

## HEADQUARTERS EUFOR

### HQ EUFOR SOP – SPTD / HQ CMDT SOP 3940

#### HQ COMMANDANT LOGISTICS SECTION

AUTHORITY: HQ CAMP COMMANDANT  
DRAFTER: SUPPLY MANAGER  
LAST UPDATE: 25 Jun 2020

#### REFERENCES:

- A. ACE DIRECTIVE 60-80 – PROPERTY ACCOUNTING AND CONTROL.
- B. COMBINED SUPPLEMENT 1 TO ACE DIRECTIVE 60-80.
- C. ACE DIRECTIVE 60-70 – PROCUREMENT OF MILITARY BUDGET FUNDED PROPERTY AND SERVICES.
- D. HQ EUFOR/NHQ Sa SOP 3900 – ORGANIZATIONAL CHART HQ CAMP COMMANDANT, dated 20 July 2022.
- E. HQ EUFOR/NHQ Sa SOP 6234 – THEATRE PROPERTY ACCOUNTING AND CONTROL, dated 5 11 JULY 2020.
- F. HQ EUFOR/NHQ Sa SOP 6236 – PROCEDURE FOR WRITE-OFF OF INTERNATIONAL PROPERTY, dated 20 JAN 2021.
- G. HQ EUFOR/NHQ Sa SOP 3975 – HQ CMDT Fund Manager, dated 28 July 2022.

#### 1. PURPOSE:

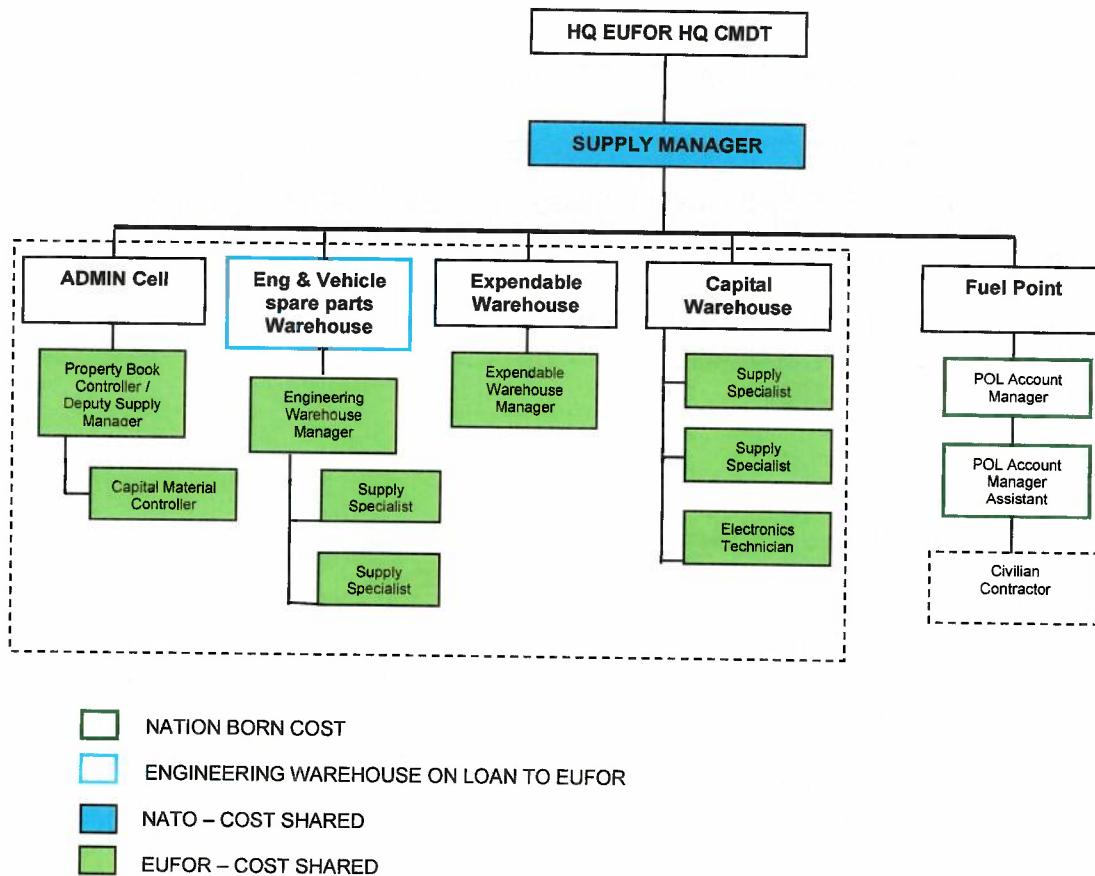
The purpose of this SOP is to delineate the mission, structure, responsibilities, and procedures of the HQ Commandant Logistics Section.

#### 2. MISSION:

Under the direct supervision of the HQ CMDT, HQ CMDT Logistics Section provides fuel, property accountability and supply for HQ EUFOR, NHQ Sa and Camp BUTMIR Tenant Units.

#### 3. STRUCTURE:

The Logistics Section consists of an Administrative Cell (ADMIN Cell) and four main functional areas. HQ CMDT Logistics Section structure is shown on the chart below.



#### 4. RESPONSIBILITIES AND PROCEDURES:

- a. **Supply and Warehouse Operations** encompasses all capital engineering and expendable property controlled or ordered by the Logistics Section and is responsible for the procurement, accountability, and disposition of property and materials in accordance with References A, C and E. The Warehouse Supply Operation liaises with NHQ Sa J8/ HQ EUFOR Finance, HQ CMDT Fund Manager, and customers to ensure operational requirements are met in a timely, accurate, and efficient manner.
  - (1) **The Administrative Cell** processes requests, receives property, issues, and accounts for all HQ EUFOR/NHQ Sa funded property purchased through HQ CMDT Fund Manager and any other authorized Funds Manager within Camp BUTMIR. Additionally, the Administrative Cell conducts annual inventories, monitors stock levels, and controls Property Custodianship Holder (PCH) for all accounts of Camp BUTMIR and selected outlying areas (see Reference I).
  - (2) **The Eng & Vehicle spare parts WHSE** is in support of HQ CMDT Department of Public Works (DPW) and Trans Coy. Engineering Work Requests (EWR) & Service Order Calls (SOC's) are raised by DPW for all engineering support, materials maintenance, repair or new construction and accounted for by NATO Depot and Support System (NDSS). All engineering requests should first be

reported to the DPW Help Desk (telephone Ext 2112 working hours & 921 out of normal working hours) in the Billeting Office, Bldg 103. Non HQ EUFOR/NHQ Sa works are carried out, Appointed calling officers for all spare parts for HQ Camp CMDT for Trans Coy. All transactions for Trans Coy will be input into NDSS.

- (3) **The Expendable Warehouse** stocks, requests, receives and issues expendable office, cleaning, photocopier toners, printer cartridges and flags. NDSS is the accounting database for all material movements. The appropriate PCH or Deputy request's materials utilizing NHQ Sa/EUFOR Form 60-05a (see Annex C). Non stocked office items need to be requested by completing NHQ Sa/EUFOR form 60-01a (see Annex A). Non-NHQ Sa/HQ EUFOR units i.e. (NSE's, NIC's, NGO's) may draw materials ONLY after agreement with EUFOR Finance.
  - (4) **The Capital Warehouse** stocks, requests, receipts, issues and maintains capital items such as: furniture, audio-visual equipment and electrical items. PCH's, or their deputies, may request capital items by completing NHQ Sa/EUFOR Form 60-01a (see Annex A), available through the HQ CMDT Warehouse, Capital Material Controller. Once approved, the requested items will be issued or ordered if not on hand. Issue of items is made via NDSS - this is the Logistics database system in force. Any PCH may appoint up to three persons during their tenure, in addition to the deputy, to receive issued items.
- b. **The Fuel Points** Provides bulk, packaged, and retail petroleum, oil, and lubricants (POL) to NHQ Sa, HQ EUFOR Camp BUTMIR, Troop Contributing Nations (TCNs), Concessionaires, Civilian Contractors and privately owned vehicles. It consists of two distribution points, Ground & Aviation Bulk Fuel Installation (BFI's).
- (1) Ground Fuels consists of a retail service pumps area, diesel capacity 260,000 liters, unleaded petrol capacity 22,500 liters and three tanker trucks designated to refill building heating tanks and generators. HQ EUFOR/HQ CMDT/Logistics/Fuel Point staff is responsible for supply, storage, distribution and accounting. An independent contractor operates the Fuel Point under the supervision of HQ CMDT Logistics Section.
  - (2) Aviation Fuel point consists of a BFI 60,000 liters capacity and three Tankers (2x6000 liters and 1x4000 liters) operated by a contractor with supervision from Fuel Point staff, covering the management for accounting, ordering and distribution.
- c. For the write-off and disposal of EUFOR and NHQ Sa property see Reference F.

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13 Nov 2023

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ANNEXES:

- A. 60-01A FORM – REQUEST FOR NON-STOCKED SUPPLIES & EQUIPMENT
- B. 60-10A FORM – REQUEST FOR ISSUE OR TURN-IN OF NON-EXPENDABLE ITEMS
- C. 60-05A FORM – REQUEST FOR STOCK EXPENDABLE SUPPLIES.