

## POST LAUNDRY

1. Purpose: To establish policy and procedures for turn-in and pick-up at the Post Laundry, Bldg 310. No appointment is necessary. Laundry and Dry Cleaning has a 72 hour turnaround time.

<u>DAY- IN</u>	<u>DAY AVAILABLE FOR PICK-UP</u>
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

2. Soldiers may turn in their own TA-50, with a valid Government ID. Units will be required to have an updated DA Form 1687, Notice of Delegation of Authority-Receipt for turn in of bulk items such as linens (direct exchange service). Unit supply will be required to submit a separate DA Form 1687 for cooks. Cards must indicate 'addition to' or superseded. Cards should be updated annually to be current.

3. Most items that can be put in a wash machine can be turned in to the Post laundry. Attached is a list of the most common items done at the laundry.

#### 4. TURN-IN:

a. Units will be required to pre-roll linens prior to arrival at the Laundry. This can be done at the unit by lying like items, in a flat stack, one on top of the other, and rolling a quantity before loading on vehicle. When the unit arrives they will be required to roll out the stack on counting bunks so personnel can get an accurate count. A Laundry List will be prepared and the unit will move to another counter and will receive a direct exchange of their items.

b. Soldiers turning in their TA-50 will need to remove tape, ropes, locks, clips, straps and framing from all items prior to arrival at the laundry. Laundry personnel will inspect items and will make final determination if the item can be accepted. A Laundry List will be prepared. The **Soldier is responsible** to make sure the Laundry List is accurate prior to signing. The Soldier's copy will be presented when the Soldier comes to pick up items. All TA-50 has a 72 hour turnaround time.

#### 5. PICK-UP:

a. TA-50 will be counted back to the customer, annotated on the Laundry List and the Soldier will sign as received. The **Soldier is responsible** to make sure they have received all items on the list prior to signing.

b. **THE COMPLETED LAUNDRY LIST WILL BE REQUIRED AS PROOF OF LAUNDERING AT CIF.**

6. Point of contact at the Post Laundry is the Goodwill Site Manager at ext. 526-8804/8806

## POST LAUNDRY

Monday-Friday 7:30am-4:00pm Closed 12:00-12:30  
Turn-in until 3:30pm - Pick-up until 3:45 Transaction must be able to be completed by 4pm.  
Turnaround is 72 hours from the time the item is turned in.

**THESE ARE THE ITEMS OF GOVERNMENT OWNED PROPERTY WE ACCEPT**

**\*(FINAL ACCEPTANCE IS UP TO CLERK)**

LAUNDRY BAG	BLANKETS
RUCK SACK (remove straps)	AMMO POUCHES
DUFFEL BAG	CANTEEN COVER
SHELTER HALF	LBE SUSPENDER
BIVEY COVER	GAITERNECK
SLEEPING BAGS	FIRST AID POUCH
BEARSUITS	PISTOL BELT
CAP, FIELD/KNIT	TROUSER SUSPENDER
COVERALLS, ALL	LEFT/RIGHT STRAPS
LINERS, ALL	WAIST STRAPS
JACKET, FIELD (DST only)	HELMET COVER
GORTEX, PARKA/TROUSER	STUFF SACK
CHEMICAL, TOP/BOTTOM	VEST (ONLY, BA, CHICKEN)
SHIRT, DCU/ABDU/ACU	COAT, FOOD HANDLERS
TROUSER, DCU/ABDU/ACU/FIELD	TROUSER, FOOD HANDLERS
MOST MOLLE POUCHES (*)	COOK APRONS
DRY CLEANING:	CVC JACKET
HOODS/CAPS/SCARF	MITTENS/ LINERS/SWEATERS

BARRACKS LINENS TURNED IN BY AUTHORIZED UNIT SUPPLY

**THESE ARE THE ITEMS WE DO NOT ACCEPT**

ALL PERSONAL UNIFORMS BDU/ACU	BODY ARMOR
KEVLAR	NBC BAGS
TACK VEST	INTERCEPTOR
WET WEATHER GEAR	MOSQUITO NETS
SMALL STRAPS	EQUIPMENT BAGS
NO UNIT PROPERTY	NO RUBBER/METAL/PLASTIC
<b>ONLY CIF ITEMS</b>	<b>NO EXCEPTIONS</b>

**SOLDIERS MAY TURN-IN THEIR OWN TA-50 ONLY**

**COST OF THE SERVICE IS FREE**

Laundry Site Manager 526-8804/8806

Laundry COR 526-8803