

**DEPARTMENT OF THE ARMY**  
977<sup>TH</sup> MILITARY POLICE COMPANY  
223 CUSTER AVENUE  
FORT RILEY, KANSAS 66442

AFZN-BEA

26 June 2010

MEMORANDUM FOR SEE DISTROBUTION

SUBJECT: 977<sup>th</sup> Military Police Company SOP – Supply

1. GENERAL. This Standard Operating Procedure (SOP) establishes policies and procedures for the 977<sup>th</sup> Military Police Company's Supply Room and Program.

2. REFERENCES.

- a. AR 25-400-2, 02 OCT 2007
- b. AR 190-11, 15 NOV 2006
- c. AR 700-84, 18 NOV 2004
- d. AR 710-2, 28 MAR 2008
- e. AR 735-5, 28 FEB 2005
- f. DA PAM 600-8, 01 OCT 1989
- g. DA PAM 710-2-1, 31 DEC 1997
- h. DA PAM 738-750, 01 AUG 1994

3. SCOPE. This SOP applies to all Platoons, Sections, and Personnel assigned to the 977<sup>th</sup> Military Police Company.

4. PURPOSE. To establish a set of standards and procedures to follow in the area of Supply within the 977<sup>th</sup> Military Police Company.

5. POLICY. Supply procedures and policies will be executed IAW the references listed in Paragraph 2 of this SOP. Deviations from existing policies set forth within this SOP are not authorized unless the Company Commander gives approval.

6. RESPONSIBILITIES:

a. Company Commander.

1) Provides the unit supply personnel technical guidance concerning property accountability, general supply, procedures, and priorities of additional tasks, other than normal supply operations.

2) Conducts cyclic inventories or ensures that the inventories are completed, with the assistance of supply personnel, as directed by the Property Book Officer.

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- 3) Ensures the accountability, utilization, storage, and maintenance of all supplies and equipment in his/her custody.
  - 4) Establishes control and security measures in storage areas and barracks assigned under his/her custody.
  - 5) Conducts Sensitive Items inventories or appoints a representative to do so.
  - 6) Ensures requested items, plus those on hand, do not exceed the authorized allowances.
  - 7) Appoints an E-5 or above to conduct inventory of absentee's clothing and equipment.
  - 8) Ensures all property, other than consumable supplies, is properly sub hand receipted.
  - 9) Anticipates future requirements and submits requests on a timely basis.
  - 10) Approving authority for all sections requests for supplies.
  - 11) May delegate most of these responsibilities to the supply officer appointing him/her on orders except command and direct responsibility which is inherit by the position of commander.
- b. Supply Sergeant.
- 1) Responsible for the overall supervision of the supply room, its operation, and personnel.
  - 2) Ensures that all supply transactions, commitments, reports, and tasks are carried out in a timely manner meeting all suspense, as applicable.
  - 3) Ensures that all property that the commander is responsible for, is accounted for, and signed down to the sub-hand receipt holders IAW DA PAM 710-2-1.
  - 4) Ensures that supply documents are filed and maintained in the filing system IAW AR 25-400-2.
  - 5) Ensures that personnel assigned or attached to the supply room are given the most specialized training, achieving maximum supply specialty knowledge, that they are thoroughly familiar with its operation and mission. This includes CTT training.
  - 6) Conducts and provides supply specialty training, seminars and classes, to include assistance to all sub hand receipt holders in maintaining hand receipts, property accountability and general supply procedures.

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7) Ensures that DA Forms 1687 (Notice of Delegation of Authority Receipt for Supplies) are prepared, maintained and updated for the supporting activities (i.e., PBO, IPBO, CIF, etc.) IAW DA PAM 710-2-1.

8) Ensures strict control of all supply-related buildings as well as all supply storage areas.

9) Ensures that all publications with current changes used in supply functions are on hand or on request.

10) Ensures the Company Commander reviews all requests submitted by all sections.

### c. Supply Clerks.

1) Perform all duties designated by the supply sergeant.

2) Ensures all publications are filed, ordered and updated.

3) Ensures that laundry/linen is turned in and or exchanged on scheduled date and time.

4) Ensure that all supplies and equipment that leave the supply room are properly hand receipted or recorded in an expendable supplies record book.

5) Ensure that the supply room and storage areas are orderly, neat, and clean at all times.

## 7. PROPERTY ACCOUNTABILITY.

a. Property accountability is the responsibility of every person. Because the Commander is responsible for all property in his/her custody, he/she must ensure that it is properly safeguarded, accounted for, and used. The supply sergeant, as the Commander's representative, will ensure that property is properly accounted for. Delegation of Authority by the commander is authorized but must be in writing on DA Form 1687, Delegation of Authority. Only those individuals identified on the signature cards will be authorized to request and receive property to other agencies. Copies of the signature cards will be maintained in the supply room.

1) Organizational Hand Receipt: Monthly the PBO will provide the company commander with a copy of his/her Organizational Hand Receipt. It is the supply sergeant's responsibility to review the commander's hand receipt to ensure that all property is signed for, that the quantity, NSN, and serial numbers are correctly recorded. If there are any discrepancies noted it is the supply sergeant's responsibility to bring them to the PBO's attention and take the necessary steps to correct them, (i.e. Administrative Adjustment Report, Found on Installation, or Report of Survey). The commander will also review the Hand Receipt and be in full agreement with it before signing. The original copy will be returned to the PBO by COB the 25th day of each month. The unit is also responsible for



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retaining a file copy.

2) IPBO Hand Receipts: As stated above, the supply sergeant will ensure that all property on the commander's IPBO Hand Receipts are in order and accounted for, and taking corrective actions if not. The commander will update these hand receipts every six months.

b. Assigning Responsibility.

1) All property will be hand receipted to sub hand receipt holders using PBUSE. Sub hand receipt holders will be designated by the commander, and is usually the senior ranking person in charge of that platoon, or section, ( i.e., Platoon Leaders, Motor Sergeant, CBRN NCOIC, Supply Sergeant). Hand receipts will be maintained IAW DA PAM 710-2- 1. Further sub hand receipting from within the platoon or section to the user is mandatory. Component hand receipts to the user level will be used for all Sets, Kits and Outfits (SKOs), and all end items with components. Should PBUSE be unusable, a manual DA Form 2062 will be temporarily used.

2) Signature cards will be maintained for all hand receipt holders if hand receipt holders desire others to update their property records with the supply room. If delegation of authority is given, the hand receipt holder will give specific guidance in appropriate block on DA Form 1687 to the supply room.

3) All authorized organizational property will be on hand or on request. Review of authorization documents against the on hand or on request balance will be conducted periodically. Discrepancies will be noted to the PBO for action. On hand property will be in serviceable condition. Authorized components of a major end item, and additional authorized list (AAL) identified by the commander, will be on hand and in serviceable condition, or on request.

c. PBUSE Property Book Procedures.

1) A copy of the monthly hand receipt, cyclic inventory listing and sensitive item inventory will be maintained in the supply room for 1 year.

2) Monthly hand receipt must be updated and validated with changes made by PBO as identified by Transactions Affecting Property Book Balance and Not Affecting Property Book Balance. The PBUSE will be updated with an automated hand receipt from the PBO at least monthly.

3) Weekly Due In Listings will be maintained until next due-in listing is printed from the Activity Register.

d. Barracks furniture, keys, and/or linen will be hand receipted to all personnel living in the billets. The senior person in each room will sign for any unused furniture in the instance that

there are more than 2 occupants in that room. In the event the senior person is departing on leave, TDY, hospitalization, etc., for an extended period (more than thirty days), he/she will ensure that property is signed over to the next person. Property changeover will be affected through the supply room.

e. The signature of an individual for property is evidence that he/she has accepted responsibility for its care and safekeeping. Individuals using property, whether it was signed for or not, have assumed responsibility for its care and safe keeping, (i.e. common items - chairs, desks, computers, typewriters, etc.) that were signed for by senior occupants/ section chiefs/platoon leaders). Property lost, damaged, or destroyed will be reported immediately through the chain of command. In all cases, the section/platoon sergeant or platoon leader will inform the supply sergeant. Losses will be accounted for by one of the following methods listed below.

f. Methods of Obtaining Relief from Responsibility for Property (AR 735-5, Chapter 12):

1) In instances where the person responsible for the property or equipment admits liability for the loss or damage of an item or items, there are three ways in which that person may pay for the loss or damage as follows:

A. For common hand tools and OCIE equipment, in which the person responsible wishes to pay cash for the items the preferred route is a cash sales form. This is only possible if the item is carried at the SSSC or CIF, and is in stock. This form is preferred because the item is replaced immediately, with a minimum amount of time and paper work on the part of the supply personnel. The unit does not have to spend SSSC funds to replace a tool that was already paid for by a person on a Statement of Charges or a Cash Collection Voucher.

B. If the person wishes to pay cash for the item, but the item is not available through cash sales, a Cash Collection Voucher may be processed (DD Form 362) IAW AR 735-5, Chapter 12-2 c.

C. If the person admits liability, but does not have the cash or does not wish to pay cash, and the charge does not exceed monthly basic pay of the person being charged, a Statement of Charges (DD Form 362) may be prepared IAW AR 735-5, Chapter 12-2,d.

2) It is the supply sergeant's responsibility that all property paid for on DD Form 362 is taken off that hand receipt holder's hand receipt as well as the Commander's Hand receipt if the property was an end item. In the case of component losses, again the Hand receipt holder will be given credit, and the supply will ensure that the item is added to the PBO's Shortage annex to the commander. The item will also be placed on order as soon as possible.

3) In some cases lost or destroyed property, even if liability is admitted, cannot be paid



for in the ways discussed above. Under certain guidelines, discussed below, an AR 15-6 investigation or a Report of Survey DA form 4697 must be prepared.

g. Report of Survey (AR 735-5, Chapter 13):

1) When property is lost, damaged, or destroyed and one of the following conditions (listed in AR 735-5, Chapter 13) is met a DA Form 4697 (Report of Survey) must be initiated.

A. Negligence or willful misconduct is suspected as the cause but there is no admission of liability and individuals have refused to make payment. Individuals involved will be offered at this time a Statement of Charges or Cash Collection Voucher and placed as an exhibit to the Report of Survey.

B. The property involves a change of accountable officer's inventory and there is no voluntary reimbursement by the outgoing accountable officer.

C. The value of the property involved exceeds the individual's monthly basic pay.

D. If a sensitive item is involved, a Report of Survey will be initiated immediately.

E. Required by higher authority or DA regulations.

2) A Report of Survey will be prepared and initiated through the appointing authority or approving authority as appropriate no later than 15 calendar days after the date the discrepancy was discovered (IAW AR 735-5, Chapter 13).

3) Upon initiating a Report of Survey, the supply sergeant will make the appropriate adjustments to the sub hand receipts, and ensure that the commander is given credit on his/her hand receipt.

8. INSPECTION AND INVENTORY PROCEDURES (DA PAM 710-2-1, CHAPTER 9).

a. Receipt and Issue of Property Inventory (paragraph 9-4, DA Pam 710-2-1):

1) When receiving property, an inventory of the items will be conducted IAW DA PAM 710-2-1, Chapter 9-4, paragraph a. If discrepancies are noted and cannot be resolved with the SSA, notify the supporting PBO, who will resolve the matter.

2) When property is to be issued on a hand or sub hand receipt, the receiving person must also inventory the items IAW DA PAM 710-2-1, Chapter 9-4 a.

b. Change of Hand Receipt Holder Inventory.

1) When the hand receipt holder is replaced, all property listed on the hand receipt will

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be inventoried. The inventory will be accomplished before the new hand receipt holder assumes responsibility for the property. The unit accountable officer will decide how much time is allowed for the inventory. Procedures for this inventory are outlined in DA PAM 710-2-1, Chapter 9-5-1.

c. Cyclic Inventory.

1) The company commander will ensure that this inventory is conducted. Cyclic inventories are conducted monthly at the rate of 10% of property book items. The PBO will designate by memorandum the items to be inventoried. The responsible officer notifies the sub hand receipt holders when and how the inventory is to be conducted. Cyclic inventories are covered more in depth in DA PAM 710-2-1, Chapter 9-7.

d. Weapons and Ammunition Inventories. See Arms Room SOP.

e. Sensitive Items Inventory.

1) Monthly the PBO will provide the commander with a sensitive Items inventory monthly. The commander will make the sensitive items inventory or appoint a representative to conduct them in his/her behalf. The commander will inform hand receipt holders of what items will be inventoried. Sensitive items inventories will be conducted IAW DA PAM 710-2-1, Chapter 9-9, and are due to the PBO by COB on the 25th of the month. Discrepancies will be reported to the PBO and corrected IAW DA PAM 710-2-1, Table 2-1.

f. Personal Military Clothing and OCIE Inspection/Inventory.

1) Within three days upon assignment/attachment of grades E-4 and below, an inventory/inspection of military clothing and OCIE will be conducted by the section leader in the grade of E-5 or above. This inventory is also required prior to MACOM schools, PCS, ETS, or as frequently as the commander wishes, but must be done at least annually. Records however, will be kept only for the most recent inspection/inventory. E-5's and above will sign a statement that they have all required clothing and equipment in lieu of an inventory/inspection. The commander, however, may require a showdown inspection for new items or supplemental allowances on all personnel. Personnel are required to replace all shortages discovered during an inventory within 15 days.

2) Upon return from field training exercises or deployments, inventories will be conducted within 72 hours by section sergeants for all E-4 and below.

g. Clothing and Equipment of Absentees (AR 700-84, Chapter 12-12). The abandoned property of a member absent from the unit without authority will be inventoried without delay.

1) The Company Commander will designate an officer, warrant officer, or a NCO (grade



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E-5 and above) to conduct the inventory. Normally, the inventory will be conducted by the section leader/1st line leader. He/she will ensure that the property inventoried actually belongs to the absent member.

2) The person conducting the inventory, with the assistance of the supply sergeant, and a (witness E-5 or above), will ensure:

A. The property is not exchanged for property of any other unit member.

B. Prepare DA Form 3078 (four copies), for military clothing; DA Form 3645/3645-1 (four copies), for OCIE; and bond paper properly Identified (four copies), for personal property. Any military clothing over the authorized amount will also be included with the absent member's personal effects (See DA PAM 600-8 for instructions on how privately owned military personal property is inventoried).

C. The person conducting the inventory will sign and date all inventory forms. The witness, and the unit commander, or designated representative will verify and initial this form.

D. Place the original copies of the inventory in the member's duffel bag or other suitable container. Retain the other copies in the personal property accounting file (active) pending further action. Files will be maintained IAW AR 25-400-2.

E. Safekeeping: inventoried property will be secured in the unit's facilities or in a secured storage area designated by the unit commander. Secure unit's facilities are defined as storage areas designated by the commander, i.e. supply room, individual's assigned wall locker (under lock and key and sealed), or other designated rooms specifically identified as absentee's storage area.

3) Return of absentee member. Clothing and equipment will be returned to the absentee, should he/she return to the unit or organization before being dropped from the rolls. The member will acknowledge receipt of the property by signing the original copies of the inventory sheets. The remaining three copies retained in the unit active files are given to the member. The original copies will be filed in the inactive files IAW AR 25-400-2. The unit commander determines whether the member has the initial allowances of personal clothing. Shortages of personal military clothing are replaced at the expense of the member within 15 days. OCIE shortages are replaced IAW AR 735-5. Member will report with his/her allowances of personal military clothing and OCIE equipment with their 1st line leader to the supply room for an inventory/inspection to ensure required allowances have been purchased. Personal military clothing items are purchased at the clothing sales store. Shortages of other unit property (barracks furniture, linen, tools, etc.) will also be accounted for by use of appropriate adjustment vouchers, IAW AR 735-5.

h. Clothing and Equipment of Enlisted Personnel Dropped from the Rolls (DFR). When the person is returned to military custody or dropped from the rolls as a deserter, clothing is



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disposed of as follows:

1) If the absentee is returned to an installation other than his/her home station before being dropped from the rolls, the commander ships the abandoned clothes to the member's new station if the member will not be returned to the home station unit.

A. Determine the expense to the US for shipping the clothes.

B. Forwards this information to the new station for collection of shipping expenses from the member's pay.

2) When a member is dropped from the rolls as a deserter, clothing is removed from the unit facilities and other secure areas.

A. Personal military clothing is turned in through supply channels for reclassification and returned to stock. When post classification of general support will not accept military clothing, DD form 1348-1 will be prepared and will accompany military clothing to DRMO for disposal. OCIE will be turned in to CIF. Privately owned personal property will be disposed of IAW AR 600-8.

B. The commander will send a letter to the next of kin stating that member was dropped from the rolls of the US Army as a deserter leaving privately owned personal property. If the next of kin wishes to accept this property, he/she may personally claim and receive the property, or may provide Postal Money Order in the sum predetermined from the commander's letter. A suspense date will be set to ensure that prior to the disposition of property to DRMO, required documentation (i.e., board of officers for the disposition of privately owned personal property has been appointed and has released such property IAW AR 63 0-1 0 and DOD 4160. 2 1 -M) are completed and finalized.

C. Shortage of OCIE will be documented on a report of survey and processed within 15 days.

i. Clothing of Hospitalized Personnel (AR 700-84, Chapter 12-14).

1) When an enlisted member is hospitalized at a medical facility at his/her duty installation, the unit commander, without delay, will have clothing and equipment and personal effects of the hospitalized person secured and safeguarded in the unit facilities or other secure area.

2) If the member does not return within 120 hours, the clothing, equipment, and personal effects will be inventoried.

3) When an enlisted member is transferred to a hospital away from his/her duty station, the personal clothing will accompany them. The unit commander will immediately see

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that the member's clothing is taken directly to the medical facility. The member signs the unit's retained copy of the DA Form 3078 to acknowledge receipt of the clothing. If the member's physical condition prevents him/her from doing this, the medical facility commander designates an officer to acknowledge receipt of the clothing on behalf of the member. This officer then makes certain the clothing accompanies the member to the new hospital.

4) When an individual is transferred to a medical holding detachment, the unit commander will comply with paragraph 12-14c, AR 700-84, in disposition of member's clothing.

5) Shipping of clothing to patients when it is physically impossible for the member to take clothing with him/her on transfer to an off-post hospital will be IAW AR 700-84, Chapter 12-4, paragraph d.

j. Clothing of members on Ordinary or Emergency leave, Temporary duty, or Pass (AR 700-84, Chapter 12-15).

1) Each soldier is responsible for safekeeping all clothing and equipment not accompanying him/her during authorized absences.

2) The unit commander will provide necessary storage facilities for a member's use during authorized absences.

3) If under certain conditions a member is unable to turn in clothing and equipment, the commander, without delay will have an inventory made of the member's clothing and equipment and arrange to have all items safeguarded.

4) An enlisted member may be transferred to another unit while on emergency leave or temporary duty. After receiving this information, the unit commander will, without delay, have the military clothing and personal effects shipped to the member at Government expense. OCIE will be turned in to CIF. Shortages will be accounted for on a Report of Survey.

k. Prisoners in pretrial confinement and those sentenced to confinement only are transferred to the confinement facility with clothing allowances listed in column 3, table 5-1, AR 700-84. (Installation commander may establish local policy).

1) Before departure to the confinement facility, the unit commander or a designated representative conducts a physical inventory and inspection (this is normally the section first line leader) of military clothing items in a prisoner's possession or control. Items are recorded on DA Form 3078, 3645-1, and bond paper, as discussed above in paragraph 6h above.

l. Management of Property By/Use Of Inventory List (AR 710-2-1, Chapter 5-6).



1) An inventory list is used when the responsible officer finds that it is impractical to further assign responsibility to another person for property, example, multi-use class room, area where shift operations exist. This is not allowed for areas the responsible officer has control over. The responsible officer retains responsibility for the property. When this option is used: follow instructions IAW DA PAM 710-2-1, Chapter 5-6 par. a through e and figure 5-1.

9. OPERATIONS.

a. Supply Section duty hours:

MONDAY	0900-1130 closed for Command Maintenance 1130-1300 closed for lunch 1300-1600 in/out processing 1600-1700 closed for section management
TUESDAY	0930-1130 in/out processing 1130-1300 closed for lunch 1300-1700 open for all transactions
WEDNESDAY	0900-1130 appt only 1130-1300 closed for lunch 1300-1700 open for all transactions
THURSDAY	0900-1600 closed for STT
FRIDAY	0900-1130 in/out processing 1130-1300 closed for lunch 1300-1530 open for all transactions 1530-1700 closed for section management

b. Supply Room: The supply room is a restricted area. No person is authorized entry to the unit supply room at any time without the prior approval of the commander or the supply sergeant. Because the supply sergeant is responsible for the supplies and equipment in the supply room, efforts will be made to locate him/her before the authorized entry is made by the commander to the below listed access personnel. During duty hours, other than access personnel, all others will be limited entry to the front door.

(1) Access personnel: The following personnel are authorized access to the supply room for official business after duty hours: Commander, First sergeant, supply officer, supply sergeant, and supply clerks.

(2) Key Control: The supply sergeant and supply clerks will keep in their possession one set of keys; one set will be in the key box located in the personnel actions clerk (PAC)

office. Key control procedures will be IAW the unit key control SOP (SEE ANNEX B).

c. Laundry turn in and linen exchange: Laundry turn in and linen exchange will be conducted between the hours of 1330 to 1430 on Tuesdays only. A supply representative will be present between these hours. If Tuesday is a holiday, personnel will be informed as to the date laundry and linen services will be available. Preparation of required forms for use of quartermaster laundry will be IAW AR 210-130. Linen exchange used or not is mandatory for all personnel living in the barracks.

#### 10. IN -AND-OUT PROCESSING PERSONNEL.

a. In-processing: All in-processing personnel assigned or attached to the unit will be required to inprocess the unit supply room. Personnel in grade of E-4 and below are required to have a showdown inspection/inventory of military clothing and OCIE. Personnel in grade E-5 and above (less officers and warrant officers) will be required to sign a statement that he/she has all required clothing and equipment. In addition, all assigned and attached personnel to the unit will have in their possession all authorized/mandatory OCIE within three working days (72 hours) upon reporting to the unit. Required inventory/inspection sheets are available in the supply room. All personnel will be required to provide the unit supply room a copy of their clothing records (DA Forms 3078, 3645/3645-1 (computer printout from CIF), as applicable.

1) Personnel who will be residing in the billets will be issued linen (if wanted), bedding, room key, etc. An inventory will be conducted by the individual together with the unit supply personnel prior to signing for barracks furniture.

2) If the newly assigned person is senior to all assigned to the room/quad, he will be required to jointly inventory all common items (property) and will be assigned those property on his hand receipt.

b. Out-processing: All out-processing personnel are required to clear the supply room. Accountability procedures for all shortages of OCIE will be affected prior to reporting to CIF upon receipt of clearance papers (normally no earlier than 10 days) to ensure that all require accountability documents together with the items are prepared for turn in. Accountability procedures for all unit property must be completed prior to final clearance from the unit. The unit commander will ensure that prior to an individual being cleared from the unit, all OCIE is turned in to CIF and that proper clearance stamp has been used; that all unit property is accounted for and transferred to newly designated sub hand receipt holder, and adjustment documents are processed to account for any losses.

1) It is the section/platoon sergeant's responsibility to ensure that prior to an individual being cleared from the unit supply room, all section/platoon property signed for by the departing individual is accounted for. Individuals clearing are expected to be cleared from CIF, Arms Room, and NBC Room, before coming to the unit supply room to clear.



2) It is also the section/platoon sergeant's responsibility to ensure that all unit property signed for by members in his/her section/platoon (i.e., bedding, linen, and keys) are properly accounted for prior to the individual signing out of the unit. Section/Platoon sergeants should coordinate with the unit CQ to ensure that their section/platoon members residing in the billets properly turn in their linen/bedding and key prior to the individual being signed out on PCS or ETS. If the individual clearing resides in the barracks, the section/platoon sergeant's will sign for all the individual linen and room keys prior to his/her departure.

3) It is the unit commander's responsibility to ensure that all assigned/attached personnel have properly cleared the unit prior to departing on PCS or ETS. The unit commander will enforce property accountability policies throughout all individuals assignment/attachment until he/she leaves the unit.

## 11. SUPPLY REQUESTS.

a. All requests for issue will be through the supply room. Section/Platoon sergeants will submit requirements to the supply room for expendable (i.e., office and cleaning supplies.) Requests for durable (tools) will be requisitioned/purchased by the unit supply personnel only based on initial issue/shortages (receipts with shortages of components from SSA or through lateral transfers); through appropriate adjustment vouchers (CC, SC, RS); or valid turn in transactions. Requests for nonexpendables will be through the unit commander only with justification for approval.

b. All requests for turn in or exchange: equipment will be cleaned, tagged by LIN, NSN, item description, serial number (if any), plus applicable sub hand receipt number. Minor deficiencies will be corrected to include spot painting. Damaged items requiring repair, ( i.e., typewriters, office machines, etc.), that require the unit supply room to effect turn in, will require a damage statement by the applicable sub hand receipt holder and must have been cleared through the unit commander. Items not meeting this requirement will not be accepted in the supply room. Additionally, required forms (DA Form 5504, 3161, 2404 and 2062 will be turned in with the equipment; the unit supply will review all documentation to ensure proper identification of the items to be turned in. The unit supply room, as applicable will initiate appropriate adjustment/accountability vouchers.

c. SSSC Items. The following procedures be adhered to:

1) Sections must ensure that offices do not exceed 15 days supply of office and housekeeping supplies.

2) Written requests must be made from sections/platoons to the unit supply room for office, housekeeping and mission items.

3) Approval of mission items of supplies will be made by the commander, supply officer or supply sergeant before purchases are made.

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- 4) Minimize number of personnel making requests (limited to supply personnel only).
  - 5) Conduct periodic review of SSSC records to assess purchases of needed items and that items purchased are appropriately used.
  - 6) Each user of SSSC supplies must exercise supply economy to the fullest extent. Careless regard toward supplies because "there are more where they come from" is very poor supply economy. Users must ensure that SSSC supplies are not overstocked for convenience.
  - 7) Supplies purchased should be for unit functions only, (i.e., office, housekeeping, mission, and welfare) and not to be used for other than office usage.
  - 8) Recommend disciplinary actions toward individuals fraudulently using SSSC supplies.
  - 9) Each section is responsible for providing a representative to process their SSC requests. Supply sergeant will provide guidance.
  - 10) Tools: Hand tools purchased at SSSC must be approved by the Commander, unless purchased by cash sales, and must be supported by one of the following prior to purchase:
    - A. Shortage Annex
    - B. Report of Survey
    - C. Statement of Charges
    - D. Cash collection Voucher
  - 11) Authorized Personnel: The sections' OIC or NCOIC will appoint authorized representatives to order SSSC supplies. A DA Form 1687 will be submitted to the Commander for approval. Only those authorized personnel will be allowed to order from the supply room.
  - 12) Supply discipline: The supply sergeant will insure that supply discipline is maintained with SSSC supplies at all times. However it is also the responsibility of each individual soldier to maintain supply discipline.
  - 13) Budget: Company SSSC funds are allotted by the quarter by the S-4. The Company purchases will be controlled as required by the Company Commander to keep within the allotted funds. Once funds are expended shopping will cease until next quarter.
  - 14) The unit Supply section will maintain records of all purchases submitted by all sections.
- d. Supply requests other than SSSC items.



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- 1) All requests for expendable or durable supplies other than SSSC will be recorded either on a manual register or using PBUSE automated register. Document serial numbers will be used in accordance with guidance published by the PBO. A document register should exist for each set of document serial numbers assigned by the PBO. All nonexpendable items must be requisitioned by the PBO.
- 2) A due-in status file will be maintained for all requisitions not completed.
- 3) Status of open requisitions will maintained IAW DA Pam 710-2-1, Chapter 2, Section IV. Routine status need not be updated on DA Form 2064 if recorded on the automated register.
- 4) Reconciliation's of open requisitions must be completed monthly with the DSU and maintained on file until the next monthly reconciliation is completed.
- 5) Document registers will be maintained either by calendar or fiscal year, cutoff, and disposed IAW AR 25-400-2.
- 6) Urgency of Need Designators (UND) code A and B must be initialed by the commander or authorized representative to verify high priority need of item(s) being requisitioned.

12. ENERGY CONSERVATION.

- a. To conserve natural resources, all paper and cardboard will be recycled. Bins are set up outside of the Supply Room. All sections will deposit their recyclable materials there. A weekly detail will take these materials to the Recycling Center.
- b. When the supply room is not in use, the doors will be locked and all lights turned off.

13. SAFETY.

- a. The supply room will be arranged as not to pose a hazard to the personnel who work in it, (i.e. boxes will not be stacked as so they could fall, exits will not be blocked to prevent escape in case of an emergency). All equipment will be stored in lockers or shelving or placed on pallets.
- b. Fire prevention: At no time will combustible supplies be kept in the supply room, this is to include lawn mowers and weed eaters that contain gasoline. Combustible materials will be stored in a fire safe container, clearly marked as to its contents and no smoking within 50 feet. The supply room will have an evacuation plan and fire point containing a fire extinguisher. The supply sergeant will also ensure that no outlets are overloaded or that electrical wires are not exposed as to create a fire hazard.

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c. Personnel will ensure to take care when lifting heavy equipment. Personnel should not lift anything so heavy, or in such a way, that they may cause injury to themselves or others.

14. The point of contact for this memorandum is the company Supply NCO at (111)222-1111.

Commander's First Mi. Last Name  
Rank, Branch  
Commanding

Periodic Review Completed on:

\_\_\_\_\_  
(Cdr's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Cdr's Signature)

\_\_\_\_\_  
(Date)



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