



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 SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G4-03 – Joint Readiness Training Center (JRTC) and Fort Polk Shop and Bench Stock Guidance

1. Purpose. To provide interim guidance to bring field maintenance activities into compliance with shop and bench procedures until revisions to Army Regulation 710-2, Supply Policy Below the National Level, 28 Mar 08 are published.
2. This policy applies to all FORSCOM units stationed on Fort Polk and operating Standard Army Maintenance System-Enhanced (SAMS-E), Global Combat Support System-Army (GCSS-A), or Unit Level Logistics System-Aviation (Enhanced) (ULLS-A (E)).
3. Field level activities are authorized a limited amount of repair parts and expendable supplies required for effective maintenance operations. These repair parts and supplies are issued from a company account and are used to maintain readiness and facilitate the rapid repair of company equipment. These repair parts and supplies are not a substitute for an Authorized Stockage Level (ASL).
4. Commanders will implement the following procedures no later than 1 Apr 16 to effectively bring Shop Stock supplies into compliance.
5. Shop Stock.
 - a. Field Maintenance units must to able to transport their Shop Stocks using organic transportation in one lift.
 - b. Shop Stocks will be limited in depth to 15 days of supply and will not exceed the authorization range (number of lines/different items) and demand criteria below: These authorizations apply to each individual unit identification code.
 - (1) Infantry Brigade BN FSC/300/6:3/2:1
 - (2) Infantry Brigade Field Artillery BN FSC/300/6:3/2:1
 - (3) Infantry Brigade Cavalry Squadron FSC/300/6:3/2:1
 - (4) Infantry Brigade Engineer BN FSC/300/6:3/2:1
 - (5) Infantry BSB Maintenance Co/300/6:3/2:1

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- (6) Aviation Support Co, Aviation Support BN/1000/3:1/2:1
- (7) Aviation Maintenance Co/Aviation BN/600/3:1/2:1
- (8) Military Intelligence Unit/300/3:1/2:1
- (9) Medical Unit/750/3:1/2:1
- (10) Watercraft Unit/500/3:1/2:1
- (11) Military Intelligence Unit/300/3:1/2:1
- (12) Other Brigades/Units/300/3:1/2:1

c. Shop Stock will be reviewed (demand analysis) and inventoried quarterly and prepared for the Unit Commander's approval. Assets will be accounted for and brought to record.

d. Results of the inventory will be documented and retained until the next scheduled inventory. Causative research will be conducted and documented for losses or controlled items, small arms parts with a controlled item inventory code (CIIC) other than "U", and for any other losses greater than \$1,000 in extended line item value. Records will be updated accordingly. If the discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, action will be conducted IAW AR 735-5.

e. Shop Stock and related records will be kept in an area convenient to unit maintenance operations, Commanders may centrally locate the Shop Stocks for several subordinate units. However, the stocks and the records will be kept separately by unit.

f. Replenishment of stock will be based on a requirements objective/reorder point. Replenishment requests will normally use urgency of need designation (UND) "C". The work request priority may be used to request the quantity required to complete the job when stock is at zero balance. Using the work request priority to request the quantity for the work order and stock replenishment is not authorized until UND "C" is used.

g. Excess Shop Stock will be turned in within 10 days of review. Brigade commanders can approve retention of stocks that do not meet demand criteria to meet operational mission requirements for up to 180 additional days. Units will cross-level all

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excess within the command to fill shortages. All unserviceable repairable items will be turned in to the SSA IAW AR 710-2, para 2-6E.

h. A full Shop Stock review covers a 360 day period with two 180 day reviews (control periods). Stocks will not be reduced until a full review period is complete and may be increased after the first full review period. Items will be deleted from Shop Stock when they fail to have at least one demand in the last control period. Note: Units converting to GCSS-Army will transfer current Shop Stock authorization levels to allow one year to build proper consumption history prior to running the Authorized To Forecast (ATF) process in GCSS-Army.

i. Do not delete repair parts from the Shop Stock when the following conditions exist and can be substantiated:

(1) Supporting equipment has not been operated during most of the recent control period.

(2) Supporting seasonal requirements and demands are anticipated.

(3) Requirements peculiar to non-standard equipment.

(4) Initial provisioning items for the first 2 years.

(5) Stocks are needed to support critical mission requirements and have long lead times that would adversely affect operational capability.

j. Non-demand supported Shop Stock lines may be stocked and will be annotated as non-demand supported on the using unit account or automated systems but are limited to no more than 10 percent of the demand supported lines. These items will be included in the maximum authorization range,

k. Special instructions for Shop Stock are:

(1) Uninstalled controlled cryptographic items repair parts must be tracked Army wide and cannot be stocked in maintenance activity Shop Stock. These repair parts may be stocked in the supporting SSA.

(2) Commercial design equipment items and quantities are based on demand experience. The manufacturer's recommended list may be used to determine initial stockage.

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6. Bench Stock. Bench stocks are low cost, high use, consumable Class 2, 3 (packaged), 4, and 9 (less components) items used by maintenance personnel at an unpredictable rate. Bench stock consist of common hardware, resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper, gasket materiel, sheet metal, seals, oils, grease, and repair kits. Only small arms repair parts coded CIIC "U" are authorized for bench stock. Controlled items will be inventoried IAW AR 710-2, Table 2-2, para 1.

a. Bench stocks are authorized for all maintenance activities. Approval of the bench stock list by the Maintenance Officer is required semi-annually.

b. To qualify for bench stock, an item must meet all the criteria listed in AR 710-2, para 2-24. The authorized stockage level will be 30 days for all units. Replenishment requests will use UND "C". The work request priority may be used to request the quantity required to complete the job when stock is at zero balance.

c. Bench stock lists and bench stock replenishment tags will be reviewed semi-annually.

d. Bench stock for Aviation peculiar items should be provided segregated storage (Bin dividers), by manufacturer, contract, lot number, source, and date packed, when physical capabilities exist.

7. Repair Teams (RT) Stock.

a. RT stocks are a tailored amount of repair parts authorized for use by field maintenance teams that have a mission to provide on-site maintenance support remote from their assigned unit on an on-call basis to deployed customers. The following procedures are authorized for use for RT stock by field maintenance teams.

b. Permitted for each field maintenance team established.

c. Company commanders are the approval authority for RT stock retention.

d. Field maintenance teams authorized RT stock will be assigned a unique work center code and shop section code under the Personnel TAB (example: RT1, RT2) in the support SAMS-E located at the parent maintenance or FSC.

e. Items authorized for stockage and stockage level will be listed in the shop supply management file by work center and by field maintenance team. All RT stocks will be

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100 percent deployable in the first lift (the team may not stock more than they can carry in organic vehicles in the field maintenance team).

f. Unserviceable recoverable items maintained in RT stock will be turned in to the supporting SSA within 10 days of a serviceable being issued.

g. The RT stock listings will be reviewed at least once semi-annually. Approved listings will be signed by the company commander, and a copy of that signed listing will be maintained by the maintenance officer.

h. Copies of each bench stock replenishment review list (AHN-024) used to replenish RT stock for 180 days will be maintained in the Maintenance Control Office for use in recording demands for RT stock items and adjusting stockage levels as appropriate (during semi-annual reviews). Once the RT stock listing is reviewed and approved by the company commander semi-annually, copies of AHN-024 from the previous 6 months will be maintained until the next scheduled review: all others may be discarded (the control period for determining stockage levels is 180 days).

8. On-board spares are those repair parts stored on an end item and used by a crew member for immediate repairs. Examples are spare track shoes, road wheels, sprockets, spare tires, etc. Detailed stock records accounting is not required for on-board spares, they will be considered consumed when applied on the end items in their storage position.

9. The point of contact for this policy letter is the ACoS G4, Maintenance Specialist at (337) 531-2554.



GARY M. BRITO
Brigadier General, USA
Commanding

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