External
Standard Operating Procedures

USAG Baden-Wuerttemberg
Central Recieving Point
(CRP)

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
DIRECTORATE OF LOGISTICS
UNIT 29237
APO AE 09014-9237

IMEU-BW-LGS 31 January 2011

MEMORANDUM FOR Customers of the Central Receiving Point (CRP), United States Army Garrison Baden-Wüerttemberg, Unit 30042, APO AE 09166.

SUBJECT: CRP External Standing Operating Procedure (SOP).

1. REFERNCE:

a. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

2. PURPOSE: To establish procedures and provide information to assist United States Army Garrison Baden-Württemberg CRP customers.

3. APPLICABILITY: To all units/activities who are customers of the USAG Baden-Wüerttemberg, CRP.

4. GENERAL: The CRP is designed to provide Base Operations (BASOP) supply support to all military units, civilian agencies, and other activities within the USAG Baden-Württemberg area of responsibility. CRP supports Class II and IV, Class III packaged, Class VI (Chaplain Requirement only), limited Class VII, Class IX (non-tactical). During contingency operations provide base operation support for all classes of supply (I-X, less VIII) and coordination and support for all units and activities operating within and transiting through the USAG Baden-Württemberg area of operation.

a. Location: Spinelli Barracks, Building 1536, Mannheim, Germany

b. Hours of Operation:

Monday through Thursday	07:30 – 12:00
	12:30 – 15:45
Friday	07:30 – 12:00

Closed on all designated U.S. and German holidays.

5. RECEIVING SUPPLIES AND EQUIPMENT:

a. Only persons authorized by DA Form 1687 will sign for and receive supplies. Customer will pick up supplies at the Central Receiving Point (CRP). Bldg. 1536, Spinelli Barracks, Mannheim. Customers will be required to show valid personal identification upon receipt of supplies and equipment from the CRP. Once the

receipt of an item is acknowledged by the authorized unit representative, that representative accepts responsibility for the correctness of the item, requested quantity, NSN, condition and serial number (s), etc. When the receipt document and item received match, the customer will print his/her name, sign and date two copies of the receipt document. The CRP will retain one copy and one copy given to the customer.

b. When there is a discrepancy with either the receipt document or the item, the discrepancy is brought to the attention of CRP personnel for corrective action.

c. All CRP customers are required to contact the CRP (DSN 384-6823/6828) weekly to verify if supplies on high priority (02) are available for issue. Customers will also be notified when there are large amounts of supplies, bulk items and hazardous items on hand for their unit DODAAC. Issues of the above nature must be picked up within 48 hours of notification. For all other items, the customer is encouraged to pick them up as soon as possible, but not later than three (3) working days from notification.

d. All customers are responsible for ensuring that they have appropriate vehicles, equipment and paperwork to transport their cargo, i.e. trucks, cargo straps and hazardous material paperwork. Customers transporting hazardous material are advised to provide trained drivers and follow applicable regulations, which govern the paperwork and transportation of these materials. Material Handling Equipment (MHE) and personnel support will be provided to assist customer's load heavy and bulk items. Customers are responsible for their vehicle's cargo once they leave the CRP area.

Note: The CRP will receive telephonic inquiries on the status of receipt of supplies from the **PROPERTY BOOK OFFICES ONLY.**

6. POC: Any questions, recommendations, or concerns regarding the operation of the Central Receiving Point (CRP) may be brought to the attention of the Responsible Officer, DSN 384-6823/6828.

Carrie Limo

CARRIE LIMO
Chief, Supply and Services Division
Directorate of Logistics