Adjutant General's Department
Headquarters, Kansas National Guard
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Inventory Management

Kansas Supply Procedures

By Order of the Adjutant General:

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History. This issue publishes a revision of this publication.

Summary. This publication provides KSARNG units standards for logistic operations. It will be used in conjunction with other applicable KSARNG, NGB and Army directives.

Suggested Improvements. The proponent of this publication is the Director of Logistics. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: JFHQ-KS-DCSLOG, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution. A

Contents (Listed by Paragraph and page number)

Chapter 1
Introduction

1-1. Purpose
This SOP establishes policies and procedures to assist in logistical operations within the KSARNG.

1-2. Scope
The policies and procedures in this SOP are in addition to other applicable Army and NGB directives. This SOP pertains to all units and activities within the KSARNG.

1-3. References
a. Unit Level Logistics System (ULLS-S4) End Users Manual AISM-25-L3S-AWE-ZZZ-EU.
b. Commanders Guide AISM-25-L3S-AWE-ZZZ-CG.
c. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).
e. AR 735-5, Policies and Procedures for Property Accountability.
f. KSARNG SOP 710-2-1, ULLS-S4.
g. KSARNG SOP 700-131, Loan and Lease of Army Materiel.
h. Maintenance SOP for Field Maintenance Shops (FMS).
i. Central Property Book Office (CPBO) External SOP.
j. Fort Riley Pam 710-16, Class V – Ammunition Procedures.
k. Property Book Unit Supply Enhanced (PBUSE) EUM AIS MANUAL GCSS-A/T PBUSE EM.
l. Central Issue Facility (CIF) External SOP.
m. Central Clothing Distribution Facility (CCDF) Hand Book.
n. Supply and Services Memorandums.
o. AR 700-84 Issue and Sale of Personal Clothing.

1-4. Clarification
The term “Commander” will be construed to include Activity Supervisor. The term “Unit” will be construed to include activities.

Chapter 2
Responsibilities

2-1. Major Subordinate Commands
a. Evaluate, respond, and forward requests for clarification.
b. Evaluate and make recommendations on requests for deviation.
c. Report and/or respond to supply constraint reports.
d. Monitor the results of supply performance measurements.
e. Monitor the transfer and shipment of property of subordinate units.
f. Make sure all supplies belonging to, arriving in, or departing from their command are accounted for, cared for, and safeguarded.
g. Evaluate the supply operations of subordinate units.
h. Insure all required inventories are conducted within prescribed periods.

2-2. Commanders and Government Employees
a. Commanders, at all levels, will ensure compliance with applicable policies prescribed by this SOP and other applicable regulations.
b. Commanders are responsible for all unit property.
c. Government employees will properly use, care for, and safeguard government property. They will seek the most efficient and economical means of accomplishing assigned tasks and will limit requests for and use of materiel to the minimum essential.

2-3. Filing
All documents will be filed and disposed of in accordance with The Army Records Information Management System (ARIMS).

Chapter 3
Property Book System

3-1. Commander
Commanders are responsible for all unit property. By assuming command the individual has the responsibility to care for, maintain, and safeguard unit supplies and equipment. The commander's signature on the organization, installation, Table of Distribution and Allowances (TDA), and OCIE property book listing is evidence that he has accepted responsibility for all property listed. The unit commander is the primary hand receipt holder (PHRH). In addition, the unit commander insures that the following actions are accomplished:
a. Notify CPBO of shortages of non-expendable components, MTOE and CTA items of equipment that do not appear to be on order.
b. Certifies the quarterly hand receipt property listings for organization and installation property.
c. Set up and maintain sub hand receipts using ULLS S-4 or PBUSE, for all property.
d. Conduct and record inventories and prepare required administrative adjustment reports.
e. Monitor the safeguarding of property and establish procedures for supply economy.
f. Maintain suspense copies of all transactions sent to CPBO.
g. Maintain a supporting document file by calendar year in document number sequence for the current year and past two years.

3-2. Hand Receipt Listings
The CPBO produces hand receipt listings for each unit. These automated listings reflect accountable federal property assigned to each PHRH. Upon verification by the hand receipt holder, the signed hand receipt becomes the valid hand receipt between the PBO and PHRH/Commander. Property book identification codes (PBIC) are listed below:

PBIC	TYPE OF PROPERTY
2	OCIE
4	TDA Property
5	Basic Load Ammunition
7	Installation Reserve/Nonexpendable components (commander discretion items).
8	Organization
9	Installation
0	Medical

a. Units receive the "Transactions Affecting" and "Not Affecting" Listings. Compare these listings with your suspense documents. These listings should match your suspense documents by type of transaction and quantity. Report discrepancies to your supporting property book team chief. File both listings with the Quarterly Hand Receipt that the transactions affect.
b. Reconcile your new hand receipt quantities against the unit work copy. Notify supporting property book team chief of any discrepancies.
c. Sign and return the hand receipt stamped "PBO File Copy" and the memorandum that accompanies it to the CPBO not later than the suspense date indicated on the memorandum. File the signed "Unit File Copy". The unit must have on file the current year plus the past two calendar years.
d. Report serial or registration number discrepancies to your supporting property book team chief.
e. Neither the Hand Receipt stamped as the "PBO File Copy" nor the "Unit File Copy" will have any written markings or notes. The commanders signature is the only writing allowed on either Hand Receipt. Original signatures are required on both copies.
f. Suspense dates that exceed 90 days will result in the unit having all PBUSE privileges revoked until the past due documents are received at the CPBO.

ULLS-S4 / PBUSE Sub Hand Receipt Module
The PBO provides a ULLS-S4 diskette with the unit hand receipt to each supported unit still using ULLS-S4. Units will follow the procedures outlined in KSSOP 710-2-1 to download the information onto their ULLS-S4 computer. In the event a bad diskette is received notify the property book team chief so another diskette can be sent. Return the bad disk to the property book team chief indicating that it is a bad disk. PBUSE operators will not download any disks onto their systems.

DATES FOR MONTHLY / QUARTERLY LISTINGS
WEEK OF:

20 OCT	SENS ITEM
20 NOV	SENS ITEM
20 DEC	H/R, SENS ITEM
20 JAN	SENS ITEM
20 FEB	SENS ITEM
20 MAR	H/R, SENS ITEM
20 APR	SENS ITEM
20 May	SENS ITEM
20 JUN	H/R, SENS ITEM
20 JUL	SENS ITEM
20 AUG	SENS ITEM
20 SEP	H/R, SENS ITEM, 100% CYCLIC

NOTE: STARC/TDA PHRH will perform a 100% inventory annually. STARC/TDA PHRH will receive a new Hand Receipt only if there is a change.
The Central Property Book Office is located in: Building 201, 131 SW 27th, Topeka, Kansas 66611; Telephone Number: (785) 274-1333; Fax number: (785) 274-1623

3-3. Usage of "Unit Work Copy" hand receipt
Use the "Unit Work Copy" for posting all transactions and/or notes.
a. Pencil post the on-hand quantities, document number, serial numbers and type of document for all submitted transactions. This listing will be used to validate the next new hand receipt balances.
b. All suspense documents are compared with CPBO 'Posted' documents, which are returned with Transactions listings. Unit suspense copy is replaced with the posted CPBO copy and filed in the Supporting Document File in document number sequence. Report discrepancies to your supporting property book team chief.
c. Check your work copy before preparing turn-ins, request, or adjustment documents. Quantities must be on hand before any reduction transactions will be processed.
d. On-hand balances plus due-in quantities should equal the Authorized column (reflects next MTOE) to ensure authorized items are on-hand or on order. If an MTOE shortage exists and no due-in appears, inform the supporting property book team chief. If the item is CTA authorized, the unit commander decides if the authorization should be reduced or authorized quantities ordered.
e. Maintain a "Unit Work Copy" hand receipt file for 24 months.

3-4. Consolidated Property Listing.
The "Consolidated Property Listing" (CPL) provides the PBO and commanders the information needed for management and control of battalion property. The report lists equipment within a battalion by: line number, UIC, NSN, required and authorized allowances, quantities on hand, quantities due in, and supply status. The CPL is available through PBUSE to anyone with Asset Visibility rights. The following personnel have these rights:
a. Battalion S-4's
b. Property Book Team Chief's
c. MSC S-4's

3-5. Active Activity Register/Due In Listing
The Active Activity Register in PBUSE lists all non-expendable and expendable/durable items on order. The Due In Listing for non PBUSE units only lists non-expendable due ins.
a. Units with access to PBUSE will access this register monthly and will also receive a printed register from the CPBO in the quarterly hand receipt packet. Non PBUSE units will receive a due in listing with each new hand receipt.
b. All requisitions with BA or BV status and an estimated shipping date (ESD) exceeding 30 days requires research to validate the receipt or non receipt of the item. If a non-expendable item was received, initiate a DD Form 1348-1 and forward to the CPBO for posting. If an expendable/durable item was received, post to PBUSE and then process through IMAP. If item was not received, a Standard Form 364 will be completed with the information available and forwarded to the CPBO.

c. Destroy the old listing upon receipt of the new quarterly register.

3-6. Sensitive Item Inventory
Requirement for this inventory is found in DA PAM 710-2-1. Sensitive items, weapons, and ammunition are inventoried monthly by a physical count. Serial number and lot numbers will be verified quarterly. The CPBO will send an inventory package to the unit monthly. The package will consist of a “PBO File Copy”, a “Unit File Copy”, a “Unit Work Copy” and memorandums stamped “PBO File Copy” and “Unit File Copy”. Only the CPBO generated inventory listing will be accepted by the PBO. Units may create inventory listings for the purpose of conducting this inventory at remote locations. The person conducting the inventory will sign and return the listing to the parent unit. The parent unit will file created listing with the “Unit File Copy”. Complete the following actions to conduct this inventory:
a. Use the “Unit Work Copy” to perform this inventory. Physically count each type of equipment listed. Equipment having components requires a component inventory. Verify serial numbers and lot numbers quarterly. Notify the responsible officer of any differences. Any differences need to be compared to the pencil posted copy of the unit’s hand receipt. If differences still exist the responsible officer will notify the PBO immediately and also notify their next higher headquarters.
b. Upon completion of the inventory, record the results on the “PBO File Copy” and the “Unit File Copy”. The individual performing the inspection (E5 or above) will print their name and rank, sign and date both copies.
c. The only writing allowed on the PBO and Unit File copy is a check mark next to serial numbers, the quantity inventoried, and a very short remark in the remarks block if needed. Any notes or annotations are made on the “Unit Work Copy”.
d. Only an E5 or above will perform this inventory. The same individual will not conduct two consecutive monthly by count inventories. The same individual will not conduct two quarterly serial number inventories consecutively. Neither the unit armorer nor the unit supply sergeant will conduct this inventory.
e. Once the inventory is completed, quantities recorded, and the person conducting the inventory has signed and dated both copies the Commander will verify the inventory by signing both copies.
f. The “PBO File Copy” of the inventory and the “PBO Copy” of the memorandum are mailed back to the PBO by the suspense date on the memorandum. The “Unit File Copy” is filed and retained. The current year and the previous two years are kept on file. Original signatures are required on both the PBO and Unit file copies.
g. A FLIPL is mandatory when there is a loss or destruction of a sensitive item.
(NOTE: WEAPONS AND AMMUNITION REQUIRE A PHYSICAL COUNT MONTHLY, SERIAL NUMBER/LOT NUMBER INVENTORY QUARTERLY)

3-7. Cyclic Inventories
The PHRH is required to conduct a 100% annual responsible officer inventory. The PBO requires units to submit this result in the month of September each year. The unit commander may choose the cyclic method of conducting this inventory. When this method is chosen the procedures in DA PAM 710-2-1 will be followed. Battalions will insure the procedures for either method are followed and recorded. Further guidance is provided:
a. The scheduling of the inventories can be done at the commander’s discretion. Examples can be:
1. 10% Monthly, 25% Quarterly, or 50% Semi-Annually
2. By Hand Receipt Holder
3. By LIN
b. The commander is required to notify hand receipt holders in writing of the method to be used and the schedule to be followed.
c. A sample of a cyclic inventory memorandum and enclosure can be found in Fig 7 and 8 of this SOP. The basic requirement can be found in the examples. Units need to make changes to the memorandum to fit the specific type of inventory they will be performing.

3-8. Requests for MTOE Equipment
Commanders are responsible to insure all equipment listed in the authorized column of the MTOE is on hand or on request. When authorized MTOE equipment is found not to be on hand or on request notify the supporting property book team chief. Units are responsible for preparing all other requests, to include requests for non-expendable components. These requests will be submitted to the supporting property book team chief.

3-9. Receipt of Equipment

Only the Commander or delegated unit representatives are authorized to sign for equipment or supplies received by the unit. All Non-Expendable receipt documents are sent to the supporting property book team chief within 24 hours of receipt. The unit will maintain a suspense file copy of the Non-Expendable receipt document. Expendable/Durable receipt documents are posted to the unit's automated document register as received and then processed through IMAP.

a. Receipt documents for non-expendable equipment are retained in the suspense file until the transaction listing showing that the receipt has been posted by the CPBO.

b. The non-expendable equipment receipts are verified against the "Transaction Affecting" property listing. The quantity and serial /registration numbers, if applicable, will be verified. Differences are reported to the supporting property book team chief.

c. The non-expendable equipment receipt will then be posted with the date of the CPBO hand receipt, initials of the supply sergeant, then filed in the supporting document file in document number sequence.

3-10. Request for Turn-in

The turn-in of MTOE / TDA equipment will only be accomplished when directed by the United States Property and Fiscal Office (USP&FO) Property Management section or when it is deemed unserviceable by a supporting maintenance activity. Turn-in of non-expendable components will only be accomplished when it becomes excess due to a component listing change or deemed unserviceable by a supporting maintenance activity.

a. Send all requests for Turn-In of non-expendable items to CPBO for approval and assignment of document numbers. Document numbers are not given over the phone or e-mailed.

b. Do not send durable/expendable turn-ins to the CPBO for approval.

c. Turn in equipment in person if at all possible.

(1) Make an appointment with USP&FO warehouse personnel.

(2) Insure all maintenance requirements have been accomplished and that the documentation accompanies the turn-in document.

(3) All non-expendable equipment turn-ins that have components must have a completed component (CL) list attached to the turn-in document. The CL must be signed and dated by the individual conducting the inventory. If shortages exist the properly completed shortage annexes must also be attached.

3-11. Component Accountability

A Major End Item is considered complete when the authorized quantities of non-expendable, durable, and expendable components listed in the current Supply Catalog (SC)/Component Listing (CL)/Technical Manual I are on hand. Major End Items are required to be inventoried upon receipt. All non-expendable shortages will be listed on a shortage annex and forwarded with the component listing to the CPBO within 24 hours of equipment receipt. Expendable/Durable shortages will be listed on a shortage annex and initialed and dated by the unit commander. Expendable/Durable items will be requisitioned following procedures of KSARNG SOP 710-2-1. Major End Items will be considered complete only when all authorized components are on hand.

a. There are three (3) Levels of Management that are responsible for component accountability.

(1) Property Book Level

(2) Commander/Hand Receipt Holder Level

(3) Sub-Hand Receipt/User Level

b. Hand Receipt Shortage Annexes are initiated at the level where the document register is kept, i.e. nonexpendable by PBO and expendable/durable by unit commander. Shortages are recorded on a DA Form 2062.

c. The original non-expendable shortage annex is retained by the PBO and a copy is forwarded to the PHRH with a document number recorded next to each item listed. A file of all shortage annexes will be maintained at the unit.

2. Upon receipt or issue of an end item an inventory of the components is conducted. The most current Technical Manual I, Supply Catalog (SC), or Component List (CL) is used. Publications can be found in the web base of LOGSA. Use of ARNG CL's will only be allowed when there is no DA Publication available. The following procedures should be following upon receipt or prior to issue of end items with components:

a. Use the line number or NSN to look up the most current Publication for the end item on hand.

b. Give the most current Publication to the individual who will be performing the inventory. Insure that all blocks are filled with a quantity.

c. Once the inventory is complete, the supply sergeant will review the results with the individual who Performed the inventory. After review and all questions are answered the person performing the Inventory will initial and date the publication as inventoried.
d. The supply sergeant will prepare a shortage annex using the inventory results recorded on the Publication. The commander will initial and date the last column of the shortage annex.
e. File the shortage annex with the hand receipt the equipment was issued. File the publication the inventory results with the hand receipt for which it was issued.
f. Prepare and submit requests for expendable and durable items of equipment and supplies.
3. Shortage annex's must be kept current. Do this by posting changes as they occur or using change Documents. Then the change document method is used the following applies:
a. Prepare DA Form 3161 showing either the issue or turn-in of a component from an end item.
b. The individual receiving the item will sign block 15. The original is kept by the person issuing, a copy Is kept by the person receiving the item.
c. Post change documents every six months from the date of issue or upon change of sub-hand receipt Holder, which ever comes first.

3-12. Relief from Responsibility
1. When federally owned property is found to be lost or damaged by causes other than fair wear and tear the primary hand receipt holder (i.e. Commander) will perform a preliminary investigation. This investigation will determine if the item is actually missing or the facts surrounding the cause of damage. This investigation should be pursued aggressively to meet the time limits outlined within AR 735-5.
a. When federally owned property is discovered to be lost or damaged relief from responsibility may be obtained by means of one of the following actions:
(1) PAYROLL DEDUCTION: Statement of Charges/Cash Collection Voucher DD Form 362 when Liability is admitted and less than one months base pay.
(2) FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL): Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, when liability is not admitted, it exceeds the individuals base pay, involves a sensitive item, or other less common requirements listed in AR 735-5.
b. Every soldier has the personal responsibility to properly use, safe guard, and care for all Government property in their possession. This applies to all property issued for, acquired for or converted to their exclusive use, with or without receipt.
c. Commanders will insure that all Government property is properly used and cared for and that proper custody and safekeeping are provided. This responsibility cannot be delegated. Commanders will provide proper security measures, observe and direct activities of subordinates, enforce all safety and accounting requirements, and take administrative/disciplinary measures when necessary.
d. When property is recovered after a Financial Liability Investigation of Property Loss (FLIPL) has been initiated follow the procedures outline in AR 735-5. The unit will prepare a DA Form 3161 (FOI) then forward to their MSC so a memorandum may be prepared directing the CPBO to reestablish accountability.

3-13. Assistance Visits with Supported Units
a. Annually units will request an assistance visit with their Property Book Team (PBT).
(1) Customer units will reconcile equipment authorizations with the PBT.
(2) The location for this visit is at the convenience of the unit.
(3) Units will have available their hand receipt work copy.
(4) The PBT will have available:
(a) MTOE and state orders
(b) PB supporting documents
(c) Letters and other authorization documents
(d) Non-expendable shortage annexes.
b. Additional visits
(1) Units may request additional visits as required.
(2) Units are encouraged to visit the PBT anytime.
(3) Assistance visits at unit location require prior coordination with the PBO so that travel arrangements can be made.

3-14. Non-expendable Shortage Annexes

a. Unit commander must have a shortage annex (initialed by the current PBO) on file for all non-expendable components not on hand.
b. The shortage annex is prepared by the supporting PB team and will include:
(1) Document # of request.
(2) Document # of turn-in or reason why the component is not on hand.
c. When components are received:
(1) Forward receipt documents to CPBO.
(2) The shortage annex is updated and a copy is sent to the unit.
d. If the component was requested to replace a turn-in action, and the turn-in has not been completed when thereplacement component is received, the component will be added as an unauthorized end item to the units hand receipt (PBIC 7) until completion of turn-in.

3-15. MATES Assets
a. Units will inform the PBO in writing of all unit property placed in the MATES package. All MATES package assets are identified on unit hand receipts with an equipment concentration site (ECS) code of “KM”.
b. If hand receipt is incorrect, submit a DA Form 4949 to adjust the ECS code.
(1) ECS code of “KM” = MATES assets
(2) A blank ECS code = home station assets
c. When equipment is moved to or from the MATES package, submit a DA Form 4949 to update the hand receipt.
d. Units will inventory MATES assets annually and during a Change of Command (COC) or responsible person inventory. Insure the MATES hand receipt is updated on completion of the inventory.

3-16. Serial /Registration Number
Serial numbers and registration numbers, if applicable, must be recorded on receipt documents. When serial number or registration number discrepancies are discovered immediately notify supporting PBT. Serial number and registration number discrepancies require an adjustment document as determined by the PBO. Once the unit is notified of the type of adjustment document required, the unit will prepare and submit it through appropriate channels.

3-17. Processing Adjustment Documents
a. Financial Liability Investigation of Property Loss (FLIPL), in original and 6 copies, will be processed through channels to MSC. MSC will assign control number and forward to CPBO. b. Statement of Charges/Cash Collections – send original and 1 copy. A copy of the DA 3645 for the individual charged will be attached to the DD362 when OCIE is involved.c. DA Form 4949 – send original.d. Any adjustment documents requiring corrections will be returned without action.

3-18. MTOE Change (LOGTAADS)
LOGTAADS will be loaded by the PBUSE operation center. PBT will notify units of the LOGTAADS load and any required actions.

3-19. Ammunition and Pyrotechnics Accountability
a. Ammunition retained over 72 hours will be placed on the unit’s property book. Units will send a legible copy of DA Form 581 that the ammunition was drawn on to the CPBO. Issue document will include Lot #, Stock #, Line #, and Qty.
b. To remove ammunition from the property book, a signed copy of any turn in DA Form 581will be sent to the CPBO. The turn-in will include Lot #, Stock #, Line #, and Qty. The DA Form 581 must be signed by a representative of the activity that issued the ammunition.

3-20. Summary of Issue (DA FORM 3645)
a. A Summary of Issue is the procedure used to drop non-recoverable OCIE property from the property book.
b. A Summary of Issue may be initiated ONLY for unit members that have physically terminated their status with the Kansas Army National Guard.
c. The following items of OCIE are the ONLY items authorized for a Summary of Issue (Ref CTA 50-900, pg 83, dtd 1 Sep 94).

(1) G49350 – Drawers, Cold Weather
(2) X86839 – Undershirt, Mans, Cotton Wool
(3) All leather foot wear.
d. This will be completed by the CIF manager/PBO.

3-21. Unit Equipment Readiness Listing
Unit Equipment Readiness Listing will be obtained through the PBUSE system.

3-22. Permissions to PBUSE
Permission to access PBUSE is obtained through the CPBO.
a. The three levels of permissions are:
(1) Unit
(2) Property Book
(3) Staff
b. Before unit level permissions are granted the following must be submitted to the CPBO:
(1) A memorandum appointing Commanders Designated Representatives (CDR) signed by the unit commander.
(2) A certificate of unit level PBUSE training.

CHAPTER 4
Classes of Supply

4-1. Class I
This section applies to all Class I IMPAC cardholders. The procedures for requesting Class I supplies are as follows:
a. Responsibilities:
(1) AGKS-DOL: Is the proponent of the Class I IMPAC card program. DOL will have the responsibility to monitor the program to ensure compliance per the below procedures, enforce report procedures, recommend card suspensions for failure to follow procedures and be the Approving Official for all Class I IMPAC cards.
(2) USPFO-S&S: Class I commodity manager will provide authorization; place subsistence orders as needed and receive reports from the cardholders.
(3) MSCs: S-4s monitor Battalion Food Service Program to ensure that card holders are following procedures, providing input to the DOL and USPFO for policy changes, serve as an emergency back-up source to the Battalions or Separate Companies/Batteries/Detachments and monitor the required reporting of Class I reports.
(4) Battalions: S-4s monitor Company/Battery/Detachment Food Service program to ensure that cardholders are following procedures, providing input to the MSCs, DOL and USPFO for policy changes, serve as an emergency back-up source to the Companies/Batteries/Detachments and monitor the required reporting of Class I reports.
(5) Companies/Batteries: Commander monitors the cardholder to ensure that policy and procedures are being followed. Ensure that cardholders do not incur any unauthorized expenditure.
(6) Card Holders: Follow policy and procedures for requesting, receiving and paying for subsistence. Do not incur any unauthorized expenditure. Provide timely return of required documentation after the IDT or event.
b. Procedures: The following is the process that is used for requisition, receiving and payment of subsistence:
STEP 1. The commander will submit to the food operations supply sergeant (FOS), a DA 5913-R (Strength Report) indicating the amount of personnel projected to feed for the next MUTA. The commander will also indicate in the remarks any additional food service requirement that may be needed. Only the commander is authorized to sign this document.
STEP 2. Unit will forward a Memorandum for Record (MFR), Request for Rations, through next higher command, 90 days prior to the date the rations are required, to USPFO for Kansas: S&S Class I. Changes are submitted as necessary. Status of requests received at USPFO will be updated to MSCs at the monthly S4/G4 meetings. Submit changes as necessary.
(1) MFR will include the following information:
(a) Unit requesting rations
(b) Date rations required
(c) Number of personnel to be fed
(d) Location of Feeding

(e) Place of purchase (if applicable)
(f) Cost of meals per person
(2) In instances where the IMPAC card cannot be used, or purchase is over $2500.00 a DA Form 3953 will be submitted along with MFR.
(3) Ice, if needed, is annotated on the MFR. Ice cannot be purchased with Class 1 card.
(4) The Cost of commercially prepared meals, if applicable, are annotated on the MFR.
STEP 3.
(1) USPFO-S&S will return approved MFR with purchase authorization number assigned to the requesting unit through their next higher command.. The USPFO will maintain a log of purchase authorizations given to each cardholder.
(2) Units that will receive vendor delivered rations will also receive a copy of the order that is placed for you by the Class I commodity manager at the USPFO. (Ordering of vendor delivered rations will remain the responsibility of the USPFO commodity manager).
STEP 4. Cardholder orders rations (except for vendor delivered), receives rations, accounts for rations (DA Form 3032) and provides credit card for payment.
(1) DA Form 5913-R (Feeder Report) is used to record presentthe number of Subsistence in for duty strength Kind (SIK) soldiers who consumed meals based on the DA Form 3032, and the number of meals sold for cash based on the number of signatures on DD Form 1544for units that prepare their own subsistence. Only the commander is authorized to sign this report.
(2) Non-SIK soldiers eating at the vendor's establishment will order off the menu and pay the vendor direct. Non-SIK soldiers eating meals catered to the soldiers will pay the government the cost of the meal to the government utilizing a DD Form 1544. Commercially prepared or catered meals consumed by Subsistence in Kind (SIK) soldiers are recorded on a DA 5913-R (Feeder).
(3) Officers and AGR personnel will pay the vendor directly for the catered meals.
STEP 5. Cardholder will forward to the USPFO-S&S Class I Commodity Manager through next higher command, copies of the following documents NLT 10 days after the activity: IMPAC card receipt, vendor invoice, DA Form 3032 (Headcount Sheet) and DA 5913-R, (Feeder).
STEP 6. Cardholders must sign the monthly IMPAC card statement showing they have reviewed and verified the charges to the card. Attach the purchase authorization to the monthly statement and keep in the functional files. Do not send monthly statement to USPFO. Functional files as a minimum will include: DA 5913-R (Strength Report, MFR, Approved Ration Request, original vendor receipt, original credit card receipt, DA 3032 (Headcount Sheet) when applicable, DA 5913-R (Feeder Report), DA 5914-R (Ration Control Sheet) and DA 3234-R (Inventory Record) when applicable.
STEP 7. AGKS-DOL, as the Approving Official, will sign all statements and forward for actual payment. Any discrepancies are investigated by DOL, and the chain of command will be used to resolve them.
Failure to comply with the above policy, or habitual lateness of returning the proper documents to the USPFO or DOL will result in one or more of the following actions(1)Administrative punishment.(2)Card suspension(3)Card cancellation(4)Judicial punishment.
c. DD Form 1544 Cash Turn in. Cash turn-in schedule
(1) Turn-in of cash. All cash collected from the sale of meals is turned in as follows:
(a) By the FSS to the FSO or designated individual as each cash collection sheet is completed. By the FSO or designated individual when the funds on hand reach $500. These funds must be turned into the Finance and Accounting Officer or Agent Officer or consolidating headquarters. Funds collected and on hand at the close of each month is turned into the USPFO for Kansas, Cash Meal Payment Officer.
(b) When all 50 sheets in the DD Form 1544 book have been used.
(c) Whenever there is a change in FSOs, the unit commander will authorize a new FSO on a DA Form 1687 for the receipt and control of the DD Form 1544. At the same time, the officer transferring from the unit will prepare a DA Form 3161 in four copies and include the serial number of DD Forms 1544 on hand (used and unused). This procedure transfers responsibility for the forms to the new FSO. The DD Form 1544 sheet(s) in use at this time is closed out and all monies turned in to the USPFO. A copy of the DA Form 3161 is forwarded to the consolidating headquarters or control officer. One copy will be retained in the DD Form 1544 book, one copy furnished to the outgoing officer, and one copy retained by the incoming officer. The DD Form 1544 book, one copy furnished to the outgoing officer, and one copy retained by the incoming officer.
(d) At the end of a fiscal year, all funds are turned-in the first working day of the new fiscal year. The turn-in document are annotated "Final FY XX turn-in" to alert the USPFO that the turn-in is to be posted to the closing fiscal year account.

(e) A cash turn-in is performed at least quarterly for IDT.
(f) AT. All cash collected are turned-in before the clearing of the AT site. When this is impractical, turn-in will be affected not later than 5 workdays following the return to home station.
(2) Turn-in procedures. The two approved methods of turn-in are cashier's check or Postal money order.
(a) Turn-in procedures must be coordinated with and approved by the supporting FAO and FSO.
(b) When cash collections are required to be mailed, monies collected will be converted to a cashier's check or money order payable to the servicing FAO; for example, FAO, Fort Lee, VA 23801 or FAO, Fort Hood, TX 76544. The fee for the cashier's check or money order is deducted from the money turned in on the DD Form 1131.
(c) To document the payment for the cashier's check or money order, the unit will attach the receipt for the purchase, of the money order or cashiers check, to the unit copy of the DD Form 1131 and keep it on file with the DD Form 1544 book.
(d) The amount of the money order or cashier's check, plus the fee supported by the receipt, must total the full amount collected. The amount reflected in the total block of the DD Form 1131 is the total amount collected less the costs of the money order or cashiers check.

4-2. Class II
Expendable/Durable Requests will follow procedures per KSARNG 710-2-1, dated 1 June 2000.
a. GSA CSC. Class II IMPAC accounts are consolidated, maintained and controlled through the MSC to MACOM/Battalion level. IMPAC cardholders will place the GSA CSC order and request payment with IMPAC card.
b. It is the responsibility of all MACOM/Battalions to see that subordinate units that do not have a Class II IMPAC card are supported. Funding will be given at the MSC level.
c. Current policy on procurement guidelines for office supplies:
(1) The preferred method of purchase is through GSA CSC (purchased with IMPAC).
(2) If item(s) required are not available through GSA CSC, or if items are required on an emergency basis, purchase can then be made from local economy with IMPAC.
(3) Cardholders may also choose to purchase at any military installation self-service store.
d. Reference Appendix A for IMPAC card guidelines.
Personal clothing will be placed on request by following the procedures IAW Central Clothing Distribution User Handbook Version 2.0. The following additional procedures will also be done to maintain full accountability of all personal clothing.
a. Once a request is made a copy of the request will be printed from the CCDF web site. This will be maintained on file to fulfill the document register requirement for clothing request.
b. Upon receipt of the requested clothing one copy of the CCDF DA 3078 will be filed with the original request. The second copy will be placed with the receipted clothing awaiting signature from the soldier.
c. In the event of a due out, all CCDF DA 3078's will be filed with the original request until the request is filled.
d. All CCDF DA 3078's signed by the soldier receiving the clothing will be filed in the soldiers personal clothing file and maintained until the next clothing audit by higher headquarters.
e. The preferred method to issue recoverable clothing is the direct exchange method. This will reduce the number of times the DA 4886 needs to be adjusted. Personal clothing turn-in's will be made to the USP&FO warehouse. Personal clothing will be turned in by individual. Bulk turn-in's will only be done under unusual circumstances. Use the following procedures for clothing turn-in's by individual.

4-3. Class III
Bulk Petroleum Fuel Accountability

a. Requisitioning and Receipting for Bulk Fuel
(1) All bulk fuel will be requisitioned on DD Form 1348-1A. An expendable transaction number will be assigned to the requisition. Requests must be forwarded to the USPFO to arrive NLT 30 days prior to the date the additional fuel is required.
(2) Complete the form with a 'SHIP TO' address indicating street name and number. Fuel cannot be delivered to a post office box. Three (3) bids are required for fuel purchases not under contract with a cost exceeding $2500. Bids are annotated on DD Form 1348-1A. Include vendor name, address, telephone number, and bid price. Indicate time frame during which fuel is accepted, (i.e., between 01Sep 00 and 03 Sep 00). ASAP is not acceptable. Indicate where fuel is delivered to with a 'DELIVER' TO address.

(3) Upon receipt of DD Form 1348-1A, USPFO will return an information copy of DD Form 1155 along with the original and two (2) copies of DD Form 1348-1A.
(3) Upon receipt of fuel from the vendor, Blocks 10, 22, and 23 on DD Form 1348-1A is completed and the original forwarded to the USPFO within 24 hours.
b. Controls Required in Receipt of Fuel.
(1) Controls for receipting of bulk petroleum from commercial contractors are accomplished IAW DA Pam 710-2-1, para 12-25c.
(2) To ensure that established procedures are followed, DA Form 3857, "Commercial Deliveries of Bulk Petroleum Products Checklist" is used by personnel responsible for accepting and unloading bulk shipments received from commercial sources. DA Form 3857 is an electronic form.
c. Accounting for Bulk Petroleum.
(1) Bulk petroleum does not require property book accountability. The audit trail is maintained using DA Form 2064, 3643, 3644 and 4702-R. Organizations must use a separate DA Form 3643 for each type of fuel.
(2) Upon delivery of bulk fuel, the unit/activity must post the fuel as received on their DA Form 3643. The fuel is issued from the supporting activity to the receiving unit on DA Form 3643 in accordance with DA Pam 710-2-1, Figure 12-2.
(3) Units, in turn, must account for fuel IAW DA Pam 710-2-1, Chapter 12 Section IV. Units will keep these records on file as specified in AR 25-400-2 for audit purposes. All units with bulk capabilities, regardless of on-hand balance are required to send reports to USPFO.
(4) Inventory
(a) Inventories are performed IAW DA Pam 710-2-1, Chapter 12, Section V.
(b) Monthly POL inventories are conducted as of 0800 hours on the last working day of each month IAW DA Pam 710-2-1, para 12-21c.
(5) Reconciliation. Petroleum Product Inventory Control Sheet, DA Form 5831-R, is used IAW DA Pam 710-2-1, para 12-21e.
d. Monthly Bulk Petroleum Accounting Summary (MBPAS)
(1) Units will prepare DA Form 4702-R (MBPAS) to record data pertinent to bulk fuel inventory.
MBPAS is used by the USPFO to prepare the monthly Department of Defense "Defense Energy Information System" (DEIS-1) report. DA Form 4702-R is prepared on the last working day of the month and forwarded NLT then 5 calendar days of the next month to USPFO for Kansas, ATTN S&S Division.
(2) Documentation to be forwarded:
DA Form 4702-R
DA Form 3644
(3) Copies of all receipt documentation for that month.
(4) Fuel reports are required monthly regardless of balance. Submit a zero (0) on hand, zero (0) received, and zero (0) issued if no fuel has been on hand during the month.
(5) Allowable Losses/Gains. Computation of losses and gains are computed IAW DA Pam 710-2-1, Section VI, para 12-23.
e. Accounting for Credit Cards and K-Tags
(1) Federally funded credit cards are accounted for on the Property Book OfficerFMS's installation Property Book by serial number.
(a) 9905-00-X20-3024: Kansas Turnpike Device (K-Tag) – as necessary per Unit or Activity.
(b) 9905-00-X20-3402: Tactical Fuel Credit Card – as necessary per Unit or Activity.
(c) 9905-00-X20-3409: Aircraft Fuel Card – Issued per Tail Number of aircraft.
(d) 9905-00-X20-0674: Aircraft Fuel Credit Card for DoD Airfields – Issued per Tail Number of aircraft.
(2) Requisitioning. Credit cards and K-Tags are requisitioned through the appropriate Property Book Officer (PBO).
(3) Expired Credit Cards. Expired credit cards and Unserviceable K-Tags are turned in to the USPFO for Kansas, ATTN: KS-ARL-WHSE, on DA Form 2765-1.
(4) Issued to Users. AR 190-51 requires credit cards to be issued to a person and vehicle on an as needed basis. Neither Credit Cards or K-Tags will be permanently hand receipted to a user. They must be controlled through the use of a POL Credit Card/AV Fuel Identaplate Control Log, DA Form 5830-R. The responsible individual to control the issue and use of credit cards will establish the control register. It is absolutely essential that cards and K-Tags with receipts be turned in immediately after the mission is complete.
(5) Security of Credit Cards and K-Tags. Cards and K-Tags not issued to individuals must be secured in a locked container with controlled access.

(6) Lost or Stolen Credit Card/KTAG. Units/commands/activities discovering that they have a card/K-Tag missing must immediately call USPFO for Kansas, Logistics Division, (785) 274-1307 or DSN 720-8307, and report the circumstance. A written notification confirming the unit, card number, and circumstances will also be provided to USPFO for Kansas, ATTN: ARL, within ten (10) working days of the time the card or K-Tag was lost. To obtain relief of accountability a Financial Liability Investigation of Property Loss (FLIPL) is initiated in accordance with AR 735-5.
(7) Authorized Purchases. Authorized purchased are limited to:
(a) Unleaded gasoline, diesel fuel, and aviation fuel.
(b) Lubricating services.
(c) Permanent type antifreeze on an emergency basis only.
(d) Emergency battery charge.
(e) Tire and tube repairs away from home station.
(f) Emergency replacement of spark plugs, fans or generator belts, windshield wiper arms and blades, and lamps while away from home station.
(8) Unauthorized Purchases. Unauthorized purchases are any item not mentioned in (7) above and item (9) and (10).
(9) Fuel purchases during duty hours in the vicinity of military dispensing facilities which have Daily Dispensing Available, i.e. MATES.
(10) Under no circumstances will a vehicle operator make purchases at a service station that is not authorized in the Defense Fuel Supply Center Handbook. This handbook is supplied by USPFO to all organizations issued credit cards. NOTE: Just because a vendor will accept the VOYAGER credit card, does not necessarily mean it is an authorized vendor. Use the Defense Fuel Supply Center Handbook.
f. Use of AVFUELS IDENTAPLATES
(1) Controls:
(a) If refueling at commercial facilities is required, every effort is made to use into-plane contract sources.
(b) Identaplates will be secured at the Army Aviation Support Facility (AASF) in a locked container with restricted access until the aircraft is dispatched. When dispatched, a Credit Card/AV Fuel Identaplate Control Log, DA Form 5830-R will be used to control the identaplates IAW DA PAM 710-2-1, para 12-10.
(2) Responsibilities:
(a) Unit Commander has overall responsibility for controlling use of identaplates.
(b) Pilot. Ensures that product services are recorded on DD Form 1898 (See DA Pam 710-2-1, para 12-11) as provided before presenting the identaplate to refueling operator. Under no circumstances will U.S. Government National Credit Card (SF 149) be used to establish or imprint data on AVFUEL into-plane contract sales slip, DD Form 1898.
(3) Immediately upon return to home station, ensure that delivery tickets for all purchases are turned in to appropriate AASF personnel designated by the AASF Commander.
g. Quality Surveillance.
(1) Quality Surveillance Program
(a) Fuel samples are taken form the delivery conveyance for the first three (3) separate delivery days under each new contract, reference AR 710-2, Section C-4, para c(3). The USPFO Purchasing and Contracting Section will notify storage units/activities when new contracts are in effect.
(b) Periodically, USAGMPA field officer (West) may request that a special fuel sample be taken. As in the above paragraph, the sample is taken from the supplier FMS's tanker before fuel is dispensed into storage tanks. Containers are requisitioned through normal supply channels using NSN: 8115-01-192-0935, Round Can (for MOGAS) and 8415-00-224-7935, Rectangular Can (for diesel fuel).
(c) Fuel samples are properly recorded and identified by use of sample tag, DA Form 1804, as outlined IAW FM 10-69.
(d) Fuel samples are sent to the USPFO by area truck. Under no circumstances will U.S. Mail ship any fuel samples.
(e) USPFO Transportation Branch will prepare fuel samples for shipment to Defense Depot Tracy via commercial carrier.
(f) A log of samples taken is maintained under the Quality Surveillance Program. Requirements are outlined in AR 710-2, Appendix C.
(2) Filter / Separator Performance Surveillance.
(1) AR 710-2, Appendix C requires a test every thirty (30) days for all filter/separators regardless of product type. This is intended to check the effectiveness of all filter/separators in service. Units will perform filter

element effectiveness tests upon installation of filter elements and every thirty (30) days thereafter for all types of filter/separators.
(2) Samples are obtained downstream from filter/separators, ideally after circulation of product has taken place. Follow same procedures outlined above in Quality Surveillance to take and send samples.
h. Packaged POL Products.
(1) Organizational Maintenance Shops are to be the originators of Supply requisitions ordering Class III Package Products, Petroleum, Oil & Lubricants (POL). FMS individuals have the knowledge of requirements of routine day-to-day maintenance of unit's equipment.
(2) Exception to this policy is that the units are responsible for ordering their Pkg products for AT and IDT to support their missions when going to the field. Upon completion of their exercise or training event the unused stocks are turned over to the supporting FMS for their use. Units use DA Form 3161 to issue products and retain file copy for audit and CSDP purposes.
i. POL Waste. All POL waste from units is turned in to the supporting FMS, AASF, or MATES. The supporting shops/facilities will store their waste POL in used fifty-five (55) gallon drums or waste POL storage tanks (appropriately marked).
j. Fuel Requirements for Annual Training
(1) While traveling to and from AT Sites: Units having a requirement for bulk fuel while traveling to and from an AT site where government bulk fuel is not available will provide the following information to USPFO-ARL on DD Form 1348-1A.
(a) Proposed vendor.
(b) Estimated requirement.
(c) Price quotes, if available
(d) Dates required.
(2) Units with bulk fuel requirements, which plan to obtain their fuel from a government installation, will be responsible for submitting the appropriate initial requisitions and letters to the USPFO-ARL NLT 120 days prior to the requirement.
(3) Fuel Requirements at the AT Site. Information for POL requirements is coordinated while attending the pre-AT conference. Units should coordinate amounts, delivery points, and POCs. When more than one unit is attending the same AT, requirements are consolidated at the highest level of command. Units will need to inquire how that particular installation is reimbursed (i.e., Letter of Authority, or Military Interdepartmental Purchase Request, DD Form 448). This information is provided to USPFO-ARL. The USPFO will forward requirements along with the appropriate funding documents to the installation. Accounting for AT Fuel. Fuel accountability for AT is accomplished IAW procedures outlined in this SOP.
(4) Questions concerning fuel requirements are addressed by notifying USPFO-ARL.

4-4. Class IV
Class IV is requisitioned on ULLS-S4/PBUSE via IMAP procedures KSARNG SOP 710-2-1.

4-5. Class V
Requisition / Issue / and Turn-In Procedures, (Ft Riley PAM 710-16, Nov 2001)
Ammunition is requested based on the amount forecasted through the unit training office through the state G3 office. This forecasted once approved is returned to the unit showing the type, quantity, month, and location of draw for the ammunition. Once this document is received at the unit one copy is retained in the training office and one copy is furnished to the supply sergeant. It is the supply sergeants responsibility to insure that the requests for ammunition is submitted to reach the ASP in the time frame published in the current SOP.
Requisition and Issue Procedures
a. Each battalion, separate company or detachment will prepare a Notice of Delegation (DA Form 1687) with all original signatures. Carbons, reproduced copies, "white out", erasures, strikeovers, or other changes are not acceptable. DA Forms 1687 are signed by the battalion or separate company commander. DA Forms 1687 signed by an acting commander are only valid for the period of time stated on the assumption of command orders. The name, grade, ETS, signature, and initials is listed on each DA 1687. Delegation of Authority (DA 1687) will not exceed a period of 12 months. All officers, including duty appointed ammunition officers, are delegated the authority to request pick up of ammunition on a DA Form 1687. Stingers, C–4, AT–4s, Dragons and all other physical security category I or II munitions, as identified in AR 190-11, are receipted for by an authorized commissioned, warrant or senior noncommissioned (E6 and above) officer. Units must review their DA Forms 1687 for accuracy at least quarterly.

b. Request ammunition in the minimum amount necessary for the mission or training requirement. Request ammunition to the nearest unit pack configuration, when possible. This may be found in DA PAM 710-2-1, App J. Ammunition and explosives are requested by preparing a DA Form 581, Request for Issue and Turn-in of Ammunition, in six copies. DA Form 581 is an electronic form and may be used as long as six copies accompany form. Disposition of the six copies is as follows:

(a) Copy 1	ASP
(b) Copy 2	G3 DPTM
(c) Copy 3	MUSARC/TAG
(d) Copy 4	Unit suspense copy
(e) Copy 5	Unit comeback copy
(f) Copy 6	Not used

(2) The request must arrive at the ASP NLT COB on the tenth workday prior to the desired date of Issue. Requests not meeting this criteria are processed as a Late Request which will be handled as outlined in para 4-5b(8). To the maximum extent possible, requests should be consolidated. The ATAM will forward approved 581s through G3/DPTM to the ASP. The Installation Ammunition Officer approves all requests for ammunition to ASP action. Documents are approved by G3/DPTM. All quantities of ammunition requested for issue on DA Form 581 is issued unless written notification requesting a lesser amount is received by the ASP three working days prior to the scheduled issue date.

(3) Upon arrival at the ASP, the requesting unit will report to ASP Operations located in Bldg 918, who will review the document for accuracy and schedule the issue. The DA Form 581 is annotated as received and one copy will be returned to the requesting unit as a suspense copy.

(4) Units will immediately notify the ASP of any cancellation of request for ammunition. Any approved DA Form 581 remaining at the ASP at COB of the requested issue date is canceled automatically, unless prior arrangements are made. The IAO and G3/DPTM comeback copies are stamped “canceled” and returned to the appropriate office.

(5) Requests for ammunition for overhead or flanking fire are made separately from ammunition requests for training ammunition. This is necessary in order to facilitate the issue of lots of ammunition specifically approved for that purpose. All DA Forms 581 requesting ammunition for this purpose is annotated “FOR USE IN OVERHEAD FLANKING FIRE” in block 28.

(6) All DA Forms 581 listing small arms ammunition used for qualification, is annotated “FOR QUALIFICATION” in block 28. This will prevent the ASP from issuing local lots of ammunition that are not authorized for qualification purposes.

(7) IAW DA Pam 710-2-1, Chapter 1 I, requisitions for dummy and inert ammunition (i.e. GS11, K139) is made on a separate DA Form 581.

(8) Late requests. A DA Form 581 that fails to arrive at the ASP ten working days prior to the issue date is considered a “late request.” Working days include team training days, but do not include training holidays. A late request must have a justification statement signed by the commander of the unit controlling the account. The IAO will ensure that the ASP can handle the additional workload and that the items are at the ASP. The ASP can adjust down to the nearest unit pack for late requests to facilitate issuing the requested ammunition.

(9) Unforecasted requests. Unforecasted requests are submitted on a separate DA Form 581 from forecasted requests. A DA Form 581 containing unforecasted requirements must include a statement, signed by the commander of the unit controlling the account, stating why the ammunition is excess to forecasted requirements. The G3/DPTM will determine if the request can be filled with stocks at the ASP.

c. Issue of Ammunition. Requesting units will ensure a unit representative, whose signature is on a DA Form 1687 on file at the ASP, accompanies the unitFMS’s ammunition detail.

(1) Only those items listed on an approved DA Form 581 is issued from the ASP to the requesting unit. Acceptable substitutes are issued if the requested item is not available.

(2) Commanders must ensure all safety and security requirements are met before ammunition is picked up from the ASP (i.e., guards for physical security category I or II ammunition, vehicles designated to transport ammunition meet DD Form 626 requirements, approved Request for Special Hauling Permit – DD Form 1266).

(3) Upon arrival at the ASP, units will park their vehicles in the government vehicle parking lot. The unit representative will proceed to the Operations Office to receive inspection paperwork. All other unit personnel will remain with the vehicles. Drivers and assistant drivers will have a valid Optional Form (OF) 346, U.S. Government Motor Vehicle OperatorFMS’s Identification Card, with a Hazardous Materials Qualification stamp and dispatch available for inspection. Assistant drivers are required for all vehicles transporting ammunition and explosives.

(4) All flame-producing devices such as matches, lighters, etc., are turned in to Vehicle Inspection. Items are returned upon departure from the ASP.
(5) The assigned checker becomes responsible for the vehicle(s) and personnel ranking the pick-up. The checker will accompany the lead vehicle from the time of entry into the ASP until departure. The unit representative will accompany the vehicle during the issue.
(6) The assigned checker and the unit representative will perform an inventory of items loaded onto the unit vehicles prior to departing the magazine. Once all items designated on the DA Form 3151-R are issued, lot numbers and quantities are annotated and verified by both parties. The assigned checker will then sign in the block designated "Issuing Checker." The unit representative will sign the DA Form 3151-R in the block designated "Receiving Checker" for both the first and second count. The second count is the unitFMS's copy. They will then proceed to the departure area, inside the ASP, to wait for a third count and outgoing vehicle inspection.
(7) When the vehicles are spotted, the assigned checker, the unit representative and all unit detail personnel will exit the ASP. Drivers will remain with their vehicles. The assigned checker and the unit representative will report to the ASP Customer Assistance Clerk. The ASP Customer Assistance Clerk will provide a blank DA Form 3151-R to the checker to initiate a third count of all items loaded on the unit vehicles. The unit representative will notify the ASP vehicle inspector that his/her vehicles are ready to receive an outgoing inspection. The vehicle inspector will inspect all loads to ensure the ammunition can be safely transported.
d. Accountability and Storage
(1) Due to their value and hazardous nature, it is essential that all ammunition items are properly accounted for and that proper physical security measures are followed.
(2) Lost ammunition is a serious problem because of the hazard it represents to untrained personnel who may find it. Proper accountability, including frequent inventories, will increase the chances of recovering lost or stolen ammunition.
e. Files Management
(1) Signature cards. This file contains copies of current assumption of command orders and DA Forms 1687. Copies of these documents are kept on file at the ASP.
(2) Document register. Each ammunition transaction is entered on a DA Form 2064, Document Register for Supply Actions. The unit document number will consist of the Julian date and the next sequential number from the unitFMS's document register
(3) Authorization files. This file contains all documents establishing or changing the unitFMS's annual authorization. Included are all lateral transfers and "plus-ups."
(4) Forecast files. This file contains the unit copies of the twelve-month forecasts.
(5) Usage file. This file contains unit copies of all ammunition transactions. All documents relating to an ammunition transaction will be attached in the following order:
(a) DA Form 581 for issue.
(b) DA Form 5515 pertaining to the issue.
(c) DA Form 581 for serviceable turn-in.
(d) DA Form 581 for unserviceable turn-in.
(e) DA Form 581 for residue turn-in.
(f) Any DA Form 5692-Rs, Ammunition Consumption Certificate.
(g) Any DA Form 5811-R, memorandum or investigative document explaining loss of residue or ammunition are kept in sequence, according to the document number of the issue documents.
f. Live Turn-Ins
(1) Turn-in documents are prepared in six copies (original and five copies). The ASP will schedule a time for turn-in based on the quantities to be turned in and the ASPFMS's workload.
(2) If the unit has not expended all ammunition, a serviceable turn-in document (DA Form 581) are prepared that reflects only those DODICs that are turned in. All opened ammunition containers are inspected by an E7, or above, from the unit returning the items to ensure that lot numbers on the turn-in documents agree with those printed on the containers, and that all ammunition components are present and properly packed. An Ammunition Inspection Certificate, signed by an authorized unit representative verifying that the inspection has been conducted, will be placed in each open container. Quantities of serviceable ammunition turned in will be annotated on the Serviceable Turn-in DA Form 581 by the ASP. If the ASP ammunition inspectors determine there is unserviceable ammunition being turned in, the ASP will annotate the DODIC, lot number and quantity on a separate DA Form 3151-R. The unit will then use the DA Form 3151-R to create an unserviceable DA Form 581.

(3) IAW FORSCOM and DOD directives and regulations, ammunition returned in the original pack with seals and banding intact will not be opened to inspect the contents unless damage is suspected as a result of a visual inspection of the outer package. All opened containers must be inspected for condition.
** NOTE ** IT IS TO EVERYONES's ADVANTAGE TO OPEN ONLY THAT AMOUNT OF AMMUNITION REQUIRED FOR IMMEDIATE CONSUMPTION. Inspection of every round is a time consuming process. The customer unit must furnish the personnel to unload, unpack and reload inspected ammunition. The turn-in of ammunition that is in the original pack configuration and is free of dirt, oil or contamination will considerably enhance turn-in efforts. An Explosive Incident Report (EIR) is generated by the ASP for any items turned in without required safety devices.
(4) Accelerated turn-in of live ammunition. Units may be "fast tracked" or expedited through the normal turn-in procedures if their ammunition meets the following conditions:
(a) All ammunition is serviceable or has been expended.
(b) All depot seals are intact.
(c) All containers are accessible for inspection.
(d) All packaging is serviceable.
(e) No evidence of mishandling is present.
(f) The ammunition turn-in reconciles one DA Form 581 (no partial mm-ins). If ammunition meets the above conditions, the ammunition is inventoried and the unit escorted directly to the appropriate storage location. If the live ammunition includes unserviceable rounds or opened boxes/cases, then the unit will process its live ammunition turn-in through the Surveillance Section IAW normal procedures.
(5) Customers must complete turn-in transactions NLT five working days after the training completion date that is annotated on the original DA Form 581.
(6) Partial live ammunition turn-ins are not authorized. All ammunition on the same document will be turned in simultaneously. Consolidating turn-ins of ammunition drawn from more than one document is not authorized.
(7) Unit personnel will ensure the following prior to turn-in:
(a) All fuses or detonating elements are set on safe.
(b) All safety devices are reinstalled in original position.
(c) Live ammunition has been separated from residue.
(d) Each item is repacked in the original container if possible.
(e) Fiber containers are placed in the outer pack in which received (lot number on fiber container must match those shown on outer pack).
(8) Failure to comply with (1) or (2) above will result in termination of turn-in and rescheduling after returning ammunition to the field site and fully inspected. The unit will reschedule their turn-in with ASP operations prior to leaving the ASP. A same day turn-in is scheduled if possible.
(9) A DA Form 581 for serviceable turn-ins will be annotated with the statement below and be signed by a commissioned officer. Shortages will be explained in writing. Exceptions are entered in Block 28 or on a separate sheet if additional space is required.
"The above items are a turn-in of ammunition drawn on (Unit Document Number /ASP SSA Number). All other items drawn on that document number were properly expended."
(10) When there is no live turn-in or accountable residue, a DA Form 581 is still required to clear the issue DA Form 581. It is prepared in four copies with the following statement in the remarks section, block 28:
"All items drawn on unit document number and ASP SSA number—have been expended."
g. Residue Turn-In
(1) IAW Chapter 11, DA Pam 710-2-1, no residue is turned-in until the turn-in of live ammunition has been completed. All units will complete residue turn-in transactions within five working days after training completion.
(2) ALL residue identified by the ASP is returned. A DA Form 581 is prepared in six copies listing NSN, nomenclature, and quantities of returnable residue items. A copy of the original issue document for authentication will accompany all turn-in documents by the IAO and ASP.
(3) Prior to turn-in, all residue material must be 100% inspected by an NCO in the grade of E7 or above to ensure that no live ammunition is present in the residue. The NCO must sign a statement on the residue DA Form 581 that the inspection has taken place.
(4) The DA Form 581 for residue turn-in is delivered to the ASP Customer Assistance Clerk at the time scheduled for turn-in. The residue section will supervise the counting or weighing of all residue items. The unit conducting the turn-in is responsible for segregating all residue according to its respective issue document and DODIC. This is necessary, to eliminate residue from one issue document being credited to a different issue document, which could result in a residue shortage on one of the turn-ins. Consolidating turn-ins of ammunition

residue from more than one issue document is not authorized. These figures are posted to the DA Form 3151-R supplied by the ASP Customer Assistance Clerk. The unit representative must verify the count or weight of all residue. When all residue items have been counted, the residue section representative will sign the DA Form 3151-R in the "Receiving Checker" block. The unit representative will sign as the issuing checker on the DA Form 3151-R. The DA Form 3151-R is the official count. If the unit feels there is a discrepancy, notify the residue checker immediately so a second count can be made. The unit returns the DA Form 3151-R to the ASP Customer Assistance Clerk. The ASP Customer Assistance Clerk enters the data from the DA Form 3151-R in the appropriate Blocks on the DA Form 581 for the turn-in. The DA Form 581 is then given to the residue clerk for reconciliation.

(5) If live munitions are found during a residue turn-in, the ASP will ask the unit to re-screen the residue outside of the yard. If live munitions are found during a residue turn-in, an Explosive Incident Report (EIR) is forwarded from the Accountable Officer, ASP, G4/DOL (copy furnished the IAO), to the battalion commander concerned.

h. Document Reconciliation

(1) In accordance with AR 710-2, para 3-44d, units will ensure all live ammunition and residue from an issue document is turned-in within five working days after the training completion dates. Failure to do so will result in refusal to approve future ammunition issues to the unit concerned until reconciliation is completed. However, the battalion commander may submit a letter requesting exception to policy with proper justification to the DPTM, through RCSD.

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

(3) Training Event Codes (TEC) are listed on issue and turn-in documents. TECs are listed in appendix I of DA Pam 710-2-1.

(4) After all live ammunition and residue is turned-in, the original issue document; a copy of any live turn-ins (serviceable or unserviceable); the DA Form 581, residue turn-in; and any DA Form 5811-R, Certificate – Lost or Damaged Class 5 Ammunition Items, must be taken to the ASP Residue Clerk who determines if the issue document is reconcilable. ATTACH A PROPERLY PREPARED DA FORM 5692-R, AMMUNITION CONSUMPTION CERTIFICATE, FOR ALL PHYSICAL SECURITY CATEGORY I & II ITEMS.

(5) THE UNIT RANGE OFFICER WILL PERSONALLY OBSERVE PLACEMENT OF CHARGES AND ACTUAL DETONATION, AND CERTIFY THE QUANTITY OF ALL SPECIFICALLY CONTROLLED TRAINING AMMUNITION. Certification is completed on DA Form 5692-R.

(6) DA Forms 581 for residue turn-in must contain a statement that no live ammunition is among the residue material. Live Ammunition turn-in must contain a statement that all ammunition was either expended or turned-in. A DA Form 5811-R is completed and signed by the first LTC in the unit's chain of command for any residue shortages. The DA Form 5811-R will accompany the turn-in documentation. Make every effort using the unit to collect all residue for turn-in regardless of the date of training. Missing live ammunition requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation is initiated when a shortage of Category I ammunition residue occurs.

(7) Training date extension may be granted by the IAO, with a copy of the approved request furnished to ASP. Requests for extension must contain a statement, signed by the commander owning the account, explaining why the document(s) could not be cleared in the required time frame.

I. Ammunition is stored in accordance with AR 190-11. A record of ammunition on hand and all transactions is recorded on DA Form 3030-R.

NOTE: Further guidance can be found in FR PAM 710-16 dated 29 Nov 2001.

4-6. Class VI

Class VI is requisitioned on ULLS-S4 and IMAP IAW KSARNG SOP 710-2-1.

4-7. Class VII

a. All Class VII requests are submitted to the PBO for review and document numbers. Follow procedures outlined in Chapter 3 of this SOP.

b. Class VII shortages needed for training need to be identified NLT 1 Jan of the year prior to the TY in question, i.e. 1Jan2000 for Training Year 2001 (1October2000).

4-8. Class VIII Formulary Requests for Annual Training

a. Class VIII items are requested in conjunction with guidelines set forth by the State Surgeon. The State Surgeon is to publish a formulary NLT 30 November of each year. Units will follow any requirements set forth in the formulary memorandum.
b. Request are typed or legibly written on DA Form 3161 with a surgeon cosigning the requisition for professional items.
c. You may order Non-professional items for IDT use.
d. Protective Mask Inserts. This paragraph applies to the policy and procedures for the issue of spectacle inserts for protective masks.
(1) Authorization. CTA 8-100 authorizes one pair of spectacle inserts for protective masks be furnished to individuals assigned to units/activities designated for control of civil disturbances and when performing Nuclear, Biological, and Chemical (NBC) training when visual acuity is less than:
(a) 20/20 – Flight Personnel.
(b) 20/40 – Military Vehicle Operators.
(c) 20/70 – All other.
Individuals should obtain a copy of their current prescription from their personal ophthalmologist/optometrist.
(2) Requisitions. Spectacle inserts are to be requisitioned on DD Form 771, Eyewear Prescription, and forwarded to the USPFO, ATTN: Material Management.
(3) Accountability:
(a) A copy of DD Form 771 is filed in the individual's health record.
(b) When the spectacles are no longer required by the individual to whom they were issued, the frames will be:
(c) Collected from the individual.
(d) Categorized as "Recoverable" for reclamation or reuse
(e) Returned to the USPFO Warehouse.

4-9. Class IX
a. Signal Dry Batteries.
(1) Since most signal dry batteries are Class IX items, these batteries are requisitioned through the FMS. Requests for signal dry batteries are received at the FMS at least 90 days prior to the required date.
(2) Unserviceable dry batteries in the BA 1-999 series, the BA 3000-3999 series, and the BA 4000-4999 series should be disposed of IAW SB 11-6.
(3) Dry batteries in the BA 1000-1999 series contain mercury, which is salvageable. Unserviceable dry batteries in this category are turned-in to the FMS for proper disposal. Units are responsible to prepare unserviceable/Hazardous turn-ins per KS SOP 420-47.
(4) SB 11-6, FSC Class 6135 Primary Battery Supply and Management Data, is used to identify mercury batteries. SB 11-6 contains management data for dry batteries and should be used to resolve questions.
b. Lead Acid Batteries.
(1) Automotive lead acid batteries requiring service, other than cleaning and fluid levels, are reported to the FMS. It is preferred that the batteries remain in the equipment so that the entire system can be checked for serviceability. If this is not practicable, then identify the batteries to the equipment by USA/Serial Number.
(2) The FMS will determine serviceability of batteries. Batteries that are suspected of being unserviceable by the FMS are processed IAW KS SOP 420-18. They "WILL NOT" be drained and/or flushed. Replacement batteries are purchased through the local purchase contract.
(3) Procedures outlined in KS SOP 420-18 and current maintenance bulletins will be followed in testing and charging batteries.
c. Requisition Process.
(1) Unit requests for repair parts to the FMS are submitted using DA Form 5988-E along with a screen Print' of each "Request For Issue". Pertinent information is annotated to properly identify the requested item such as the TM with Figure and Item Number.
(2) Upon receipt of the Request For Issue and DA Form 5988-E, the FMS will validate the request and issue the part from PLL or QSS stocks. If the part must be ordered, the FMS will validate the request and forward the request to the appropriate SSA. (Cross leveling between unit PLL's are managed by the FMS supervisor).

4-10. Annual Training Supplies
a. Procurement. Annual Training requirements are procured through the Class II IMPAC accounts. The MSC's will allocate special funding for these requirements upon receipt of 2nd Qtr allotments.

b. ULLS-S4. Items that are not procured locally or from the GSA CSC are requisitioned via ULLS to the USPFO NLT 1 FEB with the following data included:
(1) Supply Management Code (SMC) of CW is used on Class III Package POL products.
(2) Project Code "Tyear" (i.e. T00 for 2000, T01 for 2001)
(3) Appropriate Required Delivery Date (RDD)
c. Project Codes. Any dollars expended by units on ULLS requests with Project Code "TXX" is deducted from the MSC Class II IMPAC A-T allotment. This applies to Class II items only. Battalion S-4 is responsible for ensuring allocations are not exceeded. To assist in this effort, USPFO-S&S-MM will complete the following actions:
(1) NLT 11 Feb a potential report listing is generated showing all Class II requisitions in Long-term hold with the "TXX" project code. This is sent through the MSC level to the Battalions for approval/disapproval.
(2) Bn S-4 will have 10 working days to complete and return the listing with remarks indicating which requests are approved for processing.
d. Suspense Dates.

Class of Supply	Initial (days prior to AT)	Final (days prior to AT)	Send To
I	90	21	USPFO
II	120	30	USPFO
III	120	30	USPFO
IV	120	45	USPFO
V Forecast DA581 Signature Card		 120 35 30	DPOT-T
VI	120	30	USPFO
VII (156 R)	210	90	DPOT-T
VIII	180	60	USPFO
IX			DOM

Note 1: List any unusual travel or transportation requirements, i.e., rail load, line hauls, possible commercial airlift. Transportation costs are identified only when AT plan is approved by DPOT-T.
Note 2: List any requirements for lease of service, i.e., Porta Pots, Dumpsters, equipment rentals, etc. The S-4 NCOs should have these requirements identified on the Annual Budget Forecast sheets sent to the USPFO.

Chapter 5
Lateral Transfers and Turn-Ins

5-1. Transfers
a. Inter-Command transfers of property will be directed by USPFO-ARL-PM.
b. Intra-Command transfers will be at the direction of the Battalion S-4NCOIC.
c. Property transferred will meet 10/20 standards.
d. The preferred method of transfer is for the losing unit to hand deliver the item to the gaining unit for joint inspection and inventory.

5-2. Turn-In of Clothing and OCIE
a. References:
(1) AR 735-5 dated 31 January 1998, Policies and Procedures for Property Accountability
(2) AR 700-84 dated 28 February 1984, Issue and Sale of Personal Clothing
(3) CCDF Handbook Version 2.0 dated 19 March 2001 as updated on 15 December 2004
(4) NGB CIF Customer Handbook
b. Personal clothing turn-in's will be made to the USP&FO warehouse. Personal clothing will be turned in by individual. Bulk turn-in's will only be done under unusual circumstances and with the written approval of either the units Battalion or USP&FO warehouse foreman. Use the following procedures for clothing turn-in's by individual.

(1) Prepare a DA 3161 for each individual soldiers turn-in (Original and three copies).
(2) List each personal clothing item to be turned in and quantity.
(3) Assign a document number to the turn-in using the correct series issued by the CPBO office.
(4) Post the document number to the unit document register (DA 2064).
(5) Clothing will be kept separate by use of boxes, trash bag, duffel bag, or other acceptable means.
(6) The flow of documents is:
a. One copy maintained by unit in suspense.
b. One copy retained by USP&FO warehouse.
c. One copy sent to Battalion S-4.
d. Original returned to unit.
c. Organizational Clothing and Individual Equipment will be turned in IAW guidance provided in Chapter 9 of the NGB CIF Customer Handbook.

5-3. Controlled Cryptographic Items (CCI) Turn-In Procedures
a. Identifying CCI Items
(1) CCI items are described as secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item that performs a critical CFMSEC function. Items so designated are unclassified but controlled, and will bear the designation "Controlled Cryptographic Item or CCI."
(2) NSNs with a CIIC code of "9" on FEDLOG indicate that an item is CCI.
(3) All CCI items should be labeled as such.
b. Serviceable Excess Turn-In Procedures:
(1) You will receive a directed turn-in document from your PBO or from USPFO-ARL-PM.
(2) This turn-in document must contain a control number assigned by property management and a document number assigned by your PBO.
(3) You must record the serial number(s) of items being turned in onto the turn-in document.
(4) All documentation should be clearly marked as CCI.
(5) All CCI items must be zeroized (removal of cryptographic key) before items will be accepted by USP&FO Warehouse personnel.
(6) Units may be able to complete zeroization per instructions from maintenance activity but all items must be inspected and zeroization verified by FMS, MATES, or CSMS personnel.
(7) Transport item(s) and a maintenance request to your supporting maintenance facility for zeroization and obtain a zeroization statement which must accompany the turn-in document.
(8) When all above steps have been accomplished CCI items must be brought to the USP&FO Warehouse utilizing the two-man rule. CCI items will not be left unsecured at any time.
c. Unserviceable CCI Turn-In Procedures
(1) When a CCI item has been classified as non-repairable by support maintenance personnel it must be turned in to the USP&FO Warehouse.
(2) A copy of the maintenance request form indicating non-repairable status will accompany the unit initiated turn-in document. The maintenance request form is used in lieu of the property management assigned control number used for serviceable turn-ins.
(3) All other requirements listed for serviceable turn-in of CCI apply.

5-4. Field Wire & Reel Turn-In Procedures
a. Reasons for turn in:
(1) Excess
(2) Becomes uneconomically repairable
b. Field wire such as Cable, WD-1/TT, on reels, spools, and in containers is accounted for as a complete assembly on your unit's property book. Turn-in of serviceable excess field wire is prohibited unless directed by the USP&FO Property Management Section. Unserviceable wire or spools may be turned in to the USP&FO Warehouse at any time. Disassembly must be accomplished to drop unserviceable items from property book accountability. Use a DA Form 4949, Administrative Adjustment Report, following procedures established in DA Pam 710-2-1, Chapter 4, para 4-25 to document the disassembly. A 10 percent operational weight loss for field wire is authorized by paragraph 4-36 of DA Pam 710-2-1. Wire exceeding the 10 percent operational weight loss or wire made unserviceable through other than FWT must be adjusted using procedures laid out in AR 735-5. Turn-Ins of field wire may be hand carried to the USP&FO Warehouse or placed on the USP&FO Area Truck for delivery to the warehouse. In either case a Bill of Lading is required.

c. Weights to determine the 10 percent lose allowance are based on the following chart:

LIN	NSN	NOMEN		LENGTH	WEIGHT*
C68719	6145-00-226-8812	Cable Tel WD-1/TT	DR-8	.25 Mile	14.75lbs
C68719	6145-01-047-4345	Cable Tel WD-1A/TT	DR-8	.25 Mile	12.75lbs
C68719	6145-01-155-4258	Cable Tel WD-1A/TT	DR-8	.5 KM	15.00lbs
R55920	8130-00-407-7859	DR-8 Reel Only			3lbs
C68859	6145-00-243-8466	Cable Tel WD-1/TT	RL-159	1 Mile	53.75lbs
C68856	6145-01-047-4344	Cable Tel WD-1A/TT	RL-159	1 Mile	39.75lbs
C68856	6145-01-155-4256	Cable Tel WD-1A/TT	RL-159	2 KM	49.50lbs
	8130-00-174-0812	RL-159 Reel Only			
C68993	6145-00-160-7795	Cable Tel WD-1/TT	MX-306/G	.5 Mile	24.75lbs
C68993	6145-01-041-9989	Cable Tel WD-1A/TT	MX-306/G	.5 Mile	19.75lbs
C68993	6145-01-155-4257	Cable Tel WD-1A/TT	MX-306/G	1 KM	24.75lbs
	6145-00-X20-4557	Cable Tel WD-1/TT	Uns Cable Only	1 Mile	47.50lbs
	6145-00-X20-4557	Cable Tel WD-1A/TT	Uns Cable Only	1 Mile	38.75lbs
	6145-00-220-9933	Cable Tel WD-1A/TT	DR-5	1 Mile	
	8130-00-253-0106	DR-5 Reel Only			

*Weight is within a few ounces

d. Turn-In of Serviceable Excess:
(1) You will be furnished a directed turn-in document from USP&FO-PM.
(2) Obtain a document number for this turn-in from your PBO if one is not already assigned.
(3) Serviceable field wire is turned in as an assembly (wire and reel).
(4) For field wire to be considered serviceable it must be clean, have no more than 2 splices per quarter mile, and be within 90% of the original weight.
(5) A DA Form 2404 stating the number of splices and the weight must accompany the turn-in document.

e. Turn-In of Unserviceable Wire and Reel:
(1) Field Wire must be removed from the reel.
(2) Prepare a DA 4949 for disassembly IAW Para 4-25, DA-Pam 710-2-1 and submit to your PBO.
(3) Prepare a DA Form 2765-1 for unserviceable wire using MCN 6145-00-X20-4557 and assign an expendable document number.
(4) Prepare a DA Form 2765-1 for the reel using the appropriate NSN from the chart above.
(5) Obtain a document number from your PBO for the DR-8 reel or assign an expendable document number for the RL-159 reel.
(6) Place wire in doubled plastic bags and tag with NSN, weight, and document number.
(7) Attach a copy of the DA Form 4949 to the DA Form 2765-1 of the reel.

f. Turn-In of Unserviceable Wire Only:
(1) Prepare a DA Form 2765-1 using MCN 6145-00-X20-4557 and assign an expendable document number.
(2) Place wire in doubled plastic bags and tag with NSN, weight, and document number.

5-5. Camouflage Screen Turn-in Procedures

a. The Woodland Radar Scattering Camouflage Screening Set issued under NSN 1080-00-103-1246 is obsolete and being phased out of the supply system. It has been replaced by a new camouflage screening system issued under NSN 1080-01-457-2956. Replacement screens for the old system are no longer available. Therefore, when either the diamond or the hex screens become non-repairable the entire set must be turned in. Units may no longer turn in individual screens through their supporting FMS. Turn-Ins of Camouflage Screening may either be hand carried to the USP&FO Warehouse or delivered on the USP&FO Area Truck. In either case a Bill of Lading is required.

b. Turn-In Procedures for Serviceable Camouflage Screen
(1) Serviceable camouflage screening is turned in only as directed by USP&FO-PM.
(2) When a directed turn-in document is received you must obtain a document number from your PBO if one has not already been assigned.
(3) Unit must prepare a component listing for each set being turned in. A serviceable turn-in requires that all components are present and in a serviceable condition.

(4) Each set must be clearly tagged showing NSN and Document Number. If the turn-in is for multiple sets then the tags and component listings must be marked in such a way as to readily allow for matching documents with corresponding items.
c. Turn-In Procedures for Unserviceable Camouflage Screen
(1) Unserviceable camouflage screening is turned in at the unit FMS's discretion.
(2) Turn-In will be for sets only. Turn-In document may be for multiple sets if required.
(3) Turn-In will be accomplished using a DA Form 2765-1.
(4) The document number for the turn-in will be assigned by your unit FMS's PBO.
(5) Unit must prepare a component listing for each set being turned-in.
(6) Unit must prepare a shortage annex for any set that has missing components and obtain the commander FMS's signature on the annex prior to turn-in
(7) The case is a mandatory component. No set will be accepted without it.
(8) Each set must be clearly tagged with NSN and Document Number. If the turn-in is for multiple sets then the tags, component listings, and shortage annexes must be marked in such a way as to readily allow for matching documents with corresponding items.

5-6. Vehicle Turn-In Procedures
a. Directed Turn-In Documentation:
(1) You will receive a DA 2765-1 from your PBO/Property Management
(2) Must have an assigned control number from Property Management and are stamped "approved for turn-in".
(3) Document number assigned by Property Book Officer.
(4) 2765-1 are accompanied by memorandum explaining details of T/I.
b. Unit Responsibilities
(1) Verify accuracy of information on 2765-1, i.e. Serial Number, Registration Number, and NSN.
(2) Determine steps necessary to complete turn in
(3) Items being turned in should be complete with all components and Basic Issue Items (BII). If not complete a shortage annex signed by either the Unit Commander or PBO and attached to the turn-in document. A current component listing will also accompany the turn-in showing the results of the inventory. All items must receive a technical inspection prior to being turned in to the USPFO. The number four (4) copy of the DA Form 2407 (Maintenance Request), or ULLS automated requests will be attached to the DA Form 2765-1 turn-in document in all cases. PBO is required to sign shortage annex for any nonexpendable items.
(4) Item are cleaned within your ability and all accompanying maintenance records will be updated.
c. Checklist to ensure all T/I requirements are satisfied.
(1) Step One: Determine if item for turn in is as-is or needs to meet standards prescribed in -10 and -20 Technical Manuals.
(a) Inform supporting FMS Shop or Mates of the turn-in requirement.
(b) Submit DA Form 2407 or ULLS automated request to supporting activity to have equipment inspected.
(2) Step 2: Initiate required maintenance.
(a) Submit DA Form 2407 or ULLS automated request to supporting activity to perform any necessary maintenance required to bring the equipment up to TM10/20 standards.
(b) If the equipment is due any services within the next 6 months request these services be performed.
(c) Request any supporting maintenance records be collected. (These items will need to accompany equipment at time of T/I.)
(3) Step Three: COEI and BII Items:
(a) Inventory these items using the most current Supply Catalog or NGB Checklist.
- If vehicle is part of the MATES package request a current inventory listing from MATES.
- Track Vehicles that are a part of the MATES package commonly have BII and COEI items located on the vehicle. These items must be removed prior to actual T/I date. Exceptions to this rule are COEI items that would leave a hole in the exterior hull of the track vehicle when removed. These COEI items are left on the vehicle.
- Track Vehicles commonly have separate property book LIN items mounted on or within the vehicle. Remove these items prior to T/I date. T/I is not processed unless these items have been removed from the vehicle.
(b) Prepare an itemized component shortage list utilizing DA Form 2062.
(c) Have the 2062 signed by the proper authority: Commander or PBO.
(d) All COEI and BII items are inventoried at time of T/I to ensure accountability of property.
(4) Step Four: Ensure Paperwork is Complete and Necessary Maintenance is Performed.
(a) DA Form 2765-1 is accurate and has a control number assigned by Property Management.

(b) DA Form 2407 or ULLS automated request for inspection/repair has been completed.
(c) FMS Chief must sign the baseline DA 2404 inspection form. This form needs to stay with the logbook records and accompany the T/I. It is used again on the final acceptance inspection at FMS #9 prior to T/I.
(d) DA Form 2408-9 (Equipment Control Record) is completed documenting transfer of equipment to USPFO.
(e) DA Form 2408-4 (Weapon Record Data) is up to date and complete. ** This form is required for all vehicles having a weapons system as an integral part of the end item.**
(f) DD Form 2026 (Oil Analysis Request) and any other applicable maintenance records are up to date and complete.
(5) Step Five: Schedule T/I date with USPFO Warehouse representative.
(a) Wheeled Vehicles: Warehouse Representative will coordinate between Unit and FMS #9 personnel a date/time for acceptance inspection to be conducted at FMS #9 in Topeka.
(b) Track Vehicles: Warehouse Representative will coordinate between Unit and MATES personnel for pick up / inventory of COEI and BII items at the MATES, FT Riley.

5-7. Found on installation property
a. Found on installation property is reported to the USPFO by using turn-in documentation. A document number is assigned to the turn-in by the finding organization. The USPFO will direct movement of the property.
b. Property turned in as found on installation is issued to the finding unit if the unit has an authorized requirement for the item.

Chapter 6
Change of Command / Responsible Person Inventories

6-1. Purpose
This chapter prescribes administrative and logistic procedures for conducting Change of Command (COC) / Responsible Person Inventories. The below listed procedures will be adhered to for the change of any responsible person. A validation of the change will be conducted as follows:
a. Change of Commanders: By Brigade/MACOM
b. Change of Supply SGT: By Battalion
c. Change of Sub-Hand Receipt holder: By Supply SGT

6-2. Area of Responsibilities
UNIT
a. Upon notification from Battalion of a COC the Unit Supply SGT will prepare a memorandum requesting a change of command packet and forward through the Battalion AO, Battalion S4 and the MSC S-4, to arrive at the PBO NLT 45 days prior to the start of the inventory Indicate the names of the incoming and outgoing commanders, dates of the joint inventory, and if both the incoming and the outgoing officers will be present. (See example Fig 9).
b. A request for mandays to conduct the COC inventory will be submitted to higher headquarters. A schedule of the inventory will accompany the request showing how the mandays will be used. If either the incoming or outgoing officer cannot be present for the COC inventory, the unit will request a disinterested party be appointed. The next higher headquarters commander will then appoint a disinterested person to represent the absent officer (See example fig 10). The absent officer will endorse the appointment memorandum indicating acceptance of the appointed representative before the COC inventory begins.
c. Complete all personal clothing and OCIE turn-ins to either USP&FO or CIF.
d. Initiate FLIPL proceedings for any known losses prior to the COC inventory.
e. Request a TDA (STARC) COC and a state property hand receipt listing.

BATTALION
a. Battalion Full-time AO/OIC will ensure that the unit is notified in a timely manner of a change of command requirement.
b. Both the outgoing and incoming commanders are briefed on their responsibilities covered in AR 735-5 and AR 710-2.
c. Review the request for COC packet and forward to Bde level S4. If either the outgoing or incoming CDR is not available insure a disinterested party is appointed if the absence is justified.
d. Conduct a personal clothing and an OCIE record validation prior to the COC validation.

e. Insure that current component listings are on hand and used during the COC inventory.
f. Insure that both the incoming and outgoing commanders are kept informed of the progress of the COC inventory.
g. Bn S4 will pre-validate and then notify the MSC for actual validation date.

BRIGADE
a. Notify the Battalion in a timely manner of proposed change of command.
b. Review the request for COC packet for accuracy and forward to the CPBO.
c. Schedule a validation date for the COC. Insure that ample time is made available to insure that all areas are reviewed for completeness and accuracy.
d. Upon completion of the COC validation insure that the CPBO receives the original COC packet and copies are distributed.
e. The S4 will prepare a memorandum notifying the MSC S1 that the COC validation has been completed. This memorandum will, in effect, begin the process for the transfer of the incoming and outgoing commanders.

6-3. Assistance
If requesting assistance from higher headquarters, attach that request to the memorandum referenced in paragraph 6-2a. If higher headquarters is unable to provide assistance they may request a SAIT visit.

6-4. Requirements
The following requirements must be accomplished either prior to or the day of validation. Failure to perform any one of these requirements could prevent the validation from occurring.
a. The outgoing commander will notify all unit sub-hand receipt holders, in writing, of the COC inventory. The notification will include all pertinent information regarding the inventory (when, where, how).
b. Perform an inventory of the component list (CL) library to insure all required CL's are on hand and current. Insure that ample quantities are on hand for the amount of equipment on hand. The order of precedence for CL's per AR 710-2 is:
(1) Supply Catalogs (SC)
(2) TM-HR
(3) TM-10
(4) NG CL
c Pick up the COC packet from the CPBO and review the suspense document file for completed transactions. All documents remaining in the suspense file must be pencil posted and items moved to the CDR hand receipt.
d. ULLS-S4 users load data disk provided with COC packet.
e. Replace outgoing commander information with incoming commander information.
f. Clear all temporary hand receipts.
g. Update common area inventory listings.
h. Assemble an inventory packet for each sub-hand receipt holder. This packet will include the following: an updated copy of their sub-hand receipt and a CL for each end item that has components. A joint inventory will be conducted with the incoming commander in accordance with the schedule published.
i. Update all sub-hand receipts and expendable/durable annex's from the results of the inventory. Have the incoming commander initial and date each annex. Initiate any required adjustment documents.
j. The CPBO will update Non-Expendable annexes as required. Proper justification and documentation for changes are required. Units are then provided with updated copies.
k. Print the commander's personnel report from CIF and have the incoming commander sign.
l. Turn-in all personal clothing and OCIE not marked for current unit personnel.
m. Clean and organize the supply room.
n. Request all personal clothing for individuals not up to authorized levels.
o. Run ULLS S-4/PBUSE Asset Visibility Report.
p. Run ULLS S-4/PBUSE CDR Hand Receipt Report. Have supporting documentation for each item listed.
q. Run ULLS S-4/PBUSE Sub Hand Receipt Holder Report.
r. Run ULLS-S4/PBUSE imbalance report.
s. Run LOGSA vehicle reconciliation report and correct all discrepancies.

6-5. Time Frame of Inventory

If the inventory cannot be completed within the prescribed time (30 days), the next higher Commander may grant a written extension with a copy furnished to PBO. The incoming Commander must request the extension in writing and include the additional number of days required and the reasons for the extension, not to exceed fifteen (15) days. Only two extensions may be granted for a single COC inventory.

6-6. Unit Commander Absence
When the unit commander is absent follow these procedures:
a. Provide written notification to the Battalion S-4, Division G-4 and the PBO whenever the Commander/Hand Receipt Holder will be absent. State the period of time and the reasons for the absence i.e. service school.
b. If the absence of the Unit Commander is over 60 days, a new Commander is appointed and a complete 100% Change of Command inventory will be conducted.
c. The next higher commander will appoint (in writing) an officer to represent the outgoing commander during the inventory.

6-7. Upon completion of the Change of Command Inventory
a. The Battalion S-4 NCO will ensure that once the joint inventory is completed, copies of the following items are given to the incoming commander, to MSC S-4 and one copy kept by the unit on the day of the validation. The Battalion S-4 will also maintain a copy.
(1) Copies of turn-in of overages as Found On Installation.
(2) Adjustment documents for shortages according to AR 735-5 (Financial Liability Investigation of Property Loss (FLIPL), Cash Collection, Statement of Charges).
(3) DA Form 4949 to correct differences within size, make/ model or serial number of items.
(4) Copies of all component shortage annexes, expendable, durable and non-expendable.
(5) Copies of DA Form 1687 signature cards for CPBO (PBO), USPFO, MATES, etc.
(6) Assumption of Command Letter (dated the day of the validation).
(7) Inspection of Clothing and Equipment Certificate.
(8) Report of Joint Physical Inventory.
(9) Checklist for Change of Command, signed by the outgoing and incoming commanders and MSC S-4 representative.
(10) Copy of ULLS S-4 Asset Visibility Report.
(11) Copy of ULLS S-4 CDR Hand Receipt Report.
(12) Copy of manually prepared TA-50 abstract.
b. The PBO will provide the following:
(1) Any property that is not located is considered lost and a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) or Statement of Charges/CASH Collection Voucher (DD form 362) is initiated by the outgoing Commander and submitted with the Change of Command Packet.
(2) The change of command packet is returned to the PBO complete, including:
(a) Signed PBO copy of hand receipts
(b) Change of command checklist (with all items initialed by the incoming/outgoing commander and validated by MSC)
c All adjustment documents (Financial Liability Investigation of Property Loss (FLIPL), Statement of Charges, Cash Collection, AAR to adjust makes, models, sizes).
(d) Request for issue for all shortages (nonexpendable, durable, expendable).
(e) A list of any publications used which were not current.
(f) Report of joint physical inventory (signed by incoming and outgoing commander).
(g) Inspection of clothing and equipment statement (signed by incoming commander).
(h) Delegation of Authority cards (DA Form 1687).
(i) Assumption of Command letter.
(j) Any outstanding hand receipts not received by PBO.

6-8. Disposition
The Brigade S-4 NCO will ensure that once a Change of Command inventory is validated, copies of the items referenced above are distributed to the proper individuals. The Brigade S-4s will maintain copies of those items listed in para 6-9, items a through l, until next change of command validation.
a. The original shortage annex is maintained by the supporting PB team and will include:

(1) Document # of request.
(2) Document # of turn-in or reason why the component is not on hand.
b. When components are received by the unit a signed receipt is sent to the PB team.
(1) The transaction is posted to the document register.
(2) The shortage annex is updated and a copy is sent to the unit.
c. If the component was requested to replace a turn-in action, and the turn-in is not complete when the replacement component is received, the component is added as an unauthorized end item to the units hand receipt until completion of turn-in.
d. Units should prepare a shortage annex and a request (2765-1) for components when:
(1) A component is turned in due to being unserviceable.
(2) A component is listed on a Financial Liability Investigation of Property Loss (FLIPL), statement of charges, or cash collection voucher.
(3) Receipt of a new publication adds a non-expendable component.

Appendix A
IMPAC Procedures

A-1. IMPAC Procedures
Refer to the USPFO Purchasing and Contracting Handbook for IMPAC Procedures.

A-2. Funding
Reference USPFO For Kansas S&S Memo 01-04, dated 16 February 2001, Subject: Class II IMPAC Supplies.

Appendix B
Command Supply Discipline Program (CSDP)

B–1. General
The Command Supply Discipline Program (CSDP) addresses command, supervisory and managerial responsibilities within the supply system. It is a compilation of existing regulatory requirements and is a mandatory program for all levels of command. CSDP is a Closed-Loop series of activities designed to continually evaluate, assist, follow-up, and fix the supply posture of KSARNG Units. It is the responsibility throughout the chain of command to establish an aggressive CSDP. Leaders at all levels must recognize and understand that supply discipline goes hand in hand with training for the wartime mission. Directorate of Logistics (DOL) will assist any unit in the KSARNG and evaluate MACOM units.

B-2. Purpose.
The purpose of the program is to:
a. Establish supply discipline as regulatory guidance.
b. Make supply responsibilities more manageable.
c. Standardize supply discipline requirements.
d. Provide responsible personnel with a single listing of supply discipline requirements.
e. Reduce property loss due to poor supply management.

B-3. Responsibilities:
a. MACOM Commanders will.
(1) Develop a CSDP Command policy directing enforcement of supply discipline, (See Figures B-3 through B-6) for sample of CSDP command policy). The policy should address all items listed in AR 710-2, appendix B, para B-5. Additional items should include:
(a) Type of inventory the command wants, i.e., 10% cyclic or annual. See Figure B-3.
(b) OCIE showdown guidance.
(c) Wall locker storage requirements.
(d) Change of Command, change of responsible person, change of sub-hand receipt holders.
(e) Procedures for recovery of AWOL soldiers property. See Figures B-5 and B-6.
(f) Other items determined by the command to further support supply discipline.
(2) Provide leadership, command emphasis, training, administrative and disciplinary measures necessary to support a good program.
(3) Evaluate the immediate lower level unit operations (See Figure B-1).
(4) Evaluate Battalion plan implementing command guidance.
(5) Provide disciplinary measures as required for not following guidance/excessive property loss.
(6) Provide AGKS-Directorate of Logistics Office, (DOL) Supply Management office of CSDP Coordinator.
(7) Provide AGKS-DOL with CSDP schedule for training year NLT 1 February each year.
(8) Provide AGKS-DOL with results furnished by Battalions on CSDP visits, action taken, and any actions required.
b. Battalion Commanders will:
(1) Enforce guidance provided by MACOM command policy.
(2) Appoint a CSDP monitor and alternate and furnish a copy of the appointment to next higher headquarters.
(3) Provide MACOM Commander with CSDP schedule as required.
(4) Ensure inventories are being conducted IAW with established regulations or command policy. Commanders will require that time is allowed on the training schedule for the required showdown inspections.
(5) Train officers/NCO on how to conduct inventories.

(6) Provide adequate safe storage area for hand-receipted property.
(7) "Get well" dates are tasked by the Battalion Commander to the Company Commander. Replies to corrective actions must be required to come back through the command channel.
c. Company/Unit Commanders will:
(1) Allow time on training schedule for inventories, cyclic or annual and required OCIE showdown inspections required by regulations or as determined by higher headquarters.
(2) Provide wall lockers for at least all SPC and below. If space available, wall lockers are provided for all soldiers.
(3) Provide time for inventories and place proper emphasis on supply accountability.
(4) Priority of collecting for lost property or equipment should be Statement of Charges, Cash Collection and then Financial Liability Investigation of Property Loss (FLIPL).
(5) Use RMA's if available to complete inventories not completed during normal IDT.

B-4. Enforcement of CSDP
Discipline measures include reprimands, comments on OER/NCOER, technician appraisals or financial liability for the lost or damaged property.

B-5. References
a. AR 700-84, Para 15-7h(s)
b. AR 700-2, Para 1-10 and Appendix B, Table B-1 through Table B-3
c. KSARNG SOP 710-2, Figure B-2, CSDP Checklist
d. KSARNG SOP 710-2, Figure B-3, Sample CSDP Policy Memorandum
e. KSARNG SOP 710-2, Figure B-4, OCIE Showdown Inspection Certificate
f. KSARNG SOP 710-2, Figures B-5 and B-6, Recovery Procedures for AWOL Soldiers Property
g. Command Evaluation of CSDP Checklist

EVALUATED ORGANIZATIONS

AASF1	LDC
AASF2	35TH BAND
CPBO	RTSM
KSRTI	TRP CMD
CSMS	JFHQ-KS DETACHMENTS
MATES	

FREQUENCY	UNIT CO	BATTALION	DIVISION
ANNUALLY	BY BN OR NEXT	BY BDE OR	DIVARTY
	HIGHER HQ	DIVARTY	130TH BDE
	BY JFHQ-KS-DOL		

NOTE 1: HHCs or HHBs will be evaluated by the Headquarters element. JFHQ-KS will only evaluate the overall effectiveness of the command program during the Command Inspections.
NOTE 2: DOL will conduct Staff Assistant Visits as requested, by any subordinate element down to Battalion. Contact DOL, Supply Management Officer, for assistance.

Figure B-1. Evaluated Organizations

Table B-1

User Level

Regulatory Requirement	Administrative Procedures	Reference	Frequency	GO	NO GO
A. General					
1. When regulatory guidance is not clear, request clarification	Send requests through command channels per AR 710-2.	AR 710-2 (1-10)	As Needed	_____	______
2. Deviation from supply policy requires approval from HQDA.	Send requests through command channels to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA-LM, 54 M Avenue Suite 4, New Cumberland, PA 17070-5007 (AR 710-2	AR 710-2 (1-10), AR 735-5 (8-2)	As Needed	_____	______
3. Identify and report supply constraints.	Supply constraints are prepared and forwarded through command channels per AR 725-50	AR 710-2 (1-12)	Within 2 work days when submission of request is curtailed or limited for any reason.	_____	______
4. Implement the Hazardous Materials Management Program.	The use of HAZMAT will be minimized or controlled to decrease hazards to public health and damage to the environment. Users of HAZMATs will obtain instructions from their supporting environmental offices on the proper requisitioning, receipt on the proper requisitioning, receipt handling, storage, use, and disposition of HAZMATs to meet the HQDA-established hazardous waste reduction goals.	AR 710-2 (1-28), AR 200-1 (5-1a, 5-3b, 6-6b), TM 38-410	As Needed	_____	______
5. Tactical SOP (TACSOP)	Does the unitFMS's Tactical SOP (TACSOP) include Supply Operations?	FM 10-27-3		_____	______
6. Previous CSDP Evaluation	Does the unit have on file the previous CSDP evaluation results? a. Is the evaluation exceed 12 months?				

	b. Are there any NO GO results? c. Were there any repeat findings?				
B. Property authorization documents					
1. Commanders ensure they have all pertinent property authorization documents as prescribed in AR 71-32 (MTOE, TDA, JTA, CTAs and so on).	Review DA Form 12 Series and DA Pam 25-30 to verify the latest publications are on hand. Does the unit have the following, and are they current?	AR 710-2 (2-4), AR 71-13 (2-3)	Annually	_____	______
	a. DA Pam 25-30 (Can the unit access LOGSA)			_____	______
	b. NGB Component List Catalog			_____	______
	c. Component list library(Hard Copy of CLFMS's on hand))			_____	______
	d. Component list index (Is a index kept of CLFMS's on hand)			_____	______
	e. MTOE/TDA (current and projected)			_____	______
	CTAFMS's, 8-100, 50-900, 50-909, 50-970			_____	______
2. Ensure property book allowances are reconciled with authorization documents.	After receipt of the PBOs statement that the property book was reconciled with applicable authorization documents, the commander or designated representative acknowledges in writing that the reconciliation was completed.	AR 710-2 (2-4b)	Annually	_____	______
	a. Does the unit have a copy of the latest PBO reconciliation letter?	.		_____	______
	b. Has unit commander endorsed it?	.		_____	______
3. Ensure that equipment authorization documents are loaded with the Requisition Validation (REQVAL) System.	As stated:	AR 710-2 (2-4a)	As needed	_____	______
	a. Compare CPBO printout with current MTOE.	.		_____	______
	b. Report any differences in writing through the chain of command to			_____	______

AGKS-DOL.

C. Requesting and receiving supplies					
1. Authorized property is on hand / request.	Ensure that all property and components listed in the authorization column of the MTOE, TDA, or JTA and basic loads are on hand or on request.	AR 710-2 (2-6a), AR 310-49 (3-15)	Routine	_____	_____
	a. Is all MTOE, OCIE and Installation property on hand or on order?	.		_____	_____
	b. Are all component items on hand or on order? (Review AnnexFMS's)	.		_____	_____
	c. Equipment to be replaced through force modernization action is an authorized substitute and is retained until receipt of new equipment being replaced and is no longer needed. All (CONUS/OCONUS) units will not request equipment from approved TAADS changes sooner than 365 days before the effective date of the authorization document.	.		_____	_____
	(1) Have future MTOEFMS's been reviewed and excess items and new items been identified? Is there a new MTOE on hand?	.		_____	_____
	(2) Have actions been taken to order or turn-in if within 365 days of E-date	.		_____	_____
	d. Another exception is for equipment that is being replaced and is no longer needed. All (CONUS/OCONUS) units will not request equipment from approved TADDS changes sooner than 365 days before the	.		_____	_____

	effective date of the authorization document.				
	(1) Have all requests for issue of component items been canceled through the ULLS-S4 system for equipment that is no longer authorized?	.		_____	______
	e. Where available use the Army Authorization Document Systems before submitting MTOE/TDA requisitions.	AR 710 (2-6a)		_____	______
2. Review all requests with UND "A" or "B".	Commanders or designated representative will review all requests with UND "A" or "B" for priority abuse. Initial document register prior to sending request to SSA. Is a DA 1687 on file?	AR 710-2 (2-6d), AR 725-50 (2-10c), KSSOP ULLS S-4, pg 26	As needed	_____	______
	a. Has " Commanders Exception Report" been initialed and signed by commander prior to requests being sent to the SSA? (Form AWESF-153)	.		_____	______
	b. Is the "Commanders Exception Report" kept in the MARKS file for a period of 2 years?	.		_____	______
3. Enforce the use of End Item Codes (EIC) on applicable repair part requests.	Ensure the EIC is placed on all requests for repair parts for end items with an EIC. The EIC for end items is in the AMDF. Enter the EIC for end items in the AMDF. Enter the EIC in block 18 of the DA Form 2765-1 (Request for Issue or Turn-In) or in the EIC data field for Unit Level Logistics System (ULLS) users.	AR 710-2 (2-6g)	As needed	_____	______
	a. Are CL-IX requests using the EIC code? (ULLS-G users only)	.		_____	______

4. Requesting recoverable.	Requests for recoverable are preceded by a turn-in of an unserviceable like item or are accompanied by a statement signed by the commander or responsible officer explaining the reason a turn-in was not made.	AR 710-2 (2-6e)	As Needed	_____	______
	a. Are all requests for durable items backed up by:	.		_____	______
	(1) Component List Change?			_____	______
	(2) Unserviceable Turn-In?			_____	______
	(3) Lost Durable Tool Repair?			_____	______
5. Training Ammunition requests.	Submit training ammunition requests enough in advance to permit timely delivery per required delivery date.	AR 710-2 (2-6f) AR 710-2 (2-35) DA PAM 710-2-1 (Cp 11)	As Needed	_____	______
	a. Are all training ammo requests being submitted according to local ASP guidance?	.		_____	______
	b. Does training ammo requests match the current TAMMS forecast? Are turn-inFMS's done within five days fter the training event?	.		_____	______
	c. Are ammo accountability documents (DA 581, DA 5515, DA 5811-R) maintained and kept in the MARKS file for 2 years.	.		_____	______
6. Establish and maintain document registers	a. Document register for supply actions is kept by each organizational element authorized to request supplies. Establish and maintain DA Form 2064 (Document Register for Supply Actions) or automated equivalent as directed by the PBO. Maintain a due-in status file to support those actions not completed.	.		_____	______

	b. Does the unit have a current letter from the PBO authorizing the Expendable, Durable and CCDF Document Register, showing what document serial numbers are authorized?	.	_____	______
	c. Is a copy for each request from CCDF kept on file. Are receipts from CCDF filed with the original request to include backorder receipts.			
	d. Is a DA 2064 document register being maintained for all CCDF clothing requests?	.	_____	______
	e. Are all DA 3161 turn ins assigned a document number and recorded on the CCDF Document Register?	.	_____	______
	f. ULLS-S4 automated document register purged every 180 days and maintained in the MARKS file for a period of 2 years?	.	_____	______
	g. Financial Transaction listing ran prior to sending request to SSA? Review by commander and disapproved request are canceled.	.	_____	______
	h. Is it kept in the MARKS file for a period of 2 years?	.	_____	______
7. Verify the need for a local purchase.	Local purchase requests are processed through the PBO to the SSA. Commanders are responsible for verifying the need for local purchase and for signing the request. Commander may delegate this responsibility in writing, to specific persons.	AR 710-2 (2-6i)	_____	______
	a. CL-2 and all GSA requests are sent through the Bn S4, as required. Bn S4 will fund with the CL-2 IMPAC Card or forward to USPFO S&S on DA 1348-6 or DA	.	_____	______

	3953 for funding.			
	b. What is the procedure for requesting CL-2 items from Bn? Look at previous requests and the turn around time.			
	c. CL-1 IMPAC are authorized and approved by USPFO S&S prior to purchase.	.	_____	______
	d. After reviewing past CL-1 purchases are the documents filed properly and reflect purchases shown on the mothly credit card statement.		_____	______
	e. Any Non-Expendable Item purchased is added to Property Book.	.	_____	______
8. Command requirements when a unit member is appointed as an ordering/contracting officer.	Appointment is made by the supporting contracting officer. The commander ensures the PBO or his alternate is not appointed. Local purchases by the ordering/contracting officer require a written request from the PBO. All purchase receipts are given to the PBO.	AR 710-2 (2-30b, c)	_____	______
9. Requests for DRMO property are submitted to the SSA.	Process requests through the PBO to the SSA. Requests for supplies to be used for other than their intended purpose requires installation commanderFMS's approval. Nonexpendable property drawn from the DRMO requires property book accountability.	AR 710-2 (2-6l)	_____	______
	a. Are all requests for property processed through USPFO S&S prior to pick up of equipment?	.	_____	______
	b. Are all non-expendable items added to the unit property book?	.	_____	______

	c. Is all non-expendable property picked up from any government agency added to the unitFMS's property book	.		_____	_____
10. Receipt for supplies	Responsible officer or designated representative will receipt for supplies for their unit. To establish designated representatives, prepare signature cards (DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies)) and send cards to support activities along with the assumption of command orders or a memorandum that designated a person as the responsible officer. Supplies received from other than the SSA are reported through the PBO to the SSA.	AR 710-2 (2-8a) DA PAM 710-2-1 (2-33g)	_____	_____	
	a. Are DA 1687FMS's for Non-Expendable, Expendable/Durable, and all supporting CL-9 activities, forwarded to the supporting activities through the USPFO S&S? Exp date is Dec of each year?	.		_____	_____
	b. Are DA 1348-1s for all classes of supply signed and returned to the SSA within 24 hours?	.		_____	_____
	c. Are DA 1348-1FMS's for non-expendable property filed in the spt doc file in doc number sequence.			_____	_____
11. Report discrepancies when supplies are received.	a. Notify the SSA of discrepancies. Send Report of Item Discrepancies (ROD) SF 364 and forward to USPFO S&S.	AR 710-2 (2-8b,c, AR 735-5 (6-5), KS S&S Memo 99-08 N/A	a. Within 3 days of receipt (30 days for USAR)	_____	_____

	b. Discrepancies related to receipt of classified CFMSEC equipment of CCI require investigation and submission of Incident report per TB 380-41 and or DA Pam 25-380-2, respectively.	.	b. Immediately	_____	______
12. Reconciliation and validation of supply requests.	Commanders or supervisors B201 will validate all their open supply requests. Reconcile due-in files with the SSA according to schedule published by the SSA. Annotate listings and cards and return documents to SSA. Are they kept on file?	AR 710-2 (2-7d)	a. Monthly reconciliation to confirm status of open supply requests (quarterly for USAR and ARNG). Follow-up action is on an as required basis.	_____	______
	a. USPFO S&S (SARSS) requires annual validation (Customer Reconciliation Listing) Comparison with the ULLS-S4 active Document Control Register (DCR)	.	b. Quarterly validations to verify continued need exist for open supply requests.	_____	______
	b. Keep current copy in the unit MARKS file system.	.		_____	______
13. Submit document modifiers.	Commanders will ensure document modifiers are prepared and sent to the SSA for open requests when the FAD of the unit or the UND have since changed.	AR 710-2 (2-7a)	As Needed	_____	______
	Submission of document modifiers will be sent through the ULLS-S4 system.	.		_____	____
14. Submit cancellation requests.	Commanders will ensure that when requested items are no longer needed, a request for cancellation is sent to the SSA. Request for cancellation are sent to SSA using the ULLS-S4 system.	AR 710-2 (2-7c)	Immediately when an item is no longer needed.	_____	______
15. Requisition non- or less-HAZMATs.	Select the least HAZMAT available to meet mission requirements	AR 710-2 (1-28), AR 200-1 (5-1a and 5-3a)	As Needed	_____	______

16. Identify HAZMATs to ensure appropriate handling.	Ensure all personnel are properly trained in HAZMAT training.	AR 710-2 (1-31a), TM 38-410	As Needed	_____	______

D. Disposition of property

1. Ensure transferred property meets accountability and maintenance requirements.	Transfer of property between Army and non-Army organizations requires HQDA (DAL-O-SMP) approval. Transfers between Army organizations are approved by USP&FO-PM. Property transferred will meet 10/20 PMCS standards of applicable technical manual. Component shortages are documented on a hand receipt annex. A copy of the CL on file in the Spt Doc file. Transfers are coordinated through the PBO.	AR 710-2 (2-13a) KS S&S Memo 00-01	As Needed	_____	______
	a. Are Lateral Transfers and Turn-Ins approved by the USPFO PM?	.		_____	______
	b. Is the unit using the document provided by property management to execute the L/T or T/I?			_____	______
	c. Are all DA 2404s, DA 2408-9, Maint service disks, and shortage annexes completed where appropriate?	.		_____	______
	d. When a L/T or T/I is completed for an item that has components is there a CL attached to the document and filed in the Spt Doc file.			_____	______
	e. Are all LT/TI accomplished by given suspense date, or been granted an extension in writing by USPFO PM? Pull a previous doc and look at the suspense date and the date the item was signed for.	.		_____	______

2. Transfers involving CFMSEC equipment.	Transfers of classified CFMSEC equipment and components require approval by the CFMSEC SSA. Transfer documents are prepared and processed by the CFMSEC custodian.	AR 710-2 (2-13a)	As Needed	_____	______
D. Disposition of property					
1. Ensure transferred property meets accountability and maintenance requirements.	Transfer of property between Army and non-Army organizations requires HQDA (DAL-O-SMP) approval. Transfers between Army organizations are approved by USP&FO-PM. Property transferred will meet 10/20 PMCS standards of applicable technical manual. Component shortages are documented on a hand receipt annex. A copy of the CL on file in the Spt Doc file. Transfers are coordinated through the PBO.	AR 710-2 (2-13a) KS S&S Memo 00-01	As Needed	_____	______
	a. Are Lateral Transfers and Turn-Ins approved by the USPFO PM?	.		_____	______
	b. Is the unit using the document provided by property management to execute the L/T or T/I?				
	c. Are all DA 2404s, DA 2408-9, Maint service disks, and shortage annexes completed where appropriate?	.		_____	______
	d. When a L/T or T/I is completed for an item that has components is there a CL attached to the document and filed in the Spt Doc file.				
	e. Are all LT/TI accomplished by given suspense date, or been granted an extension in writing by USPFO PM? Pull a previous doc and look at the suspense date	.		_____	______

	and the date the item was signed for.				
2. Transfers involving CFMSEC equipment.	Transfers of classified CFMSEC equipment and components require approval by the CFMSEC SSA. Transfer documents are prepared and processed by the CFMSEC custodian.	AR 710-2 (2-13a)	As Needed	_____	______
3. Turn-in of excess property and associated components.	Turn-in actions are initiated within 10 calendar days after the effective date of authorization document change. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded. Ensure a technical inspection of property book items is completed by the supporting maintenance activity and then process turn-ins through the PBO to the SSA. No turn-in is made directly to DRMO.	AR 710-2 (2-13b)	Upon receipt of new authorizatio n documents, review for changes in authorized quantities.	______	______
	a. Has the unit completed a scrub of the next MTOE for excess property to determine what equipment will become excess upon the EDATE?	.		______	______
	b. Are Lateral Transfers and Turn-ins approved by the USPFO PM?			______	______
	c. Are all DA 2404s and shortage annexes completed when appropriate? Are CL filed with the Spt Doc?			_____	______
	d. Are all LT/TI accomplished by given suspense date, or been granted an extension in writing by USPFO PM?	.		______	______
	e. Has all equipment been processed through the losing unit FMS shop for validation to 10/20 standards in a timely manner to meet the suspense date assigned by USPFO PM?	.		______	______
	f. Has the unit complete required accountability of “Durable Property”?	.		______	______

4. Turn-in unserviceable and unrepairable property book items.	Process item through the PBO to SA along with the DA Form 2407 (Maintenance Request) or DA Form 5504 (Maintenance Request) verifying condition of unserviceable item. Turn-ins to DRMO are made with approval by the SSA (with the exception of IMPE reported to the Defense automated Resource Information Center (DARIC)).	AR 710-2 (2-13b)	As Needed	______	______
	When a non-expendable item is turned in is there a document from the supporting maintenance facility showing the item is unserviceable? Is this document filed with the turn-in document in the spt doc file?				
5. Turn-in of unserviceable CFMSEC equipment	Unserviceable classified CFMSEC equipment and components are turned in to the CFMSEC custodian. CCI and other unclassified items are turned in to the PBO. Disposal of both classified CFMSEC items and CCI through other than wholesale CFMSEC channels is not authorized.	AR 710-2 (2-13b)	As Needed	______	______
6. Turn-in unserviceable repairables.	Unserviceable repairables are turned in to the supporting SSA using ad DA Form 2765-1.	AR 710-2 (2-13b)	As Needed	______	______
7. Validate Component shortages of property being turned-in.	Before turn-in, determine and validate component shortages on a shortage annex. Attach the CL used for the inventory with the Spt Doc?	AR 710-2 (2-13b)	As Needed	______	______
8. Turn-in found Government property.	Items discovered in a unit that are not on accountable records are turned in through the PBO to the SSA as “Found on Installation” property. ARNG units will assign a document number to the turn-in document and process item to the USPFO.	AR 710-2 (2-13d)	Immediately upon discovery of unaccounted property	______	______
	Have all property identified on 100% annual inventories been added to the unit property book?	.		______	______
9. Turn-in residue and unexpended ammunition after completion of training	Segregate the ammunition and residue for turn-in to the SSA. Ensure live rounds, unfired primers, other dangerous material is not mixed in with residue.	AR 710-2 (2-39d)	Within 5 work days after training	______	______

	Are all ammo documents closed with the supporting ASP within 5 working days of the completion of the training event?	.		______	______
10. Commanders will ensure live ordnance and residue is recovered from training sites.	Establish procedures for recovering unexpended ammunition or explosives and accountable residue. Certify on turn-in document (DA Form 5811-R), what actions were taken to account for ammunition shortages and missing residue.	AR 710-2 (2-38e)	As Needed	______	______
	Are lost ammo residue documents (DA 5511-R0 completed and documents closed within 5 days of completion of the training event	.		______	______
11. Turn in found ammunition.	Support amnesty program for found ammunition. Turn in ammunition through parent organization to SSA as found on installation property. No turn in document is required	AR 710-2 (2-43)	Immediately upon discovery of unaccounted ammunition	______	______
	a. Is the ammo amnesty box located in an area that the soldiers can find and use it?	.		______	______
	b. Is the ammo amnesty box attached to the structure in a secure manner?	.		______	______
	c. Is the ammo amnesty box emptied on a regular basis?	.		______	______
12. Turn-in unneeded HAZMATs	Turn in excess hazardous materials to the supporting supply support activity to eliminate unnecessary exposure to health hazards items.	AR 710-2 (1-31d)	As Needed	______	______
E. Property Responsibility 1. Property book responsibilities at the unit level	Refer to table B-2	N/A	N/A	______	______

2. Command and supervisory responsibility for the care, use, and safekeeping of Government property issued to or used by subordinates are inherent to command and supervisory positions	Ensure SOPs are current and complete. Ensure in processing procedures for newly assigned personnel are thorough (take inventory of the OCIE and personal clothing, provide them with a means to secure belongings, etc. when appropriate). Conduct periodic inspections of facilities and equipment. Control access to secure areas (supply room, arms room, tool room, etc.) Establish unit/activity-level procedures to provide personnel accurate and timely information and requisite training on the identification, handling, storage, and use of HAZMATs SEE (A4)	AR 710-2 (1-14b, 1-31b), AR 735-5 (2-8a & b)	Routine	______	______
3. Unit commander or primary hand receipt holder responsibility	The unit commander or primary hand receipt holder accepts direct responsibility for property by signing a hand receipt from each property book from which property was issued.	AR 710-2 (2-5g, 2-10d)	Whenever property is issued to the organization or activity	______	______
	a. A copy of the "Change of Command" inventory will be retained in the functional files until the next change of command.	.	Note: All must be a go for 3 to be rated a go	______	______
	b. Supporting Documents for all non-expendable transactions will be maintained on file. Current year and previous 5 yrs in document number sequence.			_____	______
	c. Copies of signed PBO Hand Receipt will be filed and maintained (Current year and previous 2 years).	.		______	______
4. Assign property responsibility for unit and section property	The unit commander or primary hand receipt holder further delegates responsibility for all unit and section property assigned by using permanent or temporary hand receipts. The original of any receipt is kept by the person issuing the supplies. The duplicate is kept by the person receiving the property.	AR 710-2 (2-10f, app F) Note: All must be a go for 4 to be rated a go	Sub hand receipt property to subordinates as soon as possible	______	______
	All equipment will be sub-hand receipted as directed by the MTOE. Using the ULLS-S-4/PBUS system. Unit Supply Sergeants are responsible to ensure that each section has current component lists and that they are also kept on file in the supply room current.	.		______	______

5. ARNG MATES	Organizational equipment pooled at MATES will be hand receipted and kept current.	AR 710-2 (2-10e)	As needed	______	______
6. Temporary versus permanent hand receipt.	Use temporary hand receipts to issue property on loan for less than 30 calendar days. After 30 days, the property will be either returned or a permanent hand receipt will be prepared.	AR 710-2 (2-10g)	As needed	______	______
7. Use an inventory listing assigning individual responsibility is not practical	Property meant for general us (I.e. shift operations or multiuse roFMS) is listed on a hand receipt and a copy is kept in the area where the property is located	AR 710-2 (2-10g)	Semiannually (if restrictions are met) and authorized by the property book officer, and updated accordingly	______	______
8. Control components of (SKO) and end items.	Document the issue of components of SKO and other end items using component hand receipts, hand receipt annexes, or aircraft inventory records. When preprinted component hand receipts are available, their use is mandatory.	AR 710-2 (2-10h, app F)	Inventory components when end item is inventoried.	______	______
9. Component hand receipt versus hand receipt annex	a. Component hand receipt will list all components and will reflect actual quantity on hand.	AR 710-2 (2-10h, app F)	As needed	______	______
	b. Hand receipt annexes reflect only the shortages. AnnexFMS's will reflect the results of the most recent inventory conducted.	.		______	______
	c. Use of the component hand receipt is mandatory when issuing items with components to the intended user. Use either the component hand receipt or hand receipt annex when issuing such items to supervisors above the user.	.		______	______
10. Assign personal responsibility for property issued for personal use.	Property issued for personal use will be issued on a hand receipt, OCIE record or equipment receipt. Examples of property issued for personal use are barracks furniture, OCIE and protective masks. Army property will not be used for any private purpose except as authorized by HQDA.	AR710-2 (2-10h(4), AR 735-5 (2-1e, app F)	Routine	______	______

11. Keep hand receipts current.	Hand receipts are posted as changes occur or when change documents are used. When using change documents, update hand receipts every 6 months, beginning with the oldest change document on file.	AR 710-2 (2-10g, app F)	Routine	______	______
12. Designate responsibility for ammunition issued to the unit.	Ammunition drawn and used for basic or operational loads or for training requires strict hand receipt control down to the immediate supervisor.	AR 710-2 (2-39b,c)	As needed	______	______
13. Tool room or tool crib responsibilities.	The tool room or tool crib custodian is responsible for all tools contained within the tool room or tool crib. Ensure physical security standards meet AR 190-51 requirements.	AR 710-2 (2-10i,j) AR 190-51 (3-22)	Routine	______	______
14. Establish control of commercial (Proprietary) software, issued to unit or organization.	a. Commercial (proprietary) software and data media do not require property book accounting. When issuing commercial software (regardless of dollar value) use locally produced log. Manage blank medial data software valued at $300 or less as expendable items. Blank data medial valued at over $300 will be issued using PHRH local procedures but the following applies.	.		______	______
	b. Packages purchased and loaded on a single or site stand-alone PC license located in the work place is evidence that custody lies with the user.	.		______	______
	c. Site and local area network software loaded onto a LAN server is evidence that the software packages(s) were issued to the PHRH, not the individual user.	.		______	______

	d. Manufacturer or locally assigned serial numbers of software and the serial number of PC to which it was installed will be recorded. The record (log) is updated when software is added or deleted. The log will be maintained by the PHRH for the life cycle of equipment with that organization. Do not place software packages on component hand receipt. The PHRH may direct central storage of original software packages as an exception to the above.	.		______	______
15. Provide reports on HAZMATs.	Provide necessary information to respond to HQDA, Federal, State, DOD, and local HAZMATs reporting requirement. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-1-28b and 1-31e), AR 200-1 (chap 5,6)	As needed	______	______
16. Appoint new HRH.	Upon notification that a HRH will be absent for an extended period, the commander or activity chief will appoint an interim HRH and an inventory team.	AR 710-2 (2-10g(7))	ASAP, not to exceed 30 days.	______	______
17. Unit commander or activity head conduct management review of durable property.	Document the conduct of the management review, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared a s memorandum for record (MFR) in duplicate. One copy will be retained at the unit or activity, and one copy provided to the next level of command. The MFR will be retained for 2 years.	AR 735-7-7b(3)	Annually	______	______

F. Organizational clothing and individual equipment (OCIE) and personal clothing

1. Maintain OCIE records.	Is there a complete OCIE record for every soldier listed on DA 1379? Complete is defined as filled out properly and possesses a current signature if equipment has been issued.	AR 710-2 (2-14j, 2-17f)	Routine	______	______

2. Clear OCIE issue point.	Commanders will ensure that all soldiers clear the OCIE issue point before departing the installation on ETS or permanent change of station (PCS) moves. Have soldiers clearing the unit properly relieved of responsibility for items issued t them?	AR 710-2 (2-14n), AR 735-5	Within 5 working days before soldiers departure.	_______	_______
3. Ensure soldier FMS's authorized OCIE is on hand and serviceable.	When soldiers are assigned, commanders will ensure that the OCIE on hand agrees with the soldierFMS's OCIE records. Conduct periodic inspections of assigned soldiers. Initiate corrective actions are required.	AR 710-2 (2-17a(2),I)	As needed	_______	_______
	a. Are periodic showdowns being conducted?	.		_______	_______
	b. Are the memorandums on file with higher headquarters?	.		_______	_______
4. Authorize cash purchases of OCIE from the CIF	The commander must provide a signed statement authorizing a soldier to make a cash purchase of OCIE in order to replace missing items. When the soldiers is clearing the installation, a copy of the clearing orders will suffice for authorization to replace missing items via cash purchase.	AR 710-02 (2-16b), AR 735-5 (12-2b)	As needed N/A	_______	_______
5. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.	The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement, OCIE record, and damaged OCIE, the soldier complete an exchange for serviceable OCIE. Has the memorandum been provided to higher headquarters?	AR 735-5 (14-25b), USPFO S&S MEMO 99-18	As needed	_______	_______
6. Permanent marking of OCIE is authorized.	If identification of OCIE is require see DA Pam 710-2-1	AR 710-2 (2-14J)	Routine	_______	_______