

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 700-3

2 July 1996

Logistics
MATERIEL MANAGEMENT AND SUPPLY OPERATIONS

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE TIERNAN
Director, Information Management

DISTRIBUTION:
A

Summary. This regulation prescribes policies and procedures for the authorization, acquisition, accountability, stockage, and disposition of supplies and equipment.

Applicability. This regulation applies to United States Military Entrance Processing Command (USMEPCOM) activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-LO, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Director, Resource Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. Key management controls and the management control evaluation process are at appendix F, Checklist for CLEAP. This regulation complies with USMEPCOM Reg 11-4 (Internal Controls).

*This regulation supersedes USMEPCOM Reg 700-3, 9 January 1992.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, Resource Management Directorate, Logistics Division (MRM-LO). Users will send comments and suggested improvements, by memorandum, to HQ USMEPCOM, ATTN: MRM-LO, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Contents

| | Paragraph | Page |
|--|-----------|------|
| Chapter 1 | | |
| General | | |
| Purpose | 1-1 | 1-1 |
| References | 1-2 | 1-1 |
| Explanation of abbreviations | 1-3 | 1-1 |
| Responsibilities | 1-4 | 1-1 |
| Restrictions to the regulation | 1-5 | 1-3 |
| Chapter 2 | | |
| Equipment Authorization | | |
| Authorization documents | 2-1 | 2-1 |
| Motor vehicles | 2-2 | 2-1 |
| Controlled equipment | 2--3 | 2--2 |
| Equipment authorization requests | 2-4 | 2-2 |
| Assignment of management control numbers (MCNs) | 2-5 | 2-3 |
| Authorization for flags | 2-6 | 2-3 |
| Authorization for professional books | 2-7 | 2-3 |
| Authorization for systems furniture | 2-8 | 2-3 |
| TDA update | 2-9 | 2-3 |
| Authorization files | 2-10 | 2-4 |
| Chapter 3 | | |
| Requisition and Disposition of Supplies and Equipment | | |
| Force activity designator (FAD) | 3-1 | 3-1 |
| Department of Defense Activity Address Code (DODAAC) | 3--2 | 3--1 |
| Requisitioning procedures | 3-3 | 3-2 |
| Use of GSA and Defense Personnel Support Center (DPSC) supply sources | 3--4 | 3--3 |
| Property turn-in procedures | 3-5 | 3-3 |
| Equipment in excess of authorized and required allowances | 3--6 | 3--4 |
| Transfer of property | 3-7 | 3-5 |
| Handling and disposition of abandoned or unclaimed personal property at MEPS | 3--8 | 3--6 |
| Processing procurement receipts | 3--9 | 3--8 |
| Chapter 4 | | |
| Property Accountability and Supply Operations | | |
| General | 4-1 | 4-1 |
| Control of expendable property | 4-2 | 4-1 |
| Control of information management processing | | |

| | Paragraph | Page |
|--|------------------|-------------|
| equipment (IMPE) software and data media | 4--3 | 4--2 |
| Control of durable items | 4-4 | 4-3 |
| Control of credit cards, toll script, tokens, bridge tickets, and similar negotiable media | 4--5 | 4--4 |
| Organizational clothing and individual equipment (OCIE) | 4-6 | 4-5 |
| Accounting for equipment leased or rented | 4-7 | 4-7 |
| Accountability and control of vehicles | 4-8 | 4-7 |
| Accounting for systems furniture | 4-9 | 4-8 |
| Accounting for books | 4-10 | 4-8 |
| Accounting for property found on the premises | 4-11 | 4-8 |
| Property accounting responsibilities | 4-12 | 4-9 |
| Government property inventories | 4-13 | 4-10 |
| Maintenance of ULLS-S4 | 4-14 | 4-13 |
| Hand receipt procedures | 4--15 | 4--13 |
| Document registers for supply transactions | 4-16 | 4-17 |
| Accounting for loss, damage, or destruction of Government property | 4--17 | 4-19 |
| Logistical support for recruiting Service liaisons, guidance counselors, and security interviewers located at MEPS | 4--18 | 4--22 |
| GSA Customer Supply Center (CSC) accounts | 4-19 | 4-23 |
| Supplemental clothing allowance for enlisted personnel assigned to MEPS | 4--20 | 4--24 |
| Asset reporting (Continuing Balance System - Expanded (CBS-X)) | 4--21 | 4--26 |
| Control of disposable syringes and needles | 4--22 | 4--26 |
| Physical security for Government property | 4-23 | 4-26 |
| Chapter 5 | | |
| Hazardous Materiel/Precious Metals Recovery Programs | | |
| General | 5-1 | 5-1 |
| Compliance with Federal, State, and local laws and regulations | 5-2 | 5-1 |
| Hazardous Material/Waste Management Program | 5--3 | 5--1 |
| Precious Metals Recovery Program (PMRP) | 5--4 | 5--2 |
| Chapter 6 | | |
| Major Medical Equipment Program | | |
| General | 6-1 | 6-1 |
| Equipment replacement policy | 6-2 | 6-1 |
| Requisitions | 6-3 | 6-1 |
| Chapter 7 | | |
| Equipment Maintenance and Replacement Program | | |
| General | 7-1 | 7-1 |
| Maintenance and repair of equipment | 7--2 | 7--1 |
| Equipment and furniture replacement and upgrading | 7--3 | 7-2 |

Paragraph Page

| | | |
|--|-----|-----|
| Funding requirements for equipment replacement | 7-4 | 7-2 |
|--|-----|-----|

Chapter 8**Command Logistics Evaluation and Assistance Program (CLEAP)**

| | | |
|---------------------------------------|-----|------|
| Program concept | 8-1 | 8-1 |
| Program management | 8-2 | 8-1 |
| Checklist | 8-3 | 8-1 |
| On-the-spot correction and assistance | 8-4 | 8--1 |

Appendixes

- A. References
- B. Instructions for the Preparation of DA Form 1300-4
- C. Federal Supply Classification Class Assignments
- D. Instructions for the Preparation of DA Form 362
- E. Instructions for the Preparation of DA Form 4697
- F. Checklist for CLEAP

Table

| | |
|----------------------------|------|
| 4-1. RO and ROP quantities | 4-24 |
|----------------------------|------|

Figures

| | |
|--|------|
| 2-1. Sample request for addition/deletion to TDA | 2-5 |
| 2-2. Sample request for addition/modification of MEAD | 2-6 |
| 2-3. Sample request for assignment of a MCN | 2-7 |
| 2-4. Sample format for reconciliation of authorization documents | 2-8 |
| 3-1. Sample request for redistribution/disposition of excess equipment | 3-9 |
| 3-2. Sample of a property transmittal document | 3-10 |
| 3-3. Sample memorandum of notification to owner | 3-11 |
| 3-4. Sample format of personal property release statement | 3-12 |
| 3-5. Sample Statement of Finding | 3-13 |
| 4-1. Sample of a completed USMEPCOM Form 700-3-R-E | 4-26 |
| 4-2. Sample format for an additional duty appointment | 4-27 |
| 4-3. Sample format for change of property book officer inventory | 4-28 |
| 4-4. Sample of a completed LIN and MCN Register (Nonexpendable) | 4-29 |
| 4-5. Sample of a completed MCN Register (durable) | 4-30 |

Glossary**Index**

Chapter 1
General

1-1. Purpose

This regulation sets forth policies governing supply operations for USMEPCOM activities. It provides specific policies and procedures for the authorization, accountability, and disposition of property, management of the Command Logistics Evaluation and Assistance Program (CLEAP) and Major Medical Equipment Program.

1-2. References

Required and related publications, required form, and prescribed records are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. **HQ USMEPCOM, Director, Resource Management Directorate** will:

(1) Implement Department of Defense (DOD) directives concerning all phases of logistics functions and provide logistical guidance and assistance to all elements of USMEPCOM.

(2) Determine when a piece of furniture becomes uneconomically repairable.

(3) Review major medical equipment requirements input from military entrance processing stations (MEPS) to ensure documentation is administratively accurate.

(4) Coordinate with HQ USMEPCOM staff and obtain proprietary approval through the USMEPCOM Surgeon for all major medical equipment requirements.

(5) Forward properly completed documentation for USMEPCOM approved major medical equipment requirements to the United States Army Medical Materiel Agency (USAMMA).

(6) Request funds from the Office of the Surgeon General, and continually monitor major medical equipment requirements and manage funds allocated for USMEPCOM.

(7) Requisition fully approved major medical equipment requirements through USAMMA when funds are made available.

(8) Prepare the Report Control Symbol MED-250(R1) report and submit the report to USAMMA.

(9) Provide guidance to MEPS as to the identification, requisitioning, receipt, handling, storage, use, disposition, and reporting of hazardous materials.

(10) Assist MEPS in obtaining Material Safety Data Sheets (MSDS).

(11) Implement the Pollution Prevention Program.

(12) Implement the Hazard Communication Program.

(13) Monitor the collection, storage, transportation and disposal of regulated medical waste (RMW) at the MEPS.

(14) Establish and maintain a program to manage hazardous materials and implement procedures to minimize the use of, and the level of toxicity in, hazardous materials used.

b. **HQ USMEPCOM, Director, Medical Plans and Policies Directorate (MMD)** will prescribe the medical supplies and equipment to be used when conducting medical examinations at the MEPS.

c. **Sector commanders** will:

(1) Establish an Equipment and Furniture Replacement Program.

(2) Ensure a valid authorization exists and funds are available prior to initiating requests for equipment or furniture.

(3) Establish an aggressive equipment maintenance program in accordance with (IAW) USMEPCOM Reg 750-1 (Maintenance of Equipment) and USMEPCOM Reg 58-1 (Vehicle Management), paragraph 8.

(4) Determine when a piece of furniture becomes uneconomically repairable.

d. **MEPS commanders** will:

(1) Determine when a piece of furniture becomes uneconomically repairable.

(2) Identify medical equipment requirements.

(3) Provide the required technical data and justification necessary to effect a timely review, evaluation, and a valid procurement.

(4) Maintain Department of the Army (DA) Form 2409 (Equipment Maintenance Log). File this form under file number 738-50e and destroy on posting to related logbook.

- (5) Ensure reporting and turn in of all excess medical equipment generated from new acquisition.
- (6) Prepare a receiving report and submit to USMEPCOM, MRM-LO.
- (7) Manage all materials and wastes in a manner that protects health and the environment, and ensure compliance with appropriate USMEPCOM, State, and local laws and regulations.
- (8) Identify hazardous materials received to ensure proper handling, storage, use, and disposal.
- (9) Establish procedures to provide personnel with accurate and timely information and requisite training on the handling, storage, and use of hazardous materials.
- (10) Identify and handle hazardous material residue/waste IAW prescribed policies and procedures.
- (11) Maintain only the minimum amount of hazardous material that is necessary to accomplish the mission.
- (12) Collect, store, segregate, and dispose of RMW IAW applicable policies and procedures.
- (13) Comply with requirements of the Pollution Prevention and Hazard Communication Program.
- (14) Receive, handle, store, and issue hazardous materials safely.
- (15) Provide logistical support to recruiting liaison personnel stationed at the MEPS.

e. **Property book officers (PBOs)/supply technicians** will ensure property and supplies are acquired, managed, accounted for, maintained, safeguarded, disposed of, and controlled.

1-5. Restrictions to the regulation

a. USMEPCOM activities will adhere to the equipment authorization, inventory control, property accountability, acquisition and disposition of supplies and equipment, and general supply operations, policies and procedures prescribed in this regulation and required regulations identified in appendix A.

b. USMEPCOM activities will reconcile authorized allowances on the commander's summary with the appropriate approved authorization document annually.

c. Where policies and/or procedures prescribed, herein, are in conflict with any other directives, this regulation will take precedence. Requests for clarification may be forwarded through channels to HQ USMEPCOM, MRM-LO.

Chapter 2

Equipment Authorization

2-1. Authorization documents

Tables of distribution and allowances (TDA) and the USMEPCOM Equipment Authorization Document (MEAD) are the principal documents which prescribe the equipment and supplies to support the operations of USMEPCOM activities. The TDA will be updated by HQ USMEPCOM semiannually. The MEAD will be updated and distributed by HQ USMEPCOM, MRM-LO, annually.

2-2. Motor Vehicles

Requirements for motor vehicles are determined by mission requirements. Total authorization of motor vehicles for USMEPCOM will be monitored and controlled by HQ USMEPCOM, MRM-LO.

a. In those cases where the activity has additional vehicle requirements, a memorandum request will be prepared and forwarded to HQ USMEPCOM, MRM-LO. The request will contain the following information:

- (1) TDA number.
- (2) TDA paragraph number.
- (3) Vehicle line item number (LIN).
- (4) Vehicle description.
- (5) Quantity required.
- (6) Quantity of like vehicles currently authorized/on hand.
- (7) A summary showing the latest 12-month utilization and number of miles for each type vehicle currently authorized/on hand.
- (8) A statement fully justifying the additional requirement.

b. HQ USMEPCOM will review requests for TDA vehicle authorization to determine validity.

c. If the request is approved, HQ USMEPCOM will initiate action to modify the applicable TDA document. The initiating activity will be given interim authority to make pen and ink changes to the current TDA document.

d. If the request is disapproved, it will be returned to the initiating activity indicating reasons for disapproval.

e. Motor vehicle assets to fulfill authorized requirements, will be obtained from General Services Administration (GSA) sources.

2-3. Controlled equipment

a. Certain categories of equipment require special justification and approval. Requests for these categories of equipment must be justified. HQ USMEPCOM, MRM-LO, will coordinate each request with the applicable staff element at HQ USMEPCOM. Listed below are the most common categories of controlled equipment.

(1) **Information Management Processing Equipment (IMPE).** Coordinating element - HQ USMEPCOM, Information Management Directorate, Automation Support Division (MIM-AD).

(2) **Copy equipment, printing, and binding.** Coordinating element - HQ USMEPCOM, Information Management Directorate, Support Services Division (MIM-SS).

b. Under no circumstances will equipment be acquired without documented authorization. USMEPCOM activities cannot deviate from the specific material identified in the approved authorization documents.

2-4. Equipment authorization requests

Requests for authorization of equipment, other than vehicles, will be processed as follows:

a. Request for equipment authorization will be prepared on memorandum and submitted to HQ USMEPCOM, MRM-LO. These requests will be filed under file number 71-13a and destroyed 1 year after supersession or obsolescence of the basic allowance document. Requests will contain the following information:

(1) **TDA equipment (additions).** Equipment unique to each MEPS (IAW fig. 2-1).

(2) **TDA equipment (deletion or reduction).** Requests will contain the information at figure 2-1.

(3) **Installation property, MEAD (additions, deletions, and reductions).** Requests for changes of items to the MEAD, or for modification of basis of issue (BOI) for items already listed on the MEAD, will be prepared IAW figure 2-2.

b. HQ USMEPCOM, MRM-LO, will, upon receipt of requests for equipment authorizations, deletions, or reductions take action as follows:

(1) Review requests for validity and accuracy.

(2) Coordinate with applicable USMEPCOM staff elements to determine validity of requirement, feasibility of commandwide application, and availability of funds.

(3) When favorable action has been recommended by the applicable USMEPCOM staff element, MRM-LO will take action to document approved equipment

requirements in applicable authorization documents and notify USMEPCOM activities as to the final action.

(4) Requests not favorably considered will be returned to the originating activity. Endorsements will include reason for denial.

2-5. Assignment of management control numbers (MCNs)

a. Assignment of MCNs, for the identification of commercial nonstandard TDA and MEAD Medical Materiel Allowance List items, will be controlled by HQ USMEPCOM, MRM-LO.

b. Nonstandard TDA items will be assigned a MCN upon approval of the equipment authorization request. Requests for assignment of MCNs for TDA authorized items on hand, without a national stock number (NSN) or without a USMEPCOM assigned MCN, will be submitted to HQ USMEPCOM, MRM-LO. See figure 2-3 for sample request for assignment of a MCN.

c. MCNs assigned by HQ USMEPCOM are only authorized for internal use within USMEPCOM and will not be used for item identification purposes in official publications or documents. A USMEPCOM assigned MCN may be used in any local documents, as an aid for identification, if the document does not leave USMEPCOM.

2-6. Authorization for flags

The MEAD, table 7, provides authority for flags for all USMEPCOM activities. Appendix C of the MEAD also provides BOI for flags, flag streamers, organizational plaques, and special ordering information. Acquisition of State and city flags will be at the discretion of the activity commander. National and all Service organizational flags are mandatory items and must be on hand in all USMEPCOM activities in a serviceable condition.

2-7. Authorization for professional books

The acquisition of nonmedical books will be reviewed and approved by the activity commander. This regulation will be cited as the acquisition authority. Authorization for medical books and journals will be IAW USMEPCOM Reg 40-1 (Medical Processing and Examinations). Accountability for these books and journals will be IAW paragraph 4-10.

2-8. Authorization for systems furniture

Systems furniture consists of interconnecting panel assemblies together with work surfaces, storage units, and other components which are panel supported. Approval of systems furniture requires a cost comparison analysis/space savings. Request for systems furniture must be addressed to HQ USMEPCOM MRM-LO.

2-9. TDA update

a. TDA documents are updated normally during the months of March and September. Approved modifications between updates are documented on interim

authorization approvals (IAAs). IAAs provide the authority to initiate acquisition for commercial items listed in section III (Equipment Supplement) of the TDAs, and to dispose of the TDA items for which the entire line has been deleted or the quantity has been reduced.

b. USMEPCOM activities must use the IAA to make pen and ink changes to the current TDA document pending receipt of the revised TDA. In addition, USMEPCOM activities will ensure pertinent changes have been included. Discrepancies must be reported to HQ USMEPCOM, MRM-LO.

2-10. Authorization files

USMEPCOM activities will maintain on file a current and complete copy of the applicable TDA, common tables of allowances (CTA), MEAD, and all interim equipment authorization documents (file number 71-13a, destroy after 1 year after supersession or obsolescence of the basic allowance document). These documents must be purged or updated upon receipt of revisions or changes. The commander will reconcile the commander's summary annually with the authorization documents. Upon completion of reconciliation, a memorandum will be prepared and completed IAW figure 2-4.

2 July 1996

USMEPCOM Reg 700-3

(Letterhead)

(Office Symbol) (71-13c)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-LO, 2500 Green Bay Road, North
Chicago, IL 60064-3094

SUBJECT: Request for Addition/Deletion to Tables of Distribution and Allowances (TDA)

1. Reference USMEPCOM Reg 700-3, paragraph 2-4, __Jul 96, Materiel Management and Supply Operations.

2. Request modification of this station's TDA as follows:

a. TDA no.:

b. TDA paragraph no.:

c. LIN:

d. MCN/NSN:

e. Nomenclature:

*f. Manufacturer:

g. Model no.:

h. TDA authorization change from:

i. TDA authorization change to:

j. Quantity:

k. Reason/justification:

l. Unit cost:

3. Point of contact is _____ (NAME) _____, DSN _____ (NUMBER) _____, or commercial _____ (AREA CODE) _____ (TELEPHONE NUMBER) _____.

Commander's signature block

*Provide manufacturer brochure of equipment when requesting addition to TDA. This will be used for assignment of MCN/NSN in accordance with USMEPCOM Reg 700-3, paragraph 2-5₁

Figure 2-1. Sample request for addition/deletion to TDA

(Letterhead)

(Office Symbol) (71-13c)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-LO, 2500 Green Bay Road, North Chicago, IL 60064-3094

SUBJECT: Request for Modification to the USMEPCOM Equipment Authorization Document (MEAD)

1. Reference USMEPCOM Reg 700-3, paragraph 2-4, __ Jul 96, Materiel Management and Supply Operations.

2. Request addition/modification of MEAD, (date of MEAD), as follows:

a. LIN (if applicable):

b. NSN (items identified through research of FEDLOG):

c. Nomenclature:

*d. Proposed basis of issue:

e. Unit of issue:

f. Unit cost:

g. Justification:

h. Recommended source of supply:

**i. Manufacturer:

3. Point of contact is _____ (NAME) _____, DSN _____ (TELEPHONE) _____, or commercial (AREA CODE) (TELEPHONE NUMBER).

Commander's signature block

*Requests for increases to BOI must be fully justified by explaining the necessity of the change, i.e., improve mission performance, necessary for operations, or discharge of duties. Requests for BOI changes should only be accomplished when absolutely necessary.

**Provide manufacturer brochure of equipment when requesting addition to MEAD. This must be sent to the proponent of the MEAD to assist in the approval process and provide description of equipment.

Figure 2-2. Sample request for modification to the MEAD

2 July 1996

USMEPCOM Reg 700-3

(Letterhead)

(Office Symbol) (71-13c)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-L0, 2500 Green Bay Road,
North Chicago, IL 60064-3094

SUBJECT: Request for Assignment of Management Control Number (MCN)

1. Reference USMEPCOM Reg 700-3, chapter 2-5, __ Jul 96, Materiel Management and Supply Operations.

2. Current MCN listing has been reviewed and equipment identified below is not listed. Request assignment of MCN as follows:

- a. LIN:
- b. Nomenclature:
- c. Company name:
- d. Manufacturer:
- e. Model name:
- f. Model number:
- g. Part number:

3. Point of contact is _____ (NAME) _____, DSN _____ (TELEPHONE) _____, or commercial (AREA CODE) (TELEPHONE NUMBER).

Commander's signature block

Figure 2-3. Sample request for assignment of a MCN

(Letterhead)

(Office symbol) (71-13a)

(Date)

MEMORANDUM FOR CDR, _____ (MEPS NAME) MEPS

SUBJECT: Annual Reconciliation of Authorization Documents

1. Reference USMEPCOM Reg 700-3, paragraph 2-10, __ Jul 96, Materiel Management and Supply Operations.
2. Under the provisions of reference above, authorized allowances were reconciled against authorization documents.

 Property book officer's
 signature block

(Office symbol) (710-2d) 1st End

(Date)

CDR, (USMEPCOM Activity)

FOR Property Book Officer, _____ (MEPS NAME) MEPS

1. Acknowledgment of reconciliation of authorization documents is made.
2. In accordance with reference above, a copy of this memorandum must be filed in the authorization document file.

 Commander's signature block

CF:
MRM-LO

Figure 2-4. Sample format for reconciliation of authorization documents
Chapter 3
Acquisition and Disposition of Supplies and Equipment

3-1. Force activity designator (FAD)

USMEPCOM activities have been assigned FAD III. Accordingly, all requests, including purchase requests, prepared on DA Form 3953 (Purchase Request and

Commitment), will be assigned an issue priority designator based on FAD III and the urgency of need for the particular requirement as follows:

| Force activity designator (FAD) | | Urgency of Need Designators (UND) | | |
|------------------------------------|---|--------------------------------------|----|----|
| III | A | B | C | |
| | | 03 | 06 | 13 |

3-2. DOD Activity Address Code (DODAAC)

a. Each USMEPCOM activity has been assigned a unique, six-character code DODAAC. This code is entered on all supply transaction documents as part of the document number. When deciphered, it identifies the activity designation and its geographical location, including street address, if applicable.

b. Each activity assigned a DODAAC may have from one to three different addresses for the following purposes:

(1) Type address code (TAC)-1 - To identify address for letter mail only. Generally, a post office box.

(2) TAC-2 - To identify address for parcel post and delivery of cargo.

(3) TAC-3 - To identify address for billing purposes, when the bills are to be sent to an address other than the address of the requisitioning activity.

c. For the purpose of the DODAAC Directory, USMEPCOM activities will be registered with the following addresses:

(1) TAC-1 - Address for letter mail when mail is to be delivered to a post office box.

(2) TAC-2 - Address for delivery of parcel post and other cargo. (If activity does not have a post office box address, this address will be the TAC-1 address.)

(3) TAC-3 - The address for all USMEPCOM activities for Finance and Accounting Office (FAO) is Fort Benjamin Harrison, IN 46229.

d. Any changes of the activity designation or address must be reported to HQ USMEPCOM, MRM-LO. Action to request changes to the DODAAC Directory will

be initiated by HQ USMEPCOM only. Any conflicting guidance or instructions furnished by the supply support activities must be reported for resolution to HQ USMEPCOM, MRM-LO.

3-3. Requisitioning procedures

a. Commanders must develop local procedures to exercise control over the acquisition of materiel and supplies. The commander must either personally review and approve all materiel and supplies acquisition documents, or delegate this authority in writing to the PBO. The training binder, chapter 5, prescribes additional procedural guidance to be used for requesting supplies and equipment. This training binder will be updated and distributed by HQ USMEPCOM, MRM-LO. As a minimum, the following will be accomplished:

(1) Prior to submission to the supply source, all requisitions will be reviewed by PBO. This includes local purchase by credit card.

(2) Prior to placing an order with the General Services Administration (GSA) Customer Supply Center (CSC) or purchasing at the local self service store, telephone orders or shopping lists will be coordinated with the support group supervisor (SGS) or budget and accounting assistant (BAA) and reviewed by the PBO.

b. Requests will be submitted to the Government support activity identified in the current Interservice Support Agreement (ISA). USMEPCOM activities may also be authorized to place credit card orders for supplies and materiel through U.S. Government International Merchant Purchase Authorization Card (I.M.P.A.C.). Credit card procurement and recordkeeping are governed by HQ USMEPCOM, Contracting and Procurement Policy Division (MRM-CP). Accountability of supplies and materiel purchased through the I.M.P.A.C. methods are the same as those acquired through normal Government supply support activities. The type of form to be used varies depending on the type of materiel required and supply support activity. However, the most commonly used documents to request supplies and equipment are identified below.

(1) DA Form 2765 (Request for Issue or Turn-In) - To request expendable supplies and repair parts not obtainable at the self-service supply center (SSSC).

(2) DA Form 2765-1 (Request for Issue or Turn-In) - To request nonexpendable and expendable supplies and equipment.

(3) DA Form 3161 (Request for Issue or Turn-In) - To request 10 or more lines of organizational clothing or expendable supplies (where SSSC is not immediately available).

(4) DA Form 3953 - To request local procurement of certain expendable supplies or service when specifically authorized.

(5) Defense of Department (DD) Form 1348-6 (NON-NSN Requisition) - To request nonstandard commercial materials not available in the Army supply system.

(6) I.M.P.A.C. Cardholder Quotation Record - To request credit card quotations and receiving report for credit card purchases.

c. The above forms and the I.M.P.A.C. should be acceptable to non-Army supply support activities. However, in cases where these forms are not acceptable, other forms as prescribed by the supply support activity may be used to continue operation.

d. Those USMEPCOM activities receiving supply support from Army installations that operate under the Standard Army Intermediate Level Supply System, must comply with the requirements prescribed by the users manual provided by the supporting installation. This manual contains detailed instructions and essential codes required for the preparation of supply documents. USMEPCOM activities must ensure a copy of the users manual is available for use by supply personnel.

e. Accounting processing code (APC) for USMEPCOM activities are assigned by HQ USMEPCOM, Resource Management Directorate, Financial Management Division (MRM-FM). The supply technician will coordinate each requisition with the activity SGS or BAA to assign the applicable asset/object class code. This code will be entered as the fifth position to the APC in block L of DA Forms 2765 and 2765-1, or in block 10 of DD Form 1348-6.

f. Requisition followup action, when required, will be initiated IAW training binder, chapter 5.

3-4. Use of GSA and Defense Personnel Support Center (DPSC) supply sources
USMEPCOM activities may submit requests to GSA or DPSC supply sources. DPSC will be used only for requisitioning of authorized flags (see MEAD, table 7 and appendix C) and insignia items (distinctive shoulder sleeve insignia and grade insignia for enlisted personnel) (see MEAD, table 6).

3-5. Property turn-in procedures

a. Disposition instructions for serviceable property will be provided by HQ USMEPCOM (see par. 3-6 for reporting procedures). USMEPCOM activities, when directed to turn-in serviceable property to the Government support activity, will take the following action:

(1) Document each turn-in on a DA Form 2765-1, DA Form 3161, or DD Form 1348-1 (DOD Single Line Item Release/Receipt Item) as applicable, or as directed by the Government support activity.

(2) Physically turn-in property to the Government support activity responsible for providing supply support.

b. Property which has been classified unserviceable/uneconomically repairable by the supporting maintenance activity (except IMPE), may be turned-in directly to the Government support activity or to the nearest Defense Reutilization and Marketing Office (DRMO). Property scheduled for turn-in to the DRMO should be coordinated with the Government support activity. The turn-in transaction will be documented on applicable form as prescribed a(1) above, or as directed by the property disposal activity.

c. Flags which become no longer serviceable, will be disposed of by destruction (preferably by burning) IAW training binder, chapter 3. A certificate of destruction will be prepared and signed by activity commander. This document will be assigned a nonexpendable document number and will be used to make necessary Unit Level Logistics System-S4 (ULLS-S4) adjustments.

d. Serviceable and unserviceable IMPE will be disposed of IAW specific instructions provided by HQ USMEPCOM, on a case-by-case basis, from the Defense Automation Resources Information Center (DARIC). Requests for disposition will be IAW paragraph 3-6c(1).

3-6. Equipment in excess of authorized and required allowances

a. When serviceable and economically repairable unserviceable excess equipment is on hand (except IMPE and organic vehicles), either disposition instructions will be requested or, if the equipment is required to support the assigned mission, a request for equipment authorization IAW paragraph 2-4 will be submitted.

b. Serviceable and economically repairable excess property will be reported promptly to the HQ USMEPCOM, MRM-LO, for redistribution and disposition instructions IAW figure 3-1. HQ USMEPCOM, MRM-LO, is responsible for reviewing excess property and directing cross-leveling within the command when economically feasible.

c. HQ USMEPCOM, MRM-LO, will advertise the availability of excess property to all USMEPCOM activities. USMEPCOM activities must review the excess list and determine if a need exists (a valid authorization/authority (i.e., TDA, CTA, or MEAD) must exist). USMEPCOM activities will notify MRM-LO and request the item(s). USMEPCOM activities holding reported excess will be notified by separate correspondence as to disposition.

(1) Excess IMPE regardless of serviceability will be promptly reported to HQ USMEPCOM, MRM-LO. IMPE will not be transferred, turned-in, or cannibalized for spare parts without specific written authorization through HQ USMEPCOM from DARIC. See figure 3-1 for sample request for disposition of IMPE.

(2) An attempt to donate excess serviceable IMPE to an accredited school through the School Donation Program should be accomplished prior to reporting the excess equipment to HQ USMEPCOM, MRM-LO. School officials

should be informed that the process is not guaranteed and take up to 90 days before being approved.

(3) Excess organic vehicles will be reported to HQ USMEPCOM, MRM-LO, IAW USMEPCOM Reg 58-1.

3-7. Transfer of property

a. Lateral transfer of property between activities within USMEPCOM must be approved by the HQ USMEPCOM, MRM-LO.

b. Transfers of equipment from USMEPCOM activities to DOD activities must be approved by, or at the direction of, MRM-LO.

c. Training binder, chapter 3, provides procedural guidance for transfer of property. In addition to complying with applicable instructions contained in this binder, USMEPCOM activities will take action as follows:

(1) DA Form 3161 will be prepared by the losing unit in five copies.

(2) Original copy of the DA Form 3161 will be forwarded to the approving authority (HQ USMEPCOM, MRM-LO) for review and approval. A copy will be retained in suspense file.

(3) When transfer has been directed by HQ USMEPCOM, the DA Form 3161 does not need to be sent for approval. Attach a copy of the directive to each copy of the DA Form 3161 as the approval.

(4) Upon receipt of approved DA Form 3161, the losing activity will assign a document number to the form.

(5) One copy of the approved document will be mailed to the gaining activity as an advance information copy.

(6) Property will be prepared for shipment. Assistance for packing and crating, if necessary, will be obtained from the supporting military installation. All manuals and component items will be shipped with the major item.

(7) Shipment of property will be coordinated through the transportation officer servicing the local area. Transportation costs will be borne by the losing activity. Necessary transportation funds will be coordinated with (MRM-FM).

(8) Original and one copy of DA Form 3161 will be included with the property being shipped.

(9) Losing activity will retain one suspense copy of approved DA Form 3161 in the supporting document file (file no. 710-2a and destroy after 2 years) pending receipt of signed copy.

(10) The gaining activity, upon receipt of property and pertinent documentation, will take the following action:

(a) Conduct a receipt of property inventory, assign document number and enter document number on DA Form 3161, block 4.

(b) Acknowledge receipt of property by signing DA Form 3161, block 15, and entering current date.

(c) Post transaction to ULLS-S4 and file original copy of DA Form 3161 in the supporting document file (file no. 710-2a, destroy after 2 years).

(d) Return receipted copy to losing activity.

(11) Losing activity, upon receipt of signed copy of DA Form 3161 acknowledging receipt for property, will post transaction to ULLS-S4 and file the form in the supporting document file (file no. 710-2a, destroy after 2 years). At this time, the suspense copy will be discarded.

3-8. Handling and disposition of abandoned or unclaimed personal property at MEPS

a. The commander is responsible for ensuring all abandoned and unclaimed personal property to include cash is accounted for, safeguarded, and disposed of properly. Training binder, chapter 11, prescribes detailed instructions for the inventory and disposition of abandoned or unclaimed personal property which has come into custody or control of military installation or activity. Based on these instructions, the MEPS will account for and dispose of abandoned or unclaimed personal property IAW the following procedures:

b. Personal property found within the premises of the MEPS which appears to have been abandoned will be immediately secured in the MEPS supply room and reported to the commander.

(1) The commander will appoint a board of officers consisting of one or more commissioned officers, noncommissioned officers, or civilians to inventory and secure such property, and to handle its disposition. The property will be inventoried on plain bond paper; the item description, quantity, and the estimated fair market value of each item will be recorded. Property which the board has been able to identify as belonging to an individual by reason of name, social security number, or other identification, will be segregated and tagged with the name of the person believed to be the owner. Toilet articles, cosmetics, used or soiled personal items (undergarments) having no value except to the original owner are excluded. These articles will be on the property inventory, but will be discarded immediately, with such action annotated on the remarks block of the inventory document.

(2) Members of the board handling the disposition of unclaimed property will make diligent inquiries to locate the owner, his or her next of

kin, or legal representative. Pending inquiries, the property will be secured in the MEPS supply room.

c. When the ownership has been determined, the property may be claimed by the owner, his or her next of kin or legal representative, at any time prior to disposition. Prior to releasing the property to the owner, his or her next of kin or legal representative, a property transmittal document (see fig. 3-2) will be prepared. The person claiming the property will be asked to sign the memorandum acknowledging receipt of property.

(1) If not claimed by the owner, next of kin or legal representative, the property will not be turned in to the DRMO until the expiration of 120 days following the day a memorandum of notification, as illustrated at figure 3-3. This memorandum will give the date and place of the intended turn-in to the DRMO, and will be sent by certified mail to that person's last known address. This memorandum informs the owner that his or her property was found, and offers an opportunity to claim the property or to waiver ownership, thus unconditionally giving the Government the authority to dispose of such property in any manner deemed suitable. Additionally, the cost of shipping the property to the owner's address will be determined and the owner will be requested to remit a check or money order to cover these costs.

(2) Upon receipt of shipping instructions or a property release document from the owner, his or her next of kin or legal representative, MEPS officials handling the case will comply with the following:

(a) If shipping instructions and a check or money order to cover shipping costs are received, the MEPS will pack and ship property at Government expense. The money order or check will be listed on a DD Form 362 (Statement of Charges/Cash Collection Voucher) and turned in or mailed to the servicing FAO. Copies of all correspondence pertaining to the inventory and disposition of abandoned and unclaimed personal property will be retained on file (file number 710-2u) in the MEPS supply office for a period of 2 years. These files will be available for review by USMEPCOM inspectors or internal review personnel.

(b) If a properly executed (notarized) property release document is returned by the owner, his or her next of kin or legal representative, the property should be turned in to the DRMO immediately. Except when property in question is subject to a lien (e.g., an abandoned vehicle) in such case the MEPS will seek guidance from HQ USMEPCOM, MRM-LO.

d. When efforts to determine the owner, his or her next of kin or legal representative are unsuccessful, the property will be disposed of as follows:

(1) If property cannot be identified as belonging to a single owner (i.e., clothing items and other personal effects contained in an abandoned piece of luggage) and the collective value of such property has a total fair market value of \$25 or more, the property and inventory listing will be retained in the supply room for a 90-day period. Upon completion of the 90

day period, property not claimed will be turned in to the DRMO. Abandoned clothing items and other personal effects that cannot be identified as belonging to a single owner, with a total fair market value of less than \$25 will be turned-in to the DRMO immediately.

(2) Abandoned single items with a fair market value of less than \$25 will be turned in to the DRMO immediately.

(3) Should the owner claim the property subsequent to turn-in, the MEPS may reclaim this property by submitting a requisition to the DRMO where the property was turned-in. The document must contain a statement that property is being reclaimed for return to the legal owner. Prior coordination with the DRMO is recommended.

e. When abandoned or unclaimed personal property is turned-in to the DRMO, the MEPS will provide the following documents as applicable:

(1) A properly prepared DD Form 1348-1. (Preparation of this form will be coordinated with the servicing DRMO.)

(2) A copy of the inventory for use in establishing accountability at the DRMO (determination of fair market value will be according to its original purpose as opposed to its scrap value); name of owner, if known, will be stated.

(3) A properly executed Personal Property Release Statement, see figure 3-4 (if applicable).

(4) A Statement of Finding prepared by the board, similar to the statement illustrated at figure 3-5.

3-9. Processing procurement receipts

a. USMEPCOM activities request many supplies and services through procurement offices which generate receiving/receipt documents. All procurement requests for either supplies or services must be recorded in the appropriate document register. Upon receipt, either a DD Form 250 (Material Inspection and Receiving Report) or a DD Form 1155 (Order for Supplies or Services/ Request for Quotations) will be prepared/provided. DD Form 250 and DD Form 1155 must be processed within 3 days of receipt of the supplies or services.

b. Some supplies and services will be centrally procured by HQ USMEPCOM and shipped directly to subordinate activities. When this occurs, the receiving activity must review the DD Form 250 or DD Form 1155 for the requisition/request number which will be indicated by the HQ USMEPCOM DODAAC: W52BKS followed by the document Julian date and sequence number. Verify make, model and serial numbers received if different than indicated on the receiving document, line through the incorrect information and annotate with the actual make, model, or serial number received. The following actions will be taken on receipt of materiel or services received:

(1) Inspect the condition of materiel received. If unserviceable, damaged, or partial issue, annotate the DD Form 250, block 22, or the DD Form 1155, block 26, IAW instructions on the form.

(2) If discrepancies are noted in either the condition or quantity received, a Standard Form (SF) 364 (Report of Discrepancy) must be prepared IAW training binder, chapter 5.

(3) Forward both the DD Form 250 or DD Form 1155 and SF 364 to the addresses indicated in blocks 10 and 12 of the DD Form 250 or blocks 9 and 15 of the DD Form 1155. Failure to process discrepancy reports with the DD Form 250 or DD Form 1155 results in full payment to vendor(s). Proper submission stops payment until the vendor resolves the discrepancy. All discrepancy reports must be prepared and submitted within 3 working days of receipt of the materiel or services.

(4) If no discrepancies are noted:

(a) Annotate block 17 IAW instructions in block 22, date and sign block 22 and forward an original signature copy to the addresses in blocks 10 and 12 of the DD Form 250.

(b) Annotate block 26 and forward an original signature copy to addresses indicated in blocks 6 and 15 of the DD Form 1155.

(5) If the item(s) received are accountable, place your activity's DODAAC and nonexpendable document number in block 4 of the receipt document. Post the transactions to the document register and supporting document file. Update hand receipt(s) utilizing ULLS-S4. Forward receipt documents to addresses identified in blocks indicated in b(3) above.

(6) If the item(s) are either durable or expendable, place your activity's DODAAC and document number in block 4 of the receipt document. Post the document to the document register. Forward receipt document to the addresses identified in the blocks indicated in b(3) above. Post any durable item(s) to the hand receipt utilizing ULLS-S4.

c. Failure to process procurement receipt and discrepancy reports in a timely manner prevents proper payment and may result in additional expense to the Government due to late payment penalty. Payment offices, indicated on receiving reports, cannot process final payment to vendors until they are in receipt of an original signed receipt document. It is essential all USMEPCOM activities promptly inspect, receipt for and forward appropriate documents within 3 working days of receipt.

(Letterhead)

(Office symbol) (71-13a)

(Date)

MEMORANDUM FOR Commander, HQ USMEPCOM, ATTN: MRM-LO, 2500 Green Road, North Chicago, IL 60064-3094

SUBJECT: Request for Redistribution/Disposition of Excess (IMPE or Equipment)

1. Reference USMEPCOM Reg 700-3, paragraph 3-6, __ Jul 96, Materiel Management and Supply Operations.

2¹. Request disposition/turn-in instructions on the following:

- a. LIN:
- b. MCN:
- c. Nomenclature:
- d. Date of Manufacture:
- e. Manufacturer:
- f. Model No:
- g. Serial No:
- h. Condition Code:
- i. Unit of Issue:
- j. Quantity:
- k. Unit Cost:
- l. Total Price:

3^{2,3}. (See notes 2 and 3.)

4. Point of contact, (UNIT NAME), is (NAME), DSN (TELEPHONE), or commercial (AREA CODE) (TELEPHONE NUMBER).

Commander's signature block

Notes.

- 1. If more than one piece of equipment is being reported, continue using the format provided in paragraph 2 for each item.
- 2. If item(s) are TDA property, provide appropriate TDA changes as required by USMEPCOM Reg 700-3, paragraph 2-4.
- 3. For IMPE ONLY. Indicate school donation information (i.e. complete name, address, telephone number and point of contact of school) or that attempts have been unsuccessful.

Figure 3-1. Sample request for redistribution/disposition of excess IMPE

(Letterhead)

(Office symbol) (710-2a)

(Date)

SUBJECT: Disposition of Personal Property

TO: _____

Dear _____:

This is to inform you that on _____ (DATE), the articles identified on the enclosed inventory listing were found in the premises of our station. We have identified this property as belonging to you.

The property may be claimed by you, your next of kin, or your legal representative any time prior to the disposition date stated below. Our hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday, except legal holidays.

In conformity with our regulations you are, hereby, advised that the property will be turned in to the Defense Reutilization and Marketing Office 120 days after the date of this notification. A request for return of the property after this date will be honored only if disposition has not been made.

Should you desire to have the property shipped to your address, request you provide shipping instructions and a check or money order in the amount of \$ _____, payable to the Treasurer of the United States to cover shipping costs.

In the event you do not wish to claim the property, you may execute and return the enclosed Personal Property Release Statement.

For further information, contact the undersigned, telephone _____.

Commander's signature block

Figure 3-3. Sample memorandum of notification to owner

(Date)

Subject: Disposition of Abandoned/Unclaimed Personal Property

STATEMENT OF FINDING

Pursuant to the provisions of DOD 4160-21M, paragraph 60c, the Board, appointed by the MEPS commander, to inventory and dispose of subject property, has determined that property be transferred to the Defense Reutilization and Marketing Office for further disposition. The articles identified on the enclosed inventory are abandoned or unclaimed personal property found in the premises of (MEPS NAME) MEPS. *Owner has failed to respond to a memorandum of notification advising as to the disposition of such property. The memorandum of notification was dispatched by registered mail over 120 days ago.

Commander's signature block

*Delete if statement is not applicable

Figure 3-5. Sample Statement of Finding

Chapter 4
Property Accountability and Supply Operations

4-1. General

a. Policy guidance governing property accountability for USMEPCOM activities is as follows:

(1) Accountability deals with the obligation to keep records of property.

(2) All property acquired by the Army, regardless of source or whether paid for or not, will be accounted for as prescribed by this regulation.

(3) All property, except real property, will be classified for property accountability purposes as nonexpendable, durable, or expendable.

(a) Nonexpendables and durables will require formal accounting.

(b) Expendables require no formal accounting unless specifically required by HQ USMEPCOM, MRM-LO.

(4) All employees, both military and civilian, will turn in all Government property found on the premises to the PBO/supply technician.

(5) Property found on premises, not otherwise accounted for, will be immediately placed under the control of PBO/supply technician (see par. 4-11).

b. Procedural guidance for property accountability for USMEPCOM activities is the approved ULLS-S4 automated supply system.

4-2. Control of expendable property

a. Expendable property is:

(1) Property identified with Accounting Requirement Code (ARC) "X" in the Federal Logistics (FEDLOG) data base and in MEAD, table 8, unless otherwise classified by this regulation.

(2) Property with a unit cost of less than \$100, not otherwise classified as nonexpendable or durable by HQ USMEPCOM.

(3) Books (individual or sets) having a unit value of less than \$100.

(4) All furniture, regardless of unit cost in FSC 7105, 7110, 7125, and 7195.

(5) Decorative items (artificial plants and wall art).

(6) Service plaques identified in MEAD, table 7.

(7) Periodicals and subscriptions.

b. Expendable property does not require formal accountability; however, in the interest of supply discipline, the following controls will be established:

(1) Stockage of expendable supplies will be based on a 30-day supply operating level, 15-day safety level plus order and ship time in days. USMEPCOM activities may utilize a lesser safety level if deemed adequate. Order and ship time is defined as the number of days elapsed from the time the request for supplies is submitted to the supply support activity until the time the supplies are actually received. Order and ship time should be determined on an item-by-item basis by computing the average time for the latest six requests.

(2) The quantity of expendable supplies to be stocked will be determined by using the days of supply stockage method. The days of supply stockage method computes stockage for any given number of days based on consumption rate. By determining how many of any given items were used in a past given control period (i.e., 360 days), future stockage for a predetermined number of days can be computed.

(3) Table 4-1 facilitates computation of requisitioning objective (RO) and reorder point (ROP) for a 30-day operating level, 15-day safety level plus order and ship time. The quantity consumed in the control period is shown in multiples of three, and the number of order and ship time in days is shown in multiples of five.

(4) Hand receipt holders will follow local procedures for the requesting and issuance of expendable supplies. These procedures will be identified in the local standing operating procedures (SOP).

(5) Medical expendable supplies will be under the control of the supply technician. DA Form 1300-4 (Reorder Point Record) will be used to maintain informal accountability and control of medical expendable supplies. This is considered to be a simplified method which will enable the supply technician to visually check the amount of supplies remaining each time an issue is made. Requisition action must be initiated whenever the quantity on hand is equal to, or less than, the reorder point. MEPS may implement separate local procedures for issuing expendable medical supplies to users. These procedures will be included in the internal supply SOP. DA Form 1300-4 will be kept either on the shelf with the expendable items for which the card was prepared, or in a container (e.g., 3 by 5 card file). See appendix B for instructions for the preparation of DA Form 1300-4.

4-3. Control of information management processing equipment (IMPE) software and data media

a. Original copies of copyright (commercial) software, regardless of value, will be issued and accounted for through normal hand receipt procedures. The computer assistant will identify the software by MEPS LIN (commer

cial software name) and stock number fill (version number). Each named software can be accounted for under one LIN, but each version within the LIN must have a separate stock number fill, for example:

| | |
|----------------|-----------------|
| LIN ZZ2000 | Software |
| 7030-10-00-000 | WordPerfect 5.0 |
| 7030-11-00-000 | WordPerfect 6.0 |

Serial number accountability is not required. Copyright software has specific licensing restrictions, and users must be aware of and abide by them. Working and backup copies will be controlled IAW with the licensing agreement between the vendor and the Government (see USMEPCOM Reg 25-3 (Managing Automatic Data Processing (ADP) Resources) for proper handling and safeguarding of commercial software).

b. Managing IMPE data media (magnetic tapes, compact disks, floppy disks, etc.) does not require formal accounting.

c. Blank data media will be managed as expendable items.

d. Unserviceable, obsolete, or excess commercial software will be reported to HQ USMEPCOM, Information Management Directorate (MIM), for disposition instructions.

e. The authorization for computer software packages will be governed by USMEPCOM Reg 25-3. The customer registration card, that accompanies software, must be completed by indicating the appropriate USMEPCOM activity as the registrant with the title "Property Book Officer" in the owner's name block, when returned to the vendor.

4-4. Control of durable property

a. Durable property is defined as property which is not consumed in use but retain their original identity. Durable property is:

(1) Property coded "D" under the ARC column of the FEDLOG or the MEAD.

(2) Other comparable commercial property not listed in FEDLOG.

(3) Audio visual training VCR cartridges/cassettes obtained through USMEPCOM funding and utilized on a recurring basis.

b. Durable property will be issued to individual users or hand receipt holders utilizing hand receipt documents.

(1) Durable property not issued on hand receipt will be controlled by the PBO.

(2) Durable property will be inventoried concurrent with inventories identified in paragraph 4-13.

4-5. Control of credit cards, toll script, tokens, bridge tickets, and similar negotiable media

a. These procedures do not apply to credit cards issued in an individual's name and negotiable media used in the movement of applicants and enlistees under the purview of USMEPCOM Reg 55-2 (Enlistee Travel).

b. All Government credit cards, toll scripts, tokens, bridge tickets, and negotiable media (except those identified in a above) will be controlled and accounted for as indicated in (1) through (7) below. These items, when not in use or on hand receipt, will be secured and under the control of the PBO.

(1) Credit cards for GSA vehicles will be controlled by the PBO by use of a USMEPCOM Form 700-3-R-E (Vehicle Credit Card/Negotiable Media/Key Control Register) as illustrated in figure 4-1.

(2) A separate log must be prepared and maintained for each type/denomination of credit cards, toll scripts, tokens, bridge tickets, and similar negotiable media. USMEPCOM Form 700-3-R-E (fig. 4-1) will be locally reproduced on 8 1/2- by 11-inch paper (this form is located on the Bulletin Board System, area 7). This is an "E" form and may be filled and printed electronically. Issues will be made directly to the user; issue logs will be used to post summaries to the ULLS-S4. Postings to the ULLS-S4 will be made every 30 days, or whenever the page is filled.

(3) A separate ULLS-S4 record will be maintained for each type of credit card on hand, and for each type/denomination of toll scripts, tokens, bridge tickets, and similar negotiable media. Copies of the issue or turn-in document will be used to support ULLS-S4 entries.

(4) Telephone toll credit cards, obtained IAW USMEPCOM Reg 25-10 (Telecommunications Management), paragraph 13, will be issued to the telecommunications control officer on hand receipt. The telecommunications control officer will issue a telephone toll credit card to the user on subhand receipt (when required).

(5) The number of SF 149 (United States Government Credit Cards) on hand will not exceed one per vehicle.

(6) Credit cards which have reached expiration dates will be destroyed in the following manner:

(a) A turn-in document will be prepared by using DA Form 3161. In addition, the following certificate will be attached and signed by the activity commander:

"I certify that the above listed credit card(s) has been destroyed. Card(s) was expired or in excess to the requirements of this activity."

Commander's signature

(b) DA Form 3161 will be assigned a document number from the nonexpendable register, and will be used to delete accountability of items from the ULLS-S4.

(7) Credit cards which become lost, stolen, or destroyed will be promptly reported, in writing, to the issuing agency. DA Form 4697 (Department of the Army Report of Survey) will be initiated whenever a credit card is lost, stolen, or destroyed beyond recognition other than as prescribed in (6) above.

4-6. Organizational clothing and individual equipment (OCIE)

a. Responsibility for accounting for peculiar OCIE not listed in the MEAD that may be in the possession of military personnel rests with the issuing supply support activity. The following procedures will be used for the accountability of Government provided OCIE items in the possession of or issued to USMEPCOM personnel.

b. The MEAD, table 6, authorizes six sets of medical uniforms (two additional maternity uniforms are authorized for pregnant females) for military enlisted and DA civilian personnel (except physicians) whose duties are directly related to the performance of medical examinations at the MEPS. Uniformed Service members must wear their Service designated medical uniforms.

MEPS Commanders may permit medical staff members to wear either the standard medical white uniform items or suitable colored medical uniform items. Except for medical uniforms obtained through commercial linen and uniform service (see d below), medical uniforms will be requisitioned, accounted for, and issued as follows:

(1) Prior to issuing uniforms to Army enlisted personnel, the supply technician will review the individual's DA Form 3645 (Organization Clothing and Equipment Record) and DA Form 3645-1 (Additional Organization Clothing and Equipment Record) to determine requirements. Normally medical white uniforms issued to Army personnel are retained by the individual upon permanent change of station. Therefore, the issue of these items to Army personnel must be based on the information reflected on the DA Form 3645, which is transferred with the individual or received from the individual's previous unit. If individual arrives at MEPS without a clothing record from previous unit, have them write a memorandum indicating what clothing they have in their possession, maintain this memorandum in the soldiers clothing file. Items rendered unserviceable through fair wear and tear will be replaced at Government

expense. Army enlisted personnel with the medical military occupational speciality will retain medical white uniforms when transferring.

(2) Medical uniforms will be issued to eligible enlisted non-Army military personnel and civilians (except physicians). DA Form 3645-1 will be used to record these issues. These items will be withdrawn upon departure of these personnel from USMEPCOM.

(3) Laundering and cleaning of these items will be at Government expense.

(4) OCIE will be maintained in ULLS-S4. The authorized quantity will equal the total number of medical technicians (both military and civilian) authorized by the TDA multiplied by six.

(5) MEPS are authorized a 10 percent overage by size to allow for exchange of like item(s) that become unserviceable.

(6) When an Army enlisted medical technician arrives or departs, a copy of the DA Form 3645 will be used to adjust the total quantity on hand.

(7) The above procedures are not applicable when commercial uniform/laundry services are utilized IAW d below.

c. Smocks for physicians and medical attendants coats are authorized as durable items by MEAD, table 6. Physician smocks and medical attendants coats may be hand receipted in bulk to the medical section, or issued to authorized individuals on a daily basis. Laundering of these items will be at Government expense.

d. In those cases where it is considered practical to obtain medical uniforms through commercially available uniform and linen service sources, MEPS commanders may request, through the servicing contracting officer, procurement of a uniform and linen service-type contract. Medical uniforms obtained through a commercial linen service should be military compatible uniforms. In this case, local procedures will be developed for issuing and retrieving these items from users.

e. Limited quantities of selected items of protective cold weather clothing and equipment may be authorized at those MEPS located within the United States Army Clothing Allowance Zones V through VII, as provided in MEAD, table 6.

(1) These items are authorized at the discretion of the commander, IAW the MEAD, table 6, in connection with special duty assignments (e.g., during duty travel for Army authorized testers and supply personnel), when additional protection against weather is required under unusual climatic conditions.

(2) Approved items will be accounted for on the PBO hand receipt. These items will not be issued to individuals on DA Forms 3645 and 3645-1;

these items will be hand receipted on a temporary basis to personnel traveling by motor vehicle during inclement weather.

4-7. Accounting for equipment leased or rented

a. Nonexpendable equipment acquired through lease or rental agreements initiated by USMEPCOM activities will be accounted for on ULLS-S4.

(1) DD Form 1155 or DD Form 250 will be used to support ULLS-S4 entries. A copy of the applicable document will be retained in the supporting document file number 710-2a and destroyed after 2 years.

(2) SF 30 (Amendment of Solicitation/Modification of Contract) or compatible document, will be used to delete accountability of leased and rented equipment. A nonexpendable document number will be assigned to this form and will be used to support ULLS-S4 entries. A copy of this form will be retained in the supporting document file number 710-2a and destroyed after 2 years.

(3) When a piece of leased or rented equipment is replaced by the contractor, the serial number will be corrected in ULLS-S4.

b. Accountability for GSA vehicles obtained from GSA interagency pools will be established IAW the procedures prescribed by paragraph 4-8.

c. The PBO will maintain a leased equipment file consisting of lease authorization, lease agreement with amendments, and receipt and turn-in documents.

d. Copier equipment acquired through the Cost-per-Copy Program does not require ULLS-S4 accountability.

4-8. Accountability and control of vehicles

a. Vehicles obtained from GSA on GSA Form 1152 (Vehicle Assignment/Termination) will be accounted for on ULLS-S4. GSA Form 1152 will be filed in the GSA Interagency Fleet Management System long-term assignment vehicle file under file number 58, destroyed after 2 years. This file will contain a copy of each GSA Form 1152 received. GSA Form 1152 will be retained until the GSA vehicle is returned. The original GSA Form 1152 will be returned with the vehicle as required by GSA.

b. Army-owned vehicles will be accounted for on ULLS-S4.

c. USMEPCOM activities are not required to have the total required and authorized allowance of administrative vehicles on hand. Only the quantity required for mission performance need to be on hand. Requests for exception to TDA allowances must be approved by this Headquarters and kept in the equipment authorization file (file no. 71-13a and destroyed 1 year after supersession or obsolescence of the basic allowance document).

d. All vehicles will be under the control of the PBO/supply technician. Under no circumstances will vehicles be hand receipted to any one individual or section. Vehicles will be dispatched to users IAW procedures prescribed by USMEPCOM Reg 58-1.

4-9. Accounting for systems furniture

a. Systems furniture procured and installed in USMEPCOM activities is considered expendable and does not require formal accounting. However, approval for systems furniture acquisition must be obtained from HQ USMEPCOM prior to ordering. The definition of systems furniture and procedures to request approval are contained in paragraph 2-8.

b. Systems furniture will be provided to the user level as a complete system. Disassembly of component items is not authorized as the original system loses its identity.

4-10. Accounting for books

a. Books, individual or sets, with unit cost of \$100 or more require ULLS-S4 accountability. This is not applicable to books or book sets accounted for under the Military Law Library Accounts.

b. Authorization for books will be as indicated by paragraph 2-7.

4-11. Accounting for property found on the premises

a. Accountability will be established for supplies and equipment, including medical materiel found on the premises of a USMEPCOM activity which for some unknown reason is not on the activity's property records. If a requirement and an authorization exist for a found on installation, take the following actions:

(1) Prepare a DA Form 2765-1 for the found item.

(2) Enter the words "FOUND ON INSTALLATION" in block p and unit identification code (UIC) in the "Request is from" block.

(3) Post the document as an increase to the ULLS-S4 balance.

(4) Complete the document register.

(5) File the document in the supporting document file.

b. If no requirement or authorization exists for the property found on premises, take these actions:

(1) Prepare turn-in document IAW paragraph 3-5.

(2) Mark the document "Not Posted" and file it in the supporting document file (file number 710-2a) and destroy after 2 years.

c. If a requirement exists but there is no authorization, take the following actions:

(1) Prepare a DA Form 2765-1 for the found item.

(2) Enter the words "FOUND ON INSTALLATION" in block p and UIC in the "Request is from" block.

(3) Post the document as an increase to the ULLS-S4 balance.

(4) Submit request for equipment authorization IAW paragraph 2-4.

4-12. Property accounting responsibilities

a. USMEPCOM activities will use ULLS-S4 to maintain property accountability. This does not relieve the PBO of the requirement to maintain a document register and supporting documents files.

b. Director, MRM, sector and MEPS commanders are responsible for the accountability and safeguarding of Government property used in support of their respective operations. These individuals have the option of maintaining accountability or appointing a PBO to perform the accounting functions. Appointment of the PBO will be as follows:

(1) Where the responsible officer (i.e., MEPS commander, sector commander, or Director, MRM) elects to appoint a PBO, such appointment will be in writing by use of a memorandum prepared IAW figure 4-2.

(2) In addition to the appointment memorandum, the PBO assuming accountability must sign a statement as follows:

"By authority of (indicate PBO appointing memorandum and date), I hereby, assume accountability for the property in the quantity shown on the ULLS-S4 commander's summary. I further assume direct responsibility for property not issued on hand receipt."

Property book officer/supply Technician
Signature block

c. Commanders or Director, MRM, who elect to retain accountability must sign a statement as follows:

"By authority of (assumption of command order and date), I, hereby assume accountability for the property in the quantity shown on the ULLS-S4

commander's summary. I further assume direct responsibility for property not issued on hand receipt."

Property book officer/supply technician
Signature block

Maintain the PBO appointment memorandum, assumption of command or assignment order plus the appropriate statement under file number 710-2e and destroy after 2 years or on termination of appointment. After change of command or assignment of a new Director, MRM, if the same PBO is to continue that individual must be reappointed by the incumbent.

d. In USMEPCOM, the following personnel may be appointed PBO:

(1) Commissioned officers/warrant officers.

(2) Civilians (GS-05 or above) (except SGS or BAA which could constitute a conflict of interest.)

e. PBOs will not be assigned duties that will remove or separate them from their property for periods in excess of 30 days. When temporary duty or leave for periods of 30 days or longer is deemed appropriate, the commander will either assume accountability or appoint an interim PBO.

f. All property at USMEPCOM activities is considered installation property. ULLS-S4 hand receipts are organized by Property Book Identifier Code (PBIC).

4-13. Government property inventories

Inventories of Government property at USMEPCOM activities will be conducted as follows:

a. Receipt and issue of property.

(1) When receiving property, inventory the items as follows:

(a) Ensure the items are for your activity. Do this by checking the document number and/or the activity name on the receipt document. Do not sign for the property unless it is for your activity.

(b) Check the item to ensure it matches the description on the receipt document.

(c) Count all items to ensure the quantity received agrees with the quantity recorded on the receipt document.

(d) Compare the serial numbers when items with serial number are received. Items such as vehicles, office machines, etc., will have serial numbers. Check the items serial number with the one recorded on the receipt document. If there is no serial number listed on the receipt document, enter it.

(e) Make a visual check of the condition of the items.

(f) Sign the receipt document after actions above have been completed.

(g) Report any discrepancies to the Government support agency.

(2) When property is to be issued on hand or subhand-receipt, the hand receipt holder must inventory the property and take the following actions:

(a) Check all items to ensure their description on the hand or subhand receipt match.

(b) Count all items to ensure the quantity received agrees with the hand or subhand receipt.

(c) Compare the item's serial number with the serial number recorded on the hand or subhand receipt.

(d) Make a list of any differences and report differences to the PBO/supply technician. Ensure all problems are corrected before signing the hand or subhand receipt.

(e) Sign the hand or subhand receipt after the above actions have been completed.

b. Change of PBO inventory. The inventory is conducted jointly by the incoming and outgoing PBOs. Property on the PBO hand receipt must be inventoried. The following actions will be taken prior to inventory:

(1) The outgoing PBO will:

(a) Ensure all completed receipt, turn-in, and adjustment documents have been posted to ULLS-S4.

(b) Ensure the commander's summary and related files are available to the incoming PBO for review.

(c) Assist the incoming PBO in the review of property records.

(2) The incoming PBO will:

(a) Compare the TDA and MEAD with the commander's summary. Ensure a hand receipt entry is accomplished for each item from the required column of the TDA.

(b) Check the commander's summary and document register to ensure all items from the authorized column of the TDA and the mandatory requirements of the MEAD are on-hand or on request.

(c) Review the commander's summary, document register, and document file to ensure the condition of the records satisfy accounting requirements.

(d) Ensure hand receipts are current and properly signed.

(3) After completion of actions above, inventory the PBO hand receipt as follows:

(a) Make a visual check of the condition of the property and list any damaged property. Damaged equipment will be accepted as being on-hand.

(b) Verify serial numbers.

(c) If items are out for maintenance, ensure the maintenance request is valid.

(d) Report damaged equipment to the maintenance monitor for repair.

(4) The outgoing PBO will conduct causative research to resolve differences. Causative research includes, but is not limited to, comparing all entries on the ULLS-S4 against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly, or mislabeling. When no conclusive findings are made, the following actions will be taken:

(a) Account for overages as "found on installation" property IAW paragraph 4-11.

(b) Account for shortages by report of survey (R/S) or statement of charges/cash collection vouchers.

(c) Adjustment documents are posted to ULLS-S4.

(d) Submit requests to replace shortages.

(5) After the actions in (1) through (4) above have been completed, the incoming PBO will complete the statement of accountability for the property.

(6) When the inventory cannot be completed within the prescribed time (30 days), extensions may be requested from the commander making the appointment. If an extension is not granted, the incoming PBO becomes accountable on

the effective date. Extensions must be in writing and not to exceed 30 days.

A maximum of two extensions may be requested. The results of the change of PBO inventory (fig. 4-3) will be filed under file number 710-2d and destroyed after 1 year.

c. Hand receipt inventory. All property listed on hand receipts will be inventoried semiannually.

d. Change of hand receipt holder inventory. All property listed on the hand receipt will be inventoried. The inventory will be accomplished before the new hand receipt holder assumes responsibility for the property. The PBO will decide how much time is allowed for the inventory (not to exceed 5 working days). Inventory the property as follows:

(1) Ensure the item and their description on the hand receipt match and list any differences.

(2) Visually check the condition of the property and list any damages.

(3) Count all items listed on the hand receipt and list any overages or shortages.

4-14. Maintenance of ULLS-S4

a. Additional categories of property requiring accountability at USMEPCOM activities are:

(1) Nonexpendable items on hand as substitutes for authorized durable or expendable items.

(2) Expendable items when substituting for nonexpendable items.

b. Inactive property books will be organized by PBIC in line item sequence. A suitable divider will be used to separate PBICs. This property book will be filed under file number 710-2a and destroyed after 2 years.

c. The old commander's summary will be destroyed after reconciliation with the new summary by the new commander.

d. Property authorized by TDA and mandatory items identified in the MEAD, table 8, will be on hand or on request. Authorized audiovisual equipment currently on hand receipt from the local audiovisual support center(s) need not be requisitioned until the equipment is no longer available through the audiovisual support center.

4-15. Hand receipt procedures

a. Hand receipts of USMEPCOM activities will be maintained (file number 710-2c) IAW ULLS-S4 users manual and this regulation. Hand receipts will be updated as changes occur.

b. The ULLS-S4 replaces the manual DA Form 2062 (Hand Receipt/Annex Number). It provides the user with the ability to keep track of nonexpendable and durable items assigned to the primary and subhand receipt holders. Activities will utilize the following procedures:

(1) Items cannot be entered on ULLS-S4 unless they have the LIN and NSN blocks filled. The TDA and MEAD provide most of the required numbers. For those items that do not have an assigned LIN and/or NSN; or HQ USMEPCOM assigned LIN and/or MCN, the MEPS will create a number to fill the LIN and/or NSN block. To avoid duplication, a register will be established and maintained to keep track of all locally assigned numbers, using the format at figures 4-4 and 4-5.

(2) The fill for the LIN block will be a 6-character number, starting with two alpha characters and followed by four numbers (e.g., EC1001).

(a) The first character will represent the sector in which the MEPS is located (i.e., "E" for Eastern Sector; "W" for Western Sector; "H" for HQ USMEPCOM PBO; "M" if originating from HQ USMEPCOM). "C" for Central Sector will no longer be used.

(b) The second character will be a "C" for "Command."

(c) The third character will be either a "1" for nonexpendable items or "2" for durable items.

(d) The last three characters will be the sequence in which assigned, starting with "001."

(3) The fill for the NSN block will be a 13-character number starting with the appropriate FSC, followed by two characters beginning with the number "10," with the remaining characters zero filled (e.g., 6515-10-000-0000). However, this number will not be used during item acquisition or disposition outside of the MEPS.

(a) The first four characters will indicate the item's FSC, which can be found in appendix C.

(b) The fifth and sixth characters will be the sequence in which assigned for the FSC, starting with "10," (e.g., 10, 11, 12, 13, etc.), and the highest number being "99." If additional numbers are needed (beyond "99"), the fifth and sixth characters will remain "99," and the next sequential number will be a "001" in the seventh through ninth characters (e.g., 7030-99-001-0000, 7030-99-002-0000, 7030-99-003-000, etc.).

(c) If the fifth and sixth characters do not exceed "99," then the seventh through ninth characters will be all zeros (e.g., 000-0000), and the last four characters will always be zeros.

(4) In USMEPCOM activities, there are certain things that must be done differently than the ULLS-S4 users manual implies. As a minimum, users must enter the PBIC, LIN, and NSN twice, and a third time for equipment that have serial numbers. Therefore, it is important users keep accurate records IAW (1) above of all numbers assigned.

(5) In the "Edit Files Menu," there are seven choices. The manual covers each choice in menu order. This is not the order the users must use to build hand receipts. The following menu order must be used to build files:

(a) 5> Subhand Receipt Holder Data File.

(b) 1> Hand Receipt Data File.

(c) 4> Subhand Receipt Data File.

(d) 2> Serial Number Data File.

(e) When deleting a line item, the preceding steps must be done in reverse order, except (a) above.

(6) When in the "Hand Receipt Data Entry Screen," the following criteria must be followed:

(a) The PBIC is a one position numeric code that identifies the type of property contained on hand receipt account by type authorization document. PBIC assignment, within USMEPCOM, will correspond with the PBIC's as follows:

[0] Miscellaneous: books, IMPE software, audiovisual training cartridges/cassettes, and negotiable media (credit cards, tokens, tickets).

[1] Unassigned/do not use.

[2] MEAD, table 6, Clothing and Equipment Items.

[3] Unassigned/do not use.

[4] TDA and MEAD, table 7, Equipment.

[5] Unassigned/do not use.

[6] Lease/rental equipment.

[7] Unassigned/do not use.

[8] MEAD, table 8, Medical Equipment (nonexpendable and durable).

[9] MEAD, tables 1, 2, 3, 4, and 5, Equipment.

(b) For the LIN, refer to paragraph 4-15b(2) of these instructions.

(c) For the NSN, refer to paragraph 4-15b(3) of these instructions.

(d) Enter the substitute LIN in the "Substitute LIN" block when applicable.

(e) Enter pertinent publication data, (i.e., users manual) in the Publication Data block.

(f) The generic nomenclature is the item description of the LIN authorized. Enter the nomenclature from the authorization document or any other data that will help to identify the item.

(g) The NSN nomenclature indicates actual item on hand. Enter the manufacturer and model number in the NSN nomenclature field.

(h) The "Authorized Quantity" is the total quantity authorized for a given LIN from the authorization document.

(i) The "On Hand Quantity" is the total quantity of that item currently on hand.

(j) The "Controlled Inventory Item Code" for all USMEPCOM equipment is "U" (unclassified).

(k) The "Serial/Registration Number Requirement Code" will be an "S" (serial number), "R" (registration number), or an "N" for none.

(7) When in the "Serial Number Data Entry Screen," the following criteria must be followed:

(a) Enter the correct subhand receipt number, PBIC, LIN, and NSN/MCN.

(b) Enter the serial number to be issued.

(c) Enter the registration number, if available. This field will only accept six characters, therefore, leave out any hyphens and spaces.

c. Questions regarding installation of the ULLS-S4 module and problems encountered with the operation of the system should be telephonically referred to HQ USMEPCOM, MRM-LO.

d. Sector and MEPS commanders, in coordination with the PBO, will designate hand receipt holder(s). Hand receipt holders will normally be supervisors of sections, divisions, or major office functional groups. Hand receipt holders may subhand receipt equipment/materiel to subordinate/actual user level. The signature of a designated individual on a hand receipt establishes direct responsibility for all property indicated on the hand receipt. Hand

receipt holders are directly responsible for ensuring the proper degree of physical security is applied to all property for which they are responsible.

e. To facilitate hand receipt automation when two or more makes or models with the same NSN are on hand against a single LIN authorization, the following applies:

(1) The original make/model on hand will be accounted for by the assigned NSN/MCN.

(2) Additional makes/models received against the same LIN with the same NSN must be assigned a NSN fill or use prior MCN found in remarks column of the MCN listing IAW b(3) above. The assigned NSN/MCN fill will not be used during acquisition or disposition outside of USMEPCOM.

f. A copy of the Commander/Holder Summary Complete will be forwarded to HQ USMEPCOM, ATTN: MRM-LO, on a semiannual basis (RCS: MCRMS-1). The "as of date" will be the last working day of March and August. It will be forwarded to arrive at HQ USMEPCOM the first week of April and September.

4-16. Document registers for supply transactions

a. USMEPCOM activities responsible for maintaining accountability will maintain document registers as indicated below.

(1) Nonexpendable property document register.

(2) Expendable and durable property document register.

b. DA Form 2064 (Document Register for Supply Actions) will be prepared IAW instructions contained in the training binder, chapter 5. Registers will be utilized and document numbers will be assigned as follows:

(1) The nonexpendable document register will be utilized to record:

(a) Supply transactions for items requiring ULLS-S4 accountability, including lateral transfers of accountable property.

(b) Property adjustment documents such as R/S, statement of charges or cash collection vouchers, for loss or destruction of items requiring ULLS-S4 accountability (R/S for damages to GSA vehicles do not need a document number).

(c) Procurement actions for lease agreements of equipment, which requires ULLS-S4 accountability.

(d) Supply transactions supporting disposal of silver and silver bearing materials.

(2) The expendable and durable document register will be utilized to record the transactions listed below.

(a) Requisitions for authorized expendable and durable items.

(b) Procurement actions for service-type contracts such as maintenance service agreements, procurement actions for meals and lodging, contract and delivery orders, and procurement actions for renewal of leased and maintenance agreements for equipment.

(c) Procurement actions for authorized expendable supplies acquired on DA Form 3953 (Purchase Request and Commitment) or the I.M.P.A.C system.

(d) DD Form 1348-1 for shipment of materiel from one location to another.

(3) Document numbers will be assigned as follows:

(a) Nonexpendable supply transactions will be numbered beginning with 0001 each day.

(b) Expendable supply transactions will be numbered beginning with 0100 each day.

c. Blocks of document numbers will not be delegated within USMEPCOM activities, therefore informal designation memorandums are not required.

d. Both nonexpendable and expendable transactions utilizing the I.M.P.A.C. card will contain I.M.P.A.C. in column C of the document register.

e. Document registers will be established by fiscal year (FY), and will be cut off as of 30 September. Closed out registers (including the expendable register) will be retained by FY (use file number 710-2b and destroy after 2 years). Open transactions on registers being closed out will be transferred to new registers. These transactions will be entered on the new registers by original document number and in chronological order.

f. The PBO/supply technician will not designate subelements within their activities to requisition or maintain document registers. The PBO/supply technician is the only element within USMEPCOM authorized to request, document and receive materiel. The supply technician will ensure document numbers are not duplicated.

g. A due-in status file (file number 725-50b and destroy 3 months after completion of supply action or on cancellation of requisition) will be maintained for each document register as follows:

(1) This file holds status cards on unfilled supply requests. Duplicate or carbon copies of requests will also be placed in the file.

(2) When status cards are received, process them accordingly and file with documents related to the request.

(3) Destroy the status cards from the file when the total quantity due-in is received. Also destroy the cancellation or rejection status cards for requests from the expendable/durable document register. File cancellation or rejection status cards for requests from the nonexpendable document register in the document file. Before filing, mark the card "Canceled," enter the Julian date, and initial it.

4-17. Accounting for loss, damage, or destruction of Government property

a. Except as indicated, USMEPCOM activities will adhere to the policies and procedures prescribed by this regulation and the training binder, chapter 3, to account for loss, damage, or destruction of Government property; and to obtain relief from responsibility.

b. Relief of responsibility when individual admits fault:

(1) When a person(s) admits liability for the loss, damage, or destruction of Government property, that person(s) may voluntarily make payment through the use of a DD Form 362. This document should not be used if the person(s) involved refuses to admit financial liability. In such cases, a R/S will be prepared and processed.

(2) Instructions for the preparation and processing of DD Form 362 is at appendix D.

(3) When the amount of loss, damage, or destruction of Government property exceeds the individual's monthly basic pay, a R/S or AR 15-6 investigation must be processed even if the person admits liability.

c. The appointing authority is designated as follows:

(1) Appointing authority for R/S originating at sector or MEPS has been delegated to HQ USMEPCOM, MRM.

(2) Appointing authority for R/S originated at HQ USMEPCOM has been delegated to the Deputy Commander/Chief of Staff(DC/CofS), HQ USMEPCOM.

(3) Approving authority for all R/S originated at USMEPCOM activities has been delegated by the Secretary of the Army to the DC/CofS, HQ USMEPCOM.

d. Authority to take final action on all appeals concerning R/S originated at USMEPCOM activities, is reserved for Headquarters, Department of the Army.

e. For USMEPCOM activities the PBO, the commanding officer, or Director, MRM, (if a PBO has not been appointed) is the accountable officer.

f. Damages to GSA and Army-owned vehicles will be documented as follows:

(1) SF 91 (Operator's Report of Motor Vehicle Accident) must be prepared and submitted to GSA Fleet Management for all damages to GSA vehicles. A telephonic safety report must be submitted to HQ USMEPCOM, ATTN: MHR-SA (Command Safety Manager). This does not satisfy USMEPCOM's requirements and action must be taken as described in f(2) and (3) below.

(2) Damage to all Government vehicles with an estimated cost of less than \$500 for which liability is not admitted, will be investigated and documented. The commander, as appropriate, or Director, MRM, will investigate the circumstances. Should negligence or misconduct be suspected, a R/S will be processed. Otherwise, the results of the investigation must be documented on a memorandum and approved IAW g(2) below and a copy forwarded to HQ USMEPCOM, ATTN: MRM-LO for information. For GSA vehicles, a copy of the memorandum must be provided to the respective BAA to be used for reconciliation of GSA charges (if applicable). For Army-owned vehicles, the memorandum must be attached to the maintenance request or turn-in document.

(3) Damages to all Government vehicles with an estimated cost of \$500 or greater for which liability is not admitted, must be investigated and documented as follows: The commander, as appropriate, or Director, MRM, must investigate the circumstances. Should negligence or misconduct be suspected, a R/S must be processed, otherwise, the results of the investigation must be documented on a memorandum. The memorandum will be forwarded to MRM for concurrence or nonconcurrence as indicated in g(3) below. For GSA vehicles, a copy of the completed memorandum must be provided to the respective financial manager or MEPS BAA to be used for reconciliation of GSA charges (if applicable). For Army-owned vehicles, the memorandum must be attached to the maintenance request or turn-in document.

(4) When liability is admitted, the cost of damage to motor vehicles (GSA or Army-owned) will be collected IAW b(1) below. An information copy of this action will be provided to HQ USMEPCOM, ATTN: MRM-LO.

g. Damaged property (excluding OCIE).

(1) If negligence or willful misconduct was not involved, a statement signed by the commander will be attached to the maintenance request or the turn-in document stating the cause of the damage. In TDA activities, individuals equivalent to a unit commander are those persons filling a directorate or division level TDA position. Major TDA paragraphs may be used as a guide. Individuals not filling those major TDA paragraphs positions are not authorized to use these procedures. The commander or TDA activity directorate or division chief will state "I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct." Only those persons identified in (2) and (3) below are delegated the authority to approve damage statements.

(2) Director, MRM, and sector/MEPS commanders, as appropriate, are delegated approval authority of damage statements for losses (excluding OCIE) of less than \$200, and for losses involving damage to Government vehicles of

less than \$500. Completed copies of the memorandum must be forwarded to HQ USMEPCOM, ATTN: MRM-LO, for review.

(3) Director, MRM, is designated as the approving authority's representative for damage statements (excluding OCIE) where the damage is more than \$200 (\$500 for Government vehicles).

h. Preparation and processing of R/S.

(1) Prepare and process a R/S to account for the loss, damage, or destruction of Government property when one or more of the situations listed below exist.

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

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

(c) The value of the admitted loss, damage, or destruction exceeds the individual's monthly basic pay.

(d) The value of the damages or shortages of Government furnishings in non-Government quarters exceeds the individual's monthly basic pay.

(e) The loss or destruction involves public funds or other negotiable instruments.

(f) Required by higher authority or other DA directives.

(2) Training binder, chapter 3, contains additional guidance on the procedures and provides guidance for the processing of a R/S. A DA Form 4697 (Department of the Army Report of Survey) will be used to prepare a R/S, see appendix E for form instructions.

(3) Paragraph c above outlines procedures, responsibilities, and provides guidance for the action of the appointing and approving authority, surveying officer, and accountable officer.

(4) R/S initiated by USMEPCOM activities will be forwarded to the appointing authority, as indicated in c above. Prior to forwarding the form to the appointing authority, the initiating activity will ensure the form is properly prepared and the required information is complete. R/S for loss or theft of Government property must have a statement by the responsible officer concerning security measures that were/are in force plus statements from individuals showing how the security measures were/are enforced. Extracts of pertinent documents showing security measures (SOPs), key control procedures,

key control registers or closing procedures are appropriate and required exhibits.

(5) All loss or theft of property must be reported to either a civil, Federal or military law enforcement agency. The results of the law enforcement agency investigation must be attached to the R/S as an exhibit. When receipt of the final investigation will delay R/S submission, the R/S will be submitted less the final report. Upon receipt, the final report will be forwarded for inclusion to the R/S. Adjustment to ULLS-S4 (if applicable) will be made prior to forwarding the form to the appointing authority; one copy of the form will be retained by the PBO. Document numbers will be assigned to R/S for accountable property only.

(6) Once action has been completed, original and four copies of R/S will be forwarded by memorandum of transmittal to the appointing authority. The original copy of each exhibit will be attached to the original copy of the form, and a copy of each exhibit will be attached to copies one through three of the form. When submission exceeds (receipt at HQ USMEPCOM) 15 calendar days from the date of loss, damage, or destruction, the USMEPCOM activity responsible officer (commander) will prepare a written statement explaining the reason for the delay and attach it to the R/S as an exhibit.

(7) R/S registers and associated files will be maintained at the approving authority level (i.e., HQ USMEPCOM, MRM-LO). R/S numbers will be assigned as follows:

(a) Upon receipt of R/S from the initiating activity, HQ USMEPCOM, MRM-LO, will assign a R/S number. This number will be entered on the R/S in block 2. HQ USMEPCOM, MRM-LO, in addition to assigning R/S numbers, will establish suspense dates for completion of action by the appointing authority and surveying officer (if applicable).

(b) HQ USMEPCOM, MRM-LO, will review the R/S submitted by the initiating activity and take appropriate action. HQ USMEPCOM will process the R/S and return a completed copy to the initiating activity.

(8) Appeal actions concerning R/S will be submitted through the appointing authority for further action. In any event, the individual appealing the R/S will be notified by HQ USMEPCOM of the status of the appeal action.

(9) Requests for remission of indebtedness will be submitted to HQ USMEPCOM, MRM-LO.

4-18. Logistical support for recruiting Service liaisons, guidance counselors, and security interviewers located at MEPS

a. Recruiting Service liaisons, guidance counselors, and security interviewers, who are physically located within a MEPS, will be provided office space, basic office furniture (including furniture for IMPE), office equipment

(including office copier support), decorative accessories, and common use expendable supplies. If supplies required by the liaisons are not routinely stocked by the MEPS, the MEPS is not required to fill these requirements. THIS INCLUDES SUPPLIES FOR LIAISON OWNED UNIQUE EQUIPMENT.

b. Office furniture and equipment provided to recruiting Service liaisons, guidance counselors, and security interviewers will be compatible with that authorized by the MEAD for MEPS administrative personnel.

c. With the exception of the equipment identified in d and e below, all office furniture and equipment and decorative accessories (except Service-unique decorative accessories) will be under the control and accountability of the host MEPS.

d. IMPE, communications, and telecommunications service equipment (such as telephone service) and telephone answering devices will be provided by the respective recruiting Service.

e. With the approval of the MEPS commander, recruiting Services may furnish their own unique equipment. However, to maintain the MEPS decor, equipment provided by the recruiting Services should conform to that currently used in the MEPS.

(1) A list of the recruiting Services property must be maintained by the MEPS PBO to ensure no mixing of MEPS and recruiting Services property during inventories. A copy of the recruiting Services liaison and guidance counselors, and security interviewers hand receipt or memorandum inventory listing of recruiting Service equipment, physically located at the MEPS, will be provided by the PBO of the respective recruiting Service.

(2) Expendable supplies and maintenance required in support of recruiting Service provided equipment will be furnished by the respective recruiting Service.

4-19. GSA Customer Supply Center (CSC) accounts

USMEPCOM activities may establish an account to procure authorized expendable and durable items from the regional CSC. The CSC account must be established, and the acquisition of supplies must be documented.

a. The PBO/supply technician or designated representative are the only individuals authorized to order supplies from the CSC. The agency access code for CSC shopping must be controlled IAW GSA instructions.

b. The billing address will be the address of the requesting USMEPCOM activity.

c. When placing an order, USMEPCOM activities will comply with the following:

(1) Supplies to be ordered will be listed on a shopping list or GSA CSC order form, by NSN, descriptive noun, quantity, unit cost, and total cost. The grand total for the order will be entered in the space provided.

(2) The shopping list or GSA CSC order form identifying the items to be purchased will be prepared by the PBO/supply technician.

(3) Prior to calling in the order, the shopping list or GSA CSC order form, will be reviewed by the SGS or BAA to ensure availability of funds.

(4) As the order is placed, the CSC will assign a customer ticket number. This number will be recorded on the shopping list or GSA CSC order form, and a copy of the order will be retained. A copy will also be furnished the SGS or BAA to support entries to the informal cost record, pending receipt of the GSA CSC order form.

d. Upon receipt of shipment, the contents will be verified against the original order. Any discrepancies will be reported to and resolved with GSA.

e. Bills received from CSC will be reconciled by the SGS or BAA with the order. Each bill contains a list of customer orders processed during the billing period. Each order is identified by a control number consisting of: The customer's DODAAC, the Julian date, and a four-digit number assigned by GSA at the time the order was placed. Discrepancies will be resolved with the supply section and/or the CSC prior to processing the bill for payment.

4-20. Supplemental clothing allowance for enlisted personnel assigned to MEPS

a. Enlisted personnel assigned to MEPS are authorized supplemental clothing allowances as follows:

(1) Army enlisted personnel are authorized the supplemental clothing items listed in MEAD, table 6, with BOI: "Per Army enlisted member assigned to MEPS."

(2) Supplemental clothing for Air Force personnel is not authorized. The initial clothing bag allowance is considered adequate for assignment to a MEPS.

(3) Navy enlisted personnel are furnished a one time cash allowance upon assignment to a MEPS.

(4) Supplemental clothing for Marine Corps personnel is not authorized. The initial clothing bag allowance is considered adequate for assignment to a MEPS.

(5) Supplemental clothing for Coast Guard personnel is not authorized. The initial clothing bag allowance is considered adequate for assignment to a MEPS.

b. Request for issue of supplemental clothing to Army enlisted personnel will be processed IAW the following instructions:

(1) Eligibility.

(a) The individual must be permanently assigned to the MEPS, this includes personnel assigned on a compassionate basis.

(b) The individual must have at least 12 months service remaining in current assignment, as of the date issue is made. (For mail orders, the order and ship time must be considered.)

(c) Only one issue may be approved during any period of continuous service in the type of duty for the supplemental allowance. The following statement will be placed in the remarks block of the DA Form 3078 (Personal Clothing Request); "Individual has not received a full or partial supplemental issue while assigned to _____ MEPS." If a supplemental issue was provided and there was a break of 3 years or more between assignments requiring issue, place the date the issue was made in the remarks block. Once the issue has been made, file DA Form 3078 (under file number 710-2g) and destroy upon return of property or other complete accounting for items involved. Normal replacements thereafter will be at the expense of the soldier.

(d) Supplemental allowances need not be maintained after completion of the duty for which the items were provided. However, the member will be required to possess the previous allowance furnished.

(2) Preparation and processing of requests for supplemental clothing issues are:

(a) A DA Form 3078 will be prepared in original and five copies for each individual entitled to supplemental clothing allowance.

(b) The DA Form 3078 must be approved by the MEPS commander.

(c) The original and four copies of the DA Form 3078 will be submitted to the supporting Army Military Clothing Sales Store(AMCSS). The fifth copy will be retained as a suspense copy in the supply files pending receipt of notification showing issue/shipment has been completed.

(3) MEPS not having access to an AMCSS facility may request supplemental clothing allowances by mail. Mail orders should be processed IAW the following instructions:

(a) Contact the servicing AMCSS to arrange for mail order service. Mail orders will include instructions that all shipments be consigned to the MEPS, ATTN: Supply.

(b) Prepare a DA Form 3078 for each individual entitled a supplemental clothing allowance. Clearly annotate sizes required on the form.

(c) Mail the original and four copies to the servicing AMCSS and retain one copy in the suspense file.

(d) Upon receipt of mail orders, clothing items will be issued to the corresponding Service member. Service member will acknowledge receipt of supplemental clothing by signing the appropriate block. Signed copies showing receipt of supplemental clothing issues will be distributed IAW the instructions provided by the servicing AMCSS.

(4) In all cases, the MEPS will retain a copy of the DA Form 3078 in the supply files or with the soldiers clothing file, until the Service member is reassigned to a new unit or separated from the military Service.

(5) Alterations, if required, will be arranged with the AMCSS.

(6) Supplemental clothing issues are military pay appropriation funded. Accordingly, fund citations need not be stated on the DA Form 3078.

4-21. Asset reporting (Continuing Balance System - Expanded (CBS-X))

a. USMEPCOM activities maintaining accountability of reportable items will comply with the requirements for the reporting and updating of the CBS-X.

b. PBO will furnish the central collection activity at the supporting Army installation copies of transaction documents which change the on hand balance of reportable item control code (RICC) 2 items. Changes from RICC 3 to RICC 2 will also be reported.

4-22. Control of disposable syringes and needles

a. MEPS will maintain adequate control of disposable syringes and needles to prevent misuse or access by unauthorized persons IAW USMEPCOM Reg 40-1.

b. Used needles and syringes will be treated as RMW IAW HQ USMEPCOM Reg 40-1.

4-23. Physical security for Government property

As custodians of Government property, USMEPCOM commanders, PBO, and hand receipt holders must ensure the appropriate degree of physical security is applied to reduce loss, theft, misuse, or damage to property. USMEPCOM activities must have prudent security measures in place through established SOPs. In addition to written procedures, physical security should be emphasized through activity training sessions. USMEPCOM activities should routinely review physical security measures in place and make needed improvements or changes when risk is involved. Assistance concerning physical security is available from HQ USMEPCOM, Human Resources Directorate, ATTN: MHR-SE. The MHR-SE will assist in applying standards and developing any needed countermeasures for any given location.

2 July 1996

USMEPCOM Reg 700-3

Table 4-1
RO and ROP quantities

REQUISITIONING OBJECTIVE & REORDER POINT TABLE
30 DAYS OPERATING LEVEL & 15 DAYS SAFETY LEVEL

PREPARED BY MRM-LO

| QTY CONSUMED LATEST 360 DAYS | ORDER & SHIP TIME IN DAYS | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---------------------------|-----|------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
| | 1-5 | | 6-10 | | 11-15 | | 16-20 | | 21-25 | | 26-30 | | 31-35 | | 36-40 | | 41-45 | | 46-50 | | 51-55 | | 56-60 | |
| | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP |
| 1 - 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 |
| 4 - 6 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 - 9 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 2 | 2 | 2 |
| 10 - 12 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 |
| 13 - 15 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 3 | 1 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 4 | 2 | 4 | 3 | 4 | 3 |
| 16 - 18 | 2 | 1 | 3 | 1 | 3 | 1 | 3 | 2 | 3 | 2 | 3 | 2 | 4 | 2 | 4 | 3 | 4 | 3 | 4 | 3 | 5 | 3 | 5 | 3 |
| 19 - 21 | 3 | 1 | 3 | 1 | 3 | 2 | 4 | 2 | 4 | 2 | 4 | 2 | 4 | 3 | 5 | 3 | 5 | 3 | 5 | 4 | 5 | 4 | 6 | 4 |
| 22 - 24 | 3 | 1 | 3 | 1 | 4 | 2 | 4 | 2 | 4 | 2 | 5 | 3 | 5 | 3 | 5 | 3 | 6 | 4 | 6 | 4 | 6 | 4 | 7 | 5 |
| 25 - 27 | 3 | 1 | 4 | 2 | 4 | 2 | 5 | 2 | 5 | 3 | 5 | 3 | 6 | 3 | 6 | 4 | 6 | 4 | 7 | 5 | 7 | 5 | 7 | 5 |
| 28 - 30 | 4 | 1 | 4 | 2 | 5 | 2 | 5 | 3 | 5 | 3 | 6 | 3 | 6 | 4 | 7 | 4 | 7 | 5 | 7 | 5 | 8 | 5 | 8 | 6 |
| 31 - 33 | 4 | 2 | 5 | 2 | 5 | 2 | 6 | 3 | 6 | 3 | 6 | 4 | 7 | 4 | 7 | 5 | 8 | 5 | 8 | 6 | 9 | 6 | 9 | 6 |
| 34 - 36 | 5 | 2 | 5 | 2 | 6 | 3 | 6 | 3 | 7 | 4 | 7 | 4 | 8 | 5 | 8 | 5 | 9 | 6 | 9 | 6 | 10 | 7 | 10 | 7 |
| 37 - 39 | 5 | 2 | 6 | 2 | 6 | 3 | 7 | 3 | 7 | 4 | 8 | 5 | 8 | 5 | 9 | 6 | 9 | 6 | 10 | 7 | 10 | 7 | 11 | 8 |
| 40 - 42 | 5 | 2 | 6 | 3 | 7 | 3 | 7 | 4 | 8 | 4 | 8 | 5 | 9 | 5 | 9 | 6 | 10 | 7 | 11 | 7 | 11 | 8 | 12 | 8 |
| 43 - 45 | 6 | 2 | 6 | 3 | 7 | 3 | 8 | 4 | 8 | 5 | 9 | 5 | 10 | 6 | 10 | 6 | 10 | 7 | 11 | 8 | 12 | 8 | 13 | 9 |
| 46 - 48 | 6 | 2 | 7 | 3 | 8 | 4 | 8 | 4 | 9 | 5 | 10 | 6 | 10 | 6 | 11 | 7 | 11 | 8 | 12 | 8 | 13 | 9 | 13 | 10 |
| 49 - 51 | 7 | 3 | 7 | 3 | 8 | 4 | 9 | 5 | 9 | 5 | 10 | 6 | 11 | 7 | 12 | 7 | 12 | 8 | 13 | 9 | 14 | 9 | 14 | 10 |

Table 4-1
RO and ROP quantities - - continued

 REQUISITIONING OBJECTIVE & REORDER POINT TABLE
 30 DAYS OPERATING LEVEL & 15 DAYS SAFETY LEVEL

PREPARED BY MRM-LO

| QTY CONSUMED LATEST 360 DAYS | ORDER & SHIP TIME IN DAYS | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---------------------------|-----|------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
| | 1-5 | | 6-10 | | 11-15 | | 16-20 | | 21-25 | | 26-30 | | 31-35 | | 36-40 | | 41-45 | | 46-50 | | 51-55 | | 56-60 | |
| | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP | RO | ROP |
| 52 - 54 | 7 | 3 | 8 | 3 | 9 | 4 | 9 | 5 | 10 | 6 | 11 | 6 | 11 | 7 | 12 | 8 | 13 | 9 | 14 | 9 | 14 | 10 | 15 | 11 |
| 55 - 57 | 7 | 3 | 8 | 4 | 9 | 4 | 10 | 5 | 11 | 6 | 11 | 7 | 12 | 7 | 13 | 8 | 14 | 9 | 14 | 10 | 15 | 11 | 16 | 11 |
| 58 - 60 | 8 | 3 | 9 | 4 | 10 | 5 | 10 | 5 | 11 | 6 | 12 | 7 | 13 | 8 | 14 | 9 | 14 | 10 | 15 | 10 | 16 | 11 | 17 | 12 |
| 61 - 63 | 8 | 3 | 9 | 4 | 10 | 5 | 11 | 6 | 12 | 7 | 13 | 7 | 13 | 8 | 14 | 9 | 15 | 10 | 16 | 11 | 17 | 12 | 18 | 13 |
| 64 - 66 | 9 | 3 | 10 | 4 | 10 | 5 | 11 | 6 | 12 | 7 | 13 | 8 | 14 | 9 | 15 | 10 | 16 | 10 | 17 | 11 | 18 | 12 | 19 | 13 |
| 67 - 69 | 9 | 3 | 10 | 4 | 11 | 5 | 12 | 6 | 13 | 7 | 14 | 8 | 15 | 9 | 16 | 10 | 17 | 11 | 18 | 12 | 19 | 13 | 19 | 14 |
| 70 - 72 | 9 | 4 | 10 | 5 | 11 | 6 | 12 | 7 | 13 | 7 | 14 | 8 | 15 | 9 | 16 | 10 | 17 | 11 | 18 | 12 | 19 | 13 | 20 | 14 |
| 73 - 75 | 10 | 4 | 11 | 5 | 12 | 6 | 13 | 7 | 14 | 8 | 15 | 9 | 16 | 10 | 17 | 11 | 18 | 12 | 19 | 13 | 20 | 14 | 21 | 15 |
| 76 - 78 | 10 | 4 | 11 | 5 | 12 | 6 | 13 | 7 | 15 | 8 | 16 | 9 | 17 | 10 | 18 | 11 | 19 | 12 | 20 | 13 | 21 | 15 | 22 | 16 |
| 79 - 81 | 11 | 4 | 12 | 5 | 13 | 6 | 14 | 7 | 15 | 8 | 16 | 10 | 17 | 11 | 18 | 12 | 20 | 13 | 21 | 14 | 22 | 15 | 23 | 16 |
| 82 - 84 | 11 | 4 | 12 | 5 | 13 | 6 | 15 | 8 | 16 | 9 | 17 | 10 | 18 | 11 | 19 | 12 | 20 | 13 | 21 | 15 | 23 | 16 | 24 | 17 |
| 85 - 87 | 11 | 4 | 13 | 5 | 14 | 7 | 15 | 8 | 16 | 9 | 17 | 10 | 19 | 11 | 20 | 13 | 21 | 14 | 22 | 15 | 23 | 16 | 25 | 17 |
| 88 - 90 | 12 | 4 | 13 | 6 | 14 | 7 | 16 | 8 | 17 | 9 | 18 | 11 | 19 | 12 | 21 | 13 | 22 | 14 | 23 | 16 | 24 | 17 | 25 | 18 |
| 91 - 93 | 12 | 5 | 14 | 6 | 15 | 7 | 16 | 8 | 17 | 10 | 19 | 11 | 20 | 12 | 21 | 14 | 22 | 15 | 24 | 16 | 25 | 17 | 26 | 19 |
| 94 - 96 | 13 | 5 | 14 | 6 | 15 | 7 | 17 | 9 | 18 | 10 | 19 | 11 | 21 | 13 | 22 | 14 | 23 | 15 | 25 | 17 | 26 | 18 | 27 | 19 |
| 97 - 99 | 13 | 5 | 14 | 6 | 16 | 8 | 17 | 9 | 19 | 10 | 20 | 12 | 21 | 13 | 23 | 14 | 24 | 16 | 25 | 17 | 27 | 19 | 28 | 20 |
| 100 - 102 | 13 | 5 | 15 | 6 | 16 | 8 | 18 | 9 | 19 | 11 | 20 | 12 | 22 | 13 | 23 | 15 | 25 | 16 | 26 | 18 | 27 | 19 | 29 | 20 |

(Letterhead)

(Office symbol) (710-2e)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective _____ (DATE), _____ (MR./MRS., OR GRADE) (NAME), _____ (SSN), _____ (MEPS), _____ (ADDRESS), is assigned the following additional duty:

Property Book Officer

2. Authority: USMEPCOM Reg 700-3

3. Period: Until officially relieved or released from appointment.

4. Special instructions: To perform duties as accountable officer for UIC: W _____ AA, IAW USMEPCOM Reg 700-3. Ensure required inventories are conducted and documented and audit trail records and files are maintained IAW USMEPCOM Reg 700-3.

Commander's signature block

DISTRIBUTION:

- 1-CDR, HQ USMEPCOM, ATTN: MRM-LO
- 1-File
- 1-Each individual

NOTE: The appointment order date must be 30 days prior to the effective day. This requirement provides 30 days to inventory property.

Figure 4-2. Sample format for an additional duty appointment

2 July 1996

USMEPCOM Reg 700-3

(Letterhead)

(Office symbol) (710-2a)

(Date)

MEMORANDUM FOR CDR, (MEPS NAME) MEPS

SUBJECT: Change of Property Book Officer Inventory

1. Reference USMEPCOM Reg 700-3, paragraph 4-13b, 1 Jun 96, Materiel Management and Supply Operations.

2. Under the provisions of reference above, an inventory was conducted on this activities property. Authorized allowances were reconciled against authorization documents. All discrepancies have been accounted for. All discrepancies have been accounted for under document number(s) _____.

Property book officer
signature block

(Office Symbol) (710-2a) 1st End

(Date)

CDR, (USMEPCOM Activity)

FOR Property Book Officer, (MEPS NAME) MEPS

1. Acknowledgment of the inventory, action taken and reconciliation of authorization documents is made.

2. A copy of this memorandum must be filed in accordance with reference above.

Commander's signature block

CF:
MRM-LO

Figure 4-3. Sample format for change of property book officer inventory

Chapter 5**Hazardous Materiel/Precious Metals Recovery Programs****5-1. General**

a. This chapter provides guidance to ensure USMEPCOM activities implement local programs to effectively manage hazardous materials and the recovery of silver bearing materiel. This guidance will minimize potential risks to public health and damage to the environment.

b. The applicable functions within USMEPCOM include the production, handling, use, storage, transportation or disposal of hazardous and silver bearing materials from spent hypodermic solutions/exposed x-ray film.

c. The objective is to employ the least hazardous items that are considered effective for its intended purpose to accomplish the mission.

5-2. Compliance with Federal, State, and local laws and regulations

USMEPCOM activities are required to comply with all Federal, State, and local laws and regulations governing the use of and reporting requirements for hazardous materials, hazardous waste, disposition of silver bearing materiel, and safeguarding the environment.

5-3. Hazardous Materiel/Waste Management Program

a. Users of hazardous materiel must be cognizant of the hazardous materiel management policy of the Command, and maintain MSDSs for each type of hazardous item on hand or stocked as a safety precaution. Within HQ USMEPCOM, it is essential that logistics, medical, and safety office personnel coordinate their actions in support of the program.

b. The Pollution Prevention Program is used to the maximum extent possible in order to reduce the quantity or volume and toxicity of hazardous wastes. The goals of the program are to expand the use of reusable materials and returnable containers and to recycle to the maximum extent possible.

c. The Hazard Communication Program is used to ensure that appropriate training is provided and documented to persons who manage, use, store, transport, and/or handle or come into contact with hazardous materials or waste.

d. Management of Regulated Medical Waste (RMW)

(1) Hazardous and RMW will be strictly separated from the general waste stream, and will be segregated at the point of generation. The mixing of RMW with general wastes is prohibited.

(2) Generally, RMW consist of items that are potentially capable of causing disease and pose a risk if not handled properly. Within USMEPCOM, they include blood or blood products, used or unused sharps, and sharps

containers. USMEPCOM Reg 40-1 provides detailed information and guidance on protecting MEPS personnel exposed to blood and other potentially infectious diseases.

(3) Whenever a MEPS transports RMW outside for disposal, they must comply with labeling and documentation requirements.

(4) Turn-ins of hazardous materials will be processed in a timely manner to maximize the potential for transfer, recycling and/or reutilization.

5-4. Precious Metals Recovery Program (PMRP)

a. Program management.

(1) The Defense Logistics Agency has overall responsibility for the administration of the Precious Metals Recovery Program (PMRP). Responsibility for the day-to-day operations of the recovery of precious metals has been assigned to the Defense Reutilization and Marketing Service (DRMS). Disposal Service Monitors (DSM) are assigned by region, DRMS-Operations East (OE) (Columbus, OH) and DRMS-Operations West (OW) (Ogden, UT), to interface between the DRMS, DRMO and the generating unit.

(2) The USMEPCOM PMRP is primarily concerned with the recovery of silver, which is generated from x-ray fixing bath hyposolutions and exposed or outdated x-ray film.

(3) The supply technician at each MEPS is designated as the point of contact to implement, monitor, and coordinate the PMRP within the MEPS.

b. Technical policies.

(1) As representatives of the DRMS, the DSM is the primary point of contact for guidance, assistance, and technical support in conjunction with the PMRP.

(2) As a general rule, MEPS geographically situated east of the Mississippi River (including Des Moines and Minneapolis MEPS) will contact their DSM at DRMS-OE by calling commercial (614) 692-2114/4195 or Defense Switched Network) (DSN) 850-2114/4195. MEPS west of the Mississippi River (including Memphis and New Orleans MEPS) will contact their DSM at DRMS-OW by calling commercial (801) 399-6070/7033 or DSN 352-6070/7033. MEPS should identify their servicing DRMO in order to be connected with the DSM designated to provide assistance within their area.

(3) The DSM will determine the type of silver recovery equipment required and make arrangements to issue the item at no cost. MEPS are not authorized to procure silver recovery equipment. Equipment will normally be shipped through coordination with the DSM directly to the MEPS. Electrolytic recovery equipment is under the control and accountability of the DRMS. Requirements for silver recovery supplies (e.g., silver test litmus paper,

silver recovery cartridges, tandem recovery units, plastic collection containers, tubing, and hose clamps) will be requested from the DSM.

(4) The MEPS are responsible for installation of silver recovery equipment. Installation and operating instructions are provided with new equipment. If installation of equipment is beyond the capability of the MEPS, assistance will be requested from the DSM.

(5) MEPS will contact the DRMO servicing the local area to make arrangements for direct turn-in of silver and silver bearing material. Silver bearing materials will not be accumulated in excess of the minimum DRMO acceptable amount. Information as to the minimum acceptable turn-in amount of silver can be obtained from the supporting DRMO.

(6) To document the disposition of silver and silver bearing materials, MEPS will establish and maintain auditable records. Turn-in transactions will be documented on DD Form 1348-1 and recorded in the MEPS nonexpendable document register. A copy of the DD Form 1348-1 bearing the DRMO acknowledgment of receipt will be filed in the supporting document file (file number 710-2a) under the assigned nonexpendable number and destroyed after 2 years.

c. Maintenance of silver recovery equipment.

(1) The MEPS are responsible for performing operator level preventive maintenance on the equipment. Operator maintenance instructions are published in the operators manual or manufacturers literature for the particular silver recovery equipment in use. Generally, preventive maintenance includes day-to-day adjustments, cleaning and any like action which can be performed periodically to safeguard against excessive equipment downtime. During periodic cleaning of the electrolytic silver recovery unit, the MEPS must remove the silver laden sludge from the bottom of the unit. The recovery unit tank or reservoir should be completely cleaned every 6 months.

(2) In the event of a silver recovery equipment malfunction, the DSM will be contacted immediately. The DSM is responsible for making immediate arrangements to have inoperative equipment repaired or replaced.

(3) In those instances where the DSM fails to have inoperative equipment repaired or replaced within a reasonable period of time, telephone HQ USMEPCOM, MRM-LO, for assistance at DSN 792-3473/3460 or commercial (708) 688-3473/3460. Hyposolution generated during periods when equipment is inoperative will be collected and turned-in to the DRMO.

Chapter 6

Major Medical Equipment Program

6-1. General

This chapter outlines USMEPCOM procedures for the management of the Major Medical Equipment Program. It provides guidance to ensure an effective program for the acquisition and replacement of major medical equipment items.

All x-ray units, audiometers, and audiometric booths will be obtained IAW this chapter. The Major Medical Equipment Program provides the funds for the acquisition of major medical equipment.

6-2. Equipment replacement policy

The fact that an item of equipment is approaching or has aged beyond its life expectancy is not sufficient cause for replacing the item. Life expectancy is merely a guideline when planning and managing a medical equipment replacement program. USMEPCOM activities requesting new or replacement major medical equipment will submit their requirement(s) in memorandum format to HQ USMEPCOM, MRM-LO. Ensure that data and narrative clearly shows why a new item is needed or that the present item is no longer usable.

6-3. Requisitions

This paragraph describes the procedures for requisitioning approved major medical equipment.

a. Major medical equipment requirements will be requisitioned by HQ USMEPCOM, MRM-LO.

(1) Diagnostic x-ray systems will be requisitioned through USAMMA to the wholesale level of supply.

(2) Audiometers will be requisitioned through the DPSC.

(3) Audiometric booths will be requisitioned through USMEPCOM's supporting contracting office.

b. Requisitions will only be submitted for approved requirements for which there are sufficient funds. A DD Form 1348-6 or DA Form 3953 will be utilized to requisition approved requirements.

c. HQ USMEPCOM, MRM-LO, will prepare and submit the requisition for the MEPS. A Sunday Julian date will be used in constructing the document number.

A copy of each requisition will be provided by HQ USMEPCOM, MRM-LO, to the MEPS. The MEPS will enter the document number on their document register IAW paragraph 4-16, as a due in requisition.

d. Occasionally, the wholesale supply source will require additional information from a MEPS before it can complete the acquisition action. When this happens, the customer must respond within a certain suspense period or the requisition will be rejected by the supply source. It is therefore, imperative that the MEPS notify HQ USMEPCOM, MRM-LO, if additional information

is requested. HQ USMEPCOM, MRM-LO, will then provide the requested information to the supply source.

e. Acquisition leadtime for items requisitioned through USAMMA are generally established by dollar value, as well as the technical complexity of the requirement. Leadtime for an x-ray unit can be expected to take 7 to 9 months for delivery.

f. MEPS will receive shipment from wholesale supply sources or vendors by commercial carriers.

(1) Receipt and accountability for the equipment received will be established IAW chapter 4.

(2) Receipt of major medical equipment must be telephonically reported to HQ USMEPCOM, MRM-LO, as soon as possible after delivery of the equipment.

(3) Radiation protection surveys for newly installed x-ray units must be arranged by the MEPS IAW USMEPCOM Reg 40-1.

g. Upon receipt of equipment, a DD Form 1155 or DD Form 250 will be submitted to HQ USMEPCOM, MRM-LO.

Chapter 7

Equipment Maintenance and Replacement Program

7-1. General

USMEPCOM activities will follow the guidelines prescribed, herein, for the replacement of equipment and repair of furniture.

7-2. Maintenance and repair of equipment

a. Policy guidance and procedures for the maintenance and service of vehicles is provided by USMEPCOM Reg 58-1, paragraph 8.

b. Policy guidance and procedures for the maintenance and service of non-vehicular equipment is contained in USMEPCOM Reg 750-1.

c. USMEPCOM commanders, in coordination with the Government agency maintenance activity, will establish a viable maintenance program for the service, repair, refinish, and upkeep of:

(1) Office furniture.

(2) Lounge/waiting room furniture.

(3) Kitchen and/or dining room furniture (when applicable).

d. USMEPCOM commanders will ensure all on-hand furniture and equipment is properly cared for by users, and is repaired and/or refinished as required. Normally, equipment maintenance and furniture repair and refinishing support is provided through negotiation of ISA IAW USMEPCOM Reg 5-2 (Intraservice/Interservice Support Agreement Program).

e. Maintenance service for leased or rented equipment will be included as part of the lease or rental agreement contract.

f. Cleaning of rugs and carpeted floors will be accomplished as part of the custodial services being provided by separate contract, or as part of the facility lease agreement.

g. Cleaning of flags will be accomplished through the installation laundry/dry cleaning activity or commercial laundry.

h. Maintenance expenditure limits for furniture are normally prescribed by technical bulletins published for the various Federal supply groups.

i. Normally, maintenance, and repair/refurbish service is performed at the maintenance facility. Therefore, activities are required to evacuate repairable unserviceable furniture to the established maintenance facility. However, in those cases where, because of geographical location, it becomes impractical, or it is not cost effective to move the furniture to the repair facility, the activity commander will coordinate with the supporting installa

tion for local contract repair service. HQ USMEPCOM, MRM-LO, will render assistance in resolving any problems encountered by MEPS.

7-3. Equipment and furniture replacement and upgrading

a. Policy guidance concerning replacement of Government-owned vehicles is provided by USMEPCOM Reg 58-1, paragraph 7.

b. Normal life expectancy for equipment and furniture is 10 years except for medical equipment.

c. Medical equipment, excluding Medical Standby Equipment Program direct exchange items, audiometric booths, x-ray units and x-ray film processor will be replaced when it is determined by a qualified biomedical maintenance technician not to be economically repairable.

d. Unserviceable and uneconomically repairable furniture and equipment will be replaced as follows:

(1) When it is determined by the commanders or Director, MRM that furniture or equipment is uneconomically repairable, activities will initiate action to dispose of the unserviceable property and to requisition replacement items.

(2) Prior to requesting replacement items, activity commanders and Director, MRM, must ensure the following prerequisites are met:

(a) A valid requirement exists.

(b) Required item is currently authorized by a valid authorization document (i.e., TDA, MEAD, or special authorization document).

(c) If required furniture or equipment is listed in a MEAD document, the activity must meet the BOI criteria.

(d) Necessary funds are available.

7-4. Funding requirements for equipment replacement

USMEPCOM activity commanders and Director, MRM, must include in their yearly input for the Command Operating Budget a realistic estimated amount of funds to provide for replacement of furniture and equipment.

Chapter 8

Command Logistics Evaluation and Assistance Program (CLEAP)

8-1. Program concept

The CLEAP combines the Command Supply Discipline Program requirements and the USMEPCOM logistics support evaluation concepts into a single program. This program provides on-site technical assistance to subordinate activities in all areas of logistics support.

8-2. Program management

The Chief, MRM-LO manages the CLEAP. USMEPCOM activity commanders are responsible for monitoring the program within their activity. The CLEAP visits will be conducted by personnel assigned to HQ USMEPCOM, these visits will be conducted on an as required basis. HQ USMEPCOM will coordinate these visits with activities and ensure visits do not conflict with annual general inspections.

8-3. Checklist

The checklist at appendix F will be used as a guide in conducting the evaluation.

8-4. On-the-spot correction and assistance

During the course of the CLEAP, every possible effort will be made to assist in solving existing logistics problems. A trip report will be prepared and will address the principal logistics areas. The report will also include a recommendation for a followup visit. A completed copy of the report will be sent through the Sector to the MEPS.

Appendix A
References

Section I
Required Publications

USMEPCOM Reg 5-2

Intraservice/Interservice Support Agreement Program. Cited in paragraph 7-2d.

USMEPCOM Reg 25-3

Managing Automatic Data Processing (ADP) Resources. Cited in paragraph 4-3a.

USMEPCOM Reg 25-10

Telecommunications Management. Cited in paragraph 4-5b(4).

USMEPCOM Reg 40-1

Medical Processing and Examinations. Cited in paragraph 2-7.

USMEPCOM Reg 55-2

Enlistee Travel. Cited in paragraph 4-5a.

USMEPCOM Reg 58-1

Vehicle Management. Cited in paragraph 1-4c(3).

USMEPCOM Reg 210-4

Unaccompanied Personnel Leased Housing. Cited in paragraph F-4e.

USMEPCOM Reg 750-1

Maintenance of Equipment. Cited in paragraph 1-4c(3).

Section II
Related Publications

AR 25-1

The Army Information Management Program

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

AR 37-60

Pricing for Materiel and Services

AR 40-5

Preventive Medicine

AR 40-61

Medical Logistical Policies and Procedures

AR 55-355

Military Traffic Management Regulation

AR 58-1

Vehicle Management

AR 190-13

The Army Physical Security Program

AR 215-1

Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities

AR 380-19

Automation Security

AR 600-4

Remission or Cancellation of Indebtedness - Enlisted Members

AR 700-84

Issue and Sale of Personal Clothing

AR 710-2

Supply Policy Below the Wholesale Level

AR 735-5

Policies and Procedures for Property Accountability

AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

CTA 50-900

Common Table of Allowances, Clothing and Individual Equipment

DA Pam 710-2-1

Using Unit Supply System Manual Procedures

DA Pam 738-750

Functional Users Manual for The Army Maintenance Management System (TAMMS)

DOD 4160.21M

Defense Utilization and Disposal Manual

GSA Bulletin FPMR E-215

Supply and Procurement

SB 8-75-MEDCASE

Army Medical Department Supply Information

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items

TM 38-L03-19

Standard Army Intermediate Level Supply System Procedures for Customers

Section III

Required Forms

DA Form 1300-4

Reorder Point Record. Cited in paragraph 4-2b(5).

DA Form 2062

Hand Receipt/Annex Number. Cited in paragraph 4-15b.

DA Form 2064

Document Register for Supply Actions. Cited in paragraph 4-16b.

DA Form 2409

Equipment Maintenance Log. Cited in paragraph 1-4d(4).

DA Form 2765

Request for Issue or Turn-In. Cited in paragraph 3-3b(1).

DA Form 2765-1

Request for Issue or Turn-In. Cited in paragraph 3-3b(2).

DA Form 3078

Personal Clothing Request. Cited in paragraph 4-20b(1)(c).

DA Form 3161

Request for Issue or Turn-In. Cited in paragraph 3-3b(3).

DA Form 3645

Organization Clothing and Equipment Record. Cited in paragraph 4-6b(1).

DA Form 3645-1

Additional Organization Clothing and Equipment Record. Cited in paragraph 4-6b(1).

DA Form 3953

Purchase Request and Commitment. Cited in paragraph 3-1.

DA Form 4697

Department of the Army Report of Survey. Cited in paragraph 4-5b(7).

DD Form 250

Material Inspection and Receiving Report. Cited in paragraph 3-9a.

DD Form 362

Statement of Charges/Cash Collection Voucher. Cited in paragraph 3-8c(2)(a).

DD Form 1155

Order for Supplies or Services/Request for Quotations. Cited in paragraph 3-9a.

DD Form 1348-1

DOD Single Line Item Release/Receipt Item. Cited in paragraph 3-5a(1).

DD Form 1348-6

NON-NSN Requisition. Cited in paragraph 3-3b(5).

GSA Form 1152

Vehicle Assignment/Termination. Cited in paragraph 4-8a.

SF 30

Amendment of Solicitation/Modification of Contract. Cited in paragraph 4-7a(2).

SF 91

Operator's Report of Motor Vehicle Accident. Cited in paragraph 4-17f(1).

SF 149

United States Government Credit Cards. Cited in paragraph 4-5b(5).

SF 364

Report of Discrepancy. Cited in paragraph 3-9b(2).

Section IV

Prescribed Form

USMEPCOM Form 700-3-R-E*

Vehicle Credit Card/Negotiable Media/Key Control Register. Cited in paragraph 4-5b(1).

Section V

Prescribed File Numbers

58

General motor vehicle transportation correspondence files. Cited in paragraph 4-8a.

71-13a

Materiel allowances. Cited in paragraph 2-4a.

710-2a

Property book and supporting documents. Cited in paragraph 3-7c(9).

*Located on the USMEPCOM BBS, area 7.

710-2b

Document registers. Cited in paragraph 4-16e.

710-2c

Hand receipts. Cited in paragraph 4-15a.

710-2d

Property record inspection and inventory reports. Cited in paragraph 4-13b(6).

710-2e

Property officer designations. Cited in paragraph 4-12c.

710-2g

Soldier issue files. Cited in paragraph 4-20b(1)(c).

710-2u

Administrative adjustment reports. Cited in paragraph 3-8c(2)(a).

725-50b

Requisition suspense and status files. Cited in paragraph 4-16g.

738-750e

Equipment inspection and maintenance worksheets. Cited in paragraph 1-4d(4).

2 July 1996

USMEPCOM Reg 700-3

Appendix B
Instructions for the Preparation of DA Form 1300-4

| BLOCK/COLUMN | INSTRUCTIONS |
|---------------------|---|
| Stock Number | Self-explanatory. |
| UM | Leave blank. |
| M | Leave blank. |
| Item Noun | Self-explanatory. |
| UI | Unit of issue. |
| Location | Self-explanatory. |
| Date | Enter the date the reorder point quantity was computed. |
| RO | Enter applicable requisitioning objective quantity (reorder point quantity plus operating level quality). |
| ROP | Enter applicable reorder point quantity. |
| Date | Enter date on which the on hand count is made to. |
| On hand | Enter the on hand count of the item when an issue reduces or a receipt increased the on hand quantity. |
| Remarks | Self-explanatory. |

**Appendix C
Federal Supply Classification Class Assignments**

| FSC Class | Title |
|------------------|---|
| 2310 | Passenger Motor Vehicles |
| 2320 | Trucks & Truck Tractors Wheeled |
| 3445 | Punching & Shearing Machines |
| 3610 | Printing, Duplicating & Bookbinding Equipment |
| 3615 | Pulp & Paper Industries Machinery |
| 3920 | Materials Handling Equipment, Nonsel self propelled |
| 4110 | Refrigeration Equipment |
| 4140 | Fans, Air Circulators, Blower Equipment |
| 5180 | Sets, Kits, & Outfits of Hand Tools |
| 5805 | Telephone & Telegraph Equipment |
| 5815 | Teletype & Facsimile Equipment |
| 5820 | Radio Equipment |
| 5830 | Intercommunication & Public Address Systems |
| 5835 | Sound Recording & Reproducing Equipment |
| 5836 | Video Recording & Reproducing Equipment |
| 5895 | Miscellaneous Communication Equipment |
| 6350 | Miscellaneous Alarm & Signal Systems |
| 6505 | Drugs and Biologicals |
| 6510 | Surgical Dressing Materiels |
| 6515 | Medical & Surgical Instruments, Equipment & Supplies |
| 6525 | X-ray Equipment & Supplies |
| 6530 | Hospital Furniture/Equipment |
| 6532 | Hospital & Surgical Clothing |
| 6630 | Chemical Analysis Instruments |
| 6540 | Opticians: Instruments, Equipment & Supplies |
| 6550 | In Vitro Diagnostic Substances, Regents, Test Kits & Sets |
| 6640 | Laboratory Equipment & Supplies |
| 6650 | Optical Instruments |
| 6670 | Scales & Balances |
| 6720 | Cameras, Still Picture |
| 6730 | Photographic Projection Equipment |
| 6910 | Training Aids |
| 7010 | ADPEC Configuration |
| 7025 | ADP Input/Out & Storage Devices |
| 7030 | ADP Software |
| 7220 | Floor Coverings |
| 7230 | Draperies, Awning & Shades |
| 7450 | Office Type Sound Recording & Reproducing Machines |
| 7460 | Visible Record Equipment |
| 7490 | Miscellaneous Office Machines |
| 7540 | Standard Forms |
| 7610 | Books & Pamphlets |
| 7730 | Phonographs, Radios & Television Sets, Home Type |
| 7810 | Athletic & Sporting Equipment |
| 7820 | Games, Toys & Wheeled Goods |

| FSC Class | Title |
|------------------|---|
| 7830 | Recreational & Gymnastic Equipment |
| 7910 | Floor Polishers & Vacuum Cleaning Equipment |
| 8345 | Flags & Pennants |
| 9999 | Miscellaneous Items |

Appendix D
Instructions for the Preparation of DD Form 362

| DATA ELEMENT | INSTRUCTIONS |
|---|---|
| DATE | Enter the date the document is prepared. |
| DOCUMENT/ VOUCHER NUMBER | The property book officer/supply technician enters a document/voucher number for lost or destroyed items. Document/voucher numbers are not assigned for damaged items. Document is posted to the accountable records when document/voucher number is assigned. |
| ORGANIZATION | Enter your activity and unit identification code (UIC) to which the individual being charged is assigned. |
| STATION | Enter the address of your activity. |
| DISBURSING OFFICE COLLECTION VOUCHER NUMBER | Leave blank, to be completed by the finance and accounting office. |
| DISBURSING STATION SYMBOL NUMBER | Leave blank, to be completed by the finance and accounting office. |
| ACCOUNTING CLASSIFICATION | Leave blank, to be completed by the finance and accounting office. |
| STOCK NUMBER | Enter the stock number(s) and line item number(s) for the item(s) lost, damaged or destroyed. If the item(s) is nonstandard, enter "nonstandard" or "NSI." |
| ITEM DESCRIPTION | Enter the complete description and unit cost of the items lost, damaged, or destroyed. Obtain the unit cost from the current AMDF/FEDLOG/ARMYLOG the loss. In cases of damaged property, add "Damage to." Enter the reportable item control code (RICC) for RICC 2 items. When a RICC 2 item(s) listed on the document is totally lost or destroyed (no residue to turn in), enter the words "no residue." When space on the face of the form is insufficient, blank paper, properly identified, may be used as continuation sheets. After the last item, when depreciation is allowed, enter "*Depreciation allowed per USMEPCOM Reg 700-3." |
| QTY | Enter the total number of each item lost, damaged, or destroyed. |
| UNIT PRICE | Enter the unit cost, less depreciation, for items lost or destroyed. Place and "*" after the unit cost for |

| DATA ELEMENT | INSTRUCTIONS |
|--|---|
| | those items depreciated. For items damaged, enter the cost of repair. Depreciation is not allowed for damaged items. |
| TOTAL COST | Enter the value of the unit price multiplied by the quantity for each item on the document. |
| TYPE OF ACTION | The commander will place an X in either payroll deduction or cash collection based on the desire of the individual being charged. |
| GRAND TOTAL | Enter the total from column title "Total Cost." Include any costs from continuation sheets if applicable. |
| RANK/GRADE | Enter the rank of the individual being charged. If the individual is a civilian employee, enter their grade. |
| NAME | Enter the full name of the individual being charged. |
| SSN | Enter the social security number of the individual being charged. Obtain social security number from unit or activity roster. |
| CAUSE FOR CHARGE | Enter either lost, damaged, or destroyed through neglect as applicable. |
| SIGNATURE | Individual being charged signs the document. |
| AMOUNT | Individual being charged enters the amount being charged (amount form block titled "Grand Total") in his or her own handwriting. |
| ORGANIZATION | Commander dates and signs above his or her Commander's signature block. |
| DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER | Leave blank, to be completed enter an X in the appropriate space indicating action taken finance official dates and signs above his or her signature block. |

Appendix E
Instructions for the Preparation of DA Form 4697

| BLOCK | DATA ELEMENT | INSTRUCTIONS |
|-------|---|---|
| 1 | Date prepared | Enter date prepared. |
| 2 | Survey number | To be entered by the appointing/approving authority. |
| 3 | Type of property | Enter type of property. |
| 4 | Address of accountable officer | Enter name, address, and the unit address code of MEPS or other USMEPCOM activity where accountable records are located. |
| 5 | Originator (accountable officer or primary hand receipt holder) | Self explanatory. |
| 6 | National stock number | Enter NSN. |
| 7 | Item description | In case of damages, enter "Damage to:" and a brief description of the damaged property. |
| 8 | Quantity | Self explanatory. |
| 9 | Unit price | In case of damages, enter the estimated cost of damage; otherwise, enter the unit price. |
| 10 | Total cost | Enter total cost and grand total. |
| 11 | Date and circumstances | Enter a concise and accurate statement of facts in the case. Include the date and how the item was damaged. Obtain name, grade or rank, and social security number of persons involved. If statements are obtained, these will be in the form of certificates or sworn statements. Exhibits attached, including certificates, will be referred to by capital letter designation (i.e., "Exhibits A to D attached.") . |
| 12 | Affidavit | Person providing statement in block 11 will sign in the signature block. Type the person's name, grade or rank, and social security number in the block below the signature block. |

| BLOCK | DATA ELEMENT | INSTRUCTIONS |
|--------------|---|---|
| 13 | Subscribed and sworn to (or affirmed) | Leave blank. |
| 14 | Date | Enter date of signature of accountable officer. |
| 15 | Name, grade or rank, and signature of accountable officer | Enter name and signature of accountable officer. |
| 16 | Document number | Enter 14-digit document number (for accountable property only). |

NOTE: Blocks 17 through 40 are not to be filled out by the MEPS. These blocks are reserved for the appointing/approving authority.

Appendix F

Management Control Evaluation Checklist for CLEAP

F-1. Function. The function covered by this checklist is to provide assistance, evaluation and support.

F-2. Purpose. The purpose of this checklist is to assist the PBO/supply technician in evaluating the key management controls listed below. It is not intended to cover **ALL** controls.

F-3. Instructions. Answers must be based on actual **testing** of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls **must** be evaluated at least every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-r (Management Control Evaluation Certification Statement).

F-4. Test Questions.

a. Property accountability and related functions.

(1) Equipment authorizations.

(a) Is the activity using the proper authorization documents to determine type and quantity of equipment to be on hand? USMEPCOM Reg 700-3, chapter 2.

(b) Is the unit initiating and processing requests for equipment authorization (additions, changes, and deletions) in accordance with (IAW) USMEPCOM Reg 700-3, chapter 2?

(c) Is the activity maintaining a current equipment authorization file, including interim authorization approvals (IAAs) for equipment not included in The Army Authorization Document System (TAADS) documents? USMEPCOM Reg 700-3, chapter 2.

(2) General supply operations.

(a) Is the activity complying with the policies and procedures outlined by USMEPCOM Reg 700-3, paragraph 4-2, to control expendable supplies? Is there an excessive amount of expendable supplies on hand (over 30-day supply)?

(b) Is the activity complying with the procedures prescribed in USMEPCOM Reg 700-3, paragraph 4-4, to control durable items?

(c) Is the activity complying with the procedures prescribed in USMEPCOM Reg 700-3, paragraph 4-5, to control and account for credit cards,

including credit cards for self-service supply stores and other negotiable media?

(d) Is the activity complying with the procedures prescribed by USMEPCOM Reg 700-3, paragraph 4-6, to account for and control organizational clothing and individual equipment (OCIE) (this includes medical white uniforms)?

(e) Is the activity complying with the procedures prescribed by USMEPCOM Reg 700-3, paragraph 4-7, to account for and control leased or rented equipment?

(f) Is the activity complying with the procedures prescribed by USMEPCOM Reg 700-3, paragraph 4-8, to control and account for GSA motor vehicles?

(g) Does the unit have a current supply standing operating procedures (SOP)?

(h) Were supply records labeled IAW file numbers outlined in USMEPCOM Reg 700-3, appendix A, section V?

(i) Were DA Form 3645 (Organization Clothing and Equipment Record) and DA Form 3645-1 (Additional Organization Clothing and Equipment Record) being used to issue medical white uniforms? USMEPCOM Reg 700-3, paragraph 4-6.

(j) Does the activity have copies of the last inspector general and command supply inspection reports? Have all deficiencies been corrected?

(3) ULLS-S4 accountability and requisitioning functions.

(a) Has the commander assumed responsibility for the commander's summary within 30 days of the appointment date? USMEPCOM Reg 700-3, paragraph 4-12.

(b) If the commander has appointed a property book officer (PBO) to perform the accounting functions of maintaining ULLS-S4, has a memorandum been prepared for this appointment? USMEPCOM Reg 700-3, paragraph 4-12.

(c) If a PBO has been appointed, has the PBO executed the statement of accountability and filed it IAW USMEPCOM Reg 700-3, paragraph 4-12.

(d) Were all items recorded on ULLS-S4 as on hand issued on valid hand receipts? USMEPCOM Reg 700-3, paragraph 4-15.

(e) Is the commander's summary being reconciled annually with the authorization documents IAW USMEPCOM Reg 700-3, paragraph 2-10?

(f) Is excess equipment on hand being reported for disposition or redistribution? USMEPCOM Reg 700-3, paragraph 3-6.

(g) Are the results of the last change of PBO inventory on file. USMEPCOM Reg 700-3, paragraph 4-13.

(h) Have receipt documents been posted to ULLS-S4 within 3 working days of the receipt date? USMEPCOM Reg 700-3, paragraph 3-9.

(i) Does the document file contain a supporting document for each entry on the nonexpendable document register. USMEPCOM Reg 700-3, paragraph 3-9.

(j) Does the document file contain a statement about each missing document signed by the PBO appointing authority? Training binder, chapter 5.

(k) Were documents which have been posted to ULLS-S4 marked "Posted" and "Date," initialed by the posting individual? Training binder, chapter 5.

(l) Were documents filed in document number sequence? Training binder chapter 5.

(m) Does the document file contain all cancellation or rejection status for requests recorded in the nonexpendable document register? USMEPCOM Reg 700-3, paragraph 4-16.

(n) Has the commander or designated representative initialed column H to show a review of unit of need designator A and B requests? USMEPCOM Reg 700-3, paragraph 3-1.

(o) Were priority designators assigned to supply requests consistent with the urgency of need of the item? USMEPCOM Reg 700-3, paragraph 3-1.

(p) Are due-in status files kept for each document register? USMEPCOM Reg 700-3, paragraph 4-16.

(q) When requests are completely filled, were all status cards disposed of. USMEPCOM Reg 700-3, paragraph 4-16.

(r) Were hand receipt files established for each section, or person to whom property has been issued? USMEPCOM Reg 700-3, paragraph 4-15.

(s) Were serial numbers recorded on ULLS-S4 shown on the hand receipt when the item is issued? USMEPCOM Reg 700-3, paragraph 4-15.

(t) Were the signature and rank of the hand receipt holder (acknowledging responsibility) and the date entered on the hand receipt? USMEPCOM Reg 700-3, paragraph 4-15.

(u) Are temporary hand receipts valid (less than 30 days old)?
Training binder, chapter 4.

(v) Is the activity complying with procedures prescribed by USMEPCOM Reg 700-3, paragraph 3-7, to effect transfer of property and equipment?

(4) Accounting for lost, damaged, or destroyed property.

(a) Is the DD Form 362 (Statement of Charges) being prepared and processed IAW USMEPCOM Reg 700-3, appendix D?

(b) Is an allowance for depreciation being allowed for items listed on DD Form 362 IAW USMEPCOM Reg 700-3, paragraph 4-17?

(c) Were DA Forms 4697 (Department of the Army Report of Survey) being prepared and processed properly IAW USMEPCOM 700-3, paragraph 4-17?

(d) Is the activity complying with the policies prescribed by USMEPCOM Reg 700-3, paragraph 4-17, to investigate accidents involving GSA vehicles?

b. Silver Recovery Program.

(1) Has the MEPS implemented a Silver Recovery Program IAW USMEPCOM Reg 700-3, paragraph 5-4?

(2) Is the activity making proper disposition of silver and silver bearing materials? USMEPCOM Reg 700-3, paragraph 5-4.

(3) Is the activity maintaining auditable records to support disposition of silver and silver bearing materials? USMEPCOM Reg 700-3, paragraph 5-4.

c. Interservice Support Agreement (ISA) Program.

(1) Does the activity have current ISA with Government support activities. USMEPCOM Reg 5-2, paragraph 5.

(2) Are the support agreements documented on DD Form 1144 (Order for Supplies or Services)? Do documents include the categories of support as required by USMEPCOM Reg 5-2, paragraph 6?

(3) Are the ISAs signed by proper authorities IAW USMEPCOM Reg 5-2, paragraph 6?

(4) Are the ISAs complete to include the attachment of specific provisions? USMEPCOM Reg 5-2, paragraph 6.

(5) Has HQ USMEPCOM been included in block 10, of DD Form 1144?

(6) Are activities obtaining support IAW established ISAs? USMEPCOM Reg 5-2, paragraph 6.

d. Vehicle management.

(1) Is the activity preparing and making distribution of DA Form 2408-9 (Equipment Control Record) to record and report gains and losses of organic vehicles? USMEPCOM Reg 58-1, paragraph a.

(2) Has the activity implemented adequate vehicle dispatch procedures? USMEPCOM Reg 58-1, paragraph 7e.

(3) Are domicile-to-duty privileges being granted, only to those individuals meeting the criteria stipulated by USMEPCOM Reg 58-1, paragraph 7g?

(4) Is the activity maintaining a current record of vehicles parked at residences of individuals authorized domicile-to-duty privileges? USMEPCOM Reg 58-1, paragraph 7g(3)(i).

e. Leased housing management

(1) Has a unit housing representative been appointed by the MEPS commander? USMEPCOM Reg 210-4, paragraph 11a(1).

(2) Has a lease case file been established for each leased unit as required by USMEPCOM Reg 210-4, paragraph 12f?

(3) Does the lease case file contain required documentation IAW USMEPCOM Reg 210-4, appendix C?

f. Maintenance

(1) Has the activity made arrangements, through ISA, to obtain equipment maintenance support from the Government support agency? USMEPCOM Reg 5-2.

(2) Does visual spot check of motor vehicles reveal that the operators are performing the required daily vehicle maintenance? USMEPCOM Reg 58-1, paragraph 8b.

(3) Is the activity coordinating preventive maintenance of GSA motor vehicles IAW GSA provided instructions? USMEPCOM Reg 58-1, paragraph 7-1(2).

(4) Does a visual check of selected items of general equipment (i.e., office machines, etc.) reveal that such equipment is being cared for and adequately maintained?

(5) Is the activity coordinating all maintenance and repairs of medical equipment through the servicing medical activity? USMEPCOM Reg 750-1.

(6) Are applicant weighing scales calibrated on an annual basis as required?

(7) Has the activity appointed, in writing, a maintenance monitor IAW USMEPCOM Reg 750-1.

(8) Is the activity maintaining the prevention maintenance checklists for medical equipment IAW USMEPCOM Reg 750-1?

(9) Are current user/operator equipment instruction manuals available on site for all items of medical equipment?

(10) Is the supporting medical maintenance activity provided a medical equipment density listing on a semiannual basis IAW USMEPCOM Reg 750-1?

(11) Were DA Forms 2407 (Maintenance Log) initiated and maintained IAW USMEPCOM Reg 750-1?

(12) Were DA Forms 2409 (Equipment Maintenance Log) properly maintained in the medical section IAW USMEPCOM Reg 750-1?

(13) Were x-ray equipment files maintained in the medical section IAW USMEPCOM Reg 750-1?

g. Transportation Services

(1) Is the MEPS transportation agent complying with current passenger standing route orders for enlistee travel?

(2) Were meal tickets being prepared IAW USMEPCOM Reg 55-2, paragraph 8, when required by the special instructions in the passenger standing route orders?

(3) Are bulk purchases of tokens and tickets being accomplished IAW USMEPCOM Reg 55-2, paragraph 9?

(4) Is the transportation agent procuring, securing, and accounting for United States Government transportation requests and meal tickets IAW USMEPCOM Reg 55-2, paragraph 6?

(5) When issued, are bulk purchased tickets/tokens controlled and accounted for IAW USMEPCOM Reg 55-2, paragraph 9?

F-5. Supersession. This checklist replaces the checklist for Checklist for CLEAP previously published in USMEPCOM Reg 700-3.

F-6. Comments. Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, MRM-LO, 2500 Green Bay Road, North Chicago, IL 60064-3094.

2 July 1996

USMEPCOM Reg 700-3

Glossary

AMCSS

Army Military Clothing Sales Store

APC

accounting processing code

ARC

accounting requirement code

BAA

budget and accounting assistant

BOI

basis of issue

CBS-X

Continuing Balance System - Expanded

CLEAP

Command Logistics Evaluation and Assistance Program

CSC

customer supply center

CTA

common tables of allowances

DA

Department of the Army

DARIC

Defense Automation Resources Information Center

DC/COS

Deputy Commander/Chief of Staff

DD, DOD

Department of Defense

DODAAC

DOD activity address code

DPSC

Defense Personnel Support Center

DRMO

Defense Reutilization and Marketing Office

DSM

Disposal Service Monitor

DSN

Defense Switched Network

DRMS

Defense Reutilization and Marketing Service

DRMS-OE

Defense Reutilization and Marketing Service - Operations East

DRMS-OW

Defense Reutilization and Marketing Service - Operations West

FAD

Force activity designator

FAO

finance and accounting office

FEDLOG

Federal Logistics Data Base

FSC

Federal supply class

FY

fiscal year

GSA

General Services Administration

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAA

interim authorization approval

IAW

in accordance with

I.M.P.A.C.

International Merchant Purchase Authorization Card

IMPE

information management processing equipment

ISA

Intraservice Support Agreement

2 July 1996

USMEPCOM Reg 700-3

LIN

line item number

MCN

management control number

MEAD

USMEPCOM Equipment Authorization Document

MEPS

military entrance processing station

MSDS

Material Safety Data Sheet

NSN

national stock number

OCIE

organizational clothing and individual equipment

PBIC

Property Book Identifier Code

PBO

property book officer

PMRP

Precious Metals Recovery Program

RICC

reportable item control code

RMW

regulated medical waste

RO

requisitioning objective

ROP

reorder point

R/S

report of survey

SF

Standard Form

SGS

support group supervisor

SOP

standing operating procedures

SSSC

self-service supply center

TAC

type address code

TDA

tables of distribution and allowances

UIC

unit identification code

ULLS-S4

Unit Level Logistics System-S4

USAMMA

United States Army Medical Materiel Agency

USMEPCOM

United States Military Entrance Processing Command

Index

This index is organized alphabetically by topic and by subtopic within topic. Topics and subtopics are identified by paragraph number.

Abandoned or unclaimed personal property. **See** Personal property
Accountable officer, *See* Report of Survey
Accounting for
 Equipment leased or rented, 4-7
 Lost, damaged, or destroyed property, 4-17
 Property found on premises, 4-11
 Systems furniture, 4-9
Accounting processing code (APC), 3-3
Appeal action, Report of Survey, submission of, 4-17
Appeal authority, Report of Survey, 4-17
Appointing authority, Report of Survey, 4-17
Appointment of Property Book Officer, 4-12
Approving authority, Report of Survey, 4-17
Army enlisted personnel, supplemental clothing allowance for, 4-20
Asset reporting CBS-X, 4-21
Asset/object class code, 3-3
Audiometer acquisition. **See** Major Medical Equipment Program
Audiometer requisition. **See** Major Medical Equipment Program
Audiometric booth acquisition. **See** Major Medical Equipment Program
Audiometric booth requisition. **See** Major Medical Equipment Program
Authorization
 Equipment. **See** Equipment authorization
 Files, 2-10
 Flags, 2-6
 Furniture and equipment, 7-3
 Professional books, 2-7
 Systems furniture, 2-8
 Vehicles. **See** Motor vehicles

Basis of issue
 Flags, 2-6
 Plaques, Service, 4-2
Books
 Accounting for, 4-10
 Professional, 2-7
 Professional, medical, 2-7
 Professional, nonmedical, 2-7
Booth, audiometric, acquisition. **See** Major Medical Equipment Program
Bridge tickets, control of, 4-5

Carpet
 Cleaning of, 7-2
 Replacement and upgrading, 7-3
CBS-X, reporting, 4-21
Change of command inventories. **See** Inventories

CLEAP

- Checklist, 8-2
- Concept, 8-1
- Correction/assistance, 8-4
- Management, 8-2

Clothing

- Cold weather clothing, 4-6
- Medical. **See** Medical white uniforms
- Supplemental. **See** Supplemental clothing

Continuing Balance System - Expanded (CBS-X), asset reporting, 4-21

Control of disposable syringes and needles, 4-22

Controlled equipment

- Authorization for, 2-3
- Copying equipment, authorization for, 2-3
- Filing equipment, authorization for, 2-4
- IMPE, authorization for, 2-3
- Printing and binding equipment, authorization for 2-3

Credit cards

- Control of, 4-5
- Telephone, 4-5

CSC accounts, GSA, 4-19

DA Form 1300-4, 4-2

DA Form 2765, 3-3

DA Form 2765-1, 3-3

DA Form 3078

- Preparation of, 4-20
- Procedures for, 4-20

DA Form 3161

- For lateral transfer, use of, 3-3
- Turn-in document, 4-5

DA Form 4697, 4-5

Damaged Government property

- Accounting for, 4-17
- Damage statements, 4-17
- Motor vehicle, accounting for, 4-17
- Review of damage statements, 4-17

Data media. **See** IMPE

Department of Defense activity address code. **See** DODAAC

Destroyed Government property, accounting for, 4-17

Diagnostic x-ray systems

- Acquisition. **See** Major Medical Equipment Program
- Requisitions, 6-3

Disposable syringes and needles, control of, 4-22

Disposal service representative. **See** Hazardous Materials Management Program

Disposition of abandoned or unclaimed personal property, 3-8

Document registers

- Expendable property document register, 4-16
- Nonexpendable property document register, 4-16
- DODAAC, activity designation or address changes, 3-2
- DPSC, supply source, use of, 3-4
- Durable property, control of, 4-4

Equipment

- In excess of authorized and required allowances, 3-6
- Leased, accounting of, 4-7
- Maintenance and replacement program, responsibilities, 1-4
- Replacement and upgrading, 7-3
- Replacement and upgrading, Furniture, 7-3
- Replacement and upgrading, Medical equipment, 7-3
- Replacement, Government-owned vehicles, 7-3
- Responsibilities, 1-4
- Rented, accounting of, 4-7
- Transfer of, 3-7

Equipment and furniture

- Replacement and upgrading, 7-3
- Upgrading/modernization, 7-3

Equipment authorization

- Controlled equipment, 2-3
- Documents, 2-1
- Files, 2-10
- MEAD, 2-1
- Motor vehicles, 2-2
- Request for, 2-4
- TDA equipment, 2-4

Excess equipment

- Authorized and required allowances, 3-6
- Medical equipment, technical inspection of, 3-6
- Motor vehicles, 3-6
- Reporting of, 3-6
- Screening, 3-6
- Serviceable, 3-6

Expendable property

- Medical, control of, 4-2
- Stockage criteria, 4-2

Files, equipment authorization, 2-10

Filing equipment, authorization for, 2-4

Flags

- Authorization for, 2-6
- BOI, 2-6
- Cleaning of, 7-2
- Disposition of, 3-5
- Requisitioning instructions, 3-4
- Unserviceable, 3-5

Followup action, 3-3
Force activity designator, 3-1
Funding requirements for equipment replacement, 7-4
Furniture and equipment, requisitioning of, 7-3
Furniture replacement and upgrading, 7-3
Furniture systems. **See** Systems furniture, accounting for

Government property
 Accounting for, 4-17
 Destroyed, 4-17
 Physical security for, 4-23
GSA, supply source, use of, 3-4
GSA CSC accounts
 Agency access code, 4-19
 Authorized users, 4-19
 Bill to, 4-19
 Ordering instructions, 4-19
 Receipt of supplies, 4-19
 Reconciliation of bills, 4-19
Guidance counselors, recruiting service, support for, 4-80

Hand receipts
 Procedures, 4-15
 ULLS-S4, 4-12

Hazardous Materials Management Program
 Compliance with Federal, State and Local laws, 5-2
 Guidance, 1-4
 Hazardous Communication Program, 1-4
 Hazardous Materiel/Waste Management Program, 5-3
 Maintenance of silver recovery equipment, 5-4
 MSDS, 1-4
 Pollution Prevention Program, 1-4
 Precious Metals Recovery Program, 5-4
 Program management, 5-4
 Technical policies, 5-4

IMPE
 Authorization for, 2-4
 Control of, 4-3
 Data media, 4-3
 Disposition of, 3-5
 Excess, 3-6
 Sample request for disposition of, 3-5

Individual equipment. **See** OCIE
Information management processing equipment, 4-3
Inventories, 4-13

Journals, professional, medical, 2-7

Lateral transfer of property

- Approval for, 3-7
- Between USMEPCOM activities, approval for, 3-7
- Preparation of, 3-7
- To other services, 3-7

Laundering and cleaning. **See** OCIE

Leased equipment, accounting of, 4-7

Liaisons, recruiting service, support for, 4-18

Linen service. **See** Uniform and linen service

Lost, damaged, or destroyed Government property, accounting for, 4-17

Maintenance and repair

- Cleaning of flags, 7-2
- Cleaning of rugs and carpets, 7-2
- Expenditure limits, 7-2
- Maintenance facilities, 7-2
- Of furniture, 7-2
- Of Government-leased materiel, 7-2
- Of Government materiel, 7-2
- Of Government-owned materiel, 7-2
- Of Government-rented materiel, 7-2

Maintenance and replacement of equipment, 7-4

Major Medical Equipment Program

- Accountability of equipment, 6-3
- Acquisition leadtime, 6-2
- Audiometer acquisition, 6-1
- Audiometer requisitions, 6-3
- Audiometric booth acquisition, 6-1
- Audiometric booth requisitions, 6-3
- Diagnostic x-ray systems requisitions, 6-3
- Equipment replacement policy, 6-2
- Excessive equipment expense, 6-2
- Frequency of repair, 6-2
- Identifying equipment, 6-2
- Nonexpendable medical equipment, 6-1
- Receipt of equipment, 6-3
- Requisitions, 6-3
- Responsibilities, 1-4

Maternity white uniforms, 4-6

MCN

- Assignment of, 2-5
- Request for assignment of, 2-5

Media, negotiable. **See** Negotiable media

Medical equipment

- Replacement policy, 6-2

Medical white uniforms, 4-6

Motor vehicles

- Accountability and control of, 4-9
- Accounting for, 3-6
- Army-owned, excess, 3-6
- Authorization for, 2-2
- Control of, 4-8
- Damage, 4-17
- Replacement, 7-3

Needles, disposable, control of, 4-22

Negotiable media, control of, 4-5

OCIE, 4-6

Organizational clothing. **See** OCIE

Personal property

- Abandoned or unclaimed, 3-8
 - Disposition and handling of, 3-8
 - Control of, 3-8
 - Inventory of, 3-8
 - Locating the owner, 3-8
 - Notification to owner, 3-8
 - Ownership determined, 3-8
 - Ownership not determined, 3-8
 - Property accountability, relief from, 2-17
 - Property transmittal document, 3-8
 - Release statement for unclaimed property, 3-8
 - Report of abandoned personal property, 3-8
 - Report of unclaimed personal property, 3-8
 - Statement of finding, 3-8
- Physical security for Government property, 4-23
- Physicians smocks. **See** Smocks, physicians
- Plaques, service. **See** Basis of issue
- Precious Metals Recovery Program (PMRP). **See** Silver Recovery Program
- Precious metals coordinator. **See** Hazardous Materials Management Program
- Printing and binding equipment, authorization for, 2-4
- Property, transfer of, 3-7
- Property not on accountable records, accounting for, 4-11

Property turn-in procedures

- Serviceable, 3-5
 - Unserviceable, 3-5
- Protective cold weather clothing and equipment, 4-6

Receipt of lateral transfer property, 3-7

Recruiting Service, logistical support for

- Guidance counselors, support for, 4-18
- Liaisons, support for, 4-18
- Security interviewers, support for, 4-18

Remission of indebtedness, Report of Survey, submission of, 4-17

Rented equipment, accounting of, **See** Accounting
Reorder point record, DA Form 1300-4. **See** DA Form 1300-4
Repair facilities. **See** Maintenance and repair
Repair limits. **See** Maintenance and repair
Repair of Government materiel. **See** Maintenance and repair
Report of survey
 Accountable officer, 4-17
 Appeal action, submission of, 4-17
 Appeal authority, 4-17
 Appointing authority, 4-17
 Approving authority, 4-17
 Number, 4-17
 Preparation and processing, 4-17
 Reconsideration, 4-17
 Registers, 4-17
 Reopening, 4-17
 Request for remission of indebtedness, 4-17
Requisitioning
 Equipment and supplies, 3-3
 Followup action, 3-3
 Forms, 3-3
 Objective and reorder point, 4-2
 Of furniture and equipment, 7-3
 Procedures, 3-3
 Requests, submission of, 3-3
Responsibilities
 General, 1-4
 Equipment maintenance and replacement program, 1-4
 Major Medical Equipment Program, 1-4
Rugs
 Cleaning of, 7-2
 Replacement and upgrading, 7-3

Security interviewers, recruiting service, support for, 4-18
Serviceable property, turn-in, 3-5
Silver Recovery Program. **See** Hazardous Materials Management Program
Smocks, physicians, 4-6
Software. **See** IMPE
Standard Army Intermediate Level Supply System procedures, 3-3
Supplemental clothing
 Air Force enlisted personnel, 4-20
 Alterations of, 4-20
 Army enlisted personnel, 4-20
 Coast Guard enlisted personnel, 4-20
 Eligibility, 4-20
 Issue of, 4-20
 Marine Corps enlisted personnel, 4-20
 Navy enlisted personnel, 4-20

Supplies and equipment

- Disposition of, 3-5
 - Force activity designator, 3-1
 - General Supply Operations, 4-1
 - Requisition and disposition of, 3-3
- Syringes, disposable, control of, 4-22
- Systems furniture
- Accounting for, 4-9
 - Approval for, 2-8
 - Authorization for, 2-8
 - Cost comparison analysis, 2-8
 - Request for authorization of, 2-8

TDA equipment, request for deletion or reduction of, 2-4

TDA update, 2-9

Tickets, bridge. **See** Bridge tickets

Tokens, control of, 4-5

Toll script, control of, 4-5

Transfer of property

- DA Form 3161, use of, 3-7
- Procedural guidance, 3-7

Turn-in

- Property, procedures, 3-5
- Serviceable property, 3-5
- Unserviceable property, 3-5

Type address code (TAC). **See** DODAAC

ULLS-S4. **See** Hand receipt procedures

Unclaimed personal property. **See** Personal property

Uniform and linen service, 4-6

Unserviceable property, turn-in, 3-5

Use of GSA and Defense Personnel Support Center (DPSC) supply sources, 3-4