

Storage and Supply Activities
STORAGE MANAGEMENT PROGRAM

History. This is the initial printing of USARC Regulation 740-1.

Summary. This regulation establishes the U.S. Army Reserve Command (USARC) Storage Program.

Applicability. This regulation applies to Headquarters, USARC, its Major Subordinate Commands (MSCs), and U.S. Army Reserve (USAR) units with storage capabilities. This regulation impacts on unit readiness and mobilization. Local reproduction is authorized.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Logistics (DCSLOG). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

Interim changes. Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff Information Management (DCSIM). Users will destroy interim changes on their expiration dates unless superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-S, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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Chapter 1

General

1-1. Purpose

This regulation assigns responsibilities and prescribes policies and procedures for implementing a storage program within the U.S. Army Reserve Command (USARC) and its subordinate units.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The USARC DCSLOG will--
 - (1) Provide command guidance and direct overall management of the USAR Storage Program within the USARC area, to include levels of storage and care of supplies in storage (COSIS).
 - (2) Develop instructions for implementing DA and FORSCOM storage policy.
 - (3) Assist the Deputy Chief of Staff, Engineer (DCSENGR) with the development of command storage needs.
 - (4) Assist MSCs in the evaluation of storage operations within their respective commands and the development of storage requirements.
 - (5) Monitor performance within USARC storage facilities to assure maximum efficiency, economy, and responsiveness in the command storage operation.
- b. The MSC commanders will--
 - (1) Manage the storage program within their commands.
 - (2) Implement policies directed from the USARC and higher headquarters.
 - (3) Establish procedures for reviewing and validating requirements within storage activities.
 - (4) Monitor performance within MSC storage activities to assure maximum utilization of all storage space.
 - (5) Provide subordinate commanders and storage activity managers guidance on the control, care, preservation, and security of USAR materiel.
 - (6) Ensure materiel is stored to best support the command's overall training and mobilization objective.
- c. Unit commanders will--
 - (1) Determine total space requirement for the units.
 - (2) Store, maintain, and secure unit materiel.
 - (3) Identify minimum essential equipment required for home station (HS) training and request placement of equipment not needed at home station into a supporting equipment concentration site or USARC storage facility.

(4) Report all excess materiel to the next higher headquarters.

d. Equipment concentration sites (ECSs) will--

- (1) Receive, store, maintain, and issue USAR equipment.
- (2) Maintain appropriate supply documents and equipment records in accordance with AR 710-2.
- (3) Provide supported unit a current internal and external standing operating procedure (SOP).
- (4) Ensure the availability of necessary personnel to accomplish issue or turn-in of equipment on weekends, when required.
- (5) Provide feeder data reports as required by this and higher headquarters and regulatory documents.
- (6) Ensure that all turn-ins for storage are documented on DA Form 2062 (Hand Receipt/Annex Number), in accordance with DA Pamphlet 710-2-1, chapter 5.
- (7) Require coordination between the unit, support installation, and the storage activity for direct shipments.
- (8) Ensure that a valid DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for all withdrawals and transfer is on file at the ECS.
- (9) Ensure that inventories are conducted by ECS supervisors as required by AR 710-2.

e. The CSF is an element of the ECS and, as such, is responsible for all actions stated in d above. In addition, the CSF will--

- (1) Inventory and inspect equipment before turn-in to the CSF.
- (2) Ensure unserviceable items and items with an expired shelf life are not accepted for storage.
- (3) Ensure that items are inspected periodically to identify deteriorated items and items with expired shelf life. *[NOTE: The MSC may establish CSFs at its discretion to provide secure storage for organizational clothing and individual equipment (OCIE), to include chemical defense equipment (CDE), cold weather clothing and equipment (CWCE), hot weather clothing and equipment (HWCE), and other deployable common table of allowances (CTA) items required for mobilization but not used during peacetime training.]*

1-5. General

This regulation outlines USARC storage policies and procedures for supplies and equipment other than those designated as hazardous materiel and/or having radioactive components. General guidelines for storage of hazardous materiel are contained in TM 38-410. For special requirements refer to item's Materiel Safety Data Sheet (MSDS). Consult your local Radiation Protection Officer (RPO) or the USARC Radiation Control Officer at the USARC Safety Office for appropriate storage of radioactive commodities.

Chapter 2 Policy and Procedures

2-1. General

This Command's policy is to make maximum use of storage space in existing USARC storage facilities to help reduce the overall storage and distribution cost. This policy conforms to requirements in referenced publications at appendix A of this regulation.

2-2. USARC storage policy

a. Units will consider unit-owned equipment at an ECS or depot storage facility as on-hand and available for mobilization.

b. Units will store and maintain only those items of equipment authorized by appropriate authorization documents.

c. Units will only store minimum essential equipment for training at home station (HS). Units will store other equipment as follows:

(1) MTOE/deployable TDA items.

(a) Force Support Package (FSP) and other deploying units, C to C+30, will store equipment at the unit's MOB station ECS or at an ECS en route or near the unit's primary annual training (AT) site.

(b) Other deploying units, C+31 and later, and non-deploying units will store equipment in an ECS at or near their primary AT site.

(2) Contingency stocks and other deployable CTA items.

(a) The FSP and other deploying units, C to C+30, will stock items to the required strength levels. They will store these items at HS or MOB station.

(b) Other deploying units, C+31 and later, will stock at authorized or assigned strength levels, whichever is greater. They will reposition wartime requirements for chemical defense equipment (CDE) at Army Materiel Command (AMC) depots and store other CTA items not required for training at an ECS or CSF.

(c) Commanders of non-deploying units will determine stockage quantities, not to exceed authorized/assigned strength levels. These units will maintain equipment at HS and will fill any wartime requirements for CDE upon mobilization from follow on supplies.

d. Materiel in storage must meet TM -10/-20 Preventive Maintenance Checks and Services (PMCS) maintenance criteria. Units will forward requests for exceptions to established maintenance criteria to the ECS. The request must include full justification in writing. The exception will identify maintenance or modification work order (MWO) application required or other reasons that could preclude the use of the equipment by other than the owning unit.

e. Materiel in storage will be complete with components of end items and basic issue items (BII). Units will list shortages on a hand receipt annex.

f. All materiel will be maintained and stored in such a manner to prevent loss, damage, deterioration or destruction. AR 190-13 and AR 190-11 will serve as the regulatory criteria for security of all government supplies, equipment, and arms, ammunition and explosives (AA&E).

g. Materiel stored at an ECS will meet the following criteria:

(1) It must be authorized to the unit.

(2) The RSC commander responsible for the ECS must approve placement of equipment within the ECS before unit moves equipment or requests direct shipment to the ECS.

(3) Storage of materiel will not have an adverse effect on the unit's HS training.

(4) Equipment placed into storage facilities is tagged with the owning unit's designation, HS, unit identification code (UIC), Department of the Army Activity Address Code (DODAAC), and Force Activity Designator (FAD).

(5) If material is identified as a reportable item listed in DA Pamphlet 700-138, appendix B, that requires feeder data for Materiel Condition Status Report (RCS: CSGLD-1042 (R2)), the unit must identify it as such to the ECS manager.

h. The DA/USARC policy is to provide care and protection to materiel in storage at all levels. One of the major factors affecting the degree of care and protection materiel receives depends on the type of item, type of storage provided, and anticipated length of storage. Within the USAR, storage space and resources are limited. Considering these factors, commanders of controlling RSCs may only authorize temporary storage of unit-owned equipment at an ECS under the following conditions:

(1) When directed by the USARC or higher headquarters.

(2) Unit's inability to move at completion of AT.

(3) Other valid reasons, emergencies, or conditions beyond the units' controls.

2-3. Procedures

a. Units will process requests to store materiel at an ECS or CSF, or to withdraw materiel stored there, through the unit's chain of command to the MSC commander responsible for the activity. When written approval is granted, the unit or its MSC is responsible for coordinating the positioning of materiel at the storage activity.

b. Units will use organic transportation to transport materiel to and from the storage activity when available. If commercial transportation is required, the unit or its MSC must arrange for transportation.

c. The unit will inventory and list all materiel on a DA Form 2062 before delivery to the ECS, unless direct shipment to the ECS is approved by support installation and coordinated with the ECS supervisor.

d. USAR ECS storage and inventory of AA&E.

(1) Arms are normally stored in arms vaults in USAR centers meeting the standards of AR 190-11. However, storage of weapons in an ECS may be requested by units that do not have secured arms rooms, do not need

weapons for training or weapons qualification, and low strength units that cannot maintain their weapons. (This does not apply to marksmanship weapons which are stored at locations other than HS or an ECS. Procedures for marksmanship weapons are contained in AR 190-11.) Units will forward these requests through the RSC to the supporting ECS.

(2) Prior to shipment of weapons to an ECS, the unit will ensure that approval has been granted by the MSC and that coordination for a time and date for shipment has been made with the ECS supervisor.

(3) Units may ship weapons by unit transportation; Category I & II weapons require armed guards. Weapons may also be shipped by certain common carriers authorized by Military Traffic Management Command (MTMC) to transport AA&E. Small quantities may be shipped by registered mail (not UPS or similar carrier).

(4) Prior to shipment, a small arms technician will conduct a serviceability inspection using DA Form 2404 (Equipment Inspection and Maintenance Worksheet) to ensure weapons meet TM -10/-20 serviceability standards. If the unit does not have a small arms technician assigned, the inspection may be accomplished by another unit or the supporting AMSA or ECS having the capability to perform this function. A copy of the DA Form 2404 will accompany the shipment to the ECS.

(5) Units will ship all weapons complete with all components (BII and COEI), lubricated *in accordance with* technical manuals, cleaned, and free of carbon deposits, corrosion, and dirt.

(6) The unit will ensure that security measures (personnel and vehicles) for all shipments are in accordance with AR 190-11 and any higher headquarters' directives, paying particular attention to what circumstances would require the use of armed guards. Units will afford night vision devices the same protection as weapons.

(7) Units will not requisition arms for direct shipment to an ECS. Arms will be shipped to the owning unit where they will conduct a receipt of property inventory and post quantity and serial numbers to the appropriate property records. Once ECS storage has been approved, the unit will update the ECS hand receipt and make the necessary arrangements to ship the weapons to the ECS.

(8) The ECS supervisor will ensure that a physical inventory of weapons, by serial number, is conducted for any weapons that are on hand for repair over 90 days. The ECS supervisor will initiate a memorandum documenting the inventory and a copy will be furnished the owning unit, in accordance with AR 25-400-2. The ECS will retain the original.

e. Materiel in storage at the ECS or CSF will be inventoried, as required by AR 710-2. The supported units will coordinate with the ECS supervisor to establish dates for hand receipt inventory and adjustment. Inventories of property located in an ECS will be controlled as follows:

(1) At the time property is positioned in an ECS, the ECS hand receipt holder will conduct a receipt of property inventory of the end item and COEI/BII prior to signing for

the property. ECS supervisors will assist in the conduct of all inventories.

(2) When property is on hand receipt to an ECS at the unit's AT site, the owning PBO should make prior coordination with the ECS supervisor to conduct unit inventories and update hand receipts, and component hand receipts, as an intricate part of annual training.

(3) If the ECS is not located within the RSC boundaries of the owning unit, the owning unit's PBO will forward a memorandum to the ECS supervisor requesting that the inventories be conducted. The PBOs will visit ECSs located within their own RSC boundaries and physically inventory their unit equipment.

(a) The ECS personnel should conduct inventories during slow training periods to avoid interference with AT support.

(b) The MSC to which the ECS is assigned may select an inventory team to assist in the inventory and preparation of hand receipts, component hand receipts, or change documents. The inventory team chief should be a commissioned officer, warrant officer, noncommissioned officer (SSG or above), or a DA civilian.

(c) The ECS hand receipt holder will provide a memorandum to the owning unit verifying completion of the inventories. The original dated and signed hand receipt, component hand receipt, and change document will be attached to the memorandum. The memorandum will be filed by the owning unit, with the ECS hand receipt, in accordance with AR 25-400-2. The ECS hand receipt holder will file a copy of the memorandum with the ECS copy of the unit hand receipt. Discrepancies discovered during the inventory that can not be reconciled between the ECS and the owning unit will be accounted for in accordance with AR 735-5.

(d) To ensure proper control, the unit will request shipment of COEI/BII shortage items to HS. Upon receipt of components, the unit PBO will update appropriate accountability records and deliver, or mail, the items to the ECS to complete the assemblage. A memorandum identifying the hand receipt and component hand receipt numbers will accompany the items. If the items are delivered by the unit, the PBO and the ECS hand receipt holder will update the hand receipt and component hand receipt, or initiate change documents. If the items are mailed, the ECS hand receipt holder will update the hand receipt and component hand receipt or initiate change documents, and provide the original dated and signed copies to the owning unit.

f. Direct shipments to ECS/CSF must first be approved by the supporting Supply Support Activity (SSA) and coordinated with the ECS/CSF and the unit. Discrepancies in shipment (physical count, damaged, or concealed deficiencies) will be documented, as prescribed by AR 735-5 and AR 735-11-2.

g. Materiel will be properly receipted for by the storage activity. The unit will maintain signed copies of the hand receipts as an accountable record.

h. Loan of equipment from ECS. Policies for loan of equipment from ECS are prescribed in FORSCOM Regulation 350-6. Procedures outlined in FORSCOM Regulation 350-12, appendix E, and the following apply:

(1) Requests by owning units.

(a) Units/activities will forward their requests for temporary loan or issue of ECS equipment to the RSC responsible for the ECS.

(b) All requests will contain the reason why the equipment is needed and the duration required.

(c) Units/activities will submit requests for loan or issue 180 days before the required date unless urgency requires submission by electronic means.

(2) Requests by other than owning units.

(a) The RSC responsible for the ECS will not approve temporary loans when such loans would compromise training or logistics readiness of the owning units.

(b) Equipment that has deficiencies or shortages may be released on temporary loan or issued only with complete agreement between the borrower and the ECS. Such agreement will be fully documented by both parties on DA Form 2404.

2-4. Reimbursement for cost of repair

Procedure for reimbursement for cost of repair of equipment borrowed from ECS is outlined as follows:

a. Units will return equipment borrowed from an ECS, as a minimum, in the same condition as issued. Services that come due during the period of loan will be accomplished by the borrowing unit. Cost of repair or replacement of property resulting from its use will be borne by the borrower. Reimbursement between the borrowing unit's MSC and the MSC responsible for the ECS will be handled by memorandum of agreement as stated in FORSCOM Regulation 350-6, paragraph 5-6f. There will not be charges assessed for borrowed equipment.

b. When equipment is not brought up to the required standards prior to turn in, or when the borrowing unit does not have the maintenance capability to bring the equipment up to standards, the ECS will forward a DA Form 2404, listing all deficiencies and the cost of repair parts required to correct these discrepancies, to the borrowing unit's funding MSC. That MSC will have the option to repair the item on-site or reimburse the ECS for the repairs.

c. When equipment is not brought up to required standards, the borrowing unit may be charged as follows:

(1) U.S. Army Reserve units will be charged only for repair parts required to bring the equipment to standards.

(2) Non-USAR units will pay repair part costs, plus issue and turn-in inspection labor costs, and any overtime pay or pay for additional civilian personnel required to bring borrowed equipment to standards. Overtime pay and pay for additional personnel is limited only to the repair of the equipment. To obtain reimbursement, the ECS must be able to document that the overtime or additional manpower was required for this purpose.

(3) All units may be assessed transportation charges, if any are incurred when shipping equipment to and from the training site or the borrowing unit. If shipped by common carrier, the cost of packaging, crating, and handling may also be included.

d. To preclude delays in reimbursement for charges associated with borrowed equipment, ECSs have the authority to require borrowing units provide a deposit to cover such charges. The deposit, if required, will be issued as an obligation authority in accordance with FORSCOM Regulation 350-6, paragraph 5-6f, and procedures outlined in AR 37-1. The amount of the deposit will vary, depending on the type and number of equipment/items borrowed, but will not exceed the dollar limits indicated below:

(1) Not more than \$1,000 per unit or \$4,000 per RSC, per occurrence, when the borrowed equipment includes tactical weapon systems, tracked or wheeled vehicles, and/or materials handling equipment.

(2) Not more than \$500 per unit or \$2,000 per MSC, per occurrence, when the equipment borrowed is other than those listed in paragraph 2-4d(1) above (for example, radio equipment, tentage, camouflage sets, etc.).

Chapter 3

Care of Supplies in Storage (COSIS)

3-1. General

The COSIS program is outlined in AR 740-3. COSIS assures that the true condition of materiel in storage is known and properly recorded, and that materiel is provided adequate protection to prevent deterioration. The distinction between COSIS-related actions and other actions that might otherwise fall into the broad category of care given materiel in storage is that COSIS concerns itself with the in-storage inspection, minor repair, testing, and exercising of materiel. These actions must be accomplished for the Army to respond on a daily basis to the needs of the soldier in the field, and to emergency situations.

3-2. Basic COSIS program

An effective COSIS program will include the following:

- a. Scheduled inspection of materiel in storage.
- b. Exercising and performance action of stored equipment.
- c. Proper identification of items.
- d. Means to determine the adequacy of storage environment, preservation, packing, and marking.
- e. Accurate determination of item condition and posting of this condition to the property record.
- f. Prevention of all forms of deterioration that will adversely affect the end use of the item.
- g. Restoration of required items to a serviceable condition for issue.
- h. Routine inspections to detect fungi, mildew, spoilage, insect infestation, and rodent or other pest damage to stock.

i. Inspection of shelf-life items and disposal procedures for expired items.

3-3. Level of preservation and packaging

a. Preservation is that protection provided for the bare item to prevent deterioration from exposure due to atmospheric conditions during shipment and storage. The USAR ECSs will preserve, store, and maintain equipment at a level commensurable to the ECSs' capabilities and resources, normally Level B (preservation and packaging provide intermediate protection against damage and deterioration during favorable shipment, handling, and storage).

b. Packaging is the process and procedure used to protect materiel from deterioration and/or damage. It includes cleaning, drying, preserving, packaging, marking, and unitization. The following levels of protection apply equally to preservation and packaging:

(1) Level A packaging provides MAXIMUM protection. It is used to protect materiel under the most severe conditions. Preserving materiel at this level should only be considered under the following conditions:

(a) Multiple handling between point of origin and final destination.

(b) Environmental exposure during shipment or during in-transit operations.

(c) Outdoor storage in all climatic conditions for an extended period of time (1 year minimum).

(2) Level B packaging provides INTERMEDIATE protection. This protection is required to protect materiel under anticipated favorable conditions. Preservation and packaging will be designed to protect materiel against physical damage and deterioration during shipment, handling, and storage. The conditions to be considered include, but are not limited to:

(a) Multiple handling during transportation and in transit.

(b) Shock, vibration, and static loading of shipments by truck, rail or other modes of transportation.

(c) Favorable warehouse environment for a minimum of 18 months.

(d) Environmental exposure during shipment and in-transit transfer, excluding deck loading and off shore cargo discharge.

(e) Stacking and supporting superimposed loads during shipment and extended storage.

(f) As a rule, equipment held in ECS/CSF will be afforded Level B protection.

(3) Level C protection provides MINIMUM protection. It is needed to protect materiel under known favorable conditions. The following criteria determine the requirements for this degree of protection:

(a) Use or consumption of the items at the first destination.

(b) Shock, vibration, and static loading during the limited transportation.

(c) Favorable warehouse environment for a maximum of 18 months.

(d) Effects of environmental exposure during shipment and in-transit delays.

(e) Stacking and supporting superimposed loads during shipment and temporary storage.

3-4. Unserviceable/expired shelf-life materiel

a. The MSC/unit will--

(1) Dispose of unserviceable materiel in the most cost effective method at the lowest level.

(2) Not place equipment in less than an issuable condition into ECS or depot storage.

(3) Turn in or dispose of unserviceable and expired shelf-life items through appropriate supply channels as expeditiously as possible. This includes those items of equipment in a supporting ECS.

b. Unserviceable and expired shelf-life items in depot storage is covered in chapter 4 of this regulation.

Chapter 4 Depot Storage

4-1. General

To alleviate the storage problem, depot storage was established for selected RSCs in the northeast, central and the southern United States. The objective of depot storage is to give immediate relief to understaffed ECSs and overcrowded Reserve Centers. Reserve Centers do not have the ability to pre-stock equipment for USAR units in large quantities. The severity of the problem varies, depending on the density of equipment, units, and the geographical locations of available storage facilities.

4-2. Policy

a. The USARC will only consider CTA equipment that is beyond the capability of the unit to store at HS or the unit's supporting ECS, for long-term depot storage. Equipment approved by the USARC for depot storage will not be withdrawn for training and returned to storage.

b. Units must maintain equipment permanently withdrawn from depot storage for training at HS or place it in an ECS that can maintain the equipment.

c. Units will not withdraw equipment to be located in an ECS from the depot until the applicable ECS has agreed to accept the equipment.

d. Units will not request the following items for direct shipment to, or transfer from, ECS or HS to depot storage:

(1) Items authorized by MTOE/deployable TDA.

(2) Hazardous, flammable, controlled, or classified materiel.

(3) Weapons and Night Vision Devices.

(4) Communications security (COMSEC)

equipment.

(5) Major medical assemblages.

(6) Nondeployable CTA 50-909 equipment.

(7) Sets, kits, and outfits (items identified by a component list in a supply catalog).

(8) Items required for HS/AT.

4-3. Procedures

a. Units will submit all requests to place items into, or withdraw from, long-term depot storage, through the unit's MSC to this Headquarters, ATTN: AFRC-LGS-S, for approval. This office will review the request and either approve the request or provide a reason for disapproval.

b. The ECS or owning unit will ship equipment approved for depot storage in a ready for issue condition.

c. Units will receive as ordered, those items already due in from the wholesale supply system for delivery to either HS or ECS that are later approved for positioning at a depot. Items will then be picked up under the USARC account (11B) at the depot. Copies of receipt documents will be provided to the RSC/unit by the on-site coordinator or this Headquarters.

d. During peacetime, units will make maximum use of their capability to move equipment to and from the storage facility by placing units/personnel on inactive duty training (IDT), active duty training (ADT), or fragmented AT.

e. Transportation cost for materiel moved upon mobilization will be handled by the depot, using funds provided by Support Agreement (SA) and Military Interdepartmental Purchase Request (MIPR) between USARC and the depot providing the service.

4-4. Positioning

a. Only condition codes A and B equipment will be accepted for depot storage. (Code A is new equipment; code B is "like new" equipment.)

b. Units will inventory, segregate, and pack equipment by NSN to expedite processing at the depot.

c. All hand receipts between units and the depot facility will be on the DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) in lieu of DA Form 2062 (Hand Receipt/Annex Number). Authority to deviate from AR 710-2, DA Pamphlet 710-2-1, and DA Pamphlet 38-750 in the use of DD Form 1348-1 as hand receipts was granted by Headquarters, FORSCOM.

d. Prepare a DD Form 1348-1 for each NSN being placed into storage.

(1) Enter DIC "A5A" in card column (cc) 1-3.

(2) Enter the quantity in cc 25-29, with right margins justified and zero filled; for example, 00001.

(3) Construct the unit document number (cc 30-43) using--

(a) The owning unit's DODAAC in cc 30-35; and

(b) The Julian date of preparation in cc 36-39; with the remaining four positions of the document number sequentially assigned in ascending order, beginning with "0001" for each Julian date.

(4) For units in Alabama (AL), Georgia (GA), North Carolina (NC), South Carolina (SC), and Tennessee (TN) enter--

(a) "W81MRO" in cc 45-50;

(b) The complete unit address in block A;

(c) United States Army Reserve Command account 11B, Anniston Defense Distribution Depot, Warehouse #25, Anniston, AL 36201-5020, in block B; and

(e) "A" in block P.

(5) For units in Pennsylvania (PA), Maryland (MD), New Jersey (NJ), Virginia (VA), enter--

(a) "W80WLF" in cc 45-50;

(b) The complete unit address in block A; and

(c) "A" in block P;

(d) United States Army Reserve Command account 11B, Warehouse #44, Letterkenny Defense Distribution Depot, Chambersburg, PA 17201.

(6) For units in Massachusetts (MA), Connecticut (CT), New York (NY) enter--

(a) "W800AG" in cc 45-50;

(b) The complete unit address in block A;

(c) Seneca Army Depot, Romulus, NY 14541 in block B; and

(d) "A" in block P.

e. The MSC or the unit will--

(1) Coordinate with the USARC or the applicable depot point of contact (see app B) for delivery of equipment to the depot.

(2) Determine assets to be moved in sufficient time to allow for the scheduling of the vehicle arrival at the depot during normal working hours.

(3) Resolve conflicts between the unit, the USARC on-site coordinator, and/or the depot on the spot.

(4) Conflicts requiring command involvement will be directed to this Headquarters (ATTN: AFRC-LGS-S) for resolution.

f. The MSC will ensure that the Property Book Officer (PBO) or a designated representative will be available to accompany movement of the materiel to the depot.

g. The USARC or depot representative will sign each DD Form 1348-1 upon receipt of materiel and process the receipt(s) for posting to the Standard Depot System (SDS) record in the 11B account.

h. The USARC will file DD Forms 1348-1 in NSN sequence in a separate jacket file which will be assigned a hand receipt number. This hand receipt number will be used to record quantity locations on the reverse side of the unit property book page.

4-5. Withdrawals

a. Special withdrawals from depot storage may occur as a result of any of the following:

(1) Materiel directed to be returned to the owning unit or wholesale supply system as a result of quality control, materiel upgrade, or directed return action.

(2) Redistribution of assets as a result of MSC or unit validation.

(3) Permanent withdrawal to meet training requirements.

(4) Receipt by the depot of items not authorized for storage, as outlined in paragraph 4-2d.

(5) Item no longer authorized to the unit.

(6) Mobilization.

b. This Headquarters will provide movement instructions to the depot and copies of all correspondence to the USARC MSC and the owning unit. At no time will

materiel be withdrawn from depot storage without the written approval from this Headquarters.

4-6. Unserviceable equipment

a. Materiel in depot storage that becomes unserviceable through deterioration, shelf-life, obsolescence, or other quality control procedures, will be disposed of in the most cost effective manner.

b. The depot will upgrade shelf-life materiel, if allowed by the commodity manager.

c. The depot will inspect and test USAR equipment in depot storage prior to the expiration of the shelf-life on the schedule required by DOD 4140.27M, and will extend shelf-life or downgrade equipment as appropriate. The depot quality assurance inspector will provide data accumulated as a result of inspection or test on type II (extendible) items to the appropriate materiel manager. The depot will report items with an expired shelf-life to the USARC DCSLOG for disposition instructions.

d. Unserviceable materiel in depot storage will be disposed of as follows:

(1) Upon verification of the expiration date by USARC DCSLOG, the depot will use the most cost-effective method to dispose of items reported using the Army Master Data File (AMDF) and other publications.

(2) The USARC DCSLOG will select MSCs/unit(s) to drop property accountability for those unserviceable items. The authorization to requisition replacement items, if required, will be the documentation from the USARC directing the MSC/unit(s) to drop the items from property accountability.

(3) Unserviceable (uneconomical repairable) items will be disposed of at the lowest possible level. Units will report unserviceable items beyond their capability to dispose of to the unit's next higher headquarters.

(4) Unserviceable items in depot storage will be disposed of through the depot's local DRMO when directed by the USARC DCSLOG. The depot will provide this Headquarters, (ATTN: AFRC-LGS-S) a copy of all documents used to turn-in the equipment. The USARC will, in turn, provide the affected MSC/unit(s) a copy of all documents. Once the property records are adjusted, units will place these documents into the unit supporting file.

e. Materiel in depot storage is consolidated by NSN. The depot will maintain storage records by NSN, quantity, location, cost and condition code only. Consequently, unit ownership for equipment in depot storage cannot be identified. When a unit reports an item as being unserviceable or having an unextendable shelf-life, the following actions take place:

(1) The USARC prorates losses to MSCs with materiel in storage, based on the percent of like items.

(2) This Headquarters will direct the turn-in of unserviceable assets.

(3) This Headquarters will select and provide MSCs with document numbers the charges are against.

(4) If materiel is still needed, unit or RSC will request replacement.

Appendix A References

Section I

Required Publications

AR 37-1	(Army Accounting and Funds Control). Cited in para 2-4d.
AR 190-11	(Physical Security of Arms, Ammunition, and Explosive). Cited in paras 2-2f and 2-3d.
AR 190-13	(The Army Physical Security Program). Cited in para 2-2f.
AR 190-51	(Security of Unclassified Army Property (Sensitive and Nonsensitives)). Cited in para 2-2f.
AR 710-2	(Supply Policy Below the Wholesale Level). Cited in paras 1-4d(2), 2-3e, and 4-4(c).
AR 735-5	(Policies and Procedures for Property Accountability). Cited in para 2-3e(3)(c) and 2-3f..
AR 735-11-2	(Reporting of Item and Packaging Discrepancies). Cited in para 2-3f.
DA Pam 710-2-1	(Using Unit Supply System (Manual Procedures)). Cited in paras 1-4d(6) and 4-4(c).
DA Pam 738-750	(Functional Users Manual for the Army Maintenance Management System (TAMMS)). Cited in paras 2-2g(5) and 4-4(c).
FORSCOM Reg 350-6	(Operations of USAR Equipment Concentration Sites (ECS) Under the Mobilization Equipment Stationing Program (MESPP)). Cited in para 2-3h, 2-4a, and 2-4d.
FORSCOM Reg 350-12	(Procedures for Tasking and Support from Active Component Installations and Units). Cited in para 2-3h.
DOD 4140.27M	DOD Shelf-life Item Manager. Cited in para 4-6b.

Section II

Related Publications

AR 25-400-2	(The Modern Army Recordkeeping System (MARKS))
AR 55-355	(Defense Traffic Management)

AR 190-50	(Physical Security for Storage of Controlled Medical Substance and Other Medically Sensitive Items)
AR 380-5	(Department of the Army Information Security)
AR 700-15	(Packaging of Materiel)
AR 700-138	(Army Logistics Readiness and Sustainability)
AR 740-1	(Storage and Supply Activity Operations)
AR 740-3	(Care of Supplies in Storage)
FM 10-15	(Basic Doctrine Manual for Supply and Storage)
TM 38-400	(Joint Service Manual (JSM) for Storage and Materiel Handling)
TM 38-410	(Storage and Handling of Hazardous Materiel)
TM 743-200-1	(Storage and Materiels)

**Section III
Related Forms**

DA Form 1348-1	(DOD Single Line Item Release/Receipt Document)
DA Form 1687	(Notice of Delegation of Authority - Receipt for Supplies)
DA Form 2028	(Recommended Changes to Publications and Blank Forms)
DA Form 2062	(Hand Receipt/Annex Number)
DA Form 2404	(Equipment Inspection and Maintenance Worksheet)

**Appendix B
Points of Contact**

USARC:	Storage Management Specialist 1-800-359-8483, ext 8846 CML: (404) 629-8846 FAX: (404) 629-7937
	USARC Radiation Control Officer 1-800-359-8483, ext. 8654 CML: (404) 629-8654
Letterkenny Depot, PA:	Storage Management Specialist 1-800-359-8483, ext 8846 CML: (404) 629-8846 FAX: (404) 629-7937
Seneca Army Depot:	Depot Representative DSN: 489-5310 CML: (607) 869-5310
Anniston Depot, AL:	Depot Representative DSN: 571-6141 CML: (205) 235-6141

Glossary

AA&E.....	arms, ammunitions, and explosives
AT.....	annual training
BII.....	basic of issue items
COEI.....	components of end items
CDE.....	chemical defense equipment
CSF.....	central storage facility
CTA.....	common table of allowances
DA.....	Department of the Army
DCSLOG.....	Deputy Chief of Staff for Logistics
DODAAC ...	Department of Defense, Activity Address Code
ECS.....	equipment concentration site
FSP.....	force support package
HS.....	home station
MSC.....	major subordinate command
MTOE.....	modification table of organization and equipment
NSN.....	national stock number
PBO.....	property book officer
RSC.....	Regional Support Command
TDA.....	table of distribution and allowances
USARC.....	United States Army Reserve Command