

Caddo Parish JROTC Standard Operating Procedures

CHAPTER 10 – Logistics

Section 1 - SECURITY PROCEDURES

10-1 References:

- a. AR 190-11, Physical Security of Weapons, Ammunition and Explosives, 5 September 2013. (Available via AKO only)
- b. AR 190-51, Security of Army Property at Unit and Installation Level, 30 Sep 1993
- c. AR 710-2, Material Management for Using Units, Support Units and Installations, 28 Mar 2008.
- c. AR 700-84, Issue and Sale of Personal Clothing, 18 Nov 2004
- e. Cadet Command Regulation 700-1, 2 June 2003.
- f. Cadet Command Regulation 145-2, 1 February 2012

10-2 **Responsibility.** All property under control of the DAI/SAI will be secured so as to prevent theft, pilferage or accidental loss of the property. DAI will insure OMA funds budgeted for JROTC units are not used to support DAI operations without Brigade Commander approval.

10-3 **Definition.** a. Sensitive/pilfer able items are those that because of their nature would be subject to theft or pilferage and include all items containing serial numbers.

10-4 General Security.

- a. The Military Property Specialist (MPS) will maintain a list of all serial numbered items issued to Caddo Parish Schools, *JROTC*. Serial numbers will be recorded on the serial/Registration Number Record (DA Form 3328-1) for those items requiring formal accounting. The JUMS program will be utilized as the accepted method to maintain property accountability.
- b. The Senior Army Instructor of each school will maintain an updated list of all serial numbered items issued to his respective school. The JUMS program will be utilized as the accepted method to maintain property accountability.
- c. "**Authorized Personnel Only**" will be stenciled on the outer door of both supply and arms room.

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10-5 Storage Areas/Arms Rooms.

- a. M-I Demilitarized, Daisy Facsimiles and Pellet rifles will be stored in the JROTC arms room. Double lock security must be provided, i.e., locked outer and inner doors or locked outer door with weapons locked in metal lockers or locked in rifle racks.
- b. School owned weapons will be provided the same security as issued weapons with the exception of the formalized issue and inventory procedures.
- c. Small sensitive items will be stored in locked metal lockers within the supply room or secure it in a locked drawer, safe, or cabinet. Larger items will be provided double lock security. Dead bolt or secondary security locks will be used. Outer doors to all storage areas must have hinges with pins not exposed or must be welded to prevent easy removal.
- d. Personal Electronic Devices, i.e. Laptops, Digital Projectors, Digital Cameras etc. will not be left unattended and unsecured in the workplace. All laptop computers will be secured with a cable lock. Cable locks may also be used to secure projectors.
- e. Supply representatives will use the following guidance to ensure proper storage of equipment and supplies:
 - (1) Use labels (tags for items stored on pallets) to reflect the identity of items; e.g., nomenclature, national stock number (NSN), quantity, etc.
 - (2) Separate government property from school property and that property donated or purchased by the institution and cadet fund raisings

10-6 Key and Lock Security:

- a. SAI's will submit a memorandum Subject: Key Control Roster (DA Form 5513) to the DAI office NLT 1 October of each school year. The attached key control roster will show number and location of all keys and locks used to secure sensitive/pilferable items and will show the name of the individual to whom the keys are assigned. Changes will be submitted as changes are made during the school year.
- c. Keys to arms rooms will be kept on a separate ring and stored in the SAI safe. A key control register (DA Form 5513) will be utilized to record the removal of keys from the safe. The key control register will be retained in unit files for one year then destroyed.
- d. Combinations to Class V containers will be changed semi-annually during the months of June and December and whenever a person having access is

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transferred. The combination will be recorded on SF Form 700 and a copy of the combination forwarded in a sealed envelope to the DAI office for safe keeping. A notation will be made on the Key Control Roster (DA Form 5513) of the date of the combination change. Schools requiring assistance with combination changes should contact the MPS.

10-7 Inventory of Weapons and Sensitive Items:

- a. A daily physical count of the arms room will be conducted upon entering and leaving. This count will be documented on DA form 2062.
- b. Weapons and Ammunition will be inventoried by serial number monthly and recorded on Monthly Inventory of Sensitive Items Report (ROTC CDT CMD Form 195R). This inventory will be conducted by cadre. The person conducting the inventory signs the CC 195-R and the responsible officer signs the endorsement memo. The inventory document will be dated and signed by the individual conducting the inventory. One copy will be kept on file and a duplicate forwarded to the DAI Office NLT the suspense established by the MPS each month.
- b. Consecutive monthly weapons inventories will not be conducted by the same individual.
- c. The MPS will use the March, June, September and December Inventory to satisfy the quarterly sensitive item inventory requirement and verify the serial numbers against those recorded on the Property Book.
- d. Unannounced security inspections by Region, Brigade the DAI and other Headquarters may be conducted at any time.
- e. A weapon issue log (CPHS JROTC Form 22) will be used to record the issue of weapons taken from the school area by rifle and drill team members. Keep the completed filled forms until the next issue is complete. At that time they may be destroyed. When Differences are found and are not resolved it will be necessary to keep forms as an exhibit to a Financial Liability Investigation.

SECTION 2. ACCOUNTABILITY AND MAINTENANCE OF US PROPERTY

10-8 Military Property Specialist. The Military Property Specialist of the Caddo Parish schools, is responsible to the Superintendent of Schools for the requisitioning, storing, and issuance of all government property on loan to the Caddo Parish School System. The Director of Army Instruction (DAI) has supervisory responsibility for supply procedures and accountability.

10-9 Bonding. The MPS will be bonded in an amount equal to or exceeding the replacement value of all on hand government property issued for use the JROTC program. Maintenance of this bond is the responsibility of the Caddo Parish School Board.

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10-10 Location.

- a. The MPS (Military Property Specialist) office and warehouse is located on the campus of Oak Park Elementary/Middle School.

Mailing address is: 4331 Henry Street, Shreveport, La 71109.

- b. The MPS will normally be available at his office from 0800 until 1630 daily, except when picking up supplies or making deliveries to schools.
- c. School deliveries will be made on Monday and Wednesday. Emergency deliveries can be made at any time.

10-11 Vehicle Control.

- a. The MPS will be responsible for the security and maintenance of the vehicle assigned to the MPS warehouse.
- b. During non-working hours the vehicle will be parked inside the JROTC Supply facility.

10-12 School Responsibility.

- a. Accountability and security of US Army property on loan to the schools is the responsibility of the school principal.
- b. The SAI will act as the school representative and primary hand receipt holder in the requisitioning, accountability, usage, storing and security of property on loan to his school.
- c. SAI's will insure that areas used to store property are secured as outlined in AR 190-51, 30 SEP 1993.

10-13 Accounting Procedures.

- a. The MPS will maintain accountability for property as outlined in AR 710-2, 28 March 2008 and current Cadet Command directives.
- c. Clothing and Equipment issued to the unit will be accounted for using the JROTC Unit Management System (JUMS). Cadet Clothing issues will be documented on automated clothing records. A record of each issue and turn-in will be recorded in the system and printed for signature and filing.

10-14 Inventories.

- a. An annual inventory of property on loan to each school will be made at the close of each school year. Other inventories, announced or unannounced may be made as required.

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- b. Inventory of sensitive items will be made as outlined in Section I, Chapter 10 of this SOP.
- c. Receipt of Property Inventories will be conducted within 48hrs of receipt of supplies and equipment from the MPS. Check the item for completeness, count the items and check serial numbers. Discrepancies must be reported to the MPS within the 48hr window.

10-15 Shortages/Overages.

- a. All shortages or overages will be adjusted as they occur or at the annual inventory.
- b. Cadets will be charged for lost or destroyed items of clothing and equipment.
- c. Price list for clothing items is published in JUMS. Utilize the inventory by value report in JUMS
- d. Weapons and sensitive items lost damaged or destroyed must be accounted for IAW AR 735-5.

10-16. Requisitioning procedures.

- a. The Senior Army instructor (SAI) ensures that serviceable uniforms on hand are applied against current and future needs based on firm enrollment data. A initial enrollment report will be submitted in JUMS prior to any clothing request being submitted. Schools will submit all requests for clothing and accoutrements on JUMS Clothing Orders. The SAI will **not allow participating students** to draw or wear uniforms and equipment.
- b. Requisitions normally are based on the actual enrollment at the beginning of the school year, less quantities of serviceable items on hand. An amount not to exceed an excess of 20 percent of sized uniformed items based on JROTC enrollment may be stocked for emergency replacement, sizing, and distribution.
- c. Expendable office supplies will be requested on Fort Polk Form 204 and will be for quantities not to exceed a 15 day supply. FP 204 must be digitally signed and emailed to the MPS. We do not provide school supplies for cadets i.e. pencils, papers etc.
- d. Cadet ribbons, rank insignia, etc. will be requisitioned on JUMS Clothing Orders with special or permanent orders referenced in the notification email sent to the MPS. Optional ribbons require DAI approval for use and will be applicable to all schools for approved application.
- e. Only Emergency requisitions may be made by telephone to the MPS. These will be held to a minimum. Normal request will be emailed to the MPS. (Please Do Not call ahead to check availability).

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- f. Nameplates will be requested for all LET-I cadets not later than 30 days after beginning of school year. Check for on-hand name tags in your supply room and only request those you do not have. Names will be typed, last name only, alphabetically. All names must be listed, IE., JONES, JONES, JONES, WILLIAMS, WILLIAMS, YOUNG, YOUNG, YOUNG save the file as a Excel or Text document and email it to the MPS.
- g. Request for special measurement clothing will be made on the Special measurement order form in our sizing guide. Due to the length of time required to obtain special measurement clothing these request will be kept to a minimum. All efforts must be made to use available clothing on hand.
- h. Lateral Transfer of cadet clothing. Clothing transfers necessitated due to cadet transfer or to reduce a excess at one school and fill a shortage in another will be processed in JUMS. Approval authority of all transfers rest with the MPS.
 - (1) Cadet transfers will be accomplished using the L/T process. Losing program will collect the uniform and associated items from the cadet. Return the items to shelf and process a lateral transfer. Notify MPS of transfer and request approval. The MPS will approve the transfer and pick-up the uniform and associated items for issue to the gaining school.
 - (2) Transfers to cross level will also utilize the L/T. Notify MPS to coordinate this action.
 - (3) Print the Tranfer edit/view document with gaining SAI acceptance as your physical record.
- i. Shoulder cords will be used to designate participation in integrated-curricular activities including; drill teams, raider teams, rifle teams, bands, color guards, and other appropriate co-curricular activity teams in CC 145-2. Shoulder cords will be awarded only to bona fide team, squad, or other group members, not Cadets participating in training. Modification of the Army uniform for these activities is not authorized; however, special uniform accessories such as chrome helmets, colored webbing, are acceptable if obtained at no cost to the Government
- j. At promotion, the prior cadet rank insignia must be recovered and returned to your shelf and at the end of each school year shoulder cords should be recovered (withdrawn) and retained for reissue.

10-17 Delivery of Supplies.

- a. The MPS will deliver supplies to the SAI at the school. Normally deliveries will be made during school hours on Monday and Wednesday. **No deliveries will be made on Tuesday, Thursday or Friday.**
- b. Supplies and equipment may be picked up from MPS office on Thursday or Friday with prior approval of the MPS.

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10-18 Accountability for Footwear.

- a. Issues of shoes and boots will be recorded on the cadet's JUMS clothing record.
- b. Students completing the school year will retain their shoes or boots for use the following year.
- c. Students who fail to complete the first year of the course will be afforded the opportunity to purchase the boots or shoes at 50% of the current sales price. Monies collected will be handled as directed by school regulations.
- d. Students not desiring to retain shoes or boots on a purchase basis will turn them in and accountability will be reestablished in accordance with Para. 4-23, AR 710-2. Shoes and Boots turned in will be held separate from new stocks and may be re-issued.
- e. JROTC Cadet Leadership Challenge(JCLC): Boots will be issued to cadets attending summer camp. Used boots will be used when possible. All boots will be returned to the school supply upon completion of summer camp for future use.

10-19 Recovery of Uniforms.

- a. Cadets will not be required to launder uniforms prior to turn-in at the end of the school year. Cadets failing to return clothing will not be issued equipment the following year until the previous issue is resolved
- b. Principals will be kept informed of any difficulty in the recovery of uniform items and if necessary his/her assistance will be requested in writing. Request for assistance should include documented notification of the debt to the parent or guardian and a request to withhold grades and transcripts pending payment of the debt or return of the items. Forward a copy of the request for assistance to the DAI and the MPS if not resolved within 15 days.
- c. Under no circumstances will the SAI contact law enforcement agencies for assistance in recovering property. This action will be initiated by the principal or other authorized personnel.
- e. At the end of the school year, schools will forward a check payable to the "DAO FT. KNOX, KENTUCKY" for the amount of monies collected for cadet clothing and equipment losses to the DAI. The MPS will consolidate amounts collected from all schools and prepare and forward a cash collection voucher to the Finance & Accounting Officer Fort, Knox Headquarters USACC.

10-20 Supply Economy.

Supply economy must be stressed and practiced at all levels. SAI's will include

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supply economy as and item to be covered with their cadets during classroom instruction.

10-21 Maintenance.

- a. SAIs will implement and sustain an effective PMCS program within their JROTC departments. It is equally important that users (JROTC cadre personnel) read and understand you equipment manuals. Under no circumstances will an Instructor obtain repair of any equipment without prior approval from the MPS. Any unauthorized repairs will be the monetary responsibility of the SAI.
- b. Maintenance, repair, and replacement of shoes, combat boots, and socks, while in the possession of the cadet, are at the expense of the cadet.
- c. Equipment that is excess or salvage will be turned in to the MPS during the end of school inventory.
- d. Equipment damaged due to other than fear wear and tear will be repaired at the cadet or instructors expense or action will be initiated IAW AR 735-5. If you are turning in a piece of equipment it must be clean and you must turn in all of its peripheral items i.e. cables, cases, etc.
- e. If it is being turned in as unserviceable, you must indicate Fair Wear and Tear (FWT) (*meaning no negligence was involved*) and describe the defect. If the equipment is damaged you must describe the damage, how it occurred and what is being done to prevent future occurrences.
- f. When requesting to turn in an item of equipment, send the MPS an email in the following format.

ITEM NOMENCLATURE SERIAL NUMBER SERV/UNSERV DAMAGED Y/N

CIRCUMSTANCES UNDER WHICH DAMAGE OCCURED

ACTIONS TAKEN TO CORRECT CIRCUMSTANCES AND PREVENT FUTURE OCCURRENCES (IF DAMAGED).

- e. All property loaned by the US Army in support of the JROTC Program must be maintained so as to prevent deterioration and to keep the equipment, clothing etc. in serviceable condition.
- f. MPS will be notified of any equipment needing repair so that he can make arrangements to take the equipment to the proper place for repair.
- g. Maintenance supplies such as oil, patches, etc. can be requisitioned through the MPS.

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10-22 Salvage.

- a. Clothing and equipment that cannot be repaired will be separated from serviceable stock and returned to the MPS for salvage. This procedure will normally be done during hand receipt update, (twice annually, All button and patches must be removed from clothing).
- b. Items damaged by neglect will be paid for by the person causing the damage, i.e., burn holes, paint, and evidence of neglect.

10-23 Laundry and Dry Cleaning. The student pays for cleaning and normal maintenance of uniforms and footwear in his or her possession.

- a. Laundry and dry cleaning of clothing is on contract basis with a local cleaning establishment.
- b. MPS will make the necessary arrangements for annual laundry and dry cleaning contract.
- c. Schools will be notified by the MPS of the name and telephone number of the local vendor awarded the laundry and dry cleaning contract.
- d. The laundry and dry cleaning contract is limited to cleaning all clothing items, only one time during the school year. Individual cadets are responsible for the cleaning of clothing issued to them during school year. If an item is turned in for exchange of size or any reissue the cadet must have them cleaned first.
- e. When laundry or dry cleaning needs to be done, the SAI will notify the MPS giving him the dollar amount. Then the SAI will notify the vendor that he has items for service and set up a pick-up date and time with the vendor.
- f. The SAI will prepare three copies of CPHS Form 17 (Laundry & Dry Cleaning Receipt) listing all items to be serviced.
- g. Upon turn-in the vendor representative will verify the count being turned-in. Sign all copies of Form 17 and retain one copy. The SAI retains two copies of Form 17 upon return of completed services the SAI will verify the returned amount and sign three copies giving the vendor one copy; retain one copy for his files and sending the original copy to the MPS. Copy must be furnished to the MPS within 3 working days of receipt.
- h. Any discrepancies will be listed on the Form 17 in the presence of the vendor. The MPS will be notified as soon as possible of any discrepancies that seem to be excessive and no solution is reached between the vendor and the SAI.

10-24 Pellets/Targets.

- a. Pellets will be issued upon request using FP Form 204. Request should not exceed 9,000 rounds per request. Targets may be requested using the same form with quantities not to exceed one box per request.

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SECTION 3. ACCOUNTABILITY OF M-1 DIMIL AND PELLET RIFLES AND AMMUNITION

10-25 Supply Assistance.

The MPS is available to assist SAI's with any supply problems where assistance is needed.

10-26 Security.

- a. Senior Army Instructors will familiarize themselves with emergency plan at his school and be prepared to take appropriate action.
- b. Emergency evacuation plans for security of weapons and ammunition will be prepared it will be maintained on a current basis and kept on file in the SAI's office safe.

10-27 Storage Areas/Arms Room.

- a. Class V containers or metal lockers will be utilized to store Pellet rifles and ammunition. The Class V container may be placed in the rifle range or arms room. Rifles will be stored with the clear bolt indicators in the weapon. Ammunition will be locked in the Class V container or metal lockers, secured with a secondary lock.
- b. Privately owned weapons are **not authorized** to be stored on school property.

10-28 Accountability of Property Procured with other than Army Moneys.

- a. A document or memorandum which denotes the origin of all non-army procured items and how they were procured will be furnished the MPS and one copy retained on school files.
- b. Updated copies will be furnished MPS Office when there is a change in status (disposed or acquired) occurs.
- c. Property purchased with other than Army funds becomes the property of Caddo Parish School System and will be accounted for under School Policy.