

Army Field Support Battalion-Riley
INSTALLATION CONSOLIDATED PROPERTY BOOK
Standard Operating Procedures (SOP)



1st Infantry Division



Army Sustainment Command



407th Army Field Support Brigade

AFSBn-Riley Supply & Services Division
7920 Apennines Drive
Fort Riley, KS 66442
12 May 2021

INSTALLATION CONSOLIDATED PROPERTY BOOK (ICPBO)**STANDARD OPERATING PROCEDURES (SOP)****TABLE OF CONTENTS**

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AFSBn-Riley Commander's Memo



DEPARTMENT OF THE ARMY
ARMY FIELD SUPPORT BATTALION-RILEY
8100 1ST DIVISION ROAD
FORT RILEY, KANSAS 66442

ASCW-RIL

12 May 2021

MEMORANDUM FOR RECORD

SUBJECT: Installation Consolidated Property Book Office (ICPBO) External Standard Operating Procedures

1. **Purpose:** To establish responsibilities, policies and procedures related to Property Book Operations supporting AFSBn-Riley and U.S. Army Garrison-Riley.

2. **Applicability:** This SOP is applicable to all personnel assigned to or conducting business with the AFSBn Supply & Services Division (S&S), Fort Riley, Kansas and is used as a guide to S&S operations, supply management, and supply training.

a. Instructions contained in the publications of higher headquarters will be complied with. Report immediately any conflicts between this SOP and instructions contained in any higher headquarters publication.

b. Abuse of equipment, any known or discovered shortages, or any violation of this SOP will be reported immediately.

2. **General:** This SOP standardizes routine recurring property book operations.

a. This SOP establishes AFSBn-Riley Supply & Services Division policies and procedures. It will not restate higher headquarters policies or regulations.

b. The ICPBO of the Supply & Services Division will publish this SOP and memorandum to make it available for ready reference to all personnel conducting business with the AFSBn Supply & Services Division and ensure all personnel conducting property book operations are familiar with its contents.

c. Recommendations for changes to this SOP should be directed to the Chief of Supply & Services Division at john.c.ford18.civ@mail.mil or (785) 239-1909, DSN 520.

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Date: 2021.05.12 16:53:15 -0500

PAUL Z. LICATA
LTC, LG
Commanding

REFERENCES:

Federal Acquisition Regulation (FAR) Subpart
AR 190-11 Physical Security
AR 25-400-2 Army Record Information Management System (ARIMS)
AR 700-84 Issue and Sale of Personnel Clothing
AR 708-1 Cataloging and Supply Management Data
AR 710-2 Supply Policy Below the Wholesale Level
AR 725-50 Requisitioning, Receipt, and Issue System
AR 735-5 Property Accountability Procedures
AR 750-1 Army Material Maintenance Policies
DA Pam 710-2-1 Using Unit Supply System Manual Procedures
DA Pam 710-2-2 Supply Support Activity Supply System Manual Procedures
CTA 50-909 Field and Garrison Furnishings and Equipment
CTA 50-900 Clothing and Individual Equipment
AR 840-10 Flags, Guidons, Streamers, and Tabards
DLA-DS Riley Customer Assistance Hand Book, dated Nov 2020

PURPOSE: The Installation Consolidated Property Book Office (ICPBO) Standing Operating Procedures (SOP) establishes procedures for the accomplishment of property transactions and local procurement transactions within the Ft. Riley Installation Property Book area of responsibility.

SCOPE: The provisions set forth are applicable to all organizations, activities and individuals supported by the Ft. Riley ICPBO.

HOURS OF OPERATION: Monday, Tuesday, Wednesday, Thursday & Friday, 0800-1630 hours. The ICPBO will be closed on all Federal Holidays and weekends.

GENERAL INFORMATION:

- a. The ICPBO is located in Building 7920 Apennines RM E-4, Fort Riley, KS, 66442. The ICPBO is responsible for the acquisition, accountability, and distribution of all appropriated fund supplies and equipment used to support customers (i.e., Table of Distributed Allowances (TDA) activities, division/non-division, and tenant activities). The ICPBO maintains and controls accountability for property through hand receipts. When a contract requires the government to provide nonexpendable/durable equipment (Government Furnished Property) in support of the mission it will be accounted for in GSCC-ARMY and hand receipted to the contractors designated Primary Hand Receipt Holder (PHRH). Those personnel who have been designated by TDA as a Division Chief have supervisory responsibility of property. They may designate persons to be PHRH's that will have direct responsibility for the property (**example 1**).
- b. Assumption of Primary Hand Receipt Holder duties constitutes full responsibility for the organizations equipment. The signature on the hand receipt fulfills regulatory requirements and allows continued property book support.

CUSTOMER SERVICE: Documents dropped off or emailed for signatures or document numbers will be available for pick up within 72 hours of receipt. Do not make 7 appointments

to turn-in items prior to the 72 hour window. All incorrectly prepared documents will be returned to the primary hand receipt holder for corrective actions.

RESPONSIBILITIES: Organizational and individual responsibilities for the reporting, control, and accountability of Government property are delineated in the above-cited references. These responsibilities are required to be practiced and adhered to in all matters relevant to property accountability management.

- a. Installation Consolidated Property Book Officer (PBO): The PBO is on duty appointment orders as the Property Accountability Officer and is responsible for the oversight of contractor performance and actions within the Property Book Office as the contract Quality Assurance Evaluator (QAE). The PBO ensures formal accountability of all installation non-expendable TDA property, oversees the PHRHs records on hand receipts, ensures all authorized property is on hand or on order, monitors Army Sustainment Command (ASC) and Installation Management Command (IMCOM) directives to eliminate excess property, directs transactions to eliminate property excess and cross-leveling of assets to fill shortages; maintains accountability for all GCSS-ARMY supported property book items as required by AR 710-2, AR 735-5, and DA Pam 710-2-1; collects pertinent data and information and forwards data to echelons above AFSBN-Riley and USAG-Riley, Fort Riley, KS and prepares critical statistical data.
- b. Supply Technician: Contractor technicians are responsible for all property book operations that are not government in nature (GIN). Responsibilities include the editing, logging, distribution, and tracking of all supply documents for the ICPBO; reviewing all input and output documents generated by GCSS-ARMY; Researching catalog information to determine item Line Item Number (LIN) and National Stock Number (NSN) in Army Enterprise Systems Integration Program (AESIP) for addition of purchased equipment to the property book; maintaining automated hand receipt accounts and nonexpendable component shortage annexes for all supported units; ensuring all authorized TDA property book items and nonexpendable components are on hand or on order; ensuring adjustment documents and computer input documents are properly processed; ensuring all applicable listings/reports are provided to customers in a timely manner; processing and monitoring all lateral transfer directives from initiation to completion; and processing equipment awaiting issue from respective warehouses.

DELEGATION OF AUTHORITY: In order to establish a hand receipt the Property Book Office must have an Assumption/Delegation of Primary Hand Receipt Holder Orders on file along with a Delegation of Authority (DA Form 1687). All signature cards (DA Form 1687) will be typed and error free (**example 2**). The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive general distribution from the property book office are the PHRH's and those individuals identified on the signature card. All others will be turned away. PHRH's should limit the number of personnel authorized to perform these functions. In the event the PHRH does NOT elect to delegate authority, the PHRH will submit a "Delegation of Authority Memorandum" (**example 3**) to the ICPBO.

GCSS-ARMY:

- a. The GCSS-ARMY property accounting system is a web-based system that will allow PHRHs real time visibility of their property. Its main function is to provide asset visibility, maintain accountable property records, and produce associated reports for the PBO, PHRH's, and associated agencies.
- b. To gain access to this system, Web-Based training must be conducted through GCSS-Army Training and Certification (GTRAC), which is on the GCSS-Army Home page. Web based Classes 1,2,3,4 and 8 must be completed. The course certificates and a DD2875 (example 4) are required to request access to GCSS-ARMY and must be turned into ICPBO to gain access to GCSS-ARMY. The PHRH will then self-register in GCSS-ARMY and the ICPBO PBO will then transfer the PHRH to his or her position for that SLOC.
- c. When an individual is experiencing trouble with the system, they should reference the end user manual prior to directing their questions to the Property Book Office.

TYPES OF PROPERTY:

- a. Modified Table of Organization and Equipment (MTOE) / Table of Distributed Allowances (TDA) Property (Property Book Identification code 8 and 4 respectively): These types of property are operating allowances and are authorized by an organizations assigned MTOE or TDA. This type of property is also identified as those items authorized in Table 4, CTA 50-900 (OCIE; Appendix C, CTA 50-909; AR 840-10 (Flags and Guidons); Special tools and test equipment; basic loads (i.e. Ammunition and Rations); Controlled Cryptographic Items (CCI); and items authorized by section III supplement of the Mobilization TDA. All other property regardless of how authorized, not listed above is installation property and will be accounted for accordingly. All MTOE/TDA property for supported organizations is accounted for by the Organizational PBO (MTOE) & ICPBO (TDA) through the GCSS-ARMY database.
- b. Installation Property (PBIC 9): This type of property is categorized as those items authorized by an organization through any authorization document other than those previously identified in the above paragraph.
- c. Non-Expendable Property: These items of property which are coded "N" under the Accounting Requirements Code (ARC) column of the Federal Logistics (FEDLOG) catalog system and may be further classified as organization or installation property (Dependent on the authorizing medium). Non-expendable items require property book accountability and are requisitioned and accounted for by the ICPBO.
- d. Expendable and Durable Property: These type items are identified by "X" or "D" in the "ARC" column of the FEDLOG. Expendable and durable property may not require property book accountability and, therefore, are not always controlled by the ICPBO. However, some items that may be expendable or durable but are considered pilfer able, therefore, may require property book accounting as determined by the ICPBO. NOTE: PHRH's are reminded that assignment of responsibility, i.e. unit sub hand receipts, for durable property is 9 required at PHRH level in accordance with DA PAM 710-2-1, Chapter 5.

CHANGE OF PRIMARY HAND RECEIPT HOLDER:

- a. Change of Primary Hand Receipt Holder briefings must be scheduled with the ICPBO Supply Technician at least thirty (30) days prior to the departure of the current PHRH. The inventory should not start without this briefing.
- b. Primary Hand Receipt Holder inventories will be conducted at PHRH level. When the hand receipt holder is identified to be replaced, all property listed on hand receipts will be inventoried by the incoming and outgoing PHRH's. Thirty days will be allotted to conduct the joint physical inventory. A request for extension, in writing to the Division Chief, needs to be done if the inventory cannot be completed within 30 calendar days (example 5). Two 15-day extensions can be granted using a written request through the Division Chief to the Installation Property Book Officer. The incoming PHRH will conduct a 100% percent physical inventory to include basic issue items (BII) and components of major end items.
- c. Prior to beginning a change of primary hand receipt holder inventory, the outgoing PHRH will conduct a pre-change of PHRH inventory at least 30 days prior to the start of the inventory. This will allow the outgoing PHRH ample opportunity to correct any errors on his/her hand receipt and to update all shortage annexes prior to the inventory. Any shortages found after the inventory begins needs to be accounted for using relief methods found in AR 735-5, chapter 12 and/or chapter 13. Additionally, it is highly recommended that all PHRH's brief their Division Chief on the schedule for the inventories. It is also recommended that the PHRH's provide weekly back briefs to their Division Chief regarding the progress of the inventory.
- d. At a minimum, the Incoming and Outgoing PHRH must attend the Change of PHRH briefing provided by the ICPBO Supply Technician. A PHRH book will be provided to the incoming PHRH. It will include:
 - (1) A current hand receipt
 - (2) A Sensitive Items Listing
 - (3) A Change of Primary Hand Receipt Holder briefing packet
 - (4) Change of Command/Hand Receipt briefing memorandum
 - (5) ICPBO SOP
 - (6) A copy of DA PAM 710-2-1, chapter 9, para 9-3
 - (7) Hand Receipt Dollar Value Listing
 - (8) Due-In Listing
- e. To allow adequate time for researching and posting the adjustment documents, submit paperwork to the ICPBO no less than three working days 10 prior to the signing of the primary hand receipt. PHRH's should submit adjustment paperwork as errors are noted.

- f. At the completion of the inventory, hand receipt printed by the Installation Property Book Office. This shows acceptance of all property listed on the primary hand receipt. The new PHRH will provide the following documents to the ICPBO:
 - (1) Assumption of Command/Appointment orders
 - (2) DA Form 1687 or a Delegation of Authority Memorandum
 - (3) Change of PHRH Inventory results memorandum signed by the
- g. Outgoing and incoming PHRH's (example 6).

SEMI-ANNUAL HAND RECEIPT UPDATE / INVENTORY PROCEDURES:

- a. The primary purpose of an inventory is to provide a method for PHRH's, and users to ensure the accountability, serviceability, maintenance, and proper usage of all assigned property. All inventories will be conducted IAW DA PAM 710-2-1, Chapter 9, AR 710-2, and the specific guidelines of this SOP.
- b. The Fort Riley ICPBO has directed that 100% physical inventories will be conducted on a semi-annual basis. Semi-annual hand receipt updates will be printed and distributed to all PHRH's by the ICPBO clerks on the 15th of the month prior to the required month of update. In the event the 15th falls on a weekend or federal holiday they will be produced on the last workday prior to the 15th. Supply Technicians will email the current GCSS-ARMY Inventory Document. Supply Technicians will also notify the PHRH at this time if their DA 1687 is about to expire. If the hand receipt is not signed by the last workday of the month the Installation PBO will be notified, who will then notify the delinquent PHRH's Division Chief.
- c. Should a discrepancy exist on the hand receipt, the PHRH will provide the appropriate paperwork (i.e. DA Form 4949, DD Form 1348-1, DA Form 2765- 1, DD 362 and/or DD Form 200) to correct the errors. These documents should be turned in prior to turning in the signed hand receipt. The supply technician will not accept any Hand Receipts or Sensitive Items reports if discrepancies are noted and no adjustment documents are provided.
- d. In accordance with DA Pam 710-2-1, Chapter 9, para 9-9, sensitive item inventories of weapons and ammunition (Controlled Inventory Item Code [CIIC] of 1-6, N, P and R) are required. ICPBO supply technicians will produce and distribute Monthly Sensitive Item Inventories on the 1st of each month. PHRH's will return the completed inventory no later than the 25th of the month. PHRH's will annotate a quantity in all blocks (i.e. On-hand, Signed Out, and Maintenance). The sum of all entries will equal the on-hand quantity. In accordance with AR 710-2, Table 2-2j, the PHRH may assign an NCO, WO, Officer, or DoD civilian to conduct the inventory. Unit armorers will not perform this inventory nor will this inventory be conducted by the same individual consecutively. PHRH's must check the statement at the end of the inventory report that DOES APPLY, Example: 11

**ALL SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS
HAVE BEEN INVENTORIED
NO DISCREPANCIES WERE DISCOVERED**

- e. In accordance with DA Pam 710-2-1, Chapter 9, para 9-9, control items (CIIC of 8, 9, Q, and 0) will be inventoried on a quarterly basis. The Fort Riley ICPBO has elected to conduct quarterly inventories during the months of January, April, July and October. ICPBO clerks will produce and distribute Quarterly Controlled Item Inventories on the 1st of the month in which the inventory is due. PHRH's will return the completed inventory no later than the 25th of the same month. PHRH's will annotate a quantity in all blocks (i.e. On-hand, Signed Out, and Maintenance. Any hand or sub-hand receipt holder may conduct this inventory as directed by the PHRH. The sum of all entries will equal the on-hand quantity. All delinquent inventories will be reported to the Installation PBO. PHRH's must check the statement at the end of the inventory report that DOES APPLY (see above example).

ARMY PROPERTY IN POSSESSION OF CONTRACTORS:

- a. In accordance with AR 735-5, para 2-5, Government property may be furnished to, or acquired by contractors, under the provisions of a contract.
 - (1) Property provided to a contractor under the terms of a contract assigned or transferred to the Defense Contract Management Agency (DCMA) for administration remains Army property.
 - (2) Contractor accountability and responsibility will be as set forth in the contract clause (see Federal Acquisition Regulation (FAR). Army property in the hands of the contractor can be items that have been transferred to the contractor by the authority of the appointed Government contracting official. In some cases, some Army equipment is considered reportable under the terms and conditions of the contract.
 - (3) If the current contract does not require the contractor to report the on hand Army property, the contract will be amended to add specific Army reporting requirements.
- b. The contracting office that awarded the contract will maintain direct responsibility and control over the property. The contractor will retain stewardship responsibility for property assigned to them via the contract (see FAR and DoD 7000.14-R). Internal and external Army reporting requirements to include but not limited to procedures in DFAS-IN Regulation 37-1 and AR 710-3 will be satisfied by use of the data required to be maintained and reported by the FAR and/or Defense Federal Acquisition Regulation Supplement (DFARS).
- c. When contracts are not assigned to Defense Contract Management Agency and Government-furnished equipment or Government-Furnished Property (GFP) is authorized and stipulated in the contract clause the issuing contracting officer will appoint a property administrator using the evaluation criteria in DFARS to administer, oversee, and maintain property accountability for the Government furnished equipment or GFP issued to the contractor. 12
- d. For contracts awarded under FAR Government property clause, accountability for GFP will be transferred to the contracting office having jurisdiction over the contract;

however, the property book office will create and maintain a GFP transfer listing in Property Book Unit Supply-Enhanced which will have authorization quantity and on hand quantity on the property book for fiduciary reporting and/or asset visibility purposes.

- (1) Property book officers (PBOs), when directed through proper channels by the official having command responsibility over the property required by a contract, will release the Government property to a contractor as GFP. The transfer of accountability of property provided to a contractor will be accomplished by using a DD Form 1149 (Requisition and Invoice/Shipping Document) or DD Form 250 (Material Inspection and Receiving Report) or DD Form 1348-1A (Issue Release/Receipt Document). The document transferring accountability will be approved by the same contracting office that approved the contract, or the representative, prior to the GFP being provided to the contractor. PBOs will use the transfer document to establish a GFP asset listing in Property Book Unit Supply-Enhanced. This asset listing will be used to track visibility of GFP contractor equipment.
 - (2) A Joint physical inventory of GFP will be conducted by the losing unit or agency and the contractor prior to the beginning of the contract period. On completion of the inventory and written acknowledgment of receipt by the contractor via the DD Form 250, DD Form 1149, or DD Form 1348-1A, the PBO will post the transfer document as a loss to the Army's hand receipt and gain to a contract GFP fiduciary record. A fiduciary record will be the contractors tracking method of accounting for GFP (that is, spreadsheet or designated contractor accounting system). The PBO will continue to maintain the basic property book asset record for visibility of GFP transferred to the contractor. The contracting office's designated representative will notify the PBO upon contractor receipt, transfer, or disposal of any GFP during the life of the contract (see AR 710-2). The PBO will update the fiduciary records as changes to GFP are communicated and in accordance with AR 710-2.
 - (3) Upon termination or completion of the contract, a Joint physical inventory by the contractor and the property administrator will be accomplished. A transfer document transferring accountability back to the contracting officer and/or property administrator using DD Form 250, DD Form 1149, or DD Form 1348-1A. The contracting officer will reconcile the transfer document for shortages and will approve the transfer prior to the PBO acknowledging receipt and accepting accountability for the returned GFP. Upon completion of transfer document, the GFP asset listing for that contract will be discontinued.
- e. For contracts awarded under FAR, accountability for GFP will be laterally transferred on DD Form 1149, per AR710-2 to the contracting office. The official property records will be maintained by the Government. The contractor will maintain Stewardship records. These records will be kept separate and distinct from installation property book records. Responsibility for GFP will be assigned to the contractor using the technical exhibit to the contract. 13

- f. Contractor acquired property (CAP) is any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the Government has title. CAP that is subsequently delivered and accepted by the Government for use on the same or another contract is considered GFP. Policy and procedures for accounting for CAP equipment is in accordance with FAR.

REQUEST FOR PROPERTY:**MILITARY STANDARD REQUISITION & ISSUE PROCEDURES (MILSTRIP) REQUESTS**

- a. Standardized LIN/NSN items authorized by TDA/CTA: ICPBO will ensure that all TDA authorizations are either on-hand or on-order, excluding Base Commercial Equipment (BCE). TDA items that are Other Procurement Army (OPA) funded will be placed on order by the ICPBO without any required action from the PHRH. In the event an item is Operations and Maintenance – Army (OMA) funded, the PHRH's will submit a "Request for TDA Property" with their supporting Budget Officer and Division Chief's signatures (example 7). The request will be forward to the ICPBO for verification of authorization. The ICPBO will review all Ft. Riley Installation Management Command (IMCOM) UIC's for the possibility of cross-leveling action prior to submitting a MILSTRIP request through GCSS-ARMY.

GOVERNMENT PURCHASE CARD (GPC) REQUESTS

- b. GPC Purchases (total cost less than \$5,000): PHRHs will submit a GPC request (example 8) through ICPBO PBO for any item regardless of ARC except for purchases for consumable supplies(e.g. office supplies/cleaning supplies), purchases for training and purchases for services PRIOR to purchasing items. All requests must be approved by the respective credit card holder and PHRH prior to approval by ICPBO. The ICPBO PBO will determine what items will be added to the PHRH's SLOC. Customers will attach the authorization document for all accountable requests (i.e., CAPR, TASC MFR). After the items have been purchase the PHRH will submit a copy of the receipt within 5 days per AR 710-2. A DD 250 will be done for any property book item (example 9). The supply technicians will maintain a manual document register for X/D items and one for Nonexpendable items.

GENERAL FUND ENTERPRISE BUSINESS SYSTEM (GFEBS)

- c. Non-standard Items or Services (total cost more than \$5,000): Requests received from the IMCOM Financial Managers will be processed by the ICPBO Supply Technician via the GFEBS. The Installation Property Book Officer will determine which items will be accounted for on the Installation Property Book. The Supply Technician will maintain a master GFEBS excel spreadsheet to track and monitor all requests. Additionally, GFEBS packets will be created for each purchase request. Packets will include GFEBS request, Purchase Request print from GFEBS, equipment data and quotes, draft and signed contracts, all email correspondence regarding the request, and AESIP request if applicable. The ICPBO will provide the Supply Technician with all copies of contracts. Upon receiving a signed DD250 for Property Book Items the supply technician will post the transaction in GCSS-ARMY to the appropriate hand receipt, and file a posted copy in the supporting document file and in the appropriate GFEB packet.

ISSUE AND RECEIPT OF PROPERTY: PHRH's receiving equipment from the SSA or any other warehouse or issuing facility will ensure the following steps are taken prior to signing for property:

- a. Ensure the equipment is marked for your hand receipt by verifying the DODAAC/UIC on the receipt document.
- b. Verify the item description on the receipt document and the data plate (if applicable) matches the paperwork.
- c. Verify the registration/serial numbers, if required.
- d. Ensure any discrepancies are brought to the attention of the warehouse personnel or issuing personnel prior to signing the receipt documents.
- e. Count all items to ensure the quantity received reflects what is posted on the receipt documents. Verify unit of issue.
- f. Make a visual check of the condition of the item. Verify serviceability of item. Have a qualified inspector check equipment prior to accepting it.
- g. Check end items for completeness using the proper Technical Manual or Supply Catalog (SC) to identify components.
- h. Make a list of all component shortages and itemize damages. Use this list to prepare a Supply Discrepancy Report (SDR). A copy of the SDR must be taken to the ICPBO as the supporting documentation for a non-expendable component shortage annex.
- i. Only after you have verified items a thru h above should the PHRH sign for the property. The PHRH must obtain a legible, original copy of the receipt document from the warehouse or issuing facility for their records. The PHRH should also insure the ICPBO has a copy of this document within three working days for processing. If the PHRH is signing for equipment on a DD 1348- 1, block 10, 22 and 23 with a printed name underneath. IAW with Army regulation, if block 10 does not have an entry in it, then the receiver agrees to have signed for the amount annotated in the QTY (MILSTRIP blocks 24-29) block of the DD1348. Sensitive items issued will be posted with-in 24 hours.

FOUND ON INSTALLATION (FOI):

- a. Any non-expendable equipment that is not on the primary hand receipt but resides within the organization must be picked up on the property book for accountability purposes and asset visibility. Found on Installation (FOI) property is a measurable part of the Army's Campaign on Property Accountability (COPA). 15
- b. When receiving property that is lacking proper receipt documentation, the assumed method of bringing the property to record is using an FOI (example 10). While FOI is the most expedient, it should not be the first course of action. Assets that are procured through Government Purchase Card should not be brought to record using an FOI. These items should be brought to record by using a Department of Defense Form 250 and Type Transaction Code (TTC) "LPR" (local purchase, not GPC) or "GPC" (Government Purchase Card). Using these TTCs will help to reduce the

number of FOIs incorrectly reported and make it easier to sort through the transactions when queried. When an incorrect Lateral Transfer is rendered for the transfer of property, do not increase the on hand quantity using an FOI. Make every attempt to have the transfer documentation corrected. Increasing the quantities by using an FOI often means the PBO has to enter a false serial number to avoid duplication. Due diligence should be exercised and every attempt made to locate the original transfer document, Materiel Release Order, or research for previous Financial Liability Investigation for Property Loss activity in order to accurately capture the gain to the property book.

ABANDONED PROPERTY:

All abandoned property will be inventoried and secured by the Ft. Riley ICPBO. Items will be listed in the Fort Riley Bulletin for the owner to identify and claim. If property is not claimed within 120 days of listing it will be processed by the ICPBO accordingly.

PROPERTY BOOK ITEM ADJUSTMENTS:

Adjustments to the GCSS-ARMY database, and conversely primary hand receipts, are required when property becomes lost, or destroyed and/or a minor administrative error exists in an item listing. In making these adjustments relief from property accountability may be obtained in one of several ways:

- a. Administrative Adjustment Report: Administrative errors that do not affect property book balances such as discrepancies in NSN, minor serial numbers, make, model, and sizes, will be corrected through use of Administrative Adjustment Report, DA Form 4949 (AAR). This method of adjustment is only authorized when there is positively no physical gain or loss of property. PHRH's will prepare this report as outlined by DA Pam 710-2-1, chapter 4, section II. The PHRH will sign this document, acknowledging the changes made to the hand receipt. All adjustments to any and all serial numbers will include a picture of the data plate of the equipment in question.
 - (1) Serial number changes due to a Safety of Use Message (SOUM), reset or other maintenance issues that would cause the serial number to change, a work order must be attached to the DA Form 4949, for the transaction to be conducted. The Installation Property Book Officer reserves the right to approve/disapprove all minor serial number changes (example 11). Processing a DA Form 4949 for completely different serial numbers is not authorized. Justification will be specific and explain why the request for change is needed.
 - (2) There may be instances when the Serial Number Profile (SNP) is incorrectly cataloged in GCSS-ARMY (i.e., SNP of GA01 – GA09 for an item that does not physically have a serial number). PHRH's must review their hand receipts to find any false serial numbers in need of correction. (i.e., NEEDSN). In the event a false serial number exists, the PHRH will submit a DA Form 4949 to correct the serial number(s) (same as example 11).
 - (a) If an asset is incorrectly cataloged on the hand receipt, it is the responsibility of the PHRH to submit a DA Form 4949 to correct the catalog information (example 12).

- (b) For consumption of class 5 the Ammunition Consumption Certificate, DA Form 5692-R, will be signed off by the Division Chief. Attach DA 5692-R (example 13) to a DA Form 4949 and submit to ICPBO for processing (example 14).
- b. Statement of Charges: When lost or damaged property does not meet the requirements for a mandatory investigation or 15-6 investigation, voluntary payment will be permitted. This is done on a DD Form 362 (Statement of Charge) prepared IAW AR 735-5, chap 12 (example 15). The Statement of Charge must contain all appropriate signatures to include a suspense document number assigned by the Installation Property Book Office (for equipment on the installation property book). If military, the PHRH will take the DD 362 to the Financial Office (if civilian, see "c" immediately below). The finance office will stamp the DD Form 362 received. The form will then be returned to the Installation Property Book Office for posting (within 5 workdays from date of loss discovery). A contractor admitting financial liability, for any amount, may pay by cash, or check. The use of a DD Form 362 for a payroll deduction is not an option for a contractor admitting liability.
- c. Request for Recovery of Debt due the US by Salary Offset: Civilians will see their human resource service representative for DD Form 2481, Request for Recovery of Debt Due the United States by Salary Offset, for payroll deduction submission (example 16). The processed DD 2481 will be attached a DD 362 and posted to the property book by the ICPBO.
- d. Financial Liability Investigation of Property Loss: A Financial Liability Investigation documents the circumstances concerning the loss, damage, or destruction of government property and serves or supports a voucher for adjusting the property records. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability. A Financial Liability Investigation will be initiated by the PHRH with assistance from the ICPBO. The initiator has 15 calendar days from the date of discovering the discrepancy to report to the appointing authority. When timelines are not met during this process, a letter of lateness stating the delay is required. The PHRH will provide the original DD Form 200 (with investigation number) and DA Form 7531 along with all exhibits (properly labeled) prior to bringing the investigation to the ICPBO for a document number (example 17,18,19).
- (1) The Chief of the Resource Management Branch (RMB) will serve as the FLIPL monitor/manager for the FRKS Garrison Commander and provide the command with a weekly summary of open FLIPL's. They will maintain a FLIPL register and assign investigation numbers.
- (2) The LRC will provide the PHRH with recommendations on how to process the FLIPL. The Chief, RMB will direct investigations to the appropriate Chain of Command IAW AR 735-5.
- (3) The Appointing Official for LRC FLIPL's is the Deputy Garrison Commander. Approval Authority Official is the Garrison Commander. IAW AR 735-5, Chap 13, para 13-17(3), for financial liability investigations assessing a final loss of \$100,000 or greater, or loss of a controlled item, the approving authority will

be the first general officer or SES employee in the rating chain. This authority may not be delegated.

- (4) The ICPBO will assign a document number for all Financial Liability Investigations pertaining to the loss or destruction of installation property. A document number will not be assigned to the investigation for Estimated Cost of Damage (ECOD) IAW AR 735-5, Chap 13, Para 13-15a. Component losses will be assigned a non-property book document number.
- (5) The Appointing Authority Official will assign a Financial Liability Officer (FLO), if needed. The FLO will be appointed in writing and will be provided a copy of AR 735-5 and DA Pam 735-5 to assist in the investigation. The FLO will have 30 calendar days to complete the investigation and two 15-day extensions may be requested, if additional time is required. All extensions will be requested in writing and approved by the appointing official.
- (6) If an individual is found liable for the damage or loss of the equipment, the FLIPL will be forwarded to JAG (Judge Advocate General) for a legal review prior to the approving official's final decision.
- (7) When lost equipment listed on an investigation is later recovered, a memorandum to request re-establishment of accountability will be prepared by the primary hand receipt holder and submitted to the ICPBO (example 20).

NOTE 1: IAW AR 735-5, chap 13, Para 13-3(a), a mandatory initiation of a FLIPL 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
- (e) Exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500.00 (AR 710-2, Para 2-35I).
- (f) The loss or destruction involves a sensitive or controlled inventory item. Investigate sensitive or controlled inventory items loss or destroyed per AR 15-6.
- (g) The loss or destruction involves public funds or other negotiable instruments.
- (h) The loss or damage involves a GSA vehicle and the administrative actions under AR 735-5, Para 12-1c, have not been taken.

NOTE 2: IAW AR 735-5, Army contractors may be held accountable and responsible for Government property provided to them under the terms of their contracts (DFAS–IN Regulation 37–1 and the FAR will govern.). Contractors admitting liability will pay for the entire loss or damage, no matter the amount. For assessing liability for contractors refer to AR 735-5, Para 14–13. The individual with direct responsibility will initiate the loss or damage process and submit it to the approving authority. The approving authority will forward the loss or damage documentation to the contracting officer that is monitoring the contract.

DISPOSITION OF PROPERTY:

- a. Lateral Transfers are used when equipment is transferred between two separate SLOCs or UICs. The ICPBO reserves the right to approve or disapprove lateral transfers and/or turn-ins based on equipment on-hand requirements. Prior to conducting any lateral transfers you must ensure:
 - (1) Equipment has received a technical inspection prior to the lateral transfer. All serial numbers are verified and correct on the equipment. The losing PHRH is responsible for the completion of this transaction.
 - (2) The DA Form 3161 will be properly filled out with LIN/Sub LIN, NSN, Nomenclature and Serial Numbers/Registration number, if applicable (example 21). The individuals that signs block 13 & 15 are required to be on the ICPBO DA Form 1687's for the gaining/losing SLOCs. Gaining individual will ensure numbers are placed in the supply action column, any pen changes to serial numbers or quantities are initialed, by the gaining individual, and there is a signature, print and date in block 15.
- b. Turn-in of property is done when equipment is unserviceable or when directed to by the ICPBO or a higher headquarters directive.
 - (1) All equipment requires a technical inspection (TI) by another agency (i.e. direct support). To determine which agency is required to TI items check the Maintenance Repair Code (MR) in the FEDLOG. Ensure DA Form 2407 is properly filled out prior to taking equipment to the designated maintenance facility (example 22).
 - (2) The PHRH will attach DA Form 2407/2404 (with stamp from the inspecting agency with condition code) to DD Form 1348-1a for all TDA authorized and property book equipment. The technical inspection is valid for 30 days when turning in equipment to Defense Logistics Agency – Disposition Services (DLA-DS) or supporting agency. If turning in serial numbered items you can place 10 like items per request for turn-in (DD 1348-1). If the equipment is not serialized, more than 10 like items can be on a single DD 1348-1.
 - (3) Ensure data on the turn-in documents corresponds with the information on the primary hand receipt to include the serial number and/or registration number.

- (4) Bring the appropriate turn-in documents to the ICPBO office prior to scheduling an appointment and no later than 72 hours prior to the day of turn in (go to <https://www.dispositionservices.dla.mil/change.shtml> to schedule an appointment with DLA-DS). A suspense document number will be provided by the ICPBO on the DD 1348-1, in accordance with the DLA-DS SOP and a signature of approval of the turn in (example 23). Suspense turn-in documents will be cancelled after 30 days, unless special authorization is granted (i.e. DLA-DS appointment is scheduled in excess of 30 days).
- (5) All computers must be cleared of classified information before turn-in to the DLA-DS or supporting agency. Units must type the statement, "All classified information has been removed from this equipment" (example 24). This is done by submitting a work order through the supporting Information Management Office. Ensure the serial number and all other pertinent information is on the turn-in document.
- (6) When turning in an end item with component shortages a shortage annex for non-expendable shortages must be prepared by the PHRH and signed by the ICPBO. The PHRH must initial shortage annexes for durable and expendable shortages.

POSTING AND FILING PROCEDURES:

- a. Signed paperwork processed through the installation property book office will be screened for authorized signatures by verifying the signature against a DA Form 1687 (Delegation of Authority). Additionally, all documents will be reviewed for completeness and accuracy IAW Army Regulations 710-2, 710- 2-1, AR 735-5, AR 25-400-2 and any other applicable regulation or publication.
- b. All paperwork and reports processed by the ICPBO during the day-to- day operations will be filed IAW ARIMS. Posted documents will be provided to PHRH's. PHRH's are required to create an adequate filing system to prevent them from having to request additional copies. The ICPBO Supply Technician will conduct weekly transaction and supporting document reviews to ensure accuracy and accountability of the supporting document file. 20

EXAMPLES

1. PHRH Appointment Orders
2. DA 1687, Delegation of Authority
3. Delegation of Authority Memorandum For Record
4. GCSS SAR Access Request
5. Change of PHRH Inventory Extension Request
6. Change of PHRH Inventory Results Memorandum
7. PHRH request for TDA equipment (OMA funded)
8. GPC request memorandum
9. DD 250, Material Inspection and Receiving Report
10. DD 2765-1, Found On Installation
11. DA 4949, Minor Serial Number Change
12. DA 4949, PHRH request to change catalog information
13. DA Form 5692-R, Consumption Report
14. DA 4949, Consumption

15. DD 362, Statement of Charges
16. DD 2841, Request for Recovery of Debt due the US by Salary Offset
17. DD 200, Financial Liability Investigation of Property Loss
18. DA 7531, FLIPL Checklist
19. FLIPL Exhibit
20. Re-establish Accountability Memorandum
21. DA 3161, Lateral Transfer
22. DA 2407, Maintenance Request
23. DD 1348-1a, Turn-in
24. DD 1348-1a, Computer Turn-in

EXAMPLE 1:

**DEPARTMENT OF THE ARMY
DEPT HEADER
ADDRESS
FT. Riley, KS. 66442**

REPLY TO ATTENTION OF

YOUR OFFICE SYMBOL

DATE (same as para 1)

MEMORANDUM FOR FT. RILEY, KS ICPBO

SUBJECT: Duty Appointment of Primary Hand Receipt Holder




1. Effective (date) Name is appointed as the Primary Hand Receipt Holder for all property assigned to SLOC (number and Name).
2. Authority: AR 710-2, Chapter 2, DA PAM 710-2-1
3. PURPOSE: To perform duties outlined in AR 710-2 and DA PAM 710-2-1.
4. SPECIAL INSTRUCTIONS: None
5. Point of contact for this memorandum is the undersigned at 785-XXX-XXXX

CDR/Director Signature
JOHN DOE
FT RILEY, KS
CDR/DIRECTOR

I, Name of the Primary Hand Receipt Holder, accept responsibility for property accountability for the SLOC: (number and name) and understand my duties as assigned effective this date, _____.

PHR Signature
JANE DOE
DUTY POSTION
DEPT

EXAMPLE 2: DA Form 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE CURRENT DATE	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES YOUR SLOC NAME AND NUMBER			LOCATION YOUR ADDRESS, FORT RILEY, KS 66442			
LAST, FIRST, MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS	
			REQ	REC		
DOE, JOHN			YES	YES	 <small>Digitally signed by: SPBWSUPPLI, ATELJAM/DR, 1141840349 Date: 2018.06.20 12:05:35 -0500</small> 	
-----NOT USED-----						
-----NOT USED-----						
-----NOT USED-----						
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, receive and Turning in CL II,IV & VII Installation property and Pick up HR Distribution						
REMARKS CIPBO. 7920 Apennines Drive, Fort Riley,KS 66442 RM E7						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE UIC			DODAAC/ACCOUNT NUMBER DODAAC/SLOC #			
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
DOE, BUGS	GS-9	785-239-XXXX	Cd + 1YR	 <small>Digitally signed by: SPBWSUPPLI, ATELJAM/DR, 1141840349 Date: 2018.06.20 11:05:03 -0500</small>		

DA FORM 1687, NOV 2015

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Digital or written signatures required.

EXAMPLE 3: Delegation of Authority Memorandum

**DEPARTMENT OF THE ARMY
DEPT HEADER
ADDRESS
FT. Riley, KS. 66442**

REPLY TO ATTENTION OF

YOUR OFFICE SYMBOL

DATE (same as para 1)

MEMORANDUM FOR RECORD

SUBJECT: Delegation of Authority

1. At this time I do NOT elect to designate a representative to request or receive equipment or documentation from the Installation Property Book Office, Fort Riley, KS.
2. I fully understand that I will be the ONLY individual authorized to request and receipt equipment from ICPBO as well as turn-in/pick-up documentation.
3. I am aware that if I decide to delegate this authority that I can submit a DA 1687 to ICPBO which would override this memorandum.
4. POC is the undersigned at phone # _____.

Signature
Printed Name / (SLOC #)

EXAMPLE 4: System Authorization Access Request (SAAR)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID			DATE (YYYYMMDD) 20210515
SYSTEM NAME (Platform or Applications) GCSS-Army		LOCATION (Physical Location of System) Internet Based	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial) Last, First MI		2. ORGANIZATION Directorate USAG	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial) 785-000-0000	
5. OFFICIAL E-MAIL ADDRESS email.address.civ@mail.mil		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS Building Fort Riley, KS 66442		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) 20210203			
11. USER SIGNATURE Lname, Fname MI Digitally Sign==>			12. DATE (YYYYMMDD) 20210515
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS To perform daily duties the user requires access to <u>GCSS-Army</u> with assigned role: Your Position Title and SLOC # Position ID: Your Position Number			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name) Supervisor Name		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYYMMDD) 20210115		20. SUPERVISOR'S ORGANIZATION/DEPARTMENT Directorate USAG-Riley	
20a. SUPERVISOR'S E-MAIL ADDRESS email.address.civ@mail.mil		20b. PHONE NUMBER 785-000-0000	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYYMMDD)		22. SIGNATURE OF IAO OR APPOINTEE	
23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER	
25. DATE (YYYYMMDD)			

DD FORM 2875, AUG 2009

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EXAMPLE 5: Request Extension for Change of PHRH Inventory

YOUR OFFICE SYMBOL

DATE

MEMORANDUM FOR AFSBn-Riley ICPBO

SUBJECT: Request Extension for Change of PHRH Inventory

1. Due to (state reason extension is needed) a 15-day extension is requested for SLOC # _____. The inventory began on (date) and was scheduled to be completed by (date).
2. This is the (1st of 2nd) 15-day extension request for this change of primary hand receipt holder inventory. The inventory will be complete NLT (date).
3. POC is the undersigned at phone 785-239-xxxx.

Name

Title of Division Chief

*******NOTE: Only two 15-day extensions may be granted IAW AR 710-2**

EXAMPLE 6: Request Extension for Change of PHRH Inventory

YOUR OFFICE SYMBOL

DATE:

MEMORANDUM THRU (YOUR DIRECTORATE CHIEF)

MEMORANDUM FOR FT. RILEY, KS INSTALLATION PROPERTY BOOK OFFICER

SUBJECT: Change of Primary Hand Receipt Holder Inventory (PHRH), After Action Report

1. The Change of Primary Hand Receipt Holder Inventory for SLOC#: was conducted during the period _____. Under the provisions of paragraph 9-9, DA Pam 710-2-1, a 100% joint physical inventory of all property issued by the FRKS ICPBO has been completed by the undersigned personnel. Responsibility for all property has been transferred and all hand receipts have been signed by the incoming PHRH.

2. All serial and USA registration numbers were physically verified by the incoming PHRH. All discrepancies were resolved IAW DA PAM 710-2-1 and AR 735-5 as required.

3. The total value of all component shortages is as follows:

CLASS II DURABLE	\$ _____
CLASS II, III, IV, IX EXPENDABLE	\$ _____
CLASS II, IV, VII NONEXP	\$ _____

4. All standardized items were inventoried using current DA publications and component hand receipts validated by current DA publications. Shortage annexes were validated by the outgoing PHRH and are now currently validated by the incoming PHRH.

5. Relief from accountability was achieved as follows: (List all document numbers assigned during the inventory period)

Statement of Charges

FLIPLS:

Number of DA 4949's processed _____ \$ _____ Total: _____

6. All nonexpendable property not on the hand receipt has been accounted for. Accountability has been established IAW the ICPBO SOP. DD 250/DA 2765-1's were processed for accountable items with the below document numbers:

DOCUMENT #	\$ AMOUNT

7. There are NO Unresolved issues.

Signature
First Last Name
Incoming Manager

Signature
First Last Name
Outgoing Manager

EXAMPLE 7: Request for Standardized Property**REQUEST FOR STANDARDIZED PROPERTY**

(MILSTRIP)

DATE: _____

MEMORANDUM FOR AFSBn-Riley ICPBO, Bldg. 7920 Apennines, Fort Riley, Kansas
66442

SUBJECT: **Request for Purchase Approval of Property for:**

1. Request for the following property/equipment:

a. SLOC # _____

b. Description of Requested Item:

(1) Nomenclature: _____

(2) LIN/NSN: _____

(3) Quantity Requested: _____ Cost: \$ _____

c. Justification: (Provide justification for purchase.)

- Signature -
John Ford
Chief, Supply & Services

Signature -
HRH Name

- Signature -
Randy Zelenka
AFSBn Deputy to the Commander

- Signature -
Karen Salyers
AFSBn-Riley S8

Document Number assigned by ICPBO: _____

- Signature -
Sallie Brown
ICPBO, Bldg 7920
Ft. Riley, KS 66442

EXAMPLE 8: GPC Purchase Request

FRFD GPC PURCHASE REQUEST					
Date of Request:	Request #	TYPE REQUEST		MANDATORY SOURCES	
Justification: Who, What, Why Include SLOC# and HRH Name		Supplies: (Cannot exceed (\$5,000))		Office Supplies/Cleaning Supplies DOD-E Mail, Ability 1, GSA, GSA Advantage.	
		Services: (Cannot exceed \$3,500)		Printing Requirements - DAPS	
		Training: (Cannot exceed \$25,000)		SSP Code	
Purchase Location:		ICPBO Document Number:			
Requested Items:					
MODEL/PART #	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			TOTAL	\$0.00	
CARDHOLDER SIGNATURE AND DATE		CARDHOLDER will: 1. Not order unless approved by the Billing Official. 2. Order IAW FAR Part 8, Required Sources of Supplies and Services and will adhere to the Department of the Army Government Purchase Card Operating Procedures, dated 23 Feb 12. 3. Attach all originals of the purchase card charge slips/sales drafts, merchant invoice or cash register receipt and delivery tickets, proof of receipt by requestor, and documentation showing item is on property book, with original Purchase request. These documents become part of the audit trail required and must be retained by the approving official for 6 years and 3 months. Cardholder will fill out the following before submitting to BO for approval: <input type="checkbox"/> Y/N. Have mandatory sources and mandatory sources for office supplies been used? <input type="checkbox"/> Y/N. If Mandatory Source is not used, is justification block filled? <input checked="" type="checkbox"/> Y/N. Was green procurement considered for this purchase. <input type="checkbox"/> Y/N. Transaction is not split into smaller segments to stay under the micro purchase limit. <input type="checkbox"/> Y/N. Transaction in full compliance with the Fy16 Army Government PurchaseCard Toolkit			
BILLING OFFICIAL SIGNATURE AND DATE					
INDEPENDENT ACCEPTANCE AND RECEIPT SIGNATURE AND DATE					
PBO SIGNATURE AND DATE					
<input type="checkbox"/>	Expendable	<input type="checkbox"/>	Durable	<input type="checkbox"/>	Non-Expendable
Completed by the PBO _____ Y/N. Is it a Property Book Item?					

November 2016

Example 9: DD 250, Material Inspection & Receiving Report

MATERIAL INSPECTION AND RECEIVING REPORT										OMB No. 0704-0248 OMB approval expires: 20240131	
The public reporting burden for this collection of information is estimated to average 3 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 the burden, to the Department of Defense, Washington Headquarters Services, at whs.mo-alex.esd.mbx.dd-dod-formatoncollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.				ORDER NO.		2. SHIPMENT NO.		3. DATE SHIPPED (YYYYMMDD)		4. B/L TCN	
5. DISCOUNT TERMS				6. INVOICE NO.		DATE (YYYYMMDD)		7. PAGE OF		8. ACCEPTANCE POINT	
9. PRIME CONTRACTOR CODE :						10. ADMINISTERED BY CODE :					
11. SHIPPED FROM (If other than 9) CODE : FOB:						12. PAYMENT WILL BE MADE BY CODE :					
13. SHIPPED TO CODE :						14. MARKED FOR CODE :					
15. ITEM NO.		16. STOCK/PART NUMBER AND DESCRIPTION (Indicate number of shipping containers - type of container - container number.)				17. QUANTITY SHIPPED/RECEIVED*		18. UNIT	19. UNIT PRICE		20. AMOUNT
21. CONTRACT QUALITY ASSURANCE								22. RECEIVER'S USE			
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 (YYYYMMDD) SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:				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 (YYYYMMDD) SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:				Quantities shown in column 17 were received in apparent good condition except as noted. DATE (YYYYMMDD) PHRH Signature SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER: <small>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.</small>			
23. CONTRACTOR USE ONLY											

DD FORM 250, AUG 2000



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Reset Form

Page of

DOC IDENT	ROUT IDENT	M	FSC	FIN	ADD	UNIT OF ISSUE	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEM SVC	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT.
SEND TO:										REQUEST IS FROM:									
ICPBO										Public Works UIC: xxxxxx									
Bldg 7920 Apennines, Ft. Riley, KS 66442										Ft. Riley, KS 66442									
LIN: XXXXXXX										STOCK NUMBER									
DOC IDENT										ROUTING IDENTIFIER									
FSC										NIN									
ADD										UNIT OF ISSUE									
QUANTITY										QUANTITY									
SVC										SVC									
REQUISITIONER										REQUISITIONER									
DATE										DATE									
SERIAL										SERIAL									
SUPPLEMENTARY ADDRESS										SUPPLEMENTARY ADDRESS									
FUND										FUND									
DISTRIBUTION										DISTRIBUTION									
PROJECT										PROJECT									
PRIORITY										PRIORITY									
REQ DEL DATE										REQ DEL DATE									
ADV STAT.										ADV STAT.									
COST DETAIL ACCOUNT NUMBER										UNIT PRICE									
TOTAL PRICE										TOTAL PRICE									
ITEM DESCRIPTION										ITEM DESCRIPTION									
PUBLICATION DATA										PUBLICATION DATA									
MCS CODE										MCS CODE									
ISSUED										ISSUED									
DUE OUT										DUE OUT									
RECEIVED										RECEIVED									
SIGNATURE										SIGNATURE									
PHRH Signature										PHRH Signature									
STOCK										STOCK									
FIN										FIN									
ADD										ADD									
UNIT OF ISSUE										UNIT OF ISSUE									
QUANTITY										QUANTITY									
SVC										SVC									
REQUISITIONER										REQUISITIONER									
DATE										DATE									
SERIAL										SERIAL									
SUPPLEMENTARY ADDRESS										SUPPLEMENTARY ADDRESS									
FUND										FUND									
DISTRIBUTION										DISTRIBUTION									
PROJECT										PROJECT									
PRIORITY										PRIORITY									
REQ DEL DATE										REQ DEL DATE									
ADV STAT.										ADV STAT.									
ROUTING IDENT										ROUTING IDENT									
TRANSACTION										TRANSACTION									
DOLLARS										DOLLARS									
CENTS										CENTS									

Example 11 – DA 4949 Administrative Adjustment Report - Minor Serial Number Change

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.						
ORGANIZATION/ACTIVITY ICPBO Bldg 7920 Apennines Ft. Riley, KS 66442				DOCUMENT NUMBER		
				DODAAC	DATE	SERIAL
C H A N G E F R O M	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
	1	70120N/701001-C10-1234	Computer, Laptop, Dell 610	N	EA	1
			SN: 000123			
C H A N G E T O	1	70120N/701001-C10-1234	Computer, Laptop, Dell 610	N	EA	1
			SN: 0001123			
			Justification: Correct Serial Number			
			Discrepancy - Minor Change (added a "1")			
AUTHORITY AR 710-2, Para 2-5			<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	PBO SIGNATURE 		DATE	
Primary Hand Receipt Holder						

DA FORM 4949, JAN 1982

AFD LC v2.00ES

Example 12 – DA 4949 Administrative Adjustment Report - PHRH Request to Change Catalog Information

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.						
ORGANIZATION/ACTIVITY ICPBO Bldg 7920 Apennines Ft. Riley, KS 66442				DOCUMENT NUMBER		
				DODAAC	DATE	SERIAL
C H A N G E F R O M	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
	1	70120N/701001-C10-1234	Computer, Laptop, Dell 610	N	EA	1
			SN: CNBD11			
C H A N G E T O	1	70120N/701001-C10-3456	Computer, Laptop, Dell 610	N	EA	1
			SN: CNBD11			
			Justification: PHRH Generated ADU. Discrepancy			
			with model number. Process ADU to correct model			
			Hand Receipt.			
AUTHORITY AR 710-2, Para 2-5c			<input type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input checked="" type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY			
INITIATING OFFICER'S SIGNATURE Primary Hand Receipt Holder		DATE	PBO SIGNATURE		DATE	

DA FORM 4949, JAN 1982

APD LC v2.00ES

[illegible]

[illegible]

Example 15 – DD 362, Statement of Charges/Cash Collection Voucher

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE 8 Jan 2015	
				2. DOCUMENT/VOUCHER NUMBER W6212F 5008-1021	
3. ORGANIZATION A Troop, 4th Cavalry Regiment, UIC: WAAABO			4. STATION Fort Mile High, TX 12345-1234		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 012345-1245549		6. DISBURSING STATION SYMBOL NUMBER ABCD-EF		7. ACCOUNTING CLASSIFICATION 12345.67890	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
8465-01-115-0026	Canteen 1 Quart (C69536) (\$3.25)	1	2.92	2.92	
8365-01-753-6490	Cover Canteen Cold Weather (F29960) (\$3.25)	1	2.95	2.95	
8415-01-926-1674	Gloves Barb Wire Handler (DA1587) (\$14.10)	2	12.69	25.38	
8465-01-033-8057	Sleeping Bag Universal Type 2 (T71706) (\$115.95)	1	104.35	104.35	
8415-01-519-8599	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8600	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8601	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8602	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8603	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8604	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8605	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8606	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION		b. CASH COLLECTION X		c. GRAND TOTAL 394.80	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL I certify that my signature hereon constitutes a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. b. An affirmation that the articles are not now in my possession. c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE SPC	e. NAME (LAST, First, Middle Initial) Doe, John A. f. SOCIAL SECURITY NUMBER 123-45-6789	g. CAUSE FOR CHARGE Lost Property	h. SIGNATURE John A. Doe		i. AMOUNT 135.60
10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.		11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below. a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. X b. Remitted through cash collection.			
a. DATE 9 Jan 2014	b. SIGNATURE BLOCK/SIGNATURE John B Doe, CPT, CAV, Commanding		c. DATE 9 Jan 2014	d. SIGNATURE BLOCK/SIGNATURE John C. Doe, MAJ, Finance	

DD FORM 362, JUL 93

Previous edition may be used.

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Example 16 – DD 2481 Request for Recovery of Debt due the US by Salary Offset

REQUEST FOR RECOVERY OF DEBT DUE THE UNITED STATES BY SALARY OFFSET							
PRIVACY ACT NOTICE							
The data on this form is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a.							
1. PAYING OFFICE IDENTIFICATION				2. EMPLOYEE IDENTIFICATION			
a. NAME Doc, John C.				a. NAME (Last, First, Middle Initial) Doc, Rochelle A.			
b. ADDRESS (Street, City, State and Zip Code) 1234 Bright Street Fort Belvoir, VA 22060				b. ADDRESS (Street, City, State and Zip Code) 1234 Bright Street Fort Belvoir, VA 22060			
c. CONTACT NAME (Last, First, Middle Initial) Doc, Susan B.				e. DATE OF BIRTH (YYYYMMDD) 19681115		d. SOCIAL SECURITY NUMBER 123-45-6789	
d. E-MAIL ADDRESS susan.b.doc@us.army.mil				e. TELEPHONE NO. (DSN and Commercial) 703-123-4568			
To liquidate a debt to the United States, the named Creditor Component asks that the debt be collected as shown from the current pay of the employee identified above. Notices and inquiries concerning the debt should be sent to the address shown below.							
3. DEBT INFORMATION							
a. REASON FOR DEBT Loss of Government Property				b. DATE RIGHT TO COLLECT ACCRUED (YYYYMMDD) 20140808			
				c. DEBT IDENTIFICATION NUMBER, IF ANY 02			
d. ORIGINAL DEBT AMOUNT	\$	120.00	e. NUMBER OF INSTALLMENTS	(1) @	(2) Amount		
f. INTEREST DUE (If none, show N/A)	\$	0.00	120	1.00	\$	120.00	
g. PENALTY DUE (If none, show N/A)	\$	0.00	0	0.00	\$	0.00	
h. ADMINISTRATIVE COST (If none, show N/A)	\$	0.00	0	0.00	\$	0.00	
i. TOTAL COLLECTION TO BE MADE	\$	120.00	j. COMMENCE DEDUCTIONS ON (YYYYMMDD) 2010809				
4. DUE PROCESS (X applicable items and either enter date action taken in Column (1) or X Column (2) or (3) and attach acknowledgement or consent.)							
	(1) Date Action Taken	(2) Acknowledgement	(3) Consent		(1) Date Action Taken	(2) Acknowledgement	(3) Consent
X a. CREDITOR COMPONENT 30 DAY SALARY OFFSET NOTICE	20150108	X		d. HEARING HELD			
X b. EMPLOYEE DID NOT RESPOND (Consent assumed)	20150308		X	e. DECISION FOR CREDITOR COMPONENT	20150508		X
c. EMPLOYEE REQUESTED A HEARING				f. OTHER (Specify)			
I certify the following: (1) The debt identified above is properly due the United States from the named employee in the amount shown; (2) This Agency's regulations implementing 5 U.S.C. 5514 have been approved by the Office of Personnel Management; and (3) The information concerning this Component's and the employee's actions is correct as stated.							
5. CREDITOR COMPONENT INFORMATION							
a. NAME PM Night Vision				b. ADDRESS (Street, City, State and Zip Code) 568 Bright Street PM Night Vision Fort Belvoir, VA 22060			
c. CONTACT NAME (Last, First, Middle Initial) Doc, Susan B.		d. E-MAIL ADDRESS susan.b.doc@us.army.mil		e. TELEPHONE NO. (DSN and Commercial) 703-123-4568			
f. ACCOUNTING CLASSIFICATION (Line of Accounting) 09882.012974522.0134764646							
g. DOCUMENT NUMBER W6212F 4225-0001							
h. CERTIFYING OFFICIAL							
(1) Signature John A. Doe		(2) Date Signed (YYYYMMDD) 20150815		(3) Title Commander		(4) Telephone No. (DSN and Commercial) 703-123-5689	
6. DFAS ACCOUNTING OFFICE							
a. OFFICE, SYMBOL, AND PROCESSOR'S NAME FINA-MON, Doe, Terry K.		b. E-MAIL ADDRESS terry.k.doc@us.army.mil		c. TELEPHONE NO. (DSN and Commercial) 703-659-3456		d. DATE (YYYYMMDD) 20150820	

DD FORM 2481, APR 2006

PREVIOUS EDITION IS OBSOLETE.

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Example 17– DD 200, Financial Liability Investigation of Property Loss

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01		3. DATE LOSS DISCOVERED (YYYYMMDD) 20150930			
4. NATIONAL STOCK NO. C10345 8415-01-519-8599	5. ITEM DESCRIPTION Coat Army Combat Uniform Large Regular		Add More Items	6. QUANTITY 1	7. UNIT COST 36.00	8. TOTAL COST 36.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE	
SGT John A. Doe was missing one each ACU coat at the shift change inventory. No coats were issued during a shift on 29-30 September 2014, therefore the missing coat is lost. SGT Doe stated that someone must have stolen it during the night.							
Exhibit A through F							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Continue to reiterate and enforce the necessity for individuals to guard or secure equipment at all times.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 34th Engineer Battalion Fort Knox, KY 401		b. TYPED NAME (Last, First, Middle Initial) Doe, Merlin X., SSG, Squad Leader		c. DSN NUMBER 315-123-4569			
		d. SIGNATURE DIGITAL SIGNATURE 123456789		e. DATE SIGNED 20151001			
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS Request investigation to ensure all policy and procedures were followed.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121		d. TYPED NAME (Last, First, Middle Initial) Doe, John A., CPT, Commanding		e. DSN NUMBER 315-456-8132			
		f. SIGNATURE DIGITAL SIGNATURE 123456789		g. DATE SIGNED 20151115			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Recommend approval of the financial liability investigating officer's findings to hold SGT Doe financially liable for failing to properly secure Government equipment.			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121		e. TYPED NAME (Last, First, Middle Initial) Doe, Shanna Y., LTC Commanding		f. DSN NUMBER 315-456-8132			
		g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151115			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Approved to hold SGT John A. Doe, financially liable in the amount entered in block 15d. SGT Doe's basic pay at the time of loss was \$2,146.00			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 1st BCT, 2nd Infantry Division Fort Knox, KY 40121		e. TYPED NAME (Last, First, Middle Initial) Doe, Dean S. III, COL, Commanding		f. DSN NUMBER 315-159-4000			
		g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151205			

DD FORM 200, JUL 2009

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DD 200 FLIPL (BACK) on next page.

Example 17- DD 200 FLIPL (BACK)

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary) Add Page		
<p>I have examined all the available evidence shown in Block 9 and exhibits A through F. I also conducted numerous additional interviews and obtained other evidence and have attached them to this investigation, exhibits G through M. The ACU coat was lost due to failure to properly secure Government property. The loss was a result of simple negligence on the part of SGT John A. Doe.</p> <p>SSG Zoe was assigned the task of outfitting the deploying forces of the 234th Infantry Battalion. His operation was set-up on the airfield. He ran a 24 hour operation with eight Soldiers, 12 hour shifts. There was an NCO assigned to each shift. SGT Doe had the night shift. There were approximately ten airfield personnel on duty at night. These airfield personnel move around freely throughout the facility.</p> <p>On the night of 29 September 2014, SGT Doe released everyone to go to chow at 2200hrs. He was the only one from the detail left on the airfield. After all had left for chow, SGT Doe went to the back room to use the computer to read and send some e-mails. He did not leave anyone to watch the supplies out on the floor. He did not have eyes on the supplies while in the back room. SGT Doe admits to staying in the room until everyone returned from chow.</p> <p>At the morning shift detail inventory, it was discovered that a large regular ACU coat was missing. None of the detail admitted to taking the ACU coat. All airfield personnel were interviewed but none admitted to knowing or seeing the thief. It was likely stolen during the time the items were unguarded, between 2200 and midnight, when SGT Doe was in the back room. The identity of the thief is still unknown.</p> <p>SGT Doe had supervisory responsibility for the unissued items. A Statement of Charges was offered to SGT Doe to pay for the loss but he refused to sign it.</p> <p>The ACU coat was not depreciated as it was new when it was determined missing.</p> <p>Recommended that SGT John A. Doe be held liable in the amount of \$36.00 and all others be relieved of responsibility for the lost item. SGT Doe's base pay at the time of loss was \$2,146.00.</p> <p>Exhibit A through M attached.</p>		
b. DOLLAR AMOUNT OF LOSS 36.00	c. MONTHLY BASIC PAY 0.00	d. RECOMMENDED FINANCIAL LIABILITY 36.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 234th Engineer Battalion Fort Knox, KY 40121	f. TYPED NAME (Last, First, Middle Initial) Doe, John A. g. DSN NUMBER 315-723-6745 h. DATE SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD) 20151030 i. DATE APPOINTED (YYYYMMDD) 20151010 j. SIGNATURE DIGITAL SIGNATURE 123456789 k. DATE SIGNED 20151029	
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) <input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 2nd Engineer Battalion Fort Knox, KY 40121	d. TYPED NAME (Last, First, Middle Initial) Doe, John A. f. SIGNATURE DIGITAL SIGNATURE 123456789	e. DSN NUMBER 315-985-4568 g. DATE SIGNED 20151116
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD W6212F 5284-1010		
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-PBO 1st BCT, 2nd Infantry Division Fort Knox, KY 40121	c. TYPED NAME (Last, First, Middle Initial) Doe, Reginald A. e. SIGNATURE DIGITAL SIGNATURE 123456789	d. DSN NUMBER 315-549-7135 f. DATE SIGNED 20151010

DD FORM 200 (BACK), JUL 2009

Reset

Continuation of blocks 4-8 on next page.

Example 17– DD 200 FLIPL (CONTINUATION OF BLOCKS 4-8)

CONTINUATION OF BLOCKS 4 - 8						Page <u>3</u> of <u>3</u> Pages
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01				
ITEM NO.	4. NATIONAL STOCK NO. LINE ITEM NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
2	T71706 8465-01-033-8057	Sleeping Bag Universal Type 2	1	151.95	151.95	
3	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
4	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
5	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
6	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
7	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
8	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
9	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
10	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
11	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
12	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
13	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
14	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
15	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
16	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
17	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
<div>New Page</div> <div>FOR INTERMITTENT PAGES, ENTER SUBTOTAL:</div>					691.95	
IF LAST PAGE, ENTER GRAND TOTAL:					727.95	

DD FORM 200, JUL 2009

Example 18 – DA 7531 FLIPL Checklist (page 1 of 4)

CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS			
For use of this form, see AR 735-5; the proponent agency is DCS, G-4.			
To: Accountable Officer			
1. Doe, Reginald A., CW2			
To: Approving Authority			
2. Doe, Dean S. IIL, COL			
To: Financial Liability Officer			
3. Doe, Joel B., ILT			
To: Approving Authority			
4. Doe, Dean S. IIL, COL			
To: Staff Judge Advocate			
5. Doe, Robert Z., COL			
To: Approving Authority			
6. Doe, Dean S. IIL, COL			
(A) Complete When a Loss is Discovered			
Date loss was discovered	20151001	Originating Unit	A Company 234th Engineer Battalion
Preliminary search for item began	20151001	Preliminary search for item ended	20151011
Date assigned document number	20151010	Date assigned inquiry/investigation number	20151001
(B) Initiator (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigation of property loss.)			
Block 1.	Has the date the investigation of property loss initiated been entered?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 3.	Has the date the loss was discovered been entered?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items with a reportable item control code (RICC) of 2, A, B, C or Z, enter the RICC.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 5.	Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 9.	Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 10.	Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.			
(C) Accountable Officer (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)			

DA FORM 7531, AUG 2004

APG PE v1.00
Page 1 of 4

Example 18 – DA 7531 FLIPL Checklist (page 2 of 4)

Block 17.	Has the accountable officer completed blocks 17a through 17f showing the assignment of a document number or voucher number to the financial liability investigation of property loss for lost and destroyed property? For damaged property, a document number is not assigned.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
(D) Appointing Authority or Approving Authority as Appropriate (Leave blocks 13a and 13d through 13h blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the financial liability officer's findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.)				
Block 13c.	Has the appointing authority or the approving authority as the appropriate completed block 13c indicating whether an financial liability officer is appointed? When a financial liability officer is appointed, use a memorandum as described in figure 13-12; when an AR 15-6 financial liability officer is appointed use, an appointment memorandum in accordance with AR 15-6, paragraph 2-1b.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
(E) Financial Liability Officer (Block 15 is completed by the financial liability officer prior to returning the investigation to the appointing authority or approving authority as appropriate.)				
Block 15a.	The financial liability officer's findings and recommendations are recorded here. In conducting the financial liability investigation of property loss has the financial liability officer--			
	o Scrutinized all available evidence.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	o Interviewed witnesses and secured statements from individuals concerning: oo The cause of the loss or damage. oo The responsibility for the loss or damage.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	o Compiled evidence substantiating or refuting any statement in block 9, DD Form 200.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	o Physically examined the damaged property, when available, and released it for repair or disposal. This should be done on the first day of the financial liability officer's appointment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
	o Consulted with the appointing/approving authority as appropriate for guidance, when needed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	o Determined the amount of damage, if property was damaged. This value may be the actual cost of repairs or an estimated cost of the repairs obtained from technical manuals or other reliable sources. Determine the value of the property immediately before it was damaged if the property is not economically repairable. The accountable officer may be asked to assist if he or she has not been directly involved.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
	o Has action been taken to exercise control over the property recovered during the investigation?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	o Has the total loss to the government been computed correctly?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	o Has the financial liability officer coordinated this investigation with the claims investigating officer when the investigation covers the loss, damage or destruction of Government property that is being, has been, or shall be investigated because of attendant events by a claims financial liability officer. This includes cases where military personnel or civilian employees, while driving a privately owned vehicle, damage Government property and have insurance to pay for part of the loss.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	o Ensured that individuals being recommended for a possible charge of financial liability are aware of their rights.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	o Request individual(s) to acknowledge their understanding of their rights by completing block 16, DD Form 200.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Example 18 – DA 7531 FLIPL Checklist (page 3 of 4)

	<p>o If appropriate, prepare a statement that individual recommended for a charge of financial liability refused to sign block 16g, DD Form 200, after being given the opportunity.</p> <p>oo A full explanation of the person's rights shall be included and a reply shall be requested.</p> <p>oo If the reply is not received within 30 days after the date of mailing, the financial liability officer shall record this fact and take action to complete the DD Form 200. This record of fact shall be included in, or appended to, the DD Form 200.</p> <p>oo Any reply received after the expiration of 30 days shall be forwarded through the same channels as the DD Form 200, form attachment to the original DD Form 200.</p> <p>o Was consideration given to any new evidence received after a recommendation was made? If the financial liability recommendation remains unchanged, the financial liability officer shall note that the added evidence was considered and provide the rationale for not changing the decision. The notation shall be on all copies of the report immediately following the original recommendation. If the financial liability officer makes a change in the original recommendations because of the new evidence, the financial liability officer shall record such change as "Amended Recommendations." These recommendations should be recorded immediately after the original recommendations.</p>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Block 15b.	Has the dollar amount of the loss been entered by the financial liability officer?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Blocks 15e-15k.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
On completion of the investigation, the financial liability officer forwards the completed DD Form 200 with all exhibits to the approving authority. When the approving authority has designated an appointing authority, the financial liability officer forwards the completed investigation to the appointing authority.							
(F) Appointing Authority (Block 13 is completed by the appointing authority when one has been designated by the approving authority. When an appointing authority has not been designated, block 13a through b and d through f are left blank.)							
Block 13a.	On completion of the appointing authority's review of the financial liability investigation of property loss, a recommendation is made to either approve or disapprove the financial liability officer's findings and recommendations.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Block 13b.	The appointing authority's rationale for the decision reached in block 13a is entered in block 13b.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Block 13c.	This block was previously completed, as indicated in (D) above.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Blocks 13c-13h.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
On completion of block 13, the financial liability investigation of property loss is either --							
o Returned to the financial liability officer for additional investigation or documentation of findings and recommendation, or							
o Forwarded to the approving authority.							
(G) Approving Authority (This set of blocks is completed by the approving authority to show the approving authority's preliminary decision after the approving authority's initial review of the financial liability officer's findings and recommendations.)							

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Example 18 – DA 7531 FLIPL Checklist (page 4 of 4)

Block 14a.	On completion of the approving authority's initial review of the financial liability officer's findings and recommendations, has the approving authority indicated his or her approval or disapproval of the financial liability officer's findings and recommendations? <ul style="list-style-type: none"> o If the financial liability officer has recommended that all persons be relieved of responsibility and accountability for the loss and the approving authority agrees with the financial liability officer, the approving authority may approve the financial liability investigation of property loss and close the investigation, per AR 735-5, paragraph 13-39g(3). o If the financial liability officer has recommended that person(s) be charged with financial liability for the loss, and the approving authority agrees with the financial liability officer, the approving authority must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making a final decision, per AR 735-5, paragraph 13-40d. o When the approving authority makes a decision contrary to the recommendations of the investigating officer or AR 15-6 financial liability officer, either to relieve all concerned from financial liability or assess financial liability against a new individual, this decision is entered in block 14a(1) with appropriate comments in block 14b, per AR 735-5, paragraph 13-40d(2). 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 14b.	Has the approving authority entered his or her rationale for the initial decision shown in block 14a? When a decision to charge an individual(s) with financial liability, comments should be entered stating who the respondent is and the amount of financial liability to be assessed.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 14c.	Has the approving authority indicated whether a legal review is necessary? A legal review is required when -- <ul style="list-style-type: none"> o A charge of financial liability is recommended. o The recommendations appear to be inconsistent with the findings. 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Blocks 14d-14h.	Self explanatory	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
On completion of block 14, when the approving authority decides to approve a charge of financial liability, he or she must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making the final decision to assess financial liability.				
<p>(H) Staff Judge Advocate When financial liability is recommended, or when recommendations appear to be inconsistent with the financial liability officer's findings, a judge advocate or civilian attorney must review the findings and recommendations and provide an opinion on the adequacy of the evidence and its relationship to the findings and recommendations. This legal review will be attached to the financial liability investigation of property loss as an exhibit. On completion of the legal review, the financial liability investigation of property loss will be returned to the approving authority.</p>				
<p>(I) Approving Authority On receipt of the financial liability investigation of property loss containing a legal review from Staff Judge Advocate, the approving authority will conduct a final review of the financial liability officer's findings and recommendation together with the Staff Judge Advocate's legal review and make a final decision concerning the charge of financial liability.</p> <ul style="list-style-type: none"> o When a decision is reached to charge an individual with financial liability, the approving authority notifies the respondent by memorandum per AR 735-5, paragraph 13-42a. See AR 735-5, paragraph 13-43 addressing actions required when a respondent submits a request for reconsideration. o When a decision is reached to relieve all concerned of accountability and responsibility for the loss, investigation will be closed out per AR 735-5, paragraph 13-40e. 				

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Example 19 – DD 362 Statement of Charges/Cash Collection Voucher, FLIPL Exhibit

Prescribed by: AR 735-5, CH 12; AFR 177-111; DECAD 40-15

Controlled When Filled In

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE (YYYYMMDD) 20210512	
				2. DOCUMENT/VOUCHER NUMBER	
3. ORGANIZATION			4. STATION		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		6. DISBURSING STATION SYMBOL NUMBER		7. ACCOUNTING CLASSIFICATION	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
C12345/123400111222	PRINTER, LEXMARK SN: 1232123	1	129.00	129.00	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION <input checked="" type="checkbox"/>		b. CASH COLLECTION <input type="checkbox"/>		c. GRAND TOTAL 129.00	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL I certify that my signature hereon constitutes a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. b. An affirmation that the articles are not now in my possession. c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE	e. NAME (Last, First, Middle Initial) LOSER, IAM A.	g. CAUSE FOR CHARGE LOST	h. SIGNATURE INDIVIDUAL REFUSED TO SIGN		i. AMOUNT 129.00
	f. SOCIAL SECURITY NUMBER 123-45-6789				
10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.		11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below. <input type="checkbox"/> a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. <input type="checkbox"/> b. Remitted through cash collection.			
a. DATE (YYYYMMDD) 20210505	b. SIGNATURE BLOCK/SIGNATURE	c. DATE (YYYYMMDD)	d. SIGNATURE BLOCK/SIGNATURE		

DD FORM 362, JULY 93

PREVIOUS EDITION IS OBSOLETE.

Page of

Example 20 – Re-Establish Accountability Memorandum

YOUR OFFICE SYMBOL

DATE

MEMORANDUM FOR FLIPL APPOINTING AUTHORITY

SUBJECT: Reestablishment of Recovered Equipment on FLIPL W0VMAA 21-0001

1. Request re-establishment of property accountability for the following items listed on FLIPL W0VMAA 13-0001:

70236N/1234-00-234-4545, Printer, Lexmark, SN: 12456

2. All property listed above has been physically located and is in the possession of the primary hand receipt holder.

3. POC for this action is the undersigned at 785-239-XXXX.

John Hancock
GS-12
Investigating Officer/PHRH

REQUEST FOR ISSUE OR TURN-IN For use of this form, see DA PAM 710-2-1; the proponent agency is G-4.						ISSUE <small>TURN-IN</small>		SHEET NO. 1	NO SHEETS	1. REQUEST NO.			2. VOUCHER NO.		
3. SEND TO: GAINING HAND RECEIPT NAME, HR#, (EX: W0VMPP)						4. DATE MATERIAL REQUIRED (YYYYMMDD)			5. DODAAC		6. PRIORITY		7. ACCOUNTING/FUNDING DATA		
8. REQUEST FROM: LOSING HAND RECEIPT NAME, HR#, (EX: W6YUDP)						9. END ITEM IDENT LATERAL TRANSFER			9a. NAME/MANUFACTURER			9b. MODEL		9c. SERIAL NO.	
* CODE ISSUE TURN-IN I-Initial FWT-Fair Wear And Tear EX-Excess LT-Lateral Transfer R-Replacement RS-Report of Survey SC-Stmt of Charges						10. PUBLICATION						11. JOB ORDER NO.			
12. ITEM NO. <i>a</i>	STOCK NO. <i>b</i>	ITEM DESCRIPTION. <i>c</i>		UNIT OF ISSUE <i>d</i>	QUANTITY <i>e</i>	CODE* <i>f</i>	SUPPLY ACTION <i>g</i>	UNIT PRICE <i>h</i>	TOTAL COST <i>i</i>	<i>j.</i> POSTED DATE (YYYYMMDD) BY					
1	702109N 7010-01-C1-1234	COMPUTER, LAPTOP, DELL 610 SN:54321		EA	1	[v]	I								
	JUSTIFICATION:	REDUCE EXCESS IN W0VMPP & FILL SHORTAGE IN W6YUDP				[v]									
						[v]									
	APPROVED BY:					[v]									
		SALLIE BROWN ICPBO				[v]									
						[v]									
						[v]									
						[v]									
						[v]									
						[v]									
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						[v]									
						[v]									
						[v]									
						[v]									
						[v]									
									SHEET TOTAL		GRAND TOTAL				
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED	DATE (YYYYMMDD)	BY [Signature] Digital Signature		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY [Signature]	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY [Signature]						

APD AEM v1.02ES

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Example 22 – DA 2407 Maintenance Request

MAINTENANCE REQUEST For use of this form, see DA PAM 750-8 and 738-751; the proponent agency is DCS, G4			PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA			SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER	1b. CUSTOMER UNIT NAME	1c. PHONE NO	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO
WYDZAA	HQ	113 Inf	273-9131		
2a. SAMS-2 UIC/SAMS-1TDA	2b. UTILIZATION CODE	2c. MCSR	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME	
	φ	Y			
SECTION III - EQUIPMENT DATA					
5. TYPE MAINT REQ CODE	6. ID	7. NSN	15a. FAILURE DETECTED DURING WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751		
1	A	2320013601892	A		
8. MODEL	9. NOUN		15b. FIRST INDICATION OF TROUBLE/NOV RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751	16. MILES/KILOMETERS/HOURS/ROUNDS	
M1088	Tractor MTV			M 1430 K	
10a. ORG WONO/DOC NO	10b. EIC	11. SERIAL NUMBER	12. QTY	13. PD	17. PROJECT CODE (if assigned)
YDZAA0700321	BITZ	1428858	1	03	387
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)			18. ACCOUNT PROCESSING CODE	19. IN WARRANTY (enter Y or N)	20. ADMIN NO
				N	AB10
22. LEVEL OF WORK			23. SIGNATURE		
F			Chad Anthony		
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)					
Vehicle lacks power					
25. REMARKS					
PREPARATION INSTRUCTIONS FOR THIS PAGE					
SECTION I			SECTION III (Cont'd)		
<p>Block 1a. Enter UIC of submitting organization.</p> <p>Block 1b. Enter name of submitting organization.</p> <p>Block 1c. Enter number to be called when maint. is completed.</p> <p>Block 2a. Enter UIC of supporting SAMS-2/SAMS-1TDA if work is requested while intransit and away from your support maintenance unit.</p> <p>Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank.</p>			<p>Block 12. Enter the quantity of items being submitted.</p> <p>Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1.</p> <p>Block 14. For DSU, GSU/AVIM, DEPOT use.</p> <p>Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting.</p> <p>Block 17. Enter the project code if one has been assigned. If not, leave blank.</p> <p>Block 18. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty.</p> <p>Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted.</p> <p>Block 21. For DSU/GSU/AVIM/Depot use.</p> <p>Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act.</p> <p>Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank.</p> <p>Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint.</p> <p>Block 25. Self-explanatory.</p>		
<p>SECTION II</p> <p>Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT.</p>					
<p>SECTION III</p> <p>Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 7. Enter the NSN or stock number of the item being submitted.</p> <p>Block 8. Enter model of item being submitted.</p> <p>Block 9. Enter noun/nomenclature of item being submitted.</p> <p>Block 10a. Enter Work Order Number (WONO)/DOC NO assigned when item is submitted. Otherwise, leave blank.</p> <p>Block 10b. Enter End Item Code. See AMDF.</p> <p>Block 11. Enter serial number of item being submitted.</p>					
34a. SUBMITTED BY	35a. ACCEPTED BY	35c. DATE	Block 34a. Enter first initial and last name of submitter.		
C. Anthony			Block 34b. Enter ordinal date submitted (YYDDD).		
34b. DATE	35b. STATUS	35d. TIME	Block 35a. Enter first initial and last name of person accepting maint. request.		
9.7.02.7			Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751.		
			Block 35c. Enter ordinal date accepted (YYDDD).		
			Block 35d. Enter military time.		

DA FORM 2407, JUL 94

PREVIOUS EDITIONS OF DA FORM 2407 AND DA FORM 5504 ARE OBSOLETE

RECEIPT COPY 1

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
UNIT PRICE										DOLLARS										CTS																																							
DOLLARS										CTS										Your Unit Address										DLADS Ft. Riley																													
1 2 0 0 0 0										1200.00										4. MARK FOR																																							
5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																			
10. QTY. REC'D										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL									
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
17. ITEM NOMENCLATURE																																																											
NAME OF ITEM BEING TURNED IN																																																											
18. TY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY																				23. DATE RECEIVED																																							

*****USE THIS SAMPLE FORMAT FOR TURNING IN UNUSABLE PROPERTY*****

1. Unit of issue
2. Quantity
3. Demil Code (find it in FEDLOG)
4. Condition Code
5. Dollar amount for each item
6. Total dollar amount
7. Your unit/organization
8. DLA-DS Location
9. Document Number
10. National Stock Number (NSN) (find it in FEDLOG)
11. Noun/Nomenclature (name of item)

Example 24 – DD 1348-1a, Computer Turn-In

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																								
UNIT PRICE														DOLLARS		CTS		1. TOTAL PRICE														2. SHIP FROM														3. SHIP TO																																																																											
DOLLARS														CTS				Your Unit Address														DLADS Ft. Riley																																																																																									
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5. DOC DATE														6. NMFC														7. FRT RATE														8. TYPE CARGO														9. PS																																																																	
10. QTY. REC'D														11. UP														12. UNIT WEIGHT														13. UNIT CUBE														14. UFC														15. SL																																																			
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																																																																																									
17. ITEM NOMENCLATURE																																																																																																																									
18. TY CONT																																																																																19. NO CONT														20. TOTAL WEIGHT														21. TOTAL CUBE													
22. RECEIVED BY																																																																																23. DATE RECEIVED																																									

UNIT DOCUMENT NUMBER FURNISHED BY
UNIT SUPPLY PERSONNEL
EXAMPLE: WXYVJP-1132-0010
(Consists of Unit DoDAAC-Julian Date-Serial)

NSN FOR THE PROPERTY BEING TURNED INTO THE DRMO
(Can be found on the item or using the FEDLOG program)
EXAMPLE: 1005-00-123-4567

*****USE THIS SAMPLE FORMAT FOR TURNING IN COMPUTERS AND RELATED PROPERTY*****
*****THE BELOW STATEMENT MUST BE TYPED ON ALL DD 1348-1A FORMS WHEN TURNING IN CPUs*****

The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum.
"DISPOSITION OF UNCLASSIFIED COMPUTER HARD DRIVES"

SIGNED: _____ DATED: _____ PHONE: _____

Reset Adobe Designer 8.0

Acronyms

AAR – Administrative Adjustment Report
AESIP – Army Enterprise Systems Integration Program
AFSBn – Army Field Support Battalion
AFSB – Army Field Support Brigade
AR – Army Regulation
ARC – Accounting Requirements Code
ARIMS - Army Record Information Management System
ASC – Army Sustainment Command
CAP – Contractor Acquired Property
COPA – Campaign On Property Accountability
DA – Department of the Army
DCMA - Defense Contract Management Agency
DD – Department of Defense (form)
DFARS – Defense Federal Acquisition Regulation Supplement
DLA-DS – Defense Logistics Agency Disposition Services
DoD – Department of Defense
DoDAAC – Department of Defense Activity Address Code
ECOD – Estimated Cost Of Damage
FAR – Federal Acquisition Regulation
FEDLOG – Federal Logistics (Catalog System)
FLIPL – Financial Liability Investigation of Property Loss
FLO – Financial Liability Officer
FOI – Found on Installation
GCSS – Global Combat Support System
GFE – Government Furnished Equipment
GFEBS – General Fund Enterprise Business System
GFP – Government Furnished Property
GIN – Government In Nature
GPC – Government Purchase Card
GTRAC – GCSS-Army Training And Certification
ICPBO – Installation Consolidated Property Book Office/Officer
IMCOM – Installation Management Command
IMPAC – International Merchant Purchase Authorization Card
JAG – Judge Advocate General
LIN – Line Item Number
MILSTRIP - Military Standard Requisition & Issue Procedures
MTOE – Modified Table Of Equipment
NCO – Non-Commissioned Officer
NSN – National Stock Number
OMA – Operations and Maintenance – Army
PBIC – Property Book Identification Code
PBO – Property Book Office/Officer
PHRH – Primary Hand Receipt Holder
QAE – Quality Assurance Evaluator
RM – Resource Management

RMB – Resource Management Branch
S&S – Supply & Services (Division)
SAAR – System Authorization Access Request
SDR – Supply Discrepancy Report
SLOC – Storage Location
SNP – Serial Number Profile
SOP – Standard Operating Procedure
SOUM – Safety Of Use Message
TDA – Tables of Distribution and Allowances
TTC – Type Transaction Code
UIC – Unit Identification Code
USAG – United States Army Garrison
WO – Warrant Officer