Logistics Readiness Center-RIA
Standard Operating Procedures

EXTERNAL SOP LRC-RIA ET-002 **10 FEB 2014**

Logistics Readiness Center-RIA
Building 154, Chestnut Avenue
Rock Island Arsenal, IL 61299-5000

Logistics Readiness Center-RIA
Standard Operating Procedures

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Chapter 1

General

1-1. **Applicability**: This Standard Operating Procedure (SOP) will be used by both government and contractor employees in support of our customers.

1-2. **Purpose:** This SOP establishes policies and procedures for this Directorate. It is important to our customer to have an SOP which outlines our business practices and ensures all our customer of a quality product once work at the Logistics Readiness Center (LRC-RIA) is accomplished.

1-3. **Scope:** The procedures outlined in this SOP apply to and will be reference for all customers requesting services from the LRC-RIA.

1-4. **Objectives:** It is the Director's intent to provide the best standard of quality for all our customers. It is this Directorate's intent to have a great customer service attitude as well as work hard to mission readiness.

1-5. **Revisions:** The proponent of this regulation is the Rock Island Arsenal, Logistics Readiness Center, ASCE-LRI. Users are invited to send comments and suggested improvements to Commander, Rock Island Arsenal, ATTN: ASCE-LRI, Rock Island, IL 61299-5000.

1-6. **Responsibilities:** It is the responsibility of all authorized customers utilizing these services to adhere to the prescribed policies, procedures and regulations governing operations within the Logistics Readiness Center three Divisions: Plans, Operations & Maintenance, Supply & Services and Transportation. Applicable regulations will be outlined in the "References" portion of the SOP.

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Chapter 2

Plans, Operations & Maintenance

2-1. REFERENCES

- AR 710-2, Supply Policy Below National Level
- AR 735-5, Policies and Procedures for Property Accountability
- AR 750-1, Army Materiel Maintenance Policy
- AR 58-1, Management Acquisition and Use of Motor Vehicles
- AR 25-400-2A, The Army Records Information Management System
- LRC-RIA Pamphlet, Hand Receipt Holder Handbook

2-2. EXCESS FURNITURE PROGRAM

1. Purpose: Excess Furniture/Automated Data Processing Equipment (ADPE) Program to provide used excess furniture to organizations located on RIA.

2. Responsibilities: RIA Tenants:

a. Excess Furniture: Initiate a work order to have excess furniture to be picked up and delivered to the LRC-RIA. Excess furniture can also be accepted at designated paperless turn-in areas.

b. Excess ADPE: Initiate DA Form 3161 (Turn-In Request) to LRC-RIA Supply and Service Division. All ADPE needs to be purged before turn-in.

3. Responsibilities: LRC-RIA: accepts item for utilization.

a. Excess Furniture: Gather information to be placed on the LRC-RIA website https://home.ria.army.mil/apps/excess furniture/ in addition, items are placed in the LRC-RIA warehouse for customer viewing. Customer contacts LRC-RIA for viewing or status of availability. Customer initiates work order through the Directorate of Public Works (DPW), E-mail address: (**usarmy.RIA.imcom-central.mbx.usag-pw-work-order-desk**), for item pick-up. After pick up, item is removed from website.

b. Disposal: Items no longer required will be sent to the Supply and Services Division for disposal.

2-3. COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)

1. Purpose: The CSDP is a compilation of existing supply regulatory requirements brought together for visibility purposes. It is directed at standardizing supply discipline throughout the Army and eliminating noncompliance with supply regulations.

The purpose of the CSDP is to:

a. Establish supply discipline as regulatory guidance.

b. Standardize supply discipline requirements.

c. Provide responsible personnel with a single listing of supply policy requirements.

d. Make the US Army more efficient with respect to time spent monitoring subordinates' actions.

e. Eliminate repeat findings of noncompliance with policy.

2. Responsibilities: CSDP Monitor:

a. Assist with the establishment and utilization of Garrison Commander CSDP.

b. Check subordinate unit to ensure the Garrison Commander guidance for implementing CSDP is as follows:

(1) Responsible for reviewing the results of CSDP evaluations by subordinate units in order to identify supply strengths and weaknesses throughout the installations.

(2) Keeps the Garrison Commander informed as to the status of supply discipline and of CSDP.

(3) Recommends what areas require increased command emphasis.

c. The CSDP monitor is required to be the senior logistician to the Garrison Commander; therefore, is located within the Logistics Readiness Center. In order to perform the above tasks, as monitor, Directorates must provide information to the monitor regarding their strengths and weaknesses.

d. A compilation of existing requirements is established as a requirements listing. The Requirement Listing outlines the various supervisory responsibilities relating to the supply arena. The intent of the requirement listing is to provide supervisors with a single source of supply policy requirements. The requirements listing will be forwarded to the supervisors of HRH's on an annual basis to review and a response will be required to indicate compliance and /or identify if a supply problem exist.

3. Responsibilities: Hand Receipt Holder's immediate Supervisor:

a. Review the Requirements Listing within the CSDP in order to become familiar with applicable regulatory requirements.

b. Use the listing as a guide/checklist in the routine performance of their duties.

c. Report to the immediate Director/Office Chief any applicable requirements within the listing that cannot be completed.

d. Sign, date and return the Command Supply Discipline Program (CSDP) User Level Requirements Listings, as well as the CSDP User Checklist Response document.

2-4. INSTALLATION MAINTENANCE

1. <u>Mission:</u> The LRC-RIA provides installation maintenance support for Tenants and Activities upon Rock Island Arsenal.

2. <u>Purpose:</u> To establish policies and procedures for maintenance support to tenants supported by the LRC-RIA.

3. <u>Applicability:</u> This SOP applies to all tenants on Rock Island Arsenal and

provides primary maintenance by the LRC-RIA in the following categories:

a. Tactical vehicles and trailers.
b. Construction-engineer equipment.
c. Power-generation and light engineer equipment.
d. Air conditioning.
e. Allied trades (welding, body and fender, radiator repair, glass, light duty fabrication, and machining).
f. Batteries.
g. Material Handling Equipment (MHE).
h. WHEEGOS and Electric Carts.
i. Cranes.
j. Industrial bicycles and tricycles.
k. GSA vehicles.

4. Operation Hours: Normal duty hours at RIA are 0700 to 1530 Monday through Friday except US Federal Holidays. Work performed by the Contractor during other than normal duty hours shall be coordinated with the Contracting Officer Representative (COR).

5. Point of Contacts:

Chief, Maintenance Division - Bldg 154	782-4949
Contracting Officer Representative - Bldg 154	782-1469
Program Manager-JLMI Bldg 108	309-206-4112

6. Work Requests: Tenants needing repairs regarding maintenance issues contact Maintenance Office.

7. Turn In Standards: Customers will prepare and provide a DA Form 3161, Request for Issue or Turn In, for maintenance documentation for all equipment turn-in.

8. Issue Standards: Customers will prepare and provide a DA Form 3161 for maintenance documentation for all equipment issues. Purchasing organization of new equipment is responsible to visually inspect new equipment to ensure all ordered components are included before an initial inspection will be performed.

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Chapter 3

Supply & Services

3-1. REFERENCES

- AR 190-11 Physical Security
- AR 220-1 Unit Readiness Reporting
- AR 380-19 Automation Security
- AR 708-1 Cataloging and Supply Management Data
- AR 710-2 Supply Policy Below the National Level
- AR 725-50 Requisitioning, Receipt, and Issue System
- AR 735-5 Policies and Procedures for Property Accountability
- AR 750-1 Army Material Maintenance Policies
- AR 32-15, Clothing & Textile Material Classification & Inspection
- AR 700-84, Issue and Sale of Personal Clothing
- DA PAM 385-64, Ammunition and Explosives Safety Standards
- DA Pam 710-2-1 Using Unit Supply System Manual Procedures
- DA Pam 710-2-2 Supply Support Activity Supply System Manual Procedures
- DA Pam 710-4 Management of Excess Materiel and Materiel Returns
- FM 10-14, Unit and Organization Supply
- FM 21-15, Care and Use of Individual Clothing and Equipment

3-2. GENERAL

1. Purpose. To provide applicable procedures and controls for acquiring and accounting of equipment located on Rock Island Arsenal. It is the policy of the US Army Garrison-Rock Island Arsenal to comply with regulations and directives applicable to determining equipment requirements, granting and obtaining approvals for equipment, programming, budgeting, funding, and preparing required documentation to obtain and dispose of installation property.

2. Applicability. This SOP applies to all units, activities and organizations receiving support from the Rock Island Arsenal LRC-RIA Supply and Services Division.

3. Objective. To ensure that EVERYONE involved in property accountability,

complies with the policies and procedures of this SOP, IAW Army Regulation, DOD Regulation and other applicable directives.

4. Suggested Improvements. Users of this section of the LRC-RIA external SOP are invited to send comments and suggested improvements directly to the Logistics Readiness Center, Chief of Supply and Services Division, DSN: 793-1117.

5. Distribution. This SOP is distributed solely through the Rock Island Arsenal's Logistics Readiness Center Homepage at http://www.aschq.army.mil/home/DOL-RIA.aspx

3-3. PROPERTY BOOK FUNCTIONS

How to stay in our good graces…

- Take Hand Receipt responsibility seriously.
- Return Annual, sensitive item and cyclic inventories by suspense dates.
- Notify PBO of all credit card purchases before purchases are made and provide paperwork within 5 days of receipt.
- Fill out documents correctly and return paperwork in a timely fashion.

I. Property Responsibility

1. The **Installation Equipment Manager**, ASCE-LRI, will:

a. Ensure regulatory requirements are met regarding appointment of an Installation Property Book Officer (PBO) by the Installation Logistics Directorate (ILD).

b. Ensure all equipment management personnel and other system users are trained to accomplish the operational, functional and utilization portions of the Property Book and Unit Supply – Enhanced (PBUSE).

c. Receive requests for waiver of non-supervisory hand receipt holder. Review and approve/disapprove waivers with information provided by Directors.

d. Retain the most recent command inspection report, with endorsements, on file in accordance with DA PAM 710-2-1, chapter 9.

e. Accomplish monthly unannounced equipment utilization walk-through to

identify equipment, which is underutilized or unaccounted for, and plan the semi-annual Installation Equipment Manager's walk-through. Retain document with findings and recommendations for 24 months after final action is completed.

f. Any equipment that is found during the walkthrough that is not properly accounted for will immediately be picked up to hand receipt as FOI.

g. Accomplish, in accordance with regulatory requirements, equipment management programs/services of:

(1) Authorization.
(2) Acquisitions.
(3) Accountability.
(4) Utilization.
(5) Modernization.
(6) Redistribution.
(7) Excess Equipment.

2. IAW AR 735-5 (7-7b (3)) the **Commander and Military/Civilian Activity Directors** will conduct an annual management review of all the on-hand durable items to determine whether there are any indications of any missing items, and whether there are any indications of fraud, waste, and abuse. The Commander, or the head of the activity, will document that a management review of durable property was conducted, stating the results and what corrective actions were taken. One copy of the documentation will be forwarded to the PBO and one copy maintained in the activity. Other Activities include:

a. Personally inspect and inventory their area as often as necessary to ensure that:

(1) Make certain all TDA-authorized equipment is either on-hand or on valid request.

(2) Ensure equipment on-hand is properly maintained, used for intended purpose, and protected from loss, damage, or destruction.

(3) Make sure that property records are established and maintained IAW AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2, this pamphlet, and other regulatory procedures.

b. Initiate investigations of lost, damaged, or destroyed property taking appropriate action in the interest of supply discipline.

c. Ensure joint inventories are completed IAW AR 710-2 when departing their position or upon change of any subordinate who is responsible for property.

d. Establish controls to ensure each person responsible for property is properly cleared before departure, i.e. RIA Form 380-4, Employee Separation Record.

3. The **Directors** are responsible for:

a. Managing equipment used by each member of their Directorate/Office. Each Director will ensure HRHs will personally inspect and inventory their equipment as often as necessary to ensure property records are maintained according to established procedures.

b. Providing justification for additions/deletions/changes to Section III, (Equipment) of the TDA. Tenant activities will provide copies of their approved Section III of the TDA to ASCE-LRI in order to update the property book authorizations.

c. Ensuring that on-hand equipment is properly maintained, used for its intended purpose, and protected from loss, damage, or destruction, by assigning HRH responsibility to specific supervisors.

d. Accomplishing the appointment of hand receipt holder by use of an informal memorandum.

e. Ensuring all HRHs receive a copy of this pamphlet explaining their responsibilities for property and provide guidance and assistance, as required.

f. Ensuring the outgoing HRH has 30 days to conduct a 100 percent change of hand receipt holder inventory with their successor.

(1) The outgoing HRH must provide all adjustment documents to account for shortages, overages, and discrepancies to the HR**,** resulting from the change of hand receipt holder inventory.

(2) All documents, processed with the newly signed HR, must be submitted to ASCE-LRI, Installation PBO.

(3) Once documentation has been received, hand receipt holder clearance may then be obtained (either by email or in person) from the Installation PBO, ASCE-LRI.

g. Requesting advice on property accountability procedures or assistance on regulatory clarification, when necessary, from the Installation PBO, ASCE-LRI.

4. **Hand Receipt Holders** (HRHs) are responsible for:

a. Transferring property responsibility to a successor prior to transferring or leaving Government service. This will be accomplished by conducting a 100 percent change of HRH inventory between themselves and the incoming HRH. Results of their inventory will be reported to their supervisors and forwarded to the Installation PBO, ASCE-LRI, along with the signed hand receipt.

b. Protecting equipment under their control from loss, damage, or destruction.

c. Retaining adjustment documents with the HR for any items issued, turned in, and/or transferred regardless of the reason.

d. Ensuring that pilferable items (e.g., hand held calculators, automation equipment (APDE), software and blackberries) are sub hand receipted directly to the user with DA Form 2062, Hand Receipt/Annex Number.

e. Ensuring that all accountable installation property is bar-coded.

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f. Conducting an ANNUAL 100 percent physical inventory of all accountable installation and organizational property for which they are responsible and reporting the results to ASCE-LRI.

g. Immediately reporting any item(s) lost, damaged, or destroyed, to IMRI-LGS, after loss is known and causative research has been conducted.

h. Immediately notifying the US Army Garrison-Rock Island Arsenal, Directorate of Emergency Services, Police/PM Division, IMRI-ESP, of items missing/damaged. When liability is not admitted, initiate the DD Form 200, Financial Liability Investigation of Property Loss (see Section VII).

i. Preparing necessary paperwork to turn-in any excess equipment which is unserviceable or unnecessary for their required mission, DA Form 3161, Request for Issue/Turn-In.

j. Appointing authorized requesters and/or receivers of installation property DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies.

k. Requesting advice on property accountability procedures or assistance on regulatory clarification, when necessary, from their supervisor and/or the Installation PBO, ASCE-LRI.

l. Maintaining hand receipt files. These files must contain the current HRs, sub-hand receipts, temporary HRs, and all change documents not posted to the HR (issues, turn-ins, lateral transfers, etc.). Only current HRs and sub-hand receipts are required to be maintained in the file; all others, including any change documents, may be destroyed once they have been posted to the HR.

m. Ensuring proper delivery and acceptance of property book equipment. No direct deliveries, by a vendor to a customer, of any items are allowed without prior approval of the PBO, ASCE-LRI. All incoming equipment is to be processed through the Logistics Readiness Center, Supply and Services Division, ASCE-LRI, building 154, for bar coding and distribution.

n. Clearing their hand receipt no later than 30 days prior to vacating their position (retire or permanent change of station(PCS)).

5. **Property Administrator** (PA) is responsible for:

a. All property in connection with the RIA Installation Support Services contractor.

b. The PA will administer property control functions in accordance with the Federal Acquisition Register (FAR) for installation property provided to the RIA Contractor as Government Furnished Equipment (GFE).

II. Appointment of Hand Receipt Holders / Authorized Requestors

Important Note. Hand receipt holders (HRHs) are charged with safeguarding taxpayers' money - OUR money. Government property is not insured against theft or

damage; YOU are the insurance on OUR property. HRH's are directly charged with the security, care, and safeguarding of Government equipment. If it is found that the loss or damage of equipment was due to willful misuse and/or negligence (gross or simple) the hand receipt holder may be found financially liable (FLIPL process covered later in this SOP).

1. The Commander, for which property book is maintained by the Installation Property Book Officer, designates Directors with HRH responsibility for accountable equipment assigned to their work site.

2. Directors will appoint the military or civilian supervisor at the lowest level possible to serve as a HRH. The Installation Property Book Officer has the authority to require Directors to appoint HRH's at a lower supervisory level (when possible) if HRs becomes unmanageable due to the large quantity of items.

3. The HRH will be appointed by an informal memorandum signed by the civilian or military Director.

4. A waiver to appoint a non-supervisor as the hand receipt holder can be requested by Directors. A request for waiver for a non-supervisory hand receipt holder will be forwarded to the Installation Equipment Manager**,** ASCE-LRI, for review/approval. As part of the review, Directors must provide the name, grade, and reason why a supervisor cannot perform the duties of HRH. Only GS-09 and above employees will be considered for approval.

5. The Installation Commander will hold the Director and authorized HRH responsible for establishing and maintaining adequate control over all property listed on the signed HR.

6. Directors are responsible for the performance of HRH and the validity of justifications submitted to substantiate equipment acquisitions.

7. Only the appointed HRH or persons delegated by the HRH are authorized to request and/or receive installation property.

8. The HRH will prepare DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies to appoint/authorize individuals to request or receive installation property. It is essential, at this time, to appoint at least 2-3 individuals to request and/or receive property book items in the event HRH or appointee is on leave, temporary duty,

etc. A copy of the DA Form 1687 should be retained by HRH, with the original being sent to the Property Book Officer, ASCE-LRI.

9. Updated DA 1687 forms must be submitted to ASCE-LRI Annually, change of HRH, or employee changes, transfers, retirements, etc.

III. Sub-hand Receipts

When property is used in an area beyond the control of HRH or used by multiple users in succession, a sub-hand receipt WILL be used. DA Form 2062, Hand Receipt/Annex Number, is prepared in duplicate with both copies of the form signed and dated by the individual accepting custody of the property. The original copy is placed in the HR file and the duplicate is retained by the receiver. Both copies should be destroyed when the property is returned. The HRH will conduct a physical inventory of items on a sub-hand receipt when performing an annual inventory.

IV. Requests for Turn-In

1. Underutilized, unserviceable, excess, and unauthorized nonexpendable, expendable or durable equipment must be reported to ASCE-LRI by submitting a DA Form 3161, Request for Issue/Turn-In. Ensure a copy of the DA Form 3161 is securely attached to the material being turned in, until material has actually been picked up.
2. The Installation Equipment Manager, ASCE-LRI, will continually monitor utilization and authorization by completing the monthly utilization walkthroughs in US Army Garrison-Rock Island Arsenal (USAG-RIA) organizations. When an item of property appears to be unjustified by utilization or is excess to the needs of the activity, the Installation Equipment Manager will notify the appropriate HRH to submit justification for retention or to submit a DA Form 3161. The HRH must take prompt action to forward the requested documentation to ASCE-LRI.

3. Ensure DA Form 3161 is complete and accurate prior to submission of turn in documents.

4. Prior to submitting a DA Form 3161, the HRH or designated representative, must contact the appropriate POC for their organization and inform them of any memory needing to be purged (providing them with the bar code and location). When purging/sanitizing is completed, ensure the person/persons who actually sanitized the equipment, complete (in duplicate) the Certification of Hard Drive/Battery Disposition. Distribution of the two copies is as follows:

a. One copy gets attached to the DA Form 3161 and both are immediately sent to ASCE-LRI, who will arrange to have the equipment picked up.

b. One copy gets **securely** attached to the item identified on the DA Form 3161. Make certain the certification form is clearly visible; i.e., if hard drive is removed in order to sanitize, and it is to be placed back inside the CPU, attach the document to the outside of the CPU and not on the hard drive.

5. When the equipment is picked up, the DA Form 3161, which was previously submitted to ASCE-LRI, will be signed and dated by the individual or agency tasked to do so. One signed copy of the form will be given to the HRH as a receipt document, to be retained with the HR to substantiate equipment accountability until an updated HR is received reflecting the adjustment.

6. When turning in items, ensure all components of item are included. If the item is missing components, a shortage list must be attached to the turn-in document when submitted to ASCE-LRI. The Installation Property Book Officer, ASCE-LRI, will sign the shortage list. A copy is maintained by the hand receipt holder until the turn-in transaction is posted and the item is removed from the hand receipt.

7. **Paperless Turn In:** Expendable items such as desks, chairs, file cabinets, tables, etc. will be taken to a designated paperless turn-in point for pick up by the base operations contractor. ABSOLUTLY NO: Computer equipment, audio/visual equipment, bar-coded items, or property book items are to be placed in the paperless turn-in areas. Currently, the designated paperless turn-in areas are:

a. Building 62, basement.
b. Building 68, basement.
c. Building 90, (as directed).
d. Building 104, basement.
e. Building 108, basement.
f. Building 131, basement.
g. Building 220, north wall, post C3.
h. Building 350, First floor, East.
i. Building 390, dock area (East court).

V. Controlled Cryptographic Item (CCI) Inventory

1. In accordance with AR 710-2, CCI equipment will be physically inventoried, by serial number, on a quarterly basis. The HRH responsible for the equipment will conduct the quarterly inventory and visually inspect the condition of the equipment.

2. A CCI inventory is forwarded by ASCE-LRI, to the HRH on a quarterly basis. The HRH will perform a 100 percent physical inventory, sign the HR, and return to ASCE-LRI with any necessary annotations and supporting documentation.

3. Customers are responsible for any shipping charges incurred during this process. TAC code or MIPR will be required before equipment will be accepted at the LRC-RIA.

VI. Hand Receipt Inventories

1. A 100 percent physical inventory of all accountable installation equipment in the HRHs area of responsibility will be conducted bi-annually or upon change of HRHs. The PBO will remind (in writing) the PHRHs when to conduct an inventory and, if cyclic, what items to include. The PBO will also request a response from the PHRH (in writing) to document when the inventory was completed and results of that inventory. Change of HRH inventories will be accomplished, as required.

2. Change of HRH inventories will be performed between the departing and incoming HRH within 30 days of the incoming HRH assuming responsibility. An updated DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies is also recommended.

3. Whenever the outgoing or newly appointed HRH is not available, the outgoing HRH's supervisor will be responsible for protecting the interests of the HRH and conducting a joint inventory with the new HRH. When a new HRH has not been appointed and the old HRH is departing, the departing HRH's supervisor must assume hand receipt holder responsibility for the hand receipt.

4. In order to maintain adequate control of equipment, hand receipt responsibility will be assigned to the lowest supervisory level.

5. All adjustment documents including a Financial Liability Investigations of Property Loss, if necessary, will be initiated by the departing HRH.

6. The incoming HRH will sign the HR, assuming duties after completion of joint inventory.

7. When the change of hand receipt holder joint inventory or annual hand receipt inventory cannot be completed within the required time frame, contact the Installation PBO, ASCE-LRI, for guidelines.

8. When the Installation PBO (ASCE-LRI) directs a 100 percent annual inventory be conducted, the HRH will receive a current listing of their HR and a memorandum with detailed instructions. The HRH will:

a. Physically inventory all accountable installation equipment within their area of responsibility, including items on a sub-hand receipt, DA Form 2062, Hand Receipt/Annex Number. Verify serial numbers, manufacturer, model number, and item description of equipment against the HR inventory listing. Verify all components are accounted for and ensure a component shortage listing is accomplished when components are missing from end items to be turned in.

b. Account for all accountable installation equipment within their area of responsibility. For items not on the hand receipt, annotate, on the listing, and submit required documentation to add the item.

c. Submit documentation to support any discrepancies found on the HR.

VII. Financial Liability Investigations of Property Loss (FLIPL)

1. Property Loss:

a. Soldiers and Department of the Army civilian employees may have to pay for Army property they lose or damage. Under AR 735-5, financial liability ordinarily will not exceed one month's base pay. In certain cases, however, such as the loss of personal arms or equipment, or damage to Government housing, liability may equal the full amount of the loss.

b. The Financial Liability Investigation of Property Loss is the administrative tool used by the Army to establish liability.

2. Actions to Protect Government Property:

a. Administrative actions are available to Commanders/Directors to ensure enforcement of property accountability when property becomes lost, damaged or destroyed. These methods are designed to protect the right of the US Government to obtain reimbursement for the lost, damage or destruction of property caused by negligence or misconduct.

b. AR 735-5 specifies reporting requirements for personnel responsible for Government property and those actions required by the Commander, Primary Hand Receipt Holder (PHRH) or Accountable Officer (AO).

c. Regardless of the methods used to account for lost, damaged or destroyed Government Property, the ownership of the property remains with the US Government.

3. Statement of Charges vs. FLIPL

A Financial Liability Investigation of Property Loss is not required in every situation where there is a loss or damage. If the loss is less than one month's base pay, the command may ask the responsible individual to sign a DD Form 362, Statement of Charges/Cash Collection Voucher. This is essentially an admission of liability for the lost or damaged property and an agreement to pay for it. The command cannot force or coerce someone to sign the statement; it must be voluntary. A FLIPL is used in situations where responsibility for the loss is in question, or where the amount to be charged is in dispute.

a. **DD Form 362, Statement of Charges/Cash Collection Voucher:** The DD Form 362 will be used when the individual admits liability; offers cash payment or payroll deduction; the charge does not exceed the monthly basic pay of the individual being charged and there is not a mandatory requirement for either a Financial Liability Investigation of Property Loss or AR 15-6 Investigation (AR 735-5, para. 13-3 and 13-25). AR 735-5 provides specific instructions for completing this form.

b. **DD Form 200, Financial Liability Investigation of Property Loss (FLIPL):** Financial Liability Investigation of Property Loss documents the circumstances concerning the loss, damage or destruction of Government Property and serves as, or supports a voucher for adjusting property from accountable records. Additionally it documents an assessment of financial liability against an individual or entity or provides for relief from financial liability.

(1) Normally the primary hand receipt holder (PHRH) or the AO will initiate a FLIPL. However when the PHRH or AO is not available, the person with the most knowledge of the incident will serve as the initiator. Questions such as who, what, when, where and how should be addressed, if known. The description of the facts must be detailed enough to enable the appointing authority to make a determination of whether relief from, or assessment of financial liability should be sought without appointment of a financial liability officer, or that an investigation by a financial liability officer is required. The initiator of the FLIPL **MUST PREPARE A THOROUGH DOCUMENT** in recognition that an investigation by a financial liability officer represents a significant expenditure of time and effort.

A. HAND RECEIPT HOLDERS are reminded of their responsibility to initiate FLIPL's for lost, damaged, or destroyed property while the facts are clear in the minds of the person(s) concerned and those persons are still available. Timeframes are established as 5 days for initiation and submission of all FLIPLS, with a maximum allowable time of 15 days from the date of discovery. A FLIPL initiated after this period will require a written statement from the responsible person explaining the extenuating circumstances and will be included with the FLIPL as an exhibit. Please refer to AR 735-5 chapter 13 for additional instructions regarding FLIPLs.

B. The IPBO will review the DD Form 200 for accuracy of reported data and completeness. Incomplete documents or those requiring corrections will be returned to the PHRH without action.

(2) Mandatory reasons for initiation of a FLIPL are listed in AR 735-5 para 13-3. The most common reasons are listed below.

A. Suspected negligence or willful misconduct and the individual does not admit liability or offer to make voluntary reimbursement to the Government for the full value of the loss, damage or destruction, less depreciation.

B. The value of the loss, damage or destruction exceeds the individual's monthly base pay.

C. The loss, damage or destruction involves a sensitive item.

D. The loss or damage involves a GSA vehicle and the proper administrative actions (paragraph 12-1c, AR 735-5) have not been taken.

E. Required by higher authority or other DA regulation.

c. The FLIPL Wizard, DD Form 200, can be located on the LRC-RIA, Supply and Services page, https://home.ria.army.mil/sites/dol/supply.cfm. (Excludes ASC and JMC).

(1) **Instructions For Completing the DD FORM 200**

(2) The hand receipt holder responsible for the government property that are lost, damaged or destroyed initiates this form.

(3) The person initiating the FLIPL is REQUIRED to fill out blocks 1, 3-12. Block 2 will be filled out by the FLIPL coordinator, ASCE-LRI.

A. BLOCK 1: Date Initiated. Self-explanatory.

B. BLOCK 3: Date Loss Discovered. Self-explanatory.

C. BLOCK 4: National Stock Number (NSN). Enter the NSN or FSC, local stock number, manufacturer's part number or other identification number(s), in numerical sequence for each item. If not applicable, enter the word "none." If more than one NSN is involved, enter “See attachment” and list them together with the item information on a separate sheet of paper.

D. BLOCK 5: I tem Description. Enter the nomenclature of the item(s) including any serial number(s), model number(s), bar code, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is damaged, describe the end item fully, then describe the damaged parts. If additional space is needed, a continuation sheet may be used. If more than one item is involved, enter “See attachment” and list the items on a separate sheet of paper.

E. BLOCK 6: Quantity. Self-explanatory.

F. BLOCK 7: Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or item records. Leave blank if more than one different item is being processed. Use continuation sheet for additional items.

G. BLOCK 8: Total Cost. Enter the total cost of all units of each article listed.

H. BLOCK 9: Circumstances Under Which Property Was Lost, Damaged or Destroyed. Enter a complete statement of the facts, including the date and place of the incident. Include the name and grade of all persons directly involved.

The statement must answer five basic questions of who, what, when, where, and how. The description of the facts must be detailed enough to enable the appointing authority to make a determination of whether relief from, or assessment of financial liability should be sought without appointment of a financial liability officer, or that an investigation by a financial liability officer is required. The initiator of the FLIPL **MUST PREPARE A THOROUGH DOCUMENT** in recognition that an investigation by a financial liability officer represents a significant expenditure of time and effort. Identify any appropriate contract number(s), control number(s), etc. Research the supply records. Use a continuation sheet and add exhibits, identified alphabetically within the block, as needed.

I. BLOCK 10: Actions Taken to Correct Circumstances Reported in Block9 and Prevent Future Occurrences. Include recommended actions by the accountable and/or responsible officer, and if appropriate by the financial liability officer, to the appointing and approving authorities.

J. BLOCK 11: Individual Completing Blocks 1 Through 10. Enter the name and title of this individual.

K. BLOCK 12: Responsible Officer and/or Reviewing Authority. Enter the information that pertains to the hand receipt holder (name and title) and complete all other elements contained therein.

L. The remainder of the DD form 200 will be filled out by the FLIPL coordinator and/or Financial Liability officer.

M. The FLIPL coordinator and the IPBO will review the DD Form 200 for accuracy of reported data and completeness. Incomplete documents or those requiring corrections will be returned to the PHRH without action.

VIII. Points of Contact

1. **Chief, Supply and Services:** DSN: 793-1117**.**

2. **Installation Property Book Officer:** DSN: 793-1462.

3. **FLIPL Coordinator:** DSN: 793-8599.

Logistics Readiness Center-RIA
Standard Operating Procedures

EXTERNAL SOP LRC-RIA ET-002 **10 Feb 2014**

3-4. WEAPONS AND AMMUNITION

I. Request and Turn-In of Ammunition

Note: For detailed information regarding Ammunition, please refer to the ROCK ISLAND ARSENAL AMMUNITION SUPPORT EXTERNAL SOP located on the Rock Island Arsenal's Logistics Readiness Center Homepage at https://home.ria.army.mil/sites/dol/supply.cfm.

1. Ensure DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies (for Ammunition) is current.

2. All ammunition requests will be submitted on DA Form 581, Request for Issue and Turn-In of Ammunition, through Total Army Management Information System (TAMIS) to ASCE-LRI.

3. All ammunition turn-ins of live rounds will be submitted on DA Form 581, Request for Issue and Turn-In of Ammunition, and sent to ASCE-LRI.

4. All expended ammunition and residue turn-ins will be submitted on DA Form 581, Request for Issue and Turn-In of Ammunition, and sent to ASCE-LRI.

5. Ensure all line ordinance and residue are recovered prior to departing from the firing site. Certify on the DA Form 581, Request for Issue and Turn-In of Ammunition, turn-in document what actions were taken to account for ammunition shortages. A Memorandum to ASCE-LRI is required if the quantity of ammunition being turned-in is less than what was issued to the customer. The memorandum would provide justification as to why the shortage of ammo is being turned-in, to include stock number, description, quantity issued to the customer, quantity not accounted for, and location of the blank round/expended brass, etc.

6. The supervisor of the hand receipt holder is responsible for control of ammunition drawn for training exercises.

7. The amnesty program will be instituted in cases of Found On Installation (FOI) ammunition.

II. Weapons and Ammunition Inventory

1. Weapons and ammunition will be physically inventoried by serial number,

quantity, and lot number on a monthly basis, IAW AR 710-2. Appropriate documentation is required for weapons which have been signed out or which have been sent to maintenance.

2. The Logistics Readiness Center, Supply and Services Division (ASCE-LRI) will forward a memorandum, on a monthly basis, to selected Garrison directorates requesting an employee (GS-07 or above) be designated to conduct the inventory. Monthly inventories will not be conducted by the same individual. The HRH or a delegated representative will conduct this inventory with the appointed employee.

3. The memorandum, prepared by ASCE-LRI, will include an automated listing, reflecting serial numbers. Weapons which have been signed out or sent to maintenance will also be annotated. All expended ammunition is annotated on a DA Form 4949, Administrative Adjustment Report, which is initiated by the HRH and returned with the signed inventory. The automated listings will be signed by the individual conducting the inventory and the HRH or a delegated representative. Research will be initiated and documents processed IAW AR 735-5 for lost weapons. Required reports will be initiated and documents processed according to AR 40-61 and AR 190-11. Weapons issued to general officers are exempt from this requirement unless they are stored in a unit's arms room. Found weapons that cannot be accounted for will be reported to IMRI-ES and turned in using FOI procedures.

4. Incoming and outgoing custodians will physically count weapons and ammunition when responsibilities for the custody of the arms storage facility keys are transferred. Results will be recorded on the monthly weapons and ammunition inventory.

3-5. CENTRAL ISSUE FACILITY

I. CIF General Information:

1. **Purpose:** To define general policies and outline the responsibilities and procedures for the issue, limited exchange, and accountability of Organizational Clothing and Individual Equipment (OCIE) drawn from the Central Issue Facility (CIF) by supported military units.

2. **Scope:** Applies to all individuals, units, activities, commanders, and organizations supported by and conducting business with the CIF. This SOP is subject to change without notice due to unforeseen mission requirements. Any changes to this

SOP can be accessed on the Rock Island Arsenal website, access the additional resources link, and then the extranet link. An Army Knowledge Online (AKO) account (with AKO logon and password) is required to enter the Rock Island Arsenal Extranet.

a. Military personnel in the Army have a responsibility for the proper care and safekeeping of property issued to them and in their custody. A signed hand receipt (DA Forms 3161, 1150, 2062, or 3645) or computer-generated equivalent is true evidence of direct property responsibility In Accordance With (IAW) AR 710-2 Chapter 2, paragraph 2-10.

b. Responsibility can also be incurred based on possession of the Property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability.

c. No weapons are allowed in the CIF.

d. All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not;

(1) Be in duty uniform.

(2) Posses a valid military ID card.

(3) Provide one copy of orders assigning service member to their unit and/or assigned duty mission to be retained by the CIF in the Soldier's clothing record.

(4) Completed Soldier Readiness Processing (SRP) and cleared for deployment.

e. Individuals requiring MOS-related supplemental or other OCIE must have a memorandum signed by the Unit Commander in their chain of command provided to the CIF Property Book Officer verifying that the individual requires the equipment.

f. Department of Defense, Federal employees requiring issue of OCIE for special projects/deployments, will provide a memorandum to the CIF from their local command requesting issue.

g. Units are responsible for maintaining command and control of their personnel during the issue process. Soldiers will remove their headgear and conduct themselves in a professional manner upon entering the CIF. Smoking is not authorized. No unescorted personnel are allowed behind the counter within the CIF warehouse. Use of safety shoe tips is for all visitors/personnel behind the CIF counter.

h. Individual Soldiers are responsible to ensure that they receive the correct size, type, and quantity of OCIE prior to departing the CIF facility.

i. All Soldiers will sign and turn in their individual issue record prior to departing the last issue station. Copies of all documents will be provided to unit/individual prior to their departure.

II. CIF Operation:

1. The CIF is an element of the Logistics Readiness Center (LRC-RIA) and operates in accordance with applicable regulations, directives and policies set forth by governing military authority.

2. The stockage of OCIE in the CIF is assigned based on AR 710-2-1, prescribing mandatory minimum allowance requirements. Additional OCIE is stocked and maintained based on Forces Command (FORCOM) directives to support the Continent of United States (CONUS)/Outside of the Continent of United States (OCONUS) deploying units. Automated OCIE records/DA Form 3645/3645-1 are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer. This is completed using the Central Issue Facility Installation Support Module (CIFISM).

III. Responsibilities:

1. **Commanders and Supervisors:**

a. Commanders and supervisors have a broad scope of responsibility, which includes managing and controlling the equipment issued to and used by members of their command.

b. **Must personally:**

(1) Inspect and inventory the Soldier's OCIE.

(2) Ensure all issued OCIE is properly used and maintained.

(3) Ensure OCIE is protected from loss, damage, or destruction.

(4) Initiate timely investigations into the circumstances surrounding the loss, damage, or destruction of OCIE.

(5) Ensure inventories are conducted and documented when appropriate.

(6) Ensure unit OCIE property records are properly maintained.

c. Ensure everyone responsible for property has obtained proper clearance (turn-in property or transfer responsibility) before departing Rock Island Arsenal. For equipment damaged through other than Fair-Wear-and–Tear (FWT), a damage statement must be prepared IAW chapter 14, AR 735-5 (see Figure A-3).

d. Ensure an investigation of property loss has been initiated when negligence or misconduct is involved and liability is not admitted; or when the damage exceeds the dollar, limitation set by Army regulations. The CIF will not accept any equipment that appears the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. Failing to initiate an investigation of property loss will not relieve a Soldier or command of liability. Investigation of property loss will consequently be initiated by the CIF during the unit/individual's turn-in appointment and will significantly delay the demobilization /clearing process. In this event, it can be expected that Soldier movement to a Permanent Change of Station (PCS)/Expiration Term of Service (ETS) station will be delayed.

2. **Individual Service Member or Civilian:**

a. Each Soldier is responsible for reporting on time to the CIF for his/her appointment. Everyone is required to present a copy of either their mobilization orders or orders assigning them to a unit that this CIF supports. It is the responsibility of the individual to ensure that all equipment issued is maintained, clean, and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and preparing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the FWT criteria. It is the individual Soldier's responsibility to ensure that the clothing they are receiving is the correct size, type, quantity, and is in a serviceable condition.

b. Each Soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training, and deployment exercises, or duty performance (e.g. guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.

c. Soldiers are not authorized to make or alter entries on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, retirement or resignation.

3. **Unit Supply Personnel:**

a. Ensure that all OCIE (e.g. barracks bags, boots ICW, uniforms, etc.) issued to an individual at other duty stations are recorded on the clothing records.

b. Request a copy of the Soldier's OCIE records from previous unit commander if the Soldier arrives without OCIE records.

c. Ensure that every Soldier in the unit properly processes in and out of the CIF.

d. Maintain duplicate copies of clothing records.

e. Conduct periodic unit level inventories.

f. Ensure that demobilizing Soldiers have conducted a 100 percent inventory of their OCIE prior to reporting to CIF for out-processing.

g. Prepare necessary adjustment document of all lost, damaged, or destroyed OCIE issued to individuals.

h. Provide CIF with a copy of the unit commander's assumption of command orders; updating CIF files when there is a change of command.

i. Prepare and forward required signature cards (DA Form 1687) to the CIF and ensure that expired cards are replaced promptly.

j. Requisition expendable supplies for the performance of organizational maintenance.

k. Provide individuals expendable items (CTA-50-970) that are required to complete or to place an item of OCIE into use.

IV. Issue of Items:

1. Permanent Party (Issue):

a. Permanent party and customers supported by this CIF will be issued OCIE from a menu that is prepared on the CIFISM. The unit commander will need to submit a memorandum in writing to this CIF requesting what equipment he/she wishes to be issued to their Soldiers.

b. The CIF property book officer will verify and approve the requested items and quantity based on appropriate regulations. The unit will be notified of any deviations to their initial request.

2. Mobilizing Soldiers (Issue):

a. To better serve our customers, a contact team from the CIF can provide off-site support to deploying units.

b. The supported unit and the CIF will schedule the Contact team visit.

c. Unit arrives at Rock Island Arsenal and processes through the MUIC and turns in DA Form 1687 “Delegation of Authority Card” & Assumption of Command order to CIF representative. In addition, the unit will provide a current alpha roster of deploying Soldiers.

d. After all Soldiers have been processed through the SRP the CIF representative will set up an appointment for unit personnel to receive their initial equipment. It is imperative that all Soldiers show up during their scheduled time period for issue.

e. Joint Service Lightweight Integrated Suit Technology (JSLIST) equipment will be issued out using the Mobility Inventory Control Accountability System (MICAS). Under normal circumstances, units will be issued deployment Chemical Defense Equipment (CDE) no earlier than three weeks prior to deployment date.

f. Unit Soldiers arrive at the CIF for their designated appointment.

g. Initially, only 5 Soldiers will be allowed in the CIF at one time. When one Soldier goes out, one Soldier can come in.

h. OCIE items that are not available during the issue will be requisitioned for the individual. Unit supply sergeants will be notified immediately when items are available to have the individual Soldier come in during the normal business hours for issue of equipment.

i. Special Measurement Footwear: Soldiers who cannot be fitted Properly with regular tariff sizes of footwear are sent to the local medical facility IAW AR 700-84, chapter 7, paragraph 7-4.

j. Special Sized Clothing: Any equipment that is special ordered for a Soldier will be shipped to the Soldier by registered mail if the Soldier leaves before the equipment arrives. The Soldier/unit supply sergeant must ensure that the CIF has a correct shipping address.

3. Medical Hold Soldiers

a. If the Soldier will not be returning to a theater of operations, the A Co (Med Hold) supply sergeant will prepare a DA Form 3078 and acquire a gratuitous issue of Battle Dress Uniforms (BDUs) through the Army Military Clothing Sales Store (AMCSS).

b. This transaction requires no action on the part of the CIF.

4. Temporary Loans/Annual Training

a. Units requiring temporary loans will submit a memorandum to the Manager/PBO, not earlier than 72 hours before requesting a temporary loan. The memorandum will list the items required and a full justification with regard to the intended use of the equipment. The memorandum will also include the dates required and valid phone numbers for home station and Rock Island Arsenal temporary numbers.

b. Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's Assumption of Command Orders and a current Delegation of Authority Card (DA Form 1687). CIF personnel will issue available items, retain the original copy of the CIFISM computer generated hand receipt and give the unit a duplicate copy.

c. Temporary loans of equipment will be turned in no later than 30 days after issue unless otherwise approved by the CIF Manager. Units will establish an appointment for turn-in and must ensure they bring with them the unit's copy of the issue document (DA Form 3161). CIF personnel will inspect the items for cleanliness and serviceability, then annotate on the CIFISM hand receipt showing the items returned and accounted for. Lost, damaged or destroyed property will be accounted for IAW DA PAM 710-2-1 (paragraph 10-12).

V. Out Processing (Turn-In)

1. All Soldiers that receive OCIE from the Rock Island Arsenal CIF must out-process through the installation CIF. It has been directed by Department of the Army and FORSCOM that all Soldiers will hand carry their issued equipment back with them and turn in to the demobilizing CIF.

2. Units must complete a 100% inventory of equipment issued from this CIF prior to leaving the theater of operation. If a unit member is instructed to relinquish any CIF equipment to the theater, the unit member must maintain turn in documents as proof of the transaction. This documentation will be required by the Rock Island Arsenal CIF during demobilization.

3. Relief from responsibility must be initiated prior to arrival at Rock Island Arsenal.

4. Units turning in equipment in theater must initiate the appropriate transfer documents.

5. Relief from responsibility documentation will be completed on any equipment that is not turned in at time of CIF turn-in appointment. Adjustment documentation will be completed to give the unit credit once they turn in the equipment from the CONNEX container.

6. All equipment must be cleaned prior to turn-in.

7. All nametapes and unit patches will be removed from OCIE. Ensure that the equipment is not damaged when taking these items off.

a. All equipment must be disassembled prior to turn in (i.e. frame, field

pack separated from field pack, helmet cover removed from helmet, canteen, cup and cover separated).

b. If the unit has any items (e.g. body armor, trousers, coveralls, etc.) that have blood on them, those items need to be contained in a see-through plastic trash bag. The bag will be taped or marked as “BIO-HAZARD.” Additional care should be taken when handling these items. CIF personnel will handle these items with disposable gloves for safety.

8. If a Soldier is released from Active Duty (REFRAD) prior to actual deployment he/she is required to turn in all issued equipment to this CIF.

9. Statement of Charges/ FLIPL will be conducted on-site at this CIF if returning units/Soldiers fail to complete them during deployment. This process is time consuming and will delay the clearing process-expect to wait.

10. The following items are transferable and need not be returned to the CIF by Mob Unit Soldiers:

LIN	NOMENCLATURE
05008N	UNDERSHIRT EXTREME COLD WEATHER
05009N	DRAWERS EXTREME COLD WEATHER
B09054	BOOTS COLD WEATHER
B13584	BOOTS TEMPERATE TAN
B60315	BOOTS HOT WEATHER TAN
C04411	CAP CAMOUFLAGE DESERT
C08735	BOOTS SAFETY
C10345	COAT, UNIVERSAL
C28472	CVR, HLMT UNIV
C43484	COAT, DESERT
D49418	DRAWERS, POLY
D49874	DRAWERS, LWCWU
D74812	DRAWERS, CLD WTHR DSRT
DA152R	DRAWERS, COLD WEATHER TAN
DA1534	ELBOW PADS WLD

LIN	NOMENCLATURE
DA1556	ELBOW PADS UNIV
DA1558	PAD, KNEE UNIVERSAL
DA1595	PAD, KNEE
DA309X	BOOTS, HOT WEATHER TAN
DA651E	BLADDER, HYDRATION
DA6554	HYDRATION SYSTEM
DA6584	HYDRATION SYSTEM
DA7073	PAD, HELMET
G06171	GLOVES FLYERS
G39744	GAITER NECK
G63382	GLOVE SHELL BACK C/W
H20256	HAT CAM0 DESERT
H20413	HAT SUN ACU
H46744	HOOD BALACLAVA
J62858	GLOVE INSERTS C/W
J67052	GLOVES FLYERS, GREEN
HA4038	SPECTACLE KIT
HA403C	GOGGLES KIT
HA4048	FACESHIELD,INDUSTRIAL
HA4052	SAFETY GLASSES
HA4053	SPECTACLE
HA4064	GOGGLES,INDUSTRIAL
HA4078	GOGGLES,INDUSTRIAL
HA4084	SPECTACLES,INDUSTRIAL
HA409D	GOGGLES,INDUSTRIAL
J71304	GOGGLES SUN-WIND-DUST
M95975	SCARF NECKWEAR BROWN
P12029	CAP PATROL ACU
T24671	T-SHIRT ATHLETES TAN
T35238	TROUSERS DESERT
T85614	*TROUSERS, UNIVERSAL
U31251	UNDERSHIRT LWCWU L
U31387	UNDERSHIRT CW WR TAN
U86178	UNDERSHIRT POLY
YY1832	BAND, HELMET
YY1837	STRAP, CHIN

LIN	NOMENCLATURE
YY1841	HEADBAND, GROUND

11. Unit supply personnel are responsible for initiating Statements of Charges, Cash Collection Vouchers, and FLIPL IAW AR 735-5.

12. When a FLIPL is initiated it must be submitted to the CIF for a document number and the PBO's signature prior to submission to the appointing authority for review and further action. All investigations of property loss must have the Rock Island Arsenal CIF PBO's signature block and appointing authority signature block filled out before processing.

13. Statements of Charges are prepared IAW AR 735-5 by unit supply personnel and will consist of one original and five copies. Ensure that the current price listed on the FED LOG is used. Once the customer receives a document number from the CIF, they will hand carry the statement of charges to finance for processing. Upon return, the customer can complete their transaction at the CIF.

14. Inclement Weather: Unit commanders are authorized to request the Soldiers retain their issued Gortex Parka's from 15 October through 31 March until they return to their home station. Commanders will accept responsibility for this equipment and are responsible for ensuring that this equipment is shipped back to Rock Island Arsenal CIF.

VI. Direct Exchange

1. The Rock Island Arsenal CIF is not a DX activity. DX is a unit level supply function. Units mobilizing through Rock Island Arsenal will work with their home stations to fix their TA-50 issues.

2. CIF issued equipment may be exchanged on a case-by-case basis with prior approval.

3. Clothing records are not required for the exchange of non-sized items. OCIE not issued by a mobilizing CIF to the individual and signed for on a DA Form 3645, will not be exchanged. OCIE sizes for exchange must match the original sizes issued on the DA Form 3645.

4. Serviceable equipment will not be exchanged for cosmetic reasons.

5. The CIF personnel will only DX OCIE rendered unserviceable as the result of FWT or manufacturer defect.

6. FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.

7. Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improve care, will not be considered FWT damage and is subject to the provisions of AR 735-5.

8. Equipment damaged through other than FWT must be accompanied with an adjustment document IAW AR 735-5.

VII. Marking of OCIE:

1. The use of pens, felt tip markers, ink, or any substance that leaves a permanent mark on webbing or clothing is prohibited.

2. Stick on tapes or plates with rubberized backs will not be used for marking.

3. Per CTA 50-900 OCIE rendered unserviceable as a result of unauthorized marking will be replaced at the individual's expense.

4. Commanders will refer to CTA 50-900, note 148, before directing marking of duffel bags. These markings must be NON-PERMANENT in nature. Improperly marked duffel bags will be replaced at the individual's expense.

VIII. Inspection and Repair Of OCIE:

1. OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each Soldier is responsible for proper organizational maintenance, care, custody, and safeguarding of all OCIE issues to them.

2. FM 21-15 provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.

3. Commanders and supervisors are required to conduct OCIE record

inventories IAW DA PAM 710-2-1, paragraphs 10-18.

IX. Points of Contact:

1. CIF Warehouse and Office Building 56, Rock Island Arsenal Commercial: 309-782-4346 / DSN: 793-4346.

2. Manager: Commercial: 309-782-1667 / DSN: 793-1667.

3-6. FUEL OPERATIONS

I. Fuel Retail Operations

Fuel keys shall be managed and controlled by the Installation fuel account Responsible Officer (RO).

1. All units/activities will provide a memorandum requesting fuel keys (https://home.ria.army.mil/sites/dol/supply.cfm), a signature card (DA Form 1687), and the commander's assumption of command to the LRC-RIA Fuel Accountable Officer (AO)/Responsible Officer(RO). Units/activities will go to the G8 Budget to obtain their Account Processing Codes (APC) and DODAAC.

2. Units/activities will call the LRC-RIA fuel AO/RO at DSN: 793-1630 /1667 for an appointment to receive fuel keys. At the time of the appointment, report to Building 154, and bring the paperwork listed above so the fuel keys can be issued. A change in authorized personnel will require submitting a new DA Form 1687 and assumption of command letter to the LRC-RIA fuel AO/RO. A new hand receipt will be signed.

3. Fuel account RO shall establish a monetary value for replacement of lost keys.

4. Fuel key reconciliations will be conducted twice a year by the AO/RO.

5. A memorandum of lost key(s) and request(s) for replacement will be provided to the LRC-RIA Fuel AO/RO as soon as it is determined that a key will not be found.

6. AO/RO manager shall lockout all VIL keys that are reported stolen, lost or used for fraudulent use.

7. Ensure unit/activity personnel clearly understand local VIL key control measures.

8. Maintain a control log (DA 5830-R).

9. Report stolen VIL keys or fraudulent use of VIL keys to the AO/RO. The RO will report stolen VIL keys or any fraudulent use of VIL keys to the Criminal Investigation Department (CID).

10. Informs users of monetary value of lost VIL key.

11. Return VIL keys to the AO/RO that are no longer needed by unit or activity or no longer have the vehicle.

II. Safety Rules:

1. No smoking or cell phone usage is allowed around the area of the fuel system, turn off the engine take off the fuel cap, choose a pump according to the type of fuel needed for the vehicle, and insert the fuel nozzle.

2. After fueling, insure the nozzle is returned to its proper place on the pump.

3-7. OIL HOUSE OPERATIONS (Hazardous Materiel Storage and Issue)

I. Storage of Hazmat: Following the below requirements will aid in inventory control and that the proper chain of command is followed.

1. **Note:** 24 hour notification is REQUIRED, except in extreme emergency situations, to send HAZMAT to building 144 for storage.

a. If emergency situations arise and overtime is required by Oil House (OH) personnel, the requesting organization MUST provide a line of accounting to the Rock Island Arsenal LRC-RIA, for the overtime worked. This is so the OT worked can be charged appropriately in ATAAPS.

b. If a line of accounting is not received for the Over Time (OT) worked and if emergency situations arise again, the OH personnel will not perform the work until the next workday.

2. **Due to limited storage space** all organizations MUST check with OH personnel before ordering large quantities of HAZMAT. This is to ensure enough space is available, so OH employees can check the compatibility of HAZMAT with other hazardous items, and so OH personnel can check to see if requested items are already currently in stock.

3. **ALL JMTC HAZMAT** that is sent to the OH for storage, MUST be accompanied with a Transfer Order (TO) or TO number from the LMP system. **ALL OTHER ORGANIZATIONS must call the OH to make other arrangements.** HAZMAT that just shows up at the OH without the TO or other arrangements will be **DENIED** and sent back to sender.

II. 'Picking' of Stored Materiel:

1. **NOTE:** 24 hour notification is REQUIRED, except in extreme emergency situations, to 'pick' HAZMAT from building 144.

a. If emergency situations arise and overtime is required by OH personnel, the requesting organization MUST provide a line of accounting to the Rock Island Arsenal LRC-RIA, for the overtime that is worked. This is so the OT worked can be charged appropriately in ATAAPS.

b. If line of accounting is not received for the OT worked and if emergency situations arise again, the OH personnel will not perform the work until the next workday.

2. **To ensure accuracy and proper record keeping of HAZMAT:** JMTC requests MUST be accompanied with a Transfer Order (TO) or TO number from the LMP system. **ALL OTHER ORGANIZATIONS must call the OH to make other arrangements.** Any organization that just shows up at the OH without the TO, TO number, or other prior arrangements will be **DENIED** materiel until proper paperwork is provided.

III. Points of Contact:

1. **Location:** Building 144**,** Rock Island, IL 61299.

2. **Phone:** Commercial: 309-782-1622/DSN: 793-1622.

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Chapter 4

Transportation

4-1. REFERENCES

- DOD 4500.9-R-Part 1 Defense Transportation Regulation (DTR) Passenger Movement November 2010
- DOD 4500.9-R-Part II DTR Cargo Movement October 2010
- DOD 4500.9-R-Part IV DTR Personal Property April 2003
- Joint Federal Travel Regulation Volume I Uniformed Service Members
- Joint Travel Regulation Volume II Department of Defense Civilian Personnel

4-2. GENERAL

1. Policy: It is the policy of the Transportation Division to direct all transportation activities involving worldwide Movement of personnel, materiel, and equipment to and from Rock Island Arsenal (RIA) and tenant activities via all modes of transportation. Manage the shipping of personal property for Department of Defense, military, civilians, and dependants in an assigned 67 county geographical area of Illinois, Iowa, and Missouri. Manage passenger travel for RIA, tenant activities, and military personnel serviced by HQ, ASC. Manage Government Travel Charge Program and DoD School Bus Program for RIA. Serve as Central Port Call Office and Official Passport Office. Develop transportation mobilization plans.

2. Purpose: To administer and uphold Transportation policies and programs on Rock Island Arsenal IAW the DOD 4500.9-R Defense Transportation Regulation.

3. Scope: This SOP applies to all Government employees, civilian and military assigned to the LRC-RIA and tenant organizations on Rock Island Arsenal.

4-3. FREIGHT BRANCH

1. Freight Traffic Section Inbound

a. Receive all shipments consigned to RIA and tenants.

b. Issues Transportation Discrepancies Report on unresolved loss or damaged cargo, documenting all evidence in claims against the carrier.

c. Resolve dispute inquiries on billing, appropriations, and certification of bills of lading.

d. Certify performance of transportation services on bills of lading.

e. Maintain detention/demurrage records and certify payment of charges from public funds.

f. Verify and ensure expedited services are provided by carrier before payment in Powertrack.

g. Container control officer receives containers in ACAMS (Army Container Asset Management System).

h. When applicable convert carrier's freight bill to commercial bills of lading.

2. Freight Traffic Outbound

a. Control the consignment and release of all sensitive items, military assistance program and foreign military sales shipments via all modes of Transportation.

b. Select commercial carrier through applicable freight classification, rating, routing, and transportation charges for a variety of commodities shipped between RIA and worldwide destination points based on physical characteristics and transportation terms.

c. Trace and expedite shipments, which are critical.

d. Maintain surveillance of carrier's facilities for location of astray freight.

e. Divert and/or re-consign shipments as required.

f. Obtain carrier receipt on bills of lading and assure application of seals to carrier's equipment.

g. Prepare (issue) bills of lading and related shipping documents, describing goods being shipped and the shipping instructions of the shipper. Arrange with carrier for the furnishing of truck or rail equipment to effect loading of shipment.

h. Arrange for worldwide movements, not recurrent, responsible for rates and routes to final destinations with combination of modes for individual shipments.

i. Manage and evaluate carrier performance program to include warning, suspension, and disqualification.

j. Maintain and utilize special tariffs and quotation rate files requiring transit privileges, special handling, and accessorial services as authorized.

k. Obligate appropriate charges to express small package shipments and certify payment of freight bills.

l. Maintain account of transportation funds allocated, committed and balanced.

m. Closes shipment history by input into Logistics Modernization Program (LMP).

n. Route and rate Foreign Military Sales Shipments. Prepare notice of availability and control consignment information from foreign country agent to comply with required delivery date.

o. Provide estimated transportation costs to be included for procurement.

p. Certify payment of commercial carriers through Powertrack.

4-4. PERSONAL PROPERTY/PASSENGER TRAFFIC

1. Personal Property

a. Process all DoD applications for outbound shipments (Non-Temporary Storage (NTS) and Direct Procurement Method (DPM) In the Transportation Operational Personal Property System (TOPS) and the Defense Personal Property System (DPS)) and related services incident to the movement of personal property for military, civilians, and dependants in an assigned 67 county geographical area of responsibility in Illinois, Iowa, and Missouri.

b. Upload documents into the Consolidated Personal Property Portal (CPPPo) V2.4 – Umpire Module Shipment Method. This system allows the documents to be uploaded into OnBase for review by JPPSO-NE for routing and booking of Household Goods (HHGS) shipments.

c. Conduct individual and group counseling to explain transportation entitlement.

d. Process PPM (Formally known as DITY moves).PPM Documents – Weight tickets (empty/full), DITY Checklist and Certification of expenses, copy /amendment of orders, DD 2278 (Application for DITY Move/Counseling Checklist) Travel Voucher DD Form 1351-2 (strictly for DITY Move), any Gas, Toll, Weight Fees, U-HAUL receipt (If applicable), Vehicle Registration (If Applicable), Written Statement if using someone else's vehicle. If member took advance provide paperwork.

e. Initiate inspections and review quality control to ensure that services rendered by commercial carrier and warehouses meet standards set for the movement and storage of personal property. Recommend disqualification and/or suspension of commercial carriers and storage facilities that do not meet Government standards.

f. Perform claims inspection and advise personnel in filing claims for loss or damage incurred during shipment or storage.

g. Inventory and control reutilization of Government owned containers.

h. Collect excess cost. Prepare cost charge and/or reimbursement documents and support papers and maintain active follow-up.

I . Assure reweigh of appropriate shipments.

j. Provide cost comparisons of Government Bill of Lading versus commuted rates.

k. Inspect Storage-In-Transit warehouse.

l. Review and approve invoices in DPS and the Central Web Application (CWA).

m. Process and Certify the monthly PowerTrack Statement and forward to DFAS for payment.

2. Passenger Travel

a. Manage the temporary duty (TDY) travel program for RIA.

b. Issue Government Transportation Requests (GTRs), and Military Travel Authorization (MTAs).

c. Arrange transportation for military “drop-ins” including preparation of cost charges and/or reimbursement documents.

d. Secure airline reservation changes for OCONUS travelers on TDY at RIA.

e. Exercise overall responsibility for OCONUS PCS/TDY as the Central Port Call Office for RIA, ASC, tenant activities, and military personnel and dependents serviced by HQ, ASC Military Personnel Office to include the following:

(1) Receive passenger movement requirements from supported activities or individuals and maintain liaison, as required, to validate transportation requirements.

(2) Identify individual transportation requirements, entitlements, and economical routings and initiate the port call request through Air Mobility Command, Scott Air Force Base. Currently providing port calls through CTO.

f. Audit and certify airline carriers and GTRs invoice for payments.

g. Monitor rental car service provided to travelers and notify, HQ, SDDC of violations.

h. Prepare constructive travel for personnel who deviate from authorized travel.

i. Provide customer service briefings.

j. Provide travel entitlement and per diem guidance.

k. Prepare travel packets for deferred dependent travel to include notifying sponsor of arrangements.

l. Serve as COR for the Defense Travel Region 4 through authority delegated by (SDDC).

m. Manage Centrally Billed Account (CBA) for airline travel. Monitor payment of credit card to Defense Finance and accounting Services (DFAS).

3. Government Travel Credit Card. Implement and initiate all actions related to the Army Charge Card Program to include the following:

a. Authorize issuance of charge cards for eligible personnel.

b. Monitor and cancel delinquent cards.

c. Process name and address changes.

d. Transfer accountability when personnel transfer.

e. Monitor payment of travel services by charge card.

f. Assist cardholders in resolving problems related to their accounts.

4. Mass Transit Program

a. Approve applications for RIA and all Tenants at RIA.

b. Review Mass Transit Forms and certify applicants are eligible for program.

c. Certify the Transportation Voucher for payment.

d. Maintain files for audit and ensure internal controls are followed.

e. DoD School Bus Program.

f. Serves as the COR for the School Bus Contract.

g. Obtain funding and initiate renewal of the School Bus Contract.

h. Monitor performance and resolve issues with the school bus driver, parents and children.

i. Process applications for riding the school bus.

j. Act on student behavior problems as reported by school bus driver.

k. Act on violations of established bus routes.

l. Certify invoices monthly for services rendered.

m. Ensure school bus driver has an updated listing of new participants as need arises.

5. Official Passport Services

a. Determine requirements and process Department of State passport and Visa applications.

b. Maintain a file of agent approval issued by the military service Office of Primary Responsibility (OPR).

c. Ensure DD Form 1056 is accurately completed and authenticated.

d. Establish the identity of the passport applicant and review citizenship evidence.

e. Coordinate short notice requests with US Army Service Center for Armed

Forces (USASCAF).

f. Maintain a suspense control system and trace applications when required.

g. Maintain control and accountability of passports when not currently issued to individual applicants for official travel.

h. Cancel and/or destroy no-fee passports when no longer required.

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