

**Joint Base Langley- Eustis**

**External Standard Operating Procedure**

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**February 11, 2020**

**733RD Logistics Readiness Division**

**Ft Eustis, VA**

# Department of the Army LRD SOP 710-3

**Joint Base Langley-Eustis**

**Fort Eustis, Virginia 23604-5000**

**11 February 2020**

**Inventory Management**

Standard Operating Procedures for Supply Procedures for Using Units

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

**Suggested Improvements.** The proponent of this SOP is the LRD. Users may send suggested improvements to this SOP to LRD, 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, LRD 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.

# Supply Procedures for Using Units

* + 1. A commercial contractor provides supply operations support for Fort Eustis. The contractor is responsive to a Contracting Officer and the LRD. 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.
    2. Customers of the Logistics Readiness Division (LRD) 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.
    3. The implementation/introduction of new automated supply systems involving supply applications will not be accomplished without prior coordination with LRD and ISSA.
    4. Requests for supplies, equipment, and the procedures are in Appendixes A through AG.
    5. These appendixes amplify and provide implementing guidance for requesting supplies and materials.
    6. 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.
2. A single automated system now generates requests electronically into the installation level Global Combat Support System-Army.
3. 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 LRD ISSA is the ISSA for all non-Medical and non-Engineer Repairs & Utilities (R&U) Material for Fort Eustis.
4. 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.
5. Queries as regards to status may be addressed to CAS, ISSA, Building 1610, on Patch Road, 878-5205.
6. A National Inventory Control Point (NICP) request has been submitted and the status indicates a long lead-time for re-supply. . However, if not possible, the customer may submit a request for LP if a local source is available. For military standard (MILSTD) items, make sure procurable items appropriately fill the need and meet the specifications. Also, ensure concurrent cancellation of the NICP request.
7. 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.

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* 1. 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.
  2. 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.
2. 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.
3. Release Strategy in GCSS-Army is performed at the SSA 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.
4. 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.
5. 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.
6. 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**

1. Units can only perform a Walk-Up on NSNs on hand at the SSA.

1. 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.
2. 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 located in Building 1608, on Patch Road and operates Monday through Friday, 0730 to 1630 hrs.

**B-3. Procedures**

1. 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 organizations Storage Location (SLOC).
2. 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.
3. When the PBO or the Primary Hand Receipt Holder (PHRH) determines it is 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. For example, this situation may exist where shift operations, multi-use classrooms, day rooms, laundry rooms or other common use areas having property. The property will be marked with sufficient identification data so that a person unfamiliar with the property may easily identify it. 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.
4. 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.

1. 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, 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. This inventory must be accomplished within thirty days. Any discrepancies discovered will be reported to the commander/activity chief and property book officer and accounted for per AR 735-5.

1. Commanders and Activity Chiefs will ensure that individuals who have signed for government property will personally clear their accounts with the Installation Property Book Office prior to departing station on permanent change of station (PCS) or change of duty assignment, employment, and retirement.

# B-4. Authorized Hand Receipt Accounts

# Property will be issued to the person designated in writing as the Hand Receipt Holder (HRH).

# 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 IPB will only make changes and alterations. Adjustments to SLOC accounts will not be made outside the IPB.

# 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.

# A manual DA Form 2062 (Hand Receipt/Annex Number) or the automated system utilized by the PBO will be used to document component shortages. When property is issued to the intended user, responsibility for component will be assigned using a component hand receipt or shortage annex. The actual quantity of components on hand will be shown. When preprinted component hand receipts are available, their use is permissible.

# 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. SLOC account holders will not loan or transfer any items outside their respective section or element without the written authority of the IPB or representative. Serial numbered items will be listed on sub-hand receipts where applicable.

# 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). Only those persons designated will be recognized as valid customers by the IPB.

# The DA Form 1687 Signature Card and all other DA and DD Forms requiring signatures need to be digitally signed. We will take handwritten signatures when there is a Fielding, Power Outage, or circumstances where there is no access to a computer.

# 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

# Authorization. Each request submitted to the IPB will cite an authorization for each item requested. Requests must also be routed through the appropriate budget office for approval and indication of the Fund Code to be used. Any request not containing this information will be returned to the requester.

# Preparation of Requests. All accountable supply requests for standard items (NSNs) will be submitted in memorandum format. The request must be signed by the HRH or a person authorized on DA Form 1687.

# Request for Issue. Supply requests will contain the following information:

* 1. Enter appropriate Office Symbol.
  2. Enter title and office symbol for your budget office.
  3. Enter item Material Planning Object (MPO).
  4. Enter full item description to include model number.
  5. Enter quantity.
  6. Enter authority.
  7. Enter unit price.
  8. Enter total price.
  9. Enter name, address, and telephone number.

(10) Enter unit of issue.

(11) Enter signature block of hand receipt holder or other person delegated on DA Form

1687.

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

1. Request for turn-in of equipment will be submitted on DA Form 3161 (Request for Issue or Turn-In) No prior appointments are necessary, with the exception of sensitive items and COMSEC equipment which we require prior notification because security requirements must be coordinated in advance.

1. In case of property damage or destruction, the provisions of AR 735-5 will be adhered to.
2. DA Form 2407 (Maintenance Request) will be required for all standard items turn-ins which has a maintenance repair code other than O or Z. This can be determined from the FEDLOG data.
3. Turn-in of Property will be accomplished utilizing DA Form 3161 multi (6) copy. HRH will complete DA Form 3161. The following information will be provided:
4. Block 1: LRD Property Book.
5. Block 2: SLOC and Organization name.
6. Blocks 3-11: Leave Blank.
7. Block 12a: Sequence number of items listed.
8. Block 12b-e, g-i: Will be completed using the information recorded on the SLOC.

(6) Block 13: HRH signs (must correspond with Block 2).

(7) Block 14: Leave Blank.

(8) Block 15: Signed by Property Book Warehouse Personnel.

NOTE: All three copies must arrive at the Property Book Office. Only HRH or personnel delegated on DA Form 1687 are authorized to turn in property.

**B-7. Transfer of Property-** Transfer of property between SLOCs will be accomplished utilizing DA Form 3161 through GCSS-Army system. Losing hand receipt holder will complete DA Form 3161 by annotating all the information on the item being transferred as it appears on the hand receipt listing. In addition, the losing hand receipt holder must contact the property book office and confirm the legitimacy of the gaining hand receipt holder and account number. Once confirmed, require the gaining hand receipt holder to sign Block 15, bring DA Form 3161 to Property Book Office for posting. Transfer of property outside the installation or across MACOM’s will not be made without prior approval of the LRD.

**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.

**Appendix C**

**Central Receiving Point (CRP) Operations**

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

# C-2. Location

1. 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**

1. Incoming Material for these activities are separated upon receipt. The DSS customer is required to sign a Government Bill of Lading (GBL) acknowledgment of shipment (number of pieces) receipt. Upon receipt, the DSS customer is responsible for input of the D6 receipt document.
2. Other customer issues are placed in unit bins identified by DODAAC. These include passing actions received from NICPs and issues from ISSA stock. Issues cannot be broken down to any lower level than DODAAC.
3. Customers are required to visit the CRP daily, Monday through Friday, to determine if issues are ready to be made. Off-post customers may make telephonic inquiries. The CRP will contact unit/activity each afternoon to inform the customer of NMCS receipts or the accumulation of receipts not picked up. If items are not picked up within a reasonable period, ISSA is required to refer the problem through command channels.
4. Personnel picking up supplies at the CRP must be authorized by the unit/activity responsible officer on a current DA Form 1687.
5. At the CRP, the receiver of supplies is required to sign for the property on DA Form 2765-1, DD Form 1348-1 (DOD Single Line Item Release Receipt Document) or DD Form 250 (Material Inspection and Receiving Report). The receiver is responsible for verifying the item’s NSN and quantity. A signature on the document certifies receipt of the item and is considered final proof of the issue/receipt. Units that have been converted to GCSS-Army are required to process their receipts through VL06I.
6. Customers using the CRP are not permitted access to Building 1610, on Patch Road and cannot go beyond the service counter area unless escorted by an ISSA employee. Customers cannot operate ISSA owned Material-handling equipment.

**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**

1. 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 located in Building 1608 or 1610, on Patch Road. Issue of classified receipts will likely occur at Building 1610, on Patch Road.
2. Outgoing shipments of classified Material are accomplished through the US Postal Service (USPS), Building 1321, on Lee Blvd on Fort Eustis.
3. 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**

1. 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.
2. 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 Division, 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 actually 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.

1. 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.
2. 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 Division 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.

1. Each unit is responsible for disposing of excess, which includes:
2. Items that are excess to authorized allowances, including Class IX excess to PLL.
3. Items that are not needed and the authorization is not mandatory.
4. Items that becomes unserviceable or uneconomically repairable.
5. End items and supporting spares, tools, repair parts and basic issue items (BII) when replacement items are issued under force modernization procedures.
6. Turn-in of the following categories of Material is covered separately in other appendixes.
7. Installation Property Book – Appendix B.
8. Classified Items - Appendix D.
9. Major Class VII items - Appendix J.
10. Organizational Clothing and Individual Equipment (OCIE) - Appendix I.
11. Personal Clothing – Appendix L.
12. 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**

1. At Fort Eustis, turn-ins are fully processed at Building 1610, on Patch Road. Walk-in service is provided 0800-1200 and 1230-1530, each workday.
2. DLA DISPOSITION SERVICESs are located at Norfolk Naval Base, Norfolk, and St. Julien’s Creek, Portsmouth. Different types of items/materials and conditions codes go to each location. St. Julien’s is primarily for unserviceable whereas Norfolk is mainly accepting reusable serviceable equipment.
3. These procedures apply to all DODAACs supported by the ISSA with the exception of Medical Department Activity (MEDDAC) Medical Supply Account, Fort Eustis (W26AL3), US Army Training Support Center (ATSC), Mission Property Account, Fort Eustis (W26XQJ)

# E-3. Procedures

1. The ISSA offers a one-step, no 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 I-1c; 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.
2. 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.
3. Before property book items are turned in, they are technically inspected by supporting

Maintenance to determine condition code, as are reparable components. The units listed in section E-31(1) through (8), are authorized to inspect and classify turn-in Material.

1. Maintenance technical inspections are performed at the maintenance level authorized to repair the item. Depot level reparables are inspected at the general support (GS) level since some repairs can be performed at this level. Maintenance repair codes are listed on the FEDLOG for each stock number.
2. All serviceable/reparable condition code NSNs that require a long life reusable container (LLRC) should have the correct container with all of the hardware and gaskets installed on the LLRC.  For any serviceable condition 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 condition code and downgraded appropriately to condition code F.
3. All electrostatic discharge sensitive items, with serviceable condition 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 condition code F.
4. All shelf-life items will have the appropriate amount of shelf-life remaining with respect to the condition code.  If a shelf-life item has discrepant packaging, the shelf-life of the item is no longer valid and condition code must downgraded to unserviceable.
5. 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 LRD 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.
6. 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 SAMS 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 SAMS system. Reparable components must be clean and tagged with the appropriate DD Form 1577-2 (Unserviceable (Reparable) 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.

1. Turn-in of scrap metal to recycle.
2. 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.
3. 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.

1. 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.
2. Items coded Automatic Return Item (ARI) on Master Data/FEDLOG or Aviation Intensively Management Items (AIMI) are turned in to ISSA as quickly as possible.
3. 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.
4. Turn-in excess SKO as condition 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 condition and retain.
5. 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.
6. Unserviceable-FWT. This is an acceptable statement; a judgment made by the commander responsible for the property that the damage/loss occurred as a result of fair wear and tear.
7. 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).
8. Damaged items-release by Survey Officer. Used when damaged by other than FWT.

1. The following is a list of units authorized to perform technical inspection and Condition Code (CC) specific equipment.
   1. Damaged items-release by Survey Officer. Used when damaged by other than FWT.
2. The following is a list of units authorized to perform technical inspection and Condition Code (CC) specific equipment.
   1. 558th Transportation Company - Watercraft components and end items.
   2. US Army TMDE Support Operation - Test, Measurement, and Diagnostic Equipment (TMDE).
   3. CED and MEDDAC - their own specific equipment.
   4. Installation Maintenance Division (IMD) - ground end items and components.
   5. 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.
   6. US Army Training Support Center (ATSC) – their electronic and ADP equipment.
   7. Training and Audiovisual Support Center (TASC) – Visual Information Systems.
   8. Installation Property Book Office – Furniture.
   9. US Falcon for aviation components and end items.
3. Items classified as condition code H are reviewed by the Material Coordinator, SSA. In the absence of the SSA 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**

1. 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 in to 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 of The 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**

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

# F-3. Procedures

# 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.

# 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.

# 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.

# TRADOC property book officers must similarly review asset positions and authorizations within their command before submitting requests to the supply system.

# In GCSS-Army through asset visibility provides authoritative major item information relative to equipment authorizations, on hand balances, distribution priorities, and projected equipment deliveries.

1. 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.
2. Turn-in of Major Class VII items, Major Class VII items are turned in to 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).

1. 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.
2. In most cases, major Class VII items are turned in to 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 LRD or authorized activities/units before turn in. Unless classified as Condition 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 in to 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.
   * 1. 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.
     2. 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.
     3. 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.
     4. Critical end items may not be laterally transferred without the approval of the responsible NICP, AMC, acting for DA.
     5. 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 LRD approval) to fill authorization shortages. If not laterally transferred, non-critical items are turned in to ISSA as soon as possible.

* + 1. 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.
    2. 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.
    3. 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/Logistics Control Activity (LCA) levels 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:

1. CRP, Building 1610, on Patch Road.
2. Arms Storage Area, Building 1610, on Patch Road.
3. Installation Property Book, Building 1608, on Patch Road.
4. 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 hand written signature, not both. A hand written 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**

1. New or revised DA Forms 1687 are required:
2. 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.
3. 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.
4. 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.
5. 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:
        1. 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**

* 1. Fort Eustis CIF, Building 1608, on Patch Road is operational Monday through Friday, 0730-1530. Walk-in service is provided to 7th TBX soldiers from 0730-1530; Training Brigade formerly 8th brigade soldiers and Advance Individual Training (AIT) students are service by appointment only.

**H-3. Procedures**

1. 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. (See Table R-1). The Training Bde (formerly 8TH Bde) has directed a standard menu for required permanent party personnel. (See Tables R-6 and R-7). 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. (See Tables R-2 through R-5).
2. OCIE issues cannot exceed Common Table of Allowances (CTA) 50-900 authorizations, service category or climatic zones considered.
3. 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.
4. 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.
5. Either/or restrictions. Some OCIE items will not be issued if an alternative is issued instead, i.e. rain suits or ponchos, not both.
6. The Fort Eustis CIF operates using the CIF Installation Support Module (CIF ISM). The same is true for the 8th Brigade Annex. 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.**

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.

1. 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.
2. Unit must request additional menu considerations through their respective battalions with final review at the 7th Sustainment Brigade or Training Bde S-4 level.
3. **Issue procedures.**
4. Soldiers arriving for initial issue must:
5. Present one copy of current clothing record.
6. Be in military uniform.
7. Present a current military identification (ID) card.
8. Bring a duffle or barracks bag.
9. Civilian personnel must have a memorandum authorizing OCIE items approved, signed by the CIF PBO, and present a valid civilian ID card.
10. The CIF personnel will:
    1. Not issue unauthorized items.
    2. Issue authorized items to each requester on his/her visit to CIF. If any items or sizes of particular items are temporarily out of stock, the requester is informed and notified when issue can be completed.
    3. 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.
    4. 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.
11. **Turn-in (out-processing).** Prior to reporting to CIF, the following guidance is provided:
12. Soldier must:
    1. Process through the military personnel-processing center to obtain installation clearance guidance.
    2. Be in Military Uniform
    3. Inventory all OCIE items and have all shortages corrected at unit level or obtain relief from responsibility as prescribed in AR 735-5.
    4. 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.
    5. Have all necessary signatures (Soldier, Commanding Officer, PBO) on relief from responsibility documents.
13. Civilian personnel must have all shortages resolved with their immediate supervisor or their PBO.
14. Items to be turned in:

For expiration term of service (ETS) personnel, turn-in all items coded with an “N” in the ETS column.

* 1. For PCS personnel, turn-in items coded “N” in the PCS column.

1. Items must be clean or they will not be accepted.
2. 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.
3. 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.
4. **Exchanges.**
5. Soldiers (and civilians) report to CIF with their copy and the unit’s copy of

the clothing record and items to be exchanged.

1. Items must be cleaned before reporting to CIF or they will not be accepted.
2. Items rendered unserviceable through fair wear and tear are exchanged on a one- for- one basis.
3. **Special.**
4. Retirees may turn-in equipment with retirement orders (without Installation Clearing Papers) prior to the 7 business days from terminal leave date.
5. Large groups, to include classes, are scheduled in advance with the Supply Manager at 878-2380 during regular hours.
6. All foreign students must:
   1. Be escorted to CIF during issue and out-processing in military uniform.
   2. Have an approved memorandum listing authorized items and quantities.
   3. Have a copy of their orders.
7. Safety footwear for civilians.
   1. 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 Supervisor, MMB. This memorandum must contain a fund cite for reimbursement for safety footwear. CIF stocks only standard safety footwear.
   2. 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.
   3. 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.
8. 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.
9. Special measurement footwear for military personnel is requested from Army Military Clothing Sales Store (AMCSS).
10. **Responsibilities.**
11. Commander, 7th Sustainment Brigade and Assistant Commandant, US Army Aviation Logistics School (USAALS) provide CIF with an annual list of requirements for OCIE and the number of personnel to be supported through the LRD. Commander/Asst Commandant will provide funding to meet requirements.
12. Units will:
    1. 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.
    2. Maintain soldier’s file in the assigned unit per the base alpha roster, not the attached unit.
    3. 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.
    4. Ensure there is a current signature card (DA Form 1687) on file at CIF.
13. The United States Army Aviation Logistics Schools (USAALS) will:
    1. Ensure class groups are escorted to CIF for initial issue and out-processing.
    2. Ensure that foreign students report to CIF with memorandum for record (MFR) authorizing OCIE issue and a copy of their orders.
    3. Ensure all OCIE recipients have a cleared CIF OCIE record before departing the installation.

* 1. Schedule class initial issue/out-processing with the Supervisor, MMB in advance of the processing time.
  2. Ensure relief documents are prepared before arriving at CIF, if losses of OCIE occur.
  3. Ensure all students are given ample opportunity to affect a turn-in of their issued OCIE before course completion.

1. (AIT students, United States Army Aviation Logistics Schools (USAALS) will:
   1. Ensure each Battalion S-4 coordinates with the Supervisor, MMB 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.
   2. Ensure all student groups are escorted by a NCO.
   3. Ensure students clean OCIE before arriving at CIF for turn-in.
      1. **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:**
   1. DO NOT MACHINE WASH OR DRY.FAILURE TO FOLLOW THESES THESE INSTRUCTIONS MAY DESTROY YOUR VEST.
   2. Remove dirt from outer surface using a cloth or soft bristle brush.
   3. 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.
   4. 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.
   5. Rinse the outer-shell and covers thoroughly in clean warm water.
   6. Air dry indoors or in shade, away from heat sources.
   7. Do not attempt to dye item or fix discolorations.
2. **Inspection: Turn in your Vest / Ballistic Inserts if:**
   * 1. They have been hit by fragments or small arms fire.
     2. The outer cover is torn or damage beyond repair.
     3. The vest is “bunched” and lumps cannot be flattened.
     4. The hook and pile closures cannot be closed completely or repaired.
     5. The webbing is torn or damaged beyond repair.
     6. The vest can no longer be adequately cleaned or is discolored
3. **Storage: When Storing Always:**
   * 1. Clean all components and ensure they are dry before storing.
     2. 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.
     3. Store the IOTV as flat as possible to avoid bunching of materials.
     4. It is recommended that the system be stored in a plastic bag to keep out dust, dirt and

moisture.

1. **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.

1. **Cleaning:** Do not machine wash or dry. Failure to follow these instructions to may render your ESAPI / ESBI useless against ballistic threats.
   1. 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.
   2. 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.

1. Heavy grease/oil stains may be pre-spotted with a dry cleaning solvent and detergent mixture & scrubbed with a soft brush.
2. Rinse the ESAPI/ESBI with warm water until all suds are completely gone.
3. Let the insert dry by itself, away from heat or open flame.

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

* + 1. The outer cover is damaged exposing the black ceramic tile material.
    2. The ESAPI/ESBI is cracked and you hear loose pieces rattling around when the ESAPI/ESBI is shaken.
    3. The composite back face is delaminated and the individual fabric piles are separating.

1. 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.

MENU-ALL –ALL 7th BGDE SOLDIER

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 2 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  |
| B14729 | BAG DUFFEL: NYLON DUC | 2 | Y | N |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 2 | Y | N |  |  |  |  |  |  |  |
| B42187 | BODY ARMOR: INTERCEPT | 1 | N | N |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |
| C96536 | CANTEEN WATER: PLASTI | 2 | Y | N |  |  |  |  |  |  |  |
| DA1556 | ELBOW, PAD | 1 | Y | N |  |  |  |  |  |  |  |
| DA1588 | PAD, KNEE | 1 | Y | N |  |  |  |  |  |  |  |
| DA6508 | FIELD, BUTT, & BACKPA | 1 | N | N |  |  |  |  |  |  |  |
| DA650F | PACK,FRAME,MOLLE | 1 | N | N |  |  |  |  |  |  |  |
| DA6517 | BELT,MOLDED WAIST | 1 | N | N |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |
| DA6526 | SYSTEM,HYDRATION | 1 | Y | N |  |  |  |  |  |  |  |
| DA6529 | MAGAZINE POUCH, MOLLE | 1 | Y | N |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |
| DA652Z | SHOULDER STRAPS,FRA | 1 | N | N |  |  |  |  |  |  |  |
| DA653U | STUFF SACK, SMALL | 1 | Y | N |  |  |  |  |  |  |  |
| DA6545 | CARRIER,ENTRENCHING | 1 | Y | N |  |  |  |  |  |  |  |
| DA654J | PACK, PATROL MOLLE, L | 1 | N | N |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |
| DA655V | SUSTAINMENT POUCH | 2 | N | N |  |  |  |  |  |  |  |
| DA6562 | POUCH MAGAZINE, M4 TW | 3 | Y | N |  |  |  |  |  |  |  |
| DA6563 | POUCH, GRENADE | 1 | Y | N |  |  |  |  |  |  |  |
| DA657E | PACK,AISSAULT,MOLLE | 1 | Y | N |  |  |  |  |  |  |  |
| DA657F | INSERT,FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |
| DA657W | LOAD LIFTER ATTACHM | 2 | N | N |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 2 | N | N |  |  |  |  |  |  |
| DA658H | POUCH MAGAZINE, M4 TH | 2 | N | N |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |
| DA658Z | BAG, PATROL, MODULAR | 1 | Y | N |  |  |  |  |  |  |
| DA6593 | POUCH,GRENADE,HAND | 2 | Y | N |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |
| F54817 | CUP WATER CANTEEN: ST | 1 | Y | N |  |  |  |  |  |  |

MENU-ALL –ALL 7th BGDE SOLDIER Page 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| H53175 | HELMET: ADVANCED COMB | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  |  |
| HA4038 | SPECTACLE KIT,INTERCH | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J10257 | INSERT: SMALL ARMS PR | 2 | N | N |  |  |  |  |  |  |  |  |
| J21883 | JACKET COLD WEATHER: | 1 | Y | N |  |  |  |  |  |  |  |  |
| K85092 | INSECT BAR: FIELD TYP | 1 | N | N |  |  |  |  |  |  |  |  |
| L00210 | INTRENCHING TOOL HAND | 1 | Y | N |  |  |  |  |  |  |  |  |
| M24944 | MAT: SLEEPING SELF I | 1 | Y | N |  |  |  |  |  |  |  |  |
| NA4522 | POUCH, FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P17415 | PONCHO WET WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| P69699 | PARKA COLD WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| PA4042 | BRACKET LEVER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| X36109 | TROUSERS COLD WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-15Y-AVIATION

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| L70789 | LINER WET WEATHER PON | 1 | Y | N |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU 68H TRANSPO

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C96536 | CANTEEN WATER: PLASTI | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA650F | PACK,FRAME,MOLLE | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6517 | BELT,MOLDED WAIST | 1 | N | N |  |  |  |  |  |  |  |  |
| DA652Z | SHOULDER STRAPS,FRA | 1 | N | N |  |  |  |  |  |  |  |  |
| DA654J | PACK, PATROL MOLLE, L | 1 | N | N |  |  |  |  |  |  |  |  |
| DA655V | SUSTAINMENT POUCH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88H CARGO SPC

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B14729 | BAG DUFFEL: NYLON DUC | 1 | Y | N |  |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C50308 | COVERALLS: MECHANICS | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| J68064 | GLOVES LEATHER: MENS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88K WATERCRAFT

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B14729 | BAG DUFFEL: NYLON DUC | 1 | Y | N |  |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C50308 | COVERALLS: MECHANICS | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88L-88 LIMA

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B14729 | BAG DUFFEL: NYLON DUC | 1 | Y | N |  |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C50308 | COVERALLS: MECHANICS | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-953-953rd TPC

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B42187 | BODY ARMOR: INTERCEPT | 1 | TRANS  N | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C96536 | CANTEEN WATER: PLASTI | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA1556 | ELBOW, PAD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA1588 | PAD, KNEE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657F | INSERT,FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 1 | N | N |  |  |  |  |  |  |  |  |
| DA658H | POUCH MAGAZINE, M4 TH | 2 | N | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| HA4038 | SPECTACLE KIT,INTERCH | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J10257 | INSERT: SMALL ARMS PR | 2 | N | N |  |  |  |  |  |  |  |  |
| NA4522 | POUCH, FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-CID-BAT INITIAL ISSUE

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B42187 | BODY ARMOR: INTERCEPT | 1 | TRANS  N | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6562 | POUCH MAGAZINE, M4 TW | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657E | PACK,AISSAULT,MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA7069 | STRAP ASSEMBLY,CHIN | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA7073 | PAD, NAPE | 1 | Y | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| HA4053 | SPECTACLE,COMBO PACK, | 1 | Y | Y |  |  |  |  |  |  |  |  |
| HA4064 | GOGGLES,INDUSTRIAL | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J68064 | GLOVES LEATHER: MENS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J85705 | INSERT ENHANCED SMALL | 2 | N | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P17415 | PONCHO WET WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| P69699 | PARKA COLD WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| X36109 | TROUSERS COLD WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-DDT-DIVE DET NEW

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 2 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B14729 | BAG DUFFEL: NYLON DUC | 2 | Y | N |  |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 3 | Y | N |  |  |  |  |  |  |  |  |
| B42187 | BODY ARMOR: INTERCEPT | 1 | N | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C50308 | COVERALLS: MECHANICS | 2 | Y | N |  |  |  |  |  |  |  |  |
| C96536 | CANTEEN WATER: PLASTI | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA1556 | ELBOW, PAD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA1588 | PAD, KNEE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA6508 | FIELD, BUTT, & BACKPA | 1 | N | N |  |  |  |  |  |  |  |  |
| DA650F | PACK,FRAME,MOLLE | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6517 | BELT,MOLDED WAIST | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6529 | MAGAZINE POUCH, MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Z | SHOULDER STRAPS,FRA | 1 | N | N |  |  |  |  |  |  |  |  |
| DA653U | STUFF SACK, SMALL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6545 | CARRIER,ENTRENCHING | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA654J | PACK, PATROL MOLLE, L | 1 | N | N |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655V | SUSTAINMENT POUCH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6562 | POUCH MAGAZINE, M4 TW | 3 | Y | N |  |  |  |  |  |  |  |  |
| DA6563 | POUCH, GRENADE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657E | PACK,AISSAULT,MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657F | INSERT,FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657W | LOAD LIFTER ATTACHM | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 2 | N | N |  |  |  |  |  |  |  |  |
| DA658H | POUCH MAGAZINE, M4 TH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658Z | BAG, PATROL, MODULAR | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6593 | POUCH,GRENADE,HAND | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F54817 | CUP WATER CANTEEN: ST | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-DDT-DIVE DET NEW Page 2

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| H53175 | HELMET: ADVANCED COMB | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| HA4038 | SPECTACLE KIT,INTERCH | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J10257 | INSERT: SMALL ARMS PR | 2 | N | N |  |  |  |  |  |  |  |  |
| J21883 | JACKET COLD WEATHER: | 1 | Y | N |  |  |  |  |  |  |  |  |
| L00210 | INTRENCHING TOOL HAND | 1 | Y | N |  |  |  |  |  |  |  |  |
| L70789 | LINER WET WEATHER PON | 1 | Y | N |  |  |  |  |  |  |  |  |
| NA4522 | POUCH, FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P17415 | PONCHO WET WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| P69699 | PARKA COLD WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| PA4042 | BRACKET LEVER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| X36109 | TROUSERS COLD WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88R-88R RAIL

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C50308 | COVERALLS: MECHANICS | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA651E | BLADDER,HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| J68064 | GLOVES LEATHER: MENS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-JEC-JECC

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B13907 | BAG BARRACKS: COTTON | 2 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B14729 | BAG DUFFEL: NYLON DUC | 2 | Y | N |  |  |  |  |  |  |  |  |
| B15825 | BAG CLOTHING WATERPRO | 2 | Y | N |  |  |  |  |  |  |  |  |
| B42187 | BODY ARMOR: INTERCEPT | 1 | N | N |  |  |  |  |  |  |  |  |
| B60315 | BOOT COMBAT: ARMY HOT | 1 | Y | Y |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA1556 | ELBOW, PAD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA155S | KNEE AND ELBOW PAD SE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA1588 | PAD, KNEE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA650F | PACK,FRAME,MOLLE | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6517 | BELT,MOLDED WAIST | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6529 | MAGAZINE POUCH, MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Z | SHOULDER STRAPS,FRA | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6545 | CARRIER,ENTRENCHING | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA654J | PACK, PATROL MOLLE, L | 1 | N | N |  |  |  |  |  |  |  |  |
| DA654V | POUCH,9MM MAGAZINE | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655V | SUSTAINMENT POUCH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6562 | POUCH MAGAZINE, M4 TW | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA657E | PACK,AISSAULT,MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657W | LOAD LIFTER ATTACHM | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 2 | N | N |  |  |  |  |  |  |  |  |
| DA658H | POUCH MAGAZINE, M4 TH | 3 | N | N |  |  |  |  |  |  |  |  |
| DA6593 | POUCH,GRENADE,HAND | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA7073 | PAD, NAPE | 1 | Y | N |  |  |  |  |  |  |  |  |
| G06171 | GLOVES: FLYERS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| HA4053 | SPECTACLE,COMBO PACK, | 1 | Y | Y |  |  |  |  |  |  |  |  |
| HA4078 | GOGGLES,INDUSTRIAL | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J15388 | INSERT: SMALL ARMS PR | 2 | N | N |  |  |  |  |  |  |  |
| J21883 | JACKET COLD WEATHER: | 1 | Y | N |  |  |  |  |  |  |  |
| J67052 | GLOVES FLYERS: MENS W | 1 | Y | Y |  |  |  |  |  |  |  |
| J85705 | INSERT ENHANCED SMALL | 2 | N | N |  |  |  |  |  |  |  |

MENU-JEC-JECC Page 2

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| L70789 | LINER WET WEATHER PON | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| M24944 | MAT: SLEEPING SELF I | 1 | Y | N |  |  |  |  |  |  |  |  |
| NA4578 | FIRST AID KIT, UNIVER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P17415 | PONCHO WET WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| P69699 | PARKA COLD WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| X36109 | TROUSERS COLD WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88P-88 PAPA

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B15825 | BAG CLOTHING WATERPRO | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C33538 | COVERALLS: MECHANICS | 1 | N | N |  |  |  |  |  |  |  |  |
| D64043 | CASE FIELD FIRST AID | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| J68064 | GLOVES LEATHER: MENS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-RPO-RAPID DEPLOY UNITS

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B14729 | BAG DUFFEL: NYLON DUC | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| B15825 | BAG CLOTHING WATERPRO | 1 | Y | N |  |  |  |  |  |  |  |  |
| B42187 | BODY ARMOR: INTERCEPT | 1 | N | N |  |  |  |  |  |  |  |  |
| B59567 | BELT INDIVIDUAL EQUIP | 1 | Y | N |  |  |  |  |  |  |  |  |
| B90343 | BELT RIGGERS: COMBAT | 1 | Y | Y |  |  |  |  |  |  |  |  |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C96536 | CANTEEN WATER: PLASTI | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA6508 | FIELD, BUTT, & BACKPA | 1 | N | N |  |  |  |  |  |  |  |  |
| DA650F | PACK,FRAME,MOLLE | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6517 | BELT,MOLDED WAIST | 1 | N | N |  |  |  |  |  |  |  |  |
| DA6529 | MAGAZINE POUCH, MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Z | SHOULDER STRAPS,FRA | 1 | N | N |  |  |  |  |  |  |  |  |
| DA653U | STUFF SACK, SMALL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6545 | CARRIER,ENTRENCHING | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA654J | PACK, PATROL MOLLE, L | 1 | N | N |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655V | SUSTAINMENT POUCH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6562 | POUCH MAGAZINE, M4 TW | 3 | Y | N |  |  |  |  |  |  |  |  |
| DA6563 | POUCH, GRENADE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657E | PACK,AISSAULT,MOLLE | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657F | INSERT,FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA657W | LOAD LIFTER ATTACHM | 2 | N | N |  |  |  |  |  |  |  |  |
| DA6588 | POUCH,CANTEEN-GENER | 2 | N | N |  |  |  |  |  |  |  |  |
| DA658H | POUCH MAGAZINE, M4 TH | 2 | N | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658Z | BAG, PATROL, MODULAR | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA6593 | POUCH,GRENADE,HAND | 2 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA7073 | PAD, NAPE | 1 | Y | N |  |  |  |  |  |  |  |  |
| F54817 | CUP WATER CANTEEN: ST | 1 | Y | N |  |  |  |  |  |  |  |  |
| G06171 | GLOVES: FLYERS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |

MENU-RPO-RAPID DEPLOY UNITS Page 2

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HA4052 | SAFETY GLASSES,REVISI | 1 | TRANS  Y | TRANS  Y | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| HA4064 | GOGGLES,INDUSTRIAL | 1 | Y | Y |  |  |  |  |  |  |  |  |
| J15388 | INSERT: SMALL ARMS PR | 2 | N | N |  |  |  |  |  |  |  |  |
| J85705 | INSERT ENHANCED SMALL | 2 | N | N |  |  |  |  |  |  |  |  |
| L00210 | INTRENCHING TOOL HAND | 1 | Y | N |  |  |  |  |  |  |  |  |
| M24944 | MAT: SLEEPING SELF I | 1 | Y | N |  |  |  |  |  |  |  |  |
| NA4522 | POUCH, FIRST AID KIT | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| P69699 | PARKA COLD WEATHER: C | 1 | Y | N |  |  |  |  |  |  |  |  |
| PA4042 | BRACKET LEVER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| X36109 | TROUSERS COLD WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-88T-88 TANGO

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B15825 | BAG CLOTHING WATERPRO | 1 | TRANS  Y | TRANS  N | SIZE | CIC |  | CCA |  | CCB |  | TOTAL |
| C28472 | COVER: HELMET CAMOUFL | 1 | Y | N |  |  |  |  |  |  |  |  |
| C33538 | COVERALLS: MECHANICS | 1 | N | N |  |  |  |  |  |  |  |  |
| D64043 | CASE FIELD FIRST AID | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA309X | BOOTS SAFETY, HOT WEA | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA652Q | CARRIER HYDRATION S | 1 | Y | Y |  |  |  |  |  |  |  |  |
| DA654N | SLEEPING BAG ICW, MOD | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA655K | CARRIER,FIGHTING LO | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA658R | BIVY COVER, MODULAR S | 1 | Y | N |  |  |  |  |  |  |  |  |
| DA659E | STUFF SACK MODULAR SL | 1 | Y | N |  |  |  |  |  |  |  |  |
| F59856 | FIELD PACK: LARGE FIE | 1 | N | N |  |  |  |  |  |  |  |  |
| H53175 | HELMET: ADVANCED COMB | 1 | Y | N |  |  |  |  |  |  |  |  |
| J68064 | GLOVES LEATHER: MENS | 1 | Y | Y |  |  |  |  |  |  |  |  |
| M37042 | MAT SLEEPING: POLYETH | 1 | Y | N |  |  |  |  |  |  |  |  |
| P05813 | PARKA: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |
| T38070 | TROUSERS: WET WEATHER | 1 | Y | N |  |  |  |  |  |  |  |  |

MENU-93D-93rd SIGNAL BRIGADE

ST LIN NOMENCLATURE AU PCS ETS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ISSUE \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C28472 | | | COVER: HELMET CAMOUFL | 1 | | TRANS  Y | | TRANS  N | | SIZE | | CIC | |  | | CCA | |  | | CCB | |  | | TOTAL | |
| C96536 | | | CANTEEN WATER: PLASTI | 2 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6508 | | | FIELD, BUTT, & BACKPA | 1 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA650F | | | PACK,FRAME,MOLLE | 1 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6517 | | | BELT,MOLDED WAIST | 1 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6529 | | | MAGAZINE POUCH, MOLLE | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA652Q | | | CARRIER HYDRATION S | 1 | | Y | | Y | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA652Z | | | SHOULDER STRAPS,FRA | 1 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA653U | | | STUFF SACK, SMALL | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA654J | | | PACK, PATROL MOLLE, L | 1 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA654N | | | SLEEPING BAG ICW, MOD | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA655K | | | CARRIER,FIGHTING LO | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA655V | | | SUSTAINMENT POUCH | 2 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6562 | | | POUCH MAGAZINE, M4 TW | 3 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6563 | | | POUCH, GRENADE | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA657E | | | PACK,AISSAULT,MOLLE | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA657F | | | INSERT,FIRST AID KIT | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA657W | | | LOAD LIFTER ATTACHM | 2 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6588 | | | POUCH,CANTEEN-GENER | 2 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA658H | | | POUCH MAGAZINE, M4 TH | 2 | | N | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA658R | | | BIVY COVER, MODULAR S | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA658Z | | | BAG, PATROL, MODULAR | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA6593 | | | POUCH,GRENADE,HAND | 2 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| DA659E | | | STUFF SACK MODULAR SL | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| F54817 | | | CUP WATER CANTEEN: ST | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| H53175 | | | HELMET: ADVANCED COMB | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| HA4038 | | | SPECTACLE KIT,INTERCH | 1 | | Y | | Y | |  | |  | |  | |  | |  | |  | |  | |  | |
| L70172 | | | LINER COLD WEATHER CO | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| M24944 | | | MAT: SLEEPING SELF I | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| NA4522 | | | POUCH, FIRST AID KIT | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| P05813 | | | PARKA: WET WEATHER | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| P17415 | | | PONCHO WET WEATHER: C | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| P69699 | | | PARKA COLD WEATHER: C | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| PA4042 | | | BRACKET LEVER | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| T38070 | TROUSERS: WET WEATHER | | | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |
| X36109 | TROUSERS COLD WEATHER | | | 1 | | Y | | N | |  | |  | |  | |  | |  | |  | |  | |  | |

**Appendix I**

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

**I-1. General**

1. This appendix covers the issue and turn-in procedures for contingency stocks.
2. Deployment stock age of OCIE is maintained for deployable units by the CIF. Stock age determinations are established by HQ, FORSCOM, and DPTMSEC. 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
3. 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

* + - 1. Fort Eustis CIF is in Building 1608, on Patch Road. Issue and turn-in of contingency stock is by appointment only with the Supervisor, MMB.

# I-3. Procedures

1. Deployment Stocks.

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

1. Individual’s name.
2. Social Security Number.
3. Items to be issued.
4. Sizes.

(2)

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

* + 1. S-4, 7th Sustainment Brigade and 7th Sustainment Brigade EOC.
    2. Fort Eustis, IOC.
    3. LRD (Logistics Readiness Division) LRD.
  1. After final approval is received by the CIF, the Supervisor, MMB contacts the unit and an appointment is made. The date and time is mutually agreed upon by the unit and the Supervisor, MMB
  2. When the unit returns, unit supply personnel will contact the Supervisor, MMB for an appointment to turn-in contingency items.
  3. 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.
  4. 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.
  5. 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.
  6. The CIF does not requisition deployment OCIE items unless directed by LRD. Funds are required by the deploying unit or the 7th Sustainment Brigade.

# Appendix J

**Subsistence Management Office (Class I Supplies/MREs)**

The ISSA stores and issues meals, ready to eat for Fort Eustis and Fort Story.

Subsistence storage meals, ready to eat (MREs) are located in Building 1610, on Patch Road, and are open Monday through Friday, 0730-1500. Contact Delsa A. Green the Installation Food Program Manager, 633d Force Support Division, Bldg. 705 Washington Blvd, Suite #120 Fort Eustis, Va. 23604, Phone#-757-878-6665, DSN- 826-6665, Fax#- 501-8103, and email address: delsa.a.green.civ@mail.mil

**Appendix K**

**Turn-in of Personal Clothing**

**K-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. .

**K-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.

# K-3. Procedures

1. 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.
2. 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.
3. 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.
4. 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).
5. Separate OCIE items from personal clothing and turn these in to the CIF in the name of responsible service member.

# Appendix AB

**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 LRD.

**AB-3. Procedures**

1. Each level of command develops and implements a viable CSDP using existing assets.
2. 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 LRD.
3. Evaluations to be performed by the Installation are accomplished by the LRD. 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 LRD, in advance.
4. 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 LRD.

# 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.
3. 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.
4. 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.
5. Lastly, Kim Dauterive is the JBLE-Eustis HazMart Hazardous Material Program Manager and the POC for ESSOH-MIS. She receives notification of approvals directly for the SAAR Form DD-2875 as well as resetting expired accounts (expires after 30 days of inactivity). Mrs. Dauterive will set up and provide the training to perform all the requirements of units within the ESSOH-MIS system. Contact info: email: [kim.d.dauterive.ctr@mail.mil](mailto:kim.d.dauterive.ctr@mail.mil) , phone: 757-878-2781 and fax: 757-878-2323.

**AC-2. Location.** The HAZMART at Fort Eustis is located 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 Division. 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.

1. The Solid Waste, Recycling, and Pollution Prevention Center (SWRP2C) is located in Building 1209 at Fort Eustis and the Hazardous Waste Accumulation Facility (HWAF) at Fort Eustis is located 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 located in Building 1013, on Hospital Road. The telephone number is 878-3915.
2. The CED Environmental and Natural Resources Division 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

1. The installation coordinator for Recoverable Management is the Material Coordinator, Installation Supply Support Activity, 878-2106.
2. Recoverable items can be turned in at Bldg. 1610, on Patch Road. No appointment is required.

# AE-3. Procedures

1. 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 LRD. Flags intended for off-post functions will be approved by DPTMSEC, Operations

Division and in coordination with the Public Affairs Office (PAO).

**AF-2. Location.** Request for flags will be submitted on TCFE Form 719. Units and organizations tasked to provide flag support either via operation order (OPORD) or TCFE 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

1. 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.
2. 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.
3. Conflicts in requirements will be resolved by the DPTMSEC, Operations Division.

# Appendix AG

# Laundry Support

**AG-1 General**

**AG-2 Location**

1. 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. Pillow Cases
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, pillow cases, 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.

Cook Whites

Cook Whites are considered three day service the customer will turn in their cook whites. Items will be counted and annotated on a DA Form 4202, Laundry Sales Ticket. The customer will receive a copy and one copy will be forwarded to Eggleston. Cook whites will be annotated with the customer’s last four of their social security number. Prior to cook whites issued back to the customer quantity and items will be verified. Customer will sign the DA Form 4202 to verify they have received their cook whites.

**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 located in Building 1608 on Patch Road and the phone number is 878-5900.

**AH-3. Procedures**

DODAAC additions, deletions, and modifications will be submitted by the DODAAC Coordinator. Contact DODAAC Coordinator at 878-5900, at that point you will be provided the necessary forms that will need to be filled out. Once the requestor has filled out all of the required information the forms need to be sent to Resource Management to have them fill out the financial information. At that point the forms need to forward to the DODAAC Coordinator who will forward the forms to the Accountable Officer for their signature. Once the forms is returned from the Accountable Officer the DODAAC Coordinator will submit the Help Desk Ticket to GCSS-Army. Once the action is completed the DODAAC Coordinator will inform the requestor that the action is completed.

# Appendix AI

# Points of Contact

**Service Telephone Number**

Supply Advisor, LRD 878-6663

# Service Telephone Number

|  |  |
| --- | --- |
| Supply QAE, LRD | 878-6136 |
| Supply Manager, ISSA | 878-5963/5900 |
| ISSA Fax | 878-3693 |
| Status Checks | 878-2768/5205 |
| **Installation Supply Support Activity (GCSS-ARMY)**  Supervisor | 878-2106 |
| System Administrator | 878-2106 |
| GCSS-ARMY Operators | 878-2670/2272 |

|  |  |
| --- | --- |
| Status Checks | 878-2768/5205 |

Signature Cards 878-5205

|  |  |
| --- | --- |
| **Central Issue Facility** |  |
| Supply Manager | 878-2380 |
| Warehouse | 878-2270 |
| Training Annex | 878-1900 |
| Laundry | 878-2270 |

**ISSA Warehouse**

Material Coordinator 878-2106

Turn Ins 878-4397

|  |  |
| --- | --- |
| **Installation Property Book**  Supervisor, IPB | 878- 3381 |
| Warehouse | 878-5530 |

**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

ADP automatic data processing

AIT Advanced Individual Training

AMC US Army Material Command

AMCSS Army Military Clothing Sales Store

AMDF Army Master Data File

AO Accountable Officer

APC account processing code

ARI automatic return item

ASL authorized stockage list

ATSC US Army Training Support Center

AUL authorized user list

AWOL absent without leave

BDO Battle Dress Overgarment

BII basic issue items

CAC Command Assignment Code

CAS Customer Assistance Section

CCAD Corpus Christi Army Depot

CCI Controlled Cryptographic Item

CCISP Controlled Cryptographic Item Serialization Program

CDE chemical defense equipment

CIF Central Issue Facility

CIF ISM Central Issue Facility/Installation Support Module

COMSEC Communications Security Execution Security

CONEX container express

CRP Central Receiving Point

CSDP Command Supply Discipline Program

CSDR Command Supply Discipline Review

CTA Common Table of Allowances

CWT customer wait time

DAMPL Department of the Army Master Priority List

DDES Daily Distribution Email System

DECA Defense Commissary Agency

DENTAC US Army Dental Activity

DFAS Defense Finance and Accounting Service

DIC document identifier code

DLA Defense Logistics Activity

DLR depot level reparable

DODAAC Department of Defense Activity Address Code

DOT Department of Transportation

DPSC Defense Personnel Support Center

DPTMSEC Directorate of Plans, Training, Mobilization and Security

DRM Directorate of Resource Management DLA

DRMO Defense Reutilization and Marketing Office (Disposition Services)

DS direct support

DSS direct support system

ECWC extreme cold weather clothing

EIC end item code

EIR equipment improvement recommendation

ENRD Environmental and Natural Resource Division

ERC Equipment Readiness Code

ERPS Equipment Release Priority System

ETS expiration term of service

FC fund code

FE Fort Eustis

FEDLOG Federal Logistics Record

FISC Fleet and Industrial Supply Center

FORSCOM US Army Forces Command

FSC federal supply classification

FSG federal supply group

FTX field training exercise

FWT fair wear and tear

GBL government bill of lading

GCSS-ARMY Global Combat Support System

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

HWCE hot weather clothing and equipment

HMWMSOP Hazardous Materials and Waste Management Standing Operating Procedure

IAW in accordance with

ID identification card

IFA installation food advisor

IPB Installation Property Book

IPG issue priority group

ISSA Installation Supply Support Activity

ITO Installation Transportation Office

ITV in transit visibility

LIN line item number

LOGSA Logistics Support Activity

LRC Logistics Readiness Center

LRD Logistics Readiness Division

MACH McDonald Army Community Hospital

MACOM major Army command

MATCAT material category

MEDDAC Medical Department Activity

MFR memorandum for record

MICC Mission and Installation Contracting Command

MILPO military personnel offices(s)

MILSTD military standard

MILSTRIP Military Standard Requisitioning and Issue Procedures

MILVAN Military-Owned Demountable Container

MMB Material Management Branch

MOS military occupational specialty

MP Military Police

MPRJ Military Personnel Records Jacket, U.S. Army

MPO Material Planning Object

MRC maintenance repair code

MRE meal, ready to eat

MTMC Military Traffic Management Command

MTOE modification table of organization and equipment MWF morale welfare fund

NBC nuclear, biological, chemical

NG National Guard

NICP national inventory control point

NIIN national item identification number

NLT not later than

NMCS non-mission capable supply

NQA no questions asked

NRTS not reparable this station

NSN national stock number

OCIE organizational clothing and Individual equipment OMA operation and maintenance

OPLANS Operations Plans

OPORD operation order

PA2 Procurement Army, Secondary

PAD propellant activated devices

PAO Public Affairs Officer

PBO Property Book Officer

PCS permanent change of station

PHRH primary hand receipt holder

PLL prescribed load list

PM Provost Marshal/Program Manager

PMR Provisioning Master Record

POC point of contact

POMCUS Pre-positioned Oversea Material Configured to Unit Sets

POV private owned vehicle

PP & P Packing, Packaging & Preservation

QDR Quality Deficiency Report

R&U Repairs and Utilities

RC Reserve Component/Recoverability Code

RDD required delivery date

RIC routing identifier code

RICC reportable item control code

ROD Report of Discrepancy

SAMS Standard Army Maintenance System

SB Supply Bulletin

SC supply catalogs

SDO staff duty officer

SKO sets, kits and outfits

SMO Subsistence Management Office

SOP standing operating procedure

SSN social security number

STRICOM Simulation, Training & Instrumentation Command

SWRP2C Solid Waste, Recycling and Pollution Prevention Center

TACOM Tank Automotive Command

TADSS Training Aids and Devices Systems

TAEDP Total Army Equipment Distribution Program

TAMMS The Army Maintenance Management System

TASC Training and Audiovisual Support Center

TAT To accompany troops

TDA table of distribution and allowances

TDY temporary duty

TI technical inspection

TM technical manual

TMDE test, measurement and diagnostic equipment

TMP Transportation Motor Pool

TRADOC US Army Training and Doctrine Command

TRC type requirement code

UIC unit identification code

USAALS US Army Aviation Logistics School

USAMC United States Army Material Command

USAMCCOM US Army Armament, Munitions and Chemical Command

USATCFE US Army Transportation Center Fort Eustis

USATCOM USA Troop Command

USAR US Army Reserves

USATSCH US Army Transportation School

USPS United States Postal Service

WRM War Reserve Material

WUOFRD Walk-Up Order Form Request Data

Jeffrey D. Romero Chief of Material Management

CF: IG SJA DOIM 733rd Logistics Readiness Division