

Appendix I

LOGISTICS MANAGEMENT OFFICE

1. Exercises staff supervision over District logistics activities; implements Command Supply Discipline Program (CSDP); and conducts office inspection to ensure compliance with Logistics policies and procedures. Serves as the District point of contact (POC) and overall advisor to the commander and staff regarding all Logistics matters.
2. Develops District-wide policies and procedures for supply, transportation, maintenance, and facilities management. Manages operations in these areas for support provided to the District headquarters and field offices.
3. Manages the District career programs (CP-12, CP-17 and CP-24) in the Logistics arena.
4. Serves as the Maintenance Officer for Honolulu Engineer District (POH), develops and enforces the District Maintenance Plan. Plans, directs, and executes the maintenance program for all civil and military personal property both owned or leased by the District. Is the program manager for the personal property maintenance functions of life cycle management. Provides technical assistance and guidance related to maintenance procedures, record keeping, repair parts, training, and management practices. Administers special maintenance programs such as: Army Warranty, Tests Measures and Diagnostic Exam (TMDE), Army Oil and Analysis Program (AOAP), and modifications to include the Department of Army modification work order for military standard equipment and contract maintenance.
5. Oversees the Hazardous Waste Disposal Program for the District and functions as the District's Hazardous Waste Officer. Prepares documentation for turn-in of material related to the Hazardous Waste Program.
6. Develops Section III Equipment Allowance for the District's Table of Distribution and Allowances (TDA) for military-funded property. Implements and certifies authorization for Civil-Funded Property Authorization Document (CPAD). Exercises Local Commander Authorized Approval (LCAA) authority.
7. Serves as the District Transportation Officer and Travel Order Authenticating Official. Responsible for travel management, to include the development of local policies and procedures, authenticates and publishes Temporary (TDY) and Permanent Change of Station (PCS) travel orders, and provides travel support services, either through in-house travel or contract services.

8. Serves as the District Travel Clearance Manager, utilizes the Defense Message System (DMS) to prepare theater clearance requests.
9. Serves as a member of the Emergency Operations team responsible to plan and implement support to contingency operations in the areas of lodging, transportation, supplies, property accountability, and maintenance.
10. Serves as alternate chair for the District Facilities Improvement Committee (FIC), who reviews and coordinates actions regarding the improvement of the District's facilities and related issues.
11. Performs the functions of Property Administrator. Administers civil and military contracts having Government-Furnished Property (GFP), salvage property, Government Furnished Equipment (GFE) and government owned-contractor operated equipment. As property administrator for the contracting officer, conducts joint inventory with the contractor at the beginning and completions of each separate contract.
12. Serves as the Accountable Property Officer for account WX3JR9 and as the District Property Book Officer for all non-expendable property, maintains the accountable property records. Performs functions of property management, i.e., marking, inventorying, and controlling accountable property.
13. Reviews and processes reports of survey for incidents that involve accountable property loss, damage, or destruction.
14. Requisitions Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) requirements.
15. Determines acquisition authorizations for personal property. Maintains an Authorization and Allowances (A&A) Program for all District elements to determine need, authorization and source of supply. Verifies price, quantity, Urgency of Need Designator (UND), National Stock Number (NSN) and source of supply for all items requested via DA Form 3953 (PR&C). Determines appropriateness of authorizations per applicable Common Table of Allowance (CTA), CPAD or other allowance documents. Prepares and maintains the District CPAD.
16. Serves as the Property Disposal Officer, manages the personal property disposal program. Ensures internal and external excess property listings are used, when practical, to fill property needs. Coordinates for or performs inspection and acceptance of all materiel, supplies, and equipment purchased or transferred by the government, including materiel and equipment ordered by contractors to be incorporated into construction projects utilizing Military Air or APO mode of shipment. Coordinates with local Defense Reutilization and Marketing Organization (DRMO) or General Services Administration (GSA) for sale of excess property.

17. Performs usage checks of the organization to assure maximum and proper use of available supplies, materials, and equipment. Initiates action to effect redistribution of excess items in cooperation with operating officials.
18. Manages and performs warehouse functions for the storage and protection of personal property.
19. Utilizes the Automated Personal Property Management System (APPMS) to acquire, receive, record, and activate property on the property book. Manages receiving section for proper receipt and distribution of equipment, supplies, and material. Issues policies and guidance for receiving activities on project sites. Designates receiving agents at alternate locations.
20. Serves as the Fleet Manager and Maintenance Coordinator, develops and enforces District motor vehicle policies and procedures. Manages acquisition, repair, and replacement of the vehicle fleet consisting of Army owned and GSA leased vehicles. Maintains District vehicle dispatch control logs and historical records, and monitors vehicle usage to ensure maximum utilization. Utilize the Vehicle Information Management System (VIMS) to facilitate the management of all non-tactical and GSA leased vehicles (i.e., inventory, usage).
21. Provides facilities maintenance services through in-house or contract resources or non-District personnel (DPW). Serves as POC for facilities maintenance performed by non-District personnel. Prepares and maintains status of Facilities Engineering Work Request (DA FORM 4283). Maintains a database of all in-house and service contracted work.
22. Serves as Contracting Officer's Representative (COR) for the custodial, elevator, and cooling system contracts and all other minor building repair services.
23. Arranges for cargo movement of property by commercial and military carriers. Utilizes the Computer Automated Transportation System (CATS) to processes the Transportation Control and Movement Document (DD Form 1384-2) for movement of material. Coordinates acquisition of Department of Defense Activity Address Code (DODAAC) numbers for Corps contactors, as required.
24. Serves as District Aviation Manager, processes all requests for aviation assistance to endure compliance with regulatory guidance.
25. Serves as the District Fire Marshal. Develops and enforces the District fire protection policy and procedure.

26. Serves as the District's Facility Manager and manages the real property program for POH occupied facilities to include program planning, development and reporting. Provides services to repair or perform preventive maintenance, minor alterations of office space, relocation, and custodial services of occupied facilities. Serves as POC with host installation real property personnel on questions of building alterations and workspace allocation requirements.