



FORT CARSON LOGISTICS READINESS CENTER (LRC)

Supply Support Activity (SSA) External Standard Operating Procedure (SOP) EXTERNAL 501

29 June, 2016

**ASO
2400 O'Connell Blvd
Building 8000
Fort Carson, CO 80913**



W52P1J-14-G-0035

Date: 29 June 2016	REV: 0	Page: 1 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Revision History		
Revision #	Date of Issue	Summary of Changes
0	28 Jun 16	Implemented New Document.



MEMORANDUM FOR ALL Fort Carson LRC Customers

SUBJECT: External SSA SOP

1. Enclosed is the Logistics Readiness Center (LRC) External Supply Support Activity (SSA) SOP for your use. This document is intended to guide you, our customer, in order to achieve the best mission support and enhance your equipment readiness.
2. This SOP outlines general procedures for the SSA Section.
3. We are pleased to have the opportunity to support you and look forward to significant mission support success.
4. POC is the undersigned at 719-526-0933.

//signed//
James B Nicholson
Supply Dept Manager
ASO



Date: 29 June 2016	REV: 0	Page: 3 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

TABLE of CONTENTS

1. Purpose: 6

2. Scope: 6

3. Mission: 6

4. References: 6

5. LRC SSA Locations: 6

6. Delegation of Authority: 6

7. Requisitioning: 7

8. Supply Status: 7

9. Customer Pickup: 7

10. Requesting AOG Items: 7

11. Flags, Guidons and Special Order Clothing: 7

12. DRMO Withdrawals: 8

13. Fuels Ordering and Reporting: 8

14. Processing Product Quality Deficiency Reports (PQDR) and Exhibits: 9

15. Unique Item Tracking: 10

16. Supply Discrepancy Report 11

17. Customer Reconciliations 11

18. Overage Repairables Management 11

Appendix A: Inspection and Classification Section Turn-in Procedures 123

 Attachment 1: LRC Property Turn-In Reject/Advice Notification 23

 Attachment 2: Turn-In Document 24

 Attachment 3: Scrap Metal Turn-In Document 25

 Attachment 4: Chemical Mask (M17 Series) 26

 Attachment 5: Chemical Mask (M24/M25A1) 27

 Attachment 6: Chemical Mask (M40/M42) 28

 Attachment 7: Chemical Mask (M43 Type I) 29

 Attachment 8: Chemical Mask (M43 Type II) 30

 Attachment 9: Track Components (M113 FOV) 31

 Attachment 10: Track Components (BFV and MLRS) 32

 Attachment 11: Track Components (M109 FOV) 33

 Attachment 12: Track Components (M578) 34

 Attachment 13: Track Components (M1 FOV) 35

 Attachment 14: Track Components (M60 FOV) 36

 Attachment 15: Track Components (M88) 37

 Attachment 16: Palletized Roadwheels 38

 Attachment 17: Tool Turn-In Document (DA Form 2765-1) 39

Date: 29 June 2016	REV: 0	Page: 4 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Attachment 18: Tool Turn-In Document (DA Form 3161) 40
Attachment 19: Tool Turn-In Document (DD Form 1348-1) 41
Attachment 20: ADPE Certification (Example) 42

Appendix B: Post Arms Room (Bldg 330) Procedures 44

Appendix C: Turn-In of Equipment to Material Management Procedures 46

Appendix D: Cannibilization Point (CANN PT) Procedures 50



Date: 29 June 2016	REV: 0	Page: 5 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

1. Purpose: To establish and maintain effective external operating procedures for requisitioning, turn-in and issue of Class II, IV, VII and IX items of supply.
2. Scope: The procedures and requirements outlined in this SOP are mandatory for all customer units supported by LRC Supply Support Activity.
3. Mission: The mission of the SSA is to support all units on Ft. Carson with Class II, IV, VII and IX items of supply.

4. References:

- 4.1. AR 710-2, Supply Policy Below the National Level
- 4.2. AR 710-3, Asset and Transaction Reporting
- 4.3. AR 725-50, Requisitioning, Receipt and Issue System
- 4.4. AR 735-5, Policies and Procedures for Property Accountability

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

- 4.6. DA PAM 710-2-1, Supply Support Activity (SSA) Supply System Manual Procedures
- 4.7. DA PAM 710-2-2, Supply Support Activity
- 4.8. DA PAM 750-8, The Army Maintenance Management System (TAMMS)
- 4.9. Title 10, Code of Federal Regulations (CFR)
- 4.10. STAMIS GCSS-Army

- 4.11. U AREG 725-1, Special Authorization and Procedures for Issues, Sales, and Loans

- 4.12. DOD 4160.28-M, V1, Defense Demilitarization Manual

5. LRC SSA Locations:

5.1. BXN SSA and Rail and Storage Yard – Bldg 330:

- Hours of operation: 0730 – 1200 (1200 – 1230 Lunch) 1230 – 1600
- BXN Stock Control Clerk: 526-6266
- Hours of operation: 0730 – 1200 (1200 – 1230 Lunch) 1230 – 1600

5.2. Material Management/ Cannibalization Point – Bldg 8005

- Hours of operation: 0730 – 1200 (1200 – 1230 Lunch) 1230 – 1600

5.3. Points of Contact:

- SSA Manager: Bldg 330, 526-9105
- Accountable Officer: Bldg 330, 526-9094

6. Delegation of Authority:

6.1. All customers must maintain a valid DA Form 1687 (Signature card) IAW DA PAM 710-2-1, on file with the Stock Control Clerk at Bldg 330. Valid Signature cards, accompanied by Unit Commander's Assumption Orders, are required and will be checked before services are rendered.

6.2. Personnel requesting a walk-through must have the request signed by their unit commander, SSA Accountable officer and Resource Manager.

Date: 29 June 2016	REV: 0	Page: 6 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

7. Requisitioning:

- 7.1. Requests will be accepted primarily through GCSS-Army.
- 7.2. Walk-through hours are 0730 – 1600.
- 7.3. The requesting unit will edit all information pertaining to each requisition before submitting the request. All information must clearly reflect the current Federal Logistics (FEDLOG) data.

8. Supply Status:

- 8.1. Supply status will be provided to each unit on a daily basis via the GCSS-Army STAMIS system.
- 8.2. There will be no telephonic request for status.

9. Customer Pickup:

- 9.1. Customers may receive supplies / repair parts, Monday through Friday, 0730 – 1545 hrs. All customers must sign-in regardless if they have items to be picked up. Bins should be checked daily. If customers fail to pick up supplies / repair parts, (within fourteen (14) days) a letter will be sent to their command. If items are not picked up within fourteen days from date of notification, the requested items will be returned to stock.
- 9.2. Customers must provide a military vehicle to transport all supplies / repair parts to prevent multiple trips.
- 9.3. SSA personnel will inventory all items with each unit representative to verify each item issued. The unit representative will then sign the issue documents.

10. Requesting AOG Items:

- 10.1. (The MMB does not submit High Priority Call-In request for AOG Items). LRC customers supported through SSA-BXN, requesting Aircraft on Ground (AOG) will submit request via Unit Supply STAMIS to STAMIS GCSS-Army. The MMB will notify the SOS of the submittal of the requisition, so the item manager can watch for the document number. MMB personnel will also keep a log of all AOG's, track status daily and notify customer once item has arrived, or if item is received by the customer at their location they should notify MMB . The POC for these transactions is Material Management Branch (MMB) Phone number is (719) 526-9064.

11. Flags, Guidons and Special Order Clothing:

- 11.1. Customers requiring Flags, Guidons or Streamers IAW AR 840-10 (FLAGS, GUIDONS, STREAMERS, TABARDS, AND AUTOMOBILE AND AIRCRAFT PLATES) should submit a request using DA Form 2765-1 or DD Form 1348-6 (DOD SINGLE LINE ITEM REQUISITION SYSTEM. DOCUMENT), with a full description of the flag/guidon/streamer ordered. A copy of the lineage and honors will accompany the requisition. POC for the request should also accompany the request. Customers will go through the Installation Property Book Office prior to requisitioning new Flags/Guidons or Streamers.
- 11.2. Material Management Branch (MMB) personnel will then process the request off-line by faxing a copy of the 2765-1 or 1348-6 with lineage to: (The MMB will provide the Unit with the information

Date: 29 June 2016	REV: 0	Page: 7 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

and email address to request the item from Heraldry. Email address: www.heraldry.army.mil or mail all required documents to:

- US Army Support Activity, Philadelphia
- ATTN: STRAPSSEFS
- P.O. Box 13460 (Bullard)
- Philadelphia, PA 19101-3460

11.3. MMB personnel will contact customer upon arrival of the flag/guidon/ or streamer so that customer can pick-up. (MMB does not track flags/guidons/ or streamers. Items are received at the Unit).

12. DRMO Withdrawals: Customers requesting items to be withdrawn from the Defense Reutilization and Marketing Office will be required to bring the following to Bldg. 330, Room 207:

12.1. DRMS Form 103, screener form. Form identifies the items requested from the facility.

12.2. A DA Form 1687 on file with the Material Management Branch (MMB), with a copy of the Assumption of Command Orders.

12.3. A DA Form 2765-1 filled out with the following fields completed:

- Document Number
- NSN
- Unit of Issue
- Quantity required
- Nomenclature

12.4. When a customer arrives at the MMB a check for current DA Form 1687 will be performed.

12.5. Once documents are received by the MMB; the Supply Technician will retrieve the information in the DLA Disposition Services Website Reutilization/Transfer/Donation (RTD). If the item is still available, at that time a document number is assign to the items from the document register (DA Form 272). Once document number is assigned and process into the system. The information will be sent to the Property Book Officer in Bldg. 330.

- Memorandum is completed and forwarded to Property Book Office, and Property Book Office will forward the memorandum to the DRMO Officer. The Property Book Office provides final authorization to pick up the item.
- DA-FORM 1348-8 is systems generated by the DRMO section.
- Customer will receive all documents from DRMO once the item is received.
- Customer must return a signed copy of the DA Form 1348 to the MMB section verifying the item was received. Once the MMB receives a signed copy of the receipt the transaction is complete.

13. Fuels Ordering and Reporting:

13.1. The Fuels Technician is responsible for the ordering and reporting of the following fuels for LRC and Pinion Canyon: JAA, Diesel, MOGAS and Burner Fuel.

13.2. Fuel requests: Requests must be emailed to one of the fuel managers in the MMB Section. Customers cannot call in a fuel order. Fuel request are inspect-able and must be filed with DD Form 1155. There is a three day turn around period for all fuel deliveries, from the time fuel is

Date: 29 June 2016	REV: 0	Page: 8 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

requested. A qualified fuel handler must receive fuel at the fuel point on the day of delivery. JAA must be ordered in trucks with a 7500 gallon capacity. Must be able to accept all ordered fuel.

13.3. Authorization to Order: All activities requiring fuel should submit a signed memorandum to Material Management Branch (MMB) stating who is authorized to order fuel for the activity; this memorandum should include Point of Contacts and telephone numbers of Accountable Officer and Approving Officer.

13.4. Pinion Canyon Maneuver Site (PCMS) actions. Units requesting fuel support while training at this facility must notify the Responsible Officer (RO) of their requirements a minimum of two (2) months in advance. In addition, the using activity will, prior to mission, take fuel samples and verify the fuel is ready for issue. Using activity is responsible for all actions needed to make fuel site useable for the mission. A date must be set for the responsible person from the requesting activity and the PMCS Fuel Site Manager to conduct a joint inventory of the class III facility at PCMS. After completion of this inventory, the facility and the keys will be temporary hand-receipted to the responsible person.

13.5. Fuel Reporting: Bulk fuel at Fort Carson and Pinion Canyon is capitalized by the Defense Energy Supply Center (DESC). As such, it is mandatory that all units report fuel issues, receipts and tank readings in a timely manner. The following is the standard for DESC, IAW DOD 4140.25M:

- Units are not required to turn into the MMB (DA FORM 3642 – Daily Issues of Petroleum Product form. The site is automated, so all Units must have a VIL-key to purchase fuel from the fuel site. Prior to occupying the site, all units must contact the Responsible Officer to get VIL-Keys made for their units. If units are unable to occupy VIL-keys, they will not be able to get fuel from the service station. Only the PMCS Fuel Site Manager can initiate manual transactions.
- The MMB Managers are able to maintain accountability of the fuel through automated systems (dial-up service station and ATG Reading). The submittal of manual fuel reports is not required, daily fuel transactions are monitored and uploaded by MMB Fuel Managers. Daily fuel adjustments are monitored and accountability of fuel is maintained daily through an automated system by Fuel Manager.

14. Processing Product Quality Deficiency Reports (PQDR) and Exhibits:

14.1. The PQDR Manager for storage is located in Bldg 330, POC: Jack Caverly, (719) 526-9105.

14.2. Documents required for turn-in:

- SF 368 signed by TACOM LAR (if required) and control number assigned from IMMO, Bldg 8000, Rm. 248. There must be TWO copies of this document.
- DD Form 1575 tag.
- DA Form 2765-1 with document number.
- Receipt copy of original A5A requisition.

Date: 29 June 2016	REV: 0	Page: 9 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

14.3. Disposition of all PQDR's and associated exhibits will come from IMMO.

15. Unique Item Tracking:

15.1. In accordance with AR 710-3 and DA Pam 710-2-1, Department of Defense Single Stock Point (DODSASP), Department of Defense Radiation Testing & Tracking System (DODRATTS), Controlled Cryptographic Items (CCI) and DOD Small Arms/Light Weapons Serialization Program, units will conduct a physical verification of serial numbers by the unit gaining possession of the item. Units will also be required to process a TRAC R in WEBUIT located on the LIW website. Part two is annual validation and will be conducted in a two-part process. Part one will consist of an onsite reconciliation of records between owning unit and the supporting property book to correct discrepancies. Monthly validation will consist of onsite reconciliation with records between W81RP6 and UIT. The Arms Room does not conduct annual reconciliation between W81RP6 and UIT.

15.2. Request that the enclosed listing be reviewed and the following actions taken:

- The reconciliation cutoff date is the "AS OF" date: EX. "01 March 01", printed at the top of the listing.
- Do not use pencil or erase/obliterate any information on the listing.
- If weapons/chemical detectors/Chemical Agent Monitors (CAM)/CCI is on hand, indicate with an "X" next to the serial number.
- If weapons/chemical detector/CAMs/CCI is not on hand, annotate the turn-in (T/I?) number, Lateral Transfer (L/T) number and enclose a copy of the appropriate transaction.
- If weapon/chemical detector/CAMs/CCI has been lost, annotate Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, and provide a copy of the FLIPL
- If weapon/chemical detector/CAMs/CCI is in possession but not listed, annotate listing with National Stock Number (NSN) and Serial Number. Enclose copies of appropriate documentation.
- If a serial number is listed incorrectly, show the correct serial number near the one to be changed, and draw a line connecting the two numbers. Indicate NSN corrections in the same manner.
- Do Not Line Out Stock Numbers or Serial Numbers on the Printout.
- Either the Unit Commander or the Property Book Officer will sign both the DODSASP/DODRATTS and CCI Listing.
- Upon completion of reconciliation it must be returned to Bldg 330, Room 210, Fort Carson, CO.

16. Supply Discrepancy Report:

16.1. Supply Discrepancy Report (SDR) SF 364: The authorized means of users of Army equipment to report packaging discrepancies including overages, shortages, wrong item, missing documentation or damaged in shipment.

Date: 29 June 2016	REV: 0	Page: 10 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

16.2. Report non-receipt of items shipped via traceable means, e.g., GBL or CBL, registered, insured, certified USPS, or small package carrier shipments only when determined the non-receipt is not a transportation discrepancy.

16.3. Customers may not submit an SDR for non-receipt prior to receipt of a Military Standard Requisitioning and Issue Procedures (MILSTRIP) Supply/Shipment Status transaction, or the equivalent under DLMS 2.0. and/or employing Military Standard Transaction and Recording Procedures (MILSTRAP)/DLMS Material Follow-up procedures.

16.4. SDR's and associated responses may be reported on the SF 364; by electronic means, to include automated discrepancy reporting system and electronic data interchange (EDI); customer service help lines; e-mail; or any other manner acceptable to the submitter and recipient:

- The Customer will complete a SF-364 with all supporting documentation and turn-in to the MMB Office at Bldg 330, Rm. 207.
- The report initiator will indicate on the SDR what action is requested. Typical requested actions are listed by code on the SF 364 and an expanded list is provided at appendix E. If you need assistance call 526-9091 to speak to a Supply Tech.
- After the SDR has been processed at the Source of Supply, the MMB will contact the unit with disposition instructions.

17. Customer Reconciliations:

Supported units will receive a monthly reconciliation report from the SSA Stock Control. The report distributed to each customer by the seventh calendar day of the month. The report indicates the status of all items due-in to the unit. Compare the listing with the open document register of the STAMIS used. Annotate on the listing as necessary in accordance with the appropriate Reconciliation Code. Units should return the annotated copy of the report to the SSA by the NLT 25 of each month.

18. Overage Repairable Management:

Supported units will receive a weekly recoverable items report on the first working day of the week from the SSA Stock Control. The report indicates the recoverable items that are expected to be returned to the SSA. When items are initial issue, lost, damaged or destroyed, a memorandum signed by the unit commander indicating that the item is an initial issue is sent to the SSA Accountable Officer. Units should monitor the delinquent recoverable items due to funding implications and command visibility.

Date: 29 June 2016	REV: 0	Page: 11 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Appendix A: Inspection and Classification Section Turn-in Procedures

1. Purpose: To establish policies and procedures for the turn-in of material to the Inspection and Classification Section. This appendix provides Fort Carson units with a single reference to assist in accurate compliance with current turn-in procedures.
2. Applicability: This paragraph applies to military and civilian activities and all other customers on Fort Carson.
3. Unit and SSA Responsibilities:
 - 3.1. All Supply Support Activities will continue to initiate turn-in's using:
 - 3.1.1. DD-1348-IA or DD-1348-IA-E (Attachment 2)
 - 3.1.2. A manifest must accompany the items or the Hub & Spoke driver will not upload the shipment.
 - 3.2. The following information must be legible and correct:
 - 3.2.1. National Stock Number (NSN)
 - 3.2.2. Document Number
 - 3.2.3. Quantity
 - 3.2.4. Unit of Issue (U/I)
 - 3.2.5. Condition Code (CC)
 - 3.2.6. Line Identification Number (LIN)
 - 3.3. DA Form 1687 must be on file at the Central Receiving point, Bldg 330.
 - 3.4. Property designated as Found on Installation can be processed only after insuring that the property is not documented on the unit Organizational hand receipt, or the Installation Property Book Office (IPBO) Installation hand receipt. All Found on Installation property must be approved by the Accountable Officer before processing.
 - 3.5. Property Book ETID Process: The customer must determine which action is taken for the item, Option A or Option B.

Option A. Class II (non-expendable) and Class VII property with the Item Manager Disposition or Lateral Transfers off the installation will be shipped by the losing unit through the Transportation Department. All CCI items will be shipped through the Transportation Department. The LRC will not be responsible for signing or tracking the organization's property.

Option B. Class II (non-expendable) and Class VII property with the Item Manager Disposition to DLA-DS will be inspected and verified by Inspection and Classification (I&C) section. Once the inspection and verification is complete, I&C section will generate an ETID document (DD1348-1) for turn-in. I&C will not sign the organization's turn-in document until the ETID document is returned from DLA-DS with the proof of receipt. The required documentation for DLA-DS turn-in is located on the DLA-DS website.

Property Book ETID process: After determining the turn-in complies with Option B, the ETID Documents are created by the Inspection and Classification section using the customers DA-Form 2765-1. The customer must make an appointment (526-4573 or BLDG 330) with I&C prior to bringing the Item in for inspection. Items will not be taken off the unit's property book until the

Date: 29 June 2016	REV: 0	Page: 12 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

DLA-DS stamps the 1348 verifying receipt of the item. Customers then return to BLDG 330 to the Inspection and Classification section, where they will get there documents signed. At that point the customer can then return the LRC stamped 1348 to have the item removed from the unit's property book.

4. General:

- 4.1. Technical assistance and turn-in appointments are provided by calling 526-4573.
- 4.2. Hours of operation: 0730-1600 (1200-1230 lunch).
- 4.3. The Inspection and Classification Section will provide technical assistance and / guidance as required.
- 4.4. Turn-in's may be accepted on a walk-in basis, however if the customer cannot be serviced immediately, an appointment will be scheduled within three business days.
- 4.5. As a convenience to our customers, we provide on-site customer assistance and are available to conduct training workshops pertaining to the turn-in process. A three day notice is required.
- 4.6. Radioactive Property Turn-In;
 - 4.6.1. All radiological items require advance coordination prior to delivery or turn-in at LRC SSA Building 330.
 - 4.6.2. Customers: Do not bring damaged radioactive equipment into LRC SSA Building 330. Prior to delivery or turn-in, contact the Post Radiological Vault Custodian at Building 330, (phone # 526-3152) to schedule an appointment and receive further guidance. You must advise the technician or custodian of your property's condition classification. If they are not available, contact the ASO EHS Manager.
 - 4.6.3. Damaged (condition code "H") radioactive property:
 - 4.6.3.1. All damaged (condition code "H") radioactive property turn-in must first receive a WIPE TEST (CFR Title 10). The property, with WIPE TEST results, is turned in at Inspection and Classification Section, Bldg 330. **1 If there is a question on how or when to conduct a wipe test please refer to technical manuals for specific equipment.**
 - 4.6.3.2. Handling procedures: No special handling procedures required for serviceable radioactive items. If you have a Tritium (H3) device that has failed the illumination test, you must assume it is damaged).
 - 4.6.3.3. If your radioactive device is DAMAGED (condition code "H"): After scheduling your appointment and prior to actual turn-in IAW TB 43-0197, safety precautions and labeling requirements include:
 - 4.6.3.3.1. Put on disposable nitrile gloves
 - 4.6.3.3.2. Put item in clear plastic bag, seal with tape
 - 4.6.3.3.3. Put item in second clear plastic bag, seal with tape
 - 4.6.3.3.4. Place gloves in radioactive waste container. Wash hands with cool water and soap for two minutes.
 - 4.6.3.3.5. Label the bag with the type of isotope, Tritium (H3), Americium (AM-241), Nickel-63 (NI-63), etc.
 - 4.6.3.3.6. On the day of your appointment transport item in a military vehicle.

Date: 29 June 2016	REV: 0	Page: 13 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

4.6.4. A complete list of radioactive devices requiring special handling is listed in TB 43-0116, Identification of Radioactive Items in the Army. Example items include, but are not limited to:

- 4.6.4.1. TRITIUM (H3) DEVICES: ACOG gun sight; M1A1 collimator; muzzle reference sensor; field artillery and mortar sights; aiming devices such as telescopes and fire control quadrants.
- 4.6.4.2. AMERICIUM (Am241) COMMODITY: M43A1 Chemical Agent Detector Unit (NSN6665-01-081-8140).
- 4.6.4.3. NICKEL 63 COMMODITIES: Chemical Agent Monitor (CAM)/Improved Chemical Agent Monitor (ICAM); M88 Chemical Agent Detector Unit, a component of the M22 Automatic Chemical Agent Alarm system (NSN 6665-01-438-6963), also referred to as the M22 ACADA.
- 4.6.4.4. CESIUM (Cs) MC1 soil moisture density detectors.

4.7. Any property submitted by a Supply Support Activity and is found to have incorrect documentation, misidentification, or requires further corrective action, will be rejected and returned to the submitting Supply Support activity (Attachment 1).

5. Scrap Metal Turn-In:

- 5.1. Definition – SCRAP METAL: Is defined as metal having no value except for its basic material content. Property has lost all identity, cannot be identified by its stock number and is no longer functional for its original intended purpose.
- 5.2. The Fort Carson Recycle account receives proceeds in direct proportion to the amount and type of metal recovered. Therefore, it is essential that within each category of metal that consistency be maintained.
- 5.3. The proper turn-in documentation required for scrap metal turn-in is DD FORM 1348-1, DOD SINGLE LINE ITEM RELEASE RECEIPT. Proper format may be found in Attachment 3. For each category of scrap metal, one DD FORM 1348-1 must be completed, .e.g.: One 1348-1 for copper, one 1348-1 for brass, etc.
- 5.4. All potential scrap loads must be inspected and documentation validated by Inspection and Classification Section, Bldg 330. Inspectors are responsible for the assurance that all loads meet turn-in criteria, and that no serviceable, recoverable, sensitive or hazardous property is contained. Scrap loads found to be unacceptable will be rejected. However, Inspection and Classification inspectors are available to provide further guidance if necessary.
- 5.5. Customers desiring turn-in of scrap metal need only report to Inspection and Classification Section, Bldg 330 with DD Form 1348-1 completed for each category of metal. All scrap metal loads meeting turn-in criteria will be validated by Inspection and Classification inspectors on DD FORM 1348-1. After validation customers will be directed to the DRMO scrap yard for metals recovery.
- 5.6. Scrap Metal Segregation Guide: All scrap metal must be properly segregated into one of TEN categories listed.

5.6.1. LIGHT STEEL – under 1/8” thick any dimension: (MAGNETIC MATERIAL)

- 5.6.1.1. Banding Material (See note below)
- 5.6.1.2. Desks (Wooden tops should be removed. Drawers cleaned out.)
- 5.6.1.3. Metal Cabinets: Clothing Lockers, Tool Chests and Boxes, and Storage Cabinets.
- 5.6.1.4. Automotive Parts: Fenders, Hoods, Pickup Tailgates, Some Fuel Tanks (MUST BE PURGED) Side View Mirror Supports, Drip Pans (must be free of residue), Doors, Windshield Frames, Truck and Jeep Seats, Tail Pipes and Mufflers.

Date: 29 June 2016	REV: 0	Page: 14 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

- 5.6.1.5. Security Caging Panels
- 5.6.1.6. Wire Cable (must be either: cut into ten (10) foot length or coiled and tied in three (3) places with bailing wire).
- 5.6.1.7. Folding Chairs.
- 5.6.1.8. Shelving Material with Supports.
- 5.6.1.9. Aiming Posts, Fencing Posts and Fencing Material, Conduit,
- 5.6.1.10. Poles and other similar type poles.
- 5.6.1.11. CONTAINERS-(Buckets must be empty); Petroleum Base Liquid Containers up to Five (5) Gallon Cans (must have no residue in them).
- 5.6.1.12. NOTE: Fifty-five Gallon Drums – If they have been previously cut up for drip pans, can be turned in as light metal scrap, however, all drums and or containers previously holding hazardous capacities such as oil, lubes, greases, etc, must be thoroughly rinsed, otherwise these containers must be turned in as hazardous wastes through unit HAZMAT personnel. NOTE: ALL DRUMS THAT ARE INTACT MUST BE TURNED IN BY NSN.
- 5.6.1.13. NOTE: Banding material should be brought in separately when there is a great quantity to be turned in. The tugging and pulling of banding material that is caught on other material could cause cuts to ones' hands or if banding snaps the possibility of cuts to face or striking ones' eyes.

5.6.2. SHORT HEAVY STEEL at least 1/8 of an inch thick, under 36 inch length. (MAGNETIC MATERIAL)

- 5.6.2.1. Pipes, Angle Iron, Flat Iron.
- 5.6.2.2. Track Parts: End Connectors, Pins, Center Guides.
- 5.6.2.3. Washers, Nuts, Bolts, Nails and similar type hardware.
- 5.6.2.4. Automotive Parts: Clutch Pressure Plates, Small Springs and Coils, Brake Shoes: (must not have lining material on them), also; other automotive parts can be considered Short Heavy Steel as long as it is not contaminated with grease, oil or other foreign material.
- 5.6.2.5. Clevis, Clevis Pins.
- 5.6.2.6. Small Track Sprocket.
- 5.6.2.7. Some Engine Flywheels.
- 5.6.2.8. Some Brake Drums.
- 5.6.2.9. NOTE: It is not necessary to cut large pieces of steel to make this type of material, larger type pieces will go into HEAVY STEEL. (See below HEAVY STEEL)

5.6.3. HEAVY STEEL – at least 1/8" thick, three (3) feet or longer in length. (MAGNETIC MATERIAL)

- 5.6.3.1. Pipes, Angle Iron, Flat Iron.
- 5.6.3.2. Tow Bars, Torsion Bars, and Heavy Bumpers.
- 5.6.3.3. Automotive: Large Springs and Coils, Wheels (automotive and trucks), A-Frames, Axles, Hydraulic Cylinders. Axles and hydraulic cylinders must not be leaking, (i.e. dripping oil).
- 5.6.3.4. Track Vehicles: Large Sprockets, Sprocket Hubs, Road Arms, Some Hatch Covers, Axles, Hydraulic Cylinders, Engine Slings.
- 5.6.3.5. Construction Equipment Accessories: DOZER Blades, Scrapers, etc.
- 5.6.3.6. *Leaking components must be completely drained prior to turn in.

5.6.4. VEHICLE PARTS: Engine and Drive Train Parts (these parts are frequently contaminated with oils, greases, lubes and hydraulic fluids, these properties must be removed from potential scrap loads.

- 5.6.4.1. Shock Absorber

Date: 29 June 2016	REV: 0	Page: 15 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

- 5.6.4.2. Universal Joints
- 5.6.4.3. Steering Mechanism: Gears, Wheel and Shaft
- 5.6.4.4. Brake Shoes without brake linings
- 5.6.4.5. Seals
- 5.6.4.6. Spacers
- 5.6.4.7. Bearings
- 5.6.4.8. Clutch Plates
- 5.6.4.9. Piston Rings
- 5.6.4.10. Drive Shafts
- 5.6.4.11. Hydrovacs
- 5.6.4.12. A-Frames – if cut up and accessories parts.

- 5.6.4.13. Oil Filter Units – THESE ITEMS MUST BE TURNED IN AS A HAZARDOUS WASTE THROUGH UNITS HAZMAT PERSONNEL, NOT WITH SCRAP METALS.

- 5.6.4.14. NOTE: Vehicle Parts that will go into other types of metals:
 - 5.6.4.14.1. Carburetors (Aluminum)
 - 5.6.4.14.2. Starters, Generators and Windshield Wiper Motors (Electric Motors)
 - 5.6.4.14.3. Brake Drums (Some will go in either: Cast or Short Heavy Iron)
 - 5.6.4.14.4. Master Cylinders and Brake Cylinders (Cast)
 - 5.6.4.14.5. Clutch Pressure Plate (Short Heavy Iron)
 - 5.6.4.14.6. Electric Fuel Pumps (Electric Motors)
 - 5.6.4.14.7. Non-electric Fuel Pumps (Aluminum)
 - 5.6.4.14.8. Radiators (Copper Core Radiators)
 - 5.6.4.14.9. *Leaking components must be completely drained prior to turn in. Any visible leakage from containerized items will not be accepted and returned to the SSA with a rejection form.

- 5.6.5. ALUMINUM: Any size (NONMAGNETIC)
 - 5.6.5.1. Engine Carburetors, Blowers, Some Fuel Pumps
 - 5.6.5.2. Tent Poles and Tent Pegs
 - 5.6.5.3. Track Vehicle Parts: Some Hatch Covers, Access Doors
 - 5.6.5.4. Various Panels and Shroud Holder
 - 5.6.5.5. Some Engine Piston
 - 5.6.5.6. Ammo Racks
 - 5.6.5.7. Some Fuel Tanks – NOTE: ALL TANKS MUST BE PURGED, AND ACCOMPANIED BY A PURGE STATEMENT.
 - 5.6.5.8. Artillery Track Spades
 - 5.6.5.9. Some Engine Slings
 - 5.6.5.10. Some Oil Coolers (must be purged)
 - 5.6.5.11. NOTE: DOD Maintenance Tents have a Magnesium Frame with Perlings, which can be mistaken for Aluminum Alloy.

- 5.6.6. CAST IRON - Stripped Motor Blocks, Cranks and Heads. (MAGNETIC) All parts must be free of leaking or dripping oil or grease.*
 - 5.6.6.1. Master Cylinders and Brake Cylinders *
 - 5.6.6.2. Some Brake Drums
 - 5.6.6.3. Some Engine Fly Wheels
 - 5.6.6.4. Transmissions *
 - 5.6.6.5. Some Pistons and Piston Sleeves
 - 5.6.6.6. Water Pumps
 - 5.6.6.7. CHAINS: (MAGNETIC)

Date: 29 June 2016	REV: 0	Page: 16 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

- 5.6.6.7.1. Tire Chains
- 5.6.6.7.2. Tow Chains
- 5.6.6.7.3. Sling Chains

5.6.6.8. *Leaking components must be completely drained prior to turn in.

5.6.7. STAINLESS STEEL-any size (MAGNETIC AND NONMAGNETIC)

- 5.6.7.1. Kitchen Accessories
- 5.6.7.2. Stainless Steel Mesh Hoses
- 5.6.7.3. NOTE: WARNING! – DO NOT ATTEMPT TO CUT WITH TORCH!

5.6.8. HIGH TEMPERATURE ALLOY: (NONMAGNETIC)

- 5.6.8.1. M-2 Field Kitchen Burner
- 5.6.8.2. Exhaust Systems from Tanks
- 5.6.8.3. Track Personnel Heaters

5.6.9. ELECTRIC MOTORS:

- 5.6.9.1. Vehicle Parts: Starters, Generators, Windshield Wiper Motors and Heater Blower Motors
- 5.6.9.2. Fan Motors

5.6.10. COPPER WIRE: Just about any type of Electrical wire except WD-1, commonly known as commo wire.

6. Equipment Powered by Diesel Fuel or Gas:

6.1. Examples of property powered by gas or diesel, either skid or wheel mounted are as follows:

- 6.1.1. Generators
- 6.1.2. Steam Cleaners
- 6.1.3. Compressors
- 6.1.4. Heaters
- 6.1.5. Tank and Pump Units
- 6.1.6. Air Conditioners.

6.2. Forms required for turn in of the above property:

6.2.1. DA 2765-1, Request for Issue or Turn in, document number assigned by property book.

6.2.2. DA 2404, Equipment Inspection and Maintenance Worksheet, prepared by unit level maintenance personnel.

6.2.3. DA 2407, Maintenance Request for Technical Inspection, prepared by Direct Support Unit maintenance personnel.

6.2.4. DA 3590, Request for Waiver or Disposition of Property, prepared also by Direct Support Unit maintenance personnel.

6.3. Unit Responsibilities:

Date: 29 June 2016	REV: 0	Page: 17 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

6.3.1. Perform a unit level technical inspection, DA 2404 (Equipment Inspection and Maintenance Work Sheet) noting missing parts, unserviceable components, damage and any other deficiencies noted or corrected.

6.3.2. Job order, DA 2407, to your Direct Support Unit requesting the following:

6.3.2.1. Technical inspection of property to determine condition code

6.3.2.2. DSU preparation of DA Form 3590, Request for Waiver or Disposition of property

6.3.2.3. Drainage and or purging of all equipment reservoirs and lines to include removal of all filters.

6.3.3. NOTE: All fuel tanks, lines, bowls and strainers must be drained and/or purged. A fire dept. certification “sniff test”, to detect fuel vapors, must be provided at the time of property turn-in. Also, all oil and fuel filters must be removed.

7. Turn-In of Chemical Masks:

7.1. Chemical masks are issued in three sizes, small, medium, and large. The size of the mask is identified using the combination of markings found on the face blank and inside nose cup.

7.1.1. Small masks have an “S” embossed on the exterior face blank and regardless of the nose cup size will remain small.

7.1.2. Medium masks have an “M” embossed on the exterior face blank and the nose cup is also marked with an “M”.

7.1.3. Large masks have an “L” embossed on the exterior face blank and the nose cup is also marked with an “L”.

7.2. Documentation required for turn in:

7.2.1. DA Form 2765-1, Request for Issue or Turn in, document number assigned by respective Property Book Office.

7.2.2. DA Form 2404, Equipment Inspection and Maintenance Worksheet

7.3. Unit responsibilities:

7.3.1. Technical inspection and required turn in forms

7.3.2. Inspect Chemical masks for rips, tears, dry rot, missing buckles and snaps, cracked lenses, missing damaged or bent inlet valves, torn nose cups or any other damage; to include other than fair wear and tear.

7.3.3. Prepare DA Form 2404, for each Chemical mask, listing any noted deficiencies.

7.3.4. Prepare DA Form 2765-1, and obtain a document number from the Property Book Office.

7.3.5. Procedures for strip down of chemical masks for turn in:

7.3.5.1. Remove all filters, canisters, decontamination kits and hoods.

7.3.5.2. Basic mask and carrier ONLY will be accepted at turn in point.

7.3.6. As an enclosure, and for your convenience, an identification chart reference various types of Chemical Masks and appropriate NSN’s are provided in Attachment 4 – Attachment 8.

Date: 29 June 2016	REV: 0	Page: 18 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

8. Track and Roadwheel Assistance Guide:

8.1. This section contains basic information to assist the customer in correctly identifying track, road wheels, and support roller components for turn-in to the Inspection and Classification Section, Bldg 330.

8.2. Properly identified components speed the turn in process, and assure prompt monetary credit to the customer. Components are shown by type of vehicle.

8.3. NOTE: Turn in of road wheel and track requires special packaging / palletizing criteria (Attachment 9 – Attachment 16). .

8.3.1. Package in eight shoe sections, nine sections per pallet, three sections high. Center guides facing each other. (72 shoes) All track will be secured to serviceable pallets with 1 1/4" steel banding. Turn-in's not complying with the above will be rejected. NOTE # 2

8.3.2. Package in eight shoe sections. Four sections per pallet, two sections high, Center guides facing each other. (32 shoes) All tracks will be secured to serviceable pallets with 1 1/4" steel banding. Turn-in's not complying with the above will be rejected. NOTE # 3

8.3.3. Roadwheels will be packaged as follows for the type of vehicles (see page A5 -11 for banding methods):

8.3.3.1. MI13 FOV / M109 FOV / MLRS / M578 / M88 / M60 / MI

8.3.3.2. 20 per pallet, two stacks of 10

8.3.3.3. 20 per pallet, two stacks of 10

8.3.3.4. 10 per pallet, one stack of 10

8.3.3.5. 10 per pallet, two stacks of 5

8.3.4. STEEL AND ALUMINUM ROAD WHEELS WILL NOT BE PLACED ON THE SAME PALLET

9. Hand Tools:

9.1. This section provides procedures for the proper turn-in of expendable, durable, and non-expendable tools to the Inspection and Classification Section. The reasons for turn in will be:

9.1.1. UNSERVICEABLE-REPLACEMENT-REQUIRED

9.1.2. EXCESS UNSERVICEABLE

9.1.3. EXCESS SERVICEABLE

9.2. Serviceability and expendability of tools will determine which forms customer must have at time of turn-in. The following are various turn-in forms routinely used.

9.2.1. DA Form 2765-1, Request for Issue or Turn-in

9.2.2. DA Form 3161 and 3161-1, Request for Issue or Turn-in, and Continuation Sheet

9.2.3. DD Form 1348-1, DOD Single Line Item Release/Receipt Document

9.2.4. DA Form 2407, Maintenance Request Work Sheet

9.3. Contact Inspection and Classification Section for a tool turn-in appointment.

9.4. Definitions:

Date: 29 June 2016	REV: 0	Page: 19 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

9.4.1. EXPENDABLE OR DURABLE: These tools are identified by FEDLOG as having an Accounting Requirements Code (ARC) of “X” expendable, or “D” durable and are not normally listed on formal property books.

9.4.2. NON-EXPENDABLE: These tools are identified on FEDLOG as having an Accounting Requirements Code (ARC) of “N” non-expendable and are listed on formal property books.

9.5. Serviceability Criteria:

9.5.1. Unserviceable: Tools will be deemed Unserviceable when through normal Fair Wear and Tear (FWT); tool becomes unable to perform its intended function. Tools whose points are stripped and housings cracked (example sockets), or whose openings are elongated and out of round (example wrenches), are Unserviceable due to FWT.

9.5.2. NOTE: Tools determined Unserviceable as a result of abuse, negligence, or deliberate damage will be accounted for IAW AR 735-5 procedures.

9.5.3. Serviceable: Tools are ready for use. No deficiencies are present, tools are clean, and reason for turn-in is Excess Serviceable.

9.6. Areas of tool turn-in to be addressed are as follows:

9.6.1. Expendable or Durable Tools Serviceable: Complete documentation is outlined in Attachment 17 (DA Form 2765-1) for Excess-Serviceable tool turn-in.

9.6.2. Non-Expendable Tools – Serviceable or Unserviceable: Complete documentation same as outlined in Attachment 17 (DA Form 2765-1). All non-expendable tools for turn-in require appropriate PBO document number.

9.6.3. Non-Property Book Tools Unserviceable: Complete documentation is outlined in Attachment 18 (DA Form 3161) or Attachment 19 (DD Form 1348-1). This form is required at time of tool turn-in appointment.

9.7. NOTE: TURN-IN OF PROPERTY BOOK ITEMS – IAW DA PAM 710-2-1, AR 735-5, “All items must receive a technical inspection prior to turned in.” Number 4 copy of DA Form 2407 (blue copy) completed by supply support activity is required at time of turn-in.

10. Computers, Peripheral Equipment, and Automatic Data Processing Equipment (ADPE):

10.1. Turn-in Requirements for ADPE

10.2. Previously, all ADPE for turn-in had to be reported through the Network Enterprise Center (NEC), for screening and re-distribution purposes before physical property turn-in to Inspection and Classification Section.

10.3. Recently the Assistant Secretary of Defense, Washington, DC, has revised this requirement and IAW his memorandum, Subject: Revised Defense Automation Resources Management Program (DARMP) Guidance, dated March 26, 1996 reporting requirements for outdated, unserviceable ADPE is no longer necessitated.

10.3.1. All ADPE must still be inspected by the NEC, and a copy of DA form 2407, blue copy must accompany ADPE for turn-in to Inspection and Classification Section, Bldg 330.

10.3.2. Criteria for outdated equipment is eight years or older.

Date: 29 June 2016	REV: 0	Page: 20 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

10.3.3. Above guidance covers: Only ADPE found to be in Unserviceable condition.

10.4. Serviceable ADPE: All ADPE determined to be in Serviceable condition must continue to be reported through the NEC for reporting and screening purposes. POC reference reporting is NEC, 526-5915, Bldg 1550, Room 2210. Serviceable ADPE for turn-in must be accompanied by respective copy of completed reporting form which will be furnished by the NEC.

10.5. Additionally, all ADPE having capacities to hold and store information, i.e.: internal / external hard drives, etc. must be accompanied with the original copy of user certification as illustrated in Attachment 20.

11. Flags, Guidons, Ecclesiastical Items, and Animal:

11.1. Flags: Unserviceable flags should be certified unserviceable by the Commander or Head of Office, or designated official. Classification will give credit for turn-in on DA Form 2765-1. Flags will be turned-in IAW, AR 840-10.

11.2. Ecclesiastical Items: Will be turned-in IAW AR 710-2. Before turning in any damaged, excess or unserviceable, blessed or consecrated items, the installation staff chaplain will request the PBO to drop such items from the property book.

11.3. Animals: An inspection is required every time an animal is sold or purchased (Horses, Cattle, Mules, and Donkeys) or when any change of ownership occurs regardless of whether or not the animal is transported after or prior to the sale, or trade. In case of death to an animal a death certificate is required. The Classification Section will stamp the DA Form 2765-1 for turn-in of all animals assigned to Ft. Carson.

12. Halon Fire Extinguishers: Proper turn-in procedures for all 1301 extinguishers, ranging from one (1) lb to seventy (70) lbs, will be handled and processed as follows:

12.1. Acceptance criteria:

12.1.1. Cylinder safety cap must be present and used to cover exposed actuator mechanisms and discharge ports.

12.1.2. Safety pins must be properly inserted into discharge head pilot holes.

12.1.3. Filament tape should be used to keep safety pins in place.

12.1.4. Cylinder body and discharge head assembly must be damage free.

12.2. Method of packaging:

12.2.1. Palletizing method- individual cylinders will be banded to a serviceable pallet.

12.2.2. To avoid damage to discharge head assembly and possible discharge, all head assemblies will be facing the center of the pallet.

12.3. Cylinders will be accompanied by appropriate turn-in documents.

12.4. Reasons for rejection are noncompliance of acceptance criteria as described above are reasons for rejection of the property.

12.5. Safety precautions:

Date: 29 June 2016	REV: 0	Page: 21 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

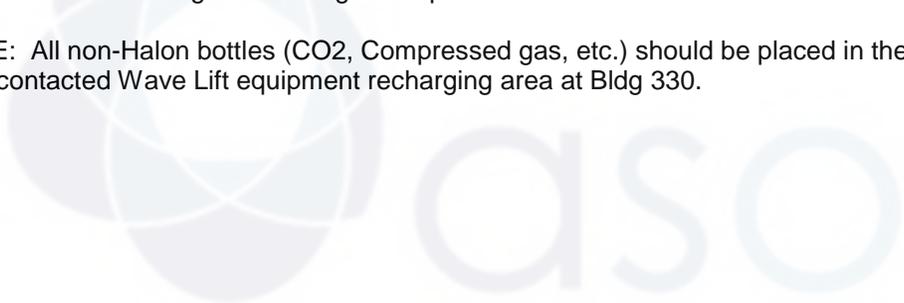
- 12.5.1. Gauges may be inoperative and may reflect false pressure readings.
- 12.5.2. Cylinder may be under high pressure.
- 12.5.3. Ensure caps and safety pins are in place, and that cylinder body and discharge.
- 12.5.4. Head assembly is not damaged.
- 12.5.5. Caution – Negligence may result in accidental injury through discharge.

12.6. Listed below are the NSN's and part numbers for the types of cylinders typically turned-in by units at Fort Carson.

- | 12.6.1. | NSN | P/N | Destination |
|---------|------|--------------|-------------|
| 12.6.2. | 1059 | (12273264) | - Anniston |
| 12.6.3. | 3329 | (12293184) | - Texarkana |
| 12.6.4. | 6970 | (12314494-3) | – Barstow |
| 12.6.5. | 3298 | (12297014) | - Ft. Riley |
| 12.6.6. | 8376 | (12314494-2) | – Barstow |

12.7. Provide the turn-in document to the Turn-In Clerk for the bottles listed above and the system will generate an MRO to ship the cylinder to one of the above locations. Take the palletized cylinders and the MRO to Packing and Crating for shipment.

12.8. NOTE: All non-Halon bottles (CO2, Compressed gas, etc.) should be placed in the wooden box by the contacted Wave Lift equipment recharging area at Bldg 330.



Date: 29 June 2016	REV: 0	Page: 22 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Appendix A: Inspection and Classification Section Turn-in Procedures

Attachment 1: LRC Property Turn-In Reject/Advice Notification

**LOGISTICS READINESS CENTER
PROPERTY TURN IN REJECT/ADVICE
NOTIFICATION**

FROM: Inspection & Classification	TO:
---	------------

The below listed property is returned for the reason(s) indicated.
Please take prompt corrective action

**UPON COMPLETION OF CORRECTIVE ACTION, ATTACH
REJECT/ADVICE NOTIFICATION TO PROPERTY WHEN
RESUBMITTING FOR PROPER CREDIT**

- No turn-in documentation with item(s). Establish documentation and resubmit
- Customer ship to document, please forward to customer, or resubmit on a Non-customer document.
- Damaged item(s) other than FWT requires Financial Liability Investigation of Property Loss (FLIPL), statement of charges or officer certified damage statement IAW AR 735-5. Resubmit with supporting documentation.
- MISIDENTIFIED: Correct NSN is _____
Resubmit with new turn-in document/NSN.
- Incomplete item(s), missing parts or set, kit or outfit. Resubmit with officer certified shortage annex or missing parts statement
- Expired shelf life code (SLC), turn-in through Unit HAZMAT NCO as appropriate (hazardous material or hazardous waste). MSDS required.
- Serviceable hazardous material requires a mfg. Material Safety Data Sheet (MSDS) for turn-in. Resubmit accordingly.
- Hazardous item in UNSERVICEABLE condition. Turn-in through Unit HAZMAT NCO.
- Other: _____

Certifying Official:	DATE:
-----------------------------	--------------

Attachment 3: Scrap Metal Turn-In Document

***** SCRAP METAL TURNIN DOCUMENT FORMAT

UNITS ARE REMINDED THAT ALL GLASS AND WOOD MUST BE REMOVED FROM SCRAP METAL TURN-INS

UNITS DODAAC AND DOCUMENT NUMBER
XXXXXX XXXXXXXX

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT. FROM										STOCK NUMBER										QUANTITY										DOCUMENT NUMBER										SUPPLEMENTARY ADDRESS										UNIT PRICE																													
D6ABKN										NSN										XXXXXX XXXXXXXX										N																																																	
SHIPPED FROM															SHIP TO															MARK FOR															PROJECT															TOTAL PRICE																			
YOUR UNIT ADDRESS															DRMO																														DOLLARS										CTS																								
EXAMPLE: HHC 2nBN 45TH INF															FORT CARSON, CO 80913-5025																																																																
PHONE: xxx, FORT CARSON, CO																																																																															
WAREHOUSE LOCATION										TYPE OF CARGO					UNIT WEIGHT					UNIT CUBE					LFC					MFC					FREIGHT RATE					DOCUMENT DATE					UNIT COMB					QUANTITY																													
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED															FREIGHT CLASSIFICATION NOMENCLATURE																																																																
															ITEM NOMENCLATURE TYPE OF METAL TO TURN-IN																																																																
															EG: SCRAP METAL LIGHT (Note: one 1348-1 for each type of metal)																																																																
SELECTED BY AND DATE										TYPE OF CONTAINER										TOTAL WEIGHT										RECEIVED BY AND DATE										INSPECTED BY AND DATE																																							
UNITS REPRESENTATIVE SIGNATURE										*** DRMO										USE *****										*****DRMO USE*****										*****																																							
SIGNED BY AND DATE										NO. OF CONTAINERS										TOTAL CUBE										WAREHOUSED BY AND DATE										WAREHOUSE LOCATION																																							
										DRMO										USE **										*****DRMO USE*****										*****																																							
SCRAP CONDITION VALIDATED DIRECT TURN-IN TO DRMO AUTHORIZED															MAKE PAYMENT TO: FT CARSON RECYCLE ACCT																																																																
FIRST DESTROY										AFZC FE-EE, FT CARSON, CO										80913-5000																																																											
										ACCT. # 21F 3875.111 75C										S05010 code 0415																																																											
*****THIS AREA															INSPECTION AND CLASSIFICATION															INSPECTORS STAMP AND SIGNATURE															RECEIVER'S DOCUMENT NUMBER																																		

* ALL GENERATORS OF SCRAP METAL TURNINS MUST RECEIVE PRIOR CLEARANCE AND CERTIFICATION THROUGH THE INSPECTION AND CLASSIFICATION SECTION, BLDG. 330. PRIOR TO ANY ATTEMPTED TURNIN TO SCRAP YARD.

Attachment 4: Chemical Mask (M17 Series)



M17

1. No drinking device
2. No drink tube lever
3. No resuscitation tube

NSN:

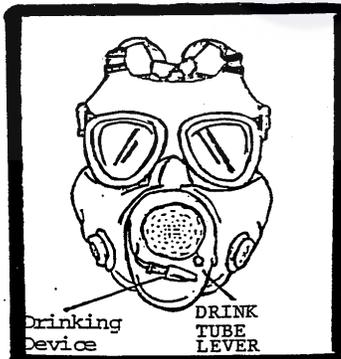
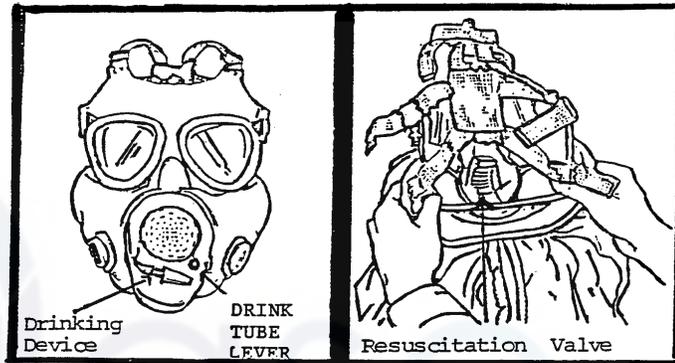
4240-00-542-4450	Small
4240-00-542-4451	Medium
4240-00-542-4452	Large

M17A1

1. Has drinking device
2. Has drink tube lever
3. Has resuscitation tube

NSN:

4240-01-106-0485	X-Small
4240-00-926-4199	Small
4240-00-926-4201	Medium
4240-00-926-4200	Large



M17A2

1. Has drinking device
2. Has drink tube lever
3. No resuscitation valve

NSN:

4240-01-143-2017	X-Small
4240-01-143-2018	Small
4240-01-143-2019	Medium
4240-01-143-2020	Large

Attachment 5: Chemical Mask (M24/M25A1)

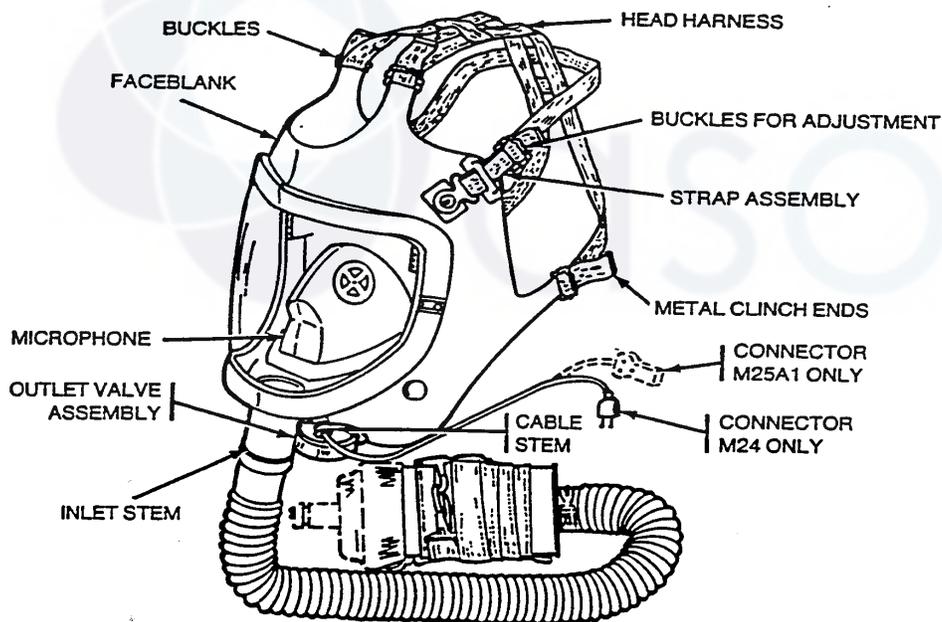
MASK, CHEMICAL-BIOLOGICAL: AIRCRAFT,

ABC-M24 (4240-00-808-8799-SMALL)
(4240-00-776-4384-MEDIUM)
(4240-00-808-8798-LARGE)

AND

MASK, CHEMICAL-BIOLOGICAL: TANK,

M25A1 (4240-00-994-8751-SMALL)
(4240-00-994-8750-MEDIUM)
(4240-00-994-8752-LARGE)



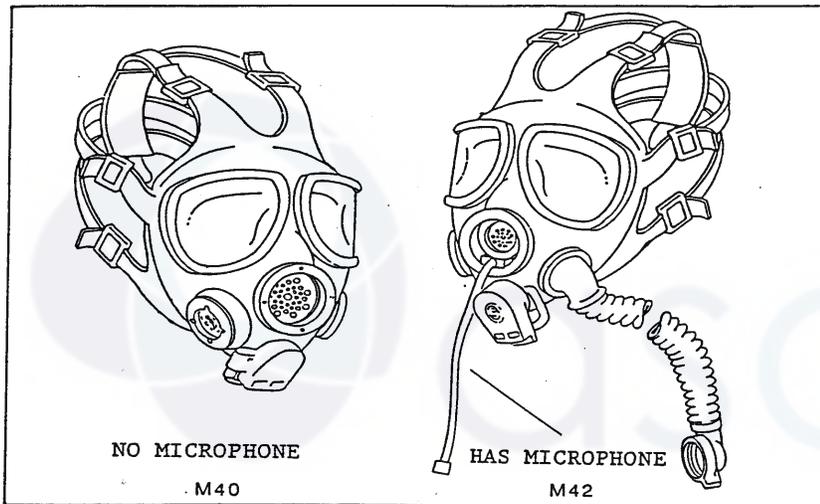
Attachment 6: Chemical Mask (M40/M42)

CHEMICAL-BIOLOGICAL MASK: FIELD M40

- (4240-01-258-0061--SMALL)
- (4240-01-258-0062--MEDIUM)
- (4240-01-258-0063--LARGE)

CHEMICAL-BIOLOGICAL MASK: COMBAT VEHICLE M42

- (4240-01-258-0064--SMALL)
- (4240-01-258-0065--MEDIUM)
- (4240-01-258-0066--LARGE)



Attachment 7: Chemical Mask (M43 Type I)

MASK, CHEMICAL-BIOLOGICAL:

AIRCRAFT M43

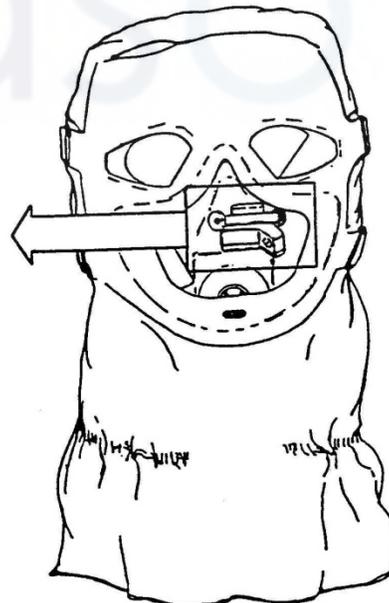
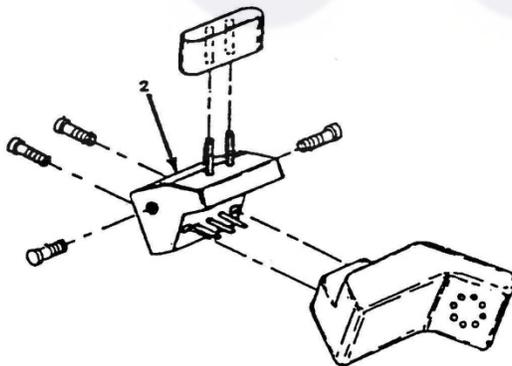
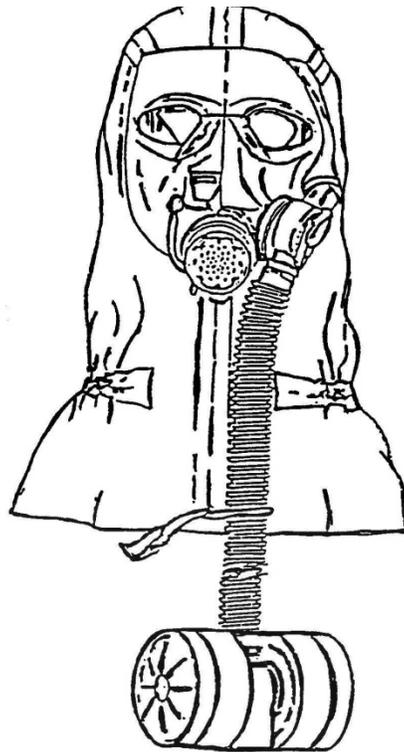
TYPE I

- (4240-01-208-6966 SMALL)
- (4240-01-208-6967 MEDIUM)
- (4240-01-208-6968 LARGE)
- (4240-01-208-6969 EXTRA LARGE)

DIFFERENCE BETWEEN MODELS.

Type I Mask.

- (1) Right lens in facepiece is notched. Notch facilitates the proper use of the helmet display unit (HDU)
- (2) Uses M171/AIC microphone for communication.



Attachment 8: Chemical Mask (M43 Type II)

MASK, CHEMICAL-BIOLOGICAL:

AIRCRAFT, M43

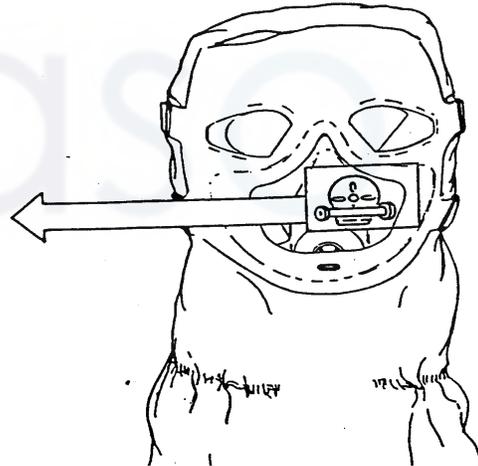
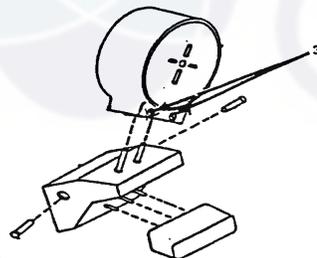
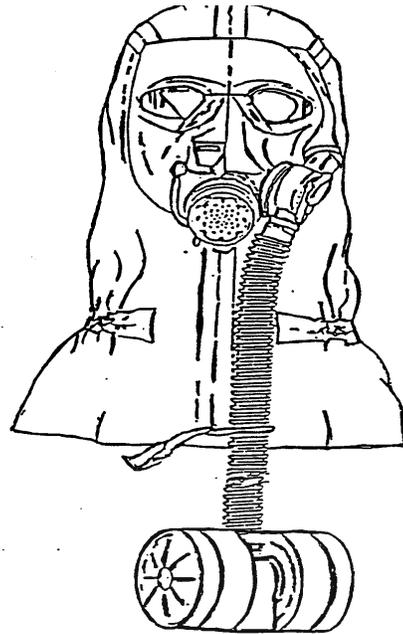
TYPE II

- (4240-01-265-2677 SMALL)
- (4240-01-265-2679 MEDIUM)
- (4240-01-265-2678 LARGE)
- (4240-01-265-2680 EXTRA LARGE)

DIFFERENCE BETWEEN MODELS.

Type II Mask.

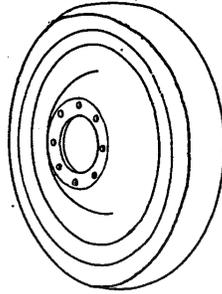
- (1) Both lenses are spherical.
- (2) Uses M133/U microphone for communication.



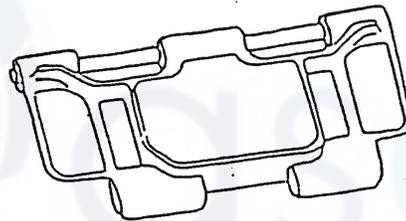
Attachment 9: Track Components (M113 FOV)

M113 FOV

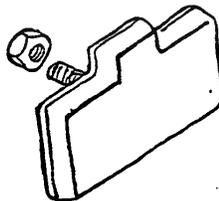
NSN	ITEM	DIA	RUBBER WIDTH
2530-00-679-7973	Roadwheel	24"	2.5"
2530-00-334-5877	Roadwheel	24"	2.5"
2530-01-139-3748	Roadwheel	24"	2.5"



NSN	ITEM
2530-00-078-2908	Track shoe



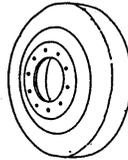
NSN	ITEM
2530-01-130-3366	Track pad kit



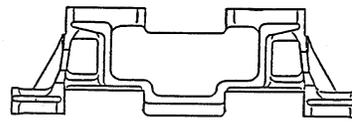
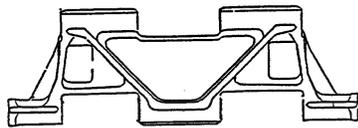
Attachment 10: Track Components (BFV and MLRS)

BRADLEY FIGHTING VEHICLE and MLRS

NSN	ITEM	DIA	RUBBER WIDTH
2530-01-310-2237	Roadwheel steel	24"	3.75"

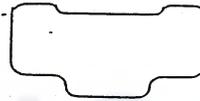
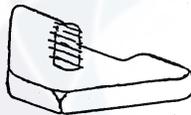


NSN	ITEM	NSN	ITEM
2530-01-102-4728	Track shoe	2530-01-288-2719	Track shoe



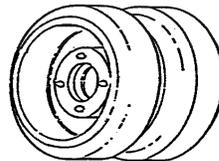
NSN	ITEM
2530-01-204-4421	Track pad kit

NSN	ITEM
2530-01-300-1681	TRACK PAD KIT

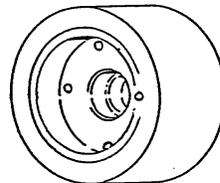


BRADLEY FIGHTING VEHICLE and MLRS

NSN	ITEM	DIA	RUBBER WIDTH
2530-01-102-4714	Support roller dbl.	12.5"	2.5"



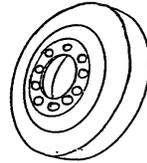
2530-01-102-4713	Support roller sgl	11"	3.75"
------------------	--------------------	-----	-------



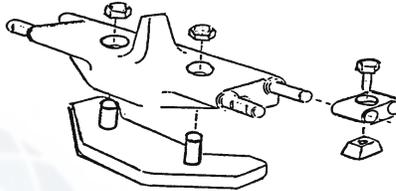
Attachment 11: Track Components (M109 FOV)

M109 FOV

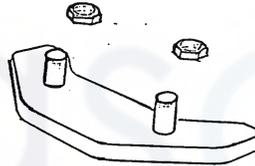
NSN	ITEM	DIA	RUBBER WIDTH
2530-00-488-1084	Roadwheel (old alum) 24"	3.75"	
2530-00-801-6702	Roadwheel (new alum)	24"	3.75"
2530-01-310-2237	Roadwheel (steel)	24"	3.75"



NSN	ITEM	2530-01-346-9233	Track Shoe
2530-00-799-0020	Track shoe		



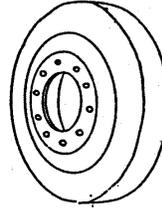
NSN	ITEM
2530-00-397-3302	Track pad



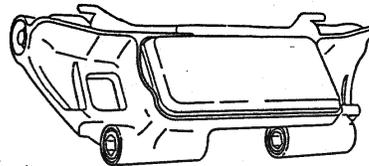
Attachment 12: Track Components (M578)

M578

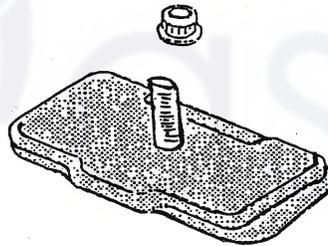
NSN	ITEM	DIA	RUBBER WIDTH
2530-00-782-3630	Roadwheel	32.25"	3.5"



NSN	ITEM
2530-00-076-7115	Track shoe

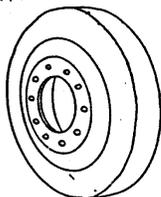


NSN	ITEM
2530-01-035-4374	Track pad

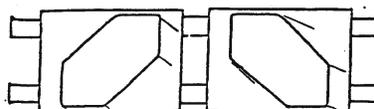
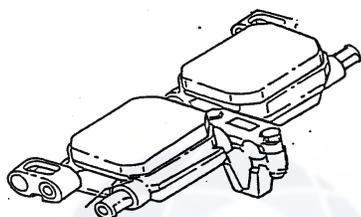


Attachment 13: Track Components (M1 FOV)

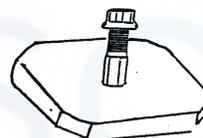
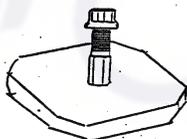
		M1 Abrams	RUBBER
NSN	ITEM	DIA	WIDTH
2530-01-201-4816	Roadwheel	25"	6"
2530-01-063-5824	Roadwheel	25"	5.6"



NSN	ITEM	NSN	ITEM
2530-01-295-3177	Track shoe	2530-01-069-6835	Track shoe



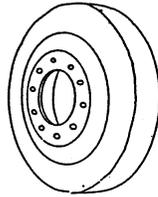
NSN	ITEM
2530-01-295-3112	Track pad kit



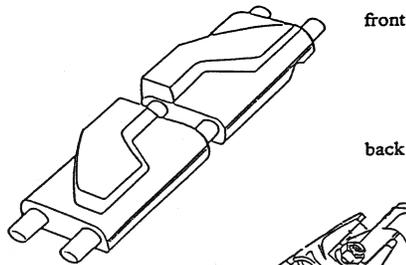
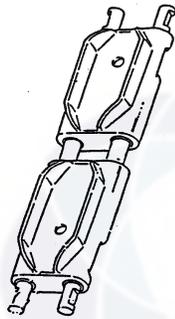
Attachment 14: Track Components (M60 FOV)

M60 FOV

NSN	ITEM	DIA	RUBBER WIDTH
2530-00-701-3976	Roadwheel	26"	6"
2530-00-784-9292	Roadwheel	26"	5.75"



NSN	ITEM	NSN	ITEM
2530-00-150-5897	Track shoe	2530-00-337-6969	Track shoe
2530-01-278-3737	Track shoe		

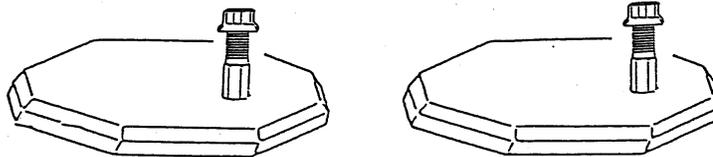


front

back

M60 FOV

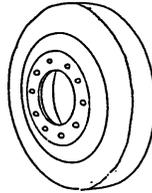
2530-01-150-5892 Track pad kit



Attachment 15: Track Components (M88)

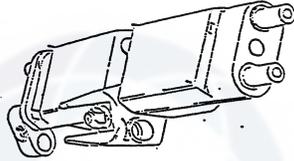
M88

NSN	ITEM	DIA	RUBBER WIDTH
2530-00-701-3976	Roadwheel	26"	6"
2530-00-784-9292	Roadwheel	26"	5.75"

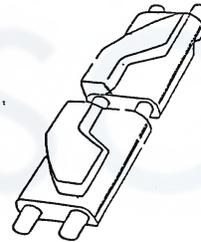


NSN	ITEM
2530-00-692-9316	Track shoe

back



front

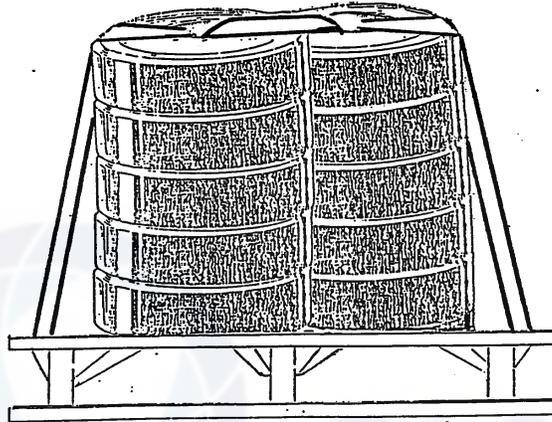


Attachment 16: Palletized Roadwheels

Note # 3 (cont.)

All roadwheels will be secured to serviceable pallets with 1 1/4" steel banding. Banding will be as follows:

1. Through center of both roadwheels, tying stacks together.
2. Through center of roadwheel securing roadwheel to and around the outer pallet stays (2 X 4's).



Date: 29 June 2016	REV: 0	Page: 38 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Attachment 17: Tool Turn-In Document (DA Form 2765-1)

DA 2765-1, REQUEST FOR ISSUE OR TURN-IN

DOC NO	DOC DATE	ESC	STOCK NUMBER	ADD	VOLUME	QUANTITY	REQUISITION NO	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	COST CENTER	PROJECT	REQ DEL DATE	REQ DEL YEAR
SEND TO:	INSPECTION AND CLASSIFICATION	REQUEST IS FROM:	HHC, 2nd BN, 45th INF FORT CARSON, CO 80913, PHONE:X5000												
DOC IDENT	DOC REVT	POSTING	STOCK NUMBER	UNIT OF ISSUE	QUANTITY										
D6A	BXN		5180-00-114-2404	EA	00002										
W 45HHP	5365	0001	Y	ABTXO	L AXOP										
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUND	NON-FUND	WRENCH, IMPACT, 3/8DR	PUBLICATION DATA	"UNSERVICEABLE-REPLACEMENT-REQUIRED"						
ISSUED	DATE POSTED	BY	RECEIVED	DATE RECEIVED	BY	SIGNATURE									

TURN-IN: PROPERTY BOOK TOOLS SERVICEABLE OR UNSERVICEABLE

- BLOCK A: Inspection and Classification Branch
 - BLOCK B: Unit identification, include phone and bldg. #
 - BLOCK 1: Insert the letters- D6A
 - BLOCK 2: Insert the letters- BXN
 - BLOCK 4 and 5: National stock number of tool
 - BLOCK 7: Unit of issue
 - BLOCK 8: Quantity of tool turn-in
 - BLOCK 9 and 10: Unit DODAAC
 - BLOCK 11 and 12: PROPERTY BOOK document number
 - BLOCK 14 and 15: Unit supplementary address
 - BLOCK L: Account processing code (APC)
 - BLOCK O: Item description
 - BLOCK P: Reason for turn-in "EXCESS-SERVICEABLE" "EXCESS-UNSERVICEABLE" OR "EXCESS-UNSERVICEABLE-REPLACEMENT-REQ'D"
- NOTE: Property book tools require technical inspection performed by support activity prior to turn-in. Number #4 copy (blue copy) of DA 2407 or 5504 is required at time of turn-in.

Attachment 18: Tool Turn-In Document (DA Form 3161)

DA FORM 3161, REQUEST FOR ISSUE OR TURN-IN

REQUEST FOR ISSUE OR TURN-IN				ISSUE SHEET NO. 1	SHEETS		3. REQUEST NO. UNIT DOCUMENT #:	4. VOUCHER NO.	
1. SNO TO:				XX	TURN-IN		5. SOURCE UNIT DODAAC	6. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM:				7. DATE MATERIAL REQUIRED		8. PRIORITY		9. ACCOUNTING/FUNDING DATA	
3. REQUEST FROM:				8. END ITEM IDENT		9. NAME/MANUFACTURER		10. MODEL	
4. UNIT COMPLETE ADDRESS, PHONE, BLDG #				10. PUBLICATION		11. SERIAL NO.		12. JOB ORDER NO.	
*CODE ISSUE TURN-IN				10. PUBLICATION		UNSERVICABLE TOOL TURN INS			
13. ITEM NO.				STOCK NO.	ITEM DESCRIPTION	UNIT QTY	QUANTITY	CODE*	
						ISSUE		SUPPLY ACTION	
								UNIT PRICE	
								TOTAL COST	
								DATE	
								BY	
1.	5120-00-207-1406	WRENCH, O/E, 7/16X9/16	EA	00002	FUT				
2.	5120-01-112-8455	SOCKET, 6PT, 9/32	EA	00001	FUT				
3.	5120-00-211-3122	SOCKET, 12PT, 5/8	EA	00005	FUT				
4.	5140-01-114-2407	TAPE, MEASURING, 16"	EA	00001	FUT				
5.	5130-00-201-3565	HAMMER, CLAW	EA	00003	FUT				
6.	5210-00-651-15-7	SHEARS, CUTTING, METAL	EA	00001	FUT				
7.	5120-01-271-3207	WRENCH, METAL	EA	00007	FUT				
//////////////////////////////////////NOTHING FOLLOWS//////////////////////////////////////									
NOTE: ROUTINELY HAND TOOLS WILL FALL UNDER ONE OF THE FOLLOWING FEDERAL SUPPLY CLASSES (FSC) 5110, 5120, 5130, 5133, 5136, 5140, 5220 AND 5280.									
13. ISSUE FORM: DATE				BY UNIT SUPPLY REP	14. ISSUE QTY	DATE	BY	15. REC'D QTY	
IN "QUANTITY" COLUMN REQUESTED				SIGNATURE	IN "SUPPLY ACTION" COLUMN			DATE	
CURRENT DATE								THIS AREA TO BE UTILIZED BY DOL INSPECTORS	
DA FORM 3161				REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.		GPO GOVERNMENT PRINTING OFFICE : 1997 O - 387-107			

TURN-IN: NON-PROPERTY BOOK TOOLS UNSERVICABLE

- BLOCK 1: Insert-Directorate of Logistics, Inspection and Classification Branch,
- BLOCK 2: Insert unit complete address, include phone and building number
- BLOCK 3 and 6: Unit expendable document number and DODAAC
- BLOCK 10: Insert-"Unserviceable Tool Turn-in"
- BLOCK 12a: Item or line number
- BLOCK 12b: National stock number of tool
- BLOCK 12c: Description of tool
- BLOCK 12d: Unit of issue
- BLOCK 12e: Quantity being turned in
- BLOCK 12f: Reason for turn-in (see *codes)
- BLOCK 13: Unit supply rep signature and current date

Attachment 20: ADPE Certification (Example) Insert DLA Form 2500, remove existing User Certification

**USER
CERTIFICATION**

I, _____, the organization security officer, certify that the below listed ADPE property contains no classified, volatile, copyright information or working software. All memory capacities of such have been permanently erased by reformatting of the media, in accordance with DOD 5200.28-M, Ar 380-5 and AR 380-19.

Property Nomenclature

Assigned Serial #s

Signature

Date

Organization

Phone

Certifying Officer and Title



Date: 29 June 2016	REV: 0	Page: 42 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Print Form Email Form Clear Export Data Import Data About Check for Newer Version Contact Us

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

CERTIFICATION OF HARD DRIVE DISPOSITION

Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:
 Serial No. _____ Barcode No. _____
 Make/Model _____
 was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) _____
 Software / Degausser _____ (Manufacturer, Product Version, Date)
 Method of Destruction _____ (e.g., approved metal destruction facility)
 DTID No. / Hand Receipt No. _____
 Generator Name _____
 Phone _____ Email _____
 Printed Name _____ Rank/Grade _____
 Signature _____ Date _____

DLA FORM 2500, APR 2013 (Replaces all similar forms) [hide this label](#)

Prescribed by: ASOD Memorandum; Sponsor: Disposition Services

Date: 29 June 2016	REV: 0	Page: 43 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Appendix B: Post Arms Room (Bldg 330) Procedures

1. Purpose: To provide procedures, establish policies and assign responsibilities concerning the arms room.
2. Scope: This appendix is applicable to all military and civilian employees at Ft Carson and activities assigned or attached to Ft Carson.
3. Responsibilities:
 - 3.1. All Customer Units/ Activities will:
 - 3.1.1. Prepare DA form 1687, Notice of delegation of authority- receipt for supplies, indicating individuals authorized to accomplish subject action.
 - 3.1.2. Submit completed DA form 1687 to the arms room; obtain approval from the appropriate property book team serving the unit/ activity.
 - 3.2. The arms room will serve customers from 0730-1500, Monday through Friday. Turn-in will be on appointment only and the phone number is 526-3152.
4. Turn-In Procedures: The procedures for accomplishing turn-ins for the arms room, Bldg 330.
 - 4.1. All weapons/parts, CCI, and sensitive items will be turned-in on form 2765-1, A separate DA Form 2765-1 is required for each different line item, condition code, and as a minimum, will be annotated by the customer with the following information:
 - 4.1.1. Stock Number
 - 4.1.2. Nomenclatures
 - 4.1.3. Serial numbers, limited to 10 serial numbers on a DA form 2765-1
 - 4.1.4. Document identification number, should always be D6A
 - 4.1.5. Unit of issue
 - 4.1.6. Unit price
 - 4.1.7. Quantity
 - 4.1.8. Document Number
 - 4.2. All CCI items will be accompanied with a shortage annex (if needed).
 - 4.3. Sensitive items will have serial numbers shown on the front side of DA form 2765-1 in block "0". If additional space is required, serial number may be recorded on the reverse side of the document. DA form 2407, Maintenance Request, and a DA form 2404, must accompany DA Form 2765-1 for each item of equipment turned-in. Depot packed items do not require DA form 2407 technical inspection. If turning-in mortars, will also require a copy of DA 2408-4 weapon record data, DA form 2408-9, equipment control record.
 - 4.4. Damaged weapons, CCI, sensitive items other than fair wear-and-tear turned-in will not be accepted unless provisions of AR 735-5 are complied with. The Commander will state in writing "I have reviewed the circumstances surrounding the damage to the above items and found no evidence of negligence or misconduct".
 - 4.5. All temporary loans and lateral transfers stored in the Arms Room will be added to the Arms Room inventory along with supporting documentations.

Date: 29 June 2016	REV: 0	Page: 44 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

- 4.6. If an organization or activity has a need to store items in the Arms Room a signed approval by the Supply Manager will need to be on the documentation. In addition, the unit whose property is stored will conduct a weekly inventory of their property, along with the Arms Room custodian.
- 4.7. A copy of all documentation for items stored or turned-in will be taken to the Arms Room Custodian and signed for on a transmittal slip.
- 4.8. All personnel entering the Arms Room will sign in and out on the journal located at the main entrance door of the Arms Room.



Date: 29 June 2016	REV: 0	Page: 45 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Appendix C: Turn-In of Equipment to Material Management Yard Procedures

1. Purpose: To establish policies and procedures for the operation of the Material Management located at Bldg 330, RM 207. Vehicle Storage is organized for customers to receive and issue Class VII (7) Tactical, Non-Tactical Vehicles support for Fort Carson.
2. References:
 - 2.1. AR 710-2, Supply Policy Below The National Level
 - 2.2. AR 735-5, Policies and Procedures for Property Accountability
 - 2.3. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)
 - 2.4. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures
3. Applicability: This Handout applies to military and civilian activities and all other elements on Fort Carson in reference to Vehicle Storage operation.
4. Hours of Operation – Monday through Friday 0730 – 1600, (Excluding Holidays). (Lunch 1200-1230).
5. POC's:
 - 5.1. Item Manager: 526-9105
 - 5.2. Supervisor: 526-6042
 - 5.3. Appointment: 526-8252
 - 5.4. FISO Rep: 526-3883
 - 5.5. QC's: 526-4228 (track)
 - 5.6. 526-3208 (wheel)
 - 5.7. Accountable Officer: 526-9094
6. General:
 - 6.1. Material Management personnel will assist with technical assistance and guidance as required. (i.e. preparation of turn-in paperwork, complete documentation, drip pans, check blocks, etc.)
 - 6.2. Safety and Environmental procedures will be made available to the customer and Vehicle Storage personnel will ensure that Safety and Environmental procedures are followed.
 - 6.3. Use of proper lifting devices, equipment and/or jack stands to block vehicle will be used.
 - 6.4. All vehicles must be blocked.
 - 6.5. Drainage statements must be filed with original documentation, as indicated below.
7. Additional Requirements for Turn-In:
 - 7.1. ALL vehicles will be clean and free of trash and debris, to include any fluids. All vehicles keys, (for vehicles that require keys to operate) will be turned in with the vehicle.
 - 7.2. Hulls will be steamed clean and free of all debris and fluids.
 - 7.3. Fuel Tankers will be certified as drained and purged with current drainage statement.

Date: 29 June 2016	REV: 0	Page: 46 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

7.4. All parts and vehicle items will be placed in the rear of the vehicle in and orderly manner, if applicable.

7.5. All memorandums must have the following in the body of the memorandum:

- 7.5.1. National Stock Number (NSN)
- 7.5.2. Nomenclature
- 7.5.3. Unit of Issue (UI)
- 7.5.4. Quantity (QTY)
- 7.5.5. Price, Extended Price and Total Price
- 7.5.6. Serial Number
- 7.5.7. Registration number

7.6. All vehicles that are turned-in to Vehicle Storage Lot will have all required drip pans, chock blocks and tow shackles with the vehicles. NO EXCEPTIONS.

7.6.1. If the above conditions are not met, the turn-in will be refused until these conditions are met.

7.6.2. Specific requirements due to type of vehicle are listed below.

7.6.3. NOTES: All property will be accounted per AR 735-5. NO EXCEPTIONS All shortages will be accounted for according to AR 735-5. (Items turned in should be complete with all components and Basic Issue Items (BII). If not complete a shortage list signed by either the Unit Commander or PBO, must be attached to the turn-in document) or as directed by TACOM Item Manager.

8. Abbreviated guidelines for turn-in:

8.1. Paperwork:

8.1.1. Prior to making an appointment for vehicles and equipment, a review of paperwork MUST be conducted by Class VII Material Manager in order to ensure that all of the required paperwork is present and legible. The Item Manager will request disposition on vehicles in Condition Code F prior to turn-in.

8.1.2. If paperwork is acceptable to ASO Material Management personnel, then an appointment will be made with a date and time.

8.1.3. If that time date or time is missed ON EXCEPTION, another date and time will be given within a reasonable time frame.

8.1.4. A technical inspection will be performed prior to scheduling a turn-in appointment. Note: The equipment may need additional work prior to turn-in.

8.1.5. The inspection will be performed by the ASO QC section either at Bldg 8000 or at the owning unit's motor pool. The QC stamp will be required no matter what the disposition is on the vehicle. The inspection performed will be within the confines of disposition standards identified.

8.1.6. All document numbers will not be older than ten (10) days, and the turn-in will not be older than five (5) days from date indicated by QC stamp.

Date: 29 June 2016	REV: 0	Page: 47 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

8.1.7. If all paperwork is not correct, the ASO Material Management representative will refuse the turn-in until the paperwork is correct.

8.2. Paperwork required for Wheeled Vehicles:

8.2.1. Directive for turn-in and/or approval from Property Book Officer.

8.2.2. Two (2) copies DA Form 461-5 with Quality Control Stamp from Bldg 8000 Quality Control Section.

8.2.3. Two (2) copies DA Form 2062 Shortage Annex (when applicable)

8.2.4. DA Form 2765-1 Turn-in Document

8.2.5. Current DA Form 1687 Delegation of Authority and a copy of the Commanders Assumption of Command Orders.

8.2.6. DA Form 2408-9 Transfer to Material Management.

8.2.7. Two (2) copies DA Form 2404 Inspection Report

8.2.8. Two (2) copies DA Form 2407 Maintenance Work Order (where applicable)

8.2.9. Equipment Record Folder (Logbook with proper forms)

8.2.10. NOTE: Any trailer, i.e. welding trailer, generator, with a motor that is unserviceable WILL be drained and purged prior to turn-in. NO EXCEPTIONS. (DA Form 2407, Commanders Memorandum, etc.)

8.2.11. ** Any of these forms can be substituted with the automated versions, but must be in the quantity stated above and legible.

8.2.12. ** If the vehicle can be moved under its own power, then no more than ¼ tank of fuel in the vehicle will be accepted when the vehicle is turned in.

8.2.13. ** If the vehicle cannot move under its own power then the batteries will be removed, and the fuel tank/s will be drained and purged.

8.3. Paperwork required for Tracked Vehicles:

8.3.1. Directive for turn-in and/or approval from Property Book Officer.

8.3.2. Two (2) copies DA Form 2062 Shortage Annex (where applicable)

8.3.3. DA Form 2765-1 Turn-in Document

8.3.4. Current DA Form 1687 Delegation of Authority and a copy of the Commanders Assumption of Command Orders.

8.3.5. DA Form 2408-9 Transfer one copy to Material Management

8.3.6. Two (2) copies DA Form 2404 Inspection Report

Date: 29 June 2016	REV: 0	Page: 48 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

- 8.3.7. Two (2) copies DA Form 2407 Maintenance Work Order (where applicable)
- 8.3.8. DA Form 2408-14 Maintenance Fault Record
- 8.3.9. DA Form 2408-4 Number of Rounds Fired (where applicable)
- 8.3.10. Equipment Record Folder (Logbook with proper forms)
- 8.3.11. ** Any of these forms can be substituted with the automated versions, but must be in the quantity stated above and legible.
- 8.3.12. ** If the vehicle can be moved under its own power, then no more than ¼ tank of fuel in the vehicle will be accepted when the vehicle is turned in.
- 8.3.13. ** If the vehicle cannot move under its own power then the batteries will be removed, and the fuel tank/s will be drained and purged.
- 8.3.14. ** Shroud and angle plate MUST be removed and placed inside vehicle before turn-in of vehicle to C.

8.4. Paperwork required for Engineer Equipment:

- 8.4.1. Directive for turn-in and/or approval from Property Book Officer.
- 8.4.2. Two (2) copies DA Form 3590 Request for Distribution or Waiver with Quality Control stamp from Bldg 8000.
- 8.4.3. Two (2) copies DA Form 2062 Shortage Annex (where applicable).
- 8.4.4. DA Form 2765-1 Turn-in Document
- 8.4.5. Current DA Form 1687 Delegation of Authority and a copy of the Commanders Assumption of Command Orders.
- 8.4.6. DA Form 2408-9 Transfer one copy to Material Management
- 8.4.7. Two (2) copies DA Form 2407 Maintenance Work Order (where applicable)
- 8.4.8. Equipment Record Folder (Logbook with proper forms)
- 8.4.9. All trailer mounted components, such as generators, will have a DA Form 461-5
- 8.4.10. ** Any of these forms can be substituted with the automated versions, but must be in the quantity stated above and legible.
- 8.4.11. ** If the vehicle can be moved under its own power, then no more than ¼ tank of fuel in the vehicle will be accepted when the vehicle is turned in.
- 8.4.12. ** If the vehicle cannot move under its own power then the batteries will be removed, and the fuel tank/s will be drained and purged.

Date: 29 June 2016	REV: 0	Page: 49 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

Appendix D: Cannibalization Point (CANN PT) Procedures

1. Purpose: To establish policies and procedures for the operation of the Cannibalization Point (CANN PT) located at Bldg 8005. The CANN PT is organized for customers to obtain repair parts from Class VII items.
2. Applicability: This paragraph applies to military and civilian activities and all other elements on Fort Carson in reference to CANN PT operation.
3. Responsibilities:
 - 3.1. CANN Point Personnel:
 - 3.1.1. Assist with technical assistance and guidance as required. (i.e. locating the NSN or part number for issue, etc.).
 - 3.1.2. Ensure that Safety and Environmental procedures are followed.
 - 3.1.3. Use proper lifting devices, equipment and/or jack stands to block vehicle will be used.
 - 3.1.4. Ensure all vehicles are blocked.
 - 3.1.5. Ensure drainage statements are correctly completed with the original work order documentation.
 - 3.1.6. Ensure all BII is removed and turned in at Inspection and Classification.
 - 3.2. Unit Responsibilities for Issue:
 - 3.2.1. Ensure DA Form 1687 signature card and assumption of command orders are current.
 - 3.2.2. Provide a DA Form 2765-1 prepared IAW DA PAM 710-2.
 - 3.2.3. Bring tools to remove parts as needed. There may be restrictions on specific parts that can be removed from the equipment.
 - 3.2.4. Clean the work area prior to leaving area.
4. References:
 - 4.1. AR 710-2, Inventory Management Supply Policy Below the National Level
 - 4.2. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures
5. General:
 - 5.1. Location: Bldg 330, rm 207
 - 5.2. Hours of Operation: 0730 – 1200 (1200 – 1230 Lunch) 1230 – 1600
 - 5.3. Stock Control Clerk: 526-9095

Date: 29 June 2016	REV: 0	Page: 50 of 52
Section: SSA	Originator: Supply Manager	Approval: PM

6. Document Control:

- 6.1. End items in the CANN PT are logged on a local tracking system at Bldg #330.
- 6.2. A file folder is maintained for each item, which will includes DD Form 1348-1 or 1348-2 (Issue Release/Receipt Document with Address Label) and DA Form 2408-9, (Equipment Control Record) as well as a copy of each DA Form 2765 or DD Form 1348-6 for each repair part, component or assembly removed and issued from the end item.



Date: 29 June 2016	REV: 0	Page: 51 of 52
Section: SSA	Originator: Supply Manager	Approval: PM



Date: 29 June 2016	REV: 0	Page: 52 of 52
Section: SSA	Originator: Supply Manager	Approval: PM