

Dinwiddie High School
Army JROTC Department
Dinwiddie, Virginia 23841

Policy Letter 5-8

1 September 2012

SUPPLY

1. PURPOSE: To establish supply policies and uniform procedures for the internal control of and accounting for the United States Government property within the Battalion.

2. REFERENCES

- a. CCR 145-2, Organization, Administration, Operation, Training and Support
- b. AR 700-84 Supply of Individual Clothing for ROTC
- c. AR 710-2 Inventory Management
- d. AR 735-5 Property and Procedures for Property Accountability
- e. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
- f. CC Regulation 670-1, Uniform and Insignia
- g. CC Regulation 700-1, Logistics

3. RESPONSIBILITIES

a. The Military Property Custodian (MPC) is responsible for requisitioning, receiving, storing, issuing, and accounting for all United States Government property as prescribed in current Army regulations. The MPC is responsible for the proper care and safekeeping of the property entrusted to their possession or under their supervision.

b. In order to be properly relieved from formal property accountability of federal government property entrusted, the following actions must be completed:

- (1) Transfer of Property: Incoming and outgoing Hand Receipt Holders will conduct a joint inventory of all unit property.
- (2) Cash Collection: Make payment, check or money order, for property lost or otherwise not accounted for.
- (3) Report of Survey: Initiate Report of Survey 30 days prior to retirement or transfer.
- (4) Until properly relieved, the Hand Receipt Holder is absolutely liable to

reimburse the US Government at fair market value for lost, damaged or destroyed property in his/her custody.

4. PROCEDURES

a. Inventory

(1). An annual inventory of all property book items will be conducted at the end of each school year and no later than the start of a new school year. Report will be completed using inventory print-out from JUMS. The S-2/S-4 and SAI will initial each page. The SAI will sign and date the last page. A copy will be provided to the 4th BDE, Ft Bragg.

(2) Inventory of sensitive items (IT equipment, air rifles, drill rifles etc) will be completed on a monthly basis utilizing ROTC CDT CMD Form 195-R. A complete inventory verifying serial numbers will be completed on a quarterly basis. The hand receipt holder **WILL NOT** complete these inventories.

b. Uniform Issue and Turn-in

(1) Issue of uniforms will take place at the beginning of each semester. Uniforms and equipment will be issued only to enrolled JROTC cadets. Uniforms **will not** be issued to students ineligible for enrollment in the JROTC program. All accountable wear uniforms and equipment will be turned in by cadets at the end of the school year.

(2) Initial issue of uniforms will be completed using BHSJROTC Form 001-R, Sep 06 (encl 1). The S-4 officer will use these forms to complete the Clothing/Instructional Materials Record for each cadet on JUMS. The JUMS record will be signed by the cadet and retained on file. Once the cadet has turned in their uniform a turn-in form will be completed and filed. The S-4 will return items back into the inventory using JUMS.

(3) The following actions will take place if cadets do not turn-in uniforms at the prescribed time:

(a) Memorandum will be sent to the parent/guardian requesting return of property (encl 2).

(b) If property is not returned within 2 weeks from initial notification, a second memorandum will be sent to parent/guardian stating the replacement cost of items (encl 3).

(c) If property is not returned after second notification, submit request to school accountant for a hold to be placed on cadet records (encl 4).

(d) Maintain a copy of all documents used in the attempt to

- recover government property.
- c. Alteration: Uniforms will not be altered by cadets.
 - d. Insignia and Rank: Issues of insignia and rank will be supported by a copy of promotion/demotion orders and will be recorded on clothing record of individual concerned. These items will be turned-in at the end of the semester or school year.
 - e. Awards and Ribbons: Issue of all insignia representing awards will be supported by a copy of orders making awards. These issues will not be recorded on the clothing record and are exempted from end of year turn-in. The above items will be issued at Battalion formations and/or at the beginning of each semester.
 - f. Nameplates: Issue of nameplates will be recorded on the clothing record and will be turned-in at the end of semester or school year.
 - g. Students are required to pay a dry-cleaning fee at the beginning of each semester. They will not be responsible for the end of semester dry-cleaning. They are required however to maintain the uniform during the semester. Missing buttons will be replaced as discovered.
 - h. Cadets will replace, at their own expense lost, damaged, or destroyed property which occurred as a result of "neglect."
 - i. Items that are found unserviceable will be recorded on DA Form 3161.
 - j. SERVICEABILITY: Inspection of property to insure adequate maintenance and proper care will be continuous. Unserviceable items of US Government property will immediately be withdrawn from use and turned in for repair or replacement.

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