

ASC, Fort Detrick, Maryland
DOL SOP 735-5
AR 735-5

Supply

Property Book External Program SOP

ASC
Fort Detrick, MD 21702

UNCLASSIFIED

SUMMARY of CHANGE

DOL SOP 735-5

Property Book External Program Standing Operating Procedures


Specifically, this revision dated 04 JAN 2012

- This SOP replaces all existing SOPs

Supply

Property Book Internal Standard Operating Procedure (SOP)

For the Director:


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Director
Directorate of Logistics

History. This is a revision of the Property Book External SOP, dated 21 December 2011.

Summary. This SOP outlines the policies and procedures for implementing the Property Book Internal Program and reporting requirements within the Directorate of Logistics (DOL), Fort Detrick, MD.

Applicability. This SOP applies to all personnel within the Directorate of Logistics (DOL), Fort Detrick, MD.

Suggested Improvements. The proponent of this SOP is the Directorate of Logistics (DOL), Plans and Operations Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to IMBV-LGO.

Distribution. This publication is available in electronic media only. It may be obtained from the SharePoint. It is user's responsibility to ensure they are working with the most current version.

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1.1 PURPOSE: To prescribe policy and procedures for all customers of the Installation Property Book Office (IPBO), Supply Division, Directorate of Logistics, Fort Detrick, Maryland, and to provide instructions for requesting, receiving, safeguarding, Turn-In and accounting for supplies and equipment.

1.2 SCOPE: This ESOP is applicable to all hand receipt holders supported by the IPBO.

1.3 LOCATION/HOURS: The IPBO is located in building 243, 243 Beasley Drive, Fort Detrick, MD. Normal operating hours are Monday thru Friday, 0700-1600 hours. Closed on Saturdays, Sundays, and Holidays.

1.4 RESPONSIBILITIES:

1.4.1 Property Book Officer (Accountable Officer): The Property Book Officer is directly responsible for the management and accountability of installation property. The IPBO provide guidance and advice to the PHRH's on all matters relating to property accountability. The IPBO's responsibilities include (these are not all inclusive):

1. Maintain 100 percent property accountability at all times.
2. Request procurement appropriation (PA) funded shortages.
3. Process all other stock funded non-expendable requests brought to the PBO.
4. Provide a liaison between customers and supply sources.
5. Provide a liaison between customers and Installation Property Book operations.
6. Publish guidelines for supported commanders and PHRH's to follow.
7. Review and analyze the listings and reports produced by PBUSE. Review and resolve problems with equipment request. Ensure hand receipt listings are accurate and properly validated.
8. Oversee the cross leveling of assets and assist units with issues involving external transfers.
9. Conduct change of command (CoC) briefings with all incoming and outgoing commanders and PHRH's prior to the start of the inventories.
10. Publish an annual inventory schedule.
11. Validate TDA authorizations through U.S. Army Force Management Support Agency (USAFMSA) web site.

1.4.2 Property Book Team Chief:

1. Assist and support the Property Book Officer; supervises day to day Property Book Operation of contractors.
2. Ensures proper posting of installation property book transactions to the PBUSE System.
3. Ensures installation property book supporting documents are posted to the PBUSE System within **three working days**.
4. Reviews installation property book transaction documents prior to filing.
5. Ensures all supply forms submitted by the PHRHs for posting to the appropriate installation property book are prepared IAW DA PAM 710-2-1 and AR 735-5.
6. Ensure all annual/cyclic reports to higher headquarters are submitted in a timely manner.
7. Ensures Sensitive Item Inventory listings are provided to PHRHs NLT the 5th calendar day of the month and the Annual/Cyclic inventory is provided to the PHRH prior to the inventory due date which is on the 20th calendar day of the month.

8. Tracks authorization documents (LOGTAADS)
9. Check inventories and shortages/excesses.

1.4.3 Property Book Technician:

1. Process MILSTRIP actions through PBUSE Systems.
2. Tracks requisitions submitted.
3. Prepares necessary supply forms when required.
4. Posts installation property book transactions to the PBUSE Systems under the supervision of the property book lead technician.
5. Maintains the automated document registers.
6. Files installation property book supporting documents IAW ARIMS.
7. Ensure the following PBUSE Outputs are generated IAW the following schedule.

1.4.4 Asset Visibility Section:

1. Perform Asset Visibility function for the Property Book Officer.
2. Designate a local catalog monitor responsible for establishing required Management Control Numbers (MCNs) for items not in SB 700-20 or the FEDLOG.
3. Establish and manages the excess management program.
4. Direct and redistribute property among subordinate units and from higher headquarters.
5. Print the Consolidated Property Listing as needed.
6. Direct the cross leveling of assets to prevent the requisitioning of excess equipment.
7. Maintain the User Created Catalog.
8. Maintain Nonstandard Line Item Numbers (NSLIN) for non-SB 700-20/FEDLOG items.
9. Maintain Management Control Numbers (MCN) for non-SB 700-20 or FEDLOG items.

1.4.5 Primary Hand Receipt Holders (PHRH's):

The PHRH's are designated as the primary hand receipt holder (responsible officer). The PHRH will be responsible for the property listed on the PBUSE hand receipt (s). The PHRH ensures compliance with all policies and procedures prescribed by governing regulations. The PHRH must provide the necessary emphasis and training to ensure that all equipment and supplies are properly maintained, requisitioned, accounted for and safeguarded. The PHRH must ensure that property inventories are conducted in a timely manner and as required by governing policies and regulations. The Annual inventory schedule will be published by the IPBO NLT one month prior to the start date of the inventory cycle, and will contain the suspense date for return to the IPBO. The PHRH's responsibilities include:

1. Integrating the Command Supply Discipline Program (CSDP) into the everyday operations. The CSDP is a PHRH's guide to help increase awareness of the requirements for safeguarding

and accounting for the Government's property. It provides guidance to more effectively evaluate and improve supply discipline.

2. Developing and supervising procedures to properly secure and accurately account for all Government property.
3. Validating hand receipt(s), sensitive item inventories, discrepancy memoranda and Annual inventories; ensuring they are completed on time.
4. Ensuring the "PBO COPY," of each inventory listing has only the required annotations without errors and is returned to the IPBO prior to the suspense date.
5. Resolving all inventory and administrative hand receipt discrepancies prior to the next month's sensitive inventory listing.
6. IAW paragraph 1-12, AR 710-2, requesting all stock funded property authorized by TDA ensuring the PBUSE hand receipt is maintained at the highest possible state of accuracy. All stock funded shortages not on order due to supply constraints will be documented.

2.1 HAND RECEIPT PROCEDURES:

a. Directors, Commanders will appoint by memorandum, an individual to perform duties as the primary hand receipt holder (PHRH) within their activity/unit.

b. When a PHRH leaves the area from his/her primary duties for an excess of thirty (30) calendar days e.g., TDY, leave, emergency, hospitalization or extended detached duty, the commander/activity chief will appoint a temporary hand receipt holder. A joint inventory will be conducted upon departure and return of the hand receipt holder.

c. All individuals, having signed for government property, will personally clear their accounts with the IPBO prior to departing this installation on permanent change of duty station or prior to changing duty positions on this installation.

d. The PHRH will designate individuals (civilian/military, no contractors) to act on his/her behalf on a DA Form 1687, Delegation of Authority. Only those listed individuals will be authorized to conduct business on the PHRH's behalf with the IPBO.

2.1.1 AUTHORIZED HAND RECEIPT ACCOUNTS: Hand receipt accounts, as designated, will not be confined to specific sub-elements, activities or type of government property listed, but will be subject to additions or deletions, depending upon operational requirements. All hand receipt property authorizations are supported by the authorization documents i.e. Table Distribution of Allowances (TDA), common Table of Allowances (CTA), or Army Regulations (AR).

2.1.2 HAND RECEIPT: The hand receipt is a computerized printout showing all property book items (accountable) issued to an individual for use by a section, unit, or activity valued above \$2,500.

2.2 HAND RECEIPT UPDATE:

a. The maintenance of hand receipt files is the responsibility of the Property Book Officer (PBO). Changes and alterations will be made only by authorized personnel of the IPBO. Adjustments to hand receipt accounts will not be made outside the IPBO.

b. Hand receipts must be updated semi-annually or upon change of PHRH, whichever is first. At no time will be signed original copy of the hand receipt be removed from the IPBO.

c. All adjustments (change documents) to the hand receipt will be accomplished through the use of a DA Form 3161 (Request for Issue or Turn-In) or DA Form 4949 (Administrative Adjustment Report).

d. For every change document, an automated hand receipt transaction register is produced showing that the change was posted to the property book and the hand receipt. This listing is forwarded to the PHRH with a letter of instruction.

e. The PHRH will be notified at least thirty (30) days in advance of his/her requirement to update their hand receipt. The reason for the advance notice is to allow the PHRH sufficient time to review the hand receipt before signing the newly updated hand receipt.

2.2.1 HAND RECEIPT TRANSFER: A transfer of property between PHRH's within the same organization will be accomplished by the use of a DA Form 3161, Request for Issue or Turn-in. For two separate organizations, it will be signed by both losing and gaining PHRH and forward to the PHBO for approval and transfer of property between two organizations. The DA Form 3161 will be prepared by the losing PHRH. Once blocks 1 through 13 have been completed, the PHRH will give the DA Form 3161 to his/her IPBO hand receipt manager for editing and for the PBO's approval (PBO signature in block 14) before transfer of property and signature in block 15 takes place. Blocks 13, 14, 15 will have the printed name, signature, grade/rank, and date.

2.2.2 AUTHORIZATION TO SUB-HAND RECEIPT: In accordance with AR 710-2, the person having direct responsibility can further issue property by sub-hand receipt by using the PBUSE organization to the person (user) having personal responsibility. PHRH's will not loan or transfer any item outside their respective activities or elements without "Written approval" of the PBO. The serial number of an item will be listed on sub-hand receipts, when applicable. However, PHRH's who use the process of sub-hand receipts this does not negate their direct responsibility to account for the hand receipted property.

3.1 HAND RECEIPT COMPONENT PROCEDURES:

a. Responsibility:

(1) The PBO is responsible for providing each customer with a hand receipt shortage annex on all major end items that have been issued with missing components.

b. Inventory:

(1) The HRH will conduct a physical inventory of all sets, kits, and outfits, at least once a year.

(2) All shortages discovered during the inventory which were not previously recorded on a shortage annex will be accounted for in accordance with AR 735-5 and will be placed on a shortage annex.

c. Controlling Components:

(1) All items having components will be issued by the PBO to the primary HRH as an end item with a shortage annex listing all component shortages.

(2) The primary HRH will issue the item(s) to the user using a component listing. Technical Manuals (TM) or Supply Catalog (SC) with preprinted listings will be used.

(3) In the event a publication for an item does not have a preprinted component listing, the primary HRH is responsible for the preparation of a component listing.

4.1 ACCOUNTING FOR NON-EXPENDABLE, DURABLE, AND EXPENDABLE PROPERTY:

a. All Army property except real property is classified for accounting purposes as non-expendable or durable (>\$2,500.00). The Logistics Support Activity (LOGSA) assigns the accounting requirement code (ARC), using the ARC assignment criteria contained in DA PAM 708-2, Chapter 2, section XVI. An ARC is assigned to each item of supply to identify its specific classification and the degree of accounting and control that must be applied at the user level.

b. The criteria used in this SOP will only classify "Non-Standard" items locally procured or fabricated.

c. Army property which becomes lost, damaged, or destroyed through causes of other than fair wear and tear will be accounted for by either statement of charges, cash collection, or Financial Liability Investigation for Property Loss.

5.1 NON-EXPENDABLE PROPERTY:

a. Non-expendable property is personal property that is not consumed in use and that retains its original identity during the period of use. This includes all non-consumable major end items authorized by the Department of the Army – recognized authorization documents. (See AR 71-13, Chapter 2, section III). These items all have an ARC of "N" in the FEDLOG. Commercial and fabricated items, similar to items coded "N" in the FEDLOG are considered "Non-Expendable" property.

b. Non-expendable property requires formal accountability throughout the life of the item. Non-expendable items will be accounted for at the user level, using PBO procedures in accordance with AR 710-2, Paragraph 2-5. Above the user level, accountability will be maintained using stock record accounting (SRA) procedures in accordance with AR 710-2, section IV of Chapters 3, 4, 5 and 6, as applicable.

6.1 DURABLE PROPERTY:

a. Durable property is defined as personal property that is not consumed in use, and does not require property book accountability, but because of its unique characteristics requires control when issued to the user. The following classes or types of property will be coded durable and assigned responsibility as follows:

(1) All hand tools in Federal Supply Classes (FSC) 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220, and 5280 with a unit price greater than \$5.00. When the unit of issue contains more than one item, (i.e., package, box, dozen, etc) and the cost of a single item (unit

of measurement) is less than \$5.00, the hand tool will be treated as an expendable item at the user level even though it is coded durable in the FEDLOG.

(2) Personal property in FSC 3510, 4110, 4140, 6240, 7105, 7110, 7125, 7195, 7210, 7220, 7230, 7290, 7310, 7320, 7350, 7820 and 7910, having a unit cost of over \$2,500.00, but less than \$5,000.00, and assigned a CIIC of "U" or "7".

(3) Commercial and fabricated items similar to those items coded with an ARC of "D" (durable) in the FEDLOG.

(4) Audiovisual production master material and copies that are accounted for under AR 25-1 and controlled by Fort Knox.

b. Accounting for durable property.

(1) Accounting procedure for durable items before issue to the user level are the same as for expendable and nonexpendable items.

(2) Accounting for durable property at the user level is not required. However, because of the nature of these items they must be controlled and responsibility assigned as follows:

(a) Durable hand tools that are not components of sets, kits, or outfits will be controlled using hand receipt annexes or component hand receipts per AR 710-2, Paragraph 2-10k.

(b) Durable hand tools that are not components of sets, kits, or outfits will be controlled using hand tool receipts and sub-hand receipts. Tool room or tool crib procedures may be used in lieu of hand receipts and sub-hand receipts in accordance with AR 710-2, Paragraph 2-10i, or j and DA Pamphlet 710-2-1, Paragraph 6-3.

(c) Durable property in FSC's 3510, 4110, 4140, 6240, 7105, 7110, 7125, 7195, 7210, 7220, 7230, 7290, 7310, 7320, 7350, 7820, and 7910 will be monitored by the Commander or Director. The Commander/Director will conduct a management review annually of all the on hand durable items within the above FSC's to determine whether there are any indications of any missing items, and whether there are any indications of fraud, waste or abuse. The Commander/Director will document that a management review of the durable property was conducted, stating what the results were, and what corrective actions were taken. A memorandum for record will be prepared in duplicate. One copy will be retained at the unit or activity, and one copy provided to the next level of command. Memorandum will be kept on file for 2 years.

7.1 EXPENDABLE PROPERTY:

a. Expendable property is property that is consumed in use or loses its identity in use. It includes items not consumed in use, with a unit cost of less than \$2,500.00 and having a controlled inventory item code (CIIC) of "U" or "7" assigned. The following classes or types of property will be classified as expendable.

(1) Supplies consumed in the maintenance and up-keep of public service, i.e., oil, paint, fuel, cleaning and preserving materials.

(2) Supplies that lose their identity when used to repair or complete other items, i.e., assemblies, repair parts, and accessories.

(3) Supplies consumed by government Activities in the manufacturing, testing, sampling, or for experimental purposes. Also included are audiovisual products training devices training aids, and displays when these supplies will be consumed or rendered unserviceable for the purpose originally intended.

(4) Office supplies and equipment, i.e., paper, staplers, and hole punchers, with a unit cost of less than \$300.00.

(5) Subsistence items.

(6) Commercial or fabricated items similar to items with an ARC of "X" (expendable) in the FEDLOG.

(7) Special tooling, jugs, fixtures, and templates, provided.

(a) Like item is not available through normal supply channels.

(b) Item is fabricated for exclusive use by Industrial Operations Command (IOC) depot rebuild programs and costs less than \$2,500.00.

b. Accounting for expendable property is as follows:

(1) Accounting for expendable property before issue to the user is the same as accounting for durable and non-expendable property.

(2) Expendable property authorized by an MTOE or TDA, and deployable or augmentation property authorized by a CTA, will be accounted for on PBO records.

(3) All other expendable property is considered to be consumed upon issue: consequently, no formal accounting of expendable property is required after issue from SRA level to the user level.

(4) Some items, although classified as expendable, are of such a nature as to require additional supply and issue controls. These controls will be prescribed by the wholesale item manager. Examples are shown below:

(3) All other expendable property is considered to be consumed upon issue: consequently, no formal accounting of expendable property is required after issue from SRA level to the user level.

(4) Some items, although classified as expendable, are of such a nature as to require additional supply and issue controls. These controls will be prescribed by the wholesale item manager. Examples are shown below:

(a) Expendable items, component assemblies, repair parts, and accessories identified as recoverable or pilferable items. (AR 710-2, Paragraph 2-6e)

(b) Drugs identified by the Surgeon General. (AR 40-61, Chapter 3)

(c) Indentured alcohol and alcoholic liquors. (AR 40-61, Paragraph 3-55)

(d) Food items at the dining facility level. (AR 30-1, Chapter 7)

(e) Bulk Fuels. (AR 710-2, Paragraph 2-35)

(f) Subsistence drawn for training. (CTA 50-970) (AR 30-1, Paragraph 10-12)

(g) Tools. When expendable tools are issued to the user, issues will be controlled and responsibility assigned by using hand receipt, component hand receipt, tool room, or tool crib procedures. (AR 710-2, Paragraph 2-10)

(h) Facilities engineering supplies. (AR 420-17, Chapter 6)

(i) Radio frequency (RF) tags. (AR 710-2, Paragraph 1-29)

(j) Items which are issued for the purpose of destructive testing and experiments will be accounted for as expendable property.

(k) Private firms who become manufactures of supplies or equipment, or to perform services under a contract with the army may be issued free samples upon approval of the procuring activity. These items will be accounted for as expendable property.

(l) Fabricated items will be accounted for as expendable property. However a control point will be established for fabricated items earmarked for reuse. Before fabricating a new item, a check of the control point for a like item, already on-hand, will be made.

8.1 INVENTORIES:

a. Cyclic Inventory:

(1) An annual inventory is required by various method, i.e. Monthly, quarterly, semi-annual or annually.

b. Change of HRH Inventory.

(1) **No Change of Command/PHRH's Inventories will be conducted without receiving an In-brief from the IPBO.** An inventory will be conducted whenever a HRH is replaced. As soon as the HRH becomes aware that he/she will be replaced, he/she should contact the IPBO hand receipt manager and request a new hand receipt, his/her current HR will become frozen and no supply actions (issues and Turn-Ins) will be processed against it.

(2) All unit/activity property must be inventoried. If the outgoing HRH is unable to conduct a joint inventory, an individual must be appointed to accompany the incoming HRH to ensure that the interests of the outgoing HRH are protected. The inventory should be conducted in the following manner:

(a) The outgoing HRH must ensure that all sub-hand receipts with change documents are updated.

(b) If needed, select personnel to assist in the inventory and provide them with proper instructions.

(c) The outgoing HRH must notify all sub-hand receipt holders when and how the inventory is to be conducted.

(d) All items are to be checked to ensure that their description/serial numbers match that which appears on the hand receipt. Prepare a list of discrepancies.

(e) Make a visual check of the condition of the property and make a list of any damaged equipment.

(f) Count all items listed on the hand receipt and make a list of any shortages.

(g) Count all items not listed on the hand receipt and list them as overages.

(h) Make sure that component shortages are listed on the hand receipt shortage annexes and are on valid request. Make a list of component shortages that are not listed on the hand receipt shortage annexes. Make a list of any component overages.

(i) Check serial numbers, make and model, on items with those recorded on the hand receipt and make a list of any discrepancies.

(j) Report all discrepancies in serial numbers or item descriptions to CIPB.

(k) Report all overages and shortages to the PBO.

(l) Prepare a DD Form 200 Financial Liability Investigation of Property Loss (FLIP) in accordance with AR 735-5 for all shortages and submit it to the IPBO.

c. Major discrepancies. All major discrepancies noted during the course of an inventory: such as equipment loss or damage, will be processed in accordance with AR 735-5, Chapter 13, Financial Liability Investigation of Property Loss.

9.1 DISCREPANCIES: All discrepancies will be brought to the attention of the PBO.

a. Minor discrepancies.

(1) Minor discrepancies noted during an inventory, such as incorrect nomenclature, serial number, or equipment on hand which is not listed on the HR, will be reported to the IPBO.

(2) Discrepancies or changes on hand receipts resulting from changes to regulation or publications are the responsibility of the IPBO. Each HRH will be notified of these changes by the IPBO.

(3) Discrepancies resulting in no physical loss of property will be adjusted using an Administrative Adjustment Report (AAR), i.e., an individual signed for five (5) each desks left pedestal, NSN 7110-00-143-0835, and seven each desks double pedestal, NSN 711-00-143-0832, but actually had on hand 12 each desks, NSN 7110-00-143-0835. In this case, 12 desks

issued and 12 each desks left pedestal were on-hand: however, quantities issued by NSN's did not match the actual on-hand balance for each NSN.

b. Major discrepancies. All major discrepancies noted during the course of an inventory: such as equipment loss or damage, will be processed in accordance with AR 735-5, Chapter 13, FLIPL.

(1) Discrepancies resulting in the loss of property will be adjusted by either using a Financial Liability Investigation of Property Loss or Statement of Charges/Cash Collection Voucher prepared in accordance with AR 735-5, Policies and Procedures for Property Accountability.

10.1 FOUND ON INSTALLATION: Any non-expendable equipment that is not listed on the hand receipt must be accounted for or turned in. Prepare DA Form 2765-1 and a DA Form 3161 to add this equipment to the primary hand receipt. The IPBO will only issue items to the gaining unit's authorized representatives (individual (s) designated on the DA 1687 to receive property and perform supply transactions).

- a. Turn in procedures for "found on installation" equipment is outlined in DA PAM 710-2-1, chapter 3, paragraph 3 – 9.
- b. An FOI document will not be processed for any equipment already on the property books of another PHRH.

11.1 AUTHORIZATION FOR SUPPLIES AND EQUIPMENT: All requests for supplies and equipment must be authorized. This authorization must be indicated on each request document as prescribed below. Requests without authorization data will be returned without action.

a. Authorization for Standard items of equipment. The HRH should research each item requested against the authorization documents listed below. The IPBO has the following publications available to the HRH for use in researching authorizations.

- (1) Tables of Distribution and Allowance (TDA)
- (2) Common Table of Allowance (CTA) 50-900, Clothing and Individual Equipment.
- (3) CTA 50-909, Field and Garrison Furnishing and Equipment.
- (4) CTA 50-970, Expendable Items.
- (5) Random Supply Catalogs.
- (6) DA Messages/Special Letters.

b. Authorization for Non-Standard supplies and equipment. Prior to submitting a request for non-standard supplies or equipment, the requestor must comply with AR 71-13, Department of Army Equipment Authorization and Usage Program.

12.1 REQUESTS FOR NON-EXPENDABLE, DURABLE AND EXPENDABLE SUPPLIES AND EQUIPMENT:

a. All requests for supplies and equipment (Issue/Purchase) will be submitted through the PBO, Supply Support Activity (SSA) for approval of the source of acquisition for all purchases (AR 710-2, Para 2-6, Requesting Supplies and Equipment).

b. Purchase of non-standard items, using the Aquiline Purchase Request System and the Government Purchase Card, will be performed as outlined in AR 710-2, Supply Policy below the National Level dated 8 July 2005 and FD supplement to AR 710-2, Policies and Procedures for the Purchase of Accountable Property, dated 15 July 2004.

c. Supplies and equipment, having a NSN and listed on the current FEDLOG, will be requisitioned using a DA Form 2765-1, Request for Issue or Turn-In Form. These requisitions will be processed through the IPBO to the SSA.

13.1 GOVERNMENT PURCHASE CARDS (GPC):

a. Requests under \$2,500.00 for nonexpendable, durable and expendable supplies, purchased with GPC will be submitted to the PBO prior to the purchase commitment. If the PBO approves the request, he/she will place a copy of the document in the suspense file. Upon receipt of nonexpendable items purchased with the GPC, the PHRH will prepare DD Form 250 (Material Inspection and Receiving Report) as follows:

Block 1 – enter the words “Government Purchase Card”

Block 2 – enter the invoice number or reference number from vendor’s receipt.

Block 9 – enter the vendor’s name and address.

Block 13 – enter the hand receipt number and the unit address.

Block 15 thru 20 – enter known information pertaining to items such as make, model number or part number and serial number.

Block 22 – place signature of hand receipt holder and date of purchase.

b. Provide the signed copy of the DD Form 250 to the IPBO along with a copy of the vendors invoice or sales receipt within 5 days of receipt a purchased item(s). The items will be added to the PHRH’s hand receipt.

c. The following list of equipment is examples of property book items and could potentially go on the PHRH hand receipt. The list includes tents, ATVs, gators, boats, boat motors, lawnmowers, tractors, action buildings (storage buildings), forklifts, trailers, weed eaters, large space heaters, fireproof cabinets/safes, blowers, large barbecue grills, power tools, meters of all types. The following items must have S-6 approval (IMO) prior to the IPBO approving the requests. The list includes laptops, monitors, printers, computers, fax machines, navigation systems, video teleconference, radios, external hard drives, televisions, projectors, large shredders, video cassette recorders and DVD players. Both list are not all-inclusive and can be changed as needed.

14.1 PROCESSING REQUISITIONS: The IPBO will submit requisitions for property book items authorized non-expendable PA funded end items, and components.

a. Requisitions for non-expendable stock funded shortages will be managed by PBO and processed when funds are available. The PBO must sign all high priority requests. All requests will be processed through PBUSE or off-line as determined by the Property Book Officer.

b. When or if a commanders or Directorates' Director elect not to order stock funded TDA shortages they must route a Report of Supply Constraints memorandum through the IPBO to the Garrison Commander.

15.1 TURN-IN OF ACCOUNTABLE PROPERTY:

a. The HRH should check the NSN of the item being turned-in to ensure that the item is recorded on his/her hand receipt.

b. Turn-in of hand receipted property, whether serviceable or unserviceable, will be turned-in to the IPBO by means of a DA Form 3161 (Request for Issue or Turn-In).

c. If item is accountable and not on hand receipt, same applies above.

d. Appointments for turn-in will be coordinated with the Warehouse Leader, SSA by the IPBO.

e. Upon completion of the turn-in, all documents will be returned to the servicing hand receipt clerk, IPBO for posting of appropriate records.

16.1 TURN-INS OF SUPPLIES AND EQUIPMENT:

a. All requests for Turn-In of supplies and equipment will be submitted on a DA Form 3161, Request for Issue or Turn-In.

b. Turn-in of expendable and durable supplies: Serviceable, expendable and durable supplies must be turned in to the SSA when they are excess. Unserviceable expendable and durable supplies with recoverability codes (RC) A, D, F, H, O, Z and I must also be turned in to the SSA.

17.1 TURN-INS OF RENTAL OR LEASE EQUIPMENT: When rental or leased equipment is returned to the owner, IPBO will be notified immediately. The HRH must ensure that he/she is given a receipt by the company that picked up the equipment. This receipt must be sent to the IPBO so that the item can be dropped from the property records and hand receipt.

18.1 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS: A Financial Liability Investigation of Property Loss (FLIPL) documents the circumstances concerning the loss, damage, or destruction of government property and serves as, or supports, a voucher for adjusting the property for accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability.

1. IAW AR 735-5, chapter 13, paragraph 13-2a (1) – 13-2a (11) and Tables 12-1 and 12-2, mandatory initiation is required when:

a. Negligence or willful misconduct is suspected as the cause, and the individual does not admit liability.

b. The property loss, damage, or destruction involves a change of accountable officer's inventory and the outgoing accountable officer made no voluntary reimbursement for the full amount of the loss to the Government.

c. The value exceeds the individual's monthly basic pay.

d. The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500.00. See AR 710-2, paragraph 2-35i.

e. The loss or destruction involves a sensitive item. Investigate sensitive items lost or destroyed per AR 15-6.

f. The loss or destruction involves public funds or other negotiable instruments.

g. The loss or damage involves a GSA vehicle and the administrative actions under paragraph 12-1c, AR 735-5, have not been taken.

2. When property from more than one property book account (i.e. TDA Property Book, Installation or CIF) is lost, damaged, or destroyed in the same incident, initiate a separate FLIPL for each property account and cross reference them to each other. For lost, damaged, or destroyed property on property records of the same account, DODAAC and document register, initiate only one FLIPL.

3. A FLIPL will be initiated by the PHRH, edited and reviewed by PHRH'S chain of command then forwarded to the IPBO for a document number **within fifteen (15) calendar days** after the date of discovering the discrepancy. The IPBO will reject all FLIPLs missing the DA Form 7531 Checklist and Tracking Document. The unit will provide the original DD Form 200/DA Form 7531 and all exhibits prior to bringing the FLIPL to the IPBO for a document number.

4. Process a FLIPL through the chain of command of the individual responsible for the property at the time of the incident.

5. Under normal circumstances, the unit commander, Directorate/PHRH initiates the FLIPL. If the commander, Directorate/PHRH is not available, the person with the most knowledge of the incident will serve as the initiator.

6. The IPBO will assign a document number for all FLIPLs dealing with the loss or destruction of installation property. A document number will not be assigned to investigations for Estimated Cost of Damage (ECOD), per AR 735-5, chapter 13, paragraph 13-14a. Component losses will be assigned a non-property book document number.

7. AR 735-5, chapter 13, paragraph 13-11, states that the initiator of a report of survey will not dispose of, repair, or continue to use the damaged property until the Financial Liability Investigating Officer (FLIO, when appointed), appointing authority, or approving authority decide it is no longer needed for investigative purposes.

8. IAW AR 710-2, paragraph 1-1 (1) (d), the approving-authority may allow the continued use of vehicles with minor damage to the exterior.

9. When lost equipment listed on a FLIPL is later recovered, a statement will be prepared and submitted to the IPBO. The memorandum for re-establishment of accountability must reference

the FLIPL document number and be signed by the commander/PHRH. The FLIPL or 15-6 investigation will not be closed until all recovered property has been re-established to the accountable records and such documentation has been endorsed by the CIPBO and attached to the investigation as an exhibit.

10. The first COL in the chain of command is the approving authority for FLIPL's and may not delegate that authority further. Appointing authorities must be LTC or MAJ (P) serving in a LTC billet. All final losses exceeding \$100,000 or involving a sensitive item must be approved by the first General Officer in the chain of command. A final loss is property that has not been recovered or the loss still exceeds \$100,000 after all investigations are complete, values have been depreciated IAW AR 735-5 App. B, and the Approving Authority has completed the final review.

19.1 STATEMENT OF CHARGES/CASH COLLECTION VOUCHER: Methods of obtaining relief from responsibility for property are outlined in AR 735-5, chapter 12. Voluntary payment will be permitted as long as the lost or damaged property does not meet the requirements for a mandatory initiation of a FLIPL or AR 15-6 investigation (note: AR 735-5, chapter 13, Paragraph 13 – 2 for mandatory initiation requirements). DD Form 362 will be prepared IAW AR 735-5. Commander/PHRH must provide all necessary information to the IPBO in order to process this document (i.e. line number, nomenclature, quantity, depreciation statement, total amount with depreciation) to include a shortage annex for all non-expendable component losses.

a. The IPBO will: ensure the statement of charges accurately identifies the lost equipment, assign a document number and post the loss from the accountable records.

20.1 COMMAND SUPPLY DISCIPLINE PROGRAM: The Command Supply Discipline Program (CSDP) is intended to assist PHRHs at all levels in the employment of sound logistical practices. CSDP is a commander's program. It is not intended to be solely an inspection program. Rather, leaders are expected to use the program to monitor compliance, prevent waste and abuse and to gain familiarity with current policies and procedures.

a. The purpose of the CSDP is to establish supply discipline as regulatory guidance, standardize supply discipline requirements, provide responsible personnel with a single listing of supply discipline requirements and make the U.S. Army more efficient with respect to time spent monitoring subordinates' actions. In order to achieve this, implementation of CSDP will:

1. Ensure compliance with DA, IMCOM, FORSCOM, TRADOC Division and Battalion supply policies and procedures.
2. Determine the adequacy of established DA supply policies and procedures.
3. Identify supply problems to permit timely corrective action within the chain of command.

b. Key Terms.

1. Supervisory responsibility. All individuals in a position of responsibility whose job involves them with supply operations within or for the U.S. Army. This applies to officers, NCOs and civilians.
2. Supply economy. Conservation of material by every individual in the Army to ensure

that only the proper items in the necessary amount are used to accomplish a task. It includes preventive maintenance, recovery of economically repairable material, repairable material, repair, salvage, and the safeguarding of food, clothing, weapons, transport and all other material.

3. Supply discipline. The compliance with established DA regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply (from unit/contractor through wholesale users) and to the effective use of supply funds.
4. Asset Control. Actions that must be accomplished for effective accountability and utilization of material resources include, but are not limited to, enforcing supply discipline at all levels and ensuring proper physical security and property accountability.

21.1 GFEBs: All GFEBs requests that have any of the equipment mentioned in paragraph 13.1c will be routed to the PBO for L-3 approval. Both lists are not all-inclusive and can be changed as needed.

22.1 LOGTAADS: LOGTAADS Listings from PBUSE: The unit Commanders in concert with the IPBO will review and reconcile the units Authorization Documents (TDA) annually and document the results via memorandum.

REFERENCES

Section I Required Publications

AR 710-2 Supply Policy Below the National Level

DA PAM 710-2-1 Using Unit Supply System

AR 735-5 Policies and Procedures for Property Accountability

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

DOL SOP 710-2

Section III Record Keeping Requirements

All record keeping requirements for documents and procedures must be in accordance with the Army Records Information Management System guidelines and procedures.

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