

USAREC Regulation 700-5

Logistics

Integrated Logistics Support

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
15 April 2015**

UNCLASSIFIED

SUMMARY of CHANGE

USAERC Reg 700-5
Integrated Logistics Support
15 April 2015

This revision, dated 15 April 2015, includes the following:

- o Administrative changes (throughout).
- o USAREC Form number changes (throughout).
- o Changes Recruiting Stations (RS) to Recruiting Center (RC) (throughout).
- o Changes Special Mission Brigade (SMB) to Brigade (throughout).
- o Identifies the PBUSE as the automated property book system used by USAREC (Para 2-5).
- o Adds accountability policy for information management processing equipment such as, computers, laptops, monitors, and printers (Para 2-5).
- o Establishes a dollar threshold of \$500.00 for all property listed on the PBO hand receipt (Para 2-5).
- o Adds reconciliation to be conducted quarterly and report/findings provided to the CPBO. BN Commander or Director must sign validation memorandum (Para 2-7).
- o Adds requirement for the quarterly Campaign of Property Accountability Report (Para 2-3).
- o Adds accountability policy and procedures for smartphones (Para 2-5).
- o Identifies format for the issuing FLIPL investigation number to each assigned brigade (Para 2-9).
- o Establishes delegation authority from the Brigade Commander to the Battalion Commander to review and process Damage Statements (Para 2.11).
- o Establishes a dollar threshold of \$1,000.00 for the Battalion Commander review, sign and process Damage Statements (Para 2-11).
- o For damages over \$1,000.00, a FLIPL must be initiated (Para 2-11).
- o Assigns the Brigade S4 to maintain the damage statement register (Para 2-11).
- o Identifies format for the issue of damage statement control number for each assigned brigade (Para 2-11).
- o Changes Management of Government-Owned Vehicles to Chapter 3.
- o Adds reporting procedures to Policies and Responsibilities (Para 3-2).
- o Adds contents of rescinded CG Policy 78-12, Use of Nontactical Vehicles, to Official Use of GOVs (Para 3-5).

- o Changes Family Support Group Volunteers to read: Family Readiness Group Volunteers (FRGs) and provides guidance for FRGs to operate vehicles IAW USAREC Pam 608-5 (Para 3-5).
- o Changes Domicile-to-Duty approving authority at lowest level to Battalion Commander or Lieutenant Colonel/O5 equivalent (Para 3-7).
- o Adds requirement for vehicle operators to inspect “How’s My Driving” bumper stickers and replace damaged or missing bumper stickers (Para 3-15).
- o Deletes requirement for USAREC Label 20 (1-800-USA-ARMY GOV Decal) and USAREC Label 24 (Laptop Security Awareness). Adds requirement for USAREC “How’s My Driving?” bumper sticker (Para 3-19).
- o Changes Rental Facilities Management Information System- RD (RFMIS-RD) to Rental Facilities Management Information System (RFMIS) (throughout).
- o Deletes the guide for private office space (Para 4-2a. (1-6)).
- o Deletes Para 4-2g & Para 4-3h in their entirety.
- o Adds the requirement to ensure all address and telephone information is uploaded into HHS and provide quarterly compliance (Para 4-3c(3)(c)).
- o Adds requirement to ensure monthly janitorial checklists are received and forwarded to the COE (Para 4-3c(3)(e)).
- o Adds requirement to upload approved floor plans in RFMIS (Para 4-3c(3)(h)).
- o Adds requirement to prepare monthly janitorial checklist (Para 4-3e(2)).
- o Deletes Chapter 5 Leased Government Housing (LGH) Program for Unaccompanied Soldiers in its entirety.
- o Changes Chapter 6 LGH Program for Accompanied Soldiers to Chapter 5.
- o Deletes step requirements for requesting an authorized government-funded move (Para 6-2(g)(1-4)).
- o Deletes the list of requirements for Soldiers stationed near military installations (Para 6-3j(1-2)).
- o Deletes lease conversions (Para 6-3p).
- o Adds weekly housing brief at the Recruiting and Retention School (RRS) (Para 5-6b(1)).
- o Adds conduct weekly LGH workshops at the RRS (Para 5-6b(2)).
- o Deletes Chapter 7 Meals and Lodging in its entirety.
- o Changes Intraservice and Interservice Support Agreement Program to Chapter 6.
- o Adds guidance for civilians authorized overnight retention of a GOV (para 3-6b)
- o Changes USAREC guidance for use of electronic devices (3-16e)
- o Change the word conversions to "lease conversions" on page two of summary of changes

Headquarters
United States Army Recruiting Command
1307 Third Avenue
Fort Knox, Kentucky 40121-2725
15 April 2015

***USAREC Regulation 700-5**

Effective 15 April 2015

Logistics

Integrated Logistics Support

For the Commander:

BRIAN W. BASSETT
Colonel, GS
Chief of Staff

Official:


RONNIE L. CREECH
Assistant Chief of Staff, CIO/G6

History. This publication is a major revision.

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 personnel and civilian employees at all levels of the US Army Recruiting Command.

Proponent and exception authority. The proponent of this USAREC regulation is the Assistant Chief of Staff, G4. 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.

Army internal control process. This regulation contains management control provisions in accordance with AR 11-2, but does not identify key internal control that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies and procedures regarding Integrated Logistics Support according to UR 10-1, para 3-23a-c.

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: RCRM-LD, 1307 Third Avenue, Fort Knox, KY 40121-2725.

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

*This publication supersedes USAREC Regulation 700-5, dated 1 October 2010.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, *page 1*

Purpose • 1-1, *page 1*

References • 1-2, *page 1*

Explanation of abbreviations and terms • 1-3, *page 1*

Chapter 2

Property Accountability Requirements, *page 1*

Purpose • 2-1, *page 1*

Command Supply Discipline Program (CSDP) Guidance • 2-2, *page 1*

Accounting for Army Property • 2-3, *page 1*

Excess Property • 2-4, *page 2*

Property Book Records • 2-5, *page 2*

Document Registers • 2-6, *page 2*

Inventories • 2-7, *page 2*

Transfer of Property • 2-8, *page 3*

Financial Liability Investigation of Property Liability (FLIPL) • 2-9, *page 3*

Processing a Financial Liability Investigation of Property Loss for Contractors Under Service Contract With the Command • 2-10, *page 3*

Damage Statements • 2-11, *page 4*

Supply Request • 2-12, *page 4*

Local Procurement Actions • 2-13, *page 5*

Meal Ready to Eat (MRE) • 2-14, *page 5*

Chapter 3

Management of Government-Owned Vehicles, *page 6*

Purpose • 3-1, *page 6*

Policies and Responsibilities • 3-2, *page 6*

Authorizations • 3-3, *page 6*

Penalties for Vehicle Misuse • 3-4, *page 6*

Official use of GOVs • 3-5, *page 6*

Use of GOVs for TDY Purposes • 3-6, *page 6*

Domicile-To-Duty • 3-7, *page 7*

Parking • 3-8, *page 7*

Elements of Vehicle Management • 3-9, *page 8*

Modification of Vehicles • 3-10, *page 9*

Vehicle Utilization • 3-11, *page 9*

Requirements to Operate a GOV • 3-12, *page 9*

Equipment Operator's Qualification Record • 3-13, *page 9*

Termination of Vehicles • 3-14, *page 9*

Vehicle Inspections • 3-15, *page 10*

Safety, Accident Prevention, and Reporting • 3-16, *page 10*

GSA Credit Cards • 3-17, *page 10*

Compliance with Traffic Laws while Operating a GOV • 3-18, *page 11*

GSA Maintenance and Accident Management Center • 3-19, *page 12*

Prohibited Activities/Items in a GOV • 3-20, *page 12*

Chapter 4

Facility Management, page 12

Purpose • 4-1, page 12

Policies • 4-2, page 12

Responsibilities • 4-3, page 13

Center Facilities Management • 4-4, page 14

Chapter 5

LGH Program for Accompanied Soldiers, page 15

Purpose • 5-1, page 15

General • 5-2, page 15

Policy • 5-3, page 15

Responsibilities • 5-4, page 16

HQ USAREC Responsibilities • 5-5, page 16

Brigade Responsibilities • 5-6, page 16

USAREC Housing Office Responsibilities • 5-7, page 17

Battalion Responsibilities • 5-8, page 17

Soldier Responsibilities • 5-9, page 17

Chapter 6

Intracservice and Interservice Support Agreement Program, page 18

Purpose • 6-1, page 18

Policy • 6-2, page 18

Responsibilities • 6-3, page 18

Memorandum of Agreement or Memorandum of Understanding • 6-4, page 19

Joint Interservice Resource Study Group • 6-5, page 19

Appendixes

A. References, page 20

Glossary

Completed Form Samples

For samples of completed prescribed forms, see "USAREC Reg 700-5 Sample Forms" folder at:
<https://sites.google.com/a/goarmy.com/publications-library/home/sample-forms>

Chapter 1 Introduction

1-1. Purpose

- 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 (ACofS), G4.
- c. Identifies command, control, and operational relationships that exist between the USAREC ACofS G4 and USAREC battalions and brigades.

1-2. References

Appendix A lists required and related publications and prescribed and referenced forms.

1-3. Explanation of abbreviations and terms

The glossary explains abbreviations and special terms used in this regulation.

Chapter 2 Property Accountability

2-1. Purpose

This chapter prescribes USARECs property accountability procedures and how they complement the Department of the Army (DA) directives (AR 710-2 Supply Policy Below National Level, AR 735-5 Policies and Procedures for Property Accountability and DA PAM 710-2-1 Using Unit Supply System) for property accountability and supply procedures.

2-2. Command Supply Discipline Program (CSDP) Guidance

Per guidance provided in the TRADOC Policy Letter 10, Command Supply Discipline Program (CSDP) dated 29 April 2014 and USAREC CSDP Memorandum of Instructions, dated 30 May 12, the brigade commanders must provide a written assessment of their organization's CSDP inspections to the USAREC Commanding General through the ACofS G4 no later than 15 December, annually. This memorandum must reflect the units inspected, the inspection dates, and the findings and ratings (green, amber or red) in each area inspected and corrective measures taken to resolve amber and red findings.

2-3. Accounting for Army Property

a. All commanders will provide a statement acknowledging responsibility for all property within their unit upon assumption of command. Brigade and Battalion Commanders must sign this memorandum NLT 7 calendar days after assumption of command. At the completion of an inventory or validation and NLT 30 days after assumption of command, Brigade and Battalion Commanders must submit a memorandum of accountability per EXORD 259-10 certifying all property within their unit has been inventoried, accounted for and all excess has been either turned in or accounted for. Commanders may delegate the Primary Hand Receipt Holder (PHRH) to conduct the physical inventory on their behalf. Brigade S4s will provide copies of both memorandums to the Command Property Book Officer (CPBO) for filing in the unit's Property Book Officer (PBO) Hand Receipt File.

b. Per EXORD 259-10, Brigade Commander's must submit a quarterly Campaign on Property Accountability (COPA) report NLT the 20th day of the last month of each quarter during the fiscal year. In accordance with (IAW) established COPA guidelines, the CPBO will provide the required format and performance areas that will be reported quarterly to TRADOC G4 and the Department of the Army (DA).

c. Accounting for Information Technology Equipment (ITE).

(1) The USAREC ACofS G6 will:

- (a) Provide the CPBO distribution lists for all new equipment purchased in support of the USAREC mission.
- (b) Provide the CPBO disposition instructions for ITE no longer supported by their existing operating systems.
- (c) Notify the CPBO of any purchases or contracts other than normal life cycle equipment.
- (d) Provide the CPBO with projected delivery schedules for all equipment purchased.

(2) USARECCPBO will:

(a) Process all ITE issue documents in accordance with prescribed distribution list or lateral transfers from the Human Resources Command (HRC) PBO.

- (b) Provide gaining PHRH information pertaining to new equipment purchased for their unit or activity.

(3) Brigade and Battalion Logistics Management Specialist, Support Services Specialists, or HHC:
Supply Techs will:

(a) Upon receipt of ITE, originate a DD Form 250 (Material Inspection and Receiving Report), sign block 22, make a copy for filing, and send the original copy to the CPBO and a copy to the Brigade IMO.

(b) Establish and maintain sub-hand receipts for all property hand receipted from the CPBO.

(c) Verify accountability/serviceability of on hand equipment during the 10 percent cyclic inventories and provide the CPBO a signed copy of each hand receipt.

(d) Not outprocess departing individuals or hand receipt holders until they have cleared their through appropriate IMO/LMS.

(4) Hand Receipt Holders will:

(a) Properly secure all ITE when it is not in use.

(b) Provide the warranty card to the IMO and mail in the completed registration card to the vendor.

(c) Inform the security manager and IMO of any Loss, Damaged, or Destroyed (LDD) software in accordance with AR 735-5.

2-4. Excess Property

a. PHRHs must request disposition instructions within 10 calendar days from the CPBO or the G-staff equipment proponent and ensure unserviceable excess property other than ITE is turned in to the Defense Logistics Agency (DLA) within 30 days. The Brigade IMO, the Brigade S4, USAREC ACoS G6, or CPBO execute unit requests for disposition instructions for unserviceable ITE. For non-expendable items, the PHRH will coordinate the turn-in equipment through the CPBO.

b. The Brigade S4s will review excess property reported by subordinate activities for possible redistribution within their commands. Report distribution of serviceable excess property (general equipment, advertising equipment or ITE) not accomplished within the brigade within 10 days of receiving report. This information must be reported to the USAREC ACoS G6, G7/9 or CPBO for disposition instructions. The CPBO team will issue document numbers for non-expendable property to be turned in or transferred.

c. Units will process the Information Technology Equipment Program (ITEP) Form through the brigade IMO/IMS for technical inspections and serviceability. If the transfer is authorized, the ITEP will also accompany all direct shipments of these items to the gaining USAREC activity. The losing activity will absorb the costs of shipment for the turn in of excess equipment to the supporting installation and the costs of shipping and packing the equipment for any directed lateral transfers within the command.

2-5. Property Book Records

a. Property Book Unit Supply - Enhanced (PBUSE) is the automated property book system used by USAREC and requires formal sustainment training.

b. Office equipment such as typewriters, dictating machines, addressing machines and other items selected by the command are considered pilferable items. Record the accountability of these items in either the durable or nonexpendable property books. Property book records must list the serial numbers of these items.

c. Items such as laptops, tablets, printers, scanners, cameras, smartphones and any items over \$500 must be listed on the property book and unit's hand receipts.

2-6. Document Registers

Document registers (automated or manual) for nonexpendable items are maintained and numbered serially each day beginning with 0001. The Brigade Supply Specialist or Battalion S4 must maintain a separate document register for expendable and durable items and obtain the block of document serial numbers from the PBUSE parameter tables.

2-7. Inventories

a. Outgoing and incoming Company Commanders including the USAREC HHC Commander and PHRHs will conduct 100% physical inventories.

b. The unit PHRH will complete the annual durable property inventory NLT 15 September of each calendar year. Report the inventory in accordance with the guidance provided in AR 735-5. Provide a copy of the memorandum signed by the Battalion Commander or USAREC HHC Commander to the Brigade S4 and the CPBO NLT 15 October of each calendar year.

c. PHRHs may direct sub-hand receipt holders to conduct physical inventories of items selected by the CPBO. The PHRH will review results of the cyclic inventory and forward it to the CPBO within 28 calendar days of the inventory month. If the PHRH cannot conduct the inventory in the time prescribed, he/she must request an extension through the Brigade S4 to CPBO. Both the CPBO and PHRH will establish a new suspense date when the inventory is due. Send copies of the cyclic inventories and other supporting documents to the Brigade S4. The Brigade S4 will ensure and submit all inventories to the CPBO team NLT the assigned suspense date.

- d. The PHRH will conduct quarterly reconciliations with the CPBO and submit a memorandum signed by the Battalion Commander or USAREC Director to the CPBO validating the reconciliation findings.
- e. Inventory military clothing annually using USAREC Form 700-5.1 (Clothing Inspection and Inventory) to record initial and annual inspections or inventories.

2-8. Transfer of Property

For the ITE items, all transfers of property between any elements of this command will include a memorandum/ email of approval from the USAREC ACofS G6 and HRC Information Services Division. For other equipment assigned to the unit, the lateral transfer will be conducted IAW Army regulations. The Brigade S4 and CPBO, subsequently must approve all lateral transfers.

2-9. Financial Liability Investigation of Property Liability

- a. In USAREC, the DD Form 200, Financial Liability Investigation of Property Liability (FLIPL) digital format is the document used in circumstances concerning the accountability of lost, damaged, or destroyed government property. It is also the document used to investigate or assess financial liability.
- b. The approving authority for HQs USAREC is the Chief of Staff or a designated authorized person. The appointing authority for HQ USAREC is the G4, Logistics Chief.
- c. The approving authority for brigade FLIPLs is the first colonel in the rating chain. The first colonel is not authorized to delegate this authority. The appointing authority at battalion level is the Battalion Commander.
- d. For the loss of controlled items and equipment lost or damaged over \$100,000, the approving authority is the first general officer in the rating chain per AR 735-5. The approving authority will not finalize the financial liability investigation until the CPBO issues a document number for items found during the investigation. The 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.
- e. The Brigade S4 is the FLIPL program manager. All FLIPLs will have an assigned investigation control number. The Brigade S4 is responsible for managing, issuing, maintaining and controlling the FLIPL Register. The FLIPL investigation number will consist of the following characters. The first six characters are the submitting unit UIC. Characters seven and eight will be the letters "FL" for financial liability, followed by brigade designated number (i.e.: "1" for 1st BDE, "2" for 2nd BDE, "M" for Medical BDE, etc.). Characters ten to twelve are sequential numbers from 001 to 999. Character thirteen is a dash (-) followed by the fiscal year (i.e., W06SAAFL1001-15). All DD Forms 200 are prepared in a digital format and processed throughout the Command.
- f. The Brigade S4 will provide a copy of the Brigade FLIPL Register, Monthly FLIPL Report and the status of each FLIPL to the CPBO NLT the 28th of each month. Maintain FLIPL files for six years and three months, regardless the liability classification.
- g. HQs USAREC DCG is the appeal authority and reviews all requests for reconsideration that the approving authority denied.

2-10. Processing a Financial Liability Investigation of Property Loss for Contractors Under Service Contracts With the Command

- a. For contract personnel, process FLIPLs in accordance with AR 735-5, chapter 13 and 14. Below are specific steps to follow during the processing of a FLIPL for contract personnel assigned to USAREC.
- b. Responsibilities.
 - (1) USAREC CPBO.
Monitors and reviews all Contractor FLIPLs submitted by the brigades prior to forwarding document to the MICC Contract Officer.
 - (2) Brigade S4.
 - (a) Prior to forwarding to the USAREC CPBO, monitors and reviews all Contractor FLIPLs submitted by the battalions.
 - (b) Assigns investigation number to all Contractor FLIPLs processed by the PHRH.
 - (c) Maintains a Contractor FLIPL register IAW the guidance provided by DA supply regulations. The investigation number will consist of fourteen alpha/numerical characters: 1st to 6th Characters for the UIC; 7th Character "C" for Contractor; 8th Character Numerical for assigned brigade (i.e. "2" for 2nd BDE, M for Medical Brigade, etc.); 9th to 11th Characters Numerical in sequential order of assignment (i.e. 001, 002, 003, etc.); 12th Character "dash" (-); 13th and 14th Characters Numerical for the Fiscal Year (i.e. 14, 15, 16) (i.e., W06SAAC20001-15).

(d) Prepares a Memorandum for the Approving Official signature. Addresses the memorandum to the supporting Contracting Office and staffed thru the USAREC CPBO. As a minimum, the memorandum will include the contractor employee's name for the possible liability investigation, FLIPL Investigation Number and the name and contract number of the company.

(3) Primary Hand Receipt Holder (PHRH)

(a) When losses of property on Army accountable records involve possible contractor liability under a service contract, the PHRH will initiate the DD Form 200 and all supporting documents.

(b) The Brigade S4 will issue to the PHRH an investigation number and PHRH will record it in Block 2, DD Form 200.

(c) During the preparation of the DD Form 200, the PHRH will ensure that Block 9 will contain 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 company name and contract number of the company providing the contact service. A description of the facts must be detailed IAW the guidance provided in AR 735- 5.

(d) Upon the completion of the FLIPL package, the Battalion S-4 will forward the document to the Brigade S-4 for review and preparation of the BDE CDR memorandum.

(e) Submit for review all FLIPL for contractor to the CPBO. The CPBO then forwards it to the Fort Knox Installation Officer. For Property Book Items, the CPBO will complete Block 17, DD Form 200.

2.11. Damage Statements

a. Commanders can use Damage Statements when there is no evidence of negligence or willful misconduct by the Soldier or individual, and the cost to repair the damaged property is equal to or less than \$1,000.

(1) Brigade Commanders or the Approving Authority are authorized to document damaged property with Damage Statements in lieu of a FLIPL for military and federal service personnel.

(2) The Brigade Commander or Approving Authority can delegate in writing to the Battalion Commander or Appointing Authority to review and approval of Damage Statements.

(3) Initiate a FLIPL if the damage cost exceeds \$1,000.

b. The approving authority or designated representative will review those Damage Statements and either concur or non-concur with the Battalion Commander's recommendations. The approving authority's signature, date, and the word "Concur" entered on the statement will indicate concurrence. The approving authority's signature, date, and the statement "Non-concur, initiate a FLIPL" will indicate non-concurrence.

c. The use of Damage Statements for equipment damaged by contract personnel is not authorized.

d. Filing and retention of Damage Statements are in accordance with AR 25-400-2. All Damage Statements will have an assigned Damage Statement Control Number. The Brigade S4 will manage, maintain and control the Damage Statement Register. The Damage Statement Control Number will consist of the following characters. The first six characters will be the unit UIC. Characters seven and eight will be the letters "DS" for Damage Statement, followed by brigade-designated number (i.e. "1" for 1st BDE, "2" for 2nd BDE, "M" for Medical BDE, etc.). Characters ten to twelve will be sequential numbers from 001 to 999; character thirteen will be a dash (-) followed by the fiscal year (i.e., W06SAADS1001-15). At a minimum, the file will contain the Damage Statement, estimated or actual cost of damage, SF 91 (Motor Vehicle Accident Report) with the operator report section completed, and a copy of the police report or the serious incident report. Maintain the file for 6 years and three months. Brigade S4s must submit a copy of the Damage Statement Register to the CPBO no later than the 28th day of month.

e. Prepare the Damage Statement and submit it to the approving authority within 30 calendar days of the discovery of damage to the government property. Prepare a FLIPL if the Damage Statement is not submitted within the 30 calendar days of the accident occurrence.

f. 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 cannot further delegate this authority.

2-12. Supply Request

a. USAREC activities located on military installations with base support or supply stores will purchase office supplies from those support or supply stores 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 over 24 hours, USAREC activities may

place an order with an Army blanket purchase agreement vendor directly, or if the requirement is urgent, with another source. USAREC activities will adhere to the Army's mandatory blanket purchase authority policy and all pertinent Army regulations for office supplies.

c. Submit to the CPBO all GPC purchases approved by the Billing Official or processed by the USAREC G 4 Program, Analysis and Acquisition Division that involve the purchase of ITE equipment or other equipment with an individual cost over \$500.00; then the CPBO will issue a document number.

d. USAREC activities, located at or near a military installation, which cannot receive timely support, may negotiate support from General Services Administration (GSA) (Supplies).

e. Request nonexpendable property in accordance with procedures outlined in DA Pam710-2-1.

2-13. Local Procurement Actions

a. All USAREC activities will adhere to the procedures outlined in the Mission Installation Contracting Command (MICC) Level 3 Agency Organization Program Coordinators (AOPC), the Government Purchase Card (GPC) Operating Procedures dated 3 May 13 and this regulation to obtain required supplies and equipment. Many installations and USAREC utilize General Funds Enterprise Business System (GFEBs) to submit their automated purchase requests. Activities will comply with their supporting installation's guidance concerning the submission of purchase requests.

b. PHRHs and or GPC holders must submit all pre-purchase approvals to the USAREC CPBO prior to executing a purchase. The CPBO will screen the documentation to ensure the addition to the unit's property book of all property valued at \$500 or greater, any highly pilferable items, or those items directed by the command. The CPBO will issue the required CPBO document number. Prepare a DD Form 250 and send it to the USAREC CPBO upon receipt of the property.

2-14. Meal Ready to Eat (MRE)

a. Authorization to issue MREs is only to support Future Soldier events. AR 601-2, Army Promotional Recruiting Support Programs and USAREC Regulation 601-95 contains authorization and procedures for the consumption of MREs. However, logistics responsibilities and procedures for ordering, issuing and accounting for MREs are as follows:

(1) Company Commanders will coordinate with the Battalion S3 to obtain an issue control number which is annotated on USAREC Form 1115 (Future Soldier Training Function Request and After Action Report), block 17. Once completed, the Company Commander will forward supporting documentation to the Battalion S4 which will be executed for each separate function.

(2) The Battalion S4 will forward a memorandum that includes the company RSID (the lowest level to deliver the MREs), quantity requested, and date of the function through the Brigade S4 to the CPBO. Battalions are limited to one request per month.

(3) Brigade S4s will validate all requests and ensure the Brigade Financial Officer prepares a Military Interdepartmental Purchase request (MIPR) to cover the MREs cost and signs the USAREC Form 1115, block 16. The Brigade S4 will submit the requirements with the battalions supporting documentation to the CPBO for approval by the 5th of the month and 60 days preceding the Future Soldier function.

b. The CPBO will submit the monthly MRE request (memorandum, MRE Summary Request and MRE Request by RSID and Addresses) to the USAREC HHC Commander for pick up and distribution NLT the 10th of each month.

c. The USAREC HHC Commander's Supply Technician will pick and distribute/ship (company level) MREs NLT the 15th of each month. Upon shipment of the MREs, the Supply Technician will provide a copy of the FEDEX shipping documentation, DA Form 3161 (Troop Issue Subsistence Activity issue documentation) and DA Form 5914 (Ration Control Sheet) to the CPBO. For shipping payments, the Supply Technician will send the FEDEX shipping documentation from the HRC mailroom.

d. The Brigade S4 will confirm NLT the 25th day of the month that each respective company received MREs.

e. During Future Soldier functions, the Recruiting Center Commander will ensure the use of the DA Form 3032 (Headcount Sheet) to account for meals issued to the Future Soldiers who have a valid USAREC Form 1134 (US Army Future Soldier ID Card) (active), or the 1134-1 (US Army Reserve Future Soldier ID Card) (reserve), or USAREC military hosts and guests. Use Future Soldier IDs, USAREC military hosts, guest names and the last four numbers of their social security numbers to record the issue on the DA Form 3032. The number of military personnel and guests authorized the issue of MRE must be IAW the guidelines listed in AR 601-2.

f. After the Future Soldier function, the Company Commander will report to the Battalion S4 any residual MREs and provide supporting documentation for the completed function.

- g. Upon receipt of the documentation, the Battalion S4 will review the documents for accountability and control and then report it to the Brigade S4 to ask for CPBO disposition instructions for the residual MREs. The Brigade S4 has the authority to redistribute residual MREs for upcoming Future Soldier functions.
- h. NLT 30th day of the month, the Brigade S4 will submit the battalion's DA Form 5914 (Ration Control Sheet) to the CPBO for the previous month's MRE consumption and residual MREs on hand.
- i. The CPBO will maintain records of all MREs issued and consumed during the future Soldier functions.

Chapter 3

Management of Government-Owned Vehicles

3-1. General

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.

3-2. Policies and Responsibilities

- a. AR 58-1 (Management, Acquisition, and Use of Motor Vehicles), AR 600-55 (The Army Driver and Operator Standardization Program), and DA Pam 750-8 (The Army Maintenance Management System) contain basic policies and guidance concerning the administration, maintenance, reporting, and operation of vehicle assets.
- b. All commanders are responsible for the overall vehicle program effectiveness. They will develop and publish guidance or standing operating procedures (SOP) to implement established policy and procedures outlined in this regulation and other directives governing the use of GOVs.

3-3. Authorizations

The number of vehicles authorized for USAREC activities is limited to those needed to provide essential nontactical transportation. A basis of issue plan (BOIP) has been developed to determine vehicle authorizations. Units are not authorized to lease vehicles from any other source other than General Services Administration (GSA) and must submit all GSA short term rental and local requests to USAREC ACofS G4 for approval.

3-4. Penalties for vehicle misuse

Military personnel who violate provisions those regulations listed in paragraph 3-2 are subject to disciplinary action under the UCMJ and to adverse administrative actions. Civilian employees who violate provisions of this regulation are subject to disciplinary or adverse actions under Federal law and regulations. Commanders will initiate an investigation for all reported unauthorized GSA and DoD Fleet 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 the investigation determines that negligence is the cause of damage or loss, the commander will initiate actions under the provisions of AR 735-5.

3-5. Official Use of GOVs

- a. The use of GOVs is restricted to official purposes only within the bounds of applicable laws and regulations. The Company Commander is the lowest level of command who can make "Official Use" determination.
- b. When operating GOVs, Soldiers and civilian employees must:
 - (1) Obtain prior approval from the Battalion Commander or higher to transport Centers of Influences (COIs) or guest speakers.
 - (2) Not transport high school students other than applicants, Future Soldiers, or other unofficial passengers in a GOV. Private social events, such as high school dances and proms, or other similar activities, are not considered official events and the use of GOVs is strictly prohibited.
 - (3) Not take unauthorized side trips (e.g., home for lunch, drop off/pick up children at school, etc.), or run personal errands (e.g., go to the bank, pharmacy, grocery, etc.).
 - (4) Not use GOVs to offset their commuting distance to their duty station.
- c. Company Commanders and above must determine and approve the use of GOVs by Family Readiness Group volunteers based on need and resources available (See USAREC Pam 608-5).

3-6. Use of GOVs for TDY Purposes

Personnel who desire the use of a GOV to travel TDY must have Brigade or Battalion Commander approval. The use of GOVs for TDY purposes will not be justification for additional vehicles.

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

(1) One travel day is allowed for 400 miles of official distance of ordered travel. If the excess distance is one or more miles after dividing the total official distance by 400, one additional travel day is allowed.

(2) 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.

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

b. Civilians who are authorized to travel by GOV to/from the temporary duty location, may be authorized overnight retention of a Government vehicle at their residence under certain circumstances. 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 to provide an employee a vehicle from home to work. 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 proceed to the temporary duty site.

c. Spouses may accompany a military member or civilian employee on official business when events warrant family accompanying the member or employee, such as annual training conferences and strong bonds events. The following applies:

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

(2) Dependents will not operate a GOV.

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

(4) USAREC Form 700-5.3 (Motor Vehicle Usage Record) is annotated to reflect the transportation of dependents in the Remarks block.

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

(6) Each approval is executed in writing and is processed on a "per event" basis. Blanket approvals are not to be granted.

(7) Submit requests to transport family members to and from official functions in memorandum format as follows:

(a) Deputy Commanding General for brigade commanders.

(b) Brigade Commanders for battalion commanders.

(c) Battalion Commander for everyone else.

3-7. Domicile-to-Duty

a. The Secretary of the Army has approved domicile-to-duty (DTD) for this command and requires renewal every 2 years.

b. The approving authority for DTD is as follows:

(1) Deputy Commanding General for Brigade Commanders..

(2) Brigade Commanders for brigade leadership and Battalion Commanders.

(3) Battalion Commanders or Lieutenant Colonel/0-5 equivalent for all other personnel.

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

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

e. Commanders will use USAREC Form 700-5.5 (Commander's Domicile- to- Duty Log) to record and control DTD travel approval.

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

(1) Vehicle operators will annotate all required DTD data on USAREC Form 700-5.3 in the Remarks block IAW AR 58-1.

(2) Commanders will review and sign all USAREC Forms 700-5.5 and forward them, by the 10th working day of the month to their vehicle manager.

(3) Fill out and submit this log whether or not any personnel performed DTD that month. Maintenance and disposition of USAREC Form 700-5.5 will be in accordance with AR 25-400-2. Retain this form for 3 years from the end of the calendar year IAW AR 58-1.

3-8. Parking

a. Commanders will decide the most efficient and economical procedures for overnight parking of vehicles 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. Do not select a facility for overnight parking for the principle purpose of accommodating operators.

- b. GOVs assigned to the facility are the only vehicles authorized to park in designated parking spaces provided by the lease document of the Corps of Engineers (COE). Facility leasing contracts prohibit parking of POV's in spaces specifically allocated for government vehicles.
- c. Operators will make every effort to park vehicles off the streets during the night. Use parking lots and garages whenever possible to reduce the possibility of vandalism. Properly secure vehicles by locking all doors and removing or placing all items of value (i.e. cameras, clothing, mounting devices, charging devices, EZ passes) out of view as these give an indication that more valuable items may be stored in the vehicle.
- d. Do not leave any government electronic devices in a GOV or POV.
- e. Security of GOV keys.
 - (1) Secure vehicle keys at all times when not in use. Secure keys in a consolidated area in a locked container affixed to a wall. Control and account for them in accordance with AR 190-51, appendix D.
 - (2) Individuals will not take keys or GSA/DoD Fleet credit cards to their residences unless authorized DTD.
 - (3) The driver of the GOV assumes full responsibility for the vehicle and is accountable for any misuse, loss of equipment, or damages to it during the period that the vehicle is dispatched.
- f. In accordance with the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), parking is reimbursable for POV 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. Service members and civilian employees can file for reimbursement through the Defense Travel System on a local voucher.
- g. AR 58-1 and USAREC Antiterrorism/Force Protection Handbook outlines the requirements to allow parking of a GOV at an alternate parking location to assure the safety and security of the vehicle. With Brigade or Battalion Commander's approval, Soldiers are authorized to drive their GOV from their duty station to a secure overnight parking location when it is considered to be in the best interest of the Government.

3-9. Elements of Vehicle Management

The essential elements for the operation and management of USAREC vehicles are listed below.

- a. Establish vehicle SOPs for assignment and use of GOVs.
- b. Maintain accountability of assigned vehicles.
 - (1) GSA Form 1152 (FMS Vehicle Assignment/Termination Transaction) is issued for new vehicles. Check for any discrepancies and request on the spot corrections.
 - (2) Access the GSA Mileage Express database and manually input the "Fund Code" (make of the vehicle) and "RSID" (location of assigned vehicle). This data remains in the system for the life cycle of the vehicle. Update upon receipt of replacement vehicles or when vehicles are relocated.
 - (3) Sub-hand receipt GSA vehicles to the lowest level.
 - (4) Review mileage and fuel data captured on the USAREC Form 700-5.3 and manually input mileage in GSA Mileage Express when mileage is not captured by Get Odometer Reading at the Pump (GORP). A "Pump Mileage Report" is generated when there are "Funny Miles," "No Miles Anywhere," or "Too Many Miles" for vehicles listed. Use the last odometer reading annotated on USAREC Form 700-5.3 to enter ending mileage. Maintain USAREC Forms 700-5.3 for 1 year from the end of the calendar year prepared.
 - (5) Forward fuel and mileage data to the Brigade S-4 monthly in accordance with brigade policy.
- c. Reconcile and certify GSA bills.
 - (1) Review GSA billback reports monthly for accuracy and dispute any erroneous charges.
 - (2) Upload the monthly GSA bill to the GSA Audit Readiness Warehouse NLT the 20th of each month.
 - (3) Use GSA Form 1152 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)
 - (4) GSA will code billed charges and transactions on GSA Form 2556 (Miscellaneous Charges and Adjustment Transactions) using these codes:
 - (a) X1 - Misc sales charge (automated)
 - (b) X2 - Misc sales charge (manual)
 - (c) V2 - Vehicle restoration
 - (d) V3 - Vehicle accident damage
 - (e) V4 - Damage to turned-in vehicle
 - (f) U2 - Unauthorized Credit Card Use
 - (g) U3 - Fraudulent Credit Card Use

- d. Notify GSA when there is a requirement to move vehicles between BOACs to ensure appropriate billing.
- e. File all GOV related documents IAW 25-400-2 (Army Records Information Management Systems ARIMS).
- f. Conduct initial driver training (1 hour) for all newly assigned personnel and maintain a roster of all driver licenses and AAC status to track expiration dates. Ensure completion of driver training, both remedial and refresher, in accordance with AR 385-10 and UR 385-2. Commanders have primary responsibility to conduct 3 hours of annual driver sustainment training, document the training, and forward documentation to the Battalion S4. The battalion will provide resources such as films and talking points for the commander's use.

3-10. Modification of Vehicles

The Brigade S4 will submit requests for modification to the USAREC ACoS G4 in memorandum format and will include as a minimum the following:

- a. Detailed description and drawings or photographs (if applicable).
- b. Estimated cost, to include all parts and any contractual expenditure.
- c. Complete justification of the proposed change and approval signed by the Brigade Commander.
- d. Statement as to the source of funds to defray costs involved.
- e. G7/9 approval for advertising vehicles.
- f. USAREC G4 and GSA are the approving authorities for vehicle decals (door, bumper, or magnetic) being affixed to any GOV.
- g. GSA approved the use of USAREC "How's My Driving" bumper stickers to be affixed to the rear window of the vehicle. DO NOT place bumper stickers on the painted surface of any vehicle.

3-11. Vehicle Utilization

USAREC Forms 700-5.3 and fuel receipts must be reviewed and signed by the Company Commander for all GOVs assigned and forwarded to the Vehicle Manager NLT the 10th working day of the next month. A new USAREC Form 700-5.3 must be initiated with the previous month's ending mileage brought forward.

- (1) Commanders will investigate all vehicle damage and ensure completion of paperwork NLT 15 days from date of discovery.
- (2) Vehicle Managers will reconcile the mileage captured on USAREC Forms 700-5.3 against mileage reported in GSA Fleet Drive Thru.
- (3) GSA considers replacement of vehicles based on mileage and age criteria. Therefore, it is essential that procedures be maintained to rotate vehicles to ensure equal accrual of mileage and age to program timely replacement.

3-12. Requirements to Operate a GOV

- a. DOD military and civilian personnel must have the following:
 - (1) Valid state motor vehicle operator's license
 - (2) DOD Identification Card
 - (3) Valid dispatch
 - (4) Training certificates
 - (a) Accident Avoidance Training (all operators) – every 4 years
 - (b) 12-15 Passenger Van Training (when required to operate)
- b. Commanders will check each individual's state driver's license annually and forward a photocopy of each license to the Vehicle Manager who will keep a copy on file until renewal of the license. If, at any time, the operator's driver license expires and does not meet the issuing local state's requirement for renewal, the operator is not allowed to drive a GOV.

3-13. Equipment Operator's Qualification Record

- a. The requirement to maintain DA Form 348 (Equipment Operator's Qualification Record) for vehicle operators has not changed and is maintained in accordance with regulatory requirements. Vehicle operators will date and sign the back of DA Form 348 in order to inform the operator's supervisor that all entries have been verified and are correct in accordance with the provisions of AR 600-55.
- b. Vehicle Managers will ensure maintenance of DA Form 348 with the current operator's information and at a minimum include all training, accidents, driver's awards, and an annual review.

3-14. Termination of Vehicles.

When taking GSA assigned or loaner vehicles out of service:

a. Inspect vehicles thoroughly for abuse and unreported damage before accepting from operators. USAREC Form 700-5.4 (Vehicle Inspection and Service Checklist) must be signed by the command leadership attesting that the GOV is in good working order and free of any damages. If there are deficiencies, an investigation will be required IAW AR 735-5.

b. When noting damages, initiate a FLIPL before turning in the vehicle to GSA. Note: After receiving estimates for repair, coordinate with GSA for vendor approval to perform repairs.

c. The Vehicle Manager must run a local police check by tag number to ensure there are no outstanding citations.

d. For billing purposes, ensure correct odometer reading is captured at the GSA turn-in point before departing GSA.

e. Close out USAREC Form 700-5.3 to reflect the ending odometer reading as it appears on GSA Form 1152.

Verify all GSA bill charges using GSA Form 2529 (Interagency Motor Pool Detail Billing Report). 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 exist, submit a discrepancy memorandum to GSA indicating the BOAC number, vehicle tag number and billing discrepancies and request correction of discrepancies and credits made if applicable.

3-15. Vehicle Inspections

a. Vehicle Operators will perform DAILY inspections and service checks before, during, and after operating a GOV utilizing USAREC Form 700-5.4 (Vehicle Inspection and Service Checklist). These inspections include accountability of required safety equipment. In addition, operators will annotate deficiencies found on this form and forward with the USAREC Form 700-5.3 for that month to the Vehicle Manager. Vehicle logbooks will contain a copy of USAREC Form 700-5.4 as a guide.

b. Units are required to conduct ANNUAL inspections on all assigned vehicles using USAREC Form 700-5.4. Print or stamp in red the words "Annual Inspection" on the top of the form and forward to the Vehicle Manager. Vehicle operators will inspect "How's My Driving" bumper stickers as part of their daily and annual inspections. Replace all damaged or missing bumper stickers.

3-16. Safety, Accident Prevention, and Reporting

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

- (1) Observance of recognized safety practices.
- (2) Training to establish and reinforce a positive attitude toward driving.

b. The Company or Battalion Commander must provide written approval prior to operation of a GOV between 2300 and 0400.

c. Ensure GOV operators employ a risk management process to effectively preclude unacceptable risks to the safety of personnel and Government property.

d. All vehicles will have highway warning triangles. 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 list is not all inclusive. Note: All items will be sub-hand receipted.

e. Personnel are prohibited from operating any electronic device while driving a government owned or leased motor vehicle (GOV) unless the vehicle is safely stopped or parked in an area in which parking is permitted. Vehicle operators are not allowed to talk, text, or use any other feature while operating a GOV. The use of these devices at traffic lights, stop signs, and during traffic stops is also not allowed. The GPS feature is the only option approved for usage provided the device was programed prior to the movement of the GOV. Data input or other interaction with an electronic device by the operator is strictly prohibited.

3-17. GSA Credit Cards

a. GSA uses a commercial purchase card for fuel and some maintenance and repair services. This card is assigned by the Fleet Management Center (FMC) to a specific vehicle and is only used for that vehicle.

- b. All credit card purchases must relate directly to your vehicle and will not be used to purchase personal items. Unauthorized card purchases may subject the user to criminal prosecution or other disciplinary actions.
- c. Fuel purchases are for unleaded or diesel fuel only, offering the lowest price, except when the vehicle requires a specific fuel. The FMC manager must approve the purchase of premium grade fuel. Use self-service pumps for refueling Government-owned vehicles, if available.
- d. All Alternative Fueled Vehicles (AFVs) with E-85 capability will utilize E-85 fuel if available, regardless of price. Some AFVs require special oil and the use of any other oil may cause extensive damage to the engine.
- e. Many fueling stations accept the US Government Fleet Services Card. Make certain before fueling the vehicle the gas station accepts the Government card. If the credit card is not accepted after fueling the vehicle, the operator can pay with cash or personal credit card and be reimbursed by filing a local voucher in the Defense Travel System (DTS). Attach receipts as supporting documentation.
- f. Operators of GOVs are required to enter valid and accurate mileage at the gas pump for retrieval by Get Odometer Readings from the Pump (GORP). GSA implemented GORP to capture the most current odometer reading from the last fuel purchase. GORP sends the mileage electronically to the GSA Fleet System.
- g. Select vehicle makes and models do not come equipped with spare tires. Vehicle operators are required to utilize the tire mobility kit provided (refer to the owner's manual). Once the driver properly seals the tire, he/she can drive up to 120 miles at a max speed of 50 mph in order to reach a service station or tire dealer for replacement. When the vehicle operator replaces the tire, he/she must order a can of sealant and place it in the vehicle. Spare tire purchases are not authorized to replace tire mobility kits.
- h. GSA FMCs determine your allowance for monthly car washes depending on your region (i.e., 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 vehicle's assigned billing office address code (BOAC). In the event that additional cleaning or washing is necessary, the operator will prepare a memorandum for record for the Vehicle Manager explaining the special circumstances (i.e., an applicant gets sick or weather causes the vehicle to be extremely dirty).
- i. In the case of a lost or misplaced credit card, the vehicle operator will immediately notify the Vehicle Manager and submit a written statement setting forth the circumstances. Maintain this statement with the vehicle record until the vehicle is turned in.

3-18. Compliance with Traffic Laws while Operating a GOV

- a. Operators are responsible for payment of any tickets and fines imposed upon them for violation of traffic laws and ordinances and are not entitled to reimbursement. Commanders will take appropriate action in the case of an offense.
- b. 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. A preponderance of evidence to the contrary may rebut this presumption.
- c. The unit 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 or moving violations issued to them within 24hrs.
 - (2) When a GSA vehicle receives a ticket, the vehicle manager will maintain a suspense file and conduct follow up actions to ensure the ticket is paid in full within 30 days of the vehicle being cited.
 - (3) The Vehicle Manager will develop a tracking system to identify drivers and vehicles cited and maintain files for audit purposes. One method which has proven effective is to:
 - (a) Contact local traffic courts to determine where they maintain data collection for tickets.
 - (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 you are seeking information.
 - (c) After vehicles are identified, verify primary operators using USAREC Form 700-5.3.
 - (d) Contact chain of command and initiate procedures for payment of these fines.
 - (e) The operator is responsible for all towing charges, storage fees, and fines resulting from law violations. Appropriated funds will not be used.
 - (f) 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.
 - (g) 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.
 - (4) Operators of GOVs should become familiar with this regulation, including the provisions regarding payment of fines and fees. Non payment can be punitive.

3-19. GSA Maintenance and Accident Management Center

a. GSA has established a “national linked” Fleet Vehicle Assistance Center across the nation with one telephone number to call, 1-866-400-0411 for the Maintenance Control Center (MCC) and Accident Management Center (AMC). This center houses trained automotive technicians whose mission is to analyze and authorize maintenance and repairs, and to maintain quality and service oversight with respect to repair and service vendors.

b. The MCC is responsible for authorizing required maintenance and repair services for all GSA vehicles. The dollar threshold for individuals to make purchases is \$100 without prior MCC approval (batteries and tires excluded). If you need maintenance and repair services that exceed \$100, you must obtain approval from the MCC prior to charging these services on your credit card. Complete vehicle maintenance and services within 30 days from receipt of notification from GSA or by checking PM Express in Fleet Drive Thru.

c. Drivers and supervisors will report accidents to their chain of command and Vehicle Manager only. The 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 of the vehicle. This kit also contains a proof of insurance statement showing the Federal Government as the registered owner.

d. In the event of an emergency after the MCC closes, the commercial contractor annotated on the back of the credit card assigned to the vehicle can authorize the purchases of emergency repairs and services up to \$500. An emergency is a mandatory repair or towing service requiring preauthorization when the MCC is closed.

3-20. Prohibited Activities/Items in a GOV

- a. Eating or drinking.
- b. Smoking or any other use of tobacco products, this includes electronic cigarettes.
- c. Alcoholic beverages.
- d. Weapons of any type (see UR 600-25 for exceptions)

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, recruiting centers (RC) should be acquired, maintained, and disposed of in accordance with DODD 5160.58E, DOD space guidelines, and annual program guidelines issued by the US Army Corps of Engineers (COE). The following policies pertain to the USAREC facilities.

a. The DOD Military Recruiting Facility Program (RFP) Policies and Procedures published by the COE will be used to develop space requirements for recruiting facilities.

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 RCs. 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 or work rendered.

c. USAREC HQs retains the authority to establish new RCs, relocate, expand, or close brigades, battalions, companies, and RCs. New facilities and closures require an approved positioning analysis and evaluation (PAE) in accordance with UR 601-73 and space will be provided based on required TDA positions only.

d. Brigade headquarters are not a part of the RFP. USAREC HQs will provide funding for relocations, upgrades, and repairs to brigade headquarters.

e. Accomplish self-help projects in accordance with the DOD Military RFP Consolidated Policies and Procedures published by the COE. There is no authorization for the use of USAREC funds for such work.

f. Inspect all USAREC facilities once a year within 13 months of the last inspection. Inspect new centers within 30 days of establishment. Enter inspections into the Rental Facilities Management Information System (RFMIS) upon completion.

4-3. Responsibilities

a. USAREC G4, Logistics Division.

(1) Provide staff responsibility for management and supervision of the USAREC RFP, including approval of programmed actions, excess space, excess cost leases, policies, standards, design criteria, space utilization requirements, and emergency or mobilization readiness.

(2) Resolve problems regarding recruiting facilities that are beyond the brigade or battalion Commander's capabilities to rectify.

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

(4) Represent USAREC at Joint Recruiter Facilities Committee (JRFC) meetings and DoD or COE collocation meetings.

(5) Provide RFMIS assistance to the field.

b. Brigade responsibilities.

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

(2) Consolidate and prioritize battalion RFP actions.

(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. Maintaining the electronic file in RFMIS will satisfy this requirement.

(5) Ensure all facilities under their command are inspected annually (within 13 months of last inspection) and the results entered into RFMIS. Inspect newly established RCs within 30 days of opening and enter results into RFMIS.

(6) Ensure a facility subject matter expert participates as part of the PAE process.

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

(8) Coordinate brigade headquarters interservice support agreements between USAREC and military installations for space requirements. Request funding for relocations, upgrades and repairs to these facilities.

(9) Ensure Facility Manager has access to RFMIS.

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 Battalion XO can approve new or relocated facilities in the absence of the commander if designated in writing by the commander.

(2) The Facility Manager will represent the command in all site selection processes initiated by the COE; however, final approval of facilities rests with the commander. Enter site selection results into RFMIS within three working days of site selection.

(3) The Facility Manager will assist in the development of the annual RFP. Duties include entering proposed actions into RFMIS and assisting in the preparation of required justification packets, delineated boundaries, and—

(a) Review and update current and subsequent FY facilities programs to eliminate program duplications.

(b) Monitor the RFP through the preparation and review of RFMIS reports. Notify responsible parties at the brigade or battalion of the opening, closing, or change of address of affected facilities. The Facility Manager is also responsible for entering the appropriate information required in the Location Tab, RFMIS. Information uploaded into RFMIS is to match information in Headquarters Support System (HSS).

(c) Ensure the most current address and telephone information input into HSS. HSS must be verified and updated quarterly. Provide quarterly compliance to G4, Logistics Division on the first working day of the quarter.

(d) Provide assistance for the resolution of emergency maintenance and janitorial problems and coordinate resolution with the supporting COE. Report unresolved problems in writing to the brigade (e-mail is acceptable).

(e) Ensure receipt of monthly janitorial checklists, for all facilities, and forward them to the COE by the fifth working day of the month.

(f) Ensure RC appearance is in accordance with standards established by DoD Military RFP Policies and Procedures.

(g) Maintain administrative and program 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. A copy of janitorial specifications

and frequency will be provided to the respective Company Commander for distribution to RCs under their command.

(h) Upload approved floor plans in each facility's folder in RFMIS.

(i) Identify companies for possible relocation into subordinate centers, onto military installations, or reserve centers.

(4) Ensure all facilities under their command are inspected annually (within 13 months of last inspection) and the results entered into RFMIS. Inspect newly established RCs within 30 days of opening and results entered into RFMIS.

(a) Ensure facility manager has access to RFMIS.

(b) Ensure a facility subject matter expert participates as part of the PAE process.

d. Company responsibilities.

(1) Ensure RCs maintain a professional appearance and report any deficiencies to the Battalion Facility Manager.

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

(3) Ensure monthly janitorial checklists are received and forwarded to the battalion by the third working day of the month.

(4) Assist the Battalion Facility Manager in the preparation of the out year RFP.

(5) Ensure use of RCs 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. Address any questions concerning activities at companies and RCs through the battalion and brigade, to the USAREC G4, Logistics Division.

e. Center responsibilities.

(1) Report all maintenance and janitorial noncompliance or deficiencies to their Company Commander and Battalion Facility Manager. In the case of extreme emergency (damage to real property or security compromise) also contact the COE, lessor or property manager, and Battalion Facility Manager.

(2) Prepare monthly janitorial checklist and forward to Company Commander by the second working day of the month.

(3) Report completion of all facility alterations (upgrades) or repairs, change of addresses and phone numbers, or RC openings to the Battalion Facility Manager.

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

4-4. Center Facilities Management

a. Inspect facilities at least once a year (within 13 months of last inspection) or within 30 days of completion for new RCs, relocations, and expansions.

b. Battalion Facility Managers will input inspection results into RFMIS.

c. Battalion Facility Managers will assist RCs 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, professional appearance conducive to the business of recruiting.

f. Battalions have 5 working days to approve or comment on floor plans after plan receipt.

g. Collocate with other Recruiting Command facilities whenever possible in accordance with DODD 5160.58E.

h. Prohibited activities

(1) Do not use RCs as lodging facilities.

(2) Tobacco use is prohibited in recruiting facilities.

(3) Animals, reptiles, or fish are prohibited in RCs.

(4) Motorcycles, heavy equipment, and tools are prohibited in recruiting facilities.

(5) Bottled water contracts are not authorized unless local health officials test and determine water to be unsafe, or water fountain cannot be provided.

(6) Firearms are not permitted in RCs.

i. Security (locks)

(1) 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 through the RFP.

(2) 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.

(3) Use of cipher locks is not authorized.

Chapter 5

Leased Government Housing (LGH) Program for Accompanied Soldiers

5-1. Purpose

Establish policies, procedures, responsibilities, and guidance for the implementation of the LGH Program for all Soldiers assigned to USAREC.

5-2. General

a. To provide adequate housing for Soldiers assigned to duty stations where adequate Government housing is not available within a reasonable commuting time, USAREC has established the LGH program for accompanied USAREC Soldiers.

b. The Assistant Chief of Staff for Installation Management (ACSIM) funds the USAREC LGH program, executed by the COE and managed by USAREC G4, Logistics Division.

c. Any lease consummated by an individual Soldier on their behalf is neither binding nor a commitment by the Government. If a Soldier negotiates a private rental agreement of his/her own choice, he/she should not anticipate the Government would 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. The USAREC G4, Logistics Division, will review exceptions to re-enter the LGH program on a case-by-case basis for Soldiers that decline adequate suitable housing identified by the COE.

e. Soldiers moving from private-leased quarters to Government-leased quarters via Government funding are considered on a case-by-case basis. Forced relocations and other moves for the convenience of the Government are authorized a move at Government expense.

5-3. Policy

a. The LGH program assists all USAREC Soldiers, regardless of rank, in locations where high cost of living hardships exists, or there are no available Government-owned quarters. This program is not an automatic entitlement for USAREC Soldiers.

b. To participate in the program, Soldiers must be receiving BAH at with dependent rate and family members must accompany the Soldier. If the Soldier moves out due to a PCS move, divorce, etc., the Soldier and family members will no longer qualify for the LGH Program.

c. A Soldier who occupies LGH will forfeit all housing allowances. In dual military households, both Soldiers will forfeit all housing allowances. For Soldiers who do not adhere to this requirement, BAH larceny may be charged.

d. Soldiers 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 the residence to principal place of duty for personnel applying for LGH is 1 hour. Although not mandatory, it is desirable for Soldiers to reside within their recruiting communities.

f. Soldiers whose duty station is within a 1-hour commute of a military installation, with available on post housing, are not permitted to apply for LGH unless the Soldier obtains a non-availability certificate from the installation housing office.

g. Soldiers may apply for the LGH program by completing USAREC Form 700-5.6, Application for Leased Government Housing and submitting it to the USAREC Housing Officer (UHO). Before the UHO processes a housing application, Soldiers must sign USAREC Form 700-5.7 Statement of Understanding for Acceptance of Leased Government Housing and provide a copy of their assignment and pinpoint orders

h. The UHO will advise Soldiers regarding all aspects of the LGH program. They will assist them in the preparation of USAREC Form 700-5.6 and USAREC Form 700-5.7 as needed. The Soldier's signature indicates 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.

i. Upon approval into the LGH program and an adequate housing has been selected, Soldiers will provide the Battalion S1 a copy of the move-in inspection along with a completed DA Form 5960 (Authorization to Start, Stop or Change Basic Allowance for Quarters). The Battalion S1 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 Unit Housing Representative (UHR) at the battalion will ensure a move-in inspection is conducted prior to occupancy by the Soldier and will provide the Soldier a completed inspection copy. Upon termination, the UHR will ensure an exit inspection is conducted and signed by the lessor or agent, Soldier, and if in attendance, the

COE representative. The UHR must conduct exit inspections after housing is vacated but prior to formal termination of assignment. The exit inspection ensures the Soldier has met appropriate cleaning standards, and it provides documentation to refute fraudulent restoration claims. The COE Joint Survey and Inspection of Condition of Government Leased Property Form are to be used for all inspections.

j. If the Soldier has not negotiated a lease on the effective date requested by the Soldier, the government cannot reimburse the Soldier for any rent paid prior to the actual effective date of that lease.

k. Soldiers occupying Government-leased quarters are prohibited from making any payments to the lessor for services, utilities, equipment, etc., covered under the same provisions of the lease contract. Violation of this policy may serve as a basis for withdrawal from the LGH program.

l. RFMIS electronically generates renewals. The UHO must load current documentation confirming the Soldier will be in the unit for the duration of the renewal. LGH typically renews leases for 1 year, but the government authorizes partial renewals.

m. Coordinate early lease terminations with the UHO.

n. 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. The restricted dog breeds are pit bull, pit bull terrier, American pit bull terrier, Staffordshire terrier, American Staffordshire terrier, Rottweiler, Perro de Presa Canario (Canary dog), Neapolitan mastiff, chow chow, Cane Corso (Italian mastiff), and all wolf hybrids. LGH includes any dog with a mix of these breeds as a restricted breed. Soldiers that have restricted breeds cannot participate in the program. LGH authorizes small birds, fish, hamsters, guinea pigs, ferrets, and gerbils when occupants cage them properly in a domicile designed for their habitation, and LGH does not count them against any pet limit. Wild animals such as snakes, raccoons, squirrels, exotic animals, or farm animals are strictly prohibited.

o. Soldiers must submit requests for an exception to the current LGH policy to the UHO. Requests must include a strong justification identifying the reasons for granting an exception. A Soldier's commander must approve all exceptions for leased housing more than 50 miles away from their duty station.

p. The Government does not pay severance of existing leases and relocation costs required to enter into LGH.

q. A Soldier evicted from the program, vacates the premises without proper notice, or leaves the premises in a damaged or unclean condition is not eligible for re-entry into the LGH program.

5-4. Responsibilities

a. The COE has the overall responsibility for the following:

(1) Acquisition of safe, sanitary and suitable real estate leased quarters for USAREC Soldiers.

(2) Negotiations, executions, and terminations of leases for housing units authorized in AR 405-10 and AR 405-90.

(3) Appropriate action to negotiate a lease upon receipt of a housing application.

(4) Provide at least three individual bids or an Independent Cost Estimate (ICE) when restoration is required.

USAREC G4, Logistics Division, will approve all restoration requests.

(5) Conduct required inspections utilizing the COE Joint Survey and Inspection of Condition of Government Leased Property Form and uploads inspections into the Soldiers electronic file in RFMIS.

(6) Not rent a dwelling that has a swimming pool or pond, hot tub, low electrical wires, a potential fire or safety hazard, asbestos contamination, high air pollution, or exhibits any other hazardous, toxic, or nuisance condition on or near the premises.

5-5. HQ USAREC Responsibilities

a. The USAREC, G4, 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) Establish guidelines to ensure costs per unit, average costs, and maximum costs for any one unit do not exceed established limitations.

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

(5) Perform as 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.

5-6. USAREC Housing Office responsibilities

a. Manage overall daily operations of the program to ensure the following of proper procedures.

b. Advise assigned and incoming personnel of community housing resources and other information such as—

- (1) Provide weekly housing brief at all recruiting classes at the Recruiting and Retention School (RRS).
- (2) Conduct weekly workshops at the RRS designed to assist Soldiers in obtaining safe, sanitary and secure housing within their duty assignment.
- (3) Provide individual counseling to Soldiers and their spouses on the LGH program as needed.
- c. Receive all required documents prior to approving and processing housing applications. Maintain a list of LGH actions. Ensure uploading of all application documentation in the Soldier's electronic folder in RFMIS.
- d. Maintain liaison with all military housing offices.
- e. Direct Soldiers to contact the nearest military housing office if the installation is within 1 hour or 50-mile commute.
- f. Request a FLIPL, if required, within 15 calendar days after an approved restoration claim.
- g. Notify COE of any existing emergency conditions or unaccomplished scheduled repairs reported by the Soldier.

5-7. Brigade responsibilities

Brigade Commanders are responsible for ensuring the Soldier maintains leased housing in accordance with policies and procedures prescribed in this regulation. Ensure all assigned and attached USAREC Soldiers, who are eligible to apply for leased quarters, are thoroughly aware of this availability and the pertinent provisions of the program.

5-8. Battalion responsibilities

- a. Battalion Commanders are responsible for ensuring that the Soldier maintains leased housing in accordance with policies and procedures prescribed in this regulation.
- b. Refer Soldiers who desire to apply for leased government housing to the UHO.
- c. Ensure execution of all required inspection of quarters utilizing the COE Joint Survey and Inspection of Condition of Government Leased Property Form. Forward completed inspection forms to the UHO and COE.
- d. Ensure the lessor, the Soldier and a battalion representative or someone within the Soldier's chain of command is present during all inspections. Inspection documentation is required to refute fraudulent restoration claims.
- e. Ensure Soldier submits DA Form 5960 to the Battalion S1 to stop/start BAH effective date of occupancy and termination of quarters by the Soldier.
- f. Notify UHO when Soldiers enrolled in the LGH program, receive outprocessing paperwork.
- g. Ensure Soldier clears the UHO when outprocessing the battalion.
- h. Initiate a FLIPL upon receipt of a restoration claim.

5-9. Soldier responsibilities

- a. Comply with all DA and USAREC rules, regulations, and agreements pertaining to the LGH program.
- b. Use assigned leased quarters in a manner that fosters good public relations.
- c. Report to the COE and UHO, in writing or by telephone, any emergency conditions or requirements for routine repairs and maintenance not resolved by direct contact with the lessor or their designated representative.
- d. Permit entry of battalion representative or appointed inspector for all required inspections.
- e. Be responsible for the leased dwelling unit, equipment, and furnishings contained therein, and such routine housekeeping and maintenance functions, expected if the individual was occupying on-post housing.
- f. Notify the UHO within 45-day of vacating the premises. Immediate notification is required if the Soldier receives PCS orders in a shorter timeframe.
- g. Visitors may stay in LGH no longer than 30 days; request exceptions through the USAREC G4, Logistics Division.
- h. Soldiers will return keys to the lessor, immediately, and receive a receipt for the same when vacating the premises. Soldier is liable for damages incurred after vacating the premises with the keys still in the Soldier's possession.
- i. Soldiers are responsible for any additional rent, pet deposits, damages caused by pets, or any costs associated with pet ownership.
- j. Soldiers are responsible for all fees incurred for moving from the current residence to a residence procured by the COE via the LGH program.
- k. DEERS enrolled family members are the only authorized occupants and must reside at the lease premises with the Soldier. If the Soldier moves out, 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.
- l. Communications between the Soldier and lessor are unauthorized except on routine maintenance or other day-to-day normal housing issues. Report all unresolved matters to the UHO.

Chapter 6

Intraservice and Interservice Support Agreement Program

6-1. Purpose

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

6-2. Policy

a. Requiring units will obtain support from the nearest supplying activity which has the capability to provide support in the most economical manner. Negotiate support agreements at the lowest practical level but not below battalion level.

b. Document all intraservice support (support provided by activities or agencies within the Army) and interservice support (support provided by activities or agencies outside the Army) on DD Form 1144 (Support Agreement).

c. When a unit of a Federal department or agency outside of DOD (such as the post office and GSA) develops a support agreement, the receiving activity will prepare and distribute 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. Include all applicable categories of support in support agreements. Each category of support will be annotated to indicate whether common service, reimbursable, or nonreimbursable. Include such annotations on DD Form 1144.

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

(1) 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. List civilian personnel services under support category "AC." Include a copy of the servicing agreement or a detail of the services provided as an attachment.

(2) 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.

g. USAREC requiring activities will review each new or updated agreement, applicable to that element of command, to ensure the provision of each required category of support 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 HQs USAREC, Commandant is the interservice support coordinator (ISC) for HQs USAREC. The USAREC G4 and the brigades will designate an ISC and will furnish HQs USAREC, ATTN: RCRM-PAA, the ISC name, grade, office symbol, and telephone number.

i. All levels of the command will make a specific effort during negotiations and 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 must 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. Make formal requests to supporting installations for revisions 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. Brigades will retain one copy of all support agreements.

n. Disagreements or refusals of a potential supplier to provide support that 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.

6-3. Responsibilities

a. The USAREC intraservice and interservice support program manager shall encourage the use of intraservice and interservice support agreements by HQs USAREC, the brigades, and battalions to increase this command's overall effectiveness and economy. The program manager shall exercise staff supervision over the brigade 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 Brigade ISC administers, manages, directs, coordinates, and plans intraservice and interservice support programs for the brigade and battalions in accordance with DOD, DA, and USAREC regulations and directives.
- c. The HQ USAREC, HQs Commandant, G4, and all brigades will forward one copy of all approved support agreements to HQs USAREC, ATTN: RCRM-PAA.

6-4. Memorandum of Agreement or Memorandum of Understanding

a. A 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. Document MOUs or MOAs such as local retail interservice agreements (resources provided on a recurring basis) on DD Form 1144.

6-5. 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 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

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 58-1

Management, Acquisition, and Use of Motor Vehicles

AR 385-10

The Army Safety Program

AR 405-10

Acquisition of Real Property and Interests Therein

AR 405-90

Disposal of Real Estate

AR 420-1

Army Facilities Management

AR 600-8-10

Leaves and Passes

AR 600-8-22

Military Awards

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 690-200

General Personnel Provisions

AR 710-2

Supply Policy Below the National Level

AR 735-5

Policies and Procedures for Property Accountability

CTA 50-909

Field and Garrison Furnishings and Equipment

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DOD 4160.21-M

Defense Materiel Disposition Manual

DOD4500.36-R

Management, Acquisition, and Use of Motor Vehicles

DOD5160.58E

Recruiting Facilities

FMR

Federal Management Regulation

JFTR, Vol I

Uniformed Service Members

JTR, Vol II

DOD Civilian Personnel

UCMJ

Uniform Code of Military Justice

USAREC Reg 27-2

Legal Services Support for the United States Army Recruiting Command

USAREC Reg 190-3

Procedures in Drunk Driving Cases

USAREC Reg 380-4

Security Program

USAREC Reg 385-2

Safety Program

USAREC Reg 570-1

Changes to Tables of Distribution and Allowances

USAREC Reg 600-25

Prohibited and Regulated Activities

USAREC Reg 601-87

Recruiting Market Analysis

USAREC Reg 601-95

Delayed Entry and Delayed Training program

USMEPCOM Reg 715-4

Applicant Meals and Lodging Program

18 USC 641

Public money, property or records

31 USC 1344

Passenger carrier use

31 USC 1349(b)

Adverse personnel actions

USAREC Antiterrorism/Force Protection Handbook

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)

Section III Prescribed Forms

USAREC Form 700-5.1

Clothing Inspection and Inventory

USAREC Form 700-5.2

Discrepancies in GSA Vehicle Billing

USAREC Form 700-5.3

Motor Vehicle Usage Record

USAREC Form 700-5.4

Vehicle Inspection and Service Checklist

USAREC Form 700-5.5

Commander's Domicile-to-Duty Log

USAREC Form 700-5.6

Application for Leased Government Housing

USAREC Form 700-5.7

Statement of Understanding for Acceptance of Leased Government Housing

USAREC Form 700-5.8

Joint Survey and Inspection of Government Leased Property

USAREC Form 700-5.9

USAREC Facility Inspection Form

Section IV

Referenced Forms

COE

Joint Survey and Inspection of Condition of Government Leased Property

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 3953

Purchase Request and Commitment

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)

DA Form 7566

Composite Risk Management Work Sheet

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

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 1164

Claim for Reimbursement for Expenditures on Official Business

SF 1449

Solicitation/Contract/Order for Commercial Items

USAREC Form 1115

Future Soldier Training Function Request and After Action Report

USAREC Form 1134

United States Army Future Soldier Identification Card

USAREC Form 11341

United States Army Reserve Future Soldier Identification Card

Glossary

AAC

Accident Avoidance Course

ACOM

Army Command

ACofS

Assistant Chief of Staff

AFV

Alternate Fuel Vehicle

AMC

Accident Management Center

AR

Army Reserve

BAH

Basic Allowance for Housing

BOAC

Billing Office Address Code

CG

Commanding General

COE

US Army Corps of Engineers

CofS

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 Commandant

Headquarters Commandant

HQDA

Headquarters, Department of the Army

HQUSAREC

Headquarters, US 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

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 Supply Enhanced

PCS

Permanent Change of Station

PHRH

Primary Hand Receipt Holder

POV

Privately-Owned Vehicle

RFMIS

Rental Facilities Management Information System

RFP

Recruiting Facilities Program

RC

Recruiting Center

RSID

Recruiting Station Identification

SARSS1

Standard Army Retail Supply System 1

SGC

Senior Guidance Counselor

SOP

Standing Operating Procedure

SSA

Supply Support Activity

TDA

Tables of Distribution and Allowances

TDY

Temporary Duty

UHO

USAREC Housing Office

UHR

Unit Housing Representative

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 is on a case-by-case basis. This means approval for one recruiter for 1 day at a time.

dod email

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

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.

major subordinate activities

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

positioning analysis and evaluation

A study to define the chargeable market and equitably distribute same to the recruiting force. Proponency for PAE is the USARECG2.

reasonable commuting distance

The one-way commuting time from residence to the normal place of duty that 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 RCs.

recruiting company

Several geographically grouped RC zones for which a Company Commander is responsible. A geographic territory subdivided by population content into smaller geographic RC areas. There are six to ten RCs 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 center

A permanent location, within a facility, authorized by the TDA that 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.

rent-free space

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

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.

USAREC

ELECTRONIC PUBLISHING SYSTEM

DATE: 15 APRIL 2015
DOCUMENT: USAREC REG 700-5
SECURITY: UNCLASSIFIED
DOC STATUS: REVISION