

# UNIT SUPPLY STANDARD OPERATING PROCEDURES (SOP)

## PAHRUMP VALLEY HIGH SCHOOL ARMY JROTC

Updated 25 May 2020

1. **PURPOSE.** To establish uniform, simplified supply control procedures, to prescribe standard procedures for issuing, storing, maintenance and turn-ins for equipment and supplies and all accountability of materials.
2. **SCOPE.** The procedures are effective upon publication and applies to the Pahrump Valley High School Army JROTC Program and its relationship the 8th Brigade JROTC Logistics Technician (BLT) located at Joint Base Lewis- McChord, and the JROTC property book officer (PBO) located at Fort Knox, Kentucky. The applicable regulations: AR 710-2, AR 710-2-1, AR 735-5, AR 735-11, AR 145-2, AR 25-400-2, and AR 700-84.
3. **DEVIATION/INCONSISTENCIES.** Any deviation from the procedures prescribed herein must be coordinated with the BLT, and the case of non-expendable property approved by the PBO. Any procedures that conflicts with other published directives from the Cadet Command regulations should also be reported to the BLT PBO.
4. **ACCOUNTABILITY AND RESPONSIBILITY.**
  - a. Accountability. The Property Book Officer (PBO) is located at Fort Knox, Kentucky is the accountable officer for government issued equipment on the property book and issued to the PHRH.
  - b. Responsibility. The Primary Hand Receipt Holder (PHRH) holder is responsible for all property accepted into the program. The PHRH will securely maintain all property accountability documents and records. The PHRH will direct special attention towards non-expendable serial numbered items, however proper and thorough stewardship of all property is required.

### **RESPONSIBILITIES.**

a. The SAI will serve as the PHRH and Military Property Specialist (MPS). PHRH and MPS as used throughout this document refer to the SAI. The SAI at PVHS JROTC will serve as the PHRH.

(1) The SAI will initiate property accountability and recovery procedures and necessary. All non-expendable property lost, destroyed, or stolen while under the control of the PHRH or HRH will require the initiation of at Financial Liability of Property Loss (FLPL) procedures in accordance with DA Pam 735-5. This result of this process may result in personal financial liability for the PHRA or HRH. Upon discovery of damaged, lost, or stolen non-expendable property, a

FLPL must be initiated as soon as possible but NLT 15 days after the date of discovery.

(2) The PHRH/HRA will ensure school accountable property is issued, maintained, inventoried, and disposed of in accordance with Nye County School District (NCSD) policies and procedures.

(3). The PHRA/HRA will conduct a monthly inventory of Government property and maintain it on file. The cadet supply officer can assist with the inventories, but the inventory must be signed by the PHRA/HRA.

**The Army Instructor (AI):**

- a. Supports SAI in PHRH actions.
- b. As necessary in the absence of the SAI signs for equipment as HRH.
- c. Has primary responsibility for ensuring proper entry of Logistic information into JUMS.
- d. Supervises and instructs in coordination with the SAI S1, S2, S4 cadets in support of logistic duties with respect to record keeping and JUMS input.
- e. Ensures security of the supply room. Supply room will be open only to the PVHS Senior Army Instructor/ Army Instructor (SAI/AI) of the school assigned, cadet supply officer and supply sergeant, and any other person specifically designated by the SAI. Authorized active Army inspectors, other visitors will be admitted only when accompanied by the SAI, AI or designated individuals.

**Cadets** will be HRH for their personal uniforms and equipment. Generally, Cadets will not be assigned responsibility for government non-expendable equipment.

**Cadet S4 and Assistants:**

- a. Keeps the supply room neat and well organized.
- b. Assists in safeguarding and securing government equipment.
- c. Issues uniforms and ensures that cadets sign for all issued items.
- d. Maintains a copy of all hand receipts issued from the supply room. Hand receipts will be maintained in the Cadet Hand Receipt Binder.
- e. Manages (under supervision) turn in of uniforms by checking hand receipts.
- f. Updates supply information in JUMS under the direction of the AI.

g. Coordinates closely with Cadet S1 to maintain awareness of cadets that are entering or leaving the JROTC program.

h. Coordinates with Cadet S2 and Cadre (SAI and AI) to conduct inventories.

i. Maintains positive attitude and is willing to learn.

## **FILES AND RECORDS.**

a. PHRH or designated HRH will maintain files IAW AR 25-400-2 (Army Records Management). The PHRH will maintain the following records:

- (1) A copy of the signed hand receipt that is maintained by the Property Book Officer (PBO) at Fort Lewis, Washington. This will also contain serial numbered items to include sensitive items (discussed later). This is currently in the Property Book Unit Supply –Enhanced (PBUSE) format. It is being converted to the Global Combat Support System – Army (GCCS-A) System.
- (2) Durable Items (Clothing) Property Record. Items received will be added to the Digital Form DA Form 3328 Property Record and a hardcopy in the Property Book. This is a running log of clothing items received. Trousers, shirts, coats, skirts, ACU, or other field uniforms will be maintained on this log. The only expendable items to be tracked on this log are shoes and boots.
- (3) JUMS. JUMS on hand balances will be updated based on information from the DA Form 3328.
- (4) **Document Register**. The PHRH will maintain a current digital copy of the DA 2064 (Document Register for Supply Actions) for all Durable items ordered through FedMall.
- (5) Expendable Items: USACC Form 112 (Request for Supplies and Services) and associated Ability One Price Quotes)
- (6) Other items. Items not listed above, but deemed important by the PHRH. An example is a special purchase item not listed in the categories above.

b. Order Tracking. The PHRH or designated HRH will accurately track each supply action from ordering until it is hand receipted to an individual IAW AR 710-2. As items are received they will be “checked in” with a date on original order documentation, and the document register will be updated.

c. Individual Cadet Files. The PHRH or designated HRA will ensure the following forms are maintained within each cadets files. Cadet staff may assist with this process, but must receive direct Cadre supervision.

(1) Signed copy of JUMS clothing record (maintained in Cadet Clothing Record Binder).

(2) DA Form 3161 as necessary for issue of short term equipment and uniforms.

(3) Cadet Supply files will be maintained for 2 years after departing the program.

(4) When cadets turn in their uniform at the end of the school year, or upon departure from the program. The PHRH or HRH will annotate this on any issue documentation.

(5) Cadet Clothing Records will be filed by class in the Cadre office.

#### **ISSUE AND TURN-IN. (Suspended until COVID-19 is resolved)**

**The Primary On Campus uniform is the Class B. Uniforms will be issued in order starting with LET I cadets. No uniforms will be issued without a signed Cadet Clothing Record.**

**Issue. Company ISGs will submit a Blue Issue form for all issues to the S-4.**

(1) The S-4 is the primary assistant to the instructors for issuing uniforms. In order to begin the process of establishing a cadet clothing record, the S-4, in coordination with Cadre will take the following steps:

- (a) Schedule a uniform fitting and issue day, by class.
- (b) Coordinate to have both male and female areas available for cadets to try on uniforms.
- (c) The S4 will prepare JUMS clothing record utilizing the Blue Issue form. Uniform will not leave the Supply Room until a signed Cadet Clothing Record is on file.

(2) The S1 will support S4 effort by entering enrollment data into JUMS to allow for preparation of the clothing record.

**Turn-in. Company ISGs will submit a Pink Turn In form for all returns or exchanges to the S-4.**

(1) When students drop from the JROTC program, or at the end of the school year, they must turn in their uniforms. Designated staff personnel will be allowed to keep their uniform over the summer, on a case by case basis. The SAI must approve requests to keep uniforms over the summer.

(2) End of Year Cadets and Departing Cadets will return their uniform to the SAI or AI only. The SAI or AI will sign the JUMS Cadet Clothing Record and write "TURNED IN" with the appropriate date.

(3) The SAI or AI will provide the cadet with a copy of the JUMS Cadet Clothing Record that is annotated as “TURNED IN.”

(4) At the end of each school year, the PVHS JROTC program will inspect and have uniforms professionally cleaned utilizing a Brigade approved contract. This is to increase accountability and professional appearance of PVHS JROTC cadets.

(5) Cadets may utilize direct exchange for uniforms that they have outgrown.

(6) Cadets who do not turn in their uniforms will receive telephonic and written notification to turn in their uniform. The registrar will be notified which will place a hold on release of their transcripts. Students will have to pay for uniform items using cash collection for recoverable items. JROTC SAI will submit this payment to the US Treasury or as directed to by Brigade.

(7) The J and T Cleaners, 1050 S. Dandalion #102, Pahrump, NV 89048 Ph. 775-751-8500, POC: Tammy and James Wright is the local cleaners. School Resource also uses them for some cadets.

May 20 Prices: Trousers: 3.35, shirt: 2.50; Jacket: 3.35

**c. AWARDS, RANK INSIGNIA, AND DECORATIONS**

(1) Awards.

(a) The S1 will produce JUMS orders prior to issuing of awards or decorations.

(b) Awards will be approved by the AI and reviewed by the SAI.

(c) At no time will cadets do “self-service” and apply awards to their uniform that the “believe” they should be wearing.

(2) Cords.

(a) Cords will be awarded utilizing same principles as awards.

(b) As a general rule, participation in 3 events such as color guard or drill team will support presentation of that cord.

(3) Rank Insignia

(a) The S1 will produce JUMS orders prior to issuing of awards or decorations.

(b) NCO Rank will be approved by the AI. Officer rank will be approved the SAI.

(c) At no time will cadets do “self-service” and pin on rank that they “believe” they should be wearing.

(d) Rank insignia will be issued to cadets on the first time they wear their uniform.

(e) Cadet rank insignia will be issued as follows: LET 1 = C/PNI - C/PVT, LET 2= C/PFC - C/CPL, LET 3=C/SGT, LET 4= C/SSG.

(f) Cadets will increase in rank upon successful completion of cadet promotion boards, participation and accomplishments.

**d. REPAIRS, ALTERATIONS, LAUNDRY AND DRY CLEANING**

(1) Clothing

(a) Items of clothing worn or damaged through fair wear and tear will be salvaged and not repaired.

(b) Professional laundry of uniforms will be done during Christmas Break and at the end of the school year.

(c) Additional laundering and alterations/hemming of uniforms will take place periodically throughout the school year.

(2) Equipment.

SAI will make determination if equipment is cost effective to repair. If cost effective, SAI will initiate a USACC form 112 to pay for repair services.

**e. INVENTORIES.**

(1) There are three types of mandatory inventories for the JROTC battalion: an annual inventory, an end of school year inventory, a monthly sensitive items inventory. All inventories are for government property; school property will be accounted for separately.

**(a) 100% inventories.**

This inventory is conducted twice per year. Once in June after all JROTC uniforms and equipment and equipment are returned to the supply room. This is the “end of year inventory”.

A second inventory is conducted in December to satisfy the annual requirement. This inventory is sent to Brigade, and is summarized in memo format.

Inventory will include all government equipment and uniforms on hand. These inventory numbers are matched against the property book in JUMS and the DA Form 3328 in the hardcopy Property Book.

The SAI may use the S2 and S4 to assist with these inventories.

**(b) Sensitive Items Inventory.**

Cadet command considers all air rifles, drill rifles, automation equipment, and other highly pilfer-able equipment to be sensitive items for accountability purposes.

Sensitive items are defined as the following items: air rifles, computers, curriculum managers, drill rifles, MOBIs, monitors, printers, projectors, and televisions.

The SAI or AI will conduct a sensitive items inventory every month.

If any item is missing, report it immediately and coordinate a search of the JROTC area. If initial investigation determines that a theft has occurred, initiate a Serious Incident Report (SIR) and forward to Brigade. The SAI will forward a DD Form 200 (FLIPL) to Brigade within 15 days of discovery of loss.

Notify the Principal concerning the loss, and about who will pay for the loss.

The PBUSE or GCCS-A printout (when implemented) will be used for the sensitive items inventory. The SAI or AI will sign the inventory on alternating months.

**f. INSPECTIONS AND ACCREDITATION.**

Periodically, Brigade will conduct a Joint Program Accreditation (JPA). Such inspections will include supply records, and property reflected on the hand receipt.

Use this SOP in your preparation for the JPA as well as directives and guidance from Brigade and USACC.

**h. GOVERNMENT EQUIPMENT.**

All equipment and uniform items purchased with US Army funds is considered government property and must be accounted for and secured.

(1) The following items are considered to be non-recoverable:

(a) Socks cotton or wool

(b) Neckties

(c) Neck tab

(d) T-shirts

(2) The following items are recoverable:

(a) Coat ASU (male and female)

(b) Trousers ASU (male)

(c) Slacks (male and female)

(d) ACU (shirt and trousers)

(e) Utility Jacket Black

(f) Grey shirt (SS/LS)

(g) Grey blouse (SS/LS)

(h) Belts

(i) Buckles

(j) Shoes

(k) Boots

(3) The following items are expendable:

(a) Office and classroom supplies

(b) Toner/ ink cartridges

(4) The following items are considered non-expendable:

(a) All sensitive items

(b) Color guard items

(c) JCLC equipment

**i. Disposal of old equipment.**

(1) Cadet recoverable uniform items and non-expend items (except computers).

(a) Put all unserviceable uniform and equipment on DA Form 3161 for disposal.

(b) Have the MPS and Principal sign the DA form 3161.

(c) Remove all tags, patches, or stickers that identify the item as either JROTC or US Army.



(d) Clothing items need to be cut into two pieces, destroying it from its original configuration.

(e) The items can then be legally disposed of.

(2) Operational computers past their 5 year life cycle.

(a) Notify the Brigade that you intend to change the computer to school owned.

(b) Notify Brigade if the change puts this program below its authorized number.

(3) Computers that we don't want in JROTC or are inoperable.

(a) Remove the computer's hard drive and dispose of it properly.

(b) Put the computer on a DA 3161 for disposal.

(c) Have the MPS and the Principal sign the DA 3161.

(d) Dispose of the computer.

(4) School Equipment. School equipment consists of all uniforms and equipment that have been purchased with school funding or has been donated to the school. School equipment must be accounted for IAW school policy. Items normally tracked as school equipment are sabers, chrome color guard helmets, and classroom furniture, and classroom automation equipment.

#### **j. SOP CHANGES AND UPDATES**

This SOP will remain in effect until further notice. There are numerous changes occurring in the Army and Federal supply system to include FedMall and transition from PBUSE to GCCS-A. A review will take place of this SOP as necessary to adjust to these developments.

**k. POINT OF CONTACT.** The point of the contact for this SOP is LTC (R) John McKinney SAI, Pahrump Valley High School Army JROTC. LTC McKinney may be contacted at [jmckinney@nyeschools.org](mailto:jmckinney@nyeschools.org), or (775) 727-7737 ext 2134.