

SUPPLY AND SERVICES DIVISION

External Standard Operating Procedures (SOP)

Version 9.0



**Logistics Readiness Center (LRC)
Supply & Services Division
Buildings 229, 409, 919, 7920 and 8311
Fort Riley, KS 66442**

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LRC, SUPPLY AND SERVICES – EXTERNAL SOP

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CHAPTER 1: GENERAL INFORMATION

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1.1 Mission

The Fort Riley Logistics Readiness Center (LRC), Supply and Services Division (A76 RO/GIN) serves as the authorized requisitioning and turn-in activity for the US Army and any other authorized customers in the Kansas and AR 5-9 area who require supply support. This activity furnishes all classes of supply, except Classes VI and VIII, and also operates an Ammunition Supply Point (ASP), Subsistence Supply Management Office (SSMO) and a Bulk Fuel Dispensing Facility.

1.2 Purpose

This External Standard Operating Procedure (SOP) establishes uniform guidance and procedures for obtaining support from the Fort Riley LRC Supply and Services Division.

1.3 Applicability

This SOP applies to all units, activities and organizations receiving support from the LRC Supply and Services Division.

1.4 Objective

The objective of this SOP is to assist the customers and ensure smooth interactions between supported customers and the Fort Riley, LRC, Supply and Services Division.

1.5 Operating Hours and Telephone Contacts for Supply and Services Division

Chief, Supply and Services Division	Building 7920–Rm F5	0730-1600	239-1909
	Building 409–Rm 125		239-4882

Consolidated Installation Property Book Officer/QAE/Laundry QAE- **Building 409**

Rm 126	0730-1600	239-3555/1926
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Contractor ICPBO POC	Rm 130	0730-1600	239-3425
ASP Accountable Officer	B919	0730-1600	239-4102

Manager Ammunition Holding Area (AHA)

B919	0730-1600	239-4102
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Contractor ASP POC	B919	0730-1600	239-4103
(After hours – 239-2222)			

Contractor Supply Manager POC	Building 7920–Rm F6	0730-1600	239-1926
			307-2606

SUPPLY AND STORAGE MANAGEMENT BRANCH - Building 7920

The Fort Riley, LRC, Ammunition Supply Point (ASP) and Ammunition Holding Area (AHA) are located at:

Building 919
Fort Riley, Kansas 66442

The Fort Riley, LRC, Vehicle Processing Center (VPC) is located at:

Building 1671
Fort Riley, Kansas 66442

The Fort Riley, LRC, Bulk Fuel Point is located at:

Building 8311
Fort Riley, Kansas 66442

The Fort Riley, LRC, Installation Consolidated Property Book Office, Bulk Fuel Accountable Officer, and Food Program Management Offices are located at:

Building 409
Fort Riley, Kansas 66442

1.7 E-Mail Addresses:

- Chief, Supply & Services Division (deborah.s.gray2.civ@mail.mil)
- Chief, Supply Management Branch (timothy.r.peterson.civ@mail.mil)
- Chief, Services Branch and CIF PBO (walter.r.lee.civ@mail.mil)
- Chief, Food Service Branch and COR (henry.l.jackson24.civ@mail.mil)
- ASP Accountable Officer (richard.l.eyestone.civ@mail.mil)
- ICPBO PBO (vesters.b.worrell.civ@mail.mil)
- Bulk Fuel Point RO/QAE (edward.robinson1civ@mail.mil)

1.8 Mailing/Shipping Addresses:

Supply Management Branch
ATTN: Timothy Peterson
Building 7920, Room A2
Fort Riley, Kansas 66442

Services Branch
ATTN: Walter Lee
Building 7920, Room A2
Fort Riley, KS 66442

Food Services Branch
ATTN: Henry Jackson
Building 409, Room 232
Fort Riley, KS 66442

Ammunition Supply Point (ASP)
ATTN: Richard Eyestone
Building 919
Fort Riley, KS 66442

Installation Consolidated Property Book Office
ATTN: Vesters Worrell
Building 409, Room 126
Fort Riley, KS 66442

Bulk Fuel Point/FAS
ATTN: Edward Robinson
Building 7920, Room A1
Fort Riley, KS 66442

1.9 References:

- AR 190-11, Physical Security of Arms, Ammunition and Explosives
- AR 30-5, Food Cost and Feeding Strength Summary (RCS CSGLD-1596) (R-5))
- AR 30-22, The Army Food Program
- AR 600-38, Meal Card Management System
- AR 600-55, The Army Driver and Operator Standardization Program
- AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
- AR 735-5, Property Accountability Policies
- AR 700-84, Issue and Sale of Personal Clothing
- DA PAM 30-22, Operating Procedures for the Army Food Program
- DA PAM 385-64, Ammunition and Explosives Safety Standards

DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

FR PAM 710-14, Class III Bulk Petroleum Products

CTA 50-909, Table 62

FM 10-14, Unit and Organization Supply

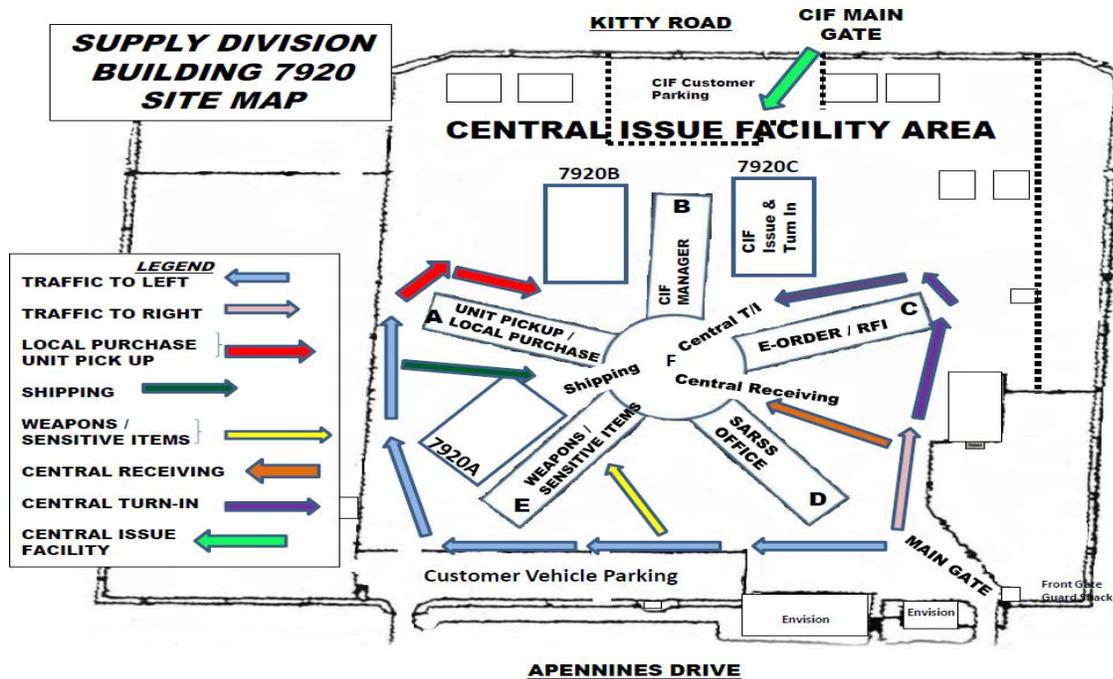
FM 10-14-2, Guide for Battalion S-4

FM 21-15, Care and Use of Individual Clothing and Equipment

TB MED 530, Occupation and Environmental Health Food Sanitation

TM 10-412, Index of Recipes Armed Forces Recipe Service

1.9 Map for Building 7920:



CHAPTER 2: SUPPLY MANAGEMENT BRANCH

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2.1 Mission

a. The LRC SSA's mission is to support our customers. The LRC SSA warehouse is located at building 7920, Apennines Drive. The warehouse is the primary source of supply for Class II, IV, VII, and IX supplies and repair parts. Warehouse personnel will provide all handling of Class II, IV, VII, and IX, including receipt, issue, storage, turn in, and shipping.

DODAAC: W90A84
SLOC: AY81

b. The mission of the Installation Supply Division Supply Support Activity is to provide Class II, IV, VII, and IX supplies, repair parts, and customer assistance supply support to all Installation customers. The LRC SSA will also provide management and technical expertise necessary to allow adequate supply support of all Installation customers. This is accomplished by providing the required supply/parts to the customer when requested. The goal of the Warehouse is to ensure total satisfaction and a cooperative working relationship with all customers. Every effort will be made to satisfy all requests in a timely manner.

2.2 Hours of Operation

a. Normal operation hours for LRC SSA facilities are as follow:
Monday thru Friday from 0730 to 1600
Walk-thru requests from 0730 to 1530 (upon approval for emergency)
Direct Customers & Tactical SSA Shipments from 0730 to 1530

b. All turn-ins require an appointment; no units will be permitted to turn-in supplies/equipment without an appointment.

c. LUNCH DAILY from 1200 to 1230 (For assistance during lunch hours, prior coordination is required).

2.3 Establishing an Account with the Supply Management Branch

The following authorization documents are required:

- a. An authorized DODAAC.
- b. Three (3) original copies of DA Form 1687 (Figure 2-1).
- c. Assumption of Command Orders.

2.4 Requesting Supplies

- a. All requests will be turned over to the Stock Control Office on the date of the request, from Mondays through Fridays.
- b. Automated customer units submit their request thru ULLS, PBUSE, SAMS or GCSS-A.
- c. Those units/activities who are not automated will submit their requests using DA Form 2765-1. Commanders need to sign the back of the DA Form 2765-1. For instructions on preparing manual requests (DA Form 2765-1), see Figure 2-2.
- d. Review the Acquisition Advice Code (AAC) shown in column 4 on FEDLOG. Items with an AAC of K, L or J and items not listed in the FEDLOG are automatically eligible for local purchase. Units are responsible for ordering these on the unit credit card (under \$3,000) or GFEBS (over \$3,000) (**NOTE: See Para 2-12**).
- e. Requests for end items will reflect appropriate Type Requirement Code (TRC). Requests for repair parts having end item application will show the End Item Code (EIC). Requests for non-expendable items (ARC of N) will cite an authority in block P of the DD Form 2765-1. Also, requests for recoverable items (RC other than O, Z or blank) will show the document number of the unserviceable item turned in Block O of DA Form 2765-1, or an explanation as to why no turn-in was made; they should be signed by the responsible officer. Failure to comply with this requirement will cause requests to be rejected. (Above mentioned codes are in the FEDLOG).
- f. Not Mission Capable Supply (NMCS) requests may only be initiated to remove a piece of equipment from deadline and when the required item of supply is not available at the Supply Management Branch. An Anticipated Not Mission Capable Supply (ANMCS) request can be required when such a condition is anticipated. Use the appropriate Required Delivery Date (RDD) entry in block 21 of DA Form 2765-1. Also cite the EIC identifying the major end item for which the request applies, in block 18 thereof.
- g. Walk-thru and high priority requests (IPG I and II) will be signed by the Commander or a designated approval authority and approved/signed by budget personnel prior to submitting to the LRC Supply Management Branch. Walk-up's will not be accepted if budget approval or document number is over 24 hours old. If the RDD is entered in block 21 of DA Form 2765-1, it must be justifiable, realistic, and reflect consonance with the PD used. The Supply Management Branch will challenge all high priority requisitions that are not significantly justified.
- h. Both mission issue and reimbursable sales type customers will cite their appropriate 2-digit fund code in blocks 17 and 18 of each request. Adequate funds must be actually available and not only anticipated at the time of request submission. Exceeding approved budgetary limits constitutes a federal offense. It must be emphasized that the burden of unit, division or activity funds control rests solely at the operating official user level, not at the retail supply function.
- i. Customers who are resubmitting requests, that have been previously canceled, will mention on the new DA Form 2765-1 the document number and rejection code of old request. The editor will review and evaluate the reasons for cancellation, and take all necessary steps to avoid recurrence.

j. Inquiries on requests already submitted will be directed to Stock Control personnel at 239-9031 or 239-5020.

k. Customer requests for property from DLA Disposition Services will contact Supply Management Branch at 239-1430.

2.5 Receiving Supplies

a. Warehouse personnel will notify customers immediately upon receipt of NMCS and PD 01-03 requests. Units are expected to pick up supplies promptly. Items not picked up within twenty (20) working days will be returned to stock or turned in to the Central Receiving Point, without further notification. The request for issue will be marked canceled ("CA" status); no pick-up within time frame limit.

b. Responsible officers wishing to designate personnel as authorized representative to request and/or sign for supplies will send a completed DA Form 1687, as shown in Figure 2-1, to the Stock Control Section. Three original copies will be forwarded (one of which will be returned to the unit as acknowledgment of receipt) with two copies of assumption of command orders or PBO appointment orders.

c. Unit personnel picking up supplies will report to Building 7920 or Building 8312 for Class III(P). Individuals are not authorized in the storage area unless escorted by warehouse personnel.

d. Items in stock at the Supply Management Branch may be received on DA Form 2765-1 or DD Form 1348-1a. The customer will, in this case, acknowledge receipt of the supplies by printing and signing their name and print the date of pickup on the customer shipment list after inventory of all items is complete.

e. Customer units receiving supplies directly from vendors or contractors are required to provide receipt documents to the Supply Management Branch within 3 working days.

2.6 Supplies/Equipment Turn-ins

a. Requests for turn-in of property will be prepared using DA Form 2765-1 (Request for Issue or Turn-In) as shown in Figure 2-3 with condition and/or inspection forms, as applicable. Direct Support Units (DSU's) will turn-in property on GCSS-A with two copies of GCSS-A generated DD Form 1348-1's, current FEDLOG printout or TM data, correct condition code and all applicable inspection forms for each item. The correct stock number will be perpetuated on the turn-in document. If the condition code, inspections and signatures are incorrect, the item(s) will be rejected during the turn-in process. **Units will utilize Government transportation when turning in or picking up supplies at Building 7920 or Building 8312.** This applies to all units, activities, and organizations receiving support from the LRC Supply & Services Division.

b. All property book items, whether serviceable or unserviceable, must receive a technical inspection, condition code validation, be clean and dry prior to being turned in to the Supply Management Branch. All class VII items will be inspected by the Installation Maintenance Facility at Building 8100 or Brigade Support Battalions before they will be accepted for turn-in. Serviceable expendable and durable supplies will be appropriately classified by the owning unit using visual working condition criteria. The following Brigade

Support Battalions (701st BSB, 601st BSB, 299th BSB, 101st BSB, and 526th QM) are authorized to verify condition codes for the turn-in of weapons and class VII into the LRC SSA for their respective units. All SSA's will provide the LRC with a memorandum stating who is authorized to inspect, classify, and sign/verify all condition codes. If the condition code, inspections and signatures are incorrect the item/equipment, it will be rejected during the turn-in process.

c. Unserviceable durable or expendable items replaced at the organizational level having an RC of O or Z that are not actually consumed in use are turned in by the customer unit to the support SSA as scrap. When the SSA confirms that the items are scrap, the SSA will direct the customer to turn in the scrap to DLA Disposition Services. The customer turn-in document will be stamped or annotated as "These item/items are cleared for turn-in to DLA Disposition Services." Additional information can be found at <http://www.dispositionservices.dla.mil/> website. The DLA Disposition Services POC can be reached at 239-0531, extension 935, for an appointment.

d. Found-on-Installation items will be turned in to the Supply Management Branch as is, without paperwork. Material will be issued immediately to that customer on a free issue basis if, at the same time, a request for issue is submitted (Figure 2-6) and item is within the requesting unit's authorized allowance.

e. An appointment (date/time) for turn-in of material will be scheduled with the Warehouse Manager at 239-5954. SSA's will have two appointment times per week. Each appointment will be two hours in duration and consist of 50 lines maximum per appointment, unless prior coordination is approved. If lines cannot be completed in the allotted time frame, the unit will remove items from warehouse and schedule another appointment. Walk-in's will **not** be accepted at any time and will be rejected. All serviceable and unserviceable/repairable material will be segregated prior to turn-in, drained of all fluids, and cleaned within the customer's unit capability. Packaging and preservation (as needed to protect the item) is the responsibility of the customer and all equipment/supplies turned in will be clean. A customer/unit representative must accompany all turn-ins to resolve any issues or discrepancies. All turn-ins received without the proper paperwork will be returned to the respective unit immediately unless the customer can resolve the issue prior to the end of the designated appointment time. All sensitive item turn-in appointments for CIICs 2, 3, 4, 9 (COMSEC), N, and items with a SCIC of 8 (radioactive) can be made at 239-4017.

f. Coordinate turn-ins with the Warehouse Manager for specific instructions on certain items such as batteries, controlled cryptographic items (CCI), Class VII, ADPE, COMSEC, refrigeration and hazardous materials.

g. Material that is excess and requires special instructions for item to be turned in other than CC "B" or 10/20 condition will be held by the customer who will inform the Supply Operations Manager of the item in question. Instructions from the item manager or local directive will be requested before the item can be turned in.

h. All items turned into central turn in point should be clearly marked with unit, condition code and date. Items will be processed first based on order of receipt of items by day. When a problem arises that causes the item not to be processed the unit will be notified immediately. Turn in items will be credited based on the standard pricing guidelines which equates to the latest acquisition cost, plus a recovery rate. Not all items turned in will receive credit. The Army Working Capital Funding (AWCF) limits

what materials the LRC can accept during turn-in. The items received at the Central Receiving Point should be turned in using the condition code "A" or "F." All other condition codes should be turned into DLADS for proper disposal. For further questions contact Stock Control Office POC at 239-5020.

i. All weapons being turned in to the security building must be accompanied by DD Form 1348-1A and DA Form 2407 (all copies) stating condition code of each weapon. Assigned storage personnel will not accept weapons until DD 1348-1A and DA Form 2407 has been verified and all serial numbers and correct as listed. Unserviceable weapons will not be accepted on the same DD Form 1348-1A or DA Form 2765-1 as serviceable weapons. All sensitive item and weapons turn-in appointments for CIICs 2, 3, 4, 9 (COMSEC), N and items with SCIC 8 (radioactive) can be made at 239-4017.

j. All combat vehicle track will be turned into the LRC Receiving Point on original wood blocks or a serviceable pallet. Each pallet will contain no more than eight sections of track and each pallet will be banded with either eight straps of $\frac{3}{4}$ " or $\frac{5}{8}$ " material or four straps of $1\frac{1}{4}$ " material. All banding will be tight and not allow the track to shift on the pallet or blocks.

2.7 Shipping Supplies

a. Customers may ship supplies through the LRC Shipping Section Building 7920. A DD 1149 or memorandum of request for shipment (see Figure 2-7) must be prepared and a funded Transportation Accounting Code (TAC) with a valid ship-to-address, POC and phone number will be provided prior to approval of shipment.

b. Items will be properly packaged and ready for shipment. Larger items will be properly banded to a pallet and must not over hang any part of the pallet. Larger and multiple item shipments requires an appointment prior to delivery to Building 7920.

c. All hazardous and sensitive items must be identified. Packaging and labeling will be accomplished by the shipping section personnel only to ensure proper verification.

d. AOAP, fuel or any lab samples must be clean, dry with no residue on shipping containers and/or boxes.

e. All fuel tanks, engines and components that may contain fluids will be drained, purged and/or clean.

f. Hours of operation for customers are Monday thru Friday 0730 to 1530.

g. Questions can be addressed to the Shipping Section at 239-4693.

NOTE: The LRC Supply & Services Warehouse located at B7920 does not provide any stencils, package/crating materials or supplies to customers.

2.8 Taking Action on Supply Status

a. Supply status (Document Identifier Code (DIC) AE-, AS-) is provided to all customers on a daily basis to keep them informed of the source of supply's action on open requests. (Automated customers will use the appropriate program.)

b. Customers will closely check status received from the Stock Control Section and take appropriate action; i.e. request follow-up, upgrade priority, request cancellation, etc.

2.9 Follow-Up, Modification and Cancellation Actions

- a. Requests for follow-up, modification or cancellation will be prepared using DA Form 2765-1. (Automated customers will use appropriate program).
- b. When submitting manual requests, customers will ensure that the Document Identifier Code (DIC) and other applicable changes are conspicuously circled in red ink.
- c. Requests for follow-up action will be submitted only for the following:
 - (1) When no supply or shipment status has been received after 9 calendar days of the request document date for PD 01-08 requests.
 - (2) When no supply or shipment status has been received at the time of Customer Due-out Reconciliation for PD 09-15 requests.
 - (3) When it is identified that a valid existing supply status is unsatisfactory or when the Estimated Shipping Date (ESD) has expired.
- d. Requests for modification of information on previously submitted requests will be used only when the change pertains to the entire quantity requested and for the following actions:
 - (1) Upgrading or downgrading of PD.
 - (2) Project Code.
 - (3) Advice Code.
 - (4) Required Delivery Date.
 - (5) Type or Requirement Code (TRC), End Item Code (EIC).
- e. Requests for cancellation will be submitted when all or part of a quantity requested is no longer required and only in the following circumstances:
 - (1) No supply status has been received.
 - (2) No shipping status (DIC AS-) has been received.
- f. Customers will insure that the EIC is cited in CC 54-56 of their cancellation and modification requests.

2.10 Validations and Reconciliation of Supply Requests with Stock Control Section

- a. Customers will validate and reconcile all outstanding supply requests on a monthly basis. Reconciliation listings can be obtained from the Stock Control Section, Building 7920, Room D1. The cut-off date for the reconciliation to be picked up is the 7th of each month, with a reconciliation response date of 15 days from the 7th of each month. A cover letter is attached to it and gives detailed instructions as shown below (Figure 2-1).
- b. To reconcile listing, annotate the due-ins with the appropriate code:
 - (1) C = Cancel due-in in its entirety
 - (2) K = Cancellation follow-up (this will process as a cancellation if the original cancellation was not received)
 - (3) R = Supply request has been received
- c. Reminders will be initiated for delinquent customers and cancellations will be requested for requisitions that have not been validated by the customer for two consecutive months as per DA PAM 710-2-2.

d. An unit performance match rate, document number accuracy reports will be initiated monthly. If the reconciliation match rate falls below 95%, a face-to-face will be conducted between the Stock Control Section and customer.

2.11 Z-Park Files

The Z-Park file is the financial process within GCSS-A to pass requisitions when funds are approved prior to the item(s) being ordered or issued. This applies for class II, III(P), IV, IX items. All incoming requisitions will be reviewed and processed according to the appropriate reason refer code (RRC). Depending on the type of supply (high dollar, Hazmat, class of supply) your requisition could be held in the Z-Park file until funds are approved from higher headquarters or budget POC. This process is repeated every two hours in order to minimize requisition time. For further assistance with your Z-Park file, call 240-3426.

2.12 Battery Consignment

a. Operating hours for the Battery Consignment are 24 hours using the call-in line @ 239-4452 or you can call 240-3426 for questions or orders from 0800-1500 hours Monday-Friday. Please call by 0930 for exchange and all requests must have Brigade and G8 funding ahead of time. The exchange hours are Monday through Friday 0800-1130 and 1230-1500. Once the LRC has received funding approval, we will contact the unit and let them know when they can pick up. **MILITARY VEHICLES MUST BE USED** for all pick-ups. Emergency issue of batteries with 02/03 priority, and/or high priority Walk-ups **MUST BE APPROVED** by the unit's supply S-4 or XO and G8 regardless of the dollar value **NO EXCEPTIONS**. (See below list of supported batteries).

b. To obtain batteries using the Battery Consignment Program, these steps must be followed:

Units can call the battery line @ 239-4452 or 240-3426, located at Building 7920.

Units **MUST** provide the following:

- (1) **UNIT NAME**
- (2) **TELEPHONE NUMBER**
- (3) **NSN OF ITEM REQUESTED**
- (4) **QUANTITY OF ITEM BEING REQUESTED**
- (5) **POINT OF CONTACT**
- (6) **DODAAC IF A CONTRACTOR OR UNIT IS NOT FUNDED BY FORSCOM**

c. To expedite issue of requested items, **PLEASE** ensure the following:

(1) Batteries are clean of major dirt, grease and other material and on a pallet (please do not put in multipack boxes). Turn in NSN is the same as requested NSN and quantities are the same.

(2) Batteries being turned in are palletized – not in multi pack boxes please.

(3) Batteries with holes in them or that have terminals **BURNT/BROKEN OFF** **WILL NOT BE ACCEPTED**. These items must go to DPW Environmental.

d. To help make the battery consignment exchange process a more effective tool for supported units and to receive batteries in a timely fashion, we have identified some of the problems encountered during the program operation:

(1) When the unit representative calls on the call-in line they do not speak clearly. It is necessary that the individual calling in speaks clearly so that the POC receiving the information from the voicemail can ensure that he/she is providing the correct information.

(2) **PLEASE** make sure that when requesting-batteries you give the **QUANTITY** and the **NSN** of the item that is being requested. For example saying things like “I need two batteries and that’s all” is not helpful without the NSN of the item.

(3) **POC and TELEPHONE #**, these two items are very important and required for personnel handling the Battery Consignment Program to call back for verification of information if they have a question regarding the requirements for receiving service. Also, please provide the DODAAC if you are a contractor.

(4) Units will now exchange batteries at Bldg. 7920, A-Wing, Bay Door #11 (POC Willie Perry). Once they have been called and told that their request has been approved. Be sure to use a military vehicle for pick-up. Please be present for exchange between 0800-1145 hours and 1230-1500 hours. Also, be sure to have your bad batteries palletized and ready for turn-in (no boxes please).

(5) We will only exchange for the same NSN. For example if you need 24 each of NSN 6140-01-446-9506 we will only accept 24 each of NSN 6140-01-446-9506.

(6) If you have any excess batteries or different NSN’s, other than the Consignment Exide Batteries NSN’s (6140-01-446-9506, 6140-01390-1968, 6140-01-390-1969) for turn-in, coordinate and turn-in through your supporting Brigade SSA as you would any other turn-in by completing an authorized turn-in form (DA 2765-1, DD 1348 or system generated D6Z) and take the items to your Brigade SSA with the turn-in forms.

SUPPORTED BATTERIES

NSN	NOMENCLATURE	REMARKS
6140-01-390-1969	TURRET GENERATOR	12 VOLT (6 CAP)
6140-01-390-1968	GENERATOR	24 VOLT (12 CAP)
6140-01-446-9506	6TN	W/ ACID, DRY 6140-01-446-9498

2.13 Vehicle Processing Center

a. The Vehicle Processing Center (VPC) is the operations center for the inbound/outbound Class VII vehicles/equipment received and/or stored for Fort Riley. The VPC is located at Building 1671 and hours of operation are from 0730-1530, Monday-Friday

by appointment only at 239-6160 or 3648. All units receiving or turning in equipment to the VPC must have a valid DA Form 1687 (Signature Card) and Assumption of Command orders on file.

b. In order for units to receive equipment from the VPC the following steps will be followed:

(1) The unit will receive notification from G-4 of the equipment arrival along with a copy of the DA Form 3161 or DD Form 1348-1.

(2) The unit will schedule a date and time for the pick-up of the equipment. This will be accomplished within 7 days of the equipment arrival notification.

(3) Unit will provide driver/drivers to verify serial number, inspect equipment and inventory all BII/ component end items. LRC will not be responsible for mission capability standards or missing equipment of any lateral transfers from units.

(4) Authorized representative will sign for all equipment and remove from the VPC area immediately.

c. In order for units to turn equipment into VPC the following steps will be followed:

(1) All equipment being turned in as serviceable condition must be fully mission capable (FMC) standards. Equipment classification paperwork will be verified prior to equipment turn-in appointment.

(2) Any equipment that is considered excess unit property (serviceable or unserviceable) will be stored at the VPC and added to the LRC SSA Stock Record Account. When you turn-in equipment it will be accompanied by DD Form 1348-1, DA Form 2408-9, DD Form 314, DA Form 2407, DA Form 2408-20, DA Form 2404, and DA Form 465-1 or DA Form 3590. Items will not be accepted without all required paperwork.

(3) All excess equipment will require disposition instructions prior to equipment being accepted at VPC.

d. Units who require storage of lateral transfer shipments of rolling stock going to another Installation, the adhere to the following steps:

(1) Units will ensure the vehicle and all BII is packed and secured prior to being accepted at the VPC. The VPC will not be responsible for accountability or sign for any equipment or BII. The VPC will only be a storage area until the equipment has approved shipping disposition.

(2) Units will provide all required shipment/transfer documentation to the VPC personnel at the time the vehicle is staged in the holding area.

(3) Units will be responsible for requesting and coordinating transportation to move equipment to gaining Installation. This can be accomplished by completing DD Form 1149 (Figure 2-8) and submitting to the Transportation Office at Building 1502.

e. Units requesting temporary storage through the Divestiture Program should contact the DLA Disposition Services (DLADS) representative prior to turn-in. Any equipment not meeting divestiture criteria will not be accepted into the VPC storage facility.

f. All equipment that remains in the vehicle storage facility for 30 days or more will be forwarded to the G-4 for further action.

2.14 Financial Liability Investigations (FLI)

a. The Supply & Services Division will serve as the FLI monitor/manager for the FRKS Commander.

b. The LRC will provide the Commander with recommendation on how to process the FLI. The Supply & Services Division will direct investigations to the appropriate Chain of Command IAW AR 735-5 paragraph 13-4.

c. The Supply & Services Division will provide the LRC, FRKS with a weekly summary report of FLI within the community.

d. Process:

(1) Units have 15 days to gather information about the damage or loss of equipment. Unit will prepare DD Form 200 (Financial Liability Investigation) package for signature by the accountable officer, appointing authority official, and the approval authority official. The package will include any enclosure pertaining to the case and the enclosures will be tabbed. The signature blocks for the appointment and approval officials are provided below:

Appointing Official: Larry Githerman, GS-15, Director, LRC Riley

Approval Authority Official: Timothy Livsey, GS-15, Deputy Garrison Commander

(2) If it is determined a FLI is required, the appointing official will assign a Financial Liability Officer (IAW AR 735-5). The Financial Liability Officer will be appointed in writing and provided a copy of AR 735-5 (Property Accountability Policies) and DA Pam 735-5 (Financial Liability Officer's Guide) to assist him/her in the process. The Financial Liability Officer will have 30 days to complete the investigation and two 15-day extensions may be requested, if additional time is required. All extensions will be requested in writing and approved by the appointing official.

(3) If the individual is found liable for the damage or loss of the equipment, the FLI will be forwarded to SJA for legal review, prior to the approving official's final decision.

e. If you require additional information, please contact FLI POC at 239-4346.

2.15 Supply Discrepancy Reports (SDR)

a. Reporting Criteria: SF 364 will be submitted if the following reporting criteria apply. Shipments are from DOD activities and GSA supply distribution facilities, and the discrepancy is over \$100 per line item, in case of:

- (1) Overages or shortages.
- (2) Material received is shelf life expired.
- (3) Item received is in other condition that shown on supply document.
- (4) Item reported shipped by Parcel Post is not received or is damaged.
- (5) Item is received after cancellation request has been confirmed.

b. Regardless of LRC dollar value of the discrepancy when:

- (1) Shipment is received from contractors, manufacturers of vendors.
- (2) Shipment pertains to classified, sensitive or pilferable items.
- (3) Erroneous material, unacceptable substitutes or duplicate shipments are received.

- (4) Material is sent to the wrong activity.
- (5) Discrepancies are repetitive.
- c. Preparation, Follow-up and Submission: SDR will be submitted within the time standards listed below:
 - (1) From date of receipt of shipment: 15 calendar days.
 - (2) Lost shipments: (Parcel Post) from:
 - (a) Commercial sources: 60 calendar days from shipment date.
 - (b) Government facilities: 70 calendar days for shipment date.
- d. When extenuating circumstances prevent compliance (i.e.: response to tracer action) reasons for delay will be entered in item 12 of SF 364 in order to be honored by action activity.
- e. Customers can submit SDRs in two ways (electronically or manually) as listed below:
 - (1) Prepare/submit SDR utilizing the Defense Logistics Agency (DLA) website at <https://www.transactionservices.dla.mil/daashome/services.asp>, and select WEBSDR. This website has a link for Army Managed Items (AMI) and a link for Non-Army Managed Items (NAMI). This website does require a user ID and password. Utilizing the on-line process usually results in faster resolutions on your SDRs.
 - (2) Prepare a manual SDR IAW AR 710-11-2 (Reporting of Supply Discrepancies) and submit to the SDR Clerk at Building 7920 for processing. Any questions on the SDR process can be addressed to the SDR Clerk at 240-3426.

2.16 Department of Defense Address Activity Code (DODAAC)

- a. Units must bring a copy of the unit activation orders and a memorandum requesting a DODAAC signed by the Property Book Officer to the Installation DODAAC Coordinator (IDC), at LRC, Building 7920, 239-5020. The memorandum requesting a DODAAC must state a valid Unit Identification Code (UIC), classes of supply being requisitioned, FAD code, unit address, and the Type Unit Support. Once LOGSA assigns a DODAAC, the IDC will contact the Property Book Officer, Installation Resource Management Office, and load the DODAAC in GCSS-A.
- b. Any changes (UIC, FAD or name) to a DODAAC, also requires a copy of the orders before the changes can be made at LOGSA or GCSS-A.
- c. Units that are being deactivated require deactivation orders and paperwork showing no assets or due-in requisitions are in the supply system against the DODAAC.

2.17 Local Purchase

- a. Items under \$3,000 will be purchased utilizing the GPC CARE. Any items received under \$3,000 will be cancelled by the SARSS2A/C manager and a written notification provided to the requesting unit.
- b. Items over \$3,000 will be submitted to the appropriate Budget Director for approval. All approved requisitions will be hand carried or e-mailed to the LRC, ICPBO, Building 409 for processing. A completed memorandum (Figure 2-5) and a letter of justification are required to process all local purchase requisitions over \$3,000 through the GFEBs process.

2.18 Overage Repairables

a. Within GCSS-Army, a system generated turn-in document must match the system document in order for the organization to obtain credit for the item. This turn-in document is generated for every reparable item upon Post Goods Issue (PGI) to the customer, and it is the only document number the customer can use upon the turn-in of the reparable item to the SSA in order for GCSS-Army to automatically produce the match and provide credit.

b. The Stock Control office will generate the reparable issue report for the customer through the Business Objective (BI) report within the GCSS-Army system and send to all affected customers. This listing is provided once a month for all reparable/recoverable items issued within the last 180 days to supported customers. This notification will include required appropriate action for items turned-in within the 180 day period.

c. The Stock Control office will verify the customer's signature authority on the removal memorandum by validating it against that organization's appointment memo and DA Form 1687 on file. The Stock Control Office will maintain a copy of any customer removal requests.

d. The only transactions that will be removed at the SSA level are transactions that are identified as Purchase Document Type ZRS. For any ZXS Purchase Requests, the SSA must remove the 1W value from the Advice Code field when credit is expected.

e. Under 180 Days:

(1) The Stock Control office will process the customer reparable turn-in upon verification that the customer's turn-in document number is matched against the GCSS-Army system document number. Failure to perform this verification prior to clearing the item may keep the reparable item open in the system.

(2) It is the unit responsibility to provide the original ensure that the original document number is included in the turn-in packet for the part. If the item is turned in using a non-matching customer generated turn-in document number, GCSS-Army will not recognize the match within the system and generate a credit loss after 180 days.

(3) Credit can likely be expected if a serviceable or an unserviceable Return (ZXS) PR that is determined to be shop stock is turned-in, and an issue or matching backorder occurs within the 180 days. The SSA will remove the 1W value from the Advice Code field in the Return (ZXS) PR to request credit.

f. Over 180 Days:

(1) The LRCs will identify and provide a list of all items over 180 days from the BI reparable report to all supported customers. The customer's signature authority, IAW DA Form 1687 on file at the LRC, will validate documentation as required in accordance with the Command Supply Discipline Program for each of the items.

(2) The customer will provide a memorandum of record with each of the Z Codes identified for each Purchase Order requesting the item to be cleared from the list. This memorandum will also include the unit's SLOC and LRC's SLOC. A copy of this memorandum will be provided to the ASC-DMC Supply Division's email: usarmy.RIA.asc.list.dmc-gcss-a@mail.mil in order to clear the records from ZOBUX.

2.19 DLA Distribution Services Turn-ins/Withdrawals

a. Units and organizations supported by the LRC SSA will not request supplies directly from DLA DISPOSITION SERVICES. Any withdrawal of Army Working Capital Funded (AWCF) property from DLA DISPOSITION SERVICES requires reimbursement at the standard price. Requests for property from DLA DISPOSITION SERVICES will be processed through the SSA that normally supplies the property to the PBO for a document number to draw the equipment/supplies from DLA DISPOSITION SERVICES.

b. Requests for supplies to be used for other than their intended purpose must be approved by the SSA Accountable Officer and all nonexpendable property drawn from DLA DISPOSITION SERVICES will be accounted for on the Installation property book.

c. The DLA DISPOSITION SERVICES, as a source of supply, will be used to satisfy requests submitted by supported user units and maintenance activities. Requests for property from DLA DISPOSITION SERVICES will be processed through the SSA that normally supplies the property. The SSA that normally supplies the property will:

(1) Provide to the DLA DISPOSITION SERVICES, and the individuals concerned, a memorandum containing the names and individuals assigned by the Stock Record Officer (SRO) of those authorized to sign documents to authorized supported customers to withdraw property from the DLA DISPOSITION SERVICES. The memorandum will indicate the DODAAC(s) and will include the typed name, title, and signature of the SRO.

(2) The SSA SRO is responsible for notifying the DLA DISPOSITION SERVICES of all changes, additions, or deletions of individuals authorized to withdraw property from the DLA DISPOSITION SERVICES. The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first.

d. Direct pickup maybe made by an individual with a valid identification and a DD Form 1348- 1A for specific property signed by the accountable officer or authorized individual(s) listed in the letter.

e. Turn-ins to DLA DISPOSITION SERVICES. No items regardless of serviceability will be turned in to the DLA DISPOSITION SERVICES 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 DLA DISPOSITION SERVICES (figure 1). When so directed, the supporting maintenance activity will visually check (not technically inspect) these items to verify them as scrap.



**DEPARTMENT OF THE ARMY
LOGISTICS READINESS CENTER – RILEY
409 PERSHING COURT
FORT RILEY, KS 66442-7026**

REPLY TO
ATTENTION OF:

Figure 2-1 Cover Letter for Customer Due-Out Reconciliation

ASCW-LRI-S

Date: _____

MEMORANDUM FOR Commander, _____ Return Suspense Date _____

SUBJECT: GCSS-Army Due Out Reconciliation – DODAAC _____

1. This memorandum provides instructions to be used in reconciling unit due-in supply records with the Installation Supply Support Activity due out records. This information **should not** be used to update status.
2. This listing shows all issued or cancelled documents which have not been purged from the Duplicate Document Number File.
3. Listed below are the guidelines for reconciling your listing: Per AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2 and AR 380. Reconciliation reports returned with a **95%** or below will be required to schedule a face to face appointment with the LRC, GCSS-Army.

<u>Status of Requisition</u>	<u>Action to be Taken</u>
OK- Item matches Unit Document Register and Customer Reconciliation.	No action needed. 30 day old shipping status at the time of cutoff.
R- Item has been received from depot or vendor.	Receiving material for the quantity's, or amount has been received.
C- No status shown on the Reconciliation and DCR listing, or Requisition no longer required.	If there is no status or ESD for shipping passed 14 days.
K- Follow-up cancellation request by unit/entity still on Recon Listing.	14 calender days must have passed since cancellation.

Return Annotated Listing To:

**GCSS-Army
Bldg 7920, Apennines Road
Fort Riley, Kansas 66442-5000
OFFICIAL BUSINESS**

4. POC for this action is the Rae Bowen, Chief Customer Support Section at 239-5020.

TIMOTHY R. PETERSON
ISD Accountable Officer
Logistics Readiness Center

UNIT PERFORMANCE MATCH RATE, DOCUMENT NUMBER ACCURACY

Recon Percentage Worksheet- DODAAC: _____ SLOC: _____

Compute your reconciliation percentage as follows:

1. Number of open documents on your DCR _____
2. Number of documents on recon _____
3. Number of valid documents on DCR and recon _____
4. Recon match rate: #3 divided by #2, then multiply by 100= _____

DIC Codes:

- AE_'s are supply status
- A5A's are material release orders (MRO)
- D6A's are material receipt acknowledgement of receipt from wholesale
- DGA's are established back orders
- DFA's are established Due-in's

Partial cancellations can be done during a face to face appointment.

Ensure face to face appointments are scheduled if needed.

Recon will be filled out completed and the Commander or designated representative will sign. Failure to do so will delay status updates.

List Document Number of all BA status items not received:

Document numbers _____

Unit Commander Signature block _____

Phone: _____

Figure 2-2 DA Form 1687

Enter “NOT USED or NOTHING FOLLOWS” on next available line when all lines are not used. ***GET PBO STAMP AND SIGNATURE***

ALSO INCLUDE ASSUMPTION OF COMMAND

MUST HAVE DIGITAL, WET SIGNATURES AND INITIALS

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES <i>FOR USE OF THIS FORM, SEE DA PAM 710-2-1. THE PROPONENT AGENCY IS DCS, G-4</i>			DATE *DATE OF CREATION*		
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES *YOUR UNIT/ORGANIZATION GOES HERE*			LOCATION *YOUR UNIT/ORGANIZATIONS ADDRESS GOES HERE*		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
DOE, JAMES	SPC	YES	YES	*DIGITAL/WET SIGNATURES AND INITIALS*	
DOE, MELISSA	SPC	YES	YES	*DIGITAL/WET SIGNATURES AND INITIALS*	
DOE, BRIAN	SGT	YES	YES	*DIGITAL/WET SIGNATURES AND INITIALS*	
NOT USED OR NOTHING FOLLOWS-----			-----	-----	-----
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, TO REQUEST AND/OR RECEIVE SUPPLIES/EQUIPMENT FROM BUILDING 7920 A/D/E-WING AND LOCAL PURCHASE.					
REMARKS *THIS CARD SUPERSEDES ALL OTHERS OR AN ADDITION TO CARDS ON FILE.*					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE *YOUR UIC GOES HERE*			DODAAC/ACCOUNT NUMBER *YOUR DODAAC GOES HERE*		
LAST NAME-FIRST NAME- MIDDLE INITIAL *HRH/PBO/CDR*	GRADE	TELEPHONE NUMBER	EXPIRATION DATE *NOT GREATER THAN 1 YEAR*	SIGNATURE *DIGITAL/WET SIGNATURES AND INITIALS*	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

Figure 2-3 DA Form 2765-1 Manual NSN Requisition

DA FORM 2765-1, APR 78	DOC IDENT	ROUT IDENT	FSC	MUN	ADD	QTY	QUANTITY	REQ NUMBER	DATE	SERIAL	SUPP	ADDRESS	FUND	DISTR	PROJECT	REQ DEL DATE	ADV	STAT	
SEND TO: WK3FQ3 SSA APO AE 09708										REQUEST IS FROM: PBO WBOF99 APO AE 09708									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
DOC IDENT	ROUT IDENT	FSC	MUN	ADD	QTY	QUANTITY	REQ NUMBER	DATE	SERIAL	SUPP	ADDRESS	FUND	DISTR	PROJECT	REQ DEL DATE	ADV	STAT	UNIT OF ISSUE	QUANTITY
A O A	5120 - 00 - 198 - 5392	EA	00001																
WK3E45	8050	3001	R	WK3FQ3															
81	05																		
Key socket																			
CTA 50-970																			
ISSUED	DATE POSTED	INIT																	
DUE OUT	DATE AVAILABLE	INIT																	
RECEIVED	DATE RECEIVED	SIGNATURE																	

Minimum: two (2) copies required at Supply Management Branch- Original plus one

Figure 2-4 DA Form 2765-1 Request For Turn-In

DA FORM 2765-1 APR 78	DOC IDENT	ROUT IDENT	SEC	SERIAL	QUANTITY	EXPIRES/ISSUE DATE	SERIAL	DATE	FUND	DISTR	INSTR	ADV	STAT
TO	WK3FQ3	SSA APO AE 09708	PBO WBOF99 APO AE 09708										
FROM	D6Z	8415 - 00 - 407 - 1062	EA	00271									
REQ NO	WK3E45	8050	0101	D6Z	8415 - 00 - 407 - 1062	EA	00271	\$39.80					
FUND	DISTR	PROJECT	PRIORITY	REG DEL DATE	FUNDED	NON-FUNDED	ITEM DESCRIPTION	PUBLICATION DATA					
BA							Suit Chemical	Turn-in Unserviceable Code H					
MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE				
A													

Minimum: two (2) copies to Supply Branch, Original plus one. The original is returned to the customer after Supply Branch has processed and signed

Figure 2-7 Shipment of Freight Request Memorandum

ASCW-LRI-T

DATE: _____

MEMORANDUM FOR Transportation Section Bldg 7920, Fort Riley, Ks. 66442

SUBJECT: Request for Shipment of Freight

- 1. Request shipment of items listed below to the address indicated.
 - a. Contents of Container: _____

2. Ship To Address:

- 3. E-mail Address of Recipient _____
- 4. Phone/DSN of Recipient: _____
- 5. Funding Code/TAC code: _____
- 6. Insurance: Yes or No Value: _____
- 7. Shipment : (Hazardous Yes or No) (Classified Yes or No) (Sensitive Yes or No)
- 8. Document Number: _____

- 9. POC for this action: _____

Rank _____

Unit / Activity _____

Phone number _____

Signature _____

Figure 2-8 DD Form 1149 Request for Shipment

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT										OMB No. 0704-0246 OMB approval expires Apr 30, 2009			
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>													
1. FROM: (include ZIP Code)					SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE		6. REQUISITION NUMBER				
2. TO: (include ZIP Code)					7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY					
3. SHIP TO - MARK FOR					9. AUTHORITY OR PURPOSE								
					10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)					
					12. DATE SHIPPED (YYYYMMDD)			b.					
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER					
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.								
4. APPROPRIATIONS DATA										AMOUNT			
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)						UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
												0.00	
												0.00	
												0.00	
												0.00	
												0.00	
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO						17. SPECIAL HANDLING							
ISSUED BY CHECKED BY PACKED BY TOTAL	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL			
	CHECKED BY							DATE (YYYYMMDD)	BY		GRAND TOTAL		
	PACKED BY							DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.			
	TOTAL										0.00		

DD FORM 1149, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE.

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CHAPTER 3. CENTRAL ISSUE FACILITY (CIF)

=====

3.1 General

CIF HOURS OF OPERATION

0730-0900 Mon- Fri Senior in processing
0930-1130 Mon, Tues, Thurs, Fri Replacement Company
0730-1400 Wednesday- DX, PCS turn-in
1400-1500 Turn- in of 10 items or less

NOTE: Initial issues take priority. Closed on 1ID Training Holidays, Weekends and Federal Holidays

a. The CIF operating procedures are in accordance with cited references. Customers are expected to have a working knowledge of these directives. This SOP provides implementing instructions for these directives at Fort Riley.

b. The mission of the Central Issue Facility (CIF) is to provide Organizational Clothing and Individual Equipment (OCIE) support to active Army units organic to the 1st Infantry Division and active or reserve units assigned and/or attached to Fort Riley. In addition the CIF provides OCIE support to Battalion Combat Teams rotating through during annual winter training cycle, support for units participating in the bi-annual Joint Training Exercise (JTX) Arctic Warrior, annual JRTC, NTC and other units and activities as directed by the Director, Logistics Readiness Center (LRC).

c. The OCIE support is defined as issue and direct exchange of authorized OCIE items. Authorized OCIE items are listed by type and MOS items. The Property Book Officer (PBO), CIF has no authority to deviate from authorized issues as specified in references. .

d. Soldiers must be in possession of a valid Military Identification Card (DD Form 2A).

3.2 Issue Procedures

a. Initial clothing issues takes priority over all other requirements such as direct exchange, exchange of obsolete items, issuing due-outs, and partial issues.

b. Issues to the individual by the CIF will be accomplished IAW 1st ID Regulation 735-5 and CTA 50-900.

c. Individuals who are in-processing will report to CIF with all appropriate paperwork and in uniform. All soldiers must be escorted by a Sergeant (E-5) or above. The CIF operates in conjunction with the AG One-Stop in processing schedule. A CIF representative will brief all personnel.

d. All newly assigned personnel will be issued all authorized OCIE as soon as practical.

e. The responsibility of the NCO escort is to ensure proper accountability, serviceability and correct fit of all items issued.

f. Once the individual has been issued his/her OCIE items they will sign the

automated OCIE record before departing CIF.

g. The original worksheet used will be provided to the individual soldier and not the unit.

3.3 Turn-In Procedures

a. The CIF located at Building 7920 Kitty Drive will require all soldiers to have an appointment for a complete turn in of OCIE (ETS turn-in). The soldiers turn in appointment will be on their clearing papers when they pick them up from Building 210. The only walk-in soldiers that will be accepted will be those that have already conducted a turn in and have less than 10 items that remain on their clothing records and must be cleared. Soldiers requiring a partial turn in (PCS turn-in) are only required to turn in the body armor, all inserts (armor plates), this include IBA, IOTV Frag Vest with all components. All MP's are required to turn their MP Vest and MP gear that was issued from the Fort Riley CIF. The steps below will ensure that you are properly prepared for your turn in appointment with the CIF.

Enter your AKO page to view your clothing records.

Ensure that you have your clearing papers.

You must be in duty uniform or PT uniform to receive any service from the CIF.

For additional questions please call 240-3062 or 240-2500

b. Individual clothing records may be reviewed and printed from AKO by going to the "MY CLOTHING" link.

c. When viewing clothing records, pay particular attention to the PCS and ETS columns. If the item has an "N" in this column, it must be turned in before you leave the Installation.

d. The procedures outlined in DA PAM 710-2-1, apply to OCIE turn-ins made by individuals to the Fort Riley CIF.

e. OCIE turned-in will be clean and all repairs made IAW TM 10-8400-201-23. The individual can utilize the Quartermaster Laundry to have all wool, cotton and/or polyester items of OCIE dry cleaned/laundered as appropriate prior to reporting to CIF for turn-in. No dirty OCIE will be accepted under any circumstances.

f. All service members are required to perform an inventory before bringing OCIE to the CIF turn-in clerk IAW procedures outlined in 3-4a.

3.4 Individual Soldier Turn-In Instructions

a. An inventory of a service member's OCIE will be conducted at unit level prior to the turn-in of OCIE to CIF. The purpose of the inventory is to ensure the appropriate action for lost, damaged or destroyed OCIE is taken IAW AR 735-5. Also, the individual is provided the opportunity to purchase lost damaged or destroyed OCIE from the Army Clothing Sales Store and to insure the OCIE is clean and soldier repairable items have been repaired.

b. During your turn-in if you have more than 10 items rejected or remaining on your clothing record you must schedule another appointment.

- c. All soldiers must have their clearance papers.
- d. All soldiers must be in duty or PT uniform when conducting business at the Central Issue Facility.
- e. Soldiers can access the web page listed for assistance identifying certain OCIE items at ncosupport.com.
- f. Soldiers being chaptered under the following chapters must have an escort (E-5 or above) with them during all transactions at CIF (Chapters 9, 10, 11, 13, 14 and 15).
- g. Ensure that all your OCIE is clean and dry.
- h. Paint over all markings on the duffle bags with sand colored paint.
- i. If there are any scratches or rust on the entrenching tool paint with flat black spray paint.
- j. The rucksack must be completely disassembled. If not it will be rejected
- k. All items must be removed from the helmet (cover, chin strap and pads). Make sure that all hardware on the helmet remains attached. If not it will be rejected.
- l. The sleep system must be separated and unzipped. If not it will be rejected
- m. All nametags must be removed from all OCIE.
- n. Overshoes will be scrubbed clean and free of any and all markings, including names.
- o. Extended Cold Weather Clothing System (ECWCS) parkas will be cleaned and free of grease and dirt.

3.5 Damage Statements

Unit commanders are authorized to submit damage statements for OCIE during Field Training Exercises (FTX's) when no negligence or misconduct is involved (AR 735-5, para 14-18d). With the statement and damaged OCIE, the soldier comes to CIF to turn-in or exchange the item for serviceable OCIE.

3.6 Direct Exchange

- a. Prior to exchange, all items of OCIE will be clean.
- b. Rips and tears do not render an item unserviceable. The reference above provides information on repair of rips and tears by individuals. Tears in excess of two (2) inches, with no evidence of dry rot, will require relief of responsibility documentation IAW paragraph c below or a damage statement by the unit commander, if damages occurred during training.
- c. Items damaged by causes other than Fair, Wear and Tear (FWT) will not be exchanged without properly completed adjustment documentation as prescribed in AR 735-5. A Statement of Charges or Financial Liability Investigation (FLI) must be initiated.
- d. The OCIE items damaged while being used for "other than its intended purpose" will not be exchanged without an adjustment document identified in paragraph c above. An example is cook whites or mechanic coveralls stained by paint. Class X clothing/coveralls can be obtained for special projects.
- e. Exchanges will be made by the individual(s) who was issued the item.

f. As previously stated unit commanders can approve damage statements for OCIE. Damage statements for OCIE will be submitted within ten (10) working days after the completion of a FTX.

g. Individuals are required to bring their ID card and damage statement (if necessary) along with the item to be exchanged. OCIE will not be exchanged merely because it is "old in appearance". The criteria for exchange are for "unserviceable" or "incorrect size". Funding constraints make it impossible to procure sufficient stocks to accommodate unwarranted exchanges.

3.7 Absentee Turn-Ins to CIF

a. OCIE issued to individuals who are in absent without leave (AWOL) status or hospitalized, will be accounted for IAW AR 700-84, para 12-13 and DA PAM 710-2-1, para 10-18.

b. Turn-in of absentee's OCIE will be posted to the individual clothing record by CIF personnel. If a FLI is required to account for all or a portion of the absentee's OCIE, it will also be posted to the individual clothing record by CIF personnel. A copy of the clothing record and all adjustment documents will be provided to the unit, which will be maintained in their files as prescribed in AR 25-400-2, Army Records Information Management System (ARIMS).

3.8 Turn-In of Flight Helmets to CIF

In an effort to improve efficiency and provide better service to the customers, the following procedures will be followed:

a. Repair: Flight helmets requiring repair beyond the unit's maintenance capability will be exchanged for a serviceable helmet at the CIF. Prior to DX, the helmet will be tagged with DA Form 1577 or 1577-2 as appropriate. The tag will be complete IAW the attached enclosure and will be signed and stamped by the unit Aviation Life Support Equipment (ALSE) Officer or NCO.

b. Turn-in: Enlisted members on flight status are required to turn-in their helmets into CIF prior to clearing post. Prior to reporting to CIF the enlisted member will have his/her helmet inspected by their unit ALSE officer or NCO for serviceability. The helmet will be repaired within unit capability and then tagged with DD Form 1574 (Serviceable Helmets) or DD Form 1577 (Unserviceable Helmets) as appropriate. The tags will be prepared complete IAW Figure 3-2, authenticated and stamped.

c. All units with aviation assets will provide the CIF PBO with a copy of orders/memorandum appointing the unit ALSE Officer or NCO. It is the units' responsibility to ensure that the orders at CIF are current, to include updated Delegation of Authority Card (DA Form 1687).

3.9 Adjustment Documents

a. Financial Liability Investigation of Property Loss (DD Form 200) and Statement of Charges (DD Form 362) are the only adjustment documents that will be initiated by customer units. Individuals responsible for lost, damaged or destroyed OCIE will personally present the over stamped copy of the Statement of Charges or Financial Liability Investigation (FLI) to a CIF representative for reissue. The individual concerned will sign an updated automated clothing record. Personnel clearing CIF must hand carry the Statements of Charges to the Defense Finance and Accounting Service (DFAS) for posting to the individuals finance record prior to turn-in credit being provided by CIF.

b. The unit commander of the individual responsible for lost, damaged or destroyed OCIE is responsible for the initiation of a Statement of Charges or Financial Liability Investigation (FLI), if the individual does not admit to liability.

(1) The unit commander will sign block #12 on the DD Form 200 and the block under Organization Commander on DD Form 362. Other instructions for completing DD Form 200 and DD Form 362 are located in AR 735-5, Tables 12-1 thru 12-3 and figures 12-1 thru 13-8.

(2) Reimbursement to individuals, when articles are recovered, will be IAW AR 735-5, para 14-16.

(3) Recovered property previously listed on Statement of Charges or Financial Liability Investigation (FLI) remain the property of the U. S. Government and must be turned into the CIF. Follow the procedures established IAW AR 735-5, para 14-16.

(4) A copy of the completed Statement of Charges or Financial Liability Investigation (FLI) must be furnished to CIF within the prescribed time frame as outlined in AR 735-5.

c. Losses in Quartermaster (QM) Laundry: OCIE lost, damaged or destroyed while in the custody of QM Laundry will be repaired or replaced by the facility under the provisions of AR 210-130. In the event the QM Laundry Manager cannot repair or replace the item(s) he/she will initiate a DA Form 2591 (Statement of Loss or Damage of Property) and provide same to individual. The commander of the individual will initiate a Statement of Charges or Financial Liability Investigation (FLI) attaching the DA Form 2591 as an Exhibit IAW AR 735-5, para 14-14 and 14-24.

3.10 Basis of Issue (Safety Clothing)

a. Commanders and supervisors at all levels are responsible for requesting the type of protective clothing, footwear and equipment authorized IAW the above references. Appropriate safety clothing, footwear and equipment will be issued to Department of the Army personnel exposed to industrial hazards peculiar to their occupational specialty.

b. Request for safety clothing will be submitted by the commander/supervisor of personnel requiring safety clothing. This request will be on a memorandum submitted through Installation Safety Office to the Chief, Supply and Services Division for approval. Once the request is approved, it will be forwarded to CIF.

3.11 Customer Quarterly Reconciliation

a. Units are required to conduct a face to face reconciliation with the CIF of all assigned personnel. This will ensure that all soldiers are assigned properly under the correct UIC.

b. Units that fail to conduct their Quarterly Reconciliation will not be allowed to conduct business until it is completed.

3.12 Record Clearance for Medical Evacuees/KIA

This section applies to all soldiers assigned to the Fort Riley Irwin Army Hospital who were medically evacuated from theater and are on medical hold.

a. It is the unit responsibility to account for each soldier's OCIE.

b. The unit will complete a combat loss Financial Liability Investigation (FLI) (DD Form 200) for all OCIE on the individual's clothing record. The FLI will include all Organization Clothing and Individual Equipment.

3.13 E-Ordering of OCIE for Deploying Soldiers

a. This section applies to all soldiers with orders that are deploying to OCONUS within thirty (30) days that have not processed through a Rapid Fielding Initiative (RFI).

b. The BDE/Battalion S-4 will send to the G-3 Office thirty (30) days in advance the deployment orders of all soldiers scheduled to deploy OCONUS and schedule an appointment time and date to have the soldiers get their OCIE fitted and E-ordered from PEO Soldier.

c. The telephone number to contact CIF for E-Ordering is 785-239-2643 or the CIF Manager at 785-223-2921.

d. The CIF E-Ordering specialist will schedule a date and time for the unit/individual soldier(s) to have OCIE fitted and E-Ordered.

e. The E-ordering specialist will conduct an in-brief and New Equipment Training (NET) to the soldier(s). Each soldier will be fitted for all sized OCIE by the CIF specialist to ensure proper fit of OCIE items to be E-Ordered.

f. When soldiers arrive at the CIF for their appointment, they must present their Government ID cards and should wear their PT Uniform under their duty uniform so that proper fitting may be accomplished on shirt and trouser type clothing.

g. The soldier/unit must provide the following information in order for the request to be input in the E-Ordering system and processed by PEO Soldier: soldier's name, rank, SSN, gender, MOS, UIC, Theater of Operation (OIF/OEF), the unit's POC name, telephone number, and email address.

h. The E-order will be processed and filled within ten (10) days by PEO Soldier and ship to the CIF. CIF will contact the unit/individual soldier when the order has arrived and scheduled a date and time for pick up. The items will be inventoried by the soldier, signed for and all items received by the Soldier will be place on their individual clothing records using the Installation Support Module (ISM) system. Any due-outs will be annotated and once received from PEO Soldier the unit/individual will be notified and scheduled a pick-up date and time. If due-outs are not received prior to deployment, the Rear Detachment will be contacted for a ship to address and equipment will be shipped to the soldier/unit at their OCONUS location.

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

3.14 Joint Service Lightweight Integrated Suit Technology (JSLIST) and Chemical Defense Equipment (CDE)

a. JSLIST supplies are requisitioned through Individual Chemical Equipment Management Program (ICEMP) and are an essential part of the governments' plan to ensure that each deploying war fighter is properly equipped with the appropriate CDE and that the shelf-life of each item will be valid throughout various military missions.

b. Purpose:

(1) To provide an explanation on the functionality of Mobility Inventory Control Accountability System (MICAS) capabilities and procedures.

(2) To provide requisition and acquisition instructions.

(3) To provide disposition instructions for CDE.

(4) To provide a list of items supported by ICEMP.

c. Hours of Operation: Monday- Friday 0730-1200 and 1230-1530.
Emergency issue of JSLIST will be authorized by ICEMP and FORSCOM.

d. Procedures for ordering JSLIST: Fort Riley will at all times maintain a minimum issuable footprint as dictated by TACOM. Stock is to be ordered through ICEMP on appropriate ordering forms. All issued items are required to have a minimum 15 months shelf life from latest arrival date (LAD). Suspense file is required for all CDE to maintain an audit trail for tracking and tracing items. Maintain a Document Control Register (DCR) for all items ordered.

e. Supported Items: All supported items can be found in MICAS or the Joint Acquisition CBRNE Knowledge System (JACKS). MICAS and JACKS are designed to support each other; however if an item does not update automatically in MICAS, contact the MICAS Web Administrator or Regional Asset Manager (RAM).

3.15 OCIE Reset

a. OCIE Reset at CIF to replace damaged, worn out or obsolete equipment and replenish the Warfighter with the newest and improved OCIE for identified units during the ARFORGEN RESET model. CMO develops RESET package requirements and sends to CIF/unit for validation. All soldiers will be RESET in a redeployed unit. Unit will be 100% RESET OCIE by 180 days following redeployment.

b. CIF will validate package requirements developed by the CMO; remove any item in excess (RESET using existing assets); receive and earmark equipment for specified units; coordinate with unit for "DX window" of time for unit; issue replacement equipment as required to specified unit(s); update soldier's clothing records; capture all transactions in CIF ISM for use in adjusting consumption/future planning factors (to include DX exchanges); dispose of unserviceable items IAW Installation policy; retain excess RESET equipment until further direction from CMO and utilize RESET for all incoming Soldiers new to the unit.

Figure 3-1 CIF Damage Statement

S A M P L E

OFFICE SYMBOL

DATE

UNIT/ACTIVITY

Memorandum To: Director, Logistics Readiness Center, Attn: Central Issue Facility,
Fort Riley, KS. 66442

SUBJECT: OCIE Damage Statement

1. Reference AR 735-5, para 14-18d.
2. The below listed item(s) issued to _____, SSN_____, were damaged as a result of a unit field training exercise conducted between the period of _____ to _____.

NOMENCLATURE	NSN	QTY	COST OF ITEM
--------------	-----	-----	--------------

//////////////////////////////////LAST ITEM//////////////////////////////////

3. I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct.

UNIT COMMANDER'S
SIGNATURE BLOCK & SIGNATURE

NOTE: Memorandum must be submitted within ten (10) working days of the completion of the actual exercise.

Figure 3-2 DD Form 1577

SAMPLE

<small>WARNING: Unsanitized persons wearing, holding, or touching this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)</small>		PART NO. AND ITEM DESCRIPTION 8415-01-394-803 HELMET, FLYERS HGU-56/P		UNSERVICEABLE (CONDEMNED) TAG-MATERIEL	
SERIAL NUMBER/LOT NUMBER MEDIUM		INSPECTION ACTIVITY 2-1 CSAB ALSE		CONDITION CODE #1	
UNIT OF ISSUE EA		QUANTITY 1		REASON OR AUTHORITY VOID ON HELMET SHELL	
REMARKS IAW TM 1-8415-216-12 3P TABLE 4-1		EXCEEDS LIMITS		INSPECTOR'S NAME OR STAMP AND DATE VG997895 VASBL 20 MAY 15	

CHAPTER 4. INSTALLATION CONSOLIDATED PROPERTY BOOK OFFICE (ICPBO)

=====

4.1 General

The ICPBO is located at Building 409 Pershing Court, Fort Riley, KS 66442. Office hours are 0730-1600 M-F. The ICPBO is responsible for the acquisition, accountability, and distribution of all appropriated fund supplies and equipment used to support its' customers.

4.2 References

- a. AR 710-2 (Supply Policy Below the National Level)
- b. AR 735-5 (Property Accountability Policies)
- c. DA PAM 710-2-1 (Using Unit Supply System Manual Procedures)

4.3 Property Responsibility

In accordance with AR 710-2, paragraph 2-10, 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. Those personnel who have been designated by TDA as a Division Chief and have a valid Derivative Unit Identification Code (DUIC) have supervisory responsibility of property. They may designate persons to be PHRH's that will have direct responsibility for the property.

4.4 Primary Hand Receipt Holder (PHRH) Change Procedures

Primary Hand Receipt Holder inventories will be conducted at PHRH level. When the hand receipt holder is identified to be replaced, all property listed on hand receipt will be inventoried by the incoming and outgoing PHRH's. Thirty calendar days will be allotted to conduct the joint physical inventory. Requests for extension must be submitted in writing through the Division Chief to the ICPBO. Two 15-day extensions can be granted using a written request. The incoming PHRH will conduct a 100% physical inventory to include basic issue items (BII) and components of major end items. At the completion of the inventory, the incoming PHRH will sign a current hand receipt, printed on the day of signing, by the Installation Property Book Office. This shows acceptance of all property listed on the primary hand receipt. The new PHRH will provide the following documents to the ICPBO at the time of signing:

- (1) Assumption of Command/Appointment orders
- (2) DA Form 1687 and a Delegation of Authority Memorandum
- (3) Change of PHRH Inventory results memorandum signed by the outgoing and incoming PHRH's.

4.5 Delegation of Authority

In order to establish a hand receipt the Property Book Office must have an Assumption/Delegation of Primary Hand Receipt Holder Orders on file along with a DA Form 1687 (Delegation of Authority). All signature cards (DA Form 1687) will be typed and error free. Only the PHRH and those personnel listed on the DA Form 1687 will be authorized to submit requests, receive document numbers, receipt for property, and receive general distribution from the property book office. All others will be turned away. PHRH's should limit the number of personnel authorized to perform these functions. In the event the PHRH does NOT elect to delegate authority, the PHRH will submit a "Delegation of Authority Memorandum."

***Note: DA Form 1687 requires a combination of digital and wet signatures (see Figure 2-2).**

4.6 Procedures for Semi-Annual Hand Receipt Updates (100% Cyclic Inventory)

a. The primary purpose of an inventory is to provide a method for PHRH's and users to ensure the accountability, serviceability, maintenance, and proper usage of all assigned property. All inventories will be conducted IAW DA PAM 710-2-1, Chapter 9, AR 710-2, and the specific guidelines of this SOP.

b. The Fort Riley ICPBO has directed that 100% physical inventories be conducted on a semi-annual basis. Semi-annual hand receipt updates will be printed and distributed to PHRH's the month preceding the required month of update. When signing the hand receipt at the ICPBO, customers will not make written changes to the hand receipt. Lining out, circling, or any other means of defacing the report is not authorized.

c. Should a discrepancy exist on the hand receipt, the PHRH will provide the appropriate paperwork (i.e. DA Form 4949, DD Form 1348-1, DA Form 2765- 1, DD 362 and/or DD Form 200) to correct the errors. These documents must be turned in prior to the scheduled hand receipt signing appointment. The ICPBO will not accept Hand Receipts or Sensitive Items reports if discrepancies are noted and no adjustment documents are provided.

4.7 Sensitive Items Inventory

IAW DA Pam 710-2-1, Chapter 9, Para 9-9, and the PBUSE parameter files, sensitive item inventories of weapons and ammunition (CIIC of 1-6, 8, N, and P) are required. ICPBO will produce and distribute monthly sensitive item inventories. PHRH's will annotate a quantity in all blocks (i.e. On-hand, Signed Out, and Maintenance). The sum of all entries will equal the on-hand quantity. IAW AR 710-2, Table 2-2j, the PHRH may assign an NCO, WO, Officer, or DOD civilian to conduct the inventory. Unit armorers will not perform this inventory nor will this inventory be conducted by the same individual consecutively. PHRH's must LINE through the statement at the end of the inventory report that DOES NOT APPLY, Example:

**ALL SENSITIVE, EXPLPOSIVE, AND HAZARDOUS ITEMS HAVE BEEN
INVENTORIED NO DISCREPANCIES WERE DISCOVERED
DISCREPANCIES HAVE BEEN REPORTED AND/OR ACCOUNTED FOR IN
ACCORDANCE WITH APPLICABLE REGULATIONS**

4.8 Quarterly Controlled Item Inventory

IAW DA Pam 710-2-1, Chapter 9, Para 9-9, and the PBUSE Parameter Files, control items (CIIC of O, Q, and R) will be inventoried on a quarterly basis. The Fort Riley ICPBO has elected to conduct quarterly inventories during the months of January, April, July and October. ICPBO will produce and distribute quarterly controlled item inventories. PHRH's will annotate a quantity in all blocks (i.e. On-hand, Signed Out, and Maintenance. Any hand or sub-hand receipt holder may conduct this inventory as directed by the PHRH. The sum of all entries will equal the on-hand quantity. All delinquent inventories will be reported to the Installation PBO. PHRH's must LINE through the statement at the end of the inventory report that DOES NOT APPLY (see above example). Inventory timeline (production, distribution, suspense for completion) is determined by ICPBO.

4.9 Disposition of Property

a. Lateral Transfers are conducted when equipment needs to be transferred between two UIC's. The ICPBO reserves the right to approve or disapprove lateral transfers and/or turn-ins based on equipment on-hand requirements and authorizations. The DA Form 3161 (lateral transfer) will be properly filled out. Individuals that sign block 13 & 15 are required to be on the ICPBO DA Form 1687's for the gaining/losing UIC's. Gaining individual will ensure numbers are placed in the supply action column. Any pen changes to serial numbers or quantities must be validated by the ICPBO and then initialed by the gaining individual. Ensure that blocks 13 & 15 contain a signature, printed name and date.

b. Turn-in of property is conducted when equipment is unserviceable or when directed/approved by the ICPBO or a higher headquarters. All equipment requires a technical inspection (TI). The Maintenance Repair Code (MR) in FEDLOG determines which agency is required to conduct the TI.

c. The PHRH will attach DA Form 2407/2404 (with stamp from the inspecting agency with condition code) to DD Form 1348-1a for all TDA authorized and property book equipment. The technical inspection is valid for 30 days when turning in equipment to Defense Logistical Services – Disposition Services (DLA-DS) or supporting agency. If turning in serial numbered items you can place 10 like items per request for turn-in (DD 1348-1). If the equipment is not serialized, more than 10 like items can be on a single DD 1348-1.

d. Ensure data on the turn-in documents corresponds with the information on the primary hand receipt to include the serial number and/or registration number. If the equipment has a SUBLIN for an authorized LIN, ensure both LINS (i.e. R97234/R95035) are listed.

e. Bring the appropriate turn-in documents to the ICPBO office prior to scheduling an appointment and no later than 72 hours prior to the day of turn in (to schedule an

appointment with DLAS-DS access

<http://www.dispositionservices.dla.mil/Pages/default.aspx> . A suspense document number will be provided by the ICPBO and annotate on the DD 1348-1 IAW the DLA SOP.

f. All computers must be cleared of classified information before turn-in to the DLA-DS or supporting agency. PHRH's must type the statement, "All classified information has been removed from this equipment". This is done by submitting a work order through the supporting Information Management Office. Ensure the serial number and all other pertinent information is on the turn-in document.

g. When the turn in action is completed and all required signatures are obtained the PHRH must return the document to **ICPBO** NLT 3 working days after completion.

4.10 Requesting Supplies/Equipment via MILSTRIP

a. Standardized LIN/NSN items authorized by TDA/CTA: ICPBO will ensure that all TDA authorizations are either on-hand or on-order, excluding Non-Tactical Vehicles (NTV's) & Base Commercial Equipment (BCE). TDA BCE shortage requests will be submitted during the data call (every 3 years) and added to the Office of Secretary of Defense (OSD) Program Objective Memorandum (POM). NTV TDA shortages will be submitted to higher headquarters during the annual data call.

b. There will be exceptions to the regulatory requirement to have all TDA assets on-hand or on order. Exceptions include but not limited to equipment being issued via Total Package Fielding (TPF) program, equipment is obsolete or becoming obsolete without replacement, existing lateral transfer directives, G8 managed and approved, or equipment is being deleted from a future TDA. All other TDA items that are Other Procurement Army (OPA) funded will be placed on order by the ICPBO without any required action from the PHRH.

c. In the event an item is Operational and Maintenance, Army (OMA) funded, the PHRH's will submit a "Request for Standardized Property" with their supporting Budget Officer and Division Chief's signatures. The request will be forwarded to the ICPBO for verification of authorization. The ICPBO will review all Ft. Riley LRC & Installation Management Command (IMCOM) UIC's for the possibility of cross-leveling action prior to submitting a MILSTRIP request through PBUSE.

4.11 Government Purchase Card Request

Prior to purchasing equipment with the Government Purchase Card (GPC), the ICPBO must verify the request IAW AR 710-2, paragraph 2-6m (1a) to determine whether or not it is a property book item. GPC purchase requests must be approved by the following personnel: Installation Property Book Officer, Director/Division Chief, and Budget Officer. The card holder will provide the ICPBO with a copy of all receipts/invoices pertaining to the purchase or contract NLT 3 working days after purchase/receipt.

***IMPE (Information Management Processing Equipment) requests must have an approved CAPR attached to the request.**

4.12 Purchase Requests (PR's)/General Funds Enterprise Business System Requests (GFEBS)

Requests for non-standard items or services exceeding \$2,999.99 will be requested through GFEBS. Purchase requests will be submitted to the ICPBO (see Figure 4-1). No purchase requests will be processed by ICPBO without having the respective Financial Managers written approval on the request. The Installation Property Book Officer reserves the right to determine which items will be accounted for on the Installation Property Book. Signed SF 1449's, Solicitation/Contract/Order for Commercial Items, must be submitted to ICPBO for posting NLT 3 work days after receipt of equipment.

4.13 Financial Liability Investigations (FLI)

a. A DD Form 200 documents the circumstances concerning the loss or damage of Government property and serves as, or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for the relief from financial responsibility.

b. Initiate and process a FLI to account for lost, damaged, or destroyed U.S. Government property when one or more of the situations listed below exist:

(1) Negligence or willful misconduct is suspected as the cause, and the individual does not admit liability and refuses to make voluntary reimbursement to the Government for the full value of the loss, less depreciation.

(2) The property lost, damaged, or destroyed involves a change of accountable officer's inventory and the outgoing accountable officer made no voluntary reimbursement for the full amount of the loss to the Government.

(3) The value of the admitted LDD exceeds the individual's monthly basic pay.

(4) The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500. See AR 710-2, Para 2-37i.

(5) The loss or destruction involves a controlled inventory item. Investigate controlled inventory items lost or destroyed per AR 15-6. However, do not use the AR 15-6 investigation as authority to adjust property records or to assess financial liability. Process a FLI to accomplish either of these actions. When using an AR 15-6 investigation, do not request a separate investigation by a financial liability officer.

(6) The loss or destruction involves public funds or other negotiable instruments and the individual does not voluntarily reimburse the Army for the loss.

(7) Required by higher authority or other DA regulatory guidance.

(8) Directed by an inventory adjustment report (IAR) approving authority.

(9) The loss or damage involves a GSA vehicle, and the administrative actions under Para 12-1c above have not been taken.

(10) The loss resulted from a fire, theft or natural disaster.

(11) The loss is a recoverable item with a recoverability code of D, F, H or L.

(a) Stock record level. Do not use AR 15-6 or FLI action for small arms ammunition unless the quantity lost or destroyed equals or exceeds those listed in AR 190-11, Appendix E. If the quantity lost or destroyed does not warrant an AR 15-6

investigation, prepare the adjustment document using inventory adjustment report procedures under the provisions of Para 14–34.

(b) Property book level. When the loss or destruction involves small arms ammunition, process a FLI to adjust the quantity on the property book record. An exception to this requirement can be found in AR 735-5, Para 14–26h.

c. The ICPBO will assist customers with properly preparing the DD 200, if needed. The LRC FLI manager will advise the PHRH on the investigation process and is responsible for monitoring the FLI process flow from initiation to completion.

d. PHRH's have 15 calendar days to initiate and present financial liability investigations to the appointing authority. This includes gathering information about the damage or loss of equipment, preparing the DD Form 200 packet for signature by the accountable officer, appointing authority official, and the approval authority official. The PHRH will explain any delay in writing and attach the explanation to the DD Form 200 as an exhibit. The packet will include all exhibits pertaining to the case. Ensure the exhibits are tabbed and labeled IAW AR 735-5, paragraph 13-10(5)(d).

e. The appointing authority will make a decision whether or not to assign a Financial Liability Investigation Officer based on the evidence presented. If an investigating officer is required, the appointing authority completes a memorandum appointing the financial liability investigation officer. A copy of AR 735-5 (Property Accountability Policies) and DA Pam 735-5 (Financial Liability Officer's Guide) will be provided to assist him/her in with the investigation process. The Financial Liability Officer will have 30 calendar days to complete the investigation. All extensions will be requested in writing and approved by the appointing official.

f. If the individual is found liable for the damage or loss of the equipment, the FLI will be forwarded to Staff Judge Advocate (SJA) for legal review, prior to the approving official's final decision.

g. Guidance pertaining to the initiation and processing of a FLI are outlined in AR 735-5 and DA PAM 735-5 as well as policy dictated by DA-G4 and/or local policy. When DA-G4 policy is contradicted by local policy then DA-G4 policy will be used.

4.14 TDA Change Requests

Requests for changes to the TDA will be processed through the applicable Resource Management Office/Manpower & Agreements section. Requests for changes to the LRC TDA will be processed on a DA 4610-R through the ASC, G4 Operations, TDA Equipment Authorization Coordinator. The ICPBO will assist customers as needed (i.e., validating current authorizations and on-hand assets, providing NSLIN/LINs, etc.). ICPBO can only **recommend** approval or disapproval, concur or nonconcur on requests submitted. The ICPBO is **not** an approval authority. The Force Integration Staff Officer (FISO) also makes recommendations, but the ultimate approval authority for all TDA changes is the U.S. Army Force Management Support Agency (USAFMSA). Deleting of obsolete LIN and adding of modern LIN can be accomplished on the same request. All requests must be received at HQDA NLT the last working day of the month prior to the requested board month. Any requests received after this date will be boarded the following board.

Figure 4-1 Memorandum for Expendable/Nonexpendable Supplies/Equipment

REQUEST OF EXPENDABLE AND NONEXPENDABLE PROPERTY

DATE: _____

MEMORANDUM THRU

FOR ICPBO (ASCW-LRI-S), Building 409, Fort Riley, Kansas 66442

SUBJECT: Request for Purchase Approval of Expendable and Nonexpendable Property for:

-
1. Request for the following expendable and nonexpendable property/equipment.
 - a. Hand Receipt Number if ordering nonexpendable property: HR# _____
 - b. Description of Requested Item:
 - (1) Nomenclature: _____
 - (2) LIN/NSN: _____
 - (3) Quantity Requested: _____ Cost _____
 - c. Justification: _____

Deborah Gray
Ch, Supply & Services, 239-1909/4882

Hand Receipt Holder

Randy Zelenka
Deputy LRC, 239-3677

Karen Salyers
Budget Officer, 239-4295

Document# assigned by ICPBO: _____

Vesters Worrell
ICPBO PBO, Bldg. 409
Ft. Riley, KS 66442

CHAPTER 5. SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO)

=====

5.1 General

HOURS OF OPERATION: Monday through Friday, 0730-1600

POINT OF CONTACT: Subsistence Supply Manager at Building 409, 240-2863

a. **Purpose.** This SOP provides guidance to units and personnel receiving support from the LRC, Supply/Service Division, Subsistence Supply Management Office (SSMO) . All documentation must be approved by the SSM, which is located in B409 Room 231A before going to the SSMO. The SSMO is located at Bldg 229W on Custer Avenue, Main Post. This SOP is intended to clarify SSMO business practices, to outline the support provided by the SSMO, and to identify the roles and responsibilities of supported units in ensuring quality Class I support, while being responsible stewards of government resources.

b. **Special Situations.** For unusual situations not addressed in this SOP, contact the SSMO at the Points of Contact listed in Section 1. Policies, procedures, and guidelines continuously change, and this is a working document updated frequently to reflect the latest changes in policy and/or procedure. While the SSMO is here to support you, the policies and procedures outlined in this SOP enable SSMO personnel to provide continuous Class I support to all units supported by the Fort Riley SSMO.

5.2 SSMO General Information

a. Hours of Operation:

(1) Administration office: Monday – Friday 0730 – 1530 hours. Any administrative actions that cannot be completed by 1530 hours daily will wait until the next business day in order to enable SSMO technicians to finalize the day’s work, clean-up, and secure areas prior to closing at 1600 hours.

(2) Warehouse: Monday – Friday 0730-1530. Any administrative actions that cannot be completed by 1530 hours daily will wait until the next business day in order to enable SSMO personnel to secure areas, charge forklifts, clean-up, and finalize work prior to closing at 1530 hours.

(3) Points of Contact:

Installation Food Program Manager	(785) 240-2863
Subsistence Supply Manager	(785) 240-2863
Lead Supply Technician	(785) 239-2104
Supply Technician	(785) 239-2104
Warehouse Operations	(785) 239-2104

(4) General Information:

(a) Units must provide military or government vehicles when transporting subsistence. Under no circumstances will the SSMO issue subsistence for transport in privately owned vehicles (POVs).

(b) Unused rations are the property of the Government and will not be given to individuals, units, charity organizations, or disposed of. Units may turn-in unopened modules of UGRs and cases of MREs to the SSMO once veterinary services have inspected the subsistence. See page 64 for guidance.

(c) Units in excess of company size may request travel rations (CBMs and MREs) directly from the SSMO to support Soldiers while in transit during deployment. Dining facility managers may request MREs, CBMs, and warming and cooling beverages when supporting unit travel ration requests or short duration unit field training from the dining facility.

(d) No UHT Milk or assorted breads will be accepted for turn-in to the SSMO. UHT Milk and assorted breads must be turned-in to a DFAC.

5.3 Requesting Meals Ready to Eat (MRE) and Warming and Cooling Beverages

a. When a unit has not opened a field account (accounts are not opened for MRE only), MREs are requested through the supporting dining facility **NLT 3 business days** prior to drawing the meals, and are issued from the SSMO to the DFAC as a bulk issue. Dining facility personnel will transport MREs to the DFAC and breakdown the bulk issue for unit pickup.

b. MREs are requested by submitting a memorandum (See Example 1 and Example 2 below) and a DA Form 3161 (see Example 4 below) in four copies to the SSMO. The DA Form 3161 will include the requesting unit's Commanding Officer signature block, and Dept. of Defense Activity Address Code (DODAAC). The SSMO must have a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies – see Example 3 below) on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive Class I.

c. BAS Recoupment – training more than 24 hours: Temporary Field Assignment (TFA) training that is more than 24 hours but less than 180 days in length with use the BAS recoupment process for Soldiers receiving BAS. Officers consuming meals will be processed for payroll deduction. Rations requests will include a by-name roster listing rank, name, last four of the social security number, and either SIK or FAO for each SM consuming a meal.

d. BAS Recoupment – training less than 24 hours: Local training that is 24 hours or less in length will not use the BAS recoupment process. If personnel attending the training are receiving BAS, their options are to pay for their government provided meals prior to training, or to provide their own subsistence during the training. Rations requests will include a by-name roster listing rank, name, meal card number or equivalent, and meal card type (SIK or BAS) for each Service Member consuming a meal. See AR 30-22, 3-39, and DA PAM 30-22, 3-51 for additional guidance.

e. Accountability: When signature headcount procedures are used and there is a deviation in excess of 10 percent between meals requested on this memorandum and the actual signature headcount (including meal card signatures and meals sold for

cash), an investigation will be conducted by the commander having operational control of the supporting dining facility (AR 30-22, para 3-39.d.). The investigation will determine if the dining facility account will suffer adversely due to the deviation between requested and actual meals consumed. If an adverse impact is determined, the commander having operational control of the DFAC will institute appropriate measure to relieve the adverse impact.

f. Returning Unused MREs:

(1) Sealed MRE boxes:

- (a) Must be inspected by Installation Veterinarian Personnel
- (b) Enter quantities on DA Form 3161
- (c) Return to SSMO by appointment

(1) Open MRE boxes:

- (a) Must be inspected by Installation Veterinarian Personnel
- (b) Enter quantities on DA Form 3161
- (c) Return to the supporting DFAC

g. Warming and Cooling Beverages

(1) Warming and Cooling Beverages requests use the same procedures as MRE requests, and are submitted to the installation Food Program Management Office NLT five (5) business days prior to receiving the items. See Example 4 and 5 below.

(2) Each Soldier is authorized \$0.25* per person per day. For example, if a 10 day training exercise headcount is 1000 persons, the formula would look like $1000 \times \$0.25 = \250 ; then multiply by the number of days: $\$250 \times 10 \text{ days} = \$2,500$. The authorization is \$2,500 for the training exercise.

*** NOTE: Prices fluctuate; Warming and Cooling beverages are issued at the current price and allowance.**

(3) Warming and Cooling beverages are a unit responsibility. They are requested by the unit, and provided to the dining facility for preparation; because of staffing limitations and numerous units supported by consolidated dining facilities, dining facility personnel should not be involved the SSMO requesting and/or receiving procedures. Individuals receiving Class I from the SSMO must be authorized on a DA Form 1687 filed with the SSMO prior to receiving Class I.

MRE and Warming/Cooling request staffing route:



5.4 Requesting Ice for Field Consumption

a. Ice for field consumption is paid for in advance from unit funds. The SSMO will not order ice until a fund site is provided and the SSMO has been reimbursed for the ice. Requests for ice are submitted to the SSMO NLT four (4) business days** prior to the requested pick up date, on DA Form 3161 (See Example 6: Ice Request 3161) in four copies, with the following information:

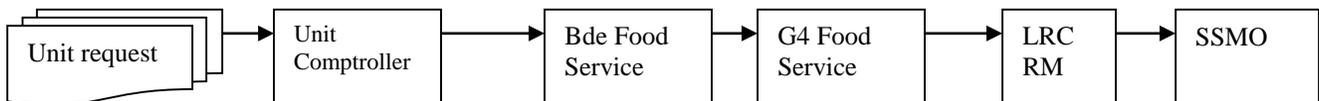
- (1) Unit commander signature block and signature.
- (2) Unit DODAAC
- (3) Work Breakdown Structure (WBS) code from the Logistics Readiness Center (LRC) Resource Management office
- (4) Line of Accounting (LOA)
- (5) Resource Manager signature and signature block

NOTE: SSMO SOP timelines are based on the contract response timelines; for example if the contract with the ice vendor indicates the vendor will deliver within 48 hours, then unit ice requests should be submitted with enough time for the SSMO to receive reimbursement, and receive ice from the vendor prior to issuing ice to the unit.

b. The SSMO must have a DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive ice.

c. Ice is issued in 20 pound bags (100 bags per pallet; note 60-70 bags to fill water buffalo). See ATTP 4-41, para 3-29 for planning factors. Once ice is issued, it cannot be returned.

Ice request staffing route:



5.5 Requesting Commercial Box Meals (Travel Meals)

a. Requests for Commercial Box Meals must be submitted NLT 15 days prior to drawing the meals and are issued by the case, 12 meals per case.

b. DFAC personnel are not authorized to order any cases in AFMIS.

5.6 Requesting Packaged Water

a. Bottled water for deployment/contingency operations: Units deploying away from home station for contingency operations can be issued up to three day's worth of bottled water as part of their OPOD Class I requirements for en-route consumption only, using the designated contingency operation project code (AR 30-22, para 4-14e, and DA Pam 30-22, para 4-46). Requests for bottled water are submitted to the SSMO NLT four (4) business days prior to the requested pick up date, on DA Form 3161 in four copies, with the following information:

- (1) Unit commander signature block and signature.
- (2) Unit DODAAC
- (3) Contingency Operation Project code from deployment orders
- (4) Work Breakdown Structure (WBS) code from the Logistics Readiness Center (LRC) Resource Management (RM) office
- (5) Line of Accounting (LOA)
- (6) Resource Manager signature and signature block

b. Water consumption planning factors can be found in FM 10-52. The SSMO must have a DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive water.

c. Packaged water for aircraft and disaster operations: Requests for packaged water and survival rations used in aircraft and other situations are submitted to the SSMO NLT ten (10) business days prior to the requested pick up date using the following procedures:

- (1) Unit requests packaged water and survival rations requirements on 3161 with contingency operation project code (from deployment orders), to the SSMO.
- (2) SSMO provides costs to requesting unit.
- (3) Unit provides OMA funds: submits 3161 with unit commander signature block and signature, contingency operation project code, DODAAC, WBS number, Line of Accounting code, and RM signature.
- (4) SSMO processes order with DLA-TS, charge to Army MPA.
- (5) Unit OMA funds will be processed to Army Budget Office (ABO) for reimbursement.

d. The SSMO must have a DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive survival rations.

5.7 Opening/Closing Field Feeding Accounts

a. Field Feeding Accounts are required for units conducting field exercises over three (3) days in duration. A UGR-Heat & Serve must be served for the breakfast or dinner meal at least once per day for the first 14 days; a UGR-A/M/UGR-A mix is authorized starting day 15 (see Reference number 6). IAW ATTP 4-41, paragraph 6-27 headcount projections are based on present-for-duty strength (the number of Soldiers and Civilians

that are expected to participate in the field training). MTOE authorizations, or personnel assigned should not be the primary basis for headcount projections. Accounts are opened by submitting the following documents to the SSMO NLT 30 business days prior to receiving subsistence:

(1) Letter of Intent memorandum: signed by the commander of the unit requesting support, and must include certification from the supporting PAC that BAS recoupment and/or payroll deduction (officers) will be submitted for personnel participating in the field training (See Example 7: Field Feeding Account Memo). The field account request memo must include exceptions to the ration cycle (e.g. Steak meal on last day of the exercise).

(2) Assumption of Command Orders

(3) DA Form 3161, Request for Issue or Turn-in; 4 copies.

(4) DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive ice.

(5) DA Form 5913, Strength and Feeder Report: DA Form 5913 is submitted to the SSMO prior to drawing any meals, to indicate the number of personnel to be supported; see ATTP 4-41, Figure 6-3 for an example 5913.

(6) Rations are requested by submitting DA Form 3294 to the SSMO indicating the types and quantities of operational rations and supplements or enhancements; see ATTP 4-41, Figure 6-5 for an example 3294). Up to three days of rations can be entered on DA 3294; requests for rations should be adjusted as the training exercise progresses to include the following considerations:

(a) The field kitchen should have zero rations on hand at the completion of training; rations requests should be adjusted to utilize stockage on hand.

(b) Historical headcount: personnel present-for-duty may not be consuming every meal; actual previous headcount during the training exercise should be considered.

(7) Field kitchen personnel account for rations on DA Form 5914; see ATTP 4-41, Figure 6-7 for an example 5914.

(8) DA Form 5913 is submitted to the SSMO every three days, and a final DA Form 5913 will be submitted to the SSMO within three business days after completion of training.

b. Field Feeding Account requests are submitted to the Brigade Food Service office, through Division G4, through Installation Food Program Management Office, then to the SSMO.

Field Feeding Account Request staffing route:



c. Class II Supplies: Paper plates, flatware, cleaning supplies, etc. are not available or provided by the SSMO. Units should procure these items through the supply system or other sources prior to departing for field training.

d. Changes to a Field Feeding Account: Additions, deletions, or present for duty strength adjustments must be reported at least 10 business days*** before issue date. Strength and Feeder Report (DA Form 5913) and a Ration Request/Issue/Turn-In Slip

(DA Form 3294-R) will be submitted to the SSMO to receive rations, and to turn-in any complete modules at the end of training.

NOTE: Timeline depends on Subsistence Prime Vendor (SPV) contract.

e. BAS Recoupment – training more than 24 hours: Temporary Field Assignment (TFA) training that is more than 24 hours but less than 180 days in length with use the BAS recoupment process for Soldiers receiving BAS. Officers consuming meals will be processed for payroll deduction. Rations requests will include a by-name roster listing rank, name, last four of the social security number, and either SIK or FAO for each SM consuming a meal.

f. Accountability: When signature headcount procedures are used and there is a deviation in excess of 10 percent between meals requested on this memorandum and the actual signature headcount (including meal card signatures and meals sold for cash), an investigation will be conducted by the commander having operational control of the supporting dining facility (AR 30-22, para 3-39.d.). The investigation will determine if the dining facility account will suffer adversely due to the deviation between requested and actual meals consumed. If an adverse impact is determined, the commander having operational control of the DFAC will institute appropriate measure to relieve the adverse impact.

g. UGR Supplements and Enhancement: All UGR menus are supplemented with milk to meet The Surgeon General's nutrition requirements. UGR menus may also be enhanced with the following items to increase meal variety and Soldier acceptance. The seasonal fruit option and optional salad items must be identified in the letter of intent when opening a field account. See ATTP 4-41, paragraph 4-49 for authorized enhancements.

5.8 Close Out a Field Account

a. A consolidated DA Form 5913-R. Strength and Feeder Report, will be submitted to SSMO at the end of the training exercise.

b. Changes to subsistence requests (increases or decreases in headcount) are to be submitted in writing once notified. The unit commander or FSO are the only personnel authorized to make verbal changes and must submit changes in writing within 24 hours.

c. Verify AR 30-22, Chapter 4 for any situation not covered by this section of the SOP.

5.9 Excess / Residual Operational Rations and Subsistence

a. Excess Operational Rations remaining at the end of training: Excess or Residual rations are accountable items and should be handled as follows (do not discard!):

- (1) Redistribute to another field kitchen, or to a dining facility
- (2) Donated IAW the FPMO Food Recovery SOP
- (3) Turn-in of operational rations to the SSMO:

(a) Notify the Food Program Manager if residual rations are close to, or beyond expiration date.

(b) Coordinate with Veterinary Services to inspect residual rations for wholesomeness.

(c) Operational rations are entered on DA Form 3161, Request for Issue or Turn-in, and submitted in 4 copies; 3 for the SSMO, 1 for requestor.

(d) No UGR-As or UGR-H&S will be accepted for turn-in; UGRs and components must be turned-in to a DFAC.

(e) Turn-ins is by appointment only.

b. Turn-ins of operational rations must be approved by the SSM and inspected and approved by Veterinary Services Personnel. Unit leaders should provide accurate projected unit feeding strengths and changes to food service planners in a timely manner in order to minimize residual rations.

(1) Food service personnel should minimize waste through proper ordering and preparation.

(2) Residual rations should be incorporated in the field training feeding plan as much as possible to minimize excess.

5.10 Requesting Additional Types of Rations

a. Kosher / Halal meals: Submitted NLT 30 days prior to drawing the meals, and follow the same procedures as standard MRE requests.

b. Passover Religious Kosher MREs; Requested 180 days prior to Passover; issued by case, 12 meals per case.

c. Shelf Stable meals: Submitted NLT 30 days prior to drawing the meals, and follow the same procedures as standard MRE requests.

5.11 Dining Facility Issue Frequency Schedule

a. The SSMO publishes the Prime Vendor Issue Frequency Schedule (IFS) monthly. The IFS includes consumption dates, due dates to the SSMO, and the Prime Vendor delivery dates.

b. When approved, send to the SSMO technician copying any others involved.

(1) Prime Vendor orders must be received NLT 0900 at the SSMO on published due dates.

(2) There are no additions to prime vendor shopping lists once they are sent to the SSMO. A separate order must be submitted if items were missing from a shopping list.

5.12 Specialty Items for Culinary Arts, Thanksgiving, and Christmas

a. Specialty items for Culinary Arts, Thanksgiving, and Christmas are requested on DA Form 3161, submitted to the SSMO in 4 copies.

b. Block Ice: For Thanksgiving and Christmas only. The SSMO will provide an annual announcement for dates to request, and to receive Block Ice. Requests must be received at the SSMO NLT two weeks prior to pick-up date. Block ice is issued in 400 lb blocks.

c. The SSMO must have a DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive specialty items.

d. Culinary Arts Programs: Subsistence used for training purposes will be requested and accounted for using the following procedures:

(1) Subsistence items for Culinary Arts training programs are requested from the SSMO on DA Form 3161 (DA Pam 30-22, paragraph 3-60).

(2) Disposition of the subsistence items are entered on DA Form 4552 (Kitchen Requisition) following the procedures in DA Pam 30-22, paragraph 3-60.

(3) Subsistence that will be consumed by individuals other than the Culinary Arts team or trainees (i.e.: VIPs acting as judges, guests invited to evaluate Culinary Arts products, etc.) will be requested on DA Form 3161 from an appropriated fund dining facility, and food items used or consumed will be annotated on DA Form 4552 IAW the procedures in DA Pam 30-22, para 3-60. These types of culinary events will support no more than 50 individuals. The individual or instructor in charge of the Culinary Arts center will conduct normal headcount procedures; Meal card holders will sign a DA Form 3032, and individuals receiving BAS will pay cash at the standard meal rate and sign the DA Form 1544. The headcount documents, and Kitchen Requisition will be returned to the DFAC to close out the transaction within three business days.

(4) Specialty equipment and durable goods for Culinary Arts programs are requested from the FPMO on DA Form 3161 by the individual or instructor in charge of the Culinary Arts center or program. A copy of the signed 3161 is kept on file at the FPMO, at the Culinary Arts center, and with the credit card approving authority. Once purchased, the individual or instructor in charge maintains accountability of the items. The FPMO may conduct random inventories of the items to verify they are still on hand.

e. Unit personnel request a separate Culinary Arts training account at the SSMO IAW TM 4-41.12. The SSMO orders requested Culinary Arts subsistence items from the supporting Prime Vendor. If specialty or unique items unavailable from the Prime Vendor are requested, the SSMO may use the FPMO Military Procurement, Army (MPA) credit card to purchase these items IAW the credit card authorizations and limits, and TM 4-41.12 paragraph 1-5.

5.13 References

- a. AR 30-22, The Army Food Service Program, dated 24 July 2012
- b. DA PAM 30-22, Operating Procedures for The Army Food Service Program, dated 6 February 2007, w/ changes
- c. AR 600-38, Supplement 1, Meal Card Management System, dated 11 April 1988
- d. TM 4-41.12, Food Program Operations, 23 April 2012
- e. ATTP 4-41, Army Field Feeding & Class I Operations, dated 14 October 2010
- f. DA G4 Change to AR 30-22, Para 4-2 Army Policy for Field Feeding, dated 7 May 2013

Figure 5-1 MRE Request Memo for Temporary Field Assignments (more than 24 hrs)

DEPARTMENT OF THE ARMY
ORGANIZATION
ORGANIZATION ADDRESS

OFFICE SYMBOL

30 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Request MREs **and Warming / Cooling Beverages** to Support Temporary Field Assignment [REDACTED] (Gunnery, STX, FTX, etc. *more than 24 hours in duration*)

1. Nature of Requirement: [REDACTED]
2. Number of personnel requiring rations:
 - a. Meal Card Holders (SIK): [REDACTED].
 - b. Field Meal Cards (FAO): [REDACTED].
 - c. Total personnel: [REDACTED]
3. Meals required and date(s) required:
 - a. Date(s) required: [REDACTED]
 - b. MRE
 - c. Warming / Cooling Beverages
4. Pick up information:
 - a. Pick up for MREs and Warming/Cooling Beverages will be coordinated with the supporting DFAC Rations personnel.
 - b. Rank and name of individual designated to pick up meals: [REDACTED]
 - c. The SSMO must have a DA Form 1687 on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive ice.
5. This memorandum requires certification from the supporting PAC that BAS recoupment and/or payroll deduction (officers) will be submitted for personnel participating in the field training. This memorandum does not delete the requirement to submit a DA Form 5913 (Strength and Feeder Report) to the DFAC.
7. Point of contact for this memorandum is [REDACTED] at (799) [REDACTED] - [REDACTED] or email [REDACTED].

GARY FLETCHER	MIGUEL A. JUAREZ	JOHN SMITH	RICHARD SMART
CPT, AG	CPT, AR	SFC, USA	CW2, QM
S1 Adjutant	Commanding	DFAC Manager	Bde Food Svc Tech

Encl:

DA Form 3161 (4 copies)
DA Form 1687
DA Form 5913
SIK/FAO By-Name Roster

Figure 5-2 MRE Request Memo for Temporary Field Assignments (*less than 24 hrs*)

DEPARTMENT OF THE ARMY
ORGANIZATION
ORGANIZATION ADDRESS
FORT ANYWHERE, STATE, ZIP

OFFICE SYMBOL

30 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Request MREs **and Warming / Cooling Beverages** to Support Local Training Area Event [REDACTED] (Ranges, Land Nav, etc. *less than 24 hours in duration*)

1. Nature of Requirement: [REDACTED]
2. Number of personnel requiring rations:
 - a. Meal Card Holders (SIK): [REDACTED]
 - b. Field Meal Cards (FAO): [REDACTED]
 - c. Total personnel: [REDACTED]
3. Meals required and date(s) required:
 - a. Date(s) required: [REDACTED]
 - b. MRE
 - c. Warming / Cooling Beverages
4. Pick up information:
 - a. Pick up for MREs and Warming/Cooling Beverages will be coordinated with the supporting DFAC Rations personnel.
 - b. Rank and name of individual designated to pick up meals: [REDACTED]
 - c. The SSMO must have a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) on file digitally and manually signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and/or receive ice.
5. Point of contact for this memorandum is [REDACTED] at (799) [REDACTED] - [REDACTED] or email [REDACTED].

GARY FLETCHER	MIGUEL A. JUAREZ	JOHN SMITH	RICHARD SMART
CPT, AG	CPT, AR	SFC, USA	CW2, QM
S1 Adjutant	Commanding	DFAC Manager	Bde Food Svc Tech

Encl:

DA Form 3161 (4 copies)

DD Form 577

DA Form 5913

SIK/FAO By-Name Roster

Figure 5-3 Sample DA Form 1687

Enter "NOT USED or NOTHING FOLLOWS" on next available line when all lines are not used

ALSO INCLUDE ASSUMPTION OF COMMAND

MUST HAVE DIGITAL, WET SIGNATURES AND INITIALS

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES <i>FOR USE OF THIS FORM, SEE DA PAM 710-2-1. THE PROPONENT AGENCY IS DCS, G-4</i>				DATE *DATE OF CREATION*
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES *YOUR UNIT/ORGANIZATION GOES HERE*			LOCATION *YOUR UNIT/ORGANIZATIONS ADDRESS GOES HERE*	
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS	
	REQ	REC		
DOE, JAMES	SPC	YES	YES	*DIGITAL/WET SIGNATURES AND INIT
DOE, MELISSA	SPC	YES	YES	*DIGITAL/WET SIGNATURES AND INIT
DOE, BRIAN	SGT	YES	YES	*DIGITAL/WET SIGNATURES AND INIT
NOT USED OR NOTHING FOLLOWS-----		-----	-----	-----
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, TO REQUEST AND/OR RECEIVE CLASS I & II SUPPLIES FROM SSMO, B229.				
REMARKS *THIS CARD SUPERSEDES ALL OTHERS OR AN ADDITION TO CARDS ON FILE.*				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE *YOUR UIC GOES HERE*			DODAAC/ACCOUNT NUMBER *YOUR DODAAC GOES HERE*	
LAST NAME-FIRST NAME- MIDDLE INITIAL * CDR*	GRADE	TELEPHONE NUMBER	EXPIRATION DATE *NOT GREATER THAN 1 YEAR*	SIGNATURE *DIGITAL/WET SIGNATURES AND INIT

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v

Figure 5-4 MRE Request DA Form 3161

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)			<input checked="" type="checkbox"/> ISSUE TURN-IN	SHEET NO. 1	NO SHEETS	1. REQUEST NO. LEAVE BLANK			2. VOUCHER NO. LEAVE BLANK			
3. SEND TO: Supply Subsistence Management Office, Ft. Anywhere, AK			4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC UNIT DODAAC		6. PRIORITY		7. ACCOUNTING/FUNDING DATA			
8. REQUEST FROM: C CO, 1-9 CAV, X Brigade			9. END ITEM IDENT		9a. NAME/MANUFACTURER			9b. MODEL	9c. SERIAL NO.			
* CODE ISSUE Initial R-Replacement			TURN-IN FWT-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Simt of Charges		LT-Lateral Transfer			10. PUBLICATION		
11. JOB ORDER NO.												
12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED			
1	8970-00-149-1094	MEAL READY TO EAT	CS						DATE (YYYYMMDD)	BY		
	1. MREs are needed for	upcoming exercise.										
	Name of exercise:											
	2. Consumption dates are:	16 JUN - 19 JUN 2015										
	3. Total MREs needed for exercise:	Ex: 34 cases										
	4. IAW AR 30-22 & DA PA all unused MREs will be unopened cases returned	M 30-22, at the conclusion of exercise, returned to the supporting DFAC, or to the SSMO.										
	MIGUEL A. JUAREZ CPT, AR	DFAC MANAGER NAME SFC, QM										
	Commanding	X Brigade Dining Facility Manager										
	BDE FOOD TECH NAME X Brigade Food Advisor	DIVISION FOOD TECH NAME Division Food Advisor										
							SHEET TOTAL		GRAND TOTAL			
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED	DATE (YYYYMMDD)	BY Miguel A. Juarez	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY				

DA FORM 3161, AUG 2011

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APD PE v1 02ES

Figure 5-5 Warming and Cooling Beverages Request, DA Form 3161

NOTE: The warming and cooling beverage list is subject to change at the discretion of the Food Program Manager and Command Food Advisor.

The following items are authorized for warming/cooling beverages. ^{EXAMPLE}

Stock Number	Description	Unit of Issue	By case
8955-01-E39-7433	TEA BAGS-I, GREEN, 5/100 CT BX	BX	5
8960-01-E59-1801	Gatorade Variety Pack Powder Special order 4-6 weeks	PG	32
8920-01-E09-3929	CRACKERS, SALTINES, PREMIUM, 2 CT, 500/12 GM PG	CS	1
8925-01-E39-9058	SUGAR, REFINED, EXTRA FINE, GRANULATED, IND PG, 3000/0.10 OZ PG	CS	1
8925-01-E39-0344	SUGAR SUBST, SACCHARIN, 2000/1 GM PG	CS	1
8935-01-E09-4643	SOUP, VEG BEEF, CN, COND, 12/50 FL OZ CN	CN	12
8935-01-E09-4645	SOUP, VEG, CN, COND, 12/50 FL OZ CN	CN	12
8935-01-E09-4647	SOUP, MINESTRONE, CN, COND, 12/50 FL OZ CN	CN	12
8935-01-E09-4648	SOUP, CRM OF POTATO, CN, COND, 12/50 FL OZ CN	CN	12
8935-01-E09-4650	SOUP, CKN RICE, CN, COND, 12/50 FL OZ CN	CN	12
8940-01-E29-2705	CREAMER, NON-DAIRY, PDR, 2000/2.5 GM CO	CS	1
8955-01-E60-9632	COFFEE, RST, GRD, UNIV GRD, 100% ARABICA, 32/6 OZ CO	BG	32
8955-01-E19-3754	TEA BAGS-I, ORG PEKOE, TAG/STRING, 10/100 CT BX	BX	10
8960-01-E09-4763	BEV BASE, FRUIT PUNCH, SWT, PDR, 2 GL YIELD PG, 12/24 OZ PG	PG	12
8960-01-E29-3098	DRINK MIX, BLACK CHERRY, SWT, PDR, 2 GL YIELD, 12/24 OZ CO	PG	12
8960-01-E09-5803	BEV BASE, GRAPE, SWT, PDR, 2 GL YIELD PG, 12/24 OZ PG	PG	12
8960-01-E61-0957	DRINK MIX, LEMONADE, 2 GL YIELD, 15/19 OZ PG	PG	15
8960-01-E19-0396	BEV BASE, ORANGE, SWT, PDR, 2 GL YIELD PG, 12/24 OZ PG	PG	12
8960-01-E19-7874	COCOA BEV PDR, SWT, 6/50 CT BX	BX	6

Formula: $B DFA \times 5\% \times HC \times \# \text{ Exercise Days} = \text{Total Dollars Authorized}$

B DFA	5%	Headcount	Number of days	Total
10.73	5%	100	5	\$ 268.25

All items are issued by the case.

August 10 2015

Special orders take 4-6 weeks

Figure 5-6 Ice request DA Form 3161

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				<input checked="" type="checkbox"/> ISSUE	SHEET NO. 1	NO SHEETS	1. REQUEST NO. LEAVE BLANK		2. VOUCHER NO. LEAVE BLANK		
3. SEND TO: Supply Subsistence Management Office, Ft. Anywhere, ST				4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC UNIT DODAAC		6. PRIORITY	7. ACCOUNTING/FUNDING DATA		
8. REQUEST FROM: C CO, 1-9 CAV, X Brigade				9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.		
* CODE ISSUE: I-Initial, R-Replacement TURN-IN: FWT-Fair Wear And Tear, RS-Report of Survey EX-Excess, SC-Stmt of Charges LT-Lateral Transfer				10. PUBLICATION				11. JOB ORDER NO.			
12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE (YYYYMMDD) BY		
1	127-8250	ICE, CRUSHED - 20 LB BAG	BG								
	1. Ice is needed for upcoming exercise.										
	Name of exercise:										
	2. Consumption dates are:										
	16 JUN - 19 JUN 2015										
	3. Total ice needed for exercise:										
	Ex: 75 bags (see ATP 4-41, para 3-29 for planning factors)										
	4. IAW AR 30-22, para 5-19										
	Funds are available.										
	GARY FLETCHER CPT, AD	MIGUEL A. JUAREZ CPT, AR									
	S-1 Adjutant	Commanding									
	FSN:										
	APC:										
								SHEET TOTAL		GRAND TOTAL	
13. ISSUE/TURN-IN "QUANTITY" COLUMN REQUESTED	DATE (YYYYMMDD)	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY			

DA FORM 3161, AUG 2011

PREVIOUS EDITION IS OBSOLETE.

APD PE v1.02ES

Figure 5-7 Field Feeding Account Letter of Intent

**DEPARTMENT OF THE ARMY
ORGANIZATION
ORGANIZATION ADDRESS
FORT Riley, Kansas, 66442**

OFFICE SYMBOL

30 October 2015

MEMORANDUM THRU

Commander, X Brigade, X Division, Attn: X Brigade Food Service, Fort Anywhere, State 12345

Commander, X Division, Attn: G4 Food Service, Fort Anywhere, State 12345

Encl:
DA Form 1687
DA Form 5913
SIK/FAO By-Name Roster

CHAPTER 6. AMMUNITION SUPPLY POINT (ASP)

=====

6.1 General Ammunition Policies and Procedures

a. **Purpose.** To serve as a guide for managing ammunition; providing policy and guidance on procedures for forecasting, requisitioning, issues, turn-ins, transporting, accountability, physical security, safety, field operations, combat loads, sustainment loads, and operational loads of Class V ammunition.

b. **Assistance/Questions.** Please call the following points of contact (POC) for answers to anything that needs clarification or if you require assistance in completing paperwork, problems in the field, or questions concerning transportation of ammunition.

Quality Assurance Specialist Ammunition Surveillance (QASAS)	239-1952/9543
ASP, Ammunition Accountable Officer	239-4102
ASP Site Manager	239-4103
ASP, Operations Desk	239-4862/4222

c. **Terms:** Terms used in this pamphlet are explained at Appendix 6H.

d. **Joint Munitions Command (JMC) Ammunition Management:** Set forth guidelines in forecasting, requisitioning, and transporting of all Class V to all Ammunition Supply Point's (ASP). All services training at any ASP will forecast through TAMIS. Monthly CAM-PUSH will be viewed in the NLAC website listed under MOM spreadsheet and verified by the ASP Accountable Officer NLT 5th working day of each month.

e. **Responsibilities:** Operation of the ASP and AHA are the responsibility of the Director of Logistics Readiness Center (LRC). The ASP is contract operated. Under this operational arrangement, the various tasks and responsibilities of the ammunition community are as follows:

(1) **LRC will:**

- (a) Exercise staff responsibility for the ASP and the installation amnesty program
- (b) Provide specifications to the ASP contractor in procurement, storage, issue, turn-in, inspection, maintenance, quality assurance, explosive safety, and accountability of Class V materiel in the Fort Riley Ammunition Supply Point (ASP).

- (c) Establish procedures for the use of the Ammunition Holding Area (AHA).
- (d) Provide AHA checklists for the Field Officer of the Day (FOD) when required.
- (e) Ensure malfunctions/incidents involving Class V materials are immediately reported to QASAS personnel.
- (f) For AHA access/storage procedures, call (785)239-4102/1952.

(2) LRC Quality Assurance Specialist Ammunition Surveillance (QASAS) will:

- (a) Be responsible for the implementation of the installation ammunition surveillance program. Provide technical assistance on explosive safety and transportation upload guidance of ammunitions/ explosives to the staff and units serviced by Fort Riley.
- (b) Investigate all malfunctions, accidents and/or incidents involving Class V materiel.
- (c) Suspend the issue and use of ammunition determined to be unsafe by the QASAS and/or as directed by higher headquarters. Maintain Class V suspense and restriction/ Ammunition Information Notice (AIN) master files for Fort Riley.
- (d) Inspect all ammunition storage areas to include unit arms rooms at Fort Riley and other supported installations as required.
- (e) Prepare and submit through the installation safety office, explosive safety waivers and explosive site plans submitted to Department of Defense Explosive Board (DDESB) for Fort Riley and other supported installations, as required.
- (f) Review all construction within five thousand feet (5000') of any explosive site. The installation master planner will submit projects that meet these requirements to the QASAS for review prior to the start of any construction.
- (g) Conduct intraservice support coordination visits, and inspections within the AR 5-9 geographical support area of responsibility.
- (h) In conjunction with Installation Safety Office, determine and approve all ammunition routes on Fort Riley.
- (i) Be responsible for the administration and implementation of the installation amnesty program.
- (j) Be responsible for the inspection and transportation of Ammunition and Explosives (A&E) at Fort Riley.
- (k) Be on call 24 hours per day to respond to requests for assistance in transportation accidents that involve DOD shipments of ammunition and/or explosives on public roads within the Fort Riley AR 5-9 area of responsibility. Requests for assistance will be made through the Fort Riley EOC, commercial phone (785)-239-2222 or DSN 856-2222.
- (l) Review designs for explosive testing, storage, surveillance, maintenance, demil and disposal facilities for compliance with explosive safety standards.
- (m) Conduct annual safety inspections of ammunition and explosives handling, storage, use, maintenance, and disposal.
- (n) Monitor ammunition uploads and other activities that involve the transportation and storage of ammunition in other than authorized and licensed storage areas to ensure that pertinent requirements are met.
- (o) Review Quantity-Distance (QD) compliance of existing and planned facilities, both prior to and after construction.

(p) Review SOPs and directives for compliance with explosive safety requirements.

(q) Assist in the installation master planning process and annually review the installation master plan to ensure construction is not planned inside explosive safety arcs.

(r) Monitor operations involving ammunition and explosives to ensure that Army units understand and comply with explosive safety standards.

(s) Provide explosives safety training for unit personnel.

(t) Under the direction of the Inspector General's Office, conduct ammunition storage inspections of installation units, as scheduled.

6.2 ASP Hours of Operation

a. The normal workweek is Monday through Friday. All transactions will be scheduled with ASP control personnel NLT seven working days prior to the desired action. Standard hours of operation for issues, turn-ins and document submission to the ASP are as follows:

DAYS	HOURS	SERVICES
Mon – Fri	0700-1600	Issues, Turn-Ins, Commercial Carriers

NOTE: Due to time involved in processing issues and turn-ins, processing of the last unit must begin NLT 1500hrs.

b. Any unit requiring an exception to the standard hours of operation must send a written request for exception, along with the appropriate DA Form 581 or e581 documents to the ASP Contracting Officer's Technical Representative located at building 7920 or the Accountable Officer located in building 919 at the Ammunition Supply Point (ASP).

c. The ASP will be closed for quarterly 100 percent inventories as published on the Activities Planning Calendar. Closings are planned five quarters in advance. Closing dates can be obtained from the ASP Government Accountable Officer or DPTMS Training Branch, 239-3006. Quarterly inventories are also announced in the Fort Riley Range Bulletin and the "Fort Riley Post."

6.3 Ammunition Requirements

a. Requirements consist of the quantity of training ammunition that each component or activity within the Army requires to support planned training events during a fiscal year. This includes both STRAC and non-STRAC training ammunition requirements.

b. Each unit will calculate and validate their annual ammunition requirements based on weapons densities and using TAMIS in accordance with MACOM guidance.

c. Ammunition Managers will validate all unit requirements.

6.4 Ammunition Authorizations

a. MACOM Ammunition Managers will provide ammunition authorizations to Fort Riley units during the 4th quarter for the next FY. The quantity each unit receives is based on the following factors:

(1) DA Pamphlet 350-38, Standards in Weapons Training (STRAC) Authorizations.

(2) Quantity received from MACOM Ammunition Manager.

(3) Training ammunition availability.

b. Once units have received the yearly authorizations, they must determine if authorizations meet projected-training requirements or are excess to their needs.

(1) Excess authorizations should be reported as soon as they are identified. The MACOM Ammunition Manager will assist units in cross-leveling authorizations. Final turn-in of excess annual authorizations will be conducted in 2nd quarter each FY.

(2) Units may request additional training ammunition authorizations. This request must go through the ammunition officer at MSC level who will first try to obtain the ammunition from other units within the MSC. If they cannot resolve the issue internally, the request will be forwarded up through the unit's chain of command.

6.5 Forecasting

a. Accurate forecasts are extremely important. Ammunition production is dependent upon forecasts. Forecasts determine whether enough ammunition is available or if the Army must expend funds for ammunition production. Inaccuracies will result in either not enough ammunition to conduct training or excess ammunition. All units will use TAMIS to forecast ammunition.

b. In accordance with AR 710-2, paragraph 3-33b, the ASP cannot exceed a 180-day supply of training ammunition. All excess is identified for possible return to depots or redistribution to other installations for use.

c. All units will forecast for a 12-month period with a 90 day "Lock Out".

d. Units should forecast into the next fiscal year regardless of whether authorizations have been received for that fiscal year. Once authorizations are received, these forecasts should be revised to not exceed current authorizations.

e. Dummy and inert ammunition required for weapons maintenance or New Equipment Training (NET) must be forecasted. Dummy/inert items will be requested thru TAMIS when required. Dummy/Inert items will be accountable IAW AR 710-2.

6.6 Requisition and Issue Procedures

Notice of Delegation. Each battalion, separate company or detachment will prepare and submit a DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies (Figure 6-6), in three copies, through the IMCOM, Installation Manager for Active Components, thru RCSD for Reserve Components, to the ASP. Listed on each form will be the name, grade, signature and initials of all personnel authorized to receive ammunition. Active Duty units will include ETS date for each individual on the card. A DA Form 1687 will be valid for a period not to exceed one year. Commanders will

authorize only officers and non-commissioned officers (SGT, E-5 and above) to sign a request for pickup of ammunition. Only the original or approved Fort Riley digitally signed DA form 1687 will be accepted. Carbons, Xerox copies, "white out", erasures, strikeovers, or other changes are not acceptable. The Battalion or Separate Company Commander will sign DA Form 1687. All officers, including duty appointed ammunition officers, must be delegated the authority to request pick up of ammunition on a DA Form 1687. AT-4s, TOW, Stingers, DRAGON and all other Category I or II munitions, as identified by AR 190-11, will be signed for by an authorized Commission, Warrant or Non-Commission Officer (SGT (E-5) or above). A copy of assumption of command orders for commanders (Figure 6-7) will accompany each DA Form 1687. All units must review all their DA Form 1687 for accuracy at least quarterly. FORSCOM has established procedures for records checks to be performed by installation Provost Marshal's Office, IAW AR 190-11, on each individual authorized to requisition or receive ammunition or explosives.

6.7 Requesting Ammunition (All Units)

a. Ammunition will be requested in the minimum amount necessary for the mission or training requirement and, to the nearest unit pack configuration, when possible. All Class V will be requested by submitting an electronic DA Form 581 or e581, Training Ammunition Request (TAR) in TAMIS.

b. The assigned document serial numbers for class V training ammunition and Operational Loads will be assigned by the BN PBO/S4 and a copy of serial numbers is provided to the ASP. Updates will be provided when there is a change of PBO/S4 Officer.

c. The electronic DA Form 581's must arrive at the ASP NLT COB seven working days prior to date of issue. Requests not meeting this criterion will be processed as a Late Request. Requests will be consolidated to the maximum extent possible. After authentication and approval, the requesting unit will print and retain a suspense copy. All requests for ammunition must be approved by the Training Ammunition Manager (TAM) prior to ASP action. Additionally, separate requests for blank and ball/ball & tracer small arms ammunition will be processed.

****Under no circumstances will blank and ball be drawn on the same DA Form 581****

e. Upon accepting the electronic request the ASP, the requesting unit will call/or report to the Customer Assistance Clerk, who will review the document for accuracy. All scheduling will be done in person at the ASP. The DA Form 581/e581 will be printed and placed in the suspense file. All request(s) will be processed and filed in suspense file based on requested date of pick up.

f. Units will immediately notify the ASP of any cancellations or changes to requests for ammunition. Any approved DA Form 581, remaining at the ASP at COB of the requested issue date will be canceled automatically, unless prior arrangements are made.

g. Requests for ammunition for overhead or flanking fire will be made separately from other requests for training ammunition (90 days prior). This is necessary in ordering and having depot(s) clear lot(s) for shipment and issue of training ammunition specifically approved for this purpose. All DA Forms 581/ e581 requesting ammunition for this purpose will be annotated "For Use In Overhead/Flanking Fire" in block 28.

h. Requisition for dummy and inert ammunition will be requested through TAMIS, Dummy and inert ammunition will be ordered by the ASP Accountable Officer, using the monthly CAM PUSH report.

i. Requesting units will provide an adequate number of vehicles to ensure safe transport of ammunition. A unit arriving at the ASP without adequate vehicles to transport the requested ammunition will not be allowed to proceed until an adequate number of vehicles are present to complete the issue. Units will ensure that adequate personnel are provided for loading the ammunition vehicles and that transportation is provided for movement of the personnel. Personnel may not be transported in the cargo area of a vehicle carrying ammunition or on the outside (sides or tops) of vehicles. Only two personnel will be allowed to ride in the cab of trucks entering or exiting the ASP storage area.

j. Requesting units will ensure a unit representative, whose signature is on a Signature Card (DA Form 1687) that is on file at the ASP, accompanies the unit's ammunition detail for both issues and turn-ins.

k. Late requests: A DA Form 581 which fails to arrive at the ASP seven working days prior to the issue date will be considered a "late request." Working days do not include Division Training holidays or weekends.

(1) The late request will be brought to the Brigade Ammunition Officer (BDE AO) and it must have a justification memorandum signed by the first LTC in the unit's Chain of Command.

(2) The BDE AO will contact the contractor. The contractor will determine issue date/time based on the currently scheduled workload. The contractor can adjust down to the nearest unit pack for late requests to facilitate issuing the requested ammunition.

m. Unforecasted requests. Unforecasted requests must be submitted on separate E581 from forecasted requests. All Unforecasted requests will follow MACOM guidance and justifications.

n. The BDE AO will assist the units by providing a list of units that have the requested ammunition forecasted. The requesting unit will contact each unit on the list to determine if any forecasted ammunition is available.

o. If the request was not filled by the ASP, the unit may elect to take the document and the list of units who have forecasted the ammunition for the requested month to the resource specialist DPTMS. The DPTMS can prioritize training resources and may elect to take the forecast from other units. The TAMIS forecast move tool will be used to adjust forecasted ammunition quantities.

p. Unit(s) requesting ammunition to be shipped to their location or another Installation will prepare a DA Form 581 and a memorandum stating all pertinent information regarding their request: shipping address, name and phone number of unit, POC, required delivery date, hours, **and shipping fund citation (Unit Budget Officer)** (See Figure 6-8). Units need to forecast 45 days prior to actual month of use.

6.8 Issue of Ammunition

Requesting units will ensure a unit representative whose signature is on a DA Form 1687 on file at the ASP, accompanies the unit's ammunition detail.

a. An Officer or NCO in the grade of E5 or above must sign block 13c on all DA Forms 581 requests. Any question regarding block 13c can be addressed by calling 785-239-4862/4222.

b. Only those items listed on an approved DA Form 581 will be issued from the ASP to the requesting unit. Authorized substitutes may be issued if the requested item is not available.

c. Commanders must ensure all safety and security requirements are met before ammunition is picked up from the ASP (i.e., guards for Category I or II ammo, vehicles designated to transport ammo meet DD Form 626 safety/serviceability requirements, sufficient tie down straps, fire extinguishers and proper placards).

d. For training events that will last in excess of 48 hours, units should practice incremental re-supply. All DA Forms 581 for the entire period will be submitted through the TAMIS system to arrive at the ASP NLT 7 working days prior to the initial draw of ammunition.

e. Upon arrival at the ASP, units will park their vehicles in the vehicle parking area in front of building 919. The unit representative will proceed to the Operation Office (Bldg 919) to receive instruction. All other unit personnel will remain with the vehicle(s). Drivers and assistant drivers will have a valid Optional Form (OF) 346, U.S. Government Motor Vehicle Operators Identification stamp and dispatch available for inspection. Assistant drivers are required for all vehicles transporting ammunition and explosives.

f. All vehicles transporting ammunition / explosives will be inspected IAW guidance in DD Form 626.

g. After pre-issue inspection requirements have been satisfactorily accomplished by the inspector, the unit representative will report to the ASP Operations Office, Bldg. 919. The Customer Assistance Clerk will provide the Ammunition Storage Slip, DA Forms 3151-R (FIG 16-8) for unit issue to the checker who will escort the unit personnel through the ASP. Unit personnel and vehicles are not allowed in the ASP without an escort.

h. All flame producing devices such as matches, lighters, etc., will be turned in prior to entry to the ASP. Items will be returned upon departure from the ASP. All cell phones, PDA and other voice or text electronic transmission devices will be turned off, picture phones will be turned in to customer service personnel prior to entry to the secure area. Any personnel found to be carrying these items turned on within the ASP will be escorted away from the area and barred from further access.

i. Units arriving at the ASP with firearms will not be permitted to take them into the storage area or Offices. At **no time** will ASP personnel assume responsibility for customer unit weapons. **NO** weapons will be allowed in the ASP operating area or Vehicles Inspection building.

j. The assigned checker becomes responsible for the vehicle(s) and personnel making the pick-up. The checker will accompany the lead vehicle from the time of entry into the ASP until departure. The unit representative will accompany the vehicle during the issue.

k. Unit personnel will not enter magazines until directed to do so by the checker or magazine attendant.

l. The assigned checker and the unit representative will perform an inventory of items loaded onto the unit vehicles prior to departing the magazine. Once all items designated on the DA Form 3151-R are issued, lot numbers and quantities are annotated and verified by both parties. The assigned checker will then sign in the block designated **“Issuing Checker”**. The unit representative will sign the block designated **“Receiving Checker”** for both the first and second count DA Form 3151-R. The second count is the unit’s copy. They will then proceed to the departure inspection lanes adjacent to the ASP Control Office to wait for a third count and outgoing vehicle inspection.

m. When the vehicles are spotted, the assigned checker, the unit representative and all unit detail personnel will exit the ASP. Drivers will remain with their vehicles. The assigned checker and the unit representative will report to the ASP Customer Assistance Clerk. The Customer Assistance Clerk will provide a blank DA Form 3151-R to a different checker to initiate a third count of all items loaded on the unit vehicles. The unit representative will notify the ASP vehicle inspector that his/her vehicles are ready to receive an outgoing inspection. The vehicle inspector will inspect all loads to ensure the ammunition can be safely transported.

n. When the third count has been completed, the DA Form 3151-R will be turned over to the Customer Assistant Clerk, who will compare both DA Forms 3151-R (issuer/unit 1st/2nd out & 3rd count). If all quantities, lot numbers, and DODICs agree, the quantities and lot numbers issued as shown on the DA Forms 3151-R will be entered in block 23 and 24 on the Request For issue DA Form 581/e581. The unit representative will verify all the information and sign the DA Form 581/e581 in block 31. The ASP Operations Section representative will sign block 30. The Operation Section will provide a Turn-in document for serviceable ammunition and Residue Turn-in document.

6.9 Accountability-Storage and Records

a. Accountability (AR 710-2/AR 190-11/AR 15-6).

b. Due to their value and hazardous nature, it is essential that all ammunition items are properly accounted for and that proper physical security measures are followed.

c. Lost ammunition is a serious problem because of the hazard it represents to untrained personnel who may find it. Proper accountability, including frequent inventories, proper hand receipts on DA 5515 from requester to user, will deter theft and increase the chances of recovering lost or stolen ammunition.

d. Due to the sensitive nature of ammunition, the need to store ammunition in unit arms room will be kept to a minimum. Commanders may request authorization to store small quantities of operational load ammunition in the units assigned arms room; the authorization will be processed through QASAS, and approved by the Safety Office.

Upon a change of a new unit commander, a new authorization request will be prepared and submitted.

e. Training ammunition is **not** authorized to be stored in the unit area or arms room. The only authorized area for storage of training ammunition and explosives outside the ASP are the Installation Ammunition Holding Area (AHA) and the MPRC Field Ammunition Supply Point (FASP). DPTMS, Range Branch controls use FASP and provides SOPs to units using these areas. The LRC controls use of the AHA and provides SOPs to units using this area.

f. The operation load will be stored in a locked metal Class V container of at least 22-gage steel or in the sealed pack, as received from the ASP IAW AR-190-11, Paragraph 5-8.

g. Ammunition for privately owned weapons will be stored separately from military Class V and follow guidelines of AR 190-11, para 4-5.

h. Arms rooms that have Class V stored will have the following fire symbols posted: one each on the front and back door of the building and one on the door of the Arms Room. This is a diamond shaped sign at least 24 inches tall. In the center a number "4", this measures at least 10 inches tall. Manufactured signs may be ordered using NSN 7690-01-081-9584. Fire symbol may vary based on the type of Ammunition being stored e.g. C440.

i. Whenever custody of the arms keys is transferred, both parties must conduct a physical count of all Class V being stored in the arms room. Each loose round of Class V and all banded or sealed containers will be counted and recorded. This inventory will be kept for at least 30 days after the date the key custody changes.

j. IAW AR 190-11 and AR 710-2 all operational ammunition will be inventoried on a monthly basis by someone other than the unit armor. Containers that have banding or seals need not be opened. The quantity of loose ammunition in sealed or banded containers will be recorded on a memorandum, before banding or sealing. Lot numbers of ammunition stored in depot pack will be verified. The person conducting the inventory will sign and date the inventory form and file it in the unit files.

k. The loss or theft of ammunition or explosives is a serious incident. If it is confirmed that ammunition is missing, immediately notify the unit commander and Provost Marshal's Office. The unit commander will conduct a preliminary investigation to determine criminal intent and identify evidence as required. FORSCOM Supplement to AR 190-11 requires a report for all (or any) ammunition lost, stolen or recovered. AR 190-11, Appendix E, determines if an investigation under AR 15-6 is required.

(1) For losses, initiate administrative action IAW AR 735-5. A Financial Liability Investigation of Property Loss will not be used in lieu of a criminal investigation if one is warranted.

(2) Inventories that result in ammunition overages or shortages will be handled IAW AR 710-2. Physical security category I (CAT I) Ammunition and Explosive (A&E) will only be stored in the ASP. CAT I munitions will be requested on a separate DA Form 581/e581 from other training munitions. CAT I for each day, will be requested on a separate DA Form 581/e581. All munitions will be returned back to the ASP at the end of the day. Units will make arrangements with the ASP Contracting Officers' Representative (COR) at (785)239-4177 for overtime of contract personnel.

6.10 Turn-In Procedures - Live Turn-Ins Serviceable and Unserviceable

a. All turn-in DA Forms 581/e581 must be approved by the ASP prior to the turn-in taking place. Turn-in documents will be prepared by the ASP. The ASP will schedule a time for turn-in based on the quantity to be turned in and the ASP's scheduled workload. **Turn-in appointments will be made with the ASP at the end of training and prior to date of turn-in. The unit must bring the DA Form 581/e581 for turn-in to the ASP not later than one day prior to the actual day of ammunition turn-in.**

b. Reserve component units traveling distances greater than 200 miles will receive priority over other customer units for turn-in of ammunition and/or residue.

c. Due to the time involved in processing turn-ins, units will not be scheduled after 1500 hours. **With regard to proper compatibility, items being turned in on multiple documents should be separated by vehicle.**

d. A separate **Unserviceable Turn-in DA Form 581/e581** will be prepared for each serviceable document. Live Ammunition turn-in must contain a statement that all ammunition was either expended or turned-in. Unserviceable A&E **will not** be credited to the unit's training account.

e. All opened ammunition containers will be inspected by a Sergeant First Class (E7), or above, from the unit returning the items to ensure that lot numbers on the turn-in documents agree with those printed on the containers, and that all ammunition components are present and properly packed prior to arriving at the ASP.

f. Quantities of serviceable ammunition turned in will be annotated on the Serviceable Turn-in DA Form 581/e581 by the ASP.

g. If the ASP ammunition inspectors determine that any of the ammunition being turned-in is unserviceable, the ASP will annotate the DODIC, lot number and quantity in Blocks 23 and 24 of the Unserviceable Turn-in DA Form 581/e581.

h. ASP contractor personnel will sign the DA Form 581/e581, Block 31, as receiving the ammunition and the unit signs in Block 30 as issuing the ammunition.

i. Ammunition returned in the original pack with seals and banding intact will not be opened to inspect the contents unless damage is suspected as a result of a visual inspection of the outer package.

j. All opened containers must be inspected for condition IAW FORSCOM and DOD directives and regulations. **IT IS TO EVERYONE'S ADVANTAGE TO OPEN ONLY THAT AMOUNT OF AMMUNITION REQUIRED FOR IMMEDIATE CONSUMPTION.** Inspection of every round is a time consuming process.

k. The customer unit must furnish the personnel to unload, unpack and reload inspected ammunition. The turn-in of ammunition that is in the original pack configuration and is free of dirt, oil or contamination will considerably enhance turn-in efforts.

l. An Explosive Incidence Report (EIR) will be generated by the ASP for any items turned in without required safety devices.

m. Accelerated turn-in of live ammunition.

(1) Units may expedite normal turn-in procedures if their ammunition meets the following conditions:

(a) All ammunition is serviceable.

(b) All depot seals are intact.

(c) All containers are accessible for inspection.

- (d) All packaging is serviceable.
- (e) No evidence of mishandling is present.
- (f) The ammunition reconciles one DA Form 581/e581 issue (no partial turn-ins).

(2) If ammunition meets the above conditions, the ammunition will be inventoried and the unit escorted directly to the appropriate storage location. On the other hand, if the live ammunition includes unserviceable rounds or opened boxes/cases, then the unit will process its live ammunition turn-in through the Surveillance Section IAW normal ASP/QASAS SOP procedures.

n. Customers must complete turn-in transactions NLT five working days after the training completion date that is annotated on the original DA Form 581/e581.

o. Partial live ammunition turn-ins is not authorized. All ammunition on the same document will be turned in simultaneously. Consolidating turn-ins of ammunition drawn from more than one document is not authorized.

p. Unit personnel will ensure the following prior to turn-in:

- (1) All fuses or detonating elements are set on safe.
- (2) All safety devices are reinstalled in original position.
- (3) Live ammunition has been separated from residue.
- (4) Live ammunition is repackaged in the original container. Lot number on all inner and outer packs will match and be correct for each item.

q. Failure to comply with (1) or (2) above will result in termination of turn-in and rescheduling after ammunition has been returned to the field site and fully inspected. The unit will reschedule their turn-in with ASP operations prior to leaving the ASP. A same day turn-in will be scheduled if possible, with priority to RC units.

6.11 Residue Turn-In Policies

a. IAW Chapter 11, DA Pam 710-2-1, no residue will be turned-in until the turn-in live ammunition has been completed. All units will complete residue turn-in transaction within five working days after training completion.

b. ALL residue identified by the ASP will be returned. A DA Form 581/e581 will be prepared in two copies listing NSN, nomenclature and quantities of returnable residue items. All turn-in documents will be accompanied by a copy of the original issue document.

c. Prior to turn-in, all residue material must be 100% inspected by an NCO in the grade of E7 or above to ensure that no live ammunition or explosives are present in the residue. The inspecting NCO will sign a statement on the residue document DA Form 581 that the inspection has taken place.

d. DA Forms 581 for residue turn-in must contain a statement that no live ammunition is among the residue material. The NCO who inspected the residue must sign the statement on the DA Form 581/e581 that the inspection has taken place. **The unit conducting the turn-in is responsible for segregating all residues according to its respective issue document and DODIC.** This is necessary to eliminate residue from one issue document being credited to a different issue document, which could

result in a residue shortage on one of the turn-ins. Consolidating turn-ins of ammunition residue from more than one issue document is not authorized. The DA Form 581/e581 for residue turn-in will be delivered to the Customer Assistance Clerk at the time scheduled for turn-in. The ASP Checker will supervise the counting or weighing of all residue items. The unit representative must verify the count or weight of all residues. When all residue items have been counted, the residue Chapter representative will sign the DA Form 3151-R in the "Receiving Checker" block. The unit representative will sign as the issuing checker on the DA Form 3151-R. The DA Form 3151-R is the official count. Quantities will be posted to the DA Form 3151-R supplied by the Customer Assistance Clerk.

e. If live munitions are found during a residue turn-in, the ASP will require the unit to re-screen the residue outside of the yard. If one round of live munitions is found, an Explosive Incidence Report (EIR) will be forwarded from the Government Accountable Officer, Supply Division, LRC, to the Battalion Commander concerned.

f. If the unit feels there is a discrepancy, notify the residue checker immediately so a second count can be made.

g. The unit returns the DA Form 3151-R to the Operations clerk. He/She enters the data from the DA Form 3151-R in the appropriate Blocks on the DA Form 581 for the turn-in. The DA Form 581 will then be given to the residue clerk for reconciliation.

6.12 Document Reconciliation

a. In accordance with AR 710-2, paragraph 2-45d (1), units will ensure all live ammunition and residue from an issue document is turned-in within five working days after the training completion dates. Failure to do so will result in refusal to approve ammunition issue to the unit concerned until reconciliation is completed. The battalion commander (RCS/ARNG units) may submit a letter requesting exception to policy with proper justification to the IMCOM Ammunition Manager (DPTMS for RCS/ARNG units).

b. Units will not turn-in more ammunition or residue on one document than they originally drew on that one document. Example; a unit draws 5,000 rounds of A071 on 15 May and 2,000 rounds on 16 May. The unit must prepare two DA Forms 581/e581 for residue turn-in, one for 5,000 rounds and a second for 2,000 rounds.

c. Training Event Category (TEC) codes will be listed on issue and turn-in documents. Correct TEC codes are listed in TAMIS.

d. After all live ammunition and residue has been turned-in, the original issue document; a copy of any live turn-ins (serviceable or unserviceable) and a copy of DA Form 581, residue turn-in; and any DA Form 5811-R, Certificate - Lost or Damage of Class V Ammunition items must be taken to the ASP residue clerk who will determine if the issue document can be reconciled.

e. DA Forms 581/e581 for residue turn-in must contain a statement that no live ammunition is among the residue material. Live Ammunition turn-in must contain a statement that ammunition was either expended or turned-in. A DA Form 5811-R must be completed and **signed by the first LTC in the unit's chain of command for any residue shortages**. Every effort will be made by the unit to collect all residues for turn-in regardless of type of training. Missing Class V requires action under AR 190-11/NGR

190-11. An AR 15-6 investigation will be initiated when a shortage of Category I ammunition residue occurs.

f. Training date extension may be granted by the ASP, with a copy of the approved request furnished to the respective Ammunition Manager. Request for extension must contain a statement, signed by the commander owning the UIC account, explaining why document(s) could not be cleared in the required time frame allowed under Chapter 11, DA PAM 710-2-1 and subsequently be reconciled in TAMIS.

6.13 Ammunition Found On Installation (AFOI)

a. Fort Riley has an amnesty program for recovered ammunition. AFOI may be turned-in to the ASP at the red container marked "Amnesty Box" near the entrance gate to the ASP. Ammunition will be accepted as is; no questions asked. The purpose of this program is to encourage personnel to recover AFOI before it is discovered by unauthorized persons who have not received training in handling of dangerous material. The amnesty program is not intended as an easy way to bypass established turn-in procedures.

b. **CAUTION.** If there are any questions as to the safety of AFOI (duds, misfires, obvious damage, etc.), commanders must ensure that the ammunition is not disturbed. Such ammunition must be safeguarded and reported to Range Branch. Range Branch will contact 84th EOD/QASAS at 239-1838/1153; non-duty hours: 239-2222 who will check the AFOI and dispose of it or release it to the unit for turn-in to the ASP.

c. Significant quantities of AFOI should be reported to the Physical Security Officer (PMO) prior to movement. Disposition instructions will be provided by the Military Police.

6.14 Transportation of Ammunition-Transportation Requirements

a. Vehicles transporting Class V, (Ammunition and Explosives (A&E)) must have four ammunition placards, one mounted on each side, one in front and one on the rear of the vehicle or on the side and rear of the trailer if one is used. Placards will be ordered through the Unit's Supply channels. If in doubt about the proper placards for your vehicle(s), contact the ASP Vehicle Inspection Office for assistance (239-4115) **prior to your issue date.**

b. Units are required to furnish the placards and means by which to affixed placards to vehicle (e.g., tape, wire, rope, etc.). Placards will be applied only and always while ammunition is loaded on the vehicle.

c. All vehicles will be equipped with one Class 10-BC rated portable fire extinguishers when transporting Class V. Fire extinguishers will be **FULLY** charged, with working gauges, and **PROPERLY SEALED**. Ammunition will not be loaded until fire extinguishers are available. When using tie down straps (NSN 5340-00-980-9277 or 1670-00-725-1437), vehicles are required to have the tie down anchors installed IAW TB 9-2300-280-30 and instructions in the appropriate AMC drawing to accommodate tie down straps.

d. A driver and assistant driver are required for all vehicles transporting ammunition and explosives. Only individuals in possession of a valid military operators permit with certification (Hazardous Materials Qualification Stamp) to transport explosives will drive a vehicle transporting ammunition. Contractor. Civilian personnel hauling ammunition (Class V) will have a CDL and HAZMAT card IAW CFR 49.

e. Once loaded, only authorized driver and assistant driver are allowed in the ammunition vehicle. Detail personnel will be transported in a separate vehicle. Privately owned vehicles are not authorized inside the ASP area (beyond Gate 2).

f. Per AR 190-11 and this SOP, units transporting Security Category I & II ammunition items require an armed escort with no less than 5 rounds. The escort will consist of a 2 person crew, one being an E-5 or above, in a separate vehicle from the items being transported. For a detailed list of CAT I & II items, contact the ASP.

6.15 Vehicle Inspections

a. ASP personnel will inspect all vehicles designated to transport ammunition entering or leaving the ASP. Inspections will be accomplished using DD Form 626 (Figure 6-4 & 6-5). Inspectors will ensure the appropriate explosive and hazardous material placards are in place on each vehicle. Once the ASP has prepared DD Form 626, it is good for 7 days, providing the units conduct required daily preventive maintenance, checks and services (PMCS). Failure to conduct the daily PMCS will void the DD 626.

b. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office (785-239-1951/9543).

c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch to preclude rejection for deficiencies discovered during inspection at the ASP. Units will use DD Form 626, Motor Vehicle Inspection (Figures 6-4 & 6-5) as a guide in the pre-inspection. Faults found during inspection by ASP Vehicle inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.

d. All ammunition laden vehicles departing the ASP will receive a copy of Fire Fighting Instructions/Emergency Response Guide (ERG). In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. Firefighting instructions will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.

e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have shortcomings will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

6.16 Off Post Transportation of Ammunition

a. After ASP personnel inspect all vehicles designated to transport ammunition off Fort Riley, using DD Form 626, ASP inspectors will ensure the appropriate explosives and hazardous materials placards are in place on each vehicle. ASP personnel are also responsible for preparing DD Form 2890 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government) which certifies all vehicles transporting hazardous materials departing Fort Riley are IAW the 49 CFR. Once prepared, the DD Form 626 is good for seven days providing units conduct daily PMCS. Failure to conduct daily PMCS voids the DD Form 626. When returning from off-post sites, the Unit will have to recertify and update the DD Form 2890. The original DD Form 2890 can be used provided:

(1) Ammunition and explosives expended in training are crossed out or lined off the DA Form 836 and HAZMAT data sheets.

(2) Quantities are changed to reflect only the ammunition items left.

b. To recertify, cross out the original signature in Block 6a of the DD Form 2890. A graduate of the two-week Hazardous Materials Course signs the DD Form 2890 stating that the load has been properly reconfigured for transportation over public highways. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office at 239-1952/9543.

c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch. Units will use DD Form 626, Motor Vehicle Inspection as a guide in the pre-inspection. Deficiencies found during inspection by ASP Vehicle Inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.

d. All ammunition laden vehicles departing Fort Riley will receive a completed copy of a DD Form 2890. In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. The DD Form 2890 will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.

e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have deficiencies will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

6.17 Ammunition Handling

a. The transportation of all US Government weapons, weapons systems and ammunition in privately owned vehicles is prohibited.

b. Except when in closed vans, the truckload must be covered with fire resistant tarpaulins or tarps painted with a fire retarding paint. When tarps are used to cover

ammunition or explosives, they will be secured by means of rope, wire or tie downs. Under no circumstances will the tarps be nailed to ammunition containers.

c. No ammunition will be transported in a passenger compartment of a vehicle except in cases involving limited quantities of small arms ammunition (no more than two full boxes with non-explosive bullets). The small arms ammunition must be in closed containers which are properly secured in the vehicle, and seats are available for all personnel. Privately owned vehicles for such purposes are prohibited, except for the ROTC and marksmanship programs when a government-owned vehicle is not available. It is permissible to transport limited quantities of HC/D 1.4 small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van-type vehicles.

d. Individuals are not authorized to hand carry ammunition or explosives outside of the ASP area to load their vehicle. **Vehicles will be inspected and driven into the ASP area for loading.**

6.18 Ammunition Routes

a. Vehicles transporting A&E will only utilize approved Ammunition Supply Routes (ASR). ASRs are used to transport A&E from the ASP and AHA to ranges and training areas. **AT NO TIME WILL** vehicles stop along ASRs to stage for any other purpose except for emergencies. The only munitions laden vehicle authorized on Custer Hill Area is vehicle transporting Operation Load (OPL) ammunition authorized for storage in the unit arms room. Vehicle transporting OPL to and from unit arms room will travel by the most direct route to the ASP and **WILL NOT** stop or stage enroute except for emergencies.

b. Drivers of ammunition-laden vehicles encountering closed roads (i.e., due to weather conditions or construction) must return via approved route to the departure point (ASP, AHA, arms room, range) and phone the DTO for instructions. During non-duty hours, contact the Military Police. Drivers will not travel on non-approved routes under any circumstances.

c. All Installation roads north of Vinton School Road may be used as ASRs providing the weight class of the road will support the ammunition vehicles. Tank trails may be used to transport ammunition by tracked vehicles.

d. In accordance with FR Pamphlet 55-1, off-post movements of ammunition will be submitted to ITO, Unit Movement Office, and Building 1502 for approval. On-post movements of six or more vehicles require approval from G4/ITO Unit Movement Office (DD Form 1265). The ASP (QASAS) must be notified using DA Form 581/e581 of all shipments traveling off Fort Riley. This includes travel to and from the range using Highways 57, 77 and I-70. Ammunition requires packaging and markings IAW 49 code of Federal Regulations.

6.19 Safe-Haven Parking

a. Safe-Haven Parking will be accorded to all US Government shipments of compatible ammunition and explosives, when requested by Military Traffic Management Command (MTMC).

b. Responsibilities and procedures for Safe Parking are contained in FR Regulation 190-2.

c. Carriers will not drop their trailer and leave the area. The next duty day the AHA SOG will call the PMO desk (785-239-4747) for a patrol car to be escorted from the AHA to the ASP.

6.20 Arrival of Shipments During Other Than Normal Working Hours

a. Shipments of ammunition and explosives meeting the conditions in paragraph 6—20a above and arriving during other than normal working hours, will be given Safe-Haven Parking inside the AHA. Prior approval for Safe Parking from MTMC is not required for these shipments.

b. The carrier will be required to complete the delivery of the shipment the next duty day, or depart the installation and return during normal working hours.

c. After duty hours, the carrier of munitions to Fort Riley will call the PMO desk (785-239-MPMP), one hour out so that the PMO can provide guidance to which gate they can use. PMO will arrange for an MP patrol car to escort the driver to the AHA for Safe Parking.

6.21 Field Operations - General

a. Accountability (AR 710-2/DA Pam 710-2-1). During field operations, the accountable individual will inventory their ammunition every 24 hours. If the accountable individual changes, a 100% inventory will be conducted prior to the incoming custodian signing for the ammunition. Documentation (DA Form 5515) will be maintained on all ammunition received, issued, turned-in or shipped to another person/location.

(1) Personnel will comply with any restriction imposed on the ammunition by the QASAS/ASP and annotated in the remarks column of the DA Form 581/e581. DA Form 3151 in the form of an Ammunition Information Notice (AIN) or Safety of Use Message (SOUM). AINs and SOUMs will be strictly followed by all units.

(2) Ammunition is stored in its original containers until he/she is certain that it will be expended.

(3) Dunnage is provided to keep all ammunition containers off the ground and sheltered from direct sunlight, rain or snow. Ammunition must also be ventilated as free air movement will prevent overheating.

(4) All ammunition, brass, munitions and pyrotechnics are accounted for and that none are in possession of range personnel or firers.

(5) Unexpended ammunition is checked prior to return to the ASP for completeness of packaging, presence of all safety devices on items removed from packaging and ammunition is compatible and secured properly in the vehicle prior to departure from the range or training area.

(6) Personnel turning in ammunition or residue to the ASP will be inspected by the unit OIC/NCOIC prior to departing the ASP.

b. The Ammunition Holding Areas, the MPRC-FASP located at PU922304 and the LRC-AHA located at PU91703065 are the only areas on Fort Riley for temporary storage of ammunition.

6.22 Safety

The destructive nature of ammunition demands constant awareness on the part of those who use it. Carelessness causes destructive and possibly fatal accidents. Carelessness can also result in training failure because of loss of ammunition, equipment or personnel.

a. **Safety is a Command Responsibility.** Commanders must take the same active and aggressive leadership attitude toward safety that he/she takes in other aspects of command responsibilities.

b. Personnel charged with responsibilities for ammunition must be continuously impressed with the fact that their safety, as well as that of others, depends on the care they use in the performance of their duties.

c. Ammunition storage hazards include fire, explosion, fragmentation and contamination.

d. Unsafe practices will be corrected immediately upon discovery. Before beginning each new operation, personnel should be thoroughly briefed on the proper handling and use of ammunition, including simulators, signal devices, smoke devices, and other pyrotechnics.

e. Loading and unloading ammunition can become a hazard if not performed with the proper supervision. Ammunition in cans, boxes or containers will not be thrown, dragged or mishandled in any way.

f. Safety must be observed at all times when handling ammunition. Vehicle hand brakes must be set, wheels chocked, ignition off and transmission in neutral prior to loading/off-loading a vehicle.

g. All ammunition and explosives are assigned an appropriate compatibility group for storage and transportation. Ammunition and explosives will not be stored with incompatible ammunition or different materials or items which present positive hazards to the munitions. Ammunition will not be stored or placed beside flammable or combustible materials, acids or corrosives.

h. Commanders will ensure that custody of Ammunition and Explosives are fixed to responsible individuals at all times. Discrepancies in accountability will be reported immediately to the commander. When a discrepancy is identified, a shakedown and search will be conducted of all applicable personnel in the area by personnel designated by the commander. If it is confirmed that A&E is missing, immediately notify the higher level of command and the Provost Marshal's office by calling the MP desk (239-6767/3052/3054). A preliminary investigation will be conducted by the unit commander IAW para 6-9k of this SOP. He/She will also accomplish all other requirements specified in FORSCOM Supplement to AR 735-11 and AR 190-11, Appendix E.

i. Ammunition will remain sealed in its containers until just prior to expenditure to prevent damage, loss of accountability, and to identify any attempts of tampering. Do not break out bulk small arms ammunition until necessary.

j. Unserviceable ammunition: Unserviceable ammunition will not be expended. The following are example of unserviceable ammunition which must be returned to the ASP:

- (1) Lost lot identification.
- (2) Suspended.
- (3) De-linked. (Re-Link Ammunition will warrant a 15-6 investigation with a copy forward to FORSCOM and JMC)
- (4) Altered. (Altered ammunition will warrant a 15-6 investigation with a copy forward to G4/FORSCOM and JMC).
- (5) Corroded.
- (6) Previously cycled.

k. Storage of Missiles and Rockets: Missiles and rockets will be stored and/or stacked with the nose end facing away from personnel, built-up areas, fuel points, etc.

l. Proper equipment to open ammunition containers: The only equipment authorized for opening an ammunition container is in the line of pliers, band cutters and, in some cases, a screwdriver. All other items are considered to be dangerous and should not be used. AXES can be very hazardous to personnel and equipment in the area. Think safety when opening ammunition containers. Avoid flying sparks created from metal-to-metal contact by using plastic or wooden objects to open ammunition containers.

m. All residue material must be 100% inspected and accounted for prior to a turn-in. Units must segregate live ammunition from residue prior to turn-in to the ASP. All ammunition residues, packing material, boxes (metal, wood, or cardboard), fiber tubes and anything that does not go down range or is not consumed during functioning of the item will be turned in to the ASP. These items will be sorted by ASP personnel for serviceable material used during turn-in. Unit will be required to dispose of items after sorted by ASP personnel.

n. Blank ammunition will not be fired at personnel at distances less than 25 meters. Each round of blank ammunition will be inspected before use to assure that each round is blank ammunition that the ammunition has not been altered or tampered with in any way and that grenade cartridges are not being used as blank ammunition. Use of blank ammunition in hand-to-hand training is prohibited.

o. Unused propellant increments will be destroyed by burning in a safe manner. The area used for burning will be at least 100 meters from personnel or equipment, will have a cleared strip of at least five meters on all sides of the burn and not be overhung by branches. The propellant will be laid out in a train not to exceed two feet wide, 25 feet long, and one increment deep and shall be laid in the direction the wind is blowing. The propellant increments will be ignited from the downwind side using a train of powder from a propellant increment, approximately 25 feet long. A non-sparking instrument will be used to open the powder increment. In no case will gasoline, diesel fuel or kerosene be used to aid ignition or burning. Required minimum firefighting equipment is 10 gallons of water, one shovel, one fire beater and sufficient personnel to man the equipment.

p. **Belt-fed ammunition will not be linked/re-linked.** Delinking of Small Arms Ammunition .50 Caliber and below for the purpose of adjusting belt length for training/

qualification is permissible (See QASAS for applicable Ammunition Information Notice(s) (AIN) Primers) must be protected at all times.

q. Each vehicle transporting security category I or II ammunition (as defined in AR 190-11) will have, as a minimum, the following:

(1) A two-man crew.

(2) At least one person of the crew must be a SGT or above.

(3) Both personnel will be armed with his/her assigned weapon and carry no less than 5 rounds.

6.23 Missile Fired Reports

a. The requirement for missile reporting is outlined in AR 702-5. This regulation requires fired data reports from all units expending missiles.

b. It is the sole responsibility of the using unit(s) to ensure missile fired reports are accurately prepared and mailed to Commander, US Army Missile Command, ATTN: AMSAM-QA-RA, Redstone Arsenal, AL 35898-5290, within three days of expenditure.

c. Requests for missiles will be submitted on a separate DA Form 581/e581 prior to issue from the ASP.

6.24 Ammunition Accident and/or Malfunctions

a. Accident, incident and/or malfunctions for specific types of ammunition are defined as:

(1) Accident: An unintentional or chance event resulting in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.

(2) Incident: An unintentional or chance event considered likely to result in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.

(3) Malfunction: Failure of an ammunition item to function as expected when fired or launched or when explosive items function under conditions that should not cause functioning:

(a) Malfunctions include hangfires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment.

(b) Malfunctions do not include accidents or incidents that result solely from negligence, malpractice, or situations such as vehicle accidents or fires.

(c) Malfunctions are divided into three Classes; Class A, Class B, and Class C.

(1) Class A: Malfunctions that result in death or lost-time injury, are similar to previous malfunctions that have resulted in death or lost-time injury, are judged as having had an appreciable probability of causing death or lost time injury, or that has adverse political implications.

(2) Class B: Malfunctions that result in damage to major equipment that

cannot be repaired at the unit level of maintenance or that result in an ammunition suspension that significantly impacts readiness or training.

(3) Class C: Malfunctions that are neither Class A nor Class B.

b. When a malfunction/accident/incident involving ammunition occurs, the following actions will be taken:

(1) Firing will be immediately suspended until the ammunition is cleared by a Quality Assurance Specialist Ammunition Surveillance (QASAS).

(2) The individual in charge will immediately report the following to Range Branch:

(a) Type of malfunction (e.g., in-bore premature).

(b) Weapon involved.

(c) Type ammunition involved (e.g., 40mm TP-B519).

(d) Lot number of ammunition involved (e.g., MA79EOU1-042).

(e) Quantity of the DODIC and lot on hand.

(f) Time of occurrence.

(g) The suspect cause of the malfunction (i.e., the weapon, the ammunition, or unknown).

(3) Range Branch will immediately forward a copy of the Accident/Incident Report to DPTMS. Range Branch will notify the QASAS LAR, EOD, and Logistical Assistance Office (LAO). Safety Division will be notified of all accidents (not malfunctions) for appropriate response. The FROC has Safety POCs for after duty hours.

(4) The senior officer or noncommissioned officer present will ensure that all weapons, equipment, ammunition and other associated materials at the site involved, to include fire direction records, are not disturbed or removed until a proper investigation has been conducted and the items have been released by the QASAS through coordination with Range Branch.

b. Preliminary reports. All ammunition system malfunctions will be reported IAW AR 75-1. The unit will submit DA Form 4379-R or 4379-1-R. Ammunition Malfunction Report, or 4379-1-R, Missile and Rocket Malfunction Report. The QASAS will forward the preliminary report to the Joint Munitions Command.

c. Detailed report. QASAS will complete a detailed report IAW AR 75-1. Following the investigation, a detailed written report will also be prepared by the responsible unit commander submitted to G3 and DPTMS and QASAS through Range Branch, within 7 working days.

d. Technical assistance in the preparation/completion of reports can be obtained by contacting the QASAS (239-9543/9219) or the Ammunition LAR at 240-0400.

6.25 Dud

A dud is a round that has gone down range and failed to function. Duds are not safe! In many cases, even the slightest movement may cause the ammunition to explode as designed. Due to the chemical properties of explosives, duds that have been exposed to the weather for an extend time are much more likely to function than the same type of round stored in the proper manner. All personnel going to a range or training will be given a briefing that will include the hazards of duds and the proper way to dispose of

them. No person, other than a qualified technical expert, will touch or handle a dud. These experts are assigned to the 84th Explosive Ordnance Battalion, 239-1153/4283. The QASAS will also be notified. Personnel that locate duds in the field will report by radio, or the quickest means possible, the following information to Range Branch: Range Branch will in-turn/forward all information to QASAS:

- a. Grid coordinates of dud.
- b. Location by terrain feature.
- c. Method used to mark dud.
- d. Type and caliber of dud.
- e. Number of duds.
- f. Name, rank and unit of person making the TAMIS DUD report.

6.26 Combat and Sustainment Loads, Operational Project Stocks and Operational Loads of Ammunition

a. Ammunition Combat and Sustainment Loads. All active, ARNG and Army Reserves units assigned to Fort Riley for Mobilization Deployment are required to update/validate their Ammunition Combat and Sustainment Loads/Operational Load requirements annually through TAMIS.

b. Unit Combat and Sustainment Loads

(1) The unit Combat and Sustainment Loads are intended to sustain that unit until re-supply can be established in the theater of operation. Combat and Sustainment load ammunition is divided into To Accompany Troops (TAT) and Not To Accompany Troops (NON-TAT). To Accompany Troops (TAT) ammunition will be stored and maintained at the Fort Riley ASP. NON-TAT will be stored at a location predetermined by the Joint Munitions Command (JMC).

(2) Combat and Sustainment authorizations per weapons systems and/or unit. Authorizations are fully automated in the TAMIS Requirements Module.

(3) During actual deployment, the TAT ammunition, when approved by G4/FORSCOM, may be drawn by companies/Detachments and transported to the departure airfield by the ASP. Flight commanders will sign/draw this ammunition from the ASP once flight manifests have been finalized. This ammunition will be loaded into the cargo hold of the departing aircraft. It will not be distributed to the soldiers while in CONUS or while in flight. PBO will account for all ammunition and report all assets thru CBS-X.

(4) It is the individual unit's responsibility to ensure that unit Combat and Sustainment Load documents are reviewed and updated annually (especially if there are any MTOE changes). The unit then submits its documents through appropriate channels for verification and approval. The approving authorities will then submit TAT requirements to the ASP.

(5) The respective Fort Riley Ammunition Managers will verify and approve Combat and Sustainment load documents for all active units (divisional and non-divisional) assigned to Fort Riley. The US Army Reserves G4 and the National Guard Bureau G4 have the same responsibility for all reviewing and approving units Combat Load.

(6) Upon completion of the validation process. Units will maintain their copies of the DA Forms 581/e581 in the unit movement plan along with load plans designating unit organic vehicles that will be used to transport TAT and NON-TAT ABL.

(7) Units will prepare load plans for vehicles they deploy with and/or draw from the CEGE sites. Knowing exactly which trucks will carry designated loads of ammunition saves time in up-loading the basic load when the need arises.

6.27 Operational Loads

a. **General.** Operational loads consist of guard and ceremonial ammunition used on a recurring basis. It also includes ammunition required by the military police or the Criminal Investigation Division (CID) to perform their daily duties. Generally speaking, operational loads are not expected to be expended (guard/security ammunition) and require formal accountability on a property book (AR 710-2) and are reported under CBS-X. This is distinguished from a unique category of operational load known as mission loads, which are expected to be expended. Common mission loads include salute rounds and ammunition for funeral details. **OPL will be forecast and requested through TAMIS.**

b. Operational loads (OPL)

(1) Requests for Operational Munitions. Units will submit an e581 using a Mission Event Code (MEC) of either Operational Load Likely (OPL) to be consumed or Operational Load Not (OPN) likely to be consumed. Units will draw ammunition from the servicing ASP using the same criteria as for training ammunition; however, once the unit has signed for the ammunition it will be added to the unit property book until the requirement no longer exists. Inventories will be conducted in accordance with DA PAM 710-2-1, Chapter 9. Units will turn-in required residue and live ammunition upon completion of the requirement and use the completed turn-in documents to remove the ammunition from the unit property book.

(2) Due to the sensitive nature of ammunition, these operational loads will be kept to a minimum. Total quantity will not exceed 100 rounds and can consist of any combination of 5.56mm or 9mm. The only exceptions will be MP units and CID, or aviation units when aircraft peculiar items (CADS&PADS) are required. Exceptions must be approved by the G4.

(3) Formal accountable records are required for operational load ammunition. The Installation Consolidated Property Book Officer (ICPBO) will provide the document number for DA 581/e581 and transfer accountability to the unit commander using a DA Form 2062 or automated hand receipt. The hand receipt will be updated every 6 months or upon change of personnel. AR 735-5 procedures will be utilized to adjust the property book if the ammunition is expended.

(4) Operational loads will be inventoried IAW the Arms Room SOP, AR 710-2 and DA Pam 710-2-1. Additionally, the ammunition will be inventoried monthly (as a sensitive item) by the unit commander and will be placed on change of command checklists.

(5) The ammunition will be stored in a locked metal Class V container that is at least 22-gauge steel.

(6) Rotation of operational load stock will be based on the annual arms room inspection conducted by QASAS personnel.

(7) Operational loads will be validated by the MACOM IAM on 31 December of each year. The unit must bring in the old DA Form 581/e581 and replace it with a new DA Form 581/e581 that has applicable signatures IAW current signature cards (DA Forms 1687) on file at the ASP. The old account will be closed and new document numbers assigned.

(8) Operational Loads required for mission Support or MISSION LOADS are expected not to be expended on a regular basis and are issued on DA 581/e581 using ICPBO document numbers. Accountability and reconciliation will be as done by the end of each FY.

(9) Salute Battery for change of command or other short-term details will draw blank ammunition and reconcile with the ASP upon completion of each mission.

(10) Post Flag Details can draw ammunition for up to 90 days and reconcile with the ASP upon completion of mission. These details can re-supply prior expenditure of all ammunition.

(11) Funeral Detail ammunition will be drawn by HHC element and issued to details on an as needed basis to conduct training or actual details. The Blank Ammunition will be accounted for on DA 5515. The HHC element may request and draw up to 1140 rounds for a ninety-day period. This ammunition will be turned in when no longer required or within 90 days.

(12) Mission Loads for Explosive Ordnance Disposal (EOD) support will be drawn on DA 581/e581 and accounted for using Property Book Procedures. This ammunition will be reconciled on an annual basis or when re-supply is required. Re-supply will be forecast and submitted to G4/FORSCOM for approval. When forecast is approved, unit will input request through TAMIS NLT 90 days of required date.

(13) At no time will Training Ammunition and Combat and Sustainment load be issued as OPL unless cleared by G3/FORSCOM and G4/FORSCOM.



Figure 6-1 Sample of a DA Form 5515 (sub-issue)

TRAINING AMMUNITION CONTROL DOCUMENT For use of this form, see AR 710-2; the proponent agency is DCSLOG				1 DOCUMENT NO.	2 PAGE	3 DOCUMENT SERIAL NO.													
				WK4ABC-9121-0009-A-1	1 of 1	AA5515 000 000 027													
SECTION A				SECTION B															
4. FROM		5. TO		8. DATE ISSUED		23. FROM		24. TO		25. DATE ISSUED									
S-4		A Btry		30 May 89		A Btry (Supply Sgt)		A Btry (Section Sgt)		30 May 89									
1-505th Arty Bn		1-505th Arty Bn		7. DATE TURNED IN		1-505th Arty Bn		1-505th Arty Bn		28. DATE TURNED IN									
Ft Knox, KY		Ft Knox, KY				Ft Knox, KY		Ft Knox, KY		6 Jun 89									
8 ITEM	9. QUANTITY	10. LOT/SERIAL NO.	11. QTY ISSUED	12. QTY RESIDUE REQUIRED	13. QTY RESIDUE TURNED IN	14. QTY LIME TURNED IN	17. QTY ISSUED	18. QTY RESIDUE REQUIRED	19. QTY RESIDUE TURNED IN	20. QTY LIME TURNED IN									
1	A071 CTC, 5.56mm ball, M193	LC 10-05	950	-----			350	-----	3.4 lbs	100									
2	B557 Rocket, HE, 66mm, M72A2	12365678	10	10 launcher 10 blocks			10	10 launcher 10 blocks	10 launcher 10 blocks	0									
LAST ITEM																			
15. ISSUED BY				16. RECEIVED BY				31. ISSUED BY				32. RECEIVED BY							
Kenneth Wright, SFC, S-4				Bob Jones, SSG, A Btry				Bob Jones, SSG, Sup Sgt				Kenneth Gibbons, SSG, SecSgt							
17. TURNED-IN BY				18. RECEIVED BY				33. TURNED-IN BY				34. RECEIVED BY							
								Kenneth Gibbons, SSG, Sec Sgt				Bob Jones, SSG, Sup Sgt							
Before issue, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.				19a. BRIEFED BY				19b. DATE				25a. BRIEFED BY				25b. DATE			
												Ken Gibbons, SSG, Sec Sgt				5 Jun 89			
Upon turn-in request, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.				20a. BRIEFED BY				20b. DATE				26a. BRIEFED BY				26b. DATE			
												Ken Gibbons, SSG, Sec Sgt				5 Jun 89			
All issued ammunition was account for - either expended or turned-in.				21a. VERIFIED BY				21b. DATE				27a. VERIFIED BY				27b. DATE			
												Oscar Fuzz, 1LT, Sec Ldr				5 Jun 89			
The above residue items are inert and have been 100 percent inspected and contain no live ASE.				22a. INSPECTED BY				22b. DATE				28a. INSPECTED BY				28b. DATE			
												Ken Gibbons, SSG, Sec Sgt				5 Jun 89			
36. REMARKS																			
Issue document SN#: AA581 000 000 047																			

DA FORM 5515, AUG 89

EDITION OF APR 86 IS OBSOLETE

Copy 3

Figure 6-3. Sample of a DA Form 5515 (sub-turn-in)

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
<i>This form applies to Class 1.1, 1.2, 1.3; Inhalation Hazard Poisons and Radioactive Label III Hazardous Material.</i>					1. GOVERNMENT BILL OF LADING/ TCR NUMBER					
SECTION I - DOCUMENTATION			ORIGIN a.			DESTINATION b.				
2. CARRIER/GOVERNMENT ORGANIZATION			1-505th Arty Bn							
3. DATE OF INSPECTION			1 July 97							
4. TIME OF INSPECTION			1009							
5. LOCATION OF INSPECTION			1-505th Arty Bn							
6. OPERATOR(S) NAME(S)			CPL Walker, SGT Tollen							
7. OPERATOR(S) LICENSE NUMBER(S)			USA# 0748-84/USA 4881-70							
8. MEDICAL EXAMINER'S CERTIFICATE*			N/A							
9. <i>(X if satisfactory at origin)</i>					10. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*					
a. MILITARY HAZ/MAT CERTIFICATION		X		d. ERG OR EQUIVALENT				YES NO		
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*		X		a. TRUCK/TRACTOR X		
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER X		
SECTION II - MECHANICAL INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
11. TYPE OF VEHICLE(S) Truck cargo 2 1/2 ton M35A2C					12. VEHICLE NUMBER(S) USA 1326547					
13. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1) SAT UNSAT		DESTINATION (2) SAT UNSAT		ORIGIN (1) SAT UNSAT		DESTINATION (2) SAT UNSAT		COMMENTS (3)
a. SPARE ELECTRICAL FUSES		X				k. EXHAUST SYSTEM		X		
b. HORN OPERATIVE		X				l. BRAKE SYSTEM*		X		
c. STEERING SYSTEM		X				m. SUSPENSION		X		
d. WINDSHIELD/WIPERS		X				n. COUPLING DEVICES		X		
e. MIRRORS		X				o. CARGO SPACE		X		
f. WARNING EQUIPMENT		X				p. LANDING GEAR*		X		
g. FIRE EXTINGUISHER*		X				q. TIRES, WHEELS, RIMS		X		
h. ELECTRICAL WIRING*		X				r. TAILGATE/DOORS*		X		
i. LIGHTS AND REFLECTORS		X				s. TARPULIN*		X		
j. FUEL SYSTEM*		X				t. OTHER <i>(Specify)</i>				
14. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION <i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>										
		ORIGIN (1) SAT UNSAT		DESTINATION (2) SAT UNSAT		COMMENTS (3)				
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR										
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT										
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT										
21. PROPER PLACARDS APPLIED										
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS										
23. COPY OF DD FORM 626 FOR DRIVER										
24. SHIPPED UNDER DOT EXEMPTION 868										
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

DD FORM 626, OCT 95

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3 Pages

Figure 6-4 Sample of a completed DD Form 626

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 10) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only items 2 through 8 are required to be checked at destination.

Items 1 through 6. Self explanatory.

Item 7. Enter operator's Commercial Driver's License (CDL) number or Military License Number. CDL must have Hazardous Materials Endorsement.

Item 8. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 9.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Traffic Management Regulation requirement.)

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 177.825.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.

Item 10. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (13.a. through 13.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 13.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring; Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

Figure 6-5. Sample of a completed DD Form 626—(Continued)

Figure 6-6. Sample DA Form 1687

Enter “NOT USED or NOTHING FOLLOWS” on next available line when all lines are not used. ***ALSO INCLUDE ASSUMPTION OF COMMAND***
MUST HAVE ETS, RANK, DIGITAL, WET SIGNATURES AND INITIALS

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES <i>FOR USE OF THIS FORM, SEE DA PAM 710-2-1. THE PROPONENT AGENCY IS DCS, G-4</i>				DATE *DATE OF CREATION*	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES *YOUR UNIT/ORGANIZATION GOES HERE*			LOCATION Ammunition Supply Point		
LAST NAME-FIRST NAME-MIDDLE INITIAL *ETS & RANK REQUIRED*			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
DOE, JAMES	*ETS DATE*	CW4	YES	YES	*DIGITAL/WET SIGNATURES AND INITIALS*
DOE, MELISSA	*ETS DATE*	MSG	NO	YES	*DIGITAL/WET SIGNATURES AND INITIALS*
DOE, BRIAN	*ETS DATE*	MSG	NO	YES	*DIGITAL/WET SIGNATURES AND INITIALS*
NOT USED OR NOTHING FOLLOWS-----			-----	-----	-----
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, TO REQUEST AND/OR RECEIVE CLASS V SUPPLIES FROM ASP.					
REMARKS *THIS CARD SUPERSEDES ALL OTHERS OR AN ADDITION TO CARDS ON FILE. AUTHORIZED REPRESENTATIVES LISTED ABOVE HAVE PASSED SECURITY SCREENING REQUIRED BY AR 190-11.*					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE *YOUR UIC GOES HERE*			DODAAC/ACCOUNT NUMBER *YOUR DODAAC GOES HERE*		
LAST NAME-FIRST NAME- MIDDLE INITIAL *HRH/PBO/CDR*	GRADE	TELEPHONE NUMBER	EXPIRATION DATE *NOT GREATER THAN 1 YEAR*	SIGNATURE *DIGITAL/WET SIGNATURES AND INITIALS*	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

Figure 6-7 Sample Memorandum Assumption of Command

AFZN-BZ-A

11 December 20XX

MEMORANDUM FOR COMMANDER, 1ST INF DIV AND FORT RILEY, FORT RILEY,
KS 66442-5000

SUBJECT: Assumption of Command

1. Effective 11 December 1992, the undersigned assumed command of 1/23 Inf Bn (WABCAA).
2. Authority: Paragraph 3-1, AR 600-20.
3. Effective Date: 11 December 20XX.

(COMMANDER'S SIGNATURE BLOCK)

Figure 6-8 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Routine Requests

TAMIS Training Ammunition Request (TAR) Email Notification

Date/Time Requestor: 13-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030393

Document Number: 51031213

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader

Email: John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC	Req Qty	App Qty	TAM Qty	ASP Qty	Comments
A059	3,400				
A064	300,000				
A131	11,400				

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

Note: Blank ammunition will be requested separately

Figure 6-9 Sample TAMIS (DA Form 581) Request for Issue of Ammunition Late Request

Late Request for Class V

Date/Time Requestor: 23-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030394

Document Number: 51031214

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader

Email: John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC	Req Qty	App Qty	TAM Qty	ASP Qty	Comments
A075	3400				Late Document
A080	300,000				Late Document
A111	11400				Late Document

MFR Stating the reason for being late will follow

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

**Figure 6-10 Sample TAMIS (DA Form 581) Request for Issue of Ammunition
Unforecasted Request**

Unforecasted Request

Date/Time Requestor: 13-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030395

Document Number: 51031215

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader

Email: John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC	Req Qty	App Qty	TAM Qty	ASP Qty	Comments
A075	13,400				Unforecasted
A080	48100				Unforecasted
A111	11,000				Unforecasted

MFR will follow

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

**Figure 6-11 Sample TAMIS (DA Form 581) Request for Issue of Ammunition
Late/Unforecasted Request**

Late and Unforecasted Request

Date/Time Requestor: 23-APR-20XX

Date/Time Approver:

Date/Time TAM:

Date/Time:

Control Number: 1030396

Document Number: 510312126

Requested Pick Up Date: 28-APR-20XX 0730

Requested Pick Up Location: North West (NW) - ASP - SRIL - FT RILEY

Requested by: Unit (Requester will be an E7 and above)

Name: Smith, John

Unit: WH9TAA – 1/16 IN

Title: Support Platoon Leader

Email: John.Smith@us.army.mil

DSN: 856-XXXX

Requested Ammunition:

DODIC	Req Qty	App Qty	TAM Qty	ASP Qty	Comments
A075	3400				Late/Unforecasted Document
A080	300,000				Late/Unforecasted Document
A111	11400				Late/Unforecasted Document

MFR Stating the reason for being late/Unforecasted will follow

This is a system-generated email, automatically provided to you as a result of online TAMIS transactions. This email does not require a reply. If you have any questions concerning the content of this email, please contact your higher headquarters or those listed in the email.

Figure 6-12 Serviceable/Unserviceable and Residue Turn-in Document (Information)

Serviceable/Unserviceable and Residue Turn-in Document (Information)

Two Turn-in Documents (Serviceable and Residue) will be generated by SAAS-MOD during **Final Posting of DA Form 581 (Request for Issue)**, a copy will be provided to the unit prior to leaving the ASP when signing for the ammunition. An unserviceable document will be manually prepared by unit the same day of the serviceable turn-in when unserviceable ammunition is discovered by surveillance personnel.

Figure 6-13 Request for Inert Class V

Unit will process request for inert ammunition thru TAMIS.

Figure 6-14 Request for Issue and Turn-In of Ammunition Inert/Dummy Request

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION For use of this form, see AR 710-2; the proponent agency is DCSLOG				1. Issue	2. Turn-In	3. DOCUMENT NO.	4.	5. PAGE	6. DOCUMENT SERIAL NO.			
				<input checked="" type="checkbox"/>		WX4ABC-9121-0009		1 OF 1	AA581 000 000 047			
7. SEND TO ASP Ft Knox, KY		8. REQUEST FROM 1-505th Arty Bn Ft Knox, KY		9. DATE MATERIEL REQUIRED 30 May 89, 1400 hrs		10. PRIORITY		11. ALLOCATION PERIOD Third Quarter		12. DODD AAC WX4ABC		
				13a. REQUESTED BY James R. Smith, CPT, IN, S-4		13b. DATE 9121		13c. SIGNATURE				
				14a. APPROVED BY James E. Dean, CPT, OD, DAO		14b. DATE 9121		14c. SIGNATURE				
15. ITEM	16. DODC	17. NSN	18. NOMENCLATURE	19. U/P	20. QTY. REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE
1	A071	1305-00-926-3930	CTG, 5.56mm ball, M193	ea	1,600	PTX	NIS					
2	B557	1349-00-021-4491	Rocket, HE, 66mm AT, M72A2	ea	10	PTX	NIS					
			LAST ITEM									
28. REMARKS Quantities requested are within authorized training allocation. Training dates 1-5 Jun 89.										29. RELATED DOCUMENT SERIAL NO.		
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAMRS CONTROL NO.
30b. SIGNATURE						31b. SIGNATURE						1234567

DA FORM 581, AUG 89

EDITION OF MAY 84 IS OBSOLETE

Figure 6-15 Completion of DA Form 581 for Live Turn-In (Serviceable/Unserviceable)

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE	3. DOCUMENT NO.	4.	5. PAGE	6. DOCUMENT SERIAL NO.					
For use of this form, see AR 710-2; the proponent agency is DCSLOG				2. Turn-in	WK4ABC-9158-0001		OF	AA581 000 000 054					
7. SEND TO		8. REQUEST FROM		9. DATE MATERIEL REQUIRED		10. PRIORITY		11. ALLOCATION PERIOD		12. DODAAC			
ASP Ft Knox, Ky		1-505th Arty Bn Ft Knox, KY		6 Jun 89 0900 hrs		Third Quarter		WK4ABC					
13a. REQUESTED BY				13b. DATE		13c. SIGNATURE							
James B. Smith, CPT, IN, S-4				9157									
14a. APPROVED BY				14b. DATE		14c. SIGNATURE							
James E. Dean, CPT, OD, DAO				9157									
15. ITEM	16. DODAC	17. NSN	18. NOMENCLATURE	19. LI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE	
1	A071	1305-00-926-3930	210, 5.56mm ball, M193	ea	425	FIX	TAR						
			LAST ITEM										
28. REMARKS									29. RELATED DOCUMENT SERIAL NOS				
The above items drawn on document number WK4ABC-9121-0009 were not expended.									AA581 000 000 047				
All other items drawn on that document number were properly expended.									AA581 000 000 055				
Residue turn-in is under document number WK4ABC-9158-0002.									AA5515 000 000 027				
									AA5515 000 000 078				
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAMIS CONTROL NO	
30b. SIGNATURE						31b. SIGNATURE						1234567	

DA FORM 581, AUG 89

EDITION OF MAY 84 IS OBSOLETE

Figure 6-16 Completion Instructions for Residue Turn-In (TIR)

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. Issue		3. DOCUMENT NO		4.		5. PAGE		6. DOCUMENT SERIAL NO	
For use of this form, see AR 710-2; the proponent agency is DCBLOG										2. Turn-in		x WK4ABC-9158-0001				OF 1		AA581 000 000 054	
7. SEND TO			8. REQUEST FROM			9. DATE MATERIAL REQUIRED			10. PRIORITY		11. ALLOCATION PERIOD		12. DOD/AAC						
ASP Ft Knox, Ky			1-505th Arty Bn Ft Knox, KY			6 Jun 89 0900 hrs					Third Quarter		WK4ABC						
13a. REQUESTED BY						13b. DATE		13c. SIGNATURE											
James B. Smith, CPT, IN, S-4						9157													
14a. APPROVED BY						14b. DATE		14c. SIGNATURE											
James E. Dean, CPT, DD, DAO						9157													
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. LR	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE							
1	A071	1305-00-926-3930	31G, 5.56mm ball, M193	ea	425	FIX	TAR												
			LAST ITEM																
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS									
The above items drawn on document number WK4ABC-9121-0009 were not expended.										AA581 000 000 047									
All other items drawn on that document number were properly expended.										AA581 000 000 055									
Residue turn-in is under document number WK4ABC-9158-0002.										AA5515 000 000 027									
										AA5515 000 000 078									
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAMS CONTROL NO							
30b. SIGNATURE						31b. SIGNATURE						1234567							

DA FORM 581, AUG 89

EDITION OF 11 MAY 84 IS OBSOLETE

Figure 6-18 Category One Non-Nuclear Missile and Rocket List

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>DODIC</u>
1315-01-245-4950	LAUNCHER, CTG 84MM M136 AT4	C995
1425-01-024-9982	GUIDED MISSILE STINGER	PJ02
1427-01-024-9967	GUIDED MISSILE STINGER	PL90
1427-01-219-7116	GUIDED MISSILE STINGER	PL63
1425-01-213-3261	GUIDED MISSILE STINGER SUB SYSTEM	PJ03
1427-01-212-3261	GUIDED MISSILE STINGER SUB SYSTEM	PL91
1425-01-230-8785	GUIDED MISSILE STINGER	PJO4
1427-01-230-8783	GUIDED MISSILE STINGER	PL94
1427-01-230-8784	GUIDED MISSILE STINGER SUB SYSTEM	PL95
1427-01-396-5251	GUIDED MISSILE JAVELIN	PL34

NOTES:

1. All depot receipt or shipment off the installation will be processed by the Ammunition Supply Point (ASP) and will be reported to JMC.
2. Each unit that receives Category One Non-Nuclear Missiles and Rockets will be require to complete FR Form 83 and submit it to the ASP.

Figure 6-19 Request for Shipment of Training Ammunition and Explosives (A&E)

AFZN-(Unit Full Office Symbol)

MEMORANDUM FOR: Director of Logistics, ATTN: ASP/GOVERNMENT
ACCOUNTABLE OFFICER, Fort Riley, Kansas 66442

SUBJECT: Request for Shipment of Training Ammunition and Explosives (A&E)

1. Request ammunition on attached DA Form(s) 581, unit document number(s), be shipped by commercial carrier to _____.
ASP/Installation/
2. The following information is provided:
 - a. Calendar month the ammunition was forecasted for expenditure (month, year).
 - b. Unit UIC: _____, **Unit Fund Cost Code:** _____
 - c. Required delivery date: (day, month, year).
 - d. Full shipping address (do not use PO Box addresses).
 - e. Unit DODAAC(s):
 - f. Unit point of contact during duty hours (name, phone).
 - g. Unit point of contact after duty hours (name, phone).
 - h. Delivery restrictions (times, dates, persons to receive, etc.).
 - i. Agency where residue will be turned in at the completion of training (agency name, address, phone).
 - j. Training completion date.
3. I certify that this command has adequate storage facilities for storage of all requested ammunition. ROTC school will certify that arms room is license to store ammunition.

Signature Block
Requesting Officer

NOTE: ROTC commanders may have to provide storage license of arms room to QASAS before clearing shipment.

Figure 6-21 Reconciliation of Ammunition Issues

ASCW-LRI

MEMORANDUM FOR

SUBJECT: Reconciliation of Ammunition Issues

1. Reference: DA Form 581 (Request for Issue and Turn-In of Ammunition), Document Number _____, pertaining to issue of ammunition to your unit.
2. Request unexpended ammunition and expended casings, resulting from reference issue; be turned in not later than suspense date indicated above. In event suspense date cannot be met for valid reasons, prior coordination will be made with the IOC, Ammunition Supply Point.
3. This memorandum will be annotated on reverse side to show quantities of ammunition expended, and returned by endorsement to the Ammunition Supply Point with applicable turn-ins.

FOR THE COMMANDER:

Signature Block

AFZN- 1st End

CDR,

FOR CDR, 1st Inf Div (Mech) and Fort Riley, ATTN: Ammunition Supply Point, Supply Division, LRC

Quantities of ammunition were expended as shown on the reverse side of this memorandum.

ASCW-LRI-FL 323
1 Jan 2006 (Rev)

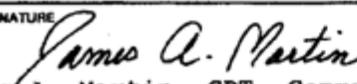
Figure 6-23 Sample of a DA Form 5811-R

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG						
PART I - CERTIFICATION						
I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
-NSN-	Supplementary Charge	4	X			

6. CIRCUMSTANCES OF LOSS OR DAMAGE

During firing at the training range on 4 Jun 89, supplementary charges were removed from 20 projectiles prior to installing fuzes. The charges were placed in the fuze cans.

Upon return to the administrative area only 16 supplementary charges were found. A search of the area did not locate the missing charges.

7a. SIGNATURE  James A. Martin, CPT, Commanding, A Btry	7b. DATE 5 Jun 89
--	----------------------

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input checked="" type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item(s) was <input checked="" type="checkbox"/> was not <input type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken.	CHECK ALL THAT APPLY
9. No further action is required. →	
10. An administrative adjustment shall be made in the property book for the class 5 item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer.	X

12a. SIGNATURE 	12b. TITLE Bob O.S. Smith, LTC Cdr, 1-505th Arty Bn	12c. DATE 8 Jun 89
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DA FORM 5811-R, AUG 89

Appendix 6: Points of Contact

Standard Services:

<u>ACTIVITY</u>	<u>BLDG</u>	<u>OFFICE SYMBOL</u>	<u>PHONE</u>
DPTMS, TNG DIV	500	IMRL-PLT	239-2158
RANGE BRANCH	77709	IMRL-PLT-R	239-4516/5351
RCSD	8021	IMRL-PLC	239-6312/2733
G3, OPNS	580	AFZN-OP	239-6121
ACofS, G4, SUP	580	AFZN-LG	240-1238/1225
GARRISON SAFETY OFC	500	IMRL-SO	239-2514/2245
DIR EMER. SVCS.	221	IMRL-ES	239-2125/3080
84 TH EOD SUPPORT	7054	AFZN-BGE	239-1855/1153
LRC, DIRECTOR'S OFC	409	ASCW-LRI-D	239-3677
COTR	7920	ASCW-LRI-S	240-2558
ACCOUNTABLE OFFICER	919	ASCW-LRI-S	239-4102
QASAS	919	ASCW-LRI-S	239-1952/9543
LRC, TRANS DIV, (ITO)	1502	ASCW-LRI-T	239-2410/3420
ASP OPN Desk	919	LRC Contractor	239-4862/4222
ASP Vehicle Inspection	919	LRC Contractor	239-4115

Emergency Support Service:

<u>ACTIVITY</u>	<u>PHONE</u>
MILITARY POLICE	239-6767/3053
FIRE DEPT	239-4257(EMERGENCY 317)
FROC	239-2222
HOSPITAL EMERGENCY ROOM	239-7777
AMBULANCE	239-7835

CHAPTER 7. FOOD PROGRAM MANAGEMENT OFFICE (FPMO)

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7.1 General Food Management Policies and Procedures

a. **Purpose.** To serve as a guide for managing the food service program; providing policy and guidance on procedures for forecasting, requisitioning, issues, turn-ins, transporting, accountability, physical security, safety, field operations for all subsistence managed by the Logistics Readiness Center

b. **Assistance/Questions.** Please call the following points of contact (POC) for answers to anything that needs clarification or if you require assistance in completing paperwork, problems in dining facilities or questions concerning field or remote site feeding. Any questions concerning a contracted dining facilities must be addressed to the COR or ACOR.

Food Program Manager/COR	240-2863/785-492-2150
Alternate COR/QAE	240-4405/785-307-1041
Quality Assurance Specialists	239-5572/9263
Equipment Replacement	240-4405
Recipe Costing/Ala Carte Maintenance	239-5572

c. **Food Management Program Office and 1st Infantry Division Partnering.** The 1st Infantry Division and the Food Program Management Office have a signed Memorandum of Agreement outlining all individual office and joint responsibilities for the management of the food program for Fort Riley.

d. **Responsibilities.** The overall management of the Food Program is the responsibility of the Installation Food Program Manager (LRC). This includes all requisitioning, receipt and storage of subsistence, menu planning, sanitation, nutrition, equipment replacement, expendable supplies and contract management.

7.2 Dining Facility Hours of Operation

a. All dining facility operating hours will be approved by the Food Program Manager (FPM) prior to implementation by the dining facility.

b. Any changes to a contract dining facility must be approved by the COR and KO prior to implementation.

c. All military and contract dining facility schedules will be will be approved by the FPM prior to implementation.

d. When closing for the weekend or a holiday all military dining facilities will close after the lunch meal.

7.3 Ala Carte Menu Planning and Recipe Updates with Cost

a. Ala Carte Menu Board: An Ala Carte Menu Board will be established under the Food Program Management Office.

(1) The menu board will consist of the FPM, Command Food Advisor, affected Brigade Food Service Technician, Ala Carte dining facility managers and the contract Project Manager.

(2) Menu board will meet quarterly.

(3) All recipes will be maintained in accordance with AR 30-22.

(4) All recipe costing will be performed monthly.

(5) All Point of Sale pricing will be updated quarterly unless the situation dictates a change.

(6) Prices will be updated in the presence of the Recipe Administrator.

(7) After all prices have been updated at the dining facility, the manager and the AFMIS specialist will sign the updated price list, providing one copy to the dining facility and one to the FPMO.

b. Recipe Additions or Modifications.

(1) All requested changes to any recipe will be evaluated and approved through the FPM.

(2) Additions or changes to all recipes will be subjected to the following guidelines:

(a) Change must provide Recipe Number to include alphabetic designator. New recipes must include category of entree.

(b) Item(s) to be changed and justification for requesting modification.

(c) Additions will not be done without prior approval of the FPM.

(d) Recipes will not be generated for individual dining facilities based on that individual facility usage

(e) Items must be available through the SSMO for addition

(f) Recipe cards will not be changed if said item severely deters away from the basic nutritional values that are outlined in TB 10-412

(g) Recipe preparation instructions will not be changed if it deters away from instructions outlined for pre-prepared items.

(h) Requested changes will not obligate the installation FPM to approve the purchase of a specific product if it is not cost effective.

(i) Ala Carte facility managers will not adjust pricing of an item without consulting with the FPM unless that item is visibly mispriced and there is an immediate need to re-price.

(j) Food program managers and/or administrative personnel will be directly involved in rectifying recipe card issues this prevents overlapping request which reduce or eliminate wasted time and effort.

c. Dining Facilities may test non-AFMIS recipes only 3 (three) times. After the 3d testing the recipe must be added to AFMIS or no longer used by the facility.

d. Any recipes requiring specialty products must be approved by the FPM prior to ordering through SSMO. All products served routinely will have recipes established within AFMIS.

7.4 Meal Card Books Issue/Cash Meal Payment Books Validation and Turn In

a. Meal Card Book Issue/Validation/Turn in.

(1) The Battalion or Separate unit Meal Card Control Officer (MCCO) requesting the Meal Card Book must provide in the following to the Installation Meal Card Control Book Control Officer (BCO) :

(a) Assumption of Command Orders.

(b) Appointment Orders.

(c) DA Form 1687, Signature Card.

(2) The MCCO will request in writing all Meal Card Books.

(3) The MCCO will provide annually provide a written validation of all valid/outstanding meal cards in each Meal Card Control Book. This report will be effective 31 December of the current year and due by the 10th day of January.

(4) All completed books will be returned to the BCO for destruction prior to the BCO will review all documents forwarded with the book to ensure that all 200 cards have been annotated as inactive, lost, stolen or destroyed on DA Form 4809R When all cards from a book have become destroyed, lost or stolen, the book will be returned within 5 duty days by the MCCO to the BCO.

(5) When a new MCCO is appointed, an inventory of all Meal Card Control Books will be provided to the BCO along with items 7.6.1. a 1 – 3 and paragraph 7.6.1. c and DA Form 3161.

(6) Establish procedures for obtaining and disseminating to dining facilities the number of meal cards reported lost or stolen and ensure that the data is updated weekly. In addition, establish procedures for handling cases of fraudulently using a card.

(7) The MCCO and Alternate MCCO are the only personnel authorized access to the meal card control books, sign and destroy the meal cards and make sure they are safeguarded by locking them in a safe or file cabinet with a lock. Meal Card Controllers must be appointed in writing to issue and withdraw meal cards. They must be in the grade of E4 and above.

(8) Procedures to replace and report lost or stolen meal cards.

(a) When unit MCCO/MCC has to replace lost or stolen meal card(s), they shall follow the procedures outlined in Rules 6 and/or 17 of AR 600-38 and annotate DA Form 4809-R for lost or stolen meal card and only then issue a new permanent meal card.

(b) Government representatives from the BCO office are authorized to confiscate mutilated, fraudulent, and unauthorized usage meal cards and report any individual presenting the card to their assigned unit.

(c) MCCO / MCC will ensure updated data on lost or stolen cards is provided at least weekly to the BCO office. The lost or stolen meal card numbers will remain on the MCCO/MCC's record book for four weeks and then be dropped. A written report via memorandum, of meal cards reported lost or stolen shall be reported via e-mail or hand carried to the BCO office with the individuals name, card number and date it was lost or stolen.

b. Cash Meal Payment Book Issue/Validation/Turn-In.

(1) The Battalion or Separate unit Food Service Officer (FSO) requesting the Cash Meal Payment Books must provide the following to the Installation Cash Meal Payment Book Officer (BCO) :

- (a) Assumption of Command Orders.
- (b) Appointment Orders.
- (c) DA Form 1687, Signature Card.
- (2) The FSO will request in writing all Cash Meal Payment Books.
- (3) The FSO will return all open books for validation by the BCO on 30 September for the Fiscal Year.
- (4) All completed books will be returned to the BCO for destruction when all sheets have been closed.
- (5) When a new FSO is appointed, all Cash Meal Payment Books will be returned to the BCO for reissue.
- (6) Completed cash books will be turned into the LRC Food Service Manager office within 5 working days.

7.5 Forecasting Requirements for Dining Facility Support

- a. For units requesting support (Class I) from a garrison dining facility, all subsistence (A-rations, box or sack lunches, MRE's, and late or early meal requests) requirements will be requested on a standard memorandum request form (see Figure 7-2). The memorandum must include, as a minimum, the following:
 - (1) Unit
 - (2) Nature of requirement (I.E. range or FTX).
 - (3) Date and time meals are required.
 - (4) Total number of meals required.
 - (5) Total number of meal cardholders (SIK).
 - (6) Total number of cash or payroll deduction (DFAS).
 - (7) Name and grade of individual designated to pick up meals.
 - (8) Name and grade of point of contact individual.
 - (9) Commander and S-1 officer signature and unit.
 - (10) All requests need original signatures.
- b. Requests for A-ration or sack lunch support will be forwarded by the commander of the unit requesting support 14 working days prior to the required day of pickup. Requests for MRE's will be 10 working days prior to the date of pickup.
- c. All requests that require DFAS (BAS recoupment) action will be processed through S-1 and must be signed by the S-1 Officer. The S-1 will verify personnel receiving Basic Allowance for Subsistence (BAS), and those receiving Subsistence in Kind (SIK or Meal Card Holders). After verification, the S-1 will return the memorandum to the requesting commander. The commander will forward the request to the Dining Facility for action.
- d. Short notice field training still require the commander to follow the guidelines outlined in DA PAM 30-22, Chapter 4.
- e. It is the receiving unit's responsibility to provide all paper products such as plates, flatware, etc.
- f. The unit receiving support will return all remote site feeding containers and beverage dispensers as quickly as possible to allow for cleaning and sanitizing prior to the next meal to be issued.

g. When there is a deviation in excess of 10% between the meals requested and the actual headcount, an investigation will be conducted by the commander of the Dining Facility to determine the cause and take appropriate action.

7.6 Inventory Management

a. The semi-annual inventories will take place on the last working day of March and September on the last day of the month.

b. All semi-annual inventory verification personnel will be designated, in writing by the Garrison Commander or is authorized representative.

c. Individuals selected to conduct inventories will not be selected more than once per FY.

d. The person designated shall be a disinterested person (an officer, DA civilian, or noncommissioned officer (NCO) in the grade of E-7 or above).

e. Dining facility personnel will not be utilized to conduct the semi-annual inventories.

7.7 Expendable Supplies

a. Requesting Supplies.

(1) All food service equipment requests will be turned into Food Service Branch at Building 409, on the date of the request, from Monday through Fridays.

(2) Dining Facility Managers will provide a memorandum base with each make such as model/ Size/Qty/ and type of electricity i.e. 220, or 110, or phase. It is extremely important that the description of the equipment be accurate. This will ensure accurate data for the budget request and availability of funds for the acquisition of dining facility. Any request to purchase equipment will be verified by the Food Program Manager.

(3) Review the Acquisition Advice Code (AAC) shown in column 4 on FEDLOG. Items with an AAC of K, L or J and items not listed in the FEDLOG are automatically eligible for local purchase.

b. Receiving Supplies.

(1) The food program equipment personal will notify customers immediately upon equipment arriving into Building 7920. Customers will pick up supplies within 72 hours of notification.

(2) Dining Facility Managers wishing to designate personnel as authorized representative to request and or sign for supplies will send a completed DA Form 1687. The original copy will be maintained at Building 409, Food Program Management Office.

(3) Customers picking up supplies will report to Building 409, FPMO. Only Individuals that designated on a DA Form 1687 will be authorized to receive supplies. Newly designated Dining Facility Managers will provide a copy of the Commander's Assumption of Command orders, Appointment orders as the DFM and DA Form 1687 for all authorized personnel receiving supplies to the FPMO.

(4) Each dining facility must maintain three meals of emergency supplies, i.e. paper plates, disposable cups, plastic flatware, in case the dishwasher become in operational.

7.8 Equipment Replacement

a. All contracted and military food operations personnel are responsible for the proper use, care, and physical protection of Government-owned property entrusted to their possession, command, or supervision.

b. Accuracy of data input into AFMIS is paramount in ensuring dining facility equipment budgets are accurate. All equipment data must include manufacturer, model number, cost at the time of purchase, voltage (phase required and voltage type), gas, dimensions, and any other pertinent information where possible.

c. Dining facility managers must input into AFMIS (Army Food Management Information System) all equipment within the dining facility. This will allow the supporting agencies essential data used in identifying equipment that becomes uneconomically repairable due to life expectancy.

7.9 Equipment Turn In

a. Request for turn-in of property will be prepared using DA Forms 2407/5504 (Maintenance Request). Make sure that the stock number, lin # are listed on the maintenance request.

b. All property book items, whether serviceable or unserviceable, must receive a technical inspection and condition code validation prior to being turned in to the Supply Management Branch at Building 7920. Once the item or items have been coded out by maintenance bring your copy of the work order DA Forms 2407/5504 to Building 409, to the FPMO.

c. Once the item or items have been coded out by maintenance at Building 8100, bring your copy of the work order DA Forms 2407/5504 to the Food Service and ICPBO at Building 409. Once the maintenance request form has been verified a document number will be issued on your DD Form 1348-1A (if customer is authorized on DA Form 1687 turn in document for DLADS).

d. If the property has been coded "F or H", prepare a DD Form 1348-1A. On single managed items of like items you may put as many as possible. You must list the serial number from the hand receipt for each item on the DD Form 1348-1A (if there is one). Also, make sure the stock number, LIN and hand receipt number are listed on the DD Form 1348-1A. Bring your DD Form 1348-1A, accompanied by the maintenance request for verification of condition code.

e. For local purchase numbers, (those with a letter in the number) DLADS requires that you type a DML-A and RC-O on each DD Form 1348-1A turn in document.

f. After turn in is complete bring a signed copy of the DD Form 1348-1A DLADS gives you to the FPMO. At this time the FPMO will file a copy and turn in the original copy to ICPBO.

7.10 Mandatory Reports

a. Five working days after the last day of the month, the following packet will be turned into the food service management office:

(1) AJK-A002-1, Earnings and Expenditures Report, signed by a SSMO representative.

(2) AJK-1005-1, Accountable Inventory Report, signed by the Dining Facility Manager and Rations NCOIC. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.

(3) Remote Site Feeding Report, local form, (see Figure 7-5) signed by the DFAC Manager and the Food Service Technician or their designated representative. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.

(4) Maintenance Request Register, DA Form 2405 with blocks a – h (see Figure 7-6) completed for all work orders called in for repair. All repairs found and completed by Public Works during routine maintenance will be recorded minus column a for the work order number. Documents will be signed by the Dining Facility Manager. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate. All original DA Form 2405s will be maintained within the dining facilities.

(5) Employee accident reports on all civilians.

(6) Employee status each month.

- b. A copy of the monthly preventative medicine and veterinarian inspections.
- c. Receive weekly QAE reports conducted by the contractor QAE, the original survey report taken by the diner.
- d. A copy of the monthly employees training conducted.
- e. Notification submitted on all dining facility closures prior to closure date.

7.11 OTCnet Cash Turn-in Vouchers

a. Purpose: To establish policies and procedures in the administration and processing of OTCnet deposit tickets in conjunction with AFMIS generated Cash Collection Vouchers. OTCnet will be used exclusively by Fort Riley appropriated fund dining facilities to prepare deposit tickets for Disbursing Station Symbol Numbers (DSSN) 5570 (Food Cost), and DSSN 8522 (Operating Expense).

b. Applicability: Procedures outlined in this SOP apply to all units or activities (Active Component or Reserve Component) operating a dining facility and depositing cash.

c. Responsibilities:

(1) The LRC Food Program Manager and designated representatives are responsible to:

(a) Ensure roles for users (preparing and approving officials) at each dining facility are identified to meet deposit turn-in requirements at the installation level.

(b) Review, submit, and forward all OTCnet users requests to the appropriate DFAS systems administrator(s).

(2) Military Operated Dining Facilities are responsible for:

(a) Designating OTCnet user “preparer” roles for assigned dining facility personnel in coordination with the Food Service Officers (FSO) and Dining Facility Manager (DFM).

(b) Ensuring personnel are trained per paragraph 4 below, and maintain a copy of each individual’s “Certificate of Completion”.

(c) Ensuring Over the Counter Channel Network (OTCnet) User Authorization Forms are forwarded to the FPM upon designation and immediately upon change in status through the Brigade and Division Food Advisors to the FPM.

- (d) Maintaining official DT files IAW ARIMS, U.S. Department of Treasury and Army Food Management Policy for audit purposes.
- (3) Military FSO are responsible for:
 - (a) Coordinating with DFM to designate “approver” roles.
 - (b) The FSO and DFM will act as the approving official for OTCnet preparing and approving personnel.
 - (c) If not designated as an approver complete “viewer” training per paragraph 4 below and submit OTCnet User Authorization Forms per paragraph 5 below.
 - (d) Ensure OTCnet User Authorization Forms are forwarded to the FPM upon completion and immediately upon change in the status through the FSO/alternate to FPM office.
- (4) Military Food Advisors are responsible for:
 - (a) Completing “viewer” training per paragraph 4 below and submitting OTCnet User Authorization Forms per paragraph 5 below.
 - (b) The Command Food Advisory Team is responsible for monitoring and reviewing turn-in procedures for the dining facilities which they provide oversight.
 - (c) Ensure OTCnet user Authorization Forms are forwarded to the FPM representative upon designation and immediately upon change in status.

7.12 Training Exercise (FTX) Cash Turn-in Procedures

- a. DA Form 3032 can be used to record and collect the number of operational meals sold for cash during Field FTXs. Once the cash has been collected and DA Form 3032 is completed, the cash collected along with the DA 3032 should be brought to any dining facility on Fort Riley.
- b. A cash sheet (DD Form 1544) is prepared to record the operational rations’ cash as a one line entry. This entry is performed on a cash sheet or on an AHC POS.
- c. The dining facility should generate a CCVR with entries for operational rations in the dining facility headcount collection database. Please refer to AFMIS’s Cash Collection Voucher’s detail help screen AKJ/a005b for field entries.
- d. The dining facility also has the option to sign for a cash sheet from the FSO supporting the dining facility. The cash sheet will be used to record and collect cash paid for operational rations in the field. If the one line entry is less than 50 meals entered on a DD Form 1544, then a by name roster must accompany the DD Form 1544.
- e. The cash sheet and cash will be returned to the dining facility and the dining facility must have an OTCnet 'Deposit Preparer' creates a deposit ticket for the money collected.
- f. The FSO would turn in the cash collected for these operational rations to the bank, and approve the OTCnet Deposit ticket online. Please refer to AFMIS’s Cash Collection Voucher’s detail help screen AKJ/a005b for field entries.

7.13 OTCnet Training

Dining Facility Managers must designate individuals as Deposit Preparers and Deposit Approvers. Once designated as a preparer, approver or viewer, individuals must complete their designated training at URL:

<http://www.fms.treas.gov/otcnet/index.html>. After completing training individuals will print a copy of their “Certificate of completion”. Food Advisors that have supervisory responsibility will complete Viewer Training and maintain a copy of their “Certificate of Completion”.

7.14 Creating/Changing an OTCnet User Authorization Account

a. OTCnet User Authorization Forms (sample at Figure 7-1) must be completed by each individual designated as Preparer, Approver and Viewer and sent to the FPM in Building 409, Room 231. The FPM will forward the forms to DFAS for processing. Additional instructions are available and can be obtained from the LRC Food Service site at [..\Food Service\OTCnet User Instructions.docx](#).

b. Turn-in procedures of Vouchers:

In accordance with DA Pam 30-22, 3-29, d (2) Turn-in procedures must be coordinated with and approved by the supporting FPM as follows:

All Cash Collection Vouchers (CCVR’s) upon completion of all required entries, shall match the CCVR’s to the correct OTCNetVoucher numbers, and scanned or e-mail in numerical order to FPM within four duty days.

c. Changing, Modifying or deleting users. Dining Facility managers will submit an OTCnet User Authorization form to the FPM when a user’s status changes.

d. The OTCnet coordinator POC is at the LRC Food Program Management Office at 240-4405.

7.15 Missing/KIA Soldier Table Display

a. The table displayed in each dining facility will contain as a minimum the following items for the table. The following items will be funded by LRC for the missing soldier table.

(1) The TABLE set for one is small – symbolizing the frailty of one prisoner alone against his oppressors.

(2) The TABLECLOTH is white – symbolizing the purity of their intentions to respond to their country’s call to arms.

(3) The DINNER PLATE is white- symbolizing the purity of their motives when answering the call to duty.

(4) The SILVERWARE- which consists of one of each item- butter knife and teaspoon on the right, and dinner fork on the left.

(5) The GLASS is inverted – they cannot toast with us this night.

(6) The CHAIR – the chair is empty – they are not here.

b. Each dining facility may add their own personal touch by adding their choice of items such as red ribbon, a single rose, a small vase, Bible, Slice of lemon, a pinch of salt, cloth napkin, American flag, a candle and anything else that your dining facility would like to display.

c. All items will be kept clean and neat at all times. Any items that are needed to be replaced must be submitted on a memorandum to Food Program Management Office.

7.16 End of Month Reports

a. The following reports will be submitted by all dining facilities at the end of each month after all accounts have been closed.

(1) AJK-A002-1, Earnings and Expenditures Report, signed by a SSMO representative.

(2) AJK-1005-1, Accountable Inventory Report, signed by the Dining Facility Manager and Rations NCOIC. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.

(3) Remote Site Feeding Report, local form, (see Figure 7-3) signed by the DFAC Manager and the Food Service Technician or their designated representative. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate.

(4) Maintenance Request Register, DA Form 2405 with blocks a – h (see Figure 7-4) completed for all work orders called in for repair. All repairs found and completed by Public Works during routine maintenance will be recorded minus column a for the work order number. Documents will be signed by the Dining Facility Manager. Contract dining facilities will have the report signed by the Dining Facility Manager and the contract Project Manager or alternate. All original DA Form 2405s will be maintained within the dining facilities.

Figure 7.1 OTCnet User Authorization Form

Over the Counter Channel Network (OTCnet) User Authorization Form		
The User listed below should be assigned to the Role and Organization in the DoD hierarchy for our organization in the OTCnet application.		
Section 1 - General Information		
<input type="radio"/> Create New User <input type="radio"/> Change User Name <i>(current credentials will be deleted, new credentials will be issued)</i> <input type="radio"/> Modify User <input type="radio"/> Delete User		
Add	Remove	Role
<input type="checkbox"/>	<input type="checkbox"/>	Local Security Administrator <i>(User has access to maintain users and user permissions.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Accounting Specialist <i>(User has access to maintain Organization Hierarchy.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Local Accounting Specialist <i>(User has access to maintain Organization Hierarchy.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Deposit Preparer <i>(User has access to create and view deposit tickets.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Deposit Approver <i>(User has access to view and approve deposit tickets.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Viewer <i>(User has access to view deposits.)</i>
Highest Level Organization Name:	DSSN: 8522 & 5570 RIL – FT RILEY – ASC (DFAC) <small>Enter the DSSN and name of the OTCnet highest level organization</small>	
Organization Name:	<small>Enter the name of the organization you would like the user to have access to. If the user will have access to multiple organizations, please separate the organizations with a semi-colon.</small>	
Section 2 - User Profile		
User's Name (First and Last)	_____	
User's Email Address (Not Shared)	Army Knowledge (AKO) email address	
Phone Number (Direct to the User)	_____	
Street Address (User Location)	_____	
Street Address Line 2 (User Location)	_____	
City / State / Zip (User Location)	_____	
User Activation Date (Please select one)	<input type="radio"/> Activate Immediately <input type="radio"/> Future Activation Date	<input style="width: 80px; height: 20px;" type="text"/>
Section 3 - Authorized Signature		
Name (First & Last):	Supervisor other than Section 2	Phone #: _____
Title: _____	Date: _____	Signature: _____
Please attached this saved form to an email and send to:		
<u>FOR DSSN 8522</u> Valerie Dubos 216-204-2652 Valerie.Dubos@dfas.mil or Darwin McClelland 216-204-2919 Darwin.McClelland@dfas.mil Organization fax is 216-204-4092.	<u>FOR DSSN 5570</u> John Deese 317-212-8843 John.Deese@dfas.mil and Brian Kiesel 317-212-6110 Brian.Kiesel@dfas.mil	
For Access to both DSSNs (8522 & 5570), submit to both locations. Click Here: <u>BOTH</u>		

Figure 7-2 Request for Dining Facility Support



DEPARTMENT OF THE ARMY
HHC, 43D AREA SUPPORT GROUP
 Fort Riley, Kansas 66442

SAMPLE

REPLY TO
 ATTENTION OF:

MEMORANDUM THRU

30-Oct-15

Food Service Advisor, CW2 Campbell

FOR: Dining Facility Manager, SFC Sims

SUBJECT: Request for Garrison Supported Field Feeding Request, Per AR 30-22 3-36, and DA Pam 30-22, Para 3-25, 3-50 & 4-3

1. Type of subsistence required:

Consumption Date	BRK MEAL	LUN MEAL	DIN MEAL	Date/Time Pick-up
29 JAN 02	A-Rations	MREs		29 JAN/0645

2. Information required:

- a) Nature of requirement **M16 RANGE**.
- b) Breakdown of personnel.

(1) Meal Card Holders (SIK)	<u>45</u>
(2) Cash	<u>4</u>
(3) FAO	
(4) Total	<u>49</u>

(a) Finance and Account Office action(s) has been submitted to Finance and Account Office for all personnel requiring FAO action will be submitted to the Personnel Administrative Center (S-1 Officer) prior to being submitted to the FSO.

Name/Signature: **LT Admin**(Signature is required only when FAO action is required)

Unit: **HHC, 43D ASG**
 ADJUTANT, S-1

3. Individual designated to pick up meals SGT HUNGRY
NAME & GRADE
4. POC for this action is **SGT HUNGER @ 6-3782.**
5. The undersigned is aware that if there is a difference in excess of 10% or 5 meals (whichever is greater) of the meals requested and the actual headcount as reflected on the headcount forms, a Report of Survey will be initiated IAW AR 30-1, Para 7-12 and 7-12f.

JOHNNY SUPPORT
CPT, QM
Commanding

Individual receiving request at Dining Facility _____ Date_____.

Figure 7-3 Remote Site Feeding Report

OFFICE SYMBOL

SUBJECT: Dining Facility Remote Site Feeding Report (BXXXX)

1. Remote site feeding was provided by the dining facility for the following units on the date indicated:

DATE	UNIT	NUMBER OF MEALS			TOTAL MEALS PROVIDED
		BREAKFAST	LUNCH	DINNER	
1/15/09	2/1 FA 5TH	150	200	150	3500
1/20/09	BCT	1000	1000	1000	

2. Point of contact for this request the Dining Facility Manager at 239-XXXX.

JOHN DOE
Dining Facility Manager

CHAPTER 8. CLASS III BULK PETROLEUM PRODUCTS

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8.1 General Procedures

a. Purpose. This document establishes policies, responsibilities, and procedures for managing and accounting of bulk petroleum on Fort Riley.

b. References: Except as otherwise noted below, publications and forms are available at the Army Publishing Directorate (APD) Website at <http://www.apd.army.mil//whs/directives>. Publications and forms not located on APD are listed with their source.

c. Suggested Improvements. The proponent of this document is the Logistics Readiness Center (LRC). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Logistics Readiness Center, ATTN: ASCW-LRI-S, Fort Riley, KS 66442-5936.

d. Applicability. These procedures apply to all personnel, units, and activities supported by Fort Riley.

e. Supplementation. Supplementation of this document requires coordination with LRC.

8.2 General Policies

a. The Logistics Readiness Center (LRC) manages Defense Energy Support Center's fuel at the Tank Farm, the Transportation Motor Pool (TMP) Fuel Point, and the Tactical Vehicle Fuel Point. The point of sale occurs at the point of issue. The LRC accounts for bulk fuel using the Automated Fuel Service Station (AFSS), Fuel Manager Defense (FMD) and DOD Fuel Master Advanced Enhanced (DoDFM AE). The LRC contractors operate the Tank Farm, the TMP Fuel Point and the Tactical Retail Fuel Point. Contractors receive, store, and issue bulk fuel and conduct causative research of the same.

b. The LRC, Supply and Services Division is the central point of contact for Class III bulk fuel issues.

c. Since units do not have bulk storage tanks, their fuel is stored in either Heavy Expanded Mobility Tactical Trucks (HEMTTs), fuel tankers, or tank and pump units (TPUs). Units will consider these vehicles and TPUs as bulk storage and account for them in accordance with AR 710-2 and DA PAM 710-2-1.

d. Bottom loading is Fort Riley's fuel loading standard. All bulk fuel vehicles must be equipped with bottom load fueling capabilities.

e. The POL Tank Farm will not accept any bulk fuel turn-ins from units.

f. For MTOE units, bulk fuel issues, receipts and inventory reports will be made at the company/user level and consolidated at the Battalion level. The consolidated reports will be forwarded to Division G4 by the 15th of each month.

8.3 Responsibilities

a. The LRC is responsible for the Tank Farm, the TMP Fuel Point and the Tactical Vehicle Fuel Point. The Tank Farm is located at 8311 1st Division Road on Custer Hill. The TMP Fuel Point is located at 388 Dickman Avenue on Main Post. The Tactical Vehicle Fuel Point is located at 8570 Kitty Road on Custer Hill. The FMD which is used to account for fuel, billing and Vehicle Information Link (VIL) Keys management is located at 409 Pershing Court, Rm. 127 on Main Post. The Installation Fuel Accountable Officer is located at B7920 Apennines Drive, Room A1 on Custer Hill. The hours of operation and points of contact are as follows:

Hours of Operation

POL Tank Farm - B8311	Monday through Friday, 0730-1600 Weekends and after duty hours are by appointment
Tactical Vehicle Fuel Facility (F24 only with VIL Key) – B8570	Monday through Friday, 0730-1600 (high pressure dispensers and 24/7 for low pressure dispensers)
TMP – B388	Monday through Friday, 0730-1600 Open 24/7 for VIL Key use
FAS and VIL Key – B409	Monday through Friday, 0730-1600 By appointment only

Points of Contact

POL Tank Farm	Contractor, 239-5624
Tactical Vehicle Fuel Facility	Contractor, 239-5624
TMP	TMP Fuel Point, 239-2519

Contact Officer Representative, 239-3677

FAS, VIL Key and Fuel Accounting, 239-1917

Bulk Fuel Responsible Officer, 239-9158

- b. Unit Commanders who request and receive bulk petroleum will:
- (1) Designate in writing a responsible individual, SSG/E6 or above, to maintain control of all fuels and to provide audit trails for the same IAW DA PAM 710-2-1, Section IV Bulk Petroleum Accountability.
 - (2) Ensure petroleum-handling personnel are trained in safe and proper fuel procedures.

(3) Ensure that the fuel standing operating procedures (SOP) are published and provided to personnel who handle the account for bulk fuels.

c. Unit Class III Responsible Person(s) will:

(1) Prepare and provide to each subordinate element detailed SOPs that:

(a) Designate responsibility for the receipt, storage, issue, quality surveillance, recycling, disposal, and safeguarding of POL products.

(b) Contain sufficient information and guidance to preclude unauthorized appropriation, use, and disposal of POL products.

(2) Ensure required forms are used to maintain accountability per paragraph 9.

(3) Ensure monthly inventory reports are properly completed and forwarded per paragraph 11.

(4) Ensure required sampling and testing are accomplished IAW AR 710-2, Supply Below the National Level, Appendix C Petroleum Quality Surveillance and Technical Assistance Program.

(a) Required sampling equipment is on hand and available to personnel.

(b) Millipore quick connect couplers are installed, when applicable, and used to perform the preferred (quick connect adapter permanently installed in the fuel line) method of verifying filter effectiveness.

(c) Personnel taking samples are properly trained (MOS of 92F).

(d) Samples are packaged and submitted for transportation to servicing laboratory within 72 hours.

(e) Laboratory findings and recommendations are acted upon without delay.

(f) Maintain a sample log and record laboratory findings in accordance with DA Pam 710-2-1 Chapter 12 Petroleum Management, paragraph 12-32 (Sample submission log).

(5) Ensure personnel complete the required training outlined in paragraph 8-4 prior to handling or transporting bulk petroleum.

8.4 Required Training

Bulk POL handlers require the following training prior to handling or transporting bulk POL:

a. For Military Occupational Specialty (MOS) 92F, Petroleum Supply Specialist, the commander will document that the individual is a 92F on their DD Form 1902, Certification of Qualification, and has received hazardous material training. Training may be received at the units' driver classes or any formal school. Training in transporting hazardous materials will be consistent with Code of Federal Regulations (CFR) Title 49 Transportation, Chapter 1 – Pipeline and Hazardous Materials Safety Administration, Part 171 General Information, Regulations, and Definitions. This CFR 49 reference is located at [part 171, title 49](#). Military vehicle operators must meet the licensing requirements in AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), [paragraph 2-3](#), and must receive, as a minimum, introductory or familiarization training in the following areas

(1) Definition of hazardous materials.

(2) Placard requirements.

- (3) Handling (loading and unloading) hazardous materials.
- (4) Regulations and procedures pertaining to transporting hazardous materials.
- (5) Operation of emergency equipment to include fire extinguishers.
- (6) Forms and records (including accident reporting).
- (7) Blocking and bracing.
- (8) Emergency response procedures (for example, spillage).
- (9) Vehicle parking rules.
- (10) Route selection.
- (11) Host nation requirements.

b. Document the completion of hazardous training on an OF 346, US Government Motor Vehicle Operator's Identification Card, or equivalent or DD Form 1902, Certificate of Qualification.

c. Fort Riley non-MOS 92F personnel must complete the Fuel Handler's Course, which includes hazardous materials training, from the Troop School. Reserve Component, non-MOS 92F, must complete a formal Fuel Handler's Course. Fuel Handler's Training will be documented on DD Form 1902. The hazardous materials training received during the unit driver training classes may be used for qualification. The hazardous materials training must be documented on an OF 346 or equivalent, or on DD Form 1902. <http://www.gsa.gov/portal/forms/type/OP> and www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1902.pdf

d. Personnel responsible for packaging and shipping fuel samples must have completed the Transportation of Hazardous Material Certification Course (80 hours) from Troop Schools.

8.5 Accounting Procedures for Bulk Fuel

a. Unit will account for fuel using the following forms:

(1) DA Form 2765-1, Request for Issue or Turn-in.

(2) DA Form 3643, Daily Issue of Petroleum Products. Use this form to record daily fuel transactions. Total daily Issues and receipts on the DA Form 3643 and post daily to DA Form 3644 and DA Form 5831-R.

(3) DA Form 3644, Monthly Abstract of Issues of Petroleum Products and Operating Supplies. Use this form to recap manual fuel issues and receipts for a particular month.

(4) DA Form 3853-1, Innage Gage Sheet (Using Innage Tape and Bob). Use this form to record the daily and weekly gauging of unit HEMTT fuelers, tankers, and TPUs.

(5) DA Form 4702-R, Monthly Bulk Petroleum Accounting Summary. This form is used by units to maintain a summary record of receipts, issues, and inventory of POL products. The monthly summary will be completed at the company level.

(6) DA Form 5831-R, Petroleum Product Inventory Control Sheet or a locally created form. Use this form to record requests for issue or turn-in of bulk fuel. The monthly inventory will be consolidated at the company level for all fuel vehicles and TPUs. The Accountable Officer at LRC will use DA Form 1296, Stock Accounting Record.

(7) DA Form 2064, Document Register for Supply Actions. This form is used to record requests for issue and turn-in of bulk fuel.

b. The LRC will use the AFSS and the FMD to record fuel transactions and inventory balances. The Automated Tank Gauging (ATG) equipment at the Tank Farm, TMP Fuel Point and the Tactical Retail Fuel Point will be used instead of manual gauging for daily and weekly inventory measurements. The Tank Farm, the TMP Fuel Point and the Tactical Retail Fuel Point will manually gauge fuel tanks once a month to ensure the integrity of the ATGs.

8.6 Daily Fuel Issues, Receipts, and Transfers

a. Units will:

(1) Record fuel issues and transfers on the DA Form 3643. Make entries in accordance with DA PAM 710-2-1, Section IV Bulk Petroleum Accountability, paragraph 12-15. The operator will total all issues and receipts and forward it to the Unit Class III Responsible Person along with the daily DA Form 3853-1 or local equivalent. The unit Class III Responsible Person will annotate daily totals on the DA Form 3644 and the DA Form 5831-R.

(2) Use meters, if available, to measure the quantity issued from the fuel transporting vehicles.

(3) Use gauging sticks to identify volume of product on hand prior to receipt by the customer and after completion of the issue if meters are not on hand or are unserviceable.

(4) Gauge and reconcile tanks daily when fuel has been issued, received or transferred. Record the results on the DA Form 3853-1 or local equivalent form. Fuel transporting vehicles that have not had any daily issues or receipts will be gauged and reconciled at least once a week and record results on the DA Form 3853-1 or local equivalent. Volume correction of daily and weekly reconciliation is optional; however, once established, volume correction must be continued.

(5) Use the procedures in DA PAM 710-2-1, Section IV, paragraph 12-17, Alternate Audit Trails, during a field exercise, if maintaining auditable records is not feasible. This is a unit commander option.

b. LRC, Supply and Services Division will:

(1) Utilize AFSS to record daily issues and transfers. For receipts, LRC will use the FMD. The Tank Farm and will forward receiving documents and transfer documents daily to FMD Accounting, B409 Pershing Court, Room 127.

(2) Ensure the Tank Farm, TMP and Tactical Retail Fuel Points forward the Fuel Management Unit's (FMUs) printouts daily to the FMD Accounting. If or when a hose is placed in the manual mode, the individual doing so will sign and date that entry on the FMU printout. The Tank Farm will inform, by e-mail, the Contract Officer Technical Representative (COTR) or the Government Quality Assurance Evaluator (QAE) and FMD Accounting the same day that a hose is placed in manual. The TMP Fuel Point and Tactical Retail Fuel Point will inform, by telephone, the COTR/QAE and FAS Accounting that a hose was placed in manual.

c. The Tank Farm, TMP Fuel Point and Tactical Retail Fuel Point will compare the fuel register and/or pump readings to the FMU printout transactions to ensure the FMUs are recording fuel sales correctly. One comparison will be done daily on all hoses. The individual making the comparisons will initiate the FMU transactions.

d. The Tank Farm, TMP Fuel Point and Tactical Retail Fuel Point will ensure customers use their VIL Key to obtain fuel for their assigned unit vehicles. Receipts (Tank Farm) are sent to FMD Accounting the next duty day.

8.7 Monthly Inventory Reporting

a. Units:

(1) Units will inventory fuel products accordance with AR 710-2, Chapter 2 and DA Pam 710-2-1 Section IV.

(2) Monthly inventories will reflect the quantity on hand as of 0800 local time on the last duty day of the month in accordance with DA PAM 710-2-1. When the last duty day of the month is a non-duty day, the monthly inventory may be conducted at the close of business the last workday of the month.

(3) Perform and document a physical inventory as follows:

(a) Use DA Form 3853-1 or locally created form to record manual gauge measurements and calculate quantities on hand. Volume correction of 60° is required for quantities greater than 3,500 gallons. FM 10-67-1, Appendix I, contains the tables for volume corrections.

(b) Use gauge sticks to measure fuel and water quantities to the nearest 1/8th inch.

(c) Post the physical closing inventory totals to DA Form 5831-R.

(d) Prepare the DA Form 4702-R, Monthly Bulk Petroleum Accounting Summary, IAW DA PAM 710-2-1, Section IV, Chapter 12-19.

(4) When the actual loss/gain exceeds the allowable amount and the total dollar value is equal or greater than \$500, initiate a Financial Liability Investigation. Provide a copy of the Financial Liability Investigation or AR 15-6 Investigation to the next higher command.

(5) Conduct causative research when the actual loss/gain exceeds the allowable amount and the total IAR value is less than \$500. Document the causative research and provide a copy to the next higher command.

(6) Companies will provide copies of the monthly DA Forms 3544 and 4701-R to their battalions within 3 working days before the end of the month. Battalions or separate companies will summarize fuel receipts, issues, and inventories on DA Forms 3644 and 4702-R and forward them to G4 not later than the 15th of the month.

b. POL Tank Farm, TMP Fuel Point and Tactical Retail Fuel Point:

(1) These fuel facilities use automated gauging but are required to conduct end of month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated gauging systems. Inventories will be conducted in accordance with DoD 4140.25-M.

(2) Inventories will reflect the quantity on hand as of 0800 local time on the first calendar day of each month. When the first calendar day of the month is a non-duty

day, the monthly inventory may be conducted at the close of the business day the last workday of the month.

(3) The Tank Farm will be closed during the monthly inventory and will not process any issues or receipts until the inventories are completed.

(4) The TMP and Tactical Retail Fuel Point's monthly inventories will be as of 0005 local time on the first calendar day of each month. The TMP and Tactical Fuel Points will manually gauge its product as of 0800 local time on the first workday of the month. It will be closed during the monthly gauging and will not process any issues or receipts until the gauging is completed.

(5) The Fuel Accountable Officer may request gauging more frequently if inventories show abnormal variances.

(6) The fuel facilities will inform their customers 10 days in advance of the monthly inventory/gauging.

(7) The POL Tank Farm, TMP Fuel Point and Tactical Retail Fuel Point will provide the following documentation to FMD Accounting no later than the next working day of the month. The POL Tank Farm will provide the monthly DA Form 3853-1, the Current Tank Inventory Sheet (the sheet print time will be within 30 minutes of time recorded on the DA Form 3853-1), the DA Form 3643 for turn-ins, and causative research if required. The TMP Fuel Point and Tactical Retail Fuel Point will provide the monthly DA Form 3853-1, the Ronan Inventory Report (the report time will be within 10 minutes of the time recorded on the DA Form 3853-1) and causative research if required. The FMD Fuel Accounting will provide the FMD generated DA Form 4702-R, causative research if required, monthly FMD Consumption Report, and Tank Farm/TMP Fuel Point/Tactical Retail Fuel Point documentation to the Installation Fuel Accountable Officer no later than the 3rd working day of the month. The FMD Accounting will provide the Directorate of Public Works (DPW) Environmental Division, monthly fuel reports.

8.8 Establishing POL Tank Farm Account

To establish Bulk Fuel Accounts, units will:

a. Submit a DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, in two copies to POL Tank Farm. Tank Farm personnel will date the signature card and return one copy to the customer. Units will take action to update the DA Form 1687 upon its expiration, change of responsible officer, or change of personnel authorized to request or receive bulk POL, whichever occurs first.

b. Provide a memorandum order appointing the responsible officer and a copy of assumption of command orders.

c. Contact FMD Accounting at 409 Pershing Court, 239-1917, to have VIL Key encoded.

8.9 Obtaining Bulk Fuel From POL Tank Farm

a. Units and activities.

(1) Submit fuel requests using DA Form 2765-1. The quantity requested must not exceed the carrying capacity of the fuel transporting vehicles. The completed DA Form 2765-1 is the source document for fuel received.

(2) Ensure the VIL Key is for the fuel-transporting vehicles. If the VIL Key is for another vehicle identification number, the unit will not be able to receive fuel for that vehicle. An exception is during extended field exercises in which the unit may provide its VIL Key to the supporting fuel unit, which uses its organic vehicles for mission support. This exception will allow the actual fuel costs associated with that exercise to be captured.

(3) Ensure the fuel vehicle can pass the POL Vehicle Inspection.

(4) Ensure the vehicle operator's license and fuel handler's card are current.

(5) Ensure the fuel transporting vehicle has the proper markings.

(6) At the POL entrance gate, Tank Farm personnel will inspect the unit's vehicle using the POL Vehicle Inspection Checklist. The facility operator will check for the vehicle operator's driver's license and fuel handler's card.

(7) Ensure cell phones, beepers and pagers are not used inside the Bulk POL Facility. The use of cell phones, beepers and pagers is prohibited inside the Bulk POL Facility.

b. The facility operator.

(1) Verify the DA Form 2765-1 against the DA Form 1687, assumption of command or appointment orders, and the VIL Key. If any of the documentation does not match or is not current, the issue will not be made.

(2) With the customer, ground and gauge the fuel-transporting vehicle prior to the issue to ensure the vehicle can hold the amount of fuel requested.

(3) Ensure the customer uses his/her VIL Key to activate the correct fuel dispenser.

(4) After the issue is completed, the facility operator and customer will complete blocks Q, T, S, and V on the DA Form 2765-1.

(5) Retain copy number one of the completed DA Form 2765-1.

(6) The customer will record receipts on the DA Form 3643 and retain remaining copies of the completed DA Form 2765-1 for his/her records. Copy number four of the DA Form 2765-1 will be forwarded to the Unit Class IIIB Responsible Person. He or she will annotate daily total on the DA Form 3643 and DA Form 5831-R.

8.10 Forecasting Bulk Fuel

a. Normal operations.

(1) The unit S4 and/or the Unit Class III Responsible Person will forecast bulk fuel requirements no later than forty (40) calendar days prior to the unit's requested time. Submit a memorandum and spreadsheet through the servicing support unit to the Tank Farm. The memorandum will state the type of fuel required, the quantity and the

time period. Attach a spreadsheet indicating the days the fuel and the amount of fuel are required.

(2) Failure to meet the 40-calendar day forecast requirement may result in non-availability of fuel.

(3) For after-duty fuel support, the unit will coordinate with the Tank Farm COR, 239-3677, or the Tank Farm QAE, 239-9158, at least 5 calendar days in advance. Unit coordination for extended or weekend hours with the contractor is prohibited.

b. Training Exercises.

(1) The exercise unit will combine its fuel requirements with its supporting fuel unit and opposing force unit and provide one consolidated requirement to LRC, Supply and Services, at least forty (40) days prior to the exercise.

(2) The LRC Supply and Services must receive the memorandum and spreadsheet at least forty (40) calendar days prior to the field exercise. The memorandum will state the type of fuel required, the quantity and the time period. This forecast is only for fuel required from the Tank Farm. The spreadsheet will indicate the days the fuel will be required and the amount of fuel required each day.

(3) The exercise headquarters element will designate one office to coordinate for all after-duty hours fuel support. That designated office will coordinate with the Tank Farm COR, 239-3677, or the Tank Farm QAE, 239-9158, for after duty hours support at least five (5) calendar days before the start of the exercise.

c. Requests for other monthly demands exceeding 20,000 gallons will be submitted to the Tank Farm.

d. Units requesting unforecasted fuel exceeding 20,000 gallons require a request signed by a commanding officer in the rank/grade of LTC/05 or higher. Unforecasted issues will be made on an as available basis.

8.11 Automated Fuel Service System (AFSS)

a. The AFSS provides for a self-service fueling site, automated data collection and accountability of all fuels. The AFSS is installed at the Tank Farm, the TMP, and Tactical Retail Fuel Points. The AFSS fuel dispensers are activated by a special device known as VIL Key Access Control Device.

b. VIL Key Management. FAS Accounting is the central manager of VIL Key. The FAS Accounting office is located at 409 Pershing Court. VIL Keys are controlled items encoded with specific unit billing information. Specific procedures are:

(1) Battalion S4s, Garrison and tenant activity POCs will sign for their VIL Key on the VIL Key Master Receipt Log. The VIL Key POCs will then sub-hand receipt their issued VIL Key to their companies, shops, sections, etc., using a DA Form 5830-R.

(2) The VIL Key Master Receipt Log must be reconciled twice a year. One time will be within the activity issued VIL Key and the second time will be with FAS Accounting. Activities will notify FAS Accounting, in writing, that they have completed their VIL Key reconciliations. FAS Accounting will schedule the annual reconciliation on a cyclical basis. The POC designations will be updated during the annual FAS VIL Key reconciliation.

(3) Change of Hand Receipt Holders. When the VIL Key hand receipt holders change at the battalion or company level or at the Garrison or tenant activity level, new

DA Forms 2062 and/or DA Form 5830, as appropriate, must be completed and signed. The new VIL Key hand receipt holder will inform FAS Accounting of the change.

(4) Lost, damaged, or stolen VIL Key. Battalion and activity POCs will contact FAS Accounting when VIL Key are lost, damaged, or stolen and will set up an appointment. Notification can be by either memorandum or e-mail and must include a statement on a DA Form 2823 about the loss and efforts to find the lost VIL Key. Another VIL Key must be requested if needed for replacement.

(5) VIL Key hand receipt holders will turn in their VIL Key and close their individual customer account when the hand receipt holder is deployed or is clearing the installation.

(6) During periods of deployment the Rear Detachment Commander can assign individuals as VIL Key hand receipt holders to support the Rear Detachment mission.

b. The FAS Accounting will establish VIL Key individual customer accounts. The accounts will include, but not be limited to, the current signed VIL Key Master Receipt Log, the Point of Contact List, and any additions or changes.

8.12 Retail Fuel Operations

a. All units/activities will provide a memorandum (Figure 8-1) requesting VIL Keys, a signature card (DA Form 1687) and the commander's assumption of command to the LRC Fuel Accountable Officer. Units/activities will go to the G8 Budget to obtain their Account Processing Codes (APC) and DODAAC. The Battalion S4 or similar level for garrison and tenant activities will sign a hand receipt for VIL Keys.

b. Units/activities will call the LRC bulk fuel accountant at 239-1917 for an appointment to receive VIL Keys. At the time of the appointment, report to Building 409, Room 127 and bring the paperwork listed above and VIL Keys will be issued. A change in authorized personnel will require submitting a new DA Form 1687 and assumption of command letter to the LRC Bulk Fuel accountant. A new hand receipt will be signed.

c. A memorandum of lost VIL Key(s) and request(s) for replacement will be provided to the LRC Bulk Fuel Accountant.

d. When units are deploying, hand receipt holders will turn-in their VIL Keys to the LRC bulk fuel accountant no later than 15 days before deployment.

e. In accordance with Fort Riley PAM 710-14, VIL Key reconciliations will be conducted twice a year (one with the LRC and one at unit/activity level).

f. Individuals fueling vehicles at the TMP Station, Building 388, Dickman Street, the Tank Farm, Building 8311, First Division Road or the Tactical Vehicle Fuel Point, Building 8570, Kitty Road, will follow safety rules. Locate the board installed in front of the pumps, insert the VIL Key, and follow the instructions by typing in the required information.

Safety rules: No smoking or cell phone usage is allowed around the area of the fuel system, turn off the engine take off the fuel cap, choose a pump according to the type of fuel needed for the vehicle, and insert the fuel nozzle. After fueling, insure the nozzle is returned to its proper place on the pump.

8.13 Requesting and Receiving Commercial Deliveries of Bulk Fuel

a. The Tank Farm will follow requesting and receiving procedures contained in DoD 4140.25-M, DA Pam 710-2-2, Section VII, Ordering and Receiving Procedures for Bulk Petroleum Products from Commercial Sources and the Fuel Manager Defense (FMD) manual. The Tank Farm will notify FMD Accounting by e-mail no later than three (3) days before fuel is required.

b. The LRC Supply and Services Division will inform the Defense Energy Support Center no longer than two (2) working days before the fuel is required.

c. The Tank Farm will inspect the commercial vehicles using DA Form 3857. The Tank Farm will sign and forward all receipt documents to FMD Accounting, 409 Pershing Court.

d. The FMD Accounting will process the vendor's ticket using the procedures contained in DoD 4140.25-M, DA PAM 710-2-2 Section VII and Fuel Manager Defense (FMD) Manual.

8.14 Turn-In and De-Fueling Procedures

a. The POL Tank Farm will not accept turn-ins from units and activities.

b. De-fueling of ground equipment and aircraft will be in accordance with the equipment's applicable Training Manuals (TMs), Field Manuals (FMs) and/or Army Regulations (ARs).

8.15 Required Sampling and Testing

This paragraph provides guidance for quality surveillance sampling of bulk petroleum and for establishing a petroleum laboratory account. Follow procedures

a. Follow procedures for sampling and testing in DA Pam 710-2-2, Section VIII, AR 710-2 Appendix C, FM 10-67-2 and MIL-STD-3004.

b. Samples will be submitted to the following USAPC Laboratory within 72 hours after the samples are taken.

USAPA Petroleum Testing Facility
ATTN: AMSTA-LC-CJPT
U Avenue, Bldg 85-3
New Cumberland, PA 17070-5008

c. The performance of all filters/separators, regardless of product in service, must be checked every thirty (30) days IAW DA PAM 710-2-1 Chapter 12, Paragraph 12-30. All vehicles and equipment in operational use require test samples to be drawn. Equipment not in use will be tested when placed into service and then every thirty (30) days thereafter if in continued use.

d. Sample tags (DA Form 1804, Petroleum Sample) must be prepared completely and correctly so that the laboratory can properly identify and process the sample. DA Forms 1804 must accompany all test samples.

e. Appendix A provides additional guidance for packing and shipping samples.

f. Aqua-Glo water detection testing will be performed daily before issue of JP8 for aviation use. Conduct test within twenty-four (24) hours of issue and every time refueling equipment receives JP8.

g. Air crash samples must be taken for fuels and lubricants in suspected aircraft accidents. The investigating activity may request that the Army Petroleum Center provide a representative for assistance in sampling and testing the suspected product. Submit samples as specified in AR 710-2, Appendix C. Annotate on a DA Form 1804 that the sample is for aircraft testing and attach it to the sample.

h. Installation activities submitting samples for laboratory analysis must establish a DA Form 5832-R, Quality Surveillance Sample Submission Log.

8.16 Tank Purging Procedures

a. Detailed tank purging procedures are contained in the Environment Compliance Management Plan, Section 10. Copies of the plan are available on CD from DES.

b. Any fuel/water mixture produced during the purging process will be emptied into the fuel/water separator at the POL Tank Farm, 8311 1st Division Road, Custer Hill. Contact the Tank Farm for appointments at 239-5624.

Figure 8-1 Vehicle Identification Link (VIL) Key Request Memorandum

(Office Symbol)

(Date)

MEMORANDUM THRU Resource Management

FOR Installation Fuel Responsible Office

SUBJECT: Vehicle Identification Link (VIL) Key Request

1. Request Vehicle Identification Link (VIL) keys for the vehicles listed at Attachment 1 to this memorandum.
2. The VIL keys must be encoded with the following financial billing data:
 - a. Unit/Activity:
 - b. DoDAAC:
 - d. Fund Code:
 - e. APC Code:
 - f. Signal Code: (Normally "A" unless the paying office DoDAAC is different from the customers.)
 - g. Supplemental DoDAAC: (Not normally used at Fort Riley.)
 - h. Use Code: (Use "8".)
 - f. Expiration Date of VIL Key: (Required for temporary foreign government use and commercial lease vehicles for fleet augmentation or special event support.)
3. Signature to this VIL Key Request with appropriate billing data acknowledges full organizational responsibility to pay all associated fuel purchases recorded by Electronic Point of Sale (E-POS) VIL key readers at unattended Automated Fuel Service Stations (AFSS) facilities that do not provide fuel purchase paper receipts.
4. The POC is (name, unit, telephone number, and email address).

(Signature)
(Title)

Figure 8-1-1 Vehicle Identification Link (VIL) Key Request Memorandum Attachment

Vehicle List

(Use the following format for Vehicle Listing)

<u>Vehicle Type</u> (Pick-up) (Master Key)	<u>Model/Year</u> (S10/1998)	<u>Vehicle ID Number</u> (License plate/Tag Number If rental or GSA vehicle)	<u>Grade of Fuel</u> (MUR) (MUR)
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Figure 8-2 Sample Submissions

ONE GALLON SAMPLE FOR AIR OR SURFACE AND MILLIPORE FILTER MONITORS

1. Purpose. This appendix provides guidance for packing and shipping fuel samples for laboratory analysis.

2. POL Classification. Fuels and other petroleum by-products are classified as hazardous materials (HAZMAT) by the Department of Transportation (DOT). These materials must be properly classified, described, packaged, and labeled in accordance with the Code of Federal Regulations (CFR) 49 when offered or intended for transportation.

3. CFR Excerpts. The following rules and requirements are excerpts from CFR 49, subtitle B, chapter 1, and are applicable to shipment of fuel samples only:

a. Part 107, subpart D, section 107.329 (a) and (b) delineate the penalties to persons violating these requirements and provisions.

b. Part 171, section 171.2 (a), (b), and (c) provide general information and requirements for shipping and transporting hazardous materials.

c. Part 172, subpart B, section 172.101, Hazardous Material Table, lists proper shipping names, hazard class, identification numbers, packing group, labels required, special provisions, exceptions, and packing authorizations and limitations for shipment of items.

d. Part 172, subpart C, section 172.202 (a), (b), (c), (d), and (e) list the shipping description of hazardous material to be used on the shipping paper.

e. Part 172, Section 172.204, paragraphs (a) and (b) and paragraph (d) subparagraphs (1) and (2) contain the shipper's certification information. Each shipping paper will contain the following:

“This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in the proper condition for transportation, according to the applicable regulations of the DOT.”

NOTE: Certification must include the printed or typed name and legible signature of the person offering the material for transportation. Date and telephone number are also required.

f. DD Form 1149 constitutes the shipping paper.

g. Part 172, subpart H, section 172.704 (a), (b), (c), (d), and (e) outline requirements for training of personnel required to package and certify fuel samples for shipment.

4. Shipper's Declaration for Dangerous Goods Label. In accordance with the International Air Transport Association (IATA) Dangerous Goods Regulations, the Shipper's Declaration for Dangerous Goods must include the following information in the basic description and certification:

a. Proper shipping name.

b. Hazard class.

c. UN/NA identification number.

d. Packing group.

e. Net quantity and type packing (weight, volume, other as appropriate).

f. Packing instructions (see IATA Dangerous Goods Regulations).

5. Procedures. Ship fuel samples using DD Form 1149, Requisition and Invoice/Shipping Document.

a. Basic Description: Use basic description exactly as follows:

(1) Gasoline, 3, UN1203, PG II, 1 GL/ 4Li.

(2) Fuel, aviation, turbine engine, 3, UN1863, Pg II, 1 GL/4 Li.

(3) Diesel fuel, 3 NA 1993, PG III, 1 GL/4 Li.

b. Packaging: Fuel samples may only be offered for transportation when packaged in DOT/UN certified containers as follows:

(1) A one-gallon sample: Container assembly, steel drum, NSN 8115-01-192-0935, is acceptable for gasoline and aviation fuel samples. Containers must meet requirements of CFR 49, chapter 1, part 173, subpart E, sections 173.202 (a), (b), and (c) and 173-203 (a), (b) and (c).

(2) For Millipore Filter Monitors, use a padded envelope or other padded container. Note: packages that rattle will not be shipped.

(3) Outer container marking and labeling must be in compliance with CFR 49, chapter 1, part 172, subpart D, sections 172.301 (a) and 172.312 (a)(1), (2) and (b).

(4) One-gallon samples must also include the following required markings and labels.

(a) Proper shipping name (Description Label)

(b) Package orientation arrows

(c) Mailing label

(d) Flammable Liquid Label for gasoline and aviation fuel sample containers. Diesel fuel samples do not require labeling.

(5) For Millipore Filter Monitors, the Dangerous Goods in Excepted Quantities, Labelmaster L350 is required.

(6) Carton/container flaps must be secured with durable tape. Hand carry package to Transportation Division, Freight Section, Bldg. 1502 12th Street, Camp Funston, telephone number 239-3943.

(1) Guide rules provided herein apply only to fuel samples and Millipore Filter Monitors and should not be applied to other hazardous materials or substances. Policies and procedures are excerpts from CFR 49. Personnel charged with the preparation of fuel samples for shipment must be properly trained and comply with the provisions of CFR 49.

CHAPTER 9. HAZARDOUS MATERIAL MANAGEMENT PROGRAM (HMMP)

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9.1 References

29 CFR, Part 1910, Occupational Safety and Health Standards

49 CFR, Parts 171-178, Transportation

40 CFR, Parts 260-280, Protection of the Environment

AR 190-13, The Army Physical Security Program, 25 Feb 11

AR 200-1, Environmental Protection and Enhancement, 13 Dec 07

AR 710-2, Inventory Management Supply Policy Below the National Level, 28 Mar 08

AR 725-50, Requisitioning, Receipt and Issue System, 15 Nov 1995

AR 740-1, Logistics Storage and Supply Activity Operations, 26 Aug 2008

AR 740-3, Stock Readiness, 9 Nov 2012

DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 1997

DOD 4140.27-M, Shelf Life Management Manual, 5 May 2003
FM 10-15, Basic Doctrine for Supply and Storage, 12 Dec 1990
FR Reg 25-1, Army Knowledge Mgt. and Info. Mgt., 27 Nov 2006
FR Command Policy Letters
TM 38-410, Storage and Handling of Hazardous Material, 14 Oct 2008
FR PAM 710-50, Hazardous and Restricted Material Requisitioning with
Army Government Purchase Card, 10 Apr 2012

9.1 Purpose

To outline, Fort Riley's Hazardous Material Control Center (HMCC) operational procedure and these procedures are intended to be utilized as a general guide.

9.2 Applicability and Concept of Operation

- a. **Applicability:** These procedures apply to all HMCC Staff Members (Department of the Army civilian/military and contractor employees) and visitors.
- b. **Concept of Operation:** The Fort Riley HMCC is a Logistics Readiness Center (LRC) operation, which receives stores, warehouse, distributes, provide shelf-life management, and track hazardous materials. The HMCC is here to provide professional support to Fort Riley customer units and Directorates. HMCC tracks reportable hazardous material to the organizational level using the Enterprise Environmental, Safety and Occupational Health-Management Information System (EESOH-MIS). The HMCC business hours are 0730-1600, Monday through Friday.

9.3 Procedures for Managing Hazardous Material (HAZMAT)

- (1) Material is received through the Global Combat Support System-Army (GCSS-Army) daily from the Central Receiving Point (CRP), Building 7920.
- (2) A warehouse person will verify the stock number, nomenclature, unit of issue, and quantity shown on the material release order (MRO) against the material received.
- (3) A warehouse person will check material for shelf-life and for material safety data sheet (MSDS) availability. Notify the Supply Tech if any material has less than 3 months of remaining shelf life or no MSDS.
- (4) A warehouse person will forward a copy of all HAZMAT receipts to Data entry Clerk for EESOH-MIS input. The original will be processed in GCSS-Army .
- (5) A warehouse person will then affix a HAZMAT barcode label generated by the EESOH-MIS to each container of material before shipping to using unit.
- (6) Material for direct shipment to the unit will be input in EESOH-MIS if the unit has been inducted into the Hazardous Material Management Program (HMMP).

9.4 Hazardous Material Obtained Through Unit Turn-In

- (1) A warehouse person will accept only serviceable material for turn-in. Material must be Condition Code "A" with no less than 3 months of shelf remaining.

- (2) Material being turned in to the Hazardous Material Warehouse Building 8312 will be accompanied with a DA Form 2765 for products being turned in.
- (3) No more than 50 lines will be turned in without an appointment.
- (4) A warehouse person will forward a copy of the completed turn-in document to the data entry for EESOH-MIS input-barcode label production and the original document will be input into GCSS-Army.

9.5 Hazardous Material Received During the Induction

- (1) HMMP and HMCC Inventory Team will remove all HAZMAT items above the unit Authorized Use Level (AUL) during unit HMMP induction. Seven days is set by IMCOM and Fort Riley policy.
- (2) If a HAZMAT item is serviceable (condition code "A"), the unit will prepare a turn-in document (DD Form 1348-6 or DD Form 2765-1) to accompany the HAZMAT item being turned in to the HMCC. The warehouse person will sign the turn-in document and return the item back to inventory. The turn-in document will be input into GCSS-Army.
- (3) If a HAZMAT item was locally procured (including Envision and GSA items), is in serviceable condition and has 90 days of shelf life remaining, the Induction Team will move the HAZMAT item from the unit to the HMCC warehouse where it will be placed on the HMCC Free Issue Inventory.
 - (a) A warehouse person will segregate free-issue from ASL items.
 - (b) HMCC will provide an updated (monthly or as needed) list of material available for free issue.
 - (c) A warehouse person will issue free materials to customer units upon units request.
- (4) Turn-in all non-extendable or expired shelf-life material (from unit) to the Hazardous Material Processing Center (HMPC) within 2 business days.

9.6 Hazardous Material Storage

A warehouse person will maintain item (s) in storage locations, rotate stock, provide shelf-life management of warehouse assets, prepare material for shipment to DLA DISPOSITION SERVICES and maintain a signature card file. Material directed to DLA DISPOSITION SERVICES will be forwarded to the HMPC for re-issue as "NON-MIL SPEC USE" prior to being sent to DLA DISPOSITION SERVICES.

9.7 Hazardous Material Purchased Using IMPAC

- a. Process approved local purchase requests for HAZMAT purchase items in accordance with FR PAM 710-50, 14 Feb 00.
- b. Process all non-approved local purchase Hazmat items as follows:
 - (1) Check items against DES restricted list and HMMS AUL. If item is on the restricted list or not on units AUL, do not process into HMMS or issue a Hazmat Barcode Label for product.

(2) Notify Supply Tech (239-5624) and DES, provide the unit, soldier or civilian's name, HAZMAT items (including quantity) purchased, and date of purchase.

(3) Inform soldier or civilian of FR PAM 710-50 requirements and provide them a copy if needed.

c. If the item is not on the restricted list and is on unit's AUL, process item into HMMS and issue Bar Code Labels. Notify HMCC Manager and provide the unit, Hazmat items (including quantity) purchased, barcode labels serial numbers, soldier or civilian's name and date of purchase.

9.8 Hazardous Material Shelf-Life Management

a. Issue. The HMCC Staff will ensure all issued products are at a least condition code "A" (3 months product shelf life remaining). A warehouse person will clearly mark and report any items condition code A or below. This is to ensure we do not issue any items less than condition code A (see Appendix B, DOD 4140-27-M).

b. Extension. Shelf-Life extension will be accomplished IAW DA PAM 710-2-1. Section VIII, 12-25 and DOD 4140-27-M, Shelf-Life Management and guidance in steps (a)-(h) below. DOD 4140-27-M outlines the procedures to use the Quality Status List (QSL) Program for chemical products requiring test analysis for shelf –life extension.

(1) Prior to delivering HMCC products, identify product type (Type I-non-extendable or Type II-extendable). See Appendix A. DOD 4140-27-M for Type 1 and 2 shelf life dates. Type I products included both DOD and Non-DOD. Civilian market (local purchase) products will be marked with manufacture's expiration date.

(2) Type I shelf-life products will not be issued, extended or used after marked expiration date.

(3) Determine if Type II product can be extended using visual identification checks or if it must have a chemical test or analysis. Fort Riley does not perform any chemical shelf- life testing or analysis.

(4) Perform visual identification checks for all Federal Supply Classes with 8010, 8030, & 8040, Class III Greases (not used in aircraft operations), and office and janitorial supplies. Perform visual checks by ensuring container is functioning serviceably, product container is properly marked, contents can be accurately identified, contents (in open packages) are not completely separated un-mixable, contents not spoiled or rancid, and grease not lumpy, coagulated or milk. Ensure product performance is acceptable for its intended purpose.

(5) Identify visual check extended product shelf-life code (SLC) using FEDLOG. Determine the products shelf- life using Appendix A, DOD 4140-27-M. Extend the product's shelf- life expiration's period as identified in Appendix A, DOD 4140.27-M. The actual expiration date will be the last day of the final month in the extended period (i.e., if you perform visual checks on 15 May 00 and the product's SLC is 12 months (extend the product shelf- life to 31 May 01). Mark extended products using an adhesive label placed below or near the existing product identification label. The label will show present month and year as extended date (i.e., extended 05 00), the next test due date as a re-test date (i.e., retest 05 01), and the initials of person performing the check.

(6) Use Material Quality Control Storage Standards (MQCSS), and the Quality Status List (QSL) programs to determine shelf- life extension for all Type II products

requiring chemical testing analysis. **NOTE: You will need product NSN, Contract Number and Lot Batch Number to determine shelf- life extension using the QSL Program.**

(7) Upon identifying shelf- life extension using the QSL, mark the product shelf- life extension using an adhesive label. Mark the label with the tested month and year and next test due date as provided by the Material Quality Control Storage Standards (MQCSS) and the Quality Status List (QSL) Programs, and the initials of individual determining extension data. Place the label below or near the existing product identification.

(8) Request shelf- life extension information from POC in Annex 1 to Appendix 1, for all Type II products requiring Material Quality Control Storage Standards (MQCSS) and the Quality Status List (QSL) Programs update which are not identified or found. The POCs are listed by Federal Supply Class (FSC).

c. Inventory reporting. A warehouse person will report product shelf- life condition codes monthly to the Supply Tech of the EESOH-MIS for inventory update.

NOTE: GSA Adhesives and Silicones (FSC 8010, 8030 & 8040) will be extended for original shelf- life only once. All subsequent extensions will be for four from the original shelf- life. Extend adhesive with 24 months from the original shelf- life and for 12 months on the initial extension. All subsequent shelf- life extensions will be for six months.

d. Expiration Notification. EESOH-MIS team will as a courtesy, produce and send monthly to inducted units, expired and expiring shelf-life notification. Use the EESOH-MIS to generate the report. This report covers all items expired in the previous 30 days and any item due to expire within the next 30 days. Print by unit and forward with cover memorandum in Appendix 2 (print on Fort Riley letter head paper). Highlight on each EESOH-MIS printout page, unit site location, individual chemical item and expiration date.

9.9 Hazardous Material Product Inventory and EESOH-MIS Operations/Item Tracking

a. Induction Inventory. The intent of EESOH-MIS is to accurately account for and track items at each supported unit. The HMMP Inventory Team will count and record on inventory sheets all Hazmat found at units during induction inventories.

b. The HMMP Inventory Team will remove (and turn in to data entry clerk) all HSMS barcode labels found during previously non-inducted unit inventories. Items found during inventory having previously generated Fort Riley HSMS and EESOH-MIS tracking label serial numbers will be counted and inventoried as part of normal unit induction inventory. (Example: inventoried at Envision or HMMP then issued to a unit have already been inventoried so remove the labels and inventory these items).

c. The Data Entry Clerk will input inventory into EESOH-MIS, generate Barcode Labels, and provide them to the HMMP Inventory Team.

d. The HMMP Inventory Team will apply Barcode Labels to HAZMAT items at inducted units and send MSDS with each delivery.

9.10 Hazardous Material Deliveries

- a. A warehouse person will prepare materials for delivery to the unit and send a MSDS with each delivered material.
- b. Person accepting and signing for deliveries of Class III Packaged Products must be authorized on a DA Form 1687 Delegation of Signature Authorization and have a proper Assumption of Command on File.
- c. The driver will ensure only authorized persons accept and sign for Class III Packaged Products.

9.11 Hazardous Material Physical Security

- a. **Site Hours.** The LRC Bulk POL Contractor maintains an open site from 0730-1600. All customers will ensure they depart the area prior to 1600 or make prior coordination for safe site departure with the HMCC staff.
- b. **Vehicles.** The LRC Bulk POL yard is closed to privately owned vehicles (POVs). HMCC personnel and customers will park their POVs in lot provided outside the west gates of the perimeter fence line.
- c. **Visitors.** An HMCC member will escort all HMCC visitors throughout their visit.

10. Proponent:

This concludes the External Standard Operating Procedures (SOP) for Supply and Services Division. Any changes/updates to this SOP can be requested through Mrs. Deborah Gray, Chief Supply and Services Division, e-mail: deborah.s.gray2.civ@mail.mil or telephone at (785) 239-1909.

11. Current Version:

The current version of the Supply and Services Division External SOP is Version 9.0. All previous versions of this SOP are obsolete.

//ORIGINAL SIGNED//

LARRY GITHERMAN
Director, Logistics Readiness Center-Riley