

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 700-1

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Logistics
INSTALLATION SUPPLY SUPPORT

Issue of supplements to this regulation by subordinate commanders is prohibited unless prior written approval is obtained from Headquarters, U.S. Army Garrison, Fort Sam Houston.

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*This regulation supersedes FSH Reg 700-1, 14 Dec 87.

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CHAPTER 1

INTRODUCTION

Section I. General Provisions

1-1. PURPOSE. This regulation establishes installation supply policies and provides guidance to supported units and activities.

1-2. APPLICABILITY. These instructions apply to all units and activities receiving supply support from Headquarters, USAG, under provisions of AR 5-9.

1-3. REFERENCES. Required and related publications are listed in appendix A.

1-4 SUPPLY SUPPORT SCHEDULES

a. Normal hours of operation. Duty hours for elements/personnel of Supply Division are 0715 to 1600, Monday through Friday.

b. Special hours of operation. The operating hours of some activities have been adjusted to provide more effective support to customers. These are noted by activity in chapter 3, section II, of this regulation.

c. After duty hours (Emergency conditions only). Contact the headquarters staff duty officer (SDO) in bldg 300, telephone: (512) 221-2810/2429. The duty officer will contact the appropriate 'on-call' representative for follow-up action.

d. After-duty-hour receipt of high priority cargo. The term includes ammunition receipts. Applicable SDO instructions are summarized below.

(1) Standing instructions provide that cargo weighing less than 70 pounds will be delivered without advance notice. Otherwise, notice will be provided in advance, normally eight hours prior to arrival, but not less than four hours.

(2) Upon arrival of cargo, the SDO/SDNCO will sign required documentation to expeditiously release the delivering carrier.

(3) The SDO/SDNCO will then telephone Transportation Division personnel listed in current instructions.

(4) The person contacted will countersign all documents previously signed by the SDO/SDNCO and take possession of and make determination for disposition of the cargo.

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1-5. INVENTORY SCHEDULES. Supplies are scheduled to be inventoried by the supply support activity (SSA) on a selective basis as follows:

| | |
|------------------------------|----------------------------------|
| Ammunition | January, April, July and October |
| Weapons | April, July and October |
| All other items (Storage Br) | Cyclic (open for business) |

1-6. SUPPLY SUPPORT FUNCTIONAL SUBJECT AREAS AND CONTACTS. (See local telephone book for telephone numbers.) (DSN prefix 471.)

| <u>FUNCTIONS</u> | <u>BLDG</u> | <u>CONTACT</u> | <u>OFC SYMBOL</u> |
|--|--------------|--------------------------------------|------------------------------|
| Admin | 4197 | Admin Ofc | AFZG-DL-SD |
| Ammunition/ NICP Recon- ciliation | 4197 4197 | C, Sup Spt Br (SSB) C, SSB | AFZG-DL-SDSS AFZG-DL-SDSS |
| Catalog Info | 4197 | C, Cust Asst Br (CAB) | AFZG-DL-SDCA |
| Central Collection Agency for CBS-X, DODSASP and CCI | 4197 | C, SSB | AFZG-DL-SDSS |
| RXA | 2511 | C, Maint Div | AFZG-DL-M |
| Division Policy | 4197 | C, Supply Div | AFZG-DL-SD |
| Logistics Pub | 4197 | C, SSB | AFZG-DL-SDSS |
| Requisitions, Turn-ins, Excess | 4197 | C, Sup Mgt Br (SMB) | AFZG-DL-SDSM |
| Stock Con & Acct | 4197 | C, SMB | AFZG-DL-SDSM |
| Storage | 4197 | C, Storage Br | AFZG-DL-SDST |
| Systems & Proc | 4197 | DOL, Systems Anal Sup Sys Analyst | AFZG-DL-RMSY AFZG-DL-SDSA |
| Unit Liaison/Sup | 4197 | C, Supply Div | AFZG-DL-SD |
| USAR/ROTC Spt Mgt | 4197 | C, SMB | AFZG-DL-SDSM |

Section II. Supply Support Policies

1-7. SUPPLY MANAGEMENT DATA AUTHORIZED FOR ARMY USE. The Army authorizes the following documents for use in selecting items to be requisitioned and to determine source of supply. Several are produced by the Army Master Data File (AMDF) Retrieval Microform System (ARMS).

a. AMDF

(1) The AMDF has precedence over conflicting data published in other authorized Department of the Army (DA) publications, except Army items listed in SB-700-20. The AMDF is authorized for Army-use items (Defense Logistics Agency (DLA), General Services Administration (GSA) or other military services) and other items which the Army supports.

(2) The U.S. Army Catalog Data Agency (CDA) is the proponent agency for the AMDF and is responsible for interface of the AMDF with the Defense Integrated Data System (DIDS) and for the dissemination of logistical data changes.

(3) Army items listed in SB-700-20 are maintained in the AMDF.

b. Army Catalogs (C) - Identification List (IL). (microfiche)

c. ARMS Interchangeable and Substitute (I&S) Group File (microfiche)

d. ARMS Monthly BCE Program File. (microfiche)

e. Army Tailored Master Cross Reference List (C-RL-1A). (microfiche)

f. Consolidated Master Cross Reference List (MCRL) Parts 1 and 2 (microfiche)

g. End Item Application File. (microfiche)

h. Management Data List (MDL). (microfiche)

i. DA supply bulletins (700/708 Series). Microfiche covering manufacturer's name-to-code, and code-to-name, are frequently used to identify items on requests.

j. Technical manuals (20 Series). These may be used for selection of limited quantities of repair parts required at user level to ensure continued operation of equipment when the item is not listed in the AMDF. In this instance, an exception-type (AOE) request must be used.

k. Common tables of allowances (CTA)

1-8. PRICE GUIDANCE. Normally, the unit price listed in the AMDF prevails. However, some exceptions apply:

a. Interim price changes. These are established by the NICP pending correction of the AMDF. However, for budget and planning purposes, current AMDF can be used.

b. Local purchase items. These are items with Acquisition Advice Codes K, L, or Q. The actual cost of the purchase applies.

1-9. POLICY ON AUTHORIZED ITEMS

a. Source data.

(1) GSA catalogs, such as GSA Guide to Sources of Supply and Service, GSA Pricing Guide, and Federal Supply Schedule series, are authorized reference documents for selecting items to be requisitioned or for determining the source of supply for those items reflected as K or L in the Acquisition Advice Code (AAC) field in the AMDF.

(2) The choice of type, size, grade, color, etc., of items is restricted to the minimum variety required for adequate supply support

(3) Unauthorized data sources. Federal supply catalogs tailored for other military services are not authorized reference documents for Army requisitions or for determining source of supply.

b. Items of other military services. If the Army supply support activity has an assigned mission to support attached units of another military service, i.e., Air Force, Navy, or Marine Corps, and the AMDF does not provide the necessary supply data, catalogs of the other military services may be used.

c. Unauthorized nonexpendable items. Justifiable requirements for supplies or equipment not included in DA authorization documents will be submitted and processed as required by AR 310-49.

d. Authorized nonstandard nonstocked items. Requests for issue will be prepared, submitted and processed as prescribed in chapter 3 of this regulation.

e. Nonappropriated fund (NAF) activities. Withdrawal and return of Defense Reutilization and Marketing Office (DRMO) property by NAF activities supply actions will not be processed through the SSA accountable property officer. Local procedures are published in FSH Reg 755-2.

1-10. COMMERCIAL NONSTANDARD EQUIPMENT. *

a. Items with a unit cost between \$100 and \$15,000. Except for audiovisual equipment (see paragraph 1-12), requests are to be submitted to the command staff activity. For units/activities assigned to Headquarters, USAG Fort Sam Houston, the following applies:

(1) Request will be forwarded through Customer Assistance Branch, ATTN: AFZG-DL-SDCA, for editing.

(2) Request will be submitted to this headquarters, Directorate of Resource Management (DRM) Force Development Division, ATTN: AFZG-CM-FFD.

b. Base-level commercial equipment (BCE). These are local purchase end items with a unit cost of \$15,000 or more and end items requisitioned from DLA, GSA or another service. See BCE guidance in chapter 2 of this regulation.

c. Supply policies. Requests for issue of any commercial nonstandard item must have prior written approval of DA, Major Army Command (MACOM), or DRM (as applicable) before any request will be processed by Supply Division, DOL.

d. Accountability. Property book officers (PBO) will ensure that, once authorized and issued, commercial nonstandard items are properly recorded and promptly reported in accordance with AR 710-2. Post nonexpendable items to unit property books for accountability purposes.

1-11. ITEMS FOR TRADE-IN

a. Requirement. Prior to exchange of property or acquisition of a replacement where a trade-in is warranted, a determination certificate is required and will be maintained as a part of the procurement file. The certificate will be prepared, dated and signed by the PBO and will include:

(1) Description of item available for trade-in, to include make, model, serial number, and dimensional characteristics; e.g., carriage length on typewriters, etc.

(2) The anticipated saving to the Government as a result of the exchange

(3) That any trade-in allowance is to be applied to the cost of the new replacement item.

(4) That there is a specific authorized requirement for a replacement item.

(5) That the trade-in meets established replacement standards.

b. Request for issue of replacement item

(1) DD Form 1348-6, with Document Identifier Code (DIC) AOE in record positions (RP) 1-3, will be submitted when requested items require exception data. Detailed guidance on preparing a DD Form 1348-6 is outlined in DA Pam 710-2-1 and TM 38-L03-19.

(2) The following documents should be attached to the DD Form 1348-6:

(a) Extract of the equipment authorization document pertaining to the item involved.

Certificate of determination.

Suggested source of local procurement, if known.

(3) The issue request and supporting documents should be handcarried through the program director for fund certification and delivered to CAB, Supply Division.

c. Turn-In of unserviceable item for trade-in. In most cases the turn-in document must have a copy of DA Form 2407, completed by Maintenance Division (or Directorate of Information Management (DOIM) for ADP equipment), attached as evidence of technical inspection and unserviceability.

(1) Customers will keep the item until the vendor establishes or denies a trade allowance on the replacement item.

(2) CAB will advise customers on necessary follow-up action when vendor's decision is known.

(a) When proposed trade-in is acceptable:

1 Prepare turn-in document, DA Form 2765-1. Enter on the reverse side (first hard copy): "This property has been offered for trade-in."

2 Enter Return Advice Code in block 22.

3 Turn in the item being traded at least 5 days before the delivery date in block 10 of the purchase order.

(b) When proposed trade-in is not acceptable

1 Prepare turn-in procedures as established in chapter 4 of this regulation.

2 Enter in Block P of the DA Form 2765-1: "Trade-in not acceptable"

(3) Do not post the turn-in document to property book records until the above actions have been completed. After the SSA storage activity receipts for the unserviceable item, the accountable property officer (ACTPO) for Department of Defense Activity Address Code (DODAAC) W45NQP assumes accountability.

(4) The unit is responsible for ensuring that appropriate posting to the property book is made and that any required follow-up report, Continuing Balance System-Expanded (CBS-X) notification, etc., is accomplished.

1-12. ARMY-TRAINING AND AUDIOVISUAL SUPPORT. Local commanders are authorized to grant local purchase authority to training and audiovisual support centers (TASC) for parts and consumable supplies that do not exceed \$500 per line item in accordance with AR 108-2.

ARMY WARRANTY PROGRAM.

a. HQDA implementation

(1) User commands are required to establish a warranty control office (WARCO) in accordance with AR 700-139.

(2) The WARCO will act as the intermediary between the troops owning the equipment and the local dealer or manufacturer.

b. Local implementation. The installation WARCO is the Chief, Quality Assurance Branch, Maintenance Division, DOL, bldg 2509; telephone (512) 221-5841/5822.

1-14. HOTLINE FOR U.S. ARMY LOGISTICS EVALUATION AGENCY (USALEA). A 24-hour DSN hotline is available to answer inquiries on supply and maintenance policy guidance.

a. Dial DSN 977-6842 or commercial (717) 782-6842.

b. Furnish your name, rank, telephone number, unit address, pertinent regulation paragraph, and your questions.

c. USALEA will return your call promptly with an answer

POISON AND HAZARDOUS CHEMICALS EMERGENCY ASSISTANCE.

a. Materiel safety data sheets (MSDS) contain important information pertaining to the chemical consistency of a given compound as well as flashpoints, protective equipment, and procedures to be followed in the event of emergencies such as spills, explosions or direct exposure of the compound to employees.

(1) Contractors are required to furnish MSDS when hazardous material is sold to the Government.

(2) Personnel working with or around hazardous products should be familiar with MSDS. They should have easy access to the MSDS in the event of an emergency.

b. Additional emergency assistance is available from the following:

(1) Fort Sam Houston:

(a) Environmental & Energy Mgt Division: 221-4930/1843/5008

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(b) Fire Prevention and Protection Division: 221-2727/1804

(c) BAMC Preventive Medicine (Poison Related Injuries): 221-6400.

(2) CHEMTREC (A division of the Chemical Manufacturer's Association maintains data on numerous chemicals; their hazards, origins, and how to best clean up spills.) Toll free telephone number: 1-800-424-9300.

1-16. PROMPT PAYMENT ACT

a. Required (due) date. This is the payment date specified in the contract, or 30 days after receipt of a proper invoice if a date is not specified in the contract, with a 15-day grace period.

b. Interest penalty. When payment for property or services is not made by a required date, an interest penalty will accrue and will be due to the business concern.

(1) Interest penalties will accrue beginning on the date payment is due and will continue until the date payment is made, if the payment is not made within the grace period.

(2) Any amount of interest penalty which remains unpaid at the end of a 30-day period will be added to the principal amount of the debt. Thereafter, interest penalties will accrue on the new principal amount.

c. Funding of interest penalties

(1) Activities responsible for the late payment will be charged the late payment interest penalties.

(2) Activities are cautioned that some contracts have special payment terms. The activity must become familiar with payment terms and provide receiving reports promptly to SMB, ATTN: AFZG-DL-SDSM, Fort Sam Houston, TX 78234-5000. SMB will forward one copy of each receiving report by daily transmittal to Commercial Accounts, Finance and Accounting Division.

d. Exception to interest penalties.

(1) The Prompt Payment Act will not require interest penalties on late payments which result from disputes between the agency and a business concern over the amount of payment or other allegations concerning contract compliance.

(2) Interest penalties will not continue to accrue for more than one year.

e. Defective/improper invoice. A federal agency will have 15 days after receipt of an invoice to notify the business concern of any defect or

impropriety in the invoice. If a defective or improper invoice is not returned to the vendor within 15 days, interest charges will continue until it is returned.

f. Discount. If a business concern offers an agency a discount from the amount due when payment is made within a specified time, the following applies:

(1) The agency may pay the discounted sum only if payment is made within the specified time.

(2) If a payment office erroneously takes a discount, the sum of the discount plus an interest penalty will be due to the business concern.

1-17. USER QUESTIONS ON PROCEDURES

a. AR 710-2

(1) Refer policy questions by telephone: DSN 477-6842 or commercial (717) 782-6842.

(2) Send written correspondence to Commander, United States Army Logistics Evaluation Agency (USALEA), ATTN: DALO-LER, New Cumberland Army Depot, New Cumberland, PA 17070.

b. DA Pam 710-2-1 and DA Pam 710-2-2.

(1) For answers to procedural questions: Telephone DSN 687-3043 or commercial (804) 734-3043.

(2) Send written correspondence to Commandant, United States Army Quartermaster School (USAQMS), ATTN: ATSM-CDM, Fort Lee, VA 23801.

1-18. QUALITY DEFICIENCY REPORTS (QDR)

a. A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose will be reported in accordance with AR 702-7. Included are deficiencies in design, specification, materiel, manufacturing, and workmanship.

b. The form for submitting QDRs is Standard Form 368. It should be filled in as completely as possible and submitted to the applicable command or agency.

1-19. ANNUAL RESPONSIBLE OFFICER INVENTORY. The full support of all levels of command is required in order to execute Army policy concerning property responsibility, accountability, and the conduct of inventories. Commanders must ensure that:

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a. A 100 percent inventory of property on hand receipt listings is conducted annually.

b. Property book officers conduct a 100 percent inventory of all property listed as on hand in the property book. A cyclic inventory may be used in lieu of the annual inventory.

c. The responsible officer and property book officer adjust hand receipts semiannually or sooner if warranted.

d. The personnel responsible for property understand that responsible officers are directly responsible for the care, use, and safeguarding of property specifically entrusted to their custody. Further, that each time a responsible officer signs a hand receipt, he/she is attesting that all listed property has been inventoried and accounted for. The subhand-receipting of property by the responsible officer (primary hand receipt holder) does not transfer direct responsibility or relieve the responsible officer of his/her duties as the primary hand receipt holder.

1-20. SHELF LIFE CODES (SLC) FOR PETROLEUM AND CHEMICAL ITEMS.

a. Regulations require that packaged petroleum products be inspected at the frequencies established by Shelf Life Codes.

b. Installation level procedures. Reference states that installation procedures should prescribe the stockage level for customers, to include:

(1) A requirement that products are to be used on a first-in first-out basis.

(2) Personnel should inspect products for satisfactory shelf life upon receipt and periodically thereafter to assure that outdated products are not issued for use.

(3) When expired products are found in storage that require testing, personnel should report the situation to SMB petroleum item manager. Report will include NSN, SLC, container size, lot/batch number, contract number, quantity and dollar value (unit and total).

(4) The SMB petroleum item manager should have a current copy of the Quality Status Listing (QSL). Copies are available from Commander, Defense General Supply Center (DGSC), ATTN: DGSC-SQB, Richmond, VA 23297. Telephone: commercial (804) 275-4597/3009; DSN 695-4597/3009.

(5) If items are not found in the QSL, notify Commander, U.S. Army General Materiel and Petroleum Activity (USAGMPA), ATTN: STRGP-FT, New Cumberland Army Depot, New Cumberland, PA 17070-5008, for sampling/testing and disposal instructions. Telephone: (717) 782-6053/6445; DSN 977-6053/6445.

(6) Users of products listed in Supply Catalogs C-6800-ML and C-9100-ML are advised that the term 'shelf life' means the period of time which may be permitted to elapse between cyclic test periods. Most products may be used long after the shelf life has expired. Under no circumstances should disposal of POL products be based entirely upon the shelf life indicated in supply catalogs.

c. Shelf Life Codes and their meanings and application are explained in AR 708-1

CHAPTER 2

SUPPLY MANAGEMENT FOR USING UNITS

Section I. Property Book Accounting

2-1. DOCUMENT REGISTER FOR SUPPLY ACTIONS. Document registers for customers supported by Headquarters, USAG, shall be kept by fiscal year

2-2. APPOINTMENT ORDERS. The distribution of supply related appointment orders to appropriate agencies is a command responsibility. For units and activities supported by this headquarters, distribution will include:

a. Two copies to ACTPO W45NQP, bldg 4197, Fort Sam Houston, TX 78234-5000.

b. Units assigned to this headquarters will add this distribution:

One copy to AFZG-PA-AGPM (for military)

One copy to AFZG-CP (for civilian personnel only)

2-3. NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES

a. Only those personnel authorized by DA Form 1687 will be allowed to receipt for supplies from SSA. It is the unit commander's responsibility that the authorization form be kept updated and current.

(1) Many units fail to include signed initials with signatures of authorized representatives. Initials are often required when the authorized representative must make 'on-the-spot' corrections to supply documents at the SSA. The responsible individual should include initials in the signature block to signify verification of entries.

(2) Omission of vital entries may be cause for nonacceptance by the SSA and for return of the form for correction and resubmission by the responsible individual.

b. Types of supplies/services. Unit retains one copy of each completed DA Form 1687.

(1) Separate DA Forms 1687 must be submitted for each type of logistics support authorized and required.

(2) For units and activities supported by Supply Division, DOL, distribution of DA Form 1687 is as follows:

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| RECEIPT AUTHORITY FOR: | COPIES | BRING/SEND TO |
|------------------------|--------|-----------------------|
| General Supplies | 1 | Storage Br, bldg 4189 |
| Ammunition | 2 | SSB, bldg 4197 |
| Weapons | 1 | Storage Br, bldg 4189 |
| Fuel Credit Cards | 1 | Admin Ofc, bldg 4197 |
| ROTC Support | 1 | SMB, bldg 4197 |

2-4. PROPERTY BOOK ADJUSTMENTS. Policies are published in AR 710-2 and DA Pam 710-2-1. Use DA Form 4949 as applicable.

Section II. Authentication of High Priority Supply Requests

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

a. This system establishes maximum requisition processing and materiel movement time standards. Invalid use of high priorities needlessly makes use of immediate processing, priority procurement, and rapid transportation, limiting capability to respond to valid high priority requirements.

(1) Urgency of need designator (UND). The requisitioning activity determines UND and shows the need of materiel requisitioned to accomplish its assigned mission.

(2) Force/activity designator (FAD). The FAD is a Roman numeral (I thru V) which shows the mission essentiality of a unit/activity to meet national objectives.

(3) Priority designator (PD). PDs are determined by combining UND and FAD. Charts for selecting the proper PD are provided in DA Pam 710-2-1 and TM 38-L03-19 (appendix A).

b. Controls must be applied to assure that assigned PD correspond with UND and with the date materiel is required.

WHO MAY AUTHENTICATE HIGH PRIORITY RECORDS AND REQUESTS.

a. Clarification. Table 2-1 identifies position assignments of persons who must individually and personally authenticate the assignment of priorities 01-08 placing their initials in column H of DA Form 2064 in accordance with DA Pam 710-2-1.

b. Exceptions. The only authorized exceptions are stated in the notes in table 2-1. When designations are made under provisions of notes lc and d of the table, the name, grade and position of appointees will be furnished this headquarters, ATTN: AFZG-DL, with information copy to ACTPO, W45NQP, Bldg 4197.

PRIORITIES PERPETUATED FROM MAINTENANCE REQUESTS

a. Commanders/directors of maintenance support activities are not required to authenticate high priorities being perpetuated from DA Form 2402, DA Form 2407 or DA Form 2765-1. The maintenance forms must have been properly authenticated by a unit or activity commander or the acting commander. The job order number and applicable unit should be entered in block P of DA Form 2765-series for final edit purposes.

b. Commanders/activity directors must ensure that the same rigid criteria is applied in the assignment of PD to maintenance documents as required for supply documents. A great many maintenance requests result in requests for repair parts and materiel which are placed upon the wholesale supply system.

c. Maintenance support activities will audit PD on maintenance requests and challenge all those not in accordance with AR 725-50 and/or DA Pam 738-750.

IMPACT ON PRIORITY DESIGNATORS WHEN FORCE/ACTIVITY DESIGNATORS CHANGE

a. Changes to the Army Master Priority List (DAMPL) and the FAD raise or lower the relative importance of a unit performing a mission, and this influences the priority system. FAD changes occur more frequently in USAR units.

(1) A commander should not indiscriminately upgrade all open supply requests to the highest PD authorized for the new FAD. Each request must be objectively evaluated. Only then can appropriate action be taken to upgrade or downgrade the PD, by submission of a DIC AM_ request modifier. Last position of DIC is the same as original request document.

(2) Receipt of a revised FAD does mandate use of the priority authorized by the new FAD on new supply requests.

(3) A FAD change alone should never be used as a sole basis for cancellation of valid due-ins. Commanders are responsible for continuous review to determine need for quantities due in.

b. All supply personnel involved with initiating requests for issue must be familiar with the total priority system.

INSTALLATION CONTROLS

a. Commanders. AR 725-50 requires the installation commander to ensure the proper application of PD 01-08 to requisitions before their release to the supply source. Key personnel will be designated on written orders to assist in the performance of this function.

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b. Designees. These personnel will perform a close 'before the fact' audit of all requests bearing PD 01-08. All requests for issue not meeting criteria stated in DA Pam 710-2-1 and AR 725-50 will be challenged.

(1) Challenge will be resolved verbally to expedite placing true high priority requisitions on the supply system.

(2) Where this informal method of resolution is not possible request will be returned to the initiator for corrective action.

(3) Designees will report unresolved cases or continual misuse of the PD system by unit/activity for appropriate command action.

2-10. MISCELLANEOUS PRIORITY PROCEDURES.

a. Use of FAD of owning units by other supply/maintenance support activities. Supply/maintenance support activities are authorized to use the FAD of the unit that owns the equipment being repaired in developing the PD to enter upon supply requests. Where such cases result in PD 01-08 being assigned, identifying data should be entered in block P on the DA Form 2765-series.

b. Routine stockage replenishment. PD 13 is used for routine replenishment in Class I Installation Account, Maintenance Division shop stocks, and stocks of area maintenance support activities (AMSA).

c. Forwarding of high priority requests.

(1) On-post units/activities. High priority requests for issue must be handcarried through program/funding activity to Supply Division on the same Julian date as the organization document number appearing on the DA Form 2765-series.

(2) Off-post units/activities. Transmittal of PD 03 requests will use the fastest means available. If requested by telephone, documentation must be mailed within 24 hours. All other high priority requests can be mailed or handcarried.

d. Upgrade of priority on previously submitted request. Detailed customer procedures are published in DA Pam 710-2-1 and TM 38-L03-19. The DIC must be circled in red.

Section III. Special Management Instructions

2-11. BASE-LEVEL COMMERCIAL EQUIPMENT (BCE) PROGRAM. Authorization policy, program/budgeting procedures and microfiche listings are published monthly in the AMDF.

2-12. CLEARANCE PROCEDURES (USAR ANNUAL TRAINING).

a. Basic procedures. See the FSH publication 'Reserve Component Training Support Guide.' Correspondence concerning the guide will be addressed to: Commander, USAG FSH, ATTN: AFZG-RC, Fort Sam Houston, TX 78234-5000.

b. Positive clearance of ammunition issues. AR 710-2 requires turn-in of unexpended training ammunition, used packaging materials and expended casings to the ammunition SSA. This must be accomplished no later than five days after completion of firing AND prior to departure of the USAR unit concerned. See FSH Reg 700-4 for details.

c. USAR/ARNG annual training clearance record (FSH Form 142).

(1) If ammunition was issued, clearance must be accomplished in person. The ACTPO is located in bldg 4197.

(2) When training ammunition is not drawn during AT, the unit commander will initial the appropriate block on the clearance form.

DUE-OUT RECONCILIATION.

a. Reconciliation is essential for comparison of unfilled requests in the unit's suspense file against the requests in the SSA due-out records. Details are published in FSH Reg 725-1.

b. The services of SSB, bldg 4197, are available whenever unit supply personnel have problems.

2-14. PRIVATELY OWNED PERSONAL PROPERTY. Procedures for recovery and disposal of lost, abandoned, or unclaimed privately owned personal property are published in FSH Reg 755-2.

RENTED OR LEASED PROPERTY.

a. Accounting for temporary assets.

(1) Temporary assets are items obtained to satisfy noncontinuing requirements; e.g., by loan, rental or lease.

(2) Property book accounting is specified in AR 710-2, DA Pam 710-2-1 and TM 38-L03-19. Temporary assets are not entered in the property book. The PBO keeps a temporary file including copies of all documents of authorization and all documents that relate to the transaction.

b. Continuing requirements for rental or leased items are carried on the property book as specified in AR 710-2.

2-16 RECOVERABLE ITEM CONTROL.

a Recoverable item control transaction (ZSR).

(1) When the request for issue has Demand Code R (recurring), a DIC ZSR transaction will be computer generated for each recoverable item issued when a confirmed issue or customer receipt has processed.

(2) SAILS generates two ZSR listings. One listing is separated by customer DODAAC and forwarded to the unit with memorandum, subject: SAILS Output-DIC ZSR (Recoverable Items Control Transactions). The remaining listing is filed by SMB in suspense.

b. Suspense dates for ZSR listings

(1) The memorandum with the ZSR listing will carry a suspense date of 15 calendar days following the date in record positions (RP) 70-73 of the ZSR transaction. If the 15th day falls on a non-workday, the next scheduled workday will be used as the established suspense date.

(2) If the annotated ZSR listing has not been returned within the 15-day suspense period, SMB will telephone the customer to determine the reason for nonreceipt.

(3) SMB will send a second memorandum marked 'Follow-Up' to the customer if appropriate action has not been accomplished within the five-day period after telephone conversation. Suspense date on the memorandum will be for an additional days.

(4) All delays by customers in returning ZSR listings will be referred to the SSA accountable property officer for appropriate command action.

c Replies to ZSR listings

(1) Annotate the turn-in document number of the like unserviceable item on the DIC ZSR transaction and return to SMB.

(2) If a DIC ZSR transaction is received with a negative quantity, it indicates a receipt reversal has processed and there is no requirement to return an unserviceable item. When a valid receipt is processed, another ZSR transaction will be generated.

2-17. SETS, KITS, AND OUTFITS (SKO)

a. SKOs are a packaged group of different components or common items used to perform a maintenance function on more than one end item or to accomplish a specific mission. Examples: medical equipment set emergency treatment, kit fire fighting, maintenance kit electronic equipment.

b Responsibilities are as follows:

(1) Unit commanders will personally supervise the establishment of internal controls to minimize the loss of nonexpendable and durable components of SKO, preferably by establishment of a written unit handtool SOP.

(2) Property book officers (PBO) will use component hand receipt procedures to issue and assign responsibility to the using individual. When preprinted component hand receipts are available, their use is mandatory.

(3) Hand receipt holders (includes sub-hand receipt holders and actual users) are responsible at all time for the control, security, maintenance and accountability of tools entrusted to their care.

c. Lost, damaged or destroyed handtools will be replaced under provisions of AR 735-5. See FSH Pam 710-1 for procedures on Replacement Purchase of Handtools by individuals.

2-18. SHIPPING-TYPE (ITEM) DISCREPANCIES. Units/activities obtaining supply support from Headquarters, USAG, direct support units, and storage activities which receive a discrepant shipment or issue of supplies must report discrepancies on Standard Form 364 in accordance with AR 735-11-2. Detailed guidance is published in FSH Reg 700-11.

Section IV. Asset Reporting

2-19. DOD SMALL ARMS SERIALIZATION PROGRAM (DODSASP).

a. Purpose. DODSASP is designed to provide law enforcement investigative agencies with a single source for determining DOD ownership of small arms or the last responsible activity having a specific serial numbered weapon.

b. Basic Army directive. Department of the Army (DA) standard procedures for reporting small arms serial numbered data under DODSASP are published in AR 710-3.

c. Continuing Balance System-Expanded (CBS-X). DODSASP data must also be reported under CBS-X (RCS CSGLD 1841 R3) procedures.

d. Transaction Reporting

(1) Requirement. All units, organizations, and activities reporting to Headquarters, USAG will use FSH Form 2080 to submit required DODSASP reports to the Installation Central Registry (ICR).

(2) Continuing DODSASP reporting. Customers will report initial registration and update status of small arms on property records. Mailing address for local DODSASP reports:

FSH Reg 700-1

Supply Division, DOL
ATTN: AFZG-DL-SDSS
Fort Sam Houston, TX 78234-5000

e. Typical DODSASP Items. Table 2-2 is a listing of commonly used small arms reported to DODSASP.

(1) Listing format. Items are listed alphabetically by description with controlling line number (LIN) and the NSN.

(2) For items not shown. Refer to SB 700-20 (current microfiche).

Receipt of small arms by direct shipment.

(1) Shipment with DODSASP report punched cards. Two sets of punched cards (format similar to FSH Form 2080) should be received with each shipment from the depot. Customers will process the cards as indicated below.

(a) Verification of serial numbers (SN). Use one set of the cards to verify the weapon SN by comparing the number on each weapon to the number listed in the SN field of the punched card (cc 57-67). Incorrect data will be changed by drawing a line through the incorrect data and writing the correct data on the punched card.

(b) Submission of DODSASP report. Serial number data will be provided to the SASSO within 5 days of the supply transaction. Mailing address is shown in paragraph 2-19d(2) above. Shipment will include one set of verified punched cards supported by the original copy of DD Form 1348-1 and one copy of completed FSH Form 2080. The first line entry on FSH Form 2080 will have all data columns completed; additional line entries will have only the serial number column filled in.

(c) Unit property records. One copy of the punched cards, the DD Form 1348-1, and the FSH Form 2080 should be retained by the reporting units as supporting documents to property book entries.

(2) Shipment received without punched cards. Whenever punched cards are not received with the weapon's shipment, FSH Form 2080 must be prepared by the unit receiving the shipment.

(a) Verification of serial number. It is recommended that a second person recheck the numbers listed on the FSH Form 2080 against those on the weapons.

(b) Submission of DODSASP report. Mailing address is shown in paragraph 2-19d(2) above. Shipment will include the completed FSH Form 2080 and the original copy of DD Form 1348-1. When applicable, a statement

should be added to FSH Form 2080 as follows: SERIAL NUMBERS HAVE BEEN VERIFIED BY A SECOND PERSON.

g Correction to property books/DODSASP reports

(1 Correction of NSN

(a) Whenever DA publishes changes to an NSN, prepare DA Form 4949 as prescribed in DA Pam 710-2-1.

(b) Whenever an NSN error is discovered in the property records, make corrections to the DA Form 3328 as prescribed in DA Pam 710-2-1.

(c) For DODSASP accounting, prepare FSH Form 2080 with Transaction Code K. Post two entries, identifying after each NSN whether to add or delete.

(2 Correction to weapon serial numbers

(a) When a mistake is found in the DA Form 3328-1, make corrections to the record as prescribed in DA Pam 710-2-1.

(b) For DODSASP accounting, prepare FSH Form 2080 with Transaction Code K. Post two entries, identifying after serial number whether to add or delete.

(3) Accounting for lost, damaged, or destroyed small arms

(a) AR 735-5 states that a report of survey or an AR 15-6 investigation will be prepared for items recorded on property books when a sensitive item is lost or destroyed. A report of survey or AR 15-6 investigation is not mandatory for damaged sensitive items. See AR 190-11 requirement for mandatory AR 15-6 investigation. The ARNG will refer to NGR 190-11.

(b) After all investigative requirements, including report of survey, have been initiated, the property book officer (PBO) must prepare and submit one copy of FSH Form 2080 using Transaction Code L (Inventory Adjustment-Loss). Complete form will be handcarried or mailed first class to address in paragraph 2-19d(2) above.

h. Lateral transfer of small arms

(1) See chapter 4, section 4, for detailed transfer procedures.

(2) The losing PBO will forward by first class mail or handcarry one copy of the following transfer documents to the addressee listed in paragraph 2-19d(2) above.

(a) The transfer directive (if applicable).

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(b) Completed DA Form 3161. This will be a copy of the form received from the gaining PBO indicating receipt/acceptance of the transferred small arms.

(c) Completed FSH Form 2080. This DODSASP transaction form is prepared by the losing PBO and is attached to the completed DA Form 3161.

(3) For lateral transfers between installations, SMB will forward the unit turn-in document to the SASSO and CBS-X clerk for reporting.

i. Small arms museum pieces

(1) Regulatory requirements

(a) Historical/museum properties, including small arms, must be registered under provisions of AR 870-5 and AR 870-20.

(b) A DA Form 2609 will be completed for each historical property as prescribed in AR 870-20. These completed cards constitute the prime record of all historical properties. The cards serve as both the museum catalog and the property record required by AR 735-5.

(2) Initial DODSASP registration. Army museums located within the geographical support area of Fort Sam Houston are responsible for initial DODSASP reporting/registration. One copy of DA Form 2609 which catalogs small arms will be provided to the Installation Central Registry. This includes weapons which are on loan to the museum.

(a) Upon receipt of the DA Form 2609, the SASSO will make a copy for local files. The form will then be forwarded to Commander, U.S. Army Armament Munitions and Chemical Command, ATTN: AMSMC-MMD-LW, Rock Island, IL 61229-6000.

(b) For museum weapons without NSN or serial numbers, the Installation Central Registry will report the item to the DA Central Registry (DACR) in writing as prescribed in AR 710-3.

(3) DODSASP transaction reporting.

(a) Army museums are responsible for notification of the Installation Central Registry, in writing, whenever a change occurs in the status of cataloged small arms; e.g., loaned weapon is returned to owner, weapon is loaned or transferred to another museum, or weapon is turned in to Army supply sources or Defense Reutilization and Marketing.

(b) The SASSO is responsible for reporting change in status of museum small arms to the DACR.

2-20. CONTINUING BALANCE SYSTEM-EXPANDED (CBS-X) REPORTING

a. Purpose. The CBS-X is the field reporting component of the Total Army Equipment Distribution Plan (TAEDP). It requires that all transactions for Reportable Item Control Code (RICC) '2' be reported. CBS-X reporting provides the Army with a single equipment accounting system for major items and selected secondary and stock fund equipment. It provides an Army-wide data base used for procurement, distribution/redistribution, and cross-leveling actions.

b. Responsibilities. Activity property book officers will:

(1) Submit the following applicable supply transactions to the installation Central Collection Activity (CCA) NLT 5 days after completion as specified in AR 710-2 and DA Pam 710-2-1. (Authorized substitute items as specified in SB 700-20, will be reported to the CCA in the same way as the primary item.)

(a) DA Form 2765-1 (Request for Issue or Turn-in). When used for item found on post, the following additional data is required:

- 1 Put UIC in block 'B.'
- 2 Put DODAAC in block 'A'
- 3 Put RICC in block 'O.'
- 4 Put LIN in block 'P'

(b) DA Form 3161 (Lateral Transfer/Beginning Inventory). See chapter 4, section 4, for detailed transfer procedures.

DA Form 4697 (Department of the Army Report of Survey).

DA Form 4708 (Quantity Change for Substitute in Property Book).

DA Form 4949 (Administrative Adjustment Report).

(f) DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed).

DA Form 444 (Inventory Adjustment Report).

(2) Submit beginning inventory form (DA Form 3161) to supporting CCA semiannually for every reportable Common Table of Allowance (CTA) on hand.

(3) Reconcile CBS-X equipment balances annually against the accountable record and provide back-up documentation for any discrepancies.

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(4) Post property books with current SB 700-20 additions, changes and deletions

(5) Verify that correct quantities and NSNs are posted to CBS-X data base.

(6) Mail all transactions to the address listed in paragraph 2-19d(2)

2-21 CONTROLLED CRYPTOGRAPHIC ITEMS SERIALIZATION PROGRAM (CCISP).

a. Purpose. The CCISP is designed to provide the National Security Agency (NSA) and investigative agencies the identification of the Army activity having a specific serial-numbered controlled cryptographic item (CCI).

b. Responsibilities

(1) Submit the following applicable supply transactions to the installation Central Collection Activity (CCA) NLT 5 days after completion, as specified in AR 710-2 and DA Pam 710-2-1.

(a) DA Form 2765-1 (Request for Issue or Turn-in)

(b) DA Form 3161 (Lateral Transfer/Beginning Inventory). See chapter 4, section 4, for detailed transfer procedures.

(c) DA Form 4697 (Department of the Army Report of Survey).

(d) DA Form 4949 (Administrative Adjustment Report).

(e) DA Form 444 (Inventory Adjustment Report)

(2) Submit beginning inventory form (DA Form 3161) to supporting CCA semiannually for every CCI on hand.

(3) Reconcile CCI on-hand balances annually against the accountable record, research any discrepancies and assure reconciliation adjustments are posted to CCISP.

(4) Post property books with applicable changes.

(5) Mail all transactions to the address listed in paragraph 2-19d(2).

c. Continuing Balance System-Expanded (CBS-X). CCI data must also be reported under CBS-X (RCS CSGLD 1841 R3) procedures.

2-22 RADIATION TESTING AND TRACKING SYSTEM (RATTS)

a. Purpose. RATTS provides the Army with a tracking system of all chemical detector cells maintaining visibility by serial number and wipe test of all cells within the active Army, USAR, ARNG, and other DOD components.

b. Responsibilities. The steps outlined in paragraph 2-21(b) above are to be used for RATTS reporting.

Table 2-1

PERSONNEL WHO MAY AUTHENTICATE HIGH PRIORITY REQUESTS

| <u>ACTIVITY</u> | <u>PRIMARY AUTHORITY</u> | <u>ALTERNATE AUTHORITY</u> | <u>REMARKS</u> |
|--|---|-----------------------------|------------------------|
| Active Army TOE/TDS Co, Btry, Det, and higher headquarters | Commander | Acting Commander | Notes 1, 8 |
| HQ, FSH Staff Elements | DOL | Deputy DOL | Notes 1, 2 and 8 |
| USAR TOE/TDA Co, Btry, Det, and higher headquarters | Commander | Acting Commander | Notes 1, 3 and 8 |
| USAR Centers | Officer in Charge | Acting Officer in Charge | Notes 1, 3, 4 and 8 |
| Area Mainte- nance Activities | Shop Foreman | Acting Shop Foreman | Notes 1, 5, and 8 |
| ROTC Senior Divisions | Professor of Military Science (PMS) | Acting PMS | Notes 1, 6 and 8 |
| ROTC Junior Divisions | Senior Army Instructor (SAI)/ Director of Army Instruction (DAI) | Acting SAI/DAI | Notes 1 7 and 8 |

N O T E S

NUMBER EXPLANATION

FORSKOM POLICY

a. Commanders or acting commanders of TOE/TDA units and organizations. Except as indicated below, these terms are limited to company, battery, separate detachment or higher commanders.

b. Included in the command category are chiefs of TDA activities.

(1) An activity is defined as a group of associated functions performed at an installation for the purpose of accomplishing a specific mission.

(2) Equivalent grade DA civilian refers to GS-07 and higher grades, or equivalent WG grade, when such person is the chief of a TDA activity whose mission requires submission of supply requests into the system.

(3) When the chief of a TDA activity is not present to authenticate high priority requests, his deputy or principal assistant may perform this task in an acting capacity. NOTE: Acting alternates must indicate this temporary status in their signature block; i.e., Acting Commander, Acting Chief.

(4) Installation commanders will designate in writing the chief of TDA activities to whom authority is extended to authenticate high priority requests.

c. Where the commander is grade O6 or higher, the DOL (or equivalent) may be designated in writing to authenticate high priority requests.

d. Hospital or medical activity commanders may authorize the senior medical logistics officer to authenticate high priority requests.

2 Should the occasion arise when both the DOL and his deputy are absent, and the urgency of the situation so dictates, high priority requests will be presented to the deputy commander, USAG, FSH, for approval and authentication.

USAR unit commanders receive administrative function pay for extracurricular activities. The authentication of high priority requests between training assemblies is considered to be in this category.

a. Permanent civilian personnel will not authenticate unless they are dual status technicians occupying command positions in the unit involved.

b. When civilians are qualified, and they do authenticate their military titles must be shown in signature blocks.

4 The officer in charge of a USAR Center refers to the USAR

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commander with majority/primary interest in units assigned to the center.

- 5 Shop foremen of AMSA need not authenticate high priority requests when the priorities are being perpetuated from DA Form 2402, 2407, or 2765-1 which has been properly authenticated by a unit/activity commander.
- 6 In rare circumstances when there is only one commissioned PMS assigned and he is absent for more than a day, the senior NCO may authenticate as acting PMS if the urgency of the requirement dictates.
- 7 When the SAI/DAI is absent and valid high priority requirements arise, the assistant SAI/DAI, senior NCO or civilian military property custodian may authenticate as acting SAI/DAI.
- 8 All personnel who will be in a position of authenticating high priority supply requests must become familiar with the priority system.

Table 2-2

TYPICAL DODSASP REPORTABLE ITEMS

| DESCRIPTION | LINE ITEM NO. (LIN) | NATIONAL STOCK NUMBER (NSN) |
|---|------------------------|--------------------------------|
| ARMAMENT SUBSYSTEM HELICOPTER 7.62MM M23 | A90118 | 1005-00-907-0720 |
| GUN SUBCALIBER CAL 7.62MM M149A1 | J97983 | 1005-00-702-8159 |
| LAUNCHER GRENADE 40MM M79 | L44575 | 1010-00-691-1382 |
| LAUNCHER GRENADE 40MM RIFLE MOUNTED M203 | L44595 | 1010-00-179-6447 |
| MACHINE GUN CALIBER .50 GROUND AND VEHICLE M2 | L91975 | 1005-00-322-9715 |
| MACHINE GUN 7.62MM AIRCRAFT MOUNTED M60-D | L92260 | 1005-00-909-3002 |
| MACHINE GUN 7.62M LIGHT FLEXIBLE M60 | L92386 | 1005-00-605-7710 |
| PISTOL CALIBER .22 AUTOMATIC: COMMERCIAL MATCH PISTOL 22 S-W MDL 46 | N96193 | 1005-00-831-1267 |
| PISTOL CALIBER .38 SPL AUTOMATIC: NAIL MATCH GRADE PISTOL .38 COLT NATL MAT | N96670 | 1005-00-859-0458 |
| PISTOL .38 SW MODEL 52 | ----- | 1005-00-971-5039 |
| PISTOL CALIBER .45 AUTOMATIC PISTOL .45 M1911 W/O EQ | N96741 | 1005-00-575-0004 |
| PISTOL .45 M1911A1 W/OE | ----- | 1005-00-726-5655 |
| PISTOL CALIBER .45 AUTOMATIC: NATL MATCH GRADE PISTOL .45 COLT NATL MATCH | N96878 | 1005-00-591-8046 |
| PISTOL .45 M1911A1 NATL MATCH | ----- | 1005-00-994-9512 |
| PISTOL PYROTECHNIC AN-M8 W/MOUNT M1 | N97015 | 1095-00-726-5820 |
| REVOLVER CALIBER .38: 2' BARREL REVOLVER .38 OP COLT | R91107 | 1005-00-726-5666 |
| REVOLVER .38 COLT DET 2' BARREL | ----- | 1005-00-726-5786 |

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| | | |
|---|--------|------------------|
| REVOLVER CAL .38 S/W MODEL 10 | | 1005-00-937-5840 |
| REVOLVER CALIBER .38 SPECIAL 4' BARREL | | |
| REVOLVER SW MODEL 10 SQ BUTT | R91244 | 1005-00-214-0934 |
| REVOLVER COLT POLICE POSITIVE | ----- | 1005-00-716-2938 |
| REVOLVER OP COLT | ----- | 1005-00-726-5687 |
| REVOLVER SW MODEL 10 RD BUTT | ----- | 1005-00-937-5839 |
| RIFLE CALIBER .22 COMMERCIAL MATCH GRADE | | |
| RIFLE WINCHESTER 52 M12 | R94703 | 1005-00-317-2472 |
| RIFLE CAL | ----- | 1005-01-108-4973 |
| RIFLE CALIBER .22 TRAINING GRADE | | |
| RIFLE MOSSBERG M144US | R94703 | 1005-00-183-5957 |
| RIFLE DUMMY DRILL CALIBER .30 | | |
| RIFLE DUMMY DRILL | R44655 | 1005-01-081-1400 |
| RIFLE M1 DUMMY DRILL | ----- | 1005-01-113-3767 |
| RIFLE 5.56 M16A1 | R94977 | 1005-00-073-9421 |
| RIFLE 7.62MM M14 | R95114 | 1005-00-589-1271 |
| RIFLE 7.62MM AUTOMATIC M14A1 | R95251 | 1005-00-072-5011 |
| RIFLE 7.62MM NATL MATCH GRADE M14 | R95388 | 1005-00-678-9828 |
| RIFLE CALIBER .30 M1 | R95525 | 1005-00-674-1425 |
| RIFLE RECOILLESS 90MM M67 | R96484 | 1015-00-657-7534 |
| RIFLE/SHOTGUN SURVIVAL CAL .22/410 GAGE M6 | R96925 | 1005-00-575-0073 |
| SHOTGUN 12 GAUGE RIOT-TYPE 20' BARREL | | |
| SHOTGUN STVS M520-30 | T39223 | 1005-00-677-9230 |
| SHOTGUN STVS M620-A | ----- | 1005-00-788-9140 |
| SHOTGUN WINCHESTER MODEL 1200 | ----- | 1005-00-921-5483 |
| SUBMACHINE GUN CALIBER .45 | | |
| SUBMACHINE GUN M3 | U56346 | 1005-00-672-1767 |
| SUBMACHINE GUN M3A1 | ----- | 1005-00-672-1771 |

CHAPTER 3

REQUESTS FOR ISSUE OF SUPPLIES AND EQUIPMENT

Section I. Basic Guidance

3-1. ROUTINE PROCEDURES.

a. Timely submission of requests for issue. AR 710-2 directs that a request will be dated and sent to the SSA the same day.

b. Customer distribution boxes. Local customers may pick up distribution from SMB, Supply Division, bldg 4197.

(1) MILSTRIP status listings, including priority actions, are placed in the customer's box to provide current supply status. These listings are mailed to off-post units. Memorandums or punched cards are sometimes received by mail, and these are provided to the customer as well

(2) Guidance to proper interpretation of supply status/reject/error transactions and explanation of error codes are provided in TM 38-L03-19, appendix A.

(3) Locally generated documents are also placed in customer boxes

c. Cancellations. Requests for issue will not be considered cancelled until the MILSTRIP status transaction is received from the supply source verifying the action. The SSA will enter explanation for Status Code CA on the transaction when no Error Explanation Code is provided.

3-2. CUSTOMER INSTRUCTIONS

a. Prescribed forms for requesting supplies are listed in DA Pam 710-2-1 and TM 38-L03-19. All requests should be typed. Handwritten requests must be legible on all copies.

b. Issue requests will not be submitted until approval from proper authority has been received for requirements in excess of authorized allowances. Justifiable requirements are submitted through command channels in accordance with AR 310-49. When authority has been established, a copy of the change to MTOE, TDA, or CTA must accompany the request for issue.

c. Only initial issue of tool set kits to newly activated/reorganized units, or complete replacement of a lost tool set, can justify the requisitioning of an entire tool set. For partial replacement issue, components (rather than the complete tool set) will be requisitioned.

3-3. PREPARATION OF DA FORM 2765-SERIES. This form will be used to request expendable, durable, or nonexpendable single line item with NSN listed in

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the AMDF. Detailed instructions on form preparation are published in DA Pam 710-2-1 and TM 38-L03-19. Additional requirements are as follows:

a. New DA policy, in accordance with MSG FORSCOM, FCJ4-SMS, 161445Z Apr 90, is that high priority requisitions (UMMIPS Issue Priority Groups I and II) must contain one of the following in the required delivery date field (block 21):

(1) '999' - to identify a NMCS/ANMCS request for expedited handling for a unit deploying within 30 days.

(2) '777' - denoting priority processing and expedited transportation are required.

(3) A specified required delivery date.

b. For local requirements, add the following:

(1) Customer telephone contacts. This is a required entry on the last line of the FFOM block. It is to the customer's advantage that all requests include the requesting person's name and telephone number to expedite clarification of requests.

(2) Supplementary address (blocks 14-15). Unless otherwise directed or authorized, use DODAAC W45NQP.

(3) Publication data (block P). It is essential that required data be entered in this block.

(4) Material Category Structure Code (MCSC). In block K of DA Form 2765-1, enter the complete Material Category Structure Code (MCSC) as shown on the AMDF.

(5) When CTA items are requested, the applicable line item number (LIN) must be included.

(6) Recoverability Codes are listed and defined in TM 38-L03-19, appendix A. When the codes are applicable to the items being requested, the proper code must be entered; e.g., RC/L.

(7) For lost, damaged or destroyed property, a statement on AR 735-5 action must be included.

c. Customers with access to personal computers can submit transactions on diskette to Supply Division once the activities have been furnished the SAILS Input Data Program. This eliminates the need for submitting manual requisitions/transactions on DA Form 2765-1 series. Supply Division will provide the program and SAILS Card Elimination Program (SCEP) User's Guide upon request.

3-4. PREPARATION OF DD FORM 1348-6. This form will be used to request items when the NSNs are not listed on the AMDF, modification of workorders (MWO) or modification kits and for all requests that need exception data. Detailed instructions on form preparation are published in DA Pam 710-2-1 and TM 38-L03-19. Additional requirements are as follows:

a. New DA policy, in accordance with MSG FORSCOM, FCJ4-SMS, 161445Z Apr 90, is that high priority requisitions (UMMIPS Issue Priority Groups I and II) must contain one of the following in the required delivery date field (RP 62-64):

(1) '999' - to identify a NMCS/ANMCS request for expedited handling for a unit deploying within 30 days.

(2) '777' - denoting priority processing and expedited transportation are required.

(3) A specified required delivery date

b. For local requirements, add the following:

(1) Supplementary address (RP 45-50). Standard entry is 'W45NQP.' Entry may be 'Y*****' when required by special instruction; e.g., maintenance work order number.

(2) Requisitioner (block 10). Enter designation and address of the customer, including a point of contact (name, grade and telephone number) of the person who can answer questions about the required item.

(3) Remarks (block 11). In the upper half of column, enter: unit price, extended price, APC or FC and Asset/Object Class Code. In lower half of column, enter: authority (AR 710-2), federal supply classification.

3-5. WALK-THRU REQUESTS. *

a. Walk-thru requests must be approved by Chief, Supply Division, or designated representative before request can be processed further.

b. Walk-thru requests will not be encouraged by commanders or property book officers. This type of request:

Usually results from poor prior planning by units/activities.

(2) Always results in a loss of man-hours which could be better used by both unit and the supply support activity.

(3) Must be manually processed for input to an automated system.

c. Each walk-thru request must have supporting documentation attached explaining in detail why the request needs urgent handling. The

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documentation must be signed by the commander or property book officer and must include the following:

- 1) When the requirement was determined to be urgent (date/time)
- 2) Why the item was not ordered earlier to allow normal processing.
- 3) Why, specifically, the item is required.
- 4) The date, specifically, that the item is required.
- 5) What, specifically, makes the request an emergency.
- 6) What, specifically, justifies use of a high priority assignment.

Section II. Requisitioning and Issue Points

3-6. GENERAL SUPPLIES AND EQUIPMENT

a. Requisitioning point

- (1) Active Army units deliver requests for issue to the Customer Assistance Branch in bldg 4197.
- (2) USAR/ROTC handcarry priority requests to Directorate of Resource Management; otherwise, requests may be mailed to this headquarters:

Commander
USAG Fort Sam Houston
ATTN: AFZG-PTS-RM
Fort Sam Houston, TX 78234-5000

b. Issue point. Located in bldg 4189.

3-7. EXPENDABLE SUPPLIES. Customers will use the the following sources in the order listed to obtain expendable supplies:

a. SSSC. Obtain items currently stocked by the SSSC from that activity.

(1) The current SSSC stockage list is published in FSH Pam 710-1. These items are coded in SAILS automated record files so that requests for issue submitted to the installation SSA will be rejected back to the customer.

(2) SSSC customer guidance is published in TM 38-L03-19.

b. Army supply system. For items not available at SSSC, place a requisition to Supply Division if item is assigned an NSN and the Acquisition Advice Code is not coded for local purchase.

c. Government Commercial Credit Card Program. For items not available through either of the above methods, the International Merchant Purchase Authorization Card (IMPAC) is authorized for use in most cases.

(1) In accordance with the DOC IMPAC (VISA) Credit Card SOP, the Directorate of Contracting will not purchase any expendable item through local purchase procedures unless the requirement is an exception identified in paragraph 9 of the SOP or DOC has granted an exception in advance to certain activities. When using an applicable exception, it must be in writing. Prior approvals from DOC must identify the DOC official who approved the purchase and the date of approval.

(2) Small businesses are to be used exclusively, as identified in paragraph 10 of the SOP. If small businesses are not available that will accept the IMPAC (VISA) card, DOC requires that at least three small business sources that you contacted that refused to accept the card be identified on a separate piece of paper and signed by a responsible official.

(3) CIPB customers requesting an exception must provide the reason with the memorandum request or it will be returned without action to the customer. Paragraph 9 exception and prior DOC approvals may be annotated on the memorandum request; but small business exceptions, identifying the small businesses by name and address, must be on a separate sheet of paper.

(4) Installation Supply Division customers requesting an exception must also provide the reason with the DD Form 1348-6 or DA Form 3593 requisition or it will be returned without action. Paragraph 9 exceptions and prior DOC approvals may be annotated on the reverse side of the request form, but small business exceptions must be on a separate sheet of paper.

3-8. AMMUNITION AND EXPLOSIVES.

a. Requisitioning point. All customers will forward requests through Range/Training/Training Support Division, DPTMSEC to the ammunition clerk, SSB, bldg 4197.

b. Issue point. Customers will telephone the munitions handler, 221-5092/3535, to set up appointment to pick up ammunition; then will report to Ammunition Supply Point (ASP) at the appointed time.

c. Business hours. 0730 to 1500, Monday thru Friday. Only emergency issues will be made after 1500. Each emergency issue requires prior approval of the Chief, Supply Division or designated alternate.

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d. Comprehensive instructions concerning ammunition and explosives are published in FSH Reg 700-4.

3-9. VEHICLES AND WEAPONS

a. Requisitioning point. See paragraph 3-6a.

b. Issue point. Customers report to bldg 4189, Storage Office, for assignment of an escort to designated issue area.

c. Business hours. See para 3-8c.

3-10 MISCELLANEOUS SUPPLY POINTS

a. Subsistence. Subsistence is obtained from the Troop Issue Subsistence Activity (TISA). TISA is located in bldg 4188. Customer support is governed by AR 30-18.

b. Laundry. The FSH Laundry is located in bldg 330. Customer support is governed by the provisions of AR 210-130 with FORSCOM Supplement 1.

c. Army Military Clothing Sales Store (AMCSS). AMCSS is an Army and Air Force Exchange Service (AAFES) activity. It is located in bldg T332. Telephone (512) 221-2656.

d. Defense Reutilization and Marketing Office. The SSA is the Army's authorized agent for dealing with DRMO. Within FORSCOM there are only three activities authorized to withdraw or turn-in property to DRMO: Installation Supply Division (ISD), Directorate of Engineering and Housing (DEH), and Medical Supply (MEDDAC). Property disposal assets will be screened, and withdrawal of usable, authorized materials requested in accordance with TM 38-L03-19 and FSH Reg 755-2.

e. Repairable exchange (RX) facilities. Supply Division manages the RX Program. However, Maintenance Division is responsible for the physical operation of the exchange activity. Procedures and RX listings are published in FSH Reg 700-2.

(1) For aircraft items, exchange will be made at Shop Operation Branch, Aircraft Section, bldg 3521A, Charles L. Kelly Heliport.

(2) Tactical Army Combat Computer System (TACCS) electronic items will be exchanged at Supply Division storage warehouse, bldg 4189.

(3) All others will be exchanged at bldg 2511

f. Cannibalization Point. Cannibalization is a source of repair parts. Operation of the Cannibalization Supply Point is a function of Maintenance Division, DOL.

(1) Available vehicles. Listing is published in current FSH Reg 700-2.

(2) Policies and procedures. Details are published in FSH Reg 750-15.

g. Government Gasoline Dispensing Station. The installation and Camp Bullis gasoline stations are contractor operated. The stations will service authorized Government vehicles during the hours of 0745 to 1545 on weekdays. For emergency services, contact the DOL Contracting Officer's Representative (COR) in bldg 4197.

(1) Units/activities will request petroleum by preparing a DA Form 2765-1 with nonexpendable document number. The request will be handcarried to the dispensing facility.

(2) The attendant at the dispensing facility will enter the quantity of gallons issued on the DA Form 2765-1 (block Q).

(3) The individual authorized to receipt for supplies will enter the quantity of gallons received on the DA Form 2765-1 in block S and date and sign the document in block V.

(4) The attendant will give the customer a copy of the completed document. The remaining copies will be attached to DA Form 3643.

h. Installation Medical Supply Activity (IMSA). The IMSA is operated by Brooke Army Medical Center (BAMC) and is located in bldg 2640.

Section III. Commodity-Oriented Supply Guidance

3-11. PURPOSE. This section publishes instructions on specific items of supply, or types of items, which require special processing by customers to assure compliance with DOD/DA/MACOM directives. Clarification or other guidance may be obtained from the SMB, Supply Division.

3-12. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) (CTA 50-900). Allowances prescribed in CTA 50-900 are to be processed as follows:

a. Accounting procedures. Customers will comply with AR 710-2 as implemented by DA Pam 710-2-1.

b. Customer supply support.

(1) This installation is not authorized to operate a clothing initial issue point (CIIP).

(2) Limited and specified OCIE are authorized for stockage and cash sale by the Army Military Clothing Sales Store (AMCSS).

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(3) Requirements for OCIE, other than above, will be submitted to the SSA.

3-13 FIRE EXTINGUISHERS

a. Installed property. Fire extinguishers located in buildings at Fort Sam Houston are installed property and will not be removed by using units.

b. Special requirements. Fire extinguisher requirements for ammunition vehicles are prescribed in TM 9-1300-206 and implemented by FORSCOM Reg 700-4 and FSH Reg 700-4.

c. Maintenance of fire extinguishers. Fire extinguishers, other than structure extinguishers, which are the property of TOE/TDA units and activities may be taken to Maintenance Division, DOL, for recharge or technical inspection. Items will be accompanied by a properly prepared DA Form 2407 and turned in at bldg 2509.

3-14 FLAGS AND PENNANTS. (AR 840-10)

a. Items not stocked "Ready for Issue." These items require manufacturing action pertinent to the requesting unit before they are ready for issue by the NICP.

(1 Manufacturing leadtimes are as follows

Flag, Organizational (Hand Embroidered): 90-120 days.

Flag, distinguishing, for Groups, Brigades, Division, etc:
40 days.

Streamers, Campaign and War Service: 30 days.

Silver Bands, Campaign (for guidon): 30 days.

Guidons: 30 days

(2) Source of Supply is USASPTAP (RIC AP5)

b. Items stocked by NICP. Requesting units must cite funding for these items. Current prices are shown in AMDF.

| | |
|--|------------------|
| U.S. Army Flag 4'4' by 5'6' | 8345-00-641-8544 |
| Army Field Flag 33' by 4' | 8345-00-082-2330 |
| USA National Flag, Rayon, 4'4' by 5'6' | 8345-00-656-1445 |
| Streamer Set (for Army Flag) | 8345-00-530-3677 |

3-15. NIGHT VISION DEVICES (NVD)

a. AR 190-51 prescribes security requirements for night vision devices. Continuing loss reports from the field establish a need for command emphasis to ensure that security measures are implemented at every level of responsibility. The NVD will be provided double-barrier protection when not in use. Levels I and II physical security measures will be as prescribed in AR 190-51.

b. AR 710-2 establishes monthly inventory requirements for sensitive items, including NVD with Control Item Inventory Code (CIIC) of Y and LIN L40063, N04456, N04596, N04732, and Y03104.

c. Incidents involving the loss and/or recovery of NVD must be reported to the installation provost marshal so that an incident report can be submitted as required by AR 190-40.

Section IV. Special Instructions on Request, Issue and
Receipt of Supplies

3-16. AUTHORIZATION/ASSET VALIDATION ON REQUEST FOR ISSUE.

a. Responsibilities

(1) Property book officer (PBO) must ensure that issue requests are submitted to the unit commander for review prior to forwarding to SSA. Annual reconciliation of authorized allowances is an assigned responsibility of the PBO.

(2) Supply support activity (SSA) editors will monitor all end item and Total Army Equipment Distribution Program (TAEDP) issue requests to ensure that the following data/documentation is part of the DA Form 2765-1. Particular attention will be given to the authorization data; e.g., that on-hand quantities including substitutes and dues-in less turn-ins, plus the quantity being requested, do not exceed authorized quantity. Incomplete or questionable requests will be rejected back to the customer with the proper Status/Reject Code or explanation of corrective action required.

b. Total Army Equipment Distribution Program (TAEDP). This automated program is designed to forecast requirements and control distribution of major items to the active Army, ARNG, and USAR. Details are published in AR 700-120.

(1) TAEDP items are procurement appropriation (PA), Reportable Item Control Code (RICC 2), standard, major items (not stock funded).

(2) The TAEDP data base file contains requirements, authorization, and on-hand asset data required for the computation of equipment distribution.

c. Request for issue. Normal entries for DA Form 2765-1 are prescribed in TM 38-L03-19. Special instructions for requesting end/TAEDP items are as follows:

(1) REQUEST IS FROM block. For TAEDP only, include the Unit Identification Code; e.g., UIC WXYZAA.

(2) ITEM DESCRIPTION block. For TAEDP only, include line item number; e.g., LIN X40283.

(3) PUBLICATION DATA block. For both end item and TAEDP, include entries on equipment status; e.g., authorized on-hand, substitute on-hand, dues-in, and turn-in document (TID), if applicable. Suggested entry:

First Line: AUTH_____OH_____SUB OH_____DI_____
Second Line: TID_____

(4) Authorization document (end item only). Attach to each issue request a copy of the applicable portion of the authorization document. This requirement facilitates prompt edit by the SSA and expedites processing of unit request.

3-17. FUNDED VERSUS UNFUNDED ITEMS. Sources for distinguishing between 'funded' and 'unfunded' items are:

a. DA Supply Bulletin (SB) 700-20 (Microfiche). Column headed 'ABA' (Appropriation Budget Activity Code) indicates the funding category for all items listed in the bulletin.

(1) All alphas or numeric 9 are PA funded items. PA items are budgeted for and controlled at DA level and do not require reimbursement at the consumer level; i.e., 'free issue' to using activity authorized the item.

(2) Numeric 2 items are stock funded. These are referred to as 'funded items' because the stock fund must be reimbursed by consumer appropriations such as OMA, OMAR, etc.

Numeric 3 are OMA secondary items

Numeric 5 are OMA major end items

b. Management Data List (MDL). The codes indicated above are the second digit of the five-digit Materiel Category Code on the ML microfiche.

c. ARMS Monthly AMDF File. The Materiel Category Code is also indicated on the AMDF microfiche file.

3-18. LOCAL PURCHASE OF GSA ITEMS

a. For emergency requirements (PD 01 thru 08) which cannot be obtained from GSA by the required date, local purchase will be limited to the actual quantity required to satisfy immediate requirements. (AR 710-2)

b. For requisitions of those essential administrative, kitchen cleaning and other commodities, use DIC AOE with a required delivery date (RDD) in RP 62-64 and a statement on the requisition: "IF REQUESTED ITEM NOT AVAILABLE BY RDD IN RP 62-64, REQUEST LOCAL PURCHASE AUTHORITY."

3-19. AIRCRAFT ON THE GROUND (AOG) PROGRAM.

a. Reference. Message, FORSCOM, FCJ4-SMM, 031600Z Jul 91, subj: Army Aviation Supply Support.

b. The AOG Program provides the capability to call in or datafax requisitions which are physically grounding an aircraft. An AOG requisition is very similar to that of a not mission capable supply (NMCS) requisition but it is one step higher than a NMCS in that it is one or two items that, when placed on the aircraft, will return the aircraft immediately to mission capable status.

c. To qualify as an AOG requisition, the following conditions must be met:

The aircraft is on the ground (red (X) status)

(2) A previous requisition has not been submitted for the part currently required.

(3) Receipt of this part will return the aircraft to a mission capable status.

(4) The requisition must be in MILSTRIP 80 column format and carry the highest priority a unit can assign. The required delivery date (RDD) must be "N--" or "999," as appropriate, and the Project Code must be "AOG."

No more than three requisitions will be accepted per aircraft

(6) Each requisition must contain the full aircraft tail number

d. Requisitions that do not qualify for the AOG Program will be requisitioned in the normal manner. Items requisitioned through the AOG Program will be closely monitored and any unit abusing it will no longer be allowed to submit AOG requisitions through this process.

3-20. PROCESSING DIRECT SUPPORT SYSTEM (DSS) RECEIPTS. Customers supported by HQ, USAG may receive DSS shipments even though they are not considered

DSS-type activities. Normally, these are off-post customers whose requests cannot be filled from stocks immediately available at the SSA.

a. Receipt documents. Direct shipments should be accompanied by a DSS receipt card (subparagraph c) and one of the documents discussed below. After checking and verifying the shipment (quantity and condition), customers will complete receiving actions on the shipping document.

(1) DD Form 250. Quantity (column 17) will be checked if correct; otherwise, draw a line through the figure and enter the correct quantity received. Acknowledge receipt by completing block 22 (Receiver's Use).

(2) DD Form 1155. Place a checkmark in column 20 (Qty), if correct; otherwise, draw a line through the figure and enter the correct quantity received. Acknowledge receipt by completing block 26; i.e., check correct statement (inspected, received, etc) and date and sign in spaces provided.

(3) DD Form 1348-1/1348-1A. Do not change preprinted data. Enter quantity actually received in block Q. Acknowledge receipt by completing block 7 with signature and Julian date

(4) Other types of shipping documents. For information on any other type of shipping documents, contact Chief, Supply Management Branch.

b. DSS receipt cards. One of the following keypunched/interpreted cards should be received for each DSS shipment. The card with a legible copy of the receipt document must be forwarded to SMB.

| <u>DIC</u> | <u>DOCUMENT TITLE</u> | <u>EXPLANATION</u> |
|------------|-------------------------------------|---|
| B91 | Intransit Receipt Detail Card | Accompanies all shipments of RICC 2. |
| | Intransit Receipt Detail Card | Accompanies all shipments of RICC 2 and 8 materiel from U.S. Army retail level activities. |
| | Materiel Receipt Acknowledgement | From requisitioner to DAAS acknowledging that materiel has been received and recorded on inventory records. |
| | Destination/ Acceptance Alert | From contract administration office notifying the Ship-to addressee of materiel requiring Government acceptance at desti- nation. Procedures are detailed in paragraph 3-22 below. |

c. Property book officers (PBO). It is a responsibility of PBO to establish controls on DSS shipments to ensure compliance with DSS instructions.

1) Shipping documents and DSS receipt cards will be properly completed.

(2) The shipping document and the DSS card will be forwarded within 24 hours from time of receipt of materiel to SMB at the following address:

Supply Division, DOL
ATTN: AFZG-DL-SDSM
Fort Sam Houston, TX 78234-5000

Mark the envelope 'IMMEDIATE ACTION/DSS shipment' and handcarry or mail FIRST CLASS.

3-21 DESTINATION/ACCEPTANCE ALERT CARD

a. Procedures. See DOD 4105.63-M for detailed procedures

(1) Military Standard Contract Administration Procedures (MILSCAP) manual provisions are applicable to all contracts assigned to the Defense Contract Administration Services Regions (DCASR) for contract administration.

(2) MILSCAP provisions concern direct shipments received by DSS/off-post customers supported by HQ, USAG FSH.

b Background

(1) Some issue requests from customers are placed upon the wholesale depot system, with direct delivery to the customer requested. In turn, the depot may place the requirement on contract. When such contracts are assigned to DCASR for administration, the provisions of MILSCAP apply.

(2) When the contractor makes shipment to the consignee (customer), a copy of the shipping document is forwarded to the Contract Administration Office (CAO).

(3) The CAO immediately prepares and transmits a PK5-card to the consignee (customer).

(4) The PK5-card alerts the customer that the shipment is enroute, and that shipment verification and acknowledgment must be made immediately upon receipt of the shipment.

(5) Under MILSCAP, the customer is responsible for submitting an Acceptance Report (A/R). However, most customers do not have keypunch or transceiver facilities. This step will be accomplished by Supply Management

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Branch, Supply Division, DOL, based upon documentation forwarded by the customer.

c. Customer procedures. Customers must provide maximum assistance to SMB. Incoming direct support shipments must be processed as outlined in paragraph 3-21. Property book officers (PBO) are responsible for the following customer actions:

(1) Completed/validated shipments. Customers will immediately dispatch the PK5-card and a legible copy of the shipping document to SMB. If possible, the documents will be handcarried. If mailed, send by FIRST CLASS and mark the envelope IMMEDIATE ACTION/PK5-CARDS. SMB mailing address is:

Supply Division, DOL
ATTN: AFZG-DL-SDSM
Fort Sam Houston, TX 78234-5000

(2) Shipping document without PK5-Card. Do not delay forwarding copy of completed shipping document because a PK5-card has not been received. Mark the shipping document to indicate nonreceipt of the PK5-card. When a PK5-card is received after a shipping document has been forwarded, the customer will enter on the reverse side of the PK5-card that shipment was received and forward card to SMB.

(3) Incomplete PK5-card. If a card is received by a customer that does not have enough data for identification of the shipment, the card will be promptly forwarded to SMB. Mark the reverse side of the card MILSCAP ERROR. If mailed, mark the envelope IMMEDIATE ACTION/MILSCAP ERROR. Under MILSCAP provisions, the customer is the 'officer of record' for shipping documents involved with destination acceptance. Filing and disposition will be in accordance with AR 25-400-2.

d. Acceptance alert (A/A).

(1) PK5-card. This card flows from the DCASR to the Defense Automatic Addressing System (DAAS) for further routing to the acceptance point when acceptance is other than at origin.

(2) Format. See DOD 4105.63-M

(3) Priority processing required. A/A requires priority processing when either or both of the following are indicated in the PK5-card:

(a) Liquidated damages clause (code in card column 78) indicating urgent need for the supplies.

(b) Cash discounts stipulation (code in card column 79) to preclude loss of discounts.

e Acceptance report (A/R).

(1) PKN/PKP card. This report flows from the acceptance activity to the DCASR, normally through DAAS. Reports from FSH customers are prepared and submitted by Supply Division, DOL, based upon documentation forwarded by the customer.

(2) Acceptance. The acceptance report is the means by which the DCASR is notified that acceptance has been accomplished at destination and of the actual quantities received.

(a) Inspection is a requirement of acceptance. Submission of an A/R signifies that inspection was accomplished at destination.

(b) The accepting activity retains the record copy of the shipping document in their files.

(3) Distribution. SMB forwards the A/R to DCASR within five workdays after date materiel received.

(4) Format. See DOD 4105.63-M.

(5) Administrative instructions

(a) When supplies are received and accepted prior to arrival of an acceptance alert card, the accepting activity will prepare the A/R using DIC PKP. Submission of an A/R will not be held pending receipt of an acceptance alert. When the PK5-Card is received, the A/R is prepared using DIC PKN.

(b) If an acceptance alert is received after submission of an A/R, no further action is required.

(c) For quantity discrepancies, the A/R provides for reporting both the quantity noted on the shipping document, as well as the quantity accepted by the Government representative. Provisions of AR 735-11-2 apply to shipping discrepancies.

(d) When acceptance is delayed, due to extensive testing or other prolonged processes, an interim A/R will be forwarded to DCASR. It will have an estimated date of acceptance with an 'X' overpunch in card column 66 and the quantity accepted field will be zero filled.

f. Follow-up request. When a follow-up request to an acceptance alert is received prior to receipt of materiel, an interim A/R will be forwarded to DCASR. The quantity accepted field will be zero filled, the Discrepancy Reason Code U will be entered in card column 65, and the acceptance date field will be left blank except that an 'X' overpunch will be entered in card column 66.

g. Follow-ups will be processed as follows:

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(1) Follow-up requests. These are in the PK5-card format with Transaction Status Indicator Code entered in card column 80; e.g., '1' means first follow-up, '2' means second follow-up. Subsequent follow-ups will be transmitted by teletype message. Code 'e' in card column 80 indicates a request for retransmission of a previous A/R.

(2) Reply to follow-ups Replies to follow-up requests are received in the PK5-card format.

(a) If the reply is an interim A/R, enter code 'D' in card column 80 (transaction status indicator).

(b) If the reply is not interim, enter code 'A' in card column 80 for either an initial A/R or to indicate a previously submitted A/R.

h To cancel or make corrections

(1) Cancellation of acceptance report. When cancellation is necessary, it will be accomplished by transmitting the original format A/R, modified by adding an 'X' overpunch over the decade position of the year (cc 10-11) in the procurement instrument identification number.

(2) Corrected acceptance reports. These are prepared in the A/R format with a 'C' in card column 80 and submitted to DCASR.

(3) Retransmission of acceptance reports. The DCASR may request retransmission of an A/R by forwarding PK5-card with code 'E' in card column 80. The receiving activity will prepare a new A/R with 'C' in card column 80 and submit it to DCASR.

(4) Unresolved Errors DCASR will communicate these by message or telephone.

3-22. FOLLOW-UP REQUESTS BY CUSTOMERS

a. To prevent unnecessary/invalid follow-up actions:

(1) Property book personnel must promptly post all supply receipts.

(2) Unit supply personnel must check the unit's distribution box at Supply Division, bldg 4197, on a daily basis. A status listing may be in the box awaiting unit action. Status listings are mailed to off-post customers.

(3) Unit supply personnel will ensure that the item is not at the issue point, bldg 4189, awaiting unit pickup.

b Schedule for submission of DIC AF1 follow-ups

(1) Priority requests (including NMCS/ANMCS). After 5 workdays have passed without receipt or status.

(2) Routine requests (NSN items). After 10 workdays have passed without receipt of status.

(3) Routine requests (Non-NSN items). After 20 workdays have passed without receipt or status.

INTRANSIT SHIPMENT FOLLOW-UP (DIC BH1/BH2).

a. BH1/BH2 transactions are computer generated for overdue intransit shipments for which no receipt from customer has been processed.

(1) Immediately upon receiving BH1/BH2 transaction listing, the unit/activity will begin a thorough research of supply records and a physical search to locate the property involved.

(2) USAR units/activities should also check with other units located in the reserve center.

(3) If research indicates prior receipt of the property, units will annotate the BH1/BH2 transaction on the listing as shown in TM 38-L03-19.

(4) If all research is negative, units will make entries on the transaction as shown in TM 38-L03-19 and comply with paragraph 3-27 below.

b. Units/activities must return completed BH1/BH2 listings within 5 workdays after receipt. Pseudo receipts will post on the date indicated in record position 72-74 of the transaction. Submit replies in enough time to preclude this from happening.

(1) On-post units/activities. It is recommended that the listings be handcarried by messenger to SMB, Supply Division, bldg 4197.

(2) Off-post units/activities. Listings should be sent by FIRST CLASS mail to: Supply Division, DOL, ATTN: AFZG-DL-SDSM, Fort Sam Houston, TX 78234-5000. Envelope will be marked in the lower left corner: BH1/BH2 LISTINGS.

3-24. DISCREPANCIES IN RECEIPTS. Customers receiving installation supply support or DSS from USAG, FSH are responsible for reporting shipment discrepancies to Supply Division, DOL, in accordance with AR 735-11-2 and FSH Reg 700-11.

MODIFICATION OF PREVIOUSLY SUBMITTED REQUESTS

a. Document modifier (DIC AM_) is used to modify the priority designator (PD) or the required delivery date (RDD) in previously submitted requests.

FSH Reg 700-1

b. Follow-up request document (DIC AFC) cannot be input to SAILS. Off-line processing is required. Customers must coordinate use of DIC AFC with SMB prior to submission.

3-26. DIRECT DELIVERY OF ITEMS ON PURCHASE ORDERS. Customers should review requirements of the Prompt Payment Act as outlined in paragraph 1-16 of this regulation. Customers are advised that:

a. They are responsible for hand delivery of a receipt document to Storage Branch, door 1, bldg 4189, when direct deliveries have been received from vendors. This action will be accomplished within 24 hours after material receipt to prevent loss of discounts and to avoid interest payment penalties.

b. Off-post customers must mail a receipt within 24 hours to Commander Fort Sam Houston, ATTN: AFZG-DL-SDSM, Fort Sam Houston, TX 78234-5000.

CHAPTER 4

DISPOSITION OF PROPERTY

Section I Technical Inspection of Property

4-1. GUIDANCE TO INSPECTION REQUIREMENTS.

a. General determination of inspection requirement. When an item cannot be visually inspected to establish serviceability status, it requires technical inspection by the maintenance activity to verify condition.

(1) A kit whose components do not include electrical/mechanical gauges or meters would not require testing, and visual inspection will establish serviceability. A basic issue items/component shortage list is required.

(2) A kit including electrical/mechanical gauges or meters will require technical inspection by the maintenance activity to verify serviceability by test, measurement, and diagnostic equipment (TMDE).

b. Requests for technical inspection. All units/activities will perform unit-level maintenance and inspections. All property book and all electrical/mechanical items must receive a technical inspection by an authorized technical inspector prior to being turned in to the SSA except for items found on post. DA Form 2407 is initiated by unit/activity. Equipment log books and all other related equipment records must be with the turn-in document. In addition, units must provide a copy of applicable supply catalog listing all components when turning in sets, kits or outfits. The will enable the receiving point to ensure all components are on hand or on a shortage list. It should be noted that Maintenance Division cannot accept for technical inspection any item not having a valid NSN, part number (PN) or management control number (MCN). See paragraph 4-5 for clarification.

4-2. DIRECTORATE OF ENGINEERING AND HOUSING, (DEH) OWNED (ENGINEER TYPE) ITEMS.

a. Items requiring technical inspection

(1) Refer to AR 420-17, Real Property and Resource Management, appendix E.

(2) For further clarification, contact the Facilities Management Branch, DEH, bldg 1179, telephone ((512) 221-5802/4144).

b. Inspection request form. DA Form 4283, Work Request, will be submitted for DEH-owned items requiring technical inspection.

4-3. OTHER SUPPLIES AND EQUIPMENT REQUIRING TECHNICAL INSPECTION

a. Aircraft repair parts. Technical inspection forms/supply condition tags must be completed by qualified personnel at Maintenance Division, DOL. (DA Pam 738-751).

b. Ground support and materials handling equipment. DA Form 2407 and one or both of the following are required for major and secondary reparable items, except for rail and marine items.

- (1) Repair eligibility data sheet, DA Form 3590
- (2) DA Form 461-5, if the item is mounted on a vehicle.

Section II. General Turn-in Procedures

4-4. EXCESS MATERIEL MANAGEMENT. It is mandatory that all excess items be returned immediately to the supporting supply activity. These items will be used to satisfy other requirements or reported excess to the wholesale system in accordance with AR 725-50.

TURN-IN FORMS. Table 4-1 lists required forms for turn-in actions.

a. DA Form 2765-1

(1) Stock number field. This entry should be the standard NSN, the locally assigned MCN, or the established PN. When none of these is available, an MCN shall be obtained from SMB.

(2) Item description. When an MCN or PN is used, then block O of the DA Form 2765-1 will have the entry, SEE BACK OF FORM. A complete description of the item will be provided on the reverse side of the first hard copy of DA Form 2765-1, to include noun, size, color, model number, type, etc., for positive identification.

(3) Return Advice Code. Enter in block 22 (except DRMO transfers) in the following circumstances. Otherwise, leave blank. (DA Pam 710-2-1).

- (a) IT - Wrong item was received.
- (b) IU - Item has hidden defects

(4) Serviceability indicator. On all turn-ins, the serviceability indicator (SER for serviceable, or UNSER for unserviceable) must be entered in block O (Item Description). In addition, for UNSER item, the basis must be entered (FWT for fair wear and tear, RS for report of survey, or S/C for statement of charges).

(5) Recoverability Code (RC). Enter in block P (Publication Data) the item as shown in the AMDF; for example "RC/L."

- b. DA Form 581. Used for all ammunition turn-in transactions
- c. DA Form 1348-1. Used for turn-ins to DRMO.
- d. FSH Form 2080. Used for small arms turn-ins.

4-6. ROUTINE TURN-INS. Turn-ins will be taken with documentation to bldg 4189 (door 1, section C) for prompt processing.

- a. Business hours. 0730 to 1530, Monday, Tuesday and Wednesday only
- b. Ammunition. Procedures are detailed in FSH Reg 700-4

c. Emergencies. Routine turn-ins which cannot meet the above schedules must have the approval of the Chief, Supply Division or designated representative located in bldg 4197.

(1) If the urgency of the turn-in prevents personal contact, telephone approval during duty hours may be obtained from Chief, Supply Division. For after-duty emergencies, contact the USAG FSH staff duty officer.

(2) After approval has been granted, customer should bring materiel the turn-in document to the Storage Office, bldg 4189.

SHORTAGE LISTS.

a. Items being turned in by customers will be complete, if possible. Attach a shortage list to the turn-in document for items having component shortages.

b. DA Form 2062. This form is prescribed for use when shortage lists are applicable to customer turn-in documents. Guidance on preparation is provided in DA Pam 710-2-1.

c. Accounting for FWT losses of durable handtools. The informal memorandum will be used to adjust losses of handtools up to \$100 per incident when negligence or misconduct is not suspected. When handtools have not been replaced prior to turn-in, a copy of the authenticated memorandum will be attached to the turn-in document.

4-8. SHIPPING AND STORAGE CONTAINERS

a. Nonexpendable reusable shipping and storage containers are

1 Fabricated predominantly of metal, wood, or plastic.

(2) Designed as shipping and storage containers for specific items

FSH Reg 700-1

(3) Designed with one or more special features, such as mounting, restraining, and shock-absorbing devices, pressurizing and pressure-relief valves, and humidity indicators.

(4) Accountable by their assigned national stock number (NSN)

b. User responsibilities. All users of nonexpendable reusable shipping and storage containers will comply with AR 725-12. Responsibilities for containers include:

(1) Their maximum reuse; i.e., prompt return of excess containers

(2) The return of serviceable and unserviceable containers to the supply system. Customers are required to bring an empty container to the Storage Branch each time a pickup/issue of the product is requested. Turn-in of empty containers on a one-for-one basis is mandatory.

c. Fast pack containers.

(1) The fast pack container is a 'family' of standard size containers. Each container consists of a fiberboard box with a Styrofoam inner container configured to permit shipment of a wide variety of items and to provide maximum shock protection during transport of the item. All containers are identified on the outside of the box as REUSABLE FAST PACK (with size and NSN). HQ FORSCOM encourages use of these containers for depot returns to reduce possible damage to the materiel being returned. The containers must be reused to be cost effective.

(2) Units shall ensure that documentation is placed on the outside of the container in a water-resistant envelope firmly attached to prevent loss. A copy of the documentation should be placed inside the container, and the GBL number should be written in waterproof ink on the outside of the container.

4-9. RECOVERABILITY CODES (RC). In accordance with AR 700-82, recoverability codes are assigned to support items to indicate disposition action on unserviceable items. It is the customer's responsibility to identify which RC applies to an item being turned in, as indicated in the Item Data Segment of the AMDF. A blank in the RC column of the AMDF means that the item is not subject to recoverability coding. See TM 39-L03-19 for listing and explanation of codes.

Section III. Special Turn-in Instructions

4-10. GOVERNMENT PROPERTY FOUND-ON-POST/INSTALLATION. When property is found on the installation, or when items are discovered in a unit and are not on accountable records, the property will be turned in.

a. Individuals will promptly return 'found' Government property to their unit/activity supply room. An alternate turn-in location is the nearest military police (MP) activity.

b. Abandoned Government property will be turned in to the supporting SSA in 'as is' condition. Customers are not authorized to expend funds to upgrade abandoned property prior to turn-in. If a unit does not plan to keep the item, no paperwork is required for turn in.

c. If a requirement and an authorization exist for a 'found' property, these items can be issued as a 'free issue' to the unit concerned. Any required repair is the unit's responsibility in accordance with current installation maintenance procedures, FSH Reg 750-15. Provide the following documents to SMB to retain item:

(1) DA Form 2765-1 (DIC D6A) turn-in with NSN, noun, UI, quantity and condition of item. Leave document number blank. Do not physically turn in the item.

(2) DA Form 2765-1 (DIC A0A) request for issue prepared in the normal manner. Enter 'Found on Post - Authorized and Required - Non FIA' in block P.

4-11. ARMY INTENSIVELY MANAGED ITEMS (AIMI). Units maintaining aircraft are required to screen items being turned in against supply information memorandums published by Army Aviation Systems Command (AVSCOM). 'AIMI' will be annotated in large bold red letters in block C of DA Form 2765-1. This will signify prompt handling of documents to expedite return of AIMI items to depot for overhaul.

4-12. CHEMICAL PRODUCTS. Serviceable chemical products will be turned in as outlined in para 4-6. For unserviceable chemical products, turn-in procedures include:

a. DA Form 2765-1. Completed form will accompany unserviceable chemicals to turn-in point, bldg 4189.

b. Coordination. Chief, Storage Branch, bldg 4189, will be contacted for special instructions for turning in unserviceable chemicals. Large volume turn-ins must be coordinated by telephone ((512) 221-5542/3313) prior to turn-in. Smaller quantities may be turned in during regular turn-in days without appointment. Receipted copy of the turn-in document will be returned to the customer.

c. Inspection. All chemical products presented for turn-in must be in containers that do not leak or constitute a safety hazard to personnel handling the items.

d. Disposal of unserviceable chemicals

FSH Reg 700-1

(1) Non-hazardous waste. Chief, Storage Branch will be responsible for the destruction or disposition of unserviceable chemicals under direction of the Plans and Operations Office, DOL. Guidance will be obtained from Chief, Storage Branch on each turn-in document regardless of quantity or type chemical being processed. Destruction or disposition of unserviceable chemical products by any other means is prohibited.

(2) Hazardous waste. Refer to FSH Installation Hazardous Waste Management Plan.

4-13. DISPOSAL OF SMALL ARMS, PARTS AND COMPONENTS. Disposal actions are a responsibility of the SSA. Customers will make turn-ins as specified in para 4-6.

4-14. INDIVIDUAL (PERSONAL) CLOTHING/ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE).

a. Nonrecoverable items. AR 700-84 defines these items as personal clothing items of enlisted members not to be turned in or accounted for on termination of service. These are headgear, belts, boots, buckles, underwear, necklaces, neckties, gloves, handbags, towels, scarves, handkerchiefs, shoes, socks, and all insignia. As an exception, headgear, gloves, and handbags may be recovered when it is in the best interest of the Government.

(1) Used/worn items. Items which have been used or worn by the individual will not be returned to the supply system.

(2) New/unused items. Excess nonrecoverable new and unused items should be turned in to the supporting SSA.

b. Serviceable returns by active Army.

(1) Turn-in form. DA Form 2765-1 is used for return of serviceable clothing and nonrecoverable items.

(2) Turn-in point. All serviceable returns will be made at bldg 4189.

c. Serviceable returns by USAR.

(1) Turn-in form. DA Form 2765-1 is used for return of serviceable personal clothing, OCIE, and nonrecoverable returns.

(2) Turn-in point. All serviceable returns will be made at bldg 4189.

d. Serviceable returns by ROTC. DA Form 3161 is the prescribed form for clothing/OCIE returns. Separate forms are required for male, female,

and nonrecoverable items. Individual (personal clothing and OCIE serviceable turn-ins will be made at bldg 4189.

e. Serviceable returns by off-post customers.

(1) Shipments. As a customer service, SSA will process incoming parcel-post shipments of serviceable clothing from off-post customers. A completed DA Form 2765-1 (Active Army/USAR) must be placed inside the container with the shipment. If more than one container is used, the number of containers used must be indicated on the boxes; i.e., box 1 of 3, box 2 of 3, etc.

(2) Shipping point.

Consolidated Prop Acct (W45NQP)
Building 4189
Fort Sam Houston, TX 78234-5000

4-15. UNSERVICEABLE CLOTHING TURN-INS. Parcel post shipments are not authorized.

a. Basic procedures. All unserviceable individual and organizational clothing will be inspected at bldg 4189. DD Form 1348-1 is used to dispose of unserviceable/nonreparable clothing. DD Form 2765-1 is used to turn in repairable clothing.

b. Classification inspection. Storage Branch personnel, bldg 4189, will inspect/classify unserviceable turn-ins to determine repairables versus nonrepairables.

(1) The unit representative will be required to stand by for completion of the classification inspection.

(2) The unit turn-in will be corrected to indicate only the economically repairable items, and will then be processed in accordance with standing procedures.

c. Nonreparables. Information on unserviceable uneconomically repairable items will be entered on DD Form 1348-1 for unit turn-in to DRMO, San Antonio.

d. Turn-Ins to DRMO. See special instructions in FSH Reg 755-2. Customer's representative will make the nonreparable turn-in to the DRMO Holding Area, bldg 4191, FSH. Turn-ins, except for emergencies, are only accepted on Monday thru Wednesday each week by appointment. Telephone: (512) 221-5925.

e. Demilitarization of unserviceable clothing. Normally, demilitarization of individual and organizational clothing is accomplished by the local DRMO in accordance with DOD 4160.21-M.

FSH Reg 700-1

(1) Customers will not mutilate or render unserviceable clothing nondistinctive.

(2) The Installation Supply Support Activity (ISSA) will not accomplish demilitarization of unserviceable clothing prior to transfer to DRMO unless specifically requested by the local DRMO.

4-16. OFFICE FURNITURE.

a. Nonexpendable office furniture. These are controlled items. Installation excesses must be reported to higher authority in accordance with current directives. Cataloged items reportable to higher authority are required to be:

Condition A - Serviceable for issue without qualification.

(2) Condition B - Serviceable for issue with qualification

(3) Condition F - Unserviceable, economically repairable

(4) Condition G - Unserviceable, incomplete.

b. Coordination. Customers will contact the Chief, Storage Branch, by correspondence or telephone (512) 221-3313/4852 to obtain classification and turn-in schedule.

c. Documentation. Property to be turned in will be brought with completed DA Form 2765-1 to bldg 4189. It is suggested that the customer bring a block of document numbers and additional sets of the blank DA Form 2765-1 and required DD Form 1348-1. These are for use in the event that only a portion of the quantity of a given NSN is classified for retention with the balance classified for turn-in to DRMO. This will enable the customer to fill in the blank documents and proceed to DRMO without having to return to the unit for additional documentation.

d. Inspection. The classifier at bldg 4189 will inspect and classify the property. Those items which meet the criteria in subparagraph "a" above and qualify for retention will be accepted and the receipt document signed and one copy returned to the customer. All other copies will be forwarded to Supply Management Branch, Supply Division, for processing customer credit, as appropriate, and for other accounting purposes. Those items which do not meet the specified criteria will be stamped and signed by the classifier for turn-in to DRMO. All copies of this document will be returned to the customer who will deliver the property and document to DRMO.

4-17. LOG BOOK REQUIREMENTS. Turn in of equipment requiring log books in accordance with TM 38-750 will not be accepted by SSA without proper log books. Turn-in documents covering obsolete items shall have this statement in block 0: "Obsolete Item - IAW (authority)."

4-18. SAFES AND RELATED EQUIPMENT.

a. Preparation for turn-in. These items are not acceptable for turn-in unless the following conditions exist:

Each item must be empty.

Combination must be reset to 50-25-50.

(3) Items must be properly tagged or marked to indicate compliance with above requirements.

b. Safe repair. For repair of combination locks, contact Maintenance Division, DOL, telephone (512) 221-5831/5974. Changing of combinations is the user's responsibility. See FSH Reg 750-15 for detailed instructions.

4-19. VEHICLE BATTERIES AND TIRES.

a. Special turn-in procedures are developed for turn-in of vehicle batteries and tires.

b. Units/activities will turn in all vehicle batteries and tires at the Quality Assurance Branch, bldg 2511. Customers will report to bldg 2509 first to obtain work request number on DA Form 2407. Normal business hours are 0715 thru 1600, Monday thru Friday, telephone (512) 221-5822.

c. Units/activities will prepare a separate DA Form 2407 for each different size of vehicle battery or tire. DA Form 2407 for batteries will be annotated by the customer 'For Testing, Repair and Classification.' DA Form 2407 for tires will be annotated 'Classification Only.'

d. Maintenance personnel will receipt for batteries/tires on DA Form 2407 and return green receipt copy to customer.

e. Units/activities will requisition replacements by preparing a DA Form 2765-1. Annotate work order number at the top and handcarry to Supply Management Branch, Supply Division for processing. Requisition will be cancelled if work order number does not appear on the requisition.

f. Maintenance will assign a condition code to the items and tag with applicable condition code tag and call units/activities when items are available for pick-up.

g. Units/activities will prepare necessary turn-in or DRMO documents (DA Form 2765-1 for Condition Codes A, B, F and DD Form 1348-1 for Condition Code H), and deliver tires and batteries to Storage Branch, bldg 4189.

h. Storage Branch will receive batteries/tires from units/activities and inspect and return items that do not conform to this technical inspection; e.g., wrong NSN, unit of issue, etc.,. A signed copy of the

FSH Reg

turn-in document will be furnished to the unit representative when items are accepted. Condition Code H items will be placed in holding area pending final disposition to DRMO.

Section IV. Lateral Transfer

4-20. TRANSFER OF PROPERTY. Lateral redistribution of property is an authorized means of supply. Commanders may direct the transfer of property from one organization to another when the losing activity has an excess, the gaining activity has an authorized requirement, and the transfer is deemed cost effective.

4-21. ON-POST LATERAL TRANSFERS. Procedures for lateral transfers are prescribed in DA Pam 710-2-1. Requests for clarification of procedures should be referred to SMB, Supply Division, bldg 4197.

a. Organization property. Transfers will be directed by the lowest level commander having jurisdiction over both the losing and gaining organizations. The commander directing the transfer will specify the minimum acceptable supply Condition Code for items being transferred and will arbitrate acceptance conflicts.

b. Installation property. The ISSA exercises command approval authority over on-post lateral transfers of installation property. The ISSA accountable property officer (ACTPO) (W45NQP) signs approved requests. The losing PBO will date and sign block 13 on the DA Form 3161. Transfers of installation property will not be approved by the ACTPO until both the losing and gaining PBOs or authorized representatives have properly dated and authenticated the DA Form 3161. If the gaining PBO uses an authorized representative, the individual must present an authenticated copy of DA Form 1687 to the losing PBO with suitable identification. Instructions for preparation of DA Form 1687 are provided in DA Pam 710-2-1.

4-22. LATERAL TRANSFERS BETWEEN INSTALLATIONS. The command losing the property will direct a lateral transfer (LT). Items may be either organization or installation property, but not a mixture on the same transfer document.

4-23. BASIC LT PROCEDURES. Transfer documents submitted for approval must include forms, information and attachments noted below.

a. Forms.

(1) DA Form 3161 is the required lateral transfer document. Instructions for LT document preparation are shown in DA Pam 710-2-1

(2) In addition to instructions in DA Pam 710-2-1, enter "LT" in block 12F.

BII/component shortages will be documented on DA Form 2062.

b Losing PBO responsibilities

(1) Selects and inspects the item to be transferred and establishes appropriate supply Condition Code.

(2) Prepares and distributes the transfer document (DA Form 3161):

(a) Original copy to gaining PBO records

(b) A copy to each approving authority. (First carbon copy for losing PBO files.)

(c) A copy for each type of report noted in paragraph 4-23

(3) Attaches an issue request for a replacement item or enters a statement on the DA Form 3161 indicating that the item being transferred is excess to the authorized allowances.

(4) If shortages exist, prepares a shortage list, DA Form 2062. Attaches original copy of DA Form 2062 to the gaining PBOs copy of DA Form 3161.

(5) Forwards transfer document and supporting documentation to the approving authority.

(6) When approved DA Form 3161 is returned, assigns a document number in block 3.

(7) Cancels requests to the SSA on any unfilled issue requests for BII/components pertaining to the items being transferred.

(8) Coordinates arrangements for delivery/shipment to the gaining PBO.

(9) When the signed and dated copy of the DA Form 3161 is received from the gaining PBO, posts the loss to the property book records and makes any necessary reports to control points. Files the completed transfer document in the property book file.

c. Gaining PBO responsibilities. Upon receipt of the lateral transfer document and item, appropriate inspection will be conducted to ensure that proper item has been received, that it is complete (including shortage list), and that it is in the condition that is specified in lateral transfer instructions. Conflicts will be resolved by the approving authority noted on the DA Form 3161.

(1) Enters the quantity received in block 12g of the form and signs for the property in block 15.

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(2) Submits a cancellation (ACI) request on any existing backorder for the transferred item or enters a statement on the DA Form 3161 signed by the PBO indicating that no backorder exists for this item.

(3) Annotates the appropriate document authorizing the item and a statement that the item will not exceed authorized allowances.

(4) Assigns a document number in block 4 of the DA Form 3161

(5) Posts the lateral transfer document to the property book; and, if applicable, prepares hand receipt or issue to the appropriate hand receipt holder.

(6) Provides the losing PBO a copy of the signed DA Form 3161 and the authenticated DA Form 1687 if signed by other than gaining PBO.

(7) Files the original DA Form 3161 in the property book files.

(8) Prepares and submits requests for BII/component shortages, if applicable.

(9) For Reportable Item Control Code (RICC 2) items, sends a copy of the DA Form 3161 to the Continuing Balance System -Expanded (CBS-X) Central Collection Agency.

4-24. REPORTING OF LATERAL TRANSFERS Reports receipt of lateral transfers as required.

a. Continuing Balance System-Expanded (CBS-X) Refer to AR 710-3 and chapter 2 of this regulation.

b. The Army Maintenance Management Systems (TAMMS). Refer to DA Pam 738-750

c. Small Arms Serial Number Registration and Reporting. See AR 710-3 and chapter 2 of this regulation.

Section V. Shipments to DRMO

4-25. PRIOR CLEARANCE OF DRMO TURN-INS

a. Appropriated fund property. All items purchased with government funds, with exception of medical supplies and equipment, must have the formal approval of ACTPO W45NQP or designated representative before shipment to DRMO is authorized. Customers/property book officers are not authorized to make direct turn-in to DRMO without approval. Items not on AMDF, items coded obsolete on AMDF, MCN numbers and local purchase items will be brought to Storage Branch for approval to turn in to DRMO. DRMO-San Antonio requires the ACTPO approval and will reject any turn-ins without approval.

b. Medical supplies and equipment. DRMO clearance is controlled by the IMSA, BAMC.

c. Nonappropriated fund (NAF) property. Items purchased with NAF funds do not need prior clearance of the ACTPO for turn-in to DRMO. The property book officer concerned makes this decision under provisions of DOD 4160.21-M.

d. Recyclable materiel. Scrap materiel with any resale value should be turned in in accordance with FSH Pam 700-5.

4-26. COORDINATION OF TURN-INS WITH DRMO. All activities receiving disposal support from DRMO-San Antonio will contact the representative noted below to schedule turn-in. This is necessary to ensure maximum utilization of personnel and equipment and the availability of disposal support.

a. DRMO-Fort Sam Houston. A subactivity of DRMO-SA. Telephone (512) 221-5925

b. DRMO-San Antonio Located at Kelly AFB. Telephone: (512) 927-7015; DSN 945-7015.

4-27. DISPOSITION INSPECTION. When technical classification personnel determine that an item is unserviceable/uneconomically repairable and should be turned in to DRMO, customers will prepare a DA Form 1348-1. Instructions for preparation are published in FSH Reg 755-2.

a. Clearance by ISSA turn-in point. Classification personnel will the turn-in document for completeness and accuracy (e.g., NSN, Disposal Authority Code, etc) and will enter the proper supply Condition Code.

b. Classification personnel will stamp two copies of the turn-in document for clearance to DRMO with Reimbursement Fund Site, 21F3875.111176-C S41-133. Whenever materiel other than scrap or salvage is transferred/shipped to a DRMO, the Defense Reutilization and Marketing Service (DRMS) must be notified by means of a shipment status document (DIC AS3). Detailed instructions are published in FSH Reg 755-2.

4-28 CANNIBALIZED/INCOMPLETE ITEMS

a. Regulatory requirement. AR 710-2 requires that a shortage list be attached to turn-in documents for items having component shortages.

b. DRMO policy. DRMO may refuse to accept incomplete and/or cannibalized items unless the disposal turn-in document notes the shortages

c. Cannibalized items. The turn-in document should include a list and dollar value of any components which have been removed. As a minimum, a statement will be included on the turn-in document specifying that the missing components were cannibalized in accordance with current directives.

4-29. DISPOSAL OF NONACCOUNTABLE WASTE. Materiel not on property records that obviously has no utilization or public sales value will not be turned in to DRMO.

- a. Disposal is the responsibility of the unit or individual concerned; through the installation refuse and trash collection service.
- b. Do not dispose of any classified or hazardous waste without obtaining written instructions from the proper authorities.

4-30 RESPONSIBILITY FOR SHIPMENTS INTRANSIT TO DRMO

a DRMO responsibilities.

(1) DRMO does not become accountable for property until it has been inspected, classified, and the quantity determined.

(2) After processing is complete, a copy of the turn-in document is validated by the DRMO and returned to the generating unit; i.e., accountable property officer, property book officer, etc.

b. Command responsibilities. Commanders will take necessary action to prevent theft or diversion of property between the unit and DRMO by:

(1) Ensuring that property designated for transfer to DRMO is adequately secured while in the unit.

(2) Selecting a responsible individual to accompany the property to DRMO

(3) Comparing suspense and completed copies of the turn-in document initiating corrective/punitive action if any discrepancies are noted.

(4) Instructing the property book officer that property is not to be dropped from accountability until after receipt of the validated copy of the turn-in document from DRMO.

c Accountable/property book officer's responsibility.

(1) The basic responsibility for proper accountability and security for shipments intransit to DRMO is that of the PBO/ACTPO.

(2) Accountability for items transferred to DRMO will not be posted until after receipt of the validated turn-in document. A validated copy will be stamped: RECEIPT COPY.

Table 4-1

FORMS USED TO REQUEST TURN-IN OF SUPPLIES

| FORM | FORM TITLE | TYPE OF SUPPLIES TURNED IN |
|----------------|--|--|
| DA Form 581 | Request for Issue and Turn-in of Ammunition. | Serviceable and unserviceable ammunition Ammunition components. Used ammunition packing material. Empty (fired) cartridge casings. Dummy and inert ammunition training aids. |
| DA Form 1348-1 | Request for Issue or Turn-In | Used to turn in to DRMO. |
| DA Form 2765-1 | Request for Issue or Turn-In | All other property not covered in this table. |
| DA Form 3078 | Personal Clothing Request | ARNG Issue-in-Kind System for personal clothing (AR 700-84). |
| DA Form 3161 | Request for Issue or Turn-In | Active Army excess personal clothing. USAR Issue-in-Kind System for personal clothing (AR 700-84) ROTC excess personal clothing stored at support installation for subsequent reissue. |
| DA Form 4137 | Evidence/Property Custody Document | Property recovered by provost marshal activities (AR 190-22 and AR 195-5) which is turned in to the SSA for accountability and regulatory disposition. |

FSH Reg 700-1

FSH Form 442

Inventory of
Abandoned Personal
Property (FSH
Reg 755-2)

Personal property (not in
PM custody) which has been
abandoned and recovered for
turn-in to SSA and
disposition under provisions
of DOD 4160.21-M.

DOCUMENTATION NOT REQUIRED FOR
TURN-IN

"Found-on-Installation"
Government property. (Does
NOT include abandoned
personal property.)

Excess serviceable items
stocked by SSSC.

Appendix A

REFERENCES

- AR 5-9, Intraservice Support Installation Area Coordination
- AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- AR 25-1, The Army Information Resources Management Program.
- AR 25-400-2, The Modern Army Recordkeeping System (MARKS)
- AR 30-18, Army Troop Issue Subsistence Activity Operating Procedures
- AR 190-11, Physical Security of Arms, Ammunition, and Explosives
- AR 190-22, Searches, Seizures and Disposition of Property
- AR 190-40, Serious Incident Report
- AR 190-51, Security of Army Property at Unit and Installation Level
- AR 195-5, Evidence Procedures.
- AR 210-130, Laundry/Dry Cleaning Operations.
- AR 310-49, The Army Authorization Documents System (TAADS).
- AR 420-17, Real Property and Research Management.
- AR 700-82, Joint Regulation Governing the Use and Application of Uniform Source, Maintenance, and Recoverability Codes.
- AR 700-84, Issue and Sale of Personal Clothing
- AR 700-120, Materiel Distribution Management for Major Items
- AR 700-139, Army Warranty Program Concepts and Policies.
- AR 702-7, Reporting of Product Quality Deficiencies Across Component Lines
- AR 708-1, Clothing and Supply Management Data
- AR 710-2, Supply Policy Below the Wholesale Level
- AR 710-3, Asset and Transaction Reporting System
- AR 725-12, Management of Reusable Containers

FSH Reg 700-1

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

AR 735-5, Basic Policies and Procedures for Property Accounting.

AR 735-11-2, Reporting of Item and Packaging Discrepancies

AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

AR 870-5 Military History: Responsibilities, Policies and Procedures

AR 870-20 Museums and Historical Artifacts

DA Pam 710-2-1 Using Unit Supply System Manual Procedures.

DA Pam 710-2-2, Supply Support Activity Supply System Manual Procedures.

DA Pam 738-750, Functional User's Manual for the Army Maintenance Management System (TAMMS).

DA Pam 738-751, Functional User's Manual for the Army Maintenance Management System: Aviation (TAMMS-A).

DOD 4105.63-M, Military Standard Contract Administration Procedures

DOD 4160.21-M, Defense Disposal Manual.

FORSCOM Reg 700-4, Ammunition

FORSCOM Reg 700-5, Transfer of Equipment.

FORSCOM Suppl 1 to AR 210-130, Laundry/Dry Cleaning Operations.

TM 9-1300-206, Ammunitions and Explosives Standards.

TM 38-L03-19, SAILS Procedures for Customers

FSH Reg 700-2, Reparable Exchange Activity/Cannibalization Point Management.

FSH Reg 700-4, Fort Sam Houston Ammunition Handbook.

FSH Reg 700-5, Recycling Materials Program.

FSH Reg 700-11, Reporting Shipping-Type (Item) Discrepancies.

FSH Pam 710-1, Self Service Supply Center Price List.

FSH Reg 725-1, Due-In and Due-Out Reconciliation Procedures

FSH Reg_755-2, Installation Property Utilization and Disposal Procedures.

DA Form 444, Inventory Adjustment Report

DA Form 461-5, Vehicle Classification Inspection

DA Form 581, Request for Issue and Turn-In of Ammunition.

DA Form 1687, Notice of Delegation of Authority - Receipt of Supplies

DA Form 2062, Hand Receipt/Annex Number

DA Form 2064, Document Register for Supply Actions.

DA Form 2402, Exchange Tag

DA Form 2407, Maintenance Request.

DA Form 2609, Historical Property Catalog.

DA Form 2765-1, Request for Issue or Turn-In.

DA Form 3078, Personal Clothing Request

DA Form 3161, Request for Issue or Turn-In.

DA Form 3328-1, Serial/Registration Number Record.

DA Form 3590, Request for Disposition or Waiver

DA Form 3643, Daily Issues of Petroleum Products

DA Form 4283, Facilities Engineering Work Request.

DA Form 4697, Department of the Army Report of Survey.

DA Form 4708, Quantity Change for Substitute in Property Book

DA Form 4949, Administrative Adjustment Report.

DD Form 250, Materiel Inspection Receiving Report.

DD Form 362, Statement of Charges for Government Property

DD Form 1155, Order for Supplies or Services/Request for Quotations.

DD Form 1348-1, DOD Single Line Item Release/Receipt Document

DD Form 1348-6, NON-NSN Requisition.

FSH Reg 700-1

FSH Form 142, Annual Training Clearance Record

FSH Form 442, Inventory of Abandoned Personal Property.

FSH Form 2080, Unit Transaction Report

Standard Form 364, Report of Discrepancy (RODO

Standard Form 368, Quality Deficiency Report (Category II).

The proponent of this regulation is the Directorate of Logistics, Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Garrison, ATTN: AFZG-DL-SD, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER:



OFFICIAL:
GEORGE A. FINLEY
Director of Information
Management

MICHAEL F. MERRILL
Deputy Director of
Information Management

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