

7. Maintain soldiers clothing records.	<p>Once a soldier has 6 months time in service, conduct an inspection to determine if all clothing items were issued.</p> <p>a. For Active Army keep a copy of the DA Form 3078 for 6 months. Once the soldier has all authorized personal clothing items, destroy the DA Form 3078. The soldier then becomes financially liable for all applicable initial issue items that become lost, damaged, or destroyed.</p> <p>b. For ARNG and USAR, use DA Form 4886 (Issue In-Kind Personal Clothing Record) to account for personal clothing issue to individuals. Keep the DA Form 4886 on file until the soldier PCSs or leaves the service.</p>	AR 700-84 (5-2b, 14-5,15-1f)	As needed  N/A	_____	_____
8. Maintain minimum stockage of class 5 operational loads and establish hand receipt control of quantities on hand.	Refer to CTA 50-909 to determine the types and quantities of operational loads authorized for stockage. Use hand receipt procedures to designate responsibility.	ARA 710-2 (2-4c, app F)	As needed	_____	_____
9. Assign responsibility for durable items within loads.	CTAs 50-970 and 8-100 prescribe allowances for durables. Commanders will ensure that responsibility for all durables is assigned using hand receipt procedures. Ensure demand data is maintained on basic loads of class 2.	AR 710-2 (2-20b,d, app F)	Routine	_____	_____
10. Maintain demand data.	Ensure demand data is maintained on basic loads of Class 2 (including maps), 3 (packaged), 4, and 8 and on operational loads of class 1,2 (including maps), 3 (packaged), 4, and 8.	AR 710-2 (2-20d)	Routine	_____	_____
H. PLL 1. Maintain demand data.	Records of demand will be kept for all repair parts carried on the PLL.	AR 710-2 (2-21c)	Quarterly (semiannually for USAR and ARNG).	_____	_____

<p>2. Review records of demand.</p>	<p>The review of demands includes verifying authorized stockage levels are on hand or on request and that supplies appear to be in a serviceable condition. Also, determine if quantity on hand is adequate. Annotate record of demands at conclusion of review.</p>	<p>AR 710-2 (2-21c,e), ULLS-G Users Manual, Maint Info Ltr 99-5</p>	<p>Quarterly (semiannually for USAR and ARNG).</p>	<p>_____</p>	<p>_____</p>
	<p>PLLs are authorized up to 15 lines of NON-DEMAND supported PLL. Commander must approve these "Commanders Retention Lines" every 180 days. Can not be delegated to any other individual. (Stockage code "RI")</p>			<p>_____</p>	<p>_____</p>
<p>3. Increase and decreases to demand and nondemand supported repair parts.</p>	<p>Increases are authorized whenever justified by the demand data. Decreases are related to completion of review periods.</p>	<p>KS 710-2 (2-21a), KS SOP ULLS-G</p>	<p>At the conclusion of quarterly reviews (semiannually for USAR, ARNG).</p>	<p>_____</p>	<p>_____</p>
	<p>a. Initial stockage quantities of demand-supported items will not be reduced for the first 2 reviews.</p>			<p>_____</p>	<p>_____</p>
	<p>b. Initial stockage quantities of non-demand supported items will not be reduced for the first 4 reviews. Changes to stockage quantities of repair parts supporting nuclear weapons and related material are directed by the MACOM.</p>			<p>_____</p>	<p>_____</p>
	<p>a. Review last 2 "Demand Analysis" which should be produced every 180 days, April – October.</p>			<p>_____</p>	<p>_____</p>
	<p>b. Demand Analysis from MATES, if unit has equipment in MATES package, must also be available.</p>			<p>_____</p>	<p>_____</p>

4. Approval of non-demand supported repair parts on PLL.	Authorized 15 lines of non-demand supported PLL. Must be approved by the Commander every 180 days. Repair parts must have and EC of "C" on the AMDF (FEDLOG) and a maintenance use code of "O" in the applicable TM.	AR 710-2 (2-21a), Maint Info Ltr 99-5	Delete items from PLL if not demand supported during the first 4 review periods.	_____	_____
5. Mandatory stockage	All repair parts prescribed by SLAC deck (initial provisioning of parts for newly fielded items) or IMPL are mandatory stockage and will be carried on the applicable PLL. In IMPL is in support of missile systems only.	AR 710-2 (2-21a,b).	After 2 years, SLAC deck items must change to demand supported or command directed stockage or be deleted. IMPL stocks will not be reduced by HQDA.	_____	_____
6. Unit authorized a PLL are not authorized to maintain shop and bench stocks. Exception: AVUM units are authorized bench stock	If an organization is authorized to perform higher levels of maintenance (DS/GS) on their organic equipment, then the associated repair parts are included on the PLL.	AR 710-2 (2-21d)	As needed	_____	_____
7. PLL stockage limited to 150 lines. Note: Repair parts stocked for performing authorized higher-level maintenance (DS/GS) are not included in the 150 line limit.	PLLs stockage is limited to 150 lines. Exceptions are allowed for USAISC, INSCOM, non-deployable and USAARSPACE TDA activities; repair parts to support medical equipment and (AVUM); support units authorized to keep repair parts of the ASL.	AR 710-2 (2-21d)	As needed	_____	_____
8. Only repair parts designated as essential by the AMDF (an EC of "C") and as removal and replacement authorized at the organization level by applicable TMs (a maintenance use code of "O") are carried on PLLs.	Parts carried on a PLL must be maintenance related class 2 (including maps), 4, and class 8 and 9 organizational repair parts that are essentially coded "C" and have a maintenance use code of "O". If stocking such items as demand supported, they must have 3 demands within 180 days (360 days for ARNG and USAR) to qualify for PLL stockage.	AR 710-2 (2-21a)	Routine	_____	_____

<p>9. Requests for repairable will be accompanied by: a. An unserviceable like item. B. A commanderFMS's statement.</p>	<p>When requesting a repairable item (recoverability code of A,D,F,H, or L) a like unserviceable item must be turned in; or the request must be accompanied by a statement signed by the commander stating the reason a like unserviceable item is not available for turn-in.</p>	<p>AR 710-2 (2-63)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
<p>10. Consumable items are not stocked as part of the PLL.</p>	<p>Minimum quantities of Consumable items are stocked separately along with the PLL. 15 days of supply are authorized when not supported by a QSS. Must meet requirements of AR 710-2 (3-17).</p>	<p>AR 710-2 (3-17) NGB Policy Letter</p>	<p>Routine</p>	<p>_____</p>	<p>_____</p>
<p>I. Inventories 1. Change of primary hand receipt holder (PHRH) inventory.</p>	<p>When PHRH is replaced, all unit property will be jointly inventoried before the new PHRH takes responsibility by signing a hand receipt from the property book from which the property was issued.</p>	<p>AR 710-2 (2-12 and table 2-1, para a)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
	<p>a. Is the last COC packet on file for the current commander/PHRH?</p>			<p>_____</p>	<p>_____</p>
	<p>b. Are the following items with the COC packet on file: 1. Request for COC packet 2. CPBO checklist with initials 3. Signed H/R with original signature 4. Signed sensitive item invent</p>				
<p>2. Periodic PHRHFMS's inventory.</p>	<p>The PBO will make sure all unit property is inventoried Annually Cyclic inventories may be used in lieu of annual inventories. The PHRH will prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use procedures in DA Pam 710-2-1.</p>	<p>AR 710-2 (2-12d table 2-1, para b)</p>	<p>Annually or cyclic as directed by PBO.</p>	<p>_____</p>	<p>_____</p>

	<p>a. Is there a written plan from the commander stating how and when sub hand receipt holders will inventory unit property.</p> <p>b. Is there evidence on file from the unit HRHFMS's showing the results of an inventory being conducted?</p> <p>c. Has the CPBO annual inventory been documented correctly and signed by the commander within the suspense date given?</p> <p>d. Is the schedule of inventories to be conducted on the units monthly training schedule?</p> <p>e. Is the inventory plan recorded on the units yearly training plan?</p>			_____	_____
3. Conduct inventory before receipt, turn-in, or issue of property.	<p>Before the property is received or issued, the HRH will conduct a complete inventory to include verification of serial numbers, if applicable. Before turn-ins, an inventory is conducted and component shortages are documented on the ULLS-S4 shortage annex.</p> <p>a. After reviewing the transactions affecting report for items with components are there CLFMS's filed with the document in the Spt Doc file?</p> <p>b. When an item is issued to a sub hand receipt is there a CL on file in the sub hand receipt folder showing it was inventoried.</p>	AR 710-2 (table 2-1, para f)	As needed	_____	_____
4. Change of custody of arms storage facility.	<p>When responsibility for the custody of the arms storage facility keys is transferred between authorized persons, they will conduct physical count of weapons and ammunition. Results of the inventory will be recorded on a hand receipt.</p>	AR 710-2 (table 2-1, para h)	As needed	_____	_____

5. Command directed.	Commanders ensure inventories are conducted following evidence of insecurity, alleged misappropriations of Government property, or field exercises.	AR 710-2 (table 2-1, para h)	Conduct inventory upon notification of wrongdoing. Conduct post-field exercise inventory within 15 calendar days.	_____	_____
6. Controlled items inventory other than weapons and ammunition.	Forced or unlawful entry. Open or unattended storage area. This will be done immediately upon discovery of incident. Items identified on the AMDF by CIIC of "1-6", "8", "9", "P", "O", "R", "\$", or "Y" (night vision devices and navigation systems (GPS)) kept by the using unit will be inventoried by serial number when applicable. Sensitive item inventory results will be recorded on a memorandum signed by the PHRH.	AR 710-2 (2-12d and table 2-1, para I)	Quarterly	_____	_____
7. Weapons and ammunition inventory.	The unit commander or designated representative (NCO, Warrant Officer, Commissioned Officer, or DOD Civilian) will inventory weapons by serial number and ammunition by lot and serial number. Unit armorers will not conduct the inventory consecutively.	AR 710-2 (2-12 and table 2-1, para j)	Monthly (ARNG and USAR conducts physical counts of weapons monthly and inventory weapons by serial number quarterly).	_____	_____
8. Ammunition and explosive items rigged or preconfigured for rapid deployment.	Inventory by barrel count each month and by serial number each quarter. Physical inventory is accomplished first by verifying the original bandings and/or seals were not broken (sealed boxes need not be opened if no tampering is evident) and then by counting total packages of items.	AR 710-2 (2-41c and table 2-1, j)	Monthly	_____	_____

<p>9. Inventory of basic and operational loads of class 1,2 (including maps), 3, (packaged), 4 and 8 supplies.</p>	<p>The unit commander ensures loads are inventoried to verify authorized stockage levels are maintained (items are on hand or on order) an on-hand assets appear to be serviceable.</p>	<p>AR 710-2 (table 2-1, para k)</p>	<p>Semiannually</p>	<p>_____</p>	<p>_____</p>
<p>10. Inventory of bulk petroleum.</p>	<p>a. Bulk fuel point operators must conduct an inventory of fuel bulk storage tanks. Compare inventory results to receipt and issues to determine if pilferable or leakage has occurred. Post inventory results to DA Form 5831-R. Maintain documents in unit files for 1 year.</p>	<p>AR 710-2 (2-34a-h and table 2-1, para k).</p>	<p>a. Each day of activity or end of week when no activity occurred for the week.</p>	<p>_____</p>	<p>_____</p>
	<p>b. Ensure monthly inventory is conducted to verify that on hand quantity supports all issues and receipts for the month. Post inventory results to DA Form 5831-R and use as a supporting document to DA For 4702-R. Maintain copies in permanent unit files and submit a copy to next higher commander for approval. Adjust book balance to reflect the measured inventory on hand.</p>		<p>b. Monthly at close of business on last duty day per AR 11-27. Forward MBPAS within 3 workdays after end of month.</p>	<p>_____</p>	<p>_____</p>
<p>11. PLL Inventory</p>	<p>Review demand data to determine adequacy of stockage. Verify authorized stockage is on hand or on request. Inspect on hand supplies for proper storage and that they appear to be in serviceable condition. A copy of review to verify authorized stockage levels are on hand. This will be in the supply room. Inspect the on hand supplies to insure items are stored in their designated locations and appear to be serviceable.</p>	<p>AR 710-2 (table 2-1, para l)</p>	<p>Quarterly (semiannually for USAR and ARNG).</p>	<p>_____</p>	<p>_____</p>

<p>12. Inventories of OCIE must be conducted following the listed events to ensure authorized quantities are on hand and serviceable.</p>	<p>a. Soldiers departing from or newly assigned to unit.                  b. Soldiers placed on AWOL status, hospitalized, or emergency leave.                  c. Soldiers returned from a field exercise.</p>	<p>AR 710-2 (table 2-1m)</p>	<p>a. Within 5 work days after arrival or before departure.                  B. Immediately upon notification of status.                  C. As soon as practical.</p>	<p>_____</p>	<p>_____</p>
<p>J. Adjustments for lost, damaged, or destroyed property.</p>					
<p>1. Authorized to make adjustments for losses of durable hand tools up to \$100 per incident when losses are not the result of negligence or misconduct.</p>	<p>Prepare a Memorandum for Record, signed by unit commander. Adjust hand receipts and maintain on file and forward for the R/S approving authority endorsement.</p>	<p>AR 735-5 (14-25a)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
<p>2. Review of Memorandums for Record (Adjustment for losses of hand tool(s) by Financial Liability Investigation of Property Loss (FLIPL) approving authority).</p>	<p>Summarize Memorandum for Record, attach memorandums to summary, and send to the Financial Liability Investigation of Property Loss (FLIPL) approving authority.</p>	<p>AR 735-5 (14-25c)</p>	<p>Quarterly</p>	<p>_____</p>	<p>_____</p>
<p>3. Initiate adjustment actions for items unserviceable due to other than fair wear and tear.</p>	<p>This may involve statement of charges/cash collection voucher or a Financial Liability Investigation of Property Loss (FLIPL). Follow procedures in AR 735-5 to determine the appropriate method. Prepare DD Form 362 (Statement of Charges/Cash Collection Voucher) and deliver to FAO/USPFO.</p>	<p>AR 710-2 (2-12e and 2-13b)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
<p>4. Initiate DD Form 362 (Statement of Charges/Cash Collection Voucher) when cash sale of hand tools or OCIE cannot be accomplished due to SSSC or CIF being at zero balance for needed item(s).</p>	<p>Prepare statement of charges/cash collection vouchers when liability is admitted and a Financial Liability Investigation of Property Loss (FLIPL) is not required.</p>	<p>AR 735-5 (12-2b(3))                  N/A</p>	<p>As needed                  Active Army – within 5 working days.                  ARNG – within 45 work days.                  USAR within 60 work days.</p>	<p>_____</p>	<p>_____</p>
<p>5. Initiate Statement of Charges/Cash Collection Voucher to account for lost, damaged, or destroyed property for which liability is admitted.</p>	<p>Prepare statement of charges/cash collection vouchers when liability is admitted and a Financial Liability Investigation of Property Loss (FLIPL) is not</p>	<p>AR 735-5 (12-2c)</p>		<p>_____</p>	<p>_____</p>

required.

<p>6. Commander authorized to prorate statement of charges liability if charges exceed two-thirds of personFMS's monthly base pay</p>	<p>Attach a memo to the DD Form 362 specifying the length of time for payment.</p>	<p>AR 735-5 (12-2d)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>	
<p>7. Initiate Financial Liability Investigation of Property Loss (FLIPL) within established time limits.</p>	<p>Initiate a Financial Liability Investigation of Property Loss (FLIPL) after discovery of the type of discrepancies in AR 735-5, paragraph 13-2. Complete blocks 1 through 12 of DA Form 4696 (Financial Liability Investigation of Property Loss (FLIPL)) to document proof of the item(s) existed, who was assigned responsibility, and date and circumstances. Process the DA Form 4697 through the approving authority to the PBO.</p>	<p>AR 735-5 (13-7)</p>	<p>Active Army- within 15 calendar days. ARNG-within 45 calendar days. USAR within 75 calendar days</p>	<p>_____</p>	<p>_____</p>	
<p>8. Commander investigates circumstances concerning damaged property through other than fair wear and tear.</p>	<p>Attach a statement to the maintenance request or turn-in document stating the cause of damage.</p>	<p>AR 735-5 (14-26i)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>	
<p>9. Report the appearance of unlawful conduct associated with the loss of personal arms and equipment.</p>	<p>Contact law enforcement authorities to conduct investigation.</p>	<p>AR 735-5 (14-26i)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>	
<p>10. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.</p>	<p>The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement and OCIE the soldier complete an exchange for serviceable replacements.</p>	<p>AR 735-5 (14-26b) USPFO S&amp;S Memo 99-18</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>	
<p>K. Storage</p>	<p>1. Material will be kept ready for use.</p>	<p>Conduct inspections.</p>	<p>AR 710-2 (2-11)</p>	<p>Routine</p>	<p>_____</p>	<p>_____</p>
		<p>a. Unit Supply Sergeant will issue a wall locker to each soldier.</p>	<p>.</p>		<p>_____</p>	<p>_____</p>
		<p>b. Is the Supply Sergeant maintaining a current wall locker roster?</p>	<p>.</p>		<p>_____</p>	<p>_____</p>

<p>2. Commanders are directly responsible for safeguarding all supplies.</p>	<p>Initiate internal control checklists per AR 11-2.</p>	<p>AR 710-2 (2-8a) USPFO S&amp;S Memo 98-6</p>	<p>Routine</p>	<p>_____</p>	<p>_____</p>
<p>L. Petroleum management</p>					
<p>1. Refuel convoys at en route military installations.</p>	<p>Coordinate projected refuel requirements with military installations prior to departure. When installations are not available, seek local purchase authorization. Each convoy carries the estimated resupply requirements for packaged POL.</p>	<p>AR 710-2 (2-32b)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
<p>2. U.S. Government national credit cards are authorized for use only when motor pool, DOD facilities, or into-plane contracts are not available.</p>	<p>Off-post purchases are limited to in the tank requirements and crankcase refueling only.</p>	<p>AR 710-2 (2-32e)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
	<p>a. Are Fuel Cards controlled by Hand Receipt?</p>			<p>_____</p>	<p>_____</p>
	<p>b. Are fuel receipts kept for all purchases?</p>			<p>_____</p>	<p>_____</p>
<p>3. AVFUEL identaplates are authorized only for purchasing products dispensed directly into using aircraft.</p>	<p>Use AVFUEL identaplates to refuel Army aircraft at Army airfields other than home stations, at Navy and Air Force installations, or from commercial vendors under Government contract. AVFUEL identaplates are not used for purchasing products in advance. All purchase receipts are turned in to the responsible supply officer. Applicable to Aviation units only.</p>	<p>AR 710-2 (2-32f)</p>	<p>As needed</p>	<p>_____</p>	<p>_____</p>
<p>4. Establish petroleum audit trail when responsible for maintaining bulk quantities of fuel.</p>	<p>Unit commander designates a responsible individual to maintain control of bulk fuels and to provide an audit trail of all transactions (receipts and issues). The DA Form 4702-R is used to maintain a record of receipts, issues, and inventory of petroleum products.</p>	<p>AR 710-2 (2-34b) DA PAM 710-2 (ch 11) KS SOP 703-1</p>	<p>Post daily transactions on DA Form 3643. Consolidate daily postings to DA Form 3644.</p>	<p>_____</p>	<p>_____</p>
	<p>a. Are daily issues/receipts recorded on DA 3643?</p>			<p>_____</p>	<p>_____</p>
	<p>b. Is the monthly abstract of issues/receipts recorded on DA 3644?</p>			<p>_____</p>	<p>_____</p>

	c. Is Monthly Bulk Petroleum Account Summary (DA 4702-R) completed on a monthly basis?			_____	_____
	d. Is DA 4702-R submitted to USPFO-STKC?			_____	_____
5. Document losses of more than 25 gallons of fuel due to spillage or contamination.	The unitFMS's designated responsible individual will document such losses and attach it to the MBPAS as a supporting document.	AR 710-2 (2-34f)	As needed	_____	_____
	a. Is there documentation from responsible individual concerning spill contamination?			_____	_____
	b. Is documentation filed with DA 4702-R (MBPAS)?			_____	_____
6. If maintenance of auditable records during field exercises is not feasible, then the unit commander must prepare a statement summarizing daily issues.	Included in the statement is verification that the fuel was used in authorized Army equipment. File the statement as a supporting document to the DA Form 3744-R (Affidavit Supporting Request for Authorization to Search and Siege) prescribed by AR 27-10, and use it as a supplement to audit records.	AR 710-2 (2-34e)	Complete the statement within 3 workdays after completion of the exercise.	_____	_____
	a. Has statement been prepared within 3 working days after completion of exercises?			_____	_____
	b. Are quantities posted to DA 3644?			_____	_____
	c. Is statement filed and maintained as a supporting document?			_____	_____
7. Recover contaminated and used POL products.	Recover, recycle, and dispose of POL products per AR 710-2, appendix D. <i>Contact local FMS if additional assistance is required.</i>	AR 710-2 (2-34k) KS SOP 420-47	As needed	_____	_____

Table B-2. Property book officer level

Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
<b>A. General</b>				
1. Request clarification of regulatory guidance.	Send requests through command channels per AR 710-2.	AR 710-2 ( 1-7 ); AR 735-5 ( 1-7 )	As needed	GO NO GO ____
2. Request for deviation authority of regulatory guidance	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 ( 1-7 ); AR 735-5 ( 8-2 )	As needed	GO NO GO ____
3. Identify and report supply constraints.	Supply constraints are prepared and forwarded through command channels per AR 725-50 .	AR 710-2 ( 1-9 )	Within 2 workdays when routine submission of request is curtailed or limited for any reason.	GO NO GO ____
4. Implement the Hazardous Materials Management Program.	A. Provide instructions on the proper request, receipt, handling, storage, use, and disposition of hazardous material and on mandatory reporting requirements. b. Assist in obtaining Material Safety Data Sheet (MSDSs). c. Ensure efforts are taken to minimize the use of hazardous materials in order to meet the HQDA-established hazardous waste reduction goals.	AR 710-2 (1-28 ); AR 200-1 (5-1, 5-3 & 6-6 ); AR 700-141 ; TM 30-410	As needed	GO NO GO ____
<b>B. Reconcile property Authorization</b>				
	a. Authorization allowances are reconciled with authorization documents. Complete this reconciliation and prepare a statement for the commander to acknowledge the reconciliation was conducted. File signed acknowledgment in front of the property book. b. Ensure that equipment authorization documents are loaded with the requisition validation (REQVAL) System in all automated property book systems.	AR 710-2 (2-4 b); AR 71-32	Annually	GO NO GO ____
<b>C. Requesting and receiving supplies</b>				

1. Authorized property is on hand or on order.	<p>a. Property listed in authorization documents or required by basic loads are on hand or on order. Preferred items (those specified in authorization documents) are not requested when an authorized substitute item or an item awaiting replacement through force modernization is on hand.</p> <p>b. Exception. Units will not request nor cancel requisitions for major items projected to be deleted when within 365 days of the effective date of approved TAADS authorization documents.</p> <p>c. Where available use the REQVAL System, I-25ALJ prior to submitting all MTOE/TDA requisitions.</p>	AR 710-2 (2-6 a)	As needed	GO	NO GO ____
2. Submit all supply requests to the appropriate SSA.	Ensure supply requests are submitted to the SSA on the same date as the document number date. Requests for property from the DRMO or for local purchases are processed through the SSA that normally supplies the property.	AR 710-2 (2-6 l)	As needed	GO	NO GO ____
Regulatory requirement	Administrative procedures	Reference	Frequency	Comments	
3. Maintain document register.	Maintain a document register for property book and nonexpendable items. The PBO designates the organizational elements, which are to maintain durable, and expendable document registers.	AR 710-2 (2-6 h)	Routine	GO	NO GO ____.
4. Receipts for supplies.	The PBO or designated representative will receipt for supplies. To designate representatives, prepare signature cards DA Form 1687 and send to SSA with PBO appointment memorandum.	AR 710-2 (2-8 a)	As needed	GO	NO GO .
5. Prepare and submit receiving reports to SSA.	Supplies received are counted by quantity and compared to the receipt document. Serial, lot, and registration numbers are entered on receipt documents. Discrepancies are documented and also reported to the SSA. Discrepancies involving shipments of COMSEC and submission of insecurity reports.	AR 710-2 (2-8 c & d); TB 380-41; DA Pam 25 380-22	Within 3 workdays of receipt.	GO	NO GO
6. Post receipts to property book records for property listed in paragraph 2-5 a , this regulation.	Receipt documents are posted to the property book record and filed in the supporting document file.	AR 710-2 (2-8 h)	Within 3 workdays of receipt. USATA 10 workdays.	GO	NO GO .

7. Maintain a supporting document file.	All documents that support entries to the property book are filed in the supporting document file. Documents for durable and expendable supplies are kept when they support adjustments per AR 735-5 . When a supporting document is missing the PBO prepares and signs a statement of explanation to include information from the document register for the lost document.	AR 710-2 ( 2-5 r )	As needed	GO	NO GO .
8. The PBO does not request local purchase from an appointed unit ordering/contracting officer without written authorization from the SSA.	After receiving authorization, provide the ordering/contracting officer with a written request of what is to be locally purchased. Determine whether the item is nonexpendable, durable, expendable for property book accountability purposes.	AR 710-2 (2-33 c )	As needed	GO	NO GO .
<b>D. Disposition of property</b>					
1. Transfers of property require approval by the commander having command jurisdiction over both the losing and gaining organizations.	Update applicable hand receipts and asset reports (CBS-X, DODSASP, and so forth).	AR 710-2 (2-13 a )	As needed	GO	NO GO ____.
2. Transfers involving COMSEC equipment.	Transfers of classified COMSEC equipment and components require approval by the supporting COMSEC SSA. Transfer documents are prepared and processed by the COMSEC custodian.	AR 710-2 (2-13 a(7) )	As needed	GO	NO GO .
3. Turn-in of excess property.	<p>a. Turn-in actions will be initiated within 10 days for property determined to be excess. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded.</p> <p>b. Include the serial number on turn-in documents for items requiring serial number accounting. For turn-in of CCI, mark "CCI" in the remarks section of the turn-in document.</p>	AR 710-2 (2-13 b )	As needed	GO	NO GO .

c. Excess property book items are inspected by the supporting maintenance facility before turn-in.

Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
4. Turn in property book items found to be unserviceable and not repairable by the supporting maintenance facility.	Turn in the item to the supporting SSA along with the DA Form 2407 verifying condition of unserviceable item. Include the serial number on turn-in documents for items requiring serial number accounting. For turn-in of CCI, mark "CCI" in the remarks section of the turn-in document.	AR 710-2 (2-13 b)	As needed	GO NO GO .
5. Turn in unserviceable COMSEC equipment.	Unserviceable classified COMSEC equipment and components are turned in to the COMSEC custodian. CCI and other unclassified items are turned in to the PBO. Disposal of both classified COMSEC items and CCI through other than national COMSEC channels is not authorized.	AR 710-2 (2-13 b)	As needed	GO NO GO
6. Validate component shortages.	Prior to turn-in, determine and validate component shortages on a hand receipt annex.	AR 710-2 (2-13b (2) (d) )	As needed	GO NO GO
7. Turn in "found on installation" property.	Establish accountability for found items that are not on accountable records. Turn in item to the SSA as "found on installation" property in an as-is condition. Turn-in documents for CCI will contain the serial number and be marked "CCI" in the remarks section. Discovered classified COMSEC equipment and components are reported to the COMSEC custodian.	AR 710-2 ( 2-13 d)	Immediately upon discovery of the item.	GO NO GO
8. No item is turned in directly to the DRMO.	Turn-ins to the DRMO are as directed by the SSA. Classified COMSEC materiel and CCI cannot be disposed of through DRMO channels. (See paragraph 3-26 .)	AR 710-2 (2-13 e)	As needed	GO NO GO
9. Upon termination of lease contracts, submit a turn-in document to the SSA.	Attach a copy of the turn-in document to original receipt document and submit to the SSA. If the turn-in was completed by the using unit to the contractor, provide the SSA a copy of the shipping document or a receipt of acknowledgment by the contractor.	AR 710-2 (2-35 f (2) )	As needed	GO NO GO
10. Turn in unneeded hazardous materials.	Process unit/activity turn-ins of hazardous materials in a timely manner to minimize safety hazards in the workplace and to maximize the potential for transfer, recycling, and/or reutilization. Maintain close coordination with supporting environmental office and Defense Reutilization and	AR 710-2 (1-30 c)	As needed	GO NO GO

Marketing Office (DRMO) to expedite the removal of excess hazardous materials.					
<b>E. Property accountability</b>					
1. The existence of a parent organization UIC is authority to have a property book.	A PBO is appointed in writing for each property book. When property book is established below parent UIC level, a separate DODAAC is obtained along with assignment of a derivative UIC.	AR 710-2 (2-5 a & f)	Appointment of a PBO is required with each change of parent organization commander	GO	NO GO
2. Appointment of property book officer.	The PBO will be appointed in writing on a memorandum. The appointing memorandum will identify the property book UIC.	AR 710-2 (2-5 g)	Upon change of the appointing authority.	GO	NO GO
3. Sign property statement.	Upon completion of change of PBO inventory and corrective actions required by the inventory, the new PBO will sign a statement accepting property book accountability for property in the quantity shown on each record of the property book. Direct responsibility is also accepted for property that is not issued on hand receipt.	AR 710-2 (2-5 h)	As needed	GO	NO GO .

Regulatory requirement	Administrative procedures	Reference	Frequency	Comments	
4. Maintain essential elements of data on property book records.	Document the authorization, identification, accounting, and management data on items authorized and on hand.	AR 710-2 (2-5 k)	Routine	GO	NO GO .
5. Organize property books so that organization and installation property are kept separately. Also, a separate property	There are three types of property book records: basic, supplemental, and serial number. Also, there are four types of data recorded on property book records: authorization, identification, accounting, and management data.	AR 710-2 (2-5 i, k & l)	Routine	GO	NO GO .

book is established to account for semitrailers					
6. Account for classified property in a separate section in the property book.	When either the property description or quantity is classified, account for the property in a separate classified section.	AR 710-2 (2-5 i)	Routine	GO	NO GO .
7. Account for property.	All property as identified in AR 710-2, paragraph 2-5 a , to include air delivery materiel and chaplains kits, is accounted for on property book records. Equipment leased for more than 6 months requires property book accountability along with maintaining a leased equipment file. Additionally, donated or abandoned property will be recorded on the property book. The recording of capitalized property will be dealt with per the financial accounting procedures outlined in DFAS-IN Regulation 37-1 .	AR 710-2 (2-5 , 2-35 d , e & f )	As needed	GO	NO GO .
8. Account for property by serial number.	Items with a U.S. Army registration number, having a CIIC of other than "U" or are blank on the AMDF contained in FEDLOG, are Tier I or II IMPE along with their external peripheral components (except for keyboards), are Class 5, or items are determined pilferable by the PBO are accounted for by serial, lot, and/or U.S. Army registration number.	AR 710-2 (2-5 / (3) )	Routine	GO	NO GO .
9. Nonexpendable property drawn from the DRMO is accounted for on a property book.	Requests for DRMO property are processed through the SSA. Approval by the installation commander is required for requests of DRMO property to be used for other than their intended purpose.	AR 710-2 (2-6 / (1) )	As needed	GO	NO GO .
10. Establish accountability of ammunition drawn for contingencies with no planned date of expenditure.	On hand contingency (that is, security guards, emergency signals, site security) ammunition authorized by CTA 50-909 requires property book accountability and hand receipt control procedures.	AR 710-2(2-39c)	As needed	GO	NO GO .
11. Maintain an accurate CBS-X file through inputs to CBS-X.	Reference CBS-X inputs. The PBO will provide copies of administrative adjustment reports, adjustments per AR 735-5 , and lateral transfers (gaining PBO only) to the continuing balance system-expanded (CBS-X) central collection activity (CCA) for items with a reportable item control code (RICC) of 2, A, B, C or Z. On hand balance changes due to receipts or turn-ins are reported to the CCA (if manual) or to LOGSA when using SPBS or SPBS-R. The DA goal for CBS-X compatibility is 98	AR 710-2(2-9a)	Submit changes to CBS-X within 15 days of a transaction.	GO	NO GO .

	percent.				
12. Input to DODSASP.	Ensure the small arms' (50 cal and below) serial numbers are properly recorded in DODSASP. Changes are reported to the designated SASSO.	AR 710-2 (2-9b)	Inform the SASSO within 5 workdays after posting the property book.	GO	NO GO .
13. Input to CCISP.	Ensure the CCI serial numbers are properly recorded in CCISP. Changes are reported to the designated CCISSO.	AR 710-2 (2-9c)	Inform the CCISP within 5 workdays after posting the property book.	GO	NO GO .

Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
14. Input to RATTs.	Ensure serial numbers for chemical detector cell (radioactive source) of the M43A1 Chemical Detector and drift tube module (radioactive source) components of the Chemical Agent Monitor (CAM) are properly recorded in RATTs. Changes are reported to the designated SSO.	AR 710-2 (2-9d)	Inform the SSO within 5 workdays after posting the property book.	GO NO GO
15. Followup of supplies requested.	Followup actions are on as-required basis. Whenever the FAD or the UND changes, submit document modifiers to the SSA. Submit cancellation requests to the SSA immediately when an item is no longer needed.	AR 710-2 (2-7)	As needed	GO NO GO
16. ORF in the Light Infantry Division (LID) is accounted for on the SPBS.	ORF for the LID is separately identified on the property book from other authorizations. ORF is hand receipted to the units responsible for maintenance and storage of the items. Exchange of ORF is done using a DA Form 4949, (Administrative Adjustment Report (AAR)). Follow through with updating asset reports involving serial number tracking, that is, DODSASP, CBS-X.	AR 710-2 (2-35g)	As needed	GO NO GO
17. Use the AAR, DA Form 4949 , as a support document to make minor property book adjustments when there is no actual gain or loss of property.	Use the AAR to correct discrepancies in makes, models, sizes, or obvious errors in serial numbers on the property book records. Explain the reason for the adjustment on the back of the AAR and adjust the property book and associated hand receipts. File the AAR in the supporting document file. If the adjustment involves a CBS-X reportable item, forward a	AR 710-2 (2-5o)	As needed	GO NO GO

copy of the AAR to the local CBS-X central collection activity.				
18. Provide reports on hazardous materials.	Provide necessary hazardous materials information to fulfill HQDA, Federal, State, DOD, and local reporting requirements.	AR 710-2 (1-29h); AR 200-1 (ch 4)	As needed	GO NO GO
F. Property responsibility				
1. Assign responsibility for property book items.	Responsibility is assigned and acknowledged in writing via hand receipt procedures for all property recorded in the property book as on hand and issued. Issue property to persons identified in the authorization document as the user or to persons in the user's chain of command. The PBO is responsible for property not issued on hand receipt. When the property book is kept at the using unit, the commander accepts responsibility by signing the statement ( paragraph 2-5 h ) for filing in the front of the property book.	AR 710-2 (2-10 a , b & c )	Routine	GO NO GO
2. Controlling components.	When property is issued to the intended user, responsibility for components is assigned using a component hand receipt. When preprinted component hand receipts are available, their use is mandatory. All nonexpendable component shortages for hand receipt holders are documented on hand receipt annexes.	AR 710-2 (2-10h)	As needed	GO NO GO
3. Hand receipts are current.	Hand receipts are posted as changes occur. When change documents are used, then update hand receipts every 6 months, counting from the oldest change document.	AR 710-2 (2-10 g(5) )	Routine	GO NO GO

<p>4. Quarters furnishings are issued from the PBO to the family housing occupant on a permanent hand receipt.</p>	<p>Post condition codes on hand receipts for each item and have the recipient sign the hand receipt. Change documents are not required to be posted to the permanent hand receipt.</p>	<p>AR 710-2 (2-10 g (1) )</p>	<p>As needed</p>	<p>GO</p>	<p>NO GO</p>
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Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
<p>5. Temporary versus permanent hand receipt.</p>	<p>Use temporary hand receipts to issue property on loan for less then 30-days. After 30 days, the property is either returned or a permanent hand receipt is prepared.</p>	<p>AR 710-2 (2-10 g (3) )</p>	<p>As needed</p>	<p>GO NO GO .</p>
<p>6. Use an inventory listing when assigning individual responsibility is impractical.</p>	<p>Property meant for general use (shift operations, multiuse rooms, and so forth) is listed on a hand receipt as an inventory listing. File original hand receipt and keep a copy in the area where the property is located.</p>	<p>AR 710-2 (2-10 g )(4) )</p>	<p>Inventory semiannually (if restrictions are met) and updated accordingly.</p>	<p>GO NO GO .</p>
<p>7. Furnish nonexpendable and durable property to contractors as "Government furnished property" (GFP) when authorized by a contract</p>	<p>a. When contract states accountability for GFP will be transferred to the contractor, the PBO will laterally transfer GFP to contractor on DD Form 1149 or DA Form 3161 (Request for Issue or Turn-In).</p> <p>b. When contract states accountability for GFP will be retained by the Government, the PBO will laterally transfer GFP to the contracting office, and the property administer will maintain the property records.</p>	<p>AR 735-5 (2-5d &amp; e )</p>	<p>As needed</p>	<p>GO NO GO .</p>

8. Establish control of commercial (proprietary) software, issued to unit/organization.	<p>a. Commercial (proprietary) software and data media do not require property book accounting. When issuing commercial software (regardless of dollar value) use locally produced log. Manage blank data media software valued at \$300 (including PC cards) or less as expendable items. Blank data media (including PC cards) valued at over \$300 will be issued using PHRH local procedures, but the following applies.</p> <p>b. Packages purchased and loaded on a single or site stand-alone PC license located in the work place is evidence that custody lies with the user.</p> <p>c. Site and local area network software loaded onto a LAN server is evidence that the software package(s) were issued to the PHRH, not the individual user.</p> <p>d. Manufacturer or locally assigned serial numbers of software and the serial number of PC to which it was installed will be recorded. The record (log) is updated when software is added or deleted. The log will be maintained by the PHRH for the life cycle of equipment with that organization. Do not place software packages on component hand receipt. The PHRH may direct central storage of original software packages as an exception to the above.</p>	AR 710-2 (2-35h )	Routine	GO	NO GO
9. Unit commander or activity head conduct management review of durable property.	Document the conduct of management reviews, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared as a memorandum for record (MFR) in duplicate. One copy will be retained at the unit or activity, and one copy provided to the next level of command. The MFR will be retained for 2 years.	AR 735-5, (7-7b(3) )	Annually	GO	NO GO

<b>G. Management of loads</b>					
1. Account for basic loads of Class 1 and 5.	a. Keep property book records and hand receipts current. Maintain lot and serial number accountability.	AR 710-2 2-20d )	Routine	GO	NO GO .

Administrative procedures	Regulatory requirement	Reference	Frequency	Comments
b. Those units not designated by their MACOM to stock ABL will have a pre-approved DA Form 581 that will be used for deployment purposes.		AR 710-2 ( 2-6 b & 2-20 d )		
Ammunition on hand to	2. Account for operational	AR 710-2 (2-43	Monthly inventories by lot	GO NO

support peacetime operations per CTA 50-909 and Class 1 is maintained on the property book. Use hand receipt procedures to designate responsibility for loads.

loads of Class 5.

c)

and serial number.

GO

H. Inventories				
When a PBO is replaced, a joint inventory of all property not issued on hand receipt is required. Prior to inventory, hand receipts will be reconciled with the property book. On completion of the inventory initiate any adjustment actions and incoming PBO signs a property statement for filing in front of property book.	1. Change of PBO inventory.	AR 710-2 (table 2-2, c )	Within 30 days prior to change of PBOs. Up to two 15-day extensions may be granted by the commander.	GO NO GO .
The PBO will conduct an inventory of all property not issued on hand receipt. The results of the inventory will be recorded on a memorandum, signed by the PBO. File original memorandum and forward a copy to the commander.	2. Annual property book inventory.	AR 710-2 (table 2-2, d )	Annually	GO NO GO .
Before property is receipted or issued, the recipient will conduct a complete inventory to include verification of serial numbers. Also, before turn-ins, an inventory is conducted and component shortages are documented.	3. Conduct inventory prior to receipt, turn-in, and issue of property.	AR 710-2 (table 2-2, f )	As needed	GO NO GO .
Reconcile results of inventories with property book records and ensure appropriate adjustment actions are initiated.	4. Reconcile responsible officer inventories.	AR 710-2 (table 2-2, P(1))	According to established inventory frequency (annual or cyclic).	GO NO GO .

<p>Controlled items identified on the AMDF contained in FEDLOG by CIIC of "1-6," "8," "9," "P," "Q," "R," "\$," or "Y" (night vision devices and navigation systems (GPS)) will be inventoried by lot and serial number. Inventory of weapons and ammunition will not be done consecutively by the same individual and not by the arms room custodian.</p>	<p>5. Controlled item inventory.</p>	<p>AR 710-2 (table 2-2, <i>i &amp; j</i>)</p>	<p>Quarterly</p>	<p>GO NO GO .</p>	
<p>The TCO will prepare a memo showing the results of the inventory. Any shortages noted will be accounted for per AR 735-5. Output from automated systems will satisfy this requirement.</p>	<p>6. Tool Room/Tool Crib Inventory</p>	<p>AR 710-2 (2-10 <i>j</i> &amp; table 2-2, P(2))</p>	<p>Semiannually</p>	<p>GO NO GO .</p>	
<p>I. Adjustment for lost, damaged or destroyed property</p>					
<p>Annotate the adjustment document and the document register</p>	<p>1. Assign document numbers from applicable document register to adjustment documents initiated by primary hand receipt holders.</p>	<p>AR 735-5 ( 13-14 )</p>	<p>As needed</p>	<p>GO GO .</p>	<p>NO</p>
<p>For discrepancies discovered during an inventory of property book items (including those items which were hand receipted), the PBO will conduct causative research to determine if discrepancy is a result of an accounting error or a result from lost, damaged, or destroyed actions.</p>	<p>2. Conduct causative research.</p>	<p>AR 710-2 (table 2-2, P(1))</p>	<p>Immediately for sensitive and controlled cryptographic items.</p>	<p>GO GO .</p>	<p>NO</p>
<p>Initiate a report of survey after discovery of the type of discrepancy in AR 735-5, paragraph 13-2 . Complete blocks 1 through 12 of DA Form 4697 , assign a document number, and send to approving authority.</p>	<p>3. Initiate report of survey within established time limits.</p>	<p>AR 735-5 (13-7 )</p>	<p>Active Army within 15 days.</p>	<p>GO GO .</p>	<p>NO</p>
<p>Regulatory requirement</p>	<p>Administrative procedures</p>	<p>Reference</p>	<p>Frequency</p>	<p>Comments</p>	<p>ARNG-within 45 days. USAR-within 75 days.</p>

4. Initiate Incident Reports for COMSEC materiel.	Initiate Incident Reports for all missing or unauthorized access of classified COMSEC material and CCI per AR 380-40 and DA Pam 25-380-2 .	AR 380-40 (7-3)	As needed	GO GO .	NO
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J. Storage					
1. Material will be kept ready for use.	Conduct inspections.	AR 710-2 (2-11 a)	Routine	GO GO .	NO
2. PBO is directly responsible for safeguarding property that is not issued on hand receipt.	Initiate internal control procedures.	AR 710-2 (2-10 b)	Routine	GO GO .	NO

CSDP: Table B-2. Parent organization level					
Regulatory requirement	Administrative procedures	Reference	Frequency	Comments	
A. General					
1. Request clarification of regulatory guidance. Also, evaluate subordinate's request for clarification for sending to higher headquarters for approval.	Send requests for clarification through command channels in accordance with AR 710-2.	AR 710-2 (1-7 ); AR 735-5 (1-7)	As needed	GO	NO GO
2. Request for deviation authority of regulatory guidance. Also, evaluate subordinate's request for deviation authority and forward to higher headquarters for approval.	Send requests through command channels to HQDA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7); AR 735-5 (8-2)	As needed	GO	NO GO
3. Identify and report supply constraints. Also, evaluate subordinate's report of supply constraint and provide instructions or send to higher headquarters for resolution.	Supply constraints are prepared and forwarded through command channels per AR 725-50 .	AR 710-2 ( 1-9 )	Within 2 workdays when routine submission of requests for supplies are	GO	NO GO

			curtailed or limited for any reason.		
4. Implement a Command Supply Discipline Program (CSDP).	Designate a CSDP monitor to oversee the CSDP. Make necessary additions to tables B-1, 2, and 3 as needed to make requirements more complete. Place emphasis on eliminating repeat discrepancies.	AR 710-2 ( app B )	See table B-7 .	GO	NO GO
5. Verify administrative information for each DODAAC assigned is correct.	Ensure that the DOD Activity Address Directory (DODAAD) contains current and complete information.	AR 710-2 ( 1-24 a )	Whenever a unit is added, changed, deleted, or changes location.	GO	NO GO
6. Implement the Hazardous Materials Management Program.	a. Provide instructions to subordinate elements on the proper requesting, receipt handling, storage, use, disposition of hazardous materials, and on mandatory reporting requirements. b. Assist subordinate elements in obtaining Material Safety Data Sheets (MSDSs). c. Ensure efforts are taken to minimize the use of hazardous materials to meet HQDA-established hazardous waste reduction goals.	AR 710-2 ( 1-28 ); AR 200-1 ( 4-1a , 4-3a & 4-3k ); AR 700-141 ; TM 38-410	As needed	GO	NO GO
7. Designated alert forces, such as initial ready companies (IRCs) and division ready brigades (DRBs) will establish operational plans and procedures to adequately identify and plan for a sufficient level of Class 9 repair parts support to sustain deploying equipment during the initial period of deployed operations.	a. A joint IRC/DRB and supporting materiel management center (MMC) review will be conducted at least 28 days prior to IRC/DRB mission assumption to identify Class 9 requirements, currently available assets to fill these requirement, and procedures to identify and expeditiously fill any shortfalls.	AR 710-2 (1-5 u , 2-20 e , and 3-2 j )	As needed.	GO	NO GO
Regulatory	Administrative procedures	Reference	Frequency	Comments	

requirement	<p>b. Periodic reviews of IRC/DRB Class 9 status will be a topic in organizational materiel readiness reviews (MRRs).</p> <p>c. A joint IRC/DRB and supporting MMC review will be conducted as soon as possible after deployment notification to adjust Class 9 requirements as necessary based on the specific deployment scenario and to immediately address any remaining Class 9 shortfalls through cross-leveling and/or requisitioning using the highest allowable issue priority.</p>			
<b>B. Property book responsibilities</b>				
1. Ensure property book accountability is established.	<p>a. Organization and installation property require property book accountability. Establish and maintain a property book for any subordinate TDA activity not supported by a consolidated installation property book.</p> <p>b. Ensure a PBO is appointed in writing for each property book within the command. Personnel authorized to be a PBO, are identified in AR 735-5, paragraph 2-10a .</p> <p>c. Persons will not perform the dual functions of stock record accountable property officer PBO, transportation officer, Army purchase card ordering officer or blanket purchase agreement ordering officer simultaneously.</p>	AR 710-2 ( 2-5 c & g ); AR 735-5 ( 2-13b )	As needed	GO NO GO

<p>2. Appoint an interim or replacement accountable property officer when the present accountable property officer will be absent or separated from assigned accountable property officer duties for more than 30 days.</p>	<p>The new PBO is appointed in writing on a memorandum. The appointing memorandum will identify the property book UIC. Ensure a joint inventory is conducted per paragraph H.1, table B-2 .</p>	<p>AR 735-5 ( 2-10d )</p>	<p>As needed</p>		<p>GO NO GO</p>
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C. Requesting and receiving supplies					
<p>1. Authorized property is on hand or on request.</p>	<p>Ensure that all property and components listed in the authorized column of the MTOE, TDA, or JTA, and basic loads are on hand or on request.</p>	<p>AR 710-2 ( 2-6 a )</p>	<p>Routine</p>	<p>GO NO GO</p>	
<p>2. Review all requests with UND "A" or "B."</p>	<p>Commanders or designated representatives will review all requests with UND "A" or "B" to verify proper priority use prior to submission of request to SSA.</p>	<p>AR 710-2 ( 2-6 d ); AR 725-50 ( 2-10 )</p>	<p>As needed</p>	<p>GO NO GO</p>	
<p>3. Organizations will not request supplies directly from the DRMO.</p>	<p>Requests for property from DRMO are processed through the PBO to the SSA that normally supplies the property.</p>	<p>AR 710-2 ( 2-6 / (1) )</p>	<p>As needed</p>	<p>GO NO GO</p>	
<p>4. Ensure health and safety is safeguarded when handling hazardous materials.</p>	<p>Ensure MSDSs are readily available to personnel to assure proper handling and emergency response preparedness. Provide assistance in acquiring MSDSs.</p>	<p>AR 710-2 ( 1-30 a &amp; b ); AR 700-141 ; TM 38-410</p>	<p>As needed</p>	<p>GO NO GO</p>	
<p>Regulatory requirement</p>	<p>Administrative procedures</p>	<p>Reference</p>	<p>Frequency</p>	<p>Comments</p>	
D. Disposition of property					
<p>. Transfers of organization and installation property are directed by the</p>	<p>Direct and approve lateral transfers of property between</p>	<p>AR 710-2 ( 2-13 a )</p>	<p>As needed</p>	<p>GO NO GO</p>	

commander having command jurisdiction over both the losing and the gaining organizations.	subordinates. Specify minimum acceptable condition codes and maintenance standards. Arbitrate acceptance conflicts.			
2. Units/organizations involved in line haul operations.	Units/organizations will transfer their assets (for example, Palletized Load System (PLS) flat-racks and semitrailers) to a larger organization designated by their senior commander (either group or brigade). A control office will be established by the senior commander.	AR 710-2 ( 2-35 c )	As needed	GO NO GO
3. Turn in excess property.	Commanders will ensure items that are excess to authorized requirements are turned in to the SSA.	AR 710-2 ( 2-13 b )	Turn-in actions are initiated within 10 days after property is determined excess.	GO NO GO
4. Monitor the ammunition amnesty program.	Ensure individuals feel free to turn in "found" ammunition via an ammunition amnesty program. Also ensure the program is not being used to circumvent normal accountability requirements.	AR 710-2 ( 2-47 )	Turn-ins are immediate.	GO NO GO
5. Account for shortages of ammunition and residue.	The first LTC or equivalent commander in the chain of command, or MAJ appointed on orders to a LTC level command position signs a DA Form 5811-R , indicating action taken to account for the shortages.	AR 710-2 ( 2-40 d )	As needed	GO NO GO
E. CIF and OCIE				

<p>1. Determine OCIE requirements for subordinate units.</p>	<p>Provide the CIF with OCIE requirements and authorized personnel strengths of the units supported by the CIF.</p>	<p>AR 710-2 ( 2-14 d )</p>	<p>Annually</p>	<p>GO NO GO</p>
<p>2. Determine approval to establish a Central Issue Facility (CIF).</p>	<p>The approving authority in CONUS is the installation commander; for OCONUS, it is the division or SUPCOM or separate command commander. Prior to approval, the CIF personnel positions must first be authorized by MTOE or TDA. A CIF will support activities within its geographical jurisdiction. The approving commander determines, on an area support basis, the number of CIFs needed within the command.</p>	<p>AR 710-2 ( 2-14 b )</p>	<p>As needed</p>	<p>GO NO GO</p>
<p>F. Management of PLL</p>				
<p>1. Nondemand supported stockage of organizational maintenance repair parts must be approved by the first general officer staff level in the chain of command.</p>	<p>Evaluate subordinate's request. Forward request to higher level if in agreement and maintain file copy. Monitor status of request for approval and notify subordinate.</p>	<p>AR 710-2 (2-21a(2))</p>	<p>As needed</p>	<p>GO NO GO</p>
<p>2. Monitor requests to exceed 150 lines on unit PLL.</p>	<p>Evaluate subordinate's request. Forward request to next higher level of command if in agreement and maintain file copy. Monitor status of request for approval and notify</p>	<p>AR 710-2 (2-21d)</p>	<p>As needed</p>	<p>GO NO GO</p>

subordinate.				
3. PLLS and related records are kept in an area convenient to unit maintenance operations.	Commanders may centrally locate the PLLS for several subordinate units. This collocation requires that each unit's stocks and records be maintained separately.	AR 710-2 (2-21f)	As needed	GO NO GO
Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
<b>G. Lost, damaged, or destroyed property</b>				
1. Ensure subordinate organizations do not abuse the non-liability adjustment method for durable hand-tools.	Review summaries of Memorandums for Record provided by subordinates.	AR 735-5 (14-25c )	Quarterly	GO NO GO
2. Evaluate subordinate commander's statements regarding whether cause of damaged property was not through negligence.	If concurred with, release property for repair. If non-concurred with, direct the initiation of a DA Form 4697	AR 735-5 (14-25a(1) )	As needed	GO NO GO
3. Determine the necessity to appoint a survey officer or to conduct an AR 15-6 investigation.	Evaluate information provided to determine if negligence is suspected. Complete blocks 17 through 20 on DA Form 4697 to reflect decision. Comply with AR 735-5, paragraph 13-2 , which lists incidences that make initiation of a Report of Survey mandatory.	AR 735-5 (13-23 & 13-24 )	As needed	GO NO GO
4. Report of survey (R/S) approving authority policy requirements:	The approving authority (as determined by AR 735-5, paragraph 13-16 ) will:			GO NO GO

<p>a. Ensure that an R/S register and filing system is established at the approving authority level.</p>	<p>a. Establish procedures per AR 735-5 for using a DA Form 1659 (Report of Survey Register) to track R/S by the survey number (block 2 on DA Form 4697) and to document processing times and pecuniary charges. Require that file copies of completed R/S be maintained according to AR 25-400-2 .</p>	<p>AR 735-5 (13-19a(6) &amp; (fig 13-10 )</p>	<p>Routine</p>	<p>GO NO GO</p>
<p>b. Ensure all surveys received for action are accurate and complete.</p>	<p>b. Review each survey to ensure individual rights are protected, recommendations by the survey officer are supported, and liabilities (if applicable) are properly calculated. Action will be "by authority of the Secretary of the Army."</p>	<p>AR 735-5 (13-37 )</p>	<p>As needed</p>	<p>GO NO GO</p>
<p>c. Ensure all losses covered by R/S are investigated promptly and adequately.</p>	<p>c. Completion of an R/S requires meeting suspense's for specific phases (initiation, survey investigation, and approving authority). Review the survey system frequently to ensure compliance with the following suspense's: (1) For Active Army organizations, the total processing will not exceed 75 days from the date of confirmed loss, damage, or destruction (15 days to initiate; 40 days to conduct an</p>	<p>AR 735-5 (13-5 )</p>	<p>Routine</p>	<p>GO NO GO</p>

investigation; 20 days with the approving authority).

(2) For Army Reserve organizations, the total processing will not exceed 240 days from the date of confirmed loss, damage, or destruction (75 days to initiate, 85 days to conduct an investigation; 80 days with the approving authority).

(3) For Army National Guard organizations, the total processing will not exceed 150 days from the date of confirmed loss, damage, or destruction (45 days to initiate; 75 days to conduct an investigation; 30 days with the approving authority).

Regulatory requirement	Administrative procedures	Reference	Frequency	Comments
d. Decide whether the evidence submitted with the R/S is sufficient to reject or approve the R/S	d. The final decision to be rendered requires — (1) Proof that a loss, damage, or destruction of Government property took place. (2) Proof that responsibility for the property existed. (3) An explanation of the circumstances causing the situation.	AR 735-5 (13-37)	As needed	GO NO GO

	<p>(4) Reasons why anyone should or should not be held financially liable. If the above information is insufficient, then reject the R/S and return it for further action. If the R/S information is thorough, then refer to the next requirement listed below.</p>	
<p>e. Given sufficient information, make a decision as to the outcome of the R/S</p>	<p>e. Determine whether financial liability should be assessed and against whom.                  (1) To assess financial liability-                  (a) If the R/S appears to prove a person's negligence or willful misconduct was the proximate cause for the loss, damage, or destruction of Government property, then require a judge advocate or civilian attorney to review the R/S to determine if legal sufficiency exists to support a finding of financial liability.</p>	<p>AR 735-5 (13-36 )      As needed      GO NO GO</p>
	<p>(b) The legal opinion will be attached to the report of survey before the approving authority's review and decision.</p>	<p>AR 735-5 (13-36b )      Routine      GO NO GO</p>
	<p>© To assess financial liability the approving authority enters an "X" in block 37c and inserts a statement in block 37 to assess financial</p>	<p>AR 735-5 (13-38g(4))      Routine      GO NO GO</p>

	liability against an individual or individuals. Blocks 38 through 40b are completed.			
	(d) Notify the person(s) by memorandum through the subordinate commander of the decision to assess financial liability. The memorandum is a notification of the approved charges of financial liability. Inform the individual(s) of their rights, and provide a method for individual(s) to acknowledge receipt of notification.	AR 735-5 (13-40 )	Routine	GO NO GO
	(e) If individual(s) submit request for reconsideration, the approval authority will review any new evidence offered, and make a decision to either reverse the previous decision, or recommend the continuation of financial liability.	AR 735-5 (13-42 )		GO NO GO
	(f) If the approving authority determines from the new evidence that the individual should be relieved from financial liability, the approving authority will notify the individual by memorandum, retain the new evidence with report of survey and file it.	AR 735-5 (13-42a )		GO NO GO
Regulatory requirement	Administrative procedures	Reference	Frequency	Comments

	<p>(g) If the approving authority determines financial liability should continue, the approving authority prepares a memorandum for the appeal authority stating the basis of denying the requested relief, and the dollar amount of the charge. The original of the report of survey with all exhibits is attached to the memorandum as an enclosure.</p>	<p>AR 735-5 (13-42b )</p>	<p>GO NO GO</p>
	<p>(h) On receipt of response from the appeal authority, the approval authority will notify the individual by memorandum of the appeal authority's decision.</p>	<p>AR 735-5 (13-42c )</p>	<p>GO NO GO</p>
	<p>(2) To relieve persons from accountability and responsibility — When the approval authority decides to relieve all concerned of financial liability, he or she will enter an "X" in block 37c and enter a statement in block 37 as follows: "All concerned are relieved from financial liability for the loss, damage, or destruction of the property as listed on this report of survey." Blocks 38 through 40b are completed. The original with all exhibits is filed, and the remaining</p>	<p>AR 735-5 (13-38g(3) &amp; h )</p>	<p>GO NO GO</p>

copies are destroyed.				
5. Approve adjustments to bulk fuel accountable records.	The next higher commander of an organization accounting for bulk fuel is the approving authority for adjustments made on the MBPAS. Approving authority's disapproval of any loss on the MBPAS requires initiation of a DA Form 4697 . Disapproval of any gain requires an AR 15-6 investigation.	AR 710-2 (2-37 j )	Monthly	GO NO GO
6. An individual is held financially liable for all associated costs related to the loss of keys when the loss is through negligence or willful misconduct.	If negligence or willful misconduct is proven, then the individual losing the keys is liable for all costs resulting from replacing keys, locks, doors, and so forth	AR 735-5 ( 14-27 )	As needed	GO NO GO
<b>H. HAZMAT responsibility</b>				
Provide reports on hazardous materials.	Provide necessary hazardous materials information to fulfill HQDA, Federal, State, DOD, and local reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-29 h ); AR 200-1 (ch 4 )	As needed	GO NO GO

**Figure B-3 CSDP Policy Memorandum**

(UNIT LETTERHEAD)

Office Symbol (710-2)

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program Policy#

## 1. References:

- a. AR 710-2, DA PAM 710-2-1, AR 735-5, Supply Update 14.
- b. KS SOP 710-2, Logistics Operations SOP, Appendix B, dated 2 March 1997.

2. Enforcement of supply discipline is accomplished through leadership, command emphasis, training, administrative measures, and discipline measures. Commanders at all levels must recognize and understand that Supply Discipline goes hand in hand with training for our wartime mission. Commanders have several tools available for use with AR 735-5 procedures. These tools serve as both deterrent and corrective actions. Disciplinary measures include reprimands. Commanders and leaders in the entire chain of command need to enforce supply discipline. If investigations reveal inadequate command supervision (failure to conduct inspections, checks, etc.), could very well find themselves held financially liable for lost government property.

3. As commanders and leaders, we are stewards of the property placed in our care. Poor management of that property will result in financial liability for failing to safeguard property.

4. To reduce the amount of losses that are occurring in the The Unit. I am establishing these policies effective upon receipt of this policy memorandum.

- a. 10% cyclic inventory – All units will forward a copy of the CPBO Cyclic Form to their respective battalions. The battalions will combine these reports and forward them to this headquarters, ATTN: S-4, NLT the 30th of each month. I expect battalion S-4s to monthly brief Battalion Commanders the status of the Cyclic Inventory. Inventories must be scheduled on the unit training schedules, even if performed in a RMA status. RMA code 71 may be used for this purpose when training is conducted in the field.
- b. Standard Issue of OCIE – Battalion Commanders will establish a standard unit of issue for OCIE. This issue will be pre-printed on DA Form 3645, utilizing the authorized column. This standard issue is for all officers and enlisted personnel, with no exceptions. Forward a copy of this standard issue to this headquarters, ATTN: S-4, for filing in the CDSP review file.
- c. OCIE Showdown Inspection-Commanders will conduct an OCIE showdown twice a year for soldiers in grades SPC and below. Soldiers in grades SGT and above will sign a statement of understanding during each of the scheduled showdowns. Commanders will schedule a showdown no later than 60 days before Annual Training. This showdown will be a 100% inspection of all OCIE and personnel clothing. This 100% showdown will ensure that soldiers have the correct uniforms, and good serviceable OCIE for the AT period. Another showdown of OCIE will be completed no later than 45 days following Annual Training. This showdown will ensure that missing equipment from AT is reported, and adjustments made. Also, that equipment that has been damaged during AT can be adjusted and/or replaced. These steps are necessary to cut our losses, and taking care of our soldiers by seeing that they have the proper equipment. Commanders will sign the OCIE Showdown Inspection Certificate, (see page B-6) and submit the form in through their battalions, who will forward to this Headquarters NLT 30 days following the required showdown inspections. List showdown inspections on unit training schedules. Commanders are required to brief their soldiers and leaders on the contents of supervisor and direct responsibility, as per AR 735-5.
- d. OCIE Wall Locker Storage – All soldiers, SPC and below will store their OCIE in wall lockers in controlled by the unit. Access to wall lockers will be controlled, and unit roster assignments will be kept current. I will consider exemptions to this policy on a case-by-case basis.
- e. Change of Command, Responsible Person, Sub-Hand Receipt Holder.
  - (1) Change of Command – No Commander will be transferred or discharged until a Change of Command Inventory has been completed, and the results of that inventory reached this Headquarters. A copy of the Inventory Report, an adjustment document will be placed with the officers OER when forwarded to this Headquarters for my senior rater evaluation.

(2) Change of Responsible Person – Responsible persons to include unit Supply Sergeants, Support Service Specialists, Unit Training NCO, or any other persons with unaccompanied access to unit supply roFMS, will not be transferred, discharged, retired, or reassigned before the completion of a 100% inventory of the property for which they have been responsible. A Clearance Certificate must verify AGKS form 22-2, must be signed by the Unit Commander, and forwarded to this Headquarters prior to administrative action. Battalion Commanders or the AO/OIC must sign clearance certificates for all officers.

(3) Change of Sub-Hand Receipt Holders – Sub Hand receipt holders as set forth in paragraph 6 of this policy will not be transferred, discharged, retired, or reassigned before the clearance of their hand receipts.

5. Shortages identified during showdown inspections, and inventories, will be addressed immediately through an attempt to recover the missing property. If property cannot be recovered within 30 days, the property will be adjusted. Property adjusted will be in the order of Cash Collection, Statement of Charges, or Financial Liability Investigation of Property Loss (FLIPL), in that order of priority. Financial Liability Investigation of Property Loss (FLIPL) will be the last mode of recovery to be considered, except in cases that require a Financial Liability Investigation of Property Loss (FLIPL) as listed in AR 735-5

6. Sub-Hand Receipts – Unit Commanders will sub-hand receipt property through the chain of supervision to the lowest level, consistent with the ability of that supervisor to secure property. Property will be sub-hand receipted using the Unit Level Logistics System (ULLS). ArmoryFMS's which do not have adequate facilities for hand receipt holders to secure property will immediately take steps to allocate or construct appropriate facilities. I must approve deviations from this policy.

7. Property not on hand receipt to supervisors/users – Commanders will ensure that all property which is not on sub-hand receipt (EI, OCIE shelf stock, weapons, equipment stored in supply room), will be hand receipted to the person controlling access to that property.

8. Use of Kansas Statutes Annotated (KSA) 48-219 to Recover Property of AWOL Soldiers:

a. The following is the contents of K.S.A. 48-219, which can be a useful tool to assist in the recovery of property from AWOL or unsatisfactory participants.

48-219. Penalty for unlawful acts affecting property. Whoever shall secrete, sell, dispose of, or offer for sale, or in any manner pawn or pledge, or retain or refuse to deliver to an officer entitled to take possession thereof, any uniform, arms or equipment, the property of the United States, which shall have been secured under the provisions of this act, or any military property belonging to the state of Kansas, and any member of the Kansas National Guard who shall, when not on duty, wear any such uniform or equipment without the permission of the members commanding officer, shall be punished by imprisonment in the county jail for not less than ten or more than thirty day, or by a fine of not less than ten dollars nor more than one hundred dollars.

b. To use this statute, the commander must be able to prove that he has ordered the soldier to turn in his property. The commander should do this by written order, with return receipt to show that the soldier has received the order. A sample written order is enclosed. The order must include a copy of the clothing and equipment records.

c. The commander should then contact the local county attorney, or district attorney, asking for his assistance in prosecuting the soldier. Enclosed is a sample letter to the county attorney. Informal contact with the county attorney, either in person or by telephone will help encourage his active assistance. If you encounter an attorney that is not willing to invoke this statute, contact this Headquarters, ATTN: S-4, for assistance.

9. Soldiers authorized by the unit commander to keep OCIE at home will forfeit that privilege, if AWOL. Commanders will take immediate steps to recover all OCIE to include personal clothing from a soldier after the first AWOL period. Use the AWOL recovery team as your method for recovery. He the AWOL recovery team documents their efforts for future use in adjustment actions. Property recovery must begin on the first period of AWOL.

10. CSDP Reviews:

a. Battalions will review the supply records of each company (or unit) on an annual basis. Keep this review schedule current and filed in the battalion CSDP book. Forward a copy of this schedule to this Headquarters, ATTN: S-4, NLT 15 Jan annually. Ensure inspections are conducted IAW AR 710-2, and DA PAM 710-2-1. Using KS-SOP 710-2 Annex C, and D checklist. Forward results of these reviews to this Headquarters, ATTN: S-4, NLT 30 days after the completion of the review. I expect you to establish Get Well dates to correct areas that are rated unsatisfactory.

- b. Conduct follow-up reviews to ensure problems are corrected in the time frame established. Check special areas of interest every time a follow-up is conducted. Forward results of these follow-up reviews to this Headquarters, ATTN: S-4 NLT 30 days following the review.
  - c. When items are listed in the reviews as unsatisfactory and are not corrected within the allowed time frame, you must consider possible adverse action.
11. Insure a copy of this CSDP Policy is distributed to each commander, full time support personnel, supply officers, supply sergeants, and all sub-hand receipt holders. Post a copy of this policy on the unit bulletin board. CommanderFMS's will brief their soldiers annually and sub-hand receipt holders semiannually on the requirements of this policy.
12. This policy was developed with the intent to reduce the amount of losses we are encountering. This policy, if followed will increase the supply accountability of each unit. Readiness is important to our survival as a brigade. Having our required equipment is a large part of being READY.

Encl   COMMANDER NAME  
 1-OCIE Showdown Inspection   RANK, BR, KSARNG  
       Certificate Commanding  
 2-Order to Return Property  
 3-Letter to County Attorney

DISTRIBUTION: A

Figure B-4  
 OCIE Showdown Inspection Certificate

<b>RESPONSIBILITIES:</b>	<b>YES</b>	<b>NO</b>
Has the organization appointed in writing a senior logistician in the HQs as the CSDP Monitor		
Has the command recognized superior or inferior performance regarding supply discipline? (Awards/letter of reprimand / comments on NCOERs/OERs)		
<b>INFORMATION</b>		
Has the command, based on CSDP, nominated anyone for Supply Excellence Award?		
<b>INFORMATION</b>		
<b>IMPLEMENTATION:</b>		
Has the command appointed a CSDP Coordinator?		
Has a CSDP evaluation been performed within the prescribed time period?		
Does the checklist used contain the minimum requirements in AR 710-2, Appendix B?		
Has the evaluator recorded finding an exact applicable listing entry?		
Has the previous CSDP been reviewed for resolution of discrepancies / report finding documentation of how it was validated?		
Was the organization supervisor briefed on evaluation findings at completion of evaluation?		

Has the supervisor (during the briefing) established a "Get Well" date for each discrepancy?		
If there were repeat findings, was the chain of command notified?		
Was the evaluated organization / activity provided copies of evaluation?		
Does the report specify non-compliance findings with suspense dates determined by the supervisor?		
Has the evaluator retained a copy of the evaluation?		
If any discrepancies / policy issues were disclosed beyond the capabilities of the organization to fix, were they addressed through the chain of command to the level that can fix it?		
<b>RECORDS:</b>		
Has the headquarters conducting the evaluation provided subordinate organizations a copy of the evaluation?		
Has the headquarters conducting the evaluation established a "MARKS" file containing a minimum of 2 evaluations per unit?		
Does the file contain as a minimum?		
1. Date of evaluation		
2. Organization evaluation		
3. Finding & suspense dates		
4. Repeat findings		

**Figure B-4. OCIE Showdown Inspection Certificate**

(UNIT LETTERHEAD)

DATE \_\_\_\_\_

I CERTIFY THAT AN OCIE SHOWDOWN INSPECTION WAS CONDUCTED ON \_\_\_\_\_ FOR ALL PERSONNEL ASSIGNED TO THIS UNIT IN THE GRADE OF E-4 AND BELOW. I FURTHER CERTIFY THAT SOLDIERS IN THE GRADES E-5 AND ABOVE HAVE SIGNED A STATEMENT CERTIFYING THAT ALL ITEMS ISSUED ARE ON HAND AND IN SERVICEABLE CONDITION. I FURTHER CERTIFY THAT ALL OCIE RECORDS HAVE BEEN ANNOTATED WITH THE CURRENT SHOWDOWN DATE.

(UNIT COMMANDER)

**Figure B-5: Recovery Procedures for AWOL Soldiers Property – Memorandum to Soldier**

(UNIT LETTERHEAD)

**DATE**

Military Clothing and Property  
PV2 JOHN DOE  
123 Main Street  
Cactus Spine, KS 66666

PV2 John Doe,

Attached to this letter are copies of the documents identifying the military clothing and equipment that you have been issued.

You are hereby ordered to contact the Armory to make an appointment to turn in your property. The Armory telephone number during working hours is XXX-XXX-XXXX.

You are ordered to have your property turned in no later than ten days after receipt of this letter.

If you do not comply with this order, steps will be taken through the military and civilian legal system to collect the property and prosecute you for failure to obey this order.

COMMANDER  
CPT, IN, KSARNG  
Commander

ENCL  
Copy of clothing and equipment

**Figure B-6**

Recovery Procedures for AWOL Soldiers Property – Memorandum to Soldier  
(UNIT OFFICIAL LETTERHEAD)

DATE

Reference: Private E-2, John Doe

Mr. Joe Prosecutor  
Cactus County Attorney  
Cactus County Courthouse  
Cactus Spine, Kansas 66666

Dear Mr. Prosecutor:

Private E-2 John Doe is a member of this unit, and is in possession of military clothing and equipment that has been issued to him. The total dollar value of this military equipment and clothing is \$\_\_\_\_\_. I have attached a copy of the clothing and equipment issue documents that show the equipment issued to PV2 Doe, with the dollar value entered by each item.

I have ordered Private Doe to turn in his property, but he has failed and refused to do so.

I respectfully request that you initiate prosecution of Private Doe for violation of KSA 48-219. The following information is provided with reference to Private Doe:

PV2 John Doe  
SSN XXX XX XXXX  
Current Address: 123 Main Street  
Cactus Spine, KS 66666  
Telephone: XXX-XXX-XXXX  
Date of Birth: 09-02-60  
Height: 5'11"  
Weight: 165  
Place of Employment: Cactus Spine Feed Lot  
Witnesses: Sergeant Fred Jones, Supply Sergeant  
Telephone: XXX-XXX-XXXX  
Captain Rock O. Grant, Unit Commander  
Telephone: XXX-XXX-XXXX

Thank you for your assistance and cooperation in this matter. If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

ROCK O. GRANT  
Captain, KSARNG  
Commanding Officer

Atch  
Copy of clothing and equipment record of PV2 John Doe  
CF: PV2 John Doe

**Figure B-7 Recovery Procedures for AWOL Soldiers Property – Letter to County Attorney**

(UNIT OFFICIAL LETTER HEAD)

DATE

MEMORANDUM FOR ALL UNIT HAND RECEIPT HOLDERS

SUBJECT: Cyclic Inventory Schedule for TY-05

1. This unit will conduct a cyclic inventory of equipment in lieu of the Annual inventory method. Every Hand Receipt Holder within the unit will be responsible to inventory equipment on their hand receipt using the schedule below. Every Hand Receipt Holder will record the results of their inventory on the Memorandum provided (Encl 1) and return to the Unit Supply Sergeant NLT the 23<sup>rd</sup> of each month those Line numbers are due.

MONTH	LIN	THRU	LIN	MONTH	LIN	THRU	LIN
OCT	A00000		C99999	MAY	U00000		V99999
NOV	D00000		F99999	JUN	W00000		W99999
DEC	NO INVENTORY EXCEPT SENSITIVE ITEM			JUL	NO INVENTORY EXCEPT SENSITIVE ITEM		
JAN	G00000		J99999	AUG	X00000		Z99999
FEB	K00000		M99999	SEP	ALL COMMERCIAL LINs		
MAR	N00000		Q99999				
APR	R00000		T99999				

2. All hand receipt holders will verify all serial and registration numbers. Quantities on and will be verified against their current hand receipt. Any Difference will be reported. All end items with components will be inventoried using the latest component listing. Shortages will be compared to the current shortage annex. Differences will be recorded.

3. Questions concerning this subject may be directed to the unit supply sergeant.

Encl

JOHN E. DOE  
CPT, QM, KSARNG  
Commanding

CF:  
BN NAME

**Figure 8 Cyclic Inventory Memorandum Unit Level**

( OFFICIAL UNIT LETTER HEAD)

DATE \_\_\_\_\_

MEMORANDUM FOR Commander, This Unit

SUBJECT: Results of Cyclic Inventory

1. I NAME OF HAND RECEIPT HOLDER, hand receipt number \_\_\_\_\_ have conducted an inventory of the equipment with the line numbers between \_\_\_\_\_ and \_\_\_\_\_. I verified all serial and registration numbers listed. All end items with components were inventoried using the latest component listing available.

2. The line numbers currently on my hand receipt that fall between the ones that are due this month are listed below:

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. After conducting this inventory the following applies (circle one)

- a. All quantities, serial /registration numbers, are correct. All components are on hand and / or match the current shortage annex.
- b. All components are on hand and / or match the current shortage annex. All quantities are correct. There are differences of serial/registration number. (see reverse side for corrections)
- c. All quantities, serial/registration numbers are correct. There are differences of components listed on the component listing and the shortage annex. (see reverse side)

SIGNATURE OF HAND RECEIPT HOLDER  
PRINTED NAME OF HAND RECEIPT HOLDER

**FIGURE 9 ENCLOSURE TO CYCLIC INVENTORY MEMORANDUM**

NAME OF UNIT  
KANSAS ARMY NATIONAL GUARD  
111 SOUTH WESTEDGE  
BOLDAN, KANSAS 61287-1234

(710)

DATE

## MEMORANDUM THRU

CDR, 123<sup>rd</sup> Maint Battalion, ATTN: AO, 6324 SW Upward St., Somewhere, KS 67623-1214  
CDR, 123<sup>rd</sup> Maint Battalion, ATTN: S-4, 6324 SW Upward St., Somewhere, KS 67623-1214  
CDR, 89<sup>th</sup> Area BDE, ATTN: S4, 8976 NE Edgewater, Elder, KS 67432-4578

FOR Central Property Book Office, ATTN: Team #2, 131 SW 27<sup>th</sup> ST, Topeka, KS. 66611

SUBJECT: Request for Change of Command Packet

1. Request that a change of command packet be prepared for this unit. The following information is provided:
  - a. Outgoing commander is \_\_\_\_\_, the incoming commander is \_\_\_\_\_.
  - b. A joint inventory will be conducted during the period of \_\_\_\_\_.
  - c. Request the COC packet be available for (specify pick up or mailed on) DATE.
2. Request that a clothing and OCIE validation be conducted by a Battalion representative during the period of DATES.
3. Request that the MSC COC validation be conducted on DATES.
4. POC is the undersigned at (Cml Phone Number).

FOR THE COMMANDER

(NAME)  
SSG, KSARNG  
UNIT SUPPLY SGT

**Figure 10 Request for Change of Command Packet**

BN Heading

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Disinterested Party for Change of Command Inventory

1. The following officer is appointed to represent (unit) and the outgoing commander, CPT What S. Name, during the Change of Command Inventory:

CPT He D. It, (unit), SSN

2. Appointment will terminate upon completion of Change of Command Inventory.

3. Authority: Para 2-12i, AR 710-2.

4. Point of contact is SFC Michael Osborne, (785) 242-4369, PTN: 5002.

Russell \_\_. Conrad  
LTC, FA, KSARNG  
Commanding

DISTRIBUTION:

1 – CPBO

1 – BN S-4

1 – (unit) 1-127 FA

1 – 130<sup>th</sup> FA Bde S-4

1 – indiv conc

## Appendix C

### General Services Administration (GSA) Vehicles Accident Reports and Financial Liability Investigation of Property Loss (FLIPL).

#### C-1. Accident Reporting

For GSA vehicles, the unit commander possessing vehicles on hand receipt from the State Transportation Motor Pool will be considered the responsible officer for administrative purposes as if the vehicle(s) were on their property book. A finalized accident report and supporting documentation will be forwarded to AGKS-SMM for filing IAW KNGR 385-10 and KS SOP 27-20.

C-2. The vehicle operator shall make no statements as to the responsibility for the accident except to his or her supervisor, or to a government-investigating officer.

#### C-3. Actions required in the event of an accident

a. Driver will fill out GSA Form 1627, Motor Vehicle Accident Reporting Kit located in the logbook or glove compartment. The kit contains:

- (1) Standard Form 91, Operator/FMS's Report of Motor Vehicle Accident.
- (2) Standard Form 91A, Investigation Report of Motor Vehicle Accident.
- (3) Standard Form 94, Statement of Witness.
- (4) Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay Compensation.
- (5) Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator

b. Driver will request copy of Police Report (if applicable)

c. Driver will notify immediate supervisor/unit as soon as possible after the accident. The driver/FMS's supervisor will notify their servicing BOAC, who will then notify the GSA Maintenance Control Center of the accident.

d. The supervisor/unit will initiate DD Form 200, Financial Liability Investigation of Property Loss (FLIPL).

e. The Director of Maintenance will notify unit and major command in the event of unreported damage, and request a Financial Liability Investigation of Property Loss (FLIPL) be initiated.

f. The supervisor/unit will initiate the following reports:

- (1) Incident Report IAW KNGR 27-20.
- (2) Accident Report (DA 285) IAW KNGR 385-10, due within fifteen (15) days, if negligence is involved.
- (3) DD Form 200, Financial Liability Investigation of Property Loss (FLIPL).
- (4) Police reports, witness statements, DA 5504 (when a non-tactical vehicle (NTV) assigned to the TMP is involved) for estimated cost of damages with signature of supervisor stating damage not due to fair wear and tear (FWT), and further actions are being taken IAW KS SOP 735-1, or a DA 5504 (applies to NTV) with explanation attached (supervisor FMS's signature) for repair if no negligence is involved. (KS SOP 750-1, Appendix J)

g. Whenever a vehicle operator is injured and cannot comply with the above requirements, the unit or agency employing the person will complete the requirements.

h. In the event of a serious or fatal injury to either an ARNG soldier or civilian, an immediate telephone report will be made to the drivers' supervisor, both during normal duty hours and non-duty hours. The driver FMS's supervisor will notify their servicing BOAC of the accident.

i. Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200). The last person that signed for the vehicle will initiate Financial Liability Investigation of Property Loss (FLIPL) (ROS) pertaining to the loss, damage or destruction of GSA vehicle for any reason. Because the type of property involved is commercial or GSA, the unit commander becomes the accountable officer and is responsible for initiating a Financial Liability Investigation of Property Loss (FLIPL). He will assign a Class II expendable document number from the unit FMS's document register. The complete ROS (with exhibits) will be forwarded through the chain of command to the Major Subordinate Command (MSC) who will appoint a survey officer. An information copy will be sent to the Surface Maintenance Management office. A copy of the ROS finding and decision will be forwarded to AGKS-SMM.

## **Appendix D**

### **GSA Bus Procedures**

#### **D-1. Requesting Buses**

All requests are handled via email through your chain of command.

- a. Unit submits requests to battalion for dates buses are needed. Preferably request needs to be submitted for entire training year upon completion of yearly training calendar.
- b. Battalion will review and consolidate requests and forward needs to Brigade.
- c. Brigade bus representatives will meet on quarterly to set the schedule. Bus committee schedules eight months out.
- d. Once schedule is set, it will be emailed out.

#### **D-2. Turn-in of buses**

When buses are turned in they will be inspected first. Once cleared for turn in they will be parked on line, ready for future use. Coordination of turn in time needs to occur with supporting FMS.