



Allen E. Tackett  
Major General, WVARNG  
The Adjutant General

STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

August 14, 1997

FILED

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

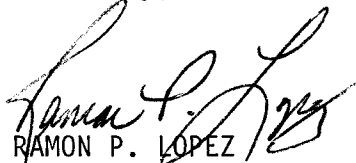
Series 41

Honorable Ken Hechler  
Secretary of State of West Virginia  
Building 1, Suite 157K  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0770

Dear Mr. Secretary:

Enclosed for your records is a copy of West Virginia Military Regulation (Army) 210-3, Camp Dawson Billeting Policy.

Sincerely,

  
RAMON P. LOPEZ  
COL, GS, WVARNG  
Chief of Staff

Enclosure  
WVMR (Army) 210-3

State of West Virginia  
Adjutant General's Department  
Charleston, West Virginia  
01 January 1997

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\* WEST VIRGINIA MILITARY  
REGULATION (ARMY) 210-3

Effective 01 August 1997

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE  
Camp Dawson

## BILLETING POLICY

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### 1. References:

- a. NGR 37-109, DTD 1 OCT 92, Transient Housing Management.
- b. JFTR, Volume I, Uniformed Service Members.
- c. JFTR, Volume II, Department of Defense Civilian Personnel.

### 2. Purpose:

This regulation establishes policy and procedures for the management of billeting operations at Army Training Site, Camp Dawson.

### 3. Responsibilities:

- a. The Adjutant General provides policy guidance to the Army Training Site (ATS) Commander for billeting operations and collection of charges for billeting services at Camp Dawson. The Adjutant General is the approving authority for all billeting charge waivers.
- b. The ATS Commander establishes procedures for daily operation of billeting services, to include collection, accounting, and depositing of billeting service fees.
- c. The Billeting Advisory Council makes recommendations to the Adjutant General on billeting policy and recommends procurement from the billeting fund to improve quality of life in Camp Dawson's chargeable quarters.
- d. The Billeting Fund Manager supervises daily operation of the billeting service office, accounts for billeting funds collected, and makes bank deposits in accordance with current State of West Virginia financial directives.
- e. The United States Property and Fiscal Officer (USPFO) reviews on an annual basis the service charges for billeting fees paid at Camp Dawson for reasonableness and the propriety of costs paid by the Federal Government.

### 4. Categories of Usage:

Utilization of facilities and billeting for quarters is classified into three categories:

#### a. Official Users:

(1) Department of Defense personnel on official verbal or written orders for duty performed at Camp Dawson.

(2) Personnel attending a scheduled IDT training period. This includes:

(a) Personnel who arrive prior to or remain after a scheduled training assembly for the convenience of the government.

(b) Personnel directed by their unit commander to arrive on the evening prior to the beginning of a scheduled multiple unit training assembly (MUTA) or annual training.

(c) Personnel who live in excess of 50 miles from Camp Dawson and are required to report for duty no later than 0800 hours the following day.

(3) The Adjutant General and Division of Engineering and Facilities employees ordered to Camp Dawson in the interest of the federal government. This includes state employees performing maintenance, construction contracts, environmental, or other related activity at Camp Dawson in support of federal or state owned facilities.

(4) Personnel who are subject to payment of the overhead charge.

#### b. Non Official Users:

(1) Department of Defense personnel not on official orders and not performing duty at Camp Dawson in the federal interest.

(2) Active and reserve component personnel on pass, leave, or not in an official duty or training status.

(3) Retired members of the military to include all active and reserve components.

(4) Dependents of non official users to include the spouse and children.

**c. Non Military Users:**

Personnel not a member of a Department of Defense Agency or not paying overhead charges.

**5. Billeting Policy:**

a. Quarters at Camp Dawson are considered adequate regardless of military rank or civil service grade for all members of the Army National Guard.

b. Statements of Non Availability will not be issued to ARNG personnel in an official user's status if quarters are available. DOD personnel, other than ARNG, may be issued a Statement of Non Availability if requested, and adequate housing are not available, and the individual's orders do not specify that all housing is considered adequate.

c. Personnel may be assigned to chargeable housing and be eligible for reimbursement of billeting fees when either non chargeable housing is not available or is not practical due to energy conservation measures or other economic considerations.

(1) Generally, billeting for less than 20 personnel in non chargeable housing is not available or is not practical due to energy conservation measures or other economic considerations.

(2) Personnel below the grade of E7 will not be housed in chargeable quarters unless non chargeable housing is not available or is not practical due to energy conservation measures or economic considerations.

(3) The Training Site Manager or Billeting Officer will review and approve all such assignments to chargeable housing prior to the quarters being assigned.

d. Official users of Camp Dawson have priority of assignment for chargeable and non chargeable billets. Non official and non military users of Camp Dawson will be assigned quarters based on the availability of space.

e. Billing for children six years - sixteen years of age, and spouses who are accompanying official, non official, and non military users will be at one half the billeting charge paid by the user. Children below six years of age staying with family will be exempt from billeting fees.

f. Civilian guests accompanying official or non official users will be billed as non official users.

**6. Billeting fees:**

Billeting fees will be collected based upon the schedule outlined in Table I.

a. Users of chargeable housing will pay billeting fees upon registration during normal billeting office hours.

b. Normally, direct billing by the Camp Dawson Billeting Office to the USPFO for West Virginia for chargeable housing used by individual members of the West Virginia Army National Guard will not be authorized.

c. Official users may be reimbursed on a travel voucher if authorized per diem by appropriate travel order or if assigned chargeable housing when non chargeable housing is not available or practical due to energy conservation or other economic considerations.

d. Official users electing to stay in chargeable housing when non chargeable housing is available become liable without reimbursement for payment of billeting fees.

e. Non ARNG official users, to include all DOD components, may contract for chargeable housing by using approved procurement procedures payable to the West Virginia National Guard Billeting Fund.

f. The Adjutant General (TAG) may waive and/or alter billeting charges for those individuals and units/ organizations who perform dedicated site support, provided a cost/benefit analysis is positive, or who are in support of special TAG approved programs, such as Youth Leaders and Kids Kamp. Requests for waivers of Camp Dawson billeting charges should be submitted in writing to TAG thru Commander, Army Training Site, ATTN: Training Site Manager, NLT 60 days prior to arrival.

**7. Procedures:**

a. All non official and non military use surcharges collected require reimbursement by the Division of Engineering and Facilities (DEF) to the USPFO for quarters that are listed on the FISP.

b. The DEF will account for billeting costs (NGR 37-109) and establish an audit trail for non military user fees.

c. The forms used to account for non official and non military users are the guest folio and ATS Form 3.

(1) The guest folio is a computer generated receipt indicating the user's name, status, billeting fee, and registration number. Distribution of this form is as follows:

COPY 1: User

COPY 2 and 3: Forwarded to DEF at the time a bank deposit is made.

COPY 4: Camp Dawson Billeting Office.

(2) ATS Form 3 is a daily capitulation form which records the daily bednight and receipt totals. The original of each ATS Form 3 is forwarded to the DEF with the guest folios each time a bank deposit is made for billeting funds.

**8. Group Billeting Mutual Agreements:**

a. Group billeting fees may be paid through execution of approved procurement procedures.

(1) When Standard Form 1155 is used, the unit's FAO will send a copy to the Billeting Office indicating a dollar amount allocated for contract quarters.

(2) Upon completion of the unit's stay, the Billeting Office will submit the unit's folio to the supporting FAO for payment to the West Virginia Army National Guard Billeting Fund, Camp Dawson, Kingwood, West Virginia.

**9. Credit Adjustments:**

On a quarterly basis, the DEF will prepare a credit adjustment to the Training Site Funding Agreement to ensure reimbursement for all non official bed night use at Camp Dawson.

**10. Billeting Property Management:**

a. All non-expendable property procured from federally appropriated funds to support billeting will be identified on the Army Training Site federal property book account.

By Order of the Governor:

b. A separate inventory list will be maintained by the DEF which identifies all billeting fund purchased items not procured from federal resources. DEF will conduct periodic inventories to verify quantities on hand. All items procured from billeting funds will be labeled as State property so as to be readily identifiable from other federal property.

c. An inventory of all billeting fund property will be conducted by the Billeting Officer on an annual basis and the results reported to DEF.

**Table I**  
**Billeting Fees (Effective 1 October 1997)**

Building Number	Official Users	Non Official User	Non Military User
101	\$20.00	\$21.50	\$28.00
104	\$14.00	\$15.50	\$22.00
106	\$10.00	\$11.50	\$18.00
301*	\$8.00	\$9.50	\$14.00
302	\$12.00	\$13.50	\$20.00
303	\$12.00	\$13.50	\$20.00
304	\$12.00	\$13.50	\$20.00
305*	\$5.00	\$ 6.50	\$10.00

\* Bedmaking not provided

Maximum Rate Charges for Building 101 (per night) are as follows:

Official Users	Non Official Users	Non Military Users
\$60.00	\$65.00	\$75.00

1. The above rates will be charged as a maximum (ceiling) fee to a group or family utilizing Building 101.

*Allen E. Tackett*  
ALLEN E. TACKETT  
Major General, WVARNG  
The Adjutant General

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON, WEST VIRGINIA 25311-1085

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WV MILITARY REGULATION (ARMY)  
NUMBER 310-2\*

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

AGO BLANK FORMS MANAGEMENT

Series 4/ BB 7-17-89

1. **PURPOSE.** The purpose of this regulation is to establish procedures to ensure the management and control of Adjutant General's Office (AGO) Forms and to ensure compliance with the intent and spirit of AR 1-27, "Chief of Staff Army Reduction of Administrative Workload for Unit Commanders Program".
2. A Forms Management Officer will be appointed at state level to ensure compliance with this program and to make to the Adjutant General recommendations concerning this program. The Forms Management Officer has approval authority for any changes, deletions and additions to the Adjutant General's Office blank forms inventory.
3. All AGO numbered forms currently authorized are listed on the "Index of Blank AGO Forms" attached to this regulation as Enclosure 1. All numbered blank forms that do not appear on this index will be destroyed immediately. Any numbered forms listed on the index that you do not have on hand, and require, will be requisitioned using the procedures outlined in paragraph 9 below.
4. Local reproduction of AGO blank forms is authorized in emergency situations only. All numbered blank forms should be requisitioned from the AG publication section using standardized procedures. Adherence to this policy will enable the State Forms Management Officer to determine usage of blank forms and to make meaningful recommendations to the Adjutant General for elimination of forms that are no longer needed.
5. Each activity will appoint an "Activity Forms Management Officer" who, along with the various WV STARC Sections Chiefs, will be responsible for making recommendations to the State Forms Management Officer concerning this program.
6. Activity Forms Management Officers and WV STARC Section Chiefs may make recommendations for the establishment of AGO forms and may recommend an appropriate AGO number for that form; however, final approval will be at the Adjutant General's Department and is the responsibility of the State Forms Management Officer. Recommendations concerning new/changes to the AGO Blank Forms Inventory will be forwarded to this office, ATTN: Forms Management Officer.

\*This Regulation supercedes WVMR (Army) 310-2, dtd 25 Sep 87

7. The index to AGO blank forms now contains a "Proponent" column. This established primary responsibility for that particular form once it has been approved by the Adjutant General's Office. Each Activity Forms Management Officer and WV STARC Section Chief will establish an ongoing program to continuously review the blank forms for which they are responsible and to make any recommendation for changes and deletions to the State Forms Management Officer.
8. It is realized that some unnumbered form letters are now enclosed to various, SOP's, etc, and have not been included on the numbered publication index. It has been determined that most of these should be considered sample letters rather than blank forms. Future updating of the Index may include some of these as numbered forms.
9. AGO numbered blank forms will be requisitioned using DA Form 17. A separate DA Form 17 will be used for AGO numbered forms and no other type of publications, i.e., DA or DD blank forms, etc., will be requested on the same requisition. A sample DA Form 17 is attached as Enclosure 2, showing proper completion of an AGO blank forms requisition. All items will be completed as shown except that Items 9 thru 17 are on reserve for AG Publications Section use only and are completed in this example only to illustrate a complete requisition action.
10. All personnel who have the responsibility to approve or to effectively recommend the approval of a new form are cautioned to exercise this responsibility with extreme care. A new form should be created only when this method of securing the required information is the only way to obtain it or is the most economical way of obtaining the required information. The creation of a form to collect information merely for personal convenience when that information could be obtained by other means is strongly discouraged. We all must contribute to the reduction of the administrative work load at the unit level.

FOR THE GOVERNOR:

2 Encls

*for* *Manuel Y. Gable, Col c/s*  
JOSEPH J. SKAFF  
Major General, WVARNG  
The Adjutant General

INDEX OF AGO BLANK FORMS

<u>AGO FORM NUMBER</u>	<u>DESCRIPTION</u>	<u>PROponent</u>	<u>DATE</u>	<u>APPLICABLE DIRECTIVE</u>
1-200/1 thru 7	Command/Staff Inspection Report	DSCPA	1May79	WVMR 1-200
4/6	Enlisted Cash Bonus Agreement	DCSPA	1Apr84	NGB Pam 600-15
4/8	Retention Bonus Agreement	DCSPA	1Apr84	NGB Pam 600-15
4/9	Affiliation Bonus Agreement	DCSPA	1Apr84	NGB Pam 600-15
4/10	Student Loan Repayment Bonus	DSCPA	1Apr84	NGB Pam 600-15
25-1	REP Quota Request	DCSPA	11Jan84	Ch 3, NGR 600-200
26-1	Statement of Understanding of Reserve Obligation and Responsibilities	DCSPA	1Jun81	AR 135-91
26-2	Record of Unexcused Absences	DCSPA	6Oct72	AR 135-91
27-1	Statement ILO Current Medical Examination	DCSPA	1Aug85	Para 9, AR 40-501
37-21-1	Reservation of Federal Medical Exam Funds	USPFO	1Aug85	Para 3150, USPFO-SOP
37-106	Request for Transportation and/or Meal Ticket	USPFO	25Apr89	Para 5051, USPFO-SOP
37-107	Request for Car Rental	USPFO	1Aug85	USPFO-SOP
40-501-1	Medical Examination Authorization	USPFO	1Aug85	Para 3154, USPFO-SOP
46-1	Authority to Perform Comp Time	USPFO	1Aug85	Para 1255, USPFO-SOP
46-2	Military Duty Performance Certificate	USPFO	1Aug85	Para 1255, USPFO-SOP

46-3	Address Change for Civilian Paycheck	USPFO	1Aug85	Para 1255, USPFO-SOP
58-1	Record of Uniform Allowance	DCSPA	1Aug85	DOD PM-Part 8, Sec D, 80332
60	Voucher for Payment	DCSPA	No Date	None
60-1	Itemized Invoice	DCSPORT	19Jun76	WVMR 37-27
74-1-1	SIDPERS Personal Fact Sheet	DCSPA	1Sep85	NGB Pam 600-8-1
74-3	Transmission of Pay Documents	USPFO	Jun85	NGB Pam 37-104-3
74-4	Military Pay Inquiries/Report	USPFO	1May89	Para 3030, USPFO-SOP
74-5	Military Pay Orders (Flight/ parachute)	USPFO	20Nov87	NGB Pam 37-04-3
74-5A	Military Pay Order (Officer/ WO Flight Pay)	USPFO	19Mar75	NGB Pam 37-104-3
108	Gasoline, Diesel and Aviation Fuels Report	DCSPORT	1Jul81	WVMR 37-27
135-1	Alert and Mobilization Notification Worksheet	DCSPORT	10Oct82	WV-STARC-MP
135-300-1	Requisition Card for Reinforcements	DCSPORT	1Feb75	None
190-1	Intrusion Detection System Control Register	DCSPORT	1Dec86	WVARNG PS-SOP
190-2	Custody of Keys Transfer Certificates	DCSPORT	1Dec86	WVARNG PS-SOP
190-3	Monthly Weapons Count	DCSPORT	1Dec86	WVARNG PS-SOP
190-4	Arms Room Key/Lock Inventory	DCSPORT	1Dec86	WVARNG PS-SOP
190-5	Non-Sensitive Key Control Register	DCSPORT	1Dec86	WVARNG PS-SOP
190-6	Non-Sensitive Key Inventory	DCSPORT	1Dec86	WVARNG PS-SOP

190-7	Weapons Receipt Register	DCSPORT	1Dec86	WVARNG PS-SOP
190-8	Physical Security Inspection Checklist	DCSPORT	1Nov88	WVARNG PS-SOP
190-9	Master Authorization List (MAL)		1Dec86	WVARNG PS-SOP
310-1	Request for Blank Forms	DCSPA	5Aug87	WVMR 310-2
340-21	Prior Military Svc Info Request	DCSPA	1Aug80	WVARNG PS-SOP
350-1-1	Authorization/Performance Certificate	DCSPA	1Oct85	NGR 350-1 & 680-1
350-1-2	Performance Certificate (AFTP)	DCSPA	Jun85	NGR 350-1 & 680-1
350-5	Army Extension Course Progress Record	DCSPORT	1Mar79	None
351-5-1	Application for Enrollment, WV OCS	DCSPORT	1Feb86	WVMR 351-5
358-2R (Test)	Monthly Report of Petroleum Usage	USPFO	1Aug88	
385-1	Scope of Employment Statement	Safety	1Nov84	Ch 6, AR 27-20
400-1	Production Support Manhour Report (Part 3)	SMO	18Nov85	NGB Pam 570-2
400-2	Nonproductive Manhour Report (Part 3)	SMO	18Nov85	NGB Pam 570-2
400-3	Manhour Accounting Data (Part 5)	SMO	18Nov85	NGB Pam 570-2
400-4	Organizational Maintenance Daily Time Card	SMO	12Jan84	NGB Pam 570-2
400-5	Maintenance Performance Data Military	SMO	18Nov85	NGB Pam 570-2
400-6	Parachute Rigger Shop Maint Time Report	SMO	2May88	NGB Pam 570-2
400-7	Support Maint Date for Material Condition Status Report	SMO	1Jul83	TM 38-750-1

400-8	Organizational Maint Data For Material Readiness Reporting	SMO	1Jul83	TM 38-750-1
400-9	Command Maintenance Evaluation Team Report	SMO	7Aug84	NGR 750-51
400-10	Comet Commodity Consolidation	SMO	1Jul83	NGR 750-51
400-11	Comet Maintenance Management & Operations Checklist	SMO	14Aug84	NGR 750-51
400-12	Comet Commodity Category Checklist	SMO	14Aug84	NGR 750-51
400-13	Sensitive Items on Work Request (DA Form 2407) at CSMS	SMO	1Jul83	DA Pam 710-2-1 (Update)
400-14	List of Biomedical Equipment Requiring Periodic Maintenance	SMO	15Jan85	SB 8-75-32
400-15	Facility Maintenance Request		24Mar86	None
458	Charge Sheet	DCSPA	May82	WVMR 27-10
600-8	Disposition Form of Appointments	DCSPA	23Feb77	DA Pam 600-8
600-15-1	Request for Anniversary Bonus Payment	DCSPA	1May89	NGB Pam 37-104-3
600-15-2	Educational Asst & Student Loan Repayment Initial & Anniversary Payments	DCSPA	1May89	NGB Pam 37-104-3
600-15-3	Request to Load Bonus History	DCSPA	1May89	NGB Pam 37-104-3
600-200-1	Request to Change MTOE Assignment and/or DMOS	DCSPA	15Mar89	

600-200-2	Request for Reclassification Orders	DCSPA	15Mar89	NGR 600-200 WVMR 600-200-4
600-200-3	Reduction in Grade/Cmdrs Letter	DCSPA	15Sep76	NGR 600-20
600-200-4A	Request for Promotion/Advancement Order	DCSPA	15Mar89	WVMR 600-200-1
600-200-4B	Request for Reduction Order	DCSPA	15Mar89	NGR 600-200
600-200-5	Application for Tuition and Fees Provided for WVNG Education Encouragement Program	WVAG-EEP	Jun89	WVMR 600-200-5
600-200-6	Request for Transfer Orders (Enl)	DCSPA	15Mar89	Ch 4, NGR 600-200
600-200-8	Request for required/or Termination of Hazardous Duty Orders	DCSPA	15Mar89	NGB Pam 37-104 3
600-200-9	Request for Discharge Orders (While on AD Tng)	DCSPA DCSPA	15Mar89	NGR 600-200
600-200-10A	Request for Discharge (W/O Res Asgmt)	DCSPA	15Mar89	NGR 600-200
600-200-10B	Request for Discharge (With Res Assignment)	DCSPA	15Mar89	NGR 600-200
600-200-11A	Request for Attachment	DCSPA	15Mar89	NGR 600-200
600-200-11B	Request for Relief From Attachment Order	DCSPA	15Mar89	NGR 600-200
600-200-12	Request for Lateral Appointment Order	DCSPA	15Mar89	NGR 600-200
600-200-13	Request for Hospital Orders (Non Pay Status)	DCSPA	15Mar89	NGR 40-3
600-200-14	Request for Orders - Ferrying of Aircraft	DCSPA	1Aug85	Sect II, NGR 95-1
600-200-16	Pre-Enl Qual Form (Appl MD Form)	WVAR-PA-RR	1Aug85	NGR 600-200

607	Unit Training Schedule	DCSPORT	10Oct80	FM 25-3
630-1A	AWOL Contact Report	DCSPA	1Jan89	None
630-1B	AWOL Data Report	DCSPA	1Aug85	None
635-6	Request for Transfer Orders (Off/WO)	DCSPA	12Aug76	NGR 600-100
635-7	Request for Reassignment Orders (Off/WO)	DCSPA	12Aug76	NGR 600-100
638	Recommendation for State Award	DCSPA	10Oct80	WVMR 672-5
638-1	Recommendation for WV Service Medal	DCSPA	9Jan83	WVMR 672-5
638-2	Recommendation for WV State Service Ribbon	DCSPA	9Jan83	WVMR 672-5
638-9	Stripes for Buddy Promotions	DCSPA	15Mar89	NGR 600-200
640-1	Request for Eligibility for Retired Pay at Age 60	DCSPA	1Aug85	WVMR 608-1 AR 135-180
640-2	Statement of Service	DCSPA	1May86	
700-1	Property Accountability Adjustment Worksheet	USPFO	1Mar89	Para 4731, USPFO-SOP
700-2	Sticker for Mobilization Installation Property	USPFO	31Jan85	Para 4902, USPFO-SOP
700-3	Hand Tool Issue Register	USPFO	1Aug85	Ch 4, USPFO-SOP
703	WV Turnpike Usage Report	USPFO	31Jan85	
710-2	USPFO Self Service Order Form	USPFO	10Oct85	Self Svc Sup Catalog
710-2-1	Verification of Personal Clothing/ OCIE Inspection		15Jun89	

738	LOG Book ID Card		31May88	
1883	Statement of Intention (SBP)	DCSPA	10Jan81	WVNR 608-1
2139	State AD Payroll	DCSPORT	14Feb73	WVNR 37-27
2627	Record of Proceedings Under Section 16 WVCMJ		May89	

NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS ACCOUNT NO.

1. TYPE OF REQUISITION  
 REGULAR  
 SPECIAL

2. JUSTIFICATION FOR SPECIAL REQUISITION

3. REQUIRED DATE (Use Julian date)  
 To be used if needed.

4. ITEMS REQUESTED HEREON ARE  
 ACT ARMY  ARNG  USAR  ROTC  CLASSIFIED  
 FOUO  ACCOUNTABLE  SENSITIVE  SCHOOL REQUIREMENT  WVARNG

5. TO: (Include ZIP Code)  
 Office of the Adjutant General  
 State of West Virginia  
 ATTN: PUB SECTION  
 1703 Coonskin Dr.  
 Charleston, WV 25311-1085

6. SHIP TO: (Complete address, include ZIP Code)  
 Commander  
 Trp 7, 111th AC  
 150 Blankenform Ave.  
 Management, WV 22222-3333

7. REQUIREMENTS				9. SUPPLY ACTION BY SOURCE			
LINE NO.	NUMERICAL DESIGNATION OF REQUISITIONED ITEM	UNIT (Forms only)	QUANTITY REQUIRED	S	H	D	SPECIAL ACTION (See reverse side for explanation of symbols used)
a	b	c	d	a	b	c	
1	AGO FORM 40-501-1	CD	100	X			"X" in the Ship Box indicates that the forms are inclosed.
2	AGO FORM 74-3	CS	50	X			
3	AGO FORM 108	CS	200			X	"X" in the DO Box indicates the order will be filled when the forms become available to this office.
4	AGO FORM 606-1	CD	100			X	
							See DA PAM 310-10 for definitions of supply action codes made in this column

List all forms in numerical order to facilitate the filling of your order.

Unit of issue on all AGO Forms are CD for Card or CS for Cut Sheet.

See DA PAM 310-10 for definitions of supply action codes made in this column

8. TYPED NAME AND GRADE OF COMMANDING OFFICER, ADJUTANT, PUBLICATIONS OR PROPERTY OFFICER

10. SHIPPED BY  
 MAIL  AIRMAIL  REGISTERED MAIL  
 OTHER (Specify)

Example in preparing a request for supply of AGO FORMS

11. CARTONS (Number) 12. BOXES (Number) 13. WEIGHT 14. DATE SHIPPED

15. B L OR REGISTRY NUMBER(s)

16a. EDITED BY b. DATE 17a. FILLED BY b. DATE

DO NOT USE TO REQUISITION FROM USAAGPC'S.  
 USE DA FORM 4569 TO REQUISITION FROM USAAGPC'S.  
 THIS FORM IS FOR LOCAL USE ONLY.