

**USARCENT/CFLCC 251837Z MAR 16 MESSAGE M16-100 (ARMY DIRECT ORDERING (ADO))**

251837Z MAR 16  
FM USARCENT/CFLCC SHAW AFB SC//G3//  
TO USARCENT/CFLCC//ALL STAFF SECTIONS//  
1 TSC//  
TF SINAI//  
335 SC (T)(P)//  
2/1 ABCT//  
40 CAB//  
77 TAB//  
18 FA BDE//  
31 ADA BDE//  
30 MET//  
ARFOR-J//  
TF 2010//  
ASG-KUWAIT//  
ASG-QATAR//  
4 BCD//  
INFO/132 ENG DET//  
HHBN//  
DA WASHINGTON DC//DAMO-AOC-CAT//  
USFOR-A//  
AMC SWA//  
USCENTCOM MACDILL AFB FL//  
BT//  
UNCLASSIFIED//FOR OFFICIAL USE ONLY//  
OPER/SPARTAN SHIELD//  
MSGID/MESSAGE/USARCENT/CFLCC/G4//  
SUBJ/USARCENT/CFLCC MESSAGE M16-100 (ARMY DIRECT ORDERING (ADO))  
REF/A/ (U) DA MESSAGE/130222ZJAN07// NARR/SUBJ: ARMY COMBAT UNIFORM (ACU)  
FIELDING.//  
REF/B/ (U) DA MEMORANDUM/28APR06// NARR/SUBJ: AUTHORIZATION TO ISSUE ARMY  
COMBAT UNIFORMS (ACUS) TO AIR FORCE/NAVY PERSONNEL ASSIGNED TO  
THEARMY.//  
REF/C/ (U) CFLCC MESSAGE/041827MAY06//NARR/SUBJ: ARMY DIRECT ORDERING  
PROGRAM INFORMATION (U)//

1. (U//FOUO) PURPOSE. TO UPDATE THE USARCENT/CFLCC ARMY DIRECT ORDERING (ADO) POLICY.

2. (U//FOUO) OBJECTIVE. THE ADO PROGRAM IS AUTHORIZED FOR SOLDIERS WITHIN THE USCENTCOM AOR THAT ARE PERFORMING TACTICAL MISSIONS WHILE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE (OIR), OPERATION SPARTAN SHIELD (OSS), AND OPERATION FREEDOMS SENTINEL (OFS). SOLDIERS THAT ARE PCS OR TDY TO KUWAIT, QATAR, AND EGYPT ARE NOT AUTHORIZED ADO BECAUSE THEY ARE NOT DEPLOYED IN SUPPORT OF OVERSEAS CONTINGENCY OPERATIONS (OCO). SOLDIERS THAT ARE TCS TO IRAQ, AFGHANISTAN, KUWAIT, AND

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QATAR WILL BE AUTHORIZED TO ENROLL IN OR RECEIVE ITEMS THROUGH THE ADO PROGRAM 30 DAYS AFTER BOG DATE.

3. (U//FOUO) TASKS. SEE COORDINATING INSTRUCTIONS.

3.A. (U//FOUO) COORDINATING INSTRUCTIONS.

3.A.1.(U//FOUO) NON-ARMY PERSONNEL (AUGMENTEES) ASSIGNED TO OR EMBEDDED WITHIN ARMY UNITS THAT ARE PERFORMING TACTICAL MISSIONS WHILE DEPLOYED IN SUPPORT OF OIR, OSS, AND ORS ARE AUTHORIZED TO USE THE ADO PROGRAM FOR SUSTAINMENT OF ARMY CLOTHING/EQUIPMENT THROUGH THE ARMY UNIT THEY ARE ASSIGNED TO OR EMBEDDED WITH. NON-ARMY PERSONNEL ARE NOT AUTHORIZED TO ENROLL INTO THE ADO PROGRAM. CIVILIANS ARE NOT AUTHORIZED TO ENROLL IN THE ADO PROGRAM NOR ORDER ITEMS FROM THE ADO PROGRAM MENU.

3.A.2. (U//FOUO). ADO IS NOT TO BE USED FOR INITIAL ISSUE OR TO FILL SHORTAGES. INITIAL ISSUE AND SHORTAGE FILLS WILL BE HANDLED BY PEO SOLDIER. ADO CAN BE USED TO SUPPLEMENT CATASTROPHIC LOSSES WHEN PROPERLY DOCUMENTED. SOLDIERS MUST PROVIDE UNSERVICEABLE CLOTHING AND INDIVIDUAL EQUIPMENT TO THE UNIT SUPPLY ROOM BEFORE REQUESTED ORDERS ARE APPROVED IN THE KENTUCKY LOGISTICS OPERATION CENTER (KYLOC) SYSTEM.

3.A.3. (U//FOUO). USARCENT/CFLCC G4 WILL CONDUCT, AT A MINIMUM, AN ANNUAL ADO MENU REVIEW WITH 1 TSC, CJTF-OIR, AND USFOR-A, THE PURPOSE OF THIS ANNUAL REVIEW IS TO RECOMMEND ADDITIONS AND DELETIONS OF CLOTHING BAG ITEMS AND OCIE TO THE ADO MENU. USARCENT/CFLCC WILL COORDINATE WITH THE DEFENSE LOGISTICS AGENCY / KENTUCKY LOGISTICS OPERATIONS CENTER TO REMOVE OR ADD RECOMMENDED ITEMS.

3.A.4. (U//FOUO). UNIT COMMANDERS MUST REMIND SOLDIERS THIS PROGRAM IS A DIRECT EXCHANGE PROGRAM AND ENSURE TURN-IN OF DAMAGED OR UNSERVICEABLE ITEMS UPON RECEIVING THEIR REQUESTED ORDERS. (U) GWOT FUNDING IS USED TO SUPPORT THE ADO PROGRAM IN THE USCENTCOM AOR. UNDER CURRENT GUIDANCE, USARCENT/CFLCC G8 IS NOT AUTHORIZED TO FUND ADO FOR PCS SOLDIERS WITHOUT ADDITIONAL GWOT FUNDING.

3.A.4.A. (U//FOUO). EVERY UNIT WILL IDENTIFY AN ADO VALIDATION POC. UNITS MUST SUBMIT A CORRECT AND CURRENT PERSTAT TO USARCENT/CFLCC G8 TO ENSURE THE CORRECT AMOUNT OF MONEY IS PLACED IN THAT UNITS ADO ACCOUNT. FUNDING ALLOCATIONS ARE ON A CURRENT MONTHLY BASIS AND ARE NOT ACCUMULATIVE NOR RETROACTIVE. UNITS WITH OVER 100 SOLDIERS ON THEIR PERSTAT VERIFICATION MUST VALIDATE NUMBERS MONTHLY WITH THEIR ADO MANAGER.

3.A.4.B. (U//FOUO) EVERY UNIT ENROLLED IN THE ADO PROGRAM WILL BE AUTHORIZED \$85.00 PER DEPLOYED SOLDIER PER MONTH. EACH SOLDIER WILL BE AFFORDED THE

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OPPORTUNITY TO ORDER UP TO 4 SETS OF FRACUS, OEFPCS, OR OCPFRS DURING THE UNIT'S DEPLOYMENT, IF NEEDED. ADDITIONAL ORDERS OF UNIFORMS ON ADO MUST BE REQUESTED BY AN EXCEPTION TO POLICY LETTER SIGNED BY THE UNIT'S BATTALION COMMANDER AND SUBMITTED TO THE USARCENT/CFLCC G4 ADO REPRESENTATIVE FOR APPROVAL.

3.A.4.C. (U//FOUO). MILITARY PERSONNEL APPROPRIATION (MPA) FUNDED ITEMS ARE CLOTHING BAG ITEMS THAT ARE AVAILABLE THROUGH THE ADO PROGRAM. THIS PROGRAM IS FOR DEPLOYED SOLDIERS WITHIN THE USCENTCOM AOR, AND ONLY THOSE SOLDIERS ON TCS ORDERS DEPLOYED IN SUPPORT OF OIR, OSS, AND ORS ARE AUTHORIZED TO USE THIS PROGRAM. SOLDIERS AND CIVILIANS WHO ARE TDY OR PCS INTO THE AOR ARE NOT AUTHORIZED TO USE THIS PROGRAM. NON-ARMY PERSONNEL (AUGMENTEES) AND UNITS ASSIGNED IN THE AOR ARE NOT AUTHORIZED TO USE THE MPA FUNDED PROGRAM.

3.A.4.D. (U//FOUO). SOLDIERS ARE REQUIRED TO DEPLOY INTO THE AOR WITH ALL SPECIFIED CLOTHING BAG ITEMS AND WILL BE AUTHORIZED TO SUSTAIN THESE ITEMS UP TO THEIR BASIS OF ISSUE (BOI). ONCE THAT BOI HAS BEEN MET, THESE ITEMS ARE NO LONGER AUTHORIZED FOR THE SOLDIER THRU ADO. EXCEPT UNDER EXTREME CIRCUMSTANCES, I.E. CATASTROPHIC LOSS, AN EXCEPTION TO POLICY MEMORANDUM CAN BE SUBMITTED BY THE COMMANDER AND FORWARDED TO USARCENT/CFLCC G4 FOR REVIEW.

3.A.4.E. (U//FOUO). SOLDIERS CAN UTILIZE THIS PROGRAM 30 DAYS AFTER DEPLOYMENT INTO THE AOR AND ARE NOT AUTHORIZED TO USE THE PROGRAM 45 DAYS PRIOR TO REDEPLOYMENT. THE MONTHLY ALLOTMENT FOR MPA ITEMS IS \$38.23 PER SOLDIER, PER MONTH. COMMANDERS MUST ENSURE THAT ALL SOLDIERS ARE AWARE OF THIS OPTION AND ARE PROVIDED AMPLE OPPORTUNITY AND CAPABILITY TO UTILIZE THE PROGRAM. IF SOLDIERS DO NOT HAVE THE CAPABILITY TO UTILIZE THE ADO PROGRAM DUE TO MISSION REQUIREMENTS, COMMANDERS CAN ALLOW THE UNITS VALIDATION POC TO ENTER ORDERS ON BEHALF OF THOSE SOLDIERS.

3.A.4.F. (U//FOUO). THE UNIT'S VALIDATION POC MUST ENTER ALL ORDERS FOR SOLDIERS THAT FALL UNDER DUIC WATGAH. COMMANDERS ARE REQUIRED TO MONITOR TRACK RECORDS AND COMMUNICATE WITH THOSE AUTHORIZED TO APPROVE ADO PURCHASES. THIS IS TO ENSURE COMPLIANCE AND STAY WITHIN THE GUIDELINES OF THE ADO PROGRAM.

3.A.4.G. (U//FOUO). ANY UNIT THAT IS FOUND SUBMITTING AN INFLATED PERSTAT OR ORDERING MORE THAN THE ALLOTTED FUNDS FOR EACH MONTH WILL HAVE THEIR ADO ACCOUNT SUSPENDED AND REPORTED TO THE UNIT'S HIGHER COMMAND. THE ACCOUNT CAN ONLY BE REACTIVATED BY APPROVAL FROM THE USARCENT/CFLCC G4 SOD.

3.A.4.H. (U//FOUO). SUBMIT ALL ADO SUPPORTING DOCUMENTS TO YOUR ADO ADMINISTRATOR.

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3.A.4.I. (U/FOUO). 1 TSC WILL MANAGE THE PROGRAM AND UPDATE THEIR ADO SMART BOOK ANNUALLY. CHANGES AND UPDATES MUST BE SUBMITTED TO USARCENT/CFLCC FOR APPROVAL.

4. (U/FOUO) POINTS OF CONTACT.

4.A.1 (U/FOUO) USARCENT/CFLCC G4 SUPPLY & SERVICES CHIEF (MCP), JAMES R. RITCH; DSN: 803-885-7479; NIPR: JAMES.R.RITCH.MIL@MAIL.MIL.

4.A.2. (U/FOUO) USARCENT/CFLCC G4 SUPPLY & SERVICES (MCP), CW3 CRYSTAL WORSLEY; DSN: 803-885-7409; NIPR: CRYSTAL.T.WORSLEY.MIL@MAIL.MIL.

(U) ACKNOWLEDGE.

GARRETT  
LIEUTENANT GENERAL

OFFICIAL:

COOK  
G3



Army Direct  
Ordering (ADO)Polic