

**JOINT BASE MYER-HENDERSON HALL (JBM-HH)
DIRECTORATE OF LOGISTICS**

IMNE-MHH-LGS

1 May 2011

**STANDARD OPERATING PROCEDURES
PROPERTY BOOK OFFICE**

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1. **PURPOSE.** This SOP describes policies and procedures for all assigned and attached directorates of Joint Base Myer-Henderson Hall, to request, receive, and account for supplies and equipment. This SOP reflects current Army doctrine to include Army Regulations, DA Pamphlets, Field Manuals, Technical Manuals, Circulars, and Bulletins. It also provides an interface between the manual procedures prescribed in [AR 710-2](#), [DA PAM 710-2-1](#), [AR 735-5](#), [AR 725-50](#), and the automated Property Book Unit Supply Enhanced (PBUSE) system.

2. **APPLICATION.** This SOP supersedes previous guidance and applies to all personnel assigned or attached to the Joint Base Myer-Henderson Hall (JBM-HH) and any tenant organizations whom are serviced by the JBM-HH DOL PBO.

3. **GENERAL.**

a. The property book office operates on the principle of property management using the PBUSE. The property book office is currently housed at the Directorate of Logistics on JBM-HH and manages Hand Receipts for tenants on JBM-HH Installation.

b. PBUSE is the only property book accounting system used by JBM-HH DOL Property Book Officer (PBO) for managing TDA and Installation equipment. The PBO maintains accountability for all property by the use of automated hand receipt printouts/listings generated by the Property Book Unit Supply Enhanced (PBUSE) system. The Primary Hand Receipt Holder (PHRH) for assigned directorates manage their hand receipt printout listings with the responsibility for ensuring the hand receipts are accurate and updated as need by coordinating with the PBO.

4. **REFERENCES.**

a. AR 710-2, Inventory Management Supply Policy below the Wholesale Level.

b. AR 710-3, Asset and Transaction Reporting System.

c. DA Pam 710-2-1, Using Unit Supply System.

d. AR 735-5, Policies and Procedures for Property Accountability.

e. AR 725-50, Requisitioning, Receipt, and Issue System.

f. Common Table of Allowances (CTA) 50-909, Field and Garrison Furnishings and Equipment, Table 75.

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5. LOCATION AND OPERATING HOURS. There is one property book office and one Receiving & Issuing Point (RIP) assigned to JBM-HH. The PBO and RIP are located at 101 Bloxon St., Building 205, Fort Myer, VA 22211.

- a. Property Book Officer: Mr. Maurice Saint-Amand, Bldg 205, 703-696-7097.
- b. DOL Warehouse Manager: Mr. James Baisden, Bldg 205, 703-696-7033.

6. RESPONSIBILITIES.

a. Primary hand receipt holder or Directorate's Supply Representative will be referred to as the PHRH through out this SOP.

(1) All PHRH's are responsible for ensuring that government property is used for its intended purpose. This includes providing adequate means of securing property for which they have been assigned responsibility. This responsibility further extends to the enforcement of accounting and reporting requirements applicable to that property.

(2) Ensure the completion of all required inventories, including change of hand receipt holder inventory, sensitive items inventory and command directed inventories. A formal memo signed by the PHRH's supervisor must be submitted to the PBO for requesting a change of hand receipt holder inventory. The memo should be provided as early as possible and will identify the name of the outgoing PHRH, the name of incoming PHRH and the date the joint inventory will begin. The inventory start date should be 30-45 days prior to the departure of the outgoing PHRH to allow enough time to complete the inventory and process adjustment documents. All outgoing and incoming PHRH will ensure an in-brief with the PBO is scheduled before any equipment is physically inventoried. This allows the incoming PHRH to be thoroughly briefed on his/her responsibilities as a PHRH and it also gives the PHRH the opportunity to address any questions or concerns pertaining to property book accountability. Discrepancies disclosed during inventories must be resolved without delay and in the case of a change of primary hand receipt holder inventory; the outgoing PHRH must ensure discrepancies are resolved prior to the change of hand receipt holder. PHRH's should notify the PBO as soon as a problem is disclosed in order to allow time for as much research as possible.

(3) Ensure all assigned property is sub-hand receipted down to the user when not being directly used by the PHRH using a DA Form 2062.

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- a. Property Book Officer:

(1) Overall responsibility for directing and controlling all operations within the JBM-HH property book office. Ensures all procedures are being enforced to account for and secure U.S. Government property.

(2) Responsible for the daily maintenance of unit/directorate property book accounts for all PHRH's and ensuring authorization documents, inventories, and accountability procedures are being followed In Accordance With (IAW) governing regulations.

(3) Maintains liaison with subordinate directorates and other external supply facilities.

c. Primary Hand Receipt Holder/Directorate Supply Representatives:

(1) Responsible for managing all directorate or organization property, supply economy and supply discipline to be employed at all times.

(2) Responsible for monitoring the receipt of new equipment by their organization as well as the transfer, movement and turn-in of equipment listed on the organizations hand receipt.

(3) Responsible for keeping track of the location and user of each item on their organization's hand receipt through the preparation and use of sub-hand receipts.

(4) As the directorate's PHRH he/she has an inherent duty to provide logistical guidance to all unit personnel.

d. Individuals:

(1) All individuals using military supplies and equipment are responsible for exercising good supply economy and supply discipline. This includes the safeguarding of all government property regardless of the type or the relationship of the individual to the property.

(2) Personal responsibility is the obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard and dispose of government property issued for, acquired for, or converted to a person's exclusive use with or without a receipt.

7. CHANGE OF PRIMARY HAND RECEIPT HOLDER PROCEDURES.

a. Outgoing PHRH. The outgoing PHRH is responsible for identifying and correcting property deficiencies and alleviating problems during the actual change of PHRH inventory. The outgoing and incoming PHRH will schedule an appointment for a briefing from the PBO prior to

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beginning their inventory. The outgoing PHRH is responsible to ensure a date and time is coordinated for the in-brief with the PBO. All property book adjustments must be submitted at least one (1) week prior to the change of PHRH signing of the hand receipt. Hand receipts and shortage annexes will be corrected and updated during this period. Financial liability investigation of property loss and statement of charges for lost, damage or destroyed property will be initiated at this time in accordance with AR 735-5. The correction of hand receipt discrepancies of an items models and serial numbers will be adjusted using a DA Form 4949 - Administrative Adjustment Report (AAR) in accordance with DA Pam 710-2-1, Chapter 4.

b. Incoming PHRH. Prior to the joint change of PHRH inventory, the PBO will brief the incoming PHRH and the outgoing PHRH together. The PBO will explain procedures for maintaining property accountability and conducting inventories. Incoming PHRH's should also be familiar with DA Pam 710-2-1, Chapter 9 (*Inventories*) and their property responsibilities as outlined in AR 735-5, Chapter 2.

c. Change of PHRH inventory. The incoming and outgoing PHRH must conduct a one hundred percent (100%) **“Joint” physical inventory of the directorate/organization property. The outgoing and incoming PHRH will begin the joint inventory at least 30-45 days prior to the effective date of the change of PHRH.** Once the inventory is completed, all adjustment documents must be processed prior to the incoming PHRH signing the hand receipt for the directorate/organization's equipment.

(1) The incoming PHRH will update the sub-hand receipts and component listings. The PBO will validate all non-expendable component listings adjustments (if applicable).

(2) All adjustment documents (i.e., Administrative Adjustment Report (DA 4949), Financial Liability Investigation of Property Loss (DD 200), Statements of Charges (DD 362), etc.) will be brought to the property book office at least one (1) week prior to the change of PHRH. This will allow the property book office time to process the documentation to ensure all changes are reflected before the actual signing of the hand receipt.

(3) Upon all adjustments made to the Hand Receipt by the PBO the incoming PHRH will provide a signed copy of the Hand Receipt assuming responsibility for the directorate/organization's equipment. A memorandum/appointment memorandum from the individual's supervisor appointing the incoming individual as the PHRH will also be provided to the PBO.

(4) A notice of Delegation of Authority Form (DA 1687) will be prepared IAW DA Pam 710-2-1 and listing individuals designated to receive supplies and equipment for the PHRH if applicable. This is optional and only required when the PHRH wishes to allow other individuals to coordinate with the PBO to conduct hand receipt adjustments and receive or turn-in property on the behalf of the PHRH.

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(5) Following the processing of all submitted adjustments documents, the incoming PHRH will sign the hand receipt listing of the directorate/organization's property. Annually, the PHRH will conduct an inventory of all TDA, Installation and Durable equipment to verify accountability. PHRHs are also responsible for ensuring that sensitive items inventories are completed, if applicable.

8. NOTICE OF DELEGATION OF AUTHORITY-RECEIPT FOR SUPPLIES (DA 1687).

a. DA Form 1687 is required when the PHRH designates individuals (supply personnel, etc.) to receive or turn-in equipment and supplies, or to conduct other transactions with the property book office and other support agencies (i.e., DOL Warehouse). The PHRH will submit a DA Form 1687 to the PBO designating personnel he/she authorizes to sign and manage his/her property. This may include receiving distribution, turn-ins, lateral transfers, Found on Installation (FOI), or Administrative Adjustment Report (AAR), etc. Neither the PBO nor the DOL Warehouse manager will authorize other individuals to request, receive, or turn in property without a current signature card from the PHRH. The DA Form 1687 will also need to be updated annually. The form can be prepared by typing the information but must be initialed and signed in pen by all individuals listed on the form to conduct transactions with the PBO for the PHRH.

b. Preparation instructions for DA Form 1687 are contained in DA Pam 710-2-1, Chapter 2, Paragraph 2-32, Section V. Additional instructions are as follows:

9. TURN-IN PROCEDURES:

a. Types of Turn-ins:

(1) Serviceable Turn-ins. Item is excess to the directorate's/organization's mission. Disposition instructions have been issued to the directorate/organization's PHRH by the PBO.

(2) Unserviceable Turn-in. Any item which is excess that has become unusable for its intended purpose due to fair wear and tear or damaged to the point which makes the item uneconomically unrepairable. CPU and Laptops will require a Certificate that the hard drive has been removed or destroyed prior to turn-in.

(3) Found On Installation (FOI) is any item found not listed on the JBM-HH property book or on the hand receipt of any organization of JBM-HH.

b. Turn-in will take place at the DOL Warehouse. Directorates/Organizations should coordinate with the PBO for review of turn-in documents which will then be forwarded to the DOL Warehouse whom schedule a turn-in appointment and further instructions.

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c. Turn-in of Serviceable Excess (Property Book Items).

(1) The PBO may direct Directorates/Organizations/Support Offices to turn-in or lateral transfer excess equipment. Excess property will be cross-leveled through the garrison JBM-HH. All other serviceable excess equipment will be disposed of IAW applicable regulations.

(2) PHRH may request disposition instructions for serviceable excess property at anytime. A memorandum can be submitted to the PBO requesting disposition instructions and should give the following information.

- (a) Line Number.
- (b) National Stock Number.
- (c) Item Description/Nomenclature
- (e) Serial Number (if applicable).
- (f) Quantity.
- (g) Serviceability Information.
- (h) The PHRH should also state why disposition is being requested (mission change etc.).

(3) Once disposition instructions are received for turn-in:

- (a) Prepare the appropriate form (DA 3161 or DA 2765-1).
 - i. DA 2765-1 for turn-in of items listed on the hand receipt.
 - ii. DA 3161 for turn-in of items not listed on the hand receipt.
- (b) Submit the turn-in form to the PBO whom will identify on the hand receipt which items will be turned-in. The PBO will then forward the turn-in documents to the DOL Warehouse Manager whom will contact the PHRH to schedule an appointment for turn-in.
- (c) Once the item is turned into the DOL Warehouse/RIP, the Warehouse manager will turn in a signed copy of the DA Form 3161 or DA Form 2765-1 to the PBO for final processing.
- (d) PHRH or designated representative will retain a copy of the turn-in document until a new automated hand receipt is received showing that the property book office has “posted” the change.

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(4) The Property Book Office will:

(a) Verify the information on the DA Form 3161 or DA Form 2765-1 and supporting turn-in documentation.

(b) Assign a PBO suspense document number which will remain valid for a period of 30-calendar days unless extension is requested by the PHRH.

(c) Maintain a copy of the turn-in document DA Form 3161 or DA Form 2765-1 in suspense.

(d) Process the completed turn-in document for credit to the hand receipt record.

(e) File the completed turn-in document in the supporting document file.

(f) Provide a copy of the transaction affecting and not affecting property book balance to the customer with indication that transaction has been finalized and posted.

(5) Turn-in of Unserviceable Non-expendable Items.

(a) PHRH will utilize same procedures as turn-in of serviceable excess (Paragraph 9c) with the exception of disposition instructions.

(b) PHRH's will ensure that hard drives are removed or cleared from unserviceable CPUs prior to turn-in.

(c) A certificate of hard drive disposition will be attached to each unserviceable CPU intended to be turned in.

(6) Turn-in of FOI Property.

(a) Expendable/Durable FOI Supplies.

1. Expendable/Durable FOI property and supplies will be returned to the DOL Warehouse using a DA Form 3161.

2. Expendable items should first be cross-leveled within the directorate prior to turn-in.

(b) Non-expendable FOI property. When Directorates find non-expendable property which isn't listed on the hand receipt, they should contact the property book office to confirm/determine whether the item is or isn't on the property book.

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1. If the item is found to be on the property book but on a different hand receipt, the owning hand receipt holder will be notified. The activity in possession of the item will

coordinate with the owning activity to accomplish a lateral transfer or other appropriate action directed by the PBO. The PBO will ensure this action is completed in a timely manner.

2. If the item isn't on the property book, the PBO will inquire whether the organization in possession of the equipment wishes to retain the item. If it is determined the organization in possession of the equipment of the property isn't going to retain the item, the PBO will give guidance on disposition procedures. Due to the lack of sufficient storage, the PBO will provide assistance to the activity in possession of the equipment in obtaining proper disposition and turning the property into the DOL Warehouse. If the item is being retained by the organization in possession, the PBO will establish property book accountability and hand receipt responsibility. DA Form 2765-1 will be used to issue FOI equipment to the organization.

(c) Special Guidance for Turning In Controlled Cryptographic Item (CCI).

(d) Ensure the equipment is completely zeroed out and contains no classified information.

1. Complete DA Form 2765-1 on item(s) to be turned in.

2. Coordinate Property Book Office first for review of the DA Form 2765-1. The property book office will assist any directorates needing assistance on how to properly fill out DA Form 2765-1.

3. The PBO will review the DA Form 2765-1 for accuracy and forward the document to the DOL Warehouse whom will contact the organization to pick up and store the CCI equipment per AR 380-40.

10. ADJUSTMENT DOCUMENTS.

a. Administrative Adjustment Report (AAR).

(1) AAR/DA Form 4949. A DA Form 4949 will be used to make minor administrative adjustments to property book accounts, only when there is no actual gain or loss of property. DA Pam 710-2-1, Chapter 4, contains examples and instructions on the use of AAR's.

(2) AAR's will be prepared by the PHRH. Submit the AAR to the PBO for posting. The PBO will return a finalized copy to the directorate/organization.

(3) The PHRH will sign the AAR in the initiation officer block unless a representative has been designated.

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(4) In cases of serial/registration numbers, an automated printout showing the item listed on the Hand Receipt will accompany the AAR.

(5) AR 710-2 & DA PAM 710-2-1 Chapter 4, permit the **use of the DA 4949/AAR to “correct” minor errors** in serial numbers that are obvious such as, transposing numbers and mistyping serial numbers from documentation used to process the transaction (ex. 8 misread for a B or 1 misread as an I).

(6) If a serial number adjustment is being requested, a brief explanation will be typed on the front of the AAR or the original work order will be attached to the AAR.

b. Statement of Charges/Cash Collection Vouchers (DD 362).

(1) Statement of Charges/Cash Collection Vouchers (DD 362). Used when liability is admitted for the loss, damage or destruction of non-sensitive items of government property and the cost of the item does not exceed the service member’s monthly base pay (IAW AR 735-5, Paragraph 12-2). Statement of charges for non-expendable items will be processed through the property book office. The property book office will assign a document number and post the loss to the PHRH account. Depreciation will be allowed IAW AR 735-5. In addition, the service member is responsible for taking the DD Form 362 to the appropriate finance office for processing and ensuring the property book office is provided a signed and stamped copy of the DD Form 362.

(2) When statement of charges/cash collection voucher is used for components, a shortage annexes will be prepared and authenticated by the office assigning the document number. Directorates/organizations must ensure the end item line number is included for management of components.

c. Financial Liability Investigation of Property Loss (FLIPL) (DD 200).

(1) FLIPL is required when the requirements of AR 735-5, Paragraph 13-3 are met, to include when liability is not admitted.

(2) FLIPL loss will be initiated within 15 calendar days after discovery of loss, damage or destruction of property.

(3) Processing of FLIPL in the property book office.

a. JBM-HH Assigned/Attached Personnel. The Directorate/Organization PHRH or the person with the most knowledge will initiate the DD Form 200 and forward to the PBO. The person initiating the DD Form 200 may consult with the PBO for assistance in preparation of the DD Form 200. The PBO will review the DD 200 to ensure all blocks are filled out properly then

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the PBO will obtain an Investigation Number from the individual maintaining the Financial Liability Investigation register whom will then return the DD 200 to the PBO. The PBO will then process the DD 200, drop accountability of the items listed on the DD 200 and enter the document number that is provided by PBUSE when the transaction is completed. The PBO will

then sign the DD Form 200 in block 17 and maintain the original copy and further process the FLIPL through the JBM-HH chain of command. After the DD 200 has been processed by the PBO, it will be forwarded to the Appointing Authority for review and assigning of an Investigation Officer. IAW AR 735-5 Chapter 14-26; operations other than war, the DD Form 200 is forwarded to the financial liability investigating officer and approving authority in the initiating unit's chain of command. In addition, the Headquarters, Department of the Army Vice-Chief of Staff letter, dated June 12, 2006, states the approving authority for a liability investigation will be the first Colonel (O-6) or supervisory GS-15 in the rating chain. Therefore, this authority can no longer be delegated to a LTC (O-5). For final loss or damage of \$100,000 or greater or any final loss of a controlled item, the approving authority will be the first general officer or senior executive service civilian in the rating chain.

(4) The DD Form 200 may be obtained through AKO forms. However, IAW AR 735-5, DA Form 7531 must accompany each FLIPL DD Form 200. When the property listed on the FLIPL has been lost or destroyed, a copy is provided to the property book office for adjustments and posting to property book accounts.

(5) Recovered Property. Property listed on a FLIPL and is recovered will be processed IAW AR 735-5, paragraph 14-14. **A formal memorandum will be submitted by the appropriate HRH to the PBO requesting to reestablish accountability for the equipment recovered and the memorandum will cite the FLIPL number assigned as well as the document number. The recovery memo will also include the item description of equipment recovered as well as the line item number (LIN), stock number and quantity.**

b. AR 15-6 Investigation, used in lieu of FLIPL.

(1) Investigations for the loss, damage, or destruction of government property may be conducted IAW AR 15-6 as directed by the commander. When this occurs, the investigation will be processed in accordance with AR 15-6. A FLIPL will be prepared to adjust balances on the property records or to assess financial liability.

(2) If the investigation determines government property has been lost, damaged, or destroyed, a DD Form 200 must be prepared and turned into the PBO as this will ensure appropriate posting to the unit's hand receipt, IAW AR 735-5, Paragraph 13-25. A copy of the AR 15-6 should be enclosed as an exhibit to the FLIPL.

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(3) Assessment of pecuniary liability may not be made on an AR 15-6 investigation; to accomplish this, attach the completed DD Form 200 IAW AR 735-5, Paragraph 13-25, using the AR 15-6 investigation as an exhibit.

11. SENSITIVE ITEM INVENTORY PROCEDURES.

a. Sensitive item inventories are conducted monthly IAW DA Pam 710-2-1, Paragraph 9-9 to ensure accountability of critical items such as weapons, ammo or highly pilferable items. Verification that sensitive items have been inventoried is accomplished by submitting a memo accompanied by the completed and signed sensitive item listing that is provided to the PHRH by the PBO at the beginning of each month.

b. Sensitive items and CCI are identified on the property book and on hand receipts with a CIIC of 1-9, \$, N, P, Q, R, or Y (Night Vision Devices). The Property Book Officer (PBO) will provide a Sensitive Items Inventory Listings (SILL) on a monthly basis to all directorates/units identified as having possession of sensitive items. Directorates/units will conduct a physical count inventory of the items listed and return the signed sensitive item listing to the PBO by the suspense date annotated. The SILL will be provided to Hand Receipt Holders on or about the first working day of the month, with a suspense of the 25th day of the month.

c. The unit commander/director or his/her designated representative (noncommissioned officer; warrant officer; commissioned officer; DA civilian employee at GS-5 or above, or NSPS Career Group YA employee at Pay Band 1 or above maybe selected to conduct the inventory.

4. The following procedures will be used in conducting the sensitive items inventory:

(1) Ensure the makes, models, and item description match the sensitive items listings. Check the condition of all items inventoried. Report any damaged equipment to the PBO as soon as possible. Checking work orders and contacting the maintenance facility will validate any item that is shown to be in maintenance.

(2) Check items for completeness against supply catalog, tactical manual, and supply bulletin. Ensure the correct date on the publication is annotated on all sub-hand receipt shortage annexes and/or component-hand receipts. Any authorized components, which are not on hand and are not listed on the applicable shortage annex, must be adjusted IAW AR 735-5. Components, which are authorized and are not on hand but are listed on valid shortage annexes, will be authenticated.

(3) Ensure all excess items are reported through the appropriate supply channels. If there are any questions or problems contact the PBO.

(4) Verify all serial numbers and/or registration numbers. Serial number/registration number errors that cannot be attributed to a posting error must be adjusted IAW AR 735-5. An AAR cannot be used to adjust discrepancies on sensitive items per AR 735-5. Discrepancies of sensitive items require an automatic initiation of DD Form 200.

a. Quantity/On-Hand: Compare serial numbers of equipment with those listed on the sensitive item inventory listing provided. Write the total quantity counted as on hand for each item.

b. Quantity/Maintenance: If equipment is in maintenance or signed out, make sure they are supported by proper documentation. Record the job order number beside each serial number in Maintenance. Attach a copy of the job order to the SIIL.

c. Quantity/Signed-Out: Attach a copy of the supporting document to the SIIL. Indicate in the remarks line the organization the item was signed out to.

d. Quantity/Other: Explain any item in this category, in detail, on a separate sheet of paper. Forward the appropriate adjustment documents to the PBO along with the SIIL.

e. Remarks: Any additional comment(s) you desire to make.

(5) The results of the sensitive item inventory will be signed by the individual who conducted the inventory, and submitted with a memo signed by the hand receipt holder, indicating whether there were any discrepancies. This will ensure all inventory requirements have been met and results on the inventory are accurately posted to the PBUSE hand receipt. The PHRH will retain the inventory and memorandum for 2 years if no discrepancies were noted and 4 years if there were discrepancies.

(6) Consecutive inventories cannot be conducted by the same individual. The armorer, or persons performing armorer duties, cannot conduct these inventories.

(7) The SIIL provided for your inventory will reflect the name, rank and signature of the individual who conducted the inventory. Record the results of the sensitive item inventory on a memorandum prepared for the hand receipt holder's signature. The memorandum will state that all sensitive, explosive, and hazardous items have been inventoried. It will also state either that no differences were discovered or that differences have been reported according to AR 190-11, if required.

(8) Any discrepancies in the inventory of Sensitive Items will be reported to your higher headquarters immediately. If action is pending such as a Financial Liability Investigation of Property Loss or an item is in maintenance then a copy of the supporting document for that action will be attached to the SIIL to account for the discrepancy. After the inventory has been completed, causative research will be performed at the PHRH level on all discrepancies discovered. Research will also be conducted with the PBO staff. Based on this research, the PHRH will initiate the following corrective action if required:

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(a) AAR (DA 4949) for all makes or model discrepancies.

(b) Secure and report all FOI property to the property book office. Prepare DA Form 2765-1, request for issue and post to the primary hand receipt account.

(c) Initiate any other relief documents (FLIPL, Statement of Charges/Cash Collection) required to account for loss, damage or destroyed property).

(9) Directorates/units that are delinquent in meeting this monthly suspense will be placed on the Command Delinquent Listing that will be provided to the Garrison Commander on a monthly basis.

12. ANNUAL 100% INVENTORY AND PROPERTY ACCOUNTABILITY

(1) In accordance with Army Regulations, Joint Base Myer-Henderson Hall (JBM-HH) will establish Property Accountability of TDA, Installation and Durable Equipment (Printers, Monitors, CPUs, Laptops, Televisions, Shredders, Scanners, VHS/DVD Players, and Home/Office Appliances etc.). Questionable items will be brought to the attention of PBO for determination of accountability requirements.

(2) Annually all activities supported by the JBM-HH Military Community and garrison directors will coordinate with Installation Property Book Officer (PBO) and will conduct a 100% inventory all installation and durable equipment. Such equipment will be identified by manufacture, model, serial number and accountability will be established on the installation hand receipt.

(3) According to Deputy Chief Of Staff Property Accountability memo dated 30 March 2005, and IMCOM Property Accountability memo, dated 8 Jul 2005, a system will be in place to prevent fraud, waste and abuse.

(4) Inventories will be conducted in the manner outlined by the Property Book Office guidance, which will be briefed prior to all parties concerned. Specifically, the individuals who are assigned as the Primary Hand Receipt Holder (PHRH) will coordinate with the Installation PBO based on the guidelines listed below:

a. The Property Book Officer (PBO) or designated representative will provided a complete, detailed briefing on inventory procedures prior to inventory.

b. All item descriptions, to include Manufacture, Model Number and Serial Number will be verified during inventory.

c. The condition and serviceability of all property within the agency was checked and corrective action taken, if necessary.

d. All newly obtained equipment not currently accounted for on property book is processed and accounted for on the Installation Hand Receipt in PBUSE using DA 2765-1, eliminating external systems.

e. Continuous responsibility for all property has been established down to the user level through sub-hand receipts using DA 2062, and all hand receipt listings are in agreement.

f. All property missing/unaccountable will require initiation of a Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 to the Installation PBO.

(5) All Hand Receipts will be inventoried Annually IAW regulations and Installation PBO guidance. PBO will send out a reminder 30 days prior to inform the PHRH, with a copy of their current HR and copies of all transactions conducted for both turn-in and received property.

(6) Hand Receipt Holders with intentions of departing installation will contact Installation PBO immediately upon notification of departing has been received for guidance on conducting a change of hand receipt holder inventory with an identified replacement hand receipt holder.

(7) No equipment will be obtained, transferred, turned-in or disposed without prior processing through Installation PBO with proper documentation. A DA 3161 will be used for permanent transfers and a DA 2765-1 for turn-ins.

13. REQUESTING SUPPLIES PROCEDURES.

- a. Most of the equipment procured for JBM-HH will be Commercial of the Shelf (COTS) equipment through a Government Purchase Card (GPC). See the DOL *Government Purchase Card SOP* for additional information pertaining to the GPC.
Directorates/organization will utilize their respective DODAACs when placing requisitions in Aquiline or GFEBs.
- b. **Directorates/organizations will not place requests in Aquiline or GFEBs for TDA or any other military equipment. In addition, Directorates/organizations will not use GPCs to purchase TDA or any other military equipment.**
- c. **Property authorized to a Directorate/organization according to the JBMHH Installation TDA is requisitioned by the PBO in PBUSE without any prompting from the organization. TDA property will be ordered through SARRS for procurement through normal supply channels.**

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

14. RECEIPT AND ISSUE PROCEDURES.

a. Receipt of Property. JBM-HH DOL Warehouse receives all supplies and equipment requisitioned through PBUSE, or requested utilizing the GPC, a contract or Local Purchase Request and Commitment Form (DA 3953). Directorates/organizations will indicate JBMHH DOL Warehouse as the shipping address at 101 Bloxon Street, Bldg 205, Door 13, and Arlington, VA. Once the item(s) are received at the DOL Warehouse, coordination will be made

with the PBO to determine whether the item is a property book item and action will be taken accordingly.

b. All issues to the PHRH or his/her representatives are made using DD Form 250 for property book items and a DA Form 3161 for all other equipment. In addition, the DD Form 250 or the DA Form 3161 must be completed with the pertinent information such as, manufacturer, model number and serial number if applicable should also accompany the shipping documents and/or invoice.

c. The PHRH will be notified by the Warehouse manager of any equipment awaiting pick-up at the DOL Warehouse. Once the PHRH or designated representative is contacted by the Warehouse manager for pick-up, the PHRH or designated representative will come to DOL to sign and pick up the item(s).

d. PHRH's are responsible for ensuring all personnel authorized to pick-up supplies and equipment is listed on a DA Form 1687. DOL Warehouse personnel are responsible for verifying the identification of personnel picking-up supplies and equipment.

DA Form 1687 will be turned-in to the Property Book Office and all other support agencies as required (change of PHRH, personnel change, etc.).

e. Issue/Receipt Procedure. The PHRH or his/her designated representative accepts delivery by inventorying and signing a DD 1348-1 for items procured through normal supply channels and on a DD Form 250 for items procured through a contract or GPC. In addition to the signature, he/she will print name, date and quantity received. The original will be turned in to the PBO. One copy will be retained by the PHRH.

Note: Only the PHRH or designated representative listed on a DA 1687 is authorized to sign the DD 1348-1 or DD Form 250. The decision of whether an item is a property book or non-property book item is determined by the PBO based on the criteria found in AR 710-2, Paragraph 2-5(1) –(26).

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

15. LATERAL TRANSFER PROCEDURES.

a. Lateral transfers are initiated in two ways:

- (1) By the PBO to realign excess equipment within JBM-HH.
- (2) Required by higher headquarters or other DA Directive.

b. Preparation instructions for use of DA Form 3161 for lateral transfer action are contained in DA Pam 710-2-1, Chapter 3. Preparation of the lateral transfer is the responsibility of the losing unit. The transfer should be prepared in as many copies as needed to meet local needs.

c. Prior to transferring any equipment, the request for lateral transfer will be delivered to the PBO for reviewing and approval. The losing PHRH is responsible for initiating the lateral transfer, obtaining a property book document number, PBO approval and a gaining unit document number from the gaining PBO.

d. Once initiated, the losing and gaining PHRH's will complete lateral transfer in time designated in directive. Current publications and technical manuals will be used to inventory components if applicable. Unless otherwise directed, equipment will be turned over to the gaining PHRH in serviceable condition.

e. The losing PHRH bears the responsibility to ensure the original copy of the completed transfer is turned-in to the PBO after completion of the equipment transfer and the DA 3161 has been signed by both the losing and gaining organization PHRHs. The property book office will be actively involved in assisting both activities in the lateral transfer process. The losing organization will ensure there are enough copies for each activity involved in the process.

16. TEMPORARY LOAN OF PROPERTY.

a. All temporary loans for property within or outside of JBM-HH will be coordinated through the property book office. This will allow the PBO to capture all loaned equipment within JBM-HH and ensure the equipment is returned.

b. Temporary loans of JBM-HH property outside of the Installation will be done IAW DA Pam 710-2-1, Paragraph 5-4. PHRH or sections tasked to loan property to organizations outside of JBM-HH, ANC and MDW will coordinate through the PBO prior to hand receiving the property.

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

c. When property is issued or loaned for periods not exceeding 30 days, responsibility will be assigned by use of temporary hand receipt. After 30 days, the property will either be withdrawn from the person or the hand receipt will be updated and signed again by the organization using

the equipment. Hand receipt holders of one unit will not loan property to members of other units unless approved by the PBO whom manages the account for the owning organization.

d. The JBM-HH PBO is the POC for accountability purposes only and ensures an audit trail is present in case of loss, damage or destruction of loaned property.

17. DIRECT DELIVERY RECEIPTS.

a. All requests for supplies should be delivered to DOL Warehouse regardless of means of procurement. PHRH will not request delivery of supplies directly to their office address. Shipment to the DOL Warehouse allows for PBO visibility, accountability and proper posting to the organization's hand receipt as needed.

b. Shipment discrepancies will be handled IAW DA Pam 710-2-1, Paragraph 2-30. In all such instances, close coordination must be made with the property book office.

18. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) AND GENERAL SERVICES ADMINISTRATION (GSA) WITHDRAWAL

a. Concept. The use of assets available through the DRMO or GSA is encouraged. These assets are often the solution to a specific need within a unit. In this respect, the DRMO and GSA are to be treated the same as any other source of supply.

b. Restrictions. PHRH/Commanders exercising control over assets from DRMO and those desiring to withdraw assets from DRMO and GSA, must first ensure that the following criteria's are met.

(1) Authority - All property for Directorates/Organization is issued under specific authorization (MTOE, TDA, CTA, etc.) This is also the case for equipment or supplies withdrawn from the DRMO or GSA.

Note: Requests for withdrawal of DRMO and GSA property must first be approved by the JBM-HH PBO. No exceptions!

(2) Serviceability. Equipment from the DRMO or GSA used for other than its intended purpose is not authorized. Items can be withdrawn and used for their intended purpose after approval by the JBM-HH PBO.

(3) Accountability of Property. The DRMO or GSA accounts for and issues property IAW DA Pam 710-2-1, Paragraph 4-2c, based on the item description, stock number or model number. The standard for accountability of property withdrawn from the DRMO is the same as the standard used for property received through any other source of supply. For instance, if a non-expendable item is withdrawn from the DRMO, the item will be reported to the PBO and added to the organization's hand receipt. Durable and expendable supplies as well as recoverable items will be accounted for exactly as though the item has been received through the wholesale system. Prior approval from the PBO is required when (accountable) items are withdrawn from the DRMO or GSA and are to be consumed in use or severely altered, and therefore can't be accounted for in a normal manner. Questions concerning this SOP can be addressed to Mr Maurice Saint-Amand, PBO, at 703-696-7097 or maurice.saintamand@conus.army.mil.

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| REQUEST FOR ISSUE OR TURN-IN (DA FORM 3162-1) | | | X | ISSUE TURN-IN | SHEET NO. 1 | NO. SHEETS 1 | 3. REQUEST NO. WGA-CHA-5721-6201 | | 4. VOUCHER NO. | | |
|--|------------------|-----------------------|--|------------------|----------------|---------------------------------|-------------------------------------|-------------------------------|---------------------------------------|----------------------------|--|
| 1. SEND TO: 250th S&S Co Camp Humphreys, Korea | | | 2. DATE MATERIEL REQUIRED | | | 6. DODAAC | | 7. PRIORITY | | 8. ACCOUNTING/FUNDING DATA | |
| 2. REQUEST FROM: Brv A 1/40 ADA | | | 3. END ITEM IDENT | | | 8a. NAME/MANUFACTURER | | 8b. MODEL | | 9. SERIAL NO. | |
| *CODE ISSUE I-Initial N-Replacement | | | TURN-IN FWT-Fair Wear And Tear RS-Report of Survey | | | EX-Excess SU-Suit of Charges | | 10. PUBLICATION CTA 50-970 | | 11. JOB ORDER NO. | |
| 12. ITEM NO. a | STOCK NO. b | ITEM DESCRIPTION c | UNIT OF ISSUE d | QUANTITY e | CODE f | SUPPLY ACTION g | UNIT PRICE h | TOTAL COST i | 13. POSTED DATE BY | | |
| 1. | 7520-00-281-5911 | Basket, Waste | EA | 5 | R | | | | | | |
| 2. | 7510-00-984-5787 | Binder | EA | 3 | R | | | | | | |
| 3. | 7970-00-141-5457 | Handle, Wood | EA | 2 | R | | | | | | |
| 4. | 7570-00-906-1268 | Marker | DZ | 1 | R | | | | | | |
| 5. | 7510-00-166-8926 | Pencil | DZ | 2 | R | | | | | | |
| 6. | 7510-00-543-6792 | Refill | DZ | 2 | R | | | | | | |
| 7. | 7510-00-07-9654 | Pen | DZ | 2 | R | | | | | | |
| 8. | 8125-00-790-8036 | Tape | RO | 3 | R | | | | | | |
| 9. | 8340-00-267-7178 | Towel, Paper | BX | 2 | R | | | | | | |
| 10. | 7970-00-141-5888 | Mat, Floor | CN | 2 | R | | | | | | |
| | | LAST ITEM | | | | | | | | | |
| | | | | | | | | SHEET TOTAL | | GRAND TOTAL | |
| 13. ISSUE/TURN-IN QUANTITY COLUMN REQUESTED | | | DATE | | | BY | | | 14. ISSUE QTY IN SUPPLY ACTION COLUMN | | |
| 15. REC QTY IN SUPPLY ACTION COLUMN | | | DATE | | | BY | | | | | |

DA FORM 3161 MAY 82
REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.
US GOVERNMENT PRINTING OFFICE: 1967 O - 109-109

Figure 2-2. Sample of a DA Form 3161 as a request for issue

Legend for Figure 2-2:

Completion instructions by block number or column for DA Form 3161.

(Issue) Enter an "X" for issue.

(Sheet Number) Number sheets consecutively.

(Number of Sheets) Enter total number of sheets included in this request.

(1) Enter the name and address of the SSA.

(2) Enter the name of the unit making the request.

(3) Enter the document number assigned to the request from the document register. The document number is the DODAAC, julian date, and serial number.

(4) Enter project code if assigned. Otherwise, leave blank.

(5) Enter the required date of materiel requested, or leave blank.

(6) Leave blank.

(7) Enter the priority designator.

(8) Enter cost detail accounting information, as required.

(10) Enter the authorizing publication.

(12a) Enter the item number, in sequence, for each item requested.

(12b) Enter the stock number for each item requested.

(12c) Enter one or two words that describe each item requested. Enter the words "Last Item" after last entry.

(12d) Enter the unit of issue of each item requested.

(12e) Enter the quantity of each item requested.

(12f) Enter the proper issue code from the form.

(12g) Leave blank. Person signing for receipt of the items will complete the entry in ink.

(13) The requesting individual will print name, date and sign this block. Include rank.

(15) When items are issued, the person signing for the items will print name, date and sign this block. Include rank.

APPENDIX A

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i> | | | | | DATE |
|---|------------------------|------------------|---------------------------------|----------------------------|-----------------------------|
| ORGANIZATION RECEIVING SUPPLIES 1st FSB | | | | | LOCATION Fort School, VA |
| AUTHORIZED REPRESENTATIVE(S) | | | | | |
| LAST NAME-FIRST NAME-MIDDLE INITIAL | SOCIAL SECURITY NUMBER | AUTHORITY | | SIGNATURE AND INITIALS | |
| | | REQ | REC | | |
| Smith, Adam J. | X | Yes | Yes | <i>Adam J. Smith ASS</i> | |
| Birch, John A. | | Yes | No | <i>John A. Birch JNB</i> | |
| Jones, Alonzo L. | | Yes | No | <i>Alonzo L. Jones ALJ</i> | |
| Perez, Pedro M. | | Yes | Yes | <i>Pedro M. Perez PMP</i> | |
| AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER | | | | | |
| THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. | | | | | |
| THE AUTHORITY TO: Request and receive Class 2, 4, 7, and 9 supplies as shown above. | | | | | |
| REMARKS Installation Supply Division | | | | | |
| I ASSUME FULL RESPONSIBILITY | | | | | |
| UNIT IDENTIFICATION CODE WA3HAA | | | DODAAC/ACCOUNT NUMBER W80THE | | |
| LAST NAME FIRST NAME-MIDDLE INITIAL | GRADE | TELEPHONE NUMBER | EXPIRATION DATE | SIGNATURE | |
| ROJAS, COOKE E. | CPT | (804) 687-9988 | 25 May 97 | <i>Cooke E. Rojas</i> | |

DA FORM 1687, JAN 82 EDITION OF DEC 57 IS OBSOLETE. USAPPC V1.00

Figure 2-14. Sample of a completed DA Form 1687

Legend for Figure 2-14:

Completion instructions by block number for DA Form 1687

- (1) **Date** Enter the calendar date the form is prepared.
 - (2) **Organization receiving supplies** Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
 - (3) **Location** Enter the name of the installation on which the unit is located.
- AUTHORIZED REPRESENTATIVE(S) Section**
- (4) **Last name - first name - middle initial** Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.
 - (5) Enter "not used" on next available line when all lines are not used.
 - (6) **(REQ)Enter "YES"** in this block for each person authorized to request supplies. Otherwise, enter "NO".
 - (7) **Signature and initials** Enter the signature and initials of authorized representatives.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

- (8) Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.
- (9) **Remarks** Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.

(10) **Unit identification code** Enter the assigned unit identification code.

I ASSUME FULL RESPONSIBILITY Section

- DODAAC/Account Number
 - (11) Enter the unit DODAAC and any locally assigned account number.
 - (12) **Last name - first name - middle initial** Enter the name of the responsible person.
 - (13) **Grade** Enter the grade or rank of the responsible person.
 - (14) **Telephone number** Enter the office telephone number of the responsible person.
 - (15) **Expiration date** Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
 - (16) **Signature** Enter the signature of the responsible person.
- Note.* All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

APPENDIX B

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| MATERIAL INSPECTION AND RECEIVING REPORT | | | | | | | | | | | Form Approved OMR No. 0704-0248 | | | | | | | | | | | | | | | |
|--|--|---------------------------------|---------------------------|----------------------------|----------------|--|--------------------------|-------------------|--|--------------------|------------------------------------|--|--------------|--|-----------------|---------------------------|----------|----------------|------------|----|------------------|---------------------------------|---|----|--------|--------|
| <small>Public reporting burden for this collection of information is estimated to average 30 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 other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.</small> PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. PRIC. INSTRUMENT IDENT. (CONTRACT) DABC03-93-0001-0001 | | | | 2. ORDER NO. | | 3. INVOICE NO./DATE B-9482 | | 4. PAGE OF 1 1 | | 5. ACCEPTANCE FORM | | | | | | | | | | | | | | | | |
| 6. SHIPMENT NO. S 023 | | 7. DATE SHIPPED 11 Jun 93 | | 8. BL TCN CB/L #X9-4007 | | | 9. DISCOUNT TERMS NET | | | | | | | | | | | | | | | | | | | |
| 10. PRIME CONTRACTOR CODE Chimerical Wholesalers 1 SW Rio Verde Big Sky, TX 79002 | | | | | | 11. ADMINISTERED BY CODE Purchasing and Contracting Office Bldg 54 Fort Infantry, TX 79001 | | | | | | | | | | | | | | | | | | | | |
| 12. SHIPPED FROM (if other than 9) CODE Fabricared, Inc. SW Division Sunshine, AZ 85999 | | | | | | 13. PAYMENT WILL BE MADE BY CODE Financing & Accounting Office Bldg 496 Fort Infantry, TX 79001 | | | | | | | | | | | | | | | | | | | | |
| 14. SHIPPED TO CODE 99th Maintenance BN Bldg 9898 Fort Infantry, TX 79001 | | | | | | 15. MARKED FOR CODE | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>16. ITEM NO.</th> <th>17. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number)</small></th> <th>18. DESCRIPTION</th> <th>19. QUANTITY SHIP/REC'D *</th> <th>20. UNIT</th> <th>21. UNIT PRICE</th> <th>22. AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>5940-00-168-3366</td> <td>Widget 3.5" x .5" 100 PER BX</td> <td>6</td> <td>BX</td> <td>120.00</td> <td>720.00</td> </tr> </tbody> </table> | | | | | | | | | | | | | 16. ITEM NO. | 17. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number)</small> | 18. DESCRIPTION | 19. QUANTITY SHIP/REC'D * | 20. UNIT | 21. UNIT PRICE | 22. AMOUNT | 1. | 5940-00-168-3366 | Widget 3.5" x .5" 100 PER BX | 6 | BX | 120.00 | 720.00 |
| 16. ITEM NO. | 17. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number)</small> | 18. DESCRIPTION | 19. QUANTITY SHIP/REC'D * | 20. UNIT | 21. UNIT PRICE | 22. AMOUNT | | | | | | | | | | | | | | | | | | | | |
| 1. | 5940-00-168-3366 | Widget 3.5" x .5" 100 PER BX | 6 | BX | 120.00 | 720.00 | | | | | | | | | | | | | | | | | | | | |
| 23. CONTRACT QUALITY ASSURANCE A. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE _____ | | | | | | B. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND TITLE _____ | | | | | | | | | | | | | | | | | | | | |
| 24. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE _____ | | | | | | * If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle. | | | | | | | | | | | | | | | | | | | | |
| 25. CONTRACTOR USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | |

DD Form 250, NOV 92

Previous edition may be used.

U.S.GPO: 1993-0-342-027-70443

Figure 2-18. Sample of a DD Form 250

APPENDIX C

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| | | | |
|----------------------|--|--|--|
| ISSD FT. KNOX, KY | | 1/651 ARTY BN FT. KNOX, KY | |
| | | 2320001779258 EAD0001 | |
| WKL4ABC21180004 | | TRUCK UTILITY WBA #6F4118 SER#2276226 TURN IN - REPLACEMENT UNSERVICEABLE - FWT | |

The information listed on this form is to be used as a general guide only.

Figure 3-2. Sample of a DA Form 2765-1 as turn-in for "excess" or "replacement"

Legend for Figure 3-2;

Completion instructions by numbers or letters

(A) Enter the name and address of the SSA.

(B) Enter the name and address of the unit turning in the item.

(4-6) Enter the stock number of the item being turned in.

(7) Enter the unit of issue of the item being turned in.

(8) Enter the quantity being turned in. Use all five positions. Enter zeros (0) to the left of the quantity.

(9-10) Enter the DODAAC of the unit turning in the item.

(11) Enter the Julian date.

(12) Enter the document serial number.

(O) Enter one or two words that describe the item being turned in. Include item serial numbers. If there is not enough room, continue on the reverse. For noncataloged, nonstandard commercial items, enter complete item description and end item application, as a minimum, of the item being turned in. Include any other identifying data that may be available. If there is not enough room, continue on the reverse.

(P) 1. Enter "TURN-IN."

2. Enter reason for turn-in; "EXCESS" or "REPLACEMENT."

3. Enter the condition of the item; "SERVICEABLE," or "UNSERVICEABLE."

4. If "UNSERVICEABLE," enter reason; "FWT" or AR 735-5.

(22) Enter the return advice code.

APPENDIX D

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| REQUEST FOR ISSUE OR TURN-IN (DA FORM 3162-1) | | | | ISSUE TURN-IN | SHEET NO. NO. 1 | SHEETS | ADDRESS NO. | VOUCHER NO. | | | |
|--|----------------------------|---|---------------|---|--------------------|---------------|-----------------------|-------------------------------------|----------------------------|----------------|--|
| 1. SEND TO 2/651 Arty WA2HAA | | | | 5. DATE MATERIEL REQUIRED Lateral Transfer | | | 6. DODAAC | 7. PRIORITY | 8. ACCOUNTING/FUNDING DATA | | |
| 2. REQUEST FROM 1/651 Arty WA2JAA | | | | 9. END ITEM IDENT | | | 10. NAME/MANUFACTURER | | 11. MODEL | 12. SERIAL NO. | |
| * CODE ISSUE: 1-Initial TURN-IN: 1-Initial 2-Repurchase 3-Repurchase 4-Repurchase 5-Repurchase 6-Repurchase 7-Repurchase 8-Repurchase 9-Repurchase 10-Repurchase 11-Repurchase 12-Repurchase 13-Repurchase 14-Repurchase 15-Repurchase 16-Repurchase 17-Repurchase 18-Repurchase 19-Repurchase 20-Repurchase 21-Repurchase 22-Repurchase 23-Repurchase 24-Repurchase 25-Repurchase 26-Repurchase 27-Repurchase 28-Repurchase 29-Repurchase 30-Repurchase 31-Repurchase 32-Repurchase 33-Repurchase 34-Repurchase 35-Repurchase 36-Repurchase 37-Repurchase 38-Repurchase 39-Repurchase 40-Repurchase 41-Repurchase 42-Repurchase 43-Repurchase 44-Repurchase 45-Repurchase 46-Repurchase 47-Repurchase 48-Repurchase 49-Repurchase 50-Repurchase 51-Repurchase 52-Repurchase 53-Repurchase 54-Repurchase 55-Repurchase 56-Repurchase 57-Repurchase 58-Repurchase 59-Repurchase 60-Repurchase 61-Repurchase 62-Repurchase 63-Repurchase 64-Repurchase 65-Repurchase 66-Repurchase 67-Repurchase 68-Repurchase 69-Repurchase 70-Repurchase 71-Repurchase 72-Repurchase 73-Repurchase 74-Repurchase 75-Repurchase 76-Repurchase 77-Repurchase 78-Repurchase 79-Repurchase 80-Repurchase 81-Repurchase 82-Repurchase 83-Repurchase 84-Repurchase 85-Repurchase 86-Repurchase 87-Repurchase 88-Repurchase 89-Repurchase 90-Repurchase 91-Repurchase 92-Repurchase 93-Repurchase 94-Repurchase 95-Repurchase 96-Repurchase 97-Repurchase 98-Repurchase 99-Repurchase 100-Repurchase | | | | 10. PUBLICATION: | | | 11. JOB ORDER NO. | | | | |
| 13. ITEM NO. | STOCK NO. | ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY | CODE | SUPPLY ACTION | UNIT PRICE | TOTAL COST | POSTED | | |
| 1. | 232U-00-077-1617 XDR146 | Truck, Cgo, 2 1/2 Ton M3562 H56 No. 6F4118 Ser# 2276226 R1C2 | | | | | | | DATE | BY | |
| JUSTIFICATION: Lateral transfer required to reduce excess in 1/651 Arty and fill shortage in 2/651 Arty. | | | | | | | | | | | |
| Lateral Transfer approved by: | | | | | | | | | | | |
| ALBERT P. SACRMAN COL., OM COMBATING | | | | | | | | | | | |
| SHEET TOTAL | | | | | | | | GRAND TOTAL | | | |
| 13. ISSUE/TURN-IN QUANTITY COLUMN REQUESTED | | | | 14. ISSUE QTY IN SUPPLY ACTION COLUMN | | | | 15. REC QTY IN SUPPLY ACTION COLUMN | | | |

DA FORM 3161 MAY 65
REPLACES EDITION OF JUN 52 WHICH WILL BE USED UNTIL EXHAUSTED
U.S. GOVERNMENT PRINTING OFFICE: 1963-11-18

Figure 3-3. Sample of DA Form 3161 as a lateral transfer

Legend for Figure 3-3;
Completion instructions by block or column for DA Form 3161 as lateral transfer.

- (Issue) Leave blank.
- (Turn-in) Leave blank.
- (Sheet number) Number sheets consecutively.
- (Number of Sheets) Enter total number of sheets.
- (1) Enter the name and UIC of the gaining organization.
- (2) Enter the name and UIC of the losing organization.
- (3) Losing organization will enter the document number assigned to the lateral transfer. Document number is the DODAAC, julian date, and serial number.
- (4) Leave blank. Gaining organization will enter their document number
- DODAAC, julian date, and serial number).
- (5) Enter "lateral transfer."
- (6) Leave blank.
- (7) Leave blank.
- (8) Leave blank.
- (9-9c) Leave blank.
- (10) Leave blank.
- (11) Leave blank.

- (12a) Enter the item number, in sequence, for each item being transferred.
 - (12b) Enter the stock number and line item number (LIN) for each item being transferred.
 - (12c) Enter enough words to identify each item being transferred. Include item serial numbers, if applicable. Also provide reportable item control code (RICC) for those items reportable under CBS-X.
 - (12d) Enter the unit of issue of each item being transferred.
 - (12e) Enter the quantity of each item being transferred.
 - (12f) Leave blank.
 - (12g) Leave blank. Gaining organization will enter quantity received.
 - (12h-12j) Leave blank.
 - (13) The PBO of the losing organization will print name, date and sign, this block. Include rank.
 - (15) The PBO of the gaining organization will print name, date and sign, this block. Include rank.
- Note. After the last item, enter a brief reason for the lateral transfer. Enter "Lateral Transfer Approved By" and the signature block of the approving authority (if known). Except USAR, a copy of the letter from the MUSARC/ MSC directing the transfer will be attached on the DA Form 3161 by both gaining and losing PBOs.

APPENDIX E

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

| ADMINISTRATIVE ADJUSTMENT REPORT (AAR) <small>For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.</small> | | | | | | |
|--|--------------|------------------|--|-------------------------|----------|---|
| ORGANIZATION/ACTIVITY | | | DOCUMENT NUMBER | | | |
| 1/651 Arty Bn | | | DDAAC | DATE | SERIAL | |
| | | | WK4ABC | 7218 | 0001 | |
| ITEM NO. | STOCK NUMBER | ITEM DESCRIPTION | ARC | UNIT OF ISSUE | QTY. | |
| CHANGE FROM | 1. | 3805-01-029-0139 | Grader Cat 120 W/ROPS Ser NO. 246898 | N | EA | 1 |
| | 1. | 3805-01-029-0139 | Grader Cat 120 W/ROPS Ser NO. 246899 (see Reverse side for explanation) | N | EA | 1 |
| AUTHORITY DA PAM 710-2-1 Para 4-11 b (2) | | | <input checked="" type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY | | | |
| INITIATING OFFICER'S SIGNATURE | | | DATE | PBC SIGNATURE | DATE | |
| | | | | <i>Jimmie L. Bozard</i> | 6 AUG 87 | |

DA FORM 4949
JAN 82

405 G.P.O. 1981 353 994

Figure 4-23. Sample DA Form 4949, administrative adjustment report used to document a serial number correction

APPENDIX F

IMNE-MHH-LGS

SUBJECT: DOL Property Book Office Standard Operating Procedures (SOP)

Legend for Figure 5-4;
Completion instructions by block or column for DA Form 3161 prepared as a temporary hand receipt.

Issue Enter "X."

Sheet No. Number sheets consecutively.

No. Sheets Enter total number of sheets.

Send to

1. Enter the name and the UIC (if applicable) of the organization, unit, section, squad, receiving the issue.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the issue.

Request From Enter the name and the UIC (if applicable) of the organization, unit, section, squad, making the issue.

Request No. Enter "Temporary Hand Receipt."

Column 12a Enter the item number, in sequence, for each item issued.

Column 12b Enter the stock number of the item issued.

Column 12c

1. Enter a description of the item. Include the make or model number if the item has one.

2. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

3. Enter the condition code of quarters furniture when issued to family quarters occupants. Codes are in figure 5-1.

Column 12d Enter the unit of issue.

Column 12e Enter the quantity to be issued.

Column 12f Enter an "I" for each item listed.

Column 12g The person that signs block 15 will enter the quantity received.

Note. Enter "NOTHING FOLLOWS" below the last item entered on the form. Make the entry in the "item description" column.

Block 13 The person making the issue will print name, date and sign this block. (Include rank.)

Block 15 The person receiving the issue will print name, date and sign this block. (Include rank.)

Note. Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

APPENDIX H

IMNE-MHH-LGS

