Department of the Army Clarksville-Montgomery County School System Director of Army Instruction Clarksville, Tennessee 37040



CMCSS Logistics Standard Operating Procedures

SY-18-19



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CHAPTER 1

PURPOSE AND SCOPE

1-1. PURPOSE.

Establish the CMCSS Command Supply Discipline Program, Military Property Management, and Logistics Standard Operating Procedures for the Director of Army Instruction (DAI) and the Junior Reserve Officers' Training Corps (JROTC) Program in the Clarksville-Montgomery County School System (CMCSS) High Schools.

References:

- 1. AR 190-1, The Army Physical Security Program
- 2. AR 700-1, Distribution of Supply Management Data
- 3. AR 700-84, Issue and Sale of Personal Clothing
- 4. AR 710-2, Supply Policy Below the Level
- 5. AR 735-5, Policies and Procedures for Property Accountability
- 6. Cadet Command Regulation 145-2, Organization, Administration, Operation, Training Support
- 7. Cadet Command Regulation 145-8-3, Organizational Inspection Program Checklist
- 8. CTA 50-999, Field and Garrison Furnishings
- 9. CTA 70-900, Clothing and Individual Equipment
- 10. DA Pam 710-2-1, Using Unit Supply Manual Procedures

1-2. SCOPE

- a. This standard operating procedure (SOP) encompasses procedures and directives contained in existing regulations and expands those regulations where guidance or procedures are not clearly defined.
- b. In any case where this SOP directly conflicts with U. S. Army, Cadet Command, JROTC 7th Brigade, and the CMCSS regulation, higher headquarters regulations will prevail.
- c. Users of this SOP will submit recommended changes for improvement. Comments should be keyed to the specific page, paragraph, and line of recommended change. Provide for each recommendation the reason, to ensure understanding, and complete evaluation. Comments should be forwarded to the DAI Office.

1-3. RESPONSIBILITIES OF CMCSS MILITARY PROPERTY SPECIALIST (MPS) AND HAND RECEIPT HOLDER (HRH)

- a. Performs all duties and responsibilities in accordance with (IAW) CCR 145-2, CCR 145-8-3 and what is prescribed in the annual DAI counseling.
- b. Establish and maintain a consolidated supply operation for Army JROTC units in the school district.
- c. Forecast, requisition, receive, store, issue, inventory, and account for supplies IAW AR 190-11, AR 700-1, AR 700-84, AR 710-2, AR 735-5, CCR 700-1, CCR 145-2, and DA Pam 710-2-1, or commercial items acquired and/or paid for IAW current regulatory guidance and Military Installation Contracting Command (MICC) policy, using the Material Inspection and Receiving Report (DD 250), US Government Purchase Card (GPC) or CMCSS procurement channels.
- d. Secure and maintain adequate space to receive, store, and issue clothing, supplies, and Life Cycle Replacement equipment for applicable schools.
- e. Establish a sub-hand receipt account at each host school in the school district, update hand receipts (Installation Property Book Office (IPBO), DAI, Clothing and internal listing (Annex: A thru C) during the new school year (August) and at the closing of the school year (May), prior to attending JROTC Cadet Leadership Challenge (JCLC).
- f. Clear accounts and assign new hand receipt holder (HRH) prior to a change of duty or transfer. A joint inventory will be conducted by both parties (SAI and or AI) involved within the school. The forms used to document this transaction will be the IPBO, DAI and Clothing inventory documents, SAI internal equipment listing, change of HRH inventory memorandum, and keys memorandum (Annex: A thru G).
- g. Conduct a 100% physical inventory of all property annually (opening and closing of the school year); furnish results to the Installation Property Book Office (IPBO) and JROTC 7th BDE, to include the gains/lose report (Annex: L).
- h. Regardless of Ft Knox IPBO guidance, CMCSS will maintain a current record of all serial-numbered items.
- i. Insure all requests, turn-ins, and hand receipt transfers are prepared IAW AR 710-2, CCR 145-2, and DA Pam 710-2-1.
- j. Comply with AR 710-2, paragraphs 2-13 and 2-28c; and AR 735-5, chapter 13, for lost, stolen, or damaged equipment which may require Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) or Statement of Charges/Cash Collection Voucher (DD Form 362).

- k. Document and or request TDA equipment to 7th BDE logistics department through CMCSS DAI office. DAI/MPS will verify with BDE if funds are available to purchase items, outside Life Cycle Replacement Request.
- I. Initiate and submit Material Inspections and Receiving Report (DD Form 250) to acknowledge and report purchases of non-expendable items to the PBO within three working days. Enclose the receipt of the purchased item(s).
- m. Serve as CMCSS GPC Card Holder (CH). Provide the Billing Official (BO) required documentation for their records. Provide BO copies of all transactions for review, approval, and certification of items purchased with the GPC (Annex: J).
- n. Secure and maintain appropriate furniture and equipment to execute the mission IAW CTA.
- o. Issue to each unit only authorized property.
- p. Manage US Government Laundry contract. Conduct monthly reconciliation with vendor. Submit required documents to USACC and MICC when reconciliation is complete. (Annex: K).
- q. Participate in meetings and other professional development activities.
- r. Adhere to all school, district and Army standards.
- s. Prepare and maintain administrative and support reference materials, as required.
- t. Maintain an open line of communications with all instructors.
- u. Perform related duties as assigned to accomplish the mission.

1-4. RESPONSIBILITIES OF THE CMCSS APPOINTED SCHOOL MILITARY PROPERTY SPECIALIST (SMPS) AND HAND RECEIPT HOLDER (HRH)

a. Performs all duties and responsibilities of a MPS IAW CC 145-2, what is prescribe in their annual principal counseling and maintain a JROTC Supply Book.

b. Establish and maintain a supply operation for their Army Junior Reserve Officer Training Corps (JROTC) program.

c. Forecast, requisition, receive, store, issue, inventory, and account for supplies requisitioned through the Army Supply System IAW AR 190-11, AR 700-1, AR 700-84, AR 710-2, AR 735-5, CCR 145-2, and DA Pam 710-2-1, or commercial items acquired and/or paid for IAW current regulatory guidance.

d. Requisition clothing items using CMCSS JROTC Cadet Clothing Ordering / Destruction Form (Annex: H, L).

e. Requisition office and operational supplies using RLCB and ShopBISM websites (Annex: M).

f. Secure and maintain adequate space to receive, store, and issue clothing, supplies, and Life Cycle Replacement equipment for the school.

g. Maintain the school sub-hand receipt accounts which is issued to the school SAI, and conduct 100% inventories (IPBO, DAI, Clothing and internal listing (Annex: A thru C) during the new school year (August) and at the closing of the school year (May), prior to attending JROTC Cadet Leadership Challenge (JCLC).

h. Ensure all hand receipt (HR) (accounts) are updated, equipment and clothing accounted for, all updated HR's are signed and forwarded to the district DAI office prior to the assignment of a new SAI. A joint inventory will be conducted by both parties (SAI and or AI) involved within the school program. The forms used to document this transaction will be the IPBO, DAI and Unit Clothing inventory documents, SAI internal equipment listing, change of HRH inventory memorandum, and keys memorandum (only, if you have internal locks for the security of stored items within your supply area) (Annex: A thru G).

i. Conduct and ensure a 100% physical inventory of all property annually (opening and closing of the school year); furnish results to the DAI office, NLT: 1 SEP and 30 MAY). To include the non-recoverable item list (Annex: N).

- j. Prepare all requests IAW (Chp: 3), turn-ins (Chp: 4), and hand receipt transfers (Chp:
- 1, para 4) IAW DAI office procedures. (Annex: H thru I)

k. Comply with CMCSS Policy (CUR-P001), JROTC Cadet Uniform Management and Debt Collection (Annex: P, Q), AR 710-2, paragraphs 2-13 and 2-28c; and AR 735-5, chapter 13, for lost, stolen, or damaged equipment which may require Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) or Statement of Charges/Cash Collection Voucher (DD Form 362).

I. Document and or request TDA equipment to 7th BDE logistics department through the DAI office. DAI/MPS will verify with BDE, if funds are available to purchase items, outside Life Cycle Replacement Request.

m. The SMPS will ensure all IPBO/DAI excess equipment turn-in requests are submitted to the DAI office. This will be done by highlighting their IPBO/DAI HR identifying the excess items on their HR's. Then submitting the HR's to the DAI office for the turn-in documentation to be prepared for the SMPS turn-in lateral transfer to the DAI office (Annex: B).

n. Ensure arms room and supply areas are secured and properly listing who has access to the prescribed locations IAW CCR 145-2.

o. Ensure all US Government automation equipment is properly accounted for and properly labeled IAW CCR 145-2.

p. Ensure all HR's and signature cards are updated and these updated documents have been forwarded to the DAI office. The SMPS will file a copy of these documents in their schools' supply book.

q. Ensure all equipment listed on the school HR is accounted for and serial numbers match the appropriate equipment.

r. Ensure all clothing being submitted to the cleaners is accounted for and reconciled with your clothing HR. Report all discrepancies to the DAI office, if any occurs.

s. Participate in meetings and other professional development activities.

t. Adhere to all school, district and Army standards.

u. Prepare and maintain administrative and support reference materials, as required.

v. Maintain an open line of communication with the DAI office and all instructors.

w. Perform related duties as assigned to accomplish the mission.

x. Support all CMCSS JROTC programs as required and cross level informs and equipment, as directed/appropriate.

CHAPTER 2

EQUIPMENT ACCOUNTABILITY

2-1. HAND RECEIPT (HR) MANAGEMENT

CMCSS JROTC DAI equipment is US Government property and issued from Ft Knox, Installation Property Book Office (IPBO) on an automated Global Combat Support System (GCSS-Army) asset management HR. The DAI office is required to keep accountability of all the equipment and manually sub-hand receipt the equipment to the seven high schools assigned to the district. The CMCSS DAI sub-hand receipted property will be inventory twice during the school year; at the beginning of the school year (NLT: 1 SEP) and at the closing of the school year (NLT: 30 MAY).

The Hand receipts consist of the following documents; IPBO, DAI, SAI internal equipment and Cadet Clothing (Annex: A thru C).

a. IPBO Sub-Hand Receipt

This is the SAI's sub-hand receipt issued from the CMCSS DAI office's Ft Knox IPBO HR. These items are government equipment tracked and by the Global Combat Support System (GCSS-Army) asset management system. This equipment requires 100% accountability (Annex: B).

b. DAI HR

This is the SAI's sub-hand receipt of items issued by the DAI office. These items cover USG IPBO equipment purchased with operation and management army (OMA) funds that are awaiting formal accountability on the DAI IPBO GCSS-Army HR; durable equipment purchased with district funds and other durable equipment requiring formal accountability (Annex: B).

c. SAI Internal Equipment HR

This HR is the SAI's internal accountability document for tracking and managing donated items, Booster Club purchases...etc. A dollar amount per item is assessed and tracked on this document for District Bonding/Insurance (Annex: R) purposes (Annex: A, C).

d. Cadet Clothing HR

At the School SAI/MPS level, a 100% Cadet Uniform Inventory will be posted, using the JROTC Unit Management System (JUMS) to track and manage all cadets uniform inventory requirements and tracked using CMCSS Cadet Clothing and Equipment HR. Schools will use this form to accomplish this requirement (Annex: C).

d. Individual Cadet Clothing HR

Schools will issue Cadets the JROTC Uniforms on a DA Form 3645-1, JUMS Clothing Issue Forms, or locally produced Cadet Clothing Records. This hand receipt will be maintained and available for inspections during DAI Supply JPA Visits, School JPA Visits and routine CSDP inspections.

CHAPTER 3

REQUISITIONING

(CLOTHING, EQUIPMENT, SUPPLIES, and SUPPORT)

3-1. Cadet Clothing

a. Ordering

CMCSS JROTC schools will receive all of their uniform items through the FEDMALL eCommerce agency, unless otherwise dictated by CC / 7th BDE. The account used to purchase the cadets uniforms will be from CC/7th BDE Military Personnel Army (MPA) funds. The SAI/SMPS will make every effort to request the proper sizes for cadet clothing. SMPSs will prepare and submit the request for clothing using **CMCSS JROTC Cadet Clothing Ordering / Destruction Form**, to the DAI office. (Annex: L) This information will assist the DAI MPS when submitting the schools order through FEDMALL (Annex: H). A current copy of this form is available on the CMCSS JROTC web page (<u>https://www.cmcss.net/instruction/jrotc</u>).

b. Tracking

Once the school order has been processed by the DAI MPS, an email will be generated through FEDMALL stating that the request has been processed. If an email notification hasn't been sent to the school SMPS then the DAI MPS will forward the confirmation.

c. Issuing

Instructors will ensure cadet uniforms are issued to the cadet on a DA 3645-1 or locally produced form and tailored to present a neat and professional appearance. **All SMPS will maintain a hard copy record of every cadet's uniform issued HR.**

d. Special Ordering

To order a special uniform, the SMPS will complete a DD 358 (Special Size for Men) (Annex: S) and a DD 1111 (Special Size for Women) attached form (Annex: T), in order to process the schools special order request.

e. Receipt Actions

When the school has received their order the SMPS will inventory, sign and date the DD 1348-1 that accompanies the shipment. One copy of the receipt will go to the SMPS JROTC Supply Book or file. Then the SMPS will update there CMCSS Supply/Document Register (Annex: L) requisition form with the updated statuses and forward a copy of Annex: L to the DAI office. The SAI/SMPS will post and update their JUMS Cadet Clothing Inventory and HR (Annex: C).

3-2. Equipment

NLT 15 May each school will submit an annual classroom and co-curricular equipment request, per DAI office guidance. These items include printer cartridges, paper, pellets, drill equipment, raider equipment, targets, and robotics equipment, etc. (Annex: U).

USACC Life Cycle replacement technology request will be submitted from the DAI office to 7th BDE annually. When the replacement list is received, all schools will be sent the list for review. The DAI office will submit the District request to JROTC, 7th BDE for processing. The SAI/SMPS will identify equipment to be turned in by using their IPBO HR then submit their turn in list to the DAI office. All schools will have until the November of the new school year to turn-in their old equipment, unless otherwise directed by the DAI.

3-3 Office Supplies

Office supplies will be purchased with OMA funds through two primary vendors.

a. Raleigh Lions Clinic for the Blind (RLCB) is a direct door to door service our instructors use for ordering their office and operational supplies. The DAI MPS will establish an account for all schools instructors. User identification (UID) will be the school email address and their password will be provided by the DAI MPS. The products available through this website can be viewed at

https://www.redcheetah.com/rlcb/outpost/login. OMA funds will be used to purchase these office supplies (Annex: J).

b. ShopBISM is a direct door to door service our instructors use for ordering their office and operational supplies. The DAI MPS will establish an account for all School instructors. User identification (UID) will be the instructor's school email address and a password will be provided by the DAI MPS. The products available through this website, can be viewed at https://www.shopbism.com/ (Annex: J).

c. Ordering

Once the instructor obtains access to the RLCB/ShopBISM website, the following will be done:

1. Select the need item(s) from the sites catalog (or build a cart and save it for processing later).

2. Go to the cart to review their selected item(s).

3. Verify selected items within the cart and ensure the carts administration areas have the correct information pertaining to their school prior to clicking on the submit button.

4. After the order has been processed, an email notification will go to the instructor and the district MPS for payment.

5. Once the district MPS has reviewed the order for accuracy, all selected items will be authorized to purchase.

6. The district MPS process the order for payment.

7. Once purchased by the DAI MPS an email notification will go to the instructor who submitted the order and the DAI MPS.

d. Receiving and Accountability

When the instructor receives the requested items, he/she will sign and date the actual Shipping Invoice/confirmation receipt, and Government Purchase Card (GPC) form FC 4256 and forward them to the DAI MPS office (Annex: M). The DAI MPS will provide the SMPS the FC 4256 form.

e. Other Sources

The DAI office can secure District funds to purchase items necessary for the schools. When requesting these funds, all supporting documents must accompany the request, i.e., vendor, cost, item number, email address etc. Ordering, tracking and receipt will be directed by the DAI MPS (Annex: M and U).

3-4. Support

a. **Transportation:** The DAI office will coordinate the Army's transportation funding support for all schools. SAI's or team coaches, will submit the 5W's (Annex: V) request 45 days prior to the scheduled event. CMCSS trip planner (Annex: V) will be used if district transportation is available and the cost estimate will be returned with the 5W's request. The DAI office will send the request for transportation support on a USACC Form 112 to the JROTC 7th BDE for processing.

Once the trip is completed, the SAI/AI will close Trip Planner and provide the DAI office with the official invoice. The DAI office will submit the Memorandum of Services Rendered and invoice to JROTC 7th BDE for payment. The DAI office will forward the USG check to the school/district accounts.

b. **Lodging:** Schools will submit all of their lodging request in the 5W's format to DAI office 45 days prior to the actual event. The DAI office will send the lodging request on a USACC Form 112 to the JROTC 7th BDE for processing. Schools will provide the DAI office a copy of the hotel/lodging receipt when they return from the trip. Schools are responsible to fill out and submit all CMCSS excursion and field trip forms prior to departure.

3) Class I Support:

Schools will submit the 5Ws (Annex: V) formal request to the DAI office NLT 45 days prior the event they are requesting support for.

CHAPTER 4

TURN – IN PROCESS

4.1 US Government Equipment

a. Equipment:

All equipment receipted to the CMCSS DAI office from Ft Knox IPBO will be turned-in to Ft Campbell Service and Supply Agency (SSA). Prior to the equipment being turned in, GCSS-A dispositions documents (DD 1348-1's) will be requested from Ft Knox IPBO.

The SAI/SMPS must complete following steps before the District/DAI MPS can receive the GCSS-A DD 1348-1's:

- 1. Identify the equipment and highlight the items on their IPBO and DAI subhand receipts (Annex: B)
- 2. Forward the highlighted sub-hand receipt(s) to the District DAI MPS.

Once the District DAI MPS receives and reviews the school's request for turn-in. The DAI MPS will prepare Ft Knox IPBO equipment turn-in request list. The DAI MPS will forward all necessary documents to Ft Knox IPBO. Once the MPS receives the documents back from Ft Knox IPBO, an appointment with the SMPS will be established in order to label and pick up the US Government equipment. Prior to the equipment being retrieved from the school, a change document (DA 3161) will be issued to the SAI/SMPS for signature and authorization for the DAI MPS to take the equipment. The SAI/SMPS HR will be updated reflecting the changes. The DAI MPS will make an appointment with the Ft Campbell SSA. When the equipment has been turn into FT Campbell SSA and all the GCSS-Army DD 1348-1's are signed and dated. The DAI MPS will forward all documents to Ft Knox IPBO within three (3) working days.

b. Cadet Clothing

All SAI/SMPS will identify unserviceable cadet clothing. Once the SAI/SMPS have completed their count of unserviceable items then the information will be transferred to the CMCSS JROTC Cadet Clothing Ordering / Destruction Form (Annex: L). Then the SAI/SMPS will forward the form to the DAI MPS office. Once the DAI MPS receives the school(s) clothing turn-in form, it will be filed in the school(s) file and their clothing HR will be updated IAW the turn-in document received from the SMPS. The SMPS will file a copy in their prescribed file. Also, the SAI/SMPS will ensure the necessary corrections are adjusted to their cadet clothing HR and in JUMS or on their internal inventories.

c. Disposition of Recoverable and Non-Recoverable Items

Recoverable and Non-Recoverable Items (clothing, shoes, t-shirts, socks, awards, OCIE items, etc – See Annex: N for complete list) when deemed no longer serviceable by the SMPS will be destroyed IAW AR 700-84 and 7th Brigade guidance at the school level.

1) Documentation Procedures: The SMPS will sign a destruction memorandum (Annex: O) indicating that the attached CMCSS JROTC Cadet Clothing Ordering / Destruction Form (Annex: L) reflects the destruction of unserviceable items. These two documents will be forwarded to the DAI MPS for filing and a copy will remain in the school JROTC Supply Book.

2) Destruction Procedures: The SMPS will ensure that all unserviceable items documented on the CMCSS JROTC Cadet Clothing Ordering / Destruction Form have been rendered unserviceable (SMPS will cut-up and destroy the items so they can longer be used for their intended purpose) (Annex: I). The SMPS will place the documented unserviceable items in a black trash bag and will throw the bag(s) into the school's dumpster. The SMPS will ensure the necessary corrections are made to the Cadet JUMS Clothing Inventory/HR and the JUMS On-Shelf quantities.

The SAI/SMPS will execute the following steps when destroying all cadet clothing:

1) The back of the ASU/ACU/OCP jacket will be cut, to as you can see through it when picked up.

2) The ASU/ACU/OCP shirt will be cut, to as you can see through it, when picked up.

3) The ASU/ACU/OCP pants will have the legs seams cut on both sides of each leg and the crouch area will be completely cut through.

4) The ASU/ACU/OCP head gear will be cut on the top of the beret/hat, as if you can see through it.

5) The JROTC black jacket and the ACU Gortex jacket will be cut, to as you can see through it when picked up.

6) The men's shoes tongue will be completely cut out the shoe.

7) The women's low quarter tongue will be completely cut out the shoe.

8) The woman dress pump front part of the shoe will be cut through, leaving the pump partially in two parts.

9) The ACU/OCP boots tongue will be completely cut out.

d. District Equipment:

Any and all district equipment used or signed for by the SAI/SMPS will be disposed IAW with district policy CMCSS INV-P001 and CMSS Supply SOP.

CHAPTER 5

CADET UNIFORM RECOVERY

5.1 CADET UNIFORM RECOVERY

a. Lost, damaged, or destroyed individual clothing items by cadets will be accounted for in accordance with AR 735-5 (not applicable to footwear).

b. If the cadet admits negligence, allow the cadet to reimburse the Government using Statement of Charges/Cash Collection Voucher collection procedures. Cadet payment will be processed as prescribed by the educational institution.

c. If the cadet does not admit to liability or drops out of the JROTC program without returning individual clothing items, initiate a FLIPL (DD 200) in accordance with AR 735-5.

d. If, after following all the procedures set out in AR 735-5, the approval authority determines that financial liability is appropriate, efforts to recoup the debt to the Government will be made by adhering to the CMCSS JROTC Policy (CUR-P001), JROTC Cadet Uniform Management Debt Collection (Annex: P,Q).

CHAPTER 6

LAUNDRY, DRY CLEANING, ALTERATIONS CONTRACT

6.1 LAUNDRY and DRY CLEANING

a. The contract provides for the cleaning of CMCSS Cadets Uniforms (twice annually). Instructors will not use this service to clean their personal uniforms.

b. Cadets will be issued a clean uniform at the start of each school year. Once issued, it is expected that cadets assume responsibility for maintaining and cleaning the uniform (IAW AR 700-84, par 9-3).

c. At the end of the school year, cadets will return the uniform as part of the unit's requirement to maintain 100% accountability of assigned equipment (IAW AR 700-84, 9-11 a). If not returned cleaned, the SAI will send the uniform to the laundry service for cleaning.

d. PER AR 700-84 par 9-11 d., cadets are NOT REQUIRED to have clothing items cleaned prior to turn-in. That said, cadets will not be charged for cleaning uniforms. Schools will not hold a debt on a cadet for a laundry service/uniform cleaning.

6.2 ALTERATIONS

a. Funds for alterations are based on the one-per-cadet concept. However, due to circumstances beyond our control, if a student's growth pattern changes, then the uniforms should be altered to ensure he/she presents a neat and professional appearance.

b. The same procedure will be followed, as in para 6.1

6.3 CONTRACT MANAGEMENT

Contract will be maintained IAW Ft Knox MICC SOP.

CMCSS JROTC Equipment Issue Accountability

Annex: A



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CMCSS Equipment Issue and Accountability (Hand Receipt Management)

This is the SAI's Sub-Hand Receipt from the DAI Office's FT Knox IPBO Hand Receipt. Cover USG Program Equipment. 100% Inventory Conducted 2 x per year (Opening SY and End of SY)

This is the SAI's Sub-Hand Receipt of Items issued by the DAI Office. Covers Durable Equipment purchased with CMCSS District Funds Covers Durable Equipment purchased with OMA funding that is awaiting formal accountability on Ft Knox IPBO HR 100% Inventory conducted 2 x per year (Opening SY and End of SY) Includes Trailers...etc



- This is the SAI's internal accountability document for tracking and managing donated items, Booster Club Purchases...etc. A dollar amount per item is assessed and tracked on this
- document for District Bonding/Insurance purposed
- SAI Accountability Document is submitted to the DAI Office 2 x per. (Opening SY and End of SY)
 - 100% of all Cadet Uniforms will be posted and tracked using the JUMS Program (or Modified CMCSS Version)
 - 100% Inventory conducted 2 x per year (Opening SY and End of Year) Schools will use the JUMS Inventory Report to accomplish inventory

FT Knox IPBO HR, CMCSS DAI HR

	Date Las	st Invent	toried: 0	5/12/201	.6						Date Prepare	ed: 10/2
		INSTALLATION PROPERTY (STATION PROPERTY) (NONDEPLOYABLE) PCN/UC/DESC: PHR-1,2,8 / W1V5JQ / JROTC SAI / ROSSVIEW HIGH SCHOOL /MILLER, MICHE								HEAL LT	c	
	LIN	(SUBLE	N SRI	ERC	GENERIC NOMENCLATURE		AUTH DO	с	REO	AUTH		DI
	NSN	(00000	UI	UP	NSN NOMENCLATURE	LCC	ECS		Manag CIIC	DLA	PUB DATA	он
	SYSNO	SER/REG	GLOTN	LOT QT	Y SYSNO SER/REG/LOT NO LOT QTY	SYSNO	SER/REG	LOT NO LO	OT QTI SYSNO	SER/RE	GLOT NO LOT	Q
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JROTC Unit Management System Clothing Inventory Sheet (JUMS), Senior Army Instructor (SAI) Internal Equipment HR

DESCRIPTION	EXPENDABLE	CATEGORY	UNIT OF	UNIT	CADET AUTHORIZED ISSUE QUANTITY	BEGINNING INVENTORY SY17/18
Ciothing Bag, Male	No	Maie				N/A
Ciothing Bag, Female	No	Female	-			N/A
Clothing Bag, Raider / JCLC	No	Unisex	-			N/A
Clothing Bag, Special Team	No	ALL DESIGN	-			N/A
Clothing Bag, Unit Defined	No		+			N/A
Bag, Barracks	Yes	Organizational	EA	\$ 11.34	1	N/A
Bag, Duffel	Yes	Organizational	EA.	\$ 41.85		3
Bet Individual Equipment, Olive Drab	Yes	Organizational	EA	\$ 13.77	1	Ť Ť
Beit Riggers, Desert Sand	Yes	Unisex	EA.	5 3.68	1	1 4
Beit Waist, Women's	Yes	Female	EA	\$ 2.49		
Belt, Trousers Male	Yes	Maio	EA	\$ 3.86		
Baret, Gray	Yes	Unisex	EA	\$ 16.46	1	10
Boots, Combat, Tan	Yes	Unipex	PR	\$ 69.57		
Buckle, Belt, Female	Yes	Female	ĒĀ	\$ 4.42	1	50
Euckie, Belt, Male	Ves	Male	EA	\$ 4.42	1	
Canteen Water	Yes	Organizational	EA	\$ 5.89	1	3
Cap. Patrol ACU	Yes	Unisex	EA	\$ 7.14	1	9
Case, First Aid	No	Organizational	EA	\$ 3.42	1	9
Coat, ACU/Unisex	Yes	Organizational	EA	\$ 42.33	4	16
Coat, ASU, Female	Yes	Female	EA	\$ 109.59	1	15
Coat, ASU, Male	Yes	Male	EA	\$ 125.44		28
Coat, Female, All Weather	Ves	Female	LA.	\$ 102.34	1	N/A
Cost, Man's, All Weather	Yes	Male	EA	\$ 104.15	1	N/A
Cover, Water, Canteen	Yes	Organizational	EA	\$ 6.46	1	5
Cup Water, Canteen	Yes	Organizational	EA	\$ 14.00	1	6
Gloves, Black Dress	Yes	Unisex	PR	\$ 22.02		N/A
Gloves, Heavy Duty Tan	Yes	Organizational	PR	\$ 19.21	1	N/A
Gloves, Light Duty Green	Ves	Organizational	28	\$ 22.83		N/A
Gloves, Work, Leather, Black	Yes	Unisex	PR	\$ 16.30	1	N/A
Jacket, Utility, Windbreaker	Ves	Unisex	EA	\$ 69.60		21
Neck Tab, Woman's Black	Yes	Female	EA .	\$ 7.57		15
Necktie, Man's, Black	Yes	Male	EA	\$ 5.88	1	12
Parka Wet Weather	Ves	Organizational	EA	\$ 76.92	1	NA

JUMS 100% Inventory (FY17-18)

ntorie	er Herrine wird dahren worden			Date: 23 MAY2017									
	Service Army Instructor (SA) 7	ortheast High School land Receipt (HP) of A	UNOTIC Departm coountable Item	ent n Not Tracked by IPO	0 and 0Al								
TEM	BESCRIPTION COST EACH Quarkey TOTAL COST LOCATION												
	Putue Inn	\$179		- 13	AUX Oyn								
,	Put up tern	\$125		- 13	AUX Oym								
,	Circling Rope or lock box	\$465		45	AUX Opt								
4	Pigliked	\$259		29	AUX Oyn								
	Extra Set of Page	112	,	- 10	PM205								
6	V-sit tester	\$179	,	507	PM205								
,	Crash Pad	190	,	90	PMDOS								
1	Cinting Rope (satural)	1120	,	139	(POTC Shell								
	Tup & War Rest	190	,	150	JPOTC Shell								
10	Kiter(Inser Canvas)	15	2	150	(4010 Stell								
11	Puer San	545	10	450	JAOTC Shell								
12	D-Reg/Cardines	518	41	718	JHOTE Shed								
12	Parenting Proce. Block	\$150	,	40	JACTC Shed								
34	Swiss Seat Page, Individual	\$10.00	19	179	(A015 See								
15	Tees. 17.52-24	5100	1	200	(A010 Stell								
16	S Ton Tire w' Ren.	125	1	13	(R010 Stell								
17	sGAL Webr Can	345	,	45	,9010 Stell								
18	Anne Can, CA, 50	\$26		- 13	JPOTC Steel								
19	2 Auck Clothing Stand	\$125	¥.	580	PM 205								
20	throating Jacket, CC	\$150	,	790	PM 205								
21	Rife Case, Boenan	545	2	- 10	Arms RM								
11	Refer Cases, Dissisted	\$40	1		Arms RM								
19	Pille Case, Protector	\$40	2		Arms RM								

SAI Property Document

Annex: D

DEPARTMENT OF THE ARMY DIRECTOR OF ARMY INSTRUCTION (DAI) CLARKSVILLE MONTGOMERY COUNTY SCHOOLS SYSTEM (CMCSS) CLARKSVILLE, TENNESSEE 37040

CMCSS-JROTC-MPS

30 July 2017

MEMORANDUM THRU: CMCSS JROTC DAI, 1312 HWY 48/13, Clarksville, TN 37040, ATTN: Michael Taliento, COL (Ret)

FOR: Montgomery Central High School JROTC Senior Army Instructor (SAI), 3855 Highway 48, Cunningham, TN 37052, ATTN: Vernon Lightner, COL (Ret.)

SUBJECT: Open School Year (SY) 17-18 Inventory

- 1. References:
 - a. AR 735-5, Policies and Procedures for Property Accountability dtd: 22 Aug 2013.
 - b. DA PAM 710-2-1, Using Unit Supply System (Manual Supply Procedures).
 - c. CCR 700-1, ROTC Standardized Logistics Policy and Supply Procedures
 - d. AR 700-84, Logistics Issue and Sale Personal Clothing, dtd: 18 Nov 2004
- 2. Under the provisions outlined in the above mentioned regulations, the required 100 percent physical SY 17-18 inventory of clothing, all equipment and additional assets under the supervision of the JROTC Senior Army Instructor (SAI) for Montgomery Central High School, was completed on ______.
- 3. No discrepancies were found. Discrepancies were found.
- 4. POC for this memorandum are the undersigned, <u>Karlene.Brown@cmcs.net</u> at (931) 553-1102 and <u>Vernon.Lightner@cmcss.net</u> at (931) 387-3201, ext: 2462.

VERNON LIGHTNER COL, (Ret) Montgomery Central High School JROTC SAI KARLENE E BROWN MSG, (Ret) Military Property Specialist

DEPARTMENT OF THE ARMY DIRECTOR OF ARMY INSTRUCTION (DAI) CLARKSVILLE MONTGOMERY COUNTY SCHOOLS (CMCSS) CLARKSVILLE, TENNESSEE 37040

CMCSS-JROTC-MPS

3 March 2017

MEMORANDUM THRU: CMCSS JROTC DAI, 1312 HWY 48/13, Clarksville, TN 37040, ATTN: Michael Taliento, COL (Ret)

FOR: Kenwood High School JROTC Senior Army Instructor (SAI), 251 E. Pine Mountain Road, Clarksville, TN 37042, ATTN: James Baker, COL (Ret.)

SUBJECT: End of School Year (SY) 17-18 Inventory

- 1. References:
 - a. AR 735-5, Policies and Procedures for Property Accountability dtd: 22 Aug 2013.
 - b. DA PAM 710-2-1, Using Unit Supply System (Manual Supply Procedures).
 - c. CCR 700-1, ROTC Standardized Logistics Policy and Supply Procedures
 - d. AR 700-84, Logistics Issue and Sale Personal Clothing, dtd: 18 Nov 2004
- 2. Under the provisions outlined in the above mentioned regulations, the required 100 percent physical end of school year inventory of clothing, all equipment and additional assets under the supervision of the JROTC SAI for Kenwood High School was completed on
- 3. No discrepancies were found. Discrepancies were found.
- 4. POC for this memorandum are the undersigned, <u>Karlene.Brown@cmcs.net</u> at (931) 553-1102 and <u>James.Baker@cmcss.net</u> at (931) 905-7900, ext: 2279.

JAMES BAKER COL, (Ret) Kenwood High School JROTC SAI KARLENE E BROWN MSG, (Ret) Military Property Specialist

Change of JROTC Hand Receipt Holder (HRH) Inventory

DEPARTMENT OF THE ARMY DIRECTOR OF ARMY INSTRUCTION (DAI) CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS CLARKSVILLE, TENNESSEE 37040

CMCSS-JROTC-MPS

30 July 2017

MEMORANDUM FOR: Michael Taliento, COL (Ret.) Clarksville Montgomery County School System (CMCSS), Junior Reserve Officer Training Corp (JROTC), Director of Army Instruction (DAI), 1312 HWY 48/13, Clarksville, Tn., 37040

SUBJECT: Change of JROTC Hand-receipt Holder (HRH) Inventory

- 1. References:
 - a. AR 735-5, Policies and Procedures for Property Accountability.
 - b. DA PAM 710-2-1, Using Unit Supply System (Manual Supply Procedures).
 - c. CCR 700-1, ROTC Standardized Logistics Policy and Supply Procedures
 - d. AR 700-84, Organizational Clothing Individual Equipment (OCIE)
- 2. On ______, a joint inventory of the Kenwood High School (KWHS) JROTC Property was conducted and completed. All items under the lock and key for the issued keys are no longer under JROTC SFC Duncan, Stephone.

3. All property assigned to the CMCSS-JROTC-KWHS, program has been accounted for, issued to COL Baker, Lee, and stored in compliance with the above mentioned regulations.

4. POC for this memorandum is COL Baker, Lee, KWHS SAI, <u>James.Baker@cmcss.net</u>, MSG Karlene Brown, CMCSS JROTC MPS at (931) 553-1102, <u>Karlene.Brown@cmcss.net</u>.

STEPHONE DUNCAN SFC, (Ret) Outgoing KWHS JROTC HRH JAMES BAKER COL, (Ret) Incoming KWHS JROTC HRH

Encl: KWHS Master HR DAI HR Non-Accountable HR SY 17-18 Clothing HR Open SY 17-18 Inventory MFR MFR Key Locks Annex: F

DEPARTMENT OF THE ARMY DIRECTOR OF ARMY INSTRUCTION (DAI) CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS CLARKSVILLE, TENNESSEE 37040

CMCSS-MPS

30 April 2018

Annex: G

MEMORANDUM FOR: COL (Ret.) Michael Taliento, Clarksville Montgomery County School System (CMCSS), Junior Reserve Officer Training Corp (JROTC), Director of Army Instruction (DAI), 1312 HWY 48/13, Clarksville, Tn., 37040

SUBJECT: Rossview High School (RVHS) JROTC Office and Supply Keys Inventory

- 1. References:
 - a. AR 735-5, Policies and Procedures for Property Accountability.
 - b. DA PAM 710-2-1, Using Unit Supply System (Manual Supply Procedures).
 - c. CCR 700-1, ROTC Standardized Logistics Policy and Supply Procedures
 - d. AR 190-11, Physical Security of Arms, Ammunition and Explosives

2. On ______, a joint inventory of the RVHS JROTC Supply room keys was conducted and completed. All items under the lock and key are no longer under the RVHS JROTC Senior Army Instructor (SAI), LTC Miller, Michael.

SAI room keys:

- 1) ____;
- 2) Laptop Lock Key;
- 3)
 Supply Locker: Lock # ______;
- 4) Supply Locker:______w/Key serial#_____;
- 5) Supply Locker:______w/Key# serial#:_____;
- 6) Trailer Lock: _________w/Key# serial: _______.

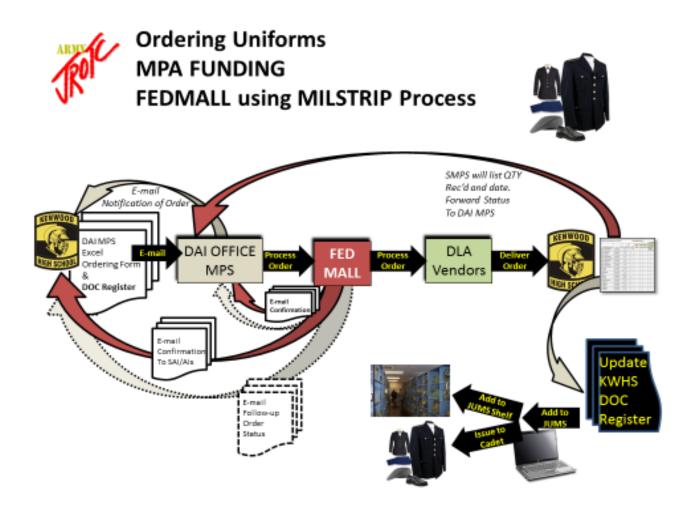
3. All supply keys assigned to the CMCSS-RVHS-JROTC program has been accounted for and stored in compliance with the above mentioned regulations.

4. POC for this memorandum is MSG Karlene Brown, CMCSS JROTC MPS at (931) 553-1102, <u>Karlene.Brown@cmcss.net</u> and the undersigned.

MICHAEL MILLER LTC, (Ret) Outgoing RVHS JROTC HRH

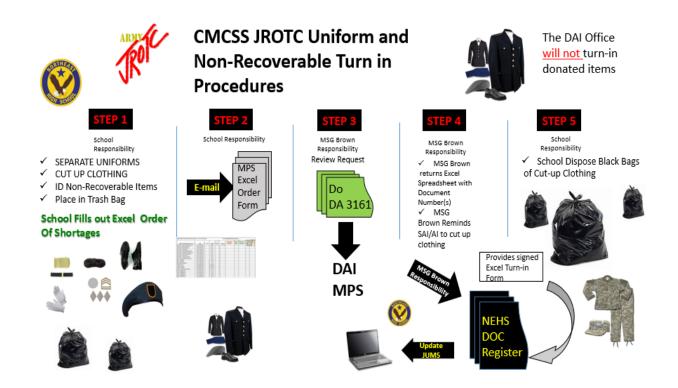
I acknowledge of receipt of all issues keys.

TONYA SMITH MSG, (Ret) Incoming RVHS JROTC HRH

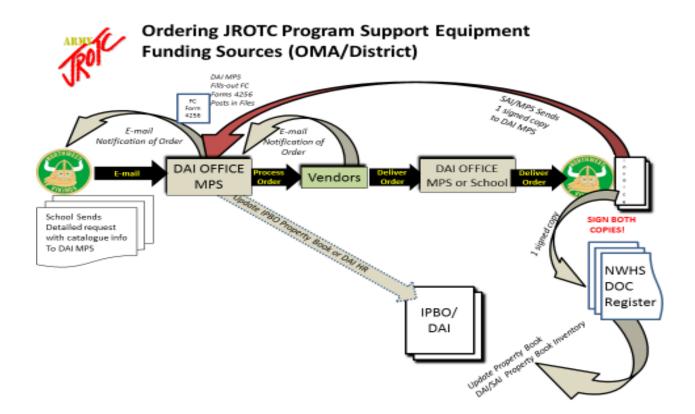


CMCSS JROTC Uniform and Non-Recoverable Turn-in Procedures

Annex: I



Annex: J



Comparison Supplies Comparison Comparison Suppling Comparison Comparison Comp				GPC V	NORKSHEET						
Table 2019 ENDERSOFS IMAGE ORGANAZATION ON UNIT MINICOLARY SINCE COLL Lighter, Verma MERCINATE ADDRESS MINICOLARY SINCE IZPRIVATE ADDRESS ILPRIVATE ADDRESS DODTO FOOTACT Instantial manufactors installing in School JROTC DODTO FOOTACT Instantial manufactors installing insta											
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RLCB 2701 Nohlin Rd, Raleigh, NC 2704 Dort OF OF CONCECT (allow And more by allow over): (931) 906-5655 Dort OF OCCURST THE FOLLOWING ITEM(3) GO BERVICES BE PURCHASED WITH THE GPC UMPLY / SEXUCE 1 Concerning Statement of the second state	MERCHANT'S NAME		stonigoniety Central High School JROTCS								
Joey Smith (31) 1906-2653 (31) 1906-2653 REQUEST THE FOLLOWING ITEM(5) OR SERVICES DE PURCHASED WITH THE OPC ITEMS DESCRIPTION OTY UNIT PRICE 1. Operation Supplies OTY UNIT PRICE State own State o											
REQUEST THE FOLLOWING TRENDIGES BE PURCHASED WITH THE OC ITEME DESCRIPTION OTY UNT PURCE TOTAL 1. Openinis Supplia S14.00 S14.00 2. Sc emached receips 0296 S14.00 S14.00 3. Sc emached receips 0296 S14.00 S14.00 4. Sc emached receips 0296 S14.00 S14.00 5. Sc emached receips 0296 S14.00 S14.00 6. Sc emached receips 0296 S14.00 S14.00 7. Sc emached receips 0296 S14.00 S14.00 8. Sc emached receips 0296 S14.00 S14.00 9. SMALL BUSINESS (YES / NO): GRAND TOTAL: S141.00 S14.00 2.addbidder's Name: St emached Date: S14.00 Date: 11.00 St emached Date: S14.00 Date: 11.10 Storwed Dy (Amac): St emached Date: S14.00 Date: 11.10 Recenter Model Account Asset: Start Date: S14.00 Date: 11.10 Visitabler: Vante: Start Date: S14.00 Date: 11.10 Starte: Start: Start: Start: Start: Start: Starte: Start: <		(obtain full name	for phone orders)								
ITEMS DESCRIPTION OTY UNIT PRICE TOTAL 1 1. Operation Supplies Statutor St		REQUEST THE	FOLLOWING IT	EM(S) O	R SERVICES F				LE GHE		
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2. Scr anabed receipt 62/16 3.	1.						UNIT	PRICE			
3.	2.		See attached re-	ceinte 024	96		-		3541.00		
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	5.			-							
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	8.					-	-				
SMALL BUSINESS (YES / NO): GRAND TOTAL: \$341.00 Cardination Name: Integration of the second	9.		-				-				
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Concer Disas Conc		E33 (1E3	/ NO):		2		ND TOT	AL: \$34	00.1		
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	Billing Offical's Name	d l		8	illing Official's S	ignature:		-	Date		
201 Lighter: Version CHCSS JROTE MCIRS NA1 201 PROPERTY BOOK ACCOUNTABLITY (IF REQUIRED). CH TO VERIFY AND CONFIRM 2016 2	dichael Taliento				1				11 Jan 2019		
Roopestry Book AccOUNTABILITY (IF REQUIRED). OH TO VERIFY AND CONFIRM Date: Required Remain back to prosph back				R							
Neural Menuity busited to program yooks PBO Atame Hand Recept Number Hond Recept Number PBO Atame Signiture Difference Signiture TAX EXEMPT: Purchases with the GPC are tax exempt. The Tax 10 # for Transesses is 81-0459008 and for Kathody as FC-024-100, and for Walmark is #1548507 ROTATE: Combulate must raise caller and the public program descrete. (See Department of the Ximy SOP, page 14). DOCUMENTATION: Match Reporting documentation for special circumstances (I.E. Mamorandum for Record).								_			
I Hand Receipt Holder Name Hand Receipt Nomes PRO Name				ED). CH 1	O VERIFY AN	D CONFIRM					
PBO Name Signature TAX EXEMPT: Purchases with the GPC are tax exampl. The Tax ID # for transisse is 61-0455008 and for Xentucky a FG 024-100, and for Walman is #134557 ROTATE: Garbhalder must rotate open market metchants when placing repeat orders. GROTATE: Garbhalder must rotate open market metchants when placing repeat orders.											
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Cardbidder must rotate open market merchanis when placing repeat orders. (See Openimen of the Amy SOP. appa 14). DOCUMENTATION: Attach supporting documentation for special circumstances (I.E. Memorandum for Record).											
Cardbidder must rotate open market merchanis when placing repeat orders. (See Openimen of the Amy SOP. appa 14). DOCUMENTATION: Attach supporting documentation for special circumstances (I.E. Memorandum for Record).	✓ TAX EXEMP	T: for Kentucky	is FG-024-100, an	ax exempt. nd for Wal	The Tax ID # 1 mart is #18465	for Tennessee i 57	\$ 61-0455	908 and			
DOCUMENTATION: Attach supporting documentation for special circumstances (I.E. Memorandum for Record).	DOTATE C	ardholder must	rotate onen marke	at marchan	to make at a loss	repeat orders.					
						mstances (I.E.	Memoran	tum for R	ecord)		
		PURCHASE CON	STRUCTION WOR	K (Examp		a second and have been					
CONTACT DPW (270-796-9722) FOR CONTRUCTION WORK. OR ASSISTANCE, CONTACT MICC, GPC (270 796-7802/7803/7808) (FAX 798-7274) OR VISIT MICC WEB SITE: http://doc.campbell.arm											



<u>US Government Laundry Contract.</u> Contract provides for the cleaning of CMCSS cadet uniforms (twice annually). Instructors will not use this service to clean their personal uniforms.

Cadets will be issued a clean uniform at the start of each school year. Once issued, it is expected that cadets assume responsibility for maintaining and cleaning the uniform (per AR 700-84 Par 9-3).

At the end of the school year, cadets will return the uniform as part of the unit's requirement to maintain 100% accountability of assigned equipment (per AR 700-84 Par 9-11 a.). If not returned cleaned, the SAI will send the uniform items to the laundry service for cleaning.

As a reminder - Per AR 700-84 Par 9-11 d.,cadets are NOT REQUIRED to have clothing items cleaned prior to turn-in. That said, Cadets will not be charged for cleaning uniforms. Schools will not hold a debt on a cadet for a laundry service/uniform cleaning.

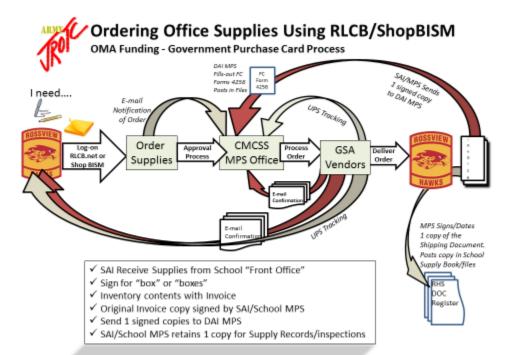
CMCSS JROTC Cadet Clothing Ordering / Destruction Form

Annex: L



CMCSS JROTC Cadet Clothing Ordering / Destruction Form

CMCSS JROTC Cade+ Clothing Ovie	ring / Destruction	Schoo	1 BEG INWING MPA BALAI 5 3.000.00							
Cadet Clothing Uniform Item	NSN -	szi *	PRICE *	QT -	TOTAL	Document Number	Order Stat	Date Order Receiver	QTV RCV4	Date Onl Occed in Ped total
ARC PINS - COLOR GUARD (White)	JDT-34-025-MS		\$2.31		5 -					
ARC PINS - DRILL TEAM (Red)	JDT-34-036-MS		\$2.31		5 -					
ARC PINS - RAIDER (Black)	JDT-34-081-MS		\$2.31		5 -					
ARC PINS-JCLC (Black)	JDT-34-063-MS		\$2.31		5 -					
ARC PINS - RIFLETEAM (BROWN)	JDT-34-089-MS		\$2.31		5 -					
ARC PINS - SABRE GUARD (YELLOW	JDT-34-091-MS		\$2.31		5 -					
ARC PINS - FLAG DETAIL (BLUE)	10T-34-046-MS		\$2.31		5 -					
ARC PINS - STAFF (BLUE)	JDT-34-106-MS		\$2.31		5 -					
ARC PINS - DOHIGITION (RED)	JDT-34-039-MS		\$2.31		5 -					
ARC PINS - HONOR ROLL(BLUE)	JDT-34-055-MS		\$2.31		5 -					
BAR, 3-RIBBON	JDT-37-003-MS		\$1.05		5 -					
BAR, 2-RISSON	JDT-37-002-MS		\$.94		ş .					
BAR, SINGLE RIBBON	JDT-37-001-MS		\$.94		5 -					
LAMPS, GOLD	JDT-09-006-MS		588.00		5 -					
LAMPS, SIDVER	JDT-09-005-MS		588.00		5 -					
LAMPS. BRONZE	JDT-09-004-MS		588.00		5 -					
PINS, COTTER (100 PER BAG)	JDT-03-007-MS		\$7.70		5 -					
RACK, RIBBONS (2)	JDT-10-003-MS		\$1.94		5 -					
RACK, RIBBONS140	JDT-10-004-MS		\$2.42		5 -					
RACK, RIBBONS (5)	JDT-10-005-MS		\$2.53		5 -					
RACK, RIBBONS(6)	JDT-10-006-MS		\$2.64		5 -					
RACK, RIBBONS (7)	JDT-10-007-MS		\$2.75		5 -					
RACK, RIBBONS (8)	JDT-10-008-MS		\$2.97		5 -					
RACK, RIBBONS (9)	JDT-10-009-MS		\$3.08		5 -					
RACK, RIBBONS(10)	JDT-10-010-MS		\$3.30		5 -					
RACK, RIBBONS(11)	JDT-10-011-MS		\$8.52		5 -					



			he proponent of this form						
	WORKS	HEET MUST BE	COMPLETED FO	R EACH GPC T	RANSAC	TION			
DATE 11 Jan 2019	COL Light	OR'S NAME		ORGANIZATION OR UNIT Montgomery Central High School JROTC SA					
MERCHANT'S NAME RLCB			MERCHANT'S ADDRESS 2701 Noblin Rd, Raleigh, NC 27604						
POINT OF CONTACT Joey Smith	(obtain full nam	e for phone orders)		TELEPHONE			Y / SERVICE		
	REQUEST TH	E FOLLOWING IT	EM(S) OR SERVICE	ES BE PURCHASI	ED WITH T	HE GPC			
	TEMA		SCRIPTION	QTY	-	PRICE	TOTAL PRIC		
1.	- Operation Sup						\$341.00		
2.		See attached re	ceipe# 02496		-				
3.									
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SMALL BUSH	NESS (YES	/ NO):		-	ND TOT				
Cardholder's Name			Gajopetter's		ND TOT	AL: 334			
Karlene Brown		5	And	She A	Chan Apper	•	Date: 11 Jan 2019		
Billing Offical's Nam Michael Taliente	E.		Billing Officia	rs Signature:	1	-	Date: 11 Jan 2019		
Received by (Name) TOL Lightner, Vernor		MCHS SAL	Received Date:						
ROPERTY BOOK	ACCOUNTABL	LITY (IF REQUIR	ED). CH TO VERIFY	AND CONFIRM					
Required item(s) por					De	de:			
. Hand Receipt Holde	Name:			, Hand					
. PBO Name:				Signature:					
TAX EXEMP	T: Purchases	with the GPC are ta	ax exempt. The Tax I	D # for Tennessee	is 61-0455	908 and			
BOTATE.	Cardholder must	y is PG-024-100, a	nd for Walmart is #18	46557					
			nentation for special (circumstances (I.E.	Memorani	tum for R	ecord)		
OT AUTHORIZED TO	PURCHASE CO	NSTRUCTION WOR	K. (Examples: no con	crete work, no insta	allation of c	arpet, no	door replacement)		
	NTACT MICC O	BC (070 700 700 700 700	103/7808) (FAX 798-723	IN WORK					



CMCSS JROTC Statement of Property Disposal Memorandum

Annex: O



Clarksville-Montgomery County School System Kenwood High School Junior Reserve Officer Training Corps 251 East Pine Mountain Road, Clarksville, Tennessee 37042



W1V5JM

15 MAY 2018

MEMORANDUM FOR JROTC Director of Army Instructor, Clarksville-Montgomery County School System, ATTN: MSG Brown, 1312 TN-48, Clarksville, TN 37040

SUBJECT: Statement for Disposal of JROTC Property

1. This purpose of this memorandum is for accountability of JROTC equipment of clothing hand receipt.

2. The following items have been disposed of, due to damage as a result of flooding in a student's home:
One (1ea) Coat, ASU Female;
One (1 ea) Shirt, Woman's Short Sleeve;
One (1 ea) Trousers, ASU Female;
One (1 ea) Beret, Gray;
One (1 ea) Neck Tab, Women's Black; and
One (1ea) Belt w/Buckle, Female.

3. The point of contact for this memorandum is undersigned at steven.mellar@cmcss.net.

S. Mellar Steven Mellar CW5(R), USA Army Instructor



Junior Reserves Officer Training Corps (JROTC) Cadet Uniform Management and Debt Collection

(CUR-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure clarifies roles and responsibilities on the handling of lost US Government Property, specifically JROTC cadet uniforms. The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Director of Army Instruction

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer
- 4.0 DEFINITIONS:
 - 4.1 None

5.0 PROCEDURE:

- 5.1 CMCSS offers the JROTC Program as a voluntary course elective. At the start of each school year, enrolled students (cadets) are issued US Government furnished property (uniforms) at no cost. At the end of each school year, US Army Regulations require that cadets return the uniforms, and JROTC Programs conduct a 100% end-of-year uniform inventory. While in the possession of the cadet, the uniform is expected to be cleaned regularly and maintained in a serviceable condition (per AR 700-84).
- 5.2 Enrollment and Cadet Uniform Accountability Awareness: Per US Army Regulation 700-84, all CMCSS JROTC Programs will include the following statement in their respective school JROTC syllabi; "I understand that, if I owe a debt to the United States Government related to the loss, damage, or destruction of individual clothing, I consent to the notification of the debt to my parent or guardian and notification of the debt, together with a request to my educational institution that my grades and transcript be withheld pending payment of the debt." CMCSS JROTC Programs will insure that the syllabus is signed by both the cadet and parent/guardian within the first three weeks of school and will maintain these documents on file per Army Regulation CCR 145-2.
- 5.3 Debt Collection Responsibility: The Senior Army Instructors (SAI) at each CMCSS JROTC Program are solely responsible for the collection of cadet uniforms and any JROTC debts. School Bookkeepers will not collect cadet uniform items or cadet debt on behalf of the JROTC Programs. SAI's will be responsible for debt collection throughout the normal school-year calendar (1 August through 31 May). The Director of Army Instruction (DAI) Office will pick-up the debt collection mission from 1 June through 31 July. Collection of monies or uniform items made during the summer months will be accounted for by the DAI office, and reconciled with the respective Program at the start of the new school year. From 1 June through 31 July, School Bookkeepers will direct all uniform and debt collection issues to the DAI Office for action. In situations where the uniform item is non-recoverable and the student must pay for the loss, a check or money order will be made out payable to the US Department of Treasury.

7/26/17

CUR-P001

Page 1 of 3



1. Issued Uniforms are Recovered Annually

- 2. Uniforms not recovered:
 - a. Send Letter and DD Form 362 Home with Cadet to Parents/Guardian
 - b. Follow-up with email/Phone call track recovery

3. Possible Outcomes:

- a. Uniform retuned Clear HR
- b. Uniform not returned DD Form 362 returned with Check to US Treasury
- c. No Uniform and no DD Form 362 or Check
 - In this case, SAI/MPS submits DA Form 3161 to DAI MPS.
 - SAI/School MPS Drops item from JUMS
 - SAI/School MPS reorders uniform items

See DAI MPS SOP for details

CMCSS JROTC Certificate of Liability Insurance

					CI	ARCOU-05		JKLEI
ACORD	C	ER	TIFICATE OF LIA	ABILITY IN	SURAN	CE		(MM/DD/YYYY) /03/2018
CERTIFICATE DOES NO BELOW. THIS CERTIF	OT AFFIRMAT	IVELY SURAI	TER OF INFORMATION ON OR NEGATIVELY AMEND NCE DOES NOT CONSTITU E CERTIFICATE HOLDER.	, EXTEND OR AL	TER THE CO	OVERAGE AFFORDED	TE HO BY TH	LDER. THIS E POLICIES
IF SUBROGATION IS W	AIVED, subje	ct to	ADDITIONAL INSURED, the the terms and conditions of certificate holder in lieu of su	the policy, certain	policies may			
PRODUCER		-		CONTACT Jeremy	Klein			
Nashville / AssuredPartner 840 Crescent Centre Drive,				PHONE (A/C, No, Ext): (615)	301-2510 2	510 FAX (A/C, No):	(615)	301-2597
Franklin, TN 37067	Suite 500			ADDRESS: jeremy.	klein@assu	redpartners.com		1
						RDING COVERAGE		NAIC #
				INSURER A : AIX S				12833
INSURED						y Company of CT y & Surety Company		36170 19038
Clarksville-Mo 621 Gracey A	ontgomery Cou venue	unty S	chool System	INSURER C : IT dver	ers Casuait	y a Surety Company		19030
Clarksville, T				INSURER E :				
				INSURER F :				
COVERAGES	CER	TIFIC	ATE NUMBER:			REVISION NUMBER:		
INDICATED. NOTWITHST	ANDING ANY R SUED OR MAY	EQUIR PERT	INSURANCE LISTED BELOW REMENT, TERM OR CONDITIO AIN, THE INSURANCE AFFOR IES. LIMITS SHOWN MAY HAVE	N OF ANY CONTR. DED BY THE POLI	ACT OR OTHER CIES DESCRIE	R DOCUMENT WITH RESPE BED HEREIN IS SUBJECT 1	ECT TO	WHICH THIS
INSR LTR TYPE OF INSUR			SUBR	POLICY EFF (MM/DD/YYYY	POLICY EXP	LIMIT	rs	
A X COMMERCIAL GENERA			PSZ-ML-2000000-03	07/01/2018		EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	2,000,00
CLAIMS-MADE	OCCOR		PSZ-ML-20000000-03	07/01/2018	07/01/2019		s	100,00
						MED EXP (Any one person) PERSONAL & ADV INJURY	s s	2,000,00
GEN'L AGGREGATE LIMIT AF	PLIES PER:					GENERAL AGGREGATE	s	4,000,00
POLICY PRO-	LOC					PRODUCTS - COMP/OP AGG	\$	
OTHER:							\$	
A AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	2,000,00
X ANY AUTO	SCHEDULED		PSZ-ML-20000000-03	07/01/2018	3 07/01/2019	BODILY INJURY (Per person)	\$	
AUTOS ONLY HIRED AUTOS ONLY	SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)		
AUTOS ONLY	AUTOS ONLY					(Per accident)	s s	
UMBRELLA LIAB	OCCUR					EACH OCCURRENCE	s	
EXCESS LIAB	CLAIMS-MADE					AGGREGATE	\$	
DED RETENTIO	N \$						\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N					PER OTH- STATUTE ER		
ANY PROPRIETOR/PARTNER/ OFFICER/MEMBER EXCLUDED (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$	
If yes, describe under DESCRIPTION OF OPERATIO						E.L. DISEASE - EA EMPLOYEE		
B Property	NS DEIOW		KTK-CMB-9K16201-A-18	07/01/2018	3 07/01/2019	E.L. DISEASE - POLICY LIMIT BLANKET	\$	914,658,71
C Crime			105636404	07/01/2018	07/01/2019	See Below		
Evidence of insurance polici Property Coverage Includes: Limit; Extra Expense Covera \$31,765,500 Limit; Earthquał	es. : \$914,658,713 I ge at \$50,000,0 te Coverage at	Blanke 00 Lin \$25,00	CORD 101, Additional Remarks Schedu et Building and Contents -All L nit; Equipment Breakdown Coo 10,000 per occurrence and ann 1s except, Equipment Breakdo	ocations; \$2,000,00 verage included. Al uual aggregate and	0 EDP Covera so includes A Flood Covera	ige; Accounts Receivable utomobile Physical Dama	ige Cov	verage at
	blic Employee		nesty at \$500,000 Blanket Limi	,		OUtside Premises at \$50	0,000 E	Blanket Limit.
CERTIFICATE HOLDER				CANCELLATION	1			
Clarksville Mc 621 Gracey A Clarksville, TN	/enue	inty S	chool System			ESCRIBED POLICIES BE C IEREOF, NOTICE WILL CY PROVISIONS.		
				0	099 2015 10		All size	hte recenued
ACORD 25 (2016/03)		The	ACORD name and logo are			ORD CORPORATION.	All rig	nts reserved

Armed Forces Special Sized Clothing for Men

DD 358 Pg: 1

ARME	D FORCES ME		ENT BLAN			ED CLOTH	IING FO	OR MEN				
			Privacy Act	Statemen	t							
AUTHORITY: 10 USC 9832, 37 USC 418, and EO 9397. PRINCIPAL PURPOSE(S): Use of Social Security Number is necessary to make positive identification or the individual and records associated with obtaining special measurement uniform clothing. PERON LOBER SOLUTIONE USE (S): Use of Social security Number is necessary to make required and may be disclosed to any DOD component and, upon official duties. It may be used for other lawful purposes including law enforcement and litigation. DISCLOSURE: Voluntary; how ever, failure to provide the orderly maintenance of proper accounts or prevent the issuan of clothing items otherwite authorized under the Armine Allowance Policies ar Regulations.												
1. PERSON TO BE FI				1								
a. NAME (Last, First, Middle Initial) b. SOCIAL SECURITY NO. c. RANK / GRADE												
d. ORGANIZATION				e. INSTAL	LATION		f. AGE	na an a				
2. CLOTHING OFFICE	R. I certify that the ma	an identified al	oove cannot be p	properly fitter	from exis	ting stock sizes.						
a. SIGNATURE		b. C	ORGANIZATION			c. GRADE		d. DATE (YYMMDD)				
abnormal, place "C	UREMENTS - Enter exa K" beside measurement e all snug, not tight mea				ent. Hold t	ape firmly, never	loosely. I	f any measurements are				
cross shoulder dist the length desired. FOR TROUSERS - FOR GLOVES - In etc. FOR HEADWEAR	ance and divide by two) The length desired by n Take waist measureme	and pass the t host men is abo nt over shirt, no both of the rig aken, measure	ape squarely ove out one inch below of top of trousers. ht and left hand w across top of tem	r the top of th v the center of rith notations ple continuing	e shoulder the wrist. as to fitting in a straig	(not to front or ba	ack), then s short or l	the neck <i>(measure total</i> straight down the arm to ong fingers, thick palms,				
HEIGHT WEIGHT												
	SLOPING (Lo	ong neck)	REGULAR (neck)	(Regular SQUARE (Medium neck)				HIGH (Short neck)				
COMMERCIAL SIZE (/ known) INCHES	K	5		5	(7					
POSTURE (X appropria	ERECT		ORWARD OR TOOPED	HALF	-STOUT	STOUT		CORPULENT				
		1										
DD Form 358, JUI	N 90	Previous ed	dition may be use	d until supply	is exhauste	d.		PDF (DLA)				

Armed Forces Special Sized Clothing for Men

DD Form 358, Pg: 2

3. INDIVIDUAL TAKIN	NG MEASUREM	ENTS				4 DATE ME	ASUREMENTS		
a. NAME (Last, First,			b. TELEPHONE (Include area code)	c. AUTOVON	TAKEN (Y			
5. CLOTHING TO BE	ORDERED								
a. MILSTRIP REQUIS	ITION NO. b. N	IOMENCLATURE		c. QUANTITY	d. UNIT COST	e. TOTAL C	OST		
6. LIST ITEMS REQU	IRED (This is no	t a requisition, but	is required for man	ufacturer's informatio	on.)				
a. QUANTITY	b. DESCR	PTION OF ITEMS AND NSN SERIES	REQUIRED	c. NEAREST FEDERAL SUPPLY		CIENCIES OF STOC	K SIZES		
		//f.more.e							
				ntinue on blank 8½"					
OVERCOAT TOPCO	TRAINCOAT			D GARMENTS (Rec	cord as applicable)				
OVERCOAT, TOPCOAT, RAINCOAT, REGULATION LENGTH: ARMY - See TM 700-8400-1; NAVY - Hipline length 14" from		COAT LENGTH	WAIST LENGTH	BACK WIDTH (From middle of back to armhole seam)					
ground; AIR FORCE - AFM USMC - CH49, MC		(From collar seam (where collar joins coal) to waistline then				(From armpit to 1" above top knuckle of thumb)			
OVERCOAT TOPCOAT RAINCOAT		exact length desired)		T3		TICA			
		. (\			711	7	TITE		
1011100/11		χ, /		V '	N I	-4	2		
BREAST (Place tape hig over blades in back)	h up under arms	WAIST (Around waistline)	SEAT (Measure snugly, not tightly)	OVER SHOULDER largest part of back ar	R (Measure around nd front including arms)	SHIRT, DRESS CO. SHIRT COLLAR SIZE	AT, UTILITY COAT SLEEVE LENGTH		
TROUSERS		A TOTAL				I			
OUTSEAM (Top of hipbone to top of heel. Measure bottom of waistband)	BEAM (Snug up crotch to top of al)	WAIST (Belt off, around waistline, snug, not tight)	ABDOMEN (For stouts only)	THIGH (For stouts only)	SEAT (Snug. not tight)	KNEE (Exact width desired)	BOTTOM (Exact bottom width desired)		

DD Form 358 Reverse, JUN 90

DD Form 1111, Pg: 1

	ARMED FORCES MEAS		- SPECIAL SIZI		IG FO	R WOMEN				
Privacy Act Statement										
a P S p re	UTHORITY: 10 USC 9832, 37 USC 418, nd EO 9397, November 1943 (SSN). RINCIPAL PURPOSE(S): Use of Social ecurity Number is necessary to make ositive identification of the individual and tecords associated with obtaining special reasurement uniform clothing.	ROUTINE USE(S): Used to record individual member's measurements which are required to process special orders of uniform clothing for individuals who cannot be fitted with normal catalog sizes or altercations thereto. Information contained hereon is routinely disclosed to the Defense Personnel Support Center for each clothing item required and may be disclosed to any DOD component and, upon request, to other Federal, State, and local agencies in under the Armed Forces				ailure to provide the on would preclude the maintenance of property or prevent the issuance of items otherwise authorized he Armed Forces Clothing y Allowance Policies and				
1.	PERSON TO BE FITTED									
a.	NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY N	UMBER	c. RANK	(/ GRADE				
d.	ORGANIZATION		e. INSTALLATION							
2. a.	CLOTHING OFFICER. I certify that the woman ide SIGNATURE	b. ORGANIZATION	itted from stock sizes.	c. GRADE		d. DATE (YYMMDD)				
a.	SIGNATURE	D. ORGANIZATION		C. GRADE						
⊢		INSTR	UCTIONS							
	tape level all around. For waist hold tape to re FOR GLOVES - Include an outline drawing be etc. FOR HATS OR CAPS - Include fitting problem	oth of the right and left hand v		problems such as	short or l	ong fingers, thick palms,				
	Head		Shoulder Length	*Total Crotch (A-B) Measure from waist front (A) through the crotch to the waist a the back (B) withou constriction.		A Waist				
	Girth Upper Arm Waist Girth Hip	Back Waist Length	(A-B)	CIRCLE M FO		CRIPTIVE FIGURES DUAL BELOW clear circles				
		(D-E)	(A-C)	X	J. C	XX				
	*Waist To *Use For Ankle Slacks Only •Bone		Position Around Neck	FULL BUST		GULAR FLAT BUST				
	(inches)		1	NORMAL	SWAY BACK	PROMINENT LARGE SEAT ABDOMEN				

DD FORM 1111, MAR 90 (EG)

Previous edition may be used until supply is exhausted.

PDF (DLA)

Armed Forces Special Sized Clothing for Women

_					
3.	INDIVIDUAL TAKING MEASUREME	NTS			
а.	NAME (Last, First, Middle Initial)			b. TELEPHONE NO. (Include Area Cod	e) c. AUTOVON
4.	DATE MEASUREMENTS TAKEN (Y	YMMDD)		5. BEST FITTING STOCK SIZE	
6.	CLOTHING TO BE ORDERED				
a.		b. NOMENCLATU	IRE		
			100000		
C.	QUANTITY	d. UNIT COST		e. TOTAL COST	
7.	CHANGES TO BE MADE TO BEST	FITTING STOCK SIZE	(Shorten, Lengthen, Ad	dd, Subtract, Raise, Lower, etc.)	
а.	GARMENT LENGTH	b. SLEEVE LENG		c. WAIST LENGTH	d. BUST GIRTH
e.	WAIST GIRTH	f. HIP GIRTH		g. SKIRT LENGTH (Unhemmed)	
		MEASUREN	MENTS FOR FINISHED	GARMENTS (Record As Applicable)	
-					
-	(G-H) (G-H) Hemmed Skitt Length K K K	(0-P) (0-P) ((E-F) If Ragian Sleeves Use E-F Measure- ment		AA (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X) (W-X)

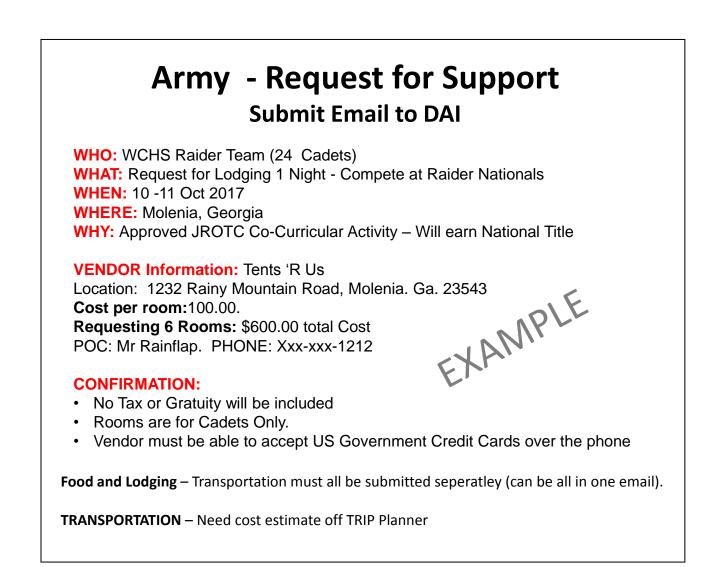
DD Form 1111, Pg: 2

DD FORM 1111, Reverse, MAR 90 (EG)



CMCSS JROTC End of Year Un-Finance Request (UFR)

	DAI OFFICE								
Area of SUPPORT	tem Exerciption	Guendry Unit I	ne Total Cent	WENDOR HAME	Web Shotlink	FIEM # or Part #	00108	5425	OFMER
Carricalium	tion Description	duandry Unit I	ne Neul Core	VENDOR HAVE	Web Shyllink	FIEM # or Part #	00104	5620	OTHER
Wellness/Triness	tom Description	Guardity Unit (net Natal Cent	VENDOR NAME	Web Shuttan	FIGM # or Part #	count	SEX	ones
ACT/SAT Prep									
Logistics/Supply Room	190								
Support Equipment	tem Deoription	Quantity Unit I	ed Noted Cent	VENDOR NAME	Web Station	FEM For Part F	COLOR	MEX	OTHER
			-						
ROBOTICS TEAM	Ben Description	Quantity Unit I	ed Neal Deal	VENDOR NAME	Web tite, Link	TTIM I or Part II	coecie	MPE	OTHER
		+ +				-			-
									E



CMCSS JROTC KEY NOTE DATES

Annex: W

CMCSS JROTC KEY NOTE DATES:

- 1. Annual Ft Knox IPBO HR Update NLT 28 February
- 2. Annual Cadet JCLC Clothing and Equipment Request NLT 5 February
- 3. Equipment, Life Cycle and UFR Request NLT 15 May
- 4. End of School Year Inventory NLT 30 May
- 5. Open School Year Inventory HR Update NLT 1 September
- 6. Open School Year Cadet Clothing Request NLT 15 September
- Laundry Monthly Contract Reconciliation NLT 5th of every month
- 8. GPC Monthly Access Closeout NLT per 7th BDE JROTC S4 Directive(s)
- 9. District Funds Monthly Closeout NLT end of month