

SECTION D - CAMP LOGISTICS

CHAPTER 1

ORGANIZATION AND FUNCTION OF CAMP LOGISTICS

1. **SUPPORT CONCEPT:** Advanced Camp receives logistical support through four primary activities.

a. Camp Logistics coordinates support in the areas of services, transportation, food service, and supply activities.

b. I Corps and Fort Lewis support each cadet regiment in the areas of personnel, transportation, supply, and dining facility operations.

c. I Corps and Fort Lewis provide personnel, transportation support, equipment and material to support training committees.

d. The Directorate of Plans, Training, Mobilization, and Security - Reserve Component (DPTMS-RC) Fort Lewis, provides facilities and installation property directly to each company, staff section and the Camp Supply Officer.

2. CAMP LOGISTICS ORGANIZATION:

a. Camp Logistics consists of the following principal functional areas:

(1) Administration (Chapter 1 and 8)

(2) Logistics Operations and Support (Chapters 1 and 2)

(3) Supply (Chapters 3, 4, and Annex A)

(4) Food Service (Chapter 5)

(5) Services (Chapter 6)

(6) Transportation (Chapter 7)

(7) Property Accountability (Chapter 9)

b. The Camp Logistics Division is staffed by ROTC personnel augmented by I Corps, USAR, and DOD civilian personnel.

c. Personnel from I Corps units are under the operational control of the Camp Logistics during the period of augmentation.

d. The Camp Logistics TDA is shown in figure D-1.

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CAMP LOGISTICS STAFF

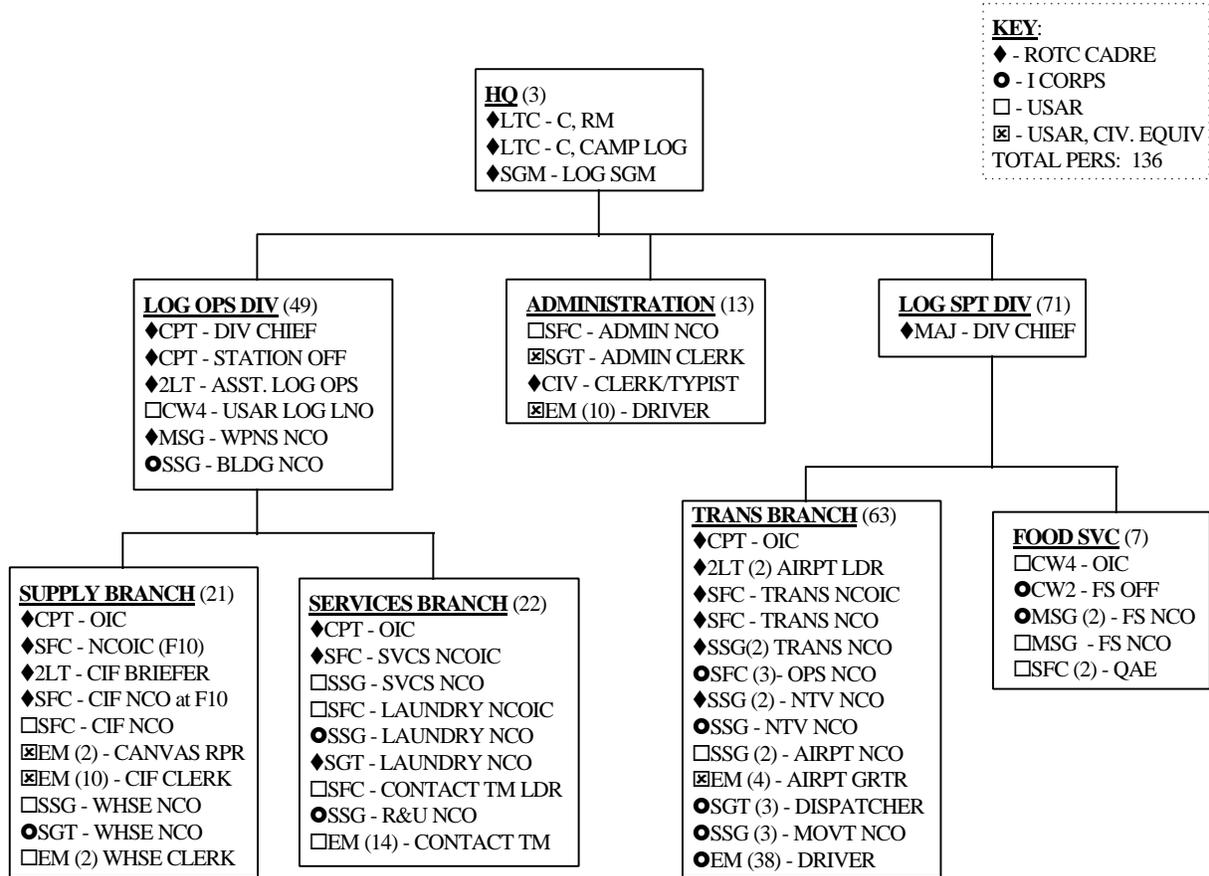


FIGURE D-1

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CHAPTER 2 REAL PROPERTY

1. **GENERAL:** This SOP applies to all agencies requesting facilities support for Advanced Camp.

2. **RESPONSIBILITIES:**

a. **Camp Logistics (Fourth Region Logistics Branch prior to camp).**

(1) Develop an approved stationing plan for Advanced Camp.

(2) Act as the point of contact prior to the start of Advanced Camp.

(3) Ensure all buildings are hand receipted to designated representatives of staffs or regiments actually using the building.

(4) Act as liaison between DPTMS-RC and Advanced Camp personnel.

b. **Regimental Tactical Officer (RTO).**

(1) Ensure all buildings within regimental set are signed for by regimental PTO or PTNCO and cleared IAW procedures outlined in this SOP.

(2) Delegate authority to receive/turn in real property to authorized representatives using a signature card. (See figure D-2)

c. **Advanced Camp Committee and Staff Chiefs.** Ensure all buildings utilized by their sections are signed for and cleared IAW procedures outlined in this SOP.

3. **PROCEDURES.**

a. **Overview.** All DPTMS-RC-owned buildings have standard furnishing arrangements. Property must be returned to this configuration upon turn-in. Furniture diagrams are posted in the buildings or are available from the Camp Logistics or DPTMS-RC. Camp Logistics will in-brief regiments on utilization of facilities at the TAC Staff School.

b. **Issue procedures.**

(1) Training Committee and Staff buildings will be signed for from DPTMS-RC by a Camp Logistics representative. Buildings will be sub-hand receipted to committee and staff personnel upon arrival at camp. Buildings will not be sub-hand receipted on weekends without prior coordination.

(2) Regimental buildings will be signed for from DPTMS-RC by the support unit (regimental host unit). Buildings will be sub-hand receipted to regimental cadre upon arrival.

(3) The food service contractor will sign for dining facilities from DPTMS-RC.

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(4) Signature cards. Each RTO or staff chief will complete a signature card to designate representatives to sign for facilities. If authority is not delegated, the RTO or staff chief will sign personally for all facilities and equipment.

(5) Issue date and time. Coordinate with Camp Logistics or DPTMS-RC as soon as possible. As a rule, DPTMS-RC cannot accommodate weekend or after-hours issues.

(6) Building condition. The hand receipt holder (representing the unit) will complete a building condition checklist when signing for each building. (See Figure D-2.)

(7) Hand receipts. Each representative signing for a facility will hand receipt for furnishings within the building. The representative should ensure the condition of the furniture is indicated on the hand receipt. Any damage other than "fair wear and tear" (FWT) will require reimbursement by the responsible party.

c. **Clearance/turn-in procedures.** All buildings will be turned in directly to DPTMS-RC even if sub-hand receipted from the direct support unit or Camp Logistics. Coordinate an appointment time and date directly with the Camp Logistics at least one week prior to desired clearance date.

(1) Building condition. Clean and prepare all buildings IAW the building condition checklist. Align furniture IAW floor plans of the building.

(2) Committee, RTO, and staff section chiefs must reconcile lost, damaged, or destroyed property IAW AR 735-5 with the Camp Logistics and DPTMS-RC PBO prior to departing Fort Lewis. This may be done using a cash collection voucher or report of survey.

d. **Additional furnishings.** Regiments requiring additional wall lockers, beds, etc., will coordinate directly with the DPTMS-RC PBO for pick up and turn-in. No additional furnishings can remain in the building upon turn-in. Units should mark this equipment to facilitate turn-in since the condition of this equipment may be questionable. Units are responsible for having transportation and personnel available to move the additional furnishings.

e. **Work Requests:**

(1) Units should use RHU R&U personnel for self-help level repairs. Refer all requests above this capability to the Camp Logistics (e.g., electrical, water, or heat). Camp Logistics will coordinate repairs with the DPTMS-RC R&U.

(2) Refer only emergency work orders to PW Work Order Desk after duty hours and on weekends (967-3680).

f. **Fire regulations.**

(1) No smoking in buildings. Assign a designated smoking area outside buildings.

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(2) Ensure sufficient serviceable fire extinguishers are present in all buildings.

(3) Do not tamper with smoke detectors in billets.

g. **Energy conservation.**

(1) Do not leave windows and doors open while heat is on in building.

(2) Turn off exit/entrance lights during daylight hours.

(3) Turn off lights inside buildings when buildings are not occupied.

(4) Do not tamper with thermostats or attempt to enter furnace rooms.

h. **Miscellaneous.**

(1) Telephones. Do not disconnect or relocate.

(2) Parking. Do not park military vehicles or privately owned vehicles within the regiment quadrangles.

(3) Asbestos. Unit R&U personnel will not replace broken windows (caulking contains asbestos) or repair broken floor tile (which also contain asbestos). Coordinate with Camp Logistics for repair by authorized contractor.

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**DPTMS-RC
BARRACKS, ADMINISTRATIVE, SUPPLY, DAYROOMS
AND CLASSROOM TYPE BUILDINGS**

BUILDING # _____
UNIT _____
DATE _____

	YES	NO	N/A
1. Front door window clean and free of stickers and/or tape.			
2. All signs and posters removed from the inside and outside of buildings.			
3. Furniture drawers empty, clean and <u>left open</u> .			
4. Desk tops and table tops cleaned.			
5. Foot lockers placed in small cadre room upstairs in stacks of 5.			
6. Foot lockers empty, wiped clean inside, outside, drawer and top. All tape and stickers removed.			
7. Wall lockers positioned a space away from window so shade can roll. Position lockers so they do not block window.			
8. Wall lockers empty, cleaned with soapy water, stickers and tape removed and <u>left open</u> .			
9. Refrigerators cleaned with hot, soapy water, <u>unplugged</u> and <u>left open</u> .			
10. All beds neatly aligned and in place. Beds lined up with support post.			
11. Pool table tops swept off and cover wiped down.			
12. Washing machine and dryer cleaned inside and out and left open. Clean floor under and behind machines. Clean lint filter.			
13. Clean <u>under</u> and <u>behind</u> all furniture, not just around it - you will move the furniture and do the <u>total floor</u> .			
14. All floors stripped to start.			
15. Sweep floor clean, remove all scuff marks and removable stains. Mop, wax, and buff floors. Add <u>water emulsion wax</u> (not paste wax or self-shine wax) to last mopping water.			
16. Check for loose paint and remove.			
17. Clean ledges, beams, heat vents and locker tops for trash.			

FIGURE D-2

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NOTES ON THE BUILDING CONDITION CHECKLIST

1. Read and complete the checklist carefully.
2. **Floors.**
 - a. Strip old wax before applying new wax and buffing.
 - b. Ensure you move bunks. It is easily noticeable if you did not and you cleaned, mopped, waxed and buffed around bunks and wall lockers.
 - c. If you use tape on the floor, it must be totally removed before you can clean.
3. **Mattresses and Furniture.** Make sure you mark your checklist with stained, torn, or damaged equipment. If not, you may be held liable for stained, torn, or damaged equipment. If not, you may be held liable for any new damages. If you move equipment around (e.g., relocate to another building) ensure you develop a marking system to return to original configuration. For example, if you move five good mattresses from building A to building B and later return damaged ones to building A, you will be charged for damaging five mattresses in building A. The same goes for any other equipment moved. You need to take a team when checking the building to ensure all equipment is checked. Do not let the inspector stop you or hurry you.
4. **Cleaning.**
 - a. Ensure you look at checklist and can complete it with "yes" answers.
 - b. Have a team of soldiers or cadets (regts) on hand to make on-the-spot corrections.
5. **Bathroom/shower.**
 - a. No soap scum on hardware.
 - b. All fixtures dry.
6. **Lights.** Ensure all work and replace inoperative lights before cleaning.

FIGURE D-2 (Cont.)

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CHAPTER 3 REGIMENT SUPPLY PROCEDURES

1. **GENERAL.** This chapter outlines procedures for requesting, receiving, accounting for, storing, issuing and turning in supplies and equipment. Logistical support plans are programmed to support up to 350 cadets per regiment.

2. **RESPONSIBILITIES.**

a. Logistics Branch, Fourth Region. Prior to camp, ensure all supplies (non-expendable and expendable) are available at the F-10 warehouse.

b. RTO's. Ensure accountability for all items and initiate report of survey as required.

c. Hand Receipt Holders. The signature of an individual on a hand receipt establishes direct responsibility.

3. **EXPENDABLE SUPPLIES:**

a. Camp Logistics has established pre-packaged sets of expendable recoverable and non-recoverable supplies based upon the camp TDA, support facilities, and historical consumption. Push packages provide an initial stock of supplies and are issued at the beginning of camp to the supply sergeant.

b. Regimental supply sergeants are responsible for requesting additional supplies through the regimental host unit (RHU) supply sergeant, not F10. Host units have already received ROTC funding for these additional supplies. Upon clearing, regimental supply sergeants must turn in remaining expendable supplies to the F-10 warehouse.

4. **NON-EXPENDABLE/DURABLE SUPPLIES.** Designated providers issue these items prior to the arrival of cadets. The equipment or supplies come from three sources.

a. Host unit. The host unit furnishes designated items identified in the camp TDA. The support unit XO hand receipts for these items.

b. ROTC. Fourth Region provides a limited amount of administrative and training equipment. Designated personnel will sign for these items when the regiment sets are issued. Upon clearing, regimental supply sergeants must turn in supplies to the F-10 warehouse. (See Annex A)

c. DPTMS-RC. Provides a limited amount of installation furnishings, linens, cleaning equipment, and buildings.

5. **CADET CLOTHING AND EQUIPMENT.** Prior to the second day of inprocessing, regimental cadre will conduct an inspection of required cadet equipment brought to camp. Refer to CC Circular 145-98-2; 1998 ROTC Advanced Camp: Cadet Information. Record shortcomings and report to Region LNO. Draw shortages from the following sources:

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a. All CTA 50-900 items. XO/supply sergeant should coordinate with the Camp Log Supply Officer to draw items for issue to cadet. The Rgtl supply sergeant is responsible for handrecepting these items to the cadets.

b. Non-CTA 50-900 items. Cadets will purchase required non-CTA 50-900 items from clothing sales or the PX.

6. **CADET INPROCESSING:** During inprocessing, cadets receive selected items of clothing and equipment. Each cadet will sign a hand receipt for all equipment issued.

a. The CIF issues the OCIE on the third day of camp. CIF will maintain hand receipts. The Rgtl supply sergeant is responsible for completing all direct exchanges within two duty days. Coordinate with the Camp Log Supply Officer or CIF (F10) NCO. The CIF will sew nametapes on the uniforms it issues.

b. Cadets or cadre may hand receipt for expendable/durable items from supply room stock. The supply sergeant must recover and turn in all equipment. Host unit supply sergeants must have the hand receipt document to account for losses upon clearance of hand receipts from Camp Log Supply.

7. **CADET OUTPROCESSING:** Prior to departing camp, cadets will turn in all items issued at Fort Lewis. The regimental supply sergeant will contact the Camp Log Supply Officer to coordinate early CIF turn-in of clothing/equipment for cadets granted an early release from camp. Each cadet must personally clear the regimental supply room and CIF unless he or she is hospitalized. Deviation from this procedure may result in the supply sergeants being held liable for shortages. Cadets leaving early who have items in the laundry at the time of release must turn in the laundry slip to the Camp Log Supply Officer. Cadets unable to substantiate CIF items in the laundry will pay for them if not located before departure.

a. Commissioned Cadet TA-50

(1) APPLICABILITY: This section only applies to all cadets receiving their commission at Advanced Camp that are not returning to their university.

(2) GENERAL: Cadets receiving their commission at Advanced Camp that do not return to their university mail their TA-50 back to their parent university at their own expense. The following procedures are to relieve this financial burden and assist the university in recovering the TA-50 equipment.

(3) RESPONSIBILITIES:

(a) HQ, Fourth Region (ROTC)

(1) Establish Advanced Camp procedures in coordination with Cadet Command.

(2) Complete all open actions transferred from Camp Logistics following the end of Advanced Camp.

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(b) Camp Logistics, Advanced Camp.

(1) Enforce procedures as outlined.

(2) Assigns a point of contact for Advanced Camp.

(3) Conducts joint inventories of TA-50 equipment with applicable cadets upon their outprocessing.

(4) Ensures proper coordination and tracking of packages to the mailroom.

(5) Maintains files of all actions taken to include packing lists and tracking numbers provided by the mailroom.

(6) Coordinate proper transfer of open actions and all files to Headquarters, Fourth Region (ROTC) Logistics Branch upon end of Advanced Camp.

(c) Mailroom.

(1) Send packages to respective universities.

(2) Implements tracking system of packages sent to respective universities.

(d) F-10 Warehouse. - Maintain and provide packing and mailing materials to Camp Logistics, as needed.

(e) Regiments. - Provide a standard name line list of the cadets who will be commissioned at Advanced Camp and will not return to their university to Camp Logistics prior to graduation.

(4) PROCEDURES:

(a) The cadet will coordinate with the Camp Logistics point of contact during outprocessing to make an appointment for a joint inventory and packing of the TA-50 equipment.

(b) The cadet and a Camp Logistics representative conducts the joint inventory of all TA-50 equipment to be shipped on a packing list. Both the cadet and the Camp Logistics representative prints and signs their names on the packing list as a verification of items being shipped.

(c) One copy of the packing list is placed inside the box with the equipment. One copy is given to the cadet. One copy is maintained on file with Camp Logistics.

(d) Camp Logistics coordinates and tracks the transfer of the packages to the mailroom.

(e) Mailroom sends the packages to the respective universities and gets a tracking number to monitor status. This tracking number is provided to Camp Logistics who will maintain on file.

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(f) Following Advanced Camp all files are transferred to Headquarters, Fourth Region (ROTC) Logistics Branch to complete all open actions.

8. CADRE CLOTHING AND EQUIPMENT: Cadre will bring sufficient personal clothing and equipment to camp. By exception, coordinate with the Supply Officer to hand receipt missing items.

9. PROPERTY TURN-IN:

a. The Camp Personnel and Administration (P&A) will not release hand receipt holders and individuals listed on DA Form 1687 from Advanced Camp until cleared by Camp Logistics.

b. Responsible individuals must obtain relief from responsibility for property by the procedure outlined below.

c. Make turn-ins to the activity that issued the item unless otherwise designated. All buildings, equipment, and expendable recoverable and non-recoverable supplies not consumed must be turned in prior to receiving property clearance. Items turned in will be dropped from hand receipts, DA Form 2062, or DA Form 3161, Request for Issue or Turn-In.

d. Hand receipt holders must follow established turn-in schedules. Issuing agencies will provide cleanliness and property condition criteria when they publish turn-in schedules.

e. Report lost, damaged, or destroyed property to the Camp Log Stationing Officer immediately. Responsible persons must report the date and circumstances in writing, along with supporting statements from witnesses NLT five days after discovery of the loss or damage. A letter of lateness must accompany documentation not submitted on time; state the reason for the late submission. Camp Log will process any resulting reports of survey (DA Form 4697) or cash collection vouchers (DD Form 1131) although the hand receipt holder is responsible for preparing the appropriate documentation.

f. P&A will flag all cadets and cadre involved in reports of survey to prohibit clearing until the appointing authority (Camp Chief of Staff) has determined that sufficient information is available to allow for processing without the presence of the cadet or cadre member.

10. REGIMENTAL TRANSPORTATION: The host support unit will provide transportation assets for support personnel and cadre. The Camp Logistics Transportation Officer will provide transportation for cadet regimental movement.

11. LAUNDRY:

a. General.

(1) Regiment Laundry will be turned in and picked up according to the schedule published by the 4th ROTC Region Headquarters and approved by the Contracted

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Laundry Management Branch, prior to camp commencing.

(2) Organizational linen items will be turned in on a direct exchange basis, at building 9660, Door #8, Contracted Laundry Management Branch no later than 0800 hours on the scheduled turn-in day each week. The following are direct exchange items: sheets and pillowcases. There will be no Direct Exchange on mattress pads, due to a shortage of these items. Mattress pads will be turned in at the completion of each Regiment's graduation, laundered and returned one week later. Wool blankets will be turned in at the end of graduation and the Contracted Laundry Management Branch will give the Regiment Supply clean blankets at that time.

(3) Individual regiments will turn-in laundry at the Contracted Laundry Management Branch using military organic vehicles.

(4) Individual cadet bundle laundry will be processed on a three (3) working day cycle commencing with the first week of training, and does not include weekend days. Bundles turned in on Monday will be picked up on Thursday. Bundles turned in on Friday will be picked up on Wednesday. Organizational bulk items will be turned in at the same time as the individual bundles. The bundles will be loaded on the vehicle last after the linen so that the bundles are available to come off the vehicle first, once reaching the Contracted Laundry Management Branch building. Supply personnel will track cadet bundles and pre-count cadet bundles prior to delivering to the Contracted Laundry Management Branch. If the Supply personnel do not have a bundle count prior to reaching the Contracted Laundry Management Branch turn-in point they will not be taken until a bundle count is available. Failure to meet scheduled turn-in dates and/or times will result in undue delays in returning laundry.

b. Responsibilities of Unit Commander:

(1) Assure that cadets are oriented on the availability of laundry services.

(2) Assure that proper forms are available to each supply representative (ROTC G4 will supply forms to each Regiment Supply person). Enough DA Form 1974's and DA 2136's will be ordered by G-4 from publications to issue to Supply personnel.

(3) Assure that DA Form 3136, UNIT ROSTER and Contractor furnished forms are properly prepared, including "MARK" (i.e., first letter of last name and last four numbers of the cadets own social security number must be on all laundry turn-in tickets). The initial DA FORM 3136 will be typed, will have the last four digits of the social security number of each cadet, be alphabetized by regiment, and turned in to the Administrative section of the Contracted Laundry Management Branch no later than 2 days prior to the first turn-in. Cadets should number in sequence each laundry turn-in ticket when turning in his/her bundle, (i.e. first turn-in place the

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number 1 in the box labeled bundle number on the laundry turn-in ticket, number 2 on second turn-in, and so forth).

(4) Unit Commanders/designees will prepare a typed DA FORM 3136 Roster and Statement, in three (2) copies, 1 for supply, and the original for the Contracted Laundry Management Branch. The typed DA Form 3136 with the cadets names will be turned in to the Contracted Laundry Management Branch two (2) days prior to each regiment's first turn-in. The typed DA Form 3136 will be an alphabetical roster by regiment (not by platoon) of all cadets utilizing laundry services. Supply personnel must inform the Admin Section of the Contracted Laundry Management Branch of any additions or deletions of cadets throughout the training cycle.

(5) The following statement will be placed after the last cadet's name on the regiment roster:

Organization Representative_____

Date_____

Contracted Laundry COR_____

After authentication by the Organization Commander, all copies of the DA Form 3136 will be hand carried to the Contracted Laundry Management Branch Administration Office for the COR's signature, two days prior to the first week's individual laundry bundle turn-in. This first turn-in will not be allowed until the alphabetized regiment roster (DA 3136) is typed, signed, and turned in to the Contracted Laundry Management Branch COR.

(6) Prior to submission of laundry bundles each week, two (2) copies of DA Form 3136 will be prepared with only the heading filled out with the Regiment number and the date of the turn-in. Linen will be turned in using a DA Form 1974. All forms to be used for turn-ins will be acquired by ROTC and distributed to each Regiment Supply by the G4. The Contracted Laundry Management Branch will not supply the Supply personnel with the needed forms for turn-in.

(7) Supply personnel will meet appointed date and time of scheduled turn-in. Supply personnel must retain the yellow copy of the DA Form 1974, and present it to the Contracted Laundry Management Branch when picking up linen and laundry that had been turned in for cleaning.

(8) Provide at least three (3) supply personnel who are available to facilitate laundry handling in unit supply on the morning of the date on which laundry is scheduled to be turned in or picked up. Supply personnel are reminded that a record of each cadet bundle turn-in should be made prior to reaching the Contracted Laundry Management Branch for turn-in.

(9) Supply personnel must insure an accurate count of bundles being picked up. Once Supply personnel sign for bundles and leave the laundry facility, the

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Contracted Laundry Management Branch is not responsible for missing bundles.

(10) Two days prior to each Regiment's first turn-in, the Supply person for that particular Regiment must report to the Contracted Laundry Management Branch, Bldg 9660, Door # 8, and pick-up a laundry SOP and receive instructions from the Contracted Laundry Management Branch.

c. PROCEDURES:

(1) Organizational Laundry

- (a) Sheets will be in bundles of 25 (unfolded)
- (b) Pillowcases will be in bundles of 50 (unfolded)
- (c) Mattress Pads will be in rolls of 15 (unfolded)
- (d) Blankets (unfolded).

(2) Individual Cadet Bundle Laundry

(a) Bundles will be limited to 26 pieces, including laundry bag, except when involved in water training exercises, then each cadet will be allowed to turn-in 32 pieces. All items will be washed, tumbled dry and placed in the laundry bag. All wet clothing will be placed in a plastic bag prior to being placed into the laundry bag with the dry soiled clothing. The "Laundry List" will be placed into a separate plastic sandwich bag if there is any wet clothing in the laundry bag. This prevents the laundry turn-in ticket from getting wet and delaying the laundry process.

(b) The contractor provided laundry turn-in ticket (Laundry List) will be prepared in four (4) copies. The cadet retains the blue copy, white, yellow, and pink copies are placed in the laundry bag. The Contracted Laundry Management Branch will receive the yellow copies, from the contractor after the contractor has inventoried the contents of the cadet's bundle. The white copy will be retained by the contractor, the yellow copy is retained by the COR, and the pink copy is returned to the cadet inside the laundry bag. The laundry turn-in ticket must be filled out with the cadet's (printed) last name, first name, and middle initial. In the space "Mark" the cadet puts the first letter of his/her last name followed by his/her last four (4) numbers of his/her social security number. In the space marked "Bundle Number", the cadet will put the number of each turn-in, (i.e., 1 for 1st turn-in, 2 for 2nd turn-in, 3 for 3rd turn-in).

(c) The following items cannot be accepted for laundry in individual bundles and will be rejected, and returned to sender without processing.

i. All items over the limitation of 26 pieces per week, including the laundry bag, with the exception of the bundle containing the recondo wet clothing.

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ii. Bundles containing items belonging to more than one person, will be returned without processing.

iii. Organizational clothing and equipment (i.e. sheets, pillowcases, blankets, etc). These items will be handled by the unit supply in bulk.

iv. Items requiring hand washing or finishing (i.e., pure wool garments).

v. Badly torn items that cannot be washed without further damaging them.

vi. All items bearing manufacturer's label "dry clean only."

vii. All items with nylon zippers.

viii. Swimming suits/trunks/spandex.

(d) All individual laundry bags will be marked on the outside with the cadet's last name printed on the colored tape that will be sewed on the rope of the laundry bag the same time as the cadet is having all name tapes and patches sewed on the BDU shirts at CIF. The name and regiment number will be printed with a permanent marker, example: JONES, L. or JONES, A., 4th regiment. Under no circumstances will the cadet mark white clothing with a black marker. Doing this will cause the black marker ink to bleed in the washing process and turn white clothing gray. Neither the Contracted Laundry Management Branch, nor the Contractor, will be responsible for white clothing that has been marked with a black marker.

(e) The charge for service will be a flat rate per bundle or for four bundles, paid by ROTC in addition to per cadet for processing of soiled organizational OCIE items turned in to CIF and cleaned through the Contracted Laundry Management Branch after departure of ROTC.

(f) Supply personnel will bring a suitable cover to lay in the bed of the vehicle being used to pickup cadet bundles and linen. Contracted Laundry Management Branch will not provide this material. Open vehicles will not be used to pick up clean laundry on a rainy day.

(g) Lost or damaged items.

(1) It is important for the cadet to check his/her laundry as soon as possible after receiving it back from the laundry. Supply personnel have 48 hours to get the claim slip turned in to the G-4 laundry NCO. Claims turned in to the Contracted Laundry Management Branch after 72 hours will delay the claim process and may cause the Supply personnel of that regiment to make good the claim.

(2) When turning in claims to the G-4, supply personnel will submit the pink

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copy of the laundry turn-in ticket, which the cadet received back from the laundry inside the laundry bag along with the cadets blue copy that matches the white and yellow copies. The Contracted Laundry Management Branch will keep the yellow copies of the laundry turn-in ticket, which are turned in to the Admin Section of the Linen Services Branch, by the contractor. If CIF issued items are lost by the contractor, the Supply personnel will go to CIF and get re-issued the missing or damaged items for the Cadet and the contractor will pay ROTC at the end of camp for all missing and damaged items.

(h) The Contracted Laundry Management Branch, Building 9660, hours of operation is 0730 to 1600 hours Monday thru Friday, for unit turn-in and pick-up. ROTC supply personnel who do not show up at their scheduled turn-in/pick-up dates or time, will be required to wait in line with other post customers. ROTC's scheduled turn-in time is 0730 on scheduled dates. If cadet bundles are returned by the contractor before the scheduled pick-up time, the Contracted Laundry Management Branch will call the Regiment supply and inform them that the bundles are ready for pickup.

(i) At the completion of each regiment cycle, all linen and direct exchange items that the Supply personnel picked-up and signed for from RCS will be returned (clean) to RCS in-order for the Supply personnel to clear the hand receipt. Soiled linen will be turned in to the Contracted Laundry Management Branch for cleaning and an appointment scheduled for final pick-up of clean linen. The Contracted Laundry Management Branch must have a valid telephone number of a supply person to call when their last linen turn-in is ready for pick-up and the name and telephone number of a host person who will be responsible for the last turn-in. There will be a one week delay in getting the mattress pads back from the contractor after being turned in for cleaning. The Contracted Laundry Management Branch does not have a mattress pad stock on hand to issue clean mattress pads back to the supply personnel upon turn-in of soiled mattress pads.

(j) Each separate regiment will use the following color scheme:

<u>1st Regt</u>	<u>Orange</u>	<u>5th Regt</u>	<u>Lt. Blue</u>	<u>9th Regt</u>	<u>Peach</u>
<u>2nd Regt</u>	<u>Green</u>	<u>6th Regt</u>	<u>Yellow</u>	<u>10th Regt</u>	<u>Lt. Green</u>
<u>3rd Regt</u>	<u>Red</u>	<u>7th Regt</u>	<u>Cream</u>	<u>11th Regt</u>	<u>Burgundy</u>
<u>4th Regt</u>	<u>Med. Blue</u>	<u>8th Regt</u>	<u>White</u>	<u>12th Regt</u>	<u>Purple</u>

(k) Cadre are responsible for their own laundry. They may use BOQ/BEQ washers and dryers, if available or commercial laundromats and cleaners at their own expense.

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CHAPTER 4 STAFF AND COMMITTEE SUPPLY PROCEDURES

1. GENERAL:

a. Committee chiefs forecast requirements for equipment and supplies during the Precamp Conference. Camp Logistics uses these forecasts to program the support provided by both host units and camp supply.

b. Maintenance of equipment loaned in support of camp is the responsibility of the owning unit.

2. RESPONSIBILITIES.

a. Camp Logistics (Fourth Region Logistics Branch prior to camp). Order push package items and make them available for issue at camp.

b. Committee Chiefs.

(1) Identify early on all equipment provided by the unit hosting the committee. Arrangements between committee chiefs and the unit must reflect the responsibility for unit-owned equipment (in most cases the unit maintains control). If the unit maintains control then the unit processes any Reports of Survey required to account for missing/damaged equipment.

(2) Sign and account for items issued from F-10 warehouse; initiate relief from responsibility documents IAW AR 735-5.

c. The owning unit is responsible for maintaining equipment loaned in support of camp.

3. ISSUE PROCEDURES:

a. The Camp Supply Officer will prepare an initial issue of expendable/ durable supplies for each training committee and administrative section, based upon historical consumption.

b. Each unit hosting training committees or administrative sections must make an appointment with F-10 warehouse prior to the start of camp in order to pick up their supplies. (See Annex A)

c. To maintain better accountability, the host supply representative who signs for the supplies from F-10 warehouse will further assign property by sub-handreceipting supplies to user level within the Committee or staff section.

d. Training committees will request and obtain additional supplies needed through their hosting unit's supply once initial sets of supplies are issued from F-10 warehouse.

e. Staff sections will request additional supplies by submitting either a GSA Form 3542 or credit card request to Camp Log (See Annex A). Requests will include

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the requesting section, phone number and must be signed by personnel designated to request and receive supplies for their respective sections. The staff section must coordinate transportation to pick up supplies with either the supporting unit or the ROTC motorpool.

f. Supporting units provide non-expendable supplies and equipment for cadet training.

g. Report any equipment requirements that the support unit cannot provide to Training Support.

4. EXCHANGE PROCEDURES:

a. Camp Logistics will coordinate direct exchange (DX) appointments. Only those individuals authorized to request/receive supplies may exchange items.

b. In addition to DX of non-expendable items, camp supply will also DX recoverable and durable office supplies (e.g., desk staplers, hole punches) that break during use.

c. If an item turned in for exchange appears to have been damaged through negligence or misuse, the supply officer will direct the committee or section to begin an investigation.

5. OUTPROCESSING:

a. Individuals must clear all hand receipts prior to clearance from Camp Logistics.

b. Committee and section chiefs shall ensure all personnel under their supervision clear any outstanding hand receipts prior to departure from camp, to include buildings hand receipted from DPTMS-RC. Reports of Survey must also be cleared prior to departure.

c. Committee chiefs will not be cleared by the Camp Log until their F10 push packages are turned in and cleared.

d. Sort and repack any excess expendables, as necessary, for return to stock. Loose or mixed items will not be accepted for turn-in. Camp Logistics will inspect plywood and/or cardboard boxes to be stored at camp supply prior to acceptance for turn-in.

e. Turn in all recoverable items for reuse, along with expendable/durable items. If recoverable items are discovered missing at the end of camp, the responsible individual shall submit a statement to the Camp Supply Officer explaining the loss.

f. Users must clean and service all equipment and supplies upon turn-in. Coordinate for turn-in at least 24 hours ahead of desired time.

g. Report any lost, damaged or destroyed property immediately to the Camp Logistics. The hand receipt holder will conduct a 100 percent physical inventory and

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search, and make every effort to recover lost items. If larceny is suspected, notify the Camp Chief of Staff immediately. The Camp Logistics will determine whether to initiate a Report of Survey investigation.

h. The P&A Division will flag all individuals involved in Reports of Survey until notified by Camp Logistics that all requirements have been satisfied.

CHAPTER 5 FOOD SERVICE

1. GENERAL:

a. A cadet dining facility will be operational for each regiment. Dining facilities will begin and cease operations according to the schedule published by Camp Logistics.

b. The DPTMS-RC will issue building and dining facility equipment to the contractor, except for field feeding equipment, which the supporting unit furnishes.

c. Each dining facility will have a Quality Assurance Evaluator (QAE) provided by the support unit. The QAE is responsible for ensuring quality control in the dining facility, transportation, and providing field feeding, i.e., mermitees and insulated containers for warming beverages during bivouacs and tactical training. Support units will ensure that designated quality assurance personnel who monitor the dining facility receive on site training and are food service qualified.

d. The contractor will obtain the required forms and publications including cash collection book and ensure submission of ration requests in sufficient time to draw all required subsistence supplies. The Contractor will provide all SSSC supplies required to operate dining facilities both in garrison and in the field.

2. RESPONSIBILITIES:

a. The Contracting Officer's Representative (COR) at I Corps is responsible for monitoring contract compliance. Only the COR is authorized to modify requirements placed on the Contractor.

b. The ROTC Camp Food Services Officer will conduct inspections and supervise:

(1) Monetary credit balances.

(2) Ration requests and administrative paper work.

(3) Coordinate regiments' special requests and problems with the COR.

c. The RTO, in conjunction with the QAE and Food Service section oversees dining facility operations in the following areas:

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(1) The SGM of the regiment is responsible for providing the DA 2970 (Feeder Report) according to the number of cadets assigned to the regiment. This report must be accurate; only report the actual numbers. This report will be turned into the dining facility managers on a daily basis. This responsibility cannot be delegated. The SGM will give this form to the QAE on a daily basis. The QAE will give the DA Form 2870 to the Dining Facility manager, who takes it to the mini TISA.

(2) Preparation, conservation, and serving of food.

(3) Sanitation in garrison and in the field.

(4) Ensuring prompt and proper payment for meals consumed by all personnel on separate rations and/or drawing per diem. This includes those employees who work in the dining facility, cooks and dining facility attendants.

(5) Ensuring that at least one cadre officer or NCO inspects one meal daily. This officer must be in the dining facility and consume the meal being inspected. The officer/NCO designated to inspect the meal must pay the meal cost, and any applicable surcharge.

(6) Queue cadets into dining facility to maximize eating time. Each company gets 45 minutes; each platoon approximately 11 minutes. Use it.

(7) Ensure dining facility operating hours are strictly enforced by having cadets in the area and ready to consume the meal at the appointed time.

d. The dining facility managers will operate the dining facilities in accordance with Army Regulations. They will not deviate from the standard method of operation of the unit dining facility. They will:

(1) Check all equipment and draw any additional equipment needed.

(2) Clean the dining facility completely and test all equipment.

(3) Prepare and submit ration requests, signature cards, and allied papers to the Class I PBO one week prior to the meal.

(4) Assign cooks to shifts and check their abilities.

(5) Prepare standing operating procedures to facilitate operations.

(6) Observe provisions of the Fort Lewis Recycling Program as applicable.

e. During the last week prior to cadet arrival, the contractor submits initial ration requests, establishes feeding hours and submits these to the COR through the Advanced Camp Food Services Advisor

3. SUPPLEMENTAL FIELD RATIONS:

a. Supplemental field rations, consisting of fruits, nuts, and granola bars will be available for issue to regiments. Each RTO must provide requests for supplemental

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field rations through Camp Logistics food service to the food service contractor at least 24 hours before requested pick up date. This supplemental ration is to be used to supplement the cadets MRE meals. RTO's may submit a list of all dates their regiments require supplemental field rations through Camp Logistics food service to the food service contractor prior to start of camp.

b. Each Regimental QAE will draw the supplemental field rations when picking up MREs.

c. Regimental SGMs will be responsible for ensuring supplemental field rations are accounted for and distributed only to cadets only during field feeding.

d. Supplemental field rations left over from field training **will not** be turned back into the camp TISA. Use left over items on next field feeding.

4. **INSPECTIONS.** The food service advisor will be responsible for daily and weekly inspections. This will be conducted by Camp Logistics and the QAE assigned to the DF.

5. **EDUCATORS VISIT:** The Camp Protocol office provides Camp Logistics with requirements necessary to support the Educators Visit, to include transportation and dining arrangements (e.g., equipment, headcount, locations, menu, etc.) prior to the first week of camp.

6. **CADRE USE OF DINING FACILITIES:** All cadre will sign DA Form 1544, Cash Collection Sheet, and pay meal cost. Costs are as follows:

a. Breakfast: \$1.60

b. Lunch and Dinner: \$3.20.

7. **MISCELLANEOUS:**

a. Each facility will have civilian dining facility attendants. They will not be used in field feeding situations. They will be required to pay the food cost for food consumed.

b. Food Service Officer will provide advance notice (NLT 1200 the day prior) to the Contracting Officer Representative (COR), ext 967-5984, when dining facilities are to be temporarily closed. Notice may be provided verbally.

c. Dining facility managers must coordinate:

(1) Changes to operations with the Project Manager of Luzon Services and the Food Service Advisor. The COR will be notified of any change by the Food Service Officer ASAP.

(2) Feeding hours extended beyond normal operating hours established at start of camp and on an as needed basis according to the training.

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d. Dining facility hours may not exceed 12.5 hours per day, from first cadet fed at breakfast until last cadet fed at dinner.

e. All dining facility buildings and personnel are the contractor's responsibility. Cadre should direct any complaints or problems to the Food Service Officer for resolution.

f. Cadets must be afforded the opportunity to wash their hands prior to meals.

(1) If the horizontal ladder or other PT activity occurs outside the dining facility prior to meals, then a hand-washing station must be established.

(2) Cadets eating in the field must have access to facilities (supplies to accomplish proper hand washing).

CHAPTER 6 SERVICES

1. **GENERAL:** The Services Officer supervises the following areas:

- a. Chemical latrines.
- b. Repair and Utilities (R&U)
- c. Phones (military phones in the building)

2. **RESPONSIBILITIES/PROCEDURES:**

a. **Chemical Latrines:**

(1) Committee chiefs identify the following chemical latrine requirements during the pre-camp conference: number of latrines, location, and delivery, removal, and servicing dates.

(2) The Services Officer and NCO will periodically inspect chemical latrines for serviceability. They will also monitor the contractor's performance and provide feedback to the contract inspector at DPW.

(3) Hand washing facilities must be co-located with all latrine facilities.

(4) OIC/NCOIC will inspect chemical latrines daily.

(5) No chemical latrines will be moved.

(6) OIC/NCOIC will only position the chemical latrines.

b. **Telephones:**

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(1) Key personnel identify telephone requirements during the pre-camp conference. The Camp Logistics Stationing Officer acts as the telephone control officer and incorporates requirements by submitting telephone work orders to the 1115th Signal Battalion. The Camp Logistics intensively pursues all line assignments.

(2) Least Cost Routing Card (LCR). An LCR card will be issued to cadre designated during the pre-camp conference. This card enables holder to make official long distance phone calls on Ft Lewis using regular long distance phone lines by dialing a ten-digit code. Each individual assigned an LCR card must sign for it from Camp Logistics. Each LCR card holder is responsible for all phone calls made with the card and will be held accountable for any unofficial calls made. Long distance calls made to other than Fourth Region units must be logged on a telephone control log and turned in to Camp Logistics NLT the 30th of each month and turned in with the LCR card during out processing.

(3) Cellular phones/pagers will be assigned with regard to requests turned in at the pre-camp conference. Authorized users will sign for phones/pagers from Camp Logistics.

c. Repairs and Utilities (R&U):

(1) Regiment supply NCO serves as R&U NCO.

(2) Camp Logistics establishes an R&U team with tools to assist Regiment personnel.

(3) All work requests should be called in to Camp Logistics. Camp Logistics prioritizes work requests for R&U team.

(4) Washers and dryers are repaired under contract and not by R&U personnel. Contract allows 24 hour, 5 working day response. Contractor operates on a normal work day schedule. Work requests called in early will be responded to on the same day. Late calls will be worked the following day.

d. Trash Collection: The Training Division, Operations Cell, coordinates with PW for dumpster requirements.

(1) Dumpsters are normally emptied daily.

(2) Dining facility edible garbage must be double bagged and tied before thrown into the dumpster.

(3) Dining facility grease collection is handled under a separate contract by PW.

(4) Cardboard boxes need to be broken down.

(5) Vehicles are not to park within 10 feet of dumpsters.

(6) No wood products in dumpsters.

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CHAPTER 7 TRANSPORTATION

1. GENERAL:

a. Camp Logistics will operate a motorpool to support Advanced Camp. The ROTC motorpool will be located at Building 2D11, behind the regimental areas. It will operate as follows:

NTV Dispatch: 0700 - 1800

Cadet Movement: First Movement - Last Movement

North Fort Lewis Post Cadre Shuttle

SeaTac Airport Reception Team

b. Training committees will receive vehicle support from supporting I Corps support units and the ROTC motorpool. If a training committee requires additional administrative vehicles for a surge requirement, the committee chief must submit a request through the Training Division to Camp Logistics.

c. USAR personnel will be transported from and to the SeaTac International Airport by the USAR Coordination and Support Headquarters (CSHQ) using organic transportation assets. The CSHQ must contact the Camp transportation cell at least 72 hours in advance if additional lift capacity is required. In such cases, the ROTC motorpool will provide GSA vans or a TMP bus with driver on a temporary basis.

d. Staff sections receive vehicle support from the ROTC motorpool.

e. Each regiment will be issued two NTV vans for administrative use. All other transportation will be provided by support unit's organic vehicles.

f. An on-call shuttle will be available from 0700 to 1800 hours on North Fort Lewis for cadre personnel.

g. Cadet transportation from Seatac to North Fort Lewis will be coordinated between Camp Logistics and Cadet Personnel. Cadet departures after graduation will be coordinated between Camp Logistics and the Regiments. Individual cadet departures will be coordinated between Camp Logistics and Cadet Personnel.

h. Camp Logistics operates a cadet and cadre reception center at SeaTac airport and coordinates transportation to Fort Lewis.

2. RESPONSIBILITIES/PROCEDURES:

a. Cadet Transportation Support:

(1) The coordination of cadet transportation is the direct responsibility of the Camp Logistics Transportation Officer.

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(2) Training Division will provide Camp Logistics with the approved training schedules on the Wednesday prior to the next training week. The training schedules must indicate:

(a) Training activity.

(b) Training site mount/dismount points in six-digit grid coordinates.

(c) Special transportation requirements or limiting condition (e.g., full field gear, weapons).

(d) Number of personnel to be moved.

(3) The Transportation Officer will extract transportation requirements from the training schedules and prepare the transport schedule for the training week. Disposition: command group, regiment, Training Division and Camp Logistics.

(4) Training committees will ensure that cadets meet their transportation at the appointed time and location on the training sites. In event of an unavoidable change in pickup points, a guide will be provided at the original point to lead the vehicles to the next point. If a committee determines that it will consistently finish training late or early, they should notify Training Division and request a change to the training schedule. Training Division will then notify transportation to adjust movement and schedules.

(5) RTO Responsibilities:

(a) Ensure that cadets meet their transportation at the appointed time and location within the cantonment area.

(b) Ensure cadets observe safe practices at their loading and unloading sites at all time.

(c) Ensure that safety guides are stationed in front of and behind each convoy during loading and unloading of vehicles when stopped on paved or heavily traveled thoroughfares.

(d) Ensure that cadets and cadre loaded aboard troop lift vehicles do not exceed the number allowed by the motorpool for safety reasons. At a minimum, three cadre members must accompany each convoy. A cadre member must ride in the cab of the lead vehicle. In the event of a question regarding capacity, the Transportation Officer will make the final determination. Only one passenger may ride in the cab of a vehicle; in cases where an assistant driver or an NCO from the transportation branch or supporting unit rides in the cab, no other passengers will be permitted.

(e) Ensure safe operation of the vehicle, to include adherence to the speed limits.

(6) Regiment transportation pickup points are located in the cadet cantonment area. RTOs will not relocate pickup points without coordinating with the Transportation Officer or his representative. In the event of an unavoidable change in

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pickup points, provide a guide at the original point to lead the vehicles to the next point.

(7) The Transportation Branch determines the routing of movements. Drivers will use the most direct route unless military police, traffic, or road conditions dictate otherwise.

(8) In the event of subsequent changes in time, troops, origins, or destinations, notify the Transportation Officer through the Training Division at least 48 hours in advance. The Transportation Officer will not accept schedule changes from anyone except Training Division Scheduling personnel.

(9) Information provided in the regiment cadet transport schedule will be updated daily and will include the following:

- (a) Number of personnel to be moved.
- (b) Departure times (generally, vehicles will report to the pickup 15 minutes prior to departure times).
- (c) Reporting location and destination.
- (d) General remarks concerning support.

b. Non-Tactical Vehicle (NTV) Support:

(1) The Transportation Branch will dedicate vehicles to designated staff sections and committees as agreed to at the Precamp Conference. Each vehicle will be dispatched for a seven day period, after which they must be re-dispatched at the ROTC motorpool. An Internal Operator Control Log will be issued during each dispatch. This log will be used to track all vehicle operations by the operator. The log will be maintained daily by the operator and is required for each re-dispatch.

(2) NTVs provide transportation for the entire staff section concerned. Staff sections are responsible for internal vehicle usage and the prevention of misuse of government vehicles. DOD 4500.36-R, AR 58-1 and FL Reg 55-1 stipulate authorized uses of government vehicles.

(3) Trip dispatch. Staff sections/regiments requiring vehicle support beyond the dedicated allocation will submit a request through their command channels to the Logistic Branch Chief NLT 48 hours in advance. Priority of vehicle issue will be as follows:

- (a) Emergencies authenticated by Committee or Staff chiefs or equivalent (24 hours).
- (b) Direct training support.
- (c) Advance notice request involving groups of personnel.
- (d) Advance notice request for single passenger trip.

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(e) Walk-in request for groups.

(f) Walk-in request for single passenger trips.

(4) User/drivers are responsible for the cleanliness and operator maintenance of vehicles. Vehicles will be washed and refueled upon return to the Motorpool. Users will secure all vehicles in designated parking areas during non-duty hours.

(5) Vehicles assigned to the ROTC Advanced Camp will refuel only from designated POL points. Designated fuel points will be available from the ROTC dispatcher when drawing vehicles.

(6) When a NTV becomes non operational due to accident or mechanical failure, the section will be issued a "float" replacement if one is available.

(7) All accidents or any damage to NTVs must be reported immediately to Camp Logistics and the chain of command, IAW regulations.

(8) No NTVs will be operated off hard-packed roads.

c. Vehicles from ROTC Battalions:

(1) Selected battalions may be directed to bring their NTV to Ft. Lewis for use at camp.

(2) Battalion vehicles will be driven to Camp by cadre from that Battalion. Mileage will not count against a battalion's annual allocation.

(3) When possible, the battalion vehicles will be assigned to the committee to which the cadre member is assigned.

(4) Battalion vehicles at camp will be subject to the same Camp Logistics control and requirements as all other NTV.

(5) Battalion vehicles are tasked based upon specific needs. Do not substitute sedans for vans or vans for sedans, etc.

(6) Do not remove seats (reducing seating capacity) from tasked vehicles and send to camp.

(7) Battalion vehicles tasked to support Camp will stop at the ROTC Motor Pool, building 2D11 for inprocessing. Inprocessing will be as follows:

(a) The NTV NCO will perform a "walk around" inspection of the vehicle and note any apparent damage to the vehicle.

(b) Seating capacity required for vehicle tasked to support camp (sedan, van, etc.).

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(c) Operator's Vehicle Maintenance (OVM) Kit (Spare tire, jack, lug wrench, etc.).

(d) GSA Credit Card for assigned vehicle.

d. SeaTac Cadet Reception:

(1) No vehicle will depart Sea-Tac Airport until NCOIC has determined that it is used to fullest capacity.

(2) Camp Logistics establishes a Cadet Reception Center at SeaTac airport. This center is run by Movement Control Teams (MCT).

(3) The MCT assists the cadets with baggage claims and arranges transportation to North Fort Lewis.

(4) The OIC (lieutenant) coordinates with SeaTac personnel, USO personnel, Military Assistance personnel, and Shuttle Service personnel to ensure the efficient arrival and transport of incoming cadets.

e. SeaTac Cadre Reception:

(1) Camp Logistics establishes a Cadre Reception Team at the airport. This team assists the cadre with baggage claims and arranges transportation to North Fort Lewis.

(2) The Operations Section NCOIC coordinates with airport personnel, USO personnel, Military Assistance personnel, and Shuttle Service personnel to ensure the efficient arrival and transport of incoming cadre.

f. Non-Tactical Vehicle Clearance Procedures:

(1) Vehicle preparation for turn-in.

(a) Camp Logistics, Transportation Section, will furnish committee/staff chiefs a memorandum listing all their assigned vehicles, the required turn-in dates, the type of vehicle (TMP issued or ROTC) and an attached clearance card for each assigned vehicle.

(b) A committee/staff will not retain a vehicle past the designated turn-in date without prior written approval from the Installation Transportation Officer and Camp Logistics. Listed below are the clearance procedures for out processing the Camp Logistics motorpool.

(c) TMP issued vehicles.

i. Upon completion of the mission, the committee/section chief will issue to a designated operator the clearance card that matches the vehicle to be turned in.

ii. The designated operator will refuel the vehicle at an authorized refueling point, then wash the vehicle utilizing an installation wash rack or designated commercial vender.

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iii. When the vehicle is prepared for turn-in, the designated operator will report to the MOTORPOOL dispatch office, present the clearance card to the military dispatcher, and inform him that the vehicle is ready for turn-in.

iv. The NTV NCO will perform a "walk around" inspection of the vehicle to ensure all requirements for turn-in were met. Any damage to the vehicle that was not noted on the original inspection checklist will be brought to the attention of the Installation Motor Officer before the vehicle will be cleared. Only the Installation Motor Officer can clear a section of liability for vehicle damage. If the NTV NCO finds the turn-in preparation satisfactory, he will stamp, date, sign and return the clearance card to the designated driver. This card now represents proof that all motorpool responsibility has been fulfilled for the vehicle. The designated driver will report back to the committee/section and return the card to the committee/section chief.

(d) ROTC battalion tasked vehicles.

i. Upon completion of the mission, the committee/staff chief will brief the original operator (if assigned to same committee/staff) of the ROTC battalion tasked vehicle on out processing procedures.

ii. The committee/staff chief will issue the clearance card that matches the vehicle to the original operator, and direct him/her to report to the MOTORPOOL dispatch office. Upon arrival at MOTORPOOL, the original operator will present the clearance card to the NTV NCO, and inform him that the vehicle is ready to be logged-out.

iii. The NTV NCO will perform a "walk around" inspection of the vehicle and note any apparent damage to the vehicle. Any damage to the vehicle that was not noted on the original inspection checklist will be brought to the attention of the ROTC Fleet Manager. If the damage found was not previously reported, the original operator must fill out all mandatory documentation prior to issuance of a clearance. Only Camp Logistics can clear a section of liability for vehicle damage involving an ROTC battalion tasked vehicle.

iv. If the NTV NCO finds the vehicle in satisfactory condition, he will stamp, date, sign and return the clearance card to the original operator. This card now represents proof that all responsibility has been fulfilled for that vehicle. The original vehicle operator will report back to the committee/section and return the clearance card to the committee/staff chief.

(e) Committee/Staff OIC outprocessing. When the committee/section chief reports to the Camp Logistics for out processing, he or she will present a completed clearance card for each vehicle that was assigned to the committee/staff. Camp Logistics will verify the cards using the camp vehicle assignment roster and, if complete, clear the individual.

(f) Technical inspection of vehicle. If you desire a technical inspection of your vehicle, contact the NTV NCO (967-2588) at least five days prior to desired inspection date.

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- (g) Procedures for requesting bus/van support for morale support trips.
 - i. Fill out FORSCOM Form 248-R (Request for Motor Transportation).
 - ii. Hand-carry completed FORSCOM Form 248-R to DPCA, Bldg 4292 (located on 9th Division Drive).
 - iii. Ensure everything is approved before making final commitment for your trip.

CHAPTER 8 CAMP CLEARANCE

1. **GENERAL:** Each ROTC cadre member at Advanced Camp is required to clear Camp Logistics prior to departure from camp. Cadre must clear the following Camp Logistics. All second lieutenants must clear CIF prior to clearing Camp Logistics. Personnel assigned vehicles must clear the ROTC motorpool prior to clearing Camp Logistics.

2. PROCEDURE:

- a. Clear all Camp Logistics activities with which the individual had business (e.g., CIF [all 2LTs] and ROTC Motorpool) prior to clearing at the Camp Logistics office.
- b. Camp Logistics can clear CIF and MOTORPOOL at the Camp Logistics building if the individual had no account.
- c. Camp Logistics will ensure all activities have been cleared prior to stamping clearance form.
- d. Camp Logistics will ensure all Reports of Survey requirements involving the cadre member have been satisfied prior to stamping clearance form.
- e. Camp Logistics will notify the P&A Division to flag all cadre who have not satisfied Report of Survey requirements.
- f. RTOs and committee chiefs will not be cleared by Camp Logistics until all buildings and vehicles assigned to their committee have been turned in (personally or by subordinates).

CHAPTER 9 PROPERTY ACCOUNTABILITY

1. **GENERAL:** This chapter outlines the responsibilities and procedures for property accountability during Advanced Camp.

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2. RESPONSIBILITIES:

a. Camp Commander.

- (1) Approving authority for reports of survey.
- (2) Ensure compliance of all procedures and policies prescribed by applicable regulations and policies.

b. Camp Logistics.

- (1) Ensures proper processing for relief of responsibility documents IAW AR 735-5.
- (2) Coordinate proper transfer of open report of surveys to logistics branch upon the end of Advanced Camp.

2. PROCEDURES:

a. Lost, Damaged, and Destroyed Supplies and Equipment.

- (1) Obtain relief using one of the following methods IAW AR 735-5.
 - (a) Damage Statement
 - (b) DD Form 362 (Statement of Charges/Cash Collection Vouchers)
 - (c) DA Form 4697 (Report of Survey)
- b. Property Accountability. Ensure correct hand-receipt procedures IAW AR 710-2 and DA PAM 710-2-1.

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ANNEX A

F-10 WAREHOUSE AND FUNCTIONS

1. **HOURS OF OPERATIONS:**

MON-FRI	0800-1130 1300-1600
SAT	0830-1200
SUN	CLOSED

2. **GENERAL:** All committees and regiments are required to submit a DA Form 1687 to F-10 warehouse prior to making appointment to receive push packages.

- a. Submit no more than 2ea DA Form 1687 per committee or regiment.
- b. Support units must submit an assumption of command orders with their DA Form 1687.
- c. No Regimental push packages will be issued prior to the start of the Washington State Special Olympics.

3. **RECEIPT OF PUSH PACKAGES:** All regimental supply sergeants will sign for their push packages from their support unit upon arrival to Advanced Camp.

4. **TURN-IN OF PUSH PACKAGES:** All regimental supply sergeants will turn-in their push packages to the F-10 warehouse. Appointments are on a first come first serve basis.

5. **SUPPORT DURING CAMP:** F-10 warehouse provides direct support to the following organizations:

- | | |
|-------------------------|----------------------------|
| 1. Camp Commander | 7. G-1/G-3/G-4/IG |
| 2. Chief of Staff | 8. Evaluation |
| 3. Commandant of Cadets | 9. Safety |
| 4. Cadet Personnel | 10. Protocol |
| 5. Cadet Boards | 11. Public Affairs |
| 6. Chaplain | 12. 104 th (NG) |

***NOTE:** Requesting and receiving personnel must be listed on the DA Form 1687 on file.

6. **REQUESTING OF GSA SUPPLIES:** Request all supplies on customer supply order form (GSA Form 3542).

- a. Expendable Items: All expendable items received will be logged.
- b. Non-Expendable Items: Non-expendable items will be added to DA Form 2062.

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7. **ISSUE OF SUPPLIES:** All requests will be dropped off. Supply personnel will pull the requested supplies and notify the requesting person for pick-up.
8. **LOCAL PURCHASES:** For local purchases, the requesting person must provide all needed information on a credit card request.(Government Visa Credit Request) The request must go through the normal supply chain for approval. It cannot be approved for purchase by advance camp personnel.
9. **SHORTAGES:** All shortages will be accounted for IAW AR 735-5.
 - a. All brassard are locally manufactured, therefore must be replaced by the individual.
10. **TURN-IN:** Durable and non-expendable items are to be returned clean and serviceable. All unserviceable items must be identified before they're repacked in the push package. All unopened expendable supplies should be returned and placed in the push package.
11. **WEAPON CLEANING KITS:** Weapon cleaning kits must be broken down and separated by components. The components will be placed in individual containers and labeled by name of items and number of items in each container.
12. **M16 MAGAZINES:** Magazines will be taped in quantities of fives. They will be cleaned and serviceable before they can be turned in.

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GSA FORM 3542- EXAMPLE

CUSTOMER SUPPLY CENTER ORDER (See instructions on reverse)					DATE
					22 Jun 00
FAX TRANSMITTAL					
TO F10 Warehouse	FAX AREA CODE	FAX NUMBER	WORK AREA CODE	WORK NUMBER	REQ. CONFIRMATION
					YES NO
<small>FOR CSC USE ONLY</small>					
1. ITEM NUMBER-NIIN <i>(Last 7 digits of NSN)</i>	2. ITEM DESCRIPTION	3. UNIT OF ISSUE <i>(2 digits)</i>	4. QUANTITY <i>(4 digits)</i>	5. UNIT PRICE <i>(5 digits)</i>	6. EXTENDED PRICE ESTIMATED <i>(6 digits)</i>
7520013644082	Uni-ball Deluxe Pen(Red)	DZ	0002	12.42	24.84
7520013496302	Uni-ball Deluxe Pen(Blu)	DZ	0002	12.42	24.84
7520013496303	Uni-ball Deluxe Pen(Blk)	DZ	0002	12.42	24.84
7510013576833	Ballpoint Pen	DZ	0024	2.50	60.00
7510013578952	Pencil #2	DZ	0024	1.14	27.36
				7. ESTIMATED TOTAL COST	
				161.88	
8. REMARKS					
9. APPROVING OFFICIAL					
a. SIGNATURE John J. Doe		c. TELEPHONE		d. DATE	
b. TITLE Supply SGT		AREA CODE 253	NUMBER 967-0000	EXT.	22 Jun 00
10. PERSON SUBMITTING ORDER					
a. SIGNATURE Jane Doe		c. TELEPHONE		d. DATE	
b. NAME Jane Doe		AREA CODE 253	NUMBER 967-0001	EXT.	22 Jun 00
11. CUSTOMER ADDRESS			12. ACTIVITY ADDRESS CODE (MUST ENTER)		
a. OFFICE NAME			13. AGENCY ACCESS CODE (MUST ENTER)		
b. STREET ADDRESS			14. FAX		
c. CITY			AREA CODE	NUMBER	
d. STATE		e. ZIP CODE			

GENERAL SERVICES ADMINISTRATION

GSA FORM 3542 (REV. 3-99)
Prescribed by FSS P 2901.14

Figure D-3

SECTION D - CAMP LOGISTICS

**CREDIT CARD REQUEST (Example)
GOVERNMENT VISA CREDIT CARD REQUEST/RECEIPT INFORMATION:**

ATOD-___ADV CAMP_X___ HQS___ DCG__DATE: 15 Jun 00 JOB #_____

1. Request the following item(s) be purchased with the government credit card:

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1.	029-410-023 Binder 1" Blk	5	1.99	9.95
2.	029-409-945 Binder 1" Red	5	1.99	9.95
3.	029-410-005 Binder 1" Navy	5	1.99	9.95
	GRAND TOTAL			29.85

2. Source of supply/service: Name:_ Office Depot _____

Address:_ 2200 Old Germantown Road, Delray Beach, FL 33445 _

Telephone:_ 1-800-463-3768___

3. Signature of Requestor:_____ (Print Name)_____

Phone #:_____/Date:_____

4. Signature of Hand Receipt Holder:_ CPT Charles S. Marbas Date__17 Jun00__

5. Signature of Budget:_ Gloria Hilman_____ Date_18Jun00_

6. Signature of ADP Official (if necessary):_____

7. Signature of Transportation (if necessary):_____

8. Signature of Approving Official: _____

Sharon L. Tillman
Budget Analyst
Chief, Resource Management

9. I have received the above requested items as annotated on the invoice from the card holder.

SIGNATURE
PRINTED NAME
POSITION
DATE

10. Remark:

Name of Credit Card Holder: _____

Figure D-5

SECTION D - CAMP LOGISTICS

**CREDIT CARD REQUEST
GOVERNMENT VISA CREDIT CARD REQUEST/RECEIPT INFORMATION:**

ATOD-___ADV CAMP___ HQS___ DCG_DATE: _____JOB #_____

1. Request the following item(s) be purchased with the government credit card:

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	GRAND TOTAL			

2. Source of supply/service: Name:_____

Address:_____

Telephone:_____

3. Signature of Requestor:_____ (Print Name)_____

Phone #:_____/Date:_____

4. Signature of Hand Receipt Holder:_____ Date_____

5. Signature of Budget:_____ Date_____

6. Signature of ADP Official (if necessary):_____

7. Signature of Transportation (if necessary):_____

8. Signature of Approving Official: _____

Sharon L. Tillman
Budget Analyst
Chief, Resource Management

9. I have received the above requested items as annotated on the invoice from the card holder.

SIGNATURE
PRINTED NAME
POSITION
DATE

10. Remark:

Name of Credit Card Holder: _____

Figure D-5 (cont.)

SECTION D - CAMP LOGISTICS

DA FORM 1687- EXAMPLE

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 716-2-1. The proposing agency is DD, CSTUC.</small>				DATE	
				4 Feb 00	
ORGANIZATION REQUESTING SUPPLIES		AUTHORIZED REPRESENTATIVE(S)			
P&A Section, 4th Region ROTC <small>LAST NAME FIRST NAME MIDDLE INITIAL</small>	<small>STOCK SYMBOL NUMBER</small>	FT. Lewis, WA 98433 <small>LOCATION</small>			
DOE, JOHN D.	X	<small>AUTHORITY</small>	<small>REC</small>	<small>SIGNATURE/INITIALS</small>	
DOE, JANE C.		Yes	Yes		
-----NOT USED-----		No	Yes		
AUTHORIZATION (X) RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER <small>THE PERSON(S) DELEGATED TO</small> <small>DELEGATED TO</small> <small>WHICH IS FROM</small> <small>THE PERSON(S) LISTED ABOVE</small>					
REFERS: REQUEST AND RECEIVE SUPPLIES FROM THE F-10 WAREHOUSE.					
I ASSUME FULL RESPONSIBILITY <small>UNIT IDENTIFICATION CODE</small> <small>DOB/CHECKLIST NUMBER</small>					
<small>LAST NAME FIRST NAME MIDDLE INITIAL</small> DOE, JANE C.		<small>GRADE</small> 05	<small>TELEPHONE NUMBER</small> 967-1000	<small>EXPIRATION DATE</small> 16 AUG 00	<small>SIGNATURE</small> DOE, JANE C.

DA FORM 1687, JAN 82

USPPFC1/00

Figure D-6