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*Fort Knox Regulation 700-1

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Logistics

INSTALLATION SUPPLY SUPPORT

Summary. This regulation establishes procedures to be used by organizations requesting support from the DOL Supply Support Activity, Installation Property Book Office, Bulk Fuel Office, Hazardous Material Management Center, Central Issue Facility, Clothing Initial Issue Facility, Ammunition Supply Point, and Troop Issue Supply Activity.

Applicability. This regulation applies to all organizations/activities assigned or attached to this installation for logistical supply support.

Proponent. The proponent for this regulation is Supply and Services Division, Directorate of Logistics, US Army Garrison Command.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to Supply and Services Division (IMSE-KNX-LGS), Directorate of Logistics, 201 6th Avenue, Fort Knox, KY 40121-5721.

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*This regulation supersedes Fort Knox Regulation 700-1, dated 27 Mar 00, Installation Supply Support with Change 1, dated 18 Nov 04.

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Chapter 1

General

1-1. Purpose. This regulation establishes guidance and procedures to be used by organizations requesting support from the DOL Supply Support Activity, Installation Property Book Office, Bulk Fuel Office, Hazardous Material Management Center, Central Issue Facility, Clothing Initial Issue Facility, Ammunition Supply Point and Troop Issue Supply Activity.

1-2. References. Acronyms and publications are listed at Appendices A and B.

1-3. Responsibilities.

a. The Directorate of Logistics (DOL) Supply and Services Division has the responsibility for establishing guidance and procedures for requesting, receiving, accounting and disposition of supplies and equipment for DOL supported customers.

b. All customers must comply with Army guidance contained in publications listed in Appendix B and DOL guidance contained herein.

1-4. Organization of Fort Knox Regulation 700-1. This regulation is organized into Chapters providing general supply guidance in Chapter 1 followed by Chapters providing functional guidance for specific supply support activities within the DOL. The terms equipment, property, item and supplies are used interchangeably throughout this regulation.

1-5. Command Supply Discipline Program (CSDP). The CSDP is the Army's management control program to ensure commanders are aware of their responsibilities in promoting supply discipline and eliminating fraud and waste of government property. Commanders must evaluate all supply operations within their command using the standards of the CSDP program. To assist commanders with implementing CSDP within their organization, the Army has developed checklists which recap and compile regulatory supply requirements. These checklists are provided in Appendix B, AR 710-2. The CSDP is a commander's program and therefore each commander must ensure that a viable CSDP is embedded within their organization. Supply discipline can only be attained through a combination of leadership, command emphasis, training and disciplinary actions as warranted.

1-6. Property Accounting Requirements. All Army property, except real property, is classified for accounting purposes as nonexpendable, expendable, or durable. This classification is used to identify the degree of accounting and control that must be used to track the Army property. Each classification is assigned an accounting requirement codes (ARC) (i.e., N for nonexpendable, X for expendable, and D for durable property). The ARCs are listed in FEDLOG. Definitions follow:

a. Nonexpendable property (ARC N) is property that is not consumed in use and that retains its original identity throughout its life cycle. This property is normally identified on a TDA, MTOE, or CTA and includes all major end items (e.g., trucks) and controlled inventory items (e.g., weapons). Nonexpendable property requires formal accountability on a property book throughout the life of the item.

b. Expendable property (ARC X) is property that is consumed after issue (e.g., office supplies, costs less than \$300 and not a controlled inventory item code (CIIC U or 7)). Since expendable property is considered to be consumed or relatively inexpensive, no formal accounting is required. However, although classified as expendable, there are some items that require additional controls when issued to the user because of pilferable nature of property or additional controls placed on the property by the item manager. Some examples are listed below:

(1) Repair parts. (Recoverable repair parts must be returned to the supply system after use. Turn-in guidance for these items is provided in Chapter 2.)

(2) Bulk Fuels. (Issue of fuel must be tracked to the user. Additional guidance is provided in Chapter 4.)

(3) Hand tools. (Issue of hand tools must be controlled by either a tool room or issued to a user on a DA Form 2062 or 3161.)

(4) Components of sets, kits and outfits (SKOs). (Issue of components of SKOs will be issued to the user on a DA Form 2062 or 3161.)

c. Durable property.

(1) Durable property (ARC D) is property that is not consumed, has a unit cost between \$300 - \$5,000, and is not a controlled inventory item. Durable property does not require formal property book accountability; however, durable property must be controlled when issued to the user. Examples of durable property follow:

(a) Hand tools. (Issue of hand tools must be controlled by either a tool room or issued to a user on a DA Form 2062 or 3161.)

(b) Components of sets, kits, and outfits (SKO). (Issue of components of SKOs will be issued to the user on a DA Form 2062 or 3161.)

(c) Some cell phones and blackberries.

(2) Commander's should use DA Form 2062 or 3161 for issuing property to users. This will enable commanders to have a tracking mechanism for conducting the required annual management review (AR 735-5) of on-hand durable equipment to determine whether there are any indications of missing items, or any indication of fraud, waste, or abuse.

d. Additional information concerning above property accounting rules can be found in Chapter 7, AR 735-5.

1-7. Priority Designators (PD). Priority designators are used to express the importance of a supply request. This is done by assigning a 2-digit numeric code, ranging from 01 through 15, to a supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit's Force/Activity Designator (FAD) and the Urgency of Need Designator (UND) of the supply request. Emphasis must be placed at all levels to restrict the use of high priority designators to those items that are required to maintain readiness posture or to meet critical missions to ensure supplies are getting to the most critical areas in the Army.

a. The Force/Activity Designator (FAD) is expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit should include the assigned FAD. A unit has only one FAD.

b. The Urgency of Need Designator (UND) is determined by unit personnel. The UND is used to express how urgently the unit needs the requested supplies. The UNDs are identified by the letters A, B and C. Select UNDs using the following guidelines:

(1) The UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the force or activity is unable to perform assigned operational missions, or when condition will occur within 15 days.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for repair of direct support equipment (i.e., ground support, fire fighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use in repair of mission essential training materiel. Without this materiel, the unit is unable to perform its assigned training mission.

(e) Required for immediate use for repair of essential physical facilities of a production activity. Without these supplies, the activity is unable to perform its assigned missions.

(f) Required for immediate use to end an existing work stoppage at production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a maintenance production line performing maintenance and repair of unserviceable, intensive management or critical items.

(2) The UND B is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b) Required for immediate repair of mission-essential materiel and without which the ability of the unit to perform assigned operational missions is impaired.

(c) Required for immediate use for installation on or repair of auxiliary equipment and without which the ability of the unit to perform assigned operational missions is impaired.

(d) Required for immediate use in replacement or repair of mission-essential training equipment without which the ability of the unit to perform assigned missions would be impaired.

(e) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(f) Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.

(g) Required for replenishment of a quantity issued that brings a line to zero balance on the PLL (prescribed load list).

(3) The UND C is used to request materiel meeting one or more of the following criteria:

(a) Required for on schedule repair, maintenance or replacement of all equipment.

(b) Required for initial issue or replenishment of stock to meet authorized PLL stockage.

(c) Required for initial stockage of operational load quantities.

(d) Required for purposes not covered by any other UND.

c. The priority designator (PD) for a supply request is determined by relating the FAD to UND of the needed item as follows:

- (1) Determine the UND of the needed item.
- (2) Use Table 1-1 to select the PD on the line that relates the unit FAD and UND.

Table 1-1. Priority Designator Table (Force/Activity Designator to Urgency of Need).

| Force/activity designators (FAD) | Urgency of need designators (UND) | | |
|----------------------------------|-----------------------------------|----|----|
| | A | B | C |
| I | 01 | 04 | 11 |
| II | 02 | 05 | 12 |
| III | 03 | 06 | 13 |
| IV | 07 | 09 | 14 |
| V | 08 | 10 | 15 |

d. Under emergency conditions (e.g., to prolong life, relieve suffering, controlling civil disturbances), PD 03 may be used by all requesters, regardless of FAD.

1-8. Property Authorization. Unit and individual equipment authorization documents are prescribed in AR 71-32. The authorization documents generally include TDA, MTOEs or CTAs. Commanders will ensure all pertinent equipment authorization documents reflect current requirements. On-hand equipment will be reconciled annually with the authorization documents.

1-9. Classes of Supply. The following table provides a recap of classes of supply. This regulation along with most supply regulations will refer to supply class repeatedly.

Table 1-2. Classes of Supply.

| Class | Description |
|--------------|--|
| Class 1 | Subsistence, including free health and welfare items. |
| Class 2 | Clothing, individual equipment, tentage, tool sets and tool kits, hand tools, administrative, and housekeeping supplies and equipment (including maps). This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts). |
| Class 3 | POL, petroleum and solid fuels, including bulk and packaged fuels, lubricating oils and lubricants, petroleum specialty products; solid fuels, coal, and related products. |
| Class 4 | Construction materials, to include installed equipment, and all fortification/barrier materials. |
| Class 5 | Ammunition, of all types (including chemical, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items. |
| Class 6 | Personal demand items (nonmilitary sales items). |
| Class 7 | Major items: A final combination of end products which is ready for its intended use: (principal item) for example, launchers, tanks, mobile machine shops, vehicles. |
| Class 8 | Medical material, including medical peculiar repair parts. |
| Class 9 | Repair parts and components, including kits, assemblies and subassemblies, reparable and non-reparable, required for maintenance support of all equipment. |
| Class 10 | Material to support nonmilitary programs; such as, agricultural and economic development, not included in classes 1 through 9. |

1-10. Methods to Obtain Supplies and Equipment.

a. Prior to requesting supplies or equipment, commanders should verify the need for requested property and ensure that the requested property is authorized on applicable authorization documents.

b. Request for supplies and equipment are routed through different processes depending on criteria such as class of supply, price, whether item is a standard Army item or a commercial item. Routing of supply requests should follow guidance below:

(1) Requests for nonstandard or commercial items under \$3,000 will be purchased with unit's government purchase card (GPC).

(2) Requests for nonstandard or commercial items over \$3,000 will be submitted to Mission Installation Contracting Center (MICC) via PR Web (Standard Procurement System) for contract purchase.

(3) Requests for standard Army items in Class II (maps, tents, etc.), Class III (packaged POL), Class IV (construction material), Class VII (major end items), and Class IX (repair parts) items will be processed through your supporting SSA.

(4) Requests for Class II Organization Clothing and Individual Equipment (OCIE) will be processed IAW Chapter 6.

(5) Requests for Class III (bulk fuel) will be processed IAW Chapter 4.

(6) Requests for Hazardous Material will be processed IAW Chapter 5.

(7) Requests for Class V (ammunition) will be processed IAW Chapter 8.

(8) Requests for Class I (Subsistence) will be processed IAW Chapter 9.

(9) Requests for the following equipment will be processed in accordance with guidance provided by the installation activities listed below:

(a) Audio/visual equipment will be processed through DPTMS.

(b) Automation equipment will be processed through NEC.

(c) UPH furnishings will be processed through DPW.

(d) Non-appropriated fund equipment will be processed through DFMWR.

c. Requests for property available from Defense Reutilization Management Office (DRMO) will be processed through the IPBO to your supporting SSA prior to requisition and withdrawal. In addition, equipment requiring DOL maintenance support must be approved by the DOL Installation Maintenance Officer (IMO) before withdrawal; adding equipment requiring maintenance support without prior approval of the IMO could delay or preclude maintenance of equipment.

d. Regardless of which method is used to obtain supplies, commanders must ensure that property accounting and authorization rules are followed.

1-11. Property Disposal.

a. All property, except as indicated below, will be turned in to the installation SSA when it becomes excess to authorized allowances/requirements, is unserviceable, or is found on installation. The installation SSA Turn-in Point is located in Bldg No. 2781.

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(1) Hazardous materials and used POL products will be turned-in to HMMC (see Chapter 5).

(2) Hazardous waste will be turned-in to DPW (see DPW Environmental Handbook).

(3) The OCIE will be turned-in to CIF (see Chapter 6).

(4) Initial entry Soldier clothing will be turned-in to CIIP (see Chapter 7).

(5) Ammunition and/or residue will be turned-in to ASP (see Chapter 8).

(6) Property book items will be processed through the Property Book Office prior to turn-in to the SSA (see Chapter 3).

(7) Privately-owned personal property will be turned-in IAW AR 700-84, DA Pam 600-8 and DA Pam 638-2.

(8) Guidons and flags will be turned-in per AR 840-10.

(9) Equipment below will be turned-in IAW guidance provided by the installation activities listed below:

(a) Audio/visual equipment will processed through DPTMS.

(b) Automation equipment will be processed through NEC.

(c) UPH furnishings will be processed through DPW.

(d) Non-appropriated fund equipment will be processed through DFMWR.

b. Turn-In of Property to DRMS.

(1) Only "SCRAP," (material having no value except for basic material content), will be turned in to DRMS. To be considered SCRAP, property must also meet the following criteria:

(a) The condition of the property must be unserviceable.

(b) The item must be expendable (ARC X) or durable (ARC D).

(c) The Recoverable Code (RC) must be "O" or "Z".

(2) Items meeting the criteria above will be turned-in to DRMS as "SCRAP" after validation by the SSA. Turn-in documentation routed through the SSA must include the statement, "This turn-in of materiel has been inspected and classified as scrap. No serviceable/usable Army materiel or recoverable repair parts are included in this shipment." After SSA personnel confirm that the items are scrap, the SSA may direct the customer to turn-in the scrap to DRMS.

1-12. Lost, Damaged or Destroyed Property. When property becomes lost, destroyed or damaged, commanders will investigate, assess financial liability if appropriate, and/or provide relief from responsibility and accountability. Detailed procedures are provided in Chapter 12-14, AR 735-5. Methods available to obtain relief from property responsibility are listed below:

a. **Damage Statements.** Use when investigation reveals that no negligence or willful misconduct was involved. Damage statement must be signed by the unit commander or director and contain the statement "I have reviewed the circumstances surrounding the damage to the property identified and find no evidence of negligence or willful misconduct".

b. **DD Form 362 (Statement of Charges/Cash Collection Voucher):** Use when individual admits liability, agrees to voluntary repayment and the value of the property is not more than one month of the individual's basic pay.

c. **DD Form 200 (Financial Liability Investigation of Property Loss, FLIPL).** Use when liability exceeds one month's basic pay, no liability admitted, directed by a commander/director, negligence is suspected or controlled item is lost. Chapter 13, AR 735-5 provides detailed instructions and timelines for preparing DA Form 200.

d. **AR 15-6 Investigation.** Use when directed by a commander, required by other regulatory guidance, or involves destruction of a controlled item (e.g. Cat I & II ammunition).

e. A decision table to help determine which method is appropriate for different situations is provided at Appendix C.

f. Chapter 14, AR 735-5 provides additional information to be followed for lost, damaged or destroyed property under special circumstances.

1-13. Asset Reporting of Special Interest Items.

a. **DOD Small Arms Serialization Program.** The purpose of the DOD Small Arms Serialization Program (DODSASP) is to maintain continuous visibility over small arms by serial number from procurement through demilitarization and disposal. It is designed to provide investigative agencies, within 72 hours, the identification of the last Army activity accountable for a specific serial numbered small arm. DODSASP reporting is automatically accomplished by your supporting SSA or IPBO.

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

c. Radiation Testing and Tracking System (RATTS). The purpose of the DOD RATTS is to maintain continuous visibility by serial number and wipe test of all chemical detector cells from procurement through demilitarization and disposal, and to provide strict control of all cells and drift tubes for the purpose of safety to the user and maintainer. The RATTS is designed to provide the identification of the last Army activity accountable for a specific serial-numbered cell and to track wipe test data. RATTS reporting is accomplished by your supporting SSA or IPBO.

I-14. Additional Assistance. Standing Operating Procedures (SOPs) containing procedures for conducting day-to-day business with DOL supply activities are available upon request. Additional information and assistance can also be obtained by contacting the activities listed below:

- | | |
|---|----------------|
| a. Supply Support Activity | (502) 624-1953 |
| b. Installation Property Book | (502) 624-1653 |
| c. Hazardous Material Management Center | (502) 624-1948 |
| d. Bulk Fuel Operations | (502) 624-1046 |
| e. Central Issue Facility | (502) 624-1968 |
| f. Clothing Initial Issue Facility | (502) 624-5574 |
| g. Ammunition Supply Point | (502) 624-8238 |
| h. Troop Issue Supply Activity | (502) 624-1435 |

Chapter 2

Supply Support Activity (SSA)

2-1. General.

a. This Chapter provides guidance for conducting business with the installation Supply Support Activity (SSA). The SSA is the installation's supporting supply activity for all property designated Classes II, III packaged, IV, VII and IX. The SSA warehouse is located in Bldg No. 2803 and the SSA Turn-in Point is located in Bldg No. 2781. Hours of operation are 0730-1630 Monday-Friday. The guidelines contained herein should be used in conjunction with AR 710-1 and DA Pam 710-2-1.

b. The SSA operates the Army's automated Standard Army Retail Supply System (SARSS). The SARSS automated supply system is designed to work with customer's automated supply systems to streamline the processing of requesting supplies based on standard coding procedures used in preparing supply request. Therefore units and activities authorized to draw supplies from the SSA will use automated supply systems to the maximum extent possible. Manual DA Form 2765-1 (Request for Issue) will only be used with customers that do not have an automated capability or in high priority situations.

c. All customers requesting supply support from the installation SSA must have an established Department of Defense Activity Address Code (DODAAC) prior to conducting business. Request for DODAAC will be submitted to the installation DODAAC coordinator in Bldg No. 2803. Request must contain unit designation, unit identification code, address, accounting classification and point of contact.

d. Before conducting business with the SSA all customers must have a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) on file at the SSA. The form must be signed by either the Commander or Director for your organization. A copy of the Commander's "Assumption of Command" orders must also be provided with the DA Form 1687. The security classification of any personnel required to pickup classified supplies and equipment will be reflected on the reverse side of the DA Form 1687.

e. Commanders are responsible for the accurate assignment of priority designators (PD) on supply documents. Paragraph 1-7, Chapter 1, provides guidance for assignment of PDs. Commanders or their designated representatives will review and approve all high priority requests before sending the request to the SSA.

f. Customers with specific problems or questions not covered by this regulation should contact the SSA manager at (502) 624-1953 for additional information. An SSA SOP is also available to customers upon request.

2-2. Requesting Supplies.

a. Requests for standard Army Class II (maps, tents, etc.), III (packaged POL), Class IV (construction material), Class VII (major end items) and Class IX (repair parts) items will be processed by the SSA.

b. Request for supplies will be submitted through unit's automated supply system to the SSA. Request must identify requirements to standard catalogued Army adopted items and include NSN. Customers are responsible for ensuring that items requested are authorized by appropriate authorization documents.

c. A manual walk-thru request (DA Form 2765-1) will be accepted for PD 01-03 NMCS /ANMCS equipment only. Not Mission Capable Supply (NMCS) and Anticipated Not Mission Capable Supply (ANMCS) condition exists or is projected to exist when equipment is deadlined; parts are required for immediate repair of the primary weapon or equipment; and without which the activity is unable to perform military operations or specifically assigned missions. The request must be signed by commander or designated representative. The bumper number of the deadlined equipment must be written in the upper right hand corner of the requisition. Block 21 will indicate an "E" for ANMCS or an "N" for NMCS, followed by the number of days in which the materiel is required. Example: NO7 (NMCS, required in 7 days).

d. Manual requests will also be accepted for non-automated customers.

2-3. Receiving Supplies.

a. The SSA provides daily deliveries to the high volume customers on the installation. A list of those customers is available at the SSA.

b. The SSA will notify customers when supplies are ready for pick up in Bldg No. 2803. Customers must pick up supplies in a government vehicle unless the organization commander/director has provided the SSA manager with a memorandum authorizing the use of POV. Customers must report to the Admin section prior to entering the warehouse area of the SSA. Unescorted customers will not be allowed in the warehouse area. Customers must remove and sign for all parts before conducting any new business/transactions at the SSA. Parts not picked up within 5 working days from the time they are placed in bins will be returned to stock for reissue or other disposition unless prior arrangements have been made with the SSA manager.

c. Requisitioned supplies assigned a PD 01-03 will be available to the customers NLT than 1 working day if on hand in the SSA; if not on hand, requests will be forwarded to the next source of supply.

d. Requisitioned supplies assigned a Priority 04-15, will be available within 2 working days if on hand in the SSA; if not on hand, requests will be forwarded to the next source of supply.

e. Parts that have a recoverable code of "A, D, F, H, L" on the FEDLOG are considered recoverable. The recoverability code (RC) is a one character alphabetic code assigned to items to indicate the disposition action required for unserviceable items. These codes are found in FEDLOG under the column RC. When requests are submitted for a recoverable item, recommend the unserviceable item be turned in at the same time.

2-4. Customer Reconciliations.

a. The SSA will provide a Customer Reconciliation Report (RECON AJT-028) on the 1st workday each month. The RECON report is a valuable tool used to validate the status of open document numbers and is critical to effective supply management. Reviewing the RECON on a regular basis enables both the customer and the SSA to perform follow-up actions as required.

b. The SSA will schedule a monthly face-to-face reconciliation with all on-post customers. During the monthly face-to-face reconciliation, SSA representatives will review the RECON report and discuss with the customer joint performance standards to ensure required support is satisfactory. Problems such as abusing the supply system, failure to pick-up supplies, or failure to properly prepare for reconciliations will also be discussed as needed. Persistent problems will be directed to the commander's office.

c. Off-post customers will be allowed 30 days to review, annotate discrepancies, and return their RECON to the SSA. Off-post units may schedule a reconciliation meeting at their discretion. If the unit fails to return the RECON, the commander/director will be notified of noncompliance and the SSA will suspend business with the customer until the RECON is submitted.

2-5. Turn-in Procedures.

a. All property, except as indicated in paragraph 1-11 (1)-(9), Chapter 1, will be turned in to the installation SSA when it becomes excess to authorized allowances/requirements, is unserviceable, or is found on the installation. The installation SSA Turn-in Point is located in Bldg No. 2781. The DD Form 1348-1 will be used as turn-in documents. Separate forms must be prepared for serviceable and unserviceable items of the same NSN. Customers can turn in up to 15 lines without an appointment; call (502) 624-7437 for an appointment for over 15 lines.

b. All major end items/property book items must be processed through the IPBO prior to turn-in at the SSA.

c. Items turned-in through the SSA must be identified by NSN, unit of issue and price as listed in the FEDLOG. Prior to turn-in to SSA, items must be properly classified and assigned a condition code of serviceable, unserviceable, or condemned.

d. A missing parts statement must accompany turn-in of broken or incomplete item. A drainage statement must accompany turn-in of any item that contains fluids. If the reason for turn-in is due to AOAP results, AOAP results must accompany the part.

e. Damaged items from other than fair/wear/tear must be accompanied by a signed statement from the commander providing status of action taken for damaged property. See paragraph 1-12, Chapter 1, for additional guidance.

f. Large turn-in of items must be properly palletized.

g. Tires will be cleaned and neatly stacked no more than 5 high on a pallet covered in shrink wrap. Due to space constraints, customers can only turn-in 15 tires per day. Customers should contact the SSA Turn-in Section at (502) 624-7347 if this creates an unmanageable backlog at their level.

h. All canvas and canvas like turn-in equipment must also have attached picture of item from maintenance technical manual to ensure that proper NSN is documented.

i. Items must be clean of all excess grease and dirt before turn-in. Materiel in leaking, broken, badly rusted, or bulging containers will not be accepted. Customers must properly place these items in over pack container. The container will be properly identified to include the NSN, nomenclature, quantity of contents and proper hazardous label (e.g., flammable, corrosive and poison).

j. Additional documentation as shown below is required for recoverable item.

Table 2-1. Turn-in Documentation for Recoverable Items.

| RC | Condition | Documentation Required |
|-----------|---------------------------|--|
| A | Serviceable | Completed DD 1348-1 (six copies). DD 1574 (yellow tag) affixed to each item, unless in depot pack with depot printed stock number on the container. |
| A | Unserviceable (condemned) | Completed DD 1348-1 (six copies). DD 1577 (red tag) affixed to each item or blue copy of DA 2407 or DA 5504. |
| D | Serviceable | Completed DD 1348-1 (four copies). DD 1574 (yellow tag) or blue copy of DA 2407 or DA 5504 affixed to each item unless in depot pack with depot printed stock number on the container. |
| D | Unserviceable | Completed DD 1348-1 (four copies). DD 1577-2 (green tag) affixed to each item or blue copy of DA 2407 or DA 5504. Historical documents for aircraft and missile components. |
| F | Serviceable | Completed DD 1348-1 (four copies). DD 1574 (yellow tag) or blue copy of DA 2407 or DA 5504 affixed to each item unless in depot pack with depot printed stock number on the container. |
| F | Unserviceable | Completed DD 1348-1 (four copies). DD 1577-2 (green tag) affixed to each item or blue copy of DA 2407 or DA 5504. NRTS stamp on DD 1577-2 (green tag) affixed to each item, or blue copy of DA 2407 or DA Form 5504. |
| F | Unserviceable Condemned | Completed DD 1348-1 (six copies). DD 1577 (red tag) affixed to each item or blue copy of DA 2407 or DA 5504. |
| H | Serviceable | Completed DD 1348-1 (four copies). DD 1574 (yellow tag) or DA 2407 or DA 5504 affixed to each item unless in depot pack with depot printed stock number on the container. |

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| RC | Condition | Documentation Required |
|-----------|------------------|---|
| H | Unserviceable | Completed DD 1348-1 (four copies). DD 1577-2 (green tag) or blue copy of DA 2407 or DA 5504 affixed to each item. Historical documents for aircraft and missile components. |

Chapter 3

Installation Property Book Office (IPBO)

3-1. General.

a. This chapter provides guidance for customers supported by the installation property book maintained by DOL. The installation IPBO is located in Bldg No. 1109A, Room 146. Hours of operation are 0730-1630, Monday thru Friday.

b. Separate property books are maintained by NEC for information management equipment; by DPTMS for audio/visual equipment; by DPW for UPH furnishings; and DFMWR for NAF activities. Customers must contact these activities for assistance and guidance in these areas.

c. The IPBO maintains accountability for all property book items using the Property Book and Unit Supply Enhanced (PBUSE) which is a web-based property accounting system. The IPBO will review, manage and provide required reports to customers as necessary. The IPBO serves as the Information Systems Security Officer for PBUSE. Systems access for PBUSE will be requested through the IPBO.

d. Before conducting business with the IPBO, all customers must have a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) on file at IPBO. The form must be signed by either the commander or director for your organization. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687. DA Form 1687 must be updated annually or upon change of primary hand receipt holder.

e. All nonexpendable and some durable equipment require formal accountability on the property book. Paragraph 1-6, Chapter 1 above, AR 710-2, and AR 735-5 provides additional guidance.

f. Customers with property book problems or questions not covered by this Chapter should contact the IPBO at (502) 624-1653 for additional information.

3-2. Property Book Accounting Requirements. Property book records will be established and maintained for the following property when authorized or on hand:

- a. Property required or authorized by MTOE and TDA.
- b. CTA property (commercial or Army standard) with a unit cost greater than \$5,000.
- c. All controlled inventory items (e.g., basic load ammunition).

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

e. Special tools and test equipment over \$100.

f. Components with a unit cost greater than \$5,000 (HQDA-approved schools and training centers only).

g. Books (individual or sets) having a unit value of \$100 or more (regardless of ARC) and not controlled by libraries established IAW AR 735-17.

h. Toll scrip, tokens, bridge tickets, and similar negotiable media.

i. Cellular phones, pagers and personal digital assistants with a unit cost greater than \$1,000.

j. Any other property as determined by the commander or PBO.

3-3. Inventories.

a. Weapons and ammunition must be inventoried each month. The IPBO will furnish each hand receipt holder a list of items to be inventoried. Upon receipt of the list, each HRH will physically inventory items contained on the list. The original hand receipt will be returned to the IPBO IAW the suspense date established.

b. Other sensitive items must be inventoried quarterly. The IPBO will furnish each hand receipt holder a list of sensitive items to be inventoried each quarter. Upon receipt of the list, each HRH will physically inventory items contained on the list. The original hand receipt will be returned to the IPBO IAW the suspense date established.

c. Hand receipt holder must conduct a 100% physical inventory of all items assigned annually. The IPBO manager will send out a memorandum along with a current copy of the hand receipt.

d. A 100% joint (outgoing and incoming hand receipt holders) physical inventory will be conducted upon change of hand receipt holders. Commanders must ensure that a break in accountability does not occur when hand receipt holders retire, resign or transfer to a new duty station. Incoming and outgoing hand receipt holders should schedule an appointment with the IPBO for a change of command briefing on inventory procedures.

e. Commanders will conduct causative research on all discrepancies discovered during inventories. See Chapter 1, paragraph 1-12 for methods available to obtain relief from property responsibility.

3-4. Request for Property. All requests for property book equipment requested from DRMS will be processed through the IPBO to ensure that property is authorized and formal accounting is maintained.

3-5. Excesses and Shortages. Each quarter the IPBO will compare on hand assets to authorizations to identify excess property and shortage. An "Excess and Shortage Report" will be forwarded to commanders requesting that action be taken to review requirements, request additional authorization, turn-in excess or requisition shortages. The IPBO will automatically requisition shortages centrally funded by DA.

3-6. Transfer of Property. Property will not be transferred between activities without prior approval of the IPBO. The IPBO will determine whether gaining activity is authorized item and ensure that property accounting records are adjusted.

3-7. Turn-in of Property. Property book equipment will not be turned-in without approval of the IPBO. Hand receipt holders will notify the IPBO upon identification of excess property. The IPBO will review shortages within command lanes to ensure that property is not needed by another activity within the same command.

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Chapter 4

Petroleum, Oils, and Lubricants (POL)

4-1. General.

a. The Bulk Fuel Office is located in Bldg No. 2786, 4th Armored Division Road. Operating hours are 0730-1630, Monday-Friday. Customers with specific problems or questions not covered by this regulation should contact the Bulk Fuel Office at (502) 624-1046 for additional information.

b. Users must provide a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). The form must be signed by either the commander or director for your organization. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687. Instructions for completing DA Form 1687 are contained in DA Pam 710-2-1.

4-2. Request for Packaged Products. Authorized users will obtain packaged POL products by submitting requisitions through normal supply channels. The issue, use and storage of packaged products will be based upon shelf life, i.e., first-in/first-out to prevent minimum expiration of products.

4-3. Request for Fuel. Small quantities of MOGAS required by units without bulk storage tanks will be obtained using unit's GPC. Requests for delivery of bulk fuel to a unit's storage tank will be accomplished as follows:

a. Submit a completed DA Form 2765-1 to the Bulk Fuel Office at least 3 business days before fuel is required, identifying the type of product, required delivery date, building number, tank number, location of storage site, POC and phone number for notification of delivery. The DA 2765-1 must be approved by the unit's Resource Management Office prior to submission to the Bulk Fuel Office.

b. Requests will ordinarily be for the maximum quantity or full tank load of the product (approximately 8,000 gallons).

4-4. Receiving Bulk Fuel.

a. Bulk Fuel Office personnel will accomplish the following:

(1) Inspect all incoming fuel tanker deliveries at receiving unit fuel point. Inspection will include verification that delivery ticket/terminal; ticket contains the loading meter readings, API gravity and temperature at time of loading; loading seals are intact and serial numbers on seals are recorded on loading document; and that tanker contains no leaks and is safe for delivery of product.

(2) Prepare and complete blocks 1 through 2.1, DA Form 3857 (Commercial Deliveries of Bulk Petroleum Products Checklist) on each load of fuel received to include arrival time of tanker.

(3) Notify receiving activity that product has arrived.

(4) Provide tanker escort to off-loading sites and ensure that unit personnel are on hand to receive/off-load tanker and accept all documentation relative to delivery.

b. Unit personnel will complete the below:

(1) Break upper seals on each compartment manhole cover and determine if product is the product listed on delivery ticket; stick each compartment for bottom water using water-finding paste; measure the exact inches to 1/8 inch increment in each compartment; record API gravity and temperature of fuel; consult certified capacity tables furnished by contractor for each tanker to arrive at gross gallons on board. Unit will use observed API gravity and temperature to adjust gross gallons to net gallons. If net gallons observed are within one half to one percent of net gallons reflected on ticket, the ticket net will be amount received. If not within one half to one percent, Bulk Fuel Office personnel will adjust to what is actually observed in net gallons IAW DA Pam 710-2-1 and DLA contract bulletin. Upper seals will be given to the customer by Bulk Fuel Office personnel for verification.

(2) Stick storage tank that is receiving the incoming fuel before arrival of commercial tanker. Take API gravity and temperature and convert to determine net quantity in storage tank by volume correction IAW FM 10-67-1.

(3) Remove lower seals still applied to discharge outlets to verify that seal numbers correspond with numbers recorded on delivery ticket. After verification, remove lower seals in preparation for off-loading fuel.

(4) Ensure delivery vehicle is properly grounded before hose is connected to receiving tank inlet hatch and fire extinguishers are at the drop site (NOT INSIDE THE BUILDING) and manned.

(5) Upon completion of delivery, check all compartments, manifold lines and hoses on delivery vehicle to ensure that all fuel has been delivered into storage tank. Unit will record time out on carrier's delivery document and return to carrier. Unit will notify Bulk Fuel Office (502) 624-1046 of time out on delivery vehicle.

(6) Approximately 2 hours after delivery, repeat the action in paragraph 4-5b (1) above to allow for settling and the temperature and gravity adjustments to determine the net gallons on hand.

(7) Complete block 4 on DA Form 3857, enter date and signature and hand-carry form to DOL Bulk Fuel Office within 24 hours after receipt of fuel.

4-5. Petroleum Quality Surveillance and Technical Advisory Program.

a. Quality surveillance, technical assistance and advisory visits must be performed for POL storage facilities. Bulk Fuel Office personnel are responsible for performing these functions at all bulk storage sites on this installation.

b. A Bulk Fuel Office surveillance representative will conduct unannounced inspections of each POL storage site periodically. The surveillance representative will report to the unit S4 or activity administrative office. Exit interviews will be conducted with personnel as desired by the unit/activity. A copy of the checklist will be left with the responsible unit representative at the completion of the visit. Written reports will be forwarded through channels to the unit commander for information and necessary action when deemed necessary.

c. Quality surveillance and/or sampling of POL are necessary to ensure that quality products are supplied and to prevent unsatisfactory conditions in the use of an inferior product. Bulk Fuel Office personnel will take samples of products and ship via express to the appropriate depot for testing as follows:

(1) To check quality of contract fuel.

(2) When contamination of fuel is suspected.

(3) Immediately upon an aircraft crash.

(4) As deemed necessary IAW FM 10-67-1, DA Pam 710-2-1, and MIL-Handbook 200G.

4-6. Protection of Fuel Storage Facilities.

a. Commanders responsible for bulk fuel storage facilities must take adequate precautions to deter sabotage or unauthorized use of POL products. The following are minimum security requirements for protection of POL sites.

(1) Lighting must be adequate to observe the activities of any personnel around the pumps and filler pipes. Action will be taken to ensure that existing lights are adequately maintained and turned on during hours of darkness.

(2) If the fuel storage facilities is not regulated by an automated dispensing system (fuel TRAK system), pump-dispensing nozzles will be locked to pumps with secondary padlocks when not in actual use or when an attendant is not on duty. This applies even though the pump

may be controlled by remote cutoff switches. If necessary, a chain with a minimum of 3/8 inch links will be used to secure nozzle to pump. Use of lock open device which permits unattended dispensing of fuel is unauthorized IAW FM 10-67-1.

(3) Filler pipe caps will be locked with a secondary padlock. If caps are not adapted for locking, Engineer Work Request (DA Form 4283) will be submitted to DPW requesting modification of filler caps to enable locking.

(4) In those areas having roving or walking guard patrols, the guard orders will include a provision for an hourly physical check of filler pipe caps and dispensing pumps.

b. Packaged POL products (i.e. oil, grease) will be stored within secured fenced-in enclosures or locked buildings.

c. Suspected sabotage of POL products will be reported as a CATEGORY I serious incident IAW AR 190-40.

4-7. Unit Responsibilities.

a. Each POL-dispensing facility will have an SOP indicating the correct procedures for receiving, storing, issuing/dispensing and securing POL products to ensure the following:

(1) All necessary safety precautions are established and followed for the proper receipt, storage, and issue of flammable and combustible POL products IAW FM 10-67-1.

(2) The POL storage area is maintained in a neat and orderly manner and all packaged containers are properly marked and stored.

(3) All waste material is stored and marked IAW FM 10-67-1 and DA Pam 710-2-1.

(4) "No Smoking" signs are posted throughout the area. Designated smoking areas will be established and marked at a safe distance. Smoking **will not** be allowed in the POL office adjacent to dispensing pumps.

(5) Dispensing hoses are approved type with built-in grounds. Hoses are tested periodically for static conductivity. Results of testing must be recorded.

(6) Only safety cans are authorized for use to obtain gas for MOPEDS, lawn mowers, generators, etc. Safety cans or other portable service-type containers of flammable liquids having a flash point at or below 100°F or bearing a DOT Red Label will be painted red with a yellow band around the can and/or the name of the contents conspicuously stenciled or painted in yellow on the side of the can. Water cans will not be used for POL products.

b. Commander/directors responsible for POL operations shall appoint, in writing, a disinterested individual to make a monthly inventory reconciliation, review petroleum accountability records, physically observe and authenticate the month-end physical inventory, and make a monthly inspection of the POL facilities.

c. Petroleum drained from vehicles, aircraft or engines will be collected and disposed of IAW DA Pam 710-2-1.

d. The refilling of containers with other than the original product is restricted to emergencies only and then only when the containers are cleaned and properly marked with the refilled product.

e. Aircraft fueling and de-fueling operations are conducted IAW DESC policies.

f. Filter separators on aviation fuel storage tanks and refuelers are inspected and water drained daily to prevent contamination. These filters must be replaced at least every 24 months or at the time specified by the manufacturer. The date of the last filter change will be stenciled on the housing.

g. All personnel assigned duties relative to petroleum-handling operations must be qualified to perform these duties in a safe and efficient manner. Qualification can be obtained by attending the Petroleum Handlers Course which is conducted quarterly by Bulk Fuel Office. Call (502) 624-1045 for schedule.

h. The unit POL attendant will accomplish the following before, during, and at the close of each day of operation:

(1) Before the start of operation, measure the storage tanks for detection of leaks and determination of the amount of fuel on hand. Temperature API gravity will be taken and conversion to 60°F processed. Measurement will be recorded on DA Form 3853-1 (Innage Gage Sheet). Meter readings will also be taken and recorded on DA Form 5831-R (Petroleum Products Inventory Control Sheet).

(2) Test the storage tanks for the presence of water by means of a water-finding paste. If water is present, it will be pumped out as soon as possible. Accounting for the quantity removed will be per procedures prescribed in FM 10-67-1. The amount of water in the tank will be indicated on DA Form 3853-1.

(3) At the close of business, repeat the operation as described in subparagraph 4-6h(1) above.

(4) Fuel received on DA Form 2765-1 will be posted as a receipt. Returns (dump back) will be treated as a receipt. However, fuel should not be returned to the bulk storage tank except in cases of emergency, since this will cause the actual consumption to be inflated and possible contamination.

(5) Issues to individual vehicles/equipment must be recorded on DA Form 3643 (Daily Issues of Petroleum Products). Issues recorded on DA Form 3643 must be legible; form must be properly signed by the vehicle operator. Issues of bulk petroleum will be recorded to the exact tenth of a gallon pumped. All entries on DA Form 3643 will be in ink. Corrections must be initialed by the receiving individual. Dispensing pump opening and closing meter readings are to be recorded and compared against daily gallons/tenths dispensed each day.

(6) Daily issues reflected on DA Form 3643 will be totaled each day and the amount entered on DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies). The completed DA Form 3643 will be forwarded daily to the unit's bulk fuel accounting activity.

(7) The DA Form 3644 will be totaled monthly, verified by the responsible designated individual and forwarded to the unit bulk fuel accounting activity.

c. Control and accountability of capitalized bulk fuel (currently only the Airfield) will be IAW Defense Energy Supply Center policy and guidance.

Chapter 5 Hazardous Material Management Center (HMMC)

5-1. General.

a. The HMMC is located in Bldg No. 2786, 4th Armored Division Road. Operating hours are 0730-1630, Monday-Friday. Customers with specific problems or questions not covered by this regulation should contact the HMMC Manager at (502) 624-1948 for additional information.

b. Before conducting business with the HMMC all customers must have a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) on file at the HMMC. The form must be signed by either the commander or director for your organization. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687.

5-2. HMMC Responsibilities. Due to the high cost of hazardous waste disposal, increased State and Environmental Protection Agency (EPA) reporting requirements and a presidential Executive Order to reduce the quantity of hazardous materials used by the federal government, commander/directors will process all hazardous material through the installation HMMC.

a. The HMMC will accomplish the following:

(1) Serve as the central processing point for all hazardous materials entering the installation. Ignitable, corrosive, reactive, toxic and potential environmental pollutant materials used in industrial processes or maintenance, to include facilities maintenance, will be monitored. The categories of materials shown below are currently excluded from tracking through the HMMC.

(a) General office and cleaning supplies (e.g., glass cleaner, bleach, whiteout). Exception is for 1 case or less and not to exceed 6 gallons of product. Industrial Strength or "For Institutional Use Only" materials **WILL BE** tracked since they are usually more concentrated.

(b) Medical material (e.g., betadine, calamine lotion, and all pharmaceuticals). Insect repellants **WILL BE** tracked.

(c) Ammunition material and explosives to include primer caps for certain construction equipment.

(d) Lead acid batteries (other than ASL stocked). Used lead acid batteries will be turned into the SSA Turn-In section in Bldg No. 2781.

(2) Operate the Hazardous Material Management System (HMMS). The HMMS is a standard Army system that is used to track and report on all hazardous material on the installation.

(3) Operate the "Free Issue" warehouse for excess serviceable hazardous materials.

(4) Provide technical assistance as requested. If you are unsure whether an item or material should be tracked, call (502) 624-1948/5101 for additional guidance.

b. Customers will complete the below:

(1) Establish an approved Authorized Use List (AUL). An AUL is a comprehensive list of hazardous materials needed by an organization to meet 30-day mission requirements. AULs are approved by the Fort Knox Hazardous Material Control Board (HMCB). The HMCB will review the AUL to ensure that products being used are the least harmful to the environment, inventory levels are not excessive and material are being tracked in the HMMS database. Additions or deletions to AULs will be submitted to the HMCB for approval.

(2) Manage inventory to minimize the quantity of hazardous materials used, stocked, and requisitioned to help reduce the quantity of hazardous waste generated.

(3) Check to see if "Free Issue" materials are available at HMMC before buying or bringing any new hazardous material on the installation. The "Free Issue" list is published and updated monthly on the Fort Knox Intranet Home Page <https://knoxdoim815/portal/>. Obtaining items from free issue provides customers with a method of obtaining hazardous material without spending unit operating funds.

(4) Establish and maintain a file of Material Safety Data Sheets (MSDS) for all materials on the AUL. This is an OSHA requirement and part of the Employee Right to Know Act for hazardous materials. Employees must have access to the MSDS at all times during their shift in case of an emergency.

(5) Ensure all hazardous material has been processed and labeled by HMMC prior to use.

(6) Turn-in excess serviceable materials to HMMC when not needed for current operations. (Unserviceable hazardous material is considered waste and must be turned-in to EMD IAW with the EMD Environmental Handbook.) No paperwork or signature card is required to turn-in excess materials but they must meet the following criteria:

- (a) Common use material.
 - (b) Serviceable/useable material.
 - (c) In the original container with a legible original label.
 - (d) Container must be serviceable (i.e., sealable, no leaks, not rusty or dented).
 - (e) One quarter or more of material remaining.
 - (f) Not expired or within 90 days of expiration that cannot have shelf-life extended.
- (7) Turn-in all empty containers to the HMMC for tracking purposes in the HMMS database.
- (8) Transport materials in authorized vehicles only. **POVs are not authorized to transport hazardous material.** The only exception is a properly placarded contractor vehicle. Drivers must ensure that materials are properly secured in vehicle.

5-3. Request for Material.

- a. Customers should always check the free issue inventory available at HMMC before purchasing new hazardous materials.
- b. If free issue inventory is not available to meet customer requirements, customers will procure new materials through normal supply channels (e.g., SSA supply system, government credit card, contracting). Customers can either have materials shipped directly to HMMC or can transport materials to HMMC. Materials ordered through the installation SSA will be directed to the HMMC by the SSA central receiving point prior to issue.
- c. Before hazardous material is used, it must be labeled and processed by HMMC in the HMMS database. Therefore, activities must ensure that upon receipt of hazardous material, they expeditiously transport material to the HMMC for processing. This is a **critical step** to ensure the installation can meet inventory reporting requirements established by Federal and State law.
- d. Customers will be notified by phone when the materials have been processed and are ready for pick up. Customers should pick up processed hazardous material within 10 working days after notification by HMMC.
- e. Any deficiencies with a customer's original order (size, wrong item, or quantity) will be reconciled between the requestor and supplier. The HMCC must be informed if materials are returned to the supplier in order to adjust HMMS database.

5-4. Turn-in Procedures.

a. Excess hazardous materials will be turned-in at Bldg No. 2786. Small quantities can be handled on a walk-in basis. Contact the HMCC at (502) 624-1948/5101 to setup an appointment for turn-in of large quantities. Materials will be inspected at the time of turn-in. If inspection is incomplete at time of turn-in, customers will fill out an acknowledgement form stating that if a material is determined to be a hazardous waste, the customer will return within 24 hours to pick up the waste for processing through EMD.

b. Container Returns.

(1) Customers must return empty containers or tracking labels to HMMC to ensure accurate tracking in HMMS. This process is necessary for environmental tracking and reporting required by State and Federal laws; reduces waste disposal costs; and saves landfill space. Also, some empty containers are sent to the Recycle Center which generates revenue for the installation.

(2) Customers that reuse empty containers for other purposes (e.g., drip cans under vehicles), must ensure that tracking label information is provided to HMMC. Information can be provided by e-mail or memorandum. This is the only way HMMC can ensure that the HMMS database accurately contains the status of all hazardous material on the installation. No paperwork or signature card is required to turn in empty containers.

c. Used POL products.

(1) Used Oil. Used oil will be stored in approved containers (i.e., drums or tanks). All containers will be properly marked (USED OIL). All used oil will be stored in an area that provides a secondary containment and protection from rainwater. No fuels, chemicals, or any other POL product will be mixed with the used oil. Units are responsible for monitoring used oil containers to ensure that they do not overflow. Units that have a storage tank with a capacity of at least 500 gallons will call a service order in to DPW Work Order Section (624-1171), to have used oil removed; units using 55 gallon drums to collect used oil will turn them into HMMC. Fire Resistant Hydraulic fluid (FRH) is to be collected separately from the other types of used oil and turned into HMMC separately for recycling. No service order is needed to turn-in used oil into HMMC.

(2) Used Antifreeze. Used antifreeze will be stored in approved containers (i.e., 55 gal drums). All containers will be properly marked with the following: "USED ANTIFREEZE". All units will be required to bring their full 55-gallon drums to HMMC Bldg No. 2786 for turn-in.

(3) Used Diesel. Used fuel will be stored in approved containers (i.e., 55 gal drums). All containers will be properly marked with the following: "USED "TYPE OF FUEL" i.e., USED DIESEL, USED JP8, USED MOGAS, etc. All units will be required to bring their full 55-gallon drums to HMMC for turn-in.

(4) DO NOT MIX ANY POL PRODUCTS OTHER THAN OILS TOGETHER. UNKNOWN MIXTURES HAVE TO BE TESTED AND THE COST MAY BE ASSESSED AGAINST THE UNIT/ACTIVITY WHO CREATED THE MIXTURE.

(5) Turn-in of more than 10 gallons of used POL is by appointment only. Only 3 55-gallons drums can be turned in per appointment without prior approval. Call (502) 624-5101 to make an appointment.

d. Hazardous Waste. HMCC does not process hazardous waste. Contact DPW EMD at (502) 624-8379 to coordinate for hazardous waste disposal.

5-5. Outstanding Materials Report. Since the HMMS database is used to report to EPA, it is important that the database accurately reflects status of hazardous material on the installation. To ensure that the database is accurate, HMMC will send an Outstanding Material Report (OMR) to customers periodically. The report will show materials issued to customers at least 6 months ago but still recorded in the database with no return or usage information. Upon receipt of the report, customers will accomplish the following:

a. Review the report and check it against materials on-hand by the **SPECIFIC** barcode assigned.

b. Make corrections to show the current on-hand balances. If you are returning excess materials to the HMCC, do not adjust your balances until items are returned to the HMCC. Your inventory will automatically be adjusted when your materials are returned.

c. Do not add materials to your on-hand quantity that are not HMCC bar-coded. These materials must be brought to the HMCC for labeling and processing.

d. Sign, date, and return the report to the HMMC. Inventory should be completed within 30 days after receipt. If inventory is not completed within 30 days, HMMC will notify DPW EMD.

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Chapter 6

Central Issue Facility (CIF)

6-1. General.

a. The CIF supports basic training, one station unit training, Armor school students, Fort Knox permanent party personnel and other authorized customers. The CIF is located in Bldg No. 6568 and 2804 (permanent party). Operating hours are 0700-1200 and 1300-1600 hours, Monday through Friday for group issues. Permanent party Soldiers are serviced by appointment. Call (502) 624-5911 for appointments.

b. Available inventory and issue is restricted to selected items of Organizational Clothing and Individual Equipment (OCIE) per CTA 50-900. Procedural guidance is applicable to all supported commands and tenant organizations requiring OCIE support from the CIF.

c. The specific items to be issued are based on menus developed to support the training requirements of the various groups of supported personnel. Recommended changes to menus will be forwarded to the CIF Property Book Officer, Bldg No. 1109A, for approval.

d. Summer issue will begin 1 April; winter issue will begin 1 September. Any required changes to this schedule will be submitted to the CIF manager no later than 2 weeks prior to issue date.

e. Units must furnish four copies of a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) to the CIF. The form must be signed by either the commander or director for your organization. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687. Only personnel authorized on the DA Form 1687 will be permitted to conduct business at the CIF for the unit.

f. Customers with specific problems or questions not covered by this regulation should contact the CIF manager at (502) 624-1968 for additional information.

6-2. Trainee Support.

a. Issue Procedures.

(1) Issues to training companies are arranged by the Scheduling Branch, Training Division, Directorate of Plans, Training, Mobilization, and Security (DPTMS). Schedules for issues and turn-ins are arranged back to back; therefore, it is important that all scheduled units be at CIF on time and ready to be serviced. Late units may be denied service, depending on other scheduled workload. In such cases, the unit must reschedule through the DPTMS Scheduling Branch.

(2) The commander's supply representative will report to the CIF 10 minutes before arrival of the unit for issue and will provide a computer-generated company roster, arranged in alphabetical sequence. If computer generated roster is not available, a typed unit roster may be used as long as the commander verifies that the roster is correct.

(3) The unit representative or drill sergeant will line trainees outside the CIF building in roster order. During inclement weather, the same process will take place inside the CIF building.

(4) When the CIF line representative is ready to begin the issue, the drill sergeant will bring troops inside the building. At this time, the drill sergeant will release the troops to the CIF line supervisor to begin the issue process.

(5) The CIF representative will brief Soldiers on the issue process, condition of the equipment at the time of issue, how to care for the equipment, what is expected during turn-in, and direct exchange procedures.

(6) Each Soldier will be given two blank copies of DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record) and requested to fill in Name, SSN, and Unit Designation.

(7) Upon completion of issue, the Soldier will sign both copies of the DA Form 3645-1. One copy will be provided to the unit supply representative and one will be retained by CIF.

(8) The company commander will ensure all clothing and equipment is inspected by cadre personnel prior to departing the CIF. The OCIE will be checked for inventory accuracy, serviceability, and proper fit. Shakedown will be conducted outside the CIF building. Required exchanges will be made at this time. During inclement weather, the commander may request approval from CIF PBO to conduct the shakedown in the company area. All exchanges must be made within 3 hours after issue. Any discrepancies or inventory loss after that time will be processed as a property adjustment IAW AR 735-5.

(9) Training companies will not send OCIE to the CIIP Clothing and Alteration Shop. All exchanges of unserviceable equipment will be done by direct exchange at the CIF.

b. Turn-In Procedures.

(1) The OCIE turn-ins to the CIF are arranged by the Scheduling Branch, Training Division, DPTMS. Schedules for issues and turn-ins are arranged back to back; therefore, it is important that all scheduled units be at the CIF on time and ready to be serviced. Late units may be denied service, depending on other scheduled workload. In such cases, the unit must reschedule through the DPTMS Scheduling Branch.

(2) Before bringing the troops and equipment to the CIF for turn-in, the unit commander is responsible for the following actions:

(a) Conducting a shakedown inspection to ensure all equipment is present, clean, and serviceable.

(b) Preparing property adjustment documents to account for any OCIE shortages. Additional guidance is provided at paragraph 6-7 below.

(3) The units' supply representative will electronically send CIF a turn-in roster, no later than 2 days prior to the turn-in appointment. The roster needs to list only the names of Soldiers that will be participating in the turn-in appointment. If computer generated roster is not available, a typed unit roster may be used as long as the commander verifies that the roster is correct. The representative will also bring adjustment documents for all missing equipment.

(4) The drill sergeant will arrange the troops in a line outside the CIF building in roster sequence. All troops will have the unit's copy of the DA Form 3645-1 in hand. When the CIF line representative is ready for the turn-in, the drill sergeant will bring the troops inside the building. At this time, the drill sergeant will release the troops to the CIF line representative for the turn-in process.

(5) Upon completion of the company turn-in, any shortages that are not accounted for with an adjustment document will be transferred to a DA Form 3161 (Request for Issue or Turn-In Report). The commander's designated supply representative will sign for these shortages. The DA Form 3161 will then be posted to the commander's hand receipt.

(6) Copies of the DA Form 3645-1 will be returned to the unit supply representative stamped "cleared." Units will maintain copies of the cleared clothing records for at least 1 year.

c. Discharged/Transferred/Dropped From Rolls. Trainees discharged or transferring from this installation must clear through the CIF. A copy of the "cleared" DA Form 3645-1 will be retained in the unit supply as proof of turn-in.

6-3. Direct Exchange.

a. Items rendered unserviceable through fair, wear and tear (FWT) may be exchanged by the Soldier or the commander's representative. Units requiring several exchanges should call the CIF for an appointment. This will prevent the customer from having to wait for service. The OCIE that has been damaged through other than FWT will not be accepted for turn-in. Examples of damage not considered FWT are listed below:

- (1) Burned equipment.
- (2) Items soaked in oil (includes diesel fuel).
- (3) Cloth items that have paint or ink on them.
- (4) Wet weather gear that has been dried in a clothes dryer (rubber latex peeling).
- (5) Smashed or crushed items (helmets, canteens, etc.).
- (6) Equipment that has large tears (other than FWT) that cannot be repaired.

b. Items rendered unserviceable through other than FWT will only be replaced upon presentation of a valid property adjustment document IAW AR 735-5.

c. Items considered serviceable by the CIF will be returned to the Soldier without direct exchange. The CIF makes final determination on all direct exchange requests.

6-4. Bulk Issue/Turn-in of Bivouac Equipment. Per DA and TRADOC guidance, certain items of OCIE (e.g., shelter half) will be issued in bulk to commanders for use during bivouac periods only. Commanders must request these items 5 working days before the bivouac period. Quantities will be drawn for the company population only. Bivouac equipment will be turned in to the CIF within 2 workdays after the completion of the final bivouac.

6-5. Student Support.

a. The CIF issues selected items of OCIE to student officers and NCOs enrolled in institutional training at Fort Knox. The OCIE issue and turn-in appointments for each class are scheduled by DPTMS Scheduling Branch.

b. The OCIE will be issued IAW approved class menu. Menu changes will be sent to CIF Property Book Officer located in Bldg No. 1109A for approval and coordination.

c. A class representative will accompany each class during the OCIE issue. The representative will provide CIF with an alphabetized, electronic copy of the roster, no later than 1 day prior to the scheduled issue. Each Soldier will be required to complete, sign and date a DA Form 3645-1. One copy will be given to the class leader, cadre or instructor. Upon completion of issue, the class representative will conduct a shakedown outside the CIF building of OCIE for inventory accuracy, serviceability and proper fit.

d. The Foreign Student Detachment Commander is responsible for ensuring proper guidance and aid is given for all foreign students concerning the issue, turn-in, exchange and proper maintenance of equipment.

e. A class representative will accompany each class for OCIE turn-ins. The class representative will provide the CIF with an alphabetized electronic copy of the roster, no later than one day prior to the scheduled issue.

f. Students clearing the CIF with shortages, wet or dirty equipment will be given 72 hours to reconcile the conditions. If a shortage or damaged property results in a Statement of Charges or FLIPL, the unit will initiate and process the adjustment document. Adjustment documents will be prepared IAW paragraph 6-7 below and AR 735-5.

6-6. Permanent Party Support.

a. Permanent party personnel authorized support can draw or turn-in OCIE items by calling (502) 624-5911 to schedule an appointment.

b. All Soldiers must have unit assignment orders DA Form 4187, valid military ID card, and proof of CIF clearance from their previous unit. For Soldiers who do not have proof of clearance from their previous unit, CIF will access the ISM (Installation Support Module) to determine if they have cleared their previous CIF. If the ISM system shows that the Soldier is not cleared, the Soldier will have to contact the previous installation to have that information faxed to CIF.

c. Soldiers will be issued OCIE authorized by the approved menu for their parent command.

d. Department of the Army civilians, Army Reserve, and National Guard personnel are not normally supported by the CIF. Any exceptions to this policy will be approved by the CIF PBO.

e. Each Soldier will be required to sign and date two copies of the DA Form 3645/3645-1; one will be retained by CIF and one will be given to the unit supply sergeant.

f. All military personnel are required to out process through the CIF. Personnel must have a copy of DA Form 137-2 (Installation Clearance Record), the unit copy of the DA Form 3645/3645-1, a copy of orders and adjustments documents for any clothing and equipment that has been lost/damaged.

g. Equipment will be clean IAW Army and CIF standards.

h. Partial turn-ins or substitute items will not be accepted.

i. Name tapes, insignia or organizational patches will not be removed.

j. It is the commander's responsibility to ensure all Soldiers have their OCIE when reporting to the CIF for turn-in. In case of shortages, commanders may direct the Soldier to the Military Clothing Sales Store, Bldg No. 124, 125 Binter Street, to purchase missing items. When purchase is not feasible, a property adjustment document must be initiated and processed IAW paragraph 6-7 below, before OCIE turn-in appointment. The Soldier must have the appropriate adjustment document in their possession when arriving at the CIF.

6-7. Lost, Damaged, and Destroyed OCIE.

a. DD Form 362, Statement of Charges.

(1) This form will be used when an individual admits liability, agrees to voluntary repayment and the value of the property is not more than 1 month's basic pay. Current FEDLOG prices will be used to determine value of property.

(2) Commanders are responsible for ensuring that DD Form 362 is prepared IAW AR 735-5 before submission to the CIF.

(3) For permanent party personnel, DD Form 362 will be hand carried by the unit representative to the Defense Military Pay Office (DMPO) in Bldg No. 1384 for processing. After processing by the DMPO, DD Form 362 will be submitted to the CIF for assignment of document number and posting to Soldier's clothing record.

(4) For trainees, CIF personnel will take DD Form 362 to DMPO office for processing. After processing by the DMPO, CIF will assign document number and adjust Soldier's clothing record.

b. DA Form 200, Financial Liability Investigation of Property Loss (FLIPL).

(1) This adjustment document will be used when liability exceeds 1 month's basic pay, no liability admitted, directed by a Commander, negligence is suspected or controlled item is lost. Current FEDLOG prices will be used to determine value of property.

(2) Commanders will initiate and process DA Form 200 IAW AR 735-5. After completion of investigation and liability determined, the DA Form 200 will be hand carried to the CIF for assignment of document number and posting adjustment to Soldier's clothing record.

c. Upon notification that a Soldier is AWOL, Commanders will inventory on hand OCIE and prepare a DA Form 3645-1. The OCIE will be secured pending the return of the Soldier or until DFR action is accomplished, whichever is first. If the inventory reveals shortages, a FLIPL must be initiated. Upon completion of the FLIPL, a copy of the FLIPL along with on hand OCIE will be taken to the CIF. The CIF will assign document number and post adjustment to Soldier's clothing record.

d. Upon presentation of a processed DA Form 362 or DA Form 200, Soldier will be reissued items unless they are on orders to ETS/PCS or in an AWOL/DFR status. Permanent party Soldiers will personally sign for reissue equipment. Commanders of training companies may allow their representative to sign for replacement of trainee equipment if the Soldier is unable to come to the CIF.

6-8. Hand Receipts.

a. OCIE needed by units will be issued to Commanders as a temporary loan on DA Form 3161 (Request for Issue or Turn-in/Hand Receipt). Every 6 months, Commanders are required to inventory on-hand OCIE and update their hand receipts. Commanders who fail to update their hand receipts will have all transactions suspended until inventory and updates are completed.

b. Hand receipts will be updated on change of hand receipt holder (i.e., Company Commander). A complete 100% inventory is required between the outgoing and incoming commanders. Results of inventory will be reported to the CIF at least 5 workdays before the outgoing commander's departure; new Company Commander must go to CIF to sign a new hand receipt.

6-9. Remaking of Clothing Records.

a. AR 710-2 and DA Pamphlet 710-2-1 prohibit the remaking of clothing records except as outlined in b and c below. Clothing records will not be remade for the purpose of IG inspections.

b. Upon discovery of a missing clothing record at the unit level, the supply sergeant will notify the CIF PBO. A new duplicate record will be made at the CIF after the Commander's designated representative makes an appointment with the CIF to update clothing record.

c. When a clothing record at the unit level becomes torn, mutilated, full or for any reason is completely unusable, a new clothing record will be stamped by the CIF only if the last column used on the old record agrees with the first column of the new record.

d. Clothing records issued by the CIF will be used only for OCIE issued by the CIF. Additional OCIE issued at the unit level will be kept on a separate DA Form 3645-1 and maintained in the unit.

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Chapter 7

Clothing Initial Issue Point (CIIP)

7-1. General.

a. The Clothing Initial Issue Point (CIIP) is responsible for the initial issue of personal clothing items to Initial Entry Training Soldiers. The CIIP is located in Bldg No. 6569 on Eisenhower Street. Hours of operation are 0700-1600, Monday through Friday. Customer counter will be open daily from 0700-0930 for exchanges and 1300-1430 for work orders. No appointment is necessary. Soldiers will be processed on a "first come, first served" basis. However, for groups of 10 or more personnel, unit supply personnel should call to arrange for an appointment to reduce customer wait time.

b. Unit must complete a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) for all personnel who are authorized to approve or conduct business with the CIIP. The form must be signed by the commander. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687. Instructions for completing DA Form 1687 are contained in DA Pam 710-2-1.

c. Soldiers are required to present their identification card (DD Form 2A) to establish identity before processing.

d. Customers with specific problems or questions not covered by this regulation should contact the CIIP Manager at (502) 624-5574 for additional information.

7-2. Phase I Trainee Issues.

a. The Reception Station will prepare and deliver an incoming personnel roster with name, SSN, roster/series #, section of service and state (if National Guard) to the CIIP administration office NLT 0800 the morning of issue day. Unit representatives will ensure on issue day that Soldiers arrive at the CIIP at 1230 and are lined up at entry point in roster number sequence. The CIIP will use automated IRM form to issue clothing to Soldiers during Phase I issue.

b. Upon arrival, CIIP will brief Soldiers on items to be issued, size requirements, care and maintenance of the uniform, exchange policy and administrative instructions.

c. Soldiers will proceed through the issue line. Quantities and sizes issued will be annotated on the IRM Form at each station. Garments requiring alterations or rank sewn on will be tagged with appropriate instructions at each station.

d. The CIIP personnel will conduct an inspection upon completion of issue. The Soldier will verify that authorized allowances have been received. After all clothing has been checked, the individual will sign his copy of the IRM Form. The CIIP personnel conducting the checkout will collect these forms and turn them into the CIIP Administration Office for processing.

e. Stencils and name tapes will be made prior to Soldiers reporting to CIIP. Stencils will be sent to the Reception Battalion for marking of the duffel bag. Name tapes will be issued during Phase I.

f. Special Measurements. Special measurements for clothing and footwear will be made in accordance with AR 700-84 for those Soldiers who cannot be fitted from standard sizes in the supply system, or by altering those items that are in the system.

7-3. Phase II Trainee Issues.

a. Soldiers will report to CIIP for their Phase II issue after completion of their 5th week of training.

b. One week prior to units arriving at the CIIP for Phase II issue, the unit will ensure a complete unit roster is turned in to the CIIP Administration Office so the CIIP can produce an IRM scan form prior to the unit arriving on issue day.

c. On Phase II issue day, the scheduled unit's supply representative will provide the CIIP with 2 completed work orders (DA Form 2407) and 2 unit rosters. Work orders and rosters will be used to make two nameplates for each Soldier and for altering uniforms. Units must also provide all sew on rank insignia the day of issue.

d. Upon arrival, CIIP will brief Soldiers on items to be issued, size requirements, care and maintenance of the uniform, exchange policy and administrative instructions.

e. After all garments have been issued, fitted and all rank position marked, Soldiers will be checked by both the drill sergeant and a CIIP representative to ensure that each Soldier has authorized clothing in the authorized quantities. After this has been accomplished, the individual will sign his IRM scan form. The CIIP personnel will collect these forms and send them to the Administration Office for processing.

7-4. All Other Issues.

a. DA Form 3078 (Personal Clothing Request) will be prepared and submitted to the CIIP. The DA Form 3078 will reflect the applicable paragraph of AR 700-84 authorizing the issue and will be prepared in three copies (four for NG). The original and duplicate copies will be used by CIIP and the third copy retained by the requesting unit as a suspense copy. All unused space in "Quantity Requested" column must be lined out.

b. For an individual who did not receive a complete issue of authorized personal clothing upon entry into active service, the DA Form 3078 will contain the following data under the last item printed on the left side of the form: AUTHORITY: AR 700-84, paragraph 4-2a; ENTRY DATE OF SERVICE; EXPIRATION TERM OF SERVICE.

c. For an individual who re-enlisted subsequent to expiration of 3 months from the date of discharge or release from active duty and did not receive the complete initial allowance or who turned in clothing at the time of discharge or release from active duty, the DA Form 3078 will contain the following data under the last item printed on the left side of the form: AUTHORITY: AR 700-84, paragraph 4-2b; LAST DISCHARGE; REENTERED SERVICE; EXPIRATION TERM OF SERVICE.

d. Soldiers who are discharged before their deferred clothing issue (Phase II) will not be issued a dress uniform.

7-5. Request for Gratuitous Issue.

a. The CIF PBO is designated as the installation representative for approval on requests for gratuitous issue personal clothing.

b. Requests for gratuitous replacement of personal clothing are permitted only when authorized IAW AR 700-84. Action to replace items lost, damaged, or destroyed for reasons other than those stated in paragraph 5-4, AR 700-84 will be accomplished through the claims procedure contained in AR 27-20.

c. Submit completed DA Form 3078 to the CIF PBO for request for gratuitous issue. The unit commander will sign in the "Authorized By" block and under the last entry on the left side of the form, cite the appropriate paragraph of AR 700-84 that authorizes the transaction. The "Approved By and Date" block will be completed by the CIF IPBO.

7-6. Exchange of Misfit Clothing and Footwear. When clothing or footwear does not fit, the commander will prepare DA Form 3078 (4 copies) for the exchange. The DA Form 3078 must be signed by the commander or his/her designated representative. The remarks block will be annotated, "Turn-in", with the individuals clothing items and sizes listed. The CIIP personnel

accepting the turn-in will sign or initial for turn-in items. The condition code of the items will be determined at the time of turn-in and marked on the DA Form 3078. Initial Phase I or Phase II issue form should accompany exchange form.

7-7. Turn-in of Initial Issue Military Clothing. The following paragraphs pertain to turn-in of initial issue clothing. See Chapter 6 for turn-in of OCIE.

a. Active Army and USAR Personnel with More Than 6 Months Service Released Without Cause. Retain all military clothing items except the All Weather Coat and laundry bag. The all weather coat will be withdrawn from Soldiers with 3 years or less active duty unless it is required for wear by the Soldier while en route because of seasonal weather conditions. Any property shortages will be accounted for on a DA Form 362 (Statement of Charges) or DA Form 200 (FLIPL) as appropriate. Turn-in of clothing recovered will be IAW paragraph 7-7j of this regulation.

b. Active Army and USAR Personnel Discharged For Good of Service Other Than per AR 635-200. All military clothing will be withdrawn except for underwear, socks, and towels. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on DA Form 362 or DA Form 200. Turn-in of clothing recovered will be IAW paragraph 7-7j of this regulation. Issue of civilian clothing, if required, will be requisitioned IAW paragraph 7-7k below.

c. Active Army and USAR Personnel Released For Medical Reasons. All military clothing, except for underwear, socks, towels, and one complete Army Green uniform, appropriate to season, will be withdrawn. The all weather coat may also be retained if required due to seasonal conditions. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on a DA Form 362 or DA Form 200. Issue of civilian clothing is not authorized. Turn-in of clothing will be IAW paragraph 7-7j below.

d. Active Army and USAR Personnel Released Before Completion of 6 Months. All military clothing will be withdrawn except for underwear, socks, and towels. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on a DA Form 362 or DA Form 200 IAW AR 735-5. Issue of civilian clothing, if required, will be requisitioned per paragraph 7-7j below.

e. Active Army and USAR Dropped from Rolls (DFR).

(1) Clothing belonging to Soldiers who are in an AWOL status will be inventoried, safeguarded, and retained in the unit storage area until the Soldier is returned to military custody or DFR as a deserter. If the absentee is returned to military custody, before being DFR, to an installation other than the one departed, the commander of the former station will ship the abandoned clothing to the Soldier's new station. That officer will determine the amount of expense to the US Government in shipping the clothing and will forward that information to the

new station for the collection from the Soldier's pay. A Soldier in an AWOL status will be retained on the rolls for a period of 30 days, unless the Soldier has a previous AWOL record, in which case they will be DFR immediately. Under these criteria, the clothing of a Soldier with a previous AWOL record will be turned in immediately upon DFR action. The clothing of a Soldier with no previous AWOL record will be held for 30 days and turned in concurrent with DFR action. Turn-in documents for AWOL/DFR Soldier will be clearly marked AWOL/DFR.

(2) Units/activities will turn in military clothing items to the CIIP Turn-in Point, Bldg No. 6569, when an individual is DFR. The CIIP Turn-in Point will classify items and return them to the supply system if possible.

f. The ARNG Personnel Discharged Except Medical or DFR. Army NG personnel released from active duty, except those individuals DFR due to AWOL status, will be processed as follows:

(1) The NG personnel will retain all military clothing items brought on entry of active duty (if any) and all military clothing items issued at this installation and paid for from ARNG funds, regardless of quantity. Issue of civilian clothing is not authorized.

(2) The DA Form 3078 (Personal Clothing Record) will be prepared in two copies, listing all military clothing items in possession of the individual. The original copy will be forwarded for inclusion in the individual's MPRF along with any issue documents in the individual's clothing file which reflect issue of clothing items charged to ARNG funds.

g. The ARNG Personnel Dropped From Rolls.

(1) The training unit commander or designee, inventories the trainee's personal clothing entering the unit and home station designation, and quantities of items on DA Form 3161 (Request for Issue or Turn-In Report). One copy of DA Form 3161 will be placed in MPRJ for return to the trainee's ARNG unit and one copy is mailed to the trainee's state USPFO.

(2) Training unit will turn in recovered personal clothing with three copies of DA Form 3161 and two copies of the Soldier's orders to the CIIP Turn-in Point. Upon receipt by the CIIP, the clothing and DA Form 3161 will be inventoried. The installation will ensure that credit is provided to the National Guard Bureau based on the ratio of turn-ins that were ARNG compared with the total of Active Army, USAR and ARNG. Credit provided will be 50 percent of the FEDLOG price for condition B items recovered. The CIIP will retain one copy and the second copy of DA Form 3161 will be sent to the supporting FAO for forwarding to the service member's home station (USPFO).

h. Authorized to Proceed to Home of Record Before Actual Separation. When a Soldier is authorized to proceed to home of record before actual separation and the separation orders will be mailed, the following action will be taken:

(1) Before departure from unit of assignment/attachment, items required to be turned in, as outlined in preceding paragraphs pertaining to the Soldier, will be withdrawn, listed on DA Form 3078, and held in unit supply until copies of separation orders are received by the unit.

(2) After notification of Soldier's separation, clothing will be turned in per paragraph 7-7j of this regulation. A copy of the turn-in document will be mailed by the unit commander to the Soldier at the home of record address indicated on the separation orders.

i. Clothing Records. Unit commanders are responsible for posting military clothing turn-ins to Soldier's clothing records, if applicable. Positive action must be taken to ensure that military clothing withdrawn from Soldiers is properly inventoried and promptly turned in and that a constant system of accountability is maintained to preclude loss or physical substitution of the clothing. Preparation of DA Form 362 or DA Form 200 if required is the unit's responsibility.

j. Clothing Turn-In. Clothing withdrawn from active Army or USAR personnel will be listed on DA Form 3161, prepared in two copies. A separate DA Form 3161 will be prepared for each Soldier. The DA Form 3161 will contain the unit address in block 2, the name, grade, and SSN of Soldier in block 10, and signature of the unit commander in block 13. A remark will be included at the right of the form indicating the date and type of discharge or release, or the date the Soldier was DFR due to AWOL status. All clothing will be turned in to the Inspection and Classification Section.

k. Civilian Clothing. For those individuals being separated from the service that do not possess sufficient civilian clothing required for travel, process request for local procurement through normal supply and command funding channels. The purchase of clothing will be charged to unit funds. The cost to the Government will not exceed \$40 for each individual.

Chapter 8

Ammunition Supply Point (ASP)

8-1. General.

a. The ASP is the installation's supporting supply activity for Class V ammunition and is located in Bldg No. 3075 on Muldraugh Magazine Road. Hours of operation are 0730-1630, Monday-Friday. The guidelines contained herein are designed to simplify the management and accountability of ammunition.

b. Total Ammunition Management Information System (TAMIS) is used to manage all classifications of ammunition across the Army. The TAMIS is a web-based information system that provides visibility for requirements, authorizations, forecasts, requests for issue, expenditures, and historical data in real time. The Installation Ammunition Manager (IAM) is the TAMIS system administrator. All requests to establish TAMIS accounts must be routed through unit's S3/G3 to the IAM. The TAMIS user's manual is available on line at <https://tamis.army.mil>.

c. Before conducting business with the ASP, all customers must have a valid DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) on file at the ASP. The form must be signed by either the commander or director for your organization. A copy of the commander's "Assumption of Command" orders must also be provided with the DA Form 1687. Instructions for completing DA Form 1687 are contained in DA Pam 710-2-1.

d. Customers with specific problems or questions not covered by this regulation should contact the ASP Accountable Officer at (502) 624-6497.

8-2. Ammunition Management Cycle. The ammunition management cycle consists of developing requirements, receiving authorizations, making sub-authorizations (if required), forecasting requirements, requesting ammunition, and reconciling actual use of ammunition.

a. Requirements. Commanders of units with unit identification code (UIC) level TAMIS accounts must submit next FY ammunition requirements in TAMIS to the Installation Ammunition Manager (IAM) by 1 December.

b. Authorization. The authorization process starts at HQDA and is based on command validated requirements, worldwide availability of assets, projected production, distribution constraints and other priorities.

c. Sub-Authorization. Sub-authorization is the process to break out an authorization subordinate unit TAMIS accounts.

d. **Forecasting.** The forecasting process is used to ensure that JMC, IAM, and the installation ASP know dates, types and quantities of ammunition a unit requires for a specific training event/POI. The JMC ships ammunition to the ASP based on your forecast. Units must program for their ammunition needs at least 90 days in advance to allow for production and shipping lead time. The TAMIS's forecast management tool is locked from changes for the current month plus 60 days.

e. **Requesting.** The TAMIS Ammunition Request (TAR) version (e581) of the DA Form 581 (Request for Issue and Turn-In of Ammunition) provides a secure online process for unit ammunition managers to approve ammunition requests. Units should initiate the e581 no later than 30 days prior to requested pick-up date.

f. **Reconciling.** The reconciliation process requires the unit to close out the issue document with the ASP by either accounting for the consumption of munitions or turning in live munitions. Units must reconcile no later than 5 working days after conclusion of the training event.

8-3. Types of Ammunition.

a. Training ammunition requirements includes Class V items required for unit and institutional training. Commanders use the approved training standards and strategies in DA PAM 350-38 to calculate their training ammunition requirements for the year's upcoming training events. Institutional training ammunition requirements are developed based on ammunition needed to support student loads and the DODIC quantities listed in the ammunition summary portion of the POI.

b. Operational ammunition requirements include ammunition used in ceremonial events, burials, EOD support, installation security and aviation cartridge and propellant-actuated devices (CAD/PADs). Requirements for operational ammunition are developed primarily on CTA 50-909 or as validated by MACOM for homeland security and other special missions. Operational ammunition not likely to be expended but maintained on-hand usually (e.g., carried by military police, security personnel) must be accounted for by DODIC and lot number on a unit's property book.

c. Basic load ammunition is issued for contingency purposes. There are two categories of basic load ammunition:

(a) To accompany troops (TAT) is ammunition carried by Soldiers into the AOR.

(b) Non-TAT ammunition is all other class V items needed to support the mission. This ammunition is either already in theater or is pre-positioned at Depots in the form of combat configured loads.

8-4. Request for Ammunition.

a. All requests for ammunition or explosives will be processed in TAMIS, approved by the unit commander and validated by the IAM before transmitting to the ASP. Prior to submission of request, units should ensure the following:

(1) Correct unit identification code (UIC) and Department of Defense activity address code (DODAAC). The commander's Assumption of Command orders and signature card must correspond to the UIC, requestors and approvers set up in TAMIS.

(2) Proper action and event code as shown below:

Table 8-1. Ammunition Action and Event Codes.

| Type Request | Action Code | Event Code | Description | Ammo Auth posted in TAMIS | Ammo Auth secured with IAM |
|--------------|-------------|------------|---|---------------------------|----------------------------|
| Training | TIS | TRS | STRAC Training | Yes | No |
| Training | TIS | TRP | POI (Program of Instruction) Training | Yes | No |
| Training | TIS | TRN | New Equipment Training (NET) | Yes | No |
| Training | TIS | TRO | Training Other. CALFEX, Cadre Certification etc. | Yes | No |
| Operational | IOL | OPL | Likely to be Consumed. Ceremonial, EOD mission etc. | No | Yes |
| Operational | IOL | OPN | Not Likely to be Consumed. Guard, QRF etc. | No | Yes |
| Operational | IOL | TRC | CTA (Common Table of Allowances) Training | Yes | No |
| Operational | IOL | OPJ | Operational Project, PEO, MACOM provided ammo | No | Yes |
| Operational | IND | TST | TEST AND EVALUATION COMMAND (ATEC) | Yes | No |
| Basic Load | IBL | ABL | Ammunition Basic Load, MACOM directed | No | No |

b. Any request for issue of munitions that are not listed in the TAMIS forecast in the same month as requested on the TAR or if the combined requests for the month exceeds the TAMIS forecast is considered an unforecasted request. The IAM will not validate the request until either:

(1) The IAM determines that TAR is supportable from cancellations or reductions in requested quantities.

(2) The unit's higher command ammunition manager cross-levels ammunition forecasts between their units; providing before and after UIC level TAMIS Forecast Reports, dated within the request lock-in period that show a forecast reduction by another unit to compensate for the

DODICs and quantities being requested as unforecasted. The unforecasted request will then be validated by the IAM, with a comment on the TAR "Unforecasted TAR cross-leveled from UIC WXXXXX to WXXXXX."

(3) The JMC and/or the unit's MACOM will notify the IAM that an out of cycle shipment, paid for by the unit's command has been coordinated to support the unforecasted request.

c. Late requests.

(1) Requests that are not available for IAM validation 5 working days prior to the requested pick-up date from the ASP are considered late.

(2) Late TARs require a statement in the remarks column of the TAR to the ASP Accountable Officer before the request can be validated by the IAM. The statement will explain the circumstances for the late request and must be signed by the requesting unit's commander. This statement may be e-mailed or faxed to the ASP Accountable Officer and IAM. FAX numbers are: ASP phone (502) 624-7181 and DPTMS ATTN: Ammo phone (502) 624-3690.

(3) Commanders submitting late TARs must be aware that the ASP may not be able to support requested date and time for issue due to other scheduled workload or mission requirements.

d. Operational ammunition must be accounted for on the installation property book. Therefore, all requests for operational ammunition must be routed through the installation PBO before ammunition is issued by the ASP. The IPBO will assign document numbers to the request. Units are responsible for ensuring that the IPBO receives a copy of issue document after ammunition is issued by ASP.

e. Upon notification of deployment, units will have their TAMIS administrator associate their UIC with appropriate ASPs in the AOR. Request for Ammunition Basic Load (ABL) may require two requests, one "To Accompany Troops (TAT)" and one for non-TAT.

(1) Requests for TAT ABL will specify the ASP at the mobilization station or Point of Embarkation where TAT will be issued, be approved by the ASCC G4, or designee, and will be processed in TAMIS.

(2) Requests for the non-TAT will specify ASP in the AOR where the unit will draw its non-TAT and the amount of ammunition designated in their deployment orders. The ASCC G4, or designee, will approve/validate all requests for ABL munitions. Ammunition stockpiled to support non-TAT ABL requirements are maintained at a JMC designated Depot and will be shipped to the Point of Debarkation (POD) or ASP in the theater of operations.

8-5. Receipt of Ammunition.

a. Requisitioning units will provide all transportation, working parties, and security required for the movement of ammunition to and from the ASP.

(1) Transportation equipment.

(a) The DA Pam 710-2 requires that unit commanders designate personnel to inspect vehicles transporting ammunition prior to their arrival at the ASP. Inspection will be listed on DD Form 626 (Motor Vehicle Inspection [Transporting Hazardous Materials]). Vehicles transporting ammunition off-post must meet Department of Transportation (DOT) safety standards and must be inspected by ASP surveillance personnel using DD Form 626. Driver/operator of vehicle must have an operator's license stamped, "Hazardous Materials Handling Qualified." There is NO provision for waiver of ANY safety requirement or safety equipment transporting ammunition or explosives off-post.

(b) Off-post movement of any quantity of live ammunition over public highways requires a valid DD Form 836 (Dangerous Goods Shipping Paper/Declaration). This will be provided from the ASP, if the ammunition is drawn from the ASP.

(c) Vehicles transporting ammunition and explosives must display the appropriate DOT Placards (on all four sides). Placards are posted when ammunition is loaded and removed when ammunition is unloaded. Only the highest classification of placard is posted on the vehicle. Placards must be securely taped or fastened in such a manner to be totally visible at all times. Current listings of placards for most common use items are available at the ASP.

(d) All non-covered vehicles transporting munitions will have tarps to cover load, to include appropriate straps/lines for securing. Vehicles must have a metal partition between the cargo area and drivers compartment.

(e) The use of privately owned vehicles is prohibited.

(f) Sufficient number of vehicles must be available in order to comply with ammunition compatibility requirements. Only the driver and assistant driver is permitted to ride in vehicle transporting ammunition. Detail personnel must be transported in a separate vehicle.

(g) During periods of severe weather (e.g., heavy snow, ice) vehicles transporting ammunition and explosives to and from the ASP may require tire chains on the rear wheels (or both front and rear wheels) if road conditions inside the ASP warrant. All snow and ice must be removed from bed of vehicle before loading.

(h) A current chart indicating transportation compatibility of common use ammunition items is available at the ASP.

(i) Units are required to provide sufficient tie-down straps (NSN 1670-00-725-1437 or 5340-00-980-9277) to meet load requirements when picking up ammunition. Vehicle operators are required to inspect loads to ensure that vehicle load limits are not exceeded, loading equipment is properly adjusted, and loads are secured to meet road and transit conditions.

(j) Small arms ammunition may be transported in the trunk of sedans or in vehicles without separate cargo compartments providing the following:

- 1 Total Net Explosive Weight (NEW) does not exceed 25 pounds.
- 2 Loads are secured to prevent shifting during transit, regardless of quantity.
- 3 Vehicle weight limits are not exceeded.
- 4 Vehicle safety/inspection requirements are met (e.g., fire symbol No. 4 displayed).
- 5 Appropriate DOT placard is displayed.
- 6 DD Form 836 available.
- 7 Driver HAZMAT certified.
- 8 No more than 2 outer packs.

(2) Commanders are responsible for security of ammunition and missiles as prescribed in AR 190-11. Ammunition will never be left unattended or unsecured. Security requirements for each Controlled Item Inventory Codes (CIIC) are listed below:

Table 8-2. Ammunition Security Requirements.

| CIIC | Requires Armed Guard | Custody of SGT or Above | Control of Designated Personnel |
|---------------|----------------------|-------------------------|---------------------------------|
| 1,5,6 (CAT I) | X | X | X |
| 2,8 (CAT II) | X | X | X |
| 3 (CAT III) | | | X |
| 4 (CAT IV) | | | X |

b. Issues.

(1) Issuing hours for the ASP are from 0800-1530, Monday through Friday. All ammunition issues are on a "fill or kill" basis, with no dues out established. Storage magazines are secured promptly at 1600 hours. Issues not completed by 1600 hours will be zeroed or canceled unless unit reimburses for overtime.

(2) One copy of the issue DA Form e581 and DA Form 3151-R (Ammunition Stores Slip) is provided with each issue. The form indicates items, quantities and lot numbers issued, and cites handling and security restrictions which may apply to the ammunition.

c. Vehicles which have been loaded with explosives in advance of scheduled usage may be parked in the ASP Vehicle Holding Area (VHA) subject to the following conditions:

(1) A request (FK Form 187, Muldraugh Ammunition Storage Area Vehicle Holding Area Parking Request) to park explosive-laden vehicles has been submitted.

(2) Vehicles may be left for a period not to exceed 72 hours (excluding weekends and holidays).

(3) Safety inspection must be performed as indicated in paragraph 8-5 above. Loads must be properly covered, segregated, secured, tied down, and vehicles properly placarded. Vehicles must have and employ drip pans to prevent contamination from petroleum leaks.

(4) Small, loose, pilferable type items (e.g., small arms ammunition, simulators) must be in a locked, banded or otherwise sealed container, so that access to items cannot be gained without resulting in damage to the container or seals.

(5) A vehicle containing a segregated load of ammunition residue and live ammunition may be parked in the VHA. The segregation of the load must be visible to the VHA guards.

(6) Vehicles denied access to the VHA may be parked on ranges. Unit personnel should contact the DPTMS Range Office at (502) 624-1447/2135. A 24-hour security for the vehicle is required.

(7) Ammunition MAY NOT be added to or removed from vehicles while parked in the VHA. The only exceptions to this requirement are vehicles belonging to 194th Armored Bde and 16th CAV, parked in their secure areas; and vehicles which will not start and require a "tow" or "jump-start." Units must be prepared to unload the vehicle before "towing." Jump-starting is permitted using slave cables (tactical vehicles) or jumper cables (TMP vehicles). Use of starter fluid, spray, etc, and/or performance of any mechanical work is prohibited.

d. Removing vehicles from the VHA requires the following:

(1) Unit representative must have the receipt copy of the FK Form 187, a valid military driver's license, and a valid US Government-issued identification card. A driver's license is acceptable identification for the individual if it contains a picture of the individual.

(2) Unit representative must have at least two full fire extinguishers, rated 10 B:C or more. Armed guard and/or escorts must be present, if required.

(3) Unit representative will physically inventory the contents of the vehicle before departure from the VHA and immediately report any discrepancies to the ASP guard.

e. Separate procedures apply to using the VHA for vehicles containing contingency plan ammunition. Coordinate requirements with the ASP manager at (502) 624-8154/4611.

8-6. Storage of Ammunition in Unit Areas. Explosive storage license requirements contained in AR 385-64 provide the following instructions or limitations on storage of ammunition in unit areas:

a. Limit quantities of Class/Division 1.4 items stored in arms rooms (e.g., MP, security guard force, and CID) to quantity necessary to meet 1 day operational requirement. Do not store Class/Division 1.4 items in training unit arms rooms.

b. Draw and store ammunition for qualification and training purposes at the local ammunition supply holding area to support unit training.

8-7. Storage and Use of Ammunition and Explosives on Ranges.

a. The following general guidelines apply to range ammunition supply points:

(1) Flame/spark producing items, flammable liquid (bore cleaner, oil, etc.), and designated smoking areas should be at least 50 feet from the ammunition storage/issue site.

(2) Display appropriate hazard placards in such a manner that is visible from the range entrance.

(3) Two fire extinguishers, rated 10 B:C or more, will be readily available for use.

(4) Ammunition will be positioned on pallets or suitable dunnage to provide 3 to 6 inches of clearance off the ground.

(5) Break seals only on boxes to be immediately unpacked and fired. Do not remove seals ahead of time.

(6) During wet weather, cover the ammunition.

(7) Do not burn excess propellant increments until the projectile or mortar has been fired.

(8) Some ammunition boxes and pallets are treated with potentially hazardous preservatives. If burned, they may produce toxic fumes. Troops should wash their hands after handling them. Eating at the ammunition point should be prohibited.

(9) All residue (clips, boxes, cans, speed loaders, bandoleers, brass, etc.) must be sorted and turned in upon completion of firing. Brass must be relatively clean and checked to ensure separation of empty brass and live or damaged rounds. Under no circumstances will any type of residue be kept on the range, destroyed or discarded in trash containers. Combustible residue storage or sorting points must be located at least 50 feet from the ammunition storage (temporary issue) points.

b. Unannounced inspections of range-firing activity will be conducted by the DOL QASAS. Inspection reports will be submitted through command channels for corrective action as appropriate.

8-8. Misfires and Duds.

a. Misfires must be reported IAW AR 75-1 and will be retained on the range and turned in with residue and remaining live serviceable ammunition. Ensure that misfire ammunition is marked "Misfire" and is not mixed with serviceable ammunition.

b. Duds are not recoverable. Contact Range Control for instructions.

8-9. Malfunctions. Immediately REPORT ALL malfunctions to Range Control at (502) 624-1447/2135. Range Control will notify applicable personnel and an investigation will be initiated per AR 75-1.

8-10. Suspended Ammunition.

a. The DOL QASAS is responsible for monitoring suspensions and restrictions and determining appropriate actions.

b. When suspension/restriction notices are received, QASAS will determine the presence of affected lots. In the event a suspended/restricted lot is in use on the range, take immediate action to ensure using units are notified. Specific instructions concerning hazards, precautions, and necessary technical assistance will be provided.

c. All ammunition used at this installation must be issued from the installation ASP otherwise suspended/restricted ammunition cannot be identified. For this reason, it is essential that units coordinate with ASP before bringing ammunition from their home station.

8-11. Turn-In of Unused and Unserviceable Ammunition.

a. On completion of firing, return all unused and/or unserviceable ammunition to the ASP. Utilize the ASP generated DA Form 581 for turn-in. Schedule the turn-in 24 hours in advance by delivering a copy of the live turn-in document to the ASP for processing.

b. Vehicles returning ammunition will be inspected under the same criteria outlined above. Vehicle loads MUST be segregated by type and lot number BEFORE entering the ASP. Vehicles with unsegregated loads WILL NOT be processed. There is NO segregation area in the ASP.

c. Serviceable ammunition will be listed on the DA Form 581, citing correct NSN, DODIC, nomenclature and quantity. Returned ammunition will be packed exactly as it was issued, to include inner pack cardboard boxes and packing and outer wire bound containers. All fuses or detonating elements will be set on "SAFE." All safety devices will be reinstalled in their original position. An Ammunition Inspection Certificate signed by a SFC or above from the unit returning the items will be placed in each opened container. Unexpended ammunition from more than one issue document MAY NOT be consolidated for turn-in on a single document.

d. Ammunition which cannot be returned to stock for immediate issue due to condition, lost lot identity, incorrect containers or packing materials is classified as unserviceable and may require property adjustment IAW AR 735-5.

e. If unable to return the ammunition in a safe condition, request technical advice and assistance from the QASAS at (502) 624-2836/5161.

8-12. Turn-in of Ammunition Brass, Residue, and Components.

a. All recoverable ammunition residue will be returned directly to the ASP. Turn-ins are accepted Monday through Thursday. Call (502) 624-8154 for appointment.

b. Returns must be segregated, sorted and verified explosive free before entering the ASP. There is NO segregation area in the ASP. Expended small arms cartridge casings and links must be segregated by type, i.e., steel, brass, aluminum, and by caliber, and casings from live ammunition sorted from blank ammunition casings. All residue ammo cans and boxes will be EMPTY.

c. Utilize the ASP generated residue DA Form 581 for residue turn-in. Required statements and remarks must be included on the form.

d. The requirement for prior unit inspection of returns and correct document preparation will be enforced. Incomplete documentation will be rejected. If acceptance inspection reveals live rounds, unfired primers, etc., the turn-in will cease. Credit will be given for items accepted to that point. All remaining items on the turn-in document will be rejected and returned to the unit pending re-inspection by an SFC or above and preparation of new turn-in documents.

8-13. Reconciliation of Ammunition Issues.

a. The activity that first issued the ammunition on DA Form 5515 (Training Ammunition Control Document) reconciles the issue with the user and then reports to their unit's ammunition manager, who will reconcile the TAR in TAMIS.

b. Within 5 working days after completion of the training event, the activity receiving the ammunition from the ASP must reconcile the issue as follows:

(1) Return all unexpended ammunition. Return all ammunition residue and packing materials.

(2) Submit a DA Form 5811-R (Certificate-Lost or Damaged Class 5 Ammunition Items) for shortages of ammunition and residue. (AR 15-6 investigation is required for shortages/overages of Category I and II items.)

(3) Initiate action and attach evidence of that action (i.e., copy of FLIPL and supporting documents) when damage to live ammunition is other than fair wear and tear.

(4) Submit a DA Form 5692-R (Ammunition Consumption Certificate) for specially controlled training ammunition.

c. No additional ammunition will be issued until reconciliation is completed or proof that an investigation has been initiated.

d. When units have ammunition on hand, regardless of the reason or circumstance, after turn-in has been completed and document reconciled, an amended turn-in document must be prepared and processed.

8-14. Transportation of Ammunition and Explosives by Government-Owned Motor Vehicles.

a. Motor truck shipments. Requirements pertaining to motor truck shipments of ammunition and explosives are contained in AR 190-11 and AR 385-55 and will be complied with when transporting ammunition and explosives.

b. In transit.

(1) ANY movement of ANY quantity of live or blank ammunition and/or explosives, on (or crossing) ANY public traffic route requires DD Form 836 (Dangerous Goods Shipping Paper/Declaration). This will be provided by the ASP for ammunition drawn from ASP.

(2) A map is available at the ASP of the approved route for internal transportation of ammunition and explosives. No other routes will be used without prior approval of the Provost Marshal. Movement of ammunition laded vehicles through the main post cantonment area is prohibited.

(3) Vehicles transporting ammunition to Yano Range may be routed along Brandenburg Station Road to US Highway 31W overpass, then on US 31W to intersection of Kentucky State Road 434 to Yano Range. NOTE: DD Form 836 is required.

(4) Civilian operators of explosive-laden military vehicles traveling off-post must have in their possession a valid Commercial Driver's License (CDL) stamped "HAZMAT CERTIFIED."

8-15. Reporting Guided Missile Firings. Commanders of units firing TOW, DRAGON, REDEYE, etc. missile systems are responsible for preparing and submitting Firing Data Reports to Commander, US Army Missile Command, within 3 days of the firing.

8-16. Procedures for Ammunition Amnesty and Ammunition "Found on Post."

a. Personnel safety shall be the primary consideration at all times. Ammunition of unknown origin, excluding small arms ammunition .50 caliber and below is considered to be hazardous and must not be moved by untrained personnel. Mark the location and notify the Explosives Ordnance Detachment (EOD) at (502) 624-6425/5631 and EOD will respond to the location of the hazardous item.

b. The ASP is the primary ammunition found on post (AFOP) and amnesty turn-in point. All ammunition, components and ammunition residue will be accepted with or without documentation, from military or civilian personnel, with no questions asked during normal operating hours. In addition, the ASP will host an annual amnesty day each year. Date and location will be published in KNOXINFO.

c. The Explosive Ordinance Detachment (EOD) will respond to calls of AFOP or amnesty ammunition suspected of being in a hazardous condition. Responding EOD personnel will determine appropriate disposition of the material, i.e., immediate destruction or recovery and return to the ASP. The EOD is NOT a designated amnesty turn-in point and ammunition will not be taken to that unit for disposition.

d. Commanders will establish an Ammunition Amnesty Program and employ the ammunition found on post procedures as outlined herein. Commanders will ensure that the following is included in the unit program:

(1) A non-intimidating atmosphere for Soldiers and civilians to freely turn-in or report the location of ammunition. Do not ask personal questions i.e., name, address, unit. Questions about the ammunition may be asked, so that ammunition control can be improved, however ammunition amnesty users are not required to answer these questions. No attempt will be made to punish or prosecute individuals using the amnesty program, since this will discourage use of the amnesty program.

(2) All Soldiers and civilians will have the option to turn-in or report AFOP and amnesty ammunition through their chain of command without fear of reprisal.

(3) Semi-annual amnesty program training will be conducted at the unit/activity level. The training and attendance is to be documented and filed per regulatory procedures.

(4) All personnel involved in a training exercise employing ammunition and explosives will be given a safety and ammunition program briefing prior to the training exercise.

(5) A copy of the ammunition amnesty program policy will be posted on the organization's bulletin board.

(6) The location of amnesty boxes established will be coordinated with the QASAS. A list of approved locations will be provided to the ASP manager. Changes to the approved locations must be coordinated with the ASP manager.

(7) Ensure that only the approved design boxes are used. The accepted boxes are equipped with a hasp/staple for a padlock and having a single deposit hole at the top, no larger than 7/8 inch in diameter. Boxes should be marked "AMMUNITION AMNESTY BOX FOR SMALL ARMS AMMUNITION ONLY."

(8) Amnesty boxes will be inspected and emptied daily.

(9) The establishment and use of ammunition amnesty boxes on ranges is prohibited.

e. The Law Enforcement Command will establish ammunition amnesty boxes at each entrance to the installation and at the Military Police Station. The Military Police will assist persons in identifying locations and obtaining EOD assistance to location of ammunition suspected of being in hazardous condition. The amnesty boxes will be inspected and emptied daily.

f. Turn-in procedures, persons desiring to turn in other items will call the Ammunition Hot Line at (502) 624-AMMO, for information, 24 hours a day. If items are suspected of being in a hazardous condition, personnel should call EOD at (502) 624-6426/5631, who will respond to the location of the suspected hazard. Information is also available by calling the Ammunition Supply Point at (502) 624-8154/461 1/8120, during normal operating hours. Ammunition larger than .50 caliber may be turned in to ASP during normal operating hours.

g. Amnesty boxes, capable of accepting materiel larger than .50 caliber may be established ONLY under the following conditions.

(1) Amnesty boxes must meet quantity distance and explosives safety requirements for all classes of ammunition, i.e., minimum distance of 670 feet from nearest inhabited building or public traffic route; sandbagged on three sides and barricaded on one side.

(2) Boxes must be configured so that trained personnel can determine when items have been placed in the box.

(3) Prior coordination with the QASAS and Fort Knox Provost Marshal office (Physical Security) is required before boxes are established.

8-17. Surveillance of Ammunition in Troop Units. All units or activities storing ammunition and/or explosives are subject to inspection by the QASAS. The inspections will be made on an unannounced/as required basis to determine if storage is IAW safety and surveillance regulations; results will be reported through command channels.

8-18. Availability of Ammunition Residue for Training Purposes.

a. All recoverable ammunition residue, without exception, is to be returned to the ASP. Retention by units for any purpose is not authorized.

b. When ammunition residue is required for a valid specific training purpose, request the residue on a DA Form 581. Attach a memorandum justifying the requirement from the commander.

- c. Many wooden ammunition containers and pallets are treated with chemical preservatives which are potentially hazardous when handled or ingested. Use of these items as construction material, partitions, flower boxes, storage containers, etc. is prohibited.
- d. Units are not authorized to request ammunition residue from the DRMS.

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Chapter 9

Troop Issue Supply Activity (TISA)

9-1. General.

a. The installation Troop Issue Supply Activity (TISA) Administrative Office is located in Bldg No. 1109A, 6th Ave, Room 130, Fort Knox, KY. Telephone number is (502) 624-1435/8636. Operating hours are 0700-1600, Monday through Friday.

b. The TISA warehouse is located at Bldg No. 7102 and is open from 0800-1400, Monday through Friday. Telephone number is (502) 624-3841. Ice will be issued on Saturdays during summer training months as needed. Prior arrangements should be made with the TISA warehouse personnel.

c. Customers requiring support must set up an account with TISA by providing unit's DODAAC, APC, UIC, FSN, POC name and phone number to the TISA office. Unit must ensure that Account Processing Codes (APC) have been established in the financial system prior to requesting support from the TISA.

d. Customers must submit a DD Form 1687 (Signature Card) to the TISA Admin Office. The same person will not be authorized to request and receive subsistence or ice.

e. Special order items (e.g., vegetarian or Kosher) are not stocked in the TISA warehouse; therefore, special orders are charged to unit accounts. Special orders have a 45 day minimum delivery date.

f. The issue of subsistence items will be IAW AR 30-22 and DA Pam 30-22. For assistance with food service issues not covered call the Food Program Manager at (502) 624-3549.

9-2. Meals, Ready-to-Eat (MRE). Requests for MREs will be submitted on a DA Form 3161 (Request for Issue or Turn-In) to the TISA Admin Office. The DA Form 3161 must include unit's DODAAC, APC, UIC, FSN, POC name and phone number and a statement certifying that subsistence will be used for field training only.

9-3. Unitized Group Rations (UGR-A). Requests for UGR-A will be submitted on a DA Form 3161 to the TISA Admin Office. DA Form 3161 must include unit's DODAAC, APC, UIC, POC name and phone number, and a statement certifying that subsistence will be used for field training only. Units must submit a separate request for each day they plan to draw rations.

(1) When ordering the UGR-A rations, customers must include two stock numbers per menu for a complete meal (one stock number for semi-perishable and one for perishable items).

(2) Mandatory supplemental must be ordered separately (i.e., UHT milk, bread, etc.) and must include the exact quantities required.

(3) Mandatory enhancement (i.e., fresh fruit and vegetables) must be ordered separately and include the number of pounds required. TISA Admin Office will assist as needed with quantity requirements.

(4) The TISA does not stock UGR-A; therefore, TISA cannot accept unused inventory.

(5) If large quantities of UGR-A rations are ordered, units are required to have personnel and military vehicle at the TISA warehouse to meet vendor so that items can be off-loaded from vendor directly into the unit's military vehicle.

9-4. ICE. Requests for ice will be submitted on a DA Form 3161 to the TISA Admin Office. DA Form 3161 must include unit's DODAAC, APC, UIC, POC name and phone number and a statement certifying that subsistence will be used for field training only. Units must submit a separate request for each day they plan to draw ice.

9-5. Annual Training. Units requesting subsistence support for annual training will submit a memorandum to the Food Program Manager at least 4 weeks prior to training start date. Memorandum must include training dates, required support, POC, and telephone number. Unit is also required to establish a TISA account and provide signature cards IAW paragraph 9-1c and d above.

a. If your unit requests a dining facility from the DPTMS for use during annual training, rations will be delivered directly to that dining facility on Monday, Wednesday, and Friday. Prime vendor, produce, milk, and bread will be delivered by separate trucks. An advance party must be at the building NLT 0600 the first day of issue to accept rations. Deliveries will be made between 0600-1300 on the day of issue.

b. If you do not request a building, a-rations must be picked up at TISA warehouse. Unit must have personnel and military vehicles at the TISA warehouse to meet each delivery truck.

c. The UGR-A, MRE, and ice must be picked up at the TISA warehouse.

d. Upon completion of training and prior to leaving Fort Knox, units must turn-in a completed DD Form 5913 (Strength and Feeder Report) to the TISA Admin Office.

9-6. Disaster/Emergency Feeding. During disaster or emergency feeding, subsistence support will be provided in accordance with Installation Contingency plan. All documentation will be prepared and maintained by the installation Food Program Office.

OFFICIAL:



ERIC C. SCHWARTZ
COL, AR
Commanding

MICHAEL G. CARROLL
Director, Human Resources

DISTRIBUTION:
A

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Appendix A Acronyms

| Acronym | Definition |
|---------|--|
| AAO | Ammunition Accountable Officer |
| ANMCS | Anticipated Non-Mission Capable Supply |
| AO | Accountable Officer |
| AOAP | Army Oil Analysis Program |
| ARC | Accounting Requirement Code |
| ASP | Ammunition Supply Point |
| AUL | Authorized Usage List |
| CCI | Controlled Cryptographic Items |
| CCISP | Controlled Cryptographic Items Serialization Program |
| CIF | Central Issue Facility |
| CIIC | Controlled Inventory Item Code |
| CIIP | Clothing Initial Issue Point |
| COMSEC | Communications Security (Classified) Equipment |
| CRP | Central Receiving Point |
| CSDP | Command Supply Discipline Program |
| CTA | Common Table of Allowances |
| DESC | Defense Energy Support Center |
| DFR | Dropped From Rolls |
| DODAAC | Department of Defense Activity Address Code |
| DODSASP | DOD Small Arms Serialization Program |
| DOL | Directorate of Logistics |
| DPTMS | Directorate of Plans, Training, Mobilization, and Security |
| DPW | Directorate of Public Works |
| DRMO | Defense Reutilization and Marketing Office |
| DS/GS | Direct Support/General Support |
| EMD | Environmental Management Division |
| FAD | Force Activity Designator |
| FEDLOG | Federal Logistics System |
| GPC | Government Purchase Card |
| HAZMAT | Hazardous Material |
| HMCB | Hazardous Material Control Board |
| HMMC | Hazardous Material Management Center |
| HMMS | Hazardous Material Management System |
| IAM | Installation Ammunition Manager |
| IMO | Installation Maintenance Officer |
| IPBO | Installation Property Book Office/Officer |
| JMC | Joint Munitions Command |
| LOGSA | Logistics Support Activity |
| MASA | Muldraugh Ammunition Storage Area |

| Acronym | Definition |
|----------------|---|
| MICC | Mission and Installation Contracting Center |
| MOGAS | Motor Gasoline |
| MSDS | Material Safety Data Sheet |
| MTOE | Modified Table of Organization and Equipment |
| NEC | Network Enterprise Center |
| NEW | Net Explosive Weight |
| NMCS | Not Mission Capable Supply |
| NSA | National Security Agency |
| OCIE | Organizational Clothing and Individual Equipment |
| OSHA | Occupational Safety and Health Administration |
| PBO | Property Book Officer |
| PBUSE | Property Book Unit Supply Enhanced |
| PD | Priority Designator |
| PLL | Prescribed Load List |
| POL | Petroleum, Oil, and Lubricants |
| PR Web | Purchase Request Website |
| QASAS | Quality Assurance Specialist, Ammunition Surveillance |
| RATTS | Radiation Testing and Tracking System |
| SAAS-MOD | Standard Army Ammunition System – Modernization |
| SARSS | Standard Army Retail Supply System |
| SASSO | Small Arms Serialization Surety Officer |
| SKO | Sets, Kits and Outfits |
| SOP | Standard Operating Procedure |
| SSA | Supply Support Activity |
| TAMIS | Total Ammunition Management Information System |
| TAR | TAMIS Ammunition Request |
| TDA | Table of Distribution and Allowances |
| TOE | Table of Organization and Equipment |
| UIC | Unit Identification Code |
| UND | Urgency of Need Designator |
| UPH | Unaccompanied Personnel Housing |
| VHA | Vehicle Holding Area |

**Appendix B
Publications**

| Publication | Description | Date |
|--------------------|---|-------------|
| AR 30-22 | The Army Food Service Program | 10 May 05 |
| AR 71-32 | Force Development and Documentation – Consolidated Policies | 03 Mar 97 |
| AR 75-1 | Malfunctions Involving Ammunition and Explosives | 04 Nov 08 |
| AR 700-13 | Worldwide Ammunition Review and Technical Assistance Program | 31 Aug 07 |
| AR 700-84 | Issue and Sale of Personal Clothing | 18 Nov 04 |
| AR 710-2 | Supply Policy Below the National Level | 28 Mar 08 |
| AR 710-3 | Inventory Management, Asset and Transaction Reporting System (with RAR001, 3 Sep 09) | 25 Feb 08 |
| AR 725-1 | Special Authorization and Procedures for Issues, Sales and Loans | 17 Oct 03 |
| AR 725-50 | Requisitioning, Receipt, and Issue System | 15-Nov-95 |
| AR 735-5 | Policies and Procedures for Property Accountability | 28 Feb 05 |
| AR 840-10 | Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates | 1 Nov 98 |
| CTA 50-900 | Clothing and Individual Equipment | 20 Nov 08 |
| CTA 50-909 | Field and Garrison Furnishings and Equipment | 1 Aug 93 |
| CTA 50-970 | Expendable/Durable Items (except Medical, Class V, Repair Parts, and Heraldic Items) | 28 Jan 05 |
| DA Pam 30-22 | Operating Procedures for the Army Food Program | 6 Feb 07 |
| DA Pam 385-64 | Ammunition and Explosive Safety Standards | 15 Dec 99 |
| DA Pam 710-2-1 | Using Unit Supply System (Manual Procedures) | 31 Dec 97 |
| FM 10-67-1 | Concepts and Equipment of Petroleum Operations | 2 Apr 98 |
| DOD 4140.25-M | DOD Management of Bulk Petroleum Products, Natural Gas, and Coal (Volume I-III) | 3 Mar 09 |
| MIL-STD-3004B | DOD Standard Practice, Quality Assurance/Surveillance for Fuels, Lubricants, and Related Products | 14 Nov 08 |

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Appendix C**Lost, Damaged or Destroyed Property (extracted from AR 735-5)**

| Table 12-1. Property record adjustments for damaged property. | | |
|--|--|---|
| Damaged Property | Adjustments | Remarks |
| OCIE, no negligence. | Memorandum to CIF. | See para 14-18c. |
| Damaged property, no negligence involved. | Damage statement prepared as a memorandum. | See para 14-18a. |
| Any item, person admits liability, and amount is less than 1 month's base pay. | DD Form 362. | See para 12-3. |
| Any item, person admits liability, and amount is more than 1 month's base pay. | DD Form 200. | See para 13-3a(3). |
| Any item, person does not admit negligence or liability. | DD Form 200. | See para 13-3a(1). |
| Table 12-2. Property record adjustments for lost or destroyed property. | | |
| Lost or destroyed property | Adjustments | Remarks |
| Any item other than controlled items. Person admits liability and the amount of the loss is less than 1 month's base pay. | Prepare DD Form 362. | DD Form 362 can be used for any amount for a contractor who admits liability and offers cash payment. |
| Loss of the following items requires the initiation of a financial liability investigation of property loss and/or AR 15-6 investigation. | | |
| 1. Controlled items. | Prepare DD Form 200 per para 13-3a(6). | Controlled items require an investigation under AR 15-6. Attach the investigation to the financial liability investigation of property loss per para 13-25c(1). |
| 2. When directed by higher authority or DA directive. | Prepare DD Form 200 per para 13-3a(8). | |
| 3. Loss discovered during inventory on change of accountable officers, and individual does not make voluntary reimbursement to the Government. | Prepare DD Form 200 per para 13-3a(2). | |

| Lost or destroyed property | Adjustments | Remarks |
|--|---|---|
| 4. Loss of household furnishings and the amount of loss is more than 1 month's base pay. | Prepare DD Form 200 per para 13-3a(4). | Includes damage to Government Family housing. |
| 5. Person admits liability for the loss, but amount of the loss is more than 1 month's base pay. | Prepare DD Form 200 per para 13-3a(3). | |
| 6. Negligence is suspected but no one admits liability. | Prepare DD Form 200 per para 13-3a(1). | Person refused to sign DD Form 362. |
| 7. Bulk petroleum handling loss is over the allowable loss and over \$500. | Prepare DD Form 200 per para 13-3a(5). | AR 710-2, para 2-37i addresses allowable losses and gains. |
| 8. Items lost as a result of fire, theft or natural disaster. | Prepare DD Form 200 per para 13-3a(11). | |
| Special Instructions | | |
| Bulk petroleum handling loss is over the allowable loss, and is less than \$500. | Perform causative research per AR 710-2, para 2-37i. | |
| Loss of hand tools authorized to a unit, and liability is admitted. | Respondent purchase from SSSC if available per para 12-2b. Otherwise, prepare DD Form 362 per para 12-3. | Cash sales only. Purchaser must have authority to buy, signed by their unit commander or designated representative. |
| Items lost in the laundry. | The facility manager will attempt to repair or replace damaged or lost items from surplus stocks. Failing this, the facility manager authorizes a gratuitous replacement for military personal clothing. For OCIE, the facility manager prepares a memorandum for the complainant who will present it to their commander for preparation of a financial liability investigation of property loss. See para 14-23c. CIF/OCIE issue point will issue replacement of OCIE items. | |
| Items destroyed because of infection. | List the items on a memorandum naming the medical officer who directed the destruction, per para 14-10. | The unit commander must sign the memorandum. |

| | | |
|---|--|---|
| <p>Destruction of property determined to be unsafe because of age. Includes drugs, ammunition, chemicals, and other supplies of a similar nature.</p> | <p>Prepare turn-in documents according to AR 710-2 or AR 40-61 for medical commodities. See para 14-9.</p> | <p>Information on age is published in Army supply bulletins. If such information is not available, initiate a financial liability investigation of property loss.</p> |
| <p>Abandoned items. Combat, contingency, or large scale field maneuvers.</p> | <p>Written orders to abandon property, signed by the installation or division commander, serve as a property voucher. See para 14-7.</p> | <p>If command declines to approve order, prepare DD Form 200.</p> |