



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

MAY 04 2016

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MEMORANDUM FOR Major Subordinate Commands (MSC) and Tenant Activities

SUBJECT: Command Policy Memorandum G4-02 – Joint Readiness Training Center (JRTC) and Fort Polk Property Accountability and Excess Reduction

1. References:

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008.
- b. Forces Command Memorandum, AFLG-SMS, 8 June 2009, subject: Forces Command Excess Management and Reduction Policy.
- c. Army EXORD 259-10, DAMO-CIC, 090224 July 2010, subject: Campaign on Property Accountability.
- d. Forces Command GENTEX, AFLG-SMS, 231506Z July 2010, subject: Campaign on Property Accountability.
- e. Army Regulation 735-5, Property Accountability Policies, 10 May 2013.
- f. The JRTC and Fort Polk OPORD 15-020, AFZX-GL, subject: Materiel Readiness Review (MRR), 291200R October 2014.

2. Purpose: This policy re-establishes a cohesive equipment redistribution management, excess reduction, and property accountability program. This policy applies to all MSC, directorates, and tenant activities assigned or attached to the JRTC and Fort Polk. These procedures must be included in the Army Force Generation (ARFORGEN) cycle to manage and prevent excess equipment generation.

3. General: The OPTEMPO of modular Forces Command (FORSCOM) units processing through ARFORGEN on a continuous basis has created excess property among nearly all of our units. Commanders should exercise supply discipline and property accountability, and expeditiously identify all excess equipment in order to redistribute to deploying units in support of the ARFORGEN process. Deployable units will focus efforts on identifying equipment shortages and turning in excess during their RESET phase. Our goal is to continuously reconcile all JRTC and Fort Polk equipment on-hand against authorizations and to redistribute or dispose of excess equipment.

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4. This policy covers all classes of supply and requires specific reporting to HQ, FORSCOM. Commanders will exercise supply and maintenance discipline within their area of responsibility. All unit S4s and Property Book Officers (PBO) are required to establish accountability procedures and identify, redistribute, and turn-in excess equipment. The status of Excess Reduction will be briefed bi-weekly at the G4 Equipping Management Meeting.

5. Expendable Item Disposition Instructions: Units will open all containers and storage facilities and identify, classify, segregate, and prepare materiel for disposition. Unit personnel, in coordination with SMEs, will remove excess material from containers and storage areas, then research against authorizations to establish an excess baseline. All excess expendable Class I, II, III(P), IV, V, VI, VIII, and IX will be turned in to the appropriate Supply Support Activity (SSA) or as listed below:

a. Class I:

(1) Class I turn-ins will be coordinated through the Subsistence Supply Management Office (SSMO) and the local dining facility. Unopened semi-perishable items, UGR-As, and MREs in their original configuration will be listed on the DA Form 3294-R and shall be inspected and approved by veterinary personnel prior to being turned in to TISA for adjustment/credit. The MREs will be palletized and banded by the unit prior to turn-in to the Subsistence Supply Management Office (SSMO).

(2) Perishable items suitable for immediate consumption will be listed on a DA Form 3294-R approved by the Installation Food Program Manager and turned in to their supporting garrison dining facility.

b. Class II:

(1) Expendable items will be turned in to unit Supply Support Activity (SSA). The Installation SSA is located in building 4374, telephone 531-4442/2069. Hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or federal holidays.

(2) Equipment must be clean (minor stains and spots are acceptable), and meet at least a Code F standard, or accounted for with a suitably processed adjustment document.

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(3) Durable tools and basic issue items (BII) including sets, kits, and outfits will be turned-in "as is" at the Central Issue Facility (CIF) in building 4374. Telephone 531-7510/7523. Hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or federal holidays.

(4) Excess Class II non-expendable items found on installation will be reported to the appropriate PBO (unit or installation) for research and disposition of excess equipment.

(5) The Central Issue Facility (CIF) is located in building 4374. Telephone 531-7510/7523. Hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or federal holidays.

(6) Individual turn-ins are conducted on an appointment and walk-in basis. Equipment must be clean (minor stains and spots are acceptable), in an at least Condition Code F standard, or accounted for with a processed adjustment document.

c. Class III (P):

(1) Turn in of Class III (P) items will be coordinated through the HAZMART facility located in building 4369. Telephone 531-9615. Hours of operation are 0730-1630, Monday through Friday, except federal holidays.

(2) Class III (P) will be turned in "as is" to the HAZMART site sealed in original container.

d. Class IV: Brigade/Battalion Standard Operating Procedures (SOP).

e. Class V:

(1) Turn-in of Class V items will be coordinated through the Ammunition Supply Point (ASP). The ASP is located in building 4101. Telephone 531-1506/1523/9169. The ASP operates from 0730-1630, Monday through Friday, except federal holidays.

(2) Units will use DA Form 581 to turn in excess Class V between 0800-1500, Monday through Friday, except federal holidays.

(3) Units are required to turn in their ammunition within 5 working days after the training event.

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f. Class VII:

(1) Brigades and separate battalion PBOs will report all excess equipment utilizing the Decision Support Tool (DST). In order to verify condition code of equipment, PBOs will upload the technical inspection (TI) maintenance packet into DST regardless of condition code. The TI will consist of properly filled out inspection sheets and all tactical vehicles will have a DA 461-5. The PBO will enter the equipment into DST in a "vetting not open" status and "MSC/Corps" vetting level.

(2) The G4 will validate data and if equipment is needed at Fort Polk, will generate a lateral transfer directive. If equipment is not Fully Mission Capable (FMC) Plus Safety and a requirement exists at Fort Polk, the unit will repair or provide funds for maintenance and/or shortages in order to comply with the directive. If the equipment is not required at Fort Polk, the G4 will vet the equipment to ACOM (FORSCOM). FORSCOM will provide disposition instructions via DST or vet to ASC for action.

(3) Class VII will be turned in through the units supporting SSA to the LRC classification section with all the appropriate documentation. The classification section is located in building 4374. Telephone 531-1917. Hours of operation are 0730-1130/1230-1600, Monday through Friday, except during federal holidays.

(4) Authorized Disposal List (ADL) Turn-in Requirements: All equipment identified on the ADL will have the following documents: DA Form 2765-1 or DD Form 1348-A1, DA Form 5504 or DA 2407, DA Form 2404 or 5988e, and a copy of the FEDLOG data sheet. The DA Form 5504 or DA Form 2407 must be stamped with the condition code, name, and telephone number of the technical inspector. The ADL does not require equipment to be at FMC Plus Safety.

g. Class VIII:

(1) Expendable medical items will be turned in at building 4372. Telephone 531-3201. Hours of operation are 0800-1630 Monday through Friday, except during federal holidays. Turn-ins will be conducted by appointment only and all equipment will be turned in "as is" using DA Form 3161.

(2) Non-expendable items will be turned in to the unit PBO with the DA Form 2765-1, DA Form 2407, DA Form 2404, and a FEDLOG data sheet.

h. Class IX: Class IX excess items will be turned in to unit SSA with the DA Form 2765-1, DA form 2407, DA Form 2404, and a FEDLOG data sheet.

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(1) Major assemblies (engines, transmissions, transformers, etc.) or items requiring containers must be secured in a container to prevent damage during transportation. Containers must be properly marked, clean, dry, and serviceable, complete with nuts and bolts.

(2) Large quantities of small items must be placed in boxes to prevent damage during handling. Electronic, communication, and artillery items must not be mixed with other items.

(3) Unserviceable tires will be turned in directly to the Defense Logistics Agency Disposition Services.

7. This policy will reinforce property accountability and supply discipline. All unit S4s and PBOs will reconcile all property on-hand against authorizations and redistribute or dispose of excess equipment according to Army turn-in procedures. This policy will assist S4s, PBOs, and the ACofS, G4, with filling shortages in other units and increase readiness throughout the JRTC and Fort Polk. Leaders at all levels are responsible for supply discipline and property accountability. The CSDP results will serve as an organization performance report.

8. Responsibility:

a. ACofS, G4, will:

(1) Reinforce existing policies and directives, evaluate and train leaders at every level on supply discipline and property accountability through the CSDP.

(2) Brief the status of excess reduction and CSDP during the monthly MRR.

(3) Provide a consolidated report to FORSCOM by the 5th day of each month.

(4) Review Property Book Unit Supply Enhanced (PBUSE) periodically to identify units that have not reported their excess equipment.

(5) Validate justifications submitted by units to retain excess equipment. Review DA Form 4610-Rs that units submit to ACofS, G8, for increase in authorizations to retain excess equipment.

(6) Utilize our Commander's Maintenance Evaluation Team (COMET) and Inspector General (IG) to make assessments.

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b. MSCs and tenant units activities will:

(1) Identify all excess equipment.

(2) Provide reports in the format at enclosure to the ACofS, G4, by COB on the first working day of each month.

(3) Report excess equipment as it is identified through receipt of new equipment, TOE/TDA changes, or transformation to the ACofS, G4.

c. Commanders and supervisors will:

(1) Sign a statement acknowledging responsibility for all property within their respective brigade or battalion upon assuming command and provide a copy to the ACofS, G4.

(2) Brigade and battalion commanders will sign a statement certifying that all property within their brigade and battalion has been inventoried, accounted for, and all excess property has been turned in upon completion of RESET. Provide a copy of this statement to the ACofS, G4.

(3) Ensure a 100 percent inventory is conducted at R+180, turn-in all excess equipment using current technical manuals, supply catalogs, and component listings IAW DA Pam 710-2-1, Chapter 9, and AR 710-2 Table B.

(4) Schedule turn-in appointments with your supporting SSA, CIF, or Defense Logistics Agency Disposition Services, as needed.

d. Property Book Officer will:

(1) Ensure all non-expendable property found on installation is accounted for on the unit's property book to fill shortages or is tagged for turn-in.

(2) Ensure all hand receipts are updated as changes occur.

(3) Ensure all shortages are filled before redistributing equipment to other PBOs unless directed otherwise by the ACofS, G4.

(4) Cancel all due-ins that are filled through the redistribution process.

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9. The point of contact for this policy memorandum is the ACoS, G4, at (337) 531-7450.



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