

USAREC Regulation 700-5

Logistics

Integrated Logistics Support

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
15 December 2008**

UNCLASSIFIED

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Effective 2 January 2009

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Integrated Logistics Support



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Major General, USA
Commanding

History. This publishes a new USAREC Reg 700-5, effective 2 January 2009.

Summary. This regulation establishes policy, procedures, and guidance relative to logistics management activities throughout the U.S. Army Recruiting Command.

Applicability. This regulation applies to all military and civilian members of the command. Failure to comply with the provi-

sions of this regulation may subject the offender to administrative action or punishment under the Uniform Code of Military Justice.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G4/8. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14 or the equivalent in the National Security Personnel System.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2,

but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRLM-L, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level A.

*This regulation supersedes USAREC Regulation 5-2, dated 16 January 1986; USAREC Regulation 55-2, dated 21 December 1993; USAREC Regulation 56-1, dated 20 December 1999; USAREC Regulation 210-4, dated 19 April 2006; USAREC Regulation 405-1, dated 16 February 2001; and USAREC Regulation 735-3, dated 7 September 2006.

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Chapter 1

Introduction

1-1. Purpose

This regulation:

- a. Provides authority and prescribes policy for providing logistics management in the U.S. Army Recruiting Command (USAREC).
- b. Defines the management objectives, functions, and responsibilities of the USAREC, Assistant Chief of Staff (ACS), G4/8.
- c. Identifies command, control, and operational relationships that exist between the USAREC G4/8, the U.S. Army Special Missions Brigade (SMB), USAREC battalions and brigades, and the U.S. Army Accessions Command (USAAC).

1-2. References

For required and related publications and prescribed and referenced forms see appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

The ACS, G4/8, will:

- a. Prescribe policy, staff direction, and guidance on all aspects of logistics management.
- b. Ensure appropriate actions are taken to maintain an effective logistics management system for USAREC while ensuring that the values, professionalism, and character of the Army is upheld.

Chapter 2

Management of Government-Owned Vehicles

2-1. Purpose

This chapter prescribes policies, responsibilities, and procedures for the administration, use, maintenance, and management of government-owned vehicles (GOVs) assigned to all elements of USAREC.

2-2. Policies and responsibilities

- a. Basic policies concerning the administration and operation of vehicles are found in AR 58-1, chapter 2.
- b. Basic policies are supplemented by this regulation to accommodate USAREC's unique requirements.
- c. The ACS, G4/8, is responsible for the overall management of the nontactical vehicle fleet. These responsibilities include:
 - (1) Providing policy and guidelines concerning the operation, maintenance, and reporting of vehicle assets.
 - (2) Directing distribution of available vehicle assets based on commandwide requirements and priorities.
- d. Brigade and battalion commanders are responsible for:
 - (1) Maximizing the efficiency and economy of vehicle operations, as well as maintenance and administration, by means of inspections and evaluations of current concepts, principles, and procedures.
 - (2) Executing responsibilities established by AR 58-1, paragraph 1-4.
 - (3) Developing and maintaining an effective GOV safety program (see USAREC Reg 385-2 and AR 385-10).
 - (4) Ensuring personnel at all levels adhere to this regulation.
- e. Individual operator responsibilities are described throughout this regulation and AR 385-10.

2-3. Authorizations

- a. Authorizations for GOVs will be limited to the minimum needed to provide essential motor vehicle transportation services under normal conditions.
- b. The USAREC G4/8 has established a basis of issue plan to determine how tables of distribution and allowances (TDA) vehicle authorizations will be distributed by position and/or organization.

c. General Services Administration (GSA) is only authorized to issue Class 1A (small), Class 1B (subcompact), and Class 2 (compact) sedans to USAREC. Congress controls type of vehicle authorizations.

d. GSA has delegated the authority to the USAREC G4/8 to lease vehicles if GSA can't provide the vehicles we are authorized. However, before entering into a lease for a vehicle, battalions should notify the SMB so that they can look throughout all brigades for excess vehicles or coordinate with the USAREC G4/8 so that a nationwide search can be done to try and locate a GSA vehicle.

2-4. Use of GOVs

a. Section 1344, Title 31, United States Code (31 USC 1344) restricts the use of GOVs to "official purposes," essential for the successful completion of a Department of the Army (DA) function, action, or operation and consistent with the purpose for which the vehicle was acquired.

b. Determining whether any particular use satisfies the official purpose requirement is a decision to be made within the bounds of applicable laws and regulations. Important factors for the commander to consider are:

(1) Whether the proposed use of the GOV is essential to the successful completion of a DA function, action, or operation within USAREC when engaged in field recruiting work.

(2) Whether the primary benefit from use of a GOV accrues to the Government or the individual.

(3) Whether the proposed benefit is consistent with the purpose for which it is required.

c. The lowest level of command within USAREC that can make "Official Use" determination is the company commander.

d. All users of GOVs will comply with applicable laws and regulations including Federal, state, and local.

e. In order to minimize misuse of vehicles by command personnel, restrictions are:

(1) Vehicles will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

(2) Official motor vehicle transportation requirements do not include: Transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-Department of Defense (DOD) activities unless specifically approved under the provisions of Army regulations.

(3) Government vehicles must not be used for transportation to or be parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any nonappropriated fund activity unless personnel using the vehicles are on official government business or temporary duty (TDY) travel.

(4) GOVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment unless specific prior authorization is received (see para 2-6).

(5) GOVs will not be used to transport Army personnel and their family members to, from, or between government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, vehicles will not be used to transport personnel or pick up or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, etcetera.

(6) GOVs will not be used to offset a recruiter commuting to his or her duty station. An example is: The military member drives the GOV to a recruiting station (RS) (other than their place of duty) in close proximity to their private residence. The GOV is then parked and the privately-owned vehicle (POV) picked up to complete the commute home. In the morning, the POV is driven to the RS and the GOV picked up to drive to their office. This is strictly forbidden. The GOV can't be used to offset personal commuting expenses.

(7) Penalties for misuse of GOVs. The unauthorized or willful misuse of a GOV will be cause for disciplinary action as follows:

(a) Civilian personnel. Any employee of the Government who willfully uses or authorizes the use of any GOV (except for official purpose as authorized by 31 USC 1344 or otherwise violates same) shall be suspended from duty, without compensation, for not less than 1 month and shall be suspended for a longer period or summarily removed from office if circumstances warrant under Section 1349(b), Title 31, United States Code (31 USC 1349(b)).

(b) Military personnel. Military personnel who willfully use or authorize the use of any GOV (except for official purposes as authorized by 31 USC 1344) will be disciplined under the provisions of the Uniform Code of Military Justice (UCMJ) or other administrative action, as deemed appropriate.

(c) In accordance with AR 735-5, financial liability shall be assessed against members of the military and Army civilian employees when government property including a motor vehicle is lost, damaged, or destroyed as a result of their negligence, willful misconduct, or deliberate unauthorized use or misuse. Depending on facts and circumstances, the

criminal sanctions of Section 641, Title 18, United States Code (18 USC 641) may be applied to the misuse of a GOV. The statute provides for a fine or imprisonment for up to 10 years or both.

(8) Personnel in receipt of TDY orders who are authorized to travel by GOV to and from the temporary location may be authorized overnight retention of a GOV at their residence under certain circumstances:

(a) Overnight retention and next day departure from an individual's residence may be authorized where it has been determined that it is more cost effective to the Government.

(b) The basic consideration will be that the employee would have to travel a long distance to pick up the vehicle and then turn around and drive back in the same direction to the TDY site (see volume 25, Decisions of the Comptroller General, 1946, p. 844 and Manuscript B-210555.18, Decisions of the Comptroller General, 10 March 1987).

(c) Authorization will be in writing and must be approved by the battalion commander. Commanders are directed to establish an audit trail to document the specific circumstances of each request. Maintain strict administrative control for overnight assignment of GOVs.

(9) Soldiers assigned to USAREC for compassionate reasons are authorized to drive GOVs for official use if one is available (on-production recruiters have first priority). Soldier must meet USAREC's driving requirements and have the commander's approval.

2-5. Family support group volunteers

Family support group (FSG) volunteers may ride in GOVs in support of the unit's FSG Program when all of the following circumstances exist:

a. The battalion commander determines that the use of the vehicle is for official purposes and that the failure to provide such support would have an adverse effect on the family readiness group's mission.

b. The vehicle is driven by a government employee who is acting in his or her capacity as a government employee; possesses a required, valid, and current license to operate a vehicle; and has attended an accident avoidance course (AAC).

c. The use of the vehicle can be provided without detriment to the accomplishment of the unit's needs.

d. The FSG volunteer has signed DD Form 2793 (Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities) and has been given a written job description which notes the specific volunteer duties that will be performed while using a GOV. DA Form 5671 (Parental Permission) is required when accepting volunteer services from unmarried family members under age 18. These forms should be signed by the battalion commander as the accepting official or by the company commander when written delegation is given by the battalion commander.

(1) In reference to transportation of FSG volunteers, official purposes include providing services, attending planning meetings and conferences, and serving as a consultant.

(2) Providing transportation support for FSG volunteers will not be used as justification to request additional vehicles.

2-6. Domicile-to-duty

a. The Secretary of the Army has approved domicile-to-duty (DTD) for this command. This approval must be renewed every 2 years. DTD is approved for Army recruiting personnel only when engaged in "field work," which is defined as official business performed away from the regular duty station. DTD is only authorized for brigade, battalion, and company commanders; command sergeants major; first sergeants; master trainers; company operations and training noncommissioned officers; and field recruiters. It is permissible to allow contract recruiters to use DTD only if such transportation is for official purposes.

b. The approving authority for DTD is as follows:

(1) Deputy commanding officers for brigade commanders.

(2) Brigade commanders for brigade leadership and battalion commanders.

(3) Battalion commanders for all other personnel. Battalion commanders may delegate this authority, in writing, to the executive officer (XO) or a company commander. Blanket authority for DTD will not be issued.

c. A commander authorizing DTD will publish written instructions relative to operator responsibility, vehicle security, and other guidelines regarding the geographical area of operations.

d. DTD will not be extended to an individual solely for the purpose of commuting.

e. The operator must be in uniform when operating a GOV. However, commanders may grant exceptions.

f. Personnel whose duty station is changed will not be granted DTD simply because their new duty station is farther

from their home.

g. Commanders will use USAREC Form 896 (Commander's Domicile to Duty Log) to record and control DTD travel approval.

h. This program is subject to review by the U.S. Army Audit Agency and will be a matter of inquiry during the course of inspections by the Inspector General (IG) and others. Commanders are advised of the necessity for continuous emphasis and followup to ensure compliance.

i. Documentation and control of DTD travel will be accomplished as follows:

(1) Vehicle operators will annotate all DTD travel on USAREC Form 584 (Motor Vehicle Usage Record) in the Remarks block.

(2) At the end of the month, brigade, battalion, and company commanders will review and sign all USAREC Forms 896 and forward them, by the 5th working day of the month, as follows:

(a) Battalion and company commanders forward to battalion vehicle managers.

(b) Brigade commanders forward to SMB vehicle manager.

(3) This log must be filled out whether or not any DTD was performed that month. Maintenance and disposition of USAREC Form 896 will be in accordance with AR 25-400-2. This form will be retained for 3 years from the end of the calendar year.

2-7. Use of GOVs for TDY purposes

Personnel who desire the use of a GOV to travel TDY to schools, transport spouses and family members for official USAREC functions, and TDY to other locations must have the approval of the brigade commander (with authority to further delegate to battalion commanders). Brigade and battalion commanders should consider mission requirements, transportation availability, and cost effectiveness. Use of GOVs for TDY purposes will not be justification for additional vehicles.

a. Recruiters and civilians may be allowed to use a GOV to travel to a TDY location provided the following is met:

(1) Personnel are in receipt of valid TDY orders to assist in mission performance.

(2) Operators are licensed and have completed the AAC.

(3) The total daily travel distance is 400 miles or less.

(4) Drivers do not drive more than 10 continuous hours, nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest.

(5) Operators will take 15 minute rest breaks every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first.

(6) Commanders will perform a written risk assessment before each operation on USAREC Form 1144 (Risk Management Card) in accordance with USAREC Reg 385-2.

b. Spouse and/or children may accompany a military member or civilian employee on official business when events requiring family member to accompany their spouses are warranted, such as annual training conferences. The following applies:

(1) There is no additional cost to the Government.

(2) There is space available (DOD 4500.36-R, para 2-5g). The use of additional or larger vehicles to take advantage of the spouse and/or children transportation provision shall be considered misuse.

(3) Per diem will not be authorized for dependents.

(4) Dependents will not operate a GOV.

(5) Comply with all local, state, and Federal laws regarding child restraints and safety equipment (that is, child seats).

(6) There will be no deviation in the route to pick up or drop off dependents to accommodate personal business.

(7) USAREC Form 584 is annotated to reflect the transportation of dependents in the Remarks block.

(8) Active duty sponsors are aware that the government's liability coverage for dependents may not be the same as the individual's POV insurance.

(9) Each approval will be executed in writing and will be processed on a "per event" basis. Blanket approvals will not be granted.

(10) Requests to transport family members to and from official functions must be submitted in memorandum format to the authorized commander.

(11) Requests must include USAREC Form 1294 (Acknowledgment of Authorized Use of Government-Owned Vehicle) and be signed by the vehicle operator.

(12) Transportation of parents and/or spouses of applicants or enlistees returning to the military entrance process-

ing station (MEPS) in a GOV for the purpose of Human Immunodeficiency Virus counseling is authorized.

c. In cases of recruiters who are required to continually perform duties at a TDY station for extended periods, the use of a GOV for such travel is allowable on a case-by-case basis, and must be approved by the brigade commander.

(1) Reimbursement of expenses is authorized for Soldiers that are in a TDY status under the provisions of USAREC Reg 37-14.

(2) Travel determination will be made at the discretion of the brigade commander with consideration to the following:

(a) The relative cost to the Government for mileage reimbursement for POV use as compared to the cost of a GOV.

(b) The availability and cost of scheduled commercial bus ground transportation.

(c) Reimbursement of expenses for Soldiers not in a TDY status may in some instances be accomplished by completing SF 1164 (Claim for Reimbursement for Expenditure on Official Business).

2-8. Driving after consumption of intoxicating beverage or substance

a. No person who has consumed an intoxicating beverage or controlled substance within the previous 8 hours shall operate a GOV.

Note: This includes vehicles rented or leased at government expense. Mandatory procedures to be followed in all cases of drunk driving are prescribed by USAREC Reg 190-3.

b. Positive urinalysis for drugs. When a Soldier tests positive for drugs or when there is probable cause to suspect drug use, the company commander will immediately suspend the Soldier's GOV driving privileges and immediately notify the battalion commander and vehicle manager.

c. In rare cases, the company commander may restore GOV driving privileges for the limited purpose of enabling Soldiers to attend Alcohol and Drug Abuse Prevention and Control Program counseling. This authority should only be used where, because of time or distance factors, it is not feasible to provide a government driver. A copy of the memorandum authorizing this action will be signed by the battalion commander and maintained in the individual's driving record until departure from the unit. Under no circumstances should the Soldier be permitted to drive prospects, applicants, Future Soldiers, or other third parties.

2-9. Prohibited items

a. The possession, use, or distribution of intoxicating beverages or controlled substances is prohibited in a GOV.

b. While operating a GOV the driver is prohibited from eating or drinking.

c. Smoking or any other use of tobacco products in a GOV is prohibited.

d. Weapons are prohibited under the following circumstances:

(1) The possession or use of firearms and ammunition are prohibited in any GOV. Prohibited weapons in a GOV include, but are not limited to, any firearm or replicas whether functional or not, knives other than a common pocketknife, switchblades, blackjacks, nunchakus, martial arts weapons of any kind, and explosive or incendiary devices other than highway flares.

(2) Government weapons may be authorized with prior written permission by the battalion commander. (See USAREC Reg 600-25.)

(3) Exceptions to the privately-owned weapons policy are rare and will be granted, in writing, by the brigade commander. The brigade commander will coordinate with the brigade judge advocate to ensure compliance with applicable state law. The brigade judge advocate will forward the brigade commander's written endorsement to the staff judge advocate.

Note: The approval may be in the form of an e-mail.

e. Privately-owned citizens band radios, cellular telephones, and radar detectors will not be used in GOVs. Only government cellular telephones authorized by Headquarters, U.S. Army Recruiting Command (HQ USAREC) will be permanently mounted in GOVs with the permission of GSA. Use of such cellular telephones will not be employed by the driver while the vehicle is in motion to include the use of hands-free kits in accordance with CG Policy Letter H-4.

2-10. GSA credit cards and petroleum, oils, and lubricants

a. GSA uses a commercial purchase card for fuel and some maintenance and repair services. This card, your U.S. Government Fleet Services Card, is assigned by the fleet management center (FMC) to a specific vehicle and should only be used for that vehicle.

b. The dollar threshold for card purchases of maintenance and repair services is \$100 without prior GSA maintenance control center (MCC) approval. The MCC is responsible for authorizing required maintenance and repair services for all

GSA vehicles. If you need maintenance and repair services that exceed \$100, you must obtain preapproval from the MCC prior to charging these services on your credit card. All purchases of batteries and tires must be approved by the MCC.

c. In the event of an after-hours emergency when the MCC is closed, the commercial contractor (credit card) can authorize the use of your card for purchases of emergency repair and services up to \$500. An emergency is defined as a mandatory repair or towing services requiring preauthorization when the MCC is closed.

d. All credit card purchases must relate directly to your vehicle and will not be used for purchase of personal items. Unauthorized card purchases may subject the user to criminal prosecution or other disciplinary action.

e. GSA FMCs determine your allowance for monthly car washes depending on the region in which you are located (that is, Region 4, FMC 12 allows \$20 maximum per month). GSA will pay for exterior washing only. It is the responsibility of the operator to maintain the interior of the vehicle. Detailing of any kind is not authorized. Any unauthorized purchases will be billed back to the billing office address code (BOAC) the vehicle is assigned to. In the event additional cleaning or washing is necessary, the operator should prepare a memorandum for record for the battalion's vehicle manager explaining the special circumstances (for example, an applicant gets sick or weather causes the vehicle to be extremely dirty).

f. Fuel purchases are for unleaded, self-service gasoline only, offering the lowest price, except when the vehicle requires a specific type of fuel approved by the FMC manager. The FMC manager must approve the use of premium grade fuel.

g. Alternate fuel vehicles (AFVs) must be fueled with the appropriate alternate fuel when practical. Some AFVs require special oil and the use of any other type of oil may cause extensive damage to the engine.

h. The U.S. Government Fleet Services Card is accepted at many fueling stations. Make certain before fueling the vehicle that the gas station accepts the government card.

i. Operators of GOVs are required to enter valid and accurate mileage at the gas pump for retrieval by Get Odometer Readings from Pump (GORP). GORP was implemented by GSA to capture the most current odometer reading from the last fuel purchase and then sends the mileage electronically to the GSA Fleet System.

j. In case of a lost or misplaced credit card, the vehicle operator will immediately notify their headquarters by telephone and submit a written statement setting forth the circumstances surrounding the loss or misplacement of the card. This will be maintained with the vehicle record until the vehicle is turned in. It is the responsibility of each operator to safeguard the credit card against theft and misuse. In this regard, persons operating the vehicle are advised that the card must be removed when the vehicle is left unattended or when the vehicle is left at a commercial garage for service.

k. If a service station does not accept the government credit card and the vehicle has already been filled, pay cash or use some other credit card. Get a receipt from the vendor (make sure the tag number is on it). Submit an SF 1164 to your local Defense Finance and Accounting Service.

l. Commanders will initiate an investigation for all reported unauthorized credit card purchases, unreported vehicle damages, reports of vehicle misuse, and missing vehicle equipment to determine if negligence was the cause for the damage or loss. If it is determined negligence was the cause of damage or loss, actions under the provisions of AR 735-5 will be initiated. Unauthorized credit card purchases by Soldiers may be punishable under Article 121, UCMJ.

2-11. Overnight storage

a. Maximum use will be made of free or leased vehicle storage facilities when security is adequate to properly safeguard GOVs and the storage facility is in close proximity to the USAREC facility. The facility for overnight parking will not be selected for the principle purpose of accommodating operators. GOV parking spaces are not authorized for POV use.

b. Commanders will decide the most efficient and economical procedures for overnight storage of vehicles so that the greatest possible latitude is available to meet the numerous and varied operational requirements. The supporting Corps of Engineers (COE) district has the responsibility for leasing secure parking spaces or facilities for GOVs. The Federal Management Regulation (FMR) prohibits the leasing of facilities for POVs.

c. Operators will make every effort to ensure that vehicles are parked off the streets during the night. Parking lots and garages will be used whenever possible to reduce the possibility of vandalism. Vehicles will be properly secured by locking all doors and removing or placing all items of value such as, cameras and clothing, out of view to include mounting devices for global positioning systems or any other temporary device. This includes EZ passes, mounting devices for cell phones and global positioning systems, or any other temporary mounting device, as these give an indication that more valuable items may be stored in the vehicle.

d. Do not leave laptop computers and/or other government electronic devices in a GOV or POV. Laptops must be secured in accordance with CG Policy Letter H-2.

e. Security of GOV keys.

(1) Vehicle keys will be secured at all times during nonduty hours. Keys will be secured in a consolidated area in a locked container such as a file cabinet. They will be controlled and accounted for in accordance with AR 190-5, appendix D and USAREC Reg 380-4, paragraph 6-12.

(2) Individuals will not take keys or credit cards to their residences unless authorized by DTD.

(3) The assigned driver of the GOV assumes full responsibility for the vehicle and will be accountable for any misuse, loss of equipment, or damages to it during the period that the vehicle is dispatched.

2-12. Compliance with traffic laws while operating a GOV

a. GOV operators do not have an exemption from the application of state and local traffic laws and ordinances (including parking violations) by virtue of their status as members of the military or as civilian employees of DA. Operators are responsible for payment of any tickets and/or fines imposed upon them for violation of traffic laws and ordinances and are not entitled to reimbursement for tickets and/or fines paid by them. Commanders will require vehicle operators to satisfy tickets and/or fines and will take appropriate action in the case of an offender.

b. Many municipalities tow vehicles that are parked in unauthorized spaces. In order to retrieve a towed vehicle, the operator must pay the towing and storage charges. Appropriated funds will not be used to pay towing charges or fees resulting from law violations by the operator of a GOV. While the recovery of impounded vehicles may possibly be accomplished through action in a District Court of the United States, the legal remedy may reflect discredit upon the military in general. Court action takes a great deal of time, has no guaranteed results, does not allow for a replacement vehicle, and does not result in forgiveness of the underlying fines by the operator. In particular, related adverse publicity can seriously damage the recruiting effort and impair the effectiveness of any recruiter whose violation of traffic laws and ordinances generates such adverse publicity.

c. Operators of GOVs are personally responsible for paying all fines and/or fees incurred as a result of GOV parking and traffic violations. Operators will maintain an accurate log of their GOV's usage on USAREC Form 584. The last assigned driver of a GOV will be presumed to have been operating the GOV at the time of any parking or traffic violation. The presumption may be rebutted by a preponderance of the evidence to the contrary.

d. Operators of GOVs will immediately report all GOV parking and traffic violations to their chain of command.

e. Commanders will establish local standing operating procedures (SOPs) to control the use of GOVs to include vehicle parking and other traffic violations. The local SOP, at a minimum, will include the following:

(1) Commanders will require GOV operators to immediately report, through their respective chain of command, all parking and/or moving violations issued to them.

(2) When a GSA vehicle has been ticketed, a suspense file will be established and followup action taken to ensure the parking ticket is paid in full within 30 days of the vehicle being cited.

(3) The battalion vehicle manager will maintain the ticket suspense file and conduct all followup actions. Each battalion will initiate its own particular procedure. Files will be maintained for a minimum of 3 years. One method which has proven effective is to:

(a) Contact local traffic courts to determine where data collection for tickets is maintained.

(b) On a monthly basis request a list of all GSA vehicles which have been ticketed (including the date and time of the ticket) or use your GSA bill and provide them a list of vehicles about which information is sought.

(c) Scan the resulting list for your vehicles.

(d) Have company commanders perform the same function in their local areas and have them reply in writing to the program coordinator with the results.

(e) After vehicles are identified, verify primary operators using USAREC Form 584; each driver of a GOV must fill out USAREC Form 584 each time the vehicle is driven.

(f) Contact chain of command and initiate procedures for payment of these fines.

1. The SOP will state that parking tickets are the responsibility of the operator of the GOV at the time the ticket was issued.

2. The SOP will state that the operator is responsible for all towing charges and/or storage charges if the GOV is impounded due to the conduct of the operator. Use of appropriated funds to pay fines, towing charges, and/or storage fees resulting from law violations by GOV operators is not authorized.

3. All inprocessing checklists will state that vehicle operators are responsible for the payment of all fines imposed upon them for traffic and parking violations and are not entitled to reimbursement.

4. Unit outprocessing checklists will contain a memorandum requiring all GOV operators to sign a statement that to

the best of their knowledge all known traffic, parking, or other citations have been satisfied with respect to any GOV they have driven.

f. Operators of GOVs are reminded that this regulation, to include the provisions regarding payment of fines and fees, is punitive. Military personnel who violate provisions of this regulation are subject to disciplinary action under the UCMJ and to adverse administrative actions. Civilian personnel who violate provisions of this regulation are subject to disciplinary action under applicable civil service laws and regulations.

2-13. Geographical exception travel

a. AR 58-1, chapter 2, authorizes the parking of a GOV at a location other than the normal authorized location where safety and security of the vehicle is assured by such alternate parking methods. Geographical exception travel (GET) is not to be confused with mission-related DTD travel as set forth in paragraph 2-6 and will not be done for recruiter convenience.

b. Some USAREC facility locations may qualify for the GET Program. Approval authority for establishment of a GET Program is the battalion commander. Under GET, Soldiers would be authorized to drive their GOV from their duty station to a government-owned facility for secure overnight parking when such is considered to be in the best interest of the Government. Requests for GET approval must be addressed to the battalion S4. The request must present documentation to show that approval is in the best interest of the Government. Specifically, the safety and/or security benefits derived must be documented. For example, instances of vandalism or potential for damage or loss of a vehicle because of the location of high-crime areas or severe weather or environmental conditions causing safety problems, would be conditions which justify consideration for approval. Furnish a copy to SMB, ATTN: Logistics Division (Fleet Manager), 1307 3rd Avenue, Fort Knox, KY 40121-2725, of all approved requests.

2-14. GSA-leased vehicles

a. The operator of a vehicle assumes full responsibility for the equipment until it is returned to the GSA FMC.

b. The GSA Preventive Maintenance Program requires periodic inspection and servicing of all their vehicles. Inspections should be performed as directed by GSA. If repairs or services are required and will exceed \$100, telephone the MCC to get approval prior to making arrangements for repairs.

c. GSA monthly vehicle billings are prepared using the appropriate BOAC for Operation and Maintenance, Army (OMA) and Operation and Maintenance, Army Reserve (OMAR) funded vehicles. OMA and OMAR vehicles are funded separately.

d. GSA-leased vehicles will be sub-hand receipted to the level as determined by the commander. Operators assume full responsibility for the GOV, keys, and credit card until they are turned in to the battalion vehicle manager. Prior to turning in a GOV, USAREC Form 889 (Vehicle Inspection and Service Checklist) must be signed by the driver's supervisor attesting that the GOV is in good working order and free of any damages. If there are deficiencies, the operator is responsible for correcting them or the operator will not be cleared.

e. Prior to the turn in of any GSA vehicle, the vehicle manager will run a local police check by tag number to ensure there are no outstanding citations.

2-15. Safety, accident prevention, and reporting

Vehicle accidents and injuries are expensive. They cause personal hardship and cost the Government money for medical expenses, compensation costs, and the cost to replace or repair the damaged equipment. Adequate planning to prevent problems is essential for efficient, economical, and safe operation of the USAREC fleet. Commanders and personnel of all echelons must ensure adherence to a motor vehicle safety program. Some important components of such a program are as follows:

a. Observance of recognized safety practices.

b. Investigation, reporting, and analysis of accidents to identify causes and contributing factors in accordance with AR 385-10 and USAREC Reg 385-2.

c. Vehicle safety inspections are performed in accordance with paragraph 2-20a.

d. Presentation of safety awards in accordance with AR 385-10, AR 600-8-22, and USAREC Reg 385-2.

e. Accident avoidance training for all personnel who drive GOVs. Training will be designed to establish and reinforce a positive attitude toward driving. The battalion's vehicle manager will conduct initial driver training (1 hour) for all newly assigned personnel inprocessing through the battalion, as well as sustainment training (3 hours annually) for all battalion staff personnel. Company commanders have primary responsibility to ensure that a total of 3 hours of driver

sustainment training is conducted and documented at the RS level. The battalion will provide resources such as films and talking points. This training will be conducted in accordance with AR 385-10 and USAREC Reg 385-2. Commanders will have the responsibility to ensure that all assigned personnel who drive GOVs receive proper training in accident avoidance. This training will be given during initial inprocessing and the remaining 3 hours over the next 9 months in accordance with USAREC Reg 385-2. Additionally, all drivers must complete the online AAC every 4 years. Battalion vehicle managers will maintain a roster of all drivers' AAC status and report on or about the 10th for the previous month to the SMB safety representative.

- f. Driver training, both remedial and refresher, will be conducted in accordance with AR 385-10 and USAREC Reg 385-2.
- g. Written approval must be obtained from the company or battalion commander prior to operation of a GOV between 2300 and 0400.
- h. Mandatory use of seat belts. All occupants will wear seat belts whenever the GOV is in motion.
- i. Mandatory use of headlights. Headlights will remain on during GOV operation.
- j. Ensure GOV operators employ a risk management process to effectively preclude unacceptable risks to the safety of personnel and property.
- k. All vehicles will have highway warning triangles in accordance with USAREC Reg 385-2. In geographical locations where recruiters have the potential for driving in extreme or adverse weather conditions (hot or cold), commanders may consider purchasing additional items, such as, blankets, a small shovel, flashlights, and extra water. This is not all-inclusive.

Note: All items will be sub-hand receipted.

l. DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)) cannot be used in the process to hold vehicle operators personally liable for damage to GOVs in accordance with AR 385-10. All personnel are responsible for becoming thoroughly familiar with accident reporting procedures.

m. The Accident Management Center (AMC) can be reached at 1-866-400-0411 for assistance. All accidents and GOV damage must be reported to this number. Only the battalion vehicle manager will contact the AMC. Drivers and supervisors will report accidents to their chain of command and battalion vehicle manager only. The battalion vehicle manager will report all vehicle damage to the AMC within 24 hours of notification from the field. GSA Form 1627 (Motor Vehicle Accident Reporting Kit) is located inside the glove box. This kit also contains a proof of insurance statement showing the Federal Government as the registered owner.

2-16. Licensing of vehicle operators

- a. HQ USAREC has been granted an exception to AR 600-55, paragraph 4-1c. This exception allows drivers to operate GOVs with a valid state driver's license for nontactical-wheeled vehicles with a gross weight of less than 10,000 pounds.
- b. Commanders will check each individual's state driver's license annually and forward a photo copy of each license to the vehicle manager who will keep a copy on file until the license is renewed.

2-17. Equipment operator's qualification record

The requirement to maintain DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) for vehicle operators has not changed and will be maintained in accordance with regulatory requirements. Vehicle operators will date and sign the back of DA Form 348. This is to inform the operator's supervisor that all entries have been verified and are correct in accordance with the provisions of AR 600-55.

- a. Vehicle managers will ensure that DA Form 348 is maintained with the current operator's information. Required information will include the following: All training, accidents, driver's awards, and annual review.
- b. Operators are required to report all GOV accidents and violations such as parking and speeding tickets within 24 hours to their chain of command and to the battalion fleet manager.

2-18. Maintenance

GOVs will be maintained to keep them in safe and serviceable operating condition during their normal service. Commanders at all echelons are responsible for the discharge of maintenance responsibilities contained in GSA policy. Commanders will establish an effective preventive maintenance program as directed by GSA. Assigned vehicle drivers are responsible for all vehicle maintenance to include oil changes, services, etcetera. This program includes a vehicle rotation plan to extend the vehicle's life expectancy as outlined in paragraph 2-22.

2-19. GSA vehicle maintenance policy

GSA has established a “national linked” MCC across the Nation with one telephone number to call, 1-866-400-0411. The MCC is staffed by trained automotive technicians whose mission is to analyze and authorize maintenance and repairs, and maintain quality and service oversight with respect to repair and service vendors. In emergencies, operators should contact their vehicle managers or call direct when vehicle managers are not available. Repairs under \$100 do not require MCC approval except for tires, which regardless of price, must be authorized by the MCC prior to purchasing.

2-20. Inspections

a. Vehicle operators will perform daily vehicle inspections and service checks before, during, and after use to include accountability of required safety equipment. A copy of USAREC Form 889 will be maintained in each vehicle logbook for a guide. In addition, when USAREC Form 889 is used for the purpose of annual inspections on all assigned vehicles, the words “Annual Inspection” will be printed or stamped in red on the top of the form.

b. Upon completion of the daily vehicle inspection and service checks, if deficiencies are found, note on USAREC Form 584 in the Remarks block.

2-21. Modification or conversion of vehicles

a. Modification of GSA vehicles will not be performed without approval.

b. Requests for modification will be submitted by the SMB to HQ USAREC, ATTN: RCRLM-L, 1307 3rd Avenue, Fort Knox, KY 40121-2725, in memorandum format and will include as a minimum the following:

- (1) GSA and FMC approval.
- (2) Detailed description and drawings or photographs (if applicable).
- (3) Estimated cost, to include all parts and any contractual expenditure.
- (4) Complete justification of the proposed change.
- (5) Statement as to the source of funds to defray costs involved.

c. No USAREC vehicle decals (door, bumper, or magnetic) will be affixed to GSA vehicle assigned to this command without USAREC G4/8 and GSA approval.

d. GSA approved the use of the following labels:

- (1) USAREC Label 20 (1-800-USA-ARMY GOV Decal). Label will be placed on the inside of the right rear window.
- (2) USAREC Label 24 (Laptop Security Awareness). Label will be placed on the inside of lower right corner driver’s side window and lower left corner of front passenger window.

2-22. Rotation plan - transfer of vehicles between high and low mileage areas

a. GSA does not consider replacement of vehicles based on mileage alone, but on both mileage and age criteria. Therefore, it is essential that procedures be maintained to provide equalized accrual mileage and age so that timely replacements may be programmed.

b. There will be cases where the mileage achieved on a particular vehicle does not meet the established annual usage standard; vehicles should be rotated so that mileage on all vehicles by type within a given command are close to the average mileage of the command. This will ensure that the replacement standards for all vehicles are achieved by the time the vehicles are eligible for replacement.

2-23. Agency report of motor vehicles (Army-owned and commercially-leased)

AR 58-1, chapter 12, prescribes two annual reports, the SF 82 (Agency Report of Motor Vehicle) and DA Form 3665 (Annual Commercial Design Motor Vehicle Requirements Review) to provide uniform cost accounting and management of Army-owned and commercially-leased vehicles. The Department of Energy and GSA merged both requirements into one report, the Federal Automotive Statistical Tool (FAST) System. FAST was designed by the Department of Energy to collect nontactical vehicle data to measure compliance with Executive Order 13149 requirements. FAST data includes vehicle inventory, mileage, fuel consumption, cost data for direct and/or indirect maintenance, and planned and projected acquisitions. The SMB will ensure the timely submission of report data due to HQ USAREC, ATTN: RCRLM-L, not later than the 15th working day of the next fiscal year (FY).

2-24. Reporting procedures

GSA vehicle mileage and fuel consumption data (including loaner vehicles) will be reported by calendar month using USAREC Form 584.

a. Battalion commanders will:

- (1) Monitor the overall vehicle program.

- (2) Provide command support to ensure the effectiveness of the program.
 - b. Company commanders will monitor the vehicle program to ensure:
 - (1) Vehicle operators complete USAREC Form 584 at the end of the month and initiate a new form with the previous month's ending mileage brought forward.
 - (2) USAREC Form 584 is forwarded to the battalion S4, ATTN: Vehicle Manager, no later than the 5th workday of each month. The battalion vehicle manager will date stamp incoming USAREC Forms 584 for inspection purposes and notify the company commander, in writing, of all drivers who have not met the deadline. USAREC Form 584 will be retained for 1 year from the end of the calendar year prepared. Battalion vehicle managers will consolidate the fuel and mileage data and forward to SMB fleet managers monthly in accordance with SMB policy.
 - (3) Vehicle number, odometer reading, and date are telephonically reported (within 24 hours) to the battalion vehicle manager when any vehicle has been turned in locally for accident or maintenance repair.
 - (4) USAREC Form 584 is initiated when GSA loaner (dispatch) vehicles are acquired for use while assigned vehicles are being repaired.
 - (5) Loaner (dispatch) vehicles are turned in on the same day assigned vehicles are repaired and ready for pick up and USAREC Form 584 is closed out.
 - (6) Battalion vehicle managers are notified when vehicles are rotated between Regular Army and Army Reserve (AR) personnel to have appropriate BOAC changed.
 - (7) Station commanders and first sergeants will investigate all vehicle damage and ensure that paperwork is completed by suspense date. They will personally inspect, using USAREC Form 889, before clearing any driver. Operators of GOVs that are responsible for damages must have all damages repaired prior to clearing.
 - c. Battalion vehicle managers will:
 - (1) Ensure the following information is submitted pertaining to USAREC Form 584 data in a timely manner:
 - (a) Ending mileage.
 - (b) Total fuel (gallons).
 - (2) Verify all GSA bill charges using GSA Form 2529 (Interagency Motor Pool Detail Billing Report).
 - (3) When placing newly assigned GSA vehicles (loaner and dispatch included) into service, battalion vehicle managers will:
 - (a) Ensure correct BOAC for billing. Check the odometer reading and accessories on vehicles being picked up against GSA Form 1152 (FMS Vehicle Assignment/Termination Transaction) for discrepancies. Request on-the-spot corrections from the GSA service representative.
 - (b) Initiate USAREC Form 584 to reflect the beginning mileage as it appears on GSA Form 1152.
 - (c) Access the GSA Mileage Express database and manually input the "Fund Code" (make of vehicle) and "RSID" (where vehicle will be assigned). This data will remain in the system for the life cycle of the vehicle. When a replacement vehicle is received or if a vehicle is relocated to a different recruiting station identification (RSID), information must be updated in GSA Mileage Express.
 - (d) Manually enter ending mileage for each vehicle assigned at the end of the month in GSA Mileage Express if GORP did not capture mileage (see para 2-10i). Contact your FMC manager for details. GSA will provide a "Pump Mileage Report for Customer" monthly. The mileage for vehicles listed in category "FTP" on the report shows it was successfully captured by GORP. Any vehicles listed under categories "Funny Miles," "No Miles Anywhere," or "Too Many Miles," the vehicle manager will be responsible for manually inputting the mileage into GSA Mileage Express using the last odometer reading annotated on USAREC Form 584. Mileage for vehicles with damaged or broken odometers will be estimated using the following formula: Total previous quarter miles driven, divided by 3 months, divide answer by 30 days, multiply answer by the number of days used, equals miles driven to be added to previous reporting month's ending mileage.
 - (4) When taking GSA assigned vehicles (loaner and dispatch included) out of service, battalion vehicle managers will:
 - (a) Inspect thoroughly for abuse and unreported damage before accepting from assigned drivers. When damage is noted, initiate a Financial Liability Investigation of Property Loss (FLIPL) before turning vehicle in to GSA. Note: After receiving estimates for repair, coordinate with GSA for confirmed bid.
 - (b) Report the ending mileage odometer reading on the vehicle to the GSA representative at the GSA turn-in point and ensure that the appropriate GSA form reflects the correct mileage before departing GSA.
 - (c) Close out USAREC Form 584 to reflect the ending odometer reading as it appears on GSA Form 1152.
 - (d) Notify GSA when vehicles are rotated between Regular Army and AR components to have the BOAC changed to ensure appropriate billing.
 - (e) Upon receipt of GSA Form 789 (Statement, Voucher, and Schedule of Withdrawals and Credits) and GSA Form

2529, verify the appropriate BOAC vehicle numbers, ending mileage, and appropriate month for which charges are being billed. Compare GSA Form 2529 against information reported to GSA for the same period in GSA Mileage Express. Check each line entry for accuracy. Note any erroneous vehicle entries with an asterisk (*) on GSA Form 2529. If discrepancies are found, fill out USAREC FL 161 (Discrepancies in GSA Vehicle Billing) and submit to GSA requesting the following actions:

1. Verification of discrepancies enclosed.
 2. Reimbursement for each overcharge or erroneous vehicle billing listed.
 3. Bill battalion immediately for any unbilled charges.
 4. Repeat the above procedures when adjustments have not been corrected within 30 days.
- (f) Forward the monthly GSA bill to budget for payment.
- (g) Provide monthly AFV data by type (that is, number of vehicles by type, for example 10 compressed natural gas, 15 bifuel, etcetera).
- d. SMB fleet managers will:
- (1) Monitor overall vehicle program effectiveness.
 - (2) Provide a copy of battalions' projected vehicle cost billings to the comptroller's office upon request.
 - (3) Assist battalion vehicle managers.
 - (4) Provide monthly updates to USAREC fleet manager upon request.
 - (5) Maintain mileage and fuel data from the mileage and fuel reports (USAREC Form 584) submitted monthly by battalions. This data will be used to assist the SMB comptroller compile projected vehicle costs.
- e. HQ USAREC vehicle fleet manager will:
- (1) Establish and maintain liaison with GSA Washington and subordinate regions.
 - (2) Monitor overall effectiveness of the USAREC fleet operations.
 - (3) Monitor GSA rates and report changes to the command.
 - (4) Provide updates and guidance to the command.

2-25. Administration

- a. Other forms that are used in the GSA bill process include:
- (1) GSA Form 1152. It will be used to verify accessory charges for assigned vehicles. These vehicles are identified on the GSA monthly bill under the sales code column and are coded as indicated here:
 - (a) A1 - Assigned standard.
 - (b) D1 - Dispatched vehicle.
 - (c) D2 - Dispatched rental.
 - (d) AS - Substitute vehicle (no service cost fees).
 - (2) GSA Form 2556 (Miscellaneous Charges and Adjustment Transactions). It will be used to verify accidents and miscellaneous maintenance charges, and are identified on the GSA monthly bill as follows:
 - (a) V2 - Vehicle restoration.
 - (b) V3 - Accident repair.
 - (c) V4 - Accident loss.
 - (d) V5 - Accident incident.
 - (e) X1 - Miscellaneous service.
 - (f) X2 - Miscellaneous labor.
- b. Documents will be filed upon certification of the GSA billing as indicated:
- (1) GSA Form 2556 and a copy of the validated GSA Form 789 and GSA Form 2529 billing will be filed together for each month under record number 58-1i.
 - (2) GSA Form 1152 will be in each vehicle folder under record number 58-1q.

2-26. Parking

- a. GOVs are the only vehicles that may be parked in designated parking spaces provided by the COE at our leased facilities. POVs may not be parked in spaces specifically allocated for government vehicles, as this is in violation of facility leasing contracts.
- b. In accordance with the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), parking is reimbursable for monthly parking expenses over the first \$25. Military service members and government civilian employees are to be reimbursed for that portion of their monthly parking expenses in excess of \$25 but not to exceed \$200. Reimbursement is filed through the Defense Travel System on a local voucher with receipt scanned in as a substantiating document. If a single payment is made in advance for multiple months, then reimbursement is prorated

and reimbursed on a monthly basis (see (1) below). If cash payment is made on a daily basis and no receipt is obtainable, then see (2) below. Contractors are not authorized reimbursement under the provisions of this regulation.

(1) Example: If a single payment is made on 1 January for January through March. Individual pays for 3 months in advance at \$100 per month for a total of \$300. Reimbursement may be filed for \$75 at the end of January, \$75 at the end of February, and \$75 at the end of March. Twenty-five dollars must be subtracted each month. A copy of the contract or receipt must be scanned in as a substantiating document.

(2) Example: If paying a daily rate with cash and no receipts available. Individual must create a spreadsheet or document showing the daily rate and the number of days worked with a total aggregate amount. Twenty-five dollars must be subtracted for the reimbursable amount. The spreadsheet or document must be scanned in as a substantiating document.

2-27. AFVs

The Energy Policy Act requires that 75 percent of all eligible vehicles acquired or leased within an FY be AFVs. This requirement includes vehicles leased from commercial rental agencies. Headquarters, Department of the Army (HQDA), Deputy Chief of Staff for Logistics, determines the Army-wide percentage of vehicles that fall outside of the metropolitan statistical area for determining AFV requirements and other exception provisions for the purpose of compliance with the Act. Metropolitan statistical areas are used to determine the number of vehicles eligible under the Energy Policy Act. AFVs are vehicles that are capable of operating on alternative fuels such as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels, natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohols) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits. USAREC personnel who drive an AFV will use the nearest alternative fuel refueling station.

Chapter 3 Property Accountability

3-1. Purpose

This chapter prescribes USAREC's property accountability procedures and how they complement DA directives for property accountability and supply procedures.

3-2. Policy and responsibilities

USAREC has a DA consolidated property book that utilizes an automated property accountability system. The command property book officer (CPBO) will be appointed in accordance with AR 710-2, paragraph 2-5g and AR 735-5, paragraph 2-10. The new USAREC CPBO will assume accountability by signing the statement shown in AR 710-2, paragraph 2-5h, but not until the accountable officer inventory and required corrective actions have been completed. The statement will be filed with the property book. The commander has command responsibility and is not required to sign a responsibility statement.

a. The level of responsibility determines the obligations incurred by that individual for the property (see AR 735-5, para 13-29a(1)). There are five levels of responsibility (AR 735-5, para 13-29):

“(1) Command responsibility. The obligation of a commander is to ensure all Government property within his or her command is properly used and cared for, and that proper custody, safekeeping and disposition of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to command at any level and includes:

- (a) Ensuring the security of all property within the command, whether in use or in storage.
- (b) Observing subordinates to ensure their activities contribute to proper custody, care, use, safekeeping, and disposition of all property within the command.
- (c) Enforcing all security, safety, and accounting requirements.
- (d) Taking administrative or disciplinary action when necessary.

(2) Supervisory responsibility. The obligation of a supervisor to ensure all Government property issued to, or used by his or her subordinates, is properly used and cared for, and that proper custody, safekeeping and disposition of the

property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes:

- (a) Providing proper guidance and direction.
- (b) Enforcing all security, safety, and accounting requirements.
- (c) Maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property.
- (3) Direct responsibility. The obligation of a person to ensure all Government property for which he or she has receipted is properly used and cared for, and that proper custody, safekeeping and disposition are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer.
- (4) Custodial responsibility. The obligation of an individual for property in storage awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody, safekeeping and disposition of the property are provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person. Personnel with custodial responsibility are rated by and answerable directly to the accountable officer or the individual having direct responsibility for the property. Responsibilities include:
 - (a) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply room or SSA is adequate.
 - (b) Observing subordinates to ensure their activities contribute to the proper custody, care, safekeeping, and disposition of all property within the supply room and storage annexes belonging to the supply room or SSA.
 - (c) Enforcing all security, safety, and accounting requirements.
 - (d) When unable to enforce any of these, reporting the problem(s) to their immediate supervisor.
- (5) Personal responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard and dispose of all Government property in his or her physical possession. It applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt."
 - b. It is the responsibility of the Commanding General (CG), USAREC, to ensure that property books are established and maintained in accordance with AR 710-2, DA Pam 710-2-1, and this regulation.

3-3. Accounting for information technology equipment

- a. All information technology equipment (ITE), with the exception of expendable and durable items, whether it is Army-owned or obtained through rental or lease contracts, will be accounted for on property book records. A property book record must contain authorization, identification, accounting, and management data for each type and/or component of ITE in accordance with DA Pam 710-2-1, paragraph 4-39. Serial number records will be maintained in accordance with AR 710-2 for ITE. In the event that a maintenance contractor replaces an item of ITE hardware, the user must report the new serial number to the primary hand receipt holder (PHRH) who in turn will report to the USAREC CPBO. This will ensure accountability and that the new item will be covered under the maintenance contract. Failure to inform the USAREC CPBO of a serial number change may result in delay or denial of maintenance for a failed item or component.
- b. Copiers obtained on a cost-per-copy contract (as opposed to rented or leased) do not have to be accounted for on the property book.
- c. ITE software and blank data media (magnetic tapes, disks, etcetera,) do not require formal property book accountability; however, the following applies:
 - (1) In order to prevent command infringement violations of copyright laws and to require additional accountability controls, all copyrighted and/or proprietary software, regardless of cost, must be managed by the unit information management officer (IMO) or information management specialist (IMS) through normal hand receipt procedures as durable property in accordance with AR 710-2, paragraph 2-35h.
 - (2) Blank media valued at \$300 or less will be managed as expendable while all media valued at more than \$300 will be accounted for through hand receipt procedures.
 - (3) Excess commercial software will be reported through IMO channels to Headquarters, U.S. Army Accessions Command (HQ USAAC), G6, Information Services Division, ATTN: ATAL-II, 1307 3rd Avenue, Fort Knox, KY 40121-2725.
- d. The general responsibilities concerning ITE are outlined below:
 - (1) HQ USAAC, Deputy Chief of Staff (DCS), G6, will:
 - (a) Issue memorandums of delegation to brigade IMOs and battalion IMSs. Requests for ITE not authorized for purchase at brigade or battalion level will be forwarded to HQ USAAC, DCS, G6, in accordance with published procedures.
 - (b) Distribute software in accordance with command policy and mission.
 - (2) USAREC CPBO will:

- (a) Account for ITE on the property book in accordance with DA Pam 710-2-1, paragraph 4-39.
- (b) Issue ITE in accordance with the distribution list provided by the USAREC G6 or the USAAC G6.
- (c) Provide the gaining PHRH information pertaining to new equipment purchased for their unit or activity.
- (d) Provide the IMO or IMS a courtesy copy of completed actions listed on the distribution list.
- (3) Brigade IMOs and battalion IMSs will:
 - (a) Receive and evaluate requests for software, add comments if necessary, and forward requests to HQ USAAC, ATTN: ATAL-II.
 - (b) Request software in accordance with appropriate supply regulations and directives when authorized by HQ USAAC, DCS, G6. Once software is received, prepare DD Form 250 (Material Inspection and Receiving Report) (see DA Pam 710-2-1, fig 2-18) and forward to HQ USAAC, ATTN: ATAL-II and HQ USAREC, ATTN: RCRLM-L, for inventory and monitoring purposes.
 - (c) Retain copies of the DD Form 250 in accordance with AR 710-2, paragraph 2-5r.
 - (d) Inspect to ensure that all copyrighted software is hand receipted to the proper individual and/or hand receipt holder.
 - (e) Ensure that copies of software registration and warranty cards are stored in a secure place.
 - (f) Ensure that original registration and warranty cards are sent to manufacturers.
 - (g) Ensure that copyrighted software is not pirated or abused.
 - (h) Report instances of abuse and/or piracy to battalion commanders and the battalion chain of command.
 - (i) Provide disposition instructions to the USAREC CPBO and/or the PHRH pertaining to issue of ITE.
- (4) Brigade and battalion supply sergeants, logistics management specialists, and/or supply specialists will:
 - (a) Upon receipt of ITE, originate a DD Form 250, sign in block 22, make a copy for filing, and send the original copy to the USAREC CPBO and a copy to the brigade IMO.
 - (b) Establish and maintain sub-hand receipts for all property that is on hand receipt from the USAREC CPBO.
 - (c) Verify that accountable equipment is on hand during the 10 percent cyclic and change of hand receipt inventories by returning cyclic inventory notifications and signed hand receipts to the USAREC CPBO, within the timeframes provided.
 - (d) Departing individuals or hand receipt holders will not be cleared until they have first cleared their appropriate IMO or IMS.
 - (e) Account for lost, damaged, or destroyed government property in accordance with AR 735-5.
 - (f) Certain equipment such as laptop computers, pagers, and cellular telephones are considered personal arms or equipment. If loss, damage, or destruction (LDD) of these items is due to an individual's negligence or willful misconduct, the person or persons responsible can be charged the full amount of the government's loss (AR 735-5, para 13-41). The procedures for computing the value of the government's loss are located in AR 735-5, appendix B.
- (5) All hand receipt holders will:
 - (a) Ensure software is stored in a secure place when not in use.
 - (b) Immediately inform the security manager if there is not a secure place to store software, etcetera.
 - (c) Provide the warranty card to the IMO and complete and mail in the registration card.
 - (d) Immediately inform the security manager and IMO of any LDD of any software in accordance with AR 735-5.

3-4. Accounting for property leased or rented other than ITE

- a. SF 1449 (Solicitation/Contract/Order for Commercial Items) will be assigned a document number and retained in the lease agreement file to support property book entries for leased or rented property exceeding 180 days. When SF 1449 is not available or when property book postings are not made upon receipt of the item, the support activity will be contacted to obtain copies of SF 1449, which will be used to support property book entries. In cases where property was centrally leased, the brigade, SMB, or HQ USAREC will be contacted to obtain copies of SF 1449.
- b. Lease or rental renewal property which is posted to the property book, SF 1449, or DD Form 250 will reflect a new document number and will be annotated as "nonpostable, lease renewal, see document number _____," and filed in the lease agreement file.
- c. Rented or leased property will be dropped from accountability records upon return to the vendor by use of DA Form 2765-1 (Request for Issue or Turn-In) (see DA Pam 710-2-1, fig 3-1). A copy of the vendor's receipt should be attached to the DA Form 2765-1 if signature of vendor's representative cannot be obtained.
- d. Accountability adjustment procedures for leased property lost, damaged, or destroyed will be in accordance with AR 735-5.
- e. Nonexpendable property other than automatic data processing equipment or ITE leased or rented for a period of

180 days or less does not require property book accountability. However, hand receipt procedures will be used to account for this property and a copy of the lease maintained on file.

f. Nonexpendable property not authorized under CTA 50-909 to be leased or rented for a period in excess of 365 days, requires TDA document action. Requests for authorization should be submitted through brigade headquarters and the SMB to HQ USAREC, ATTN: RCRLM-FD, on DA Form 4610-R (Equipment Changes to MTOE/TDA). Anticipated usage justification must be included.

3-5. GSA motor vehicles

a. GSA vehicles are not required to be accounted for on the property book. They will, however, be hand receipted to the level as determined by the brigade or battalion commander to best support the overall recruiting mission.

b. The hand receipt must contain the vehicle's GSA tag number, the last six digits of the U.S. Government national credit card number, and accessories. GSA Form 1152 will be maintained in record number 58-1g. GSA long-term assignment vehicle folders will be established and maintained for each GSA vehicle and its assigned credit card. These folders will be maintained in accordance with AR 25-400-2.

c. If a GSA vehicle is involved in an accident, damaged, or stolen, an FLIPL or damage statement (as appropriate) will be initiated in accordance with AR 735-5, chapters 13 and 14.

3-6. Command Supply Discipline Program

a. The Command Supply Discipline Program (CSDP) is a program meant to simplify command, supervisory, and managerial responsibilities. This is accomplished by standardizing requirements and by formalizing followup procedures.

b. Implementation.

(1) Each command level above the company level will appoint a CSDP coordinator to assist commanders with establishing and monitoring the CSDP.

(2) Commanders will implement the CSDP using existing resources.

c. Evaluations.

(1) The purpose of the evaluation is to determine if an organization is complying with regulatory guidance.

(2) Each command level is required to evaluate the immediate lower level of operations. Commanders are required to submit an annual statement summarizing evaluation results not later than 15 December each calendar year to the USAREC CSDP coordinator. Brigade Chiefs of Staff (CoS') are also responsible for evaluating the Headquarters Commandant's (HQ Comdt's) supply operations, to include hand receipts and durable and expendable document registers for their brigade.

d. Additional information about the CSDP is contained in AR 710-2, appendix B, and AR 735-5, chapter 11.

3-7. Equipment on accountable records in excess of authorized allowances

a. When an item of equipment is determined to be excess, disposition instructions will be requested within 10 calendar days from the USAREC CPBO in accordance with AR 710-2, paragraph 2-13b(2)(a). Unserviceable excess property other than ITE will be turned in to the supply support activity (SSA) within 10 days. Disposition instructions for unserviceable ITE will be requested through the brigade IMO, the SMB Logistics Division, and the USAAC G6. The turn-in will be coordinated with the USAREC CPBO.

b. Serviceable excess property that cannot be redistributed within the brigade will be reported within 10 days to the USAAC G6 and USAREC CPBO for disposition instructions. Brigade headquarters and the SMB will review excess property reported by subordinate activities for possible redistribution within their commands.

c. All excess ITE will be promptly reported by the PHRH through the SMB Logistics Division and the brigade IMO to HQ USAAC, ATTN: ATAL-II, for identification to the USAAC G6. Such ITE will not be turned in without approval obtained through the Defense Reutilization and Marketing Service. HQ USAAC, G6, Information Services Division, will notify the USAREC CPBO of excess ITE. The Defense Reutilization and Marketing Service will provide the USAREC CPBO with disposition instructions (normally within 14 days). Computers will not be cannibalized for spare parts unless specifically approved by HQ USAAC, G6, Information Services Division.

d. Excess software will be reported through the brigade, SMB Logistics Division, and the brigade IMO to HQ USAAC, ATTN: ATAL-II, for distribution and/or disposal instructions.

e. Excess equipment reports for all ITE type property will list national stock number (NSN) or the nonstandard management control number, nomenclature, quantity, location, condition code, and price. (See DOD 4160.21-M for supply prescribed condition codes.) In addition, the following procedures must be performed prior to reporting excess equipment:

(1) Process through the local support element on DA Form 2407 (Maintenance Request) or local reproduced form for technical inspection for serviceability.

(2) Copy number 4 (organization copy) of the DA Form 2407 or local reproduced form, when properly completed by the local support element, will accompany all direct shipments of these items to the gaining USAREC activity.

f. Costs of shipment for turn in of excess equipment to the support installation will be borne by the owning activity.

g. Costs of shipping and packing will be borne by the losing activity for directed lateral transfers within the command.

3-8. Requesting supplies

a. USAREC activities located on military installations with base support or supply stores will purchase office supplies from there where installation agreements exist.

b. USAREC activities not located on military installations will utilize DOD E-Mall for the purchase of office supplies. In the event that DOD E-Mall is unavailable to place an order for more than 24 hours, USAREC activities may place an order with an Army blanket purchase agreement vendor directly, or if requirement is urgent, with another source. USAREC activities will adhere to the Army's mandatory blanket purchase authority policy for office supplies and all pertinent Army regulations.

c. Purchase of supplies shall be paid for with the government purchase card (GPC). Purchases exceeding the cardholder's single purchase limit shall be submitted to the supporting contracting office for procurement action. Segmenting or splitting purchases into several different components will result in cancellation of GPC use.

d. USAREC activities located at or near a military installation which cannot provide timely support may negotiate support from GSA in accordance with chapter 8. Stock funded items will be ordered in accordance with the guidance provided in appendix B.

e. Nonexpendable property will be requested in accordance with procedures outlined in DA Pam 710-2-1, chapter 2.

3-9. Force activity designator

USAREC has an assigned force activity designator III. The USAREC CPBO will assign priorities for supplies and equipment based on force activity designator III, and the applicable urgency of need designator as indicated in DA Pam 710-2-1, table 2-1.

3-10. Mission support for guidance counselors located within an MEPS

Guidance counselors of all services who are physically located within an MEPS will be provided office space, basic office equipment, furniture, and common supplies by the host MEPS.

3-11. Maintenance of property book records

a. The Property Book Unit System Enhanced (PBUSE) has been selected as the automated property book system for USAREC and will be maintained in accordance with DA Pam 710-2-1.

b. Office machines, test processing systems, and visible record equipment (FSC 7400) such as typewriters, dictating machines, visible file equipment, and addressing machines will be considered pilferable and will be maintained on the durable nonexpendable property book. Serial numbers of these items will be reflected on durable property book records. Laptops and items over \$5,000 will be listed in the property book officer's (PBO's) and unit's hand receipts. Communications security equipment with the exception of controlled item inventory code of "D," "E," or "F" will be listed in the PBO's hand receipt. Accountability of equipment with the above controlled item inventory code will be maintained by the communications security custodian.

3-12. Document registers

Document registers (automated or manual) for nonexpendable items will be maintained and numbered serially each day beginning with 0001. A separate register will be maintained for expendable and durable items with a block of document serial numbers reserved for that register. The USAREC CPBO will designate by memorandum those elements authorized to request expendable and/or durable supplies (DA Pam 710-2-1, para 2-23b).

3-13. Assigning responsibility for property and hand receipt procedures

a. Property will be issued to the responsible person identified in the authorization document. The policy of USAREC is that property will be first issued by hand receipt to the commander or their representative who has authority to sub-hand receipt property to the user's level.

b. PBUSE will be used to sub-hand receipt property below the PHRH's level.

c. Furniture items costing under \$2,500 can be accounted for by use of sub-hand receipts from the PHRH to the

company commander, RS commander, or user. If the commander desires, an inventory list may be used instead (DA Pam 710-2-1, para 5-7).

3-14. Inventories

a. Under the provisions of DA Pam 710-2-1, paragraph 9-6, a physical inventory must be conducted of 100 percent of the property hand receipted to your unit or activity annually (both PBO and durable property). This paragraph also allows this inventory of PBO property to be conducted on a cyclic basis. The 10 percent monthly (November through August) cyclic inventory method has been chosen for use in this command. Military clothing will be inventoried annually. USAREC Form 971 (Clothing Inspection and Inventory) can be used to record initial and annual inspections or inventories. The annual durable property inventory will be completed no later than 15 September of each calendar year. The inventory will be reported in accordance with the guidance provided in AR 735-5, paragraph 7-7b(3). A copy of the memorandum should be provided to the SMB Logistics Division and the USAREC CPBO no later than 15 October of each calendar year.

b. PHRHs may direct sub-hand receipt holders to conduct physical inventories of items selected by the USAREC CPBO. Results will be reviewed by the PHRH and forwarded to the USAREC CPBO within 28 calendar days of the inventory month. If the PHRH cannot conduct the inventory in the time prescribed, they must inform the USAREC CPBO on the delay. Both the CPBO and PHRH will establish a new date when the inventory will be conducted. Additionally, a letter of lateness from the battalion commander explaining the reason for the delay must accompany the inventory.

3-15. Receiving reports

a. Payments to the supplier are based on acceptance of the supplies or services ordered. Therefore, it is necessary to inspect the goods or supplies and/or to verify that services were performed. After verification has been made and any exceptions noted, acceptance is indicated by the unit representative's signature on SF 1449 or DD Form 250. An original and two copies of the DD Form 250 shall be mailed or faxed to the supporting finance and accounting office or the supporting installation office.

b. DD Form 250 for HQ USAREC centrally procured supplies, equipment, software, and services will be prepared by the receiving activity when a partial shipment is received or when SF 1449 is not provided or furnished for supplies, equipment, software, and/or services (except those provided under the national advertising contract) procured by HQ USAREC.

c. Receiving reports for items procured under the national advertising contract will be prepared and distributed in accordance with the applicable provisions of the national advertising contract.

d. Receiving reports for items procured by the installation supporting USAREC activities will be processed and forwarded in accordance with procedures established by the supporting installation commander. However, no supplies or services shall be receipted for in advance of delivery or performance unless the order provided for advance payment as for authorized magazines and periodicals.

3-16. Identification of office furniture and equipment

Army-owned office furniture and equipment used in collocated facilities will be labeled by some method such as a tag or tape to identify the U.S. Army, stock number, and hand receipt number.

3-17. TDA

a. A complete copy of the current TDA and a copy of the implementing order for all USAREC activities should be maintained with the property book records or be readily available in the Force Structure Address and ZIP Code Realignment System.

b. Additions and/or deletions for TDA authorizations will be submitted in accordance with USAREC Reg 570-1 and submitted through command channels to HQ USAREC, ATTN: RCRLM-FD. After approval of the change, equipment that is no longer authorized will be disposed of in accordance with paragraph 3-8. Any outstanding requests for deleted items from the TDA will be canceled. Items added to the TDA will be placed on requisition.

3-18. Local procurement actions

a. All USAREC activities will adhere to the procedures outlined in AR 710-2, DA Pam 710-2-1, and this regulation to obtain required supplies and equipment.

b. Automated purchase requests and commitment documents are used to requisition supplies and equipment totaling more than \$3,000 and for services totaling more than \$2,500. Many installations utilize PR Web (Acquiline) to submit

their automated purchase requests. Activities will comply with their supporting installation's guidance concerning the submission of purchase requests.

c. Listed below are a few examples of when purchase requests are used:

(1) Maintenance service agreement contracts except for ITE (requests for ITE maintenance contracts will be submitted through HQ USAAC, ATTN: ATAL-II).

(2) Annual training conferences.

(3) Personal presentation items.

(4) Incentive awards.

(5) Services.

(6) The USAREC CPBO will assign document numbers on requests for procurement of ITE items (requires HQ USAAC G6 coordination), which shall be forwarded through the brigade IMO to HQ USAAC, ATTN: ATAL-II.

d. The GPC shall be used for purchases of authorized expendable and nonexpendable supplies and equipment under \$3,000, but services are limited to \$2,500. The USAREC agency program coordinator (APC) designates cardholders and billing officials in writing based on written requests from brigade and battalion commanders to HQ USAAC, ATTN: ATAL-RA, 232 Old Ironsides Avenue, Building 232, Fort Knox, KY 40121-5163. The USAREC APC will manage the program within USAREC. Cardholders and billing officials will attend 8 hours of training given by the USAREC APC prior to appointment. Cardholders and approving officials will comply with applicable Army regulations. The GPC will be used when the following conditions exist:

(1) The amount of purchase is not over \$3,000 (\$2,500 for services) or the cardholder's single purchase limit. Purchases shall not be segmented (split) in order to stay within the threshold.

(2) The supplies or services are immediately available.

(3) The USAREC CPBO has issued a nonexpendable document number for accountable property under \$3,000 (\$2,500 for services) or the cardholder's single purchase limit. A DD Form 250 will be prepared and sent to the USAREC CPBO upon receipt of the nonexpendable property.

(4) Mandatory sources of supply such as DOD E-Mall, base supply centers, the National Industries for the Blind, or the National Industries for the Severely Handicapped must be used to make purchases as required for managed products or services.

e. All procurement actions will be accomplished by using the authorized procurement channels established by the supporting installation.

f. DD Form 1348-6 (DOD Single Line Item Requisition System Document) will be used to request non-NSN single line items and NSN single line items when the NSN is not listed in the FED LOG, unless stock fund bypass authority is in place at the supporting installation.

g. Convenience checks. The brigade or battalion commander will request the establishment of convenience check accounts in writing to the USAREC APC. The checking account will be used, as a last resort, to execute purchases under the micropurchase threshold of \$3,000 (\$2,500 for services) when the activity has determined the required goods and/or services are only available from a vendor who does not accept the GPC. The same purchase prohibitions that apply to the GPC apply to the convenience check. Individuals already designated as government purchase cardholders may be designated as checking account holders. Requests for appointment as checking account holders should be forwarded to HQ USAAC, ATTN: ATAL-RA. Individuals not previously trained as cardholders will be required to attend 8 hours of USAREC GPC training prior to being appointed as a check holder. Account holders and approving officials will comply with Army guidance and handouts furnished during training.

3-19. USAREC Consolidated Warehouse

a. Shipments from the USAREC Consolidated Warehouse will be shipped to PHRHs only. The receiving PHRH or his or her designated representative will sign for property. One copy of the receipt will be returned to the USAREC Consolidated Warehouse, Building 486-B, 9th Cavalry Regiment Road, Fort Knox, KY 40121-2725.

b. Future Soldier Training Program (FSTP). Detailed procedures pertaining to FSTP awards are contained in USAREC Reg 601-95.

c. Meals ready to eat (MREs). The procedures for ordering and obtaining MREs are contained in USAREC Reg 601-95, paragraph 6-4k. RS commanders will forward their requests to the battalion S4 who will consolidate all RS requests on a memorandum. The memorandum will include the RSID, quantity requested, and date of function. Battalions are limited to one request per month. Requests for MREs must be sent to the USAREC CPBO not later than the 7th of the month and 60 days preceding the FSTP function.

3-20. FLIPL

a. An FLIPL documents circumstances concerning the LDD of government property. It also documents a charge of financial liability assessed or provides relief from financial liability.

b. The approving authority for HQ USAREC is the CoS or a designated authorized person.

c. The approving authority for FLIPLs will be the first colonel, supervisory GS-15, or YC band three in the rating chain. Brigade commanders are the approving authority and cannot be delegated to lieutenant colonels or below on their headquarters staff. Appointing authority requirements and delegation authority has not changed, only the approving authority has changed. For final loss or damage of \$100,000 or greater, or any final loss of a controlled item, the approving authority will be the first general officer or senior executive civilian in the rating chain. The financial liability investigation will not be finalized by the approving authority until items that were found during the investigation are reentered onto accountable records. Appointing authority will be an officer or civilian employee (also refers to acting commanders appointed on orders) designated by the approving authority with responsibility for appointing FLIPL investigating officers. Within USAREC, appointing authorities are:

- (1) Battalion commanders.
- (2) HQ USAREC, G4/8, Chief of Logistics Division.

d. Detailed procedures pertaining to the FLIPL system are contained in AR 735-5, chapter 13. A flowchart reflecting the FLIPL is provided in figure 3-1. For contractor personnel FLIPLs will be processed in accordance with AR 735-5, chapter 13 and paragraph 14-13; and appendix C, this regulation.

e. HQ USAREC will remain as the appeal authority and will review all requests for reconsideration that are denied by the approving authority.

f. Damaged property.

(1) Battalion commanders are authorized to document damaged property with a damage statement in lieu of an FLIPL for military and Federal service personnel only, provided:

- (a) The approving authority has delegated, in writing, the authority for them to approve damage statements.
- (b) There is no evidence of negligence or willful misconduct.
- (c) The cost to repair the damaged property is less than the dollar threshold established by the brigade commander.

If repairs are above the established threshold, the damage statements must be approved by the brigade commander (AR 735-5, para 14-18).

(2) Where negligence or willful misconduct is suspected, the approving authority or their designated representative

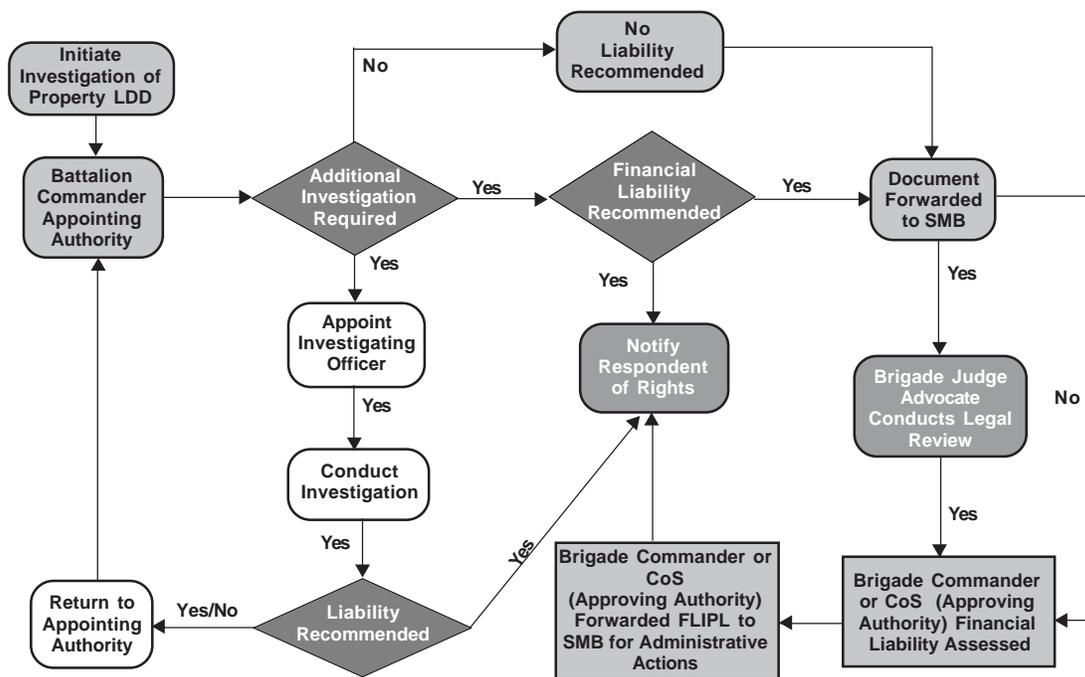


Figure 3-1. Simplified FLIPL Process with SMB (Commander or CoS Assess Liability)

will review those damage statements and either concur or nonconcur with the battalion commander's recommendations (AR 735-5, para 14-18). Concurrence will be indicated by the approving authority's signature, date, and the word "Concur" entered on the statement. Nonconcurrence will be indicated by the approving authority's signature, date, and the statement, "Nonconcur, initiate an FLIPL."

(3) Damage statements cannot be used for equipment damaged by contractor personnel.

(4) A damage statement file will be established, retained, and filed in accordance with AR 25-400-2, record number 735. As a minimum, the file will contain the damage statement, estimated cost of damage or actual cost of damage, SF 91 (Motor Vehicle Accident Report) with the operator report section completed, and a copy of the police report and/or the serious incident report. The file will be maintained for 2 years. The damage statement must be prepared and sent to the approving authority within 15 calendar days of the discovery of damage to the government property.

(5) The damage statement should describe the circumstances surrounding the occurrence and must include the statement: "I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct." The battalion commander may not further delegate this authority.

g. Requests for reconsideration. Detailed procedures regarding requests for reconsideration can be found in AR 735-5, paragraph 13-44 and figure 13-24.

3-21. Transportation Discrepancy Report (TDR)

a. DD Form 361 (Transportation Discrepancy Report (TDR)) is a multiple use form used to report, investigate, and process discrepancies in shipments involving loss or damage, and to report other transportation-type discrepancies.

b. Detailed procedures to initiate and process DD Forms 361 are contained in AR 735-5, chapter 16, sections I and II.

3-22. Report of Discrepancy (ROD)

a. Use SF 364 (Report of Discrepancy (ROD)) if a shortage, overage, or damage is deemed a transportation-type discrepancy and may be the fault of the carrier, shipper, vendor, or contractor.

b. When negligence is suspected, SF 364 is used as an exhibit to the FLIPL to report and adjust discrepancies.

c. Detailed procedures to initiate and process SF 364 are contained in AR 735-5, chapter 16, section III.

3-23. RS furniture

HQ USAREC is responsible for funding and acquiring branded RS furniture for all RSs. Basis of issue for RS furniture is listed at table 3-1. Brigade, battalion, and company level furniture will be funded and acquired by their respective organizations.

| Table 3-1 | |
|--|-----------------------|
| Basis of issue for RS furniture | |
| RS Commander | |
| RS commander workstation | 1-per RS |
| Lateral file, 2 drawers | 1-per RS |
| Chair, management | 1-per RS |
| Chair, guest | 1-per RS |
| Recruiter | |
| Recruiter workstation | 1-per recruiter |
| Chair, management | 1-per recruiter |
| Chair, guest | 1-per recruiter |
| Rolling table | 1-per recruiter |
| Lobby Furniture | |
| Coffee table | 1-per RS |
| Screen, mobile | Depends on size of RS |
| Chair, guest | Depends on size of RS |
| Television cabinet | Depends on size of RS |
| Plants, artificial | Depends on size of RS |
| Testing Area | |
| Table | Depends on size of RS |
| Chair, testing | Depends on size of RS |

3-24. Lateral transfer of property

- a. All lateral transfers of government property will be processed in accordance with DA Pam 710-2-1, paragraphs 3-18 and 3-19.
- b. All transfers involving the transfer of information management mission-type equipment between any elements of this command will include a memorandum of approval from HQ USAAC, G6, Information Services Division.
- c. Subsequently, all lateral transfers must be approved in accordance with DA Pam 710-2-1, paragraph 3-18, by the appropriate logistics chief.

3-25. Closing out a deactivating battalion's hand receipt account

In the event that a battalion is deactivated, the following procedures will apply:

- a. The Brigade CoS and SMB Logistics Division personnel will ensure that 100 percent of the unit's property has been inventoried. They will also verify that all property signed for on the deactivating unit's primary hand receipts has been properly disposed of and that the hand receipt has been brought to a "zero" balance.
- b. A memorandum will be prepared stating the above and sent to HQ USAREC, ATTN: RCRLM-L, upon completion.
- c. Closed out primary hand receipt records to include all supporting document files will be maintained on file at the SMB Logistics Division for a period of 6 years from the date of closure.

Chapter 4 Facility Management

4-1. Purpose

This chapter prescribes policies, procedures, and methods related to the overall management of USAREC facilities. It is not applicable to the management of the USAREC Leased Housing Program.

4-2. Policies

Space provided for occupancy by battalions, companies, and RSs should be acquired, maintained, and disposed of in accordance with DODD 5160.58E, DOD space guidelines, and annual program guidelines issued by the COE. The following policies pertain to the facilities used by activities of USAREC.

- a. The DOD Military Recruiting Facilities Program Consolidated Policies and Procedures published by the COE will be used to develop space guidelines for battalions. The following is a guide for private office space:
 - (1) Commanding officer -- 200 square feet.
 - (2) XO -- 150 square feet.
 - (3) Adjutant -- 135 square feet.
 - (4) Sergeant major -- 135 square feet.
 - (5) Education coordinator -- 100 square feet.
 - (6) Family support specialist -- 100 square feet.
- b. The COE and GSA are the only agencies authorized to conduct negotiations with lessors or prospective lessors of facilities occupied by battalions, companies, or RSs. Any negotiations between recruiting personnel and contractors, vendors, lessors, or prospective lessors may result in the Soldier or civilian being held liable for the cost of services and/or work rendered.
- c. USAREC retains the authority to establish new RSs and substations, relocate, expand, or close brigades, battalions, companies, and RSs. New facilities and closures require an approved positioning analysis and evaluation (PAE) in accordance with USAREC Reg 601-87. Space will be provided on the basis of authorized TDA positions only.
- d. Proposed relocation or closure of brigade or battalion headquarters may require submission of a case study with justification folder and an environmental impact statement prepared in accordance with AR 5-10.
- e. HQ USAREC will approve funding for alterations and repairs to non-Joint Recruiting Facilities Committee (JRFC) facilities (for example, brigades, Golden Knights). Requests will include detailed information on actual work to be performed with floor plans to show work layout, justification for requested renovation, and a statement of coordination with supporting installation engineers.
- f. Self-help projects will be accomplished in accordance with the DOD Military Recruiting Facilities Program Consolidated Policies and Procedures published by the COE. The use of USAREC funds for such work is not authorized.

g. The establishment of recruiting substations requires HQ USAREC approval, even after the PAE recommendations. Requirements for retention of substations will be forwarded to HQ USAREC with the battalion's PAE to the USAREC G2. Any substations being relocated will also comply with requirements for retention prior to 1 October of the year of the program implementation. The USAREC G2 will review and approve all requirements. Every effort will be made to acquire rent-free space for a substation. Additional guidance is contained in USAREC Reg 601-87. Communication support for recruiting substations will be authorized in accordance with USAREC Reg 25-10.

h. HQ USAREC will use three factors in determining approval of substations: Distance, cost, and market percentage. For the distance requirement to be met, a recruiting substation must be located at least 30 miles (straight-line distance) from its parent RS. Regarding cost, the recruiting substation shall be located in rent-free space whenever possible. When rent-free space is not available, cost space will be procured provided it can be established within DOD guidelines.

i. Inspections of RSs will be held once a year within 13 months of the last inspection. New stations will be inspected within 30 days of establishment. Inspections are to be entered into the Recruiting Facilities Management Information System-Redesign (RFMIS-RD) in a timely manner. See inspection rating standards at appendix D.

4-3. Responsibilities

a. HQ USAREC, G4/8, Logistics Division, will:

(1) Have staff responsibility for management and supervision of the Command Recruiting Facilities Program (RFP), including approval of maintenance program actions, excess space, excess cost leases, policies, standards, design criteria, space utilization requirements, and emergency or mobilization readiness. Resolve problems regarding recruiting facilities that are beyond the SMB's and/or battalion commander's capabilities to rectify.

(2) Coordinate with USAREC G2 for reviewing and validating recruiting facilities requirements developed through the PAE process.

(3) Represent USAREC at JRFC meetings and DOD and/or COE collocation meetings.

(4) Provide assistance to the field for RFMIS-RD.

b. SMB will:

(1) Monitor the RFP to ensure compliance with applicable regulations and policies.

(2) Consolidate and prioritize battalion RFP actions in the RFMIS-RD.

(3) Coordinate program changes with battalions and supporting COE districts.

(4) Maintain administrative files for each active recruiting facility to include janitorial specifications, floor plans, and facility documents on space assignments and correspondence relative to facility actions. This requirement will be satisfied through maintaining the electronic file in RFMIS-RD.

(5) Ensure that all facilities under their command are inspected annually (within 13 months of last inspection) and the results entered into RFMIS-RD. Newly established RSs will be inspected within 30 days of opening and results entered into RFMIS-RD.

(6) Designate an SMB member to represent the brigades and battalions at recruiting facility collocation meetings.

(7) Designate an SMB representative as a member of the PAE team.

(8) Assist battalions in the resolution of facility problems as necessary.

(9) Coordinate interservice support agreements between USAREC and military installations for space requirements for all non-JRFC facilities (for example, brigades, Golden Knights). Request funding for alterations and repairs to these facilities. Requests will include detailed information on actual work to be performed with floor plans to show work layout, justification for requested renovation, and a statement of coordination with supporting installation engineers.

c. Battalion responsibilities:

(1) Commanders may delegate responsibility for facility management to the XO; however, the commander will sign and approve all floor plans for facilities that do not meet minimum DOD standards for recruiting facilities. The XO can approve new or relocated facilities in the absence of the commander, if designated in writing, by the commander.

(2) Commanders will designate, in writing, a battalion facilities manager (FM) to assist in the management of facilities and participate as a PAE team member.

(3) The FM and XO will represent the battalion at facilities collocation meetings held by the COE.

(4) The FM will assist the command in all site selection processes initiated by the COE; however, final approval of facilities rests with the commander (see (1) above). Site selections must be inputted into RFMIS-RD.

(5) The FM will assist in the development of the annual RFP. Duties include entering proposed actions into RFMIS-RD and assisting in the preparation of required justification packets delineated boundaries, and:

(a) Reviewing and updating current and subsequent FY facilities programs to eliminate program duplications.

(b) Monitoring the RFP through the preparation and review of RFMIS-RD reports. Notifying responsible parties at the SMB and/or battalion of the opening, closing, or change of address of affected facility. The FM is also responsible for entering the appropriate information required in Facility Screen 5, Miscellaneous Information, RFMIS-RD; and Headquarters Support System.

(c) Providing assistance for the resolution of emergency maintenance and janitorial problems and coordinating resolution with the supporting COE. Unresolved problems will be reported, in writing, to the SMB. Use of e-mail is acceptable.

(d) Ensuring acceptable RS appearance is maintained in accordance with standards established by DOD Military Recruiting Facilities Program Consolidated Policies and Procedures.

(e) Maintaining administrative and program files. Maintaining administrative files for each active recruiting facility to include copies of floor plans of the facilities, facility documents on space assignments, and correspondence relative to facility actions. This requirement will be satisfied through maintaining the electronic file in RFMIS-RD. A copy of janitorial specifications and frequency will be provided to the respective company commander for distribution to RSs under their command.

(f) Identifying companies for possible relocation onto military installations or reserve centers.

(g) Inspecting all property occupied by battalions, companies, and RSs annually (within 13 months of last inspection). The commander shall ensure that all command facilities are inspected and results of the inspection are entered into RFMIS-RD. When feasible, the required inspection should be accomplished by the FM (see app D). A Facilities Inspection Report can be run in RFMIS-RD to identify when inspections are due.

d. Company commanders will:

(1) Ensure RSs maintain a professional appearance and report any deficiencies to the FM.

(2) Distribute copies of janitorial specifications and frequency to the RS level.

(3) Assist the battalion facilities team in the preparation of the outyear RFP.

(4) Ensure that RSs are used only for the recruiting mission. For the purpose of this paragraph, mission applies to the maintenance of general office space to process applicants and voter registration. Use of space as a maintenance shop, to lodge applicants, house pets, etcetera, is prohibited (see app E). Any questions concerning activities at companies and RSs will be addressed to the USAREC, G4/8, Logistics Division.

(5) Conduct Safety and Occupational Health assessments at each RS. The focus of these assessments should be to identify the potential for accidental loss of property, prevention of personal injuries, and to ensure compliance with Army and local Safety and Occupational Health directives. Take corrective action to abate any hazardous (or potentially hazardous) situation as identified by these evaluations. Risk Assessment Code 1 and Risk Assessment Code 2 coded items will be abated in accordance with AR 385-10 standards and annotated on USAREC Form 1238 (Facility Hazard Inspection Checklist).

e. RS commanders will:

(1) Report all maintenance and janitorial noncompliance or deficiencies to their company commander and FM. In the case of extreme emergency (damage to real property or security compromise) also contact the COE, lessor or property manager, and FM.

(2) Report completion of all facility alterations (upgrades) or repairs, change of addresses and/or phone numbers, or RS openings to the FM.

(3) Submit change of address cards to the servicing post office(s).

Chapter 5

Leased Government Housing Program for Unaccompanied Soldiers

5-1. Purpose

This chapter establishes policies, procedures, responsibilities, and guidance for the implementation of the Leased Government Housing (LGH) Program for bonafide unaccompanied Soldiers.

5-2. General

a. The LGH Program for unaccompanied Soldiers assigned to USAREC provides housing for Soldiers assigned to duty stations where adequate government housing is not available within a reasonable commuting distance.

b. As a general rule, for unaccompanied Soldiers, quarters leased by the Government under this program will be furnished; that is, equipped with those basic items of furniture, kitchen equipment, and appliances necessary to make the quarters livable. Authorized furnishings can be found at appendix F.

c. If the COE cannot obtain a furnished dwelling, furnishings for unaccompanied leased quarters may be contracted by the SMB.

d. Cost averages and maximum cost limitations for leased furnished and unfurnished leased quarters will not exceed fair market rental rates.

e. A lease consummated by an individual Soldier on their behalf is neither binding on, nor a commitment by the Government. Soldiers should be cautioned that if they negotiate a private rental agreement of their own choice, that they should not anticipate that the Government will consummate a lease for that particular unit for the individual's use. The final determination for the acquisition of a housing unit rests with the supporting COE in accordance with DOD, DA, and USAREC policies, cost criteria, and adequacy standards.

f. If adequate suitable housing is identified by the COE but declined by the Soldier, the Soldier will be dropped from the LGH Program and may not reapply until the Soldier has orders for a permanent change of station (PCS). Exceptions to the policy may be reviewed and evaluated on a case-by-case basis by the USAREC G4/8.

g. Soldiers will be held liable to reimburse the Government for damages to LGH resulting from negligence or willful acts in accordance with AR 735-5.

h. The LGH Program for unaccompanied Soldiers will be an item of interest for USAREC inspections, staff visits, and USAREC IG inspections.

i. Funding of a government move for Soldiers moving from private-leased quarters to government-leased quarters will be considered on a case-by-case basis. Forced relocations and other moves for the convenience of the Government will be authorized a move at government expense. In order to initiate an authorized government-funded move, the following steps are required.

- (1) The Soldier must submit a formal request to the battalion S1.
- (2) The battalion S1 requests fund cite from the supporting SMB budget team.
- (3) The supporting SMB budget team provides a fund cite to the battalion S1 and Soldier.
- (4) The Soldier provides the fund cite to the installation transportation office (ITO) and coordinates the move.

5-3. Policy

a. Leasing of quarters for eligible Soldiers is not an automatic entitlement for Soldiers with an off-post duty station. The program was established to assist USAREC Soldiers where a hardship would be encountered because of the high costs and nonavailability of government-owned quarters within a prescribed commuting distance of the Soldier's duty station.

b. All bona fide unaccompanied Soldiers, regardless of rank, may apply for unaccompanied leased housing. Soldiers who become ineligible for unaccompanied leased housing by reason of marriage or guardianship of a family member shall immediately inform the battalion commander and the unit housing representative (UHR), in writing, who will initiate action to terminate their assignment of unaccompanied LGH.

c. To participate in the program, Soldiers must be receiving basic allowance for housing (BAH) at the without dependent rate. A Soldier who occupies LGH will forfeit all housing allowances.

d. Soldier must have a minimum of 1 year remaining in their unit upon lease consummation.

e. The one-way commuting time (during morning and evening hours) from residence to principal place of duty for personnel applying for LGH is 1 hour. Although not mandatory, it is desirable for Soldiers to reside in their recruiting communities.

f. Soldiers whose duty station is within a 1-hour commute from a military installation, with housing, will not be permitted to apply for LGH unless the Soldier obtains a nonavailability certificate from the installation's housing office.

g. Under no circumstances will this regulation be used to circumvent the responsibilities, constraints, and prerogatives of the "host" installation with respect to housing USAREC Soldiers with duty station thereon, or for off-post USAREC Soldiers for whom an installation support agreement (ISA) exists to provide installation quarters.

h. Military personnel of other Army commands or other armed services who are assigned or attached, with orders, to USAREC organizations or activities on a PCS basis are considered USAREC Soldiers. These Soldiers will be considered for LGH under the same criteria as applicable to other eligible USAREC Soldiers. AR Soldiers on active duty for training who are assigned or attached to a USAREC activity on a PCS basis for full-time duty as a recruiter, counselor, or other recruiting support mission may apply for LGH on an equal basis with USAREC Soldiers. Requests will be submitted

through the appropriate battalion. Soldiers will submit their request to the UHR by completing USAREC Form 884 (Application for Leased Government Housing). In addition, the Soldier must sign USAREC Form 886 (Statement of Understanding for Acceptance of Leased Government Housing). Soldiers must have pinpoint orders before their application will be processed.

i. Soldiers stationed near military installations.

(1) Army installations. Soldiers assigned within a 1-hour commute will be treated in the same manner as those Soldiers assigned to the installation. The USAREC activity and the installation will enter into a support agreement accordingly. Commuting time to USAREC activities will be determined by the ITO.

(2) Other than Army installations. USAREC Soldiers with duty stations near (but not on) Navy, Air Force, and Marine Corps bases or stations are normally permitted to apply for quarters at those installations on a priority basis unless an ISA exists which permits a more lenient policy.

j. Request for unaccompanied LGH will be prepared, processed, and forwarded using USAREC forms. Requests will originate with the applicant through his or her supporting battalion.

(1) The UHR at the battalion will advise applicants on all aspects of the LGH Program. They will assist them in the preparation of the USAREC Form 884 and ensure the Soldier signs the USAREC Form 886. The Soldier's signature indicates that they understand the provisions of the lease and they are solely responsible for any damages incurred during their domicile. Soldiers must provide a current copy of their assignment and pinpoint orders.

(2) The UHR will process acceptable requests in RFMIS-RD. SMB, HQ USAREC, and the COE will process applications via electronic media using RFMIS-RD.

k. Upon notification, via RFMIS-RD, that the lease has been completed, the battalion S4 will notify the battalion S1, who will prepare a memorandum for the assignment of the quarters to the Soldier in accordance with current military pay and allowance procedures terminating housing allowances.

(1) The UHR at the battalion will ensure that a move-in inspection is conducted prior to occupancy by the Soldier and ensure that the inspection is loaded in the Soldier's folder in RFMIS-RD, with a copy provided to the Soldier. Upon termination, the battalion will ensure that an exit inspection is conducted and signed by the lessor or agent, occupant, and if in attendance, the COE representative. USAREC Form 1066 (USAREC Inspection of Leased Quarters), ENG Form 3143 (Joint Survey and Inspection of Condition of Government Leased Property), or the COE Joint Survey and Inspection of Condition of Government Leased Property Form may be used. Exit inspection must be conducted after housing is vacated but prior to formal termination of assignment. The exit inspection will ensure that the appropriate cleaning standards have been met to refute any fraudulent restoration claims.

(2) Occupant assignment to and termination of quarters memorandums will be sent to the supporting military personnel office in accordance with current finance and accounting directives. The memorandum will be sent no later than the first working day following receipt of notification that lease has been consummated or on the first working day following termination of occupancy by the Soldier.

(3) Assignment and/or termination memorandum in addition to the routine data as to name, grade, service number, quarters identification, organization, etcetera, must include the following:

(a) The effective date of assignment or actual date of termination or occupancy, as appropriate.

(b) In the case of assignment, that the occupant is currently drawing BAH or forfeiture of BAH is effective upon occupancy.

(c) In the case of termination state, BAH is at the without dependent rate and should be reinstated, and the effective date is the day after exit inspection.

(d) Assignment orders will include the following statement: "Soldier will immediately report to the battalion any change in eligibility status as a result of marriage or dependency."

(4) Shipment of household goods in connection with assignment or termination of government-leased quarters will be in accordance with the JFTR, Vol 1.

(5) Special attention will be given to the matter of distribution of assignment or termination memorandums in cases where military personnel of other commands (on duty with USAREC) are assigned to USAREC LGH. The battalion commander must ensure that the appropriate personnel office or pay accounting agency of the Soldier's parent military organization is notified of such assignment or termination.

1. USAREC commanders at all echelons are responsible to comply with DOD and DA policies concerning equal opportunity in off-post housing per AR 420-1. The COE includes a nondiscrimination clause within each lease. USAREC commanders will make necessary arrangements with the nearest military installation to provide timely correspondence

as to restrictive sanctions for the local area concerning housing referrals and equal opportunity in local housing localities for the information of a Soldier desiring to acquire quarters from personal funds.

m. If a lease has not been negotiated on the effective date requested by the Soldier, he or she cannot be reimbursed for any rent paid prior to the actual effective date of that lease.

n. Occupants of government-leased quarters are prohibited from making any payments, to the lessor for services, utilities, equipment, etcetera, covered under the same provisions of the lease contract. Violation of the policy may serve as a basis for withdrawal of the leasing privilege.

o. Lease conversions. A lease conversion is when a Soldier is currently in a lease and requests to convert it to a government lease. When a lease conversion is requested, a copy of the current lease and utility bills shall be loaded in RFMIS-RD for verification. If the lease exceeds the bedroom entitlement of the Soldier in accordance with table 5-1, the lease conversion will be denied. Exceptions to policy may be granted by the USAREC G4/8. It is the Soldier's responsibility to obtain security deposits paid to the lessor prior to the lease conversion.

Table 5-1
Housing standard chart (bona fide) unaccompanied leased housing

| Pay Grade | Housing Standard |
|--|-------------------------------------|
| E-1, E-2, E-3, E-4, E-5 | 1 Bedroom Apartment |
| E-6, E-7 O-1, O-2 W-1 | 2 Bedroom Apartment |
| E-8, E-9 O1E, O-2E, O-3 W-2, W-3 | 2 Bedroom Townhouse/Duplex |
| O-3E, O-4, O-5 W-4, W-5 | 3 Bedroom Townhouse/Duplex |
| O-6, O-7 | 3 Bedroom Single Family Detached |

p. Renewals are usually electronically generated by RFMIS-RD. The UHR must load current documentation confirming that the Soldier will be in the unit for the duration of the renewal. Leases are typically renewed for 1 year but partial renewals are authorized. Recommend an interim inspection be conducted upon lease renewal.

q. Terminations are electronically generated by RFMIS-RD when renewal is generated but UHR designates "No, Terminate Lease." Early termination of a lease must be initiated by the battalion UHR via RFMIS-RD.

r. The LGH Program does not pay extra fees for storage, garage space, or other amenities, including costs associated with pet ownership. Only two pets are allowed. It can be two dogs, two cats, or one dog and one cat. There are some restricted breeds for dogs. The restricted breeds are: Pit Bull, Pit Bull Terrier, American Pit Bull Terrier, Staffordshire Terrier, American Staffordshire Terrier, Rottweiler, Presa Canario, Neopolitan Mastiff, Chow Chow, Cane Corso, and all Wolf hybrids. Any dog with a mix of these breeds is included as a restricted breed. Soldiers that have restricted breeds cannot participate in the program. Small birds, fish, hamsters, guinea pigs, ferrets, and gerbils are authorized when they are properly caged in a domicile designed for their habitation and they are not counted against any pet limit. Wild animals such as, snakes, raccoons, squirrels, exotic animals, or farm animals are prohibited.

s. A request for exception to current policy must be submitted by the Soldier through the SMB to the USAREC G4/8. The request shall include a strong justification identifying the reasons the request should be granted. All exceptions for Soldiers to live more than 50 miles from their duty station must be approved, in writing, by the Soldier's commanding officer.

t. Severance of existing leases and relocation costs are not covered under this program.

u. A Soldier who is evicted for misconduct, nuisance, violation of lease terms, damage to the premises, failure to clean or maintain the premises, or for other good cause; or who vacates the premises without proper notice or leaves the premises in a damaged or unclean condition, will not be reassigned to the LGH Program. Exception to policy may be granted in exceptional cases by the USAREC G4/8.

v. Soldiers will be held responsible for any loss or damage caused by negligence or willful acts of the Soldier or their visitors, as well as for any damages or stains caused by household pets due to the negligence of the Soldier in accordance with AR 735-5.

w. At each FY end, the last day to submit a new application is 23 August. This will allow sufficient time for a lease to

be executed by 30 September.

x. The LGH Program for unaccompanied Soldiers is funded with OMA appropriations. Budget estimates will be submitted by HQ USAREC during the Process Objective Memorandum process to USAAC. SMB budget will submit all brigade requirements during the annual budget submission and validation process.

5-4. Standards for LGH for unaccompanied Soldiers

a. Lease cost. The rental rate of any lease will not exceed the fair market rental rates. The following costs will be included when calculating the program costs:

(1) Rent paid to the lessor for use of the quarters, including costs of furnishings provided by the lessor, either under terms of the lease, or under separate contract between the Government and the vendor.

(2) Utilities (that is, water, gas, sewage, electricity, but not cable or telephone) and services such as trash collection when not included in the rental fee. In an effort to keep administrative details to a minimum, the lease request forwarded to the COE will specify that, if possible, all utilities and services be included in the lease cost. When this cannot be accomplished and charges for these services are billed separately to the Government, an estimate reflecting the sum of the expected or experienced maximum monthly charges for each utility and service will be used in calculating cost averages and maximum cost limitations.

(3) Costs not included in calculating program costs are:

(a) Any pro rata share of administrative or overhead costs experienced by COE districts and expected or experienced maximum monthly charges for each utility and service will be used in various command levels attributable to travel, pay, etcetera, of personnel involved in obtaining leases.

(b) Costs of restorations whether or not the occupant of the leased quarters is responsible for damage(s) or wear resulting in restoration work.

(c) The average monthly costs for leased quarters will be calculated on the actual cost basis ("lease/month" method); that is, by dividing the total costs incurred during the period by the sum of the months for which each leased unit was paid during the same period.

b. Leased quarters may not exceed DOD construction standards for comparable installation quarters, except that they may include kitchens or kitchenettes. Quarters' furnishings and equipment is authorized as a part of the rental costs.

c. The unit must be a complete dwelling unit with a private entrance for sole use of the assigned individual(s). Unit must have basic food preparation facilities including range, refrigerator, sink, and appropriate counters and cupboards.

d. Efficiency apartments, studio apartments, bedroom with combination living room, dinette, and bath, or basic three-room apartment, flat, or hotel type units designed for occupancy by one person should be fully considered. Due consideration should be given to cost, adequacy, and availability of units, and the best obtainable value to the Government for the least expenditure of funds.

e. To the maximum extent possible, furnished units will be acquired. In cases where the COE cannot lease the unit furnished or provide the furnishings by separate contract, such arrangements will be made through the battalion UHR to the SMB.

f. Soldiers who occupy leased quarters will forfeit all housing allowances.

g. Soldiers will not permit occupancy by others (friends and/or family members) except for visiting purposes of 30 days or less. Exception to this policy must be requested by the sponsor in accordance with AR 420-1.

h. When vacating quarters, Soldiers will leave quarters in a manner equivalent to vacating on-post quarters.

i. The LGH Program is not responsible for any additional rent, pet deposits, damages caused by pets, or any costs associated with pet ownership.

j. A lease conversion is when a Soldier is currently in a lease and requests to convert it to a government lease. If the lease exceeds the bedroom or dwelling entitlement of the Soldier, the lease conversion will be denied. Exception to policy may be granted in exceptional cases by the USAREC G4/8.

5-5. COE responsibilities

a. The COE has the overall responsibility for acquisition of real estate required by DA including leased quarters for USAREC. Location of the leased unit will determine the appropriate COE district.

b. The COE has the responsibility for all negotiations, executions, and terminations of leases for housing units authorized in AR 405-10 and AR 405-90. Therefore, communications between the USAREC occupant or prospective occupant and the lessor on these matters are not authorized. This does not preclude direct communication between occupant and lessor on routine maintenance or other day-to-day normal housing problems. Unresolved matters should

be brought to the attention of the battalion.

c. When a lease request is received, the COE takes prompt appropriate action to negotiate the lease. Copies of the executed lease, notices of cancellations and terminations, copies of joint surveys, inspection reports, restoration costs, supplemental agreements, and lease amendments are loaded in RFMIS-RD in the Soldier's electronic folder. In most cases, a lease may be obtained within 38 days but no more than 60 days.

d. In the case of a lease conversion, the COE cannot back date lease to cover Soldier's initial lease.

e. In cases where an independent cost estimate (ICE) is required, the COE will provide at least three individual bids and load them in the Soldier's electronic folder in RFMIS-RD. The ICE will not be approved if the exit inspection is not loaded in RFMIS-RD.

f. For inspection of quarters, to include assignment, change of occupancy, and final termination, USAREC Form 1066, ENG Form 3143, or the COE Joint Survey and Inspection of Condition of Government Leased Property Form (found in RFMIS-RD) will be used. Inspection form(s) will be signed by the occupant, the lessor or agent, and the COE representative, if in attendance.

g. Each lease will contain a clause worded substantially as follows: "The lessor hereby, agrees that the rental consideration specified herein, is the only consideration to be received for the demised premises, and includes payment for all utilities, maintenance, and services which are specified herein. No other remuneration is paid to the lessor by the government's occupant, or any other person on his or her behalf."

h. A statement will be provided by the COE that requested rental increases are a fair and reasonable cost for the leased unit.

i. The COE will not rent a dwelling that has an unsecured swimming pool or pond, a hot tub, low electrical wires, a potential fire or safety hazard, has asbestos contamination, high air pollution, or exhibits any other hazardous, toxic, or nuisance condition on or near the premises. Exceptions will be referred to the USAREC G4/8 on a case-by-case basis.

5-6. HQ USAREC responsibilities

a. The USAREC CG is responsible for command and technical supervision of the LGH Program at subordinate installations.

b. The USAREC, G4/8, Logistics Division, will provide overall management of the program and will:

(1) Coordinate program funding forecasts for unaccompanied personnel housing with the SMB.

(2) Develop plans, programs, policies, and procedures for the LGH Program for unaccompanied Soldiers.

(3) Develop and maintain appropriate publications in the management of unaccompanied permanent party personnel quarters.

(4) Disseminate guidance for the conduct of leased quarters' requirements surveys within USAREC.

(5) Evaluate survey data, develop lease authorization requirements, and prepare justification data.

(6) Establish guidelines to ensure that costs per unit, average costs, and maximum costs for any one unit does not exceed established limitations.

(7) Coordinate closely with HQDA on quarters leasing policies.

c. HQ USAREC is the approval authority for all leases determined to be high cost and all waiver requests. Program funds shall cover the cost of the rent and basic utilities only.

5-7. Brigade responsibilities

Brigade commanders have been designated as installation commanders for the purpose of administering the LGH Program for unaccompanied Soldiers in USAREC. These commanders will:

a. Ensure that clear lines of communication and coordination are established between the SMB and the various supporting COE, and between the battalion commanders and their COE.

b. Ensure that all assigned and attached USAREC Soldiers, who are eligible to apply for leased unaccompanied quarters, are made thoroughly aware of this availability and the pertinent provisions of the program.

5-8. SMB responsibilities

a. Shall maintain close surveillance of the program to ensure that proper procedures are followed.

b. Ensure all documents are in RFMIS-RD before approving housing applications to include exception memorandum, if required.

c. Maintain a list of LGH actions. All documentation on lease is located in the Soldier's electronic folder in RFMIS-RD for review.

- d. Conduct an annual inspection of leased housing operations and administration at each battalion.
- e. Ensure battalions initiate an FLIPL in accordance with AR 735-5 when a restoration claim has been submitted by the COE or lessor. The FLIPL must be initiated within 15 calendar days of exit inspection.
- f. The following information, via e-mail, will be forwarded quarterly to HQ USAREC for Soldiers that are currently participating in the LGH Program. Information will be provided to the headquarters no later than the 10th workday following the preceding quarter.
 - (1) Summary of total number of leases.
 - (2) Summary of cost of leases.
 - (3) List of action identification numbers, names, ranks, costs of rent, costs of utilities, costs of furniture, and occupants' pending terminations.

5-9. Battalion responsibilities

- a. Battalion commanders are responsible for supervising and implementing the LGH Program for unaccompanied Soldiers within their respective areas.
- b. The battalion commander may appoint, in writing, one UHR (usually the administrative services technician) to assist them with leased housing operations within the battalion area.
- c. Maintain liaison with all military housing offices in the battalion area.
- d. Ensure that if a military installation with personnel quarters is within a 1-hour commuting time of a Soldier's duty station, the Soldier be directed to report to the housing office for assignment of quarters or processing through the housing referral office.
- e. Maintain listings of available quarters obtained from the housing referral offices in order to monitor availability and costs of quarters in the battalion area.
- f. Advise assigned and incoming Soldiers of community housing sources and other information such as:
 - (1) Processing through the installation housing referral offices (all services).
 - (2) Requirement of Soldier to report to the military housing office if their duty station is within reasonable commuting distance, usually 1 hour.
 - (3) Providing Soldiers with name of contact, address, and telephone number of the installation housing office if it is within commuting distance of the duty station.
 - (4) Explaining to Soldiers the usual waiting time for on-post housing in the battalion area.
- g. Soldiers who desire and qualify to apply for LGH will assist in completion of requests for quarters, where applicable.
- h. When a Soldier applies for LGH, the UHR shall follow basic guidance for proper forms processing requests.
- i. Enter data in RFMIS-RD within 5 working days of receiving application. The documents that must be loaded in RFMIS-RD are the completed housing application, the signed statement of understanding, assignment and pinpoint orders, and a copy of MapQuest (or other acceptable documentation) signifying the distance of the duty station from the nearest military installation. In cases of lease conversions, a copy of the current lease and utility bills shall be loaded in RFMIS-RD.
- j. Ensure the inspection of quarters is conducted prior to occupancy and termination of quarters.
 - (1) Inspection checklist, USAREC Form 1066, ENG Form 3143, or the COE Joint Survey and Inspection of Condition of Government Leased Property Form (found in RFMIS-RD) will be used to record initial, change of occupancy, and exit inspections.
 - (2) For each required inspection, a copy of the signed and dated report will be loaded in RFMIS-RD in the Soldier's electronic folder with a copy furnished to the occupant.
- k. Ensure the lessor or his or her agent is present along with the occupant during all inspections. When practical, arrange for the UHR or their representative to accompany the COE representative, if in attendance, during the initial joint inspection between lessor and tenant acceptance of the property and for termination inspections. Inspection forms shall be signed by the lessor or agent, the occupant, and if in attendance the COE representative. Copies of these inspections shall be loaded in RFMIS-RD before completion of termination. Documentation is required to refute fraudulent restoration claims.
 - l. Notify the COE of any existing emergency conditions or scheduled repairs which have not been accomplished as reported by the tenant.
 - m. Advise the Soldier of their responsibility for all rental payments until a lease is consummated.
 - n. Advise the Soldier to notify the battalion of ineligibility for assignment to unaccompanied leased housing by

reason of marriage or guardianship of a family member.

- o. Notify the SMB of Soldier's ineligibility for program and initiate termination.
- p. Ensure the Soldier submits DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)) to the battalion S1 to stop BAH effective date of occupancy and termination of quarters by the Soldier.
- q. Instruct Soldiers that they must clear through the UHR when clearing the battalion.
- r. Establish procedures for recoupment of restoration costs from military tenants for loss or damage to government-leased quarters. When there is a restoration claim via ICE, the unit shall initiate an FLIPL in accordance with AR 735-5 to determine if damages incurred are from neglect and/or abuse. The FLIPL must be initiated within 15 calendar days of exit inspection.
- s. Submit to the SMB a timely and accurate list of unaccompanied Soldiers participating in the LGH Program. All required documentation can be found in RFMIS-RD in the Soldier's electronic folder for viewing.

5-10. Tenant responsibilities

- a. Comply with all DA and USAREC rules, regulations, and agreements pertaining to the leasing and occupancy of units and the rules of tenancy established by the owner or manager of the unit. If the rules of tenancy established by the owner or manager of the unit are in conflict with the lease terms, the manager must notify the UHR.
- b. Use the assigned leased quarters in a manner which fosters good public relations and acceptance to the LGH Program.
- c. Report to the battalion UHR, in writing or by telephone, any emergency conditions or requirements for routine repairs and maintenance which cannot be resolved by direct contact with the lessor or their designated representative.
- d. Permit entry of UHR or appointed inspector for initial, change of occupancy, and termination inspections of quarters.
- e. Be responsible for the leased dwelling unit and equipment and furnishings contained therein, and such routine housekeeping and maintenance functions, which would be expected if the individual was occupying a private rental unit of similar type and value or if living in on-post housing.
- f. Notify the UHR at least 45 days prior to the date the leased housing unit is to be vacated. If PCS orders are received within a shorter timeframe, promptly notify the UHR upon receipt of orders.
- g. Soldier may have short-term visitors in government-leased units provided there is no additional charge by the lessor. If there is no charge, visitors may be allowed to stay for no longer than 30 days. An exception to this policy must be submitted by the Soldier through the SMB to the USAREC G4/8.
- h. In the event the battalion representative is not present when the Soldier vacates government-leased quarters, the Soldier shall be responsible to turn over the keys to the lessor, without delay, and receive a receipt for the same. The Soldier must understand that they may be held liable for damages incurred after vacating the premises with the keys still in their possession.

Chapter 6

LGH Program for Accompanied Soldiers

6-1. Purpose

Establish policies, procedures, responsibilities, and guidance for the implementation of the LGH Program for accompanied Soldiers.

6-2. General

- a. The LGH Program for accompanied USAREC Soldiers is established to provide adequate housing for Soldiers assigned to duty stations where adequate government housing is not available within a reasonable commuting time.
- b. Cost averages and maximum cost limitations for leased quarters will not exceed fair market rental rates.
- c. A lease consummated by an individual Soldier on their behalf is neither binding on, nor a commitment by, the Government. Soldiers should be cautioned that if they negotiate a private rental agreement of their own choice, they should not anticipate that the Government will consummate a lease for that particular unit for the individual's use. The final determination for the acquisition of a housing unit rests with the supporting COE in accordance with DOD, DA, and USAREC policies, cost criteria, and adequacy standards.

d. If adequate suitable housing is identified by the COE but declined by the Soldier, the Soldier will be dropped from the LGH Program and may not reapply until the Soldier has PCS orders. Exceptions to this policy may be reviewed and evaluated on a case-by-case basis by the USAREC G4/8.

e. Soldiers will be held liable to reimburse the Government for damages to LGH resulting from negligence or willful acts in accordance with AR 735-5.

f. The LGH Program for accompanied personnel will be an item of interest for USAREC inspections, staff visits, and USAREC IG inspections.

g. Soldiers moving from private-leased quarters to government-leased quarters via government funding will be considered on a case-by-case basis. Forced relocations and other moves for the convenience of the Government will be authorized a move at government expense. In order to initiate an authorized government-funded move, the following steps are required:

- (1) The Soldier submits a formal request to the battalion S1.
- (2) The battalion S1 requests fund cite from the supporting SMB budget team.
- (3) The supporting SMB budget team provides fund cite to the battalion S1 and the Soldier.
- (4) The Soldier provides fund cite to the ITO and coordinates the move.

6-3. Policy

a. Leasing of quarters for eligible Soldiers is not an automatic entitlement for Soldiers with an off-post duty station. The program was established to assist USAREC Soldiers at locations where a hardship could be encountered because of the high cost and nonavailability of government-owned quarters.

b. All accompanied Soldiers may participate in the LGH Program, regardless of rank.

c. To participate in the program, Soldiers must be receiving BAH at the with dependent rate. Family members must accompany the Soldier. If the Soldier moves out due to a PCS move, divorce, etcetera, then the Soldier and family members no longer qualify for the LGH Program. Exceptions will be referred to the USAREC G4/8 and will be considered on a case-by-case basis.

d. A Soldier who occupies LGH will forfeit all housing allowances. In dual military households, both Soldiers will forfeit all housing allowances.

e. Soldiers must have a minimum of 1 year remaining in their unit upon lease consummation.

f. The one-way commuting time (during morning and evening hours) from residence to principal place of duty for personnel applying for LGH is 1 hour. Although not mandatory, it is desirable for Soldiers to reside in their recruiting communities.

g. Soldiers whose duty station is within a 1-hour commute of a military installation, with housing, will not be permitted to apply for LGH unless the Soldier obtains a nonavailability certificate from the installation housing office.

h. Under no circumstances will this regulation be used to circumvent the responsibilities, constraints, and prerogatives of the host installation with respect to housing USAREC Soldiers with duty station thereon, or for off-post USAREC Soldiers for whom an ISA exists to provide installation quarters.

i. Military personnel of other Army commands or other armed services who are assigned or attached, with orders, to USAREC organizations or activities on a PCS basis are considered USAREC Soldiers and will be considered for LGH under the same criteria as applicable to other eligible USAREC Soldiers. AR Soldiers on active duty for training who are assigned or attached to a USAREC activity on a PCS basis for full-time duty as a recruiter, counselor, or other USAREC recruiting support mission may apply for LGH on an equal basis with USAREC Soldiers. Requests will be submitted through the appropriate battalion. Soldiers will submit their requests to the UHR by completing USAREC Form 884. In addition, Soldiers must sign USAREC Form 886. Soldiers must have pinpoint orders before their applications will be processed.

j. Soldiers stationed near military installations.

(1) Army installations. Soldiers assigned within a 1-hour commute will be treated in the same manner as those Soldiers assigned to the installation. The USAREC activity and the installation will enter into a support agreement accordingly. Commuting distance to USAREC activities will be determined by the ITO.

(2) Other than Army installations. USAREC Soldiers with duty stations near, but not on, Navy, Air Force, and Marine Corps bases or stations are normally permitted to apply for quarters at those installations on a priority basis unless an ISA exists which permits a more lenient policy.

k. Requests for family LGH will be prepared, processed, and forwarded using USAREC forms. Requests will originate with the Soldier through their supporting battalion.

(1) The UHR at the battalion will advise Soldiers regarding all aspects of the LGH Program. They will assist them in

the preparation of the USAREC Form 884 and ensure they sign the USAREC Form 886. The Soldier's signature indicates that they understand the provisions of the lease and are solely responsible for any damages incurred during their domicile. Soldiers must provide a current copy of their assignment and pinpoint orders.

(2) The UHR will process acceptable requests in RFMIS-RD. SMB, HQ USAREC, and the COE will process applications via electronic media using RFMIS-RD.

l. Upon notification, via RFMIS-RD, that the lease has been completed, the battalion S4 will notify the battalion S1, who will prepare a memorandum for the assignment of the quarters to the Soldier in accordance with current military pay and allowance procedures terminating housing allowances.

(1) The UHR at the battalion will ensure that a move-in inspection is conducted prior to occupancy by the Soldier and ensure that the inspection is loaded into the Soldier's folder in RFMIS-RD and the Soldier is provided a copy. Upon termination, the battalion will ensure that an exit inspection is conducted and signed by the lessor or agent, occupant, and if in attendance, the COE representative. USAREC Form 1066, ENG Form 3143, or the Joint Survey and Inspection of Condition of Government Leased Property Form found in RFMIS-RD, may be used. Exit inspection must be conducted after housing is vacated but prior to formal termination of assignment. The exit inspection ensures that appropriate cleaning standards have been met and provides documentation to refute fraudulent restoration claims.

(2) Occupant assignment to and termination of quarters memorandum is to be sent to the supporting military personnel office in accordance with current finance and accounting directives no later than the first working day following receipt of notification that lease has been consummated or on the first working day following termination of occupancy by the Soldier.

(3) Assignment or termination memorandum in addition to the routine data as to name, grade, service number, quarters' identification, organization, etcetera, must include the following:

(a) The effective date of assignment or actual date of termination or occupancy, as appropriate.

(b) In the case of assignment, that the occupant is currently drawing BAH or forfeiture of BAH is effective upon occupancy.

(c) In the case of termination state, BAH is at the with dependent rate and should be reinstated, and the effective date is the day after exit inspection.

(d) Assignment orders will include the following statement: "Soldier will immediately report to the battalion any change in eligibility status as a result of divorce."

(4) Shipment of household goods in connection with assignment or termination of government-leased quarters will be in accordance with JFTR, Vol 1.

(5) Special attention will be given to the matter of distribution of assignment or termination memorandum in cases where military personnel of other commands (on duty with USAREC) are assigned to USAREC LGH. The battalion commander must ensure that the appropriate personnel office or pay accounting agency of the Soldier's parent military organization is notified of such assignment or termination.

m. USAREC commanders at all echelons are responsible for compliance with DOD and DA policies concerning equal opportunity in off-post housing per AR 420-1. The COE includes a nondiscrimination clause within each lease. USAREC commanders will make necessary arrangements with the nearest military installation to provide timely correspondence as to restrictive sanctions for the local area concerning housing referrals and equal opportunity in local housing localities for the information of Soldier desiring to acquire quarters from personal funds.

n. If a lease has not been negotiated on the effective date requested by the Soldier, he or she cannot be reimbursed for any rent paid prior to the actual effective date of that lease.

o. Occupants of government-leased quarters are prohibited from making any payments to the lessor for services, utilities, equipment, etcetera, covered under the same provisions of the lease contract. Violation of this policy may serve as a basis for withdrawal of the leasing privilege.

p. Lease conversions. A lease conversion is when a Soldier is currently in a lease and requests to convert the lease to a government lease. When a lease conversion is requested, a copy of the current lease and utility bills must be loaded in RFMIS-RD for verification. If the lease exceeds the bedroom or dwelling entitlement of the Soldier, the lease conversion will be denied. Exception to policy may be granted in exceptional cases by the USAREC G4/8. It is the Soldier's responsibility to obtain their deposits paid to the lessor prior to the lease conversion.

q. Renewals are electronically generated by RFMIS-RD. The UHR must load current documentation confirming that the Soldier will be in the unit for the duration of the renewal. Leases are typically renewed for 1 year but partial renewals are authorized. Recommend an interim inspection be conducted upon lease renewal.

r. Terminations are electronically generated by RFMIS-RD when renewal is generated, but UHR designates "No,

Terminate Lease.” Early termination of a lease must be initiated by the battalion UHR via RFMIS-RD.

s. The LGH Program does not pay extra fees for storage, garage space, or other amenities, including costs associated with pet ownership. Only two pets are allowed. It can be two dogs, two cats, or one dog and one cat. There are some restricted breeds for dogs. The restricted breeds are: Pit Bull, Pit Bull Terrier, American Pit Bull Terrier, Staffordshire Terrier, American Staffordshire Terrier, Rottweiler, Presa Canario, Neapolitan Mastiff, Chow Chow, Cane Corso, and Wolf hybrids. Any dog with a mix of these breeds is included as a restricted breed. Soldiers that have restricted breeds cannot participate in the program. Small birds, fish, hamsters, guinea pigs, ferrets, and gerbils are authorized when they are properly caged in a domicile designed for their habitation and they are not counted against any pet limit. Wild animals such as snakes, raccoons, squirrels, exotic animals, or farm animals are prohibited.

t. A request for an exception to current policy must be submitted by the Soldier through the SMB to the USAREC G4/8. The request shall include a strong justification identifying the reasons the request should be granted. All exceptions for Soldiers to live more than 50 miles from their duty station must be approved, in writing, by the Soldier’s commanding officer.

u. Severance of existing leases and relocation costs are not covered under this program.

v. A Soldier who is evicted for misconduct, nuisance, violation of lease terms, damage to the premises, failure to clean or maintain the premises, for other good cause; or who vacate the premises without proper notice or leave the premises in a damaged or unclean condition will not be reassigned to the LGH Program. Exception to policy may be granted by the USAREC G4/8.

w. Soldiers will be held responsible for any loss or damage caused by negligence or willful acts of the Soldier or their visitors, as well as for any damage or stains caused by household pets due to the negligence of the Soldier in accordance with AR 735-5.

x. At each FY end, the last day to submit new applications is 23 August. This will allow time for the lease to be executed by 30 September.

y. Family housing is funded by DA and given directly to Headquarters COE.

z. Permissive TDY is authorized subject to approval by the authority indicated in AR 600-8-10 for the purpose of house hunting incident to PCS when government housing or quarters are not immediately available or, if available, not required to be occupied at an installation.

6-4. Standards for LGH for accompanied Soldiers

a. Lease cost. The rental rate of any lease will not exceed the fair market rental rates. The following costs will be included when calculating the program costs:

(1) Rent paid to the lessor for use of the quarters.

(2) Utilities (that is, water, gas, sewage, electricity, but not cable or telephone) and services such as trash collection when not included in the rental fee.

(3) Costs not included in calculating program costs are:

(a) Any pro rata share of administrative or overhead costs experienced by COE districts and expected or experienced maximum monthly charges attributable to travel, pay, etcetera, of personnel involved in obtaining leases.

(b) Costs of restorations whether or not the occupant of the leased quarters is responsible for damage(s) or wear resulting in restoration work.

(c) The average monthly costs for leased quarters will be calculated on the actual cost basis (“lease/month” method); that is, by dividing the total costs incurred during the period by the sum of the months for which each leased unit was paid during the same period.

b. Number of bedrooms or dwelling type will not exceed entitlement in accordance with tables 6-1 and 6-2.

Table 6-1
Bedroom entitlements

Unit size is based on number of family members up to a maximum of four bedrooms as listed below:

- Soldier and spouse share one bedroom.
- Children under 6 share bedroom with same or opposite gender (maximum of two children per bedroom).
- Children 6 to 9 share bedroom with same gender only (maximum two children per bedroom).
- Children 10 years old and older are authorized their own bedroom.
- One bedroom is authorized for child in college - authorization expires on 23rd birthday.
- Dependent parents are entitled to their own bedroom.

Note: Three years will be added to the child’s current age in determining the number of bedrooms authorized.

Table 6-2
Housing standard chart accompanied leased housing

| Pay Grade | Housing Standard |
|--|-------------------------------------|
| E-1, E-2, E-3, E-4 | 2 Bedroom Apartment/Townhouse |
| E-5 O-1 | 2 Bedroom Townhouse/Duplex |
| E-6, E-7, E-8 O-1E, O-2 W-1, W-2 | 3 Bedroom Townhouse/Duplex |
| E-9 O-2E, O-3, O-3E, O-4 W-3, W-4, W-5 | 3 Bedroom Single Family Detached |
| O-5, O-6, O-7 | 4 Bedroom Single Family Detached |

Notes:

1. Number and age of dependents may increase the bedroom authorizations of this chart.
2. Soldier on a promotion list will be eligible for housing of that rank.

c. Family members must accompany Soldier. If the Soldier moves out due to a PCS move, divorce, etcetera, then the Soldier and family members no longer qualify for LGH. In cases of joint custody of family members, only the military member who has custody for more than 6 months per year is eligible.

d. Soldier is responsible for all fees incurred for moving from a current residence to a residence procured by the COE via the LGH Program.

e. Soldiers who occupy leased quarters will forfeit all housing allowances. In dual military households, both Soldiers will forfeit all housing allowances.

f. Soldier will not permit occupancy of quarters except by the Soldier and their family members. Visitors (nonfamily members and extended family) are not allowed to occupy quarters for more than 30 days. Exception to this policy must be requested by sponsor in accordance with AR 420-1.

g. When vacating quarters, Soldiers will leave quarters in a manner equivalent to vacating on-post quarters.

h. The LGH Program is not responsible for any additional rent, pet deposits, damages caused by pets, or any costs associated with pet ownership.

i. A lease conversion is when a Soldier is currently in a lease and requests to convert the lease to a government lease. Since a temporary living allowance is authorized for only 10 days, a lease conversion will be considered within prescribed policy. If the lease exceeds the number of bedrooms or dwelling type entitlement, the application for a lease conversion will be denied. Exception to policy may be granted in exceptional cases by the USAREC G4/8.

6-5. COE responsibilities

a. The COE has the overall responsibility for acquisition of real estate required by DA including leased quarters for USAREC. Location of the leased unit will determine the appropriate COE district.

b. The COE has the responsibility for all negotiations, executions, and terminations of leases for housing units authorized in AR 405-10 and AR 405-90. Therefore, communications between the USAREC occupant or prospective occupant and lessor on these matters is not authorized. This does not preclude direct communication between occupant and lessor on routine maintenance or other day-to-day normal housing problems. Unresolved matters should be brought to the attention of the battalion.

c. When a lease request is received, the COE takes prompt appropriate action to negotiate the lease. Copies of the executed lease, notices of cancellations and termination, copies of joint surveys and inspection reports, restoration costs, supplemental agreements, and lease amendments are loaded in RFMIS-RD in the Soldier's electronic folder. In most cases, a lease may be obtained within 38 days but no more than 60 days.

d. In the case of a lease conversion, the COE cannot back date lease to cover Soldier's initial lease.

e. In cases where an ICE is required, the COE will provide at least three individual bids and load them in the Soldier's electronic folder in RFMIS-RD. The ICE will not be approved if the exit inspection is not loaded in RFMIS-RD.

f. For inspection of quarters, to include assignment, change of occupancy, and final termination, USAREC Form 1066, ENG Form 3143, or the COE Joint Survey and Inspection of Condition of Government Leased Property Form (found in RFMIS-RD) will be used. Inspection form(s) will be signed by the occupant, the lessor or agent, and if in attendance, the COE representative.

g. Each lease will contain a clause worded substantially as follows: "The lessor hereby, agrees that the rental consideration specified herein is the only consideration to be received for the demised premises and includes payment for all utilities, maintenance, and services which are specified herein. No other remuneration is paid to the lessor by the government's occupant or any other person on their behalf."

h. A statement will be provided by the COE that requested rental increases will be a fair and reasonable cost for the leased unit.

i. The COE will not rent a dwelling that has an unsecured swimming pool or pond, a hot tub, low electrical wires, a potential fire or safety hazard, has asbestos contamination, high air pollution, or exhibits any other hazardous, toxic, or nuisance condition on or near the premises. Exceptions will be referred to the USAREC G4/8 on a case-by-case basis.

6-6. HQ USAREC responsibilities

a. The USAREC CG is responsible for command and technical supervision of the LGH Program at subordinate installations.

b. The USAREC, G4/8, Logistics Division, will provide overall management of the program and will:

(1) Develop plans, programs, policies, and procedures for the LGH Program.

(2) Develop and maintain appropriate publications in the management of accompanied permanent party personnel quarters.

(3) Disseminate guidance for the conduct of leased quarters' requirement surveys within USAREC.

(4) Evaluate survey data, develop lease authorization requirements, and prepare justification data.

(5) Establish guidelines to ensure that costs per unit, average costs, and maximum costs for any one unit do not exceed established limitations.

(6) Coordinate closely with HQDA on quarters leasing policies.

c. HQ USAREC is the approval authority for all leases determined to be high cost and all waiver requests. Program funds shall cover the cost of the rent and basic utilities only.

6-7. Brigade responsibilities

Brigade commanders have been designated as installation commanders for the purpose of administering the LGH Program for accompanied Soldiers in USAREC. These commanders will:

a. Ensure that clear lines of communication and coordination are established between the SMB and the various supporting COE, and between the battalion commanders and their COE.

b. Ensure that all assigned and attached USAREC Soldiers, who are eligible to apply for leased quarters, are made thoroughly aware of this availability and the pertinent provisions of the program.

6-8. SMB responsibilities

a. Shall maintain close surveillance of the program to ensure that proper procedures are followed.

b. Ensure all documents are in RFMIS-RD before approving housing applications to include exception memorandums, if required.

c. Maintain a list of LGH actions. All documentation on leases is located in the Soldier's electronic folder in RFMIS-RD.

d. Conduct an annual inspection of leased housing operations and administration at each battalion.

e. Ensure battalions initiate an FLIPL in accordance with AR 735-5 when a restoration claim has been submitted by the COE or lessor. The FLIPL must be initiated within 15 calendar days of exit inspection.

6-9. Battalion responsibilities

a. Battalion commanders are responsible for supervising and implementing the LGH Program within their respective areas.

b. The battalion commander may appoint, in writing, one UHR, usually the administrative services technician, to

assist them with leased housing operations within the battalion area.

- c. Maintain liaison with all military housing offices in the battalion area.
- d. Ensure that if a military installation, with personnel quarters, is within a 1-hour commuting time of Soldier's duty station, is directed to report to the housing office for assignment to quarters or processing through the housing referral office.
- e. Maintain listings of available quarters obtained from the housing referral offices in order to monitor availability and cost of quarters in the battalion area.
- f. Advise assigned and incoming personnel of community housing sources and other information such as:
 - (1) Housing information to include requests for permissive TDY for house hunting in accordance with AR 600-8-10.
 - (2) Processing through the installation housing referral offices (all services).
 - (3) Requirement of Soldiers to report to the military housing office if duty station is within reasonable commuting time, usually 1 hour.
 - (4) Providing Soldiers with name of contact, address, and telephone number of the installation housing office if it is within commuting distance of the duty station.
 - (5) Usual waiting time for on-post housing in the battalion area.
- g. Soldiers who desire and qualify to apply for a government lease assist in completion of request for quarters, where applicable.
- h. When a Soldier applies for LGH, the UHR shall follow basic guidance for proper forms processing requests.
- i. Ensure that eligibility for the number of bedrooms required is validated against the Defense Enrollment Eligibility Reporting System.
- j. Enter data in RFMIS-RD within 5 working days of receiving application. The documents that need to be loaded in RFMIS-RD are the completed housing application, the signed statement of understanding, assignment and pinpoint orders, and a copy of MapQuest (or other acceptable documentation) signifying the distance of the duty station from the nearest military installation. In cases of lease conversions, a copy of the current lease and utility bills shall be loaded in RFMIS-RD.
- k. Ensure that inspection of quarters is conducted prior to occupancy and termination of quarters.
 - (1) Inspection checklist, USAREC Form 1066, ENG Form 3143, or the COE Joint Survey and Inspection of Condition of Government Leased Property Form (found in RFMIS-RD) will be used to record initial, change of occupancy, and exit inspections.
 - (2) For each required inspection, a copy of the signed and dated report will be loaded in RFMIS-RD in the Soldier's electronic folder with a copy furnished to the occupant.
- l. Ensure the lessor or his or her agent is present along with the occupant during all inspections. When practical, arrange for UHR or their representative to accompany COE representative, if in attendance, during the initial joint inspection between lessor and tenant acceptance of the property and for termination inspections. Inspection forms shall be signed by the lessor or agent, the occupant, and if in attendance, the COE representative. Copies of these inspections shall be loaded in RFMIS-RD before completion of termination. Documentation is required to refute fraudulent restoration claims.
- m. Notify the COE of any existing emergency conditions or scheduled repairs which have not been accomplished as reported by the tenant.
- n. Advise the Soldier of their responsibility for all rental payments until a lease is consummated.
- o. Advise the Soldier to notify the battalion of any change in family member status.
- p. Ensure that the Soldier submits DA Form 5960 to the battalion S1 to stop BAH effective date of occupancy and termination of quarters by the Soldier.
- q. Instruct Soldiers that they must clear through the UHR when clearing the battalion.
- r. Establish procedures for recoupment of restoration costs from military tenants for loss or damage to government-leased quarters. When there is a restoration claim through ICE, the unit shall initiate an FLIPL in accordance with AR 735-5 to determine if damages incurred are from neglect and/or abuse. The FLIPL must be initiated within 15 calendar days of exit inspection
- s. Establish and maintain a list of Soldiers participating in the LGH Program. All required documentation can be found in RFMIS-RD in the Soldier's electronic folder for viewing.

6-10. Tenant responsibilities

- a. Comply with all DA and USAREC rules, regulations, and agreements pertaining to the leasing and occupancy of

units and the rules of tenancy established by the owner or manager of the unit. If the rules of tenancy established by the owner or manager of the unit are in conflict with the lease terms the manager must notify the UHR.

b. Use the assigned leased quarters in a manner which fosters good public relations and acceptance of the LGH Program.

c. Report to the battalion UHR, in writing or by telephone, any emergency conditions or requirements for routine repairs and maintenance which cannot be resolved by direct contact with the lessor or their designated representative.

d. Permit entry of UHR or appointed inspector for initial, change of occupancy, and termination inspections of quarters.

e. Be responsible for the leased dwelling unit and equipment and furnishings contained therein, and such routine housekeeping and maintenance functions, which would be expected if the individual was occupying a private rental unit of similar type and value or if living in on-post housing.

f. Notify UHR at least 45 days prior to the date leased housing unit is to be vacated. If PCS orders are received within a shorter timeframe, promptly notify the UHR upon receipt of orders.

g. Soldier may have short-term visitors in government-leased units provided there is no additional charge by the lessor. If there is no charge, visitors may be allowed to stay for no longer than 30 days.

h. In the event the battalion representative is not present when the Soldier vacates government-leased quarters, Soldiers will be responsible to turn over the keys to the lessor, without delay, and receive a receipt for the same. Soldier must understand that they may be held liable for damages incurred after vacating the premises with the keys still in the Soldier's possession.

Chapter 7 Meals and Lodging

7-1. Purpose

To provide policy and procedures for the accountability of applicant meals and lodging costs.

7-2. Responsibilities

a. The USAREC G4/8 will:

(1) Maintain overall responsibility for the proper accountability of meals and lodging costs.

(2) Develop policy directives as required.

b. Brigade and battalion commanders will monitor the provisions of this chapter to ensure compliance.

c. Administrative clerk or Army senior guidance counselor (SGC) at the MEPS will:

(1) Assist with the processing of applicants after initial check in.

(2) Process applicant via copy of USMEPCOM Form 727-E, Copy 1 (Processing List (PL)). (See USMEPCOM Reg 715-4 for information on completion of the form.)

(3) Coordinate meals and lodging received by the applicant with MEPS budget personnel.

(4) Verify and certify monthly the daily worksheet for meals and lodging (see fig 7-1).

7-3. Procedures

a. The following procedures will be implemented to ensure proper accountability of applicant meals and lodging costs. Each responsible element provides an audit trail for the safeguarding of funds allocated to support applicant meals and lodging expenditures.

b. Applicants will be scheduled only when determined to be properly prequalified (which includes height and weight) and there is an assurance that the applicant will require the services scheduled (meals, hotel, etcetera). When it is determined that an applicant no longer requires the services scheduled or is no longer processing at all, everything will be canceled immediately.

c. The administrative clerk or Army SGC at the MEPS will:

(1) Ask each individual applicant or enlistee during initial check in, what lodging and meal services were provided at government expense.

(2) Annotate or check the response on the counselor's copy of USMEPCOM Form 727-E.

(3) Verify with MEPS budget personnel applicants and enlistees listed as having been lodged or having eaten meals during the processing day. USMEPCOM Form 727-E recaps the total number of Army applicants and enlistees who were reported by the contract vendor as being lodged and having eaten meals.

d. The meal and lodging voucher system requires minimum administration and provides improved security and control features as well as a clear trail for audit purposes. Daily authorization and receipt vouchers are prepared at the recruiter level and transmitted to the guidance counselor. Vouchers used are listed below:

- (1) USMEPCOM Form 727-E, Copy 1.
- (2) USMEPCOM Form 727-E, Copy 2 (Lodging Authorization and Receipt Voucher).
- (3) USMEPCOM Form 727-E, Copy 5 (Dinner (Lunch) Meal Authorization and Receipt Voucher).

e. USMEPCOM Form 728-E (Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons) will be closely monitored by the clerk or SGC. This form is used to furnish meals and lodging to late arrivals (applicants whose names are not included on the processing list).

f. USMEPCOM Form 729-E (Daily Invoice Lodging/Meal Services) is used by the MEPS budget personnel to verify actual meals eaten and rooms used. The clerk or Army SGC will verify that the USMEPCOM Form 729-E agrees with the USMEPCOM Form 727-E.

g. The annotated processing list will be used daily to verify that individual signatures appearing on the USMEPCOM Form 727-E and the USMEPCOM Form 728-E are representative of those applicants who actually received meals and lodging services. Coordination with MEPS budget personnel should be accomplished daily prior to 1400 to determine actual meals consumed and lodging used. If any discrepancies are noted, they should be resolved immediately with the individual vendor through the MEPS budget personnel.

h. Certification of the daily worksheet for meals and lodging will be completed by the SGC (see fig 7-1). The SGC will certify the daily worksheet only when both USMEPCOM Form 727-E, copies 2 and 5, and USMEPCOM Form 728-E counts and totals are in agreement.

i. A copy of the certified daily worksheet for meals and lodging will be forwarded within 10 days or by the 15th of the month to the HQ USAREC meals and lodging cardholder for review, approval, reconciliation, and certification for payment of the monthly meals and lodging bills.

| DAILY WORKSHEET FOR MEALS AND LODGING | | | | | | | | | | | | | |
|--|-------------------|---------------|-------------------|----------------------|----------------|------------------------|---------------------|---------------------|-------------------|-----------------|-----------------|-------------------|---------------------------|
| Period: 03/01/2008 to 03/31/2008 | | | | | | | | | | | | | |
| Printed: 04/09/2008 09:23:14 | | | | CONTRACT RATES | | | | | | | | | |
| MEPS: HONOLULU MEPS | | | | Breakfast (Fix): N/A | | | | | | | | | |
| APC: PRTF | | | | Breakfast (Var): No | | Single Room Rate: N/A | | | | | | | |
| Vendor: (m)TLC CATERING | | | | Lunch (Fix): \$6.95 | | Double Room Rate: N/A | | | | | | | |
| Deliv. Order Number: T00042 | | | | Lunch (Var): No | | Triple Room Rate: A/A | | | | | | | |
| Doc. Ref. Number: HONMEPFFFFMAR1 | | | | Box Lunch: N/A | | Quad Room Rate: N/A | | | | | | | |
| Recruit Service: ARMY RESERVE - POST | | | | Supper (Fix): N/A | | Walk-On Room Rate: N/A | | | | | | | |
| Det. Ord. Code: T42 | | | | Supper (Var): No | | No Show Room Rate: N/A | | | | | | | |
| Date | Breakfast Qty/Amt | Lunch Qty/Amt | Box-Lunch Qty/Amt | Supper Qty/Amt | Meals \$-Total | Single Room Qty/Amt | Double Room Qty/Amt | Triple Room Qty/Amt | Quad Room Qty/Amt | Walk-On Qty/Amt | No Show Qty/Amt | Lodgings \$-Total | Meals & Lodgings \$-Total |
| 04-Mar | | 3 20.85 | | | 20.85 | | | | | | | | 20.85 |
| 05-Mar | | 1 6.95 | | | 6.95 | | | | | | | | 6.95 |
| 10-Mar | | 4 27.80 | | | 27.80 | | | | | | | | 27.80 |
| 18-Mar | | 1 6.95 | | | 6.95 | | | | | | | | 6.95 |
| 25-Mar | | 2 13.90 | | | 13.90 | | | | | | | | 13.90 |
| *Total | | 11 76.45 | | | 76.45 | | | | | | | | 76.45 |

*Fractions of cents in Totals are rounded

| | | |
|---|---|--|
| Payment Terms: I certify the above information & charges for the month shown are verified to be correct. | I certify that the services documented above have been received & accepted in accordance with the terms and specifications of the contract. | I certify the above charges are correct and payment has been received. Charges will be submitted to the IMPAC account provided by the recruiting service listed. |
| /signed/ _____ 20080411 Recruiting Service Counselor/Liaison Date | /signed/ _____ 11 Apr 08 Authorized MEPS Representative Date | /signed/ _____ 4/14/08 Authorized Contractor Representative Date |

Figure 7-1. Sample Daily Worksheet for Meals and Lodging

Chapter 8

Intraservice and Interservice Support Agreement Program

8-1. Purpose

This chapter prescribes policies, procedures, and instructions relating to the management of the USAREC Intraservice and Interservice Support Agreement Program.

8-2. Policy

a. Support will be obtained from the nearest supplying activity which has the capability to provide the support in the most economical manner. Legal services included in support agreements will be consistent with USAREC Reg 27-2. Support agreements will be negotiated at the lowest practical level, but not below battalion level.

b. All intraservice support (support provided by activities or agencies within the Army) and interservice support (support provided by activities or agencies outside the Army) will be documented on DD Form 1144 (Support Agreement) (see app G).

c. When a support agreement is developed with a unit of a Federal department or agency outside of DOD (such as the post office and GSA), the receiving activity will prepare and distribute DD Form 1144. USAREC Form 912 (Support Agreement Checklist) is to be used when completing DD Form 1144.

d. The receiving activity shall initiate negotiations by furnishing the prospective supplying activity a written statement of requirements in the form of a draft support agreement, or a letter, which shall include cost analysis calculations.

e. All applicable categories of support will be included in support agreements. Each category of support will be annotated to indicate whether common service, reimbursable, or nonreimbursable. Such annotations will be included on DD Form 1144, block 12, Specific Provisions.

f. Civilian personnel support agreements will conform to the special requirements below:

(1) Be consistent with AR 690-200, chapter 254, subchapter 3, which provides specific guidance on interagency support agreements.

(2) Be required for civilian personnel services between USAREC activities and non-OMA funded activities such as the U.S. Army Materiel Command, the COE, and other DOD activities. Civilian personnel services will be listed under support category "AC." A copy of the servicing agreement or a detail of the services provided will be included as an attachment.

(3) All intraservice and interservice civilian personnel servicing agreements require annual reviews as prescribed by AR 690-200, chapter 254, subchapter 3. All other support agreements require triennial reviews or at midpoint of the agreement if the term of the agreement is more than 3 years but less than 6 years.

(4) All new civilian personnel servicing agreements will conform to the requirements of AR 690-200, chapter 254, subchapter 3, and will require approval of HQ USAREC, Civilian Personnel Office, prior to implementation.

g. USAREC activities will review each new or updated agreement, applicable to that element of command, to ensure each required category of support is provided in the agreement. All support agreements will be reviewed at least once every 3 years or at midpoint of the agreement if the term of the agreement is more than 3 years but less than 6 years.

h. The HQ USAREC, HQ Comdt, is the interservice support coordinator (ISC) for HQ USAREC. The USAREC G4/8 and the SMB will designate an ISC and will furnish HQ USAREC, ATTN: RCRLM-L, the ISC name, grade, office symbol, and telephone number.

i. All levels of the command will make a specific effort during negotiations and/or reviews with host installations to include all nonreimbursable base operations support or other nonreimbursable support agreed to in the support agreement. All nonreimbursable support received from a host installation should be included in one document.

j. Commanders will initiate a request to supporting installations for an annual or triennial review 120 days prior to the agreement anniversary or termination date.

k. Formal requests to supporting installations for revisions will be made when support agreements indicate categories of support as nonreimbursable when guidance requires it to be reimbursable or vice versa. Special attention must be given to this situation so concerned commanders will have time to include the correct requirement in the budgeting cycle.

l. Battalions will retain one copy of all support agreements.

m. The SMB will retain one copy of all support agreements.

n. Disagreements or refusals of a potential supplier to provide support which cannot be resolved at local level will be fully documented and forwarded to the next higher command level for assistance or resolution. The support agreement

shall be prepared but exclude the area of disagreement.

8-3. Responsibilities

a. The USAREC intraservice and interservice support program manager shall encourage the use of intraservice and interservice support agreements by HQ USAREC, the SMB, and battalions to increase this command's overall effectiveness and economy. The program manager shall exercise staff supervision over the SMB when they are involved in the Defense Regional Interservice Support Program, and ensure that all elements of this command adhere to procedures contained in DOD 4000.19-R and this regulation.

b. The SMB ISC administers, manages, directs, coordinates, and plans intraservice and interservice support programs for the SMB and battalions in accordance with DOD, DA, and USAREC regulations and directives.

c. The HQ USAREC, HQ Comdt and G4/8, and all brigades will forward one copy of all approved support agreements to HQ USAREC, ATTN: RCRLM-L.

8-4. Memoranda of agreement or memoranda of understanding

a. The memorandum of agreement (MOA) or memorandum of understanding (MOU) is the basic document which outlines the host supported activity relationships not already directed by their tables of organization and equipment, TDA, mission, or regulation. Normally, the MOU will serve as the standard for Army command (ACOM) relationships between lower echelon host units and support and supported activities. Consequently, when an MOU is necessary, it will be developed at HQ USAREC level.

b. When an MOU or MOA exists it must be an enclosure to DD Form 1144. MOUs or MOAs such as local retail interservice agreements (resources provided on a recurring basis) will be documented on DD Form 1144. The savings will be computed, recorded, and reported under the provisions and procedures of DOD 4000.19-R and this regulation.

8-5. Joint Interservice Resource Study Group

The ISC will represent their command at Joint Interservice Resource Study Group meetings held for the purpose of identifying new and/or increased economic savings opportunities. The ISC shall participate in the Defense Regional Interservice Support studies when requested by the Joint Interservice Resource Study Group chairman.

Appendix A References

Section I Required Publications

AR 5-10

Stationing. (Cited in para 4-2d.)

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in paras 2-6i(3), 3-5b, and 3-20f(4).)

AR 58-1

Management, Acquisition, and Use of Motor Vehicles. (Cited in paras 2-2a, 2-2d(2), 2-13a, and 2-22.)

AR 190-5

Motor Vehicle Traffic Supervision. (Cited in para 2-11e(1).)

AR 385-10

The Army Safety Program. (Cited in paras 2-2d(3), 2-2e, 2-15b, 2-15d, 2-15e, 2-15f, 2-15l, and 4-3d(5).)

AR 405-10

Acquisition of Real Property and Interests Therein. (Cited in paras 5-5b and 6-5b.)

AR 405-90

Disposal of Real Estate. (Cited in paras 5-5b and 6-5b.)

AR 420-1

Army Facilities Management. (Cited in paras 5-3l, 5-4g, 5-5f, 6-3m, and 6-4f.)

AR 600-8-10

Leaves and Passes. (Cited in paras 6-3z and 6-9f(1).)

AR 600-8-22

Military Awards. (Cited in para 2-15d.)

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). (Cited in paras 2-16a and 2-17.)

AR 690-200

General Personnel Provisions. (Cited in paras 8-2f(1), 8-2f(3), and 8-2f(4).)

AR 710-2

Supply Policy Below the National Level. (Cited in paras 3-2, 3-2b, 3-3a, 3-3c(1), 3-6d, 3-7a, and 3-18a.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in paras 2-4e(7)(c), 2-10l, 3-2, 3-2a, 3-3d(4)(e), 3-3d(4)(f), 3-3(5)(d), 3-4d, 3-5c, 3-6d, 3-14a, 3-20d, 3-20f(1)(c), 3-20f(2), 3-20g, 3-21b, 3-22c, 5-2g, 5-3r, 5-8e, 5-9r, 6-2e, 6-3w, 6-8e, 6-9r, D-2a(5), D-2c(3), D-2d(1), and D-2d(3).)

CG Policy Letter H-2

Security of Laptops and Portable Computing Systems. (Cited in para 2-11d.)

CG Policy Letter H-4

Cellular Phone Usage. (Cited in para 2-9e.)

CTA 50-909

Filed and Garrison Furnishings and Equipment. (Cited in para 3-4f.)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures). (Cited in paras 3-2b, 3-3a, 3-3d(2)(a), 3-3d(3)(b), 3-8e, 3-9, 3-11, 3-11a, 3-12, 3-13c, 3-14, 3-18a, 3-24a, and 3-24c.)

DOD 4000.19-R

Defense Regional Interservice Support (DRIS) Regulation. (Cited in paras 8-3a, 8-4b, and H-1.)

DOD 4160.21-M

Defense Materiel Disposition Manual. (Cited in para 3-7e.)

DOD 4500.36-R

Management, Acquisition, and Use of Motor Vehicles. (Cited in para 2-7b(2).)

DODD 5160.58E

Recruiting Facilities. (Cited in paras 4-2 and F-1g.)

FMR

Federal Management Regulation. (Cited in para 2-11b.)

JFTR, Vol I

Uniformed Service Members. (Cited in paras 2-25b, 5-3k(4), and 6-3l(4).)

JTR, Vol II

DOD Civilian Personnel. (Cited in para 2-25b.)

UCMJ

Uniform Code of Military Justice. (Cited in paras 2-4e(7)(b), 2-10l, and 2-12f.)

USAREC Reg 25-10

Telecommunications Management. (Cited in para 4-2g.)

USAREC Reg 27-2

Legal Services Support for the United States Army Recruiting Command. (Cited in para 8-2a.)

USAREC Reg 37-14

Travel and Conferences. (Cited in para 2-7c(1).)

USAREC Reg 190-3

Procedures in Drunk Driving Cases. (Cited in para 2-8a.)

USAREC Reg 380-4

Security Program. (Cited in para 2-11e(1).)

USAREC Reg 385-2

Safety Program. (Cited in paras 2-2d(3), 2-7a(6), 2-15b, 2-15d, 2-15e, 2-15f, and 2-15k.)

USAREC Reg 570-1

Changes to Tables of Distribution and Allowances. (Cited in para 3-17b.)

USAREC Reg 600-25

Prohibited and Regulated Activities. (Cited in para 2-9d(2).)

USAREC Reg 601-87

Recruiting Market Analysis. (Cited in paras 4-2c and 4-2g.)

USAREC Reg 601-95

Delayed Entry and Delayed Training Program. (Cited in paras 3-19b and 3-19c.)

USMEPCOM Reg 715-4

Applicant Meals and Lodging Program. (Cited in para 7-2c(2).)

18 USC 641

Public money, property or records. (Cited in para 2-4e(7)(c).)

31 USC 1344

Passenger carrier use. (Cited in paras 2-4a, 2-4e(7)(a), and 2-4e(7)(b).)

31 USC 1349(b)

Adverse personnel actions. (Cited in para 2-4e(7)(a).)

Section II

Related Publications

AR 5-9

Area Support Responsibilities.

AR 71-32

Force Development and Documentation - Consolidated Policies.

AR 600-8-8

The Total Army Sponsorship Program.

AR 600-8-11

Reassignment.

AR 600-8-105

Military Orders.

AR 710-3

Inventory Management Asset and Transaction Reporting System.

CTA 50-900

Clothing and Individual Equipment.

CTA 50-970

Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items).

DA Pam 385-10

Army Safety Program.

DOD 7000.14-R

Department of Defense Financial Management Regulations (FMRs).

USAREC Reg 37-12
Control of Financial Resources.

Section III **Prescribed Forms**

USAREC Form 584

Motor Vehicle Usage Record. (Prescribed in paras 2-6i(1), 2-7b(7), 2-12c, 2-12e(3)(e), 2-20b, 2-23, 2-23b(1), 2-23b(2), 2-23b(4), 2-23b(5), 2-23c(1), 2-23c(3)(b), 2-23c(3)(d), 2-23c(4)(c), and 2-23d(5).)

USAREC Form 884

Application for Leased Government Housing. (Prescribed in paras 5-3h, 5-3j(1), 6-3i, and 6-3k(1).)

USAREC Form 886

Statement of Understanding for Acceptance of Leased Government Housing. (Prescribed in paras 5-3h, 5-3j(1), 6-3i, and 6-3(k)(1).)

USAREC Form 889

Vehicle Inspection and Service Checklist. (Prescribed in paras 2-14d, 2-20a, and 2-23b(7).)

USAREC Form 896

Commander's Domicile-to-Duty Log. (Prescribed in paras 2-6g, 2-6i(2), and 2-6i(3).)

USAREC Form 912

Support Agreement Checklist. (Prescribed in para 8-2c.)

USAREC Form 971

Clothing Inspection and Inventory. (Prescribed in para 3-14a.)

USAREC Form 1066

USAREC Inspection of Leased Quarters. (Prescribed in paras 5-3k(1), 5-5f, 5-9j(1), 6-3l(1), 6-5f, and 6-9k(1).)

USAREC Form 1294

Acknowledgment of Authorized Use of Government-Owned Vehicle. (Prescribed in para 2-7b(11).)

USAREC FL 161

Discrepancies in GSA Vehicle Billing. (Prescribed in para 2-23c(4)(e).)

USAREC Label 20

1-800-USA-ARMY GOV Decal. (Prescribed in para 2-21d(1).)

Section IV **Referenced Forms**

DA Form 285-AB-R

U.S. Army Abbreviated Ground Accident Report (AGAR).

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft).

DA Form 2407

Maintenance Request.

DA Form 2765-1

Request for Issue or Turn-In.

DA Form 3665

Annual Commercial Design Motor Vehicle Requirements Review.

DA Form 4610-R

Equipment Changes in MTOE/TDA.

DA Form 5671

Parental Permission.

DA Form 5960

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA).

DD Form 200

Financial Liability Investigation of Property Loss.

DD Form 250

Material Inspection and Receiving Report.

DD Form 361

Transportation Discrepancy Report (TDR).

DD Form 1144

Support Agreement.

DD Form 1348-1A

Issue Release/Receipt Document.

DD Form 1348-6

DOD Single Line Item Requisition System Document.

DD Form 2793

Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

ENG Form 3143

Joint Survey and Inspection of Condition of Government Leased Property.

GSA Form 789

Statement, Voucher, and Schedule of Withdrawals and Credits.

GSA Form 1152

FMS Vehicle Assignment/Termination Transaction.

GSA Form 1627

Motor Vehicle Accident Reporting Kit.

GSA Form 2529

Interagency Motor Pool Detail Billing Report.

GSA Form 2556

Miscellaneous Charges and Adjustment Transactions.

SF 82

Agency Report of Motor Vehicle.

SF 91

Motor Vehicle Accident Report.

SF 364

Report of Discrepancy (ROD).

SF 1164

Claim for Reimbursement for Expenditures on Official Business.

SF 1449

Solicitation/Contract/Order for Commercial Items.

USAAC Form 112

Request for Supplies and Services.

USAREC Form 1144

Risk Management Card.

USAREC Form 1238

Facility Hazard Inspection Checklist.

USMEPCOM Form 727-E, Copy 1

Processing List (PL).

USAREC Label 24

Laptop Security Awareness.

USMEPCOM Form 727-E, Copy 2

Lodging Authorization and Receipt Voucher.

USMEPCOM Form 727-E, Copy 5

Dinner (Lunch) Meal Authorization and Receipt Voucher.

USMEPCOM Form 728-E

Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons.

USMEPCOM Form 729-E

Daily Invoice Lodging/Meal Services.

Appendix B**Procedures to Submit Requisitions for Stock Funded Items****B-1. General**

All stock funded requisitions (with the exception of GSA items or local purchases) will be submitted through the USAREC CPBO. This appendix provides additional guidance on the steps required to process these requisitions. GSA items will be requested through the DOD E-Mall using the GPC.

B-2. Responsibilities**a. USAREC CPBO:**

- (1) Monitors and reviews all stock funded requisitions submitted by brigades, battalions, and HQ USAREC PHRHs.
- (2) Maintains a register on PBUSE of all requisitions submitted by brigades, battalions, and HQ USAREC PHRHs.

- (3) Assigns document numbers to the requisitions submitted.
- (4) Via PBUSE, forwards requisitions to Fort Knox Director of Logistics (DOL) for input into the Standard Army Retail Supply System 1 (SARSS1) and provides copies to the initiators of the requisitions and the SMB Logistics Division.
- (5) On a monthly basis and no later than the first Monday of each month provides the SMB Logistics Division, brigades, battalions, and HQ USAREC PHRHs a list of requisitions submitted to the Fort Knox DOL.
- (6) Monitors requisitions submitted by each HQ USAREC PHRH using the Web Virtual Logistics Information Processing System or SARSS1 databases.
- (7) Monitors status of requisitions submitted to Fort Knox DOL and conducts monthly reconciliations with Fort Knox DOL and brigades, battalions, and HQ USAREC PHRHs. Via e-mail provides a copy of the SARSS1 Customer Reconciliation List to Fort Knox DOL acknowledging that requisitions have been filled.
 - b. Brigades or SMB Logistics Division.
 - (1) Monitor the requisitions submitted by each brigade and battalion using the Web Virtual Logistics Information Processing System database.
 - (2) During command inspections ensure that each brigade and battalion PHRH is properly maintaining a file for the stock funded items requested.
 - c. PHRHs.
 - (1) Submit requisitions for stock funded items (except GSA and local purchase items) to the USAREC CPBO using DD Form 1348-1A (Issue Release/Receipt Document) in accordance with the special instructions provided below. All stock funded requisitions must be submitted by the PHRH. PHRHs assigned to HQ USAREC will submit their requisitions using USAAC Form 112 (Request for Supplies and Services).
 - (2) Maintain an official file reflecting items requested.
 - (3) Conduct monthly reconciliation with the USAREC CPBO not later than the 15th of each month.
 - (4) Complete DD Form 1348-1A upon receipt of item, which is included in the package, and submit it to the USAREC CPBO not later than 3 working days after receipt of item.
 - d. Special instructions.
 - (1) PHRHs assigned at brigades and battalions should annotate DD Form 1348-1A with the following information:
 - (a) Document Number (Blocks 31 through 43) will be left blank. The document number will be assigned by the USAREC CPBO.
 - (b) Service (Block 45) and Supplemental Address (Blocks 46 through 50) will be left blank.
 - (c) Other blocks on the DD Form 1348-1A should be filled out in accordance with the Military Standard Requisition and Issue Procedures guidance.
 - (2) PHRHs assigned to HQ USAREC will process their requests using USAAC Form 112. The request will be provided to the property book support supply specialist. They will assist in the preparation of the DD Form 1348-1A.

Appendix C

Steps Required to Process a Financial Liability Investigation of Property Loss for Contractors Under Service Contracts With the Command

C-1. General

This appendix provides additional guidance on the steps required to process FLIPLs for LDD of government property by a contractor working under a contract for USAREC.

C-2. Responsibilities

- a. USAREC CPBO will:
 - (1) Monitor and review all contractor FLIPLs submitted by brigades prior to forwarding to the contract officer.
 - (2) Complete and sign DD Form 200 (Financial Liability Investigation of Property Loss), block 17, for property book items.
 - (3) Maintain a register of all contractor FLIPLs submitted by brigades and post the closing date of the action completed by the contracting office and notify brigades of the closing date.
 - (4) Provide brigades a list of the current service contracts supporting USAREC.
 - (5) Monitor status of the FLIPLs submitted to the contracting office and conduct monthly queries as directed in AR 735-5, paragraph 14-13c.
- b. USAREC contracting officer representative will:

- (1) Maintain a list of all service contracts and contract supporting offices that provide support to this command.
 - (2) Provide a copy of the list to the USAREC CPBO and update as deemed applicable.
 - (3) Notify the USAREC CPBO of any significant contract changes that may impact property responsibilities or accountability of government property assigned to contractors.
- c. SMB Logistics Division will:
- (1) Monitor and review all contractor FLIPLs submitted by battalions before forwarding them to the USAREC CPBO.
 - (2) Assign an investigation number to all contractor FLIPLs processed by PHRHs.
 - (3) Maintain a register of all investigation numbers issued to PHRHs. The contractor FLIPL register will be maintained in accordance with the guidance provided in AR 735-5, paragraph 13-20a(6). The investigation number will consist of eight alpha and numerical characters:
 - (a) First alpha character "C" for contractor.
 - (b) Second character numerical for assigned brigade (that is, "2" for 2d Brigade).
 - (c) Third to fifth characters numerical in sequential order of assignment (that is, 001, 002, 003, etcetera).
 - (d) Sixth character dash ("-").
 - (e) Seventh and eighth characters numerical for the FY (that is, 08, 09, 10).
 - (4) Prepare a memorandum for the approving official's signature. The memorandum should be addressed to the supporting contracting office and staffed through the USAREC CPBO. As a minimum the memorandum should include the contractor employee's name for the possible liability investigation, FLIPL investigation number, and the name and contract number of the company.
- d. PHRHs.
- (1) When losses of property on Army accountable records involve possible contractor liability under a service contract initiate DD Form 200 and all supporting documents in accordance with AR 735-5, chapters 13 and 14.
 - (2) Will ensure that an investigation number is issued from the SMB Logistics Division and recorded on DD Form 200, block 2.
 - (3) During the preparation of DD Form 200, ensure that block 9 contains a description of the events leading to the LDD of government property with an explanation of how it happened. Show all persons directly concerned by name, position, and the name and contract number of the company providing the contract service. The description of the facts must be detailed in accordance with AR 735-5.
 - (4) For property book items forward the DD Form 200 to the USAREC CPBO for the completion of block 17.
 - (5) Upon the completion of the FLIPL package, forward the documents to the SMB Logistics Division for their review and action.
- e. Contractors will adhere to the provisions of the contract in regards to responsibility and restitution for government property lost or damaged while in the possession of the contractor.

Appendix D

Inspection Rating Standards

D-1. The inspection rating standards are listed below:

- a. Excellent -- Exceeds most requirements; no items were rated unsatisfactory.
- b. Satisfactory -- Meets basic requirements.
- c. Marginal -- Does not meet basic requirements.
- d. Unsatisfactory -- Does not meet critical requirements.
- e. Table D-1 lists the inspection detail criteria.

D-2. Be aware of these factors when assigning the rating:

- a. An unsatisfactory sign should not be just cause to rate the facility as unsatisfactory. It may, however, contribute collectively to the overall assessment.
- b. Poor janitorial supplies or services should not be just cause for an overall unsatisfactory rating.
- c. An overall unsatisfactory rating indicates serious impairment of the recruiting mission. This usually means a combination of several unsatisfactory items.
- d. The COE does not respond to, or generally even look at, your inspection ratings. A memorandum needs to be sent to the COE requesting corrective action be taken on specific items. Required upgrade actions, as a result of your inspection, should be added into RFMIS-RD.

D-3. The overall rating will determine whether the office should be included in the COE real estate program.

a. Excellent -- Do not include this office in the COE real estate program. This office is not a candidate for closure, relocation, or upgrade.

b. Satisfactory -- Identify those items requiring repair as upgrades on the COE real estate program. This office is not a candidate for closure or relocation.

c. Marginal -- Identify the items requiring major upgrades. Relocation is not normally the solution for fixing the problems with the office.

d. Unsatisfactory -- This office is a candidate for closure or relocation. Upgrade actions will not normally resolve problems in this facility.

Table D-1
Inspection detail criteria

| | Area | Excellent | Satisfactory | Marginal | Unsatisfactory |
|----|---------------------------|---|--|--|---|
| 1 | Location within community | Ideal or central location for assigned market; high-volume traffic adjacent to main traffic artery. | Not within the prime area of market, but does not hamper mission accomplishment. | Hard to locate, but does not hamper mission accomplishment. | Impairs mission accomplishment, unworkable, hard to locate. |
| 2 | Location within building | Ideal, easy access, first-floor storefront space. | Not conveniently located for visitors. | Hard to locate but does not hamper mission accomplishment. | Hard to locate within building; impairs mission accomplishment. |
| 3 | Access to building | | Unrestricted, no impairment on mission or times | | Restricted or limited access. |
| 4 | Exterior condition | Highly attractive for community standards; well maintained. | Average compared to community standards; some work required. | Meets community standards; some work required. | Dilapidated; well below community standards. |
| 5 | Interior condition | Majority of subitems are excellent. | Majority of subitems are satisfactory. | Some, but not a majority of subitems are unsatisfactory or marginal. | Majority of subitems are unsatisfactory. |
| | a. Doors and windows | Not damaged; attractive, modern (storefront windows). | Average; evidence of fair wear and tear. | Serviceable; some work required. | Damaged; evidence of poor maintenance. |
| | b. Ceilings | Not damaged; attractive, modern. | | Stained or missing tiles; maintained but requires work. | Damaged; poorly maintained. |
| | c. Floors | Carpeted, attractive material, color blends with decor. | | Good carpet but needs cleaning. | Damaged; degraded cosmetic discrepancies. |
| | d. Walls | Paneling, wallpaper, or mural color blends with decor. | | Nail holes, scuffs; requires minor repairs. | Damaged; degraded cosmetic discrepancies. |
| | e. Lavatory facilities | | Good working order, well maintained, within close proximity. | | Damaged; degraded cosmetic discrepancies, not within close proximity. |
| 6. | Partitioning | Majority of subitems are excellent. | Majority of subitems are satisfactory. | Some, but not a majority of subitems are unsatisfactory or marginal. | Majority of subitems are unsatisfactory. |

Table D-1
Inspection detail criteria--continued

| | Area | Excellent | Satisfactory | Marginal | Unsatisfactory |
|----|---------------------------------|--|---|--|---|
| 7 | Space layout adaptability | Ideal, good, functional arrangement; minimal unusable space. | Adequate, no functional degrade; some unusable space. | Some functional degrade. | Functional degrade, inadequate; lots of unusable space. |
| 8 | Parking arrangements | | GOV parking at or near the office; secured (lighted area). | Parking not within reasonable distance; security is a concern. | GOV parking is unavailable; security is a problem. |
| 9 | Space adequacy | Office area plus majority of other subitems are excellent. | Office area plus majority of other subitems are satisfactory. | Office area plus majority of subitems are marginal. | Office area plus majority of subitems are unsatisfactory. |
| | a. Office area | Meets DOD Space Management Guide. | Not more than 10 percent below DOD Space Management Guide. | More than 10 percent below DOD Space Management Guide. | More than 15 percent below DOD Space Management Guide. |
| | b. Reception | Same as a above. | Same as a above. | Same as a above. | Same as a above. |
| | c. Display | Same as a above. | Same as a above. | Same as a above. | Same as a above. |
| | d. Storage | Same as a above. | Same as a above. | Same as a above. | Same as a above. |
| | e. Testing | Same as a above. | Same as a above. | Same as a above. | Same as a above. |
| 10 | Services and utilities | Not applicable. | Majority of subitems are satisfactory. | Not applicable. | Majority of subitems are unsatisfactory. |
| | a. Air-conditioning and heating | | Maintains proper temperature, meets DOD standards. | | Damaged; inadequate, requires replacement. |
| | b. Electricity (lighting) | | Meets DOD space guideline standards. | | Unacceptable; major repairs required. |
| | c. Water | | Available; suitable, conveniently located. | | Unavailable, unsuitable, and/or inconvenient. |
| | d. Janitorial supplies | Provided in accordance with contract. | Adequately provided 95 percent of the time. | Available most of the time. | Unavailable most of the time; nonexistent. |
| | e. Janitorial services | Performed in accordance with contract. | Minor discrepancies noted and corrected. | Available when needed; occasional gross violations. | Unavailable when needed; lack of cleanliness; gross contract violations. |
| 11 | Signs | Both internal and external signs are rated excellent. | Both internal and external signs are adequate. | Either internal or external sign is rated marginal. | Nonexistent or either sign is rated unsatisfactory. |
| | a. Internal | Professional appearance, neat, properly displayed. | Adequate. | Nonfunctional; not the proper type or not properly displayed. | Nonexistent; improperly displayed (does not apply if storefront space is occupied). |
| | b. External | Properly located, easily read from street; well maintained. | Adequate. | Nonfunctional; not the proper type or not properly displayed. | Nonexistent; missing or faded lettering, cracked or broken fascia. |

Appendix E Station Facilities Management

E-1. Responsibilities

- a. Inspect facilities at least once a year (within 13 months of last inspection) or within 30 days of completion for new RSs, relocations, and expansions.
- b. Battalion FMs will input inspection results into RFMIS-RD.
- c. Battalion FMs will assist RSs in resolving emergencies and janitorial problems.
- d. DOD space management guidelines for recruiting facilities will be used to determine and evaluate space requirements.
- e. Recruiting facilities must always present a dignified, businesslike appearance conducive to the business of recruiting.
- f. Battalions have 5 working days to approve and/or comment on floor plans after plan receipt.
- g. RSs will be collocated whenever possible in accordance with DODD 5160.58E.

E-2. Prohibited activities

- a. Vending machines are prohibited in RSs.
- b. RSs will not be used as lodging facilities.
- c. Tobacco use is prohibited in recruiting facilities.
- d. Animals, reptiles, or fish are prohibited in RSs.
- e. Motorcycles, heavy equipment, and tools are prohibited in recruiting facilities.
- f. Bottled water contracts are not authorized unless local health officials test and determine water to be unsafe or water fountain cannot be provided.

E-3. Security (Locks)

- a. The RFP will only pay for the initial installation of locks during the buildout of new space. Replacement of keys and locks for any reason, except as noted below, will be the responsibility of USAREC.
- b. The COE will remain responsible for lock and key replacement on common area doors and locks that are damaged or keys that are lost by outside contractors.

Appendix F Furnishings for Leased Unaccompanied Personnel Quarters

F-1. Authorized furnishings and equipment for USAREC leased unaccompanied personnel quarters

Items of furnishings and equipment listed in table F-1 comprise the maximum USAREC allowance per leased quarters for which the costs may be included in lease rental fee, and for which the Government will accept consideration for restoration costs (if applicable). Any of the items listed may be substituted with a like item that will serve the purpose intended for the authorized item. For example, a table for books in place of a bookcase, a padded chair for a straight back chair, etcetera. All other items remaining in the leased quarters, which are not listed in the lease inventory, will be at the risk of the lessor for which the Government will not be responsible.

Table F-1
Authorized furnishings and equipment

| ITEM | QUANTITY |
|--|----------|
| Lamp, floor - per living room | 1 |
| Lamp, table - per desk, per living room, per table, per nightstand | 1 |
| Fan, circulating, column - per living room or per 350 square feet when area is not air conditioned | 1 |
| Bed headboard with frame - per occupant | 1 |
| Box spring and mattress - per bed frame | 1 |
| Bookcase - per dwelling unit | 1 |
| Chair, straight - per kitchen | 4 |

Table F-1
Authorized furnishings and equipment--continued

| ITEM | QUANTITY |
|---|-------------|
| - per bedroom per occupant | 1 |
| - per desk | 1 |
| Chest of drawers or dresser - per occupant | 1 |
| Desk, flat top - per occupant | 1 |
| Mirror, glass - per dresser or chest of drawers | 1 |
| Range, electric or gas - per kitchenette | 1 |
| Refrigerator - per kitchenette | 1 |
| Table, kitchen - per kitchenette | 1 |
| Table, nightstand - per bedstead | 1 |
| Drapes for all purposes - per window | As required |
| Chair, easy - per occupant | 1 |
| Rugs with cushion - per room (except kitchen or bathroom) as necessary to provide reasonable coverage | As required |
| Davenport or sofa - per living room | 1 |
| Table, coffee - per davenport or sofa | 1 |
| Table, occasional, end - per davenport; - per chair, easy | 1 |

F-2. Unauthorized furnishings and equipment for leased unaccompanied personnel quarters

The following items of furnishings and equipment will not be provided in leased quarters at government expense, nor will the Government accept any liability or consideration for restoration cost should the lessor intentionally or inadvertently provide, or for any reason, fail to remove such items as radios, television sets, hi-fi or stereo equipment, paintings, wall plaques, dishes, flatware, cooking utensils, and/or kitchen appliances other than range and refrigerator from quarters leased by the Government.

Appendix G
DD Form 1144 Preparation

G-1. DD Form 1144 will be prepared in accordance with DOD 4000.19-R and this regulation.

G-2. DD Form 1144 will be prepared anytime support is provided on a recurring basis. Agreements are required whether or not the support is financed by the receiver.

G-3. Budget or avoidance savings are required in a support agreement. Any reduction in expense, time, labor, or material which may be expressed in dollars will be considered as a savings. Savings to an approved budget plan will be considered a budget savings. Any reduction to future budget requirements due to a support agreement will be considered as avoidance savings. As a rule, budget savings may be achieved only in the first year that an agreement is in effect. Succeeding year budgets are reduced by the amount saved and result in a budget avoidance; thus, an avoidance savings.

G-4. The receiving activity will initiate action on an agreement by furnishing the prospective supplying activity with a written statement of requirements in the form of a (draft) support agreement or a letter of request. Potential costs will be negotiated between supplier and receiver. Receivers will investigate all possible avenues of support to ensure that the most economical means is used.

G-5. Agreements can be negotiated for any specific period not to exceed 6 years. A joint review will be conducted every 3 years, or at the midpoint for agreements negotiated for a period of less than 6 years and greater than 3 years.

G-6. Block 1, Agreement Number, provides a means of identifying specific agreements through a numbering system. The numbering system consists of the supplying activity's DODAAC, ordinal date, and a serial number. Ordinal date will be the effective date of the agreement, unless otherwise specified in block 3. The ordinal date consists of a two-digit

calendar year plus the three-digit Julian date. The serial number is a three-digit number assigned by the supplying activity in numerical sequence for each succeeding agreement. Block 2 identifies a previous agreement that was terminated due to expiration or revision.

G-7. Block 2, Superseded Agreement No, identifies any previous agreement number for the same activity.

G-8. Block 3, Effective Date, identifies the date the support agreement is effective.

G-9. Block 5, Supply Activity, identifies the supplying activity. Block 5a, Name and Address, provides the complete mailing address including the office symbol, ZIP Code or Army Post Office or Federal Post Office number, and geographic area. Block 5b, Major Command, identifies the supplying activity's major command.

G-10. Block 6, Receiving Activity, identifies the receiving activity. Block 6a, Name and Address, provides the complete mailing address including the office symbol, ZIP Code or Army Post Office or Federal Post Office number, and geographic area. Block 5b, Major Command, identifies the receiving activity's major command.

G-11. Block 7, Support Provided by Supplier, is used by the supplier to identify the specific support to be provided, manpower required, and additional costs required to provide support provisions.

G-12. Block 8, Supplying Component, provides the concurrence of the supplying activity's comptroller and approving authority.

G-13. Block 9, Receiving Component, provides the concurrence of the receiving activity's comptroller and approving authority (for HQ USAREC and brigade use only).

G-14. Block 10, Termination, is completed only when the agreement is terminated prior to scheduled expiration date.

G-15. Block 11, General Provisions, provides any additional general provisions as appropriate to include any exceptions to printed provisions, billing, and reimbursement instructions. All blank spaces are required to be completed.

G-16. Block 12, Specific Provisions, provides any specific requirements by either the supplying activity or the receiving activity to include any unique supplier or receiver responsibilities, requirements, or quality standards.

Glossary

Section I Abbreviations

AAC

accident avoidance course

ACOM

Army command

ACS

Assistant Chief of Staff

AFV

alternate fuel vehicle

AMC

Accident Management Center

APC

agency program coordinator

AR

Army Reserve

BAH

basic allowance for housing

BOAC

billing office address code

CG

Commanding General

COE

Corps of Engineers

CoS

Chief of Staff

CPBO

command property book officer

CSDP

Command Supply Discipline Program

DA

Department of the Army

DCS

Deputy Chief of Staff

DOD

Department of Defense

DOL

Director of Logistics

DTD

domicile-to-duty

FAST

Federal Automotive Statistical Tool

FLIPL

Financial Liability Investigation of Property Loss

FM

facilities manager

FMC

fleet management center

FSG

family support group

FSTP

Future Soldier Training Program

FY

fiscal year

GET

geographical exception travel

GORP

get odometer readings from pump

GOV

government-owned vehicle

GPC

government purchase card

GSA

General Services Administration

HQ Comdt

Headquarters Commandant

HQDA

Headquarters, Department of the Army

HQUSAAC

Headquarters, U.S. Army Accessions Command

HQUSAREC

Headquarters, U.S. Army Recruiting Command

ICE

independent cost estimate

IG

inspector general

IMO

information management officer

IMS

information management specialist

ISA

installation support agreement

ISC

interservice support coordinator

ITE

information technology equipment

ITO

installation transportation office

JRFC

Joint Recruiting Facilities Committee

LDD

loss, damage, or destruction

LGH

leased government housing

MCC

maintenance control center

MEPS

military entrance processing station

MOA

memorandum of agreement

MOU

memorandum of understanding

MRE

meal ready to eat

NSN

national stock number

OMA

Operation and Maintenance, Army

OMAR

Operation and Maintenance, Army Reserve

PAE

positioning analysis and evaluation

PBO

property book officer

PBUSE

Property Book Unit System Enhanced

PCS

permanent change of station

PHRH

primary hand receipt holder

POV

privately-owned vehicle

RFMIS-RD

Rental Facilities Management Information System-Redesign

RFP

Recruiting Facilities Program

RS

recruiting station

RSID

recruiting station identification

SARSS1

Standard Army Retail Supply System 1

SGC

senior guidance counselor

SMB

U.S. Army Special Missions Brigade

SOP

standing operating procedure

SSA

supply support activity

TDA

tables of distribution and allowances

TDY

temporary duty

UHR

unit housing representative

USAAC

U.S. Army Accessions Command

USAREC

U.S. Army Recruiting Command

XO

executive officer

**Section II
Terms****accompanied personnel**

Soldiers who receive BAH at the with dependent rate.

blanket authority

Blanket authority for DTD will not be issued. The intent is that each approval be on a case-by-case basis. This means approval for one recruiter for 1 day at a time.

E-Mall

An Internet based electronic mall which allows customers and other authorized government customers to search for and order items from government commercial sources.

extended station

A permanent full-time production facility that is under the command and control of the parent RS (RSID). This is used to service a high traffic or key market such as a university campus and is normally manned by one or two recruiters who report to the parent RS.

field work

Official business performed away from the regular duty station.

Government

Refers to the Federal Government of the United States.

government-owned vehicle

Includes vehicles furnished or owned by the Federal Government. GOVs are motor vehicles owned or leased by any department of the Federal Government.

installation commander

Commanders of USAREC major subordinate commands are designated USAREC installation commanders for the purpose of centralized management of the USAREC LGH Program.

major subordinate activities

The seven brigades are categorized as major subordinate activities within the purview of this regulation.

on-post type quarters

These quarters, under the jurisdiction of the installation, are normally available when an ISA has been made between the

installation and an activity having personnel stationed near, but not at the installation.

positioning analysis and evaluation

A study to define the chargeable market and equitably distribute same to the recruiting force. Proponency for PAE is the USAREC G2.

reasonable commuting distance

The one-way commuting time from residence to normal place of duty which can be traveled by POV or locally available public transportation during morning and evening hours. This is 1 hour for all personnel. Soldiers assigned within a 1-hour commute will be treated in the same manner as those Soldiers assigned to the installation.

recruiting battalion

The echelon of command exercising supervisory command and control over companies and RSs.

recruiting company

Several geographically grouped RS zones for which a company commander is responsible. A geographic territory subdivided by population content into smaller geographic RS areas. There are six to ten RSs within each company.

Recruiting Facilities Program

This program is for the establishment of new recruiting facilities and for relocating, expanding, and upgrading existing facilities for which the COE has the programming, budgeting, and funding responsibility.

recruiting station

A permanent location, within a facility, authorized by the TDA which is manned on a full-time basis by one or more recruiters for the purpose of conducting recruiting operations. It may be either leased or rent-free space.

recruiting substation

A permanent location within a facility, which is manned on a part-time regular basis (that is, 1, 2, or 3 days per week, biweekly, monthly, etcetera.), by one or more recruiters for the purpose of conducting recruiting operations. Substations are not documented on the TDA nor are recruiters assigned to a substation on the TDA. It may be either leased or rent-free and requires HQ USAREC's approval.

rent-free space

Rent-free space could be an RS or substation. There are no leasing costs associated with this facility; however, there could be authorized expenditures for USAREC-supplied furniture, equipment, or telephones.

satellite station

A full-time production leased facility within close proximity to the parent RS that houses a temporary overflow of additional personnel until a new larger facility is obtained or the boundaries are split into two separate RSIDs through the PAE process. This is a temporary facility (1 year lease or located in a reserve center or other government facility) for administrative space (not storefront).

unaccompanied personnel

Personnel who are entitled to BAH at the without dependent rate if adequate government quarters are not available.

unit housing representative

Battalion commanders or other personnel designated, in writing, by the battalion commander will function as and be referred to as the installation commander's representative. This representative is usually the support services specialist.

U.S. Army Corps of Engineers

The COE is responsible for leasing and terminating all housing units acquired for USAREC personnel.

U.S. Army Special Missions Brigade

The command and control element for battalions, companies, and RSs located within USAREC.

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