

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3091

USMEPCOM Regulation  
No. 700-3

Effective: September 3, 2019  
**Logistics**  
**Consolidated Logistics Support**

---

FOR THE COMMANDER:

CUNNINGHAMJOANNE  
.THERESE.1091128434

Digitally signed by  
CUNNINGHAMJOANNE.THERESE.1091128434  
Date: 2019.08.13 10:24:06 -05'00'

J. Cunningham  
Deputy Commander/Chief of Staff

**DISTRIBUTION:**

LIMITED. This regulation is restricted to internal use only.

---

**Executive Summary.** This regulation provides USMEPCOM policy and procedures relative to logistics management operations.

**Applicability.** This regulation applies to all organizational elements of USMEPCOM.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-4/MEFA-LD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested Improvements.** The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, or by memorandum, to HQ USMEPCOM, ATTN: J-4/MEFA-LD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Internal Control Process.** Not applicable.

---

\*This regulation supersedes USMEPCOM Regulation(s) UMR 750-1, UMR 715-1, and UMR 58-1. This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

**Table of Contents (TOC)**

	<b>Paragraph</b>	<b>Page</b>
<b><u>Chapter 1</u></b>		
<b>General</b>		
Purpose	1-1	1
References	1-2	1
Explanation of abbreviations and terms	1-3	1
<b><u>Chapter 2</u></b>		
<b>Property Accountability</b>		
Purpose	2-1	2
Responsibilities	2-2	2
Command Supply Discipline Program (CSDP)	2-3	2
Objective	2-4	2
Terms	2-5	3
Responsibilities	2-6	3
Evaluations	2-7	6
Command Coins	2-8	6
Coin Policy	2-9	6
Authorization Documents	2-10	7
Property Book	2-11	8
Delegation of Authority	2-12	8
Property Book Adjustment	2-13	8
Supporting Document Files	2-14	9
Government Furnished Property (GFP) Accountability Process	2-15	10
Hand Receipt/Sub-Hand Receipt/Equipment Packages	2-16	10
Durable Property	2-17	11
Processing Procurement Receipts	2-18	11
Turn-in Procedures for Unserviceable Equipment	2-19	12
Disposition Procedures for Excess Serviceable Equipment	2-20	12
Change of Primary Hand Receipt Holder (PHRH) Inventories	2-21	12
Annual or Cyclic Inventories	2-22	12
Relief from Responsibility for Property (DD Form 362)	2-23	13
Relief for Responsibility for Property (DD Form 200)	2-24	13
Supervising the Financial Liability Investigation of Property Loss System	2-25	14
DD Form 200 Oversight Management	2-26	14
Logistical support for Recruiting Service Liaisons	2-27	15
<b><u>Chapter 3</u></b>		
<b>Management of Government Leased Vehicles</b>		
Purpose	3-1	16
Responsibilities	3-2	16
General	3-3	16
Official Use of GSA Leased Vehicles	3-4	16
Additional or Replacement Vehicles	3-5	17
Recording Vehicle Use	3-6	18
Fuel and Mileage Reporting	3-7	18
GSA Fleet Credit Card	3-8	18
Preventive Maintenance	3-9	19
Accident Procedures	3-10	19

	<b>Paragraph</b>	<b>Page</b>
<b><u>Chapter 4</u></b>		
<b>Procurement of Supplies and Equipment</b>		
Purpose	4-1	20
General	4-2	20
Procurement Methods	4-3	20
GCSS-Army Training	4-4	21
Ordering Supplies within GCSS-Army	4-5	21
Procurement of Expendable Medical Supplies	4-6	22
DMLSS Customer Assistance Module (DCAM)	4-7	22
DCAM Training	4-8	22
Ordering Medical Supplies within DCAM	4-9	22
Reorder Point (ROP)	4-10	22
Government Purchase Card (GPC)	4-11	23
Responsibilities	4-12	23
Mandatory Sources	4-13	27
Paying using a Convenience Check	4-14	28
Paying for Supplies above \$5,000 up to \$25,000	4-15	28
Paying for Commercial Off-the-Shelf (COTS) Training	4-16	29
Unauthorized Commitments	4-17	29
Split Purchases	4-18	30
GPC Training Requirements	4-19	30
<b><u>Chapter 5</u></b>		
<b>Maintenance of Equipment</b>		
Purpose	5-1	32
Responsibility	5-2	32
Operator Preventive Maintenance Checks and Services (PMCS)	5-3	33
Support Preventive Maintenance Checks and Services (PMCS)	5-4	34
Operator Maintenance Tasks	5-5	34
Direct Support Maintenance Task	5-6	35
Medical Standby Equipment Program (MEDSTEP)	5-7	36
Equipment Warranty Services	5-8	36
Maintenance Records	5-9	38
<b><u>Chapter 6</u></b>		
<b>Support Agreements</b>		
Purpose	6-1	41
Responsibilities	6-2	41
Support Agreement Description	6-3	41
Agreement Formats	6-4	42
Agreement Processing	6-5	42
Review Requirements	6-6	42
Reimbursement Factors	6-7	43
Revisions	6-8	43
Terminations	6-9	43
Disputes	6-10	43

	<b>Page</b>
<b>Figures</b>	
<a href="#">4-1.</a> GCSS-Army Ordering Process for Expendable Supplies	22
<a href="#">4-2.</a> DCAM Ordering Process for Expendable Medical Supplies	23
<a href="#">4-3.</a> GPC Ordering Process for Supplies and Service – Below \$10K	27
<a href="#">4-4.</a> GPC Ordering Process for Supplies and Service – \$10K to \$25K	29
<a href="#">5-1.</a> Sample of a completed DA Form 2407	37
<a href="#">5-2a.</a> Sample of a completed DA Form 2409 (front)	40
<a href="#">5-2b.</a> Sample of a completed DA Form 2409 (back)	40
<b>Tables</b>	
<a href="#">5-1.</a> Equipment Requiring an Individual DA Form 2409/UMF 700-3-6	39
<a href="#">5-2.</a> Medical Standby Equipment Program (MEDSTEP) Instruments	39
<b>Appendices</b>	
<a href="#">A.</a> References	44
<a href="#">B.</a> Glossary	49

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation provides authority and prescribes policy for providing logistics management in the United States Military Entrance Processing Command (USMEPCOM).

#### **1-2. References**

For required and related publications and prescribed and referenced forms see [Appendix A](#).

#### **1-3. Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the [Appendix B, Glossary](#).

## **Chapter 2**

### **Property Accountability**

#### **2.1. Purpose**

This chapter prescribes property accountability procedures within the United States Military Entrance Processing Command (USMEPCOM). This chapter is a supplement of AR 710-2, AR 735-5, and DA Pam 710-2-1. It is intended to assist all parties in performing regulatory 100% property book accountability.

#### **2-2. Responsibilities**

- a. The Property Book Officer (PBO) is responsible for -

(1) Directing and controlling all property book operations within the USMEPCOM. Ensures all procedures are being enforced to account for and secure U.S. Government property.

(2) Daily maintenance of organizations; property book accounts for all PHRH's and ensuring authorization documents, inventories, and accountability procedures are being followed IAW governing regulations.

- b. Primary Hand Receipt Holders (PHRH) are responsible for –

(1) Establishing and maintaining strict accountability for all property under their control. This includes providing adequate means of securing property for which they have been assigned responsibility. This responsibility further extends to the enforcement of accounting and reporting requirements applicable to that property.

(2) Ensuring the completion of all required inventories, including change of hand receipt holder inventory and command directed inventories.

(3) Ensuring all assigned property is sub-hand receipted down to the user when not being directly used by the PHRH.

c. Individual users of equipment are charged with the personal responsibilities to exercise reasonable and prudent actions to properly use, care for, safeguard and dispose of all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

#### **2-3. Command Supply Discipline Program (CSDP)**

The CSDP is a Commander's program that directs supply discipline. The CSDP establishes command, supervisory, and managerial responsibilities to meet regulatory requirements to verify activities are adhering to existing Department of Army (DA) and USMEPCOM supply policies.

#### **2-4. Objective**

a. Accomplish 100 percent property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to activities and individuals.

b. Promote supply economy consciousness.

c. Identify and correctly process excess property in accordance with AR 710-2.

- d. Ensure compliance with DA and USMEPCOM logistics policies and procedures.
- e. Ensure incoming and outgoing Military Entrance Processing Command (MEPS) Commanders conduct joint 100 percent inventories.
- f. Identify and eliminate repeat findings of noncompliance with established policies.
- g. Ensure all lost, damaged, or destroyed Government property is accounted for using the Financial Liability Investigation of Property Loss (FLIPL) process if applicable.

## **2-5. Terms**

- a. Supply economy. The conservation of material by anyone dealing with Government supplies to ensure that only the proper item in the necessary amount is used to accomplish a task. The term “stewardship of resources” is synonymous with “supply economy.”
- b. Supply discipline. The compliance with established DA regulations to administer supply economy effectively. Supply discipline applies to the use of supply funds and to all functions and levels of supply operations.
- c. Command Supply Discipline Program. A four-fold program addressing:
  - (1) Responsibilities of Commanders and supervisory personnel to instill supply discipline in their operations.
  - (2) Guidance for evaluating supply discipline.
  - (3) Feedback through command channels for improving supply policy.
  - (4) Follow-up to ensure supply discipline is maintained.

## **2-6. Responsibilities**

- a. Commander, USMEPCOM. Appoint, in writing, the USMEPCOM CSDP coordinator.
- b. Director, J-4.
  - (1) Exercise overall staff supervisory responsibility and authority over the CSDP within USMEPCOM.
  - (2) Assist Commanders to ensure USMEPCOM activities adhere to the command established CSDP procedures and guidelines.
- c. USMEPCOM CSDP coordinator.
  - (1) Be responsible for the oversight and administration of the Command’s CSDP.
  - (2) Assist all subordinate activities with the development and implementation of their CSDP.

(3) Monitor the CSDP to identify strengths and weaknesses throughout the command and identify systemic noncompliance or irregularities by reviewing inspection results.

(4) Implement a CSDP program within the USMEPCOM headquarters.

(5) Develop CSDP evaluation checklists IAW AR 710-2, table B-1 thru B-3. Incorporate CSDP checklists into the Command Organizational Inspection Program (OIP) Inspection Guide, Appendix F.

(6) Conduct CSDP evaluations of Battalions (Parent level) and MEPS (User level) supply operations in conjunction with Inspector General (IG) Inspections.

(7) Conduct follow-up evaluations and/or training as a result of a Not-In-Compliance rating.

d. Sector Commanders.

(1) Review the results of CSDP evaluations in order to identify supply strengths and weaknesses throughout their command.

(2) Promote supply economy consciousness throughout their command.

e. Battalion Commanders.

(1) Implement a CSDP for their subordinate MEPS IAW AR 735-5, Paragraph 11-4f.

(2) Appoint a CSDP monitor in writing to oversee the program and furnish a copy of the appointment orders to the USMEPCOM CSDP coordinator within 30 days of appointment.

(3) Integrate CSDP evaluations into Command Inspection Program (CIP) using existing resources (i.e. Staff Assistance Visits (SAV)).

(4) Schedule and conduct CSDP evaluations of subordinate MEPS in the opposite fiscal year of the IG inspection schedule utilizing Appendix F in the OIP Inspection Guide.

(5) Provide a copy of Battalion CSDP policy memorandum or SOP and evaluation schedule to the USMEPCOM CSDP coordinator.

(6) Document results of all CSDP evaluations and validate corrective actions on previously identified deficiencies.

(7) Validate all deficiencies identified by CSDP evaluations are corrected within 90 days. Report any deficiencies that cannot be corrected to the USMEPCOM CSDP coordinator.

(8) Review the results of CSDP evaluations in order to identify supply strengths and weaknesses throughout their command.

(9) Identify and eliminate repeat findings of noncompliance with established policies.

(10) Accomplish 100 percent property accountability, proper use, care, custody, safekeeping, and



disposition of all government property entrusted to activities and individuals.

(11) Promote supply economy consciousness.

(12) Ensure compliance with DA and USMEPCOM logistics policies and procedures.

(13) Ensure incoming and outgoing MEPS Commanders conduct joint 100 percent inventories.

(14) Ensure all lost, damaged, or destroyed Government property is accounted for using the Financial Liability Investigation of Property Loss (FLIPL) process if applicable.

(15) Review the requirements from the CSDP evaluation checklists in the OIP Inspection Guide Appendix F. The purpose is to become familiar with the applicable regulatory requirements.

f. Battalion CSDP monitors.

(1) Review the results of CSDP evaluations and identify strengths and weaknesses throughout their command.

(2) Advise the commander on the CSDP climate within their command.

(3) Verify deficiencies identified by CSDP evaluations are corrected within 90 days and reported to the USMEPCOM CSDP coordinator.

(4) Maintain a file of evaluations (for the previous two calendar years).

g. MEPS Commanders.

(1) Review the requirements from the CSDP evaluation checklists in the OIP Inspection Guide Appendix F. The purpose is to become familiar with the applicable regulatory requirements.

(2) Report to their immediate higher headquarters any applicable requirements within the checklist that cannot be completed.

(3) Accomplish 100 percent property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to activities and individuals.

(4) Promote supply economy consciousness.

(5) Identify and correctly process excess property in accordance with AR 710-2, Paragraph 2-13.

(6) Ensure compliance with DA and USMEPCOM logistics policies and procedures.

(7) Ensure all lost, damaged, or destroyed Government property is accounted for using the Financial Liability Investigation of Property Loss (FLIPL) process if applicable.

**2-7. Evaluations**

Evaluation checklists will include as a minimum all applicable requirements of the table(s) from AR 710-2, Appendix B-1 thru B-3.

- a. Evaluators record findings on each applicable checklist entry. The results are reviewed to determine if past discrepancies were resolved.
- b. Each parent organization (e.g. Battalion, J-4) will maintain their subordinate activities' CSDP evaluation records.
- c. If major problems with procedures or policies surface during a CSDP evaluation, refer problems to the appropriate level capable of resolving the issue.
- d. When findings of noncompliance are due to circumstances beyond the control of the evaluated organization, the command level conducting the evaluation is responsible for taking such a finding to the level capable of resolving the discrepancy.

**2-8. Command Coins**

USMEPCOM activities present unit coins as a method to timely recognize individuals for acts of exceptional service and achievement. Unit coins are powerful symbols that can significantly contribute to pride, cohesion, and morale within an organization. Appropriated funds may not be used to purchase unit coins intended as personal gifts, mementos, souvenirs, token of appreciation, or items intended to promote goodwill.

**2-9. Coin Policy**

a. Unit coins may be purchased by the USMEPCOM Commander, the Eastern and Western Sector Commanders, and Battalion Commanders using appropriated funds. Unit coins are custom minted emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side. Unit coins will not exceed 2 inches in diameter. Display/presentation boxes for coins are authorized for the USMEPCOM, Commander only.

(1) Unit coins will not be "personalized" to have presenter's name on the coin. However, the name of the recipient may be subsequently engraved on a coin, on a case-by-case basis, for an individual presentation. Unit coins procured with appropriated funds may identify the presenter only by position or the title of the authorized individual and/or the name of the organization presenting the coin (e.g. Commander, USMEPCOM).

(2) Unit coins will bear an inscription identifying it as an award, such as "For Excellence" or "In Recognition of Outstanding Performance".

(3) Coin acquisitions exceeding \$1,000 in any one fiscal year for Sector and Battalion Commanders must be approved by the Commander, USMEPCOM.

(4) Commanders are authorized to redesign coins upon change of command after on hand quantities are exhausted.

(5) Commanders authorized to purchase coins will track the expenditures and distribution for coins each fiscal year using [UMF 700-3-7, Commander Coin Expenditure Report](#). Forward UMF 700-3-7 to the

[TOC](#)

J-4 outlook group “OSD North Chicago USMEPCOM List HQ-J4-MEFA”, no later than 1 November for the preceding fiscal year.

b. Protocol and Criteria for Award

(1) Presentation of unit coins

(a) Unit coins may be presented to DoD personnel to recognize acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Command's mission.

(b) Unit coins may not be routinely presented for an individual's performance of his or her regularly assigned duties. Commanders must exercise appropriate restraint regarding the number and frequency of coins presented.

(2) Unit coins may not be presented to the following.

(a) Unaffiliated individuals or employees of non-federal Government agencies.

(b) Contractors. Contractors are defined as private citizens or entities in a profit making or commercial relationship with DOD or its components. Contractors or contractor employees are not DOD employees; therefore, they are not to be considered or treated as such.

(c) Volunteers. When unit coins are purchased with appropriated funds, they may not be presented to volunteers. However, authorized individuals may award unit coins purchased with non-appropriated funds to volunteers to recognize their accomplishments.

(d) Retirees and Family members. Coins for retirees and Family members are not authorized.

c. Commanders authorized to purchase unit coins may permit subordinates in the organization to present coins on behalf of the organization.

d. The Commander, USMEPCOM is the approval authority for all exceptions to policy related to unit coins.

e. Questions or issues related to the purchase or presentation of coins should be directed to the USMEPCOM Ethics Attorney at 847-688-3680 ext 7555.

f. The Command Coin Program is evaluated through the CSDP during an IG inspection

## **2-10. Authorization Documents**

Authorization documents authorizations are required to justify accountable property posted to the property book.

a. The Table of Distribution and Allowance (TDA), Common Table of Allowance (CTA) 50-909 table 88 (USMEPCOM), and Medical Materiel Allowance List (MMAL) are the primary authorization documents for USMEPCOM.

b. To request changes to the TDA, the requesting organization will complete DA Form 4610-R (Equipment Changes in MTOE/TDA) with a justification for the change. Requests will be submitted through the respective Battalion and Sector to J-4/MEFA-LD.

c. To request changes to the CTA, the requesting organization will correctly complete a memorandum in lieu of DA Form 2028 (Recommended Changes to Publications and Blank Forms). Requests will be submitted through the respective Battalion and Sector to J-4/MEFA-LD. The memorandum must include the following data:

- (1) CTA #
- (2) Table #
- (3) Line Item Number (LIN)#
- (4) Nomenclature
- (5) Basis of Issue (BOI)
- (6) Unit of Issue
- (7) Allowance(s)
- (8) Justification for the change

d. To request changes to the MMAL, the requesting organization will complete a memorandum with a justification for the change. Requests will be submitted through the respective Battalion and Sector to J-4/MEFA-LD.

e. All organizational colors, national flags, State flags, distinguishing flags, awards streamers, and tabards are authorized by AR 840-10.

f. The authorization for GSA vehicles is contingent upon effective utilization. Authorizations for GSA leased vehicle will be limited to the minimum needed to provide essential motor vehicle transportation services. The standard for effective utilization of the type of vehicles within USMEPCOM is 10,000 annual miles.

## **2-11. Property Book**

The Global Combat Support System – Army (GCSS-Army) system will be used as the commands Accountable Property System of Record (APSR). Property records will be established and maintained IAW AR 710-2, Paragraph 2-5.

## **2-12. Delegation of Authority**

Primary hand receipt holders (PHRH) will prepare a DA Form 1687 (Notice of Delegation of Authority) if he/she wishes to designate personnel as their authorized representatives to request and/or sign for supplies requiring formal accountability. Sub-hand receipt holders may also designate personnel to sign “change documents” in their absence. Personnel are required to digitally and manually sign the DA Form 1687 IAW DA Pam 710-2-1 Paragraph 2-28f(4). Forward completed DA Form 1687 and a copy of assumption of command orders to the J-4 outlook group “Property Book Team”. File the DA Form 1687 under record number 710-2m/700A, “Receipting Authorities”, see disposition instructions in [Appendix A, Section III](#).

## **2-13. Property Book Adjustments**

a. Minor property book adjustments that do not affect the on hand balance or there is no actual gain or loss of Government property will be accomplished using DA Form 4949 (Administrative Adjustment Report). MEPS personnel execute warranty exchange and submit DA Form 4949 and supporting

[TOC](#)

documentation (i.e. copy vendor showing old and new items) to the “J-4 Property Book Team” group. File the DA Form 4949 under record number 710-2u/700A, “Administrative Adjustment Reports”, see disposition instructions in [Appendix A, Section III](#). Medical Standby Equipment Program (MEDSTEP) exchanges with Tobyhanna Army Depot will be accomplished using the following process:

- (1) MEPS report failure to Tobyhanna Army Depot.
- (2) J-4 Medical Logistics receives shipping order document from Tobyhanna Army Depot and provide to the “J-4 Property Book Team” group.
- (3) J-4 Medical Logistics sends a DA Form 3161 (Request for Issue or Turn-in) and e-mail notification to MEPS.
- (4) Upon receipt of replacement equipment for Tobyhanna Army Depot, MEPS return inoperable equipment to Tobyhanna and provide signed DA Form 3161 and return UPS tracking number to the “J-4 Property Book Team” group.
- (5) J-4 Property Book Team conducts a MIGO 502 & 501 (asset decrease and asset increase) in GCSS-Army and provide “Change Storage Location Document” to MEPS for signature.
- (6) MEPS (Supply) signs document, forward back to the “J-4 Property Book Team” group.

b. Lateral transfers are transfers of excess USMEPCOM property to another organization outside of USMEPCOM. Lateral transfers (DA Form 3161) will not be processed without prior approval from both the gaining and losing Property Book Officers (PBO). Submit DA Form 3161 to the “J-4 Property Book Team” group. File the DA Form 3161 under record number 710-2aaa/700A, “Property Book and Supporting Documents”, see disposition instructions in [Appendix A, Section III](#).

c. Upon discovery of “Found on Installation (FOI)” property, prepare a DA Form 2765-1 IAW DA Pam 710-2-1, chapter 3-8c and forward to the J-4/MEFA group “Property Book Team”. If the PBO determines that the requesting activity is authorized the item, and will not exceed the authorized quantities if the item is retained, the item will be posted to property records. If the activity does not have a requirement or authorization for the “FOI” item, it must be turned-in to the servicing DLA Disposition Service.

## **2-14. Supporting Document Files**

The document supporting file will contain all documents that support entries on the nonexpendable document/activity register. Documents that support entries to the property book will be marked, “Posted,” dated, and initialed by the posting person. It is highly recommended that suspense copies and/or supporting documents be maintained at the user (MEPS) level as well.

a. File the documents in document number/material number sequence. Place a statement in the file when a supporting document is lost or missing. Include in the statement all information recorded in the document/activity register for the lost document. The PBO will sign the statement. File the statement in place of the missing document under record number 710-2aaa/700A, “Property Book and Supporting Documents” for three years (see disposition instructions in [Appendix A, Section III](#)).

b. Receipt and turn-in documents for expendable/durable supplies do not have to be filed. However, documents supporting loss, damage, or destruction of expendable/durable supplies for which liability is admitted (for example, statements of charges, cash collection vouchers) will be filed under record number

735-5t2/700A, “Relief from Responsibility (liability admitted)”, see disposition instructions in [Appendix A, Section III](#). FLIPLs for expendable/durable supplies will be filed under record number 735-5r1/700A “Financial Liability Investigation of Property Loss Files”, see disposition instructions in [Appendix A, Section III](#). These documents are filed for administrative purposes.

## **2-15. Government Furnished Property (GFP) Accountability Process**

Government property may be furnished to, or acquired by contractors, under the provisions of a contract as Government Furnished Property (GFP). GFP remains Army property and must therefore remain on the Army accountable system of record. Responsibility to account for GFP issued to contractors is outlined below:

### **a. Contracting Officer Representative (COR)**

(1) Provide the PBO a list of GFP that will be provided to the contractor and a copy of the contract prior to the start of the contract period. Provide any modifications if related to GFP.

(2) Approve the GCSS-Army generated hand receipt transferring accountability prior to the GFP being provided to the contractor.

(3) Upon termination or completion of the contract, conduct a joint physical inventory with the contractor and reconcile any discrepancies prior to the PBO acknowledging receipt and accepting accountability for the returned GFP.

(4) Ensure the return of GFP to PBO within 5 days after termination or completion of the contract.

### **b. Property Book Officer (PBO)**

(1) Prepare GCSS-Army generated hand receipt to transfer GFP to the contractor and provide to the COR.

(2) Conduct a joint physical inventory of GFP with the contractor prior to the beginning of the contract period and issue GFP to the contractor.

(3) Maintain the signed GCSS-Army generated hand receipt of GFP transferred to the contractor.

(4) Upon termination or completion of the contract, inventory and accept GFP from contractor.

## **2-16. Hand Receipt/Sub-Hand Receipt/Equipment Packages**

In a TDA organization (USMEPCOM), the Commander or a Civilian Director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be Primary Hand Receipt holders (PHRHs) who will have direct responsibility for property. Hand receipts are required whenever property book or durable items are issued. The signature of a person on a hand receipt establishes direct responsibility. A GCSS-Army generated TDA primary hand receipt will be used to record the issue of accountable property items from the property book officer to the PHRHs.

a. Sub-hand receipts/equipment packages list property that has been issued by the PHRH and also establishes direct responsibility. Sub-hand receipt holders are directly responsible for ensuring the proper degree of physical security and maintenance is applied to all Government property under their control.

Keep primary hand receipts and sub-hand receipts/equipment packages current. Do this by posting changes as they occur.

b. Hand receipt holders of one unit will not loan items to members of another unit unless approval is first obtained from the appropriate authority. For temporary loans, the owning PBO is the approving authority.

## **2-17. Durable Property**

Durable (D) property is personal property that is not consumed in use and that does not require property book accountability but, because of its unique characteristics, requires control when issued to the user. Durable items will be accounted for at the user level using DA Form 2062. Army regulation 735-5, Paragraph 7-4 contains a description of durable items.

a. Following issue, Commanders will have an informal accounting method to record issues and turn-ins to allow monitoring of items other than those contained in the Paragraph 7-5b. Hand receipts and sub hand receipts are one method of informal accounting.

b. Annually, the Commander will conduct a management review of all durable items issued or turned-in to determine whether there are any indications of any missing items, and whether there are any indications of fraud, waste, or abuse.

c. Anytime there are indications of lost, damaged, or destroyed durable property, the Commander or the head of the activity should investigate the loss, damage, or destruction to determine whether corrective measures should be taken to correct the deficiency and financial liability should be assessed.

d. The Commander will document that a management review of durable property was conducted, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared in the form of a memorandum for record in duplicate. One copy will be retained at the unit or activity, and one copy provided to the financial liability investigation approving authority (respective Sector). These memorandums for record will be retained under record number 735/700A "General Property Accountability Correspondence" for 2 years before being destroyed (see [Appendix A, Section III](#)).

## **2-18. Processing Procurement Receipts**

Some equipment will be centrally procured and shipped directly to subordinate activities. Receipt for item(s) on DD Form 250 completing blocks 7, 11, 13, 15, 16, 17, 18, and 22 and forward to the J-4 "Receipt Doc DD 250" with any vendor documentation (i.e. packing list).

a. Upon receipt of nonexpendable items purchased with the government purchase card, prepare DD Form 250 completing blocks 1, 2, 9, 13, 15 to 20, and 22. Maintain a copy under record number 710/700A "General Inventory Management Files" (see disposition instructions in [Appendix A, Section III](#)), and forward original DD Form 250 to the J-4/MEFA group "Receipt Doc-DD250" for processing.

b. Upon receipt of service desk ticket, J-4 HQ logistics issued/ships property to requesting MEPS. J-4 Property Book Team completes and submits a DA 3161 to the MEPS for signature. MEPS signs document and forward back to the "J-4 Property Book Team" group and maintain a copy at the MEPS under record number 710-2aaa/700A, "Property Book and Supporting Documents" (see disposition instructions in [Appendix A, Section III](#)).



**2-19. Turn-in Procedures for Unserviceable Equipment**

Property book items found to be unserviceable and not covered under a warranty, can be turned in the DLA Disposition Service. Turn-in action should be initiated no later than 10 days after the item is determined to be unserviceable. A technical inspection to determine the condition code prior to turn-in may be required by the servicing DLA Disposition Service.

a. MEPS create ETIDS generated DD Form 1348, schedule, and execute turn-in. (Note: Enter the document number provided by J-4 for your ETIDS generated DD Form 1348). After turn-in, MEPS provides the “J-4 Property Book Team” group a copy of the completed ETIDS generated DD Form 1348 for posting.

b. Unserviceable U.S. flags should be destroyed IAW AR 840-10, Paragraph 2-12c. A certificate of destruction will be prepared and signed by the individual destroying the flag. Forward the signed certificate to the J-4/MEFA group “Property Book Team” for processing. Retain certificate of destruction under record number 840/800A “General Heraldic Activities Correspondence Files”, see disposition instructions in [Appendix A, Section III](#).

**2-20. Disposition Procedures for Excess Serviceable Equipment**

Serviceable excess property book items will be screened by the PBO and the J-staff proponent for redistribution throughout the command prior to being turned-in to the servicing DLA Disposition Service. The PBO may also direct lateral transfers of serviceable excess property. Turn-in action should be initiated for Life cycled property book items (i.e. ITE) no later than 10 days after items have been replaced unless disposition instructions have been provided to retain the items.

**2-21. Change of Primary Hand Receipt Holder (PHRH) Inventories**

When a primary hand receipt holder is replaced, all property listed on the hand receipt will be inventoried by the incoming and outgoing PHRH. The inventory is to be conducted within 30 days before the assumption of command. When the inventory cannot be completed before the change of command, a written request for extension will be requested from the next higher command. A maximum of two extensions (15 days each) may be granted.

a. Report all differences regarding property discrepancies to the PBO. The incoming PHRH will notify the PBO that the inventory is complete and discrepancies have been accounted for or resolved. The PBO will generate and sign the MEPS GCSS-Army TDA primary hand receipt and forward to incoming PHRH for signature. Incoming PHRH will digitally sign and forward to the J-4/MEFA group “Property Book Team”.

b. When a hand receipt holder leaves the area of his or her primary duties for a period in excess of 30 calendar days—for example, temporary duty (TDY), leave, emergency, hospitalization, or extended detached duty—the Commander will appoint a temporary hand receipt holder. A joint inventory will be conducted upon departure and return of the hand receipt holder. This will ensure that direct responsibility for the property is maintained on a continuing basis.

**2-22. Annual or Cyclic Inventories**

An annual, one hundred percent inventory of all property assigned to the organization will be conducted. A cyclic inventory may be performed in lieu of the annual inventory. The PBO has chosen to conduct cyclic inventories quarterly. Twenty-five percent of the property book line item numbers (LIN)’s will be inventoried quarterly. The PBO will designate the items to be inventoried by tasking memorandum.



**Note:** After all adjustments have been made by the PBO, if applicable, the commander will digitally sign the final page of cyclic inventory and “Commander’s Memorandum” and forward to the J-4/MEFA group “Property Book Team”.

### **2-23. Relief from Responsibility for Property (DD Form 362)**

Statement of Charges/Cash Collection Voucher DD Form 362 will be processed IAW AR 735-5, chapter 12. It will be used when a military or civilian employees admit liability and offer cash payment or agree to payroll deduction to settle the charge of financial liability. In addition, the military member charge must not exceed monthly basic pay, or if a civilian, must not exceed 1/12th an annual salary.

**Note:** DD Form 2481 (Request for Recovery of Debt Due the United States by Salary Offset) will also be used for civilian employees for payroll deduction submission.

### **2-24. Relief from Responsibility for Property (DD Form 200)**

A Financial Liability Investigation of Property Loss (FLIPL) (DD 200) documents the circumstances concerning the loss or damage of Government property and serves as, or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for the relief from financial liability.

a. Initiate and process a financial liability investigation of property loss IAW AR 735-5, chapter 13 to account for lost, damaged, or destroyed Government property when one or more of the situations listed below exists:

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

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

(3) The value of the admitted loss or damage exceeds the individual’s monthly basic pay (military) or 1/12th of the annual salary of a civilian employee.

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

(5) The loss or damage involves a GSA vehicle or a vehicle that was rented due to non-availability of a Government vehicle.

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

(7) The total dollar value of GSA leased vehicle damage loss exceeds \$1,000.

(8) Individual refuses to sign DD Form 362.

b. The initiator of a DD Form 200 will normally be the hand receipt holder, Commander or agency head, the accountable officer, or the individual with the most knowledge of the incident.

c. The appointing authorities for FILPL's within USMEPCOM are the J-4 Deputy Director and the Battalion Commanders.

d. The approving authorities for FLIPL's within USMEPCOM are the Deputy Commander/ Chief of Staff and the Sector Commanders.

e. Complete a damage statement for GSA vehicle damage that does not exceed \$1,000 unless negligence or willful misconduct is suspected as the cause and the individual does not admit liability and voluntarily reimburse the Government. If the individual admits liability and wishes to voluntarily reimbursement the Government for the damage, process DD Form 362 (Statement of Charges/Cash Collection Voucher). When completing a damage statement, MEPS Commander's must explain the circumstances surrounding the damage and forward this statement to the DD Form 200 Approving Authority (Sector Commander) or designated representative for review. When the DD Form 200 Approving Authority concurs with the damage statement, they will enter "Concur" on the statement and date and sign their concurrence. Non-concurrence will be shown by entering "Non-concur" and "initiate a DD Form 200" on the statement, and date and sign their non-concurrence.

f. MEPS DD Form 200's will processed as follows:

(1) MEPS prepare DD Form 200 with exhibits, completing block 1 and blocks 3 through 12.

(2) MEPS forward DD Form 200 with exhibits to the J-4 group "OSD North Chicago USMEPCOM List HQ-J4-MEFA-FLIPL-DD Form 200" for review, assignment of inquiry/investigation number in block 2, and the completion of block 17.

(3) J-4 forward DD Form 200 with exhibits to Battalion PSS for the Appointing Authority (Battalion Commander) action, blocks 13, 15 and 16 (if applicable).

(4) Upon completion of action, Battalion PSS forwards DD Form 200 with exhibits to the J-4 group "OSD North Chicago USMEPCOM List HQ-J4-MEFA-FLIPL-DD200" for review.

(5) J-4 forward DD Form 200 with exhibits to Sector headquarters POC for the Approving Authority (Sector Commander) action, block 14.

(6) Upon Completion, Sector headquarters POC provides the Battalion PSS, J-4 group "OSD North Chicago USMEPCOM List HQ-J4-MEFA-FLIPL- DD200", and originating MEPS a completed copy of DD Form 200 with all exhibits.

## **2-25. Supervising the Financial Liability Investigation of Property Loss System**

The financial liability investigation of property loss register (DA Form 1659) will be centralized and maintained at the J-4 Logistics Division, providing inquiry and/or investigation numbers to all DD Form 200s initiated within the command. Both the J-4 Logistics Division and the approving authority's (Sector) headquarters will maintain file copies of the approved financial liability investigations of property loss.

## **2-26. DD Form 200 Oversight Management**

Commanders with subordinate approving authorities for financial liability investigations are required to initiate and conduct oversight management of the financial liability investigation process at subordinate commands. This review will be conducted by the Director, J-4/Facilities and Acquisition Directorate.

a. A random sample of no less than 10 percent of the financial liability investigations of property loss approved by subordinate commands during the previous quarter will be reviewed quarterly.

b. The review will be made to determine if the approving authorities for financial liability investigations of property loss are properly carrying out their responsibilities as approving authorities, that is, are the decisions made—

(1) Supported by the evidence documented in the DD Form 200?

(2) Fair and without bias or prejudice towards the respondent, when charges of financial liability were approved? Was the respondent's negligence and/or willful misconduct the proximate cause for the loss?

(a) In the best interest of the Army and the Government, when all persons were relieved of accountability and/or responsibility, and charges of financial liability were not made?

(b) If liability was assessed against any individual was a legal sufficiency review conducted IAW AR 735-5, Paragraph 13-39, by an attorney or Judge Advocate within the USMEPCOM OSJA?

(c) Followed up with corrective actions or directives, as appropriate.

## **2-27. Logistical Support for Recruiting Service Liaisons**

Recruiting service liaisons and guidance counselors who are physically located within MEPS, will be provided office space, basic office furniture (including furniture for ITE), expendable supplies, and office equipment (including office copier support), IAW DoDM 1145.02, Military Entrance Processing Stations (MEPS), Paragraph 8.2. Support Service Activities.

a. Office furniture and equipment provided to recruiting Service liaisons and guidance counselors will be compatible with that provided for MEPS use.

b. Telephones and Information technology equipment to support applicant processing will be provided as authorized by the Commander, USMEPCOM.

c. Expendable supplies will be provided to support the equipment necessary to process applicants provided by USMEPCOM. Other expendable supplies may be provided at the discretion of the MEPS Commander when funding is available.

## **Chapter 3**

### **Management of Government Leased Vehicles**

#### **3-1. Purpose**

This chapter prescribes policies, responsibilities, and procedures for the administration, use, maintenance, and management of government leased vehicles assigned to all elements of USMEPCOM. Army Regulation 58-1 is the primary regulatory guidance for the GSA leased vehicle program within USMEPCOM. This chapter is a supplement to [AR 58-1, Management, Acquisition, and Use of Motor Vehicles](#).

#### **3-2. Responsibilities**

a. Director, J-4/Facilities and Acquisition Directorate, HQ USMEPCOM, will:

- (1) Manage the USMEPCOM GSA leased vehicle fleet.
- (2) Develop and provide policy and guidance concerning the operation, maintenance, and reporting of GSA leased vehicle.
- (3) Ensure on-hand quantities of GSA leased vehicle do not exceed levels necessary to ensure effective utilization, efficiency, and economy in support of mission requirements.
- (4) Include GSA leased vehicle management functions in internal audit programs.
- (5) Determine the efficiency and economy of vehicle operations, maintenance, and administration by means of audit/inspection.

b. Sector and Military Entrance Processing Station (MEPS) Commanders will:

- (1) Ensure GSA leased vehicle are properly used and maintained.
- (2) Exercise control and supervision over the GSA leased vehicle assigned to their activity.
- (3) Determine the efficiency and economy of vehicle operations, maintenance, and administration by means of inspection.

#### **3-3. General**

Motor vehicle resources are managed to ensure optimum responsiveness, efficiency, and economy in support of mission requirements. Vehicle selection for a particular task is based on what size, configuration, and economy of operation best suits the task. GSA leased vehicles will be used to the maximum extent possible to meet transportation requirements. Vehicle authorizations are based solely on effective utilization. The Army standard for effective utilization is 10,000 annual miles.

#### **3-4. Official Use of GSA Leased Vehicles**

a. GSA leased vehicle use is restricted to official purposes only based on the provisions of DoD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles) and [AR 58-1](#). While authorization of a GSA leased vehicle is within a commander's discretion, the commander will evaluate each request on a case-by-case basis. Use of GSA leased vehicle should always be predicated on need, distance involved,

and other conditions that justify their use (such as more economical to use GSA leased vehicle rather than commercial vehicles). When evaluating the adequacy of available public or commercial transportation, commanders must take into consideration the impact, if any, dedication of a GSA leased vehicle and an operator for this purpose would have on accomplishing a higher priority mission.

b. USMEPCOM personnel may use a GSA leased vehicle in the performance of official business provided it is more economical than using commercial transportation and no single trip is more than 400 miles one-way. Commanders will not exceed this standard unless dictated by mission requirements or it is clearly more economical to use a GSA leased vehicle.

c. GSA leased vehicle may be provided to personnel in receipt of valid TDY orders to assist in mission performance. TDY orders alone do not justify use of a GSA leased vehicle; factors to be considered include need, distance involved, duration of the mission, or other conditions which justify their use. USMEPCOM personnel may not use a GSA leased vehicle for transportation from their place of duty to and from terminals.

d. When TDY and public or commercial transportation is not available or its use is impracticable or uneconomical, the use of a GSA leased vehicle is authorized between places of business, lodging, eating establishments, drug stores, barbershops, places of worship, and similar places required for the comfort or health of the member and which fosters the continued efficient performance of business. Use of GSA leased vehicle for transportation to or from entertainment or recreational facilities (professional sports venues, amusement parks, concerts, etc.) is prohibited.

e. A GSA leased vehicle may be used to conduct official business while not in TDY status (e.g., to further the mission of the agency). The determination as to whether a particular use is for official purpose is a matter of administrative discretion to be exercised by the commander subject to applicable laws and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is essential to the successful completion of a DoD function, activity, or operation and consistent with the purpose for which the GSA leased vehicle is acquired.

f. Military members may be authorized use of a GSA leased vehicle in situations civilian employees would not be authorized (i.e., travel to medical treatment facilities for his or her medical care (but not for a family member's care); a personnel services office concerning matters pertaining to his or her military records; a DoD finance office concerning matters relating to his or her military pay; a Government photo lab to obtain an official photo for his or her military records; a servicing military legal office to seek legal counsel concerning an official matter.

### **3-5. Additional or Replacement Vehicles**

Commanders may send requests for additional vehicles or changes to the current Table of Distribution and Allowance (TDA) authorization through their Battalion and Sector to HQ USMEPCOM, ATTN: J-4/MEFA-LD. Do not negotiate any exchanges of vehicles with the supporting fleet management center before gaining approval from J-4/MEFA-LD. If approved, J-4/MEFA-LD will forward the approval, in writing, to the requesting activity. Additional vehicle support for official use/mission related purposes (i.e. ASVAB testing support is available through the GSA Short Term Rental Program (STR). Temporary loan of GSA leased vehicle through the short term rental program should be requested 30 days in advance through the Battalion and Sector to HQ USMEPCOM, ATTN: J-4/MEFA-LD for approval and processing.

**3-6. Recording Vehicle Use**

Use [UMF 700-3-5, Motor Vehicle Utilization](#) to record vehicle use. Prepare a separate UMF 700-3-5 for each vehicle for each month in which the vehicle is used. Vehicle drivers are responsible for completing UMF 700-3-5 daily when the vehicle is used. At the end of each month, the vehicle maintenance officer will review the UMF 700-3-5 for completeness. GSA leased vehicle keys and UMF 700-3-5 must be returned to the vehicle maintenance monitor DAILY upon return to the duty station. File completed UMF 700-3-5 under record number 58-1f/700B "Transportation Services Authorization" (see disposition in [Appendix A, Section III](#)).

**3-7. Fuel and Mileage Reporting**

USMEPCOM will utilize the GSA tool Get Odometer Readings at the Pump (GORP) for reporting vehicle mileage and fuel. By using GORP, GSA Fleet can electronically retrieve mileage data when drivers refuel. This information is electronically sent to GSA Fleet's system for accurate monthly billing. Exception reports will be sent by the respective Fleet Service Representative (FSR) when drivers do not enter the correct mileage information at the pump. These errors must be manually corrected. Mileage information not collected by GORP must be reported manually using Mileage Express via GSA Fleet Drive-Thru.

**3-8. GSA Fleet Credit Card**

A GSA fleet credit card is assigned to each vehicle. Each card has an identification number (PIN) or operator's identification (ID) number that must be used in order to purchase fuel, oil, lubricants, and other automotive services. The PIN from the fleet credit card is the first and last characters of the GSA fleet vehicle tag number as imprinted on the fleet credit card. Enter the PIN into the station's keypad when the prompt on the keypad reads "Enter your PIN number" or "driver's ID". The prompt may also instruct you to enter the vehicle's current odometer reading.

a. USMEPCOM elements may use the GSA fleet credit card for fuel, lubricants and unscheduled minor repairs costing less than \$100 (e.g., replacing a worn windshield wiper, replacing a burned-out light, repairing a flat tire). Repairs costing more than \$100 and all tire purchases must be pre-approved by the GSA Maintenance Control Center (MCC) before the work is started. The MCC will issue a purchase order for repairs that are authorized. Emergency and after hours repairs are authorized when a repair(s) is over \$100 and the MCC is closed, the operator may spend up to \$500 at any contract service station using the GSA fleet credit card. In the event the contract service station cannot perform the necessary repair(s), the operator can charge up to \$500 for the repair(s) without getting an advanced purchase order number from MCC. In either case, the operator is required to call the MCC the next business day and inform them what happened. An emergency is defined as a situation where an operator would be unable to return to his or her duty station with reasonable dispatch without making the purchase.

b. Report lost or stolen GSA fleet credit cards immediately to the supporting GSA fleet management center. Replacement GSA fleet credit cards for broken, debossed, or demagnetized cards can be ordered by calling the supporting fleet management center. Report lost, damaged, or stolen license plates immediately to the supporting GSA fleet management center and local law enforcement agency.

c. The Fleet Service Representative (FSR) determine the allowance for monthly car wash depending on the region (i.e. Region 4, FMC 12 allows \$20 per month). GSA will pay for exterior car washes only. It is the responsibility of the operator to maintain the interior of the vehicle. Detailing of any kind is not authorized.

**3-9. Preventive Maintenance**

Vehicle operators will perform before, during, and after operation procedures for operator inspections and services each day that the vehicle is dispatched. The operator's daily inspection and observations will help detect defects before they result in damage to or equipment failure, or create a hazard to the driver. Use [USMEPCOM Form 700-3-8, Vehicle Inspection and Service Checklist](#) to record the inspection.

**Note:** The vehicle maintenance officer will perform weekly inspections using the same USMEPCOM Form 700-3-8.

**3-10. Accident Procedures**

The vehicle operator's first responsibility at the accident scene is to secure the safety of all persons involved in the accident, as well as those passing by the scene. Regardless of how minor the damage or who is at fault, the vehicle operator should attempt to get a police officer to investigate the accident. The vehicle operator may make factual statements concerning the circumstances of the accident to investigators.

The vehicle maintenance officer will contact the GSA accident control center within 24 hours to report the accident. The vehicle operator or maintenance officer will—

a. Complete SF 91 (Motor Vehicle Accident Report) and obtain three repair estimates from GSA-fleet-management-center-directed repair shops. (Contact GSA fleet management center for more assistance.)

b. Immediately notify the J-4 fleet manager of the accident. Initiate a damage statement if the damage to the vehicle does not exceed \$1000 and negligence or willful misconduct was not suspected as the cause of the damage. Prepare a DD Form 200 (Financial Liability Investigation of Property Loss) according to instructions in AR 735-5 (Property Accountability Policies) if the damage exceeds \$1000 and the individual does not admit liability and voluntarily reimburse the Government.



## **Chapter 4**

### **Procurement of Supplies and Equipment**

#### **4-1. Purpose**

This chapter prescribes policy and procedures for the procurement of supplies, equipment, and services. This instruction does not supersede specific procurement policies of the Department of Defense (DoD), the Federal Acquisition Regulation, or the Department of the Army. For further clarification and assistance, questions may be directed to the J-4/MEFA-LD.

#### **4-2. General**

Commanders at all levels are responsible for ensuring the necessary resources are on hand to accomplish their assigned mission. Supplies and services can be procured at the discretion of Commanders when deemed necessary to support mission accomplishment and/or for official Government use when funding is available.

a. Examples of items that support mission accomplishment include: copy paper, printer toner, pens, pencils, markers, erasers, timers, batteries, testing briefcases, shipper envelopes, address labels, briefing room chairs and tables, shredders, television and DVD player for briefing rooms, testing storage containers, testing safes, projectors, etc.

b. Example of official Government use items include: Chain of command boards, unit crest, picture frames, dry eraser board, waiting room televisions, flags, seals (DoD, USMEPCOM, Services), furniture (waiting room, conference room, lounges), microwave, refrigerator, pallet jack, gym membership, Battalion coins, key box, etc.

c. Some items require pre-approval. Examples of items requiring pre-approval include: ESS State-Local Marketing and Centers of Influence (COI) events, Educational Staff Agreements (ESA). Facilities relating work also require a Facilities Work Request ([UMF 420-3-1-R-E, Facility Work Request](#)).

d. J-6 MEIT/PRO procures Information Technology Equipment (ITE) commercial off-the-shelf (COTS) software, multi-function devices printers, communications devices (hubs, switches, routers, etc.), fax machines, telephones, and PCs (laptop and desktop), servers, hot spots, cell phones, etc. To request ITE submit an Information Mission Elements Need Statement (IMENS) (see [UMR 25-1, Information Technology: Management of Sub-Disciplines](#)).

e. J-1 MEHR/PR procures X-ray machines, walk thru metal detectors, hand held metal detectors, visitor stickers, CAC card holders, lanyards, clips, CCTV cameras, CCTV DVRs, window retention film, vehicle barriers, (access control systems -card readers, laptop/PC to manage system, magnetic locks, request to exit button/sensors), cipher locks, security system UPS, (intrusion detection system - motion sensors, door contacts, alarm keypads), (duress alarm - duress receiver, duress alarm switches/remotes). To request these items submit a security work request.

f. J-4 MEFA-LD procures medical equipment (i.e. exam tables, audiometers, centrifuges, vital signs monitor, light color perception, cabinet surgical instrument, blood drawing chair, etc. To request these items submit DA Form 5027-R.

#### **4-3. Procurement Methods**

The Global Combat Support System – Army (GCSS-Army) and the Defense Medical Logistics Standard Support (DMLSS) Customer Assistance Module (DCAM) are the primary methods for procuring supplies



within USMEPCOM. The Government Purchase Card is the primary method to procure services within USMEPCOM and the secondary method to procure supplies. The Government Purchase Card will only be used to procure items not available through GCSS-Army or DCAM and items required immediately. Failure to procure items in sufficient enough lead time does not constitute an immediate need.

#### **4-4. GCSS-ARMY Training**

Web Based Training (WBT) is located at the GCSS-Army website [www.gcass.army.mil](http://www.gcass.army.mil), Training Tab. The training will aid users in becoming familiar with terminology changes from previous logistics systems and provide a level of comfort with using the system.

#### **4-5. Ordering Supplies within GCSS-ARMY**

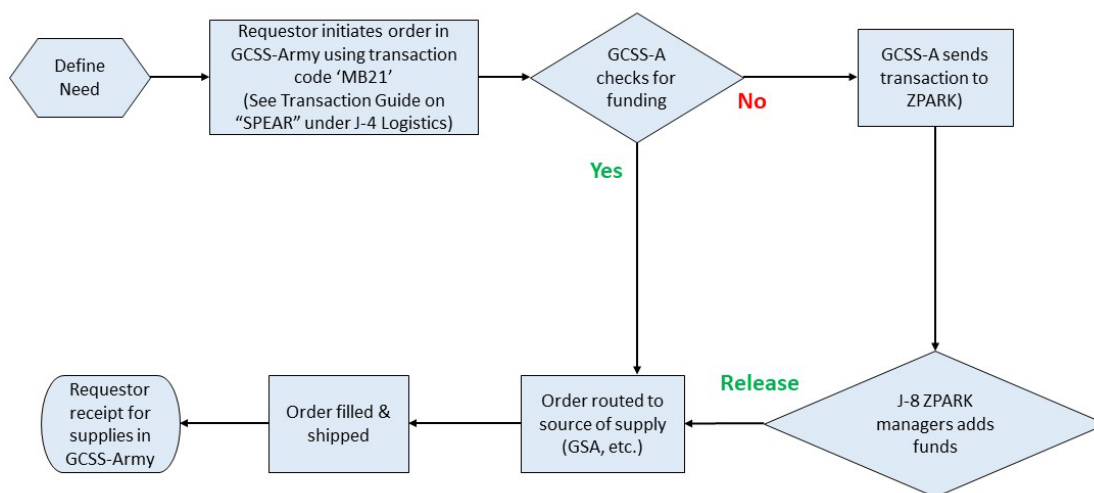
The process of ordering supplies in GCSS-Army is called “Manual Reservation – Create 221 to WBS Element (MB21)”. Detailed ordering instructions can be found in the GCSS-Army end user guide and on SPEAR under J-4 Logistics, “Logistics Supply Page.”

a. Supply Class 2 (Administrative Supplies and Equipment) items can be ordered through GCSS-Army within USMEPCOM. The majority of the items required for MEPS operations are class 2 items. However, there may be items such as batteries that are class 2 or class 9 depending on how the material number was coded. The “View Material by Description (MM03)” process in GCSS-Army can be used to view the class of supply. Detailed instructions for this process can be found in the GCSS-Army end user guide and on SPEAR under J-4 Logistics, “Logistics Supply Page.”

b. Use the “Display Order Status Report - Open Purchasing Documents (ZPROSTAT)” transaction to monitor the open purchasing document requests in GCSS-Army to verify order approval, release and status information. Detailed instructions can be found in the GCSS-Army end user guide and on SPEAR under J-4 Logistics, “Logistics Supply Page.”

c. After supplies have been delivered, supply personnel must perform receipt actions in GCSS-Army. Use the “Post a Receipt for Supplies (VL06i)” to receipt for supplies. Detailed receipt instructions can be found in the GCSS-Army end user guide and on SPEAR under J-4 Logistics, “Logistics Supply Page.”

d. When supplies are issued, supply personnel must issue/consume on-hand stock by using “Goods Issue – Reservation – 221 (MIGO 221)” transaction code. Detailed instructions can be found in the GCSS-Army end user guide and on SPEAR under J-4 Logistics, “Logistics Supply Page.”

**Figure 4-1 - GCSS-Army Ordering Process for Expendable Supplies****Figure 4-1 - GCSS-Army Ordering Process for Expendable Supplies****4-6. Procurement of Expendable Medical Supplies**

DCAM is the primary source for requesting medical supplies with the exception of items that the IMSA doesn't stock or procure. Government Purchase Cards will be used as a secondary source to IMSA stocked items and primary for the items that IMSA doesn't stock or procure, (breath analyzer tubes, for example).

**4-7. DMLSS Customer Assistance Module (DCAM)**

The United States Army Medical Command (MEDCOM) has mandated that all external units utilize DCAM to request CLASS VIII medical supplies from their supporting IMSA. The intent of MEDCOM is to provide a funded methodology to improve automated Class VIII procurement and source of supply catalog visibility to DCAM customers in order to achieve greater compliance with established directives and regulations.

**4-8. DCAM Training**

Web Based Training (WBT) is located at the following link.

<https://jml149.dmlss.detrick.army.mil/resourcecenter/index.html#>

Instructions to access the training, User's guide, instructional videos, and several other guides are located on SPEAR under J-4 Logistics, "Logistics Supply Page," "DCAM."

**4-9. Ordering Medical Supplies within DCAM**

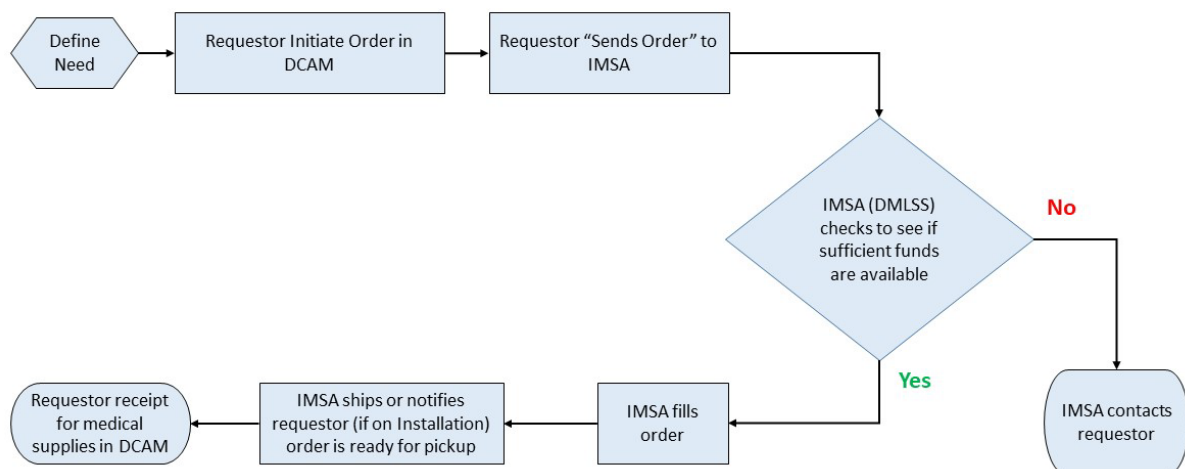
DCAM allows users to simplify the ordering process by adding the items routinely ordered to the local catalog. Detailed instructions for adding items to the local catalog and placing an order can be found in the "DCAM Instructions Level 1 Users" located on SPEAR under J-4 Logistics, "Logistics Supply Page," "DCAM." Purchase requests will be allowed for items not available from the supporting IMSA.

**4-10. Reorder Point (ROP)**

MEPS should have a 30 day operating level and 15 days safety level on hand. The reorder point (ROP) is the level of inventory which triggers an action to replenish that particular inventory stock. It is a minimum amount of an item in stock, such that, when stock falls to this amount, the item must be reordered. Reorder point is calculated as the forecast usage during the replenishment lead time plus safety stock. The longer

the lead times are, the more safety stock we will need. Detailed instructions for calculating reorder points can be found on SPEAR under J-4 Logistics, “Logistics Supply Page,” “DCAM.”

**Figure 4-2 - DCAM Ordering Process for Expendable Medical Supplies**



**Figure 4-2 - DCAM Ordering Process for Expendable Medical Supplies**

#### 4-11. Government Purchase Card (GPC)

The GPC is used to purchase supplies, services, and construction for official government business valued at or below the applicable micro-purchase thresholds. The GPC is not to be used to circumvent mandatory supply channels or mandatory Government contracting sources. The purchase card may also be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold depending on the type of contracting vehicle utilized, with the appropriate delegation of authority from the MICC Fort Knox Contracting office.

#### 4-12. Responsibilities

The Directorate of Contracting, MICC Fort Knox, KY, has overall responsibility for the USMEPCOM GPC program. Fort Knox, KY, provides oversight and review of HQ USMEPCOM procurement. MICC Fort Knox, KY also reviews how HQ USMEPCOM monitors activities' procurements.

a. USMEPCOM, J-4/MEFA-CD will:

(1) Develop internal operating procedures to implement the Purchase Card and Check Program. The procedures outlined in this regulation incorporate tight management controls to preclude abuse, outline courses of action if abuse occurs, and provide overall HQ USMEPCOM review and oversight of the program.

(2) Serve as liaison between the Fort Knox Contracting Office Agency/Organization Program Coordinator (A/OPC) and USMEPCOM billing official and card holders.

b. Billing Officials responsibilities include:

(1) Providing written approval/disapproval of purchases to the cardholder.

[TOC](#)

(2) Reconciling invoices and timely certifying the billing statement for payment and verifying payments to be legal, proper, necessary, and correct in accordance with government rules and regulations.

(3) Ensuring cardholders fulfill their responsibilities by conducting an annual review of all Cardholders.

(4) Reporting questionable transactions to the Level 4 A/OPC and/or appropriate authorities for investigation.

(5) Recommending in writing appropriate GPC credit limits to the Resource Manager and Level 4 A/OPC for cardholders under the billing official's oversight.

(6) Reviewing and approving cardholder statement in the cardholder's absence within the required time frames.

(7) Identifying and communicating billing discrepancies to the bank's transaction dispute point of contact when the cardholder is unavailable. .

(8) Retaining an electronic (printable) or manual copy of each billing statement, and maintaining with the billing statement all original supporting documentation, receipts, logs, invoices, delivery tickets, approvals, etc. for six years and three months after final payment.

(9) Reviewing and reconciling cardholder statements against receipts and documentation.

(10) Notifying the Level 4 A/OPC (in most cases 30 days prior to the event) to close any cardholder accounts for individuals who have transferred, terminated, are in "absent without leave" status, retired or have otherwise no further need for use of the GPC.

(11) Notifying the Level 4 A/OPC of any lost, stolen or compromised cards (in addition to the cardholder's immediate notification of the Servicing Bank) and submitting a report to the Level 4 A/OPC within five business days to detail the circumstances of the lost, stolen or compromised card.

(12) Resolving any questionable purchases with the cardholder.

(13) Certifying billing statements electronically within 5 business days after the billing cycle closes.

(14) Ensuring designation of the proper line of accounting.

(15) Ensuring an Alternate billing official is appointed.

(16) Notifying the Level 4 A/OPC to terminate or reassign a billing official account to a new billing official prior to the billing official's reassignment to other duties and/or departure from the installation/activity. Accounts without a primary and alternate billing official or have an alternate billing official without a primary billing official longer than 45 days will be suspended.

(17) Ensuring adequate funding exists prior to approving the purchase.

(18) Working with the bank to resolve payment issues.

- (19) Performing an annual review of cardholder files
- c. Cardholder(s) responsibilities include:
  - (1) Making authorized purchases.
  - (2) Collecting and maintaining the required documentation.
  - (3) Maintaining files and records.
  - (4) Rotating merchants when practicable.
  - (5) Verifying independent receipt and acceptance of goods and services.
  - (6) Verifying the establishment of the legitimate government need.
  - (7) Complying with required sources:
    - (a) FAR Part 8 and DFARS 208 Required Sources of Supply/Service.
    - (b) Utilize mandatory BPAs to purchase office supplies.
    - (c) Utilize Computer Hardware Enterprise Software and Solutions (CHESS) for IT hardware and software purchases.
    - (d) Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d).
    - (e) Environmentally Preferable Purchasing (EPP). FAR Part 23.
  - (8) Obtaining all required pre-purchase approvals in support of requirements.
  - (9) Screen all requirements for their availability from the mandatory Government sources of supply (i.e. Office Supplies - FSSI BPAs on GSA Advantage or DoD FedMall (Formerly DoD E-Mall)).
  - (10) Verifying receipt/acceptance of purchased goods or services received including tracking of partial shipments and components that must be received within the dispute window.
  - (11) Reviewing and reconciling monthly statements.
  - (12) Resolving unauthorized, erroneous, or questionable transactions with merchants.
  - (13) Disputing questionable transactions and disputing with the merchant any unresolved transaction for which a charge occurred during the prior billing cycle(s) but the item(s) have not been received, and tracking the dispute to completion.
  - (14) Notifying the billing official of unusual/questionable requests and disputable transactions.

[TOC](#)

(15) Maintaining physical security of the GPC (and convenience checks) to avoid unauthorized use, allow no one but the cardholder to use the GPC, and do not release the GPC account number to entities other than a merchant processing a transaction.

(16) Notifying the billing official of a lost, stolen, or compromised GPC within one business day so the billing official can meet the requirement to submit a report to the Level 4 A/OPC within five business days.

(17) Maintaining purchase log throughout the billing cycle, reconciling all transactions, and approving the statement of account within three business days of the end of the billing cycle.

(18) Ensuring adequate funding is available prior to the purchase.

(19) Properly allocating the transactions to the proper line of accounting.

(20) Checking with the Property Book Officer to determine what is considered pilferable property to be recorded in the property control systems records or which items can be placed on a hand receipt.

(21) Ensuring all pilferable and other vulnerable property receipts are provided to the supporting Property Book Officer (PBO) within five working days to enable the PBO to establish accountability and asset-safeguarding controls by recording the asset in the property control system records.

(22) Notifying the billing official prior to departure, when you are on leave or travel and are not available to promptly sign and forward the CH statement of account. Forward all sales receipts and credit.

(23) Providing to the billing official upon departure the disposition of CH records and transfer all CH records to the billing official with all statements, supporting documentation, receipts, and logs.

d. Detailed instructions for the use of the GPC can be found in the Army Federal Acquisition Regulation Supplement (AFARS) Appendix EE (Army GPC Operating Procedures) and the Army Contracting Command Regulation 715-1 (Government Purchase Card Program).

e. Requiring activities must perform acquisition planning to consider identify procurement needs and initiate procurement actions with sufficient lead time to buy appropriate products and services at the right price from the right suppliers in a timely manner.

f. Single purchase limits for the GPC are \$10,000 for supplies and equipment (with a few exceptions for special circumstances), \$2,500.00 for non-personal services, and \$2,000.00 for construction. Some services are exempt from the Service Contract Act (SCA). Cardholders are permitted to make buys greater than the Service Contract Act single-purchase limit of \$2,500, up to the default product single-purchase limit of \$10,000 for installation, repair and maintenance services.

g. Cardholders will complete [UMF 700-3-1, Purchase Request](#) to request written approval from billing official prior to using the GPC. An individual purchase request (UMF 700-3-1) must be completed for each transaction that will appear on the cardholder's billing statement.

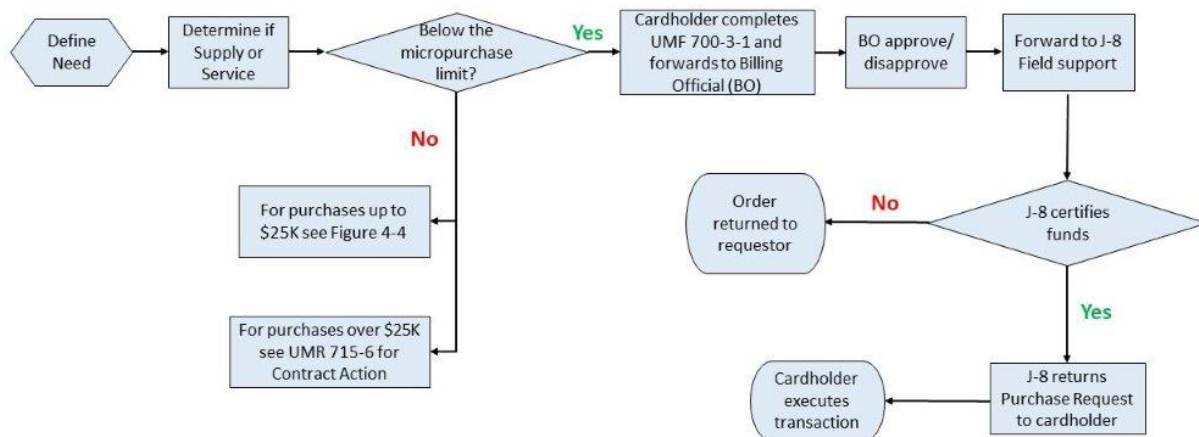
h. Use of the GPC must comply with the cardholder delegation of authority. All purchases must be supported by a Purchase Request (PR) using UMF 700-3-1, Purchase Request and entered on [UMF 700-3-3, Government Purchase Card Log](#).

**4-13. Mandatory Sources**

Unless an express exception applies, purchase supplies and services only from mandatory sources:

- a. Office supplies - local Ability One Base Supply Store or the Federal Strategic Sourcing Initiative (FSSI) Blanket Purchase Agreements (BPAs) using DoD FeDMall (Formerly DoD E-Mall).
- b. Printing - Defense Logistics Agency (DLA) - Document Services.
- c. Purchase other supplies from the sources listed below (in descending order of priority).
  - (1) Agency inventories.
  - (2) Excess from other agencies.
  - (3) Federal Prison Industries, Inc.
  - (4) Supplies which are on the Procurement List maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled website: <http://www.abilityone.gov/>.
  - (5) Wholesale supply sources such as stock programs of the General Services Administration (GSA), DLA, the Department of Veterans Affairs, and military inventory control points.
  - (6) General Services Administration Federal Supply Schedule: [www.gsaadvantage.gov](http://www.gsaadvantage.gov).
  - (7) Commercial sources.

**Figure 4-3 - GPC Ordering Process for Supplies and Service – Below \$10K**



**Figure 4-3 - GPC Ordering Process for Supplies and Service – Below \$10K**



**4-14. Paying Using a Convenience Check**

Convenience checks/foreign drafts may be used as a method of payment only when all the following conditions are met:

- a. Total purchase price (excluding the U.S. Bank imposed administrative processing fee) does not exceed the micro-purchase threshold.
- b. Merchant does not accept any other government method of payment.
- c. Sufficient market research fails to locate any merchants who accept the GPC or any other government method of payment.
- d. Maintain a separate check-numbered control log ([USMEPCOM Form 700-3-4](#)) independent of other GPC transactions.
- e. Input merchant data for reportable services into the 1099 Tax Reporting Program. Billing official or cardholder must register to input all reportable services paid with a convenience check at <https://dfas4dod.dfas.mil/systems/1099/>, complete the three required forms: DD Form 2875, DD Form 2869, and Rules of Behavior; and mail the completed [formstodfas.dscc.jjf.mbx.checks-cco@mail.mil](mailto:formstodfas.dscc.jjf.mbx.checks-cco@mail.mil). Additional instructions are available on the 1099 website.

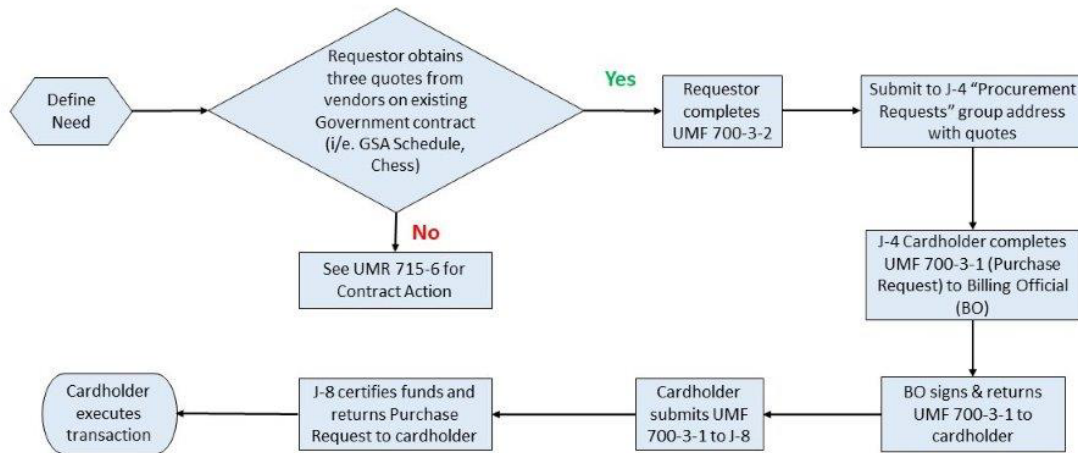
**4-15. Paying For Supplies Above \$10,000 up to \$25,000**

Government purchase card purchases may exceed \$10,000 by cardholders with special contracting authority when they are purchasing from vendors who have pre-priced government agreements or contracts. One GPC cardholder within USMEPCOM (J-4) has been granted special contracting authority to make single GPC purchases up to \$25,000.

The \$25,000 GPC is RESTRICTED to government awarded contracts (e.g., General Services Administration, Federal Supply Schedules, and Veteran Affairs Contracts, Blanket Purchase Agreements (BPAs), Computer Hardware, Enterprise Software and Solutions (CHESS) Contracts, and Requirements Contracts). To initiate a procurement with the \$25,000 GPC, the requesting activity must:

- a. Conduct market research and obtain quotes from at least three vendors on Government awarded contracts who can meet your requirements (e.g., lifecycle furniture replacement, information technology equipment (ITE), shredders). Indicate to vendors that you are obtaining quotes only. Do not place the order or indicate that you will be placing an order later.
- b. Determine if the required item is on the vendor's pre-priced government agreement or contract. Not every item a vendor sells is included on his government contract. Ask the vendor for documentation to prove the item being purchased is on his government contract (e.g., page from the contract's price list showing desired item).
- c. Complete [USMEPCOM Form 700-3-2, Purchase Request Exceeding Micro-Purchase Limit Up to \\$25,000](#).
- d. Submit completed USMEPCOM Form 700-3-2 and at least three quotes from the market research to the J-4 group "[OSD North Chicago USMEPCOM List HQ-J4-MEFA-PROCUREMENT REQUESTS](#)."



**Figure 4-4 - GPC Ordering Process for Supplies and Service – \$10K to \$25K****Figure 4-4 - GPC Ordering Process for Supplies and Service – \$10K to \$25K****4-16. Paying for Commercial-Off-the-Shelf (COTS) Training**

The GPC shall be used by Training and Education Office personnel to pay for commercial off-the-shelf training up to \$25,000 for an individual or planned series of the same training event, activity, or course material. GPC training cards must be issued and dedicated solely for this purpose.

a. GPC training cards are established with a single purchase limit of \$25,000. Use of the GPC above the training micro-purchase level of \$25,000 constitutes a payment mechanism, not a contracting method. Any use of the GPC above \$25,000 as a payment method for commercial services must have a valid underlying contract in which payment can be made using the GPC.

b. The Standard Form Standard Form (SF) 182, Request, Authorization, Agreement and Certification of Training and Reimbursement remains the authorized and required training source document. GPC payment for commercial off-the-shelf training must be accompanied by an approved SF-182.

c. The GPC for training is located in the J-1 Training Division.

**4-17. Unauthorized Commitments**

An unauthorized commitment is an agreements that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. Only individuals who have received a written delegation of procurement authority (GPC cardholder) may bind the Government.

a. If an unauthorized commitment occurs, report it to the J-4 Contracting Division. The J-4 Contracting Division will contact the Fort Knox Contracting office to begin the process of ratification and determine if ratification is possible. Regardless of dollar amounts involved, unauthorized commitments may result in disciplinary or administrative action against the individual making the unauthorized commitment, especially if the violations are flagrant or repetitive.

b. A ratification is the act of approving an unauthorized commitment by an official who has the authority to do so. GPC cardholders shall not pay for or purchases, services, or small construction in an attempt to cover up unauthorized commitments.

**4-18. Split Purchases**

Splitting is the intentional breaking down of a known requirement to stay within a cardholders single purchase limit to avoid other procurement methods or competition requirements. The requirement is the quantity known at the time of the buy. If an individual purchases as [s]he becomes aware of a requirement, the requirement is each. If the person consolidates purchases and buys once a day, the requirement becomes what was received during the day. Examples of split purchases or split requirements include the following:

- a. A single CH making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
- b. A single CH purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.
- c. A single CH making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at time of the first purchase and the value exceeds the single purchase limit.
- d. Multiple CHs under the same supervision or BO purchasing the same/similar item(s) the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.
- e. Requirements exceeding the micro-purchase threshold. (i.e. yearly requirement where the monthly recurring services are less than the micro-purchase threshold but the known yearly total exceed the micro-purchase threshold.)

**4-19. GPC Training Requirements**

Mandatory training requirements for Cardholders and Billing officials include:

- a. Defense Acquisition University (DAU) courses:
  - (1) DoD Government Purchase Card – CLG 001.
  - (2) Certifying Officer – CLG 006.
  - (3) Overview of Acquisition Ethics – CLM 003.
  - (4) Sustainable Procurement – CLC 046
- b. U.S. Bank Access Online Training.
  - (1) DAU Simplified Acquisition Procedures – CLC 005.or CON 237. (Required for \$25K GPC carholder only).
  - (2) GSA – Micro-purchases and Section 508 Requirements.
  - (3) Certifying Officer Legislation training (Billing Official only).

(4) GSA Smart-Pay Purchase Card Training.

(5) Biennial refresher training. CHs and BOs must complete the DAU Government Purchase Card Refresher Training – CLG 004 every alternate year.

(6) Billing Officials must complete the Certifying Officer Legislation course annually.

c. See ACC Regulation 715-1, Appendix B for detailed training instructions.

## **Chapter 5**

### **Maintenance of Equipment**

#### **5-1. Purpose**

This chapter establishes policies, procedures, and provides guidance concerning the maintenance of non-vehicular and non-information technology equipment within United States Military Entrance Processing Command (USMEPCOM).

#### **5-2. Responsibilities**

The J-4/MEFA Facilities and Acquisition Directorate is responsible for implementation and/or supplementation of Department of Defense (DOD) and DA policies, procedures, and directives concerning equipment maintenance. [AR 750-1](#), [AR 40-61](#), DA PAM 750-8, and TB 38-750-2 delineate general responsibilities regarding equipment maintenance.

a. Sector commanders are responsible for providing equipment maintenance guidance and assistance to their MEPS.

b. MEPS commanders are responsible for:

(1) Ensuring maintenance of Government equipment located at the MEPS is performed in accordance with (IAW) applicable DA publications listed in this regulation.

(2) Ensuring adequate operator training is provided to all MEPS personnel for proper operation and care of medical equipment for which they have responsibility. This may be in the form of manufacturer operator schools or classes conducted by MEPS supervisory personnel.

(3) Establishing an operator preventive maintenance (PM) program and ensuring the performance of operator preventive maintenance checks and services (PMCS) for all MEPS equipment, both medical and nonmedical.

(4) The appointment, in writing, of a qualified officer, noncommissioned officer, or civilian (General Schedule 5 or above) as a maintenance monitor.

c. Maintenance monitors are responsible for:

(1) Performing monthly maintenance inspections to evaluate user/operator PMCS procedures and performance. During these inspections, they must ensure that operators correct deficiencies and instruct users/operators in proper operator PMCS procedures.

(2) Ensuring equipment operators (EOs) perform before, during, and after operation maintenance tasks according to technical manuals and manufacturer's instructions. The EO tasks usually consist of the care and cleaning of exterior surfaces, components, and accessories. The EO tasks also include the replacement of bulbs, tubing, etc., which are easily accessible and do not require extensive or special tools, test equipment, or critical alignment.

(3) Prompt reporting of malfunctioning equipment to the supporting medical maintenance activity.

(4) Expeditious initiation of a maintenance request for any maintenance service beyond those authorized as part the EO's daily operations.

(5) Ensuring current user/operator instruction manuals are available on site to the user/operator of all equipment. If not, ensure equipment publications and maintenance logs are obtained and maintained, and accompany equipment upon turn-in or transfer. In the absence of manufacturer's PMCS instructions, maintenance monitors will write and furnish operators with PMCS guidance.

(6) Ensuring the supporting medical maintenance activity performs periodic semiannual direct support maintenance (DSM) PMCS. (Since the PMCS frequency and tasks vary between manufacturers and models of apparently similar equipment, codification of the exact frequency of PMCS is impossible in this regulation. To receive a more qualified assessment of the MEPS medical equipment PM program by a medical equipment repairer (MER), monthly inspections of operator PMCS should be scheduled to coincide with the DSM visits whenever possible.)

(7) Observing equipment under the control of users and operators for signs of abuse. Monitors will investigate evidence of abuse and initiate corrective action IAW procedures outlined in AR 735-5.

(8) Ensure a knowledgeable person from the appropriate section is available at all times when a maintenance team from the supporting Medical Department Activity (MEDDAC), United States Army Medical Center (MEDCEN), depot, or equipment manufacturer is working in the MEPS.

(9) Initiating a request for support maintenance the same day for equipment failure or for services required that are beyond those accomplished as part of the operator's maintenance. Contact the supporting MEDDAC or MEDCEN telephonically for medical equipment repair, and obtain a work order number IAW the instructions outlined herein.

(10) Initiating a DA Form 2409 (Equipment Maintenance Log (Consolidated)), for each newly acquired and existing piece of medical equipment and ensuring appropriate entries are posted upon completion of maintenance services (by the DSM). Use [UMF 700-3-6](#) when local supplies of DA Form 2409 are exhausted.

(11) Using the file copy of the completed work order (the number 4 (blue) copy of the DA Form 2407 or DSM major command (MACOM)-equivalent) for medical equipment to transcribe information onto the DA Form 2409 or replacement UMF 700-3-6.

### **5-3. Operator Preventive Maintenance Checks and Services (PMCS)**

PMCS varies for the different types of equipment on hand. Daily services apply to all failure-susceptible equipment. The user's manual or operator checklist for the equipment in use at a particular MEPS describes operator PMCS tasks. PMCS is required before, during, and after operation of the equipment.

a. Weekly, monthly, semiannual, or annual operator PMCS.

(1) These services are normally more comprehensive in nature than the daily services. The manufacturer's literature lists these services where applicable.

(2) Do not confuse operator PMCS with the service provided by the supporting medical maintenance activity. They are not the same.

b. Although they are used in the Medical Department by Medical Technicians, the breath alcohol analyzer is not a medical device, it is law enforcement equipment. The operator manual for the breath

alcohol analyzers delineates the required operator PMCS and calibration requirements. Analyzers should not be stored or unused for long periods of time, which can cause fuel cell deterioration. Rotate analyzer use to ensure all are in optimum working order.

c. An audiogram is a critical element in the processing of applicants into the Armed Forces. MEPS, sector, and HQ USMEPCOM will take all necessary actions to maintain the maximum number of operational audiometers at all MEPS. Operator PMCS is limited to the removal of dirt, grime, etc. from the headphones, general cleaning of the equipment, and the weekly use of the authorized Bio-Acoustic Simulator. Additionally, the headset that was calibrated to the audiometer (labeled with the audiometer's serial number) is the only authorized headset for that specific audiometer. If the headset becomes usable, the audiometer will no longer be used for testing applicants and must be reported to the Maintenance Hotline for exchange. Immediately report to J-4/MEFA-LD whenever 50 percent or more of the MEPS' audiometers are inoperative.

d. The Air Force uses incremental lifting devices (ILDs) in the MEPS to qualify certain applicants for specific jobs. The ability to lift a certain amount of dead weight is required to qualify applicants for specific training in a few Air Force fields. Therefore, the use, operation, and maintenance of ILDs is now the sole responsibility of the Air Force; ILDs are no longer a MEPS responsibility even if they are physically in MEPS (verses recruiter liaison) areas.

#### **5-4. Support Preventive Maintenance Checks and Services (PMCS)**

DSM PMCS is performed by personnel from the medical maintenance activity of the supporting MEDDAC or MEDCEN. AR 40-61 defines it as the in-depth systematic care, servicing, and inspection of equipment. The purpose of PMCS is to maintain equipment in a serviceable condition, detect minor faults (not necessarily detectable by and during operator PMCS) before they become major defects, and to perform more in-depth equipment services (lubrication, testing, adjusting, etc.) than the EO is authorized to perform.

a. Only qualified US Army Biomedical Equipment Specialists (MOS 68A) personnel from the supporting medical maintenance activity will perform the DSM PMCS on medical equipment. DSM personnel perform PMCS on MEPS medical equipment at least annually.

b. The supporting MEDDAC or MEDCEN either calibrates/verifies non-digital/non-electronic applicant weighing scales or contracts the work. Either way, they are responsible for this annual calibration. The supporting medical maintenance activity arranges and funds any required contract. When a scale malfunctions, however, it must be reported to the Maintenance Hotline for exchange.

c. The United States Army Medical Materiel Agency (USAMMA) Medical Maintenance Division, Tobyhanna Army Depot, performs annual audiometer calibration/verification service through an equipment exchange program. MEDDACs and MEDCENs cannot provide this service nor will they act as intermediaries in the process. The Supply Technician, in coordination with the noncommissioned officer in charge (NCOIC) of the Medical Department, effects direct exchange of audiometers with the depot maintenance facility.

#### **5-5. Operator Maintenance Tasks**

EOs will use the authorized weights to perform calibration/verification of digital-electronic applicant weighing scales. Report scales that will not adjust (calibrate) to read the correct weight to the supporting DSM.

a. Replacement of single-use batteries is the operator's responsibility. The appropriate EO's manual contains the specific replacement procedure. Replacement of rechargeable batteries is a support maintenance task.

b. MEPS breath alcohol analyzers will be calibrated monthly in accordance with UMR 40-1 by the EO using the procedure delineated by the manufacturer. The manufacturer will perform all maintenance services beyond EO level. Each MEPS will locally contract for these services using their Government Purchase Card (GPC) after direct contact and coordination has been effected with this headquarters.

c. Appendix D of the current medical materiel allowance list (MMAL) contains a listing of replacement parts authorized for stockage and replacement by EOs. The parts must meet the following criteria to be included in this Appendix:

(1) The part does not require extensive end-item disassembly to install; only basic mechanical skills are required to replace the part.

(2) Replacement of the part does not require special tools or techniques.

(3) The end item does not require critical alignment after installation.

(4) The price of the part is relatively low; the part the EO can either request the part from the supporting Medical Maintenance Depot or order it using their GPC.

d. Operator maintenance of Medical Standby Equipment Program (MEDSTEP) equipment is limited to those steps and actions delineated in the operator's literature for the troublesome item. If these troubleshooting techniques fail to resolve the problem, the EO must contact the Maintenance Hotline (at (DSN) 795-8509 or commercial (570) 895-8509) for telephonic troubleshooting assistance. If the result is a recommendation to exchange the MEDSTEP item, the EO must involve the Medical Department NCOIC and MEPS Administrative Services Technician to coordinate and effect the exchange with their counterpart at the USAMMA Medical Maintenance Depot at Tobyhanna, PA.

#### **5-6. Direct support maintenance tasks**

The United States Army Medical Command (USA MEDCOM) is responsible for maintenance and repair of all medical equipment at the MEPS. USA MEDCOM provides this support on a nonreimbursable basis under the terms of a Memorandum of Agreement between USA MEDCOM and USMEPCOM. Medical equipment covered by the Medical Standby Equipment Program (MEDSTEP) is maintained on an exchange basis with the US Army Medical Materiel Agency (USAMMA) depot maintenance activity located on Tobyhanna Army Depot in Pennsylvania. In accordance with MEDCOM Regulation 40-21 (Medical Services Regional Medical Commands and Regional Dental Commands), the MEDDAC or MEDCEN servicing the area containing the MEPS provides medical equipment repair support.

a. EOs will immediately report non-MEDSTEP medical equipment that becomes inoperative due to system malfunction or breakdown telephonically to the supporting MEDDAC or MEDCEN biomedical maintenance support activity by the MEPS Medical Department. The maintenance monitor will request and record the work order number assigned to the requirement by the DSM activity. (Since, in most cases, the maintenance facility will prepare the work order using their MACOM form; a DA Form 2407 will not normally be required. If, however, the DSM requires a DA Form 2407, Figure 5-1 is an example of how to complete the form. Obtain specifics by reviewing DA PAM 750-8 and contacting the DSM.) When the



responsible MEDDAC or MEDCEN cannot react within 3 working days to emergency requests, the MEPS Commander should contact the Chief of Logistics of the supporting MEDDAC or MEDCEN for assistance.

b. MEPS Commanders may not obtain contract maintenance services on medical equipment except as directed by J-4/MEFA-LD. Only the supporting MEDDAC or MEDCEN Maintenance Officer may contract maintenance for medical equipment. When necessary, the biomedical maintenance support activity funds and acquires contract services. In DA Form 2409, section C, Repair and Cost Record, must contain the cost of service contracts.

#### **5-7. Medical Standby Equipment Program (MEDSTEP)**

MEPS may not maintain a stock or float of MEDSTEP equipment. However, under the provisions of AR 750-1, USAMMA Medical Maintenance Division, Tobyhanna Army Depot, provides direct exchange for selected medical equipment. However, the MEDSTEP program is limited, and direct exchange requirements will be met consistent with mission requirements, equipment density, and funding limitations. The MMAL contains a column headed “MEDSTEP” which designates whether or not a particular item is included in the program. Additionally, Table 5-2 lists the medical instruments currently covered by the MEDSTEP.

#### **5-8. Equipment warranty services**

Identify equipment items/systems covered by warranty to ensure the government utilizes full advantage of warranty service. Establish a warranty/guarantee file when warranty services are initially required, and maintain it for the remainder of the warranty period under record number 750-8f/700A “Historical Records or Logbooks” (see disposition instructions in [Appendix A, Section III](#)). Include copies of warranty reports rendered as a result of services provided, written complaints from users about problems with the equipment, etc. At the completion of the warranty period, this file provides a management tool to identify maintenance problem areas, trends, etc.

a. The MEPS may contact equipment manufacturers regarding equipment warranty claim actions after notifying the supporting maintenance activity, ensuring that a warranty is in effect, and the warranty covers the action requested. Under no circumstances will MEPS personnel obligate (either verbally or in writing) MEPS, this headquarters, or the supporting MEDDAC or MEDCEN to reimburse a vendor or contractor for work to be performed on MEPS (medical or nonmedical) equipment without prior approval. Assistance in this matter may be obtained from the appropriate area of J-4/MEFA.

b. Record the performance of warranty services in section C of the applicable DA Form 2409. However, do not record man-hours and parts cost provided at no cost to the government. Instead, indicate the specific nature of work performed, and write the word “Warranty” in the cost column.



Figure 5-1. Sample of a completed DA Form 2407

MAINTENANCE REQUEST				PAGE NO.		NO. OF PAGES		REQUIREMENTS CONTROL SYMBOL			
For use of this form, see DA PAM 738-750, the proponent agency is DCSLOG								CSGLD - 1047(R1)			
<b>SECTION I - EQUIPMENT DATA</b>											
<b>CONTROL NUMBER</b>		<b>WORK ORDER NO.</b>		<b>WESDC</b>		<b>ORG PD</b>		<b>PD AUTHENTICATION</b>			
		2002126-0003									
<input checked="" type="checkbox"/> Work Request <input type="checkbox"/> MWO <input type="checkbox"/> Warranty Claim		<b>1A ORGANIZATION</b>		<b>B LOCATION</b>				<b>C UNIT IDENT CODE</b>			
		Hometown MEPS		3318 Warmlands Blvd. Hometown, NY 09024							
<b>2. SERIAL NO.</b>		<b>3. NOUN NOMENCLATURE</b>		<b>4. LINE NO.</b>		<b>5. MODEL</b>		<b>6. NATIONAL STOCK NUMBER</b>			
20715 A1		Booth, Rnd, 6-Pos		~		RM-253		6515-01-C02-0003			
<b>7A. MAINTENANCE ACTIVITY</b>		<b>B LEVEL</b>		<b>8. UTILIZATION CODE</b>		<b>9A. MCSR ITEM</b>		<b>9B. ERC</b>		<b>9C. PACING ITEM</b>	
MEOPAC Fr. Drum, NY		O		ON							
<b>10. HOURS</b>		<b>11. MILES</b>		<b>12. ROUNDS</b>		<b>13. STARTS</b>					
<b>14. FAILURE DETECTED DURING (Select one - use ✓ or X)</b>											
<input type="checkbox"/> A Sch Main <input type="checkbox"/> C Test <input type="checkbox"/> E Storage <input type="checkbox"/> G Flight <input type="checkbox"/> B Handling <input checked="" type="checkbox"/> D Normal Op <input type="checkbox"/> F Inspection <input type="checkbox"/> H Other											
<b>15. FIRST INDICATION OF TROUBLE (Select one - use ✓ or X)</b>											
<input type="checkbox"/> 068 Inoperative <input type="checkbox"/> 258 Overheating <input type="checkbox"/> 790 Out of Adjustment <input type="checkbox"/> 008 Noisy <input type="checkbox"/> 387 Low Performance <input type="checkbox"/> Other											
<b>16A. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)</b>											
Failed Annual Background Noise Level Check - Fan Noisy											
<b>B. REMARKS</b>											
Hm2 Baptist (516) 630-4430 Date in Service Aug 1994 Unit Cost \$8,500-											
<b>PREPARATION INSTRUCTIONS (Prior to using this form, read DA PAM 738-750 for detailed preparation instructions)</b>											
1. Place a "✓" or an "X" in the box for the type of action required. 2. Enter the WESDC if the item is Materiel Condition Status Reportable. 3. Enter the priority designator as determined from the urgency of need and force activity designator. 4. The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08. 5. <b>Block 1A.</b> Enter the name of the organization submitting the request. 6. <b>Block 1B.</b> Enter the unit submitting the request; units overseas enter APO only. 7. <b>Block 1C.</b> Enter the unit identification code of the unit in block 1A. 8. <b>Block 2.</b> Enter the equipment serial number. For ammunition, enter the lot number. For administrative-use vehicles, enter the USA registration number. 9. <b>Block 3.</b> Enter the noun abbreviation of the item. 10. <b>Block 4.</b> Enter the item line number, if applicable. 11. <b>Block 5.</b> Enter the model number. 12. <b>Block 6.</b> Enter the National Stock Number of the item listed in Block 3. 13. <b>Block 7.</b> Enter the name of the support activity. 14. <b>Block 7A.</b> Enter the symbol of the maintenance category (O, F, H, D, or L). 15. <b>Block 8.</b> Enter the utilization code. 16. <b>Block 9A.</b> Enter the word "yes" if the item is Materiel Condition Status Reportable. 17. <b>Block 9B.</b> Enter the equipment readiness code, if applicable. 18. <b>Block 9C.</b> Enter the word "yes" if the item is a pacing item. 19. <b>Block 10.</b> Enter the hour reading, if applicable. 20. <b>Block 11.</b> Enter the mileage from the odometer, if applicable. 21. <b>Block 12.</b> Enter the total rounds fired, if applicable. 22. <b>Block 13.</b> For turbine engines, enter the number of hot starts. 23. <b>Block 14.</b> Enter a "✓" or "X" in the proper block. 24. <b>Block 15.</b> Enter a "✓" or "X" in the proper block. 25. <b>Block 16.</b> Describe briefly the fault or symptoms needing correction.											
<b>23. SUBMITTED BY</b>		<b>24. RECEIVED BY</b>									
Hm2 Baptist		F-2									
<b>JULIAN DATE</b>		<b>JULIAN DATE</b>									
2002126		2002126									

DA FORM 2407, AUG 88

EDITION OF MAY 81 MAY BE USED

RECEIPT COPY 1

Figure 5-1. Sample of a completed DA Form 2407

**5-9. Maintenance Records**

Posting and preparation of equipment maintenance records.

- a. The manufacturer's literature contains the definitive guidance for operator PMCS.
- b. DA Pam 738-750 and DA TB 38-750-2 provide instructions for the preparation, maintenance, and disposition of maintenance records in this regulation. Figures 5-2a and 5-2b provide a sample of a completed DA Form 2409.
- c. Either the DSM MACOM work order form or a DA Form 2407 will be used to request maintenance/repair services from the supporting maintenance activity, and will serve to collect maintenance data for transcription to DA Form 2409.
- d. DA Form 2409 will be maintained in the MEPS Medical Department for each non-MEDSTEP item of medical equipment with a unit price of \$200 or more and which requires routine periodic maintenance (one DA Form 2409 for each piece of maintenance significant equipment) under record number 750-8a/700A "Maintenance Requests" (see disposition instructions in [Appendix A, Section III](#)). The maintenance monitor must initiate the DA Form 2409 on each new piece of medical equipment that meets these guidelines. Examples of medical equipment requiring an individual DA Form 2409 are at table 5-l. PM tasks and guidance are in the manufacturer's literature for the equipment.
  - (1) Section A contains end item identification data. Obtain the life expectancy from DA TB MED 7. Gather the remainder of the data from the issue documents, the property book, and the item itself.
  - (2) Section B is for posting direct support (DS) PMCS, DS calibration/verification services, technical inspections, and electrical safety checks.
  - (3) Section C is for remedial maintenance actions (which includes repairs and rebuilds) only. Do not post scheduled services listed in 5-2d(1), above and posted to section B to this section.
  - (4) When either section B, C, or D becomes full, transcribe the following information to a new DA Form 2409:
    - (a) Section A: All entries.
    - (b) Section C: Put the date in column A, and the word "Consolidated" in column C. Carry the totals from columns D, E, F, and G of the old form to the new form.
    - (c) Section D: All entries.
  - (5) Since the DA Form 2409 serves the same function as a vehicle log book, the DA Form 2409 will accompany the equipment upon turn-in or lateral transfer.
- e. Determination of repair eligibility for medical equipment (DA TB MED 7) and posting of maintenance services to the historical record (DA Form 2409) is the responsibility of the repairman performing the service. However, if the historical record is not available to the repairman, it will be the responsibility of Maintenance Monitor to post this record from the information provided on the completed work request (#4 (blue copy) of the DA Form 2407).

**Table 5-1 - Equipment Requiring an Individual DA Form 2409/UMF 700-3-6**

<b>Booth, Audiometric</b>	<b>Light, Color Perception Testing</b>
---------------------------	--

**Table 5-1 - Equipment Requiring an Individual DA Form 2409/UMF 700-3-6****Table 5-2 - Medical Standby Equipment Program (MEDSTEP) Instruments**

<b>Audiometer Microprocessor</b>	<b>Stereoscope Vision Testing (OPTEC 2300)</b>
<b>Electrocardiograph Interpretive</b>	<b>Light Exam Fiber Optic (Light Box)</b>
<b>Centrifuge Lab Small Tabletop</b>	<b>Simulator Bio-Acoustic (BAS)</b>
<b>Monitor Patient Vital Signs (Welch-Allyn CONNEX)</b>	<b>Old Monitor Patient Vital Signs (Welch-Allyn SPOT)</b>
<b>Automatic Eye Refractor (AER)</b>	<b>Non-Contact Tonometer (NCT)</b>
<b>Scale Person Weighing (Digital)</b>	

**Table 5-2 - Medical Standby Equipment Program (MEDSTEP) Instruments**

Figure 5-2a. Sample of a completed DA Form 2409 (front)

SECTION A - GENERAL					
1. STOCK NUMBER 6515-01-002-0003	2. MODEL NUMBER RM-253	3. SERIAL NUMBER 2015-A1	4. LOCATION Room 3B-5	5. FREQUENCY OF MAINT INSPECTION A	
6. NOMENCLATURE Booth, Audiometric, 6-Position			7. EXPECTED USEFUL LIFE (in years) 15	8. EXPECTED DATE OF RETIREMENT Aug 2009	
9. TECHNICAL REFERENCES mfg. Literature			10. MANUFACTURER Ind Acoustics	11. DATE PUT IN SVC Aug 1994	12. UNIT COST 8,500.00
SECTION B - MAINTENANCE INSPECTION RECORD					
DATE a	INITIAL b	REMARKS c	DATE a	INITIAL b	REMARKS c
3 Aug 94	gmg	Installed OK			
17 Aug 95	gmg	PM Check OK			
15 Aug 96	gmg	PM Check OK			
5 Aug 97	gmg	PM Check OK			
17 Jul 98	KAC	PM-Repaired Jack @ Position 4			
22 Jul 99	KAC	PM Check OK			
12 Jun 00	KAC	PM Check OK			
15 Jun 01	ARM	PM-Cleaned Jacks and all Positions			
6 Jun 02	ARM	PM check-Failed Bkg Noise Level Test			

DA FORM 2409  
1 APR 62

EQUIPMENT MAINTENANCE LOG (CONSOLIDATED)  
(DA FORM 738-750 & 738-751)

Figure 5-2a. Sample of a completed DA Form 2409 (front)

Figure 5-2b. Sample of a completed DA Form 2409 (back)

SECTION C - REPAIR AND COST RECORD							
DATE a	WORK ORDER NO. b	NATURE OF REPAIR c	MAN- HOURS d	COST			TOTAL g
				PARTS e	LABOR f		
15 Jan 2001		Consolidation (From Previous Form)	4.5	12.50	101.25		113.75
6 June 2002	2002124-0003	Replaced Noisy Vent Fan	2.0	75.00	50.00		125.00

MODIFICATIONS REQUIRED					MODIFICATIONS COMPLETE			
MWO NO. a	DATE OF MWO (Day - Month - Year) b	PRIORITY c	ECH d	MWO TITLE OR KIT NUMBER(S) e	DATE MWO APPLIED (Day - Month - Year) f	MAN- HOURS g	ORGANIZATION APPLYING MWO h	SIGNATURE (Certification of MWO Application) i

Figure 5-2b. Sample of a completed DA Form 2409 (back)

## **Chapter 6**

### **Support Agreements**

#### **6-1. Purpose**

This chapter prescribes policies, roles, and responsibilities pertaining to installation agreements. This chapter supplements Department of Defense (DoD) Instruction 4000.19 (Support Agreements) and AR 5-9 (Installation Agreements).

#### **6-2. Responsibilities**

- a. Director, J-4/Facilities and Acquisition Directorate, (J-4/MEFA) will:

(1) Develop command policies and procedures and provide technical guidance to USMEPCOM activities in their functional areas of responsibility that affect area base operations support capabilities.

(2) Assist HQ USMEPCOM directorates and special staff offices, sectors and MEPS with coordination and negotiation of support agreements.

(3) Monitor area base operations support relationships and agreements to ensure off-post customer base operations support is equitable, economical, and meets quality requirements for USMEPCOM activities. Base operations support provided to off-post customers will be equitable to the level of base operations support provided by the host installation and the tenant activities.

- b. HQ USMEPCOM directorates, special staff offices and MEPS Commanders will:

(1) Contact suppliers and coordinate the required base operations support services.

(2) Negotiate specific unique requirements and review and approve associated costs.

(3) Coordinate support agreements with HQ USMEPCOM to ensure budgetary requirements are met.

(4) Ensure that costs for reimbursable services applicable to support agreements are reviewed and included in the annual budget development process.

(5) Ensure current, established provisions of base operations support agreement are included or established in a separate agreement for continued base operations support during periods of mobilization.

#### **6-3. Support Agreement Description**

The support agreement defines the support provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other general terms and conditions of the agreement. A support agreement is defined as a reimbursable or non-reimbursable inter-service, intra-service, intragovernmental, or intergovernmental support agreement pertaining to installation-related support and services. The supplier drives the process and determines the format of the Installation Agreement, but the receiver's input must be considered and fairly adjudicated.

**6-4. Agreement Formats**

DD Form 1144. The DD Form 1144 is still the official DOD format for support agreements as of the publication of this regulation. The DD Form 1144 is the traditional form used within DOD and most frequently for host-tenant support at the installation level. Once the DOD officially prescribes the FS Form 7600A, activities will begin phasing out the DD Form 1144 as support agreements are updated and renewed. Multiple DD 448/MIPRs may be executed against the DD Form 1144 annually during its lifecycle.

a. Fiscal Service (FS) Form 7600A. To streamline and standardize interagency reimbursable agreements within the Federal government, the U.S. Department of the Treasury Financial Management Service (FMS) has promulgated the FS Form 7600A. This form is already in circulation within the Federal government and will eventually replace the DD Form 1144. The same roles, responsibilities and procedures established for the DD Form 1144 will be applied to the FS Form 7600A until G-Invoicing is fully implemented to automate the process.

b. Memorandum of agreement. Although the DD Form 1144 is the most commonly used support agreement installation level, MOAs may also serve as a useful format for non-recurring reimbursable agreements. A MOA documents the terms and conditions for provision of support between two or more parties. The MOA is not used for recurring reimbursement and will not take the place of a DD Form 1144 or FS Form 7600A for documenting recurring reimbursable support. A single MIPR, non-recurring series of MIPRs, or transfer of resources can be executed against a single MOA. MOAs require a legal review prior to signature.

c. Memorandum of understanding. In accordance with AR 5-9, a MOU is used to document the general understandings of an arrangement or situation between two or more parties. A MOU is optional as a means for organizations to clarify complex interactions. The MOU does not document a reimbursement or transfer of resources. An MOU may document procedures or in-kind ex-changes of support. No MIPRs or transfer of resources would be executed against a MOU. MOUs require a legal review prior to signature.

**6-5. Agreement Processing**

All suppliers are required to establish the Installation Agreement Manager (IAM) as a single point of entry for support agreement negotiations with new receivers, and for requests from existing receivers to make changes to support arrangements. The supplier is responsible for leading the support agreement process from start to finish, but the receiver must collaborate in a timely manner throughout the life cycle of the support agreement. The support agreement process begins with the identification of a new or revised requirement. Proposed agreements will be forwarded to HQ USMEPCOM J-4/MEFA group "Installation Agreements" for review and staffing.

**6-6. Review Requirements**

Parties will review support agreements when changing conditions or costs require substantial modification to, or termination of, the agreement. Support agreement modifications that substantially affect resource requirements and estimated reimbursements should be made in conjunction with the Planning, Programming, Budgeting and Execution (PPBE) process to permit appropriate resource adjustments.

a. Each party to a reimbursable support agreement will annually review the support agreement billing arrangements, funding annex, and cost estimates for significant financial impacts or changes. The funding annex is reviewed annually to make sure actual costs for that year are accurate for billing the receiver. The funding annex and cost estimates may be modified, as needed, for inflation or other minor situational changes, within a threshold set in advance by the supplier, and with concurrence between the supplier and

receiver Resource Management Officer (RMO); a formal re-approval of the support agreement is not needed for routine funding annex adjustments, price fluctuations, or cost estimate updates.

b. All support agreements will be reviewed every three years. Document each review by memorandum for record. The memorandum for record must include the following information: date annual review was conducted, support agreement number, and name of person that conducted the annual review. Commanders must sign the memorandum and forward to HQ USMEPCOM, J-4/MEFA group “Installation Agreements”.

c. All support agreements will remain effective no more than nine years from the date the support agreements became effective.

#### **6-7. Reimbursement factors**

a. The supplier will provide all receivers identified as part of the funded baseline with an equitable level of support. Installation suppliers will fund a baseline level of support for receivers within standards established in statute, regulation, and policy. The baseline level of support is the level of base operations support provided consistently to all installation receivers on the same basis as to the supplier’s own mission.

b. Installation suppliers will require reimbursement for levels of support that are receiver unique, above the level funded for the supplier’s own mission, or when the support at standard level is deemed a reimbursable operating expense or mission-driven commodity for everyone.

#### **6-8. Revisions**

Parties to a support agreement may make amendments for minor administrative changes, such as billing addresses, points of contact or additions/deletions of support provisions that do not affect cost calculations or amounts with-out re-signing the agreement. Dated and initialed “pen and ink” changes or changes by memorandum for record suffice for minor updates. If major changes are required, the parties should contact the supplying agreement POC for further instructions.

#### **6-9. Terminations**

A party to a support agreement that involves reimbursement may unilaterally terminate that agreement prior to the expiration date only with sufficient advance notification, a minimum of 180 days, if no reimbursable positions are involved, or a minimum of two years when reimbursable positions are to be terminated with the agreement; these minimum notifications are to allow appropriate resource adjustments to be made during the budget formulation process. These timelines will be captured in all support agreements.

#### **6-10. Disputes**

Directors, Special Staff Officers, and Commanders will contact HQ USMEPCOM, J-4/MEFA-LD, for assistance with unresolvable differences in the negotiation process for support agreements.



**Appendix A**  
**References**

***Section I***  
***Publications referenced in or related to this publication***

**AR 5-9**  
Installation Agreements

**AR 40-61**  
Medical Logistics Policies

**AR 58-1**  
Management, Acquisition, and Use of Motor Vehicles

**AR 601-270**  
Military Entrance Processing Station (MEPS) {OPNAVINST 1100.4C CH-2; AFI 36-2003 IP; MCO 1100.75F; COMDTINST M 1100.2E}

**AR 710-2**  
Supply Policy below the National Level

**AR 735-5**  
Property Accountability Policies

**AR 750-1**  
Army Materiel Maintenance Policy

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

**DA Pam 710-2-1**  
Using Unit Supply System (Manual Procedures)

**DA PAM 750-8**  
The Army Maintenance Management System (TAMMS) Users Manual

**DoDI 4000.19**  
Support Agreements

**DoDI 4500.36**  
Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)

**UMR 40-1**  
Medical Qualification Program



***Section II***

***Forms referenced in or related to this publication***

**DA Form 4610-R-E**

Equipment Changes in MTOE/TDA (EGA)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 1687**

Notice of Delegation of Authority - Receipt for Supplies

**DA Form 4949**

Administrative Adjustment Report

**DA Form 3161**

Request for Issue or Turn-in

**DA Form 2765-1**

Request for Issue or Turn-in

**DA Form 2062**

Hand Receipt/Annex Number

**DA Form 5027-R**

MEDCASE Program Requirement (LRA)

**DD Form 250**

Material Inspection and Receiving Report

**DD Form 1348-1A**

Issue Release/Receipt Document

**DD Form 2481**

Request for Recovery of Debt Due the United States by Salary Offset

**DD Form 200**

Financial Liability Investigation of Property Loss (FLIPL)

**DD Form 2875**

System Authorization Access Request (SAAR)

**DD Form 2869**

Defense Finance and Account Service 1099-MISC Tax Reporting Program System Access Request

**DD Form 1144**

Support Agreement

**SF Form 182**

Authorization, Agreement and Certification of Training

**SF Form 91**

Motor Vehicle Accident Report

**Fiscal Service (FS) Form 7600A**

United States Government Interagency Agreement (IAA)

Agreement between Federal Agencies General Terms & Conditions (GT&C) Section

**USMEPCOM Form 700-3-1**

Purchase Request

**USMEPCOM Form 700-3-2**

Purchase Request Exceeding Micro-Purchase Limit up to \$25,000

**USMEPCOM Form 700-3-3**

Government Purchase Card Log

**USMEPCOM Form 700-3-4**

Convenience Check Purchase Log

**USMEPCOM Form 700-3-5**

Motor Vehicle Utilization

**USMEPCOM Form 700-3-6**

Equipment Maintenance Log

**USMEPCOM Form 700-3-7**

Commander Coin Expenditure Report

**USMEPCOM Form 700-3-8**

Vehicle Inspection and Service Checklist

***Section III***

***Recordkeeping Requirements***

Record Number 58-1f/700B: "Transportation Services Authorizations"

UMF 700-3-5, Motor Vehicle Utilization

PA: A0055-355aDALO

Keep in office file until no longer needed for conducting business, not more than 6 years, then destroy.

(Referenced in [Paragraphs 3-6](#))

Record Number 710/700A: "General Inventory Management Correspondence Files"

DD Form 250

PA: N/A

Keep in office file for 2 years or until no longer needed, not to exceed 6 years, then destroy.

(Referenced in [Paragraph 2-18a](#))

Record Number 710-2aaa/700A: “Property Book and Supporting Documents”

DA Form 3161

PA: N/A

Keep in office file until property is turned in, destroyed, or added to the property book and then until no longer needed for conducting business, but not longer than 6 years, then destroy.

(Referenced in Paragraphs [2-13b](#), [2-14a](#), [2-18b](#))

Record Number 710-2m/700A: “Receipting Authorities”

DA Form 1687

PA: N/A

Keep in office file until rescinded and no longer needed for business, not longer than 6 years, then destroy.

(Referenced in [Paragraph 2-12](#))

Record Number 710-2u/700A: “Administrative Adjustment Reports”

DA Form 4949

PA: N/A

Keep in office file until after completion of next physical inventory and until no longer needed for conducting business, but not longer than 6 years, then destroy.

(Referenced in [Paragraph 2-13](#))

Record Number 735/700A: “General Property Accountability Correspondence”

Management Review of Durable Property

PA: N/A

Keep in office file for 2 years, or until no longer needed not to exceed 6 years, then destroy.

(Referenced in [Paragraph 2-17d](#))

Record Number 735-5r1/700A: “Financial Liability Investigation of Property Loss Files”

DD Form 200

PA: A0027-1DAJA

Keep in office file until no longer needed for conducting business, not more than 5 years, then destroy.

(Referenced in [Paragraph 2-14b](#))

Record Number 735-5t2/700A: “Relief from Responsibility (liability admitted) Files”

DD Form 362

PA: A0027-1DAJA

Keep in office file until after verification that all amounts have been collected from the Service Member's pay, then until no longer needed for conducting business not longer than 6 years, then destroy.

(Referenced in [Paragraph 2-14b](#))

Record Number 750-8a/700A: “Maintenance Requests”

PA: N/A

Keep in office file until no longer needed for conducting business, not longer than 6 years, then destroy.

(Referenced in [Paragraph 5-9d](#))

[TOC](#)

Record Number 750-8f/700A: “Historical Records or Logbooks”

PA: N/A

Keep in office file for the remainder of warranty period, not longer than 6 years, then destroy.

(Referenced in [Paragraph 5-8](#))

Record Number 840/800A: “General Heraldic Activities Correspondence Files”

Certificate of Destruction

PA: A0027-1DAJA

Keep in office file until after verification that all amounts have been collected from the Service Member's pay, then until no longer needed for conducting business not longer than 6 years, then destroy.

(Referenced in [Paragraph 2-19b](#))

**Appendix B**  
**Glossary**

**A/OPC**  
Agency/Organization Program Coordinator

**APSR**  
Accountable Property System of Record

**ASVAB**  
Armed Services Vocational Aptitude Battery

**BPA**  
Blanket Purchase Agreement

**CHESS**  
Computer Hardware, Enterprise Software and Solutions

**CIP**  
Command Inspection Program

**COI**  
Centers of Influence

**COR**  
Contracting Officer Representative

**COTS**  
Commercial off-the-shelf

**CSDP**  
Command Supply Discipline Program

**CTA**  
Common Table of Allowance

**DA**  
Department of Army

**DAU**  
Defense Acquisition University

**DCAM**  
DMLS Customer Assistance Module

**DLA**  
Defense Logistics Agency

**DMLSS**

Defense Medical Logistics Standard Support

**DoD**

Department of Defense

**EO**

Equipment Operator

**ESA**

Educational Staff Agreement

**ESS**

Education Services Specialists

**ETID**

Electronic Turn-in Document

**FLIPL**

Financial Liability Investigation of Property Loss

**FOI**

Found on Installation

**FSR**

Fleet Service Representative

**FSSI**

Federal Strategic Sourcing Initiative

**GCSS-Army**

Global Combat Support System – Army

**GFP**

Government Furnished Property

**GORP**

Get Odometer Readings at the Pump

**GOV**

Government Owned Vehicle

**GPC**

Government Purchase Card

**GSA**

Government Services Administration

**IG**

Inspector General

**ILD**

Incremental Lifting Device

**IMENS**

Information Mission Elements Need Statement

**IMSA**

Installation Medical Supply Activity

**ITE**

Information Technology Equipment

**MCC**

Maintenance Control Center

**MEDCEN**

Medical Center

**MEDDAC**

Medical Department Activity

**MEDSTEP**

Medical Standby Equipment Program

**MEPS**

Military Entrance Processing Station

**MER**

Medical Equipment Repairer

**MMAL**

Medical Material Allowance List

**OIP**

Organizational Inspection Program

**PBO**

Property Book Officer

**PCOLS**

Purchase Card Online System

**PHRH**

Primary Hand Receipt Holder

**PM**

Preventive Maintenance

**PMCS**

Preventive Maintenance Checks and Services

**ROP**

Reorder Point

**SAV**

Staff Assistance Visit

**TDA**

Table of Distribution Allowance

**TDY**

Temporary Duty

**UMF**

USMEPCOM Form

**UMR**

USMEPCOM Regulation

**USAMMA**

United States Army Medical Material Agency

**USMEPCOM**

United States Military Entrance Processing Command

**WBT**

Web Based Training