

SLD SUPPL 1 to
ER 700-1-1

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CELMS-LM

SLD SUPPLEMENT 1
to ER 700-1-1

1 November 1992

Logistics
USACE SUPPLY POLICIES AND PROCEDURES

Engineer Regulation (ER) 700-1-1, 1 February 1992, is supplemented as follows:

Page 1-1, paragraph 1-2, APPLICABILITY. Add the following:

This regulation is applicable to all elements of St. Louis District, including field offices and floating plant.

Page 2-1, paragraph 2-1, MANAGEMENT POLICIES. Add the following:

Hand Receipt Holders and Supervisors will ensure proper authorization and/or justification documents are cited or included with all requisition/acquisition requests for property, including excess, other than real property. The property book indicates the proper authorization document.

Page 2-6, paragraph 2-4, AUTHORIZATION DOCUMENT. Add the following to subparagraph c(19):

All changes to the Information Management Master Plan (IMMP) will be made through CELMS-IM. (SEE ATTACHED)

Add the following to subparagraph c (21):

Chief Logistics Management Office will approve all additions to the LCAA (Local Commander Authorized Approval)

District Engineer will approve additions to CPAD (Civil Property Authorization Document)

*This supplement supersedes SLD Supplement 1 to ER 700-1-1,
1 Nov 1990

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Page 2-6, paragraph 2-5, ADDITIONS. Insert the following at the beginning of paragraph:

The District Supply Officer, CELMS-LM-S, will assist in developing revisions to authorizations if requested. Any equipment required above current authorizations needs justification to include its intended use, why like items can not accomplish the function, cost savings or other benefits and specific impact on the activity if item not obtained.

Page 2-10, paragraph 2-8, INITIATION OF PURCHASE REQUEST. Insert the following before subparagraph a:

See APPENDIX A for Acquisition Process.

Page 3-4, paragraph 3-4, RECEIVING SECTION. Add subparagraph e after subparagraph d:

e. The District Central Receiving Area (CRA) is located at the Service Base, telephone 263-4227. Satellite Receiving Areas have been established at field sites. The current list of persons appointed as Receiving Agents is available on the H1000. To access file, use the following steps:

- Select (C) Communications
- Select (A) Crosstalk MK.4 OR (D) Vista Com
- Select H1000
- Use your HARRIS Sign-on
- Once in system, type "DISPLAY 0700P*OATRS&SV"
- List appears

Page 3-7, paragraph 3-6, RECEIVING REPORT. Add the following to subparagraph a:

See APPENDIX B for the actions to be taken by the requesting office and receiving agent upon receipt of an item or service.

Page 3-10, paragraph 3-6, RECEIVING REPORT. Add the following to subparagraph n (3):

At satellite receiving areas, Hand Receipt Holders will ensure property received at the field sites is properly bar coded and that ENG Form 4844 is attached to receiving documents. For satellite areas with Remote APPMS Program forms ENG 4844R and ENG 4866 need not be prepared, however, data is to be inputted to Remote program.

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Page 3-13, paragraph 3-11, STOCK RECORD ACCOUNT (SRA). Add the following to subparagraph b and d:

b. The St. Louis District Stock Record Officer (SRO) is the General Supply Specialist assigned to the Supply Branch (CELMS-LM-S).

d. Only the Logistics Management Office will acquire a DODAAC number.

Page 3-20, paragraph 3-20, OPERATING PROCEDURES. Add the following to subparagraph g:

Hand Receipt Holders should be notified and approve removal of any property on their hand receipt from District premises.

Page 3-22, paragraph 3-23, INVENTORY OF PROPERTY. Add the following before subparagraph a:

The hand receipt inventory procedures are in APPENDIX C.

Page 3-28, paragraph 3-32, LOST, DAMAGED, OR DESTROYED PROPERTY. Add the following to subparagraph f:

This does not replace responsibilities to also notify CELMS-DS, CELMS-SO, or CELMS-LM-T as required by those organizations.

Page 4-1, paragraph 4-2, POLICIES. Add the following:

The District POC for all property disposal actions, except real property, is CELMS-LM-S.

Page 4-2, paragraph 4-4, EXCESS AND UNAUTHORIZED PROPERTY. Add the following to subparagraph a:

CELMS-LM-S will circularize all unneeded and unauthorized property for reutilization according to the procedures established in ER 700-1-1. Circularized property not redistributed will be transferred to Account 001 for disposition. Procedures for Hand Receipt Holders are in APPENDIX D.

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Page 4-20, paragraph 4-13, CANNIBALIZATION. Add the following to
subparagraph a:

Request to cannibalize equipment will be forwarded through the
Logistics Management Office to the District Engineer for
approval.

Richard R. Craig, Maj, ACT CDR
for JAMES D. CRAIG
COL, EN
Commanding

APPENDIXES

- A - ACQUISITION PROCESS
- B - RECEIVING PROCESS
- C - HRH PROCEDURES
- D - EXCESS PROPERTY PROCESS

DISTRIBUTION:

SF

CELMV-IM-O (2)

CELMS-IM-S (2)

AH

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APPENDIX A
ACQUISITION PROCESS

1. Supervisors should identify the people they want to place orders in the Automated Supply Ordering System. LM-S personnel will add the individuals names to the system and set-up training for those individuals within 2-3 work days.
2. Check Automated Supply Ordering System File for items available from Stock Holding area. Access this file by using the following:
 - Go into Communications - Press Enter
 - Select Crosstalk - Press Enter
 - Select H1000 - Press Enter
 - Enter your Sign-on
 - Once on, type in *DD3953-E - Press Enter
 - Select Option E - Press Enter
 - (A) ASL Supply File - Press Enter

If item is available through the Stock Holding area, return to the main menu and select Function (A - Ordering Supplies) via computer by authorized person from your organization.

3. If not available, prepare DA Form 3953, Purchase Request and Commitment, per Figure A-1. Explanation/instruction Figures A-2 - A-5. Local procurement of non-expendable property at field sites may be in emergency situations only and first requires coordination with CELMS-LM-S and CELMS-CT-P.
4. Requisition eight digit document number is assigned by the Requisition Numbering Allocation System (RNAS) file on the Network. CELMS-LM-S maintains an automated log of actions concerning requisitions from the time they receive your request. For information, telephone 331-8022.
5. After appropriate organizational approvals, requisitions not requiring special approval will be submitted to CELMS-LM-S. When the document is taken from CELMS-LM-S to CELMS-RM, an information copy will be sent to the initiating office . If any other action is taken, you will be notified. Requisitions are normally in Logistics less than one day.

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a. The DA Form 3953 will be prepared in four copies, with carbon. The initiating office is responsible for submitting requisitions with the appropriate financial accounting and organizational codes and numbered with the originating office symbol, current FY, and next concurrent control number from RNAS.

The originating office should furnish the item name and description, national stock number (NSN), unit of issue, quantity requested, and item price when available. All requisitions should have urgency of use designator (UND) in the upper left hand corner. Requisitions for non-expendable property must have the appropriate authorization document noted in the justification block.

b. All requisitions require approval by Division/Office Chiefs or Acting Chiefs. A written delegation of authority (DA 1687) must be submitted to CELMS-CT-P for any representative designated in lieu or addition to approving authority. The originating office will retain file copy.

c. Walk-through requisitions slow the overall process; they should only be used in true emergency situations. Should this become necessary, call CELMS-LM-S in advance to ensure a person authorized to approve the requisition is available. Division/office Chief's must sign/approve such requisitions. Normal turn-around time in CELMS-LM-S is less than one day. Requisitions with written request for special treatment will receive priority handling without resorting to the walk-through process.

d. Requisitions for replacement property items will be accompanied by a Property Control Receipt (ENG Form 4900), Figure A-6, original with two copies and LMS Form 758, Figure A-7, Property Inspection Report, describing the item (s) being replaced. The LMS Form 758 will include a complete nomenclature, acquisition cost, NSN, bar code and/or serial number, condition of the item, and recommended disposal. The ENG 4900 will include from/to Hand Receipt Holder, bar code, nomenclature and serial number.

6. Special Approvals.

a. Requisitions, with justification, for the following items must be routed through CELMS-IM for approval:

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(1) Copying equipment. This includes purchase, rental and leased equipment.

(2) All ADP equipment, software, microcomputers, peripherals, and memory typewriters.

(3) File equipment.

(4) Telephones and telephone systems to include purchase and leased equipment.

(5) Radio equipment and facsimile machines.

(6) Video and audio-visual equipment services, to include purchase, rental and leased equipment. All such items must be included in each organization IMP.

b. Repair of Equipment and Office Machines. DA Form 3953 will be submitted through CELMS-LM-S to CELMS-CT-P for repair of all office machines and/or equipment not covered by a service agreement or contract. All such requisitions shall be routed through CELMS-LM-T, Equipment Specialist, for approval and a "NOT TO EXCEED COST" statement. Only procurement personnel are authorized to call for service on the machines. If repairs require the equipment to be removed from the District, the appropriate Hand Receipt Holder should be contacted and Property Control Receipt (ENG Form 4900) obtained. A suspense date should be set by the requiring element when an office machine is picked up for repair. CELMS-CT-P will be notified when the suspense date is not met or the equipment is returned from repair.

7. Purchase request, DA Form 3953, procedures:

a. Initiating office prepares request/obtains requisition number.

b. Organization approvals.

c. Special approvals, if required.

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d. CELMS-LM-S:

- Log in tracking database
- Research excess, sources available
- Catalog.
- Take to CELMS-RM; send information copy to Initiator

e. CELMS-RM-F:

- Check Appropriation and Cost Code
- Send to CELMS-LM-S or CELMS-CT for acquisition action.

8. Central receiving area procedures:

a. Pull automated supply orders daily, 0800 and 1400.

b. If available in Stock Holding Area, fill order. At 1300 daily, picked up by CASU for shipping to field or taken directly to requester in District Office.

c. If not available, daily place orders via computer with GSA or DLA. When possible, "vendor" is instructed to ship directly to field site.

d. Information copy sent to initiating office.

e. Received and delivered/shipped to requester. Orders from GSA are usually received in 1-4 days. Receiving report processed. sent to CELMS-LM-S (PBO). Usually, items are delivered/shipped within 24 hours of receipt.

f. Comptroller General decision indicates that government funds should not be used to provide food, drink or utensils for employees. However, disposable cups may be stocked for Executive Office and all field sites to be used by visitors and field employees when working away from the field office. Site managers will control usage.

⑤ CPAD-R

① C ② IV ③ WEM ④ 15

PURCHASE REQUEST AND COMMITMENT For use of this form, see AR 37-108: the proponent agency is USAFAC.		PURCHASE INSTRUMENT NO. ⑥ J2219		REQUISITION NO. ⑦	DATE ⑧ 25 OCT, 1992	PAGE ⑨ 1	OF PAGES
TO: Purchasing and Contracting Officer		THRU: CELMS-OD, IM-S, LM-S, RM-F ⑩		FROM: CELMS-OD-PB ⑪			
PURCHASED FOR: It is requested that the supplies and services enumerated below or on attached list be: DELIVERED TO US ARMY ENGINEER DISTRICT, ST. LOUIS NOT LATER THAN (Date) FT. OF ARSENAL ST. SERVICE BASE WHESE ⑬ 12 DEC., 1992 ⑭ ST. LOUIS, MO. 6310							
⑫ HAND RECEIPT HOLDER: NAME NUMBER		NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION ⑮					
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)		TOM JONES 331-1234					
LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FORE GOING BY		Fund Certification The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM							
ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED		ACCOUNTING CLASSIFICATION	AMOUNT
				Unit Price	Total Cost	(XX) VWXXXX XXXX XXXX ⑰	⑱1246.00
1.	COMPUTER, 386-16SX 4MB RAM, 110MB INTERNAL FIXED DRIVE 3.5"-1.44MB FLOPPY DRIVE 5.25"-1.2MB FLOPPY DRIVE	1	EA	999.00	999.00	96X4902, RF, CE	
2.	MONITOR, COLOR, VGA, 14"	1	EA	247.00	247.00		
DATE 27OCT92 ⑲							
				TYPED NAME AND TITLE OF CERTIFYING OFFICER		SIGNATURE	
				DISCOUNT ⑳			
				PURCHASE ORDER NUMBER ㉑			
				DELIVERY SCHEDULE ㉒			
THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR ㉓							
IMMP							
DATE ㉔ 25 OCT 92		TYPED NAME AND GRADE OF INITIATING OFFICER		SIGNATURE		DATE ㉕ 25 OCT, 1992	
DATE ㉖ 28 OCT 92		TYPED NAME AND GRADE OF SUPPLY OFFICER		SIGNATURE		TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	
		JOHN JONES				THOMAS J. JONES	
		TELEPHONE NO.				GM 14	
		JUDITH A. GRIFFITH					
		GS 12					
Approved by commanding officer or his designee							
PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.							
EXCESS AVAILABLE: ㉗ INITIALS: _____ DATE: _____							

DA FORM 3953
1 AUG 76

⑬ FIGURE A-1

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INSTRUCTIONS FOR COMPLETION OF DA FORM 3953
PURCHASE REQUEST AND COMMITMENT

The completion of the following blocks are the responsibility of:
INITIATING OFFICE

BLOCK

1. UND - (paragraph 2-8).
6. Purchase Instrument Number - paragraph 2-9b. Must be number generated by REQTRK system for use with SAACONS.
7. Requisition number-Requester's internal office control number.
8. Date - Date DA 3953 is prepared.
10. Thru-Approval agency or office; i.e., CELMS-OD-P, CELMS-IM-R, etc. In addition, all requisitions are routed through CELMS-LM-S and CELMS-RM-F.
11. From - Office initiating purchase request.
12. Purchased For - Requester's and HRA number.
13. Delivered to - Delivery location or site.
14. Not Later Than - Date delivery lead time. (USE OF "ASAP" IS NO AUTHORIZED)
15. Name and Telephone Number of person to call for additional information - Point of contact for information.
16. Item Number - Sequential listing of items requested.

Description of supply or services - For supply items use of NSN, FPN or MCN (paragraph 2-11) is mandatory. Services require an accurate description of what work/maintenance is being requested.

Quantity - How many of each are requested.

Unit - Of Measure, e.g., cs, bx, ea, etc.

Estimated Unit Price - Quoted price for each item requested.

Estimated Total Price - Number of items times unit price.

17. Accounting Classification - Fund Cite/Cost Code.

A. CELMS-OD-P assigns a PRIP internal tracking number.

(SEE FIGURE A-7)

18. Amount - Total dollar figure for all items requested.
20. Justification Block - Must cite authorization document per paragraph 2-4.
21. Date and Initiating Officer - May be any official in the chain of command.
23. Date and Approving Officer - Must be official signature of Division Chief or representative.

NOTE: ALL REFERENCES ARE MADE TO ER 700-1-1
FIGURE A-2

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INSTRUCTIONS FOR COMPLETION OF DA FORM 3953
PURCHASE REQUEST AND COMMITMENT

The completion of the following blocks are the responsibility of:

****ALL CPAD Requisitions; any item/system with acquisition cost in excess of \$5,000.00 must be accompanied by the following:**

A. Written justification in "MEMORANDUM FOR" format citing the following:

1. Why the need for the item/system exists.
2. What it will be used for.
3. Savings benefits. (Time, Labor, and/or dollars)
4. The negative impact of the project, should your request be denied.

NOTE: ALL REFERENCES ARE MADE TO ER 700-1-1
FIGURE A-3

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INSTRUCTIONS FOR COMPLETION OF DA FORM 3953
PURCHASE REQUEST AND COMMITMENT

The completion of the following blocks are the responsibility of:

LOGISTICS MANAGEMENT OFFICE

BLOCK

2. FAD - Paragraph 2-12.
3. Initials of LMO representative processing request.
4. Priority Designator - Used for Military requisitions.
(SEE PARAGRAPH 2-12)
5. Certification or Identification of Authorizing
Document-annotated on upper right corner per paragraph 2-9a
(1).
22. Supply Officer - Date, Name, Signature of Logistics Supply
Chief showing review and compliance with paragraph 2-9a (3).
24. Excess Property:
 - *Availability
 - *Property Disposal Officer
 - *Date Authenticated

NOTE: ALL REFERENCES ARE MADE TO ER 700-1-1
FIGURE A-4

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INSTRUCTIONS FOR COMPLETION OF DA FORM 3953
PURCHASE REQUEST AND COMMITMENT

The completion of the following blocks are the responsibility of:

CONTRACTING DIVISION AND FINANCE AND ACCOUNTING OFFICE

BLOCK

19a. Certifying Officer - May be by Finance and Accounting Office.

b. Discount - Used by Contracting Division.

c. Purchase Order Number - Number used by Contracting Division.

d. Delivery Schedule - Used by Contracting Office.

NOTE: ALL REFERENCES ARE MADE TO ER 700-1-1
FIGURE A-5

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APPENDIX B
RECEIVING PROCESS

The following instructions are to be followed by all warehouse or receiving personnel:

1. Receiving Items:

a. Unload carrier, check for visual damage, sign/date deliver ticket.

b. If there is visual damage or shortage, note on delivery ticket, bill of lading, etc., and have driver sign. In some cases it may be wise to photograph.

c. Check items received against packing slip/ordering document (Figure B-1) for quantity, type, completeness and condition. All problems must be recorded in detail on all copies of receiving report (Figure B-2), bill of lading, delivery ticket. Initial actions should be completed within 24 hours.

(1) Contact CELMS-CT-P or assigned buyer for all damaged/shortage or other problems with orders processed in their office.

(2) Contact CELMS-LM-S, Stock Record Officer, 331-8775, concerning GSA/Government source items.

(3) If items are to be returned to vendor or shipped to another location, contact CELMS-LM-T for Bill of Lading.

d. Take/send paperwork to Authorized Receiving Agent who will process receiving documents and sent to CELMS-LM-S. Documents must be forwarded within 48 hours of receipt.

2. Receiving Accountable Property:

a. Accounting requirements mandate that items received be classified. If unable to determine whether or not an item is accountable property, contact the Property Book Officer (PBO) at 331-8023, CELMS-LM-S.

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b. All accountable property must be bar coded upon receipt and before delivery to user.

(1) Attach bar tag to item.

(2) Complete Eng Form 4866 (Figure B-1); forward with item.

(3) Place bar tag number and item serial number on ordering document and process through the PBO to CELMS-RM.

c. Eng Form 4866, Interim Hand Receipt.

(1) If Hand Receipt Holder is present upon delivery, sign the blue copy and forward to PBO, retain yellow copy.

(2) If Hand Receipt Holder is not present, receiver signs green copy and forwards to PBO. Retain blue copy until Hand Receipt Holder signs and forwards to PBO. Yellow copy is retained by Hand Receipt Holder,

3. Receiving Services:

a. When receiving services for which CELMS-LM-S must process receiving reports, sign and date copy of ordering document and forward to CELMS-LM-S within 48 hours of receipt.

b. If service is recurring, e.g., on BPA, and paid monthly, sign and date copy of ordering document and write in amount to be paid for the month. Forward to CELMS-LM-S 3 days before suspense date.

4. All problems should be documented and coordinated with CELMS-RM in order to preclude your organization from being charged with interest penalty costs.

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APPENDIX C
HAND RECEIPT HOLDER PROCEDURES

1. Procedures for changing hand receipt holders:

a. A 100% physical inventory must be performed jointly by the outgoing and incoming hand receipt holders. This will be accomplished by requesting current hand receipt listing from the Property Book Officer.

b. Two copies of the hand receipt will be provided, one for the incoming Hand Receipt Holder and returned to the Property Book Officer after verification that all property is present.

c. If all property cannot be located, the outgoing Hand Receipt Holder will have to prepare DA Form 4697, Report of Survey, for all items not found. The outgoing Hand Receipt Holder will not be cleared to exit the District until the Report of Survey is completed.

d. A temporary replacement may be assigned for the outgoing Hand Receipt Holder with supervisor approval if permanent replacement is not available at time of exit. The same procedures apply for the temporary replacement.

e. Supervisors are responsible for ensuring that the above actions are completed. If the above actions are not taken, the supervisor automatically assumes the hand receipt responsibility 30 days after the Hand Receipt Holder is no longer in control of the account.

f. When a change occurs, it will take the place of the annual inventory due for that year.

2. Hand Receipt Annual Inventory Procedure:

a. A current listing of your HRA with a letter with a suspense date will be mailed to you approximately 60 days prior to completion date.

b. HRH should then check property listing and ensure that correct paperwork has been completed for any inaccuracies.

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c. Schedule with property section of LM to acquire use of scanner (instruction, etc.).

d. Scan property and return scanner to property section.

e. Reconciliation report will be processed by property section. Report states reconciled, shortages, overages.

f. Items from the shortage report must have proper documentation of transfer or turn-in. If not, DA Form 4697 Report of Survey must be prepared by the HRH.

g. Items on the overage report have to be identified by nomenclature, serial number, manufacturer, model number, cost, and cost code acquired under.

h. A corrected list will then be sent in duplicate for signature. The original to be sent back to property section LM.

i. All the above should be completed by the suspense date of original letter.

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APPENDIX D
EXCESS PROPERTY PROCESS

1. Hand Receipt Holders determine if item is excess to their needs. Supervisor must concur with decision.
2. Prepare the forms:
 - a. LMS Form 758, Property Inspection Report, for disposition and condition of item (Figure A-6) will be prepared in original plus one copy. Hand Receipt Holder signs in the Responsible Employee block. Supervisor should initial the same block, showing concurrence.
 - b. Equipment is turned in to IM-I. Once they determine that there is no longer a need for equipment throughout the St. Louis District, it is turned in for circularization to all Corps (Districts/Divisions).
 - c. ENG Form 4900, Property Control Receipt, for transfer (Figure A-5) will be prepared in original plus two copies.
3. Submit both forms to CELMS-LM-S, Stock Record Officer, Account 089.
4. Before turn-in, each item will be tagged with a 3X5 manila tag stating nomenclature, bar code, serial number, and Hand Receipt Account Number. Information is available on Hand Receipt Holder's copy of the hand receipt from the Property Book.
5. The Stock Record Officer will review forms and contact the Hand Receipt Holder for turn-in time and date.
6. ENG Form 4900 will then be signed by the Stock Record Officer and a copy furnished to the Hand Receipt Holder, indicating transfer action.
7. Request for cannibalization. If item has no value other than scrap and parts may be salvageable for another end item, request for cannibalization may be made on ENG Form 758. Send request through Division/Office Chief and through CELMS-LM-S to CELMS-DE for approval. Request must be approved by the District Commander before actual removal occurs.