

December 30, 1994

Safety, Security and Administration

**HQ DeCA LOGISTICS OPERATIONS**



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BY ORDER OF THE DIRECTOR

RONALD P. McCOY  
Colonel, USAF  
Chief of Staff

RALPH R. TATE  
Acting Chief, Safety, Security and Administration

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**AUTHORITY:** Defense Commissary Agency Directives Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

**MANAGEMENT CONTROLS:** This directive does not contain Management Control provisions that are subject to evaluations, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

**APPLICABILITY:** This directive applies to the Headquarters Defense Commissary Agency (HQ DeCA) activities.

**HOW TO SUPPLEMENT:** DeCA activities may not supplement this directive.

**HOW TO ORDER COPIES:** Stores needing additional copies will submit requirements on DeCA Form 30-21 to Region/IM.

**SUMMARY:** This directive describes policies for HQ DeCA activities.

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**SUPERSEDE:** Policy Letter 30-13, Hand Receipts, Jul 8, 1993; Policy Letter 30-15, Fire Prevention for HQ DeCA, Apr 27, 1992; Policy Letter 30-26, Snow and/or Ice Removal for HQ DeCA/ESC, Mar 10, 1994; Policy Letter 30-19, Energy Management for HQ DeCA, Nov 2 1992.

**OFFICE OF PRIMARY RESPONSIBILITY (OPR):** HQ DeCA/SAL

**COORDINATORS:** HQ DeCA Staff & ESC

**DISTRIBUTION:** A

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## Chapter 1

### HAND RECEIPTS

1-1. **HAND RECEIPTS POLICY:** The Property Book Officer (PBO), Logistics Support Division, Safety Security and Administration, will control all supplies and equipment for the operation of the Headquarters (HQ). The PBO will be accountable for all Category I, II, III, and pilferable minor equipment loaned to Directorates/Staff Offices, and through the assistance of the Property Book Clerk (PBC), shall maintain adequate records for the accountability of such equipment in their custody.

1-2. **APPLICABILITY:** This policy assigns responsibilities and procedures for hand receipts of HQ DeCA Category I, II, III, and minor equipment and is applicable to the PBO, PBC and Hand Receipt Holders.

1-3. **GENERAL:** This policy applies to all HQ DeCA, for obtaining and accounting for nonexpendable and durable equipment in accordance with the appropriate regulation.

1-4. **RESPONSIBILITIES:**

a. Directors/Chiefs of Staff Offices shall:

- (1) Appoint hand receipt holder(s).
- (2) Assure that a complete inventory is performed within 10 working days after a new hand receipt holder (HRH) is assigned.
- (3) Forward a notice to the PBO within three working days after completion of the inventory, that the new HRH accepts full responsibility for all items on the hand receipt.
- (4) Notify the Logistics Support Division within one working day by telephone and within three working days in writing of all personnel actions directly impacting HRH, positions; i.e., position changes and lateral transfers.

b. The Property Book Officer will:

- (1) Maintain a program for accountability of HQ DeCA I, II, III, and minor equipment considered pilferable.
- (2) Maintain an accurate up-to-date listing of all property records.
- (3) Maintain a current register for all authorized HRHs with Signature Cards, DD Form 577 (see attached for sample DD Form 577).
- (4) Maintain an accurate up-to-date Property Listing.
- (5) Assign all bar code and serial numbers to equipment.
- (6) Assure all necessary bar codes and marking are accomplished.
- (7) Dispose of excess/unserviceable material in accordance with existing regulations.
- (8) Maintain all equipment that is leased or rented for more than 120 days (new contracts and renewals) on the Property Listing and formally hand receipt to proper custodian.

(9) Maintain all FIPE equipment on the Property Listing.

c. The Property Book Clerk will:

(1) Maintain and update property records in the mechanized system for all category I, II, III, and minor equipment.

(2) Provide assistance to the HRH for the annual inventory and at other times, as required.

(3) Furnish HRH a current hand receipt listing when an inventory is required or as needed.

(4) Inform HRH of locally assigned National Stock Numbers (NSNs).

(5) Process required documentation for turn-in of excess equipment or transfer from one hand receipt holder to another.

(6) Request disposition instructions from Defense Automated Resource Information Center (DARIC) and IM as required for excess equipment.

(7) Prepare documentation for final disposal upon receipt of disposition instructions.

d. Hand Receipt Holders will:

(1) Initiate memorandum for equipment requirements.

(2) Maintain hand and sub-hand receipts and related files.

(3) Perform an annual inventory of all hand receipt items.

(4) Initiate DD Form 1150 (See page 1-6) within HQ DeCA and East Service Center to transfer and turn-in excess/unserviceable equipment and forward to Property Book Clerk (PBC).

(5) Sign for and accept custody of all items that meet the hand receipt requirements.

(6) Notify PBC, when an item is lost, damaged, or destroyed. Initiate a DeCAF 40-70, Government Property Lost or Damaged Survey Certification (See page 1-7) or DD Form 200, Financial Liability Investigation of Property Loss (See page 1-8), when property is lost, damaged or destroyed.

(7) Ensure that bar codes and serial numbers are visible for inventory purposes.

(8) Property required to go off post for official business must be authorized by a temporary hand receipt (DD Form 1150). This document may be signed by the HRH or subhand receipt holder. Directors/Chiefs of Staff Offices will establish internal controls to ensure that equipment will be utilized for official Government business only.

(9) Property required to go off post for official business and to be kept at an employee's residence, must have a letter of authorization from Directors/Chiefs of Staff Offices stating that it is mission essential. A copy of the authorization must be provided to the PBO. The PBO will then provide individual with a typed Request for Issue or Turn-in, DA Form 3161, listing the property to go off post and will be signed by the individual and the PBO. Property must be returned to the PBO annually in order to be inventoried for accountability purposes.

e. Controls:

(1) Logistics Support Division shall be the control point for all accountable equipment and shall maintain a register of all authorized Hand Receipt Holders.

(2) Equipment identification and control will be by the use of location bar code, manufacturer's serial number, model and equipment bar code. When duplication of a serial number occurs, the old number will be canceled and a new one assigned. A prefix or suffix will be added to one or more of the serial numbers.

(3) Sub-hand receipt holders will be established down to the Branch level. Sub-hand receipts will further be established below the Branch level where there are multi locations.

(4) When special circumstances or shift operations require the use of equipment by succeeding work shifts, the shift supervisor becomes the property custodian of the equipment and assumes responsibility for reporting the loss or damage to equipment before work begins on that shift. The preceding shift supervisor shall be responsible for all losses of or damage to property reported at the start of the following shift. Written reports of the loss of or damage to equipment must be filed within 24 hours of discovery with the Hand Receipt Holder (through the Sub-hand Receipt Holder, if appropriate). If within 24 hours of its discovery a shift supervisor fails to report in writing the loss or damage of equipment, a survey officer in any subsequent report of survey may consider this as evidence the shift supervisor could be held responsible for the loss or damage and that it occurred through his/her negligence, willful misconduct or unauthorized use. Sub-hand receipt holders will complete formal physical inventory at least monthly to ensure the equipment losses or damages have been reported.

(5) Equipment which is leased for more than 120 days (new contracts and renewals) will be recorded on the Property Listing and formally hand receipted to the responsible property custodian for control. The value of the leased equipment will be maintained at zero dollars to ensure general ledger accounts are not affected. Should the leased property be ultimately purchased, the value of acquisition will then be recorded in the Property Listing.

(6) Federal Information Processing Equipment (FIPE) will be entered into the Property Book Listing. HRH will hand receipt as the responsible custodian for all FIPE. HRH will, in turn, sub-hand receipt FIPE to the authorized directorate/staff FIPE POC controlling the equipment.

f. Reporting FIPE Malfunction/One Time Repair:

(1) User of equipment contacts their directorate/staff FIPE point of contact (POC).

(2) If FIPE POC cannot resolve the malfunction(s), POC completes DeCAF 30-9 Office Automation Request and contacts Office Automation (OA), Ext. 4-8634.

(3) OA personnel determine the failure. If the equipment needs repair OA completes problem description block explaining the failure in detail. The FIPE POC fills out DeCAF 30-41, Repair Tag and attaches it to equipment. FIPE POC submits the DeCAF 30-9 to SAL for a one time repair. SAL submits PR&C to ESC contracting. The vendor reports to SAL for location of equipment to be repaired. The vendor repairs the equipment, notifies the FIPE POC and returns the invoice to SAL so that a receiving report can be initiated. If the vendor needs to remove the equipment from the premises for repair, the FIPE POC will retain the top copy of DeCAF 30-41 then notifies SAL before departing the building. The FIPE POC is responsible for notifying the HRH. (Sample of DeCA Forms 30-9/30-41 attached.)

g. Property Records:

(1) Directorates/Staff Offices shall make all equipment requests or turn-in actions. Logistics Support Division shall be responsible for the processing and delivery of these requirements and maintaining property records to reflect these changes.

(2) The HQ DeCA Property File shall be maintained by the PBC to reflect the assignments of all accountable equipment. A copy of this listing shall be furnished to each HRH a minimum of once a year or upon change of HRH or when requested by the HRH.

(3) Each HRH will be assigned an account number.

h. Transfer of Equipment Between Hand Receipt Holders:

(1) Requests for transfer of equipment between HRH will be prepared by the losing directorate on DD Form 1150. A copy of the DD Form 1150 will be forwarded to the PBC to be approved by PBO.

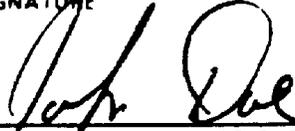
(2) The PBC will verify the information on the DD Form 1150 and process the transaction in the appropriate property records.

(3) The signed copy of the DD Form 1150 will be maintained by the HRH of the gaining directorate until the next formal inventory of the hand receipt listing. Upon verification of all transactions and obtaining the signature of the responsible hand receipt custodian on the new hand receipt listing, the DD Form 1150 may be destroyed.

(4) HRH are responsible for initiating necessary documentation for loss, damaged or destroyed items, i.e., Cash Collection Voucher, Statement of Charges, GPLD, or Report of Survey. (See attached for samples of forms.)

i. Inventory: A 100% inventory of accountable property assigned to each Directorate/Staff Office will be performed every year by the applicable HRH or upon change of HRHs. At the time of the inventory, the current Property Listing will be provided to the HRH. Within 30 days after receipt, the inventory will be completed and results will be forwarded to Logistics Support Division. The completed inventory document must also include a listing of all accountable property items within the Hand Receipt area that are not shown on the Property Listing.

j. Loss, Damage or Destruction of Equipment: Whenever the loss, damage or destruction of accountable property is revealed, the PBO or HRH, whichever has custody of the property, will take action to be relieved of property responsibility and/or accountability. DeCA Form 40-70, Government Property Loss/Damage Report, or DD Form 200, Financial Liability Investigation of Property Loss, (see attached for sample of DD Form 200) will be initiated in accordance with instructions contained in DoD 7200.10-M. Accounting and Reporting for Government Property Lost, Damaged or Destroyed. If criminal investigation is appropriate, action will be taken in accordance with DeCAD 40-2, Equipment, Supplies and Materials and Services. Negligence standards for determining liability for lost, damaged or destruction of property will apply IAW DoD 7200.10-M, page vii, paragraph 21. (Instructions for the preparation of DD Form 200 and a sample of DD Form 200 are attached.)

1. NAME (Type or print)  JOHN DOE	2. PAY GRADE  GS-11	3. DATE  15 Nov 94
4. OFFICIAL ADDRESS  Directorate Resource Management		
5. SIGNATURE 		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED  To sign & be accountable for all Hand Receipt items in RM <b>THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL</b>		
7. NAME OF COMMANDING OFFICER (Type or print)  JOHN T. HUGHES	8. PAY GRADE  GS-11	
9. SIGNATURE OF COMMANDING OFFICER		

DD Form 577, MAY 88

Previous edition may be used until exhausted

SIGNATURE CARD

Signature Card  
DD Form 577



GOVERNMENT PROPERTY LOST OR DAMAGED (GPLD) SURVEY CERTIFICATE					
<i>(For use of this form, see DeCAD 40-15; OPR is DO.)</i>					
1. ACTIVITY Defense Commissary Agency			2. ORIGINATOR NAME AND GRADE John Doe, GM-13		
3. TO (Region) Property Book Officer DCAA08			4. VOUCHER NO.		
I certify that the loss of or damage to the items described below was not caused by negligence, willful misconduct or deliberate unauthorized use. I further certify that the loss of or damage to the items occurred under the circumstances described herein.					
5. ITEM NO.	6. NSN OR MFR PART NO.	7. NOMENCLATURE	8. QTY	9. UNIT COST	10. TOTAL COST
1.	7050-00-E14-0007	CPU, Unisys P3127, S/N: 000122	1	\$2,200.00	\$2,200.00
11. TOTAL COST OF LISTED ITEMS					\$2,200.00
12. CIRCUMSTANCES OF LOSS OR DAMAGE On or about Jul 4, 1994, above CPU was being moved to another desk by an individual, John Doe, SSN: 000-00-0000, and accidentally dropped it to the floor. The equipment was submitted to DARICK for estimated cost of damage. The cost to repair the item was \$650.00.					
13. DATE Aug 3, 1994		14. TYPED NAME, GRADE AND ORGANIZATION <i>(Dist Mgr, Commsy Off, and Receipt Holder)</i> JOHN DOE, GM-13 DeCA		SIGNATURE	
15. REVIEWING AUTHORITY (PBU/Opns)			16. TO Director/Commander		
17. I have reviewed the evidence pertaining to the loss or damage and agree/do not agree (strike one out) that the loss or damage to the property was not due to negligence, willful misconduct, or deliberate unauthorized use. The following action is authorized:					
<input type="checkbox"/> An inventory adjustment for the property which was not lost through negligence, willful misconduct, or deliberate unauthorized use.					
<input type="checkbox"/> Repair the damaged property and charge to O&M/stock fund as fair wear and tear as damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use.					
<input type="checkbox"/> The circumstances surrounding the loss or damage warrant the processing of a report of survey, DD Form 200, to be initiated immediately.					
<input type="checkbox"/> Other action (Specify)					
18. DATE		19. DIR/CDR TYPED NAME, GRADE		SIGNATURE	

DeCA Form 40-70, Jan 92

Government Property Lost Or Damaged (GPLD) Survey Certificate  
DeCA Form 40-70

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
<b>AUTHORITY:</b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		<b>ROUTINE USE:</b> None.			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances surrounding the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
<b>1. DATE INITIATED (YYMMDD)</b>		<b>2. INQUIRY/INVESTIGATION NUMBER</b>		<b>3. DATE LOSS DISCOVERED (YYMMDD)</b>	
<b>4. NATIONAL STOCK NO.</b>	<b>5. ITEM DESCRIPTION</b>		<b>6. QUANTITY</b>	<b>7. UNIT COST</b>	<b>8. TOTAL COST</b>
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <i>(Attach additional pages as necessary)</i>			<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> <i>(Attach additional pages as necessary)</i>					
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>					
<b>a. ORGANIZATIONAL ADDRESS</b> <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		<b>b. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>c. AUTOVON/DSN NUMBER</b>	
		<b>d. SIGNATURE</b>		<b>e. DATE SIGNED</b>	
<b>12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) / REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>					
<b>a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED</b> <i>(X one)</i>		<b>b. COMMENTS/RECOMMENDATIONS</b>			
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No					
<b>d. ORGANIZATIONAL ADDRESS</b> <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		<b>e. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>f. AUTOVON/DSN NUMBER</b>	
		<b>g. SIGNATURE</b>		<b>h. DATE SIGNED</b>	
<b>13. APPOINTING AUTHORITY</b>					
<b>a. RECOMMENDATION</b> <i>(X one)</i>		<b>b. COMMENTS/RATIONALE</b>		<b>c. FINANCIAL LIABILITY OFFICER APPOINTED</b> <i>(X one)</i>	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove				<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<b>d. ORGANIZATIONAL ADDRESS</b> <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		<b>e. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>f. AUTOVON/DSN NUMBER</b>	
		<b>g. SIGNATURE</b>		<b>h. DATE SIGNED</b>	
<b>14. APPROVING AUTHORITY</b>					
<b>a. ACTION</b> <i>(X one)</i>		<b>b. COMMENTS/RATIONALE</b>		<b>c. LEGAL REVIEW COMPLETED IF REQUIRED</b> <i>(X one)</i>	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove				<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<b>d. ORGANIZATIONAL ADDRESS</b> <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		<b>e. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>f. AUTOVON/DSN NUMBER</b>	
		<b>g. SIGNATURE</b>		<b>h. DATE SIGNED</b>	

SAMPLE

DD Form 200, FEB 91

Previous editions are obsolete.

517051

Financial Liability Investigation of Property Loss  
DD Form 200

<b>15. FINANCIAL LIABILITY OFFICER</b>		
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)		
SAMPLE		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON/DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
	j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
<input type="checkbox"/> (1) Submit the attached statement of objection. <input type="checkbox"/> (2) Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
f. AUTOVON/DSN NUMBER	g. SIGNATURE	h. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON/DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

1. SEND TO AM HRM 07 Beverly Cannady		XX ISSUE TURN IN NO. 1		3. REQUEST NO.		4. VOUCHER NO.	
2. REQUEST FROM DeCA Logistics Support Division P80		5. DATE MATERIEL REQUIRED		6. DODAAC		7. PRIORITY	
*CODE		9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	
10. PUBLICATION		11. JOB ORDER NO.		12. PUBLICATION		13. JOB ORDER NO.	
14. ISSUE/TURN IN QUANTITY REQUESTED		15. ISSUE QTY IN "SUPPLY ACTION" COLUMN		16. ISSUE QTY IN "SUPPLY ACTION" COLUMN		17. ISSUE QTY IN "SUPPLY ACTION" COLUMN	
18. DATE		19. DATE		20. DATE		21. DATE	
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OFFICE AUTOMATION REQUEST				DATE
<i>(For use of this form, see DeCA Policy Letter 30-21: OPR is IM.)</i> TO ORDER NEW SOFTWARE AD HARDWARE, USE DeCAF 30-31, INFORMATION SYSTEMS REQUIREMENT				
CUSTOMER IDENTIFICATION				
NAME (end-user)		PHONE #	DIRECTORATE POC (Name, Phone & Ofc Symbol)	
REQUEST FOR SERVICE				
<i>Check all that apply; provide information requested</i>				
<input type="checkbox"/> Add User to Network	NAME (Last, first, MI)		OFFICE SYMBOL	PHONE #
<input type="checkbox"/> Add PC to Network	SERIAL # OF PC		MODEL	
<input type="checkbox"/> MODEM ACCESS	USER NAME	SERIAL # OF PC	PHONE #	
NAME OF SYSTEM USER WANTS TO ACCESS			LOCATION	
PHONE # OF MODEM ON SYSTEM LISTED ABOVE (Specify Commercial or DSN)				
JUSTIFICATION				
PROBLEM REPORT				
<i>Check all that apply; provide information requested</i>				
<input type="checkbox"/> HARDWARE:		<input type="checkbox"/> SOFTWARE:		
<input type="checkbox"/> Network	<input type="checkbox"/> Stand-alone PC	<input type="checkbox"/> Network	<input type="checkbox"/> Stand-alone PC	
TYPE:				
<input type="checkbox"/> CRT	<input type="checkbox"/> CPU	<input type="checkbox"/> Printer	<input type="checkbox"/> Other	
SERIAL #		<input type="checkbox"/> WP VERSION 5.1*	<input type="checkbox"/> DB IV VERSION 1.5 / 1.1*	
BAR CODE #		<input type="checkbox"/> HG VERSION 3.0 / 2.3*	<input type="checkbox"/> LOTUS VERSION 3.1 / 2.2*	
MODEL:				
<input type="checkbox"/> Zenith	<input type="checkbox"/> Unisys	<input type="checkbox"/> Everex	<input type="checkbox"/> Other	<input type="checkbox"/> NONSTANDARD
PROBLEM DESCRIPTION:		PROBLEM DESCRIPTION:		
DISPOSITION/RESOLUTION				
REPAIRED ON-SITE BY OA (Check one)	OA REPRESENTATIVE	DATE	Approximate Hours:	ESTIMATED COST
<input type="checkbox"/> YES <input type="checkbox"/> NO				
FORWARDED TO TELECOMM ON _____ USER WILL BE GIVEN PASSWORD BY TELECOMMUNICATIONS BRANCH.				
FORWARDED TO LOG SUPPORT FOR CONTRACT ACTION		SUGGESTED VENDOR/ADDRESS/PHONE #		
NAME	DATE			
*THE APPEARANCE OF BRAND NAMES DOES NOT CONSTITUTE DOD/DeCA ENDORSEMENT.				

DeCA Form 35-6, Nov 94

Supersedes DeCAF 30-9, Jan 93  
 Previous editions are obsolete

Office Automation Request  
 DeCA Form 35-6

<b>DeCA ADP REPAIR TAG</b>		<i>To Be Completed by Directorate/Staff POC</i>	
<i>(For use of this form, see DeCA Policy Letter 30-21; OPR is IM.)</i>			
<b>EQUIPMENT DESCRIPTION</b>	<b>SERIAL NUMBER</b>	<b>BAR CODE NUMBER</b>	<b>TYPE (Circle one) Printer</b>
Printer, Smith Corona D300	4T02655	HQ0000000	CRT CPU Other _____
<b>PROBLEM</b>			
Broken Ribbon Holder Clip			
<b>POC NAME/PHONE NUMBER</b>		<b>POC SIGNATURE</b>	
JANE DOE, 4-4444			
<b>QA VERIFICATION</b>	<b>DATE</b>		
JOICE SMITH	Nov 15, 1994		
<b>DATE EQUIPMENT PICKED UP</b>	<b>BY</b>	<b>DATE EQUIPMENT RETURNED</b>	<b>COST</b>
November 15, 1994	JOHN DOE		
<b>ORIGINAL EQUIPMENT RETURNED? (Serial Number matches)</b>		<b>IF NO, PRINT NEW SERIAL NUMBER</b>	
(Circle one) YES NO			
<b>ACCEPTED BY POC</b>	<b>DATE</b>	<b>RECEIVED BY PROPERTY BOOK OFFICER</b>	<b>DATE</b>
<b>FORWARD ORIGINAL COPY WITH VENDOR INVOICE TO PROPERTY BOOK OFFICER</b>			

DeCA Form 30-41, Nov 92

PROPERTY BOOK OFFICE COPY

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO		
		RECEIVING OFFICE COLLECTION VOUCHER NO		
ACTIVITY (Name and location) (Include ZIP Code)		HQCAAA 4319-2000		
Defense Commissary Agency, Bldg P-11200, Ft Lee, Va 23801-6300				
RECEIVING OFFICE	RECEIVED AND FORWARDED BY (Printed name, title and signature)	DATE		
	JOHN T. HUGHES Chief, Logistics Support Division	15 November 1994		
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)	DISBURSING STATION SYMBOL NO.		
	Finance Office, Fort Lee, Virginia 23801	DATE RECEIVED SUBJECT TO COLLECTION		
DISBURSING OFFICER (Printed name, title and signature)		15 November 1994		
JOHN SMITH Finance Officer				
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	JOHN C. DOE GS-04 000-00-0000	Camera Kodak S/N: 1121111 HQ0000000 1 ea, \$98.98, No Residue	\$87.26*	
Used instead of an investigation, AR 735-5, Para 12-2.				
The signatures hereon are agreements to turn in to the proper supply officer all articles later recovered. It is understood that the U.S. Government will retain title to the articles listed on this form.				
* Depreciation allowed per AR 735-5, Appendix B.				
TOTAL			\$87.26	

SAMPLE

**DD FORM 1131**  
1 APR 57

REPLACES EDITION OF 1 APR 58 WHICH IS OBSOLETE

Form approved by Comptroller General, U.S.  
24 January 1958

Cash Collection Voucher  
DD Form 1131

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED					MILITARY PAY ORDER NUMBER	DATE					
CLASS OF PROPERTY ORGANIZATIONAL ACCOUNTABLE OFFICER HQCAA			ORGANIZATION Defense Commissary Agency DDAAGE		16 Nov 94 FOR MONTH OF December 1994						
STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ACCOUNTABLE OFFICER JOHN T. HUGHES				STATION Ft Lee, VA 23801-6300							
STOCK NO	ARTICLES	QUANTITIES							TOTAL ARTICLES	UNIT PRICE	TOTAL
		1	2	3	4	5	6	7			
7050-00-E14-0200	Microcomputer, Zenith Laptop ZWL-184-97, S/N: 003213829/HQ0000000  *Depreciation allowed per AR 735-5, Appendix B.	1							1	\$1,524.00	\$1,524.00
<b>GRAND TOTAL</b>										<b>\$1447.80</b>	
<b>CERTIFICATE OF RESPONSIBLE INDIVIDUALS</b> I certify that my signature hereon constitutes: a. An authorization to recover the amount of indebtedness by payroll deduction b. An affirmation that the articles are not now in my possession c. An agreement to turn in to the appropriate supply officer all articles later recovered, it being understood that the United States Government retains title to the articles listed hereon											
COL NO	NAME, GRADE AND SOCIAL SECURITY NUMBER		CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL & AMOUNT ACCEPTED						
	NAME	GRADE			SSN	SIGNATURE	AMOUNT ACCEPTED				
1	JOHN DOE	GS-12	000-00-0000	Lost Government Property	\$1447.80		\$1447.80				
2											
3											
4											
5											
6											
7											
<b>GRAND TOTAL</b>				<b>\$1447.80</b>							
<b>ORGANIZATION COMMANDER</b> The statements hereon are complete and correct; all damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-11 (AFM 6-1) for USAP.				<b>DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER</b> The charge set opposite the name of each person listed hereon has been entered on the appropriate pay record or payroll or DD Form 139 has been prepared and forwarded for collection.							
DATE	SIGNATURE			DATE	SIGNATURE						
					PROPERTY VOUCHER NUMBER						

SAMPLE

DD FORM 362  
1 MAR 74

REPLACES DC FORM 362, 1 SEP 69 WHICH MAY BE USED UNTIL EXHAUSTED

GPO : 1987 O - 188-257

**Statement Of Charges For Government Property Lost, Damaged Or Destroyed  
DD Form 362**

## Chapter 2

### FIRE PREVENTION

2-1. **FIRE PREVENTION POLICY:** This chapter establishes the policies and procedures governing fire prevention measures for all areas of HQ DeCA and ESC for which the Director has responsibility.

2-2. **APPLICABILITY:** This policy applies to all personnel working in Building P-11200, T-7122 and the separate storage building T-11200A.

2-3. **REFERENCE:** U.S. Army Quartermaster Center and Fort Lee Regulation 420-3, Fire Prevention and Protection, 15 April 1994.

#### 2-4. **RESPONSIBILITIES:**

a. The Chief, Safety, Security, & Administration is assigned the responsibility of administering fire directives for HQ DeCA and ESC. The Logistics Support Officer is appointed Area Fire Marshal. The Area Fire Marshal is responsible for:

(1) Fire Prevention measures in all buildings and the outside areas assigned to DeCA regardless of occupancy.

(2) Making visual inspection daily during normal duty hours and at the close of business. Determine the condition of fire extinguishers.

(3) Enforcing fire regulations and correcting fire hazards.

(4) Coordinating emergency evacuation plans and control of fire drills and salvage of property.

(5) Posting fire plans in each section. These plans will reflect only essential information.

(6) Notifying the Post Fire Department about the type of impairment and location within the building for each mobility impaired individual.

(7) Alerting the fire department personnel upon arrival on the scene of status of mobility impaired personnel, location of fire, etc.

b. Directors/Chiefs of Staff Office shall:

(1) Assign a primary and alternate Building Fire Warden.

(2) Appoint primary and alternate personnel to assist each mobility impaired employee assigned to the directorate/office. Ensure enough alternate personnel are assigned each mobility impaired employee to assure coverage during leave, TDY, etc.

(3) Ensure personnel appointed as Building Fire Wardens or assigned as fire extinguisher operators are released as needed to attend required training.

c. The Building Fire Wardens are responsible for:

(1) Rendering assistance to Area Fire Marshal for area in which his/her activity is located.

(2) Inspecting his/her assigned area at close of business to detect and eliminate fire hazards.

(3) Assuring that electrical hot plates, coffee makers, approved space heaters, and other types of electric cooking/heating/cooling equipment authorized for use and not requiring constant service, are being disconnected.

(4) In case of actual fire, assuring that all personnel are out of the building (when the fire alarm has sounded) and that the building is secured before proceeding to extinguish the fire, if possible.

d. Due to flexitime and a need to assist the Building Fire Marshal in his duties, all personnel are responsible for doing the following upon hearing a fire alarm or at the end of the duty day:

(1) Lend all possible assistance, without unnecessary or unreasonable risk to personal life or health, in evacuation of the mobility impaired.

(2) Close office windows.

(3) Turn off office machines, appliances (not required to be left on) and lights.

(4) Close door when exiting.

(5) Time and conditions permitting, secure all classified documents, or take the material with you when leaving the office and contact division security manager for instructions on disposition.

(6) Exercise caution during evacuation of the building by walking, not running. Special care should be exercised on stairwells.

e. Actions by individuals discovering a fire:

(1) Pull fire alarm and alert all personnel on the floor by calling out "FIRE."

(2) Notify the Fire Department, ext 911; report location of fire, street, building number, and where fire is confined.

(3) Telephone ext 8109 to notify Chief, Logistics Support Division, SAL, of fire.

(4) Extinguish the fire, if possible.

(5) Lend all possible assistance to guide fire fighting equipment to scene of the fire.

(6) Report all fires, including fires that have been put out.

2-5. **ASSEMBLY AREAS:** Personnel not engaged in fighting a fire will evacuate the building in the manner shown on evacuation plan.

a. Persons on the first floor of P-11200 will exit through the nearest exit door and assemble on the lawn across the street.

b. Persons on the second floor will exit down the nearest stairwell and assemble on the lawn across the street. Those using the central stairwell will depart through the exit doors facing the front of the building.

c. Persons on the third floor will exit down the nearest stairwell and assemble in the DeCA parking lot. Those using the central stairwell will depart through the exit doors facing the back of the building.

d. Persons on the fourth floor will exit down the nearest stairwell and assemble in the DeCA parking lot. Those using the central stairwell will depart through the exit doors facing the back of the building.

e. **UNDER NO CIRCUMSTANCES WILL THE ELEVATOR BE USED DURING AN EVACUATION.**

f. Caution and safety will be exercised during the evacuation; personnel will walk, not run. During the process of evacuating the building, it may become necessary for fire fighting personnel or other appropriate authorities to issue emergency instructions by voice. Evacuees must proceed to exits in a calm, quiet manner, to permit verbal instructions to be heard during emergency situations.

h. Personnel will remain in the assembly area until the "all clear" sign is given by the Area Fire Marshal or Alternate.

## 2-6. FIRE EVACUATION PLAN

a. Individuals discovering a fire will alert all personnel on his/her floor by calling out "FIRE" and activating closest hallway alarm.

b. Call Fire Department, EXT 817, and report location of fire, street, building number, and where fire is confined.

c. Primary/alternate fire extinguisher operators will make sure all persons are out of the building and proceed to extinguish the fire if possible.

d. Time and conditions permitting:

(1) Determine if the mobility impaired need assistance in evacuation.

(2) Office personnel will secure all classified documents, or evacuate the material when leaving the office and contact Chief, Security and Safety Branch for instructions on disposition.

(3) Personnel will also insure that windows, doors and file cabinets are closed and lights are turned off.

e. All other personnel will evacuate the building in the manner shown on evacuation plan. Caution will be exercised during the evacuation; walk, don't run. Personnel will remain in the assembly area until the all clear signal is given by the Area Fire Marshall or alternate. Exit and assembly areas is as indicated below.

(1) Persons on the first floor of P-11200 will exit through the nearest exit door and assemble on the lawn across the street. Those using the central stairwell, will depart through the exit doors facing the front of the building.

(2) Persons on the second floor will exit down the nearest stairwell and assemble on the lawn across the street. If using the central stairwell, will depart through the exit doors facing the front of the building.

(3) Persons on the third floor will exit down the nearest stairwell and assemble in the DeCA parking lot. If using the central stairwell, will depart through the exit doors facing the back of the building.

(4) Persons on the fourth floor will exit down the nearest stairwell and assemble in the DeCA parking lot. If using the central stairwell, will depart through the exit doors facing the back of the building.

(5) **UNDER NO CIRCUMSTANCES WILL THE ELEVATOR BE USED DURING AN EVACUATION.**

(6) Caution and safety will be exercised during the evacuation; personnel will walk, not run.

(7) Personnel will remain in the assembly area until the all clear sign is given by the Area Fire Marshal or Alternate.

### Chapter 3

#### SNOW AND ICE REMOVAL

3-1. **POLICY FOR SNOW AND ICE REMOVAL:** This letter establishes the policies and procedures for the removal of snow and/or ice from designated areas around Building P-11200 and the building at 4300 Crossings.

3-2. **APPLICABILITY:** This policy is for designated offices and personnel within the Safety, Security and Administration Office (SA) with responsibility for snow and/or ice removal.

3-3. **GENERAL:** Accumulation of snow and/or ice on the walks, steps, and other access routes to HQ DeCA/ESC, Building P-11200 and the building at 4300 Crossings, during snow and/or ice storms represents a safety hazard. Procedures outlined in this policy letter will, to the maximum extent possible, neutralize that hazard by the systematic removal of snow and/or ice.

3-4. **RESPONSIBILITIES:**

a. The Chief, Safety, Security and Administration is responsible for clearing snow and/or ice from the walks, handicapped and VIP parking areas immediately adjacent to Building P-11200 and the building at 4300 Crossings.

b. The Chief, Logistics Support Division (SAL) is responsible for staff supervision of snow and/or ice removal operations, and will implement operations as required. SAL will take action to activate snow and/or ice removal plan as outlined.

c. Preparation:

(1) Prior to the onset of winter, SAL will ensure that materials are on hand to conduct snow and/or ice removal operations. Items should be picked up at the "U-Do-It" not later than November 15 of each year.

(a) Snow blower

(b) Snow shovels

(c) Melting agent

(d) Trash cans

(e) Rubber mats and runners

(2) At the beginning of the winter season, melting agents will be put in trash cans and placed at each entrance to Building P-11200 and the building at 4300 Crossings.

d. Removal Operations:

(1) Snow and/or ice storms during duty hours:

(a) Mats will be placed inside the entrance.

(b) Snow and/or ice removal will begin as soon as accumulation is sufficient to make the use of walks hazardous.

(c) Snow and/or ice will be removed from designated areas based on the priorities shown in attached area maps.

(2) Snow and/or ice storms during non-duty hours:

(a) Maintenance Leader will call in maintenance workers to initiate snow and/or ice removal operations.

(b) Snow and/or ice will be removed from designated areas based on the priorities shown in attached area maps.

(c) Melting agent will be sprinkled on walk areas once snow has been removed and/or when ice is present.

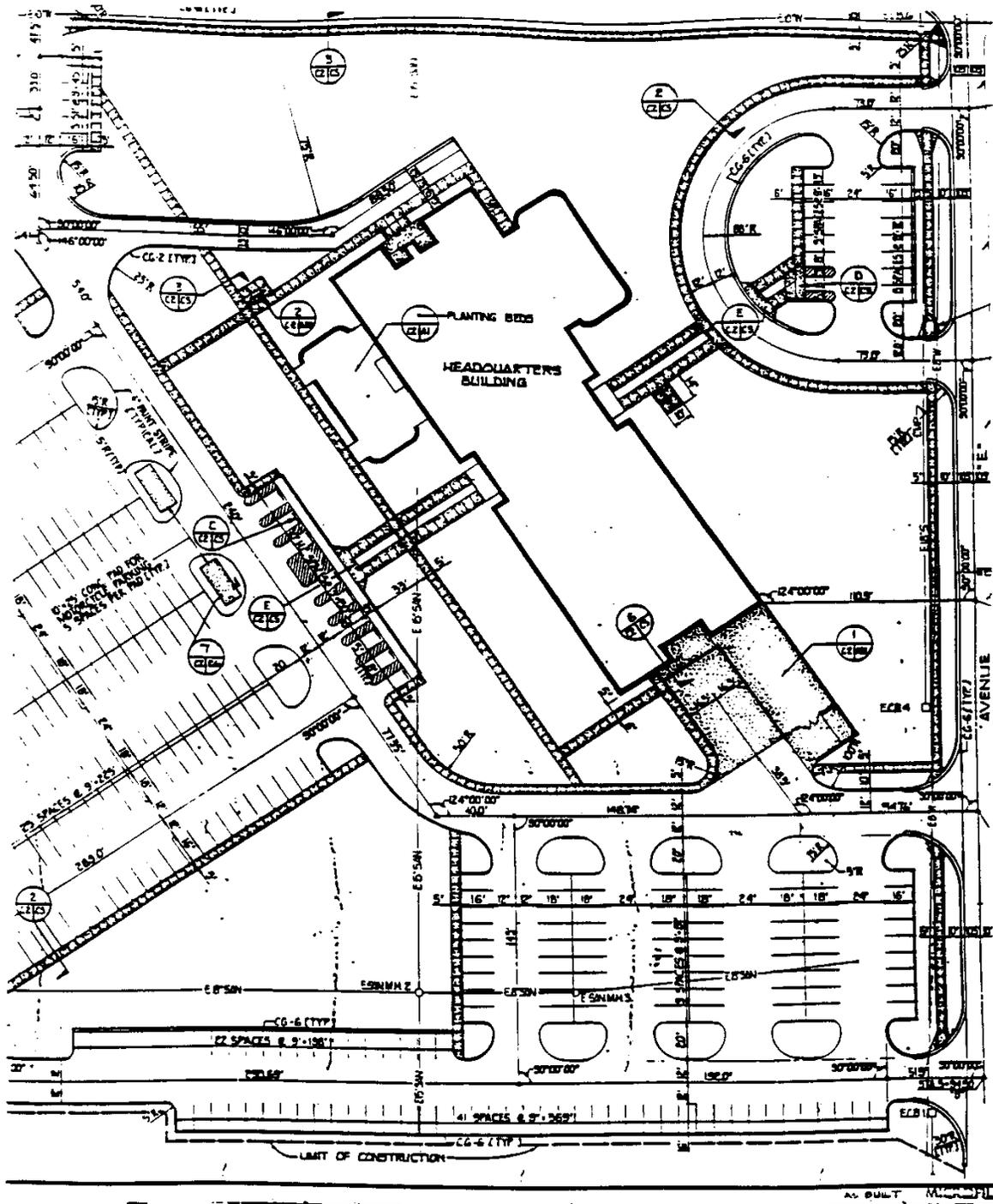
(d) Directorate Public Works, Fort Lee will remove accumulated snow and/or ice from the main parking lots at Building P-11200. Bogese Group Commercial Real Estate will remove accumulated snow and/or ice from the parking lot at 4300 Crossings Boulevard.

e. Administrative Action: Continuity of Agency operations is essential. Services that must be performed for this purpose are an Agency prerogative. Snow and/or ice removal that is vital to the continuation of Agency operation must be performed by employees who will be designated in writing as mission-essential personnel. Mission essential personnel are required to report to or remain at their work sites in emergency situations caused by adverse weather. The written designation will also obligate the employees concerned to report for duty during periods of mission-essential staffing, unless otherwise directed. Whenever it is necessary to invoke the provisions of this policy letter during non-duty hours, ensure that all time is reported as follows:

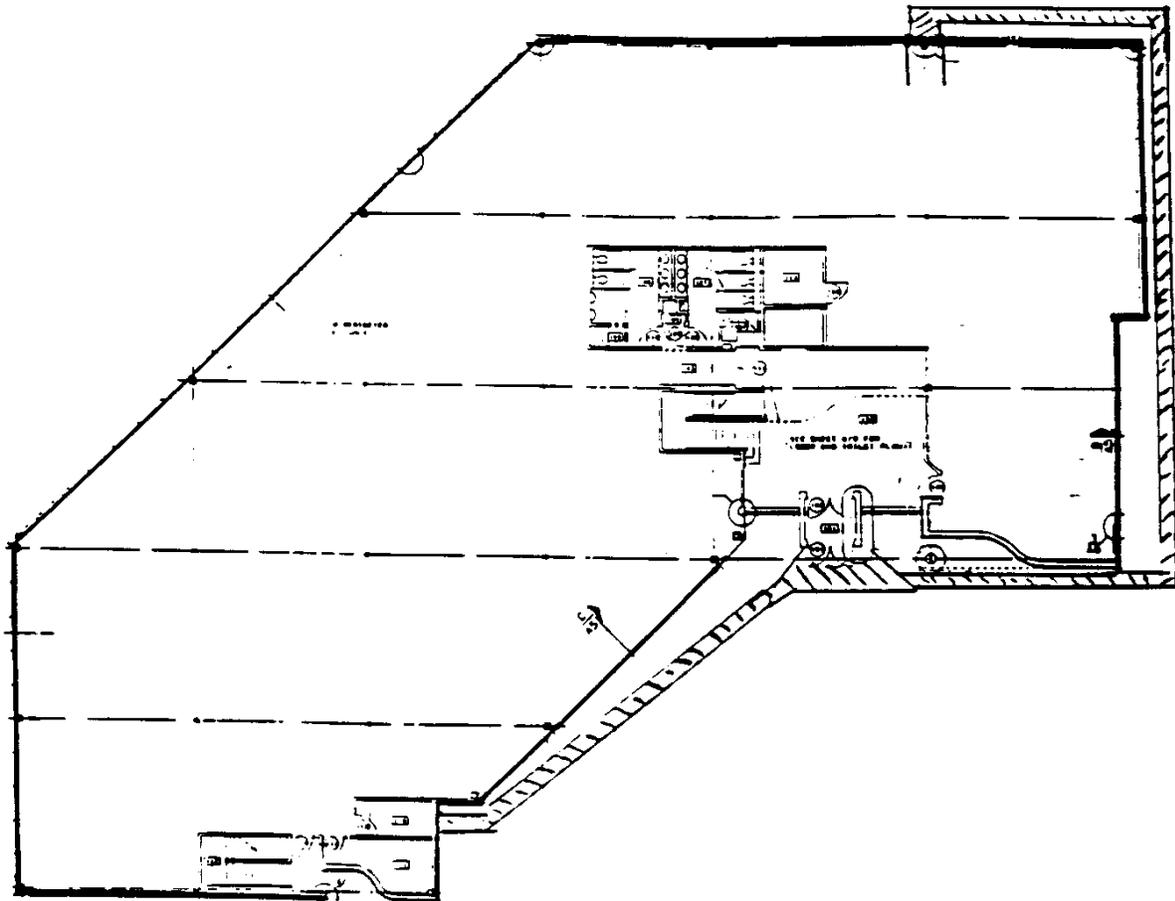
(1) Timekeepers will be informed of personnel required for clearing operations during non-duty hours and ensure that all time is properly reported.

(2) Chief, Logistics Support Division will monitor all actions to ensure that required actions are taken and request overtime, as required.

(3) Chief, Safety, Security and Administration will review and approve, as needed, overtime requests in support of snow and/or ice removal operations.



Bldg P-11200



4300 Crossings Blvd.

## Chapter 4

### Energy Management Program

4-1. **POLICY:** This letter establishes the policies and procedures necessary to reduce energy consumption within Headquarters, Defense Commissary Agency (DeCA).

4-2. **APPLICABILITY:** Policies, responsibilities and procedures in this policy apply to all Headquarters, DeCA personnel stationed at Fort Lee.

4-3. **REFERENCE:** U.S. Army Quartermaster Center and Fort Lee Regulation 420-4, Energy Conservation Program, 13 May 1987.

#### 4-4. **RESPONSIBILITIES:**

a. The Chief, Support Division, Directorate of Information Resources Management (IRM) is responsible for administering the Energy Management Program. The Logistics Support Officer is appointed Energy Conservation Officer for HQ DeCA and will ensure the program is applied as outlined in **Appendix A**.

b. Directors/staff office chiefs will appoint an Energy Conservation Monitor for their directorate/staff office, who will ensure the requirements set forth in **Appendix A** of this policy are established and followed.

#### 4-5. **ENERGY MANAGEMENT PROGRAM**

a. Energy Conservation Monitors will forward a copy of their duty appointment to Logistics Support Branch, Support Division, Directorate of Information Resources Management.

b. Energy Conservation Monitors will conduct inspections of their activities once monthly to ensure implementation of this program. They will ensure each individual, military and civilian, is aware of the importance of his or her contribution to the overall success of the program.

c. The Energy Conservation Officer will monitor the program to ensure its implementation and will inspect all activities. Copies of inspection reports will be forwarded to the Chief of Staff for information and appropriate action.

#### 4-6. **STANDARDS AND PROCEDURES.**

##### a. Central Air Conditioning.

(1) Air conditioning will be controlled by the Fort Lee Directorate of Engineering and Housing (DEH); thermostats will be set at 78 degrees Fahrenheit. If the temperature is colder than 78 degrees Fahrenheit or hotter than 80 degrees Fahrenheit, the situation should be reported to the Energy Conservation Officer who will make a preliminary investigation of the situation and will report it to DEH for correction if necessary.

(2) When the air conditioners are operating, both regular and storm windows and hallway/stairwell doors must be kept closed. All window blinds and draperies should be closed on the sunny side of the building to reduce heat gain through windows.

(3) Do not block or obstruct ducts, vents, registers, thermostats, etc. Should cold or hot air be blowing directly on personnel within a room, the Energy Conservation Office should be notified. An attempt will be made to improve such situations.

b. Heating.

(1) Heating will be controlled by DEH; heat will not be turned on when the outside temperature is above 60 degrees Fahrenheit.

(2) Room temperature should be approximately 65 degrees Fahrenheit; any temperature readings of over or under should be reported to the Energy Conservation, who after a preliminary investigation, will report the situation to !.

(3) Electric Resistance Heaters are not authorized unless approved in writing by SAL. Exceptions will be made only in cases of extreme hardship where no other solution is practical.

c. Lighting.

(1) All nonessential lighting should be reduced, removed, or turned off.

(2) Light fixtures containing unneeded bulbs/tubes will either be turned off or have the bulbs/tubes removed. Coordination for this should be made with Logistics Support Branch, Support Division, Directorate of Information Resources Management.

(3) Lights in buildings will not be left on for division personnel. Custodial personnel will use only those lights they require in the immediate area and will extinguish them when no longer needed.

(4) Task Light (desk lamp) is not authorized in areas with recommended levels of general illumination.

(5) Purely decorative lighting should be eliminated.

d. Helpful Hint. The peak period of energy consumption is in the afternoon. Consideration should be given to turning off all unnecessary lighting and office machines. This does not include computers and special equipment whose operation would be affected.