

CAMP RIPLEY COMMAND SUPPLY AND SERVICES BLDG 2-207 CLASS II, IV, AND VII



Supply and Services Full-Time Staff (From left to right SGT Lynn Dobler, SGT Nicole Zupko, SGT Stephanie Gustafson, SPC Donald Jones, SPC Brandon Jedlenski, SGM Terry Johnson)

EXTERNAL STANDING OPERATING PROCEDURES 26 MAY 2011

Supply & Services Warehouse
15000 Hwy 115
Camp Ripley Bldg. 2-207
Little Falls MN 56345

Telephone Numbers
COM: 320-616-3128
DSN: 871-3128
FAX: 320-632-7336

Mon – Fri (Hours of Operation 0700-1630)
Sat (Hours of Operation 0800-1630)
Sun (Hours of Operation 0700-1530)
Extended Hours - Upon Request & Approval

Effective: 26 MAY 2011

TABLE OF CONTENTS

| | <u>Par</u> | <u>Page</u> |
|--|------------|-------------|
| SECTION I – GENERAL | | |
| Purpose | 1-1 | 4 |
| Reference | 1-2 | 4 |
| Scope | 1-3 | 4 |
| Effective Date | 1-4 | 4 |
| SECTION II – REQUEST PROCEDURES | | |
| Establishment of Account | 2-1 | 4 |
| Submission of Requests | 2-2 | 4 |
| Chemical Latrine Requests | 2-3 | 5 |
| MWR Equipment Requests | 2-4 | 5 |
| Expendable Supply Requests | 2-5 | 5 |
| Winter Clothing and Linen Requests | 2-6 | 6 |
| Mattress Cover Policy | 2-7 | 6 |
| SECTION III – SHORTAGES | | |
| MN ARNG Units | 3-1 | 6 |
| Non-MN ARNG Units | 3-2 | 7 |

SECTION IV – TURN-IN PROCEDURES

| | | |
|---------------------------|-----|---|
| Non-Expendable Items | 4-1 | 7 |
| Tentage | 4-2 | 7 |
| Unserviceable Equipment | 4-3 | 7 |
| Linen and Winter Clothing | 4-4 | 7 |

SECTION I - GENERAL

1-1. Purpose.

- a. This External Standing Operating Procedure (ESOP) is to provide guidance to Property Book Account Managers and Unit Supply Sergeants for day-to-day supply transaction with the Camp Ripley Command Supply & Services (S&S) Warehouse.

1-2. Reference.

- a. The following are references that may be needed to help organizations/activities to complete action before given to Supply & Services Warehouse: AR 735-5, AR 710-2, AR 725-50, DA PAM 710-2-1, DA PAM 710-2-2, CTA 50-500, and CTA 50-970.

1-3. Scope.

- a. This ESOP has procedures outlined to give quick reference and define areas that are/are not covered in existing guidance. It is the responsibility of all organizations/activities supported by the S&S Warehouse to follow these procedures.

1-4. Effective Date.

- a. ESOP, 5 June 2010 supersedes all previous ESOP.

SECTION II – REQUEST PROCEDURES

2-1. Establishment of Account.

- a. Organizations/activities will prepare a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) and submit an original copy along with Memorandum of Assumption of Command to Supply & Services. These are updated upon Change of Command or authorities. Activity supervisors/Company Commanders may designate one or more individuals as authorized representatives to request/receipt items from the S&S Warehouse. Civilian agencies will need to have a Lease Agreement established with the Operations Office prior to drawing any equipment/supplies.

2-2. SUBMISSION OF REQUESTS.

- a. Units must submit an ATS Form 23 through the Camp Ripley Operations Office. Units will request equipment and supplies under the S&S Section of the ATS Form 23. Units may also request supplies and equipment via e-mail to the Materials Handler Supervisor. Unit should list unit name, unit

account number, list of items requesting along with quantities, and a pickup and return date. S&S personnel will notify unit of approval/disapproval of equipment/supplies requested. A copy of the S&S property that is available for issue is attached (see Exhibit A & B) and can also be found at the following WEB Site:

MN-ARNG:

<http://sharepoint/Organizations/CRC/Log/SSD/default.aspx>

NONMNARNG:

http://www.minnesotanationalguard.org/camp_ripley/logistics/supplyservices/

2-3. CHEMICAL LATRINE REQUESTS.

- a. Request for Chemical Latrines will be submitted via e-mail or by telephone (320-616-3130). Non-Minnesota ARNG units and civilian activities must provide a source of payment (i.e. DD Form 448 Military Interdepartmental Purchase Request (MIPR) or a check made out to "U.S. Treasury"). Units will need to provide the following information (a request form is available at the website listed in paragraph 2-2 above):
 - 1) Unit name
 - 2) Unit POC
 - 3) Time and date that unit POC will meet the contractor at Range Control
 - 4) Quantity required
 - 5) Number of moves required
 - 6) Number of cleans/moves required

2-4. MWR EQUIPMENT REQUESTS.

- a. MWR equipment can be signed out by any individual presenting a valid Military ID card. Requests can be submitted via e-mail or in person at Supply & Services, Bldg 2-207. Individuals will be required to sign a statement that if they lose or break an item they have to replace with a monetary like item. An electronic form of the MWR Brochure which lists the equipment available can be found on the website listed in paragraph 2-2 above. A list of MWR items is also attached (see Exhibit C). Also refer to the Camp Ripley Command Supply & Service's MWR SOP.

2-5. EXPENDABLE SUPPLY REQUESTS.

- a. Minnesota units can request cleaning supplies and Single Service Items (forks, knives, spoons, plates & cups) to be utilized at Camp Ripley via ATS Form 23 or by e-mail. Cleaning supplies to clean and maintain home

station TACCS's should be obtained through your Building Maintenance Supervisor (BMS). As for non-MN ARNG units and civilian agencies, expendable supplies are available from S&S on a reimbursable basis. Non-MN ARNG and civilian agencies must provide a source of payment (see paragraph 2-3). A list of expendable supplies available can be found at the website listed in paragraph 2-2. A copy is also attached (see Exhibit B).

2-6. WINTER CLOTHING AND LINEN.

- a. Minnesota units can request the use of winter clothing and/or bed linens via ATS Form 23 or by e-mail. All non-MN ARNG units and civilian agencies must provide a source of payment (see paragraph 2-2). All linen and winter clothing must be folded, bundled and tied according to folding instructions which are available at the website listed in paragraph 2-2 above and a copy is attached (see Exhibit D).

2-7. MATTRESS COVER POLICY.

- a. Each organization/unit training are encouraged to replace mattress covers at the beginning of their training period for unit sanitation and health purposes and to ensure that each individual will have a clean mattress cover. Organizational/unit supply officers can draw replacement covers from Warehouse 2-207 at first opportunity after areas have been drawn from the Housing Division. Soiled mattress covers will be tied in bundles of ten (10) and turned into Building 2-207 not later than the first Wednesday of AT due to commercial laundry commitments. Mattress covers will not require changing at the close of the training period.

SECTION III – SHORTAGES

3-1. MN ARNG units.

- a. Expendable shortages incurred by MN ARNG units will be replaced by the losing unit who will requisition the items they are short and return them to S&S. Any equipment shortages that are non-expendable will be lateral transferred to the losing unit and the unit will be responsible for completing the necessary paperwork to remove it off of their property book (i.e. Financial Liability Investigation of Property Loss (FLIPL) – (DD Form 200). S&S will initiate the lateral transfer utilizing a DA Form 3161 (Request for Issue or Turn-in). Losing unit will need to provide S&S with a document number (which will be obtained from the unit's BN S-4/PBO), unit DODAAC, and unit UIC.

3-2. Non-MN ARNG units.

- a. Non-MN ARNG units will be required to have on file at S&S a Military Interdepartmental Purchase Request (MIPR - DA Form DD Form 448) prior to drawing any linen, expendable supplies, or chemical latrines.
- b. Any shortages or items consumed will be billed against the unit's MIPR. Civilian activities will need to coordinate with S&S for payment of losses incurred (i.e. a check made out to "U.S. Treasury" or payment through the Operations Office against the activities Lease Agreement Contract).

SECTION IV – TURN-IN PROCEDURES

4-1. NON-EXPENDABLE ITEMS.

- a. Units will clean and package/bundle all equipment prior to turn-in.

4-2. TENTAGE.

- a. All tentage will need to be turned in clean and dry. A tent drying warehouse is available upon request (Bldg 2-215).

4-3. UNSERVICEABLE EQUIPMENT.

- a. All unserviceable equipment should be tagged and turned in to S&S.

4-4. LINEN AND WINTER CLOTHING.

- a. All linen and clothing needs to be bundled in accordance with Supply & Services instructions. Twine used to tie the linen and clothing will be available from S&S. Folding instructions are available at the website listed in paragraph 2-2 above and a copy is attached (see Exhibit D).

MARIE A. FESTLER
CW4, MN ARNG
Logistics Officer

TERRY R. JOHNSON
SGM, MN ARNG
Materials Handler Supervisor

EQUIPMENT LIST FOR SUPPLY AND SERVICES

| Requesting Unit: | | | |
|-------------------------|--|------------|----------------|
| Training Period: | | | |
| NSN | NOMENCLATURE | U/I | QTY/REQ |
| 3920-00-273-8211 | Ahkiio Sled, Scow, Fiberglass | EA | |
| 8305-00-263-2464 | Ahkiio, Strap, Towing, 18' | EA | |
| 5110-00-293-2336 | Axe, Single Bit, 4# | EA | |
| 8415-01-110-9981 | Band, Helmet, Camouflage | EA | |
| 8465-00-001-6487 | Belt, Individual Equipment | EA | |
| 7210-00-282-7950 | Blanket, Wool, OD | EA | |
| 8430-00-655-SIZE | Boot, ECW, VB | PR | |
| 4520-00-540-6168 | Burner Assembly, Space Heater | EA | |
| 6150-00-636-8061 | Cable Assembly, Power, 100' (Extension Cord) | EA | |
| 6150-00-682-3460 | Cable Assembly, Power, 50' (Extension Cord) | EA | |
| 6150-00-485-6149 | Cable Assembly, Power, 25' (Extension Cord) | EA | |
| 7240-00-160-0440 | Can, Garbage, Plastic 32 Gal w/ Lid | EA | |
| 7240-01-337-5269 | Can, Fuel JP8 - 5 Gal | EA | |
| 7240-00-089-3827 | Can, Water, Plastic 5 Gal | EA | |
| 8465-01-115-0026 | Canteen, Plastic | EA | |
| L/P | Cashbox, Drawer Type | EA | |
| L/P | Cashbox, Wood/Metal | EA | |
| 7105-00-818-5657 | Chair, Folding, Metal | EA | |
| 4110-00-252-6887 | Chest, Ice Storage | EA | |
| L/P | Chisel, Ice, Steel | EA | |
| 7310-01-244-0288 | Coffeemaker, 55 Cup & 32 Cup | EA | |
| 6605-00-151-5337 | Compass, Magnetic, Un-mounted | EA | |
| 7105-00-935-0422 | Cot, Folding, Aluminum | EA | |
| 8465-00-860-0256 | Cover, Canteen | EA | |
| 8415-01-092-7514 | Cover, Helmet, Camouflage | EA | |
| 7210-00-883-8492 | Cover, Mattress | EA | |
| 8465-00-001-6478 | Cover, Rucksack, White | EA | |
| 8465-00-165-6838 | Cup, Canteen, Metal | EA | |
| 3750-00-239-8678 | Cutter, Weed, Hand | EA | |
| 7310-01-245-6937 | Dispenser, Liquid - 5 gal | EA | |
| 7520-01-424-4867 | Easel Stand w/paper | EA | |
| 4210-00-889-2491 | Extinguisher, ABC, 10# | EA | |
| 4140-00-851-9319 | Fan, Circulating, Desk, 16" | EA | |
| 4140-00-833-5068 | Fan, Circulating, Floor, 30" | EA | |
| L/P | Fan, Circulating Square | EA | |
| 7360-01-480-8487 | Field Hand Wash Station w/ Funnel | EA | |
| L/P | Flag, 1 Star Indoor/Outdoor Red | EA | |

| | | | |
|------------------|--|----|--|
| L/P | Flag, 1 Star Indoor/Outdoor Blue | EA | |
| L/P | Flag, 2 Star Indoor/Outdoor Red | EA | |
| L/P | Flag, 2 Star Indoor | EA | |
| L/P | Flag, 3 Star Indoor | EA | |
| L/P | Flag, 3 Star Indoor/Outdoor Blue | EA | |
| L/P | Flag, 4 Star Indoor/Outdoor Red | EA | |
| L/P | Flag, MN State Indoor/Outdoor | EA | |
| L/P | Flag, US Indoor | EA | |
| L/P | Flag, Norwegian Indoor/Outdoor | EA | |
| 8345-00-148-9928 | Flagstaff - 7 Ft. (2-piece) | SE | |
| 8345-00-214-9125 | Flagstaff - 8 Ft. (2-piece) | SE | |
| 8345-00-214-9123 | Flagstaff - 9 Ft. (2-piece) | SE | |
| 7360-01-408-4911 | Food Container, Insulated Cambro | EA | |
| L/P | Generator Light Sets | SE | |
| 4240-01-525-5085 | Glasses, Ballistic (for soldiers who don't wear glasses) | PR | |
| 8415-00-266-8673 | Glove, Rubber, TY1, Black | PR | |
| 4240-01-504-0052 | Goggles, Ballistic (for soldiers who wear glasses) | PR | |
| 1330-00-178-8515 | Grenade, Training | EA | |
| 4520-00-272-7692 | Grate, Space Heater | EA | |
| 5120-00-203-4656 | Hammer, Engineers - 2 1/2 Lb | EA | |
| 5120-00-243-2957 | Hammer, Sledge | EA | |
| 8465-00-255-8413 | Harness & Rope, w/2 Hooks (4 per) | EA | |
| 4520-01-444-2375 | Heater, Space, Arctic | EA | |
| 4520-00-865-5939 | Heater, Space, Baseboard | EA | |
| 4520-00-555-8696 | Heater, Space, Electric | EA | |
| 4520-00-287-3353 | Heater, Space, YUKON M1950 | EA | |
| 8470-01-092-7525 | Helmet, Ground/Parachutist | EA | |
| 7820-00-202-6722 | Hose, Garden - 3/4" | EA | |
| 8470-01-465-1864 | Individual Body Armor; Vest, Outer Shell - S | EA | |
| 8470-01-465-1866 | Individual Body Armor; Vest, Outer Shell - M | EA | |
| 8470-01-465-1867 | Individual Body Armor; Vest, Outer Shell - L | EA | |
| 8470-01-465-1868 | Individual Body Armor; Vest, Outer Shell - XL | EA | |
| 8470-01-S01-0001 | Insert, SAPI (Training Plates) | EA | |
| 8470-01-465-1184 | Insert, SAPI Small | EA | |
| 8470-01-497-8710 | Insert, SAPI Medium | EA | |
| 8470-01-465-1188 | Insert, SAPI Large | EA | |
| 8470-01-497-8714 | Insert, SAPI X Large | EA | |
| 7330-00-894-1269 | Jug, Orange Insulated, Plastic - 3 Gal | EA | |
| 7330-00-893-8550 | Jug, Orange Insulated, Plastic - 5 Gal | EA | |
| 7330-00-781-3859 | Jug, Vacuum, S/S - 5 Gal | EA | |
| 6260-01-124-7467 | Lantern, Propane | EA | |
| P/N 9460-000-110 | Lighting System, Remote Area 2 LED Head | SE | |
| P/N 9470-000-110 | Lighting System, Remote Area 4 LED Head | SE | |

| | | | |
|---------------------|--|----|--|
| P/N 094400-0000-110 | Lighting System, Remote Area Single LED Head (Tripod) | SE | |
| P/N 9430-000-110 | Lighting System, Remote Area Single LED Head (Hand Held) | SE | |
| 5110-00-813-1286 | Machete, Woodsman, Steel | EA | |
| 5120-00-926-7116 | Mallet, Wood | EA | |
| L/P | Mat, Combat | EA | |
| L/P | Mat, PT | EA | |
| 8465-01-109-3369 | Mat, Sleeping | EA | |
| 5120-00-243-2395 | Mattock, Pick - 5 Lb | EA | |
| 8415-00-782-6717 | Mitten, Arctic, Large | PR | |
| 8415-00-782-6716 | Mitten, Arctic, Medium | PR | |
| 8415-00-782-6715 | Mitten, Arctic, Small | PR | |
| 8415-01-092-0039 | Mitten, Cloth Heat Protective | EA | |
| 8415-00-160-1376 | Mitten, Insert, 3-Finger, Large | PR | |
| 8415-00-160-0769 | Mitten, Insert, 3-Finger, Medium | PR | |
| 8415-00-926-1527 | Mitten, Shell, 3-Finger, Large | PR | |
| 8415-00-926-1526 | Mitten, Shell, 3-Finger, Medium | PR | |
| 8415-01-481-3434 | Mitten, Shell, Cotton, White | PR | |
| 7240-00-177-6154 | Nozzle, Gas, Flex, Steel | EA | |
| 4730-00-223-6731 | Nozzle, Hose | EA | |
| 8430-01-049-SIZE | Overshoe, Vinyl, Size: 6R - 12W | PR | |
| 8415-01-228-1308 | Parka, CW (Gortex) X-Small | EA | |
| 8415-01-228-1312 | Parka, CW (Gortex) Small | EA | |
| 8415-01-228-1316 | Parka, CW (Gortex) Medium | EA | |
| 8415-01-228-1319 | Parka, CW (Gortex) Large | EA | |
| 8415-01-228-1321 | Parka, CW (Gortex) X-Large | EA | |
| 8415-00-223-7627 | Parka, Over white Large | EA | |
| 8415-00-223-7628 | Parka, Over white, Medium | EA | |
| 8415-00-223-7625 | Parka, Over white, Small | EA | |
| 8415-00-268-7980 | Parka, Over white, X-Large | EA | |
| 7210-01-015-5190 | Pillow, Bed | EA | |
| 7210-00-231-2373 | Pillowcase, Bed, Cotton | EA | |
| 8405-00-935-3257 | Poncho, Camouflage | EA | |
| L/P | Portable PA System | EA | |
| L/P | Power Strip, Electric | EA | |
| 1095-00-407-0674 | Rack, Storage, Small Arms - M16 | EA | |
| 3750-00-171-7182 | Rake, Garden, Iron - 15" | EA | |
| 3750-00-903-0720 | Rake, Lawn - 22" | EA | |
| 4020-00-968-1356 | Rope, Nylon, Towing, 3/8' x 100' | EA | |
| 5110-00-340-3276 | Saw, Bow, 36" or 21" | EA | |
| 8340-00-237-8752 | Screen, Latrine | EA | |
| 6720-00-577-4813 | Screen, Projector | EA | |
| 8465-00-926-4932 | Sheath, Machete, Plastic | EA | |

| | | | |
|------------------|---------------------------------------|----|--|
| 7210-00-081-0884 | Sheet, Bed, Cotton | EA | |
| 5120-00-293-3336 | Shovel, D-Handle, Round Point | EA | |
| 5120-00-293-3336 | Shovel, D-Handle, Square Point | EA | |
| 5120-00-293-3332 | Shovel, Long-Handle, Round Point | EA | |
| 5120-00-293-3330 | Shovel, Long-Handle, Square Point | EA | |
| 5120-00-494-1863 | Shovel, Snow, 24" Steel | EA | |
| 5120-00-494-1863 | Shovel, Snow, Hand | EA | |
| L/P | Ski Bindings, Cable, Toe Strap | PR | |
| 8465-01-020-5518 | Ski, Binding | PR | |
| 8465-00-606-7284 | Ski, Military, All Terrain | PR | |
| 8465-00-753-6145 | Ski, Pole: Long, Short | PR | |
| 8465-01-033-8057 | Sleeping, Bag, ECW | EA | |
| 4510-01-409-0139 | Small Unit Shower | EA | |
| 8465-00-965-2175 | Snowshoe, Binding | PR | |
| 8465-00-965-2174 | Snowshoe, Magnesium | PR | |
| Local Fab | Stand, Flagstaff Black | EA | |
| L/P | Stand, Flagstaff Gold | EA | |
| L/P | Stand, Mess, Washing | EA | |
| L/P | Stand, Tripod, Gas Can | EA | |
| L/P | Sunglasses, Plastic | PR | |
| 7105-00-269-9275 | Table, Field, Folding | EA | |
| Local Fab | Table, Field, Mess, Eating (White) | EA | |
| Local Fab | Table, Field, Mess, Work | EA | |
| L/P | Table, Folding, Plastic 6' | EA | |
| L/P | Table, Folding, Plastic 8' | EA | |
| 5805-00-227-5116 | Telephone, Desk | EA | |
| 8340-00-269-1371 | Tent, Arctic, 10-Man (1) | EA | |
| 8340-00-188-9031 | Tent, Fly, Large Wall (1) | EA | |
| 8340-00-188-9027 | Tent, Fly, Small Wall (1) | EA | |
| 8340-00-782-3425 | Tent, Frame, 16' w/2 Section Ends (1) | EA | |
| 8340-00-753-6570 | Tent, GP Small (1) | EA | |
| 8340-00-543-7787 | Tent, GP, Medium (1) | EA | |
| | Tent, Modular, GP Small (1) | EA | |
| 8340-01-456-3628 | Tent, Modular, GP Med (1) | EA | |
| L/P | Thermometer, Outdoor | EA | |
| 8415-01-228-1338 | Trouser, CW (Gortex) X-Small | EA | |
| 8415-01-228-1342 | Trouser, CW (Gortex) Small | EA | |
| 8415-01-228-1346 | Trouser, CW (Gortex) Medium | EA | |
| 8415-01-228-1349 | Trouser, CW (Gortex) Large | EA | |
| 8415-01-228-1351 | Trouser, CW (Gortex) X-Large | EA | |
| 8415-00-935-0574 | Trouser, Over white Large | EA | |
| 8415-00-935-0572 | Trouser, Over white Medium | EA | |
| 8415-00-935-0569 | Trouser, Over white Small | EA | |

| | | |
|------------------|-----------------------------|----|
| 8415-00-935-0576 | Trouser, Over white X-Large | EA |
|------------------|-----------------------------|----|

Consolidated Expendable List

| REQUESTING UNIT: | | | |
|------------------|--|-----|-----------|
| TRAINING PERIOD: | | | |
| NSN | Nomenclature | U/I | Requested |
| 8415-00-222-8074 | Apron, Plastic, Disposable (100/BX) | HD | |
| 8105-00-184-7159 | Bag, Plastic, 6 Gal (500/BX) | BX | |
| 8105-01-174-0945 | Bag, Plastic, 6 Gal Heavy Duty (500/BX) | BX | |
| 8105-00-726-5607 | Bag, Plastic, 45 Gal (125BX) | BX | |
| 8105-01-557-4973 | Bag, Plastic, 45 Gal Heavy Duty (250/BX) | BX | |
| 8105-00-837-7757 | Bag, Plastic Zip Lock | BX | |
| 8950-00-292-9611 | Baking Soda | BX | |
| 8125-00-488-7952 | Bottle Applicator | BT | |
| 7350-01-332-2111 | Bowl (1000/BX) | BX | |
| LP | Brillo Pads | BX | |
| 7920-00-291-8305 | Broom, Corn, Heavy Duty | EA | |
| 7920-00-178-8315 | Brush, Dusting | EA | |
| 7920-00-292-2360 | Brush, Floor, Push 30" | EA | |
| 7920-00-234-9317 | Brush, Sanitary, Long Handle | EA | |
| 7920-00-240-7174 | Brush, Scrub – 2 3/4" x 8" | EA | |
| 8415-00-634-2410 | Cap, Food Handlers | BX | |
| 7930-00-926-5280 | Cleaning Compound, General Purpose (w/ nozzle) | EA | |
| 7930-01-326-8810 | Cleaning Compound, Glass (w/ nozzle) | EA | |
| 7930-00-459-2247 | Cleaning Compound, Oven | CN | |
| 7930-00-559-9481 | Cleaning Compound, Toilet | CN | |
| 4020-00-262-2019 | Cord, Nylon Green (550 Cord) (720 YD/RO) | RO | |
| 7950-00-082-5741 | Cup, Polystyrene, 8 oz. (1000/BX) | BX | |
| 7350-00-641-4590 | Cup, Solo Paper (2500/BX) | BX | |
| 6840-00-246-6438 | Deodorant, Urinal Cake | EA | |
| 7930-00-880-4454 | Dishwashing Compound (Kitchen Mate) | GL | |
| 6515-00-137-6345 | Ear Plugs (200/BX) | BX | |
| 8135-00-724-0551 | Foil, Aluminum (18" x 500') | RO | |
| 6505-01-008-3054 | Foot Powder | CN | |
| 7340-00-022-1315 | Fork, Plastic, 6" | HD | |
| 6830-00-584-3041 | Fuel Cylinder, Propane (1 LB Cylinder) | EA | |
| 6515-00-051-1950 | Glove, Food Handler (100/BX) | BX | |
| LP | Glove, Rubber (Yellow) | PR | |
| 7920-00-263-0328 | Handle, Broom, Threaded | EA | |
| 7920-00-141-5452 | Handle, Circular, Squeegee | EA | |
| 7920-00-550-9911 | Handle, Mop | EA | |

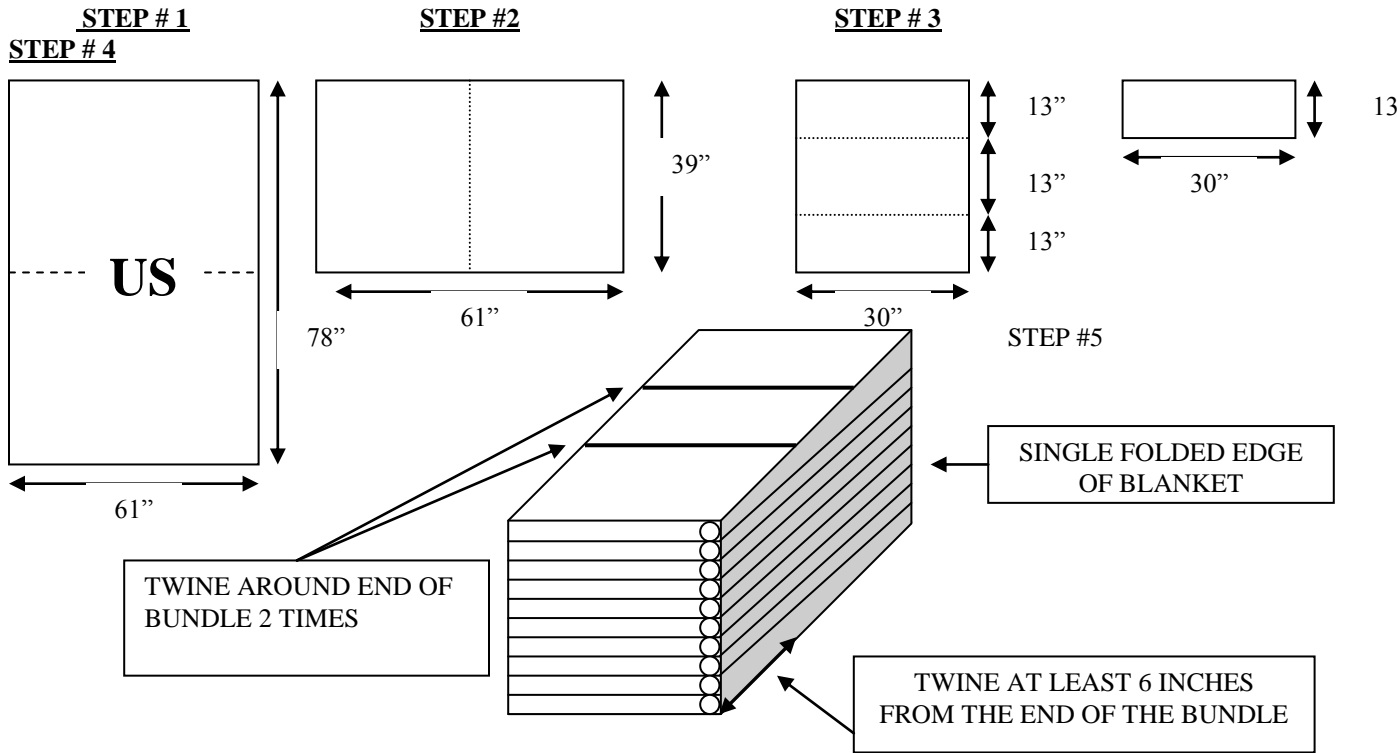
| | | | |
|------------------|---------------------------------------|----|--|
| 7920-01-222-7798 | Holder, Grill Pad | KT | |
| 6840-01-278-1336 | Insect Repellent, Fabric Treat | CN | |
| 6840-01-003-9589 | Insect Repellent, Personal Treat | EA | |
| 7340-00-022-1316 | Knife, Plastic, 6" | HD | |
| 6508-01-436-0607 | Lipstick, Anti-Chap | EA | |
| 7920-00-171-1148 | Mop Head | EA | |
| 8540-00-965-4691 | Napkin, Paper, Table EXHIBIT B | BX | |
| 8540-00-276-7570 | Napkin, Paper, Table VIP | BX | |
| 7920-01-222-7801 | Pad, Grill, Cleaning | PG | |
| 7920-00-891-7537 | Pad, Grill, Polishing | PG | |
| 7920-00-753-5242 | Pad, Scouring, Green | PG | |
| 7920-00-224-8308 | Pan, Dust | EA | |
| 8450-01-055-6094 | Paper, Toilet (48 Rolls/BX) | BX | |
| 8135-00-021-5865 | Plastic Sheet (Saran Wrap) | RO | |
| 7350-01-263-6700 | Plate, Paper, 3-Comp (500/BX) | BX | |
| 7350-00-899-3054 | Plate, Paper - 6" Diameter | BX | |
| 7350-00-899-3056 | Plate, Paper - 9" Diameter | BX | |
| 7350-01-080-8842 | Plate, Poly w/ Lid | BX | |
| 7920-00-205-1711 | Rag, Wiping, Colored | BE | |
| Various | Ski Wax | EA | |
| 9160-00-X27-9004 | Ski, Cork Block | EA | |
| 8520-00-550-6417 | Soap, Grit, 4.5 oz Bar (100/BX) | EA | |
| 8520-01-432-2618 | Soap, Hand, Liquid | GL | |
| 8520-01-490-7370 | Soap, Hand, Liquid (w/ pump) | EA | |
| 6810-00-598-7316 | Sodium Hypochlorite (Bleach) | GL | |
| 7340-00-022-1317 | Spoon, Plastic, 6" | HD | |
| 7920-00-530-5740 | Squeegee, Floor | EA | |
| 6505-01-121-2336 | Sun Block | BT | |
| 8305-00-260-0341 | Tape Engineer | RO | |
| L/P | Towel, Enmotion | RO | |
| 8540-00-291-0389 | Towel, Paper, Multifold | BX | |
| 8540-00-262-7178 | Towel, Paper, Single Fold | BX | |
| 7920-00-823-9772 | Towel, Reinforced, White | BX | |
| 4020-00-291-5920 | Twine, Cotton, Wrapping | EA | |

MWR LIST

| ITEM | UI | REQ QTY |
|---|----|---------|
| Anchor | EA | |
| Auger, Ice Hand | EA | |
| Badminton | SE | |
| Base, Home | EA | |
| Bases (3) | SE | |
| Basketball | EA | |
| Bat, Aluminum | EA | |
| Belt, Reflector | EA | |
| Bike | EA | |
| Bike Helmet | EA | |
| Bike Lock | EA | |
| Bocce Ball | SE | |
| Broomball | EA | |
| Broomball Goal | EA | |
| Broomball Stick | EA | |
| Canoe | EA | |
| Canoe Trailer (4 place) | EA | |
| Canoe Trailer (6 place) | EA | |
| Canopy, 10x10 | EA | |
| Canopy, 10x20 | EA | |
| Catcher Mask | EA | |
| Cooler, 36 QT | EA | |
| Cooler, 120 QT | EA | |
| Cooler, Playmate | EA | |
| Fish House, Portable | EA | |
| Fishing Net | EA | |
| Fishing Pole | EA | |
| Fishing Pole, Ice | EA | |
| Football | EA | |
| Football Flags, Red | EA | |
| Football Flags, Yellow | EA | |
| Frisbee | EA | |
| Glove, Softball, Fielders (fits right) | EA | |
| Glove, Softball Fielders (fits left) | EA | |
| Glove, Softball First Base (fits right) | EA | |
| Glove, Softball First Base (fits left) | EA | |
| Glove, Softball Catcher (fits right) | EA | |
| Glove, Softball Catcher (fits left) | EA | |
| Golf Clubs | SE | |
| Golf Ball Shag Bag | EA | |

| | | |
|------------------|----|--|
| Grill, Regular | EA | |
| Grill, Trailer | EA | |
| Horseshoe | | |
| EXHIBIT C | | |
| Ice Chisel | EA | |
| Ice Skimmer | EA | |
| Keg Cooler | EA | |
| Kickball | EA | |
| Ladder Golf | SE | |
| Life Jacket | EA | |
| Medicine Ball | EA | |
| Minnow Bucket | EA | |
| Oar | SE | |
| Paddle | EA | |
| Polish Horseshoe | SE | |
| Roaster | EA | |
| Soccer Ball | EA | |
| Softball | EA | |
| Stopwatch | EA | |
| Sunflower Heater | EA | |
| Tennis Ball | EA | |
| Tennis Racket | EA | |
| Tug-O-War | EA | |
| Turkey Fryer | SE | |
| Volleyball | EA | |
| Volleyball Net | EA | |
| Volleyball Pole | SE | |

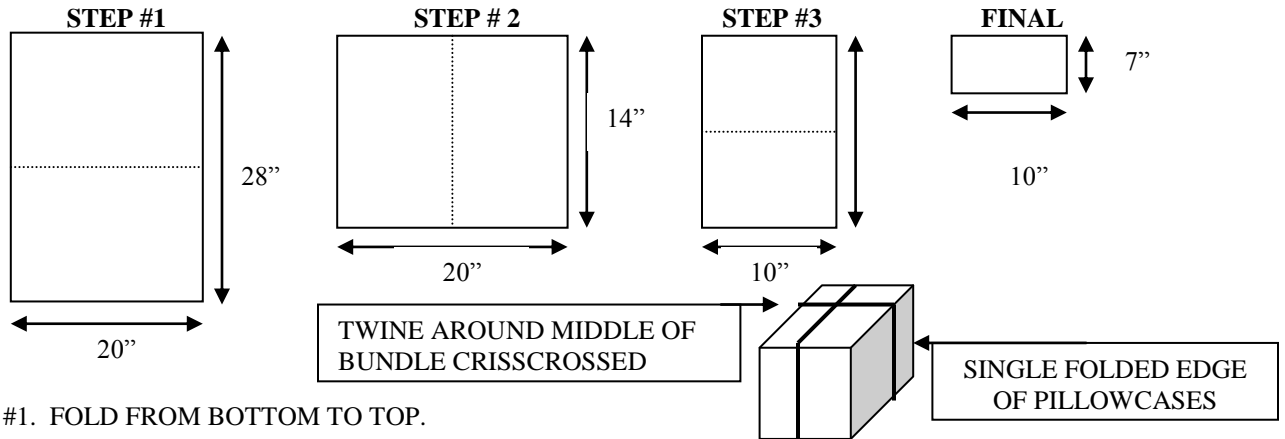
FOLDING INSTRUCTIONS FOR BLANKET, WOOL



- STEP # 1. FOLD THE BOTTOM OF THE BLANKET TO THE TOP EDGE.
- STEP # 2. FOLD IN CENTER, LEFT SIDE TO RIGHT SIDE.
- STEP # 3. USING 13" FOLDS, FOLD THE TOP AND BOTTOM TO CENTER, AND OVER LAP.
- STEP # 4. THE BLANKET SHOULD NOW MEASURE 13" X 30"
- STEP # 5. PILE THE BLANKETS TEN (10) HIGH, ALL SINGLE FOLDED EDGES OF THE BLANKETS SHOULD BE TURNED TO THE SAME SIDE OF BUNDLE.
- STEP # 6. TIE BOTH ENDS OF BUNDLE WITH DOUBLE TWINE, TIE THE BUNDLES TIGHT AND KEEP OF THE BUNDLE. THE TWINE SIX (6) INCHES FROM THE END
- NOTICE: TORN OR DAMAGED BLANKETS SHOULD NOT BE BUNDLED, THESE BLANKETS SHOULD BE TURNED IN AS SEPARATE ITEMS.

FOLDING INSTRUCTIONS FOR PILLOWCASES

EXHIBIT D



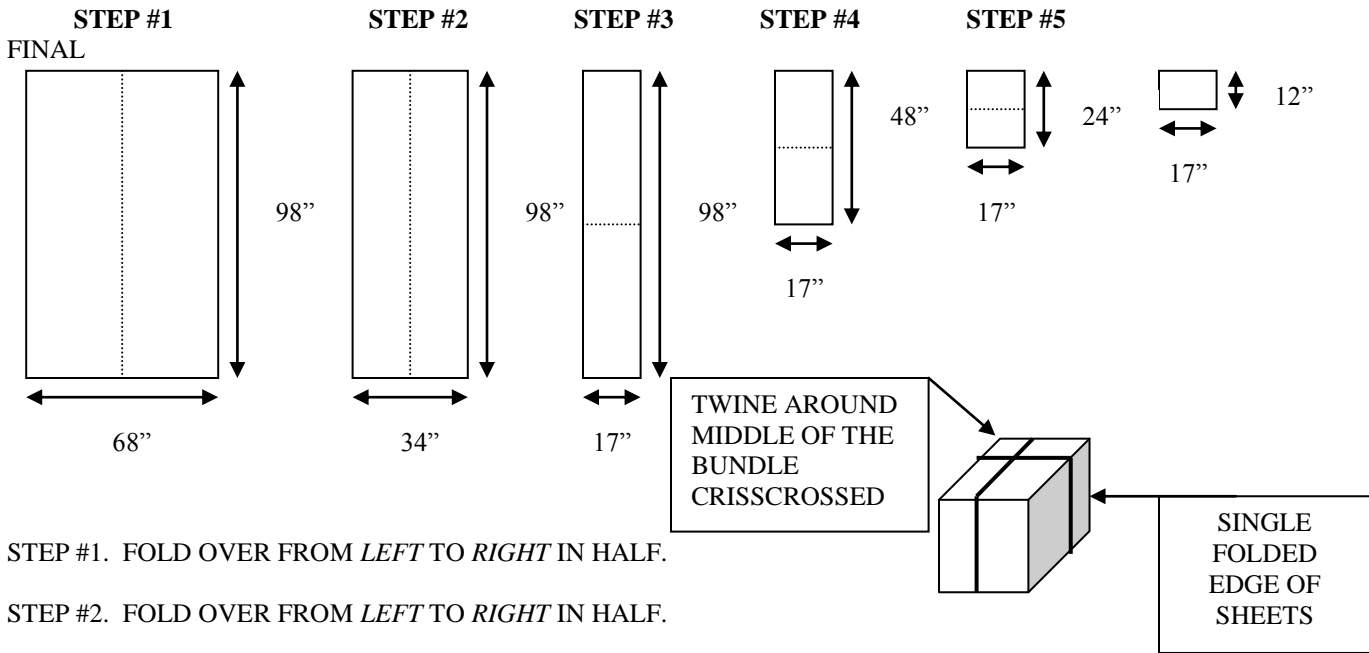
STEP #1. FOLD FROM BOTTOM TO TOP.

STEP #2. FOLD FROM LEFT TO RIGHT.

STEP #3. FOLD FROM BOTTOM TO TOP.

STEP #4. PILE 25 HIGH, FOLDED WITH THE SINGLE EDGE ALL ON ONE SIDE OF THE BUNDLE, TIE ALL FOUR SIDES WITH DOUBLE TWINE.

FOLDING INSTRUCTIONS FOR SHEETS



STEP #1. FOLD OVER FROM *LEFT TO RIGHT* IN HALF.

STEP #2. FOLD OVER FROM *LEFT TO RIGHT* IN HALF.

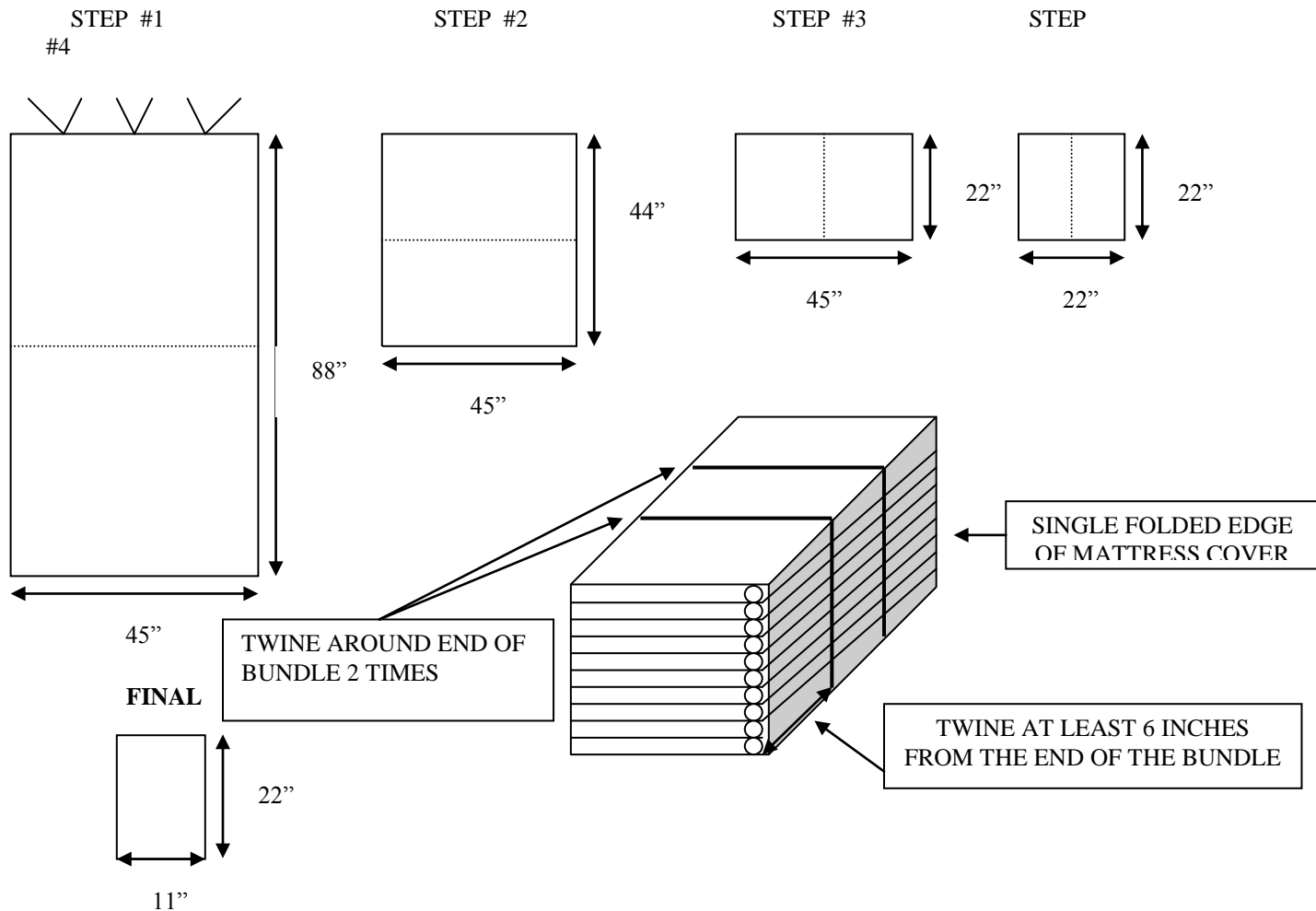
STEP #3. FOLD FROM *TOP TO BOTTOM* IN HALF.

STEP #4. FOLD FROM *TOP TO BOTTOM* IN HALF.

STEP #5. FOLD FROM *TOP TO BOTTOM* IN HALF.

STEP #6. PILE 20 HIGH, FOLDED WITH THE SINGLE EDGE ALL ON ONE SIDE OF THE BUNDLE, TIE ALL FOUR SIDES WITH DOUBLE TWINE.

FOLDING INSTRUCTIONS FOR MATTRESS COVER



STEP # 1. FOLD FROM THE *BOTTOM* TO THE *TOP* IN HALF.

STEP # 2. FOLD FROM THE *BOTTOM* TO THE *TOP* IN HALF.

STEP # 3. FOLD FROM *LEFT* TO *RIGHT* IN HALF.

STEP # 4. FOLD FROM *LEFT* TO *RIGHT* IN HALF.

STEP # 5. PILE THE MATTRESS COVERS TEN (**10**) HIGH, ALL SINGLE FOLDED EDGES OF THE MATTRESS COVERS SHOULD BE TURNED TO THE SAME SIDE OF BUNDLE.

STEP # 6. TIE BOTH ENDS OF THE BUNDLE WITH DOUBLE TWINE, TIE THE BUNDLES TIGHT AND KEEP THE TWINE SIX (6) INCHES FROM THE END OF THE BUNDLE.

NOTICE: TORN OR DAMAGED MATTRESS COVERS SHOULD NOT BE BUNDLED; THESE MATTRESS COVERS SHOULD BE TURNED IN AS SEPARATE ITEMS.