

16 January 2004

Logistics

Supply Policy Below the Wholesale Level

---

**\*This regulation supersedes AE Regulation 710-2, 3 February 2003.**

---

For the CG, USAREUR/7A:

WILLIAM E. WARD  
*Lieutenant General, USA*  
*Deputy Commanding General/*  
*Chief of Staff*

Official:



GARY C. MILLER  
*Regional Chief Information*  
*Officer - Europe*

---

**Summary.** This regulation—

- Prescribes supply policy below the wholesale level for the Army in Europe.
- Consolidates the supply policy from several logistics publications.

**Summary of Change.** This revision—

- Provides new policy and procedures for Supply-Chain Management (chap 2).
- Adds policy and procedures on lateral transfers (para 4-5), controlled cryptographic item turn-in and shipping procedures (para 5-1), found on installation items (para 5-17), and unique item tracking direct reporting (para 5-18).
- Updates policy on operational requirements and emergency issues from decrement stocks (para 5-4e).

**Applicability.** This regulation applies to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and the United States Army Installation Management Agency, Europe Region Office.

**Supplementation.** Commanders will not supplement this regulation without USAREUR G4 (AEAGD-SD) approval.

**Forms.** This regulation prescribes AE Form 710-2A, AE Form 710-2B, AE Form 710-2E, and AE Form 710-2F. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. File numbers and descriptions are available on the Army Records Information Management website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the USAREUR G4 (AEAGD-SD, DSN 370-8055/7459). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G4 (AEAGD-SD), Unit 29351, APO AE 09014-9351.

**Distribution.** A (AEPUBS).

---

## CONTENTS

### **Chapter 1 GENERAL**

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations and Terms
- 1-4. Responsibilities
- 1-5. Exclusions
- 1-6. Flag Policy

### **Chapter 2 SUPPLY-CHAIN MANAGEMENT**

- 2-1. Overview
- 2-2. Distribution Management
- 2-3. Shipping
- 2-4. Automated Identification Technology and RF Tags
- 2-5. Authorized Stockage List Reviews
- 2-6. Availability Balance File Up
- 2-7. CWT and RWT
- 2-8. Retrograde and Material Returns

### **Chapter 3 DODAAC MANAGEMENT**

- 3-1. Purpose
- 3-2. Scope
- 3-3. General
- 3-4. Policy
- 3-5. Responsibilities

### **Chapter 4 STOCK CONTROL**

- 4-1. Equipment Redistribution for Class 2 (Reportable) and Excess Class 7
- 4-2. Lateral Transfer Approval Authority for Installation Property
- 4-3. Project Codes
- 4-4. RF Tags
- 4-5. Lateral Transfer Policy
- 4-6. Army in Europe Retention Policy

### **Chapter 5 SUPPLY CONTROL**

- 5-1. CCI Turn-In and Shipping Procedures
- 5-2. Cannibalization Point

- 5-3. Combat Lifesaver Medical Equipment Set
- 5-4. Decrement Stocks
- 5-5. DRMO Operations
- 5-6. Emergency, High-Priority (IPD 01), and Other Off-Line Requisitions
- 5-7. Historical Artifact Accountability
- 5-8. Information Management Processing Equipment Accountability
- 5-9. Local Purchases
- 5-10. Releasing GSMP-Managed Items That Appear in the Manager Review File
- 5-11. Procedures for Ordering Map Products
- 5-12. Weapons and Chemical Masks for Non-Unit-Related Personnel
- 5-13. Short Shipment Policy
- 5-14. Supply Support Office
- 5-15. Self-Service Supply Centers
- 5-16. Supply Discrepancy Reports
- 5-17. Found On Installation (FOI) Items
- 5-18. UIT Direct Reporting
- 5-19. Control of Shelf-Life Items

## **Chapter 6**

### **HAZARDOUS MATERIALS**

- 6-1. Department of Defense and Army in Europe Requirements
- 6-2. Training
- 6-3. Awareness of Hazardous Materials in the Workplace
- 6-4. Material Safety Datasheets
- 6-5. Extending the Useful Life of HAZMAT
- 6-6. ASG Responsibilities
- 6-7. Acceptance and Retention of HAZMAT
- 6-8. Buy Green Policy
- 6-9. Forward Distribution Point Functions
- 6-10. Using Unit or Activity Functions

## **Chapter 7**

### **ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT**

- 7-1. Purpose
- 7-2. Responsibilities
- 7-3. OCIE Issue and Stock
- 7-4. OCIE Authorization
- 7-5. Supplemental-Issue Items
- 7-6. Deployment Stock
- 7-7. Deployment Support
- 7-8. Unit Responsibilities and Readiness
- 7-9. OCIE Accountability
- 7-10. OCIE Issue, Turn-In, and Exchange
- 7-11. Funding OCIE
- 7-12. OCIE Stockage Policy
- 7-13. Reporting

## **Chapter 8**

### **PETROLEUM**

- 8-1. General
- 8-2. Defense Fuel Support Point Phase II Program
- 8-3. Requisitioning Bulk Petroleum
- 8-4. Centralized Retail POL Billing
- 8-5. Automated Fuel-Service System
- 8-6. Quality Surveillance
- 8-7. Aviation Fuel Cards and Airfield Transactions

- 8-8. Contingency Operations and Petroleum-Asset Reporting
- 8-9. Army in Europe Heating-Fuel-Oil Guidance
- 8-10. Official Army in Europe Fuel Coupons and Credit Cards
- 8-11. Belgian Fina Credit Cards
- 8-12. Vehicle Operator Responsibilities
- 8-13. Fuel Support for Leased Vehicles
- 8-14. Unit Accounting Procedures for Official Esso Fuel Coupons and Credit Cards

**Chapter 9**  
**RAPID TOOL PROGRAM**

- 9-1. Rapid Tool Program

**Appendixes**

- A. References
- B. Rapid DODAAC Update Procedures
- C. Self-Service Supply Center Core Item List
- D. Hazardous Material
- E. Army in Europe Rapid Tool Program

**Tables**

- 2-1. Referral RWT Segment Performance Standards
- 5-1. Medical Equipment Set, Combat Lifesaver Unit Assemblage List
- 5-2. Tactical FDP DODAACs and Series for FOI Items
- 5-3. Nontactical FDP DODAACs and Series for FOI Items
- 7-1. OCIE Mandatory Issue List (OMIL)
- 7-2. Supplemental OCIE Issue List
- 7-3. EEC OCIE Issue List
- 7-4. Deployment Stock Requirements List for a 5,000-Soldier Force
- 8-1. Army in Europe DFSP Phase II Program Board Offices
- 8-2. Army in Europe DFSP Nomination Process
- 8-3. MR&E and MC Project Submission
- 8-4. Request for JP-8 and MOGAS Order
- 8-5. Request for USAFE, CEPS, and NATO-Leased Depot Fuel Orders
- 8-6. AFSS Transaction Data for Manual Issues
- 8-7. Required Information for Shelf-Life Determination
- 8-8. POL Inventory Information
- 8-9. Information Required for Belgian Fina Credit Card Requests
- D-1. Incompatible HAZMAT Mixtures
- D-2. GSA Environmental Symbols for Products
- D-3. Product Replacements

**Figures**

- 2-1. Dollar Cost Banding Authorization Memorandum
- 8-1. Format for Fuel Facility Nomination for Capitalization
- 8-2. Format for ASG Petroleum Facility Design and Construction Funding Request

**Glossary**

---

**CHAPTER 1**  
**GENERAL**

**1-1. PURPOSE**

This regulation prescribes supply policy and procedures for the Army in Europe.

**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 USAREUR G4 (AEAGD-SD) is responsible for developing, establishing, and publishing supply policy and evaluating requests for waivers to this policy in the European theater.

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. USAREUR Regulation 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 major subordinate and tenant commands (AE Reg 10-5, app A), area support groups (ASGs), base support battalions (BSBs), 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.

## **CHAPTER 2**

### **SUPPLY-CHAIN MANAGEMENT**

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

a. Supply-Chain Management (SCM)—

(1) Involves the logistics processes of customer response, inventory planning and management, supply manufacturing and procurement, warehousing and distribution centers, distribution of materiel, maintenance, and reverse logistics.

(2) Manages all internal and external logistics processes and information necessary to meet a customer requirement.

(3) Supports the Army's transformation of legacy, interim, and objective forces.

b. By reducing the combat-support and combat-service-support demand on the lift and footprint, SCM provides strategic responsiveness in the supply chain.

c. An effective SCM program will help commanders and logistics managers and personnel get the most from logistics processes to improve customer satisfaction and reduce overall supply chain costs.

#### **2-2. DISTRIBUTION MANAGEMENT**

After a long history of success in logistics process re-engineering, Velocity Management has been replaced by Distribution Management (DM) to work with emerging Logistics Transformation Work Group initiatives. The DM Program will implement best Army logistics business practices to provide end-to-end logistics support from the national level through the last tactical mile. Efforts are underway for DM to be used for more classes of supply.

a. The Army in Europe Distribution Management Group (DMG) supports the Army Distribution Management (ADM) Program in the European theater as follows:

(1) The Army in Europe DMG will be chaired by USAREUR G4 and include the following members:

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

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

(c) Commander, Division Support Command, 1st Infantry Division (1ID).

(d) Commander, Division Support Command, 1st Armored Division (1AD).

(e) Commander, 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) Commander, 200th Theater Support Command Materiel Management Center (200th TSC MMC).

(2) A Distribution Process Improvement Team (DPIT) will focus on customer wait time (CWT), requisition wait time (RWT), backorders, and stockage improvements designed to raise productivity in forward distribution points (FDPs). These were formerly called supply support activities (SSAs). The 21st TSC and USAREUR G4 will designate the DPIT leader.

(3) Each DPIT will include representatives (supply, maintenance, transportation, and finance) from each Army in Europe command. USAMC-E installation supply and maintenance representatives should also be members.

(4) The USAREUR G4 will appoint an Army in Europe DM Change Agent to provide central leadership to each PIT.

(5) Site improvement teams (SITs) must be established locally to support DM. The Army in Europe DM Change Agent and DPIT leader can provide assistance as required.

(6) The Army in Europe Change Agent or representatives will represent USAREUR at the annual DA DMG, at USEUCOM strategic distribution (SD) meetings, and during other DM meetings.

b. The DPIT will meet each fiscal quarter (when possible) to discuss and implement actions to improve DM in the European theater. SITs should also conduct regular meetings. Within 30 days after each quarter, the DPIT leader will provide the information below to the Army in Europe DM Change Agent, HQ USAREUR/7A, Unit 29351, APO AE 09014-9351:

(1) Minutes of quarterly meeting.

(2) Meeting attendance roster.

(3) Summary of PIT activities during the quarter.

(4) Accomplishments and issues of the PIT during the quarter, including a quarterly breakdown of CWT, RWT, and other pertinent statistics.

c. Each SIT is encouraged to conduct staff-assistance visits to each activity in its area of responsibility (AOR).

d. The Integrated Logistics Analysis Program (ILAP), version 6.0, will be the primary source for DM metrics. ILAP incorporates both CWT and RWT data in easy-to-use graphic interfaces designed for customer queries and distribution pipeline analysis.

e. The Army in Europe DM Change Agent will schedule an Army in Europe DMG meeting at least once a year. The purpose of the meeting is for the DPIT leader or representative to update board members on DPIT initiatives and accomplishments and to discuss relevant issues for resolution. This meeting may include presentations by other agencies that have a positive effect on DM in the European theater. DPIT and SIT members and other logisticians will be encouraged to attend these meetings.

f. The Army in Europe DM Change Agent will submit the minutes of each Army in Europe DMG and DPIT meeting to the USAREUR G4 within 30 days after each meeting.

g. Logisticians in the European theater must stay abreast of current and emerging trends in logistics transformation by periodically visiting the ADM website at <http://www.cascom.army.mil/adm/>.

### **2-3. SHIPPING**

Shipping is the process of packaging, packing, providing documentation for, and sending or transporting supplies. Units are required to use reusable containers for lateral transfers and retrograde shipments. FDP 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 FDP mission. Radio frequency (RF) tags, batteries for portable data collection devices (PDCDs) and RF tags, printer ribbons, diskettes, and paper are required stockage to support customers and to reduce supply discrepancy reports (SDRs).

### **2-4. AUTOMATED IDENTIFICATION TECHNOLOGY AND RF TAGS**

This paragraph provides policy for using the Standard Army Management Information System (STAMIS) and automated identification technology (AIT) equipment when processing Army in Europe lateral transfers and retrograde materiel. This policy includes Standard Army Supply Systems Objective (SARSS-O), Shipping Tracking and Redistribution System (STARS), RF tags, and Automated Manifest System (AMS) procedures that ensure the visibility of lateral transfers and retrograde materiel moving through the European theater to the continental United States (CONUS) and to deployed operations.

#### **a. Equipment Capabilities.**

(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 provides 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 (HHIs).

(c) May be written (burned) by using either the STARS or the AMS through a docking station or HHI.

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

(1) The 21st TSC will—

(a) Develop procedures for monitoring, reporting, and sustaining theater stocks of RF tags.

(b) Ensure that RF tags not required for theater logistics operations are returned to the Defense Distribution Center-East.

(2) Commanders of organizations with RF tag-write capabilities will, as resources permit, ensure RF tags are used for documenting shipments that include lateral transfers, retrograde materiel, and unit equipment shipments.

(3) Originating FDPs 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 barcode is not written over, lined through, taped, or stapled.

1. Ensure that MROs do not become detached while being transported. Like items must be taped or boxed together.

2. FDPs 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. Protect MRO from weather damage.

(e) Upload the RF-burn event ((c)2 above) to the Logistics Automation Division (LAD), Office of the G4, HQ USAREUR/7A (AEAGD-L), server.

(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.

(4) The Theater Distribution Center (TDC) will—

(a) Receive, sort, consolidate, repack, and ship material to its final destination within 24 hours.

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

(c) On receipt from FDPs, use SARSS-O detailed OMCs and AMS global OMCs for in-processing 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 USAREUR G4 (AEAGD-L) server to provide visibility.

(f) Produce an automated TCMD.

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

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

(5) Destination FDPs 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 FDP or the TDC.

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

(d) Maintain an inventory of OMC/RF tags to support outbound demands. This inventory will be based on historical workflow (for example, 3 months of data).

(e) Return adequately packed and protected excess consolidated OMC/RF tags (for example, in groups of 25) in a box to the TDC or mail them to the TDC at one of the following addresses:

**1. Civilian.**

Theater Distribution Center  
ESCK -Panzer Kaserne  
Mannheimer Straße (Building 3040/3041)  
67657 Kaiserslautern

## **2. Military.**

Theater Distribution Center (TDC)  
Bldg 3040/3041  
APO AE 09227

**NOTE:** The TDC can be contacted at DSN: 484-7775. The TDC DODAAC is W803RA.

### **c. General.**

(1) RF tags are required for the following shipments:

(a) TDC departures consigned for activities outside the Kaiserslautern area.

(b) Lateral transfers (to Central Region (CR), to CONUS, or to deployed operations) from theater-central redistribution activities and FDPs.

(c) Retrograde from FDPs to a higher-supply source.

(2) 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 repetitive reads by HHIs and battery drain. The battery must be reinverted before being rewritten to track referral and retrograde shipments.

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

(4) The TDC will consolidate, pack, and ship RF tags not used for referral or retrograde shipments to the Defense Distribution Center-East using the Uniform Materiel Movement and Issue Priority System, return priority 03. The following statement must be placed on containers and packages with RF tags: "This container or package contains nonregulated lithium batteries."

(5) Units can request additional RF tags from 21st TSC at DSN 484-8200/7966.

(6) The using organization must perform periodic maintenance on AMS/RF tag hardware to ensure cleanliness and unimpaired functionality of the SARSS-O and AMS systems. The using organization will contact the appropriate agency (SARSS or AIT team) for any support requirements beyond the periodic maintenance.

(7) The AIT help desk will answer questions about RF tags and procedures (DSN 375-7232 or civ 0621-487-72132).

### **d. Retrograde Burn Report Standard.**

(1) The retrograde burn standard is 90 percent. The retrograde burn standard is defined by the percentage of retrograde receipts matching the document numbers in the ITV archive server that show an RF ITV tag burn.

(2) Army in Europe units may view RF burn performance at the 200th TSC MMC webpage at <https://www.200mmc.21tsc.army.mil>.

## **2-5. AUTHORIZED STOCKAGE LIST REVIEWS**

**a. General.** Authorized stockage list (ASL) reviews will be conducted according to the procedures in AR 710-2. USAREUR FDPs must complete ASL reviews at least once a year. Dollar Cost Banding (DCB) is the mandatory ASL stockage determination method in ILAP (the starting point for the ASL review). The use of DCB applies to all ASL stock record accounts (SRAs) with a customer support mission. DCB—

(1) Supports HQDA DM initiatives and improved CWT and ASL weight-cube to maintain and improve readiness levels without significantly increasing inventory carrying costs.

(2) Uses a modified economic order quantity (EOQ) formula with CWT targets to provide managers with a tool to improve supply performance.

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

(4) Enables organizations to tailor their ASLs to better support their customers' missions, while giving consideration to local and national constraining factors.

(5) Information is on the United States Army Combined Arms Support Command (CASCOM) DM website (<https://www.cascom.army.mil/adm/Private/dcb2.htm>).

**b. ASL Review Process.** The ASL review involves the following six-step process:

**(1) Preparation.**

(a) Develop, publish, and brief the ASL review schedule and methodology. Master events/training calendars should have ASL review dates posted so that participants can plan appropriately for the event. Participants to be notified should include maintenance officers (direct support (DS) and unit), support operations/S4, USAMC-E installation supply and maintenance representatives, and division or corps materiel management center (MMC) personnel.

(b) Perform procedural review.

(c) Perform location survey, determine storage capacity, and prepare for improvement to storage locations (if needed).

(e) Review current performance metrics (ASL extended dollar value, ASL 0 balance with dues-out, CWT, RWT, and fill rate) for comparative analysis of before and after implementation of ASL review ((4) and (5) below).

**(2) Review and Analysis.**

(a) Request the FDP's current ASL workfile to verify ASL line accuracy.

(b) Determine parameters (stockage method, band type, type FDP, and maximum limits for lines, dollar value, weight, cube). Close coordination with supporting division or corps MMCs is imperative.

(c) Run the ASL review as many times as necessary to help project desired performance (for example, CWT, fill rate.)

(d) Distribute the list for review and recommendations. A short suspense should be set to speed up the process and to obtain command approval.

**(3) Brief Plan and Receive Approval.**

(a) The ASL review process is an event-driven exercise that requires participation by key command personnel. Key command personnel must be briefed on the ASL review implementation plan and the execution phase.

(b) Before receiving approval, required cabinetry, shelving, and other improvements (if needed) must be identified and briefed to the command.

(c) Receive approval.

**(4) Before Implementation.**

(a) Review FDP procedures and warehouse locations. Implementing DCB at an FDP that is not fully ready will not achieve desired results. FDPs should ensure that storage locations are not fragmented and that "golden zones" (those with critical, fast-moving items centrally located) are established. Warehouses should be arranged to reduce non-value-added steps and processes ("golden triangle" includes receiving, customer issue, and storage).

(b) Order necessary storage devices. Items can take up to 45 days for FDPs that are outside the continental United States (OCONUS).

**(5) Implementation.** Implementing ASL changes is a holistic approach. FDPs should allow cross-leveling among FDPs to free storage locations. Recommendations, in the following sequence, include the following:

- (a) Turn off excess at all FDPs.
- (b) Set parameters to refer down to the requisition objective (RO).
- (c) Set retention levels (RLs).
- (d) Enter document identifier code (DIC) YEBs for deletes and increases.
- (e) Enter Adds and Increases incrementally to avoid a significant increase in FDP workload.
- (f) Allow time for lateral transfers (formerly referrals) to post, then turn on excess.

**(6) Monitor Performance.** The responsiveness of the new ASL to customer demands must be monitored frequently. Comparative analysis should be made of CWT, fill rate, lateral-transfer volume, workorders awaiting parts, and statistics on these items from before the ASL review implementation.

### **c. Requirements.**

(1) FDPs must conduct ASL reviews at least once a year. 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. Only the Army G8 has this authority because of budgetary considerations caused by single stock fund (SSF) MS3 implementation. When budgetary considerations lead to the disapproval or adjustment of an approved ASL review, a formal supply constraint must be prepared according to DA Pamphlet 710-2-2.

(2) Participation in ASL reviews should include customer units, personnel from maintenance operations, support operations, division or corps MMCs, and the FDP accountable officer. SSF conversion increased USAMC assistance and partnership during ASL reviews.

(3) Commands must ensure the USAMC installation supply representative (ISR) is invited to ASL reviews. The USAMC ISR—

(a) Participates in the ASL review process and notifies the approval authority if USAMC does not concur with the recommended ASL.

(b) Coordinates with USAMC resource managers to confirm funds are available whenever recommended overall investment in the ASL inventory increases RO value by more than 10 percent.

(c) Coordinates ASL inventory changes with integrated materiel management centers (IMMCs) before these changes are made.

(4) One person will be designated in writing by the first colonel (06) in the chain of command to be the ILAP DCB coordinator to conduct (run and review) DCB analysis for ASL reviews. It is strongly recommended that the FDP accountable officer be the DCB coordinator. Any additional personnel authorized to request DCB passwords, and workfiles and to submit changes to the ASL should be designated on the same memorandum, but may be designated on a separate memorandum. Figure 2-1 provides the format for this memorandum.

(5) ASL reviews will include the following:

- (a) Board minutes addressing the requirements in AR 710-2.
- (b) Justification for deviations in stockage-list code percentages listed in AR 710-2 and DA Pamphlet 710-2-2.
- (c) The current ASL.
- (d) Marked-up ASL recommended adds.

---

## Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR CONCERNED PERSONNEL

SUBJECT: Dollar Cost Bonding Authorization

**Part One:**

1. Request that the individuals listed in paragraph 2 be given access to run the authorized stockage review list process embedded in the Integrated Logistics Analysis Program (ILAP).
2. The following information is provided for each individual:

Full Name:

Social Security Number:

Rank or Duty Position:

Job Title:

Installation, Camp, Post:

RIC or RICs Responsible For:

Security Clearance Level:

PCS Date:

ETS Date:

**Part Two:** (Access Level) (see note)

3. Request the following level of access: (select 1, 2, or all 3 for each individual)
  - a. Request the ASL Review Workfile.
  - b. Review and edit the ASL Workfile.
  - c. Create and submit YEB transactions.
4. This signed and completed memorandum will be provided to the local ILAP system administrator, the supporting CTASC system administrator, and to the DA ILAP POC for USER ID and password assignment.

Signature block  
of approving authority

---

**NOTE:** Access levels and RICs must be clearly identified for each individual. The DCB ASL review process in ILAP provides 3 levels of security ((1) Requesting the ASL workfile, (2) Editing the ASL workfile, (3) Creating/submitting YEBs). The ASL will be reviewed, modified, or changed only by persons designated and approved by the approving authority. In the case of a regiment, the railroad surveillance service commander will be the approving authority. In the 21st TSC MMC, the TSC MMC commander is the approving authority. In every case, the approving authority must clearly indicate which levels of access the individuals may have.

---

- (e) Marked-up ASL recommended increases.
- (f) Marked-up ASL recommended deletes.
- (g) Marked-up ASL recommended decreases.
- (h) Other related documentation.

(6) The results of ASL reviews must be approved in writing by the first colonel or equivalent in the chain of command and executed within 30 days. If the ASL review results are not approved within 30 days, they will be considered invalid and the ASL review must be redone.

(7) Commands will prepare a decision paper for coordination and approval by the chief of support operations and by the resource manager.

**(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 submitted by the ILAP DCB operator will be processed to bring stock levels to the new authorization. Close coordination with the supporting MMC and corps theater ADP service center (CTASC) is imperative.

**(b) Disapproval.** If disapproved by the chief of support operations or the resource manager, commands will conduct another DCB run/ASL review to resolve discrepancies. Resolution must be in writing. If budgetary considerations are the only reason for rejection, a formal supply constraint will be prepared and forwarded to HQDA 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 resource manager within 21 days after the ASL review.

(8) Funding-approval decisions will be made jointly between the USAREUR G4 and the USAMC ISR.

(9) 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 USAREUR G4 and USAMC ISR.

**d. Implementation.** Implementation of ASL review 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 results is at the discretion of the command.

## 2-6. AVAILABILITY BALANCE FILE UP

a. The following manuals explain SARSS-O procedures in the European theater for the monthly 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 SARSS2-AD in the theater of operations in the proper sequence. The ABF-CLEANUP is 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 will be 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 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.

## **2-7. CWT AND RWT**

### **a. Responsibilities.**

(1) The Logistic Support Activity (LOGSA) directs the maintenance of the logistics database. CASCOM subsequently uses ILAP to develop CWT and RWT performance reports.

(2) The CASCOM, as directed by the Office of the G4, HQDA, provides the direction and method for the application of CWT and RWT performance reports toward managing CWT and RWT issues.

(3) The Army in Europe DMG (para 2-2a(1)) directs the management of AE-wide CWT and RWT issues, and it institutes processes in Europe through the DPIT.

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

(5) The USAREUR G4 is the proponent for DM guidance for the European theater.

### **b. Supply Standards.**

**(1) CWT.** DOD mandated CWT be used as the key performance metric for logistics. CWT measures the performance of all logistics processes (including customer requests for spare parts from the Army supply system) involved in providing the materiel that maintainers need to repair broken equipment.

(a) CWT measures of logistics processes include order fulfillment, stockage determination, component repair, and procurement. CWT measures supply-chain performance from the unit perspective.

(b) CWT focuses on supply requests initiated by the maintainer, entered as requests into the supply system by the unit parts clerk (the customer in CWT), and forwarded to the FDP. The measurement of CWT begins when the unit clerk initiates a request for materiel and ends when the unit clerk receives the part.

(c) The overall CWT goal for OCONUS (all priorities of class 9) is 15 days.

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

(a) RWT evaluates how well the logistics chain for spare parts serves the FDP by measuring how much time is required to meet an FDP requisition for a part. These requisitions include both those submitted to replenish the FDP's own inventories and those submitted as "special orders" for spare parts that are needed by the unit but that the FDP does not stock or have available to issue.

(b) For wholesale requisitioning, the OCONUS air lines of communication (ALOC) RWT goal is 13 days from the submission of a DIC A0 to the receipt DIC D6S at the receiving FDP. OCONUS surface lines of communication (SLOC) goal is 40 days.

**c. Performance.** Agencies and activities OCONUS have an integral part in promoting expeditious supply procedures and have an effect on CWT and RWT performance. Managers at every level must evaluate supply procedures to improve DM.

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

**e. Reporting.** CWT and wholesale RWT performance is reported each month for all requisitions during the reported month regardless of the DIC AO date. Reports are published on the CASCOM website for Army leaders and logisticians.

**f. Reducing CWT.** CWT has four critical improvement points. Logisticians and commanders must—

(1) Continue to increase FDP fills. They yield the fastest and most reliable CWT. DCB provides decisionmaking alternatives to increase fill rates.

(2) Continue to increase fill and decrease processing and transportation time from distribution points.

(3) Reduce the frequency and duration of back orders, which account for most of the variability in CWT performance.

(4) Reduce time for redistribution for assets to improve CWT.

**g. Reducing RWT.**

**(1) General.** The Army in Europe receives supplies through retail and national supply systems as explained 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 national supply system, requisitions are filled through a CONUS supply source or a designated distribution activity (for example, the Defense Distribution Depot, Europe, in Gernersheim).

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

**(2) Reporting and Statistical References.**

**(a) Wholesale RWT.** 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/adm>. Commanders and logisticians can access RWT (and CWT) data through DA ILAP.

**(b) Lateral Transfers.** The PSIAD is responsible for statistics and retail lateral transfer RWT reports. RWT performance charts for the FDPs and reserve storage activities (RSAs) are posted on the 200th TSC MMC website at <https://www.200mmc.21tsc.army.mil>.

**(3) ALOC.**

(a) Most Army in Europe ALOC are transported from CONUS national 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 FDPs in the European theater. The OCONUS ALOC DM goal is 13 days. The Army in Europe retail activities (FDPs) 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 the Army in Europe are as follows:

1. Central Region: normally delivered by commercial air lines of communication (COMALOC).

2. Italy: normally delivered by COMALOC.

3. Taszar, 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.

**(4) SLOC.** (SLOC is also known as surface RWT.) Most SLOC shipments to the Army in Europe are transported from CONUS national 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 FDPs in the European theater.

(a) Surface RWT has 12 segments. The OCONUS surface RWT goal is 40 days.

(b) Army in Europe retail activities control the same two segments as in the ALOC RWT ((3)(a) above). After receiving a systems change package, the Army in Europe will control four segments of the surface RWT: requisition processing, hub processing, surface in-transit to FDP, and receipt processing.

**h. Retail Lateral Transfer RWT.** Lateral transfers are requisitions filled with redistributable intratheater assets. Lateral transfer RWT measures how long it takes the theater-retail system to fill FDP requisitions. The lateral transfer RWT goal for the Army in Europe is 10 days. Table 2-1 provides lateral transfer goals. Intratheater requisition performance information is measured as DM from the DIC A0 to the selected FDP by DIC A4 lateral transfer, through the appropriate transportation node, and back to the requesting FDP. Measurement is gained through support programs designed to draw against the CTASC historical file.

<b>Referral Segment</b>	<b>Army in Europe Goal (days)</b>
A0 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.** Lateral transfer 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 FDPs, 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 FDP 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 cost and resource use.

**(b) Chain of Responsibility.** The USAREUR G4 (AEAGD-SD) is the proponent for intratheater RWT policy and management. Subordinate commanders and staffs are responsible for the associated resource management to support the enhancement of lateral transfer RWT. Through the DPIT, 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 Army in Europe DMG (para 2-2a(1)) establishes performance standards for lateral transfer RWT based on recommendations from the field and the DPIT. The Army in Europe DMG periodically adjusts the standards for RWT performance.

**(2) Segmental Descriptions.** Performance segments for lateral transfer 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 2-1 provides referral RWT segment performance standards for the European theater.

**(3) Statistical References.** The PSIAD maintains the program database for theater referrals.

**(4) Reporting.** The PSIAD prepares RWT charts and summaries in a statistical format as directed. RWT performance charts for most FDPs and RSAs are posted in the 200th TSC MMC website (<https://www.200mmc.21tsc.army.mil>). FDP managers who wish to add their performance to the charts should contact the PSIAD, 200th TSC MMC, Unit 23203, APO AE 09263-3203 (DSN 484-8549).

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

## **2-8. RETROGRADE AND MATERIAL RETURNS**

**a. Excess Material.** Excess material not covered by the European theater retention policy (para 4-6) will be shipped to the appropriate RICs. RF tags will be used for shipping retrograde material. FDPs 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.

(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 FDP 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 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.

## CHAPTER 3 DODAAC MANAGEMENT

### 3-1. PURPOSE

This chapter establishes procedures for DODAAC management in the European theater to ensure that DODAAC additions, deletions, and changes are properly coordinated and standardized in all Army in Europe systems and national databases. These systems and databases include the Defense Automatic Addressing System (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 Army in Europe AOR.

### 3-3. GENERAL

a. A DODAAC is a six-digit alphanumeric 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 for materiel requisitioning, receiving, storing, issuing, shipping, maintaining, and billing.

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 direct surface ship (DSS) FDPs in the European theater 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 the Army in Europe.

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

**(4) Requisitioning Authenticity Code (RAC).** 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 FDP, 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. Unit Identification Code (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 USAREUR G3 (AEAGC-FMD, DSN 370-8269). This includes derivative unit identification codes (DUICs) for elements of an organization that are task organized or split for deployments or exercises. The G3 (AEAGC-FMD) 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 must use rapid DODAAC update procedures in appendix B.

(2) Units and activities requesting assignment of a new DODAAC must—

(a) Request a UIC or DUIC, as applicable.

(b) Complete AE Form 710-2E and send it to the DODAAC coordinator.

(3) DODAAC coordinators will—

(a) Validate the requirement.

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

(c) Confirm assignment of an accounting processing code (APC) with the servicing resource management office (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 09263-3203 (DSN 484-8208/8560), or by 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 (USAMC 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 European theater will submit requests for UICs and DODAACs according to homestation procedures. Homestation 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 submitting them to the ANS (b(3)(e) 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 subparagraph c above. All actions initiated as a result of the reconciliation must be completed before the end of the month.

**e. DSS/ALOC Coding.** When a USAREUR major subordinate or tenant command, ASG, or BSB wants to change the DSS/ALOC code for an FDP DODAAC, the command must submit a request with justification through their assistant G4 to the USAREUR G4 (AEAGD-SD/Class IX Branch), Unit 29351, APO AE 09014-9351.

**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 not less than 48 hours before deployment (app B).

### 3-5. RESPONSIBILITIES

a. The USAREUR G4 (AEAGD-SD) is the proponent for the Army in Europe DODAAC policy and will monitor the semiannual reconciliation.

b. Commanders of USAREUR major subordinate and tenant commands, ASGs, and BSBs 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 directly of changes, additions, and deletions submitted by units according to rapid DODAAC update procedures (app B).

c. The 21st TSC MMC will—

(1) Appoint an Army in Europe ANS manager.

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

d. The ANS will—

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

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

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

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

(5) Manage semiannual reconciliations during March and September to ensure synchronization across supply and financial systems, and provide results of the reconciliation to the G4 (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 (March and September) 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 them into the SARSS.

(2) Coordinate DODAAC changes, additions, and deletions with the Defense Finance and Accounting Service - Europe (DFAS-EU) to establish an APC and fund code (FC). Provide all necessary information to DFAS-EU 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-EU 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-EU 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; it will be 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 “ADSM 18-L1Q-AJP-ZZZ-HB, 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 a confirmation by e-mail to the supporting SARSS-2A manager and RMO within 24 hours.

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

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

(3) Verify that the 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” 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 G4 (AEAGD-SD).

## CHAPTER 4 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. The following items are not considered excess:

(1) Items authorized by unit modification table of organization and equipment (MTOE) and table of distribution and allowances (TDA).

(2) Items authorized by Army regulation.

(3) Items approved by a letter of retention from the Office of the G3, HQ USAREUR/7A.

(4) Items for which an organization has a HQDA memorandum of authorization.

b. Equipment must 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 DS-maintenance technical classification. The unit will submit all other equipment to its DS maintenance activity for technical inspection to classify the item for turn-in according to the maintenance activity's standing operating procedure (SOP).

(3) Controlled cryptographic items (CCIs) (controlled inventory item code (CIIC) 9) will be processed according to DA Pamphlet 25-380-2 and paragraph 5-1 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 to *excess.disposition@19cmmc.wiesbaden.army.mil*.

(b) Other Army in Europe commands that receive support and service from 200th TSC MMC will be sent through the unit G4 to *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 Army in Europe 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 FDP level.)

e. After receipt of disposition instructions, units will ensure that the item is brought up to the identified standard. Unless otherwise directed, equipment identified for turn-in to the General Support Center, Europe (GSC-E), must be at the TM 10- and 20-series maintenance standard accompanied by documentation according to references and the turn-in FDP SOP. A joint inspection will be conducted on turn-in. Any cost 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 made according to the following procedures:

(1) Lateral transfers directed by 200th TSC MMC between Army in Europe 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 standards 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 basic issue items (BIIs). Missing items will be charged to the losing unit on an SF 364 or paid for with a DD Form 448.

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

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 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 USAREUR G4 (AEAGD-SD) to the Logistics Support Office, USEUCOM J4 (USEUCOM J4 (ECJ4-LO-LOS), Unit 30400, Box 1000, APO AE 09128-0400; 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 NIPC 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 will be sent through the 200th TSC MMC (AERLA-MMC-SSD), Unit 23203, APO AE 09293-3203 (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. RF TAGS

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

a. Commanders should use RF tags for documenting shipments when resources permit. RF tags are required for the following shipments:

- (1) All shipments departing the TDC for activities outside the Kaiserslautern area.
- (2) Referral shipments from theater-central redistribution activities and from divisional main FDP accounts.
- (3) Retrograde shipments from FDPs 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) to prevent repeated reads by HHI and draining of 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 questions about RF tags and procedures for using them (DSN 375-7232 or civilian 0621-487-7232).

#### 4-5. LATERAL TRANSFER POLICY

**a. Lateral Transfers Between RIC GEOs.** Army in Europe units will not issue lateral transfers between RIC GEOs except as noted below (21st TSC-mission FDPs in support of repair programs are exempt from this policy and will not issue lateral transfers):

(1) The 21st TSC RICs listed in (a) through (i) below will issue all lateral transfers 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, COMMEL 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 USASETAF and other FDPs deployed out of the Central Region (including Task Force Eagle and Task Force Falcon FDPs) will not send lateral transfers to FDPs in the Central Region. The USASETAF and deployed FDPs will receive lateral transfers from the RICs listed in (1)(a) through (i) above.

**b. Lateral Transfers Between SARSS-1 Sites in the Same RIC GEO.** Army in Europe commands will establish internal procedures for lateral transfers between SARSS-1 sites in the same RIC GEO.

### **c. Additional Instructions.**

(1) The USAREUR G4 will publish required parameter changes to USAREUR Regulation 710-1 and report on the parameter compliance of Army in Europe commands according to USAREUR Regulation 710-1.

(2) Army in Europe commands will ensure that applicable SARSS-O parameter settings are changed according to USAREUR Regulation 710-1 and automated logistics systems manuals.

### **4-6. ARMY IN EUROPE RETENTION POLICY**

a. This retention policy applies only to Operation and Maintenance, Army (OMA), FDPs in the European theater and not to Army Working Capital Fund (AWCF) FDPs. The policy establishes RLs for items that are not repairable exchange (RX) as follows:

(1) Army in Europe commands operating OMA FDPs 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 (RTLTP).

b. Army in Europe units operating OMA FDPs are authorized retention of RX items according to the following:

(1) Army in Europe 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 RTLTP.

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.

## **CHAPTER 5 SUPPLY CONTROL**

### **5-1. CCI TURN-IN AND SHIPPING PROCEDURES**

**a. General.** Army in Europe units must strictly follow established procedures when turning in and shipping CCIs.

(1) CCIs are unclassified but sensitive items identified by 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 nonrepairable CCIs will be identified to the supporting MMC for disposition instructions. CCIs will not be turned-in to GSC-E without MMC disposition instructions.

**b. Turn-In Procedures.** AE Regulation 380-40, appendix C, provides procedures for turning in CCI in the European theater. The security warehouse (RIC WQD, DODAAC W80Q7B) of the GSC-E is the only turn-in location for CCIs. CCIs will not be turned in to defense reutilization and marketing offices (DRMOs) or any FDP other than the GSC-E Security Warehouse.

**NOTE:** If a CCI is inadvertently picked up by an FDP SRA, 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 FDP 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 indicating that the CCI is zeroed according to AE Regulation 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 FDP will keep copies of all CCI documentation.

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

(8) DD Form 1348-1A 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 protective and security measures that will safeguard CCIs and 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 must 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 U.S. Postal Service registered mail is authorized. Army post office (APO) addresses are also authorized for use.

**d. Class 7 FDP.** The class 7 FDP 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 Army in Europe units. The class 7 FDP 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 FDP will continue to notify the unit for 30 days. If the unit does not pick-up the CCI within 30 days, the FDP will send a record of notification through command channels for assistance.

### **5-2. CANNIBALIZATION POINT**

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

a. The Cann Point provides a source of supply—

(1) To Army 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 (RDD).

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

b. The Chief, FDP, 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, FDP, GSC-E (building 645, Rhine Ordnance Barracks; DSN 489-7181/7143).

d. All parts with NSNs will be requested using DA Form 2765-1. DD Form 1348-6 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 an SRA may set up a Cann Point. Commanders who want to set up and operate a Cann Point must send a request through the 200th TSC MMC and the USAREUR G4 (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 5-1) is a durable item with accounting requirements code (ARC) D and will be accounted for according to AR 735-5.

(2) There should be at least one combat lifesaver bag 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 may order new combat lifesaver bags only to replace ones that are lost or when 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 5-1 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 major subordinate and tenant commands 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 of their guidance to the Office of the Command Surgeon (OCSURG), HQ USAREUR/7A (AEAMD-LOG), CMR 442, APO AE 09042-0442.

(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. 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 handreceipts using ULLS-S4 automated procedures. Commanders will establish and maintain handreceipt 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 Office of the G4, HQ USAREUR/7A, 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, "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 to the OCSURG (AEAMD-LOG), CMR 442, APO AE 09042-0442; or fax DSN 371-2712 or civilian 06221-17-2712. Units should call 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 Army in Europe 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 Army in Europe RSAs or on requisition from supply sources in CONUS. Decrement stocks are marked administratively for USAREUR major subordinate and tenant commands 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 and 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 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 major subordinate and tenant 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 FDPs 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 Army in Europe 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 Army in Europe 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 FDP accountable officer (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 be processed according to AR 700-131. Decrements stocks will not be issued 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 the European theater for aviation equipment (material category structure code (MCSC) H) and missile equipment (MCSC L) are limited to support items.

**e. Operational Requirements and Emergency Issues From Decrement Stocks.** Units must submit requests for operational equipment requirements (equipment above MTOE authorization) through command channels to the USAREUR G3 (AEAGC-FMD) for approval and prioritization. Once the request is approved, the USAREUR G3 will send it through the USAREUR G4 to the Commander, 200th TSC MMC, for action. The 200th TSC MMC will determine if theater assets are available. If available, equipment will be prepared for shipment or unit pickup (as requested). If the requested equipment not available, the request will be returned to the USAREUR G4 and G3. The USAREUR G3 will then send it to the Army G3.

(1) As required by the USAREUR G3, USAREUR G4, and the 21st TSC MMC, decrement stocks may be used to replenish or meet units above-authorizations requirements based on priority of need established by the USAREUR G3.

(2) Replenishment stocks and operational-need equipment will be issued based on high-priority requests to units, become unit property for the duration of the requirement, and be accounted for on the owning unit property records.

(3) To meet unit requirements, the 200th TSC MMC will maintain decrement stock for small arms, light machineguns, and protective masks at 100 percent of USAREUR-approved decrement authorizations. USAREUR decrement stocks for sized items will be maintained according to the Army tariff. Excess caused by too many of a particular size will be reduced through issue.

(4) As stocks are issued, the 200th TSC MMC will submit replenishment requisitions as high-priority 02/999 requisitions and request shipment by the fastest traceable means (RW, tagging, Global Tracking Network (GTN), Federal Express, or DHL Express).

(5) On completion of mission requirements for equipment, units will report excess property according to AR 710-2 and this regulation using established procedures for excess equipment.

## 5-5. DRMO OPERATIONS

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

(1) Units will not turn in excess items directly to DRMOs. However, the FDP 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 must be sent through the S4 or G4 (local policy applies) to the unit's 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 the European theater.

(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. Army in Europe 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 ADL.**

(1) Units may obtain a copy of the ADL at [http://www.hqda.army.mil/logweb/directorates/sm-sustainment/SM%20Site/SM\\_Main/smhomepage.htm](http://www.hqda.army.mil/logweb/directorates/sm-sustainment/SM%20Site/SM_Main/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 European theater, 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 FDP.

**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, HIGH-PRIORITY (IPD 01), AND OTHER OFF-LINE REQUISITIONS**

This paragraph establishes Army in Europe policy on using non-STAMIS methods to procure material.

### **a. Aircraft on the Ground (AOG).**

(1) As the current proponent for AOG procedures, the United States Army Aviation and Missile Command (AMCOM) implemented the AOG program to provide customers with the capability to submit up to three requisitions for repair parts that are physically grounding an aircraft.

(2) The AOG requisition is similar to a non-mission capable supply (NMCS) requisition, but is one level higher than an NMCS request. AOG requests will be made by telephone, e-mail, or fax (a manual process).

(3) AOG requests will be submitted as follows:

(a) Customers will submit AOG requests to the supporting FDP using a locally developed AOG request form. The ULLS-A document number will be used for the request. The AOG request form must include the tail number, type of aircraft, NSN, quantity, document number, and an RDD. A 24-hour POC name and telephone number (DSN and civ) must also be provided on each request.

(b) Customers are not authorized to call in, fax, or send AOG requests by e-mail to national item managers or AMCOM. The FDP is the POC for filling or passing AOG requisitions. If requisitions are passed, the division materiel management center (DMMC), 19th Support Center, or 200th TSC MMC will help expedite the AOG request.

(c) MMCs will publish and provide their AOG POCs to supported FDPs. Staff duty telephone numbers will also be provided.

**b. Issue Priority Designator (IPD) 01 Lateral Transfers.** USAREUR tactical FDPs that receive IPD 01 requests will do the following:

(1) Tactical FDPs that receive a high-priority IPD 01 lateral transfer request for nonaviation items will ship the assets to the GSC-E or Storage Activity Kaiserslautern (SAK). Aviation intermediate maintenance (AVIM) and aviation unit maintenance (AVUM) will ship to the 2/502d Theater Aviation Support Activity (TASA) (RIC AES) within 24 hours after receiving the lateral transfer request for packaging, shipping, and processing. The tactical FDP will not ship any IPD 01 lateral transfer assets from its SARSS-1 box directly to the requesting unit unless it is an intratheater referral.

(2) Tactical units will ensure that the IPD 01 lateral transfer shipment is sent by the fastest traceable means possible (for example, RF tags). Shipping or adding IPD 01 requests in multipack boxes is not recommended. The tactical FDP will notify GSC-E and SAK by telephone (DSN 484-7419/7117) of IPD 01 shipments to RIC WB2 or the TASA (DSN 382-5229/4100) for aviation shipment to RIC AES. Telephonic notification must include RF tag information (TCN and document numbers), mode of shipment, type of container, and estimated or actual departure time (for example, small box on 37th trailer number A123, due to depart Mannheim at 1200/5 Mar 04, RF tag number 123456).

(3) On receipt of an IPD 01 shipment, the GSC-E, SAK, or TAK will have 24 hours to pack or crate the asset, clear customs, and forward it to the TDC for shipment to the intended consignee.

(4) The intent of this policy is for tactical FDPs intended to forward lateral transfers to RIC WB2 at the GSC-E, SAK for non-aviation items and RIC AES for aviation items. SAK and TASA are staffed to perform required packing and crating missions, which include customs preparation. Tactical FDPs are not funded or staffed for packing, crating, and processing shipments to CONUS or to deployment locations. Tactical FDPs are not familiar with customs regulations and international shipping procedures.

(5) An 01 referral is a high priority that is needed for or by a force activity designator (FAD) I unit deployed or in CONUS. This referral must be processed immediately to ensure it reaches the requester in the least amount of time possible. Accountable officers, FDP technicians, and FDP noncommissioned officers (NCOs) must be vigilant to ensure that 01 referrals and shipments receive expeditious handling.

**c. 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 and nonbudgeted requisitions may be charged against AWCF accounts and cause an overobligation of funds. Overobligating 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 IPD 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 USAMC. Designees processing call-in requisitions using AWCF funds will ensure funds will be 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 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:** 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 overobligation violation.

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

**d. General Support Maintenance Program (GSMP) Walk-Through Requisitions.** This paragraph establishes Army in Europe policy for "walk-through" requisitions under the GSMP. This policy is for GSMP walk-through requisitions and should not 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 FDP to determine if the required item is available. If the supporting FDP determines that the item will not be available by the time it is needed, the FDP 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 will check on the availability of serviceable items for immediate issue and inform 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 will take 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 the person as the RO.

(f) The GSMP storage area will process the customer requisition (DIC AO document) using the interservice supply support procedure command in the SARSS (request for issue, post-post) and issue 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 will pick up the part from the GSMP storage area and return 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, FDPs 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 must be cataloged, preserved, transferred, and disposed of according to AR 870-20 and AR 710-2. Accountability is required according to AR 710-2, AR 735-5, AR 870-5, and AR 870-20.

**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. Army in Europe 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 an 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 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 USAREUR G4 (AEAGD-SD) for review. If the requests comply with AR 870-20 and this regulation, they will be 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 will 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 must be prepared in memorandum format according to AR 870-20.

**d. Transferring Historical Property.** Historical property may be transferred between units and installations if all parties involved agree to the transfer. Requests for transfers of historical artifacts must be submitted through the USAREUR G4 (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 USAREUR G4 (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 608-4.

(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 608-4 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 authorities or agencies.

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

In the European theater, 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 Army in Europe personnel will use the Government purchase card (GPC) (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 GPC DA Form 3953 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). An FDP or supply support office (SSO) authorization is not needed for GPC purchases. DA Form 3953 must be sent through the supporting PBO and FDP 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 AE Supplement 1 to AR 25-1 for GPC purchases.

(2) Authorized Army in Europe 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 GPC purchase limit by separately purchasing parts of an item that has a unit cost of \$2,500 or more.

(4) Army in Europe unit and activity personnel will inform GPC 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 GPC 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 GPC.

(2) Personnel authorized to approve local purchases will—

(a) Review written requests describing GPC 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 FDP or SSO.

(c) Ensure that the quantity of an item to be purchased with a GPC is—

1. Limited to the amount required to meet immediate needs.

2. Does not exceed 15 days of supply (DOS) for prescribed load lists or shop stocks.

3. Does not exceed 7 DOS for other requirements.

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

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

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

(3) GPC 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 GPC purchase receipts and invoices within 5 days after the purchase.

(d) Report GPC 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 (TRM).

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 FDP 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 FDP or SSO, GSA, AAFES, local merchant).

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

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

(4) The GPC approving official will—

(a) Review the GPC 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 GPC use at <http://www.hq.usacce.army.mil/>.

(b) Follow the procedures provided by the USACCE for GPC 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 GPC 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 GPC 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 when a nonexpendable item has been purchased with the GPC.

(6) Hand-receipt holders will—

(a) Prepare a DD Form 250 for nonexpendable items purchased with the GPC. 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 (UI), 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 the European theater. 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 appears 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 the European theater is the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A. The Office of the G4, HQ USAREUR/7A, 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 are on the USAREUR G4 homepage at <https://www.dcslog.hqusareur.army.mil/>. The ODCSENGR may be contacted for assistance by telephone (DSN 370-7207) if the map sheet number is not listed.

(c) The Defense Supply Center Richmond (DSCR) homepage at <http://www.dscr.dla.mil> provides instructions for 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 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 FDP.

(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 FDP and SSO DODAACs provided by the Army in Europe 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 Army in Europe Crisis Action Team if map quantities requested threaten operational levels of critical maps. Additionally, this verification will ensure units that are deploying receive maps before units not officially activated.

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

(a) A DA Form 2765-1 will be required 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) at the Map RSA. If classified maps are involved, the individual must also have a courier card.

(c) For maps not on hand at the Maps RSA, requisitions will be submitted to the supporting FDP 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-through (SARSS post-post transactions) and provide data through command channels.

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

(1) Commanders will determine FDP ASL stockage. The FDP will assume map-management functions after 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 ADL.

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

(2) Processing map receipts at FDPs is different than that for routine class 2 items. Released map 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 Map RSA can provide training on processing maps.

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

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

### **a. Weapons.**

(1) Non-unit-related personnel (NRP) tasked from Army in Europe units to individually support or augment other Army in Europe 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 European 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 Army in Europe elements (for example, Kosovo Forces (KFOR)) should 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. 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 homestation or CRC).) The Unique Item Tracking (UIT) Central Registry maintained by the LOGSA can provide the owning unit based on the weapon serial number.

**b. Masks.**

(1) NRP tasked from Army in Europe units to individually support or augment other Army in Europe 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, 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 paragraph provides Army in Europe standard short shipment procedures and procedures to clean up invalid due-in records at SARSS-1 sites.

**a. Short Shipment Procedures.** FDPs 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 (Army in Europe 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 the Escape key.

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

(e) When the receipt screen appears with additional information (NSN, UI, and quantity (QTY)), change the quantity to zero, put an "S" next to the shortage in shipment statement, and press the Escape key.

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

(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 FDP 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) 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 GPC 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 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 Army in Europe self-service supply centers (Uncle Sam's Stores) will stock a maximum of 700 line items as follows: 400 of the 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 handtools may request an exception to the 700-line limit. Requests for exception require USAREUR G4 (AEAGD-TS) approval. Handtool 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.

#### **5-16. SUPPLY DISCREPANCY REPORTS**

The 200th TSC MMC serves as the central control point for processing and tracking SDRs in the European theater. 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 Administration (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 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) that 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 BIIs or major components.

**NOTE:** 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 timelimits override the timelimits specified in AR 735-11-2.

(b) Army in Europe units and organizations must submit SDRs when the material was originally shipped from CONUS through the 200th TSC MMC within 60 days of the shipping date (SDR Section, 200th TSC MMC, Unit 23203, APO AE 09263-3203, 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. Component shortages.
2. Damaged material because of improper packing.
3. Duplicate shipments.
4. Incorrect condition codes.
5. Incorrect items or unacceptable substitutes.
6. Missing items because of the AMS card receipts.
7. Overages.
8. Pseudo-receipts.
9. Shortages.

(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) SDRs for shipments that originated in theater must be submitted with all attachments to the 200th TSC MMC within 60 days after the 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 must be forwarded to the SDR Section, 200th TSC MMC, Unit 23203, APO AE 09263-3203, 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 components of end-item (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 central authority for processing and tracking SDRs generated in the European 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 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. Army in Europe SDR Program.** The 200th TSC MMC webpage (<https://www.200mmc.21tsc.army.mil>) provides updates to the Army in Europe 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).

**5-17. FOUND ON INSTALLATION (FOI) ITEMS**

The requirements in this paragraph apply to all units and activities that retrograde serviceable and unserviceable class 2, 2P, and 9 to FDPs that converted to SSF milestones (MS) 1, 2, and 3.

**a. Background.** Stock funding of depot-level repairables (DLR) in 1992 resulted in MACOMs becoming highly dependent on credit, because credit represented a significant portion of direct purchasing power.

(1) Before USAREUR converted to SSF MS 3, tactical FDPs received credit from the AWCF for materiel retrograded and receipted at nontactical FDPs (converted during MS 1 and 2).

(2) The theater's conversion to MS 3 in 2002 resulted in OMA activities receiving credit from AWCF when MS 3 tactical FDPs receive retrograde materiel, except direct support repair and exchange (DS/RX) program National Item Identification Numbers (NIINs) at tactical FDPs. DS/RX items receive credit from AWCF when items are retrograded from a tactical FDP to a nontactical FDP.

(3) USAREUR's geographic dispersion of units and longer retrograde pipelines increased the potential for FOI items to be converted to MS 3. This significantly reduces the possibility of lost credit because of FOI. Since the potential was not totally eliminated and USAREUR remains credit reliant, the FOI policy requires that logisticians pursue all FOI credit to ensure it is granted in the appropriate account based on established criteria that distinguish the likelihood of the FOI item's origin (OMA or AWCf).

#### **b. Requirements and Responsibilities.**

(1) MS 3 tactical FDPs will process all FOI items found at the RICs listed in table 5-2 using the DODAAC and series indicated. Credit associated with these returns will be redistributed only within the receiving command's financial account.

(2) Nontactical FDPs that find FOI items will ask themselves if they have direct OMA customers (ULLS and SAMS) and if the item FOI's NIIN is on the DS/RX program within the theater. If the answer to either question is yes, they will process the FOI using the designated DODAAC and series in table 5-3. If the FOI item is discovered at an FDP that does not have OMA-direct customers and the NIIN is not on any theater DS/RX program, they will process the FOI item using the SSA's AWCf DODAAC. DLR credit associated with FOI items processed using the DODAAC and series in table 5-3 will be distributed to all commands based on their percentage of overall theater demands at the time of processing. Non-DLR credit will be distributed in the CG Risk Account.

### **5-18. UIT DIRECT REPORTING**

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

b. PBOs must have access to 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, UIC, or DODAAC changes (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 will—

- (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. A PBO supporting a separate company may have a reporting DODAAC and only one DODAAC aligned under it.)

**Table 5-2  
Tactical FDP DODAACs and Series for FOI Items**

Command	RIC	Unit	FOI DODAAC	Series
3d COSCOM	ACN	596th Maint Company	W908CY	A001
	ACY	NSE NATO	W908CY	B001
	ADK	549th Maintenance Company ADA	W908CY	C001
	ADW	19th Maintenance Company ADA	W908CY	D001
	ADX	71st Ordnance Company	W908CY	E001
	AE3	77th Maintenance Company	W908CY	F001
	WQ7	147th Maintenance Company	W908CY	G001
	WQ8	240th Quarter Master Company	W908CY	H001
	WQ9	317th Maintenance Company	W908CY	J001
	WRA	A Co 7/159th Aviation Regiment	W908CY	K001
	WRC	B Co 7/159th Aviation Regiment	W908CY	L001
	WRF	26th Quarter Master Company	W908CY	M001
	WXA	69th ADA Brigade Joint Task Force Headquarters	W908CY	N001
	WZU	317th Maintenance Company	W908CY	P001
1AD	AG3	A Co 123d Main Support Battalion	W805F1	A001
	AMX	A Co 47th Forward Support Battalion	W805F1	B001
	ANF	A Co 501st Forward Support Battalion	W805F1	C001
	WQR	D Co 123rd Main Support Battalion	W805F1	D001
	WQT	B Co 127th Area Support Battalion Aviation	W805F1	E001
1ID	WQ2	A Co 299th Forward Support Battalion	W90YFE	A001
	WQ4	B Co 601st Area Support Battalion	W90YFE	B001
	WQV	A Co 701st Main Support Battalion	W90YFE	C001
	WQW	D Co 701st Main Support Battalion	W90YFE	D001
	WQZ	B Co 201st Forward Support Battalion	W90YFE	E001
21st and 29th Support Groups	AE5	512th Maint Detachment	WK4SRM	A001
	AEY	5th Maint Company	WK4SRM	B001
	AF5	512th Maint Company	WK4SRM	C001
	AG1	574th Supply Company	WK4SRM	D001
	WQP	2/502d Aviation Regt	WK4SRM	E001
	ADY	TMDE Region Eur	WK4SRM	F001
USASETAF	ACE	22d ASG	W90UFK	A001
	ACH	22d Area Support Team	W90UFK	B001
	ACW	501st 173d Airborne Brigade	W90UFK	C001
SHAPE	ACM	80th ASG	W81D5R	A001
7ATC	AEJ	7ATC Stock Replacement	WK4F8R	A001
	AEK	7ATC Stock Replacement	WK4F8R	B001
	AEM	7ATC Stock Replacement	WK4F8R	C001
5th Signal Command	WQM	Area Maintenance Supply Facility, 5th Sig Cmd	N/A	
Task Force Eagle	WQ3	328th Logistic Task Force Forward Logistics Element	W91ND7	A001
Task Force Falcon	WXH	299th Forward Support Battalion (B&R)	W91DH6	A001

<b>Table 5-3 Nontactical FDP DODAACs and Series for FOI Items</b>				
<b>Command</b>	<b>RIC</b>	<b>Unit</b>	<b>FOI DODAAC</b>	<b>Series</b>
	ACQ	Hazardous materiel/chemical	WK4GFB	M001
	AES	Theater aviation account	WK4GFB	K001
	ADV	Auto-GSMP class 9	WK4GFB	J001
21st/GSC-E	WB2	Theater class 2 and 4	WK4GFB	B001
	WB3	COMMEL classes 2, 7, 9 and GSMP	WK4GFB	H001
	WQC	Unserviceable assets	WK4GFB	C001
	WQD	Security items	WK4GFB	D001
	WQE	Auto-GSMP/class 7 and 9	WK4GFB	E001
	WQF	Theater Ret account 9C	WK4GFB	F001
	WRM	Life support/C-decrement	WK4GFB	L001
Mission support RICs (GSC-E)	ACP	USAR CIF OCIE	N/A	
	AEQ	KIC class 2, 3P, 4, 7	WK4GFB	N001
	AER		WK4GFB	P001
	AG2	KIC class 9	WK4GFB	G001

(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 LOGSA (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 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).

#### **5-19. CONTROL OF SHELF-LIFE ITEMS**

AE Form 710-2F will be used according to local SOPs to control shelf-life materiel to avoid having stocks on hand beyond the expiration of shelf life.

## CHAPTER 6 HAZARDOUS MATERIALS

### 6-1. DEPARTMENT OF DEFENSE AND ARMY IN EUROPE REQUIREMENTS

a. The principal objective of the Hazardous Materials Management Program in the European theater 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, Office of the G4, HQ USAREUR/7A, is responsible for overseeing the program.

b. Army policy is to comply with host-nation or U.S. laws 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 in contact or may come in contact with HAZMAT have received training suited to the HAZMAT mission to be performed. U.S. law requires that training 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 of the following areas:

**a. General Awareness/Familiarization Training.** Also known as hazard communication (HAZCOM) training, this training is required for all personnel (USAREUR Reg 385-10). It is designed to provide familiarity with the requirements of HAZMAT-related regulations and to teach the employee to recognize and identify HAZMATs. USAREUR Regulation 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 applies to personnel who purchase HAZMAT using a GPC. Personnel must know the requirements in TM 38-250 and AE Regulation 55-4, 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 G1, HQ USAREUR/7A, can provide more information on applicable courses.

**d. Transportation.** U.S. and host-nation law and AE 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 the European theater, personnel will be trained in U.S., European, and host-nation law. AE Regulation 55-4 provides driver's training requirements. USAREUR Regulation 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/hmirs>.

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

- b. FDPs 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 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. AE Supplement 1 to AR 750-1, 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 AORs. 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 FDPs 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, FDPs 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 USAREUR G4 (AEAGD-SD) 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. FORWARD DISTRIBUTION POINT FUNCTIONS**

FDPs will establish SOPs to document safe practices concerning HAZMAT. The FDP 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 improve the potential for transfer, recycling, and reuse.
  - j. Ensure that HAZMAT stock is kept to a minimum. Stocks should not exceed a 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 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 AE Regulation 55-4.

## **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 on HAZMAT and the environment.
- h. The FDP is advised when material requested for local purchase is hazardous or is potentially hazardous. The FDP will ensure that a copy of the MSDS is provided through the local purchase.
- i. Excess HAZMAT is promptly turned in to the supporting FDP.
- j. HAZMAT residue or waste is identified and handled according to procedures established by the supporting environmental office.
- k. Required HAZCOM training (USAREUR Reg 385-10) is conducted and other training required for handling, storage, and transporting HAZMAT is completed.

## **CHAPTER 7 ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT**

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

This chapter—

- a. Prescribes Army in Europe 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 Army in Europe units and CIFs.

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

- a. The Office of the G4, HQ USAREUR/7A, is responsible for establishing policy for CIF operations and OCIE authorizations.
- b. The Office of the G3, HQ USAREUR/7A, 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, OCIE inventory, and funding for the Army in Europe.
- 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 7-1. The OMIL may be supplemented with the approval of the Office of the G3, HQ USAREUR/7A.

(2) Additional OCIE will be issued to individuals based on their military occupational specialty (MOS). Table 7-2 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 7-3 lists emergency-essential civilian (EEC) OCIE issue items.

**NOTE:** OCIE tables referenced in this section are at <http://www.dcs4.hqusareur.army.mil/>.

<b>Table 7-1 OCIE Mandatory Issue List (OMIL)</b>		
<b>Line Item Number (LIN)</b>	<b>Nomenclature</b>	<b>Quantity</b>
<b>Army in Europe 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
<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. AE LIN.		

<b>Table 7-2 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
D10003 (note 4)	DRAWERS, FLYERS ARAMID (note 3)	2
J67052	GLOVES, FLYERS	2
H46812	HOOD, JACKET, FLYER'S ACWCS	1
J23732	JACKET, FLYERS ACWCS	1
L27088	KIT BAG, FLYERS	1
L71107	LINER, JACKET, FLYER'S ACWCS	1
T57006	TROUSERS, COMBAT (ABDU) (notes 2 and 3)	3
U10001 (note 4)	UNDERSHIRT, FLYERS ARAMID (note 3)	2
<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. AE 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 cold weather mechanic's coveralls (LIN F31439) when available.</p>		

<b>Table 7-3 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. AE 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. Stock.**

(1) Deployment requirements authorized on a plus-up basis will be filled when possible from stock in the European theater. Table 7-4 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 Army quality-of-life standards.

(3) AE 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.

<b>Table 7-4 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

**7-4. OCIE AUTHORIZATION**

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

b. OCIE authorizations in the European theater are—

(1) The OMIL, which specifies the mandatory issue for AE 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 7-2 shows supplemental-issue items for standard AE MOSs.

(4) EEC OCIE. Table 7-3 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 USAREUR G3 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. AE units and activities may order, store, and issue these items.

d. Units that want to stock other OCIE items must obtain USAREUR G4 (AEAGD-TS) approval.

## **7-5. SUPPLEMENTAL-ISSUE ITEMS**

a. Table 7-2 shows supplemental-issue items for standard MOSs in the European theater. 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 7-2 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 USAREUR G4 (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 the European theater when the unit is deployed.

(2) The Office of the G4, HQ USAREUR/7A, will make a cost and support analysis on each request. Approval is required for new supplemental issues from the USAREUR G3.

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 7-2. Requests for additions must be sent through command channels for USAREUR G3 approval.

## **7-6. DEPLOYMENT STOCK**

a. A theater-level contingency stockage of items listed in table 7-4 is authorized. Stock levels adequate to equip a 5,000-soldier force will be maintained at the 21st TSC. This stock 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 7-4 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 USAREUR G4 website at <https://www.dcslog.hqusareur.army.mil/> provides a list of OCIE authorized for military and civilian personnel for deployment to the Balkans. The USAREUR G3 updates this website periodically by message. The civilian authorization on the Balkans issue list is the same as the EEC OCIE in table 7-3.

d. Requests for changes to the items in table 7-4 must be sent to the USAREUR G4 (AEAGD-TS). The USAREUR G4 will make a cost-and-support analysis on each recommendation and send it to the USAREUR G3 for a decision. Only the USAREUR G3 may approve changes (addition or deletions) to the items listed in table 7-4.

## **7-7. DEPLOYMENT SUPPORT**

a. The USAREUR G3 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 Army in Europe OCIE sustainment account.

c. Plus-up items will be issued to soldiers and accounted for on a clothing record. The USAREUR G4 is the only approval authority for 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 the European theater.

d. Deployed class 2 and class 4 FDPs will order, store, and issue OCIE to replace lost, worn, and damaged items. FDP 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 FDP. Individual accountability will be maintained on clothing records.

f. The CIF will issue the equipment identified for EECs (table 7-3) 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 FDP (GSC-E) or in DLA stocks at Germersheim, requested items will be delivered to the requesting main CIF within 24 hours after the OCIE FDP 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 and DD Form 362) 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 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 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 7-1.

(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 USAREUR G4 (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 the European theater or when discharged from active duty.

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

a. CIFs are funded through TRM 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 21st TSC (AERRM-B), Unit 23203, APO AE 09263-3203, using DD Form 448.

b. The USAREUR G3 will provide funding to 21st TSC and to USASETAF for direct exchange (DX) and sustainment support for Army in Europe units and activities. Army in Europe 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 Operations, 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 the following 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 greater than zero, CIFs will not stock less than the allowance quantity for one soldier as authorized by CTA 50-900 or the Army in Europe 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 Operations, the 80th ASG will stock an additional 200 sets of OMIL items. Because of the need to support quick deployments and the increased order and shiptime (OST) between Kaiserslautern, Germersheim, and Italy, the 22d ASG will increase requirements objectives computed according to subparagraph 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 total of their annex CIF requirements objectives to their requirements objectives. This procedure may add items to main CIF ASLs not normally stocked (for example, MOS items to support 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 FDP. 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 FDP 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 stocks 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 (200th TSC MMC (AERLA-MMC-TSD), Unit 23203, APO AE 09263-3203). The OCIE Management Cell will make a consolidated report and send it through the USAREUR G4 to the Army G4.

## CHAPTER 8 PETROLEUM

### 8.1. GENERAL

This chapter provides policy, guidance, and procedures in bulk petroleum and related petroleum product management 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.

### 8-2. DEFENSE FUEL SUPPORT POINT PHASE II PROGRAM

**a. General.** This paragraph provides the policy and procedures for ASG commanders to designate eligible mobility fuel-storage and distribution facilities (BASOPS and tactical) in the European theater as defense fuel support points (DFSPs).

(1) ASG commanders will nominate all eligible BASOPS and tactical fuel facilities through the Army in Europe 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 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 cleaning up fuel spills. The DFSP Phase II Program allows the Army in Europe to—

(a) Compete at the USEUCOM level for available DLA funding for MR&E and MC projects 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 when appropriate.

(b) Provide customer assistance when requested. Customer assistance includes preliminary project reviews, periodic funding status updates, and site visits.

(c) Provide a nonvoting representative to the Army in Europe DFSP Phase II Board.

(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 Army in Europe DFSP Phase II Program and submits DFSP nominations to the DESC.

(5) The DESC distributes fuel stocks delivered to each DFSP. The DESC retains ownership of fuel stocks until they are issued to O&M account holders.

(6) The Army in Europe will maintain and be responsible for the operational control of each DFSP.

(7) The ASG commander or designated representative will appoint a responsible officer (RO) for each DFSP. Fuel-point transactions will be submitted to the DESC through the Petroleum Management Division (PMD), 200th TSC MMC (200th TSC MMC (AERLA-MMC-PM), Unit 23203, APO AE 09293-3203).

(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. USAREUR G4.** The G4 (AEAGD-SM) will—

(1) Provide management oversight of the Army in Europe DFSP Phase II Program.

(2) Send Army in Europe MR&E and MC project list to the JPO and the USAPC.

(3) Provide a representative to the Army in Europe 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 the Army in Europe 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 (a(7) above).

(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 project data call (c(2) above) 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) Army in Europe 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 Army in Europe 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 (Army in Europe DFSP Phase II Program Coordinator).** The Chief, PMD, will—

- (1) Distribute information on the DFSP Phase II Program to the appropriate Army in Europe activities.
- (2) Verify project-site eligibility under the MR&E and MC programs.

(3) Chair the Army in Europe DFSP Phase II Program Board (g below).

(4) Submit the Army in Europe MR&E and MC project list to the USAREUR G4 after it is prioritized by the Army in Europe 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 USAREUR G4 (AEAGD-SD) 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 petroleum mission for the European theater to determine additional or changing requirements that may fall under the MR&E and MC programs.

(e) Helping ASG commanders 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 the Army in Europe 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 Army in Europe 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 funds for ATG for additional, noncapitalized tanks near existing tanks.

**g. Army in Europe DFSP Phase II Program Board.** The Army in Europe DFSP Phase II Program Board (table 8-1)—

- (1) Is chaired by the Chief, PMD, and has representatives from the Office of the G4, HQ USAREUR/7A; the ODCSENGR; and the DESC-EU.
- (2) Resolves Army in Europe DFSP Phase II Program issues.
- (3) Reviews projects submitted for DESC funding to ensure they are consistent with Army in Europe petroleum-mission goals and current petroleum-handling technology.
- (4) Determines the priority of Army in Europe projects each year and provides written justification for projects when necessary.

<b>Table 8-1 Army in Europe DFSP Phase II Program Board Offices</b>		
<b>Organization</b>	<b>Telephone (DSN)</b>	<b>Fax (DSN)</b>
USAREUR G4 (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 8-2 shows the Army in Europe DFSP nomination process. Figure 8-1 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 8-2 Army in Europe 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.

---

**DEPARTMENT OF THE ARMY**

**Unit Name  
Unit Number  
APO AE XXXXX**

OFFICE SYMBOLDATE

MEMORANDUM FOR 200th Theater Support Command Materiel Management Center  
(AERLA-MMC-PM), Unit 27535, APO AE 09139-7535

SUBJECT: Nomination for Capitalization

1. Request the following fuel facilities be 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. These facilities support the AFSS Program 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

---

**Figure 8-1. Format for Fuel Facility Nomination for Capitalization**

(b) Reviews ASG project submissions.

(c) Confirms fuel facility and project eligibility with the Chief, PMD.

(d) Prepares project packages.

(e) Submits final project packages to the Chief, PMD, by 1 December.

(2) The Chief, PMD, will—

(a) Verify project eligibility.

(b) Convene an Army in Europe DFSP Phase II Program Board to place projects in priority order for the European theater.

(c) Send the project priority list to the USAREUR G4 after it is completed. The G4 will forward the 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 USAREUR G4, and the ODCSENGR.

(5) ASG commanders must request funding from the DESC-EU for approved projects. Figure 8-2 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 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, will use input from the ODCSENGR and the USAREUR G4 to prepare an annual summary of project programs each August. Requests for this summary may be sent to the Chief, PMD.

(10) Table 8-3 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.

---

**DEPARTMENT OF THE ARMY**

**Unit Name  
Unit Number  
APO AE XXXXX**

OFFICE SYMBOLDATE

MEMORANDUM FOR DESC-EU (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:

7. 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

---

**Figure 8-2. Format for ASG Petroleum Facility Design and Construction Funding Request**

<b>Table 8-3 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 Army in Europe DFSP Phase II Program Board to place projects in priority order for the European theater, forwards the project list to the USAREUR G4 (AEAGD-SD), and provides copies of DD Form 1391 for each project to the USAPC.
7	The USAREUR G4 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.

### 8-3. 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.

(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 less than 48 hours before the requested delivery date for JP-8 and no less 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 8-4 must be provided when placing orders. The PMD ESOP provides more information and form requirements for civilian deliveries.

<b>Table 8-4 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 (DSN 469-7881) within 1 workday after delivery. The originals must be received at the PMD within 5 workdays after delivery (200th TSC MMC (AERLA-MMC-PM), Unit 23203, APO AE 09293-3203).

(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 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 (200th TSC MMC (AERLA-MMC-PM), Unit 23203, APO AE 09293-3203).

(a) Completed and signed top copy of DA Form 2765-1.

(b) Completed and signed DD Form 1348-2.

(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 (DSN 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 8-5 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.

<b>Table 8-5 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:

**d. Fuel Turn-In.** Customers must request an appointment by telephone through the PMD to turn in bulk fuel (DSN 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.

(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 DA Forms 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 Forms 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.

## **8-4. CENTRALIZED RETAIL POL BILLING**

### **a. Transportation Motor Pool (TMP) Fuel Point and AFSS.**

(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 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. A regularly updated ACL will be provided to TMPs as needed. The PMD will charge transit customers, reimburse issuing TMPs, and prepare a report of reimbursements made for each ASG and BSB RO.

## **8-5. AUTOMATED FUEL-SERVICE SYSTEM**

**a. General.** The AFSS used by the Army in Europe 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 the European theater. 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 Centralized Bulk Petroleum Accountability Program for the Army in Europe, the PMD has tried to reduce fuel cost expenditures by using Army in Europe 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 Army in Europe.

### **b. PMD Responsibilities.** The PMD—

(1) Is the only designated AO for centralized accountability, management, and billing at all DFSP Phase II Program-nominated fuel facilities in the European theater. The PMD will ask the ASG to appoint a local RO for ASG-nominated Phase II mobility fuel facilities. The Army in Europe AO (PMD) will review RO appointment orders for appropriate disposition and issue DA Form 1687 to the 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 the European theater.

(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 Army in Europe 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 colocated 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 with 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 8-6 must be provided for manual issues.

<b>Table 8-6</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:

(3) In case of AFSS malfunction, fuel-point personnel should try to determine the cause of the malfunction. The PMD will be informed of repair requirements and repairs made.

**8-6. 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, DESC-EU, Unit 23135, APO AE 09227-3135).

(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 must 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 8-7 to the PMD for clarification.

<b>Table 8-7</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.

(b) For products with a batch value of \$150 or less (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 AE Supplement 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.

### **8-7. AVIATION FUEL CARDS AND AIRFIELD TRANSACTIONS**

**a. General.** Two aviation fuel cards are used in the European theater: the aviation into-plane reimbursement (AIR) card and DD Form 1896.

(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 Army in Europe units obtaining fuel and services from civilian airports.

(e) Will be used instead of SF 44.

(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 USAREUR G4 is the proponent for AIR card policy.

(2) The USAREUR G3 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 the Army in Europe from the Aviation, Missile, and Communication Division; Directorate of Materiel Management; 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 at 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.

(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>).
- (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 Army in Europe DFSP Phase II Program.

(2) U.S. Army customers requesting fuel from an AAF must have an account with the PMD established 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.
- (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.
- (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.

**8-8. 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 Office of the G4, HQ USAREUR/7A, and to 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, this reg) associated with handling, quality control, and fuels accountability will be used to develop procedures to support deployments.

<b>Table 8-8 POL Inventory Information</b>
DODAAC:
Date:
POC:
Product:
Receipts:
Issues:
Sales:
Physical inventory:
Usable storage:
Projected receipts:
Projected issues:
Remarks:

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 8-8.

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.

#### **8-9. ARMY IN EUROPE HEATING-FUEL-OIL GUIDANCE**

In December 2000, the DESC provided training to Army in Europe heating fuel oil ordering officers on new ordering and billing procedures. The new DESC procedures replace all previous guidance.

a. Until final Army in Europe guidance is published in this regulation, ordering officers may obtain information on procedures from the DESC webpages for Belgium, the Netherlands, and 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) Office of the G4, HQ USAREUR/7A: DSN 370-7403.
- (2) ODCSENGR, HQ USAREUR/7A: DSN 370-7493.
- (3) Office of the G8, HQ USAREUR/7A: DSN 370-7197/6242.
- (4) DESC: civilian 703-767-9514/9520.

#### **8-10. OFFICIAL ARMY IN EUROPE FUEL COUPONS AND CREDIT CARDS**

**a. General.** This paragraph prescribes policy and procedures for requisitioning, using, accounting for, and redeeming official Army in Europe 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.

(3) Coupons, when mailed, will be sent by certified mail using Postal Service Form 3811.

(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 Army in Europe class 3 points.

**b. Requisitioning Type II Fuel Coupons (Official AAFES-Eur Esso Coupons).**

(1) FDPs and SSOs may establish type II fuel coupon accounts by sending a memorandum of justification for approval to the Supply Division, Office of the G4, HQ USAREUR/7A, Unit 29351, APO AE 09014-9351. A copy of the approval will be sent to Inventory Control (POL), European Distribution Agency, AAFES-Eur, Unit 20702, APO AE 09143-0702.

(2) USAFE units will send their requests to establish accounts to HQ USAFE/LGXPF, Unit 3050, APO AE 09094-3050. A copy of the approval will be sent to Inventory Control (POL), European Distribution Agency, AAFES-E, Unit 20702, APO AE 09143-0702.

(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, AAFES-Eur, Unit 20702, APO AE 09143-0702. Orders will be made by the 21st of each month.

(c) Ensure DD Form 1155 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 FDP or SSO to Inventory Control (POL), European Distribution Agency, AAFES- Eur, Unit 20702, APO AE 09143-0702.

(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.

### **8-11. 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 80th ASG (AERSH-LP), Unit 21419, APO AE 09708-1419. The information in table 8-9 must be included with the request.

(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 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 80th ASG (AERSH-LP), Unit 21419, APO AE 09708-1419.

<b>Table 8-9 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

## 8-12. 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 to verify use of the coupons.
  - (2) Sign AE Form 710-2B to verify that the coupons were used.

## 8-13. 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 when coupons are exchanged for fuel.
- (2) Drivers will—
  - (a) Ensure the gas station attendant signs AE Form 710-2A legibly and affixes the gas station stamp, if possible.
  - (b) Not use initials instead of a signature on AE Form 710-2A.
- (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 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 (USAREUR Reg 600-17) if all of 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.

#### **8-14. 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. 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 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 and record quantities on DA Form 3161.

(4) Attach AE Form 710-2A 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 25-400-2.

(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. FDPs 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 80th ASG (AERSH-LP), Unit 21419, APO AE 09708-1419 (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.

## **CHAPTER 9 RAPID TOOL PROGRAM**

### **9-1. RAPID TOOL PROGRAM**

To improve the speed and ease of the replacement of handtools, the USAREUR G4 and the GSA developed the Rapid Tool Program (RTP) by contracting Snap-on Tools Company to make scheduled visits to units within the European theater to conduct sales and warranted replacements of handtools. The RTP reduces the burden of replacing nonindustrial-quality tools that have no warranty and complements the Army's set, kit, and outfit (SKO) modernization efforts. Appendix E provides policy and procedures on the RTP.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

Gun Control Act of 1968 (Public Law 90-618)

DOD 4140.25-M, volume V, Management of Bulk Petroleum Products, Storage, and Distribution Facilities

DOD 4140.27-M, Shelf-Life Management Manual

DOD 4160.21-M, Defense Materiel Disposition Manual

DOD 4500.9-R, Defense Transportation Regulation

Military Standard 129, Military Marking for Shipment and Storage

AR 25-1 and AE Supplement 1, Army Information Management

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-61, Medical Logistics Policies and Procedures

AR 115-11, Geospatial Information and Services

AR 220-1, Unit Status Reporting

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 710-2, 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 Supply Discrepancies

AR 740-3, Stock Readiness

AR 750-1 and AE Supplement 1, Army Materiel Maintenance Policy

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

AR 870-5, Military History: Responsibility, Policies, and Procedures

AR 870-20, Army Museums, Historical Artifacts, and Art

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

Supply Catalog 6545-8-series, Medical Equipment

Technical Manual 38-250, Preparing Hazardous Materials for Military Air Shipment

Technical Manual 38-410, Storage and Handling of Hazardous Materials

CTA 50-900, Clothing and Individual Equipment

USEUCOM Directive 63-1, Management of Bulk Petroleum in USEUCOM

AE Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities

AE Regulation 55-4, Safe Movement of Hazardous Goods by Surface Modes

AE Regulation 380-40, Safeguarding and Controlling Communications Security Material

AE Pamphlet 380-40, Communications Security Custodian Guide

USAREUR Regulation 55-26, Unit Movement Planning

USAREUR Regulation 385-10, Implementation of Hazard Communication Standard

USAREUR Regulation 600-17, Retail Sales of Motor Fuel to Individuals in Germany

USAREUR Regulation 700-150, Conventional Ammunition Services

USAREUR Regulation 710-1, The Standard Army Retail Supply System (SARSS) Parameters

Automated Data System Manual 18-L1Q-AJP-ZZZ-HB, Automated Information System Manual, Standard Army Retail Supply System-Objective DODAAF/Parameter

## **SECTION II**

### **FORMS**

SF 44, U.S. Government Purchase Order Invoice Voucher

SF 361, Transportation Discrepancy Report

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

DD Form 448-2, Acceptance of MIPR

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, Issue Release/Receipt Document With Address Label

DD Form 1348-6, DOD Single Line Item Requisition System Document (Manual Long-Form)

DD Form 1391, FY\_, Military Construction Project Data

DD Form 1896, Jet Fuel Identaplate

DD Form 1898, Fuel Sale Slip

DD Form 1970, Motor Equipment Utilization Record

DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies

DA Form 2028, Recommended Changes to Publications and Blank Forms

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, 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

AE Form 710-2F, Cyclic Inspection Control

Air Force Form 1994, Fuels Issue/Defuel Document (DOD)

## **APPENDIX B**

### **RAPID DODAAC UPDATE PROCEDURES**

#### **B-1. GENERAL**

DA developed Rapid Department of Defense activity address code (RDODAAC) Update (RDUP) procedures in response to requests for an improved system able to respond quickly to contingency operations. In the European theater 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. CAPABILITIES**

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**

Access to the RDUP system may be obtained through RDODAAC coordinators at the 1st Infantry Division Division Materiel Management Center (DMMC), the 1st Armored Divisions DMMC, 3d Corps Support Command (3d COSCOM), 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. CHANGES**

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 (STAMIS) 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. PROCEDURES**

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 type address code (TAC) on existing DODAACs will be changed.

(3) Arrangements will be made with the current forward distribution point (FDP) 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 homestation)—

(1) The parent UIC and DODAACs will remain unchanged.

(2) DUIC and DODAACs will be established for the deploying slice.

c. Units can 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) TACs (TAC 1, 2, 3).
- (5) Break bulk point (BBP).
- (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 levels 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 enter the data into the RDODAAC system.

e. The Army Central Service Point (ACSP), LOGSA, 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 Defense Automatic Addressing System (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 into 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. RDODAAC COORDINATORS**

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**

Non-V Corps units will send 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
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

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
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
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

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
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
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)

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
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
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

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
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
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

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
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
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	TOOTHPICKS
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

<b>Federal Supply Class (FSC)</b>	<b>National Item Identification Number (NIIN)</b>	<b>Item</b>
7930	001415888	WAX, FLOOR, WATER EMULSION-TYPE
7045	014442535	WRIST REST, ADJUSTABLE

## APPENDIX D HAZARDOUS MATERIAL

### D-1. TRAINING

**a. General Awareness and Familiarization Training.** The requirement for general awareness and familiarization training in the European theater may be met by completing the hazard communication (HAZCOM) standard training offered by base support battalion (BSB) safety offices under the authority of the United States Army Installation Management Agency, Europe Region Office. USAREUR Regulation 385-10 requires soldiers and civilian employees who work with or who may be exposed to hazardous chemicals or materials to have access to information on the chemicals used in the workplace. USAREUR Regulation 385-10, appendix A, provides a standard briefing package for designated HAZCOM trainers.

**b. Function-Specific Training.** Function-specific training applicable to the Army in Europe includes 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 USAREUR G1 (AEAGA-S) 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, packaging, or 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, packaging, or 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 and Waste Handling Course, United States Army Logistics Management College (USALMC), 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>, 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 POP 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 USAREUR G1 (AEAGA-S) has 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/>) supports the U.S. 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 USALMC, Fort Lee, Virginia.

**(b) Unit Environmental Compliance Officer (UECO) Course.** 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 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 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 and Waste Handling Course. (The USALMC (ALMC-HA) is the proponent for this course.)

### **D-2. HAZMAT MIXTURES**

A copy of the material safety datasheet (MSDS) must be kept behind each storage-location card for 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.

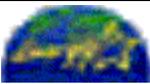
### **D-3. BUY GREEN**

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 environmentally friendly products.

<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, FDPs 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 onto the containers.	

**b. General Services Administration (GSA).** The GSA Environmental Products and Services Guide is on the GSA website at <http://www.gsa.gov/> (click on Products; click on Environment; click on Regulations, Policies, Guides & Articles) Personnel who need a printed copy of this guide may contact the Centralized Mailing List Service, Fort Worth, Texas (civ (817) 334-5215). This guide 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 provide a sample of product replacements.

#### **D-4. OTHER USEFUL HAZMAT INFORMATION SOURCES**

**a. Installation Environmental Program Management Guide.** This guide (available at <http://aec.army.mil/usaec/publications/iepmguide02.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).

<b>Table D-3 Product Replacements</b>			
<b>Product</b>	<b>Replaces</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

**c. Chemical Reactivity Worksheet.** This worksheet (available at <http://response.restoration.noaa.gov/chemaids/react/reactinfo.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](mailto: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 (downloaded or ordered) from the NIOSH at <http://www.cdc.gov/niosh/npg/npg.html> or by calling 1-800-356-467; (ask for the NPG).

**e. CHRIS Manual for Water Emergencies.** The U.S. Coast Guard publishes a Chemical Hazards Response Information System (CHRIS) manual (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, U.S. Government Printing Office, Washington, DC 20402 (fax civ (202) 512-2250). The CD-ROM costs \$90.

(4) May be viewed on-line or downloaded from <http://www.chrismanual.com>.

## **APPENDIX E**

### **ARMY IN EUROPE RAPID TOOL PROGRAM**

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

This appendix provides policy and procedures on the Army in Europe Rapid Tool Program (RTP).

#### **E-2. GENERAL**

The USAREUR G4 and the General Services Administration (GSA) developed the RTP. The RTP authorizes scheduled visits to unit motor pools within the European theater by Snap-on company representatives. These representatives will provide sales and warranted replacements of handtools. The RTP reduces the replacement of nonindustrial-quality tools without warranties and supports the Army's set, kit, and outfit (SKO) modernization efforts.

#### **E-3. RESTRICTIONS**

The Snap-on company is the only contracted tool vendor authorized to visit Army in Europe unit motor pools. No replacement-in-kind is authorized for lost, damaged, or destroyed handtools (AR 735-5); therefore, following verification that an authorized purchase was made from this source, accountability has been restored. Commanders will not allow the replacement of lost, damaged, or destroyed handtools by any other commercial vendor.

#### **E-4. RESPONSIBILITIES**

a. Snap-on representatives will—

(1) Visit unit motor pools and major repair facilities in the European theater at least twice a month.

(2) Carry a 300-line basic load of industrial quality (IQ) tools (top 300) based on the previous fiscal year's demands. A copy of this tool listing is on the USAREUR G4 website at <https://www.dcslog.hqusareur.army.mil>.

(3) If a "top 300" basic-load tool is zero-balance at the time of the visit, ensure delivery of the tool within 48 hours at no additional cost to the customer unit.

b. Customer units will—

(1) Special-order tools that are not on the top 300 list to meet mission requirements.

(2) Purchase tools with the Government purchase card (GPC) or by cash sales.

(3) Replace, free-of-charge, only Snap-on tools.

**NOTE:** The locations and times the tool truck will be visiting units is at the USAREUR G4 website (a(2) above). Snap-on will not visit units on Federal and Army in Europe training holidays. Visits on Sergeants Time Training (Thursdays) will only be from 1300 to 1500 hours.

#### **E-5. ACCOUNTABILITY PROCEDURES**

Commanders will ensure customer units comply with the following:

a. Command supply discipline procedures (CSDP).

b. Applicable accountability policy, procedures, and practices.

c. As purchases are made, changes must be posted on hand-receipts. Change documents may be used to avoid frequent posting to unit hand-receipts.

d. As tools are issued, hand-receipts must be annotated with an IQ designation and national stock number (NSN).

#### **E-6. RECORDING TOOL EXPENDITURES**

A demand history addition (DHA) must be submitted to the forward distribution point (FDP) to ensure the Cost and Economic Analysis Center (CEAC) updates the Training Resource Module (TRM), which shows all expenditures of unit Operations and Maintenance, Army (OMA), funds.

## **E-7. BUDGETING**

Commanders will ensure that the appropriate funds are directed to unit GPCs. OMA funds provided by the TRM are intended for the GPC. Unit and comptroller budgeting offices will ensure that GPC accounts are current with available balances. Funds previously obligated and committed by the standard requisition flow through the FDP for class 2 handtools will be used for local GPC purchases. Budgeting needs and forecasting requirements must shift to accommodate this source of supply.

## **E-8. CASH SALES**

a. Instead of cash-collection vouchers or statements-of-charges when an individual loses a handtool and admits liability for the loss, the individual may voluntarily offer payment of the value of the handtool in cash. No cash sales will be made without the following written authorization by the individual's commander or designated representative:

"I authorize (rank and full name) to purchase the following handtools: (list tools). Purchased items will remain the property of the U.S. Government."

b. The allowable depreciation (AR 735-5, app B) will be charged to the unit's GPC account and the individual will voluntarily pay the depreciated cost. If hand-receipts show that the lost handtool was an IQ tool bought from Snap-on, the individual will have to pay Snap-on's price, minus the depreciable allowance.

**NOTE:** Snap-on will have prices that do not match Federal Logistics Record prices compared to non-IQ tools.

## **E-9. SPECIAL SALES AND AUTHORIZATIONS**

a. Items not on the top 300 list are authorized for purchase if local purchase requirements are met. All purchases will be routed through the property book officer (PBO) to verify accountability classification.

b. Most special-order items will generate a contracting requirement, because dollar values exceed \$2,500. Because of this, DD Form 250 must be submitted to establish accountability.

c. The Army in Europe has also authorized Snap-on's version of the General Mechanic's Tool Kit (GMTK) as a substitute for the legacy GMTK with line-item number (LIN) W33004. The Snap-on version will be accounted for by using the sub-LINs of WW3004 for NSN 5180-01-477-9081 and WW3005 for NSN 5180-01-477-9080. No excess items or substitutions will be authorized for prime LIN T28688.

## **E-10. CUSTOMER SATISFACTION AND EVALUATION SURVEYS**

Customer satisfaction and evaluation surveys will be conducted periodically throughout the program to ensure the Army in Europe is successfully serviced for maintenance posture and supply readiness. For information and recommendations, contact the USAREUR G4 (AEAGD-SD-G) at DSN 370-6796/9239 or by mail at USAREUR G4 (AEAGD-SD-G), Unit 29351, APO AE 09014-9351.

## GLOSSARY

### SECTION I ABBREVIATIONS

1AD	1st Armored Division
1ID	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
ACCP	Army Correspondence Course Program
ACL	authorized customer list
ACO	administrative contracting officer
ACSP	Army Central Service Point, Logistics Support Activity
ADL	Automatic Disposal List (HQDA)
ADM	Army Distribution Management
ADP	automated data processing
ADR	European Agreement Concerning the Transportation of Hazardous Goods by Highway
AFSS	automated fuel service station
AIR	aviation into-plane reimbursement
AIT	automated identification technology
ALOC	air lines of communication
AMCOM	United States Army Aviation and Missile Command
AMDF	Army Master Data File
AMS	Automated Manifest System
ANS	Army network station
AO	accountable officer
AOG	aircraft on the ground
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
ASTM	American Society for Testing and Materials [standard]
ATAV	Army total asset visibility
ATG	automated tank gauging
AVIM	aviation intermediate maintenance
AVUM	aviation unit maintenance
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, and 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
CEAC	Cost and Economic Analysis Center
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
COEI	Components of end-item
COMALOC	commercial air lines of communication
CONUS	continental United States
COR	contracting officer's representative
COSIS	care of supplies in storage
CSDP	command supply discipline procedures
CRC	CONUS Replacement Center
CTA	common table of allowances
CTASC	corps theater ADP service center
CWT	customer wait time
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DCB	Dollar Cost Banding
DES	Distribution Execution System
DESC	Defense Energy Support Center
DESC-EU	Defense Energy Support Center-Europe
DFAS-EU	Defense Finance and Accounting Service-Europe
DFSP	defense fuel support point
DHA	demand history addition
DIC	document identifier code
DLA	Defense Logistics Agency
DLR	depot-level repairable
DLA-E	Defense Logistics Agency - Europe
DM	Distribution Management
DMG	Decision Management Group
DMMC	division materiel management center
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DODAAF	Department of Defense activity address file
DOL	directorate of logistics
DOR	detail obligation report
DOS	days of supply
DPIT	distribution process improvement team
DRMO	defense reutilization and marketing office
DS	direct support
DS2	decontaminating solution number 2
DSCR	Defense Supply Center Richmond
DSN	Defense Switched Network
DS/RX	direct support repair and exchange
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
e-mail	electronic mail
EMALL	Electronic Mall
EOQ	economic order quantity
EOR	element of resource
EPA	Environmental Protection Agency
ERC	equipment readiness code
ESOP	external standing operating procedure
FAD	force activity designator
FAS	Fuels Automated System
FC	fund code
FDP	forward distribution point
FED LOG	Federal Logistics Record
FM	field manual
FMS	foreign military sales
FOI	found on installation
FSC	Federal supply class
FTP	file transfer protocol
FY	fiscal year
GBL	Government bill of lading
GEO	geographic area
GMTK	General Mechanic's Tool kit
GPC	Government purchase card
GSA	General Services Administration
GSC-E	General Support Center, Europe
GSMP	General Support Maintenance Program
GTN	Global Tracking Network
HAZCOM	hazard communication
HHI	handheld interrogator
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
IETC	Installation Environmental Trainers Course
IFMS	Interagency Fleet Management System
ILAP	Integrated Logistics Analysis Program
IMMC	integrated materiel management center
IMPAC	International Merchant Purchase Authorization Card
IMPE	information management processing equipment
IMSA	installation medical supply activity
IPD	issue priority designator
IPG	issue priority group
IQ	industrial quality
ISB	installation supply buffer
ISR	installation supply representative
ITV	in-transit visibility
JCS	Joint Chiefs of Staff
JPO	Joint Petroleum Office, United States European Command
KFOR	Kosovo Force
LAD	Logistics Automation Division, Office of the G4, HQ USAREUR/7A
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
MS	milestone
MSDS	material safety datasheet
MTOE	modification table of organization and equipment
NATO	North Atlantic Treaty Organization
NCO	noncommissioned officer
NICP	national inventory control point
NIIN	National Item Identification Number
NIMA	National Imagery and Mapping Agency
NIOSH	National Institute for Occupational Safety and Health
NMCS	non-mission-capable supply
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
ODC	ozone-depleting chemicals
ODCSENGR	Office of the Deputy Chief of Staff, Engineer, 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
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
PR	(RAC identification code)
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
R&A	review and analysis

RAC	requisitioning authenticity code
RATTS	Army radiation testing and tracking system
RDD	required delivery date
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; requisition objective
RSA	reserve storage activity
RTLTP	retention levels process
RTP	Rapid Tool Program
RWT	requisition wait time
RX	reparable exchange
SAK	Storage Activity Kaiserslautern
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	strategic distribution
SDR	supply discrepancy report
SIT	site improvement team
SF	standard form
SKO	set, kit, and outfit
SIT	site improvement team
SLC	shelf-life code
SLOC	surface lines of communications
SOP	standing operating procedure
SORTS	Status of Resources and Training System
SPBS-R	Standard Property Book System – Redesign
SR	stock record (RAC identifying code)
SRA	stock record account
SSA	supply support activity (former term for FDP)
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
TASA	Theater Aviation Support Activity
TCA	trichloroethane
TCMD	transportation control movement document
TDA	table of distribution and allowances
TDC	Theater Distribution Center
TDY	temporary duty
TM	technical manual
TMP	transportation motor pool
TOE	table of organization and equipment
TRM	Training Resource Module
TVT	television trainer
UA	unit assemblage
UECO	unit environmental compliance officer
UI	unit of issue
UIC	unit identification code

UIT	Unique Item Tracking
ULLS	Unit-Level Logistics System
UN	United Nations
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
USALMC	United States Army Logistics Management College
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
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 Europe involved in class 3 support operations.

### **Automated Fuel Service Station System**

A computerized system used throughout the Army in Europe that consists 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, 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.