

# \*USAREUR Regulation 710-2

## Logistics

### Supply Policy Below the Wholesale Level

29 July 2002

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**\*This regulation supersedes USAREUR Regulation 710-2, 2 April 2002.**

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For the Commander:

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**Summary.** This regulation--

- Prescribes USAREUR supply policy below the wholesale level.
- Consolidates the supply policy from several logistic publications.

**Summary of Change.** This revision clarifies requests for historical property (para 5-7c).

**Applicability.** This regulation applies to USAREUR and tenant commands (UR 10-5, app A).

**Supplementation.** Commanders will not supplement this regulation without the Office of the Deputy Chief of Staff, Logistics (ODCSLOG), HQ USAREUR/7A (AEAGD-SD), approval.

**Forms.** This regulation prescribes AE Form 710-2A-R (Receipt for Official Fuel Coupons), AE Form 710-2B (Certificate of Destruction of Official USAREUR POL Coupons), and AE Form 710-2E (Request for Assignment, Change, Realignment, and Deletion of a DODAAC). USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation will be identified, maintained, and disposed of according to AR 25-400-2. File numbers and descriptions are available on the United States Army Records Management and Declassification Agency website at <http://www.rmda.belvoir.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the ODCSLOG (AEAGD-SD, DSN 370-8055/7459). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the ODCSLOG, HQ USAREUR/7A (AEAGD-SD), Unit 29351, APO AE 09014.

**Distribution.** A (UPUBS). This regulation is available only in electronic format.

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## **SECTION I GENERAL**

### **1-1. PURPOSE**

This regulation prescribes USAREUR supply policy and procedures.

### **1-2. REFERENCES**

Appendix A lists references.

### **1-3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms.

## **1-4. RESPONSIBILITIES**

- a. The Office of the Deputy Chief of Staff, Logistics (ODCSLOG), HQ USAREUR/7A, is responsible for developing, establishing, and publishing USAREUR supply policy and evaluating requests for waivers to this policy.
- b. Commanders, civilian supervisors, and managers at all levels will comply with the applicable supply policy prescribed in this regulation.

## **1-5. EXCLUSIONS**

This regulation does not apply to the following supply classes or property:

- a. Class 1 basic loads.
- b. Class 5. UR 700-150 prescribes class 5 (conventional ammunition) policy and procedures.
- c. Class 8 basic loads. Basic loads of class 8 supplies are the components of medical assemblages (for example, sets, kits) authorized by a unit's table of organization and equipment (TOE). The Supply Catalog 6545-8-series provides component lists and prescribes initial allowances and class 8 supplies required for operations. Medical personnel will manage medical assemblages and components according to AR 40-61.
- d. Leased and loaned property. AR 700-131 prescribes policy for leased and loaned property.

## **1-6. FLAG POLICY**

USAREUR and tenant commands (UR 10-5, app A) and units with general-officer billets are authorized one U.S. Army flag and one set of U.S. state and territorial flags. AR 840-10 provides authorizations for other heraldic items.

## **SECTION II SUPPLY CHAIN MANAGEMENT**

### **2-1. OVERVIEW**

- a. Supply-chain management (SCM)--
  - (1) Is a process-oriented, integrated approach to procuring, producing, and delivering products and services worldwide to the customer.
  - (2) Manages all internal and external processes and functions needed to meet customer requests.
  - (3) Supports the Army's transformation of legacy, interim, and objective forces.
- b. SCM uses enablers to help reduce the combat-support and combat-service-support demand on the lift and footprint, which provides strategic responsiveness in the supply chain. The supply chain includes procurement and retrograde pipelines.
- c. Keys to effective SCM include asset management, delivery performance (velocity management (VM), customer wait time (CWT), vendor deliveries), flexibility and responsiveness, and logistics cost (resource availability).

### **2-2. SHIPPING**

Shipping is the process of packaging, packing, providing documentation for, and sending or transporting supplies. Units are required to use reusable containers for referrals and retrograde shipments. Supply support activity (SSA) supervisors must budget for and maintain adequate class 2 and class 4 supplies (for example, banding material, pallets, cube boxes with tops, bubble wrap) to perform the SSA mission. Radio frequency (RF) tags, batteries for portable data collection devices (PDCDs) and RF tags, and printer ribbons, diskettes, and paper are required for stockage to support customers and reduce supply discrepancy reports (SDRs).

## **2-3. AVAILABILITY BALANCE FILE UP**

a. The following manuals explain USAREUR Standard Army Retail Supply System-Objective (SARSS-O) procedures for the monthly Corps Theater Automated Data Processing Service Center (CTASC) availability balance file up (ABF-UP) and ABF-CLEANUP processes:

- (1) Standard Army Retail Supply System (SARSS-1) End User Manual.
- (2) Standard Army Retail Supply System (SARSS-2AC/B and SARSS-2AD) End User Manuals.

b. The CTASC manager will publish a schedule for the ABF-UP each month. The ABF-UP may be done in routing identifier code (RIC) geographic area (GEO) sequence as scheduled by the manager. The manager will closely monitor the ABF-UP to completion by each SARSS-1 and SARSS-2AD in the theater of operations in the proper sequence. The ABF-CLEANUP must be an integral part of this process to ensure the integrity of Army total asset visibility (ATAV) data.

c. RIC GEO and SARSS-2A managers will coordinate with subordinate SARSS-1 sites, including operational project (special) SARSS-1 sites, in the RIC GEO to reconcile ABF records each month as follows:

(1) SARSS-1 sites will reconcile dues-in from maintenance systems with supporting maintenance activities before conducting an ABF upload. Operational project (special) SARSS-1 sites should not run a CLOSE OUT.

(2) The ABF is uploaded to a higher SARSS-2A or SARSS-2AC/B.

d. SARSS-2A sites will conduct an ABF-CLEANUP and initiate contact with ATAV.

e. SARSS-2AC/B RIC GEO managers will conduct an ABF-cleanup, initiate contact with ATAV, and upload the ABF to the SARSS Gateway (SARSS-GW).

f. SARSS-1 dues-in from maintenance systems by stock number (PCN AJT-029) may be produced by entering the command "DIFM" and placing an "X" by the stock number sequence block. After this has been completed, go to "RSEL" and print the report.

(1) Conduct a document identifier code (DIC) D6M receipt and invoke an inventory for dues-in from maintenance systems.

(2) Do a denial if a DIC A5 is created. Use the unserviceable condition code used to job-order the asset to maintenance systems.

## **2-4. AUTOMATED IDENTIFICATION TECHNOLOGY**

This paragraph provides policy for using the Standard Army Management Information System (STAMIS) and automated identification technology (AIT) equipment when processing USAREUR referrals and retrograde material. This policy includes SARSS-O, Shipping Tracking and Redistribution System (STARS), and Automated Manifest System (AMS) procedures that must be followed to ensure the visibility of referral and retrograde material moving through the European theater of operations and to the continental United States (CONUS).

### **a. AIT Equipment.**

(1) The SARSS-O and the AMS create a detailed, optical memory card (OMC) that contains a Government bill of lading (GBL), transportation control number, and commodity data of the item in the shipment. Commodity data includes but is not limited to the national stock number (NSN), document number, priority, and ship-from-and-to data.

(2) The AMS and the STARS create a global OMC by combining detailed OMCs of multipack shipments loaded on one trailer or container. The global OMC contains all transportation control numbers and commodity data of the material associated with the entire shipment.

(3) Space-active-vibration-isolation technology RF seal tags--

- (a) Have 256 bytes of standard memory and 128 kilobytes of extended memory for mass data storage.
- (b) Support infrared wake-up (or choke event) from fixed or handheld interrogators.
- (c) May be written (burned) by using either the STARS or the AMS through a docking station or interrogator.

**b. Responsibilities.**

(1) Originating SSAs will--

(a) Segregate serviceable and unserviceable shipments.

(b) Confirm shipments within 24 hours after a material release order (MRO) is produced using a PDCD, and generate a SARSS-O detailed OMC for outgoing multipack or palletized shipments.

(c) Place the MRO in a packing-list envelope, ensure the MRO is capable of being scanned without removing it from the packing label, and ensure that the bar code is not written over, lined through, taped, or stapled.

1. Care must be taken to ensure that MROs do not become detached while being transported. Like items must be taped or boxed together.

2. SSAs equipped with an AMS rapid development unit (RDU) will use the SARSS-O detailed OMC (pure or multipack) and create an RF tag. An AMS global OMC must be burned when the RF tag is burned.

(d) Place the SARSS-O detailed OMC and the shipping list in a packing-list envelope secured to the side of the multipack box.

(e) Upload the RF-burn event to the server of the Logistics Automation Division (LAD), ODCSLOG.

(f) If an AMS RDU is available, create an automated transportation control movement document (TCMD) for each shipment. The TCMD and the global OMC will be placed in a packet and given to the truck driver.

(2) The Theater Distribution Center (TDC) (formerly known as the Hub and Spoke) will--

(a) Receive, sort, consolidate, repack, and ship material to its final destination within 48 hours.

(b) Provide in-transit visibility (ITV) from the TDC to the gaining SSA.

(c) On receipt from SSAs, use SARSS-O detailed OMCs and AMS global OMCs for in-checking and verifying multipacks.

(d) Create a new, detailed OMC for each multipack or pallet and burn an RF tag for each consignee.

(e) Upload each RF-burn event to the server of the LAD, ODCSLOG, to provide visibility.

(f) Create an automated TCMD.

(g) Provide hazardous material (HAZMAT) documentation in English and host-nation languages as needed.

(h) Provide SDRs to the originating SSA on gains and losses noted at time of receipt using SF 364 (Report of Discrepancy (ROD)).

(3) Destination SSAs will--

(a) Use the AMS OMC and PDCDs to process receipts.

(b) Report gains and losses noted at the time of receipt to the originating SSA or the TDC.

(c) Deactivate Defense Logistics Agency (DLA) RF tags (turn battery over in older RF tags) when received.

(d) Maintain an inventory of RF tags needed to support outbound demands, depending on the workflow. Excess RF tags should be consolidated (for example, in groups of 50 to 75), placed in a box, and returned to the TDC.

## 2-5. CONTROLLED CRYPTOGRAPHIC ITEM TURN-IN AND SHIPPING PROCEDURES

**a. General.** USAREUR units will strictly follow established procedures when turning in and shipping controlled cryptographic items (CCIs).

(1) CCIs are unclassified but sensitive items identified by controlled inventory item code (CIIC) in the Federal Logistics Record (FED LOG). Specific safeguards and procedures must be followed to ensure that physical security requirements are met when handling CCIs. DA Pamphlet 25-380-2 provides detailed guidance on shipping and transporting CCIs. AR 710-2 provides guidance on the logistic control of CCIs. AR 710-3 governs serial number tracking of CCIs.

(2) CCIs must be marked with the identifier "CCI" on the item and on the container holding the item. Shipping packages containing CCI require only one wrapper. The package must be marked "CCI" in 2-inch letters. Multipacks containing CCIs must also be marked CCI. All documentation must be firmly attached to the item and the container.

(3) Excess and nonreparable CCIs will be identified to the supporting materiel management center (MMC) for disposition instructions. CCIs will not be turned-in to GSC-E without MMC disposition instructions.

**b. Turn-In Procedures.** UR 380-40, appendix C, provides procedures for turning in CCI in USAREUR. The security warehouse (RIC WQD, Department of Defense activity address code (DODAAC) W80Q7B) of the General Support Center, Europe (GSC-E), is the single turn-in location for CCIs in USAREUR. CCIs will not be turned in to defense reutilization and marketing offices (DRMOs) or any SSA other than the GSC-E Security Warehouse.

**NOTE:** If a CCI is inadvertently picked up by an SSA stock-record account, this action will generate an automated request for disposition. class 7 item managers must give dispositions for CCIs to the GSC-E Security Warehouse (RIC WQD, DODAAC W80Q7B). The SSA will follow the same turn-in, documentation, and shipping requirements established in this regulation.

(1) Unit personnel trained in the use of CCIs must prepare items for turn-in. These personnel will ensure that all items are zeroed before shipment to the GSC-E. All items capable of holding an electronic key can be zeroed without using special equipment.

(2) Batteries will be removed before items are turned in.

(3) As required for class 7 turn-ins, the supporting direct support unit (DSU) will determine condition codes for CCIs before they are turned in.

(4) DSUs will verify that the CCI is zeroed after determining the condition code. After inspection, the DSU will stamp the DA Form 2407 (Maintenance Request) indicating that the CCI is zeroed according to UR 380-40, and place the same stamp on the serviceability tag, if used.

(5) The unit property book officer (PBO) or the commander will sign a memorandum verifying that the equipment has been zeroed. This memorandum must include the nomenclature, serial number, and document number for the items, and will be submitted to GSC-E warehouse personnel at the time of turn-in.

(6) The unit PBO or the commander will provide a shortage list documenting all missing components. The unit and the SSA will keep copies of all CCI documentation.

(7) The individual turning-in CCI to the GSC-E (the designated unit courier) will be on a current DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). The unit commander's assumption of command orders will be attached to the DA Form 1687.

(8) DD Form 1348-1A (Issue Release/Receipt Document) will be used as the turn-in document. The serial numbers must be typed without errors in the remarks block. No more than 10 serial numbers will be placed on each form. The PBO or the commander must sign the form.

(9) During turn-in, CCIs will be given only to U.S. warehouse personnel at the GSC-E.

### **c. Transportation Requirements.**

(1) The mode of transportation used when turning in CCIs must provide necessary protective and security measures to safeguard CCIs and to prevent or deter unauthorized access.

**NOTE:** TDC vehicles do not meet the criteria for transporting CCI and will not be used (DA Pam 25-380-2).

(2) A signature audit trail will be maintained on CCIs to account for everyone who has had accountability and custody of the CCIs from the unit to the turn-in point at the GSC-E.

(3) Designated couriers must be one of the following:

(a) U.S. citizens who are U.S. Government employees or employed in support of the U.S. Government (for example, contractor employees).

(b) U.S. resident aliens who are U.S. Government civilian employees or members of the U.S. active Army or Army Reserve.

(4) Use of the U.S. Postal Service registered mail is authorized. Army post office (APO) addresses are also authorized for use.

**d. Class 7 SSA.** The class 7 SSA at the GSC-E is the initial receiving point for all class 7 CCIs arriving in the European theater of operations by registered mail for USAREUR units. The class 7 SSA will provide physical security appropriate for high-value, sensitive items while the items are in its control and immediately contact the customer unit for pick-up. The SSA will continue to notify the unit for 30 days. If the unit does not pick-up the CCI within 30 days, the SSA will send a record of notification through command channels for assistance.

## **2-6. VELOCITY MANAGEMENT**

DA established VM in 1995 with the following concept:

“Velocity Management is the methodology the Army is using to improve its logistics processes. This methodology is applicable to garrison environment and while deployed. The aim is to get support to the soldier as quickly and efficiently as any first-rate commercial firm, while still providing a hedge against unforeseen interruptions in the logistics process. Velocity Management seeks to improve the logistics processes of Stockage Determination, Customer Wait Time (CWT), Repair Cycles, and logistical/financial interface through continuous process improvements. The bottom line goal of Velocity Management is to improve readiness while reducing costs and improving responsiveness.”

a. The USAREUR VM Program began in 1996. The first Velocity Leaders Group meeting was held in December 1996, and the following USAREUR VM structure and responsibilities were established:

(1) The USAREUR Velocity Group (VG) is chaired by the Deputy Chief of Staff, Logistics (DCSLOG), USAREUR, and includes the following members:

(a) Commanding General (CG), 21st Theater Support Command (21st TSC).

(b) CG, 3d Corps Support Command (3d COSCOM).

(c) CG, Division Support Command, 1st Infantry Division (1st Inf Div).

- (d) CG, Division Support Command, 1st Armored Division (1AD).
- (e) CG, Defense Logistics Agency - Europe (DLA-E).
- (f) Commander, United States Army Materiel Command, Europe (USAMC-E).
- (g) G4, V Corps.
- (h) G4, United States Army Southern European Task Force (USASETAF).
- (i) Division assistant deputy commanders.

(2) Process integration teams (PITs) include the CWT PIT, stockage determination (SD) PIT, and repair cycle time (RCT) PIT. The Commander, 200th Theater Support Command Materiel Management Center (200th TSC MMC), chairs the Order and Ship Time (OST) PIT, and the CG, 3d COSCOM, chairs the SD PIT. The CG, 21st TSC, chairs the CWT PIT. The RCT PIT is inactive at direct-support and general-support levels.

(3) Each PIT will include representatives from USAMC-E, DLA-E, and each USAREUR command.

(4) Site-improvement teams will be established locally to support VM.

(5) The DCSLOG will appoint a USAREUR Change Agent for VM to provide central leadership to each PIT and represent the European theater of operations to the DA VG and other VM initiatives.

b. Each PIT will meet each fiscal quarter to implement actions intended to improve VM in their area of responsibility (AOR). Within 30 days after each quarter, PITs will provide the information below to the USAREUR Change Agent, HQ USAREUR/7A, Unit 29351, APO AE 09014 (this information will be provided to the VG Chair as an update of PIT activities):

(1) Minutes of quarterly meeting.

(2) Meeting attendance roster.

(3) Summary of PIT activities during the quarter.

(4) Accomplishments of the PIT during the quarter, including Rand Corporation and Logistics Integrated Data Base (LIDB) statistics.

c. Each PIT group is encouraged to conduct staff-assistance visits to each activity within its AOR.

d. Rand Corporation data provided from the United States Army Combined Arms Support Command (CASCOM) file transfer protocol (FTP) site (<http://www.cascom.army.mil/vm>) will be the official source of OST statistics used for VM reports. The LIDB at the Logistics Support Activity (LOGSA) will eventually replace the Rand Corporation report. USAREUR commands will be notified when DA announces this change.

e. The USAREUR Change Agent will schedule USAREUR VG meetings twice a year. The purpose of the meeting is for each PIT leader to update board members on PIT initiatives and accomplishments. This meeting may include presentations by other agencies that have a positive effect on VM in the European theater of operations. Members of each PIT are encouraged to attend these meetings.

f. USAREUR representatives will take part in CASCOM VM and VG meetings. USAREUR VG board members and PIT leaders are encouraged to take part in DA meetings. The USAREUR Change Agent will send meeting announcements to PITs.

g. The USAREUR Change Agent will submit the minutes of each USAREUR VG meeting to the CG, USAREUR/7A, within 30 days after each meeting. The VG Chair (DCSLOG) will approve the minutes before they are submitted. A copy of approved minutes will be provided to each VG member and will be posted to the USAREUR VM webpage at <https://www.dcslog.hqusareur.army.mil/supply/vm.cfm>.

## 2-7. REQUISITION WAIT TIME (RWT)

### a. Responsibilities.

(1) The LOGSA directs the maintenance of the logistics database, through which the CASCOM develops performance reports on wholesale RWT.

(2) The CASCOM, as directed by the Office of the Deputy Chief of Staff for Logistics, HQDA, provides the direction and method for the application of RWT performance reports toward managing RWT issues.

(3) The USAREUR VG (para 2-6a(1)) directs the management of Army-wide RWT issues and institutes that process through PITs.

(4) Each major Army command (MACOM) has a CWT PIT that is responsible for promoting the principles of VM with emphasis on RWT enhancement. The 21st TSC is responsible for the USAREUR CWT PIT, which includes members in the European theater of operations. Assistance in matters concerning RWT visibility may be obtained through the Policy, System Integration, and Analysis Division (PSIAD), Directorate of Policy Integration and Analysis, 200th TSC MMC.

**b. Supply Standards.** For wholesale requisitioning, air lines of communication (ALOC) OST should average 13 days from the submission of a DIC accountable officer (AO) to the receipt D6S at the receiving SSA. Direct surface ship (DSS) shipments should average 40 days.

**c. RWT Performance.** Agencies and activities outside the continental United States (OCONUS) have an integral part in promoting expeditious supply procedures and have an effect on RWT performance. Managers at every level must evaluate supply procedures to improve VM.

**d. VM and RWT Policy.** The policy governing VM and RWT management is on the CASCOM website at <http://www.cascom.army.mil/vm>.

**e. Reporting.** Wholesale RWT performance is reported each month for all requisitions that during the reported month, regardless of the DIC AO date. Reports will be made through the CASCOM website.

**f. Review and Analysis (R&A).** R&A is conducted at various levels from DA through MACOM subordinate commands and lower. Established R&A briefings are conducted at USAREUR and the 21st TSC. The R&A process concentrates on performance statistics by USAREUR command down to the subordinate supply activity and by supply class. One of the primary measurement processes center on OST from the requisitioning and retrograde perspective.

**g. Reducing RWT.** RWT measures the supply system's response time to filling SSA requisitions. This measurement starts when a document order number is created in the SARSS at the SSA and stops when the SSA processes a materiel receipt D6K/S. Reducing RWT helps improve overall logistics response time and efficiency. Commanders at all levels should emphasize the economies associated with efficient requisition processing (which promotes the tenets of VM (define-measure-improve)) and the value of minimal RWT.

**(1) General.** USAREUR receives supplies through retail and wholesale supply systems as shown in (a) and (b) below. For this reason, RWT is measured using two different methods. Using RWT measurements allows commanders to monitor supply support efficiencies. RWT performance must be monitored and managed because of the effect it has on readiness, costs, and resource use.

(a) Through the wholesale supply system, requisitions are filled through a CONUS supply source or a designated wholesale activity (for example, the Defense Distribution Depot Europe in Germersheim).

(b) Through the retail supply system, requisitions are filled with assets that may be redistributed (referrals).

## **(2) Structure and Responsibilities.**

(a) The ODCSLOG is the proponent for European theater of operations guidance on VM policy for wholesale and referral RWT.

(b) The VM Group directs the management of Army-wide, wholesale RWT issues through PITs.

## **(3) Reporting and Statistical References.**

### **(a) Wholesale RWT.**

1. The CASCOM is the DA proponent for providing monthly wholesale RWT statistics and reports. ALOC and surface RWTs are provided for MACOM roll-ups, command roll-ups, and by DODAAC. Reports may be reviewed on the CASCOM Homepage at <http://www.cascom.army.mil/vm>.

2. The LOGSA maintains a logistics database through which the CASCOM develops wholesale RWT performance reports. LOGSA also is responsible for maintaining the LIDB. The LIDB may be used as a tool for measuring wholesale pipeline performance. However, until otherwise directed by HQDA, Rand Corporation VM data provided by the CASCOM is the official Army VM record.

**(b) Retail Referral.** In USAREUR, the PSIAD, Directorate of Policy Integration and Analysis, 200th TSC MMC, is responsible for statistics and retail referral RWT reports. RWT performance charts for the SSA and reserve storage activities (RSAs) are posted on the 200th TSC MMC website at <https://www.200mmc.21tsc.army.mil>.

**(4) Wholesale RWT.** Wholesale RWT measures the amount of time it takes for the wholesale supply system to fill a SARSS request until the time the material is receipted at the SSA. Wholesale RWT includes only requisitions received through the Defense Automatic Addressing System (DAAS) that are not backordered.

## **(5) ALOC.**

(a) Most USAREUR ALOC are transported from CONUS wholesale activities to the Containerization and Consolidation Point (CCP), New Cumberland Army Depot, Pennsylvania. The material is palletized and transported by civilian or military carriers directly to USAREUR SSAs. The OCONUS ALOC VM goal is 13 days. USAREUR retail activities (SSAs) control two segments of the ALOC wholesale RWT process: requisition processing (1-day goal) and receipt processing (2-day goal).

(b) The four basic ALOC routes for USAREUR material are as follows:

1. Central region: normally delivered by civilian air lines of communication (COMALOC).

2. Italy: normally delivered by COMALOC.

3. Tazsar, Hungary, and Tuzla, Bosnia and Herzegovina: transported by the Air Mobility Command and USAFE. The port of embarkation (POE) is Dover Air Force Base. Cargo is transferred through Ramstein Airbase, Germany.

4. Skopje, Kosovo: transported by the Air Mobility Command and USAFE. The POE is the Norfolk Naval Air Station. Cargo is transferred through Sigonella, Italy.

**(6) Sea Lines of Communication.** Sea lines of communication are also known as surface RWT. Most USAREUR surface shipments are transported from CONUS wholesale activities to the CCP, New Cumberland Army Depot, Pennsylvania. The material is containerized and transported by civilian carriers to the TDC, where it is transloaded and delivered to USAREUR SSAs.

(a) Surface RWT has 13 segments. (The CASCOM website only shows 11 segments; a systems change package is being developed by LOGSA to capture the in-transit to the TDC and TDC processing segments.) The surface RWT goal is 40 days.

(b) USAREUR retail activities control the same two segments as in the ALOC RWT. On application of the systems change package, USAREUR will control four segments of the surface RWT: requisition processing, hub processing, surface in-transit to SSA, and receipt processing.

**h. Retail Referral RWT.** Referrals are requisitions filled with redistributable intratheater assets. Referral RWT measures how long it takes the theater-retail system to fill SSA requisitions. The USAREUR referral RWT goal is 10 days. Table 1 provides a reference for referral goals. Intratheater requisition performance is captured in referral RWT as a measure of velocity from the DIC AO to the selected SSA by DIC A4 referral, through the appropriate transportation node, and back to the requesting SSA. Measurement is gained through support programs designed to draw against the CTASC historical file.

<b>Table 1 Referral RWT Segment Performance Standards</b>	
<b>Referral Segment</b>	<b>USAREUR Goal (days)</b>
AO request processing	1
A4 Manager review file processing	1
A5 MRO processing	1
AS shipment confirmation	1
Transportation and receipt processing D6K	6
<b>Total</b>	<b>10</b>

**(1) General.** Referral RWT measures performance from the shipper or receiver perspective and shows the level of efficiency in the system at each point along the requisition path. Limits, such as the ITV of transportation segments between shipping and receiving SSAs, are being resolved by using RF tag data as linked to SARSS historical data. Managers from the requester down to and including the user may track individual requisitions to identify how an item is performing in RWT outside the servicing SSA and RSAs.

**(a) RWT Use.** The use of RWT measurement as a performance indicator is a tool that allows commanders to monitor supply-support efficiency to and from their organization. The logistics community and using-unit managers must monitor and manage RWT performance because of the effect it has on costs and resource use.

**(b) Chain of Responsibility.** The ODCSLOG is the proponent for intratheater RWT policy and management. Subordinate commanders and staffs are responsible for the associated resource management intended to support the enhancement of referral RWT. Through the CWT PIT, the 200th TSC MMC is responsible for providing statistical and programming support to help the management and user visibility of RWT for referrals.

**(c) Performance Standards.** The USAREUR VG (para 2-6a(1)) establishes performance standards for referral RWT based on recommendations from the field and the RWT PIT. The USAREUR VG periodically adjusts the standards for RWT performance. Performance standards by segment are addressed in (2) below.

**(2) Segmental Descriptions.** Performance segments for referral RWT differ from wholesale segments in that the applicable database is the CTASC historical file and the actual number of segments is reduced to the in-theater nodes. Table 1 provides USAREUR referral RWT segment performance standards.

**(3) Statistical References.** The PSIAD, Directorate of Policy Integration and Analysis, 200th TSC MMC, maintains the program database for theater referrals.

**(4) Reporting.** The Directorate of Policy Integration and Analysis prepares RWT charts and summaries in a statistical format as directed. RWT performance charts for most SSAs and RSAs are posted in the 200th TSC MMC website (<https://www.200mmc.21tsc.army.mil>). SSA managers who wish to add their performance to the charts should contact the PSIAD (PSIAD, 200th Theater Support Command Materiel Management Center, Unit 23203, APO AE 09263; DSN 484-8549).

**(5) Review and Analysis.** Referral RWT is monitored several ways. Commands and individual supply activities perform a statistical analysis each month and store R&A data for the previous 24 months. This data is available at the 200th TSC MMC website and on request from the Directorate of Policy Integration and Analysis, 200th TSC MMC.

## 2-8. SUPPLY DISCREPANCY REPORTS

The 200th TSC MMC serves as the USAREUR central control point for processing and tracking SDRs. These procedures prescribe the methods and conditions under which missing shipments, unacceptable substitutes, condition-code changes, wrong material, packing discrepancies, and items for which the shelf life has expired or is within 1 year of expiration are to be reported.

**a. Types of Discrepancies.** SDRs will be submitted using SF 364 for the following discrepancies:

**(1) Shipping-Type (Item) Discrepancies.** Shipping-type discrepancies include the following:

- (a) Missing or incomplete technical data markings, regardless of the value of the items shipped.
- (b) Missing or improperly prepared supply documentation, regardless of the value of the items shipped.
- (c) Shipments not received or received with damages that did not occur during shipment.
- (d) Duplicate shipments, unacceptable substitutes, or wrong items, regardless of the value of the items shipped.

**(2) Shortage and Overage Shipment Discrepancies.** Shortage and overage shipment discrepancies include the following:

- (a) Sensitive, classified, or CIIC other than "U," regardless of the value of the items shipped.
- (b) Material shipped to the wrong activity, regardless of the value of the items shipped.
- (c) Material with a CIIC of "U" and equal to or greater than \$100 per line.
- (d) Material from the DLA or the General Services Agency (GSA), regardless of the value of the items shipped.
- (e) Material for which the shelf life has expired or will expire within 1 year.

**(3) Damage-Type Discrepancies.** An SF 361 (Transportation Discrepancy Report) will be submitted through the organization transportation office if material is damaged during shipping.

**(4) Packaging-Type Discrepancies.** Packaging-type discrepancies include the following:

- (a) Inadequate packaging material (including preservation, packing, or marking), which leaves the item being shipped vulnerable to loss or damage.
- (b) Packaging discrepancies involving HAZMAT, improper identification of containers, or items that require the container to be opened or that results in the improper storage of the material, regardless of the value of the items shipped.

**(5) Missing-Type Discrepancies.** An SF 361 will be submitted through the organization transportation office for shipments made by traceable means (for example, commercial bill of lading, GBL). Missing-type discrepancies include the following:

- (a) Shipments closed by pseudo-receipts.
- (b) Shipments closed by processing an AMS card.
- (c) Shipments missing basic issue items (BIIs) or major components.
- (d) An SF 364 should not be submitted for shipments not received if they were shipped by traceable means (for example, a GBL). An SF 361 should be submitted through the organization transportation office.

**b. Receiving Activity.** The receiving activity will identify discrepancies and submit SDRs (SF 364).

**(1) Time Standards.**

(a) Reporting discrepancies relating to contractor warranties are prescribed in individual clauses and contracts. These time limits override the time limits specified in AR 735-11-2.

(b) USAREUR units and organizations must submit SDRs where material was originally shipped from CONUS through the 200th TSC MMC within 60 days of shipping date (SDR Section, 200th Theater Support Command Materiel Management Center, Unit 23203, APO AE 09263, or e-mail: sdr@200mmc.21tsc.army.mil).

(c) Time standards do not apply to short shipments, unacceptable substitutes, or wrong-item discrepancies.

**(2) Responsibilities of Units Initiating SDRs (SF 364).**

(a) Units and organizations must submit an SDR for any of the following reasons:

1. Incorrect items or unacceptable substitutes.
2. Shortages.
3. Overages.
4. Duplicate shipments.
5. Incorrect condition codes.
6. Pseudo-receipts.
7. Component shortages.
8. Damaged material because of improper packing.
9. Missing items because of the AMS card receipts.

(b) Units and organizations must ensure the SDR is filled out properly and meets the reporting criteria, including the SDR number, document number, POC, and telephone number.

(c) Shipments originating within theater must submit the SDR and all attachments to the 200th TSC MMC within 60 days after shipment.

(d) Units and organizations must submit the original and three copies of the SF 364, DD Form 1348-1A, authorized shipping documents, and additional supporting documents needed to investigate the discrepancy.

(e) When submitting an SDR, the SDR must clearly identify the discrepancy and deficiencies involving the shipping activity.

(f) For damaged material, annotate the damages and the condition of the material when received. For items costing more than \$5,000, four photographs with different views of the damage will be submitted with the SDR. For items of lesser value, photographs may be submitted to substantiate claims.

(g) Annotate disposition instructions on the SDR for overages, duplicates, unacceptable substitutes, and wrong items.

(h) Authorizations must be obtained from the item manager to retain the material.

(i) Pseudo-receipt SDRs should be held for an additional 30 days to avoid unnecessary processing.

(j) SDRs submitted against the DLA or GSA have no minimum-dollar limit.

(k) Labor charges may not be recorded or charged on an SDR.

**c. Responsibilities of Shipping Activities.**

(1) Shipping activities must respond to the 200th TSC MMC within 75 days (AR 735-11-2). Responses will be forwarded to the SDR Section, 200th Theater Support Command Materiel Management Center, Unit 23203, APO AE 09263, or e-mail: [sdr@200mmc.21tsc.army.mil](mailto:sdr@200mmc.21tsc.army.mil).

(2) For shipping type discrepancies, the shipping activity must provide proof of shipment or indicate whether billing adjustment is authorized.

(3) The shipping activity will provide disposition instructions to the 200th TSC MMC for overages, duplicates, unacceptable substitutions, and wrong items.

(4) Packaging-type discrepancies will be immediately investigated and results reported to the 200th TSC MMC.

(5) When shippers are retrograding equipment, retention of BII and COEI is not authorized unless approval is received in writing by 200th TSC MMC item managers and attached to the turn-in documents.

**d. 200th TSC MMC Responsibilities.** The 200th TSC MMC will--

(1) Serve as the USAREUR central authority for processing and tracking SDRs generated in theater.

(2) Research and validate SDRs according to standard procedures.

(3) Process and forward SDRs to the supply source according to AR 735-11-2.

(4) Record and forward responses from shippers to submitting units.

(5) Verify receipt of credit with finance offices and 21st TSC resource management offices (RMOs).

(6) Follow up with the shipper after 60 days if no response is received.

(7) Provide final disposition to the submitter.

(8) Develop and report theater statistics on SDR system performance.

**e. USAREUR SDR Program.** The 200th TSC MMC webpage (<https://www.200mmc.21tsc.army.mil>) provides updates to the USAREUR SDR Program. Questions on the program may be sent by e-mail to the 200th TSC MMC at [sdr@200mmc.21tsc.army.mil](mailto:sdr@200mmc.21tsc.army.mil).

**2-9. UIT DIRECT REPORTING**

a. Unique Item Tracking (UIT) is a DOD system used to track small arms, Army CCIs, Army category I missiles, and Army radiation testing and tracking systems (RATTSS) by serial number. The LOGSA maintains the UIT Central Registry.

b. PBOs must have visibility of the UIT Central Registry. Access may be obtained from the LOGSA. PBOs are required to have a National Agency Check or host-country equivalent check to use the UIT Central Registry. (The LOGSA website at <http://www.logsa.army.mil> has application forms for the check.) The UIT helpdesk (DSN 897-2460/2475, civ (256) 313-2460/2475) can provide assistance. The UIT Central Registry provides the UIT database and allows management of the data to ensure its accuracy.

c. Reporting requirements for UIT assets are the same as for other items, except that PBOs will report directly to the LOGSA instead of through a serialization officer. Errors will be provided directly to the PBO. The PBO must--

(1) Ensure accurate and timely reporting of UIT assets to the LOGSA.

(2) Promptly respond to UIT Central Registry requests to sight-verify UIT items.

(3) Respond to UIT open shipments and other reports.

(4) Notify the LOGSA when the reporting POC, unit identification code (UIC), or DODAAC changes (Commander, Logistics Support Activity (AMXLS-MM), Redstone Arsenal, AL 35898-2494).

d. Standard Property Book System - Redesign (SPBS-R) users must change the serial-number-tracking DODAAC table file from the DODAAC of the current serialization officer to the reporting user's DODAAC. The reporting DODAAC will be used to identify all users from a single SPBS-R box. This DODAAC must be loaded in the SPBS-R box. The LOGSA uses the DODAAC to determine the contact for error correction and other information. Only one DODAAC will be loaded in the code-table file.

e. PBOs not using the SPBS-R must--

(1) Contact the LOGSA to change their reporting DODAAC.

(2) Provide POC data, including interface code and e-mail addresses, to the LOGSA for the new reporting DODAAC, and a list of DODAACs that will report through the new reporting DODAAC. For example, a divisional PBO will have one reporting DODAAC with multiple DODAACs aligned under it. However, a PBO supporting a separate company may have a reporting DODAAC and only one DODAAC aligned under it.

(3) Notify the former serialization officer that they are direct reporting. The PBO should notify LOGSA of the units that are no longer reported and those that will still be reported. Data for units changing to direct reporting must be moved from active to inactive files, and UIT transactions must not be submitted for these units.

(4) Produce a serial number bottoms-up reconciliation (including RATTs) and give the file to the LOGSA. UIT files may be sent to LOGSA--

(a) Through the Distribution Execution System (DES) Communication Systems.

(b) Through the SPBS-R (change the file name from IS364E.RSM to ALV72A.RSM).

(c) By e-mail to [uit@logsa.army.mil](mailto:uit@logsa.army.mil).

(d) By mailing a diskette to the LOGSA (Commander, Logistics Support Activity (AMXLS-MM), Redstone Arsenal, AL 35898-2494).

(e) By sending the file by FTP to 158.2.2.4 using login anonymous with the password "FTPP" (change to the UIT directory and send the file, ensuring that the file name has the DODAAC as part of the name).

f. Supporting combat-service-support automation management offices and automation activities can help with connectivity and communications.

g. The LOGSA provides a personal computer-based package to help manage UIT reporting. Units may contact the LOGSA to obtain the package.

h. The theater manager for UIT (including RATTs) is located at the 200th TSC MMC. The UIT manager is responsible for training on reporting procedures and providing help to units as required. Units are encouraged to contact the UIT manager for help, particularly on the manual coordination actions associated with deleting or adding DODAACs and UICs. The UIT manager may be reached at DSN 484-8557 or e-mail: [uit@200mmc.21tsc.army.mil](mailto:uit@200mmc.21tsc.army.mil).

### **SECTION III**

### **DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC) MANAGEMENT**

#### **3-1. PURPOSE**

This section establishes standardized procedures for DODAAC management in USAREUR to ensure that DODAAC additions, deletions, and changes are properly coordinated and synchronized in all USAREUR systems and national databases. These systems and databases include the DAAS, the LOGSA logistics database, Commodity Command Standard System, SARSS-1, SARSS-2A/CB, SARSS-GW, Middleware, the Standard Financial System (STANFINS), and the Installation Supply Buffer (ISB).

### 3-2. SCOPE

These procedures apply to all organizational activities assigned or deploying to the USAREUR AOR.

### 3-3. GENERAL

a. A DODAAC is a six-position alpha-numeric address code that identifies a specific unit, activity, organization, non-DOD Government element, or private contractor authorized by DOD to request, ship and receive supplies. The DODAAC provides the DOD logistics community and supported activities with a coded address for use in automated systems involving the requisitioning, receipt, storage, issue, shipment, maintenance, and billing of materiel.

b. In its decoded form, the DODAAC breaks down into the following in-the-clear addresses referred to as type address code (TAC) 1, 2, and 3:

(1) TAC 1 is used for mail, parcel post, and small package shipments.

(2) TAC 2 is the local address used for freight shipments. All OCONUS units will have a TAC 2 address.

(3) TAC 3 is used for billing purposes and must contain an address that is listed with a fiscal station number in the Disbursing and Fiscal Station Number Directory.

c. Other codes associated with a DODAAC include the following:

**(1) Break Bulk Point (BBP).** The BBP for ALOC or DSS SSAs in USAREUR is the Defense Distribution Depot in Susquehanna, PA.

**(2) Air and Water Port Identifier Code.** This code identifies air and seaports of debarkation for cargo shipped to USAREUR.

**(3) DSS/ALOC Code.** This one-position code to the DODAAC file authorizes a unit either DSS or ALOC.

**(4) Requisitioning Authenticity Code (RAC).** Types of RAC identifiers are as follows:

(a) Property book (PR) identifies the RAC for SPBS-R or central issue facility (CIF) systems.

(b) Stock record (SR) identifies the RAC for SSA, operational readiness float, and SARSS.

(c) Other (XR) identifies the RAC for the Unit-Level Logistics System (ULLS), Standard Army Maintenance System, or other mission requirements.

### 3-4. POLICY

**a. UIC and DODAAC/UIC Cross-References.** Every DODAAC must be associated with a UIC. Before a DODAAC may be requested, a UIC must be obtained through operational channels from the Force Management Division, Office of the Deputy Chief of Staff, Operations (ODCSOPS), HQ USAREUR/7A (DSN 370-8269). This includes derivative UICs for elements of an organization that are task organized, split for deployments, or exercises. The Force Management Division, ODCSOPS, can provide UIC policy and procedures.

#### **b. DODAAC Additions.**

(1) Requests for new DODAACs must be submitted 30 days before the required effective date. For no-notice deployments or exercises, units will use rapid DODAAC update procedures outlined in appendix B.

(2) Units or activities requesting assignment of a new DODAAC will--

(a) Request a UIC or derivative UIC as applicable.

(b) Complete and submit AE Form 710-2E (Request for Assignment, Change, Realignment, and Deletion of a DODAAC) to the DODAAC coordinator.

(3) DODAAC coordinators will--

(a) Validate the requirement.

(b) Ensure cross-reference with a UIC or derivative UIC in the Status of Resources and Training System (SORTS).

(c) Confirm assignment of an accounting processing code (APC) with the servicing RMO.

(d) Check the AE Form 710-2E for completeness and accuracy.

(e) Forward the request to the Army Network Station (ANS), 200th TSC MMC, Unit 23203, APO AE 09263 (DSN 484-8208/8560) or e-mail: [dodaac@200mmc.21tsc.army.mil](mailto:dodaac@200mmc.21tsc.army.mil).

(f) Notify the requesting unit, appropriate RMO, and servicing SARSS-2A manager of confirmation from the Army Central Service Point (ACSP), Logistics Support Activity ((4)(b) below).

(4) The ANS will--

(a) Validate and send the request to the ACSP (Army Materiel Command Logistics Support Activity (AMXLS-MSF), Chambersburg, PA 17201-4180).

(b) Notify DODAAC coordinators once confirmation has been received from the ACSP.

(5) If a DODAAC is required for a specified period only, a deactivation date must be indicated on the request. DODAAC coordinators will verify that all activity against the DODAAC has been cleared before requesting deletion.

(6) Units from another MACOM deploying to the USAREUR AOR will submit requests for UICs and DODAACs according to home-station procedures. Home-station DODAAC coordinators will contact the ANS to coordinate specific details for loading, activating, and deactivating DODAACs and for the assignment of APCs. The ANS will notify the appropriate RMO and SARSS-2A manager of any pending actions associated with a deploying or redeploying unit.

### **c. DODAAC Changes and Deletions.**

(1) Units will submit changes and deletions to their DODAAC coordinator using AE Form 710-2E.

(2) DODAAC coordinators will validate unit requests and check forms for completeness and accuracy before submission to the ANS (b(3) above).

(3) The ANS will also validate the request before submission to the ACSP. Once confirmation of the change or deletion has been received from the ACSP, the ANS will notify the DODAAC coordinator. The DODAAC coordinator will notify the requesting unit, appropriate RMO, and servicing SARSS-2A manager.

**d. Semiannual DODAAC Reconciliation.** To ensure synchronization of DODAAC tables in supply (retail and wholesale) and financial systems, a periodic reconciliation must be conducted. DODAAC coordinators will review all DODAACs in their command every September and March to validate need, authorization, and accuracy. Changes and deletions will be submitted according to c above. All actions initiated as a result of the reconciliation will be completed before the end of the month.

**e. DSS/ALOC Coding.** When a USAREUR or tenant command wants to change the DSS/ALOC code for an SSA DODAAC, the command must submit a request with justification through their G4 to the Class IX Branch, Supply Division, Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A, Unit 29351, APO AE 09014.

**f. Submission Deadlines.** Units and activities should submit DODAAC action requests at least 30 days before the desired implementation date. This will ensure acceptance and implementation by LOGSA on a timely basis. For contingency DODAAC actions, requests must be submitted no later than 48 hours before deployment (app B).

### **3-5. RESPONSIBILITIES**

a. The ODCSLOG (AEAGD-SD) is the proponent for the USAREUR DODAAC policy and will monitor the semiannual reconciliation.

b. USAREUR and tenant commands will--

(1) Assign a DODAAC coordinator and provide the coordinator's name, telephone number, and e-mail address to the ANS (DSN 484-8208/8560 or e-mail: [dodaac@200mmc.21tsc.army.mil](mailto:dodaac@200mmc.21tsc.army.mil)).

(2) Monitor compliance with this policy.

(3) Advise the ANS of changes, additions, and deletions submitted by units according to rapid DODAAC update procedures directly to LOGSA.

c. The 21st TSC MMC will--

(1) Appoint a USAREUR ANS Manager.

(2) Appoint a DODAAC coordinator for units deploying to and from the USAREUR AOR.

d. The ANS will--

(1) Maintain the DOD Activity Address File (DODAAF) for USAREUR.

(2) Announce requests for new DODAACs, changes to assigned DODAACs, realignment of DODAACs to new UICs, and requests for DODAAC deletions to the ACSP.

(3) Validate DODAAC requests (AE Form 710-2E) before the request is submitted to the ACSP.

(4) Report completed DODAAC actions to the appropriate DODAAC coordinators.

(5) Manage semiannual reconciliation during September and March to ensure synchronization across supply and financial systems, and provide results of the reconciliation to ODCSLOG (AEAGD-SD) and the ACSP by the 15th of the following month.

(6) Coordinate with deploying units to ensure that DODAAC registration plans are appropriate and in place.

e. DODAAC coordinators will--

(1) Serve as a focal point for all DODAAC requests, changes, and deletions in their commands.

(2) Coordinate all newly assigned DODAACs with the servicing finance office or RMO for establishment of an APC and notify the finance office or RMO of changes and deletions.

(3) Validate UIC and DODAAC cross-referencing before submission to the ANS.

(4) Ensure that the TAC 3 billing address is recorded and coordinate additions, changes, and deletions with the supporting finance office.

(5) Ensure that the TAC 1 and TAC 2 addresses are under the registered name or the requesting unit and comply with AR 725-50, table 9-1.

(6) Immediately notify the servicing SARSS-2A manager of DODAAC additions, deletions, and changes.

(7) Conduct semiannual reconciliations (September and March) to validate all DODAACs in their command. DODAACs no longer needed or authorized will be deleted from the DODAAF. Changes and deletions will be submitted to the ANS according to paragraph 3-4c.

f. SARSS-1 activities will--

(1) Load temporary DODAACs on an emergency basis only as “fill or kill” or “fill and pass.”

(2) Contact their supporting MMC to have DODAACs loaded in the SARSS-2A.

(3) Not build temporary DODAACs for any other service or Foreign Military Sales (FMS) transaction. The FMS manager (200th TSC MMC) will coordinate with the SARSS-2AC/B manager (200th TSC MMC) for the DODAAC to be loaded. Once the transaction is complete, the FMS manager will notify the SARSS-2AC/B manager to delete the DODAAC.

g. RMOs will--

(1) Assign an APC for newly assigned DODAACs before loading into the SARSS.

(2) Coordinate DODAAC changes, additions, and deletions with the Defense Finance and Accounting Service - Europe (DFAS-EUR) to establish an APC and fund code (FC). Provide all necessary information to DFAS-EUR to ensure that APCs, FCs, and DODAACs are properly loaded in ISB customer tables.

(3) Conduct semiannual reviews of ISB customer tables in coordination with DFAS-EUR and DODAAC managers to verify that obsolete DODAACs have been deleted.

(4) Inform SARSS-2A managers of DODAAC deletions to ensure that the SARSS-2A files are current.

h. The DFAS-EUR will--

(1) Receive the required DODAAC information from RMOs and ensure all applicable financial tables (STANFINS Master APC and ISB customer tables) are updated to allow prompt posting of supply charges and credits.

(2) Post changes to the financial tables within 1 day after the request and provide confirmation by e-mail or telephone to RMO POCs.

i. SARSS-2A managers at each level will ensure that all DODAACs are loaded in the SARSS correctly.

(1) SARSS-2A managers will maintain--

(a) Their own DODAAC record.

(b) Wholesale DODAAC records.

(c) DODAAC records of directly supported SARSS-1 activities.

(d) DODAAC records of customers of directly supported SARSS-1 activities.

(2) SARSS-2AC managers will maintain--

(a) Their own DODAAC record.

(b) Their SARSS-2B DODAAC records.

(c) Wholesale DODAAC records.

- (d) DODAAC records outside the SARSS-2B area.
- (e) DODAAC records of directly supported SARSS-1 activities.
- (f) DODAAC records of customers of directly supported SARSS-1 activities.
- (g) DODAAC records for nonsupported SARSS-1 activities.

(3) To load a DODAAC in SARSS-2A, managers will--

(a) Ensure the DODAAC unit name matches the UIC name registered in the SORTS. All DODAAC in-the-clear addresses in SARSS must be the same as the in-the-clear addresses on file at LOGSA. No DODAAC address or UIC realignment will change in SARSS before a DODAAC address change or UIC realignment has been processed at LOGSA.

(b) Validate all DODAAC information on AE Form 710-2E by the DAAS Inquiry or LOGSA Inquiry System. The manager will check UICs against the "WORLD.DBF" on the 200th TSC MMC server or use the LOGSA Inquiry System. A worksheet with incorrect DODAAC information will not be processed and returned to the appropriate DODAAC coordinator or SARSS-1 manager for correction.

(c) Use the information on the validated AE Form 710-2E and ensure the DODAAC is loaded correctly by referencing the Standard Army Retail Supply System-Objective (SARSS-O) DODAAF-parameter handbook, dated 15 January 1998, Command: DOD, to load the DODAAC.

(d) Once loaded, send the AE Form 710-2E to the SARSS-GW manager for update (k below) and to the appropriate RMO to ensure the DODAAC has been loaded.

(e) Send the AE Form 710-2E to the Middleware operator for confirmation.

(f) Once the Middleware operator confirms the DODAAC is loaded in Middleware, notify the unit that the DODAAC can be used and provide a SARSS screen-print showing how the DODAAC is loaded.

j. The Middleware administrator will--

(1) Verify that DODAACs from the SARSS Unit Data Worksheet are loaded properly in Middleware and provide an confirmation by e-mail to the supporting SARSS-2A manager and RMO within 24 hours.

**NOTE:** The Middleware administrator is co-located with the 19th Corps Materiel Management Center (19th CMMC), Wiesbaden, Germany.

(2) Verify that the Middleware purpose code is correct based on the FC.

(3) Verify that the single stock fund (SSF) participant and third-party billing parameters are set according to the unit data worksheet and RMO.

(4) Run the Middleware DODAAC report daily at 0600. This report identifies any new DODAACs in Middleware from the previous day. The administrator must review each DODAAC on this report and ensure the Middleware purpose code, SSF participant, third-party billing, and unit name are correct. The administrator will work with RMOs to validate the FC when determining the Middleware purpose code.

k. SARSS-GW managers will--

(1) Ensure all validated supply transactions and DODAAC records received from SARSS-2A managers are processed into the SARSS-GW. The 200th TSC MMC SARSS-GW manager is in building 3003, room 223, Panzer Kaserne, Kaiserslautern, Germany. The V Corps SARSS-GW managers are at the 19th CMMC.

(2) Provide an "action-completed response" back to the SARSS-2A manager within 24 hours after processing.

(3) Send a copy of the AE Form 710-2E with the recommended changes, additions, and deletions to the Class IX Branch, Supply Division, Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A, Unit 29351, APO AE 09014.

#### **SECTION IV STOCK CONTROL**

##### **4-1. EQUIPMENT REDISTRIBUTION FOR CLASS 2 (REPORTABLE) AND EXCESS CLASS 7**

a. Excess class 2 (Reportable) and class 7 equipment (hereafter referred to as equipment) is defined as any quantity on hand that exceeds the unit's current authorization or authorization to go into effect within 365 days. Items authorized by unit modification table of organization and equipment (MTOE) and table of distribution and allowances (TDA), items authorized by Army regulation, and items approved by a letter of retention from the ODCSOPS or by a HQDA memorandum of authorization are not considered excess.

b. Equipment will be processed for turn-in by the owning unit within 10 days after determining it is excess.

c. All equipment will be classified by the applicable maintenance level to determine the condition codes of the items to be turned in.

(1) Items with a maintenance repair code of "O" or "Z" will be classified by the customer before turn-in, and the results will be listed on the back of the turn-in document.

(2) To make the disposition process easier, units may request disposition before or after direct-support-maintenance technical classification. The unit will submit all other equipment to its direct support maintenance activity for technical inspection to classify the item for turn-in following the maintenance activity's standing operating procedure (SOP).

(3) CCI (CIIC 9) will be processed according to DA Pamphlet 25-380-2 and paragraph 2-3 of this regulation.

d. Units will report excess equipment to their supporting MMC for disposition instructions. The MMC will provide lateral-transfer guidance or forward the request for disposition to the next higher MMC.

(1) Units reporting excess to the 200th TSC MMC will use the forms on the 200th TSC MMC website at <https://www.200mmc.21tsc.army.mil>. Detailed instructions on which forms to use are provided on the website by clicking on "Major Item Dispo Req." The reporting forms require the same supporting information. The reporting unit will include the unit's UIC and the date the report is submitted in the subject line of the report-transmitting e-mail message to make tracking and follow-up easier. Submissions from--

(a) V Corps units will be sent the form to [excess.disposition@19cmmc.wiesbaden.army.mil](mailto:excess.disposition@19cmmc.wiesbaden.army.mil).

(b) Other USAREUR commands that receive support and service from 200th TSC MMC through the unit G4 to [excess.disposition@200mmc.21tsc.army.mil](mailto:excess.disposition@200mmc.21tsc.army.mil).

(2) The 200th TSC MMC will screen each request within 10 days after receipt for disposition and identify the Technical Manual (TM) 10- and 20-series maintenance standard, lateral transfers, and "as is" turn-in candidates. If national inventory control point (NICP) action is required, 200th TSC MMC will provide notice that this action is required, request unit validation of condition code, and request additional information required by the NICP item manager. When items require NICP disposition, an additional 30 days is required for screening any request that reaches the highest USAREUR level. The 200th TSC MMC will ensure that automated requests for excess disposition (code FTE) are generated to request disposition from the NICP. (FTEs will not be used in SARSS at the SSA level.)

e. After receipt of disposition, units will ensure that the item is brought up to the identified standard. Unless otherwise directed, equipment identified for turn-in to the GSC-E must be at the TM 10- and 20-series maintenance standard accompanied by documentation according to references and the turn-in SSA SOP. A joint inspection will be conducted on turn-in. Any costs required to bring the item to the TM 10- and 20-series maintenance standard will be charged to the customer.

f. Lateral transfers of equipment directed by the 200th TSC MMC will be according to the following procedures:

(1) Lateral transfers directed by 200th TSC MMC between USAREUR commands will be executed within 60 days. Lateral transfers will be completed within 45 days after the date of the lateral transfer directive for equipment readiness code (ERC) A&P equipment (principal weapons systems and equipment) and within 60 days after the date of the lateral transfer directive for ERC B&C equipment (auxiliary support equipment for A&P). (AR 220-1, app B, explains ERC codes.) The losing organization is responsible for transportation, initiating contact with the gaining organization to begin the lateral transfer, and coordinating the joint inspection.

(2) The transfer standard is the TM 10- and 20-series maintenance standard according to AR 750-1. The only exception to the TM 10- and 20-series maintenance standard is if the commanders of both the losing and gaining organizations agree to waive the requirement. In these cases, the losing unit must agree to provide a DD Form 448 (Military Interdepartmental Purchase Request) (MIPR) to pay for repairs; the gaining unit will provide an order for the equipment to be repaired.

g. The losing unit will ensure equipment that is turned in is clean and complete with all components and BIIs. Missing items will be charged to the losing unit on a SF 364 or paid for with a DD Form 448.

#### **4-2. LATERAL TRANSFER APPROVAL AUTHORITY FOR INSTALLATION PROPERTY**

Area support group (ASG) commanders may approve lateral transfers for installation property, organizational clothing and individual equipment (OCIE), subsistence items (unitized group rations), and meals ready-to-eat (MREs) when the transfer is between ASGs. ASG commanders with two or more base support battalions (BSBs) may further delegate lateral transfer approval authority to the BSB-level when the lateral transfer is between two BSBs in the same ASG. After coordination, the commander of the losing command or unit will direct the transfer and prepare the transfer document.

#### **4-3. PROJECT CODES**

The three types of approved project codes are Office of the Secretary of Defense (OSD) project codes, Joint Chiefs of Staff (JCS) project codes, and DA project codes.

**a. OSD Project Codes.** These project codes are of direct interest to the Secretary of Defense. OSD project codes are not requested or assigned at the MACOM level.

##### **b. JCS Project Codes.**

(1) JCS project codes are normally assigned by the JCS in conjunction with a mission-execute order. JCS project codes imply a priority or precedence for requisition processing or supply decisions over all other requisitions without a JCS project code.

(2) If no project code is assigned, a code can be requested and issued according to AR 725-50. Requests will be submitted through the ODCSLOG (AEAGD-SD) to the Logistics Support Office, USEUCOM J4 (Commander, United States European Command (ECJ4-LO-LOS), Unit 30400, Box 1000, APO AE 09128; DSN 430-4580). The USEUCOM J4 will forward the request to the JCS Joint Materiel Priorities and Allocations Board for action.

##### **c. DA Project Codes.**

(1) DA project codes are requested and issued by LOGSA according to AR 725-50, paragraph 1-29. Command NICP POCs and project managers may submit requests for DA project codes. Requests for project codes may be made in writing, by e-mail, or by telephone, depending on the urgency of the request. Normally requests for DA project codes are routed through the Commander, 200th Theater Support Command Materiel Management Center (AERLA-MMC-SSD), Unit 23203, APO AE 09293 (DSN 484-8550).

(2) After-hour emergency requests may be called in to the Logistics Operations Center (DSN 484-7500 or civ 0631-413-7500), which will contact the 200th TSC MMC.

(3) DA project codes are issued to distinguish requisitions and related documentation and shipments and to gather intraservice performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Tracking costs when activating a deployment-processing center is an example of a valid request for a DA project code.

#### 4-4. RADIO FREQUENCY TAGS

The following USAREUR policy applies to organizations with RF tag-write capabilities during sustainment, referral, and retrograde operations.

a. Commanders are encouraged to use RF tags for documenting shipments as resources permit. RF tags are required for the following shipments:

- (1) All shipments departing the TDC consigned for activities outside the Kaiserslautern area.
- (2) Referral shipments from theater-central redistribution activities and from divisional main SSA accounts.
- (3) Retrograde shipments from SSAs to a higher-supply source.

b. RF tags will be written using the Joint Total Asset Visibility sustainment format. On arrival at the final destination, the RF tag battery will be inverted (turned over) for DLA RF tags to prevent repeated reads by interrogators and draining the battery. The battery must then be reinverted before being rewritten to track referral and retrograde shipments.

c. RF tags not used for retrograde or referral will be collected and returned to the TDC.

d. The TDC will consolidate, pack, and ship RF tags not used for referral or retrograde shipments to the Defense Depot Region - East CCP using the Uniform Materiel Movement and Issue Priority System, return priority "03." The statement "this container/package contains nonregulated lithium batteries" will be placed on containers and packages with RF tags.

e. The AIT help desk is available to answer any questions regarding RF tags and procedures for using them at DSN 375-7232 or civilian 0621-487-7232.

#### 4-5. REFERRAL POLICY

**a. Referrals Between RIC GEOs.** USAREUR units will not issue referrals between RIC GEOs except as noted below (21st TSC-mission SSAs in support of repair programs are exempt from this policy and will not issue referrals):

(1) The 21st TSC RICs listed in (a) through (i) below will issue all referrals received to zero balance regardless of issue priority group (IPG).

- (a) Class 3(P): RIC ACQ, Kaiserslautern.
- (b) Class 7, Security Items: RIC WQD, Kaiserslautern.
- (c) Class 7, COMEL class 9: RIC WB3, Pirmasens.
- (d) Class 9 Reparable and Major Assemblies: RIC WQE, Kaiserslautern.
- (e) Class 9(C)(L): RIC WQF, Kaiserslautern.
- (f) Class 9(A): RIC WQP, Mannheim.
- (g) Class 9(A): RIC AES, Mannheim.
- (h) Classes 2, 4, and 8: RIC WB2, Kaiserslautern.
- (i) Maps: RIC WWM, Mannheim.

(2) The USASSETAF and other SSAs deployed out of the central region (including Task Force Eagle and Task Force Falcon SSAs) will not send referrals to SSAs in the central region. The USASSETAF and deployed SSAs will receive referrals from the RICs listed in (1)(a) through (i) above.

**b. Referrals Between SARSS-1 Sites in the Same RIC GEO.** USAREUR commands will establish internal procedures for referrals between SARSS-1 sites in the same RIC GEO.

**c. Additional Instructions.**

(1) The LAD, ODCSLOG, will publish required parameter changes to UR 710-1 and report on the parameter compliance of USAREUR commands according to UR 710-1.

(2) USAREUR commands will ensure that applicable SARSS-O parameter settings are changed according UR 710-1 and the basic regulation.

**4-6. USAREUR-THEATER RETENTION POLICY**

a. This retention policy applies only to USAREUR Operation and Maintenance, Army (OMA), SSAs and not to Army Working Capital Fund (AWCF) SSAs. The policy establishes retention levels (RLs) for items that are not reparable exchange (RX) as follows:

(1) USAREUR commands operating OMA SSAs are authorized RLs for non-RX items with a unit cost of \$100 or less.

(2) The maximum RL depth for non-RX items is 6 months of demand as computed by the SARSS-2AC interactive retention levels process (RTLP).

b. USAREUR units operating OMA SSAs are authorized retention of RX items according to the following:

(1) USAREUR commands are authorized RLs for RX items regardless of unit cost.

(2) The maximum RL depth for RX items is 6 months of demand as computed by the SARSS-2AC interactive RTLP.

c. RL assets are subject to lateral-redistribution directives according to redistribution and referral policy.

d. The AUTO-EX-CD switch will be set to “y” to allow for the free flow of material above the requisition objective or RL to the next-higher supply source.

**4-7. RETROGRADE AND MATERIAL RETURNS**

**a. Excess Material.** Excess material not covered by the USAREUR Theater Retention Policy (para 4-6) will be shipped to the appropriate RICs. RF tags will be used for shipping retrograde material. SSAs will ship excess material to the following RICs:

**(1) Serviceable Material.**

(a) Class 1 and 6: RIC WQF, Kaiserslautern.

(b) Class 2 and 10: RIC WB2, Kaiserslautern.

(c) Class 3(P): RIC ACQ, Kaiserslautern.

(d) Class 4: RIC WB2, Kaiserslautern.

(e) Class 5: RIC OF, SARSS-1 Site.

(f) Class 7: RIC OF, SARSS-1 Site.

(g) Class 8: RIC WQF, Kaiserslautern.

- (h) Class 9(A): RIC AES, Mannheim.
- (i) Class 9(C): RIC WQF, Kaiserslautern.
- (j) Class 9(L): RIC WQF, Kaiserslautern.
- (k) Class 9(M): RIC WQF, Kaiserslautern.
- (l) Class 9(AIM): RIC AES, Mannheim.

**(2) Unserviceable Material.**

- (a) Class 1 and 6: RIC WQC, Kaiserslautern.
- (b) Class 2: RIC WQC, Kaiserslautern.
- (c) Class 3(P): RIC ACQ, Kaiserslautern.
- (d) Class 4: RIC WQC, Kaiserslautern.
- (e) Class 5: RIC WQC, Kaiserslautern.
- (f) Class 7: RIC OF, SARSS-1 Site.
- (g) Class 8: RIC WQC, Kaiserslautern.
- (h) Class 9(A): RIC AES, Mannheim.
- (i) Class 9(C): RIC WQC, Kaiserslautern.
- (j) Class 9(L): RIC WQC, Kaiserslautern.
- (k) Class 9(M): RIC WQC, Kaiserslautern.
- (l) Class 9(AIMI): RIC AES, Mannheim.

**b. Turn-In of Repairable Class 9 Assets.**

(1) When turning in repairable class 9 assets, the losing unit will ensure that the asset is complete and turned in with the following documentation:

- (a) Automated DD Form 1348-1A.
- (b) DA Form 2402 (Exchange Tag).

(c) Test sheets for assets that were tested before turn-in. Assemblies that are given a system or function test before turn-in will be turned in with the respective test sheets. This is mandatory to avoid costly, time-consuming retesting by the repair facility and to keep repair costs to an absolute minimum.

(2) Incomplete assets will be processed under SDR procedures.

(3) Assets to be turned in will be shipped in the asset-specific container when possible. Cleaning the asset before containerization and turn-in to the SSA is not required. Assets will be placed in clean (for example, no debris, foreign matter, or drained oil), reusable containers.

(a) Old markings on containers should be crossed out and new markings applied according to military standard 129. This procedure is required for all containers that are “free-breathers” (not equipped with an air valves that allow the contents to be seen).

(b) If a rubber seal is available, it should be in place before the container is closed. Bolts should be placed in every hole of the container. Two self-locking seals (NSN 5430-00-662-9817) will be used to secure each container. Seals must be placed so the container cannot be opened without breaking at least one seal. The seal serial numbers will be placed on all documentation (for example, DD Form 1348-1A, DA Form 2402) accompanying the container to simplify possible SDR actions.

(c) A record of seal serial numbers, the name of the individual who sealed the container, and the name of the individual who verified the contents of the container will be maintained.

(d) When the original container is not available and a substitute or fabricated container is used, the container must meet the shipping requirements of the original container.

(e) Corrective action will be taken when an intermediate or final repair activity reports shipment discrepancies.

(f) Assets shipped in their original containers need not be drained of hydraulic fluids or coolants. However, all portholes must be sealed or plugged to avoid fluid spills.

(g) Assets shipped in other than their original containers (for example, crated, palletized), must be drained of all fluids and container portholes must be properly sealed or plugged.

## **SECTION V SUPPLY CONTROL**

### **5-1. AUTHORIZED STOCKAGE LIST REVIEW BOARDS**

**a. General.** Authorized stockage list (ASL) review boards will follow the procedures in AR 710-2 when conducting reviews.

(1) Several DA-endorsed automated and manual methods may be used for conducting reviews. These methods include programs that use days of supply (DOS) and economic order quantity (EOQ) computation. The SARSS does not generate ASL reviews based on EOQ computation. The Integrated Logistics Analysis Program provides alternate processes for EOQ and dollar-cost-banding computation. Commands may use the process that best meets their needs.

(2) Dollar cost banding (DCB) is an alternative ASL stockage determination method. The DCB ASL method is particularly effective for ASLs desiring to more adequately support a component repair mission. DCB--

(a) Supports HQDA VM initiatives and optimizes CWT and ASL weight and cube to maintain and improve readiness levels.

(b) Uses a modified EOQ formula with CWT targets to provide managers with a tool to improve supply performance.

(c) Will provide increased depth and breadth recommendations for low-dollar consumable items by varying the add and retain criteria based on the unit price while still providing readiness-effective component stockage recommendations.

(d) Can provide results in CWT and customer requisition-fill rate improvements without significantly increasing ASL weight and cube, mobility footprint, and cost.

(3) Involvement of customer units during the ASL review board process is encouraged.

(a) ASL review boards will meet at least once but no more than twice a year.

(b) The results of ASL review boards will be approved in writing by the first colonel or equivalent in the chain of command and executed within 30 days. If the board results are not approved within 30 days, they will be considered invalid and must be redone, starting with a new demand analysis.

(4) Funding for lines added and requirements-objective increases is the responsibility of the command. On implementation of a single stock fund, funding approval decisions will be made jointly between the command and the USAMC-E.

(5) ASL lines stocked will be on hand or on order. Restraining the replenishment of lines on the ASL for more than 30 days is not authorized unless a report of supply constraint is sent through command channels to the USAMC-E.

**b. Requirements.**

(1) ASL review results will be entered into SARSS at least once a year. (More frequent reviews are encouraged.) ASL review results and brigade- and battalion-level approval constitute authority to delete or decrease ASL lines; approval does not, however, constitute authority to provide funds for adding or increasing ASL lines. The Comptroller General has reserved this level of authority because of budgetary considerations. When budgetary considerations lead to the disapproval or adjustment of an approved ASL review, a formal supply constraint will be prepared according to DA Pamphlet 710-2-2.

(2) ASL reviews will include the following:

- (a) Board minutes addressing the requirements in AR 710-2.
- (b) The method used to determine ASL stockage levels.
- (c) Justification for deviations in stockage-list code percentages listed in AR 710-2 and DA Pamphlet 710-2-2.
- (d) The current ASL.
- (e) Marked-up ASL recommended adds.
- (f) Marked-up ASL recommended increases.
- (g) Marked-up ASL recommended deletes.
- (h) Marked-up ASL recommended decreases.
- (i) Other related documentation.

(3) Commands will prepare a decision paper for coordination and approval by the Chief of Support Operations and the Comptroller General.

**(a) Approval.** If approved, a copy of the decision paper will be forwarded to the command. After receiving the approved decision paper, the required changes will be processed to bring stock levels to the new authorization.

**(b) Disapproval.** If disapproved by the Chief of Support Operations or the Comptroller General, the ASL review board will meet to resolve discrepancies. Resolution will be in writing. If budgetary considerations are the sole reason for rejection, a formal supply constraint will be prepared and forwarded to DA according to AR 710-2. The command responsible for the ASL will prioritize and process ASL requirements until the dollar threshold is reached.

**(c) Timeline.** Decision papers should reach the Chief of Support Operations and the Comptroller General within 21 days after the ASL review board meets.

**c. Implementation.** Implementation of ASL review board decisions will be conducted at least once a year according to AR 710-2 and DA Pamphlet 710-2-2. The location for maintaining a copy of the approved ASL review board minutes and results (or DCB results) is at the discretion of the command.

**5-2. CANNIBALIZATION POINT**

The only authorized Cannibalization Point (Cann Point) in USAREUR is operated by the 21st TSC in Kaiserslautern, Germany.

a. The Cann Point provides a source of supply--

(1) To USAREUR units for hard-to-get repair parts, components, and assemblies.

(2) For mission-critical, high-priority requirements when other sources cannot provide items by the required delivery date.

(3) For items not stocked in the supply system.

b. The Chief, SSA, GSC-E, is responsible for operating the Cann Point and is the final approval authority for special requests.

c. The Cann Point produces a monthly class 7 report that identifies which end items (by NSN) are available for stripping. The report is available at the Customer Service Office, SSA, GSC-E (building 645, Rhine Ordnance Barracks; DSN 489-7181/7143).

d. All parts with NSNs will be requested using DA Form 2765-1 (Request for Issue or Turn-In). DD Form 1348-6 (DOD Single Line Item Requisition System Document (Manual Long-Form)) will be used to request parts without NSNs.

(1) Requests will be processed on a "fill or kill" basis (no due-outs). All items are free issue.

(2) The requesting unit is responsible for packing, shipping, and transporting the parts. The customer must provide qualified personnel, tools, and equipment to complete the task. Material-handling equipment and lift support can be coordinated with the Cann Point supervisor (DSN 483-7794/8216).

e. The Commander, 200th TSC MMC, will determine which class 7 material will be turned-in to the Cann Point.

(1) The owning unit is responsible for arranging transportation of material to the Cann Point.

(2) All fluids must be drained and the item prepared for turn-in according to the Cann Point External SOP.

(3) Documents used to turn in material must have a 200th TSC MMC stamp-stating disposition to the Cann Point.

f. Commanders authorized to establish a stock-record account may set up a Cann Point. Commanders who want to set up and operate a Cann Point must submit a request through the 200th TSC MMC and the ODCSLOG (AEAGD-SD) to the CG, USAREUR/7A, for approval. Commanders with Cann Points must--

(1) Have an automated (mechanized) system for accountability of parts stripped and used.

(2) Ensure that Cann Point data is entered in the SARSS.

### **5-3. COMBAT LIFESAVER MEDICAL EQUIPMENT SET**

#### **a. Item Identification.**

(1) The proper nomenclature for the combat lifesaver bag is Medical Equipment Set, Combat Lifesaver, NSN 6545-01-254-9551, unit assemblage (UA) code 7300. The medical equipment set (table 2) is a durable item with accounting requirement code D and will be accounted for according to AR 735-5.

(2) There should be at least one combat lifesaver bags per squad, crew, or equivalent-sized unit. Units will establish the total number of combat lifesaver bags required based on the unit MTOE or TDA authorization and the basis of allocation. Units will order new combat lifesaver bags only to replace combat lifesaver bags due to loss of accountability or if their requirements increase because of personnel-authorization increases in the MTOE or TDA.

(a) Soldiers new to the unit who are trained combat lifesavers are not required to have a combat lifesaver bag.

(b) New combat lifesaver bags will not be ordered to accommodate newly trained soldiers.

<b>Table 2 Medical Equipment Set, Combat Lifesaver Unit Assemblage List</b>		
<b>ITEM</b>	<b>NOMENCLATURE</b>	<b>AUTHORIZED QUANTITY/ UNIT OF ISSUE</b>
PSEUDOEPHEDRINE HCL TABS 24s	6505-00-149-0098	1 CO
ATROPINE INJECTOR 0.7 ML EA	6505-00-926-9083	5 EA
DIAZEPAM INJECTABLE 2 ML Required, not authorized unless directed by DA. Controlled substance.	6505-01-274-0951	5 EA
ACETAMINOPHEN TABS 50s*	6505-01-017-1625	2 BT
POVIDONE-IODINE OINTMENT 144s*	6505-00-148-7096	.06 PG
PAD POVIDONE-IODINE IMPREGNATED 100s*	6510-01-101-0307	.12 PG
RINGER INJECTABLE 500 ML 24s*	6505-01-312-7873	.08 PG
CATHETER & NEEDLE UNIT 18 GA 50s*	6515-01-282-4878	.04 PG
INTRAVENOUS INJECTION SET 48s*	6515-00-115-0032	.04 PG
DRESSING FIRST AID	6510-00-159-4883	6 EA
BANDAGE MUSLIN, 37 IN BY 37 IN BY 52 IN	6510-00-201-1755	4 EA
BANDAGE GAUZE ELASTIC, 2 IN, 96s	6510-01-164-2694	.04 PG
BANDAGE ADHESIVE, 75 IN BY 3 IN, 300s	6510-00-913-7909	.06 BX
AIRWAY PHARYNGEAL 100 MM	6510-00-687-8052	.08 BX
AIRWAY PHARYNGEAL 80 MM, 12s	6515-00-958-2232	.08 BX
ADHESIVE TAPE SURGICAL, 1 IN	6510-00-926-8882	.04 PG
SCISSORS BANDAGE, 7.25 IN	6515-00-935-7138	1 EA
SPLINT UNIVERSAL, 36 IN BY 4.5 IN, 12s	6515-01-225-4681	.08 PG
TOURNIQUET, ADULT, 14 IN BY 1 IN	6515-01-146-7794	1 EA
CASE, MEDICAL INSTRUMENT #-3, 10 IN BY 4.5 IN BY 18 IN	6545-00-912-9870	1 EA
DRESSING FIRST AID FLD CAMOUFLAGED	6510-00-159-4883	6 EA
GLOVE PATIENT EXAM & TREATMENT LGE	6515-00-226-7692	.06 EA
*Item requires quality-control surveillance (information maintained on DA Form 4996-R).		
<b>NOTE:</b> Quantities authorized are part of a unit of issue (package, bottle, box) and show the amount used from the original unit of issue.		

**b. Implementing Instructions.**

**(1) Policy and Procedures.** USAREUR commands and tenant units will publish combat lifesaver bag policy and procedures according to this guidance. V Corps units will send a copy of their policy and procedures to the Office of the Surgeon, V Corps. Non-V Corps units will provide copies to the Office of the Command Surgeon (OCSURG), HQ USAREUR/7A (AEAMD-LOG), CMR 442, APO AE 09042.

(a) Commanders may increase the requirements in this regulation for the accountability, supply discipline, and maintenance of combat lifesaver bags.

(b) Unit policy and procedures will be reviewed by battalion, brigade, division, and corps surgeons for adequacy and compliance with the minimum standards for the accountability, supply discipline, and maintenance of combat lifesaver bags.

**(2) Requisitioning and Receiving.**

(a) The commander or designated representative funding the requisition of combat lifesaver bags will sign requisition documents for the bags.

(b) On receipt of combat lifesaver bags, each combat lifesaver will make a complete inventory and annotate all quality-control information on DA Form 4996-R (Quality Control Card). After returning from deployment and training exercises, combat lifesaver bags will be inventoried and restocked as part of unit-recovery operations.

**(3) Storage.** In garrison, combat lifesaver bags will be stored at a controlled temperature of between 35 and 95 degrees Fahrenheit. During deployments, combat lifesavers will make every effort to minimize the exposure of the contents of combat lifesaver bags to extreme temperatures (below 35 and above 95 degrees Fahrenheit). Combat lifesaver bags should be stored centrally in a secure area (for example, supply room, armsroom) and issued only for deployments and training exercises.

**(4) Accountability.** The combat lifesaver bag is a durable item that does not require property-book accountability. However, combat lifesaver bags must be accounted for on hand-receipts using ULLS-S4 automated procedures. Commanders will establish and maintain hand-receipt accountability of combat lifesaver bags according to DA Pamphlet 710-2-1. Supply discipline will be maintained according to AR 735-5.

**(5) Restocking and Quality Control Maintenance of the Expendable Components.** Combat lifesaver bags must be stocked, checked for quality control and serviceability purposes at least every 90 days, and kept fully mission capable. The unit is responsible for reordering and restocking individual items in combat lifesaver bags. Items for restocking combat lifesaver bags may be requested by single-line requisition from the installation medical supply activity (IMSA) with which the unit has an active account. (This procedure will not be used for ordering complete combat lifesaver bags.)

**(6) Stockage Listing Changes.** Staff surgeons are authorized to maintain items on the peacetime stockage list, except for the controlled item Diazepam, in their units in coordination with the Command Surgeon, USAREUR. The UA list is the official, DA-authorized packing list for the combat lifesaver bag. Other items may be ordered by single-line requisition from the supporting IMSA. However, unit additions to the combat lifesaver bag are discouraged, because the bag does not have room for items other than those on the UA list.

(a) Diazepam will be removed from the combat lifesaver bag at the United States Army Medical Materiel Center, Europe (USAMMCE), and controlled properly in a secure vault. This item will be regarded and treated as required, not authorized, with regard to the UA list. The unit surgeon is the competent authority for the coordination and release of Diazepam. Deploying units will provide notification as soon as possible through the brigade, division, and corps surgeons to the USAMMCE for the issue of Diazepam as authorized by the Command Surgeon, USAREUR.

(b) Atropine injectors, which are potency-dated but not controlled items, will be issued with the combat lifesaver bag when ordered from the IMSA as a complete combat lifesaver bag. The unit is responsible for storing and rotating the Atropine injectors as required.

**(7) Funding.** The unit is responsible for providing funding for the lifecycle of the combat lifesaver bag. Commanders will program and budget for the initial purchase and replacement of consumable and expendable components.

**(8) Inspection Requirements.** The combat lifesaver bag is an inspectable item during command inspections, command logistic-review-team assessments, inspectors-general surveys and inspections, and surgeon staff-assistance visits.

(a) The ODCSLOG has added the combat lifesaver bag to the Command Supply Discipline Program and will inform the OCSURG of findings on the combat lifesaver bag.

(b) The Inspector General, USAREUR, considers the combat lifesaver bag an item of interest during unit inspections and will inform OCSURG of findings on the combat lifesaver bag.

### **c. Requisitioning Requirements.**

(1) Units that need combat lifesaver bags will prepare a memorandum from the company or battalion-level commander through the OCSURG to the chief of the IMSA where the unit has an account. (V Corps units will send requisitions through the Office of the Surgeon, V Corps.)

(a) The subject of the memorandum will be "Command Surgeon, USAREUR, Release Authorization of Medical Equipment Set, Combat Lifesaver".

(b) The first paragraph will state that “The combat lifesaver medical equipment set is requested for official use by the following individuals who are currently certified combat lifesavers and will be serving in that capacity.”

(c) The memorandum will include the rank, name, social security number, and date of training certification (valid within 1 year) of each combat-lifesaver-qualified soldier for whom a bag is being purchased.

(d) A copy of the commander’s assumption-of-command orders will be attached to the memorandum.

(2) The memorandum will be sent by mail or fax to the OCSURG (AEAMD-LOG), CMR 442, APO AE 09042; fax DSN 371-2712, civilian 06221-17-2712; and DSN 371-2500 to verify receipt of the memorandum. The OCSURG will validate the requisition, return the memorandum to the unit, and forward a copy to the USAMMCE.

(3) After the request is validated, the IMSA will be authorized to release the validated number of combat lifesaver bags to personnel authorized to sign for and receive accountable medical supplies.

#### **5-4. DECREMENT STOCKS**

This paragraph prescribes policy for managing the USAREUR Decrement Stock Program for MTOE activities and prescribes guidance for peacetime use of decrement stocks.

**a. General.** Decrement stock is the difference between the required and authorized amount of equipment in section III of the unit MTOE. DA approval of an organization level below the required level is required to retain stock in command storage or to requisition decrement stocks.

(1) Decrement stocks must be either on-hand at USAREUR RSAs or on requisition from supply sources in CONUS. Decrement stocks are marked administratively for USAREUR commands and tenant units for release according to CG, USAREUR/7A, operation plans. These stocks are maintained on 200th TSC MMC accountable records in the SARSS ABF under ownership/purpose (O/P) code R.

(2) Missile and aircraft equipment (except toolkits, test sets, and shop equipment) are not authorized to be stored as decrement stock unless directed by the CG, USAREUR/7A.

#### **b. Responsibilities.**

(1) The CG, 21st TSC, will--

(a) Store decrement stocks for 200th TSC MMC in the RSA.

(b) Perform care of supplies in storage (COSIS).

(c) Requisition missing components of end items and maintain decrement stocks in serviceable, ready-for-issue condition to permit the rapid buildup of units to fill MTOE requirements. Requisitions and maintenance will be according to AR 740-3.

(d) Issue and ship decrement stocks according to requisitions provided by the 200th TSC MMC.

(2) Commanders of USAREUR commands will ensure that--

(a) Decrement equipment is requested when the personnel required to receive, operate, and maintain items are available.

(b) War plans for subordinate SSAs include the requirement to handle decrement-stock equipment during mobilization.

(3) The Commander, 1st Theater Movement Control Agency (1st TMCA), will--

(a) Maintain a decrement-stock-movement database at the Theater Movement Control Center.

(b) Be able to respond quickly to unit deployments by coordinating available military and civilian transportation assets using specific operation orders that provide destinations and closing times.

(c) Ensure the proper movement of decrement stocks at mobilization.

(4) The Commander, 200th TSC MMC, will--

(a) Develop procedures for the effective management of the USAREUR Decrement Stock Program. These include the generation and validation of decrement requirements; requisition, storage, and release of decrement stocks during mobilization; and peacetime use of decrement stocks.

(b) Implement USAREUR decrement-stock policy.

(c) Post decrement-stock authorization in the SARSS.

(d) Control the accuracy of requisitioning and the prepositioning of assets in storage.

(e) Notify using units of the release of decrement stocks using the most expeditious means.

(5) The Systems Support Division, Directorate of Policy Integration and Analysis, 200th TSC MMC, will--

(a) Develop management and interface data to ensure the accomplishment of wartime objectives.

(b) Research and analyze problems that affect the overall management of decrement stock.

(c) Review peacetime withdrawals from decrement stocks.

(d) Identify decrement-stock requirements and post decrement stock authorizations in SARSS.

(e) Maintain a decrement database to ease the release of available decrement stock and other uncommitted decrement stocks at and during mobilization.

(f) At mobilization, submit decrement-stock requisitions to SARSS-1 sites for processing on notification from the unit.

### **c. Preparation of Decrement Stock Requirements and Requisitions.**

(1) The Commander, 200th TSC MMC, will--

(a) Generate all decrement-stock requirements as shown in the requisition validation.

(b) Generate transportation-requirement documents for submission to the 1st TMCA based on generated decrement-stock requirements.

(c) Maintain the decrement-stock requirements database and, when appropriate, forward requirements to using units for information.

(d) Provide copies of updated decrement-stock requirements, when appropriate, to each SSA AO.

(2) Commanders of using units will verify the following elements in the decrement-stock-requirements database provided by the Commander, 200th TSC MMC:

(a) Unit DODAAC (card columns 30 to 35).

(b) "Ship to" address (card columns 45 to 50).

#### **d. Peacetime Use of Decrement Stocks.**

- (1) Decrement stocks will not be issued during peacetime without approval from the Commander, 200th TSC MMC.
- (2) Assets will be released based on priorities set by the CG, USAREUR/7A.
- (3) Decrement stocks may be issued to active-Army units unable to meet readiness requirements because of mission-essential shortages in equipment readiness code A. The 200th TSC MMC will replace decrement stocks used by active-Army units.
- (4) The issue of decrement stocks to meet requests for temporary loans of equipment will--
  - (a) Be processed according to AR 700-131.
  - (b) Not be from decrement stocks for recreational purposes.

**NOTE:** If excess stocks in serviceable condition are received after a loan transaction has been made, they will be used to fill decrement stock shortages generated by the issue of loans until stocks are returned to the RSA.

- (5) Decrement stocks in USAREUR for aviation equipment (material category structure code (MCSC) H) and missile equipment (MCSC L) are limited to support items.

#### **5-5. DRMO OPERATIONS**

##### **a. Material Turn-In to DRMOs.**

- (1) Units will not turn in excess items directly to DRMOs. However, the SSA may direct units to turn in scrap material to DRMOs.
- (2) Excess Army-owned and military-assistance-program items that require demilitarization will be processed according to DOD 4160.21-M. The Army Master Data File (AMDF) lists items requiring demilitarization.
- (3) Disposition requests for Excess or Unserviceable Equipment will be sent through the S4 or G4 (local policy applies) to the units supporting MMC for disposition instructions using manual or electronic procedures. The 200th TSC MMC website at <https://www.200mmc.21tsc.army.mil> provides forms and instructions for electronic disposition requests. The supporting MMC will review these requests and forward them to the 200th TSC MMC.
- (4) Property transfers to the DRMO will be according to the “two-person” rule: a 200th TSC MMC item manager and the unit MMC manager or next higher supervisor will review transfers to disposal before release.
  - (a) The signature of an impartial, qualified technical inspector will be on or attached to each material turn-in document. The 200th TSC MMC will provide stamped turn-in disposition documents to the MMC or unit requesting disposition by e-mail or fax to certify that the documents were reviewed for completeness and to ensure no other requirement for the property exists in USAREUR.
  - (b) DRMOs will refuse to accept class 2 nonexpendable or class 7 property that does not have the proper documentation with signatures and the 200th TSC MMC stamp. USAREUR units are not authorized to turn in class 2 (reportable) or class 7 items that have an accounting requirements code (ARC) of “N” (nonexpendable) and reportable item control code (RICC) of “2” or “A” to the DRMO without approval from the 200th TSC MMC. This policy also applies to items on the HQDA Automatic Disposal List (ADL) that meet the ARC and RICC requirements outlined above. The FED LOG will be the single source to determine the ARC and RICC for NSNs affected by this policy.
  - (c) DA Pamphlet 710-2-1 provides procedures for turn-in of unserviceable installation property.

## **b. Turn-in Procedures for Property on the HQDA Automatic Disposal List.**

(1) Units may obtain a copy of the ADL at <http://www.hqda.army.mil/logweb/directorates/sm-sustainment/SM%20Site/SM%20Main/smhomepage.htm>. ADL equipment will be turned-in “as is.” The turn-in of items listed on the ADL is not mandatory.

(2) Direct turn-in to the DRMO by MTOE and TDA units is not authorized. Only the 200th TSC MMC item manager may approve the turn-in of ADL items to the DRMO. Before approving, the 200th TSC MMC will ensure that other military programs, such as the Humanitarian Assistance Program or FMS Program, do not have a requirement for the items.

(3) Disposition requests for ADL items without technical inspections may be sent to the 200th TSC MMC (fax DSN 484-7928 or e-mail: [excess.disposition@200mmc.21tsc.army.mil](mailto:excess.disposition@200mmc.21tsc.army.mil)). If ADL items are not needed in the USAREUR theater of operations, the 200th TSC MMC will sign and stamp the turn-in documents authorizing the unit to turn in the items to the servicing DRMO through the supporting SSA.

**c. Use of DRMOs as a Supply Source.** Items obtained from DRMOs may be used for filling TOE and MTOE property-book shortages. Units may incur a cost when obtaining consumables from a DRMO. The Defense Reutilization and Marketing Service website at <http://www.drms.dla.mil> may be used to ask about and request equipment from DRMOs worldwide.

## **5-6. EMERGENCY AND OTHER OFF-LINE REQUISITIONS**

This paragraph establishes USAREUR policy on using non-STAMIS methods to procure material.

**a. NICP Homepages.** Several NICPs have set up homepages and established procedures to request supplies through the Internet. Internet e-mail and electronic mall (EMALL) requisitioning are considered telephonic requisition call-ins. As with telephonic voice call-ins, nonforecasted or nonbudgeted requisitions may be charged against AWCF accounts and cause an over-obligation of funds. Over-obligating funds is against the law.

(1) AR 725-50 will be strictly followed when requisitioning and processing supplies by telephone (voice or Internet). Telephonic call-ins, Internet e-mail, and EMALL requisitions will be submitted only for requisitions with priority designator 01, 02, or 03, and only when one or more of the following applies:

(a) Data-pattern and narrative-message facilities are not available.

(b) Pilot (aircraft) pickup of materials is planned within 24 hours.

(c) Exception data is absolutely necessary to convey the urgency of the requirement and the exception data cannot be transmitted.

(2) AR 725-50 does not require NICPs to confirm telephonic call-ins or Internet e-mail or EMALL requisitions. Therefore, the appointed designee must confirm the availability of OMA and AWCF funds before making requisitions.

(3) The AWCF is owned and managed by the United States Army Materiel Command (USAMC). Designees processing call-in requisitions using AWCF funds with ensure funds are available by contacting the USAMC representative in theater for concurrence. Telephonic call-ins and Internet e-mail and EMALL requisitions are supply functions. The directorate of logistics (DOL), DMMC, or equivalent 3d COSCOM office will designate personnel by name in writing to make these requisitions.

(4) If a telephonic call-in or Internet e-mail or EMALL requisition is submitted by other than the designated DOL, DMMC, or 3d COSCOM representative, the designated representative will report it to the responsible commander, director, or supervisor and request that appropriate disciplinary action be taken.

(5) The senior command logistician responsible for operations other than war (OOTW) will designate personnel by name and in writing who are authorized to submit telephonic call-in and Internet e-mail and EMALL requisitions during OOTW activities. Designated personnel will confirm the availability of OMA and ACWF funds before making requisitions.

**NOTE:** The Office of the Deputy Chief of Staff for Logistics, HQDA (DALO-SMP), has requested that the USAMC and the DLA include a feature in their Internet homepage requisitioning capability that identifies users. Regardless of the outcome of the action, the requirements in this regulation will be followed to avoid an over-obligation violation.

(6) DOLs, DMMCs, and division and corps G4s must ensure that only designated personnel are allowed to submit telephonic call-in or Internet e-mail and EMALL requisitions.

**b. General Support Maintenance Program Walk-Through Requisitions.** This paragraph establishes USAREUR policy for “walk-through” requisitions under the General Support Maintenance Program (GSMP). This policy is for GSMP walk-through requisitions and should not to be confused with the 200th TSC MMC procedures for high-priority call-ins.

(1) GSMP walk-through requisitions are discouraged and will be used only under certain conditions to meet immediate requirements. Examples of immediate requirements include parts needed to make equipment fully mission-capable before an imminent deployment, contingency, or field-training exercise. The customer must need the part within 24 hours and be able to pick the part up from the GSMP storage area within 24 hours.

(2) The 200th TSC MMC is the approval authority for GSMP walk-through requisitions at the GSC-E. GSMP walk-through requisition procedures are as follows:

(a) The customer (the direct-support organizational maintenance activity) prepares a requisition with its document number and checks with the supporting SSA to determine if the required item is available. If the supporting SSA determines that the item will not be available by the time it is needed, the SSA will send the customer to its DMMC or nondivisional equivalent organization to review and approve the request. Nondivisional corps units will send requests through the 19th CMMC for review and approval. Non-corps and echelons-above-corps units supported by the 21st TSC will send requests directly to the 200th TSC MMC.

(b) The customer takes the DIC AO1 (requisition) with the document number to its DMMC or nondivisional equivalent organization. If the DMMC or nondivisional equivalent organization determines that a walk-through requisition is the best option, it must contact the appropriate 200th TSC MMC item manager.

(c) The 200th TSC MMC item manager checks on the availability of serviceable items for immediate issue and informs the DMMC or nondivisional equivalent organization if the request is approved or disapproved.

(d) If the 200th TSC MMC approves a request, the GSC-E will prepare the item and documentation and contact the customer to arrange for pickup.

(e) The customer takes the approved request to the GSMP storage area with signature cards and a DA Form 1687 with assumption-of-command orders or a memorandum that designates a person as the responsible officer (RO).

(f) The GSMP storage area processes the customer requisition (DIC AO document) using the interservice supply support procedure command in the SARSS (request for issue, post-post) and issues the part to the customer. The GSMP will process the requisition as a nonrecurring demand by placing an “n” in card column 44 of the requisition.

(g) The customer picks up the part from the GSMP storage area and returns to the SARSS-1 site. Personnel at the SARSS-1 site will enter a DIC DHA in the SARSS to finalize the requisition. The SARSS-1 site will process the DIC DHA as a recurring demand by placing an “r” in card column 44 of the requisition.

(3) Since items are repairable, SSAs will ensure that unserviceable items are turned in by the customer and tracked.

(4) DMMCs will check to ensure that a DIC D6K is submitted for each part received.

## **5-7. HISTORICAL ARTIFACT ACCOUNTABILITY**

An historical artifact is an object designated by an appropriate authority as being historically significant because of its association with a person, organization, event, or place, or because it is a representative example of military equipment and has been included in the Army Historical Collection. Items that are designated as artifacts will cease to serve their original purpose.

**NOTE:** Trophies and plaques should not be accounted for as historical artifacts.

**a. Types of Historical Collections.** A historical collection contains artifacts not incorporated in a collection under direct control of a certified museum or museum activity. These collections include--

(1) Artifacts under Army control and displayed in a regimental room, trophy room, visitors center, hall of fame, exhibit area, or other type of display not recognized by HQDA as a certified museum or museum activity.

(2) Enemy equipment obtained during authorized combat operations and considered historical in nature (for example, materiel captured during Operation Desert Storm).

(3) Seized equipment obtained during noncombat actions (for example, United Nations (UN) peacekeeping operations).

(4) Current-issue equipment designated as historical property according to AR 870-20.

**b. Historical Artifacts.** Historical artifacts held in custody by an Army agency, organization, or unit, including artifacts overseas, are part of the Army Historical Collection and will be cataloged, preserved, transferred, and disposed of according to AR 870-20 and AR 710-2. Accountability is required according to AR 870-20, AR 870-5, AR 735-5, and AR 710-2.

**c. Requesting Historical Artifacts.** The Chief of Military History (CMH) is the approval authority for requests to acquire or retain historical artifacts for historical collections. Requests must be submitted in writing to the address in (2)(a) below and will be considered on a case-by-case basis. USAREUR units may request only one historical artifact for each battalion and no vehicles. (For example: If a company or team assigned to a battalion submits a request to retain a historical artifact, the battalion to which they are assigned will not be allowed to request any additional historical artifacts. Likewise, a brigade can only request the cumulative total of what its subordinate battalions have requested. If, for instance, a brigade has only two battalions, and each battalion requests an artifact, the brigade could request only a total of two historical artifacts.) This restriction does not apply to certified museums.

(1) Before an item may be considered for retention as a historical artifact, the unit must ensure that the item was obtained legally through donation, designation, transfer, loan, or purchase from legitimate owners.

(2) Requests for retention of historical artifacts, including current-issue items, must be submitted to the Center of Military History for consideration and approval.

(a) Requests will be submitted to the ODCSLOG (AEAGD-SD) for review. If the requests comply with AR 870-20 and this regulation, they are forwarded through the CG, USAREUR/7A, to the Chief, Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058, for approval. Deployed task-force units must first submit their requests through the U.S. task-force commander.

(b) Unit commanders must name an individual as the artifact responsible officer (ARO). The ARO will serve as the hand-receipt holder and will be responsible for reporting changes in status to the CMH. The CMH will appoint the ARO in writing when the request is approved.

(c) Requests will be prepared in memorandum format according to AR 870-20.

**d. Transferring Historical Property.** Historical property may be transferred between units and installations provided all parties involved agree to the transfer. Requests for transfers of historical artifacts will be submitted through the ODCSLOG (AEAGD-SD-P) to the CMH.

**e. Issue of Organizational Historical Artifacts and Current-Issue Colors.** Newly activated units may submit a request to the CMH for unit historical artifacts and colors held in CMH storage for reissue. A copy of the unit activation orders should be provided with the request.

**f. Disposition of Organizational Historical Artifacts and Current-Issue Colors.** When a unit having custody of organizational historical artifacts (including current issue colors and guidons) is inactivated, the appointed ARO will request disposition instructions from the CMH through the ODCSLOG (AEAGD-SD-P).

**g. Responsibility.** Installation commanders are responsible for reporting historical artifacts in their AOR to their supporting Army museum. If no Army museum supports that area, installation commanders will report through their ASG to the CMH.

**h. War Trophies.** War trophies are personal souvenirs, including military weapons and other objects, that were obtained by soldiers from enemy forces. War trophies should not be confused with historical artifacts obtained through service or combat. These trophies include enemy, public, or private property used as war material (for example, arms, military accouterments) that were obtained in a combat area or combat zone within a prescribed period of time and authorized by the commander to be kept under the provisions of AR 680-4.

(1) War trophies are not authorized unless departmental directives have announced the designation of combat areas or combat zones and time periods for acquisition of war trophies.

(2) AR 680-4 and the Gun Control Act of 1968 (Public Law 90-618) prohibit the import of war-trophy firearms into the United States.

(3) Taking, possessing, or shipping captured, found, or purchased weapons without legal authority or for personal use is prohibited. "Without legal authority" means an act or activity undertaken by U.S. personnel that is not done at the direction of a commander or as a result of military necessity during the performance of military duties.

(4) Articles or material unlawfully shipped or carried to the United States are subject to be seized by the U.S. customs authorities or other appropriate military or civilian authority or agency.

#### **5-8. INFORMATION MANAGEMENT PROCESSING EQUIPMENT ACCOUNTABILITY**

In USAREUR, all Army-owned, rented, and leased information management processing equipment (IMPE) and communications equipment will be accounted for by serial number. Serial numbers will be annotated on all accountability documents (for example, receipts, lateral transfers, turn-ins, hand-receipts). DA Pamphlet 710-2-1 identifies IMPE.

#### **5-9. LOCAL PURCHASES**

The procedures in this paragraph apply to military and civilian employees authorized to purchase supplies for official Government purposes.

**a. General.** Authorized USAREUR personnel will use the Government Purchase Card (also known as the International Merchant Purchase Authorization Card (IMPAC)) to pay for local purchase of items that cost less than \$2,500. For local purchases exceeding \$2,500 but less than \$25,000, personnel should consult with their regional contracting officer to see if an exception authorization may be granted to use the Government Purchase Card. DA Form 3953 (Purchase Request and Commitment) will be used for the local purchase of items that cost more than \$2,500 (or greater than \$25,000 when authorized by the regional contracting officer). SSA or supply support office (SSO) authorization is not needed for Government Purchase Card purchases. DA Form 3953 must be sent through the supporting PBO and SSA or SSO.

(1) Items obtained through local purchase must meet at least one of the following criteria:

(a) The item is noncataloged, nonstocked, and nonweapon-system-related (for example, an item that has not been included in the AMDF).

(b) The item is in the AMDF with an acquisition advice code of "L" (source of supply is local purchase).

(c) The item has a status/rejection code of "CK" (not available; obtain next higher assembly, kit, or components), "CP" (not available; source of supply is local manufacture, fabrication, or procurement), or "CW" (not available; one-time local purchase authorized).

(d) The item is in the AMDF and is available from a civilian source, and the individual authorized to approve local purchases has determined that it is in the Government's best interest to buy the item locally. The cost and quality of the item, how the item will improve readiness, and how soon the item is needed must be considered before buying the item locally. Generally, an item that can be obtained from Government sources in time to meet the requirement does not qualify for local purchase.

(e) The item is needed to save human lives or to relieve human suffering.

(f) The item is needed to repair emergency equipment.

(g) The item is needed to repair Army motor vehicles disabled on the roadside.

(h) The item is automation equipment that meets the criteria in US 1 to AR 25-1 for Government Purchase Card purchases.

(2) Authorized USAREUR personnel will continue to use the following supply sources in the following order of precedence:

(a) On-hand inventories.

(b) Excess from other military services or Federal agencies.

(c) Federal Prison Industries, Incorporated.

(d) Procurement supply lists available from the Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped.

(e) Wholesale supply sources (such as the stock programs of the DLA, the GSA, the Department of Veterans Affairs, military inventory control points, and mandatory Federal supply schedules).

(f) Civilian sources.

(3) Personnel will not try to avoid the Government Purchase Card purchase limit by separately purchasing parts of an item that has a unit cost of \$2,500 or more.

(4) USAREUR unit and activity personnel will inform Government Purchase Card holders of their purchase requirements by preparing a written request that describes the requirements. The written request--

(a) May be a memorandum, a technical-inspection sheet, a Government Purchase Card purchase log sheet, DD Form 1348-6, DA Form 2765-1, or DA Form 3953. One written request may be used to describe and approve repetitive purchases of an item or group of items that are required on a continuing basis.

(b) Will include the item names, required quantities, and estimated unit prices.

(c) Will be submitted through personnel authorized to approve local purchases.

#### **b. Responsibilities.**

(1) Unit and activity commanders will--

(a) Designate in writing the individuals who will be authorized to approve local purchases (approving officials).

(b) Ensure that PBOs and individuals supervised by PBOs do not purchase supplies with a Government Purchase Card.

(2) Personnel authorized to approve local purchases will--

(a) Review written requests describing Government Purchase Card local-purchase requirements.

(b) Ensure that local purchase requests for material that costs \$2,500 or more, or for material that does not meet the criteria in a(1)(a) through (h) above, are submitted through the supporting PBO and SSA or SSO.

(c) Ensure that the quantity of an item to be purchased with a Government Purchase Card is--

1. Limited to the amount required to meet immediate needs.
2. Does not exceed 15 days of supply for prescribed load lists or shop stocks.
3. Does not exceed 7 days of supply for other requirements.

(d) Coordinate with their PBO if there are questions about the--

1. Appropriate supply source for required material (for example, SSA or SSO, GSA, Army and Air Force Exchange Service (AAFES), local merchant).

2. Type of material authorized in the unit or activity.

(3) Government Purchase Card holders will--

(a) Purchase only items approved by approving officials.

(b) Purchase only items that cost less than \$2,500 and meet the criteria in a(1)(a) through (h) above.

(c) Provide the PBO a copy of Government Purchase Card purchase receipts and invoices within 5 days after the purchase.

(d) Report Government Purchase Card purchases of class 9 items (repair parts) within 30 days after the purchase. Reporting these purchases will keep the demand data on file for future use and will provide input to the Training Resource Model.

1. Units supported by ULLS will report class 9 purchases by submitting a demand transaction, with a DIC DHA, through ULLS to the SARSS-O.

2. Units not supported by ULLS will report class 9 purchases by notifying the SSA or SSO, which will input the demand transaction to the SARSS-O.

(e) Coordinate with their PBO if there are questions about the--

1. Appropriate supply source for required material (for example SSA or SSO, GSA, AAFES, local merchant).

2. Type of material authorized in the unit or activity.

(f) Follow the procedures for Government Purchase Card use provided by the United States Army Contracting Command, Europe (USACCE), at <http://www.hq.usacce.army.mil/impac.htm>.

(4) The Government Purchase Card approving official will--

(a) Review the Government Purchase Card holders monthly statement and verify that all purchases were necessary Government purchases made according to this policy, Federal acquisition regulations, and the USACCE procedures for Government Purchase Card use at <http://www.hq.usacce.army.mil/impac.htm>.

(b) Follow the procedures in the USACCE procedures for Government Purchase Card use.

(5) The PBO will--

(a) Inform personnel who are authorized to approve local purchases of the--

1. Appropriate supply source for required material.

2. Type and quantity of equipment and supplies authorized in the unit or activity.

(b) Review receipts and invoices for Government Purchase Card purchases to determine that the property is nonexpendable (requires property-book accountability), durable (requires hand-receipt accountability), or expendable (no accountability required).

(c) Account for Government Purchase Card purchases of nonexpendable and durable property according to AR 710-2 and other applicable regulations.

(d) Inform the responsible hand-receipt holder of the requirement to prepare a DD Form 250 (Materiel Inspection and Receiving Report) when a nonexpendable item has been purchased with the Government Purchase Card.

(6) Hand-receipt holders will--

(a) Prepare a DD Form 250 for nonexpendable items purchased with the Government Purchase Card. The following information will be entered on the DD Form 250:

1. Block 1: Enter "Government Purchase Card".

2. Block 2: Enter the invoice number or reference number from the vendor's receipt.

3. Block 9: Enter the vendor's name and address.

4. Block 13: Enter the hand-receipt number and unit address.

5. Blocks 15 through 20: Enter the item number, stock or part number, quantity received, unit of issue, unit price, and extended price.

6. Block 22: Enter the date of purchase and the hand-receipt-holder's signature.

(b) Provide the PBO a copy of the DD Form 250.

#### **5-10. RELEASING GSMP-MANAGED ITEMS THAT APPEAR IN THE MANAGER REVIEW FILE**

The proper and timely processing of requisitions for reparable items is critical to maintaining readiness in USAREUR. The policy in this paragraph establishes timelines for releasing requisitions for reparable items managed in the theater GSMP and those obtained from wholesale sources. The following procedures and timelines will be used to release requisitions to a wholesale supply source that appear in the manager review file:

a. Non-GSMP items: Release immediately.

b. GSMP items:

(1) IPG 1: Release daily.

(2) IPG 2: Serviceable asset will be released from maintenance in 8 days or less.

(3) IPG 3: Serviceable asset will be released from maintenance in 15 days or less.

#### **5-11. PROCEDURES FOR ORDERING MAP PRODUCTS**

Geospatial Information and Services products will be referred to as maps in this paragraph. Maps are a class 2 commodity. The proponent for map requirements in USAREUR is the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A. The ODCSLOG is responsible for distributing maps.

##### **a. Routine Requisitions of Maps.**

(1) Maps will be requested by NSN or National Imagery and Mapping Agency (NIMA) sheet number if no NSN is assigned.

(a) DLA map catalogs, bulletins, and maps on-hand may be used to obtain NSNs or NIMA sheet numbers. The FED LOG will be used to cross-reference NIMA sheet numbers to NSNs.

(b) The map sheet number will be used as a part number if no NSN or NIMA sheet number exists (for example, on maps produced by sources other than NIMA, such as unique German maps). The “part numbers” currently recognized by SARSS is on the DCSLOG Homepage at <https://www.dcslog.hqusareur.army.mil/homepage.htm>. The ODCSENGR may be contacted for assistance by telephone (DSN 370-8033) if the map sheet number is not listed.

(c) The Defense Supply Center Richmond (DSCR) homepage at <http://www.dscr.dla.mil> provides instructions on ordering and using DLA map catalogs and bulletins (class 2 NSN).

(2) Commanders will verify operational requirements and ensure reasonable quantities of maps are requested according to US 1 to AR 115-11.

(3) DA Form 2765-1 will be used to order map products according to DA Pamphlet 710-2-1. The ULLS-S4 may be used to automate this procedure. The DA Form 2765-1 will be given to the supporting class 2/4 SSA.

(4) Classified maps will be obtained directly from the Map RSA in Mannheim by walk-through requisition.

(5) Ordering maps directly from the DSCR is not authorized. The DLA recognizes only SSA and SSO DODAACs provided by USAREUR as valid customers.

#### **b. Emergency Map Requisitions.**

**(1) General.** High-priority requisitions not associated with a recognized contingency operation are not authorized for walk-through procedures.

(a) Emergency requests given to the Map RSA must have a memorandum signed by the first colonel in the chain of command validating that the requisition is to support a contingency operation and approving the use of emergency walk-through requisitions. Only units scheduled for deployment may use emergency walk-through requisitions to obtain operational stocks.

(b) Emergency requests may require verification from the USAREUR Crisis Action Team if map quantities requested threaten operational levels on critical maps and to ensure units that are deploying receive maps before units not officially activated.

#### **(2) Emergency Walk-Through Requisition Procedures.**

(a) DA Form 2765-1 for each map requested by emergency walk-through requisition. The requisition and the commander’s memorandum will be hand-carried directly to the Map RSA (71st Map Platoon, 51st Maintenance Battalion, Spinelli Barracks, Mannheim).

(b) The individual walking the requisition through must be on a current DA Form 1687 (with a copy of the unit commander’s assumption-of command-orders) for the Map RSA. If classified maps are involved, the individual must have a courier card.

(c) For maps not on-hand at MAPS RSA, requisitions will be submitted to the supporting SSA for input as a high-priority requisition.

(d) Units will keep emergency requisitions to a minimum. The 29th Support Group will track Map RSA walk-throughs (SARSS post-post transactions) and provide data through command channels.

#### **c. Converting Maps to SARSS.**

(1) Commanders will determine SSA ASL stockage. The SSA will assume map-management functions on adding maps to the ASL. These functions include--

(a) Ensuring that the latest version of each map is stocked by using DLA catalogs and bulletins and the DLA DSC Automatic Distribution List.

(b) Destroying expired versions of maps (map paper is not recyclable and difficult to burn).

(2) Processing maps receipts at SSAs is different than that for routine class 2 items. Released maps products have a manifest and a “pick ticket” attached to each requisition. The pick ticket provides the information and bar code needed to process the receipt. The Maps RSA can provide training on processing maps.

**d. Customer Assistance.** Customers who need assistance may contact DLA customer-support representatives by telephone (338-7999/7632).

## **5-12. WEAPONS AND CHEMICAL MASKS FOR NON-UNIT RELATED PERSONNEL**

### **a. Weapons.**

(1) Non-unit related personnel (NRP) tasked from USAREUR units to individually support or augment other USAREUR units are required to bring their assigned weapon and valid qualification records. Soldier qualifications should not expire during the expected duration of the tasking.

(2) NRP tasked from CONUS for duty in the USAREUR central region, Task Force Eagle, or the National Support Element are not required to bring a weapon from their permanent unit of assignment or the CONUS Replacement Center (CRC). NRP should have a valid qualification record for their assigned weapon before departing the CRC. NRP tasked for duty in other USAREUR elements (for example, Kosovo Forces (KFOR)) should also bring their assigned weapon.

(3) Unless noted otherwise on the deployment-manning document, NRP in the rank of master sergeant and above will be issued an M9 pistol as their assigned weapon, and NRP in the rank of sergeant first class and below will be issued an M16A2 rifle as their assigned weapon. Magazines, holsters, and lanyards will be issued as applicable.

(4) Weapons will remain on the property records of the issuing organization, and inventory, physical security, and reporting requirements will remain unchanged.

(a) Weapons should be issued to NRP using DA Form 2062 (Hand Receipt/Annex Number). The owning property book will report issued weapons as on-hand.

(b) Weapons separated from NRP will be returned to the owning organization. (For example, if an NRP soldier is medically evacuated without the weapon, it will be returned to the owning unit (soldier’s home station or CRC).) The UIT Central Registry maintained by the LOGSA can provide the owning unit based on the weapon serial number.

### **b. Masks.**

(1) NRP tasked from USAREUR units to individually support or augment other USAREUR units will bring their protective masks and the basic load of chemical defense equipment.

(2) The CRC will ensure that all categories of CONUS-based NRP (military, DOD civilian, contractor) are issued a fitted, chemical protective mask in carrier and other chemical defense equipment before departure.

(3) Masks will remain on the issuing organization’s property book. If NRP become separated from their masks, the issuing organization should be contacted on disposition of the mask (for example, shipping it to, or laterally transferring it from, the owning property book (issuing organization)).

## **5-13. SHORT SHIPMENT POLICY**

This policy provides USAREUR standard short shipment procedures and procedures to clean up invalid due-in records at SARSS-1 sites.

### **a. Short Shipment Procedures.** SSAs will--

(1) Perform short shipments when the quantity received is less than the quantity due in.

(2) Submit SDRs according to AR 735-11-2 when the short-shipment-dollar value is more than \$100. SDRs for classified, sensitive, or protected items will be submitted regardless of dollar value.

**b. Short Shipment Procedures for Cleaning-Up Invalid Due-In Records.** These procedures will be used each fiscal quarter or more frequently when directed by the local MMC.

(1) For the purpose of cleaning up invalid due in records, SARSS-1 personnel will only short-ship as directed in writing by the MMC.

(2) Sensitive and nonexpendable documents will not be short-shipped.

(3) To find open records at SARSS-1 that are closed at the SARSS-2A (invalid due in), SARSS-2A sites will obtain their customer due-in files AJTH1F.DAT and AJTH2F.DAT from their subordinate SARSS-1 sites.

(4) Supporting MMCs will ensure that all class 2 expendable/durable, class 4 expendable/durable, and class 9 document numbers for short shipment candidates are closed at the SARSS-2 level.

(5) Local MMCs will--

(a) Authorize short-ship-candidate documents and provide a list to SARSS-1 sites. This list will provide all the information that SARSS-1 sites will need to execute short shipments.

(b) Ensure that RIC WQF is used in the RIC ship field for wholesale documents. For referral and retrograde documents, the shipper's RIC (USAREUR RIC) will be used in the RIC ship field. If RIC ship (shipper's RIC) is unknown, RIC WQF will be used.

(c) Ensure that all wholesale documents to be short-shipped will be short-shipped only if 100 or more days have passed since the depot ship date.

(d) Provide guidance and assistance as needed to SARSS-1 sites and personnel.

(6) SARSS-1 sites will--

(a) Use the supporting MMC approved candidate list for short shipment.

(b) Log on to the SARSS-1 workstation.

(c) On the action line, type "D6S" (interactive receipt process) and press escape.

(d) Using the approved candidate list from the MMC, enter the document number, suffix code, and RIC-SHP, then press escape.

(e) When the receipt screen appears with additional information (NSN, unit of issue (UI), and quantity (QTY)), change the quantity to zero, put an "s" next to the shortage in shipment statement, and press escape.

(f) When the shortage in shipment screen appears, use the list provided by the MMC to fill in the information requested and press escape.

(7) MMCs will verify successful execution/removal of invalid due in for all supported SARSS-1 sites.

(8) The 200th TSC MMC will update the short ship database and provide these files and records to theater resource management personnel each fiscal quarter.

## 5-14. SUPPLY SUPPORT OFFICE

**a. Mission.** The SSO provides base operations (BASOPS) supply support to all military units, civilian agencies, and other activities in the ASG AOR. Types of supplies supported through the SSO are class 2, class 3 packaged and fuel coupons, class 4, class 6 (chaplain requirement only), limited class 7, and class 9 (nontactical).

### **b. Centralized Management Under the 200th TSC MMC.**

(1) SSOs will be centrally managed by the 200th TSC MMC and will operate according to AR 710-2 and DA Pamphlet 710-2-2. SSOs function as an SSA but do not stock, store, or issue supplies and equipment, with the exception of petroleum, oils, and lubricants (POL) coupons. The 200th TSC MMC will appoint supply support officers.

(2) The Standard Army Retail Supply System (SARSS) can no longer accommodate management control numbers (MCNs). SSOs must ensure that all non-NSN items previously assigned MCNs have valid commercial and Government entity (CAGE) codes and part numbers listed in the FED LOG or obtain NSNs from the Defense Logistics Information Service.

**c. Establishing Accounts.** Units requesting supply support must establish an account with the SSO by submitting a memorandum of intent (MOI) or letter of intent (LOI) identifying the type of support required, a copy of the PBO appointment orders, and DA Form 1687.

### **d. Local Purchase.**

(1) The unit requesting supply support is responsible for preparing and providing the fund cite for copies of DA Form 3953 for local purchases that exceed \$2,500 when exception authorization for requests up to \$25,000 cannot be obtained. Requirements under \$2,500 will be purchased with the Government Purchase Card according to paragraph 5-9. All copies of DA Form 3953 will be submitted through the supporting PBO (for assignment of a requisition number) to the SSO RO for determination that the requirements are authorized for local purchase. PBOs and SSOs will not process requests that have not been properly authorized by the requesting activity or that do not meet local procurement criteria in paragraph 5-9.

(2) Requirements for the lease or rental of equipment will be sent to the regional contracting office through the supporting PBO. SSOs will provide regional contracting offices a list of personnel authorized to validate DA Form 3953. This list will be updated twice a year and when SSOs change.

## 5-15. SELF-SERVICE SUPPLY CENTERS

### **a. Stockage Policy.**

(1) All USAREUR self-service supply centers will stock a maximum of 700 line items as follows: 400 core items listed in appendix C, 200 unique items, and 100 dining facility and cleaning items.

(2) Any self-service supply center with a requirement to stock hand tools may request an exception to the 700-line limit. Requests for exception require ODCSLOG (AEAGD-TS) approval. Hand-tool stockage should not exceed 50 lines.

**b. ASL Review Board.** The 200th TSC MMC will conduct a semiannual review of core items each April and October. New items may be added and old items may be deleted during this review, but the total lines in the core item list will not exceed 400 items.

## SECTION VI HAZARDOUS MATERIALS

### 6-1. DEPARTMENT OF DEFENSE AND USAREUR REQUIREMENTS

a. The principal objective of the USAREUR Hazardous Materials Management Program is to reduce the costs for acquiring and disposing of HAZMAT and to promote the safe storage, handling, and use of HAZMAT in theater. The Programs and Logistics Review Branch, Maintenance Division, ODCSLOG, is responsible for overseeing the program.

b. Army policy is to comply with host-nation or U.S. law and regulations governing HAZMAT, whichever are more stringent.

c. Appendix D provides more information on HAZMAT.

## 6-2. TRAINING

All commanders and supervisors will ensure that personnel who come or may come in contact with HAZMAT have received training suited to the HAZMAT mission to be performed. U.S. law requires that training must be provided or verified within 90 days after employment or the movement of an employee into a position involving HAZMAT. HAZMAT training must be documented in personnel training records. DOD requires HAZMAT training every 2 years in three areas:

**a. General Awareness/Familiarization Training.** Also known as hazardous communication (HAZCOM) training, this training is required for all personnel (UR 385-10). It is designed to provide familiarity with the requirements of HAZMAT-related regulations and to teach the employee to recognize and identify hazardous materials. UR 385-10 provides a HAZCOM program briefing to help with unit training.

**b. Function-Specific Training.** This training covers the requirements in HAZMAT-related regulations that directly apply to the functions the employee performs. This training also includes that for personnel who purchase HAZMAT using a Government Purchase Card (IMPAC). Personnel must know the requirements in Air Force Joint Manual 24-204 and UR 55-4 (pending publication), which provide additional requirements for transportation documentation and packaging.

**c. Safety Training.** Safety training includes emergency response information, measures to protect the employee from the hazards posed by HAZMAT, and methods and procedures for avoiding accidents. The Safety Division, Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A, can provide more information on applicable courses.

**d. Transportation.** U.S. and host-nation law and USAREUR regulations require that all individuals involved in preparing, loading, transporting, and unloading HAZMAT be trained in the risks of the material they handle and in the risks of their specific job. In USAREUR, personnel will be trained in U.S., European, and host-nation law. UR 55-4 (pending publication) provides driver's training requirements. UR 55-26 provides load-certifier training requirements.

## 6-3. AWARENESS OF HAZARDOUS MATERIALS IN THE WORKPLACE

HAZMAT is usually divided into four types: ignitable, corrosive, reactive, and toxic. Some types of HAZMAT can react with others to produce fires, explosions, toxic vapors, and corrosion. These items must be kept separate at all times. Information on storing and shipping HAZMAT must be readily available to minimize these dangers. Issuing activities must ensure that receiving units are aware of item compatibility at the time of issue. Appendix D provides a list of common incompatibilities.

## 6-4. MATERIAL SAFETY DATASHEETS

For every HAZMAT item stocked and issued, a material safety datasheet (MSDS) for shipment and issue must be attached or stored nearby as a reference. The official source for MSDSs is the Hazardous Material Information System CD-ROM. The LOGSA Packaging, Preservation and Storage Center may be contacted at DSN 795.6622, civilian (570) 895-6622, or fax DSN 795-7894 to subscribe to this CD-ROM. An interim, on-line source for MSDSs is at <http://www.dlis.dla.mil/hmis>.

**NOTE:** On-line information may not be available for the exact item on-hand. On-line MSDSs should be used only if the manufacturer's MSDS is not readily available or to obtain an MSDS in the appropriate language needed for transporting or storage.

a. Each MSDS provides general information about the hazardous item and its ingredients, physical and chemical characteristics, fire and explosion hazard, reactivity data, health-hazard data, precautions for safe handling and use, control measures, transportation data, disposal data, and label data. Due to slight differences in the manufacturing chemical process from different manufacturers, an NSN may have several MSDSs (one from each manufacturer).

b. For locally procured HAZMAT, an MSDS is required in English and the host-nation language.

## **6-5. EXTENDING THE USEFUL LIFE OF HAZMAT**

Units must have effective shelf-life management programs to maximize the use of HAZMAT before its shelf-life expiration. Typical items that have a shelf life include adhesives, batteries, belts and hoses, chemicals, film, food, medicine, mission-critical O-rings, packaged petroleum products, paints, sealants, tires, and nuclear, biological, and chemical equipment and clothing.

a. Units and SSAs will monitor items on hand with a shelf life and will issue the oldest stock first.

b. SSAs will--

(1) Research shelf-life extensions using the quality status list (QSL) on items stocked with shelf-life codes and items turned in that have an expired shelf life.

(2) Stock for reissue items with extensions and turn in for disposal items that are truly expired.

c. Personnel requiring a QSL user log-on and password must have the unit automatic dataprocessing (ADP) security officer send a written request to the ADP Security Office, DSCR (DSN 695-5776, fax civ (804) 279-5776, e-mail: gis7006@dscr.dla.mil). The ADP security officer must provide the following information to the DSCR:

(1) Name of requestor.

(2) The last six numbers of the requestor's social security number.

(3) Branch of service.

(4) Office location.

(5) Telephone and fax numbers.

(6) E-mail address.

(7) Complete mailing address.

**NOTE:** The system to be accessed is "QSL" and the access permission level requested is "read only."

d. Sample testing is another method of extending the shelf life of certain commodities. US 1 to AR 750-1, appendix I, provides shelf-life testing policy and procedures.

## **6-6. ASG RESPONSIBILITIES**

ASG commanders will maximize the use of HAZMAT by establishing reuse centers in their areas of responsibility. These reuse centers will as a minimum--

a. Accept excess quantities, partial quantities, and open containers of serviceable material and stock for reissue at no or reduced cost to the customer.

b. Help SSAs research shelf-life extensions on products turned in with an expired shelf life.

c. Use the Hazardous Substance Management System software provided by the Army Environmental Center to maintain visibility over HAZMAT on hand.

## **6-7. ACCEPTANCE AND RETENTION OF HAZMAT**

To minimize HAZMAT mistakenly offered for disposal, SSAs will accept all serviceable HAZMAT turn-ins from supported units. Units will establish and maintain a retention limit for excess HAZMAT with a unit price of less than \$100. Quantities over the retention limit will be sent to the nearest ASG reuse center when no credit is to be given if turned in to the wholesale supply system.

**NOTE:** This policy does not apply to class 3 (P) (The Supply Division, ODCSLOG, provides guidance on class 3 (P).)

#### **6-8. BUY GREEN POLICY**

If given a choice when ordering a product, units will consider the environmental attributes of the product. Units will--

- a. Not purchase products known to be harmful to the environment when safer alternatives exist. Appendix D provides a list of “buy green” sources.
- b. Order and reuse renewable products such as rechargeable batteries when possible. Rechargeable batteries are preferred because they can be used many times before needing disposal. The unit saves ordering and disposal costs, and there is less chance that acid leaks will pollute the environment.
- c. Ensure that HAZMAT products purchased from CONUS sources are--
  - (1) Properly packaged according to the regulations governing air shipment of HAZMAT.
  - (2) Accompanied by proper documentation (such as a Shippers Declaration of Dangerous Goods).

#### **6-9. SUPPLY SUPPORT ACTIVITY FUNCTIONS**

SSAs will establish SOPs to document safe practices concerning HAZMAT. The SSA will--

- a. Ensure that the receipt, handling, storage, and issuing of HAZMAT is accomplished safely and according to TM 38-410.
- b. Ensure that all labels identifying HAZMAT are intact and facing forward.
- c. Consider ASG reuse centers as the first supply source when filling requisitions for HAZMAT.
- d. Keep a copy of the MSDS behind each storage-location card for easy reference.
- e. Ensure that pallets and racks are used where necessary and that secondary containment systems are in place.
- f. Periodically check HAZMAT storage areas. Leaking containers are especially dangerous and must be taken care of immediately. Dry sweeps and over-packs should be kept nearby in case of a leak or spill.
- g. Ensure that personnel are aware of the hazards of HAZMAT in their area and are trained in emergency-response procedures for all hazards. Spill kits and eyewash stations should be available. Fire extinguishers and material-handling equipment should be regularly inspected and certified.
- h. Ensure that MSDSs are readily available in English and the host-nation language. One sheet should be provided with each hazardous item issued.
- i. Ensure that turn-ins are processed in a timely manner to maximize the potential for transfer, recycling, and reuse.
- j. Ensure that HAZMAT stock is kept to a minimum, with a maximum 60-day supply.
- k. Ensure that shelf-life extension is maximized according to DOD 4140.27-M.
- l. Maintain close coordination with the supporting environmental office and the Defense Reutilization and Marketing International Office (DRMS-I) to expedite the removal of HAZMAT when shelf-life extension is not possible.
- m. Ensure that local purchase requests include requirements for MSDSs according to AR 700-141. The vendor is required to provide an MSDS with each HAZMAT item procured.
- n. For outgoing HAZMAT, assume the “shipper” role and prepare the required modal transportation documents according to UR 55-4 (pending publication).

## **6-10. USING UNIT OR ACTIVITY FUNCTIONS**

The using unit or activity will ensure--

- a. Procedures for the proper storage and handling of HAZMAT are followed.
- b. HAZMAT received is identified for proper handling, storage, use, and disposal.
- c. MSDSs are on hand and readily available in English and the host-nation language.
- d. MSDSs accompany each hazardous material transaction.
- e. Proper shelf-life practices are followed.
- f. Unit-level procedures are established to provide personnel accurate and timely information and prerequisite training on the handling, storage, and use of HAZMAT.
- g. The least-hazardous HAZMAT available is selected to meet mission requirements. The HAZMAT that incurs the lowest practical lifecycle cost while protecting human health and the environment will be considered. Appendix D provides sources of information concerning HAZMAT and the environment.
- h. The SSA is advised when material requested for local purchase is hazardous or is potentially hazardous. The SSA will ensure that a copy of the MSDS is provided through the local purchase.
- i. Prompt turn-in of excess HAZMAT to the supporting SSA.
- j. HAZMAT residue or waste is identified and handled according to procedures established by the supporting environmental office.
- k. Required HAZCOM training (UR 385-10) is conducted and other training required for handling, storage, and transporting HAZMAT is completed.

## **SECTION VII ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT**

### **7-1. PURPOSE**

This section--

- a. Prescribes USAREUR policy for OCIE authorization and the OCIE mandatory issue list (OMIL).
- b. Provides guidance for unit commanders to supplement the OMIL according to mission requirements.
- c. Defines the theater deployment stock of OCIE.
- d. Defines deployment support and unit responsibilities for OCIE.
- e. Establishes accountability, issue, turn-in, exchange, funding, and reporting policy and procedures for USAREUR units and CIFs.

### **7-2. RESPONSIBILITIES**

- a. The ODCSLOG is responsible for establishing policy for CIF operations and OCIE authorizations.
- b. The ODCSOPS is the approval authority for changes to the OMIL, unit OCIE supplemental issues, and deployment-related OCIE issue.
- c. The CG, 21st TSC, is responsible for managing CIF operations and OCIE inventory and funding for USAREUR.

- d. ASGs will operate CIFs and ensure unit requirements are met.
- e. Unit commanders are responsible for the OCIE readiness of their units.

### 7-3. OCIE ISSUE AND STOCK

#### a. Issue.

(1) Soldiers will be issued all items on the OMIL shown in table 3. The OMIL may be supplemented with the approval of the ODCSOPS.

(2) Additional OCIE will be issued to individuals based on their military occupational specialty (MOS). Table 4 lists supplemental OCIE issue items for MOSs. Other MOS-specific items will be issued according to Common Table of Allowances (CTA) 50-900.

(3) Table 5 lists emergency-essential civilian (EEC) OCIE issue items.

**NOTE:** OCIE tables referenced in this section are at <https://www.dcslog.hqusareur.army.mil/trts/ocie.htm>.

#### b. Stock.

(1) Deployment requirements authorized on a plus-up basis will be filled when possible from stock in USAREUR. Table 6 lists deployment stock requirements for a 5,000-soldier force.

(2) Individuals will receive OCIE from the CIF supporting their ASG. Each ASG will have a main CIF and annexes according to USAREUR quality-of-life standards.

(3) USAREUR activities other than CIFs are not authorized to stock, store, or issue OCIE except for chemical-defense equipment and band, honor-guard, and military police uniforms, apparel, and equipment.

### 7-4. OCIE AUTHORIZATION

a. CTA 50-900, table 4, provides the basis for OCIE authorization.

b. OCIE authorizations in USAREUR are--

(1) The OMIL, which specifies the mandatory issue for USAREUR soldiers.

(2) Unit supplemental issues to support unit-specific requirements.

(3) MOS supplemental issues according to CTA 50-900. Some supplemental issues require verification by the unit commander. Table 4 shows supplemental-issue items for standard USAREUR MOSs.

(4) EEC OCIE. Table 5 shows the EEC OCIE. This OCIE will be used only for EEC mobilization or deployment.

(5) Deployment plus-ups. Deployment plus-ups are temporary authorizations approved by the ODCSOPS to support a specific deployment. This authorization expires on redeployment. Issued items will be returned to the CIF within 60 days after redeployment.

c. The CIF will not stock, store, or issue chemical-defense equipment or band, honor-guard, or military police uniforms, apparel, or equipment. USAREUR units and activities may order, store, and issue these items.

d. Units that want to stock other OCIE items must obtain ODCSLOG approval (Commander, USAREUR/7A (AEAGD-TS), Unit 29351, APO AE 09014).

<b>Table 3</b>		
<b>OCIE Mandatory Issue List (OMIL)</b>		
<b>Line Item Number (LIN)</b>	<b>Nomenclature</b>	<b>Quantity</b>
<b>USAREUR units are authorized the following items as their basic garrison issue:</b>		
A92145	BODY ARMOR, FRAG	1
B09054	BOOT, INTERMEDIATE COLD/WET (note 1)	1
B13907	BAG, BARRACKS	1
B14729	BAG, DUFFEL (note 2)	1
B15825	BAG, CLOTHING, WATERPROOF	2
B59567	BELT, INDIV EQUIP	1
B62574	BERET, MEN'S, RANGER (notes 1 and 3)	2
B72225	BLANKET, WOOL	1
C96536	CANTEEN, WATER 1QT PLASTIC	2
D11812	ENTRENCHING TOOL CARRIER	1
D49418	DRAWERS, CW (note 1)	2
D64043	CASE, FIRST AID	1
D70550	CASE, SMALL ARMS	2
F28747	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	2
F54817	CUP, CANTEEN	2
G39744	NECK GAITER (note 1)	1
G63382	GLOVES, SHELLS ICW	1
H39825	FIELD PACK, NYLON LARGE	1
H46744	HOOD, BALACLAVA (note 1)	1
H90705	FRAME, FIELD PACK	1
K34733	HELMET, PASGT	1
L00210	ENTRENCHING TOOL	1
L70172	LINER, CW COAT	1
M37042	PAD, MATTRESS (note 4)	1
N37752	TROUSERS, WET WEATHER (note 4)	1
N39848	OVERSHOES, COMBAT VINYL	1
N70110	PARKA, WET WEATHER (note 4)	1
O10011 (note 5)	GLOVE, INSERTS, ICW (note 1)	2
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T71673	SLEEPING BAG, INTERMEDIATE (note 4)	1
U73323	SUSPENDERS, INDIV EQUIP (note 4)	1
U73597	SUSPENDERS, TROUSERS	1
U86178	UNDERSHIRT, CW (note 1)	2
<p><b>NOTES:</b> 1. Transferable item.  2. On arrival, an additional duffel bag is issued permanently with the clothing bag.  3. When available.  4. Modernization item may be issued in place of listed item depending on availability.  5. USAREUR LIN.</p>		

<b>Table 4 Supplemental OCIE Issue List</b>		
<b>LIN</b>	<b>Nomenclature</b>	<b>Quantity</b>
<b>Supplemental Aviator OCIE Issue (note 1)</b>		
F82382	BAG, FLYERS HELMET	1
C68790	COAT, COMBAT (ABDU) (notes 2 and 3)	3
H46812	HOOD, JACKET, FLYER'S ACWCS	1
J67052	GLOVES, FLYERS	2
L71107	LINER, JACKET, FLYER'S ACWCS	1
J23732	JACKET, FLYERS ACWCS	1
L27088	KIT BAG, FLYERS	1
D10003 (note 4)	DRAWERS, FLYERS ARAMID (note 3)	2
U10001 (note 4)	UNDERSHIRT, FLYERS ARAMID (note 3)	2
T57006	TROUSERS, COMBAT (ABDU) (notes 2 and 3)	3
<b>Supplemental Combat Vehicle Crewman OCIE Issue (note 1)</b>		
B85403	BODY ARMOR, FRAG CVC	1
C31189	COVERALLS, CVC (note 5)	2
C68790	COAT, COMBAT (ABDU) (note 5)	2
J67052	GLOVES, FLYERS	1
H46881	HOOD, CVC BALACLAVA	1
L14520	JACKET, CVC/AIRCREWMAN CW	1
T57006	TROUSERS, COMBAT (ABDU) (note 5)	2
<b>Supplemental Mechanics OCIE Issue</b>		
C08735	BOOTS, SAFETY (note 3)	1
C33606	COVERALLS, UTILITY, MED (note 6)	2
<b>Supplemental Cook OCIE Issue</b>		
A86247	APRON, FOOD HANDLER (note 3)	8
C08735	BOOTS, SAFETY (note 3)	1
S84246	SMOCK, MEDICAL ASST (note 3)	8
T36211	TROUSERS, MEDICAL ASST (note 3)	8
<b>Supplemental Fuel Handlers Issue</b>		
C08735	BOOTS, SAFETY (note 3)	1
C68790	COAT, COMBAT (ABDU)	3
J68064	GLOVES, LEATHER WORK	1
T57006	TROUSERS, COMBAT (ABDU)	3
<p><b>NOTES:</b> 1. The unit commander must give the CIF a written request stating that the individual who requires the equipment is working full-time as an aviator or combat-vehicle crewman and is exposed to an environment that requires the protection provided by this equipment.</p> <p>2. LIN F32055, COVERALLS, FLYERS LIGHTWEIGHT will be issued until supplies are exhausted. At the discretion of the commander, LIN F32055 may be authorized instead of LINS C68790 and T57006 for fixed-wing aircraft crewmembers.</p> <p>3. Transferable item.</p> <p>4. USAREUR LIN.</p> <p>5. Military personnel assigned to combat vehicles and working full-time in the following MOSs are authorized two ABDU coats (LIN C68790) and two ABDU trousers (LIN T57006): 11A, 11C, 11M, 13A, 13B, 13C, 13E, 13F, 13M, 13P. Other personnel assigned to a combat vehicle MOS (including combat recovery vehicle operators) are authorized two coveralls, CVC (LIN C31189).</p> <p>6. LIN F32466, coverall, men's olive green, will be issued instead of LIN C33606 until supplies are exhausted. For cold weather, coveralls, mechanic's woodland (LIN C33538), will replace CW mechanic's coveralls (LIN F31439) when available.</p>		

<b>Table 5 EEC OCIE Issue List (note 1)</b>		
<b>LIN</b>	<b>Nomenclature</b>	<b>Quantity</b>
<b>Authorized OCIE</b>		
A92145	BODY ARMOR, FRAG	1
B09054	BOOT, INTERMEDIATE COLD/WET	2
B13907	BAG, BARRACKS	2
B14729	BAG, DUFFEL	3
B15825	BAG, CLOTHING, WATERPROOF	1
B59567	BELT, INDIV EQUIP	1
C96536	CANTEEN, WATER 1QT PLASTIC	1
D49418	DRAWERS, CW	3
F28747	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	1
F54817	CUP, CANTEEN	1
G39744	NECK GAITER	1
G63382	GLOVE, SHELL ICW	1
H46744	HOOD, BALACLAVA	1
K34733	HELMET, PASGT	1
L70172	LINER, CW COAT	1
M24944	MAT, SELF INFLATING (note 2)	1
M60483	MODULAR SLEEP SYSTEM (note 2)	1
N39848	OVERSHOES, COMBAT VINYL	1
O10011 (note 3)	GLOVE, INSERT ICW	2
P05813	PARKA, IMPROVED RAIN SUIT (note 2)	1
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T38070	TROUSERS, IMPROVED RAIN SUIT (note 2)	1
U73597	SUSPENDERS, TROUSERS	1
U86178	UNDERSHIRT, CW	3
<b>Authorized Personal Clothing (note 4)</b>		
B60252	BELT, BLACK TROUSERS	1
C06749	BOOT, COMBAT, BLACK LEATHER	2
C01123	CAP, COMBAT WOODLAND CAMO	1
C43302	COAT, WOODLAND CAMO, TEMPERATE	3
E43851	COAT, CW	1
G48939	DRAWERS, COTTON	6
T93335	SOCKS, WOOL NYLON COTTON CUSHION SOLE	6
T35160	TROUSERS, WOODLAND CAMO, TEMPERATE	3
W69891	TOWEL, COTTON BATH	2
X86565	UNDERSHIRT, COTTON BROWN	6
<p><b>NOTES:</b> 1. Personnel will draw OCIE and personal clothing items only when notified of a deployment for contingency operations unless the commander authorizes a predeployment issue. The commander of the unit to which the individual is assigned or attached will verify that the individual is deploying. Personnel will return OCIE to the unit after returning from deployment.</p> <p>2. Replaced items may be issued if listed modernization items are not available.</p> <p>3. USAREUR LIN.</p> <p>4. AR 700-84, paragraph 3-7, specifies procedures for obtaining personal clothing items for DOD civilians and contractors who are required to wear Army clothing and footwear during field exercises or while accompanying the force in support of contingency operations. The individual's unit of assignment or attachment is responsible for funding personal clothing requirements.</p>		

<b>Table 6 Deployment Stock Requirements List for a 5,000-Soldier Force</b>	
<b>LIN</b>	<b>Nomenclature</b>
<b>Cold Weather Deployment Stock</b>	
B14729	BAG, DUFFEL
B09054	BOOTS, ICWB
D49418	DRAWERS, CW
C08119	EXTREME CW BOOT
T71706	EXTREME CW SLEEPING BAG
J68064	GLOVES, LEATHER WORK
J71304	GOGGLES, SUN, WIND & DUST
P56983	OVERALLS, CW
T00150	SHELTER HALF
U86178	UNDERSHIRT, CW
<b>Desert Battle Dress Uniform Deployment Stock</b>	
B60315	BOOTS, DESERT TAN
C96399	CANTEEN, 2 QT
C43484	COAT, DESERT CAMO DAY
C28038	COVER, BODY ARMOR, DESERT CAMO
F30117	COVER, CANTEEN 2 QT
C28404	COVER, FIELD PACK DESERT CAMO
F28747	COVER, HELMET DESERT CAMO
J71304	GOGGLES, SUN, WIND & DUST
H20256	HAT, DESERT CAMO DAY
M95975	SCARF, DESERT
T35238	TROUSERS, DESERT CAMO DAY

## 7-5. SUPPLEMENTAL-ISSUE ITEMS

a. Table 4 shows supplemental-issue items for standard MOSs in USAREUR. For aviator and combat-vehicle crewmen MOS supplemental-issue items, the unit commander must provide written verification that the individual is working full-time in that MOS and requires the equipment. Other MOS supplemental-issue items listed in table 4 do not require written verification from the commander for issue.

b. Requests for new supplemental-issue items or to modify existing supplemental-issue items lists will be sent through command channels to the ODCSLOG (AEAGD-TS). For standardization and planning purposes, commanders at levels above requesting units will address the specific requirement in similar units under their command. Requests should include full justification and funding considerations for the initial issue.

(1) Additional items required for deployment will be authorized as a plus-up and will be issued from stock in USAREUR when the unit is deployed.

(2) The ODCSLOG will make a cost and support analysis on each request. ODCSOPS approval is required for new supplemental issues.

c. Commanders will review unit supplemental-issue authorizations once a year or as mission requirements change. Unit and ASG commanders may delete items from table 4. Requests for additions must be sent through command channels for ODCSOPS approval.

## 7-6. DEPLOYMENT STOCK

a. A theater-level contingency stockage is authorized for items listed in table 6. Stock levels adequate to equip a 5,000-soldier force will be maintained at the 21st TSC. This stock level will be used to support periodic deployment missions, unit and individual assistance visits, specific training requirements, and other deployment requirements. Requests for items not in table 6 will be sent to CONUS supply sources as priority requests.

b. After stock is drawn from the 21st TSC contingency stockage and issued, it becomes an OCIE plus-up. Units with OCIE plus-ups will follow the guidelines in paragraph 7-7.

c. The ODCSLOG website at <https://www.dcslog.hqusareur.army.mil/trts/ocie.htm> provides a list of OCIE authorized for individual military and civilian personnel for deployment to the Balkans. The ODCSOPS updates this website periodically by message. The civilian authorization on the Balkans issue list is the same as the EEC OCIE authorization in table 5.

d. ODCSOPS approval is required to change (add to or delete) the items listed in table 6. The ODCSLOG will make a cost and support analysis on each recommendation. Requests should be sent to the ODCSLOG (Commander, USAREUR/7A (AEAGD-TS), Unit 29351, APO AE 09014).

## 7-7. DEPLOYMENT SUPPORT

a. The ODCSOPS may authorize a deployment plus-up based on a specific deployment situation. Plus-up items may be approved for soldiers and civilians. Plus-up items temporarily change an individual's authorization and will be returned to the issuing CIF within 60 days after redeployment unless the individual will deploy again within 4 months.

b. The CIF issues OCIE plus-up items. Requesters must give the CIF a project code or other appropriate means for funding to replace these items. Items must be charged to the deployment mission and will not be charged to the USAREUR OCIE sustainment account.

c. Plus-up items will be issued to soldiers and accounted for on a clothing record. The ODCSLOG must approve the bulk issue of plus-up items to units. A copy of deployment orders or a memorandum from the first lieutenant colonel in the chain of command stating that deployment is imminent is required to receive an issue of deployment plus-up items. Plus-up items should not be issued more than 90 days before a planned deployment. Modernization items should be kept by soldiers after redeployment, but must be turned in to the CIF when transferring out of USAREUR.

d. Deployed class 2 and class 4 SSAs will order, store, and issue OCIE to replace lost, worn, and damaged items. SSA stock will include MOS-specific items (for example, items needed by aviators and combat vehicle crewmen) for the supported population. To support long-term deployments, a CIF may be established in the theater of operations.

e. The CIF will issue OCIE items to contractors and non-Army personnel through the individual's designated unit (the individual's assigned or attached unit, or the unit that sponsors the individual). If the area of operations does not operate a CIF, items will be ordered through the sponsoring unit PBO from the supporting class 2 and class 4 SSA. Individual accountability will be maintained on clothing records.

f. The CIF will issue the equipment identified for EECs (table 5) to deploying civilians with orders.

g. Duffle bags belonging to deploying soldiers may be marked with unit and individual identifications. Removable markings (for example, tape or tags) are preferred to permanent or semipermanent markings. If removable markings do not meet mission requirements, painted markings may be used. Duffle bags should be painted on the bottom only and be completely resurfaced with a black, crack-resistant paint before turn-in to the CIF.

h. When equipment is available in theater at the OCIE SSA (GSC-E) or in DLA stocks at Germersheim, requested items will be delivered to the requesting main CIF within 24 hours after the OCIE SSA or DLA receives a request for deployment or contingency support.

## **7-8. UNIT RESPONSIBILITIES AND READINESS**

a. Unit commanders are responsible for the OCIE readiness of their units. Unit commanders will--

(1) Ensure soldiers properly maintain and account for their OCIE.

(2) Ensure the OCIE for newly assigned personnel is complete and serviceable.

(3) Investigate lost, damaged, or destroyed OCIE and process appropriate adjustment documents according to AR 735-5.

(4) Ensure inprocessing soldiers have a copy of their clothing record from their previous assignment. If a soldier arrives without a clothing record from his or her previous assignment, the unit commander will request a copy of the record from the previous unit and ensure previously issued items are turned in according to DA Pamphlet 710-2-1, paragraph 10-8.

(5) Ensure items to be turned in are inventoried and clean before they are returned to the CIF. Personnel who outprocess with missing or damaged items must have the appropriate adjustment documents (DA Form 4697 (Department of the Army Report of Survey) and DD Form 362 (Statement of Charges/Cash Collection Voucher)) when clearing the CIF. EECs must turn in OCIE issued to the CIF if their EEC status changes. EECs on change-of-station orders must clear CIF before leaving the unit.

(6) Inspect and inventory OCIE after major exercises to ensure the OCIE is complete and serviceable. Personnel in the rank of sergeant and above may be exempt from the inventory if they sign a statement that they have the required OCIE and it is in serviceable condition.

(7) Reconcile their unit personnel rosters with the personnel data at the CIF each quarter according to DA Pamphlet 710-2-1.

(8) Ensure unit personnel return to the CIF if they need to receive OCIE items.

(9) Ensure contractors and non-DOD personnel have an Army unit sponsor or an individual responsible for management of the specific contract approve the issue of OCIE. The approving official will be held liable for missing or damaged property according to the contract.

b. The CIF PBO will--

(1) Reconcile OCIE records with personnel records each quarter to identify individuals who have departed without outprocessing with the CIF. The CIF PBO may use the Standard Installation/Division Personnel System or the USAREUR Community Automation System to reconcile records.

(2) Forward records of soldiers who failed to outprocess with the CIF to the soldier's gaining command. The CIF PBO will follow the procedures in AR 735-5 for individuals leaving the Army who have not outprocessed with the CIF. The unit will help the CIF PBO as needed.

## **7-9. OCIE ACCOUNTABILITY**

a. CIFs will account for property according to AR 735-5 and DA Pamphlet 710-2-1. The PBO will ensure that CIF personnel are trained to conduct an inventory. The PBO will dispose of obsolete stock.

b. Supervisors will ensure that inventories are properly conducted, reconciled, and documented. ASG management personnel will monitor the inventory progress and make spotchecks of inventory counts.

c. ASG management personnel will separate, when possible, the duties and responsibilities for ordering, receiving, and posting changes to accountable records.

d. To control fraud, waste, and abuse, OCIE inventories will be conducted in facilities with controlled access and will be kept separate from other types of inventories.

## **7-10. OCIE ISSUE, TURN-IN, AND EXCHANGE**

a. DA Pamphlet 710-2-1 and the CIF Module of the Installation Support Module Manual provide procedures for issuing OCIE.

b. During inprocessing, soldiers will give a copy of their clothing record from their previous assignment to the inprocessing center personnel. The inprocessing center will send a copy of the assignment orders and the previous clothing record to the CIF. If no clothing record from the previous assignment is provided, the CIF will issue authorized items according to DA Pamphlet 710-2-1, paragraph 10-8, and request a copy of the clothing record from the current unit commander.

c. The CIF will store and maintain the OCIE for issue to EECs for deployment and training. Unit commanders may authorize the issue of OCIE to EECs before deployment based on mission or training requirements.

d. Soldiers will be issued and have the following items in their possession:

(1) The OMIL items listed in table 3.

(2) Authorized MOS items.

(3) Approved unit supplemental items.

e. The CIF will not requisition or store items authorized for issue to units or individuals without ODCSLOG (AEAGD-TS) approval. Soldiers may not refuse items based on their interpretation of the need or mission.

f. Soldiers transferring within theater will take their OCIE issue with them. Soldiers will clear their clothing record at the losing CIF. The losing CIF will transfer the documents to the gaining CIF.

g. Soldiers may keep nonrecoverable items (CTA 50-900, app H) when leaving USAREUR or when discharged from active duty.

## **7-11. FUNDING OCIE**

a. CIFs are funded through Training Resource Model funds for only OCIE sustainment. Units must fund the initial issue of approved supplemental items, including new, noncentrally funded items and items listed as authorized or discretionary in CTA 50-900. Units will provide funding to the Commander, 21st Theater Support Command (AERRM-B), Unit 23203, APO AE 09263, using DD Form 448.

b. The ODCSOPS will provide funding to the 21st TSC and to the USASETAF for direct exchange (DX) and sustainment support for USAREUR units and activities. USAREUR units and activities will receive DX and sustainment support from their supporting CIF on a nonreimbursable basis. The 21st TSC will provide OCIE support to the 5th Signal Command, ASGs, and the United States Army Element, Allied Command Europe, on a nonreimbursable basis.

c. The initial issue of OCIE to contractors, local nationals, DA civilians, and non-USAREUR units and activities will be reimbursed in full by the receiving unit. These units and activities will pay 20 percent of the value of the issued OCIE for each person each year to cover sustainment costs. Annual sustainment funds will be provided to the 21st TSC (AERRM-B) at the beginning of each fiscal year (FY) but no later than 1 November. Memorandums of agreement or interservice support agreements will be used, as applicable, to determine whether OCIE support is to be provided on a reimbursable or nonreimbursable basis.

## **7-12. OCIE STOCKAGE POLICY**

CIFs will stock to meet the initial issue demands of 95 percent of their customers. Due-outs generated for the 5 percent of customers not satisfied on the initial visit to the CIF will be requisitioned on a priority basis and be made available at the supporting CIF within 7 days. The following stockage policy is designed to establish efficient inventories at CIFs and annexes to meet this objective and will be adjusted over time to ensure these customer-satisfaction criteria are met.

a. Requirements-objective quantities will be computed for each NSN item by multiplying the quantity possessed by soldiers (QPBS) by 10 percent.

(1) The QPBS figure should be based on assigned (not authorized) troop strength. Temporary loans and permanent hand receipts will be included in the QPBS.

(2) For new items, the QPBS of the replaced item, or a QPBS based on sizing tariffs if there is no replaced item, will be used. Figures will be rounded up to the next whole number.

(3) For items with a QPBS of greater than zero, CIFs are not to stock less than the allowance quantity for one soldier as authorized by CTA 50-900 or the USAREUR OMIL.

(4) Obsolete items will not be stocked.

(5) Requirements objectives are to be updated at least twice a year.

(6) The decision to stock or not stock items with a QPBS of less than 5 will be made at the ASG level.

b. To support the deployment needs of non-USAREUR units and Allied Command Europe, the 80th ASG will stock an additional 200 sets of OMIL items. Because of the need to support quick deployments and the increased OST between Kaiserslautern, Gernersheim, and Italy, the 22d ASG will increase requirements objectives computed according to a above by 25 percent.

c. To ensure annexes can be resupplied quickly without using up the inventory supporting the main CIF customers, main CIFs will add 25 percent of the sum of their annex CIF requirements objectives to their requirements objectives. This procedure may add items to main CIF ASLs not normally stocked (MOS items in support of annex requirements).

d. Main CIFs will replenish their annexes. Annexes will turn in unserviceable or excess items to their main CIFs. All classification work will be done at the main CIFs. The main CIFs will reorder from and turn in excess to the 21st TSC OCIE SSA. Main CIFs will turn in unserviceable, repairable items to the Kaiserslautern Industrial Center for repair. If a replacement item is required, it should be requisitioned from the OCIE SSA in a separate action.

e. At the main CIF, stock above a retention limit equal to three times the requirements objective will be considered excess. Reorder points will initially be set at 80 percent of the requirements objective for all items, but can be varied from item to item if experience indicates a higher or lower reorder point should be used to maintain adequate stockage at the CIF customer support point.

### **7-13. REPORTING**

CIF summary-of-operations reports must be completed twice a year for the periods of 1 January to 30 June and 1 July to 31 December (AR 710-2). CIFs will use the automated format (function 1.4.5.2) in the Installation Support Module System for this report. Reports are due by 1 February and 1 August to the OCIE Management Cell (Commander, Theater Support Command Materiel Management Center (AERLA-MMC-TSD), Unit 23203, APO AE 09263). The OCIE Management Cell will make a consolidated report and send it through the ODCSLOG to HQDA.

## **SECTION VIII PETROLEUM**

This section provides policy, guidance, and procedures in bulk petroleum and related petroleum product management designed to support the automation-driven, centralized petroleum management program. Manual requirements and procedures are also addressed to effectively manage and operate the petroleum portion of the uniform supply system for support units below the wholesale level.

### **8-1. USAREUR DEFENSE FUEL SUPPORT POINT PHASE II PROGRAM**

**a. General.** This paragraph provides the policy, guidance, and procedures through which all eligible USAREUR mobility fuel storage and distribution facilities (BASOPS and tactical) will be nominated by the ASG commander for designation as defense fuel support points (DFSPs).

(1) ASG commanders will nominate all eligible USAREUR BASOPS and tactical fuel facilities through the USAREUR DFSP Phase II Program for Defense Energy Support Center (DESC) capitalization of retail or wholesale fuel stocks. After the DESC approves a facility nomination, ASG commanders may obtain DLA funding through the USAREUR DFSP Phase II Program for eligible maintenance, repair, and environmental (MR&E) and minor construction (MC) projects, automated state-of-the-art fuel facility equipment, and for cleaning up fuel spills. The USAREUR DFSP Phase II Program allows USAREUR to--

(a) Compete at the USEUCOM level for available DLA funding for MR&E and MC projects necessary to maintain or improve nominated or capitalized fuel facilities.

(b) Centralize theater petroleum operations while using DLA funds for modernizing and maintaining its fuel facilities.

(2) The Defense Energy Support Center - Europe (DESC-EU), as the DESC overseas agent, will--

(a) Approve and process funding requests for MR&E and MC projects as appropriate.

(b) Provide customer assistance when requested. Customer assistance includes preliminary project reviews, periodic funding status updates, and site visits.

(c) Provide a representative to serve on the USAREUR DFSP Phase II Board in a nonvoting capacity.

(3) The Joint Petroleum Office (JPO), HQ USEUCOM, will compile an annual theater MR&E and MC project list and submit the list through the DESC-EU to the DESC.

(4) The Director, United States Army Petroleum Center (USAPC), manages and oversees the USAREUR DFSP Phase II Program and submits DFSP nominations to the DESC.

(5) The Commander, DESC, will distribute fuel stocks delivered to each DFSP. The DESC retains ownership of fuel stocks until they are issued to operation and maintenance (O&M) accountholders.

(6) USAREUR will maintain and be responsible for the operational control of each DFSP.

(7) The ASG commander or designated representative will appoint an RO for each DFSP. Fuel point transactions will be submitted to the DESC through the Petroleum Management Division (PMD), Headquarters, 200th TSC MMC (Commander, 200th Theater Support Command Materiel Management Center (AERLA-MMC-PM), Unit 23203, APO AE 09293).

(8) When a mobility fuel facility is nominated to be a DFSP, the facility is eligible to request DESC funds for routine, nonroutine, and emergency MR&E and MC projects.

**b. ODCSLOG.** The ODCSLOG will--

(1) Provide management oversight of the USAREUR DFSP Phase II Program.

(2) Send the USAREUR MR&E and MC project list to the JPO and the USAPC.

(3) Provide a representative to serve on the USAREUR DFSP Phase II Program Board.

**c. ODCSENGR.** The ODCSENGR will--

(1) Serve as the engineering and environmental functional expert for MR&E and MC projects.

(2) Conduct annual project data calls with ASG commanders for proposed MR&E and MC projects.

(3) Prepare technical project packages and explain total package requirements.

(4) Submit completed project packages to the Chief, PMD.

(5) Provide a representative to serve on the USAREUR DFSP Phase II Program Board.

**d. ASG Commanders.** ASG commanders will--

(1) Identify and nominate all eligible mobility fuel facilities (BASOPS and tactical) as DFSPs. Capitalization nominations will be submitted to the Chief, PMD.

(2) Institute changes in operations and business practices to ensure mobility fuel facilities meet DESC nomination criteria and are nominated for DESC capitalization when possible.

(3) Submit required MR&E and MC project information identified in the ODCSENGR annual data call by the specified date.

(a) A complete and comprehensive logistics justification is required for each project and must clearly identify project cost, project necessity, and the effect on the mission, community, or operations based on project approval or disapproval.

(b) When applicable, a detailed list of the customer vehicle base supported by the facility will be submitted with the justification. As a minimum, the list must include all vehicles and equipment supported by type or model, on-hand quantity, fuel-tank size, type of fuel consumed, and other data considered necessary to assess the validity of the project specifications. This data will normally be required when increasing storage capacity or increasing the number of pumps at a facility.

(c) The ASG DOL, in coordination with the ASG directorate of public works, is responsible for preparing the comprehensive logistics justification. Project submissions may include drawings, maps, photos, other visual aids, and applicable documentation.

(d) USAREUR projects compete for DESC funding at the USEUCOM level. All logistic and engineering aspects must be fully addressed if they are to compete successfully for DESC funding.

(4) Request DESC funding and manage DESC funds allocated for approved MR&E and MC projects.

(5) Provide USAREUR emphasis on MR&E and MC programs.

(6) Ensure that nominated sites are available for use 24 hours a day, 7 days a week. During nonduty hours, a sign should be posted at the site to advise customers whom they need to see to obtain access to the site.

(7) Oversee DESC-approved MR&E and MC projects to ensure they are completed in a timely manner.

(8) Notify the Chief, PMD, on issues that affect capitalized or nominated sites (for example, projected site closures, environmental damage, fuel spills, emergency maintenance).

**e. Chief, PMD (USAREUR DFSP Phase II Program Coordinator).** The Chief, PMD, will--

(1) Distribute information on the USAREUR DFSP Phase II Program to USAREUR activities.

(2) Verify project-site eligibility under the MR&E and MC programs.

(3) Chair the USAREUR DFSP Phase II Program Board (g below).

(4) Submit the USAREUR MR&E and MC project list to the ODCSLOG after it is prioritized by the USAREUR DFSP Phase II Program Board.

(5) Forward project packages to the DESC and the USAPC.

(6) Manage fuel-point-facility capitalization nominations. This includes--

(a) Providing information to the ODCSLOG and ASG commanders on the selection of fuel facilities for nomination under the MR&E and MC programs.

(b) Verifying the eligibility of nominated fuel facilities and submitting nominations to the USAPC.

(c) Maintaining a current list of fuel facilities that have been capitalized or nominated for capitalization.

(d) Periodically reviewing the USAREUR petroleum mission to determine additional or changing requirements that may fall under the MR&E and MC programs.

(e) Helping ASG commanders to ensure that nominated fuel facilities meet OMA criteria.

(f) Coordinating with the ODCSENGR on emergencies and environmental issues that fall under the MR&E and MC programs.

(g) Recommending MR&E or MC projects that improve facility operations.

(h) Providing logistic guidance on projects and advising ASG and BSB personnel on USAREUR DFSP Phase II Program benefits.

(7) Manage and implement the fielding of the Automated Fuel Service Station (AFSS) System and the Fuels Automated System (FAS). This includes--

(a) Publishing policy for AFSS and FAS implementation and procedures for the daily use of the AFSS and FAS.

(b) Performing contracting officer responsibilities under the AFSS contract.

(c) Resolving discrepancies and disputes related to the AFSS and FAS.

#### **f. DFSP Eligibility.**

(1) DFSP eligibility is based on specific criteria. DFSPs, however, may range in size and scope from a facility with one fuel tank to a large tank farm with varied capabilities and components. To be eligible for designation as a DFSP and for DESC funding, the fuel facility must--

(a) Store or distribute DLA-owned products or plan to do so.

(b) Be capitalized or proposed for capitalization under the USAREUR DFSP Phase II Program.

(c) Meet at least one of the following criteria:

1. Provide economic benefit to the U.S. Government.

2. Be initiated at DESC request.

3. Meet minimum DOD inventory-level requirements.

4. Protect products from loss or contamination.

5. Comply with environmental quality standards.

(2) Nominated sites will be provided DESC-funded AFSS equipment, automated tank gauging (ATG), and the FAS for DOD accountability. The DESC will consider providing fund for ATG for additional, noncapitalized tanks near existing tanks.

**g. USAREUR DFSP Phase II Program Board.** The USAREUR DFSP Phase II Program Board (table 7)--

- (1) Is chaired by the Chief, PMD, and has representatives from the ODCSLOG, the ODCSENGR, and the DESC-EU.
- (2) Resolves USAREUR DFSP Phase II Program issues.
- (3) Reviews projects submitted for DESC funding to ensure they are consistent with USAREUR petroleum-mission goals and current petroleum-handling technology.
- (4) Determines the priority of USAREUR projects each year and provides written justification for projects when necessary.

<b>Table 7 USAREUR DFSP Phase II Program Board Offices</b>		
<b>Organization</b>	<b>Telephone (DSN)</b>	<b>Fax (DSN)</b>
ODCSLOG (AEAGD-MD)	370-8142/7403	370-6249
ODCSENGR (AEAEN-PW-ENV)	370-9073	370-8693
ODCSENGR (AEAEN-PW-CP)	370-7198	370-8632
PMD, HQ 200th TSC MMC	469-7884	469-7881/7874
DESC-EU	338-7450	338-7406

**h. DFSP Nominations.** Table 8 explains the USAREUR DFSP nomination process. Figure 1 provides the format for nominations.

- (1) ASG commanders will submit DFSP nominations to the PMD. Nominations must state that the fuel facility meets DESC eligibility criteria.
- (2) The Chief, PMD, will inform ASG commanders annually on the status of their nominations.

<b>Table 8 USAREUR DFSP Nomination Process</b>	
<b>Step</b>	<b>Action</b>
1	ASG commanders submit DFSP nominations to the PMD.
2	The PMD verifies facility eligibility and forwards the list of eligible facilities to the USAPC.
3	The USAPC reviews the list of nominated facilities, adds facilities to the Army master list, and forwards the list to the DESC for capitalization.
4	The DESC reviews nominated facilities, accepts or rejects facilities for capitalization, and advises the USAPC on the disposition.
5	The USAPC reviews the DESC disposition decision and forwards it to the PMD.
6	The PMD forwards the DESC disposition decision to ASG commanders and helps complete the capitalization process.

**i. Submitting and Funding Projects.**

- (1) The ODCSENGR--
  - (a) Gives a suspense to ASG commanders in the third quarter of the FY to submit project data for projects in FY+2 years and FY+3 years.
  - (b) Reviews ASG project submissions.
  - (c) Confirms fuel facility and project eligibility with the Chief, PMD.
  - (d) Prepares project packages.

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**DEPARTMENT OF THE ARMY**

Unit Name  
Unit Number  
APO AE XXXXX

Office symbol

Date

MEMORANDUM FOR Commander, 200th Theater Support Command Materiel Management Center  
(AERLA-MMC-PM), Unit 27535, APO AE 09139

SUBJECT: Nomination for Capitalization

1. Request that the following fuel facilities are nominated for capitalization under Phase II of the Integrated Materiel Management Plan:

a. Fuel facility name:

Location: (building number, installation name, city)

Fuel requisitioning DODAAC:

Tank data: (List each tank number, tank capacity, and the product stored in the tank (JP-8 or MOGAS). The tank number must be readily identifiable by a mark on the tank, access manhole, or directly above the tank.)

b. Fuel facility name:

Location:

Fuel requisitioning DODAAC:

Tank data:

2. These facilities support more than one OMA customer and are required for the DOD petroleum mission. The fuel stored in these facilities is procured under a DESC contract. The facility supports the Automated Fuel Service Stations or a POL technician is permanently assigned to the site to perform daily inventory related functions.

3. The point of contact for this nomination is \_\_\_\_\_, DSN \_\_\_\_\_, fax \_\_\_\_\_, e-mail: \_\_\_\_\_.

ASG commander's signature block

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**Figure 1. Format for Fuel Facility Nomination for Capitalization**

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**DEPARTMENT OF THE ARMY**

Unit Name  
Unit Number  
APO AE XXXXX

Office symbol

Date

MEMORANDUM FOR Defense Energy Support Center - Europe (DESC-SF), Unit 29263, Box 5000,  
APO AE 09096-5000

SUBJECT: Funding Request, DESC PN (*Enter project number (PN)*)

1. Request design and construction funds for DESC PN (*Enter PN.*)

a. Maintenance amount: (*Enter cost.*)

b. Repair amount: (*Enter cost.*)

c. Minor construction amount: (*Enter cost.*)

d. Environmental amount: (*Enter cost.*)

2. MIPR mailing address:

3. Design start date:

4. Design completion date:

5. Construction start date:

6. Construction completion date:

3. The point of contact for this nomination is \_\_\_\_\_, DSN \_\_\_\_\_, fax  
\_\_\_\_\_, e-mail: \_\_\_\_\_.

ASG commander's signature block

CF:

Commander, United States Army Corps of Engineers  
Chief, PMD, 200th TSC MMC

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**Figure 2. Format of ASG Petroleum Facility Design and Construction Funding Request**

- (e) Submits final project packages to the Chief, PMD, by 1 December.
- (2) The Chief, PMD, will--
  - (a) Verify project eligibility.
  - (b) Convene a USAREUR DFSP Phase II Program Board to place USAREUR projects in priority order.
  - (c) Forward the project priority list to the ODCSLOG after it is completed. The ODCSLOG will submit the project priority list to the JPO and the USAPC.
  - (d) Submit completed project packages to the DESC-EU in January.
- (3) The DESC-EU will--
  - (a) Review and validate projects, and program and budget funds for approved projects from February through June.
  - (b) Provide a list of approved projects to the JPO in June with projected funding dates.
  - (c) Forward a copy of approved projects in conjunction with the JPO to the Chief, PMD.
- (4) The Chief, PMD, will forward a copy of approved projects to ASG commanders, the ODCSLOG, and the ODCSENGR.
- (5) ASG commanders must request funding from the DESC-EU for approved projects. Figure 2 provides the format for requests for funding. Requests may be submitted by fax (DESC-EU: DSN 338-7406; United States Army Corps of Engineers: stateside DSN 336-2458; PMD: DSN 469-7881).
- (6) The DESC-EU will fund requests using DD Form 448. ASG commanders must acknowledge receipt and acceptance of the DD Form 448 within 30 days after receipt by returning a signed copy of the DD Form 448-2 (Acceptance of MIPR) to the DESC-EU.
- (7) ASG commanders are responsible for managing project funds and completing projects in a timely manner. Excess funds must be returned to the DESC. DESC approval is required for work not specified in the DESC-approved project package.
- (8) The DESC may exercise program oversight.
- (9) The Chief, PMD, using input from the ODCSENGR and the ODCSLOG, will prepare an annual summary of project programs each August. Requests for this summary may be sent to the Chief, PMD.
- (10) Table 9 explains the process for submitting MR&E and MC projects. ASG commanders with emergency (environmental and nonenvironmental) DFSP projects should notify the Chief, PMD, for guidance on submitting projects.

## **8-2. REQUISITIONING BULK PETROLEUM**

### **a. Establishing Accounts.**

- (1) To establish a bulk petroleum account, customers (except for ASGs) will submit an MOI or LOI to the PMD. Customers must submit a new MOI or LOI at the beginning of each FY.
- (2) A DA Form 1687 signed by the AO or RO and a copy of the AO or RO appointment orders are required for authorization to order and receive fuel. The DA Form 1687 will state the type of support requested.

<b>Table 9 MR&amp;E and MC Project Submission</b>	
<b>Step</b>	<b>Action</b>
1	The ODCSENGR gives a suspense to ASG commanders to submit data for proposed MR&E compliance and MC projects.
2	ASG commanders gather data from BSBs to determine projects and send proposed projects to the ODCSENGR.
3	The ODCSENGR sends the consolidated proposed project list to the PMD for facility eligibility validation.
4	The PMD verifies facility eligibility and returns the proposed project list to the ODCSENGR.
5	The ODCSENGR prepares project packages for eligible facilities and forwards packages to the PMD.
6	The PMD convenes the USAREUR DFSP Phase II Program Board to place USAREUR projects in priority order, forwards the project list to the ODCSLOG, and provides copies of DD Form 1391 (FY __, Military Construction Project Data) for each project to the USAPC.
7	The ODCSLOG forwards the project list to the JPO and the USAPC.
8	The PMD forwards proposed projects with supporting documentation to the DESC-EU for approval and funding, and gives copies of the projects and supporting documentation to the USAPC.

(3) On receipt of documentation in (1) and (2) above, the PMD will issue a personal identification number (PIN) to the AO or RO. The PIN will be used to identify individuals authorized to place telephonic orders. This PIN must be handled as a secure item and will be given only to individuals authorized by DA Form 1687 to order fuel. When the AO or RO changes, a new PIN will be issued on receipt of new appointment orders signed by the ASG commander.

(4) Customers requesting to pick up fuel from a DFSP will submit two copies of DA Form 1687 and a copy of appointment orders to the supporting DFSP.

(5) The PMD external standing operating procedure (ESOP) provides more information on establishing bulk petroleum accounts.

#### **b. Requesting Fuel.**

(1) MMCs will validate and consolidate monthly fuel forecasts, including requirements for tactical and training exercises, for all assigned units and forward requirements to the PMD by the 15th of each month for the following month. This forecast will be annotated to indicate that fuel is required from the DFSP, the Central European Pipeline System (CEPS), or BASOPS. Fuel requests (orders) will be rejected if the monthly forecast has not been received. Customers other than MMCs will report requirements by memorandum. Requirements for training exercises will be submitted at least 3 months in advance with the following information:

- (a) Unit name.
- (b) Date of exercise.
- (c) Location.
- (d) Type of fuels.
- (e) Quantity.
- (f) Mode of transportation (truck, railcar).
- (g) Financial ceiling (MOI, LOI, MIPR) and project code.

(2) Civilian deliveries of motor gasoline (MOGAS) and JP-8 are supplied by different methods. MOGAS is supplied through posts, camps, and stations (PC&S) contracts; JP-8 is supplied through the DESC-EU.

(a) Orders will be placed by telephone no later than 48 hours before the requested delivery date for JP-8 and no later than 5 workdays for MOGAS. All telephonic orders must be placed before 1000 to be included in the current day order.

(b) Only individuals authorized by DA Form 1687 will place fuel orders.

(c) The minimum quantity of JP-8 that may be ordered is 6,000 gallons. The minimum quantity of MOGAS that may be ordered is determined by the PC&S contract.

(d) The information in table 10 must be provided when placing orders. The PMD ESOP provides more information and form requirements for civilian deliveries.

<b>Table 10 Request for JP-8 and MOGAS Order</b>
Unit name:
DODAAC:
PIN:
Document number (except for ASG customers):
Type of fuel requested:
Amount of fuel requested:
POC name:
POC telephone number:
Mode of transportation (rail, truck):
Delivery location:
Required delivery date:

(3) When receiving fuel delivered by truck, the customer will ensure that the delivery truck is equipped with a calibrated meter. If the delivery truck cannot provide a meter ticket, the shipment will not be accepted and the PMD will be notified immediately.

(4) Customers will send copies of the delivery documents in (a) through (e) below for civilian deliveries to the PMD by fax (469-7881) within 1 workday after delivery. The originals must be received at the PMD within 5 workdays after delivery (Commander, 200th Theater Support Command Materiel Management Center (AERLA-MMC-PM), Unit 23203, APO AE 09293).

(a) Completed and signed top copy of DA Form 2765-1.

(b) Vendor's ticket.

(c) Meter ticket for MOGAS deliveries.

(d) Central European (CE) Form 19 (Central European Pipeline System Issues) for JP-8 deliveries. (This form is available in the PMD ESOP).

(e) Statement of tank gauging.

(5) When receiving fuel by railcar, customers will verify the quantity of fuel received according to AR 710-2. The PMD ESOP provides more information on receiving fuel by railcar. Customers will send copies of the delivery documents in (a) through (c) below for rail deliveries to the PMD by fax (DSN 469-7881) within 1 workday after delivery. The originals must be received at the PMD within 5 workdays after delivery (Commander, 200th Theater Support Command Materiel Management Center (AERLA-MMC-PM), Unit 23203, APO AE 09293).

(a) Completed and signed top copy of DA Form 2765-1.

(b) Completed and signed DD Form 1384-2 (Transportation Control and Movement Document).

(c) DD Form 1348-1A.

(6) Shipments will not be accepted if any of the following apply:

(a) The fuel received is not the kind requested.

(b) There is rust in the railcar.

(c) The fuel does not meet product specifications.

(d) Fuel leaks from the railcar or truck require the immediate use of drip pans to prevent soil and water contamination.

(e) The tank-truck meter ticket cannot be provided for civilian MOGAS delivery.

(f) A civilian carrier fails to provide required documentation.

(g) There is evidence of wrongdoing on the part of the carrier, the CEPS depot, or the DFSP.

**c. Customer Pick-Up.**

**(1) DFSP.** Customers must submit DA Form 2765-1 each time they receive fuel supplied by the DFSP. The DFSP will keep the original DA Form 2765-1 and provide a copy to the customer for the customer's document register.

**(2) USAFE, CEPS, and NATO-Leased Depots.** Customers must make an appointment to pick up fuel (JP-8 only) supplied by USAFE, CEPS, and NATO-leased depots. Appointments must be made by 1000 through the PMD 48 hours in advance (469-7881). The PMD will arrange for the time and location of the pick-up and notify the customer. Units should notify the PMD immediately of any changes or cancellations. Customers must provide the information in table 11 when placing orders.

**(3) Documentation.** Within 5 workdays after picking up fuel, customers will submit a completed and signed copy of DA Form 2765-1 and CE Form 19 to the PMD. Customers who use USAFE depots must submit a signed copy of DA Form 2765-1 and Air Force Form 1994 (Fuels Issue/Defuel Document (DOD)).

**d. Fuel Turn-In.** Customer must request an appointment by telephone through the PMD to turn in bulk fuel (469-7881). The PMD will coordinate a turn-in date and location with the DESC-EU and notify the customer.

(1) When turning in fuel, customers must submit a laboratory report indicating that a B2-type test has been performed on the fuel and that the fuel being turned in meets fuel specifications and DOD standards. The laboratory test report must not be older than 20 days on the day the fuel is turned in.

<b>Table 11 Request for USAFE, CEPS, and NATO-Leased Depot Fuel Orders</b>
Unit name:
DODAAC:
PIN:
Document number:
Requested pick-up location:
Requested pick-up time:
Quantity of fuel requested:
Bumper number of truck picking up fuel:
Name of individual picking up fuel:
POC telephone number:

(2) DESC-EU approval is required to turn in more than 5,000 gallons of fuel. DFSPs that process bulk fuel turn-ins will carefully review the DD Form 1348-1A and the laboratory report for accuracy and completeness.

**e. Discrepancy Reporting.** The customer will be charged for the quantity reported on the issue document. Charges to the customer can be corrected only if an investigation of the discrepancy supports the change. If the difference between the fuel shipped and the fuel delivered is more than 0.5 percent (the authorized transportation loss), the discrepancy will be reported to the PMD immediately to conduct a timely investigation. The PMD will verify the discrepancy and send a report to the DESC-EU for action.

**(1) JP-8.** To determine discrepancies for JP-8 shipments--

(a) Convert the quantity shipped as shown on the CE Form 19 from liters to gallons to determine if depot conversions are correct.

(b) Convert the quantity received at the customer facility to the quantity the fuel would be at 60 degrees Fahrenheit.

(c) Convert the quantity shown on the vendor's ticket from liters to gallons.

(d) Gauge the storage tank before and after delivery and convert measurements to what the fuel would be in gallons at 60 degrees Fahrenheit.

(e) Compare the amount shipped from the depot (CE Form 19) with the amount measured in tank.

**(2) MOGAS.** For MOGAS delivered by PC&S contract, the meter ticket from a calibrated meter will be used as the certification for the quantity received. Customers will gauge their tanks before and after receipt and report discrepancies of more than 0.5 percent to the PMD.

**f. DFSP Responsibilities.**

(1) DFSP ROs will keep copies of DA Form 1687 and unit PBO appointment orders for each customer. DFSP personnel will ensure that only authorized individuals are issued fuel.

(2) The PMD provides an authorized customer list (ACL) to all DFSPs. The ACL is the only source for verifying the authorization to receive fuel. DFSPs will not issue fuel to customers not on the ACL without first contacting the PMD and verifying that the customer is authorized. The PMD ESOP provides more information on the ACL.

(3) DFSP ROs will maintain accountability for fuel issued to customers by obtaining a DA Form 2765-1 for each transaction. DFSP personnel will verify signatures on the DA Form 2765-1 against the DA Form 1687 to ensure that only authorized individuals sign for the receipt of fuel. ROs will send--

(a) Original copies of DA Form 2765-1 to the PMD using a transmittal letter for input in the Defense Fuel Automated Management System and the FAS. ROs will keep copies of these documents.

(b) Copies of DA Form 2765-1 to the customer for posting in the customer's document register.

(4) DFSP ROs will conduct a reconciliation each month with the PMD to ensure the accuracy and completeness of all transactions.

**g. Financial Accounting Procedures.**

(1) The PMD maintains the centralized, class 3 OMA fund for ASGs and BSBs, and charges tactical and off-post customer units (reimbursable customers) based on the customer's LOI, MOI, or MIPR. These charges are made through the Standard Army Financial Inventory Accounting and Reporting System (STARFIARS), consolidated under material category R, and forwarded to the unit comptroller or finance officer. STARFIARS interfaces with STANFINS and consolidates charges on the detail obligation report (DOR) in element of resource (EOR) and APC sequence.

(2) Customers may increase or decrease financial ceilings by sending an amendment to their LOI, MOI, or MIPR to the PMD.

(3) Customers are responsible for maintaining accountability of funds expended. The PMD will not provide regular roll-ups of customer expenditure data. The PMD will provide assistance as required on customer financial or expenditure status.

### **8-3. CENTRALIZED RETAIL POL BILLING**

#### **a. Transportation Motor Pool (TMP) Fuel Point and Automated Fuel Service Stations.**

(1) To receive fuel from a TMP fuel point in theater, the customer's RMO will send an LOI, MOI, or MIPR each FY to the PMD.

(a) Customers that have previously submitted a funding document for bulk-fuel support are automatically on the ACL for centralized retail POL billing and are not required to submit another LOI, MOI, or MIPR.

(b) Customers using TMP vehicles or official, Interagency Fleet Management System (IFMS) vehicles do not need an individual account with the PMD. The supporting TMP that dispatched the vehicle to the customer will pay for refueling. The customer must provide the supporting TMP DODAAC or the name of the supporting IFMS activity at the fuel point.

(2) When refueling at an AFSS fuel point, customers will use a programmed AFSS fuel key to activate the fuel pump. After refueling is completed, no further action is required by the customer. The use of the AFSS fuel key automatically records all necessary unit and customer data.

**b. TMP Fuel Point Manual Procedures.** Customers that receive fuel from TMP fuel points with DD Form 1970 (Motor Equipment Utilization Record) will establish a system for tracking this fuel. The issuing TMP fuel point and the PMD are not responsible for providing detailed consumption reports. Drivers will complete DD Form 1970 and send it to their unit or supporting TMP. Billing for this fuel will be based on the customer DODAAC and APC. The PMD ESOP provides more information on manual procedures.

(1) TMP fuel points will provide fuel only when the customer unit DODAAC and APC are provided and the owning organization is on the PMD ACL. Fuel points will validate this information with the PMD if there is a doubt about a customer being registered. Units or customers not on the ACL must establish an account with the PMD before fuel will be issued.

(2) TMP fuel points will ensure each transaction is supported by applicable documentation. Fuel points will keep supporting documentation on file for audit purposes. The PMD ESOP provides more information and requirements on fuel transactions.

(3) By close of business the last day of the month, the TMP will prepare a transmittal letter listing all reimbursable customer transactions for the month and send the letter to the RO.

#### **c. Responsibilities for TMP Fuel Points Using Automated Procedures.**

(1) Fuel point personnel do not need to be present when customers use a programmed AFSS fuel key to receive fuel automatically. Emergency procedures will be posted at each facility in case of system failure.

(2) TMPs, fuel points, units, and customers are responsible for safeguarding AFSS fuel keys to protect them and prevent unauthorized use. The PMD will be notified immediately if a key is lost, stolen, damaged, or used by unauthorized personnel.

#### **d. ASG Responsibilities.**

(1) ROs of TMP fuel points using manual procedures and centralized AFSS fuel points not yet on-line will provide the PMD a list of fuel issues made to reimbursable customers.

(2) The RO will consolidate all TMP roll-ups each month and forward the roll-ups with a transmittal letter to the PMD by the 5th workday of the following month.

(a) The TMP fuel point and the RO are both responsible for obtaining all pertinent customer information and verifying that the customer is on the PMD ACL.

(b) Issues submitted by transmittal letters without enough customer data or for customers that do not appear on the ACL will not be processed by the PMD.

(c) Internal issues to ASG units (nonreimbursable) will not be listed on the transmittal letter.

(d) The ASG RO will review the report from the PMD listing reimbursements made and transactions that could not be processed for reimbursement, and immediately notify the PMD if data needs to be changed.

**e. ACL Issue.** The PMD is responsible for issuing the ACL. The ACL will be provided to TMPs regularly updated as needed. The PMD will charge transit customers, reimburse issuing TMPs, and prepare a report of reimbursements made for each ASG and BSB RO.

#### **8-4. AUTOMATED FUEL-SERVICE SYSTEM**

**a. General.** The AFSS used by USAREUR is a computerized fuel-management system consisting of automated fuel pumps, sentries, and a central controller computer. Fuel sentries are located at mobility fuel storage and distribution points throughout USAREUR. Sentries are polled by the central controller, which records, controls, and accounts for fuel issues. The AFSS generates reports each month or as required.

(1) The AFSS uses an electronic read/write memory fuel key to operate fuel sentries and obtain fuel. The PMD ESOP provides information on preparing and submitting requirements for LOIs, MOIs, or MIPRs, and requesting AFSS fuel keys to use this system.

(2) IFMS vehicle customers will be issued a fuel key with their IFMS vehicle. Fuel received will be charged to the IFMS program. The fuel cost is included in the base lease cost of the vehicle charged to the customer unit by the IFMS. The PMD will charge customers receiving fuel and reimburse the ASGs and BSBs.

(3) The AFSS process is customer-driven and helps overall management effectiveness and mission accomplishment. As the designated AO for the USAREUR Centralized Bulk Petroleum Accountability program, the PMD has tried to reduce fuel cost expenditures by using USAREUR fuel points (where products are issued at a lower standard price) instead of using AAFES fuel coupons. Full automation to minimize or eliminate the use of coupons is an ongoing PMD initiative. Units and customers at all levels will make every effort to enhance fuel automation in the USAREUR AOR.

#### **b. PMD Responsibilities.** The PMD--

(1) Is the single designated USAREUR AO for centralized accountability, management, and billing at all USAREUR DFSP Phase II Program-nominated fuel facilities. The PMD will request the ASG or designated representative to appoint a local RO for ASG-nominated Phase II mobility fuel facilities. The USAREUR AO will review RO appointment orders for appropriate disposition and issue DA Form 1687 to delegate authority to requisition and receive bulk fuel as appropriate. The PMD ESOP provides more AO or RO criteria.

(2) Manages and is directly responsible for the procurement, fielding, and operation of the centralized and automated systems designed to enhance and streamline the visibility of fuel assets in USAREUR.

(3) Manages the AFSS program.

(4) Manages, controls, and verifies requests for AFSS fuel keys from customers. The PMD will validate requests and forward them to the AFSS central controller operator for key production. Invalid key requests will be returned to the customer for correction. The PMD will monitor key production and completion, mail completed keys to customer units, and maintain records of keys issued and canceled (lost, stolen, or damaged) based on written notification from the customer.

(5) Coordinates timely submission of daily inventory reports with the appropriate ASG or BSB.

(6) Distributes monthly fuel-issue reports to ASGs, BSBs, and the IFMS POC.

(7) Receives requests for maintenance and repair of the AFSS system from the fuel-point POC and coordinates contractual maintenance and repair with the AFSS central controller operator through the USAREUR contracting officer's representative (COR).

(8) Maintains an updated ACL and distributes the list to all fuel points.

(9) Provides liaison with the COR on the AFSS system and addresses all suspected shortfalls in contractor performance to the COR for assessment and resolution.

**c. AFSS Contractors.** AFSS contractors will--

(1) Based on contract provisions, convert fuel sentries to the AFSS centralized system on notification from the PMD.

(2) Prepare monthly reports by the 5th workday of the month and special reports as requested.

(3) Prepare a daily polling report and submit the report to the PMD.

(4) Activate AFSS fuel keys based on key requests forwarded by the PMD.

(5) Deactivate AFSS fuel keys that are reported lost, stolen, or damaged immediately after notification from the PMD.

(6) Respond to maintenance and repair calls within 72 hours after notification.

(7) Maintain an office collocated with the PMD in Bamberg, Germany, and staffed with at least one employee.

(8) Train PMD personnel in producing fuel keys and operating the central controller.

(9) Report inventory discrepancies to the COR.

(10) Report missing daily inventories to the PMD.

**d. COR.** The COR will--

(1) Monitor contractor performance by addressing deficiencies through the administrative contracting officer (ACO) to the AFSS contractor. The COR will--

(a) Make follow-up reviews to ensure corrective action is taken according to appropriate contract provisions.

(b) Report contract noncompliance and recommendations to the ACO if the contractor fails to comply the contract.

(2) Verify contractor invoices for payment.

(3) Act as a liaison between the PMD, customer units, and the AFSS contractor.

**e. ASGs.** ASGs will--

(1) Appoint a POC to coordinate all actions with the PMD.

(2) Ensure fuel point personnel submit daily fuel inventories.

(3) Request and distribute AFSS fuel keys for ASG-owned vehicles and maintain a utility key control program to ensure the keys are used only for authorized purposes.

(4) Appoint POCs for all activities in the ASG affecting the centralized AFSS system. These POCs will be responsible for--

- (a) Distributing internal information received from the PMD.
- (b) Reporting facility changes affecting AFSS operations (for example, closures, renovations).
- (c) Providing feedback on contractor performance.
- (d) Providing funds for maintenance and repair of the AFSS when the damage is not covered by the contract.
- (e) Distributing FAS data internally.

**f. Fuel Points.** Fuel points will--

(1) Prepare daily inventory reports, monitor reports for accuracy, and forward reports to the AFSS central controller operator by 1400 each workday.

(2) Issue fuel to customers on the PMD ACL that do not have a fuel key.

(a) Manual issues must be limited to cases of emergency, misplaced or lost fuel keys, or AFSS equipment malfunction. Customers that request manual issues regularly should contact the PMD to request AFSS fuel keys. Customers that fail to obtain keys within a reasonable time (approximately 30 days) will no longer be issued fuel manually.

(b) Fuel point personnel will record manual issues and report issues each month through the ASG POC to the PMD for reimbursement. The information in table 12 must be provided for manual issues.

(3) In case of malfunction, fuel point personnel should try to determine the cause of the malfunction. The PMD will be informed of repair requirements and repairs made.

<b>Table 12</b>
<b>AFSS Transaction Data for Manual Issues</b>
Vehicle number:
Date and time fuel received:
Type of fuel (JP-8/MOGAS):
Amount of fuel received (gallons):
Location (sentry issue point):
DODAAC (if applicable):
Activity name:

**8-5. QUALITY SURVEILLANCE**

The handling of packaged products requires a high-quality surveillance program.

a. As a minimum, files with the labels and information for FED LOG, shelf-life code (SLC) basic types will be maintained as shown in (1) and (2) below. These files with accurate, up-to-date information are required to effectively manage packaged petroleum products.

(1) TYPE I – Nonextendible/No further testing/Disposal once expiration date is reached.

(2) TYPE II –Extendible/Check FED LOG SLC/Submit sample for testing.

b. Unit quality-surveillance controls will be included in SOPs and involve current-requirement computations. Stock will be rotated (first-in, first-out) to limit mixed batches of products. Forecast and requirement computations will be conducted to prevent excess stocks with near or exceeded shelf life. Stocks will be redistributed for consumption before shelf-life expiration.

c. The PMD will provide assistance and guidance for processing information and disposing of packaged POL products (Federal supply class (FSC) 9100).

d. For bulk fuel receipts, the provisions of DA Pamphlet 710-2-1, paragraph 12-29, apply in Europe for all fuels. Fuel samples will be sent to the DESC-EU Petroleum Laboratory for testing (Petroleum Laboratory, Defense Energy Support Center - Europe, Unit 23135, APO AE 09227).

(1) Customers that have packaged POL products on-hand will ensure that inventory controls for the receipt, storage, and issue of the products are according to governing directives. Containers must be inspected for product shelf-life-use limits and container condition code according to DA Pamphlet 710-2-2. Accurate records will be maintained to show required data.

(2) Customers will check appropriate NSNs in the FED LOG (column "SLC"). If the FED LOG does not extend the product shelf life, customers will immediately provide the information in table 13 to the PMD for clarification.

<b>Table 13</b>
<b>Required Information for Shelf-Life Determination</b>
NSN:
Manufacturer:
Contract number:
Batch/lot number:
Date of pack or date of manufacture:
Quantity on hand:
Unit price:

(3) After the product has been checked and the data verified, the requesting organization will be notified of the shelf-life extension date or to have the product tested. If the product needs to be tested, the following guidelines will be followed:

(a) For products with a batch value greater than \$150: A sample will be taken according to American Society for Testing and Materials Standard ASTM D4057 (available at <http://www.astm.org>) and forwarded to the DESC-EU Petroleum Laboratory with a completed DD Form 1222 (Request for and Results of Tests).

(b) For products with a batch value less than \$150 (uneconomical for testing): The servicing DRMO will be contacted for disposition instructions.

(4) The PMD does not provide guidance or assistance for products and items in the FSC 2900, 6800, or 7900 series. The USAREUR Material and Equipment Oil Analysis Laboratory may be contacted according to US 1 to AR 750-1 for assistance with these items.

(5) For bulk petroleum, the PMD will (on request) help units and operating activities with quality-surveillance problems and disposition instructions for off-specification products.

## **8-6. AVIATION FUEL CARDS AND AIRFIELD TRANSACTIONS**

**a. General.** Two aviation fuel cards are used in USAREUR: the aviation into-plane reimbursement (AIR) card and DD Form 1896 (Jet Fuel Identaplate).

(1) The AIR card is a commercial card co-branded by the DESC AIR card contractor. AIR cards are assigned to the aircraft, not to personnel. The card shows the aircraft tail or side number, agency, the AIR-card contractor logo, and the AIR card number. This card--

(a) Is used to obtain fuel, fuel-related supplies, and authorized ground services at civilian (contract or noncontract) locations.

(b) Must be used at all DESC into-plane contract locations.

- (c) Is not intended for use on military airfields.
- (d) Is applicable to all USAREUR units obtaining fuel and services from civilian airports.
- (e) Will be used instead of SF 44 (U.S. Government Purchase Order Invoice Voucher).

(2) DD Form 1896 will be used at military installations and DOD airfields to purchase fuel until further notice. DD Form 1896 is not accepted at civilian airports.

**b. Responsibilities.**

(1) The ODCSLOG is the proponent for AIR card policy.

(2) The ODCSOPS will identify and allocate operating tempo flying-hour funds (class 3) to the 21st TSC for the AIR Card Program.

(3) The PMD manages the AIR card program and will--

(a) Submit consolidated requests for AIR cards to the USAPC.

(b) Issue AIR cards to customers based on the aircraft information it receives.

(c) Maintain a database on all AIR cards issued and post changes to the AIR card database (for example, reassignment of aircraft, additions, deletions).

(d) Receive a monthly update of aircraft assigned to USAREUR from the Aviation, Missile, and Communication Division, Directorate of Materiel Management, Headquarters, 200th TSC MMC.

(e) Forward payments for AIR card invoices through the United States Army Finance and Accounting Center, Europe (USAFACEUR), within 5 workdays after receiving the invoice.

(f) Verify AIR card charges based on transaction slips received from customers, research incorrect charges, and reclaim corresponding payments.

(g) Administer centralized AIR card funding, post charges against funding, and maintain records of charges made.

(4) The Approving Officer, PMD, will verify the accuracy of charges and initiate payments. The PMD charges transactions to the W45W90 AIR card fund.

(5) Customer units will provide documentation on AIR card transactions and will--

(a) Receive fuel at civilian, non-into-plane airfields. Customers must check transaction slips they receive for accuracy (quantity, type of fuel received) to ensure the charges are correct. The unit RO will consolidate transaction slips and forward them to the PMD each month. Failure to forward transaction slips may result in AIR card cancellation.

(b) Appoint a unit AO or RO for AIR cards, when applicable. The AOs and ROs will--

1. Request AIR cards for new aircraft and report lateral transfers to the PMD. The AO or RO will submit a signed memorandum authenticating the request. Ordering units will submit the organization name, complete mailing address, UIC, DODAAC, and POC.

2. Cross-reference individual aircraft serial numbers on their property books against aircraft-tail numbers. No cards will be ordered for an aircraft not on the customer property books without approval.

(6) The USAFACEUR will--

(a) Pay the AIR card contractor based on PMD approval of charges and will charge the PMD on the AIR card DODAAC (W90W45).

(b) Obtain reimbursements for incorrect charges based on documentation received from the PMD.

**c. AIR Card Issue and Transfer.**

(1) Units are required to have AO orders and a current DA Form 1687 signed by the AO appointing an individual to receive issues. The individual must have in his or her possession the unit DODAAC and document number to transfer accountability of the fuel from the PMD to the gaining unit. Lateral transfers will be made using DA Form 3161 (Request for Issue or Turn-In).

(2) A current DA Form 1687 signed by the AO or RO and a copy of the AO or RO appointment orders are required to designate customer representatives authorized to receive AIR cards. Authorized individuals will sign the DA Form 3161 and list cards on the form by aircraft-tail number. AIR cards will normally be consolidated and issued by a specific unit.

(3) AIR cards will be issued by aircraft-tail number and will be transferred with the aircraft if the aircraft is moved to another unit. The transferring unit will report transfers to the PMD immediately.

(4) Customer units will request replacement of the AIR card well in advance of the card expiration date. Customer units will destroy expired AIR cards according to governing directives.

**d. Billing AIR Cards.** Customers will forward copies of AIR card receipts to the PMD within 5 workdays after each transaction. The PMD will receive the billing statement from the credit card company, certify it, and forward it to the USAFACEUR for payment.

**e. Services at Deployed Locations.** Deployed locations may or may not be able to provide all services required for aircraft. Aviators who are scheduled to deploy on temporary duty (TDY) must check airport websites before deploying to determine what services are available. These websites include--

(1) U.S. Army airfield (AAF) websites.

(2) Into-plane contracted websites (<http://www.desc.dla.mil/main/deschome.htm>).

(3) Civilian airport websites (<http://www.avcard.com>).

**f. Airfield Transactions.**

(1) The PMD will manage retail fuel charges for AAFs nominated for capitalization under the USAREUR DFSP Phase II Program.

(2) U.S. Army customers requesting fuel from an AAF must have established an account with the PMD by submitting an MOI, LOI, or MIPR. On receipt of the MOI, LOI, or MIPR, the customer will be added to the home-aircraft register and ACL in the FAS. Customers must submit a new MOI, LOI, or MIPR at the beginning of each FY.

(3) Fuel issued to transit aircraft will be recorded on DD Form 1898 (AV Fuels Into-Plane Contract Sales Slip).

(4) Fuel issued to transit ground units will be recorded on DA Form 2765-1.

(5) Unit activities will ensure all fuel issues are entered in the FAS and copies of receipt documents are kept on file.

(6) Issues to foreign aircraft will be recorded on DD Form 1898 and registered on DA Form 3643 (Daily Issues of Petroleum Products).

(7) The issuing activity will ensure that appropriate copies of each receipt document are forwarded to the PMD within 5 days after the end of each month.

(8) Each month, the PMD will credit AAFs for fuel issued to transit aircraft and transit ground units. To receive this credit, units must put issue data in the FAS and send receipt documents to the PMD. Unit RMOs must provide a valid DODAAC, document number block, and APC at the beginning of each FY to the PMD.

**8-7. CONTINGENCY OPERATIONS AND PETROLEUM-ASSET REPORTING**

a. The Tactical Operations Branch, PMD, will develop procedures to support military OOTW contingencies and deployment operations.

b. Most bulk POL requirements for contingency operations will be met through host-nation support and contracting. The deploying headquarters will forecast their fuel requirements, including contractor (for example, location and equipment) and other U.S. Forces requirements. Requirements will be forwarded to the ODCSLOG and the PMD at least 2 weeks before the required date. The PMD will coordinate with the USAPC and the DESC to obtain the required support.

c. Applicable DOD, contractual, and host-nation support agreements will be complied with when receiving fuel. Applicable Army publications (for example, AR 710-2, DA Pam 710-2-2, and this regulation) associated with handling, quality control, and fuels accountability will be used to develop procedures to support deployment.

d. Wholesale DFSP facilities will report POL assets by submitting bulk terminal message reports (DLA 1884) according to DOD 4140.25-M. Reports will be prepared and forwarded to the PMD by 0800 each Friday with the information in table 14.

e. Petroleum facilities will usually submit petroleum damage and deficiency reports and POL capability reports according to a higher authority (for example, USEUCOM Directive 63-1) or other governing directives. Specific or unusual circumstances may require reporting for certain periods of time.

<b>Table 14</b>
<b>POL Inventory Information</b>
DODAAC:
Date:
POC:
Product:
Receipts:
Issues:
Sales:
Physical inventory:
Usable storage:
Projected receipts:
Projected issues:
Remarks:

**8-8. USAREUR HEATING-FUEL-OIL GUIDANCE**

In December 2000, the DESC provided training to USAREUR heating fuel oil ordering officers on new ordering and billing procedures. The new DESC procedures replace all previous guidance.

a. Until final USAREUR guidance is published in this regulation, ordering officers may obtain information on procedures from the DESC webpages for Belgium, the Netherlands, Luxembourg (BENELUX), Germany, and Italy at <http://www.desc.dla.mil>.

b. Ordering officers may also direct heating oil questions and requests for assistance to the following POCs:

(1) ODCSLOG: DSN 370-7403.

(2) ODCSENGR: DSN 370-7493.

(3) Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A: DSN 370-7197/6242.

(4) DESC: civilian 703-767-9514/9520.

## **8-9. OFFICIAL USAREUR FUEL COUPONS AND CREDIT CARDS**

**a. General.** This paragraph prescribes policy and procedures for requisitioning, using, accounting for, and redeeming official USAREUR fuel coupons and credit cards in Germany and the Netherlands.

(1) Official Army and Air Force Exchange Service, Europe (AAFES-Eur), Esso fuel coupons are over stamped "MILITARY/OFFICIAL VEHICLES ONLY".

(2) In Germany, coupons may be used at AAFES-Eur gas stations, Esso stations, and at autobahn British Petroleum (BP) stations. In the Netherlands, coupons may be used at participating civilian Esso stations (listed at <http://www.aafes.com/docs/esso.htm>).

(3) Coupons, when mailed, will be sent by certified mail using Postal Service Form 3811 (Domestic Return Receipt).

(4) Coupons not being used will be stored in secure safes or locked containers.

(5) Coupons are U.S. Government property and will not be sold for personal or private use or used--

(a) For travel by privately owned vehicle (POV).

(b) For travel by privately leased vehicles unless authorized on TDY orders.

(c) At unauthorized civilian gas stations.

(d) In a country other than the country in which the coupons are authorized for use.

(e) For fuels and products other than those specified on the coupons.

(f) At military fuel facilities. Military fuel facilities include TMP and USAREUR class 3 points.

### **b. Requisitioning Type II Fuel Coupons (Official AAFES-Eur Esso Coupons).**

(1) SSAs and SSOs may establish Type II fuel coupon accounts by sending a memorandum of justification for approval to the Supply Division, Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A, Unit 29351, APO AE 09014. A copy of the approval will be sent to Inventory Control (POL), European Distribution Agency, Army and Air Force Exchange Service, Europe, Unit 20702, APO AE 09143.

(2) USAFE units will send their requests to establish accounts to HQ USAFE/LGXPF, Unit 3050, APO AE 09094. A copy of the approval will be sent to Inventory Control (POL), European Distribution Agency, Army and Air Force Exchange Service, Europe, Unit 20702, APO AE 09143.

(3) The memorandum of justification will--

(a) State the reason for establishing an account.

(b) Explain how the unit will safeguard official fuel coupons.

(c) Provide the unit DODAAC and servicing finance and accounting office.

(4) Commanders will--

(a) Stock fuel coupons for no more than 90 days of use.

(b) Ensure the servicing contracting or ordering officer orders enough coupons to meet official fuel coupon requirements. Coupons will be ordered from Inventory Control (POL), European Distribution Agency, Army and Air Force Exchange Service, Europe, Unit 20702, APO AE 09143. Orders will be made by the 21st of each month.

(c) Ensure DD Form 1155 (Order for Supplies or Services) is completed for each order. DD Form 1155 will include the following information:

1. The ordering activity designation.

2. A fund cite.

3. The desired mode of delivery (mail or pickup).

4. The finance office that will pay for the coupons.

5. The number of fuel coupon books identified by AAFES-Eur stock number, denomination, and kind of product (for example, super unleaded gasoline, diesel).

(d) Ensure requisitions for official AAFES-Eur Esso coupons for the last month of a FY do not exceed a normal requirement for 1 month. Expiration dates on coupon books are binding.

(e) Ensure expired coupons are not used.

### **c. Returning Unused and Expired Coupons.**

(1) To return unused and expired coupons, PBOs and unit commanders will--

(a) Return the coupons with their original book cover within 120 days after they expire.

(b) Submit DA Form 2765-1 with returned coupons through the AO of the appropriate SSA or SSO to Inventory Control (POL), European Distribution Agency, Army and Air Force Exchange Service, Europe, Unit 20702, APO AE 09143.

(c) Return the original copy of DD Form 1155 used to order the coupons with the first and last serial numbers of each series of coupons, by denomination, the name of the finance office, and the fund cite into which the refund should go.

(d) If the coupons are sent by mail, send the coupons and required documentation by certified mail with Postal Service Form 3811. The unit will pay the cost of returning coupon books.

(2) The General Manager, European Distribution Agency, AAFES-Eur, will--

(a) Not give refunds for coupons returned without their original book cover.

(b) Issue refunds to designated finance offices servicing requisitioning activities within 30 days after receiving expired coupon books.

(c) Base refunds on the cost of the coupons at the time of original purchase.

(d) Not credit activities for handling charges.

### **8-10. BELGIAN FINA CREDIT CARDS**

Belgian Fina credit cards are for use by organizations operating under the 80th ASG. These credit cards will be used only in Belgium at contractor Fina stations displaying a sign identical to the sign displayed on the user credit card. These cards may be used to obtain super leaded gasoline, super unleaded gasoline, unleaded gasoline, and diesel.

a. Belgian Fina credit cards are U.S. Government property and will not be--

- (1) Sold for personal or private use.
- (2) Used for travel by POV.
- (3) Used for travel by privately leased vehicles unless authorized on TDY orders.

b. To obtain Belgian Fina credit cards, commanders will--

(1) Send a request to the Commander, 80th Area Support Group (AERSH-LP), Unit 21419, APO AE 09708. The information in table 15 must be included with the request.

<b>Table 15</b>
<b>Information Required for Belgian Fina Credit Card Requests</b>
Unit address
Full address of the office to be billed
Telephone number of a POC
Address of the next higher level of command
An MOI for Army activities, or a DD Form 448 for non-Army activities
UIC, DODAAC, and APC as applicable
Estimated monthly use of fuel

(2) Pick up credit cards at the Directorate of Logistics, 80th ASG (building 30, Daumerie Casern, Chièvres, Belgium) (DSN 361-5993 or civ 068-27-5993)) or receive credit cards by certified mail from the Commander, 80th ASG.

c. Requesters will--

- (1) Comply with the written instructions provided when credit cards are issued.
- (2) Be able to account for credit cards received.
- (3) Use the credit cards properly.
- (4) Store unused credit cards in a secure safe or locked container.

d. Unit commanders will ensure expired credit cards and credit cards no longer required are returned immediately to the Commander, 80th Area Support Group (AERSH-LP), Unit 21419, APO AE 0970.

## **8-11. VEHICLE OPERATOR RESPONSIBILITIES**

Vehicle operators will--

a. Completely and legibly sign coupons exchanged for fuel. Authenticating coupons before use by annotating or affixing official information is not authorized.

b. Ensure coupons are not altered.

c. Ensure types and grades of fuel required for vehicles conform to vehicle or equipment servicing orders, warranties, and specifications.

d. When coupons are used--

(1) Obtain the signature of the gas station attendant and the gas station stamp, if possible, on AE Form 710-2A-R (Receipt for Official Fuel Coupons) to verify use of the coupons.

(2) Sign AE Form 710-2B (Certificate of Destruction of Official USAREUR POL Coupons) to verify that the coupons were used.

## **8-12. FUEL SUPPORT FOR LEASED VEHICLES**

**a. Government-Leased Civilian Vehicles.** Drivers may receive fuel from TMPs or use Belgian Fina credit cards to refuel Government-leased civilian vehicles.

(1) Only drivers listed on the dispatch documents are authorized to sign for fuel coupons on AE Form 710-2A-R when coupons are exchanged for fuel.

(2) Drivers will--

(a) Ensure the gas station attendant signs AE Form 710-2A-R legibly and affixes the gas station stamp, if possible.

(b) Not use initials instead of a signature on AE Form 710-2A-R.

(3) Drivers with DD Form 1970 listing the vehicle's license-plate numbers and fuel coupon serial numbers are authorized to refuel civilian-licensed vehicles rented for official purposes with official AAFES-Eur Esso coupons.

(4) Drivers will turn in receipts for fuel obtained with a Belgian Fina credit card to dispatchers at contractor stations in Belgium when vehicles are turned in. Bancontact terminals will provide receipts.

### **b. Privately Leased Vehicles (Rental Cars).**

(1) U.S. DOD personnel may lease civilian vehicles for official business in Germany when authorized by official TDY orders or other authorization. Privately leased vehicles will have valid German license plates.

(2) An AE Form 710-2A-R that lists the license-plate number and fuel coupon serial numbers authorizes the refueling of civilian-licensed, privately leased vehicles for official purposes using official AAFES-Eur Esso coupons. Personnel may buy retail fuel coupons for fuel from AAFES-Eur outlets (UR 600-17) provided the following items are presented:

(a) A vehicle rental contract.

(b) TDY orders.

(c) A valid drivers license.

(3) The number of fuel coupons authorized normally will not exceed the monthly ration appropriate for the size of the vehicle unless documentation indicating extensive travel (for example, an itinerary, TDY orders) is presented to the person providing coupons.

## **8-13. UNIT ACCOUNTING PROCEDURES FOR OFFICIAL ESSO FUEL COUPONS AND CREDIT CARDS**

a. Unit PBOs will--

(1) Establish a separate page for each denomination of coupon or coupon book in the POL section of the unit installation property book. The unit of issue for official AAFES-Eur Esso coupons is "book." Tracking by liter is also authorized. Serial-number accountability is required according to DA Pamphlet 710-2-1, paragraph 4-7.

(2) Enter the number of liters currently in each serial-numbered book in pencil in the location column on DA Form 3328-1 (Serial/Registration Number Record). The serial numbers of official AAFES-Eur Esso coupon books will be entered on the back of the property book page if the serial number has nine or fewer numbers. If the serial number has more than nine numbers, the serial number should be entered on DA Form 3328-1. The total for serial-numbered coupons should equal the total on the front of DA Form 3328-1 if accountability is kept by liters.

(3) Not cross out the serial numbers of official AAFES-Eur Esso coupon books from a property book page until the entire coupon book is used.

(4) Use the document register and document title of POL products for official USAREUR fuel coupons. Return unused coupons to the PBO immediately after completing a trip.

b. PBOs or designated representatives will--

(1) Issue coupons on AE Form 710-2B to the driver or the person in charge of the vehicle or vehicles being dispatched.

(2) Ensure a fund cite and complete billing address (DODAAC and project cost code) are included on the back of type I coupons being redeemed for fuel.

(3) Consolidate quantities of coupons shown on completed copies of AE Form 710-2A-R and record quantities on DA Form 3161.

(4) Attach AE Form 710-2A-R to the DA Form 3161.

(5) Post the DA Form 3161 to the property book.

(6) Initial and enter the Julian date on the DA Form 3161.

(7) Mark or stamp the DA Form 3161 as "posted."

(8) File the DA Form 3161 in the transaction document file in organization-document-number sequence.

(9) Keep document transaction files (including completed copies of AE Form 710-2B) according to AR 24-400-2.

(10) Inventory coupons that are on hand at the end of each month and treat them as pilferable items.

(11) Account for lost coupons by using one of the following:

(a) A cash-collection voucher.

(b) A statement of charges.

(c) A report of survey.

c. SSAs and SSOs will--

(1) Issue coupons using DA Form 2765-1 to authorized customer PBOs.

(2) Inventory coupons every month as sensitive items according to DA Pamphlet 710-2-2.

d. Loss of Belgian Fina credit cards will be reported immediately to the Commander, 80th Area Support Group (AER-SH-LR), Unit 21419, APO AE 09708 (DSN 361-5993). Failure to report lost credit cards may result in fraudulent use, and personnel responsible for the credit cards may be held liable.

## **APPENDIX A REFERENCES**

### **Section I PUBLICATIONS**

DOD 4140.25-M, volume V, Management of Bulk Petroleum Products, Storage, and Distribution Facilities

DOD 4160.21-M, Defense Reutilization and Marketing Manual

Defense Finance and Accounting Service - Indianapolis Center Regulation 37-1, Finance and Accounting Policy and Implementation

AR 25-1 and US 1, Army Information Management

AR 25-400-2, The Modern Army Record Keeping System (MARKS)

AR 40-61, Medical Logistics Policies and Procedures

AR 115-11 and US 1, Army Topography

AR 190-30, Military Police Investigations

AR 350-41, Training in Units

AR 380-40, (C) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U)

AR 385-40, Accident Reporting and Records

AR 608-4, Control and Registration of War Trophies and War Trophy Firearms

AR 700-84, Issue and Sale of Personal Clothing

AR 700-131, Loan and Lease of Army Materiel

AR 700-141, Hazardous Material Information System (HMIS)

AR 710-1, Centralized Inventory Management of the Army Supply System

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

AR 710-3, Asset and Transaction Reporting System

AR 725-50, Requisition, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

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

AR 740-3, Care of Supplies in Storage (COSIS)

AR 750-1 and US 1, Army Materiel Maintenance Policy and Retail Maintenance Operations

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

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

AR 870-20, Museums and Historical Artifacts

DA Pamphlet 25-380-2, Security Procedures for Controlled Cryptographic Items

DA Pamphlet 350-59, Army Correspondence Course Program Catalog

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures

DA Pamphlet 738-750, Functional Users Manual for the Army Maintenance Management System (TAMMS)

Supply Catalog 6545-8-series, Medical Equipment

Technical Bulletin 43-180, Calibration and Repair Requirements for the Maintenance of Army Materiel

Technical Bulletin 43-0140, Instructions for Preparation of Request for Disposition or Waiver (DA Form 3590) for USATACOM Equipment and USATACOM, Non-Developmental Item (NDI)

TM 10-5410-231-13&P, Operator's, Unit, and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) for Large Area Vehicle Maintenance Shelter (NSN 5410-01-333-9299), Model 64B

TM 10-5410-232-14&P, Operator's, Unit, Direct Support and General Support Maintenance Manual (Including Repair Parts and Special Tools List) for System 50 Clamshell Model 50B-BBB-10CC Large Area Maintenance Shelter (NSN 5410-01-334-3158)

TM 38-410, Storage and Handling of Hazardous Materials

USEUCOM Directive 63-1, Management of Bulk Petroleum in USEUCOM

UR 10-5, HQ USAREUR/7A Organization and Responsibilities

UR 55-26, Unit Movement Planning

UR 200-1, USAREUR Environmental Quality Program

UR 380-40, Safeguarding and Controlling Communications Security Material

UR 385-10, Implementation of Hazard Communication Standard

UR 600-17, Retail Sales of Motor Fuel to Individuals in Germany

UR 700-150, Conventional Ammunition Services

UR 710-1, The Standard Army Retail Supply System (SARSS) Parameters

UP 380-40, Communications Security (COMSEC) Custodian Guide

CTA 50-900, Clothing and Individual Equipment

Automated Data Systems Manual (ADSM) 18-L14-AJQ-ZZZ-EM, Automated Information System Manual, Standard Army Retail Supply System (SARSS-2A), End User Manual

ADSM 18-L1Y-AJT-ZZZ-EM, Automated Information System Manual, Standard Army Retail Supply System (SARSS-1), End User Manual

ADSM 18-L1Q-AJP-ZZZ-EM, Automated Information System Manual, Standard Army Retail Supply System (SARSS-2AC/B) End User Manual

ADSM 18-L1Q-AJP-ZZZ-HB, Automated Information System Manual, Standard Army Retail Supply System-Objective DODAAF/PARAMETER Handbook

ADSM 18-LIY-AJT-ZZZ-UM, SARSS-1 User Manual

ADSM 25-LIY-AJT-ZZZ-UM, Standard Army Retail Supply System (SARSS-2AC/B and SARSS-2AD) Users Manual

Automated Information Systems Manual 25-L18-ALV-ZZZ-EM, Standard Property Book System - Redesign (SPBS-R) End User Manual

Installation Supply Buffer (ISB) Users Guide

Petroleum Management Division External Standard Operating Procedure (available from the Commander, 200th Theater Support Command Materiel Management Center (AERLA-MMC-PM), Unit 23203, APO AE 09263)

Rapid DODAAC Update, User's Manual (Beta Prototype)

Standard Army Finance System (STANFINS) Users Manual

System Manager's Manual SARSS-Gateway, Automated Information System Manual

## **Section II FORMS**

SF 364 (Report of Discrepancy (ROD))

Postal Service Form 3811 (Domestic Return Receipt)

DD Form 250 (Materiel Inspection and Receiving Report)

DD Form 362 (Statement of Changes/Cash Collection Voucher)

DD Form 448 (Military Interdepartmental Purchase Request (Manual Long Form))

DD Form 1155 (Order for Supplies or Services)

DD Form 1222 (Request for and Results of Tests)

DD Form 1348-1A (Issue Release/Receipt Document)

DD Form 1348-2 (Transportation Control and Movement Document)

DD Form 1348-6 (DOD Single Line Item Requisition System Document)

DD Form 1391 (FY\_, Military Construction Project Data)

DD Form 1896 (Jet Fuel Identaplate)

DD Form 1898 (AV Fuels Into-Plane Contract Sales Slip)

DD Form 1970 (Motor Equipment Utilization Record)

DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies)

DA Form 2062 (Hand Receipt/Annex Number)

DA Form 2402 (Exchange Tag)

DA Form 2407 (Maintenance Request)

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

DA Form 3161 (Request for Issue or Turn-In)

DA Form 3328-1 (Serial/Registration Number Record)

DA Form 3643 (Daily Issues of Petroleum Products)

DA Form 3953 (Purchase Request and Commitment)

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

DA Form 4996-R (Quality Control Card)

Central European Form 19 (Central European Pipeline System Issues)

AE Form 710-2A-R (Receipt for Official Fuel Coupons)

AE Form 710-2B (Certificate of Destruction of Official USAREUR POL Coupons)

AE Form 710-2E (Request for Assignment, Change, Realignment, and Deletion of a DODAAC)

Air Force Form 1994 (Fuels Issue/Defuel Document (DOD))

## **APPENDIX B**

### **RAPID DODAAC UPDATE PROCEDURES**

**B-1.** DA developed rapid Department of Defense activity address code (DODAAC) update (RDUP) procedures in response to requests for an improved system able to respond quickly to contingency operations. In USAREUR, the RDUP establishes an automated capability at each materiel management center (MMC) to add, change, or delete a DODAAC and have the changes processed within 48 hours through all DOD logistics and financial systems.

**B-2.** The fielded version of the RDUP (beta prototype) allows deploying units (slices and rear detachments) to request a property book DODAAC. The Logistics Support Activity (LOGSA) provides 48-hour service for DODAAC requests received with a derivative unit identification code (DUIC). Units must ensure that the DUIC is registered in the Status of Resources and Training System (SORTS) within 2 weeks or LOGSA will delete the DODAAC.

**B-3.** Access to the RDUP system may be obtained through rapid Department of Defense activity address code (RDODAAC) coordinators at the 1st Infantry Division Division Materiel Management Center (DMMC), the 1st Armored Division DMMC, 3d Corps Support Command, and the 200th Theater Support Command Materiel Management Center (200th TSC MMC). The 200th TSC MMC will process DODAAC requirements for non-V Corps units. The Theater Army Network Station (ANS) Manager at the 200th TSC MMC will provide functional training and assistance to RDODAAC coordinators.

**B-4.** The RDODAAC system sends DODAAC changes to the LOGSA. MMC RDODAAC coordinators will ensure that units coordinate all DODAAC changes with the appropriate Standard Army Retail Supply System-Objective (SARSS-O) manager. To maximize the effectiveness of the SARSS-O and supporting logistics systems, a separate DODAAC is needed for each Standard Army Management Information System platform (for example, Standard Property Book System - Redesign, Unit-Level Logistics System - Aviation, Unit-Level Logistics System - Ground, and Unit-Level Logistics System - Supply).

**B-5.** On notification of deployment, units must determine how much of the unit is going to deploy and the logistics-support requirements (forward and rear) to determine their DUIC and DODAAC requirements. The unit must use these requirements to obtain a DUIC or supporting DODAACs. DUICs should be used at deployed locations, and parent unit identification codes (UICs) should be left in garrison.

a. If the entire unit, both personnel and equipment, are deploying--

(1) The parent UIC will deploy and the DUIC will be established for the rear detachment.

(2) The TAC on existing DODAACs will be changed.

(3) Arrangements will be made with the current supply support activity to allow the rear detachment to pick up or cancel nondedicated due-ins.

b. If the existing logistic "pipelines" will remain in place (for example, the majority of people and equipment will stay at home station)--

(1) The parent UIC and DODAACs will remain unchanged.

(2) DUIC and DODAACs will be established for the deploying slice.

c. Units will obtain the information needed to establish DUICs and DODAACs in the RDODAAC system and the SORTS. The command DODAAC coordinator can provide assistance. This information includes the following:

(1) Parent UIC (unit name designation must exactly match SORTS).

(2) DUIC (naming convention published at the LOGSA website (<http://www.logsa.army.mil>)).

(3) Requisition authenticity code.

- (4) Type address codes (TACs) (TAC 1, 2, 3).
- (5) Break bulk point.
- (6) Air terminal identifier code.
- (7) Water port identifier code.
- (8) DUIC and DODAAC effective date.
- (9) Logistics indicator code.
- (10) The number of DODAACs required.
- (11) Project code, if applicable.

d. Units will provide requests and supporting data to brigade and separate battalion level for approval. After the request is approved, the unit will forward it to the MMC RDODAAC coordinator. The MMC RDODAAC coordinator will perform a manual edit and input the data into the RDODAAC system.

e. The Army Central Service Point (ACSP), Logistics Support Activity, will process requests. If a request “errors out,” the ACSP will contact the RDODAAC coordinator or the Theater ANS manager to obtain information to correct problems. On ACSP approval, DODAACs are activated and broadcast through the DAAS to the finance system and the material distribution system. The Theater ANS is automatically updated in this process.

f. If the RDODAAC system was used to request a property book DODAAC against a DUIC, the unit and RDODAAC coordinator must immediately notify the SORTS administrator (DSN 370-6843). Additional DODAACs cannot be processed against the DUIC until it is loaded in SORTS. The DUIC must be processed into SORTS within 2 weeks after DODAAC assignment or the DODAAC will be deleted.

g. The DA goal is to activate DODAACs within 48 hours after input into the RDODAAC system. Once the RDODAAC coordinator has validated the DODAAC, the unit may begin processing. After the unit-designated effective date, transactions will be accepted by logistic systems.

**B-6.** Each MMC will appoint a primary and alternate RDODAAC coordinator. MMC RDODAAC coordinators will be individuals with retention to provide continuity to the position. The Theater ANS Manager will provide guidance, advice, and assistance on how to perform a manual edit. The Theater ANS Manager will conduct all direct coordination with the LOGSA to expedite transaction processing.

**B-7.** Non-V Corps units will process DODAAC requests through their command DODAAC coordinator to the Theater ANS Manager at the 200th TSC MMC.

**APPENDIX C  
SELF-SERVICE SUPPLY CENTER CORE ITEM LIST**

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7930	002691272	ABSORBENT MATERIAL, OIL AND WATER
8040	001429193	ADHESIVE 1 OZ., SUPER GLUE
8040	010398132	ADHESIVE, GLUE STICK
8415	008993026	APRON FOOD
7520	002405498	ARCH BOARD FILE, 17 IN BY 9 IN
8105	011958730	BAG, PLASTIC, 10 GAL., MEDIUM DUTY
8105	011839769	BAG, PLASTIC, 32 GAL., HEAVY DUTY
8105	011839768	BAG, PLASTIC, 32 GAL., MEDIUM DUTY
7520	002815911	BASKET, WASTEPAPER, METAL, 14-1/2 IN HIGH
6135	008264798	BATTERY AAA
6135	008357211	BATTERY, D CELL
6135	009002139	BATTERY, DRY 9V ALKALINE (Use advice code 2b to prevent substitutes.)
6135	009857845	BATTERY, DRY AA ALKALINE
6135	009857846	BATTERY, DRY C ALKALINE
8465	014441493	BELT, HIGH VISIBILITY, GREEN
8465	014442531	BELT, HIGH VISIBILITY, ORANGE
7510	007557077	BINDER, AWARDS CERTIFICATE
7510	012034708	BINDER, LOOSE-LEAF 8.5 IN BY 11 IN, 1 IN, WHITE
7510	008893494	BINDER, LOOSE-LEAF LOG BOOK
7510	012743597	BINDER, LOOSE-LEAF PLASTIC BLACK 1 IN
7510	012835273	BINDER, LOOSE-LEAF PLASTIC BLACK 2 IN
7510	012038814	BINDER, LOOSE-LEAF, 8.5 IN BY 11 IN, 2 IN, WHITE
7510	002816180	BINDER, LOOSE-LEAF, RING 8.5 IN BY 11 IN, 1 IN, BLACK
7510	005308881	BINDER, LOOSE-LEAF, RING 8.5 IN BY 11 IN, 2 IN, BLACK
7510	007350732	BINDER, LOOSE-LEAF, TABULATING PAPER 14.825 IN BY 11 IN
8530	001625629	BLADE, SAFETY RAZOR
7330	000785706	BOARD, FOOD CHOPPING AND SLICING
7110	013347087	BOARD, MARKER DRY ERASER 3 FT BY 4 FT
7510	014469407	BOOK, DISPLAY
7530	002223521	BOOK, MEMORANDUM, 5-1/2 IN BY 8 IN, 192 PAGES
7530	002220078	BOOK, MEMORANDUM, 3-1/3 IN BY 5-5/8 IN
7530	002745494	BOOK, MEMORANDUM, 5-5/8 IN BY 9 IN
7530	002223524	BOOK, MEMORANDUM, 8-1/2 IN BY 14 IN, 288 PAGES
7530	002223525	BOOK, MEMORANDUM, 8 IN BY 10-1/2 IN, 192 PAGES
7530	002223527	BOOK, RECORD 14 IN BY 8.5 IN, 288 PAGES
8125	004887952	BOTTLE, SPRAY
7330	002854299	BOTTLE, VACUUM, 2 QT
8115	001178249	BOX, SHIPPING
8460	013649493	BRIEF CASE
8460	014136066	BRIEF CASE, ATTACHÉ
7920	014695709	BROOM HEAD FOR STARDUST
7920	002433407	BROOM, PUSH 18 IN
7920	002672967	BROOM, PUSH, 16 IN WIDE
7920	002918305	BROOM, UPRIGHT
7920	001788315	BRUSH, DUSTING, BENCH
8020	002454509	BRUSH, PAINT, 1 IN WIDE
8020	002454517	BRUSH, PAINT, 3 IN WIDE
7920	007725800	BRUSH, SANITARY TOILET
7920	000610037	BRUSH, SCRUB
7920	000610037	BRUSH, SCRUB
7920	002407174	BRUSH, SCRUB 8 IN
7920	002915815	BRUSH, WIRE
7195	011905545	BULLETIN BOARD, 3 FT BY 4 FT

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7125	001328973	CABINET, KEY
7420	011745221	CALCULATOR, ELECTRONIC
9999	011828532	CALCULATOR, ELECTRONIC, HAND HELD
7240	001600440	CAN, ASH AND GARBAGE, 32 GAL.
8415	006342410	CAP, FOOD HANDLER'S
7530	002495969	CARD SET, GUIDE, FILE
7530	009886515	CARD, GUIDE, FILE
7530	002439437	CARD, INDEX, 5 IN BY 8 IN
7530	002470310	CARD, INDEX, 3 IN BY 5 IN
7530	002470318	CARD, INDEX, 3 IN BY 5 IN
7530	002470311	CARD, INDEX, 5 IN BY 8 IN
7530	014496946	CARDS, BUSINESS
7045	012330052	CASE, FLOPPY DISKETTE, 3.5 IN
7045	013758548	CASE, FLOPPY DISKETTE, 3.5 IN
7510	002236706	CHALK, MARKING, WHITE, 3/8 IN
7520	014468315	CHART, CALENDAR PLANNING
7510	013174228	CLAM CLIP REFILL
7520	000247305	CLAMP, PENCIL SHARPENER
9920	002929946	CLEANER, TOBACCO PIPE
6840	013424143	CLEANER-DISINFECTANT, PINE OIL
7930	013632818	CLEANING COMPOUND DETERGENT, 1 GAL., BLAST-OFF
7930	013632819	CLEANING COMPOUND DETERGENT, 22 OZ., BLAST-OFF
7930	004592247	CLEANING COMPOUND, OVEN
7930	014181238	CLEANING SOLUTION, LIME AWAY
7510	002828201	CLIP, PAPER .25 IN CAPACITY BINDER CLIP
7510	002236807	CLIP, PAPER .5 IN CAPACITY BINDER CLIP
7510	002855995	CLIP, PAPER 1 IN CAPACITY BINDER CLIP
7510	001614292	CLIP, PAPER, WIRE .125 IN CAPACITY
7510	001614290	CLIP, PAPER, WIRE .5 IN CAPACITY
7520	014393387	CLIPBOARD FILE
7520	002544610	CLIPBOARD, FILE, LEGAL
6645	010468848	CLOCK, WALL
7520	012922554	COPY HOLDER, TYPISTS
4020	002336555	CORD, FIBROUS
7510	010202806	CORRECTION FLUID, OPAQUE
8030	014189008	CORROSION PREVENTIVE COMPOUND WD-40
7240	001611143	COVER, CAN, ASH AND GARBAGE
8020	006826491	COVER, PAINT ROLLER 9 IN
7350	001623006	CUP, DISPOSABLE, 8 OZ
7350	012561093	CUP, DRINKING (10.5 OZ.)
6840	006646610	DEODORANT CAKE W/WIRE
6840	007216055	DEODORANT, GENERAL-PURPOSE
7930	009265280	DETERGENT, GENERAL PURPOSE
7610	001429051	DICTIONARY, ENGLISH
7930	002814731	DISH WASHING, COMPOUND, HAND
7930	008804454	DISH WASHING, COMPOUND, HAND
6840	002012505	DISINFECTANT, DETERGENT, GENERAL PURPOSE
6840	005843129	DISINFECTANT-DETERGENT, PINE OIL 1 GAL.
7045	013093489	DISK CLEANING KIT, 3.5 IN
7045	013475290	DISKS, 3.5 IN DS, HD, UNFORMATTED, 2 MB
7045	013758544	DISKS, 3.5 IN PRE-FORMATTED DS/HD
7510	013174220	DISPENSER, CLAM CLIP MEDIUM
7520	013925299	DISPENSER, POST-IT NOTE
7520	002402417	DISPENSER, PRESSURE-SENSITIVE ADHESIVE FITS 1 IN
7520	002402411	DISPENSER, PRESSURE-SENSITIVE ADHESIVE FITS 1/2 IN TO 3/4 IN
7350	006416050	DISPENSER, SUGAR
7290	002248308	DUSTPAN, METAL, 10 IN WIDE
7520	014244867	EASEL, DISPLAY AND TRAINING

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7490	008350443	EMBOSSING MACHINE, IDENTIFICATION TAPE
7530	002421218	ENVELOPE, MAILING, 10 IN BY 15 IN
7530	002866963	ENVELOPE, BLANK MAILING, 12 IN BY 16 IN
7530	001985873	ENVELOPE, BLANK MAILING, 3-7/8 IN BY 8-7/8 IN
7530	001985876	ENVELOPE, BLANK MAILING, 4-1/8 IN BY 9-1/2 IN
7530	001817125	ENVELOPE, MAILING 9 IN BY 12 IN
7540	002223467	ENVELOPE, MESSENGER SERVICE, 9-1/2 IN BY 12 IN
7530	002683993	ENVELOPE, WALLET, 9-1/2 IN BY 11-3/4 IN
7510	002449145	ERASER, BLACKBOARD
7510	002237046	ERASER, RUBBER, 2-3/4 IN
7510	001711123	EYELET REINFORCEMENT, GUMMED, CLOTH
7510	002356068	FASTENER, PAPER, COMPRESSOR 2 IN, W/ COMPRESSOR
7510	002236814	FASTENER, PAPER, COMPRESSOR 2 IN, W/O COMPRESSOR
7045	013644072	FILE, DISK FLEXIBLE 3.5 IN
7420	014418029	FILE, REFERENCE, ELECTRONIC
7045	014410135	FILE, STORAGE CD
7460	011790048	FILE, VISIBLE INDEX
7520	002861722	FILE, WORK ORGANIZER
7520	008337343	FILE, WORK ORGANIZER, POCKET
6750	011473592	FILM, POLAROID 600
6545	006639032	FIRST AID KIT, GENERAL PURPOSE
6230	002648261	FLASHLIGHT
6230	009264331	FLASHLIGHT, CONE
7360	006344800	FLATWARE SET PICNIC FORK, KNIFE AND SPOON
8135	007240551	FOIL, METAL, 18 IN
7510	010650166	FOLDER, EQUIPMENT RECORD
7530	009908884	FOLDER, FILE 2 PRONG TOP FASTENER
7530	013161639	FOLDER, FILE HANGING
7530	002851732	FOLDER, FILE LEGAL
7530	002910098	FOLDER, FILE LETTER
7530	014072249	FOLDER, FILE PLASTIC, ASSORTED COLORS
7530	013649496	FOLDER, FILE, HANGING, DK GRN
7340	002237791	FORK, FOOD PREPARATION, TWO-TINE, 15 IN
7340	000221315	FORK, PICNIC
7340	002418169	FORK, TABLE, STEEL
7540	006344018	FORM, PRINTED, OPTIONAL FORM OF 363
7520	002462664	FRAME, FOLDER, U.S. SPEC
7105	000528697	FRAME, PICTURE 10 IN BY 14 IN
7105	000528695	FRAME, PICTURE 18 IN BY 24 IN
7105	009031843	FRAME, PICTURE, 9 IN BY 12 IN
7930	013813499	GLASS CLEANER, 32 OZ
8415	006344661	GLOVES, MEN'S
4240	000523776	GOGGLES, INDUSTRIAL
8520	000822146	HAND CLEANER, PASTE, 1 LB, REMOVES GREASE
7920	002630328	HANDLE, ACME THREADED END, 5 FT
7920	001415452	HANDLE, CIRCULAR, TAPERED END
7920	002671218	HANDLE, MOP, 60 IN LONG
5340	014366330	HANGER, PANEL
8415	009353140	HELMET, SAFETY YELLOW
7510	002815972	HOLDER, BINDER LABEL 1 IN
7510	002723044	HOLDER, BINDER LABEL 2 IN
7520	006345050	HOLDER, NAMEPLATE, DESK
7530	013683492	INDEX SHEET SET, LOOSE-LEAF
7530	001608476	INDEX SHEET SET, LOOSE-LEAF BINDER, 6 IN BY 9 IN
7530	001608477	INDEX SHEET SET, LOOSE-LEAF BINDER, 8-1/2 IN BY 11 IN
7510	001614237	INK, STAMP, PAD BLACK
7510	001614240	INK, STAMP, PAD RED
7510	002316531	INKING PAD, RUBBER STAMP 3-1/4 IN BY 6-1/4 IN

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7340	001971271	KNIFE, BONING
7340	004887950	KNIFE, COOK'S, 10 IN
7340	004887939	KNIFE, PARING
7340	000221316	KNIFE, PICNIC
7340	001971274	KNIFE, STEAK, SCIMITAR
7340	000606057	KNIFE, TABLE
7530	012898191	LABEL, LASER PRINTER
7530	013025504	LABEL, LASER PRINTER, 4 IN BY 13 IN
7530	000822661	LABEL, PRESSURE SENSITIVE, 15/16 IN BY 3-1/2 IN
7530	000822662	LABEL, PRESSURE-SENSITIVE, 17/16 IN BY 4 IN
8010	005825382	LACQUER, BLACK
8010	005843149	LACQUER, OD
7510	011475947	LEAD, PENCIL, GRAPHITE (.5 MM)
9905	009527955	LETTER AND NUMERAL SET, SIGN
7520	000778368	LETTERS, NAMEPLATE
6260	011785560	LIGHT CHEM, BLUE
6260	011785559	LIGHT CHEM, RED
6260	010744229	LIGHT, CHEM GREEN
6260	010744230	LIGHT, CHEM YELLOW
7520	001711120	LIST FINDER, AUTOMATIC
7520	012381728	MARKER ASSORTMENT, HIGHLIGHTER FLORESCENT
7520	001387981	MARKER, ASSORTED, TUBE-TYPE
7520	011561411	MARKER, ASSORTMENT TUBE TYPE
7520	013527321	MARKER, ASSORTMENT, DRY ERASE
7520	014484381	MARKER, PERMANENT FINE TIP
7520	009731060	MARKER, TUBE TYPE BLUE
7520	009731059	MARKER, TUBE-TYPE BLACK, BROAD TIP
7520	009041265	MARKER, TUBE-TYPE BLACK, FINE TIP
7520	000515031	MARKER, TUBE-TYPE BLACK, TRANSPARENCY
7520	000515035	MARKER, TUBE-TYPE BLUE, TRANSPARENCY
7520	009731062	MARKER, TUBE-TYPE RED, BROAD TIP
7520	009041266	MARKER, TUBE-TYPE RED, FINE TIP
7220	006340216	MAT, FLOOR, RUBBER OR VINYL, 18 IN BY 36 IN
7330	002727876	MEASURING SET, SPOON
7920	001711148	MOP HEAD, WET
7920	013433776	MOPPING OUTFIT FLOOR
7045	014442534	MOUSE PAD, WRIST REST
7530	014496943	NAME TAG KIT
8540	009654691	NAPKIN, TABLE, PAPER
8465	002616629	NECKLACE, PERSONNEL, IDENTIFICATION
7530	002237939	NOTEBOOK, STENOGRAPHERS 6 IN BY 9 IN
6850	013684797	OFFICE DUSTER, 10 OZ
7330	002722591	OPENER, CAN
7520	002404841	OPENER, LETTER, HAND, METAL, 9 IN
7520	012225001	ORGANIZER, DESK
7520	002247238	PAD, DESK, BLOTTER PAPERBOARD BASE
7045	013684811	PAD, MOUSE
7920	006555290	PAD, SCOURING
7920	007535242	PAD, SCOURING
7530	006198880	PAD, WRITING PAPER EASEL PAD
7530	013723108	PAD, WRITING 8.5 IN BY 11.75 IN
7530	011245660	PAD, WRITING PAPER 8.5 BY 11 IN
7530	011247632	PAD, WRITING PAPER 8.5 IN BY 14 IN
5340	001583805	PADLOCK
5340	006821508	PADLOCK
5340	001583807	PADLOCK 200 W/CHAIN
7240	002461097	PAIL, UTILITY 12 QT, PLASTIC
7530	002444035	PAPER, CARBON, TYPEWRITER, 8-1/2 IN BY 11

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7530	001449600	PAPER, COMPUTER, 9-1/2 IN BY 11 IN, 2 PART CONTINUOUS FEED
7530	001450416	PAPER, COMPUTER, 14-7/8 IN BY 11 IN, 3 PART CONTINUOUS FEED
7530	001450414	PAPER, COMPUTER, 14-7/8 IN BY 11 IN CONTINUOUS FEED
7530	001450415	PAPER, COMPUTER, 14-7/8 IN BY 11 IN, 2 PART CONTINUOUS FEED
7530	001449601	PAPER, COMPUTER, 9 1/2 IN BY 11 IN, 3 PART CONTINUOUS FEED
7530	013352623	PAPER, COPYING XEROX
8135	001607759	PAPER, KRAFT, UNTREATED, 36 IN
7530	008000996	PAPER, TABULATING. CONTINUOUS, 1 PLY
8540	005303770	PAPER, TOILET
7530	001806306	PAPERBOARD, DRAWING
7330	002388316	PEELER, POTATO HAND
7520	012074272	PEN SET, DESK
7520	013527309	PEN, BALL-POINT BLACK FINE
7520	009357135	PEN, BALL-POINT BLACK INK, FINE POINT, RETRACTABLE
7520	009357136	PEN, BALL-POINT BLACK INK, MEDIUM, RETRACTABLE
7520	013969080	PEN, UNI-BALL, FINE, BLACK
7520	013969080	PEN, UNI-BALL, FINE, BLUE
7520	013969084	PEN, UNI-BALL, FINE, RED
7510	002669745	PENCIL ASSORTED COLORS, 36
7520	014512271	PENCIL MECHANICAL, ERGONOMIC
7510	002815234	PENCIL, FINE-POINT NO. 2
7520	005901878	PENCIL, MECHANICAL .5MM
7510	002401526	PENCIL, WAX BLACK
7520	002247589	PERFORATOR, PAPER, DESK 2 HOLE PUNCH
7520	001632563	PERFORATOR, PAPER, DESK 3 HOLE PUNCH
9905	013579983	PLAQUE, AWARD OAK
9905	013579984	PLAQUE, AWARD WALNUT
9330	013587525	PLASTIC SHEET 40 IN WIDE, W/O ADHESIVE
9330	013584392	PLASTIC SHEET, PRESSURE SENSITIVE, 10 IN BY 12 IN SHEET
9330	013584391	PLASTIC SHEET, PRESSURE SENSITIVE ADHESIVE, 21 IN WIDE
8135	007542692	PLASTIC WRAP, 12 IN
7350	012561086	PLATE, BREAD (6.5 IN)
7350	012561087	PLATE, DINNER (9 IN)
7350	012636700	PLATE, PAPER 3 COMPARTMENT
7350	002900594	PLATE, PAPER 9 IN
9330	013584393	PLASTIC STRIP, PRESSURE SENSITIVE ADHESIVE, 3 IN BY 4 IN
6515	001376345	PLUG, EAR
7520	013925300	POINTER, LECTURE, LASER
7930	013813349	POLISH, FURNITURE
7510	013669518	PORTFOLIO, BURGUNDY
7510	005842489	PORTFOLIO, INSIDE POCKETS, DARK BLUE
7510	005842490	PORTFOLIO, INSIDE POCKETS, LIGHT BLUE
7530	011167866	POST-IT NOTE PAD 1.5 IN BY 2 IN
7530	011167867	POST-IT NOTE PAD 3 IN BY 3 IN
7530	011167865	POST-IT NOTE PAD 3 IN BY 5 IN
7510	013152021	POST-IT NOTE TAPE FLAGS, BLUE
7510	013152020	POST-IT NOTE TAPE FLAGS, GREEN
7510	013152019	POST-IT NOTE TAPE FLAGS, RED
7510	013152024	POST-IT NOTE TAPE FLAGS, YELLOW
7330	003794439	POT HOLDER, 9 IN BY 11 IN
7520	002643718	PRINTING SET, RUBBER-TYPE TO MAKE YOUR OWN STAMPS
7510	002861407	PROTECTOR, DOCUMENT 11 IN BY 9 IN
7510	013479579	PROTECTOR, DOCUMENT 8.5 IN BY 11 IN, 7 HOLE
7510	012073978	PUSH PIN
7520	013160361	RACK, DISTRIBUTOR DESK
7520	014460923	RACK, DISTRIBUTOR DESK
7920	002051711	RAG, WIPING, COTTON, MIXED COLORS
7510	012195753	RIBBON, CORRECTION LIFT-OFF

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7510	011863987	RIBBON, INKING COMPUTING MACHINE .5 IN BY 75 FT
7510	012192309	RIBBON, TYPEWRITER
7510	012330033	RIBBON, TYPEWRITER
5342	008296717	RING, KEY
8020	007534915	ROLLER, PAINT 9 IN
7540	009355862	ROUTING SLIP, OF 41
7510	002051439	RUBBER BANDS SIZE 16
7510	002433435	RUBBER BANDS SIZE 64
7520	013523018	RUBBER STAMP BAND TYPE
7520	002865791	RUBBER, STAMP, DATE
7510	009351005	RULER, PLASTIC 12 IN, INCH AND METRIC SCALES
7510	001616217	RULER, WOOD 18 IN, INCH SCALE
7350	006802630	SALT, SHAKERS, GLASS, 2 OZ
7930	012941115	SCOURING POWDER
7920	000452556	SCRAPER AND SQUEEGEE, VEHICLE WINDOW
5110	009974237	SCRAPER, GLASS, RAZOR
7520	001626178	SHARPENER, PENCIL
7520	013164446	SHARPENER, PENCIL, BATTERY OPERATED
5110	002933444	SHEARS 6 IN, STRAIGHT TRIMMERS
5110	012414373	SHEARS, STRAIGHT TRIMMERS
8520	006341594	SOAP, GRIT, PASTE
8520	001290803	SOAP, TOILET 4 OZ CAKES
6810	005987316	SODIUM HYPOCHLORIDE SOLUTION BLEACH
7920	008841116	SPONGE, CELLULOSE
7920	002402555	SPONGE, CELLULOSE, 5-3/4 IN BY 3-5/8 IN
7340	002418171	SPOON, DESSERT, STEEL
7340	002053341	SPOON, TABLE, STEEL
7340	000221317	SPOON, TEA
7340	002053340	SPOON, TEA, STEEL, 6 IN
7520	001626177	STAPLE REMOVER, OFFICE-TYPE
5315	008892605	STAPLE, TACKER, 1/2 IN
7520	002815895	STAPLER, PAPER FASTENING, OFFICE DESK-TYPE
7520	002405727	STAPLER, PAPER FASTENING, OFFICE HAND-HELD
7520	002431780	STAPLER, PAPER FASTENING, OFFICE HEAVY-DUTY
7510	002729410	STAPLES, PAPER FASTENING, OFFICE-TYPE HEAVY-DUTY
7510	002729662	STAPLES, PAPER FASTENING, OFFICE STANDARD-DUTY
7930	014181164	STARDUST ABSORBENT
7520	002051760	STENCIL SET, MARKING, 1/2 IN
7520	002987043	STENCIL SET, MARKING, METAL, 1 IN
7520	002987044	STENCIL SET, MARKING, METAL, 2 IN
7520	002729683	STENCIL SET, MARKING, METAL, 3 IN
7520	004942447	SUPPORT SET, STACKING, DESK TRAY
3740	002523383	SWATTER, FLY
7510	008784470	TAB, EMBOSSING BLUE
7510	001711126	TAB, INDEX, ADHESIVE
5120	008891796	TACKER, HEAVY DUTY STAPLES
8465	002424804	TAG, IDENTIFICATION, PERSONNEL
7510	013900717	TAPE, CORRECTION
7510	008261876	TAPE, EMBOSSING BLACK
8135	002711446	TAPE, GUMMED, WATER ACTIVATED, 2-1/2 IN
7530	002223453	TAPE, PAPER COMPUTING MACHINE
7530	002223455	TAPE, PAPER, COMPUTING MACHINE, 2-1/4 IN BY 225 FT
7510	000745124	TAPE, PRESSURE SENSITIVE, ADHESIVE, 2 IN CLOTH
7510	000745174	TAPE, PRESSURE SENSITIVE, ADHESIVE, 4 IN CLOTH
7510	002908036	TAPE, PRESSURE-SENSITIVE 1 IN, MED. STRENGTH STRAPPING
7510	005519822	TAPE, PRESSURE-SENSITIVE ADHESIVE, 5 IN CELLOPHANE
7510	005519825	TAPE, PRESSURE-SENSITIVE ADHESIVE, .75 IN CELLOPHANE
7510	005519823	TAPE, PRESSURE-SENSITIVE ADHESIVE, 1 IN CELLOPHANE

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7510	002666712	TAPE, PRESSURE-SENSITIVE ADHESIVE, 1 IN, MASKING TAPE
7510	002666710	TAPE, PRESSURE-SENSITIVE ADHESIVE, 2 IN, MASKING TAPE
7510	002666694	TAPE, PRESSURE-SENSITIVE ADHESIVE, 3 IN, MASKING TAPE
7510	000797906	TAPE, PRESSURE-SENSITIVE ADHESIVE, 2 IN, PACKAGING
7510	001594450	TAPE, PRESSURE-SENSITIVE, ADHESIVE, 1 IN, STRAPPING
8315	002557662	TAPE, TEXTILE, WHITE, 2 IN
6685	005627902	THERMOMETER FREEZER/REFRIGERATOR
6685	008897444	THERMOMETER, SELF-INDICATING
6685	010923911	THERMOMETER, SELF-INDICATING
7610	005142927	THESAURUS
7510	002726887	THUMB TACK
8540	002818360	TISSUE, FACIAL
7330	006160998	TONG, FOOD-SERVING
5110	013857354	TOOL KIT, MULTI-PLIERS
7350	008383919	TOOTH PICKS
8540	011699010	TOWEL, PAPER ROLL
7920	008239773	TOWELS, PAPER 14 IN BY 13 IN, INDUSTRIAL WIPING
8540	002627178	TOWELS, PAPER, SINGLE FOLD
7520	010944309	TRAY, DESK
7520	002326828	TRAY, DESK, WOOD, LEGAL SIZE
8020	007534911	TRAY, PAINT ROLLER
7520	002247620	TRIMMER, PAPER, DROP KNIFE
7350	001708330	TUMBLER, DRINKING, 10 OZ.
8415	001774974	VEST, HIGH VISIBILITY
7240	009654427	WASTE RECEPTACLE, 10 GAL PLASTIC
7930	001415888	WAX, FLOOR, WATER EMULSION-TYPE
7045	014442535	WRIST REST, ADJUSTABLE

## APPENDIX D HAZARDOUS MATERIAL

### D-1. TRAINING

**a. General Awareness/Familiarization Training.** The requirement for general awareness/familiarization training in USAREUR can be met by completing the hazardous communication (HAZCOM) standard training offered by base support battalion (BSB) safety offices. UR 385-10 requires that soldiers and civilian employees who work with or who may be exposed to hazardous chemicals or materials have access to information on the chemicals used in the workplace. UR 385-10, appendix A, provides a standard briefing package for designated HAZCOM trainers.

**b. Function-Specific Training.** Function-specific training applicable to USAREUR include the following:

(1) Hazardous Materials Driver Training Course (HAZ 11), Seventh Army Training Command (7ATC), Vilseck, Germany.

(a) German and European road regulations require vehicle drivers transporting nonexempt quantities of hazardous material (HAZMAT) to have a European Agreement Concerning the Transportation of Hazardous Goods by Highway (*ADR*) certificate. To obtain this certificate, drivers must attend the 40-hour HAZ 11 at 7ATC, the 28th or 181st Transportation Battalion driver academies in Mannheim, or the German-language course hosted by the 6966th Civilian Support Center, 37th Transportation Command, in Kaiserslautern, Germany.

(b) The Safety Division, Office of the Deputy Chief of Staff, Personnel and Installation Management (ODCSPIM), HQ USAREUR/7A, is the course proponent and certification authority.

(2) Hazardous Materials (-2) Certification Course (HAZ 12), 7ATC. This course is for the following personnel:

(a) Personnel responsible for procuring, transporting, or packaging and certifying hazardous military supplies and equipment.

(b) Military installation inspectors responsible for inspecting HAZMAT for shipment.

(c) Installation or service school HAZMAT instructors.

(d) Personnel engaged in consultant or laboratory work pertaining to HAZMAT.

(e) Personnel responsible for preparing specifications or technical instructions on HAZMAT.

(3) Hazardous Materials Recertification Course (HAZ 13), 7ATC. This course--

(a) Provides refresher training and updated information on HAZMAT transportation.

(b) Meets the refresher-training requirement for personnel who certify HAZMAT and conduct function-specific training for subordinate personnel as specified in DOD 4500.9-R.

(4) Hazardous Materials Handling, School of Military Packaging Technology, Aberdeen Proving Ground, Maryland. This training is for personnel who come in contact with HAZMAT or who work in positions where knowledge of HAZMAT handling is required. These personnel include but are not limited to the following:

(a) Warehouse personnel.

(b) Forklift operators.

(c) Freight-terminal ramp personnel.

(d) Personnel who type HAZMAT manifests and forms.

(e) Operators of vehicles used to transport HAZMAT.

(5) Defense Packaging of Hazardous Materials for Transportation, School of Military Packaging Technology, Aberdeen Proving Ground, Maryland. This course is designed for the following personnel:

(a) Personnel responsible for procuring, transporting, or packaging and certifying hazardous military supplies and equipment.

(b) Military installation inspectors responsible for inspecting HAZMAT for shipment.

(c) Installation or service school HAZMAT instructors.

(d) Personnel involved in consultant or laboratory work pertaining to HAZMAT.

(e) Personnel responsible for preparing specifications or technical instructions on HAZMAT.

(6) Defense Hazardous Materials/Waste Handling Course, United States Army Logistics Management College (USALMC) (at <http://www.almc.army.mil>), Fort Lee, Virginia. This course--

(a) Is designed for personnel who handle, package, store, transport, and manage HAZMAT or hazardous waste; and their supervisors.

(b) Provides initial HAZMAT and hazardous-waste training for environmental, safety, and industrial hygiene professionals; managers; and installation-support staff responsible for hazardous compliance.

(7) Defense Hazardous Property Management Course, USALMC. This course is for--

(a) Generators and handlers of HAZMAT and hazardous waste.

(b) Other personnel requiring knowledge on disposing of and reusing HAZMAT and hazardous waste.

(8) Performance Oriented Packaging (POP) Training, Defense Distribution Center, New Cumberland, Pennsylvania at <http://www.ddc.dla.mil/pcpop>, DSN 977-8238, civilian (717) 770-8238, or e-mail: [popsupport@ddc.dla.mil](mailto:popsupport@ddc.dla.mil). This course--

(a) Provides an orientation to performance-oriented packaging terms and definitions, general packaging requirements, package markings, shipping paper entries, the use of selective testing variations, exemptions, and approvals.

(b) Provides information on HAZMAT identification, mandatory dates for use of POP containers, receipt inspections, shipping documentation, the United Nations classification system, Military Standard 129 markings, and packaging codes.

(c) Meets the function-specific training requirement for receiving personnel, packers, warehouse workers, and certifiers.

(d) Should be part of HAZMAT training programs.

**c. Safety Training.** Safety training includes training on emergency-response actions, measures to protect employees from the hazards posed by materials, and methods and procedures for avoiding accidents. The Safety Division, ODCSPIM, can provide more information on applicable courses.

#### **d. Other Sources and Types of HAZMAT Training.**

**(1) The Army Environmental Awareness Resource Center (EARC).** The EARC (<http://www.hnd.usace.army.mil/earc>) supports the Army Environmental Center and offers environmentally related support services and products. The EARC provides installation and activity-specific environmental products, resources, source lists, and awareness-project-management services. The EARC also produces and updates the Defense Services Directory of Environmental Education and Training (called the Tools Catalog), which is a database of information on more than 4,000 environmental courses.

**(2) The United States Army Engineer School, Engineer Department of Instruction.** This school (DSN 676-4132 or civ 573-596-0131) offers several courses and training videos to help promote environmental awareness.

**(a) Installation Environmental Trainers Course (IETC).** This course provides trainer designees the tools needed to train unit environmental compliance officers (UECOs). The IETC provides an increased awareness of environmental requirements at each trainer's installation. This course prepares trainer designees to adapt current materials, design presentation methods, and present course subjects in a professional manner. This course is taught at the Army Logistics Management College, Fort Lee, Virginia.

**(b) Unit Environmental Compliance Officer (UECO).** This course provides UECOs with the tools needed to advise their unit commander on environmental stewardship practices at their unit or activity. Only individuals appointed as the UECO by the unit commander may attend. This course is taught at installations by qualified IETC trainers.

#### **(3) Video Training Products.**

**(a) Television Trainer (TVT) 5-137, Introduction to Hazardous Waste Management.** This video promotes compliance with the Resource Conservation and Recovery Act.

**(b) TVT 5-139, Emergency First Responder.** This video promotes compliance with multiple regulatory requirements (medical, fire, and law-enforcement personnel).

**(c) TVT 9-313, Operation Steward: The Unit Maintenance Facilities and the Environment.** This video promotes pollution prevention while touring a unit motor pool.

**(4) Army Correspondence Course Program (ACCP).** This program (<http://www.atsc.army.mil>) is administered by the Army Institute for Professional Development, United States Army Training Support Center, Fort Eustis, Virginia. DA Pamphlet 350-59 provides information on this program and the courses listed in (a) through (j) below.

(a) EN5700, Junior Enlisted Environmental Awareness Training.

(b) EN5702, Small Unit Leaders Environmental Awareness Training.

(c) EN5704, Senior Leaders Environmental Awareness Training.

(d) EN5707, Comply with Host-Nation, Federal, State, and Local Environmental Laws and Regulations.

(e) EN5708, Supervise Platoon Compliance With Host Nation, Federal, State, and Local Environmental Laws and Regulations.

(f) JA123, Legal Basis of Command: Environmental Law.

(g) MD0072, Environmental Injuries.

(h) QM3502, Manage Environmental Pollution Control Program.

(i) TR1030, Supervise the Land Transport of Hazardous Material.

(j) Defense Hazardous Material/Waste Handling Course, ALMC-HA. (The USALMC is the proponent for this course.)

**D-2. HAZMAT MIXTURES**

Personnel should keep a copy of the MSDS behind each storage-location card for an easy reference. Caution must be used when using generalized compatibility information (for example, that provided in charts and tables) since it does not consider special limits. Certain chemicals, even some in the same hazard class, can react when they are mixed, come in contact with each other, or are close to each other. Table D-1 provides examples of incompatible HAZMAT mixtures.

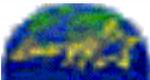
<b>Table D-1 Incompatible HAZMAT Mixtures (note)</b>	
<b>Mixture</b>	<b>Results</b>
Ammonia and bleach (chlorine)	noxious fumes
Acids or flammable liquids and poisons or pesticides	poisonous gas
Acids and petroleum, oils, and lubricants	heat or fire
Acids and caustics or corrosives	heat or spattering
Flammable liquids and oxidizers (peroxide, super tropical bleach (STB))	fire or explosion
Caustics or corrosives and epoxies	heat or fire
Chlorine gas and acetylene	explosion
Decontaminating solution number 2 (DS2) and STB	heat or fire
<b>NOTE:</b> These are only some examples of incompatible mixtures that could result in a health hazard. In addition to the compatibility of the items, SSAs must consider the compatibility of the storage containers. If further segregation is impossible, solid or granular HAZMAT should be stored above liquids so that leakage cannot drip down onto the containers.	

**D-3. BUY GREEN**

Several resources are available on-line to help units with their “buy green” mission.

**a. Environmental Protection Agency (EPA).** The EPA website (<http://www.epa.gov/opptintr/epp>) has a database with information on a wide variety of environmentally friendly products.

**b. General Services Administration (GSA).** The GSA Environmental Products and Services Guide is on the GSA website at <http://pub.fss.gsa.gov/environ/pdf/epsg2001.pdf>. Personnel who need a paper copy of this guide may contact the Centralized Mailing List Service, Fort Worth, Texas (civ (817) 334-5215). This website offers much helpful information, including a matrix of biodegradable products attributes in the cleaning products area, and a list of reprocessed and consolidated paints. Table D-2 provides a few of the symbols indicating GSA-preferred products. These symbols appear next to the items as applicable.

<b>Table D-2 GSA Environmental Symbols for Products</b>	
	<b>Environment Friendly:</b> Item contains environmental-friendly attributes or features (for example, water conserving, lead-free) as described in the item detail.
	<b>Recycled:</b> Item contains recycled content as described in the item detail (Environmental Protection Agency (EPA) item meeting Executive Order 13101).
	<b>Energy Star:</b> Item is compliant with the EPA Energy Star Computers Program ( <a href="http://www.energystar.gov">http://www.energystar.gov</a> ).
	<b>EE:</b> Item is energy-efficient as defined by Executive Order 13123 ( <a href="http://www.eren.doe.gov/femp/procurement">http://www.eren.doe.gov/femp/procurement</a> ).

c. Defense Logistics Agency (DLA). DLA environmental product catalogs may be ordered on-line at <http://www.dscr.dla.mil/catalogs/catalog.htm> or by contacting the Defense Supply Center Richmond (civ (312) 695-4865). These catalogs help users make smart environmental choices between similar products. Table D-3 provides samples product replacements.

<b>Table D-3 Product Replacements</b>			
<b>Product</b>	<b>Replacement</b>	<b>Application</b>	<b>NSN</b>
MIL-PRF-85570 TY II	Chlorinated compounds, ozone-depleting chemicals (ODCs)	General-use aircraft cleaner. Contains no solvents, volatile organic compounds, or hazardous air pollutants and is readily biodegradable.	6850-01-235-0872
R-134a	Class 1 ODCs (system-manager approval and retrofit required)	Automotive applications. Disposable cylinder included.	6830-01-412-6362
Propylene Glycol Antifreeze (A-A-52624 TY II)	Ethylene glycol-based antifreeze	Propylene glycol-based vehicle radiator coolant.	6850-01-383-4068
815 AF	Solvent-based cleaners	Phosphate-free, heavy-duty cleaner.	6850-01-394-2618
Bruhin 63-G	Chlorofluorocarbon 113, trichloroethane (TCA), trichloroethylene	Heavy-duty. Used for high-pressure spray wash and steam cleaning. Removes grease, oil, shop grime, and dyes from most metals. Contains a rust inhibitor for ferrous metals.	6850-01-394-0166
1D/4R	Acetone, methyl ethyl ketone, TCA, xylene	Removes coarse grease, oil, tar, and dirt from parts and equipment. Leaves an invisible protective coating to prevent flash rust.	6850-01-383-3053
Topsall #30	Butyl, flammable, and petroleum products	Cleans and degreases any hard surface: parts, hangar floors, galleys, steam cleaning, pressure washing, and fuel cells. Listed by the EPA for oil and fuel-spill washdowns.	6850-01-384-5149
P-D-680 Type III	P-D-680 Types I and II	Degreasing solvent with low odor and very high flashpoint.	6850-01-331-3349

#### **D-4. OTHER USEFUL HAZMAT INFORMATION SOURCES**

**a. Commander's Guide to Environmental Management.** The Commander's Guide to Environmental Management (at <http://aec-www.apgea.army.mil:8080/prod/files/comguide.pdf>) provides general environmental information for commanders and is a useful tool for staff officers and other personnel.

**b. You Spill, You Dig.** This handbook (at <https://www.denix.osd.mil/denix/Public/News/Army/Dig/cover.html>) is a basic guide for deploying and deployed soldiers and is designed to fit in a soldier's pocket. It is not a comprehensive reference for environmental protection, but it provides a good general overview. The handbook also gives examples and pictures of how not to store hazardous waste. Personnel may also contact the Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A, for a copy (DSN 370-9073).

**c. Chemical Reactivity Worksheet.** This worksheet (at <http://response.restoration.noaa.gov/chemaids.html>)--

(1) May be downloaded and used to determine the reactivity of chemicals and how chemicals may react if accidentally mixed.

(2) Has a database of reactivity information for over 4,000 common hazardous chemicals. This database provides information on the special hazards of each chemical and whether the chemical reacts with air, water, or other materials. The database also allows personnel to virtually "mix" chemicals to determine the dangers that could arise when certain chemicals are mixed.

(3) May be obtained from the Office of Response and Restoration, National Ocean Service, National Oceanic and Atmospheric Administration, 7600 Sand Point Way Northeast, Seattle, Washington 98115 (civ (206) 526-6317, e-mail: reactivitymail@hazmat.noaa.gov).

**d. NIOSH Pocket Guide on CD-ROM.** The National Institute for Occupational Safety and Health (NIOSH) publishes a guide on the physical, chemical, and toxicological hazards of chemical substances most commonly found in the workplace. This guide--

(1) Is known as the Pocket Guide to Chemical Hazards.

(2) Includes databases on toxicology, protective clothing, international chemical safety cards, and other relevant information.

(3) May be obtained for free from the NIOSH (1-800-356-4674; ask for the NIOSH Pocket Guide to Chemical Hazards and Other Databases, NIOSH publication number 99-115).

**e. CHRIS Manual for Water Emergencies.** The U.S. Coast Guard publishes a Chemical Hazards Response Information System (CHRIS) manual (at <http://www.uscg.mil/d5/mso/hamptonroads/intro.htm>) (national stock number 050-012-00406-4) that provides information on hazardous cargo. This manual--

(1) Provides emergency-response information and chemical, physical, and toxicological data on chemicals for personnel who respond to water emergencies resulting from cargo spills while transporting hazardous chemicals.

(2) Includes sections on corrective response actions, health hazards, fire hazards, chemical reactivity, water pollution, shipping information, and hazard classification.

(3) Is available on CD-ROM from the Superintendent of Documents (fax civ (202) 512-2250), U.S. Government Printing Office, Washington, DC 20402). The CD-ROM costs \$90.

## GLOSSARY

### Section I

#### ABBREVIATIONS

1AD	1st Armored Division
1st Inf Div	1st Infantry Division
1st TMCA	1st Theater Movement Control Agency
7ATC	Seventh Army Training Command
19th CMMC	19th Corps Materiel Management Center
21st TSC	21st Theater Support Command
200th TSC MMC	200th Theater Support Command Materiel Management Center
3d COSCOM	3d Corps Support Command
A&P	ERC codes for principal weapons systems and equipment
AAF	Army airfield
AAFES	Army and Air Force Exchange Service
AAFES-Eur	Army and Air Force Exchange Service, Europe
ABF	availability balance file
ABF-UP	availability balance file up
ACL	authorized customer list
ACO	administrative contracting officer
ACSP	Army Central Service Point, Logistics Support Activity
ADL	Automatic Disposal List (HQDA)
ADP	automatic dataprocessing
ADR	European Agreement Concerning the Transportation of Hazardous Goods by Highway
ADSM	automated data systems manual
AFSS	automated fuel service station
AIR	aviation into-plane reimbursement
AIT	automated identification technology
ALOC	air lines of communication
AMDF	Army Master Data File
AMS	Automated Manifest System
ANS	Army network station
AO	accountable officer
AOR	area of responsibility
APC	accounting processing code
APO	Army post office
AR	Army regulation
ARC	accounting requirements code
ARO	artifact responsible officer
ASG	area support group
ASL	authorized stockage list
ATAV	Army total asset visibility
ATG	automated tank gauging
AWCF	Army Working Capital Fund
B&C	ERC codes for auxiliary support equipment for A&P systems
BASOPS	base operations
BBP	break bulk point
BENELUX	Belgium, the Netherlands, Luxembourg
BII	basic issue item
BP	British Petroleum
BSB	base support battalion
BT	bottle
BX	box
CAGE	commercial and Government entity
cann point	cannibalization point
CASCOM	United States Army Combined Arms Support Command

CC	card column
CCI	controlled cryptographic item
CCP	containerization and consolidation point
CD-ROM	compact disk, read-only memory
CE	Central European
CEPS	Central European Pipeline System
CG	commanding general
CHRIS	Chemical Hazards Response Information System
CIF	central issue facility
CIIC	controlled inventory item code
CMH	Chief of Military History
CO	container
COMALOC	commercial air lines of communication
CONUS	continental United States
COR	contracting officer's representative
COSIS	care of supplies in storage
CRA	central retention account
CRC	CONUS Replacement Center
CTA	common table of allowances
CTASC	Corps Theater Automated Data Processing Service Center
CWT	customer wait time
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DCB	dollar cost banding
DCSLOG	Deputy Chief of Staff, Logistics, USAREUR
DESC	Defense Energy Support Center
DESC-EU	Defense Energy Support Center - Europe
DFAS-EUR	Defense Finance and Accounting Service - Europe
DFSP	defense fuel support point
DIC	document identifier code
DLA	Defense Logistics Agency
DLA-E	Defense Logistics Agency - Europe
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DODAAF	Department of Defense activity address file
DOL	director of logistics
DOR	detail obligation report
DRMO	defense reutilization and marketing office
DS2	decontaminating solution number 2
DSCR	Defense Supply Center Richmond
DSN	Defense Switched Network
DSS	direct surface ship
DSU	direct support unit
DUIC	derivative unit identification code
DX	direct exchange
EA	each
EARC	Army Environmental Awareness Resource Center
EEC	emergency-essential civilian
EMALL	electronic mall
EOQ	economic order quantity
EOR	element of resource
EPA	Environmental Protection Agency
ERC	equipment readiness code
ESOP	external standing operating procedure
FAS	Fuels Automated System
FC	fund code
FED LOG	Federal Logistics Record

FM	field manual
FMS	foreign military sales
FTP	file transfer protocol
FY	fiscal year
G4	assistant chief of staff, logistics
GBL	Government bill of lading
GEO	geographic area
GSA	General Services Agency
GSC-E	General Support Center, Europe
GSMP	General Support Maintenance Program
HAZCOM	hazard communication
HAZMAT	hazardous material
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
ICW	intermediate cold weather
ICWB	intermediate cold weather boot
IFMS	Interagency Fleet Management System
IMPAC	International Merchant Purchase Authorization Card
IMPE	information management processing equipment
IMSA	installation medical supply activity
IPG	issue priority group
ISB	installation supply buffer
ITV	in-transit visibility
JCS	Joint Chiefs of Staff
JPO	Joint Petroleum Office, United States European Command
LAD, ODCSLOG	Logistics Automation Division, Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A
LIDB	Logistics Integrated Data Base
LIN	line item number
LOGSA	Logistics Support Activity
LOI	letter of intent
MACOM	major Army command
MC	minor construction
MCN	management control number
MCSC	material category structure code
MIPR	military interdepartmental purchase request
MMC	materiel management center
MOGAS	motor gasoline
MOI	memorandum of intent
MOS	military occupational specialty
MRE	meal, ready-to-eat
MR&E	maintenance repair and environmental
MRO	material release order
MSDS	material safety datasheet
MTOE	modification table of organization and equipment
NA	North American
NATO	North Atlantic Treaty Organization
NICP	national inventory control point
NIMA	National Imagery and Mapping Agency
NIOSH	National Institute for Occupational Safety and Health
NRP	non-unit related personnel
NSN	national stock number
OCIE	organizational clothing and individual equipment
OCONUS	outside the continental United States
OCSURG	Office of the Command Surgeon, HQ USAREUR/7A
ODCSENGR	Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A
ODCSLOG	Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A
ODCSOPS	Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A

ODCSPIM	Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A
ODP	ozone-depleting chemical
OG	olive green
O&M	operation and maintenance
OMA	Operations and Maintenance, Army
OMC	optical memory card
OMIL	OCIE mandatory issue list
OOTW	operations other than war
O/P	ownership/purpose
ORM	other regulated materials
OSD	Office of the Secretary of Defense
OST	order and ship time
PASGT	personal armor system, ground troop
PBO	property book officer
PC&S	posts, camps, and stations
PDCD	portable data collection device
PG	package
PIN	personal identification number
PIT	process integration team
PMD	Petroleum Management Division, Headquarters, 200th Theater Support Command Materiel Management Center
PN	project number
POC	point of contact
POE	port of embarkation
POL	petroleum, oils, and lubricants
POP	performance oriented packaging
POV	privately owned vehicle
PSIAD	Policy, Systems Integration, and Analysis Division, Directorate of Policy Integration and Analysis, 200th Theater Support Command Materiel Management Center
QPBS	quantity possessed by soldiers
QSL	quality status list
QTY	quantity
RAC	requisitioning authenticity code
RATTS	Army radiation testing and tracking system
RCT	repair cycle time
RDODAAC	rapid Department of Defense activity address code
RDU	rapid development unit
RDUP	Rapid DODAAC Update
RF	radio frequency
RIC	routing identifier code
RICC	reportable item control code
RL	retention level
RMO	resource management office
RO	responsible officer
RSA	reserve storage activity
RTLTP	retention levels process
RWT	requisition wait time
RX	reparable exchange
SARSS	Standard Army Retail Supply System
SARSS-GW	Standard Army Retail Supply System-Gateway
SARSS-O	Standard Army Retail Supply System-Objective
SCM	supply-chain management
SD	stockage determination
SDR	supply discrepancy report
SLC	shelf-life code
SOP	standing operating procedure
SORTS	Status of Resources and Training System

SPBS-R	Standard Property Book System – Redesign
SR	stock record
SSA	supply support activity
SSF	single stock fund
SSO	supply support office
STAMIS	Standard Army Management Information System
STANFINS	Standard Financial System
STARFIARS	Standard Army Financial Inventory Accounting and Reporting System
STARS	Shipping Tracking and Redistribution System
STB	super tropical bleach
TAC	type address code
TCA	trichloroethane
TCMD	transportation control movement document
TDA	table of distribution and allowances
TDC	Theater Distribution Center
TDY	temporary duty
TOE	table of organization and equipment
TM	technical manual
TMP	transportation motor pool
UA	unit assemblage
UECO	unit environmental compliance officer
UETC	Installation Environmental Trainers Course
UI	unit of issue
UIC	unit identification code
UIT	Unique Item Tracking
ULLS	Unit-Level Logistics System
ULLS-A	Unit-Level Logistics System - Aviation
ULLS-G	Unit-Level Logistics System - Ground
ULLS-S4	Unit-Level Logistics System - Supply
UMMIPS	Uniform Materiel Movement and Issue Priority System
UN	United Nations
UP	USAREUR pamphlet
UR	USAREUR regulation
US	USAREUR supplement
U.S.	United States
USACCE	United States Army Contracting Command, Europe
USAFACEUR	United States Army Finance and Accounting Center, Europe
USAFE	United States Air Forces in Europe
USAMC	United States Army Materiel Command
USAMC-E	United States Army Materiel Command, Europe
USAMMCE	United States Army Medical Materiel Center, Europe
USAPC	United States Army Petroleum Center
USAREUR	United States Army, Europe
USASETAF	United States Army Southern European Task Force
USEUCOM	United States European Command
VG	Velocity Group
VM	velocity management
XR	other (RAC identifying code)

## Section II

### TERMS

#### 200th TSC MMC PMD External Standard Operating Procedure (ESOP)

A procedural guide prepared by the Petroleum Management Division (PMD), Headquarters, 200th Theater Support Command Materiel Management Center (200th TSC MMC), on how to provide petroleum support and how to obtain that support. The PMD develops, prepares, and distributes the ESOP (either in whole or in part) to all units, organizations, activities, and individuals in USAREUR involved in class 3 support operations.

**Automated Fuel Service Station System**

A computerized system used throughout USAREUR consisting of automated fuel pumps, sentries, and a central controller computer. This system operates under a centralized program that records, controls, and accounts for fuel issue and generates report data. The system is activated by use of an electronic read/write memory key that also acts as a security measure against unauthorized use.

**capitalization**

A process through which the fuel at a fuel facility becomes a Defense Energy Support Center (DESC) asset. The fuel remains an asset until it is issued to a customer or end-user. Fuel facilities that are nominated for capitalization are eligible for funding from the DESC under maintenance, repair, and environmental compliance (MR&E) and minor construction (MC) programs.

**emergency project**

A project that is urgently needed to restore or repair an existing facility or equipment to its normal operation after a malfunction or failure. Examples of emergency projects include leaking pipes or pipelines, pump or motor stoppage, and storage-tank ruptures.

**environmental compliance**

Projects or actions not defined under maintenance or repair that are associated with fuel-facility compliance of Final Governing Standards or host nation laws; or restoration projects for fuel facilities where contamination occurred after 1 October 1995.

**Fuels Automated System (FAS)**

A Defense Energy Support Center (DESC)-funded, automated, fuel-accounting system used at bulk petroleum defense fuel support points (DFSPs) and Army airfields. The FAS provides electronic inventory-management controls and billing between bulk DFSPs; the Petroleum Management Division, Headquarters, 200th Theater Support Command Materiel Management Center; and the DESC.

**minor construction**

A single undertaking that includes all construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing fuel facility. The total cost must be less than the specified military-construction threshold (currently equal to or less than \$500,000).

**mobility fuel**

Fuel for vehicles and aircraft. Mobility fuel does not include heating, propane, or solid products.

**Operations and Maintenance, Army, customer**

An activity or unit that manages its own Operations and Maintenance, Army (OMA), account.

**plus-up**

Additional issue items for deployment authorized on a temporary basis for no more than 60 days after redeployment.

**repair**

The restoration of a real-property facility so that it may be effectively used for its designated purpose. Repairs include overhaul, reprocessing, and replacement of constituent parts and materials that have deteriorated.