establish and maintain the following files with the essential elements listed:

- a. Catalog files with item identification, interchange and substitute, packaging, and freight information as defined in AR 708-1 (see paragraph 4-4 for policies regarding catalog access).
- b. ASL files that identify required and authorized stock levels using the policies contained in paragraph 4-9. The ASL file will contain records with the following essential elements of information.
  - (1) Stock number.
  - (2) Ownership or purpose code.
  - (3) Project code.
  - (4) Date of the last change to the stockage code or level authorized.
  - (5) Requisitioning objective.
  - (6) Reorder point.
  - (7) Safety level.

- (8) Stockage code.
- c. The availability balance file that identifies actual assets on hand will contain the following essential elements of information:
- (1) Stock number.
  - (2) Ownership and purpose code.
  - (3) Project code.
  - (4) Condition code.
  - (5) Quantity on hand.
  - (6) Date of last inventory.
  - (7) Serial number. Items recorded in the SRA that meet any of the following conditions require serial number accounting:
    - (a) Items with a U.S. Army registration number. The registration number will be recorded as the serial number.
    - (b) Items listed in the AMDF contained on FEDLOG with a CIIC other than "U" or blank and the item has a serial number.
    - (c) IMPE and external peripheral components (excepting keyboards and End User Operated items (less CCI)).
    - (d) Class 5 items. Post the lot number and the serial number.
- d. Due-in files, to identify assets due in to the SRA, will contain the following essential elements of information:
- (1) Stock number.
  - (2) Document number (including suffix if applicable).
  - (3) Quantity due in.
  - (4) Source due in from.
  - (5) Project code if any.
  - (6) Current status.
  - (7) Estimated delivery date.
  - (8) Date last followup.
  - (9) Detailed transportation control number.
  - (10) Consolidated transportation control number.
  - (11) Priority.
  - (12) Type due in; for example, temporary loan redistribution, national.
- e. Due-out files, to identify unfilled customer requirements, will contain the following essential elements of information:
- (1) Stock number.
  - (2) Document number (including suffix if applicable).
  - (3) Quantity due out.
  - (4) Project code, if any.
  - (5) Date last followup.
  - (6) Priority.
- f. Transaction history files will be maintained to record activity in the SRA and to provide an audit trail. They will be retained for 24 months.
- (1) Hard copy documents with signatures will be maintained for receipt, issue, turn-in, and balance adjustment transactions for items identified in the AMDF contained on FEDLOG by CIIC of "1-6," "8," "9," "N," (firearms) "P," "Q," "R," "\$" or "Y" (night vision devices and navigation systems (GPS)) or an ARC of "N" (nonexpendable). Serial numbers and registration numbers will be included. (Microfiche or microfilm images will satisfy this requirement.) Hard copy documents are not required for all other supply transactions if the automated system provides an audit trail. The automated audit trail listings will be kept for the same period as voucher files. If a voucher is missing or lost, a statement signed by the accountable property officer (instead of the voucher) will be put in the voucher file.
- (2) Automated transaction history files will be maintained in a computer machine-readable form such as magnetic tape, disk, or a CD-ROM. This automated file will be used to record, as a minimum, the following transactions processed by the SSA, to include those supporting hard copy documents in paragraph (1) above:
- (a) Receipts.
  - (b) Adjustments, both increases and decreases.
  - (c) Issues.
  - (d) Turn-ins.
  - (e) Stockage code changes.
  - (f) Stockage level changes.
- g. Demand history files, which are maintained to record recurring requirements. The demand history files will include the following essential elements of information:

- (1) End item code.
  - (2) Stock number.
  - (3) Frequency of demand by month for the previous 12 months.
  - (4) Quantity demanded for the previous 24 months.
  - (5) For receipts from higher supply sources, the average order ship time experienced for the previous 12 receipts.
  - (6) For items repaired at supporting maintenance as a source of supply, the average repair cycle time from original turn-in document date through repair and return to stock posting for the previous 12 repairs.
  - (7) Quantity repaired and returned to stock as a source of supply for the current and previous 24 months.
- h.* The temporary loan file will contain a copy of each temporary loan transaction.
- i.* A voucher register will be kept to control assignment of voucher numbers. All transactions that affect the SRA balance will be recorded in the voucher register. Vouchers with customer unit document numbers will not be recorded in the voucher register, except for ammunition accounts. The voucher register will contain the essential elements of data listed below.
- (1) Account number (DODAAC).
  - (2) Page number.
  - (3) Voucher number:
    - (a) DODAAC.
    - (b) Julian date.
    - (c) Four-position serial number.
    - (4) To or from.
    - (5) Stock number.
    - (6) Date completed.
  - j.* The document number in all transactions for classified COMSEC equipment initiated by COMSEC custodians will contain the assigned COMSEC account number in positions' one through six. COMSEC custodians will assign voucher serial numbers for COMSEC material as specified in TB 380–41.
  - k.* COMSEC support elements overseas and CONUS COMSEC SSAs will maintain stock records as prescribed in this chapter and related procedural publications. However, these records for classified COMSEC equipment are informal property accounting records for management purposes only, and will be clearly marked, "Accountable under TB 380–41, see records of COMSEC custodian."

#### **4-39. Special purpose stock record accounts**

- a. Installation materiel maintenance activities (IMMA).* The IMMA exists to provide maintenance support to designated units in its area of operations. IMMAs on DSS will set up a stock record account. The Director of Logistics will appoint a stock record officer per AR 735–5. The SRA requirement does not apply to AMC IMMAs where stockage is maintained by the installation SSA and the IMMA is a customer of the SSA. In this case, the AMC IMMA is considered organic to the installation SSA for supply support. Supplies issued to the AMC IMMA will be for immediate use.
- b. AMSF.*
- (1) AMSFs will set up an SRA.
  - (2) The commander or chief of AMSF will appoint a stock record officer.
  - (3) The stockage policy in paragraphs 4–8, 4–9, and 4–10 applies. When the AMSF provides supply and maintenance support, it may perform all the operations normally done by an SSA.
- c. SSSC.*
- (1) Accounting procedures within the SSA that operates the SSSC will provide for:
    - (a) Using the stockage policy prescribed in this chapter.
    - (b) Using the operating level quantity of the RO as the SSSC stockage level.
    - (c) Increasing the dollar value of the SSSC operating account based on material release orders that transfer stock to the SSSC.
    - (d) Decreasing the dollar value of the SSSC operating account, based on shipments returning stock to the SSA.
  - (2) Dollar accounting procedures within the SSSC will provide for a Merchandise Inventory General Ledger Account for the SSSC, and a Customer Transaction Ledger Account for each account or subaccount.
    - (a) Postings to the Merchandise Inventory General Ledger Account will be initially entered in one of the following journals:
      1. Receipts and Shipments.
      2. Sales and Returns.
      3. Merchandise Inventory Adjustments Journals.
    - (b) Postings to the Customer Transaction Ledger Account will be initially entered in either the Sales and Returns Journal or the Customer Deposit-Withdrawal Journal.

(3) SSSCs that hold assets of an AWCFF must keep financial inventory accounting. MATCAT ledgers will be kept by the FAO. Ledgers will show the opening inventory, increases, decreases, and the closing inventory. This process does not apply to SSSCs that hold assets of an OMA fund, nor does it apply to ARNG.

(4) Dollar accounting procedures within the SSSC will provide for a monthly SSSC statement of financial operations.

(5) Dollar accounting procedures within the SSSC will provide for a monthly statement of customer account.

*d. Repairables.*

(1) All repairables will be accounted for on the stock record account.

(2) The accountable record will reflect the appropriate maintenance use code and maintenance repair code to indicate which items are authorized for removal, replacement, or repair at the organizational, DS/GS levels. The recoverability code will also be reflected on the accountable record.

(3) The accountable record will reflect all assets on hand, both serviceable and unserviceable, and will include those unserviceable assets in maintenance for repair.

*e. SRA for bulk petroleum.* Installations will establish an SRA for bulk petroleum using the procedures outlined in DA Pam 710-2-2.

#### **4-40. In-transit aircraft refueling**

*a. Into-plane contracts.* An Into-Plane Contract may be established at a commercial airport, where military refueling is not available, provided requirements are submitted by message or letter to USAPC (see DA Pam 710-2-2 for format).

(1) An evaluation will be attached to justify the request for Into-Plane Contract coverage. The evaluation must reflect existing commercial service prices and an adequate estimate of cost to provide military service.

(2) Requirements for Into-Plane Contract coverage will be submitted for new locations only. Do not submit for locations already listed in the current AVFUEL/AVOIL Into-Plane contract listing.

(3) An AVFUELS Into-Plane Contract Sales Slip will be used at Army airfields (other than home stations); at Navy and Air Force installations; and commercial vendors under Government contract, as identified in DESC Into-Plane contract bulletins.

(4) An AVFUELS Into-Plane Contract Sales Slip will be used as the basic issue document for all issues made to military services, Government agencies, and authorized civil or foreign aircraft issued from Army-owned inventory. Under no circumstances will a petroleum company or U.S. Government credit card be used to imprint data on an AVFUELS Into-Plane Contract Sales Slip.

(5) The pilot, or authorized representative, will ensure that product services are recorded on the AVFUELS Into-Plane Contract Sales Slip as rendered. This individual will present the proper identaplate to the refueling operator to have the essential sales data imprinted. If the contractor uses a commercial credit card form, the pilot will ensure that the sales data clearly shows the aircraft model/design/series (MDS) and tail number, as well as the home station and IMA region/ACOM/ASCC/DRU of the aircraft. If a contractor or refueling agency insists on using a commercial delivery form in addition to the AVFUELS Into-Plane Contract Sales Slip, the pilot will annotate the commercial form as follows: "Duplicate-AVFUELS Into-Plane Contract Sales Slip accomplished."

(6) When the pilot is unable to produce either a current identaplate or a completed request for AVFUELS identaplate form, DA Form 4701-R (Request for AVFUELS Identaplates) per DA Pam 710-2-1. The refueling operator will record the aircraft type, seven-digit tail number, user and supplementary DODAACs, signal and fund code in the appropriate block of the AVFUELS Into-Plane Contract Sales Slip and verify the name and unit of the pilot by checking the pilot's DOD identification card and the equipment log book.

*b. DOD AVFUEL identaplate.* The DOD AVFUEL identaplates are not authorized for obtaining petroleum products that are to be dispensed into any type container or storage tanks or for purchasing products in advance of actual dispensing into aircraft.

(1) USAPC is the only authorized source that Army activities can obtain AVFUEL identaplates. Requests must be forwarded in writing. They must be signed by the appropriate installation or activity commander or the designated representative. Emergency requests will be accepted by telephone, but subsequent confirmation in writing must follow. The request must include complete information as outlined in DA Pam 710-2-2. A request for an AVFUEL identaplate for newly assigned aircraft must be accompanied by an Army Aircraft Inventory Status and Flying Time form or other documentation showing ownership of aircraft by the activity.

(2) The identaplates available for issue are sequentially numbered to ensure adequate controls for their issue, use, and disposition. All AVFUEL identaplates issued will have in the lower right hand corner an imprinted expiration date, which will not exceed 2 years from date of issue. Identaplates for aircraft with the last digit of the tail number ending in an even number will expire in an even-numbered year. Identaplates for aircraft with the last digit of the tail number ending in an odd number will expire in an odd-numbered year. Identaplates will be automatically reissued before expiration. Upon receipt of newly issued identaplates, the old identaplates will be destroyed. A certificate of destruction will be forwarded to USAPC. Only one identaplate is authorized per aircraft. Refueling of more than one aircraft using one identaplate is prohibited.

(3) An identaplate may become invalid because of excessive wear, mutilation, or a change in the DODAAC of the home station or supplementary (bill-to) address. If the plate is invalid, a certificate of destruction will be provided to USAPC along with a request for a new identaplate if a new identaplate is desired. A copy of the Request for AVFUELS Identaplate form will be retained in the aircraft until the new plate is received. This form can be used instead of the identaplate pending receipt. Lost plates or those suspected of being misused will be reported by serial number immediately to USAPC, who will declare the plates invalid. USAPC will publish and distribute semiannually a complete list of all lost plates. Army activities are authorized to confiscate and return to USAPC any identaplate advertised as lost or misplaced. If a pilot, crewmember, or others refuse to surrender any such identaplate, advise USAPC immediately by message. Message information procedures are contained in DA Pam 710-2-2.

c. *U.S. Government credit cards.* U.S. Government credit cards are authorized for use only when motor pool, DOD facilities, or established Into-Plane contracts are not available. Purchases are limited to \$10,000 per refueling stop. Use of the credit card for aircraft refueling at an established Into-Plane Contract site is prohibited. U.S. Government credit cards will be obtained from GSA. Procedures for obtaining credit cards are outlined in DA Pam 710-2-2.

#### **4-41. Asset reporting**

To keep both national and retail managers aware of the location and condition of specific assets, vertical management information reporting is generated at the SSA and transmitted to the national manager.

a. Vertical management asset and information reporting involves several process factors as detailed below. All are used to communicate specific information to the national manager responsible for worldwide requirements. Some of these reports are automatically produced by automated systems and others must be prepared manually.

b. The IMA regions/ACOM/ASCC/DRUs are responsible for establishing central collection and reporting activities to collect, monitor, and forward reports manually prepared by users.

c. AR 710-3, AR 725-50, and DA Pam 710-2-2 contain procedures and formats for reporting.

d. Required reports are listed below:

(1) *Army Total Asset Visibility (ATAV) functionality in LIDB.* These items include every item on the stock record account.

(a) Reporting is required for all SSAs.

(b) SSAs will report the status of lines when the quantity on hand, due in, due-out, or material condition code has changed and whenever the stockage code or requisitioning objective is changed. Report transactions will be transmitted direct to the DAAS for passing to LOGSA. The NICP managers will use TAV within LIDB business rules to distribute selected high cost and/or critical items.

(c) SSAs must provide a full ABF reconciliation to LOGSA on a monthly basis to support ATAV/LIDB requirements.

(2) *CBS-X/LIDB.* This procedure requires that all activities report transactions for all RICC 2, A, B, C and Z.

(a) Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system. This process becomes one of the feeder reports of TAV within LIDB. If the property book is not automated, but the SSA, through which issue and receipt transactions are processed is automated, then these transactions will automatically be reported to CBS-X/LIDB. The property book must report other transactions such as lateral transfers and AARs that are not processed through the SSA to the CCA. If the property book and supporting SSA through which issues and turn-ins are manual, the SSA will manually report all transactions for reportable items to the CCA. The DA minimum goal for CBS-X compatibility is 98 percent. Because this data feeds TAV within LIDB, it is essential that the SSAs report the data promptly for CCA inclusion in TAV.

(b) SSA level transaction reporting is the report extracted from the voucher or document history file and submitted weekly for reportable items to AMC LOGSA. All SSAs will be required to accomplish the weekly report but activities pending the automated capability to produce the report will be submitted through the CCA. Installation activities will submit the report through automated means. This weekly report is used to build and update the TAV with LIDB database.

(c) The installation will operate a CBS-X CCA if directed by the IMA region/ACOM/ASCC/DRU. CCA functions are as follows:

1. Coordination between CBS-X reporting activities and the AMC LOGSA CBS-X/LIDB database.
2. Disseminate CBS-X/LIDB reporting procedures and information to reporting units.
3. Collect and maintain a file of manual CBS-X reports submitted and maintain for a period of 90 days after submission.
4. Submit CBS-X reports to AMC LOGSA.
5. Provide CBS-X training and assistance to supported units.
6. Assist LOGSA personnel during equipment control program (ECP) CBS-X/LIDB reconciliations.

(3) *Registration and Reporting of U.S. Army Vehicles (RCS CSGLD-1608).* Registration and reporting are separate functions and should be acted on accordingly.

(a) *Registration.* Registration is the function of accepting material into the Army inventory and requesting an Army

registration number from the U.S. Army Central Vehicle Registry maintained by AMC LOGSA. Registration is accomplished by the procuring activity for the material and will normally have already occurred at the time the material is received by the using units. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMOs, material previously identified as a combat loss that is recovered or recaptured, and material modified that identifies the item to a different category in AR 710-3. Acceptance and registration report will not be limited to those items listed in the appendixes to DA Pam 738-750, but will be prepared and submitted for all item's subject to registration number assignment and control. Acceptance and registration are accomplished per AR 710-3, chapter 5.

(b) *Reporting.* Reporting is the function of controlling the whereabouts of material requiring registration. Material that is transferred between units and material that is a loss to the Army inventory will be reported to AMC LOGSA, through the ACOM/ASCC/DRU, Data Reduction Center. Transfer reports and deletion reports will not be limited to those items contained in appendixes to DA Pam 738-750, but will be submitted on all item's subject to registration number assignment and control. Transfer reports and deletion reports will be prepared and submitted per AR 710-3, chapter 5.

(c) *Objective.* The objective for logistics automation of the Army is to accomplish U.S. Army vehicle reporting by the supply and accounting system as a byproduct of the receipt and issue process. As TAV with LIDB becomes more fully developed and implemented, it is envisioned that such reports would no longer be required, as the database would be automatically updated by its feeder systems. If reporting is not automatically accomplished by the supply and accounting system, manual reports will be prepared and submitted.

(4) *DOD Small Arms Serialization (RCS DD-MIL(A) 1629).* The purpose of the DODSASP is to maintain continuous visibility over small arms, by serial number, from procurement through demilitarization and disposal. DODSASP is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for a serial numbered small arm.

(a) See glossary for definition of small arms reportable under the DODSASP.

(b) An Army logistics automation objective is to accomplish DODSASP reporting by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV within LIDB is fully developed and implemented that it would contain the data required, fulfilling the DODSASP purpose.

(c) If DODSASP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting DODSASP reporting activity within 5 days of the supply transaction. The local SASSO will ensure that the local DODSASP reporting activity files are updated and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The IMA region/ACOM/ASCC/DRU will designate the local reporting activities within the command that operate on an installation or overseas area support basis.

(5) *Radiation Testing and Tracking System.* The purposes of the DOD RATTS are to maintain continuous visibility by serial number and wipe test of all detector chemical cells (Radioactive Source NSN 6665-01-114-0073) and drift tube modules (Radioactive Source NSN 6665-99-257-0069) from procurement through demilitarization and disposal. The RATTS also will provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The detector chemical cell is a component of the M43A1 chemical detector and the drift tube is a component of the CAM. RATTS is designed to provide the identification of the last Army activity accountable for a specific serial numbered cell and to track wipe test data. PBOs will ensure that serial numbers for source components are recorded on property books. Changes will be reported to the designated SSO as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

(a) An Army logistics automation objective is to accomplish RATTS reporting by supply, accounting and maintenance systems as a by-product of receipt, issue, transfer, adjustment, and maintenance actions such as wipe testing. It is envisioned that as TAV within LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(b) If RATTS reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTS reporting activity within 5 days of the supply transaction (see AR 710-3, for wipe test reporting requirements). The local SSO will ensure that the local RATTS reporting activity files are updated and the data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The IMA region/ACOM/ASCC/DRU will designate the local reporting activities within the command, which operate on an installation or overseas area support basis.

(6) *Controlled Cryptographic Item Serialization Program (CCISP).* The purpose of the CCISP is to maintain continuous visibility over designated CCI end items by serial number from procurement through demilitarization and disposal. It is designed to provide the NSA and investigative agencies the identification of the last Army activity accountable for a specific serial numbered CCI end item.

(a) The NSA designates items as CCI and establishes asset-tracking requirements. All CCI end items are reportable based on their assigned reportable item control code (RICC) (see SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting).

(b) An Army logistics automation objective is to attain CCISP reporting from supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV within LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If CCISP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting CCISP reporting activity within 5 days of the supply transaction. The local CCI Serialization Surety Officer will ensure that the local CCISP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The IMA region/ACOM/ASCC/DRU will designate the local reporting activities within the command, which operate on an installation or overseas area support basis.

(7) *Tracking assets by serial number-aviation System.* The selected aircraft items are tracked by serial number. SSAs will report the receipt, adjustment, issue, or turn-in of TASN-A items. Report transactions will be transmitted direct to DAAS. Reporting is required for all manual or automated activities. It is envisioned that as TAV within LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective. If standard supply and accounting systems does not accomplish TASN-A reporting, manual reporting is required.

(8) *SSA Level ABF reporting.* This report is used to furnish the national manager's asset information. All OCONUS SSAs will report, by magnetic tape, to the AMC LOGSA monthly. Pending availability of automated systems capable of providing this report, only those SSAs operating with the SARSS are required to submit this report.

(9) *CDDB.* Each SSA, directly supporting customers, will copy each customer request, with an EIC, change the document identifier code to "BAH" and transmit these images to the CDDB using the formats and procedures contained in AR 725-50 and DA Pam 710-2-2.

(10) *Petroleum storage reports.* All activities are required to submit data on all bulk petroleum storage facilities. Reports requiring submission are:

(a) *Bulk Petroleum Storage Facilities Report (CONUS and overseas) RCS DD-MIL (A) 506.* The report will be submitted to USAPC every 3 years by activities with a 500-barrel capacity or more, either singly or in a manifold configuration.

(b) *Bulk Petroleum Storage Facilities Report (CONUS) AMC 830.* This report will be submitted to USAPC annually upon request by activities with a capacity of less than 21,000 gallons, but not less than 200 gallons.

(c) *Bulk Petroleum Terminal Message Report RCS DLA (W) 1884 (DESC).* This report will be submitted to DESC weekly.

(d) *Source Identification and Ordering Authorization Control Record RCS DLA (M) 1882 (DESC).* Report will be submitted to DESC monthly from information obtained from the SIOATH Control Record (see DOD 4140.25-M) maintained by activity..

(e) *Defense Energy Information Systems Report (DEIS I and DEIS II) RCS DD-M(AR) 1313.* This report will be submitted monthly to their respective IMA region/ACOM/ASCC/DRU.

#### 4-42. Ammunition management

The applicable policy for ammunition management at installation/USPFO is contained in chapter 3, section V.

**Table 4-1**  
**Disposition of excess**

(For SSAs that interface with the national level)				
Major item	Condition	ARI item	Recoverability code	Action required
Yes	N/A	N/A	N/A	Request disposition (FTE) from national source of supply.
No	Serviceable	Yes	N/A	Ship to area oriented depot (AOD) and report FTA to national SOS.
No	Unserviceable	Yes	N/A	Ship to closest repair activity (ARIL) and report (FTA) to national SOS.
No	Serviceable	No	N/A	Request disposition (FTE) from national SOS.
No	Unserviceable	No	D or L	Request disposition (FTE) from national SOS.
No	Unserviceable repairable	No	F or H	Request disposition (FTE) from national SOS.
No	Uneconomically repairable or condemned.	No	F or H	Dispose through DRMO following the "two-person rule." <sup>1</sup>

**Table 4-1**  
**Disposition of excess—Continued**

(For SSAs that interface with the national level)				
Major item	Condition	ARI item	Recoverability code	Action required
No	Uneconomically repairable or condemned.	No	A	Comply with disposition instructions in applicable manual.

Notes:

<sup>1</sup> The two-person rule refers to the requirement for the local item manager and the next higher level of management (supervisor) to both ensure that no requirements exist before items are sent to DRMO. The work order citing the “uneconomically repairable” or “condemned” classification will be retained in the SSA’s file for 2 years. When OCIE is turned in to DRMO, the OCIE will be marked with “DRMO” and the DODAAC of the SSA making the turn-in. Refer to paragraph 1-16h for DEMIL instructions. All classified COMSEC material and CCI equipment must be returned to Tobyhanna Army Depot (TOAD) regardless of condition. Disposal through DRMO channels is prohibited (see paragraph 4-32a(6)).

**Table 4-2**  
**Disposition of excess**

(For SSAs that do not interface with the national level)			
Major item	Condition	Recoverability code	Action required
Yes	N/A	N/A	Ship to supporting installation, corps, or other designated activity. <sup>1</sup>
No	Serviceable	N/A	Ship to supporting installation, corps, or other designated activity. <sup>1</sup>
No	Unserviceable	H, D, or L	Ship to supporting installation, corps, or other designated activity. <sup>1</sup>
No	Unserviceable, repairable	F or Z	Turn-in to supporting installation, corps, or other designated activity. <sup>1</sup>
No	Uneconomically repairable or condemned.	F or Z	Dispose through DRMO following the “two person rule.” <sup>2</sup>
No	Uneconomically repairable or condemned.	A	Comply with repairable or disposition condemned instructions in applicable manual.

Notes:

<sup>1</sup> Automated systems will perform the excess process at the CORPS or similar level.

<sup>2</sup> The “two-person rule” refers to the requirement for the local item manager and the next higher level of management (supervisor) to both ensure that no requirements exist before items are sent to DRMO. The work order citing the “uneconomically repairable” or “condemned” classification will be retained in the SSAs file for 2 years. When OCIE is turned in to DRMO, the OCIE will be marked with “DRMO” and the DODAAC of the SSA making the turn-in. Refer to paragraph 1-16h for DEMIL instructions. All classified COMSEC material and CCI equipment must be returned to Tobyhanna Army Depot (TOAD) regardless of condition. Disposal through DRMO channels is prohibited (see paragraph 4-32a(6)).

## Chapter 5

### Corps Support Command and Theater Support Command

#### Section I

#### Policy

##### 5-1. Introduction

a. This chapter provides policy for supply management and operations of Corps Support Command, Theater Support Command, and other materiel management centers above division level and below ACOM/ASCC/DRU.

b. This section contains general information about the supply support structure in the corps and TSC; section II explains inventory control, section III explains supply control, section IV explains stock control, section V explains ammunition management, and section VI explains wartime policies.

##### 5-2. General information

a. COSCOM and TSC supply activities providing direct supply support to customers will use the policy contained in chapter 3.

b. The COSCOM/TSC MMC will maintain management supervision over supply operations at the supply and maintenance activities. Forward and rear SSAs operating in the COSCOM/TSC are included.

c. The Army supply system maintains its national stockage in CONUS and uses an expedient distribution and transportation system to provide resupply directly from the national sustaining base to individual SSAs worldwide in both peace and war. Distribution is accomplished by the DSS using surface transportation, sea lines of communication (SEALOC), and ALOC. Through the use of this technique, the Army is able to achieve superior supply support while

reducing stockage to just that maintained at the national level and directly supporting SSAs. No COSCOM/TSC ASL backs up another ASL. The backup stockage is retained at the national level.

(1) Because of direct distribution between the national sustaining base and the retail SSA, material is consolidated and containerized at CONUS-based area supporting CCP. At the CCP level, material for any given SSA is unitized (placed in multipack triwalled boxes) to the forward support battalion (FSB) level and containerized (unitized boxes are consolidated) on Air Force pallets or other containers to the MSB level. Thus the transportation system is able to deliver the container or pallet directly to the division rear area and the division is able to break the container or pallet and throughput or deliver the unitized cargo to the FSBs. Nondivisional SSAs operating in the COSCOM and TSC area also receive pallets directly from the CCP. COSCOM and TSC MMCs are responsible for managing the flow of this material to ensure uninterrupted movement between the overseas POD and the SSA.

(2) While materiel flow is direct from the SOS to the individual SSAs, the COSCOM, TSC, and TSCMMC are kept aware of the supply situation through the use of management information supplied by the SSAs to the national SOS. Image copies go to the COSCOM or TSC and the TSCMMC. In a like manner, material retrograded directly from an SSA to national or theater maintenance point will be reported in image copies to the COSCOM or TSC MMC.

*d.* Corps and TSC MMCs operate under the Army Working Capital Fund (AWCF) concept. The AWCF was chartered to finance the resupply of stocks at the Corps and TSC MMCs and the supply of repair parts and minor items of supply at the unit level. When customer requisitions are routed through the AWCF, simultaneous obligation authority occurs when the transaction processes through the installation supply buffer and then the standard finance system (STANFINS). Installation supply buffer is used to accomplish financial inventory accounting and produce financial reports. Installation supply buffer then interfaces with STANFINS to provide an installation-level system for financial management of customer funds (DFAS-IN Regulation 37-1 and DFAS Manual 37-100-FY).

## **Section II**

### **Inventory Control**

#### **5-3. Inventory control functions**

This section provides policy on the function of supply that controls the acquisition, allocation, and disposal of material. This includes cataloging, requirement's determination, procurement, production, overhaul and rebuild direction, and distribution.

#### **5-4. Cataloging**

Cataloging provides essential elements of item identification, interchange and substitute, packaging, freight, maintenance repair, and retrograde data required to perform the other supply functions.

*a.* The primary source of catalog data is the Army Central Logistics Data Bank. Catalog data is distributed in the AMDF contained on FEDLOG. When AMDF data is not available, the CMMC/TSC MMC (OCONUS only) will obtain the data from the Defense Integrated Data System (DIDS). When catalog data is not available from either AMDF contained on FEDLOG or DIDS, it will be obtained locally and added to catalog files.

*b.* All items will be cataloged using an NSN if an NSN has been assigned.

*c.* If any NSN has not been assigned, the item will be cataloged using the CAGE/PN combination if the combined code length does not exceed 15 characters.

*d.* When a supply item does not have an assigned NSN, when the CAGE/PN cannot be determined, or when the CAGE/PN exceeds 15 characters, an MCN will be assigned. MCNs will be managed using the following policies:

(1) MCNs used to identify CAGE/PN over 15 characters in length will be deleted when an NSN is assigned for the CAGE/PN.

(2) MCNs will be deleted when no demand data has been recorded for 12 months and the item is not stocked.

(3) A listing containing the MCN, description, MATCAT, unit of issue, supply class of material code, unit price, and cross reference CAGE/PN (if applicable) will be distributed to customer units and activities at least semiannually. Finance and accounting activities and supported SSAs will be provided with MCN data as additions, changes, or deletions occur.

*e.* Activities responsible for the assignment of MCNs will maintain an MCN control register. The MCNs will be assigned in numerical sequence regardless of class of material. The register will contain the following essential elements of data:

(1) MCN.

(2) Item description.

(3) Cross reference number.

(4) MATCAT structure code.

(5) Unit of issue (UI).

(6) Unit price.

(7) SCMC.

- (8) Identification of the issuing activity or person.
- f.* CMMC/TSC MMC will provide customer assistance catalog support.
- g.* The following publications, as a minimum, will be maintained:
- (1) SB 708–21 and SB 708–22.
  - (2) SB 708–41, SB 708–42, and SB 708–43.
  - (3) AMDF contained on FEDLOG.
  - (4) Packaging file in LIDB.
  - (5) Freight file in LIDB.
  - (6) History file in LIDB.
  - (7) Cataloging Handbook H2 – Federal Supply Classification – Group and Classes and user guides at <http://www.dlis.dla.mil/Forms/forms.asp> – user
  - (8) Management data list—consolidated.
  - (9) Supply catalogs.
  - (10) Identification lists.
  - (11) Master cross-reference lists.
  - (12) Component Lists.
  - (13) Technical manuals or commercial equivalent for supported equipment.
  - (14) Technical bulletins.
  - (15) Supply manuals.
  - (16) Modification work orders.
  - (17) Automatic return items list.
  - (18) AR 725–50.
  - (19) AR 71–32.
- h.* If an error in the catalog data is suspected, a request for review of the coding will be submitted through the same channels by which catalog support is received, to the Director, AMC LOGSA, ATTN: AMXLS–L, Redstone Arsenal, AL 35898–7466.

### **5–5. Distribution**

Distribution is that phase of logistics that includes, for the field Army, the positioning of authorized stocks in an efficient and timely manner to satisfy requirements.

### **5–6. Disposal**

Disposal is that function of supply management that purges the system of excess, obsolete, or condemned (non-repairable) material under proper authority.

## **Section III**

### **Supply Control**

#### **5–7. Supply control functions**

This section provides policy by which an item is controlled within the supply system. All supply functions in this section will be AIT enabled. The policy includes requisitioning, receipt, storage, issue, disposition, recovery, and shipping. It also includes the requirements computation process that is concerned with selecting of items for stockage and, after selection, the computation of requisitioning objectives by specific quantities for specific periods of time.

#### **5–8. Stockage selection**

COSCOMs and TSCs materiel management center stockage selection will be under the provisions of chapter 3.

#### **5–9. Petroleum**

Peacetime operating stocks (POS) for Class 3 (bulk) will be established for each operating location. The POS will consist of stocks sufficient to sustain anticipated usage until economic resupply can be effected from a designated national DFSP or a reliable supply source, plus a safety level determined by the ACOM/ASCC/DRU. At oil-burning installations the safety level will consist of stocks sufficient to sustain utilities for at least 30 days of the coldest experienced weather, unless 30 days of an approved alternative fuel is available.

*a.* For activities where stocks above have not been established, DLA may, according to DOD Directive 4140.25, acquire additional storage capacity for utility fuels sufficient to establish a 30-day supply for the area served by the DFSP.

*b.* If the POS does not fill available stockage capacity, additional POS may be procured and stored when petroleum market conditions justify or when a supply shortage can be foreseen. This “full-tank” policy will be applied judiciously

as storage and product availability dictates. Such procurements will be made only within the funds available and upon approval of the applicable ACOM/ASCC/DRU.

#### **5-10. Self-service supply center**

The SSSC stock selection and accounting methods may be employed in the SSA supported by the CMMC/TSC MMC using the policy contained in chapter 4, but it will not be used in the CMMC/TSC MMC storage sites.

#### **5-11. Operational readiness float**

ORF stock selection and accounting methods may be employed in the SSA supported by the CMMC/TSC MMC using the policy contained in chapter 3, but it will not be used in the CMMC/TSC MMC storage sites.

#### **5-12. Cannibalization point**

Cannibalization point stock selection and accounting methods may be employed in the SSA supported by the CMMC/TSC MMC using the policy contained in chapter 3, but it will not be used in the CMMC/TSC MMC storage sites.

#### **5-13. Repairable management**

*a.* The CMMC/TSC MMC will stock a portion of the repair cycle level quantity of repairables repaired at EAC (MRC “D,” “H” and “L”). The management of repairables involves the following processes:

- (1) Requisitioning, stocking, and issuing.
- (2) Receiving customer turn-ins.
- (3) Work ordering repairables for maintenance.
- (4) Turning-in items to the GSU/special repair activity or transferring items to the designated disposal activity.

*b.* Managing repairables requires proper use of the SMR codes in AR 700-82 pertaining to supply policy. The applicable part of the SMR code is a combination of the MUC, MR code, and RC. The MUC for repair parts is found in technical manuals for the applicable end item. Both the MR and RC are found in the AMDF contained on FEDLOG. The explanations of these codes are as follows:

(1) The RC is a code for designating the level (DS, GS, depot, or special repair activity), which may decide final disposition of uneconomically repairable, condemned repairables.

(2) The MR code is a code that indicates whether an item is a repairable and the maintenance level authorized to do complete repair.

(3) The MUC identifies maintenance levels authorized to remove and replace the item.

*c.* The level designated by the RC is the lowest level authorized to determine final disposition of repairables classified as condemned or uneconomically repairable. The explanation of each RC designation is listed below. Application of these codes is explained in paragraph *h* below.

(1) RC “Z.” Item is not a repairable. When unserviceable, dispose of it at the DS or higher level.

(2) RC “O” or “F.” Item is a repairable. When condemned or uneconomically repairable, dispose of it at the DS or higher level.

(3) RC “H.” Item is a repairable. When condemned or uneconomically repairable, dispose of it at the GS or higher level.

(4) RC “D” or “L.” Item is a repairable. When condemned or uneconomically repairable, the depot or special repair activity level determines final disposition.

*d.* The MR code is assigned to indicate whether the item is to be repaired and to identify the lowest maintenance level authorized to perform complete repair; that is, remove, replace, repair, assemble, and test. The explanation of each MR code designation is listed below.

(1) MR “O.” The unit is the lowest maintenance level authorized to conduct complete repair.

(2) MR “F.” DS is the lowest maintenance level authorized to conduct complete repair.

(3) MR “H.” GS is the lowest maintenance level authorized to conduct complete repair.

(4) MR “D.” The depot is the only maintenance level authorized to conduct complete repair or overhaul.

(5) MR “L.” The complete repair or overhaul of these items is restricted to designated specialized repair activities.

(6) MR “Z.” The item is not a repairable. No repair is authorized.

(7) MR “B.” No repair is authorized. The item may be reconditioned by adjusting, lubricating, and so forth, at the lowest level. No parts or special tools are procured for the maintenance of the item.

*e.* The lowest maintenance level authorized to remove and replace repairables is designated by the MUC as follows:

(1) MUC “O.” Unit level.

(2) MUC “F.” DS level.

(3) MUC “H.” GS level.

(4) MUC “D.” Depot level to include specialized repair activities.

*f.* Management of repairables for the COSCOM/TSC will be exercised by the CMMC/TSC MMC. The CMMC/TSC MMC provides management information regarding the issue and retrograde of repairable items.

- g. Up on receipt of a customer request for a repairable:
  - (1) A repairable is turned in by a customer—
    - (a) Establish stock record accounting for the item.
    - (b) Initiate supply issue procedures if a replacement is requested.
  - (2) A repairable is not turned in by a customer—
    - (a) Establish reason for customer not compiling with paragraph 2–6e of this regulation.
    - (b) Issue a serviceable and establish a due in from the customer for the unserviceable using the customer’s requisition number. This due in will be added to the dues-in during net assets computation.
    - (c) Direct the customer to return unserviceable repairables using the same requisition number within 10 days. Exceptions may be granted on a case-by-case basis.
    - (d) Commanders may freeze the account of a delinquent customer until all unserviceable repairable dues-in are cleared.
  - (3) Prepare a work order for the repairable within 3 workdays of receipt. Considering need, assign the applicable UND to the work order. This UND will be “A,” “B,” or “C” as necessary to ensure serviceable stock availability.
- h. After return of repairables from maintenance, items are either stocked, turned in, or disposed of according to the following guidelines:
  - (1) Stock repairables if classified as serviceable and if not excess. This policy does not render assets unavailable to fill critical Army requirements. Commands and NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements. TAV/LIDB is designed to provide the asset visibility to the managers to enable them to make the requirement and redistribution decisions.
  - (2) Turn in repairables to the GSU if the item is—
    - (a) Excess to the ASL.
    - (b) Coded as NRTS except for NRTS code “9” (condemned).
    - (c) Classified as uneconomically repairable or condemned and the RC is “D” or “L.”
    - (d) ARI and theater turn-in point item list (TIPIL) material if coded as NRTS. Turn in this material to the designated maintenance facility (as listed on the ARIL or theater TIPIL). Complete the turn-in within 10 days after classified as NRTS.
  - (3) Transfer RC “O,” ” F” or “H” repairables classified as uneconomically repairable or condemned to the designated disposal activity.
  - (4) Refer to paragraph 1–16h for DEMIL instructions.
    - i. Items turned in that appear to be unserviceable because of other than FWT must be accompanied by appropriate documents per AR 735–5, paragraph 14–26 (damaged property).
    - j. Classified COMSEC repairables will be managed as specified in this paragraph by COMSEC accounts. All turn-ins and issues will be through COMSEC supply channels. Maintain formal accountability as outlined in TB 380–41.
    - k. Process requests for issue through standard online requisitioning procedures. However, subject to stock availability, issues of serviceable for unserviceable repairables may be authorized as an immediate over-the-counter issue.
    - l. Stockage selection is made per paragraph 3–8.
    - m. Stockage level computation for repairables is prescribed in paragraph 3–9.
    - n. Receipt processing is accomplished per paragraph 4–24.

#### **5–14. Replenishment requisitioning**

Replenishment requisitioning is accomplished by CMMC/TSC MMC stock record accounts only.

a. All requisitions leaving the CMMC/TSC MMC are passing actions for requisitions received from supported SSAs under the following conditions:

(1) Supported SSAs pass requisitions through the CMMC/TSC MMC for funding. The objective is to accommodate funding certification in the divisional system. Pending automated system capabilities to provide funds certification interface with the financial system, all requisitions will be passed through the CMMC/TSC MMC for funds certification.

(2) Supported SSAs pass PD 01–03 and NMCS requisitions through the CMMC/TSC MMC for possible issue from the OCONUS Army war reserve-sustainment (AWR–S).

b. OCONUS CMMC/TSC MMC will request AWR–S stocks within the following policies:

(1) In accordance with AR 710–1 requisitions will be prepared and submitted using standard procedures in AR 725–50.

(2) Requisitions will contain the same priority as was used by the customer SSA when the requisition was filled or a normal replenishment priority.

#### **5–15. Customer requisitions**

Requisitions from SSAs supported by the CMMC/TSC MMC will be submitted in the formats prescribed by AR

725–50. The most expeditious form of communications will be employed to transmit requisitions from supported SSAs to the CMMC/TSC MMC. After receipt, requisitions will be processed as follows:

- a. Routine edits will be performed to determine if the requested material is managed by the CMMC/TSC MMC.
- b. Accuracy edits will be performed using table 5–1 to ensure documents are properly formatted and prepared.
- c. Authorization edits will vary depending upon the ARC in the AMDF contained in FEDLOG.
  - (1) Items with an ARC “N” require validation using the monthly Requisition Validation System (REQ–VAL) before submission to the national supply sources. The Distribution Execution System (DES) will also be utilized.
  - (2) Items with an ARC “D” or “X” will be considered authorized.
- d. Availability edits will be performed using table 5–2 to ensure that correct fill and pass logic are exercised.
- e. Supply status indicating the action taken, including requisitions delayed while under review by managers, will be supplied to the requisitioner, using formats contained in AR 725–50.
- f. Followup transactions received will be processed as follows:
  - (1) If the entire requisition has been passed, forward followup to the same activity that the requisition was passed to.
  - (2) If the requisition was partially filled, provide status code BA or shipping status, as appropriate, for the portion released and forward followup to the same activity to which the requisition was passed for the pass quantity.
  - (3) If the requisition is under management review, provide delay status.
  - (4) If no record is found, pass followup to the next higher supply source.
- g. Selection of stock for issue should include issue of the oldest date of pack first unless specific individual requirements are for more current dates of pack.
- h. The objective is to make stock available to transportation or directly to the customer within the following timeframes:
  - (1) PD 01–08 (within 1 day).
  - (2) Other requirements within 2 workdays.

**Table 5–1**  
**Accuracy edits**

Question	Response	Action to take
1. Is there enough information to identify the requested item?	No	Contact the requisitioning activity in an attempt to obtain required information. If unable to obtain required information, reject using “CG” status.
	Yes	Continue processing and go to question 2.
2. Is a quantity shown and numeric?	No	Enter a quantity of 1. Continue processing and go to question 3.
	Yes	Continue processing and go to question 3.
3. Is a priority shown, numeric and valid for FAD?	No	Assign the lowest PD authorized for the requesting unit. Use the units FAD to determine this PD. Continue processing and go to question 4.
	Yes	Continue processing and go to question 4.
4. Is a unit of issue shown and correct?	No	Get the UI from the AMDF contained on FEDLOG, and correct document. If not on the FEDLOG use “EA” and continue with question 5.
	Yes	Continue processing and go to question 5.
5. Is a demand code shown?	No	Process as recurring. Go to question 6.
	Yes	Continue processing and go to question 6.
6. Is a DODAAC valid?	No	Attempt to correct DODAAC. If unable to correct DODAAC reject with CX status.
	Yes	Continue processing and go to question 7.
7. Is document date in the future?	Yes	Reject request with CD status.
	No	Continue processing and go to question 8.
8. Is the project code valid?	No	Blank out the Project Code, and continue processing.
	Yes	Continue processing.

**Table 5–2  
Available edits**

Question	Response	Action to take
1. Is requested item in stock?	No	Pass requisition to next higher supply source.
	Yes	Continue processing and go to question 2.
2. Is the requisition IPG 1 (priority 1–3) and NMCS?	No	Continue processing and go to question 4.
	Yes	Continue processing and go to question 3.
3. Are sufficient assets on hand to fill requisition?	Yes	Prepare material release order for the entire requisition quantity.
	No	Prepare a material release order for the quantity available. Pass requisition for unfilled quantity to the next higher supply source.
4. Are sufficient assets on hand above the RO to fill the requisition?	Yes	Prepare material release order for the entire requisition quantity.
	No	Prepare material release order for the quantity available. Pass the requisition, for any unfilled quantity, to the next higher supply source.

### 5–16. Local purchase (outside continental United States only)

Local purchase, as a source of supply, may be employed at the CMMC/TSC MMC level to satisfy requisitions submitted by supported SSAs. The policy listed in paragraph 4–16 will apply.

### 5–17. Reconciliation and validation

Reconciliation is a process used to keep due-in/due-out files synchronized, while validation is the process to ensure requests and requisitions are for valid requirements.

*a.* The objective is for automation to accomplish reconciliation on a fully automated followup basis. Pending the automated system capability to execute fully automated followups, all due-ins will be reconciled with the next higher supply source on a monthly basis.

*b.* Reconciliation of open requisitions will be accomplished as indicated below:

(1) The National Inventory Control Points' MOV is a quarterly process that provides a top-down reconciliation to the COSCOM or TSC MMCs of requisitions that are 30 days old or older and are listed as due-in.

(2) COSCOM/TSC/TSC MMC conduct three separate bottom-up reconciliations as follows:

(a) *SARSS to the LIF.* This is done monthly except when the MOV is provided by the NICP.

(b) *SARSS to SARSS.* This is a monthly reconciliation between the COSCOM/TSC and the TSCMMC.

(c) *SSAs to supported SSAs.* This is a bottom-up between the COSCOM/TSC MMCs and the SSAs.

(3) SSAs to the PLL is a top-down reconciliation that is done monthly after the SSA has worked the bottom-up reconciliation from the COSCOM or TSC MMCs.

*c.* The detailed procedures to accomplish reconciliation and validation processes are contained in DA Pam 710–2–1 or DA Pam 710–2–2.

### 5–18. Receipt processing

Receipt processing takes two phases and each phase has a specific purpose. The first, shipment receiving, is employed to close the transportation visibility segment and report receipts to the AMC LOGSA. The second phase is to accept the items into the stock record account. All containers and pallets will have AIT devices affixed to them.

*a.* The material flow for overseas and CONUS requirements will take maximum advantage of the economies afforded by container and pallet movement. CCPs are used to support overseas SSAs. Material for overseas SSAs is directed to the CCP, based upon the BBP contained in the DODAAD. At the CCP, material is containerized and palletized in either vans or Air Force 463L pallets. The objective is to unitize (fill triwalled multipack containers) to the FSB level and to containerize (fill vans or 463L pallets) to the main support or nondivisional SSA level. Full container or pallet loads are shipped to a single main support or nondivisional SSA whenever possible. However, not all addresses generate sufficient cargo volume to fill a van or pallet. To achieve full container utilization and to reduce order-shipping time, sequential loading of a van or pallet for delivery to multiple SSAs or to drop point is used. The integrity of each SSA shipment and the accompanying documentation is maintained in the container or pallet.

*b.* Shipments to CONUS SSAs will, as an objective, be from the national shipper directly to the SSA. When this is not possible, shipments will be directed to the installation CRP. After receipting for the shipment, CRPs will deliver material to the SSA.

*c.* Shipments to CONUS CRPs will be reported through completion or preparation of DIC TK4 transactions.

Shipments to overseas SSAs will be processed first by the port of debarkation before forwarding to the SSAs. After receipt of the shipment at the SSA, the TK6/TK9 transaction will be completed or prepared to indicate the date of arrival at the SSA.

*d.* Detailed item receipt processing at COSCOM/TSC storage sites is shown below.

(1) After completing the shipment receipt acknowledgment, the storage site must process receipt documents for the individual document numbers included in the shipment. Actual processing will vary, depending upon the condition of the material, the type of document provided, and the state of automation employed at the storage site. Additional policy and procedures are contained in chapter 3 of this regulation and DA Pam 710–2–2.

(2) The objective is to allow SSA personnel to enter a single consolidated transportation control number (CTCN) representing the container or pallet. To facilitate this, the CCP provides AMC LOGSA with a DIC BBC for each document number included in the container pallet identifying the CTCN and document number cross-reference. Using the BBC, AMC LOGSA provides the receiving SSA with a DIC BBD, which objectively is to be used to group due-in records into the CTCN association. When the CTCN option for receipt processing is employed, the SSA system will extract, from the due-in file, all records that cite the CTCN for further processing. An individual DIC D6S transaction will be prepared for each item included in the shipment and release or storage instructions will be printed for each line item received. Material release orders will be prepared for each dedicated customer receipt and backorder release action required. When residual assets remain after releasing backorders, and when the quantity remaining is within authorized retention limits, a storage ticket will be prepared identifying all known storage locations for the material.

(3) When the container seal has already been broken, when the shipment is less than a container or intermediate pack, or when the shipment shows signs of damage, individual document numbers within the shipment must be processed. Individual receipts are processed by opening the intermediate (multipack) container and withdrawing individual items together with their material release orders. If the SSA is equipped with interactive receipt processing capability, receipts will be processed one at a time by bar code scanning the material release documents or by key entry of the document number. If the SSA is not equipped with interactive equipment, DIC D6S cards supplied by the national supplier will be matched to the material release form and forwarded to the stock control activity.

*e.* Each storage site is responsible for receiving supplies returned to the supply system. These returns are known as turn-ins. Turn-ins will include unserviceable authorized property returned by the supporting maintenance facility; unserviceable, recoverable repair parts; and all serviceable or unserviceable excess property regardless of type or source. Policies for conducting turn-ins are as follows:

(1) Customers will make their turn-ins directly to the supporting SSAs.

(2) COSCOM/TSC MMC storage sites will receive materiel from the supported divisional and nondivisional SSAs unless a centralized activity has been designated by the ACOM/ASCC/DRU for that purpose. When turn-ins to centralized activities are made, image copies will be forwarded to the CMMC/TSC MMC.

(3) Storage site receiving activities will forward receipt documents to the stock control activity within 1 workday of receipt.

(4) The serial number of CCI end items, other nonexpendable items, small arms, and sensitive items will be entered on turn-in documents. ARI will cite project code “ARI” on turn-in documents and outside the packaging. CCI will be clearly annotated “CCI” on turn-in documents and outside the packaging.

*f.* All local purchase transactions will be posted in the SRA and receipt documents or receiving reports provided the contracting officer and the FAO per AR 37–107. For items directly delivered from vendors to using units, procedures will be established to require the using units to submit receipt documents to the SSA within 3 workdays of receipt.

## **5–19. Pseudoreceipts**

*a.* When a storage site fails to process material receipt acknowledgment cards, the AWCF–SMA loses money because OMA funds cannot be billed. The objective is to eliminate SSA’s failure to process receipt documents by resolving overdue shipments at the SSA level through the use of transportation followups and processing receipts when the shipment has already arrived. The use of AIT technologies will eliminate most requirements to prepare pseudoreceipts. Then, if individual items have not arrived, discrepancies will be reported under the provisions of AR 735–11–2. Pending automated system capability to accomplish transportation followup and subsequent level correction, pseudoreceipt transactions will be employed except for the following:

(1) Items identified in the AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” “P,” “Q,” “R,” “\$,” or “Y” (night vision devices and navigation systems (GPS)).

(2) Nonexpendable items with an ARC of “N.”

*b.* When pseudoreceipts are processed, the retail stock fund is billed, resulting in the retail stock fund’s reimbursing the national stock fund.

(1) Outstanding document numbers will not be pseudoreceipted unless the following criteria are met:

(a) There is an outstanding direct delivery due-in/due-out recorded on the intermediate level DHF.

(b) Shipment status has been posted to the DHF but receipt has not been posted.

(c) Sufficient time has elapsed for delivery of the material from the source of supply to the storage site.

(d) The required number of followups to the storage site has been made, storage site indicates non-receipt, and transportation followup indicates receipt by the CRP servicing the customer (CONUS) or the consignee (OCONUS).

(2) ACOM/ASCC/DRUs will ensure that the number of days from posting of shipment status to generation of the first followup will be not less than 20 days within CONUS and 30 days for OCONUS. After generation of the first followup, two subsequent followups will be generated. Initiation of the pseudoreceipt transaction to close the record will be within 45 days from posting of the original shipment status to the DHF.

## **5-20. Storage operations**

Storage operations involve the act of storing, or the act of being stored, the keeping or placing of property in a warehouse, shed, open area or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations.

a. A storage location system will be established at each storage activity. The storage system will be capable of recording multiple locations by condition of each line stored. AR 740-3, DOD 4145.19-R-1, DA Pam 710-2-2, and FM 4-30.13 contain procedures for storage. In addition, automated system user procedures will define storage procedures. Ammunition will be stored under the policies of AR 740-1 and DOD 4145.19-R-1, and/or host nation agreements, and public law (whichever is more restrictive).

b. Commanders are directly responsible for safeguarding all supplies under their control. Commanders and stock record officers will comply with—

- (1) AR 50-6-1 and AR 190-54 for nuclear and chemical items.
- (2) AR 190-11 for arms and ammunition. In addition, when responsibility for the custody of keys for an arms storage facility is transferred between individuals, they will conduct a physical count of the weapons therein. Results of the count do not suffice for the quarterly weapons inventory.
- (3) AR 190-50 for controlled medical substances and other medically sensitive items.
- (4) AR 190-51 for unclassified, identaplates, credit cards and non-sensitive items.
- (5) AR 380-5 for security of classified items.
- (6) DA Pam 25-380-2 for CCI.

## **5-21. Inventory and adjustment**

a. The purpose of location surveys, inventory, and adjustment is to—

- (1) Determine the location and condition of material.
- (2) Determine the quantity of material on hand.
- (3) Adjust stock records to show actual quantities.
- (4) Determine the cause for discrepancies when they are found.
- (5) Correct the cause of discrepancies.

b. Inventories will be conducted in a manner that assures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory. Stock accounting procedural publications will have instructions for correcting stock records with incorrect postings. Other errors on the stock record will be corrected by the inventory and adjustment policy in this regulation. In addition inventories will be aided with the use of AIT devices. The AIT devices will result in timely improvement in the visibility of inventory. The end result will also aid in the reduction of redundant requisition.

c. Inventories will be conducted as either—

- (1) Closed (wall-to-wall). The counting of all assets of an account during a given period. The activity will be closed for business during the inventory except for high priority requisitions.
- (2) Open or cyclic. The counting of some selected assets of an account during a prescribed period (monthly, quarterly, or semiannually).

d. Special inventories will be made when—

- (1) A negative on hand balance is recorded.
- (2) A material release denial occurs.
- (3) A location survey finds an item in an unrecorded location or in an incorrect location.
- (4) There is evidence of forced or unauthorized entry.
- (5) Directed by the commander or accountable property officer.

e. Inventories of items, identified in the AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “S,” or “Y” (night vision devices and navigation systems (GPS)) will be inventoried quarterly, by serial number when applicable. For those items in bulk storage, they will be inventoried by type and quantity based on the outside count markings on sealed containers. Inventory of ammunition will be per paragraph 3-37.

f. Each storage site will have a location audit program, consisting of—

- (1) Location survey, verification of the recorded location data with the physical location of assets. SRAs conducting cyclic inventories will conduct a location survey annually. A location survey will be conducted before a closed inventory.

(2) Location reconciliation, reconciliation of location survey results and the accountable records. Location reconciliations identify and correct situations where items are in location but not on record; on record but not in location; or other elements of data (other than quantity) that do not match. A location reconciliation is only required when an item is recorded on accountable or location records.

g. Activities conducting a closed (wall-to-wall) inventory will not take more than 5 workdays to complete the count. The commander may selectively approve additional count days. In the ARNG/USAR, 10 workdays are allowed to complete the count. The State AG/MUSARC may approve a 10-day extension. Commanders will monitor timeframes of other inventories (cyclic or special) to make sure operations are not unduly disrupted. Only (PD 01–03) and (NMCS) transactions must be processed during an inventory.

h. Except for items identified in the AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$,” or “Y” (night vision devices and navigation systems (GPS)), or if negligence may be involved, discrepancies that have an extended line item value of \$1,000 or less will not be reported for inventory adjustment. In these cases the adjustment will be posted to the accountable record and the value of the adjustment will be included in the inventory adjustment rate and the DODAAC of the SSA making the turn in (see paragraph 1–22f).

i. Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under AR 735–5.

j. Verified losses of sensitive items (CIIC 1–6 and 8) will be adjusted per AR 735–5. Additionally, losses of CCI require the submission of an incident report in accordance with DA Pam 25–380–2.

k. Adjustments of negotiable media will be supported by a report of survey or an AR 15–6 investigation.

l. Discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of A&E will be reported under AR 190–11. Overages or shortages that meet AR 15–6 investigation requirements are specified in AR 190–11.

m. All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported on an IAR. Inventory adjustment reporting and approval policy is contained in AR 735–5. IARs will be used to document condition code changes (except Class 5) and reidentification of assets. Because these transactions do not represent an actual gain or loss to the account, approving authority signature is not necessary. However, the accountable property officer will sign the IAR and a copy maintained in the voucher file.

n. Causative research will be conducted for inventory discrepancies of the following categories:

(1) Items identified in the AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)).

(2) Adjustments over \$1,000 in extended line item value.

o. Causative research will be completed within 30 days following completion of the inventory. Causative research will be accomplished at the direction of the accountable property officer. The research ends when the cause of variance has been determined or no specific cause can be identified. The accountable property officer will decide if action under AR 735–5 is required. The results of causative research will be recorded on the inventory adjustment form.

p. Adjustments resulting from inventory will be reported to appropriate asset reporting system.

## **5–22. Issues**

After supported SSA requisitions are received and edited using the policies contained in paragraph 5–15, resulting material release orders will be processed within the following policy:

a. Criteria for selection of stock for issue should include issue of the oldest date of pack first, unless specific individual requirements are for more current dates of pack.

b. The objective is to make stock available for transportation or directly to the customer within the following timeframes—

(1) PD 01–08 within 1 day.

(2) Other requirements within 2 workdays.

c. When nonorganic transportation is employed, DOD 4500.32–R will be adhered to, including issuing shipping status, transportation movement control documentation, and shipment tracing.

d. Release orders will cite serial/registration numbers when applicable.

## **5–23. Theater Support Command materiel management center/Corps Support Command materiel returns**

For TSC MMC/COSCOM and their storage activities, the policies of paragraph 3–2c will apply.

a. CCI repair parts will be managed by and recorded on automated SRAs to ensure UIT/LIDB reporting is completed. Manual SRAs will not be utilized to manage CCI. NSA requires central visibility of CCI components by quantity.

b. A retention level is authorized for supply classes 2, 3p, and 9 consumables at CONUS installation level (SARSS activities) and at the Theater level DS for OCONUS. OCONUS ACOM/ASCC/DRUs have the authority to designate the exact location of the materiel returns facility. The retention level is not associated with the requisitioning objective (RO). Material in the supply classes above (less MRC “F,” “H,” “D,” or “L”) that have six or more annual demands

per year, based on demand history is authorized to be retained. One year's worth of stock is authorized for retention. Only those assets above the retention limit are considered material returns. This policy applies to ASL and non-ASL material. This retention policy is not authority to requisition quantities above the RO. This policy does not render assets unavailable to fill critical Army requirements. Commands and national NICPs have the authority and obligation to direct the redistribution of on hand assets when necessary to satisfy valid stockage or mission requirements. DS activities will use paragraph 3-2c for redistribution policy.

c. Excess COMSEC material. Excess CCI, both serviceable and unserviceable will be shipped to Tobyhanna Army Depot (TOAD), ATTN: COMSEC W81U11. Excess classified COMSEC items will be shipped to TOAD, ATTN: COMSEC Account 5B1009. TB 380-41 provides procedures for reporting excess classified COMSEC material.

## **5-24. Disposition of excess petroleum, oils, and lubricants**

Determinations of excess bulk petroleum products and packaged petroleum and their disposal are made as follows:

a. DESC will determine excesses of DLA (DESC)-owned bulk fuels based on terminal inventory reports and requirements, by location, received from the military Services. However, should any Army organizational plan call for a major fuel conversion program that would result in a 15 percent or greater increase or decrease in consumption, USAPC will advise DESC, at the earliest possible date, of any conditions that may create excesses. This process will allow DESC to develop a program for inventory attrition to preclude loss of funds to the DLA stock fund.

b. Army-owned bulk products and packaged petroleum fuel of 500 gallons per product by grade that are excess to CONUS activities will be reported to USAPC. The notification will include type of product, quantity, exact location of product, and latest laboratory test results. In overseas commands, similar Army-owned excesses of bulk products and packaged petroleum fuels will be reported through command channels to the servicing DESC regional office or the Joint Petroleum Office (JPO).

c. All CONUS DLA Defense General Supply Center (DGSC) manages packaged petroleum products, containers, and related items in a serviceable condition. Items in a serviceable or unserviceable, but economically repairable condition will be reported to DGSC for credit determination and disposition instructions per AR 725-50. Items of less than the stated value; all noncataloged items; locally assigned MCNs; and unserviceable, uneconomically repairable items will not be reported to DGSC. These items will be transferred to the servicing DRMO as outlined in AR 725-50.

d. All overseas DLA (DGSC) managed petroleum products, containers, and related items in a serviceable condition and unserviceable, uneconomically repairable items will be reported to DGSC for credit determination and disposition instructions per AR 725-50. Line items in batches or lots of less than the stated value; all noncataloged; locally assigned MCN items; and all unserviceable, uneconomically repairable items will not be reported to the DGSC. These items will be transferred to the DRMO. A list of serviceable items not required by DGSC will be circulated by ACOM/ASCC/DRUs to organizations within their areas of jurisdiction to ensure maximum economical use before forwarding to the DRMO.

e. DLA will not accept any product that does not meet product use limit criteria, as specified in MIL-STD-3004. DLA will accept a product and provide credit at the standard price for a product that—

- (1) Has not exceeded its established use limits.
- (2) By agreement between Army and DLA, has been downgraded with an appropriate NSN change. In this case, credit will be granted at the standard price for the product of intended use.
- (3) Has been processed and meets product use limits of the NSN under which it is being offered for return.

f. A product offered for return that has been agreed to as acceptable will be delivered by the offeror, as directed by DLA, its regional office, or authorized agent.

g. Transportation charges for these products will be borne by the shipper. DLA reserves the authority to direct shipment of such products to a point of immediate use or requirement.

h. Bulk and packaged fuels exceeding 500 gallons and not meeting product use limits, as specified in MIL-HBDK-200, will be reported to USAPC for disposition instructions.

i. Packaged petroleum products, containers, and related items in FSCs 6810, 6840, 6850, 7240, 8110, 9110, 9150 and 9160 will be reported and processed per procedures in AR 725-50.

j. All possibly contaminated petroleum within the Army will be recovered per appendix D to enhance energy conservation and environmental pollution control. Recovery is the initial step to recycling the product to its original intended use or some alternate use. In all cases, recovery necessitates systematic procedures for segregation, retrieval, handling, and storage of contaminated petroleum products until proper disposition is made of these products.

## **5-25. Shipping**

Shipping is the process of packaging, packing, providing documentation for, and sending or transporting of supplies. Material declared excess during the disposition process will be documented on a material release order, which in turn will be processed using the following policy:

- a. Selection of stock should be based upon the oldest date of pack first.
- b. The objective is to ensure material is released to transportation within 3 days after the material release order is produced. If organic transportation is used, excess material should arrive at its destination within 10 days.

- c. Release orders will contain the following (if applicable):
  - (1) Identification of ARI.
  - (2) Identification of CCI.
  - (3) Serial and registration numbers.
  - (4) Hazardous material identification.
- d. When nonorganic transportation is employed, DOD 4500.32-R will be adhered to and will include transportation movement control documentation and shipment tracing.
- e. Protecting material returns will be accomplished per paragraph 3-27h, 3-27i and 3-27k of this regulation.
- f. Classified COMSEC material will be documented for transfer by Army COMSEC accounts only, and shipped through DCS channels per TB 380-41.

## **Section IV**

### **Stock Control**

#### **5-26. Stock control function**

Stock control is the establishment and maintenance of formal records of material in stock reflecting such information as quantities and condition.

#### **5-27. Stock record account**

The Army stock record accounting system is used to account for U.S. Government supplies and equipment. All Army property issues, including leased equipment, to a user or PBO must be documented in the stock record account supporting the user or PBO.

- a. The stock record accounting system is a set of accounting files and records known as an SRA. These records show the receipt, issue, and asset status of supplies.
- b. The SRA is operated by an accountable property officer appointed under AR 735-5. He or she is accountable for supplies from the time of receipt until they are issued, released, or dropped from accountability.
- c. After obtaining ACOM/ASCC/DRU or CNGB approval to establish an SRA for either customer or mission support, the account will be identified by requesting a DODAAC under the provisions of AR 725-50 to distinguish between the SRA and the unit that operates the SSA.
- d. The objective is for all stock record accounts to utilize standard automated systems. Pending automated system availability, the files and records identified in DA Pam 710-2-2 will be employed in manual SRAs.
- e. The following SRAs are employed in the COSCOM:
  - (1) CMMC SRAs employing detailed item accounting.
  - (2) Customer support SRAs (DS/GS) employing detailed and/or summary item accounting, using the policy contained in chapter 3.
- f. The following three types of SRA are employed in the TSC:
  - (1) TSC MMC, will employ detailed item accounting to account for material received from supported SRAs while awaiting retrograde disposition.
  - (2) Customer support SRAs employing detailed and/or summary item accounting using the policy contained in chapter 3.
  - (3) Mission support SRAs employing detailed item accounting using the policy contained in chapter 3.

#### **5-28. Stock record account files**

SRAs will establish and maintain the following files with the essential elements listed:

- a. Catalog files with item identification, interchange and substitute, packaging, and freight information as defined in AR 708-1. For policies regarding catalog access, see paragraph 5-4.
- b. ASL files that identify required and authorized stock levels as computed using the policies contained in paragraph 3-8. The ASL file will contain records with the following essential elements of information:
  - (1) Stock number.
  - (2) Ownership/purpose code.
  - (3) Project code.
  - (4) Date of the last change to the stockage code or level authorized.
  - (5) Requisitioning objective.
  - (6) Reorder point.
  - (7) Safety level.
  - (8) Stockage code.
- c. ABF that identifies actual assets on hand will contain the following essential elements of information:
  - (1) Stock number.

- (2) Ownership/purpose code.
  - (3) Project code.
  - (4) Condition code.
  - (5) Quantity on hand.
  - (6) Date of last inventory.
- d.* Due-in files, to identify assets due in to the SRA, will contain the following essential elements of information:
- (1) Stock number.
  - (2) Document number (including suffix if applicable).
  - (3) Quantity due in.
  - (4) Source due in from.
  - (5) Project code, if any.
  - (6) Current status.
  - (7) Estimated delivery date.
  - (8) Date of last followup.
  - (9) Detailed transportation control number.
  - (10) Consolidated transportation control number.
  - (11) Priority.
  - (12) Type due in; for example, temporary loan, redistribution, national.
- e.* Due-out files, to identify unfilled customer requirements, will contain the following essential elements of information:
- (1) Stock number.
  - (2) Document number (including suffix if applicable).
  - (3) Quantity due out.
  - (4) Project code, if any.
  - (5) Date of last followup.
  - (6) Priority.
- f.* Audit trail files are used to record activity in the SRA for historical reference. The audit trail will include the following types of data:
- (1) Hard copy documents, with signatures, will be kept in manual files for receipt, issue, turn-in, and balance adjustments for items identified in the AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "N," (firearms) "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) or ARC of "N" (nonexpendable). Serial numbers and registration numbers will be included (Microfiche or microfilm images will satisfy this requirement).
  - (2) Automated audit trail files will be kept in a computer machine-readable form such as magnetic tape, disk, or a CD-ROM for 24 months. This automated file will be used to record the following transactions processed by the SRA, including those in the hard copy file above:
    - (a) Receipts.
    - (b) Adjustments, both increases and decreases.
    - (c) Issues.
    - (d) Turn-ins.
    - (e) Stockage code changes.
    - (f) Stockage level changes.
- g.* Demand history files are maintained to record recurring requirements. The demand history files will include the following essential elements of information:
- (1) End item code.
  - (2) Stock number.
  - (3) Frequency of demand by month for the previous 12 months.
  - (4) Quantity demanded for the previous 24 months.
  - (5) For receipts from higher supply sources, the average order ship time experienced for the previous 12 receipts.
  - (6) For items repaired at supporting maintenance as a source of supply, the average repair cycle time from original turn-in document date through repair and return to stock posting for the previous 12 repairs.
  - (7) Quantity repaired and returned to stock as a source of supply for the previous 24 months.
- h.* The temporary loan file will contain a copy of each open temporary loan transaction.

## **5-29. Asset reporting**

- a.* To keep national and retail managers aware of the location and condition of selected assets, vertical management information reporting is generated at the SSA level and transmitted to the national manager.
- b.* Vertical management asset and information reporting takes several forms as detailed below. All are used to

communicate specific information to the national manager responsible for worldwide requirements. Some of these reports are automatically produced by automated systems and others must be prepared manually. ACOM/ASCC/DRUs are responsible for establishing central collection and reporting activities to collect, monitor, and forward reports manually prepared by users.

c. AR 710-3, AR 725-50, and DA Pam 710-2-2 contain procedures and formats for reporting.

d. The types of reports required are listed below:

(1) *TAV/LIDB*. Reporting for all assets on SRAs is required. This includes CCI repair parts.

(a) Reporting is required for all SSAs.

(b) SSAs will report the status to TAV/LIDB when either the quantity on hand, due in, due out or material condition code has changed and whenever the stockage code or requisitioning objective change. Reported transactions will be transmitted direct to the DAAS with information copies being transmitted to the TSCMMC and AMC LOGSA. Reports by SSAs that do not requisition through the COSCOM/TSC MMC will be transmitted directly to the DAAS with information copies to the TSCMMC and AMC LOGSA.

(2) *CBS-X/LIDB*. 710-3 requires that all activities report transactions for all RIC 2, A, B, C and Z.

(a) Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system. This becomes one of the feeder reports of TAV/LIDB. If the property book is not automated but the SSA through which issue and receipt transactions are processed is automated, then these transactions will automatically be reported to CBS-X/LIDB. Other transactions such as lateral transfers and AAR that are not processed through the SSA must be manually reported by the property book to the central collection activity (CCA). If the property book and supporting SSA through which issues and turn-ins are accomplished are manual, the SSA will manually report all transactions for reportable items to the CCA. The DA minimum goal for CBS-X functionality within LIDB compatibility is 98 percent. Because this data feeds TAV/LIDB it is essential that the SSAs report the data promptly for CCA inclusion in TAV/LIDB.

(b) This report is extracted from the voucher or document history file and submitted weekly for reportable items to AMC Logistics Support Activity (LOGSA). All SSAs will be required to accomplish this weekly report but pending the automated capability to produce the report will be submitted through the CCA. SARSS activities will submit the report through automated means. This weekly report is used to build and update the TAV/LIDB database.

(c) The COSCOM, TSC, and Installation DOLs will operate a CBS-X Central Collection Activity (CCA) if directed by the ACOM/ASCC/DRU. CCA functions are as follows:

1. Coordinate between CBS-X reporting activities and the AMC LOGSA CBS-X/LIDB database.

2. Disseminate CBS-X/LIDB reporting procedures and information to reporting units.

3. Collect and maintain a file of manual CBS-X/LIDB reports submitted and maintain for a period of 90 days after submission.

4. Submit CBS-X/LIDB reports to AMC LOGSA.

5. Provide CBS-X/LIDB training and assistance to supported units.

6. Assist LOGSA personnel during equipment control program (ECP) CBS-X/LIDB reconciliations.

(3) *Registration and reporting of U.S. Army Vehicles (RCS CSGLD-1608)*. Registration and reporting are separate functions and should be acted upon accordingly.

(a) *Registration*. Registration is the function of accepting material into the Army inventory and requesting an Army registration number from the U.S. Army Central Vehicle Registry maintained by AMC LOGSA. Registration is accomplished by the procuring activity for the material and will normally have already occurred at the time the material is received by the using units. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMOs; material previously identified as a combat loss that is recovered or recaptured; and material modified and identified to a different category in AR 710-3, table 5-1. An acceptance and registration report will not be limited to those items listed in the appendixes to DA Pam 738-750, but will be prepared and submitted for all items subject to registration number assignment and control. Acceptance and registration are accomplished per AR 710-3, chapter 5.

(b) *Reporting*. Reporting is the function of controlling the whereabouts of material requiring registration. Material that is transferred between units and material that is a loss to the Army inventory will be reported to AMC LOGSA, through the ACOM/ASCC/DRU/Data Reduction Center. Transfer reports and deletion reports will not be limited to those items contained in appendixes to DA Pam 738-750, but will be submitted on all items subject to registration number assignment and control. Transfer reports and deletion reports will be prepared and submitted per AR 710-3, chapter 5.

(c) *Objective*. The objective for automation of the Army vehicle reporting system is to have such reporting accomplished by the supply and accounting system as a by-product of the receipt and issue process. As TAV/LIDB becomes more fully developed and implemented, it is envisioned that such reports would no longer be required; the database would be automatically updated by its feeder systems. If reporting is not automatically accomplished by the supply and accounting system, manual reports will be prepared and submitted.

(4) *DOD Small Arms Serialization (RCS DD-MIL (A) 1629)*.

(a) The purpose of DODSASP is to maintain continuous visibility over small arms, by serial number, from the point of procurement through demilitarization and disposal. It is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for a specific serial-numbered small arm.

(b) The definition of small arms reportable under the DODSASP is included in the glossary.

(c) An Army logistics automation objective is to accomplish DODSASP reporting by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling the DODSASP purpose.

(d) If DODSASP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting DODSASP reporting activity within 5 days of the supply transaction. The local SASSO will ensure that the local DODSASP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the local reporting activities within the command that operates on an installation or overseas area support basis.

(5) *Radiation Testing and Tracking System.*

(a) The purposes of the DOD RATTS are to maintain continuous visibility by serial number and wipe test of all detector chemical cells (Radioactive Source NSN 6665-01-114-0073) and drift tube modules (Radioactive Source NSN 6665-99-257-0069) from procurement through demilitarization and disposal, and to provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The detector chemical cell is a component of the M43A1 chemical detector, and the drift tube is a component of the CAM. It is designed to provide the identification of the last Army activity accountable for a specific serial-numbered cell and to track wipe test data. PBOs will ensure that serial numbers for source components are recorded on property books. Changes will be reported to the designated SSO as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

(b) An Army logistics automation objective is to accomplish RATTS reporting by supply, accounting, and maintenance systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment, and maintenance actions such as wipe testing. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If RATTS reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTS reporting activity within 5 days of the supply transaction. See AR 710-3, paragraph 4-63 for wipe test reporting requirements. The local SSO will ensure that the local RATTS reporting activity files are updated, and the data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities, within the command, which operate on an installation or overseas area support basis. PBD/SSAs should ensure they have identified their supporting reporting activity.

(6) *Controlled Cryptographic Item Serialization Program.* The purpose of the DA CCISP is to maintain continuous visibility over designated CCI end items by serial number from procurement through demilitarization and disposal. It is designed to provide the NSA and investigative agencies the identification of the last Army activity accountable for a specific serial numbered CCI end item.

(a) The definition of CCI is included in the glossary. The NSA designates items as CCI and establishes the asset-tracking requirements. All CCI end items are reportable based on their assigned Reportable Item Control code (RICC). See SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting.

(b) An Army logistics automation objective is to accomplish CCISP reporting by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If CCISP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting CCISP reporting activity within 5 days of the supply transaction. The local CCI Serialization Surety Officer will ensure that the local CCISP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities, within the command, which operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

(7) *The TASN-A System.*

(a) The TASN-A System tracks selected items by serial number to facilitate tracking performance by manufacturer and lot number, to isolate diagnostic problems, to identify problem items, and to promote and to enhance maintenance data collection.

(b) The objective for automation of the Army tracking assets by serial number-aviation (TASN-A) is to accommodate serial number tracking requirements as a by-product of receipt, issue, and adjustment transaction processing in the standard supply and accounting system. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective. If standard supply and accounting systems do not accomplish TASN-A reporting, manual reporting is required per AR 710-3.

(8) *WARS, RCS CSGLD-1322 (RI (MIN))*. Activities storing ammunition will comply with the reporting requirements of AR 700-19 and DA Pam 700-19.

(9) *GMLR Ammunition Issue, Receipts, and Expenditure Report RCS AMC-193*. Activities storing materiel reportable under the provision of AR 700-19 and DA Pam 700-19 will ensure that applicable reports are submitted.

(10) *CDDDB*. CMMC and TSC MMC will copy each request, with an EIC; change the document identifier code to "BAH," and transmit these images to the AMC LOGSA using the procedures and formats contained in AR 725-50.

(11) *SSA level ABF reporting*. ABF reports are employed to inform national managers of reportable assets that are held at the SSA level. All SSAs will be required to report to the AMC LOGSA on a monthly basis. Pending availability of automated systems capable of providing this report, only those SSAs operating with the SARSS will be required to submit these reports.

(12) *Petroleum reports*. All military activities are required to submit data on all bulk petroleum storage facilities. Army activities are required to submit the following reports:

(a) Bulk Petroleum Storage Facilities Report RCS DD-MIL (A) 506 (CONUS and Overseas). This report will be submitted to USAPC every 3 years for activities with a 500-barrel-or-more capacity, either singly or in a manifold configuration.

(b) Bulk Petroleum Storage Facilities Report (CONUS), AMC 830. This report will be submitted to USAPC annually upon request by activities with a capacity of less than 21,000 gallons, but not less than 200 gallons.

(c) Bulk Petroleum Terminal Message Report RCS DLA (W) 1884 (DESC). This report will be submitted to DESC weekly.

(d) Source Identification and Ordering Authorization (SIOATH) Control Record RCS DLA (M) 1882 (DESC). This report will be submitted to DESC monthly, it is based on information from the SIOATH control record maintained by the activity.

(e) Defense Energy Information System Report (DEIS I and DEIS II) RCS DD-M (AR) 1313. This report will be submitted monthly to the respective ACOM/ASCC/DRU.

(13) *Unique Item Tracking (UIT) reporting*. All activities storing CAT I missiles and rockets will ensure that applicable reports are submitted to WARS.

## **Section V**

### **Ammunition Management**

#### **5-30. Stockage**

a. ACOM/ASCC/DRUs will establish the stockage objective for each "ASA (TSA ASP/CSA/PSP)" and may include all or some of the following types of stock:

- (1) Training ammunition.
- (2) Ammunition basic load.
- (3) Operational loads.

b. A minimum stockage of Class 5 supplies may be authorized, based on CTA 50-909 and as specified by the ACOM/ASCC/DRU commander. Corps MMC (CMMC) SAAS-MMC will monitor the transaction from ASAs to determine if excess stockage is available at those activities. The CMMC may direct redistribution or other appropriate action to relieve the excess condition.

c. SAAS-MMC will evaluate the transactions from ASAs to determine if excess stockage is available at those activities. The MMC may direct redistribution or other appropriate action to relieve the excess condition.

#### **5-31. Amnesty program**

The CMMCs or CONUS installations will monitor amnesty turn-ins to determine trends and necessary actions required.

## **Section VI**

### **Wartime Policies**

#### **5-32. Implementation**

a. Implementation of all or part of this section must be by direction of the Secretary of the Army. Return to peacetime accountability also will be at the Secretary's direction. These policies give accounting requirements for SSAs in time of war or emergency. Commanders will not implement the procedures of wartime accounting policy for ammunition unless specifically authorized by the ACOM/ASCC/DRU commander and notification is received through command channels.

b. This section applies to SSAs in a theater of operations. It also applies to SRAs deployed to other areas when authorized by the Secretary of the Army.

c. Theater commanders may impose more stringent record-keeping requirements according to tactical or operational situations. If imposed, policies in sections I through VI of this chapter apply.

### **5-33. Wartime policy modifications**

a. The accounting records and files prescribed by section IV will continue to be kept. Vouchers supporting entries to the SRA do not have to be kept after posting.

b. Issues will be made immediately upon request, using the “post-post” method, if necessary. Summary accounting techniques may be employed. Minimum identification of the customer unit’s representative (for example, markings on vehicles or personal recognition) is all that is required before making issues. Signature cards are not required except for persons authorized to authenticate requests for controlled supply rate ammunition and special ammunition.

c. Inventories will be conducted as the situation allows; however, only the cyclic method will be employed. Wall-to-wall inventories are not allowed. Discrepancies have to be recorded, not reported; however shortages of CCI will be reported per DA Pam 25-380-2.

d. Requests for cancellation and followups will be processed as submitted. Reconciliation and validation of customer dues-out are not required.

e. Customer returns will be accepted in an “as-is” condition.

f. Retrograde shipments of unserviceable and excess items will be made rapidly to avoid abandonment or destruction on movement of the storage activity.

g. A DS SSA will turn in excess ASL assets to a COSCOM or TSC storage site. All other serviceable or unserviceable repairable excess will be sent to a theater collection and classification center. This center will be responsible for theater distribution to include the return of unserviceables to CONUS if appropriate.

h. Wartime accountability may remain in effect for a period of at least 60 days following the end of hostilities. This time may not be extended without prior approval of HQDA, ASA(ALT). This policy will also apply to other deployments or contingencies as announced by HQDA.

### **5-34. Corps Support Command/Theater Support Command wartime stockage**

The Army distribution system maintains its national stockage in CONUS and uses a modern distribution and transportation system to resupply the SSAs directly from the CONUS national base. Distribution is accomplished by the DSS using surface and air transportation.

a. Stockage includes—

(1) Theater reserves of Class 1, 2, 3 (packaged), 4, 7 and 9 (non- ALOC) positioned forward in the corps by TAMMC.

(2) The COSCOM/TSC stockage of the forward positioned PWRM of ALOC, air eligible code 1 and 3, Class 9 and maintenance related Class 2 material.

b. The COSCOM MMCs will maintain stockage for the classes of supply listed below. The initial stockage of these classes will be determined by the Theater Commander. The COSCOM MMC will use actual requisition wait time (RWT) and the operating levels shown below to compute actual stockage requirements.

(1) Class 1: 5 to 7 DOS.

(2) Class 2 (Non-ALOC): 4 to 7 DOS.

(3) Class 3 (Packaged): 7 to 10 DOS.

(4) Class 4: 4 to 10 DOS.

(5) Class 5: Per ACOM/ASCC/DRU guidance.

(6) Class 7: 10 percent of the authorized equipment in the Corps.

(7) Class 9 (Non-ALOC): Up to 7 DOS.

### **5-35. Corps Support Command/Theater Support Command stock replenishment**

a. *Class 1.* COSCOM or TSC will submit to TSCMMC a daily strength report. The TSCMMC will compute Class 1 requirements and ship the replenishment quantity to the COSCOM/TSC.

b. *Class 3 (packaged), 4, non-ALOC class 2 and 9.* COSCOM or TSC MMC will submit daily replenishment requisitions to TSCMMC. Quantity ordered will be sufficient to fill RO plus backorders. COSCOM/TSC submit daily Class 3 bulk requirements to TSCMMC, forecasting requirements for the following 3 days. TSCMMC will initiate replenishment action and ship to the COSCOM/TSC storage sites.

c. *Class 5.* COSCOM or TSC MMCs will submit transactional data on a daily basis. TSCMMC will initiate sustainment action and ship to the COSCOM/TSC storage sites.

d. *Class 7.* COSCOM or TSC will submit a daily report to the TSCMMC for end items used from stocks to replace battle losses. COSCOM or TSC MMC will also submit requisitions to the TSCMMC to request replacement for items turned in to the echelons above corps area for maintenance. TSCMMC will distribute Class 7 assets based on the direction of the theater Army commander.

e. *Class 9 and maintenance-related Class 2 ALOC.* COSCOM or TSC will submit daily replenishment requisitions to the CONUS supply base.

f. *Class 2, 3 (packaged), 4, and 9 (non-ALOC) not stocked by the theater.* The CONUS supply base will be the

primary source of supply. Requisitions for these items will be forwarded by the COSCOM or TSC MMC to the CONUS supply base for delivery to the requisitioner through DSS.

### **5-36. Wartime policy (ammunition)**

- a.* AR 700-100 establishes procedures for Army support to other Services.
- b.* Ammunition stockage will be the minimum required to perform the mission.
- c.* SAAS-MMC will evaluate the transaction from ASAs to determine if excess stockage is available at those activities. The MMC may direct redistribution or other appropriate action to relieve the excess condition.
- d.* Theater level SAAS-MMC will requisition sustainment ammunition from the NICP based on known or projected requirements.

## **Chapter 6 Theater Army Level Supply Management**

### **Section I Policy**

#### **6-1. Introduction**

- a.* This chapter provides policies for Theater Army Level Supply Management.
- b.* This section contains general information about the supply support structure in the theater; section II explains inventory control; section III explains supply control; section IV explains stock control; section V explains ammunition management; section VI explains wartime policies, and section VII explains Withdrawal, diversion, and temporary loan of Reserve Component equipment.

#### **6-2. Theater Support Command Materiel Management Center mission**

The Theater Support Command Materiel Management Center (TSCMMC) mission is to maintain and improve logistics readiness of the forward deployed forces. The peacetime organization must be tailored to permit expansion to a mature theater of operation in the event of hostilities. The TSCMMC is the theater source of supply for the following commodities:

- a.* Class 1: subsistence (wartime only).
- b.* Class 2: secondary items (selected critical items only).
- c.* Class 3: bulk petroleum fuels.
- d.* Class 4: barrier materiel and selected construction materiel (wartime only).
- e.* Class 5: ammunition and missiles.
- f.* Class 6: sundry items (wartime only).
- g.* Class 7: major end items (less COMSEC).
- h.* Class 9: spares and repair parts (selected critical items less COMSEC).
- i.* Decrement stocks (less medical, COMSEC, IMPE).
- j.* ORF.

#### **6-3. Asset visibility**

TSCMMC maintains theater-wide asset visibility for the following commodities:

- a.* Class 3 bulk petroleum fuels.
- b.* While material flow is direct from the national source of supply to the individual SSAs, the TSCMMC maintains visibility theater-wide on selected items of interest through the use of management information supplied by the SSA/COSCOM.
- c.* The TSCMMC manages all Class 7 material (less COMSEC) in a theater. All requisitions for Class 7 (less COMSEC) will be routed through TSCMMC. The TSCMMC may direct excess cross leveling within and among major subordinate commands to satisfy high priority requirements.
- d.* Class 9 theater level repairables.
- e.* SIMS-X materiel.
- f.* As TAV/AIT is more fully implemented TSCMMC will be able to maintain visibility over these assets in TAV/AIT rather than by special reporting requirements.

#### **6-4. Distribution system**

The Army supply system maintains its national stockage in CONUS and uses a modern distribution and transportation system to provide resupply from that national sustaining base directly to the individual SSAs worldwide both in peace and during war. The DS using surface transportation, SEALOC, and ALOC accomplishes distribution. Through the use

of this modern technique, the Army is able to achieve superior supply support while reducing stockage to only that maintained at the national and the DS SSAs. An Army ASL will not back up another ASL. The backup stockage is retained at the national level AOD/distribution complex.

*a.* Because of direct distribution between the national sustaining base and the retail SSA, materiel is consolidated and containerized at CONUS-based area supporting CCP. At the CCP level, materiel for any given SSA is unitized (placed in multipack triwalled boxes) to the FSB level and containerized (unitized boxes are consolidated) on Air Force pallets or other containers to the MSB level. Thus the transportation system is able to deliver the container or pallet directly to the division rear and the division is able to break the container or pallet and throughput or deliver the unitized cargo to the FSBs. Nondivisional SSAs operating in the COSCOM and TSC area also receive pallets directly from the CCP. COSCOM and TSC MMCs are responsible for managing the flow of this materiel to ensure uninterrupted movement between the overseas POD and the SSA.

*b.* While materiel flow is direct from the national source of supply to the individual SSAs, the TSCMMC maintains visibility theater-wide on selected items of interest through the use of management information supplied by the SSA/COSCOM.

*c.* The TSCMMC manages all Class 7 materiel (less COMSEC) in a theater. All requisitions for Class 7 (less COMSEC) will be routed through TSCMMC. The TSCMMC may direct excess cross leveling within and among major subordinate commands to satisfy high priority requirements.

*d.* The theater COMSEC Logistic Support Center (TCLSC) manages all COMSEC equipment in the theater. The TCLSC executes supply transactions and complies with the policies outlined in chapters 1 and 4, related procedural publications, and the instructions contained in TB 380-41. The TCLSC—

- (1) Provides intermediate supply support, and interfaces with the NICP.
- (2) Manages theater COMSEC repair and overhaul programs.
- (3) Manages contingency stocks of COMSEC materiel.

## **Section II**

### **Inventory Control**

#### **6-5. General**

This section provides policy on that portion of supply that controls the acquisition, allocation, and disposal of materiel. This policy includes cataloging, requirements determination, production, and procurement, overhaul and rebuild direction, distribution, and disposal.

#### **6-6. Cataloging**

Cataloging provides essential elements of item identification, interchangeable and substitute status, packaging, freight, and retrograde data required to perform the other supply functions.

*a.* The primary source of catalog data will be the AMDF contained on FEDLOG maintained by the DLSC. When AMDF data is not available, the TSCMMC will obtain the data from the DIDS maintained by the DLSC. When catalog data is not available from DIDS, it will be locally obtained and added to catalog files.

*b.* All items will be cataloged using an NSN when an NSN has been previously assigned at the request of either Army or any other Federal agency.

*c.* If an NSN has not been assigned, the items will be cataloged using the CAGE/PN combination if the combined length does not exceed 15 characters.

*d.* Only when an item of supply does not have an assigned NSN, the CAGE/PN cannot be determined, or the CAGE/PN exceeds 15 characters will an MCN be assigned. MCNs will be managed using the following policies:

(1) MCNs used to identify CAGE/PN over 15 characters in length will be deleted when an NSN is assigned for the CAGE/PN.

(2) MCNs will be deleted when no demand data has been recorded for 12 months and the item is not stocked.

(3) A listing containing the MCN, description, MATCAT, unit of issue, supply category of material code, unit price, and cross reference CAGE/PN (if applicable) will be distributed to customer units and activities at least semiannually. Finance and accounting activities and supported SSAs will be provided with MCN data as additions, changes, or deletions occur.

*e.* The TSCMMC will allocate groups of MCNs to supported COSCOM/TSC activities for their use in cataloging materiel. Activities responsible for the assignment of MCNs will maintain an MCN control register. The MCNs will be assigned in numerical sequence regardless of Class of materiel. The register will contain the following essential elements of data:

- (1) MCN.
- (2) Item description.
- (3) Cross reference number.
- (4) MATCAT.

- (5) Unit of issue.
  - (6) Unit price.
  - (7) Supply category of materiel code.
  - (8) Identification of the issuing activity or person.
- f.* The TSCMMC will provide customer assistance catalog support to CMMC activities.
- g.* The following publications, as a minimum, will be maintained:
- (1) SB 708–21 and SB 708–22.
  - (2) SB 708–41, SB 708–42, and SB 708–43.
  - (3) AMDF contained in FEDLOG.
  - (4) Packaging file in LIDB.
  - (5) Freight file in LIDB.
  - (6) History file in LIDB.
  - (7) Cataloging Handbook H2 – Federal Supply Classification – Group and Classes and user guides at <http://www.dlis.dla.mil/Forms/forms.asp>
  - (8) Management Data List—consolidated (ML–C).
  - (9) SCs.
  - (10) ILS.
  - (11) Master cross-reference lists (MCRL–1, 2, and 3).
  - (12) CLs.
  - (13) TMs, or commercial equivalent for supported equipment.
  - (14) TBs.
  - (15) SMs.
  - (16) MWOs.
  - (17) ARIL.
- h.* If an error in the catalog data is suspected, a request for review of the coding will be submitted, through the same channels that catalog support is received, to the Director, AMC LOGSA, ATTN: AMXLS–L, Redstone Arsenal, AL 35898–7466.
- i.* TSCMMC is authorized to establish and maintain a Special Item Interest Tape (SIIT) identifying selected items by NSN that are intensively managed by the TSCMMC. The SIIT identifies the theater source of supply for the COSCOM MMC. All requirements for items identified on the SIIT will be routed to the TSCMMC for fill or passing action. Every effort should be made to restrict the SIIT to those items identified for repositioned war reserve and theater level repairables.
- j.* The TSCMMC is authorized to establish and maintain the turn-in point item list (TIPIIL). The listing identifies specific receiving points within the theater Army area of operations to which SIIT items will be retrograded. Included in the TIPIIL will be items repaired in theater. Items turned in to these designated receiving points will be processed for further movement to the appropriate repair activity or remote storage area (RSA). The TSCMMC will maintain accountability for the items at the receiving point, repair activity, and RSA.

### **Section III Supply Control**

#### **6–7. Requirements computation**

Requirements computation includes selecting items for stockage and, once selected, determining the amount required. TSCMMC computes requirements only for Class 3, 5, 7 and selected Class 9 theater level repairables.

- a. Class 3.*
  - (1) POS for Class 3 (bulk) will be established for each retail operating location. The POS will consist of stocks sufficient to sustain anticipated usage until economic resupply can be affected, plus a safety level. The safety level will consist of stocks sufficient to—
    - (a) Sustain normal peacetime operations for at least 5 days.
    - (b) Sustain utilities at oil-burning installations for at least 30 days of the coldest experienced weather, unless 30 days of an approved alternative fuel is available.
  - (2) If the POS does not fill available stockage capacity at installations, additional POS may be procured and stored when petroleum market conditions justify or when a supply shortage can be foreseen. This “full-tank” policy will be applied judiciously as storage and product availability dictates. Such procurements will be made only within the funds available and upon approval of the applicable ACOM/ASCC/DRU.
- b. Class 5 and missiles.* TSCMMC is the theater manager for all conventional ammunition and missiles. TSCMMC directs intratheater distribution and inter-theater resupply by operating SAAS–MMC. In wartime, TSCMMC intensively manages critical items, computes available supply rates, and recommends implementation of controlled supply rates.

c. *Class 7.* Major end items are managed and controlled by the TSCMMC. The supported MMCs submit requisitions to the TSCMMC for Class 7 items. Considering the command guidance on priority and quantities to be issued, TSCMMC directs inter-theater cross leveling, or forwards the requisition to CONUS.

d. *Class 9 theater repairables.*

(1) Stockage of theater level repairables is limited to items repaired with ACOM/ASCC/DRU funding. Items repaired with national funding will be overhauled under the policy contained in AR 710-1 only. The TSCMMC will exercise management of repairables for the theater. The TSCMMC provides management information regarding the issue and return of repairable items. The TSCMMC and GS levels are not authorized ASLs that include support DS maintenance.

(a) The management of repairables involves the following processes:

1. Requisitioning, stocking, and issuing.
2. Receiving customer turn-ins.
3. Preparing work orders for maintenance of repairables.
4. Turning in items to depot and special repair activity or transferring items to the designated disposal activity.

(b) Managing repairables requires proper use of the SMR codes in AR 700-82 in conjunction with supply policy. The applicable parts of the SMR code are a combination of the maintenance use code (MUC), MR code, and RC. The MUC for repair parts is found in technical manuals for the applicable end item. Both the MR and RC are found in the AMDF contained in FEDLOG. The explanation of these codes is as follows:

1. The RC is a code for designating the level (DS, GS, depot, or special repair activity) that may decide final disposition of economically unrepairable or condemned repairables.

2. The MR code indicates whether an item is a repairable and the maintenance level authorized to do complete repair.

3. The MUC identifies maintenance levels authorized to remove and replace the item.

(c) The level designated by the RC is the lowest level authorized to determine final disposition of repairables classified as condemned or economically unrepairable. The explanation of each RC designation is listed below. Application of these codes is explained in (e) below.

1. RC "Z." Item is not a repairable. When unserviceable, dispose of it at the DS or higher level.

2. RC "O" or "F." Item is a repairable. When condemned or economically unrepairable, dispose of it at the DS or higher level.

3. RC "H." Item is a repairable. When condemned or uneconomically repairable, dispose of it at the GS or higher level.

4. RC "D" or "L" Item is a repairable. When condemned or uneconomically repairable, the depot or special repair activity level determines final disposition (see 1-16h for DEMIL instructions).

(d) The MR code is assigned to indicate whether the item is to be repaired and to identify the lowest maintenance level authorized to perform complete repair; that is, remove, replace, repair, assemble, and test. The explanation of each MR code designation is listed below:

1. MR "O." The unit is the lowest maintenance level authorized to conduct complete repair.

2. MR "F." DS is the lowest maintenance level authorized to conduct complete repair.

3. MR "H." GS is the lowest maintenance level authorized to conduct complete repair.

4. MR "D." The depot is the only maintenance level authorized to conduct complete repair or overhaul.

5. MR "L" The complete repair or overhaul of these items is restricted to designated specialized repair activities.

6. MR "Z." The item is not a repairable. No repair is authorized.

7. MR "B." No repair is authorized. Adjusting, lubricating, and so on, at the lowest level, may be done to recondition the item. No parts or special tools are procured for the maintenance of the item.

(e) The lowest maintenance level authorized to remove and replace repairables is designated by the MUC as follows:

1. MUC "O." Unit level.

2. MUC "F." DS level.

3. MUC "H." GS level.

4. MUC "D." Depot level to include specialized repair activities.

(f) Upon receipt of a customer request for a repairable:

1. A repairable is turned in by a customer—

a. Establish stock record accounting for the item.

b. Initiate supply issue procedures if a replacement is requested.

2. A repairable is not turned in by a customer—

a. Establish the reason for the customer not compiling with paragraph 2-6e of this regulation.

b. Issue a serviceable and establish a due in from the customer for the unserviceable using the customer's requisition number. This due in will be added to the dues-in during net assets computation.

c. Direct customer to return unserviceable repairable using same requisition number within 10 days. Exceptions may be granted on a case-by-case basis.

d. Commanders may freeze the account of a delinquent customer until all unserviceable repairable dues-in are cleared.

3. Prepare a work order for the repairable within 3 workdays of receipt. Considering need, assign the applicable UND to the work order. This UND will be A, B or C as necessary to ensure serviceable stock availability.

(g) After return of repairables from maintenance, items are either stocked, turned in, or disposed of according to the following guidelines:

1. Stock repairables if classified as serviceable and if not excess. The TSCMMC inventory retention limit is equal to the RO plus the quantity that will support a theater repair program for 90 days. Both CONUS and OCONUS activities will limit stockage of GS-programmed maintenance repair parts to 60 days of supply plus one requisition wait time (RWT). All unused serviceable repair parts from the GS maintenance program will be turned in to the supply system within 60 days after completion of the program.

2. Turn-in repairables to depot or special repair activity if the item is in one of the following categories:

a. Excess to the ASL.

b. Coded as “not repairable this station” (NRTS)—except for NRTS code “9” (condemned).

c. Classified as uneconomically repairable or condemned and the RC is “D” or “L.”

d. ARI and theater turn-in point item (TIPI) materiel is coded as NRTS. Turn in this materiel to the ARIL or theater designated maintenance facility. Complete the turn-in within 10 days after classified as NRTS.

3. Transfer RC “O,” “F,” or “H” repairables classified as uneconomically repairable or condemned to the designated disposal activity.

(h) Classified COMSEC repairables will be managed as specified in this paragraph by COMSEC accounts. All turn-ins and issues will be through COMSEC supply channels. Maintain formal accountability as outlined in TB 380–41.

(i) Process requests for issue through standard online requisitioning procedures. However, subject to stock availability, issues of serviceable for unserviceable repairables may be authorized as an immediate over-the-counter issue.

(j) Receipt processing is conducted per paragraph 6–11.

(2) The stockage criterion is as follows:

(a) The item must be authorized for removal, replacement, or repair by lower levels as prescribed by the maintenance use code. Items repaired by AMC in OCONUS maintenance activities may be retained in stockage by the ACOM/ASCC/DRU in coordination with AMC while awaiting repair.

(b) The item must have a frequency of nine recurring demands per year to add to the ASL and will be deleted if it fails to receive at least three demands per year.

(c) For aviation, air defense, special weapons (nuclear), life saving, air traffic control, nontactical communications, COMSEC, intelligence gathering, engineer (MTOE), and missile items, the frequency required is three recurring demands per year to add to the ASL and one demand per year to retain.

(d) The total authorized stockage level will be the sum of the following incremental levels for theater-repaired items:

1. RCL based upon average annual repairs accomplished (see DA Pam 710–2–2, para 4–9 for computing economic order quantity (EOQ) procedures to determine the RCL).

2. OL requirements will be based upon average annual washouts only, using DOS.

3. RWT level requirements will be based upon the average for washout replenishments only.

4. The SL quantity will be 5 days of supply based upon average washouts only.

5. After computing the increments above, the ROP will be computed as the sum of the RCL, SL and RWT. The RO will be the sum of ROP plus the OL.

(e) Repair cycle times are as follows:

1. The repair cycle times will include segments of the repair pipeline beginning when an unserviceable item enters the supply system and ending when the unserviceable item is restored to a serviceable condition and is recorded as ready for issue on the supply accountability records.

2. All of the applicable time between the beginning and end of the repair cycle time will be included in computing repair cycle requirements. This time period will not include avoidable delays such as time incurred because of mismanagement or inefficiency. Beginning and ending points of each segment of the total repair cycle time are described as sectors.

3. The CCI repair parts will be managed by and recorded on automated SRAs to ensure UIT/LIDB and ATAV reporting is completed. Manual SRAs will not be utilized to manage CCI. NSA requires control visibility of CCI components by quantity. Parts must still be properly recorded to ensure NSA has the necessary information.

(f) TSCMMC will be able to use the information from the TAV/LIDB database to determine materiel available to meet its requirements, which may enable redistribution of assets to meet identified requirements.

## **6–8. Sustainment requisitioning**

This paragraph provides policy on sustainment requisitioning at the TSCMMC level.

a. Class 5. The theater level MMC is the sole requisitioner for all conventional ammunition. Theater requisitions for conventional ammunition will be initiated by the TSCMMC and forwarded to the NICP at Rock Island, IL Operations Support Command (OSC), and to Redstone Arsenal, AL U.S. Army Aviation & Missile Command (AMCOM) for all guided missiles and large rocket requisitions.

(1) Ammunition will be requisitioned by the TSCMMC using command approved stockage objectives, OSC CALS allocations for all conventional munitions and the MIDP for guided missiles and large rockets. Class 5 stocks will be requisitioned to fill theater requirements for ABL, stockage objective, and training consumption. Both the CALS and MIDP documents serve as an allocation schedule to be used by the TSCMMC in developing the theater Class 5 program.

(2) Class 5 stocks will be distributed by the TSCMMC on the basis of the current theater' requisitioning objective (requirements) in force and as approved by HQDA (DAMO-FDL and DALO-AMA), compared with on hand asset reporting by theater ACOM/ASCC/DRUs.

(3) Asset visibility of the theater stockpile is maintained using the Standard Army Ammunition System (SAAS-MMC). Theater assets of conventional ammunition and guided missiles or large rockets are reported to the TSCMMC by the theater ACOM/ASCC/DRUs (SAAS-MMC) activities and forwarded by the TSCMMC to the appropriate NICP. Theater asset visibility is used for input into the WARS and the GMLR for those guided missiles and large rockets maintained in the theater stockpile.

b. Class 7, decrement stocks and ORF.

(1) All Class 7 items, PA principal retail requirements, will be on hand or on order within the financed level.

(2) PA secondary requirements must be financed to equal either on hand and/or due-in quantities. The IMM/LCMCs are required to procure retail deficiencies and advise the TSCMMC when PA secondary shortages can be requisitioned on the national system. The TSCMMA will requisition accordingly and increase the financed level to the quantity due in from the national level.

(3) Stock funded requirements must be financed to equal either on hand and/or due-in quantities. HQDA allocates Stock Fund Mobilization Augmentation funds to the TSCMMA each year. Requirement shortfalls will be reviewed. The TSCMMC must ensure that a balance of fill is maintained for all stock fund requirements. TSCMC will place requisitions on the national system and increase-financed levels accordingly.

(4) All required requisitions are considered funded and must be prepared per procedures in AR 725-50 and AR 710-1.

c. TAV/LIDB provides managers with visibility over stocks excess or less critical to the needs of other organizations. Within the established TAV business rules (paragraph 3-26l(4)), these assets may be redistributed thus reducing the number of requisitions that must be placed on the national level.

## **6-9. Requisition processing for supported activities**

This paragraph provides the policy for processing requisitions arriving at TSCMMC from supported CMMC activities.

a. All major item requisitions are routed through TSCMMC by the SARSS SIIT process. Requisitions, for which stock is available within theater, will be reconciled with a requisition validation product and if valid, filled or backordered awaiting maintenance assets.

b. Theater repairable requisitions designated by the SARSS SIIT process will flow to TSCMMC through the standard online requisitioning process. Upon receipt, TSCMMC will fill from available stock, direct intratheater cross-leveling, backorder awaiting maintenance assets, or forward to CONUS for fill.

c. In addition to the SIIT, TAV/LIDB provides visibility over assets within the theater, as well as assets available Army wide. TSCMMC should also consider using these assets, within the TAV business rules, when it is cost effective to do so.

## **6-10. Reconciliation and validation**

a. Reconciliation is a process used to keep due-in/due-out files synchronized between the various levels of supply. Validation is the process used to ensure requests and requisitions have authentic requirements.

b. The objective is to accomplish reconciliation on a fully automated followup basis. Pending the automated system capability to execute fully automated followups, all dues-in will be reconciled with the next higher supply source on a monthly basis.

c. Validation of open requisitions will be accomplished on a quarterly basis. Stock record accounts will, as an objective, ensure open requisitions plus assets on hand do not exceed authorized levels plus due-outs each day a line item has activity.

d. Major item requisitions will be validated using a requisition validation product assigning the proper type requirements code as specified in AR 700-120.

e. TSCMMC performs three different types of reconciliation's as follows:

(1) The quarterly MOV with NICP. MOV is a tops-down reconciliation performed per AR 725-50.

(2) The monthly reconciliation with the LIF functionality within LIDB that is not performed in those months when an MOV is executed. LIF/LIDB reconciliation is a bottoms-up Reconciliation.

(3) TSCMMC to COSCOM is a monthly bottoms-up reconciliation.

### **6-11. Receipt processing**

Receipts will be processed through the storing activity. Receipts will be recorded on both the storage locator record and the SRA. The acceptable DA performance goals for receipt processing are contained in paragraph 1-22*i*.

### **6-12. Storage operations**

Involves the act of storing, or the act of being stored, the keeping or placing of property in a warehouse, shed, open area, or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations. Care of supplies in storage and inspections will be managed per AR 740-3 and DOD 4145.19-R-1.

*a.* A storage location system will be established at each storage activity. The storage system will be capable of recording multiple locations by condition of each line stored. DOD 4145.19-R-1, DA Pam 710-2-2, and FM 4-30.13 contain procedures for storage. In addition, automated system user procedures will define storage procedures.

*b.* Commanders are directly responsible for safeguarding all supplies under their control. Commanders and stock record officers will comply with—

(1) AR 50-6-1 and AR 190-54 for nuclear and chemical items.

(2) AR 190-11 for arms and ammunition. In addition, when responsibility for the custody of keys for an arms storage facility is transferred between individuals, they will conduct a physical count of the weapons therein. Results of the count do not replace the quarterly weapons inventory.

(3) AR 190-50 for controlled medical substances and other medically sensitive items.

(4) AR 190-51 for unclassified and non-sensitive items.

(5) The AR 380-series for security of classified items.

(6) DA Pam 25-380-2 for CCI.

*c.* Petroleum Quality Surveillance and Technical Assistance Program will be established as follows:

(1) Overseas commanders will develop, coordinate, and monitor—

(*a.*) Quality Surveillance Program.

(*b.*) Operational Surveillance Program.

(*c.*) Petroleum Technical Assistance Program (if desired).

(*d.*) Engineering Technical Review of Petroleum Facilities Program.

(2) Minimum requirements for programs identified above are outlined in appendix C.

### **6-13. Inventory and adjustment**

*a.* The purpose of location surveys, inventory, and adjustment is to—

(1) Determine the location and condition of materiel.

(2) Determine the quantity of materiel on hand.

(3) Adjust stock records to show actual quantities.

(4) Determine the causes for discrepancies when they are found.

(5) Correct the causes of discrepancies.

*b.* Inventories will be conducted in a manner that assures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory.

*c.* Inventories will be conducted as either—

(1) Closed (wall-to-wall). The counting of all assets of an account during a given period.

(2) Open or cyclic. The counting of some selected assets of an account during a prescribed period.

*d.* Special inventories will be made when—

(1) A negative on hand balance is recorded.

(2) A materiel release denial occurs.

(3) A location survey finds an item in an unrecorded location or in an incorrect location.

(4) There is evidence of forced or unauthorized entry.

(5) Directed by the commander or accountable property officer.

*e.* Items identified in the AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)) will be inventoried quarterly, by serial number when applicable. These items in bulk storage will be inventoried by type and quantity on basis of the outside count markings on sealed containers. Inventory of ammunition will be conducted per paragraph 3-37.

*f.* Ammunition and explosive items rigged or preconfigured for rapid deployment and not stored in an ASA, will be inventoried monthly. These loads will be secured and checked per AR 190-11. Checks for tampering will be documented.

*g.* Location surveys will be conducted at least annually and, in addition, just prior to a closed (wall-to-wall) inventory.

*h.* Activities conducting a closed (wall-to-wall) inventory will not take more than 5 workdays to complete the count. The commander may selectively approve additional count days. The commander will monitor timeframes of other inventories (cyclic or special) to make sure operations are not unduly disrupted.

*i.* Except for items identified on the AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “S,” or “Y” (night vision devices and navigation systems (GPS)), or if negligence may be involved, discrepancies that have an extended line item value of \$1,000 or less will not be reported for inventory adjustment approval. In these cases, the adjustment will be posted to the accountable record and the value of the adjustment will be included in the Inventory Adjustment Rate (see paragraph 1–22f).

*j.* Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under AR 735–5.

*k.* Verified losses of sensitive items (CIIC 1–6 and 8) will be adjusted per AR 735–5. Additionally, losses of CCI require the submission of an incident report per DA Pam 25–380–2.

*l.* Discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of A&E will be reported under AR 190–11. Overages or shortages are those that meet AR 15–6 investigation requirements specified in AR 190–11.

*m.* All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported on an IAR. Inventory adjustment reporting and approval policy is contained in AR 735–5. IARs will be used to document condition code changes and re-identification of assets. Because these transactions do not represent an actual gain or loss to the account, approving authority signature is not necessary; however, the SRO will sign the IAR and a copy will be maintained in the voucher file.

*n.* Causative research will be conducted for inventory discrepancies of the following categories:

(1) Items identified on the AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “S,” or “Y” (night vision devices and navigation systems (GPS)).

(2) Adjustments over \$1,000 in extended line item value.

*o.* Causative research will be completed within 30 calendar days following completion of the inventory. Causative research will be accomplished at the direction of the accountable property officer. The research ends when the cause of variance has been determined or no specific cause can be identified. The accountable property officer will decide if action under AR 735–5 is required. The results of causative research will be recorded on DA Form 444 (Inventory Adjustment Report (IAR)).

*p.* Adjustments resulting from an inventory will be reported to appropriate asset reporting activities.

## **6–14. Issues**

After supported CMMC/TSCMMC requisitions are received and edited, the resulting materiel release order will be processed within the following policy.

*a.* Selection of stock for issue should include issue of the oldest date of pack first, unless specific individual requirements are for more current dates of pack.

*b.* The objective is to make stock available to transportation or directly to the CMMC/ TSCMMC within the following timeframes:

(1) PD 01–08 (within 1 day).

(2) Other requirements within 2 workdays.

*c.* When nonorganic transportation is employed, Military Standard Transportation and Movement Procedures (MILSTAMP) will be adhered to and will include issuing shipping status, transportation movement control documentation, and shipment tracing.

*d.* Release orders will cite serial/registration numbers when appropriate.

## **6–15. Materiel return policy**

*a.* TSCMMC is the wartime theater materiel returns manager. The objectives of material returns management are to optimize the distribution of equipment, to improve readiness, and get maximum utilization of all equipment in theater. TSCMMC use TAV data to monitor Class 2 and 9; CBS–X data to monitor Class 7; SAAS data to cross-level Class 5; and manual reports to monitor other classes. TAV/LIDB currently contains the CBS–X and SAAS information, which the managers may use to determine asset availability. Within the business rules of TAV/LIDB (paragraph 3–26l(4)), these assets may be redistributed to meet both inter and intra theater requirements when it is cost effective to do so. Once directed by TSCMMC, cross leveling actions are the responsibility of the COSCOM/Division MMC to coordinate and execute in a timely fashion.

*b.* Materiel will be reported on the basis of quantity per unit pack. Nonrepairable material with an extended dollar value of \$100.00 or less and not meeting unit pack criteria will not be reported to SOS for disposition instructions, but will be retained for 90 days pending potential use and then turned in to DRMO.

*c.* All excess CCI, both serviceable and unserviceable will be shipped to Tobyhanna Army Depot (TOAD), ATTN: COMSEC W81U11. Excess classified COMSEC items will be shipped to TOAD, ATTN: COMSEC Account 5B1009.

TB 380–41 provides procedures for reporting excess classified COMSEC equipment. For all other items, refer to paragraph 1–16*h* for DEMIL instructions.

## **6–16. Shipping**

*a.* Shipments generated by TSCMMC within the theater move among remote storage areas (RSA), corps forward storage sites, prestock points, maintenance facilities, DRMO or CONUS depots. Releases of items to customers are issues and not shipments as discussed here.

(1) Storage and maintenance activities will receive an MRO from TSCMMC to initiate the shipment.

(2) Storage and maintenance activities will receive a disposal release order (DRO) when stock is being transferred to the supporting DRMO.

(3) ARI will be prepared for shipment and transported on the first available transportation.

*b.* Storage and shipping section personnel of the storing activity must jointly plan each shipment. As a minimum, the following performance standards must be met:

(1) Release orders having PD 01–03 or that are NMCS must be available to the carrier not more than 24 hours after their receipt by the storing activity. This process will be based on a 24-hour workday, 7-day workweek.

(2) Release orders having PD 04–08 that are not NMCS must be available to the carrier not more than 2 regular workdays after their receipt by the storing activity.

(3) Release orders having PD 09–15 must be available to the carrier not more than 4 regular workdays after their receipt by the storing activity.

*c.* Location information will be entered on the release order, by the storage section, before it is sent to the storage area for stock selection. The MRO or the DRO will be used to pick the stock using standard stock selection methods and stock issue sequences.

*d.* Make a release denial when quantity picked is less than that ordered, using the procedures in DA Pam 710–2–2.

(1) Send the release denial to the stock control section using the same method used to send the release order. If the release order was received telephonically, do not confirm it by follow-on documents. Do not delay release denials for consolidated dispatch. Instead, expedite them in the next scheduled dispatch to the stock control section.

(2) Special inventories will be made as the result of release denials.

*e.* Pack supplies being shipped under TM 38–701. Shipping section personnel will pack items being shipped and process the release order under the procedures in DA Pam 710–2–2.

*f.* The shipping clerk will arrange for either organic transportation or transportation support as follows:

(1) When organic transportation is used, the following apply:

(*a*) Do not use transportation documents.

(*b*) The shipping clerk will give one copy to the carrier to be used as a manifest.

(2) When transportation support is used, the shipping clerk will do the following:

(*a*) Prepare transportation documents under instructions provided by the supporting transportation officer.

(*b*) Prepare release order under procedures contained in DA Pam 710–2–2.

*g.* The shipping clerk will confirm the shipment by making final distribution of the release order under the procedures contained in DA Pam 710–2–2.

*h.* Classified COMSEC material will be documented for transfer by Army COMSEC accounts only, and shipped through DCS channels per TB 380–41.

## **6–17. Decrement stock**

Decrement stock is the quantity difference between the “required” and “authorized” column of equipment in section III of the MTOE. DA approval of an organization level below the required level is the authority for retention in command storage or to requisition decrement stocks. These stocks will be stored in a manner that makes them readily identifiable to the specific unit for which they were decremented (that is, decrements will be stored by UIC). This policy also pertains to mobilization TDA (MOBTDA) and CTA items formerly included in MTOE.

*a.* A wartime distribution plan will be developed by each ACOM/ASCC/DRU for issue of decrement stocks. ACOM/ASCC/DRU commanders may designate specific categories of equipment to be stored as decrement.

*b.* The rationale expressed above is also applicable to mobilization TDA in overseas commands. The MOBTDA will utilize TDA commercial equipment whenever possible. If military equipment (SB 700–20, chapter 2) is required for the wartime mission, but not in peacetime, requirements will be identified from other TDA units (not having a wartime mission) to meet all requirements. The equipment that is designated to satisfy MOBTDA decrement requirements and its peacetime location are to be provided to the TSCMMC decrement stock manager.

*c.* The TSCMMC will develop procedures for the effective management of the decrement stock program. These include generation and validation of decrement requirements, requisitions, storage by UIC, transportation, release of decrement stocks during mobilization, and peacetime use of decrement stocks.

## **6-18. Theater operational readiness float**

Theater ORF represents the difference between the wartime operational readiness float (WORF) and demand-supported peacetime ORF levels. TSCMMC posts this level per TAEDP update cycles and peacetime ORF level updates, and requisitions these stocks to be held at theater level.

## **6-19. Solid fuels**

*a.* This paragraph provides policy guidance for processing purchase requests for coal, coke, or briquettes (here after referred to as solid fuels). TSCMMC will prepare a separate DD Form 416 (Purchase Request for Coal, Coke, or Briquettes) for each kind and size of solid fuels required. USAPC is the service item control code (SICC) for solid fuels. Requisitions will be filled out per DA Pam 710-2-2. Periodic surveillance of quantities on hand and review of dues-in will be made to assure quantities are adequate to meet estimated requirements. Requirements may often change because of weather conditions, fluctuation in population serviced, or change in mission. The normal procurement lead time for solid fuels is 180 days; however, purchase action on supplemental or emergency requirements will be completed as soon as possible per the justification furnished by the commander.

*b.* TSCMMC will estimate annual solid fuels requirements and related delivery schedules and submit requests to Commander, USAPC, ATTN: AMSTA-LC-CJPL, New Cumberland, PA 17070-5008 per the purchase program submission schedule.

*c.* All inquiries and correspondence pertaining to the following will be directed to USAPC (AMSTA-LC-CJPL):

(1) Solid fuels requisitioning.

(2) Procurement status.

(3) Delivery and receipt problems.

*d.* All inquiries and correspondence pertaining to the following will be directed to USAPC (AMSTA-LC-CJPL):

(1) Solid fuels quality and associated technical problems.

(2) Solid fuels handling equipment.

(3) Refusals of shipments based on visual inspection.

(4) Computation associated with analysis of delivered solid fuels.

(5) Certification of coal sampling personnel.

(6) Laboratory analysis and testing of coal samples.

(7) Technical assistance visits.

*e.* The policy contained above applies worldwide to all DA installations where solid fuels are consumed, including the following:

(1) GOCO installations and facilities operated by non-Government activities.

(2) Army industrial-funded installations and activities.

(3) Overseas installations when it is determined that solid fuels are to be purchased by DFSC.

(4) Specifications determination for solid fuels is a technical responsibility of the installation commander. Specifications will be established to procure the most economical solid fuels with characteristics suitable for the equipment in which they are to be used and that comply with environmental requirements. Assistance in determining solid fuels specifications may be obtained from USAPC. In overseas facilities limitations on sulfur dioxide emissions will be specified per applicable host nation requirements and/or any agreement between the United States and the country involved.

*f.* Commanders at all levels will ensure that solid fuels—

(1) Are of a size and meet analytical specifications technically adequate for power and/or heating plants.

(2) Meet specifications. When they do not meet specifications, they will be reported to USAPC (AMSTA-LC-CJPL).

(3) Are handled and stored to minimize degradation.

(4) Are sampled per prescribed DOD procedures and samples are mailed to a supporting USAPC laboratory for analysis. All coal samples within Europe will be mailed to Commander, U.S. Army Europe Materiel and Equipment Oil Analysis Laboratory, APO AE 09028, for testing and analysis.

*g.* Contracts and deliveries will be as follows:

(1) Contracts awarded by DFSC are normally requirements type for an estimated quantity. If a requirement exists for tonnage exceeding the estimated quantity indicated in the contract, an order for additional tonnage, not to exceed more than 10 percent above the original requirement, may be placed with the contractor. If the contractor does not elect to supply tonnage in excess of the estimated quantity stated in the contract, a supplemental purchase request will be initiated by the installation.

(2) Deliveries will be made only as authorized by written orders issued by the installation under the "Ordering" clause of the contract.

(3) Installations will notify USAPC if a reduction exists in requirements during the contract period and if it is determined that the maximum tonnage under the contract will not be ordered. This procedure is essential as tonnage remaining under the contracts may be diverted to other Government installations or facilities.

(4) USAPC will be advised immediately in the event the contractor fails to deliver under the delivery order or fails to perform per contract terms and conditions.

(5) In the event of a dispute between using activity and contractor, USAPC will be advised immediately. A priority message will be used containing all pertinent information, including name and telephone number of the person to be contacted.

*h.* An installation or activity will centralize responsibility and assign one qualified person who will assure completion of all functions listed in this regulation pertaining to solid fuels. This person will be—

(1) Thoroughly experienced in all phases of solid fuels handling and storage yard operations.

(2) Thoroughly familiar with the solid fuels contract under which the shipments are being made.

(3) Furnished with all documents that are required for discharging the responsibilities in connection with shipments, storage, and handling. Documents furnished will include copies or extracts of shipping notices, award of contract notices, contracts, contract amendments, and supplier-furnished analytical test reports.

(4) Furnished analytical test reports.

(5) Furnished copies of all shipping documents, including waybills and materiel inspection and receiving reports. Solid fuels operating procedures as described in TM 5-675 and TB ENG 249 will be followed.

## **Section IV**

### **Stock Control**

#### **6-20. General**

Stock control is the establishment and maintenance of records of material in stock reflecting such information as quantities and condition.

*a.* The Army stock record accounting system is used to account for U.S. Government supplies and equipment. All Army property issued to a user or PBO must be documented in the stock record account supporting the user or PBO.

(1) The stock record accounting system is a set of accounting files and records known as a SRA. These records show the receipt, issue, and asset status of supplies.

(2) The SRA is operated by an accountable property officer appointed under the provisions of AR 735-5. He or she is accountable for supplies from the time of receipt until they are issued, released, or dropped from accountability.

*b.* This section defines the policy regarding operation of the TSCMMC SRA. For policies regarding other SRAs in the theater, see the applicable chapters for that level.

*c.* The TSCMMC SRA will consist of several files, each containing essential elements of information. All files need not be centrally located, but they remain the responsibility of the accountable property officer. The files and their essential elements are as follows:

(1) Catalog files that contain item identification, interchangeable and substitute, packaging, and freight information as defined in AR 708-1. See paragraph 6-6 for policies regarding catalog access.

(2) Authorization files that identify required and authorized stock levels as computed using the policies contained in paragraph 6-8. The authorization file will contain records with the following essential elements of information:

(*a*) Stock number.

(*b*) Ownership and purpose code.

(*c*) Project code.

(*d*) Date of the last change to the stockage code or level authorized.

(*e*) Requisitioning objective.

(*f*) Reorder point.

(*g*) Safety level.

(*h*) Stockage code.

(3) ABF that identifies actual assets on hand. The ABF will contain the following elements of information:

(*a*) Storage activity.

(*b*) Stock number.

(*c*) Ownership and purpose code.

(*d*) Project code.

(*e*) Condition code.

(*f*) Quantity on hand.

(*g*) Date of last inventory.

(4) Due-in files to identify assets due in to the SRA, will contain the following essential elements of information:

(*a*) Stock Number.

(*b*) Document number (including suffix, if applicable).

(*c*) Quantity due in.

(*d*) Source due in from.

- (e) Project code, if any.
  - (f) Current status.
  - (g) Estimated delivery date.
  - (h) Date of last followup.
  - (i) Detailed transportation control number.
  - (j) Consolidated transportation control number.
  - (k) Priority.
  - (l) Type due in; for example, temporary loan, redistribution, national, or maintenance.
- (5) Due-out files to identify unfilled customer requirements, containing the following essential elements of information:
- (a) Stock number.
  - (b) Document number (including suffix if applicable).
  - (c) Quantity due out.
  - (d) Project code, if any.
  - (e) Date of last followup.
  - (f) Priority.
- (6) Audit trail files. These are used to record activity in the SRA for historical reference. The audit trail will include the following types of data.
- (a) Hard copy documents, with signatures, will be kept in manual files for receipt, issue, turn-in, and balance adjustments for items identified on the AMDF contained on FEDLOG by a CIIC of "1-6," "8," "9," "N," (firearms) "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) or ARC of "N" (nonexpendable). Serial numbers and registration numbers will be included (microfiche and microfilm images will satisfy this requirement).
  - (b) Automated audit trail files will be kept in a computer machine-readable form such as magnetic tape, disk, or CD-ROM for 24 months. This automated file will be used to record the following transactions processed by the SRA, including those in the hard copy file above.
    1. Receipts.
    2. Adjustments, both increases and decreases.
    3. Issues.
    4. Turn-ins.
    5. Stockage code changes.
    6. Stockage level changes.
- (7) Demand frequency files are maintained to record recurring requirements. The demand frequency files will include the following essential elements of information:
- (a) End-item code.
  - (b) Stock number.
  - (c) Frequency of demand by month for the previous 12 months.
  - (d) Quantity demanded for the previous 24 months.
  - (e) For receipts from higher supply sources, the average order ship time experienced on the previous 12 receipts.
  - (f) For items repaired at supporting maintenance as a source of supply, the average repair cycle time from the original turn-in document date through repair and return to stock for the previous 12 repairs.
  - (g) Quantity repaired and returned to stock as a source of supply for the previous 24 months.

## **6-21. Asset reporting**

a. To keep both national and retail managers aware of the location and condition of selected assets, vertical management information reporting is generated at the SSA level and transmitted to the national manager with image copies to the COSCOM or TSC and Theater Army MMCs.

b. Vertical management asset and information reporting takes several forms as detailed below. All are used to communicate specific information from the SSA holding the material to the national manager responsible for worldwide requirements. Some of these reports are automatically produced and others must be prepared manually. ACOM/ASCC/DRUs are responsible for establishing central collection and reporting activities to collect and monitor reports manually prepared by users.

c. Reporting procedures and formats are contained in AR 710-3, DA Pam 710-2-2, and AR 725-50.

d. The types of reports required are listed below:

(1) *TAV/LIDB*. Includes all items on the SRA and those in shop stock. Also includes CCI repair parts.

(a) SSAs will report the status to *TAV/LIDB* when either the quantity on hand, due in, due out or the material condition code has changed and whenever the stockage code or requisitioning objective is changed. Reported transactions will be transmitted direct to the DAAS with information copies being transmitted to the TSCMMC/AMC

LOGSA. For those SSAs that do not requisition through the COSCOM/TSCMMC, reports will be transmitted directly to DAAS with information copies to the TSCMMC/AMC LOGSA. Managers must ensure the above listed changes are properly recorded within TAV/LIDB.

(b) TSCMMC will monitor on hand balances in TAV/LIDB for material in supported SSAs and take appropriate action to correct imbalances in coordination with the national item manager. TAV/LIDB provides a vital tool for this process.

(c) This TAV/LIDB data will be used by the TSCMMC to redistribute assets. TSCMMC has the authority to redistribute assets on hand in SSAs that are above the SSA RO. TAV/LIDB provides visibility of the assets and its business rules govern the material redistribution process (see paragraph 3-31f).

(2) *CBS-X/LIDB*. AR 710-3 requires that all activities report transactions for all on hand RICC 2, A, B, C and Z items.

(a) Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system. This system becomes one of the feeder reports in support of TAV/LIDB. If the property book is not automated, but the SSA through which issue and receipt transactions are processed is automated, then these transactions will be automatically reported to CBS-X/LIDB. Other transactions, such as lateral transfers and AARs that are not processed through the SSA must be manually reported by the property book, to the central collection activity (CCA). If the property book and supporting SSA through which issues and turn-ins are accomplished, are manual, the SSA will manually report all transactions for reportable items, to the CCA. The DA minimum goal for CBS-X compatibility is 98 percent. Because this data feeds TAV functionality in LIDB, it is essential that the SSAs report the data promptly for CCA inclusion in TAV/LIDB.

(b) SSA level reporting is the report extracted from the voucher or document history file and submitted weekly for reportable items to AMC Logistics Support Activity (LOGSA). All SSAs will be required to accomplish this weekly report, but pending the automated capability to produce the report it will be submitted through the CCA. SARSS activities will submit the report through automated means. This weekly report is used to build and update the TAV database.

(3) *Registration and reporting of U.S. Army Vehicles (RCS CSGLD-1608)*. Registration and reporting are separate functions and should be acted upon accordingly.

(a) Registration. Registration is the function of accepting material into the Army inventory and requesting an Army registration number from the U.S. Army Central Vehicle Registry maintained by AMC LOGSA. Registration for the material is accomplished by the procuring activity and will normally have already occurred at the time the material is received by the using units. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMOs; material previously identified as a combat loss that is recovered or recaptured; and material modified that identifies the item to a different category in AR 710-3, table 5-1. The acceptance and registration report will not be limited to those items listed in the appendixes to DA Pam 738-750, but will be prepared and submitted for all items subject to registration number assignment and control. Acceptance and registration are accomplished per AR 710-3, chapter 5.

(b) Reporting. Reporting is the function of controlling the location of material requiring registration. Material that is transferred between units and material that is a loss to the Army inventory will be reported to AMC LOGSA, through the ACOM/ASCC/DRU/Data Reduction Center. Transfer reports and deletion reports will not be limited to those items contained in appendixes to DA Pam 738-750, but will be submitted on all items subject to registration number assignment and control. Transfer reports and deletion reports will be prepared and submitted per AR 710-3, chapter 5.

(c) Objective. One of the objectives for automation of the Army is that U.S. Army vehicle registration be accomplished by the supply and accounting system as a by-product of the receipt and issue process. As TAV/LIDB becomes more fully developed and implemented, it is envisioned that such reports would no longer be required, as the database would be automatically updated by its feeder systems. If registration is not automatically accomplished by the supply and accounting system, manual reports will be prepared and submitted.

(4) *DOD Small Arms Serialization (DODSASP)(RCS DD-MIL(A) 1629)*.

(a) The purpose of DODSASP is to maintain continuous visibility over small arms, by serial number, from the point of procurement through demilitarization and disposal. It is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for specific serial numbered small arms.

(b) The definition of small arms reportable under the DODSASP is included in the glossary.

(c) An Army logistics automation objective is that DODSASP reporting will be accomplished by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling the DODSASP purpose.

(d) If DODSASP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting DODSASP reporting activity within 5 days of the supply transaction. The local SASSO will ensure that the local DODSASP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the

command, which operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

(5) *Radiation Testing and Tracking System*. The purposes of the DOD RATTS are to maintain continuous visibility by serial number and wipe test of all detector chemical cells (Radioactive Source NSN 6665-01-114-0073) and drift tube modules (Radioactive Source NSN 6665-99-257-0069) from procurement through demilitarization and disposal, and to provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The detector chemical cell is a component of the M43A1 chemical detector, and the drift tube is a component of the chemical agent monitor (CAM). It is designed to provide the identification of the last Army activity accountable for a specific serial-numbered cell and to track wipe test data. PBOs will ensure that serial numbers for source components are recorded on property books. Changes will be reported to the designed SSO as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

(a) An Army logistics automation objective is that RATTS reporting will be accomplished by supply, accounting, and maintenance systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment, and maintenance actions such as wipe testing. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(b) If RATTS reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTS reporting activity within 5 days of the supply transaction. See AR 710-3, paragraph 4-63 for wipe test reporting requirements. The SSO will ensure that the local RATTS reporting activity files are updated, and the data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the command, which operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activities.

(6) *CCISP*. Controlled Cryptographic Item Serialization Program (CCISP). The purpose of the DA CCISP is to maintain continuous visibility over designated CCI end items by serial number from procurement through demilitarization and disposal. It is designed to provide the NSA and investigative agencies the identification of the last Army activity accountable for a specific serial numbered CCI end item.

(a) The definition of CCI is included in the glossary. The NSA designates items as CCI and establishes asset-tracking requirements. All CCI end items are reportable based on their assigned reportable item control code (RICC). See SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting.

(b) An Army logistics automation objective is that CCISP reporting will be accomplished by supply and accounting systems as a by-product of processing supply transactions such as receipt, issue, transfer, and adjustment. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If CCISP reporting is not automatically accomplished by the logistics STAMIS used, comply with the procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local supporting CCISP reporting activity within 5 days of the supply transaction. The local CCI SSO will ensure that the local CCISP reporting activity files are updated, and the data is formatted and reported to the DA Central Registry within 10 days of the supply transaction. The ACOM/ASCC/DRU will designate the reporting activities within the command, which operate on an installation or overseas area support basis. PBO/SSAs should ensure they have identified their supporting reporting activity.

(7) *The TASN-A System*.

(a) The TASN-A system tracks selected items by serial number to facilitate tracking performance by manufacturer and lot, to isolate diagnostic problems, to identify problem items, and to promote and enhance maintenance data collection.

(b) One of the objectives for automation of the Army is to accommodate serial number tracking requirements as a by-product of receipt, issue, and adjustment transaction processing in the standard supply and accounting systems. It is envisioned that as TAV/LIDB is fully developed and implemented that it would contain the data required, fulfilling this objective.

(c) If standard supply and accounting systems including TAV/LIDB do not accomplish TASN-A reporting, manual reporting is required.

(8) *WARS RCS CSGLD-1322 (RI (MIN))*. Activities storing ammunition will comply with the reporting requirements of AR 700-19 and DA Pam 700-19.

(9) *GMLR Ammunition Issue, Receipts, and Expenditure Report RCS AMC-193*. Activities storing materiel reportable under the provision of AR 700-19 and DA Pam 700-19 will ensure that applicable reports are submitted.

(10) *CCDDB*. TSCMMC will copy each request, with an EIC, change the document identifier code to "BAH" and transmit these images to the AMC LOGSA using the procedures contained in AR 725-50.

(11) *SSA level ABF reporting*. ABF reports are employed to inform national managers of reportable assets that are held at the SSA level. All SSAs are required to report to the AMC LOGSA on a monthly basis. Pending availability of automated systems capable of providing this report, only those SSAs operating with the SARSS will be required to

submit these reports. This report can be the same as the monthly ABF reconciliation required to support ATAV/LIDB and does not require separate reporting.

(12) *Submitting data on bulk petroleum.* All military activities are required to submit data on all bulk petroleum storage facilities. Army activities are required to submit the following reports:

(a) Bulk Petroleum Storage Facilities Report (CONUS and overseas) RCS DD–MIL (A) 506. Report will be submitted to USAPC every 3 years for activities with a 500-barrel capacity or more, either singly or in manifold configuration, upon request.

(b) Bulk Petroleum Terminal Message Report RCS (DLA (W) 1884 (DFSC)). This report will be submitted to DFSC weekly.

(c) Prepositioned War Reserve Requirements for Terminal Storage RCS DLA (A) 1887 (DFSC). This report will be submitted to USAPC annually.

(d) SIOATH Control Record RCS DLA (M) 1882 (DFSC). This report will be submitted to DFSC monthly from information obtained from SIOATH control record maintained by the activities.

(e) Defense Energy Information Systems Reports (DEIS I and DEIS II) RCS DD–M (AR) 1313. This report will be submitted monthly to respective ACOM/ASCC/DRU.

(13) *Financial inventory reporting.*

(a) Inventory Report of Principal or Secondary Items, RCS: DD–AEL (A) 1000.

(b) Quarterly Stratification Report of Secondary Items, Part B—Overseas Command and CONUS Installations Assets, RCS CSGLD–1438.

(c) See AR 710–1 for reports preparation.

(14) *Unique item tracking (UIT) reporting.* All activities storing CAT I missiles and rockets will ensure that applicable reports are submitted to WARS.

## **Section V Ammunition Management**

### **6–22. Stockage**

a. ACOM/ASCC/DRUs will establish the stockage objective for each ASA (TSA/CSA/ASP/PSP) and may include all or some of the following types of stock.

(1) Training ammunition.

(2) Ammunition Basic Load.

(3) Operational loads.

b. A minimum stockage of Class 5 supplies may be authorized based on CTA 50–909 and as specified by the ACOM/ASCC/DRU commander.

c. Theater level SAAS–MMC will requisition sustainment ammunition from the NICP based on known or projected requirements.

### **6–23. Requesting, receiving, and issuing ammunition**

The TSC MMC storage sites do not provide direct supply support to customers except for Class 5. CSAs provide DS on an area basis to customer units in addition to their GS mission.

### **6–24. Amnesty program**

The TSCMMC will monitor amnesty turn-ins to determine trends and necessary actions required.

### **6–25. Basic policy**

TSCMMC will gradually become the theater source of supply for everything except ALOC and medical items. TSCMMC will not process individual requisitions from units for equipment in the COSCOM/TSC ALOC safety level but instead will resupply the COSCOM/TSC in bulk quantities for the items, and the COSCOM/TSC will resupply individual units.

### **6–26. Wartime policy modifications**

a. Issues will be made immediately upon request using post-post methods, if necessary. Summary accounting techniques may be employed.

b. Inventories will be conducted as the situation allows; however, only the cyclic method will be employed. Wall-to-wall inventories are not allowed. Discrepancies must be recorded but not reported. However, shortages of CCI are reported per DA Pam 25–380–2.

c. Reconciliation and validation of customer dues-out are not required.

d. Customer returns will be accepted “as is.”

e. Retrograde shipment of unserviceable and excess items will be made rapidly to avoid abandonment or destruction upon movement of the storage site.

#### **6-27. Wartime policy (ammunition)**

- a. AR 700-100 establishes procedures for Army support to other Services.
- b. Corps level SSAs performing a DS/GS function, will normally stock 7 to 10 days of supply. Theater level SSAs, which also perform a DS/GS function, will normally stock 30 days of supply. Ammunition stockage will be the minimum required to perform the mission.
- c. SAAS-MMC will evaluate the transaction from SSAs to determine if excess stockage is available at those activities. The MMC may direct redistribution or other appropriate action to relieve the excess condition.
- d. Theater level SAAS-MMC will requisition sustainment ammunition from the NIPC based on known or projected requirements.

### **Section VI**

## **Withdrawal, Diversion, and Temporary Loan of Reserve Component**

#### **6-28. Introduction**

- a. This section provides general information and policy for DOD and Department of the Army regarding the withdrawal, diversion, and temporary loan of Reserve Component equipment by Active Component ACOM/ASCC/DRUs.
- b. The Secretary of Defense must approve the withdrawal or diversion of any item of ARNG or USAR equipment for use by another component or Government agency. Conditions requiring Secretary of Defense approval include:
  - (1) Reassignment of Active Component units or other Government departments.
  - (2) Transfer to other countries to satisfy United States Security Assistance Program requirements.
  - (3) Transfer incidental to a force restructuring that was not previously approved during the Planning, Programming, Budgeting, and Execution System process.
  - (4) Transfer resulting from statutory or DOD direction where the allocation between the Active and Reserve components is not specified.
- c. Only ACOM/ASCC/DRUs may request authority to withdraw equipment from the Reserve Component. Request authority to withdraw equipment only as a last resort. ACOM/ASCC/DRUs will forward request to HQDA ODCS, G-3, ATTN: DAMO-ODR, Washington, DC 20310-0400. During contingency operations, forward requests to the Army Operations Center, DAMO-ODR will staff and coordinate the request.
- d. ACOM/ASCC/DRUs requesting authority to withdraw equipment will submit detailed equipment replacement plans to HQDA (DAMO-ODR). ACOM/ASCC/DRUs will return, fund the replacement, or replace in-kind each withdrawn item at no cost to the Reserve Component.

#### **6-29. Withdrawal or diversion of Army National Guard and United States Army Reserve equipment**

- a. This paragraph provides policy for ACOM/ASCC/DRUs to request the withdrawal or diversion of ARNG and USAR equipment, to include equipment purchased under the Dedicated Procurement Program (DPP).
  - (1) ACOM/ASCC/DRUs will forward request for the withdrawal or diversion of Reserve Component equipment to HQDA ODCS, G-3, ATTN: DAMO-ODR, Washington, DC 20310-0400. DAMO-ODR will staff each request within the Department of the Army to establish the availability of needed equipment. DAMO-ODR will coordinate each request with the NGB and USAR prior to forwarding the request to OSD.
  - (2) ACOM/ASCC/DRUs will provide the following for each request for withdrawal or diversion of ARNG/USAR owned equipment:
    - (a) Complete justification and actions taken internally to fill shortages, (for example, internal redistribution) before requesting Reserve Component equipment.
    - (b) Complete unit designations, locations, MTOE/TDAs, and UICs of the gaining and proposed losing units.
    - (c) Detailed information for each line item requested including: LIN, BRC, NSN, nomenclature, quantity required, quantity authorized, quantity on hand, quantity currently requisitioned with document numbers. If an item requested was bought under the Dedicated Procurement Program.
    - (d) Replacement plan.
  - (3) ACOM/ASCC/DRUs requesting authority to withdraw or divert Reserve Component equipment will submit detailed replacement plans to HQDA (DAMO-ODR). ACOM/ASCC/DRUs will return, fund the replacement or replace in-kind each withdrawn item at no cost to the Reserve Component.
  - (4) When the President orders to Active Army or mobilizes Reserve Component units under full mobilization (10 USC 12301(a)) or partial mobilization (10 USC 12302(a)), or the Presidential Selective Reserve Call Up (10 USC 12304), ACOM/ASCC/DRUs requesting authority to withdraw the equipment must submit projected replacement plans as follows:

(a) For equipment withdrawn from mobilized units, ACOM/ASCC/DRU commanders requesting authority to withdraw Reserve Component equipment will submit replacement plans to HQDA within 60 days of the date the unit is released from active duty.

(b) For equipment withdrawn from units not mobilized or ordered to active duty, ACOM/ASCC/DRU commanders requesting authority to withdraw or divert Reserve Component equipment will submit replacement plans to HQDA within 60 days of the date the equipment is withdrawn or diverted.

(c) When individual soldiers are ordered to active duty under a Presidential Selective Call Up (PSRC) (10 USC 12304), ACOM/ASCC/DRU commanders requesting authority to withdraw Reserve Component equipment will submit the replacement plan as a part of the request for withdrawal or diversion.

(5) Transfer accountability for approved equipment withdrawals by a lateral transfer in accordance with Chapter 2 and DA Pam 710-2-1. The affected Reserve Component headquarters will ensure losing units drop the transferred equipment from the unit property book and requisition replacement items immediately.

b. Temporary equipment loan(s) of ARNG and USAR: This paragraph provides policy on the temporary loan of ARNG and USAR equipment to the Active Component. AR 700-131 remains the controlling regulation for procedures and accountability for equipment loans.

(1) The Reserve Component headquarters (NGB or USAR) owning equipment requested by ACOM/ASCC/DRUs for temporary loan holds the authority to approve temporary equipment loans of less than 90 days. The U.S. Army Reserve Command (USARC) will act as the executive agent for OCAR for processing temporary loan requests for USAR equipment.

(a) Requests for ARNG-owned equipment will be forwarded to Chief, NGB, ATTN: NGB-ARL-M, 111 S. George Mason Drive, Arlington, VA 22204.

(b) Requests for USAR-owned equipment will be forwarded to Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-E, 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000.

(c) For ARNG loans, the State USPFO will process loan requests in accordance with AR 700-131.

(d) For USAR loans, the USARC DCSLOG will process loan requests in accordance with AR 700-131.

(2) Upon approval of loan request, the gaining ACOM/ASCC/DRU and Reserve Component headquarters will ensure a joint technical inspection of equipment to be loaned is accomplished in accordance with AR 750-1, DA Pam 738-75 and applicable Technical Manuals. Maintenance deficiencies and component shortages will be annotated and filed with accountability documents.

(3) Gaining ACOM/ASCC/DRUs will report all temporary loans over 60 days to HQDA, ATTN: DAMO-ODR. Identify the gaining and losing units, LIN, NSN, nomenclature, quantities involved, date of the loan and expected date of return.

(4) When an item on temporary loan must be held for over 90 days by an Active Component unit, the gaining ACOM/ASCC/DRU commander will submit a request for withdrawal. Submit the request prior to the 60th day of the loan.

(a) Submit request for withdrawal in accordance with 6-61e. Upon approval of a withdrawal, laterally transfer the equipment in accordance with DA Pam 710-2-1. The affected losing command (ARNG or USAR) will ensure losing units drop the transferred equipment from the unit property book and requisitions replacement items immediately. The gaining ACOM/ASCC/DRU will fund for the replacement of stock funded withdrawn equipment.

(b) Submit the request to HQDA, ATTN: DAMO-ODR, Washington, DC 20310-0400.

(5) ACOM/ASCC/DRUs will return loaned equipment to the Reserve Component from which the equipment was loaned in TM 10/20 condition, or in the condition loaned as documented. A joint technical inspection will be conducted by representatives of the using and the owning unit. The ACOM/ASCC/DRU using the equipment will reimburse the owning unit for all repair parts, missing components, basic issue items, and labor required to restore the equipment to the standard that was issued less FWT. Equipment will be assumed to be in TM 10/20 condition at the time of the loan in the event documentation is lost, destroyed, or otherwise missing.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 5-13**

Training Ammunition Management System. (Cited in para 2-43.)

#### **AR 11-27**

Army Energy Program. (Cited in paras 2-37, 3-24, and 4-28 and table 1-1.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS). (Cited in paras 1-15, 2-5, 2-35, 2-37, 3-24, 3-39, and 4-28 and table B-3.)

#### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives. (Cited in paras 2-12, 2-42, 2-44, 3-23, 3-24, 3-35, 3-37, 4-27, 4-28, 5-20, 5-21, 6-12, and 6-13 and tables 1-1, 2-2, and B-4.)

#### **AR 190-13**

The Army Physical Security Program. (Cited in para 2-12 and table 1-1.)

#### **AR 190-51**

Security of Unclassified Army Property (Sensitive and Nonsensitive). (Cited in paras 2-10, 2-39, 2-42, 3-23, 3-35, 4-27, 5-20, and 6-12 and tables 1-1, B-1, and B-4.)

#### **AR 200-1**

Environmental Protection and Enhancement. (Cited in paras 1-28, 1-29, and 2-61.)

#### **AR 335-15**

Management Information Control System. (Cited in para 1-9.)

#### **AR 700-141**

Hazardous Materials Information System (HMIS) (RCS DD-FM&P (A, Q, &AR) 1486). (Cited in paras 1-29 and 1-30.)

#### **AR 710-3**

Asset and Transaction Reporting System. (Cited in paras 1-18, 2-9, 2-35, 3-12, 3-31, 4-41, 5-29, and 6-21 and table B-4.)

#### **AR 725-50**

Requisition, Receipt, and Issue System. (Cited in paras 1-4, 1-6, 1-9, 1-24, 2-3, 2-5, 2-45, 2-61, 3-16, 3-21, 3-26, 3-29, 3-31, 3-36, 4-4, 4-6, 4-11, 4-12, 4-22, 4-24, 4-30, 4-31, 4-34, 4-37, 4-42, 5-4, 5-14, 5-15, 5-24, 5-27, 5-29, 6-8, and 6-10.)

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

Policies and Procedures for Property Accountability. (Cited in paras 1-7, 1-8, 1-12, 1-18, 1-21, 2-5, 2-10, 2-12, 2-13, 2-14, 2-16, 2-17, 2-18, 2-21, 2-23, 2-32, 2-35, 2-44, 3-14, 3-21, 3-24, 3-27, 3-29, 3-39, 4-15, 4-24, 4-28, 4-32, 4-35, 4-37, 4-39, 5-13, 5-21, 5-27, 6-13, and 6-20 and table 2-2.)

#### **DA Pam 25-31**

Forms Management, Analysis, and Design. (Cited in para 1-16.)

#### **DA Pam 25-380-2**

Security Procedures for Controlled Cryptographic Items. (Cited in paras 1-18, 2-8, 2-13, 2-59, 3-21, 3-23, 3-24, 3-42, 4-24, 4-27, 4-28, 5-20, 5-21, 5-33, 6-12, 6-13, and 6-26 and table 2-2.) (Available only on AKO.)

#### **DA Pam 200-1**

Handbook for Environmental Impact Analysis. (Cited in para 1-28.)

**DA Pam 350-38**

Standards in Weapons Training FY03/FY04 STRAC Web site (Available at <http://www.atsc.army.mil/atmd/strac/stracweb.asp>). (Cited in paras 2-43 and 2-44.)

**DA Pam 700-142**

Materiel Release, Fielding, and Transfer. (Cited in paras 1-14 and 3-21.)

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures). (Cited in paras 1-16, 2-5, 2-6, 2-7, 2-13, 2-35, 2-36, 2-37, 2-39, 2-41, 2-45, 2-48, 2-61, 3-16, 3-24, 3-39, 4-28, 4-40, 5-17, and 6-29.)

**DA Pam 710-2-2**

Supply Support Activity Supply System: Manual Procedures. (Cited in paras 1-16, 1-18, 2-13, 2-23, 3-9, 3-16, 3-18, 3-21, 3-23, 3-24, 3-29, 3-31, 4-6, 4-9, 4-10, 4-11, 4-14, 4-21, 4-25, 4-27, 4-32, 4-37, 4-39, 4-40, 4-41, 5-17, 5-18, 5-20, 5-27, 5-29, 6-7, 6-12, 6-16, 6-19, and 6-21.)

**DA Pam 750-8**

Functional Users Manual for The Army Maintenance Management System (TAMMS). (Cited in paras 2-6, 2-9, 2-13, 2-14, 3-31, 4-41, 5-29, and 6-21.)

**FM 10-67-1**

Concepts and Equipment of Petroleum Operations. (Cited in paras 2-37, 3-24, 4-28, C-4, and C-16.)

**TM 10-8400-201-23**

Unit and Direct Support Maintenance Manual for General Repair Procedures for Clothing. (Cited in para 2-15.) (Available at [www.logsa.army.mil/etms/online.cfm](http://www.logsa.army.mil/etms/online.cfm).)

**TM 10-8400-203-23**

Unit and Direct Support Maintenance Manual for General Repair Procedures for Clothing. (Cited in para 1-1.) (Available at [www.logsa.army.mil/etms/online.cfm](http://www.logsa.army.mil/etms/online.cfm).)

**TM 38-410**

Storage and Handling of Handling of Hazardous Materials. (Cited in para 1-31 and table B-1.)

**MIL-STD-129**

Military Marking for Shipment and Storage. (Cited in para 3-27.) ((Available at <http://assist.daps.dla.mil/docimages/0003/51/85/STD129P.PD8>).

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Code of Federation Regulations is available at [www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr). Commercial item descriptions (A-As), FED-STDs, military detail specifications (MIL-DTLs), and military standards (MIL-STDs) are available at <http://assist.daps.dla.mil/online/start>. U.S. Codes are available at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).

**AR 1-100**

Gifts and Donations

**AR 11-1**

Command Logistics Review Program

**AR 11-2**

Management Control

**AR 15-6**

Procedures for Investigating Officers and Boards of Officers

**AR 25-1**

Army Information Management

**AR 25-2**  
Information Assurance

**AR 25-6**  
Military Affiliate Radio System (MARS)

**AR 25-30**  
The Army Publishing Program

**AR 27-1**  
Legal Services, Judge Advocate Legal Services

**AR 27-53**  
Review of Legality of Weapons under International Law

**AR 30-22**  
The Army Food Program

**AR 40-2**  
Army Medical Treatment Facilities: General Administration

**AR 40-4**  
Army Medical Department Facilities/Activities

**AR 40-61**  
Medical Logistics Policies and Procedures

**AR 70-6**  
Management of the Research, Development, Tests, and Evaluation, Army Appropriation

**AR 71-32**  
Force Development and Documentation – Consolidated Policies

**AR 145-1**  
Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

**AR 145-2**  
Organization, Administration, Operation, and Support

**AR 165-1**  
Chaplain Activities in the United States Army

**AR 190-45**  
Law Enforcement Reporting

**AR 190-51**  
Security of Unclassified Army Property (Sensitive and Nonsensitive)

**AR 190-54**  
Security of Nuclear Reactors and Special Nuclear Materials

**AR 190-59**  
Chemical Agent Security Program

**AR 210-130**  
Laundry and Dry Cleaning Operations

**AR 215-1**  
Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

**AR 220-1**

Unit Status Reporting

**AR 290-5**

Army National Cemeteries

**AR 335-15**

Management Information Control System

**AR 350-38**

Training Device: Policies and Management

**AR 360-1**

The Army Public Affairs Program

**AR 380 series**

Security

**AR 380-5**

Department of the Army Information Security Program

**AR 380-40**

Policy for Safeguarding and Controlling Communications Security. (Available from <https://www.us.army.mil/suite/login/welcome.html>.)

**AR 385-40**

Accident Reporting and Records

**AR 385-64**

U.S. Army Explosives Safety Program

**AR 420-1**

Army Facilities Management

**AR 420-18**

Facilities Engineering Materials, Equipment and Relocatable Building Management

**AR 570-7**

Manpower and Equipment Control for Equipment Survey Program

**AR 700-4**

Logistics Assistance

**AR 700-15**

Packing of Materiel

**AR 700-19**

U.S. Army Munitions Reporting System

**AR 700-81**

DOD Dog Program

**AR 700-82**

Joint Regulation Governing the Use and Application of Uniform Source, Maintenance, and Recoverability Codes

**AR 700-84**

Issue and Sale of Personal Clothing

**AR 700-100**

Emergency Munitions Support for Joint Operations

**AR 700-131**

Loan and Lease of Army Materiel

**AR 708-1**

Logistics Management Data and Cataloging of Supplies and Equipment

**AR 710-1**

Centralized Inventory Management of the Army Supply System

**AR 735-11-2**

Reporting of Supply Discrepancies

**AR 735-17**

Accounting for Library Materials

**AR 740-1**

Storage and Supply Activity Operations

**AR 740-3**

Stock Readiness

**AR 750-1**

Army Materiel Maintenance Policy

**AR 840-10**

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

**AR 870-20**

Museums and Historical Artifacts

**CTA 8-100**

Army Medical Department Expendable/Durable Items

**CTA 50-900**

Clothing and Individual Equipment

**CTA 50-909**

Field and Garrison Furnishings and Equipment

**CTA 50-970**

Expendable/Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items)

**DA Pam 25-16**

Security Procedures for the Secure Telephone Unit, Third Generation (STU-III)

**DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms

**DA Pam 75-5**

List of Storage and Outloading Drawings for Ammunition

**DA Pam 385-64**

Ammunition and Explosive Safety Standards

**DA Pam 700-19**

Procedures for the United States Army Munitions Reporting System

**DA Pam 708-1**

Cataloging of Supplies and Equipment, Management Control Numbers

**EM 007 (SB 700–20)**

Army Adopted/Other Items Selected for Authorization/List. (Available at FEDLOG at [www.dlis.dla.mil/fedlog](http://www.dlis.dla.mil/fedlog).)

**FM 3–07**

Stability Operations and Support Operations

**FM 4–30.13**

Ammunition Handbook: Tactics, Techniques, and Procedures for Munitions Handlers

**FM 10–15**

Basic Doctrine Manual for Supply and Storage

**FM 10–23**

Basic Doctrine Manual for Army Field Feeding and Class I Operations Management

**FM 38–701**

Packaging of Material: Packing

**FM 10–67–1**

Concepts and Equipment of Petroleum Operations

**FM 63 series**

Support

**SB 11–6**

Communications Electronics Batteries Supply and Management Data

**SB 700–20 (see EM 0007)**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items

**SB 710–2**

Supply Control: Combat Consumption Rates for Ground and Aviation Petroleum Products

**SB 755–1**

Disposition of Used Ammunition Packing Material and Certain Specified Ammunition Components

**TB 10–8400–252–23**

Sizing Measurements for Classification and Inspection of Clothing Items. (Available at [www.logsa.army.mil/etms/online.cfm](http://www.logsa.army.mil/etms/online.cfm).)

**TB 380–41**

Security Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material (FOUO). (Available [www.logsa.army.mil/etms/online.cfm](http://www.logsa.army.mil/etms/online.cfm).)

**TM 5–675**

Repairs and Utilities: Solid Fuel Operations

**TM 38–250**

Preparing Hazardous Materials for Military Air Shipment

**Cataloging Handbook H@ Federal Supply Classification**

Croups and Classes. (Available at [www.dlis/dlas.mil/forms.asp](http://www.dlis/dlas.mil/forms.asp).)

**DFARS 208.7003**

Required Sources of Supplies and Services: Applicability. (Available at [www.acq.osd.mil/dpap/dars.index.html](http://www.acq.osd.mil/dpap/dars.index.html).)

**DFAS–IN Regulation 37–1**

Finance and Accounting Policy Implementation. (Available at <https://dfas3dod.dfas.mil>.)

**DFAS Manual 37-100-XX**

The Army Management Structure Fiscal Year 2007. (Available at <https://dfas3dod.dfas.mil>.)

**DOD 1330.17-R**

Armed Services Commissary Regulations (ASCR)

**DOD 4140.1-R**

DOD Supply Chain Materiel Management Regulation

**DOD 4140.25-M**

Department of Defense Management of Bulk Petroleum Products, Natural Gas, and Coal

**DOD 4145.19-R-1**

Storage and Materiels Handling

**DOD 4160.21-M**

Defense Materiel Disposition Manual

**DOD 4160.21-M-1**

Defense Demilitarization Manual

**DOD 4500.32-R**

Military Standard Transportation and Movement Procedures (MILSTAMP)

**DOD 7000.14-R**

Department of Defense Financial Management Regulation

**DODD 3025.1**

Military Support to Civil Authorities (MSCA)

**DODD 4140.25**

DOD Management Policy for Army Commodities and Related Services

**A-A-52530**

Gasohol, Automotive, Unleaded

**A-A-52557**

Fuel Oil, Diesel, for Posts, Corps and Stations

**FED-STD-313D(1)**

Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials furnish to Government Activities

**FED-STD-793**

Depot Storage Standards

**MIL-DTL-5624**

Turbine Fuel, Aviation, Grades JP-5 and JP-5

**MIL-DTL-16884L**

Fuel, Naval Distillate

**MIL-DTL-83133E**

Turbine Fuels, Aviation, Kerosene Types, NATO F-34 (JP-8, NATO F-35, and JP-8=100

**MIL-HDBK-113C**

Guide for Selection of Lubricants, Functional Fluids, Preservatives, and Specialty Products for Use in Ground Equipment Systems

**MIL-HDBK-114A**

Fuels, Mobility, User Handbook

**MIL-STD-838**

Lubrication of Military Equipment

**MIL-STD-3004A**

Quality Surveillance for Fuels, Lubricants and Related Products

**40 CFR 280**

Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UST)

**40 CFR 700**

Toxic Substance Control Act

**49 CFR**

Transportation

**49 CFR 106-199**

Pipeline and Hazardous Materials Safety Administration, Department of Transportation

**49 CFR 172.519**

Hazardous Materials, Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements: General specifications for placards

**EO 12731**

Principles of ethical conduct for Government officers and employees. (Available at [www.archives.gov/research/index.html](http://www.archives.gov/research/index.html).)

**FAR**

Federal Acquisition Regulation (<http://www.arnet.gov/FAR>.)

**10 USC 12301**

Reserve Component generally

**10 USC 12302**

Ready Reserve

**10 USC 12304**

Selected Reserve and certain individual Ready Reserve members

**31 USC 3903**

Prompt payment

**32 USC 710(a)**

Accountability for property issued to the National Guard. (Available at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).)

**42 USC Chapter 3**

Leprosy. (Available at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).)

**American Petroleum Institute**

Manual of Petrol Measurement Standards. (Available [www.api.org](http://www.api.org).)

**ASTM Tables**

American Society for Testing and Material Tables. (Available <http://www.normas.com/ASTM/index-2.html>.)

**STANAG 7090**

NATO Standardization Agreements. (Available at <http://www.nato.int/docu/standard.htm>.)

**RCS CSGLD-1322 (RI)(MIN)**

Worldwide Ammunition Reporting System (WARS)

**RCS CSGLD-1438**

Quarterly Stratification Report of Secondary Items (Part A&nash;NICP Assets), (Part B&ndash;Oversees Command and Conus I

**RCS CSGLD-1608**

Registration and Reporting of U.S. Army Vehicles (Equipment Control Record)

**RCS CSGLD-1946**

Reporting of Operations Report

**RCS CSGLD-1946**

Reporting of Operations Report

**RCS DD-AEL (A) 1000**

Inventory Management Reports of Materiel Assets

**RCS DD-FM and P; (A, Q, & AR) 1486**

Hazardous Material Information System

**RCS DD-MIL (A) 506**

Bulk Petroleum Storage

**RCS DD-MIL (A) 1629**

DOD Small Arms Serialization

**RCS DD-MM( AR) 1313**

Defense Energy Information System DEIS I-DEIS II

**RCS DLA (A) 1887 (DFSC)**

Prepositioned War Reserve Requirements for Terminal Storage

**RCS DLA (M) 1882 (DFSC)**

Source Identification and Ordering Authorization (SIAOTH) Control Record

**RCS DLA (W) 1884 (DFSC)**

Bulk Petroleum Terminal Message Report

**Section III**

**Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 001) and the USAPA Web site ([www.apd.army.mil](http://www.apd.army.mil)); DD Forms are available from the OSD Web site ([www.dior.whs.mil/icdhome/forms.htm](http://www.dior.whs.mil/icdhome/forms.htm)); Standard Forms are available from the GSA Web site ([www.gsa.gov](http://www.gsa.gov)).

**DA Form 581**

Request for Issue and Turn-in of Ammunition. (Prescribed in para 2-6a, 2-20d(1) and 2-44c(5).)

**DA Form 581-1**

Request for Issue and Turn-in of Ammunition Continuation Sheet. (Prescribed in para 2-44c(5).)

**DA Form 5515**

Training Ammunition Control Document (Available through normal supply channels). (Prescribed in para 2-44.)

**DA Form 5515-1**

Training Ammunition Control Document (Continuation Sheet) (Available through normal supply channels). (Prescribed in para 2-45c.)

**Section IV**

**Referenced Forms**

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and USAPA Web site ([www.usapa.army.mil](http://www.usapa.army.mil))

**DA Form 444**

Inventory Adjustment Report (IAR).

**DA Form 1659**

Report of Survey Register.

**DA Form 1687**

Notice of Delegation of Authority—Receipt for Supplies.

**DA Form 1804**

Petroleum Sample

**DA Form 2028**

Recommended Changes to Publications and Blank Forms.

**DA Form 2062**

Hand Receipt/Annex Number

**DA Form 2064**

Document Register for Supply Actions.

**DA Form 2407**

Maintenance Request

**DA Form 2765-1**

Request for Issue or Turn-in.

**DA Form 3020-R**

Magazine Data Card.

**DA Form 3078**

Personal Clothing Request.

**DA Form 3161**

Request for Issue or Turn-in.

**DA Form 3318**

Record of Demands—Title Insert.

**DA Form 3643**

Daily Issues of Petroleum Products.

**DA Form 3644**

Monthly Abstract of Issues of Petroleum Products and Operating Supplies.

**DA Form 3645**

Organizational Clothing and Individual Equipment Record

**DA Form 3645-1**

Additional Organizational Clothing and Individual Equipment Record

**DA Form 3744**

Affidavit Supporting Request for Authorization to Search and Seize.

**DA Form 3853-1**

Innage Gage Sheet (Using Image Tape and Bob).

**DA Form 4137**

Evidence/Property Custody Document.

**DA Form 4697**

Department of the Army Report of Survey.

**DA Form 4701-R**

Request for AVFUELS Identaplates.

**DA Form 4702-R**

Monthly Bulk Petroleum Accounting Summary.

**DA Form 4886**

Issue In-Kind Personal Clothing Record.

**DA Form 4949**

Administrative Adjustment Report.

**DA Form 5811-R**

Certificate, Lost or Damaged Class 5 Ammunition Items.

**DA Form 5830-R**

Petroleum Product Inventory Control Sheet

**DA Form 5831-R**

Petroleum Product Inventory Control Sheet

**DD Form 200**

Financial Liability Investigation of Property Loss

**DD Form 250**

Materiel Inspection and Receiving Report

**DD Form 361**

Transportation Discrepancy Report (Available through normal supply channels)

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 416**

Purchase Request for Coal, Coke or Briquettes

**DD Form 1131**

Cash Collection Voucher

**DD Form 1149**

Requisition and Invoice/Shipping Document

**DD Form 1155**

Order For Supplies Or Services

**DD Form 1348-1A**

Issue Release/Receipt Document

**DD Form 1348-2**

DOD Issue Release/Receipt Document With Address Label

**DD Form 1348-6**

DOD Single Line Item Requisition System Document (Manual-Long Form)

**SF 153**

COMSEC Material Report

**SF 364**

Report of Discrepancy (ROD)

**SF 368**

Product Quality Deficiency Report

## Appendix B Command Supply Discipline Program

### Section I Introduction

#### B-1. Overview

a. This appendix implements the Command Supply Discipline Program (CSDP) and list Army management controls (tables B-1 thru B-6). The CSDP addresses supervisory/managerial responsibilities (see para 1-10) within the supply system from the user to the Army Command (ACOM)/Army Service Component Command (ASCC)/Direct Reporting Units(DRUs) levels.

b. The CSDP is a compilation of existing regulatory requirements. Therefore commanders, supervisors, and managers are required to implement the provisions of this appendix in order to standardize supply discipline throughout the Army. As a mandatory program, CSDP is meant to simplify command, supervisory, and managerial responsibilities. Simplification is accomplished by—

- (1) Compiling the various requirements so responsible personnel are easily informed.
- (2) Standardizing evaluation requirements.
- (3) Formalizing followup procedures.

c. The CSDP is a commander's program. Commanders will implement the CSDP by using their existing resources. Examples of existing resources are—Command Logistics Review Program (AR 11-1 ), Command Inspection Program, Internal Review Office, staff personnel, and so on. Whichever activity the commander designates to assist with implementing the CSDP, that designated activity will then incorporate CSDP policy in its evaluation plans and procedures. Also, all existing supply evaluation programs will absorb the CSDP. Additionally, local IGs can be used at the commander's discretion to conduct special inspections using the systemic methodology for determining root causes for problems identified through the CSDP. Therefore, commanders should not establish new evaluation teams because of the CSDP.

#### B-2. Purpose

a. The purpose of the program is to—

- (1) Establish supply discipline as regulatory guidance.
- (2) Standardize supply discipline requirements.
- (3) Provide responsible personnel with a single listing of supply policy requirements.
- (4) Make the U.S. Army more efficient with respect to time spent monitoring subordinates' actions.
- (5) Eliminate repeat findings of noncompliance with policy.
- (6) Serve as a checklist for internal management controls as listed in chapter 1 of this regulation.

b. To achieve the stated purposes, implementation of the CSDP will—

- (1) Ensure compliance with DA supply policy and procedures.
- (2) Determine the adequacy of established DA supply policy and procedures.
- (3) Identify supply problems to permit timely corrective action within the chain of command.

#### B-3. Applicability

This regulatory guidance applies to all personnel within the retail supply arenas from hand receipt/unit to ACOM/ASCC/DRU levels.

#### B-4. Explanation of terms

The following terms are defined for use as they apply to this appendix:

a. *Supervisory personnel.* All individuals in a position of responsibility whose job involves supply operations within or for the U.S. Army. This applies to officers, warrant officers, NCOs, and civilians. Examples are company commanders, TDA directors of a directorate, and TDA division chiefs.

b. *Supply economy.* The conservation of material by every individual dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish a task. The term stewardship of resources is synonymous with supply economy.

c. *Supply discipline.* The compliance with established DA regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply (from unit/contractor through national users) and to the effective use of supply funds.

d. *CSDP.* A four-fold program addressing the following:

- (1) Responsibilities of commanders and supervisory personnel to instill supply discipline in their operations.
- (2) Guidance for evaluating supply discipline.

(3) Feedback through command and technical channels for improving supply policy and for improving procedures to monitor supply discipline.

(4) Followup to ensure supply discipline is maintained.

*e. Repeat finding.* A discrepancy of noncompliance noted from a previous evaluation and unresolved beyond the established suspense date.

*f. Requirements listing.* A compilation of existing regulatory requirements as a single source listing organized by level of responsibility or function (tables B-1 through B-7 ).

*g. Parent organization.* The command level over the supervisory personnel and/or PBOs. For TDA organizations, the parent organization is that command level designated as the appointing authority for reports of surveys.

## **Section II**

### **Program Guidance**

#### **B-5. Concept**

To assure proper implementation of the CSDP, the intent of the program is as follows:

*a.* The CSDP is designed as a commander's program directed at eliminating noncompliance with supply regulations. To accomplish this, the CSDP assists commanders by making them aware of supply conditions in their command.

*b.* It is not intended to be solely an inspection program. Rather, responsible personnel are expected to use the program to—

(1) Gain familiarity with established policy.

(2) Enforce compliance with policy by subordinate personnel.

*c.* Evaluations are a necessary part of the CSDP in order to monitor performance, as explained in paragraph B-8. The intended result of these evaluations is to present, factually, to the commander what supply problems exist so the chain of command can initiate prompt corrective action.

#### **B-6. Requirements listing**

*a.* A compilation of existing requirements is established as a requirements listing/management controls (tables B-1 through B-6). Each level of command will review the requirements listing for completeness and make the necessary additions to account for any uniqueness within the command. Table B-7 outlines the minimum frequency of evaluations required to monitor the status of supply discipline in subordinate units.

*b.* The intent of the Requirements Listings is to provide supervisors (be they commanders or managers) with a single source of supply policy requirements. The requirements listing is organized into six tables according to level of responsibility. Tables B-1 through B-6 outline the various supervisory responsibilities along with references to applicable regulations. (Elements within these tables are identified by an alpha character, and subelements are identified by a numeric character.) Use the table that accurately describes the type of unit or activity being reviewed. Elements within these tables that should be reviewed annually under the internal control program will include as a minimum: property accountability, control of small arms repair parts and hand tools, the receipt of petroleum products, the reduction of Army excess and its causes and the DODAAC directory update process. A minimum of two subelements that are applicable to the unit or activity will be reviewed annually. When deemed necessary to review identical subelements in consecutive years, two subelements in addition to those reviewed the previous year must also be reviewed during the current year.

(1) Table B-1 lists user level (hand receipt holder) responsibilities.

(2) Table B-2 lists PBO responsibilities.

(3) Table B-3 lists the requirements for parent organizations of the user and PBO levels.

(4) Table B-4 lists requirements for supply units or activities providing direct support to users or PBOs.

(5) Table B-5 lists requirements for supply units or activities providing general support to DSUs.

*Note.* Supply operations above the TOE division level are usually both DS and GS. For example, at the installation level, the ISD is in the GS mode when supporting divisional units and in the DS and GS modes when supporting nondivisional units. Therefore, both tables B-4 and B-5 are applicable to ISD operations. Determining which table to use depends on what type of support is provided; that is, supply operations in direct support of the user are detailed in B-4 and supply operations in support of a supplier are in B-5.

(6) Table B-6 lists ACOM/ASCC/DRU level requirements.

*c.* The information within each of the requirements listing is outlined in the following format:

(1) Regulatory requirement. A concise listing of the guidance.

(2) Administrative procedures. The actions needed to complete the regulatory requirement.

(3) Reference. The source of the requirement.

(4) Frequency. A listing of how often the regulation specifies the accomplishment of the task. An "as needed" frequency is an event-oriented requirement. The "routine" frequency means as often as necessary as a part of the supervisor's normal functions.

## **B-7. Implementation**

- a. Each commander provides the personal interest and direction necessary to establish an effective CSDP.
- b. The CSDP is incorporated into existing resources in the command to avoid redundancy of effort.
- c. Supervisors utilize the requirements listing in the normal performance of their duties.
- d. Whenever an applicable requirement within the requirements listing cannot be completed, the immediate higher headquarters must be notified by the affected organization.

## **B-8. Evaluations**

Each command level is required to evaluate the immediate lower level of operations. Further evaluations of other levels are as required by a commander.

### *a. User, PBO, direct support, and general support levels.*

(1) Supervisors (commanders and managers) are primarily expected to utilize the CSDP to police their own operations. The most effective means of ensuring supply discipline is to have an internally self-administered program practiced on a routine basis.

(2) At these levels, the CSDP requires no additional recordkeeping. The normal recording of inventories, inspections, and so on, is still required.

(3) At the completion of an evaluation by a higher headquarters, the evaluated supervisor will determine a suspense date ("get-well" date) for each finding to establish when each discrepancy will be resolved.

(4) The supervisor's chain of command is authorized to grant extensions to the established suspense dates.

(5) Whenever the resolution of a finding is determined to be beyond the supervisor's capability—policy problems or conflicting command guidance—refer to paragraph B-8b(5) below.

### *b. Parent organizations and higher commands.*

(1) The immediate organizational level above the user/PBO level is the parent organization.

(2) The parent organization and higher command levels are required to evaluate the subordinate user/PBO for compliance with established policy.

(3) Parent organizations and higher command levels will conduct formal evaluations of subordinate levels on a periodic basis (per table B-7) to—

(a) Provide supervisors with feedback of their supply discipline performance.

(b) Identify supply problems and resolve difficulties before they become serious.

(c) Determine if resolution of past findings are complete and appropriate.

(4) Each parent organization and higher command level will maintain a file of evaluations to record—

(a) Date of evaluation.

(b) Organization evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

(5) Some evaluation findings of noncompliance may be due to circumstances beyond the control of the evaluated organization; for example, the discrepancy is a result of conflicting command or policy guidance. The level conducting the evaluation is then responsible for elevating such a finding to the appropriate level capable of resolving the discrepancy.

### *c. Frequency of evaluation.*

(1) At the user/PBO, direct support and general support levels, supervisors fulfill their responsibilities as directed by their chain of command. The frequency of their internal evaluations is set as desired.

(2) The parent organization and higher command levels will conduct formal evaluations on a periodic basis as depicted in table B-7. DS and GS supply operations are evaluated semiannually by their higher headquarters; that is, DISCOM evaluates FSB, MSB, and DMMC; DOL evaluates ISD.

(3) Table B-7 lists the various types of organizations within the Army force structure. Whenever a unique organizational structure does not fit the charts in table B-7, the evaluation responsibilities then fall on that level immediately higher within the established force structure.

### *d. Evaluation procedures—*

(1) The purpose of the evaluation is to determine whether or not an organization is complying with regulatory guidance.

(2) The requirements listing (tables B-1 through B-6 ) establishes the minimum standards. Commanders are encouraged to develop command checklists using the requirements listing as a baseline.

(3) CSDP evaluations will include the following:

(a) A review of the property book, document file, document registers, due-in status file, hand receipts, and the PLL. Also, a check will be made of procedures used to request, receive, and account for property, and to return recoverable items. These areas are included in the requirements listing .

(b) A verification that school-trained supply personnel are assigned to and working in supply positions.

(c) A comparison of a representative sample of completed supply transactions for non-expendables with the organization's property records (pertains to property book accounts only). Obtain a random sample of transactions from each SSA that supplies the unit with nonexpendable supplies. Make sure necessary annotations were made in the document register and the property book. Also, verify that copies of the documents are filed in the supporting document file.

(d) A review of the procedures for all shelf life items, including the procedures for their ordering, storage, rotation, Type II shelf life extensions and issue.

(4) Personnel undergoing the evaluation may make on-the-spot corrections.

(5) Evaluators will record findings on each applicable requirement in the requirements listing. The results of the last evaluation will also be reviewed to determine if past discrepancies were resolved. Resolved and repeat findings will be noted.

(6) The organization's supervisor will be briefed on the findings at the completion of the evaluation. For each finding, the supervisor will establish, during the out-briefing, a suspense date for resolution of each discrepancy. In the case of a discrepancy due to circumstances beyond the control of the evaluated organization, refer to paragraph B-8d(9) below.

(7) In the case of repeat findings, the chain of command will be notified of the problem upon completion of the evaluation to reestablish compliance.

(8) The evaluated organization will be provided copies of each evaluation made under CSDP. The copies will specify any noncompliance findings along with the respective suspense dates determined by the supervisor. The evaluator will also retain a copy of the evaluation and use it for followup on corrective actions during the next periodic evaluation.

(9) If major problems with procedure or policy are surfaced during a CSDP evaluation, these findings will be elevated up the chain of command immediately. The problems will be elevated to that appropriate level capable of resolving the problems.

(10) In summary, the sequence of events is as follows:

(a) Organization is evaluated.

(b) Organization's supervisor establishes suspense dates for corrective actions.

(c) Supervisor is required to utilize evaluation results to improve on operations.

(d) Next routine evaluation occurs and will include review of corrective action(s) taken on last evaluation findings.

(e) Repeat findings require chain of command notification and assistance.

*e. Intraservice support agreements.* In order to make the CSDP a responsive and efficient program, maximum use of intraservice support agreements is encouraged. Numerous tenant units are located at many installations. Chain of command evaluations of these subordinate organizations in accordance with CSDP frequency requirements may create extensive travel and man-hour support. Therefore, ACOM/ASCC/DRUs are encouraged to enter into intraservice support agreements to authorize installation commanders to conduct evaluations of applicable tenant units. Evaluation results would then be forwarded to the respective ACOM/ASCC/DRU headquarters.

### **B-9. Monitoring ACOM/ASCC/DRU and DA levels**

At the ACOM/ASCC/DRU and DA levels, formal visibility of the CSDP is provided through the ACOM/ASCC/DRU Command Logistics Review Program (CLRP) under AR 11-1.

## **Section III**

### **Enforcement of Supply Discipline**

#### **B-10. Methods for enforcing supply discipline**

Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, training, administrative measures, and disciplinary measures.

#### **B-11. Administrative measures**

AR 735-5 provides various administrative measures for accounting for lost, damaged, and destroyed property. These actions must be followed for the relief from property accountability. However, they are oriented to supply accountability and are not intended to be used as corrective or disciplinary actions. The assessment of financial liability is solely for the purpose of administratively recouping the value of losses to the U.S. Government.

#### **B-12. Disciplinary measures**

Commanders must recognize that military discipline goes hand-in-hand with supply discipline. The commander has several tools available for use. These tools serve as both deterrence and corrective action. Disciplinary measures include reprimands, adverse efficiency reports, and Uniform Code of Military Justice (UCMJ) action.

### B-13. Reacting to incidents of nonfinancial liability

Use of administrative and disciplinary alternatives need not be limited to cases involving the standards prescribed for financial liability. Even when no financial liability is found, the facts may warrant some form of command action, such as a failure to properly supervise an operation or a subordinate's actions. For example, there is little doubt that strong measures should be taken against a supply sergeant whose stocks were found by a command inspection to be \$10,000 short because of his or her misconduct, neglect, or inefficiency. However, similar action might also be appropriate against supervisors and commanders in the chain of command if an investigation revealed inadequate command supervision (failure to conduct or verify inventories, failure to conduct checks, and so on).

### B-14. Ensuring supply discipline and management controls

The best means of ensuring supply discipline is to be proactive and not reactive in supply operations. Supply discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain supply discipline, commanders and supervisors must routinely adhere to CSDP procedures and conduct supply discipline training for all subordinates; for example, hand receipt procedures and inventory techniques.

**Table B-1**  
**User level**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>A. General</b>			
1. When regulatory guidance is not clear, request clarification.	Send requests through command channels per AR 710-2.	AR 710-2, (1-7a)	As needed
2. Deviation from supply policy requires approval from HQDA.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7b); AR 735-5 (8-2)	As needed
3. Identify and report supply constraints.	Supply constraints are prepared and forwarded through command channels per AR 725-50	AR 710-2 (1-9).	Within 2 workdays when routine submission of request is curtailed or limited for any reason.
4. Implement the Hazardous Materials Management Program.	The use of HAZMATs will be minimized or controlled to decrease hazards to public health and damage to the environment. Users of HAZMATs will obtain instructions from their supporting environmental offices on the proper requisitioning, receipt handling, storage, use, and disposition of HAZMATs and on mandatory reporting to minimize the use of HAZMATs to meet the HQDA-established hazardous waste reduction goals.	AR 710-2 (1-28); AR 200-1 (4-1a, 4-3a & 4-3k); TM 38-410	As needed
5. Designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations.	<p>a. A joint IRC/DRB and supporting materiel management center (MMC) review will be conducted at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirement, and procedures to identify and expeditiously fill any shortfalls.</p> <p>b. Periodic reviews of IRC/DRB Class 9 status will be a topic in organizational materiel readiness reviews (MRRs).</p>	AR 710-2 (1-5u, 2-20e, and 3-2j)	As needed.



**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. Enforce the use of End Item codes (EIC) on applicable repair part requests.	Ensure the EIC is placed on all requests for repair parts for end items with an EIC. The EIC for end items is in the AMDF contained in FED-LOG. Enter the EIC in block 18 of the DA Form 2765-1 (Request for Issue or Turn-In) or in the EIC data field for Unit Level logistics System (ULLS) users.	AR 710-2 (2-6g(7))	As needed
4. Requesting recoverables.	Requests for recoverables are preceded by a turn-in of an unserviceable like item or are accompanied by a statement signed by the commander or responsible officer explaining the reason a turn-in was not made.	AR 710-2 (2-6e)	As needed
5. Training ammunition requests.	Submit training ammunition requests enough in advance to permit timely delivery per required delivery date.	AR 710-2 (2-6f)	As needed
6. Establish and maintain document registers.	A document register for supply actions is kept by each organizational element authorized to request supplies. Establish and maintain DA Form 2064 (Document Register for Supply Actions) or automated equivalent as directed by the PBO. Maintain a due-in status file to support those actions not completed.	AR 710-2 (2-6h)	As needed
7. Verify the need for a local purchase.  a. Record Class 9 local purchase and Army purchase card buys as a demand by NSN or CAGE and part number using DIC "DHA".  b. PBO will reconcile purchases with the purchase cardholder.	Local purchase requests are processed through the PBO to the SSA. Commanders are responsible for verifying the need for local purchase and for signing the request. Commanders may delegate this responsibility in writing, to specific persons. a. Demands must be recorded for purchases of repair parts. Post-post procedures are required to record these purchases. SAMS and ULLS series customers will process a demand transaction, DIC "DHA" to SARSS-1. Demand data is required for materiel management center at the national level and for input to the TRM model. b. The purchase cardholder will present purchase documentation to the PBO within 5 days of making a purchase to determine accountability standards for the item. The PBO will provide the purchase cardholder written confirmation that the reconciliation occurred.	AR 710-2 (2-6)	As needed  a. Per each occurrence.  b. Per each occurrence.
8. Command requirements when a unit member is appointed as an ordering/contracting officer.	Appointment is made by the supporting contracting officer. The commander ensures the PBO or his alternate is not appointed. Local purchases by the ordering/contracting officer require a written request from the PBO. All purchase receipts are given to the PBO.	AR 710-2 (2-33b & c)	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
9. Requests for DRMO property are submitted to the SSA.	Process requests through the PBO to the SSA. Requests for supplies to be used for other than their intended purpose requires installation commander's approval. Nonexpendable property drawn from the DRMO requires property book accountability.	AR 710-2 (2-6)	As needed
10. Receipt for supplies.	Responsible officer or designated representative will receipt for supplies for their unit. To establish designated representatives, prepare signature cards (DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies), and send cards to support activities along with the assumption of command orders or a memorandum that designated a person as the responsible officer. Supplies received from other than the SSA are reported through the PBO to the SSA.	AR 710-2 (2-8a)	As needed
11. Report discrepancies when supplies are received.	<p>a. Notify the SSA of discrepancies.</p> <p>b. Discrepancies related to the receipt of classified COMSEC equipment or CCI require investigation and submission of Incident reports per TB 380-41 and/or DA Pam 25-380-2, respectively.</p>	AR 710-2 (2-8c & d); AR 735-5 (6-5)	<p>a. Within 3 days of receipt (30 days for USAR).</p> <p>b. Immediately</p>
12. Reconciliation and validation of supply requests.	Commanders or supervisors will validate all their open supply requests. Reconcile due-in files with the SSA according to schedule published by the SSA. Annotate listings and cards and return documents to SSA.	AR 710-2 (2-7d)	<p>a. Monthly reconciliations to confirm status of open supply requests (quarterly for USAR and ARNG. Followup action is on an as-required basis.</p> <p>b. Quarterly validations to verify continued need exist for open supply requests.</p>
13. Submit document modifiers.	Commanders will ensure document modifiers are prepared and sent to the SSA for open requests when the FAD of the unit or the UND have since changed.	AR 710-2 (2-7a)	As needed
14. Submit cancellation requests.	Commanders will ensure that when requested items are no longer needed, a request for cancellation is sent to the SSA. Request for cancellation is submitted on DA Form 2765-1.	AR 710-2 (2-7c)	Immediately when an item is no longer needed.
15. Requisition non- or less-HAZMATs.	Select the least HAZMAT available to meet mission requirements.	AR 710-2 (1-28); AR 200-1 (5-1a & 5-3a)	As needed
16. Identify HAZMATs to ensure appropriate handling.	Ensure all personnel are properly trained in HAZMAT handling.	AR 710-2 (1-31b); TM 38-410	As needed

**D. Disposition of property**

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Ensure transferred property meets accountability and maintenance requirements.	Transfer of property between Army and non-Army organizations requires HQDA (DALO-SMP) approval. Transfers between Army organizations are approved by the commander exercising command over both organizations. Property transferred will meet 10/20 PMCS standards of applicable technical manual. Component shortages are documented on a hand receipt annex. Transfers are coordinated through the PBO.	AR 710-2 (2-13a)	As needed
2. Transfers involving COMSEC equipment.	Transfers of classified COMSEC equipment and components require approval by the COMSEC channels. Transfer documents are prepared and processed by the COMSEC custodian.	AR 710-2 (2-13a)	As needed
3. Turn-in of excess property and associated components.	Turn-in actions are initiated within 10 days after the effective date of the authorization document change. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded. Ensure a technical inspection of property book items is completed by the supporting maintenance activity and then process turn-ins through the PBO to the SSA. No turn-in is made directly to the DRMO.	AR 710-2 (2-13b)	Upon receipt of new authorization documents, review for changes in authorized quantities.
4. Turn-in unserviceable and unrepairable property book items.	Process item through the PBO to the SSA along with the DA Form 2407 (Maintenance Request) verifying the condition of the unserviceable item. Turn-ins to DRMO are made with the approval by the SSA.	AR 710-2 (2-13b)	As needed
5. Turn-in of unserviceable COMSEC equipment.	Unserviceable classified COMSEC equipment and components are turned in to the COMSEC custodian. CCI and other unclassified items are turned in to the PBO. Disposal of both classified COMSEC items and CCI through other than national COMSEC channels is not authorized.	AR 710-2 (2-13b)	As needed
6. Turn-in unserviceable reparable.	Unserviceable reparable are turned in to the supporting SSA using a DA Form 2765-1.	AR 710-2 (2-13b)	As needed
7. Validate component shortages of property being turned in.	Before turn-in, determine and validate component shortages on a shortage list.	AR 710-2 (2-13b)	As needed
8. Turn-in found Government property	Items discovered in a unit or activity that are not on accountable records are turned in through the PBO to the SSA as "Found on Installation" property. ARNG units will assign a document number to the turn-in document and process item to the USPFO.	AR 710-2 (2-13d)	Immediately upon discovery of unaccounted property.

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
9. Turn-in residue and unexpended ammunition after completion of training.	Segregate the ammunition and residue for turn-in to the SSA. Ensure live rounds, unfired primers, and other dangerous material are not mixed in with residue.	AR 710-2 (2-44d)	Within 5 workdays after training.
10. Commanders will ensure live ordnance and residue are recovered from training sites.	Establish procedures for recovering unexpended ammunition or explosives and accountable residue. Certify on the turn-in document (DA Form 5811-R), what actions were taken to account for ammunition shortages and missing residue.	AR 710-2 (2-42e)	As needed
11. Turn in found ammunition.	Support amnesty program for found ammunition. Turn in ammunition through parent organization to SSA as found on installation property. No turn-in document is required.	AR 710-2 (2-47)	Immediately upon discovery of ammunition that is not accounted for.
12. Turn in unneeded HAZMATs.	Turn-in excess hazardous materials to the supporting SSA to eliminate unnecessary exposure to health hazard items.	AR 710-2 (1-31e)	As needed

**E. Property Responsibility**

1. Property book responsibilities at the using unit level.	Refer to table B-2.	N/A	N/A
2. Command and supervisory responsibility for the proper use, care, custody, and safekeeping of Government property issued to or used by subordinates are inherent to command and supervisory positions.	Ensure SOPs are current and complete. Ensure in processing procedures for newly assigned personnel are thorough (take inventory of their OCIE and personal clothing, provide them with a means to secure belongings, and so forth when appropriate). Conduct periodic inspections of facilities and equipment. Control access to secure areas (supply room, arms room, tool room, and so forth). Establish unit/activity-level procedures to provide personnel accurate and timely information and requisite training on the identification, handling, storage, and use of HAZMATs.	AR 710-2 (1-12b & 1-31b); AR 735-5 (2-8a & b)	Routine
3. Unit commander or primary hand receipt holder responsibilities.	The commander or primary hand receipt holder accepts direct responsibility for property by signing a hand receipt from each property book from which property was issued.	AR 710-2 (2-5g & 2-10d)	Whenever property is issued to the organization or activity.
4. Assign property responsibility for unit and section property.	The unit commander or primary hand receipt holder further delegates responsibility for all unit and section property assigned, by using permanent or temporary hand receipts. The original of any receipt is retained and filed by the person issuing the supplies. The duplicate is provided to the subhand receipt holder for their file.	AR 710-2 (2-10f & App F )	Sub-hand receipt property to subordinates as soon as possible.
5. USAR equipment at ECS.	Organizational equipment pooled at ECS should be hand receipted.	AR 710-2 (2-10e(3))	As needed
6. Temporary versus permanent hand receipt.	Use temporary hand receipts to issue property on loan for less than 30 days. After 30 days, the property is either returned or a permanent hand receipt is prepared.	AR 710-2 (2-10g(3))	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
7. Use an inventory listing when assigning individual responsibility is not practical.	Property meant for general use (that is, shift operations or multiuse rooms) is listed on a hand receipt and a copy is kept in the area where the property is located.	AR 710-2 (2-10g(4))	Semiannually (if restrictions are met) and authorized by the property book officer, and updated accordingly.
8. Control components of (SKO) and end items.	Document the issue of components of SKOs and other end items using component hand receipts, hand receipt annexes, or aircraft inventory records. When preprinted component hand receipts are available, their use is mandatory.	AR 710-2 (2-10h & App F)	Inventory components when end item is inventoried.
9. Component hand receipt versus hand receipt annex	<ul style="list-style-type: none"> <li>a. Component hand receipts will list all components and will reflect the actual quantity on hand.</li> <li>b. Hand receipt annexes reflect only the shortages.</li> <li>c. Use of the component hand receipt is mandatory when issuing items with components to the intended user. Use either the component hand receipt or hand receipt annex when issuing such items to supervisors above the user.</li> </ul>	AR 710-2 (2-10h & App F)	As needed
10. Assign personal responsibility for property issued for personal use.	Property issued for personal use will be issued on a hand receipt, OCIE record or equipment receipt. Examples of property issued for personal use are barracks furniture, OCIE, and protective masks. Army property will not be used for any private purpose except as authorized by HQDA.	AR 710-2 (2-10g(1)) & App F; AR 735-5 (2-8e)	Routine
11. Keep hand receipts current.	Hand receipts are posted as changes occur or when change documents are used. When using change documents, update hand receipts every 6 months, counting from the oldest change document in effect.	AR 710-2 (2-10g(5) & App F)	Routine
12. Designate responsibility for ammunition issued to the unit.	Ammunition drawn and used for basic or operational loads or for training requires strict hand receipt control down to the immediate supervisor.	AR 710-2 (2-43b & c)	As needed
13. Tool room or tool crib responsibilities.	The tool room or tool crib custodian is responsible for all tools contained within the tool room or tool crib. Ensure physical security standards meet AR 190-51 requirements.	AR 710-2 (2-10j & j); AR 190-51 (3-22)	Routine
14. Establish control of commercial (proprietary) software, issued to the unit or organization	<ul style="list-style-type: none"> <li>a. Commercial (proprietary) software and data media do not require property book accounting. When issuing commercial software (regardless of dollar value) use locally produced log. Manage blank media data software valued at \$300 or less as expendable items. Blank data media valued at over \$300 will be issued using PHRH local procedures but the following applies.</li> <li>b. Packages purchased and loaded on a single or site stand-alone PC license located in the work place is evidence that custody lies with the user.</li> </ul>	AR 710-2 (2-35h)	Routine

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>c. Site and local area network software loaded onto a LAN server is evidence that the software package(s) were issued to the PHRH, not the individual user.</p> <p>d. Manufacturer or locally assigned serial numbers of software and the serial number of PC to which it was installed will be recorded. The record (log) is updated when software is added or deleted. The log will be maintained by the PHRH for the life cycle of equipment with that organization. Do not place software packages on component hand receipt. The PHRH may direct central storage of original software packages as an exception to the above.</p>		
15. Provide reports on HAZMATs.	Provide necessary information to respond to HQDA, Federal, State, DOD, and local HAZMATs reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-28b & 1-31g); AR 200-1 (ch 4)	As needed
16. Appoint new hand receipt holder (HRH).	Upon notification that a HRH will be absent for an extended period, the commander or activity chief will appoint an interim HRH and an inventory team.	AR 710-2 (2-10g(7))	ASAP; not to exceed 30 days.
17. Unit commander or activity head conducts management review of durable property.	Document the conduct of the management reviews, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared as a memorandum for record (MFR) in duplicate. One copy will be retained at the unit or activity level, and one copy provided to the next level of command. The MFR will be retained for 2 years.	AR 735-5 (7-7b(3))	Annually

**F. Organizational clothing and individual equipment (OCIE) and personal clothing**

1. Maintain OCIE records.	Duplicate copies of OCIE records provided by OCIE issue point for unit personnel will be on file	AR 710-2 (2-14i(3)(a))	Routine
2. Clear OCIE issue point.	Commanders will ensure that all soldiers clear the OCIE issue point before departing the installation on ETS or permanent change of station (PCS) moves.	AR 710-2 (2-14m)	Within 5 workdays before the soldier's departure.
3. Ensure soldier's authorized OCIE is on hand and serviceable.	When soldiers are assigned, commanders will ensure that the OCIE on hand agrees with the soldier's OCIE records. Conduct periodic inspections of assigned soldier's OCIE. Initiate corrective actions as required.	AR 710-2 (table 2-2, m).	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Authorize cash purchases of OCIE from the CIF.	The commander must provide a signed statement authorizing a soldier to make a cash purchase of OCIE in order to replace missing items. When the soldier is clearing the installation, a copy of the clearing orders will suffice for authorization to replace missing items via cash purchase.	AR 710-2 (2-16b); AR 735-5 (12-2b)	As needed
5. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.	The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement, OCIE record, and damaged OCIE, the soldier completes an exchange for serviceable OCIE.	AR 735-5 (14-26c)	As needed
6. Maintain soldier's clothing records.	Once a soldier has 6 months time in service, conduct an inspection to determine if all clothing items were issued. a. For Active Army, keep a copy of the DA Form 3078 (Personal Clothing Request) on file for those first 6 months. Once the soldier has all authorized personal clothing items, destroy the DA Form 3078. The soldier then becomes financially liable for all applicable initial issue items that become lost, damaged, or destroyed. b. For ARNG and USAR, use DA Form 4886 (Issue In-Kind Personal Clothing Record) to account for personal clothing issued to individuals. Keep the DA Form 4886 on file until the soldier PCS's or leaves the Service.	AR 700-84 (5-2b, 14-5 & 15-1f)	As needed
7. Inspect issued personal clothing.	Conduct an inspection to ensure that authorized items are on hand and serviceable.	AR 700-84 (1-4g(13), 14-5 & 15-4)	Annually
<b>G. Management of loads:</b>			
1. Basic versus operational loads	Conduct serviceable inspections during inventories— a. Basic loads are authorized by the unit's ACOM/ASCC/DRU. They are designed to support combat operations for a prescribed number of days. b. Operational loads are approved by the unit commander. However, loads of Class 3 (bulk) requires ACOM/ASCC/DRU approval. Operational loads are designed to support peacetime operations up to 15 days.	AR 710-2 (table 2-2, k & l)	a. For classes 1, 2 (including maps), 3 (P), 4 and 8, conduct semiannually.  b. For classes 3 (bulk) and 5, conduct monthly.
2. Manage stockage of basic and operational loads.	Maintain a unit file of basic and operational loads lists. Maintain stockage of loads based on approved load lists.	AR 710-2 (2-20c)	Routine

**Table B-1**  
**User level—Continued**

<b>Regulatory requirement</b>	<b>Administrative procedures</b>	<b>Reference</b>	<b>Frequency</b>
3. Maintain basic loads.	Units designated by their ACOM/ASCC/DRU will maintain basic loads of Class 1, 2 (including maps), 3, 4 (type classified only), 5 and 8 (except medical repair parts) supplies. Stockage levels are prescribed by the ACOM/ASCC/DRU. Authorized quantities will be on hand or on request. ARNG units are not authorized to maintain basic loads.	AR 710-2 (2-6b, 2-20a & 2-22a)	As needed
4. Establish responsibility for basic and operational loads.	The commander accepts responsibility for Class 1 and 5 basic loads from the PBO. Use hand receipt procedures to establish responsibility for all basic loads in the unit.	AR 710-2 (2-20d and App F)	As needed
5. Maintain operational loads.	Maintain a 15-day (7 days if item is available in SSSC) stockage of expendable and durable Class 2 (including maps), 3 (packaged), 4 and 8 (except medical repair parts) supplies based on allowances in CTA 50-970 CTA 8-100.	AR 710-2 (2-20b)	Routine
6. Maintain operational load of Class 1 supplies per AR 30-1 and AR 30-18.	Maintain a file copy of checks per AR 30-1.	AR 30-1; AR 30-18	As needed
7. Maintain operational load of Class 3 (bulk).	Operational loads of Class 3 (bulk) supplies are maintained by units as directed by their ACOM/ASCC/DRU. Reconcile consumption and on hand data and file within unit files. Maintain usage within allocation.	AR 710-2 (2-20b(4) & 2-37)	Submit MBPAS report monthly to higher level for approval.
8. Maintain minimum stockage of Class 5 operational loads and establish hand receipt control of quantities on hand.	Refer to CTA 50-909 to determine the types and quantities of operational loads authorized for stockage. Use hand receipt procedures to designate responsibility.	AR 710-2 (2-20d(1) & app F)	As needed
9. Assign responsibility for durable items within loads	CTAs 50-970 and 8-100 prescribe allowances for durables. Commanders will ensure that responsibility for all durable hand tools is assigned using hand receipt procedures.	AR 710-2 (2-20b(3), d(2) & app F).	Routine
10. Capturing demand data.	All requests for local purchase, purchase card buys, cannibalization, controlled substitution, or DRMO withdrawals of material for all classes of supply will have demand data documents (DIC "DHA") prepared and entered into the retail STAMIS. These demands must be recorded for the TRM funding process.		Per each occurrence
11. Maintain demand data.	Ensure demand data is maintained on basic loads of Class 2 (including maps), 3 (packaged), 4 and 8, and on operational loads of Class 1, 2 (including maps), 3 (packaged), 4, and 8.	AR 710-2 (2-20d(3))	Routine

**H. PLL**

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Capturing demand data.	All supply Class 9 requests for local purchase, purchase card buys, cannibalization, controlled substitution, or DRMO withdrawals of material will have demand data documents (DIC "DHA") prepared and entered into the retail STAMIS. These demands must be recorded for the TRM funding process.		Per each occurrence
2. Maintain demand data.	Records of demand will be kept for all repair parts carried on the PLL.	AR 710-2 (2-21c)	Routine
3. Review records of demand.	The review of demands includes verifying authorized stockage levels are on hand or on request and that supplies appear to be in a serviceable condition. Also, determine if quantity on hand is adequate. Annotate record of demands at conclusion of review.	AR 710-2 (2-21c & e)	Quarterly (semiannually for USAR and ARNG).
4. Increases and decreases to demand and nondemand supported repair parts.	Increases are authorized whenever justified by the demand data. Decreases are related to completion of review periods— a. Initial stockage quantities of demand-supported items will not be reduced for the first 2 reviews. b. Initial stockage quantities of nondemand supported items will not be reduced for the first 4 reviews. Changes to stockage quantities of repair parts supporting nuclear weapons and related material are directed by the ACOM/ASCC/DRU.	AR 710-2 (2-21a)	At the conclusion of quarterly reviews (semiannually for USAR, ARNG).
5. Approval of nondemand supported repair parts on PLL.	Nondemand supported repair parts, other than IMPL, or SLAC deck parts must be approved by the first general officer staff level in the chain of command. Repair parts must have an EC of "C" on AMDF contained in FEDLOG and a maintenance use code of "O" in the applicable TM.	AR 710-2 (2-21a(2))	Delete items from PLL if not demand supported during the first 4 review periods.
6. Mandatory stockage.	All repair parts prescribed by SLAC deck (initial provisioning of parts for newly fielded items) or IMPL are mandatory stockage and will be carried on the applicable PLL. An IMPL is in support of missile systems only.	AR 710-2 (2-21a & b).	After 2 years, SLAC deck items must change to demand supported or command directed stockage or be deleted. IMPL stocks will not be reduced by HQDA.
7. Units authorized a PLL are not authorized to maintain shop and bench stocks. Exception: AVUM units are authorized bench stock.	If an organization is authorized to perform higher levels of maintenance (DS/GS) on their organic equipment, then the associated repair parts are included on the PLL.	AR 710-2 (2-21)	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
8. PLL stockage limited to 150 lines. Note: Repair parts stocked for performing authorized higher-level maintenance (DS/GS) are not included in the 150-line limit.	PLLs stockage is limited to 150 lines. Exceptions are allowed for NETCOM INSCOM, nondeployable and USASMDC TDA activities; repair parts to support medical equipment and (AVUM); support units authorized to keep repair parts of the ASL. MTOE units with mandatory stockage as a part of their PLL must obtain exception approval from the first general officer staff level in the chain of command. MTOE units without mandatory stockage within their PLL must obtain approval from the ACOM/ASCC/DRU to exceed 150 lines.	AR 710-2 (2-22b)	As needed
9. Only repair parts designated as essential on FEDLOG (an EC of "C") and as removal and replacement authorized at the organization level by applicable TMs (a maintenance use code of "O") are carried on PLLs.	Parts carried on a PLL must be maintenance related Class 2, 4, and Class 8 and 9 organizational repair parts that have an essentiality code of "C" and have a maintenance use code of "O." If stocking such items as demand supported, they must receive 6 demands within the control period to qualify for stockage on the PLL, and 3 demands to retain on the PLL. ACOM/ASCC/DRUs may authorize a 180-day or 360-day control period.	AR 710-2 (2-21a(1)(a))	Routine
10. Requests for reparable will be accompanied by:	When requesting a reparable item (recoverability code of "A," "D," "F," "H" or "L"), a like unserviceable item must be turned in; or the request must be accompanied by a statement signed by the commander stating the reason a like unserviceable item is not available for turn-in. a. An unserviceable like item b. A commander's statement.	AR 710-2 (2-6e)	As needed

**I. Inventories**

1. Change of primary hand receipt holder (PHRH) inventory	When PHRH is replaced, all unit property will be jointly inventoried before the new PHRH accepts responsibility. The new PHRH takes responsibility by signing a hand receipt from the property book from which the property was issued.	AR 710-2 (2-12 & table 2-2, a)	As needed
2. Periodic PHRH's inventory.	The PBO will make sure all unit property is inventoried annually. Cyclic inventories may be used in lieu of annual inventories. The PHRH will prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use procedures in DA Pam 710-2-1.	AR 710-2 (2-12d table 2-2, b)	Annually or cyclic as directed by the PBO.
3. Conduct inventory before receipt, turn-in, or issue of property.	Before the property is receipted or issued, the HRH will conduct a complete inventory to include verification of serial numbers, if applicable. Before turn-ins, an inventory is conducted and component shortages are documented.	AR 710-2 (table 2-2, f)	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Change of custody of arms storage facility.	When responsibility for the custody of the arms storage facility keys is transferred between authorized persons, they will conduct a physical count of the weapons and ammunition. Results of the inventory will be recorded on a hand receipt.	AR 710-2 (table 2-2, g)	As needed
5. Command directed.	Commanders ensure inventories are conducted following evidence of insecurity, alleged misappropriations of Government property, or field exercises.	AR 710-2 (table 2-2, h)	Conduct inventory upon notification of wrongdoing. Conduct post-field exercise inventory within 15 calendar days after the exercise (30 days for USAR and ARNG).
6. Controlled item inventory other than weapons and ammunition.	Items identified in AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "P," "O," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) kept by the using unit will be inventoried by serial number when applicable. Sensitive item inventory results will be recorded on a memorandum signed by the PHRH.	AR 710-2 (2-12d & table 2-2, i)	Quarterly
7. Weapons and ammunition inventory.	The unit commander or designated representative (NCO, warrant officer, commissioned officer, or DOD civilian) will inventory weapons by serial number and ammunition by lot and serial number. Unit armorers will not conduct this inventory nor will the same person do this inventory consecutively.	AR 710-2 (2-12 & table 2-2, j)	Monthly (ARNG and USAR conducts physical counts of weapons monthly and inventory weapons by serial number quarterly)
8. Ammunition and explosive items rigged or preconfigured for rapid deployment.	Physical inventory is accomplished first by verifying the original bandings and/or seals were not broken (sealed boxes need not be opened if no tampering is evident) and then by counting total packages of items.	AR 710-2 (2-45c and table 2-2, j)	Monthly
9. Inventory of basic and operational loads of Class 1, 2 (including maps), 3 (packaged), 4 and 8 supplies.	The unit commander ensures loads are inventoried to verify authorized stockage levels are maintained (items are on hand or on order) and on hand assets appear to be serviceable.	AR 710-2 (table 2-2, k)	Semi-annually
10. Inventory of bulk petroleum.	<p>a. Bulk fuel point operators must conduct an inventory of fuel in bulk storage tanks. Compare inventory results to receipt and issues to determine if pilferage or leakage has occurred. Post inventory results to DA Form 5831-R. Maintain documents in unit files for 1 year.</p> <p>b. Ensure monthly inventory is conducted to verify that on hand quantity supports all issues and receipts for the month. Post inventory results to DA Form 5831-R (Petroleum Product Inventory Control Sheet) and use as a supporting document to DA Form 4702-R. Maintain copies in permanent unit files and submit a copy to next higher commander for approval. Adjust book balance to reflect the measured inventory on hand.</p>	AR 710-2 (2-37a through h and table 2-2, k).	<p>a. Each day of activity or end of week when no activity occurred for the week.</p> <p>b. Monthly at close of business on last duty day per AR 11-27. Forward MBPAS within 3 workdays after end of month.</p>

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
11. PLL inventory.	Review demand data to determine adequacy of stockage. Verify authorized stockage is on hand or on request. Inspect on hand supplies for proper storage and that they appear to be in a serviceable condition.	AR 710-2 (table 2-2, <i>j</i> )	Quarterly (semiannually for USAR and ARNG).
12. Inventories of OCIE must be conducted following the listed events to ensure authorized quantities are on hand and serviceable.	<p>a. Soldiers departing from or newly assigned to the unit.</p> <p>b. Soldiers placed in an AWOL status, hospitalized, or emergency leave.</p> <p>c. Soldiers returned from a field exercise.</p>	AR 710-2 (table 2-2, <i>m</i> )	<p>a. Within 5 workdays after arrival or before departure.</p> <p>b. Immediately upon notification of status.</p> <p>c. As soon as practical.</p>

**J. Adjustments for lost, damaged, or destroyed property**

1. Authorized to make adjustments for losses of durable hand tools up to \$100 per incident when losses are not the result of negligence or misconduct.	Prepare a Memorandum for Record, signed by the unit commander. Adjust hand receipts and maintain on file.	AR 735-5 (14-25a)	As needed
2. Review of Memorandums for Record (Adjustment for losses of hand tool(s) by Report of Survey approving authority).	Summarize Memorandum for Record, attach memorandums to summary, and send to the Report of Survey approving authority.	AR 735-5 (14-25c)	Quarterly
3. Initiate adjustment actions for items un-serviceable due to other than fair wear and tear.	This may involve statement of charges/cash collection voucher or a report of survey. Follow the procedures in AR 735-5 to determine the appropriate method.	AR 710-2 (2-12e and 2-13b(1))	As needed
4. Initiate DD Form 362 (Statement of Charges/Cash Collection Voucher) when cash sale of hand tools or OCIE cannot be accomplished due to SSSC or CIF being at zero balance for needed item(s).	Prepare DD Form 362 (Statement of Charges/Cash Collection Voucher) and deliver to FAO/USPFO.	AR 735-5 (12-2b (3))	As needed
5. Initiate statement of charges/cash collection voucher to account for lost, damaged, or destroyed property for which liability is admitted.	Prepare statement of charges/cash collection vouchers when liability is admitted and a report of survey is not required.	AR 735-5 (12-2c)	Active Army—within 5 workdays. ARNG—within 45 workdays. USAR—within 60 days.
6. Commander authorized to prorate statement of charges financial liability if charges exceed two-thirds of person's monthly base pay.	Attach a memo to the DD Form 362 specifying the length of time for payment.	AR 735-5 (12-2d)	As needed
7. Initiate Report of Survey within established time limits.	Initiate a report of survey after discovery of the type of discrepancies in AR 735-5, paragraph 13-2. Complete blocks 1 through 12 of DA Form 4697 (Department of the Army Report of Survey) to document proof the item(s) existed, who was assigned responsibility, and the date and circumstances. Process the DA Form 4697 through the approving authority to the PBO.	AR 735-5 (13-7)	Active Army—within 15 days. ARNG—within 45 days. USAR—within 75 days.
8. Commander investigates circumstances concerning damaged property through other than fair wear and tear.	Attach a statement to the maintenance request or turn-in document stating the cause of damage.	AR 735-5 (14-26)	As needed
9. Report the appearance of unlawful conduct associated with the loss of personal arms and equipment.	Contact law enforcement authorities to conduct investigation.	AR 735-5 (12-1b(2))	As needed

**Table B-1**  
**User level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
10. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.	The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement and OCIE the soldier completes an exchange for serviceable replacements.	AR 735-5 (14-26c)	As needed
<b>K. Storage</b>			
1. Material will be kept ready for use.	Conduct inspections.	AR 710-2 (2-11)	Routine
2. Commanders are directly responsible for safeguarding all supplies.	Initiate internal control checklists per AR 11-2.	AR 735-5 (2-8a)	Routine
<b>L. Petroleum management</b>			
1. Refuel convoys at en route military installations.	Coordinate projected refuel requirements with military installations prior to departure. When installations are not available, seek local purchase authorization. Each convoy carries the estimated resupply requirements for packaged POL.	AR 710-2 (2-36a & b)	As needed
2. AVFUEL identaplates are authorized only for purchasing products dispensed directly into using aircraft.	Use AVFUEL identaplates to refuel Army aircraft at Army airfields other than home stations, at Navy and Air Force installations, or from commercial vendors under Government contract. AVFUEL identaplates are not used for purchasing products in advance. All purchase receipts are turned in to the responsible supply officer.	AR 710-2 (2-36f)	As needed
3. Establish petroleum audit rail when responsible for maintaining bulk quantities of fuel.	Unit commander designates a responsible individual to maintain control of bulk fuels and to provide an audit trail of all transactions (receipts and issues). The DA Form 4702-R is used to maintain a record of receipts, issues, and inventory of petroleum products.	AR 710-2 (2-37b)	Post daily transactions on DA Form 3643. Consolidate daily postings to DA Form 3644.
4. Document losses of more than 25 gallons of fuel due to spillage or contamination.	The unit's designated responsible individual will document such losses and attach it to the MBPAS as a supporting document.	AR 710-2 (2-37f)	As needed
5. If maintenance of auditable records during field exercises is not feasible, then the unit commander must prepare a statement summarizing daily issues.	Included in the statement is verification that the fuel was used in authorized Army equipment. File the statement as a supporting document to the DA Form 3744 (Affidavit Supporting Request for Authorization to Search and Seize or Apprehend) prescribed by AR 27-10, and use it as a supplement to audit records.	AR 710-2 (2-37f)	Complete the statement within 3 workdays after completion of the exercise.
6. Recover contaminated and used POL products.	Recover, recycle, and dispose of POL products per AR 710-2, appendix D.	AR 710-2 (2-37k)	As needed

**Table B-2**  
**Property book officer level**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>A. General</b>			
1. Request clarification of regulatory guidance.	Send requests through command channels per AR 710-2.	AR 710-2 (1-7); AR 735-5 (1-7)	As needed
2. Request for deviation authority of regulatory guidance	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7); AR 735-5 (8-2)	As needed
3. Identify and report supply constraints.	Supply constraints are prepared and forwarded through command channels per AR 725-50.	AR 710-2 (1-9)	Within 2 workdays when routine submission of request is curtailed or limited for any reason.
4. Implement the Hazardous Materials Management Program.	<p>a. Provide instructions on the proper request, receipt, handling, storage, use, and disposition of hazardous material and on mandatory reporting requirements.</p> <p>b. Assist in obtaining Material Safety Data Sheet (MSDSs).</p> <p>c. Ensure efforts are taken to minimize the use of hazardous materials in order to meet the HQDA-established hazardous waste reduction goals.</p>	AR 710-2 (1-28); AR 200-1 (5-1, 5-3 & 6-6); AR 700-141; TM 30-410	As needed
<b>B. Reconcile property Authorization</b>			
	<p>a. Authorization allowances are reconciled with authorization documents. Complete this reconciliation and prepare a statement for the commander to acknowledge the reconciliation was conducted. File signed acknowledgment in front of the property book.</p> <p>b. Ensure that equipment authorization documents are loaded with the requisition validation (REQVAL) System in all automated property book systems.</p>	AR 710-2 (2-4b); AR 71-32	Annually
<b>C. Requesting and receiving supplies</b>			
1. Authorized property is on hand or on order.	<p>a. Property listed in authorization documents or required by basic loads are on hand or on order. Preferred items (those specified in authorization documents) are not requested when an authorized substitute item or an item awaiting replacement through force modernization is on hand.</p> <p>b. Exception. Units will not request nor cancel requisitions for major items projected to be deleted when within 365 days of the effective date of approved TAADS authorization documents.</p> <p>c. Where available use the REQVAL System, I-25ALJ prior to submitting all MTOE/TDA requisitions.</p>	AR 710-2 (2-6a)	As needed
2. Submit all supply requests to the appropriate SSA.	Ensure supply requests are submitted to the SSA on the same date as the document number date. Requests for property from the DRMO or for local purchases are processed through the SSA that normally supplies the property.	AR 710-2 (2-6)	As needed

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. Maintain document register.	Maintain a document register for property book and nonexpendable items. The PBO designates the organizational elements, which are to maintain durable, and expendable document registers.	AR 710-2 (2-6h)	Routine
4. Receipts for supplies.	The PBO or designated representative will receipt for supplies. To designate representatives, prepare signature cards DA Form 1687 and send to SSA with PBO appointment memorandum.	AR 710-2 (2-8a)	As needed
5. Prepare and submit receiving reports to SSA.	Supplies received are counted by quantity and compared to the receipt document. Serial, lot, and registration numbers are entered on receipt documents. Discrepancies are documented and also reported to the SSA. Discrepancies involving shipments of COMSEC and submission of insecurity reports.	AR 710-2 (2-8c & d); TB 380-41; DA Pam 25 380-22	Within 3 workdays of receipt.
6. Post receipts to property book records for property listed in paragraph 2-5a, this regulation.	Receipt documents are posted to the property book record and filed in the supporting document file.	AR 710-2 (2-8h)	Within 3 workdays of receipt. USATA 10 workdays.
7. Maintain a supporting document file.	All documents that support entries to the property book are filed in the supporting document file. Documents for durable and expendable supplies are kept when they support adjustments per AR 735-5. When a supporting document is missing the PBO prepares and signs a statement of explanation to include information from the document register for the lost document.	AR 710-2 (2-5r)	As needed
8. The PBO does not request local purchase from an appointed unit ordering/contracting officer without written authorization from the SSA.	After receiving authorization, provide the ordering/contracting officer with a written request of what is to be locally purchased. Determine whether the item is nonexpendable, durable, expendable for property book accountability purposes.	AR 710-2 (2-33c)	As needed

**D. Disposition of property**

1. Transfers of property require approval by the commander having command jurisdiction over both the losing and gaining organizations.	Update applicable hand receipts and asset reports (CBS-X, DODSASP, and so forth).	AR 710-2 (2-13a)	As needed
2. Transfers involving COMSEC equipment.	Transfers of classified COMSEC equipment and components require approval by the supporting COMSEC SSA. Transfer documents are prepared and processed by the COMSEC custodian.	AR 710-2 (2-13a(7))	As needed
3. Turn-in of excess property.	a. Turn-in actions will be initiated within 10 days for property determined to be excess. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded.	AR 710-2 (2-13b)	As needed

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>b. Include the serial number on turn-in documents for items requiring serial number accounting. For turn-in of CCI, mark "CCI" in the remarks section of the turn-in document.</p> <p>c. Excess property book items are inspected by the supporting maintenance facility before turn-in.</p>		
4. Turn in property book items found to be unserviceable and not repairable by the supporting maintenance facility.	Turn in the item to the supporting SSA along with the DA Form 2407 verifying condition of unserviceable item. Include the serial number on turn-in documents for items requiring serial number accounting. For turn-in of CCI, mark "CCI" in the remarks section of the turn-in document.	AR 710-2 (2-13b)	As needed
5. Turn in unserviceable COMSEC equipment.	Unserviceable classified COMSEC equipment and components are turned in to the COMSEC custodian. CCI and other unclassified items are turned in to the PBO. Disposal of both classified COMSEC items and CCI through other than national COMSEC channels is not authorized.	AR 710-2 (2-13b)	As needed
6. Validate component shortages.	Prior to turn-in, determine and validate component shortages on a hand receipt annex.	AR 710-2 (2-13b(2)(d))	As needed
7. Turn in "found on installation" property.	Establish accountability for found items that are not on accountable records. Turn in item to the SSA as "found on installation" property in an as-is condition. Turn-in documents for CCI will contain the serial number and be marked "CCI" in the remarks section. Discovered classified COMSEC equipment and components are reported to the COMSEC custodian.	AR 710-2 (2-13d)	Immediately upon discovery of the item.
8. No item is turned in directly to the DRMO.	Turn-ins to the DRMO are as directed by the SSA. Classified COMSEC materiel and CCI cannot be disposed of through DRMO channels. (See paragraph 3-26.)	AR 710-2 (2-13e)	As needed
9. Upon termination of lease contracts, submit a turn-in document to the SSA.	Attach a copy of the turn-in document to original receipt document and submit to the SSA. If the turn-in was completed by the using unit to the contractor, provide the SSA a copy of the shipping document or a receipt of acknowledgment by the contractor.	AR 710-2 (2-35f(2))	As needed
10. Turn in unneeded hazardous materials.	Process unit/activity turn-ins of hazardous materials in a timely manner to minimize safety hazards in the workplace and to maximize the potential for transfer, recycling, and/or reutilization. Maintain close coordination with supporting environmental office and Defense Reutilization and Marketing Office (DRMO) to expedite the removal of excess hazardous materials.	AR 710-2 (1-30c)	As needed

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>E. Property accountability</b>			
1. The existence of a parent organization UIC is authority to have a property book.	A PBO is appointed in writing for each property book. When property book is established below parent UIC level, a separate DODAAC is obtained along with assignment of a derivative UIC.	AR 710-2 (2-5a & f)	Appointment of a PBO is required with each change of parent organization commander
2. Appointment of property book officer.	The PBO will be appointed in writing on a memorandum. The appointing memorandum will identify the property book UIC.	AR 710-2 (2-5g)	Upon change of the appointing authority.
3. Sign property statement.	Upon completion of change of PBO inventory and corrective actions required by the inventory, the new PBO will sign a statement accepting property book accountability for property in the quantity shown on each record of the property book. Direct responsibility is also accepted for property that is not issued on hand receipt.	AR 710-2 (2-5h)	As needed
4. Maintain essential elements of data on property book records.	Document the authorization, identification, accounting, and management data on items authorized and on hand.	AR 710-2 (2-5k)	Routine
5. Organize property books so that organization and installation property are kept separately. Also, a separate property book is established to account for semi-trailers	There are three types of property book records: basic, supplemental, and serial number. Also, there are four types of data recorded on property book records: authorization, identification, accounting, and management data.	AR 710-2 (2-5i, k & l)	Routine
6. Account for classified property in a separate section in the property book.	When either the property description or quantity is classified, account for the property in a separate classified section.	AR 710-2 (2-5)	Routine
7. Account for property.	All property as identified in AR 710-2, paragraph 2-5a, to include air delivery materiel and chaplains kits, is accounted for on property book records. Equipment leased for more than 6 months requires property book accountability along with maintaining a leased equipment file. Additionally, donated or abandoned property will be recorded on the property book. The recording of capitalized property will be dealt with per the financial accounting procedures outlined in DFAS-IN Regulation 37-1.	AR 710-2 (2-5, 2-35d, e & f)	As needed
8. Account for property by serial number.	Items with a U.S. Army registration number, having a CIIC of other than "U" or are blank on the AMDF contained in FEDLOG, are Tier I or II IMPE along with their external peripheral components (except for keyboards), are Class 5, or items are determined pilferable by the PBO are accounted for by serial, lot, and/or U.S. Army registration number.	AR 710-2 (2-5/(3))	Routine

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
9. Nonexpendable property drawn from the DRMO is accounted for on a property book.	Requests for DRMO property are processed through the SSA. Approval by the installation commander is required for requests of DRMO property to be used for other than their intended purpose.	AR 710-2 (2-6(1))	As needed
10. Establish accountability of ammunition drawn for contingencies with no planned date of expenditure.	On hand contingency (that is, security guards, emergency signals, site security) ammunition authorized by CTA 50-909 requires property book accountability and hand receipt control procedures.	AR 710-2 (2-39c)	As needed
11. Maintain an accurate CBS-X file through inputs to CBS-X.	Reference CBS-X inputs. The PBO will provide copies of administrative adjustment reports, adjustments per AR 735-5, and lateral transfers (gaining PBO only) to the continuing balance system-expanded (CBS-X) central collection activity (CCA) for items with a reportable item control code (RICC) of 2, A, B, C or Z. On hand balance changes due to receipts or turn-ins are reported to the CCA (if manual) or to LOGSA when using SPBS or SPBS-R. The DA goal for CBS-X compatibility is 98 percent.	AR 710-2 (2-9a)	Submit changes to CBS-X within 15 days of a transaction.
12. Input to DODSASP.	Ensure the small arms' (50 cal and below) serial numbers are properly recorded in DODSASP. Changes are reported to the designated SASSO.	AR 710-2 (2-9b)	Inform the SASSO within 5 workdays after posting the property book.
13. Input to CCISP.	Ensure the CCI serial numbers are properly recorded in CCISP. Changes are reported to the designated CCISSO.	AR 710-2 (2-9c)	Inform the CCISP within 5 workdays after posting the property book.
14. Input to RATTs.	Ensure serial numbers for chemical detector cell (radioactive source) of the M43A1 Chemical Detector and drift tube module (radioactive source) components of the Chemical Agent Monitor (CAM) are properly recorded in RATTs. Changes are reported to the designated SSO.	AR 710-2 (2-9d)	Inform the SSO within 5 workdays after posting the property book.
15. Followup of supplies requested.	Followup actions are on as-required basis. Whenever the FAD or the UND changes, submit document modifiers to the SSA. Submit cancellation requests to the SSA immediately when an item is no longer needed.	AR 710-2 (2-7)	As needed
16. ORF in the Light Infantry Division (LID) is accounted for on the SPBS.	ORF for the LID is separately identified on the property book from other authorizations. ORF is hand receipted to the units responsible for maintenance and storage of the items. Exchange of ORF is done using a DA Form 4949, (Administrative Adjustment Report (AAR)). Follow through with updating asset reports involving serial number tracking, that is, DODSASP, CBS-X.	AR 710-2 (2-35g)	As needed

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
17. Use the AAR, DA Form 4949, as a support document to make minor property book adjustments when there is no actual gain or loss of property.	Use the AAR to correct discrepancies in makes, models, sizes, or obvious errors in serial numbers on the property book records. Explain the reason for the adjustment on the back of the AAR and adjust the property book and associated hand receipts. File the AAR in the supporting document file. If the adjustment involves a CBS-X reportable item, forward a copy of the AAR to the local CBS-X central collection activity.	AR 710-2 (2-5o)	As needed
18. Provide reports on hazardous materials.	Provide necessary hazardous materials information to fulfill HQDA, Federal, State, DOD, and local reporting requirements.	AR 710-2 (1-29h); AR 200-1 (ch 4)	As needed

**F. Property responsibility**

1. Assign responsibility for property book items.	Responsibility is assigned and acknowledged in writing via hand receipt procedures for all property recorded in the property book as on hand and issued. Issue property to persons identified in the authorization document as the user or to persons in the user's chain of command. The PBO is responsible for property not issued on hand receipt. When the property book is kept at the using unit, the commander accepts responsibility by signing the statement (paragraph 2-5h) for filing in the front of the property book.	AR 710-2 (2-10a, b & c)	Routine
2. Controlling components.	When property is issued to the intended user, responsibility for components is assigned using a component hand receipt. When preprinted component hand receipts are available, their use is mandatory. All non-expendable component shortages for hand receipt holders are documented on hand receipt annexes.	AR 710-2 (2-10h)	As needed
3. Hand receipts are current.	Hand receipts are posted as changes occur. When change documents are used, then update hand receipts every 6 months, counting from the oldest change document.	AR 710-2 (2-10g(5))	Routine
4. Quarters furnishings are issued from the PBO to the family housing occupant on a permanent hand receipt.	Post condition codes on hand receipts for each item and have the recipient sign the hand receipt. Change documents are not required to be posted to the permanent hand receipt.	AR 710-2 (2-10g(1))	As needed
5. Temporary versus permanent hand receipt.	Use temporary hand receipts to issue property on loan for less than 30-days. After 30 days, the property is either returned or a permanent hand receipt is prepared.	AR 710-2 (2-10g(3))	As needed
6. Use an inventory listing when assigning individual responsibility is impractical.	Property meant for general use (shift operations, multiuse rooms, and so forth) is listed on a hand receipt as an inventory listing. File original hand receipt and keep a copy in the area where the property is located.	AR 710-2 (2-10g(4))	Inventory semiannually (if restrictions are met) and updated accordingly.

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
7. Furnish nonexpendable and durable property to contractors as "Government furnished property" (GFP) when authorized by a contract	<p>a. When contract states accountability for GFP will be transferred to the contractor, the PBO will laterally transfer GFP to contractor on DD Form 1149 or DA Form 3161 (Request for Issue or Turn-In).</p> <p>b. When contract states accountability for GFP will be retained by the Government, the PBO will laterally transfer GFP to the contracting office, and the property administrator will maintain the property records.</p>	AR 735-5 (2-5d & e)	As needed
8. Establish control of commercial (proprietary) software, issued to unit/organization.	<p>a. Commercial (proprietary) software and data media do not require property book accounting. When issuing commercial software (regardless of dollar value) use locally produced log. Manage blank data media software valued at \$300 (including PC cards) or less as expendable items. Blank data media (including PC cards) valued at over \$300 will be issued using PHRH local procedures, but the following applies.</p> <p>b. Packages purchased and loaded on a single or site stand-alone PC license located in the work place is evidence that custody lies with the user.</p> <p>c. Site and local area network software loaded onto a LAN server is evidence that the software package(s) were issued to the PHRH, not the individual user.</p> <p>d. Manufacturer or locally assigned serial numbers of software and the serial number of PC to which it was installed will be recorded. The record (log) is updated when software is added or deleted. The log will be maintained by the PHRH for the life cycle of equipment with that organization. Do not place software packages on component hand receipt. The PHRH may direct central storage of original software packages as an exception to the above.</p>	AR 710-2 (2-35h)	Routine
9. Unit commander or activity head conduct management review of durable property.	Document the conduct of management reviews, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared as a memorandum for record (MFR) in duplicate. One copy will be retained at the unit or activity, and one copy provided to the next level of command. The MFR will be retained for 2 years.	AR 735-5, (7-7b(3))	Annually
<b>G. Management of loads</b>			
1. Account for basic loads of Class 1 and 5.	<p>a. Keep property book records and hand receipts current. Maintain lot and serial number accountability.</p> <p>b. Those units not designated by their ACOM/ASCC/DRU to stock ABL will have a pre-approved DA Form 581 that will be used for deployment purposes.</p>	AR 710-2 (2-20d)  AR 710-2 (2-6b & 2-20d)	Routine

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
2. Account for operational loads of Class 5.	Ammunition on hand to support peacetime operations per CTA 50-909 and Class 1 is maintained on the property book. Use hand receipt procedures to designate responsibility for loads.	AR 710-2 (2-43c)	Monthly inventories by lot and serial number.
<b>H. Inventories</b>			
1. Change of PBO inventory.	When a PBO is replaced, a joint inventory of all property not issued on hand receipt is required. Prior to inventory, hand receipts will be reconciled with the property book. On completion of the inventory initiate any adjustment actions and incoming PBO signs a property statement for filing in front of property book.	AR 710-2 (table 2-2, c)	Within 30 days prior to change of PBOs. Up to two 15-day extensions may be granted by the commander.
2. Annual property book inventory.	The PBO will conduct an inventory of all property not issued on hand receipt. The results of the inventory will be recorded on a memorandum, signed by the PBO. File original memorandum and forward a copy to the commander.	AR 710-2 (table 2-2, d)	Annually
3. Conduct inventory prior to receipt, turn-in, and issue of property.	Before property is received or issued, the recipient will conduct a complete inventory to include verification of serial numbers. Also, before turn-ins, an inventory is conducted and component shortages are documented.	AR 710-2 (table 2-2, f)	As needed
4. Reconcile responsible officer inventories.	Reconcile results of inventories with property book records and ensure appropriate adjustment actions are initiated.	AR 710-2 (table 2-2, P(1))	According to established inventory frequency (annual or cyclic).
5. Controlled item inventory.	Controlled items identified on the AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) will be inventoried by lot and serial number. Inventory of weapons and ammunition will not be done consecutively by the same individual and not by the arms room custodian.	AR 710-2 (table 2-2, i & j)	Quarterly
6. Tool Room/Tool Crib Inventory	The TCO will prepare a memo showing the results of the inventory. Any shortages noted will be accounted for per AR 735-5. Output from automated systems will satisfy this requirement.	AR 710-2 (2-10j & table 2-2, P(2))	Semiannually
<b>I. Adjustment for lost, damaged or destroyed property</b>			
1. Assign document numbers from applicable document register to adjustment documents initiated by primary hand receipt holders.	Annotate the adjustment document and the document register	AR 735-5 (13-14)	As needed
2. Conduct causative research.	For discrepancies discovered during an inventory of property book items (including those items which were hand receipted), the PBO will conduct causative research to determine if discrepancy is a result of an accounting error or a result from lost, damaged, or destroyed actions.	AR 710-2 (table 2-2, P(1))	Immediately for sensitive and controlled cryptographic items.

**Table B-2**  
**Property book officer level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. Initiate report of survey within established time limits.	Initiate a report of survey after discovery of the type of discrepancy in AR 735-5, paragraph 13-2. Complete blocks 1 through 12 of DA Form 4697, assign a document number, and send to approving authority.	AR 735-5 (13-7)	Active Army within 15 days. ARNG-within 45 days. USAR-within 75 days.
4. Initiate Incident Reports for COMSEC materiel.	Initiate Incident Reports for all missing or unauthorized access of classified COMSEC material and CCI per AR 380-40 and DA Pam 25-380-2.	AR 380-40 (7-3)	As needed

**J. Storage**

1. Material will be kept ready for use.	Conduct inspections.	AR 710-2 (2-11 a)	Routine
2. PBO is directly responsible for safeguarding property that is not issued on hand receipt.	Initiate internal control procedures.	AR 710-2 (2-10b)	Routine

**Table B-3**  
**Parent organization level**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>A. General</b>			
1. Request clarification of regulatory guidance. Also, evaluate subordinate's request for clarification for sending to higher headquarters for approval.	Send requests for clarification through command channels in accordance with AR 710-2.	AR 710-2 (1-7); AR 735-5 (1-7)	As needed
2. Request for deviation authority of regulatory guidance. Also, evaluate subordinate's request for deviation authority and forward to higher headquarters for approval.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7); AR 735-5 (8-2)	As needed
3. Identify and report supply constraints. Also, evaluate subordinate's report of supply constraint and provide instructions or send to higher headquarters for resolution.	Supply constraints are prepared and forwarded through command channels per AR 725-50.	AR 710-2 (1-9)	Within 2 workdays when routine submission of requests for supplies are curtailed or limited for any reason.
4. Implement a Command Supply Discipline Program (CSDP).	Designate a CSDP monitor to oversee the CSDP. Make necessary additions to tables B-1, 2, and 3 as needed to make requirements more complete. Place emphasis on eliminating repeat discrepancies.	AR 710-2 (app B)	See table B-7.
5. Verify administrative information for each DODAAC assigned is correct.	Ensure that the DOD Activity Address Directory (DODAAD) contains current and complete information.	AR 710-2 (1-24a)	Whenever a unit is added, changed, deleted, or changes location.
6. Implement the Hazardous Materials Management Program.	<p>a. Provide instructions to subordinate elements on the proper requesting, receipt handling, storage, use, disposition of hazardous materials, and on mandatory reporting requirements.</p> <p>b. Assist subordinate elements in obtaining Material Safety Data Sheets (MSDSs).</p> <p>c. Ensure efforts are taken to minimize the use of hazardous materials to meet HQDA-established hazardous waste reduction goals.</p>	AR 710-2 (1-28); AR 200-1 (4-1a, 4-3a & 4-3k); AR 700-141; TM 38-410	As needed

**Table B-3**  
**Parent organization level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
7. Designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations.	<p>a. A joint IRC/DRB and supporting materiel management center (MMC) review will be conducted at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirement, and procedures to identify and expeditiously fill any shortfalls.</p> <p>b. Periodic reviews of IRC/DRB Class 9 status will be a topic in organizational materiel readiness reviews (MRRs).</p> <p>c. A joint IRC/DRB and supporting MMC review will be conducted as soon as possible after deployment notification to adjust Class 9 requirements as necessary based on the specific deployment scenario and to immediately address any remaining Class 9 shortfalls through cross-leveling and/or requisitioning using the highest allowable issue priority.</p>	AR 710-2 (1-5u, 2-20e, and 3-2j)	As needed.

**B. Property book responsibilities**

1. Ensure property book accountability is established.	<p>a. Organization and installation property require property book accountability. Establish and maintain a property book for any subordinate TDA activity not supported by a consolidated installation property book.</p> <p>b. Ensure a PBO is appointed in writing for each property book within the command. Personnel authorized to be a PBO, are identified in AR 735-5, paragraph 2-10a.</p> <p>c. Persons will not perform the dual functions of stock record accountable property officer PBO, transportation officer, Army purchase card ordering officer or blanket purchase agreement ordering officer simultaneously.</p>	AR 710-2 (2-5c & g); AR 735-5 (2-13b)	As needed
2. Appoint an interim or replacement accountable property officer when the present accountable property officer will be absent or separated from assigned accountable property officer duties for more than 30 days.	The new PBO is appointed in writing on a memorandum. The appointing memorandum will identify the property book UIC. Ensure a joint inventory is conducted per paragraph H.1, table B-2.	AR 735-5 (2-10d)	As needed

**C. Requesting and receiving supplies**

1. Authorized property is on hand or on request.	Ensure that all property and components listed in the authorized column of the MTOE, TDA, or JTA, and basic loads are on hand or on request.	AR 710-2 (2-6a)	Routine
2. Review all requests with UND "A" or "B."	Commanders or designated representatives will review all requests with UND "A" or "B" to verify proper priority use prior to submission of request to SSA.	AR 710-2 (2-6d); AR 725-50 (2-10)	As needed
3. Organizations will not request supplies directly from the DRMO.	Requests for property from DRMO are processed through the PBO to the SSA that normally supplies the property.	AR 710-2 (2-6(1))	As needed

**Table B-3**  
**Parent organization level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Ensure health and safety is safeguarded when handling hazardous materials.	Ensure MSDSs are readily available to personnel to assure proper handling and emergency response preparedness. Provide assistance in acquiring MSDSs.	AR 710-2 (1-30a & b); AR 700-141; TM 38-410	As needed
<b>D. Disposition of property</b>			
1. Transfers of organization and installation property are directed by the commander having command jurisdiction over both the losing and the gaining organizations.	Direct and approve lateral transfers of property between subordinates. Specify minimum acceptable condition codes and maintenance standards. Arbitrate acceptance conflicts.	AR 710-2 (2-13a)	As needed
2. Units/organizations involved in line haul operations.	Units/organizations will transfer their assets (for example, Palletized Load System (PLS) flat-racks and semi-trailers) to a larger organization designated by their senior commander (either group or brigade). A control office will be established by the senior commander.	AR 710-2 (2-35c)	As needed
3. Turn in excess property.	Commanders will ensure items that are excess to authorized requirements are turned in to the SSA.	AR 710-2 (2-13b)	Turn-in actions are initiated within 10 days after property is determined excess.
4. Monitor the ammunition amnesty program.	Ensure individuals feel free to turn in "found" ammunition via an ammunition amnesty program. Also ensure the program is not being used to circumvent normal accountability requirements.	AR 710-2 (2-47)	Turn-ins are immediate.
5. Account for shortages of ammunition and residue.	The first LTC or equivalent commander in the chain of command, or MAJ appointed on orders to a LTC level command position signs a DA Form 5811-R, indicating action taken to account for the shortages.	AR 710-2 (2-40d)	As needed
<b>E. CIF and OCIE</b>			
1. Determine OCIE requirements for subordinate units.	Provide the CIF with OCIE requirements and authorized personnel strengths of the units supported by the CIF.	AR 710-2 (2-14a)	Annually
2. Determine approval to establish a Central Issue Facility (CIF).	The approving authority in CONUS is the installation commander; for OCONUS, it is the division or SUPCOM or separate command commander. Prior to approval, the CIF personnel positions must first be authorized by MTOE or TDA. A CIF will support activities within its geographical jurisdiction. The approving commander determines, on an area support basis, the number of CIFs needed within the command.	AR 710-2 (2-14b)	As needed
<b>F. Management of PLL</b>			
1. Nondemand supported stockage of organizational maintenance repair parts must be approved by the first general officer staff level in the chain of command.	Evaluate subordinate's request. Forward request to higher level if in agreement and maintain file copy. Monitor status of request for approval and notify subordinate.	AR 710-2 (2-21a(2))	As needed

**Table B-3**  
**Parent organization level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
2. Monitor requests to exceed 150 lines on unit PLL.	Evaluate subordinate's request. Forward request to next higher level of command if in agreement and maintain file copy. Monitor status of request for approval and notify subordinate.	AR 710-2 (2-21d)	As needed
3. PLLS and related records are kept in an area convenient to unit maintenance operations.	Commanders may centrally locate the PLLS for several subordinate units. This collocation requires that each unit's stocks and records be maintained separately.	AR 710-2 (2-21f)	As needed

**G. Lost, damaged, or destroyed property**

1. Ensure subordinate organizations do not abuse the non-liability adjustment method for durable hand-tools.	Review summaries of Memorandums for Record provided by subordinates.	AR 735-5 (14-25c)	Quarterly
2. Evaluate subordinate commander's statements regarding whether cause of damaged property was not through negligence.	If concurred with, release property for repair. If non-concurred with, direct the initiation of a DA Form 4697.	AR 735-5 (14-25a(1))	As needed
3. Determine the necessity to appoint a survey officer or to conduct an AR 15-6 investigation.	Evaluate information provided to determine if negligence is suspected. Complete blocks 17 through 20 on DA Form 4697 to reflect decision. Comply with AR 735-5, paragraph 13-2, which lists incidences that make initiation of a Report of Survey mandatory.	AR 735-5 (13-23 & 13-24)	As needed
4. Report of survey (R/S) approving authority policy requirements:	The approving authority (as determined by AR 735-5, paragraph 13-16) will:		
a. Ensure that an R/S register and filing system is established at the approving authority level.	a. Establish procedures per AR 735-5 for using a DA Form 1659 (Report of Survey Register) to track R/S by the survey number (block 2 on DA Form 4697) and to document processing times and pecuniary charges. Require that file copies of completed R/S be maintained according to AR 25-400-2.	AR 735-5 (13-19a(6) & (fig 13-10)	Routine
b. Ensure all surveys received for action are accurate and complete.	b. Review each survey to ensure individual rights are protected, recommendations by the survey officer are supported, and liabilities (if applicable) are properly calculated. Action will be "by authority of the Secretary of the Army."	AR 735-5 (13-37)	As needed
c. Ensure all losses covered by R/S are investigated promptly and adequately.	c. Completion of an R/S requires meeting suspense's for specific phases (initiation, survey investigation, and approving authority). Review the survey system frequently to ensure compliance with the following suspense's: (1) For Active Army organizations, the total processing will not exceed 75 days from the date of confirmed loss, damage, or destruction (15 days to initiate; 40 days to conduct an investigation; 20 days with the approving authority). (2) For Army Reserve organizations, the total processing will not exceed 240 days from the date of confirmed loss, damage, or destruction (75 days to initiate, 85 days to conduct an investigation; 80 days with the approving authority).	AR 735-5 (13-5)	Routine

**Table B-3**  
**Parent organization level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
d. Decide whether the evidence submitted with the R/S is sufficient to reject or approve the R/S	<p>(3) For Army National Guard organizations, the total processing will not exceed 150 days from the date of confirmed loss, damage, or destruction (45 days to initiate; 75 days to conduct an investigation; 30 days with the approving authority).</p> <p>d. The final decision to be rendered requires—</p>	AR 735-5 (13-37)	As needed
e. Given sufficient information, make a decision as to the outcome of the R/S	<p>(1) Proof that a loss, damage, or destruction of Government property took place.</p> <p>(2) Proof that responsibility for the property existed.</p> <p>(3) An explanation of the circumstances causing the situation.</p> <p>(4) Reasons why anyone should or should not be held financially liable. If the above information is insufficient, then reject the R/S and return it for further action. If the R/S information is thorough, then refer to the next requirement listed below.</p> <p>e. Determine whether financial liability should be assessed and against whom.</p> <p>(1) To assess financial liability—</p> <p>(a) If the R/S appears to prove a person's negligence or willful misconduct was the proximate cause for the loss, damage, or destruction of Government property, then require a judge advocate or civilian attorney to review the R/S to determine if legal sufficiency exists to support a finding of financial liability.</p> <p>(b) The legal opinion will be attached to the report of survey before the approving authority's review and decision.</p> <p>(c) To assess financial liability the approving authority enters an "X" in block 37c and inserts a statement in block 37 to assess financial liability against an individual or individuals. Blocks 38 through 40b are completed.</p> <p>(d) Notify the person(s) by memorandum through the subordinate commander of the decision to assess financial liability. The memorandum is a notification of the approved charges of financial liability. Inform the individual(s) of their rights, and provide a method for individual(s) to acknowledge receipt of notification.</p> <p>(e) If individual(s) submit request for reconsideration, the approval authority will review any new evidence offered, and make a decision to either reverse the previous decision, or recommend the continuation of financial liability.</p>	AR 735-5 (13-36)	As needed
		AR 735-5 (13-36b)	Routine
		AR 735-5 (13-38g(4))	Routine
		AR 735-5 (13-40)	Routine
		AR 735-5 (13-42)	

**Table B-3**  
**Parent organization level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>(f) If the approving authority determines from the new evidence that the individual should be relieved from financial liability, the approving authority will notify the individual by memorandum, retain the new evidence with report of survey and file it.</p> <p>(g) If the approving authority determines financial liability should continue, the approving authority prepares a memorandum for the appeal authority stating the basis of denying the requested relief, and the dollar amount of the charge. The original of the report of survey with all exhibits is attached to the memorandum as an enclosure.</p> <p>(h) On receipt of response from the appeal authority, the approval authority will notify the individual by memorandum of the appeal authority's decision.</p> <p>(2) To relieve persons from accountability and responsibility—            When the approval authority decides to relieve all concerned of financial liability, he or she will enter an "X" in block 37c and enter a statement in block 37 as follows: "All concerned are relieved from financial liability for the loss, damage, or destruction of the property as listed on this report of survey." Blocks 38 through 40b are completed. The original with all exhibits is filed, and the remaining copies are destroyed.</p>	<p>AR 735-5 (13-42a)</p> <p>AR 735-5 (13-42b)</p> <p>AR 735-5 (13-42c)</p> <p>AR 735-5 (13-38g(3) &amp; h)</p>	
<p>5. Approve adjustments to bulk fuel accountable records.</p>	<p>The next higher commander of an organization accounting for bulk fuel is the approving authority for adjustments made on the MBPAS. Approving authority's disapproval of any loss on the MBPAS requires initiation of a DA Form 4697. Disapproval of any gain requires an AR 15-6 investigation.</p>	<p>AR 710-2 (2-37)</p>	<p>Monthly</p>
<p>6. An individual is held financially liable for all associated costs related to the loss of keys when the loss is through negligence or willful misconduct.</p>	<p>If negligence or willful misconduct is proven, then the individual losing the keys is liable for all costs resulting from replacing keys, locks, doors, and so forth</p>	<p>AR 735-5 (14-27)</p>	<p>As needed</p>
<p><b>H. HAZMAT responsibility</b></p>			
<p>Provide reports on hazardous materials.</p>	<p>Provide necessary hazardous materials information to fulfill HQDA, Federal, State, DOD, and local reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.</p>	<p>AR 710-2 (1-29h); AR 200-1 (ch 4)</p>	<p>As needed</p>

**Table B-4**  
**Direct and general support supply operations**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>Section 1: General Supplies Management</b>			
<b>A. General requirements</b>			
1. When regulatory guidance is not clear, request clarification.	Send request through command channels per applicable Army regulation.	AR 710-2 (1-7a); AR 735-5 (1-7)	As needed
2. Deviations from supply policy require approval from HQDA.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7b); AR 735-5 (8-2)	As needed
3. Identify and report supply constraints.	Report to the higher command when constrained for any reason from submitting requests or requisitions for supply classes 2 (including maps), 3 (packaged), 4, 7, 8 or 9. ARNG and USAR units are not required to submit reports of supply constraint for un-financed requirements when already identified through budget submissions. Submit reports per AR 725-50.	AR 710-2 (1-9); AR 725-50 (1-7)	As needed
4. Designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations.	<p>a. A joint IRC/DRB and supporting materiel management center (MMC) review will be conducted at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirements, and procedures to identify and expeditiously fill any shortfalls.</p> <p>b. Periodic reviews of IRC/DRB Class 9 status will be a topic in organizational materiel readiness reviews (MRRs).</p> <p>c. A joint IRC/DRB and supporting MMC review will be conducted as soon as possible after deployment notification to adjust Class 9 requirements as necessary based on the specific deployment scenario and to immediately address any remaining Class 9 shortfalls through cross-leveling and/or requisitioning using the highest allowable issue priority.</p>	AR 710-2 (1-5u, 2-20e, and 3-2j)	As needed.
<b>B. Property Accountability</b>			
1. Appointment of stock record officer.	The stock record account is operated by an SRO appointed under AR 735-5. The SRO is accountable for supplies from time of receipt until issued, released, or dropped from accountability. The SRO cannot also be a PBO, transportation officer, Army purchase card ordering officer or a blanket purchase agreement ordering officer simultaneously.	AR 710-2 (3-29b) AR 735-5 (2-10)	As needed
2. All property, except real property and contractor-acquired property, is processed through and accounted for on an SRA before issue.	Acquired property is classified for property accountability purposes as nonexpendable, durable, or expendable and is processed through the SRA. Property book items require signature receipt and issue controls.	AR 710-2 (1-12b(1)); AR 735-5 (2-2c & d)	Routine
3. All Army property and leased equipment issued must be documented in the SRA.	The SRO will establish and maintain files.	AR 710-2 (3-29 & 3-30)	Routine

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Maintain audit trail by a transaction history file.	Retain the transaction history file documents for 24 months in computer readable form. Augment this file with signature copies for receipt, issue, turn-in, and balance adjustment documents for items identified on the AMDF contained on FED-LOG by CIIC of "1-6," "8," "9," "P," "Q," "R," "\$" or "Y" (night vision devices and navigation systems (GPS)) and ARC of "N."	AR 710-2 (3-30a(6))	Routine

**C. Performance Standards**

Commanders will make sure the performance standards are understood, consistently applied, and accurately figured.	Performance standards should not be evaluated in isolation. Their purpose is to assist supervisors with identifying what areas require greater emphasis. Commanders will monitor results of supply performance standards per AR 710-2, table 1-3, and take appropriate action to ensure effective supply performance is maintained. Commanders must be alert to any decreases in customer support due to overemphasis of a performance standard.	AR 710-2 (1-20a)	Routine
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**D. Requisitioning**

1. The SSA accountable property officer will determine the source of supply for customer requests.	After determining the customer is authorized the item requested and the source of supply for the item, initiate the appropriate action to issue the item.	AR 710-2 (2-6)	Routine
2. Process requests for DRMO property.		AR 710-2 (2-6)	As needed
3. Accountable property officers are required to accept all supply request documents.		AR 710-2 (3-16c)	Routine
4. The SSA requisitions initial and replenishment stocks. Requisitions passed to the higher source of supply will contain either a recurring or nonrecurring demand code.	This is a mandatory entry.	AR 710-2 (3-15b & 3-16b)	Routine
5. Accountable property officers will ensure that authorized local sources of supply are considered during attempts to satisfy requirements before initiating passing actions.	Before passing a requisition to a higher source of supply, determine the capability of local supply sources (ASL, NSL, cannibalization points, DRMO) to fill a supply request, especially for those supplies urgently needed.	AR 710-2 (3-16f)	Routine
6. Forward all requisitions through the general support level SSA (for example, SARSS level activity) for funds certification.	Submit the requisition through the supporting SSA.	AR 710-2 (3-16d)	Routine
7. The SSAs will submit to the CDDB an image demand report transaction card for all repair parts requests with an EIC.	The transaction (DIC of "BAH") format is specified in DA Pam 710-2-2, table 18-3. Transmit this information to AMC LOGSA via DAAS. CDDB reporting is not applicable to transactions for COMSEC material.	AR 710-2 (3-16e); AR 725-50 (6-6)	Routine
8. The objective of automated supply systems is to achieve one cycle per workday	Update the stock record account with the transaction affecting the status of the stock records.	AR 710-2 (3-16g)	Daily

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
9. SSAs will issue stock down to zero balance, if necessary, to satisfy non-DSS customer requests.	Do not pass a request to keep stockage on hand from going zero balance.	AR 710-2 (3-16h)	Routine
10. Establish dues-out when items at zero balance are requested.	If stock is not on hand to satisfy a customer request, then utilize the procedures cited in the referenced paragraph.	AR 710-2 (3-16h, i)	As needed
11. Respond to customer followup transactions.	Provide the customer with the most current status. Forward unanswered followup transactions to the same activity the requisition was passed.	AR 710-2 (3-16j)	As needed
12. The DRMO will be considered as a source of supply to satisfy customer supply requests.	Requests for property from DRMO will be processed through the SSA that normally supplies the property.	AR 710-2 (3-18)	As needed
13. The SSA will provide authorization for local purchase per local contracting office directives.	When justified by the FAR, the supporting contracting officer may appoint a unit/ activity member as an ordering or contracting officer to make authorized local purchases. The appointment must specify the scope of authority.	AR 710-2 (2-33a & b)	As needed
14. For OCONUS operations, the DS/GS SSA accountable property officer decides which requirements, if any, will be satisfied by local purchase.	Requests for local purchase will be processed under the policy in AR 710-2, paragraph 4-20.	AR 710-2 (3-19b & 4-16)	As needed

**E. Reconciliation and validation**

1. Keep the due-in files synchronized with the due-out files.	Verify that all dues-out have a corresponding due-in.	AR 710-2 (3-20a & b)	Monthly
2. Conduct routine reconciliations with customer units and activities.	Use the SAVAR process to verify that for every open customer request more than 30 days old there is a due out and a corresponding due-in. Ensure the results of a previous reconciliation are posted prior to initiating a reconciliation. Distribute the reconciliation listing by the fifth calendar day of each month. Require customers to return the listing NLT the 22d calendar day.	AR 710-2 (3-20d)	Monthly
3. Initiate cancellation action for requisitions not reconciled by the requesting unit or activity for two consecutive SAVAR cycles.	After written notification is sent to the requesting unit/activity, initiate cancellation.	AR 710-2 (3-20e)	As needed
4. Ensure requisitions are for valid requirements.	An item-by-item review is conducted with the requester to validate a continued need exists and that the quantity is correct.	AR 710-2 (3-20c)	Quarterly
5. Support personnel within support maintenance will verify that open supply requests are still required for specific work orders.	Support maintenance activities operating on a work order basis will, at the time work orders are closed, cancel or transfer all open requests for that work order.	AR 710-2 (3-20c)	Routine
6. The daily process of automated supply systems will reject recurring requests for items with an RC other than "O," "Z" or "blank" and does not contain a Manager Entry Code to force the system to continue processing the requisition.	Rejected requisitions require a review by the item manager to verify that the request was accompanied by either a turn-in of an unserviceable item or a commander's statement explaining the non-availability of an unserviceable for turn-in. Once verified, continue processing the requisition.	AR 710-2 (3-16g)	As needed

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
7. Send shipment and supply status to customers.	Forward status to customers based on circumstances relating to priority or issue decisions.	AR 710-2 (3-16i)	Forward status to customer—  a. Upon receipt of status for PD 01-08 requests. b. Upon receipt of a non-positive supply decision. c. Monthly for all others.
<b>F. Receipt Processing</b>			
1. After receipt of an item, forward receipt documents to the stock control section within 1 or 2 days depending on the priority designator or the Class of supply.	Use of MILSTRAP for receiving supplies is mandatory. Forward receipt documents (DIC “D6S” and DD Form 1348-1A) to stock control section within— a. One day after receipt of Class 5 items and items with a PD 01-08. b. Two days for all other items.	AR 710-2 (3-21a); AR 725-50 (ch 5)	Routine
2. Report receipt of shipment from the national level and update stock records.	The supply receiving personnel will forward receipt documents (DIC “D6S” and DD Form 1348-1A) to the stock control section. Receiving personnel will record any discrepancies on the receipt documents before forwarding the forms. The stock control section files the applicable DD Form 1348-1A and processes the “D6S” card to the supporting SARSS activity as a receipt confirmation. The objective is to post stock records within 3 days after receipt. Five days is the maximum acceptable time lapse between receipt of the item and posting of records.	AR 710-2 (3-21c) & table 1-3	Routine
3. For material receipts from vendors or contractors, forward completed receipt documents to the stock control section within one workday after receipt.	Material received will be inspected based on the delivery document. Complete the tally-in process by annotating the invoice DD Form 250 or DD Form 1155 (Order for Supplies or Services) with the quantity and condition of material received. The stock control section will provide a copy of the documents to the servicing FAO within 3 workdays from the day the documents were received.	AR 710-2 (3-21d)	As needed
4. When documentation for a receipt is missing, supply receiving personnel will complete the necessary documents to process the receipt to the stock record account.	Receiving personnel check with the stock control section to identify any dues-in and additional information in order to establish receipt documents. If no information is available, then use the information from the package or container to establish receipt documents. Forward the documents to the stock control section and the material to storage.	AR 710-2 (3-21a(4))	As needed
5. Report discrepancies discovered during the receipt of materiel.	Use the criteria established in AR 735-11-2 to process discrepancies.	AR 710-2 (3-21a(5))	As needed

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
6. Supply receiving personnel will make sure that customer returned items are properly documented and that receipt documents are sent to the stock control section within one workday after receipt.	Material turn-in as serviceable or unserviceable will be identified by NSN, item description, and quantity. Identify assemblies, subassemblies, and line replaceable units as follows: NSN or part number, nomenclature, and end item application. DS supply receiving personnel will provide technical assistance to customer personnel with identifying and tagging items.	AR 710-2 (3-21b)	As needed
7. Serial numbers must be on the turn-in documents for the following material: a. CCI end items. b. Small arms. c. TASN-A designated items.	Ensure the item serial number is entered in the "REMARKS" blocks of the DD Form 1348-6 (DOD Single Line Item Requisition System Document (Manual-Long Form)) or in block 0, "Item Description," of the DA Form 2765-1 turn-in document. If more space is needed for multiple turn-ins, then the serial numbers are recorded on the back of the form. Additionally, for CCI, the acronym "CCI" must be annotated on the turn-in document and on the outside of the package.	AR 710-2 (3-21b(3))	As needed
8. Expendable and durable BILs for unserviceable end items not being retrograded will be picked up on the stock record account.	Post the BIL to the stock record account.	AR 710-2 (3-21b(5))	As needed
9. When in receipt of unserviceable material damaged through other than fair wear and tear, supply receiving personnel will ensure that appropriate turn-in documents are complete.	Material turned in as unserviceable through other than fair wear and tear will have adjustment documents prepared and signed by the using unit commander. If a report of survey is involved, a release statement must be signed by the appointed survey officer and attached to the maintenance request or turn-in document.	AR 735-5 (14-26i); AR 710-2 (3-21b)	As needed
10. Receive "found on installation" property in an "as is" condition.	Turn-in documentation by the customer is not required. The SSA will not give credit for these supplies. Upon receipt, establish stock record accountability as a receipt not due in. If, at the time of turn-in, these supplies are requested by the finding organization and they are authorized the item, then issue the item on a "free issue" basis.	AR 710-2 (3-21b(7))	As needed
11. When in receipt of unserviceable repairables, the supply receiving personnel will— a. Establish stock record accountability.  b. Work-order the item to the maintenance activity.	a. Adjust the SRA asset balance for each receipt of repairables from the customer units. Within 3 workdays, work-order items to maintenance activities designated to inspect and/or repair the repairables. b. Decisions to stock, turn in, or dispose of repairables are made based on the maintenance activity's classification and the SRA asset position after the item is returned from the maintenance activity.	AR 710-2 (3-36f & g)	As needed

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
12. Late pick-up of assets.	Assets not picked up by the customer within 15 days of notification of availability will be posted to the SSA account unless other arrangements have been made	AR 710-2 (3-21a(6))	As needed
13. Controls for passing action receipts (with satisfied demands).	Procedures will be developed to ensure controls are applied that prevents the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this material). These receipts will be picked up and accounted for as an asset of the SSA.	AR 710-2 (3-21a(7))	As needed
14. Bulk petroleum receipts are assigned a voucher number and posted to the SRA as of the day received.	Accountable records will reflect only the actual quantity received.	AR 710-2 (3-21f)	As needed
<b>G. Stockage Control</b>			
1. Maintain the prescribed minimum references on item identification and supply management data.	The minimum required publications on item identification and supply management data are listed in AR 710-2, paragraph 4-4h. Refer to DA Pam 25-30, "Consolidated Index of Army Publications and Blank Forms," to verify whether the on hand publications are current.	AR 710-2 (3-4)	Routine
2. No retail level ASL backs up another ASL.	The back-up stockage is maintained at the national level. However, for items repaired at higher echelons, a portion of the repair cycle level quantity may be positioned in the SSA above the DSU level.	AR 710-2 (3-2d)	Routine
3. Maintain demand history files for the most recent 24-month period.	Ideally, the demand files are stratified to the EIC. Maintain demand history files for each Class 2, 3 (packaged), 4 and 9 items issued to customers.	AR 710-2 (3-8a)	Routine
4. The ASL is limited by EC and mobility.	<p>a. Repair parts selected for stockage are restricted to EC "C," "D," "E" and "J." The EC for each NSN is listed in the AMDF contained in FED-LOG.</p> <p>b. FSBs will maintain the ability to deploy with 90 percent of EC "A" and "C" items in a single trip. MSBs must be able to deploy with 50 percent in the first shuttle.</p>	AR 710-2 (1-22d & 3-8a(2))	Routine
5. Each item on the ASL must have an assigned SLC	Record SLC on the stock accounting record utilizing table 3-1 .	AR 710-2 (3-8b)	As needed
6. Establish required serial number accounting.	SRA items that meet the criteria in AR 710-2 , paragraph 3-35 a(3)(f), require serial number accounting.	AR 710-2 (3-35o)	Routine
7. Keep the ASL as streamlined as possible.	<p>a. Essentiality is the primary consideration when determining the range of items.</p> <p>b. When an interchangeability and substitution (I&amp;S) relationship is cataloged, list the preferred NSN on the ASL.</p>	AR 710-2 (3-8a(1))	Routine

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>c. When two or more items are functionally similar and equivalent in performance, stock only one of the items.</p> <p>d. Whenever possible, if supported by ALOC, use ALOC direct delivery as a method of satisfying requirements rather than stocking items that have a low RWT.</p>		
<p>8. Each ASL item must have an RO.</p>	<p>The RO is recorded in the stock accounting record. Requisitions for quantities above the RO are not authorized.</p>	<p>AR 710-2 (3-9)</p>	<p>Routine</p>
<p>9. The RO for demand-supported items is based on either DOS, EOQ, RBS or DCB computations.</p> <p>a. Nonautomated accounts will use the DOS method for items that are—</p> <p>(1) Critically short or</p> <p>(2) Seasonal or</p> <p>(3) Highly perishable or</p> <p>(4) Limited by a shelf life of less than 1 year.</p> <p>b. MTOE direct support SSAs may compute stockage levels using the DOS method.</p>	<p>The control period for computing the RO is a minimum of 360 days (2 years for RBS).</p> <p>a. The DOS RO consists of an operating level, order ship time, and safety level. The reorder point is the sum of RWT and SL.</p> <p>(1) The OL in CONUS is 15 days, for OCONUS is 30 days.</p> <p>(2) The RWT is actual average number of days between document date of non-back ordered requisitions and the receipt date posted to the stock record account.</p> <p>(3) The SL in CONUS is 5 days, and for OCONUS is 15 days. For OCONUS ALOC items, the SL is 5 days. For AMC CONUS activities the SL is 15 days.</p> <p>(a) Total asset visibility is tracked by:</p> <ol style="list-style-type: none"> <li>1. NSN</li> <li>2. Manufacturer Lot Number</li> <li>3. Contract Number</li> </ol> <p>(b) Shelf life codes are both current and accurate.</p> <p>(c) Maintenance Advisory Messages related to shelf life are received and followed.</p> <p>(d) The Army electronic product support (AEPS) logistics web portal is used to obtain stock information related to shelf life.</p> <p>(e) Supply condition codes are assigned based on shelf life (Type I) and inspection/test (Type II) dates.</p> <p>b. Stockage criteria varies as follows:</p> <p>(1) The RO consists of the following:</p> <ol style="list-style-type: none"> <li>(a) The OL in CONUS is 15 days, and for OCONUS is 30 days.</li> <li>(b) Average RWT will be updated each time a receipt document is posted to the transaction history for individual NSNs in automated systems, and when the RO is recomputed in manual accounts.</li> <li>(c) The SL for CONUS is 5 days, for OCONUS is 15 days. For OCONUS ALOC items, the SL is 5 days.</li> </ol>	<p>AR 710-2 (3-9)</p> <p>AR 710-2 (3-9(1))</p> <p>DOD 4140.27-M, Shelf-Life Management Manual</p>	<p>Recompute the RO and the average RWT at least semi-annually or whenever assets equal zero.</p> <p>Routine</p>

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<p>c. The EOQ method will be used by automated and non-automated accounts in cases other than those specific incidences allowed above for DOS.</p> <p>d. The RO for repairables repaired at the same management level (that is, DS supply and maintenance) will consist of a unique set of parameters. (When the stockage and repair functions exist at different management levels, apply normal ASL stockage criteria.)</p> <p>e. The stockage level of repair parts for newly fielded equipment in support of DS maintenance is based on the SLAC.</p>	<p>(2) The quantity of items stocked in the FSBs is considered a part of the MTOE division's RO. Limit the FSBs to 10 DOS as follows: OL is 3 DOS; RWT is 5 DOS; SL is 2 DOS. The RWT parameter can be reduced to reflect actual RWT between the forward and rear stockage points.</p> <p>c. Non-MTOE units' automated accounts will limit EOQ to 30 days of supply for items that are critically short, seasonal, or perishable. In all other cases, limit the EOQ to a 1-year supply. The SL and RWT parameters are the same for EOQ as for DOS. The intent of the EOQ method is to replenish larger quantities of low-dollar value items and smaller quantities of high-dollar value items.</p> <p>d. The RO for repairables consists of OL, repair cycle level, RWT, and SL. The ROP is the sum of the RCL, RWT, and SL.</p> <p>(1) The OL is based on average annual washouts.</p> <p>(2) The RCL is based on average annual repair accomplished. The formula is in DA Pam 710-2-2, appendix G.</p> <p>(3) The RWT is based on average RWT for washout replenishments.</p> <p>(4) The SL is 5 days of supply based on average washouts.</p> <p>e. Initial issue of repair parts provided via total package fielding, will be managed with SLC "P."</p>	<p>AR 710-2 (3-9c)</p> <p>AR 710-2 (3-9d)</p> <p>AR 710-2 (3-8b(2))</p>	<p>Same as above</p> <p>Same as above</p> <p>As needed</p>
<p>10. For bulk petroleum products and packaged fuels, maintain stock record accountability for each type and grade of product.</p>	<p>The peacetime operating stocks for Class 3 (bulk) will be locally determined based on maintaining sufficient amounts necessary to allow for economic resupply plus a 1-day supply safety level.</p>	<p>AR 710-2 (3-10)</p>	<p>Routine</p>
<p>11. When approved, account for operational readiness float material on an intermediate maintenance support activity SRA.</p>	<p>The accountable property officer ensures on hand ORF is located in maintenance areas. Use the highest customer FAD to requisition ORF for initial issue or replacement.</p>	<p>AR 710-2 (3-12c, d &amp; h)</p>	<p>Routine</p>
<p>12. Commanders authorized a stock record account may authorize establishing a cannibalization point (CANN PT).</p>	<p>In CONUS, the CANN PT assets are a part of the installation supply division. For OCONUS, it is part of the corps or TAACOM MMC.</p>	<p>AR 710-2 (3-13)</p>	<p>Furnish customers a quarterly listing of items available for cannibalization.</p>
<p>13. Direct support maintenance activities authorized a shop stock will maintain shop stock assets on a record of demand.</p>	<p>a. The maintenance shop supply section will use DA Form 3318 (Record of Demands—Title Insert) or its equivalent to record demands to determine if repair parts and consumables qualify for stockage as shop stock. Items must have 3 demands in a control period to qualify for shop stock and one demand to retain.</p> <p>b. Review decision to maintain a shop stock based on collocation of shop stock with Class IX ASL.</p>	<p>AR 710-2 (2-23b)</p> <p>AR 710-2 (2-23b)</p>	<p>Control period for Active Army is 180 days, 360 days for ARNG, USAR and AMC maintenance depots.</p> <p>During the reviewing of shop stock.</p>

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
14. Manage shop stock inventory.	<p>The shop supply officer ensures—</p> <p>a. Periodic inventories are conducted to verify on hand shop stock items meet stockage criteria. Delete items for stockage when they fail to have at least one demand in the last control period unless they support either valid seasonal requirements or requirements peculiar to nonstandard equipment.</p> <p>b. Excess is turned in within 10 days after determination of excess.</p> <p>c. An updated shop stock list is prepared when extensive changes have been made or annually.</p> <p>d. An updated shop stock listing is provided to the SSA annually.</p> <p>e. Stockage of CCI repair parts authorized for diagnostic purposes requires—</p> <p>(1) Temporary loan hand receipting procedures from the SSA.</p> <p>(2) Tracking assets via SIMS-X reporting.</p> <p>f. No one individual will perform duties as a material repairer and shop stock clerk at the same time.</p> <p>g. Causative research will be conducted if discrepancies of small arms parts are discovered.</p>	AR 710-2 (2-23 & 3-24)	<p>Conduct inventories during scheduled reviews quarterly for Active Army and semiannually for ARNG and USAR</p> <p>As needed</p>
15. Stockage of Class 9 items as bench stock by activities authorized to perform DS or GS maintenance requires approval by the maintenance officer.	Bench stocks are low cost, high use, consumable Class 2, 3 (packaged), 4, and 9 (less components) items used at an unpredictable rate. Additionally, to qualify for bench stock, apply the criteria in AR 710-2, paragraph 2-24. Only small arms repair parts coded CIIC "U" are authorized in bench stock.	AR 710-2 (2-24)	Semiannually approve bench stock lists and review replenishment tags.
16. Limit stockage of GS programmed maintenance repair parts to 60 DOS.	Turn in all unused serviceable repair parts for the GS maintenance program within 60 days after completion of the program.	AR 710-2 (3-9d)	As needed
17. The headquarters responsible for the management of DS/GS supply operations will appoint an ASL review and analysis board. Minutes of the ASL review and analysis board will be approved and signed by the commander who appoints the SRO or their designated representative.	The review and analysis board assists with managing the ASL by determining additions and deletions of items to the ASL per AR 710-2, table 3-1 .	AR 710-2 (3-9j)	Once appointed, the board meets at least annually
18. When an SSSC is established, ASL items meeting all guidelines in AR 710-2, paragraph 4-15c, should be transferred to the SSSC.	<p>a. The SSSC will operate on an area support basis providing Class 2, 3 (packaged) and 4 supplies for the day-to-day needs of customers. The stock record accountable property officer is accountable for SSSC inventories and is responsible for SSSC operations.</p> <p>b. Each item will be marked with its NSN, nomenclature, stockage level, unit of sale, and unit price.</p> <p>c. Use summary dollar accounting. Prepare and send a daily summary of sales to FAO with a copy of the sales slip for billing and collection.</p>	AR 710-2 (4-15)	Quarterly publish a list of SSSC items available to customers.

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>H. Storage Operations</b>			
1. A stock location system will be set up at each storage activity.	Record each stocked line by location and condition. Stock accounting system must be able to record multiple locations by condition for each stocked line. Comply with DOD 4145.19-R-1 for uniformity of policies, procedures and methods. For Class 5, use ammunition storage system procedures and methods in FM 4-30.13 and DA Pam 710-2-2.	AR 710-2 (3-23c)	Routine
2. Commanders are directly responsible for safeguarding all supplies under their control.	Ensure storage facilities meet physical security requirements according to the publications listed in AR 710-2, paragraph 3-23d. Conduct routine inventories and inspections to verify that accountability is maintained and that the storage facilities are adequate.	AR 710-2 (3-23d)	Routine
<b>I. Inventories and inventory Adjustments</b>			
1. Inventories will be conducted in a manner that assures each item is verified at least annually.	Verify that stock record balances accurately reflect on hand assets. Record the inventory results on the SRA within 3 workdays after the inventory. During an inventory, only PD 01-03 and NMCS transactions must be processed.	AR 710-2 (3-24c)	Annually—on a one-time basis or cyclic basis.
2. Inventories will be conducted as closed, open, or cyclic.	<ul style="list-style-type: none"> <li>a. Closed inventories (wall-to-wall) involve counting stock record assets during a given period not to exceed 5 workdays (10 workdays for ARNG and USAR).</li> <li>b. Open or cyclic inventories involve counting stock record assets during prescribed frequencies. Commanders will monitor time frames to make sure operations are not unduly disrupted.</li> </ul>	AR 710-2 (3-24d & h)	At least annually.
3. Conduct special inventories to maintain accountability.	Special inventories are conducted when— <ul style="list-style-type: none"> <li>a. A negative on hand balance is recorded.</li> <li>b. A material release denial occurs.</li> <li>c. A location survey finds an item in an unrecorded location or in an incorrect location.</li> <li>d. There is evidence of forced or unauthorized entry.</li> <li>e. Directed by the commander or accountable property officer.</li> </ul>	AR 710-2 (3-24e)	As needed

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Inventory controlled items by serial number. Controlled items in bulk storage are inventoried by type and quantity based on the outside markings on sealed containers.	Controlled items are those annotated in the AMDF contained in FEDLOG with a CIIC of "1-6" "8," "9," "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)). Ammunition will be inventoried by type, quantity, lot number, and, if applicable, serial number. When there is evidence of tampering with bulk storage of controlled items or of ammunition and explosive items rigged or preconfigured for rapid deployment, dismantle the containers and immediately inventory the contents by serial number and/or lot number.	AR 710-2 (3-24f & 3-37a)	Monthly for ammunition and quarterly for other sensitive containers.
5. Inventory bulk petroleum products for each type and grade of product.	A DA Form 5831-R or equivalent form as per DA Pam 710-2-1 is used to record inventory data. Inventories are volume corrected per AR 710-2, paragraph 3-24r. Allowable losses or gains of gasoline, jet fuels, and AVGAS are plus or minus 1 percent of opening inventory plus the month's receipts. The allowance for other petroleum product is plus or minus one half of one percent.	AR 710-2 (3-24r)	<ul style="list-style-type: none"> <li>a. Each day of activity (an issue or receipt) for a bulk fuel storage tank.</li> <li>b. Weekly if no daily activity has occurred within a 7-day period.</li> <li>c. Monthly Annotate the MBPAS report to reflect quantity on hand as of 0800 hrs local time, last day of per AR 11-27.</li> </ul>
6. Inventory discrepancies are adjusted based on whether—	<p>Report inventory adjustments to the appropriate asset reporting system and make adjustments by attaching the following as supporting documents to an inventory adjustment report (IAR):</p> <ul style="list-style-type: none"> <li>a. When negligence or willful misconduct is known or suspected, initiate a DA Form 4697 or DD Form 362 or a cash-sale as allowed by AR 735-5.</li> <li>b. Verified losses of sensitive items (CIIC 1-6 and 8) other than small arms ammunition require initiating a DA Form 4697.</li> <li>c. Losses of CCI require the submission of an insecurity report per DA Pam 25-380-2.</li> <li>d. Initiate report of survey or an AR 15-6 investigation for adjustments of negotiable media.</li> <li>e. Petroleum gains or losses beyond allowances (per AR 710-2, paragraph 3-24r) are adjusted by submitting the MBPAS with applicable supporting documents, report of survey, and causative research documents for approval by the next higher commander. Disapproval of losses automatically requires initiation of a report of survey. Disapproval of gains requires an AR 15-6 investigation.</li> </ul>	AR 710-2 (3-24i through n); AR 735-5 (14-29)	Initiate upon discovery of a discrepancy.
a. There is evidence of negligence.			
b. The items are sensitive.			
c. The items are CCI COMSEC.			
d. The items are negotiable media.			
e. The item is bulk-stored fuel.			

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<p>f. The extended line item value is \$1,000 or less, and there are no controlled items or negligence involved.</p> <p>g. The discrepancy was not covered above.</p>	<p>f. Discrepancies not involving items identified on the AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N” (firearm), “P,” “Q,” “R,” “\$” or “Y” (night vision devices and navigation systems (GPS)) or negligence and are \$1,000 or less are not reported for inventory adjustment approval. Post the adjustment to the accountable record. Include the adjustment in the annual inventory adjustment rate.</p> <p>g. These discrepancies are adjusted by using an Inventory Adjustment Report. After completion of an inventory, forward IARs to the approving authority within 30 days per AR 735-5, subparagraphs 14-28a(2) and 14-28b and 14-29a. Determination of approval authority is based on the annual RO Value of the ASL stockage. Calculate the annual RO value as of the last day of the first month of the fiscal year.</p>		
<p>7. Conduct causative research for inventory discrepancies involving items identified on AMDF contained in FEDLOG by CIIC of “1-6,” “8,” “9,” “N” (firearm), “P,” “\$,” or “Y” (night vision devices and navigation systems (GPS)) or adjustments over \$1,000 in extended line item value.</p>	<p>The stock record officer completes an internal investigation within 30 days to determine what caused the discrepancy. Record the results of the research on the reverse side of the IAR. Initiation of action per AR 15-6 or AR 735-5 is mandatory when negligence is determined to be the cause or when no cause can be found. Shortages of CCI are reported per DA Pam 25-380-2. Discrepancies within allowances are adjusted by using an IAR. After completion of an inventory, forward IAR’s to the approving authority within 30 days in accordance with AR 735-5, subparagraphs 14-28h. Determination of the approval authority is based on the annual RO value of the stockage. Calculate the annual RO value as of the last day of the first month of the fiscal year.</p>	<p>AR 710-2 (3-24o &amp; P); AR 735-5 (14-29g)</p>	<p>Immediately upon discovery of a discrepancy.</p>
<b>J. Asset reporting</b>			
<p>1. Report inventory adjustments to appropriate asset reporting system.</p>	<p>Inventory adjustments result from receipt, issues, transfers, losses, or inventory discrepancies. After making adjustments to the stock record account, update the appropriate asset reporting system</p>	<p>AR 710-2 (3-24g)</p>	<p>As needed</p>
<p>2. Update the CBS-X report for all RICC 2, A, B, C &amp; Z transactions.</p>	<p>Report on hand balance changes of RICC “2,” “A,” “B,” “C” and “Z” items to the supporting SARSS activity. The DA minimum goal for CBS-X compatibility is 98 percent.</p>	<p>AR 710-2 (3-31d(2)); AR 710-3 (ch 7)</p>	<p>a. Update CBS-X data with each transaction.  b. Conduct annual reconciliations.</p>
<p>3. Update the U.S. Army Vehicle Registration Program data.</p>	<p>All items subject to registration and acceptance control will be reported. Report each gain, transfer, and loss to the AMC LOGSA.</p>	<p>AR 710-2 (3-31d(3)); AR 710-3 (5-3)</p>	<p>As needed</p>
<p>4. Update DODSASP data for serial number tracking of small arms.</p>	<p>Report supply transactions (receipts, transfers, turn-ins, losses, and so forth) to the SASSO within 5 workdays after the transaction.</p>	<p>AR 710-2 (3-31d(4)); AR 710-3 (ch 4, sect II)</p>	<p>As needed</p>

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
5. Update DOD RATTs data for serial number tracking of the chemical detector cell and the drift tube module	Report supply transactions (receipts, transfers, turn-ins, losses, and so forth) to the SSO within 5 workdays after the transaction.	AR 710-2 (3-31d(5)); AR 710-3 (ch 4 sect IV)	As needed
6. Update CCISP data for serial number tracking of CCI end items.	Report supply transactions (receipts, transfers, turn-ins, losses, and so forth) to the CCISO within 5 workdays after the transaction.	AR 710-2 (3-31d(6)); AR 710-3 (ch 4, sect V)	As needed
7. Update tracking assets by serial number-aviation for serial number tracking of selected aviation items.	TASN-A reportable items are listed in DA Pam 738-751. Report supply transactions and changes in status of TASN-A items to the local TASN-A manager.	AR 710-2 (3-31d(7))	As needed
8. SARSS activities will submit ABF reports to the AMC LOGSA.	Maintain a current ABF for reporting asset visibility to LOGSA on 9-track, 1600 BPI magnetic tape. Forward the ABF tapes with enough time to arrive by the first workday of the month.	AR 710-2 (3-31d(9)); AR 710-3 (2-6)	Monthly with a cutoff date of the 15th of each month.
9. Submit the following applicable petroleum reports:  a. Bulk Petroleum Storage Facilities report to USAPC—activities with a RCS DD-MIL (A) 506 (CONUS and OCONUS). b. Bulk Petroleum Storage Facilities Report to USAPC—(CONUS) AMC 830. c. Bulk Petroleum Terminal Message Report to DFSC—RCS DLA(W) 1884 (DFSC).  d. Source identification and ordering to DFSC—RCS DLA (M) 1882 (DFSC).  e. Defense Energy Information Systems Report (DEIS I and DEIS II) to ACOM/ASCC/DRU HQ—RCS DD-MM 1313.	Military activities are required to submit data on bulk petroleum as indicated: a. This report applies to 500-barrel capacity or more, either singly or in manifold configuration. b. Submit this report only upon request by USAPC. c. This report applies to Army petroleum terminal, terminal complex or DLA-owned product. This report will be submitted in either message or punch card format to Defense Fuel Supply Center (DFSC) per DOD Manual 4140.25-M, paragraph 209.8. d. Army that receive SIOATH activities to order fuels from an industry source are required to submit an on-order, but undelivered, Army activities that receive SIOATH to order fuels from an industrial source are required to submit an on-order, but undelivered, SIOATH Control Report (see DOD 4140.25-M). Army activities authorized to order petroleum products from DFSC contracts will maintain a SIOATH Control Report for each line item for which a SIOATH authorization has been received. Instructions for preparing this form are contained in DOD 4140.25-M. e. Submit individual activity reports to ACOM/ASCC/DRU HQ in accordance with AR 11-27 via the Army DEIS Data Entry System (ADDS).	AR 710-2 (3-31d(10))	a. Every 3 years.  b. Annually upon request c. Weekly.  d. Monthly  e. Monthly
10. TAV data	TAV will ultimately provide a database sufficient for management of most material. When it is fully fielded, some reports, such as SIMS-X, DODSASP, and so forth, may no longer be required. At that point, DS/GS units will be directed to ensure TAV records are kept current for use in asset management.		

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>K. Issues.</b>			
1. Process materiel release orders based on priority and date of pack.	<p>a. The objective is to make stock available for release to transportation or to customers as follows:</p> <p>(1) Within 1 day for PD 01 through 08 request.</p> <p>(2) Within 2 days for other requirements.</p> <p>b. Select stock with the oldest date of pack first unless requirements are for more current dates of pack.</p>	AR 710-2 (3-25a)	Routine
2. Storage activities will keep a file copy of the current assumption of command/or PBO appointment memorandum of each customer.	<p>Additionally, maintain signature cards signed by the commander or PBO authorizing other persons to receive supplies. Use the signature cards to verify the customer representative is authorized to receive supplies. Obtain signatures from the customer representatives when issuing—</p> <p>a. Items requiring property book accountability.</p> <p>b. Controlled items identified on AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "\$," "N," "P," "Q" or "R."</p> <p>c. Night vision devices and navigation systems (GPS) with a CIIC of "Y."</p>	AR 710-2 (3-25b)	Routine
3. Record bulk issues of petroleum on accountable records.	Bulk issues of petroleum are issues not made to a specific consuming end item of equipment, that is, not into a vehicle's or generator's fuel tank or fuel cans. Post bulk issues to the appropriate accountable record on the day of issue.	AR 710-2 (3-25c)	As needed
4. Record retail issues of petroleum on accountable records.	Post individual retail issues to the daily issues form (DA Form 3643). Transfer total daily issues from the DA Form 3643 to the monthly abstract form (DA Form 3644). At the end of the month, total the issues on DA Form 3644, assign a voucher number, and adjust the accountable records.	AR 710-2 (3-25c)	Monthly
5. When an SSSC is established, cash sale of hand-tools to replace lost, damaged or destroyed hand-tools is authorized.	Require written statements of authorization by the commander or designated representative be provided by individuals purchasing hand-tools. Maintain a record of cash sales on a locally developed cash collection register for hand-tools per DA Pam 710-2-2, chapter 13. Maintain data on this register and the accompanying FAO authenticated DD Form 1131 (Cash Collection Voucher) until audited or inspected.	AR 710-2 (4-15k)	Routine

**L. Material Returns Management**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. When net asset position exceeds the requisitioning objective (RO) cancel excess dues-in.	The net asset position consists of the quantity on hand (regardless of the condition) plus quantities due-in minus due-out. Submit a request for cancellation of all dues-in and then unserviceable and serviceable assets reduced respectively until the net asset position is equal to the RO. There is no retention limit for repairables.	AR 710-2 (3-9a, 3-26a)	As needed
2. Conduct periodic material returns reviews.	After updating the demand history file, review all ASL and NSL assets to identify material returns for turn-in. TAV provides visibility over assets and requirements. This enables managers to determine whether to use the assets through attrition, to make command redistribution and referrals or to turn-in assets to the supply system in accordance with the TAV business rules of paragraph 3-26(4). For NSL items, all assets on hand will require disposition. SSAs that do not interface directly with the national level will turn in material returns to their supporting SSA. SSAs that do not interface directly with the national level will request disposition instructions on all material returns except for ARI.	AR 710-2 (3-26a)	Reviews for excess: Each day activity occurs for ARI and SIMS-X items and repairables with a RC of "F," "H," "D" or "L." All other items will be reviewed monthly
3. Initiate disposition actions as outlined in AR 710-2, tables 4-1 and 4-2, in order to purge the supply system of excess or condemned material.	Table 4-2 applies to an SSA that does not interface directly with the national level. These SSAs will either turn in such material to their supporting supply activity or transfer it to the DRMO. Table 4-1 applies to an SSA that does interface directly with the national level.	AR 710-2 (3-26a); AR 725-50 (7-9a)	As needed
4. Efforts will be made to identify non-cataloged, nonstandard commercial excess items to an NSN.	As a minimum, determine the complete item description and end item application, prior to turn-in.	AR 710-2 (3-26c)	As needed
5. Report Army-owned excesses of bulk and packaged fuels of 500 gallons per product by grade.	Within CONUS commands, notify the DOL of excess by type of product, quantity, exact location of product, and latest laboratory test results. In overseas commands, provide the same information through command channels to the servicing DFSC regional office or the JPO.	AR 710-2 (5-24b)	As needed
6. Report excesses of packaged oil and lubricants to Defense General Supply Center (DGSC).	Disposition instructions for serviceable or economically repairable packaged products, containers, and related items are determined by DGSC. Do not report items to DGSC that are of less than stated value, noncataloged items, locally assigned MCNs, or uneconomically repairable. Transfer these items to the servicing DRMO following the "two-person-rule."	AR 710-2 (5-24c)	As needed
7. Ship excess CCI to Tobyhanna Army Depot.	Treat CCI as an ARI and use "AT-TN: W81U11" in the address of the shipping documents.	AR 710-2 (3-26a)	As needed

**M. Evacuation/Retrograde**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Material declared excess to the unit will be prepared for shipment using the MRO	Select stock for shipping based on oldest date of pack. For items requiring disposition instructions from NICP, complete the turn-in within 10 days after receipt of instructions. If organic transportation is used, schedule the shipment to arrive at its destination within 10 days; otherwise, release the material to transportation within 3 days after producing the MRO.	AR 710-2 (3-27a & b)	As needed
2. Evacuate excess or unserviceable ARI without requesting disposition instructions.	<p>a. The ARI code in the AMDF contained in FEDLOG identifies items as ARI and dictates the shipping priority. Mark shipping documents and containers with "ARI" and segregate from other items in a shipment.</p> <p>a. SSAs that do not report directly to national (do not operate as a SARSS activity) will ship ARI to their support SSA.</p> <p>b. SSAs with SARSS capabilities will evacuate—</p> <p>(1) Unserviceable ARIs to maintenance activities designated on the RIL when the item is beyond the repair capability/capacity of GS maintenance.</p> <p>(2) Serviceable ARIs to the nearest area oriented depot or supporting national designated equipment redistribution facility.</p>	<p>AR 710-2 (3-26a, 3-27d &amp; e); AR 725-50 (7-15)</p> <p>AR 710-2 (3-26a, 3-27b, c &amp; d)</p>	<p>Evacuate ARI within 10 days after determining the need to ship the item.</p> <p>As needed</p>
3. Evacuate unserviceable non-ARI repairables of maintenance based on the RC level and MR code in the AMDF contained in FEDLOG.	<p>a. If the MR code is above the level and authorized by the supporting maintenance facility (MR of "H," "D" or "L"), then evacuate the unserviceable repairables to your supporting SSA. Transfer the material following MRO procedures using DD Form 1348-1A.</p> <p>b. If the MR code is "F" and the item is coded "NRTS" by the maintenance facility and the RC is above the DS level (RC of "H," "D" or "L"), then evacuate the unserviceable repairable to your supporting SSA using the procedures stated above in paragraph 3a.</p>	AR 710-2 (3-14)	As needed
4. Document shipping transactions based on non-organic transportation	When non-organic transportation is used, then prepare transportation documents and copy number 6 of DD Form 1348-1A as directed by the supporting transportation officer.	AR 710-2 (3-25)	As needed
5. Serial numbers must be on the turn-in documents for the following material: a. CCI end items. b. Small arms. c. TASN-A, designated items.	Ensure the item serial number is entered in the "REMARKS" blocks of the DD Form 1348-6, turn-in document. If more space is needed for multiple turn-ins, then place the serial numbers on the back of the form. Additionally, for CCI, clearly annotate "CCI" on the turn-in document and on the outside of the package.	AR 710-2 (3-21)	As needed

**N. Disposal**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<p>1. Disposition of items classified as condemned or uneconomically repairable is based on a combination of:</p> <p>a. Whether the SSA interfaces directly with the national level.</p> <p>b. The RC of the item.</p>	<p>Before transferring an item to DRMO, use the “two-person-rule” to ensure that no requirement exists for the item. Use a DD Form 1348-1A as a disposal release order to transfer items to the DRMO. Send a disposal release followup (DIC of “AKJ”) to the storage site when a disposal release confirmation has not been received within 10 days after forwarding the initial DRO.</p> <p>a(1) If the RC is “O,” “F” or “Z,” then transfer the material to DRMO using a disposal turn-in document (DD Form 1348-1A) or machine produced facsimile. The disposal authority code per AR 725-50, appendix C, must be entered on the disposal turn-in document.</p> <p>a(2) If the RC is “A” then special disposition actions must take place due to precious metal or hazardous material content. Comply with the disposition instructions in the applicable manuals or directives.</p> <p>a(3) If the RC is “D,” “H” or “L,” then evacuate the item to the supporting SSA.</p> <p>b. For SSAs in direct contact with the national level (an SSA operating as a SARSS activity)—</p> <p>(1) Condemned and uneconomically repairable items with an RC of “O,” “F,” “H” or “Z” and not ARI are transferred to the DRMO as a final disposition action in accordance with DOD 4160.21- M-1.</p> <p>(2) If the RC is “A” then special disposition actions must take place due to precious metal or hazardous material content. Comply with the disposition instructions in the applicable manuals or directives.</p> <p>(3) If the item is ARI, then evacuate it to the closest maintenance facility per the ARIL and submit an automatic return notification (DIC of “FTA”) to the appropriate national inventory control point.</p> <p>(4) If the item is not ARI and has an RC of “D” or “L,” the request (DIC of “FTE”) disposition instructions from the next higher source of supply.</p> <p>c. Whether the item is designated as an ARI.</p>	<p>AR 710-2 (4-6); AR 725-50 (8-4, E-8a &amp; b)</p> <p>AR 710-2 (table 4-1); AR 725-50 (7-15a)</p>	<p>As needed</p> <p>As needed</p>
<p>2. The SSA may direct units to turn-in the scrap to the DRMO after the material's condition has been verified.</p>	<p>Verify that the material is indeed scrap and post an SSA document number to the DRMO transfer documents.</p>	<p>AR 710-2 (2-13e)</p>	<p>As needed</p>

**O. Adjustments for lost, damaged, or destroyed property**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. A document number will be assigned from a stock record activity level for relief-from-responsibility documents for nonexpendable, expendable, or durable items not yet issued from the stock record account.	Assign a document number from a stock record activity voucher register to the document (listed in AR 735-5, paragraph 12-1) used to account for stocks that are lost, damaged, or destroyed. When reports of survey or statement of charges or cash collection vouchers are processed for damaged end items, document numbers do not need to be assigned to the associated documents (DA Form 4697, DD Form 362).	AR 735-5 (12-1c(3))	As needed
2. Determine approval authority for IARs from stock record activities for discrepancies in stock record balances.	Determination of approval authority is based on dollar value of all adjustments made to the stocks record account through the year. Apply the criteria in AR 735-5, paragraph 14-29; to determine approval authority.	AR 735-5 (14-29)	As needed
3. Determine approval authority for IARs from property book records.	Determination of approval authority is based on dollar value of adjustments made to CIF or UPH property book records through the year. Apply the criteria in AR 735-5, paragraph 14-2a and b, to determine approval authority.	AR 735-5 (14-28)	As needed

**P. Petroleum Management**

1. Installations and commands will estimate and submit fuels requirement and necessary delivery conditions.	<p>a. Installations and commands will submit estimated mobilization or activation fuel requirement as necessary to USAPC.</p> <p>b. Installations will submit estimated peace fuel requirement on a regular submission schedule as prescribed.</p>	AR 710-2 (4-21f)	As needed
2. Adequate controls to monitor petroleum receipt from commercial contractors.	<p>a. Ensure a qualified Government representative is present to properly receive all bulk (truckload) petroleum deliveries.</p> <p>b. Ensure automatic fill-up and degree-day deliveries of heating fuel are monitored to put delivery vendors "at risk."</p>	AR 710-2 (4-25)	As needed
3. Maintain control on issue and use of GSA credit cards and DOD AVFUEL Identaplates.	<p>a. Credit cards will be issued on a temporary basis and local commanders will publish guidance and control procedures.</p> <p>b. All credit cards and identaplates will be secured in accordance with AR 190-51 and controlled through property book procedures and control logs.</p> <p>c. Government credit cards into-plane are authorized only when DOD facilities or into-plane fuel contracts are not available. The using unit will review/validate credit card transactions.</p>	AR 710-2 (2-36 & 4-40)	As needed
4. Establish and maintain effective petroleum quality surveillance and technical assistance programs.	a. CONUS	AR 710-2 (4-29)	As needed commanders will accomplish quality surveillance of both and bulk packaged petroleum in accordance with DA Pam 710-2-1 and USAPC guidance.

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>b. OCONUS commanders will accomplish quality surveillance programs in accordance with DA Pam 710-2-1 and MIL- HDBK-200.</p> <p>c. All commanders will ensure an effective petroleum operational surveillance program is maintained to ensure safe delivery of acceptable fuel into vehicles and aircraft.</p> <p>d. All new construction, upgrades, or modification of petroleum facilities will be submitted to USAPC for review and technical assistance to help ensure they meet technical and regulatory requirements.</p>		

**Section II: COMSEC Management**

**A. Property Accountability**

1. When a COMSEC account or subaccount is established, appoint a COMSEC custodian and alternate.	COMSEC custodians and alternates must be appointed in writing. Grade/rank requirements are listed in AR 710-2, paragraph 1-18b(1) and (2). Appointed custodians must have at least 1-year retainability in the command. In short tour areas, a minimum 6-month retainability.	AR 710-2 (1-18b)	Before establishing the COMSEC account.
2. COMSEC equipment and components are requested, issued, and turned in through the CMCS.	COMSEC is not requested through normal supply channels. These items are identified in AMDF contained in FEDLOG with a CIIC of other than "U," "O," "7" or "9," with a MATCAT of "U," and a SOS code of B16. The COMSEC custodian will maintain a separate document register for COMSEC transactions and use the COMSEC account number in lieu of the DODAAC.	AR 710-2 (1-17 & 1-18d & P)	Routine

**B. Receipt Processing**

Serial numbers must be on the turn-in documents for COMSEC with an ALC of "1."	Ensure the item serial number is entered in block 11, "Accounting Number," of the SF 153.	AR 710-2 (3-21b(3))	As needed
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**C. Inventories and Inventory Adjustments**

1. Physically inventory COMSEC equipment and components assigned an ALC of "1" or "2."	For ALC "1" items, verify serial numbers. For ALC "2" items, verify the quantity on hand. Ensure inventory results are reconciled with the Army COMSEC Central Office of Record. Inventory discrepancies require an immediate investigation and submission of an incident report.	AR 710-2 (1-19); TB 380-41	Semi-annually
2. Physically inventory COMSEC equipment and components not assigned an ALC of "1" or "2."	Verify that authorized items are on hand. Inventory discrepancies require an immediate investigation and submission of an incident report.	AR 710-2 (1-19); TB 380-41; TB 380-41-5	Annually or upon change of COMSEC custodian.
3. Adjustments due to inventory discrepancies of COMSEC require submission of an incident report.	Report inventory adjustments to the appropriate asset reporting system. Losses of COMSEC require the submission of an incident report per TB 380-41.	AR 710-2 (3-24i through n); AR 735-5 (14-29)	Initiate upon discovery of a discrepancy.

**D. Asset Reporting**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
Update the CBS-X report for all RICC 2, A, B, C and Z transactions.	COMSEC custodians report classified COMSEC reportable items per AR 710-3.	AR 710-2 (3-36d(2)); AR 710-3 (chap 7)	a. Update CBS-X data with each transaction. b. Conduct annual reconciliation.
<b>E. Issues.</b>			
COMSEC custodians will keep a file copy of the current assumption of command memorandum for each customer.	Maintain signature cards signed by the commander or PBO authorizing other persons to receive supplies. Use the signature cards to verify the customer representative is authorized to receive supplies. Obtain signatures from the customer representative for all issues.	AR 710-2 (3-25b); TB 380-41 (4-17)	Routine
<b>F. Excess Management</b>			
Ship excess COMSEC items to Tobyhanna Army Depot.	See TB 380-41 for reporting procedures of excess COMSEC equipment. Use "ATTN: COMSEC Account 5B1099, Tobyhanna, PA 18466-5110" in the address of the shipping documents.	AR 710-2 (3-26e)	As needed
<b>G. Evacuation/Retrograde</b>			
Document shipping transactions based on whether organic or non-organic transportation is used.	COMSEC will be documented for transfer and shipped through Defense Courier Services (DCS) channels per TB 380-41.	AR 710-2 (3-27g)	As needed
<b>H. Disposal</b>			
COMSEC equipment (along with components) requiring final disposition are shipped to Tobyhanna Army Depot	Demilitarization and disposal of excess COMSEC material (except for keys and publications) is performed by (TOAD) only. Use the same administrative procedures as in paragraph "F" above this appendix. Disposal is not authorized below the depot level.	AR 710-2 (3-27d); AR 380-41	As needed
<b>Section III: Ammunition Management</b>			
<b>A. Receipt Processing</b>			
1. After receipt of an item, forward receipt documents to the stock control section within 1 or 2 days of receipt depending on the PD or the class of supply.	Use of Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) for receiving supplies is mandatory. Forward receipt documents (DIC "D6S" and DD Form 1348-1A) to the stock control section within one day.	AR 710-2 (3-21a(2)); AR 725-50 (5-2)	Routine
2. Report receipt of shipment from the national level and update stock records.	The supply receiving personnel will forward receipt documents (DIC "D6S" and DD Form 1348-1A) to the stock control section. Receiving personnel will record any discrepancies on the receipt documents before forwarding the forms. The stock control section files the applicable DD Form 1348-1A and processes the "D6S" card as a receipt confirmation.	AR 710-2 (3-21c) table 1-3	Routine
<b>B. Stockage control</b>			

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
Class 5 ammunition stockage will be the minimum required to perform the mission.	Stockage is authorized by CTA 50-909, table 62 and by ACOM/ASCC/DRU directives. Quantities are based on supported units' forecasts, basic and operations loads, and contingency plans. The authorized stockage level is 3 to 5 days of supply except for training ammunition. Training ammunition has a 180-day supply limit.	AR 710-2 (3-33b)	As needed

**C. Storage operations**

1. A stock location system will be set up at each storage activity.	Record each stocked line by location and condition. Stock accounting system must be able to record multiple locations by condition for each stocked line. Use ammunition storage system procedures and methods in FM 4-30.13 and DA Pam 710-2-2.	AR 710-2 (3-34b)	Routine
2. Commanders are directly responsible for safeguarding all supplies under their control.	Ensure storage facilities meet physical security requirements according to the publications listed in AR 710-2, paragraph 3-23 d. Conduct routine inventories and inspections to verify that accountability is maintained and that the storage facilities are adequate.	AR 710-2 (3-23d, 3-34)	Routine

**D. Inventories and inventory adjustments**

1. Inventory ammunition items by type, quantity, lot number, and, if applicable, serial number. Ammunition items in bulk storage are inventoried by type and quantity based on the outside markings on sealed containers.	When there is evidence of tampering with bulk storage of ammunition and explosive items rigged or preconfigured for rapid deployment, dismantle the containers and immediately inventory the contents by serial number and/or lot number.	AR 710-2 (3-37)	Monthly for preconfigured loads; quarterly for all others
2. Inventory discrepancies are adjusted on basis of whether the amount exceeds authorized overages and shortages.	Report inventory adjustments to the appropriate asset reporting system and make adjustments as follows: For discrepancies involving A&E, commanders will initiate an AR 15-6 investigation for overages and shortages of the amounts listed in AR 190-11, appendix E.	AR 710-2 (3-24m); AR 735-5 (14-29)	Initiate upon discovery of a discrepancy.

**E. Asset reporting**

1. Activities storing ammunition will submit feeder reports to WARS.	Provide feeder reports as required by "reporting activities" in AR 700-19. Reportable items are identified semiannually by designated WARS managers.	AR 710-2 (3-38b); AR 700-19(2-3)	Annually as listed in AR 700-19
2. Update and GMLR Ammunition Receipts, and Expenditure Report, RCS AMC-193.	Provide feeder reports as required by "reporting activities" in AR 700-19, paragraph 3-1. Reportable items are identified in AR 700-19, chapter 4.	AR 710-2 (3-38c); AR 700-19 (3-1)	Conduct annual reconciliations and submit monthly Changes.

**F. Issues**

**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
Storage activities will keep a file copy of the current assumption of command and/or PBO appointment memorandum for each customer	Also, maintain signature cards signed by the commander or PBO authorizing other persons to receive supplies. Use the signature cards to verify the customer representative is authorized to receive supplies. Obtain signatures from the customer representatives when issuing munitions.	AR 710-2 (3-25b)	Routine

**G. Turn-ins**

No training ammunition for future training missions will be issued until all reconciliation actions are completed for prior training missions.	Reconcile turn-ins with the original issue document(s). When there is a shortage between the quantity of unexpended ammunition turned-in and the quantity issued less expended, the using unit commander must provide a signed statement on the turn-in document stating that action under AR 190-11, chapter 2, is being taken to account for the shortages.	AR 710-2 (3-39d)	As needed
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**H. Excess management**

Monitor Class 5 stocks for excess stockage.	Ammunition stockage is 3 to 5 days of supply except for training ammunition. Training ammunition will not exceed a 180-day stockage level. For excess stockage, request disposition instructions through logistics channels to the appropriate ICP per the source of supply code in the AMDF contained in FEDLOG.	AR 710-2 (3-33b & e)	Routine
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**I. Disposal**

1. Malfunctions.	Report all misfires and duds not previously reported by the training units. Submit required reports as directed.	AR 75-1 (2-1a)	As needed
2. Emergency explosives disposal.	Report all ammunition found on post, duds, misfires, damaged or suspicious AA&E to EOD units by most expeditious means. Maintain surveillance of material until EOD arrival.	AR 75-15	As needed
3. Obsolete or unserviceable.	Report materiel on hand that has been declared obsolete or unserviceable. Request disposition instructions prior to disposition actions.	TM 38-750	As needed
4. Suspended/restricted munitions	Maintain suspense/restriction notice file by sequence number. Review all records of materiel on hand to preclude use of suspended/restricted ammunition. Report quantities on hand as directed.	AR 75-1	As needed

**Section IV: Hazardous Materials Management**

**A. General**

Implement the Hazardous Materials Management Program.	(a) Provide assistance to customers on the proper requisitioning, receipt, handling, storage, use, and disposition of HAZMATs and on mandatory reporting requirements. (b) Assist in obtaining Material Safety Data Sheets (MSDSs).	AR 710-2 (1-28); AR 200-1 (chapter 4); AR 700-141; TM 38-410	As needed
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**Table B-4**  
**Direct and general support supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	(c) Ensure efforts are taken to minimize the use of HAZMATs to meet the HQDA-established hazardous waste reduction goals.		
<b>B. Receipt Processing and Storage</b>			
1. Identify HAZMATs to ensure appropriate handling.	Identify HAZMATs received.	AR 710-2 (1-31a); TM 38-410	As needed
2. Ensure access to appropriate storage, safety, and health data.	MSDSs must be readily available to assure proper handling, storage, and emergency response preparedness.	AR 710-2 (1-30b); AR 700-141	As needed
<b>C. Issue Procedures</b>			
Ensure health and safety is safeguarded when issuing HAZMATs.	Provide assistance in acquiring MSDSs.	AR 710-2 (1-30b); AR 700-141	As needed
<b>D. Asset Reporting</b>			
Provide reports on HAZMATs.	Provide necessary HAZMATs information to respond to HQDA, Federal, State, DOD, and local reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-28b and 1-29h); AR 200-1 (chapter 4)	As needed
<b>E. Excess Management and Disposal</b>			
Turn in excess HAZMATs.	Provide unit and activity turn-ins of HAZMATs in a timely manner to minimize safety hazards in the workplace and to maximize the potential for transfer, recycling, and/or reutilization. Maintain close coordination with supporting environmental office and Defense Reutilization and Marketing Office (DRMO) to expedite the removal of excess HAZMATs.	AR 710-2 (1-30c); AR 200-1 (4-2c)	As needed

**Table B-5**  
**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>Section I. General Supplies Management</b>			
<b>A. General</b>			
1. When regulatory guidance is not clear, request clarification.	Send requests through command channels per applicable Army regulation.	AR 710-2 (1-7a); AR 735-5 (1-7)	As needed
2. Deviation from supply policy requires approval from HQDA.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7b); AR 735-5 (8-2)	As needed

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. Identify and report supply constraints	Report to the higher command when constrained for any reason from submitting requests or requisitions for supply classes 2 (including maps), 3 (packaged), 4, 7, 8, or 9. ARNG and USAR units are not required to submit reports of supply constraint for un-financed requirements when already identified through budget submissions. Submit reports per AR 725-50.	AR 710-2 (1-9)	
<b>B. Property accountability</b>			
1. Appointment of the stock record officer.	The SRA is operated by a SRO appointed under 735-5. The SRO is accountable for supplies from the time of receipt until issued, released, or dropped from accountability. The SRO cannot also be a PBO, transportation officer, Army purchase card ordering officer or a blanket purchase agreement ordering officer simultaneously.	AR 710-2 (4-37a); AR 735-5 (2-10)	As needed
2. All property, except real property and contractor-acquired property, is processed through and accounted for on a stock record account before issue.	Acquired property is classified for property accountability purposes as nonexpendable, durable, or expendable and processed through the SRA.	AR 710-2 (1-12b); AR 735-5 (2-2c)	Routine
3. All Army property and leased equipment issued must be documented in the SRA.	The SRO will establish and maintain files.	AR 710-2 (4-37e, 5-29)	Routine
4. Maintain audit trail with a transaction history file.	Retain the transaction history file documents for 24 months in computer readable form.	AR 710-2 (4-38f, 5-29f)	Routine
<b>C. Performance Standards</b>			
Commanders will make sure the performance standards are understood, consistently applied, and accurately figured.	Performance standards should not be evaluated in isolation. Their purpose is to assist supervisors with identifying what areas require greater emphasis. Commanders will monitor results of supply performance standards per AR 710-2, table 1-3, and take appropriate action to ensure effective supply performance is maintained. Commanders must be alert to any decreases in customer support due to overemphasis of a performance standard.	AR 710-2 (1-20a)	Routine
<b>D. Requisitioning</b>			
1. Requisitions by subordinate DSS customers will flow through the SSA. Process these requisitions for appropriate editing, funding, and for screening for excess.	<p>a. If the requisition is for an end item, use the REQ-VAL validation products to validate requisitions for major end items managed under TAEDP. Those activities with the Distribution Execution System (DES) capability will use DES for the validation process.</p> <p>b. For all other requisitions, review the status of stockage on hand in the ASL.</p>	AR 710-2 (4-8, 4-11a, 4-11b); AR 700-120 (2-10)	Routine
2. Requisitions sent to other supply sources will contain either a recurring or nonrecurring demand.	This is a mandatory entry.	AR 710-2 (4-12c)	Routine

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. The DOL, G4 or equivalent will establish item retention authority for repairables retained and not turned in by using units upon request of a serviceable repairable.	The authority is granted when an operational requirement exists to retain a repairable with an RC of "A," "D," "F," "H" or "L" until the new repairable is received. When this authority is granted, the replaced repairable will be turned in to the SSA within 10 workdays (30 days for USAR) after receipt of the new repairable.	AR 710-2 (2-6e)	As needed
4. Determine approval of organizational requests for DRMO supplies to be used for other than their intended purposes.	If approved, attach to the request a memorandum stating approval and a reminder that all nonexpendable property drawn from DRMO will be accounted for on the property book.	AR 710-2 (4-17a & b)	As needed
5. The objective of automated supply systems is to achieve one cycle per workday.	Run a cycle to update the stock records.	AR 710-2 (4-11e)	Daily
6. CONUS installations and overseas commands will estimate annual solid fuels requirements and related delivery schedules.	Solid fuel is coal, coke, or briquettes. Submit separate estimates (according to the purchase program submission schedule) and requests for each kind of solid fuel to Commander, USAPC, ATTN: SATPC-L, New Cumberland, PA 17070-5008.	AR 710-2 (4-17a & b); DFSCR-4220.2	As needed
7. The SSA accountable property officer decides which requirements will be satisfied by using local purchase procedures.	Apply the criteria in AR 710-2, subparagraphs 4-20a and c, and in AR 725-50, paragraph 3-30a, to determine if local purchase should be authorized. Whenever authorized local purchase cannot be accomplished, submit a requisition to the national level citing advice code "2A." Maintain demand data on all local purchase items.	AR 710-2 (4-16a, c & e); AR 725-50 (3-3u)	As needed
<b>E. Reconciliation and validation</b>			
1. Supply personnel within support maintenance will verify that open supply requests are still required for specific work orders.	Support maintenance activities operating on a work order basis will, at the time work orders are closed, cancel or transfer all open requests for that work order.	AR 710-2 (4-23c)	Routine
2. Send shipment and supply status to DS SSAs.	Forward status to DS SSAs based on circumstances relating to priority or issue decisions.	AR 710-2 (4-11f)	Forward status accordingly— a. Upon receipt of status for PD 01-08 requisitions. b. Upon receipt of a non-positive supply decision. c. Monthly for all others.
3. Periodically validate open requisitions.	Review open requisitions and use the SAVAR process to verify that the open requisitions are still valid. Use the quarterly MOV in lieu of the monthly logistic intelligence file bottoms-up reconciliation.	AR 710-2 (4-23d & e)	Quarterly
<b>F. Receipt processing</b>			
1. After receipt of an item, forward receipt documents to the stock control section within one or two days depending on the PD or the Class of supply.	MILSTRAP for receiving supplies is mandatory. Forward receipt documents (DIC "D6S" and DD Form 1348-1A) to stock control section within— a. One day after receipt of items with a PD 01-08. b. Two workdays for all other items.	AR 710-2 (4-24a); AR 725-50 (5-2)	Routine

**Table B-5**  
**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
2. Report receipt of shipment from the national level and update stock records.	The supply receiving personnel will forward receipt documents (DIC "D6S" and DD Form 1348-1A) within one day to the stock control section. Receiving personnel will record any discrepancies on the receipt documents before forwarding the forms. The stock control section files the applicable DD Form 1348-1 within 1 day of receipt of documents and processes the "D6S" card to the source of supply as a receipt confirmation. The objective is to post stock records within 3 days after receipt of the item. Five days is the maximum acceptable time lapse between receipt of the item and posting of records.	AR 710-2 (4-24c); table 1-3	Routine
3. When documentation for a receipt is missing, supply receiving personnel will complete the necessary documents to process the receipt to the stock record account.	Receiving personnel check with the stock control section to identify any dues-in and additional information in order to establish receipt documents. If no information is available, then use the information from the package or container to establish receipt documents. Forward the documents to the stock control section and the material to the storage section.	AR 710-2 (4-24g)	As needed
4. Report discrepancies discovered during the receipt of material.	Use the criteria established in AR 735-11-2 to process discrepancies.	AR 710-2 (4-24h); AR 735-5 (6-5)	As needed
5. Supply receiving personnel will make sure that customer returned items are properly documented and that receipt documents are sent to the stock control section within 1-workday after receipt	Material turned in as serviceable or unserviceable will be identified by NSN, item description, and quantity. Identify assemblies, subassemblies, and line replaceable units as follows: NSN or part number, nomenclature, and end item application.	AR 710-2 (3-21b)	As needed
6. Serial numbers must be on the turn-in documents for the following material: a. CCI end items. b. Small arms. c. TASN-A designated items.	Ensure the item serial number is entered in the "REMARKS" blocks of the turn-in document. If multiple items are being turned in, then place the serial numbers on the back of the form. Additionally, for CCI, clearly annotate "CCI" on the turn-in document and on the outside of the package.	AR 710-2 (4-24(7))	As needed
7. Process pseudo-receipt transactions to initiate the transfer of OMA funds to supply management Army retail funds when the requesting unit/activity fails to acknowledge receipt of items shipped. DO NOT USE THE PSEUDO-RECEIPT PROCESS FOR SHIPMENT OF THE FOLLOWING MATERIAL: a. Controlled items with a CIIC of "1-6," "8," "9," "N," "P," "Q," "R," "S" or "Y" (night vision devices and navigation systems (GPS)). b. Nonexpendable items.	Pseudoreceipt outstanding document numbers when the following criteria are met:  a. An outstanding direct delivery due-in/due-out and a shipping status is recorded on the general support level demand history file. b. A total of three consecutive followups are sent not less than 20 days after posting of the shipment status for CONUS operations and not less than 30 days for OCONUS. Total time of all three followups will not be less than 45 days.	AR 710-2 (4-26)	As needed

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
8. Mail to supporting USAPC laboratories samples of coal shipments for analysis.	Upon receipt of each shipment, samples are taken by a certified sampler.	AR 710-2 (4-17g)	As needed
<b>G. Stock control</b>			
1. Maintain the prescribed minimum references on item identification and supply management data.	The minimum required publications on item identification and supply management data are listed in AR 710-2, paragraph 4-4h. Refer to DA Pam 25-30, to verify whether the on hand publications are current.	AR 710-2 (4-4h)	Routine
2. The GS level SSA assigns MCNs.	MCNs are assigned for cataloging items only when an item does not have an NSN, when the CAGE/PN cannot be determined or exceeds 15 characters. Maintain an MCN control register and assign MCNs in numerical sequence regardless of Class of material. A listing containing the MCN, description, MATCAT, unit of issue, supply category of material code, unit price, and cross reference CAGE/PN (if applicable) is furnished to supported DS/GS supply activities by SARSS.	AR 710-2 (4-4b, d & f)	Provide catalog data to supported SSAs on a monthly basis.
3. For local management and accounting purposes, assign an MCN to components configured as a system.	Whenever components are grouped together as a system, assign an MCN to account for the entire system. Catalog data for each MCN will list all components to include part number, description, and quantity of each component. A separate MCN will be assigned to each system of a different configuration.	AR 710-2 (4-4b)	As needed
4. Maintain local catalog data on all MCNs in active use.	This data is used to— a. Identify items meeting criteria for NSN establishment. b. Determine what will be retained, canceled, or replaced with an NSN.	AR 710-2 (4-4d & e)	Conduct semiannual reviews.
5. The headquarters responsible for the management of supply operations will appoint an ASL review and analysis board. Minutes of the ASL review and analysis board will be approved and signed by the commander or their designated representative.	The review and analysis board assists with managing the ASL by determining additions and deletions of items to the ASL per AR 710-2, paragraph 3-9j and table 3-1.	AR 710-2 (3-9j)	Once appointed, the board meets at least annually.
6. Maintain demand history files for the most recent 12-month period.	Ideally, the demand files are stratified to the end items code (EIC). Maintain demand history files for each Class 2 (including maps), 3 (packaged), 4, and 9 items issued. Items selected for stockage will make up the ASL.	AR 710-2 (4-38g)	Routine
7. The GS/ISSD SSA will not keep stocks, except for repairables repaired by supporting GS maintenance, for DS or other activities that are DSS customers to the national level.	Generally the backup stockage for ASLs is maintained at the national level. As for repairables, a portion of the repair cycle level quantity may be maintained at the GS supply level. Depending on the repair programs of the supporting maintenance activities, some repairables will be stocked at the GS supply level for issue to the DS supply level.	AR 710-2 (4-8)	Routine

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
8. Each item on the ASL must have an assigned SLC.	Record SLCs on the stock accounting record utilizing table 3-1.	AR 710-2 (4-8b)	As needed
9. Each ASL item must have an RO.	The RO is recorded in the stock accounting record. Requisitions for quantities above the RO are not authorized.	AR 710-2 (4-9)	Routine
10. Establish required serial number accounting.	SRA items that meet the criteria in AR 710-2, paragraph 4-43c, require serial number accounting. (1) The OL is based on average annual washouts using the EOQ method. (2) The RCL is based on average annual repairs accomplished. The formula is in DA Pam 710-2-2, appendix G. (3) The RWT is based on average RWT for washout replenishments. (4) The SL is 5 days of supply based on the average washouts.	AR 710-2 (4-38c(7))	Routine
12. Theater reserve items stocked forward in the corps must have— a. Essentiality code of "C." b. Air eligibility code of "1" or "3." c. At least 9 recurring demands in 360 days to qualify and 3 recurring demands to retain as forward stockage.	Items authorized for stockage in the corps forward theater reserve storage activities are ALOC war reserve maintenance related Class 2 and Class 9 supplies. Limit stockage to 30 DOS. Maintain a 12-month demand history file. Ideally, stratify the demand history file to the EIC.	AR 710-2 (5-8)	Review demand history file annually to determine additions and deletions of forward theater stockage.
13. For bulk petroleum products and packaged fuels, maintain stock record accountability for each type and grade of product.	The peacetime operating stocks for Class 3 (bulk) will be locally determined based on maintaining sufficient amounts necessary to allow for economic resupply plus a supply safety level that will sustain— a. Normal peacetime operations for at least 5 days. b. Oil burning utilities for at least 30 days of the coldest experienced weather, unless 30 days of an approved alternate fuel is available.	AR 710-2 (4-21a & g)	Routine
14. When approved, account for ORF material on an SSA SRA.	The accountable property officer ensures on hand ORF is located in maintenance support areas. Use the highest customer FAD to requisition ORF for initial issue or replacement.	AR 710-2 (4-13)	Routine
15. Commanders authorized a stock record account may authorize establishing a CANN PT.	In CONUS, the CANN PT is a part of the installation supply division. For OCONUS, it is part of the corps or TAACOM MMC. A responsible officer must be appointed to ensure— a. The only items put into the CANN PT were directed by the NICP to be disposed. b. Removal actions directed by a strip list are accomplished before transferring the item into the CANN PT. c. Items put into the CANN PT contain repair parts, components, or assemblies applicable to supported end items. d. Customer withdrawal of CANN PT items is only for those items the customer is authorized to remove, replace, or repair.	AR 710-2 (3-13 & 4-32)	Furnish customers a quarterly listing of items available for cannibalization.

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	<p>e. Transfer items to DRMO when cannibalization actions are complete.</p>		
<p>16. Maintenance support activities authorized a shop stock will maintain shop stock assets on a record of demands.</p>	<p>The maintenance shop supply section will record demands to determine if repair parts and consumables qualify for stockage as shop stock. Items must have 3 demands in a control period to qualify for shop stock and one demand to retain.</p>	<p>AR 710-2 (2-23a, b, d &amp; 4-20b)</p>	<p>Control period for Active Army is 180 days, for ARNG and USAR it is 360 days.</p>
<p>17. Manage shop stock inventory.</p>	<p>The shop officer ensures—</p> <p>a. Periodic inventories are conducted to verify on hand shop stock items meet stockage criteria. Delete items from stockage when they fail to have at least one demand in the last control period unless they support either valid seasonal requirements or requirements peculiar to nonstandard equipment.</p> <p>b. Excess is turned in within 10 days after determination.</p> <p>c. Updated shop stock lists are prepared for the unit commander's approval after completion of the inventory.</p> <p>d. An updated shop stock listing is provided to the SSA.</p> <p>e. Stockage of CCI repair parts authorized for diagnostic purposes requires—</p> <p>(1) Temporary loan hand receipting procedures from the SSA.</p> <p>(2) Tracking assets with SIMS-X reporting.</p> <p>f. No one individual will perform duties as a material repairer and shop stock clerk at the same time.</p> <p>g. Causative research will be conducted if discrepancies of small arms parts are discovered.</p>	<p>AR 710-2 (2-23j)</p>	<p>Conduct inventories during scheduled reviews, quarterly for Active Army and semiannually for ARNG and USAR.</p> <p>As needed</p>
<p>18. Stockage of Class 9 items as bench stock by activities authorized to perform general support maintenance requires approval by the maintenance officer.</p>	<p>Bench stocks are low cost, high use, nonrecoverable consumable Class 2, 3 (packaged), 4, and 9 (less components) items used at an unpredictable rate. Small arms parts (coded CIIC N) will not be stocked in bench stock. Sensitive items will be inventoried in accordance with table 2-1, paragraph i.</p>	<p>AR 710-2 (2-24)</p>	<p>Semiannually approve bench stock lists and review replenishment tags.</p>
<p>19. Limit stockage for GS programmed maintenance repair parts to 60 DOS plus one RWT.</p>	<p>Turn in all unused serviceable repair parts from the GS maintenance program within 60 days after completion of the program.</p>	<p>AR 710-2 (3-9d)</p>	<p>As needed</p>
<p><b>H. Storage operations</b></p>			
<p>1. A stock location system will be set up at each storage activity.</p>	<p>Record location and condition for each stocked line. Stock accounting system must be able to record multiple locations by condition for each stocked line. Comply with DOD 4145.19-R-1 for uniformity of policies, procedures, and methods.</p>	<p>AR 710-2 (4-27b)</p>	<p>Routine</p>

**I. Inventories and inventory adjustments**

**Table B-5**  
**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Conduct special inventories to maintain accountability.	Special inventories are conducted when— a. A negative on hand balance is recorded. b. A material release denial occurs. c. A location survey finds an item in an unrecorded location or in an incorrect location. d. There is evidence of forced or unauthorized entry. e. Directed by the commander or accountable property officer.	AR 710-2 (4-28c)	As needed. Post results to SRA within 3 workdays after completion of an inventory.
2. Inventory controlled items by serial number. Controlled items in bulk storage are inventoried by type and quantity based on the outside markings on sealed containers.	Controlled items are those annotated in AMDF contained in FED-LOG with a CIIC of “1-6,” “8,” “9,” “N,” (firearms) “P,” “Q,” “R,” “S” or “Y” (night vision devices and navigation systems (GPS)). Ammunition will be inventoried by type, quantity, lot number, and if applicable, serial number. When there is evidence of tampering with bulk storage of controlled items or of ammunition and explosive items rigged or preconfigured for rapid deployment, dismantle the containers and immediately inventory the contents by serial number and/or lot number.	AR 710-2 (4-28d)	Monthly for A&E preconfigured for deployment. Quarterly for other sensitive items (excluding classified COMSEC equipment).
3. Inventory bulk petroleum products for each type and grade of product.	A DA Form 5831-R (Petroleum Product Inventory Control or local Sheet) equivalent form as per DA Pam 710-2-1 is used to record individual storage tank inventories. Monthly inventories are volume corrected per AR 710-2, paragraph 3-29r. Prepare a Monthly Bulk Petroleum Accounting Summary using DA Form 4702-R. Allowable losses or gains of gasoline, jet fuels, and AVGAS is plus or minus 1 percent of opening inventory plus the month's receipts. The allowance for other petroleum is plus or minus half of 1 percent.	AR 710-2 (4-28o)	a. Each day of activity (an issue or receipt) for a bulk fuel storage tank. b. Weekly if no daily activity has occurred figured on a 7-day period. c. Monthly. Annotate the MPBAS report to reflect quantity on hand as of 0800 hrs local time, last day of the month in accordance with AR 11-27
4. Inventory discrepancies are adjusted based on whether—  a. There is evidence of negligence.  b. The items are sensitive.  c. The items are CCI.  d. The items are negotiable media.	Report inventory adjustments to the appropriate asset reporting system and make adjustments. a. When negligence or willful misconduct is known or suspected, initiate a DA Form 4697 or DD Form 362 per AR 735-5. b. Verified losses of sensitive items (CIIC 1-6, 8) other than small arms ammunition require initiating a DA Form 4697 (Report of Survey). c. Losses of CCI require the submission of an incident report per TB 380-41 or DA Pam 380-2, respectively. d. Initiate a report of survey or an AR 15-6 investigation for adjustments of negotiable media.	AR 710-2 (4-28f through j & o); AR 735-5 (14-29)	Initiate upon discovery of a discrepancy.

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<p>e. The items are ammunition.</p> <p>f. The item is bulk-stored fuel.</p> <p>g. The extended line item value is \$1,000 or less and there are no controlled items or negligence involved.</p> <p>h. The discrepancy was not covered above (5a through g).</p>	<p>e. For discrepancies involving ammunition (per AR 710-2, paragraph 3-24m) and explosives, commanders will initiate an AR 15-6 investigation for overages and shortages of the amounts listed in AR 190-11, appendix E.</p> <p>f. Petroleum gains or losses beyond allowances (per AR 710-2, paragraph 3-24r) are adjusted by submitting the MBPAS with applicable supporting documents, report of survey, and causative research documents for approval by the next higher commander. Disapproval of losses automatically requires initiation of a report of survey. Disapproval of gains requires an AR 15-6 investigation.</p> <p>g. Discrepancies not involving controlled items identified in AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "N" (firearms), "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) or negligence and are \$1,000 or less are not reported for inventory adjustment approval. Post the adjustment to the accountable record. Include the adjustment in the annual inventory adjustment rate.</p> <p>h. These discrepancies are adjusted by using an IAR. After completion of an inventory, forward IARs to the approving authority within 30 days per AR 735-5, paragraphs 14-28.</p>		
<p>5. Conduct causative research for inventory discrepancies involving controlled items identified in AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "N" (firearm), "P," "Q," "R," "\$" or "Y" (night vision devices and navigation systems (GPS)) or adjustments over \$1,000 in extended line item value or when no cause can be found. Shortages of CCI are reported per DA Pam 25-380-2.</p>	<p>The stock record officer completes an internal investigation within 30 days to determine what caused the discrepancy. Record the results of the research on the reverse side of the IAR. Initiation of action per AR 15-6 or AR 735-5 is mandatory when negligence is determined to be the cause of the discrepancy.</p>	<p>AR 710-2 (4-28k); AR 735-5 (14-29g)</p>	<p>Immediately upon discovery of a discrepancy.</p>
<p><b>J. Asset reporting</b></p>			
<p>1. Report inventory adjustment to appropriate asset reporting system.</p>	<p>Inventory adjustments result from receipts, issues, transfers, losses, or inventory discrepancies. After making adjustments to the stock record account, update the appropriate asset reporting system.</p>	<p>AR 710-2 (3-24g); (4-28)</p>	<p>As needed</p>
<p>2. Use the following vertical management information reports to manage assets:</p> <p>a. SIMS-X. SSAs will report the status of RICC "8" items when the quantity on hand, due-in, or due-out changes or whenever the condition code, stockage code, or RO changes.</p> <p>b. CBS-X. All on hand balances of MTOE/TDA RICC 2, A, B, C and Z items must be documented in the CBS-X reports.</p>	<p>a. Transmit SIMS-X reports (DIC of "DZA") to the appropriate NIPC. Where applicable provide information copies to the TAMMC.</p> <p>b. Submit to AMC LOGSA all SSA level transaction data extracted from the voucher or document history file. The DA minimum goal for CBS-X compatibility is 98 percent.</p>	<p>AR 710-2 (6-21d); AR 710-3 (ch 3)</p> <p>AR 710-2 (3-31d(2)); AR710-3 (ch 7)</p>	<p>As needed</p> <p>Weekly</p>

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
3. Establish local files of DODSASP, DOD RATTs, and CCI transactions.	Establish local procedures for monitoring the status of such items within the supported area. Interface with the DA Central Registry to track shipments, respond to serial number inquiries, to update data, and so on.	AR 710-3 (ch4, sect II, IV & V)	As needed
4. Submit the following applicable petroleum reports:  a. Bulk Petroleum Storage Facilities Report to USAPC-RCS DD-MIL (A) 506 (CONUS and OCONUS).  b. Bulk Petroleum Storage Facilities Report to USAPC-(CONUS) AMC 830. c. Bulk Petroleum Terminal Message Report to DFSC-RCS DLA(W) 1884 (DFSC).  d. Source Identification and Ordering Authorization Control Record to DFSC-RCS DLA (M) 1882 (DFSC).  e. Defense Energy Information Systems Report (DEIS I and DEIS II) to ACOM/ASCC/DRU HQ-RCS DD-MM (AR) 1313.	Military activities are required to submit data on bulk petroleum as indicated: a. This report applies to activities with a 500-barrel capacity or more, either singly or in manifold configuration. b. Submit this report only upon request by USAPC. c. This report applies to Army petroleum terminal, terminal complex or tanker serving in the capacity of floating storage having custody of DLA-owned product. This report will be submitted in either message or punch card format to Defense Fuel Supply Center in accordance with DOD Manual 4140.25-M, paragraph 209.8. d. Army activities that receive SIOATH to order fuels from an industrial source are required to submit an on-order, but undelivered, SIOATH Control Report (see DOD 4140.25-M). e. Submit individual activity reports to ACOM/ASCC/DRU HQ per AR 11-27 by the Army DEIS Data Entry System (ADDS).	AR 710-2 (4-47d(10))	a. Every 3 years.  b. Annually upon request.  c. Weekly    d. Monthly    e. Monthly
5. TAV data	TAV will ultimately provide a database sufficient for management of most material. When it is fully fielded, some reports, such as SIMS-X, DODSASP, and so forth, may no longer be required. At that point, DS/GS units will be directed to ensure TAV records are kept current for use in asset management.		

**K. Issues**

1. Process material release orders based on the priority and date of pack.	a. The objective is to make stock available for release to transportation or to customers as follows: (1) Within 1 day for PD 01-08 requests. (2) Within 2 workdays for other requirements. b. Select stock with the oldest date of pack first unless requirements are for more current dates of pack.	AR 710-2 (3-25a)	Routine
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**L. Materiel returns policy**

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. When net asset position exceeds the RO, cancel all dues-in.	The net asset position consists of the quantity on hand (regardless of condition) plus quantities due-in minus due-out. Submit a request for cancellation of all dues-in and then unserviceable and serviceable assets reduced respectively until the net asset position is to equal the RO. There is no retention limit for repairables. The RO may be adjusted to the nearest unit pack quantity.		As needed
2. Conduct periodic material returns reviews.	After updating the demand history file, review all ASL and NSL assets to identify material returns for turn-in. TAV provides visibility over assets and requirements. This enables managers to determine whether to use the assets through attrition, to make command redistribution and referrals or to turn-in assets to the supply system in accordance with the TAV business rules of paragraph 3-31 <i>i</i> . For NSL items, all on hand assets will require disposition. Request disposition instructions on all material returns except for ARI.	AR 710-2 (4-31a)	Reviews for excess— a. Each day activity occurs for ARI and SIMS-X items and repairables with a RC of "F," "H," "D" or "L." b. Monthly for all other items.
3. Transfers of organization and installation property are directed by the commander having command jurisdiction over both the losing and gaining organizations.	Direct and approve lateral transfers of property between subordinates. Specify minimum acceptable condition codes and maintenance standards. Arbitrate acceptance conflicts.	AR 710-2 (2-13a)	As needed
4. Initiate disposition actions as outlined in AR 710-2, table 4-1 to purge the supply system of excess or condemned material.	Table 4-2 applies to an SSA that does not interface directly with the national level. Table 4-1 applies to all SSAs that interface directly with the national level.	AR 710-2 (4-31a); AR 725-50 (7-9a)	As needed
5. Efforts will be made to identify non-cataloged, nonstandard commercial excess items to an NSN.	As a minimum, determine the complete item description and end item application, before turn-in.	AR 710-2 (4-31c)	As needed
6. Report Army-owned excesses of bulk and packaged fuels of 500 gallons per product by grade.	Within CONUS commands, notify the DOL of excess by type of product, quantity, exact location of product, and latest laboratory test results. In overseas commands, provide the same information through command channels to the servicing DFSC regional office or the JPO.	AR 710-2 (5-24b)	As needed
7. Report excesses of packaged oil and lubricants to DGSC.	Disposition instructions for serviceable or economically repairable packaged products, containers, and related items are determined by DGSC. Do not report items to DGSC that are of less than stated value, noncataloged items, locally assigned MCNs, or uneconomically repairable. Transfer these items to the servicing DRMO following the "two-person-rule."	AR 710-2 (5-24c)	As needed.

**M. Evacuation/Retrograde**

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Material declared excess to the unit will be prepared for shipment using the material release order.	Select stock for shipping based on oldest date of pack. For items requiring disposition instructions from NICP, complete the turn-in within 10 days after receipt of instructions. If organic transportation is used, schedule the shipment to arrive at its destination within 10 days; otherwise release the material to transportation within 3 days after producing the MRO.	AR 710-2 (3-27a & b)	As needed
2. Evacuate excess or unserviceable ARI without requesting disposition instructions.	<p>a. The ARI code in AMDF contained in FEDLOG identifies items as ARI and dictates the shipping priority. Mark shipping documents and containers with "ARI" and segregate from other items in the shipment.</p> <p>b. Evacuate—</p> <p>(1) Unserviceable ARIs to maintenance activities designated on the ARIL when the item is beyond the repair capability/capacity of GS maintenance.</p> <p>(2) Serviceable ARIs to the nearest area oriented depot or supporting national designated equipment redistribution facility.</p>	AR 710-2 (4-33b); AR 725-50 (7-16)	Evacuate ARI within 10 days after determining the need to ship the item.
3. Evacuate unserviceable non-ARI repairables based on the recoverability code and maintenance repair code contained in AMDF contained in FEDLOG.	<p>a. If the MR code is "D" or "L" and the item is classified as unserviceable but repairable, then evacuate the unserviceable repairable to the appropriate depot level repair facility. Ship the material following MRO procedures using DD Form 1348-1A.</p> <p>b. If the RC is "D" or "L" and the item is classified as uneconomically repairable or condemned, then request disposition instructions from the national source of supply.</p>	AR 710-2 (4-35b)	As needed
4. Document shipping transactions based on whether organic or non-organic transportation is used.	<p>In both cases, upon releasing the shipment to the carrier, the DD Form 1348-1A must be annotated with the date shipped and any of the following shipment numbers: TCN, GBL, CBL, AWB, insured or registered parcel post number, or the transport's tail or bumper number.</p> <p>a. When organic transportation is used—</p> <p>(1) Do not use transportation documents.</p> <p>(2) Provide the carrier copy number 6 of the DD Form 1348-1 as a manifest.</p> <p>b. When non-organic transportation is used, then prepare transportation documents and copy number 6 of DD Form 1348-1 as directed by the supporting transportation officer.</p> <p>c. Classified COMSEC material will be documented for transfer and shipped through Defense Courier Services (DCS) channels per TB 380-41.</p>		

**N. Disposal**

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
<p>1. Disposition of items classified as condemned or non-economically repairable is based on a combination of—</p> <p>a. The recoverability code of the item.</p> <p>b. Also, whether the item is designated as an ARI.</p>	<p>Before transferring an item to DRMO, use the “two-person-rule” to ensure that no requirement exists for the item. Use a DD Form 1348-1A as a disposal release order to transfer items to the DRMO. Send a disposal release followup (DIC of “AKJ”) to the storage site when a disposal release confirmation has not been received within 10 days after forwarding the initial DRO. Final disposition actions are as follows:</p> <p>a. Condemned and uneconomically repairable items with an RC of “O,” “F,” “H” or “Z,” and not ARI are transferred to the DRMO.</p> <p>b. If the RC is “A,” then special disposition actions must take place due to precious metal or hazardous material content. Comply with the disposition instructions in the applicable manuals or directives.</p> <p>c. If the item is ARI, then evacuate it to the closest maintenance facility per the ARIL and submit an automatic return notification (DIC of “FTA”) to the appropriate national inventory control point.</p> <p>d. If the item is not ARI and has an RC of “D” or “L,” then request (DIC of “FTE”) disposition instructions from the next higher source of supply.</p>	<p>AR 710-2 (table 4-1); AR 725-50 (7-15a, 8-4, E-a &amp; b)</p>	<p>As needed</p>
<p>2. If a CANN PT is established, determine if items approved by the NICP for disposal should first be put into the CANN PT.</p>	<p>a. Items put into the CANN PT must contain repair parts, components or assemblies applicable to supported end items.</p> <p>b. Removal actions directed by a strip list are accomplished prior to completing transfers of items to the CANN PT.</p> <p>c. Transfer items to DRMO when cannibalization actions are complete.</p>	<p>AR 710-2 (4-32)</p>	<p>As needed</p>

**O. Adjustments for lost, damaged, or destroyed property**

<p>Determine approval authority for IARs from stock record activities for forward positioned prepositioned war reserve stocks in the corps or TAACOM.</p>	<p>Determination of approval authority is based on an average RO dollar value of the four most recent SARSS “Quarterly Stratification Reports” and the dollar value of the IAR. Apply the criteria in AR 735-5, paragraph 14-29I, to determine the approval authority.</p>	<p>AR 735-5 (14-29I)</p>	<p>As needed</p>
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**P. Petroleum management**

<p>1. Installations and commands will estimate and submit fuels requirement and necessary delivery conditions. Submit estimated mobilization or activation fuel requirement as necessary to USAPC.</p>	<p>Installations and commands will submit estimated peace fuel requirements on a regular submission schedule as prescribed.</p>	<p>AR 710-2 (4-21e)</p>	<p>As needed.</p>
<p>2. Adequate controls to monitor petroleum receipt from commercial contractors.</p>	<p>a. Ensure a qualified Government representative is present to properly receive all bulk (truckload) petroleum deliveries.</p>	<p>AR 710-2 (4-25a)</p>	<p>As needed</p>

**Table B-5**

**Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
	b. Ensure automatic fill-up and degree-day deliveries of heating fuel are monitored to put delivery vendors "at risk."		
3. Maintain control on issue and use of GSA credit cards and DOD AVFUEL Identaplates.	<p>a. Credit cards will be issued on a temporary basis and local commanders will publish guidance and control procedures.</p> <p>b. All credit cards and identaplates will be secured in accordance with AR 190-51 and controlled through property book procedures and control logs.</p> <p>c. Government credit cards and identaplates are authorized only when DOD facilities or into-plane fuel contracts are not available. The using unit will review and validate credit card transactions.</p>	AR 710-2 (2-36; 4-40)	As needed
4. Establish and maintain effective petroleum quality surveillance and technical assistance programs.	<p>a. CONUS commanders will accomplish quality surveillance of both bulk and packaged petroleum products in accordance with DA Pam 710-2-1 and USAPC guidance.</p> <p>b. OCONUS commanders will accomplish quality surveillance programs in accordance with DA Pam 710-2-1 and MIL-STD-3004.</p> <p>c. All commanders will ensure an effective petroleum operational surveillance is maintained to ensure safe delivery of acceptable fuel into vehicles and aircraft.</p> <p>d. All new construction, upgrades, or modification of petroleum facilities will be submitted to USAPC for review and technical assistance to help ensure they meet technical and regulatory requirements.</p>	AR 710-2 (4-29)	As needed

**Section II: Hazardous Materials Management**

**A. General**

Implement the Hazardous Materials Management Program.	<p>a. Provide assistance to customers on the proper requisitioning, receipt, handling, storage, use, and disposition of HAZMATs and on mandatory reporting requirements.</p> <p>b. Assist in obtaining Material Safety Data Sheets (MSDSs).</p> <p>c. Ensure efforts are taken to minimize the use of HAZMATs to meet the HQDA-established hazardous waste reduction goals.</p>	AR 710-2 (1-30); AR 200-1 (chapter 4); TM 38-410	As needed
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**B. Requisitioning**

Review all local purchase requests for HAZMATs.	When commanders are given the latitude to locally purchase HAZMATs, they will establish procedures to report such purchases to the installation HAZMAT. See AR 710-2, paragraph 1-30b.	AR 710-2 (4-16a)	As needed
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**C. Receipt processing and storage**

1. Identify HAZMATs to ensure appropriate handling.	Identify HAZMATs received.	AR 710-2 (1-31a); TM 38-410	As needed
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**Table B-5****Supply support for installations, U.S. property fiscal office, strategic communications facility, TDA activities, and supply units or activities providing general support to DSU supply operations—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
2. Ensure access to appropriate storage, safety, and health data.	MSDSs must be readily available to assure proper handling, storage, and emergency response preparedness.	AR 710-2 (1-30b); AR 700-141	As needed
<b>D. Issue procedures</b>			
Ensure health and safety is safeguarded when issuing HAZMATs.	Provide assistance in acquiring MSDSs.	AR 710-2 (1-30a & b) AR 700-141	As needed
<b>E. Asset reporting</b>			
Provide reports on HAZMATs.	Provide necessary information to respond to HQDA, Federal, State, DOD, and local HAZMATs reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-28a and 1-31g)	As needed
<b>F. Excess management and disposal</b>			
Turn in excess HAZMATs.	Expediently process unit and activity turn-ins of HAZMATs to minimize safety hazards in the workplace and to maximize the potential for transfer, recycling, and/or reutilization. Maintain close coordination with supporting environmental office and Defense Reutilization and Marketing Office (DRMO) to expedite the removal of excess HAZMATs.	AR 710-2 (1-30c); AR 200-1 (5-9d)	As needed

**Table B-6****ACOM/ASCC/DRU level**

Regulatory requirement	Administrative procedures	Reference	Frequency
<b>A. General</b>			
1. When regulatory guidance is not clear, request clarification. Also, evaluate subordinate's request for clarification and provide instructions or send to higher HQ for clarification.	Send requests through command channels in accordance with applicable Army regulation.	AR 710-2 (1-4d(1) & 1-7a)	As needed
2. Deviation from supply policy requires approval from HQDA. Also, evaluate subordinate's request for deviation authority and forward to HQDA for approval.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-4d(2) & 1-7b); AR 735-5 (8-2)	As needed
3. Identify and report supply constraints. Also, evaluate subordinate's report of supply constraint and provide instructions or send to higher HQ for resolution.	Report to the higher command when constrained for any reason from submitting requests or requisitions for supply classes 2, 3 (packaged), 4, 7, 8, or 9. ARNG or USAR units are not required to submit reports of supply constraint for un-financed requirements when already identified through budget submissions. Submit reports in accordance with AR 725-50.	AR 710-2 (1-4d(3) & 1-9); AR 725-50 (1-7)	As needed
4. Implement a Command Supply Discipline Program (CSDP).	Designate a CSDP coordinator to oversee the CSDP. Make necessary additions to tables B-1 through B-5 as needed to make requirements more complete. Place emphasis on eliminating repeat discrepancies.	AR 710-2 (-10e & app B)	See table B-7

**Table B-6**  
**ACOM/ASCC/DRU level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
5. Verify administrative information for each DODAAC assigned is correct.	Ensure that the DOD Activity Address Directory (DODAAD) contains current and complete information.	AR 710-2 (1-24)	Whenever a unit is added, changed, deleted, or changes location.
6. Implement the Hazardous Materials Management Program.	<ul style="list-style-type: none"> <li>a. Provide guidance to subordinate elements on the proper identification, requisitioning, receipt, handling, storage, use, and disposition of HAZMATs and on mandatory reporting requirements.</li> <li>b. Assist subordinate elements in obtaining Material Safety Data Sheets (MSDSs).</li> <li>c. Monitor installation progress toward achieving HQDA-established hazardous waste reduction goals.</li> <li>d. Recommend non-hazardous or less hazardous substitutes be used instead of HAZMATs by installations and activities.</li> <li>e. Ensure that installation Procurement Offices monitor local purchase requests that specify the acquisition of HAZMATs.</li> </ul>	AR 710-2 (1-29); AR 200-1 (6-6); AR 700-141	As needed
7. Designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations.	<ul style="list-style-type: none"> <li>a. A joint IRC/DRB and supporting materiel management center (MMC) review will be conducted at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirement, and procedures to identify and expeditiously fill any shortfalls.</li> <li>b. Periodic reviews of IRC/DRB Class 9 status will be a topic in organizational materiel readiness reviews (MRRs).</li> <li>c. A joint IRC/DRB and supporting MMC review will be conducted as soon as possible after deployment notification to adjust Class 9 requirements as necessary based on the specific deployment scenario and to immediately address any remaining Class 9 shortfalls through cross-leveling and/or requisitioning using the highest allowable issue priority.</li> </ul>	AR 710-2 (1-5u, 2-20e, and 3-2j)	As needed.
7. Establish standard operating procedures.	<ul style="list-style-type: none"> <li>a. Establish local SOPs to establish positive controls to support supply STAMS's transaction history files and document history files when using the Internet to requisition material.</li> <li>b. These SOPs will address the requirement for the requisitioning headquarters to make sure they can pay the bill.</li> </ul>	AR 710-2 (1-4e(2), 1-4f(12) & 1-29)	As needed.

**B. Property accountability**

**Table B-6**  
**ACOM/ASCC/DRU level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Determine basic load and discretionary equipment authorizations.	ACOM/ASCC/DRU commanders designate what units will maintain basic loads of Class 1, 2, 3, 4 (type classified only), 5 and 8 (except medical parts) supplies. Specify the quantity and method of establishing the stockage level for each basic load Class of supply. Ensure that ACOM/ASCC/DRU-approved basic loads minimize, to the extent possible, the inclusion of HAZMATs.	AR 710-2 (1-29c, 2-4a, 2-20a & b); AR 200-1 (5-1a(2))	As needed
2. Designate which units will maintain operational loads of Class 3 (bulk) supplies.	Specify the quantity and method of establishing the stockage level for maintaining an operational load of Class 3 (bulk).	AR 710-2 (2-20b)	As needed
3. Determine approval of additions to the PLL pending review of suspected errors with the essentially code in the AMDF contained in FEDLOG.	Requests for review of suspected errors are submitted through command channels to AMC LOGSA. Before forwarding the request, determine whether the using unit should be authorized to stock the repair part in question until a decision is made by USACDA.	AR 710-2 (2-21a)	As needed
4. Determine the average customer wait time (ACWT) to be used in the command for calculating demand support levels.	Establish an ACWT (expressed in days) based upon a representative sample of wait times within the command. Using units will use a 15-day ACWT until a ACOM/ASCC/DRU directed ACWT is established.	AR 710-2 (2-21a)	As needed
5. Authorize using units to take installation property to the field or with them upon change of station.	Requests for approval are submitted by the using unit on a memorandum through command channels to the ACOM/ASCC/DRU DCS, G-4.	AR 710-2 (2-5b)	As needed
6. Authorize maintaining property books at other than parent UIC level.	Requests for approval are submitted through command channels on a memorandum to the ACOM/ASCC/DRU or MUSARC DCS, G-4 or to the ARNG Plans and Policy Branch. ACOM/ASCC/DRU, NGB, or CONUSA approval requires establishing a separate DODAAC and a derivative UIC.	AR 710-2 (2-5c)	As needed
7. Publish instructions for clearing the property book of an organization that is being inactivated or discontinued.	The instructions include provisions for appointing disinterested personnel to verify the accuracy and completeness of the property books and supporting documents. Dispose of property books per AR 25-series.	AR 710-2 (2-5f)	As needed
8. Determine adherence to DA policies with regard to development and implementation of unique automated systems.	Review subcommand property management procedures and operations to enforce compliance with basic supply policies when automated systems are used for property accountability functions such as property book, document registers, hand receipts, and self service supply centers.	AR 710-2 (1-16c)	As needed

**C. Service support management**

**Table B-6**  
**ACOM/ASCC/DRU level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
1. Determine approval to establish a consolidated Organizational Clothing and Individual Equipment (OCIE) issue point.	When there is more than one parent unit within a single battalion, a request to establish a battalion level CIF may be approved by the ACOM/ASCC/DRU so long as a CIF does not already exist on an area support basis.	AR 710-2 (1-4d(9) & 2-14b)	As needed
2. Determine approval to establish a MSSA).	An MSSA is authorized to support a specific mission only when both conditions exist— a. The MTOE or TDA does not authorize an SSA within the operating unit. b. No SSA exist to support the operation.	AR 710-2 (4-18)	As needed

**D. Asset reporting**

Establish central collection and reporting activities to collect and monitor reports manually prepared by users.	Ensure the capability exists for vertical management asset and information reporting between users, retail managers, and national managers when automated reporting does not exist. The required reports are: CBS-X, Registration and Reporting of U.S. Army Vehicles, DODSASP, DODRATTS, CCISP, and TASN-A. Also provide necessary HAZMATs information to fulfill HQDA, Federal, State, DOD, and local reporting requirements. TAV will ultimately provide a database sufficient for management of most material. When it is fully fielded, some reports, such as SIMS-X, DODSASP, and so forth, may no longer be required. At that point, ACOM/ASCC/DRUs will be directed to ensure TAV records are kept current for use in asset management.	AR 710-2 (3-31d); AR 200-1 (ch 5 and 6).	As needed
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**E. Excess management**

1. Transfers of organization and installation property are directed by the commander having command jurisdiction over both the losing and gaining organizations.	Direct and approve lateral transfers of property between subordinates. Specify minimum acceptable condition codes and maintenance standards. Arbitrate acceptance conflicts.	AR 710-2 (2-13a)	As needed
2. Coordinate major item redistribution decisions with AMC.	Redistribution decision of major items requires updating the TAEDP and CBS-X. a. Coordinate with the applicable life-cycle management command (LCMC) within AMC to comply with TAEDP plans.  b. Ensure the MMCs involved in the redistribution inform AMC LOGSA of the completed transaction to update CBS-X.	AR 700-120 (1-4j)	a. For TAEDP, finalize coordination with LCMC before execution as follows:  (1) 180 for days OCONUS commands. (2) 120 days for CONUS commands b. For CBS-X, complete notification within 10 days after execution.
3. A retention level is at CONUS installation level (SARSS activity) and Theater Army for OCONUS.	One year's worth of stock of Class 2, 3p, and 9 consumables (less MRC "F," "H," "D" or "L"), that have six or more annual demands, are authorized to be retained.	AR 710-2 (5-23b)	As needed

**Table B-6  
ACOM/ASCC/DRU level—Continued**

Regulatory requirement	Administrative procedures	Reference	Frequency
4. Designate redistribution facility locations.	ACOM/ASCC/DRUs have the authority to designate the exact location of redistribution facilities within their commands.	AR 710-2 (5-23)	As needed

**Table B-7  
CSDP Evaluation frequency\***

<b>For Active Army divisional units</b>					
Evaluated organizations					
Frequency*	Company	Battalion	Brigade	Sep Brigade or Division	
Quarterly	By Battalion				
Semiannually		By Brigade or Separate Brigade	By Division		
Annually				By Corps or ACOM/ASCC/DRU	
<b>For Active Army non-divisional units</b>					
Evaluated organizations					
Frequency*	Company	Battalion	Brigade or Support Group Commanded by an O-6	SUPCOM, Brigade or Regiment commanded by an O-7	Corps
Semiannually	By Battalion	By Sup Gp or SUPCOM			
Annually			By SUPCOM	By Corps	By ACOM/ASCC/DRU
<b>For TDA organizations</b>					
Evaluated organizations					
Frequency*	Primary Hand Receipt Holder or Supervisor	PBO	Installation Stock Record Account (SRA)	Installation Command	LCMC and UIC Commands with PBO
Semiannually	By Immediate Supervisor				
Annually		By Installation or Immediate Supervisor	By Immediate Supervisor		
Biennially				By the LCMC or ACOM/ASCC/DRU	By the ACOM/ASCC/DRU
<b>For TRADOC Organizations</b>					
Evaluated Organizations					
Frequency*	Training Brigade Company	Training Brigade Battalion	The Training Brigade	School Directorate	Installation
Semiannually	By Training Brigade Battalion	By Training Brigade			
Annually			By the Installation		
Biennially				By the ACOM/ASCC/DRU	By the ACOM/ASCC/DRU
<b>For ARNG Organizations</b>					
Evaluated Organizations					
Frequency*	Company	Battalion	Brigade, ACR or Group	Separate Brigade or Division	USPFO or STARC

**Table B-7**  
**CSDP Evaluation frequency\*—Continued**

Annually	By Battalion	By Brigade, ACR or Group			
Triennially			By Division or STARC	By STARC	By NGB

**For USAR Organizations**

Evaluated Organizations

Frequency*	Company	Battalion	Brigade, ARC/Group, GOCOM	MUSARC	
18 Months	By Battalion	By Brigade, ACR, Group or GOCOM	By MUSARC		
Biennially				By FORSCOM	

Notes:

\* The Frequency of evaluation is separately addressed for seven different types of force structures: divisional, nondivisional, TDA, TRADOC, ARNG, and USAR. The table displays the minimum requirements for how often certain organizations are evaluated and by whom. Not included, but still required, is the semiannual evaluation of DS and GS stock record account supply operations (that is, DISCOM evaluates supply operations of the FSB, MSB, and DMMC).

## **Appendix C**

### **Petroleum Quality Surveillance and Technical Assistance Program**

#### **C-1. Petroleum Management Programs**

The Petroleum Quality Surveillance and Technical Assistance Programs consist of the following:

- a.* Quality Surveillance Program.
- b.* Petroleum Technical Assistance Program.
- c.* Operational Surveillance Program.
- d.* Air Pollution Abatement Program (APAP).
- e.* Petroleum Laboratory Certification.
- f.* Engineering Technical Review Program.
- g.* Underground Storage Tank Program.

#### **C-2. CONUS commanders**

The CONUS commanders provide necessary information, equipment, and manpower available within their resources to assist the coordinating USAPC personnel in accomplishing the requirements of these programs. Upon request, USAPC will provide assistance to overseas commanders coordinating the above.

#### **C-3. Defense Contract Management Command regional commanders**

Defense Contract Administration Services (DCMC) regional commanders inspect and accept petroleum in CONUS. Other branches of services have comparable responsibility for overseas. The overall policies and procedures in and DOD Manual 4140.25-M apply. These policies will be observed by appropriate Army activities in support of procurement inspection worldwide. Inspection reports will be prepared and distributed according to DOD Manual 4140.25-M, appendix I.

#### **C-4. Quality Surveillance Program**

- a.* This program is conducted to—
  - (1) Ensure the quality of product supplied from commercial sources directly to U.S. Army, ARNG, and USAR units.
  - (2) Maintain the quality of Army-owned petroleum products and containers.
  - (3) Provide support to DLA in accordance with DOD 4140.25 for testing and reporting of test results on samples submitted by DLA.
- b.* The Quality Surveillance Program unless otherwise specified in the regulation, will be conducted on—
  - (1) All bulk petroleum, packaged products, and containers at the frequencies established in MIL-STD-3004, or more frequently if desired for closer surveillance or when directed by USAPC.
  - (2) All packaged products on hand or in storage. These products will be inspected every 90 days to determine if each product is within shelf life usability and to determine container condition. Quality surveillance of packaged petroleum will be conducted in accordance with procedures outlined in DA Pam 710-2-1, chapter 12.
  - (3) All products identified for shelf life update testing. These results will be reported to USAPC before submitting any samples to designated labs. Activities are required to maintain Standing Operating Procedures (SOP) to ensure proper package petroleum management. Products must be checked against the DOD Quality Status List (QSL) during required inspections. Products with expired shelf life that are not listed on the QSL should be reported to USAPC before submitting samples to a designated laboratory. When products are identified for shelf life update, those products will not be used until the laboratory analysis indicates the product meets use limits. USAPC Product Deficiency Investigation (PDI) messages, which identify deficient items, will be kept on file for 1 year from date of release. New receipts of products will be screened for items reported in these messages and, if received, will be reported to USAPC.
- c.* The Quality Surveillance Program will be established worldwide for both bulk and packaged products. This program applies to all bulk petroleum supplied by commercial sources under DLA regional type contracts, procured locally, or received from Army, other military services, or DLA depot stocks.
  - (1) In CONUS, USAPC will establish a CONUS sampling schedule. Also, USAPC will provide the submitting activity detailed sampling instructions upon request, advise the submitting activity of the test results, and determine if additional quality surveillance samples need be requested for testing.
  - (2) Commanders of overseas commands will establish a sampling schedule at the frequencies established in MIL-STD-3004 or more frequently, if desired.
  - (3) The commander of the activity required to submit samples under this program will ensure that a petroleum supply specialist is assigned to take product samples and maintain a sample log for all samples submitted. The log will indicate assigned sample numbers, sample history, and test results. Samples will be taken from delivery conveyances of commercial product sources and submitted according to DA Pam 710-2-1, tables 12-3 and 12-4 for each contract, including local purchases totaling more than 10,000 gallons annually.

(a) The fuel sample containers will be procured by the submitting activity. Care must be taken to ensure containers are maintained in a usable condition.

(b) A DA Form 1804 (Petroleum Sample Tag) is completed and attached to each sample submitted for laboratory testing.

(c) Samples of products are forwarded to the laboratory designated within 72 hours after the sample is taken.

(4) Stocks of motor and aviation fuels at using activities are usually consumed in relatively short periods of time. The unstable character of these products warrants special precautions to prevent damage to equipment. Motor, aviation fuels, and heating fuel will be tested according to MIL-STD-3004. More information on testing, performance requirements, and instructions of a general nature are given in MIL-HDBK-114. Fuel samples will be forwarded to the supporting laboratory unless otherwise directed.

(5) All dormant stocks of Army-owned bulk petroleum will be rotated before deterioration occurs beyond acceptable use limits. This guidance and procedures apply worldwide. When test results indicate deterioration trends, stocks will be rotated and consumed while the product is still within specification limits. A report indicating fuel type and problems experienced will be forwarded to USAPC, ATTN: AMSTA-LC-CJPL, New Cumberland, PA 17070-5008.

(6) The specifications for fuels are occasionally revised and updated. If a revision results in significant changes in quality limits, action will be initiated to rotate stock in an economical and timely manner. The replacement product will comply with the requirements of the latest specification revision.

(7) The performance of all filter/separators, regardless of product in service, must be checked every 30 days through the submission of samples. This test will be performed on equipment in operational use. Equipment not in use will be tested when placed in service and then every 30 days thereafter if in continued use. Sampling procedures will be according to instructions provided in the particulate contamination test kit or ASTM D-2276. Samples will be submitted to the supporting USAPC laboratory as listed in paragraph C-14 or a certified laboratory. If a sample shows unsatisfactory performance, the submitting activity will be notified by telephone of the failure and advised of necessary corrective action.

(8) To conserve energy, fuel draining should be used to the maximum degree possible. Accordingly, authority is granted to reuse all drained petroleum fuels in authorized vehicles if the below conditions are met—

(a) All drainage must be received into, stored in, and issued from a segregated system for each product. When accumulations equal or exceed 500 gallons in a single tank, a sample will be taken and forwarded to the supporting laboratory for analysis. No additional drainage will be added until results are known.

(b) Aviation fuels that have been removed from aircraft fuel tanks will pass through a filter separator. These fuels may go directly into a storage tank or refueler vehicles unless contamination is suspected. In this case, the product will be isolated and samples submitted to the supporting laboratory for testing. All aviation fuel dispensing equipment and facilities will be sampled and tested according to procedures in FM 10-67-1.

(c) To evaluate the capability of the petroleum handling system of the activity and to safeguard product quality, periodic samples will be submitted for testing from storage/holding tanks to the appropriate laboratory. Products need not be held, pending receipt of test results, unless product contamination is suspected.

(9) Lubricating oil drained from vehicles, aircraft, or stationary engines will be recovered and disposed of according to appendix D.

(10) Filtration of aviation and ground fuels into end/consuming item is mandatory. Aviation fuel bulk loading facilities and all aviation and ground refueling vehicles will be equipped with a filter separator. Retail dispensing pumps for ground fuels will be equipped with an in-line filtration system capable of sediment removal to 10 mg/l or less and water removal to 10 ppm or less.

## **C-5. Petroleum Technical Assistance Program**

a. This worldwide program—

(1) Assist in determining that Army-owned products and handling facilities are being managed properly and conducted in conjunction with ACOM/ASCC/DRUs.

(2) Provides Army commanders, at their request, professional technical assistance to resolve problems on receiving, storage, handling, usage, quality surveillance, supply, and distribution of petroleum products.

(3) Provides assistance in the design, construction, maintenance, and repair of petroleum facilities and dispensing equipment.

(4) Applies to all U.S. Army installations, ARNG, and USAR units.

b. The Technical Assistance Program will be conducted in CONUS by USAPC. Upon request, USAPC will provide assistance to overseas commands.

(1) USAPC will—

(a) Establish an effective technical assistance visit program to assist ACOM/ASCC/DRUs, the ARNG, and USAR commanders to determine whether their installations are adhering to established petroleum policies and procedures. These policies and procedures relate to the procurement, supply, receipt, storage, distribution, handling, accounting for, and use of petroleum products.

- (b) Coordinate technical assistance program schedules with the ACOM/ASCC/DRUs, ARNG, and USAR.
  - (c) Provide a representative to serve as a member on the command team effort.
  - (d) Provide technical assistance visits to installations when requested by the installation's command headquarters.
- (2) Each ACOM/ASCC/DRU will provide USAPC with annual schedules of logistics review or inspection teams and aviation accident prevention survey team visits to installations.

### **C-6. Operational Surveillance Program**

This program provides essential quality surveillance services to commanders. It ensures delivery of acceptable product for use in military equipment by application of proper handling and control measures and enables collection and reuse of products to the maximum degree possible. Properly used, it can provide a positive method for both monetary and energy savings.

### **C-7. Air Pollution Abatement Program**

The APAP program provides a testing service to CONUS commanders whereby they can comply with air pollution abatement standards established by law and implemented by AR 200-1. It applies to all CONUS Army and ARNG installations and USAR units that use fuel oils in the combustion units of their oil-fired plants.

### **C-8. Petroleum laboratory certification**

a. All Army TDA and TO&E laboratories which test petroleum products must be certified. CONUS laboratories will be certified by the USAPC. OCONUS petroleum laboratories will be certified by an MOS qualified 77L senior noncommissioned officer within their ACOM/ASCC/DRU, or by the USAPC when requested. Certification will include a review of facilities, equipment, methods, and personnel qualifications. Laboratories will not perform testing for the purposes of determining suitability or disposition of petroleum products unless they are certified. CONUS installations are authorized to establish a POL laboratory to test Army-owned bulk petroleum products for usability and perform filter effectiveness test.

b. Certified petroleum laboratories must participate in a DOD correlation program identified by the certifying agency. Laboratories must maintain of seventy percent accuracy for the combined total of all tests performed in accordance with the test protocol in order to remain certified.

### **C-9. Laboratory support**

a. In CONUS, USAPC is responsible for providing laboratory support. Samples will be submitted to the supporting USAPC laboratory listed in paragraph C-15 or a USAPC certified laboratory.

b. The military department assigned responsibility for an area will provide petroleum-testing services for all U.S. military activities in that area.

c. Shipment of samples of Army-owned products will be forwarded according to AR 55-355. The shipping installation is responsible for transportation costs for sample shipment. Products removed as samples will be posted as credit (loss) to an appropriate record.

### **C-10. Aircraft accident**

When fuels or lubricants are suspected of causing an aircraft accident, the activity responsible for investigating the accident (AR 385-40) may request USAPC to provide a representative to serve as a member of the investigating survey team, or for assistance in sampling and testing the suspected product. Accident investigation samples which are submitted to the U.S. Army Petroleum Center should have a Petroleum Sample Tag, DA Form 1804 (Petroleum Sample), attached to the container and clearly indicate that the sample is for aircraft accident testing.

### **C-11. Engineering technical review of petroleum facilities**

New construction or modification or upgrading of petroleum facilities will meet all requirements of applicable regulations, specifications, and safety considerations. To assure that this is done, plans for such construction will be submitted to USAPC for review or technical assistance before such construction. These reports should include, as a minimum, a comprehensive description of the project, its purpose, and the affect the project will have on the future supply of petroleum products to the installation. Also, the report will include, but not be limited to, the following:

a. Requirements and justification for future construction of petroleum facilities being planned; applicable fiscal year military construction.

b. Status of any new facilities or upgrading/modernization projects already in process; the estimated date of completion.

c. All fixed petroleum storage tanks and dispensing systems itemized and currently in use; any deactivated facilities at the installation.

d. Types of dispensing equipment being used to refuel Army aircraft, if applicable, itemized.

e. Description of any petroleum service contracts, including contract period, contractor, contracting office, and purpose and use at the installation.

f. An evaluation of the adequacy of the proposed construction to accomplish the desired operations.

## **C-12. Liquid hydrocarbon fuels to be used in Army fuel consuming material**

a. For the purpose of this regulation the following fuel types apply:

- (1) Primary fuel. A fuel that permits full design performance.
- (2) Alternate fuel. A fuel that provides performance equal to the primary fuel, but may be a restricted item of supply in a tactical area or has environmental limitations. No degradation of performance or service life occurs as a result of the use of an alternate fuel within the prescribed operational range.
- (3) Alternative fuel. Any liquid fuel refined from a naturally occurring or synthetically derived crude that can be substituted for petroleum standard fuels.

(4) Emergency fuel. A fuel used when the primary or alternate fuel is not available. The use of an emergency fuel may result in increased maintenance and/or reduced engine life. Severe performance degradation is permissible when an emergency fuel is used, but it must not destroy the materiel within the operating period prescribed by the designer.

b. Fuels to be used in Army materiel that consume liquid hydrocarbon fuels are limited to the following:

(1) Aviation (AVGAS), grade 100/130 will be used as the primary fuel for all reciprocating engine-powered aircraft. It may also be used as an alternate fuel for other spark ignition engines and an emergency fuel for turbine engines other than aircraft.

(2) Gasoline, automotive, unleaded ASTM D-4814 will be used as the primary fuel for all mobile and stationary ground materiel with spark ignition engines in CONUS. MOGAS, unleaded is the primary fuel for all vehicles equipped with catalytic converters. It will be used as the primary fuel in overseas areas if available and supportable by the logistics system. It is also the primary fuel for portable lanterns and heating and cooking equipment designed to be operated on gasoline.

(3) Gasoline, automotive STANAG 7090 is storage stable and is the motor gasoline to be used in all outside continental United States (OCONUS) theaters of operation and for long-term storage requirements. It is the primary fuel for all mobile and stationary spark ignition, engine-powered ground equipment in overseas areas as unleaded gasoline is generally unavailable. It may be used as the alternate fuel for gasoline consuming portable lanterns, and heating and cooking equipment, and as an emergency fuel for all turbine engines other than aircraft.

(4) Turbine Fuel Aviation MIL-DTL-83133, Grade JP8 is the primary fuel for all Army turbine, engine-powered aircraft. JP8 may be used as an alternate fuel for compression ignition engines.

(5) A-A-52557 diesel oil fuel will be used as the primary fuel for all compression ignition engines and gas turbine engines other than those in aircraft systems. For OCONUS, JP-8 may be designated as the primary fuel.

c. In instances of nonavailability of fuels cited above, it may be necessary to use other military or commercial fuels. The use of these fuels will be acceptable as alternate or emergency fuels per table C-1. NATO fuel designations and U.S. equivalent specifications/standards are available at table C-2.

## **C-13. Standardization**

a. *Item entry control.*

(1) *General.* Petroleum logistics is most effective when the number of standard fuels and lubricants are kept to the absolute minimum that will permit the required defense posture of the U.S. Army. To do this the type and number of fuels and lubricants required to support equipment must be controlled. Thus, maximum use will be made of Army-approved standard specification products in the design and maintenance of new vehicles and equipment. These products are listed in—

- (a) AMDF contained on FEDLOG.
- (b) MIL-HDBK 113.
- (c) MIL-HDBK 114.

(2) *Nonstandard products.* If no standard lubricant is suitable for the intended application, the selection of the recommended lubricant will be according to MIL-STD 838 and MIL-HDBK 113. Application of the procedures required by these publications will ensure that a nonstandard product, if required, will be properly processed so that it is incorporated into the logistic system as a standard Army item. This should ensure adequate supply support of military equipment with proper standard lubricants. Coordination with U.S. Army Tank-Automotive Research, Development, and Engineering Center (TARDEC), Fuel & Lubricant Team, AMSTA-TR-D/210, Warren, MI 48397-5000 is mandatory before initiating action.

b. *Nonstandard items for Army use.*

(1) When nonstandard products are considered essential for Army use, the requiring activity will forward a request for review of an item per AR 708-1, chapter 4, to TARDEC. The request will include the information below.

- (a) Where the product will be used.
- (b) Climatic condition under which the product will be used.
- (c) The equipment in which the product will be used.

(d) The equipment lubrication order, technical manual, technical bulletin, or instruction that specifies the use of this product.

(e) If a proprietary product, the name and address of manufacturer and brand name.

(f) All other known descriptive data.

(2) Fuel and lubricant additives. Fuel and lubricant products for operating Army equipment are normally procured as finished materials. Situations may exist wherein the use of additive products is warranted. These products are referred to as after market additives that are intended for use on a supplemental basis. However, before procurement or use of the proprietary products by any Army agency, specific technical data must be provided to TARDEC, Warren, MI (ATTN: AMSTA-TR-D/210).

(a) The additive product, when added to a fuel or lubricant, must provide a measurable level of improvement over that of the untreated fuel or lubricant.

(b) The additive product, when added to a fuel or lubricant, must not create any adverse side effects as a result of incompatibility.

(3) Upon receipt and evaluation of the submitted technical data, the recommendation by MTC, Belvoir will be made either to discontinue further consideration of the additive product or conduct additional testing before adopting the additive product for use in Army equipment.

#### C-14. Underground Storage Tank (UST) Program

This program establishes UST standards as required by law and implemented by 40 CFR 280 and AR 200-1. It defines UST design considerations for new and upgraded UST systems, operating requirements, methods for detecting releases (including bulk fuel inventory procedures), reporting and investigating releases, and release response and corrective action. The UST program applies to all Continental United States (CONUS) Army and Army National Guard (ARNG) installations and U.S. Army Reserve units that operate underground storage tanks. Outside CONUS (OCONUS) units must comply with substantive requirements of Federal regulations for USTs, plus the more stringent of Army or host nation requirements. (See AR 200-1.)

#### C-15. Supporting USAPC laboratory

All Army activities requiring petroleum laboratory support should submit samples to Chief, USAPC Petroleum Testing facility, ATTN: AMSTA-LC-CJPT, Building 85-3, New Cumberland, PA 17070-5005.

**Table C-1**  
**Fuels used in Army equipment**

Equipment	Primary fuel	Alternate fuel <sup>1</sup>	Emergency
Gasoline-consuming ground vehicles and materiel.	ASTM D-4814, (Gasoline, Automotive) <sup>2</sup>	ASTM D-910 (AVGAS)	
Diesel, fuel-consuming compression ignition engines <sup>3</sup>	A-A52557 (Diesel)	MIL-DTL-5624 (JP-5) MIL-DTL-83133 (JP-8) MIL-F-16884 (NDF)	MIL-DTL-5624 (JP-4) ASTM D-1655 (AVN Jet Fuel) ASTM D-396 (Fuel Oil FO-1 FO-2 Only)
Diesel, fuel-consuming, gas turbine engine, and other soldier support equipment	A-A-52557 (Diesel)	MIL-DTL-5624 (JP-4, JP-5) MIL-DTL-83133 (JP-8) MIL-F-16884 (NDF) ASTM D-1655 (AVN Jet Fuel) ASTM D-396 (Fuel Oil FO-1, FO-2 only)	ASTM D-910 (AVGAS) ASTM D-4814 (Gasoline Automotive)
Gasoline-consuming aircraft	ASTM D-910 (AVGAS)	ASTM D-910 (Aviation Gasoline)	ASTM D-4814 (Gasoline Automotive)
Turbine fuel-consuming aircraft	MIL-DTL-83133 (JP8)	MIL-DTL-5624 (JP-5, JP4) ASTM D-1655 (AVN Turbine Fuel)	See Aircraft TM

**Notes:**

<sup>1</sup> Environmental conditions may limit the use of certain alternate fuels (for example, use of AVGAS or NDF may not be suitable in unusually cold environments).

<sup>2</sup> Within CONUS, ASTM D-4814 is the required fuel.

<sup>3</sup> For those vehicles in the 2.5- and 5-ton truck series powered by the continental multifuel engines, additional alternate fuels listed for gas turbine and soldier support equipment apply.

**Table C-2**  
**NATO fuel designators and U.S. equipment specifications and standards**

NATO code no.	NATO title	Military/Federal specification	Industry equivalent standard
F-18	Gasoline, Aviation grade 100/130		ASTM D910 aviation gasoline
F-57	Gasoline, auto, low lead (96RON)	STANAG 7090	ASTM D-4814
F-67	Gasoline, auto, Unleaded (95RON)	STANAG 7090	ASTM D-4814
Gasohol	Gasohol	A-A-52530	ASTM D-4814
F-40	Turbine fuel, aviation, widecut plus FSII (S-1745)	MIL-DTL-5624 Turbine Fuel, aviation, grade JP-4	ASTM D1655 aviation, turbine fuel, Jet B
F-34	Turbine fuel, aviation, kerosene type plus FSII (S-1745)	MIL-DTL-83133 Turbine Fuel, aviation, kerosene, grade JP-8	ASTM D1655 aviation turbine fuel, Jet A-1
F-44	Turbine fuel, aviation, high flash type plus FSII grade (S-1745)	MIL-DTL-5624 Turbine Fuel, aviation JP-5	
F-54	Diesel fuel, military	A-A-52557 Fuel Oil, diesel grade DF-2 (OCONUS)	A-A-52557
F-76	Fuel, naval distillate	MIL-F-16884 fuel, naval distillate	F-76

**C-16. Petroleum training program**

*a.* Activities performing petroleum operations must maintain a training sustainment program inclusive of the areas identified in FM 10-67-1, Concepts and Equipment of Petroleum Operations. Required training applies only to those areas, which relate to the specific operation or mission function of the activity. Required sustainment training must:

- (1) Be performed annually.
- (2) Be documented for collective and individual training.

*b.* Non MOS qualified (77F) personnel may not perform petroleum operations unless they have been trained in applicable areas related to the operations being conducted.

## **Appendix D Petroleum Resource Recovery, Recycling, and Disposal Program**

### **D-1. Introduction**

*a.* This appendix provides policy and guidance for the recovery, recycling, and disposal of contaminated petroleum-based products, cleaning solutions, and solvents. Petroleum-based products include motor gasoline, aviation gasoline, jet fuels, diesel fuels, petroleum heating fuel, kerosene, engine lubricating oils, other lubricating oils, and all types of greases.

*b.* The Petroleum Resource Recovery Recycling, and Disposal Program applies to commanders of ACOM/ASCC/DRUs, field operating agencies (FOAs), installations, and activities under DA control by ownership, lease, or similar instrument, under the following conditions:

- (1) Installations and activities in active use by the active Army.
- (2) Installations and activities held in an inactive or standby condition for future use by the Army.
- (3) Federally operated installations and activities that are used by or held for the ARNG.
- (4) Installations and activities that are in full-time or intermittent use by the USAR or ROTC.

### **D-2. Recovery of petroleum products**

*a.* All possible contaminated petroleum products within the Army will be recovered to enhance energy conservation and environmental pollution control. Recovery is the initial step to recycling the product to its original intended use or some alternate use. In all cases, recovery requires systematic procedures for segregation, handling, and storage of contaminated petroleum products until proper disposition of these products is made.

*b.* Recovery will include proper segregation of all products. During initial recovery efforts, no dissimilar products will be allowed to be mixed together in any container. Special segregation procedures will be instituted to assure that no contaminated cleaning solvents, such as trichloromethane, can inadvertently be mixed with contaminated petroleum-based products.

*c.* For Army industrial installations and other Army installations and activities where the capability exists, contaminated petroleum products will be recycled or reclaimed to a usable condition. Where the required quantities for a product are low (100 gallons per month or less), the activity will be required to recover and provide transport of the product to the nearest DRMO for sale. The intent, through DRMO sales, is to provide contractors with feedstock for reclamation and recycling of scarce resources.

*d.* Recovery and storage of contaminated products can be accomplished through the use of such devices as metal containers, tanks, and drums. Storage will follow recognized State and Federal regulations regarding safety and environmental protection. Spill prevention contingencies will be included in all procedures for handling and storage. Where low quantities of generation exist, the preferred method of collection and storage is in 55-gallon steel drums.

### **D-3. Recycling to original use**

*a.* The method used to recycle contaminated petroleum products to their original intended use must be based on tradeoffs between technical and economic factors. These factors include:

- (1) The complexity of the recycling process, for example, simple filtration or natural separation through controlled retention, as opposed to distillation or other complex chemical processes.
- (2) The economic analysis that weighs recycling to original use against recycling to all other feasible alternate uses.
- (3) The technical alternatives of disposition of contaminated petroleum products when on-site recycling is not practical due to nonindustrial missions or the lack of associated facilities.

*b.* One of the simplest methods of recycling contaminated fuels is filtration. In many situations, petroleum fuels contaminated with water can be reclaimed by this method at low cost. When applicable, motor gasolines, diesel fuels, and other engine fuels, motor oils, and lubricating oils will be reclaimed by filtration.

*c.* Redistillation of contaminated liquid cleaning solvents and degreasers has been a widely used method of recycling at many Army industrial installations. Solvents such as trichloromethane and trichloroethylene are routinely reclaimed through this process. The DA's policy is to use this method of reclamation where applicable.

*d.* Other contaminated products not presently being reclaimed will be reclaimed to their original intended uses, or to an alternate use as methods and procedures improve. When applicable, technical letters and guidance will be issued to all Army Components describing such procedures for potential use and application.

### **D-4. Recycling for alternate use**

*a.* Recycling contaminated petroleum products to some alternate use is based on the potential application for reuse at each installation or activity. The major alternative use is direct burning of reclaimed products in boiler plants for building and process heat.

*b.* The methods of recycling for alternative use are essentially the same as those used to recycle products to their original intended use. Filtration of contaminated products is the major technique used to remove impurities in products that foul equipment or contaminate the environment.

c. When recovered quantities are sufficient and the application exists, contaminated diesel fuels recovered from military vehicles will be filtered and used to supplement burner fuels as the energy source for installation boiler plants. In all cases, the recycled product must satisfy the appropriate quality standards and specifications.

d. Where coal-fired boiler plants are used at Army installations, used motor oil will be considered as a supplemental fuel for boiler firing. The oil is usually sprayed in a preliminary phase prior to burning the coal in the boiler plant. All such applications will satisfy pertinent State and Federal air emission standards.

e. Where other contaminated petroleum products can be reclaimed and used in alternate ways other than their original intended use, such applications will be used to support conservation of the valuable and exhaustible fossil energy source. When applicable, technical letters and guidance will be issued to all Army components describing such procedures for potential application.

#### **D-5. Disposal**

a. For products that are potentially recyclable, but generations are less than 100 gallons per month, formal on-site recovery is required, but on-site reclamation is not required. When these conditions exist, contaminated products will be separately stored in 55-gallon drums and periodically shipped to the nearest DRMO, or consolidated with contaminated petroleum products at other nearby defense installations where recycling is practiced. Sale of these products through DRMOs are creditable to the individual installation's energy or environmental program. Eighty percent of the proceeds from the sale of used or contaminated petroleum products will be returned to the generating activity by the DRMO.

b. Contaminated petroleum waste that is considered irrecoverable must be disposed of per the more stringent of Environmental Protection Agency (EPA), State, or host nation rules governing hazardous waste. Such waste, include sludges and residuals that are separated from contaminated petroleum products during filtration and distillation and petroleum products that have inadvertently been contaminated by a hazardous waste. Approved methods listed in priority of disposal sequence are:

- (1) Transfer to the servicing DRMO. Materiel will be packaged in containers that conform to Department of Transportation specifications and the materiel will be identified.
- (2) Incineration in an approved "hazardous materials" incinerator.
- (3) Burial in an approved hazardous waste landfill per individual State and EPA policies and procedures.

## Appendix E Sales of Petroleum Products

### E-1. Sales of petroleum products

Sales of petroleum products will be subject to the limitations and restrictions below. Sales may be authorized by commanders of Army installations or overseas equivalents and State adjutant generals. Petroleum products may be sold to the authorized patrons listed below:

- a.* Armed Forces military personnel on active duty and members of their families assigned to military installations. These personnel will be identified by presentation of Armed Forces Identification Card or Uniform Services Identification and Privilege Card. Identification for other authorized patrons will be designated by the appropriate U.S. Army command.
- b.* Civilian employees of the United States assigned to and required to reside within military installations inside the United States when specifically authorized by the installation commander.
- c.* Non-Federal civilian employees employed at an installation when specifically authorized by the installation commander.
- d.* Temporary duty personnel using rental conveyance on official Government business. This provision is only authorized during scarce supply situations when the nonavailability would have an adverse impact on accomplishing required temporary duty (TDY) trips.
- e.* U.S. nationals stationed outside the United States, who are civilian employees of the U.S. Government, when authorized by the appropriate U.S. Army command.
- f.* Nonappropriated fund activities as authorized in AR 215-1.
- g.* Accredited foreign liaison military personnel, foreign government agencies, and international organizations pursuant to international agreements, or as authorized by the installation commander.
- h.* Domestic aircraft under emergency conditions, foreign aircraft, commercial aircraft under contract, and Canadian government aircraft under agreement.
- i.* Non-DOD consumers, such as Federal agencies and DOD contractors during fuel shortages with the approval of HQDA (DALO-TSE).

### E-2. Sales restrictions

Sales are subject to the following restrictions—

- a.* Sales will only be authorized for products normally stocked.
- b.* Government incurs no cost.
- c.* No post exchange facilities are available at the installation.
- d.* Adequate commercial facilities are not available within a reasonable distance or obtaining petroleum products from available commercial sources would interfere with efficient operation of the installation.
- e.* Sales can be made without depleting local stocks necessary to meet military requirements.
- f.* Sales do not interfere with military operations through use of equipment or personnel required to make sales.
- g.* Adequate dispensing facilities are available.
- h.* Sales will be on a cash basis except those made to Army flying clubs or when specific approval for credit sales has been granted by HQDA (DALO-TSE). Charge sales will be made to the Army flying club organization and not to its individual members.
- i.* Checks will not be cashed as a matter of convenience, postdated, or accepted for amounts larger than the amount of sale.
- j.* Sale of petroleum products may be made to domestic aircraft subject to the following sales policy and restrictions:
  - (1) In an emergency, commanders may authorize sales of aircraft fuel and oil to make it possible for the aircraft to continue on its course to the nearest public or commercial landing area. The extent and amount of aircraft fuel and oil furnished to such an aircraft will be limited to that which is necessary to enable such aircraft to reach the nearest public or commercial landing area, on its course, where the required services are available.
  - (2) Sales are authorized for fuel and oil for use in aircraft operated by a foreign military or air attache accredited to the United States and to provide assistance to such aircraft as required.
  - (3) In the absence of commercial refueling facilities, aviation fuel and oil are authorized and may be furnished to aircraft under charter to any U.S. department or agency. Refueling will be made available when operators of aircraft making authorized stops present positive identification. This identification is in the form of credentials established by this regulation or by the department or agency administering the contract or charter agreement. Aviation fuel and oil may be issued on a Government-furnished property basis. This issuance is as approved under the terms of the charter or contract. If identifying credentials of the charter are not presented, the aircraft is permitted only sales of fuel and oil to make it possible for the aircraft to continue to the nearest public or commercial landing area. The restrictions and limitations on the sale of aviation fuel and oil below will be observed.

(a) When commercial refueling facilities are available, the Army will not furnish aviation fuel, oil, and related products to charter aircraft in competition with private enterprise.

(b) When commercial refueling is available, but landing area safety regulations do not permit the commercial refueling operator to move equipment to the Army refueling ramp nor the aircraft to be taxied across the runways to the commercial refueling ramp, then a charter or civil aircraft making an authorized stop at the Army installation is authorized to buy Army-owned aviation fuel and oil.

(4) Commercial airlines operating under DOD contract with the U.S. Government are authorized to purchase aviation fuels and lubricants for aircraft operating under such contract. Purchases may be cash or credit. Credit purchases will be coordinated with USAPC prior to making a sale.

k. Sale of petroleum products may be made to aircraft of foreign registry subject to the limitations of j above and the following conditions:

(1) SSA will ensure that the aircraft commander requests fuel, oil, and related products in writing. Specify in detail the kind of fuel, oil, and related products desired or the precise service to be furnished.

(2) The pilot or a designated subordinate of the aircraft commander will personally supervise the performance of any service rendered and release the United States from all responsibility by a written certificate stating that the supplies or services furnished have been satisfactory.

(3) A complete record of sales will be maintained by the SSA per AR 25-400-2. The release certificate prescribed above will be included.

l. Sale of petroleum products may be made to the Canadian government when a Government-to-Government agreement exists. Commanders are authorized to issue aviation fuel and oil from available stocks to operators of aircraft of the Canadian Department of National Defense and other Canadian agencies (excluding issues to the National Research Council, Royal Canadian Mounted Police, and Department of Transportation).

(1) Special arrangements for billing and reimbursement will be made. Aviation fuels sales made from available Army-owned inventories will be documented on an AVFUELS Into-Plane Contract Sales Slip. These sales will reflect the type and quantity of product issued in terms of U.S. gallons or fraction thereof. Type and serial number of aircraft, squadron assignment home station, and billing of base, department, or agency responsible if different from the home station of the aircraft and the current standard price in force at the time of sale will be entered on the AVFUELS Into-plane contract sales slip.

(2) The SSA will ensure the squadron commander or pilot of an individual aircraft, whichever is appropriate, signs two copies of the issue document.

(3) Accessorial charges are applicable and will be applied to the standard price at time of issue of petroleum products and added to the total billing price. When issues are made to aircraft of the Canadian Department of National Defense, an accessorial charge of 3 percent will be assessed in addition to the standard price and when issues are made to all other Canadian Government agency aircraft, a 3.5 percent accessorial charge will be applied.

(4) Reimbursement and billing procedures will be per a suspense account agreement between the Canadian Government and the United States. The U.S. Air Force Logistics Command (USAFLC) will act as agent for the U.S. Government. The appropriate activity responsible for issues made from Army-owned inventories will forward two signed copies of the applicable issue document to the installation FAO. These documents will show total value of issue, accessorial charge, and complete accounting classifications to be credited. The fiscal station number of the installation, or activity maintaining pertinent accounts receivable will be included. The FAO will prepare a consolidated Voucher for Transfer Between Appropriation and/or Funds at least once a month covering reimbursable issues to aircraft of the Canadian Department of National Defense and other Canadian Government agencies per DFAS-IN Regulation 37-1. Voucher and supporting documents, including two signed copies of issue slips will be forwarded to the Commander, San Antonio Air Logistics Center, ATTN: SAALC/ACFOA, Kelly AFB, TX 78241-5000.

m. Questions arising relative to assistance, proper identification of nonmilitary, or credit authorization will be referred to Commander, USAPC, ATTN: STRGP-FM, PA 17070-5008.

n. The local commander can provide fuel to non-DOD consumers that he does not support routinely during fuel shortages under the following circumstances:

(1) The private entity which purchases the fuel must be located in or near the military activity.

(2) Commercial sources of fuel have been explored, and no fuel is available, regardless of cost.

(3) Local, State, and Federal energy allocation authorities have been unable to make fuel available, even though the allocation authorities found the request justified.

(4) The activity that would be disrupted without fuel assistance is essential to military readiness, or to the protection of life, property, or safety.

(5) The activity to be disrupted cannot be deferred while alternate fuel sources are found without impacting military readiness or jeopardizing life, property, or safety.

(6) The essential nature of the activity, the impact of the fuel shortfall, and all attempts to obtain alternate fuel sources are documented.

(7) The amount of fuel provided is limited to the minimum essential amount required to preserve military readiness, or to protect life, property or safety.

(8) Any fuel provided will be reimbursed at a rate comparable to local fuel prices.

(9) Requests for approval to issue fuel will be forwarded to HQDA (DALO-TSE), Washington, DC. Those requests will address the circumstances outlined in (1) through (8) above.

### **E-3. Accountable property officers**

Accountable property officers will maintain records pertinent to reimbursable sales of petroleum products, and control cash pending deposit as outlined in DA Pam 710-2-2. Accounting transactions will be maintained on formal stock records. Accountable property officers are authorized to accept payment in cash, checks, or other remittance payable to the Treasurer of the United States.

*a.* All sales of aviation fuel and oil made from Army-owned inventory must be recorded for use in support of reimbursement documents. A separate record of daily issues will be prepared for each day's sales. This record will be annotated to show the sales document number and total amount applicable to each line entry representing a cash sale.

*b.* All SSAs will ensure that billing invoices are submitted promptly to the FAO.

*c.* Disposition of cash derived from the cash sales of petroleum products will be handled according to DFAS-IN Regulation 37-1. After verification of each day's cash sale transactions, the sales officer will promptly turn over such funds to the nearest FAO. These funds will be safeguarded and proceeds accounted for until relieved by proper documentation.

*d.* Army activities will charge the standard price for petroleum products as published in the most recent DFSC standard price bulletin, plus any applicable surcharge.

## **Appendix F Procedures for Hand Receipt Holders**

### **F-1. General**

a. The Army provides an organization with the equipment and materiel it needs to accomplish its mission. Most of that property is listed on the unit's property book and has been signed for by the property book officer (PBO). To track all property, the PBO is required to periodically have it inventoried and ascertain existence. Generally, AR 710-2 requires all property to be inventoried at least once a year. Some types of sensitive items such as weapons, ammunition, and night vision sights must be inventoried monthly or quarterly. Also, whenever a new person takes over the property book, an inventory must be done to ascertain existence of all the property for which the new person is signing.

b. When the PBO issues items to an individual for his or her use or to a supervisor for a subordinate to use, the person receiving the property from the PBO signs a receipt for the property. This receipt is called a primary hand receipt and it documents to whom the PBO gave that property. The person who signs for the property from the PBO is called the primary hand receipt holder (PHRH) and by his or her signature has indicated that he or she has received the property and accepts responsibility for it. If the PHRH then further issues that hand receipt, it shows that the subordinate now has the property. The subordinate who received the property and signed the subhand receipt is called the subhand receipt holder (SHRH). By signing the subhand receipt the SHRH acknowledges that he or she has received the listed property and now has the responsibility for it. Whenever a new person takes over the hand receipt or subhand receipt, an inventory must be done to make sure that all the property listed on the hand receipt and being signed for is actually there.

c. If you are a hand receipt holder (HRH), your signing of the hand receipt signifies you agree to take care of the property and return it, when requested to do so, in the same condition it was in when you received it (less any fair wear and tear). Failure to satisfy that agreement can mean that you will pay for the missing or damaged property unless you can prove that it was not lost or damaged by your negligence. DA Pam 710-2-1, chapters 5 and 6, contain much information that will help you manage your hand receipts. The pamphlet also has information on some special types of hand receipts (HRs) such as equipment receipts, shortage annexes, and tool crib issues. Even if you are supported by an automated property book system, the basic procedures in the pamphlet provide a helpful guide and can even save you out-of-pocket money.

### **F-2. Component Hand Receipt/Shortage Annex**

You may be given a component hand receipt (CHR) to sign or shortage annex initialed by the issuer, if you are receiving a set, kit, or outfit (SKO) or an end item that has components issued with it. The components that make up a SKO are listed in the supply catalog (SC) or component list (CL) for that SKO. The components that are issued with the end item are listed in that item's technical manual (TM).

a. The CHR is a list of all those component items that make up the SKO or come with the end item but are not listed separately on your hand receipt (HR). You are responsible for them too and must turn them in when you turn in the primary item. The CHR should not list the items that are consumed in use, such as string, wire, paint, solder, or sandpaper. When you are the supervisor, the end item SKO you are receiving, is listed in the heading of the CHR and when you sign it you are accepting responsibility only for the components listed below it (see DA Pam 710-2-1, figure 6-2). When you are the user, the end item SKO you are receiving, is listed in the heading and the body of the CHR and when you sign it you are accepting responsibility for the end item as well as all the other components listed below it (see DA Pam 710-2-1, figure 6-3).

b. The shortage annex is a different kind of document even though it uses the same form as the CHR. The shortage annex lists the components that you did NOT get with your SKO or end items, even though the SC, CL or TM shows them as included. Whoever issued you the end item will initial the quantity column of the form to verify the items and quantities you are short. Since you do not sign the shortage annex, the end item listed at the top of the shortage annex will also appear on your regular HR or SHR. When all the missing items listed on the shortage annex have been issued to you, your SKO or end items will be complete and the shortage annex will be destroyed.

c. The shortage annex, SC, CL, TM, and CHR are good aids to use during your inventories to make sure you still have all those items that go along with your end item or SKO. Be certain to use the most current version of the TM or SC. (See DA Pam 25-30 for current listing.)

### **F-3. Inventories**

To track all the property issued to units, periodic inventories are conducted to ensure the property is still in place and in usable condition. AR 710-2, table 2-2 lists the various types of inventories and how often they must be performed. A part of the PBO's responsibilities is to ensure that those inventories are accomplished when needed. To do this the PBO will remind (in writing) the PHRHs when to conduct an inventory and, if cyclic, what items to include. The PBO will also request a response from the PHRH (in writing) to document when the inventory was completed and the results of that inventory. The PBO must also do his or her own inventory by making sure all the hand receipts are up-

to-date and signed by the proper persons, and then physically counting all the other property that is not on a valid hand receipt.

#### **F-4. Inventory procedures**

All HRHs must conduct the required inventories when requested to do so and provide a written statement to the PBO of the results of that inventory. To conduct a proper inventory, take the following steps:

*a.* Verify all hand receipts are current and all turn-ins and issues (change documents) have been posted to your copy of the HR.

*b.* If you have some items that are subhand receipted to your subordinates—

(1) Instruct the SHRH to do an inventory (if cyclic, identify the items to be inventoried).

(2) Ensure that the SHRH has a current copy of the subhand receipt to use to conduct the inventory.

(3) Require a written response from the SHRH stating the date and results of the inventory.

*c.* Physically locate and count each item listed on your HR that is not listed on a valid subhand receipt. If possible all items should be brought to one central location. If the item has a serial number, verify that the number on the item matches the serial number shown on your HR.

(1) When you have several of the same items, affix a unique sticker with a discrete number or other identifying mark to each individual item as it is counted. If the items are too small to tag, collect them all in one place or container and count them all at the same time. This will help preclude counting the same item twice.

(2) If the items being counted are SKO, use the CL or current SC to ensure all the required tools, parts, and so on, are in place or otherwise accounted for (shortage annex) before considering the SKO as on hand. When possible use a mat or locator sheet that shows the outline and has a place for each required item. This ensures all items are correctly identified and counted.

(3) When items are spread among several locations, inventory all like items at the same time to preclude items from being moved during the inventory and being double-counted or missed.

*d.* Look over each item when it is counted to ensure it has no obvious damage or other indications that it might be unserviceable; for example, scars, across the top of a radio case or a broken handle on a screwdriver.

*e.* Report to the PBO any extra property discovered during the inventory. If additional quantities (more than are posted to your HR) are found, turn them in to your PBO or have the PBO add them to your HR.

*f.* Complete the inventory as soon as possible. Do not delay completion of the inventory because you are trying to locate missing equipment.

*g.* Prepare a memo showing the results of the inventory. Note any shortages. Sign and date the memo. If you are the PHRH, send it to the PBO. If you are the SHRH, send it to your PHRH. Keep one copy in your file.

*h.* Initiate adjustment action (such as, cash collection voucher, statement of charges, or report of survey) for any missing items per AR 735-5. If the items are found later, adjustment documents can be changed or canceled accordingly.

*i.* Make sure your HR is adjusted to reflect the results of your inventory.

#### **F-5. New HRHs**

If you are a new HRH or are assuming an HR from someone, inventory all the property, including components of end items, and verify the serial numbers before you sign the HR. Whenever possible do the inventory jointly with the outgoing HRH. Once you sign the HR you are responsible for the property and are held accountable. Verify component hand receipts and shortage annexes if there are any. For items on subhand receipts, verify that the SHRH is still authorized to have the property and is aware of his or her responsibility to safeguard the property, and obtain a current inventory from him or her. If time or distance prevents you from personally counting all your property, you may have someone assist in the inventory; however, you will still be responsible for the property. When distance prevents you from physically viewing your property or randomly checking on it between inventories, you should consider issuing it on a subhand receipt to someone at that location.

#### **F-6. Helpful hints**

*a.* Keep your hand receipts current.

*b.* Make sure all your items are accounted for on a primary hand receipt (or a subhand receipt when necessary.)

*c.* Verify quantities and serial numbers before you sign.

*d.* Annotate your HR with the location or subhand receipt number next to each item listed.

*e.* Do not loan property to another organization unless the action is approved by the PBO or commander.

*f.* Randomly spot-check the location and the physical condition of your property between inventories.

*g.* When you no longer need an item, turn it in or request disposition from the PBO.

*h.* Always keep copies of your turn-in and issue documents until they have been posted to your HR. Destroy all hand receipt transactions during the hand receipt update process once you have verified that the transactions have been posted.

- i.* Make sure change documents are posted to your hand receipt at least every 6 months.
- j.* Maintain a current copy of all memos documenting the results of the inventories of your SHRHs.
- k.* Frequently remind SHRHs of their responsibility to safeguard their property.
- l.* Make sure your SHRHs do not leave your unit without clearing their subhand receipts.
- m.* Make sure damaged or missing items are reported in a timely manner.
- n.* Store your equipment in a secure area. Report any indications of theft or break-in to your supervisor, unit commander, or first sergeant.
- o.* Make sure the property you are signed for is protected when you go on leave or TDY. If you plan to be absent more than 30 days, have a temporary hand receipt holder assume your HRs during that time. Do a joint inventory before you depart and again when you return.
- p.* Report to your supervisor, unit commander, or first sergeant any circumstances that make it impossible to secure your property from loss or theft.
- q.* Clear your hand receipt or transfer your property responsibility to your successor before you leave your unit. Obtain a signed receipt.
- r.* Update subhand receipt holders before Master Hand Receipt is updated with the PBO.
- s.* Read and understand the PBO guidelines (if provided) for management of property and required inventories.

## **F-7. Summary**

Being a good hand receipt or subhand receipt holder is not difficult nor does it have to be hazardous to your bank account. You cannot forget about your responsibilities. Keep the few simple rules above in mind, and treat the Army's property as if it were your own.

## **Appendix G Chief of Staff, Army Supply Excellence Award**

### **Section I Introduction**

#### **G-1. General**

This appendix prescribes the requirements and procedures for the administration of the annual (fiscal year) CSA SEA program. The CSA SEA is a TAP that is open to the Active Army, ARNG, and USAR units or activities organized at battalion, battery, company, troop, or detachment level by an MTOE or a TDA structure. The program recognizes total Army units and SSAs that demonstrate excellence in unit-level and direct support supply programs. The Department of the Army sponsors the program.

#### **G-2. Purpose**

The purpose of the CSA SEA program is to enhance the logistical readiness and supply effectiveness of Army organizations. The program provides a positive incentive for extraordinary supply and support operations; it fosters outstanding accountability, support and resource management, while enhancing awareness and strict adherence to logistics management and the CSDP (see appendix B). It provides increased incentives to the programs of the ACOM/ASCC/DRUs by adding a higher level of competition and recognition for unit and supply support levels of supply operations.

#### **G-3. Applicability**

The policies, procedures and guidance in this appendix apply to all units and organizations competing for the CSA SEA. This is a TAP, which includes ARNG and USAR.

### **Section II Program Responsibilities**

#### **G-4. Chief of Staff, Army, Vice Chief of Staff, Army, and Deputy Chief of Staff, G-4 responsibilities**

The CSA, VCSA, and DCS, G-4 or their designated representatives will present plaques to each of the unit or supply support activity representatives who are selected as CSA SEA winners and runners-up.

#### **G-5. Chief, Army National Guard Bureau**

The Chief, Army NGB will provide qualified members for the evaluation team as required.

## **G-6. Chief, Army Reserve**

The Chief, Army Reserve, will provide qualified members for the evaluation team as required.

## **G-7. Deputy Chief of Staff, G-4 responsibilities**

The DCS, G-4 will—

- a. Provide program funding, policies and overall guidance to the USAQMC&S for the CSA SEA program.
- b. Prepare and distribute DA implementing guidelines and criteria for participation in the CSA SEA program.
- c. Approve nominations by USAQMC&S SEA evaluators for the winners and runners-up and publish the annual winner's message and disseminate to the field.
- d. Along with providing the dates for the CSA SEA Unit Award Ceremony, will—
  - (1) Submit request and coordinate the annual award ceremony date with the CSA office.
  - (2) Coordinate all CSA calendar actions concerning the CSA Unit Award Ceremony.
  - (3) Coordinate all CSA Unit Award Ceremony requirements with the CSA Protocol office.
  - (4) Coordinate and provide a photographer and video support for CSA SEA Award Ceremonies.
  - (5) Coordinate and provide chaplain for CSA SEA Unit Award Ceremony and Recognition Dinner.
  - (6) Coordinate the U.S. Army Band and/or chorus for the Recognition Dinner.
  - (7) Provide DCS, G-4 ceremony remarks.
  - (8) Provide Director of Sustainment ceremony remarks.
  - (9) Prepare welcome and congratulatory star note from DCS, G-4 to each award recipient and include in the SEA welcome packet.
- e. Provide oversight and final approval authority on hotel selection and arrangements.
- f. Coordinate hotel contractual requirements with DCS, G-4 SEA action officer and resource management office.
- g. Coordinate ceremony and dinner security requirements.
- h. Brief Director of Sustainment, DCS, G-4 and CSA prior to CSA SEA Award Ceremony.

## **G-8. Responsibilities of major Army commands**

Responsibilities will include—

- a. Promoting competition at all levels of command, and develop awards to recognize units and activities participating in all levels of the competition process.
- b. Selecting those units and organizations to be nominated to the HQDA-level CSA SEA competition in accordance with instructions and criteria in DA implementing guidelines.

## **G-9. U.S. Army Quartermaster Center and School responsibilities**

The Commander, USAQMC&S will—

- a. Serve as responsible official for administration of all aspects of the CSA SEA program and—
  - (1) In conjunction with HQDA (DALO-SMP), develop and coordinate updates and modifications to the policy and administrative instructions.
  - (2) In conjunction with HQDA (DALO-SMP), develop, revise, and maintain security of the evaluation protocols used to select winners and runners-up.
- b. Review and approve ACOM/ASCC/DRU nominations submitted for consideration and evaluation in the CSA SEA program.
- c. Manage and coordinate the on-site evaluation schedule.
  - (1) Orchestrate the on-site evaluators for all components of the Army.
  - (2) Provide evaluators to conduct evaluations for the Active Army.
  - (3) Coordinate augmenters, along with the ODCS, G-4, from ARNG and USAR components to assist in the evaluations.
  - (4) Ensure the appropriate number of evaluators are available to evaluate unit activities and supply support activities.
  - (5) Ensure evaluators conduct and rate evaluations of participating units based on published evaluation schedule no later than the end of June of each calendar year.
  - (6) Provide breakdown of nominees by levels and categories to DCS, G-4 prior to onsite visits.
- d. Nominate CSA SEA winners and runners-up for each level of competition. Prepare and submit a notification memorandum to DCS, G-4 for approval and dissemination in an ODCS, G-4 message.
- e. Control and account for all funds provided by the DCS, G-4 for the CSA SEA program.
  - (1) Use funds for the evaluation, operational supplies and the awards recognition processes. Funds will cover travel arrangements (travel orders and itineraries) for the CSA SEA evaluators, one winner and one runner-up from each unit and daily operational supplies.
  - (2) Distribute and approve all travel orders to award recipients and evaluators.

(3) Coordinate all contractual requirements with selected hotel, consistent with applicable per diem rates, to include payment of rooms and meals for award recipients, meals for the honor guard, and entertainment as required.

*f.* Coordinate all requirements for the CSA SEA program.

(1) Coordinate hotel contractual requirements with DCS, G-4 SEA action officer and resource management office. Provide copies of the statement of work, cost breakdown, hotel quote, and justification for sole source, if appropriate, to DCS, G-4 SEA action officer 120 days before the ceremony.

(2) Coordinate hotel selection and reservations with Lodging for Success office.

(3) Produce templates for ceremony seating chart, meal menu and directional signs. Provide templates to DCS, G-4 SEA action officer 45 days prior to ceremony for printing and publishing coordination.

(4) Produce draft program for CSA SEA award ceremony. Provide to DCS, G-4 SEA action officer for review, printing and publishing.

*g.* Distribute all correspondence, notification memorandum, travel orders, and read-ahead packets to all ACOM/ASCC/DRUs, participating units, and evaluators.

*h.* Prepare and distribute welcome packets to each unit representative. Welcome packets will include a congratulatory star note from the DCS, G-4 (provided 30 days prior to ceremony) and the CG, USAQMC&S, and a program itinerary.

*i.* Brief the CG, USAQMC&S prior to the CSA SEA award ceremony.

*j.* Prepare and give after action briefing to the CG, USAQMC&S on the CSA SEA annual program within 60 days after completion of the ceremony.

*k.* Provide a copy to the Chief, Supply Policy Division, DCS, G-4.

*l.* Coordinate award results with appropriate ACOM/ASCC/DRU SEA point of contact, who will coordinate directly with their local ACOM/ASCC/DRU public affairs office to facilitate maximum local command internal and external publicity benefit for the CSA SEA program.

### **Section III Participation Criteria**

#### **G-10. Category of units competing**

The program is structured to allow units with like complexity and responsibility to compete against each other. The levels of competition are identified below. The on site SEA team has the authority to move a unit or SSA into the correct level of competition if that unit or SSA meets the requirements of a different level of competition.

*a. Level I, modification table of organization and equipment.*

(1) *Level I (A), company, battery, troop, or detachment*. Records and equipment from an augmentation TDA (AUGTDA) will not be considered in the evaluation process of these units.

(2) *Level I (B), battalion or squadron*. Units completing at this level may not nominate a subordinate unit for participation in level I (A) of this competition. Records and equipment from an AUGTDA will not be considered in the evaluation process of these units.

*b. Level II, table of distribution and allowances.* This level consists of units that operate under an authorized TDA document having an established paragraph for performing internal unit or organizational supply management functions. It has two levels of competition, which are based on supported internal personnel population. All units (less Medical Command) will use current TDA documents to determine the level in which an organization will compete. MOBTDA and AUGTDA are not eligible for competition in this category. Units will determine the level in which a TDA unit is to compete as follows:

(1) *Level II (A)*. TDA Small, with 1-199 authorized personnel (the Medical Command may submit one U.S. Army Medical Activity for participation in this level).

(2) *Level II (B)*. TDA Large, with 200 or more authorized personnel (the Medical Command may submit one U.S. Army Medical Center for participation in this level).

*c. Level III, property book operations.* This level consists of all property book operations (size immaterial).

*d. Level IV, supply support activities.* There are two levels of competition. Nominated SSAs will compete in either the small or large level, which is determined by the supported customer population. To determine the level at which an SSA is to compete, calculate the number of supported customers using the data in the automated system parameter files.

(1) *Level IV (A)*. SSA MTOE.

(2) *Level IV (B)*. SSA TDA.

## **G-11. Supply Excellence Award checklists**

SEA checklists to be used for the evaluation of units and/or activities will be developed using the appropriate tables contained in appendix B.

## **Section IV**

### **Nomination Submission**

#### **G-12. Nominations**

Nominations for the CSA SEA are restricted or limited. Active Army, ARNG, and USAR units will compete separately in each level.

#### **G-13. Active Army units**

Active Army ACOM/ASCC/DRUs less the Forces Command (FORSCOM) and the U.S. Army Installation Management Agency (IMA) may nominate one organization for each level of the competition. FORSCOM may nominate up to two competitors for levels I, III and IV. IMA may nominate up to three competitors for levels II, III and IV. Nominations will be accepted from the following:

- a. U.S. Army Europe and Seventh Army.
- b. Eighth U.S. Army.
- c. U.S. Army Forces Command.
- d. U.S. Army Materiel Command.
- e. U.S. Army Training and Doctrine Command.
- f. U.S. Army Corps of Engineers.
- g. U.S. Army Special Operations Command.
- h. U.S. Army Pacific.
- i. Surface Deployment Distribution Command.
- j. U.S. Army Criminal Investigation Command.
- k. U.S. Army Medical Command.
- l. U.S. Army Intelligence and Security Command.
- m. Military District of Washington.
- n. U.S. Army South.
- o. U.S. Military Academy.
- p. U.S. Army Test and Evaluation Command.
- q. U.S. Army Space and Missile Defense Command.
- r. All National Guard Region Coordinators.
- s. Network Enterprise Technology Command .
- t. IMA.

#### **G-14. Submitting nominations**

All participants, Active Army ACOM/ASCC/DRUs, ARNG regions, and USAR ACOM/ASCC/DRU must submit nomination memorandums to the Commandant, USAQMC&S, ATTN: ATSM-LTD-SE, Fort Lee, VA 23801-1621. USARC may submit their nominations directly to the USAQMC&S or through the AC ACOM/ASCC/DRU, at the discretion of the AC ACOM/ASCC/DRU (see para G-28 for required data). Nomination packets may be submitted electronically (digital sender/PDF) but the authorizing official signature must be present. Submission of nominations implies consent to be evaluated and authorizes USAQMC&S CSA SEA evaluators to coordinate directly with the nominated units. An intermediate command may request information copies of correspondence. This request must be submitted in writing through the ACOM/ASCC/DRU's POC and arrive at the USAQMC&S CSA SEA office along with the ACOM/ASCC/DRU's nomination packet.

#### **G-15. Nomination for Army National Guard units**

For ARNG, a copy must be forwarded to National Guard Readiness Center, ATTN: NGB-ARL, 111 South George Mason Drive, Arlington, VA 22204-1382. A copy must be furnished to the ODCS, G-4, ATTN: Supply Policy Division, 500 Army Pentagon, Washington, DC 20310-0500. Proper security classification, downgrading instructions, and mailing procedures will be used. Nominations are to be forwarded through command channels in the format provided in paragraph G-28 below.

#### **G-16. Nomination of Army National Guard units by region**

The ARNG may nominate one unit from each region in each level of the competition.

### **G-17. Nomination of United States Army Reserve units**

ACOM/ASCC/DRUs with U.S. Army Reserve Command units may nominate up to two units in each level of competition.

### **G-18. Minimum number of qualified entries**

Levels that have fewer than three qualified entries for the annual competition will be closed for that year's competition. At the discretion of the ODCS, G-4 or the SEA team a level of competition may remain open in unusual circumstances, such as deployments causing the number of units competing to be reduced.

### **G-19. Security for competing units with classified mission**

ACOM/ASCC/DRUs nominating units whose mission, location, and/or unit designation are classified will ensure that information provided can be used in news releases and for publicity purposes without requiring approval of the nominating command.

## **Section V**

### **Criteria for Evaluation and Milestones**

#### **G-20. Criteria of evaluation**

The primary criteria for evaluation are demonstrated success in supervisory and managerial responsibilities in compliance with the Army's standard supply policy and procedures and the Army management philosophy. Recommendation for awards will be based solely on the on-site evaluations. Winning and runner-up units will receive awards or plaques at the annual award ceremony. Units attaining a score within 2 percentage points of the runner-up score will be recognized in the DCS, G-4 winner announcement message as "Honorable Mention" units. On-site evaluators must nominate units for this recognition. Honorable mention units will not be honored at the annual award ceremony nor will the DCS, G-4 fund honorable mention unit representatives to attend the ceremony.

#### **G-21. Evaluation guidelines**

Evaluation guidelines and scoring criteria within each level will be developed by USAQMC&S. The scores attained by evaluated units will not be released or publicized.

#### **G-22. Structure of Chief of Staff, Army, Supply Excellence Award program**

The program has been structured to use existing supply documents and files (active and 1-year inactive) to minimize unit administrative requirements. The framework for the evaluation includes compliance to current policy, Total Army Quality Performance Improvement Criteria, logistical imperatives identified as special interest items in the Command Logistics Review Program, and management control objectives identified in the CSDP, DCS, G-4 and CG, USAQMC&S special emphasis areas.

#### **G-23. Milestones**

Milestones for the CSA Supply Excellence Award are contained in table G-1 below.

**Table G-1  
Milestones**

<b>Milestones</b>	<b>Completion date</b>
Publish annual notification message—HQDA	31 May
Nominations submitted—ACOM/ASCC/DRUS	10 September
Notification of evaluation plan—USAQMC&S	EOM September
Onsite evaluations—USAQMC&S	1 October–31 March
Winners announced—HQDA	April
ACOM/ASCC/DRU or USAQMC&S new release	April
Awards presentation message published—HQDA	April
Awards presentation—HQDA/DCS, G-4/USAQMC&S	May-June

**Notes:**

<sup>1</sup> Nominated units must be prepared for the CSA SEA team's onsite evaluation anytime during the month they are scheduled for the evaluation. Itineraries may change as the team progresses through the evaluation process. If the evaluation date(s) change(s), nominated units will receive notification within 24 hours of the change and will be rescheduled within a thirty-day window of the initial evaluation date. If a unit states that they cannot accommodate the evaluators, they will be eliminated from the competition for that year.

## Section VI Submitting Nominations

### G-24. Nomination format for all participating units (Active Army, Army National Guard, and United States Army Reserve)

When submitting a memorandum nominating a unit for the Chief of Staff, Army, Supply Excellence Award (CSA SEA), the following information must be provided:

- a. Unit designation.
- b. Type of unit (MTOE, TDA or SSA).
- c. Level of competition.
- d. UIC.
- e. DODAAC.
- f. Complete unit mailing address.
- g. Unit's physical location (building number, street number, city and state).
- h. ACOM/ASCC/DRU
- i. ACOM/ASCC/DRU point of contact:
  - (1) Name.
  - (2) Grade.
  - (3) Phone number.
  - (4) E-mail address.
- j. Unit point of contact (this individual must be authorized to coordinate directly with the SEA team and have the authority from the command to make decisions on behalf of the command). Include the following information:
  - (1) Name.
  - (2) Grade.
  - (3) Phone number.
  - (4) E-mail address.
- k. Change of quarters/staff duty officer phone number (DSN and commercial).
- l. Highest security clearance required by evaluators.
- m. Country clearance, if required.

### G-25. (National Guard only) Guidance for the Chief of Staff, Army, Supply Excellence Award supply support overview packet

a. *General.* This supply support overview packet (SSP) is intended to provide nomination information for the on-site evaluation. The packet will give the evaluation team a better understanding of the organization and what it considers relevant and important to its mission. Submit the SSP (up to classification SECRET), under separate cover in accordance with appropriate physical security guidelines. Include a table of contents that will have, at a minimum, the tab information listed below. Prepare the SSP using the following format and tabs.

- b. *Tabs.* The following are required tabs:
- (1) *Tab A: Nominations.* This tab will include a copy of the nomination document from the state and region.
  - (2) *Tab B: Endorsements.* This tab will include memoranda and other documentation supporting the nomination. The nomination must be initiated by the unit/activity and endorsed by the chain of command. This can be followed by copies of any letters of appreciation, awards, or certificates that are significant to the unit's operation or that encourage the unit's members to strive for high supply performance standards. Only information from the prior or last fiscal year preceding the competition can be included in the tab.
  - (3) *Tab C: Organizational structure.* This section will include: mission statements, the authorization document and paragraphs being addressed, and an organizational chart with a representation of the personnel allowance section for each paragraph addressed. As an example, HHC Special Troops would list a specific paragraph for unit supply. The personnel allowance section will list service member authorizations.
  - (4) *Tab D: CSDP.* This tab will include a copy of the results of the unit's most recent CSDP evaluations and a copy of the unit's SOP (hard copy and disk copy).
  - (5) *Tab E: Summary of the unit's logistical posture.* This section includes a written summary of the unit's logistical posture. It may include a narrative on projected/planned short or long-term actions/goals and mention any key performance drivers that contribute to their establishment. This section will not exceed five pages.
  - (6) *Tab F: Training guidance.* This tab contains a narrative of the organization's training program both internal and external. It should emphasize training for supply operations within the organization, actions the organization takes to educate its customers, and will include information on how the organization trains military occupational specialties 92A and 92Y series personnel. Training will include the number of soldiers enrolled in correspondence courses and college level courses and those that have college degrees. The maximum length of this tab is five pages. All of the data/information provided must be current (within the last year).

(7) *Tab G: Innovations.* This tab is used by the unit/activity to address performance improvement innovations or note areas as defined in the Total Army Quality Performance Improvement Criteria. Information provided will be current (within the last year).

(8) *Tab H: Facility layout.* This section contains the facility layout diagrams (any supply rooms, maintenance facilities, arms rooms, and so on). SSAs will also include storage planographs. The diagram will include unit designation, UIC if for a subordinate organization, and location. Units may provide a layout representative of the complete span of their organization if they feel it will assist in the understanding of their operations. A narrative describing the logic of the layout may be included on a single sheet directly behind the appropriate diagram.

## **Glossary**

### **Section I Abbreviations**

**A&E**

ammunitions and explosives

**AAC**

acquisition advice code

**AAFES**

Army and Air Force Exchange Service

**AAR**

administrative adjustment report

**AASF**

Army aviation support facility

**ABF**

availability balance file

**ABL**

ammunition basic loads

**ACCLAIMS**

Army COMSEC Commodity Logistical Accounting Information Management System

**ACCOR**

Army COMSEC Central Office of Record

**ACIMS**

Aircraft Component Intensive Management System

**ACOM**

Army Command

**ACSP**

Army Central Service Point

**ACWT**

average customer wait time

**A&E**

ammunition and explosives

**AFSS**

automated fuel service station

**AG**

Adjutant General

**AGR**

Active Guard/Reserve

**AHA**

ammunition holding area

**AIF**

Army Industrial Fund

**AIS**

automatic information system

**AIT**

automatic identification technologies, automation information technology

**AKMS**

Army Key Management System

**ALC**

accounting legend code

**ALO**

authorized level of organization

**ALOC**

air line of communications

**A-MART**

Army Mart

**ALW**

allowance

**AMC**

U.S. Army Materiel Command

**AMCOM**

Aviation and Missile Command

**AMDF**

Army Master Data File (contained on FEDLOG)

**AMS**

automated manifest system

**AMSA**

area maintenance support activities

**AMSF**

area maintenance and supply facilities

**ANMCS**

anticipated not mission capable supply

**AOD**

area oriented depot

**APAP**

Air Pollution Abatement Program

**AR**

Army Regulation; arms room

**ARC**

accounting requirements code

**ARI**

automatic return item

**ARIL**

automatic return item list

**ARMS**

automated resources management system

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASA**

ammunition support activity

**ASA(ALT)**

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

**ASA(FM&C)**

Assistant Secretary of the Army (Financial Management and Comptroller)

**ASCC**

Army Service Component Command

**ASF**

Army Stock Fund

**ASL**

authorized stockage list

**ASP**

ammunition supply point

**ASTM**

American Society for Testing and Materials

**AT**

annual training

**ATAV**

Army total asset visibility

**ATP**

ammunition transfer point

**AUGTDA**

augmentation TDA

**AVCRAD**

aviation classification repair activity depots

**AVFUEL**

aviation fuel

**AVGAS**

aviation gasoline

**AVUM**

aviation unit maintenance

**AWCF**

Army working capital fund

**AWCF-SMA**

Army working capital fund supply management Army

**AWR**

Army war reserve

**AWR-S**

Army war reserve-sustainment

**BBP**

break bulk point

**BII**

basic issue item

**BL**

bill of lading

**BOI**

basis of issue

**BUR**

bottoms-up reconciliation

**CAGE**

commercial and Government entity code

**CAM**

chemical agent monitor

**CBS-X**

Continuing Balance System-Expanded

**CBU**

commodity business unit

**CCA**

central collection activity

**CCEP**

COMSEC endorsement program

**CCI**

controlled cryptographic item

**CCISP**

Controlled Cryptographic Item Serialization Program

**CCP**

consolidation/containerization point

**CDDB**

central demand database

**CD-ROM**

compact disk-read only memory

**CFO**

chief financial officer

**CHR**

component hand receipt

**CIF**

central issue facility

**CIIC**

controlled inventory item code

**CIIIP**

Clothing Initial Issue Point

**CJCS**

Chairman of the Joint Chiefs of Staff

**CL**

components list

**CMCS**

COMSEC Materiel Control System

**CMDSA**

COMSEC Materiel Direct Support Activity

**CMMC**

Corp Materiel Management Center

**CNGB**

Chief, National Guard Bureau

**COMSEC**

communication security

**CONUS**

continental United States

**COSCOM**

Corps Support Command

**CP**

cannibalization point

**CRF**

Contractor's record files, cryptographic repair facilities

**CRP**

central receiving point

**CSA**

corps storage area, Chief of Staff Army

**CSA SEA**

Chief of Staff, Army, Supply Excellence Award Program

**CSC**

customer supply center

**CSDP**

Command Supply Discipline Program

**CSMS**

combined support maintenance shops

**CTA**

common table of allowances

**CTCN**

Consolidation transportation control number

**CWT**

Customer wait time

**DA**

Department of the Army

**DAAS**

Defense Automatic Addressing System

**DARIC**

Defense Automation Resources Information Center

**DARMS**

Developmental Army Readiness and Mobilization System

**DBOF**

Defense Business Operating Fund

**DCAS**

Defense Contract Administration Services

**DCB**

dollar cost banding

**DCO**

Defense coordinating officer

**DCS**

Defense courier service

**DCSC**

Defense Construction Supply Center

**DCS, G-4**

Deputy Chief of Staff, G-4

**DCSLOG**

Deputy Chief of Staff for Logistics (Replaced by DCS, G-4)

**DDRE**

Director of Defense Research and Engineering

**DDSF**

Defense Distribution Depot San Joaquin Sharpe Facility

**DDSP**

Defense Distribution Depot Susquehanna, PA

**DEH**

Director of Engineer and Housing

**DEIS I and DEIS II**

Defense Energy Information Systems Reports

**DEMIL**

demilitarization

**DES**

Distribution Execution System

**DESC**

Defense Energy Support System

**DFAS**

Defense Finance and Accounting Service

**DFSC**

Defense Fuel Support Center

**DFRE**

Defense Fuel Region Europe

**DFSC**

Defense Fuel Support Center

**DIC**

document identifier code

**DITMS**

Defense Information Technology Management System

**DLA**

Defense Logistics Agency

**DLSC**

Defense Logistics Support Center

**DMMC**

division materiel management center

**DO**

dues-out

**DOD**

Department of Defense

**DODAAC**

Department of Defense Activity Address Code

**DODAAD**

DOD Activity Address Directory

**DODI**

Department of Defense Instruction

**DODIC**

Department of Defense Identification Code

**DODSASP**

Department of Defense Small Arms Serialization Program

**DOL**

Director of Logistics

**DOS**

days of supply

**DPAS**

Defense property accounting system

**DPP**

dedicated procurement program

**DPW**

Directorate of Public Works

**DRB**

division ready brigade

**DRMO**

Defense Reutilization and Marketing Office

**DRO**

disposal release order

**DRU**

Direct Reporting Unit

**DS**

direct support

**DSAA**

Defense Security Assistance Agency

**DSPA**

deployment stock package analyzer

**DSS**

direct support system

**DSU**

direct support unit

**DUIC**

derivative unit identification code

**DVD**

direct vendor delivery

**EC**

essentiality code

**ECC**

equipment category code

**ECP**

equipment control program

**ECS**

equipment concentration site

**EIC**

end item code

**EOD**

explosive ordnance disposal

**EOQ**

economic order quantity

**EPA**

Environmental Protection Agency

**ERC**

equipment readiness code

**ETS**

expiration term of service

**FAD**

Force/Activity Designator

**FAO**

Finance and Accounting Office

**FAR**

Federal Acquisition Regulation

**FAS**

Fuels automated system

**FAX**

facsimile

**FC**

fielding command

**FEMA**

Federal Emergency Management Agency

**FEPB**

facilities engineering property book

**FFMIA**

Federal financial management improvement act

**FM**

field manual

**FOA**

field operating agency

**FOB**

free on board

**FOI**

found on installation

**FORSCOM**

Forces Command

**FRP**

Federal response plan

**FSB**

Forward Support Battalion

**FSC**

Federal supply class

**FSCAP**

flight safety critical aircraft parts

**FWT**

fair wear and tear

**FY**

fiscal year

**Gen PP&E**

General property plant and equipment

**GFM**

Government furnished materiel

**GMLR**

Guided missile and large rocket

**GMRA**

Government management reform act

**GOCO**

Government-owned, contractor-operated

**GPS**

global positioning system, navigation systems

**GS**

general support; general schedule

**GSA**

General Services Administration

**GSU**

General Support Unit

**HAZMAT**

hazardous material

**HCP**

Health and Comfort Packs

**HMDS**

hazardous materials

**HAZMAT**

Hazardous Materials Data Segment

**HMIRS**

hazardous materials information resource system

**HMMP**

Hazardous Materials Management Program

**HQDA**

Headquarters, Department of the Army

**HR**

hand receipt

**HRH**

hand receipt holder

**I&S**

interchange and substitute

**IAR**

inventory adjustment report

**IFMS**

interagency fleet management system

**IG**

Inspector General

**IL**

identification list

**ILAP**

integrated logistics analysis program

**ILS**

integrated logistics support

**IMA**

Installation Management Agency

**IMCO**

Inter-Governmental Maritime Consultative Organization

**IMM**

integrated materiel manager

**IMMA**

Installation Materiel Maintenance Activity

**IMMC**

integrated materiel management center

**IMO**

information management officer

**IMPE**

information management processing equipment

**IMPL**

Initial Mandatory Parts List (formerly ERPSL)

**INSCOM**

U.S. Army Intelligence and Security Command

**IPD**

issue priority designator

**IPG**

issue priority group

**IRC**

initial ready company

**IRIS**

interrogation requirements information system

**ISB**

installation supply buffer

**ISD**

installation supply division

**ISSA**

installation supply support activity

**ITV**

in-transit visibility

**JCS**

Joint Chiefs of Staff

**JROTC**

Junior Reserve Officer Training Corps

**JTA**

joint table of allowances

**LCC**

logistics control code

**LMLC**

Life-cycle management command

**LID**

light infantry division

**LIDB**

logistics integrated database

**LIF**

Logistics Intelligence File

**LIN**

line item number

**LOGCAP**

Logistical Civil Augmentation Program

**LOGSA**

Logistics Support Activity

**LOGSTAADS**

Logistics Army authorization document system

**LP**

local purchase

**LRU**

line replaceable unit

**LTC**

lieutenant colonel

**MAJ**

major

**MARS**

Military Affiliated Radio System

**MATCAT**

materiel category

**MATES**

mobilization annual training equipment sites

**MBPAS**

monthly bulk petroleum accounting summary

**MC**

maintenance use code

**MCA**

Military Construction, Army management control activity

**MCN**

management control number

**MCSS**

military clothing sales store

**MDC**

magazine data card

**MDS**

Model/design/series

**MILGP**

Military Group

**MILSTRAP**

Military standard reporting and accounting procedures

**MILSTRIP**

Military Standard Requisitioning and Issue Procedures

**MMC**

materiel management center

**MOA**

memorandum of agreement

**MOBTDA**

Mobilization TDA

**MOI**

memorandum of instruction

**MOOTW**

military operations other than war

**MOS**

military occupational specialty

**MOU**

memorandum of understanding

**MOV**

materiel obligation validation

**MR**

maintenance repair, memorandum request

**MRAD**

materiel receipt acknowledgment document

**MRD**

materiel release denial

**MRL**

material requirements list

**MRO**

materiel release order

**MROCS**

materiel release order control system

**MRR**

materiel readiness review

**MS3**

milestone 3

**MSDS**

Material Safety Data Sheet

**MSSA**

mission supply support activity

**MTOE**

modification table of organization and equipment

**MUC**

maintenance use code

**MUSARC**

Major U.S. Army Reserve Command

**NA**

net asset

**NAF**

nonappropriated fund

**NCC**

National Cadet Corp

**NCO**

noncommissioned officer

**NDCC**

National Defense Cadet Corps

**NDE PP&E**

national defense equipment property, plant and equipment

**NET**

new equipment training

**NGB**

National Guard Bureau

**NICP**

National Inventory Control Point (also see ICP)

**NLT**

Not later than

**NMCS**

not mission capable supply

**NMP**

National Maintenance Point

**NON-TAT**

not to accompany troops

**NRTS**

not repairable this station

**NSA**

National Security Agency

**NSN**

national stock number

**NTV**

nontactical vehicle

**NWDC**

National workload distribution conference

**OCIE**

organizational clothing and individual equipment

**OCONUS**

outside continental United States

**ODCS**

Office Deputy Chief of Staff

**ODCSLOG**

Office of the Deputy Chief of Staff for Logistics (Changed to ODCS, G-4)

**OFDA**

Office of Foreign Disaster Assistance

**O/H**

on hand

**OL**

operating level

**OMA**

Operation and Maintenance, Army

**OMRP**

organizational maintenance repair parts

**OMS**

Organizational maintenance shop

**OPLAN**

operations plan

**ORF**

operational readiness float

**OST**

order ship time

**OSARP**

optimum stockage analysis requirement program

**OTW**

other than war

**PBO**

property book officer

**PC&H**

packaging, crating, and handling

**PCS**

permanent change of station

**PD**

priority designator

**PDI**

product deficiency investigation

**PHRH**

primary hand receipt holder

**PLL**

prescribed load list

**PM**

project manager, preventive maintenance

**PMS**

Professor of Military Science

**PN**

part number/part numbered

**PNCP**

part number conversion program

**POC**

point of contact

**POD**

port of debarkation

**POE**

port of embarkation

**POI**

program of instruction

**POL**

petroleum, oils, and lubricants

**POS**

peacetime operating stocks

**PP&C**

program, production, and control

**PWD**

procurement work directive

**QSL**

quality status list

**RATTS**

Radio Active Testing and Tracking System

**RBS**

readiness based sparing

**RC**

Reserve Component(s); recoverability code

**RCL**

repair cycle level

**RCS**

requirement control symbol

**R&D**

research and development

**RDD**

required delivery date

**RDF**

rapid deployment force

**RDTE**

research, development, test and evaluation

**REQ-VAL**

requisition validation

**RF**

radio frequency

**RFID**

radio frequency identification

**RICC**

reportable item control code

**RL**

retention limit

**RO**

requisitioning objective

**ROBCO**

readiness objective code

**ROD**

Report of Discrepancy

**ROP**

reorder point

**ROTC**

Reserve Officers' Training Corps

**RPA**

Reserve Personnel Army

**RPD**

required pick-up date

**RPMA**

real property maintenance activity

**RSA**

remote storage area

**RSR**

required supply rate

**RWT**

requisition wait time

**SAAS**

Standard Army Ammunition System

**SAAS-ASP**

Standard Army ammunition system-ammunition supply point

**SARSS**

Standard Army retail supply system

**SAVAR**

Standard Army Validation and Reconciliation

**SASSO**

Small Arms Serialization Surety Officer

**SB**

supply bulletin

**SC**

supply catalog

**SCL**

strategic configured loads

**SCMC**

Supply Categories of Materiel Code

**SDD**

standard delivery date

**SEA**

Supply Excellence Award

**SEALOC**

sea lines of communication

**SHAD**

Sharpe Army Depot

**SHR**

subhand receipt

**SHRH**

subhand receipt holder

**SIMS-X**

Selected Item Management System—Expanded

**SINCGARS**

Single Channel Ground Airborne Radio System

**SKO**

sets, kits, and outfits

**SL**

stockage level; safety level

**SLAC**

support list allowance card

**SLC**

stockage list code

**SMA**

supply management, Army

**SMR**

source, maintenance, and recoverability code

**SMSD**

software management support department

**SOP**

standing operating procedure

**SOS**

source of supply

**SPBS**

Standard Property Book System

**SPBS-R**

Standard Property Book System-Redesign

**SPBS-R/TDA**

Standard property book system-redesign/installation table of distribution and allowance

**SRA**

stock record account

**SRC**

special requirements code

**SRO**

stock record officer

**SROTC**

Senior Reserve Officers' Training Corps

**SSA**

supply support activity

**SSAN**

social security account number

**SSF**

single stock fund

**SSO**

source serialization officer

**SSP**

supply support overview packet

**SSSC**

self-service supply center

**STAMIS**

Standard Army Management Information System

**STANFINS**

Standard Finance System

**STARFIARS**

Standard Army Financial Inventory Accounting System

**TAACOM**

Theater Army Area Command

**TAADS**

The Army Authorization Documents System

**TAC**

type of activity code

**TAEDP**

Total Army Equipment Distribution Program

**TAG**

The Adjutant General

**TAMIS**

Training Ammunition Management Information System

**TAP**

Total Army program

**TASN-A**

tracking assets by serial number-aviation

**TAT**

to accompany troops

**TAV**

Total Asset Visibility

**TB**

technical bulletin

**TCLSC**

Theater COMSEC Logistic Support Center

**TCMD**

transportation control and management document

**TCN**

transportation control number

**TCO**

tool control officer

**TDA**

table of distribution and allowances

**TDY**

temporary duty

**TI**

technical inspection

**TIPIL**

turnin point item list

**TM**

technical manual

**TMDE**

test, measurement, and diagnostic equipment

**TOAD**

Tobyhanna Army Depot

**TPF**

total package fielding

**TPFDL**

time-phased force deployment list

**TPS**

transportation protective service

**TRC**

type requirements code

**TRADOC**

U.S. Army Training and Doctrine Command

**TSA**

Theater Storage Area, Theater support activity

**TSC**

Theater Support Command

**TSCA**

toxic substances control act

**TSCMMC**

Theater Support Command materiel management center

**TSCA**

Toxic Substance Control Act

**UI**

unit of issue

**UIC**

unit identification code

**UIT**

unique item tracking

**ULLS**

Unit Level Logistics System

**UMMIPS**

Uniform Materiel Movement and Issue Priority System

**UND**

urgency of need designator

**UPH**

unaccompanied personnel housing

**USACASCOM**

U.S. Army Combined Army Support Command

**USACSLA**

U.S. Army Communications Security Logistics Activity

**USAFLC**

U.S. Air Force Logistic Command

**USAMMA**

U.S. Army Medical Materiel Agency

**USAPA**

U.S. Army Publications Agency

**USAPC**

U.S. Army Petroleum Center

**USAQMC&S**

U.S. Army Quartermaster Center and School

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USASC**

U.S. Army Signal Comand

**USASMDC**

U.S. Army Space and Missile Defense Command

**USATA**

U.S. Army Test, Measurement, and Diagnostic Equipment Activity

**USATC**

U.S. Army air traffic control

**USG**

United States Government

**USPFO**

U.S. Property and Fiscal Office

**UST**

Underground storage tank

**UTES**

unit training equipment site

**VCSA**

Vice Chief of Staff Army

**VHT**

vehicle hull targets

**VIL**

vehicle information link

**WARS**

worldwide ammunition reporting system

**WG**

wage grade

**WORF**

wartime operational readiness float

**WSF**

wholesale stock fund

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms****Acceptance at destination**

Assumption of title to property by DA at the specified delivery point. This term corresponds, generally, to the commercial term "FOB destination."

**Acceptance at origin**

Assumption of title to property by DA at the point of shipment. This term corresponds, generally, to the commercial term "FOB origin." It does not imply that payment was made at the time title passed to the Army nor does it necessarily mean that the Government, by assumption of title, forfeited the right to reject any article not conforming to contract specifications.

**Accountability**

Obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out and balances on hand or in use.

**Accountable officer**

Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds. There are three types of supply accountable officers as defined below.

- a.* Transportation officer, accountable for property entrusted to him or her for shipment.
- b.* Stock record officer, accountable for supplies being held for issue from time of receipt until issued, shipped, or dropped from accountability.
- c.* Property book officer, accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability. (Hand receipt holders are not considered accountable officers.)

**Army and Air Force Exchange Service**

A Joint command of the U.S. Army and the U.S. Air Force under the jurisdiction of the Chief of Staff, U.S. Army and the Chief of Staff, U.S. Air Force that furnishes activities, personnel, property, and NAFs through which exchange and motion picture services are provided.

**Army property**

All property under DA control, except property accounted for as owned by an NAF activity. "Government property" and "Army property" are used synonymously with "property."

**ASL depth**

Quantity of a single line stocked on an ASL.

**Audit trail**

Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document, until the property is dropped from accountability.

**Authorized retention limit**

The quantity of items authorized to be retained before reporting excesses or requesting disposition instructions.

**Average customer wait time**

Average time in days, developed at a forward distribution point, required to satisfy customer demands, regardless of whether the demand was for a stocked or unstocked item, or whether or not the demand was satisfied from stock on hand at the forward distribution point.

**Backorder**

That portion of requested stock not immediately available for issue and not passed to another source of supply for action. Record of obligation to file the backorder is known synonymously as a backorder or due-out.

**Basic load**

Supplies kept by using units for use in combat (for other than ammunition). The quantity of each item of supply in a basic load is related to the number of days in combat the unit may be sustained without resupply.

**Bench stock**

Consumable Class 2, 3 (packaged), 4, and 9 supplies used by maintenance personnel at an unpredictable rate. Bench stocks are authorized for support level maintenance activities, including aviation unit maintenance activities.

**Bill of lading**

Includes Government bills of lading issued by the Army (as defined in AR 55-355 ) and commercial bills of lading for transportation services administered by the Army.

**Bulk issue (POL)**

An issue of bulk fuel into a transportation vehicle or storage tank that will subsequently be issued to a consuming end item of equipment.

**Capacity table (POL)**

A table showing the capacity of a bulk storage tank.

**Capital equipment**

Personal property of a capital nature classified nonexpendable in an Army supply manual, or that would be so classified if included in an Army supply manual or catalog.

**Capital nature**

Property that has all or most of the following characteristics:

- a. Does not lose its identity when used for its intended purpose.
- b. Has an acquisition cost of \$15, 000 or more.
- c. Has a useful life of more than 2 years when used for intended purpose.
- d. Normally is an investment-type item capitalized in the accounting records.

**Causative research**

An investigation of variances in transactions. The investigation consists of a complete review of all transactions since the last inventory or last reconciliation between custodial and inventory control point (ICP) accountable records. Hard copy supporting documentation, catalog changes, shipment discrepancies, and unposted or rejected documentation also are reviewed. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken. Causative research ends when the cause of the variance has been determined; or when, after review of transactions back to the last inventory or reconciliation, no conclusive findings were possible.

**Central Collection Activity**

An activity designated by each ACOM/ASCC/DRU to provide CBS-X field support for a specified supply support area or for a specified command. Central collection activities may be located at division, installation, Corps or subordinate ACOM/ASCC/DRU level.

**Certified (POL)**

Written documentation by a competent authority that the item has been proven to provide accurate measurements.

**Checking-in (tally-in) operation**

An operation performed by a receiving clerk, normally under supervision of the transportation officer or receiving property officer. Includes removing items from a carrier's vehicle and conducting a visual inspection to decide the condition of packages and loose pieces in a shipment. Checking-in may be performed under other supervision, or at a

later time, because of emergency conditions; however, it will not be confused with the “storage” operation. Storage operation involves opening undamaged packages after delivery to a customer, user, or warehouse.

### **Clothing initial issue point**

A facility normally located at an installation that serves as a reception station for new soldiers being processed for training in the Active Army.

### **Command responsibility**

The obligation of a commander to ensure that all Government property within his or her command is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to command at any level and includes—

- a. Ensuring the security of all property of the command, whether in use or in storage.
- b. Observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property within the command.
- c. Enforcing all security, safety, and accounting requirements.
- d. Taking administrative or disciplinary measures when necessary.

### **Command strip list**

A list of items, prepared by a ACOM/ASCC/DRU, to be removed from an end item and put in a cannibalization point.

### **Components**

There are 2 types of components, components of end items and components of assemblages.

a. *Components of end items.* Items identified in technical publications (such as technical manuals) as part of an end item. (Items troop installed or separately authorized, and special tools and test and support equipment are not components.)

b. *Components of assemblages.* Items identified in a supply catalog component listing (SC/CL) as a part of an SKO, or other assemblage.

### **Concealed shortage or damage**

Shortage in or damage to the contents of an original container or package detected after delivery. This damage or shortage is contrasted with visible damages or shortages in the number of packages involved, readily noticeable at time of delivery.

### **Consumable supplies**

Supplies consumed in use, such as ammunition, fuel, cleaning and preserving materials, surgical dressings, and drugs, or supplies that lose their separate identity in use, such as repair parts and building materials.

### **Contaminated petroleum products (POL)**

Distillates and residuals of the petroleum refining process that have been contaminated before or during a usage period and can no longer satisfy the specifications of the original intended use. Included in this category are gasolines, kerosenes, diesel fuels, motor oils, and greases. Although not a petroleum-derived product, degreasing solvents are included in the broader sense because of the parallel methods of handling recovery, recycling, and final disposal.

### **Continuing balance system-expanded**

An Army-wide equipment control data base which uses supply transactions or property book forms that change equipment balances in order to provide on hand equipment positions for SB 700–20 items as reportable item control code (RICC 2, A, B, C, and Z) for active Army, USAR, and ARNG units and activities).

### **Controlled cryptographic items**

CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items which perform a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation “controlled cryptographic item” or “CCI.”

### **Controlled inventory items**

Items, that require quarterly inventory with characteristics that require special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows:

- a. *Classified item.* Material, that requires protection in the interest of national security.
- b. *Controlled item.* Material, that requires a high degree of protection and control, because of statutory requirements, or regulations; high-value, highly technical, or hazardous items; small arms, ammunition, explosives, and demolition material. (See controlled inventory item codes (CIIC) “1–6,” “8,” “9,” “\$,” “N,” “P,” “Q,” “R” and “Y” (night vision devices and navigation systems (GPS)) in the AMDF contained on FEDLOG.)

*c. Pilferable item.* Material having ready resale value or civilian application to personal possession and, therefore, especially subject to theft. Examples are binoculars, projectors, cigarettes, pagers, handheld two-way radios, cameras, tapes, or recorders. (See CIIC codes contained in the AMDF contained on FEDLOG.)

### **Credit**

Recording of an asset issued or shipped by an SRA. The asset may be reflected in terms of a quantity or a dollar value, depending on the type accounting.

### **Damage**

A condition that impairs either value or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial unserviceability. Usually implies that damage is the result of some act or omission.

### **Debit**

Recording of an asset received by an SRA. Asset may be reflected in terms of quantity or dollar value, depending on the type accounting.

### **Defense fuel support point (POL)**

A military or commercial bulk fuel terminal that will receive, store, and issue DLA-owned products.

### **Destruction**

Action or omission that renders property completely useless. Damage to the point of complete loss of identity or beyond the prospect of future restoration is considered to be "destruction." Animals killed for various reasons are said to be "destroyed."

### **Detail accounting**

Method of accounting that requires each transaction to be separately recorded and uniquely identified by a voucher or document number in the records, including adjustment of balances each time. Opposite of summary accounting, whereby several transactions may be shown as one without any unique identification.

### **Direct responsibility**

Obligation of a person to ensure that all Government property for which he or she has receipted for, is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property.

### **Discrepancy**

Disagreement between quantities or condition of property on hand and that required to be on hand, as shown by an accountability record of the property. It is usually a disagreement between quantities or condition of property actually received in a shipment and that recorded on the shipping document. This type of discrepancy generally is referred to as a "discrepancy incident to shipment." Another form of discrepancy occurs when a disagreement exists between a stock record balance and the result of a physical count or inventory.

*a. Shipping-type (item) discrepancy.* A variation in quantity or condition of goods received from that shown on the authorized (supply) shipping document; for example, DD Form 1348-1A or DD Form 1348-2. A shipping-type (item) shortage or overage is not evident on delivery; it is discovered when the article of freight as described on the transportation document is opened and the contents do not agree with the supply shipping documents.

*b. Inconsequential transportation discrepancies.* Loss and damage claims of \$50 or less. Formal documents are not required, nor are claims filed against carriers in amounts of \$50 or less. Exceptions are narcotics, drugs, and sensitive and classified materiel.

*c. Report of survey discrepancies in shipment.* Procedure and proper forms required to adjust property accountability and determine liability for discrepancies in shipment as defined above.

(1) DD Form 361 (Transportation Discrepancy Report (TDR)). A multiple-use form to report, investigate, and process discrepancies in shipments involving loss or damage and to report other transportation-type discrepancies. DD Form 361 is authorized for use as a report of survey to support claims against carriers and contractors or vendors, including adjustment of inventory and financial accounting records, as proper, when dollar value involved is \$50 or more.

(2) SF 364 (Report of Discrepancy (ROD)). When negligence is suspected, the ROD is used as an exhibit to a report of survey to report and adjust supply discrepancies. (See AR 735-5, fig 16-2, for an example of how an ROD condition could develop into a report of survey condition.)

*d. Transportation-type discrepancy in shipment.* A carrier (common or contract) may fail to deliver to a consignee,

in the condition originally billed, all of the packages or loose pieces of property listed on the Government Bill of Lading (GBL) or other transportation documents (for example, commercial bill of lading, manifest, load list, freight warrant). The shortage, overage, or damage is termed a transportation-type discrepancy. Transportation-type discrepancies reportable on DD Form 361 (TDR) may be the fault of the carrier, shipper, vendor, or contractor, container consolidation point, or transshipping activities. Overages and shortages within commercial or Government-owned (or leased) shipping containers (SEAVANs), military-owned demountable containers (MILVANs), MSCVANs, roll-on/roll-off (RO/RO) trailers, or container expresses (CONEXs) with seals intact, missing, or broken are included in this term.

**Disposal (POL)**

All practices and actions associated with removing materiel from an organization's inventory and accountability. The materiel is normally considered as having expended its usefulness to the organization.

**Dollar accounting**

Used in SRAs, this method of accounting expresses credit and debit (loss and gain, respectively) entries in terms of extended dollar worth, rather than in terms of quantities of items. May be performed in either detailed or summary manner.

**Durable item**

Durable property is personal property that is not consumed in use, does not require property book accountability, but because of its unique characteristics requires control when issued to the user. It is an item of Army property coded with an ARC of "D" in the AMDF contained in FEDLOG. See AR 735-5, paragraph 7-6 and 7-7 for a description of various property items code durable and the accounting requirements for durable property.

**Emergency requirement**

An unexpected, serious occurrence or situation urgently requiring prompt action and immediate remedy. To qualify for an emergency requirement the situation must support one of the following:

- a. To save human lives or to relieve human sufferings.
- b. To repair emergency equipment.
- c. To support contingency operations when the operation is imminent (that is, declared simple alert) or is in progress.

**End user operated equipment**

Is information system equipment directly operated by and beneficial to the end user. Examples of end user equipment are personal computers, telephones, office coping machines, video cassette players, and portable overhead projectors. Includes the above items that are accounted for on both stock record accounts and stored at the SSA awaiting issue to the user level, and on property book records at the user level.

**Equipment**

Articles needed to outfit an individual or organization. Clothing, tools, utensils, vehicles, weapons, and similar items are articles of equipment. It is synonymous with "supplies" and "materiel."

**Equipment in place**

Nonexpendable equipment of a moveable nature affixed to real property, but able to be removed without destroying or reducing the usefulness of the facility. It does not include installed building equipment.

**Excess**

The quantity of items over and above the authorized RO.

**Expendable items**

Expendable property is property that is consumed in use, or loses its identity in use. It includes items not consumed in use, with a unit cost of less than \$300 and having a controlled item inventory code of "U" or "7" assigned. It is an item of Army property coded with an ARC of "X" in the AMDF contained on FEDLOG. See AR 735-5, paragraph 7-4 and 7-5 for a description of various property items code expendable and the accounting requirements for expendable property.

**Extended active duty**

A period of active duty exceeding 6 months.

**Facilities engineer**

The person designated as responsible for local maintenance and management of all items of real property. (The plant engineer at AIF plants and depots is the facilities engineer at that activity.)

**Fair, wear, and tear**

Loss or 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.

**Financial accounting**

Maintaining accounting records in terms of dollars, without regard for quantity of items.

**Financial inventory accounting**

Act of establishing and maintaining accounts in both monetary and quantitative terms for material, supplies, and equipment held as stock on records of property accountability in the Army supply system worldwide.

**Financial liability**

Personal, joint, or corporate statutory obligation to reimburse the U.S. Government for Government property lost, damaged, or destroyed because of negligence or misconduct. (Misconduct includes wrongful appropriation.)

**Formal accountability**

Obligation to maintain property book or stock record property accounts, commissary accounts, or Troop Issue Subsistence Activity (TISA) sales accounts. All property is subject to formal accountability unless specifically exempted by regulation or specific instructions of Headquarters Department of the Army (HQDA).

**Government-furnished property**

Government-owned property furnished to a contractor for the performance of a contract. It is defined as—

- a. Industrial facilities.
- b. Materiel.
- c. Special tooling.
- d. Special test equipment.
- e. Military property. Also known as Government-furnished material (GFM) and Government-furnished equipment (GFE).

**Hand receipt**

A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

**Handtools**

Any hand-held devices either manually operated or power driven that are portable, light weight, and small enough to be used by a craftsman in accomplishing his trade. They include such items as wrenches, screwdrivers, hammers, chisels, pliers, saws, impact wrenches and such other small devices that are normally held in a toolbox.

**Hazardous material (HAZMAT)**

Material as defined by Federal Standard, Material Safety Data Sheets (MSDS), Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities (FED-STD-313) The General Services Administration has authorized the use of the Federal standard by all Federal agencies.

**Individual equipment**

Personal clothing and equipment issued for exclusive personal use of an individual.

**Industrial plant equipment**

Plant equipment that cost \$3,000 or more; used to cut, abrade, grind, shape, form, join, test, measure, heat, treat, or otherwise alter physical, electrical, or chemical properties of materials, components, or end items. Also used in manufacturing, maintenance, supply, processing, assembly, or research and development operations. Excludes minor plant equipment.

**Initial clothing allowance**

Prescribed items and quantities of personal type clothing and Service uniforms, with component items, furnished to enlisted members when entitled to an initial issue clothing allowance.

**Ink entry**

A legible entry made in indelible ink using a ballpoint, felt tip, or fountain pen.

**Installation property**

Nondeployable property issued to a unit under authority of a CTA or other HQDA-approved or NGB authorization documents, except expendable items and personal clothing.

**Installation property book**

Record of property issued under an authorization document other than an MTOE, deployable TDA, and deployable CTA items.

**Installed building equipment**

Items of equipment that are affixed and built into the facility as an integral part of the facility. Equipment that is an integral part of the facility is equipment that is necessary to make the facility complete, and if removed would destroy or reduce the usefulness of the facility. Use of the equipment determines if it is an integral part of a facility.

**Inventory**

An inventory is a physical count of property on hand. Components are inventoried when the end item is inventoried.

**Inventory accounting**

Establishment and maintenance of accounts for materiel in storage, in manufacturing process, on hand, in transit, or on consignment in terms of cost or quantity. The accounting process includes maintenance of supporting records and rendition of reports when required. Specific types of inventory accounting are detail, summary, financial, and item accounting.

**Inventory (POL)**

Bulk tankage (stationary or mobile) contents measured to current product level.

**Item accounting**

Method of accounting that expresses credit and debit (loss or gain) entries in terms of quantity of items transacted without regard for dollar value of the materiel. May be performed in either detailed or summary manner.

**Latent defects**

Weaknesses or flaws normally not detected by examination or routine tests, but present at time of manufacture and may be aggravated or discovered by use.

**Like item**

An end item that will serve the same purpose, has the same capacity as the end item replaced, and will not create turbulence in unit PLL.

**Local purchase**

Authorized purchase of supplies requested by an SSA for its own use or for issue to a supported activity in lieu of requisitioning through the supply distribution system.

**Loss**

Loss of, damage to, or destruction of property of the U.S. Government under control of the Army. Includes loss from Government accountability. Property is considered lost when it cannot be accounted for by the person responsible for it.

**Major Army subcommand**

A command directly subordinate to a ACOM/ASCC/DRU. Assigned direct line responsibility and authority for a prescribed Army mission and designated by HQDA as a SUBACOM/ASCC/DRU. (Not applicable to the ARNG.)

**Management level**

An acceptable range of performance usually expressed with upper and lower control units, or occasionally as a single figure. Performance inconsistent with a management level will be cause for the operation to receive closer management.

**Material**

Property necessary to equip, maintain, operate, and support military activities. May be used either for administrative or combat purposes.

**Multiple drop (POL)**

Dispensing of fuel from a fuel delivery vehicle at more than one location or more than one receiving tank.

**National level**

Level of supply support including national inventory control points, depots, terminals, arsenals, central national data banks, plants and factories associated with commodity command activities, and special Army activities retained under direct control of HQDA. National functions are mostly performed in CONUS. A national system procures supplies for the Army from commercial sources or from Government plants. National supply support is accomplished by distributing supplies to retail level for stockage or for issue to users.

**Negligence**

There are 2 types of negligence; simple negligence and gross negligence. *Simple negligence*. The failure to act as a reasonably prudent person would have acted under similar circumstances. *Gross negligence*. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

**Negotiable media**

Is paper or token that has a value that may be used to gain a specific service, such as a postage stamp used to mail a letter, toll scrip used to pay for the use of a toll road or a token that is used to pay for a ride on public transportation.

**Net asset**

The NA position consist of the total quantity on hand, either serviceable or unserviceable, plus quantities due-in minus quantities due-out.

**Nonconsumable supplies**

Supplies not consumed in use and retaining their original identity during the period of use, such as weapons, machines, tools, furniture, and fixtures.

**Nonexpendable items**

Nonexpendable property is personal property that is not consumed in use and retains its original identity during the period of use. Nonexpendable property is accounted for at the user level using property book records and responsibility assigned using the property book record and/or hand receipts. 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.

**Nonrecurring demand**

Request made for a requirement known to be a one-time occurrence will be coded nonrecurring when demand is not to be considered in requisitioning objective computations.

**Nonstandard item**

The item has no NSN assigned based on research of catalog data.

**Nonstocked item**

The item is not listed in the current AMDF contained on FEDLOG.

**Operating level**

The quantity of stock intended to sustain normal operations during the interval between receipt of replenishment shipment and submission of subsequent replenishment requisition. Does not include either safety level or OST quantity.

**Operational load**

A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations.

**Organizational property**

Property authorized to a unit or organization under an MTOE or deployable TDA authorization document and all CTA property which deploys with the unit.

**Organizational property book**

Record of property issued under an MTOE or deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property. Examples of this type of equipment can be found in AR 71–32.

**Original package**

A sealed or otherwise securely closed container packed by vendor, supply depot, or arsenal. Container conforms to the following:

- a.* Contains only one kind of article to distinguish the container from one in which miscellaneous articles are packed for convenience in shipment. Component articles comprising a standard assembled unit of equipment, when shipped as a complete unit, may be considered as one article.
- b.* Contents are standard as to quantity, or the outside of the package shows by stenciling or other permanently affixed markings a list of quantities and description of the contents.
- c.* Designation of vendor, depot, or arsenal that packaged the contents is shown on the outside of the package.
- d.* Package was received by consignee with unbroken seals or protective fastening applied by vendor, depot, or arsenal, and with no evidence of tampering or visible damage to contents.

**Packaged petroleum fuels (POL)**

Fuels that are transported, stored, or issued in containers of 55 gallons or less and in 500-gallon collapsible containers.

**Packaged petroleum products (POL)**

Petroleum products other than fuels that are stored, transported, and issued in containers of 55 gallons or less. Examples are lubricants, greases, and specification samples.

**Parent organization**

May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA number.

**Parent unit identification code**

The UIC specifically associated with a parent organization and from which other UICs may be derived. Designator of a parent UIC is AA; in the case of TDA augmentations to TOE organizations, 90 through 99.

**Peripheral components**

A device connected to a computer to provide communication as input and output of auxiliary functions such as additional storage. Includes modems, display terminals, keyboards, disk drives, tape drives, printers, control units, central processing units, and so on.

**Personal arms and equipment**

Items designed for personal use or performance of duty by a person and normally stored with the personal effects of or worn or carried on the person. Examples are handguns, flashlights, some toolboxes, protective masks, binoculars, and items listed on DA Form 3645 or DA Form 3645–1. Such items become personal equipment only when issued to the using person for personal use. Items like motor vehicles, office furniture, Government quarters and furnishings, and typewriters are not classified as personal property.

**Personal clothing**

Military-type clothing and personal clothing such as headgear, underwear, footwear, Service uniforms, and component items prescribed by the Secretary of the Army and provided to enlisted members.

**Personal property**

Property of any kind except real property and records of the Federal Government.

**Personal responsibility**

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

**Personnel**

The terms "personnel," "military personnel," "Service member," and "civilian employee" mean DA members, ARNG members or technicians, or DA civilian employees, unless otherwise stated.

**Planograph**

Space utilization drawing of warehouse.

**Plant equipment**

That portion of capital equipment, such as machinery, equipment, furniture, vehicles, machine tools, and other production equipment with a unit cost over \$15, 000, used, or capable of use, in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purpose.

**Post-post**

The posting of a transaction to add to, or to subtract from the accountable stock record balance, after the physical issue or storage of a stocked item has occurred.

**Prepost**

The posting of a transaction to add to, or to subtract from the accountable stock record balance, before the physical issue or storage of a stocked item has occurred.

**Prescribed load list**

A list of unit maintenance repair parts that are demand-supported, nondemand-supported, and specified initial stockage repair parts for newly introduced end items.

**Primary hand receipt**

Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

**Primary hand receipt holder**

A person who is hand-receipted property directly from the accountable officer.

**Production equipment**

Means the same as "industrial plant equipment."

**Property**

The terms "Government property," "Army property," and "property" include all property under DA control except property accounted for as owned by an NAF activity. References to property of other U.S. Government agencies or of foreign governments clearly will be identified as such; for example, Air Force, State Department, or Republic of Korea property. All property issued by the United States to the ARNG remains the property of the United States, under section 710(A), title 32, United States Code.

**Property administrator**

An individual duly designated by appropriate authority to administer contract requirements and obligations relative to Government property furnished to or acquired by a contractor; an authorized representative of the contracting officer.

**Property book**

A formally designated set of property records maintained to account for organizational and installation property in a using unit.

**Property records and property account**

General terms referring to any record of property. This includes not only formal SRAs maintained in item or monetary terms by accountable officers, but also organizational property books, installation property books, and individual clothing and equipment records, or any other organized files of property records.

**Real property**

Land and interests in lands. This includes buildings, piers, docks, warehouses, rights-of-way and basements, utility systems, and all other improvements permanently attached and ordinarily regarded as real estate. This does not include machinery, equipment, or fixed signal communication systems that may be removed without harming the usefulness of the structure.

**Receiving officer**

An officer charged with custody or storage of property received by means of shipment. The office is distinguished from the consignee on the bill of lading because that consignee usually is the transportation officer. Usually, the receiving officer is an accountable officer at the station of destination.

**Reconciliation**

A comparison of the supply records of separate activities to ensure their compatibility. The term reconciliation includes the corrective actions necessary to bring the two record sets into agreement.

**Recurring demand**

A request made periodically or anticipated to be repetitive for materiel to be used immediately or for stock replenishment. Most demands are recurring. A demand is, therefore, considered recurring when doubt exists as to its nature.

**Reorder point**

That point, expressed as a quantity of stock, at which time a stock replenishment requisition would be submitted to maintain a stockage objective. This consists of the sum of the safety level, OST, and (if applicable) the repair cycle level.

**Repair cycle level**

Quantity of reparable type items required for stockage, based on average monthly repair rate and repair cycle time.

**Repair cycle time**

A parameter, expressed as an average, used in calculation of repair cycle level of stock. The cycle begins on acceptance of a job by maintenance and ends when the formerly unserviceable asset is returned to stock in a serviceable condition.

**Reparable Exchange Activity**

An element of a forward distribution point providing exchange service for reparable components. Exchange of an unserviceable reparable for a serviceable like item is made on a request for issue or turn-in document.

**Report of survey**

An instrument for recording circumstances concerning loss, damage, or destruction of Army property. It serves as, or supports, a voucher for dropping articles from property records on which they are listed. It also serves to determine any question of responsibility (financial or otherwise) for absence or condition of the articles.

**Request**

A supply request initiated by the using unit.

**Requisition**

A supply request initiated by the SSA in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher source of supply.

**Requisition objective**

The RO is the maximum quantity of an item authorized to be on hand and on order at any time.

**Responsibility**

The obligation of an individual to ensure that Government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody and safekeeping are provided. There are four types of responsibility as defined in this glossary:

- a. Command responsibility.
- b. Direct responsibility.
- c. Supervisory responsibility.
- d. Personal responsibility.

**Retail issue (POL)**

An issue of bulk fuel into a consuming end item of equipment.

**Retail level**

Level of supply below the national level. Retail level stockage generally is oriented toward attaining maximum operational readiness of support units and, therefore, it is based on demand or item essentiality. Installation supply and maintenance activities, direct support organizations, and GSUs usually are engaged in retail level supply support.

**Safety level**

Quantity of stock intended to permit continued support in the event of minor interruption of stockage replenishment or unpredictable fluctuation in demand rate, or both.

**Sales account**

Formal records of accountability maintained in monetary terms by TISAs, commissaries, and other sales activities. Line item stock record balances are not normally maintained by sales accounts.

**Scrap**

Material that has no value except for its basic content.

**Service uniform**

A uniform prescribed for wear by Army personnel on routine duty. Different from dress, full dress, utility work, or field combat uniform.

**Shop stock**

Repair parts and consumable supplies stocked within a support-level maintenance activity for internal use during accomplishment of maintenance requests. It is similar in purpose to repair parts kept by a unit in support of organizational maintenance, in that it is for internal use only and has been issued from an ASL at an SSA.

**Small arms**

Handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machinegun; multibarrel machineguns such as the 7.62mm M134; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder-fired; flamethrowers, and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft.

**SPBS–R/I–TDA**

Standard Property Book System-Redesign/Installation-Table of Distribution and Allowance

**State**

Includes all the States, Commonwealth of Puerto Rico, territory of the U.S. Virgin Islands, territory of Guam, and the District of Columbia.

**Stock number**

A number used to identify an item of supply. Types of numbers used are:

- a. NSN or NATO stock number.
- b. Commercial and Government Entity Code.
- c. Management control number.
- d. DODAC.
- e. Army commercial vehicle code.
- f. Any other identifying number when one of the types in (1) through (5) above has not been assigned.

**Stock record account**

Formal basic record showing, by item, receipt and disposal of property being held for issue, balance on hand, and other identifying or stock control data. The account is prepared on prescribed forms. It is maintained by, or under supervision of, an accountable officer. It may be maintained manually, by accounting machine methods, or by ADPE.

**Subhand receipt**

A hand receipt between a primary hand receipt holder and a person subsequently given the property for use. It does not transfer direct responsibility for property to the subhand receipt holder.

**Summary accounting**

Grouping transactions together for a specific time or activity, and then posting only net results or summary of transactions to accounting records.

**Supervisory responsibility**

Obligation of a supervisor to ensure that all Government property issued to, or used by, his or her subordinates is properly used and cared for, and that proper custody and safekeeping of the property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes—

- a. Providing proper guidance and direction.
- b. Enforcing all security, safety, and accounting requirements.
- c. Maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property.

**Supplies**

Items needed to equip, maintain, operate, and support military activities. Supplies may be used for administrative, combat, or general plant purposes. Supplies include food, clothing, equipment, arms, ammunition, fuel materials, and machinery of all kinds. For planning and administrative purposes, supplies are divided into 10 classes. Supplies are synonymous with “equipment” and “material.”

**Training equipment**

Items developed, authorized, issued, or procured primarily for training and learning.

**Transportation officer**

The officer responsible for shipment of property. This officer initiates and accomplishes BLs. When no person is specifically provided to perform these functions, the officer who accomplishes BLs is responsible for duties assigned to the transportation officer.

**Unit commanders**

Commanders of companies, batteries, or similar units, and correctional officers.

**U.S. property and fiscal officer**

A commissioned officer of the Army or National Guard of the United States on extended Federal active duty and who is accountable and responsible for proper obligation and expenditure of all Federal funds and for receipt and account all Federal property in possession of the National Guard of the State; maintains an SRA comparable to the level of a CONUS installation; and must ensure that accountability for Federal property is maintained after property is issued to property book level.

**Unserviceability**

More inclusive term than damage or destruction. It indicates, in military usage, that the article to which the term is applied is no longer useful for the intended purpose. Damage or destruction may not be involved. The term also indicates property that has deteriorated through use; however, it may include property no longer usable for its original purpose, despite the reason for its condition.

**Validation**

The review of open requisitions by the requestor to affirm the continued need for the material and quantity on requisition.

**Vehicle Hull Targets**

A vehicle used for destructive testing and target training. Vehicles are usually obsolete, nonstandard, or military excess withdrawn from DOD surplus or the DRMO.

**Voucher**

Document attesting to, or serving as, evidence of a specific property transaction. Credit vouchers, such as signed receipts, support a reduction of on hand balance shown on the property record. Debit vouchers, such as receiving reports, support an increase in recorded on hand balance.

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