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**External Standard Operating Procedure**

**June 1, 2024**  
**733RD LOGISTICS READINESS SQUADRON**  
**Ft Eustis, VA**

June 1, 2024

**Inventory Management**  
Standard Operating Procedures for Supply Procedures for Using Units

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**Applicability.** This SOP applies to all active Army and Reserve Component (RC) units/activities receiving supply support from the Logistics Readiness Squadron (LRS).

**Suggested Improvements.** The proponent of this SOP is the LRS. Users may send suggested improvements to this SOP to LRS, 705 Washington Blvd., and ATTN: IMNE-EUS-LG (Supply Advisor), Fort Eustis, VA 23604-5285.

**Availability.** This SOP is only available in electronic format on the Fort Eustis Public Folders, LRS Organizational Folder.

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**1. Purpose.** The purpose of this SOP is to establish customer unit procedures and guidelines for obtaining supply items and other support services from Installation Supply Support Activity (ISSA). When ISSA customer units follow the procedures and guidelines contained within this SOP, ISSAs will be able to provide expeditious, efficient, and consistent customer service.

**2. References.** See Appendix AJ.

**3. Abbreviation of special terms.** See Appendix AK.

**4. Supply Procedures for Using Units**

a. A commercial contractor provides supply operations support for Fort Eustis. The contractor is responsive to a Contracting Officer and the LRS. The contractor provides retail supply support, supply management and customer assistance, and property book support to all using activities. Customer activities are encouraged to contact the Material Coordinator, ISSA at 878-2106 or the Supply Manager at 878-5963/5900 on any supply matter. Other contact telephone numbers are listed in Appendix AH.

b. Customers of the Logistics Readiness Squadron (LRS) ISSA are not authorized to place requisitions directly to a source of supply (with the exception of local purchase requests) without prior coordination/approval by ISSA.

c. The implementation/introduction of new automated supply systems involving supply applications will not be accomplished without prior coordination with LRS and ISSA.

d. Requests for supplies, equipment, and the procedures are in Appendixes A through AG.

e. These appendixes amplify and provide implementing guidance for requesting supplies and materials.

f. Specialized procedures are contained in other appendixes for selected Material categories and supporting programs. Consult the Table of Contents for specific coverages. Some of the specialized coverages include:

(1) Installation Property Book (IPB). See Appendix B.

a. A single automated system now generates requests electronically into the installation level Global Combat Support System-Army.

- b. Using units/activities are not authorized to make direct input of Material requests to wholesale suppliers US Army Material Command (AMC), Defense Logistics Activity (DLA), and General Services Administration (GSA) without prior coordination/submission through an Installation Supply Support Activity (ISSA). The LRS ISSA is the ISSA for all non-Medical and non-Engineer Repairs & Utilities (R&U) Material for Fort Eustis.
  - c. Requests originated by Fort Eustis, and Fort Story units/activities are submitted to the Global Combat Support System (GCSS-Army) office of the ISSA located in Building 1610 on Patch Road.
  - d. Queries as regards to status may be addressed to CAS, ISSA, Building 1610 on Patch Road, 878-2670/2272.
- (a)
- (1) NMCS receipts are processed at Building 1610 on Patch Road immediately upon receipt. For other customer units, when a NMCS item is available for issue, the requester is notified. The item should be picked up within four hours after notification.
- (b) Hand tools are requested as any other items are, but certain accountability rules also apply.
- (1) Hand tools must be authorized for activities requesting them. Modification Table of Equipment (MTOE) or Table of Distribution and Allowances (TDA) usually authorize a tool set or toolbox. Special tools are those authorized for a particular piece of equipment by its technical manual (TM) and may require separate property book accounting, if listed in Master Data/FEDLOG as non-expendable.
  - (2) Maintenance activities/prescribed load list (PLL) sections will not request hand tools. Obtain hand tools through the unit/activity property book account so they can be accounted for using hand receipt shortage annex and relief from responsibility procedures.
  - (3) Before requesting hand tools, responsible supply officers must determine the reason for the requirement and if proper relief from responsibility action has been taken IAW AR 735-5.

## **Appendix A**

### **Request for Class 2, 4, 7, & 9 Supplies**

- 1) Units submit requests for supplies via GCSS-Army system. The End User+ (EUM+) provides direct support for all GCSS-Army processes and a link is located to the top right once logged in to GCSS-Army System for easy access. Regular requests for supplies submitted in GCSS-Army will be sent to ZPARK to await verification and approval from a Unit's S4 or finance. Approval and visibility of a Unit's Document number in GCSS-Army is solely contingent upon the Unit S4 personnel's verification, approval, and release of request to the Release Strategy in GCSS- Army.
- 2) Release Strategy in GCSS-Army is performed at the ISSA by Warehouse Management and only authorized personnel. The Release Strategy has conforming rules for requisitions before being released for issue to the customer or unit in direct relation to the Army Working Capital Fund (AWCF). Examples needing approval are when classified, reportable, or controlled items are ordered or for dollar or quantity limits that are exceeded. Workflow items must be released in order for the purchase requisition or stock transport order to be processed. Warehouse Management or authorized personnel takes steps to approve, revise, and then approve, or reject a workflow for requisition.
- 3) Once requests receive the proper approvals and is released by Release Strategy they become activated and generate a new purchase requisition or purchase order during the next Material Requirements Planning (MRP) run.
- 4) Material Requirements Planning runs periodically throughout the day. Warehouse Management and authorized personnel check the cockpit several times daily for requisitions ready for issue to the customer/unit to be processed and placed in customers/units bins for pick-up.
- 5) Customers/ Units should check their bins daily for materials and process the paperwork accordingly on the unit level within the GCSS-Army System.

### **Walk-Up Requests for Class 2, 4, 7, & 9 Supplies**

- a. Units can only perform a Walk-Up on NSNs on hand at the SSA.
- b. Units can perform a Walk-Up solely on a highest priority basis with all the proper approvals and authorizing signatures from the Unit's S4 and the Company's Command. All the proper information should be entered in the fields on the DA-2765 Form along with the authorizing signature of the Company's Command is required.
- c. Once approved and verified by Warehouse Management or authorized personnel the information on the DA-2765 Form will be entered into the Disconnected Warehouse Management System of GCSS-Army for immediate processing. A Walk-Up Order Form Request Data cuts to the customer /unit, the customer /unit signs the WUOFRD, a copy of

the WUOFRD is given to the customer /unit, and the material is then issued to the customer/unit. The customer's WUOFRD should be processed accordingly on the unit level within the GCSS-Army System.

## Appendix B

### Installation Property Book (IPB)

**B-1. General.** The appendix describes the procedures for the customers of the IPB office on Fort Eustis.

**B-2. Location.** The IPB office is in Building 1608, on Patch Road, and operates Monday through Friday, 0730 to 1630 hrs.

#### **B-3. Procedures.**

- a. **Hand Receipt Procedures.** The Commander having command responsibility or a civilian director having command or supervisory responsibility will designate persons to be primary hand receipt holders (PHRHs) for their organization's Storage Location (SLOC). **All documents must be digitally signed. The sole exception to this rule is in cases where digital signature capability is unavailable. In such instances, as soon as digital signature capability becomes available, a digital signature must be promptly executed.**
- b. **All PHRH** will receive an in-brief by the Property Book Officer and receive a letter of instructions that map out regulatory guidance and expectations of the hand receipt holder. In addition, all hand receipt holders will need to have an appointment letter on file appointing him/her as the hand receipt holder, a signed letter of instruction, a joint inventory signed by the incoming and outgoing on a hand receipt, a SAAR form along with GARMY certificates to gain access to GCSS Army.
- c. **Property Issuance.** Property is issued to the person filling the position identified in the authorization document as the user (such as individual, section, and platoon). The property may first be issued by the primary hand receipt holder, to the person having supervisory responsibility over the user. The supervisor may further issue property by sub-hand receipt to the user having individual responsibility. The responsible individual will acknowledge responsibility by signing a hand receipt.
- d. **Inventory Management.** When impractical to assign responsibility to a person, an inventory listing, DA Form 2062 or spreadsheet will be used to document and manage control and accountability. A semi-annual inventory will be conducted, and the inventory listing will be updated accordingly. If an actual loss of property occurs, action will be taken per AR 735-5.
- e. **Changes and Updates.** SLOCs will have changes posted as they occur; however, change documents may be used to avoid frequent posting to the hand receipt. A 100% inventory and hand receipt update will be conducted annually or upon change of primary hand receipt holder. A cyclic will be implemented based off PBO discretion. All change documents must be digitally signed. The sole exception to this rule is in cases where digital signature capability is unavailable. In such instances, as soon as digital signature capability becomes available, a digital signature must be promptly executed.
- f. **Absence of Hand Receipt Holder.** Immediately upon notification that a hand receipt holder will be absent from his/her primary duties due to extended temporary duty, an emergency, or hospitalization (to exceed 30 days), and a 100% joint inventory cannot be conducted, the

commander/activity chief will appoint an interim HRH and an inventory team. The interim HRH and inventory team will conduct an inventory of all property on the SLOC.

#### **B-4. Authorized Hand Receipt Accounts.**

- a. Property will be issued to the person designated in writing as the Hand Receipt Holder (HRH).
- b. The maintenance of the SLOC files, to include the duplicate copy in possession of the SLOC is the responsibility of the Property Book Officer (PBO). Authorized personnel of the IPBO will only make changes and alterations.
- c. Property will be issued from the IPB on change documents. The SLOC will be generated in at least two copies. The original will be retained by the IPB. The HRH will be furnished a duplicate copy to be retained as a file copy IAW ARIMS.
- d. A manual DA Form 2062 (Hand Receipt/Annex Number) or the automated system utilized by the PBO will be used to document component shortages.
- e. SLOC account holders of the property book accounts are authorized and encouraged to sub- hand receipt supplies and equipment to individuals within their respective sections and elements.
- f. The HRH will designate those persons authorized to act on his/her behalf on a DA Form 1687 (Notice of Delegation of Authority Receipt for Supplies).
- g. The DA Form 1687 Signature Card and all other DA and DD Forms requiring signatures need to be digitally signed.
- h. SLOC account holders must update their SLOCs annually from the date of receipt of the property account, change of SLOC holder, or as directed by the PBO.

#### **B-5. Requesting Items**

- a. **Authorization.** Each request submitted to the IPB will cite an authorization for each item requested.
- b. **Preparation of Requests.** All accountable supply requests for standard items (NSNs) will be submitted in memorandum format.
- c. **Request for Issue.** Supply requests will contain essential information including Office Symbol, title and office symbol for the budget office, item Material Planning Object (MPO), full item description, quantity, authority, unit price, total price, name, address, telephone number, and unit of issue.
- d. **Commanders** will ensure the equipment and components listed in the authorized column of the TDA are on hand or on request.
- e. **Supply requests** will be prepared per DA Pam 710–2–1 and will contain the minimum essential elements of data.

- f. **GPC** is to **ONLY** be used when item is not available in system of record or in an emergency.

#### **B-6. Requests for Turn-In of Equipment**

- a. Request for turn-in of equipment will be submitted on DA Form 3161.
- b. In case of property damage or destruction, the provisions of AR 735-5 will be adhered to.
- c. DA Form 2407 and memorandum for record will be required for all standard items turn-ins which has a maintenance repair code other than O or Z.
- d. Turn-in of Property will be accomplished utilizing DA Form 3161 multi (6) copy.

#### **B-7. Transfer of Property**

Transfer of property between SLOCs will be accomplished utilizing DA Form 3161 through GCSS-Army system. **All change documents must be digitally signed. The sole exception to this rule is in cases where digital signature capability is unavailable. In such instances, as soon as digital signature capability becomes available, a digital signature must be promptly executed.**

#### **B-8. Excess Property**

The Property Book Office will accept serviceable excess equipment from units/activities for redistribution within the installation. All equipment will be inspected by warehouse personnel before acceptance.

#### **B-9. Reconciliation and Document Register**

The Property Book Office will maintain and reconcile the document register to account for all supply transactions monthly using the DAR.

#### **B-10. eFLIPL**

Commanders and supervisors of organizations required to use eFLIPL will not permit manual processing of FLIPLs in hard copy outside of the eFLIPL application unless each specific FLIPL is approved for temporary manual processing in writing by the FLIPL Approving Authority. Comprehensive exceptions are not permitted unless approved by the Deputy Chief of Staff, G-4. Hard copy FLIPL procedures are only authorized for temporary use during austere mission conditions or eFLIPL system outage, and the hard copy FLIPL data and exhibit records must be entered in eFLIPL within three working days of restored access to eFLIPL. Commanders and activity supervisors will not permit manual processing of FLIPLs in hard copy for preference or convenience.

#### **B-11. DUA ACCESS ADMINISTRATOR**

- a. GCSS-Army is a logistical system that requires personal information about each of its users for identification and security purposes. The duty assignment of Access Administrator (AA) enables decentralized, unit-level management of user access. Each Army, Army Reserve, and National Guard unit using GCSS-Army identifies one or two responsible individuals to be AAs per business area for their unit, who work with their Commander or Manager to ensure that the right system access is provided to the appropriate individuals for the correct period of time.

(1) AA Duties:

- (a) Work with your Commander or Manager to identify potential system users within your Scope of Operations who have a legitimate need to access GCSS-Army.
- (b) Scope of Operation (SoO) – the force element(s) and positions for which an AA is responsible for user access and against which she/he can execute DUA transaction. See to it that these potential users are set up properly in GCSS-Army, and that they are assigned to positions that provide the system functionality they require. (For active-duty soldiers, this means transferring them from the Military Position within your UIC into a position with a user role. For AR, ARNG, contractors, and civilians, this means directing personnel to the HR Self-Registration website and then transferring them into a position with a user role or on-boarding users by carefully following the on-boarding instructions.)
- (c) Monitor and process DUA workflow notifications on a regular and frequent basis (daily, when possible).
- (d) Workflow – the tasks, procedural steps, and decisions involved in each step of a pre-defined business process. Work items are workflow messages that are triggered by a system event and require an action on your part, such as an approval. If you are logged into the system, you receive a “pop-up” with a link to your GCSS-Army Inbox (SBWP). AAs receive work items via workflow if a personnel substitution within their SoO is about to expire. Work items appear 15-days, 5- days, and 1-day prior to the substitution’s end date. (These work items allow you to extend the substitution up to 365 additional days, let it expire, or end it immediately.) □  
Transfer users from one position to another within your SoO.
- (e) Positions - Out-board (disable the access of) users who should no longer be GCSS-Army users. Rehire (restore access to) former users who were out-boarded, but once again have a legitimate need to access GCSS-Army. Create and maintain substitutions, which allow existing users who hold one position to temporarily have the access afforded by another position. Create Dual Persona assignments. Lock and Unlock users. Query LMP Digital Thread (DT) Status and request a user’s LMP DT access be Locked/Unlocked.

## **Appendix C Central Receiving Point (CRP) Operations**

**C-1. General.** This appendix covers procedures for issuing supplies from the CRP.

**C-2. Location.** At Fort Eustis, the CRP is in Building 1610, on Patch Road. The operating hours for customer issues are Monday through Friday, 0800-1530.

### **C-3. Procedures.**

- a. Incoming Material for these activities are separated upon receipt.
- b. Other customer issues are placed in unit bins identified by DODAAC.

- c. Customers are required to visit the CRP daily, Monday through Friday, to determine if issues are ready to be made.
- d. Personnel picking up supplies at the CRP must be authorized by the unit/activity responsible officer on a current DA Form 1687.
- e. At the CRP, the receiver of supplies is required to sign for the property on DA Form 2765-1, DD Form 1348-1 or DD Form 250.
- f. Customers using the CRP are not permitted access to Building 1610 beyond the service counter area unless escorted by an ISSA employee.

## **Appendix-D**

### **Classified Material**

**D-1. General.** This appendix applies to the receipt, pick-up, and turn-in of classified Material, end items, and components. The procedures described herein are firm and cannot be waived. It does not apply to the handling of classified documentation.

#### **D-2. Location.**

- a. Advanced coordination for the requesting or turn-in of classified Material should be made with Supply Manager or of Installation Supply Support Activity. Both have security clearances and are in Building 1608 or 1610 on Patch Road. Issue of classified receipts will likely occur at Building 1610 on Patch Road.
- b. Outgoing shipments of classified Material are accomplished through the US Postal Service (USPS), Building 1321, on Lee Blvd on Fort Eustis.
- c. Queries as to packaging of classified Material or any questions as regards to classified actions may be addressed to Security Forces Command at 705 Washington Blvd. Fort Eustis, VA.

#### **D-3. Procedures.**

- a. **General Guidelines.** The ISSA is not an authorized handler of classified documentation for customer support. Its Classified Repository handles only classified references necessary to internally support its mission performance. Therefore, whenever arranging for the transmission of classified documentation, ISSA should not be involved.
- b. **Turn-in of Classified Material.**
  - (1) The unit or activity will notify the ISSA in advance of any turn-in of classified unit item or component. The unit or activity will complete and submit a DA Form 2765-1 to the Turn-In Section, in advance of the turn-in. Any special requirements will be put in writing and included with the DA Form 2765-1; for instance, that the turn-in item is classified, i.e., "CONFIDENTIAL" or "SECRET" and must be shipped by secure means.

The completed DA Form 2765-1 is reviewed by the ISSA to ensure that all codes and entries are correct. The code used for the classification level of the turn-in item will come from the FEDLOG.

- (2) The ISSA will provide guidance to the unit or activity on how the turn-in item will be shipped. Normally, a classified turn-in item will be shipped by USPS through the registered mail system. However, if the item exceeds USPS size limitations, it will be shipped by a carrier that Military Traffic Management Command (MTMC) has approved for transporting classified Material.
- (3) Classified Material to be shipped by either USPS or approved carrier will be packaged by the unit or activity as described in AR 380-5, DA Information Security Program. Additional guidance on packaging may be obtained from the Security Forces Squadron, 705 Washington Blvd.
- (4) Documentation included with the turn-in item when packaged includes the DA Form 3964 (Classified Document Accountability Record); an original and one copy. The unit or activity representative should retain a copy. The DA Form 3964 is not required for turn-in items classified only "CONFIDENTIAL".
- (5) For turn-in of items that will be shipped by USPS through the registered mail system, the unit, or activity will coordinate with the ISSA on a date and time to meet at the Fort Eustis Post Office. The unit or activity representative who will hand carry the turn-in item to the Post Office must possess a DD Form 2501 (Courier Authorization) and government ID card. The individual must also have a completed DA Form 1687 (Signature Card) on file with ISSA.
- (6) The ISSA representative will bring the completed DA Form 2765-1 and mailing labels to the Fort Eustis Post Office. Upon reporting to the Post Office, the unit or activity representative will at no time leave the packaged turn-in item with the ISSA representative. The mailing labels are applied to the package by the ISSA representative. The ISSA representative then completes the DA Form 2765-1 by documenting the turn-in. The actual hand over of the turn-in item to the USPS is done by the unit or activity representative.
- (7) For turn-in items that exceed USPS size limitations, which must be shipped by an approved carrier, the unit or activity will receive special instructions from the ISSA. Normally, the ISSA will arrange to have the carrier meet the unit or activity representative at the site where the classified turn-in item is stored. The unit or activity representative will hand over the Turn-in item to the carrier representative with the ISSA representative present.

**c. Receiving Classified Material**

- (1) The ISSA will initially receive any classified end item or component that a unit or activity has requested through supply channels. Such items are shipped by USPS registered mail, or carrier approved for transporting classified Material. All registered mail received by the ISSA will be handled as if it contains classified Material as required by USPS regulations. Only ISSA employees with a security

clearance validated for “SECRET” access will be authorized to handle registered mail. Also, classified Material being shipped by an approved carrier will only be handled by ISSA employees with “SECRET” access. All classified supply items shipped to this command by either USPS registered mail or approved carrier is received at Building 1610. At no time will these items be left unattended by the ISSA employees authorized to handle such shipments. Rather, the items will be secured at Building 1610, on Patch Road in the arms room vault with authorized personnel present or in the GSA approved safe at Building 1610 on Patch Road when overnight storage is required until the addressee can be notified, and the items are picked up.

- (2) The ISSA will notify the addressee by telephone of a registered mail item or carrier shipment on the same day the item is received. The ISSA will advise the individual of its possible classification and request the item be picked up at Building 1610 on Patch Road that same day. If the individual is unable to pick up the item that day, the ISSA will ensure the package is properly secured in an authorized container until it can be picked up. The individual designated to pick up registered mail or carrier shipment must possess a DD Form 2501 and government ID card at time of pick up. In addition, the individual must have a DA Form 1687 on file with the ISSA. The ISSA employee will check for all three items before releasing the registered mail item or carrier shipment to the individual. In addition, the ISSA employee will ensure the individual signs all required shipping documentation.
- (3) When the ISSA receives registered mail that is without an identifiable addressee, an ISSA employee with a “SECRET” clearance will open the outer wrapping of the package to determine the classification of the contents and the shipment destination (addressee). If the mail item is classified and the addressee is identifiable, the ISSA will notify the addressee by telephone to pick up the classified item. If the addressee is not identifiable after having opened the outer wrapping, the ISSA employee will contact the Security Forces Squadron for guidance. At no time will the ISSA employee open the inner envelope.

## **Appendix E**

### **Material Turn-Ins**

**E-1. General.** The recovery and proper disposal of government property/Material is an essential responsibility of every element in the supply chain, from user to depot. This appendix describes the turn-in process at Fort Eustis, which is designed to ensure that recoverable/reusable Material is reclaimed whenever possible and that other Material is disposed of properly, to ensure a maximum return to the Government.

a. Each unit is responsible for disposing of excess, which includes:

- (1) Items that are excess to authorized allowances, including Class IX excess to PLL.
- (2) Items that are not needed and the authorization is not mandatory.

- (3) Items that become unserviceable or uneconomically repairable.
- (4) End-items and supporting spares, tools, repair parts and basic issue items (BII) when replacement items are issued under force modernization procedures.
- b.** Turn-in of the following categories of Material is covered separately in other appendixes.
  - (1) Installation Property Book – Appendix B.
  - (2) Classified Items - Appendix D.
  - (3) Major Class VII items - Appendix F.
  - (4) Organizational Clothing and Individual Equipment (OCIE) - Appendix I.
  - (5) Personal Clothing – Appendix J.
- c.** Documentation is required on all turn-ins to ensure that monetary credit is applied to the controlling budget officer's financial ledgers. Items are redistributed to depots for later issue elsewhere. Even DLA DISPOSITION SERVICES turn-ins are of value to the Army and all taxpayers. When they are sold, monies realized accrue to the general treasury.

## **E-2. Location**

- a.** At Fort Eustis, turn-ins are fully processed at Building 1610 on Patch Road. Turn Ins are by appointment only and service is provided 0800-1200 and 1230-1530, each workday. To schedule an appointment, call 757-878-4397.
- b.** DLA DISPOSITION SERVICESs are located at Norfolk Naval Base, Norfolk and is accepting serviceable and unserviceable equipment.
- c.** These procedures apply to all DODAACs supported by the ISSA except for Medical Department Activity (MEDDAC) Medical Supply Account, Fort Eustis (W26AL3), US Army Training Support Center (ATSC), and Mission Property Account, Fort Eustis (W26XQJ)

## **E-3. Procedures**

- a.** The ISSA offers a one-step, by appointment required turn-in acceptance process in Building 1610 on Patch Road. This process, described below, will not be used for the type items listed in paragraph 2-a-h; it is also to the customer's advantage to limit the number of transactions made at one time. For large turn-ins, customers are advised to contact the Turn-in Section to make special arrangements and thus avoid unproductive waiting time.
- b.** All property turn-ins are processed through the ISSA. Items (other than pure scrap) cannot be turned in directly to DLA DISPOSITION SERVICES on a unit document number.
- c.** Before property book items are turned in, they must be technically inspected by an authorized individual from your unit to determine batch code, as are repairable

components and classify turn-in Material.

- d. All serviceable/reparable batch code NSNs that require a long-life reusable container. (LLRC) should have the correct container with all the hardware and gaskets installed on the LLRC. For any serviceable batch code LLRC items, the humidity indicator status should be good (i.e. - BLUE color). If it is not, the NSN with the bad humidity indicator status shall not be turned in as a serviceable batch code and downgraded appropriately to batch code F.
- e. All electrostatic discharge sensitive items, with serviceable batch codes, shall be turned in with the correct/proper ESDS protective packaging. If ESDS protective packaging is not present and/or has discrepant ESDS protective packaging, the ESDS item shall be downgraded to batch code F.
- f. All shelf-life items will have the appropriate amount of shelf-life remaining with respect to the batch code. If a shelf-life item has discrepant packaging, the shelf-life of the item is no longer valid and batch code must be downgraded to unserviceable.
- g. Before turning in serviceable property, attempt internal redistribution.
  - (1) Expendable property may be redistributed without documentation.
  - (2) Expendable/durable property may be redistributed without documentation except that losing and gaining units should make necessary adjustments to shortage annexes. An excess tool transfer does not require any documentation for the gaining unit to accept it to fill a shortage, which should have been listed on a Hand Receipt Annex.
  - (3) Non-expendable property requires lateral transfer documentation and approval. Gaining units must submit, if the item is a Reportable Item Control Code (RICC) 2 item, Lateral transfers between units of different MACOMs (such as, FORSCOM to TRADOC) must be referred to the LRS for approval. This applies even when the TRADOC element is attached to the FORSCOM unit for command and control.
  - (4) For stock-numbered end items, a reutilization survey is required within the major subordinate activity involved. Such excesses should be reported to Battalion and Sustainment Brigade S-4 levels for redistribution evaluation. ISSA will not accept Major Class VII turn-ins without prior concurrence by 7th Sustainment Brigade S-4 or PBO.
  - (5) Turn-ins to the ISSA will be on a DA Form 2765-1 or DA Form 1348-1A. Property book item turn-ins will also require a DA Form 2407 (Maintenance Request) and any other applicable forms. The GCSS-Army computer generated turn-in form may be used in lieu of DA Form 2765-1 for Class IX items, as are the automation produced DD Form 1348-1's from the GCSS-Army system. Repairable components must be clean and tagged with the appropriate DD Form 1577-2 (Unserviceable (Repairable) Tag)-Material series condition tag. Documentation and items are brought to the Turn-In Section. Personnel there will perform an edit on the turn-in document. Warehouse will then compare the documentation to the Material being turned in to ensure correct identification, condition coding, and quantity. The user will then be given a signed receipt copy of the DA Form 2765-1.

**h.** Turn-in of scrap metal to recycle.

- (1) Prepare DD Form 1348-1. Enter the Federal Supply Classification (FSC) and the letters NSN in the stock number field and work “Scrap metal (type)” in the nomenclature field.
- (2) Segregate scrap metal by type and prepares a separate DA Form 1348-1 for each type (such as, aluminum, copper, and steel). Items must be free of glass, mud, caked on earth, concrete and other debris. Do not enter anything in the quantity field. On the day of turn- in, report to Building 1610 on Patch Road, with turn-in document and the scrap Material. The ISSA representative verifies scrap qualification, segregation, and identification.
- (3) Units should make every effort to meet their appointment times. Failure to do so can mean a cancellation of the entire action for the day.

**i.** Items coded Automatic Return Item (ARI) on Master Data/FEDLOG are turned into ISSA as quickly as possible.

**j.** Sets, kits, and outfits (SKO) not involving powered components are not referred to the maintenance department. The using unit/activity inventories all components and attaches a DA Form 2062 (Hand Receipt/Annex Number), used as a shortage annex/component listing, to the turn-in request. Acceptance at ISSA is accomplished after a joint inventory to verify the listing. Powered components (generators, compressors, etc.) will require a technical inspection.

**k.** Turn-in excess SKO as batch code A, B, or G. Do not turn-in, if a replacement is needed; requisition the components required to restore the SKO to A or B batch and retain.

**l.** Customer must include a notation that all unserviceable or incomplete end items have reached the condition through Fair Wear and Tear (FWT) or address the specific case according to AR 735-5. The following notations are acceptable.

- (1) Unserviceable-FWT. This is an acceptable statement; a judgment made by the commander responsible for the property that the damage/loss occurred because of fair wear and tear.
- (2) Unserviceable-AR 735-5 action taken. This is sufficient but property officers must be prepared to present back up documentation to support the claim. Such actions are processed to completion. A suspended copy of a Report of Survey, without approval signatures is not sufficient. Vouchers for all indicated surveys are subject to review during command inspections and Command Supply Discipline Reviews (CSDR).
- (3) Damaged items-release by Survey Officer. Used when damaged by other than FWT.
- (4) The following is a list of units authorized to perform technical inspection and Batch code (BC) specific equipment.
  - a. Damaged items-release by Survey Officer. Used when damaged by other than FWT.

- (5) The following is a list of units authorized to perform technical inspection and Batch Code (BC) specific equipment.
- a. US Army TMDE Support Operation - Test, Measurement, and Diagnostic Equipment (TMDE).
  - b. CED and MEDDAC - their own specific equipment.
  - c. Installation Maintenance Division (IMD) - ground end items and components.
  - d. ISSA performs only visual inspection on non-mechanical items; CIF technically inspects OCIE. Aviation Life Support Equipment (ALSE) is technically inspected by a qualified ALSE inspector.
  - e. US Army Training Support Center (ATSC) – their electronic and ADP equipment.
  - f. Training and Audiovisual Support Center (TASC) – Visual Information Systems.
  - g. Installation Property Book Office – Furniture.
  - h. Aviation Maintenance Contractor for aviation components and end items.
- (6) Items classified as batch code H are reviewed by the Material Coordinator, ISSA. In the absence of the ISSA Supervisor, Turn-in Section will review for disposition action. If DLA DISPOSITION SERVICES disposition is confirmed, a DD Form 1348-1 will be prepared using an ISSA accountable document number (W26RK4 for TRADOC) for each item being sent to DLA DISPOSITION SERVICES. Document numbers are provided by the Turn-in Section. ISSA will schedule a turn-in appointment with DLA DISPOSITION SERVICES and upon completion of delivery to DLA DISPOSITION SERVICES; provide the Turn-in Section a copy of the DLA DISPOSITION SERVICES accepted DD Form 1348-1.

#### **E-4. Maintenance and Supply Forms**

- a. GCSS-Army will generate turn-in documents for all supply turn-ins *DLA DISPOSITION SERVICES* and is coordinated through the Property Book Officers.
- (1) DA Form 2062 is required to accompany a turn-in if shortages exist. This includes shortages to SKO and shortages of BII required to accompany major Class VII items.
  - (2) DA Form 2407 is required for property book/class VII items and must be turned into ISSA along with other documentation.
  - (3) Material condition tags. The appropriate tag is signed/stamped by one of the authorized inspectors and affixed to the component. Material condition tags are DD Form 1577 (Unserviceable (Condemned) Tag Material (Red)); DD Form 1577-2 (Unserviceable (Repairable) Material Tag (Green)); DD Form 1574 (Serviceable Tag Material (Yellow)).

- (4) DA Form 3590 (Request for Disposition or Waiver) must be prepared for all and all TACOM managed equipment as described in TB 43-0140.
- (5) DA Form 2404 (Equipment Inspection and Maintenance Worksheet) is required for all/TACOM end items and other NICP managed major Class VII items.
- (6) DA Form 461-5 (Vehicle Classification Inspection) is required when turning in vehicles in Federal Supply Group (FSG) 23 and 24.
- (7) All Army Maintenance Management System (TAMMS) records required to be maintained on vehicles and selected components must accompany the item being turned in. These should be placed inside the container or within the container's document holder, as appropriate.

## **Appendix F**

### **Major Class VII Item**

**F-1. General.** Major Class VII property is authorized to a unit or activity by specific listing on the pertinent Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA). Such items can be requested only under restricted circumstances. This appendix covers the requisitioning and turn-in of such items.

**F-2. Location.** Turn-in of major Class VII items is accomplished by the Installation Supply Support Activity, Building 1610 on Patch Road.

### **F-3. Procedures**

- a. It is a DA policy, repeatedly reemphasized by all MACOMs, that units/activities be provided no more equipment than is authorized by pertinent documentation, MTOE or TDA in most cases. Users are authorized to request major Class VII items to the authorized levels as stated on those documents, not the "Required" levels. It is also DA policy that the automated GCSS-Army, described below, is the final authority with respect to authorized levels and on hand balances. The impact of this policy is that regardless of what is shown at unit level, with respect to allowances and on hand assets reflected on unit property books, the GCSS-Army data available to higher commands and support levels is considered correct and definitive. It is the Responsibility of the user command to ensure that unit property records are accurate and that accurate asset reporting measures are accomplished so that GCSS-Army data will mirror unit level records. When differences occur, units may request research assistance from ISSA, as needed to resolve discrepancies. Supply transaction files are not maintained as permanent, though, so file review and corrective action should be initiated whenever the need is discovered, without delay.
- b. It is the responsibility of every command and supply support level to ensure that major Class VII Material is assigned/requested as per authorizations. A unit commander inventories assigned equipment, maintains property records and requisitions to fill shortages. At each more senior level, equipment reviews and requisition evaluation must take place.

- (1) FORSCOM battalion and group commands, in turn, should review the using unit's equipment requisition before submission to ISSA to ensure that accurate authorization and on hand data exist. They must then review on hand data for the particular LIN involved within their commands to ensure that any available excess major Class VII is identified. If the command holds excess in another unit, it must be laterally transferred to fill the shortage; a requisition on the supply system cannot be placed if excess exists within a command.
- (2) TRADOC property book officers must similarly review asset positions and authorizations within their command before submitting requests to the supply system.
- (3) In GCSS-Army through asset visibility provides authoritative major item information relative to equipment authorizations, on hand balances, distribution priorities, and projected equipment deliveries.
- (4) After requisition submission, MACOM reviews occur. FORSCOM/TRADOC frequently direct lateral redistribution within their commands. Unit to unit FORSCOM lateral transfers are accomplished without ISSA involvement. User units must ensure that open requests are canceled when redistribution occurs. TRADOC redistribution will normally be processed through ISSA.
- (5) Turn-in of Major Class VII items, Major Class VII items are turned into ISSA when one of the following conditions exist; excess to unit authorizations, when directed by competent authority, unserviceable/non-reparable or uneconomically repairable, or replaced by a new item. Disposition Instructions will need to be provided at time of turn in to include the Transportation Fund Cite. If the Disposition Instructions are for the Class VII item to go to DLA Disposition Services, those will not require a Transportation fund cite. The Property Book Officers are required get Disposition Instructions from Decision Support Tools (DST).
- (6) Any Serial Number Items (laptops, monitors, etc.) turned in will be limited to ten (10) items per document, excluding vehicles or trailers, which are limited to one (1) per document.
- (7) Location. Weapons and other small major Class VII items are turned-in at Building 1610 on Patch Road. Most major Class VII items are accepted by ISSA at the Hillside Storage Area located on Patch Road. In some cases, due to size or mobility restrictions, it may be necessary to make an on-site turn in at an alternate location. For on-site turn in, ISSA accepts accountability and obtains disposition guidance. Meanwhile, the unit retains responsibility for safeguarding the property.
- (8) In most cases, major Class VII items are turned into the supply system for redistribution or sale. DLA DISPOSITION SERVICES disposition is unlikely unless an equipment class is replaced and age dictates blanket DLA DISPOSITION SERVICES disposition, or the condition of the item dictates DLA DISPOSITION SERVICES disposal. In either case, disposal instructions are specifically received from the managing NICP, and guidance is provided by ISSA to owning commands. Unless advance disposal guidance is provided, major Class VII items are technically inspected by LRS or authorized activities/units before turn in. Unless classified as Batch code H (non-reparable), Code P (uneconomically repairable) or otherwise as instructed by ISSA. Equipment that is identified as excess from authorization changes will be handle IAW AR 710-2, paragraph 2-13b, requires that excess equipment be reported within 10 days

and if disposition instructions are not received within 30 days, the equipment will be turned into the Installation Supply Support Activity. The ISSA will require a separate turn in document for major Class VII items that have a FSC Group 23 or 24 (wheeled vehicles) and 39 (Cranes) that needs to be turned in. DA Form 2765-1 must cite the USA or serial number of the item to be turned in. It must be accompanied by the blue copy of DA Form 2407 or DA Form 5990-E (Maintenance Request) from the final technical inspection. If the item is a FSC Group 23, 24 or 39, a properly completed DA Form 461-5 (Vehicle Classification Inspection) is also submitted. A DA Form 2404 (Equipment Inspection and Maintenance Worksheet) must also be submitted. In addition, DA Form 3590 (Request for Disposition or Waiver) must be prepared for all TACOM managed equipment.

- a. All turn in documents for weapons should be limited to 10 each per document, to include the serial numbers listed on the back of the turn in document.
- b. All BII and/or accompanying spares are turned in with the end items. Any missing items are reported on DA Form 2062, in duplicate, and resolved according to relief from responsibility procedures in AR 735-5.
- c. Items turned in should be clean. All trash and/or items that are not components of the end item must be removed from truck beds/cabs. Equipment logbooks with all required historical records and applicable TMs must accompany the vehicle.
- d. Critical end items may not be laterally transferred without the approval of the responsible NICP, AMC, acting for DA.
- e. Excess critical items are turned in as soon as the excess develops. Non-critical items are laterally transferred within major subordinate commands (or between commands with LRS approval) to fill authorization shortages. If not laterally transferred, non-critical items are turned into ISSA as soon as possible.
- f. If any Class VII items are on hand in an excess situation and a requested authorization document change has been submitted, a remark is made in the property book. Should the AMC NICP attempt to redistribute the item, ensure the ISSA is advised with all pertinent data. ISSA initiates a request for temporary retention authority in such cases.
- g. Bumper markings on vehicles/trailers may be overpainted by the unit, but this is not required. Identifying USA/serial numbers are preserved on the item. Components must not be removed from the end item.
- h. Major Class VII requisitions can age considerably if redistributable assets are not readily available. Units/activities should expect this and not take action to cancel and reorder due to age of a request. This could alter the scheduled release of an item. Document numbers listed on transaction registers/automated systems should be checked regularly, though. The mere listing does not ensure a due in. Document queries to ISSAs GCSS-ARMY level and/or NICP/ Parts Tracker are necessary to ensure validity.

## Appendix G

### Signature Cards

**G-1. General.** DA Form 1687 is required by ISSA whenever a unit/activity requests or turns in supplies or equipment. This form is required in conjunction with a DOD identification card to identify personnel authorized by responsible officers to request, receive, and turn-in Material. A unit/activity may use a single set of DA Form 1687 or variations for each of the areas listed below. However, sufficient copies must be provided to ensure each servicing activity can maintain a copy on file. If the following servicing activities are to be used, DA Form 1687 is required:

- a. CRP, Building 1610 on Patch Road.
- b. Arms Storage Area, Building 1610 on Patch Road.
- c. Installation Property Book, Building 1608 on Patch Road.
- d. Fort Eustis CIF, Building 1608 on Patch Road.

**G-2. Location.** Cards must be filed at each of the service points listed above. Submit DA Form 1687, in three copies, to the appropriate area. I.e. Property Book, CIF. Each area will maintain the file copy and return a copy to the responsible officer. The ISSA will accept the DA Form 1687 Signature Card and all other DA and DD Forms requiring a signature will have a digital or handwritten signature, not both. A handwritten full signature includes First name and full last name. Property Book and CIF requires a digitally signature for the DA Form 1687 and all other DA and DD Forms unless there is a Fielding, Power Outage, or circumstances where there is no access to a computer.

### G-3. Procedures.

- a. New or revised DA Forms 1687 are required:
  - (1) Upon assumption of command or appointment of a new responsible/accountable officer. In such cases, a copy of the assumption of command letter or appointing memorandum for record must be sent to the area with the DA Form 1687. A command change makes all old cards obsolete. All previous signature cards are then rescinded. Make sure the new DA Forms 1687 are provided to all servicing activities.
  - (2) Upon departure/transfer of an individual authorized on DA Form 1687, prepare a new DA Form 1687 listing only the names of desired delegates and place the notation, "Replaces all other editions", in the remarks section. Additions may be made to previously submitted DA Forms 1687 by completing a new DA Form 1687 listing only the names to be added. In the remarks section, put "ADDED previous editions remain in effect". The expiration date must match that of signature cards currently on file.
- b. DA Forms 1687 are issued by the responsible officer, usually the PBO. However, a staff officer/director may issue forms to cover a specific supply operation for which he/she is

responsible. The ISSA reviews forms periodically and rescinds expired forms or forms, which are, obsolete due to command/PBO changes or have expired.

c. Unique area requirements are as follows:

- 1) A DA Form 1687 covers any or all issues for a particular DODAAC except for the three categories listed below. Specific coverage to receive or turn-in these categories of Material is required. All other items are issued to those designees authorized to receive and turn-in supplies and equipment. The ISSA issue points cannot restrict issues of unit supply and PLL items to separate designees. At the CRP, separate signature cards that specify the authority to receive the following items are required: Weapons.

## Appendix H

### Central Issue Facility (CIF)

**H-1. General.** This appendix outlines procedures for the issuing and/or turn-in of organizational clothing and individual equipment (OCIE) and the caring for your IOTV. -

**H-2. Location.** Fort Eustis CIF, building 1608 on Patch Road is operational Monday through Friday, 0800- 1530. Walk-in service is provided to 7<sup>th</sup> TBX soldiers from 0800-1530; Training Brigade formerly 128<sup>th</sup> Transportation and Advance Individual Training (AIT) students are service by appointment only.

### H-3. Procedures

a. Unit/activity commanders establish OCIE issue entitlements by submitting to the CIF an issue “menu” for loading to the CIF System. Menus can be set or revised by memo submitted to the CIF Property Book Officer (PBO). Separate issue menus can and should be established to meet special requirement such as for Military Occupational Specialties (MOS) peculiar needs. In general, a basic (all soldiers) OCIE list is established by the unit. This basic OCIE issue should be command coordinated, as within 7th Sustainment Brigade. Commander, 7th TBX has directed a standard command menu for all Sustainment Brigade units. (The Training BDE has directed a standard menu for required permanent party personnel. Issue menu change requests will be honored with the following exceptions/restrictions: The 7th Sustainment Brigade also has some standard menus by destination and/or by MOS.

- (1) OCIE issues cannot exceed Common Table of Allowances (CTA) 50-900 authorizations, service category or climatic zones considered.
- (2) Contingency Material should not be included in most cases. Mission specific contingency menus are created by CIF based on deployment guidance in specific Operations Plans (OPLANS)/Exercise Directives.
- (3) Some OCIE items may not be available at Fort Eustis. Newly introduced OCIE items, unless DA directed fielding has occurred are acquired as funds permit and as older “use until exhausted” Material is consumed.
- (4) Either/or restrictions. Some OCIE items will not be issued if an alternative is issued, i.e. rain suits or ponchos, not both.

**b.** The Fort Eustis CIF operates using the CIF Installation Support Module (CIF ISM). The same is true for the 128<sup>th</sup>. CIF ISM produced automated forms replace DA Form 3645 (Organizational Clothing and Individual Equipment Record) and 3645-1 (Additional Organizational Clothing and Individual Equipment Record). The CIF ISM clothing form, then, serves all of the purposes of the DA Forms as specified in pertinent regulations, to include personal responsibility for issued OCIE. The term “Clothing Record” used hereinafter refers to this automated record.

**c. Actions at the unit prior to reporting to CIF.**

- (1) Unit supply personnel will review the previous assignment clothing record for all newly assigned personnel. This form is required to accompany PCS-ing personnel in the records jacket. If a newly assigned soldier does not have the clothing form, the previous unit of assignment must be contacted to determine existing property issues/responsibility. A showdown inspection of accompanying OCIE should be conducted as well. At CIF, previous issues will be carried forward to the new clothing form; the soldier retains responsibility for such issues.
- (2) Upon sending the soldier to CIF, the unit will ensure that this “prior issue” clothing form(s) accompany him/her. It must reflect the full name, Social Security Number (SSN), MOS and new unit of assignment, as well as listing OCIE already issued. Any missing items should be indicated and appropriate collection/relief from responsibility action should be initiated with copies to the CIF so a replacement issue can be made CIF is open from 0800 – 1530 hrs. Monday thru Friday for issues, turn in and direct exchanges.
- (3) Unit must request additional menu considerations through their respective battalions with final review at the 7th Sustainment Brigade or Training Bde S-4 level.

**d. Issue procedures.**

- (1) Soldiers arriving for initial issue must:
  - a) Present one copy of current clothing record & orders.
  - b) Be in military uniform.
  - c) Present a current military identification (ID) card.
  - d) Bring a duffle or barracks bag.
- (2) Civilian personnel must have a memorandum authorizing OCIE items approved, signed by the CIF PBO, and present a valid civilian ID card.
- (3) The CIF personnel will:
  - a) Not issue unauthorized items.
  - b) Issue authorized items to each requester on his/her visit to CIF. If any items or

sizes of items are temporarily out of stock, the requester is informed and notified when issue can be completed.

- c) Create a work copy of the issue menu(s) for the soldier, obtaining size information as necessary. CIF personnel will then issue the required OCIE items. When all OCIE is issued, the record copy clothing form will be produced by Central Issue Facility Installation Support Module (ISM). The soldier will be asked to verify receipt of all indicated items. He/she will then be required to sign the record, assuming personal responsibility.
- d) Retain the original of the clothing record in CIF file. It is the official record copy. A copy will be provided to the soldier; a third copy will be given to the unit supply representative accompanying the soldier or will be retained at CIF for later turnover to the unit supply.

**e. Turn-in (out-processing).** Prior to reporting to CIF, the following guidance is provided:

- (1) Soldier must:
  - a) Process through the military personnel-processing center to obtain installation clearance papers and orders.
  - b) Be in Military Uniform
  - c) Inventory all OCIE items and have all shortages corrected at unit level or obtain relief from responsibility as prescribed in AR 735-5.
  - d) Have a completed DD Form 362 (Statement of Charges/Cash Collection Voucher) for lost OCIE or items damaged through negligence or willful misconduct. A 10% depreciation allowance is authorized by AR 735-5.
  - e) Have all necessary signatures (Soldier, Commanding Officer, PBO) on relief from responsibility documents.
- (2) Civilian personnel must have all shortages resolved with their immediate supervisor or their PBO.
- (3) Items to be turned in:
  - a) For Expiration Term of Service (ETS) personnel, turn-in all items coded with an "N" in the ETS column.
  - b) For Permanent Change of Station (PCS) personnel, turn-in items coded "N" in the PCS column.
- (4) Items must be clean, or they will not be accepted.
- (5) After resolving all issues, the CIF representative closes out the clothing record. A copy of the form is forwarded to the custodian of the soldier's Military Personnel Records

Jacket (MPRJ), U.S. Army.

- (6) CIF personnel will sign the installation clearance form and include a notation that the service member is free of monetary debt for OCIE (or the contrary). Such notation may be made by computer entries in lieu of form sign off.

**(a) Exchanges.**

- (1) Soldiers (and civilians) report to CIF with their copy and the unit's copy of the clothing record and items to be exchanged.
- (2) Items must be cleaned before reporting to CIF or they will not be accepted.
- (3) Items rendered unserviceable through fair wear and tear are exchanged on a one- for-one basis.

**(b) Special.**

- (1) Retirees may turn-in equipment with retirement orders (without Installation Clearing Papers) prior to the 7 business days from terminal leave date.
- (2) Large groups, to include classes, are scheduled in advance with the Material Coordinator at 878-2380 during regular hours.
- (3) All foreign students must:
  - (a) Be escorted to CIF during issue and out-processing in military uniform.
  - (b) Have an approved memorandum listing authorized items and quantities.
  - (c) Have a copy of their orders.
- (1) Safety footwear for civilians.
  - a) The initial requirement is a certification by the employee's supervisor and approval by the Post Safety Officer that the employee's occupational specialty requires the use of safety footwear. This is usually accomplished by a memorandum to the Material Coordinator. This memorandum must contain a fund cite for reimbursement for safety footwear. CIF stocks only standard safety footwear.
  - b) If the civilian employee declines the standard safety footwear, the employee is instructed to return the unfilled memorandum to his/her PBO. If the PBO agrees with the employee's refusal to accept standard Government Issue safety footwear, PBO accomplishes a local purchase procurement using the government purchase card. If the employee requires orthopedic or special measurement footwear, requests must be submitted IAW AR 32-4. Orthopedic footwear is a medical item and is obtained through medical supply channels from the Defense Orthopedic Footwear Clinic. Special measurement footwear

is requisitioned by the employee's PBO from the Defense Orthopedic Footwear Clinic.

- c) Employees who require orthopedic or special measurement footwear are referred to the local military or Veterans Administration (VA) medical facility where responsible personnel execute DD Form 150 (Special Measurement/Orthopedic Boots and Shoes), or comparable form. Prescriptions from civilian doctors are not acceptable.
- (2) Requirements for military personnel orthopedic safety footwear. If orthopedic footwear is required, the soldier is instructed to first report to the McDonald Army Health Center to obtain a foot exam. If a physician concurs and prescribes special footwear, to include low quarter safety shoes or other orthopedic footwear, the soldier must report to the Medical Supply Office in MAHC. Medical supply obtains the shoes and then contacts the soldier to arrange a fitting appointment. CIF and ISSA are not involved.
- (3) Special measurement footwear for military personnel is requested from Army Military Clothing Sales Store (AMCSS).

**(c) Responsibilities.**

- (1) Commander, 7th Sustainment Brigade and Assistant Commandant, 128th provide CIF with an annual list of requirements for OCIE and the number of personnel to be supported through the LRS. Commander/Asst. Commandant will provide funding to meet requirements.
- (2) Units will:
  - (a) Maintain one copy of each clothing record for all assigned personnel, ensuring it is available for all direct exchange (DX) or additional issue actions during the soldier's assignment.
  - (b) Maintain soldier's file in the assigned unit per the base alpha roster, not the attached unit.
  - (c) Ensure each soldier is cleared through CIF before releasing for PCS, retirement or discharge and those personnel are scheduled for CIF clearance before departure date.
  - (d) Ensure there is a current signature card (DA Form 1687) on file at CIF.
- (3) The 128th will:
  - (a) Ensure class groups are escorted to CIF for initial issue and out-processing.
  - (b) Ensure that foreign students report to CIF with memorandum for record (MFR) authorizing OCIE issue and a copy of their orders.
  - (c) Ensure all OCIE recipients have a cleared CIF OCIE record before departing the installation.

- (d) Schedule class initial issue/out-processing with the Material Coordinator in advance of the processing time.
  - (e) Ensure relief documents are prepared before arriving at CIF, if losses of OCIE occur.
  - (f) Ensure all students are given ample opportunity to affect a turn-in of their issued OCIE before course completion.
- (4) AIT students, 128th will:
- (a) Ensure each Battalion S-4 coordinates with the Material Coordinator at least 24 hours in advance of the day for AIT issues or turn-ins and provides the anticipated number of students to be serviced. Delivers class listing to CIF prior to date of issue.
  - (b) Ensure all student groups are escorted by a NCO.
  - (c) Ensure students clean OCIE before arriving at CIF for turn-in.
- (d) **Caring for the IOTV:** To maintain your Outer Tactical Vest System so that it provides you with the maximum protection intended, it is extremely important to follow the steps below.
- (1) **Cleaning:**
- (a) DO NOT MACHINE WASH OR DRY. FAILURE TO FOLLOW THESE THESE INSTRUCTIONS MAY DESTROY YOUR VEST.
  - (b) Remove dirt from outer surface using a cloth or soft bristle brush.
  - (c) Remove ALL ballistic inserts and the ESAPI / ESBI from the IOTV outer-shell and the component carriers. Soft ballistic inserts are cleaned ONLY by removing loose dirt from the surface with a cloth or soft brush. (DO NOT submerge the inserts in any liquid; DO NOT bleach; DO NOT machine wash; DO NOT dry clean; DO NOT apply solvents to the ballistic inserts). If ballistic inserts become wet, allow to air dry in a flat position away from the heat sources and direct sunlight. If ballistic insert becomes saturated with liquids such as gasoline, bleach or other lubricants, turn in for replacement as soon as possible.
  - (d) Hand wash IOTV outer-shell and component carrier covers only in cold or warm water, with mild detergent or soap. Do not use chlorine bleach, yellow soap, cleaning fluids or solvents that will discolor/deteriorate the item.
  - (e) Rinse the outer-shell and covers thoroughly in clean warm water.
  - (f) Air dry indoors or in shade, away from heat sources.
  - (g) Do not attempt to dye item or fix discolorations.

(2) **Inspection: Turn in your Vest / Ballistic Inserts if:**

- (a) They have been hit by fragments or small arms fire.
  - (b) The outer cover is torn or damage beyond repair.
  - (c) The vest is “bunched” and lumps cannot be flattened.
  - (d) The hook and pile closures cannot be closed completely or repaired.
  - (e) The webbing is torn or damaged beyond repair.
  - (f) The vest can no longer be adequately cleaned or is discolored.
- (3) **Storage: When Storing Always:**
- (a) Clean all components and ensure they are dry before storing.
  - (b) Attach all components to the IOTV and insert all ballistic inserts and the ESAPI /ESBI’s into the IOTV components in the same manner as when worn. This prevents loss of components.
  - (c) Store the IOTV as flat as possible to avoid bunching of materials.
  - (d) It is recommended that the system be stored in a plastic bag to keep out dust, dirt and moisture.
- (4) **Caring For Your ESAPI /ESBI:** In order to assure your Outer Tactical Vest system continues to provide you with the protection intended, it is extremely important to follow the cleaning and maintenance instructions provided below.
- (5) **Cleaning:** Do not machine wash or dry. Failure to follow these instructions to may render your ESAPI / ESBI useless against ballistic threats.
- (a) Remove loose dirt and lint from the outer surface of the ESAPI/ESBI using a cloth or soft bristle brush. NEVER USE A STIFF BRISTLE BRUSH.
  - (b) Wet the ESAPI/ESBI in a sink or shower using warm, not hot, water.
  - (c) Apply a mild soap or detergent to the soiled areas and scrub with a cloth or soft bristle brush. Badly soiled areas may be scrubbed with GI Soap. Scrub only long enough to remove soil.
  - (d) Heavy grease/oil stains may be pre-spotted with a dry-cleaning solvent and detergent mixture & scrubbed with a soft brush.
  - (e) Rinse the ESAPI/ESBI with warm water until all suds are completely gone.
  - (f) Let the insert dry by itself, away from heat or open flame.

**(6) INSPECTION: Turn in your ESAPI inserts IF:**

- (a) The outer cover is damaged exposing the black ceramic tile material.
- (b) The ESAPI/ESBI is cracked, and you hear loose pieces rattling around when the ESAPI/ESBI is shaken.
- (c) The composite back face is delaminated, and the individual fabric piles are separating.
- (d) If you're ESAPI/ ESBI is hit by fragments, turn it in!

**(7) STORAGE:**

- (a) Always clean your ESAPI/ESBI thoroughly before storing.
- (b) Insert the ESAPI into the IOTV pockets in the same manner as when worn. This prevents loss of components.
- (c) Store the IOTV system as flat as possible to avoid bunching of materials.
- (d) It is recommended that the system be stored in a plastic bag to keep out dirt, dust and moisture.
- (e) Duffle bags with unit info on the bottom should be spray painted tan and stenciling blackened out with sharpie.
- (f) E-tools should be spray painted black.
- (g) All menu request and changes must be submitted by Memorandum For Record format by the Brigade Commander or above and submitted to the CIF Material Coordinator for Installation Property Book Officer review and approval.

**Appendix I**

**Contingency Stocks of Organizational Clothing and Individual Equipment (OCIE)**

**I-1. General.**

- a. This appendix covers the issue and turn-in procedures for contingency stocks.
- b. Deployment stock age of OCIE is maintained for deployable units by the CIF. Stock age determinations are established by HQ, FORSCOM. Contingency stocks are installation controlled and can be used to support training needs, with the exceptions described below for chemical protective over garments. Installation controlled contingency stocks include:

(1) Body Armor

- c. War reserve operational project stocks are items procured with War Reserve Material

(WRM) funds and such items cannot be consumed during peacetime. Items issued on a loan basis are authorized with FORSCOM approval only. Fort Eustis does not currently hold any material in this category.

**I-2. Location.** Fort Eustis CIF is in Building 1608 on Patch Road. Issue and turn-in of contingency stock is by appointment only with the Material Coordinator.

### **I-3. Procedures**

#### **a. Deployment Stocks.**

(1) Units prepare a memorandum with the following information:

- a. Individual's name.
- b. Social Security Number.
- c. Items to be issued.
- d. Sizes.

(2) Submit memorandum through the following channels for approval before submitting to CIF.

- a. S-4, 7th Sustainment Brigade and 7th Sustainment Brigade EOC.
- b. Fort Eustis, IOC.
- c. LRS.

(3) After final approval is received by the CIF, the Material Coordinator contacts the unit and an appointment is made. The date and time is mutually agreed upon by the unit and the Material Coordinator.

- a. When the unit returns, unit supply personnel will contact the Material Coordinator for an appointment to turn-in contingency items.
- b. Prior coordination for deployment OCIE is requested. In many cases, special requisitioning action is taken to ensure that sufficient sized items are available. If time is limited, obtain issue approval without individual identification and size data.
- c. Soldiers reporting for issue or turn-in must report to CIF with the unit copy of their DA Form 3645 (Organizational Clothing and Individual Equipment Record) or DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record). Issue and turn-in procedures are the same as for regular OCIE.
- d. Upon completion of the deployment mission, items are returned to CIF stock age except those items that cannot be reissued (i.e., boots). These items are kept by the soldier for future contingency use. Any losses are resolved according to AR 735-5.

- e. The CIF does not requisition deployment OCIE items unless directed by LRS. Funds are required by the deploying unit or the 7<sup>th</sup> Sustainment Brigade.

## **Appendix J**

### **Turn-in of Personal Clothing**

**J-1. General.** Soldiers released from active service by retirement or ETS are permitted to keep personal clothing issued as part of the initial clothing bag issue.

**J-2. Location.** Personal clothing is turned in to Building 1610 on Patch Road, Monday through Friday, 0800-1200 and 1230-1500. Appointments are not required.

### **J-3. Procedures**

- a. Non-recoverable personal clothing includes socks, underwear, handkerchiefs, and towels. These items may be discarded as trash. All other items are recoverable. Although not reusable, turn-in boots shoes and hats if they have been abandoned.
- b. Personal clothing turn-in is accomplished in these situations.
  - (1) Personnel honorably discharged with six months or less active-duty service. Such personnel are permitted to keep one uniform and component items. Other items should be turned in.
  - (2) Personnel discharged for cause.
  - (3) Enlisted personnel dropped from the rolls as deserters.
- c. Soldiers may voluntarily turn-in excess or unserviceable/uneconomically repairable clothing through their unit supply to ISSA. Unit supply personnel should also turn-in any “found on post” abandoned items.
- d. A separate turn-in for each individual is made using DA Form 3161. Prepare form in triplicate and ISSA will acknowledge receipt in block 15. ISSA retains one copy, the unit retains one copy, and one is submitted to the applicable military personnel office (MILPO) for inclusion in the service member’s Military Personnel Records Jacket (MPRJ).
- e. Separate OCIE items from personal clothing and turn these in to the CIF in the name of responsible service member.

## **Appendix K**

### **Petroleum, Oils and Lubricants (POL)**

**K-1. General.** Bulk POL consists of mobility and heating fuel. Heating fuels are requested in the EEBP system. The Civil Engineering Division (CED) requests heating oil (FS #2) through an email to the Installation Fuels Accountant and ordered in the DLA Enterprise External Business Portal system. CED requests heating oil through email to the Installation Fuels Accountant. JAA fuel request is called into Craney Island and requests are done on DD Form 1348-7 (Requisition and Invoice/Shipping Document) to Defense Fuel Supply Point (DFSP) Ft Eustis (SE5A1R). Unleaded/MRR and DS2 (diesel) Fuel are requested through Enterprise External Business Portal (EEBP) (W26ULK). The Installation Fuels Accountant notifies the Responsible Officer by e-mail or telephone message that a request for fuel has been processed in the EEBP system. All requests are emailed to the Installation Fuels Accountant & POL Manager. LRS is responsible for obtaining all of these fuels from applicable source (Dime Oil Co). Packaged POL products are requested directly from the Hazardous Material Management Center (HAZMART).

#### **K-2. Location.**

- a. POL is managed by the LRS Responsible Officer (RO) & the Installation Fuels Accountant, Building 1608 on Patch Road, 878-5900/3421/6096.
- b. Mobility fuel (ground) dispensing facilities are managed by ISD. Dispensing facilities for Unleaded/MRR, JAA, and DS2 diesel are at the Transportation Motor Pool (TMP/Fuel Point) at Fort Eustis and Fort Story. These are available for fueling operations during TMP operating hours. The Fort Eustis site is unmanned Monday through Friday 0730-1600, Fort Story hours is 0730- 1600 and any issues with the dispensing facilities should be directed to the Installation Fuels Accountant. Currently there is a way to secure the site with gating, so the fuel point is available 24 hrs. a day, 7 days a week. Fuel is available to the using unit during these times if they have a current and active Fuel Master VIL-Key, which is property coded with the grade of fuel being received.
- c. The Installation Fuels Accountant manages mobility fuel dispensing facilities using an automated system and is in Building 2734, on Washington Blvd at Fort Eustis.

#### **K-3. Procedures.**

- a. Submit requests for bulk mobility fuels to the Installation Fuels Accountant & POL Manager at least 48 hours before requested delivery date.
- b. CED requests fuel oils on a monthly forecast basis. CLIN numbers are used to differentiate different deliveries against a single document number for the month. Forecast for the following month is submitted in an email to the Installation Fuels Accountant NLT the 15th of each month.
- c. CED submits separate fuel orders in an email to for requesting Reserve Centers in

Hampton. For the US Army Reserve (USAR) centers, center personnel will monitor the delivery of the No.2 fuel oil.

- d. ISD monitors all other fuel oil deliveries except non-duty hour deliveries arranged by CED. For the latter, CED forwards delivery tickets to ISD on the next workday. ISD provides a copy of the delivery ticket to CED for deliveries they receive.
- e. Packaged POL products are requested directly from the HAZMART by the customer.
- f. Dispensing of mobility fuels.
  - (1) Refueling points are maintained by the ISD at the Fort Eustis and Fort Story TMPs. Unleaded/MRR, JAA and DS2 diesels are dispensed at both points. The primary mission of these refueling points is to support tactical vehicles and support equipment. Operators of GSA leased vehicles are required to refuel at commercial facilities using the GSA provided Voyager Card. Transient military vehicles may be refueled at these facilities in emergencies, but temporary duty (TDY) rental vehicles will not be refueled.
  - (2) Both refueling points have automated Fuel Master Unit (FMU) systems in place. Access to FMU refueling is provided during the authorized hours of TMP operations. During non- duty hours or on weekends, access to FMU refueling by key holders can be accomplished through the installation SDO.
  - (3) Using units/activities request FMU system access keys from the Installation Fuels Accountant, Building 1608 on Patch Rd. at Fort Eustis. Keys are requested using a memorandum, which must specify the “charge to” fund code applicable to that unit/activity. Each FMU key is then issued to an authorized unit representative and is coded with DODAAC and fund code data, which enables automated billing report preparation and funding transfer.
  - (4) Fuel keys are used by drivers as follows:
    - (a) Insert key in key slot of fuel sentry.
    - (b) Visual display reads: Enter odometer reading, then Select pump 1, 2, 3,4,5,6 etc.).
    - (c) Select appropriate pump number of fuel sentry.
    - (d) Press “enter” on fuel sentry.
    - (e) User has approximately 20 seconds to begin pumping fuel.
    - (f) The automated fuel management and distribution system automatically records the date, time, and quantity of fuel dispensed.
    - (g) Immediately report any problems with fuel issues to the Installation Fuels Accountant located in Building 1608 or to the TMP Dispatcher on duty.
    - (h) Consult the Hazardous Materials and Waste Management SOP for spill prevention

information and the Environmental and Natural Resources Division (ENRD) web site at <https://home.army.mil>. The following environmental and safety standards outlined in FM 10-67-1 and are strictly enforced.

1. Smoking is not permitted in the fuel dispensing area.
  2. Stop engines before refueling vehicle.
  3. Prevent fuel from spilling. "Topping off" is not permitted.
  4. In the event of a fuel spill, immediately notify the Dispatcher on duty at the TMP and/or the Installation Fuels Accountant. Clean up of such spills and disposal of waste will be the responsibility of the user. All spill incidents will be reported immediately to Fire & Emergency Services by calling 911 in the event an emergency or 878-1008 for non-emergency incidents regardless of quantity spilled. Waste generated by spills and associated clean up must be disposed of through the Hazardous Waste Accumulation Facility.
  5. The fuel dispensing point is closed and properly posted for all off-loading operations of bulk fuel receipts and during inventory.
- (i) Voyager credit cards used for commercial fueling of tactical vehicles are obtained annually or as needed through the Defense Energy Support Center (DESC) Website at <http://www.desc.dla.mil>, under the Text Menu Fuel Card Program Management Office. Units/activities must submit requests for the number of cards desired to DESC. To ensure that new cards are obtained prior to the beginning of a new usage period, usually the fiscal year, cards must be requested by 31 July.
- (j) DOD Fleet Card Program, Program Sign Up.
1. Voyager Accountable Official Nomination Form.
  2. Request for Account Application.
  3. Vehicle Listing Information Form.
  4. Requester must cite DODAAC, APC code, signal and fund code, bill to address, JONO code, and supplemental DODAAC applies to Army SIFS customers (6 positions alphanumeric).

## **Command Supply Discipline Program (CSDP)**

**AB-1. General.** This appendix provides the policy and procedures for implementing the CSDP for Forts Eustis and Story, to include tenant activities supported by Fort Eustis. Responsibilities for activities and organizations, up to and including the parent organization, the property book officer and the user level.

**AB-2. Location.** The CSDP is administered by the LRS.

### **AB-3. Procedures**

- a. Each level of command develops and implements a viable CSDP using existing assets.
- b. Senior logisticians in Battalion, Sustainment Brigade/Brigade and the U.S. Army Transportation Center and Schools are appointed, in writing, as CSDP monitors. A copy of the appointment memorandum is provided to the installation CSDP monitor in LRS.
- c. Evaluations to be performed by the Installation are accomplished by the LRS. A schedule is published annually. Changes to this schedule are permitted due to conflicts with operations. However, the unit/activity involved is responsible for notifying the LRS, in advance.
- d. Tenant activities assigned to unified commands such as ATSC, TMDE Support Center, MTMC, and United States Army Material Command (USAMC), are included in the Installation CSDP unless their command headquarters specifically declines this service in writing. Such commands are encouraged to use the services of the LRS.

## **Appendix AC**

### **Hazardous Material Acquisition Procedures**

**AC-1. General.** The Hazmart provides tracking for all hazardous materials used by activities on the installation as well as training for the EESOH-MIS program. Participation in the Hazmart program and use of the EESOH-MIS program is mandatory for all activities to include tenants at JBLE.

### **Requests for Class 3 supplies (Hazardous Materials)**

- 1) Within GCSS-Army there is a new process for the requisitioning hazardous materials or items deemed to be hazardous materials. This is largely due to federal and state environmental protection procedures, regulations, and the tracking of hazardous materials coming on to the installation.
- 2) The new process through GCSS-Army and the ESSOH-MIS system, (Enterprise Environmental, Safety, and Occupational Health Management Information System). Hazardous materials must be added to a customer's or unit's AUL (authorized user list) through the ESSOH-MIS system prior to requisitioning for hazardous items in GCSS-Army. Also, any hazardous materials in a unit's or customer's position should be on

their AUL and if not should be added for proper tracking of the material.

- a) Users must first set up an account with the AF portal using CAC card to obtain a User ID number. <https://www.my.af.mil/gcss-af/USAF/ep/home.do> , Click on register for a new AF Portal account with your CAC and follow the prompts.
- b) Users must then fill out a DD-2875 SAAR Form to request system authorization for ESSOH-MIS. The User ID is needed to fill out the SAAR Form. Once filled out submit to your Security Manager for approval.
- c) The JBLE-Eustis HazMart Hazardous Material Program Manager and the POC for ESSOH-MIS. The POC receives notification of approvals directly for the SAAR Form DD-2875 as well as resetting expired accounts (expires after 30 days of inactivity). The POC will set up and provide the training to perform all the requirements of units within the ESSOH-MIS system. Contact info: phone: 757-878-2781 and fax: 757-878-2323.

**AC-2. Location.** The HAZMART at Fort Eustis is in Building 1205 on Taylor Avenue, 878-4629. HAZMART support for Fort Story is provided by the facility at Little Creek Amphibious Base, telephone 462-4053.

**AC-3. Procedures.** Detailed procedures on the use of the HAZMART are contained in EMP 4.4.6.6.1

## **Appendix AD**

### **Solid and Hazardous Waste Disposal Procedures**

**AD-1. General.** Solid and Hazardous waste management falls under the purview of the Directorate of Public Works, Environmental, and Natural Resources Squadron. Refer to Fort Eustis and Fort Story TCFE Pam 200-1, Integrated Solid Waste Management and the Hazardous Materials and Waste Management Standing Operating Procedures (HMWMSOP) respectively for detailed instructions and guidance on the disposal of solid and hazardous waste, and non-hazardous wastes.

#### **AD-2. Location.**

- a. The Solid Waste, Recycling, and Pollution Prevention Center (SWRP2C) is in Building 1209 at Fort Eustis and the Hazardous Waste Accumulation Facility (HWAF) at Fort Eustis is in Building 1208 on Taylor Road. The telephone number is 878- 4232 at SWRP2C and at HWAF, the telephone number is 878-3915. Reference solid waste management issues at Fort Story; contact the Fort Eustis SWRP2C at telephone 878-4232. The Hazardous Waste Accumulation Facility (HWAF) at Fort Story is in Building 1013 on Hospital Road. The telephone number is 878-3915.
- b. The CED Environmental and Natural Resources Squadron is in Building 1407, on Washington Blvd. The telephone number is 878-4123.

## **Appendix AE**

## Management of Recoverable

**AE-1. General.** Requisitions for items having a recoverability code (RC) of A, D, F, H or L requires a turn-in of the unserviceable item at the time the requisition is submitted to ISSA. The GCSS-ARMY-1 uses internal Recoverable Item Control checks to verify issues versus turn-ins and maintains a suspense record for review.

### AE-2. Location

- a. The installation coordinator for Recoverable Management is the Material Coordinator, Installation Supply Support Activity, 878-2106.
- b. Recoverable items can be turned in at Bldg. 1610 on Patch Road and an appointment can be scheduled.

### AE-3. Procedures

- a. Recoverable items must be returned within the parameters built into GCSS-Army of receiving your new items. The quantity, unit of issue, and stock number should be the same as original request. However, if the stock number being returned is an interchangeable/substitute stock number, it will be different from the original request and will require manual correction of the Recoverable Item Control suspense file.

## Appendix AF

### Ceremonial Support

**AF-1. General.** Ceremonial flags are accountable property of Fort Eustis and maintained by LRS. Flags intended for off-post functions will be approved by 733 MSG, Operations Section and in coordination with the Public Affairs Office (PAO).

**AF-2. Location.** Request for flags will be submitted on 733 MSG Form 719. Units and organizations tasked to provide flag support either via operation order (OPORD) or 733 MSG Form 719 will be responsible for requesting, coordinating pick up and the return to building 1608, Supervisor, Installation Property Book, 878- 3381. **Effective immediately there will be no ISSUING of Ceremonial Support after 1400.**

### AF-3. Procedures

- a. Flags on loan will be hand receipted to the requestor on DA Form 3161 (Request for Issue or Turn-in). Established flag return dates will be firm.

Priority of use for flags is as follows:

- (1) Installation level functions and activities.
- (2) Garrison level functions to include off post requests.

- (3) Brigade or Sustainment Brigade level functions and activities.
  - (4) Battalion level functions and activities.
  - (5) Company level functions and activities.
- b. Conflicts in requirements will be resolved by the 733 MSG, Operations Section NCOIC.
  - c. Flags will not be picked up or dropped off in a personal vehicle. Only authorized vehicles (government/military) can pick up and turn in materials, items, or equipment. POVs are not authorized.
  - d. Flags will never be issued out in inclement weather unless the transportation method provides covered storage.
  - e. At no time will any indoor flags be exposed to rain or high humidity. Doing so may cause damage to the equipment.
  - f. When signing out any flags, they will be cased, tied, and loaded by the hand receipt holder.
  - g. Upon turn in, all individual flags will be uncased and unfurled by the hand receipt holder for inspection by PBO staff.
  - h. Upon turn in of 56 State and Territory flags, all flags will be uncased, unfurled, and posted in their stands in ceremonial order by the hand receipt holder for inspection by PBO staff.

## **Appendix AG**

### **Laundry Support**

#### **AG-1 General.**

#### **AG-2 Location**

- a. Fort Eustis Laundry, building 1608 on Patch Road is operational Monday through Friday, 0800-1530. Walk-in service is provided 0800-1530.

#### **AG-3 Procedures**

The Laundry will provide a distribution point for bulk laundry for installation activities and organizations. The Laundry will provide Direct Exchange for the following items:

1. Pillows
2. Sheets
3. Pillowcases
4. Mattress Covers
5. Blankets (Military)

Customers exchanging linens items are required to bring them logged rolled and corners turned

over individually on one corner. Sheets, pillowcases, and mattress covers must be rolled in quantities of 25 except for blankets in quantities of 10. The counts will be listed on a computer-generated DA For 1974, Laundry List and the customer will receive a copy of the annotated DA Form 1974.

## **Appendix AH**

### **DODAAC Actions in GCSS-Army**

**AH-1. General.** The appendix provides the procedures for customers that need DODAAC additions, deletions and modifications in GCSS-Army.

**AH-2, Location.** The DODAAC Coordinator is in Building 1608 on Patch Road and the phone number is 878-5900.

### **AH-3. Procedures**

The Property Book Officers will have to input all additions, deletions, and modifications through a Help Desk Ticket to make changes in GCSS-Army. The Property Book Officer will ensure that the Resource Management has signed the forms, then will send it to the DODDAC Coordinator for their signature and then the form will be forwarded to the Accountable Officer for his signature. Once all the required signatures are on the form it will then be sent back to the Property Book Officer to submit the Help Desk Ticket. Any changes that need to be made in AESIPs the PBO will have to input those transactions in AESIP. Contact DODAAC Coordinator at 878-5900, at that point you will be provided the necessary forms that will need to be filled out.

## **Appendix AI**

### **Points of Contact**

<b><u>Service</u></b>	<b><u>Telephone Number</u></b>
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Supply Advisor, LRS	501-8225
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<b><u>Service</u></b>	<b><u>Telephone Number</u></b>
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Supply QAE, LRS	878-5205
Site Manager, ISSA	878-5963/5900
Supply Manager	878-2873
ISSA Fax	878-3693
Status Checks	878-2670

### **Installation Supply Support**

<b>Activity (GCSS-ARMY)</b>	878-2106
System Administrator	878-2106
GCSS-ARMY Operators	878-2670/2272

Status Checks	878-2670
Signature Cards	878-2670
<b>Central Issue Facility</b>	
Supply Manager	878-2380
Warehouse	878-2270
Training Annex	878-1900
Laundry	878-2270
<b>ISSA Warehouse</b>	
Material Coordinator	878-2106
Turn Ins.	878-4397
<b>Installation Property Book</b>	
Material Coordinator IPB	878- 3381
Warehouse	878-5530
<b>Fuels Management Flight</b>	
Fuel Accountant	878-3421/5900/2380
Fuel Operators Airfield	878-6096

## Appendix AJ

### References

AR 32-4, Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers and Flags.

AR 735-5, Policies, and Procedures for Property Accountability CTA

8-100, Army Medical Department Expendable/Durable Items CTA 50-

900, Clothing and Individual Equipment

FM 10-67-1, Concepts, and Equipment of Petroleum Operations FORSCOM Reg. 700-2, FORSCOM Standing Logistics Instructions TCFE Reg. 700-1, and Hazardous Material Management Program Hazardous Waste Management Standard Operating Procedures.

## Appendix AK

### Glossary

AF	Air Force
AIT	Advanced Individual Training
ALSE	Aviation Life Support Equipment
AMC	US Army Material Command
AMCSS	Army Military Clothing Sales Store
APC	Account Processing Code
ARI	Automatic Return Item
ATSC	US Army Training Support Center
AUL	Authorized User List
AWCF	Army Working Capital Fund
AWOL	Absent without Leave
BC	Batch Code
BII	Basic Issue Items
CAS	Customer Assistance Section
CIF	Central Issue Facility
CIF ISM	Central Issue Facility Installation Support Module
CLIN	Contract Line Item Number
CRP	Central Receiving Point
CSDP	Command Supply Discipline Program
CSDR	Command Supply Discipline Review
CTA	Common Table of Allowances
DA	Department of the Army

DESC	Defense Energy Support Center
DSFP	Defense Fuel Supply Point
DLA	Defense Logistics Activity
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSS	Direct Support System
DST	Decision Support Tool
DX	Direct Exchange
EEBP	Enterprise External Business Portal
ENRD	Environmental and Natural Resource Squadron
ESAPI	Enhanced Small Arms Protective Inserts
ESBI	Enhanced Side Ballistic Inserts
ESDS	Electrostatic Discharge Sensitive
ETS	Expiration Term of Service
EUM+	End User Manual +
FEDLOG	Federal Logistics Record
FMU	Fuel Master Unit
FORSCOM	US Army Forces Command
FSC	Federal Supply Classification
FWT	Fair Wear and Tear
GCSS-ARMY	Global Combat Support System-Army
GS	General Support
GSA	General Services Administration
HAZMART	Hazardous Material Management Center
HAZMAT	Hazardous Material
HQ	Headquarters
HRH	Hand Receipt Holder
HWAF	Hazardous Waste Accumulation Facility
HMWMSOP	Hazardous Materials and Waste Management Standing Operation Procedure
IAW	In Accordance With
ID	Identification Card
IMD	Installation Maintenance Division
IOC	Installation Operation Center
IOTV	Individual Outer Tactical Vest
IPB	Installation Property Book
ISD	Installation Supply Division
ISSA	Installation Supply Support Activity
LIN	Line-Item Number
LLRC	Long Life Reusable Container
LRC	Logistics Readiness Center
LRS	Logistics Readiness Squadron

MAHC	McDonald Army Health Center
MACOM	Major Army Command
MEDDAC	Medical Department Activity
MFR	Memorandum for Record
MILPO	Military Personnel Office(s)
MILSTD	Military Standard
MOS	Military Occupational Specialty
MPRJ	Military Personnel Records Jacket, U.S. Army
MPO	Material Planning Object
MRP	Material Requirement Planning
MTMC	Military Traffic Management Command
MTOE	Modification Table of Organization and Equipment
NCO	Non-Commissioned Officer
NICP	National Inventory Control Point
NLT	Not Later Than
NMCS	Non-Mission Capable Supply
NSN	National Stock Number
OCIE	Organizational Clothing and Equipment
OPLANS	Operation Plans
OPORD	Operation Order
PAO	Public Affairs Office
PBO	Property Book Officer
PCS	Permanent Changes of Station
PHRH	Primary Hand Receipt Holder
PLL	Prescribed Load List
POC	Point of Contact
POL	Petroleum, Oils and Lubricants
POV	Privately Owned Vehicle
R & U	Repairs & Utilities
RC	Reserve Component/Recoverability Code
RICC	Reportable Item Control Code
RM	Resource Management
RO	Responsible Officer
SAAR	System Authorization Access Request
SDO	Staff Duty Officer
SKO	Set, Kits and Outfits
SLOC	Storage Location
SOP	Standing Operating Procedure
SSN	Social Security Number
SWRP2C	Solid Waste, Recycling and Pollution Prevention Center
TACOM	Tank Automotive Command

TAMMS	The Army Maintenance Management System
TASC	Training and Audiovisual Support Center
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TM	Technical Manual
TMDE	Test, Measurement and Diagnostic Equipment
TMP	Transportation Motor Pool
TRADOC	US Army Training and Doctrine Command
USAMC	United States Army Material Command
USAR	US Army Reserves
VA	Veteran's Affairs
WRM	War Reserve Material
WUOFRD	Walk-Up Order Form Request Data