



DEFENSE CONTRACT MANAGEMENT AGENCY
DCMA GROUND SYSTEMS & MUNITIONS DIVISION
DCMA SOLDIER SYSTEMS & CAP - HOUSTON GROUP
2320 LA BRANCH, ROOM 2100
Houston, TX 77004-1082

IN REPLY
REFER TO

DCMAG-MWL

July 15, 2008

Mr. Ty Hippert
Property Manager
Kellogg Brown and Root Services
4100 Clinton Drive
Houston, TX 77020

Dear Mr. Hippert:

We are in receipt of revision two of the Kellogg Brown and Root LOGCAP III Procedure Supplement to the Corporate Government Property Control Procedure. The version applicable to this letter is dated June 24, 2008. In accordance with FAR 45.104(b) and 45.502(a) this letter is to advise you that changes to your procedure are approved for implementation. The procedure is written in a manner applicable to your operation.

Approval of these procedures does not relieve Kellogg Brown and Root of any contractual responsibilities concerning Government Property. You may also be required to update these procedures from time to time as conditions for property control change within your company. Changes to this written procedure should be submitted for my review prior to implementation.

If you have any questions regarding Government property, please contact me at (713) 718-3604 extension 142.

Sincerely,


MARIA E. MCNAMARA
Property Administrator



4100 Clinton Drive, Houston, TX 77020

Date: June 24, 2008
 To: Logcap III Property Control Procedures Contract # DAAA09-02-D-0007
 Subject: Kellogg Brown & Root LOGCAP Property Control Procedures Supersedes
 Revision #2 9/21/2006

The following is a list of changes that were made in the Property Control Procedures Manual by tab number, page number, paragraph number, and description of changes.

TAB NUMBER	PAGE NUMBER	PARAGRAPH NUMBER	DESCRIPTION OF CHANGES
INTRO	2	n/a	Inserted Self Review to "Tab A"
INTRO	2	n/a	Inserted "Traffic Section" as Tab N
A	3	6.1	Inserted "Exhibit A change to Review checklist."
A	3	6.2-6.3	Added "Exhibit B & C Double Sampling Guidelines & Appointment Letter."
A	4	2.2	Inserted "Traffic Section"
A	6	5.1.2.1	Inserted "(authorized Freight Forwarder.....personnel)."
A	9	5.4-5.4.3	Inserted "New Self Review Guidelines"
A	10	6.2.1	Inserted "Freight Forwarding to Function 6."
A	11-60	n/a	Inserted "New Self Review Checklist."
B	64	5.2-5.3	Inserted "Exhibit B Document Control Register & Request for Transfer of Property."
B	66	4.1.1.7-4.1.1.10	Inserted "New paragraphs."
B	68	4.1.3.5	Inserted "Document number statement."
B	68	4.2.1	Inserted "The use of an automated requisition and procurement system is authorized."
B	68	4.2.3	Inserted "New paragraph to review Material Requisitions"
B	68	4.2.4	Added "material reference number"
B	68	4.2.6	Inserted "New paragraph"
B	68	4.3.1	Inserted "and will also check...being requested"

KBR

**Government
and Infrastructure**

4100 Clinton Drive, Houston, TX 77020

B	69	4.3.2	Inserted "from on hand stock."
B	69-70	4.4-4.4.5	Inserted "Filing Requisition from Theater Stock."
B	70	4.4.5 note	Inserted "Note."
B	70	4.6	Inserted "approvals obtained from....procurement action."
B	70	4.6.1.2	Inserted "and the ACO approves....applicable."
B	70	4.6.1.3	Inserted "The MR is returned to Material Control."
B	71	4.10.3	Added new paragraph for Document Control Register."
B	73	Exhibit A	Inserted "New Automated Material Control Requisition."
B	74 & 75	Exhibit B & C	Inserted "New Document Control Register & Request for Transfer of Property."
C	79	5.1	Inserted "(Authorized Freight Forwarders.....personnel)."
C	79	5.3	Inserted "Receiving location.....in writing."
C	81	6.2.2 note	Inserted "See Note."
C	89	7.1.2	Inserted "within 24 hr.....receipt."
C	90	7.1.3	Inserted "New paragraph."
C	96,97 & 100	Exhibit B,C & F	Inserted "New Exhibits."
D	111	5.5.1.3	Inserted "...within 48 hours."
D	112	5.2.2	Inserted "supply records.....document registers."
D	112	5.5.3.1	Inserted ".....of the issue document."
D	112	5.5.3.3	Inserted "or shipping documents Property Control. Warehouse.....change of custody."
D	112	5.5.3.4	Inserted "...or warehouse requisition.....file."
D	113	5.6.2	Inserted ".....will print and sign.....with SAP number annotated."
D	113	5.6.3	Inserted "Project Managers, Site.....managers,"
D	114	5.7.5	Inserted "...automated property records.....Book."
D	111b&c	5.8.1c	Inserted "....with SAP number and signature."
D	119-120	5.12.2.4g&h	Inserted " New paragraphs."

KBR

**Government
and Infrastructure**

4100 Clinton Drive, Houston, TX 77020

D	120-121	5.12.4c&d	Inserted "See Note and new paragraph."
D	121	5.12.6	Inserted "Safety repairs.....dated November 26 2008 (See Exhibit I)."
D	121	5.12.7	Inserted "A LDD register.....government property. See Exhibit J for copy of LDD minimum requirements."
D	121	5.12.8b	Inserted ".. to include appropriate.....to the property."
D	121	5.12.8f	Inserted "....appropriate corrective actions must be detailed and documented stating corrective action was completed."
D	122	Exhibit B 6.2	Inserted "updated Automated Property..... Control System."
D	123	Exhibit C 6.3	Inserted "Asset/Tag Register/Property Book"
D	123	Exhibit D 6.4	Inserted "updated LDD Report"
D	123	Exhibit H 6.8	Inserted "Technical Inspection form"
D	123	Exhibit I 6.9	Inserted "updated DCMA Letter Authorizing Safety Repairs"
D	123	Exhibit J-L 6.10-6.12	Inserted "updated LDD Register, AIR Statement, & AIR Report"
E	139	3.2&3.3	Inserted "the word secure"
E	139	3.4	Inserted "facilities and must perform.....sensitive material"
E	140	5.1.3	Inserted "new paragraph"
F	145	3.5	Inserted "new paragraph"
F	146	4.1.1.5	Inserted "new paragraph."
F	147	4.2.1	Inserted "in aof time"
F	150	4.3.1a	Inserted "new paragraph"
F	150	4.3.1c	Inserted "new paragraph."
F	153	Exhibit C	Inserted "New Exhibit"
G	157	4.3	Inserted "five(5)."
G	157	4.3.5	Inserted new paragraph "."
G	158	4.6.3	Inserted." Copies of.....duration of the contract."
H	169	5.1.4i	Inserted "the requesting Site.....with the instructions."
H	171	6.3.2	Inserted "the Site.....automated screening system"

KBR

**Government
and Infrastructure**

4100 Clinton Drive, Houston, TX 77020

H	173	8.1	Inserted "Maintenance personnel... with 7.3 above."
I	182	3.2	Inserted "Semi-annual reviews.....on file."
I	182-183	4.1.1-4.2.2	Inserted "New paragraph."
I	184	Exhibit A	Inserted "New Exhibit."
L	198	4.5	Inserted "The Tool room.....employees."
M	201-225		Inserted "New Traffic Section."

KBR
 Government
 and Infrastructure

Kellogg Brown & Root Proprietary Data

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DOD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

**KELLOGG BROWN & ROOT SERVICES (KBR) LOGCAP
GOVERNMENT PROPERTY CONTROL PROCEDURES**

I. SITUATION.

- A. **GENERAL:** This Property Control Procedure is a LOGCAP project specific supplement to the Government approved KBR property control plan.
- B. **ASSUMPTIONS:** Kellogg Brown & Root Services (KBR) will receive Government furnished equipment; and will requisition/purchase other non-expendable equipment and material as required and authorized by the contract. All LOGCAP equipment and material shall be properly documented and controlled, from requisitioning through receipt at destination, and from issue until consumption, disposal, or return to the Government.

II. MISSION. Provide responsive logistic supply, inventory management, and property control support to LOGCAP utilizing approved procedures for ordering, controlling, and accounting for government furnished and contractor acquired property.

III. EXECUTION.

- A. **GENERAL:** All personnel will comply with the directions and provisions of this plan.
- B. **METHOD OF EXECUTION:** The specific policies, methods and procedures are set forth in Tabs A through L.

IV. REFERENCES

- A. LOGCAP Contract # DAAA09-02-D-0007
- B. Federal Acquisition Regulation clause 52.245-5
- C. Federal Acquisition Regulation Subpart 45.5
- D. DOD FAR Supplement (DFARS) Part 245
- E. Kellogg Brown & Root Services approved Federal Government Property Control Procedures

TABS:

- A. -Material/Property Control Overview & Self Review Checklist
- B. -Requisitioning
- C. -Receiving & Identification
- D. -Property Records & LDD Processing
- E. -Storage, Warehousing and Stock Control
- F. -Property Consumption, Utilization and Maintenance
- G. -Physical Inventory of Government Property
- H. -Disposition of Property
- I. -Subcontractor Control
- J. -Reporting and Contract Property Close-out
- K. -Movement of Property
- L. -Tool Room Operation
- M. -Traffic Section
- N. -Glossary of Terms

TAB A (MATERIAL/PROPERTY CONTROL PLAN) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 00.00(R1)

SOP # LOGCAP PCP
Page Index

MATERIAL/PROPERTY CONTROL
INTRODUCTION/OVERVIEW

DATE EFFECTIVE
24 June 2008

NOTE: APPLIES TO
ALL PERSONNEL!!

SUPERSEDES PCP Dated
21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 REFERENCE

4.0 RESPONSIBILITIES AND FUNCTIONS

5.0 PROCEDURAL OVERVIEW -- ALL PERSONNEL

6.0 EXHIBITS

- 6.1 Exhibit A – Self-Review Checklist
- 6.2 Exhibit B – Double Sampling Guidelines
- 6.3 Exhibit C – Property Administrator Appointment Letter

1.0 PURPOSE

This Appendix/Property Control Manual establishes project specific procedures and responsibilities covering all facets of property control, from requisition through disposition of all government property in the possession of KBR. In the event of inconsistencies between this procedure and the terms of the contract under which the Government property is provided or acquired, or the FAR, the terms of the contract shall prevail.

2.0 SCOPE

- 2.1 Procedures prescribed in this manual apply to all personnel ordering, using, handling, and having custody of or responsibility for LOGCAP government property. This manual will ensure government property is protected, controlled, preserved, and maintained in accordance with the FAR and the terms of the contract.
- 2.2 Index of Procedures in this Property Control Manual:

<u>SP NUMBER</u>	<u>SUBJECT</u>
P.C. - 00.00(R1)	Introduction
P.C. - 01.00(R1)	Requisitioning
P.C. - 02.00(R1)	Receiving
P.C. - 03.00(R1)	Property/Records
P.C. - 04.00(R1)	Storage/Warehousing & Stock Control
P.C. - 05.00(R1)	Consumption, Utilization & Maintenance
P.C. - 06.00(R1)	Physical Inventory of Government Property
P.C. - 07.00(R1)	Disposition of Property
P.C. - 08.00(R1)	Sub-Contractor Control
P.C. - 09.00(R1)	Reporting and Contract Property Closeout
P.C. - 10.00(R1)	Movement of Property
P.C. - 11.00(R1)	Tool Room Operation
P.C. - 12.00(R1)	Traffic Section

3.0 REFERENCES

- 3.1 LOGCAP, Contract Provision FAR 52.245-5
- 3.2 Federal Acquisition Regulation (FAR) Subpart 45.5
- 3.3 DoD FAR Supplement (DFARS) Part 245
- 3.4 Approved Kellogg Brown & Root Services Federal Government Property Control Procedures

4.0 RESPONSIBILITIES AND FUNCTIONS

- 4.1 The LOGCAP Program General Manager will assign a Project Property Administrator through the issuance of a letter of authority. The Project Property Administrator will be responsible for overseeing the Project property control system.**
 - 4.1.1 The Project Property Administrator is responsible for the overall implementation, accuracy, and effectiveness of the LOGCAP project Property Control System (PCS). This position will have primary responsibility for all Government property provided or subsequently acquired by the Government for use by KBR. This person will be responsible for all Government property records, assigning GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under this contract. This position will report to the LOGCAP Director of Procurement, Materials and Property. Additionally, this person shall have matrix responsibility and reporting to the KBR Property Manager as required.**
 - 4.1.2 The KBR Site Project Manager (or designee) at each contract site will assign a Site Property Administrator through the issuance of a letter of authority. The Site Property Administrator will be responsible for overseeing the Contract site property control system. This position will have primary responsibility for all Government property provided to that site or subsequently acquired by the Government for use by KBR. This person will be responsible for assigning code numbers, keeping computer or physical records, ensuring Government property is properly issued and charged, supervising inventories, and filing all reports required for property under that contract. This position will report to the KBR Site Project Manager or designee. Additionally, this person shall have matrix responsibility and reporting to the assigned Project Property Administrator as required.**
 - 4.1.3 Custodians, appointed by the Department Manager are responsible for maintaining property under their control, possession, and/or custody in strict accordance with the prime contract, FAR, DFARS, KBR Federal Government Property Control Procedures, and this Appendix/Property Control Manual.**
 - 4.1.4 The manager or supervisor over an area or employee to which an item is assigned assumes secondary responsibility for that piece of government property. That person will be responsible for ensuring that maintenance is performed and that the item is provided adequate protection from theft, damage, and undue exposure to the elements, and misuse.**
 - 4.1.5 The user accepts final responsibility for Government property in their possession. This includes maintaining an item in a serviceable condition, documenting utilization, and reporting any loss, damage, or lack of serviceability.**

4.1.6 Final disposition, disposal and removal of items from all property records are the responsibility of the Project Property Administrator and will be based on proper documentation.

4.2 LOGCAP Property/Material Control function(s) will be responsible for:

4.2.1 Implementing and maintaining the policies, procedures and directives of the project PCS.

4.2.2 Developing inventory schedules for warehouse area, etc. and furnishing a copy of the schedule to the appropriate Property Administrator.

4.2.3 Ensuring all disciplines/functions/departments is complying with PCS procedures in the workplace.

5.0 PROCEDURAL OVERVIEW -- ALL PERSONNEL

5.1 In order to fulfill its responsibilities and functions, Material Control/Property will monitor project department methods of ordering, receiving, protecting and preserving, accounting for and controlling government property.

5.1.1 Ordering: All property, whether government furnished or KBR acquired, must be:

5.1.1.1 Authorized and requested by properly prepared and approved requesting documents, processed in a timely manner to minimize emergency priorities.

5.1.1.2 Reasonable quantities, commensurate with the work to be accomplished.

5.1.2 Receiving: All property will be:

5.1.2.1 Received by authorized receiving agents. (Authorized Freight Forwarders and Materials personnel).

5.1.2.2 Unpacked, counted, and checked for discrepancies in count, damage, incorrect and/or unacceptable substitutions, etc.

5.1.2.3 Promptly "signed for," with complete name and/or KBR badge number, on warehouse requisitions or other properly prepared issue/receiving and inspection reports.

5.1.2.4 Identified and permanently marked with control/tag number, if required.

5.1.3 Storing and Moving: Property will:

5.1.3.1 Be properly stored in an area and in a way designated for the type item.

- 5.1.3.2 Be provided adequate housekeeping and protection for both inside and outside stores items, including hazardous materials, precious metals, sensitive items, etc.
 - 5.1.3.3 Have necessary measures taken for air circulation, drainage, corrosion prevention, age control, fire protection, etc.
 - 5.1.3.4 Be in designated warehouse and storage areas.
 - 5.1.3.5 Be moved only under proper authority, supported by documentation, protected during movement, and using proper handling equipment, techniques and safety precautions.
 - 5.1.3.6 Have loss, damage or theft investigated, documented, and reported without delay to Material Control. Material Control will forward such reports to the Project/Site Property Administrator as required.
- 5.1.4 Consuming: Quantities of material/supplies produced or procured for incorporation into an end item or otherwise consumed will be:
- 5.1.4.1 Controlled, issued, and consumed or otherwise accounted for, or returned for disposition in its original condition (less fair wear and tear, if applicable).
 - 5.1.4.2 Be reasonable when compared to the work/job at hand and Material Requisitions.
 - 5.1.4.3 Be promptly returned to stock and recorded when determined to be excess.
- 5.1.5 Utilizing: The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.
- 5.1.6 Maintaining: Property, including Real Property, will:
- 5.1.6.1 Be scheduled for and receive timely periodic maintenance.
 - 5.1.6.2 Have accurate and current preventative maintenance and corrective action records.
 - 5.1.6.3 Be regularly inspected to determine need for repairs or replacement.
 - 5.1.6.4 Be rehabilitated when authorized and cost effective.
 - 5.1.6.5 Have rehabilitation, repair, and replacement costs accurately recorded.

5.1.7 Inventorying: Physical inventories of all Government property in KBR possession will:

5.1.7.1 Be performed and completed not later than the 30th of September each calendar year, with a copy of the schedule provided to Material Control and the GPA.

5.1.7.2 Reflect completion date with respect to location, control number, count, etc.

5.1.7.3 Be promptly, accurately and completely posted to accounting record.

5.1.7.4 Following inventory, adjustments will:

(a) Be posted promptly to accounting record.

(b) Accurately reflect quantities, date, etc., and be clearly identified as an inventory adjustment.

(c) Be reported to the Site Property Administrator.

(d) Reflect all instances of loss, damage or destruction; and be reported properly and promptly.

5.1.8 Disposing: Government property will be disposed of by:

5.1.8.1 Screening items against existing and anticipated needs.

5.1.8.2 Promptly reporting excess items.

5.1.8.3 Receiving proper authority from the Government Property Administrator, Plant Clearance Officer or the ACO prior to disposal.

5.1.8.4 Removing government property labels or identification.

5.1.8.5 Completing disposition documentation showing authority, action, date and posting to the record.

5.2 The Property/Material control function will also:

5.2.1 Develop and maintain a PCS that contains adequate locator systems and techniques so that any item or record of government property can be found and produced within a reasonable period of time. See Tab N for definition of reasonable period of time.

5.2.2 Develop efficient methods for determining and promptly reporting excess property to the Plant Clearance Officer.

5.2.3 Investigate loss, damage, destruction or excessive consumption of government property and will report results to the Government Property Administrator in a reasonable period of time. See Tab N for definition of reasonable period of time.

5.3 Procurement subcontract administrators shall develop realistic subcontract provisions addressing administration of government property in possession of Project subcontractors. Subcontractor adherence to these provisions will be monitored, and may be inspected at any time by the Site Property Administrator or a designee.

5.4 Perform Self Reviews

5.4.1 The KBR Property Manager will ensure that an internal property systems review is conducted as frequently as conditions warrant. These reviews may take place at any time during the contract performance period. The self-review will be conducted at least annually and will be performed by the KBR Property Manager or designee as required.

5.4.2 The self-review and all supporting documentation associated with the review will be maintained on file in the property control section. Any corrective actions resulting from self reviews should be followed-up and documented in a reasonable period of time. See Tab N for definition of reasonable period of time

5.4.3 The below Self Review Sampling Guidelines will be followed when conducting a self review. Rating structure will be as follows In Compliance, Not in Compliance and Needs Improvement. In addition to the below guidelines the Sarbanes Oxley sampling guidelines can be used. Total Lines are 100,000+ the first sample size should be 52. If there are 7 failures, an additional sample size of 52 should be pulled. If the total failures between sample one and two equals to or exceeds 7 the function is considered Not in Compliance. If the total failures between sample one and two equals to or are less than 6 the function is compliant. Total Lines are between 35,001-100,000 the first sample size should be 46. If there are 6 failures, an additional sample size of 46 should be pulled. If the total failures between samples one and two equals to or exceeds 6 the function is considered to be Not in Compliance. If the total failures between sample one and two equals to or are less than 5 the function is compliant. Total Lines are between 401-10,000 the first sample size should be 34. If there are 4 failures an additional size of 34 should be pulled. If the total failures between sample one and two equals to or exceeds 4 the function is considered Not in Compliance. If the total failures between sample one and two equals to or are less than 3 the function is in compliance. If one or more function receives a Not in Compliance rating the total 15 function self review is considered Not in Compliance. See Exhibit B double sampling plan to be used as guidance for lot ranges not listed below.

6.0 Exhibits

- 6.1 Self Review, Functions, Functions Segments and Criteria (Exhibit A)
- 6.2 Double Sampling Plan (Exhibit B)
- 6.3 Property Administrator Appointment Letter (Exhibit C)

6.3.1 AREAS

FUNCTION

1	Property Management
2	Acquisition
3	Receiving
4	Identification
5	Records
6	Movement/Freight Forwarding
7	Storage
8	Physical Inventories
9	Reports
10	Consumption
11	Utilization
12	Maintenance
13	Subcontractor Control
14	Disposition
15	Contract Property Close-out

EXHIBIT A

Functional Area: Property Management

Subcontractor/Custodian _____

Date Reviewed _____

Reviewed By _____

The process of maintaining an adequate property control system for Government Property, reporting Lost Damaged Destroyed (LDD), and the process of contractor internal self-review. References, 52.245-1, and ASTM Property Management Standards

Note: Not In-Compliance requires written comments from the reviewer:

Functional Segment: Management

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Written policies and procedures provide for effective property control of each type of government asset in its possession</p> <p>Copies on hand of:</p> <p>Most current procedures, and GPA approval letter</p> <p>Current letter of authority assigning the Site Property Administrator</p> <p>Custodian appointed by the Department Managers</p>			
<p>Procedures are maintained in an up to date status that meet contractual requirements, with changes submitted to PA for review, and are readily available to personnel accountable for or otherwise responsible for Government Property</p> <p>Are process in place to submit recommended changes for future inclusion into the PCP as changes occur</p>			
<p>Plans are prepared & implemented for corrective action & furnished to the PA promptly after notification of a system deficiency or incident of LDD, where applicable</p>			

Provides immediate interim protection of Government Property in response to identified deficiencies until permanent measures are taken			
Requisitions properly prepared & processed, including Material Reference Number (MRN), Acquisition Advice Codes (AAC), and Priority Designator, as applicable			
Document Control Register (CDR) established for orders placed through the Federal Supply System			

Comments:

Functional Segment: Reporting of Loss, Damage, and Destruction

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Promptly identifies, investigates, & reports incidents involving LDD of government property to the PA & other appropriate authorities</p> <p>Losses/damages reported to the Property office in accordance with established procedures</p> <p>GPA notified in writing in accordance with established procedures</p>			
<p>Promptly furnishes all necessary data to substantiate request for relief of responsibility as defined in established procedures</p> <p>LDD reports with applicable documentation, completed and submitted to the GPA IAW established procedures</p> <p>Equipment removed from the active records and placed in inactive status once LDD submitted</p> <p>Detailed corrective actions meet compliance with established procedures</p> <p>Completes follow-up corrective actions as stated in the LDD</p> <p>Supporting documentation on file for completed corrective action</p>			

Comments:

Functional Segment: Audits of Government Property

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Performs reviews of property management issues in accordance with company policies and promptly initiates corrective actions when audits disclose deficiencies</p> <p>Conducts self-reviews annually, and most current self review on file</p> <p>Self review sampling conducted per established procedures</p> <p>Follow-up conducted on self reviews and correction action documented</p> <p>Reviews shared with the GPA</p> <p>Sarbanes Oxley documents on file and completed in the time allotted</p> <p>Quarterly SOX deficiencies noted and follow-up conducted</p>			
<p>Review functions coordinates review plans and results with the PA to preclude duplication of effort and enhance problem solutions</p>			
<p>The process of acquiring Government property either through requisition or transfer from Government sources or through purchase, including those made from contractor stores</p>			

Comments:

Functional Area: Acquisition

The process of acquiring Government property through either requisition or transfer from Government sources or through purchase, including those made from contractor stores

Functional Segment: Acquisition Authority

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Provisions and requirements related to Government property are flowed down to appropriate contractor property acquisition organizations Material requisitions reviewed by Property and items of equipment stamped "Property Item" Materials department screened the material requisition for quantities on hand P.O'S copies, and change orders distributed			
Authority exists for acquisition of facilities and special test equipment			
Material transfers between contracts adequately documented.			
When required, Contracting Officers consent or approval obtained Signed copy of the material requisition in the file when ACO approval required			

Comments:

Functional Segment: Ordering Practices

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Acquisition documents include detailed and accurate description of assets acquired and contract equivalent code designator			
Economic ordering practices properly applied, when applicable			
Orders processed in a timely manner to minimize emergency acquisitions or requisitions			
On-order assets monitored until assets received			
On-order assets are cancelled or amended, to the extent possible when requirements are changed by contract modification, engineering change, terminations, production schedule, revisions, receipt of "pushed" items, etc.			
Distribution, cancellation, & change of purchase requisitions properly controlled.			

Comments:

Functional Segment: MILSTRIP Acquisitions

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Requisition documents are properly prepared & processed including routing identifiers, fund codes, priority designator, etc.			
Status file maintained, supply status monitored, & appropriate action taken when required.			
Request submitted in a timely manner to minimize use of emergency priorities			

Comments:

Functional Area: Receiving

The process of Government property initially entering into a contractor's custody

Functional Segment: Receiving Process

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Property promptly examined upon arrival, quantity received determined, condition identified and transit related discrepancies annotated</p> <p>Containers received and processed in accordance with established procedures</p> <p>Receiving materials or paperwork processed through the Materials department.</p>			
<p>Returnable & reusable containers properly controlled & accounted for</p>			
<p>Receiving reports promptly prepared to document items & quantities received, condition, shipping data, date received, etc.</p> <p>MRR's filled out and processed in a timely manner</p> <p>MRR's reflect the GP number of assets received</p>			
<p>Items received by vendors/contractors for re-work, processing, or repair under terms of contract warranty provisions identified & documented during the receiving process</p>			
<p>Completed receiving reports promptly distributed to designated inventory control points, accounting functions, etc. to ensure full accountability established</p>			
<p>Adequate storage/protection during receiving on incoming property</p>			

“Received By” block of the warehouse requisition contains the badge number, printed name & signature of the receiving party			
Material requisition (MR) files maintained at each centralized receiving area			
Material Requisition (MR) files maintained in MR number sequence & contain all pertinent receipt information/status/documentation/with respect to that particular file			
“Closed” files clearly identified as such and maintained separately from open files			
MR folders with unresolved OS&D;s or ROD’s maintained in the “open” file pending resolution			
Warehouse requisition contains, at a minimum, description, location, quantity requested, quantity issued, date of transaction, intended use			
Copies of unsigned warehouse requisitions maintained in the ‘open’ file until the material/equipment received by the end user or requesting site, as applicable			
Completed material receiving reports (MRR) promptly distributed to Finance, Property & Procurement, as applicable			
Bulk Delivery Tickets (BDT) used to document the receipt of all bulk deliveries, i.e. sand, gravel, rock			
Serial numbers from the bulk delivery tickets annotated on the MRR			
End user asked to sign the “Verified By” block of the BDT			
Un-used BDT’s stored under local & key in an area designated by the Materials Manager			

Comments:

Functional Segment: Discrepancies Incident to Shipment

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Misdirected shipments & other discrepant property adequately segregated & controlled pending receipt of disposition instructions Follow ups conducted if instructions not received in accordance with established procedures			
Causes of discrepancies investigated & documented			
Discrepancies noted & acknowledged by the delivering carrier and reported to expediting via the Over, Short & Damaged form of Report of Discrepancy, as applicable			

Comments:

Functional Area: Identification

The process of properly identifying Government Property

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Assets labeled, tagged, or otherwise identified upon fabrication or receipt</p> <p>Asset number securely affixed to the asset, legible, and conspicuous</p> <p>Identifying information from the asset recorded on the new tag register (serial number, make, model, item description etc)</p>			
<p>General purpose components of special test equipment identified in a manner to facilitate removal & reutilization</p>			

Comments:

Functional Area: Records

The official accountable records maintained by a contractor to show status & control of Government property furnished to or otherwise acquired by the contractor.

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Assets labeled, tagged, or otherwise identified upon fabrication or receipt			
General purpose components of special test equipment identified in a manner to facilitate removal & reutilization			
Requisitions checked for signatures and purchase orders checked against the requisitions to ensure accuracy in purchasing			
Distribution to the pertinent departments conducted on a daily basis and purchase orders entered into the document data base			
Secure staging area been set aside to store project records ready for the archiving process			
Project docs archived and shipped back to Houston on a continuous basis for staging and audit purposes			

Comments:

Functional Segment: All Records of Government Property

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Property control records conform to FAR or other contractual requirements & accurately maintained for government property at the contractors primary & alternate locations as well as sub-contractor locations (MRR, REQ, PO w/changes)</p> <p>Information recorded on the tag register posted to the automated property records correctly</p>			
<p>Support documentation used for posting entries provides complete, current & audible data</p> <p>required signatures legible and readable on all documentation</p>			
<p>Transactions, including location changes promptly posted</p> <p>Copies of change of location documents on file in the Property office and posted to the automated records</p> <p>Automated property hand receipt on file in the property office and in accordance with established procedures</p> <p>approvals obtained for all transfers, posted to the automated property records and filed according to established procedures</p>			
<p>Records established for all assets purchased, fabricated, furnished by the Government, parts removed or recovered, or transferred from other work of the contractor</p>			

Sensitive property accurately reflected on inventory control records			
Inventory control records closed by means of proper posting entry, adequately supported by documentation			

Comments:

Functional Segment: Material Records

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Stock levels & reorder points are reflected on record where applicable, are reasonably sound, & consistent with contract provisions</p> <p>Memorandums for records (MFR) on file for lost, destroyed or missing records and maintained per established procedures.</p> <p>Items excess of anticipated needs turned in to the Materials warehouse, documented and screened for reutilization per established procedure</p>			
<p>Receipt & issue records maintained as authorized by the PA</p> <p>Records of materials established and maintained in the Materials department per established procedures</p> <p>Records accurate, current and complete</p> <p>Warehouse issue document prepared per the established procedures for various intended use</p>			

Comments:

Functional Segment: Custodial Records

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Custodial records established for items issued from tool cribs, guard force, protective clothing, & other items issued to individuals for use in their work</p> <p>Copies of custodial records for each employee on file and maintained in the Materials tool room</p> <p>Reconciliation conducted for each terminated employees custodial record</p>			
<p>Tools arriving at Central Receiving, sent to the tool room for entry into the inventory control system before issue to the end user</p>			
<p>Damaged tools/equipment returned to the tool room accompanied by a Damage/Defective Tool Form signed by the individual's supervisor, & processed through Material Controls</p>			
<p>Items requiring calibration identified by the tool room & turned over to TMDE lab for entry into their database</p>			
<p>Tool room in possession of latest calibration report issued by TMDE lab, indication, test calibration dates, next due date & deficiencies reported against any item</p>			
<p>Durable tools etched with unique identifying number</p>			

Tool room hand receipts validated at least twice per year by employee in possession of durable items signed out by the tool room			
Worn items such as gloves, hard hats returned when a replacement is requested and re-issued			
Lost Tool Report completed by employee when a replacement tool room item is requested/replaced due to original item lost/destroyed			
Employees required to out-process through before demobilization or transfer			

Comments:

Functional Area: Movement

The process of moving all types of Government property including movement from one point to another within a contractor facility, movement between facilities, for any purpose, and protection during movement

Functional Segment: Material Handling

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Items moved under proper authority, supported by approved documentation: i.e. issue slips, shipping ticket, location change order, etc.</p> <p>Material department has copies of proper movement authorization documented and on file</p> <p>Movement documentation prepared per established procedures</p>			
<p>Copies of maintenance record sent to gaining location</p>			
<p>Adequate protection provided during movement, such as packing, covering, skidding, proper handling equipment, procedures, techniques, & safety precautions</p> <p>Government property prepared for movement per established procedures</p> <p>Warehouse material handling personnel authorized to operate MHE</p> <p>Property office notified of any loss, damage or destruction of Government property during movement per established procedures</p>			

<p>“Issued By” block of the accompanying warehouse requisition contains the badge number, printed name & signature of the issuing party at the shipping/losing site</p>			
<p>Property received for transshipping/forwarding to another site/location, are has copies of inspections, acceptance & receipt documentation sent with the item to the final destination</p>			

Comments:

Functional Segment: Freight Forwarding

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>OS&D material identified and reported to KBR per terms of contract</p> <p>KBR personnel investigates discrepancy and initiate contact with supplier or buyer in a timely manner</p> <p>KBR monitors aging OS&D material</p>			
<p>Freight forwarder invoice package contains adequate detail needed to validate costs to include:</p> <p>Identify PO line items shipped</p> <p>Identify method of transportation (air, sea, road)</p> <p>Rate charged matches corresponding CLIN rate</p>			
<p>Traffic files contain the following documents (as a minimum):</p> <p>Packing list (detailing PO, requisition, and line items shipped)</p> <p>AWB/BOL</p> <p>SED</p> <p>Proof of delivery by freight forwarder</p> <p>Applicable documents for air or ocean shipments (below)</p>			
<p>Ocean shipments:</p> <p>Forwarder use US Flag vessels for Ocean shipments. If not, is there a waiver in the file from Contracting Officer DFAR 252.247-7023, (d)</p> <p>Rated Bill of Lading for each ocean shipment submitted to maritime administration and contracts administrator DFAR 252.247-7023 (e)</p>			

<p>Air Shipment: Does the forwarder use US Flag aircraft for air shipments? If not, is there a Statement of Unavailability of US Flag air carrier included in the file? FAR 52.247-63 (d) If required, do Air shipment files contain appropriate PCO/ACO approval for air freight service</p>			
<p>Claim against freight forwarder: Property notified of loss or damage of material in custody of freight forwarder within 24 hours of incident Claim submitted and reimbursement resolved timely Proof of payment and/or corrective action document included in file</p>			
<p>Traffic Files retention; Process in place to archive traffic shipment files electronically using document, or other approved archiving system</p>			
<p>Export compliance: -Is there a process in place to review requisitions for export license, special handling, government property, QA, and so on. Shipment file for possible controlled items contain a determination statements or documents indicating ITCO contact Export controlled item license information updated in Maximo</p>			

Comments:

Functional Area: Storage

The process of storing all types of Government Property

Functional Segment: Storage Areas

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Adequate housekeeping Storage of Government property adequate to provide protection from the elements, theft, and other hazards per established procedures			
Government property segregated from contractor property, when required			
Access to property in storage is limited to authorized personnel			
Assets in storage properly packaged & preserved, when required. Adequate security measures in place to protect against pilferage Established key control measures for the Material Control warehouses Material control warehouse maintains a locator system in accordance with established procedures Copy of the Storage Plan for each storage building and area maintained per established procedures			
Assets in storage properly packaged & preserved, when applicable			

Comments:

Functional Segment: Special Storage Areas

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Additional physical security & protection provided for sensitive items			
Special controls & inspection for items in storage subject to corrosion, humidity, temperature, age controls, etc			

Comments:

Functional Area: Physical Inventories

The process of physically locating and counting Government property and comparing it to records of such property, including the posting of findings and adjustments and the reporting of adjustments to the PA

Functional Segment: Performance

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Physical inventories performed annually Written notice provided to the Government Property Administrator 10 days prior to the scheduled inventory Copies of the inventory schedule provided to the GPA Inventory reconciliation conducted to identify discrepancies between the physical count and the property records			
Physical inventories conducted by other than those maintaining records or having custody of the property Inventory record contains data that is in accordance with established procedures Inventories conducted per established procedures			
Property inventoried properly sighted & counted either manually or electronically			
Physical inventories adequate for disposal purpose performed promptly upon contract completion or termination unless waived by the PA.			
Utilizing historical consumption information & through			

<p>recommendations from the user groups, minimum and maximum stock levels and reorder points established for each item in inventory</p>			
<p>Upon completion of the screening of inventories to identify excess are other site locations under the same contract offered the excess for utilization prior to reporting the excess to the government</p>			

Comments:

Functional Segment: Recording

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Inventory posted to accountable record within reasonable period Incorrect data discovered during the physical inventory corrected and posted to the automated property records			
Posting to accountable record completed, accurately showing date & quantity, & clearly identified as an inventory entry Inventory worksheets available for review Adjustments indicated on the worksheet made in a timely manner			

Comments:

Functional Segment: Material Records Adjustments

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Material quantity adjustments promptly posted to accountable records</p> <p>Material Control maintains the original copy of the inventory adjustment reports with appropriate approvals per established procedures</p> <p>Copy of the IAR provided to the GPA</p>			

Comments:

Functional Segment: Reporting Inventory Findings

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Results of physical inventories, including all adjustments & LDD's identified as a result of physical inventories, & reported to the PA</p> <p>Signed statement submitted to the GPA acknowledging a physical inventory was completed, and the official property records were in agreement except for discrepancies noted</p> <p>LDD'S for discrepancies prepared and submitted to the GPA per established procedures</p>			
<p>The preparation & submission of reports reflecting the status of Government property as required by contract or regulation</p>			

Comments:

Functional Segment: Accuracy and Completeness

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Responsibility for report preparation is clearly assigned to specific functions			
Source data clearly defined, accurate and current			
Appropriate audit or other method is employed by the contractor to verify report accuracy and completeness			

Comments:

Functional Segment: Report Submission

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Controls maintained to identify: (1) Contract subject to report requirements, (2) Specific reports required,, (3) Required submission dates for reports Reports submitted on time per established procedures			
Procedures provide adequate lead-time for orderly compilation of data and report submission			
Reports distributed according to contractual requirements			

Comments:

Functional Area: Consumption

The process of incorporation Government property of the material or agency peculiar classification into an end item or otherwise consuming it in the performance of the contract

Functional Segment: Reasonableness of Consumption

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Items consumed only as authorized by the contract unless otherwise approved by the CO			
Quantities consumed reasonable when compared to requirements such as bill of material, material requirements lists, established scrap rates etc			
Issue documentation maintains an audit trail reflecting items are properly consumed			
Issue documentation properly authored and prepared The issue documentation clearly identifies the person receiving the property (IE Print Name, Badge number and Signature) the automated stock record reflects the correct, locations balances on-hand, when property is issued out			
Assets issued "first-in-first-out" for age sensitive materials			
Contractor investigates & analyses consumption level above planned usage rates			

Comments:

Functional Segment: Identification of Excess

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Using areas identifies & returns material to stores that are not required for current work</p> <p>Unused portions of government property returned to stock and the automated stock record updated, reflects the return with supporting documentation</p>			
<p>Degree of use or contractual authorization justifies retention</p>			
<p>Continuous screening accomplished to identify excess assets</p> <p>The screening of excess Government property properly documented per established procedures</p>			
<p>Reporting of excess promptly initiated for all property excess of amount needed to complete full performance under the contracts providing it or authorizing its use</p> <p>Excess Government property pending disposal identified as such and kept separately</p>			

Comments:

Functional Area: Utilization

The process of using facilities, special tooling, special test equipment, and agency-peculiar property for the purpose, which furnished or acquired.

Functional Segment: Authorized Use

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Items used only as authorized by the contract unless otherwise approved by the CO Government property being used in support of the contract Utilization data for Government property recorded per established procedures Review conducted periodically to determine if retention is necessary per established procedures			
Methods established for determining and allocating rental charges, when required			

Comments:

Functional Segment: Identification of Excess

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Degree of utilization or contractual authorization justifies retention			
Continuous screening accomplished to identify excess assets			
Reporting of excess promptly initiated for all property excess of the amount needed to complete full performance under the contracts providing it or authorizing its use			

Comments:

Functional Area: Maintenance

The process of providing the amount of care necessary to obtain a high quality of production and the most useful service life of Government property

Functional Segment: Preventive Maintenance

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Contractor obtains & complies with current technical publications for maintenance of Government property, when applicable</p> <p>Technical publications current and on-hand for Government property per established procedures</p>			
<p>Item scheduled for periodic maintenance (including technical publication compliance), when applicable</p> <p>Established maintenance schedules performed per the local applicable Standard Operating Procedures</p> <p>Preventive maintenance records and corrective actions current and accurate for Government property on hand per established procedures</p>			
<p>Inspection and/or periodic maintenance performed according to the schedule in the contractors approved property control system</p>			
<p>Records of preventive maintenance and corrective actions adequate and accurate</p> <p>Preventive maintenance records and corrective actions current and accurate for Government property on hand per established procedures</p>			

Comments:

Functional Segment: Capital Type Rehabilitation

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
<p>Inspection performed as scheduled and results reported including the need for major repair, asset replacement, or CTR</p> <p>Proper approvals obtained and on file with supported documentation for requested CTR per established procedures</p>			
<p>Approval obtained to modify, cannibalize, or repair Government property that repairs authorized by contract requirement or through the approved maintenance program</p> <p>Proper approvals obtained and on file for requested cannibalizations with supported documentation per established procedures</p> <p>Control program established for the removal of spare parts after cannibalization</p> <p>Parts removed from cannibalization recorded and tracked to the repaired vehicle</p> <p>Scrap/residue disposed of per established procedures</p> <p>Written request for approval from the Materials Manager submitted for CONTROLLED SUBSTITUTION of Government property</p>			
<p>Rehabilitation properly completed</p>			
<p>Capital rehabilitation, repair, and replacement cost accurately recorded and reported</p>			

Comments:

Functional Area: Subcontract Control

The process of prime contractor control over subcontractors on Government property

Functional Segment: Prime Contractor Responsibilities

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Subcontractor reflects assets provided and flow down of contract requirements including adequate instructions on subcontractor responsibilities			
CO approval obtained for each subcontract that will relieve the subcontractor of the risk of loss of Government property and the Government must receive consideration when appropriate			
When the prime contractor uses subcontractor records as its official records of Government property, and the subcontractor has a system approved by the Government, the prime contractor has implemented a system to maintain visibility of property at subcontractor locations			
The prime contractor has established an adequate system analysis program to assess the adequacy of records, control, protection, preservation, and maintenance of Government property in the possession of subcontractors unless supporting administration has been obtained			
The prime contractor properly administers risk of loss & other provision of subcontracts relation to Government property			

Comments:

Functional Area: Disposition

The process of disclosing excess, requesting disposition instructions, and effecting disposal of Government property

Functional Segment: Disclosure of Excess

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
In-house screening of excess assets accomplished at contract completion or when determined excess, to identify possible uses on other contracts or other work of the contractor			
Items determined excess are promptly reported to the government			
Declaration as excess complete and accurate			

Comments:

Functional Segment: Disposal

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Proper authority for disposition			
Disposition accomplished in compliance with FAR or other specific contract provisions			
Item disposed of within a reasonable time period after disposal authority received			
Identification tag removed from item before disposal, when applicable			
Documentation of disposition complete and reflects authority, disposal action, date of disposal, and is posted to record			

Comments:

Functional Segment: Approved Scrap Procedure

Area Reviewed	In Compliance	Not In-Compliance	Needs Improvement
Contractor complies with provision of approved scrap procedure			
Proceeds from scrap sold properly credited			

Comments:

Exhibit B Double Sampling

DOUBLE SAMPLING PLAN

(90 percent confidence of rejecting lots having 10 percent or more defectives)

Lot Range	Sample Size 1	Accept if Defects in Sample 1 Are	Reject if Defects in Sample 1 Are	Continue with Sample 2 if Defects in Sample 1 Are	Sample Size 2	Accept if Sum of Defects in Samples 1 and 2 Equals or is Less Than	Reject if Sum of Defects in Samples 1 and 2 Equals or Exceeds
1-18	All	0	1	—	—	—	—
19-50	18	0	1	—	—	—	—
51-90	21	0	2	1	21	1	2
91-150	25	0	3	1 or 2	25	2	3
151-400	32	0	4	1, 2, or 3	32	3	4
401-10,000	34	0	4	1, 2, or 3	34	3	4
10,001-35,000	40	0	5	1, 2, 3, or 4	40	4	5
35,001-100,000	46	0	6	1, 2, 3, 4, or 5	46	5	6
100,000+	52	0	7	1, 2, 3, 4, 5, or 6	52	6	7

KBR | **CAMP VICTORY (APO AE D9342) - IRAQ**
LOGCAP SUPPORT CONTRACT
DAW49-02-D-0007
PHONE: 713-445-7148

Exhibit C Property Administrator Appointment Letter

February 04, 2007

TO: Whom It May Concern

Subject: Property Administrator Appointment

This letter appoints Mr. [Name] as Property Administrator for Task Order [Number] for Contract [Number]. Mr. [Name] shall be responsible for all property management activities, including the KBR Property Report, from accounting for all Government property (GPO) and Contractor Owned Property (COP) that is received, stored, issued, and disposed of by the contract. His primary responsibility will be to manage, maintain, and dispose of property assets.

Snuffy Smith
Site Project Manager

**TAB B (REQUISITIONING) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP
PROPERTY CONTROL PLAN**

P.C. - 01.00(R1)

SOP # LOGCAP PCP
Page Index

REQUISITIONING

DATE EFFECTIVE
24 June 2008

SUPERSEDES PCP DATED
21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

3.1 Procurement and Material Managers

3.2 Material Manager

3.3 Material Control Personnel

3.4 Functional Managers/Supervisors

4.0 PROCEDURES

4.1 General

4.2 Requisitioner/User -- Preparing Requisitions

4.3 Warehouse -- Filling Requisitions from Stock

4.4 Material Control -- Establishing Due-In Requisitions

4.5 Cost Control and Project Management -- Approvals

4.6 Material Control -- Processing Requisitions to Procurement

4.7 Material Control -- Receiving Purchase Status

4.8 Material Control -- Expediting, Follow-up & Receipt of Property

4.9 MILSTRIP – Requisitions

5.0 EXHIBITS

5.1 Exhibit A- Material Requisition

5.2 Exhibit B -- Document Control Register

5.3 Exhibit C – Request for Transfer of Property

1.0 PURPOSE

To establish procedures for initiating procurement of materials, equipment and services required to perform the project. A material requisition (MR), properly prepared, reviewed, approved and submitted, expedites the procurement process and improves Kellogg Brown & Root Service's overall project performance.

2.0 SCOPE

Applies to all project organizational elements requisitioning materials, equipment, and services.

3.0 RESPONSIBILITY

3.1 Procurement and Material Managers shall ensure that Material Control personnel are well qualified and possess a thorough knowledge of the KBR material management system.

3.2 Material Managers shall provide requisitioning and Material Control support to all LOGCAP personnel. This includes, but is not limited to, day-to-day supply support, training (material control and requisitioner/end-users), and property record/data base maintenance.

3.3 Material Control personnel are responsible for all aspects of processing a requisition.

3.4 Within their functional area, every manager and supervisor must ensure requisitions are properly prepared, reviewed, approved, and submitted in a timely manner. This includes personally reviewing requisitions for accuracy and completeness; verifying requirements are valid, quantities reasonable, and priority/required delivery date is commensurate with project schedule; and ensuring accurate, adequate drawings, specifications/purchase descriptions, and other attachments.

4.0 PROCEDURES

4.1 General

4.1.1 Requisitions for all property, whether government furnished or KBR acquired, must:

4.1.1.1 Be contractually authorized and necessary for performance of the Prime Contract;

4.1.1.2 Be for the quantities required for said performance;

4.1.1.3 Be requested by properly prepared, processed, and approved requisition documents, in accordance with prime contract and Project procedures;

4.1.1.4 Be submitted in a timely manner;

4.1.1.5 Contain a realistic, dependable Required Delivery Date (RDD) to minimize use of emergency priorities; and

4.1.1.6 Contain sufficient description (NOUN, MANUFACTURER, National Stock Number (if available) and PART NUMBER, color, material, Size/dimensions, salient features/required performance data, END-ITEM (model/serial number) APPLICATION) to assure acquisition of the correct item.

4.1.1.7 Priority designators will be used to denote the emergency of need of Material Requisitions. The priority designator authorized for use on CAP requisitions are as follows:

- P1 -These MRs will be processed within 24 hours
- P2 –These MRs will be processed within 48 hours
- P3 –These MRs will be processed within 72 hours

4.1.1.8 Requester will be required to print their name and badge number on The Material Requisition (MR). If any automated requisition or procurement system is used then the use of electronic signature approval is authorized.

4.1.1.9 Cancellation of MR is reserved for the Project Management, the End User and/or the Functional Manager for that department.

- In the event the MR has been disapproved by Project Management, it must then be returned to MC for distribution to the site manager, end user, and project control for de-obligation of funds.
- If MR is cancelled after ACO approval, then copy must be provided to ACO as well.
- In the event the MR is cancelled by the end user after going to Procurement, the cancelled MR must be distributed the same way.
- The cancelled MR along with a reason for cancellation must be kept on file.

Note: All cancelled MR must be cancelled in the Automated Systems as well.

4.1.1.10 The only modification allowable to an MR, after approval is a reduction in the price or quantities of items. Any modification that would increase the dollar value of the MR is not authorized and a

new MR will be prepared. If an MR is generated or consolidated at the hub for an outlying site a copy of the MR must be forwarded to that sites Material Control department, and a copy provided to site management.

4.1.2 Contacting vendors and purchasing property and services is the responsibility of the Procurement Department/Office. At no time will another department employee (including requesters, end-users, or material control personnel) directly place, or give the appearance of placing an order with a vendor. In addition, requests for pricing, availability, or product information should be made to the Procurement Office, who will in turn contact the vendor.

4.1.3 If Government Furnished Equipment/Property (GFE/P) is available through the military or other government sources, transfers or temporary hand receipt can be accomplished in the following manner:

4.1.3.1 The Site Property Administrator or Contract Administrator will initiate a formal request for GFE/P. This request can be in the form of a memorandum or a Material Requisition. The request will be submitted to the ACO or PCO, and will stipulate if it is a Permanent/lateral transfer or a Temporary loan requirement.

4.1.3.2 A permanent/lateral transfer means that this equipment will vest in the LOGCAP contract as GFP/contract property. KBR will have full use, control, accountability, maintenance and disposition under the terms of the contract. If approved, a transfer directive will be issued by the ACO. This transfer memorandum will have the signatures of the Army Property Book Officer (if applicable) to release title, the DCMA GPA concurring with the contract need, the DCMA ACO approving the transfer and the KBR SPA. The physical transfer will be documented by the use of DD form 1149 or DA form 3161.

4.1.3.3 Temporary/loan property is GFE/P that has been identified for potential use on the contract, however, the military will not release title. To obtain loan property a request must be submitted to the ACO. This equipment will be returned to military control upon completion of the contract or sooner if no further need exist in support of the LOGCAP mission. The military can also recall this equipment at any time, based on military needs. This equipment will not be processed under the DCMA plant clearance process or contract property sales. Temporary/loaned property GFE/P can be hand receipted from the military to KBR with the hand receipt updated monthly. In addition, the KBR property records will identify these items in a manner that will provide a clear audit trail in regard to producing property reports of all loan equipment being used in support of the contract. If military control numbers

4.1.3.4 Prior to receiving GFE/P, the equipment will be inspected by a qualified KBR technician to ensure the equipment is in fully mission capable condition. If found that the equipment is in less than fully mission capable condition, the ACO and GPA will be notified. Repairs will not be initiated until approval from the ACO has been granted.

4.1.3.5 A document number will be used to complete permanent/temporary transfers utilizing paragraph 4.10.3 below.

4.2 Requisitioner/User -- Preparing Material Requisitions (MR)

4.2.1 To obtain material or equipment. LOGCAP personnel must prepare a Material Requisition. The use of an automated requisition and procurement system is authorized. See Exhibit A

4.2.2 The completed MR will be forwarded to Material Control.

4.2.3 Upon receipt, the Material Department will review the MR document(s) for accuracy and completeness. Date stamp or write the date received on the MR, and work with the customer to rectify any discrepancies/omissions.

4.2.4 Use the Material Control catalog to identify the item by material reference number/ stock number or NSN if being requisitioned through the military supply system. If it's a new item (no stock number assigned), identify the correct FSC, NSN (if available), and assign a new material reference number.

4.2.5 Material Control will log in the MR and assign it a Material Control requisition number, which is written on the MR.

4.2.6 A copy of the MR is given to the requester.

4.3 Material Control—Filling Requisitions from on hand Stock

4.3.1 Material Control personnel will first attempt to fill the requisition from stock on-hand and will also check the Automated Inventory Control System for Theater wide availability of the item(s) being requested.

4.3.2 If suitable property is available for issue, from on hand stock, warehouse personnel will:

4.3.2.1 Complete a Warehouse Issue Document and issue the item to requester.

- 4.3.2.2 Have the requester count all items being issued.
- 4.3.2.3 Sign his/her name and/or SAP number on the "Issued By" line on the issue document.
- 4.3.2.4 Have the requester acknowledge receiving the items/quantities listed on the Warehouse Issue Document by printing his/her name and/or SAP number on the "Received By" line, and then signing above it.
- 4.3.2.5 Give a copy of the Warehouse-Issue Document to the requester.
- 4.3.2.6 Retain the original Warehouse Issue Document for Material Control records.
- 4.3.2.7 When automated requisitioning and procurement systems are utilized the use of electronic signatures is authorized.

4.4 Material Control – Filling Requisitions from Theater Stock

- 4.4.1 If suitable property is found at another site, the Material Manager or designee will:
 - 4.4.1.1 Verify the request is valid
 - 4.4.1.2 Verify via the owning Site Material Manager that the requested item(s) are excess to that site's need and is available for cross utilization.
- 4.4.2 The owning site Material Manager or designee must respond to the requesting site's inquiry within 24 hrs.
- 4.4.3 If the items are available for issue. The requesting Material Manager or designee will forward a copy of the MR to the losing site for cross utilization.
- 4.4.4 The losing site will be responsible for packaging and coordinating movement of the item(s) to the gaining site.
- 4.4.5 Upon receipt the requesting site will sign the issue document and return a copy to the losing Material Control.

Note: If the material/equipment being transferred is tagged with a government property asset number, a copy of all movement documents will be provided to both the losing and gaining sites property department. Prior to the transfer/movement of any tagged government property approval must be obtained from the ACO, GPA, PM when applicable.

4.5 Material Control—Establishing Due-In Requisitions

Property may not be available, or there may not be sufficient stock on-hand to fill the entire quantity. When this happens, Material Control takes action to obtain the property for the requester.

- 4.5.1 For items that require a Government Property Asset/Tag number, Material Control or the Property office will indicate “PROPERTY ITEM” on the MR.

4.6 Cost Control, Project Management and ACO— Approvals All requisitions must be coordinated with cost control and approvals obtained from project management, government LOTD’S, and contract modifications, before submitting for procurement action.

- 4.6.1 Material Control routes the MR copy to the local Cost Controls office and Project Management for coordination and approval. After approval, Project Management returns the MR form to Material Control.

- 4.6.1.1 Cost Control will write or type the cost accounting data on the MR.

- 4.6.1.2 Project Management and the ACO approves/disapproves the requisition as applicable.

- 4.6.1.3 The MR is returned to Material Control.

- 4.6.1.4 Some automated systems may have different work flow approval processes that differ from this current manual process.

4.7 Material Control -- Processing Requisitions To Purchasing

- 4.7.1 Upon return Materials Control processes the approved MR, establishes a manual record file by MR number and forwards to Procurement for purchase action. If the client directs that Military sources will be used for local purchase, the completed MR will be forwarded to the appropriate office as directed by the ACO.

4.8 Material Control -- Receiving Purchase Status

- 4.8.1 Material Control receives status updates on open MRs.
- 4.8.2 Buyers provide Material Control with a copy of the Purchase Order.
- 4.8.3 Communication between Material Control, Expediting, and Traffic and the Military purchasing office (if require) result in status updates.

4.9 Material Control – Expediting, Follow-Up and Receipt of Property

- 4.9.1 Event Material Control personnel can also contact the Houston Support Office for support and assistance.
- 4.9.2 The LOGCAP Traffic Section interfaces directly with all personnel to coordinate the movement of cargo and passengers to and from an Event location.

4.10 MILSTRIP Requisitions

- 4.10.1 MILSTRIP - Military Standard Requisitioning and Issue Procedures can be used for requisitioning, receiving and returning Government Material wherever KBR is authorized by contract and provided a Department of Defense Address Activity Code (DODAAC). Requisitioning procedures will be in accordance with local established procedures governing the use of MILSTRIP.
- 4.10.2 High priority requisitions (urgency of need designators A&B) will be verified and approved by the Project manager or designated representative.
- 4.10.3 Document Control Registers (DCR) should be maintained for all orders placed through the federal supply system, temporary/permanent transfers and supply status monitoring. Document registers should be maintained for 1 year and the old register placed in inactive status. All open document numbers from previous years should be carried forward to the current year document register. Manual and automated copies should be maintained on file. See Exhibit B

5.0 EXHIBITS

- 5.1 Exhibit A – Material Request
- 5.2 Exhibit B – Document Register
- 5.3 Exhibit C - Request for Transfer of Property

EXHIBIT A Material Requisition

KBR MATERIAL REQUISITION			REQUISITION NUMBER: <u>MP1201</u>			PAGE <u>1</u> OF <u>1</u>
ISSUED DATE:	APPROVED DATE:	ISSUED DATE:	STATUS:			
11-Mar-09	24-Mar-07	11-Jul-08	CLOSE			
PREPARED BY:	CHANGED BY:	ISSUED BY:	ISSUED DATE:			
MP10088	THANNA	MP10088	24-Mar-07			
REQUISITION NO:		REQ NO:	AMOUNT:			
		4425	2,000.00			
TRAIKOVSKI, GORAN Trainer 1						
RES/ASSEMBLY/EST/AL/ROD STORAGE/TYPE OF MATERIAL						
BENCHSTOCK						
ITEM NO.	QUANTITY / POGRAM	UNIT	DESCRIPTION	AMOUNT	AMOUNT	REMARKS
1	1	BOX	BAG, PLASTIC	3.10.00	3.10.00	
64300 10000000 BAG, PLASTIC, OFFICE SIZE, BOX OF 25 EA, TRASH CAN/LINER, CAPACITY 18 GALLONS, MATERIAL 10 LB POUNDS, WIDTH 21 INCHES, LENGTH 23 INCHES, COLOR OLEAF MANUFACTURER NAME: NEI, MANUFACTURER PART NUM: SLH04, NUM: 2466-01-108-0029						
NOTHING FOLLOWS						
IS PROPERTY ITEM (S) <input type="checkbox"/> Y / <input type="checkbox"/> N						
SIGNATURE: <u>[Signature]</u> <input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> BOE <input type="checkbox"/> Y / <input type="checkbox"/> N						
APPROVED <input type="checkbox"/> Y / <input type="checkbox"/> N						
Bryant Veasey <u>[Signature]</u>						

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public pursuant to executive order 12958, as amended, in order to protect national defense information. If you are a contractor or manufacturer of information that is exempt from FOIA, you must file a request with the Department of Defense to have this information classified in accordance with E.O. 12958, and consider the information as being for official use only (FOUO), and must handle and disseminate information in accordance with the appropriate procedures.

Exhibit B Document Control Register

Doc #		Electronic Number		Ordering Department	Batch Number	Name Description		Priority	City			Status	Date	Days	Days	Days	Days	
		Doc #	Serial			City	State		Zip	Order	Open							Close
1111-0000-0491		1111-0000-0491		DOJ	7	AT	DOJ	3	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO
1111-0000-0492		1111-0000-0492		DOJ	7	AT	DOJ	3	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO
<p>PLEASE NOTE!!! THESE FIELDS SHOWN IN THIS DOCUMENT ARE REQUIRED.</p> <ol style="list-style-type: none"> 1. Enter the city or area keeping the Document Register 2. Enter your Doc#&AC 3. Reflects the no. of pages associated with the Document Control Register 4. Enter the Material Requisition Number 5. Enter the Julian date and the serial assigned to the ordered item 6. Department ordering the material 7. The National Stock Number (NSN) 8. Description of the item 9. Priority of the shipment 10. Enter quantity of the order material 11. Amount of material you received/turn-in 12. Quantity of material that is still due-in 13. Status of the requisition 14. Date you followed up on the requisition 15. Date you closed out the open requisition 16. Any remarks pertaining to the requisition 																		

Exhibit C Request for Transfer of Property

KBR

CAMP VICTORY APO AE 09342
 LOGCAP SUPPORT CONTRACT
 DAAA09-02-D-0007
 PHONE: 713-445-7145

MEMORANDUM

DATE: 6 November 2007
 TO: Defense Contract Management Agency
 Defense Contract Management District International
 ATTN: Mr. John Doe Government Property Administrator
 John Doe, MAJ, USA, Administrative Contracting Officer
 FROM: KBR Client Owned Equipment Administrator
 SUBJECT: Request for transfer of property

Request that the following equipment be furnished to KBR under Task Order _____ in support of contract DAAA09-02-D-0007 as Government Furnished Property (GFP). This equipment is needed to support the Badging and Screening mission here at Camp Victory, IRAQ.

Request authorization to permanently transfer the below listed US Army equipment from the IPBG to the custody and control of KBR. Transfer will be accomplished via DA form 3161 or DD form 1149 provided to the Contracting Officer for inclusion into the next scheduled contract modification.

Property records, maintenance, repair, protection, and preservation of this equipment will be established and maintained IAW FAR 45.5 and 52.245-5.

Description	Make	Model	NSN	Unit Cost	Qty
-------------	------	-------	-----	-----------	-----

Please direct all questions regarding this letter to the undersigned at 713-445-7145.

 Mary Jane

Client Owned Equipment Administrator

Reviewed By:

 John Doe

Government Property Administrator

Reviewed By:

 John Doe, MAJ, OD, USA

Administrative Contracting Officer

Approved By:

 John Doe CW4, USA PBG

Document Number

Property Book Officer

TAB C (RECEIVING) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 02.00(R1)

SOP # LOGCAP PCP

Page Index

RECEIVING

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RECEIVING POINT DEFINITIONS

4.0 RESPONSIBILITIES

5.0 POLICY

6.0 PROCEDURE

6.1 General

6.2 Receiving Files

6.3 Receiving Contractor-Acquired Property

6.4 Receiving Government-Furnished Property

6.5 Delivery & Physical Receiving of Bulk Materials

6.6 Distribution of Bulk Delivery Tickets

6.7 Documentation Procedures for Bulk Deliveries

6.8 Control of Bulk Delivery Tickets

6.9 Daily Dock Diary (DDD)

- 7.0 Closed PO Records/File
- 7.1 Receiving Section Reports
 - 7.1.1 Material Receiving Record (MRR) Preparation
 - 7.1.2 Over, Short or Damage (OS&D)
 - 7.1.3 Report of Discrepancy (ROD)
- 7.2 Property Identification and Marking
- 7.3 Reserved for Returnable Containers

8.0 EXHIBITS

- 8.1 Exhibit A – Material Receiving Report Instructions
- 8.2 Exhibit B – Material Receiving Report
- 8.3 Exhibit C – Daily Dock Report
- 8.4 Exhibit D – Sample Checklist for Shortages
- 8.5 Exhibit E – Sample Checklist for Damages
- 8.6 Exhibit F – KBR Bulk Delivery Ticket
- 8.7 Exhibit G – Overage Shortage & Damage

1.0 PURPOSE

Establish policies and procedures to receive government property pursuant to the regulations and directives of the prime contract, the approved KBR Government Property Control Procedures, and applicable sections of the FAR Part 45 - Government Property.

2.0 SCOPE

This procedure applies to all KBR and Subcontractor personnel involved in receiving property. It includes inspection; acceptance or rejection; identification and marking; routing, storage, and control of property as it applies to the receiving function; documenting receipts, shortages, damages and discrepancies; and maintaining data used to establish property control consistent with contractual requirements.

3.0 RECEIVING POINT DEFINITIONS

- 3.1 Primary Receiving Point: Receiving point at which inspection and acceptance takes place, and where MRR and "Overage, Shortage & Damage" (OS&D) reports are prepared.
- 3.2 Secondary Receiving Point(s): Second or subsequent receiving point(s) performing receiving actions to maintain property control, chain of custody, and identify property for operating stock, redistribution, or issue to end-users. Identified problems and/or inconsistencies are documented and resolved.
- 3.3 An Event location receiving function can be both a primary and a secondary receiving point, depending on the purchase order and shipping instructions. The determining factor is where initial inspection and acceptance takes place.

4.0 RESPONSIBILITIES

- 4.1 The LOGCAP Material Control Managers are responsible for the overall implementation, administration, compliance and effectiveness of LOGCAP receiving functions. Together with KBR Traffic Representatives, they ensure subcontractors perform receiving functions (freight forwarding) in accordance with the subcontract and LOGCAP procedures. Designated individual(s) conduct regular quality assurance inspections of subcontracted operations to ensure procedural compliance.
- 4.2 KBR receiving personnel are responsible for receiving, verifying, counting, inspecting, accepting or rejecting and identifying government property. They prepare Material Receiving Reports (MRRs), Reports of Discrepancy (ROD), Overage Shortage or Damage (OS&D) reports, and other associated documentation. They determine or identify discrepant shipments, maintain the OS&D register, tag, and segregate discrepant items in accordance with this procedure.
- 4.3 The Event location receiving function maintains Open and Closed Requisition files containing copies of the MRR or Military issue document, OS&D or ROD where applicable.

- 4.4 Subcontractor receiving personnel are responsible for effectively and efficiently performing the same receiving actions as KBR personnel.
- 4.5 Distribution of MRRs, OS&D and ROD reports, and back-up documentation is the responsibility of the Material Control function.
- 4.6 KBR Expediting/Traffic is responsible for notifying Material Control of incoming shipments and providing cargo manifests.

5.0 POLICY

All property will be:

- 5.1 Received by qualified and authorized receiving agents. (Authorized Freight Forwarders and Materials personnel).
- 5.2 Unpacked, counted, and checked for discrepancies in count, damage, incorrect and/or unacceptable substitutions, etc.
- 5.3 Promptly documented by receiving reports showing count, condition, description and purchase order information. Discrepancies are reported on OS&D or ROD reports as appropriate. Receiving location has 24 hrs from the date of delivery to receive and process the property, and an additional 48 hrs to input the receiving documentation into the automated stock record. Any deviations from this paragraph must have prior concurrence from Site Project Management in writing.
- 5.4 Identified and permanently marked as Government property, with control, tag and/or barcode number, if required.
- 5.5 Stored in a warehouse or area designated for the type of material being received.
- 5.6 Returnable and reusable containers, misdirected shipments, and other property needing specific disposition instructions will be controlled and accounted for in the same manner.

6.0 PROCEDURES

6.1 General

- 6.1.1 If practical, a centralized receiving and inspection area will be established. The number of personnel assigned and authorized to sign for receipt of material will be consistent with the scope of the Event.
 - 6.1.1.1 Dockside: The material control specialist reviews manifest, monitors unloading of ships, and identifies/marks major items for issue to custodial organizations/departments direct from the dock. Packaged materials are transported to warehouse for receipt.

- 6.1.1.2 Aircraft: The material control specialist reviews manifest of delivered materials, monitors unloading and directs shipments to appropriate warehouse.
- 6.1.1.3 Materials are received at the Receiving dock at main warehouse as delivered against the manifest or Bill of Lading.
- 6.1.2 The method of assigning Material Receiving Record numbers to receiving reports and associated documentation is established by this procedure. A centralized MRR register/file will be established and maintained by receiving personnel. Use of electronic automated system with auto number generation is acceptable in place of manual logs or registers.
- 6.1.3 Documentation (receiving records, discrepancy reports, etc.) will be distributed promptly since unreasonable delays will adversely affect discounts or liability factor. Documentation associated with the tagged Government Property shall be provided to the Site Property Administrator.
- 6.1.4 Material Requisition file will be maintained at each centralized receiving area. Upon receipt of final shipments, the applicable folder will be visibly identified as being complete and will be filed in a separate closed file.

NOTE: Files which have outstanding OS&Ds or RODs against them will not be closed until all deficiencies are resolved and the reports cleared.

- 6.1.5 An OS&D or ROD will be required for any incoming shipments which contain overages, shortages, damages or discrepancies of any nature, including quality control discrepancies/rejections for any reason unless the purchase was a bulk material purchase (i.e. rock, sand, concrete, and like material) or a purchase where an overrun or under-run is caused by conditions of loading, shipping, or packing, or by allowances in the manufacturing process (i.e. cable, nails, special fabrics, gases, fuels, and like material).
- 6.1.6 For bulk material purchases or purchases where an overrun or under-run is likely because of conditions of loading, shipping, or packing, or by allowances in the manufacturing process, a Variation in Quantity statement may be incorporated into Purchase Order. The permissible variation shall be limited to the lesser of \$250.00 or 10% of each line item on the Purchase Order. This variation in quantity applies to both over-runs and under runs. These amounts are consistent with KBR F&A and Procurement Change Order procedures.

6.2 Receiving Files.

6.2.1 Receiving personnel are provided with a copy of all purchase orders, subcontracts and/or lease documents under which they will receive Contractor-Acquired Property (CAP). Procurement personnel should ensure that subcontract documents are written in a manner that provides a detailed listing of items provided under the subcontract including item description, unit pricing and quantity ordered

6.2.2 Receiving will establish and maintain a file of Material Requisition folders instead of PO folders in MR number sequence. The file will be maintained in two parts: "Open" folders, and "Completed" or closed folders. Each folder must contain all pertinent receipt information/status/documentation with respect to that purchase. Note: Complete receiving files must be maintained at the main HUB site, FOB's are not required to maintain duplicate files.

6.3 Receiving Contractor-Acquired Property (CAP)

LOGCAP property may be received by any qualified KBR or subcontracted receiving section, but must be identified for the prime contract and Event for which ordered. Note: It is possible that material will arrive at an event location prior to Material Control personnel being on the ground. In that case, the receiving function will fall under the responsibility of the Senior KBR employee on site. Every effort will be made to follow the processes identified below, however, allowances must be made to ensure the vendors are properly compensated for received goods. If authorizing personnel are not present, an MFR or proof of delivery, signed by the Project/Site Manager, will be generated and forwarded to the Procurement & Supply Management (PSM) Manager. The PSM can generate a MRR from the MFR or proof of delivery tickets verified by the Senior Project/Site Manager.

6.3.1 Receiving personnel first verify type, quantity, and physical condition of the cartons/containers listed on the delivery ticket/manifest. A physical tally is made of all pieces off-loaded/received. Visible signs of damage are recorded on carrier's documentation prior to signing the carrier's forms. Damage or discrepancies are documented and immediately reported in accordance with established procedures.

6.3.1.1 Compare seals with seal record on Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), and/or other freight manifest documents as applicable.

6.3.1.2 Obtain written acknowledgment from carrier representative when seals are broken or at variance with GBL, CBL or manifest.

6.3.1.3 Photograph cargo before removal from carrier's equipment when cargo inspection reveals improper loading, blocking, bracing, stowage, or handling.

6.3.14 Overages, shortages or damage or any type of discrepancy will be noted on the packing list when necessary. Material Control will be notified so appropriate action can be taken.

6.3.1.5 Deficiencies include, but are not limited to:

- (A) Damages of any kind;
- (B) Overages and shortages;
- (C) Astray freight;
- (D) Improper preservation, packaging, packing, or marking;
- (E) Documentation errors;
- (F) Improper loading, blocking, bracing, stowage, or handling by carrier;
- (G) Pilferage, theft, damage, or vandalism; or
- (H) Wrong items/unauthorized or improper item substitution.

6.3.1.6 When it is determined that deficiencies other than concealed shortage, overage, or damage are attributable to the carrier, the receiving section, in conjunction with the Project/Site Property Administrator, will:

- (A) Prepare a tally sheet for the property received;
- (B) Annotate carrier's delivery receipt and packing list with OS&D or ROD, as appropriate, and a statement that clearly explains all visible shortages, overages, or damages. Insert date, signature, and obtain signature of carrier's agent, truck driver, or representative.
- (C) Telephone carrier's office immediately to report the deficiency and to request inspection if material is damaged. Obtain name and title of person receiving call.
- (D) Obtain from the carrier an inspection report containing a statement regarding cause, nature, and extent of damage, number and weight of missing items or pieces, and/or the number and weight of missing containers. The inspection report should also contain a statement regarding carrier liability. (Receiving section inspection shall be acceptable as carrier's inspection when carrier waives inspection or fails to respond to notification within five (5) working days.)

- (E) Obtain from an outside source, if possible, an itemized estimated cost of repairs to damaged items to include direct material costs, direct labor costs and loading, i.e., overhead, general and administrative, and profit.

NOTE: Steps D & E may be completed by another section within the Material Control/Procurement function.

- 6.3.2 Property without obvious damage is unpacked and processed in accordance with these procedures and the requirements of the prime contract.
- 6.3.3 Pull the applicable PO(s) or Subcontract(s) from the file.
- 6.3.4 The items contained on the vendor's packing list are compared with the PO or Subcontract item, nomenclature, description, quantity, unit of measure, manufacturer, part/model number, etc. Dummy packing lists will be initiated if no packing list is included with the material.
- 6.3.5 The cartons/containers are opened and all of the contents are physically inventoried. The contents are inspected to ensure items received are in compliance with the PO or Subcontract.
 - 6.3.5.1 The primary receiving point prepares an MRR and packages the equipment for shipment to final destination.
 - 6.3.5.2 The cognizant Quality Control (QC) Representative as required will conduct quality control inspections.
 - 6.3.5.3 When applicable, a Government Property Control Number is assigned a numbered tag affixed, and the item conspicuously marked to identify it as Government Property. Assigned asset/GP tag number will be annotated on the receiving documents.
- 6.3.6 If physical inspection of the property identifies overages, shortages, damage, or other discrepancies:
 - 6.3.6.1 The primary receiving point shall initiate an OS&D. Notify the carrier's agent of the deficiencies and request carrier's inspection.
 - 6.3.6.2 Secondary receiving points will coordinate with the Primary Receiving Point to resolve discrepancies.
 - 6.3.6.3 Exhibits C & D are designed to help the receiving section determine the types of information necessary for OS&D reports incident to shipment concerning GFP.
 - 6.3.6.4 When pilferage, theft, or vandalism is discovered, the receiving section, will:

- (A) Notify the commercial carrier and request that inspection of the shipment and/or arrangements for repairs (if damaged) be made as soon as possible;
- (B) If the carrier waives inspection, record the agent's name and title;
- (C) If the shipment is delivered by military vehicle, contact the cognizant transportation office.

6.3.7 When property is received at a primary receiving point for transshipping/ forwarding to another site/location, a copy of all inspection, acceptance, and receipt documentation will be sent with the items.

6.4 Receiving Government-Furnished Property

Receive GFP following the same basic steps/procedures listed above for CAP as required, however the DD form 1348, DA Form 3161 or other issue document will serve as the MRR.

- 6.4.1 Upon receipt of GFP, copies of the incoming shipping documents, DD Form 1149 or DD Form 1348, or other applicable agency form will be annotated by the Receiving Section thereby acknowledging receipt for that shipment. A copy of the receiving documents will be retained by the Site/Project Property Administrator for tagged items. If the appropriate shipping documents are not received with the specific GFP, the Site/Project Property Administrator will then acknowledge receipt by letter and list all of the property that was received with that shipment.
- 6.4.2 GFP provided in accordance with a Project specific Task Order, and not transferred or issued by an authorized Government representative i.e. Property Book Officer/Supply Support Activity will be accounted for in accordance with FAR 45.502(f) as Found on Installation (FOI) until an authorized Government representative is available to officially issue/transfer the equipment.
- 6.4.3 For GFP, report shortages and overages to the cognizant transportation office.
- 6.4.4 To report GFP OS&D, send SF364 and the following data/documents to the cognizant transportation office:
 - (A) Tally sheet - DD Form 250, DD Form 1348, or other agency specified or KBR generated receiving report
 - (B) Carrier's delivery receipt
 - (C) Carrier's inspection report
 - (D) Itemized estimated cost of repairs

- (E) Photographs of deficiencies
- (F) Pertinent data statement containing the following:
 - (i) Method of shipment, i.e., truckload, less truckload, carload, less carload, or other (specify);
 - (ii) Marks and identification numbers on packages;
 - (iii) Identification numbers of car, truck, Vessel, or other conveyance if applicable;
 - (iv) Statement regarding the condition of Carrier's equipment and whether or not it was appropriate conveyance for commodity;
 - (v) Seal condition: (i.e., original intact or broken, missing or not original (explain));
 - (vi) Exact location where shipment was unloaded;
 - (vii) Date and time unloading began;
 - (viii) Date and time unloading completed;
 - (ix) Was unloading continuous (if not, indicate why)?
 - (x) Statement relative to suitability of packing, loading, blocking, and bracing utilized.

6.4.5 GFP Unsuitable for Intended Purpose

Notify the Site/Project Property Administrator, who will in turn notify the GPA in writing, providing the following information:

- (1) GBL, CBL, or DD Form 1149 number; or shipping manifest;
- (2) Point of origin/shipping point;
- (3) NSN (if known);
- (4) Noun/description;
- (5) Quantity;
- (6) Storage Location;
- (7) Reasons why property is unsuitable

6.5 DELIVERY & PHYSICAL RECEIVING of BULK MATERIALS

- 6.5.1 KBR personnel will inspect and measure the bulk deliveries to ensure accuracy of the materials received. This process will be a joint effort with a representative from Material Control and a representative from the End User.
- 6.5.2 KBR personnel will note any discrepancies on the Vendor's delivery ticket and annotate the correct quantity received on the Bulk Delivery Ticket. The Vendor's driver will sign both documents to acknowledge the discrepancy.
- 6.5.3 KBR personnel will complete the Bulk Delivery Ticket. The person designated by Material Control will print their name, badge number, and sign the "Received by" block of the BDT. The End User representative will print their name, badge number and sign the "Verified by" block of the BDT.
- 6.5.4 KBR personnel will give the original and I copy of the BDT to the Vendor's driver.
- 6.5.5 Two copies of the BDT will be attached to a copy of the Vendor's delivery ticket and returned to Central Receiving as soon as possible.

6.6 DISTRIBUTION OF BULK DELIVERY TICKETS

- 6.6.1 Vendor will attach the original BDT to their Invoice and submit to KBR.
- 6.6.2 Material Control will be responsible for processing two copies of the BDT received from the delivery point.

6.7 DOCUMENTATION PROCEDURES for BULK DELIVERIES

- 6.7.1 Central Receiving will prepare the Material Receiving Report (MRR) with normal distribution IAW this procedure.
- 6.7.2 During the preparation of the MRR, Central Receiving will ensure that all BDT serial numbers are entered onto the MRR. A tally sheet listing each of the BDT's for that day's receipts can be created and attached to the MRR to satisfy this requirement when numerous deliveries are consolidated on to one MRR.
- 6.7.3 Central Receiving will forward one copy of the BDTs and MRR to F & A and the second copy to Procurement.
- 6.7.4 F & A will be responsible for auditing the Vendor's original BDTs and Invoice against the MRR, in addition to the BDTs submitted by Central Receiving.
- 6.7.5 After processing the original BDTs and Vendor's Invoice, F & A will forward the original BDTs and Invoice to Houston.

6.7.6 Central Receiving will retain the completed BDT books, copies of the MRRs, and the Vendor's delivery tickets.

6.8 CONTROL OF BULK DELIVERY TICKETS

6.8.1 Bulk Delivery Tickets will be stored under lock and key in an area designated by the KBR Material Managers.

6.8.2 Bulk Delivery Tickets will be issued by "serial number" and the recipient must sign for each book.

6.8.3 Completed Bulk Delivery Ticket books will be filed in Central Receiving and archived as required.

6.8.4 All copies of "Voided" BDTs will be returned to Central Receiving.

6.9 Daily Dock Report (DDR) (see Exhibit B)

A DDR is maintained at each receiving location. It is used to record receiving activity and is one of the primary sources of information when researching receipts.

7.0 Closed PO Records/File

A receiving PO record is closed after final receipt is accomplished and all OS&D and/or RODs have been completed. It will be marked "CLOSED" and filed in a separate closed PO file.

7.1 Receiving Section Reports

(A) Title to all property purchased by KBR as a direct item of cost under the prime contract passes to and vests in the Government when the vendor delivers the property. Normally the point of delivery is at the Freight Forwarders. In some instances (i.e. in-country buys, direct shipping, etc.) the point of delivery is at the project site. At the point of delivery/receipt, KBR must ensure OS&D reports are prepared and prompt action taken to resolve problems.

(B) When the point of delivery is directly to the project site, the MRR and OS&D reports must be prepared at the project site and distributed as necessary.

(C) When the point of receipt is at the freight forwarders, they prepare the MRR and OS&D report. MRRs are transmitted to the Houston Support Office, filed in the PO, and distributed as necessary. OS&D reports are given to the KBR resident person, who then resolves the overage/shortage or damage with the responsible supplier and/or transport company, as applicable.

- (D) When the Government property reaches the project site, it must be identified, inspected, and processed for local receipt, storage, issue, and consumption.

7.1.1 Material Receiving Record (MRR) Preparation

7.1.1.1 MRRs will be prepared for each PO.

7.1.1.2 MRR's are completed by the Receiving section.

7.1.1.3 MRR numbers are assigned to all receiving records. Use of automated electronic systems with auto numbering may be used in place of manual registers or logs.

7.1.1.4 The preferred method of preparing an MRR is with an Automated Inventory Control System. Depending on event size and number of transactions, an Automated Inventory Control System may not be utilized. In this case a manual MRR will be created.

7.1.1.5 When shipment is received, the MRR is marked/stamped and signed by Material Control personnel.

- (A) If all items were received, the authorized receiving personnel make a check mark next to the quantity ordered.
- (B) For equipment items, all available identification details -- or other additional data facilitating identification -- are annotated on the MRR.
- (C) Assign next open Material Receiving Record number taken from MRR registers -- sign and date the document.
- (D) Attach vendor delivery ticket and/or packing slip to MRR. Annotate MRR number on each delivery ticket/packing slip.
- (E) Use of automated electronic systems with electronic approval signature is authorized.

7.1.1.6 MRR Distribution

(A) Receiving prepares and distributes MRRs; as follows:

- * Original copy - accounts payable
- * One copy - purchasing
- * One copy - material control file
- * One copy - SPA and Property Office as required

7.1.2 Overage, Shortage or Damage Report:

At the initial receiving point, when material is over, short or damaged, an OS&D report is prepared within 24 hrs of receipt.

7.1.2.1 The OS&D report is recorded on the OS&D register. OS&D numbers are assigned sequentially.

7.1.2.1.1 Receiving shall maintain an OS&D register containing the following information:

- (A) OS&D report number
- (B) Date the OS&D is prepared
- (C) Description of the discrepancy
- (D) The PO line(s) involved in the discrepancy
- (E) The PO and RQN numbers involved in the discrepancy
- (F) Vendor's name with copy of the delivery ticket.
- (G) Final disposition of OS&D.
- (H) Date disposition action was completed.

7.1.2.1.2 OS&D Form Preparation

Prepare OS&D form as follows:

- (A) Vendor's full name and address.
- (B) Subcontract number and/or PO number.
- (C) Invoice date
- (D) Quantity shown on packing list and PO
- (E) Physical quantity counted
- (F) Unit of issue showing on the packing list, requisition, and/or PO.
- (G) Unit price shown on packing list and/or PO documents
- (H) Specify in narrative form the full details of the discrepancy. Reference photos, exhibits, affidavits or other attachments/pertinent details. Use continuation sheet when required. When required, the Quality Control Representative signs this block.

7.1.2.1.3 Discrepancies are recorded on all related receiving documentation (Material Receiving Record, delivery ticket, packing list, etc.). The vendor delivery ticket/invoice is attached, and the OS&D package is distributed.

7.1.2.1.4 OS&D material that is unacceptable is segregated from acceptable material and a copy of the OS&D affixed to the material.

7.1.2.1.5 Distribution of OS&D
OS&D reports receive the same distribution as MRRs, except Material Control forwards one copy of every OS&D to the site Expediting/Traffic Department for resolution.

7.1.3 Report of Discrepancy (ROD)

When the Government property reaches the secondary receiving point(s), it must be identified, inspected, and processed for local receipt, storage, issue and consumption. If physical inspection of the property identifies overages, shortages or damage a ROD is prepared. The ROD will be generated within 24 hrs of receipt of the items at the secondary receiving point. The ROD follows the same procedure as the OS&D report, contains the same information, and is processed the same way. Inventory Adjustments Reports can be prepared for missing items from the Primary Receiving point or Freight Forwarder, totaling \$250 per shipment, not per PO or MR.

7.2 Property Identification and Marking

7.2.1 Policy

7.2.1.1 All Government property shall be marked with an indication of Government ownership, except for the following: (FAR 45.506 (b)(1))

- (A) Items issued to individuals for use in their work (e.g. protective clothing or tool crib tools) where adequate physical control is maintained over the items;
- (B) Property of a bulk type, or where it's general nature of packing or handling precludes adequate marking;
- (C) Material that is co-mingled, as authorized by FAR 45.507;
- (D) Where the property administrator agrees that marking is impracticable.
- (E) Items with little or no resale potential.
- (F) Installed items.

Exempted items shall be entered and described on the accountable property records. (FAR 45.506 (b) (2))

7.2.1.2 In addition to marking with an indication of Government ownership, the following property shall be marked with a serial/tag number in accordance with established procedures: (FAR 45.506 (c) (1))

- (A) Special tooling;
- (B) Special test equipment;
- (C) Components of special test equipment that have an acquisition cost of \$5,000 or more and are incorporated in a manner that makes removal and reutilization feasible and economical;
- (D) Plant equipment that is considered a non-expendable end item or pilferable in nature, regardless of cost.
- (E) Accessory or auxiliary equipment associated with a specific item of plant equipment on the property records, if necessary to assure return with the basic item.

- Assigned numbers shall be recorded on all applicable documents pertaining to the property control system. (FAR 45.506(c)(2))
- 7.2.1.3 Markings shall be securely affixed to the property, legible and conspicuous. Examples of appropriate markings are bar coding, decals, and stamping. If marking will damage the property or is otherwise impracticable, the Project/Site Property Administrator will promptly notify the Property Administrator and ask for the item to be exempted. Markings shall be removed or obliterated when Government property is sold, scrapped, or donated. (FAR 45.506(d))
- 7.2.1.4 Identification is confirmed by affixing a decal, metal, fiber, plastic or other plate, indelible ink, acid or electric etch, steel dies, or other legible, conspicuous and tamper resistant method. Tags will identify the item as "U.S. GOVERNMENT PROPERTY".
- 7.2.1.5 Government-owned industrial plant equipment, unless already marked in compliance with prior instructions, is identified with a serial/identification number and an indication of Federal Government agency ownership.
- 7.2.1.6 For items of Government property that are impracticable to identify physically due to size or nature, identification will appear only on the property records.
- 7.2.1.7 All Government Property defined as non-expendable will be labeled to identify it as government-owned as part of the receiving process. Government equipment will be marked with a property identification number (Asset#,GP/Tag No.) except when size or nature of the equipment is accessory or auxiliary and attached to or otherwise a part of an item or a facility and is required for its normal operation. In such case the item shall be entered and described on the record of equipment to which it is otherwise a part.
- 7.2.1.8 The Property Control section at the receiving location will apply the Asset/GP identification control numbers when practical. If the property received is not assembled or is packaged in a manner that would require un-packaging to apply the GP identification numbers tagging may be applied at the secondary or final destination receiving points. The primary receiving location will record the necessary information on the property records and forward the identification tags with the items to the secondary or final destination receiving points for application of the identification tags.
- 7.2.1.9 Identification of Government property in possession of the KBR subcontractors is maintained in the same manner as is Government property in the company's possession.

7.2.2 Method of Identification

7.2.2.1 Use metal, fiber, or plastic identification plates close to the manufacturer's nameplates attaching to an area which affords maximum protection. Identification plate will contain the following information:

- (A) U.S. Government Property**
- (B) Sequential Identification Control Number (Asset/GP No.).**

7.2.2.2 Materials not identified at the time of receipt shall be identified at the time of physical inventory.

8.0 EXHIBITS

8.1 Exhibit A – Material Receiving Report Instructions

8.2 Exhibit B – Material Receiving Report

8.3 Exhibit C – Daily Dock Report

8.4 Exhibit D – Sample Checklist for Shortages

8.5 Exhibit E – Sample Checklist for Damages

8.6 Exhibit F – KBR Bulk Delivery Ticket

8.7 Exhibit G – Overage Shortage & Damage

EXHIBIT A

MATERIAL RECEIVING REPORT INSTRUCTIONS

The creation of the Material Receiving Report (MRR) should be completed at the initial site where a KBR representative takes ownership of the material that has been received. In order to create the MRR, there should be an approved requisition, a delivery note, and one of the following:

- Purchase Order
- Subcontract
- Master Agreement

When the material is being received, it should be accompanied by a Delivery Note. The Delivery Note should match with the Material Requisition and also with one of three general documents mentioned above (Purchase Order, Subcontract, or Master Agreement). Once all documents have been verified, the receiving personnel will accept the material by signing the Delivery Note (with signature and SAP / Badge Number). The material will then be assigned a GP number (if required). The GP number, along with the Serial Number of the material will be annotated on the Issue Ticket, when the material is being issued to the End User.

Once all required documents have been collected / signed, the MRR will be created and distributed accordingly. The MRR can be created electronically through the automated electronic systems. There might also be circumstances when it will be created manually (hand written). The MRR should contain the following:

1. Requisition Number
2. Page Number (1 of 1, 1 of 2, etc.)
3. Purchase Order, Subcontract, or Master Agreement Number
4. Date Prepared
5. Date Material Received (see delivery note)
6. Vendor's / Supplier's Name
7. Description of Material Being Received (With GP/Serial Numbers, if Applicable)
8. Requested Quantity and Received Quantity
9. Shipment Number (Partial or Completed)
10. MRR Number
11. Received By/ Approved By Signatures

**EXHIBIT B
Material Receiving Report**

MATERIAL RECEIVED RECORD									
OF									
SHIPPED TO:							MRR NO.		
PURCHASE ORDER NUMBER			REQUESTION NUMBER			JOB/ACCOUNT NUMBER			
PARTIAL SHIPMENT						DATE RECEIVED:			
1 2 3									
4 5									
<input type="checkbox"/> ORDER COMPLETED		SHIPPER WHEN NOT SELLER ABOVE				F.O.B.			
ITEM	QUANTITY	UNIT	DESCRIPTION			QTY RECEIVED	FOR FIELD USE		
ENTER ONLY MATERIAL RECEIVED ON ONE ORDER ON THIS RECORD. REPORT EACH CAR ON A SEPARATE MATERIAL RECORD. CHECK AGAINST SHIPPER'S PACKING SLIP OR DELIVERY TICKET.					EXPRESS	PARCELPOST	Prepaid	COLLECT	AMOUNT
					DELIVERING CARRIER				
APPROVED BY:		RECEIVED BY:		FREIGHT BILL NUMBER			CAR NUMBER		

Exhibit C**DAILY DOCK REPORT**

MRR No	Received Date	Award No	Warehouse Code	Print Date	Page	
KAPCR	Mar-14-1998	1				
Line No	Award Qty	Qty Received	Qty Accepted	UOM	Requisition No	Req Ln No
Stock No	Description	Manual Req. No	Award Ln No			
Part No	Model No	Supplier Part No	NSN			
Requisitioner						
GP No	Serial No					
80314001	Mar-14-1998	5937-HKAP-P903022	VENDOR			
001 10	10	10	EACH	K03014		
00014438	BAG FOR VACUUM CLEANER	001				

FARIS,ELIAS

002 2	2	2	EA	K03014		
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,5				002	
	0HZ,27L CAP.					

FARIS,ELIAS

47923	025752					
47924	025694					
003 1	1	1	EA	K03014		
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,5				003	
	0HZ,27L CAP.					

FARIS,ELIAS

47925	025502					
004 1	1	1	EA	K03014		
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,5				004	
	0HZ,27L CAP.					

FARIS,ELIAS

47926	025506					
005 1	1	1	LOT			

EXHIBIT D

GOVERNMENT PROPERTY SHIPMENT SHORTAGE CHECKLIST

[YES]	{NO}	<u>SAMPLE CHECKLIST FOR SHORTAGES</u>
<u>\ PART 2 - DISCREPANCY /</u>		
<u>POINT OF CONTACT:</u>		
1 []	{ }	COPY OF THE GOVERNMENT BILL OF LADING (GBL)
2 []	{ }	COPY OF COMMERCIAL BILL OF LADING (CBL)
3 []	{ }	COPY OF CARRIER'S DELIVERY RECEIPT WITH DISCREPANCY NOTATION
3A []	{ }	DID THE CARRIER'S DRIVER SIGN?
3B []	{ }	DID THE TRANSPORTATION IN CHECKER SIGN?
4 []	{ }	COPY OF THE SHIPPING DOCUMENT WITH THE NSN, NOUN NAME, CONDITION, QUANTITY, PRICE
4A []	{ }	REQUISITION SYSTEM DOCUMENT (I.E., DD 1348-1 OR OTHER AGENCY SPECIFIC FORM)
4B []	{ }	MATERIAL INSPECTION AND RECEIVING REPORT (I.E., DD 250 OR OTHER AGENCY SPECIFIC FORM)
4C []	{ }	REQUISITION AND INVOICE/SHIPPING DOCUMENT (I.E., DD 1149 OR OTHER AGENCY SPECIFIC FORM)
5 []	{ }	IF CONSOLIDATED LOAD, A COPY OF EACH SHIPPING DOCUMENT
6 []	{ }	IF PARTIAL SHIPMENT, A COPY OF DEBIT DOCUMENT AND QUANTITY RECEIVED
7 []	{ }	REPAIR ITEM, NEED REPAIRABLE VALUE STATEMENT
8 []	{ }	DOCUMENT SUPPLY RECORD TO VERIFY NON-RECEIPT OF ITEM
9 []	{ }	TALLY OUT, TALLY IN RECORD FOR TRUCKLOAD SHIPMENTS
10 []	{ }	SIGNED AFFIDAVIT BY IN CHECKER WITH TIME, PLACE AND HOW DISCREPANCY WAS MADE WHEN CARRIER'S RECEIPT WAS NOT ANNOTATED (SEE ITEM 3. ABOVE)
11 []	{ }	COPY OF CONTRACTOR'S PAID INVOICE
12 []	{ }	COPY OF PICK UP RECORD (UPS) TRACER
13 []	{ }	COPY OF CBL AND SF 103 (PUBLIC VOUCHER) PAID BY SHIPPER WHEN USING COMMERCIAL FORM

Use as a guide to determine records and information to investigate SHORTAGES concerning Government Property. Check the block that applies to the shipment in question.

EXHIBIT E
GOVERNMENT PROPERTY SHIPMENT DAMAGE CHECKLIST

	[YES]	{NO}	<u>SAMPLE CHECKLIST FOR DAMAGES</u>
1	[]	{ }	COPY OF THE GOVERNMENT BILL OF LADING (GBL)
2	[]	{ }	COPY OF COMMERCIAL BILL OF LADING (CBL)
3	[]	{ }	COPY OF CARRIER'S DELIVERY RECEIPT WITH DISCREPANCY NOTATION
3A	[]	{ }	DID THE CARRIER'S DRIVER SIGN?
3B	[]	{ }	DID THE TRANSPORTATION IN CHECKER SIGN?
4	[]	{ }	COPY OF THE SHIPPING DOCUMENT WITH THE NSN, NOUN NAME, CONDITION, QUANTITY, PRICE
4A	[]	{ }	REQUISITION SYSTEM DOCUMENT (I.E., DD 1348-1 OR OTHER AGENCY SPECIFIC FORM)
4B	[]	{ }	MATERIAL INSPECTION AND RECEIVING REPORT (I.E., DD 250 OR OTHER AGENCY SPECIFIC FORM) F
4C	[]	{ }	REQUISITION AND INVOICE/SHIPPING DOCUMENT (I.E., DD 1149 OR OTHER AGENCY SPECIFIC FORM)
5	[]	{ }	COPIES OF PHOTOGRAPHS OF DAMAGED PROPERTY BEFORE OFF-LOAD
5A	[]	{ }	ANNOTATE PHOTOS WITH CBL/GBL NUMBER, DATE OF SHIPMENT RECEIVED, CARRIER NAME
6	[]	{ }	COPY OF PICKUP RECORD (UPS) TRACER
7	[]	{ }	COPY OF CARRIER'S INSPECTION REPORT
7A	[]	{ }	DID TRANSPORTATION REPRESENTATIVE SIGN?
7B	[]	{ }	DID CARRIER'S REPRESENTATIVE SIGN?
8	[]	{ }	STATEMENT FROM SHIPPER DESCRIBING CONDITIONS UNDER WHICH LOADING, BLOCKING, AND BRACING TOOK PLACE
9	[]	{ }	COPIES OF GBL'S FOR TRANSPORTATION COSTS TO AND FROM REPAIR FACILITIES IF PAID BY THE GOVERNMENT
10	[]	{ }	SIGNED AFFIDAVIT BY DISCOVERER OF DAMAGE, TIME, PLACE, AND HOW DISCOVERY WAS MADE FOR CONCEALED DAMAGE
11	[]	{ }	COPY OF THE OFFICIAL LAW ENFORCEMENT ACCIDENT REPORT INCIDENT TO RAIL, HIGHWAY AND AIRCRAFT ACCIDENT

Use as a guide to determine records and information to investigate DAMAGES concerning Government Property. Check the block that applies to the shipment in question.

EXAMPLE: You find the shipment has DD 250's attached, but one carton has damaged goods. Annotate applicable blocks on the checklist for DAMAGES.

Exhibit E

KBR Bulk Delivery Ticket

Exhibit F
KBR Bulk Delivery Ticket

KBR

Ticket # 010891

Date _____
 Rec # _____ Purchase Order # _____
 Supplier _____
 Description _____ Quantity _____
 Tank # _____ Trailer # _____
 Other _____
 Delivery Point _____
 Received By _____ Badge # _____
 Verified By _____ Badge # _____
 Comments _____

in White "Supplier" (Original) - Red White "Supplier" (Copy) - Yellow "F & E" (Copy) - Green "Buyer" (Copy) - Marked "Permanent Record"

KBR

Ticket # 010892

Date _____
 Rec # _____ Purchase Order # _____
 Supplier _____
 Description _____ Quantity _____
 Tank # _____ Trailer # _____
 Other _____
 Delivery Point _____
 Received By _____ Badge # _____
 Verified By _____ Badge # _____
 Comments _____

in White "Supplier" (Original) - Red White "Supplier" (Copy) - Yellow "F & E" (Copy) - Green "Buyer" (Copy) - Marked "Permanent Record"

KBR

Ticket # 010893

Date _____
 Rec # _____ Purchase Order # _____
 Supplier _____
 Description _____ Quantity _____
 Tank # _____ Trailer # _____
 Other _____
 Delivery Point _____
 Received By _____ Badge # _____
 Verified By _____ Badge # _____
 Comments _____

in White "Supplier" (Original) - Red White "Supplier" (Copy) - Yellow "F & E" (Copy) - Green "Buyer" (Copy) - Marked "Permanent Record"

Exhibit G

COMPANY NAME: _____

OVER, SHORT OR DAMAGE REPORT

REPORT NO. _____

DATE: _____

P.O. NO. _____

F.O.B. _____

JOB NO. _____

M.A.S. NO. _____

Vendor/Shipper: _____

Pt. of Origin: _____ **Rec. Point:** _____

Del. Carrier: _____ **Unit No.:** _____

(Truck, Rail, Airline, Vessel Name) (Truck, Car, Flight or Voyage No.)

Carrier's No.: _____ **Date Rec'd:** _____

(Ft. BR, Wagon, BA, Etc.)

ABOVE SHIPMENT RECEIVED IN FOLLOWING CONDITION:

Original Substitution Acceptable Not acceptable

Increase in Quantity - Packages in Apparent Good Order & Contents Short

Shortage in Delivery - No Pkg. On Bill

Shortage in Shipment - Package Damaged, Apparent Opened Or Reopened - Contents Short

Damage - Visible Damage to Equipment or Material

Damages - Concealed Damage - Packages in Apparent Good Order

GIVE DETAILS OF OVER, SHORT OR DAMAGED ITEMS - DESCRIBE DAMAGE

P.O. ITEM	QUANTITY SHIPPED	QUANTITY RECEIVED	UNIT COST	DESCRIPTION OF MATERIAL AND DAMAGE

Recommendation: Repair in Field Return to Shipper for Repair Replace

Estimated Cost To Repair Damage Or Replace: \$ _____

Exception Taken on Delivery Document: Yes No - Carrier Notified On: _____

Insurance Survey or Notified On: _____ Shipment Inspected On: _____

Copy Inspection Survey Report Attached: Yes No - Photos Attached: Yes No

Original F.R. Bill Attached: Yes No - Delivery Document Attached: Yes No

Was Damage Or Loss Due to Poor Packing? Lack of Precautionary Marks? Other Reasons?
 EXPLAIN: _____

DO NOT DISPOSE OF CONTAINERS OR PACKING UNTIL AFTER INSPECTION BY CLAIM AGENT

Prepared By: _____ Approved by: _____

Order No. 18117

11-01-05

**TAB D (PROPERTY RECORDS) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP
PROPERTY CONTROL PLAN**

P.C. - 03.00(R1)

SOP # LOGCAP PCP
Page Index

PROPERTY RECORDS

DATE EFFECTIVE
24 June 2008

SUPERSEDES PCP DATED
21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 POLICY

4.0 RESPONSIBILITIES

5.0 PROCEDURES

5.1 General

5.2 Types (Definitions) of Property to be Controlled

5.3 Property/Stock Record Information

5.4 Real Property Records

5.5 Record Maintenance

5.6 Establish & Maintain Property Hand Receipt Files

5.7 Inventory Withdrawals (Issues)

5.8 Turn-Ins

5.9 Controlling and Processing Unserviceable Property

- 5.10 Scrap and Salvage Records
- 5.11 Records of Products Completed Under Contract
- 5.12 Lost, Damaged or Destroyed (LDD) Reports

6.0 EXHIBITS

- 6.1 Exhibit A - Warehouse Requisition
- 6.2 Exhibit B - Automated Property Control System
- 6.3 Exhibit C – Tag Register/Property Book
- 6.4 Exhibit D – Lost, Damaged or Destroyed report
- 6.5 Exhibit E – LDD Notification
- 6.6 Exhibit F – Request For Relief of Responsibility
- 6.7 Exhibit G – Department Manager Corrective Action Form
- 6.8 Exhibit H – Technical Inspection with Continuation Sheet (New)
- 6.9 Exhibit I – DCMA Letter Authorizing Safety Repairs Dated November 26, 2007
- 6.10 Exhibit J – LDD Register
- 6.11 Exhibit K – Accident Incident Statement
- 6.12 Exhibit L – Accident Incident Report

1.0 PURPOSE

Prescribe procedures for establishing and maintaining records controlling all Government property received for use under this prime contract. This Tab includes manual and automated stock record/property procedures.

2.0 SCOPE

Applies to all personnel who establish and maintain property control records. It establishes methods and procedures used to control property turn-in, issue, transfer, repair or movement of property requiring authorization, documentation and control.

3.0 POLICY

Accurate and detailed records shall be maintained for all Government property in accordance with the prime contract, FAR Part 45, and the approved KBR Federal Government Property Control Procedures. A manual stock record card system or an automated Property Control System (PCS) will be used. Records must show complete accounting for property from requisition/receipt through consumption disposition.

4.0 RESPONSIBILITIES

- 4.1 The KBR Project/Program Manager is responsible for overall effectiveness of the Project PCS. He/she (or designee) assigns a Project Property Administrator through the issuance of a letter of authority. The KBR Site Project Manager (or designee) at each contract site assigns a Site Property Administrator through the issuance of a letter of authority.
- 4.2 The LOGCAP Procurement and Materials Manager, and the KBR Property Manager are responsible for implementing and maintaining effective centralized property control records in accordance with Project policy.
- 4.3 The Project Property Administrator will be responsible for overseeing the Project Property Control System. This person is responsible for all Government property records, assigning GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under that contract.
- 4.4 The Site Property Administrator will be responsible for overseeing the Contract site Property Control System. This position will have primary responsibility for all Government property provided to that site or subsequently acquired by the Government for use by KBR. This person will be responsible for assigning Asset/GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under that contract. This position will report to the Site Project Manager or designee as

applicable. Additionally, this person shall have matrix responsibility and reporting to the assigned Project Property Administrator and KBR Property manager as required.

4.5 Directors and managers shall maintain current lists of personnel authorized to requisition and/or receive property. They are responsible for all property ordered and/or received by their representatives. Each department will maintain control records for all government property in their inventory.

4.6 Project warehouse personnel shall inventory Government property on a scheduled basis.

5.0 PROCEDURES

5.1 General

Inventory control, fabrication records, receipt and issue files, custodial records, and scrap and salvage records will:

- 5.1.1 Conform to FAR requirements, be accurate, timely and sufficiently documented.
- 5.1.2 Provide adequate control for use and return of custodial type property.
- 5.1.3 Show location and/or custodian of property by control number, and record all movements.
- 5.1.4 Reflect scrap disposition and properly classify reclaimed items for salvage operations.
- 5.1.5 Be closed by proper accounting entry supported by documentation.

5.2 Types (Definitions) of Property to be Controlled (Also see Tab N Glossary)

- 5.2.1 Material - Property which may be incorporated into an end item to be delivered under a contract or which may be consumed or expended in the performance of a contract.
- 5.2.2 Vehicles and material handling equipment identified as:
 - 5.2.2.1 Motor vehicles and trailers (includes cars, buses, trucks, ambulances, tractors, trailers, vans, etc., either for general or special purpose);
 - 5.2.2.2 Self-propelled material handling equipment (includes motorized forklift trucks, tug jockeys, platform trucks, etc.).
- 5.2.3 Temporary buildings and structures defined as all buildings and structures erected (prefabricated) for use during, and/or to support construction, and not identified as part of the base facilities.

- 5.2.4 Hospital equipment primarily used in the performance of medical functions (includes laboratory and clinical equipment such as gas and chemical analyzers, laboratory centrifuges, medical radiographic systems, medical monitors, respirators, etc.).
- 5.2.5 Office furniture, the primary use of which is in office or administrative operations, including desks and chairs, filing cabinets, typing tables, conference tables, office tables, safes, portable office partitions, etc.
- 5.2.6 Office equipment, the primary use of which is in office or administrative functions; including typewriters, adding machines, calculators, copiers, dictating and reproducing machines, EDP equipment, check handling machines, currency handling machines, visible files, etc.
- 5.2.7 Machinery and tools identified as:
 - 5.2.7.1 Woodworking machinery and equipment; including woodworking machines and tools.
 - 5.2.7.2 Metal working machinery and tools; including metal saws and filing machines, electrical discharge machines, boring machines, grinding machines, drilling and tapping machines, lathes, milling machines, planers and haspers, welding machines and equipment, bending and forming machines, punching and shearing machines, riveting machines, machines tools, cutting machines and tools, etc.
 - 5.2.7.3 Maintenance and repair equipment; including vehicle maintenance and repair shop equipment, lubrication guns, maintenance stands, fixtures and tools. Does not include electronic test equipment.
 - 5.2.7.4 Hand and measuring tools; including drills, saws, riveters or hammers, jacks, tool and hardware boxes, torches, tool sets and kits, inspection gauges, calipers, micrometers, levels, etc.
- 5.2.8 Utilities (temporary) identified as portable water pumps, generators and air compressors.
- 5.2.9 Miscellaneous equipment, which is not included or cannot be classified within the descriptions presented in this section.
- 5.2.10 Real property, for purposes of accounting classification, means (i) land and rights thereof, (ii) ground improvements, (iii) utility distribution systems, (iv) buildings, and (v) structures.

Utility distribution systems include distribution and transmission lines, substations, and installed equipment forming an integral part of the system by which gas, water, steam, electricity, sewerage, or other utility services are transmitted between; (i) the outside of the building or structure in which the

services are used, and (ii) the point of origin or disposal, or the connection with some other system.

5.2.11 Non-expendable property defined as having a value of \$1000 or more or is subject to pilferage; such as, camera equipment, computer equipment, handheld radios, satellite phones, power tools and some medical equipment.

5.2.12 Expendable property defined as material, equipment and supplies, regardless of value, which may be incorporated into or attached to a facility or to an end item, or consumed in performing the contract.

5.2.13 Sensitivity Property defined as Property which the theft, loss or misplacement could be potentially dangerous to the public safety or community security and which must be subject to exceptional physical security, protection, control and accountability.

5.3 Property/Stock Record Information

5.3.1 All property records for Government-furnished or Contractor-acquired property must provide the following information: (Ref: FAR 45.505 -1 & 2)

- * Contract number or equivalent code designation (on report header);
- * Name, description, and NSN (if furnished by the Government or available in the property control system);
- * Purchase order number;
- * Quantity received;
- * Quantity issued;
- * Balance on hand;
- * Unit of measure;
- * Posting reference and date of transaction;
- * Unit price;
- * Location;
- * Disposition;
- * Last inventory date posted to property record file (optional);
- * Asset/GP Tag number (if required).

Note: The Government shall determine and furnish the unit price of Government-furnished property.

5.3.2 In addition to the information required in paragraph 5.3.1 above, property records of Government-owned plant equipment must also contain the following information:

5.3.2.1 When item has a unit cost of \$5,000.00 or more, or when item costs less than \$5,000.00 per unit, but is required for effective control, calibration, or maintenance (Individual Item Record by Tag Number): (FAR 45.505-5(a))

- * Federal Supply Code for manufacturer (FAR 45.505-5(b)(1));
- * Federal Supply Classification (FAR 45.505-5(b)(2));
- * Original manufacturer's model/part number (FAR 45.505-5(b)(3));
- * Serial number and year built (when available) (FAR 45.505-5(c)(1));
- * Government identification/tag number (FAR 45.505-5(c)(2));
- * Acquisition and disposition document references and dates (FAR 45.505-5(c)(3)).

Note 1: Transportation and installation costs directly borne by the Government for each item of Government-owned plant equipment with an acquisition cost of \$5,000 or more shall be recorded within the property record. (FAR 45.505-11)

Note 2: The Property Administrator may determine the information above should be recorded in the property records for plant equipment costing less than \$5,000. (FAR 45.505-5(d))

5.3.2.2 When item has a unit cost of less than \$5,000.00 (FAR 45.505-5(a):

- * Federal Supply Code for manufacturer (FAR 45.505-5(b)(1));
- * Federal Supply Classification (FAR 45.505-5(b)(2));
- * Original manufacturer's model/part number (FAR 45.505-5(b)(3)).

5.3.3 Accessory and auxiliary equipment shall be recorded on record of the associated item of Plant equipment. (FAR 45-505-5(e))

5.3.4 In addition to the information required in paragraph 5.3.1 above, property records of Government-owned special tooling and special test equipment must also contain the following information: (FAR 45.505-4)

- * The identification number and item on which used (FAR 45.505-4(d));
- * Retention category [e.g. assembly tooling or critical tooling for spares or replacements] (when required by contract) (FAR45.505-4(e)).

5.3.5 In addition to the information required above, property records of Government-owned special test equipment must also contain the following information:

- * Identity of any general purpose test equipment incorporated as components in such a manner that removal and reutilization may be feasible and economical (FAR 45--505-4(a));
- * Date of last and scheduled calibration

5.3.6 Government Property Asset/Tag Register (Exhibit C)

5.3.6.1 A Government Property Asset/Tag Register will be established, maintained, and centrally controlled by the Property Control section for the purpose of recording the assignment of Government Property numbers. Entries in this register will include:

- A. Asset/GP No.
- B. Description
- C. Make
- D. Model
- E. Serial No.
- F. Req No.
- G. P.O
- H. Unit Price (taken from PO)
- I. Material Receiving Record Number

5.3.6.2 The Asset/GP tag register will also be utilized as the input form for the project's automated Property Control System (Exhibit C).

5.3.6.3 The assigned Asset/GP number will be annotated on the applicable shipping and receiving report and other documents pertaining to the property control system.

5.3.6.4 The Asset/GP number will remain as a permanent means of identification regardless of the physical condition location of the item until final disposition.

5.3.7 Records of Material.

5.3.7.1 Custodial records will be established for custodial items (\$1000.00 or less unit cost) issued from tool cribs, guard force items, protective clothing, and other items issued to individuals for use in their work. (FAR 45.505-3(c))

5.3.7.2 In lieu of stock records, a file of appropriately cross referenced documents evidencing receipt, issue, and use of GFM and CAM that is issued for immediate consumption and is not entered in the inventory

record may be used. (FAR 45.505-3(d)) This method of control is authorized for:

- A. Material charged through overhead;
- B. Material under research and development contracts;
- C. Subcontracted or outside production items;
- D. Non-stock or special items;
- E. Items that are produced for direct charge to a contract, or are acquired and issued for installation (consumed) upon receipt, and involves no spoilage; and
- F. Items issued from contractor-owned inventory (Internal Billing) direct to production or maintenance, etc.
- G. The issue of Pharmaceutical drugs (Prescription, antibiotic and over the counter drugs and material), as dispensed by the Medical Aid station, will be received, stored, inventoried, moved and disposed of in accordance with established local procedures.

5.3.8 Sensitive Property will be received, stored, inventoried, moved and disposed of in accordance with the KBR Hazardous Waste Management SOP.

5.4 Real Property Records

5.4.1 Real property shall consist of that property identified as buildings, building foundations, structures, excavations, wells, reservoirs, water and gas mains, sewers, fencing, sidewalks, docks, housing, outdoor lighting, etc.

5.4.2 Records of Real Property (including maps, as-built drawings, plans, specifications, and supplementary data where necessary) should be complete, show the original cost of the property and improvements and the cost of any changes and additions, and be appropriately indexed. The records shall contain the following information: (FAR 45.505-7)

- A. Description;
- B. Location;
- C. Acquisition cost;
- D. Alterations; and
- E. Disposition.

5.4.3 Records of real property reflect building installations such as heating, electrical, sanitary, ventilating, drainage, sprinkler system, and etc. Real property records will be maintained by the Facilities Engineer and monitored by Material Management. They will be made available to the Government on an as-needed basis. Turn-over will be accomplished on a designated form, copies furnished to the Site & Project Property Administrator and Material Control when applicable.

5.5 Record Maintenance

5.5.1 The Material Control function shall maintain stock records (cards or automated equivalent) for all material obtained for performance of the contract.

5.5.1.1 A separate stock record will be maintained for each line item appearing on a material requisition. Like items with the same stock number, even if they appear on more than one material requisition, may be consolidated on the same stock record.

5.5.1.2 Property received for storage will be posted to the stock record and placed in the storage area by Warehouse personnel. Property must not be removed from this area without proper approvals and documentation (warehouse requisition/issue ticket, disposition instructions, etc.).

5.5.1.3 As property/material is issued from storage, post the transaction to the stock record within 48 hours. Stock records must be maintained current; always reflecting the dates and quantities of issues as well as new receipts, and the new balance on hand.

5.5.1.4 Correct stock records and/or supporting documentation by "lining out" the error. Do not "erase" or use "white-out."

5.5.1.5 File manual stock record cards alphabetically by noun or by stock number.

5.5.2 Material Control is required to retain acquisition and supply records/document registers for specific periods of time in accordance with contract requirements. This applies to records in electronic and printed format.

5.5.2.1 Personnel shall maintain accurate, current and complete records to ensure availability of such records in the event of an audit.

5.5.2.2 Lost, destroyed or missing records shall be reported in the form of a memorandum for record reviewed and approved by the Material Control Manager prior to generation of a replacement record. Replacement records shall be identified in such a manner so as not to mistake the replacement record as an original.

5.5.2.3 Stock cards that are lost or destroyed will be replaced upon complete review of the receipt and issue history for that specific stock item and

upon completion of a physical inventory count. The replacement stock card shall indicate that this card is a replacement record due to the loss of the original card.

5.5.3 Maintain Property Control and Accountability

5.5.3.1 Property/equipment is issued to the requester by the warehouse via shipping record or warehouse requisition. Copies of the issue documents are sent to the property control section; property control will post all issue documents to the automated property data base file annotating current physical location within 48 hrs from the receipt of the issue document.

5.5.3.2 The shipping record or warehouse requisitions are filed in Numerical sequence in the property section's hand receipt files.

5.5.3.3 Material or Property Control personnel will be notified prior to property/equipment being moved from one location to another. Change of location documents or shipping documents will be prepared by the Material or Inventory Control section and copies of all documents will be provided to Property Control. Warehouse requisitions should be used when there is a physical change of custody.

5.5.3.4 Property Control will post all change of location documents to the Property Accountability data base file. A copy of the change document or warehouse requisition will be filed in numerical sequence in the property section hand receipt file.

5.6 Establish and Maintain Property Hand Receipt Files

5.6.1 Automated property hand receipts will be established for each Camp, Section and location where Government property is issued and retained for extended periods of time.

5.6.2 The automated hand receipt will list all tagged Government property/ equipment that is issued to that specific section or location. Camp managers, Section managers or appointed representatives will print and sign the hand receipt with SAP number annotated.

5.6.3 Project Managers, Site/Camp managers, Section managers or appointed representatives will ensure that the proper documentation (warehouse requisition) is completed when property/equipment that is hand receipted against that respective area is issued or turned-in. Copies of all issue and turn-in documents will be retained on file until the hand receipt is adjusted (updated). A copy of all change documents will be provided to the Property Control section.

5.7 Inventory Withdrawals (Issues), Transfers and Turn-Ins

5.7.1 Withdrawal Documents:

Inventory withdrawals will be made using the Warehouse Issue Document (Exhibit A).

5.7.2 The Warehouse Issue Document will be used to issue all property.

5.7.3 Warehouse issue document may contain the following information:

- A. Issue No.
- B. Asset/GP number when applicable
- C. Type
- D. Location
- E. Stock No.
- F. Description/Item
- G. Issue Unit
- H. Quantity

5.7.4 Warehouse issue forms are distributed as follows. Electronic distribution is acceptable when automated systems are in use.

- A. Original – Material Control File
- B. One copy – Warehouse File
- C. One copy – Requester
- D. One copy – Property Control

5.7.5 Property Control posts all issue documents to the automated property records within 48 hrs relating to tagged items to the automated stock records for accounting and to produce the Property Book.

5.7.6 Transfers:

A transfer is defined as the reassignment of inventoried property from one activity agency or department to another. Property or Material Control documents transfers on an Invoice/Shipping document or warehouse issue document after all coordination's/approvals have been obtained. Transfers out

of the project system are also processed as prescribed in this section, but with the prior approval of the Government Property Administrator(s), Plant Clearance Officer or ACO, and will be documented on DD form 1149.

5.8 Turn-In Document

Property will be turned-in to the warehouse when item(s) are in excess of anticipated needs. Turn-Ins will be documented using warehouse issue Document.

5.8.1 The Turn-In Document should contain the following information.

- A. Department Name (returning the material)
- B. Turned-in by: Name, SAP & Signature
- C. Receiver Name with SAP & Signature
- D. Date
- E. Voucher No.
- F. Stock Number, Noun, and Description Item(s)
- G. Quantity Turned-In
- H. Asset/Tag No(s).if applicable

5.8.2 Items returned to the warehouse will be screened for reutilization. If the item is determined to be excess to the project needs then a plant clearance case is created by Property Control. The technically competent person from the project will complete the technical inspection sheet and present it to the warehouse for validation of the condition code (See Exhibit H).

5.9 Controlling and Processing Unserviceable Property

Property considered unserviceable will be brought to the warehouse and processed as Turn-Ins.

5.9.1 Material Control checks the property records to see if the item is under warranty. Whenever possible, Material Control coordinates warranty repair or replacement.

5.9.2 If repairs are not under warranty, Material Control has the item evaluated and determines if repairs can be done "in-house." Part of the evaluation process is whether it is feasible and economical to repair the item. Repair estimates can usually be provided by project technical personnel and, if required, coordinated with the Government representative. When repair is economically feasible,

issue another unit from existing stock if other units are available. Return the repaired item to stock after all repairs are completed.

5.9.3 Commercial Repair

When an item is economically repairable, but KBR personnel cannot accomplish repair, Material Control processes the item for commercial repair. One of two conditions will exist:

5.9.3.1 The item is under warranty, in which case it will be repaired on site or shipped to the vendor.

5.9.3.2 The item is not under warranty, in which case Material Control will process a requisition for the estimated repair costs.

5.9.4 When the project technical representative determines the item is beyond economical repair, he/she provides Material Control with written documentation supporting the determination. This written documentation is forwarded to Property Control requesting disposition instructions.

5.10 Scrap and Salvage Records

5.10.1 Property turned in is inspected to determine the condition.

5.10.1.1 Salvage: Property which because of its worn, damaged, deteriorated, incomplete condition or specialized nature has no reasonable prospect of sale or use as serviceable property without major repairs or alterations, but which has some value in excess of its scrap value.

5.10.1.2 Scrap: Property that has no reasonable prospect of being sold, except for recovery of its basic material content.

5.10.2 Records and storage of materials classified as salvage or scrap are the responsibility of the Material Control function.

5.10.3 Property records of Government-owned scrap or salvage generated (except as provided by FAR 45.507) shall provide the following information (FAR 45.505-8(b)):

- A. Contract number, if practical, or equivalent code designation from which the scrap or salvage derived (on report header);
- B. Nomenclature or description of salvageable items or classification (material content) of scrap;
- C. Unit Price;
- D. Unit of Issue;

- E. Quantity on hand;
- F. Posting reference and date of transaction;
- G. Disposition;
- H. Acquisition cost if available; and
- I. Asset/Tag number.

5.11 The Site/Project Property Administrator assigned to the contract maintains property records of products completed under government contracts. Such records shall include quantities accepted and shipped. For products delivered in-place, records shall include quantities stored, location, acquisition cost/fabrication cost, and disposition action. (FAR 45.505-10)

5.11.1 Products retained for further use under the contract or other contracts shall be recorded as "Government-furnished property."

5.11.2 Records of completed products returned by the Government under the terms of a warranty clause shall contain a description of the item involved, quantities received and returned to the Government, and other pertinent data necessary to determine that a proper accounting of all property has been made.

5.12 Loss, Damage, or Destruction (LDD) of Government Property (FAR 45.504)

5.12.1 It is the policy of KBR to promptly investigate and report all cases of loss, damage, destruction or other incidents involving Safety or Security of Government property to the Government Property Administrator (GPA). As required, a Loss, Damage or Destruction (LDD) report will be submitted to the GPA. In each such occurrence, an Accident/Incident Report (AIR) will be prepared to set forth the facts concerning the loss, damage or destruction and the AIR will be attached to the LDD as support documentation.

NOTE: Fair wear and tear is not considered damage. In the course of using Government property, it is anticipated that parts will become weak and cause a failure or breakage. If the repair is covered under normal maintenance and no preventable incident occurred to cause the failure, no AIR is required. An example of this would be vehicle windshield damage caused by road debris. Windshield chips with no spreading and no need for repair or replacement due to safety reasons is fair wear and tear. Windshield chips with small line(s) and no need for repair or replacement due to safety reasons is fair wear and tear. Windshield chips with large line(s) that require replacement due to safety reasons make a LDD report. Impact to glass requires replacement due to safety or visibility reasons make a LDD report. Minor dings and dents through daily use is fair wear and tear. Scratches from low hanging branches are

fair wear and tear. Scratches and dings from loading and unloading or parked vehicles is fair wear and tear. Furthermore, neither Safety nor Security reports are required as part of an LDD and will never be attached as part of any LDD.

Incidents where the US Government, Military Department or its authorized representative officially directs KBR to act in a manner which causes an item of Government property to be lost, damaged, destroyed, abandoned or stolen will be processed as a no-fault LDD on behalf of KBR.

5.12.2 Procedure

5.12.2.1 Incidents with a value of less than \$5000.00 will be reported to the GPA with limited investigation, exceptions to this would be: incidents involving injury, sensitive items, and specific requests from the GPA or KBR management directives. Limited investigation is defined as LDD reports that require a statement from the KBR Site Property Administrator with the concurrence of the Project Manager only.

5.12.2.2 All incidents including TMP vehicles will be grouped in safety and non-safety related damages with a value of \$5000 or less and do not involve injury can be consolidated and reported utilizing an excel spreadsheet. When this process is used, the report will be submitted to the GPA as frequently as required or twice a month at a minimum grouped in safety or non-safety. The total dollar value of the spreadsheet should not exceed \$50,000. This consolidated report must contain all the data that is required of paragraph 5.12.7 however, no detailed investigation is needed.

5.12.2.3 All incidents involved in hostile action regardless of the dollar value can be consolidated and reported by Task Order utilizing an excel spreadsheet. The guidance for the excel spreadsheet is the same as above.

5.12.2.4 Incidents with a value greater than \$5000.00 will be reported as described below:

- a. A joint AIR will be prepared with Safety or Security as the lead depending on the type of incident. The AIR shall contain photographs of the loss/scene, etc. It will contain witness statements that include the following disclosure statement:

Your statement is important to the successful resolution of the Accident/Incident under investigation. It should be limited to the facts of the issue and should not set forth your opinions. Your opinions may be provided to the investigating official. Your statement will be used within the company to support property

actions, further safety and security investigations/reviews, and other administrative reasons. Your statement may be provided to the Government in the furtherance of contractual obligations but may not be released to third parties.

- b. The AIR shall contain a brief narrative that describes the FACTS of the incident only. It will draw no conclusions, report no findings, and contain no recommendations. The AIR will be provided to the Country Project Manager, Safety Manager, Security Manager and Property Manager who will use it as the base document of fact for their respective investigations / actions. The AIR shall include the following disclosure statement:

Kellogg Brown & Root Services Company Confidential Data – The information contained in this Accident/Incident Report (AIR) document may be released to the U.S. Government solely for purposes of administration of the LOGCAP contract and under no circumstances may this AIR or any information contained herein be released to private or third parties.

- c. The party responsible for the Government Property Item (see paragraph 3 below) shall complete the required internal reporting of any LDD to the responsible KBR Site Property Administrator;
- d. Prompt investigation(s) of any such LDD will be conducted in accordance with KBR Property Procedures (and as applicable, KBR Safety and Security procedures). Both the KBR Safety and Security Departments have procedures for conducting investigations of Motor Vehicle Accidents, however, where there is the possibility of damage by vandalism or theft or any other malicious act, the KBR Site Property Administrator is responsible for ensuring the KBR Security Department is promptly advised that a Security Investigation is required.
- e. Safety and Security Investigation Reports shall be clearly marked “**Kellogg Brown & Root Services Company Confidential Data**”. These reports cannot be released outside of Brown & Root Services without specific permission from the Project General Manager, Corporate Safety and/or Security (depending on the report) and KBR General Counsel. Permission to release the report(s) must be endorsed by each of the aforementioned departments in writing prior to the release of the report. Furthermore, release of a Safety or Security report(s) within KBR is restricted to a bona fide “Need to Know only” distribution.
- f. Internal KBR Safety and/or Security investigation reports may contain supposition, professional opinions, recommended actions and/or subjective conclusions, however, the Accident/Incident Report

as delineated in paragraph (a) above is limited to a report of the actual events only. The Accident/Incident Report shall be a part of the Safety and/or Security Department Report. When attached to the Safety or Security Report, the Accident/Incident Report shall be protected by the Kellogg Brown & Root Services Company Confidential Data legend. However, when the Accident/Incident Report document is detached from the respective Safety or Security Report, the AIR may be attached to an LDD as the support documentation to the LDD and may be released to the GPA. Note the legend which must be on every AIR.

- g.** When an incident involving LDD of government property in the control of a Sub-Contract Labor Worker (SCLW) the LDD report will be handled as if they are a KBR employee.
- h.** If the responsible party is a Sub-Contractor the notification will be made to the GPA as normal but the LDD will not be submitted to the GPA until a claim has been processed through the Sub-Contract Administrator (SCA) and credited back to the contract. A copy of the claim and a copy of the ledger account where the claim was posted will be attached in addition to all other required document for the LDD.

5.12.3 Individual responsibility to notify the KBR Property Control Section: Upon determination of loss, damage or destruction of Government Property, the party/activity having custody of the property shall immediately report the information to the Property Control section and in no case, shall the event be reported later than 24 hours after the event occurred.

NOTE: For leased/rented equipment, notify the responsible Procurement Office and provide copies of all documents.

5.12.4 KBR Property Control Section responsibility to notify the Government Property Administrator and Lead Roles for preparation of the AIR:

- a.** Upon discovering the loss of a Sensitive Item, the KBR Site/Project Property Administrator shall immediately notify the appropriate KBR Safety and/or Security Department and the Government Property Administrator. This notification will be followed up in writing within 24 hours.
- b.** Upon notification or discovery of the loss, damage or destruction of a property Item through an accident, the KBR Safety Department shall take the lead on the preparation of the AIR. However, if the loss, damage or destruction appears to be due to theft, intentional destruction or sabotage, the KBR Security Department shall take the lead on the preparation of the AIR.

- c. KBR Property Control will report all instances of loss damage or destruction of Government Property to the Government Property Administrator within 72 hours. (Exhibit E- Notification to GPA) The LDD report, supported by an Accident/Incident Report as supporting documentation when applicable, shall be completed in a reasonable period of time. See definition of reasonable period of time in Tab N. The LDD, accompanied by the supporting documentation, shall be forwarded to the Government Property Administrator.

Note: If the property is export controlled and has an export license number assigned the requirements in c above pertains and the G&I Traffic department must be included in the notification process. The G&I Traffic department will notify the KBR International Trade Compliance Office (ITCO) once notification is received.

- d. **A copy of the completed LDD report for property identified with an export license number must be sent to the KBR G&I Traffic department to ensure the export license number is closed out.**

- 5.12.5 Damaged or destroyed property will be identified, segregated and held pending disposition instructions from the Government Property Administrator (GPA) or the Government Plant Clearance Officer (PLCO).
- 5.12.6 Safety repairs on vehicles are outlined in DCMA Letter dated November 26, 2007 (see Exhibit I).
- 5.12.7 The KBR Site/Project Property Administrator shall maintain a letter file of loss/damage reports for historical and follow-up purposes. A LDD register must be maintained on an annual basis for all events of LDD government property. See Exhibit J for copy of LDD register with minimum requirements.
- 5.12.8 The KBR Site/Project Property Administrator shall obtain/prepare/provide the completed LDD as prescribed below (Exhibit D). The Accident/Incident Report (if one was prepared) shall be provided as supporting documentation to the LDD.
 - A. Date of incident;
 - B. Description of property including NSN, applicable part number or identification tag number to include any export license number assigned to the property;
 - C. Contract number;
 - D. Acquisition cost;
 - E. Full narrative of the incident, location, etc.;

- F. Cause and corrective action taken or to be taken to prevent recurrence; (appropriate corrective actions must be detailed and documented stating corrective action was completed) (See Exhibit G)
- G. Estimated scrap value (when applicable);
- H. Repair direct labor and material costs;
- I. Estimated cost to replace (when applicable);
- J. Copies of supporting documentation; defined as: Photographs, sketches, police reports (if available), estimated cost of damage reports and other factual data that supports our conclusion on the incident. The facts contained within any internal report will be given to the GPA under E (Full narrative of the incident, location, etc.). Supporting documentation can not include internal KBR reports that are prohibited for release outside of KBR
- K. The contract provision under which relief of responsibility is sought;
- L. Date of report;
- M. Statement that no insurance costs or other means of covering LDD of Government property were charged to the contract, if applicable; and
- N. Statement that, in the event KBR was or will be reimbursed or compensated for LDD of Government property; e.g. reimbursement by a subcontractor, the Government shall receive equitable reimbursement.

5.12.9 Upon receipt of instructions from the GPA or PLCO, the Site/Project Property Administrator provides disposition instructions. Property/Material Control carries out the instructions, updates records, and notifies the Government Property Administrator when all actions are completed.

5.12.10 Incidents involving damage to equipment issued to members of the Military through the Transportation Motor Pool (TMP), or other contractual requirements will be processed as indicated in 5.12.7 above with the exception of the following:

5.12.10.1 No investigation will be conducted of any non-Brown & Root Services employee.

5.12.10.2 The facts as known will be reported. Example: Sgt. John Snuffy dispatched the vehicle identified on this LDD and returned it with damage to the left front fender. A statement from Sgt. Snuffy is attached (If available).

5.12.10.3 The LDD will list the Military members name and unit assigned to. Corrective action will state that it is non-applicable.

6.0 EXHIBITS

- 6.1 Exhibit A – Warehouse Requisition
- 6.2 Exhibit B – Automated Property Control System
- 6.3 Exhibit C – Asset/Tag Register/Property Book
- 6.4 Exhibit D – LDD Report
- 6.5 Exhibit E – LDD Notification
- 6.6 Exhibit F – Request For Relief of Responsibility
- 6.7 Exhibit G – Department Manager Corrective Action Form
- 6.8 Exhibit H – Technical Inspection with Continuation Sheet
- 6.9 Exhibit I – DCMA Letter Authorizing Safety Repairs Dated November 26, 2007
- 6.10 Exhibit J – LDD Register
- 6.11 Exhibit K – Accident Incident Statement
- 6.12 Exhibit L – Accident Incident Report

EXHIBIT A
WAREHOUSE REQUISITION

WAREHOUSE REQUISITION

FROM: TOOL ROOM

TO: LOGISTICS

Intended Use: IRAC Year CAS Day No. B.O.M./Sht No. Partial Date: (Current date)

Requested: Complete Bill

MATERIAL CONTROL USE ONLY

MATERIAL NUMBER: 2 5 8 0 9 4
BIN: 2 5 8 0 9 4
Part No. (Draw No):
Service: Line No. (Draw No): Sht:
Control Code:
Date: Month Year
Day: Month Year

Material Description: EA COLOR MONITOR 17 IN. GP# L099228
EA ZIP DRIVE GP# L098390, L098887, L092195
EA COMPUTER DESKTOP GP# L015650, L012345
NOTHING FOLLOWS
EXAMPLE COPY
WHITE COPY - Issuer keeps
PINK COPY - Receiver keeps
YELLOW COPY - Property keeps

Stock Number	Quantity	U/M	Material Description	Requested	Quantity Issued	U/M	Remarks
	001		EA COLOR MONITOR 17 IN. GP# L099228	1	1	EA	
	002		EA ZIP DRIVE GP# L098390, L098887, L092195	3	3	EA	
	002		EA COMPUTER DESKTOP GP# L015650, L012345	2	2	EA	
			NOTHING FOLLOWS				
			EXAMPLE COPY				
			WHITE COPY - Issuer keeps				
			PINK COPY - Receiver keeps				
			YELLOW COPY - Property keeps				

Issued By: Joe Smith - 175844
Foreman
Warehouseman

Received By: Charlie Brown - 175842
Material Control
Name and Badge No.

EXHIBIT B**Automated Property Book Data base**

Maintaining automated KBR Property Records.

As a measure to standardize property books within KBR all Property Administrators will ensure that the official Government Property Records are maintained in the following manner.

The Automated Property Records will be maintained. Do not alter the file structure in any way. This file will serve as a property record and a Tag Register.

The required entries and explanation of the use is as follows:

ASSET_NUM	ENTER THE ASSIGNED TAG NUMBER THIS NUMBER IS AUTOMATICLY GENERATED OUT OF STEAM
GP_NUM	ENTER THE ASSIGNED GOVERNMENT TAG NUMBER
ASSET_TYPE	ENTER THE ASSET TYPE BASED OFF THE ACTUAL PURCHASED OR THE OFFICIAL DOCUMENT USED TO PICK UP THE ITEM OR ITEMS ON THE PROPERTY BOOK
NSN	ENTER THE NSN NUMBER FOR THE MILSTRIP ACQUISITIONS
FSC_NUM	4 DIGIT FEDERAL SUPPLY CLASSIFICATIONS FOUND IN DOD PAMPHLET H-2-1.
REQ_NUM	ENTER REQUISITION NUMBER FROM PURCHASE ORDER
DESC1	ENTER GENERAL DESCRIPTION I.E., TRUCK, CARGO 2 ½ TON
DESC2	ENTER ANY ADDITIONAL INFORMATION TO AID IN INVENTORY IDENTIFICATION.
QTY_ISSUED	THIS WILL ALWAYS BE ONE (1.00)
MODEL_NUM	ENTER MODEL NUMBER OF ITEM
*MAKE	MAKE/MANUFACTURE
*YEAR	YEAR OF MANUFACTURE (IF AVAILABLE).
SERIAL_NUM	ENTER MANUFACTURES SERIAL NUMBER.
LICENCE_PLATE	LICENCE PLATE NUMBER.
PO_NUM	ENTER PURCHASE ORDER NUMBER ITEM WAS PROCURED WITH.
CO_NUM	ENTER CHANGE ORDER NUMBER OF PURCHASE ORDER.
ITEM_NUM	ENTER ITEM NUMBER ANNOTATED ON THE PURCHASE ORDER FOR CORRESPONDING ITEM.
UNIT_PRICE	ENTER THE ACQUISITION UNIT PRICE ANNOTATED ON THE PURCHASE ORDER.
CATEGORY	ENTER ONE OF THE 5 TYPES OF PROPERTY FROM THE FAR
MRR_NUM	ENTER THE MRR NUMBER, FURNISHED BY MATERIAL CONTROL.
DATE_REC'D	ENTER THE DATE RECEIVED DATA OFF THE MRR
LOCATION:	ENTER GEOGRAPHICAL LOCATION OF EVENT I.E., ME-IRQ-A, CA-AFG-2,

DEPARTMENT DETAILED LOCATION, SUCH AS CARPENTER SHOP, HVAC SHOP, MWR

SUB_DEPARTMENT PHYSICAL LOCATION OF THE ACTUAL ASSET, I.E: BUILDING NUMBER OR ROOM NUMBER, PPE WILL BE ASSIGNED TO INDIVIDUAL PERSON.

DISPO_REF ENTER THE DOCUMENT NUMBER OR LDD NUMBER OF THE TRANSACTION REMOVING ITEM FROM THE PROPERTY BOOK.

DISPO DATE: ENTER THE DATE DISPOSITION OCURRED

HAND_REC ENTER THE BADGE NUMBER ASSIGNED TO THE WAREHOUSE REQUISITION.

INV_DATE ENTER THE DATE THE ITEM WAS LAST PHYSICALLY INVENTORIED, MOVED OR TRANSFERRED.

ISSUED_TO ENTER THE LAST NAME AND FIRST INITIAL OR BADGE NUMBER OF INDIVIDUAL SIGNING THE WAREHOUSE REQUISITION FORM AS RECEIVING THE ITEM OR LDD STATUS.

ISSUED_DATE ENTER THE DATE THE WAREHOUSE REQUISITION TRANSACTION WAS SIGNED, TRANSFER COMPLETED OR TURN IN TO DRMO.

UPDT ENTER CATEGORY OF EQUIPMENT AS FOLLOWS:
1 = MISSION ESSENTIAL EQUIPMENT
2 = EQUIPMENT IDENTIFIED FOR U.N. OR FOLLOW ON CONTRACT.
3 = EXCESS EQUIPMENT, AWAITING DISPOSITION INSTRUCTIONS.
L = LDD PROPERTY (DESTROYED, LOST OR DRMO TURN IN)
T = RANSFER

MRN: ENTER THE MATERIAL REFERENCE NUMBER FROM THE REQUISITION

UID ENTER THE ITEM UNIQUE INDENTIFICATION NUMBER

U/M ENTER THE UNIT OF MEASURE

CONTRACT NUMBER: ENTER THE CONTRACT NUMBER

RECEIVED FROM: ENTER THE ACTIVITY THE EQUIPMENT WAS RECEIVED FROM

BADGE NUMBER: ENTER THE SAP NUMBER OF THE PERSON THE EQUIPMENT IS BEING ISSUED TO

CONDITION CODE: ENTER THE CONDITION CODE UPON RECEIPT

TASK ORDER NUMBER: ENTER THE TASK ORDER NUMBER THE EQUIPMENT WAS ACQUIRED FOR

RECOVERED: ENTER THE DOCUMENT NUMBER OF THE TRANSACTION USED TO REESTABLISH ACCOUNTABILITY

IMPORT/EXPORT LICENSE# ENTER THE IMPORT/EXPORT LICENSE NUMBER

CONTRACT NUMBER ENTER THC CONTRACT NUMBER

KBR LOGCAP II - NEW ASSET TAG SHEET

6000 C Tag Register Property Book

DATE	DESCRIPTION	LOCATION	STATUS	REMARKS
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				

PROPERTY OF THE FEDERAL BUREAU OF INVESTIGATION
 U.S. DEPARTMENT OF JUSTICE
 400 ANDERSON DRIVE
 BETHESDA, MARYLAND 20814-4501
 (301) 551-7000
 FAX (301) 551-7001
 WWW.FBI.GOV



KELLOGG BROWN & ROOT SERVICES INC.
 CAMP VICTORY - IRAQ - APO AE 09344
 PHONE 281 689-5355

Exhibit D LDD Report: Lost - Damaged - Destroyed (LDD) Report:

Date: 24 Oct 07
From: Client Owned Equipment Administration Manager
To: Government Property Administrator, DGMA, Iraq
Subject: Lost - Damaged - Destroyed Report (LOGCAP LDD)X-XXX

1. Report Number: LOGCAP LDD)X-XXX
2. Contract Number: DAAA09-02-D-0007
3. Date of Incident: 30 September 2007
4. Report Type: LOSS
5. Reported Property:
6. Accident:

OPN: L62297	POK:	Qty: 1
Description: Prime Barcode	Unit Cost: \$1135.00	UCM: EA
Make: Inamac	Task: 139	Safety: \$0.00
Model: 7330	Hand Receipt: LOGCAP HQ	Non-Safety: \$0.00
Serial: 6989	MMR:	Loss: \$1135.00

7. Total Safety Repair: \$0.00
8. Total Non-Safety Repair: \$0.00
9. Total Loss: \$1135.00
10. Total EGOO:

11. Description of Occurrence:

During the period of 1 January 2007 through 30 September 2007, an annual 100% inventory was conducted. The item above was unaccounted for during this inventory period. A wide search to include historical data research, personnel inquiry, and various other asset tracking methods were conducted with negative results.

12. Cause and Corrective Action:

Mass Data Transfer issues during the STEAM Property upload from the legacy Property Tracking System are one of the contributing factors which caused some data corruption of many of the data fields to include the LOCATION field.

In addition all LOGCAP Property departments and property coordinators, continue their diligent pursuit of locating the aforementioned item. Once the item is recovered, the HQ Property Office will ensure the reestablishment in the active STEAM record and the Government Property Administrator notified accordingly.

It is hereby affirmed that Kellogg Brown & Root Services Inc. (KBR) is the prime contractor for the performance of the contract. KBR is responsible for the management, control, custody, and security of all Government property under its control. KBR is responsible for the management, control, custody, and security of all Government property under its control. KBR is responsible for the management, control, custody, and security of all Government property under its control.

13. Insurance Statement:

No insurance or other means of covering LDD Government Property was entered in contract. In the event that KELLOGG BROWN & ROOT, Inc. will be compensated for LDD of Government Property, the Government shall receive equitable.

Client Owned Equipment Administration
 Manager

LOGCAP II (PSM) Supply Management

KELLOGG BROWN & ROOT, Inc.

Contractors and Subcontractors

KELLOGG BROWN & ROOT PROPRIETARY DATA - SOURCE SELECTION INFORMATION - SEE FAR 53.6

(NOTE: Inquiries of a former KBR employee regarding the status of LDD Government Property are not to be made. Any inquiries should be made to the KBR Property Management Office. If you are unable to reach the KBR Property Management Office, please contact the Government Property Office at the address below. If you are unable to reach the Government Property Office, please contact the Government Property Office at the address below. If you are unable to reach the Government Property Office, please contact the Government Property Office at the address below.)

Exhibit E
LDD Notification

KELLOGG BROWN & ROOT SERVICES

Incident Notification Report

Incident date: 27 February 2007

Incident location: Site XXXXX

Vehicle /Equipment No: GP#L103859, TRUCK VAN 6 PASSENGER, SPACEGEAR SER#W5033683
Export Control License No:

Vehicle/ Equipment Assigned To: Construction

Damage to vehicle/equipment: Right rear fender scratched and dented.

COMMENTS: Accident report, ECOD, and LDD to follow.

Property Manager
Sitexxx

Exhibit F
Request for Relief of
Responsibility

Kellogg Brown & Root

Property Administrator

LOGCAP III
SITE XXX,

Defense Contract Management District International
DCMA ME, Site 4
Attn: LTC. David Champi, USA
APO AE 09363

04 January 2007

Dear Sir,

The Lost, Damage or Destroyed report is being submitted to you for your review. Upon completion of your review, request that you provide BRS with relief from responsibility in accordance with FAR Part 52.245-5(g).

Replacement/Repairs of equipment is required at this time.

LDD05-040000

Should you have any questions or require additional information, please feel free to contact me.

Sincerely,

Site Property Administrator

LDDXX-XXXX

Exhibit G
Department Manager Corrective Action Form

KBR Kellogg Brown & Root
LOGCAP III
Iraq

Property Administrator

Phone:

MEMORANDUM FOR RECORD

Date:

To Property Department:

Subject: Corrective action pertaining to listed **Lost, Damaged or Destroyed Report**

Reference LDD #: LDD

Description of Occurrence: (See attached LDD)

Recommended Corrective Action to prevent a repeat of the incident:

Department Managers Signature block

Site Property Administrator,

Project Manager

EXHIBIT H Technical Inspection Form

Exhibit H
 Technical Inspection

KBR

Kellogg Brown & Root Services Inc.

DATE: _____
 SITE: _____

TECHNICAL INSPECTION

TO: MATERIALS MANAGER

FROM: _____ Badge #: _____ Signature: _____

ALL INSPECTIONS AND EQUIPMENT CONDITION CODES (CC) ON THIS FORM HAVE BEEN DETERMINED BY THE UNDERSIGNED

Inspected By: _____ Signature: _____ SAP#: _____

ID/GP number	Description	Deficiency	Code

CODE **DESCRIPTION**

A1 New-Used-Repaired for immediate issue

A4 New-Used-Repaired without significant repair required

B1 Used-Repaired for immediate issue but limited service life expectancy

B4 Used-Repaired without significant repair required

F7 Unusable in current condition - Economically repairable

HX Unserviceable - Uneconomically repairable-rehabilitation is impractical

SS Property has no value except for its basic material content (Scrap)

21-Sep-2006 Rev 3

Exhibit I
DCMA Letter Authorizing Safety Repairs Dated November 26 2007



DEFENSE CONTRACT MANAGEMENT AGENCY
GROUND SYSTEMS & MUNITIONS DIVISION
DEFENSE CONTRACT MANAGEMENT AGENCY PHOENIX HOUSTON
4100 Chaires Drive, West Drive 09-1000
Houston, Texas 77030-6237

IN REPLY
REFER TO DCMAG-MWU

26 Nov 2007

Kellogg Brown & Root
4100 Chaires Drive
Houston, Texas 77020

Dear Ms. Wade:

The DCMA SA Houston letter dated 6 May 2004 is hereby rescinded.

To support mission capability requirements by allowing safety repairs of vehicles to begin without delay, I am authorizing KBR the following exceptions to the standard Loss, Damage and Destruction (LDD) process for all task orders under the LOGCAP III contract DAAA09-02-D-0007:

1. KBR is authorized to perform maintenance repairs to Government-owned vehicles without prior approval of the LDD report. When safety repairs shall consist of the items that require the only operation of the vehicle and to correct a threshold of 12,000 miles above estimated time of damage. Prior approval shall be obtained for all damage that exceeds the threshold.

An LDD report is still required, however, KBR is not required to obtain the Relief of Responsibility from the Property Administrator and the authorization to repair from the Administrative Contracting Office (ACO) prior to effecting the repair.

2. For Non Tactical Armored Vehicles, Theater Transportation Mission (TTM) armored tractors, and Material Handling Equipment (MHE), the repair threshold in paragraph 1. above is increased from \$2,500 to \$9,000 for safety related items.
3. In no event shall the cost of the repair exceed seventy five (75) percent of the replacement cost.

Note: Excepting this authorization, KBR shall not receive any vehicles and shall not repair vehicles without obtaining the necessary funding in accordance with the contract. This authorization does not release KBR from its liability or responsibility under FAR 27.101-27 and does not give consent in writing to the use of contract funds.

FOR OFFICIAL USE ONLY

Exhibit DCMA Safety Repair Letter

Questions concerning this authorization may be directed to the local DCMA Property Administrator, or Maria McClamark at 713-753-3604, or the undersigned at 713-753-2073.



JERRY D. JUBY
Administrative Contracting Officer

FOR OFFICIAL USE ONLY

Exhibit J LDD Register

135



**KELLOGG BROWN & ROOT
GOVERNMENT OPERATIONS - LOGCAP III
APO AE 09344**

Exhibit K KBR Accident / Incident Statement

NAME:	DATE:
BADGE:	LOCATION:
JOB TITLE:	TASK:
SUPERVISOR:	TIME:
DEPARTMENT:	GP #:

Your statement is important to the successful resolution of the Accident/Incident under investigation. It should be limited to the facts of the issue and should not include your opinions. Your statement will be reviewed by the Investigating Office. Your statement will be used when the company is required to submit accident reports, injury safety and security investigations, and other administrative matters. Your statement may be provided to the Government in the performance of contract or other obligations if they are required to do so.

Signature:

STATEMENT:

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to Kellogg Brown & Root. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of Kellogg Brown & Root, is strictly prohibited.

KBR

Government and Infrastructure
4100 Gates Road, Houston, TX 77056-6237
Phone: 713-953-5078 Fax: 713-953-5777

KBR I:

Accident Incident Report #:

TTM #:

Incident Date:

DD-MMM-YYYY

Investigation Conducted By:

Name of HSE professional
Camp and Location

General Data - Driver/Injured #1

Name, Badge #

Occupation

Assigned to

Supervisor

General Data - Vehicle # 1

Make

Model

GP #

License Plate#

Dept. Assigned to

General Data - Driver/Injured #2

Name, Badge #

Occupation

Assigned to

Supervisor

General Data - Vehicle # 2

Make

Model

GP #

License Plate#

Dept. Assigned to

General Data:

Property Damage:

Statements from the Persons Involved:

Last Name, First Name, Badge # xxx stated: "

" Verbatim

Statements from the Witnesses on Scene:

Last Name, First Name, Badge # xxx stated: "

" Verbatim

Statements from Supervisor(s):

Last Name, First Name, Badge # xxx stated: "

" Verbatim

Photos:

KBR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

TAB E (STORAGE, WAREHOUSING AND STOCK CONTROL) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 04.00(R1)

SOP # LOGCAP PCP

Page Index

STORAGE, WAREHOUSING
AND STOCK CONTROL

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 POLICY

5.0 PROCEDURE

5.1 General

5.2 Space Layout

5.3 Locator System

5.4 Bulk Storage

5.5 Small Item Storage

5.6 Storage Plan

5.7 Security

5.8 Fire Prevention

5.9 Housekeeping

5.10 Movement

1.0 PURPOSE

Establish procedure for handling and storing operational supplies and materials entering into project inventory.

2.0 SCOPE

Applies to all departments and personnel maintaining or having storage areas or facilities, and storing or warehousing property.

3.0 RESPONSIBILITY

- 3.1 The Materials Manager is responsible for operation of all storage and warehouse areas used for LOGCAP Government Property.
- 3.2 Warehouse Managers/Supervisors assure storage/warehouse areas under their control are operated and maintained in a safe, efficient and professional manner; and all property stored therein is properly cared for, protected, secured and accounted for.
- 3.3 Department managers and supervisors ensure storage areas or facilities under their control are maintained in accordance with this procedure, and the property stored therein properly cared for, protected, secured and used for its intended purpose.
- 3.4 The project Security Department is responsible for physical security of storage and warehousing facilities and must perform frequent security assessments to ensure adequate measures are in place to prevent unauthorized access and must include the storage of sensitive material.
- 3.5 The project Safety Officer is responsible for inspecting storage and warehousing areas to ensure facilities, personnel, and work practices comply with required safety standards/measures.
- 3.6 The project Safety Officer is responsible for inspecting storage and warehousing areas to ensure facilities, personnel, and work practices comply with required fire prevention standards/measures.

4.0 POLICY

Every KBR and subcontractor employee shall ensure the Government property they use, control, or possess is safely and securely stored; protected and maintained; accounted for; used only for the purpose intended and returned.

5.0 PROCEDURES

5.1 General

- 5.1.1 Government property will be segregated from Contractor property. (FAR 45.507)
- 5.1.2 Storage shall provide adequate protection from the elements, theft and other hazards to include proper packaging and preservation when required. Adequate housekeeping and protection will be provided for both inside and outside stores items, including hazardous materials, precious metals, sensitive items, etc. Necessary measures for air circulation, drainage, corrosion prevention, age control, fire protection, etc., will be taken.
- 5.1.3 Site Material Managers and the Site Property Administrator will conduct a joint weekly walk through of all storage areas to ensure all policies and procedures are adhered to.
- 5.1.4 Warehouse/storage area access will be limited to authorized personnel only.
- 5.1.5 Warehouse and storage areas will be designated with a locator system.
- 5.1.6 Items will be moved under proper authority, supported by documentation and protected during movement using proper handling equipment, techniques and safety precautions.
- 5.1.7 Loss, damage or theft will be investigated, documented, and reported without delay to Material Control. Material Control will forward such reports to the Site/Project Property Administrator.

5.2 Space Layout

- 5.2.1 Arrangement of storage areas will be determined by the physical design and layout of the warehouse, considering factors such as availability of shelving; access to/for material handling equipment; maximum load limits; height of ceiling; type and condition of floor; location of aisles, exits, loading areas; lighting; and the items to be stored.
- 5.2.2 Storage areas will be organized as follows:
 - 5.2.2.1 Bulk Storage Bay: Pre-designated floor areas used for items too large for bin or shelf storage.
 - 5.2.2.2 Outside Storage: Storage in open areas for items which can be adequately protected from the elements by means of a waterproofed covering and dunnage. Adequate security will be provided against pilferage. Items will be marked and identified. As a minimum, identification must include a description of the material.

5.2.2.3 Suitable storage space will be provided near doors and loading platforms for high-volume, fast moving property.

5.2.2.4 Property requiring special consideration (kept dry, protected from heat, etc.) will be stored consistent with the physical characteristics of the property and the available facilities.

5.3 Locator System

5.3.1 A locator system, which will enable any item in storage to be readily accessible and easily found, must be established for each storage facility/warehouse.

5.3.2 Storage Space Layout: The following guidelines may be used to establish a locator system.

5.3.2.1 Warehouse(s) are numbered with one digit location code (e.g. Warehouse 2).

5.3.2.2 Subdivisions of a warehouse are designated by letters "A" to "Z".

2- A - Bulk storage area

2- B - Tool Issue Center

2- C - Stationery Supplies

5.3.2.3 Sections are numbered so as one faces the center aisle from the entrance, odd numbers will be on the left and even numbers on the right.

5.3.2.4 Racks run alongside each other in sections and when not subdivided into bins, drawers or shelves will be separately designated alphabetically starting from the main aisle. The compartments within box pallet type racks will be designated by Number from bottom to top.

5.3.2.5 Shelves will be lettered from bottom to top in alphabetical order.

5.3.2.6 Bins or Drawers within each section, starting from the main aisle, will be numbered in numerical sequence beginning with 1.

5.3.2.7 The container area will be identified as Area 4 with subdivisions carrying the container number assigned by Material Control. For example, materials stored in Container 20 will be identified on locator cards as 4CT20.

5.3.2.8 Outside storage, cable yard and property disposal areas, as they become operational, will follow the format specified in 5.3.3.2, 5.3.3.3 and 5.3.3.4.

5.4 Bulk Storage

- 5.4.1 Arrange bulk stocks on pallets or in box pallets and provide ready access to items.
- 5.4.2 Don't co-mingle stocks; arrange stocks facilitate item identification and physical inventories.
- 5.4.3 Segregate unserviceable items, salvage and scrap from serviceable items; identify condition and store in a separate area of the warehouse.
- 5.4.4 Store combustible material in an area/manner approved by the Fire Prevention Office.

5.5 Small Item Storage

- 5.5.1 Use bins or drawers for storing small items normally issued in less than "original pack" quantities, and label.
- 5.5.2 Keep packages on shelves neat and orderly.
- 5.5.3 Rotate stock when replenishing shelf items. Put new stock in the rear or back of the shelf, make issues from the oldest stock nearest the front (FIFO).

5.6 Storage Plan

A diagrammatic plan of the supply storage buildings and areas will be maintained at each operating activity. This plan will show the layout of each building, storeroom and/or outside area.

5.7 Security

- 5.7.1 Supplies will be afforded protection against pilferage. Warehouse and storeroom doors will be provided with locks and will be secured at the close of business and/or when no one is in attendance at the storage location.
- 5.7.2 Keys to warehouse or storerooms will be maintained in accordance with key control procedures.
- 5.7.3 Unauthorized personnel will be prohibited from entering the warehouse or storeroom area.
- 5.7.4 "Pilfer able" items will be given additional protection as required.

5.8 Fire Prevention

5.8.1 All personnel will avoid practices that can result in spontaneous combustion or become a fire hazard.

5.8.2 Observe the following:

Provide clearance of at least eighteen inches (18") on all sides of lighting fixtures. Don't stack material close to heating, lighting, and similar equipment. Observe "No Smoking" rule in storage locations. Store combustible packaging and marking material where it can be readily seen. Monitor combustible items and powered material handling equipment closely and frequently. Ensure there is a fire plan, and that fire extinguishers are operable and in their proper locations. Provide adequate ventilation.

5.9 Housekeeping

5.9.1 Storage areas will be kept in a clean and orderly condition.

5.9.2 Rubbish will be disposed of daily.

5.9.3 Operating aisles (main and cross) will be kept clear of obstruction.

5.9.4 Trashcans will be provided to discourage littering the area with waste.

5.9.5 All supplies in storage will receive adequate care to prevent deterioration. "First-in First Out" practice will be employed to ensure that the oldest stored stock is moved out first.

5.9.6 Stocks in packages will be spot-checked for signs of deteriorating effects.

5.10 Movement

5.10.1 Movement of property out of storage must be authorized and documented.

5.10.2 In the event of loss or damage during movement, project will notify the Site/Project Property Administrator. Property Administrator will investigate, prepare and submit the required LDD documents.

**TAB F (PROPERTY CONSUMPTION, UTILIZATION AND MAINTENANCE) TO
KELLOGG BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN**

P.C. - 05.00(R1)

SOP # LOGCAP PCP

Page Index

PROPERTY CONSUMPTION,
UTILIZATION AND MAINTENANCE

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITY
- 4.0 PROCEDURE
 - 4.1 Utilization
 - 4.2 Maintenance
 - 4.3 Consumption
- 5.0 Exhibit A – Request For Capital Type Rehabilitation
Exhibit B – Property Custodian Appointment Letter

1.0 PURPOSE

Ensure proper consumption, maximum utilization, and required maintenance of Government property in accordance with contractual requirements.

2.0 SCOPE

Applies to all project personnel using or having custody of Government property.

3.0 RESPONSIBILITY

- 3.1 Each KBR Project/Program Manager responsible for Government Property shall ensure that all Government property is properly utilized only in the performance of the contract for which it was acquired. Any deviations must have the prior approval of the Contracting Officer.
- 3.2 The Site Property Manager and the Materials Manager establishes and maintains an effective program to ensure proper use, maintenance, and accountability of LOGCAP Government Property in storage.
- 3.3 Warehouse Managers/Supervisors ensure all property stored therein is properly cared for, protected, and accounted for.
- 3.4 Department managers and supervisors ensure Government property under their control is used only for its intended purpose, and properly maintained. They ensure:
 - 3.4.1 Care for, protect, and control property issued to, utilized by, or located in the department.
 - 3.4.2 Perform preventive maintenance per maintenance schedule.
 - 3.4.3 Promptly report any occurrence of loss, damage or destruction of Government property.
- 3.5 The Site Maintenance departments are responsible to review and report utilization data of equipment on a quarterly basis or in accordance with local project policies. Utilization data will be recorded on a locally produced form or through an automated system. Site Maintenance departments in conjunction with Site Project Managers or designee will review the utilization report to identify excess or underutilized equipment. In the event that excess or underutilized equipment is identified the Site Project management or designee will evaluate future need for the equipment such as reallocating underutilized equipment throughout the site and offer up excess equipment for theater redistribution.

3.6 Property Control shall:

- 3.6.1 Upon receipt enter property into the property record.
- 3.6.2 Record the transfer of accountable property within the organization.
- 3.6.3 Review reports of damage or loss of Government property and forward such to the Government Property Administrator for action.

4.0 PROCEDURE

4.1 Utilization (FAR 45.509-2)

All government property will be used for the purpose authorized; and will not be diverted to other use.

4.1.1 Property Custodian

Each department will designate an individual as the Property Custodian to assume responsibility for all property issued to, utilized by, or located in the respective complex/ work area. Property Custodians:

- 4.1.1.1 Care for, protect and maintain control over the property issued to them.
 - 4.1.1.2 Report all instances of theft, loss, damage or destruction of property under his/her custodial care.
 - 4.1.1.3 Assist in the performance and reconciliation of physical inventories at conclusion of event or when otherwise directed by the Site/Project Property Administrator.
 - 4.1.1.4 Perform joint inventory and reconcile discrepancies with new Property Custodian or individual(s) designated by Site/Project Property Administrator.
 - 4.1.1.5 A 100% inventory will be conducted for all individuals departing on R&R, Medical Leave, and Demobilization etc in accordance with project specific policies. All hand receipt holders will conduct a 100% inventory in accordance with project specific policies when there is a change of Site Project Manager, Site/Camp Manager.
- 4.1.2 Material and/or property in possession of and excess to the requirements of the department/using activity will be turned in to Material Control.

- 4.1.3 Material Control reports all idle property to the project/site Property Administrator.
- 4.1.4 Idle property no longer required to support the contract will be declared excess. Excess property will be stored and disposition instructions promptly requested from the Plant Clearance Officer. Excess property will be disposed of only by direction of the Plant Clearance Officer or Contracting Officer.
- 4.1.5 Government property will not be transferred to another contractor/ organization unless such transfers are authorized in writing by the Contracting Officer, Plant Clearance Officer (PLCO) or the ACO.

4.2 Maintenance (FAR 45.509-1)

KBR is responsible for proper care, calibration and maintenance of all Government property for which it is accountable under this contract. The maintenance program shall be consistent with (a) sound industrial practices; (b) equipment manufacturers' technical manuals; (c) local maintenance procedures; and (d) the terms of the contract.

- 4.2.1 Required maintenance of Government property will be scheduled, performed and documented as required in accordance with the FAR, local maintenance procedures and contract requirements. The user is responsible for reporting any malfunctions, damage, or required maintenance of items in their custody to the respective maintenance departments in a reasonable period of time.
- 4.2.2 To ensure that KBR maintains a process of providing the amount of care necessary to obtain a high quality of production and the most useful service life of Government property, the following criteria's will be adhered to:
 - 4.2.2.1 The responsible maintenance activity will obtain and comply with current technical publications for maintenance of Government property, when applicable.
 - 4.2.2.2 Item is scheduled for periodic maintenance (including technical publication compliance), when appropriate.
 - 4.2.2.3 Inspections and/or periodic maintenance is performed according to the schedule in the local applicable maintenance SOP.
 - 4.2.2.4 Unscheduled maintenance requirements will be performed in an expeditious manner.
 - 4.2.2.5 Records of preventive maintenance and corrective actions will be maintained as indicated in paragraph 4.2.7 below.

- 4.2.2.6 A monthly inspection schedule of buildings, structures, and distribution systems will be established. Necessary major repairs or modifications required will be submitted to Facility Engineering for appropriate action.
- 4.2.2.7 Capital type Rehabilitation (CTR), work that is clearly above and beyond normal recurring maintenance, such as major repairs, replacement, and rehabilitation of deteriorated property. No major repairs (except emergency), capital-type rehabilitation's, or modifications to Plant Equipment will be accomplished without the prior written authorization and funding of the Contracting Officer or ACO.
- 4.2.2.8 Capital type Rehabilitation (CTR) will be requested through the Government Property Administrator to the Contracting Officer or ACO when there is need for major repairs of equipment. CTR will be reviewed on a case by case basis, taking into consideration the age of the equipment, the acquisition cost, the replacement value of the equipment at current market cost, and the amount of the repairs needed. Example; engine replacement, transmission or other major component replacement/repair.
- 4.2.3 Property, including Real Property, will:
- A. Be scheduled for periodic maintenance and receive maintenance according to schedule.
 - B. Have preventative maintenance and corrective action records current and accurate.
 - C. Be regularly inspected to determine need for repair, replacement or other capital rehabilitation work.
 - D. Be rehabilitated when authorized.
 - E. Have rehabilitation cost, replacement or major repair cost accurately recorded and justified.
- 4.2.4 Preventive maintenance shall include:
- A. Inspection of buildings at periodic intervals to detect deterioration and identify needed repairs;
 - B. Inspection of plant equipment at periodic intervals to assure detection of maladjustment, wear, or impending breakdown;
 - C. Regular lubrication of bearings and moving parts in accordance with manufacturer's instructions and/or a lubrication plan;

- D. Adjustments for wear, repair, or replacement of worn or damaged parts, and elimination of causes of deterioration;
 - E. Removal of sludge, chips, and cutting oils from equipment that will not be used for a period of time;
 - F. Taking necessary precautions to prevent deterioration caused by contamination, corrosion, and other substances; and
 - G. Proper storage and preservation of accessories and special tools furnished with an item of plant equipment but not regularly used with it.
- 4.2.5 Inspection and maintenance schedules will be developed for all equipment by the cognizant functional area/technician. The local preventative maintenance program will assure items missed during a cycle are rescheduled as soon as possible.
- 4.2.6 A monthly inspection schedule of buildings, structures, and distribution systems will be established. Necessary major repairs or modifications required will be submitted to Facility Engineering for appropriate action. No major repairs (except emergency), capital-type rehabilitation's, or modifications to real property will be accomplished without the prior written authorization and funding of the Contracting Officer or ACO. The need for major repair, replacement and other capital rehabilitation will be reviewed on a case by case basis, taking into consideration the age of the equipment, the acquisition cost, the replacement value and the total cost of required repairs.
- 4.2.7 The Maintenance Department shall record and report as applicable:
- A. Maintenance/repairs performed, associated repair costs and down time, by property tag number; and
 - B. Deficiencies and casual factors discovered as a result of inspection.
- The reports will include recommendations and justifications regarding disposition and/or replacement of problem, or potential problem property.
- 4.2.8 The Property office will keep all original title or bill of sales and warranty documents in the property files. Procurement will make arrangements for all warranty repairs.

4.3 Consumption

Consumption of Government property shall be reasonable when compared to requirements. Material Control will investigate, analyze, and report to the Site Project Manager and Site Property Administrator any instances of unreasonable consumption, and submit plans to correct such instances. This applies to property which is incorporated into an end product or otherwise consumed in the performance of the contract.

- 4.3.1 Quantities of property produced or procured for incorporation into an end item or otherwise consumed will:
- A. Be reasonable when compared to Material Requisitions. On hand stocks in the Materials warehouses will be maintained in reasonable quantities to support contractual requirements and in accordance with specific project policies or replenishment lead time. Stock levels will be based on equipment density, population to be supported, recurring demands or the history of a previous project with like property. Once issued from the respective warehouse Bench Stock will be considered consumed in use. See Glossary of Terms for definition of **Shop** stock and **Bench** stock.
 - B. If numbered, be selectively matched and incorporated in appropriate end item.
 - C. Unused Materials from trades on hand stock, special projects, ACL's LOTD'S etc must be returned to the Material Warehouse within a reasonable period of time after the work is completed or no demands. Material Control department will ensure returned unused materials are posted to the automated inventory system with appropriate documentation within 48 hrs. Materials determined to be excess must be disposed of in accordance with Disposition Tab.
- 4.3.2 Records, receipts and issue documents, will support all property transactions, regardless of type. Stock record cards, issue documents, work orders, shipping documents, etc., substantiate that material has been issued for authorized consumption against the contract for which it was provided or procured.
- 4.3.3 The responsibility for maintaining control and accountability of all property is assigned to the Event/location/using activity having possession of the property. Responsibility flows from the Site Property Administrator and is specifically assigned to the managers or directors of the using departments/activities.

4.3.4 The Stock Record Card (or automated stock record).

4.3.4.1 The material control function at each warehouse location shall be responsible for maintaining the individual item record of all property received.

4.3.4.2 Once the stock record has been prepared, the property received shall be placed in the storage area, which is under control of Warehouse Superintendent. Material and equipment must not be removed from this area without approval, must be recorded on issue documents or disposition instructions.

5.0 Exhibits

- 5.1 Request For Capital Type Rehabilitation**
- 5.2 Property Custodian Appointment Letter**

Exhibit A
Capital Type Rehabilitation (CTR)

Kellogg Brown & Root

Property Administrator

LOGCAP III

Defense Contract Management District International
DCMA ME, Site 4 Djibouti
ATTN: ACO

September 18, 2004

Request authorization for Capital Rehabilitation to replace the engine assembly in the following listed equipment:

GP No.:	L102275
Description:	Generator 60KW
Make:	Military Pattern
Model & Serial#:	HX62373
Year:	2002
Mileage / Hours:	9,626
Acquisition Cost:	\$ 25,073.00

Requirement for Capital Rehabilitation is due to normal fair wear and tear, overall condition of this equipment is good and it would be cost effective to repair.

This request is for the complete replacement of the engine block assembly, the complete engine block assembly minus the core charge is \$4,075.00 labour included. Parts and labour cost to rebuild the existing engine would cost \$3,424.00 labour included, with the uncertainty of availability and delivery time for parts to rebuild the existing engine assembly it is more practical and cost effective to install a new engine assembly verses rebuilding an old engine block.

Estimated cost of repair:

Est. Part Cost:	\$10,370.50	→	Man	2
Labour Cost:	\$ 800.00		Hours/Man	16
Sub Total:	\$10,770.50		Hourly Wage	\$25
Core Charge:	\$7,095.00			
Total Cost:	\$4,075.00			

These labour costs will be charged against Control Code 0515442, and sufficient funds are available using GFM.

This above listed equipment is repairable for performance of KBR, DAAA09-02-D-0007 as Government Property. Please direct all questions regarding this letter to the undersigned at DSN 640 2054

Manager: Client Owned Equipment

DOCUMENT NUMBER 4092-0401

Approved / Disapproved

Government Property Administrator

Approved / Disapproved

Administrative Contracting Officer



Government and Infrastructure
LOGCAP III Southern Iraq
APO AE 0342

Exhibit B Custodians Appointment Letter

From: _____ **Date:** _____
Site: _____
To: Property Department - (SITE)
Subject: Custodians Appointment Letter

I (Department Managers Name) (Badge Number) hereby appoint the following individuals as Property Custodians of the (Material Control Department).

_____, (Jane Doe) (Badge number) who will serve as Primary Custodian and

_____, (Jane Doe) (Badge number) who will serve as Secondary Custodian.

These Custodians are responsible for maintaining property under their control, possession, utilized by, and or located in the respective work area in strict accordance with the prime contract, FAR, DFARS, KBR Federal Government Property Control Procedures, and the LOGCAP-III's Property Control Procedures. Additionally, these individuals will:

- Report all instances of theft, loss, damage or destruction of property under his/her custodial care within 24hrs.
- Assist in the performance and reconciliation of physical inventories at conclusion of event or when otherwise directed by the Site/Project Property Administrator.
- Perform joint inventory and reconcile discrepancies with new Property Custodian or individual(s) designated by Site/Project Property Administrator.
- Ensure the Property Department is informed prior to moving, transferring or the relocation of any property within or outside.
- Make certain that the cannibalization, disposal and controlled substitution of Government Property are performed in compliance with PCR Tab H, 7.0.

As the Manager/Supervisor The custodian/manager will be overall responsible for property accountability within their department (i.e. vehicles, radios, desk, etc.) with exception to Vest and Kevlar, in which, co-workers will maintain their individual hand receipt.

The custodian/manager will establish and schedule inventory listings within their departments for both GP and Non-GP equipment/materials.

Signed: Primary Custodian

Signed: Secondary Custodian

Signed: Department Manager

TAB G (PHYSICAL INVENTORY OF GOVERNMENT PROPERTY) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 06.00(R1)

SOP # LOGCAP PCP
Page Index

PHYSICAL INVENTORY OF
GOVERNMENT PROPERTY

DATE EFFECTIVE
24 June 2008

SUPERSEDES PCP DATED
21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

4.1 General Policy on Physical Inventories

4.2 Frequency of Inventories

4.3 Types of Inventories

4.4 Method of Inventory

4.5 Inventory Preparations

4.6 Inventory Count Procedure

4.7 Inventory Reconciliation

4.8 Reporting the Inventory

5.0 EXHIBITS

5.1 Exhibit A - Inventory Check Sheet

5.2 Exhibit B - Inventory Adjustment Report (IAR)

5.3 Exhibit C-Physical Inventory Notification and Schedule

1.0 PURPOSE

Provide instructions for conducting physical inventories of Government property.

2.0 SCOPE

Applies to all KBR personnel responsible for managing, controlling, accounting for and/or inventorying Government property on Project LOGCAP.

3.0 RESPONSIBILITY

- 3.1 The Site Project Manager is responsible for all aspects of managing and caring for Government property in KBR custody at the Event location. This includes assuring required inventories are accomplished accurately and on-time.
- 3.2 Project inventories are the responsibility of the Project/site Property Administrator. Together with the Material manager, he/she:
 - A. Ensures physical inventories of all property (equipment and material) are conducted at least every 12 months; and
 - B. Establishes, reviews, and furnishes the Project inventory schedule and results to the Government Property Administrator.
- 3.3 Property Custodians assist the cognizant Material Control representative(s) with planning, conducting, reporting, and reconciling the inventory.
- 3.4 Material Control representative(s) prepare all inventory adjustment reports required for inventory reconciliation. The Material Manager reviews the reports, ensures all stock record adjustments have been accomplished, and forwards the inventory results/report to the Site Project Manager and Property Administrator.

4.0 PROCEDURE

- 4.1 General Policy on Physical Inventories (FAR 45.508)
 - 4.1.1 An annual inventory (to be completed by 30 September), or more frequently if required, is taken of all Government Property. KBR personnel other than those who maintain the property records or have custody of the property will conduct the inventory. The target completion of such inventories is the end of September each applicable year. The Site/Project Property Administrator will provide written notice to the cognizant Government Property Administrator ten (10) working days prior to the scheduled inventory. A copy of the notice will be forwarded to the Project Property Administrator as required.
 - 4.1.2 KBR will provide required personnel with security clearance for inventory of classified items when required to do so.

- 4.1.3 KBR Subcontractors in possession of Government property for which KBR is accountable are required to certify annually, by the end of September each year that the property they are charged with is in their possession. Copies of such certifications are part of the KBR property control records.
- 4.1.4 Results of physical inventories, including discrepancies, if any, that are found are reported to the Site Property Administrator who submits to the Government the following information: (A copy of this report is forwarded to the Project Property Administrator as required)
 - a. A listing identifying all discrepancies disclosed by physical inventory;
 - b. A signed statement that physical inventory of all or certain classes of Government property was completed on a given date and that the official property records were found to be in agreement with the physical inventory except for discrepancies reported;
 - c. A report of any government property items found during an inventory that is in use by KBR and not on the property records, or any items found that are not in use nor needed by KBR and are on the property records. The Site Property Administrator shall take actions to resolve any such findings with the cognizant Government Property Administrator;
 - d. A complete list/printout of all Government property in the company's (including subcontractors) possession will be forwarded to the cognizant Government Property Administrator as requested.
 - e. KBR will properly investigate any instance of Loss, Damaged, or Destroyed findings of Government property.
- 4.1.5 Upon completion or termination of a contract and in accordance with FAR 45.508-1, a physical inventory will be performed, adequate for disposal purposes, of all Government Property contained in that contract. The inventory may be waived by the Government Property Administrator when the property is authorized for use on a follow-on contract if past contract performance has established the adequacy of property controls and an acceptable degree of inventory discrepancies.

4.2 Frequency of Inventories

- 4.2.1 Inventories for all property (material and equipment) will be performed every 12 months, or more frequently as determined by the Property/Material Manager, scheduled by area. Each department establishes a schedule for inventorying property in their custody. Material Control/Property reviews and approves department schedules, furnishes copies to the Site/Project Property Administrator, and appoints personnel to perform the inventory. The

Site/Project Property Administrator gives copies of all inventory schedules to the GPA.

4.2.2 Physical inventory includes sighting, counting, tagging or marking, describing, recording, and reporting the property being inventoried, and reconciling the property records.

4.2.3 Other inventories are performed as required/scheduled.

4.3 Types of Inventories

There are five (5) types of physical inventory that shall be utilized by project. They are:

4.3.1 Cyclic - A 100% inventory conducted on an established schedule.

4.3.2 Special - A scheduled physical inventory of a specific stock number as a result of a specified requirement (i.e. location audit, procurement, or any other reason deemed appropriate).

4.3.3 Spot - An unscheduled physical inventory of a specific stock number as a result of a specific requirement (i.e. location audit, procurement, or any other reason deemed appropriate).

4.3.4 Selected Items - An unscheduled physical inventory of a specified stock number as a result of a specific requirement (i.e. validation of a back order) with insufficient time to include it as a scheduled inventory.

4.3.5 Inventory by Exception – Property located in an inaccessible location or sent out for repair can be verified by disinterested parties. Proper documentation such as maintenance records, issue tickets, warehouse requisitions, dispatch records etc must clearly describe the item documented in the files and posted to the automated property records within 48 hrs.

4.4 Method of Inventory

4.4.1 In order not to interrupt supply operations, the "Open Warehouse" method of taking inventory will be employed. The open warehouse method permits normal receipt and issue transactions to continue during the course of the inventory.

4.4.2 Inventory schedule will be prepared in accordance with an annual, cyclical or perpetual basis. Inventory start/completion dates must be scheduled to result in inventory completion and resolution of discrepancies and record updates in a reasonable period of time. See definition of reasonable period of time in Tab N.

4.5 Inventory Preparations

- 4.5.1 Appoint personnel to perform physical inventory. They may not be the same individuals as those who maintain records or have custody of the property.
- 4.5.2 Start the inventory before the deadline date in the system wide schedule. This schedule is furnished to the GPA.
- 4.5.3 The balances indicated on the property records at the inventory deadline date will be the balances with which the inventory count will be compared.
- 4.5.4 All receipt/supply transaction documents assigned voucher numbers before the deadline date must be posted to the record accounting cards or automated records before starting inventory count.
- 4.5.5 Item description/ stock number/asset/tag number(s) and location(s) will be obtained from the stock/property records and utilized to perform inventory count.

4.6 Inventory Count Procedure

- 4.6.1 Mark each storage location of stock, as it is counted to indicate it has been inventoried. Record the physical counts on the inventory record (Exhibit A).
- 4.6.2 Inventory records shall contain the following data:
 - A. Item description, Stock Number/NSN, and Asset/Tag Number(s) if applicable
 - B. Location(s)
 - C. Actual physical count
 - D. Quantity Over, or
 - E. Quantity Short
 - F. Remarks, if any. Provide narrative description of any discrepancies (i.e. property record book and stock record card don't match, item not in location stated in property book or stock record, etc.)
 - G. Current Date
- 4.6.3 Sign and date the inventory count record in the "1st, 2nd, or 3rd counter" boxes, as applicable. Copies of all working inventory listings shall be maintained on file for the duration of the contract.

4.7 Inventory Reconciliation

- 4.7.1 After counting is completed, the actual count on each inventory record will be compared with the balance on the corresponding property record.

4.7.2 If the physical count does not agree with the property record balance, a second count will be conducted. If the discrepancy still exists personnel responsible for the inventory will attempt to reconcile the difference by checking the receipt and issue transaction history. The Warehouse Supervisor responsible for the inventory will conduct if necessary a third count to resolve the discrepancy. All discrepancies unresolved after the third count will be posted to the Inventory Adjustment Report (Exhibit B) (IAR)/ LDD and processed for approval.

4.7.3 The IAR will contain the following information:

- A. Item stock number, tag number(s) and NSN if known
- B. MRN/Stock number
- C. Description
- D. Unit of measure
- E. Recorded quantity
- F. Quantity over, or
- G. Quantity short
- H. Unit price
- I. Debit, or
- J. Credit

4.8 Reporting the Inventory

4.8.1 The original IAR will be forwarded to the Material Control Manager and Project Manager for review and approval.

4.8.2 Upon approval, the Site/Project Property Administrator will provide a copy of the IAR to the GPA reporting the adjustment.

4.8.3 The original IAR will be maintained in the Material Control record files.

5.0 EXHIBITS

- 5.1 Exhibit A – Inventory Check Sheet
- 5.2 Exhibit B – Inventory Adjustment Report (IAR)
- 5.3 Exhibit C – Physical Inventory Notification and Schedule

**EXHIBIT A
INVENTORY CHECK SHEET**

Bin	Part #	Description	UOM	Part #	Physical Count	Date
		Inventory Check Sheet				
		Part #s: LC-100-A1-007				
		Print Date: 3/21/10				
		Page: Page 1 of 404				
0	1000175653	PAINT, WATER-BASED	EA			
0	100041875	PAINT, 35 SQ FT, CHERRY RED	EA			
0	100041905	24 OZ. THICKER SPR. BOT. SIMPLE GREEN/CLR	EA			
1000200944	1000000944	ABSORBENT MATERIAL, OIL AND WATER	EA			
1000343400	1000303400	X575 BLANK DIE X TER DES KABA TECO	EA			
43114C	1002393216	SHOULDER BRACK	EA			
4332752	1000027920	DOOR	EA			
4332752	1000031869	SHIFT FORK	PK			
4332752	1000031870	SHIFT FORK	PK			
4332752	1000047017	HEATER KIT	KT			
4332752	1000048015	PIPE ELBOW, 90 DEG, 1 IN, MALLEABLE IRON	EA			
4332752	1000102561	PIPE UNION, 1 IN, GALVANIZED	EA			
4332752	1000108160	PIPE CAR, GALVANIZED, 1-1/2 IN	EA			

This document is releasable to U.S. Government Personnel Only. For Official Use Only. It is not releasable to the public. It is prepared for any Government entity receiving this information as it is required with DoD 5400.7-R, and must be handled and stored this information, as to prevent unauthorized access.

EXHIBIT B
INVENTORY ADJUSTMENT REPORT

2401/2008 11:17:21

INVENTORY ADJUSTMENT REPORT - DETAIL

Storeroom: LC4FG-KBL-0001 Kabul Military General Warehouse
Date Range: From: 2401/2008 To: 2401/2008

Stock	Date	Stock Description	Lot	BOM	Rel. Qty	Adj. Qty	Unit Price	Adj. Price	Adj. Total \$
1000124341	2401/2008	BOX, LUNCHES, GFE	A023AAAB	BOX		208	1.00		208.00

I certify that the above adjustments are necessitated by differences between the balances as recorded on stock cards and the balances

Missisils Manager
Project Manager
Voucher No 2301026
Date

KELLOGG BROWN & ROOT PROPRIETARY DATA - Source Selection Information - See FAR 3.104
NOTE: In addition to procedures under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to the interest provided by one or more Examinations of the President of the United States. It is requested that any Government entity receiving this information and in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

Exhibit C – Physical Inventory Notification and Schedule

Kellogg Brown & Root Services**Property Administrator**

LogCAP III
 LSA Adder Tallil
 Southern Iraq

From: Property Administrator
 LSA Adder Tallil

Date: 1 April 2007

Re: Annual 100% Inventory Notification

In accordance with FAR 45.508 and Kellogg Brown & Root Services Property Control Procedures, Tab G, paragraph 4.1.1. This letter serves as official notification of the Contractor's intent to perform the required 100% inventory during the period 6 June through 30 September 2007. Once the inventory is complete, any required adjustment documents will be forwarded no later than 15 October 2007.

Schedule of inventoried departments follows: 1 June through 31 August, 2007

ACO/DCMA	06/01/05	06/04/05	MEDIC	06/01/05	06/04/05
BILLETING	06/05/05	06/11/05	MWR	06/05/05	06/11/05
BULK FUEL FARM	06/12/05	06/17/05	O&M	06/12/05	06/14/05
BUS	06/18/05	06/21/05	OPERATIONS	06/18/05	06/21/05
CAMP MANAGER	06/22/05	06/25/05	PLUMBING	06/22/05	06/27/05
CARPENTRY	06/26/05	06/30/05	POWER GEN	06/28/05	07/02/05
CONSTRUCTION	07/1/05	07/02/05	PROCUREMENT	07/03/05	07/04/05
DINING FAC	07/03/05	07/05/05	PROJECT CONTROL	07/05/05	07/07/05
ELECTRICAL	07/06/05	07/11/05	PROPERTY	07/08/05	07/11/05
ENGINEERING	07/12/05	07/14/05	QA/QC	07/12/05	07/14/05
FINANCE	07/15/05	07/17/05	RETAIL FUEL	07/15/05	07/19/05
FIRE DEPT	07/18/05	07/20/05	RECOVERY	07/20/05	07/22/05
HR	07/21/05	07/23/05	HORIZANTOL	07/23/05	07/27/05
HVAC	07/24/05	07/31/05	SAFETY	07/28/05	07/31/05
ICE PLANT	08/01/05	08/05/05	SECURITY	08/01/05	08/05/05
IT/COMMO	08/06/05	08/10/05	SITE MANAGER	08/06/05	08/09/05
IT/COMMO STOCK	08/11/05	08/14/05	TMP	08/11/05	08/14/05
LABOR DEPT	08/15/05	08/18/05	TOOL ROOM	08/15/05	08/18/05
LAUNDRY	08/19/05	08/23/05	VECTOR CONTROL	08/19/05	08/23/05
MATERIALS	08/24/05	08/27/05	WATER DEPT	08/24/05	08/231/05
MATERIALS/STOCK	08/28/05	08/31/05			

**Schedule of inventoried departments follows: 6 June through 23 September, 2007
TTM Cedar II, Scania and Tallil**

737TH USARMY BRIGADE	09/03/05	09/23/05	TRANS MAIL	07/27/05	07/29/05
HR	06/01/05	06/02/05	TRANS MAINT	07/30/05	08/05/05
TRANS BUS	06/03/05	06/07/05	TRANS MCT	08/06/05	08/10/05
TRANS CSC FUEL	06/08/05	06/11/05	TRANS MHE	08/11/05	08/14/05
TRANS EAP	06/12/05	06/13/05	TRANS MHE MAINT	08/15/05	08/18/05
TRANS FLATBED	06/14/05	06/20/05	TRANS OPS	08/19/05	08/21/05
TRANS HSE	06/21/05	06/24/05	TRANS RECOVERY	08/22/05	08/25/05
TRANS HSE DFAC	06/25/05	06/30/05	TRANS REEFER	08/26/05	08/29/05
TRANS HSE MEDIC	07/01/05	07/03/05	TRANS SAFETY	07/24/05	07/31/05
TRANS HSE SAFETY	07/04/05	07/08/05	TRANS SECURITY	08/01/05	08/05/05
TRANS IT/COMMO	07/09/05	07/14/05	TRANS TANKER	09/03/05	09/23/05
TRANS IT/COMMO STOCK	07/15/05	07/20/05	TRANSPORTATION	08/30/05	08/31/05
TRANS LOGISTIGS	07/21/05	07/26/05	WAREHOUSE	09/01/05	09/02/05

Please direct all questions regarding this letter to myself via e-mail.

Respectfully,

Property Administrator
KBR Services
 Southern Iraq
 LSA Adder Tallil

**TAB H (DISPOSITION OF PROPERTY) TO KELLOGG BROWN & ROOT SERVICES,
LOGCAP PROPERTY CONTROL PLAN**

P.C. - 07.00(R1)

SOP # LOGCAP PCP

Page Index

DISPOSITION OF PROPERTY

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 OVERVIEW

5.0 POLICY

6.0 PROCEDURE

6.1 General

6.2 Request for Disposition Instructions

6.3 Serviceable Items

6.4 Unserviceable Items (Scrap & Salvage)

6.5 Approved Scrap Procedure

7.0 PARTS FROM LIKE ITEM(S) FOR REPLACEMENT OR SPARES STOCK (CONTROLLED
SUBSTITUTION)

8.0 UTILIZATION OF PROPERTY DESIGNATED AS UNECONOMICAL TO REPAIR

9.0 EXHIBITS

- 9.1 Exhibit A – Condition Codes
- 9.2 Exhibit B – Form Letter, Request for Disposition of Property
- 9.3 Exhibit C – Inventory Schedule B
- 9.4 Exhibit D – Controlled Substitution Request
- 9.5 Exhibit E – Request for Cannibalization

1.0 PURPOSE

Establish procedures for reporting and requesting disposition instructions for contract government property that has become excess, obsolete, uneconomically repairable, or otherwise unusable for the performance of the contract.

2.0 SCOPE

Applies to personnel having custody, care, and control of Government property (using activities, Material Control, and the Site/Project Property Administrator).

3.0 RESPONSIBILITY

3.1 The Site Project Manager is responsible for all aspects of managing and caring for Government property in KBR custody at the Event location. This includes accounting for and disposing of Government property as required.

3.2 Disposing of Government property is the primary responsibility of the Site/Project Property Administrator. Together with the Material Manager, he/she reviews idle property and determines if it exceeds anticipated need; requests, receives, and then accomplishes disposition of property acquired for performance of the contract.

3.3 Property Custodians assist the cognizant Material Control representative(s) by accounting for property in their custody and identifying any which is excess to their needs.

3.4 Material Control representative(s) receive, label, store and move excess property; research and provide stock record/property record information to the Site/Project Property Administrator.

4.0 OVERVIEW

4.1 The using department reports material or equipment that is idle, broken, unsuitable, or not required to perform the contract to Material Control.

4.2 Material Control screens property against known requirements and forwards excess and/or uneconomical to repair recommendation along with the Site Project Manager's approval to the Site Property Administrator for action and verification.

4.3 Items excess to project requirements or uneconomical to repair are referred to the Houston Support Office for requesting disposition instructions from the Plant Clearance Officer.

4.4 The Government Plant Clearance Officer (PLCO), will make the final determination how to dispose of the property; and directs the sale, transfer, movement or other action in writing to the Houston Support Office.

5.0 POLICY

5.1 Disposition (FAR SUBPART 45.6)

- 5.1.1 When Government property becomes excess by virtue of completion or termination of the applicable contracts/task order or is no longer needed for contract performance, the assigned KBR Project/Program Manager will promptly report such excess property to the Government via the Houston Support Office in accordance with the provisions of and in the format specified by the PLCO, contract clause and FAR 45.6. The Material Manager will coordinate preparation of the excess inventory. Excess inventory will be reported by submission of the appropriate inventory schedule or as contractually directed upon completion or at anytime during the period of the contract when inventory is no longer required. In the absence of instructions in the contract, disposition instructions will be requested from the PLCO.
- 5.1.2 Prior to submission of inventory schedules:
- 5.1.2.1 Review commercial KBR requirements to purchase if needed;
- 5.1.2.2 Return contractor acquired property to suppliers for appropriate credit where feasible.
- 5.1.3 Inventory schedules shall be prepared in accordance with directives of the PLCO.
- 5.1.4 Disposition action will be taken only in accordance with the disposition instructions received from the Contracting Officer, PLCO.
- a. The property to be disposed of will be identified and segregated, if practicable, in such manner as to be accessible for reasonable viewing by prospective recipients, if necessary, in conjunction with the disposition instructions.
 - b. KBR personnel familiar with the property will be available at reasonable designated times to permit inspection of the property by prospective recipients. Upon completion of disposal of any excess government property, a copy of the disposal document will be furnished to the Plant Clearance Officer via the Houston Support Office.
 - c. KBR conducted sales that are directed by the Plant Clearance Officer will require a sales area, escort of interested buyers, preparation of invitation for bid, lotting of inventory and other actions may be required. At the time of any such directed sale, the Plant Clearance Officer will be requested to provide detailed instructions to KBR. Sale of Government property, where the proceeds will be credited to the prime contract, shall be conducted according to the local Property Sales Standard Operating Procedures.

- d. In the event the Plant Clearance Officer instructs KBR to conduct a sale of surplus Government property, such instructions will be followed. If so instructed, the responsible KBR representative will prepare an Invitation for Bid for review and approval by the Plant Clearance Officer before release to prospective bidders. Bid openings will be in the presence of the Plant Clearance Officer or other designated Government representative. KBR personnel will perform the identifying/segregating, escorting and physical preparation and handling functions. Such functions will be coordinated by the responsible KBR representative who will also monitor preparation and submission of transfer of accountability documents.
- e. Identification tags and any indication of Government ownership will be removed (or defaced) from the property prior to disposal.
- f. A copy of all documents used for disposing of Government-owned property shall be provided to the PLCO via the Houston Support Office.
- g. HAZMAT and items requiring DEMIL are restricted from KBR sales operations.
- h. Excess property or scrap containing precious metals will be segregated and reported to the PLCO on separate inventory schedules. Precious metals will be packaged in nonporous, smooth containers in a manner to prevent loss through leakage or damage to the containers. Containers will be marked to show the type of precious metals.
- i. Disposal of unserviceable equipment utilizing DRMO procedures. Unserviceable Government property can be turned-in as directed by the PLCO to the DRMO on a separate DD Form 1348. The requesting site has 30 days from the receipt of disposition instructions to provide copies of the turn-in documentation to the Houston Support Office for transmittal to the designated Plant Clearance Office or provide justification for not complying with the instructions.

- 5.1.5 If, before final disposition, KBR becomes aware that items listed and reported on inventory schedules are usable on other work without financial loss, the PLCO will be notified immediately in writing requesting authority to utilize the property. Upon the PLCO written approval to remove the items from the inventory schedule the property may be issued and the inventory schedules adjusted accordingly.

6.0 PROCEDURE

6.1 General

- 6.1.1 Prior to disposition of Government property the following shall occur:

- A. Items screened against Project wide KBR needs.

- B. Excess or unserviceable items reported to the Houston Support Office for transmittal in PCARSS
- C. Receiving proper authority for disposition.
- D. Remove Government property identification.

6.1.2 The term "disposal" applies to both expendable and non-expendable property. It applies to the redistribution of serviceable excesses as well as to the disposal of unserviceable items.

6.1.3 Excess items that are generated during fabrication, such as short pieces of wire, rope, cable, etc., will be considered scrap.

6.1.4 Property is to be declared for disposal or redistribution when the following conditions exist.

6.1.4.1 Serviceable items are in excess of the maximum amount required to accomplish the assigned task.

6.1.4.2 Property is determined by maintenance inspectors to be unserviceable (Condition Codes Exhibit A).

6.1.4.3 Property is determined by maintenance inspectors to be scrap.

6.1.4.4 Property is obsolete.

6.2 Request for Disposition Instructions

6.2.1 When the using activity determines certain property is excess, unserviceable, obsolete or out of date, the using activity will prepare a Turn-In Documentation to accompany the property to Material Control. The turn-in document must contain the following information:

6.2.1.1 Item Asset/GP Tag Number

6.2.1.2 Stock Number if available

6.2.1.3 Description, including NSN (if known), manufacturer, model/serial number, and any other identifying data (i.e. VIN number, etc.)

6.2.1.4 Statement that the property is excess, unserviceable or obsolete; and whether or not a replacement is required.

6.2.2 Upon receipt, Material Control will request an item condition review be conducted by a qualified technician (Exhibit A). He/she will either:

6.2.2.1 Declare the item serviceable, or

6.2.2.2 If the item is unserviceable, recommend item be processed as either scrap or salvage.

6.3 Serviceable Items.

Material Control reviews internal requirements and determines if the item is required for the project.

- 6.3.1 If a need exists, the item shall be processed as a regular turn-in and reissue.
- 6.3.2 If an item is determined to be excess, the item will be tagged "excess", stored in segregated area, and a Request for Disposition Instructions spreadsheet (Exhibit B) will be forwarded to the Houston Support Office. The Site Property Administrator will obtain approval from the Site Project Manager or General Project Manager and forward to the Houston Support Office for submittal to the PLCO utilizing an automated screening system.
- 6.3.3 The request shall contain all applicable information provided in the spreadsheet format per Exhibit B on the request for disposition letter, in addition to all other data required by the prime contract and FAR. Condition codes are required on the letter which is illustrated in Exhibit B.

6.4 Unserviceable Items (Scrap and Salvage - see Tab N Glossary for definitions).

- 6.4.1 Transactions involving scrap and salvage will be recorded on the Turn-In Document, the Document Register, and the Property Register.
 - 6.4.1.1 Scrap/Salvage items will be removed from the project records when in receipt of the transfer document or sales receipt from the Sales Program Office.
 - 6.4.1.2 Scrap/Salvaged material may be transferred to other than KBR activities when approved by an authorized government representative.
- 6.4.2 The Sales Program Office will notify the Property Office when scrap and salvage stockpiles reach an accumulation where disposition becomes economically feasible. The Sales Program Office in accordance with directives received by the PLCO and FAR 45.606-5 will prepare an inventory schedule (Exhibit B) and forwards the schedule to the Property Office. The Property Office will receive approval to dispose of the scrap from the Project Manager then forward to the PLCO or designated GPA.
- 6.4.3 Scrap will be segregated by ownership to maximum extent possible. Based upon the nature of the scrap being generated, clear ownership may not be apparent. Therefore, unless otherwise directed, commingled scrap, if

unavoidable, will be considered as contract property and processed in accordance with local contract sales procedures.

7.0 PARTS FROM LIKE ITEM(S) FOR REPLACEMENT OR SPARES STOCK (CONTROLLED SUBSTITUTION)

- 7.1 All removal of parts from one item to repair a like item must first be coordinated with, and permission obtained from, the Material Manager.
- 7.2 Parts removal is usually limited to serviceable parts, components, and assemblies from equipment for use as spares stock. However, the Material Manager may authorize parts to be removed from deadlined equipment in order to immediately restore similar equipment to full service capability. In this case, the using activity must immediately requisition a replacement for the removed part.
- 7.3 The department/activity/shop submits a written request to the Material Manager containing the following information:
 - a. Urgency of need, and anticipated benefits from parts removal.
 - b. Complete description of equipment from which parts will be removed;
 - 1) Stock number and tag number
 - 2) Manufacturer, model, and serial number of equipment
 - 3) Parts required, including part numbers (if available)
 - c. Complete description of equipment which will be repaired from these parts;
 - 1) Stock number and tag number
 - 2) Manufacturer, model, and serial number of equipment
 - d. Requisition number for replacement parts.
 - e. Copy of Turn-In documents for the unserviceable items/parts.
- 7.4 A file containing all requests will be maintained by Material Control. The information must be posted to the stock record, as appropriate. Material Control must take care to note warranty issues, and affect parts removal may have on warranty (i.e. void warranty, extend warranty beyond existing when replacement part received, etc.). Also, the Maintenance Department must record all pertinent parts replacement information on the affected equipment record cards.
- 7.5 Once approval has been obtained, the department/activity/shop can proceed with the parts removal, complete the necessary forms, and turn-in the inoperative part(s) for scrap and salvage.

8.0 UTILIZATION OF PROPERTY DESIGNATED AS UNECONOMICAL TO REPAIR

8.1 Cannibalization of property for spare/replacement parts is possible once the equipment has been designated as uneconomical to repair, and relief from responsibility has been granted by the GPA and/or ACO. Maintenance personnel must remove the required parts in accordance with 7.3 above. If cannibalization is necessary or desired (vs disposal):

8.1.1 The appropriate department submits a written request to cannibalize to the Site Property Administrator. The request must contain, as much as possible, the same information described in paragraph 7.3 above.

8.1.2 A memorandum will be submitted to the GPA requesting authority to remove the item from the property records. Scrap/residue will be disposed of through the property sales program or as directed by the PLCO.

8.1.3 Upon receipt of written permission to cannibalize, a control program for the removal of spare parts begins.

8.1.3.1 Parts removed will be recorded and tracked to vehicle for which they are to be used. Value of each part removed will be noted on the inventory record.

8.1.3.2 The skeleton of the property after all reusable parts have been removed, or after cannibalization is no longer required, will be disposed of in accordance with the PLCO directives.

9.0 EXHIBITS

9.1 Exhibit A - Condition Code

9.2 Exhibit B - Form Letter, Request for Disposition of Property

9.3 Exhibit C - Inventory Schedule B

9.4 Exhibit D - Controlled Substitution Request

9.5 Exhibit E - Cannibalization Request

EXHIBIT A

For the purposes of indicating condition of the property, the Federal Condition Codes indicated below will be used. Use a combination of a letter and a number (such as A1 or F7) or 2 letters (when salvage or scrap is indicated).

FEDERAL CONDITION CODES

Supply Condition Codes

- A. New, used, repaired, or reconditioned property which is serviceable and issuable to all customers without limitations or restriction. Includes material with more than 6 months shelf-life remaining.
- B. New, used, repaired, or reconditioned property which is serviceable and issuable or for its intended purpose but restricted from issue to specific units, activities, or geographical areas because of its limited usefulness or short service-life expectancy; includes material and remaining shelf life of three to six months.
- F. Economically repairable property which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
- H. Property which has been determined to be unserviceable and does not meet repair criteria.
- S. Property that has no value except for its basic material content.

Disposal Condition Codes

- 1. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
- 4. Property which shows some wear but can be used without significant repair.
- 7. Property which is unusable in its current condition but can be economically repaired.
- X. Salvage. Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical.
- S. Property that has no value except for its basic material content.

CONDITION CODES TO BE USED ON THE INVITATION FOR BIDS ARE AS FOLLOWS:

- 1. GOOD
- 2. FAIR
- 3. POOR

EXHIBIT B

REQUEST FOR DISPOSITION OF PROPERTY

DATE: _____

TO: Plant Clearance Officer

FROM: Kellogg Brown & Root Services

Contract Number _____

Project LOGCAP; Event/Task Order Number:

SUBJECT: Property Disposition Request (Number _____)

Please provide disposition instructions for the following property. It has been determined there is no further use for the property at this location and on this Project.

ITEM NO.	DESCRIPTION	PART#	CONDITION CODE	QTY	UOM	U/P	T/P
-------------	-------------	-------	-------------------	-----	-----	-----	-----

Property Office representative

**EXHIBIT C
INVENTORY SCHEDULE B**

INVOICE (See FAR Section 49.605 for instructions) <input checked="" type="checkbox"/> PAH 1A1	DATE 09/17/00	TYPE OF CONTRACT CR Services	OMB No. 5010-0047	DATE 09/17/00	FOR USE OF COM-TRACTING AGENCY ONLY
PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 15 MINUTES PER RESPONSE, INCLUDING THE TIME FOR reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to the Office of Management and Budget, Paperwork Reduction Project (9000-0018), Washington, DC 20503.					
CONTRACTOR WHO SENT NOTICE OF TERMINATION NAME: <u>ALAN S. MICHOLICH, OWNER</u> ADDRESS: <u>1100 Columbia Drive</u> <u>Dallas, Texas 75202</u>					
TERMINATION: <input type="checkbox"/> TERMINATION <input checked="" type="checkbox"/> NONTERMINATION					
THIS SCHEDULE APPLIES TO THE FOLLOWING: <ul style="list-style-type: none"> <input type="checkbox"/> FURNISHED PARTS <input checked="" type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> OTHER EQUIPMENT <input type="checkbox"/> CONTRACTOR PROVIDED EQUIPMENT 					
THIS SCHEDULE APPLIES TO THE FOLLOWING: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> THIS CONTRACT WITH THE CONTRACTOR <input type="checkbox"/> THIS CONTRACT WITH THE CONTRACTOR 					
CONTRACTOR WHO SENT NOTICE OF TERMINATION NAME: <u>ALAN S. MICHOLICH, OWNER</u> ADDRESS: <u>1100 Columbia Drive</u> <u>Dallas, Texas 75202</u>					
INVENTORY SCHEDULE CERTIFICATE I, the undersigned, hereby certify that the inventory of the Contractor, or this part thereof, is correct and complete as of the date of this certificate. I have examined the inventory and the description of the items and the quantity and condition of the items and I have found the same to be correct and complete. I have also examined the description of the items and the quantity and condition of the items and I have found the same to be correct and complete. I have also examined the description of the items and the quantity and condition of the items and I have found the same to be correct and complete.					
INVENTORY SCHEDULE CERTIFICATE I, the undersigned, hereby certify that the inventory of the Contractor, or this part thereof, is correct and complete as of the date of this certificate. I have examined the inventory and the description of the items and the quantity and condition of the items and I have found the same to be correct and complete. I have also examined the description of the items and the quantity and condition of the items and I have found the same to be correct and complete. I have also examined the description of the items and the quantity and condition of the items and I have found the same to be correct and complete.					

Exhibit D Controlled Substitution Request

Kellogg Brown & Root

Property Administrator

LOGCAP III
SITE

MEMORANDUM

(Controlled Substitution)

DATE: 27 July 2007
TO: Materials Manager
THRU: Property Manager
FROM: Maintenance Manager (Vehicle, Generator etc)
SUBJECT: Controlled Substitution of parts from GP#L111111 to GP#L222222
FACILITY/SERVICE IMPACTED: ADACG/Water Delivery Mission
LOCATION: SiteXXXXX

Urgency of need, and anticipated benefits from parts removal: Removal of this part/parts are necessary to prevent delays in the water delivery mission.

Description of equipment from which parts will be removed:

1. GP#
2. Manufacturer, Model, and serial number of equipment
3. Parts required, including part number (if available)

Description of equipment which will be repaired from these parts:

1. GP#
2. Manufacturer, Model, and serial number of equipment

Requisition number for replacement parts:

**Transportation Manager
Camp XXXXX**

Exhibit E Cannibalization Request

Kellogg Brown & Root

Property Administrator

**LOGCAP III
SITE**

Defense Contract Management District International
DCMA ME,
ATTN: GPA/ACO
APO AE 09363

14 April 2007

Dear GPA/ACO

Request authorization to cannibalize the attached list of (10 each window Air Conditioners) Government property in accordance with our Government approved Property Control Procedures. These items have become unserviceable through normal use in support of the contract mission and are considered uneconomically repairable.

If authorization to cannibalize is granted serviceable parts will be removed from these units and used to repair like units in operation at Camp XXXXX

Upon approval and completion of cannibalization of these units, request disposition instructions be provided for disposal of the units and removal from the contract property records.

Description of equipment from which parts will be removed:

- GP#**
- Manufacturer, Model, and serial number of equipment**
- Parts required, including part number (if available)**
- Description of equipment which will be repaired from these parts:**

Please direct all questions regarding this letter to the undersigned.

Manager, Client Owned Equipment
Camp XXXXX
XXXXXX

Approved / Disapproved

Government Property Administrator

4105-0400

**TAB I (SUBCONTRACTOR CONTROL) TO KELLOGG BROWN & ROOT SERVICES,
LOGCAP PROPERTY CONTROL PLAN**

P.C. - 8.00(R1)

SOP # LOGCAP PCP

Page Index

SUBCONTRACTOR CONTROL

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

5.0 EXHIBIT

5.1 Exhibit A Technical Direction for LDD's on Subcontractor Companies

1.0 PURPOSE

Implement prime contract requirements for subcontractor control of Government property.

2.0 SCOPE

Applies to all subcontractors using Government property in the performance of their subcontracts, and to all KBR personnel responsible for managing and controlling Government property.

3.0 RESPONSIBILITY

- 3.1 Subcontractors are accountable for managing Government property in their care and control in strict accordance with the subcontract.
- 3.2 The Material Manager, together with the Site Property Administrator and the Subcontract Administrator, are responsible for enforcing effective subcontractor property control at the site/location. Semi-annual reviews must be conducted in accordance with these procedures and results maintained on file.
- 3.3 Material Control, Warehouse, and the Subcontract Administrator shall maintain current lists of subcontractor personnel authorized to requisition and/or receive property. Authorized personnel are responsible for all property ordered, received, or used by their representatives.
- 3.4 Using contractual authority, the Subcontract Administrator assures Subcontractor compliance with prime contract, federal government, US Army, and KBR property procedures.

4.0 PROCEDURE

4.1 Subcontractor Control (FAR 45.510)

Subcontracts that will include the use of Government Property by the Subcontractor will contain appropriate FAR Property flow down clauses whereby KBR can hold the subcontractor liable.

- 4.1.1 When a subcontractor is utilized to provide a lease/turn key service which includes equipment and if at the end of the period of performance (POP) it is determined that the property will be purchased this equipment becomes government property. The subcontractor must provide a listing of equipment which will include Make, MDL, Serial Number, and acquisition price 45 days prior to the end of the POP. The subcontracts administrator in conjunction with the materials and property department will ensure a joint 100% physical inventory is conducted and the results of said inventory will be recorded on a Material Receipt Record (MRR), tagged as government property and picked up on the automated property records within 48 hrs. Any equipment identified as

unserviceable a decision will be made in conjunction with the perspective maintenance department, Quality control, to determine if repairing the equipment for use is cost effective. Copies of all documentation to include the MRR should be retained in the subcontract and property files.

4.2 In case of any LDD of government property the following applies:

- 4.2.1 When an incident involving a LDD of government property in the control of a Sub-Contract Labor Worker (SCLW) the LDD report will be handled as if they are a KBR employee.
- 4.2.2 If the responsible party is a Sub-Contractor the notification will be made to the GPA as normal but the LDD will not be submitted to the GPA until a claim has been processed through the Sub-Contract Administrator (SCA) and credited back to the contract. A copy of the claim and a copy of the ledger account where the claim credit was posted will be attached in addition to all other required document for the LDD.

Exhibit A Technical Direction

KBR Kellogg Brown & Root
 LOGCAP III HQ
 Casey Victory Square #1
 Baghdad, Iraq 373-01

PSM Memorandum

Date:	17 Jan 2008
To:	LCIII PSM
Subject:	LDD's on Sub-contractor companies
Reference:	Logistics Civil Augmentation Program (LOGCAP) III MEACA Subcontractor Liability for Lost Damaged/Destroyed (LDD) OPDIR, dated 5 May 2008.

Technical Direction:

Paragraph 3. of the reference includes specified tasks for PSM PSM to provide guidance to the Regional Project PSM groups for completion of all requirements in this direction. This memorandum provides the specified tasks for both Theater and Regional PSM groups to complete the actions required for any Sub-contractor who has incurred or will incur liability for the loss, damage or destruction of government property that was not retained or retained in a minor form.


All of the data Theater Project PSM groups have provided the listing of all historical LDD's that is the category of the referenced OPDIR. This listing is maintained by the Theater Property Administration Office Primary of LDD. PD and will be used to verify that the appropriate letters regarding reimbursement from the Sub-contractors have been filed and approved for OIGSA review at all times.

LCIII PSM has prepared a DRAFT Letter that can be used as a guide by regional/Project PSM. A copy of the draft Letter for Subcontractor Liability is included as an enclosure to this memorandum.

Regional/Project PSM will modify the procedure for submitting the LDD packet to the GPA for the purposes of Subcontractor Liability (SCL) cases. Once Property has determined the total value of the loss, damage or destruction, they will provide a copy of the valuation to PSM. A government and request from the appropriate Sub-contractor Subcontractor using the Letter (enclosure) in the memorandum. A copy of the letter will be maintained in sub-contractor office file and a copy will be forwarded to Property.

This copy of the Letter to the Sub-Contractor will be made a part of the LDD packet submitted to DCMA/Government Property Administrator. For the historical LDD, the copy will be added to the file, and a notation made that the addition was directed in response to the referenced OPDIR. For future LDD, the letter will be included in the LDD packet, as required in the preceding paragraphs. The addition of the required letter does not change the 10-day standard for submitting LDD to the GPA from the date of the lost damage or destruction.

All inquiries and questions should to the undersigned jm.haught@kbr.com, 713-445-3483 and connie.haydon@ab.com, 281-669-2189.


 Jim Haught
 Theater PSM-Supply


 Connie Haydon
 Theater PSM-Procurement

KELLOGG BROWN & ROOT, INC.

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an individual protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information not to reproduce, disseminate, or otherwise use this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

Enclosure to PSM Memorandum

Date: _____

Name of Principal and title
 Subcontractor Name
 Full Address to include country
 Telephone and/or Fax number if known

Subject: Subcontract Number _____ then full title of the Subcontract

Reference: (a) Subcontract Terms and Conditions
 (b) Report of incident - the subcontractor should have notified us
 (c) Others as applicable

Dear _____

The purpose of this letter is to demand payment in the amount of _____ (the equivalent of \$ _____) be made to KBR/NO LATER THAN _____. The payment is reimbursement for the loss, damage or destruction (adjust to situation) to (description of what the equipment item is) _____ that occurred on _____ at (location of occurrence) _____.

This demand for payment is made in accordance with the following terms and conditions of the subject subcontract:

1. **KELLOGG BROWN AND ROOT SERVICES, INC. SUBCONTRACT GENERAL CONDITIONS.**
 - Subcontract General Conditions for work performed outside the United States; page 13, Paragraph 7 et seq.,
 - Subcontract General Conditions for work performed outside the United States; Paragraph 18 et seq.,
2. **KELLOGG BROWN AND ROOT SERVICES, INC. PURCHASE ORDER/SUBCONTRACT SPECIAL CONDITIONS FOR OVERSEAS SUBCONTRACTS** in support of LOGISTICS CIVIL AUGMENTATION PROGRAM (LOGCAP) III PRIME CONTRACT NO. DAAM19-02-D-0007 Purchase Order/Subcontract Special Conditions for Overseas Subcontracts; Page 6, Section S2 245-2 - Government Property (Fixed-Price Contracts) (May 2004) (a) Risk of loss. Unless otherwise provided in this contract, the Contractor assumes the risk of, and shall be responsible for, any loss or destruction of, or damage to, Government property upon its delivery to the Contractor.
3. Paragraph 2.13 of the Statement of Work contains the following: "Subcontractor represents that it understands the types of and nature of possible hazards which may be presented to persons, property and the environment in performing the Services under this Agreement."
4. Paragraph 2.16 of the Statement of Work contains the following: "Subcontractor acknowledges that although time is of the essence in the performance of all Services, and that Subcontractor's performance of Services on schedule is a material element of this Agreement, in no instance will Subcontractor take any action or otherwise knowingly compromise the safety of its drivers, property, the public, the environment or the cargo being transported in order to meet such schedule. In the event of equipment failure or any other actual or anticipated delay, including a bona fide event of force majeure, the Subcontractor will notify General Contractor immediately both by phone and in writing, and comply with General Contractor's instructions, and otherwise take all actions reasonable and necessary to minimize any delay and the effects thereof on its performance."

KBR/KELLOGG BROWN & ROOT, INC.

NOTE: This document contains information which may be withheld from the public because disclosure would cause identifiable harm to an interest protected by one or more exemptions of the Freedom of Information Act, 5 U.S.C. Sec. 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with Title 38 U.S.C. and disclose this information as being far different than only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

5. Paragraph 2.17 of the Statement of Work contains the following (emphasis added):
 "Subcontractor assumes all risk of property loss or damage and of personal injury or death which it or any of its employees, other subcontractors, agents, representatives, contractors or other personnel may sustain as a result of or arising from Subcontractor's performance under this agreement."
6. Paragraph 2.21 of the Statement of Work contains the following (emphasis added): "... After General Contractor loads the cargo, Subcontractor shall be solely responsible for property and safety directing, pacing, securing and transporting the shipment, including but not limited to the selection of appropriate transportation vehicles and/or vessels. After loading and prior to unloading, Subcontractor agrees to inspect the shipment periodically for stability, safety, and security. After acceptance of the load, Subcontractor is fully responsible for any and all damages and liability from any cause thereafter until the point of delivery to the consignee."
7. Paragraph 4.5 of the Statement of Work contains the following (emphasis added):
 "Subcontractor shall be liable to General Contractor for the actual loss of or damages to freight occurring while in the custody, possession or control of Subcontractor or resulting from the Subcontractor's negligence or failure to perform services provided for in this Agreement. General Contractor shall deduct from its damages the reasonable salvage value, if any, of any damaged commodities."
8. Payment may be made by debiting costs from other monies due thru issuance of a credit note from subcontractor or, if necessary, payment by A/S to the following account: **KELLOG BROWN AND ROOT, Account number: 0102301020101, Standard Chartered Bank, Meritool Road, Dubai, UAE**

Signature of SCA

Date

KELLOG BROWN & ROOT, INC.

NOTE: This document contains information which may be withheld from the public because disclosure would cause a financial harm to an issuer protected by one or more exemptions of the Freedom of Information Act, 5 U.S.C. Section 552. Furthermore, it is requested that any Government agency receiving this information act in accordance with DoD 5400.7-R, and consider this information to have the official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

TAB J (REPORTING AND CONTRACT PROPERTY CLOSEOUT) TO KELLOGG BROWN &
ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 9.00(RI)

SOP # LOGCAP PCP

Page Index

REPORTING AND CONTRACT
PROPERTY CLOSEOUT

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

4.1 REPORTING

4.2 CONTRACT PROPERTY CLOSE-OUT

5.0 REFERENCES

1.0 PURPOSE

Establish uniform procedures for reporting Government property in the possession of KBR-LOGCAP and Subcontractors: and closing-out Events and eventually the prime contract.

2.0 SCOPE

Applies to all KBR personnel involved in managing, controlling, reporting and disposing of Government property

3.0 RESPONSIBILITY

- 3.1 The Materials Manager, together with the Site/Project Property Administrator, are responsible for the subsequent closeout of Project and Event Government Property Books.
- 3.2 The Project Property Administrator is responsible for overseeing the Project property control system. This person prepares, processes, and files all reports required for property under the Event and/or prime contract.
- 3.3 Using contractual authority, the Subcontract Administrator assures Subcontractor compliance with prime contract, federal government, US Army, and KBR property procedures.

4.0 PROCEDURE

4.1 Reporting (FAR 45.505 and 45.505-14)

- 4.1.1 LOGCAP assigned Site Property Administrators ensuring proper and timely submission of all reports including DD forms 1662, as required by FAR or the prime contract, to the Project Property Administrator. Assistance is provided by the Project Property Administrator as required.
- 4.1.2 Additional Government property reports including the Property Book are required to be submitted in accordance with established procedures and are the responsibility of the Project Property Administrator. LOGCAP shall submit all agency and/or contract required reports for Government property within the time period established by the contract.
- 4.1.3 LOGCAP's property control system shall annually provide a report showing the total acquisition cost of Government property for which KBR is accountable, at each location, including Government property in subcontractor possession. The Property Administrator will determine property classifications, but property books/lists are usually broken down into: (FAR 45.505-14)

- A. Land and rights therein:
- B. Other real property, including utility distribution systems, buildings, structures, and improvements thereto:
- C. Plant equipment of \$5,000 or more:
- D. Plant equipment of less than \$5,000: and
- E. Leased/rented equipment (optional).

4.1.4 The Site Property Administrator shall submit the following to the cognizant government Property Administrator promptly after completing physical inventory: (FAR 45.508-2)

- A. A listing that identifies all discrepancies disclosed by a physical inventory;
- B. A signed statement that physical inventory of all or certain classes of Government property was completed on a given date and the official property records were found to be in agreement except for discrepancies reported

4.1.5 Losses due to suspected theft, misuse, or abuse, are reported to the LOGCAP Project Manager, the Materials Manager, and the Site/Project Property Administrator. The Site Property Administrator will investigate, prepare and forward all required reports to the Government Contracting Officer and GPA.

4.2 Contract Property Close-out

- 4.2.1 LOGCAP Project Management monitors contracts approaching completion to ensure all property issues are being worked towards resolution. Management assigns responsible person(s) to monitor close-out, ensure all required reports are submitted, any special tooling subject to special tooling clauses are identified to the Government, and that the cognizant Government Property Administrator is promptly notified when pending actions on property related matters are completed.
- 4.2.2 Upon termination or completion of a contract, LOGCAP shall perform and require all subcontractors to perform a physical inventory of all Government property. This must be done for disposal purposes, unless waived by the Government Property Administrator, in writing, when the property is authorized for use on a follow on contract.

- 4.2.3 When disposition of Government property has been completed, the Project Property Administrator will assure:
- A. Disposition of property has been properly accomplished and documented;
 - B. Adjustment documents, including any request(s) for relief from responsibility, have been processed and completed;
 - C. Proceeds from disposals or other property transactions, including adjustments, have been properly credited to the contract or paid to the Government as directed by the GPA or ACO;
 - D. All questions regarding title to property fabricated or acquired under the contract have been resolved and appropriately documented;
 - E. The close-out DD Form 1662, "DoD Property to the Custody of Contractor," or comparable document prescribed for non-DoD agencies, has been prepared and submitted to the GPA;
 - F. The contract Property Control Data File is complete and ready for closure; and
- 4.2.4 The PPA will request the GPA/ACO provide KBR with a copy of the DD Form 1593, "Contract Administration Completion Record," or equivalent form, attesting that:
- A. All Government property provided under the contract/task order has been properly accounted for; and
 - B. There are no unresolved questions related to KBR liability for Government property and/or title to property acquired or fabricated under the terms of the contract.

5.0 REFERENCES

- 5.1 Prime Contract Government Property Clause (52.245-x)
- 5.2 FAR Part 45
- 5.3 KBR Federal Government Property Control Procedures
- 5.4 KBR Government Procurement Procedures Manual

**TAB K (MOVEMENT OF PROPERTY) TO KELLOGG BROWN & ROOT SERVICES,
LOGCAP PROPERTY CONTROL PLAN**

P.C. - 10.00(R1)

SOP # LOGCAP PCP

Page Index

MOVEMENT OF PROPERTY

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

1.0 PURPOSE

Establish uniform procedures for moving Government property.

2.0 SCOPE

Applies to personnel involved in moving Government property.

3.0 RESPONSIBILITY

- 3.1 The Materials Manager is responsible for safe, effective and efficient movement of all LOGCAP Government Property.
- 3.2 Warehouse Managers/Supervisors assure Government property under their control is properly stored, accounted for, prepared for shipment and moved in an efficient manner.
- 3.3 Material control is responsible for preparation of shipping documents. IE Issue tickets, Shipping Record

4.0 PROCEDURES

- 4.1 All shipments or moving of Government Property must have proper authorization and documentation. The Responsible Property Holder will notify the Site/Project Materials Manager/ Property Administrator before equipment is moved off-site. The Site/Project Materials Manager/Property Administrator is responsible for ensuring that all Government Property moves are authorized.
- 4.2 All Government Property shall be moved in a safe manner that ensures adequate protection from the elements, theft, and other hazards. The material to be moved shall be protected to include packing, covering, skidding, and utilization of proper handling equipment.
- 4.3 Government property shall be preserved, packaged, marked, shipped and documented in accordance with the applicable requirement of the contract. Blocking, bracing and crating practices should be strong enough to withstand the abuse it will receive from the means of transportation utilized. Consideration must be given to the cargo being transported, distance of travel and the method of transport. This will assist in determining the extent of blocking, bracing and crating required.
- 4.4 The property control system shall provide the following information regarding shipments of Government property (on DD Form 1149, DD Form 1348-1, SF-364 or other agency specified shipping document):
 - A. identity of shipment, such as shipping document or bill of lading number;
 - B. origin of shipment

- C. KBR Project LOGCAP event name and location ;
- D. Destination
- E. contents (items in the shipment)on shipping documents;
- F. quantity shipped;
- G. Government identification or tag number, if applicable.
- H. acquisition cost if available.

4.5 In the event of loss or damage during movement, project will notify the Site/Project Property Administrator as prescribed in Property Control Procedure P.C. - 05.00(R1). The Site/Project Administrator will investigate, prepare and submit the required LDD documents.

**TAB L (TOOL ROOM OPERATION) TO KELLOGG BROWN & ROOT SERVICES,
LOGCAP PROPERTY CONTROL PLAN**

P.C. - 11.00(R1)

SOP # LOGCAP PCP
Page Index

TOOL ROOM OPERATION

DATE EFFECTIVE
24 June 2008

SUPERSEDES PCP DATED
21 September 2006

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITIES

4.0 PROCEDURE

5.0 EXHIBITS

- 1.1 Exhibit A- Damaged/Defective Tool Form
- 1.2 Exhibit B- Lost Tool Report Form

1.0 PURPOSE

To establish an effective Tool Room property accountability system for the issuance, tracking, and collection of items stored, or issued from the KBR Tool Room.

2.0 SCOPE

This procedure applies to all personnel issuing, using, handling and/or having custody of, or responsibility for, property being stored, or issued from the KBR Tool Room.

3.0 RESPONSIBILITIES

- 3.1 The Materials Manager is responsible for providing qualified personnel to perform the various tasks associated with the operation of the KBR Tool Room.
- 3.2 The Warehouse Manager/Supervisor is to ensure all property stored in the KBR Tool Room is properly cared for, protected, and accounted for in accordance with the guidelines set forth in this procedure.
- 3.3 Tool Room Attendants are responsible for the documentation and security of all items stored and issued from the KBR Tool Room.
- 3.4 Department Managers and Supervisors are to ensure Government Property under their control is used only for its intended purpose and properly maintained.

4.0 PROCEDURE

- 4.1 Issuing Property items for daily or long term use.
 - 4.1.1 Durable/Returnable and GP, or Etch Numbered Items.
 - 4.1.1.1 May only be signed for by KBR Expatriate personnel.
 - 4.1.1.2 The person signing for the property is responsible for issuance of the items to his/her work crew.
 - 4.1.1.3 The individual signing for the property retains responsibility for all items that he/she has signed for until they are turned back into the Tool Room or transferred to another employee.
 - 4.1.1.4 Each employee accepts responsibility for the items in their possession; this includes those Government Property items signed for on their Employee Status Report. By accepting this responsibility they ensure that the items are used in the performance of the contract, properly cared for, protected, and secured while in their possession.

4.1.1.5 Damaged tools/equipment must be returned to the Tool Room and a Damaged/Defective Tool Form is to be completed, signed by their Supervisor, and processed through Materials.

4.1.2 Personal Protective/Safety Issue Items

4.1.2.1 Employees will be provided the necessary personal protective equipment required in performing their daily job duties in accordance with local laws, safety requirements, and job classifications.

4.1.2.2 The Tool Room will maintain an account file for each employee and will request that these accounts be reconciled with the employee or their supervisor upon termination of the employee.

4.1.2.3 If an employee requests a replacement due to damage or normal wear, the original must be visually inspected by the Tool Room Attendant.

4.1.2.4 If a replacement is requested because the original has been lost or destroyed, a Lost Tool Report will be completed, and signed by the individual's Department Supervisor and Manager. The Tool Room then processes the Lost Tool Report to the Project Manager for final approval. The Lost Tool Report is to include, but shall not be limited to, an explanation regarding the circumstances surrounding the loss/destruction prior to issuance of a replacement item.

4.1.3 Consumable Items

4.1.3.1 Consumable items are items that are consumed during use and are not expected to be returned to the Tool Room. Examples of these items include, but are not limited to, batteries, sandpaper, paint brushes, drill bits, saw blades, etc.

4.1.3.2 These items are accounted for by issue on a daily consumable form or (automated) stock record, and are signed for by a KBR Employee.

4.2 Transfers and Demobilization of Employees

4.2.1 When an employee is permanently transferred to another work site and they are taking tools and equipment with them, it is the individual's responsibility to ensure the Tool Room is notified.

4.2.2 The Tool Room will prepare a file for transfer, if required, and forward this to the receiving location Tool Room for creation of the employee's account. The employee is responsible for ensuring that all items listed on their account are

actually in their possession. All losses will be promptly reported to the Tool Room upon occurrence.

4.2.3 When processing to demobilize from the project site, an employee must be cleared through the Tool Room. No clearance will be signed until the employee has returned, or transferred, all tools/equipment for which he/she is responsible for and/or the proper Damage/Defective Form or Lost Tool Report(s) have been completed.

4.2.4 Exceptions to the demobilization or out processing process will be made on a case by case basis as approved by the Country Project Manager. Such exceptions may be caused when an employee is demobilized or transferred while out of the Country.

4.3 Calibration of Tools

- Specialty tool items such as torque wrenches, multi-meters, and test equipment require calibration checks at certain time periods, or as per regulations, according to the particular tool.
- The Tool Room will identify all items falling into this category and will provide them to the US Army TMDE laboratory for entering into their database.
- Upon receipt of an item requiring calibration the item will be sent to the TMDE laboratory for initial calibration, and once the item is certified, it is available for issue.
- The designated TMDE Coordinator(s) will utilize the projected due calibration listing, the delinquent items listing, and the master inventory listing made available by the TMDE laboratory. The designated TMDE Coordinator is responsible for reviewing the listings for any discrepancies by comparing the listings to the actual equipment and initiating corrective actions with the TSC when discrepancies are noted. The TSC will update the master information database in the TMDE Integrated Materiel Management System (TIMMS) with the corrected information provided by the TMDE Coordinator. The designated TMDE Coordinator is responsible for the pick up and delivery of TMDE and will coordinate these actions with the TSC.
- Quality Assurance/Quality Control will perform random checks to ensure compliance with the calibration process.

4.4 Validation of Employee Status Reports

- Tool Room Employee Status Reports (Hand Receipts) are to be printed at least twice a year for validation by the employee.
- Employees are responsible for accounting for all items on their Employee Status Report and shall acknowledge accountability of those items to the Tool Room.
- All items not accounted for shall be promptly reported to the Tool Room.

4.5 Record Keeping

- The Tool Room will maintain a database in electronic format to track tools assigned to employees on a long term basis.
- The Tool Room will maintain an account file for each employee and will request that these accounts be reconciled with the employee or their supervisor upon termination of the employee.
- Tools checked out of the Tool Room for longer than 24 hours will be considered long term.
- The database should be capable of recording inventory quantities on hand and total quantities issued.
- The issue transaction history will enable Tool Room employees to view durable items, currently signed out against any KBR employee, by name or SAP number.
- Periodic validations of these employee accounts are necessary to ensure good accountability.

5.0 EXHIBITS

5.1 Exhibit A - Damaged/Defective Tool Form

5.2 Exhibit B - Lost Tool Report Form

5.3 Exhibit C – Lost Tool Report Continuation Sheet

EXHIBIT A

Services

Page 1 of 1

Damaged / Defective Tool Form

Name: _____ Craft: _____ Date: _____

Craft: _____ Budget: _____

Supervisor: _____ Phone: _____ Ref #: _____

Department Manager: _____ Principal: _____

Stock Number (office use only)	Part No. NSN	Description	Qty	Price

This document is prepared by the interested parties of the Government and the contractor. It should not be used for legal purposes. The Government is not responsible for the accuracy of the information provided. The contractor is responsible for the accuracy of the information provided. The Government is not responsible for the accuracy of the information provided. The contractor is responsible for the accuracy of the information provided.

Remarks / Statement: _____

Corrective action taken: _____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Department Manager Signature _____ **Date** _____

Tool Room Signers _____ **Date** _____

Material Manager Signature _____ **Date** _____

Quality Manager Signature _____ **Date** _____

Property Administrator Signature _____ **Date** _____

Project Manager Signature _____ **Date** _____

Exhibit B



Last Tool Report Form

Name _____ Phone: _____ Date: _____
 Craft _____ Badge: _____
 Supervisor _____ Phone: _____ Ref: _____
 Department Manager: _____ Phone: _____

STOCK NO. (OFFICE USE ONLY)	PART NO. / ASN	DESCRIPTION	QTY	PRICE (OFFICE USE ONLY)

Your statement is important to the successful resolution of the Addressed problem under investigation. It should be filled to the best of the filer's recollection and should not be made your opinion. Your statement may be reviewed by the investigating official. Your statement will be used within the company to support property actions, billing and/or recovery. It may also be used for other administrative purposes. Your statement may be provided to the Government in the fulfillment of contractual obligations but may not be released to third parties.

Reason / Statement _____

Corrective action taken: _____

Employee Signature _____ Date _____
 Supervisor Signature _____ Date _____
 Department Manager Signature _____ Date _____
 Tool Room Signature _____ Date _____
 Material Manager Signature _____ Date _____
 Security Signature _____ Date _____
 Site Property Administrator Signature _____ Date _____
 Project Manager Signature _____ Date _____

NOTE: This document contains information which may be withheld from the public because disclosure could cause a foreseeable harm to an interest protected by law or under Exemption of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information to be for official use only (FOUO), and mark, handle and store this information so as to protect unauthorized access.

Exhibit C



Page _____ of _____

Lost Tool Report Continuation Sheet

Name _____ phone: _____ Date: _____
 Craft: _____ Badge: _____
 Ref: _____

Stk No. (Office Use Only)	Part No./NSN	Description	Qty	Price (Office Use Only)

Your statement is important to the successful resolution of the Accident/Incident under investigation. It should be limited to the facts of the issue and should not set forth your opinions. Your opinions may be provided to the investigating official. Your statement will be used within the company to support property actions, further safety and security investigations/reviews, and other administrative reasons. Your statement may be provided to the Government in the furtherance of contractual obligations but may not be released to third parties.

Reason / Statement Cont:

Corrective action taken Cont:

**TAB M (TRAFFIC SECTION) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP
PROPERTY CONTROL PLAN**

P.C. - 12.00(R1)

SOP # LOGCAP PCP

Page Index

TRAFFIC SECTION

DATE EFFECTIVE

24 June 2008

SUPERSEDES PCP DATED

21 September 2006

INDEX

1.0 PURPOSE

2.0 PROCEDURAL OVERVIEW

3.0 EXHIBITS

- 3.1 Exhibit A – Justification for Foreign Flag Aircraft
- 3.2 Exhibit B – Request for Waiver of US Flag
- 3.3 Exhibit C – Commercial Invoice & Packing List
- 3.4 Exhibit D – INCOTERMS 2000
- 3.5 Exhibit E – Presentation of Shortage or Damage Claims
- 3.6 Exhibit F – Traffic Incident/Delay Report
- 3.7 Exhibit G – Container Specifications
- 3.8 Exhibit H – Trailer Specifications
- 3.9 Exhibit I – Aircraft Specifications

1.0 RESPONSIBILITIES

1.1 G&I Traffic Management provide operational support, technical expertise, and procedural guidance to KBR Traffic personnel worldwide. They will monitor freight movement operations for compliance to this procedure, FAR/DFAR, and other regulatory agencies governing international transportation. G&I Traffic section will also monitor freight forwarding operations for compliance and performance in order to measure efficiency and to identify staffing or training needs. G&I Traffic Management will work with project personnel to design comprehensive transportation and logistics surveys and plans in order to assess the need and requirements for transportation and freight forwarding services in accordance (see Survey and Plans paragraph). Additionally, the G&I Traffic Office will support all G&I projects, domestic and international, with technical, operational, or procedural guidance and support as needed.

1.2 The Project Traffic Manager is responsible for the overall transportation and material movement process at a receiving location or point of import/export. The traffic manager will ensure that traffic coordinators are well qualified and possess a thorough understanding of transportation and material handling requirements to include prime contract restrictions, export compliance, packing/loading processes, special documents or markings for hazardous and dangerous materials, and local or international laws governing freight movement.

- 1.2.1 The Traffic manager will establish and manage proactive processes to restrict and control critical elements such as demurrage, unauthorized private security charges, use of non-US Flag vessels, and unauthorized movement of project material.
- 1.2.2 Processes and controls will include the following aspects:
 - A. Physical oversight of receiving, packing and shipping operations.
 - B. Documented authorization of all freight routes.
 - C. Coordination with border crossings, transit hubs, and ports.
 - D. In Transit visibility and/or timely traffic reports to monitor movement, routing and delays.
 - E. Review and validate all freight invoices.
 - F. Comprehensive administration of traffic files and support documents.
 - G. Ensure buyers/procurement center are aware of special condition and clauses prohibiting the use of force protection (private armed security) flow down to suppliers and subcontractors (or their agents).
- 1.2.3 The following responsibilities may be performed by the traffic manager depending on project-specific operational factors, such as the level of services being self performed versus subcontracted:
 - A. Participate in the transportation survey process and development of start up plans.
 - B. Train and supervise traffic specialists in day to day oversight of all processes.

- C. Coordinate with Project Management on transportation issues.
- D. Establish and monitor the OS&D, ROD, and Claims process applicable to freight or the transportation operation.
- E. Review cargo routing to ensure material does not transit sanctioned or otherwise restricted countries.
- F. Ensure cargo is properly marked and labeled to identify project, destination, purchase order, and other markings according local or international requirements.
- G. Ensure freight forwarder compliance to applicable FAR/DFARS regulations with regard to shipping DoD cargo.
- H. Perform risk assessment and analysis of subcontractor performance utilizing various metrics to include Claims, LDD and ROD findings, and cycle time for warehouse processes and transit times.
- I. Establish local hand carry policy for transporting equipment via company employee to ensure compliance with import/export regulations.

1.2.4 The Traffic Manager will also provide guidance to buyers and procurement centers on applicable issues such as:

- A. INCO terms
- B. Vender delivery instructions (package markings, documents and hours)
- C. Vender performance with regard to delivery condition, compliance top purchase order instructions, and OS&D statistics.
- D. Freight Estimates.
- E. Export Compliance Requirements.
- F. Us Flag requirement and flow down to suppliers/subcontractors

1.3 The Project Traffic Specialist will assist the traffic manager in a variety of areas within the material movement process. This position may provide oversight and direction to the material receiving, packing and loading processes, vessel or shipment schedules, transit hubs or staging locations or other areas. The traffic specialist will monitor all material imported or exported, including hazardous materials/dangerous goods, items controlled by Commerce, material requiring a State Department Export License, and so forth. The traffic specialist should coordinate significantly with project material control and property personnel on the day to day movement of material to ensure accountability and integrity of the property control system. Additionally, the role of the traffic coordinator will include:

1.3.1 Review material requisitions and purchase orders for the following:

- A. Export compliance
- B. Special handling or certifications
- C. Quality control
- D. Oversize/overweight cargo
- E. Monitor the freight forwarder's activity for compliance to contract term and conditions
- F. Coordinate with International Trade Compliance Office on export licensing concerns
- G. Prepare and distribute transportation or shipping schedules as required to ensure project has visibility of project material
- H. Ensure shipments are tracked and monitored through final destination
- I. Assist field personnel with the receipt, on-forwarding, or transfer of material
- J. Investigate reports of transit damage or lost freight and submit findings to Traffic Manager
- K. Coordinate with Property Administrator on LDD for government material or equipment
- L. Document claims for material and equipment loss or damages while under the control or custody of a subcontractor, or subcontractor's carrier
- M. Aggressively monitor Claims for prompt reimbursement and LDD corrective action plans to help reduce future loss and damages
- N. Assist traffic manager validate transportation invoices for accuracy of services performed
- O. Maintain a traffic file for each shipment containing pertinent documents (See traffic forms and files section).

2.0 REGULATORY REQUIREMENTS

2.1 The Traffic Department will ensure the freight forwarder, carrier agent, and suppliers meet the requirements identified in the FAR/DFARS pertaining to the transportation of DOD cargo to include:

- A. FAR 52.247-63: Use of U.S. Flag registered air carrier, or non-US Flag Carrier with Statement of Unavailability (see sample attached):
- B. International air cargo transportation will ship via U.S. Flag registered vessel if available.
- C. The Traffic Department will have a process in place to ensure compliance by the Freight Forwarder, Carrier Agent, as well as Supplier of material designation for DOD.
- D. In the event a U.S. Flag carrier is not available or it is necessary to use non-US Flag carrier, a "Statement of Unavailability of U.S. Flag Air Carriers" will be prepared by traffic personnel and placed in the traffic shipment file. (see sample attached).

2.2 DFARS 252.247-7023: Transportation of supplies by sea, will ship via Flag registered vessel. This includes cargo that is either owned by DOD or shipped by a supplier but is clearly identifiable for eventual use by DOD.

2.2.1 The Contractor must submit any request for use of other than U.S.- flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract.

2.2.2 Requests shall contain information listed below, as a minimum-

2.2.2.1 Type, Weight, and cube of cargo;

2.2.2.2 Required shipping date;

2.2.2.3 Special handling and discharge requirements;

2.2.2.4 Loading and discharge points;

2.2.2.5 Name of shipper and consignee;

2.2.2.6 Prime contract number; and

2.2.2.7 A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) of at least two U.S.-flag carriers contacted.

2.3 DFARS 252.247-7023 (e): Submission of Rated Ocean bill of lading.

2.4 The contractor shall within 30 days after each ocean shipment, provide the Contracting Officer and Maritime Administration, Cargo Preference, U.S. Department of Transportation, one copy of the rated, on board, ocean bill of lading which shall contain the following information:

2.4.1 Prime Contract Number

2.4.2 Name of Vessel

2.4.3 Vessel Flag of Registry

2.4.4 Date of Loading

2.4.5 Port of Loading

2.4.6 Port of Final Discharge

2.4.7 Description of Commodity

2.4.8 Gross weight in pounds and cubic feet if available

2.4.9 Total ocean freight in U.S. dollars, and

2.4.10 Name of steamship company

2.5 Export Controls/Licensing Materials

2.5.1 Traffic Management office is responsible for the Import/Export of cargo and will coordinate with International Trade Compliance Office (ITCO) personnel and the movement of licensed material and equipment. Export (or re-export) occurs whenever an item crosses a border between two countries. This includes equipment hand carried by company personnel. Traffic Managers will ensure necessary steps and checkpoints are developed as required for proper shipment of export controlled items.

2.6 Below are some steps or checkpoints that may be incorporated in the process:

- A. Determination – Traffic personnel will work with Material Control to screen requisitions for items that may require a license application to be presented to ITCO.
 - B. Tracking/Monitoring – To monitor issue and movement activity for the licensed item(s), after initial receipt of material. Licensed material will be tracked by material control or property personnel, as required, through manual or automated inventory and property control systems.
- 2.7 State Department License Closeout – At some point material originally exported under a State Department (or equivalent) controlled license will need to be closed out or amended. This process is accomplished as directed by ITCO personnel and will require advanced coordination between Supply Management (Property/Material/Traffic) and the ITCO representative in order to complete required actions prior to physical transfer, re-export, or removal from service or KBR custody.
- 2.8 The close out or license amendment process will be initiated prior to one of the following events:
- A. Expiration of a temporary export license
 - B. Transfer of controlled asset from KBR custody to client (or other contractor)
 - C. Processing an LDD report for Loss or Destroyed controlled asset, or Movement (re-export) to another country
- 2.9 Reports and Invoice Validation
- 2.9.1 REPORT: Reports are necessary to monitor the movement of cargo and ensure proper oversight of freight forwarder activities and performance. Traffic manager should ensure reporting capability and parameters are incorporated into the terms of the contract or statement of work. Reports should include the following:
- A. Daily Dock Report
 - B. On Hand Report
 - C. OS&D
 - D. Shipping Schedule
 - E. Material Receiving Report (MRR)
 - F. In transit reports
- 2.9.2 INVOICE VALIDATION: Traffic Office will review invoices to validate services, contract rates, third party services, authorizations, and other charges prior to payment. Due to the complex and detailed nature of freight forwarding subcontract invoices, the subcontractor should invoice each shipment individually.
- 2.10 Overage, Shortage, and Damages (OS&D) and Report of Discrepancy (ROD) procedures
- 2.10.1 OS&D: The OS&D process is generally a material control function within a KBR operated warehouse. However in freight forwarding environment this function may fall under KBR traffic or expediting. An OS&D is generated at the first receiving location on material delivered by a supplier, generally the freight forwarding facility. The OS&D material is segregated or split off from

other material, in accordance with the statement of work, and the discrepancy reported to KBR traffic or expediting for action. All actions taken to resolve the OS&D discrepancy will be documented and retained with the expediting comments in TAB 7 in both the procurement and traffic file.

2.10.2 ROD: The ROD (report of discrepancy) is generated when there is a shipping discrepancy discovered at a KBR secondary receiving point(s). KBR materials personnel will raise the ROD and submit to the originating Traffic office for action. KBR Traffic will assess and investigate the ROD to seek resolution and identify responsible party in order to take appropriate action.

2.11 Below are standard categories used to describe material discrepancies via OS&D/ROD reports:

- A. Overage
- B. Shortage
- C. Damage
- D. Packing List Discrepancy
- E. Part Number Discrepancy
- F. Incorrect Material
- G. No MSDS (hazardous)
- H. No PO or PO line number identified
- I. QA/QC Rejection
- J. Other

2.12 Freight Claims: During the course of moving cargo, damages or losses may occur. When the loss or damage is a result of a subcontractor, or their authorized carrier, mishandling, poor packing, theft, miss-shipment, lack of proper safeguards, non compliance to contract, or other preventable circumstance, the Traffic Dept. may initiate a claim against the subcontractor to recover repair or replacement costs for material.

Note: KBR Property Administrator will be notified whenever government equipment is lost or damaged regardless of the circumstances, and be provided a copy of the claim or other resolution documents.

2.13 Below is a list of documents that aid in the resolution of a claim for damage and should be included in the claim package. These documents will also be filed in Tab 7 of the traffic file and applicable purchasing/subcontract file:

- A. Claim form
- B. Copy of the OS&D or ROD report, and any associated notes emails.
- C. Photos of the damaged equipment.
- D. Photos of the crate or container to illustrate external damage as well as to verify that cargo was delivered in the original container or crate.
- E. Copy of Proof of Delivery (POD) containing the signature (printed and written) of the receiver. Delivery note may be stamped "subject to internal inspection" when detailed

inventory is not practical due to time constraints. However, it should include remarks indicating noting any visible damage or missing crate at time of delivery.

- F. Packing list or shipment report identifying origin and destination of the shipment to include any transit hub or redistribution prior to final destination.
- G. Root cause of damage or loss and corrective action to prevent future occurrence.
- H. Close out which could include reimbursement with proof of payment, follow up to corrective action plan, or other resolution.

2.14 **Measurements and Metrics** A material receiving and shipping operation should have in place methods to measure and monitor performance to include process time and quality. The goal of the organization may vary from project to project, however any operation should be challenged to measure and track performance level and cycle time. This may be accomplished by establishing key check points, or indicators, at each stage of the process. Monitoring the key processes will enable traffic managers to quickly isolate bottlenecks and identify substandard performance or non compliance with contract terms. Traffic managers will also work with Subcontracts office to ensure appropriate milestones are incorporated in the scope of work for freight forwarding services.

2.15 Example of freight forwarder processing standards could be:

<u>Action</u>	<u>Ocean or Road</u>	<u>Air or Expedite</u>
Material received, MMR issued or OS&D raised	2 days	1 Day
Packing/Crating/Issue Packing List	3 Days	2 Days
Loaded and Staged for Movement	3 Days	1 Day
Total Warehouse Process Time:	8 Days	4 Days

Additionally, shipment discrepancies should be monitored to identify trends, problem areas, or deficiencies in training. These reports may also be used to measure effectiveness of improvement efforts and cost savings. The OS&D incident should be monitored to identify trends and provide valuable feedback to procurement centre on supplier performance.

2.16 **Traffic Forms, Files, and Archiving**

Traffic managers will ensure that shipping files are compiled and include all required reports, documents and records described in this section. The documentation in the files shall be sufficient to constitute a complete history of the shipping transaction inclusive of emails, approvals, waivers, and so on as needed to support various reviews and audits. (FAR part 4)

2.17 **Traffic Files** will include the following documents, as required, for each shipment.

- A. Shipment Number
- B. AWB/BOL
- C. Packing List (detailing PO, Requisition, line items, material description)
- D. SED& Certificate of Origin
- E. Waiver for non-US-Flag vessel (when applicable)
- F. Certificate of Unavailability (non-US Flag aircraft)
- G. Approvals as required (ACO: air freight, PCO: charter vessel, and so on)
- H. Any applicable Email Correspondence
- I. Export License (copy)
- J. DEA Form 222 (as required for shipment of Class-II narcotics)
- K. Proof of Shipment Delivery (POD)
- L. Claim (when applicable)
- M. Invoice copy (w/validation support)

2.18 Archiving: Documentum will be used to electronically archive traffic files. Once files are uploaded into the electronic system, Traffic hard copy files will be archived according to Document control processes in these procedures.

2.19 Transportation & Logistics Survey

A Transportation and Logistics Survey is a logistics assessment of a location for possible use as a receiving and shipping centre in support of a project or procurement group. The survey will identify and investigate general traffic and transportation requirements and restrictions. The survey could assist traffic managers to evaluate and recommend proposed locations, as well as aid in outlining a transportation and logistics plan needed for start up. The traffic survey could be conducted in support of a new project, or to examine expansion or relocation of an existing warehousing and transportation operation. Some areas to examine include:

- A. Identify all possible transportation methods and routes to a destination point.
- B. Examine road conditions, border crossings, bridges, and local restrictions.
- C. Identify customs clearing and duty or levy exemption requirements.
- D. Address military escorts and convoy movement requirements.
- E. Identify location and condition of air and sea ports.
- F. Research the availability of US Flag Air and Ocean carriers, as well as Non US flag carriers (with waivers).
- G. Evaluate option to utilize existing freight forwarding or transportation agreements.

2.20 Transportation & Logistics Plan

A transportation and logistics plan is designed to address specific traffic management issues for each receiving/shipping region and will serve as a road map for start up operations. The plan may also incorporate scope of work requirements for freight forwarding solicitation. Some key areas to address could include:

Provide written guidance to subcontractor on the approval process for:

- A. Transport of oversize/overweight or out of scope shipments
- B. Use of charter aircraft or vessels
- C. Use of Non US Flag vessels
- D. Use of Private security

2.21 Determine primary transportation methods for both routine and priority cargo.

2.22 Identify project specific objectives such as production or construction schedules, points of contact, cargo transit hubs, pure pack instruction, marking, consignee information and offloading responsibility.

2.23 Identify export compliance and control processes in accordance with the KBR International Trade Compliance Office.

2.24 Identify Ports of import/export and customs clearing requirements.

2.25 Design process to provide documents for customs clearing, duty and levy exemption.

2.26 Identify requirements to obtain Military escorts for convoy movement (if applicable).

3.0 EXHIBITS

3.10 Exhibit A – Justification for Foreign Flag Aircraft

3.11 Exhibit B – Request for Waiver of US Flag

3.12 Exhibit C – Commercial Invoice & Packing List

3.13 Exhibit D – INCOTERMS 2000

3.14 Exhibit E – Presentation of Shortage or Damage Claims

3.15 Exhibit F – Traffic Incident/Delay Report

3.16 Exhibit G – Container Specifications

3.17 Exhibit H – Trailer Specifications

3.18 Exhibit I – Aircraft Specifications

Exhibit A

SAMPLE

**JUSTIFICATION
FOR FOREIGN FLAG
AIRCRAFT**

SHIPMENT NO. _____

 (type of aircraft) is required due to the size and weight of the following equipment.

**EXAMPLE
LIGHT MOUNTED GEN SET
165”X138”X92”
6,240 LBS.**

Traffic Specialist

Exhibit A Continuation

STATEMENT OF UNAVAILABILITY
OF US- FLAG AIR CARRIER (52.247-63(e))

INTERNATIONAL AIR TRANSPORTATION OF PERSONS (AND THEIR PERSONAL EFFECTS) OR PROPERTY BY U.S. FLAG AIR CARRIER WAS NOT AVAILABLE OR IT WAS NECESSARY TO USE FOREIGN-FLAG AIR CARRIER SERVICE FOR THE FOLLOWING REASONS:

(STATE REASON)

Traffic Specialist

Sample Reasons:

The material is needed immediately and a US Flag registered aircraft was unavailable for use. See attached supporting documentation. (ATTACH emails from freight forwarder explaining their attempts to ship via US Flag)

AN124 aircraft is required due to the size and weight of the following equipment. Light Mounted Gen Set, 165"x138"x92" and weighs 6,240 lbs

Exhibit B Sample Waiver Request

REQUEST FOR WAIVER OF US FLAG

1. In accordance with DFAR 252.247-7023 TRANSPORTATION OF SUPPLIERS BY SEA May 2002, Alternate 1 (Mar 2000) KBRS submits the following request for Consent to utilize a Non-US Flagged Maritime Carrier.

1.1 Type, weight and cube of cargo:

DESCRIBE CARGO

1.2 Required Shipping Date:

1.3 Special Handling and discharge requirements:

1.4 Loading and discharge points:

1.5 Name of Shipper and Consignee

Sample: PCO Oil Program
KBRS, Inc.
US Army Corps of Engineers
c/o KBRS PCO Oil Program

1.6 Prime Contract Number:

2. This waiver is submitted as there are no US Flagged Carriers available to transport the above mentioned cargo within the timeframe required. Without the consent to utilize a foreign flagged vessel, the Government and KBRS expose themselves to incurring demurrage charges normally associated with freight stored short or long term in port waiting "over the road" load and transport. Please reference the attached paperwork demonstrating due diligence through our subcontractor, Name the Freight Forwarder coordinating the movement of materials on US Flagged Carriers, or the lack thereof.

3. By signing this Consent, the US Government is consenting the use of the listed vessel to transport the identified goods, materials, personnel and/or equipment to the point of destination from point of embarkation.

ADMINISTRATIVE
CONTRACTING OFFICER

DATE

Exhibit B Continuation WAIVER OF US FLAG

DFAR Part 252 (48 CFR Part 252)
252.247-7023(d) **Transportation of Supplies by Sea**

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum

- (1) Type, weight, and cube of cargo;
- (2) Required shipping date;
- (3) Special handling and discharge requirements;
- (4) Loading and discharge points;
- (5) Name of shipper and consignee;
- (6) Prime contract number; and
- (7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile messages or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Maritime Administration, Office of Cargo Preference, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information

- (1) Prime contract number;
- (2) Name of vessel;
- (3) Vessel flag of registry;
- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Description of commodity;
- (8) Gross weight in pounds and cubic feet if available;
- (9) Total ocean freight in U.S. dollars; and
- (10) Name of the steamship company.

Exhibit B Continuation Waiver Memorandum

Wednesday, 09/27/2006

Memorandum to File: Waiver Requirements for Non US Flag Carriers, Cargo
Subject: Process for Obtaining Waivers for Use of Non US Flag Carriers

The requirement for this subcontract is to use US Flag Carriers for all sea going cargo shipments and is covered under the applicable DFAR clause 252-247-7023, Transportation of Supplies by Sea (MAR 2000) All I (MAR 2000).

In the event that no US Flag Carrier is available, and all efforts have been exhausted in trying to secure a US Flag Carrier, the following steps will be followed by the Subcontractor.

In order to allow EBB to process the formal request for waiver, which will be submitted to the PCO/ACU for approval for shipment by sea, when the Subcontractor has determined that a US Flag Vessel will not be available, following information is required. Space does not allow for a complete review of the clause but subparagraph (d) of the clause shows the minimum acceptable information the PCO/ACU will require.

DFARS 127.111 (a) The Contractor must submit any request for use of other than U.S. flag vessels in writing to the Contracting Officer at least 21 days prior to the sailing date necessary to meet its delivery schedule. The Contracting Officer will process requests submitted after such delay as expeditiously as possible but the Contracting Officer's failure to grant approval to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum:

- (1) Type, weight, and cube of cargo;*
- (2) Required shipping date;*
- (3) Special handling and discharge requirements;*
- (4) Loading and discharge points;*
- (5) Name of shipper and consignee;*
- (6) Prime contract number; and*
- (7) A documented description of efforts made to secure U.S. flag vessels, including prints of contact (with names and telephone numbers) with at least two U.S. flag carriers contacted. Copies of telephone notes, teletype and facsimile message or letters will be sufficient for this purpose.*

These seven (7) elements are critical. The Subcontractor can expect the PCO/ACU to contact the Maritime Administration, Office of Cargo Preference U.S. Department of Transportation, to verify that there are no U.S. Flag Vessels available.

Exhibit B Certification Waiver Memorandum

This information will be forwarded to Ray Alderson, Dubai Traffic Manager, as soon as possible in order to expedite the approval process.

The Traffic Manager shall prepare the requested waiver on KBR letterhead, shall reference both the prime contract number and the Subcontract number. Shall provide all details from the freight forwarder and shall request the waiver under the applicable DFAR clause as referenced above. This letter shall be forwarded to the responsible KBR Contracting Officer who will forward it to the PCO/ACO for consent to the waiver. The letter should be dated. A request response date should also be contained in the letter. Once the waiver is received a copy of the letter and the waiver shall be forwarded to the freight forwarder and an additional copy shall be sent to the Subcontract Administrator for their files.

Once a copy of the waiver is received from the PCO / ACO the freight forwarder can make all other necessary arrangements for the movement of the cargo.

Exhibit C

COMMERCIAL INVOICE & PACKING LIST

DATE
PAGE 01 of 02

SHIPPER: KELLOGG BROWN & ROOT SERVICES
4100 CLINTON DRIVE
HOUSTON, TEXAS 77020

CONSIGNEE:

Remarks:

Trans Method:

Shipped Via:

Depart Date:

Port of Discharge:

Port of Export:

Export Markings for Packing List:

KELLOGG BROWN & ROOT SERVICES

SAMPLE

Exhibit C Continuation

COMMERCIAL INVOICE & PACKING LIST

DATE:

PAGE 02 of 02

Shipper: KELLOGG BROWN & ROOT SERVICES

PIECE 1

ATTN:

P.O. Number: P735200

Partial Receipts

M.R. Number:

Req. Number:

Supplier:

PO Item	Sub	Quantity UOM	Unit Price	Total Price
1	EA	SDLT Tape Drive, SR02-878 – Replacement	\$5000.00	\$5000.00

Summary No: PIECE 1

- * PO Line Item Status ** C = Completed/** P = Partial Receipts

Total PKG Wghts: 20 lbs

Total FOB Value

\$700.00

SAMPLE

Exhibit D

SAMPLE

INCOTERMS 2000

Incoterms 2000 are internationally accepted commercial terms defining the respective roles of the buyer and seller in the arrangement of transportation and other responsibilities and clarify when the ownership of the merchandise takes place. They are used in conjunction with a sales agreement or other method of transacting the sale.

-
- EXW - Ex Works -- Title and risk pass to buyer including payment of all transportation and insurance cost from the seller's door. Used for any mode of transportation.
 - FCA - Free Carrier -- Title and risk pass to buyer including transportation and insurance cost when the seller delivers goods cleared for export to the carrier. Seller is obligated to load the goods on the Buyer's collecting vehicle; it is the Buyer's obligation to receive the Seller's arriving vehicle unloaded.
 - FAS - Free Alongside Ship -- Title and risk pass to buyer including payment of all transportation and insurance cost once delivered alongside ship by the seller. Used for sea or inland waterway transportation. The export clearance obligation rests with the seller.
 - FOB - Free On Board and risk pass to buyer including payment of all transportation and insurance cost once delivered on board the ship by the seller. Used for sea or inland waterway transportation.
 - CFR - Cost and Freight -- Title, risk and insurance cost pass to buyer when delivered on board the ship by seller who pays the transportation cost to the destination port. Used for sea or inland waterway transportation.
 - CIF - Cost, Insurance and Freight -- Title and risk pass to buyer when delivered on board the ship by seller who pays transportation and insurance cost to destination port. Used for sea or inland waterway transportation.
 - CPT - Carriage Paid To -- Title, risk and insurance cost pass to buyer when delivered to carrier by seller who pays transportation cost to destination. Used for any mode of transportation.
 - CIP - Carriage and Insurance Paid To -- Title and risk pass to buyer when delivered to carrier by seller who pays transportation and insurance cost to destination. Used for any mode of transportation.

Exhibit D Continuation

EXAMPLE

DAF - Delivered at Frontier -- Title, risk and responsibility for import clearance pass to buyer when delivered to named border point by seller. Used for any mode of transportation.

DES - Delivered Ex Ship -- Title, risk, responsibility for vessel discharge and import clearance pass to buyer when seller delivers goods on board the ship to destination port. Used for sea or inland waterway transportation.

DEQ - Delivered Ex Quay (Duty Paid) -- Title and risk pass to buyer when delivered on board the ship at the destination point by the seller who delivers goods on dock at destination point cleared for import. Used for sea or inland waterway transportation. DDU - Delivered Duty Unpaid -- Title, risk and responsibility of import clearance pass to buyer when seller delivers goods to named destination point. Used for any mode of transportation. Buyer is obligated for import clearance.

DDU - Delivered Duty Unpaid -- Seller fulfills his obligation when goods have been made available at the named place in the country of importation

DDP - Delivered Duty Paid -- Title and risk pass to buyer when seller delivers goods to named destination point cleared for import. Used for any mode of transportation.

Note:

EXW, CPT, CIP, DAF, DDU and DDP are commonly used for any mode of transportation. FAS, FOB, CFR, CIF, DES, and DEQ are used for sea and inland waterway.

Exhibit E

SAMPLE

PRESENTATION OF SHORTAGE OR DAMAGE CLAIM

This Claim for Damage is presented to

Date Filed _____

Claimant:

Kellogg, Brown & Root Services
4100 Clinton Drive
Houston, TX 77020
Phone: _____

CLAIMANT'S REFERENCE NO. _____

CARRIER FREIGHT BOL: _____

Shipper:

Consignee:

Kellogg Brown & Root Services
4100 Clinton Drive
Houston, TX 77020

AMOUNT CLAIMED
FULL VALUE
REPAIR ALLOWANCE

STATEMENT OF SHORTAGE OR DAMAGE	No. of Pieces	Dollar
Description of Articles, including Model No. Etc		
Amount Claimed		

SAMPLE

Total Amount Claimed: \$ _____

Attached documents as follows:

1. Original vendor's invoice (proof of purchase)
2. Copy of freight bill
3. Consignee's inspection report
4. Copy of Commercial Invoice/Packing List
5. Photo's for damaged Door above.

The Claimant certifies the foregoing to be correct, and agrees to indemnify the carrier against loss in the event the original Bill of Lading and/or original freight bill are not submitted.

Traffic Manager
Name of Contract: _____

Exhibit F

KBR Traffic Incident / Delay Report

TODAYS DATE : MM/DD/YY

--	--	--

Print Subcontractor Driver Name: _____

Signature: _____

Description Of Incident/ Delay:
Delay due to ACO Exemption letter process per POQ numbers
See attach spreadsheet
Total 172 POQ files

Instructions:

This form must be completed by either the Subcontractor or KBR for any incidents that cause the transportation delay. All sections must be completed. All appropriate signatures must be legible. KBR employee number is required. KBR and/or US Army "On Site" or field Personnel must sign and date this form. KBR reserves the right to reject this form and any charges related to this form. This form does not supersede, change, or alter any subcontract terms or conditions.

Truck Number/ Description: _____

Check One Box

- Delay was caused by US Army
- Delay was caused by EOC/Inspection
- Delay was caused by KBR
- Delay was caused by Rescheduling Process

Yes	No
✓	

On Site KBR Representative	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Print Name: _____	Signature: _____	Badge Number: _____

Reason For Rejection:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Truck Failed Inspection <input type="checkbox"/> Truck/Trailer Experienced Mechanical Failure <input type="checkbox"/> Driver Did not have PPE <input type="checkbox"/> Load Not Properly Secured <input type="checkbox"/> Excessive Weight for Chassis <input type="checkbox"/> Shipment Paperwork Not in order or Improper documentation <input type="checkbox"/> Identification Card Expired <input type="checkbox"/> Passport Expired <input type="checkbox"/> License Expired | <ul style="list-style-type: none"> <input type="checkbox"/> Lack Of Proper Material Handling Equipment <input type="checkbox"/> Truck Arrived Late
From: _____
To: _____ <input type="checkbox"/> Others:
Describe Here: _____ |
|---|---|

Exhibit G Container Specifications

Standard containers: The following table shows weights/dimensions of the three most common types of containers.

	20' container		40' container		45' High-cube container	
	Imperial	metric	Imperial	metric	Imperial	metric
external dimensions						
length	20'	6.058 m	40' 0"	12.192 m	45' 0"	13.716 m
width	8' 0"	2.438 m	8' 0"	2.438 m	8' 0"	2.438 m
height	8' 6"	2.591 m	8' 6"	2.591 m	9' 6"	2.898 m
interior dimensions						
length	18' 10 ³ / ₁₆ "	5.758 m	39' 5 ¹ / ₁₆ "	12.032 m	44' 4"	13.566 m
width	7' 8 ¹ / ₁₆ "	2.352 m	7' 8 ¹ / ₁₆ "	2.352 m	7' 8 ¹ / ₁₆ "	2.352 m
height	7' 9 ¹ / ₁₆ "	2.385 m	7' 9 ¹ / ₁₆ "	2.385 m	8' 9 ¹ / ₁₆ "	2.698 m
door aperture						
width	7' 8 ¹ / ₁₆ "	2.343 m	7' 8 ¹ / ₁₆ "	2.343 m	7' 8 ¹ / ₁₆ "	2.343 m
height	7' 5 ¹ / ₁₆ "	2.280 m	7' 5 ¹ / ₁₆ "	2.280 m	8' 5 ¹ / ₁₆ "	2.585 m
volume	1,169 ft ³	33.1 m ³	2,385 ft ³	67.5 m ³	3,040 ft ³	85.1 m ³
maximum gross mass	62,910 lb	24,000 kg	67,200 lb	30,480 kg	67,200 lb	30,480 kg
empty weight	4,550 lb	2,200 kg	8,380 lb	3,800 kg	10,560 lb	4,800 kg
net load	48,060 lb	21,600 kg	58,820 lb	26,500 kg	56,620 lb	25,680 kg

Exhibit H: Trailer Specifications

75 Ton West Coast



60-75 Ton Units



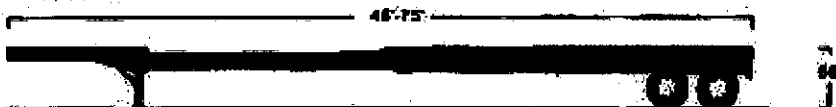
75-100 Ton Units



Flatbeds



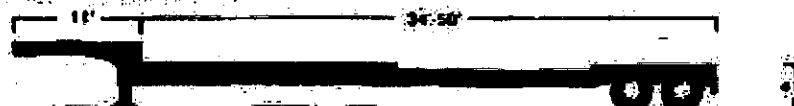
Extendable Flatbeds



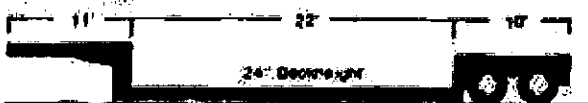
Single Drop



Single Drop Extendables



Double Drops



Double Drop Extendables

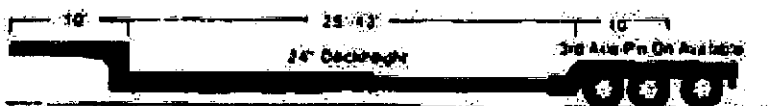


Exhibit I Aircraft Specifications

AIRCRAFT TYPE	MAX LOAD (GROSS)	CARGO HOLD DIMENSIONS (LxWxH) (in)	DOOR SIZE (WxH) (in)	MAX PAYLOAD (GROSS)	LOAD CAPACITY (kg)	MAX PASSENGER SEATS	CRUISE SPEED (KNOTS)	Range (mi)
AN 12	16	13.6 x 2.9 x 3.4	5.1 x 3.6	1600	3700	5700	340	22
AN 26	5.5	13.5 x 2.3 x 2.9	2.4 x 1.9	470	1040	1600	425	1
AN 28	7	13.2 x 2.4 x 3.1	1.8 x 1.6	700	1500	1300	370	0.75
AN 32	6.7	12.4 x 2.7 x 3.2	2.0 x 1.9	700	1500	1400	325	1.2
AN 74	10	7.1 x 2.4 x 2.2	2.4 x 1.9	800	1800	1400	340	1.4
AN 74	13.9	8.5 x 3.4 x 3.2	3.4 x 2.4	1000	2200	1500	365	1.6
AN 74	30	14.3 x 3.6 x 4.1	5.4 x 4.4	3000-3500	4800-5500	18000	500-550	1.8
B 707	39	13.8 x 2.2	2.3 x 3.4	3700	8400	11100	670	3.8
B 727	24.8	12.8 x 3.7 x 3.2	3.4 x 3.2	3000	7000	10000	500	3.5
B 747	81	26.8 x 7.6	3.6 x 3.6	11000	25000	30000	1000	11
B 747/200	110	26.8 x 7.6	2.4 x 3.6	36100	82000	125700	960	13.1
BAL 114	10.5	7.7 x 2.4	1.6 x 1.3	1300	3200	3200	300	2
DC 3	13	3.1 x 2.2	3.0 x 3.1	1100	3700	4500	440	1.2
DC 4-500	26.5	13.8 x 3.6	3.1 x 3.6	2150	5400	11100	570	6
DC 4-73	45	16.7 x 4.6	3.1 x 3.6	3400	12000	15000	670	6
DC 6	60	20.7 x 5.2	3.5 x 3.5	3600	16000	16000	840	10
DC 7	12	14.0 x 3.2 x 2.0	3.5 x 2.8	1300	3000	3900	600	7
DC 7	26	20.5 x 4.6 x 3.4	3.4 x 3.4	1800	4500	6000	600	4
L 100-50	20	16.5 x 3.6 x 2.7	3.6 x 2.7	1600	3800	5300	370	4.5
1140-1140	14	20.2 x 3.2	1.8 x 2.8	1800	4000	4600	300	2
Boeing 300	3.9	3.3 x 1.8 x 1.8	1.4 x 1.6	1100	300	1500	325	0.5

**NOTE: AN 28 HAS CAPACITY OF 8116 PASSENGERS. SEE ATTACHED

**TAB N (GLOSSARY OF TERMS) TO KELLOGG BROWN & ROOT SERVICES, LOGCAP
PROPERTY CONTROL PLAN**

GLOSSARY OF TERMS

ACCESSORY ITEM

An item which is added to a tool or piece of equipment to enhance its ability to perform a specific function. It has no use as a tool itself, and is not essential for the tool to operate. (FAR 45.501)

ACCOUNTABILITY

The obligation of an individual officially designated with respect to a specified activity to maintain records or item balances and/or dollar value in accordance with a prescribed system showing authorized debits, credits, and available balances on hand or in use by such activity. The records so maintained will be referred to in general "records of accountability." These records will be in stock record accounts or property books (including "hand receipts") according to prescribed standards. These records may also include certain categories of excess and surplus property in custody of property disposal officers under standards set forth in Project regulations.

AGENCY-PECULIAR PROPERTY

Government-owned personal property that is peculiar to one agency (e.g., military or space property). It excludes Government material, special test equipment, special tooling and facilities. (FAR 45.301)

AUXILIARY ITEM

An item without which the basic unit of plant equipment cannot operate (FAR 45.501), such as motors for pumps and machine tools.

BENCH STOCK

Are low cost, high use, consumables (less components) items used by the trade's personnel at an unpredictable rate. Bench stock consist of common hardware, such as resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper gaskets material, sheet metal, seals, oils, and grease. Bench stock list are established and reviewed by the department leads in conjunction with the site Material Control Manager semi-annually.

BULK MATERIAL

Bulk Material is defined as material such as Rock, Sand, Concrete, and like material that is ordered, delivered, and received in bulk quantities.

BULK DELIVERY TICKET (BDT)

The Bulk Delivery Ticket is a 5-part preprinted, serialized form provided by KBR for the receipt of bulk materials (see exhibit E).

CANNIBALIZE

Removing serviceable parts or components from unserviceable property for the purpose of reutilization.

COMMAND RESPONSIBILITY

The officer or civilian employee in permanent or temporary command of an installation or major activity has command responsibility of the security of all public property of his command whether in use or in storage. Such command responsibility extends to a thorough observation of the activities of his subordinate and the enforcement of all security and accounting requirements by appropriate administrative or disciplinary measures where necessary.

CONDITION CODES

The alphabetical or alpha-numerical designation indicating the condition of property.

CONSUMPTION

The process of incorporating Government property, of the material or agency peculiar classification, into an end item or otherwise consuming it in performance of a contract.

CONTRACTOR-ACQUIRED MATERIAL (CAM)

That material purchased or leased by the contractor for performance of the contract. Also see definition of "material".

CONTRACTOR-ACQUIRED PROPERTY (CAP)

Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title. (FAR 45.101)

CONTROLLED EXPENDABLES

Normally items classified as "expendable" but having characteristics which require they be identified, accounted for, secured or handled in a special manner to ensure their safeguard.

CONTROLLED SUBSTITUTION

Removing serviceable parts or components from a serviceable property item in order to repair a like item.

CUSTODIAL ITEM

GFM or CAM with unit price \$200.00 or less which may not be incorporated into or attached to a deliverable end item, or consumed and/or expended in performing a contract (e.g. tools and small equipment, uniforms, safety equipment, etc.)." (DCMAI Letter para. 5.d., 10 Feb 95)

CUSTODIAL RECORDS

Written memoranda of any kind, such as requisitions, issue hand receipts, tool checks, stock record books, or computer generated records used to control items issued from tool cribs, tool rooms, and stockrooms. (FAR 45.45.501)

DAMAGED/DEFECTIVES TOOL REPORT

A form must be completed in detail by KBR employees who signed a (automated) stock record for Government Property, which has been damaged or is defective.

DESIGNATED HCN

An HCN who has been identified in writing, as an individual who is authorized to sign an (automated) stock record for certain property issued by the Tool Room.

DISCREPANCIES INCIDENT TO SHIPMENT

All deficiencies incident to shipment of Government property to or from a contractor's facility whereby differences exist between the property purported to have been shipped and property actually received. Such deficiencies include loss, damage, destruction, improper status and condition coding, errors in identity or classification, and proper consignment. (FAR 45.501)

EXCESS MATERIAL

Material which is in excess of current requirements having no anticipated use but which may have recoverable value beyond its scrap content.

EXPATRIATE (Expat)

KBR Personnel working overseas, away from their Home Country.

EXPENDABLE SUPPLIES

A special classification for use in program expense accounting activities which encompasses non-expendable supplies valued at less than \$200 per item and all expendable supplies. This classification will not be construed to alter existing requirements for maintenance of station property book records of non-expendable supplies.

EXPENDABLE SUPPLIES AND MATERIALS

Items which are consumed in use, such as ammunition, or which lose their identity, such as certain repair parts, or which are low intrinsic value unworthy of full accounting procedures. Supplies which are consumed in use, such as ammunition, paint, fuel, cleaning and preserving materials, surgical dressing, drugs, medicines, etc., or which lose their identity, such as spare parts, etc. Sometimes referred to as "consumable supplies and material."

Expendable items, as applied to repairs and utilities operations, or construction activities, are, therefore, dropped from accountability.

FACILITIES

Property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property. (FAR 45.301)

GOVERNMENT-FURISHED EQUIPMENT (GFE)

Tools, equipment, and other property not consumed in the performance of the work, provided by the government to the contractor for performance of contract.

GOVERNMENT-FURNISHED MATERIAL (GFM)

The property (material) consumed in the performance of the work, furnished by the Government to the contractor for performance of the contract.

GOVERNMENT-FURNISHED PROPERTY (GFP)

Property in the possession of or directly acquired by the Government and subsequently made available to the contractor. (FAR 45.101)

GOVERNMENT MATERIAL

Government property which may be incorporated into or attached to an end item to be delivered or otherwise made available to the contractor.

GOVERNMENT PROPERTY

All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and Contractor acquired property to which the Government has title. (FAR 45.101)

GOVERNMENT PROPERTY ADMINISTRATOR (GPA)

An authorized representative of the contracting officer assigned to administer the contract requirements and obligations relating to Government property. (FAR 45.501)

HAND RECEIPT

Is a signed document acknowledging acceptance of responsibility for items of property listed thereon which are loaned or issued for use and are to be returned.

HAZARDOUS AND/OR DANGEROUS MATERIALS

Hazardous materials consist of explosives, flammable substances, toxic chemicals, sources of ionizing radiation or radiant energy, oxidizing material, corrosive material, compressed gases, any compound mixture, element or material which, because of their natures, are hazardous to store and/or handle. Dangerous materials are any materials which, under conditions incident to transportation, are liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. They include explosives, flammable, corrosives, combustibles, oxidizing materials, poisons, compressed gases, toxic, unduly magnetic materials, defensive biological agents, and radiological.

HOST COUNTRY NATIONAL (HCN) EMPLOYEE

For the purposes of this procedure and performance on this contract, is a person whose home country is within the Theater of Operations in which we may establish support for this contract.

INDIVIDUAL ITEM RECORD

A separate card, form, document or specific line(s) of computer data used to account for one item of property. (FAR 45.501)

INDUSTRIAL PLANT EQUIPMENT (IPE)

Identified as plant equipment in Federal stock group 34 with acquisition cost of \$15,000 and more, used for cutting, abrading, grinding, shaping, forming, jointing, heating, treating or otherwise altering the physical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

INSTALLED PROPERTY

Those items of equipment and furnishings which are required to make the facility useable and are affixed as permanent parts of the structure. Equipment which is non-portable because of built-in configuration, weight and size, making the removal of such equipment impossible without building or structural disassembly.

INVENTORY

The same as property. (2) The material stocked in the warehouse or in the computer files for order purposes. (3) The act of finding, counting, or accounting for the property at a site.

INVENTORY ADJUSTMENT REPORT (IAR)

A stock record account listing property which cannot be located by a physical inventory and which is actually missing because of minor losses through handling or undiscovered posting errors, may be adjusted by means of an IAR. An IAR may be used if research indicates that the loss of an item is attributable to normal operations and there is no indication that negligence is involved.

INVENTORY RECONCILIATION

A match between depot counts/custodial records and the accountable record to identify and adjust accountable record when in disagreement with physical count documents/custodial records.

LACK OF GOOD FAITH

Failure to honestly carry out a duty, including gross neglect or disregard of the terms of the Government property clause or of appropriate directions from the GPA. Examples are a failure to establish and maintain proper training and supervision of employees, or failure to apply adequate controls to ensure compliance with contract terms. (FAR 52.245-5)

LOST TOOL REPORT

A form must be completed in detail by KBR employees who signed a (automated) stock record for Government Property, which has been lost or stolen. This document is support documentation for the LDD that must be submitted by the Site Property Administrator to the GPA.

MANAGERIAL PERSONNEL

Includes the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:

All or substantially all of the contractor's business.

All or substantially all of the contractor's operation at any one plant or separate location at which the contract is performed, or

A separate and complete major industrial operation with performing this contract. This usually refers to the top person in charge of a plant location and is normally the chief executive officer or a vice president or general manager. (FAR 52.242-2 and 52.245-5)

MATERIAL

Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in performing a contract. (FAR 45.301)

NON-EXPENDABLE PROPERTY

Is defined as non-consumable property having a value of US\$1000 or more or which by its nature is subject to pilferage. Examples of such items are camera equipment, computer equipment and electrical appliances.

NON-PERMANENT MATERIAL

Expendable and non-expendable property/material used in providing temporary support to the construction of the permanent site.

OBSOLETE MATERIAL

Material which because of Engineering changes (initiated either by the Company or invoked by the Customer) and/or improved methods, has no further value to the Company.

OTHER PLANT EQUIPMENT

Consists of supplies which do not meet the criteria of "capital property" but cannot be classified as "expendable."

PERMANENT MATERIAL

Expendable and non-expendable property/material used in the construction/ installation of permanent facilities.

PLANT EQUIPMENT

Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessories and auxiliary items) for use in manufacturing supplies, performing services or for any administrative or general purpose. It does not include special tooling, or special test equipment. (FAR 45.101)

PROPERTY

As used in this procedure, means all property, both real and personal. It includes facilities, material, plant equipment, special tooling, special test equipment, and agency-peculiar property. (FAR 45.101)

PROPERTY BOOK

A consolidated report or listing consisting of individual item records and summary stock records which provides financial accounting for Government-owned property (equipment) in the contractor's possession. (FAR 45.505(b))

PROPERTY CONTROL SYSTEM

The contractor's Government approved system to control, protect, preserve and maintain all Government property in its possession. (FAR 45.502) The system shall be subject to internal control standards and be supported by property records for such property. (FAR 45.505(b)) It must be capable of locating any item of Government property within a reasonable time. (FAR 45.505g)

PROPERTY MANAGEMENT PROGRAM

The combination of computer programs used by Brown & Root Services to track and control all government property.

PROJECT PROPERTY ADMINISTRATOR

The person designated by Brown & Root Services to have prime responsibility for all KBR and Government property assigned to a contract.

PROPERTY RECORDS

A perpetual inventory record which shows by nomenclature all information required by the FAR and the Contract, to be kept by Brown & Root Services. It may be written records, or computer files, or both.

REAL PROPERTY

Means land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment. (FAR 45.101)

REASONABLE

Not excessive or extreme; marked by sound judgment. Example in a normal environment reasonable period of time can mean 1-3 days depending on the situation. In a hostile environment reasonable amount of time can mean up to 60 days.

RESPONSIBILITY

Is the obligation of an individual with respect to the property custody, care and safekeeping of government property entrusted to his possession or his supervisor.

SALVAGE

Property that, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value. (FAR 45.501)

SCRAP

Personal property that has no value except for its basic material content. (FAR 45.501)

SENSITIVE ITEM

Property which, by its nature, use, operation, or susceptibility to pilferage, requires additional protection and control.

SHIPPING DOCUMENT

Document which enacts the transfer of an item between the consignor and the consignee.

SHOP STOCK

Are demand supported repair items and consumables stocked within a Trade's activity, and are used to accomplish maintenance request or programmed repair. Shop stock list will be documented and re-examined periodically by the department lead for suitability and need.

SITE PROPERTY ADMINISTRATOR

The person designated by Brown & Root Services at the Project site to have prime responsibility for all KBR and Government property assigned under contract to a Project site.

SPECIAL TEST EQUIPMENT

Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies or equipment that is interconnected and interdependent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes. (FAR 45.101)

SPECIAL TOOLING

Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such specialized nature that without substantial modifications or alterations their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items. (FAR 45.101)

STOCK RECORD

A perpetual inventory record which shows by nomenclature the quantities of each item received and issued and the balance on hand. (FAR 45.501)

SUMMARY STOCK RECORDS

Property records (valued under \$5,000), identified by and consolidated under an assigned stock number (NSN or local), which contain the data elements required by FAR 45.505-1 & 2 (DCMAI Letter 10 Feb 95, para 5; and FAR 45.505-5(a))

ASSET/TAG NUMBER

A serial number assigned by the contractor for property identification, inventory control and property management. Can be auto generated from the automated property system.

UNSERVICABLE

Property which has become uneconomical to repair or which needs to be removed from site for repair.

UTILIZATION

The process of using facilities, special tooling, special test equipment, and agency-peculiar property for the purpose for which furnished or acquired.

WILLFUL MISCONDUCT

Includes either a deliberate act or failure to act that causes or results in loss, damage, or destruction of Government property. (FAR 52.245-5)

WORK-IN-PROCESS

Material that has been released to manufacturing, engineering, design or other services under the contract and includes undelivered manufactured parts, assemblies, and products, either complete or incomplete (FAR 45.501).

DOP #
REV # 01

APPROVED
By: *M. D. [Signature]* 377672
Date: *2/11/11*



Distribution of Government Property DESKTOP OPERATING PROCEDURE

LOGCAP III

Kellogg Brown & Root Proprietary Data



NOTE: THE FOLLOWING INFORMATION IS PROPRIETARY AND MAY BE AFFECTED BY THE DESKTOP OPERATING PROCEDURE...
...THE INFORMATION IS PROPRIETARY AND MAY BE AFFECTED BY THE DESKTOP OPERATING PROCEDURE...
...THE INFORMATION IS PROPRIETARY AND MAY BE AFFECTED BY THE DESKTOP OPERATING PROCEDURE...

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision #01

Date 08/23/08

RECORD OF CHANGES

DOP REVISION LOG

Rev	Submission Date	Requestor	Remarks	Revision Date
0	06/17/08	Steve Hurd	Initial Release	06/17/08

Procedure Effective/Implementation Date

Revision Date	Comments/Remarks	Effective Date
08/23/2008	The DOP is clarification to initial release; the applicable date is {effective date} and pertinent to all theater Cross Levels as well as Distribution of Government Property.	

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

TABLE OF CONTENTS

	PAGE
1.0 Purpose	4
2.0 Scope	4
3.0 Responsibilities	4
4.0 Procedures	4

Enclosures

1 Annex 1 Requisitioning Process Procedure	6
2 Annex 2 Cross Level Procedures	8
3 Annex 3 Cross Level Flowchart	9
4 Annex 4 Cross Level Checklist	10
5 Annex 5 Cross Level Placard	11
6 Annex 6 Sample Cross Level RFS	12
7 Annex 7 Definitions and Acronyms	13
8 Annex 8 Permissions	14

References:

- LOGCAP III PCP – Property Control Procedures dated 24 June 2008
- ASL DOP – Authorized Stockage Level Desktop Operating Procedure dated 28 May 2007

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

Distribution of Government Property DESKTOP OPERATING PROCEDURE

Revision # 01

Date 08/23/08

1.0 Purpose

PSM Supply has revised the established following Desktop Operating Procedures for implementing the Principal Program Manager / Senior Leadership Team's intent of maximizing existing stocks to fulfill requirements and ensuring sound supply discipline and management of Government Furnished Materials and Commercially Acquired Materials. The following procedures support the Requisitioning TAB B of LHM Property Control Procedures (PCP), to adequately screen items against purchase proposals. The site Material Cross Leveling and the Distribution Management Center (DMC) procedures will be incorporated into the material requisitioning process, removing site level responsibility to check inventory outside its project (group of sites).

2.0 Scope

Applies to all personnel having custody, care and/or control of government property and materials, specifically Site Project Managers, Property Administrators, Material Managers and Material Control Representatives.

3.0 Responsibilities

- 3.1 The DMC (Distribution Management Center) will be responsible for screening all requests for procurement action for possible Cross Level support. The DMC will report its work in terms of lines filled rather than purchased to the Theater Materials Manager daily. The DMC will provide RFS numbers to supporting sites when giving Cross Level tasking.
- 3.2 Site Project Management and Theater Headquarters Management shall jointly determine the identification of underutilized assets.
- 3.3 Site Project Managers are responsible for all aspects of managing and caring for Government Property in KBR's custody from receipt to site closure.
- 3.4 Site Materials Managers are responsible for all aspects of managing and caring for Government property in KBR's custody which includes the identification of those items found surplus to sites requirements.
- 3.5 Distribution Representatives are responsible for ensuring that Cross Level policies are adhered to and that mandated response times are obtained. The Distribution Representative will also coordinate with Service/Production Desks in the creation of monthly Cross Level RFSs to facilitate cross leveling. He/She will then forward those RFS numbers to the DMC for use when necessary.
- 3.6 Service/Production Desks will be responsible for generating Cross Level RFS's for each WBS code that will utilize cross leveling on their site. The specific format for this RFS is laid out in 4.3.

4.0 Policy

- 4.1 The Safety Stock Level (SSL) is the determining factor when filing Cross Level material requests with the exception of Redistributable Storerooms. Redistributable Storerooms are by definition entirely available for Cross Level support.
- 4.2 The Supporting Site must fill the request if the requested item is above the SSL in STEAM. All sites are required to support Cross Leveling requirements as directed by Senior Leadership.
 - 4.2.1 NOTE: SSLs must be set to a reasonable standard regarding consumption.
- 4.3 All requisitions for procurement action will flow through the DMC and be screened for availability within theater prior to purchase. Requisitions submitted for the replenishment of bench stock or ASLS will be primarily supported by Redistributable Storerooms when available. DMC will seek first to fill from Redistributable storerooms, then underutilized stock, then Stock Items in that order.



Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

- 4.4 All Cross Levels will be documented and that documentation retained on site. These RFS's will be generated for each site and each WBS code that engages in Cross Leveling materials. Below is the Service Desk/Production Desk format for creating an *example* Cross Level RFS:
- 4.4.1 Description: H3: WBS 42-30 DAY CROSS LEVEL SUPPORT
 - 4.4.2 Location: ME-IR0-H3
 - 4.4.3 Work Class: RFS
 - 4.4.4 Work Type: MR
 - 4.4.5 WO Priority: 4
 - 4.4.6 Client Reference No: XLVL
 - 4.4.7 Requesting Org: KBR
 - 4.4.8 Requesting Unit: MAI
 - 4.4.9 Alt. Contact: Distribution Representative Contact Information
- 4.5 The Service/Production Desk will be required to generate Cross Level RFS's for their site monthly. RFS's will be created (depending on the number of WBS codes to be supported on site) one week before the end of the month. On the first day of their intended month, the status of RFS's will be changed from WAPPR to INPRG for the duration of the month. At the end of the month, RFS's will be changed to WMATL until all of the material issued to them has been received. At that point, the RFS's can be closed. This will require close teamwork from both the Materials Department and the Service/Production Desks.
- 4.6 Material Cross Levels made from one project (group of sites) to another, require Material Managers approval and must go through the Materials Department. Requested items will be forwarded to the site Distribution Representative (DR). The site's DR will check STEAM for availability within their site's inventory and determine their ability to fill locally.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

Distribution of Government Property DESKTOP OPERATING PROCEDURE

Revision # 01

Date 08/23/08

ANNEX 1.0

Requisitioning Process Procedure

- 1.0 All requests for procurement action (whether they are for ACLs, LQTDs, BOB, SOW) will flow through the DMC for screening for Cross Level. While Cross Level tasking from the DMC is not the only reason to cross utilize materials, tasking from the DMC will always take priority over Cross Levels made between sites independent of the DMC. The below steps outline the Materials Department's responsibilities, expectations and time stipulations when cross utilizing stock:
- 1.1 Upon receipt of a request for procurement action, the requesting site's Material Requisitions Center or Requisition POC will enter the requisition into STEAM and it will be coded WAPPR.
 - 1.2 The MCS processing the requisition will check their own site inventory through STEAM and determine their ability to fill the need from site inventory.
 - 1.3 Items that can be filled from local stock (site inventory) will be either reserved for that project (ACL/LQTD Requisition) or issued to the requestor who placed the requisition using approved STEAM procedures. If the item is located within site, that line will be removed from the steam request for procurement action and lined out on the requisition hard copy.
 - 1.4 The remaining line items will be approved by Property, Materials, Project Controls and the DPM/PM of that project within 48 hours of the requisition's original submission time. When all of these signatures are acquired, the requisition will be coded MATCON.
 - 1.5 Once coded MATCON, the DMC will screen the requisition and task applicable sites to fill line items found available in theater. However, those requisitions coded WAPPR may be reviewed by the DMC for planning purposes. The DMC may seek confirmation from shipping site that available materials are suitable alternatives to requested items. If so, the DMC may coordinate with the requesting and the shipping site to make arrangements so that the materials may be shipped upon placing requisition in MATCON status.
 - 1.5.1 The DMC will screen all requisitions for cross level opportunity, task shipping site to fill applicable line items which are found available and cancel those lines from the requisition. Once the tasking letter is sent and the line item cancelled, only a letter of denial from the shipping site PM/DPM will allow the requisition to be placed on hold pending SLT decision.
 - 1.5.1.1 The DMC will screen MATCON requisitions in STEAM and provide a response to the requesting site within 24 hours of close of business the day requisition was coded MATCON. The DMC will provide a response via daily report as to whether any lines on the requisition will be filled by Cross Level. The site may then seek ACO approval on all lines not filled via cross level if required and process the requisition into a SAP Shopping Cart. Requisitions will not be processed further into SAP Shopping Carts until after DMC has screened each requisition and recorded results on daily report.
 - 1.5.1.2 If the DMC locates items within Theater, it will task the supporting site's Distribution Representative via email with directions regarding the tasking and provide shipping information. DMC will provide in the email the following information:
 - 1.5.1.2.1 The requesting site's applicable Cross Level RFS Number.
 - 1.5.1.2.2 The Distribution Representative's contact information.
 - 1.5.1.2.3 Material Requisition number from originating site.
 - 1.5.1.2.4 Receiving Department POC's badge number.
 - 1.5.1.2.5 NOTE: When determining if a site is able to support a Cross Level tasking, the DMC will ultimately utilize the Safety Stock Level (SSL) of that item in making their decision. If the Cross Level would place the item under its SSL (after material reservations) then that line item will not be considered for support.



Information contained on this page is subject to the restrictions on the first page of this document.

Distribution of Government Property DESKTOP OPERATING PROCEDURE

Revision # 01

Date 08/23/08

- 1.5.1.3 Regardless of priority, all DMC Cross Level taskings will be considered supported and accepted if no statement of denial is submitted by that project's PM/DPM by the hours of 1400 to 1900 the day tasking is delivered. That process is covered in the steps below:
- 1.5.1.3.1 Denial to fill will be sent to the Supporting Site's MM for resolution first.
 - 1.5.1.3.2 If the site is still unable to fill the request, the denial notice will come from the MM to the DPM Support for that region, then to the DMC, Distribution Manager, Theater Materials Manager, Theater PSM Manager - Supply, and finally SLT.
 - 1.5.1.3.3 Regardless of the materials requisition status, if a denial has been made and passed to SLT, the requisition will be placed on hold until the SLT has made a decision.
- 1.5.1.4 If the site Distribution Representative receives a tasking by 1400 and can provide support, the site then has until 1900 to issue against the work order or place a reservation on the requested item(s). The reservation details should cite the Cross Level information that will be provided by the DMC in its tasking in the standard Cross Level Information Format (Annex 7.0)
- 1.5.1.4.1 **NOTE:** ACL, LOTD and BOE requirements shall be reserved in STEAM at the performing site as soon as they are foreseen. Pertinent information such as the ACL number should be annotated in the memo section. This will prevent planned jobs from being denied material in the event of a Cross Level.
- 1.5.1.5 The supporting site will issue the requested material to the Cross Level RFS provided by the DMC as well as the Receiving Department POC's badge number (also provided by the DMC). The Issue Ticket will be included in the shipping packet and its issue number will be used to track the shipment throughout theater. The words "Cross Level" must be annotated in the memo section of the issue ticket. This is mandated by the SLT. (Refer to Annex 7.0 for the Standard Cross Level Information Format)
- 1.5.1.5.1 Cross Levels that are tasked at a priority of 1 (P1) should be packaged, documented, and submitted to Traffic/Logistics within 24 hours of tasking if no denial notice is generated.
 - 1.5.1.5.2 Cross Levels tasked at a priority of 2 (P2) should be packaged, documented, and submitted to Traffic/Logistics within 48 hours of tasking if no denial notice is generated.
 - 1.5.1.5.3 Cross Levels tasked at a priority of 3 (P3) should be packaged, documented, and submitted to Traffic/Logistics within 72 hours of tasking if no denial notice is generated.
- 1.5.1.6 When the requested item(s) have been turned over to Traffic/Logistics for transport, the Distribution Representative of the Supporting Site will forward the scanned shipping packet to the DMC and Distribution Representative of the Requesting Site. The DMC will then use the Issue Ticket Document Number to track the item(s) throughout theater.
- 1.5.1.7 Upon receipt of the Material, the information will be posted appropriately in STEAM. Requesting Site's Receiving POC will sign and scan the Issue Ticket back to the Supporting Site's Distribution Representative and DMC.
- 1.6 Once the MR is approved, the MM will direct distribution of the MR to one of the following purchasing centers: MRO, FSS, Local Purchase, Iraq First, Kuwait, MEPSC, or HSO.



Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

- 1.7 DMC will have several daily responsibilities. Those are outlined below:
- 1.7.1 The Cross Level RFS numbers will be supplied to the DMC by all sites within theater one week before the end of the month.
- 1.7.1.1 The DMC will notify the Distribution Representative and requisition processing centers whenever a line is filled from within theater so they may notify Project Controls who will de-obligate funds for those items.
 - 1.7.1.2 The DMC will provide a daily report of requisition line items filled and the status of Issue Tickets to all applicable sites.
 - 1.7.1.3 The DMC will provide report of denials to Supporting Site, Requesting Site and Theater Materials Manager on a daily basis.
 - 1.7.1.4 The DMC will maintain an up-to-date listing of all theater distribution representatives.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

ANNEX 2.0

Shipment and Receipt of Items found for Distribution

- 2.0 Cross Levels should not only be used when tasked by the DMC. If a site foresees a need for an item(s), it is contractually obligated to attempt to obtain the items through cross utilization within its project (group of sites). The physical process of Cross Leveling found in this Directive directly mirrors standard Materials SOP and for the sake of standardization is covered in detail below:
- 2.1 The responsibility of packing/crating and properly labeling shipments belongs solely to the Material and Traffic/Logistics Departments.
- 2.2 The shipping POC or Department of the supporting site will provide Traffic/Logistics with a STEAM generated Issue Ticket and ensure that the Document ID associated with that ticket is utilized as the shipment tracking number. This will enable the site as well as the DMC to track the shipment accurately.
- 2.3 The Cross Level shipping placard (Annex 5.0) will always be used to identify Cross Level shipments as directed by the SLT.
- 2.4 The Supporting Site's MM and/or Distribution Representative will ensure the following documents are forwarded to the DMC, the Requesting Site's MM and Distribution Representative.
- 2.4.1 Property Authorization Letter
- 2.4.2 Technical Inspection on the proper form
- 2.4.3 STEAM Issue Ticket with the proper annotation (Annex 7.0 See Cross Level Information Format)
- 2.4.4 Warehouse Requisition (to include GP numbers if applicable)
- 2.4.5 Shipping Document/Manifest
- 2.4.6 Cross Level placard (Annex 5.0)
- 2.5 The Supporting Site's Traffic/Logistics Department is to ensure that shipped material reaches the requesting site. The Supporting Site's Distribution Representative will be notified when the material reaches its destination. This is to ensure that the Requesting Site returns the shipping documentation in a timely manner.
- 2.6 The Requesting Site's MM shall ensure that requested items/Property is received by qualified and authorized receiving agents. Who will perform the following:
- 2.6.1 Unpack, count and check the shipment for discrepancies in count, damage, incorrect and/or unacceptable substitutions.
- 2.6.2 Receiving agents will promptly annotate shipping documents showing count condition and description.
- 2.6.3 Receiving agents will immediately report noted discrepancies on a ROD form and forward it to the Supporting Site's Material Department for resolution.
- 2.6.3.1 NOTE: The Theater Materials Manager will be informed of all discrepancies and final resolutions. No shipment shall be returned to shipping site without with out approval from both Materials Managers.
- 2.6.4 Return the item from the Cross Level RES to its destination storeroom for issue to the requestor.
- 2.7 The Requesting Site's MM and/or Distribution Representative will ensure that the Issue Ticket, warehouse requisition and shipping document are signed and returned to the DMC and the Supporting Site's Materials Department within 48 hours of receipt. The scanned documents will also be forwarded to the Supporting Site's Property Department within the same time frame if the item was a Property item. The Supporting Site will then verify in STEAM that the Asset and Inventory modules accurately reflect receipt of the item at its intended destination.
- 2.8 MMs and/or Distribution Representatives at both the shipping and requesting Sites will maintain all Cross Level records on file.

KBR

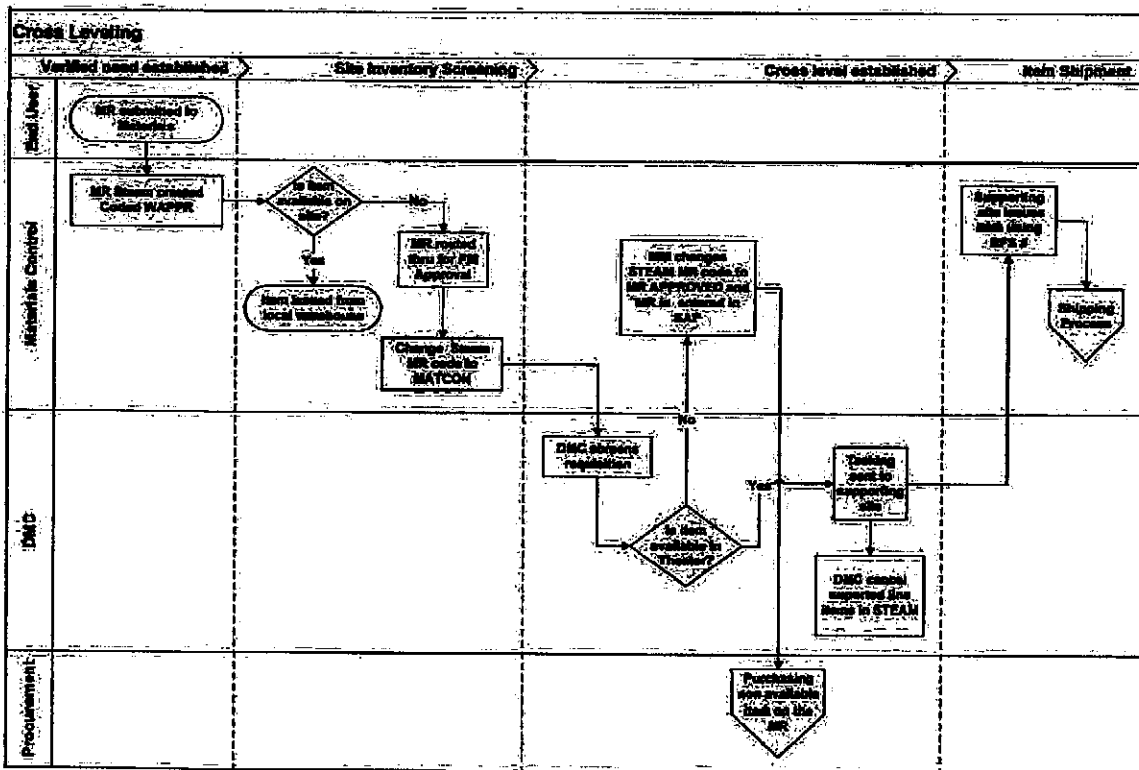
Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

**ANNEX 3.0
CROSS LEVEL FLOWCHART**



Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

ANNEX 4.0

Cross Level Checklist

SUBJECT: Cross Leveling of Redistributable Property
REF: Property Control Procedures, Tab B, Para. 4.6

DATE: SHIPPED or RECEIVED

CROSS UTILIZATION AND TRANSFER CHECK LIST

To ensure compliance in our SHIPPING and RECEIVING process for cross levels complete the Documentation and Verification of Signatures required for all Cross Leveling and Property Transfers.

SHIPPING - CROSS LEVEL VERIFICATION (for M = MATERIAL and P = PROPERTY)

M/P:	Cross Level Requestion (GLRPMR)	<input type="checkbox"/> Initialed by: _____	Date: _____
M:	Material Issue Form DOC# (STEAM ISSUE)	<input type="checkbox"/> Initialed by: _____	Date: _____
M:	Copy Work Order #:	<input type="checkbox"/> Initialed by: _____	Date: _____
M/P:	Email Ticket available: YES / NO	<input type="checkbox"/> Initialed by: _____	Date: _____
P:	Property Freeze release documents Available: Property = YES / Material = NO	<input type="checkbox"/> Initialed by: _____	Date: _____
M/P:	Copy of Warehouse Requisition #	<input type="checkbox"/> Initialed by: _____	Date: _____
M/P:	Copy of Shipping Record	<input type="checkbox"/> Initialed by: _____	Date: _____
M/P:	POG at Shipping / Receiving site	<input type="checkbox"/> Initialed by: _____	Date: _____
M/P:	Cross Level Label: 1 Inside and all 4 sides	<input type="checkbox"/> Initialed by: _____	Date: _____

RECEIVING - CROSS LEVEL UTILIZATION

M/P:	Obtain signature of End User	<input type="checkbox"/> Initialed by: _____	Date: _____
M:	STEAM Issue Ticket scanned to losing site	<input type="checkbox"/> Initialed by: _____	Date: _____
M:	Notify Service Desk material arrived against WOC	<input type="checkbox"/> Initialed by: _____	Date: _____
P:	WR turned into property for GP assets	<input type="checkbox"/> Initialed by: _____	Date: _____

To obtain a copy of an Issue Ticket go to Inventory-Inventory Type bugsays and Losing Site Storeroom-Find-Select Action-View Inventory Transaction-Issues & Returns take a look under "actual date" when the issue ticket was made against subject WO. Hit OK Select Action-Run Reports-Inventry-Issues and Transfers-Material Issue Form-Enter all data given Submit then Print

To obtain a copy of a Work Order go to Work Order-Work Order Tracking-Type WO # -Find-Select Action-Run Reports-WO Form-Submit-Print

Undersigned persons are hereby acknowledging receipt of subject material as per listed by PCP. See attached documents.

Shipping - Warehouseman:	Signature: _____	Badge #: _____
Shipping - MCS:	Signature: _____	Badge #: _____
Receiving - Warehouseman:	Signature: _____	Badge #: _____
Receiving - MCS:	Signature: _____	Badge #: _____



Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

**ANNEX 5.0
CROSS LEVEL PLACARD**

CROSS LEVEL

FROM LC-IRQ-FI-TREC

PS-TYPE 1 BELOW	PS-TYPE 2 BELOW	PS-TYPE 3 BELOW
P1		

DATE: 28-Jul-08

Distribution: LC-IRQ-T1-TREC

RFD: 123456

DDO: CDARXV

ISSUE CODE: Rochelle Knight, 302546

ISSUE NUMBER: .7896664 (RFS # from STEAM)

ISSUE TICKET NUMBER: 28487421 (Issue Ticket # from STEAM)

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESK TOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

ANNEX 6.0

SAMPLE CROSS LEVEL RFS

03082008 09:00:25

WORK ORDER / SERVICE ORDER FORM

Work Order No.: 4935675 H3 WBS 42 30 DAY CROSS LEVEL SUPPORT

Priority: 4	WO Type: ICR	WO Class: RFS	WO Status: WSPRR
Req. Org: KBR	Req. Bu: MAT	POC Name: DIST REP	POC Phone: 713-555-5555
Requested Date: 08/08/2008 09:04:05	Dept. Assigned: OTHER		
Location: ME-RQ-H3	HQ: WEST		
Name:			

Comments:

Approved By:

ACO:	Print: _____	Ink: _____	Date: _____
FMO/PMC:	Print: _____	Ink: _____	Date: _____
Trade Mgr:	Print: _____	Ink: _____	Date: _____

Tasks		Notes		
ID	Description	ICCD	REMARKS	UID

Material	Item No.	Description	Quantity	Comments

Additional Information (Failure Remarks):

Date/Time Started: _____ Date/Time Completed: _____

Completed By: Print _____ Sign: _____ Title _____

POC approval: Print _____ Sign: _____ Date _____

KELLOGG BROWN & ROOT INFORMATION
NOTE: It is subject to restriction under Federal Acquisition Regulation 2.104 that documents containing information which may be withheld from the public because such release would be injurious to the national defense are to be marked "RESTRICTED" and are to be controlled in accordance with the provisions of the Executive Order 12958. It is requested that any Government entity receiving this information shall communicate with D.O. MULLER and another at the information of being for official use only (FOUO) and mark, handle and store this information in accordance with the above instructions.



Information contained on this page is subject to the restrictions on the first page of this document.

Distribution of Government Property DESKTOP OPERATING PROCEDURE

Revision # 01

Date 08/23/08

ANNEX 7.0

DEFINITIONS AND ACRONYMS**Acronyms**

1.	ACL	Administrative Contract Letter
2.	ACO	Army Contracting Officer
3.	BOE	Basis of Estimate
4.	COB	Close of Business
5.	DLA	Defense Logistic Agency
6.	DMC	Distribution Management Center
7.	DODAAC	Dept of Defense Acquisition Address Code
8.	DR	Distribution Representative
9.	FSS	Federal Supply System
10.	GP'd	Government Property Tagged
11.	LOTD	Letter of Technical Direction
12.	MM	Material Manager
13.	MRN	Material Reference Number
14.	MRO	Maintenance, Repair & Operations
15.	PCP	Property Control Procedures
16.	RFS	Request for Support
17.	ROD	Record of Discrepancy
18.	SLT	Senior Leadership Team
19.	SSL	Safety Stock Level
20.	STEAM	Strategic Tactical Enterprise Asset Management
21.	WO	Work Order

Definitions

1. **Request for Procurement Action** – Any requisition that is placed with the intent of being purchased outside of theater.
2. **Cross Utilization** – Official PCP term for Cross Leveling
3. **Cross Level Format** – This description should be utilized on *all* documents regarding a Cross Level including the RFS generated for their shipment (Annex 11.6), Issue Ticket that is generated to track their movement and taskings delivered by the DMC. It is crucial that the same format is used for all documents dealing with Cross Levels as this will allow accurate reporting. Below are three example formats – each with a different purpose.
 - a. ACL Cross Level Request for consumable item. EX:
 i. (Cross Level from Site XXX to Site XXX – MP000000)
 - b. BOE Cross Level Request for GP'd item. EX:
 i. (Cross Level from Site XXX to Site XXX – MP000000 – GP#LXXXXXX)
 - c. SQW Cross Level Request for consumable item. EX:
 i. (Cross Level from Site XXX to Site XXX – MP000000)

Cross Level RFS – One RFS WO that will be utilized for the purposes of Cross Leveling material. This RFS will be specific to ONE WBS per site.



Information contained on this page is subject to the restrictions on the first page of this document.

**Distribution of Government Property
DESKTOP OPERATING PROCEDURE**

Revision # 01

Date 08/23/08

**ANNEX 2.0
PERMISSIONS**

**Authorization/Approval for
Implementation of the Distribution of Government Property - DOP**

This signature page will serve as the approval page for the Distribution of Government Property DOP Revision 1.1. The following individuals have reviewed and concurred with the direction and clarification that is contained within the attached DOP.


Steve Hurd
Theater Materials Manger


Tracy J. Townsend
Theater Deputy PSM Manager - Supply


Jim Haught
Theater PSM Manager - Supply


Mark Brannon 616840
Deputy Program Manager - Support


Mike Mayo 371672
Principal Program Manager

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

DOP #: SM-2

REV # 2

APPROVED

By: men

Date: 17/Nov/08

KBR

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

LOGCAP III

KBR

Kellogg Brown & Root Proprietary Data

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

RECORD OF CHANGES

DOP REVISION LOG

Rev #	Submission Date	Requestor	Remarks	Revision Date
#02	26 OCT 08	PSM Group	Rewrite to give additional instruction and guidance pertaining to the establishment and management of the LOGCAP III Material Stock Plan.	26 OCT 2008

Procedure Effective/Implementation Date

Revision Date	Comments/Remarks	Effective Date
26 OCT 2008	This procedure will be effective and implemented on 1 DEC 2008. This DOP is an updated release and some time is needed to allow the Projects to adjust to the requirements.	1 DEC 2008

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

TABLE OF CONTENTS

1.0	<u>Purpose</u>	4
2.0	<u>Scope</u>	4
3.0	<u>Responsibilities</u>	4
3.1	Theater PSM-Supply	4
3.2	Site Project Manager	4
3.2	Materials Manager	5
3.3	Warehouse Manager/Supervisor	5
3.4	Trades Manager or Supervisor	5
4.0	<u>Procedures</u>	6
4.1	ASL Review Board	6
4.2	ASL Review Process	6
4.3	Stock Planning	7
4.4	Inventory Classification Criteria	8
4.5	Stock Computations	10
4.6	Computation Method Definitions	11
4.7	Completing the ASL Document	14

ENCLOSURES

(A) Definitions	15
(B) ASL Example	16
(C) Provisioning List Example	17
(D) Computation Quick Reference	18

References

- KBR LOGCAP III Property Control Procedures
- DA Pam 710-2-2 Supply Support Activity; Supply System: Manual Procedures
- FM 10-15 Basic Doctrine Manual for Supply and Storage
- AR 710-2 Supply Policy Below the National Level

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02**Date: 26 OCT 08****1.0 Purpose**

The purpose of this Desktop Operating Procedure (DOP) is to outline procedures used throughout the LOGCAP III Area of Operations (AOR) for implementation of the Theater Stock Plan. Standardization of the Authorized Stock List (ASL) procedure will be implemented throughout the theater and be used in conjunction with the STEAM Data Management System.

2.0 Scope

This Desktop Operating Procedure applies to all KBR LOGCAP personnel with responsibilities of ordering, managing, controlling, accounting and/or inventorying government property. This document will enable each special project/location/using activity to have an understanding of how to establish and maintain the ASL based on consumption and manufacturers requirements related to the activity or location.

3.0 Responsibilities**3.1 Theater PSM-Supply:**

- 3.1.1 Plan and implement the Theater-Wide standard Stock Plan.
- 3.1.2 Review and approve of all additions or changes to the Stock Plan DOP.
- 3.1.3 Develop and Implement a metrics system for process that enable a periodic performance review.

3.2 Site Project Manager:

- 3.2.1 Disseminate, execute, and maintain oversight of the ASL instructions inclusive to this DOP.
- 3.2.2 Assign a site Deputy Project Manager to ensure the execution, maintenance and reporting of the Stock Plan DOP.
- 3.2.3 Ensure the materials warehouse is responsible for implementing, maintaining, and managing the ASL for all material requirements.
- 3.2.4 Ensure personnel having possession of property or materials maintains accountability and control of materials and/or property that are assigned to a location, or using activity, by utilizing the Materials and Property departments.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

3.3 Materials Manager:

- 3.3.1 Act as the facilitator for ASL Review Board.
- 3.3.2 Compile the ASL stock request lists submitted by the department leads and create a master ASL by storeroom for each site and a master for the project.
- 3.3.3 Submits the ASL review results of the Review Board as a final document to the DPM for approval.
- 3.3.4 Ensure that the ASL Review Board approval and deletion decisions are entered into STEAM.
- 3.3.5 Monitor stock levels for each department and identify reorder points.
- 3.3.6 Oversee all requisitions generated within STEAM.

3.4 Warehouse Manager/Supervisor:

- 3.4.1 Set reorder points based off of factual quantities from the STEAM database.
- 3.4.2 Maintain adequate amounts of inventory to support the trades and crafts.
- 3.4.3 Monitor on hand inventory and submit request(s) when items have reached the reorder point.
- 3.4.4 Perform an annual inventory of all materials on hand as a minimum requirement.
- 3.4.5 Participate in the ASL review process.

3.5 Trades Manager or Supervisor:

- 3.5.1 Identify materials that are required to perform regular work within the trade or activity. Enclosure (C)
- 3.5.2 Identify seasonal items that will have an adverse effect on the using activity or location.
- 3.5.3 Identify material that is idle, broken, unsuitable or not required to perform a given job, and return all such items to Materials.
- 3.5.4 Maintain up to a 30 day stock level of Shop and Bench Stock supplies based off of LOGCAP III and Project Management Guidance.
- 3.5.5 Ensure shop and bench stock items that are held in inventory are properly documented and accounted for.
- 3.5.6 Participate in the ASL Review Board process.
- 3.5.7 Provide the local Materials Control Manager a recommended update list every 90 days.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

4.0 Procedures

4.1 ASL Review Board

- 4.1.1 The Board shall consist of the PM as a reviewer, the DPM as the president, Materials Control Manager as the facilitator, Warehouse Managers, Department Supervisors and Department Leads as participants. The Board shall meet every 90 days or more often to assess the validity of items and quantities listed on the ASL.
- 4.1.2 The ASL Review Board makes decisions on additions and deletions based off of demand history. Recommendations of increases or decreases to stock objectives will be, discussed at this time. By using STEAM historical data and manufacturers recommendations, participants on an ASL Review Board ensure that only items that have legitimate ongoing requirements will be stocked. Exceptions will be made for requirements of the SOW, SOP, ACL and/or manufacturers maintenance recommendations.
- 4.1.3 If during periods when the Board is not in session, a department needs to add a new item, the department manager will request the addition by notifying the Materials Manager. The item will remain a special order item until it has been reviewed by the Board.

4.2 ASL Review Process

- 4.2.1 The ASL Review Board will approve and agree on the recommended additions or deletions to the ASL and the Materials Control Group will enter adjustments in STEAM as required.
 - 4.2.1.1 Stocked items are those that are considered demand supported: Items will be considered “**stocked by demand**” if based on **nine** demands within the ASL year, **three** demands in the ASL year to retain; Exceptions will be made for Mandatory items in the SOW, Insurance items such as PPE, and for seasonal items such as anti-freeze, refrigerants, windshield wiper blades, roofing sealer, and fly traps.
- 4.2.2 The Materials Control Group will generate a report from STEAM prior to the ASL Review; this report shall identify consumption data supporting all recommendations to the ASL.
- 4.2.3 Complete Logistical data should be available for each item on the list.
- 4.2.4 Mandatory or Insurance items that are required by SOW, SOP regardless of demands must be stocked or available for use during emergencies.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

—
MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02**Date: 26 OCT 08**

- 4.2.5 Stock of a mandatory item will be determined by the Program Material Manager with approval by the Program Manager. The list of mandatory supply and equipment items will be re-examined semiannually by the department lead and reviewed and approved annually by the PSM (or the designated representative). No limit will be placed on the number of mandatory or insurance items. However, all will be adequately justified.

Example: Enclosure (C)

- 4.2.6 Minutes from each ASL Review Board will be signed by the site PM, and maintained on file by the Material Department.

4.3 Stock Planning.

- 4.3.1 KBR Materials Management supply activities will keep stocks to a minimum consistent with responsiveness to the KBR mission. Only repair parts and demand supported items will be stocked.
- 4.3.2 When two or more items have functional and physical characteristics that are equivalent in performance, reliability, and maintainability, only one of the items will be labeled as **STK** on the alternate item will be labeled as **NS** and depleted before the **STK** items is replenished.
- 4.3.3 Additions and deletions of line items will be recommended by End Users and reviewed and approved at the ASL Review Board. End users shall be represented on the Board.
- 4.3.4 Materials Control will be able to provide a report every 90 days to analyze potential adjustments in Stock levels. Each item on the inventory listing will be assigned a STEAM inventory classification code **STK**, **SP**, **NS** as defined in paragraph 4.4.
- 4.3.5 Safety Stock Days will be no more then **30** days, for all items identified as **STK**. This is the LOGCAP Safety Level. Request for exceptions must be forwarded to the LOGCAP HQ PSM-Supply and approved by the SLT.
- 4.3.6 Shop stocks are demand supported repair items and consumables stocked within a Trade's activity, and are used to accomplish maintenance requests or programmed repairs. Stock will be limited to Thirty (30) days of supply. Shop stock lists will be documented and re-examined periodically by the department lead for suitability and need. The shop stock lists are jointly reviewed by the Department Manager and Materials Manager on a semiannual basis.
- 4.3.7 Bench stocks are low cost, high use, consumable (less component) items used by the trades' personnel at an unpredictable rate. Bench

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02**Date: 26 OCT 08**

stocks shall consist of only common hardware, resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper, gasket materials, sheet metal, seals, oils and grease, office supplies, paper towels, and wiping rags. Stock should be limited to Thirty (30) days of supply. Bench stock lists are established by the department leads and jointly reviewed by the Department Manager and Materials Manager on a semiannual basis.

- 4.3.8 All items newly inserted or received shall be considered Special Order SP pending ASL review
- 4.3.9 Replenishment of Shop or Bench stock items will consist of items only approved on the Shop or Bench stock listing.

4.4 Inventory Classification Criteria:

- 4.4.1 Items/Material shall be classified by valid demands for the item. A demand shall be counted as a single request for an item regardless of the quantity required for that item.
- 4.4.2 **STK** - Stocked Item – Recurring demand. The re-order details are based upon actual recurring demands within a 360 days period.
- 4.4.2.1 Items shall be added to the ASL, based on the ninth recurring demand within the last 360-day period, and changed to SP when the item has not received at least three demands in the most recent 360-day period.
- 4.4.2.2 **STK** items will have the following fields completed in the reorder details tab of STEAM.
- Reorder Point as calculated
 - Safety Stock as calculated
 - Lead time in days as calculated
 - Economic Order Quantity as appropriate
 - Issue Unit as appropriate
 - Order Unit as appropriate
 - Conversion Factor as appropriate
- 4.4.2.3 All calculated fields will be completed using the formulas from Paragraph 4.6 of this DOP. Enclosure (D) Quick Reference card may be used for.
- 4.4.3 **SP** - Special Order Item – Non-recurring demand. This item may be required for a single event or occasion, with no expectation of a future demand.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

- 4.4.3.1 **SP** will be considered the default classification for all items added to a storeroom.
- 4.4.3.2 Inventory and usage data will be recorded, replenishment will not be made.
- 4.4.3.3 Exceptions to this rule may be authorized in writing during the ASL review board.
- 4.4.3.4 **Strong** justification is required to maintain items that do not meet demand criteria.
- 4.4.3.5 **SP** items will have the following fields completed in the reorder details tab of STEAM.
- Zero for the Reorder Point
 - Zero for the Safety Stock
 - Lead time in days as calculated
 - Economic Order Quantity as appropriate
 - Issue Unit as appropriate
 - Order Unit as appropriate
 - Conversion Factor as appropriate

4.4.4 **NS - Non-stocked items – Redistributable items.**

- 4.4.4.1 **NS** items will have the following fields completed in the reorder details tab of STEAM,
- Zero for the Reorder Point
 - Zero for the Safety Stock
 - Lead time in days as calculated
 - Economic Order Quantity as appropriate
 - Issue Unit as appropriate
 - Order Unit as appropriate
 - Conversion Factor as appropriate

4.4.4.2 **NS** items will be utilized until depleted and not reordered.

4.4.4.3 Inventory and usage data will be recorded; however **NS** lines will not be changed to **SP** or **STK** without **Strong** justification signed by the ASL approving authority for the AOR.

4.4.4.4 **NS** items on hand as a result of turn-ins or receipts will be offered to sites that have the same or like items classified as **STK**, if sites cannot utilize the material it will be processed for disposition.

4.4.4.5 Zero balance locations will be deleted from the storeroom; the

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

historical data for the item will be retained by STEAM.

Classification Criteria Table		
STK	Demand	Nine Demands In 360 Days To Add
		Three Demands In 360 Days To Retain
	Mandatory	Manufacturer Requirements
		Contractual Requirement
	Insurance	Contractual Requirement
		Loss Of Life Or Limb
SP	Special	Default for a New Item
		Construction Requirement
		Special Repair or Maintenance
		Single Purchase for Single Need
NS	Discontinued	No Longer Need for Contract Performance
		Item Does Not Meet Contact Standards
	Alternative	Alternative Item Identification
	Replacement	Item Replaced By Another

4.5 Stock Computations

- 4.5.1 The following formulas in Para 4.6 shall be used to calculate reorder details for all STK lines.
- 4.5.2 Reorder details will be calculated based off of the valid total quantity demanded. STEAM historical transaction data for the given storeroom shall be the used to obtain the total valid demands. All Returns will have the corresponding quantities and demands balanced prior to the ASL review.
- 4.5.3 The basic reorder details computation method explained in this document will be used as the standard. The appropriate fields shall be uploaded into STEAM upon completion of the ASL.

Note: * Indicates a calculated field that is required to be entered into STEAM

- 4.5.4 Compute initial quantities using equipment density and/or population to be supported. The applicable technical manual or authorization document shall be consulted to determine equipment and part replacement cycles. IE: Manufacture required services and scheduled items.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02**Date: 26 OCT 08**

- 4.5.5 For start up projects, use historical data from a project/site that used similar equipment; modify as per mission requirements.
- 4.5.6 Recommendations to reduce stock levels due to fiscal constraints must be made to HQ PSM leadership and approved by the Senior Leadership Team.
- 4.5.7 Stock level initial computations and effective management of inventory currently on hand will be accomplished using the following Computations for Daily Burn Rate (DBR) supply.

4.6 Computation Method Definitions**Note:** * Indicates a field required to be entered into STEAM

- 4.6.1 **QD - Quantity Demanded** - last 12 months or 360 days.
- 4.6.1.1 **QD** is figured by adding all issues for that line in last 360 days. This does not include all currently due out items.
- Note:** This number can be figured for any control period, or 30 units in 30 days.
- 4.6.2 **ADOS - Authorized Days of Supply** – The amount of time in days that a single storeroom is authorized to supply an activity or location.
- 4.6.3 **DBR – Daily Burn Rate** – The amount of an item that is required to maintain an activity for a single day, this may be represented as a decimal. All numbers shall be rounded at two decimal places.

Example: 0.25

- 4.6.3.1 **DBR** is calculated by dividing the **QD** in the control period by the number of days in that same control period.

$$\text{DBR} = \frac{\text{Quantity demanded}}{\text{Number days in control period}}$$

Figuring for 60 demands in 120 days

$$\text{DBR} = \frac{60}{120} = 0.5$$

- 4.6.4 **OL - Operating Level** – The quantity of stock intended to sustain normal operations during ADOS. This does not include either Safety Level (**SL**) or Lead Time Days (**LTD**) quantity. Note: Operational Level is not a term referenced in STEAM; however, it is used to manage an item in the storeroom.

- 4.6.4.1 **OL** is calculated by multiplying the **ADOS** by **DBR**.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

$$OL = ADOS \times DBR$$

$$OL = 120 \times 0.5 = 60$$

- 4.6.5 ***LTD – Lead Time Days** – The amount of time that it takes to obtain an order from the date that the order was placed until it is received at the destination site and posted in STEAM.
- 4.6.5.1 **LTD** is calculated by finding the number of days that the six most recent Priority 3 (P3) replenishment orders took to complete. Exclude the Priority 1 or 2 (P1/P2) requisitions and requisitions that have unusual circumstances, back orders or Requests for Additional Funds. Average the six records to find the LTD for a line.
- 4.6.5.2 To find the LTD for an order, subtract the requisition origination date from the date the final receipt is posted in STEAM. Add the results of the six orders and then divide by six and round the results to the next higher whole day.
- 4.6.5.3 STEAM will be used to obtain requisition origination date and the date the final receipt is posted.
- 4.6.5.4 The site generated document register may be used, however this is a labor intensive method; Steam shall be used to obtain requisition origination date and the date the final receipt that is posted.
- 4.6.6 **SSD – Safety Stock Days** – This is the number of days that is intended to permit continued support in the event of minor interruption of supply replenishment or unpredictable fluctuation in consumption rate for a line of supply. This number will be used to make additional calculations.
- 4.6.6.1 Safety stock time period will be **30** days, for all items identified as “STK”. This is the LOGCAP safety level.
- 4.6.6.2 **SSD** is set at the Theater level to maintain consistency on the LOGCAP project.
- 4.6.6.3 Request for exceptions to this requirement must be forwarded to the LOGCAP III Theater PSM-Supply and approved by the SLT.
- 4.6.7 **SS% - Safety Stock Percent** – Is the percentage of the Authorized Days of Supply (ADOS) that is considered Safety Stock. This number is calculated as a percentage to make additional calculations.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

4.6.7.1 SS% is calculated by dividing the SSD by the ADOS then converting that number to a percentage by multiplying by 100.

$$SS\% = \left(\frac{SSD}{ADOS} \right) = \text{decimal} \times 100 = \%$$

$$SS\% = \left(\frac{30}{120} \right) = 0.25 \times 100 = 25\%$$

4.6.8 ***SSL – Safety Stock Level** – Is the quantity expected to be available at the time the replenishment material arrives. The safety level is intended to permit continued support in the event of minor interruption of supply replenishment or unpredictable fluctuation in consumption rate.

4.6.8.1 The SSL is computed by multiplying the ADOS by SS% by DBR to get the SSL. Decimal figures are rounded to the nearest whole number.

Note: Rounding standard is 0.1 to 0.4 is 0 and 0.5 to 0.9 is 1.

$$SSL = ADOS \times SS\% \times DBR$$

$$SSL = 120 \times 25\% \times .5 = 30$$

$$SSL = 30$$

4.6.9 ***ROP – Reorder Point** – The number that represents the minimum level of an item in inventory. When a line of inventory reaches a point where the quantity is less than or equal to the ROP a requisition shall be placed to maintain the Stock Objective (SO). If this is not done a 0 balance condition will be achieved and due out orders will then start to accumulate.

4.6.9.1 The ROP is calculated by multiplying the LTD by the DBR and then adding the SSL. This number is rounded to the nearest whole number.

$$ROP = (LTD \times DBR) + SSL$$

$$ROP = (90 \times 0.5) + 30 = 75$$

$$ROP = 75$$

4.6.10 **SO – Stock Objective** – The Stock Objective is the **Max** amount for a line of supply that is to be kept on hand or on requisition as DUE IN. Stock lines that have an available balance and DUE IN balance that is greater than the Stock Objective are considered to be in a surplus condition.

Note: Stock Objective is not referenced in STEAM; however, it is used to

KBR

Information contained on this page is subject to the restrictions on the first page of this document.


MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

manage an item in inventory.

4.6.10.1 The **SO** is calculated by adding the OL, SSL and ROP to obtain the Stock Objective

$$SO = OL + SSL + ROP$$

$$SO = 60 + 30 + 60 = 150$$

$$SO = 150$$

4.6.11 **RO - Requisition Objective** - The **RO** is the maximum quantity of an item authorized to be on Requisition/Order at any given time at any time.

4.6.12 The **RO** is calculated by subtracting the Current Balance (**CB**) from the **SO** giving the Requisition Objective.

$$RO = SO - CB$$

$$RO = 150 - 48 = 102$$

$$RO = 102$$

Note: Requisitioning Objective (**RO**) is not a term referenced in STEAM. The total number here should not be larger than the amount of material that is on requisition or purchase order. This number can and should be verified in STEAM during the creation of a requisition. All awarded PO's will need to be entered in STEAM to maintain an accurate RO.

4.7 Completing the ASL Document

- 4.7.1 The Sample standardized ASL document contains information required to identify lines of supply and the storeroom for the ASL.
- 4.7.2 The computations can be combined in the same worksheet; the computations will be used and distributed with the ASL.
- 4.7.3 All inventory classified as **STK** must be justified by consumption or in writing.
- 4.7.4 The finalized ASL document shall be distributed to the required personnel within three business days after the closing of the ASL review board.
- 4.7.5 Stock, Non-Stock and Special order items shall be listed on separate sheets.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

Enclosure (A)

Definitions

- **ASL** – (Authorized Stock List), this is the signed and approved listing of supplies the ASL Review Board produces.
- **ASL Month** – A control period that lasts 30 days.
- **ASL Year** – A control period that lasts 360 days.
- **Bench Stock** – Items where the individual item may be used in the performance of work on more than a single work order, asset, task, or day. Quantities will not exceed 30 days usage.
- **Demand** – The term that is used to define an individual need for an item, this does not relate to the quantity of the need.
- **DUE IN** – Material that is on order or on a purchase order.
- **DUE OUT** – Material that is due to a customer when a request for material has not been fulfilled
- **Insert Date** – The start date that is used for a line of supply when added to the ASL is also called the Line Item Birthday.
- **Non-Stocked Item** – An item that will **NOT** be replenished, this item will be depleted and not reordered. Items that do not have a requirement on the project will be classified as NS in STEAM.
- **Non-Recurring Demand** – A demand for an item that is required for specific use, or for single request.
- **PPE** – Personnel Protective Equipment.
- **PSM** – Procurement Supply Manager/Management.
- **Quantity** – The amount of an item that is a measureable by numbers.
- **Recurring Demand** – Demands for an item that recurs on a regular basis these can be daily, weekly, monthly, and/or quarterly.
- **Safety Stock Days** – A period of time that will be used to calculate safety stock level. This is currently set at **30** days.
- **Shop Stock** – Demand supported items for the activity holding the items. Documented quantities will not exceed 30 days use.
- **SLT** – Senior Leadership Team.
- **SOW** – Scope of Work.
- **Special Order Item** – An item that exists in the inventory due to a single demand. These items are labeled as SP in STEAM. This classification will be used as the default classification for an item in inventory. Items will remain SP until the reviewed by the ASL review board.
- **Stocked Item** – An item that will have a level of supply maintained by the materials warehouse, this item meets criteria to be considered stock items and labeled in STEAM as STK. Reorder of STK items will occur when conditions warrant.

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

Enclosure (B)

Authorized Stock List

Part Number	Description	Location	Quantity
1002418011	DISPOSABLE CUP LID	LC-IRQ-BR-0001	STK
1002418019	DISPOSABLE CUP LID	LC-IRQ-BR-0001	STK
1002418004	OFFICE CLEANER	LC-IRQ-BR-0001	STK
1002418002	DISPOSABLE CUP LID	LC-IRQ-BR-0001	STK
1002409668	TOWEL, PAPER	LC-IRQ-BR-0001	STK
1002331099	GASKET	LC-IRQ-BR-0001	STK
1002234652	ASSEMBLY, TUB, PLASTIC	LC-IRQ-BR-0001	STK
1002174610	ASSEMBLY, HT TRANS/SEAL HUB	LC-IRQ-BR-0001	STK
1001918685	COMPACT FLUORESCENT LAMP, 11 W/E27	LC-IRQ-BR-0001	STK
1001908201	FURNITURE POLISH	LC-IRQ-BR-0001	STK
1001861010	KIT, THROAT BEARING	LC-IRQ-BR-0001	STK
1001331874	TRANS BALL CO	LC-IRQ-BR-0001	STK
1001323043	LAMP STA 4 W	LC-IRQ-BR-0001	STK
1001320318	MOTOR, PUL	LC-IRQ-BR-0001	STK
1001253173	PAPER	LC-IRQ-BR-0001	STK
1000963022	CASS CLEANER, 20 OZ	LC-IRQ-BR-0001	STK
100085337	9V IONIZATION KIDDE SMOKE ALARM	LC-IRQ-BR-0001	STK
1000801644	SHOWER CURTAIN, 81 X 81 IN, VINYL	LC-IRQ-BR-0001	STK
1000801625	LAUNDRY NET, 36 IN X 28 IN X 3 MIL THICK	LC-IRQ-BR-0001	STK
1000801624	LAUNDRY NET, 36 IN X 28 IN X 1 MIL THICK	LC-IRQ-BR-0001	STK
1000801622	LAUNDRY NET, 36 IN X 28 IN X 3 MIL THICK	LC-IRQ-BR-0001	STK
1000681471	SODIUM HYPOCHLORITE SOLUTION, 55 GAL DR W/52 GALS LIQ	LC-IRQ-BR-0001	STK
1000681406	TIMER, 3-OFF	LC-IRQ-BR-0001	STK

KBR

Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

Enclosure (C)

Equipment Provisioning List

Organization/Region		Job Location		
Equipment Type		Equipment Model		
Equipment ID		Date of Equipment Receipt		
Part Number	Part Number	Part	Qty	Qty Used
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

EXAMPLE



Information contained on this page is subject to the restrictions on the first page of this document.

MATERIALS STOCK PLAN DESKTOP OPERATING PROCEDURE

Revision # 02

Date: 26 OCT 08

Enclosure (D)

Computation Quick Reference

Quantity Demanded in last 12 Months	Adjusted Rate of Supply (ASR)	Qty Dem (MAX)	Quantity Level (QL)	Lead Time (LT)	Safety Stock (SS)	Safety Stock % (SS%)	Safety Stock Level (SSL)	Quantity Level (QL)	Stock Objective (MAX)
1	120	0.00	0	90	30	25.00%	0	0	1
3	120	0.01	1	90	30	25.00%	0	1	2
7	120	0.02	2	90	30	25.00%	1	2	5
11	120	0.03	4	90	30	25.00%	1	4	8
15	120	0.04	5	90	30	25.00%	1	5	11
19	120	0.05	6	90	30	25.00%	2	6	14
23	120	0.06	8	90	30	25.00%	2	8	17
27	120	0.07	9	90	30	25.00%	2	9	20
31	120	0.08	10	90	30	25.00%	3	10	23
35	120	0.10	12	90	30	25.00%	3	12	26
39	120	0.11	13	90	30	25.00%	3	13	29
43	120	0.12	14	90	30	25.00%	4	14	32
47	120	0.13	15	90	30	25.00%	4	15	35
51	120	0.14	17	90	30	25.00%	4	17	38
55	120	0.15	18	90	30	25.00%	5	18	41
59	120	0.16	19	90	30	25.00%	5	19	44
63	120	0.17	21	90	30	25.00%	5	21	47
67	120	0.18	22	90	30	25.00%	6	22	50
71	120	0.19	23	90	30	25.00%	6	23	53
75	120	0.21	25	90	30	25.00%	6	25	55
76	120	0.21	25	90	30	25.00%	6	25	56
80	120	0.22	26	90	30	25.00%	7	26	59
84	120	0.23	28	90	30	25.00%	7	28	62
88	120	0.24	29	90	30	25.00%	7	29	65
92	120	0.25	30	90	30	25.00%	8	30	68
96	120	0.26	32	90	30	25.00%	8	32	71
100	120	0.27	33	90	30	25.00%	8	33	74
104	120	0.28	34	90	30	25.00%	9	34	77
108	120	0.30	36	90	30	25.00%	9	36	80
112	120	0.31	37	90	30	25.00%	9	37	83
116	120	0.32	38	90	30	25.00%	10	38	86
120	120	0.33	39	90	30	25.00%	10	39	89
124	120	0.34	41	90	30	25.00%	10	41	92
128	120	0.35	42	90	30	25.00%	11	42	95
132	120	0.36	43	90	30	25.00%	11	43	98
136	120	0.37	45	90	30	25.00%	11	45	101
140	120	0.38	46	90	30	25.00%	12	46	104
144	120	0.39	47	90	30	25.00%	12	47	107
149	120	0.41	49	90	30	25.00%	12	49	110
153	120	0.42	50	90	30	25.00%	13	50	113
157	120	0.43	52	90	30	25.00%	13	52	116
161	120	0.44	53	90	30	25.00%	13	53	119



Information contained on this page is subject to the restrictions on the first page of this document.

**MATERIALS STOCK PLAN
DESKTOP OPERATING PROCEDURE**

Revision # 02

Date: 26 OCT 08

Enclosure (D) Continued

Computation Quick Reference

Quantity Demanded in last 12 Months	Annual Rate of Supply (%/yr)	Peak Rate (%/yr)	Operating Level (OL)	Lead Time (LT)	Setup Time (ST)	Inventory Level (IL)	Inventory Turn (IT)	Number of LTs	Stock Position (SP)
165	120	0.45	54	90	30	25.00%	14	54	122
166	120	0.46	55	90	30	25.00%	14	55	123
173	120	0.47	57	90	30	25.00%	14	57	128
177	120	0.48	58	90	30	25.00%	15	58	131
181	120	0.50	60	90	30	25.00%	15	60	134
185	120	0.51	61	90	30	25.00%	15	61	137
189	120	0.52	62	90	30	25.00%	16	62	140
193	120	0.53	63	90	30	25.00%	16	63	143
197	120	0.54	65	90	30	25.00%	16	65	146
200	120	0.55	66	90	30	25.00%	17	66	149
201	120	0.55	66	90	30	25.00%	17	66	149
205	120	0.56	67	90	30	25.00%	17	67	152
209	120	0.57	69	90	30	25.00%	17	69	155
213	120	0.58	70	90	30	25.00%	18	70	158
217	120	0.59	71	90	30	25.00%	18	71	161
222	120	0.61	73	90	30	25.00%	18	73	164
226	120	0.62	74	90	30	25.00%	19	74	167
230	120	0.63	76	90	30	25.00%	19	76	170
234	120	0.64	77	90	30	25.00%	19	77	173
238	120	0.65	78	90	30	25.00%	20	78	176
242	120	0.66	80	90	30	25.00%	20	80	179
246	120	0.67	81	90	30	25.00%	20	81	182
250	120	0.68	82	90	30	25.00%	21	82	185
254	120	0.70	84	90	30	25.00%	21	84	188
258	120	0.71	85	90	30	25.00%	21	85	191
262	120	0.72	86	90	30	25.00%	22	86	194
266	120	0.73	87	90	30	25.00%	22	87	197
270	120	0.74	88	90	30	25.00%	22	88	200
274	120	0.75	90	90	30	25.00%	23	90	203
278	120	0.76	91	90	30	25.00%	23	91	206
282	120	0.77	93	90	30	25.00%	23	93	209
286	120	0.78	94	90	30	25.00%	24	94	212
290	120	0.79	95	90	30	25.00%	24	95	215
295	120	0.81	97	90	30	25.00%	24	97	218
299	120	0.82	98	90	30	25.00%	25	98	221
303	120	0.83	100	90	30	25.00%	25	100	224
307	120	0.84	101	90	30	25.00%	25	101	227
311	120	0.85	102	90	30	25.00%	26	102	230
315	120	0.86	104	90	30	25.00%	26	104	233
319	120	0.87	105	90	30	25.00%	26	105	236
323	120	0.88	106	90	30	25.00%	27	106	239
327	120	0.90	108	90	30	25.00%	27	108	242
331	120	0.91	109	90	30	25.00%	27	109	245
335	120	0.92	110	90	30	25.00%	28	110	248



Information contained on this page is subject to the restrictions on the first page of this document.



Government and Infrastructure
LOGCAP III Headquarters • Baghdad, Iraq • APO AE 09344

Date: 15 November 2008

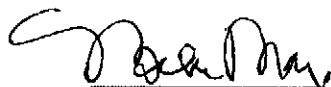
To: LOGCAP Staff Requiring Material to Perform Work

From: LOGCAP HQ PSM Management

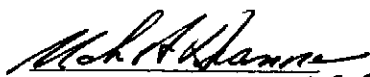
Memorandum for Record

Authorization/Approval of the Materials Stock Plan Desktop Operating Procedures

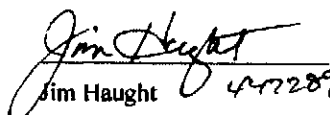
This signature page will serve as the approval page for the SM-2 DOP Revision 2. The following individuals have reviewed and concurred with the direction and clarification that is contained within the attached DOP


Mike Mayo 377672

Principal Program Manager


Mark Brannen 416940

Deputy Program Manager - Support


Jim Haught 411289

Theater PSM Manager- Supply

Requests for change or update will be submitted to HQ PSM management utilizing the Update/Change Request form. The blank change/request is attached to the PDF file of this DOP.

Kellogg Brown & Root Proprietary Data

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



Government and Infrastructure
LOGCAP III Headquarters • Baghdad, Iraq • APO AE 09344

5 November 2008

To: LOGCAP III Senior Leadership

CC: PSM-Supply, Scott Roach

From: Ross Hegstrom

Memorandum: Request to increase the Safety Stock Level from fifteen days to thirty days.

The current Stock Plan DOP states that to increase this number SLT approval is required.

The fifteen day stock level comes directly from AR 710-2-2 Chapter 4 Para 4-5. "Overseas SSA's use 15 days". This is consistent with standard order ship times for priority one requisitions from domestic to overseas operations for the Federal Supply System. However the standard required delivery date for priority one requisitions on LOGCAP III is currently set at twenty one days. The target time from the LOGCAP III Internal Prioritization Policy is 21 days using air movement, 24 days from CONUS using air movement and 24 days from the ME using road movement.

Safety stock is designed to be the amount of material that should be on-hand when a replenishment order arrives. The safety stock days should not be less than the minimum required date for a priority one requisition. This would leave a six to nine day period of zero balance quantities by design. When based off of required delivery time and a realistic delivery time, the thirty day stock level would serve our customer better by reducing the number of emergency requisitions for stock materials.

The increase to thirty days will bring the reorder point details inline with the current requisition wait time periods, while protecting sites that manage inventory correctly from running to a zero balance condition due to outside influence. Additionally this will reduce the number of Distribution Management Center tasking denials from projects due to low safety stock levels.

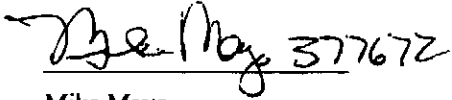
(Approvals on next page)

Kellogg Brown & Root Proprietary Data

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

This request is to increase the 15 days safety stock to a 30 days safety stock level is.

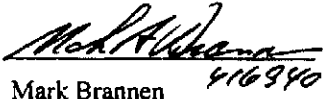
 377672

Mike Mayo

Principal Program Manager

Approved

Denied

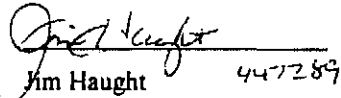
 416940

Mark Brannen

Deputy Program Manager - Support

Approved

Denied

 447289

Jim Haught

Theater PSM Manager- Supply

Approved

Denied

KBR

Desktop Operating Procedure
Change/Update Request

Change to DOP		
Requestor's Name/Title	Requestor's AOR and Phone Number:	Date:
DOP Number:	DOP Title:	Date of DOP:

CHANGE FROM:

CHANGE TO:

REASON FOR CHANGE:

KBR

Kellogg Brown & Root Proprietary Data

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

LOGCAP III Headquarters • F-1 / ID#43382 • APO AE 09344

Technical Direction Bulletin

Date:	01 July 2009
From:	LC-III HQ PSM Supply
Subject:	PCARSS Process
Purpose:	To give clarification on the Operations Directive

Reference:

- a) Non Demand Supported Stock Removal OPSDIR
- b) Tab H, Disposition of Property, Property Control Procedures (PCP) dated 15 July 2008

Situation:

Currently the wording on the memo and the process of sending the memo to the DMC does not give absolution to declare the item excess. Cross level of PCARSS has been a concern and although the effort has been performed by site warehouse staff to prepare the materials for PCARSS KBR has a responsibility to cross level before purchase. The below serves as clarification of the Non Demand Supported Stock Removal OPSDIR.

Execution:

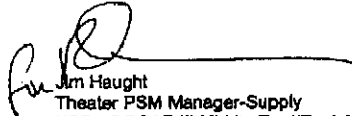
The attached supporting memo is a change from what was previously used. With this memo change is a process change. The memo is a record for the PCARSS packet that shows the serviceable item has had theater visibility, and been available for cross level. Previously we sent the memo to DMC for approval; however this step is extra and can be done with the same efficiency at the site, by the Materials/Property Manager. By previously marking your item NS in STEAM gave DMC the authority and visibility to direct cross levels.

Upon identifying a new item as serviceable excess, and during the time of PCARSS inventory and paperwork preparation, update the item in STEAM as "reserved". You do not need a work order to reserve a PCARSS items, due to the special nature of this project. Enter the schedule number in the memo field at the time of the reservation.

Cross level for PCARSS reserved items should still be performed for mission critical and electrical items and with the approval by HQ, without the involvement of the DMC (ie - exception rule).

It is also important to note, with base closures and transfers that once a site has had a formal Project Planning Request (PPE), turn in of serviceable items (and cross levels) should be suspended.

Please acknowledge receipt of this TDB to John Vujic, NLT 011700(C) July 2009.


Jim Haught
Theater PSM Manager-Supply
KBR LOGCAP III Middle East/East Asia
KBR/F-1 43382

KELLOGG BROWN & ROOT COMPANY CONFIDENTIAL

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to KBR. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of KBR is strictly prohibited.

KBR

CAMP SPEICHER - APO AE 09393 - TIKRIT, IRAQ
 LOGCAP III SUPPORT CONTRACT - DAAA09-02-D-0007
 PHONE: 713-970-5457

MEMORANDUM

DATE:
TO: Defense Contract Management Agency
 Defense Contract Management District International
ATTN: Plant Clearance Officer
FROM: KBR Client Owned Equipment Manager
 KBR Material Control Manager
SUBJECT: Request for Disposition, Schedule Number:



KBR request disposition instructions for the attached listed property. It has been determined that this property is excess to the contract and there is no further use in support of the mission requirements. The attached list of Item(s) have been screened for cross level requirements throughout the theater of operation. At this time, there are no foreseeable requirements in support of the current mission.

GP/MRN	DESCRIPTION	PART/ITEM #	COND CODE	QTY	UOM	UNIT COST	TOTAL COST
--------	-------------	-------------	-----------	-----	-----	-----------	------------

Please direct all questions regarding this letter to the undersigned at: _____

OR

Property Manager
 C Sites - Tikrit, Iraq

Material Control Manager
 C Sites - Tikrit, Iraq

KBR, Inc.

KELLOGG BROWN & ROOT PROPRIETARY DATA - SOURCE SELECTION INFORMATION - SEE FAR 5.104

NOTE: IN ADDITION TO PROTECTION UNDER FEDERAL AND DODD REGULATIONS, 1.164 THIS DOCUMENT CONTAINS INFORMATION WHICH MAY BE WITHHELD FROM THE PUBLIC BECAUSE DISCLOSURE WOULD CAUSE A POSSIBLE HARM TO AN INTEREST PROTECTED BY ONE OR MORE EXECUTIVE ORDER(S) OF THE PRESIDENT OR EXECUTIVE ORDER(S) OF THE SECRETARY OF DEFENSE. FURTHERMORE, IT IS REQUESTED THAT ALL GOVERNMENT PARTIES RECEIVING THIS INFORMATION NOT IN ACCORDANCE WITH DODD 24067, R. 1.1.2, AND DODD 24068, R. 1.1.2, REPRODUCE, REPRODUCE FOR OTHERS, OR DISSEMINATE (FOUO) ANY INFORMATION AND STORE THIS INFORMATION IN A SECURE AND AUTHORIZED MANNER.

From: Darrin Peterson
Sent: Tuesday, October 16, 2007 9:39 PM
To: DL_KBR LOGCAP III B-Sites IT/COMMO
Subject: FW: Legacy Systems and STEAM
FYI

From: Karmaine Hall
Sent: Tuesday, October 16, 2007 9:03 PM
To: DL_KBR LOGCAP III ITCOMMO Managers
Subject: FW: Legacy Systems and STEAM

ALCON,

Please see the below correspondence <Pay close attention to the section highlighted in yellow>. On Oct 18th I will send out a reminder of the suspense date of Oct 21, 2007. In the mean time please be proactive and help your respective PMs to identify these legacy databases to get a head start on the reports we are being asked to provide per site.

Note: I am currently TDY at USMI-C until 10/17/2007. If you have any questions or concerns, please send me an e-mail and I will get back to you ASAP!

Regards,

Karmaine Hall
Sr. IT & Communications Manager - LOGCAP III ME&CA
KBR Headquarters, LOGCAP III ME/CA
Baghdad, Iraq
281.669.2222
Karmaine.Hall@kbr.com

From: Mike Mayo
Sent: Tuesday, October 16, 2007 6:47 PM
To: DL_KBR LOGCAP III PM's and DPM's ME/CA; DL_KBR LOGCAP III Primary Staff ME/CA
Cc: Jerry Laws; Larry Lust; Tony Montalvo; Mo Young; Karmaine Hall; Barron Marcee
Subject: Legacy Systems and STEAM

Our HQ response to the CAR on materials indicated that we would be off all legacy systems by the end of September. One exception was made for maintenance. DCMA visited a site and found the HVAC operation still using a legacy system (spreadsheet). I don't know how much clearer the instructions can be.

PMs,

Please confirm in response to this email that you have checked all sites and all trades. That you have 100% assurance that no activity that is capable of using STEAM is continuing to use a legacy system. Provide this assurance by 1800 hours 18 October 2007.

This CAR is one of several instances where the property and material system within KBR is being questioned. Whether it be DCMA, DCAA, KBR internal audit, AAA – the findings are quite clear – we are not showing we have a standard system applied uniformly throughout the Project that assures accountability. This is a long term problem that needs fixing immediately.

Karmaine,

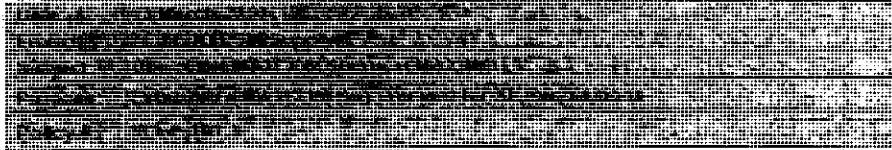
After the 18th, have the IT folks at every site check the operations at every trade, materials and property locations to ensure legacy systems to include spreadsheets are not used. I would like this accomplished by the 21st of Oct. Have the report ready by individual site, not regional, when I return.

**Mike Mayo
Principal Program Manager
KBR Government and Infrastructure
HQ KBR LOGCAP III
APO AE 09344
Office Phone: 281-669-5600
DSN: 318-822-7286**



LOGCAP III Headquarters • F-17/ID#43382 • APO AE 09344

Materials Control Technical Directive



Situation:

The use of Material Control (MATCON) status in MAXIMO is being bypassed 35% of the time. When MATCON is bypassed, requisitions move directly from Awaiting Approval (WAPPR) to Approved (APPR) without giving the Distribution Management Center (DMC) the opportunity to screen for asset availability and to cross-level stocks within Iraq Joint Operations Area (IJOA). Bypassing MATCON potentially results in purchasing property and material items that are excess elsewhere in the IJOA.

Intent:

Make maximum use of excess stocks on hand before placing an order for new material.

Action:

The previous authority granted to site PSM personnel to bypass MATCON is withdrawn. This applies to all categories of requisitions including commercial Purchase Requisitions (PR), Federal Supply System (FSS) and DLA Maintenance, Repair & Operations (MRO). Unless otherwise approved by the SLT, all requisitions including Priority 1 will move from WAPPR to MATCON. Only the DMC has the authority to move them from MATCON to APPR.

This technical directive does not eliminate or change the responsibility of the site Materials Manager to screen all requisitions to ensure that the requirement is valid, justified and cannot be substituted for by something else in stock. In addition, this does not change the requirement to send P1 requisitions to the DMC drop box (FDKKBKBR - LOGCAP III DMC P1 MATCON DROP BOX). Our processing data indicates that P1 requisitions are processed three times faster if they are posted to the drop box than simply entered into MAXIMO.

Standards:

1. The following standard processing objectives are established for MATCON review and action by the DMC:

- a. P1 requisitions.

KELLOGG BROWN & ROOT COMPANY CONFIDENTIAL

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to KBR. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of KBR is strictly prohibited.



LOGCAP III Headquarters • F-1 / ID#43382 • APO AE 09344

- 1) P1 requisitions arriving in the DMC drop box prior to 1400 hours – same day. This means that the DMC will either issue a cross-level directive or move the requisition from MATCON to APPR on the day of receipt.
 - 2) P1 requisitions arriving in the DMC drop box after 1400 hours – within 24 hours. This means that the DMC will either issue a cross-level directive or move the requisition from MATCON to APPR within 24 hours of receipt.
 - b. P2 requisitions – 36 hours. This means that within 36 hours of a P2 requisition moving to MATCON, the DMC will either issue a cross-level directive or move the requisition from MATCON to APPR.
 - c. P3 requisitions – 48 hours. This means that within 48 hours of a P2 or P3 requisition moving to MATCON, the DMC will either issue a cross-level directive or move the requisition from MATCON to APPR.
2. Our focus is now on consumption of excess as opposed to speed of requisition processing. The current supply chain performance standards that relate to processing times will be periodically reviewed to determine if they need to be adjusted the impact of this directive.
3. PSM-Supply LC III ME will run daily reports to monitor (1) the average time a PR remains in MATCON status, and (2) compliance with this directive. These reports will be provided to regional DPM-S and the DPM-S LCIII ME, and will be briefed at the Weekly Staff Call.

A handwritten signature in black ink, appearing to read 'Rich Kaye', is written over a horizontal line.

Rich Kaye

Deputy Program Manager - Support
LOGCAP-III ME
KBR, Inc.
F-1 ID 43382
APO AE 09344

KELLOGG BROWN & ROOT COMPANY CONFIDENTIAL

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to KBR. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of KBR is strictly prohibited.

From: Rich Kaye [IMCEAEX_O=KBR SAT_OU=UK-LONDON_CN=RECIPIENTS_CN=KAD7679@kbrsat.com]
Sent: Wednesday, March 03, 2010 11:37 AM
To: Richard Abraham
Cc: Tracy Townsend; Rochelle Knight; Becky Meador; Casey Varenas; Conor O'Muirgheasa; Zella Hemphill
Subject: RE: Non Stock Items

Abe,

I can't do that, but what I can do for the next 12 days is ask the DMC to send the candidate cross-level directive to Tracy Townsend for approval.

Here's the dilemma and why this is so important: We are packaging up materials and declaring them as excess. Best case, it goes to another LOGCAP user. Worst case, we sign it over via 3161 to Gol. Either way, until the material is physically no longer ours it is on the books. If C-Sites has an item(s) that can fill a MRand you are the only place it can come fromand we don't cross-level it, we're going to create a PO (and expend \$\$) for items that have on hand. Sure as we're having this conversation, the DCAA is going to audit our excess disposition process. To have something on hand and to not use it in lieu of purchasing more is a recipe for the DCAA to find fault with us and collect back what we paid for the item via a Form 1.

Also, I'm certain you have a digital camera at the C-Sites. If you've got a situation as described below, "Several times when a connex has been filled and even sealed but the documentation is not yet entered in maximo the contents inside are still open to being cross-leveled. When it happens the connex has to be unloaded to get to the item and then reloaded, a lot of time is wasted" take a picture and send it to Tracy/Rochelle. They have the authority to give you dispensation from breaking open the container.

v/r,

Rich Kaye

Deputy Program Manager - Support
LOGCAP-III ME
KBR, Inc.
F-1 ID 43382
APO AE 09344
Office Telephone: 281-669-1949
Email: Richard.Kaye@KBR.com

From: Richard Abraham
Sent: Wednesday, March 03, 2010 7:42 PM
To: Rich Kaye
Cc: Tracy Townsend; Rochelle Knight; Becky Meador; Casey Varenas
Subject: Non Stock Items

Rich

I have an urgent request that I need your immediate help on. According to the Planned Schedule given to us by HQ for managing our Non-Stock Items, C sites are way behind in packing and loading material for delivery to Afghanistan. Casey has given specific instructions to catch up with the plan ASAP. To accomplish this we must handle 12,488

EX7

line items in 12 days or about 1,000 per day starting now.

We have put a recovery plan in place we believe will work, but we need your help with one major obstetrical; cross leveling. Several times when a connex has been filled and even sealed but the documentation is not yet entered in maximo the contents inside are still open to being cross-leveled. When it happens the connex has to be unloaded to get to the item and then reloaded, a lot of time is wasted.

What we need from you is to grant us temporary relief from cross leveling until we meet the NS plan. In other words, allow us to be exempt from the program, if not there is a high probability we will not meet the mission assigned to us.

Thanks for your consideration

Abe

Richard Abraham
Deputy Project Manager - Support
KBR, Inc.
COB Speicher
Tikrit, Iraq
APO, AE 09393
Tel: 281-669-5506
Richard.Abraham@kbr.com

KBR

LOGCAP III Headquarters • F-1 / ID#43382 • APO AE 09344

Technical Direction Bulletin

Date:	20 May 2009
From:	LC III HQ PSM Supply
Subject:	Issuing Material From a TREC Storeroom
Purpose:	To give firm direction on the correct way to use a TREC Storeroom.

Reference:

- a) Tab C Receiving and Identification, Property Control Procedures (PCP) dated 15 July 2008
- b) Tab F Consumption, Utilization and Maintenance, Property Control Procedures (PCP) dated 15 July 2008 Situation:

The results of SMART reviews and internal assessments of STEAM transactions, indicate Material Control personnel are not using TRECs correctly. The integrity of the TRECs is the cornerstone of a valid receiving and inventory control system. Material must be received within 24 hours and entered into STEAM within 48 hours in accordance with the KBR PCP. STEAM uses the TREC as a method to provide advance notification of the in-transit from one site to another. It is imperative that Material Control review TRECs daily and develop exception reports that identify inbound shipments. Figure 1 shows the correct use of TRECs and process flow.

Material Control personnel are responsible for ensuring material does not aggregate for extended periods of time in the TREC. Material should be received in the TREC and when physically accounted for on the Daily Dock Report, be transferred to the appropriate storeroom and managed by Warehouse personnel. We have identified numerous transactions, such as direct issue, and warehouse requisitions being issued directly from the TREC. This will cease immediately. If material received is for an ACL or special project, such as grounding and bonding, separate storerooms will be established to receive the material from the TREC. The establishment of the ACL storeroom will prevent the capture of FALSE demands.

To stop incorrect use of and prevent further non conformance with the PCP, the following procedures will be implemented immediately:

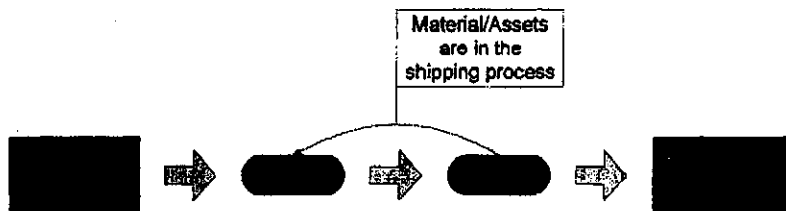
1. TRECs will not be used for transactions.
2. Material Control and Warehouse personnel will scrub all TRECs and:
 - a. Remove any material line that has been in-transit for over 60 days.
 - b. Issue ROD or IAR as appropriate.

KELLOGG BROWN & ROOT COMPANY CONFIDENTIAL

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to KBR. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of KBR is strictly prohibited.

KBR

Figure 1 TREC process:



Please acknowledge receipt of this TDB to Sean Guerrero (Sean.Guerrero@kbr.com), NLT 211700(C) May 2009. Suspense for action 281700 (C) May 2009

Jim Haught
Theater PSM Manager-Supply
KBR LOGCAP III Middle East/East Asia
KBR/F-1 43382

KELLOGG BROWN & ROOT COMPANY CONFIDENTIAL

This document contains business and technical information and data, trade secrets, and know-how that are highly confidential and proprietary to KBR. Any unauthorized publication or disclosure of such information to any person, or any unauthorized use of such information, without the express written consent of KBR is strictly prohibited.

E-FILED
Thursday, 24 March, 2011 12:52:33 PM
Clerk, U.S. District Court, ILCD**Zella Hemphill**

From: Conor O'Muirgheasa
Sent: February 19, 2010 3:55 PM
To: Zella Hemphill
Subject: FW: Cross Level freeze lifted for all

Here it is.

Enjoy :).

Conor

From: Elias Faris
Sent: Thu 2/18/2010 9:06 PM
To: Conor O'Muirgheasa
Subject: Cross Level freeze lifted for all

I need to put something out to the PSM and will Cc the DPM-S and Rich. I started but am just worn out right now and want to get this out tomorrow. Go through this and form your notes and communication to Rich complete or restart as you have more notes than what we spoke about. Many things he did not mention so put it together and I am going to get it to him first to get approval to send out. He and I have had some good conversations and I think he realizes that hands were tied on some issue from Larry but he is willing to break all that free. This is an opportunity as the USG is on our side for excess from the meeting I had today with them on excess. We will pack and ship or leave it in place. I should be receiving an LOTD for the leave behind material items tomorrow (hopefully) which reduces the packing of product.

Ladies and Gentlemen:

Over the course of time I have exempt some sites for a number of days or even a few weeks from cross level requirements in order to help their situation for closures and packing requirements and even 100% inventories. This has been lifted and there will be no more exceptions for frozen storerooms no matter the situation as we are spending money for items that are still sitting on the shelf and readily available.

- To insure we reduce the spending on this contract I have been directed to opened all cross levels with no site being exempt.
 - Packing of boxes and pallets are still open to cross level (make sure to maintain your accountability of product)
 - Loading of containers is still open to cross level
 - Containers will have to be packed and sealed with RFID identification (24 hr notification) to be exempt. This means once you are ready to load your product into the container and have all the documents in order you will be able to make notification for freezing the container and its contents with the RFID number being forwarded to DMC within 24 hrs.
- In looking into the system it has been discovered that you are utilizing the TREC storerooms as a storage location. The TREC is not a storeroom for product but a virtual location for receiving, transfer and shipping to a storeroom.
 - There will be a aging report ran with 60, 90, 120 and 180+ day in TREC's.
 - Reports will be presented at the PPM staff meeting held every Saturday
 - All items will be turned to NS as TREC is not a storeroom.
 - Utilization of TREC as a storage facility to hide product will not be tolerated. This is a misrepresentation of the inventory quantity which relates to funds.

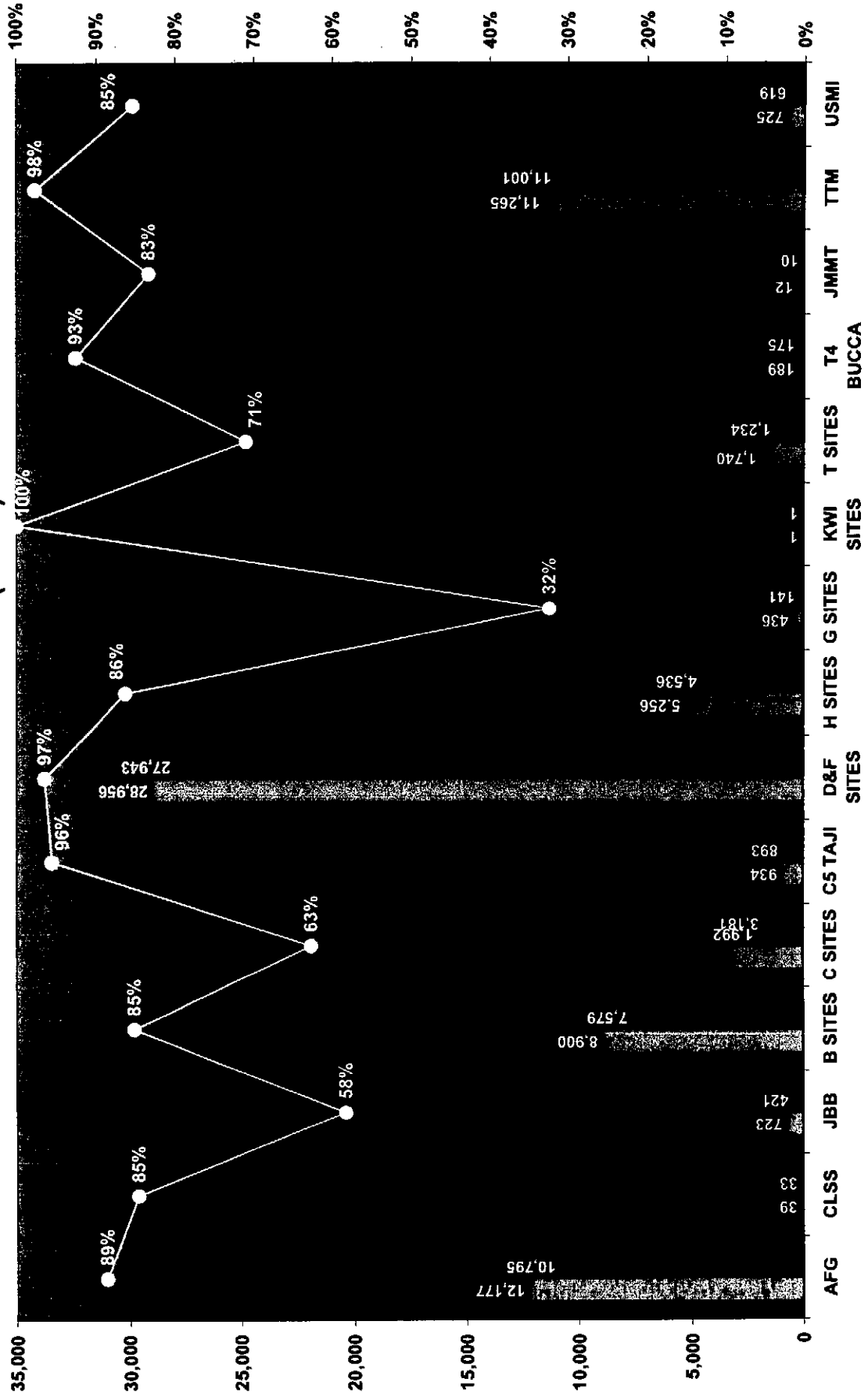
19/02/2010

- **Reservation**
 - Must have active work order and ACL
 - Must have PM approval for reserve (only the PM will be authorized to place items on reserve)
 - All currently reserved items must be justified and approved by your PM with all current active WO and ACL
 - PC and DOE will verify all documents prior to any new reservation
 - Currently reserved items without active WO/ACL will be removed from reservation and will fall into the current status of the bin location assigned STK or NS
- **Excess**
 - Requisition Objective (RO) is the only inventory to be maintained. There will be no 10% over the RO and will be considered excess
- **Safety Stock Levels**
 - Will be changed to zero
 - exception
 - Water & Ice
 - Fuels
 - Incinerators
 - Directly related to Life, Health and Safety (DMC approval required)
-

Elias S. Faris
HQ – PSM Manager-Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
Office: 713-445-3493

19/02/2010

LC-III ME TEMPORARY RECEIVING (TREC) STOREROOMS



—●— % OF LINE ITEMS LISTED IN TREC OVER 60 DAYS

SITES	TOTAL LINES IN TREC	TOTAL LINE ITEMS IN TREC OVER 60 DAYS	% OF LINE ITEMS LISTED IN TREC OVER 60 DAYS
AFG	12,177	10,795	88.7%
CLSS	39	33	84.6%
JBB	723	421	58.2%
B SITES	8,900	7,579	85.2%
C SITES	3,181	1,992	62.6%
C5 TAJI	934	893	95.6%
D&F SITES	28,956	27,943	96.5%
H SITES	5,256	4,536	86.3%
G SITES	436	141	32.3%
KWI SITES	1	1	100.0%
T SITES	1,740	1,234	70.9%
T4 BUCCA	189	175	92.6%
JMMT	12	10	83.3%
TTM	11,265	11,001	97.7%
USMI	725	619	85.4%
TOTALS	74,534	67,373	81.3%

THEATER TEMPORARY RECEIVING (TREC) STOREROOM INVENTORY

SITE	TOTAL LINES		TOTAL LINE		VALUE OF LINE ITEMS IN		% OF LINE ITEMS		TOTAL FREIGHT LISTED IN TREC
	IN TREC	IN TREC	ITEMS IN TREC	ITEMS IN TREC	VALUE OF LINE ITEMS IN TREC OVER 60 DAYS	VALUE OF LINE ITEMS IN TREC OVER 60 DAYS	LISTED IN TREC OVER 60 DAYS	LISTED IN TREC OVER 60 DAYS	
AFG	12,177		10,795		\$ 19,871,493.96	\$ 17,488,053.02	88.65	\$ 9,432,590.87	
CLSS	39		33		\$ 177,680.16	\$ 37,413.09	84.62	\$ -	
JBB	723		421		\$ 1,887,267.38	\$ 1,366,755.43	58.23	\$ 17,240.00	
B SITES	8,900		7,579		\$ 53,883,081.16	\$ 52,942,280.01	85.16	\$ -	
C SITES	3,181		1,992		\$ 6,545,483.73	\$ 5,539,255.76	62.62	\$ 875.70	
C5 TAJI	934		893		\$ 2,130,686.35	\$ 2,082,270.47	95.61	\$ 6,000.00	
D&F SITES	28,956		27,943		\$ 154,700,766.96	\$ 153,387,292.12	96.5	\$ 4,628.70	
H SITES	5,256		4,536		\$ 66,623,747.40	\$ 61,666,418.42	86.3	\$ 2,145.00	
G SITES	436		141		\$ 1,284,966.52	\$ 293,057.60	32.34	\$ -	
KWI SITES	1		1		\$ 127.22	\$ 127.22	100	\$ 99.00	
T SITES	1,740		1,234		\$ 8,271,095.75	\$ 7,437,266.40	70.92	\$ 3,130.00	
T4 BUCCA	189		175		\$ 8,962,711.70	\$ 8,913,155.75	92.59	\$ 350.00	
JMMT	12		10		\$ 7,767.36	\$ 7,230.58	83.33	\$ -	
TTM	11,265		11,001		\$ 26,889,941.25	\$ 26,650,106.64	97.66	\$ -	
USMI	725		619		\$ 4,924,109.52	\$ 4,566,166.62	85.38	\$ 747.60	
DUBAI	6		6		\$ 3,275.16	\$ 3,819.24	100	\$ 3,275.16	
JORDAN	2		2		\$ 400.00	\$ 400.00	100	\$ 250.00	
TOTALS	74,542		67,381		\$ 356,164,601.58	\$ 342,381,068.37	83.52	\$ 9,471,332.03	

From: Lynellen Sullivan [Lynellen.Sullivan@kbrsat.com]
Sent: Friday, May 28, 2010 5:22 AM
To: Conor O'Muirgheasa; David Roy; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill; Michael Porter
Subject: RE: Guidance for correct practice on generating IARs in TRECs

An IAR is a report of an adjustment including RECBALADJ, PCOUNTADJ and those adjustments are transactions in my humble option. Decide what you will, but know that we risk TREC audits if we begin consciously taking adjustments in TREC storerooms.

Respectfully,

Lyn Sullivan
Business Planning Manager
KBR, Inc.
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)

From: Conor O'Muirgheasa
Sent: Friday, May 28, 2010 3:17 PM
To: David Roy; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill; Lynellen Sullivan; Michael Porter
Subject: RE: Guidance for correct practice on generating IARs in TRECs

Hi David:

No, I don't think that an IAR is a transaction.

IAR = Inventory Adjustment Report, so an IAR is a Report (I'm not being "smart" here David ☺).

As far as I know, transactions are Maximo changes such as ISSUE, RETURN, RECEIVE, TRANSFER, and Adjustments such as INSERTITEM, RECBALADJ, PCOUNTADJ and STDRECADJ.

(I read those from the "View Inventory Transactions" tab in the Inventory / Inventory module).

I see from the MAXIMO Training slides (attached) that there is a statement:

"The only transactions to be performed in a TREC are receipts and transfers.

When an inventory adjustment is required, transfer the lines to an active storeroom to perform the adjustment and create the Inventory Adjustment Report. "

That seems to be in direct conflict with the guidance that I provided below.

Clearly, there is more work to be done here.

Thanks,
Conor

Conor F. O'Muirghéasa, PhD
Distribution Management Center (DMC) Manager
Kuwait
Office: 713-445-3519

From: David Roy
Sent: Friday, May 28, 2010 2:32 PM
To: Conor O'Muirghéasa; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: RE: Guidance for correct practice on generating IARs in TRECs

Conor, is an IAR considered a transaction?

David L. Roy
Property Manager, CPPS
KBR, Inc.
KBR/USMI APO AE 09316
Office: 713-445-5105
Iraqna: 0790-193-4176

From: Conor O'Muirghéasa
Sent: Friday, May 28, 2010 1:39 PM
To: Emin Rahimi
Cc: David Roy; Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: Guidance for correct practice on generating IARs in TRECs

Hello Emin:

Please find below guidance on how to handle IARs in TRECs.

It is not necessary to transfer items from TREC storerooms into regular storerooms in order to perform IARs on the items that were in TRECs.

Please cease transferring items from TREC storerooms to regular storerooms and placing the items into Bin Locations named "TREC" in order to perform IARs on the items.

Instead, perform the IAR in the TREC storeroom. Check the items MRN by MRN against other, regular storerooms:

If there were gains in the other storerooms, then it is a wash

If it is not a wash, then perform the IAR in the TREC

Also, if you have multiple TREC storerooms, then transfer the items from the multiple TREC storerooms into one TREC storeroom, consolidate the MRNs in that one storeroom, and then work on the IARs.

Please let me know if there are any questions about this, and I will do my best to help you.

Thanks,
Conor

Conor F. O'Muirghesa, PhD
Distribution Management Center (DMC) Manager
KBR, Inc.
Blue Complex
Maboulla Building 2
Floor 3, Apt 15A
APO AE 09366
Kuwait
Office: 713-445-3519

From: Lynellen Sullivan [Lynellen.Sullivan@kbrsat.com]
Sent: Friday, May 28, 2010 7:29 AM
To: Michael Porter; Elias Faris; Conor O'Muirgheasa; David Roy; Emin Rahimi
Cc: Michael Cowles; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: RE: Guidance for correct practice on generating IARs in TRECs

I advise against inventory adjustments in a TREC.

Respectfully,

Lyn Sullivan
Business Planning Manager
KBR, Inc.
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)

From: Michael Porter
Sent: Friday, May 28, 2010 5:24 PM
To: Elias Faris; Lynellen Sullivan; Conor O'Muirgheasa; David Roy; Emin Rahimi
Cc: Michael Cowles; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: RE: Guidance for correct practice on generating IARs in TRECs

So to solidify this.
No IARS in the TREC correct?

Respectfully,

Michael James Porter
Business Process Analyst-MAXIMO
KBR / LOGCAP III
USMI-CENTRAL
Baghdad, Iraq
APO AE 09316
SOFT PHONE-1-713-753-2000
EXT. 6109016
E-mail: Michael.Porter@kbr.com

IBM Maximo® 7.1 – Production
IBM Maximo® – Training



From: Elias Faris
Sent: Friday, May 28, 2010 4:40 PM
To: Lynellen Sullivan; Conor O'Muirgheasa; David Roy; Emin Rahimi
Cc: Michael Cowles; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill; Michael Porter
Subject: RE: Guidance for correct practice on generating IARs in TRECs

The frozen storeroom for TREC as listed below gives the site the ability to work in a specific storeroom without any gains. This is where you can put a team to only work the TREC.

The normal receiving TREC can then be monitored to insure the processes are carried out correctly and do not get out of control. Processes are being worked to get away from TREC which should have never been created in the first place but we are where we are and have to fix it.

Michael can create the storeroom to support this action. Be mindful that your current TREC will be monitored as it is now and should be just a gateway for receipt and issue.

v/r,

Elias Faris
Theater Manager PSM-Supply
Office: 713-445-3493

From: Lynellen Sullivan
Sent: Friday, May 28, 2010 3:25 PM
To: Conor O'Muirgheasa; David Roy; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill; Michael Porter
Subject: RE: Guidance for correct practice on generating IARs in TRECs

We created LC-IRQ-DF-9999 storeroom at D and F to avoid taking inventory adjustments in a TREC. We can do the same for every site. I really don't want to have TREC audits occur especially not right now.

Respectfully,

Lyn Sullivan
Business Planning Manager
KBR, Inc.
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)

From: Conor O'Muirgheasa
Sent: Friday, May 28, 2010 3:17 PM
To: David Roy; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill; Lynellen Sullivan; Michael Porter
Subject: RE: Guidance for correct practice on generating IARs in TRECs

Hi David:

No, I don't think that an IAR is a transaction.

IAR = Inventory Adjustment Report, so an IAR is a Report (I'm not being "smart" here David ☺).

As far as I know, transactions are Maximo changes such as ISSUE, RETURN, RECEIVE, TRANSFER, and Adjustments such as INSERTITEM, RECBALADJ, PCOUNTADJ and STDRECADJ.

(I read those from the "View Inventory Transactions" tab in the Inventory / Inventory module).

I see from the MAXIMO Training slides (attached) that there is a statement:

"The only transactions to be performed in a TREC are receipts and transfers.

When an inventory adjustment is required, transfer the lines to an active storeroom to perform the adjustment and create the Inventory Adjustment Report. "

That seems to be in direct conflict with the guidance that I provided below.

Clearly, there is more work to be done here.

Thanks,
Conor

Conor F. O'Muirgheasa, PhD
Distribution Management Center (DMC) Manager
Kuwait
Office: 713-445-3519

From: David Roy
Sent: Friday, May 28, 2010 2:32 PM
To: Conor O'Muirgheasa; Emin Rahimi
Cc: Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: RE: Guidance for correct practice on generating IARs in TRECs

Conor, is an IAR considered a transaction?

David L. Roy
Property Manager, CPPS
KBR, Inc.
KBR/USMI APO AE 09316
Office: 713-445-5105
Iraqna: 0790-193-4176

From: Conor O'Muirgheasa
Sent: Friday, May 28, 2010 1:39 PM
To: Emin Rahimi
Cc: David Roy; Michael Cowles; Elias Faris; Tracy Townsend; Stan Lewis; Derrick Clay; Francisco Zelaya; Zella Hemphill
Subject: Guidance for correct practice on generating IARs in TRECs

Hello Emin:

Please find below guidance on how to handle IARs in TRECs.

It is not necessary to transfer items from TREC storerooms into regular storerooms in order to

perform IARs on the items that were in TREC.

Please cease transferring items from TREC storerooms to regular storerooms and placing the items into Bin Locations named "TREC" in order to perform IARs on the items.

Instead, perform the IAR in the TREC storeroom. Check the items MRN by MRN against other, regular storerooms:

If there were gains in the other storerooms, then it is a wash

If it is not a wash, then perform the IAR in the TREC

Also, if you have multiple TREC storerooms, then transfer the items from the multiple TREC storerooms into one TREC storeroom, consolidate the MRNs in that one storeroom, and then work on the IARs.

Please let me know if there are any questions about this, and I will do my best to help you.

Thanks,
Conor

Conor F. O'Muirgheasa, PhD
Distribution Management Center (DMC) Manager
KBR, Inc.
Blue Complex
Maboulla Building 2
Floor 3, Apt 15A
APO AE 09366
Kuwait
Office: 713-445-3519

From: Lynellen Sullivan [Lynellen.Sullivan@kbrsat.com]
Sent: Saturday, June 12, 2010 1:17 AM
To: Sal Hernandez; Conor O'Muirgheasa
Cc: Tracy Townsend; Michael Ramirez; Zella Hemphill
Subject: RE: An Idea - One Single TREC for ALL Storerooms across theater and to be managed at a central point

Attachments: Maximo Staff Call for Sullivan_10 June.ppt
See slide 2 for TREC report.

Respectfully,

Lyn Sullivan
Business Planning Manager
KBR, Inc.
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)

From: Sal Hernandez
Sent: Saturday, June 12, 2010 10:20 AM
To: Conor O'Muirgheasa; Lynellen Sullivan
Cc: Tracy Townsend; Michael Ramirez; Zella Hemphill; Sal Hernandez
Subject: RE: An Idea - One Single TREC for ALL Storerooms across theater and to be managed at a central point

I am inclined to concur with your observation Conor.

Have also included my exchange with Lyn in this regards and she seems to be on this side of the problem / solution as well.

Case is closed – thanks to Lyn and you for the feedback.

Sal Hernandez
Theater PSM S Manager
KBR, Inc.
F-1 ID#43382
APO AE 09344
(713) 445-3870
sal.hernandez@kbr.com

From: Conor O'Muirgheasa
Sent: Saturday, June 12, 2010 10:07 AM
To: Sal Hernandez
Cc: Zella Hemphill
Subject: RE: An Idea - One Single TREC for ALL Storerooms across theater and to be managed at a central point

Sal:

My gut reaction is "No."

If everyone in theater can put items into one TREC, then no one will own the problem and it will be very difficult to trace who owns what in the TREC.

I don't know if it the plan is to eliminate TRECs, I guess that Lyn and Michael would know.

But they certainly do need to be managed better, and clearly the sites are not able to do this – the entire history of TRECs appears to be that Sites let them get out of control and constantly have to be bailed out.

We are working on a new TREC report that, for each site, would list:

- Number of Items in TREC(s) for 1 day
- Number of Items in TREC(s) for 2 days
- Number of Items in TREC(s) for 3 days
- Number of Items in TREC(s) for 4 days
- Number of Items in TREC(s) for 5 days
- Number of Items in TREC(s) for 6 - 10 days
- Number of Items in TREC(s) for 11 - 15 days
- Number of Items in TREC(s) for 16 - 30 days
- Number of Items in TREC(s) for 31 - 60 days
- Number of Items in TREC(s) for 61 - 120 days
- Number of Items in TREC(s) for 121 - 180 days
- Number of Items in TREC(s) for more than 180 days

Broadly speaking, the TREC problem has two parts:

1. The current situation
2. The day by day processes that have been causing the current situation

Items are placed in TRECs and then forgotten about, it seems.

Therefore, closely monitoring items in TRECs 1 day, 2 days, 3 days, etc. will help to stop the current situation from getting much worse.

So, to use an analogy, first divert the river that is filling the lake, then drain the lake.

At the DMC, we will start reporting on this situation and monitoring it, bringing it to the attention of HQ P5M-S.

That way, an independent entity is constantly monitoring a Site's progress, and the Site is more likely to address the problem in an expedient manner.

This probably needs to become a Staff Call report.

That's what I think anyway, Zella may have a different opinion.

Conor

Conor F. O'Muirgheasa, PhD
Distribution Management Center (DMC) Manager
Kuwait
Office: 713-445-3519

From: Sal Hernandez
Sent: Saturday, June 12, 2010 9:40 AM
To: Conor O'Muirgheasa; Zella Hemphill
Subject: FW: An Idea - One Single TREC for ALL Storerooms across theater and to be managed at a central point

Does this makes any sense to you?

Sal Hernandez
Theater PSM S Manager
KBR, Inc.
F-1 ID#43382
APO AE 09344
(713) 445-3870
sal.hernandez@kbr.com

From: Sal Hernandez
Sent: Saturday, June 12, 2010 9:40 AM
To: Tracy Townsend; Lynellen Sullivan; Michael Ramirez
Subject: An Idea - One Single TREC for ALL Storerooms across theater and to be managed at a central point

Think about this and let me know your feedback.
Has this been considered before?
Do we want to really eliminate TRECS or do we need to manage them better?

Just food for thought in trying to making our processes leaner.

Sal Hernandez
Theater PSM S Manager
KBR, Inc.
F-1 ID#43382
APO AE 09344
(713) 445-3870
sal.hernandez@kbr.com

Maximo®

Lynellen Sullivan
Business Planning Manager

KBR

Keillogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

As of 100500 (C) Jun 10

Acina Lines of Materials in TREC Storerooms

JBB	154	0	0	0	0	154	337	1	0
B Sites	123	122	65	2,309	7,233	10,501	9,088	12,545	11,239
C Sites	503	1,794	764	553	452	4,612	1,728	1,914	1,399
D/F Sites	5,481	2,427	2,786	709	2,564	36,729	25,874	25,844	28,370
G Sites	12	9	2	4	11	87	358	2	37
H Sites	1,045	1,094	45	6	1	2,194	849	182	26
T Sites	706	179	70	50	99	1,178	358	380	698
USMI	188	242	96	857	171	1,625	1,561	1,570	1,105
C5-Taji	125	9	9	18	25	192	92	115	113
CTP*	155	33	54	285	145	818	1,670	441	976
					146				576

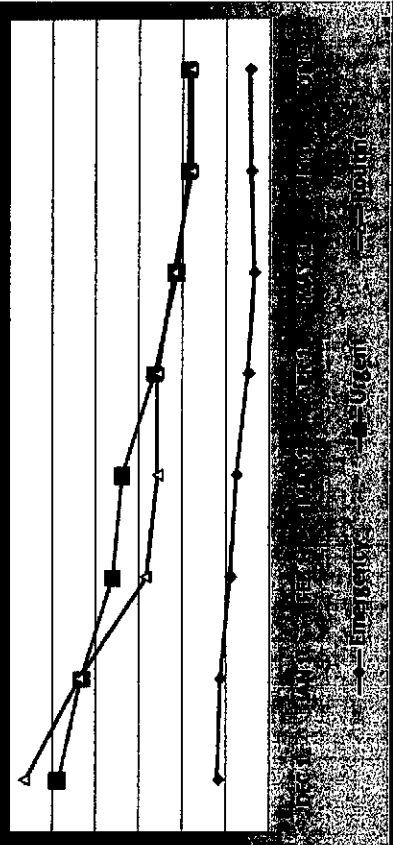
* The CTP region includes 1 CLSS and 1 Ice Plant TREC storeroom that remains open for receiving, as well as 1 IPM TREC storeroom and 4 TTM TREC storerooms.



As of: 100500 (C) Jun 10

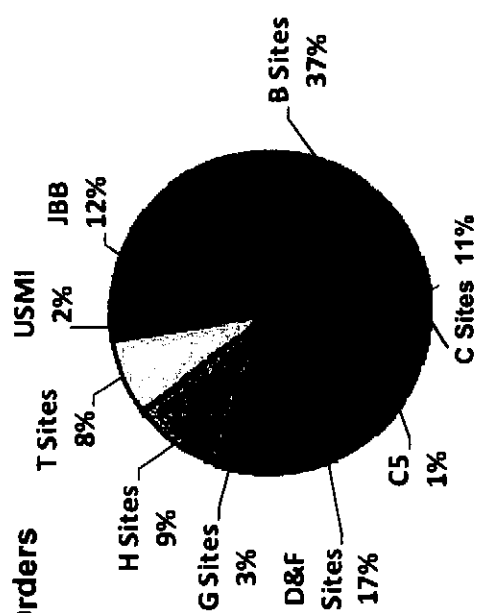
LOGCAP III Open Service Order Trends

LOGCAP III Open Service Orders						
As of June 9, 2010				History		
Region	Emergency	Urgent	Routine	Jan 1	May 1	June 1
JBB	152	545	1,732	6,469	4,252	3,237
B Sites	185	5,954	1,445	21,383	8,342	7,517
C Sites	214	735	1,392	3,145	2,221	2,266
C5	26	9	197	588	378	219
D&F Sites	697	892	2,000	5,443	3,509	3,388
G Sites	23	39	474	219	290	299
H Sites	634	592	696	7,123	2,604	1,787
T Sites	442	570	651	3,834	1,871	1,367
USMI	25	19	462	630	186	504
Total	2,398	9,355	9,049	48,934	23,653	20,594

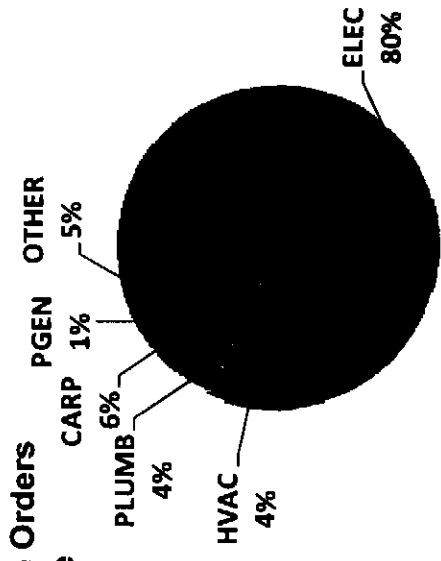


	Emergency	Urgent	Routine	Total
Jan 1	5,986	24,461	28,333	57,780
May 1	4,573	18,100	21,999	44,672
June 9	2,500	16,944	12,912	32,356
June 10	1,857	10,774	12,843	25,474
June 9 (Previous)	2,205	9,389	8,990	20,584

Open Service Orders By Region



Open Service Orders By Trade



1000041962

Thu, June 18, 2009 10:00:48 AM

From: Trina Hays <Trina.Hays@kbr.com> View Contact
 To: Frances Smith <Frances.Smith@kbr.com>; Damien Doolittle <Damien.Doolittle@kbr.com>
 Cc: francesmith116@yahoo.com; trinalhays@yahoo.com
 DocumentL.pdf (663KB)

I haven't given a notice yet- no where as of today. The ordering at TMP is a mess - I have gone through a couple of orders Willie has placed - Rhonda gave him a spreadsheet to place orders from. I called Emie and ask him what was up with the orders that were being placed. He said they are placing everything on reserve so DMC won't ask for it CL - these MRN should be fixed in the system not just a bandage via reserve. Looking at ROP,SS and issues for the year it doesn't make any sense the orders that are being placed. They should fix them at time of order if in fact they are truly necessary. There are enough people at TMP these orders should be checked and double checked but orders are being dropped blindly - no thought process... Some MRN, there are no issues in the last year and they are ordering material and we have stock available. Numerous items are way above reorder points and they are ordering more "i.e." 1000041962 current balance 217 ROP 96 SS 48 issues in the last year 48. MP278849 for 96 more - this was a commercial purchase!!!! 1000041962 is available via FSS 4330-01-437-8930, this part is also available under various MRNs. One being, 1000043955 this is also a STK item at TMP with a balance of 48 ROP 128 SS 64 no issues in the last year - so an order for this item will be placed also as it is below ROP. Rhonda has re-done the ASL Julia told me last night. We should build another warehouse to stock all the unnecessary material. This isn't Willie's fault he is just doing what he is told. These spreadsheets should be double checked for accuracy before being hand to subordinates to order.

The above example is just one of many I have found. I have learned to not say anything as you will get demoted, sent away or sent home.

Thanks,

Trina Hays
 SMCS
 K.B.R Government & Infrastructure
 C-5 Tajl Unit # 6012
 APO AE 09378
 713-445-4840
trina.hays@kbr.com

From: Frances Smith
 Sent: Thursday, June 18, 2009 6:56 AM
 To: Trina Hays
 Subject: RE: send me your personal e-mail please

francesmith116@yahoo.com
 where are you going?

From: Trina Hays
 Sent: Wednesday, June 17, 2009 6:52 PM
 To: Frances Smith
 Subject: send me your personal e-mail please

Thanks,

Trina Hays

KBR*For Official Use Only (FOUO)*

Return of Unused ACL Material and Property to Material Control

Logistics Civil Augmentation Program (LOGCAP) III ME/CA

Return of Unused ACL Material and Property to Material Control OPSDIR

171800(C) APR '09

REFERENCES:

- a. KBR Property Control Procedures (PCP), Tab F, Section 4.3.1 - C

Time Used Throughout the Plan: Time Zone (C)**Task Organization:** All LOGCAP III Task Orders**1. SITUATION**

- a. **Unfriendly Situation:** Insurgent activity hinders freedom of movement throughout the theater of operations.
- b. **Friendly Situation:** DCMA continues to administer LC III contract. LSO provides liaison support between the contractor, supported commands and MNC-I. MNC-I continues to execute Operation Iraqi Freedom.

2. MISSION. Site Project Management Offices (PMO) and selected HQ staff sections will develop a process to ensure the return of unused ACL material and property to general inventory.

3. EXECUTION. Establish a process to ensure unused ACL project materials and property are properly accounted for and returned to the control of Materials Management at the completion of each ACL construction project IAW the PCP, Tab F, Section 4.3.1 - C.

- a. **Concept of Operation:** PMO will implement the following three step process:

- 1) Site Construction Lead (CL) will meet with PSM Supply within 48 hours of the completion of the ACL project.
- 2) CL and PSM Supply will identify materials and property that are issued but not used and materials and property ordered but not issued from the ACL storeroom and will initiate and complete a joint inventory.
- 3) Return these materials to Materials Control (MC).

-1-

NOTE: This document contains information which may be withheld from the public because disclosure would cause unforeseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle, and store this information so as to prevent unauthorized access.

KBR

For Official Use Only (FOUO)

Logistics Civil Augmentation Program III ME/CA

Logistics Civil Augmentation Program (LOGCAP) III ME/CA

Return of Unused ACL Material and Property to Material Control

b. Tasks to Projects:

1) Site Project Controls:

Project Controls Scheduler adds a project activity to the ACL Project Schedule that requires a meeting be held between CL and PSM Supply to account for all ACL materials issued but not used, and ACL materials ordered but not issued, and to coordinate return of these materials to general inventory.

2) Site Construction Lead:

- a) Facilitates meeting including MC and Quality Assurance (QA) to coordinate transfer of material and property issued but not used and ordered but not issued.
- b) Conducts meeting within 48 hours of scheduled completion of project. Identifies and inventories all unused material and material ordered but not issued and arranges to return materials and property to MC.

3) Site Materials Controls:

- a) Prepares Warehouse Requisition upon completion of joint inventory with CL (or designee) for turn in of unused material and property.
- b) Transfers turned in materials and property from existing ACL storeroom to appropriate O&M storeroom.
- c) Adjusts STEAM records and prepares Inventory Adjustment Reports (IARs) if necessary, IAW PCP Tab F.
- d) Reclassifies material as stock category of Non Stock if currently not carried as stock.
- e) Submits report to HQ LC III PSM Supply confirming all material and equipment have been transferred to site's O&M storerooms.

4) Site Quality Assurance:

- a) Participates in meeting between CL and MC to discuss joint inventory, turn over of materials, and projected date of completion of above action items.
- b) Certifies that steps 3 b 2) a) and 3 b 2) b) have been completed and ACL project is now closed.

KBR

For Official Use Only (FOUO)

Logistics Civil Augmentation Program III ME/CA.

Logistics Civil Augmentation Program (LOGCAP) III ME/CA

Return of Unused ACL Material and Property to Material Control

c. Coordinating Instructions:

Site CL will meet with MC to discuss identification of all unused materials/equipment, and joint inventory, and will orchestrate an agreed upon date of completion for the turn over process.

4. SERVICE SUPPORT

All requests for support by the CL/FAM or regional PSM Supply in reference to this OPSDIR will be submitted to either Conor.O'Muirgheasa@kbrsat.com, Tracy.Townsend@KBR.com, or Jim.Haught@KBR.com.

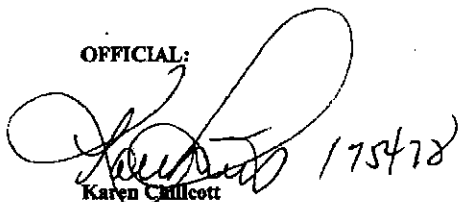
5. COMMAND AND SIGNAL

a. Command. LC III PMs will maintain all operational command and control (C2) during the implementation of this OPSDIR.

b. Signal POCs:

- 1) LC III PSM Manager - Supply: Jim Haught, Jim.Haught@KBR.com (713) 445-3493
- 2) LC III Deputy PSM Manager - Supply: Conor O'Muirgheasa, Conor.O'Muirgheasa@kbrsat.com (281) 669-1960
- 3) LC III Deputy PSM Manager - Supply: Tracy Townsend, Tracy.Townsend@KBR.com (281) 669-5629

OFFICIAL:



175478

LOGCAP III Executive Director and Acting Deputy Program Manager - Support

From: Lynellen Sullivan
Sent: Friday, May 01, 2009 9:41 PM
To: DL_KBR LOGCAP III STEAM BPA
Subject: IF you haven't...

Attachments: Backlog May 1.ppt

If you haven't briefed the PM or DPM, please do so. Today I'm briefing the preventive maintenance and inspection backlog and there may be some blowback...I just want management to know about it...

Respectfully,

Lyn Sullivan
Business Planning Manager
Supply Chain Systems Integration--STEAM
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)
lynellen.sullivan@kbr.com

As of: 011300 © May'09

P1 Backlog Service Orders

	131	56	6	1	0	130	4	6
Afghanistan	131	56	6	1	0	130	4	6
JBB	306	170	13	135	0	171	12	13
B Sites	4773	4218	333	2235	137	2538	204	196
C Sites	224	56	32	71	0	153	43	32
Taji	16	12	3	0	0	7	1	3
D and F Sites	530	202	202	253	200	277	7	2
G Sites	22	6	0	0	0	22	0	0
H Sites	520	109	102	0	99	520	3	3
T Sites	946	929	72	304	24	642	35	48
Bucca	31	18	0	0	0	31	1	0
Kuwait	113	6	6	4	2	109	1	4
TOTAL	7603	5782	769	3003	462	4600	311	307

There has been a very small reduction in the number of P1 service orders with no mitigation plan since yesterday's report.



Backlog Service Orders

KBR

From: Lynellen Sullivan
Sent: Friday, May 01, 2009 4:19 AM
To: DL_KBR LOGCAP III STEAM BPA
Cc: Richard Kaye
Subject: FW: BACKLOG P4

Attachments: image001.emz; oledata.mso; WO_BACKLOG_P4_JAN_FEB_2009_01-MAY-09.zip

Read it and weep...I have to brief this at SLT request tomorrow. Please work with the appropriate personnel to determine if the work has been done and can be documented. If we can document and have hard copies, we can complete these preventive maintenance and inspection work orders in STEAM. Otherwise I will be working with SLT on a cancellation plan. I prefer to complete what we can complete. Thank you.

By: 01/13/09 08:57:23

Backlog PM and Inspection Work Orders

Backlog Preventive Maintenance and Facility Inspection Work Orders						
Area of Responsibility	2008-01-01	2008-02-01	2008-03-01	2008-04-01	2008-05-01	2008-06-01
Administration	14	488	234	136	173	1219
ASST	488	171	25	103	371	1541
Bldg	4	21	304	130	205	4140
C-Store	2000	1700	2044	7202	5200	15720
Fac	2	11624	4240	6	12	10300
D and F Store	437	13000	4364	4773	4302	23422
E Store	42	2071	45	120	1700	8212
H-Store	87	692	1573	2071	2124	10400
I Store	41	704	300	20	81	1274
Inventory	234	80	33	797	50	1314
Logbook	1	100	1	33	200	510
Mgmt	113	330	730	80	172	1421
Total	7321	34127	21721	17946	23202	110400

These are unfinished preventive maintenance work orders and facility inspections. The dates indicate the date of creation, so 7321 were created before August, 2008. 34127 were created between August 1 and December 31, 2008. There are more than 21,000 created in January, 2009 nearly 10,000 created in February, 2009 over 23,000 created in March, 2009 that are open.

Thanks...
 Lyn

From: Shannon Sutton
Sent: Friday, May 01, 2009 10:58 AM
To: Lynellen Sullivan
Subject: BACKLOG P4

Here are the P4 Backlog not including April...

Shannon D. Sutton
 Maximo Systems Analyst
 Kuwait Support Office
 Al-Egaila APO AE 09366-1002
 Office: 713.445.5981

As of: 011300 © May '09

Backlog Service Orders

	17-Apr	1-May	17-Apr	1-May	17-Apr	1-May	30-Apr	1-May
Afghanistan	281	200	219	154	62	46	46	46
USMI	41	39	1	39	0	0	0	0
Kuwait	3	2	3	2	0	0	0	0
JBB	303	209	302	209	2	0	0	0
B Sites	9164	8780	2417	2245	6771	6528	6528	6435
C Sites	491	548	179	302	317	460	460	246
Taji-C5	27	9	27	9	0	0	0	0
D and F Sites	411	512	404	508	8	4	4	4
G Sites	34	29	34	29	0	0	0	0
H Sites	454	384	449	380	5	4	4	5
T Sites	2461	2324	691	686	1771	1653	1653	1638
Bucca-T4	40	14	24	14	5	0	0	0
Total	13710	13050	4750	4577	8941	8695	8695	8374

There has been a 4% reduction in the number of uninitiated P2 service orders since yesterday's report.



As of: 011300 © May '09

P3 Backlog Service Orders

JBB	4993	2125	761	941	4232	1188	1184
B Sites	7107	5503	324	466	6783	5067	5037
C Sites	6307	4967	8	160	6299	4831	4807
Tajl	58	22	6	7	52	15	15
D and F Sites	12271	10453	4265	9314	8046	1499	1139
G Sites	64	54	0	20	64	34	34
H Sites	6146	5827	8	5534	6138	291	293
T Sites	3668	2774	987	1910	2681	876	864
Bucca	195	159	4	157	191	5	2
Kuwait	544	200	147	153	397	47	47
TOTAL	41353	32084	6510	18662	34883	13853	13422
% Change		↓ -22%					↓ -3%

There was a 3% decrease in the number of P3 service orders that do not have mitigation plans since yesterday's report.



As of: 04/13/09 © May'09

Backlog PM and Inspection Work Orders

Backlog Preventive Maintenance and Facility Inspection Work Orders						
Afghanistan	14	4880	2296	1306	3703	12199
JBB	485	151	259	1835	5511	8241
B Sites	4	26	304	130	3685	4149
C Sites	5805	3709	5044	7287	5285	27130
Taji	2	11634	4646	6	12	16300
D and F Sites	437	13556	4354	4773	4302	27422
G Sites	42	2978	495	929	1768	6212
H Sites	57	683	5479	2075	2134	10428
T Sites	41	794	368	20	51	1274
Bucca	334	60	33	797	90	1314
Kuwait	1	198	1	33	282	515
USMI	113	338	738	60	172	1421
Total	7321	34127	21721	17945	23292	104406

These are unfinished preventive maintenance work orders and facility inspections. The dates indicate the date of creation, so 7321 were created before August, 2008. 34127 were created between August 1 and December 31, 2008. There are more than 21,000 created in January, 2009 nearly 18,000 created in February, 2009 over 23,000 created in March, 2009 that are open.

Maximo/Service Desk-Lynellen Sullivan
5 of 5 lynellen.sullivan@kbr.com 281-669-5598

KBR

WORKOR SITE	DESCRIPT DATE	REACTUAL	WO	CLAS	WORKTYF	WOPRIOR	STATUS	KBR_MITIKBR_MIT	TRADE
803280	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
803654	ME	QUARTER	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
803358	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
803237	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
803376	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
803399	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
803592	ME	QUARTER	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
807931	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
803692	ME	WEEKLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
807506	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
807532	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
807556	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
807919	ME	MONTHLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
815118	ME	DAILY MAI	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
815138	ME	DAILY MAI	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
815151	ME	DAILY MAI	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
808347	ME	WEEKLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
808378	ME	WEEKLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
808383	ME	WEEKLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
808414	ME	WEEKLY	#####	SOO	SS-PM	4	APPR	OTHER	OTHER
881854	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
881978	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
887526	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
887612	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
906489	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
906511	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1073767	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1105580	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1165059	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1216100	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1216101	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1254839	ME	WEEKLY	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1299051	ME	DAILY MAI	#####	SOO	SS-PM	4	WAPPR	OTHER	OTHER
1437398	LC-INACTIL	906888, 5	#####	SOO	SS-PM	4	APPR	PGEN	PGEN
1451472	ME-IRQ-A	Schedule 5	#####	SOO	SS-PM	4	APPR	PGEN	PGEN
1451528	ME-IRQ-A	Scheduled	#####	SOO	SS-PM	4	APPR	PGEN	PGEN

WORKOR SITE	DESCRIPT DATE_RE ACTUAL_	WO_CLAS	WORKTYF	WOPRIOR	STATUS	KBR_MIT KBR_MIT_	TRADE
10881113	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881121	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881126	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881079	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881099	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10880196	CA-AFG-E	CARP	FAC	#####	4 APPR		CARP
10880894	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10880887	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10880902	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881136	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10880702	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10880713	ME-IRQ-A	HVAC	PM	#####	4 INPRG		HVAC
10881398	ME-IRQ-D	ELEC	INST	#####	4 INPRG		ELEC
11580335	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		HVAC
11421856	CA-AFG-2	ELEC	GRC	#####	4 WMATL		ELEC
11444776	ME-IRQ-C	TI-Q1-09	B	#####	4 INSP		ELEC
11444843	ME-IRQ-C	TI-Q1-09	B	#####	4 INSP		ELEC
11444857	ME-IRQ-C	TI-Q1-09	B	#####	4 INSP		CARP
11444921	ME-IRQ-C	TI-Q1-09	B	#####	4 INSP		ELEC
11445074	ME-IRQ-C	TI-Q1-09	B	#####	4 INPRG		PLUMB
11445221	ME-IRQ-C	TI-Q1-09	B	#####	4 INPRG		PLUMB
11445269	ME-IRQ-C	TI-Q1-09	B	#####	4 INPRG		CARP
11593451	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		ENG
11593595	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		ENG
11593625	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		CARP
11593847	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		CARP
11594136	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		HVAC
11594399	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		ENG
11594538	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		ENG
11594583	ME-IRQ-C	TI-Q1-09	B	#####	4 INSP		ELEC
11594635	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		HVAC
11594694	ME-IRQ-C	TI-Q1-09	B	#####	4 APPR		CARP
10335471	ME-IRQ-T	TI-Q1-200		#####	4 APPR		ENG
10363127	ME-IRQ-G	TI-Q1-08	B	#####	4 APPR		PLUMB
10363125	ME-IRQ-D	TI 1ST QU.		#####	4 INPRG		ENG
9747119	CA-AFG-C	DAILY	GEI	#####	4 APPR		PGEN

WORKOR SITE	DESCRIPT DATE	REI ACTUAL	\$WO_CLAS	WORKTYF	WOPRIOR	STATUS	KBR_MIT KBR_MIT_	TRADE
11704925	ME-IRQ-C: TI-Q2-09 B	#####	SOO	SS-PM	4	INSP		PLUMB
11704889	ME-IRQ-B: TI BLDG 11	#####	SOO	SS-PM	4	APPR		PLUMB
11632153	ME-IRQ-C: OIL SEAL	#####	SOO	SS-PM	4	APPR		PGEN
11384079	ME-IRQ-C: TI-Q1-09 B	#####	SOO	SS-PM	4	INPRG		PLUMB
11384219	ME-IRQ-C: LSA 11 CH	#####	SOO	SS-PM	4	WAPPR		HVAC
11384477	ME-IRQ-C: LSA 11 MII	#####	SOO	SS-PM	4	WAPPR		HVAC
11384881	ME-IRQ-D: MONTHLY	#####	SOO	SS-PM	4	APPR		OTHER
11385166	ME-IRQ-D: MONTHLY	#####	SOO	SS-PM	4	APPR		OTHER
11385398	ME-IRQ-D: MONTHLY	#####	SOO	SS-PM	4	APPR		OTHER
11385481	ME-IRQ-D: MONTHLY	#####	SOO	SS-PM	4	APPR		OTHER
11386559	ME-IRQ-C: TI-Q1-09 B	#####	SOO	SS-PM	4	INPRG		PLUMB
11386567	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386568	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		HVAC
11386569	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		CARP
11386570	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		ELEC
11386571	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		PLUMB
11386585	ME-IRQ-C: TI-Q1-09 B	#####	SOO	SS-PM	4	INPRG		HVAC
11386631	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386632	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		HVAC
11386634	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		CARP
11386636	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		ELEC
11386637	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		PLUMB
11386667	ME-IRQ-C: TI-Q1-09 B	#####	SOO	SS-PM	4	INPRG		ELEC
11386784	ME-IRQ-C: TI-Q1-09 B	#####	SOO	SS-PM	4	INPRG		PLUMB
11386792	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386793	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		HVAC
11386834	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386836	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		CARP
11386837	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		ELEC
11386839	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		PLUMB
11386840	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		HVAC
11386923	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386924	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		HVAC
11386925	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		PLUMB
11386947	ME-IRQ-H: TI-Q2-09:1	#####	SOO	SS-PM	4	APPR		CARP
11386948	ME-IRQ-H: TI-Q1-09 B	#####	SOO	SS-PM	4	WAPPR		PLUMB

From: Rich Kaye
Sent: Thursday, June 04, 2009 2:59 AM
To: Shon Shannon; David Stallard; Ernest Applewhite; Thomas Bruni
Cc: Lynellen Sullivan; Alicia McQueen; Almir Alicehajic; April Brown; Bujar Osmani; Candi Jones; Charles Weaver; Danny Haley; David Rodriguez-Cruz; Derrick Clay; Falk Schoner; Francisco Zelaya; Geoffrey Howard; Ibadete Wagner; Kevin Blackburn; Labinka Williams; Latasha McGowan; Leslie James; Marcus Barnes; Mark Jajtner; Martie Schexneider; Matthew Winstead; Michael Fontenot; Michael Ramirez; Nathan Hise; Patrick Hodge; Ralph Sanchez; Rogelio Garcia-Urena; Salento Boddie; Shannon Sutton; Shon Shannon; Steve Burnham1; Tatjana Babic; Timothy StJohn; Tony Sangprasert; Travis Delne; Vesna Bosic; William Kimbrough
Subject: RE: Open PM Work Orders 2008-2009

What is the frequency for which these are planned? If it's monthly, and you didn't do last month's, can you make it up? Probably not.

The real deal is not do we cancel the backlog we will never get to ...it's what do we do to stay on track going forward? Cancelling the ones we'll never get as a one time event may be sellable. But simply building another huge, unaddressable backlog probably won't be.

v/r,

Rich Kaye

Deputy Program Manager (Support)
LOGCAP-III ME/CA
F-1 ID 43382
APO AE 09344
Telephone: 281-669-1949
Email: Richard.Kaye@KBR.com

From: Shon Shannon
Sent: Thursday, June 04, 2009 12:48 PM
To: David Stallard; Rich Kaye; Ernest Applewhite; Thomas Bruni
Cc: Lynellen Sullivan; DL_KBR LOGCAP III STEAM BPA
Subject: Open PM Work Orders 2008-2009

Attached please find report detailing open preventive maintenance-inspection work orders for 2008 and January through March 2009 by site, trade and status. These need to be cancelled or reviewed for disposition.

Respectfully,



Shon Shannon
Deputy STEAM Manager ME/CA
KBR, Inc.
F1-ID 43382
Bldg. 3, Room 10
APO AE 09344
281.669.5598 Office
713.753.8021 Softphone
07 70989 3993 Asia Cell
Shon.Shannon@KBR.com

Open PM Work Orders by Site, Trade and Status

NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 6400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

Kellogg Brown & Root Proprietary Data

KBR

Executive Summary

77182 Open Preventive Maintenance work orders for 2008 and January through March of 2009

31723 Cancel. This includes Waiting Approval, Approved and Waiting Inspection

43525 Review for potential cancellation. This includes In Progress if they have no materials issued against them.

261 Waiting Material must remain open until materials are received. These must be reviewed and a determination must be made about cancellation.

The following slides detail these work orders by site and trade.

There are two "OTHER" categories. One is a row included in the "Trade" column and is a category in the database included in the selections for "Department Assigned." This is used when none of the selections is appropriate for the work being done.

The "OTHER" category used as a column heading is used to capture more infrequently used categories such as Ice, Laundry, Utility, Water, HEQ (heavy equipment), LEQ (light equipment), NTV, and MWR among others but whose selections do not appear on a regular basis.

As of: 280300 (C) May'09

Status Summary by Trade

Summary by Trade

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	62	970	344	2	71	3
2008	78	1564	3616	72	145	67
2008	52	1561	1423	0	10	1924
2008	2	945	27	1	2	2
2008	96	794	652	28	71	3
2008	347	640	441	16	69	293
2008	2	583	95	0	0	7
2008	10	35	25	0	0	6
2008	129	916	842	10	55	76
19184	778	8008	7465	129	423	2381
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	274	2008	4906	2	2	102
2009	133	4348	7161	110	78	187
2009	1	2232	1028	0	0	730
2009	1	866	234	3	0	2
2009	280	2480	10596	0	0	820
2009	31	1570	4814	0	0	226
2009	2360	2153	757	16	0	2
2009	19	90	42	0	0	0
2009	406	3182	1968	1	0	104
56325	3505	18929	31506	132	80	2173



Afghanistan

Afghanistan-Open-Preventive-Maintenance-Inspection-Work-Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	61	710	343	2	68	0
2008	72	360	191	46	68	1
2008	52	30	68	0	0	0
2008	0	65	3	0	2	0
2008	92	434	600	28	68	0
2008	53	318	438	16	68	0
2008	1	117	1	0	0	0
2008	0	14	19	0	0	0
2008	3	65	22	1	0	0
4500	334	2113	1685	93	274	1
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	25	1014	4	2	0	0
2009	12	1480	23	107	0	3
2009	0	45	0	0	0	0
2009	0	192	185	0	0	0
2009	18	1143	133	0	0	732
2009	1	847	29	0	0	0
2009	5	218	1	2	0	0
2009	18	34	0	0	0	0
2009	10	301	17	1	0	1
6603	89	5274	392	112	0	736



As of: 280300 (C) May'09

Joint Base Balad Open Preventive Maintenance Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	1	0	0	0	0	0
2008	0	138	0	0	0	0
2008	0	0	0	0	0	0
2008	5	0	0	0	0	0
144	6	138	0	0	0	0
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	0	60	4579	0	0	1
2009	0	62	4651	0	0	2
2009	0	51	20	0	0	4504
2009	0	0	0	0	0	0
2009	1	298	9503	0	0	1
2009	0	96	4543	0	0	1
2009	2351	343	550	14	0	0
2009	0	1	0	0	0	0
2009	303	687	897	0	0	103
33622	2655	1598	24743	14	0	4612



Information or data contained on this page is subject to the restrictions contained on the cover page

Maximo/Service Desk-Shon Shannon Information or data contained on this page is subject to the restrictions contained on the cover page
 5 of 14 shon.shannon@kbr.com 281-669-5598

As of: 280300 (C) May'09

B Sites Open Preventive Maintenance Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	0	0	0	0	0	1
2008	0	0	0	0	0	1
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	0	0	0	0	0	0
2008	1	0	0	0	0	1
2008	0	0	0	0	0	0
2008	15	0	0	0	0	15
36	16	0	0	0	0	18
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	0	457	0	0	0	1
2009	1	890	1	0	0	0
2009	0	510	1	0	0	0
2009	0	0	0	0	0	0
2009	0	565	1	0	0	0
2009	0	455	0	0	0	0
2009	0	1	0	0	0	1
2009	0	24	0	0	0	0
2009	0	4	37	0	0	0



As of: 280300 (C) May'09

C-Sites Open Preventive Maintenance Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	0	3	0	0	0	0
2008	4	1	1	0	66	0
2008	0	0	17	0	10	0
2008	1	2	24	0	0	0
2008	4	119	0	0	0	0
2008	0	1	0	0	0	0
2008	1	140	5	8	0	4
2008	10	19	1	0	0	0
2008	103	56	16	6	0	0
622	123	341	64	14	76	4
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	2	244	17	0	0	99
2009	2	310	17	0	0	122
2009	1	1360	8	0	0	850
2009	0	0	47	0	0	0
2009	243	236	18	0	0	87
2009	3	80	19	0	0	225
2009	1	23	7	0	0	1
2009	0	0	0	0	0	0
2009	7	1	7	0	0	0
4037	259	2254	140	0	0	1384



As of: 280300 (C) May '09

C5 Tail

G5 Taji- Open Preventive Maintenance Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
CARPENTRY	2008	0	0	0	0	0
ELECTRICAL	2008	0	0	0	0	0
ENGINEERING	2008	0	0	0	0	0
FIRE	2008	0	0	0	0	0
HVAC	2008	0	0	7	0	0
PLUMBING	2008	0	0	0	0	0
POWER GEN	2008	0	0	0	0	0
VECTOR	2008	0	0	0	0	0
OTHER	2008	0	1	5	0	1
	14	0	1	12	0	1
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
CARPENTRY	2009	0	0	1	0	0
ELECTRICAL	2009	0	0	0	0	0
ENGINEERING	2009	0	21	0	0	0
FIRE	2009	0	0	0	0	0
HVAC	2009	0	0	3	0	0
PLUMBING	2009	0	0	0	0	0
POWER GEN	2009	0	3	0	0	0
VECTOR	2009	0	0	0	0	0
OTHER	2009	0	3	0	0	0
	31	0	0	31	0	0

KBR

As of: 280300 (C) May '09

Work Sites

D&F Open Preventive Maintenance Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSF	OTHER
2008	0	198	1	0	0	0
2008	1	962	3384	0	0	0
2008	0	1464	1338	0	0	1924
2008	0	587	0	0	0	0
2008	0	238	47	0	3	0
2008	0	319	3	0	1	0
2008	0	324	90	0	0	0
2008	0	0	1	0	0	0
2008	0	780	799	3	0	0
12467	1	4872	5663	3	4	1924
YEAR	WAPPR	APPR	INPRG	WMATL	WINSF	OTHER
2009	0	16	250	0	0	0
2009	0	1479	2407	3	0	75
2009	0	193	978	0	0	1946
2009	0	380	2	0	0	0
2009	0	232	938	0	0	0
2009	0	2	218	0	0	0
2009	1	1538	190	0	0	0
2009	0	27	41	0	0	0
2009	0	1058	532	0	0	0
6801	1	2857	1919	3	0	2021



As of: 280300 (C) May '09

G-Sites Open Preventive Maintenance-Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSF	OTHER
2008	0	14	0	0	0	0
2008	0	8	2	0	0	0
2008	0	16	0	0	0	0
2008	0	2	0	0	0	0
2008	0	2	0	0	0	0
2008	0	2	0	0	0	0
2008	0	6	0	0	55	55
162		50	2		55	55
YEAR	WAPPR	APPR	INPRG	WMATL	WINSF	OTHER
2009	247	138	55	0	0	0
2009	117	542	78	0	0	0
2009	0	3	0	0	0	0
2009	18	0	0	0	0	0
2009	27	82	5	0	0	0
2009	1	14	1	0	0	0
2009	1	4	1	0	0	0
2009	83	1118	474	0	0	0
2816	494	1763	559	0	0	0

KBR

As of: 280300 (C) May'09

H Sites Open Preventive Maintenance-Inspection Work Orders: 2009

YEAR	WAPPR	APPR	INPRG	WINSP	WMATL	OTHER
ENGINEERING	0	1	1	0	0	2
4	0	1	1	0	0	2
YEAR	WAPPR	APPR	INPRG	WINSP	WMATL	OTHER
CARPENTRY	0	44	0	0	2	0
PLUMBING	0	1	0	0	0	0
ELECTRICAL	0	233	0	0	10	0
ENGINEERING	0	51	0	0	0	0
FIRE	1	291	0	3	0	2
OTHER	1	5	0	0	0	0
644	2	625	0	3	12	2



As of: 280300 (C) May'09

T Sites Open Preventive Maintenance Inspection Work Orders: 2009

YEAR	WAPPR	APPR	INPRG	WINSF	WMATL	OTHER
2008	0	44	0	0	2	0
2008	0	233	0	0	10	0
2008	1	291	0	3	0	2
2008	2	5	0	0	0	0
593	3	573	0	3	12	2
YEAR	WAPPR	APPR	INPRG	WINSF	WMATL	OTHER
2009	0	8	0	0	0	0
2009	0	7	0	0	0	0
2009	0	383	0	0	1	0
2009	0	6	0	0	0	0
2009	0	22	0	0	0	0
2009	0	6	0	0	0	0
433	0	432	0	0	1	0



Maximo/Service Desk-Shon Shannon Information or data contained on this page is subject to the restrictions contained on the cover page
 12 of 14 shon.shannon@kbr.com 281-669-5598

As of: 280300 (C) May'09

Bucca Open Preventive Maintenance Inspection Work Orders

	YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
CARPENTRY	2008	1	0	0	0	0	0
HVAC	2008	0	0	1	0	0	0
PLUMBING	2008	293	0	0	0	0	0
	295	294	0	1	0	0	0
	YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
CARPENTRY	2009	0	26	0	0	0	0
ELECTRICAL	2009	0	63	0	0	0	0
OTHER	2009	2	0	0	0	0	0
	91	2	89	0	0	0	0



As of: 280300 (C) May '09

USMI Open Preventive Maintenance-Inspection Work Orders

YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2008	0	1	0	0	0	0
2008	1	0	38	26	0	0
2008	0	1	1	0	0	0
2008	0	2	4	0	0	0
2008	2	3	0	0	0	0
79	3	7	43	26	0	0
YEAR	WAPPR	APPR	INPRG	WMATL	WINSP	OTHER
2009	0	1	0	0	0	0
2009	0	105	1	0	0	0
2009	0	2	1	0	0	0
117	0	115	2	0	0	0



Damien Doolittle

From: Frances Smith
Sent: Tuesday, September 15, 2009 3:02 PM
To: Damien Doolittle
Subject: FW: Good morning

From: Trina Hays
Sent: Friday, June 19, 2009 11:16 AM
To: Frances Smith
Subject: RE: Good morning

You know I will.

You are right I am scared to say one word about what is going on.

Thanks,

Trina Hays
SMCS
K.B.R Government & Infrastructure
C-5 Taji Unit # 6012
APO AE 09378
713-445-4840
trina.hays@kbr.com

From: Frances Smith
Sent: Friday, June 19, 2009 7:49 AM
To: Trina Hays
Subject: Good morning

Good Morning,

Just wanted you to know I got your emails and I am going over them now. A lot of that stuff we warned Rhonda about with Jeremy's ordering practices and business practice to hide the fact and cause mass confusion in the materials department in order to cover up the fact that he is not doing the maintenance he say's he is doing not to mention making it look like he is doing so much. That is the very reason why Materials was called to take over the maintenance departments materials. Doolittle and I utilized our chain of command and have warned management numerous times of the practices going on but we have been ignored and pushed out of the way as to not discover any more in discrepancies. I understand your frustration trust me especially when you care about what you do and strive to do the right thing but it is almost like the saying you can't fight city hall. You get labeled as a trouble maker because you want to do your job in the highest standards expected by the company that hired you but because of this incompetencies of those in management and the fact that they are motivated by selfishness, greed and personal gain they are blinded to mission of the company. It is sad but true of the leadership we have received at Taji from Material Managers and Warehouse Managers on up to currently DPM's who would rather see the mission go to hell in a hand basket than admit there have been mistakes made by their decisions. I will make sure your name doesn't get trashed as you too will promise me the same. Please keep me informed on what is going on so I can try and make a way to find the right people to get this information to.

Frances

5/2/2010

Thursday, 24 March, 2011 12:52:33 PM
Clerk, U.S. District Court, ILCD

From: Lynellen Sullivan
Sent: Monday, February 16, 2009 6:18 AM
To: DL_KBR LOGCAP III STEAM BPA
Subject: FW: Distribution Management Center (DMC) Procedures
Importance: High

FYI...This is for your information and not for discussion with anyone outside our group. Please show discretion and keep my trust.

From: Tracy Townsend
Sent: Monday, February 16, 2009 4:18 PM
To: Lynellen Sullivan; Shon Shannon
Subject: FW: Distribution Management Center (DMC) Procedures
Importance: High

Tracy Townsend
Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: Mark Brannen
Sent: Monday, 02 February, 2009 8:24 PM
To: DL_KBR LOGCAP III PM's and DPM's ME/CA
Cc: Guy LaBoa; Larry Lust; Richard Diddams; David Stallard; Karen Chillcott; Jim Haught; Tracy Townsend; Brandon Simmons
Subject: Distribution Management Center (DMC) Procedures
Importance: High

Ladies and Gentlemen –

The DMC was established to speed the process of cross-leveling across Theater, while also reducing our stockage of materials prior to transitioning to LCIV. Although we have made progress, we have taken some steps backward in the past few months as we have managed our way through the Electrical CAR and all the work associated with those repairs. That evolution has led us to the point where Sites are ignoring DMC requests and allowing the action to be cancelled through neglect, rather than through formal denials approved by the SLT. We are getting daily reports of denials from your sites now and none of those denials have been sent through the SLT for approval.

At the PSM conference last month, I addressed this with the PSMs for Material and Supply. As a result of our reviews and discussions among the SLT, we have decided that the emails from the DMC will be taskings to ship materials, rather than requests for sites to support other sites. We will revise our reports to ensure your temporary receiving storerooms and other restricted locations are not impacted. The DMC will then begin sending taskers to your materials managers tasking them to ship the required items to a specific site. The materials department will have four hours to notify the DMC that the items are prepared for shipment and are in the Traffic Yard – or get SLT approval to deny the request. Those sites not responding within 4 hours with either shipping instructions or an SLT approved denial, will be reported

to SLT the following day for follow-up.

We have got to make this system work and we must do everything we can to move items to assist our other sites as they have requirements. STEAM provides multiple ways to reserve items for your priority projects, but those items not reserved must be available for cross-leveling to reduce our order-ship times and get some of our older projects off the books. Your cooperation will be appreciated.

The new DOP is being readied and should be distributed in the near future for your folks. There will be other changes that will ease your usage of DMC, but this tasking change will certainly cause some initial anxiety in your Materials Yards.

R,
B

Mark A. Brannen
Deputy Program Manager - Support
LOGCAP III Headquarters
APO AE 09344
Phone: (281) 669-1949
Soft Phone: (713) 753-8382
mark.brannen@kbr.com

Thursday, 24 March, 2011 12:52:33 PM
Clerk, U.S. District Court, ILCD

From: Rogelio Garcia-Urena
Sent: Saturday, February 28, 2009 6:53 AM
To: Kolinski Simpkins
Cc: Geoffrey Howard
Subject: FW: A Site Storerooms ASL
Attachments: ASL_6_33_IRQ-A_REPORT_28-FEB-09.zip

Kolinski,

Geoffrey has ran your ASL for the A-sites. There are currently over 20.5 million dollars of materials that have not been issued. Please have your MCS's label the correct "STK" Category in accordance with the DOP dated Nov 2008.

Thanks.

Cordially,

Rogelio Garcia-Urena
STEAM/MAXIMO-Business Process Analyst
713-753-2000 EXT. 6101104
KBR / LOGCAP III
Camp Liberty D&F SITES
Baghdad, Iraq
APO AE 09344

Maximo:<http://steam.corp.kbr.com/maximo/jsp/common/system/login.jsp>

Training: <http://ea-steam-maximo-training/maximo>
Log In: Train07 Password: maximo

Breeze: <http://kbrbreeze/steamwork>

http://kbrconnect.corp.kbr.com/kbr/kbr_gi/kbr_gi_lc3/kbr_gi_lc3_ttc/kbr_gi_lc3_ttc_Online.asp
Under: "STEAM/SAP"

From: Geoffrey Howard
Sent: Saturday, February 28, 2009 4:58 PM
To: Rogelio Garcia-Urena
Cc: Tracy Townsend
Subject: A Site Storerooms ASL

Hello Rogelio,

Can you forward this over to the BPA at A-sites. It has been stated that Asite Materials refuse to use the authorized ASL report and they are far from in compliance with the LOGCAP Materials DOP.

Geoffrey Howard
Operations Coordinator / Business Systems Analyst

STEAM Kuwait Support Office-AI-Egaila
KBR, Inc.
Lot 2 Street 101 / Building 5, 1st Floor, Room A
APO AE 09366-1002
Office: 713-970-2931

IT Security and proper usage of computer resources is everyone's responsibility.

For assistance, please contact either your Local IT department, the Global Service Desk, or use the GetIT system.

KBR IT Global Service Desk Number
Houston / Middle East / Overseas dial: 713-753-4357

STEAM / MAXIMO:
Production: <http://steam.corp.kbr.com/maximo>
Training: <http://ea-steam-maximo-training/maximo>

ONLINE TRAINING:
Breeze: <http://kbrbreeze/steamwork>

.....making the KBR world a better place...one BPA at a time...

From: Rogelio Garcia-Urena
Sent: Sunday, May 10, 2009 1:26 AM
To: Jerardo Reyes; Eric Denton
Cc: Michael Ramirez; David Rodriguez-Cruz
Subject: D&F Underutilization of Materials
Importance: High
Attachments: D&F UNDER UTILIZATION.xls
 Good morning Jerardo,

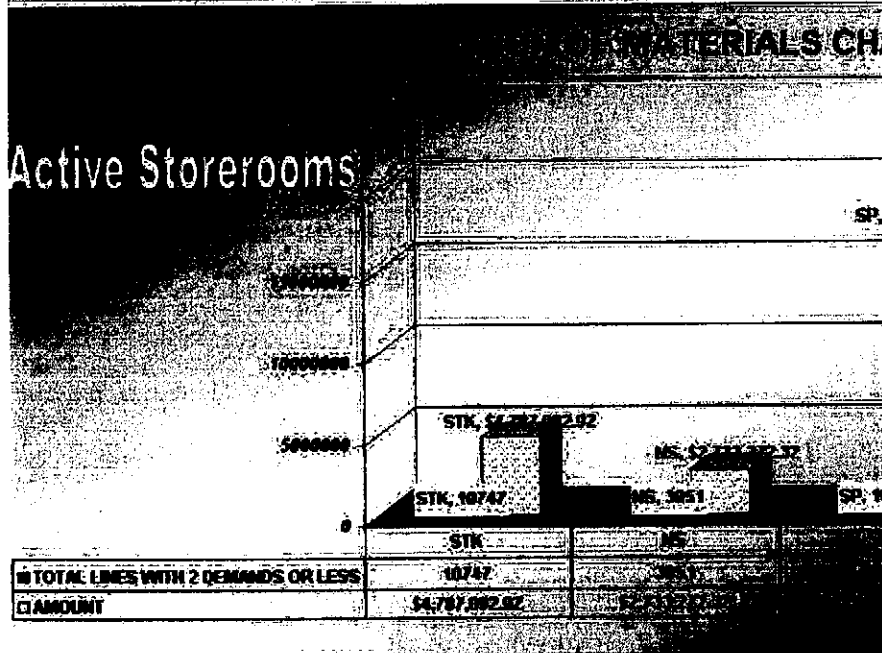
There is a concern with the utilization of materials here in D&F. Currently we have over 24 million dollars of material underutilized. This does not include the Excess/Redistributable storerooms. The materials listed attached have less than 2 demands placed on them in over 365 day radius.

These materials will need to be deem as "excess" and will need to be segregated to a "redistributable" storeroom. Our records show we have over 10,000 line items listed "STK" and DOP clearly states if the materials have 9 or more demands they will earn the category of STK or at least 3 to retain. Clearly we do not meet those criteria. Auditing agency looks into consumption history and we run a risk of a CAR if these materials continue to linger in the storerooms they are currently in. Our PCP/DOP/TD's dictate us to move these underutilization materials and what measures to take.

If you wish to be briefed on the measures we should take let us know. We can also run a query to know how much of these materials are currently ordered on active requisitions against underutilization.

D&F UNDERUTILIZATION OF MATERIALS CHART

CATEGORY	TOTAL LINES WITH 2 DEMANDS OR LESS
STK	10747
NS	3651
SP	101



Cordially,

Rogelio Garcia-Urena
 MAXIMO-Business Process Analyst

ex 21

713-753-2000 EXT. 6101104
KBR / LOGCAP III
Camp Liberty D&F SITES
Baghdad, Iraq
APO AE 09344

Maximo: <http://steam.corp.kbr.com/maximo/jsp/common/system/login.jsp>

Training: <http://ea-steam-maximo-training/maximo>
Log In: Train07 Password: maximo

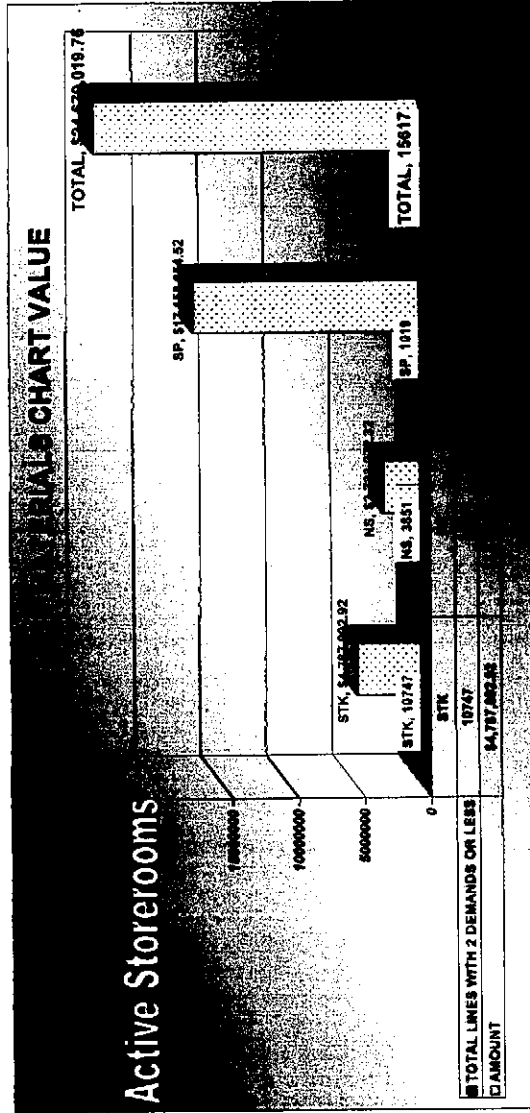
Breeze: <http://kbrbreeze/steamwork>

http://kbroonnect.corp.kbr.com/kbr/kbr_gi/kbr_gi_lc3/kbr_gi_lc3_ttc/kbr_gi_lc3_ttc_Online.asp
Under: "STEAM/SAP"

Count of SITE	LOCATION	CATEGORY	Total
122	LC-IRQ-D1-0001	NS	122
7		SP	7
98		STK	98
227	LC-IRQ-D1-0001 Total		227
21	LC-IRQ-D11-0001	NS	21
1		SP	1
505		STK	505
527	LC-IRQ-D11-0001 Total		527
322	LC-IRQ-D12-0001	NS	322
27		SP	27
7		STK	7
356	LC-IRQ-D12-0001 Total		356
5	LC-IRQ-D12-0002	NS	5
9	LC-IRQ-D12-0002 Total		9
117	LC-IRQ-D15-0001	NS	117
4		SP	4
219		STK	219
340	LC-IRQ-D15-0001 Total		340
3	LC-IRQ-D16-0001	NS	3
532		STK	532
535	LC-IRQ-D16-0001 Total		535
98	LC-IRQ-D2-0001	NS	98
513		SP	513
614		STK	614
4	LC-IRQ-D2-0001 Total		4
3	LC-IRQ-D2-0005	SP	3
7	LC-IRQ-D2-0005 Total		7
12	LC-IRQ-D5-0001	NS	12
5		SP	5
553		STK	553
570	LC-IRQ-D5-0001 Total		570
296	LC-IRQ-D5C-0001	NS	296
25		SP	25
46		STK	46
367	LC-IRQ-D5C-0001 Total		367
91	LC-IRQ-D5-JMMT-0003	NS	91
1		SP	1
23		STK	23
115	LC-IRQ-D5-JMMT-0003 Total		115
48	LC-IRQ-D5-JMMT-0004	NS	48
2		SP	2
584		STK	584
634	LC-IRQ-D5-JMMT-0004 Total		634
749	LC-IRQ-D5-JMMT Total		749
1	LC-IRQ-D8-0001	NS	1

D&F UNDERUTILIZATION OF MATERIALS CHART
TOTAL LINES WITH 2 DEMANDS OR LESS

CATEGORY	AMOUNT
STK	\$4,857,002.92
NS	\$2,733,272.32
SP	\$12,153,654.52



From: Lynellen Sullivan
Sent: Saturday, April 12, 2008 4:31 AM
To: Geoffrey Howard; Bryan Park
Subject: RE: Thank you...

Thanks, Guys...
The reports you are sending is causing consternation...but what is, is....keep them coming...

From: Geoffrey Howard
Sent: Saturday, April 12, 2008 2:25 PM
To: Lynellen Sullivan; Bryan Park
Subject: RE: Thank you...

Hi Lyn,

No surplus found, but excess

by item as requested

Geoffrey Howard
Operations Coordinator / Business Systems Analyst

STEAM Kuwait Support Office-AI-Egaila
KBR, Inc.
Lot 2 Street 101 / Building 5, 1st Floor, Room A
APO AE 09366-1002

IT Security and proper usage of computer resources is everyone's responsibility.

For assistance, please contact either your Local IT department, the Global Service Desk, or use the GetIT system.

KBR IT Global Service Desk Number
Houston / Middle East / Overseas dial: 713-753-4357

STEAM / MAXIMO:

Production: <http://steam.corp.kbr.com/maximo>
Training: <http://ea-steam-maximo-training/maximo>

ONLINE TRAINING:

Breeze: <http://kbrbreeze/steamwork>

From: Lynellen Sullivan
Sent: Saturday, April 12, 2008 2:03 PM
To: Geoffrey Howard; Bryan Park
Subject: Thank you...

Thank you.

Can you pull a report by item for the T1 excess, surplus storerooms? Thanks.

Lyn

Lynellen Sullivan
STEAM Support Staff Manager
KBR, Inc.
F1-D 43382
APO AE 09344
281-669-5598 (rings in Baghdad)
lynellen.sullivan@kbr.com

Thursday, 24 March, 2011 12:52:33 PM
Clerk, U.S. District Court, ILCD

From: John Vujic
Sent: Sunday, March 01, 2009 8:08 AM
To: Tracy Townsend
Cc: Lynellen Sullivan; Geoffrey Howard
Subject: FW: Would such a report be useful to you
Attachments: Theater Wide Total monthly requisitions Oct 07 thru Aug 08.ppt
Tracy,

I was told we also need the number of lines, not just number of MRs. Correct?

John Vujic
Senior Property Specialist
KBR, Inc.
F-1 ID#43382
APO AE 09344

From: Tracy Townsend
Sent: Sunday, March 01, 2009 7:04 PM
To: John Vujic
Cc: Lynellen Sullivan; Geoffrey Howard
Subject: RE: Would such a report be useful to you

A new requirement came from Larry Lust to start reporting this weekly and then monthly. I would like the numbers as an extract of this. For example,
The number of FSS, MRO, and commercial MRS for each vendor type and the total dollar value of the MRs per site.

Example:
Vendor Type
Site
of Requisitions by Vendor Type
Dollar Value by each vendor type of the total number of MRs site

Now Larry wants to see the number of reqs that are dropped by type. See attachment as well.

Tracy Townsend
Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: John Vujic
Sent: Sunday, 01 March, 2009 6:03 PM
To: Tracy Townsend
Cc: Lynellen Sullivan; Geoffrey Howard
Subject: RE: Would such a report be useful to you

Tracy,

It looks useful. Instead of monthly, according to SLT this information is to be reported weekly. So if I can get all the data I need from KSO, it's better than having the sites do it manually. Is this possible on a weekly basis?

V/r

John Vujic
Senior Property Specialist
KBR, Inc.
F-1 ID#43382
APO AE 09344

From: Tracy Townsend
Sent: Sunday, March 01, 2009 5:53 PM
To: John Vujic
Cc: Lynellen Sullivan; Geoffrey Howard
Subject: FW: Would such a report be useful to you

John,

Since you normally prepared the Commercial, FSS, MRO reports, can you use this report vs having the sites send them to you? I can see the value in having this.

Tracy Townsend
Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: Lynellen Sullivan
Sent: Sunday, 01 March, 2009 12:08 PM
To: Tracy Townsend
Subject: FW: Would such a report be useful to you

Do you like this?

From: Geoffrey Howard
Sent: Sunday, March 01, 2009 12:06 PM
To: Lynellen Sullivan
Subject: Would such a report be useful to you

Hello Lyn,

Here is a PR-PRLINE report that I have been working on, for a new version of the ASL Report. I will be soon in the position to know what materials have been ordered for various storerooms. I can run this report for a site or storeroom independent of the primary implementation.

Would this be useful for you? If so, let me know when you would like this report run and sent to your folder. Also note Ma'am, if you would like this report per site or all LOGCAP.

Geoffrey Howard

Operations Coordinator / Business Systems Analyst

STEAM Kuwait Support Office-Al-Egaila
KBR, Inc.
Lot 2 Street 101 / Building 5, 1st Floor, Room A
APO AE 09366-1002
Office: 713-970-2931

IT Security and proper usage of computer resources is everyone's responsibility.

For assistance, please contact either your Local IT department, the Global Service Desk, or use the GetIT system.

KBR IT Global Service Desk Number
Houston / Middle East / Overseas dial: 713-753-4357

STEAM / MAXIMO:
Production: <http://steam.corp.kbr.com/maximo>
Training: <http://ea-steam-maximo-training/maximo>

ONLINE TRAINING:
Breeze: <http://kbrbreeze/steamwork>

.....making the KBR world a better place...one BPA at a time...

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Site	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total Qty	Total \$ amount
Afghanistan	10,489	75%	\$122,046,153	3,455	25%	\$40,630,327	13,944	\$162,676,480
Azovonda	7,458	74%	\$524,272,167	2,655	26%	\$15,974,091	10,113	\$540,246,258
B Sites	5,899	87%	\$61,451,044	893	13%	\$18,084,508	6,792	\$79,535,552
Bureau	2,074	94%	\$64,953,251	142	6%	\$5,084,713	2,216	\$70,037,963
C Sites	5,687	84%	\$73,904,078	1,047	16%	\$13,349,688	6,734	\$87,253,766
DAF	14,048	92%	\$809,761,194	1,250	8%	\$14,926,626	15,298	\$824,687,820
G Sites	4,019	94%	\$113,427,667	245	6%	\$3,552,460	4,264	\$116,980,128
H Sites	7,375	85%	\$88,840,363	1,299	15%	\$20,917,537	8,674	\$109,757,901
Kuwait	2,565	89%	\$30,897,688	311	11%	\$2,328,394	2,876	\$33,226,082
Taj	2,616	87%	\$46,340,548	379	13%	\$4,398,744	2,995	\$50,739,291
T Sites	4,588	80%	\$131,106,913	1,130	20%	\$7,593,874	5,718	\$138,700,787
USMI	4,526	87%	\$50,145,601	694	13%	\$5,195,364	5,220	\$55,340,965
Total	71,944	84%	\$2,117,146,968	13,800	16%	\$180,696,506	84,944	\$2,300,182,000

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Site	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total Qty	Total \$ amount
Afghanistan	10,489	75%	\$122,046,153	3,455	25%	\$40,830,327	13,944	\$162,876,480
Armenia	7,458	74%	\$524,272,167	2,655	26%	\$15,974,091	10,113	\$540,246,258
B Sites	5,899	87%	\$61,451,044	893	13%	\$18,084,508	6,792	\$79,535,552
Buses	2,074	94%	\$64,953,251	142	6%	\$5,084,713	2,216	\$70,037,963
C Sites	5,687	84%	\$73,904,078	1,047	16%	\$13,349,688	6,734	\$87,253,766
CAF	14,048	92%	\$809,751,194	1,250	8%	\$14,926,626	15,298	\$824,687,820
C Sites	4,019	94%	\$113,427,667	245	6%	\$3,552,460	4,264	\$116,980,128
H Sites	7,375	85%	\$88,840,363	1,299	15%	\$20,917,537	8,674	\$109,757,901
Kuwait	2,585	89%	\$30,897,688	311	11%	\$2,328,394	2,896	\$33,226,082
Tajik	2,616	87%	\$46,340,548	379	13%	\$4,398,744	2,995	\$50,739,291
T Sites	4,588	80%	\$131,106,913	1,130	20%	\$7,593,874	5,718	\$138,700,787
USMI	4,526	87%	\$50,145,601	694	13%	\$5,195,364	5,220	\$55,340,965
Total	71,944	84%	\$2,117,146,668	13,600	16%	\$122,036,326	84,544	\$2,239,182,993

Theater Wide - Total \$ Amount of Commercial and FSS requisitions from October 07 thru August 08

\$152,036,326



\$2,117,146,668

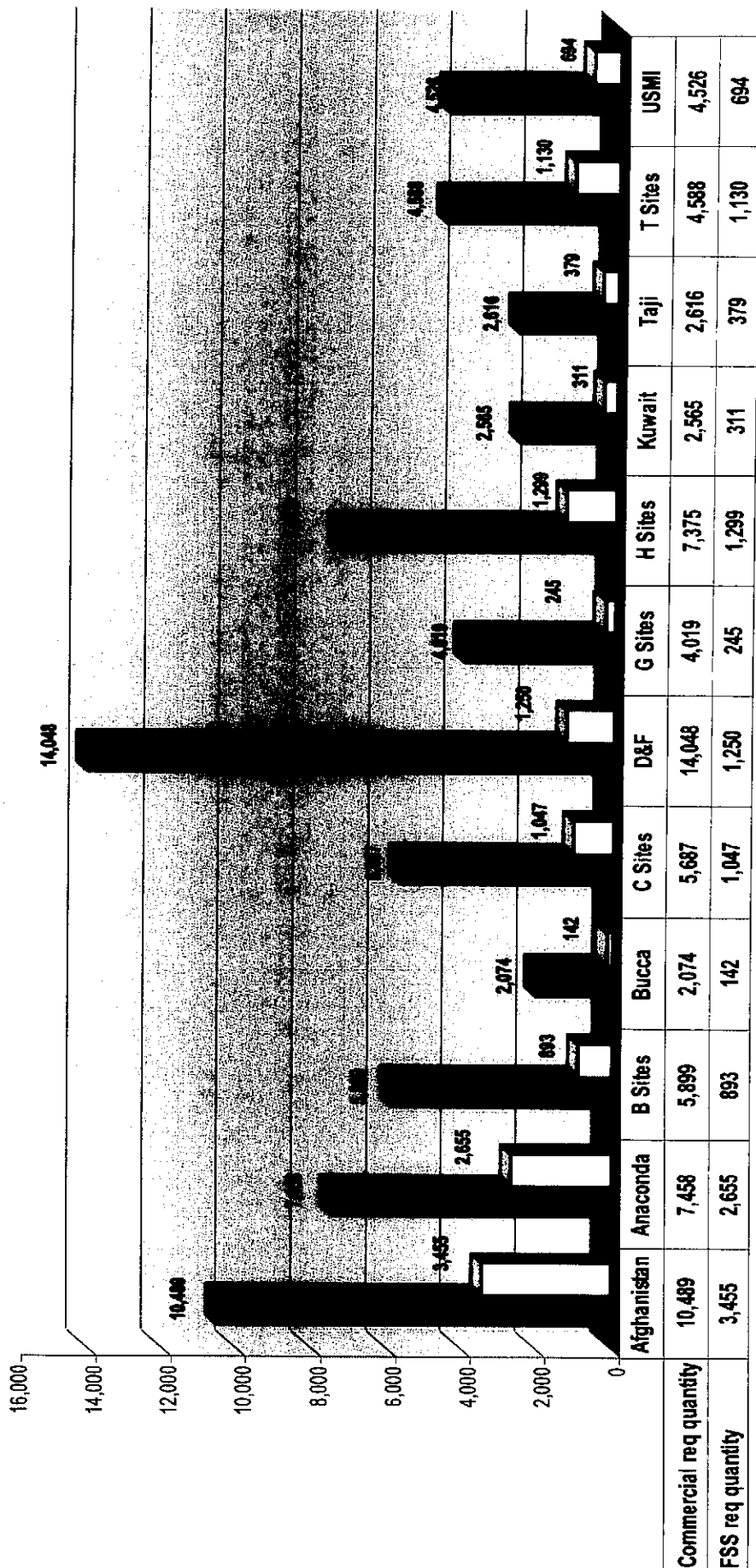
Commercial \$ amount FSS \$ amount

KBR
Government
and Infrastructure

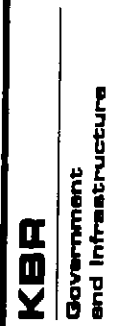
Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Theater Wide - Total quantity of Commercial and FSS requisitions by site October 07 thru August 08



■ Commercial req quantity □ FSS req quantity



Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Site	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total Qty	Total \$ amount
Afghanistan	10,469	75%	\$122,046,153	3,465	25%	\$40,630,327	13,944	\$162,676,480
Armed Forces	7,458	74%	\$524,272,167	2,655	26%	\$15,974,091	10,113	\$540,246,258
B Sites	5,889	87%	\$61,451,044	893	13%	\$18,084,508	6,792	\$79,535,552
Buses	2,074	94%	\$64,953,251	142	6%	\$5,084,713	2,216	\$70,037,963
C Sites	5,687	84%	\$73,904,078	1,047	16%	\$13,349,888	6,734	\$87,253,966
DAF	14,048	92%	\$809,761,194	1,250	8%	\$14,926,826	15,298	\$824,687,820
D Sites	4,019	94%	\$113,427,867	245	6%	\$3,552,460	4,264	\$116,980,128
H Sites	7,375	85%	\$88,840,363	1,299	15%	\$20,917,537	8,674	\$109,757,901
Kuwait	2,565	89%	\$30,897,888	311	11%	\$2,328,394	2,876	\$33,226,082
Tail	2,616	87%	\$46,340,548	379	13%	\$4,398,744	2,995	\$50,739,291
T Sites	4,588	80%	\$131,106,913	1,130	20%	\$7,593,874	5,718	\$138,700,787
USMI	4,526	87%	\$50,145,601	694	13%	\$5,195,364	5,220	\$55,340,965
Total	71,944	84%	\$9,117,146,888	13,900	16%	\$198,839,328	84,844	\$9,316,086,216

Theater Wide - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

16%



84%

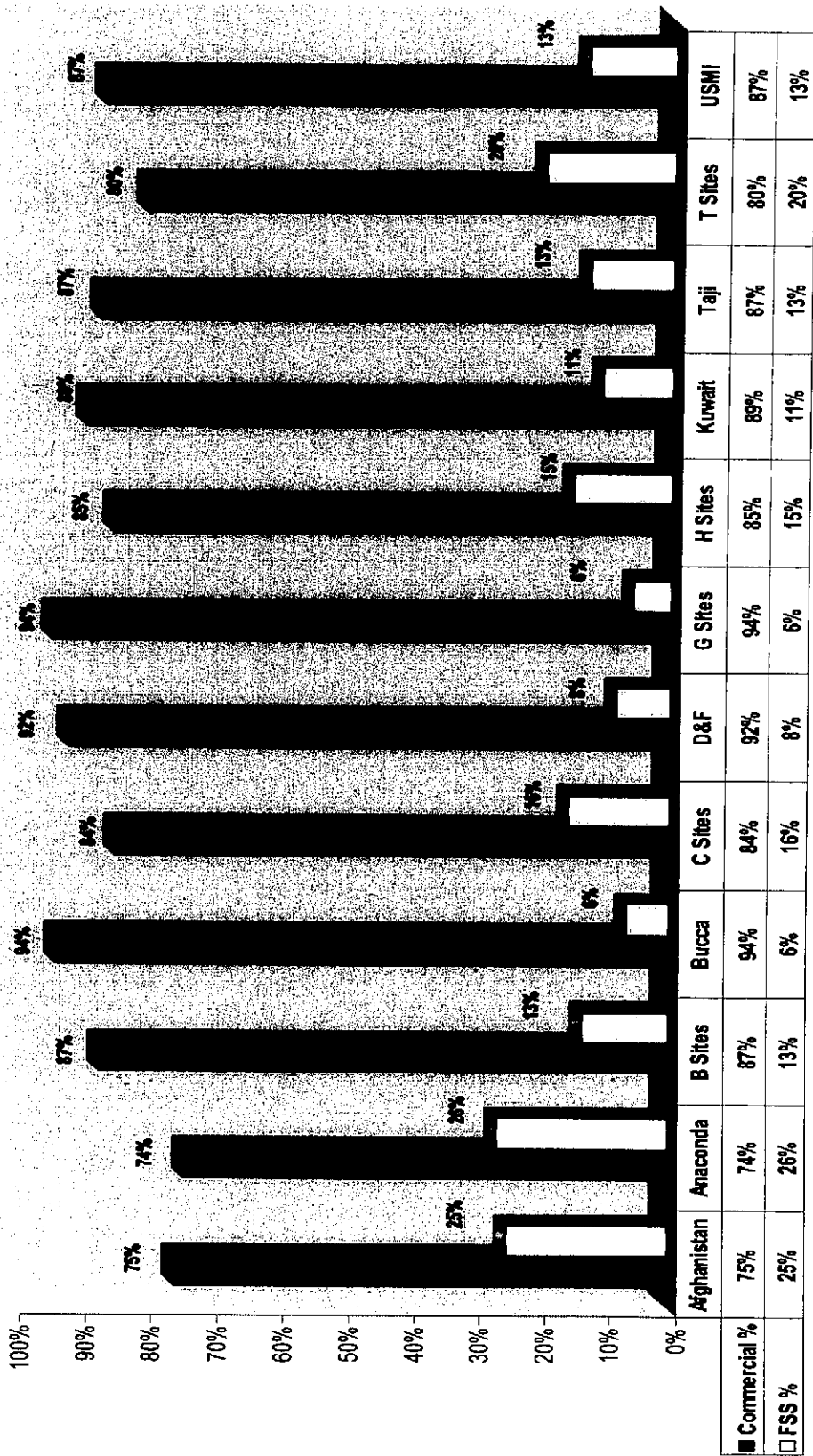
Commercial % FSS %

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Theater Wide - Total % of Commercial and FSS requisitions by site



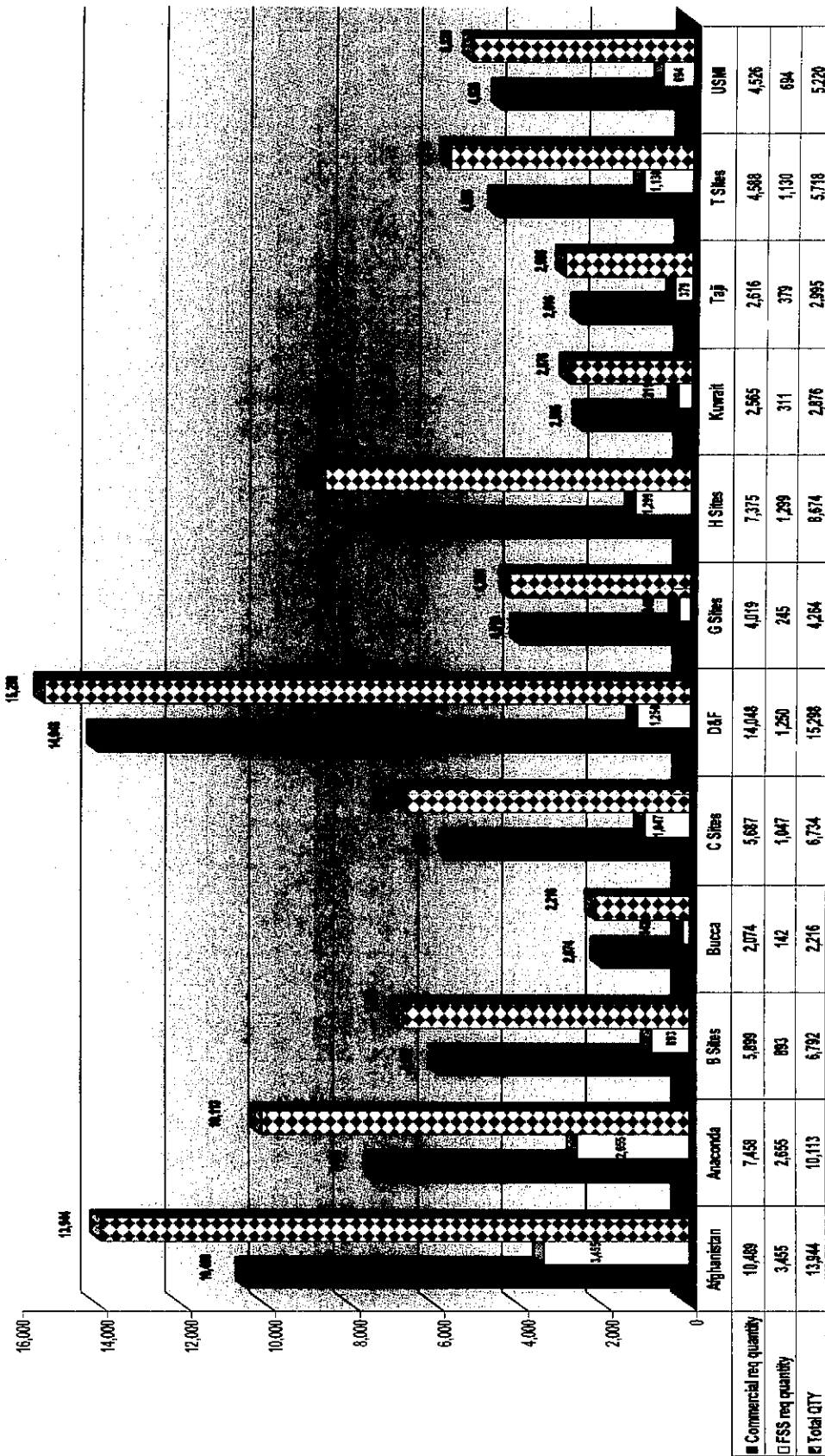
■ Commercial % □ FSS %

KBR
Government
and Infrastructure

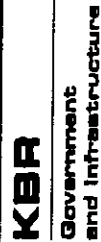
Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Theater Wide - Total quantity of Commercial and FSS requisitions by site



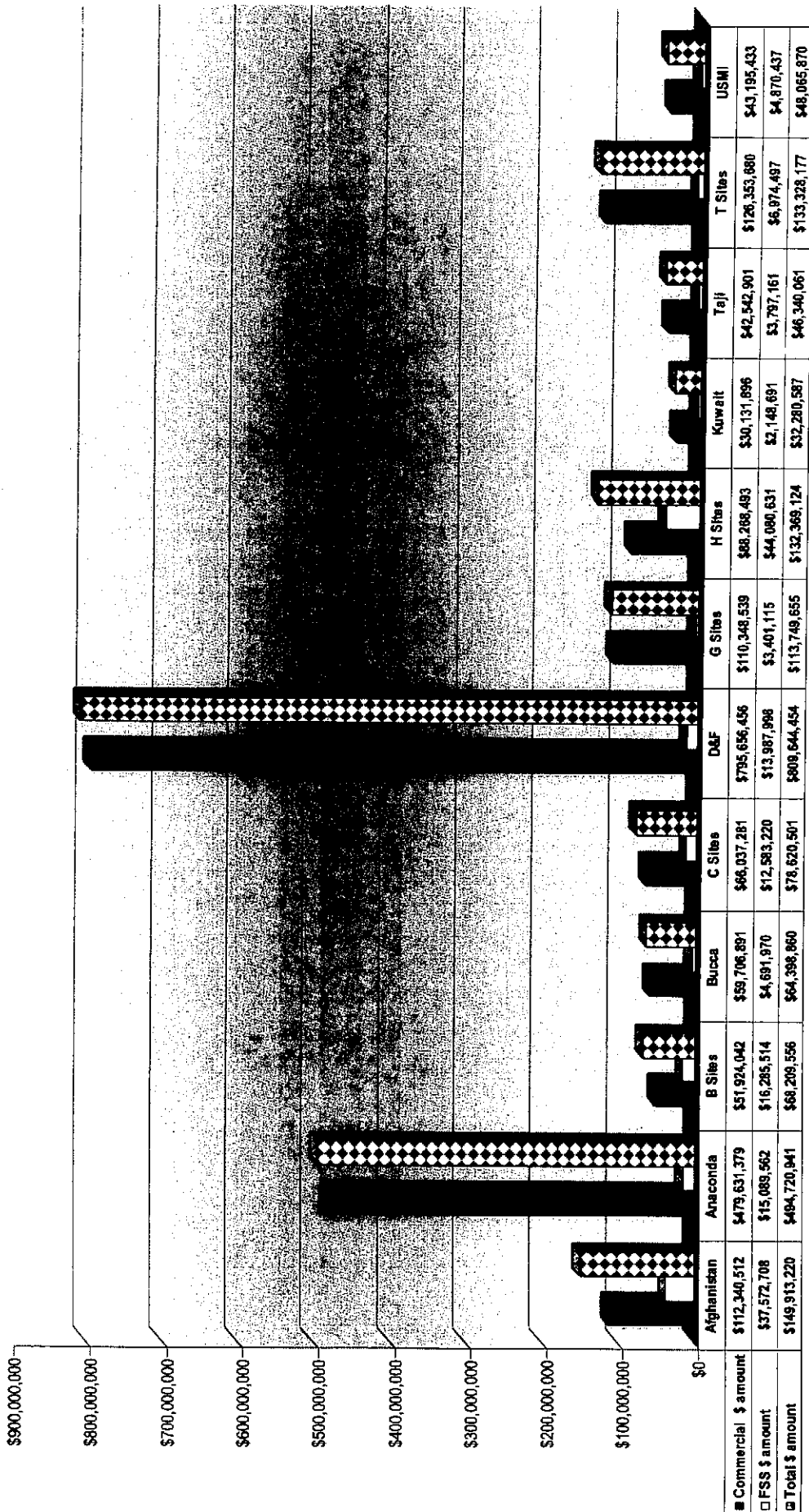
■ Commercial req quantity □ FSS req quantity ■ Total QTY



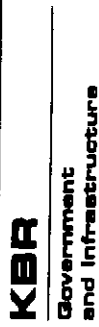
Information on this page is subject to the restrictions on the second page of this document

Theater Wide Commercial and FSS requisitions by site from October 07 thru August 08

Theater Wide - Total \$ Amount of Commercial and FSS requisitions by site



■ Commercial \$ amount □ FSS \$ amount Total \$ amount



Information on this page is subject to the restrictions on the second page of this document



Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Afghanistan Commercial and FSS Requisitions by Month

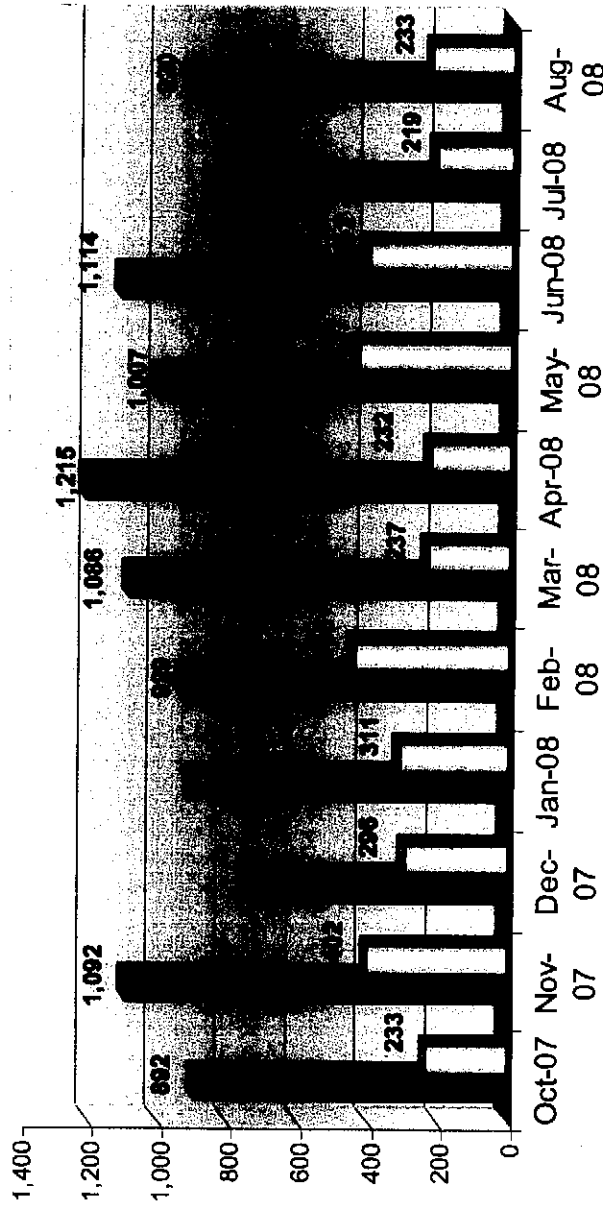
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	892	79%	\$7,209,231	233	21%	\$3,176,532	1,125	\$10,385,764
Nov-07	1,092	73%	\$11,675,781	402	27%	\$7,068,172	1,494	\$18,743,953
Dec-07	666	69%	\$16,017,487	296	31%	\$2,037,104	962	\$18,054,590
Jan-08	825	73%	\$9,296,582	311	27%	\$2,311,823	1,136	\$11,608,404
Feb-08	929	68%	\$7,531,323	443	32%	\$5,435,758	1,372	\$12,967,081
Mar-08	1,086	82%	\$9,642,107	237	18%	\$4,064,181	1,323	\$13,706,288
Apr-08	1,215	84%	\$15,991,661	232	16%	\$2,811,921	1,447	\$18,803,582
May-08	1,007	70%	\$7,330,972	437	30%	\$4,895,566	1,444	\$12,226,538
Jun-08	1,114	73%	\$14,757,593	412	27%	\$3,778,634	1,526	\$18,536,227
Jul-08	743	77%	\$12,887,776	219	23%	\$1,993,018	962	\$14,880,794
Aug-08	920	80%	\$9,705,641	233	20%	\$3,057,619	1,153	\$12,763,260
Oct 07 - Aug 08	10,489	75%	\$122,046,153	3,455	25%	\$40,630,327	13,944	\$162,676,480

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document.

Afghanistan Commercial and FSS Requisitions by Month

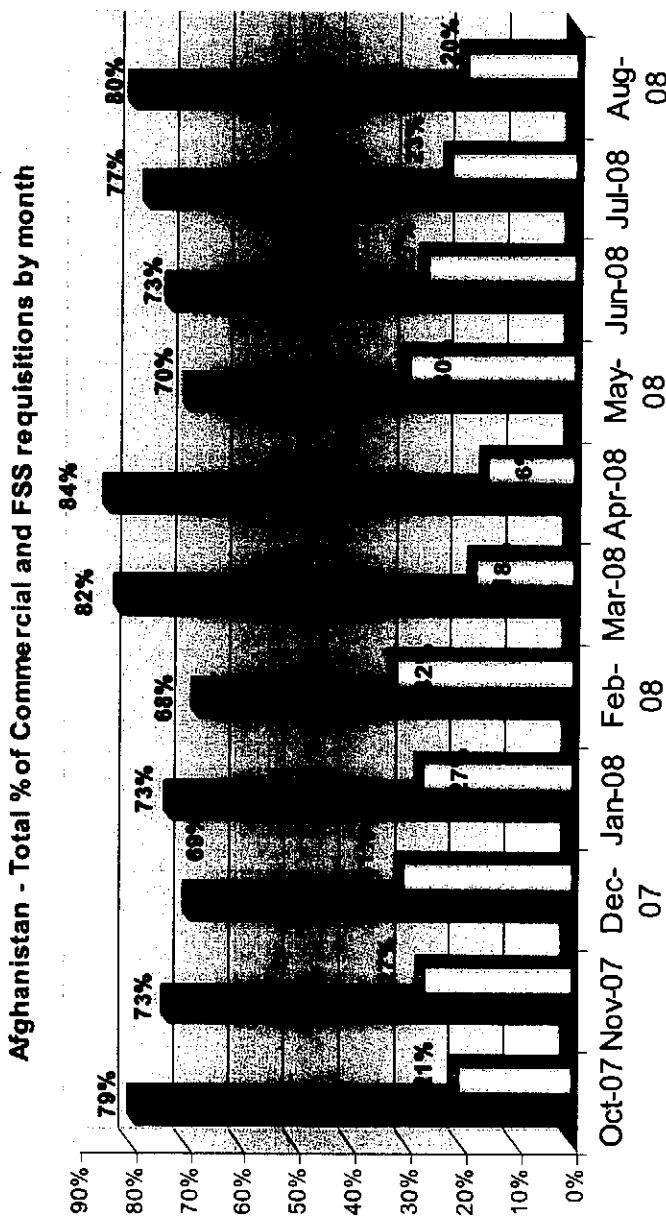
Afghanistan - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	892	1,092	666	825	929	1,086	1,215	1,007	1,114	743	920
FSS req quantity	233	402	296	311	443	237	232	437	412	219	233

Commercial req quantity
 FSS req quantity

Afghanistan Commercial and FSS Requisitions by Month



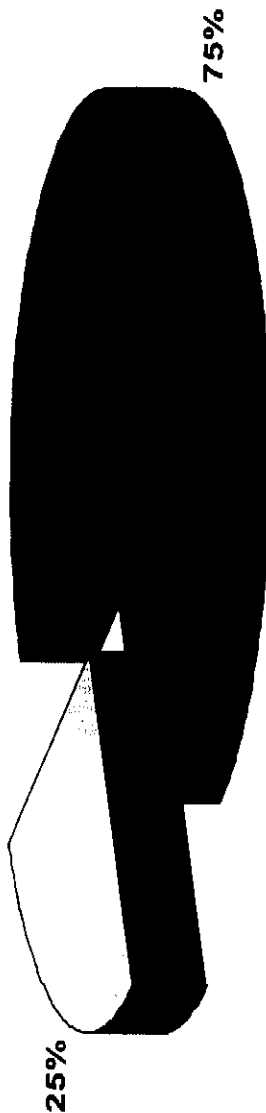
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	79%	73%	69%	73%	68%	82%	84%	70%	73%	77%	80%
FSS %	21%	27%	31%	27%	32%	18%	16%	30%	27%	23%	20%

■ Commercial % □ FSS %

Afghanistan Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	892	79%	\$7,209,231	233	21%	\$3,176,532	1,125	\$10,385,764
Nov-07	1,092	73%	\$11,675,781	402	27%	\$7,068,172	1,494	\$18,743,953
Dec-07	666	69%	\$16,017,467	296	31%	\$2,037,104	962	\$18,054,590
Jan-08	825	73%	\$9,296,582	311	27%	\$2,311,823	1,136	\$11,608,404
Feb-08	929	68%	\$7,531,323	443	32%	\$5,435,758	1,372	\$12,967,081
Mar-08	1,086	82%	\$9,642,107	237	18%	\$4,064,181	1,323	\$13,706,288
Apr-08	1,215	84%	\$15,991,661	232	16%	\$2,811,921	1,447	\$18,803,582
May-08	1,007	70%	\$7,330,972	437	30%	\$4,895,566	1,444	\$12,226,538
Jun-08	1,114	73%	\$14,757,593	412	27%	\$3,778,634	1,526	\$18,536,227
Jul-08	743	77%	\$12,887,776	219	23%	\$1,993,018	962	\$14,880,794
Aug-08	920	80%	\$9,705,641	233	20%	\$3,057,619	1,153	\$12,763,260
Oct 07 - Aug 08	10,489	75%	\$122,046,153	3,455	25%	\$40,630,327	13,944	\$162,676,480

Afghanistan - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

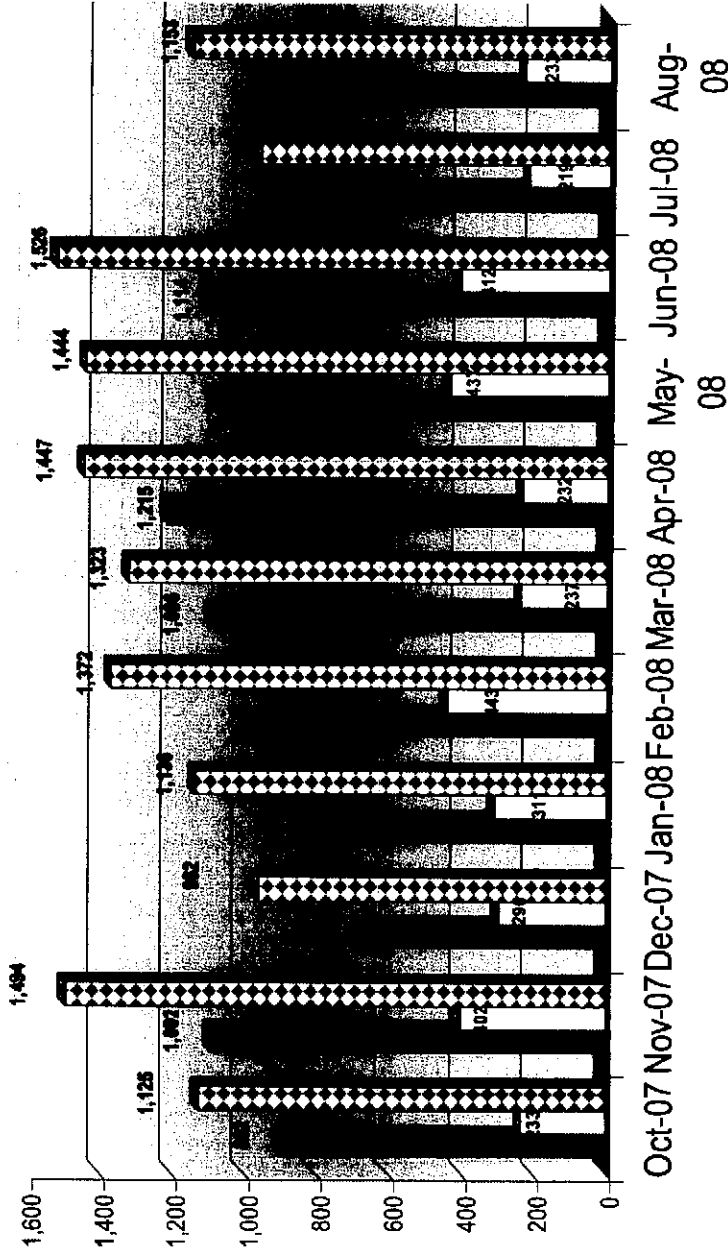


Commercial %
 FSS %

Information on this page is subject to the restrictions on the second page of this document

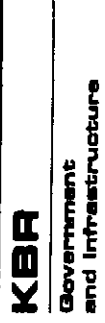
Afghanistan Commercial and FSS Requisitions by Month

Afghanistan Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	892	1,092	666	825	929	1,086	1,215	1,007	1,114	743	920
FSS req quantity	233	402	296	311	443	237	232	437	412	219	233
Total QTY	1,125	1,494	962	1,136	1,372	1,323	1,447	1,444	1,526	962	1,153

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Keillogg, Brown, & Root Services Inc.

Keillogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Anaconda Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	620	71%	\$6,469,556	249	29%	\$2,184,858	869	\$8,654,414
Nov-07	494	64%	\$5,642,852	281	36%	\$1,516,449	775	\$7,159,300
Dec-07	816	79%	\$11,742,184	217	21%	\$917,358	1,033	\$12,659,541
Jan-08	909	74%	\$6,817,756	326	26%	\$1,827,569	1,235	\$8,645,325
Feb-08	508	62%	\$16,324,007	318	38%	\$1,697,567	826	\$18,021,574
Mar-08	1,071	80%	\$11,114,172	275	20%	\$1,190,335	1,346	\$12,304,507
Apr-08	149	38%	\$2,362,876	245	62%	\$1,965,940	394	\$4,328,816
May-08	1,058	82%	\$260,092,354	225	18%	\$1,691,573	1,283	\$261,783,926
Jun-08	465	71%	\$2,571,536	186	29%	\$957,222	651	\$3,528,758
Jul-08	765	79%	\$156,494,087	201	21%	\$1,140,692	966	\$157,634,779
Aug-08	603	82%	\$44,640,788	132	18%	\$884,529	735	\$45,525,317
Oct 07 - Aug 08	7,458	74%	\$524,272,167	2,655	26%	\$15,974,091	10,113	\$540,246,258

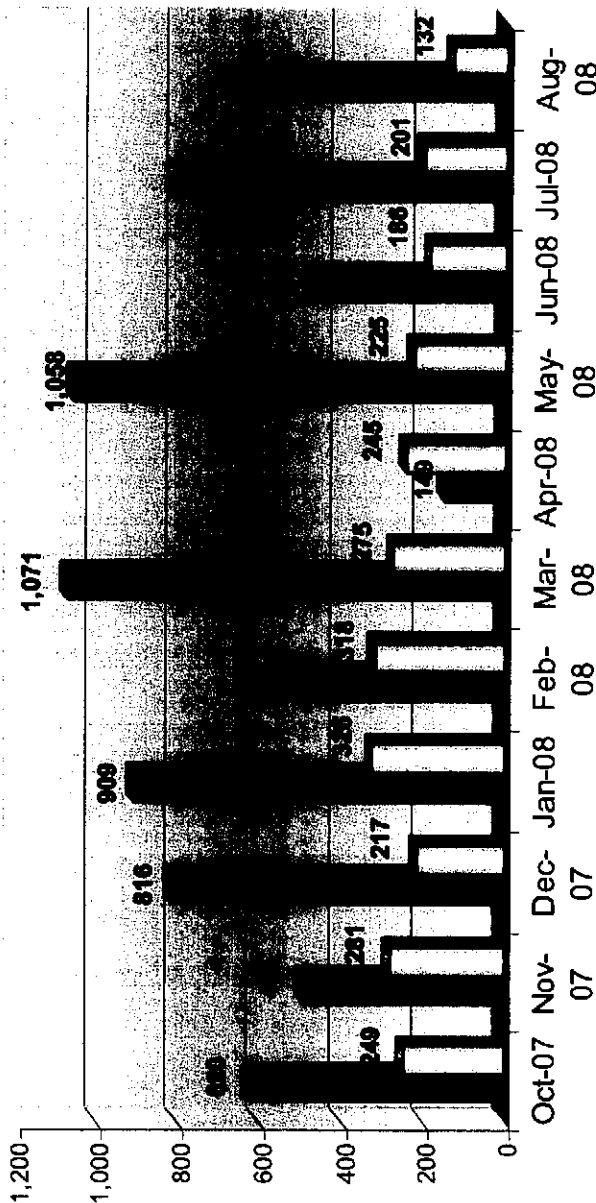
Information on this page is subject to the restrictions on the second page of this document

KBR

Government
and Infrastructure

Anaconda Commercial and FSS Requisitions by Month

Anaconda - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	620	494	816	909	508	1,071	149	1,058	465	765	603
FSS req quantity	249	281	217	326	318	275	245	225	186	201	132

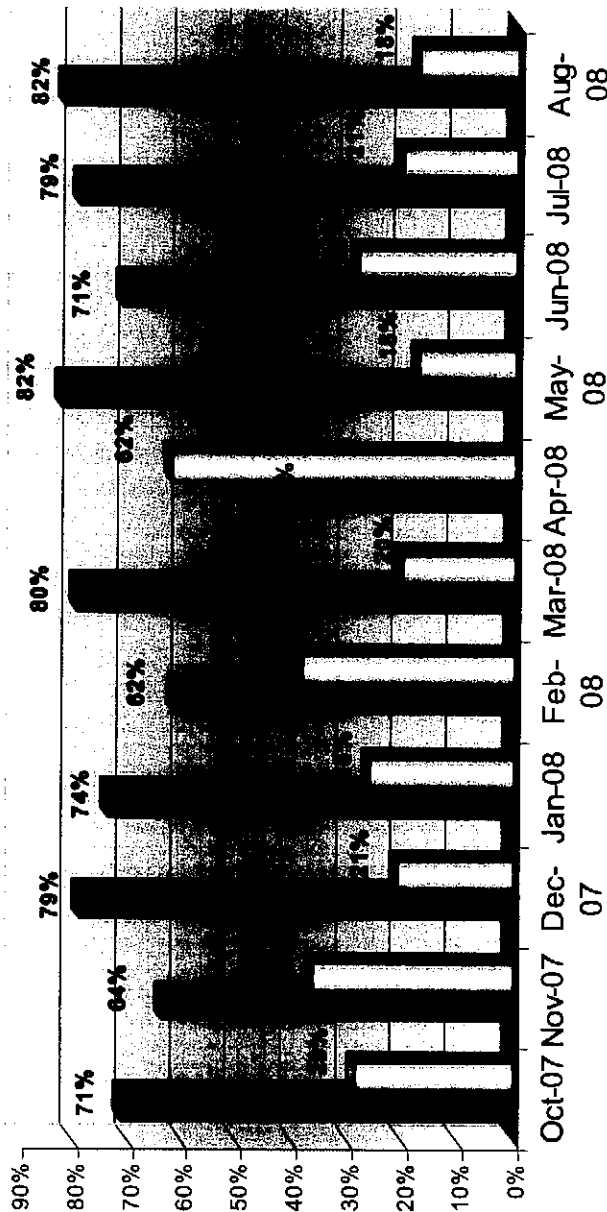
Commercial req quantity
 FSS req quantity

KBR
Government and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

Anaconda Commercial and FSS Requisitions by Month

Anaconda - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	71%	64%	79%	74%	62%	80%	38%	82%	71%	79%	82%
FSS %	29%	36%	21%	26%	38%	20%	62%	18%	29%	21%	18%

■ Commercial % □ FSS %

Anaconda Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	620	71%	\$6,469,556	249	29%	\$2,184,858	869	\$8,654,414
Nov-07	494	64%	\$5,642,852	261	36%	\$1,516,449	775	\$7,159,300
Dec-07	816	79%	\$11,742,184	217	21%	\$917,358	1,033	\$12,659,541
Jan-08	809	74%	\$6,817,756	326	26%	\$1,827,569	1,235	\$8,645,325
Feb-08	506	82%	\$16,324,007	318	36%	\$1,697,567	826	\$18,021,574
Mar-08	1,071	80%	\$11,114,172	275	20%	\$1,190,335	1,346	\$12,304,507
Apr-08	149	38%	\$2,362,676	245	62%	\$1,965,940	394	\$4,328,616
May-08	1,056	62%	\$260,092,354	225	18%	\$1,691,573	1,283	\$261,783,926
Jun-08	465	71%	\$2,571,536	186	29%	\$957,222	651	\$3,528,758
Jul-08	765	79%	\$156,494,087	201	21%	\$1,140,692	966	\$157,634,779
Aug-08	603	82%	\$44,640,788	132	18%	\$884,529	735	\$45,525,317
Oct 07 - Aug 08	7,458	74%	\$524,272,167	2,655	26%	\$15,974,091	10,113	\$540,246,258

Anaconda - Total percentages of Commercial and FSS requisitions from March 08 thru August 08

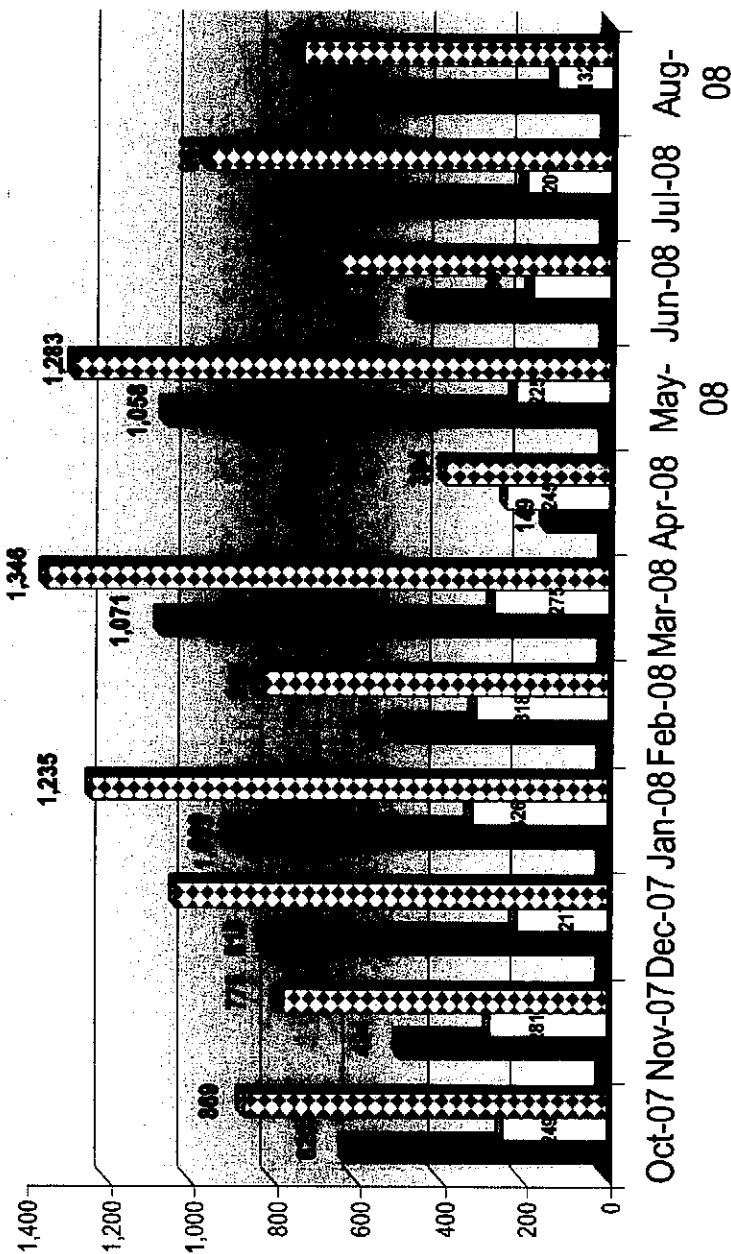


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

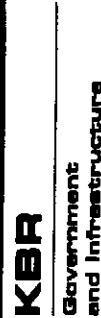
Anaconda Commercial and FSS Requisitions by Month

Anaconda - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	620	494	816	909	508	1,071	149	1,058	465	765	603
FSS req quantity	249	281	217	326	318	275	245	225	186	201	132
Total QTY	869	775	1,033	1,235	826	1,346	394	1,283	651	966	735

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

B Sites Commercial and FSS Requisitions by Month

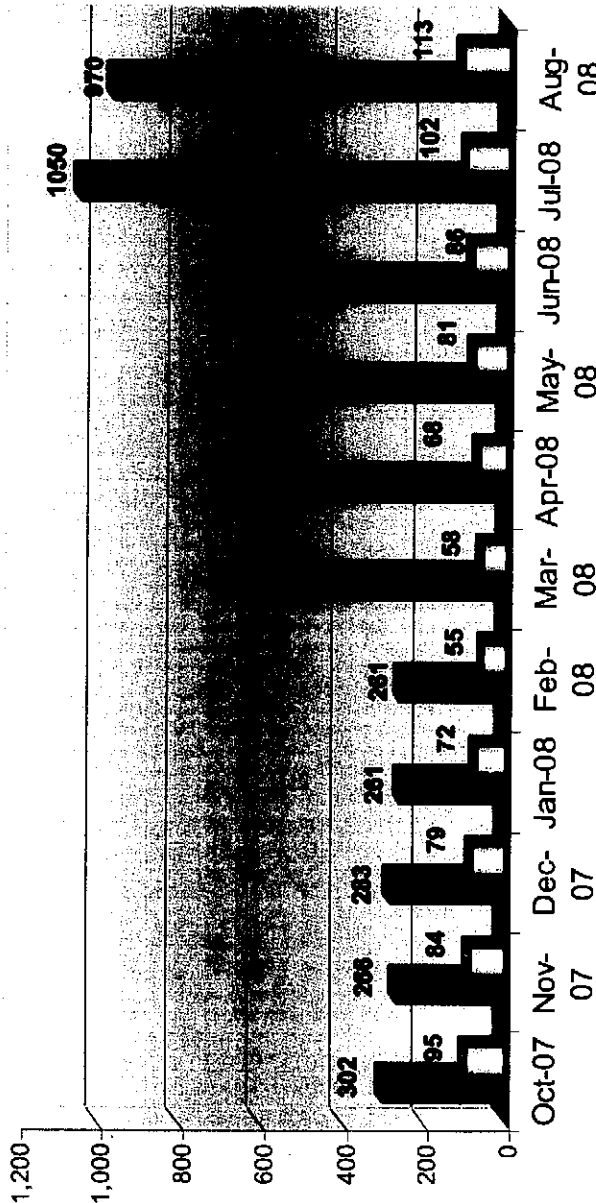
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	302	76%	\$6,342,398	95	24%	\$1,900,585	397	\$8,242,983
Nov-07	266	76%	\$1,779,653	84	24%	\$1,495,411	350	\$3,275,065
Dec-07	283	78%	\$6,905,462	79	22%	\$1,364,849	362	\$8,270,311
Jan-08	261	78%	\$6,817,756	72	22%	\$1,249,453	333	\$8,067,209
Feb-08	261	83%	\$4,525,879	55	17%	\$1,145,939	316	\$5,671,818
Mar-08	586	91%	\$5,131,550	58	9%	\$757,937	644	\$5,889,487
Apr-08	653	91%	\$5,185,944	68	9%	\$1,203,766	721	\$6,389,710
May-08	602	88%	\$5,035,265	81	12%	\$1,320,493	683	\$6,355,758
Jun-08	665	89%	\$2,853,394	86	11%	\$1,225,410	751	\$4,078,803
Jul-08	1050	91%	\$7,346,742	102	9%	\$4,621,672	1,152	\$11,968,414
Aug-08	970	90%	\$9,527,002	113	10%	\$1,798,994	1,083	\$11,325,996
Oct 07 - Aug 08	5,899	87%	\$61,451,044	893	13%	\$18,084,508	6,792	\$79,535,552

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

B Sites Commercial and FSS Requisitions by Month

B Sites - Total quantity of Commercial and FSS requisitions by month

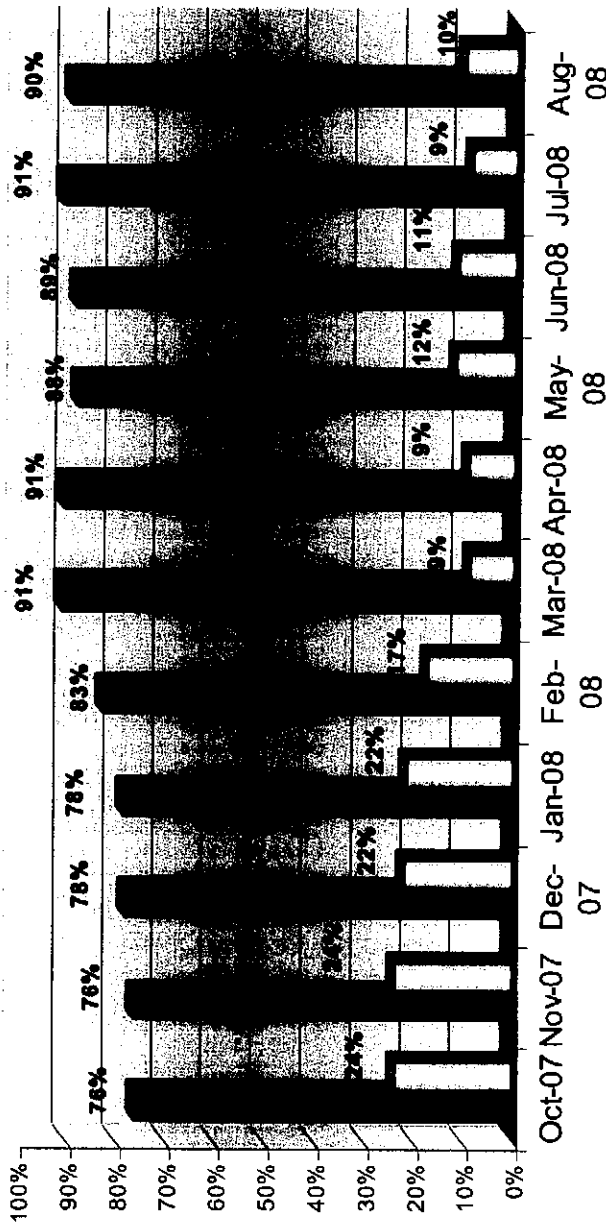


	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	302	266	283	201	261	261	586	602	665	1050	970
FSS req quantity	95	84	79	261	72	55	81	81	86	102	113

Commercial req quantity
 FSS req quantity

B Sites Commercial and FSS Requisitions by Month

B Sites - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	76%	76%	78%	78%	83%	91%	91%	88%	89%	91%	90%
FSS %	24%	24%	22%	22%	17%	9%	9%	12%	11%	9%	10%

■ Commercial % □ FSS %

B Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	302	76%	\$6,342,398	95	24%	\$1,900,585	397	\$8,242,983
Nov-07	286	76%	\$1,779,653	84	24%	\$1,495,411	350	\$3,275,065
Dec-07	283	78%	\$6,905,462	79	22%	\$1,364,849	362	\$8,270,311
Jan-08	261	78%	\$6,817,756	72	22%	\$1,249,453	333	\$8,067,209
Feb-08	261	83%	\$4,525,879	55	17%	\$1,145,939	316	\$5,671,818
Mar-08	586	91%	\$5,131,550	58	9%	\$757,937	644	\$5,889,487
Apr-08	653	91%	\$5,185,944	68	9%	\$1,203,766	721	\$6,389,710
May-08	602	88%	\$5,035,265	81	12%	\$1,320,493	683	\$6,355,758
Jun-08	665	89%	\$2,853,394	86	11%	\$1,225,410	751	\$4,078,803
Jul-08	1050	91%	\$7,346,742	102	9%	\$4,621,672	1,152	\$11,968,414
Aug-08	970	90%	\$9,527,002	113	10%	\$1,798,994	1,083	\$11,325,996
Oct 07 - Aug 08	5,899	87%	\$61,451,044	893	13%	\$18,084,508	6,792	\$79,535,552

B Sites- Total percentages of Commercial and FSS requisitions from October 07 thru August 08

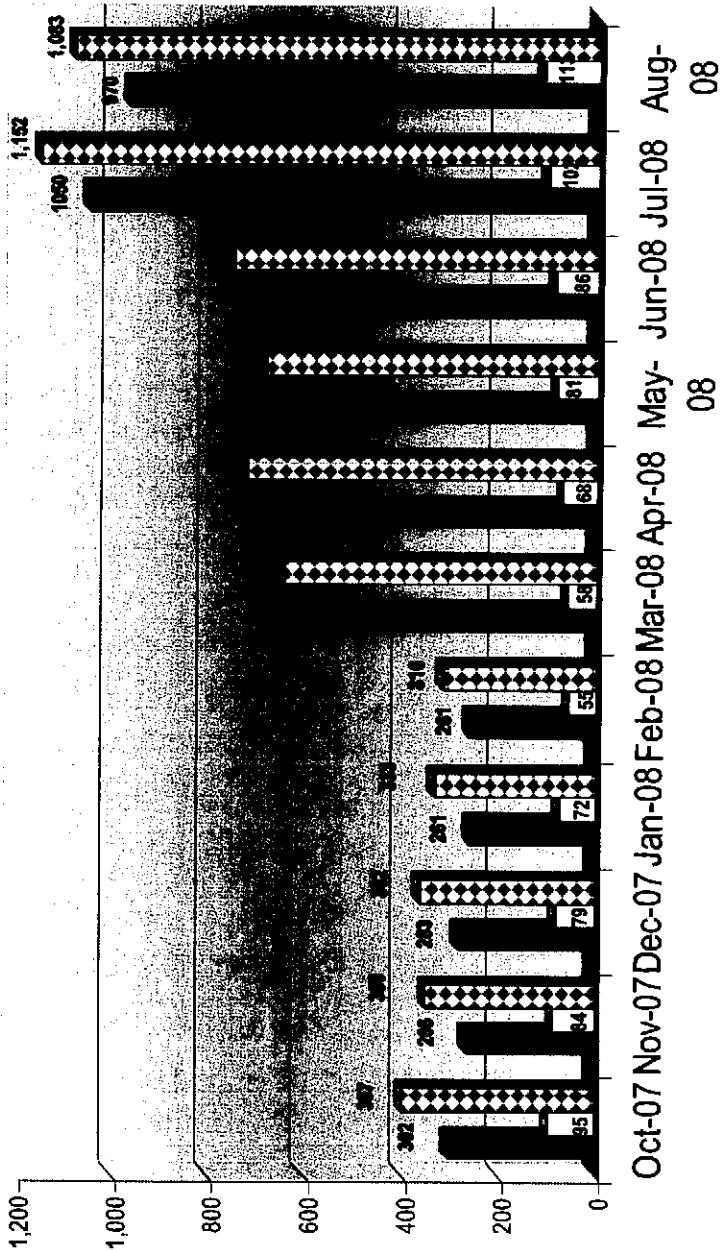


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

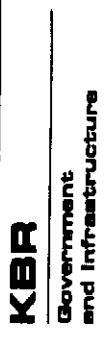
B Sites Commercial and FSS Requisitions by Month

B Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	302	266	283	261	261	586	653	602	665	1050	970
FSS req quantity	95	84	79	72	55	58	68	81	86	102	113
Total QTY	397	350	362	333	316	644	721	683	751	1,152	1,083

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Bucca Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	72	82%	\$6,109,786	16	18%	\$229,940	88	\$6,339,726
Nov-07	219	98%	\$14,235,823	4	2%	\$137,836	223	\$14,373,659
Dec-07	193	98%	\$5,499,970	3	2%	\$3,734,889	196	\$9,234,859
Jan-08	178	100%	\$7,745,601	0	0%	\$0	178	\$7,745,601
Feb-08	165	97%	\$4,086,841	5	3%	\$127,762	170	\$4,214,602
Mar-08	194	100%	\$6,187,867	0	0%	\$0	194	\$6,187,867
Apr-08	265	100%	\$6,075,354	0	0%	\$0	265	\$6,075,354
May-08	111	99%	\$2,004,049	1	1%	\$39,490	112	\$2,043,539
Jun-08	171	100%	\$3,422,644	0	0%	\$0	171	\$3,422,644
Jul-08	233	85%	\$4,338,956	42	15%	\$422,053	275	\$4,761,009
Aug-08	273	79%	\$5,246,360	71	21%	\$392,743	344	\$5,639,103
Oct 07 - Aug 08	2,074	94%	\$64,953,251	142	6%	\$5,084,713	2,216	\$70,037,963

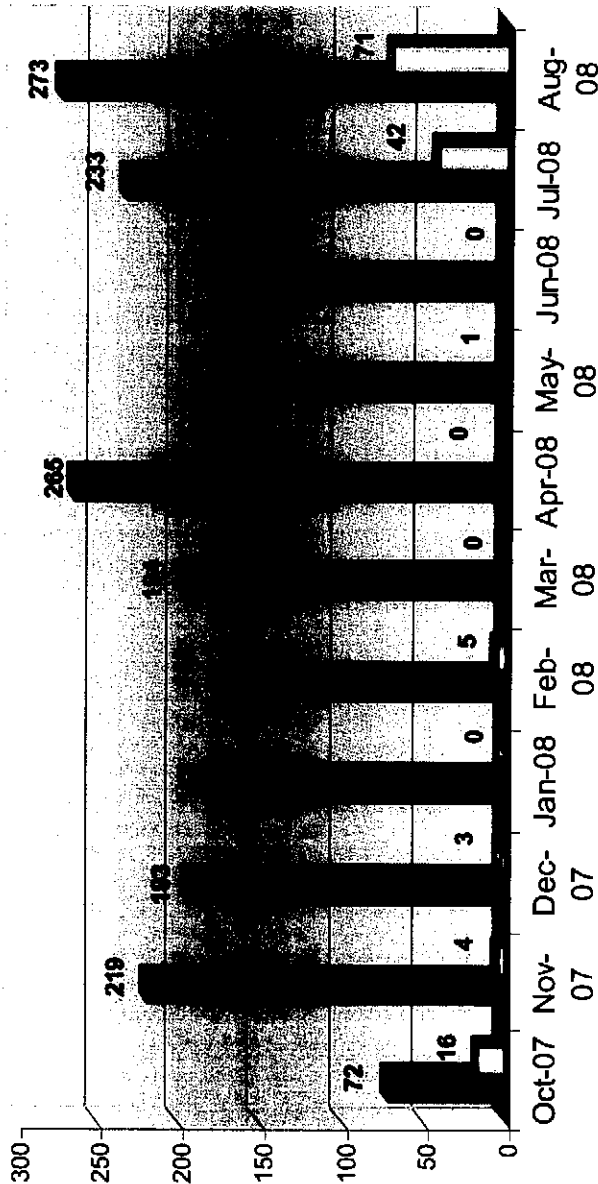
KBR

 Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

Bucca Commercial and FSS Requisitions by Month

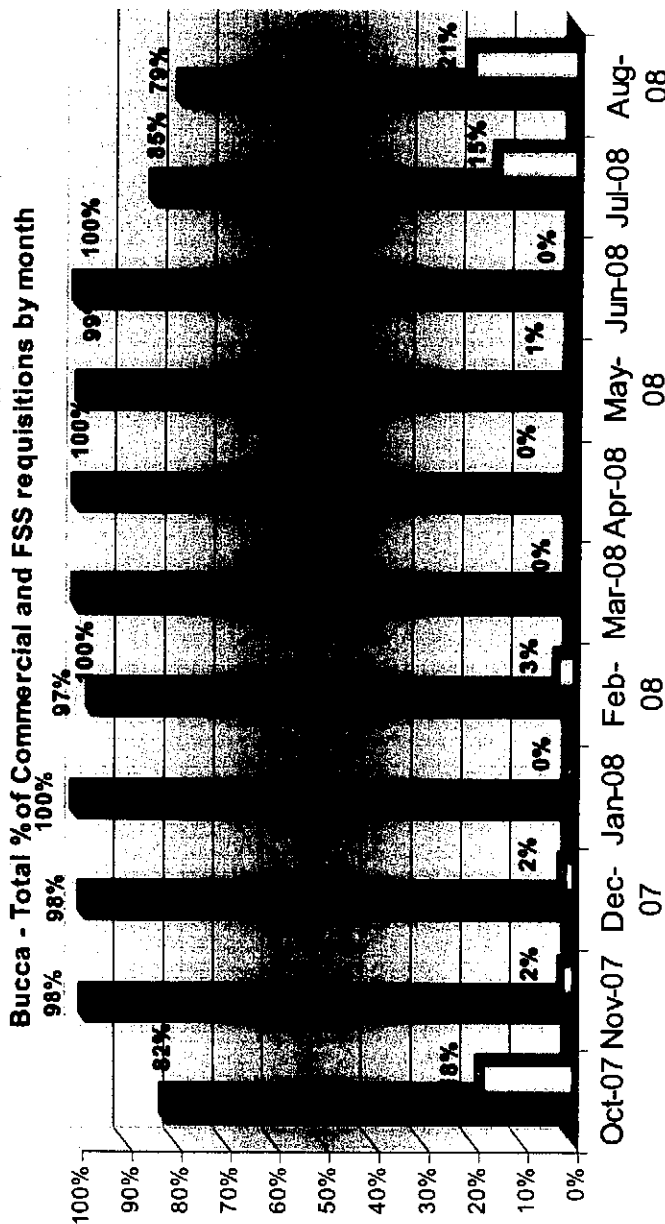
Bucca - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	72	219	193	178	165	194	265	111	171	233	273
FSS req quantity	16	4	3	0	5	0	0	1	0	42	71

Commercial req quantity
 FSS req quantity

Bucca Commercial and FSS Requisitions by Month



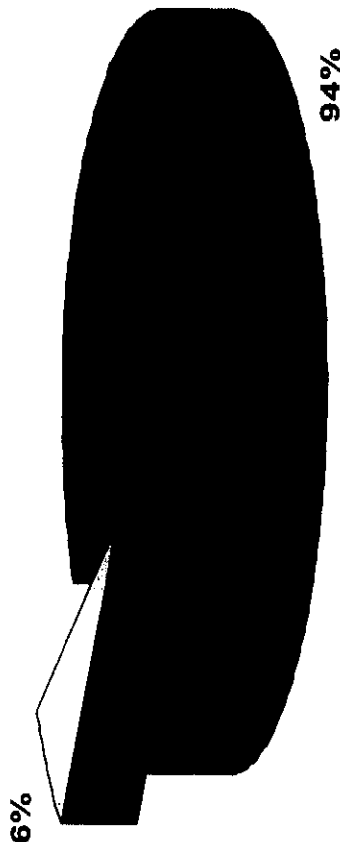
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	82%	98%	98%	100%	97%	100%	100%	99%	100%	85%	79%
FSS %	18%	2%	2%	0%	3%	0%	0%	1%	0%	15%	21%

■ Commercial % □ FSS %

Bucca Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	72	82%	\$6,109,786	16	18%	\$229,940	88	\$6,339,726
Nov-07	219	98%	\$14,235,823	4	2%	\$137,836	223	\$14,373,659
Dec-07	193	98%	\$5,499,970	3	2%	\$3,734,689	196	\$9,234,659
Jan-08	178	100%	\$7,745,601	0	0%	\$0	178	\$7,745,601
Feb-08	165	97%	\$4,086,841	5	3%	\$127,782	170	\$4,214,602
Mar-08	194	100%	\$6,187,867	0	0%	\$0	194	\$6,187,867
Apr-08	265	100%	\$6,075,354	0	0%	\$0	265	\$6,075,354
May-08	111	99%	\$2,004,049	1	1%	\$39,490	112	\$2,043,539
Jun-08	171	100%	\$3,422,644	0	0%	\$0	171	\$3,422,644
Jul-08	233	85%	\$4,338,956	42	15%	\$422,053	275	\$4,761,009
Aug-08	273	79%	\$5,246,360	71	21%	\$392,743	344	\$5,639,103
Oct 07 - Aug 08	2,074	94%	\$64,953,251	142	6%	\$5,084,713	2,216	\$70,037,963

Bucca - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

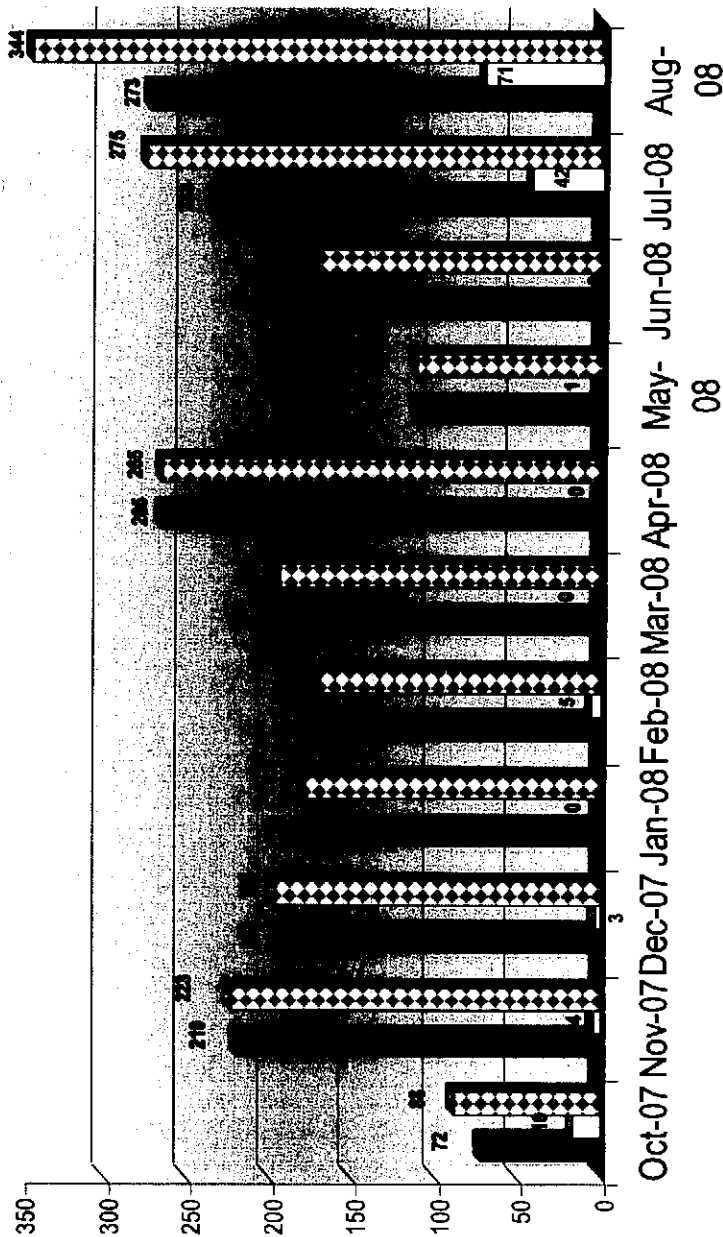


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

Bucca Commercial and FSS Requisitions by Month

Bucca - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	72	219	193	178	165	194	265	111	171	233	273
FSS req quantity	16	4	3	0	5	0	0	1	0	42	71
Total QTY	88	223	196	178	170	194	265	112	171	275	344

Commercial req quantity
 FSS req quantity
 Total QTY

Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg, Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

C Sites Commercial and FSS Requisitions by Month

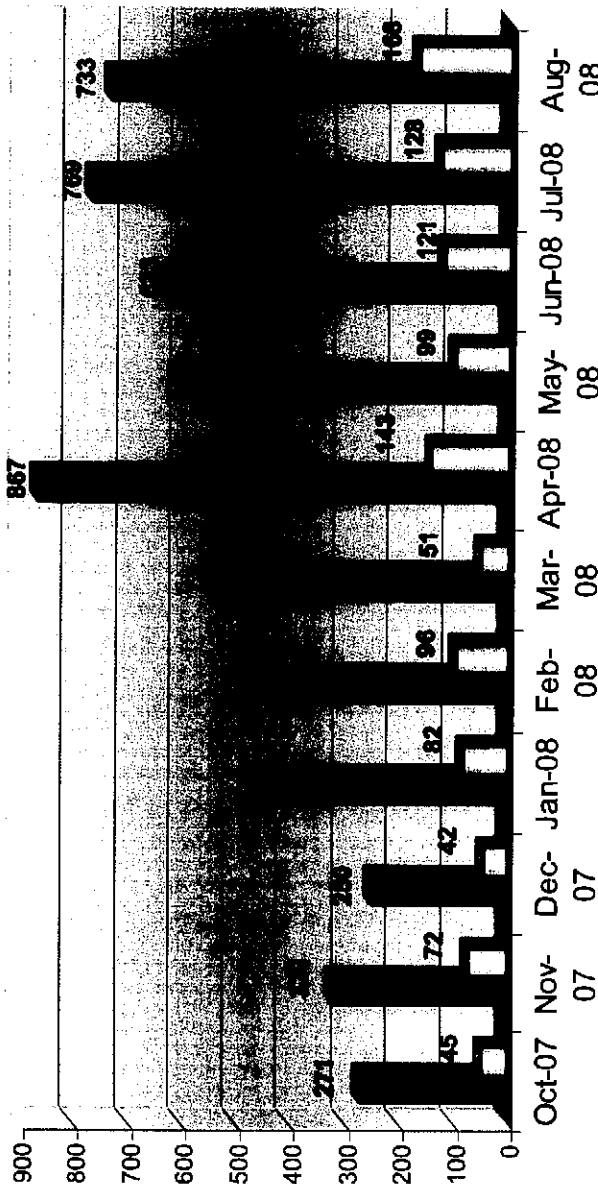
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	271	86%	\$3,974,136	45	14%	\$1,346,221	316	\$5,320,357
Nov-07	320	82%	\$8,580,065	72	18%	\$2,174,865	392	\$10,754,930
Dec-07	250	86%	\$5,099,583	42	14%	\$811,340	292	\$5,910,923
Jan-08	391	83%	\$4,962,249	82	17%	\$1,715,038	473	\$6,677,287
Feb-08	415	81%	\$6,818,072	96	19%	\$1,462,694	511	\$8,280,766
Mar-08	476	90%	\$3,429,943	51	10%	\$483,248	527	\$3,913,191
Apr-08	867	86%	\$11,772,096	143	14%	\$1,416,328	1,010	\$13,188,425
May-08	562	85%	\$4,717,730	99	15%	\$870,334	661	\$5,588,065
Jun-08	633	84%	\$6,945,112	121	16%	\$1,352,814	754	\$8,297,926
Jul-08	769	86%	\$9,738,293	128	14%	\$950,338	897	\$10,688,631
Aug-08	733	81%	\$7,866,797	168	19%	\$766,468	901	\$8,633,265
Oct 07 - Aug 08	5,687	84%	73,904,078	1,047	16%	\$13,349,688	6,734	\$87,253,766

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

C Sites Commercial and FSS Requisitions by Month

C Sites - Total quantity of Commercial and FSS requisitions by month



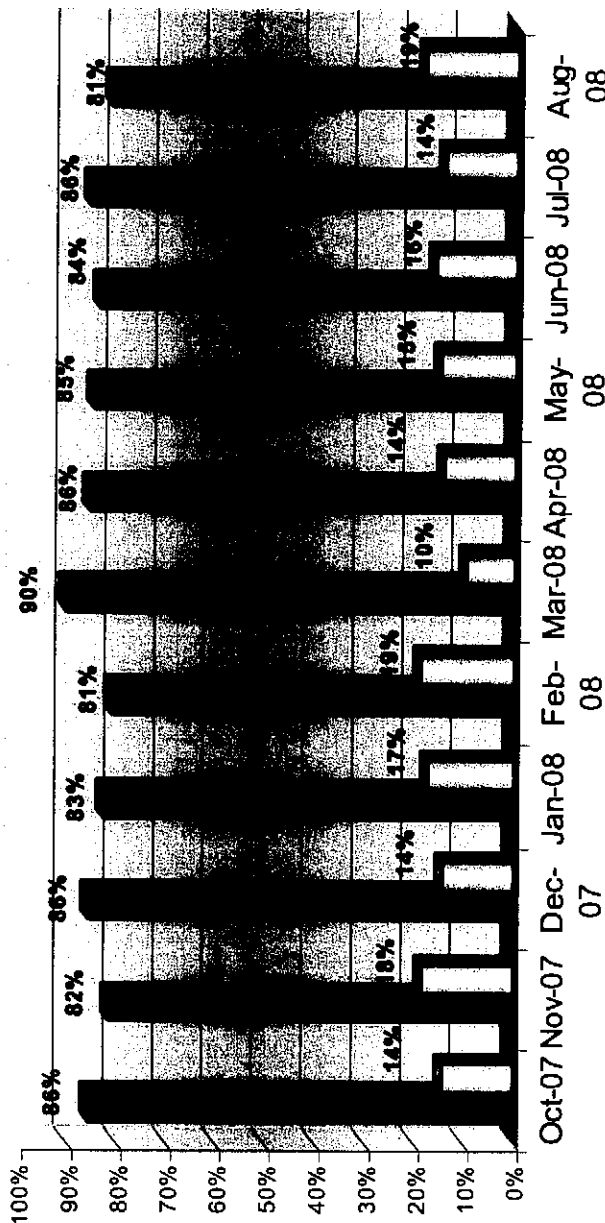
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	271	320	250	391	415	476	867	562	633	769	733
FSS req quantity	45	72	42	82	96	51	143	99	121	128	168

Commercial req quantity
 FSS req quantity

Information on this page is subject to the restrictions on the second page of this document

C Sites Commercial and FSS Requisitions by Month

C Sites - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	86%	82%	86%	83%	81%	90%	86%	85%	84%	86%	81%
FSS %	14%	18%	14%	17%	19%	10%	14%	15%	16%	14%	19%

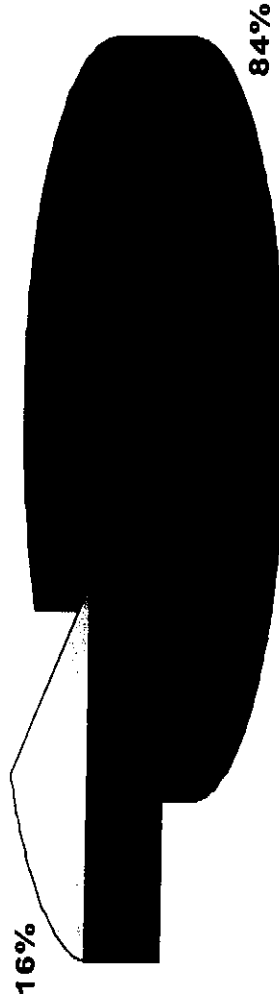
■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

C Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	271	86%	\$3,974,136	45	14%	\$1,346,221	316	\$5,320,357
Nov-07	320	82%	\$8,580,065	72	18%	\$2,174,865	392	\$10,754,930
Dec-07	250	86%	\$5,099,583	42	14%	\$811,340	292	\$5,910,923
Jan-08	391	83%	\$4,962,249	82	17%	\$1,715,038	473	\$6,677,287
Feb-08	415	81%	\$6,818,072	96	19%	\$1,462,694	511	\$8,280,766
Mar-08	476	90%	\$3,429,943	51	10%	\$483,248	527	\$3,913,191
Apr-08	867	86%	\$11,772,096	143	14%	\$1,416,328	1,010	\$13,188,425
May-08	562	85%	\$4,717,730	99	15%	\$870,334	661	\$5,588,065
Jun-08	633	84%	\$6,945,112	121	16%	\$1,352,814	754	\$8,297,926
Jul-08	769	86%	\$9,738,293	128	14%	\$950,338	897	\$10,688,631
Aug-08	733	81%	\$7,866,797	168	19%	\$766,468	901	\$8,633,265
Oct 07 - Aug 08	5,687	84%	73,904,078	1,047	16%	\$13,349,688	6,734	\$87,253,766

C Sites - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

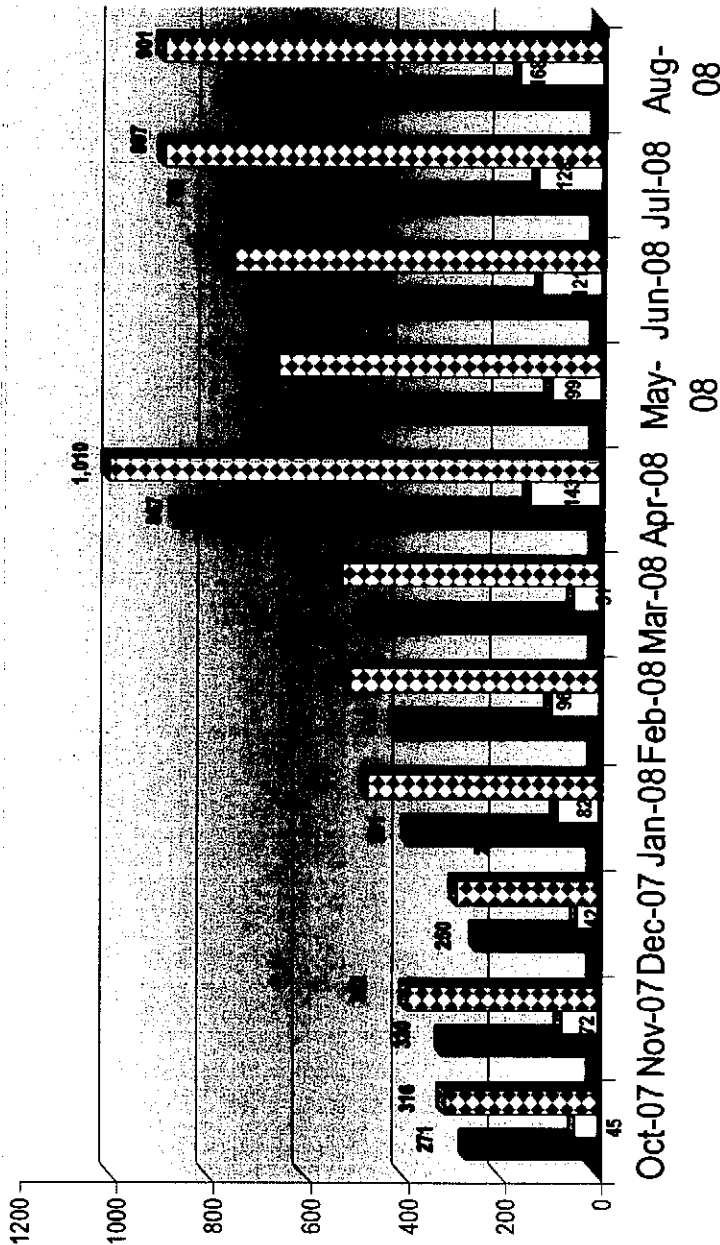


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

C Sites Commercial and FSS Requisitions by Month

C Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	271	320	250	391	415	476	867	562	633	769	733
FSS req quantity	45	72	42	82	96	51	143	99	121	128	168
Total QTY	316	392	292	473	511	527	1,010	661	754	897	901

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

D&F Commercial and FSS Requisitions by Month

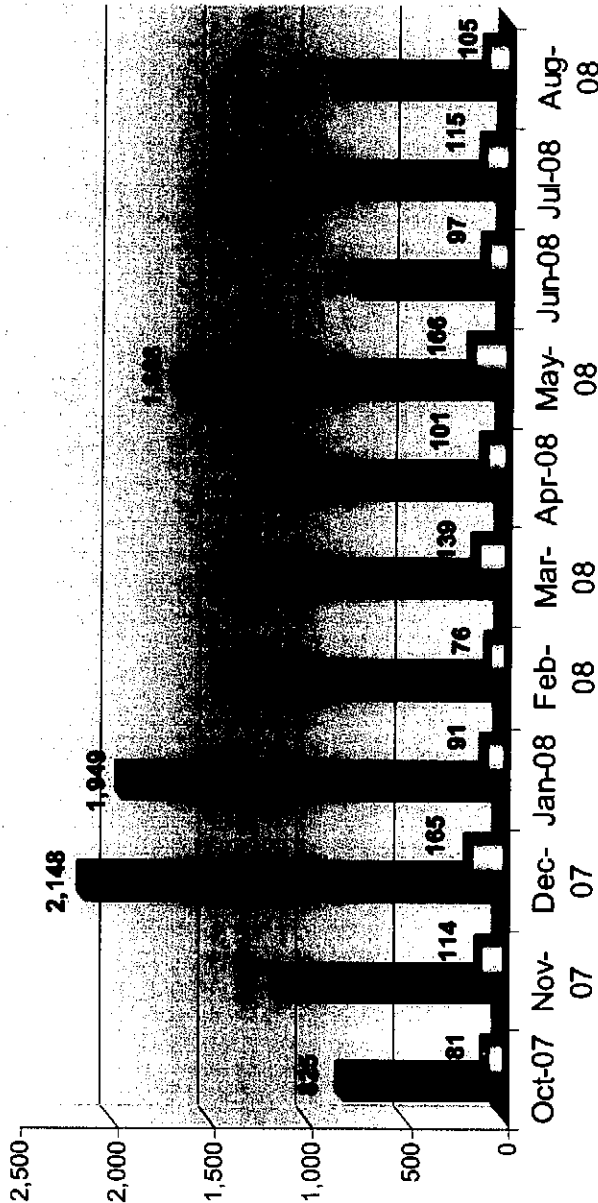
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	825	91%	\$22,345,776	81	9%	\$2,307,848	906	\$24,653,624
Nov-07	1,147	91%	\$45,529,147	114	9%	\$1,666,613	1,261	\$47,195,760
Dec-07	2,148	93%	\$71,630,361	165	7%	\$3,547,049	2,313	\$75,177,410
Jan-08	1,949	96%	\$249,497,574	91	4%	\$1,074,057	2,040	\$250,571,632
Feb-08	1,305	94%	\$111,354,263	76	6%	\$499,364	1,381	\$111,853,628
Mar-08	1,225	90%	\$15,528,478	139	10%	\$1,064,308	1,364	\$16,592,785
Apr-08	1,131	92%	\$46,948,311	101	8%	\$1,147,324	1,232	\$48,095,635
May-08	1,668	91%	\$213,190,208	166	9%	\$1,140,630	1,834	\$214,330,838
Jun-08	764	89%	\$7,533,497	97	11%	\$882,362	861	\$8,415,859
Jul-08	1,010	90%	\$12,098,841	115	10%	\$658,442	1,125	\$12,757,283
Aug-08	876	89%	\$14,104,738	105	11%	\$938,628	981	\$15,043,366
Oct 07 - Aug 08	14,048	92%	\$809,761,194	1,250	8%	\$14,926,626	15,298	\$824,687,820

KBRGovernment
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

D&F Commercial and FSS Requisitions by Month

D&F Sites - Total quantity of Commercial and FSS requisitions by month

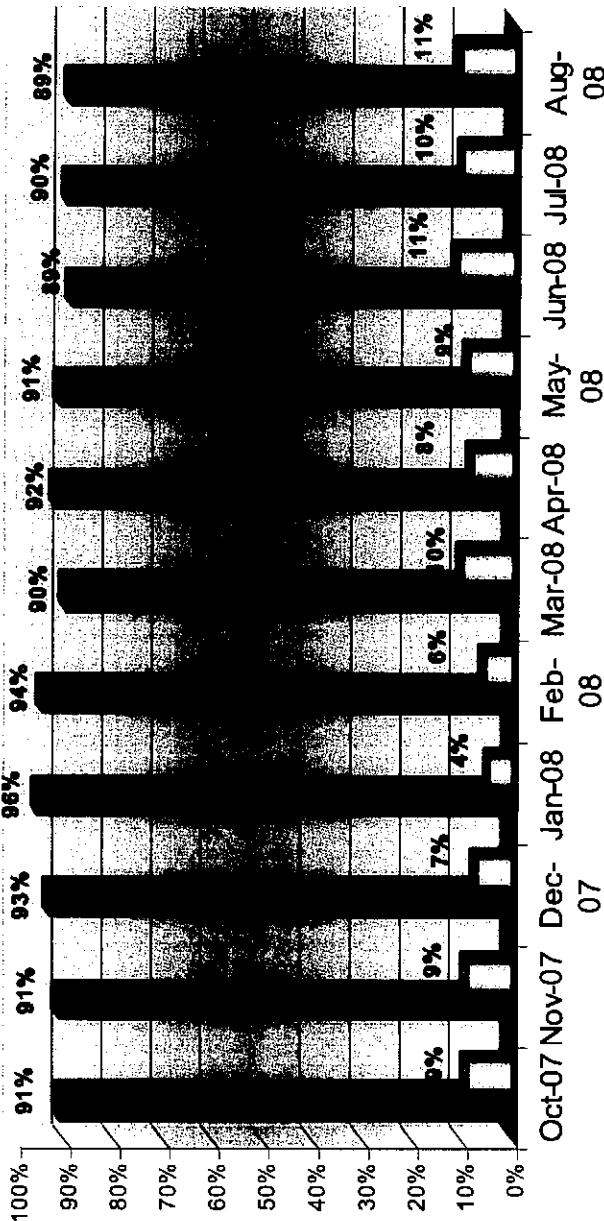


	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	825	1,147	2,148	1,949	1,305	1,225	1,131	1,668	1,010	1,115	876
FSS req quantity	81	114	165	91	76	139	101	166	97	115	105

■ Commercial req quantity □ FSS req quantity

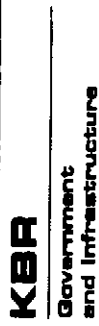
D&F Commercial and FSS Requisitions by Month

D&F Sites - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	91%	93%	96%	94%	90%	92%	91%	90%	89%	90%	89%
FSS %	9%	7%	4%	6%	10%	8%	9%	10%	11%	10%	11%

■ Commercial % □ FSS %

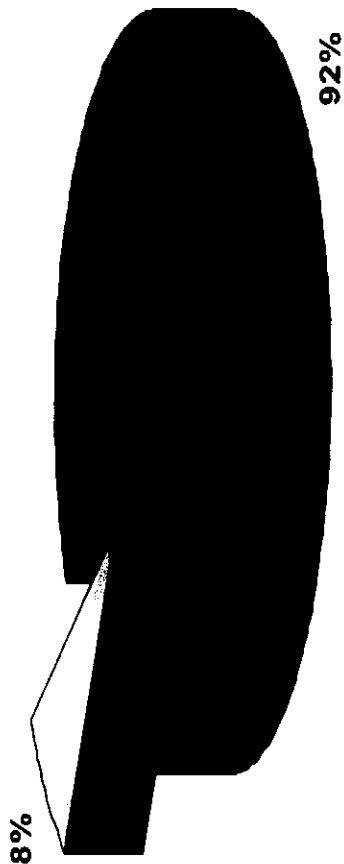


Information on this page is subject to the restrictions on the second page of this document

D&F Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	825	91%	\$22,345,776	81	9%	\$2,307,848	906	\$24,653,624
Nov-07	1,147	91%	\$45,529,147	114	9%	\$1,666,613	1,261	\$47,195,760
Dec-07	2,148	93%	\$71,630,361	165	7%	\$3,547,049	2,313	\$75,177,410
Jan-08	1,948	96%	\$248,487,574	91	4%	\$1,074,057	2,040	\$250,571,632
Feb-08	1,305	94%	\$111,354,263	76	6%	\$499,364	1,381	\$111,853,628
Mar-08	1,225	90%	\$15,528,478	139	10%	\$1,064,308	1,364	\$16,592,785
Apr-08	1,131	92%	\$46,948,311	101	8%	\$1,147,324	1,232	\$48,095,635
May-08	1,668	91%	\$213,190,208	166	9%	\$1,140,630	1,834	\$214,330,838
Jun-08	764	89%	\$7,533,497	97	11%	\$662,362	861	\$8,415,859
Jul-08	1,010	90%	\$12,098,841	115	10%	\$658,442	1,125	\$12,757,283
Aug-08	878	89%	\$14,104,738	105	11%	\$938,628	981	\$15,043,366
Oct 07 - Aug 08	14,048	92%	\$809,761,194	1,250	9%	\$14,926,626	15,298	\$824,687,820

D&F Sites - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

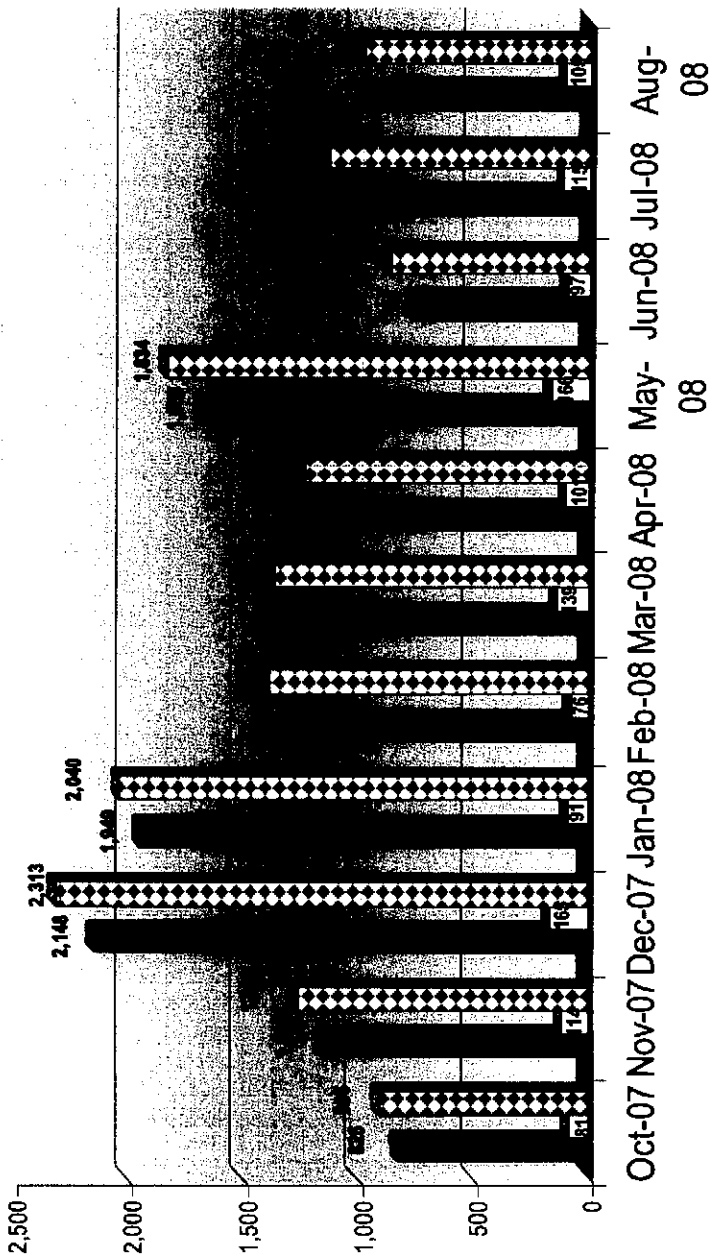


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

D&F Commercial and FSS Requisitions by Month

D&F Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	825	1,147	2,148	1,949	1,305	1,225	1,131	1,668	764	1,010	876
FSS req quantity	81	114	165	91	76	139	101	166	97	115	105
Total QTY	906	1,261	2,313	2,040	1,381	1,364	1,232	1,834	861	1,125	981

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

G Sites Commercial and FSS Requisitions by Month

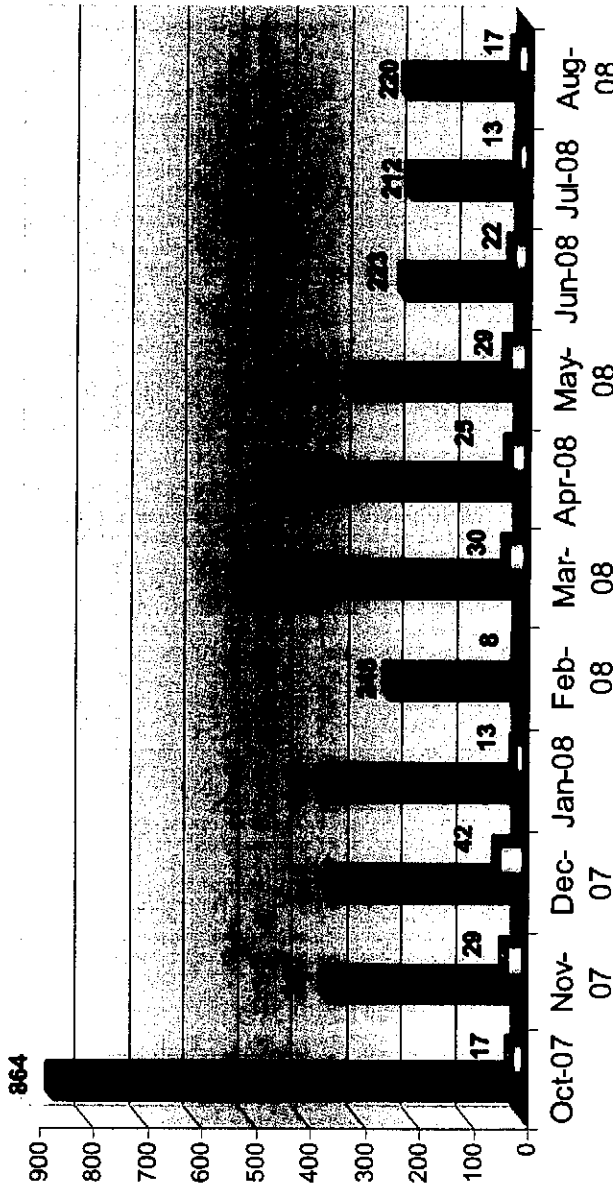
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	864	98%	\$14,277,882	17	2%	\$28,863	881	\$14,306,744
Nov-07	360	93%	\$6,364,590	29	7%	\$349,602	389	\$6,714,192
Dec-07	347	89%	\$4,534,444	42	11%	\$621,760	389	\$5,156,204
Jan-08	364	97%	\$13,139,412	13	3%	\$36,535	377	\$13,175,947
Feb-08	245	97%	\$19,654,303	8	3%	\$156,722	253	\$19,811,025
Mar-08	439	94%	\$6,578,791	30	6%	\$367,448	469	\$6,946,240
Apr-08	428	94%	\$6,936,642	25	6%	\$468,256	453	\$7,404,898
May-08	317	92%	\$32,523,889	29	8%	\$646,610	346	\$33,170,499
Jun-08	223	91%	\$3,848,154	22	9%	\$442,292	245	\$4,290,446
Jul-08	212	94%	\$2,490,432	13	6%	\$283,028	225	\$2,773,460
Aug-08	220	93%	\$3,079,128	17	7%	\$151,345	237	\$3,230,473
Oct 07 - Aug 08	4,019	94%	\$113,427,667	245	6%	\$3,552,460	4,264	\$116,980,128

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

G Sites Commercial and FSS Requisitions by Month

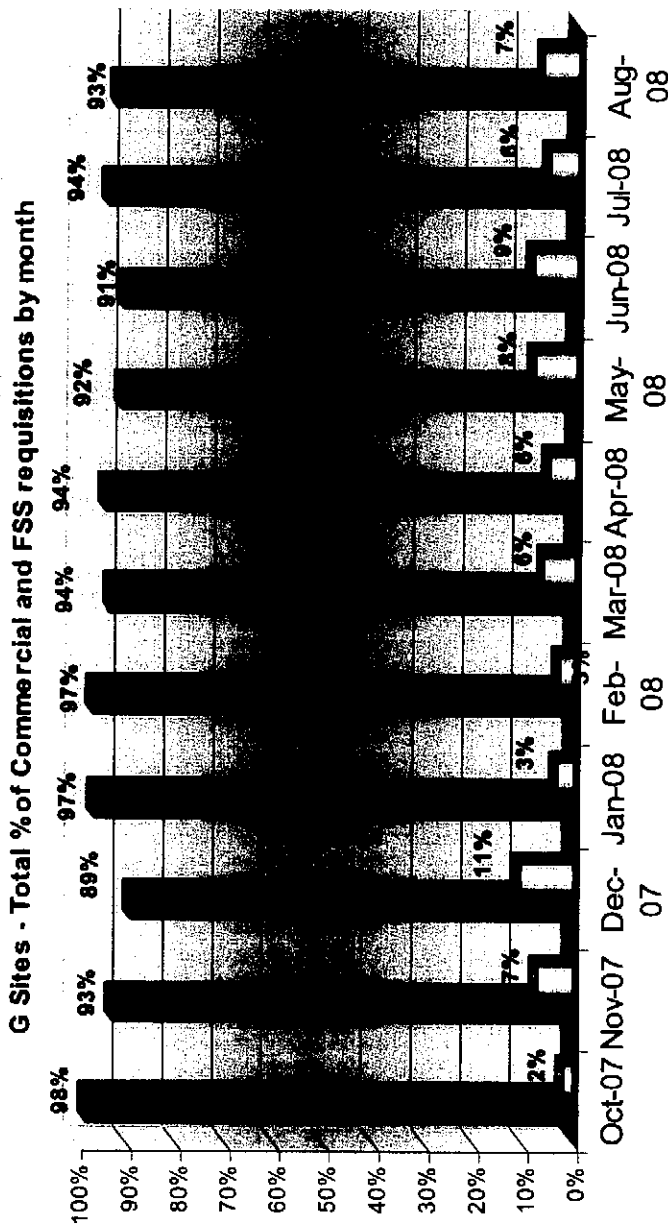
G Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	864	360	347	364	245	439	428	317	223	212	220
FSS req quantity	17	29	42	13	8	30	25	29	22	13	17

■ Commercial req quantity □ FSS req quantity

G Sites Commercial and FSS Requisitions by Month



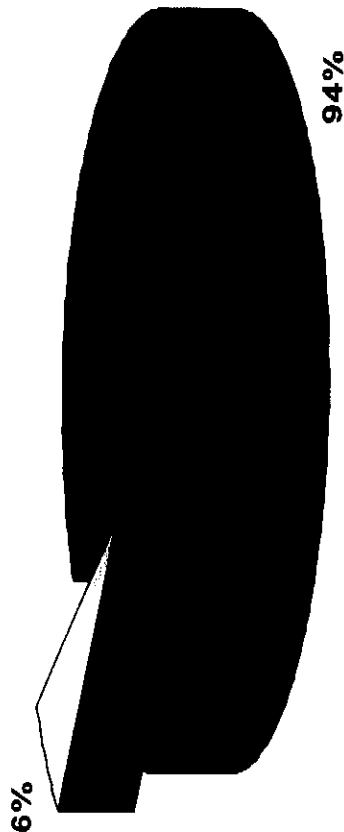
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	98%	93%	89%	97%	97%	94%	94%	92%	91%	94%	93%
FSS %	2%	7%	11%	3%	3%	6%	6%	8%	9%	6%	7%

■ Commercial % □ FSS %

G Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	864	96%	\$14,277,662	17	2%	\$28,863	881	\$14,306,744
Nov-07	360	93%	\$6,364,590	29	7%	\$349,602	389	\$6,714,192
Dec-07	347	89%	\$4,534,444	42	11%	\$621,760	389	\$5,156,204
Jan-08	364	97%	\$13,139,412	13	3%	\$36,535	377	\$13,175,947
Feb-08	245	97%	\$19,654,303	8	3%	\$156,722	253	\$19,811,025
Mar-08	439	94%	\$6,578,791	30	6%	\$367,448	469	\$6,946,240
Apr-08	428	94%	\$6,936,642	25	6%	\$466,256	453	\$7,404,898
May-08	317	92%	\$32,523,889	29	8%	\$646,610	346	\$33,170,499
Jun-08	223	91%	\$3,848,154	22	9%	\$442,292	245	\$4,290,446
Jul-08	212	94%	\$2,490,432	13	6%	\$283,028	225	\$2,773,460
Aug-08	220	93%	\$3,079,128	17	7%	\$151,345	237	\$3,230,473
Oct 07 - Aug 08	4,019	94%	\$113,427,667	245	6%	\$3,552,460	4,264	\$116,980,128

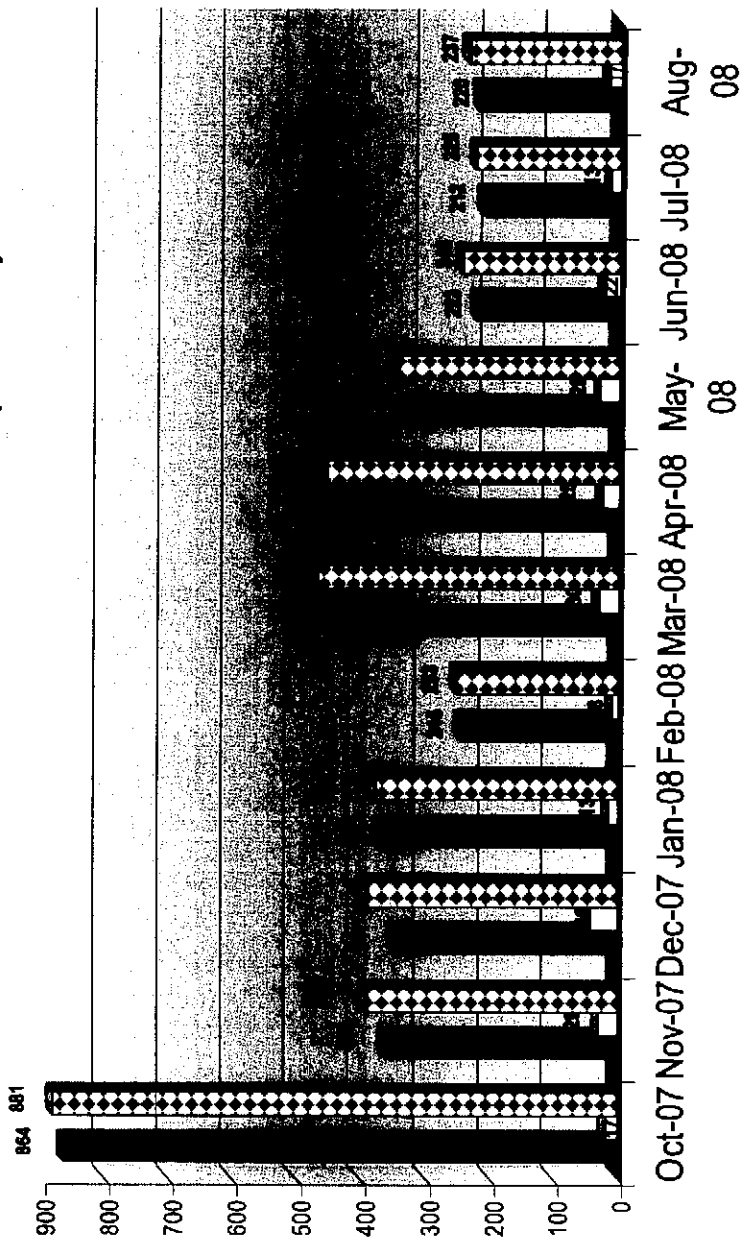
G Sites - Total percentages of Commercial and FSS requisitions from October 07 thru August 08



Information on this page is subject to the restrictions on the second page of this document

G Sites Commercial and FSS Requisitions by Month

G Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	864	360	347	364	245	439	428	317	223	212	220
FSS req quantity	17	29	42	13	8	30	25	29	22	13	17
Total QTY	881	389	389	377	253	469	453	346	245	225	237

Commercial req quantity
 FSS req quantity
 Total QTY

Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

H Sites Commercial and FSS Requisitions by Month

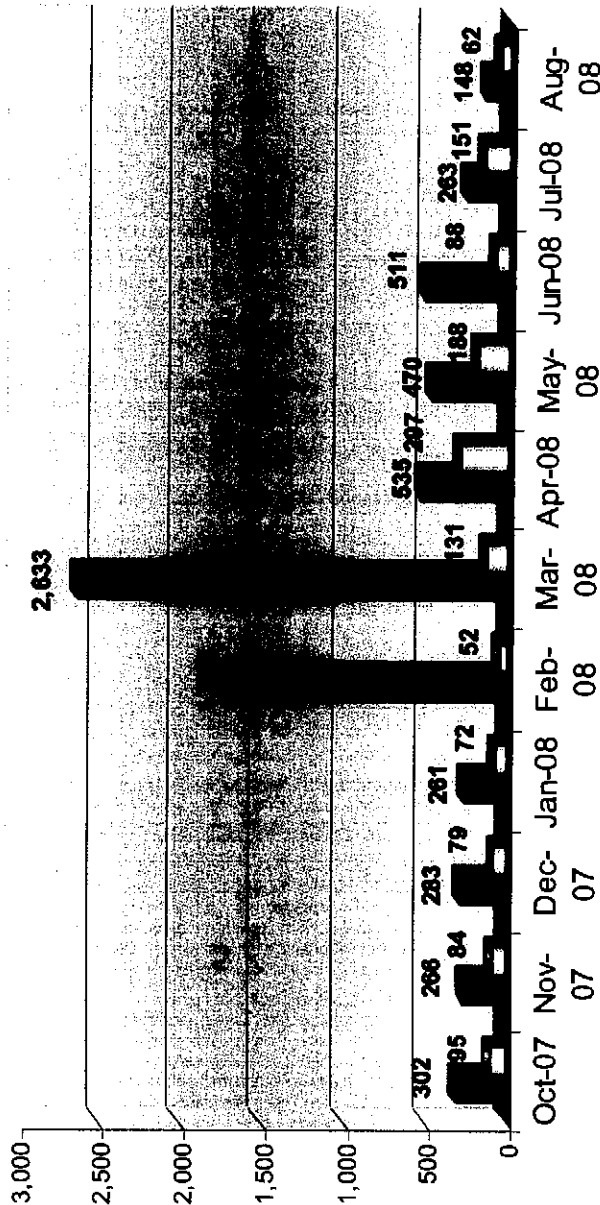
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	302	76%	\$6,342,398	95	24%	\$1,900,585	397	\$8,242,983
Nov-07	266	76%	\$1,779,653	84	24%	\$1,495,411	350	\$3,275,065
Dec-07	283	78%	\$6,905,462	79	22%	\$1,364,849	362	\$8,270,311
Jan-08	261	78%	\$6,817,756	72	22%	\$1,249,453	333	\$8,067,209
Feb-08	1,703	97%	\$5,410,559	52	3%	\$884,643	1,755	\$6,295,202
Mar-08	2,633	95%	\$26,815,386	131	5%	\$2,556,569	2,764	\$29,371,955
Apr-08	535	64%	\$13,581,022	297	36%	\$3,327,732	832	\$16,908,754
May-08	470	71%	\$8,819,119	188	29%	\$1,915,687	658	\$10,734,806
Jun-08	511	85%	\$5,213,773	88	15%	\$2,088,203	599	\$7,301,975
Jul-08	263	64%	\$6,603,366	151	36%	\$2,293,084	414	\$8,896,450
Aug-08	148	70%	\$551,870	62	30%	\$1,841,322	210	\$2,393,192
Oct 07 - Aug 08	7,375	85%	\$88,840,363	1,299	15%	\$20,917,537	8,674	\$109,757,901

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

H Sites Commercial and FSS Requisitions by Month

H Sites - Total quantity of Commercial and FSS requisitions by month

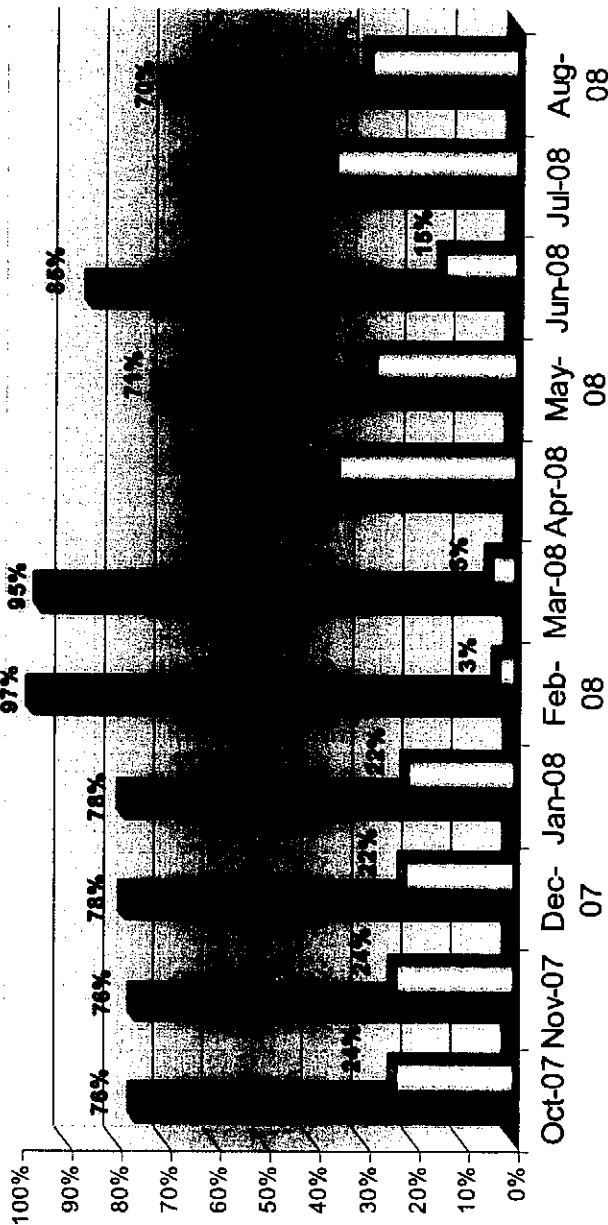


	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	302	266	283	261	1,703	2,633	535	207	188	263	148
FSS req quantity	95	84	79	72	52	131	297	470	88	151	62

■ Commercial req quantity □ FSS req quantity

H Sites Commercial and FSS Requisitions by Month

H Sites - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	76%	76%	78%	78%	97%	95%	64%	71%	85%	64%	70%
FSS %	24%	24%	22%	22%	3%	5%	36%	29%	15%	36%	30%

■ Commercial % □ FSS %

H Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	302	76%	\$8,342,398	95	24%	\$1,900,585	397	\$8,242,983
Nov-07	266	78%	\$1,779,653	84	24%	\$1,495,411	350	\$3,275,065
Dec-07	283	78%	\$6,905,462	79	22%	\$1,364,849	362	\$8,270,311
Jan-08	261	78%	\$6,817,756	72	22%	\$1,249,453	333	\$8,067,209
Feb-08	1,703	97%	\$5,410,559	52	3%	\$884,643	1,755	\$6,295,202
Mar-08	2,633	95%	\$26,815,386	131	5%	\$2,556,569	2,764	\$29,371,955
Apr-08	535	84%	\$13,581,022	297	36%	\$3,327,732	832	\$16,908,754
May-08	470	71%	\$8,819,119	188	29%	\$1,915,687	658	\$10,734,806
Jun-08	511	85%	\$5,213,773	88	15%	\$2,088,203	599	\$7,301,975
Jul-08	263	84%	\$6,603,386	151	36%	\$2,293,084	414	\$8,896,450
Aug-08	148	70%	\$551,870	62	30%	\$1,841,322	210	\$2,393,192
Oct 07 - Aug 08	7,375	85%	\$88,840,363	1,299	15%	\$20,917,537	8,674	\$109,757,901

H Sites - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

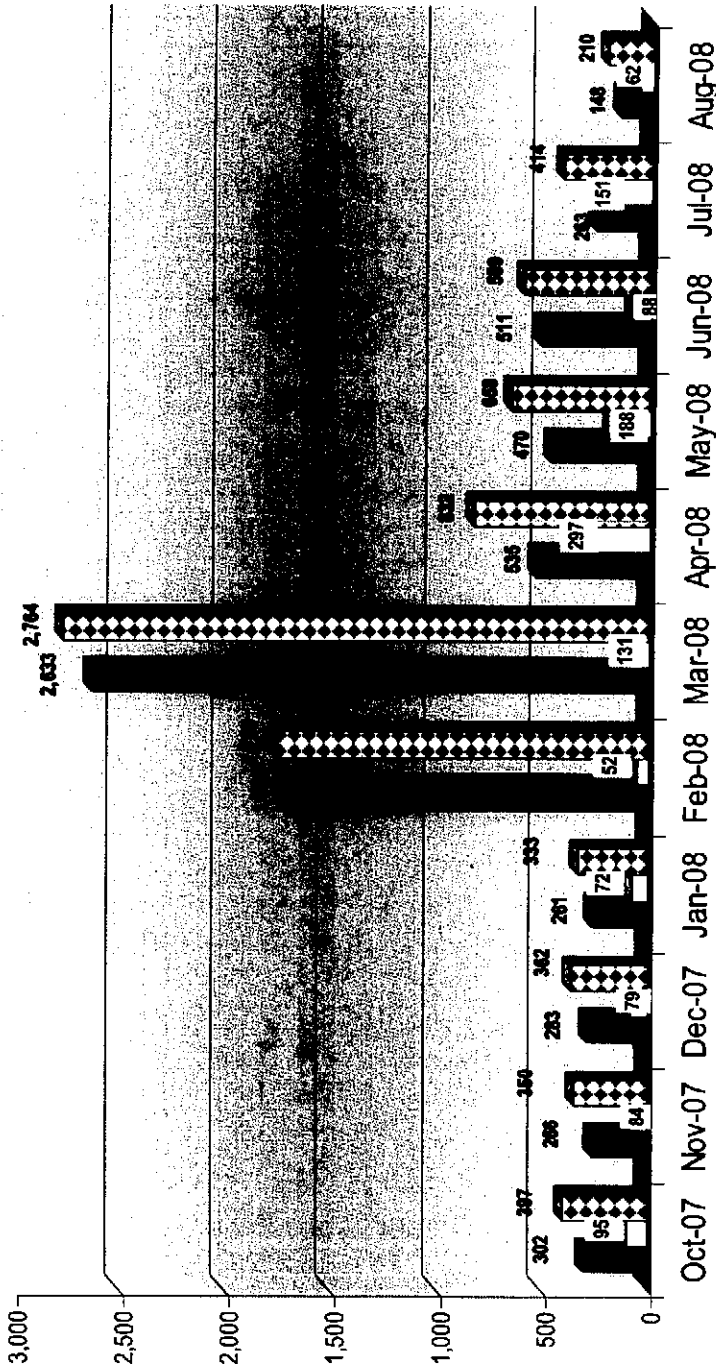


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

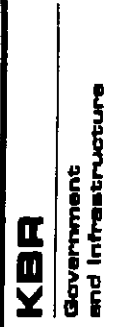
H Sites Commercial and FSS Requisitions by Month

H Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	302	266	283	261	1,703	2,633	535	470	511	263	148
FSS req quantity	95	84	79	72	52	131	297	188	88	151	62
Total QTY	397	350	362	333	1,755	2,764	832	658	599	414	210

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Kuwait Sites Commercial and FSS Requisitions by Month

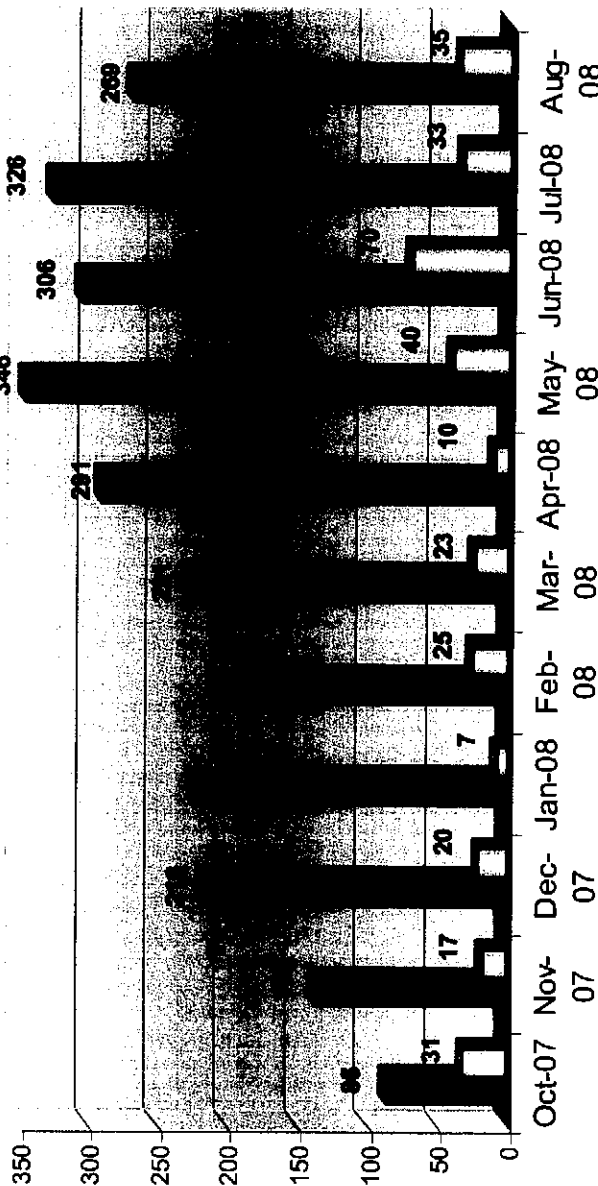
Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	86	74%	\$6,342,398	31	26%	\$178,525	117	\$6,520,923
Nov-07	136	89%	\$1,779,653	17	11%	\$125,929	153	\$1,905,582
Dec-07	216	92%	\$6,905,462	20	8%	\$525,865	236	\$7,431,327
Jan-08	203	97%	\$6,817,756	7	3%	\$14,107	210	\$6,831,864
Feb-08	165	87%	\$5,177,862	25	13%	\$41,059	190	\$5,218,920
Mar-08	221	91%	\$426,724	23	9%	\$315,985	244	\$742,709
Apr-08	291	97%	\$499,405	10	3%	\$39,165	301	\$538,570
May-08	346	90%	\$604,177	40	10%	\$186,595	386	\$790,772
Jun-08	306	81%	\$841,709	70	19%	\$477,658	376	\$1,319,367
Jul-08	326	91%	\$736,750	33	9%	\$243,804	359	\$980,554
Aug-08	269	88%	\$765,792	35	12%	\$179,703	304	\$945,495
Oct 07 - Aug 08	2,565	89%	\$30,897,688	311	11%	\$2,328,394	2,876	\$33,226,082

KBR
Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

Kuwait Sites Commercial and FSS Requisitions by Month

Kuwait - Total quantity of Commercial and FSS requisitions by month

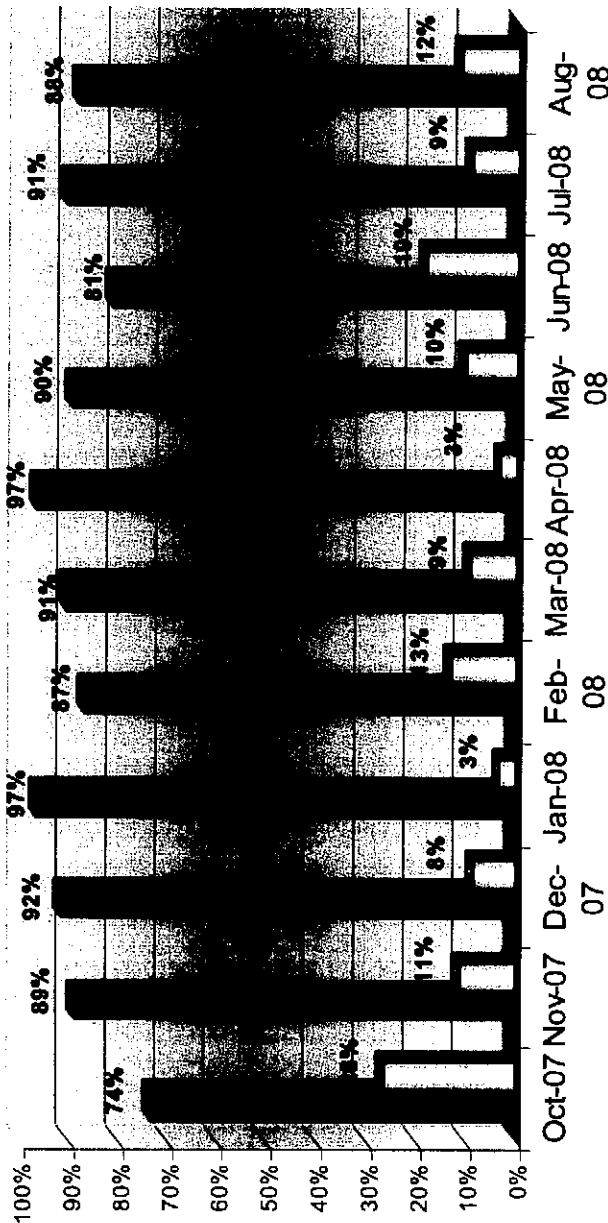


	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	86	136	216	203	165	221	291	346	306	326	269
FSS req quantity	31	17	20	7	25	23	10	40	70	33	35

■ Commercial req quantity □ FSS req quantity

Kuwait Sites Commercial and FSS Requisitions by Month

Kuwait - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	74%	89%	92%	97%	87%	91%	97%	90%	81%	91%	88%
FSS %	26%	11%	8%	3%	13%	9%	3%	10%	19%	9%	12%

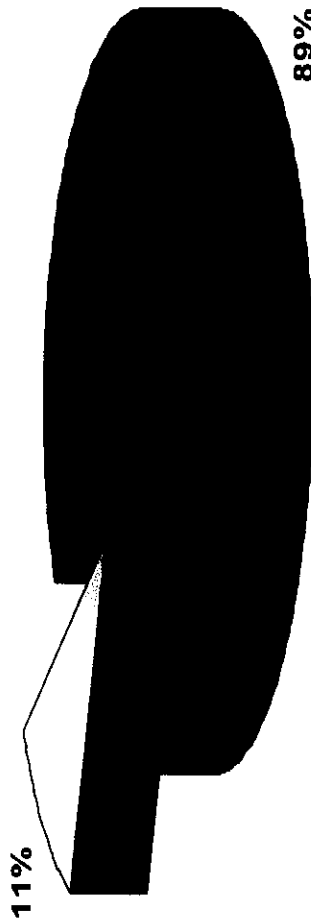
■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

Kuwait Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	86	74%	\$6,342,398	31	26%	\$178,525	117	\$6,520,923
Nov-07	136	89%	\$1,779,653	17	11%	\$125,929	153	\$1,905,582
Dec-07	216	92%	\$6,905,462	20	8%	\$525,865	236	\$7,431,327
Jan-08	203	97%	\$6,817,758	7	3%	\$14,107	210	\$6,831,864
Feb-08	165	87%	\$5,177,862	25	13%	\$41,059	190	\$5,218,920
Mar-08	221	91%	\$426,724	23	9%	\$315,985	244	\$742,709
Apr-08	291	97%	\$499,405	10	3%	\$39,165	301	\$538,570
May-08	346	90%	\$604,177	40	10%	\$186,595	386	\$790,772
Jun-08	306	81%	\$841,709	70	19%	\$477,658	376	\$1,319,367
Jul-08	326	91%	\$736,750	33	9%	\$243,804	359	\$980,554
Aug-08	269	88%	\$765,792	35	12%	\$179,703	304	\$945,495
Oct 07 - Aug 08	2,565	89%	\$30,897,688	311	11%	\$2,328,394	2,876	\$33,226,082

Kuwait - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

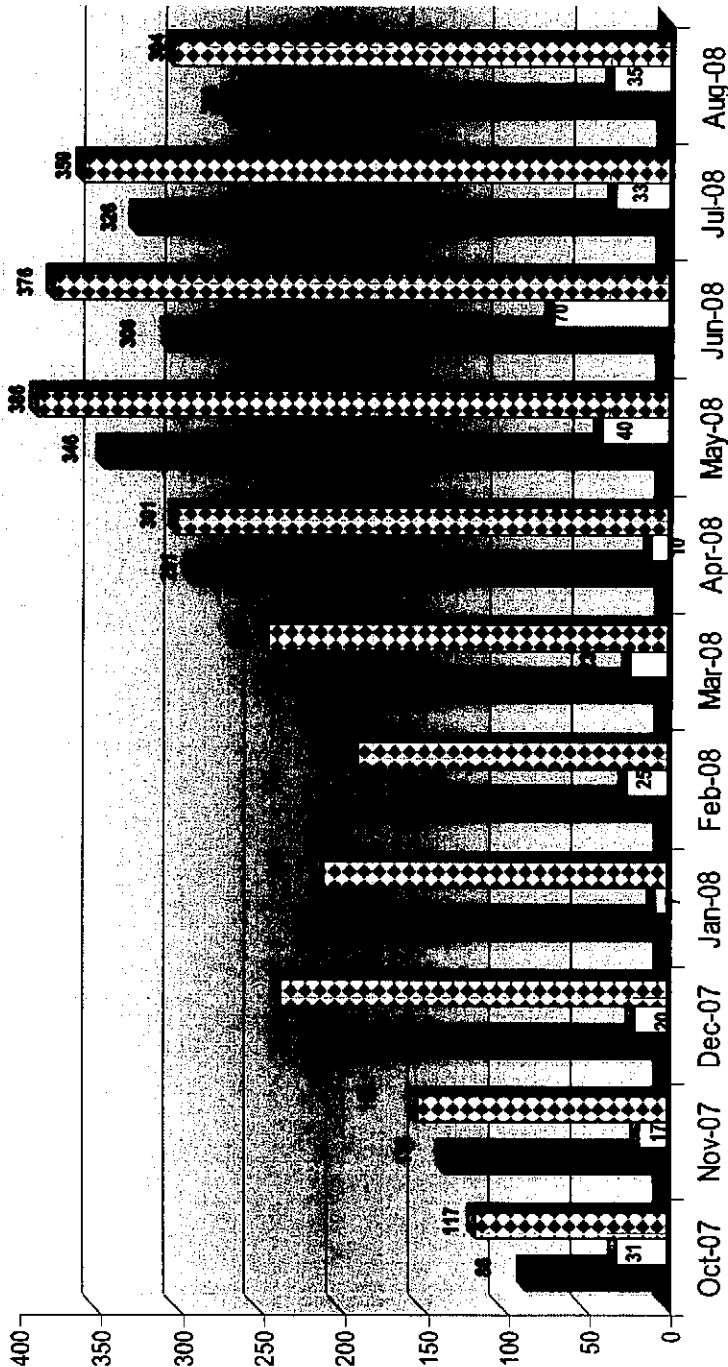


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

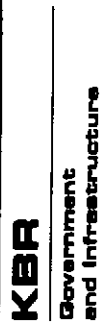
Kuwait Sites Commercial and FSS Requisitions by Month

Kuwait - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	86	136	216	203	165	221	291	346	291	326	269
FSS req quantity	31	17	20	7	25	23	10	40	70	33	35
Total QTY	117	153	236	210	190	244	301	386	361	359	304

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services LLC.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

Taji Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	218	90%	\$1,427,633	24	10%	\$88,796	242	\$1,516,429
Nov-07	193	78%	\$5,918,051	54	22%	\$552,513	247	\$6,470,563
Dec-07	195	79%	\$2,859,704	51	21%	\$638,806	246	\$3,498,510
Jan-08	253	85%	\$2,628,650	44	15%	\$621,742	297	\$3,250,392
Feb-08	148	84%	\$1,267,752	29	16%	\$210,017	177	\$1,477,769
Mar-08	326	92%	\$2,558,562	30	8%	\$197,946	356	\$2,756,508
Apr-08	183	83%	\$9,124,814	37	17%	\$320,230	220	\$9,445,044
May-08	305	91%	\$6,481,199	31	9%	\$319,270	336	\$6,800,469
Jun-08	213	90%	\$6,458,786	23	10%	\$728,403	236	\$7,187,189
Jul-08	280	93%	\$3,817,751	20	7%	\$119,437	300	\$3,937,188
Aug-08	302	89%	\$3,797,647	36	11%	\$601,583	338	\$4,399,230
Oct 07 - Aug 08	2,616	87%	\$46,340,548	379	13%	\$4,398,744	2,995	\$50,739,291

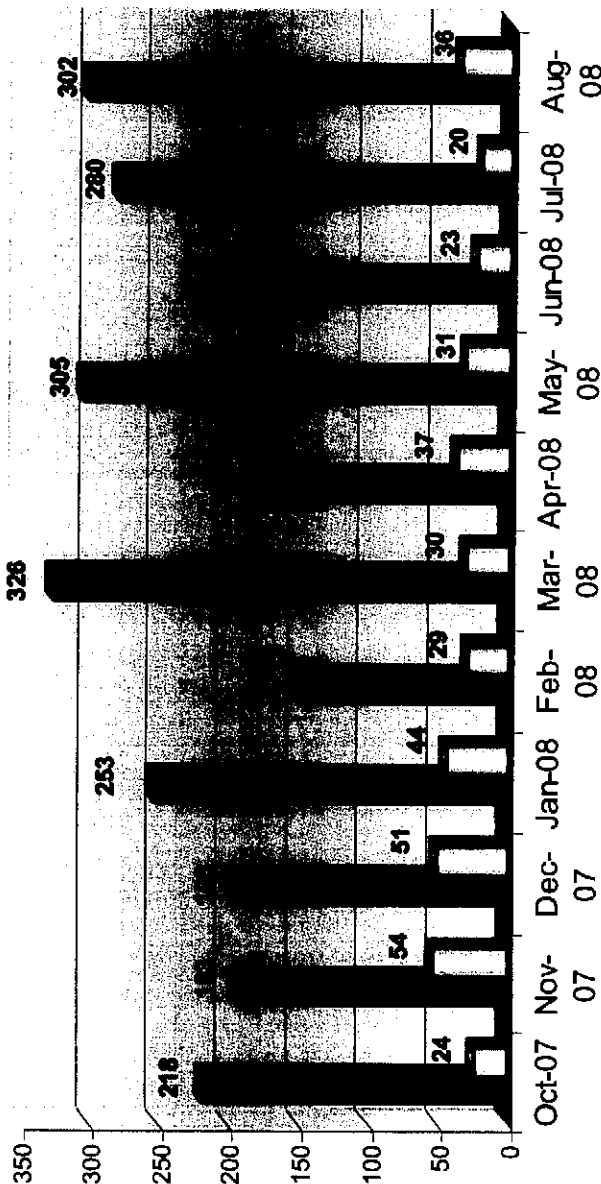
KBR

Government
and Infrastructure

Information on this page is subject to the restrictions on the second page of this document

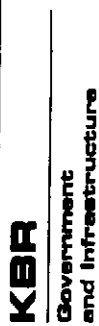
Taji Commercial and FSS Requisitions by Month

Taji - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	218	193	195	253	148	326	183	305	213	280	302
FSS req quantity	24	54	51	44	29	30	37	31	23	20	36

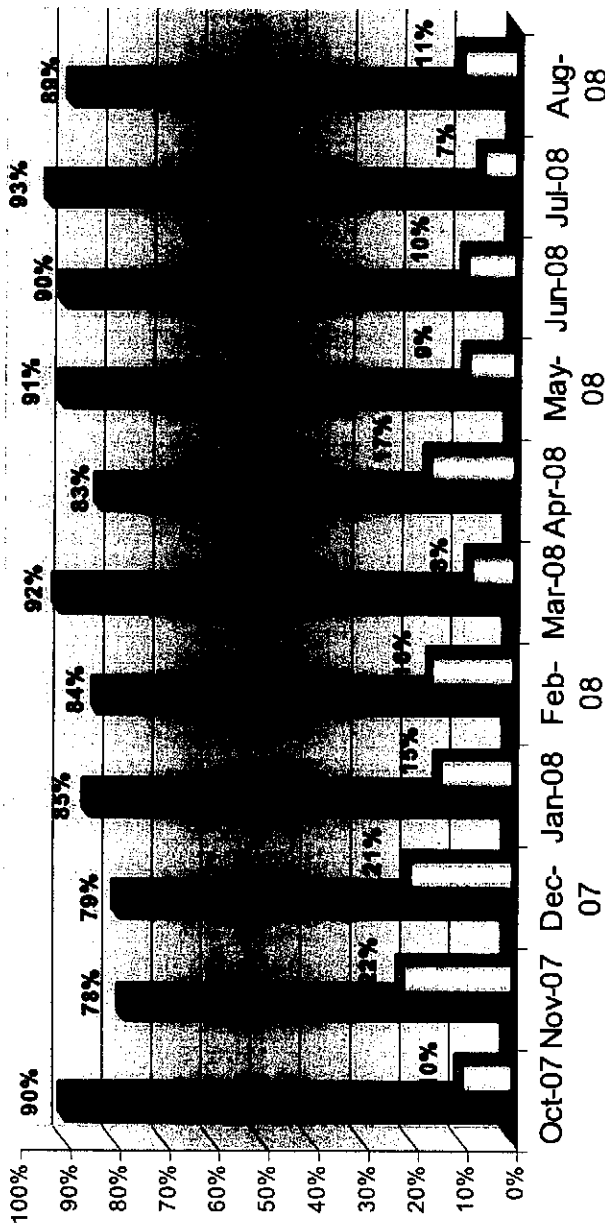
■ Commercial req quantity □ FSS req quantity



Information on this page is subject to the restrictions on the second page of this document

Taji Commercial and FSS Requisitions by Month

Taji - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	90%	78%	79%	85%	84%	92%	83%	91%	90%	93%	89%
FSS %	10%	22%	21%	15%	16%	8%	17%	9%	10%	7%	11%

■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

Taji Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	218	90%	\$1,427,633	24	10%	\$88,796	242	\$1,516,429
Nov-07	193	78%	\$5,918,051	54	22%	\$552,513	247	\$6,470,563
Dec-07	195	79%	\$2,859,704	51	21%	\$638,806	246	\$3,498,510
Jan-08	253	85%	\$2,628,650	44	15%	\$621,742	297	\$3,250,392
Feb-08	148	84%	\$1,267,752	29	16%	\$210,017	177	\$1,477,769
Mar-08	326	92%	\$2,558,562	30	8%	\$197,946	356	\$2,756,508
Apr-08	183	83%	\$9,124,814	37	17%	\$320,230	220	\$9,445,044
May-08	305	91%	\$6,481,199	31	9%	\$319,270	336	\$6,800,469
Jun-08	213	90%	\$6,458,786	23	10%	\$728,403	236	\$7,187,189
Jul-08	280	93%	\$3,817,751	20	7%	\$119,437	300	\$3,937,188
Aug-08	302	89%	\$3,797,647	36	11%	\$601,583	338	\$4,399,230
Oct 07 - Aug 08	2,616	87%	\$46,340,548	379	13%	\$4,398,744	2,995	\$50,739,291

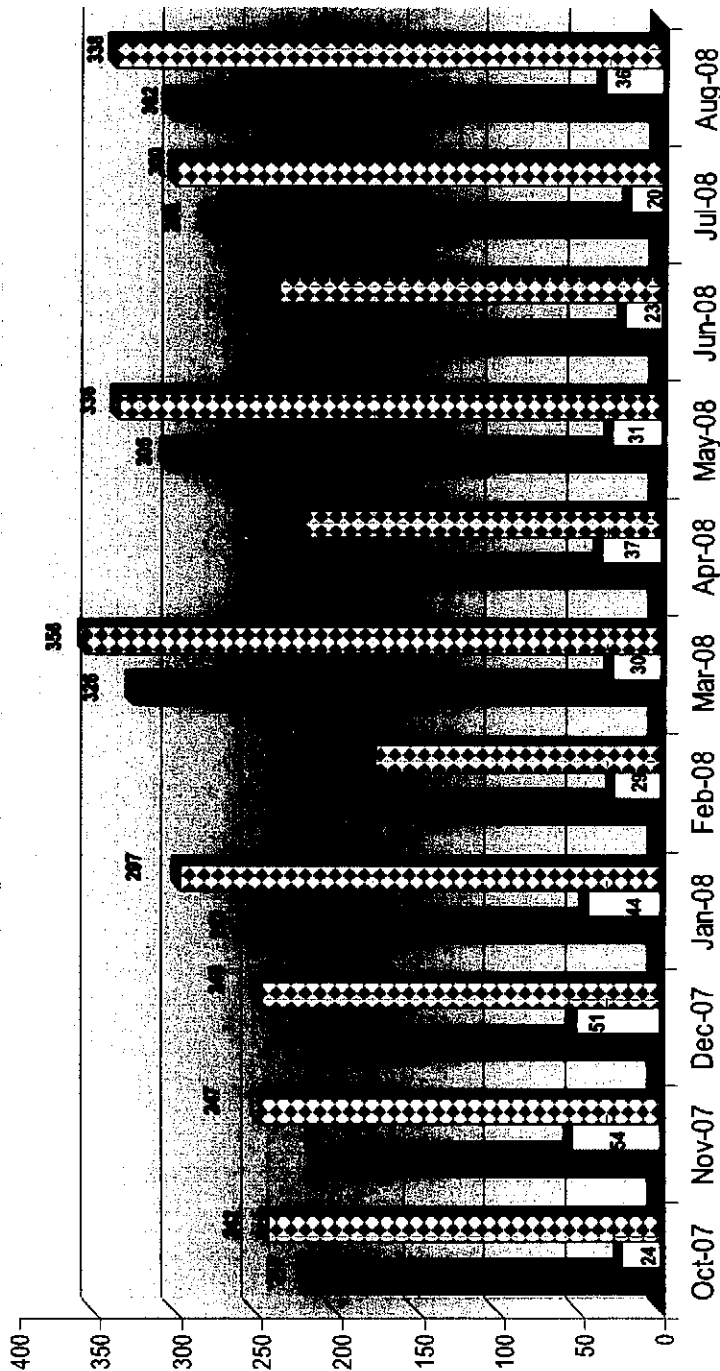
Taji - Total percentages of Commercial and FSS requisitions from October 07 thru August 08



Information on this page is subject to the restrictions on the second page of this document

Taji Commercial and FSS Requisitions by Month

Taji - Total quantity of Commercial and FSS Requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	218	193	195	253	148	326	183	305	213	280	302
FSS req quantity	24	54	51	44	29	30	37	31	23	20	36
Total QTY	242	247	246	297	177	356	220	336	236	300	338

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

T Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	330	85%	\$13,881,084	58	15%	\$865,197	388	\$14,746,281
Nov-07	458	77%	\$9,341,094	135	23%	\$144,518	593	\$9,485,612
Dec-07	507	82%	\$8,148,573	114	18%	\$67,504	621	\$8,216,077
Jan-08	396	73%	\$4,091,656	149	27%	\$218,131	545	\$4,309,787
Feb-08	517	82%	\$30,919,066	111	18%	\$496,390	628	\$31,415,455
Mar-08	539	85%	\$35,403,371	92	15%	\$1,548,274	631	\$36,951,645
Apr-08	446	82%	\$4,093,151	101	18%	\$684,575	547	\$4,777,726
May-08	439	83%	\$5,016,343	93	17%	\$536,894	532	\$5,553,237
Jun-08	432	79%	\$4,700,008	113	21%	\$1,044,223	545	\$5,744,231
Jul-08	336	79%	\$10,759,334	87	21%	\$1,368,791	423	\$12,128,125
Aug-08	188	71%	\$4,753,233	77	29%	\$619,377	265	\$5,372,610
Oct 07 - Aug 08	4,588	80%	\$131,106,913	1,130	20%	\$7,593,874	5,718	\$138,700,787

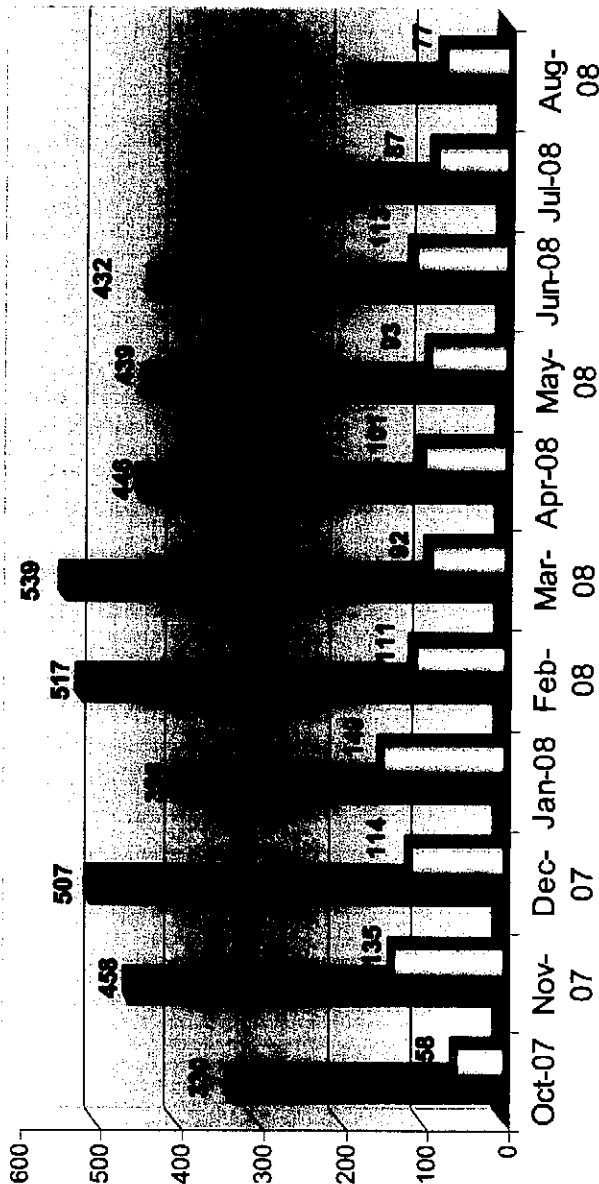
Information on this page is subject to the restrictions on the second page of this document

KBR

Government
and Infrastructure

T Sites Commercial and FSS Requisitions by Month

T Sites - Total quantity of Commercial and FSS requisitions by month



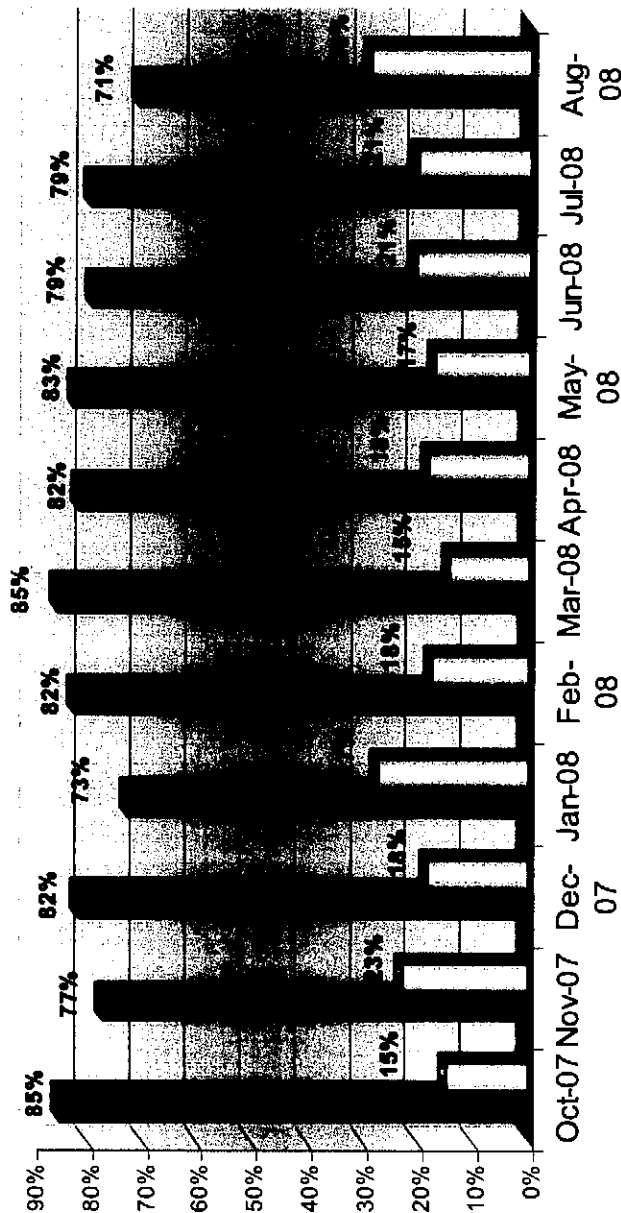
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	330	458	507	396	517	539	446	439	432	336	188
FSS req quantity	58	135	114	149	111	92	101	93	113	87	77

■ Commercial req quantity □ FSS req quantity

Information on this page is subject to the restrictions on the second page of this document

T Sites Commercial and FSS Requisitions by Month

T Sites - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	85%	77%	82%	73%	82%	85%	82%	83%	79%	79%	71%
FSS %	15%	23%	18%	27%	18%	15%	18%	17%	21%	21%	29%

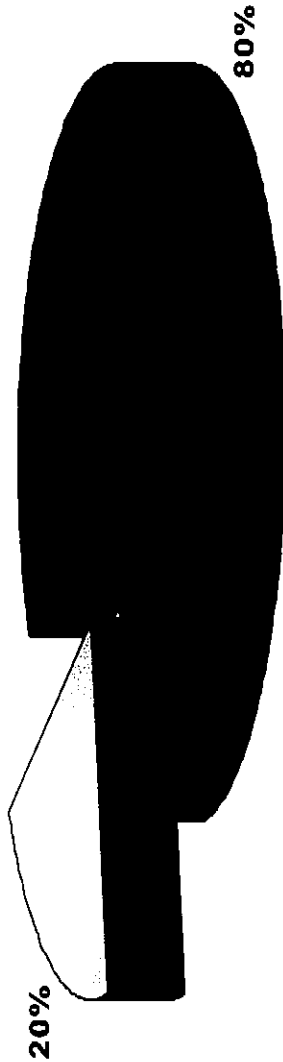
■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

T Sites Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	330	85%	\$13,881,084	58	15%	\$866,197	388	\$14,748,281
Nov-07	456	77%	\$9,341,094	135	23%	\$144,518	593	\$9,485,612
Dec-07	507	82%	\$8,148,573	114	18%	\$67,504	621	\$8,216,077
Jan-08	386	73%	\$4,091,658	149	27%	\$218,131	545	\$4,309,787
Feb-08	517	82%	\$30,919,066	111	18%	\$496,390	628	\$31,415,455
Mar-08	539	85%	\$35,403,371	92	15%	\$1,548,274	631	\$36,951,645
Apr-08	448	82%	\$4,093,151	101	18%	\$684,575	547	\$4,777,726
May-08	439	83%	\$5,016,343	93	17%	\$538,894	532	\$5,559,237
Jun-08	432	79%	\$4,700,008	113	21%	\$1,044,223	545	\$5,744,231
Jul-08	336	79%	\$10,759,334	87	21%	\$1,368,791	423	\$12,128,125
Aug-08	188	71%	\$4,753,233	77	29%	\$619,377	265	\$5,372,610
Oct 07 - Aug 08	4,588	80%	\$131,106,913	1,130	20%	\$7,593,874	5,718	\$138,700,787

T Sites - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

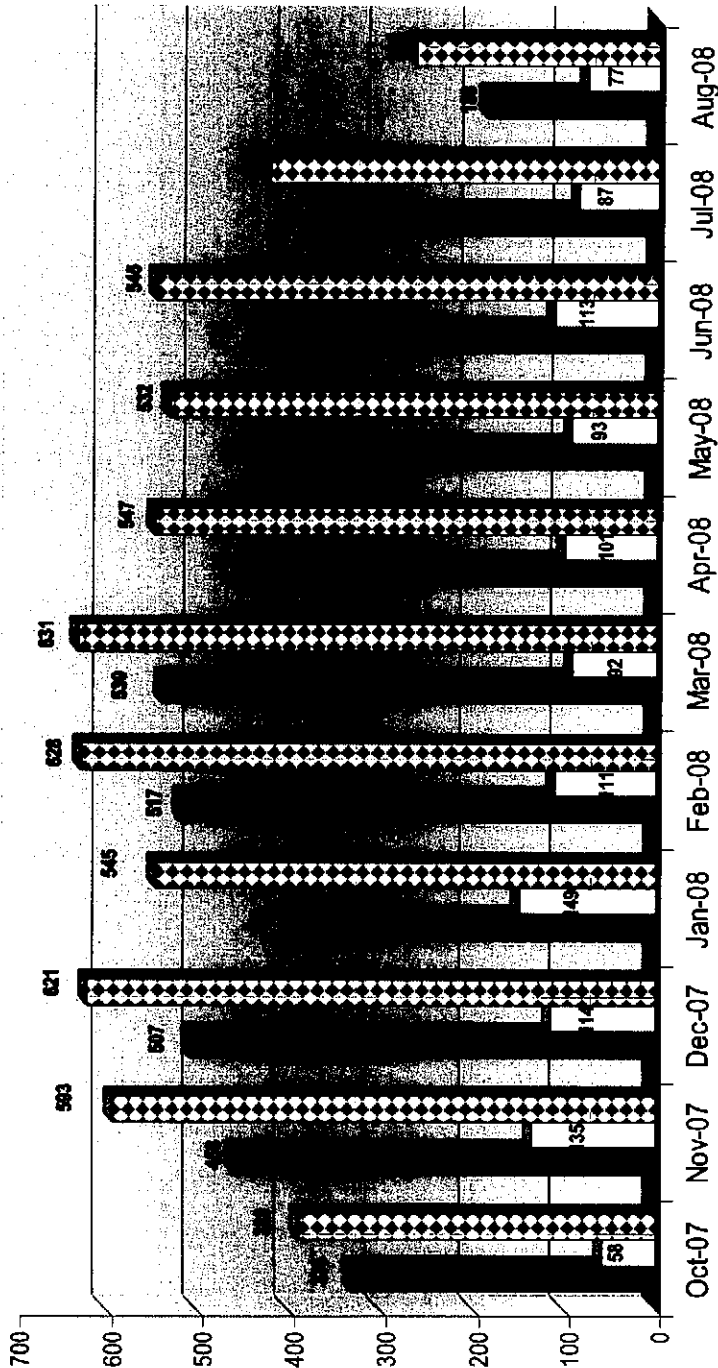


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

T Sites Commercial and FSS Requisitions by Month

T Sites - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	330	458	507	396	517	539	446	439	432	336	188
FSS req quantity	58	135	114	149	111	92	101	93	113	87	77
Total QTY	388	593	621	545	628	631	547	532	545	423	265

Commercial req quantity
 FSS req quantity
 Total QTY



Information on this page is subject to the restrictions on the second page of this document

Kellogg, Brown, & Root Services Inc.

Kellogg Brown & Root Proprietary Data
NOTE: This document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR

**Government
and Infrastructure**

USMI Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	364	78%	\$2,524,285	103	22%	\$217,485	467	\$2,741,770
Nov-07	334	78%	\$5,797,561	96	22%	\$320,301	430	\$6,117,862
Dec-07	352	81%	\$2,692,778	84	19%	\$495,829	436	\$3,188,607
Jan-08	537	85%	\$4,671,630	96	15%	\$1,248,015	633	\$5,919,645
Feb-08	462	90%	\$4,803,039	52	10%	\$629,477	514	\$5,432,515
Mar-08	719	91%	\$8,767,162	67	9%	\$953,508	786	\$9,720,670
Apr-08	407	92%	\$4,044,424	35	8%	\$352,336	442	\$4,396,759
May-08	413	90%	\$2,550,235	44	10%	\$273,085	457	\$2,823,320
Jun-08	149	84%	\$1,830,919	29	16%	\$186,297	178	\$2,017,216
Jul-08	256	94%	\$5,513,401	15	6%	\$194,104	271	\$5,707,505
Aug-08	533	88%	\$6,950,168	73	12%	\$324,927	606	\$7,275,095
Oct 07 - Aug 08	4,526	87%	\$50,145,601	694	13%	\$5,195,364	5,220	\$55,340,965

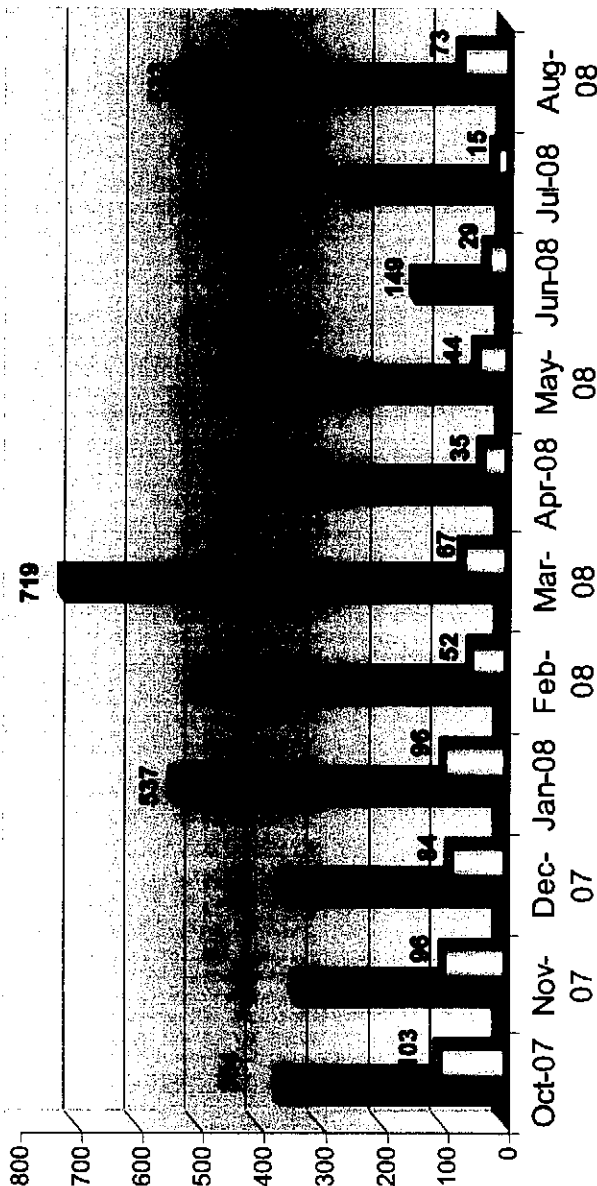
Information on this page is subject to the restrictions on the second page of this document

KBR

Government
and Infrastructure

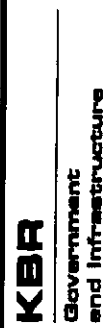
USMI Commercial and FSS Requisitions by Month

USMI - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	364	334	352	537	462	719	407	413	149	256	533
FSS req quantity	103	96	84	96	52	67	35	44	29	15	73

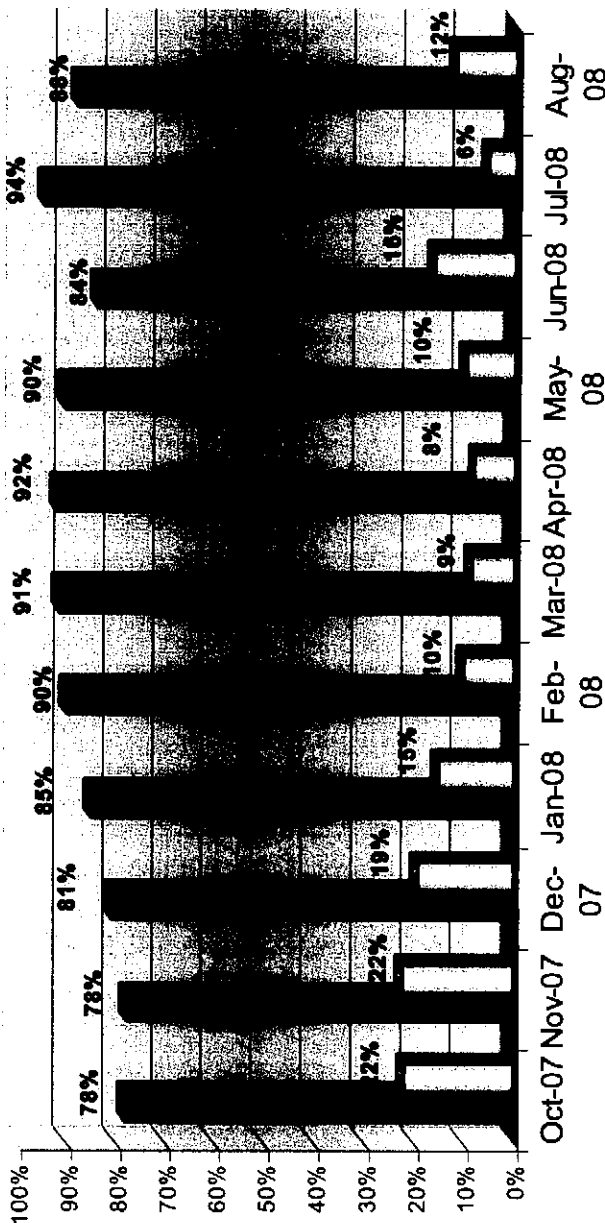
■ Commercial req quantity □ FSS req quantity



Information on this page is subject to the restrictions on the second page of this document

USMI Commercial and FSS Requisitions by Month

USMI - Total % of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial %	78%	78%	81%	85%	90%	91%	92%	90%	84%	94%	88%
FSS %	22%	22%	19%	15%	10%	9%	8%	10%	16%	6%	12%

■ Commercial % □ FSS %

USMI Commercial and FSS Requisitions by Month

Month	Commercial req quantity	Commercial %	Commercial \$ amount	FSS req quantity	FSS %	FSS \$ amount	Total QTY	Total \$ amount
Oct-07	364	78%	\$2,524,265	103	22%	\$217,465	467	\$2,741,770
Nov-07	334	78%	\$5,797,561	96	22%	\$320,301	430	\$6,117,862
Dec-07	352	81%	\$2,692,778	84	19%	\$495,829	436	\$3,188,607
Jan-08	537	85%	\$4,671,630	96	15%	\$1,248,015	633	\$5,919,645
Feb-08	462	90%	\$4,603,039	52	10%	\$629,477	514	\$5,432,515
Mar-08	719	91%	\$8,767,162	67	9%	\$953,508	786	\$9,720,670
Apr-08	407	92%	\$4,044,424	35	8%	\$352,336	442	\$4,396,759
May-08	413	90%	\$2,550,235	44	10%	\$273,085	457	\$2,823,320
Jun-08	149	84%	\$1,830,919	29	16%	\$186,297	178	\$2,017,216
Jul-08	256	94%	\$5,513,401	15	6%	\$194,104	271	\$5,707,505
Aug-08	533	88%	\$6,950,168	73	12%	\$324,927	606	\$7,275,095
Oct 07 - Aug 08	4,526	67%	\$50,145,601	694	13%	\$5,195,364	5,220	\$55,340,965

USMI - Total percentages of Commercial and FSS requisitions from October 07 thru August 08

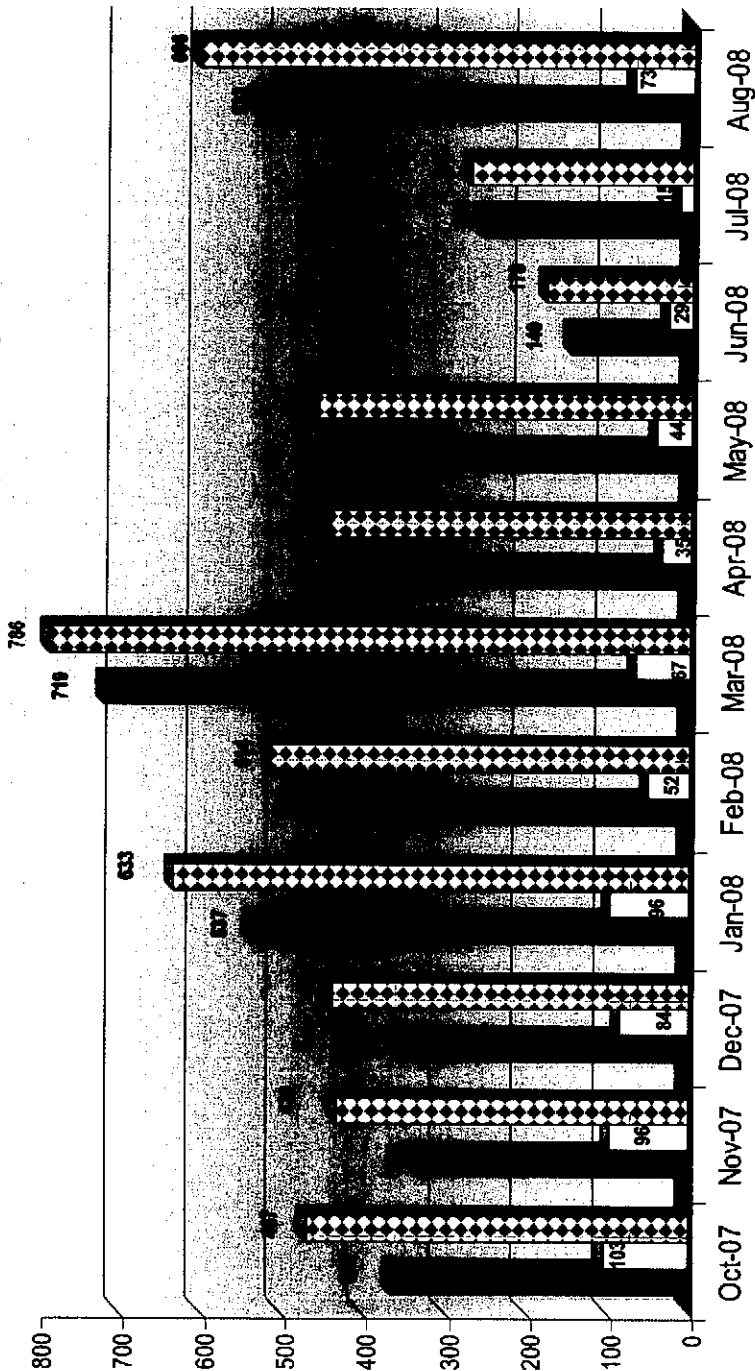


■ Commercial % □ FSS %

Information on this page is subject to the restrictions on the second page of this document

USMI Commercial and FSS Requisitions by Month

USMI - Total quantity of Commercial and FSS requisitions by month



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08
Commercial req quantity	364	334	352	537	462	719	407	413	149	256	533
FSS req quantity	103	96	84	96	52	67	35	44	29	15	73
Total QTY	467	430	436	633	514	786	442	457	178	271	606

Commercial req quantity
 FSS req quantity
 Total QTY

Information on this page is subject to the restrictions on the second page of this document

Totals and Averages		Bagram	Kabul	CJOA	Jalabad	Kandahar	Salerno	Sharana
Total \$\$ of warehouse inventory	\$ 116,665,660	\$ 37,337,898	\$ 25,640,636	\$ 5,326,855	\$ 15,709,288	\$ 8,485,590	\$ 9,680,992	\$ 14,484,401
STK	\$ 85,445,861	\$ 30,143,581	\$ 20,536,573	\$ 3,391,441	\$ 9,560,744	\$ 4,104,371	\$ 6,782,908	\$ 10,926,242
NS	\$ 24,574,087	\$ 6,304,698	\$ 4,644,763	\$ 1,729,384	\$ 6,146,583	\$ 2,484,060	\$ 2,104,338	\$ 1,160,263
SP	\$ 6,645,713	\$ 889,619	\$ 459,300	\$ 206,030	\$ 1,961	\$ 1,897,159	\$ 793,748	\$ 2,397,896
Percentage of Non Stock Value	21%	17%	18%	32%	39%	29%	22%	8%
Total Lines of Inventory	99380	30384	20406	7986	8492	10897	11100	10115
STK	70633	23157	17196	5342	4161	5365	7956	7456
NS	22935	6665	2995	2392	4329	3010	2548	996
SP	5812	562	215	252	2	2522	596	1663
% of STK	71%	76%	84%	67%	49%	49%	72%	74%
Number of lines issued	37757	9881	8403	3550	3684	4014	4425	3800
STK	30077	9045	6874	2572	2576	2590	3501	2919
NS	6268	635	1359	913	1108	1221	775	257
SP	1412	201	170	65	0	203	149	624
Non stock utilization	17%	6%	16%	26%	30%	30%	18%	7%
Lines with No Consumption	59339	20496	11959	4436	4641	6702	6675	4430
STK	38791	14110	10298	2770	1517	2737	4455	2904
NS	16237	6025	1636	1479	3123	1663	1773	538
SP	4311	361	25	187	1	2302	447	988
under utilization %	60%	67%	59%	56%	55%	62%	60%	44%

From: Lynellen Sullivan
Sent: Tuesday, May 05, 2009 6:55 AM
To: Geoffrey Howard
Subject: RE: First Draft-AFG Planning

Geoffrey,
We don't own the data...We want to Materials and PSM whatever they want...so I'm good with it if it is what they want and need....

From: Geoffrey Howard
Sent: Tuesday, May 05, 2009 4:04 PM
To: Lynellen Sullivan
Subject: RE: First Draft-AFG Planning

Hello Lyn,

Your Ok on this?

Geoffrey Howard
Business Systems Analyst
Maximo - Kuwait Support Office-AI-Egaila
KBR, Inc.
Lot 2 Street 101 / Building 5, 1st Floor, Room A
APO AE 09366-1002
Office: 713-970-2931

IT Security and proper usage of computer resources is everyone's responsibility.
For assistance, please contact either your Local IT department, the Global Service Desk, or use the GetIT system.

KBR IT Global Service Desk Number
Houston / Middle East / Overseas dial: 713-753-4357

MAXIMO
Production:
Training: <http://kbrmaximotrain/maximo>

Don't ask what we can do for the system; ask what the system can do for us.

From: Tracy Townsend
Sent: Tuesday, May 05, 2009 13:00
To: Geoffrey Howard
Cc: John Vujic
Subject: FW: First Draft-AFG Planning

Geoffrey,

Could you provide a report like the one listed in the attachment named "inventory Adjustment Report"? I see the number of STK, NS, and SP lines and their dollar amounts, but we are not sure if they are accurate or current.

Can you help? This would be for all of AFGH.

Tracy Townsend

EX 25

Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: Jim Haught
Sent: Monday, 04 May, 2009 7:20 PM
To: Darlene Roberson; Tracy Townsend; John Vujic
Subject: FW: First Draft-AFG Planning

Darlene: I need you to verify the numbers and dollars from AFG-line items with our April EOM.

Tracy/John: Need you to validate the material numbers with our records. I don't think we should be showing underutilized on anything that can be seen by USG.

Jim

From: Floyd Shelton
Sent: Monday, May 04, 2009 4:59 PM
To: David Stallard
Cc: Jim Haught; Ted Herman; Kari Gibb; David Sarles; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Sir,

Here is the information you requested on Afghanistan:

- The ppt. (Annex A) is a map of Afghanistan with the dividing line showing north and south. North is to the right of the line and south is to the left
- The pdf. (Inventory adjustment) is the materials inventory by hub with dollar amounts and number lines
- The first xls. is the personnel numbers broken out by hub/north-south
- The second xls is the property items by hub with dollar amounts and number lines

Should you need any other information please let me know.

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Monday, May 04, 2009 9:00 AM
To: Floyd Shelton; DL_KBR LOGCAP HQ Transition Team
Cc: William Green; Jim Luchsinger
Subject: RE: First Draft-AFG Planning

Floyd,

Please see attached, let me know if there is any other info required.

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field
APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 7:19 PM
To: Thomas Sellars; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Thanks Thom,

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Sunday, May 03, 2009 5:13 PM
To: Floyd Shelton; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Floyd,

Working it now, have it to you tonight or in the morning..

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field
APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 5:43 PM
To: Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Jim,

I haven't received anything from the staff to this point.

Thanks,

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Jim Luchsinger
Sent: Friday, May 01, 2009 4:57 PM
To: Floyd Shelton
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Thanks Floyd the staff members will answer David's question

Jim Luchsinger
Deputy Principal Program Manager
Central Asia
KBR, Inc
APO AE 09354
Office Phone: 281-669-2558
DSN: 431-3055
Cell: +971-502-402 583
Jim.Luchsinger@KBR.com

From: Floyd Shelton
Sent: Friday, May 01, 2009 3:57 PM
To: Jim Luchsinger
Cc: Mark Tenley; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Hi Jim,

After my briefing to David Stallard today he had some questions that I need you and your staff to provide. Please send answers directly to me at the DL mail box on the Cc line:

Break down sites (to include Base Camps, Outlying Logistics Bases, and FOBs) by the projected LCIV North and South AORs and current Task Order.

- Number of employees on each site
- Number of property items and estimated cost on each site
- Number of material lines and estimated cost on each site

I also gave him a copy of the attached out briefing. The items in red are items I told him that I did not mention in the out brief with you.

Thank you in advance for the information and if you have any questions please don't hesitate to contact me and my staff.

Thank you and your team again for your hospitality; I look forward to visiting again soon,

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Lynellen Sullivan
Sent: Wednesday, May 06, 2009 4:11 AM
To: Charles Weaver
Cc: Geoffrey Howard
Subject: Report required
Attachments: Inventory adjustment report May-1-09.pdf

Chuck and Geoffrey,
I sent this earlier...You never responded. Can we use yesterday's data or even day before yesterday's data to create this report?

From: Jim Haught
Sent: Wednesday, May 06, 2009 2:07 PM
To: Lynellen Sullivan
Subject: FW: First Draft-AFG Planning

I don't need a report just like the attachment. The report should show total numbers and dollars, not usage or underutilization. It will be for Transition Information in AFG.

Jim

From: Tracy Townsend
Sent: Wednesday, May 06, 2009 8:44 AM
To: Lynellen Sullivan
Cc: Jim Haught
Subject: FW: First Draft-AFG Planning

Lyn,

Could you provide a report like the one listed in the attachment named "Inventory Adjustment Report"? We need the number of STK, NS, and SP lines and their dollar amounts, but we are not sure if they are accurate or current. This would be for all of AFGH.

We need the following:

Total lines of inventory for: STK, NS, and SP
Total dollar amount of inventory for STK, NS, and SP

This is needed by end of business today.

Tracy Townsend
Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: Jim Haught

Sent: Monday, 04 May, 2009 7:20 PM
To: Darlene Roberson; Tracy Townsend; John Vujic
Subject: FW: First Draft-AFG Planning

Darlene: I need you to verify the numbers and dollars from AFG-line items with our April EOM.

Tracy/John: Need you to validate the material numbers with our records. I don't think we should be showing underutilized on anything that can be seen by USG.

Jim

From: Floyd Shelton
Sent: Monday, May 04, 2009 4:59 PM
To: David Stallard
Cc: Jim Haught; Ted Herman; Kari Gibb; David Sarles; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Sir,

Here is the information you requested on Afghanistan:

- The ppt. (Annex A) is a map of Afghanistan with the dividing line showing north and south. North is to the right of the line and south is to the left
- The pdf. (Inventory adjustment) is the materials inventory by hub with dollar amounts and number lines
- The first xls. is the personnel numbers broken out by hub/north-south
- The second xls is the property items by hub with dollar amounts and number lines

Should you need any other information please let me know.

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Monday, May 04, 2009 9:00 AM
To: Floyd Shelton; DL_KBR LOGCAP HQ Transition Team
Cc: William Green; Jim Luchsinger
Subject: RE: First Draft-AFG Planning

Floyd,

Please see attached, let me know if there is any other info required.

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field

APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 7:19 PM
To: Thomas Sellars; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Thanks Thom,

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Sunday, May 03, 2009 5:13 PM
To: Floyd Shelton; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Floyd,

Working it now, have it to you tonight or in the morning..

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field
APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 5:43 PM
To: Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Jim,

I haven't received anything from the staff to this point.

Thanks,

Floyd

Floyd Shelton
Manager - Business Planning

KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Jim Luchsinger
Sent: Friday, May 01, 2009 4:57 PM
To: Floyd Shelton
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Thanks Floyd the staff members will answer David's question

Jim Luchsinger
Deputy Principal Program Manager
Central Asia
KBR, Inc
APO AE 09354
Office Phone: 281-669-2558
DSN: 431-3055
Cell: +971-502-402 583
Jim.Luchsinger@KBR.com

From: Floyd Shelton
Sent: Friday, May 01, 2009 3:57 PM
To: Jim Luchsinger
Cc: Mark Tenley; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Hi Jim,

After my briefing to David Stallard today he had some questions that I need you and your staff to provide. Please send answers directly to me at the DL mail box on the Cc line:

Break down sites (to include Base Camps, Outlying Logistics Bases, and FOBs) by the projected LCIV North and South AORs and current Task Order.

- Number of employees on each site
- Number of property items and estimated cost on each site
- Number of material lines and estimated cost on each site

I also gave him a copy of the attached out briefing. The items in red are items I told him that I did not mention in the out brief with you.

Thank you in advance for the information and if you have any questions please don't hesitate to contact me and my staff.

Thank you and your team again for your hospitality; I look forward to visiting again soon,

Floyd

Floyd Shelton

Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: vstlmoox [vstlmoox@gmail.com]
Sent: Thursday, February 25, 2010 2:26 PM
To: 'Jeff Rock'
Subject: RE: contact

Hello Jeff,

You are welcome.

As stated there is "much more" to the whole picture of materials, PSM and the Maximo/STEAM story.

The data tells all, when it is pure and not manipulated at the upper management level. As main programmer and designer of most of the reports, from the ASL report to all the LOGCAP compliancy reports, I looked and analysed the raw data every day (I was the only one on project doing such) and reported to my management and co-workers in the DMC and PSM/Materials departments.

An individual that would be very useful in clarification/providing informations regarding excess and other 'sensitive materials issues' on the LOGCAP Project is Zella Hemphill from the DMC in Kuwait.

I really wish you and the SLT success on this issue. I worked hard to bring clarity to this and other issues. I would provide you with all infos and help that I can, when possible.

Also Jeff, if Wayne Lanham is still on the project over in HQ, please give him warm greetings from me.

Kindest regards,
Geoffrey Howard

From: Jeff Rock [mailto:Jeff.Rock@kbr.com]
Sent: Donnerstag, 25. Februar 2010 20:16
To: vstlmoox
Subject: RE: contact

Geoffrey,
Thanks

Jeff Rock
Chief of Staff
F1 #43382
APO AE 09344
281-669-5599
DSN 4852721
Email: Jeff.Rock@kbr.com

From: vstlmoox [mailto:vstlmoox@gmail.com]
Sent: Thursday, February 25, 2010 4:30 PM
To: Jeff Rock
Subject: contact

Hello Jeff,

My name is Geoffrey Howard, former B-site IT/Commo and Programmer/Data-System Analyst KSO-

Kuwait.

I left the project in August 2009 due to various factors within the organization (all was noted to HR and ER).

I am the designer and main programmer of the Automated Reporting System, that KBR uses for their day to day business as well as the designer of the basis of the Maximo 7 multisite system that is presently being "used".

A report of interest is a report that I created and programmed called the ASL (Authorized Stock Line) report. You might want to talk to Zella in DMC/Kuwait in regards to this most important report. There were other high level and interesting reports, but my work was erased from the servers in Kuwait while I was still in the company. I complained to Kuwait IT in regards to that, at that time

There are other reports that were/are useful for your operations.

I think it is sad regarding the 600million + dollars of excess materials, as the Materials/PSM Management as well as my own management

Lyn Sullivan / Charles Weaver, had known since a very long time. I had also informed the SMART team often in regards and also supplied reports, both Standard and custom report, to support my case against the excess on the project, after the upper managements refused to listen or act upon the informations given. Almost all informations had to go through Lyn. After I realized nothing was being done, I tried other avenues (SMART team) for example.

I managed to get most of the inflated inventory under control. Inflation was cause due to faulty data entry, lack of understanding/training in Maximo and faulty material processes.

I had tried to revamp such processes with the DMC prior to me leaving the project. Unfortunately without success or real interest.

I uncovered the TRECS abuse on the project as well as other Storerooms where materials were being hidden (at least in the system).

Please note that not all materials is in the system and materials have...better said, 'disappeared'. AFG is very big problem in such.

Even more access has been obtained from my observation after the PCARR's, which Brandon Simmons – DMC manager resigned his position and went home,after upper management tried to get him to falsify the facts of excess on the project. After his resignation, Becky Meader brought crosslevelling basically to a halt. So more materials have been procured and the excess remained unused, on top of the old access.

The situation with the excess was manageable about 2 years ago....I do not know the situation personally at the moment, but I hear it is very very bad.

Informations have been kept from the upper LOGCAP management intentionally from the Materials/Management. I will look for an email...in which information is "recommended" not to be shown to the USG (US Government) by Jim Haught. I reported this..like all requests to my management. There is much much more.

I hope that I can be of help, to bring some clarity into this. As stated on the phone, I find it insane that Mike M, Larry L nor Guy L. have been informed about such. It was known. Nothing was and has been done.

Please feel free to contact me Sir.

Kindest regards,
Geoffrey Howard
Data-System Analyst

This e-mail, including any attached files, may contain confidential and privileged information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended

recipient), please contact the sender by reply e-mail and delete all copies of this message.

From: vstlmoox [vstlmoox@gmail.com]
Sent: Thursday, February 25, 2010 6:37 AM
To: jeff.rock@kbr.com
Subject: email
Attachments: Report required

Hello Jeff,

Sorry for the wait. I had to obtain the email from a on-project colleague,....

This is one example from "many" of how data and informations are falsified to you gentlemen and lady(?) (SLT) and to our Client.

"Tracy/John: Need you to validate the material numbers with our records. I don't think we should be showing underutilized on anything that can be seen by USG."

As you will see on the communication, I did not initially respond to Lyn's request, as I had stated to both Charles Weaver, Lyn Sullivan, I did not want to do that report as it would be falsified to management and Client.

I was "requested" by my then supervisor, Charles Weaver, to provide the report although I had showed him the original communication (which he also received).

Kind regards,
Geoffrey Howard

From: Lynellen Sullivan
Sent: Wednesday, May 06, 2009 4:11 AM
To: Charles Weaver
Cc: Geoffrey Howard
Subject: Report required
Attachments: Inventory adjustment report May-1-09.pdf

Chuck and Geoffrey,
I sent this earlier... You never responded. Can we use yesterday's data or even day before yesterday's data to create this report?

From: Jim Haught
Sent: Wednesday, May 06, 2009 2:07 PM
To: Lynellen Sullivan
Subject: FW: First Draft-AFG Planning

I don't need a report just like the attachment. The report should show total numbers and dollars, not usage or underutilization. It will be for Transition Information in AFG.

Jim

From: Tracy Townsend
Sent: Wednesday, May 06, 2009 8:44 AM
To: Lynellen Sullivan
Cc: Jim Haught
Subject: FW: First Draft-AFG Planning

Lyn,

Could you provide a report like the one listed in the attachment named "inventory Adjustment Report"? We need the number of STK, NS, and SP lines and their dollar amounts, but we are not sure if they are accurate or current. This would be for all of AFGH.

We need the following:

Total lines of inventory for: STK, NS, and SP
Total dollar amount of inventory for STK, NS, and SP

This is needed by end of business today.

Tracy Townsend
Deputy Theatre PSM Manager - Supply
KBR, Inc.
F-1 ID# 43382
APO AE 09344
(281) 669-5629

From: Jim Haught

Sent: Monday, 04 May, 2009 7:20 PM
To: Darlene Roberson; Tracy Townsend; John Vujic
Subject: FW: First Draft-AFG Planning

Darlene: I need you to verify the numbers and dollars from AFG-line items with our April EOM.

Tracy/John: Need you to validate the material numbers with our records. I don't think we should be showing underutilized on anything that can be seen by USG.

Jim

From: Floyd Shelton
Sent: Monday, May 04, 2009 4:59 PM
To: David Stallard
Cc: Jim Haught; Ted Herman; Kari Gibb; David Sarles; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Sir,

Here is the information you requested on Afghanistan:

- The ppt. (Annex A) is a map of Afghanistan with the dividing line showing north and south. North is to the right of the line and south is to the left
- The pdf. (Inventory adjustment) is the materials inventory by hub with dollar amounts and number lines
- The first xls. is the personnel numbers broken out by hub/north-south
- The second xls is the property items by hub with dollar amounts and number lines

Should you need any other information please let me know.

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Monday, May 04, 2009 9:00 AM
To: Floyd Shelton; DL_KBR LOGCAP HQ Transition Team
Cc: William Green; Jim Luchsinger
Subject: RE: First Draft-AFG Planning

Floyd,

Please see attached, let me know if there is any other info required.

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field

APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 7:19 PM
To: Thomas Sellars; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Thanks Thom,

Floyd

Floyd Shelton
Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Thomas Sellars
Sent: Sunday, May 03, 2009 5:13 PM
To: Floyd Shelton; Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza
Subject: RE: First Draft-AFG Planning

Floyd,

Working it now, have it to you tonight or in the morning..

Regards,

Thom Sellars
DPM- Operations
Afghanistan/ Republic of Georgia
KBR, Inc.
Bagram Air Field
APO AE 09354
281-669-2547

From: Floyd Shelton
Sent: Sunday, May 03, 2009 5:43 PM
To: Jim Luchsinger
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Jim,

I haven't received anything from the staff to this point.

Thanks,

Floyd

Floyd Shelton
Manager - Business Planning

KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Jim Luchsinger
Sent: Friday, May 01, 2009 4:57 PM
To: Floyd Shelton
Cc: Franco Livigni; William Green; Frank Garza; Thomas Sellars
Subject: RE: First Draft-AFG Planning

Thanks Floyd the staff members will answer David's question

Jim Luchsinger
Deputy Principal Program Manager
Central Asia
KBR, Inc
APO AE 09354
Office Phone: 281-669-2558
DSN: 431-3055
Cell: +971-502-402 583
Jim.Luchsinger@KBR.com

From: Floyd Shelton
Sent: Friday, May 01, 2009 3:57 PM
To: Jim Luchsinger
Cc: Mark Tenley; DL_KBR LOGCAP HQ Transition Team
Subject: FW: First Draft-AFG Planning

Hi Jim,

After my briefing to David Stallard today he had some questions that I need you and your staff to provide. Please send answers directly to me at the DL mail box on the Cc line:

Break down sites (to include Base Camps, Outlying Logistics Bases, and FOBs) by the projected LCIV North and South AORs and current Task Order.

- Number of employees on each site
- Number of property items and estimated cost on each site
- Number of material lines and estimated cost on each site

I also gave him a copy of the attached out briefing. The items in red are items I told him that I did not mention in the out brief with you.

Thank you in advance for the information and if you have any questions please don't hesitate to contact me and my staff.

Thank you and your team again for your hospitality; I look forward to visiting again soon,

Floyd

Floyd Shelton

Manager - Business Planning
KBR, Inc.
F1 ID# 43382
APO, AE 09344
Office: 713-445-5384

From: Travis Delrie [Travis.Delrie@kbr.com]
Sent: Thursday, March 11, 2010 7:44 AM
To: vstlmoox
Subject: FW: Do not speak with anyone outside of KBR
Striking a chord? ☺

Travis D Delrie
Sr. Business Process Analyst – Maximo®
KBR, Inc.
BLDG 3128J
C1 – Speicher
APO AE 09393
Office Phone: 281.669.5555

[IBM Maximo® – Production](#)
[IBM Maximo® – Training](#)
[TTC Website](#)

From: Lynellen Sullivan
Sent: Thursday, March 11, 2010 5:59 PM
To: DL_KBR LOGCAP III STEAM BPA
Subject: Do not speak with anyone outside of KBR

Do not speak to anyone outside of KBR about any internal business. Thank you.

Respectfully,

Lyn Sullivan
Business Planning Manager
KBR, Inc.
KBR-F1, ID 43382
APO AE 09344
281-669-5598 (Rings in Baghdad)

This e-mail, including any attached files, may contain confidential and privileged information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended recipient), please contact the sender by reply e-mail and delete all copies of this message.

KBR*For Official Use Only (FOUO)*
Underutilized Stock Removal Initiative- 10 April 2009
Logistics Civil Augmentation Program III ME/CA**Logistics Civil Augmentation Program (LOGCAP) III ME/CA Non-Demand Supported
Stock Removal OPSDIR**

161600(c) APR '09

REFERENCES:

- a. KBR Property Control Procedures (PCP Tab H)
- b. Redistributable Storerooms Technical Directive 22 MAR '09

Time Used Throughout the Plan: Time Zone (C)**Task Organization:** All LOGCAP III Task Orders**1. SITUATION**

- a. **Unfriendly Situation:** Insurgent activity hinders freedom of movement throughout the theater of operations.
- b. **Friendly Situation:** DCMA continues to administer LC III contract. LSO provides liaison support between the contractor, supported commands and MNC-I. MNC-I continues to execute Operation Iraqi Freedom.

2. **MISSION.** Project Managers will identify and properly dispose of material that has had less than two demands in the last 12 months NLT 25 SEP '09. Interim milestones are detailed in paragraphs 3.b.1(a) and 3.b.2) to 3.b.6).

3. **EXECUTION.** Eliminate material without at least two demands in the last 12 months, thereby reducing manpower and facilities requirements. Dispose of the eliminated stocks IAW disposition instructions received from the Plant Clearance Officer (PLCO).

- a. **Concept of the Operation:** Project Manager will implement the following three step process:

- 1) Conduct a review of all STEAM storerooms except temporary (TREC), unserviceable, and inactive to identify all stock categories of material without two demands in the last 12 months.
- 2) Prepare and submit a list of the material meeting the criteria in 1) above, through the Consolidated Support Center (CSC) to the PLCO.
- 3) Dispose of the material IAW with Disposition Instructions provided by the PLCO.

- b. **Tasks to Project Managers:**

- 1) All Project Managers:

-1-

NOTE: This document contains information which may be withheld from the public because disclosure would cause unforeseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle, and store this information so as to prevent unauthorized access.

For Official Use Only (FOUO)

Logistics Civil Augmentation Program III ME/CA
**Logistics Civil Augmentation Program (LOGCAP) III ME/CA Non-Demand Supported
 Stock Removal Initiative OPSDIR**

- (a) Review all STEAM storerooms except TREC, unserviceable and inactive and return listing to LC III HQ PSM-Supply. Complete steps (1) to (5) **NLT 30 APR '09**.
- (1) Identify and list the material that has been in storerooms since 15 APR '08 and have not had two demands.
 - (2) Retain items needed for Administrative Change Letter projects and/or to support low density equipment and provide justifications for use and quantity of retained items for SLT review.
 - (3) Screen outstanding requisitions against list identified in paragraph 3.b.1)(a).
 - (4) Transfer material to storerooms within region where applicable and cancel outstanding requisitions filled by the transfers.
 - (5) Change stock status of listed material to non-stock and reset safety stock level and reorder points to zero.
- (b) Convert list of items to SF 1428 Inventory Disposal Schedule and submit to CSC (~~FHOUKBR – LOGCAP III Prop-Despo~~) IAW the milestones shown in paragraphs 3.b.3) through 3.b.6) below. Material procured through FSS that meets criteria in paragraph 3.b.1)(a) will be turned-in to local SSA.
- (1) Attach Plant Clearance Automated Reutilization Screening System (PCARSS) listing for CSC processing (Attachment B).
 - (2) Attach a signed memorandum (Attachment C) declaring the material excess.
 - (3) Add '-PCARSS' to bin locations to designate material submitted to PLCO.
 - (4) Package listed stock and attach LC III PCARSS label (Attachment D).
 - (5) Retain listed stocks in the physical bin location until disposition instructions are received.
- (c) Dispose IAW instructions from the PLCO.
- (1) GP Items: Transfer assets in STEAM from custodian to 'DRMO Turn-in' and indicate case number in badge field.
 - (2) Non-GP Items: Indicate 'DRMO Turn-in' and case number in issue ticket notes.
- 2) Distribution Management Center: Screen MRN listing of excess items against outstanding requisitions submitted in the past 30 days within 48 hours of receipt of listing from LC III HQ PSM-Supply.

For Official Use Only (FOUO)

Logistics Civil Augmentation Program III ME/CA

**Logistics Civil Augmentation Program (LOGCAP) III ME/CA Non-Demand Supported
Stock Removal Initiative OPSDIR**

3) TF134 and Republic of Georgia:

- (a) Submit completed listing of material, excluding electrical to plant clearance team in CSC NLT 15 MAY '09.
- (b) Submit listed electrical items to plant clearance team in CSC NLT 15 JUN '09.

4) C5-Taji, G-Sites, USMI, and T-Sites

- (a) Submit 20% of listing to plant clearance team in CSC NLT 30 APR '09.
- (b) Submit 60% of listing to plant clearance team in CSC NLT 31 MAY '09.
- (c) Submit 100% of listing to plant clearance team in CSC NLT 30 JUN '09.

5) A-Sites, B-Sites, C-Sites, and H-Sites

- (a) Submit 15% of listing to plant clearance team in CSC NLT 30 APR '09.
- (b) Submit 45% of listing to plant clearance team in CSC NLT 31 MAY '09.
- (c) Submit 70% of listing to plant clearance team in CSC NLT 30 JUN '09.
- (d) Submit 100% of listing to plant clearance team in CSC NLT 31 JUL '09.

6) D&F-Sites and Afghanistan

- (a) Submit 10% of listing to plant clearance team in CSC NLT 30 APR '09.
- (b) Submit 25% of listing to plant clearance team in CSC NLT 31 MAY '09.
- (c) Submit 50% of listing to plant clearance team in CSC NLT 30 JUN '09.
- (d) Submit 70% of listing to plant clearance team in CSC NLT 31 JUL '09.
- (e) Submit 100% of listing to plant clearance team in CSC NLT 31 AUG '09.

c. Tasks to HQ FAM:

1) LC III HQ PSM-Supply:

- (a) Consolidate site reports NLT 1700 the second day of each month starting 02 MAY '09.
- (b) Prepare status report monthly for SLT.

For Official Use Only (FOUO)

Logistics Civil Augmentation Program III ME/CA

**Logistics Civil Augmentation Program (LOGCAP) III ME/CA Non-Demand Supported
Stock Removal Initiative OPSDIR**

d. Coordinating Instructions:

- 1) Submit weekly status reports to LC III HQ PSM-Supply NLT 1700 on Sunday each week starting 26 APR '09 (see Attachment E for reporting format).
- 2) Submit and track schedules submitted prior to this OPSDIR utilizing the reporting format (Attachment E) NLT 30 APR '09.

4. SERVICE SUPPORT.

- a. Submit required reports to Samantha Diamond at LC III PSM-Supply.
- b. Submit requests for support in reference to this OPSDIR to Samantha Diamond and/or Conor O'Muirghéasa at LC III PSM-Supply.

5. COMMAND AND SIGNAL.

- a. **Command.** LC III PMs will maintain all operational command and control (C2) during the implementation of this OPSDIR.
- b. **Signal. POC:**
 - 1) HQ LCIII PSM Supply: Samantha Diamond, Samantha.diamond@kbr.com 281-669-5623
 - 2) HQ LCIII PSM Property: Darlene Roberson, Darlene.roberson@kbr.com, 281-669-5596

OFFICIAL:

Karen Chillcott

LOGCAP III Executive Director and Deputy Program Manager-Supply (Acting)

ATTACHMENTS:

- A. Flow Chart.ppt
- B. Template for submitting items to CSC plant clearance team.xls
- C. Signed memorandum declaring serviceable material excess.doc
- D. PCARSS template to be adhered to excess material.xls
- E. Reporting Format.xls

KBR

CAMP TAJI - C5 APO AE 09378 UNIT # 6012
LOGCAP III SUPPORT CONTRACT - DAAA09-02-D-0007
PHONE: 713-445-4823

MEMORANDUM

DATE: 28 May 2009
TO: Defense Contract Management Agency
Defense Contract Management District International
ATTN: Plant Clearance Officer
FROM: KBR Client Owned Equipment Manager, Flamur Dugolli, SAP#:
SUBJECT: Request for Disposition. Case Number: 9146-1910

KBR request disposition instructions for the attached listed property. It has been determined that this equipment is excess serviceable items to the contract and there is no further use for the property in support of the mission requirements. The attached lists of item(s) have been screened for cross level requirements throughout the theater of operation. The items have been screened and verified there are no foreseeable requirements in support of the current mission at this time.

SEE ATTACH SHEET

Please direct all questions regarding this letter to the undersigned at 713-445-4823.

Site Location: Camp Taji - C5

Flamur Dugolli

(Sign) 35676

Flamur Dugolli

(Print)

Property Manager

Randy Madueno 37579

(Sign)

Randy Madueno

(Print)

Warehouse Manager

Victoria Smith 202790

(Sign)

Victoria Smith

(Print)

Project Manager

Approve/Disapprove

Betsy Meader

(Sign)

Betsy Meader

(Print)

365455

Theater Re-distribution (DMC)

KBR, INC.

KELLOGG BROWN & ROOT PROPRIETARY DATA - SOURCE SELECTION INFORMATION - SEE PAR 3 104

NOTE: IN ADDITION TO THE FEDERAL ACQUISITION REGULATION 3.104 THIS DOCUMENT CONTAINS INFORMATION WHICH MAY BE WITHHELD FROM THE PUBLIC UNDER EXECUTIVE ORDER 13526, WHICH IS A TRADE SECRET OR FINANCIAL INFORMATION OR INFORMATION OF THE PRIVACY OF INFORMATION ACT, 5 USC 552a. (1) (3) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) (177) (178) (179) (180) (181) (182) (183) (184) (185) (186) (187) (188) (189) (190) (191) (192) (193) (194) (195) (196) (197) (198) (199) (200) (201) (202) (203) (204) (205) (206) (207) (208) (209) (210) (211) (212) (213) (214) (215) (216) (217) (218) (219) (220) (221) (222) (223) (224) (225) (226) (227) (228) (229) (230) (231) (232) (233) (234) (235) (236) (237) (238) (239) (240) (241) (242) (243) (244) (245) (246) (247) (248) (249) (250) (251) (252) (253) (254) (255) (256) (257) (258) (259) (260) (261) (262) (263) (264) (265) (266) (267) (268) (269) (270) (271) (272) (273) (274) (275) (276) (277) (278) (279) (280) (281) (282) (283) (284) (285) (286) (287) (288) (289) (290) (291) (292) (293) (294) (295) (296) (297) (298) (299) (300) (301) (302) (303) (304) (305) (306) (307) (308) (309) (310) (311) (312) (313) (314) (315) (316) (317) (318) (319) (320) (321) (322) (323) (324) (325) (326) (327) (328) (329) (330) (331) (332) (333) (334) (335) (336) (337) (338) (339) (340) (341) (342) (343) (344) (345) (346) (347) (348) (349) (350) (351) (352) (353) (354) (355) (356) (357) (358) (359) (360) (361) (362) (363) (364) (365) (366) (367) (368) (369) (370) (371) (372) (373) (374) (375) (376) (377) (378) (379) (380) (381) (382) (383) (384) (385) (386) (387) (388) (389) (390) (391) (392) (393) (394) (395) (396) (397) (398) (399) (400) (401) (402) (403) (404) (405) (406) (407) (408) (409) (410) (411) (412) (413) (414) (415) (416) (417) (418) (419) (420) (421) (422) (423) (424) (425) (426) (427) (428) (429) (430) (431) (432) (433) (434) (435) (436) (437) (438) (439) (440) (441) (442) (443) (444) (445) (446) (447) (448) (449) (450) (451) (452) (453) (454) (455) (456) (457) (458) (459) (460) (461) (462) (463) (464) (465) (466) (467) (468) (469) (470) (471) (472) (473) (474) (475) (476) (477) (478) (479) (480) (481) (482) (483) (484) (485) (486) (487) (488) (489) (490) (491) (492) (493) (494) (495) (496) (497) (498) (499) (500) (501) (502) (503) (504) (505) (506) (507) (508) (509) (510) (511) (512) (513) (514) (515) (516) (517) (518) (519) (520) (521) (522) (523) (524) (525) (526) (527) (528) (529) (530) (531) (532) (533) (534) (535) (536) (537) (538) (539) (540) (541) (542) (543) (544) (545) (546) (547) (548) (549) (550) (551) (552) (553) (554) (555) (556) (557) (558) (559) (560) (561) (562) (563) (564) (565) (566) (567) (568) (569) (570) (571) (572) (573) (574) (575) (576) (577) (578) (579) (580) (581) (582) (583) (584) (585) (586) (587) (588) (589) (590) (591) (592) (593) (594) (595) (596) (597) (598) (599) (600) (601) (602) (603) (604) (605) (606) (607) (608) (609) (610) (611) (612) (613) (614) (615) (616) (617) (618) (619) (620) (621) (622) (623) (624) (625) (626) (627) (628) (629) (630) (631) (632) (633) (634) (635) (636) (637) (638) (639) (640) (641) (642) (643) (644) (645) (646) (647) (648) (649) (650) (651) (652) (653) (654) (655) (656) (657) (658) (659) (660) (661) (662) (663) (664) (665) (666) (667) (668) (669) (670) (671) (672) (673) (674) (675) (676) (677) (678) (679) (680) (681) (682) (683) (684) (685) (686) (687) (688) (689) (690) (691) (692) (693) (694) (695) (696) (697) (698) (699) (700) (701) (702) (703) (704) (705) (706) (707) (708) (709) (710) (711) (712) (713) (714) (715) (716) (717) (718) (719) (720) (721) (722) (723) (724) (725) (726) (727) (728) (729) (730) (731) (732) (733) (734) (735) (736) (737) (738) (739) (740) (741) (742) (743) (744) (745) (746) (747) (748) (749) (750) (751) (752) (753) (754) (755) (756) (757) (758) (759) (760) (761) (762) (763) (764) (765) (766) (767) (768) (769) (770) (771) (772) (773) (774) (775) (776) (777) (778) (779) (780) (781) (782) (783) (784) (785) (786) (787) (788) (789) (790) (791) (792) (793) (794) (795) (796) (797) (798) (799) (800) (801) (802) (803) (804) (805) (806) (807) (808) (809) (810) (811) (812) (813) (814) (815) (816) (817) (818) (819) (820) (821) (822) (823) (824) (825) (826) (827) (828) (829) (830) (831) (832) (833) (834) (835) (836) (837) (838) (839) (840) (841) (842) (843) (844) (845) (846) (847) (848) (849) (850) (851) (852) (853) (854) (855) (856) (857) (858) (859) (860) (861) (862) (863) (864) (865) (866) (867) (868) (869) (870) (871) (872) (873) (874) (875) (876) (877) (878) (879) (880) (881) (882) (883) (884) (885) (886) (887) (888) (889) (890) (891) (892) (893) (894) (895) (896) (897) (898) (899) (900) (901) (902) (903) (904) (905) (906) (907) (908) (909) (910) (911) (912) (913) (914) (915) (916) (917) (918) (919) (920) (921) (922) (923) (924) (925) (926) (927) (928) (929) (930) (931) (932) (933) (934) (935) (936) (937) (938) (939) (940) (941) (942) (943) (944) (945) (946) (947) (948) (949) (950) (951) (952) (953) (954) (955) (956) (957) (958) (959) (960) (961) (962) (963) (964) (965) (966) (967) (968) (969) (970) (971) (972) (973) (974) (975) (976) (977) (978) (979) (980) (981) (982) (983) (984) (985) (986) (987) (988) (989) (990) (991) (992) (993) (994) (995) (996) (997) (998) (999) (1000)

SERVICEABLE EXCESS SUBMITTAL FORM: NON-GP ITEMS

1001906286	2920	ALTERNATOR	N/A	N/A	N/A	\$225.46	3	\$676.38	CAP	159	10TMPA-PCARRS	A1
1000000872	5330	GASKET THERMOSTAT	N/A	N/A	N/A	\$2.81	8	\$22.48	CAP	159	10TMPBA-PCARRS	A1
1002389521	2377	CHAIN SPROCKET	N/A	N/A	N/A	\$45.01	2	\$90.02	CAP	159	10TMPBB-PCARRS	A1
1000411452	4010	CHAIN ROLLER	N/A	N/A	N/A	\$135.01	5	\$675.05	CAP	159	10TMPBC-PCARRS	A1
1000236078	5330	SEAL	N/A	N/A	N/A	\$25.01	21	\$525.21	CAP	159	10TMPBD-PCARRS	A1
1002400273	3132	SWITCH	N/A	N/A	N/A	\$65.01	2	\$130.02	CAP	159	10TMPG-PCARRS	A1
1002422472	2484	FILTER FUEL	N/A	N/A	N/A	\$11.00	2	\$22.00	CAP	159	10TMPD-PCARRS	A1
1001616054	6007	FILTER OIL	N/A	N/A	N/A	\$4.99	9	\$44.91	CAP	159	10TMPE-PCARRS	A1
1000681173	2520	FUEL FILTER	N/A	N/A	N/A	\$31.01	4	\$124.04	CAP	159	10TMRE-PCARRS	A1
1002388142	2940	FILTER ELEMENT 921889/0009	N/A	N/A	N/A	\$136.98	2	\$273.96	CAP	159	10TMPG-PCARRS	A1
1002332278	2590	MODULE ELECTRONIC CONTROL	N/A	N/A	N/A	\$800.00	2	\$1,200.00	CAP	159	10TMPL-PCARRS	A1
1002532335	6007	FILTER TRANSMISSION	N/A	N/A	N/A	\$34.79	9	\$313.11	CAP	159	10TMPJ-PCARRS	A1
1002402698	6007	FILTER FUEL	N/A	N/A	N/A	\$15.01	24	\$360.24	CAP	159	10TMPK-PCARRS	A1
1002402666	2593	FILTER FUEL WATER SEPERATOR	N/A	N/A	N/A	\$16.01	1	\$16.01	CAP	159	10TMPLA-PCARRS	A1
1002400919	2501	FILTER FUEL	N/A	N/A	N/A	\$10.01	1	\$10.01	CAP	159	10TMPLB-PCARRS	A1
1002390488	5330	GASKET PKG	N/A	N/A	N/A	\$1.48	2	\$2.96	CAP	159	10TMPLC-PCARRS	A1
1002338668	5341	BRACKET CONNECTION	N/A	N/A	N/A	\$135.01	1	\$135.01	CAP	159	10TMPLD-PCARRS	A1
1000231200	6007	FILTER FUEL IN-LINE NSN:2910-0	N/A	N/A	N/A	\$2.16	10	\$21.60	CAP	159	10TMPLF-PCARRS	A1
1002397852	6007	AIR FILTER	N/A	N/A	N/A	\$17.02	2	\$34.04	CAP	159	10TMPM-PCARRS	A1
1002358997	2695	ISOLATOR VIBRATION P/N:363366	N/A	N/A	N/A	\$609.98	6	\$3,659.88	CAP	159	10TMPN-PCARRS	A1
1002134627	2738	KIT WATER PUMP REPAIR	N/A	N/A	N/A	\$300.00	4	\$1,200.00	CAP	159	10TMPPP-PCARRS	A1
1002337938	5445	BRACE TUBE	N/A	N/A	N/A	\$75.01	1	\$75.01	CAP	159	10TMPQ-PCARRS	A1
1002392954	3159	TUBE WATER TRANSFER	N/A	N/A	N/A	\$106.79	16	\$1,708.64	CAP	159	10TMRS-PCARRS	A1
1001319039	2690	MOTOR STARTER CONTROL	N/A	N/A	N/A	\$350.01	1	\$350.01	CAP	159	10TMPT-PCARRS	A1
1002174504	2585	GOVERNER ASSEMBLY	N/A	N/A	N/A	\$1,000.00	1	\$1,000.00	CAP	159	10TMPLA-PCARRS	A1
1002358202	2779	MODULE ELECTRONIC CONTROL	N/A	N/A	N/A	\$1,314.80	1	\$1,314.80	CAP	159	10TMPV-PCARRS	A1
1000601683	2580	P/O ASSY	N/A	N/A	N/A	\$550.00	2	\$1,100.00	CAP	159	10TMPW-PCARRS	A1
1001932973	2930	COOLANT BYPASS LINE	N/A	N/A	N/A	\$37.21	1	\$37.21	CAP	159	10TMR-PCARRS	A1

INVENTORY DISPOSAL SCHEDULE (See Reverse for Instructions) (See FAR 52.245-1(j))	1. TYPE (Check box(es) where applicable) <input type="checkbox"/> TERMINATION <input checked="" type="checkbox"/> INVENTORY <input type="checkbox"/> FINAL SCHEDULE	2. SCHEDULE REFERENCE NUMBER 9148-1810	PAGE NO. 1 NO. OF PAGES 1	CMB No.: 9000-0078 Expires: 2/28/2010
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405.				
3. PRIME CONTRACT NO. DAAA08-02-D-0007	4. SUBCONTRACTOR P.C. NO. KBR	5. CONTRACT TYPE C/P/AF	6. TERM/DOCKET NUMBER N/A	7. TOTAL LINE ITEMS WEIGHT 100 LBS. \$15,122.60
8. CAGE CODE 3GJL9	9. PRIME CONTRACTOR (Point of Contact) KELLOG BROWN & ROOT	10a. CAGE CODE 10b. SUBCONTRACTOR (Point of Contact)	10c. STREET ADDRESS CAMP TAJI, IRAQ	10d. CITY, STATE, AND ZIP CODE APO AE 09378
11a. LOCATION OF PROPERTY CAMP TAJI, IRAQ	11b. POINT OF CONTACT FOR PROPERTY FLAMUR DUGOLLI	12. PRODUCT COVERED BY CONTRACT ORDER		
13. ITEM NO. 1 SEE ATTACHMENT	14. ITEM DESCRIPTION CA	15. GOVT. DRAWING NUMBER AND REVISION NUMBER 17790173	16. GOVT. CONDITION A1	17. QUANTITY 28 EA
		18. UNIT OF MEASURE EA	19. UNIT PRICE \$540.10	20. TOTAL COST \$15,122.80
		21. CONTRACTOR'S OFFER		
24a. SIGNATURE OF CONTRACTOR SUBMITTING SCHEDULE EST WGT 100 LBS		24b. NAME OF CONTRACTOR SUBMITTING SCHEDULE Flamur Dugolli		
24c. DATE		24d. TITLE Property Administrator		

STANDARD FORM 1428 (REV. 6/2007)
 Prescribed by GSA-FAR (48 CFR) 53.245(e) and 53.248(b)

INSTRUCTIONS

The Contractor shall submit all schedules to the Plant Clearance Officer.

Manual submissions. Prepare a separate schedule for items in each property classification (block 17) and a separate schedule for scrap. Submit an original and 2 copies of each scrap schedule and continuation sheet (SF 1429). For other schedules, an original and 7 copies are required.

Electronic submissions. Group all items of the same property classification. Submit separate schedules for scrap.

General instructions.

BLOCKS 1, 2 & 4 - Self-explanatory.

BLOCK 3 - PRIME CONTRACT NO. (For contract modifications and BOAs). If the property applies solely to one contract modification indicate the modification number after the contract number. For task orders and orders under basic ordering agreements, enter the contract number or BOA number followed by the order number under which the property is accountable.

BLOCK 5 - CONTRACT TYPE. Use one of the following codes:

J - Fixed Price
 O - Other
 S - Cost Reimbursement
 Y - Time and Material
 Z - Labor Hour
 B - Task Order Contracts and Orders under Basic Ordering Agreements (BOAs)

BLOCKS 6 - 8 - Self-explanatory.

BLOCKS 9a and 10a - CAGE CODE. Enter the Commercial and Government Entity code when applicable.

BLOCKS 9b-d, 10b-d, and 11a-13 - Self-explanatory.

BLOCK 14 - ITEM DESCRIPTION. Describe each item in sufficient detail to permit the Government to determine its appropriate disposition. Scrap may be described as a lot including metal content, estimated weight and estimated acquisition cost. For all other property, provide the information required by FAR 52.245 - 1 (f)(1)(iii). List the national stock number (NSN) first. For the following, also provide:

Special tooling and special test equipment. Identify each part number with which the item is used.
Computers, components thereof, peripheral and related equipment. The manufacturer's name, model and serial number, and date manufactured.
Work in process. The estimated percentage of completion.
Precious metals. The metal type and estimated weight.
Hazardous material or property contaminated with hazardous material. The type of hazardous material.

Metals in mill product form. The form, shape, treatments, hardness, temper, specification (commercial or Government), and dimensions (thickness, width, and length).

BLOCK 15 - GOVERNMENT FURNISHED/CONTRACTOR ACQUIRED. Per line item, enter one of the following:

GF - Government furnished
 CA - Contractor acquired

BLOCK 16 - DML CODE. (Demilitarization code). If applicable, enter the code specified in DoD 4180.21-M-1.

BLOCK 17 - PROPERTY CLASSIFICATION. Use one of the following classifications for each line item:

EQ - Equipment
 M - Material
 STE - Special test equipment
 ST - Special tooling

In addition, when applicable, list one of the following sub classifications for each line item below the property classification:

COM - Computers, peripherals, etc.
 AAE - Arms, ammunition and explosives
 PM - Precious metals
 HAZ - Hazardous materials
 ME - Metals in mill product form
 WIP - Work in process
 CL - Classified

BLOCK 18 - Self-explanatory.

BLOCK 19 - CONDITION CODE. Assign one of the following codes to each item:

Code 1: Property which is in new condition or unused condition and can be used immediately without modifications or repairs.

Code 4: Property which shows some wear, but can be used without significant repair.

Code 7: Property which is unusable in its current condition but can be economically repaired.

Code X: Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

Code S: Property has no value except for its basic material content.

BLOCKS 20 - 22 - Self-explanatory.

BLOCK 23 - CONTRACTOR'S OFFER. The Contractor's offer to purchase the item if it survives screening.

KBR

USMI-APO AE 09316 BAGHDAD, IRAQ
LOGCAP III SUPPORT CONTRACT DAAA09-02-D-0007
PHONE: 713-445-5105

MEMORANDUM

DATE: June 2, 2009
TO: Defense Contract Management Agency
Defense Contract Management District International
ATTN: Plant Clearance Officer
FROM: KBR Client Owned Equipment Manager
SUBJECT: Request for Disposition, Case Number: 9153-1308

KBR received disposition instructions for the attached stock property. It has been determined that the equipment is excess to the contract and there is no further use for the property in support of the mission requirements. The attached list of stocks have been reviewed for local level requirements throughout the theater of operations. At this time, there are no forward requirements in support of the current mission.



None SEE ATTACHED

Please direct all questions regarding this letter to the undersigned at 713-445-5105.

David Roy 348145

For David Roy
Property Manager
USMI, Baghdad, Iraq

Gzim Holtha 357718

Gzim Holtha
Material Control Supervisor
USMI, Baghdad, Iraq

Michael Cowles
Michael Cowles
DPM of Support #306529

Kim Poole
Project Manager
USMI, Baghdad, Iraq

Betsy Meador 365955
Betsy Meador 365955
Theater Re-Distribution (DMC)

KBR, Inc.

KELLOGG BROWN & ROOT PROPRIETARY DATA - SOURCE SELECTION INFORMATION - SEE FAR 3.104

NOTE: IN ADDITION TO PROTECTION UNDER FEDERAL ACQUISITION REGULATION 3.104 THIS DOCUMENT CONTAINS INFORMATION WHICH MAY BE WITHHELD FROM THE PUBLIC BECAUSE DISCLOSURE WOULD CAUSE A FORESEEABLE HARM TO AN INTEREST PROTECTED BY ONE OR MORE EXEMPTIONS OF THE FREEDOM OF INFORMATION ACT, 5 USC SECTION 552. FURTHERMORE, IT IS REQUESTED THAT ANY GOVERNMENT ENTITY RECEIVING THIS INFORMATION ACT IN ACCORDANCE WITH DOD 8400.7-R, AND CONSIDER THIS INFORMATION AS BEING FOR OFFICIAL USE ONLY (FOUO), AND NOT REPRODUCE, HANDLE AND STORE THE INFORMATION SO AS TO PREVENT UNAUTHORIZED ACCESS.

INVENTORY PROPOSAL SCHEDULE
 (One Review for Instructions)
 (See FAR 53.224-2(h)(3) and 53.224-2(d)(2))

1. TYPE (Check boxes, when applicable)
 TERMINATION FINAL SCHEDULE
 INVENTORY

2. SCHEDULE REFERENCE NUMBER
9153-1308

3. PRIME CONTRACT NO.
DAAB09-02-D-0007

4. SUBCONTRACTOR P.O. NO.
KBR

5. CONTRACT TYPE
9

6. PRIME CONTRACTOR (Print or Contact)
DAVID ROY@KBR.COM

7. TOTAL LINE ITEMS
21

8. TOTAL ACQUISITION COST
\$10,749,88

9. GAGE CODE
DAVID ROY@KBR.COM

10. SUBCONTRACTOR (Print or Contact)

11. STREET ADDRESS
APD AE 08316

12. CITY, STATE AND ZIP CODE
USMI CENTRAL BAGHDAD, IRAQ

13. LOCATION OF PROPERTY
USMI CENTRAL BAGHDAD, IRAQ

14. POINT OF CONTACT FOR PROPERTY
FREDDIE ADAMS@KBR.COM

15. PRODUCT COVERED BY CONTRACT ORDER
TO #161

16. ITEM NO.	14. ITEM DESCRIPTION	17. ACQUISITION METHOD	18. GOVERNMENT PART OR DRAWING NUMBER AND REVISION NUMBER	19. QUANTITY	20. UNIT OF MEASURE	22. COST		23. CONTRACTOR'S OFFER
						UNIT (a)	TOTAL (b)	
1	SHOCK ABSORBER REAR	CA	100005131	25	EA	\$175.72	\$4,393.00	
2	REGULATOR WINDOW FRT LH	CA	1001335826	2	EA	\$230.00	\$460.00	
3	SHOCKS REAR	CA	1002416138	2	EA	\$28.47	\$56.94	
4	SHOCKS	CA	1002427017	1	EA	\$70.00	\$70.00	
5	ABSORBERS SHOCK FRONT	CA	1002490261	1	EA	\$22.02	\$22.02	
6	DAMPER ASSEMBLY STEERING	CA	1000012763	1	EA	\$93.51	\$93.51	
7	FLYWHEEL	CA	1000015393	1	EA	\$100.01	\$100.01	
8	DRAG LINK	CA	1001924786	1	EA	\$124.00	\$124.00	
9	ARM IDLER	CA	1002403290	2	EA	\$91.00	\$182.00	
10	LAMP KIT FOG LH	CA	1000012419	1	EA	\$250.83	\$250.83	
11	FILTER AIR	CA	1000042380	1	EA	\$6.50	\$6.50	

24. SIGNATURE OF CONTRACTOR SUBMITTING SCHEDULE
David L. Roy

24a. NAME OF CONTRACTOR SUBMITTING SCHEDULE
DAVID L. ROY

24b. TITLE
PROPERTY MANAGER

24c. DATE
02 JUN 2009

STANDARD FORM 5428 (REV. 5/2004)
 Prescribed by GSA-FAR (48 CFR) 53.224(b)
 Preclude action not usable

INVENTORY DISPOSAL SCHEDULE - CONTINUATION SHEET

2. SCHEDULE REFERENCE NUMBER
9153-1308
KBR USNG 453-431MP

PAGE NO. 2

NO. OF PAGES 2

DIMS No.: 400-0976
Expires: 103-12804

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

13. ITEM NO.	14. ITEM DESCRIPTION	15. QUANTITY	16. UNIT	17. GOVT PART OR DRAWING NUMBER AND REVISION NUMBER	18. GOVT PART OR DRAWING NUMBER AND REVISION NUMBER	19. CODE	20. QUANTITY	21. UNIT OF MEASURE	22. COST		23. CONTRACTOR'S OFFER
									UNIT (B)	TOTAL (B)	
12	FILTER AIR	CA			1000413885		1	EA	\$26.15	\$26.15	
13	HEADLIGHT ASSY LEFT	CA			1001930827		3	EA	\$242.93	\$728.79	
14	LEFT REAR TAIL LAMP	CA			1002065713		1	KIT	\$81.88	\$81.88	
15	RADIO MOBILE UHF	CA			1000074803		1	EA	\$78.56	\$78.56	
16	SEAT BELT REAR LEFT	CA			1002454830		1	EA	\$50.25	\$50.25	
17	A/C CONDENSOR	CA			1001820203		2	EA	\$195.00	\$390.00	
18	A/C COMPRESSOR	CA			1001933876		2	EA	\$728.50	\$1,457.00	
19	CONDENSER A/C	CA			1002415618		4	EA	\$175.00	\$700.00	
20	FILTER FUEL	CA			1002415855		46	EA	\$91.43	\$1,445.78	
21	14 METRIC LUG WRENCH	CA			1000863420		8	EA	\$11.48	\$91.84	

STANDARD FORM 1429 (REV. 5/2004)
Prescribed by GSA-FAR (48 CFR) 63.246(e) and (6) and (6)(246(b))

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition not usable

INSTRUCTIONS

The Contractor shall submit all schedules to the Plant Clearance Officer.

Manual submissions. Prepare a separate schedule for items in each property classification (block 17) and a separate schedule for scrap. Submit an original and 2 copies of each scrap schedule and continuation sheet (SF 1429). For other schedules, an original and 7 copies are required.

Electronic submissions. Group all items of the same property classification. Submit separate schedules for scrap.

General Instructions.

BLOCKS 1, 2 & 4 – Self-explanatory.

BLOCK 3 – PRIME CONTRACT NO. (For contract modifications and BOAs). If the property applies solely to one contract modification indicate the modification number after the contract number. For task orders and orders under basic ordering agreements, enter the contract number or BOA number followed by the order number under which the property is accountable.

BLOCK 5 – CONTRACT TYPE. Use one of the following codes:

- J – Fixed-Price
- Q – Other
- S – Cost-Reimbursement
- Y – Time-and-Material
- Z – Labor-Hour
- 9 – Task Order Contracts and Orders under Basic Ordering Agreements (BOAs)

BLOCKS 6-8 – Self-explanatory.

BLOCKS 9a and 10a – CAGE CODE. Enter the Commercial and Government Entity code when applicable.

BLOCKS 9b-d, 10b-d and 11a-13 – Self-explanatory

BLOCK 14 – ITEM DESCRIPTION. Describe each item in sufficient detail to permit the Government to determine its appropriate disposition. Scrap may be described as a lot including metal content, estimated weight and estimated acquisition cost. For all other requests, provide the information required by FAR Part 25.106. Use the national stock number (NSN) field, if the following are possible:

Special tooling and special test equipment. Identify each part number with which the item is used.

Computers, components thereof, peripheral and related equipment. The manufacturer's name, model and serial number, and date manufactured.

Work in process. The estimated percentage of completion.

Precious metals. The metal type and estimated weight.

Hazardous material or property contamination with hazardous material. The type of hazardous material.

Metals in mill product form. The form, shape, treatment, hardness, temper, specification (commercial or Government) and dimensions (thickness, width, and length).

BLOCK 15 – GOVERNMENT FURNISHED/CONTRACTOR ACQUIRED. Per line item, enter one of the following:

- GF – Government furnished
- CA – Contractor acquired

BLOCK 16 – DML CODE. (Demilitarization code). If applicable, enter the code specified in DoD 4160.21-M-1.

BLOCK 17 – PROPERTY CLASSIFICATION: Use one of the following classifications for each line item:

- EQ – Equipment
- M – Material
- STE – Special test equipment
- ST – Special tooling
- APP – Agency peculiar property

In addition, when applicable, list one of the following sub classifications for each line item below the property classification:

- COM – Computers, peripherals, etc.
- AAE – Arms, ammunition and explosives
- PM – Precious metals
- HAZ – Hazardous materials
- ME – Metals in mill product form
- WIP – Work in process
- CL – Classified

BLOCK 18 – Self-explanatory.

BLOCK 19 – CONDITION CODE. Assign one of the following codes to each item.

Code 1. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.

Code 4. Property which shows some wear, but can be used without significant repair

Code 7. Property which is unusable in its current condition but can be economically repaired.

Code X. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

Code 9. Property has no value except for its basic material content.

BLOCK 20-22 – Self-explanatory.

BLOCK 23 – CONTRACTOR'S OFFER. The Contractor's offer to purchase the item if it survives screening.

STANDARD FORM 1428 (REV. 5/2004) BACK

KBR-USMI-9153-603TIMPK

SERVICEABLE EXCESS SUBMITTAL FORM: NON-GP ITEMS

100051131	2510	SHOCK ABSORBER REAR	N/A	48531-26710	N/A	\$175.72	25	\$4,393.00	CA	151	LC-IRQ-US-KSS	A1
1001335526	2510	REGULATOR WINDOW FRT LH	N/A	19120846	19120846	\$230.00	2	\$460.00	CA	151	LC-IRQ-US-KSS	A1
1002416138	2510	SHOCKS REAR	N/A	48530-60060	N/A	\$28.47	2	\$56.94	CA	151	LC-IRQ-US-KSS	A1
1002427017	2510	SHOCKS	N/A	N/A	N/A	\$70.00	1	\$70.00	CA	151	LC-IRQ-US-KSS	A1
1002490261	2510	ABSORBERS SHOCK FRONT	N/A	N/A	N/A	\$22.02	1	\$22.02	CA	151	LC-IRQ-US-KSS	A1
1000012753	2520	DAMPER ASSEMBLY STEERING	N/A	N/A	N/A	\$93.51	1	\$93.51	CA	151	LC-IRQ-US-KSS	A1
1000015393	2520	FLYWHEEL	N/A	N/A	N/A	\$100.01	1	\$100.01	CA	151	LC-IRQ-US-KSS	A1
1001924786	2520	DRAG LINK	N/A	89000779	N/A	\$124.00	1	\$124.00	CA	151	LC-IRQ-US-KSS	A1
1002403298	2520	ARM OLDER	N/A	88535	N/A	\$91.00	2	\$182.00	CA	151	LC-IRQ-US-KSS	A1
1000012419	2530	LAMP KIT FOG LH	N/A	N/A	N/A	\$250.83	1	\$250.83	CA	151	LC-IRQ-US-KSS	A1
1000042350	2530	FILTER AIR	N/A	N/A	N/A	\$8.50	1	\$8.50	CA	151	LC-IRQ-US-KSS	A1
1000413885	2530	FILTER AIR	N/A	17801-82010	N/A	\$28.15	1	\$28.15	CA	151	LC-IRQ-US-KSS	A1
1001930927	2530	HEADLIGHT ASSY LEFT	N/A	18528135	N/A	\$242.93	3	\$728.79	CA	151	LC-IRQ-US-KSS	A1
1002055713	2530	LEFT REAR TAIL LAMP	N/A	N/A	N/A	\$91.88	1	\$91.88	CA	151	LC-IRQ-US-KSS	A1
1000074005	2540	RADIO MOBILE UHF	N/A	M34GMC28C3	N/A	\$75.89	1	\$75.89	CA	151	LC-IRQ-US-KSS	A1
1002454590	2540	SEAT BELT REAR LEFT	N/A	N/A	N/A	\$80.25	1	\$80.25	CA	151	LC-IRQ-US-KSS	A1
1001320203	2580	A/C CONDENSOR	N/A	92110-VK600	N/A	\$165.00	2	\$330.00	CA	151	LC-IRQ-US-KSS	A1
1001933876	2590	A/C COMPRESSOR	N/A	N/A	N/A	\$728.59	2	\$1,457.00	CA	151	LC-IRQ-US-KSS	A1
1002415618	2590	CONDENSER A/C	N/A	N/A	N/A	\$175.00	4	\$700.00	CA	151	LC-IRQ-US-KSS	A1
1002415955	2845	FILTER FUEL	N/A	N/A	N/A	\$31.43	46	\$1,245.78	CA	151	LC-IRQ-US-KSS	A1
1000863420	5110	14 METRIC LUG WRENCH	N/A	N/A	N/A	\$11.48	8	\$91.84	CA	151	LC-IRQ-US-KSS	A1
								\$10,748.89				

KBR

Kellogg Brown & Root Services Inc

DATE: 2-Jun-09SITE: USM-N KIRKUK**TECHNICAL INSPECTION**To: **Materials Manager**From: JERRY PARKER Badge #: 411352 Signature: **ALL INSPECTIONS AND EQUIPMENT CONDITION CODES (CC) ON THIS FORM HAVE BEEN DETERMINED BY THE UNDERSIGNED**Inspected By: BOJAGIC NEVZET Signature:  SAP#: 440219

IDGP Number	Description	Deficiency	Code
1000051131	SHOCK ABSORBER REAR	NEW	A1
1001335526	REGULATOR WINDOW-FRT LH	NEW	A1
1002416138	SHOCKS REAR	NEW	A1
1002427017	SHOCKS	NEW	A1
1002480281	ABSORBERS SHOCK FRONT	NEW	A1
1000012753	DAMPER ASSEMBLY STEERING	NEW	A1
1000015393	FLYWHEEL	NEW	A1
1001924796	DRAG LINK	NEW	A1
1002403298	ARM IDLER	NEW	A1
1000012419	LAMP KIT FOG LH	NEW	A1
1000042360	FILTER AIR	NEW	A1
1000413885	FILTER AIR	NEW	A1
1001930927	HEADLIGHT ASSY LEFT	NEW	A1
1002055713	LEFT REAR TAIL LAMP	NEW	A1
1000074003	RADIO MOBILE UHF	NEW	A1

CODE	DESCRIPTION
A1	New-Used-Repaired for immediate issue
A4	New-Used-Repaired without significant repair required
B1	Used-Repaired for immediate issue by limited service life expectancy
B4	Used-Repaired without significant repair required
F7	Unusable in current condition - Economically repairable
HX	Unserviceable - Uneconomically repairable-rehabilitation is impractical
SS	Property has no value except for its basic material content (scrap)

21-Sep-06 Rev 3

KBR

Kellogg Brown & Root Services Inc

DATE: 2-Jun-09

SITE: USAM-N KIRKUK

TECHNICAL INSPECTION

To: **Materials Manager**

From: JERRY PARKER Badge #: 411352 Signature: 

ALL INSPECTIONS AND EQUIPMENT CONDITION CODES (CC) ON THIS FORM HAVE BEEN DETERMINED BY THE UNDERSIGNED

Inspected By: BOJAGIC NEVZET Signature:  SAP#: 440219

ID/MP Number	Description	Deficiency	Code
1002454830	SEAT BELT REAR LEFT	NEW	A1
1001320203	A/C CONDENSOR	NEW	A1
1001933876	A/C COMPRESSOR	NEW	A1
1002415818	CONDENSER A/C	NEW	A1
1002415855	FILTER FUEL	NEW	A1
1000883420	14 METRIC LUG WRENCH	NEW	A1

- CODE DESCRIPTION
- A1 New-Used-Repaired for immediate issue
 - A4 New-Used-Repaired without significant repair required
 - B1 Used-Repaired for immediate issue by limited service life expectancy
 - B4 Used-Repaired without significant repair required
 - F7 Unusable in current condition - Economically repairable
 - HX Unserviceable - Uneconomically repairable-rehabilitation is impractical
 - SS Property has no value except for its basic material content (scrap)

From: Geoffrey Howard
Sent: Wednesday, June 24, 2009 1:06 PM
To: Ralph Sanchez
Subject: FW: PCARSS

Have a read...

Geoffrey Howard
IBM Maximo - Business Systems Analyst

KBR, Inc.
Kuwait Support Office-KGL Warehouse
Mina Abdullah Industrial Area
Hawally 40 South
APO AE 09366
Office: 713-970-5163

IT Security and proper usage of computer resources is everyone's responsibility.
For assistance, please contact either your Local IT department, the Global Service Desk, or use the GetIT system.

KBR IT Global Service Desk Number
Houston / Middle East / Overseas dial: 713-753-4357

IBM MAXIMO
Production:
Training: <http://kbrmaximotrain/maximo>

From: John Vujic
Sent: Wednesday, June 24, 2009 12:02
To: DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS
Cc: DL_KBR LOGCAP III HQ THEATER PSM; Tracy Townsend; Rochelle Knight
Subject: PCARSS

Material Managers,

This is a pre warning of a technical direction bulletin regarding PCARSS that will be sent in the next 7 days.

Attached is the new memo for PCARSS. It is no longer a requirement to send to the DMC.

The new step in this process is to reserve the items in STEAM against your PCARSS schedule. The intent is to not cross level PCARSS items once they are reserved. However, if the items are for a deadline, or electrical – the request may still be made to cross level, and will be reviewed on a case by case transaction by HQ.

Please implement today,

Rochelle Knight
QuEST Materials
Theater Materials Manager
KBR, Inc.
F-1 ID# 43382
APO AE 09344
Office Phone: 281-669-2630 (Houston # Rings in Iraq)

[Click here for the
Theater Training Center for Excellence
Website](#)

From: John Vujic
Sent: Thursday, June 18, 2009 6:33 PM
To: DL_KBR LOGCAP III HQ THEATER PSM; DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS
Cc: Rochelle Knight; Conor O'Muirgheasa
Subject: PCARSS

All,

The intent of the PCARSS process is to demonstrate that all reasonable steps possible have been taken to ensure that all of the items being sent to the PCARSS process have no remaining use on the LOGCAP III project, that KBR has done everything possible to maximize the usage of these items - currently the way the system has been set up it is not being done with the due diligence.

That being said, we are going to change the way that DMC reviews schedules. DMC will now look at PCARSS for cross level options with the following guidelines. (This is a change from what has been put out during Material Manager calls, and PSM calls)

For PCARSS schedules not already at the DMC awaiting signature:

A revised PCARSS procedure is being developed. – more to come, please hold off on sending any more schedule until the new format is released.

For PCARSS schedules currently at the DMC awaiting signature:

1. DMC will contact each POC for each schedule and request a copy of the spreadsheet which lists the items on the schedule in a standard format
2. DMC will compile all MRNs from all current schedules into one spreadsheet, checking for duplicates
3. DMC will check all MRNs against all currently active MRs and determine appropriate action to take to ensure that all possible steps have been taken to use this material elsewhere in theater if appropriate.

For any questions, please contact Conor O'Muirgheasa @ the DMC.

Rochelle Knight
QuEST Materials
Theater Materials Manager
KBR, Inc.
F-1 ID# 43382
APO AE 09344
Office Phone: 281-669-2630 (Houston # Rings in Iraq)

[Click here for the
Theater Training Center for Excellence
Website](#)



CAMP SPEICHER • APO AE 09393 • TIKRIT, IRAQ
LOGCAP III SUPPORT CONTRACT • DAAA09-02-D-0007
PHONE: 713-970-5457

MEMORANDUM

DATE:

TO: Defense Contract Management Agency
Defense Contract Management District International

ATTN: Plant Clearance Officer

FROM: KBR Client Owned Equipment Manager
KBR Material Control Manager

SUBJECT: Request for Disposition. Schedule Number:



KBR request disposition instructions for the attached listed property. It has been determined that this property is excess to the contract and there is no further use in support of the mission requirements. The attached list of item(s) have been screened for cross level requirements throughout the theater of operation. At this time, there are no foreseeable requirements in support of the current mission.



Please direct all questions regarding this letter to the undersigned at: _____

OR

Property Manager
C Sites - Tikrit, Iraq

Material Control Manager
C Sites – Tikrit, Iraq

KBR, Inc.

KELLOGG BROWN & ROOT PROPRIETARY DATA - SOURCE SELECTION INFORMATION - SEE FAR 3.104

NOTE: IN ADDITION TO PROTECTION UNDER FEDERAL ACQUISITION REGULATION 3.104 THIS DOCUMENT CONTAINS INFORMATION WHICH MAY BE WITHHELD FROM THE PUBLIC BECAUSE DISCLOSURE WOULD CAUSE A FORESEEABLE HARM TO AN INTEREST PROTECTED BY ONE OR MORE EXEMPTIONS OF THE FREEDOM OF INFORMATION ACT, 5 USC SECTION 552. FURTHERMORE, IT IS REQUESTED THAT ANY GOVERNMENT ENTITY RECEIVING THIS INFORMATION ACT IN ACCORDANCE WITH DoD 5400.7-R, AND CONSIDER THIS INFORMATION AS BEING FOR OFFICIAL USE ONLY (FOUO), AND MARK, HANDLE AND STORE THIS INFORMATION SO AS TO PREVENT UNAUTHORIZED ACCESS.

From: Conor O'Muirgheasa
Sent: Wednesday, June 24, 2009 3:39 AM
To: Geoffrey Howard
Subject: FW: PCARSS

Attachments: Analysis of one line from a G6 PCARSS schedule.ppt; Simple PCARSS process V1.ppt
The below will probably get me in a lot of trouble.

Still, I felt that it was the right thing to do.

Conor

Conor F. O'Muirgheasa, PhD
Deputy Theater PSM Manager - Supply
KBR, Inc.
Currently located in Kuwait at the DMC, phone 713-445-3519
APO AE 09344 - HQ
Logcap III Headquarters
Building 2, Office 24
Baghdad, Iraq

Phone: 281-669-1960

From: Conor O'Muirgheasa
Sent: Wednesday, June 24, 2009 13:03
To: Elias Faris; Rochelle Knight; Tracy Townsend
Cc: Jim Haught
Subject: PCARSS

Hi all:
Please have a look at the attached PowerPoint presentation.

It describes what is proposed to be done with one line tem from a PCARSS schedule.

When I read the new proposed wording for future PCARSS schedules, unless you propose to design some other PCARSS screening process of which I am unaware, there are three statements contained in it that concern me.

1. "It has been determined that this property is excess to the contract and there is no further use in support of the mission requirements."
 - a. Given the current process, that statement will only be true for the particular site, and it is highly unlikely to be true for the entire theater.
2. "The attached list of item(s) have been screened for cross level requirements throughout the theater of operation."
 - a. Given the current process, that step will not be done for this item, it is not a true statement.
3. "At this time, there are no foreseeable requirements in support of the current mission."
 - a. Given the current process, this is not a true statement.

The proposed action is not in accordance with Jim Haught's direction to me, which was to ensure that all steps reasonable had been taken to ensure that there was absolutely no further need for items anywhere in theater before sending them to PCARSS.

I strongly urge reconsideration of the steps about to be taken.

I have attached a second PPT presentation containing some initial, unfinished, thoughts on a more rigorous PCARSS process, more in line, in my opinion, with Jim's intent and indeed with properly determining that material is in fact excess.

I had hoped to have had the opportunity to discuss this with all of you to, among us, come up with a better process, and I would still be interested in doing so.

There, I have assuaged my conscience by doing this.

Sincerely,
Conor

Conor F. O'Muirghéasa, PhD
Deputy Theater PSM Manager - Supply
KBR, Inc.
Currently located in Kuwait at the DMC, phone 713-445-3519
APO AE 09344 - HQ
Logcap III Headquarters
Building 2, Office 24
Baghdad, Iraq

Phone: 281-669-1960

Analysis of one line from a G6 PCARSS schedule

KBR

CAMP DELTA APO AE 09817
LOGCAP III SUPPORT CONTRACT # DAAA09-02-D-0007
PHONE: 281-669-2413

MEMORANDUM

First line chosen:
a tire tube

DATE: 7 June 2009

TO: Defense Contract Management Agency
Defense Contract Management District International

ATTN: Plant Clearance Officer

FROM: Coretta K. Savoy, KBR Client Owned Equipment Admin. Manager, 338825

SUBJECT: Request for Disposition, Case Number 9158-1100

KBR request disposition instructions for the attached listed property. It has been determined that this equipment is excess serviceable items to the contract and there is no further use for the property in support of the mission requirements. The attached lists of item(s) have been screened for cross level requirements throughout the theater of operation. The items have been screened and verified there are no foreseeable requirements in support of the current mission at this time.

SN	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
N/A	TIRE TUBE, 12.00-24	A1	60	EA	\$16.00
N/A	KIT REPAIR TIRE PUNCTURE	A1	10	EA	\$23.35
N/A	SWITCH KEY IGNITION	A1	2	EA	\$19.50
					\$950.00
					\$283.50
					\$39.00

ASL report shows that this MRN is carried in 32 storerooms in theater

ASL	2ND_AS1_YEAR	B	C	D	E	F	NUM
1	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-A1-0035	ITM-Main Warehouse JBB	TAYAAH
4	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-B1-0002	LC-IRQ-B1-TREC	X LEVEL B1
5	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-C1-TREC	C1 TREC STOREROOM	MP178880
6	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-C7-0029	C7 - MAIN STORE ROOM (ACTIVE)	EBFBA002
7	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-C7-0040	INACTIVE C7 Warehouse	EBFBA001
8	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-C7-TREC	C7 - WAREHOUSE TREC	MP178880
9	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D1-0001	D-D1- Shield-Warehouse	MA-AAFL
10	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D1-0001	D-D1- Shield-Warehouse	CONMT-ABBA
11	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D11-0001	D11 HAMMER GENERAL WAREHOUSE	TP3ADDA
12	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D4-0011	D4-Falcon-Warehouse	ATIAH
13	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D7-0017	D7-RUSTAMIYAH CLOSURE STOREROOM (CAN NOT XLVL)	REQ456800
14	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-D8-0014	D8 NTV Storeroom	WBCAAJAA
15	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-G3-0002	G-G3-A1K-Main Warehouse	LYM02-18
16	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-G3-0002	G-G3-A1K-Main Warehouse	LYM02-18
17	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-G3-0002	G-G3-A1K-Main Warehouse	LYM02-18
18	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-G3-0002	G-G3-A1K-Main Warehouse	LYM02-18
19	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	1A90
20	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	T2P3A2526
21	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	4750012190
22	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	T2P3A31
23	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	16A11T015
24	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	RCPT172N
25	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	4750016082
26	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	11A151617
27	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	8A10
28	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	T2P3A30
29	2ND ASL YEAR	INCORRECT: MUST BE CATEGORY NS	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0001	INACTIVE: DO NOT USE	4750012615
30	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0036	Inventory-Regulated Medical Waste	WM24A
31	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T1-0041	Inventory-HYM	HIM04-AA-A3
32	1ST ASL YEAR	INCORRECT: CATEGORY: SHOULD BE SP	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T4-0002	General Warehouse	LYM03-A-1-A-2
33	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T4-0030	INACTIVE (Inventory-LVM)	LYM03AAACA
34	2ND ASL YEAR	CATEGORY CORRECT	1000247185	TIRE TUBE 12.00.24	LC-IRQ-T4-0030	INACTIVE (Inventory-LVM)	LYM03AAACA

In 6 of these storerooms, the current category is correct, per the ASL report

The screenshot shows an Excel spreadsheet with the following data table:

ASL Year	Category Correct	Inventory Location	Inventory Description	Quantity	ASL Year	Category Correct
2009	Y	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	Y
2009	Y	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	Y
2009	Y	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	Y
2009	Y	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	Y
2009	Y	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	Y
2009	N	INACTIVE INVENTORY	INACTIVE INVENTORY	20	2009	N

The spreadsheet interface includes a title bar with the file name '1000247185 915R 1100 G6 Intra.xls', a toolbar with various icons, and a status bar at the bottom showing 'Sheet1 | Sheet2 | Sheet3 |'. The data table is filtered to show only rows where the 'Category Correct' column contains 'Y'.

**These are the 4 correctly-categorized STK storerooms:
all other storerooms should be categorized as NS**

The screenshot shows an Excel spreadsheet with a list of storerooms. The columns include 'STOREROOM', 'CURRENT BALANCE', and 'PHYSICAL COUNT'. A text box on the right side of the spreadsheet points to a specific row (A1) with the following data:

STOREROOM	CURRENT BALANCE	PHYSICAL COUNT
STOREROOM 1	428	445
STOREROOM 2
STOREROOM 3
STOREROOM 4

At A1, there is a Current Balance of 428 and a Physical Count of 445, last counted on 07 June 2009

Note that, at this A1 storeroom, there have been 76 demands for this MRN in this ASL year

The screenshot shows a software interface with a table. The table has several columns, including 'NUM. ISSUED DEMANDS 2 YRS' and 'ASL YEAR'. A callout box points to a row where the value in the 'NUM. ISSUED DEMANDS 2 YRS' column is 76. The table also includes columns for 'MRN', 'DESCRIPTION', and 'ASL YEAR'. The interface includes a search bar at the top and a status bar at the bottom.

MRN	DESCRIPTION	ASL YEAR	NUM. ISSUED DEMANDS 2 YRS
015K
015K
015K	76
015K

That means that this is an active item – in fact, a total quantity of 161 of these MRNs have been issued so far in this ASL year

When we look in STEAM for the number of MRs that have been cut for this MRN

Maternal Requisitions Site: LOGCAP3

AI PRs **MR** **MR Lines** **Attached Documents** **Select Action**

Search **MRN** **MRN Line** **MRN Line Description**

MRN	MRN Line	MRN Line Description	Quantity	Unit	Material	MRN Line Description	Quantity	Unit	Material
1	1	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	2	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	3	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	4	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	5	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	6	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	7	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	8	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	9	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	10	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	11	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	12	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	13	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	14	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	15	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	16	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	17	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	18	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	19	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	20	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	21	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	22	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	23	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	24	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	25	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	26	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	27	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	28	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	29	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	30	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	31	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	32	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	33	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	34	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	35	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	36	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	37	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	38	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	39	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	40	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	41	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	42	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	43	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	44	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	45	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	46	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	47	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	48	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	49	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1
1	50	Maternal Requisition	1	EA	Maternal Requisition	1	EA	Maternal Requisition	1

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Page 1 of 1

... we see that a total of 5 have been generated, with the most recent one being generated on June 15, 2009 at T1 Tallil.

When we look at this MR ...

MAXIMAO Material Requisitions Sent to Microsoft Internet Explorer provided by KBR

Address: http://seam.corp.abr.com/maximo/jsp/app/pr/search.jsp

Material Requisitions

Search: MR Lines: Material Documents

Select Action

Results

MR	MR Description	MR Type	MR Status	MR Date	MR Time	MR User	MR Location	MR Amount	MR Unit	MR Cost
MP220468	T1-HVM-WBS-15-TO-159-WOMT-306517	WAPPR	PP	3-	5/14/09 3:43 AM	T1-VYMANE		78,024.10		
MP2234728	HVM 120 DAY STOCK REPLENISHMENT WOI1010491 RCA	RPT	PP	3-	1/15/09 5:54 PM	T1-VYMANE		14,358.90		
MP2200096	159-15-COMMAINTENANCE	APPR	PP	3-	10/6/08 11:07 AM	DUANE FREY		289,573.12		
MP1595714	Replenishment of materials used WBS 15 TO 159Y	APPR	PP	2-	6/2/09 9:49 AM	KOARBOU		14,844.00		

We see that it is in WAPPR status ...

Material Requisitions

Search: MBR: 279476 MFL: [] Attached Documents: [] Select Action: []

MRN: 279476 Entered Date: [] Status: [] ID Dates: [] Remarks: []

Priority: 5 Requested By: T1-VMAHIT Received Date: 6/15/09 10:54 AM

Supplier: 00324588 Modified By: KAA6491 Requested: 6/15/09 11:06 AM

Commodity Code: ME-RG-T1 Approved By: 00394520 Sup. Appt: []

Company: FSS Mandator: 30

Address: []

Freight Terms: [] Payment Terms: []

Priority: [] Ship Date: []

Contact: [] FOB Point: ADDER

Employee #: []

Name: TTX Ship To: MEMPHIS TALKING

Address: TALKIE AFB

City/State/Zip: [] [] []

Attention: 00324588

City/State/Zip: [] [] []

Company: FRANCIS OBSOLETE COM

Amount: 58,872.50

Total Price: 58,872.50

Total Cost: 58,872.50

Currency: USD

Total Value Cost: 58,872.50

Price: 00324588

Company: FRANCIS OBSOLETE COM

And that T1 is looking for 162 of these items

MR Lines

Line	Item	Description	Quantity	Unit	Conversion	Unit Cost	Line Cost	Tax Code	Distributed?
1	1000204014	TUBE, INNER, 11.00R24	104.00	EA	1.00	19.25	2,002.00		0.00
2	100024718	TIRE TUBE, 12.00-24	162.00	EA	1.00	32.00	5,184.00		0.00
3	1000681042	AUTOMOTIVE TIRE, 1200R20	27.00	EA	1.00	325.00	8,775.00		0.00
4	1001922865	TIRE, AUTOMOTIVE 12.00 R 24	50.00	EA	1.00	356.50	17,825.00		0.00
5	1002264142	TIRE SIZE 31560R22.5	50.00	EA	1.00	393.33	19,666.50		0.00
6	1002423810	FLAP TIRE SIZE 1200R24	55.00	EA	1.00	244.00	13,420.00		0.00

Item: TIRE TUBE, 12.00-24
Category: STK
Category: 2610-01-331-3520

Manufacturer: [Blank]
Manufacturer: [Blank]
Manufacturer: [Blank]

Store Code: LC-RQ-T1-004
Quantity: 162.00
Order Unit: EA
Conversion: 1.00
Unit Cost: 32.00
Line Cost: 5,184.00
Tax Code: [Blank]
Tax Amount: 0.00
Loaded Cost: 5,184.00

Work Order: [Blank]
WO Task ID: [Blank]
Location: [Blank]
Asset: [Blank]
Debit Cost Code: GCABYM-A ED9 T1X 15-XXX-5-550451

Requisition Number: [Blank]
Requisition Line: [Blank]
PO Number: [Blank]
PO Line: [Blank]
RFQ: [Blank]
RFQ Line: [Blank]

Agreement PO: [Blank]
Entered By: KAA6481
Requested By: KAA6481
Remarks: [Blank]

Agreement Type: [Blank]
Entered Date: 6/15/09 10:56 AM
Required Date: 6/14/09
Vendor Date: [Blank]

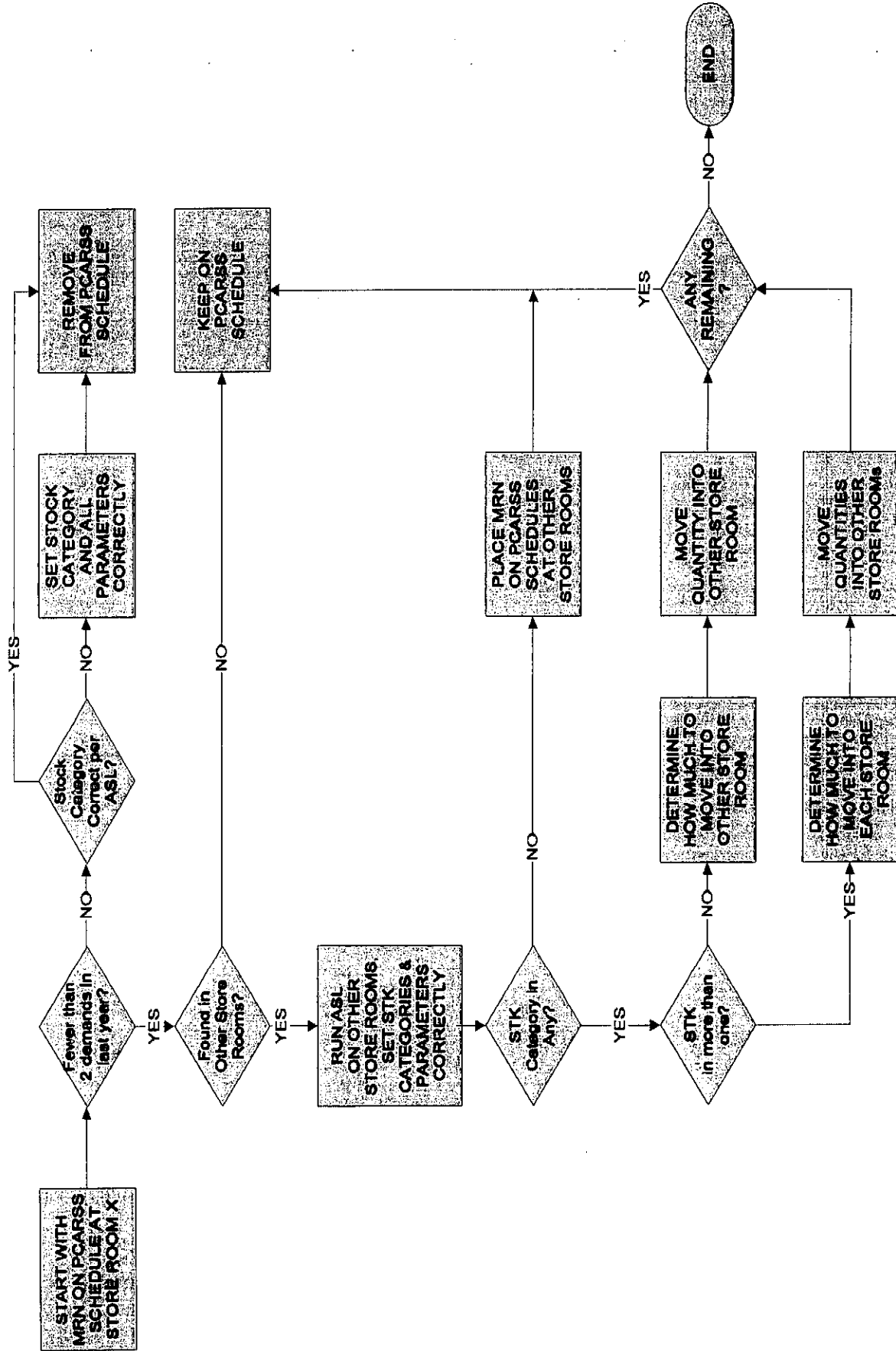
Inspection Required?
Receipt Required?
In Sale on Receipt?

View Agreements **Distribute Costs** **New Row** **Done** **Delete**

The point of this analysis ...

- We are proposing to send an MRN to the PCARSS process because it is showing as a non-demand supported item in the storeroom of the site submitting the PCARSS schedule
- Yet it is a (correctly-classified) STK item in several other storerooms in theater
- And it is being actively procured
- Instead , we should be cross leveling / transferring this item to where it is needed, then sending the remainder (if any) to PCARSS.

First pass at a more rigorous PCARSS process



2/23/2011

Plant Clearance Automated Reutilization Screening System
 (PCARS)

TIME LOGS		Object		INPUTTED WEEK OF 1/29/10														
CAMP	SITES	DATE		Schedule	Live Items	Dollar Value												
Durval	5	NONE		0	0	\$0.00												
Houston	0	NONE		0	0	\$0.00												
B	8	NONE		12	24	\$1,016,046.18												
DAF	10	NONE		12	205	\$2,112,281.05												
G	11	NONE		2	47	\$143,842.76												
H	12	NONE		1	33	\$11,518.66												
USMI	13	NONE		8	59	\$64,952.28												
Diesel	21	NONE		0	0	\$0.00												
Anacosta	7	NONE		0	0	\$0.00												
TTM	26	NONE		20	23	\$27,683.74												
Spencer	9	NONE		9	517	\$644,772.48												
Tull	17	NONE		0	0	\$0.00												
Tall	19	NONE		6	137	\$94,510.83												
Buena	25	NONE		0	0	\$0.00												
JMKT/BUAP	25	NONE		1	1	\$21,686.35												
GLSS	27	NONE		0	0	\$0.00												
Total				71	1,110	\$4,389,363.34												

EX 32

From: Elias Faris
Sent: November 24, 2010 9:33 PM
To: DL_KBR LOGCAP III HQ THEATER PSM; DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS; DL_KBR LOGCAP III Theater Property
Cc: DL_KBR LOGCAP III DPM-Support; Charles Jones; James Brooks; Ty Hippert; Tracy Townsend
Subject: FW: Weekly PCARSS 11/22/2010
Importance: High

Ladies and Gentleman,

This is the weekly PCARSS and happy to say that the numbers are turning in the right direction and appreciate all the hard work. This is the best it

has been and all of you are making a difference.

Keep up the good work as we are making great strides in our movement and getting the numbers down in all areas. Please remember the 15 days to submit to CSC and 72 hrs to take action after disposition. this has made a huge difference in the recent drop in numbers in your FW&T yards. We still have a few areas outstanding with delays but are going in the right direction.

Through the month of October we have submitted to PCARSS a total of 97,711 items valued at 187M and received relief of responsibility on 102,021 items valued at 170M (the relief is higher due to 2009 orders receiving relief in 2010).

There will be guidance coming out on excess in all areas and the heightened awareness for unserviceable items. You need to get the word out to the trades and all office sections to take a look at what they have that is excess and more so what is unserviceable that they continue to hold. If the chair is broken then have them turn it in. We must stay one step ahead of the workload hitting us at one time so get the work out and make it happen.

We have just a little over a month to finish off the year so let's go out with an increase of numbers being submitted now so we can get the relief before year's end. I am pushing to get all our unserviceable submitted and capture the valued in 2010 for a clean start.

Once again Thank You for all your hard work and appreciate all you have done to make KBR the success we are today.

v/r,

Elias Faris

Theater Manager PSM-Supply

Office: 713-445-3493

This e-mail, including any attached files, may contain confidential and privileged information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended recipient), please contact the sender by reply e-mail and delete all copies of this message.

Plant Cleaners Automated Remediation Screening System
(PCARSS)

WEEK	CAMP	SITES	Client	DATE	IMPUTED WEEK OF 11/22/10	Subtotals	Line Items	Dollar Value
WEE 11/22/10						0	0	\$0.00
Kneak	5	NONE				0	0	\$0.00
Hudson	0	NONE				0	0	\$0.00
B	8	NONE				1	45	\$39,390.36
DMF	10	NONE				7	358	\$1,858,862.57
G	11	NONE				3	94	\$193,822.84
H	12	NONE				0	0	\$0.00
USMI	13	NONE				3	27	\$248,077.27
Dave	21	NONE				0	0	\$0.00
Ascenda	7	NONE				1	7	\$11,802.04
ITM	28	NONE				5	741	\$1,017,675.94
Spechar	9	NONE				10	327	\$661,522.99
Tail	17	NONE				26	1,191	\$3,116,185.04
Tel	19	NONE				7	128	\$140,593.49
Buccy	25	NONE				0	0	\$0.00
JMRTGROUP	26	NONE				0	0	\$0.00
CLSS	27	NONE				4	28	\$52,371.53
Total						87	2,816	\$7,877,291.87

From: Elias Faris
Sent: January 17, 2011 9:50 AM
To: DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS; DL_KBR LOGCAP III Theater Property
Cc: Carl Curtice; Christopher Kavanaugh; Daniel Kind; Darrell Alexander; Jerardo Reyes; Julia Hearn; Michael Cowles; Darren Woods; Tracy Townsend
Subject: FW: Revised 1/11/2011 Weekly PCARSS

Ladies and Gentleman,

Attached is your weekly PCARSS update and happy to see the downward trend. As all of you know the Laydown yards are reviewed by the USG (DCMA and DLA) on a weekly basis and everyone are looking at days on

hand. This is the reason I implemented the timelines associated with the PCARSS & FW&T yards. We must maintain our records and keep them updated advising what actions have been taken which has forced your timelines to look as good as they do.

As you know the numbers over the last few months have been doing better and we have been very successful in the PCARSS for a few years. Everyone is on the right track but with the USG looking at every angle we must ensure we do not allow anything to fall behind. Please maintain your accuracy, validate the information and keep up the efforts which has brought on this success.

Please forward to your personnel as they are the success behind all the work.

Great Job to all of you and thank you for all you do.

v/r,

Elias Faris

Theater Manager PSM-Supply

Office: 713-445-3493

This e-mail, including any attached files, may contain confidential and privileged information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended recipient), please contact the sender by reply e-mail and delete all copies of this message.

From: Elias Faris
Sent: November 9, 2010 1:09 AM
To: DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS; DL_KBR LOGCAP III HQ THEATER PSM; DL_KBR LOGCAP III Theater Property
Cc: DL_KBR LOGCAP III DPM-Support; James Brooks; David Stallard; Terry Knight; Casey Varenas; John Downey; Amber Holguin; Kim Poole
Subject: FW: 11/8/2010 Weekly PCARSS

Please review and continue to work your numbers down. we are being looked at on how long items stay in the FW&T yard in days. Part of this is our doing by not processing them and part of this is on movement which we cannot control. What we can control is providing the data associated with the TMR as requested in your weekly FW&T yard update. It is very critical that the numbers associated with the TMR and the dates are captured so I can push it on the military vs. all the flack we continue to hear.

Overall we have moved mountains and the throughput is starting to come along.

Please provide your updated data on time.

Thank you.

v/r,

Elias Faris

Theater Manager PSM-Supply

Office: 713-445-3493

This e-mail, including any attached files, may contain confidential and privileged

information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended recipient), please contact the sender by reply e-mail and delete all copies of this message.

Plant Clearance Automated Remediation Screening System
(PCARSS)

WEEK 11/01/11		Client		INPUTTED WEEK OF 11/01/11															
CAMP	SITES	DATE		Schedules	Line Items	Dollar Value													
Houston	0	NONE		0	0	\$0.00													
Kovest	5	NONE		1	1	\$1,200.00													
Aracozda	7	NONE		1	20	\$281,885.87													
B	8	NONE		28	275	\$2,876,085.27													
DAF	10	NONE		0	0	\$0.00													
G	11	NONE		3	116	\$262,706.45													
H	12	NONE		0	0	\$0.00													
US&I	13	NONE		2	3	\$255,830.00													
Dubei	21	NONE		0	0	\$0.00													
Speicher	8	NONE		2	47	\$174,274.92													
T&E	17	NONE		4	57	\$207,324.42													
T&I	19	NONE		6	34	\$97,265.12													
CLSS	27	NONE		0	0	\$0.00													
ITM	28	NONE		0	0	\$0.00													
LCU	30	NONE		2	7	\$9,710.00													
Total				47	579	\$4,214,686.86													

From: Elias Faris
Sent: November 9, 2010 1:09 AM
To: DL_KBR LOGCAP III HQ THEATER MATERIAL MANAGERS; DL_KBR LOGCAP III HQ THEATER PSM; DL_KBR LOGCAP III Theater Property
Cc: DL_KBR LOGCAP III DPM-Support; James Brooks; David Stallard; Terry Knight; Casey Varenas; John Downey; Amber Hoiguin; Kim Poole
Subject: FW: 11/8/2010 Weekly PCARSS

Please review and continue to work your numbers down. we are being looked at on how long items stay in the FW&T yard in days. Part of this is our doing by not processing them and part of this is on movement which we cannot control. What we can control is providing the data associated with the TMR as requested in your weekly FW&T yard update. It is very critical that the numbers associated with the TMR and the dates are captured so I can push it on the military vs. all the flack we continue to hear.

Overall we have moved mountains and the throughput is starting to come along.

Please provide your updated data on time.

Thank you.

vr,

Elias Faris

Theater Manager PSM-Supply

Office: 713-445-3493

This e-mail, including any attached files, may contain confidential and privileged

information for the sole use of the intended recipient. Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive information for the intended recipient), please contact the sender by reply e-mail and delete all copies of this message.

Zella Hemphill

From: Tracy Townsend
Sent: September 28, 2010 7:10 PM
To: Conor O'Muirghheasa; Sal Hernandez
Cc: Zella Hemphill
Subject: FW: Mat'l Stock Levels

Please send the ASL document. I will elaborate more with the Theater GPA.

Tracy Townsend
Theater Deputy Manager.PSM-Supply
KBR, Inc.
F1 ID#43382
APO AE 08344
(281) 669-5629

From: Austin, Joyce E. [mailto:Joyce.Austin@dcma.mil]
Sent: Tuesday, September 28, 2010 3:18 PM
To: Tracy Townsend
Cc: Sheridan, Mary F.
Subject: Mat'l Stock Levels

Hi Tracy,

Just to reiterate our conversation today, KBR is currently re-leveling material stock at a 162.5 day level (50% below) its previous 365 day (100%) established levels with base closures.

When a material requisition is submitted, the request is screened to see if the item(s) are available within KBR and no longer needed as that located site. If the item is not in stock at any KBR sites, it is only ordered based on need. Also, you stated KBR is re-leveling with material identified as excess as part of your internal screening process, prior to being placed to the PRP listings.

Also, has there been any changes to KBR's LOGCAP III Property Control Procedures since the downsizing? The latest date I have is July 15, 2008.

Thank you,

JA

Joyce E. Austin
Deputy Theater PA
DCMA HQ

APO AE 09342-1400
COMM: 703-428-1005, Option #1, ext 70158
DSN: 312-328-1005, Option #1, ext 70158
Email: joyce.austin@dcma.mil