

Army Regulation 725-1

**Requisition and Issue of Supplies and
Equipment**

**Special
Authorization
and Procedures
for Issues,
Sales, and
Loans**

**Headquarters
Department of the Army
Washington, DC
17 October 2003**

UNCLASSIFIED

SUMMARY of CHANGE

AR 725-1

Special Authorization and Procedures for Issues, Sales, and Loans

This revision dated 17 October 2003--

- o Incorporates automatic identification technology policy into this regulation (paras 2-11 and 5-4).
- o Provides definitions for automatic identification technology and automated information systems (glossary).
- o Deletes obsolete references and corrects internal references.

This revision dated 21 January 2003--

- o Provides regulatory guidance on the sale of non-excess personal property and the use of the proceeds to acquire replacement items (chap 7).
- o Updates appendix A, sections I and II.
- o Adds checklist for conducting management control reviews on the sale of non-excess personal property (app B).
- o Updates glossary, sections I and II.

This revision dated 1 February 2002--

- o Updates organizational names throughout.
- o Updates organizational and packaging references and responsibilities for chronometers (chap 2).
- o Deletes Section III, Loan of Army, DLA, or GSA Owned Property for Use at National and State Conventions (chap 4).
- o Deletes references to sales of weapons to individuals and the role of the Director of Civilian Marksmanship (para 5-5a).
- o Adds information on the Civilian Marksmanship Program (para 5-5a).
- o Adds information on Sales to State and Local Law Enforcement Agencies (chap 5, paras 5-15 through 5-17).
- o Deletes chapter 7, Reporting Intra-Service Movement of Special and Source (SS) Nuclear Materiel, in its entirety.
- o Rescinds DA Form 3535 (Weapons Sales Record).

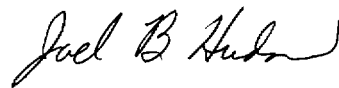
Requisition and Issue of Supplies and Equipment

Special Authorization and Procedures for Issues, Sales, and Loans

By order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this partial revision are listed in the summary of change.

Summary. This regulation provides guidance on the supply and maintenance of chronometers; special equipment for General Officers; the issue of blank ammunition and the loan of U.S. Army or Defense Logistics Agency owned property to veterans' organizations; the sale of ordnance property to individuals, non-Federal

government agencies, institutions, and organizations; and issues, loans, and donations for Scouting.

Applicability. This regulation applies to the Active Army; the Army National Guard of the United States, including periods when operating in their Army National Guard capacity; and the U.S. Army Reserve. It also applies to all Department of the Army agencies, commands, installations, and veterans' organizations.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-4. The Deputy Chief of Staff, G-4 has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff, G-4 may delegate this approval authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated (see app B).

Supplementation. Supplementation of this regulation and the establishment of forms other than DA Forms are prohibited

without prior approval from DCS, G-4, ATTN: DALO-SMP, 500 Army Pentagon, Washington, DC 20310-0500.

Suggested improvements. Users are invited to submit comments and suggested improvements to this regulation. Internet users can submit their comments and suggested improvements through the electronic DA Form 2028 (Recommended Changes to Publications and Blank Forms) found within the individual Deputy Chief of Staff, G-4 regulation and pamphlet. Anyone without Internet access should submit their comments and suggested improvements on a DA Form 2028 directly to DCS, G-4, ATTN: DALO-SMP, 500 Army Pentagon, Washington, DC 20310-0500.

Distribution. This publication is available in electronic media only and is intended for command levels D and E for Active Army, Army National Guard of the United States, and U.S. Army Reserve.

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Chapter 1 General

1-1. Purpose

a. This regulation prescribes procedures, establishes policies, and provides guidance for requisition, issue, sale, and loan of special authorized material.

b. The Army agency with primary responsibility for this regulation is the U.S. Army Materiel Command (AMC). Users of this regulation should send requests for clarification of the material as follows:

(1) For the U.S. Army to the Commander, AMC, ATTN: AMCLG-LS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

(2) For the U.S. Army Reserve (USAR) to HQDA (DAAR-LO), 500 Army Pentagon, Washington, DC 20310-0500.

(3) For the Army National Guard (ARNG) to HQDA (NGB-ARL), 500 Army Pentagon, Washington, DC 20310-2500.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this publication are explained in the glossary.

1-4. Responsibilities

a. The Chief, General Officer Management Office, will initiate action to furnish specific items of equipment, authorized for general officers on their nomination to general officer grade. See paragraph 3-3 for detailed responsibilities.

b. The Commander, U.S. Army Materiel Command, will make available .30 caliber blank ammunition cartridges to recognized national veterans' organizations. See chapter 4, section II for detailed responsibilities.

1-5. Basic policy

a. Where necessary, purpose and policy will be broadened as they relate to the material treated in each chapter.

b. Requisitions will be prepared in accordance with AR 725-50, chapter 3.

Chapter 2 Supply and Maintenance of Chronometers

2-1. General

a. This chapter outlines the procedures to be followed for initial issue, repair, and replacement of chronometers, and is applicable with continental United States (CONUS) and in overseas commands.

b. The U.S. Navy Ships Parts Control Center (SPCC), Mechanicsburg, PA 17055-0788 (N35), is the Weapons Integrated Materiel Manager (WIMM) for all chronometers. The U.S. Army Tank-automotive and Armaments Command (TACOM), ATTN: AMSTA-LS-CJA, Warren, MI 48397-5000 (AKZ), is designated by this regulation as the Service Item Control Center (SICC) for chronometers used by the Army. Army users are to requisition their chronometer requirements directly on the WIMM. Procedures for these requisitions are detailed elsewhere in this chapter.

2-2. Applicable items

Standard Navy items carried by all chronometer pools are in table 2-1 below.

Table 2-1
Standard Navy items in chronometer pools

National Stock No: 6645-00-291-6873¹

Description: Chronometer, make-break circuit (1 second make except 59th second, solar, with gimbal case, electrical circuit and components)

National Stock No: 6645-00-238-9054

Description: Chronometer, Size 35

National Stock No: 6645-00-290-0925

Description: Chronometer, Size 85

Table 2-1
Standard Navy items in chronometer pools—Continued

National Stock No: 6645-00-290-2232

Description: Case, chronometer, gimbal (for size 85 chronometer)

National Stock No: 6645-00-369-4410

Description: Can, shipping and storage, chronometer (for size 85 chronometer)

Notes:

¹ Not normally a ships allowance item. Restricted issue for Ballistic Missile Program and carried in stock at Norfolk, Puget Sound, and Charleston Naval Shipyards. Not to be issued to other activities without prior approval of SPCC, Code 740.

2-3. Initial issues and exchanges in CONUS and overseas commands with supply pools

a. Initial issue. For initial issue of chronometers the following procedures will apply:

(1) Requisitions for chronometers and associated items will be prepared and submitted to the SPCC (N35) under current MILSTRIP procedures. Requisitions will cite the consumer funds, for the quantity and type of instruments required, and will provide the name and number of the Army vessel, and/or the U.S. Army designation number to which the instrument will be invoiced. When feasible, the chronometer should be handcarried from the appropriate Navy supply facility to the Army installation or vessel where the instrument is to be used. In other instances, shipment will be made by the Navy facility by the most suitable method to ensure safe arrival at destination.

(2) In addition to the funded requisition for the chronometer itself, there must be separately funded requisitions submitted for the appropriate gimbal case and shipping and storage can for each size chronometer required. (See para 2-2 for NSN and description of gimbal case and shipping and storage cans.) Extreme care must be taken in the requisitioning of these items in order that all requisitions may be filled by the appropriate Navy supply facility simultaneously. To this end, the following steps in the requisitioning procedure will apply:

(a) All requisitions will contain exception data (document identifier code (DIC) AOE from CONUS users and DIC A05 from overseas users). Requisitions will be issued with consecutive numbers: the first document number will be for the chronometer, the second for the gimbal case, and the third for the shipping and storage can.

(b) The requisitions will be “married” to each other by appropriate cross-reference to the document numbers in each requisition. For example, “As part of the exception data in the requisition for the chronometer, the requisition number of the requisitions for gimbal case and shipping and storage can will be cited.” An appropriate exception data mark could be, “For simultaneous shipment w/Requisition numbers ____ . ____ . ____ . and ____ . ____ . ____ .”

(c) All requisitions described in (a) and (b), above, will be mailed to SPCC (N35) in the same envelope to be processed as a complete entity.

(3) Naval chronometer supply pool personnel will install the required instrument in a gimbal case, adjusting the gimbals as necessary to ensure that the instrument is level and has the proper freedom of motion. The four pivot lock nuts that hold the instrument in the gimbals will be securely tightened, and the gimbals locked in a fixed position for transporting the instrument. The gimbals are locked by inserting the latch lever through the gimbal ring and into the slot in the instrument case. The latching lever will be secured with the latch lever clamping screw. The bearer from the Army installation will witness this operation at the chronometer supply pool and will be instructed that the gimbals are to be unlocked when the instrument is placed in use.

(4) All size 85 chronometers are equipped with a balance wheel brake mechanism that provides for locking or unlocking the chronometer balance wheel from outside the case. When a size 85 chronometer is issued from the chronometer supply pool to an Army installation by means other than hand carry, the balance wheel will be immobilized by using the brake mechanism. One copy of the starting instructions for size 85 chronometer (NAVSHIPS 250-524-6) will be furnished with each size 85 chronometer. Size 85 chronometers prepared for return shipment to a chronometer supply pool will be immobilized by using the balance brake.

b. Exchanges. Chronometers listed in table 2-1 will be turned into any Navy chronometer supply pool listed in table 2-2 for replacement if:

(1) The instrument develops an erratic rate.

(2) Stops through mechanical derangement.

(3) Reaches the “overhaul due date” shown on the label attached to the sloping edge of the bezel under the crystal of the instrument. This overhaul due date is 30 months from the last overhaul of size 85 chronometers and 21 months from the last overhaul of size 35 chronometers.

c. Turn-in. Turn-in of these chronometers will be accompanied by a requisition showing the appropriate NSN, quantity, and consumer fund citation. The instrument’s type, make, and serial number will also be provided on the requisition.

(1) Chronometers will be handcarried to and from the chronometer supply pool in a gimbal box, when feasible.

(2) If it is impossible for the unserviceable instrument to be handcarried to and from the chronometer supply pool,

replacements, including a chronometer shipping and storage can for each instrument, will be requested on DD Form 1348 (Department of Defense Single Line Item Requisition System Document (Manual)). Cite consumer funds for chronometers to be shipped. Unserviceable chronometers will be prepared for shipment in accordance with the instructions in paragraphs 2-9, 2-10, and 2-11. Gimbal cases normally will not be involved when replacing instruments by shipment since the consumer is expected to retain the gimbal case for use with replacement chronometer. However, in exceptional cases, chronometer supply pools may replace defective gimbal cases upon receipt of authorized requisition.

2-4. Initial issues and exchanges for overseas commands without supply pools

Overseas requisitions will be prepared in accordance with paragraph 2-3a(2) and forwarded to the SPCC. The SPCC will pass the requisition to the appropriate Navy Supply Center or chronometer supply pool for issue. Unserviceable instruments will be reported to the SPCC for disposition. Upon receipt of disposition instructions from the SPCC, the unserviceable instruments will be prepared and shipped in accordance with instructions in paragraphs 2-3, 2-9, 2-10, and 2-11. Copies of shipping documents and all necessary communications will be directed or mailed to the appropriate Navy chronometer supply pool.

2-5. Financing and accounting

- a. Initial issues will be made at standard prices.
- b. The exchange allowance on replacement transactions will be based on the average cost to repair and overhaul each instrument of the same type.
- c. If the Navy chronometer supply pool determines that the gimbal case turned in is in a state of disrepair, a new gimbal case will be issued.
- d. When a chronometer listed in table 2-1 becomes excess, it will be reported to SPCC (N35). SPCC will issue disposition instructions and determine the amount of reimbursement, if any.

2-6. Records

- a. When a size 85 chronometer is issued in a stopped condition, one copy of the starting instructions (NAVSHIPS 250-524-6) will accompany the instrument.
- b. The Navigational Timepiece Rate Book (NAVSHIPS 4270) is a bound volume with sufficient pages to accommodate the daily records of up to three chronometers for 7 years. It is not issued with the chronometer unless specifically requested. It is furnished as a convenience to the user and should not be returned to the Navy chronometer supply pool.
- c. A Performance Certificate (NAVSHIP 4267) is issued with each instrument as evidence that the instrument met Bureau of Ships requirements at the time of issue. The certificate may be destroyed by the final user at the time of disposal.
- d. Activity commanders will determine that all instruments for exchange at the Navy chronometer supply pools are tagged properly with the U.S. Army designation number or the name of the Army vessel from which they are removed. In addition, the documents under which the exchange instrument is being returned to the Navy chronometer supply pool will contain a cross-reference to the requisition number on which the replacement instruments were requisitioned.

2-7. Communications

- a. Communications regarding the technical aspects of supply or exchange of chronometers will be addressed to Commander, U.S. Navy Ships Parts Control Center, Mechanicsburg, PA 17055-0788.
- b. All Army chronometer users will submit projected requirements annually to Commander, U.S. Army Tank-automotive and Armaments Command (TACOM), ATTN: AMSTA-LS-CJA, Warren, MI 48397-5000. (AKZ) prior to 10 March of each year for review and forwarding to the Department of the Navy.
- c. When NSNs 6645-00-515-3447, 6645-00-238-9054, 6645-00-664-4664, and 6645-00-810-7701 become unserviceable, they will be reported to TACOM for disposition. All other unserviceable items will be reported to the SPCC in accordance with paragraph 2-5d.

2-8. Supply pool locations

U.S. Navy Chronometer Supply Pools are located at installations listed in table 2-2. Addresses to use for communications are also listed.

Table 2-2
U.S. Navy Chronometer Supply Pools

Supply pool and address: Commander, Norfolk Supply Center, Portsmouth, VA
Area served: CONUS: East of Mississippi River; Overseas: Entire Atlantic Area, including Europe, Africa, North Atlantic, Caribbean, Mediterranean and Middle East

Table 2–2
U.S. Navy Chronometer Supply Pools—Continued

Supply pool and address: Commander, Naval Supply Depot, Yokosuka, Japan

Area served: Overseas: Far East

Supply pool and address: Commander, Naval Supply Center, Oakland, CA

Area served: CONUS: West of Mississippi River; Overseas: Entire Pacific Area, excluding the Far East

2–9. Packaging requirements

a. Instruments. Size 35 and 85 chronometers will be packaged in a reusable metal shipping and storage container that can be requisitioned from the Navy chronometer supply pool.

(1) *Size 35.* Each metal container will be sealed with tape conforming to specification ASTM D5486. The metal container will be placed in a fiberboard box conforming to specification ASTM D 5118/5118M, type CF, class domestic, style regularly slotted carton (RSC). All voids between the metal container and fiberboard box will be filled with cellulose cushioning material conforming to specification A–A–1898 to prevent movement of the metal container. When pack is completed, the metal container should be cushioned on all sides so that it is centered in the carton.

(2) *Size 85.* Each metal shipping container will be sealed with tape conforming to specification ASTM D5486. The metal container will be placed in a fiberboard box conforming to specification ASTM D5118/D5118M–95, type CF, class domestic, style RSC. When placed in the fiberboard box, the metal container will be protected by inserts as follows:

(a) Two fiberboard pads, top and bottom, placed next to the carton flaps.

(b) Four fiberboard triangular formed corner fillers. The fiberboard pads, inserts, and fillers will be of the same material as used in the fiberboard box.

(c) Eight fiberboard inserts, placed in the nest formed by the triangular corner fillers, four inserts below and four inserts above the metal can to fill void.

b. Gimbal boxes.

(1) *Size 35.* The gimbal ring will be secured by inserting the gimbal latch into the ring and firmly tightening the locking screw. The cover glass will be protected from breakage by the gimbal ring with a suitable quantity of cellulose cushioning material conforming to specification A–A–1898. Each gimbal box will then be placed top up in a fiberboard box conforming to specification ASTM D5118/D5118M–95, type CF, class domestic, style RSC. Inserts made of the same material as the fiberboard box will be placed in the top and bottom of the fiberboard box to prevent movement.

(2) *Size 85.* The gimbal ring will be secured by inserting the gimbal latch into the ring and firmly tightening the locking screw. The cover glass will be protected from breakage by the key and gimbal ring with a suitable quantity of cellulose cushioning material conforming to specification A–A–1898. Each gimbal box will then be placed in a fiberboard box conforming to specifications. Inserts made of the same material as the fiberboard box will be placed in the top, bottom, and sides of the box as follows:

(a) One insert in bottom of carton next to flaps.

(b) Two inserts under handles of gimbal box to prevent damage to carton sides.

(c) Place gimbal box into carton, handles toward top and bottom of carton.

(d) Two inserts along the front and back and one along the top and bottom of the gimbal box.

(e) Place one top pad insert above the gimbal box handle next to carton flaps.

c. Fiberboard boxes. Closure of the fiberboard boxes will be in accordance with the appendix to specification ASTM D1974–98.

2–10. Packing requirements

a. Instruments.

(1) *Size 35.* Eight completed single packs will be placed in a fiberboard box conforming to specification ASTM D5118/D5118M–95, type CF, class domestic, style RSC, for domestic shipments and type SF, class weather-resistant, style RSC, for overseas shipments. Fiberboard inserts will not be required. For single pack overseas shipments, the unit fiberboard box will conform to specification ASTM D5118/D5118M–95, type SF, class weather-resistant, style RSC.

(2) *Size 85.* Four completed single packs will be placed in a fiberboard box conforming to specification ASTM D5118/D5118M–95, type CF, class domestic, style RSC, for domestic shipments and type SF, class weather-resistant, style RSC, for overseas shipments. Fiberboard inserts, one lengthwise and one crosswise, should be provided. Inserts should be slotted at their centers so that they may be assembled to form cells or a cross-shaped separator. For single pack overseas shipments, the unit fiberboard box will conform to specification ASTM D5118/D5118M–95, type SF, class weather-resistant, style RSC.

b. Gimbal boxes.

(1) *Size 35.* Single pack fiberboard boxes will not be required. Eight gimbal boxes will be packed into a fiberboard

box conforming to specification ASTM D5118/D5118M-95, type CF, class domestic, style RSC, for domestic shipments and type SF, class weather-resistant, style RSC, for overseas shipments. The gimbal ring will be secured by inserting the gimbal latch into the ring and firmly tightening the locking screw. The cover glass will be protected from breakage by the gimbal ring with a suitable quantity of cellulose cushioning material. Each gimbal box will then be placed, hinges downward, in the fiberboard box with the tops and bottoms of the gimbal boxes toward the longest dimensions of the carton. Inserts will be made of the same material as the fiberboard box. Six inserts will be placed crosswise and one lengthwise to act as separators. Single pack overseas shipment fiberboard boxes will conform to specification ASTM D5118/D5118M-95, type SF, class weather-resistant, style RSC.

(2) *Size 85.* The gimbal ring will be secured by inserting the gimbal latch into the ring and firmly tightening the locking screw. The cover glass will be protected from breakage by the gimbal ring with a suitable quantity of cellulose cushioning material conforming to specification A-A-1898. Each gimbal box will be placed in a fiberboard box conforming to specification ASTM D5118/D5118M-95, type CF, class domestic, style RSC. Inserts made of the same material as the fiberboard box will be placed in the top, bottom and sides of the box as follows:

- (a) One insert in bottom of carton next to flaps.
- (b) Two inserts under handles of gimbal box to prevent damage to carton.
- (c) Place gimbal box in carton, handles toward top and bottom of carton.
- (d) Two inserts along the front and back and one along the top and bottom of the gimbal box.

c. Fiberboard boxes. Close and reinforcement requirements for fiberboard boxes will be in accordance with ASTM D1974-98. In addition, fiberboard boxes for overseas shipments will have all corners and edge seams and manufacturer joints sealed with minimum 1 1/2-inch wide tape conforming to specification ASTM D5486, type I.

2-11. Marking instructions

Interior packs and exterior shipping containers will be marked in accordance with MIL-STD-129P. This reference includes automatic identification technology (AIT) marking requirements for shipment and storage. The AIT will be readable at all echelons by existing and future automated information systems (AISs). In addition, unit packs and exterior shipping containers will be marked: "Delicate Instruments—Handle with Great Care."

2-12. Annual publication

Annually, TACOM will publish in an Navy/National Inventory Control Point (NICP) publication, a reminder that all chronometers and accessories will be requisitioned from the U.S. Navy Ships Parts Control Center, Mechanicsburg, PA 17055-0788 (N35), the WIMM for this commodity. This reminder will be published at the same time TACOM requests the using commands to furnish their annual requirements as outlined in paragraph 2-7b.

Chapter 3

Special Equipment for General Officers on Extended Active Duty and Reserve Component General Officers of the Army

3-1. General

a. This chapter assigns responsibilities and prescribes procedures for issuing special equipment to general officers on extended active duty. It also applies to general officers of the Army National Guard of the United State (ARNGUS) to include those periods when they are in a Army National Guard capacity and the U.S. Army Reserve (USAR) who have been appointed and confirmed by the U.S. Senate as Reserve Component general officers of the Army.

b. Provisions to acquire certain special items of equipment authorized for State-appointed general officers of the ARNGUS who have not been appointed as Reserve Component general officers of the Army are contained in National Guard Bureau regulations published by the Chief, National Guard Bureau (CNGB).

3-2. Authorized items

The items listed in a through c below are authorized upon nomination of an officer to general officer grade. If an officer is subsequently nominated for promotion to higher general officer grade, only the items in *a*(2) through (5), below, are authorized.

a. Flags and accessories.

- (1) One each flag, National, United States of America, rayon with fringe, 3 feet by 4 feet.
- (2) One each flag, distinguishing, general officer (applicable grade), rayon with fringe, 3 feet by 4 feet.
- (3) One each flag, distinguishing, general officer (applicable grade), nylon and wool, 3 feet by 4 feet (for boat and field use).
- (4) One each flag, distinguishing, general officer (applicable grade), nylon, 6 by 9 inches (automobile).
- (5) One each plate, distinguishing, general officer (applicable grade), 6 by 9 inches (automobile).
- (6) Two each flagstaff, wood, 8 feet with spearhead and ferrule.

(7) Two each case, flag, cotton duck (for flags listed in (1) and (2), above).

b. Belt and buckle.

(1) One each belt, coat, man's leather, black, general officer.

(2) One each buckle, general officer's belt, gold plated.

c. Pistol with equipment. One each pistol, 9MM, NSN 1005-01-118-2640 will be issued to general officers with the following accessorial equipment. Items (1) through (3), below, will be issued as a nonreimbursable set:

(1) Holster, Pistol, Hip, NSN 1095-01-220-0692.

(2) Pocket, Ammunition, Magazine, NSN 1095-01-220-0691.

(3) Magazine, Cartridge, 9mm, two each, NSN 1005-01-204-4376.

(4) Rod, Cleaning, Small Arms, NSN 1005-00-556-4102.

(5) Brush, Cleaning, Small Arms, NSN 1005-00-716-2132.

(6) Operator Manual, TM 9-1005-317-10.

3-3. Responsibilities for issuing special equipment to general officers on extended active duty

The Chief, General Officer Management Office, Chief of Staff of the Army, Headquarters, Department of the Army, initiates the furnishing of authorized items for general officers on extended active duty. For Reserve Component general officers of the Army, these actions are initiated by the CNGB, or the Chief, Army Reserve (CAR) as appropriate.

a. For officers on extended active duty, Chief, General Officer Management Office will—

(1) Advise each officer on extended active duty who is nominated for promotion to or within general officer grade, by letter, of the specific items of equipment he or she is authorized to receive. When the officer is initially nominated to general officer grade, Chief, General Officer Management Office will request the general to notify—

(a) Commander, U.S. Tank-automotive and Armaments Command (TACOM), ATTN: AMSTA-AC, Rock Island, IL 61299-6000, as to whether or not he or she desires the pistol (para 3-2c).

(b) Commander, U.S. Army Support Activity, Philadelphia (USASPTAP), PO Box 13460, ATTN: STRAP-S, Philadelphia, PA 19101-3460, of his or her waist measurement, to ensure issuance of the correct size belt.

(c) Commander, USASPTAP, if he or she desires the automobile flag.

(2) Send to TACOM and USASPTAP the name, grade, Social Security Number (SSN), and complete address of each officer on extended active duty who is nominated for promotion to or within general officer grade.

b. The CNGB or the CAR will—

(1) Secure from an initially appointed Reserve Component general officer, a statement of his or her desire to have the pistol (para 3-2c) and his or her waist measurement.

(2) Transmit a message to supply sources in a(1)(a) and (b), above, containing the name, grade, SSN, and mailing instructions for items for each officer appointed a Reserve Component general officer of the Army.

c. The Commanding General, TACOM will—

(1) Issue the pistol with equipment (para 3-2c) on a loan basis upon receipt of written notification from an officer on extended duty who is initially nominated or upon receipt of a message from CNGB or CAR that an initially appointed Reserve Component general officer desires these items.

(2) Register the general officer's name, SSN, serial number of pistol, and date of loan. The loan transaction and shipping documentation will cite chapter 3 of this regulation as authority for loan.

(3) Issue the pistol to general officers authorized by this chapter on a memorandum receipt loan transaction. TACOM will remain accountable for the weapon during the duration of the general officer's tour of active duty.

d. Commander, AMC will, according to chapter 5, section III, approve and process a request to purchase a pistol for sentimental reasons by a general officer upon separation or by the surviving relative upon the death of a general officer.

e. The Commander, USASPTAP will—

(1) Issue, automatically, the items in paragraph 3-2a(1) through (3) and (5) through (7) when notified by Chief, General Officer Management Office of an officer's nomination to general officer grade, or when notified by CNGB or CAR of an officer's appointment as a Reserve Component general officer.

(2) Issue upon specific request from the general officer, the automobile flag (para 3-2a(4)).

(3) Issue the appropriate size belt with buckle (paragraph 3-2b) to an officer initially nominated to general officer grade upon receipt of notification (listing waist measurement) from the nominee on extended active duty or from the CNGB or CAR.

(4) Issue, automatically, the items in paragraph 3-2a(2), (3), and (5) upon notification by Chief, General Officer Management Office of an extended active duty officer's nomination or by CNGB or CAR of a Reserve Component officer's appointment to a higher general officer grade.

(5) Issue replacements for the items in paragraphs 3-2a and b upon receipt of a valid request from the general officer concerned.

3-4. Funding

Funding instructions for special items of equipment for general officers on extended active duty and Reserve Component general officers of the Army are as follows:

- a.* Funds available to USASPTAP will be used for items in paragraphs 3-2*a* and *b*.
- b.* Funds available to TACOM will be used for the items in paragraph 3-2*c*.

3-5. Accountability

a. The special equipment items listed in paragraph 3-2, excluding the pistol, are items of personal issue and will be dropped from accountability at the time of issue to a general officer as directed by this regulation.

b. Accountability for the 9mm pistol will be retained on the accountable records at TACOM as prescribed in paragraph 3-3*c*(3).

c. Each general officer will be required to sign a hand receipt with the Accountable Property Officer, TACOM at the time the weapon is requested. Further, each general officer will comply with the provisions of AR 190-11, paragraph 5-5, regarding security and will notify the Accountable Property Officer, TACOM, immediately upon determining that the pistol is lost or stolen.

d. The Accountable Property Officer, TACOM, will reconcile loan accounts annually with each general officer. DA Form 2062 (Hand Receipt/Annex Number) will be prepared and forwarded to the general officer concerned requesting verification of his or her current address and certification that the pistol is currently in his or her possession.

e. Replacement of a lost or stolen pistol is authorized pursuant to the general officer submitting a report of survey to TACOM. Reported losses by the hand receipt holder, except legitimate combat losses, will be investigated in consonance with existing procedures governing reports of survey. Upon favorable conclusion of investigation, replacement will be issued on a memorandum hand receipt.

f. General officers who currently hold a M1911A1 automatic .45 caliber pistol will, upon request, be eligible to exchange it for a general officer 9mm pistol. If, upon receipt of the 9mm pistol, the general officer prefers to keep the M1911A1 automatic .45 pistol, immediate disposition instructions for the 9mm pistol must be requested from TACOM, using the address in paragraph 3-3*a*(1)(*a*). Exchanging an M15 automatic .45 caliber pistol is not authorized unless certification is received that irreparable damage has been sustained to the weapon. Subsequent replacement with a 9mm pistol will be issued on a memorandum receipt. M15/M1911A1 automatic .45 caliber pistols sold to general officers who are retired are not authorized for exchange.

g. Physical alteration or permanent embellishment of any hand receipted pistol by recipient officers is not authorized. As an exception, pistol grips may be removed, and replaced at general officer's expense, however, the original pistol grips will be reinstalled when returning the weapon, in order to return the weapon in its original condition.

h. An officer whose change in status involved reversion to field grade rank prior to separation retains his or her pistol. An officer who is separated from service prior to retirement relinquishes his or her pistol.

i. Persons who have served in the grade of O7 or above, may, within 90 days prior to separation from the Army, submit application to purchase his or her pistol issued as special equipment to general officers according to procedures set forth in paragraph 5-13*a*. If such individual desires to relinquish the possession of the pistol, he or she will request disposition instructions from TACOM, using the address in paragraph 3-3*a*(1)(*a*).

j. When a general officer's separation orders are issued by TAPA(DAPC-PEC), a copy will be distributed to Commander, TACOM, ATTN: AMSTA-AC, Rock Island, Illinois 61299-6000.

k. If TACOM does not receive a request to purchase the weapon prior to receipt of the separation order, the general officer will be notified that the pistol may be purchased for sentimental reasons. If purchase is not desired, the officer will be given disposition instructions for returning the weapon.

Chapter 4

Issue of Blank Ammunition to Veterans' Organizations

Section I

General

4-1. Concept

This chapter provides procedures for recognized veterans' organizations to obtain free issue of .30 caliber blank ammunition for ceremonial purposes.

4-2. Recognized organizations

The Veterans' Administration maintains a list of congressionally chartered and VA-recognized national veterans' organizations on its Web site: <http://www.va.gov/vso/default.asp>.

Section II Issue of .30 Caliber Blank Ammunition Cartridge

4-3. General

This section assigns responsibility and prescribes procedures for implementing that portion of Section 4683, Title 10, United States Code (10 USC 4683) relating to the furnishing of free .30 caliber blank ammunition to recognized national veterans' organizations for use during funeral ceremonies of a member or former member of the Armed Forces (AR 600-25, para 6-17).

4-4. Responsibility for issue of blank ammunition to veterans' organizations

The Commander, AMC, will make available .30 caliber blank ammunition cartridges to recognized national veterans' organizations.

4-5. Procedure

Installation commanders will, upon request, assist authorized veteran organizations, validated by the U.S. Army Operations Support Command (OSC), in the preparation of requisitions in accordance with AR 725-50, chapter 3 to be submitted to the Commander, U.S. Army Operations Support Command, ATTN: AMSOS-PRS, Rock Island, IL 61299-6000.

a. Overseas and CONUS Army installation commanders will process requisitions for the issue of blank ammunition, if assets are available and requisition has been approved by the OSC, to authorized national veterans' organizations without charge for the ammunition or packing, crating, handling, and transportation, if the ammunition is to be used by the eligible organization for funeral ceremonies of a member or former member of the armed forces. This action is authorized by 10 USC 4683.

b. The commander, adjutant, or other duly authorized officer of the veterans' organization will authorize the requisition.

c. Army depots will process materiel release orders received from the Commander, OSC, under procedures established by AR 725-50, chapter 4.

4-6. Packing, handling, and shipping

a. Shipment will be as specified by the depot. A duly authorized representative from an approved veterans' organization may, however, pick up the ammunition at the depot.

b. Packing criteria for authorized cartridge, blank, caliber .30 is at table 4-1.

c. Issues will be made in multiples of the complete outer containers listed in *b*, above, and in accordance with paragraph 4-7.

Table 4-1
National Stock Classification

Item description: Caliber .30 Rifle (M1 Garand Springfield models)

Ammunition identification number: 1305-A222/1305-A224

Even outer pack quantity: pkg 1,240 bulk pack/960 clipped pack based on geographic availability.

Item description: Caliber .30 Krag Rifle

Ammunition identification number: 1305-A242

Even outer pack quantity: Even outer pack quantity: pkg 1,700

4-7. Issue limitations

While 10 USC 4683 does not place specific limitations on the amount of blank ammunition that may be drawn by veterans' organizations, the Secretary of the Army is authorized to prescribe necessary rules, limitations, and regulations.

a. Because of unsafe storage conditions that may be encountered, commanders of overseas commands and OSC are authorized to limit the issue of blank ammunition to any one organization at any one time to one full outer container.

b. Frequent requests by one organization for blank ammunition will be screened and, if considered unreasonable, the cooperation of the State chapter of the organization will be requested by OSC. If there is any abuse of the 10 USC 4683 that cannot be resolved by the State chapter, information thereon will be forwarded through channels to Commander, AMC, ATTN: AMCAM-LG, 5001 Eisenhower Ave., Alexandria, VA 22333-0001, for resolution with national chapters, as appropriate.

Chapter 5 Sales and Transfers of Ordnance Property to Non-Federal Government Agencies, Institutions, and Organizations

Section I General

5-1. General

This chapter—

- a.* Cites the statutory authority for, and prescribes the methods and conditions of sale and/or transfer of certain weapons, ammunition, and related items as specified herein.
- b.* Applies to all sales and transfers of weapons and related materiel to non-Federal government agencies, institutions, and organizations when authorized by the U.S. Government, TACOM, and overseas commanders.
- c.* Provides that sales under this chapter will be limited to quantities of an item that authorized purchasers can put to their own use. It is not intended that property be sold under the provisions of this chapter for the purpose of resale or other disposition.
- d.* Does not apply to sales of property determined to be surplus.

5-2. Price

Except as noted below, when sales of Army property are made and the title passes from the U.S. Government, the prices charged will be the standard list price contained in EM 0007 (FEDLOG), plus the cost of packing, crating, and handling and the administrative charges.

5-3. Condition of sale

Provisions apply to sales under this chapter, as follows:

- a.* Sales will be made without expense to the Government.
 - (1) All costs incident to sales (including packing, crating, and handling costs and administrative charges) will be paid in advance by the purchaser.
 - (2) All costs incident to shipment (transportation, parcel cost charges, and other shipping costs) will also be paid by the customer.
 - (3) Payment for items and charges incident to sale will be made only by cashier's check, certified check, bank money order, or postal money order made payable to the Treasurer of the United States.
 - (4) For items other than weapons, weapons components, and/or parts or ammunition and ammunition components, cash will be acceptable when consignee pickup is authorized or purchase is made in person.
- b.* All financial transactions will be accomplished under applicable Department of the Army directives and regulations. Monies collected for cost of items, packing, crating, and handling, will be deposited as an appropriate reimbursement as prescribed in applicable regulations.
- c.* Generally, all sales are final, and usually, the U.S. Government assumes no obligation or responsibility for repair, replacement, or exchange. Purchasers will be so advised before the sale is transacted. However, all weapons sold will be safe for firing.
- d.* Weapons sold at standard price will include equipment. Weapons sold at less than standard price will not include equipment.
- e.* Sales of specific items may be suspended at any time by direction of the Commander, TACOM.

5-4. Sales of small arms

- a.* Except as provided in section II of this chapter, all requests originating within CONUS for the purchase of small arms weapons, repair parts, cleaning, preserving, and target material will be submitted to the Commander, TACOM, ATTN: AMSTA-LC-CST, Rock Island, IL 61299-7630.
 - (1) Upon approval, customers will be furnished instructions for submission of remittance.
 - (2) Upon receipt of proper remittance from eligible customers, TACOM will issue the necessary documents directing shipment.
- b.* In implementing this chapter, overseas commands should designate installations within the overseas command to which request for purchase of ammunition and related material will be directed.
- c.* Depots shipping weapons will submit appropriate transactions in accordance with AR 710-3 to the unique item tracking system at the U.S. Army Logistics Support Activity.
- d.* The transportation officer will ascertain estimated transportation costs, to include current DOD transportation protective service requirements for shipment to destination. Such information will be transmitted by letter to the consignee, with request for acknowledgement that a collect shipment will be accepted based on costs submitted.

Shipment will not be made unless consignee agrees to accept shipment. Report receipt or refusal to accept shipment to TACOM, ATTN: AMSTA-LC-CIA, Rock Island, IL 61299-7630.

e. Weapon shipments will be made using AIT devices, such as bar codes and radio frequency (RF) identification tags, to track and account for these assets.

Section II

Sales and/or Transfers to Institutions, Organizations, State, and Local Law Enforcement Agencies

5-5. Civilian marksmanship program

a. *Administration of the Civilian Marksmanship Program (CMP).* The National Defense Authorization Act for Fiscal Year 1996 (Title XVI) designated the Corporation for the Promotion of Rifle Practice and Firearms Safety (CPRPFS) (fig 5-1) to take over the administration and promotion of the Civilian Marksmanship Program (CMP), which replaced the Director of Civilian Marksmanship (DCM). The CPRPFS/CMP is a non-Government, nonprofit organization. The National Board for the Promotion of Rifle Practice was disestablished by this law and was replaced by the CMP under the direction of the board of directors of the CPRPFS. The initial board of directors was appointed by the Secretary of the Army and is responsible to develop all policies and procedures for all aspects of the CMP. The AMC Executive Agent for Small Arms Logistics and Demil located at TACOM maintains oversight and liaison with the CMP and coordinates transfer of rifles and spare parts to the CMP in accordance with the memorandum of agreement between the CPRPFS and HQDA, AMC, and TACOM.

b. *Limitations on sales of small arms.* No small arms will be sold to individuals except as authorized under section III of this chapter.

c. *Limitations on sales of ammunition.* No ammunition will be sold to individuals.

(1) Junior marksmanship clubs and junior marksmanship divisions affiliated within the DCM may purchase limited quantities of .22 caliber ammunition.

(2) The DCM will determine the maximum quantity of such ammunition that clubs will be permitted to purchase during each fiscal year.

(3) Approved, nonprofit summer camp organizations that are of a civic nature are allowed to purchase from the DCM at cost plus shipping and handling charges, 300 rounds of .22 caliber ammunition for each junior who is participating in a summer camp marksmanship program.

(4) Requests for purchase of ammunition by marksmanship clubs and summer camp organizations will be submitted to the DCM for approval. If approval is given, the application will be forwarded to AMCCOM for processing. If it is disapproved, it will be returned to the applicant with reasons stated for disapproval.

5-6. Cadets, U.S. Military Academy

a. When approved by the Commander, AMC, the Superintendent, U.S. Military Academy may sell to cadets upon graduation from the Academy those sabers that no longer meet prescribed standards of appearance or serviceability.

b. Application to purchase sabers under these provisions will be made in accordance with procedures established by the Superintendent.

5-7. Reserve Officers' Training Corps and National Defense Cadet Corps

Supplies required by educational institutions to train units and individuals of the Reserve Officers' Training Corps (ROTC) and National Defense Cadet Corps (NDCC), in addition to authorized items normally furnished to ROTC and NDCC schools, may be sold when available. Such purchases will be in accordance with AR 145-2.

5-8. Manufacturers and designers

a. The Secretary of the Army is authorized to sell to contractors or potential contractors such samples, drawings, and manufacturing and other information as is considered best for national defense.

b. The Secretary of the Army may sell to designers who are nationals of the United States, serviceable ordnance and ordnance stores necessary in the development of designs for the Armed Forces. Designers will submit application to purchase to the appropriate commodity command, with a statement explaining why the weapon is desired.

c. If any item normally requiring demilitarization pursuant to DOD 4160.21-M is sold, a special condition of sale will prohibit further disposition by the purchaser without prior approval of the Deputy Chief of Staff, G-4.

TITLE XVI--CORPORATION FOR THE PROMOTION OF RIFLE PRACTICE AND FIREARMS
SAFETY

SEC. 1601. SHORT TITLE.

This title may be cited as the "Corporation for the Promotion of Rifle Practice and Firearms Safety Act".

Subtitle A--Establishment and Operation of Corporation

SEC. 1611. ESTABLISHMENT OF THE CORPORATION.

- (a) Establishment.--There is established a private, nonprofit corporation to be known as the "Corporation for the Promotion of Rifle Practice and Firearms Safety" (in this title referred to as the "Corporation").
- (b) Private, Nonprofit Status.—(1) The Corporation shall not be considered to be a department, agency, or instrumentality of the Federal Government. An officer or employee of the Corporation shall not be considered to be an officer or employee of the Federal Government.
- (2) The Corporation shall be operated in a manner and for purposes that qualify the Corporation for exemption from taxation under section 501(a) of the Internal Revenue Code of 1986 as an organization described in section 501(c)(3) of such Code.
- (c) Board of Directors.—(1) The Corporation shall have a Board of Directors consisting of not less than nine members.
- (2) The Board of Directors may adopt by-laws, policies, and procedures for the Corporation and may take any other action that the Board of Directors considers necessary for the management and operation of the Corporation.
- (3) Each member of the Board of Directors shall serve for a term of two years. Members of the Board of Directors are eligible for reappointment.
- (4) A vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board.
- (5) The Secretary of the Army shall appoint the initial Board of Directors. Four of the members of the initial Board of Directors, to be designated by the Secretary at the time of appointment, shall (notwithstanding paragraph (3)) serve for a term of one year.
- (d) Director of Civilian Marksmanship.—(1) The Board of Directors shall appoint an individual to serve as the Director of Civilian Marksmanship.
- (2) The Director shall be responsible for the performance of the daily operations of the Corporation and the functions described in section 1612.

Figure 5-1. The National Defense Authorization Act for Fiscal Year 1996, Title XVI, Section 1601

Section III

Sales of Individuals' Pieces of U.S. Armament for Sentimental Reasons

5-9. Statutory authority

The authority for sales described in this section is in 10 USC 2574.

5-10. Sale for sentimental reason

A piece of armament that belongs to the Army may be sold at a price not less than cost if it is determined according to standards set forth by the Secretary of the Army in this regulation that there are adequate sentimental reasons for the sale.

5-11. Limitations on sales

The sale of U.S. armaments for sentimental reasons is limited to or by the following:

- a.* Only persons who used a weapon during military service, or their surviving relatives, may buy that weapon.
- b.* Only serviceable, nonautomatic, small bore weapons certified "safe to fire" will be sold.
- c.* Weapons whose private ownership is prohibited by law will not be sold.
- d.* Veterans must have received a discharge under honorable conditions.
- e.* Weapons needed for their historical value or that are classified as antiques will not be sold.
- f.* No convicted felon may purchase a weapon.
- g.* Weapons that are not surplus and cannot be advantageously replaced will not be sold.
- h.* No person may purchase a weapon whose only sentimental connection to it is that it was assigned as a standard personal weapon for the duration of a normal tour of duty in a non-hostile environment, and the weapon was not discharged in the line of duty or for personal protection.

5-12. Prerequisites for purchase

Adequate sentimental reasons are presumed if—

- a.* The individual was awarded the Congressional Medal of Honor, distinguished Service Cross, or Silver Star and the weapon to be purchased played a key role in the heroic act for which the award was made.
- b.* The individual received a physical disability discharge or retirement based on 75 percent or more of disablement suffered from injuries received in combat, and the weapon to be purchased was issued to the individual at the time the injuries were received.

5-13. Application for purchase

- a.* Applications must include—
 - (1) A brief statement explaining why the specific weapon has sentimental value to the requester.
 - (2) Serial number or other unique identification.
 - (3) For survivors, proof of relationship. Proof of relationship for survivors of deceased general officers may be certified by a casualty assistance officer under AR 600-8-1.
 - (4) For veterans, proof of honorable discharge.
- b.* Applications to purchase a pistol issued as special equipment for general officers will be sent to the Commander, TACOM. Other applications will be sent to HQDA (DALO-SMP-S), Washington, DC 20310-0500. General officers will be charged the prevailing price in EM 0007 (FEDLOG) at the time of purchase of the pistols.

5-14. Approval

Applications which meet the presumptive criteria set out in paragraph 5-12 and that are not subject to the limitations of paragraph 5-11 may be approved by the Deputy Chief of Staff, G-4. Applications subject to the limitations set out in paragraph 5-11 may be disapproved by the DCS, G-4 in writing to the applicant, citing the reasons therefore. The Commander, AMC may act on requests by general officers or their survivors to purchase a pistol issued as special equipment to general officers. Other requests will be referred with the recommendation of the DCS, G-4 to the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) for decision.

Section IV

Sales to State and Local Law Enforcement Agencies ("Section 1122 program")

5-15. Statutory Authority

The authority for sales described in this section is in 10 USC 381.

5-16. Limitations on Sales of Small Arms.

The purpose of the Section 1122 program is to enable state and local law enforcement agencies to acquire equipment suitable for counter drug activities through the Department of Defense (DOD). Generally speaking, there should be no limitations on the sale of small arms to state and local law enforcement agencies provided the weapons furnished are acquired for counter drug activities. Requests for quantities of weapons that are beyond the reasonable immediate use of the state or local law enforcement agencies will be investigated and, if not justifiable or supportable, will be rejected.

5-17. Procedures for Sale

- a.* The State points of contact (“State Coordinators”) are only authorized to process order under this program.
- b.* State and local law enforcement agencies will identify their counter drug material needs to their respective State coordinator. The State coordinator will forward this request to the Commander, U.S. Army Tank-automotive and Armaments Command (TACOM), ATTN: AMSTA-LC-CST, Rock Island, IL 61299-7630 for the development of a price and availability (P&A) quotation.
- c.* If the furnished P&A quotation is acceptable to the State/local law enforcement agency, the State coordinator will obtain a funded order from the State or local law enforcement agency and forward it to the Commander, TACOM at the address provided in paragraph b above for execution.
- d.* The “Lautenberg Amendment” to the 1968 Gun Control Act (18 USC 922 (d)(9)) outlaws the sale or transfer of any firearm to anyone convicted of a misdemeanor crime of domestic violence. The State coordinator is responsible for verifying and obtaining written certification that the State/local law enforcement agency user(s) complies with the provisions of the Lautenberg Amendment. The State coordinator will provide a copy of this certification to the Commander, TACOM at the address in *b*, above, prior to shipping small arms weapons.
- e.* The State/local law enforcement agency is prohibited from selling or otherwise transferring any item provided under this program to a third party. When items provided under this program are no longer used for their intended purpose, the State/local law enforcement agency must perform demilitarization of the item(s). Demilitarization is accomplished in accordance with DOD 4160.21-M-1, appendix 4, category I, paragraph E. If the State/local law enforcement agency is unable to demilitarize, these item(s) must be turned over to the Alcohol, Tobacco, and Firearms or DOD custody for disposal. The State coordinators will assist the State/local law enforcement agencies in the proper demilitarization of weapons furnished under this program. A copy of the certification of demilitarization must be provided to the DOD Demilitarization/Trade Security Controls Program Office and the Executive Agent for Small Arms Logistics, ATTN: AMSTA-LC-CSL, Building 110, 2d Floor, Rock Island, IL 61299-7630. A second copy is provided to Commander, U.S. Army TACOM, ATTN: AMSTA-LC-CST (Section 1122 Coordinator), Rock Island, IL 61299-7630.

Chapter 6 Issues, Loans, and Donations for Scouting

Section I General

6-1. General

This chapter provides information relative to the issue, loan, or donation of Government property to the Boy Scouts of America (BSA) and the Girl Scouts of America.

6-2. Guidance

- a.* Issues are made under the provisions of the loan agreement and reimbursement is made for adjusted shortages and damages.
- b.* Provisions for donations of surplus property to Boy Scout organizations, including lists of classes of donative property, are contained in DOD 4160.21-M, chapter 10.
- c.* The loan of certain Army, Navy, Air Force, and Defense Logistics Agency (DLA) equipment and the provision of transportation and other services for Jamborees is initially provided for by 10 USC 2554.

6-3. Procedure

Loan agreements are mutually developed before the actual lending of the equipment. AR 700-131 is used as the guide for preparing loan agreements. Authority for commanders to participate in World and National Jamborees is included in section II of this chapter. Procedures for loan of equipment and the provision of transportation and other services to the BSA for World and National Jamborees is included in section III of this chapter. See figure 6-1 for a sample loan agreement to be executed by area installation commanders.

Section II

World and National Boy Scout Jamborees

6-4. Authority

10 USC 2554 authorized the Secretary of Defense to lend certain equipment and provide transportation and other services to the BSA in support of World and National Jamborees. The Secretary of Defense has delegated his or her authority and responsibility for the support of Jamborees to the Secretary of the Army. The Commander, AMC, ATTN: AMCLG-LS, has been assigned to monitor the program for the Secretary of the Army.

6-5. Group travel and visits

Many scouts and leaders will travel in groups and their itinerary will include visits to places of interest in CONUS en route to and from Jamborees. Such group travel may begin in June and extend into September and October of the Jamboree year. In keeping with Department of the Army policies, commanders of Army installations may extend an invitation to and honor requests from scout groups en route to and from the Jamboree to visit and encamp at their installation.

6-6. Commissary and post privileges

Installation commanders are authorized to provide commissary and post exchange privileges to BSA groups en route to and from the Jamboree for food items such as bread, meat, and dairy products. These privileges will be extended only to BSA groups who are en route to or from the Jamboree and who are encamped or quartered at the installation or the Jamboree site. Commissary and post exchange privileges for supply and food items extended to BSA groups while encamped at the Jamboree site will only be honored upon application by officials of the BSA to supplement supplies and rations not considered adequate for American scouts or scouters.

6-7. Arrangements

The BSA National Headquarters has informed regional BSA executives of the contents of this regulation and that arrangements pursuant to this regulation must be made in advance directly with the installation commanders. However, commanders will consider factors of extenuation or emergency that may preclude advance arrangements.

6-8. Hospitalization

In accordance with AR 40-400, paragraph 3-46, scouts and scout leaders are authorized to receive medical care at U.S. Army medical facilities when participating in Army sponsored activities. Additionally, scouts and scout leaders attending Jamborees are considered designees of the Secretary of the Army to receive medical care at U.S. Army medical facilities. The reciprocal rate will not be charged. Subsistence charges will be charged for hospitalized patients, but will not be collected locally. Each scout and leader participating in Jamborees and hospitalized in Army medical treatment facilities will be reported to The Surgeon General, ATTN: SGPE-ZA, Department of the Army, Washington, DC 20324-2000, on DD Form 7 (Report of Treatment Furnished Pay Patients; Hospitalization Furnished (Part A)). No local collections are authorized.

6-9. Service or agency coordination

- a.* The Secretary of the Army or named designee will maintain liaison as appropriate with the Departments of the Navy and the Air Force, and the DLA to obtain the necessary equipment, transportation, and services to support BSA.
- b.* Other departments (agencies) of the Federal Government are authorized under such regulations as may be prescribed by the Secretary (Administrator) thereof, to provide to the BSA equipment and other services under the same conditions and restrictions prescribed for the Secretary of the Defense.

Section III

Procedure for Loan of Equipment and Provision of Transportation and Other Services to the Boy Scouts of America for World and National Jamborees

6-10. Preliminary actions

- a.* The DOD is authorized to lend certain items and provide transportation and certain other services to such Jamborees in accordance with the provisions of 10 USC 2554 and DOD 7045.7H.
- b.* Before the loan of property and provision of transportation and other services, an appropriate agreement will be executed between the United States of America and the activity to be supported (figures 6-1 and 6-2). A comptroller's statement (figure 6-3) will accompany the loan agreement. A bond (figure 6-4), in an amount specified by the Commander, AMC, based on statute will be taken by the Army installation commander and held until termination of the encampment and final settlement is made for each Jamboree.
- c.* The Army installation commander designated on behalf of the Commander, AMC, representing the Secretary of Defense, will enter into legal arrangements with the BSA for the loan of equipment and the provision of transportation

and certain other services for Boy Scouts World and National Jamborees. National Jamborees include Jamborees conducted by and within the United States and also those conducted by and within foreign nations.

d. The Army installation commander will appoint a Property Book Officer who will maintain separate stock records in order to provide for a single final billing to the supported activity (BSA) for items consumed, lost, damaged or destroyed. The Department of the Army will not be billed for items obtained from other than Army sources, except medical supply losses. Bills for medical supply losses will be submitted to the U.S. Army Surgeon for payment. He or she will establish liaison with the activity to be supported. The property book account will be established per AR 710–2, chapter 2.

e. The Army installation commander will task his or her surgeon for medical supply support to the Jamborees. Each surgeon designated should appoint an accountable officer and furnish the name, location, and routing identifier of a project office wherein medical supply problems can be resolved.

f. The Property Book Officer is authorized direct communication with the source of supply, other military department liaison personnel and AMC major subordinate commands to resolve routine supply problems.

6–11. Preparing bills of material

a. The activity BSA will submit a list of equipment and supplies desired to the Army installation commander. This list will be edited during and subsequent to preliminary conferences with representatives of the activity and furnished to Commander, AMC, ATTN: AMCLG–LS, 5001 Eisenhower Ave., Alexandria VA 22333–0001. The bill of material will be forwarded through the Commander, MACOM, for screening to determine in-house availability prior to placing requisitions on CONUS supply points.

b. Headquarters, AMC, will convert the informal list to a tentative bill of material and will furnish the respective commodity command that part of the bill of material for their items of logistical responsibility. See figure 6–5 for a sample bill of material is included as figure 6–5. Copies of the entire tentative bill of material will also be furnished to each of the military departments authorized to participate in the support of the encampments.

c. When item availability information is on hand and the sources to be used are determined (paragraph 6–13), a bill of material (figure 6–5) will be prepared by Headquarters, AMC, and forwarded through the Commander, MACOM, to the Army installation commander concerned.

d. The bill of material will list, by commodity command or military department, all items desired, identified by NSN description, quantity desired, and required delivery date. The NSN will provide identification of the items required. Items will be identified by the property book officer to the responsible commodity command or military department as indicated in table 6–1:

Table 6–1
Commodity command/department identification codes

Command/department: U.S. Army Communications-Electronics Command (CECOM)
Identification code: 1

Command/department: U.S. Army Tank-automotive and Armaments Command (TACOM)
Identification code: 4

Command/department: Defense Logistics Agency (DLA)
Identification code: 5

Command/department: Department of the Navy
Identification code: 6

Command/department: Department of the Air Force
Identification code: 7

Command/department: Other Army installations
Identification code: 8

e. The bill of material will be screened to ensure that radioactive items restricted for military use are not included.

6–12. Establishing property transaction records

a. A property transaction record reflecting complete information about each item loaned to the activity will be established and maintained by the property book officer (figure 6–6) and the respective commodity command-military department (figure 6–7). Sample formats for the property transaction records are found in figures 6–6 through 6–8.

b. The property book officer will also establish and maintain separate property transaction records for items obtained from supply sources other than Army commodity commands (in other words, other Army installations, Department of the Navy, Department of the Air Force) (figure 6–8).

c. Each entry on the property transaction record will be supported by appropriate documentation: the commodity

command will keep copies of shipping documents, copies of return documents, and copies of surveillance inspection report; the property book officer will keep requisition voucher files and hand receipt cards. This is particularly important for reconciliation purposes in order that all property received from each source will be returned to that source upon termination of each encampment.

6-13. Locating and obtaining equipment and supplies

a. The respective commodity commands or military departments will screen the tentative bill of material (paragraph 6-11b) and determine availability and source of supply identified by routing identifier code. They will advise Headquarters, AMC, ATTN: AMCLG-LS of availability, appropriate substitute items when the requested items are not available in sufficient quantity, and the source of supply for requisitioning purposes.

b. The bill of material will be screened within the MACOM to determine those items that can be obtained from assets available in the command.

c. The property book officer will requisition equipment and supplies from the source of supply as indicated by Commander, AMC in accordance with AR 725-50 or other separately furnished instructions. The requisition number, quantity requisitioned, stock number, and source of supply will be entered in the property transaction record.

d. The Federal Property and Administrative Services Act of 1949, as amended, authorizes the Administrator, General Services Administration (GSA) to loan GSA General Supply Fund Material to the DOD and other Federal agencies. Loan will be made to the extent that items are readily available and that such loans will not jeopardize the GSA stock inventory. The loan of GSA General Supply Fund Material will normally be limited to 90 calendar days. Requisitions for GSA material should be submitted to the nearest GSA Regional Office by the Army installation commander.

e. Formal accountability for all items shipped to the site of the activity will be retained by the appropriate accountable activity. Property and financial accounting will be in accordance with respective military department regulations governing loans.

f. The shipping depot or other source will furnish a copy of the shipping document to the respective commodity command or military department where the quantity charged, date shipped, condition of the property, and total value will be posted to the property transaction record.

g. Upon receipt of the advance copy of the shipping document, the commodity command or military department will post information to their transaction record, by source, as discussed in paragraph 6-12a.

h. When the shipment is received, the property book officer will inspect the property. A narrative statement of condition will be prepared if condition of the property is other than that indicated on the shipping document and referenced to the condition entry on the property transaction record. The source of supply, as appropriate, will be immediately notified of overages or shortages and verified in condition, as provided in AR 735-11-2. The property book officer will enter on the shipping document the quantity actually received when it differs from quantity shown as shipped and will post the quantities received to the property book record.

i. Discrepancies between the quantity shipped by the depot and that received by the property book officer and variance in condition will be reconciled as rapidly as possible and appropriate records will be brought into agreement. When shortage or damage is not attributable to the carrier, the property book officer will immediately contact the responsible source of supply, furnishing the stock number and document number involved, together with an explanation of the discrepancy. Reconciliation is particularly important in order to ensure a common point of departure in determining charges to be assessed upon termination of the activity. Replacement shipments, when required, will be covered by appropriate shipping documents.

j. Special instructions for DLA, clothing and textile items, are given below. (See AR 700-49/DLAR 4140.27/AFR 400-52/MCO 4443.10).

(1) Material issued as new (condition code A) and returned in serviceable condition (condition code B) will be billed at 50 percent value of current standard price. Condition code B is applied to all returned serviceable material that has been used regardless of period of usage.

(2) Material issued as condition code A and returned in unserviceable, economically repairable condition will be billed at 50 percent value plus cost of repairs or reconditioning.

(3) Material issued as condition code B and returned in unserviceable, economically repairable condition will be billed for cost of repairs or reconditioning only.

(4) The instructions above are applicable to the following Federal supply classes (FSCs) of material (DLAR 7000.4): 7105, 7210, 8305, 8310, 8315, 8320, 8325, 8330, 8335, 8340, 8345, 8405, 8410, 8415, 8420, 8425, 8430, 8435, 8440, 8445, 8450, 8455, 8460, 8465, and 8470.

(5) The following DLA items will be billed at 100 percent value unless new and unused upon return:

(a) All basic textiles.

(b) All flags (FSC 8345).

(c) Sheets, pillow cases, table cloths, bedspreads, mattresses (FSC 7210).

(d) Military police items (FSC 8465).

(e) Canteen, water.

(6) Strive to obtain condition code B stocks for loan to the scouts. When condition code B items are not available, coordinate with the BSA to determine DLA items to be requisitioned.

6-14. Property book account

a. The property book account formally accounts for property shipped to the activity site and records the loan of the property to the using activity.

b. Maintain the account in accordance with AR 710-2, paragraph 2-5, except for the following modifications:

(1) References to financial inventory accounting are not applicable. The installation accountable officer will establish a jacket file for all items shipped to the property book account and maintain the account until settlement is made in accordance with paragraph 6-17.

(2) The authorized stockage list is the bill of material. Requisitioning objectives will not be established.

c. Use DA Form 2062 to account for property loaned to the supporting activity. Use a separate line item entry on DA Form 2062 to support the "balance on hand" column on each stock accounting record.

d. The property book account discussed above will be maintained separately, and property included in it will not be commingled with other accounts even though the property book officer may have responsibility for another account.

6-15. Transportation

a. *General.*

(1) The responsibility of coordinating movement of equipment and supplies placed on loan to the BSA during National and World Jamborees is delegated to the Commander, AMC, ATTN: AMCLG-LS, 5001 Eisenhower Ave, Alexandria, VA 22333-0001.

(2) All requisitions for questionable items will be shipped by commercial bill of lading on a collect basis to all National Jamborees and World Jamborees held in the United States.

(3) Shipments to BSA contingents at World Jamborees in foreign countries will be by Government bills of lading, unless otherwise specified by BSA.

(4) All shipments directed to BSA Jamborees will be routed by the most feasible means, as determined by the shipper. Consolidate shipments to the maximum extent possible to assure the lowest charges available to the BSA.

(5) Provide separate shipping instructions for each Jamboree to assure that correct consignee and railhead addresses are furnished.

b. *Military Sealift Command.*

(1) Although pertinent directives and 10 USC 2554 authorize transporting Boy Scouts on military vessels, the Military Sealift Command (MSC) has no capability to provide such transportation.

(2) The MSC is an industrial-funded organization and charges the military Service for sealifts in accordance with established rates. The host command will be responsible to compensate the MSC for any equipment or material moved on MSC ships. The limitations inherent in 10 USC 2554 stipulate that transportation support provided will be at no cost to the Government. Under these directions, BSA equipment or material is not authorized movement on a space-available basis without prior approval of the Secretary of Defense.

(3) All billings for transportation provided by MSC will be forwarded to the appropriate Army installation commander of the supporting MACOM who will in turn request reimbursement from the BSA.

c. *Air Mobility Command—Air Force.*

(1) Space-required reimbursable transportation (to include return trip) by Air Mobility Command – Air Force (AMC-AF) aircraft over established AMC-AF channels is authorized from the United States or overseas military commands to U.S. aerial ports, or other overseas locations. Such transportation will be provided only to the extent that it does not interfere with the requirements of military operations, and only to those Boy Scouts, Scouters, and officials certified by the BSA as representing the BSA at any National or World Jamboree. Certification by the BSA will be in the form of a letter identifying each such individual as their authorized representative at the Jamboree. This letter of authorization must be presented to the sponsoring command or installation.

(2) Boy Scouts, scouters, officials and their equipment will be moved after all space-required traffic, but before any space-available traffic.

(3) Each passenger is authorized the normal accompanying free baggage allowance of 66 pounds while traveling on AMC-AF aircraft. It is not contemplated that any excess baggage allowance will be authorized.

(4) Transportation of Boy Scouts, scouters, officials, and their equipment provided by AMC-AF controlled aircraft will be reimbursed at the common use tariff rates assessed U.S. Government traffic, as in Air Force Instruction (AFI) 24-201.

(5) On the basis of letters of authorization issued by the BSA, the BSA will monitor services provided by the DOD. One copy of each BSA letter of authorization will be forwarded to the Commander, AMC, ATTN: AMCLG-LS, 5001 Eisenhower Ave., Alexandria, VA 22333-0001, for planning purposes. This letter of authorization should specify whether one way or round-trip transportation is requested.

(6) Movement of Boy Scouts, scouters, and officials living in the United States of America to a Jamboree within the

United States of America or to a Jamboree in an overseas area will be the responsibility of the BSA or the individuals concerned.

(7) No authority exists under 10 USC 2554 for the movement of Boy Scouts, scouters, and officials via military capabilities other than those of the Air Mobility Command or the Military Sealift Command.

d. AMC responsibilities include the following:

(1) Compiling a passenger forecast to be submitted to AMC-AF.

(2) Providing Military Traffic Management Command (MTMC) an information copy of the passenger forecast.

e. The responsibilities of the sponsoring overseas command include—

(1) Verifying that Scout passengers are officially authorized representatives of BSA in accordance with paragraph (1) above.

(2) Making all necessary passenger reservations with AMC-AF, for transportation originating overseas. The overseas command will submit CONUS outbound return passenger requirements to Commander, MTMC, ATTN: MTMC-PTO-P, Washington, DC 20315-5050.

(3) Issuing each passenger a DD Form 1482-1 (AMC-AF Transportation Authorization) for transportation from the overseas location and return, when round trip transportation has been requested. The customer identification code, item (7) of the DD Form 1482-1, should be designated—JBWJ—which was approved by as the permanent CIC for direct billing purposes to National Office, BSA, 1325 Walnut Hill Lane, Irving, TX 75038-3096.

(4) Ensuring that each Scout passenger has a completed DD Form 1381, (Air Transportation Agreement (LRA)) signed by a parent, guardian, or other legally responsible individual.

(5) Evaluating the use and necessity of military airlift within or between overseas locations. This evaluation will include such factors as reasonable travel time, number of connections required, and assurance of Scout group integrity. Surface transportation will normally be used for travel within an overseas area.

f. The responsibilities of the MTMC include—

(1) Evaluating the return outbound passenger requirements, and making the necessary transportation arrangements so as to maintain Scout group integrity at all times.

(2) Assisting the BSA in completing required documentation and ensuring that passengers are travel ready prior to the return flight.

g. Authorized use. 10 USC 2554 does not authorize the use of the DOD transportation by Scouts, Scouters, and officials of foreign nations. All requests to transport such persons should be forwarded through the unified command channels to the Office of the Assistant Secretary of Defense (Public Affairs). However, DOD does not contemplate authorization for the use of MAC aircraft for other than U.S. Scouts, Scouters, and Officials.

h. Use of military helicopters. Use of military helicopters in support of medical evacuation, VIP transport, and press and photo services is to be determined on a case-by-case basis by the local aviation unit in coordination with the servicing office of the staff judge advocate.

6-16. Disposition of equipment and supplies

a. The commodity commands (military departments) will provide the property book officer with automatic disposition instructions for all property under their cognizance shipped to the activity site. These instructions will be furnished at the earliest possible date, but in no event, later than 15 days prior to the termination of the activity. Disposition instructions for items obtained from the area as from each other source will be furnished by the source of supply from which received.

b. The property book officer will ship the property to destinations specified in the disposition instructions. Posts, camps and stations to which property is shipped will be requested to inspect the property immediately and advise on overages and shortages, discrepancies in condition, and repair cost. The quantity returned, returning document number, date returned, condition, and returning document value of overages or shortages will be posted to the property transaction record by the property book officer.

c. The receiving depot or other installation will immediately inspect the property received for quantity and condition. An annotated copy of the shipping document will be forwarded immediately by the depot or other receiving installation to the commodity command or military department. The property book officer will be immediately advised of overages and shortages and the discrepancies will be reconciled between the property book officer and the consignee. Any change by the property book officer to the quantity shipped will be fully documented on his or her property transaction record.

d. To facilitate the expeditious return of supplies and equipment, it is recommended that onsite inspection be conducted by qualified depot or installation inspectors, the objective being to make final determination of charges to be assessed against the BSA prior to the return of equipment and supplies. Losses or damages incurred while in transit should be reconciled by the property book officer or depots prior to final assessment of charges.

e. The receiving depot or installation will prepare an Inspection and Surveillance Report for each item returned that requires rehabilitation or replacement of shortages, which includes the cost of rehabilitating the equipment and the value of shortages. The receiving depot or installation will forward a minimum of two copies of each report to the appropriate commodity command or military department.

f. The accountable activity, appropriate commodity command or military department will post the quantity received, depot receiving the property, condition, quantity over or short, dollar value over or short, repair cost and stock status to the property transaction record and advise the property book officer by letter of final postings. Shortages or damages discovered at the receiving depot which do not reflect on the property book officer's records at time of shipment must be reconciled to determine actual costs for rehabilitation chargeable to the BSA. Damages or losses in transit should not be charged to the BSA. Efforts to determine cause and responsibilities should be reconciled with the carrier.

6-17. Determination of charges and settlement

a. All property on which repair cost is claimed will be held at the depot or post, camp or station until final charges are determined and a release is given by the Commander, AMC.

b. The commodity command or military department will prepare the following information and statement, and forward them to Commander, AMC, for final review:

(1) Complete property transaction record and supporting documents.

(2) Proper accounts for which reimbursement received for shortages and repairs are to be deposited.

(3) The following statement: "The losses or damages indicated on the property transaction report in the amount of: \$, represent the total claims by (appropriate commodity command or military department) relative to commodity command or military department property loaned to the Boy Scouts of America. Upon settlement and deposit to the proper account, the Commander of the respective commodity command or military department releases the Boy Scouts of America from further obligation."

(4) Statements as to the general type of repair (for example, tentage, repair tears, insert new panels, and replace grommets) will be reported on a separate addendum to the property transaction record for items requiring repair.

c. The Army installation commander will prepare the following information and statement for property furnished for assets in the command and will forward this to the Commander, AMC:

(1) Same as *b*(1), above.

(2) Same as *b*(2), above.

(3) The following statement: "The losses or damages indicated on the property transaction record in the amount of: \$, represent the total claims by (appropriate Army element) relative to (appropriate Army element) property loaned to the Boy Scouts of America. Upon settlement and deposit to the proper account, the Army installation commander releases the Boy Scouts of America from further obligations."

(4) Same as *b*(4), above.

d. Commander, AMC will review the charges; inspect property to be repaired, if necessary; reconcile any discrepancies; and determine final charges to be leveled against the supported activity (BSA). Approved list of charges will be forwarded to the commander of the appropriate U.S. Army Installation for collection and property being held for repair will be released.

e. The Army installation commander will prepare and dispatch a letter to the supported activity (BSA) and request payment be made payable to the Treasurer of the United States. Upon receipt of payment, collection documents will be prepared, and appropriate fiscal accounts as furnished by the respective commodity commands or military departments (*b* and *c* above) credited. The Installation Surgeon will take action to reimburse the DLA stock fund for expendable medical supply losses reported. The Army installation commander will close the property transaction record account.

f. The Army installation commander will advise through the MACOM (military departments; Commander, AMC; and DA) that settlement has been accomplished. The respective commodity command or military department property transaction records will be closed upon receipt of the foregoing advice.

g. The Commander, AMC, will advise the Army installation commander, through the appropriate MACOM commander, to return the bond to the BSA.

h. In the event of unsatisfactory settlement, the proceeds of the bond will be used to satisfy the claim. The power of attorney executed in connection with the agreement will be invoked and proceeds collected from the bond.

SAMPLE

**AGREEMENT BETWEEN THE UNITED STATES OF AMERICA AND
THE BOY SCOUTS OF AMERICA IN CONNECTION WITH
EQUIPMENT LOANED AND TRANSPORTATION AND OTHER
SERVICES PROVIDED FOR WORLD AND NATIONAL JAMBOREES**

Agreement made this _____ day of _____, 200____, in duplicate by and between the United States of America, hereinafter referred to as the Party of the First Part, and the Boy Scouts of America, Irving, TX 75038-3096, a corporation organized and existing under and by virtue of the laws of the District of Columbia, hereinafter referred to as the Party of the Second Part.

This agreement shall bind the successors and assigns of the Party of the Second Part.

Pursuant to Section 133(d), Title 10, United States Code, The Secretary of the Army has been delegated authority with power of successive delegation to act as the representative of the Secretary of Defense. The authority to enter into this agreement has been further delegated to the commanders of the appropriate Army Installation.

1. The Party of the First Part agrees to lend such equipment as may be necessary for the accommodation of the boy Scouts and Officials at World and National Jamborees to be held during specified periods at appropriate site.

2. This agreement by the Party of the First Part is predicated upon the performance by the Party of the Second Part of the following conditions precedent:

a. Before delivery of any property or the provision of any transportation and other services by the Party of the First Part, the Party of the Second Part shall post a bond acceptable to the Party of the First Part in the amount of _____ in the form attached hereto, for the same return of such property in good order and condition and for reimbursement of transportation provided and the whole without expense to the United States.

b. The Party of the Second Part shall make a formal request for such equipment and transportation as may be useful or necessary in connection with the world and National Jamborees. The Party of the First Part will make formal determination of the availability of requested equipment and propriety of providing any transportation and incidental services in accordance with existing Federal Statutes and Department of the Army Regulations and Directives.

3. The Party of the Second Part agrees:

a. To appoint a representative for the purpose of making joint inventories of all equipment at the time of the receipt and return thereof, respectively. Said representative shall be authorized to, and shall, execute receipted shipping documents for the equipment, upon delivery, and shall certify as to the correctness of the inventory of all equipment returned.

Figure 6-1. Sample of a loan agreement between the United States of America and the Boy Scouts of America for equipment loaned and transportation and other services provided for world and national jamborees.

b. To provide such personnel as may be necessary to maintain and operate the equipment loaned, such necessity to be determined by the Party of the First Part.

c. To permit and facilitate inspection by representatives of the Party of the First Part at any and all times both of the equipment loaned and of the provisions made by the Party of the Second part for compliance with the paragraphs numbered 3a and 3b hereof.

d. To turn back to the Department of the Army within 60 days, but not later than the termination of the Jamboree, except in case of emergency, after demand therefore by the Party of the First Part, all equipment loaned in accordance with this Agreement in good order and condition, reasonable wear and tear excepted, and the whole without expense to the Party of the First Part.

e. To pay transportation costs of all equipment loaned from source of supply to destination and passenger transportation provided from oversea areas to CONUS or to other areas and return.

f. To pay upon demand of the Party of the First Part reasonable and necessary expense of rehabilitation of equipment after use at world and national jamborees, such rehabilitation to be accomplished in a manner satisfactory to the Party of the First Part. Rehabilitation shall not be deemed required when equipment has suffered only reasonable wear and tear. Transportation charges incurred by the Party of the First Part in connection with said rehabilitation shall be paid as part of said expense.

g. To pay upon demand by the Party of the First Part for all items lost, destroyed or damaged beyond prospect of economical repair as reasonably determined by the Party of the First Part.

h. To save the Party of the First Part from all expense in the loan of equipment and the provision of transportation and other services and from any incidental loss, expense, damage, claims, or liability whatsoever not specifically mentioned herein arising in connection with said loan of equipment provision of transportation and other services.

i. To take specific measures to protect the interests of the Party of the First Part by procuring comprehensive insurance for all property loaned, including motorized equipment covered for liability, property damage, fire, theft, and deductible collision, and to file duplicate copies of such insurance policy or policies with the Party of the First Part.

4. The Party of the Second Part further agrees that no member of or delegate to Congress shall be admitted to any share or part of such contract or agreement or to any benefit to arise there from.

Figure 6-1. Sample of a loan agreement between the United States of America and the Boy Scouts of America for equipment loaned and transportation and other services provided for world and national jamborees—Continued

In Witness Whereof the Party of the First Part has executed these presents as of the day and year above written.

THE UNITED STATES OF AMERICA

By: _____
Commander, United States Army
Appropriate Army Installation

In Witness Whereof the Party of the Second Part has executed these presents as of this ____ day of ____.

BOY SCOUTS OF AMERICA

By: _____
Name
Chief Scout Executive

By: _____
Name
Director, National Events
Jamboree Administrator

Figure 6-1. Sample of a loan agreement between the United States of America and the Boy Scouts of America for equipment loaned and transportation and other services provided for world and national jamborees—Continued

POWER OF ATTORNEY

Know all men by these presents, that the Boy Scouts of America is a corporation, having its principal office in the City of Irving, State of Texas, does hereby constitute and appoint the Finance and Accounting Officer, (appropriate Army Installation), acting for and in behalf of the (Commander, appropriate MACOM), and his successors in office as attorney for said corporation, or its authorized representatives, for and in the name of said corporation to collect or to sell, assign and transfer certain securities described as follows:

United States of America Treasury Bonds 2½% due ___ such securities having been deposited by it, pursuant to authority conferred by Section 1126 of the Revenue Act of 1926, as amended, and subject to the provisions thereof and of Treasury Department Circular No. 154, dated February 6, 1935, as security for the faithful performance of any and all of the conditions or stipulations of a certain obligation entered into by it with the United States, under date of _____ which is hereby made a part hereof, and the undersigned agrees that, in case of any default in the performance of any of the conditions and stipulations of such or any part thereof, or to sell, assign, and transfer said securities or any part thereof without notice, at public or private sale, free from equity of redemption and without appraisalment or evaluation, notice of right to redeem being waived, and to apply the proceeds of such sale or collection, in whole or in part, the satisfaction of such default and the undersigned further agree that the authority herein granted is irrevocable.

And such corporation hereby for itself, its successors and assigns, ratifies and confirms such action as is proper, taken within the scope of this Power.

In Witness Whereof, the Boy Scouts of America, the corporation hereinabove named by its Chief Scout Executive and Comptroller duly authorized to act in the premises, has executed this instrument and caused the seal of the corporation to be affixed this _____ day of _____, 200____.

BOY SCOUTS OF AMERICA

By: _____
Name
Chief Scout Executive

By: _____
Name
Comptroller

Before me, the undersigned, a Notary Public within and for the County of _____ in the State of Texas, personally appeared _____, Chief Scout Executive, and _____, Comptroller, and for and on behalf of said Boy Scouts of America, a corporation, acknowledged the execution of the foregoing power of attorney.

Witness my hand and notarial seal this _____ day of _____, 200____.

NOTARIAL SEAL _____
(Notary Public)

Figure 6-2. Sample of a power of attorney

SAMPLE

COMPTROLLER'S CERTIFICATE

I, _____, certify as follows:

(1) I am the Comptroller of the Boy Scouts of America identified as the Party of the Second Part in the foregoing agreement;

(2) _____, who signed said agreement on behalf of Boy Scouts of America as Chief Scout Executive of said corporation on the day he signed said agreement for and on behalf of said corporation;

(3) _____, who also signed said agreement on behalf of said corporation was the Director of National Events of said corporation on the day he signed said agreement for and on behalf of said corporation;

(4) _____ and _____, on the day they signed this agreement were acting pursuant to authority granted to them by the said corporation Executive Board and that the execution hereof is within the scope of the said corporation's corporative powers.

In witness whereof, I have hereunto set my hand and seal of said corporation this _____ day of _____, 200_____.

Name
Comptroller, Boy Scouts of America

Figure 6-3. Sample of Comptroller's certificate

SAMPLE

**BOND FOR SAFEKEEPING OF PUBLIC SUPPLIES, EQUIPMENT
AND MEANS OF TRANSPORTATION ISSUED TO THE BOY SCOUTS
OF AMERICA UNDER 10 USC § 2544, APPROVED 10 MARCH 2001**

Know all men by these presents, that the Boy Scouts of America in the City of Irving and the State of Texas, as obligor is held and firmly bound unto the United States of America in the penal sum of _____, lawful securities of the United States, for the payment of which sum, well and truly to be made to the United States, without relief from evaluation or appraisement laws said organization binds itself, its successors and assigns firmly by these presents.

The condition of the above obligation is such, that whereas the Boy Scouts of America is a corporation to which by 10 USC § 2544, approved 10 March 1972, the Secretary of Defense is authorized to lend, under such regulations as he may prescribe, such equipment and provide such transportation as may be necessary and useful for the accommodation of the Boy Scouts and officials at World and National Jamborees of the Boy Scouts of America to be held at (appropriate site), subject to the provision that before delivering such property he shall take from the Boy Scouts of America a good and sufficient bond for the safe return of such property in good order and condition and the whole without expense to the United States.

Now, therefore, if as to all the property of the United States to be issued to the Boy Scouts of America shall take good care of, safely keep and account, and shall, when required by the Secretary of Defense or his authorized representative, safely return to Department of the Army all said property issued and covered by this bond within 60 days from the conclusion of said Jamboree, the whole without expense to the United States, in as good order and in the same condition as that in which the equipment and property existed at the date of delivery, reasonable wear excepted, or upon formal demand make adequate monetary compensation for items lost or damaged beyond prospect of economic repair as well as for costs or renovation or repair of items accomplished at Government repair facilities and for transportation provided from overseas areas to CONUS and return or to other overseas areas and return or as more fully set forth and defined in the agreement dated ____ between the United States of America and the Boy Scouts of America, then this obligation shall become inoperative and void, otherwise to remain in full force and virtue.

The above-bounded obligor, in order to more fully secure the United States in the payment of the aforementioned sum, hereby pledges as security therefore, in accordance with the provisions of Section 1126 of the Revenue Act of 1926, as amended, Government securities in the principal amount of ____ which are numbered serially, are in the denominations and amounts, are otherwise more particularly described as follows:

United States of America Treasury Bonds 2½% due _____.

Interest on said securities shall accrue and be paid to the Boy Scouts of America except and unless there occurs a default as defined herein and said securities are sold and applied to the satisfaction of such default as provided herein. Said securities have this day been deposited with the Finance and Accounting Officer (appropriate Army Installation) and his receipt taken therefore.

Figure 6-4. Sample bond for safekeeping of equipment, and means of transportation issued to the Boy Scouts of America

Contemporaneously, herewith the undersigned have also executed an irrevocable power of attorney and agreement in favor of the Finance and Accounting Officer, (appropriate Army Installation), acting for and in behalf of (appropriate MACOM) authorizing and empowering said officer as such attorney to disburse said funds so deposited, or any part thereof, in case of any default in the performance of any of the above-named conditions or stipulations.

In Witness Whereof, this bond has been signed, sealed, and delivered by the above-named obligor, this _____ day of _____ 200_____.

BOY SCOUTS OF AMERICA

Name
Chief Scout Executive

SEAL

Name
Comptroller

SEAL

Signed, sealed, and delivered in the presence of:

(Name)

(Address)

(Name)

(Address)

Before me, the undersigned, a Notary Public within and for the County of _____, in the State of Texas, personally appeared _____, Chief Scout Executive, and for and in behalf of said Boy Scouts of America, a corporation, acknowledged the execution of the foregoing bond.

Witness my hand and notarial seal this _____ day of _____, 200_____.

Notarial Seal _____
(Notary Public)

My commission expires _____

Figure 6-4. Sample bond for safekeeping of equipment, and means of transportation issued to the Boy Scouts of America—
Continued

DATE _____

**BILL OF MATERIAL
(Activity)**

Item No.	NSN	Description	Quantity	Date Required	Quantity Available	Unit Price	Located At
----------	-----	-------------	----------	---------------	--------------------	------------	------------

Notes:

1. Separate sheets will be kept for property of each Commodity Command (Military Department).
2. Item numbers will be listed vertically. If an item has components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
3. The availability and location columns will be completed by each Commodity Command (Military Department).

Figure 6-5. Sample format for a Bill of Material

PROPERTY TRANSACTION RECORD (Accountable Property Officer—Commodity Command Property)										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Item No.	NSN	Description	Unit Price	Depot Shipping	Quantity Requisitioned	Date Shipped	Quantity Charged (Received)	Date Received	Condition	
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Return Doc #	Total Value	Quantity Credited (Shipped)	Depot Receiving	Condition	Quantity Over	Quantity Short	Dollar Value Over (-) Short (+)	Repair Cost	Stock Status	Total Charge

Note:

1. Separate sheets will be maintained for each Commodity Command.
2. Item numbers will be listed vertically.
3. If items have components that are susceptible to loss or damage and normally accounted for separately, for example, tent pins and poles, they will be listed separately.
4. Column 21 is determined by adding columns 18 and 19.

Figure 6-6. Sample of property transaction record for the accountable property officer—commodity command property

PROPERTY TRANSACTION RECORD
(Commodity Command—Military Department)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Item No.	NSN	Description	Unit Price	Depot Shipping	Quantity Charged (Shipped)	Date Shipped	Condition	Shipping Doc #	Total Value
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Quantity Credited (Returned)	Depot Receiving	Return Doc #	Condition	Quantity Over	Quantity Short	Dollar Value Over (-) Short (+)	Repair Cost	Stock Status (Excess Req)	Total Charge

Note:

- Item numbers will be listed vertically.
- If items have components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
- Column 20 is determined by adding columns 17 and 18, column 18 will not be included in the calculation if the items are Commodity Command (Military Department) excess.

Figure 6–7. Sample of a property transaction record for the commodity command—military department

PROPERTY TRANSACTION RECORD
(Accountable Property Officer—Property from Source other than Army Commodity Command ICPs)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
Item No.	NSN	Description	Unit Price	Requisition No.	Quantity Charged Requisitioned	Shipping Source	Quantity Charged (Received)	Date Received	Condition	Other Source Credit Voucher No.	
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
Account Debit Voucher No.	Total Value	Quantity Credited (Shipped)	Receiving Point	Account Credit Voucher No.	Condition	Quantity Over	Quantity Short	Dollar Value Over (-) Short (+)	Repair Cost	Stock Status	Total Charges

Notes:

- A separate sheet will be maintained for each of the following sources of equipment; post, camp and station; Department of Navy, Department of Air Force.
- Item numbers will be listed vertically.
- If items have components which are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
- Column 23 will not be completed by the Accountable Property Officer on sheets for property from posts; camps and stations. The US Army Materiel Command will determine stock status at the time of final review.
- Column 23 is calculated by adding columns 20 and 21. Column 21 will not be included in the calculation if the items are excess to a military department.

Figure 6–8. Sample of a property transaction record for an accountable property officer—property from source other than Army commodity command ICPs

Chapter 7 Exchange/Sale of Non-excess Personal Property

7-1. General

This chapter provides Army policy for implementing Department of Defense (DOD) 4140.1-R authority to exchange or sell eligible non-excess items and apply the credits or proceeds, in whole or in part, to acquire replacement items. Army policy prescribes exchanging, rather than replacing, eligible non-excess property whenever exchange promotes economical and efficient program accomplishment. (This authority does not apply to excess or surplus property.) All exchanges/sales will comply with this policy and the policy contained in—

- a. DOD 4140.1-R, section 6.2.
- b. Defense Federal Acquisition Regulation Supplement (DFARS), subpart 217.70.
- c. Title 41, Code of Federal Regulations Part 102-39 (41 CFR 102-39).
- d. DOD 7000.14-R.
- e. Army accounting procedures contained in policy memos.
- f. DFAS-IN Regulation 37-1.
- g. Other applicable financial regulations.

7-2. Purpose of exchange/sale authority

Exchange/sale authority permits the Army to reduce the need for additional funding for acquiring replacement personal property. When the Army has personal property to replace, it can exchange or sell that property and apply the exchange allowance or sales proceeds to acquire similar property. Acquisition of similar replacement property using exchange/sale proceeds must comply with the DOD 7000.14-R, Army accounting procedures, and other applicable financial regulations. Acquisition of replacement property may be by procurement, exchange, lease, or other means. Using the exchange sale authority enables agencies to avoid the costs associated with holding the property and processing it through the normal disposal cycle. If the Army does not use the exchange/sale authority but instead reports the property to be replaced as excess, any sales proceeds are sent to the miscellaneous receipts account at the U.S. Treasury and are lost to the Army.

7-3. Conditions of exchange/sale

The following provisions apply to exchanges/sales under this chapter:

a. Only non-excess materiel may be sold/exchanged under the provisions of this policy, 41 CFR 101, 41 CFR 102-39, and DOD 4140.1-R. Non-excess materiel is materiel that is no longer suitable for its intended purpose but for which a functional need still exists. Non-excess property must fall within one of the following categories:

(1) *Consumer level.* An item that—

(a) Is in current use and authorized by modification table of organization and equipment (MTOE), table of distribution and allowances (TDA), common table of allowances (CTA), joint table of allowances (JTA), or special authority under Vertical - The Army Authorization Document System (VTAADS) guidelines and is being replaced by a like item.

(b) Was in use and authorized by MTOE/TDA/CTA/JTA/special authority under VTAADS guidelines until it was replaced or designated for replacement by a similar item.

(2) *National level.* An item that is—

(a) Under the authorized acquisition objective.

(b) Obsolete because it has been replaced by a similar end item that performs the same function.

(c) A component or repair part that is obsolete because the end item it supports is being replaced by a similar end item that performs the same function.

(d) An end item, component, or repair part that has been replaced, or is due to be replaced, and for which the item manager has given local sale authority due to economic considerations (such as, exceeds maintenance expenditure limits).

b. Only the appropriate inventory control points (ICPs) and program managers (PMs) may exchange or sell centrally managed eligible non-excess items. PMs will coordinate exchanges and sales with managing ICPs. All centrally managed items must be reported to the appropriate ICP for disposition in accordance with existing supply policy. Consumer activities may sell/exchange eligible non-centrally managed items. In addition, consumer activities may sell/exchange centrally managed items that the ICP or PM has directed the installation to dispose of locally or to turn in to the Defense Reutilization and Marketing Service (DRMS).

c. Prior to conducting a sale or exchange, to the maximum extent practical, Federal Agencies known to use or distribute similar property must be solicited. If an agency wants the property, a reimbursable transfer will be conducted. The price negotiated must not be greater than the best estimate of what would have been received in a sale or exchange

on the open market (fair market value). Reimbursable transfers may also be conducted with the Senate, the House of Representatives, The Architect of the Capitol and activities under the Architect's direction, the District of Columbia, and mixed ownership Government corporations.

d. Prior to conducting a sale or exchange, to the maximum extent practical, State Agencies for Surplus Property (SASP) known to have an interest in acquiring should be solicited. Selling the property to the SASP through a negotiated sale at a fixed price should be considered under conditions specified in 41 CFR 101-45.304-12. Sales proceeds must be applied toward acquisition of replacement property.

e. Proceeds from exchange/sale of non-excess materiel may only be used to acquire materiel that is similar to the materiel sold/exchanged. Items are considered similar if they meet one of the following criteria:

- (1) They are identical.
- (2) They are designed or constructed for the same purpose. (For example, a chest X-ray machine is designed to create diagnostic impressions. It is similar to another machine that takes diagnostic impressions but it is not similar to X-ray film, which is a consumable supply item designed to receive and record specific diagnostic impressions.)
- (3) Both constitute parts or containers for identical or similar end items.
- (4) Both items fall within a single Federal supply classification (FSC) group of property that is eligible for handling under the exchange/sale authority.

f. Property acquired must be authorized for an approved program.

g. The number of items exchanged/sold must be equal to the number of items acquired unless one of the following applies—

- (1) The item(s) acquired perform(s) all or substantially all the tasks for which the item(s) being replaced would be used.
- (2) The item(s) acquired and the items exchanged/sold are parts or containers for identical or similar end items.

h. Materiel with demilitarization codes other than code A, B, or Q must be demilitarized in accordance with AR 700-144, DOD 4160.21-M-1, and other applicable regulations. End use certificates for items with demilitarization codes other than A will be obtained prior to exchange or sale.

i. Sales/exchanges of hazardous materials must meet all applicable regulations and laws.

j. Prior to conducting a sale or exchange, a determination will be made of which method, exchange or sale, will provide the greater return for the Government. When estimating the return under each method, all administrative and overhead costs will be considered. If the exchange allowance or estimated sales proceeds for property would be unreasonably low, property will be turned in for disposal in accordance with existing supply policies.

k. Proposed sales to or exchanges with foreign companies or individuals must be approved by HQDA for all non-DEMIL "A" coded items. Sales of DEMIL "A" coded items to foreign nationals and companies from friendly foreign governments specified in DRMS-I 4160.14, volume V, chapter 6, do not require HQDA approval. Requests for approval must be routed through MACOM Headquarters, to the Office of the Deputy Chief of Staff, G-4 (ODCS, G-4) Washington, DC 20310-0500. Requests to sell or exchange materiel outside of the United States will be accompanied by procedures to ensure all applicable Department of State and Department of Commerce export laws and regulations are complied with. MACOMs will coordinate these procedures with the U.S. Embassy in the country the property is to be sold or exchanged prior to submitting for approval.

l. In acquiring items for historical preservation or display under the authority of AR 870-5, historic items may be exchanged without regard to the FSC group, provided the exchange transaction is documented and certified by the Chief of Military History. Documentation must contain a determination that the item exchanged and the item acquired are historic items.

m. Books and periodicals in libraries may be exchanged for other books and periodicals without monetary appraisal or detailed listing or reporting.

7-4. Exclusions

a. This authority is not applicable to foreign military sales.

b. This authority may not be used to acquire—

- (1) Unauthorized replacement property
- (2) Replacement property that violates—

(a) Any restriction on procurement of a commodity or commodities.

(b) Any replacement policy or standard prescribed by the President, Congress, or the Administrator of General Services.

(c) Any contractual obligation.

c. This authority does not permit exchange or sale of—

- (1) Any item in the following Federal Supply Classification (FSC) groups:

Note. *DOD property in FSC Groups 10 (except FSC Class 1005), 12, and 14 may be sold/exchanged by the appropriate ICP or PM when all applicable demilitarization requirements, statutes, and regulations are met and when approved by HQ USAMC (AMCLG).

- (a)* 10: Weapons.*

- (b) 11: Nuclear ordnance.
 - (c) 12: Fire control equipment.*
 - (d) 14: Guided missiles.*
 - (e) 15: Aircraft and airframe structural components (except FSC class 1560 airframe structural components).
 - (f) 42: Firefighting, rescue, and safety equipment.
 - (g) 44: Nuclear reactors (FSC class 4472 only).
 - (h) 51: Hand tools.
 - (i) 54: Prefabricated structure and scaffolding.
 - (j) 68: Chemicals and chemical products, except medicinal chemicals.
 - (k) 71: Furniture, unless prior approval is received from the General Services Administration per DOD 4140.1-R.
 - (l) 84: Clothing, individual equipment, and insignia.
- (2) Combat material without demilitarization or approval by Headquarters, U.S. Army Materiel Command (USAMC) and the DOD Demilitarization Office.
 - (3) Materials in the National Defense Stockpile, section 98-98h, title 50, United States Code (50 USC 98-98h), or the Defense Production Act inventories, 50 USC 2093.
 - (4) Nuclear Regulatory Commission-controlled materiel unless the requirements of 41 CFR 101-42.1102-4 and other applicable regulations are met.
 - (5) Controlled substances unless the requirements of 41 CFR 101-42.1102-3 and other applicable regulations are met.
 - (6) Scrap materials, except in the case of scrap gold for fine gold.
 - (7) Property that was originally acquired as excess or forfeited property or from another source other than new procurement, unless such property has been in official use by the acquiring agency for at least one year. A waiver is required for excess or forfeited items or from another source other than new procurement in use less than one year.
 - (8) Property that is hazardous to public health or safety without first rendering such property innocuous or providing for adequate safeguards as part of the exchange/sale (such as decontamination of pesticide spray equipment).

7-5. Additional exclusions for installations and other consumer-level activities

In addition to the exclusions cited above, consumer activities may not sell or exchange—

- a. Any item in the following FSC groups:
 - (1) 13: Ammunition.
 - (2) 1560: Airframe structural components.
 - (3) 16: Aircraft parts.
 - (4) 1720: Aircraft launching equipment.
 - (5) 2350: Combat, assault, and tactical vehicles, tracked.
- b. Centrally managed materiel between consumer-level activities, except through the appropriate ICP unless authorized in writing by the ICP.
- c. Combat materiel requiring demilitarization, unless the materiel is demilitarized, and the activity is authorized to perform local demilitarization in accordance with AR 710-2, paragraph 1-16h.
- d. Flight Safety Critical Aircraft Parts, Nuclear Regulatory Commission-controlled s, Controlled substances, or any item with a controlled inventory item code other than “U,” “J,” “V,” “W,” “X,” “Y,” “Z.” (The appropriate ICPs or PMs may sell/exchange these items only as permitted by, and under the conditions outlined in, 41 CFR 101-37.610 and all other applicable DOD and Army policies and regulations.)

7-6. Annual report, report control number 1528-GSA-AN

a. In accordance with 41 CFR 102-39.75, within 90 calendar days after the close of each fiscal year, each MACOM will submit a summary report on the exchange/sale transactions made during the fiscal year (except for transactions involving books and periodicals in libraries). The report will include—

- (1) A list, by Federal supply classification group, of property sold as non-excess showing the number of items sold, acquisition cost, and net proceeds.
- (2) A list, by Federal supply classification group, of property exchanged under this part showing the number of items exchanged, acquisition cost, and exchange allowance.
- (3) MACOMs that conduct no non-excess sales/exchanges during a fiscal year will submit a negative report only to ODCS G-4 (DALO-SMP).

b. Reports will be submitted electronically or by mail to Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-4, ATTN: DALO-SMP, 500 Army Pentagon, Washington, DC 20310-0500.

c. In accordance with 41 CFR 102-39.75, ODCS G-4 (DALO-SMP) will consolidate Army MACOM reports and forward to the General Services Administration, Personal Property Management Policy Division (MTP), 1800 F Street NW, Washington, DC 20405.

7-7. Contracting

- a.* Army activities may use fee-for-service exchange sale support offered by DRMS or by the General Services Administration (GSA) to execute exchanges or sales.
- b.* Sales or exchanges conducted by Army personnel must be conducted by warranted contracting officers. All contracts executed by Army personnel will comply with existing Army, DOD, and GSA regulations and 41 C.F.R. 102-39 and will be legally reviewed by the servicing Office of the Staff Judge Advocate prior to award.
- c.* All sales/exchanges will be coordinated with the servicing contracting office prior to initiation.
- d.* Property may be sold to SASP by negotiated sale at fixed price under conditions specified in 41 CFR 101-45.304-12.

7-8. Financial

- a.* Sales and exchanges will comply with DOD 7000.14-R, Army accounting procedures, and other applicable financial regulations. Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FMC)) memorandum "Regulatory Revisions for Exchange and Sale of Non-excess Personal Property" dated 19 September 2002 (see fig 7-1), contains Army accounting procedures that were approved as a policy change by USD-Comptroller memorandum dated 3 October 2002. Questions about financial procedures should be directed to ASA(FMC), SAFM-FOF
- b.* Sales proceeds must be accounted for in accordance with 41 CFR 102-39.70. Except as otherwise directed by law, all proceeds from the sale of non-excess personal property will be available during the fiscal year in which the property was sold and for one fiscal year thereafter for obligation for the purchase of replacement property. If the sales proceeds are not available for obligation or are not applied to replacement purchases during this time, the proceeds will be deposited in the United States Treasury as miscellaneous receipts in the General Fund.
- c.* Sale and exchange of non-excess personal property will be included as a special interest item in the triennial reviews required by DFAS-IN Regulation 37-1, chapter 27 and DOD 7000.14-R, volume 3, chapter 8. These reviews are scheduled by the MACOM DCSR and are jointly performed by Army financial, logistics, and procurement personnel and DFAS accounting personnel.
- d.* Since the exchange/sale program crosses functional lines, financial, logistics and procurement personnel are jointly responsible for implementing these procedures. Financial personnel, in conjunction with logistics and procurement personnel, are responsible for—
 - (1) Ensuring that the sale and exchange of an item and purchase of a replacement item meet the conditions of exchange/sale in paragraph 7-3.
 - (2) Retaining all supporting documentation for subsequent review and audit.
 - (3) Preparing and submitting the annual report contained in paragraph 7-6 through their MACOM to GSA.
 - (4) Ensuring the management control evaluation checklist is completed annually. (See app B.)

7-9. Waivers

- a.* Requests for waiver(s) to the policy in this chapter must be routed through the appropriate MACOM headquarters and forwarded to the DCS, G-4, ATTN: DALO-SMP, 500 Army Pentagon, Washington, DC 20310-0500.
 - (1) Requests must include an economic justification that demonstrates the proposed waiver(s) will benefit the U.S. Army and the U.S. Government.
 - (2) The statutory requirement that property sold or exchanged must be similar to the property acquired pursuant 40 USC 481(c) may not be waived.
 - (3) The requirement pursuant to DOD 4140.1-R that all items exchanged or sold will not be excess to the organization or agency is non-waivable.
 - (4) The requirement pursuant to 41 CFR 102-39 and GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, chapter 5, paragraph D, that proceeds will be available only during the fiscal year in which the property was sold and for one fiscal year thereafter is only waivable by the Administrator, General Services Administration.
- b.* Requests for exception to demilitarization or trade security requirements will be routed through the Army Demilitarization Program Manager, TACOM-ACALA, and through USAMC, ATTN: AMCLG-LS, prior to submission to HQDA. Address for Army Demilitarization Program Manager is, Commander, U.S. Army Tank, Automotive and Armaments Command, ATTN: AMSTA-LC-CS, Rock Island, IL 61299-7630.



**DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON, DC 20310-0109
SEP 19 2002**

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE, COMPTROLLER

SUBJECT: Regulatory Revision for Exchange and Sale of Non-Excess Personal Property

In your memorandum of June 24, 2002, you approved our request for a policy change to allow the exchange or sale of non-excess personal property and use of the sales proceeds for the procurement of replacement items. Your approval had two conditions: 1) implementation of a manual internal control process, and 2) review and approval of the process by the Army Audit Agency (AAA). Because the current accounting systems lack the capability to record and track such transactions, you specifically directed us to develop interim, manual procedures.

As required, we established a manual process to control the deposit and use of sale proceeds. We also provided information on the process and appropriate internal control procedures to AAA for their review. Enclosed is a copy of our procedures with manual internal control processes (Enclosure 1); a management control evaluation checklist (Enclosure 2); and AAA's review (Enclosure 3).

We will implement the accounting procedures before funds expire this fiscal year. As discussed with your staff, AAA will review the implementation and report any in-course corrections or adjustments needed. Based on this second review, we will update the manual process.

My staff will work closely with the Defense Finance and Accounting Service, your office, and the Financial Management Modernization Program (FMMP) Office to ensure FMMP incorporates exchange/sale program requirements in future systems plans.

Questions may be directed to Mr. Ron Jones, (703) 693-2773.

Sandra L. Pack

**Sandra L. Pack
Assistant Secretary of the Army
(Financial Management and Comptroller)**

**Enclosures
CF:
ASA (ALT)
G-4
DFAS-IN**

Figure 7-1. Memorandum of Regulatory Revisions for Exchange and Sale of Non-excess Personal Property

Appendix A References

Section I Required Publications

AR 145–2

Organization, Administration, Operation, and Support. (Cited in para 5–7.)

AR 190–11

Physical Security of Arms, Ammunition, and Explosives. (Cited in para 3–5c.)

AR 600–25

Salutes, Honors, and Visits of Courtesy. (Cited in para 4–3.)

AR 600–8–1

Army Casualty Operation/Assistance/Insurance. (Cited in para 5–13a(3).)

AR 700–49/DLAR 4140.27/AFR 400–52/MCO 4443.10

Loan of DLA Stock Fund Materiel. (Cited in 6–13j.)

AR 700–131

Loan and Lease of Army Materiel. (Cited para 6–3.)

AR 700–144

Demilitarization and Trade Security Controls. (Cited in 7–3h)

AR 710–2

Inventory Management Supply Policy Below the Wholesale Level. (Cited in paras 6–10d, 6–14b, and 7–5c.)

AR 710–3

Asset and Transaction Reporting System. (Cited in para 5–4c.)

AR 725–50

Requisitioning, Receipt, and Issue System. (Cited in paras 1–5b, 4–5, 4–5c, and 6–13c.)

AR 735–11–2

Reporting of Supply Discrepancies. (Cited in para 6–13h.)

DFARS

Defense Federal Acquisition Regulation Supplement. (Cited in para 7–1b.) (Available at <http://deskbook.dau.mil>.)

DFAS–IN Regulation 37–1

Finance and Accounting Policy Implementation. (Cited in paras 7–1f and 7–8c.) (Available at <http://www.asafm.army.mil/budget/di/di.asp>.)

DOD 4140.1–R

DOD Supply Chain Materiel Management Regulation. (Cited in paras 7–1a, 7–3a, and 7–9a(3).) (Available at <https://lad.dtic.mil/whs/directives>.)

DOD 4160.21–M–1

Defense Demilitarization Manual. (Cited in para 7–3h.) (Available at <https://lad.dtic.mil/whs/directives>.)

DOD 7000.14–R

Department of Defense Financial Management Regulations (FMRs). (Cited in paras 7–1d, 7–2, and 7–8a.) (Available at <https://lad.dtic.mil/whs/directives>.)

Title 7, Fiscal Procedures, Section 5.5D

GAO Policy and Procedures Manual for Guidance of Federal Agencies. (Cited in para 7–9a(4).) (Available at <http://www.gao.gov/special.pubs/ppm.html>.)

41 CFR 102–39

Replacement of Personal Property Pursuant to the Exchange/Sale Authority. (Cited in paras 7–1, 7–3a, and 7–7b.) (Available at <http://www.access.gpo.gov/nara/cfr/>.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this regulation. The United States Code is available at <http://www.gpoaccess.gov/uscode/index.html>. The Code of Federal Regulations is available at <http://www.access.gpo.gov/nara/cfr/>. To obtain a copy of NAVSHIPS publications, contact DCS, G–4, ATTN: DALO-SMP, 500 Army Pentagon, Washington, DC 20310–0500.

AFI 24–201

Cargo Movement. (Available at <http://www.aetc.randolph.af.mil/im/ae24ser.html>.)

AR 11–2

Management Control

AR 40–400

Patient Administration

AR 71–32

Force Development and Documentation—Consolidated Policies

AR 310–25

Dictionary of United States Army Terms

AR 870–5

Military History: Responsibilities, Policies, and Procedures

ASTM D1974–98

Standard Practice for Methods of Closing, Sealing, and Reinforcing Fiberboard Boxes. (Available at <http://www.astm.org/>.)

ASTM D5118/D5118M–95

Standard Practice for Fabrication of Fiberboard Shipping Boxes. (Available at <http://www.astm.org/>.)

ASTM D5486

Standard Specification for Pressure-Sensitive Tape for Packaging, Box Closure, and Sealing. (Available at <http://www.astm.org/>.)

DLAR 7000.4

Reporting and Return of Excess Materiel to the DLA Distribution System. (Available at <http://www.dla.mil/dlaps/listall.asp>.)

DOD 4160.21–M

Defense Reutilization and Marketing Manual. (Available at <https://lad.dtic.mil/whs/directives/>.)

DOD 7045.7H

FYDP Program Structure. (Available at <https://lad.dtic.mil/whs/directives/>.)

DRMS–I 4160.14, Volume 5

Policy and Procedures in Disposal Operations for Marketing (S). (Available at <http://www.drms.dla.mil/publications/index.html>.)

EM 0007 FEDLOG (formerly SB 700–20)

Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Available at <http://weblog.logsa.army.mil/>.)

Federal Property and Administrative Services Act of 1949 (44 USC 2101)

(Available at <http://www.gpoaccess.gov/uscode/index.html>.)

Gun Control Act of 1968 (18 USC 44)

(Available at <http://www.gpoaccess.gov/uscode/index.html>.)

MIL-STD-129P

Military Marking for Shipment and Storage. (Available at <http://assist.daps.dla.mil/quicksearch>.)

NAVSHIPS 250-524-6

[Starting instructions for a size 85 chronometer]

NAVSHIPS 4267

Performance Certificate

NAVSHIPS 4270

Navigational Timepiece Rate Book

TM 9-1005-317-10

Operator's Manual for Pistol, Semiautomatic, 9MM, M9 (NSN 1005-01-118-2640).

10 USC 381

Procurement By State and Local Governments of Law Enforcement Equipment Suitable for Counter-Drug Activities Through The Department of Defense

10 USC 2554

Equipment and Other Services: Boy Scout Jamborees

10 USC 2574

Armament: Sale of Individual Pieces

10 USC 4683

Excess M-1 Rifles: Loan or Donation for Funeral and Other Ceremonial Purposes

41 CFR 101-42

Utilization and Disposal of Hazardous Materials and Certain Categories of Property

41 CFR 101-45

Sale, Abandonment, or Destruction of Personal Property

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 11-2-R

Management Control Evaluation Certification Statement

DA Form 2062

Hand Receipt/Annex Number

DD Form 7

Report of Treatment Furnished Pay Patients; Hospitalization Furnished (Part A)

DD Form 1348

Department of Defense Single Line Item Requisition System Document (Manual)

DD Form 1381

Air Transportation Agreement (LRA)

Appendix B Management Control Evaluation Checklist

B-1. Function

The function covered by this checklist is the exchange or sale of non-excess personal property.

B-2. Purpose

The purpose of this checklist is to assist installation and major command financial, logistics, and procurement personnel involved in the exchange/sale programs in evaluating the key management controls listed below. Since the exchange/sale program crosses functional lines, financial, logistics, and procurement personnel should jointly complete the checklist. This checklist is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective actions indicated in supporting documentation. These management controls must be evaluated at least annually. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

- a.* Is non-excess property identified for handling under exchange/sale program approved by appropriate authorities?
- b.* Does management oversight of the exchange/sale program assure that to the maximum extent possible funds are expended for similar approved replacement items prior to expiration?
- c.* Are triennial joint reviews of commitments, obligations, and disbursements completed to assure that funds are accounted for, obligated timely, or transferred to the General Fund of the U.S. Treasury upon expiration?
- d.* Do all procured items meet the criteria established for similar replacement items?

B-5. Supersession

This checklist replaces the previously published checklist(s) for the exchange or sale of non-excess personal property.

B-6. Comments

This checklist was jointly developed by DCS, G-4; ASA(ALT); and ASA (FM&C); it does not replace any previous checklist. Help make this a better tool for evaluating management controls. Submit comments to Commander, U.S. Army Materiel Command, ATTN: AMCLG-LS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001; Assistant Secretary of the Army (Acquisition, Logistics and Technology), ATTN: SAAL-PC, 103 Army Pentagon, Washington, DC 20310-0103, and Assistant Secretary of the Army (Financial Management and Comptroller), ATTN: SAFM-FOF, 109 Army Pentagon, Washington, DC 20310-0109.

Glossary

Section I Abbreviations

AFI

Air Force Instruction

AIS

automated information system

AIT

automatic identification technology

AMC

U.S. Army Materiel Command

AMC–AF

Air Mobility Command—Air Force

ARNGUS

Army National Guard of the United States

BSA

Boy Scouts of America

CAR

Chief, Army Reserve

CTA

common table of allowances

CECOM

U.S. Army Communications Electronics Command

CF

class domestic

CMP

Civilian Marksmanship Program

CNGB

Chief, National Guard Bureau

CONUS

continental United States

CPRPFS

Corporation for the Promotion of Rifle Practice and Firearms Safety

DA

Department of the Army

DIC

document identifier code

DCM

Director of Civilian Marksmanship

DFARS

Defense Federal Acquisition Regulation

DLA

Defense Logistics Agency

DLAR

Defense Logistics Agency Regulation

DOD

Department of Defense

DRMS

Defense Reutilization and Marketing Service

FAR

Federal Acquisition Regulation

FSC

Federal supply classification

GSA

General Services Administration

HQDA

Headquarters, Department of the Army

ICP

inventory control point

JTA

joint table of allowances

MACOM

Major Army command

MSC

Military Sealift Command

MILSTRIP

Military Standard Requisitioning and Issue Procedures

MTMC

Military Traffic Management Command

NDCC

National Defense Cadet Corps

NGB

National Guard Bureau

NICP

Navy or National Inventory Control Point

NSN

national stock number

OSC

U.S. Army Operations Support Command

PM

program manager

P&A

price and availability

RF

radio frequency

RSC

regularly slotted carton

ROTC

Reserve Officers' Training Corps

SASP

state agencies for surplus property

SF**SICC**

Service Item Control Center

SPCC

Ships Parts Control Center

SSN

Social Security Number

TACOM

U.S. Army Tank-automotive and Armaments Command

TDA

table of distribution and allowances

USAR

U.S. Army Reserve

USASPTAP

U.S. Army Support Activity, Philadelphia

USC

United States Code

VTAADS

Vertical-The Army Authorization Documents System

WIMM

Weapons Integrated Materiel Manager

Section II**Terms****Acquire**

To procure or otherwise obtain personal property, including by lease.

Authorized acquisition objective

The quantity of an item that is currently authorized to be on hand or on request.

Ammunition packing and packaging material

Those items required for packaging, preserving, and packing ammunition items in accordance with approved drawings and specifications.

Arms and accouterments

Small arms, as defined in AR 310–25 (hand and shoulder weapons), and associated personal and individual equipment available from Army stock. Weapons are financed under the Procurement Appropriation (PA), while accouterments are financed by the Army Stock Fund.

Automated information system (AIS)

Any equipment, or interconnected system or systems of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data and includes computer software, firmware, and hardware.

Automatic identification technology (AIT)

AIT enables and facilitates data collection and transmission to AISs. It encompasses a variety of read-write data storage technologies that can be used to capture asset identification information. Technologies include bar codes, magnetic stripes, integrated circuit cards, optical memory cards, and RF identification tags. AIT includes the hardware and systems required to create the storage devices, read the information stored on them, and integrate that information with other data. Use of AIT improves the Army's logistics business process and enhances war fighting by making collection of the initial source data easier, reducing processing times, and improving data accuracy.

Centrally managed item

Any item that is assigned an acquisition advice code other than G (GSA-managed), L (local purchase), T (condemned), V (terminal), or Y (terminal).

Class V supplies

Ammunition, as defined in AR 310–25 including missiles, but excluding special weapons materiel.

Exchange

To replace personal property by trade or trade-in with the supplier of the replacement property.

Exchange/sale

To exchange or sell non-excess, non-surplus personal property and apply the exchange or proceeds of the sale in whole or in part as payment for the acquisition of similar property.

Gimbal

A device consisting of two rings mounted on axes at right angles to each other so that an object will remain suspended in a horizontal plane between them regardless of any motion of its support.

Military spares

Parts and components funded for, procured and owned by DOD for support of ERDA or DOD training assemblies.

Personal property

Property of any kind or of any interest except real property, records of the Federal government, and certain naval vessels.

Replacement

The process of acquiring property to be used in place of property that is still needed but no longer adequately performs the task for which it is used or does not meet the Army's needs as well as the property to be acquired.

Reserve Component general officers of the Army

Officers of the Army National Guard and Army Reserve who have been nominated and confirmed by the United States Senate as general officers.

Responsible official

Representative designated by the head of the borrowing agency to sign receipts for materiel received by his or her immediate office, or by field installations under the jurisdiction of his or her office.

Source and special materiel

Two categories of essential substances used in the production of nuclear components. Source materiel is uranium, thorium or ores containing one of the foregoing. Special materiel is plutonium and enriched uranium or other artificially enriched materiel.

Standard items of equipment

Items listed in EM 0007 (FEDLOG). This term is defined in AR 310–25.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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