



CSDP INSPECTION GUIDE BN/BDE PARENT SUPPLY (CW4-R COMER)





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

1.00

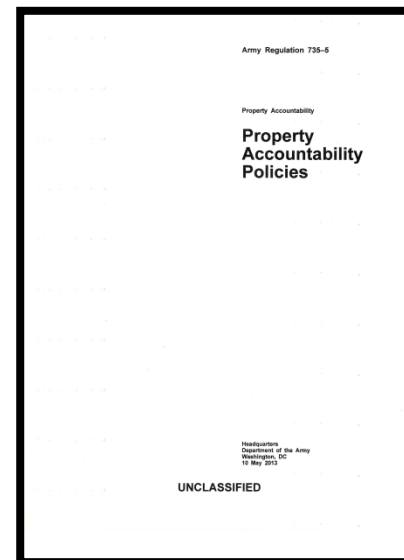
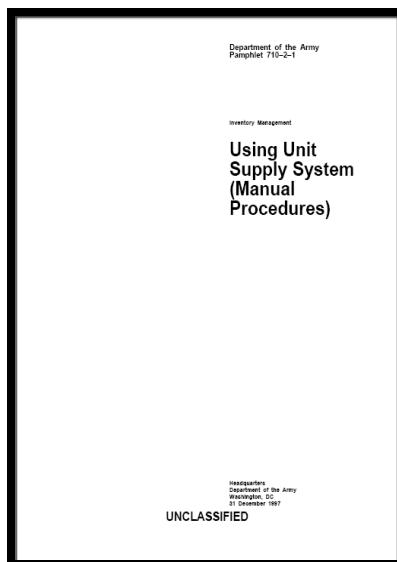
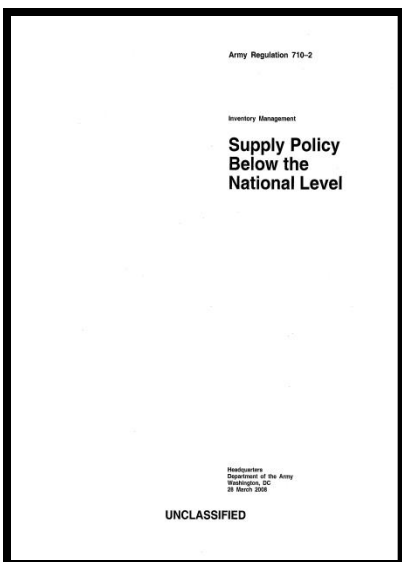
BDE

BN

Does the unit request clarification through command channels when regulatory guidance is not clear? [AR 710-2, Para 1-7a, Da Pam 710-2-1, Para 1-4(3)]

EVAL METH

1. Has the unit requested guidance that is not clearly explained in regulatory publications?
2. If so has the command sent it's guidance to subordinates to alleviate repeated requests for clarification? Check SOP.



REFERENCE TEXT

AR 710-2, para 1-7. Requests for clarification or deviation. a. Send requests for clarification through command channels to Director, U.S. Army Logistics Transformation Agency (ATTN: LOIA-AP), 5870 21st Street, Building 212, Fort Belvoir, VA 22060-5941.

DA PAM 710-2-1, Para 1-4. Requesting clarification and deviation of authority. (3) When DA clarification is necessary, major Army commands (MACOMs) will send clarification requests to Commandant, U.S. Army Quartermaster Center and School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-5039.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

2.00

BDE

BN

Does the unit request formal approval from HQDA for deviation from supply policy? [AR 710-2, Para 1-7b, AR 735-5, Para 8-2 a-e, DA Pam 710-2-1, Para 1-4(3)b]

EVAL METH

Ask does unit know procedures to request deviation from supply policy or review DA ALARACTS when deviations are authorized? Check SOP.

REFERENCE TEXT

AR 710-2, para 1-7. Requests for clarification or deviation. b. Deviations from accounting policy in this regulation are only made with prior approval of HQDA (DALO-SMZ).

AR 735-5, para 8-2. Deviations. a. A deviation is the temporary authority given to a property account to use a procedure that is different from that prescribed by regulation. Requests for deviation from accounting procedures will be submitted after a command review has established that the deviation is necessary.

b. Specific justification will be submitted with each request for deviation. Justification must include the reasons why the prescribed procedures will not be used, and an evaluation of the advantages that will result from the proposed procedure. In addition, drafts of the proposed directives needed to implement the proposed deviation must accompany the request for deviation.

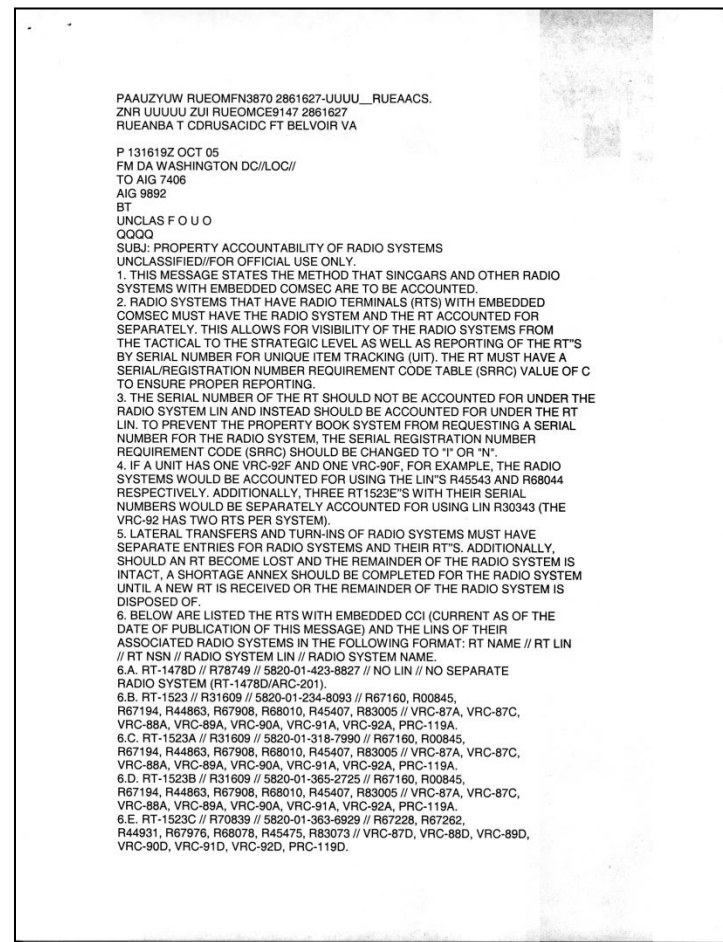
c. Property accounts requesting deviation authority will request it for a specific period of time. Approval of the request will limit the deviation authority to that specific period. Requests for extension of deviation authority must be submitted prior to its expiration, and include complete justification.

d. Requests for deviation authority from property accounting procedures will be sent through command channels to the DCS, G-4 (DALO-SUS), 500 Army Pentagon, Washington DC 20310-0500.

e. The approval authority for deviations of and exceptions to supply policy and property accountability is the DCS, G-4 (DALO-SUS), 500 Army Pentagon, Washington DC 20310-0500..

DA PAM 710-2-1, Para 1-4. Requesting clarification and deviation of authority. (3) When DA clarification is necessary, major Army commands (MACOMs) will send clarification requests to Commandant, U.S. Army Quartermaster Center and School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-5039.

b. Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.



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BT
UNCLAS F O U O
QOOO

SUBJ: PROPERTY ACCOUNTABILITY OF RADIO SYSTEMS
UNCLASSIFIED/FOR OFFICIAL USE ONLY.

1. THIS MESSAGE STATES THE METHOD THAT SINGGARS AND OTHER RADIO SYSTEMS WITH EMBEDDED COMSEC ARE TO BE ACCOUNTED.
2. RADIO SYSTEMS THAT HAVE RADIO TERMINALS (RTS) WITH EMBEDDED COMSEC MUST HAVE THE RADIO SYSTEM AND THE RT ACCOUNTED FOR SEPARATELY. THIS ALLOWS FOR VISIBILITY OF THE RADIO SYSTEMS FROM THE TACTICAL TO THE STRATEGIC LEVEL AS WELL AS REPORTING OF THE RT'S BY SERIAL NUMBER FOR UNIQUE ITEM TRACKING (UIT). THE RT MUST HAVE A SERIAL/REGISTRATION NUMBER REQUIREMENT CODE TABLE (SRRC) VALUE OF C TO ENSURE PROPER REPORTING.
3. THE SERIAL NUMBER OF THE RT SHOULD NOT BE ACCOUNTED FOR UNDER THE RADIO SYSTEM LIN AND INSTEAD SHOULD BE ACCOUNTED FOR UNDER THE RT LIN. TO PREVENT THE PROPERTY BOOK SYSTEM FROM REQUESTING A SERIAL NUMBER FOR THE RADIO SYSTEM, THE SERIAL REGISTRATION NUMBER REQUIREMENT CODE (SRRC) SHOULD BE CHANGED TO "I" OR "N".
4. IF A UNIT HAS ONE VRC-92F AND ONE VRC-90F, FOR EXAMPLE, THE RADIO SYSTEMS WOULD BE ACCOUNTED FOR USING THE LIN'S R45543 AND R68044 RESPECTIVELY. ADDITIONALLY, THREE RT1523E'S WITH THEIR SERIAL NUMBERS WOULD BE SEPARATELY ACCOUNTED FOR USING LIN R30343 (THE VRC-92 HAS TWO RTS PER SYSTEM).
5. LATERAL TRANSFERS AND TURN-INS OF RADIO SYSTEMS MUST HAVE SEPARATE ENTRIES FOR RADIO SYSTEMS AND THEIR RT'S. ADDITIONALLY, SHOULD AN RT BECOME LOST AND THE REMAINDER OF THE RADIO SYSTEM IS INTACT, A SHORTAGE ANNEX SHOULD BE COMPLETED FOR THE RADIO SYSTEM UNTIL A NEW RT IS RECEIVED OR THE REMAINDER OF THE RADIO SYSTEM IS DISPOSED OF.
6. BELOW ARE LISTED THE RTS WITH EMBEDDED CCI (CURRENT AS OF THE DATE OF PUBLICATION OF THIS MESSAGE) AND THE LINS OF THEIR ASSOCIATED RADIO SYSTEMS IN THE FOLLOWING FORMAT: RT NAME // RT LIN // RT NSN // RADIO SYSTEM LIN // RADIO SYSTEM NAME.
6.A. RT-1478D // R78749 // 5820-01-423-8827 // NO LIN // NO SEPARATE RADIO SYSTEM (RT-1478D/ARC-201)
6.B. RT-1523 // R31609 // 5820-01-234-8093 // R67160, R00845, R67194, R44863, R67908, R68010, R45407, R83005 // VRC-87A, VRC-87C, VRC-88A, VRC-89A, VRC-90A, VRC-91A, VRC-92A, PRC-119A.
6.C. RT-1523A // R31609 // 5820-01-318-7990 // R67160, R00845, R67194, R44863, R67908, R68010, R45407, R83005 // VRC-87A, VRC-87C, VRC-88A, VRC-89A, VRC-90A, VRC-91A, VRC-92A, PRC-119A.
6.D. RT-1523B // R31609 // 5820-01-385-2725 // R67160, R00845, R67194, R44863, R67908, R68010, R45407, R83005 // VRC-87A, VRC-87C, VRC-88A, VRC-89A, VRC-90A, VRC-91A, VRC-92A, PRC-119A.
6.E. RT-1523C // R70839 // 5820-01-363-6929 // R67228, R67262, R44931, R67976, R68078, R45475, R83073 // VRC-87D, VRC-88D, VRC-89D, VRC-90D, VRC-91D, VRC-92D, PRC-119D.





Command Supply Discipline Program

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A-GENERAL

QUESTION

3.00

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Has the unit identified and forwarded through command channels, any supply constraints currently in effect? [AR 710-2, Para 1-9, Da Pam 710-2-1, Para 1-7]

EVAL METH

Does unit know how to submit documentation when they have any supply constraints? Check SOP.

REFERENCE TEXT

AR 710-2, para 1-9. Reports of supply constraint (exempt from requirement control symbol under AR 335-15). Commanders report to the next higher command when they are constrained for any reason from submitting requests or requisitions for items in supply Class 2 (including maps), 3 (packaged), 4, 7, 8 and 9. (Classes of supply are explained in table 1-1 below. Army National Guard and USAR units are not required to submit reports of supply constraint for unfinanced requirements if the requirements have already been identified through budget submissions. Submit reports per AR 725-50.

DA PAM 710-2-1, Para 1-7. Reports of supply constraint (exempt from RCS under AR 335-15) a. Use a report of supply constraint to tell the next higher command when requests for supply of classes 2, 3 (pkg), 4, 7, 8, and 9 cannot be submitted for any reason. Two workdays are allowed to submit the report. Keep a copy of the report and responses from higher commands on file for 1 year. (ARNG and USAR units are not required to submit reports of supply constraint for unfinanced requirements if the requirements have already been identified through budget submissions).

b. Commanders reporting constraints to the next higher command will include the information below:

(1) Reason for constraint. Examples:

(a) Funds (such as Consumer, Command Stock Fund (CSF), and Army Stock Fund (ASF)) are not available to cover the costs of demands.

(b) Personnel are not available to prepare requisitions or to properly receive, store, maintain, and issue the materiel.

(c) Facilities do not meet security, safety, or preservation requirements.

(2) Estimated time restriction. Examples are:

(a) From 1 Aug 91 to 1 Oct 91. Funds are expected by 1 Oct 78.

(b) From 1 Sep 91 to 1 Oct 91. Personnel will become available on 1 Oct 91.

(c) From 1 Jul 91 to 1 Oct 91. Storage facility will be completed on or about this date.

(d) From 1 Jul 91 to unknown. Request for resources to eliminate the reason for this constraint was submitted to (approving authority) on (date). (Identify correspondence on the request.)

(3) Scope. This paragraph will define the requisitioners involvement and the limiting factors. (For example, members of this command were directed to stop sending requisitions except those having PD 06 or higher.)

(4) Comments and recommendations. This paragraph will contain information of value to commanders who review the report for continuing action.

Supply restraints are approved at ASCC level and reported to DA.





A-GENERAL

QUESTION

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BN

Has the parent implemented a Command Supply Discipline Program (CSDP) within their unit?

Has the unit appointed a senior logistician as the CSDP monitor/coordinator?

[AR 710-2 Para 1-10f, App B table B-7 and AR 735-5, Para 1-4d.(2) & Para 11-1b,11-6 (b) 3)]

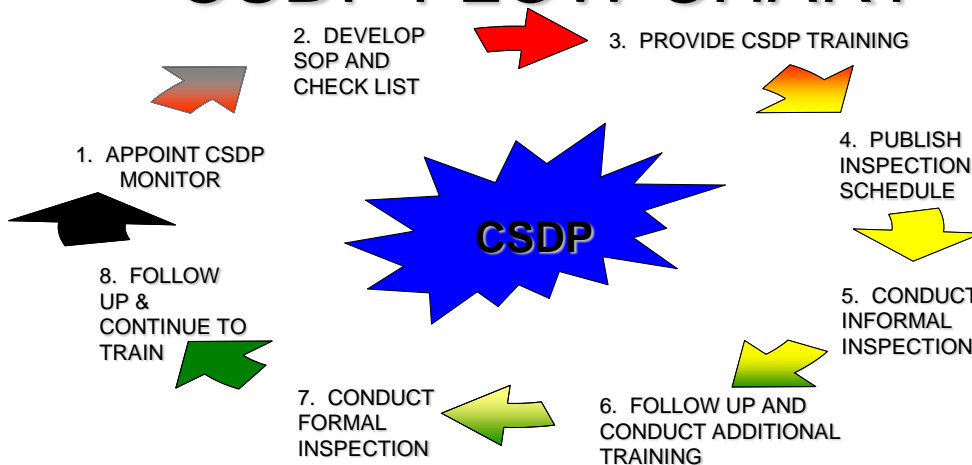
EVAL METH

Check that the unit actually has a binder.

CSDP Monitor is the senior logistician of the Battalion. This is normally the S4, PBO or Executive Officer

Review policies and procedures and verify appointment orders.

CSDP FLOW CHART



REFERENCE TEXT

AR 710-2, 1-10. Command Supply Discipline Program. f. Subordinate commanders (excluding company, battery, troop) will—

(1) Implement an aggressive CSDP by using existing assets (for example, chain of command, organizations, or programs) to avoid duplication or fragmentation of effort. The commanders' designated asset will then incorporate CSDP into their evaluation plans and procedures.

AR 735-5, 11-6. Implementation procedures

a. Requirements listing (AR 710-2).

b. Implementation.

(1) Each commander will provide the personal interest and direction necessary to establish and ensure the success of their CSDP.

(2) The CSDP will be incorporated into existing resources in the command to avoid redundancy of effort.

(3) Each command level above the unit level will appoint a CSDP coordinator to assist the commander with establishing and monitoring the CSDP.





A-GENERAL

QUESTION

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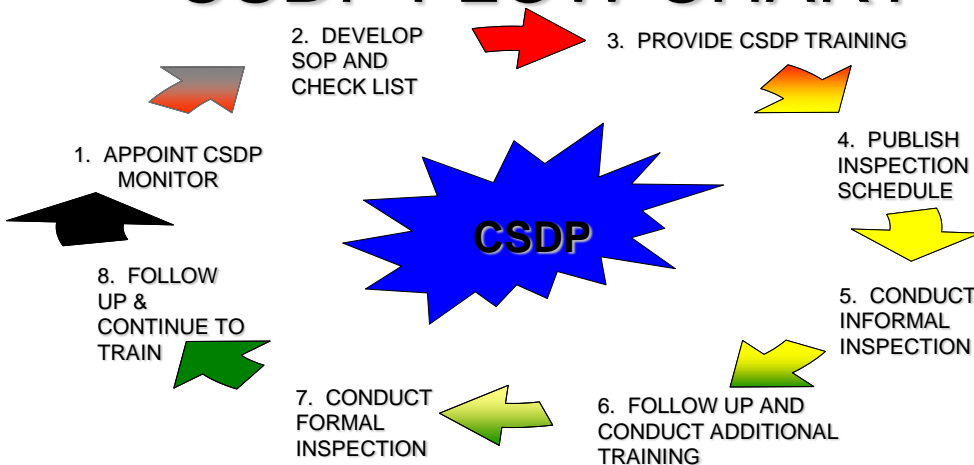
BN

Has the parent verified administrative information for each DODAAC assigned is correct with DODAAC Coordinator? [AR 710-2, Para 1-24 (a)]

EVAL METH

Review Annual DODAAC verification letter or memo.

CSDP FLOW CHART



REFERENCE TEXT

AR 710-2, 1–24. Department of Defense activity address directory update

a. All units ensure that the DODAAD contains current and complete information pertaining to their DODAAC. Commanders ensure an effective date for additions, deletions, and changes that result in effective supply actions and supply termination's in accordance with AR 725–50. The ACOM/ASCC/DRU/installation DODAAC coordinator ensures reconciliation of the active DODAAC file on an annual basis with the TAV database.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

6.00

BDE

BN

Does the unit have a Hazardous Materials Management Program? [AR 710-2, Para 1-28]

EVAL METH

1. Is there excessive use of hazardous materials by the unit, when there exists a less hazardous material that will do the same thing?
2. Is hazardous material stored throughout the facility (armory) or in a central location?



REFERENCE TEXT

AR 710-2 Hazardous Materials Management Program Para 1–28. General information

This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200–1 and DA Pam 200–1. The HMMP applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. a. This section defines Army policy for identifying and managing hazardous materials. Related policy guidance may be found in safety, medical acquisition and environmental regulations. The goals of the Army's HMMP are to reduce the cost for acquiring and disposing of HAZMAT, enhance mission accomplishment, promote the safe storage, handling, and use of HAZMAT, and reduce risk to public health and the environment. An Army logistics automation objective is that HAZMAT environmental reporting be accomplished as a by product of processing supply transactions such as receipts, issues, transfers, adjustments, inventory balances, recording storage locations, and disposal actions. In most cases, current reporting requirements cannot be met using logistics STAMIS. Environmental reporting and data compilation is accomplished per instructions disseminated by the supporting installation/regional installation management/ACOM/ASCC/DRU environmental office.





A-GENERAL

QUESTION

7.00

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BN

Is the least hazardous materials available to meet mission requirements requested? [AR 710-2, Para 1-28a,1-31c; AR 200-1,Para 9-1a(3)]

EVAL METH

View quantities of HAZMAT materials on hand.



REFERENCE TEXT

AR 710-2 Hazardous Materials Management Program Para 1–28. General information

This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200–1 and DA Pam 200–1. The HMMP applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. a. This section defines Army policy for identifying and managing hazardous materials. Related policy guidance may be found in safety, medical acquisition and environmental regulations. The goals of the Army’s HMMP are to reduce the cost for acquiring and disposing of HAZMAT, enhance mission accomplishment, promote the safe storage, handling, and use of HAZMAT, and reduce risk to public health and the environment. An Army logistics automation objective is that HAZMAT environmental reporting be accomplished as a by product of processing supply transactions such as receipts, issues, transfers, adjustments, inventory balances, recording storage locations, and disposal actions. In most cases, current reporting requirements cannot be met using logistics STAMIS. Environmental reporting and data compilation is accomplished per instructions disseminated by the supporting installation/regional installation management/ACOM/ASCC/DRU environmental office.

AR 200-1 Para 9–1. Hazardous materials a. Policy.

(3) Reduce the acquisition and use of hazardous materials and the generation of solid or hazardous wastes (HW) through centralized inventory control, best management practices (BMPs), pollution prevention actions, improved procurement practices, material re-use, recycling, and enhanced shelf-life management. HMs should be procured through the standard Army supply system. Use of government IMPAC credit cards to purchase HM is generally prohibited, and may only be allowed on a case-by-case basis by Garrison Commanders or their designated representative.





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A-GENERAL

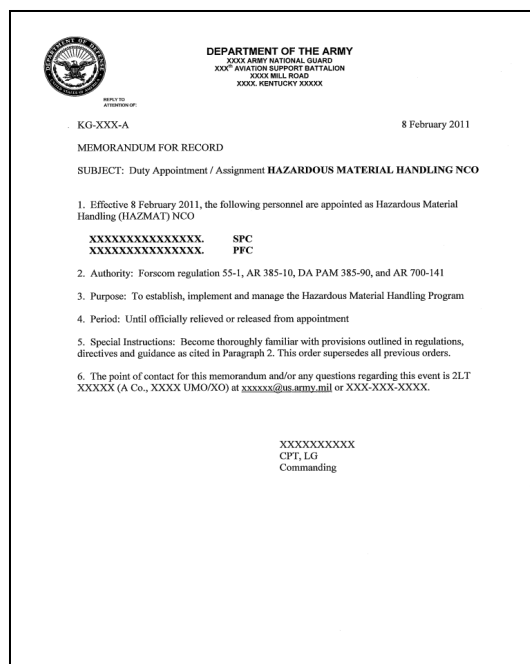
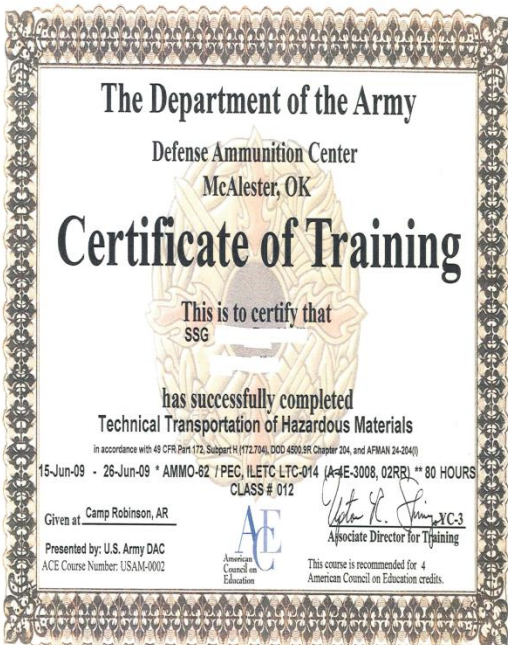
QUESTION

8.00 **BDE** **BN**

Are personnel trained in HAZMAT handling? [AR 710-2, Para 1-31b, TM 38-410 table G-2]

EVAL METH

Verify training documentation.



REFERENCE TEXT

AR 710-2 Para 1–31. Using unit or activity functions

b. Unit-level procedures are established to provide personnel accurate and timely information and prerequisite training on the handling, storage, and use of HAZMATs. Information as to specific training requirements may be obtained from the supporting environmental office.





A-GENERAL

QUESTION

9.00

BDE

BN

Does the unit ensure excess hazardous materials are turned-in to the supporting SSA or agency identified by the environmental coordinator? [AR 710-2, Para 1-31a-e]

EVAL METH

Verify guidance for turning in excess HAZMAT.



REFERENCE TEXT

AR 710-2 Para 1-31. Using unit or activity functions

The using unit or activity ensures—

- The HAZMATs received are identified for proper handling, storage, use, and disposal. The majority of HAZMAT codes used by the Army can be found in the Hazardous Materials Data Segment (HMDS), the Freight Classification File, and the Packaging File of the FEDLOG.
- Unit-level procedures are established to provide personnel accurate and timely information and prerequisite training on the handling, storage, and use of HAZMATs. Information as to specific training requirements may be obtained from the supporting environmental office.
- Where choices exist, select the least HAZMAT available to meet mission requirements. Selections of HAZMATs are made by considering what materials incurs the lowest practical life-cycle cost while, at the same time, protects human health and the environment.
- The SSA is advised when material requested for local purchase is hazardous or is potentially hazardous.
- Prompt turn-in of excess HAZMAT to the supporting SSA or agency identified by the environmental coordinator.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

10.00 BDE BN

Does the parent ensure units have Material Safety Data Sheet (MSDS) are available to all individuals where HAZMAT is stored? [AR 710-2, Para 1-31a, AR 700-141, Appendix C-1]

EVAL METH

Verify MSDS are with on hand items.



Material Safety Data Sheet: Simple Green® All-Purpose Cleaner and Simple Green® Scrubbing Pad
Version No. 13005-12B Date of Issue: February 2012 ANSI-Z400.1-2003 Format

Section 1: PRODUCT & COMPANY IDENTIFICATION

Product Name: Simple Green® All-Purpose Cleaner
Additional Names: Simple Green® Concentrated Cleaner Degreaser Deodorizer
Simple Green® Scrubbing Pad (Fluid in pad only)

Manufacturer's Part Number: *Please refer to page 4

Company: Sunshine Makers, Inc.
15922 Pacific Coast Highway
Huntington Beach, CA 92649 USA
Telephone: 800-228-0709 • 562-795-6000 Fax: 562-592-3830
Emergency Phone: Chem-Tel 24-Hour Emergency Service: 800-255-3924

Section 2: HAZARDS IDENTIFICATION

Emergency Overview: CAUTION. Irritant. This is a Green colored liquid with a sassafras added odor. Scrubbing pad is a green fibrous rectangle infused with Simple Green Cleaner.

NFPA/HMIS Rating:
Health = 1 = slight
Fire, Reactivity, and Special = 0 = minimal

Potential Health Effects

Eye Contact: Mildly irritating.
Skin Contact: No adverse effects expected under typical use conditions. Prolonged exposure may cause dryness. Chemically sensitive individuals may experience mild irritation.
Ingestion: May cause stomach or intestinal irritation if swallowed.
Inhalation: No adverse effects expected under typical use conditions. Adequate ventilation should be present for prolonged usage in small enclosed areas.

Section 3: COMPOSITION/INFORMATION ON INGREDIENTS

Ingredient	CAS Number	Percent Range
Water	7732-18-5	≥ 78%
2-butoxyethanol	111-76-2	≤ 5%
Ethoxylated Alcohol	68439-46-3	≤ 5%
Tetrapotassium Pyrophosphate	7320-34-5	≤ 5%
Sodium Citrate	68-04-2	≤ 5%
Fragrance	Proprietary Mixture	≤ 1%
Colorant	Proprietary Mixture	≤ 1%

Section 4: FIRST AID MEASURES

If Inhaled: If adverse effect occurs, move to fresh air.
If on skin: If adverse effect occurs, rinse skin with water.
If in eyes: Flush with plenty of water. After 5 minutes of flushing, remove contact lenses, if present. Continue flushing for at least 10 more minutes. If irritation persists seek medical attention.
If ingested: Drink plenty of water to dilute.

Page 1 of 4

REFERENCE TEXT

AR 710-2 Para 1–31. Using unit or activity functions

The using unit or activity ensures—

a. The HAZMATs received are identified for proper handling, storage, use, and disposal. The majority of HAZMAT codes used by the Army can be found in the Hazardous Materials Data Segment (HMDS), the Freight Classification File, and the Packaging File of the FEDLOG,

AR 700-141 Para Appendix C Hazard Communication Program C–1. Establishment

A written hazard communication program will be developed and maintained at each workplace where employees are exposed to HAZMAT. It will include how labels and other forms of warning, MSDSs, and employee information and training requirements will be met. The written hazard communication program should be readily available to all affected personnel.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

11.00 BDE BN

Does the parent ensure units have all current authorization documents on-hand as prescribed by AR 71-32, MTOE, CTA, TDA, and JTA? [AR 710-2, Para 2-4a]

EVAL METH: <https://fmsweb.army.mil/unprotected/splash/>

Automated systems include PBUSE users. Ensure equipment authorization documents are loaded to applicable LIN and/ or NSN.

Review DA Form 12-series and DA Pam 25-30 to verify the latest publications are on hand.

Ensure Current MTOE or TDA is on hand. Verify that the document is current by using WebTAADs.

Review publications account, normally maintained by the readiness NCO and compare it to the MTOE/TDA. This may change by command.

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PREPARED ON 08-MAR-2011 14:16          T MDM TRK CO (CARGO) (EAC) - MTOE          PAGE 1
CATEGORY CODE 2                          APPROVED DOCUMENT          CMD E1
AMSCO 11306300                          SUB-UNIT/SUBCODE DATA          DOCNO 55727FE103
                                          CENUM 0109
                                          -----
PARN0 UMULT PUTTL/SUTTL          CTUNR SRCOD          CHGMR ALO          TOE          PARA SUB-UNIT DESIGNATOR
-----
100 1 T MDM TRK CO (CARGO) (EAC)          0607 55727F100 00 1 00          AA
      T MDM TRK CO (CARGO) (EAC)          0607 55727F100 00 1 00
                                          -----
PARENT UNIT DATA
                                          -----
UICOD UNIT NAME          EDATE          CUAS          MDEP          IGCA          C
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WCPJAA 70TH TRANSPORTATION COMPANY          16-OCT-2008 E1          E2 1D W5AD MS10A          1

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REFERENCE TEXT

AR 710-2, 2-4. Property authorization documents. a. Unit and individual equipment authorization documents are prescribed in AR 71-32. Equipment requirements will be processed per the provisions of that regulation. The MACOM commanders authorize basic loads. Equipment identified as discretionary in authorization documents will be approved by the MACOM commander unless other approval authority is indicated in the document. Commanders will ensure all pertinent equipment authorization documents are current, on hand, or on request. Pinpoint distribution (DA Form 12-series) will be reviewed annually to ensure the latest publications are being used. A listing of required publications applicable to LIN and/or NSN is identified in DA Pam 25-30. Units that are automated by the Property Book Unit System-Enhanced (PBUSE) or the DPAS will ensure that equipment authorization documents are loaded with the REQ-VAL System, LOGTAADS.





Command Supply Discipline Program

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A-GENERAL

QUESTION

12.00

BDE

BN

Has parent reviewed and complied with requirements of CSDP tables in appendix B AR 710-2? [AR 710-2 Para 1-10g(1)]

EVAL METH

Review checklists to ensure all required areas are covered IAW AR 710-2 and AR 735-5, Appendix B.

Regulatory requirement	Administrative procedures	Publication (paragraph)	Frequency
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)	As needed
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 HODA, DCS, G-4, (DALO-SMP), 105 Army Pentagon, Wash DC 20310-0105	AR 710-2 (1-7); AR 735-5 (8-2)	As needed
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 curtailed or limited for any reason. See table B-7.
4. Brigade and Battalion Commanders and equivalent level commanders will implement their supporting CSDP by using existing assets. Provide necessary oversight and command emphasis to ensure the success of the CSDP.	Incorporate CSDP into their evaluation plans and procedures. Appoint, in writing, a senior officer in the headquarters as the CSDP monitor.	AR 735-5, Para 1-4 d. (2), AR 710-2, Para 1-10.	
5. Designated alert forces, such as IRCs and 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 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 shortages.	AR 710-2 (2-20e, 3-2h)	As needed.

REFERENCE TEXT

AR 710-2, 1-10. Command Supply Discipline Program. g. Immediate supervisors and company, battery, and troop commanders will—
(1) Review the requirements listing within the CSDP (AR 710-2, appendix B) to become familiar with the applicable regulatory requirements.

(2) Use the listing as a guide in the routine performance of their duties.

(3) Report to their immediate higher headquarters any applicable requirements within the listing that cannot be completed.





Command Supply Discipline Program

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A-GENERAL

QUESTION

13.00

BDE

BN

Does the parent use the CSDP tables in Appendix B as a guide in performance of commanders property accountability duties? [AR 710-2 Para 1-10g(2)]

EVAL METH

Review checklists to ensure all required areas are covered IAW AR 710-2 and AR 735-5, Appendix B.

28th Transportation Battalion (1-201C) CSDP/BC		Unit visited:	Functional Area: Brigade/Battalion Level		
CHECKLIST Date(s) of Inspection:		Checklist as of: 10 May 2011			
Unit/Individual being inspected:					
Date Inspected:	Overall Rating:	Points allowed	Points made	%/NA	REMARKS
SECTION (A) GENERAL					
1. Does the unit request clarification through command channels when regulatory guidance is not clear? (AR 710-2, Para 1-7a)	1				
2. Does the unit request formal approval from HQDA and evaluate subordinates request for deviation from regulatory guidance? (AR 710-2, Para 1-7b, AR 735-5 Para 4-2)	1				
3. Has the unit identified or evaluated subordinate units requests for supply constraints and forwarded through command channels? (AR 710-2, Para 1-6, AR 725-50, para 1-7)	2				Specify or attach 2 date of submission of reports
4. Has the parent implemented a Command Supply Discipline Program (CSDP) within their unit? Has the unit appointed a senior logistician as the CSDP monitor/coordinator? (AR 710-2 Para 1-10f, App B table B-7 and AR 735-5, Para 1-4c (2) & para 1-6 (b) 3)	2				
5. Has the parent verified administrative information for each DODAAC assigned is correct with DODAAC Coordinator? (AR 710-2, Para 1-24 (a))	1				
6. Does the unit have a Hazardous Materials Management Program? (AR 710-2, Para 1-28)	1				
7. Does the unit ensure that best hazardous materials are available to meet mission requirements are requested? (AR 710-2, Para 1-31)	1				
8. Does the unit ensure personnel are trained in HAZMAT handling? (AR 710-2, Para 1-31b)	1				
9. Does the unit ensure excess hazardous materials are turned-in to the supporting SSA or agency identified by the environmental coordinator? (AR 710-2, Para 1-31a)	1				
10. Does the parent ensure units have Material Safety Data Sheet (MSDS) are available to all individuals where HAZMAT is stored? (AR 710-2, Para 1-31a)	1				
11. Does the parent ensure units have all current authorization documents on hand as prescribed by AR 71-32, MTOE, CTA, TDA, and TA7 (AR 710-2, Para 2-4a)	1				
12. Has parent reviewed and complied with requirements of CSDP tables in appendix B AR 710-2? (AR 710-2 Para 1-10g(1))	1				
13. Does the parent use the CSDP tables in Appendix B as a guide in performance of commanders property accountability duties? (AR 710-2 Para 1-10g(2))	1				
14. Has the parent established and maintained effective internal controls, assessed areas of risk, identify and correct weaknesses, and keep their superior informed? (AR 11-2, Para 2-1a)	1				
15. Does parent monitor the unit commander or the head of the activity conducts an annual management review of durable property? Is a memorandum on file stating what the results were and what the corrective actions were taken? (AR 735-5, Para 7-13 (3))	2				
16. Does parent ensure supplies and equipment being properly used and cared for safeguarded, proper custody, and disposition is provided? (AR 710-2, Para 3-23c, 4-27a, AR 190-51, Para 3-23c, and AR 735-5, Para 2-6a(1))	1				
17. Does parent ensure ordering/issuing officer follow procedures outlined in AR 710-2 Para 2-300/AR 710-2, Para 2-33 b-c, 1-4	1				
Total	20	0	0%		
SECTION (B) PROPERTY BOOK RESPONSIBILITIES					
1. Has the parent ensured that property book accountability is established? (AR 710-2, Para 1-12, Table B-5, B-1)	1				
2. Has the parent ensured that a PIO has been appointed for each property book within the command? (AR 710-2 para 2-5g, AR 735-5, Para 2-10 and 2-13 (j))	1				
3. Has the parent ensured that the PIO doesn't perform dual functions of stock record accountable property officer (R/O), transportation officer, army purchase card ordering officer or blanket purchase agreement ordering officer simultaneously? (AR 735-5, para 2-10d)	1				
4. Does parent ensure/verify all authorized equipment is on hand or on requisition? (AR 710-2 para 2-6)	1				
5. Does parent verify organization and installation property book accountability has been established and maintained? (AR 710-2 para 2-6)	1				
Inspecting Office/Agency: Battalion S4/PBO Inspector's Name Phone:					

REFERENCE TEXT

- AR 710-2, 1-10. Command Supply Discipline Program.** g. Immediate supervisors and company, battery, and troop commanders will—
- (1) Review the requirements listing within the CSDP (AR 710-2, appendix B) to become familiar with the applicable regulatory requirements.
 - (2) Use the listing as a guide in the routine performance of their duties.
 - (3) Report to their immediate higher headquarters any applicable requirements within the listing that cannot be completed.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

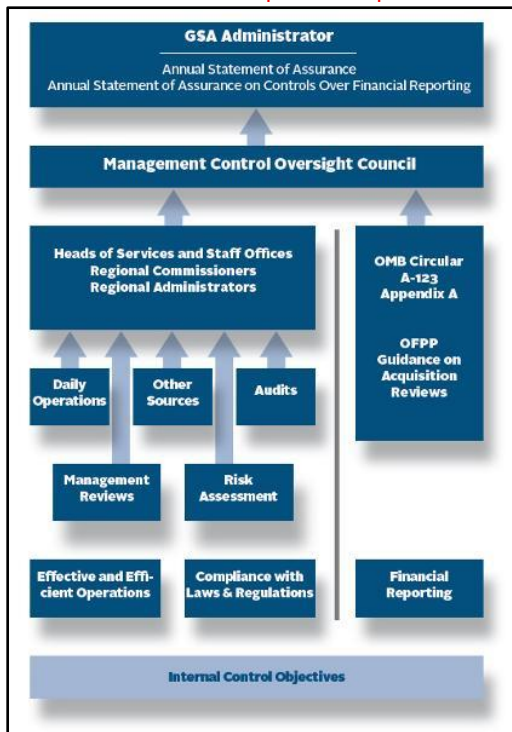
QUESTION

14.00 BDE BN

Has the parent established and maintained effective internal controls, assessed areas of risk, identify and correct weaknesses, and keep their superiors informed? [AR 11-2 Para 2-1a]

EVAL METH

Review controls that are in place and procedures to keep chain of command informed.



COMMISSION DIRECTIVE	PREVIOUS NO. 53 RESCINDS: July 21, 2005	NO. 53 EFFECTIVE DATE: December 15, 2010
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Implementation of OMB Circular A-123: Internal Control Program

This directive addresses the following aspects in the implementation of an internal control program in compliance with the Federal Managers' Financial Integrity Act of 1982, following the guidance of Office of Management and Budget (OMB) Circular A-123:

- Purpose
- General Process
- Annual Requirements



REFERENCE TEXT

AR 11-2, 2-1. Army management control policy

a. All commanders and managers have an inherent responsibility to establish and maintain effective management controls, assess areas of risk, identify and correct weaknesses in those controls and keep their superiors informed. In this respect, the Integrity Act and OMB Circular A-123 codify this inherent responsibility. http://www.whitehouse.gov/omb/circulars_a123 , http://graduateschool.edu/course_details.php?cid=AUDT8003G





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

15.00 BDE BN

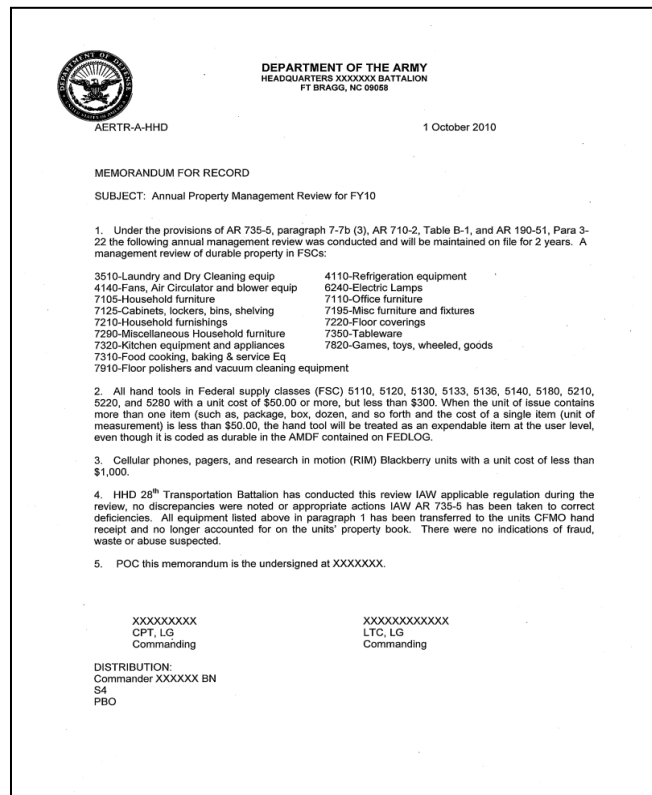
Does parent monitor the unit commander or the head of the activity conducts an annual management review of durable property? Is a memorandum on file stating what the results were and what the corrective actions were taken? [AR 735-5, para 7-5d & f]

EVAL METH

Review the commanders or head of the activity memorandum for record. Review shortage annexes for durable shortages and ensure requirement to met. Document the conduct of the 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 level, and one copy provided to the next level of command. The MFR will be retained for 2 years. Durable property will be controlled at the Company level using hand-receipt procedures or through the use of inventory lists. The Brigade and Battalion Commanders will monitor items coded durable in accordance with AR 735-5, Para 7-7b(3).f. Company Commanders will verify and document that a management review of durable property was conducted annually.

REFERENCE TEXT

AR 735-5, 7-5. Accounting for durable property. d. Annually, the commander or the head of the activity will conduct a management review of all durable items issued or turned-in to determine whether there are any indications of fraud, waste, or abuse. f. The commander or the head of the activity will document that a management review of durable property was conducted, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared in the form of a memorandum for record in duplicate. One copy will be retained at the unit or activity, and one copy provided to the financial liability investigation approving authority. These memorandums for records will be retained on file for 2 years before being destroyed.





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

16.00 **BDE** **BN**

Does parent ensure supplies and equipment being properly used and cared for, safeguarded, proper custody, and disposition is provided? [AR 710-2, Para 3-23d,.4-27a, AR 190-51, Para 3-23c, and AR 735-5, Para 2-1a & 2-8a(1)]

EVAL METH

Verify all equipment is protected and stored.

REFERENCE TEXT

AR 710-2 Para 3-23. Storage operations d. Commanders are directly responsible for safeguarding all supplies under their control as shown below.

- (1) Ammunition will be stored and secured per AR 190-11, ~~DOD Directive 4145.19-R-1~~, AR 740-1, AR 385-64, DA Pam 385-64, and/or host nation agreements and public law, whichever is more restrictive.
- (2) Unclassified, non-sensitive items, Identaplates, and credit cards will be stored per AR 190-51.
- (3) For controlled medical substances and other medically sensitive items, see AR 190-50.
- (4) CCI will be secured per DA Pam 25-380-2.
- (5) The AR 380 series prescribes security of classified items.
- (6) For nuclear and chemical items, see AR 50-6-1, and AR 190-54.
- (7) Classified COMSEC equipment will be secured per AR 380-40 and TB 380-41.
- (8) Weapons will be secured under AR 190-11 and AR 190-51. When responsibility for the custody of keys for an SSA arms storage facility is transferred between individuals, they will conduct a physical count of the weapons and major parts for arms, such as barrels and major subassembly with CIIC 1-4 thereon. Results of the count will be recorded. This count does not replace the quarterly weapons inventory.,

Para 4-27. Storage operations

Storage operations involve the act of storing, the act of being stored, the keeping or placing of property in a warehouse, shed, open area, or other designated facility. Storage is a continuation of receiving and is preliminary to the shipping or issuing operations.

a. Commanders are directly responsible for safeguarding all supplies under their control

AR 190-51 para 3-23. Administrative and housekeeping supplies and equipment, d.

Minimum security standards for expendable and consumable supplies.

- (1) At unit and office levels, items not issued for actual use will be centrally stored in secure cabinets, containers, rooms, or buildings. Keys, locks, protective seals, and access to storage facilities will be controlled.
- (2) Self-service supply center (SSSC) account cards or plastic credit cards will be stored in a locked container when not in use. Access to these items will be controlled and access will be limited to the fewest individuals feasible, consistent with efficient operations.
- (3) Piferable items will be stored in the SSSC and issued from a security area such as a cage. The SSSC will be protected by physical measures meeting the secure storage structure standards in appendix B.



LOGISTICS





Command Supply Discipline Program

UNCLASSIFIED



A-GENERAL

QUESTION

17.00

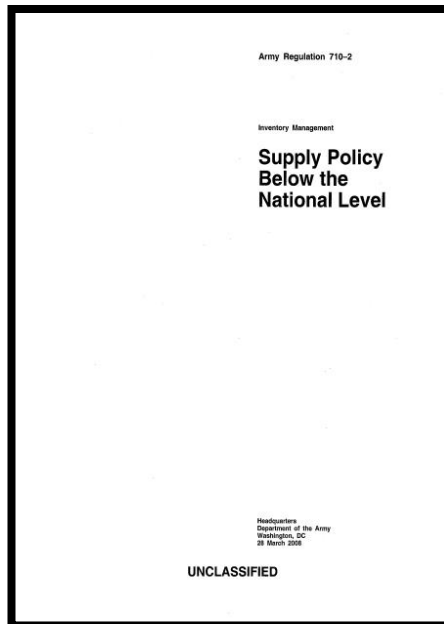
BDE

BN

Does parent ensure ordering/contracting officer follow procedures outlined in AR 710-2 ?[AR 710-2, Para 2-33 b-c, 1-4]

EVAl METH

Review appointment orders and SOP for Local Purchases.



REFERENCE TEXT

AR 710-2, 2–33. Property purchased by ordering officers or activity contracting officers

b. When justified per the FAR, the supporting contracting officer may appoint a unit or activity member as an ordering or contracting officer. The ordering or contracting officer acts as an agent for the supporting contracting officer to make authorized local purchases (LPs) under a specific charter indicating the scope of authority.

c. When an ordering or contracting officer is appointed, the unit or activity commander will ensure that—

- (1) The PBO or his/her alternate is not appointed to this duty.
- (2) The ordering or contracting officer does not make LP without a written request from the PBO.
- (3) The PBO does not request LP from the ordering or contracting officer without written authorization from the SSA.
- (4) After receipt of property purchased, the ordering officer provides the PBO copies of all receipt documents to be screened to establish required property accountability.





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

1.00

BDE

BN

Has the parent ensured that property book accountability is established? [AR 710-2, Para 1-12, Table B-3, B-1]

EVAL METH

Verify all hand receipts for signature(s).

Date Last Inventoried: 01/04/2010

UNCLASSIFIED: For Official Use Only
HAND RECEIPT

Date Prepared: 03/05/2012

ORGANIZATION PROPERTY (DEPLOYABLE):
PCN/IC/DESC: PIR-1 / WCNTAA / 0051TC CO M TRK

LN	(SUBLIN)	SM	ERC	GENERIC NOMENCLATURE	AUTH DOC	REQ	AUTH	DI			
NSN	UI	UF	NSN NOMENCLATURE	LCC	ECS	SRBC	UFI Message#	CBC	DIS	PUB DATA	OH
SYNSO	SER/REG/LOT NO	LOT QTY	SYNSO	SER/REG/LOT NO	LOT QTY	SYNSO	SER/REG/LOT NO	LOT QTY	SYNSO	SER/REG/LOT NO	LOT QTY
W08825	A			TRAILER TANK, WATER 400 GALLON 1-1/2 TON 2 WHEEL W/	55728RE1E1		1	1			
WE4502				CONTAINER SPECIAL	CTA 50-900						
WERN000											
9150014913740	EA		4975.99	BICON FREIGHT GENER		R	S	U	1054		3
		USAU1086529		USAU1086239			USAU1088241				
WF4549				GUIDON	AR 940-10			1			
8345002349761	EA		22.25	GUIDON-UNIT SPECIFIC		R	N	U	1105		1
Y87067				WRENCH IMPACT PNEUMATIC, 3/4 IN DIA MAX RATED THD S							
3130001841427	EA		417.39	WRENCH IMP PNEU 3/4	A		N	M	1340	NO DA PUB	1
Z39781	A			ARMY H RESOURCES- WRKSTATION	55728RE1E1			1			
ZA904P				WEAPON ASSEMBLIES AND ATTACHMENTS	CTA 50-909			15			
105001C002188	EA		285.00	WEAPON ASSEMBLIES AND ATTACHMENTS: M991SU SUREFIRE		R	N	U	9940		15

SIGNATURE _____ GRADE _____ DATE _____

Page 10 of 10
UNCLASSIFIED: For Official Use Only

REFERENCE TEXT

AR 710-2, para 1-12. Property accountability

- a. *Obligation.* This accountability deals with the obligation to keep records of property, documents, or funds such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.
- b. *Policy.* All property acquired by the Army, regardless of source or whether paid for or not, is accounted for as prescribed by these and other applicable Army regulations.
- c. *Donated or abandoned material.* Donated material includes any items of property that have been donated to the Army from any source. Abandoned property is that material where ownership cannot be determined and is now under the control of the Army.
- d. *Capitalized property.* The recording of capitalized property is handled per the financial accounting procedures outlined in DOD Financial Management Regulation (DOD FMR) 7000.14R, volume 4, chapter 6 and DFAS-IN Regulation 37-1.





B-PROPERTY RESPONSIBILITY

QUESTION

2.00

BDE

BN


Has the parent ensured that a PBO has been appointed for each property book within the command? [AR 710-2 para 2-5g, AR 735-5, Para 2-10 and 2-13 (d)]

EVAL METH


Review the memorandum appointing the Property Book Officer. The Property Book Officer is the Accountable Officer who has the ability to make changes to the unit/activity's Property Book. The PBOs responsibilities are also supported by assigned user roles and permissions through PBUSE. In the ARNG, Property Book Teams may be established at Brigade/Troop Command / USP&FO (United States Property & Fiscal Office) or J4 (Joint Forces Headquarters). The PBO appointment memorandum must identify the property book by the assigned UIC. NOTE: Commanders may not have these permissions through PBUSE. It is likely the commander is the Primary Hand Receipt Holder. Ensure that all appointments are valid and signed by the appointing authority (ARNG - FOR THE ADJUTANT GENERAL) signature block.

REFERENCE TEXT

AR 710-2, 2-5. Property book system g. A PBO will be appointed for each property book. The PBO is an accountable property officer. Persons appointing PBOs will apply the criteria in AR 735-5, paragraph 2-10 when selecting accountable property officers. The accountable property officer is also directly responsible for all property not issued on hand receipt. When the property book is maintained at MTOE unit (company) level, the unit commander will be the accountable property officer. The MTOE unit commander may appoint a property book officer who then becomes the accountable property officer however, the unit commander will still have command responsibility. When the property book for an MTOE organization is maintained above the unit level, the MTOE unit commander will be a primary hand receipt holder and have direct responsibility for the items listed on that primary hand receipt. (1) The PBO will be appointed in writing. If the commander elects to retain the function of accountable property officer, the assumption of command orders are sufficient. The appointing memorandum will identify the property book by UIC. Upon change of the appointing authority, if the same PBO is to continue, then that individual is reappointed by the new appointing authority. (2) The State Adjutant General (AG) is the property book appointing authority for all ARNG units and activities. The State AG may delegate this authority to division, brigade, group, or battalion level. Property books will not be established for the office of Active Army advisors to the ARNG. These offices are supported by a hand receipt account from the unit of attachment.



DEPARTMENT OF THE ARMY
XXXXXX BATTALION
APO AE 09058



AERTR-A-CO
MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Duty Appointment Orders

1. Effective 17 July 2009, XXXXXXXX, XXXXX Battalion, APO AE 09058 is assigned as the following:
Battalion Property Book Officer

2. Authority:

- a. AR 710-2, para 2-5d Inventory Management Supply Policy Below the National Level
- b. PBUSE Manual
- c. AR 735-5, para 2-10a

3. XXXXXX Battalion units/UIC and DODAACs that are loaded in ASORTS:

Unit	UICs
PBUSE Parent	WCKNFF
HHD 28 th Trans Bn	WCKNAA
68 th Trans Co	WCNZAA
69 th Trans Co	WCN9AA

4. Period: Until officially relieved or released, including deployments.

5. Special instructions:

- a. Delegate authority to sign UND A & B requisitions for the 28th Transportation Battalion.
- b. And other special duties as appropriate (lateral transfer authority, Sign DA Form 3953, etc...)
- c. Serialization Officer for PBUSE, ARMS and CDE equipment

XXXXXXXXXXXXX
XXX, XX
Commanding or TAG

DISTRIBUTION: A





B-PROPERTY RESPONSIBILITY


QUESTION

3.00 **BDE** **BN**


Has the parent ensured that the PBO doesn't perform dual functions of stock record accountable property officer PBO, transportation officer, army purchase card ordering officer or blanket purchase agreement ordering officer simultaneously? [AR 735-5, para 2-10d]

EVAL METH

Review the memorandum appointing the Property Book Officer. The Property Book Officer is the Accountable Officer who has the ability to make changes to the unit/activity's Property Book.



DEPARTMENT OF THE ARMY
XXXXXX BATTALION
APO AE 09058



AERTR-A-CO
MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Duty Appointment Orders

1. Effective 17 July 2009, XXXXXXXX, XXXXX Battalion, APO AE 09058 is assigned as the following:
Battalion Property Book Officer

2. Authority:

- a. AR 710-2, para 2-5d Inventory Management Supply Policy Below the National Level
- b. PBUSE Manual
- c. AR 735-5, para 2-10a

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PBUSE Parent	WCKNFF
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5. Special instructions:

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- b. And other special duties as appropriate (lateral transfer authority, Sign DA Form 3953, etc...)
- c. Serialization Officer for PBUSE, ARMS and CDE equipment

XXXXXXXXXXXXX
XXX, XX
Commanding or TAG

DISTRIBUTION: A

REFERENCE TEXT

AR 735-5, 2-10. Appointment of an accountable officer g. Normally, an accountable officer will not be assigned duties that will remove or separate them from their property account for an extended period of time. In the event an accountable officer is assigned duties that will separate them from their accountable officer's duties for a period of 30 calendar days or longer, an interim or replacement accountable officer will be appointed.





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

4.00

BDE

BN

Does parent ensure/verify all authorized equipment is on hand or on requisition? [AR 710-2, para. 2-6a, *n or o*, page 25, and Table B-3,B.1]

EVAL METH

Review; compare the units' excess/shortage equipment listing to the unit document control register against the units authorized document, i.e. MTOE, TDA, or JTA and basic.

***Units using PBUSE must print and present a equipment shortage Listing.

Shortage Equipment Listing - Date Prepared: 3/8/11																
UIC: WCNTAA Unit: 0051TC CO M TRK Eff Dt: 16-OCT-2009																
Grand Total: -\$34,285,090.38 Stock Funded Total: -\$339,733.82 PA Total: -\$33,933,994.56 OMA Total: -\$11,362.00																
LIN	SubLIN	NSN	Nomen	ERC	PBIC	TAC	REQ	AUTH	O/H	D/I	Shortage	\$ Shortage	ABA	Doc Num/Status	Ser/Reg/Lot Nr	ECS
70210N			COMPUTER, MICRO LAP-TOP PORTABLE AC/DC W/BATTERY PK		8	3	0	67	0	0	-67	-\$167,433.00	2			
70236N					8	3	0	16	6	0	-10	-\$25,793.10	2			
		7025014333613	PRINTER,AUTOMATIC D-(4650N/HP)						1	0					YES	
		7025015273296	PRINTER,AUTOMATIC DATA PROCESSING-(2420DN/Q5959A)						3	0					YES	
		702501C006041	PRINTER, DAISY WHEEL / DOT MATRIX / LASER LOW TO HI: M5200N DELL						1	0					YES	
		702501C027237	PRINTER, DAISY WHEEL / DOT MATRIX / LASER LOW: LEXMARK X6150 ALL						1	0					YES	
96555N					8	3	0	2	1	0	-1	-\$3,650.00	2			
		6730015172995	PROJECTOR.MULTIMEDIA-(LP790)						1	0					YES	
A33020				A	8	1	4	4	2	0	-2	-\$20,000.00	Q			
		6665014386963	ALARM CHE AG AUTO M22						2	0					YES	
B60351			BORESIGHTING EQUIPMENT WEAPON: SMALL ARMS M30	A	8	1	1	1	0	0	-1	-\$627.00	2			
B83002				P	8	1	360	360	0	214	-360	-\$5,987,880.00	L			
		3990014061340	BED CGO FLTRK IPF M1						0	2					W90EH302722026 BB 1078	
		3990014422751	BED CGO FLTRK DEMOUNT						0	212					#####	

REFERENCE TEXT

AR 710-2, 2-6. Requesting supplies. a. When all units (CONUS and OCONUS) request equipment resulting from approved future TAADS changes, they will do so no sooner than 365 days before the effective date of the authorization document. n. This paragraph contains policy modifications for the ARNG environment. (1) Commanders will submit requests for authorized supplies as directed by the USPFO of their respective states. Discretionary items listed in authorization documents will be on hand or on request only when authorized by the State AG. Requests for DA-controlled, PA-funded items identified by the NGB will not be processed without NGB approval. o. This paragraph prescribes policy modifications applying to the USAR. Requests for which funds are not available (unfinanced demands) will be sent to the unit funding activity (MUSARC) and managed as directed by the ACOM/ASCC/DRU. Requests for items for which there is no maintenance capability or storage space will be managed as prescribed by the ACOM/ASCC/DRU. Table B-3. Property Book responsibilities. 1. Brigade and battalion commanders will ensure all authorized equipment and components are on hand or on request. 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.





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

5.00 **BDE** **BN**

Does parent verified organization and installation property book accountability has been established and maintained?(AR 710-2, Para 2-5i,k &l) Are they signed and on file ? [AR 710-2, para 2-5i, DA PAM 710-2-1, para 5-3a]

EVAL METH

Review all PBICs to ensure the appropriate equipment is on them.

Code	Suppress Code	Definition
	&	Suppress Code for Non-property book items.
Ø	/	MED components (supplemental property book record for external peripheral component of medical assemblies per DA Pam 710-2-1).
1	A	Basic load (Class I).
2	W	Organizational clothing and individual equipment (OCIE).
3	X	Supplemental Section III.
4	Y	TDA property.
5	Z	Basic load ammunition.
6	F	Loan/Lease rental equipment.
7	G	Installation reserve equipment.
8	H	Organization property (deployable).
9	I	Installation property (station property) (non-deployable).

REFERENCE TEXT

AR 710-2, 2-5. Property book system i. Property books are organized so that organization and installation property are kept separately. A separate section may also be kept for each type of organization property (that is, OCIE or basic load). All activities will keep a separate classified section when either the property description or the quantity is classified. The classified section will be safeguarded according to security regulations.





B-PROPERTY RESPONSIBILITY

QUESTION

6.00



BDE

BN

Has the parent ensured to appoint an interim or replacement accountable property officer when present accountable property officer is absent or separated from assigned accountable property officer duties for more than 30 days? Was 100% inventory conducted by incoming and outgoing PBOS? [AR 735-5 para 2-10g]

EVAL METH

Review procedures in case this happens.


DEPARTMENT OF THE ARMY
 XXXXXX BATTALION
 APO AE 09058
 

AERTR-A-CO
 MEMORANDUM FOR SEE DISTRIBUTION
 SUBJECT: Duty Appointment Orders

1. Effective 17 July 2009, XXXXXXXX, XXXXX Battalion, APO AE 09058 is assigned as the following:
 Battalion Property Book Officer

2. Authority:

- a. AR 710-2, para 2-5d Inventory Management Supply Policy Below the National Level
- b. PBUSE Manual
- c. AR 735-5, para 2-10a

3. XXXXXX Battalion units/UIC and DODAACs that are loaded in ASORTS:

Unit	UICs
PBUSE Parent	WCKNFF
HHD 28 th Trans Bn	WCKNAA
68 th Trans Co	WCNZAA
69 th Trans Co	WCN9AA

4. Period: Until officially relieved or released, including deployments.

5. Special instructions:

- a. Delegate authority to sign UND A & B requisitions for the 28th Transportation Battalion.
- b. And other special duties as appropriate (lateral transfer authority, Sign DA Form 3953, etc...)
- c. Serialization Officer for PBUSE, ARMS and CDE equipment

XXXXXXXXXXXX
 XXX, XX
 Commanding or TAG

DISTRIBUTION: A

REFERENCE TEXT

AR 735-5, 2-10. Appointment of an accountable officer. g. Normally, an accountable officer will not be assigned duties that will remove or separate them from their property account for an extended period of time. In the event an accountable officer is assigned duties that will separate them from their accountable officer's duties for a period of 30 calendar days or longer, an interim or replacement accountable officer will be appointed.





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

7.00

BDE

BN

Has the parent verified that the PBO conducted and sent the annual authorized allowances reconciliation statement to the appointing commander for verification of completion? [AR 710-2, Para 2-4b, AR 71-32, Para 6-30 and 6-35, DA Pam 710-2-1, para 9-13, 9-14]

EVAL METH

Annually, or prior to change of PBO verify in writing that the reconciliation has been accomplished by the commander or designated representative (PBO-AC/ARNG). Review ARNG procedures for the statement indicating property records verified and for USPFO reconciliation report of findings and conclusions. Unit commanders also receive a monthly printout of your unit property that you must reconcile against your previous records and turn-ins, transfers, and receipts accomplished during the month.

REFERENCE TEXT

AR 710-2, 2-4. Property authorization documents. b.

Authorized allowances will be reconciled annually with the authorization documents. A statement indicating that this reconciliation has been accomplished by the PBO will be

submitted to the commander for whom the property book is maintained. **The commander or designated representative will**

personally acknowledge the reconciliation in writing and has a copy filed in the front of the property book.

DA Pam 710-2-1, 9-13. After receipt of the PBOs statement that property book was reconciled with applicable authorization documents, the commander for whom the property book is kept or designated representative **acknowledges in writing that the reconciliation was completed.** ARNG Reconciliation Procedures: A statement (“PROPERTY RECORDS VERIFIED”) annotated in front of the property book or end of the latest computer listing will be signed and dated.

9-14. Reconciliation reports. a. Upon completion of the review of property accountability records, the USPFO representative will submit a report of findings and conclusions as directed by the USPFO.



DEPARTMENT OF THE ARMY
HEADQUARTERS XXXXXX BATTALION
FORT BRAGG, NC 29555

AERTR-A-PBO (710-2d)

3 October 2010

MEMORANDUM FOR ALL CONCERNED

SUBJECT: Annual Property Authorization Reconciliation

- Under the provisions of Da Pam 710-2-1, Para 9-13 and AR 710-2, paragraph 2-4b, reconciliation's for all property book authorization documents was concluded on 2 October 2009.
- The areas reviewed for WXXXFF are listed. Discrepancies between unit's property records will be corrected no later than the suspense date.
 - Property records indicate a number of LINS that are excess. Disposition has been annotated ad action should be taken. See enclosure 1.
 - Property records indicate a number of LINS that are short, and should be placed on requisition. Action must be taken to fill these shortages. See enclosure 1.
 - MTOE, CTA, and special authorizations showed authorizations are in agreement. Exceptions are annotated on enclosure 1.
 - There are several serial numbers that need to be reconciled. See enclosure 2.
 - Unit's current MTOE is XXXXX, EDATE 16 October 2010. See enclosure 2.
 - Unit's future MTOE is XXXXX, EDATE 16 October 2011. See enclosure 3.
 - Primary Hand Receipts and Monthly Sensitive Inventories are current.
 - Transactions have been posted correctly and accurately to the property records.
- The following discrepancies were also found:
 - The following equipment was not found on authorization documents:
 - Excess items units want to retain:
- The appropriate documentation will be initiated by LOR or DA Form 4610-R &/or DA Form 2028 for equipment that is mission essential or non-mission essential to affect FY11/12 MTOEs.
- The PBUSE management tool (validation results), analyzed 1155 records, 110 with errors. 2 of which are 2408-9 problems, these must be logged into the LOGSA website, (TEDB), reference the PMR 750-1, para 6. All Non-standard user created LIN and MCN numbers must be converted to SLAMIS LIN and MCN Numbers. Please take the necessary action to correct the attached error listing. See enclosure 4.
- Weekly Activity Register Updates for this unit will be monitored to ensure appropriate action is being taken to maintain current logistical status, reduce excess and requisition shortages.
- As shown by this report, the overall observation/overview of logistical record keeping for this office is at an acceptable level.
- Point of contact for this action is CWX XXXXXXX at XXX-XXXX.

XXXXXXXXXX
CW4, GM
Property Book Officer

XXXXXXXXXXXX
COL, LG
Commanding





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

8.00

BDE

BN

Has parent verify current authorization documents are loaded in allowance tables? Does parent have a copy of the current pertinent authorization document ?(MTOE/ TDA) [AR 710-2, para 2-4a]

EVAL METH

Automated systems include PBUSE users. Ensure equipment authorization documents are loaded to applicable LIN and/ or NSN. Ensure Current MTOE or TDA is on hand. Verify that the document is current by using WebTAADS

```

PREPARED ON 08-MAR-2011 14:16                T MDM TRK CO (CARGO) (EAC) - MTOE                PAGE 1
CATEGORY CODE 2                                APPROVED DOCUMENT                CMD E1
AMSCO 11306300                                SUB-UNIT/SUBCODE DATA                DOCNO 55727FE103
                                                CCNUM 0109

PARN0 UMULT PUTTL/SUTTL                CTUNR SRCOD                CHGNR ALO                TOE
-----
100 1      T MDM TRK CO (CARGO) (EAC)    0607 55727F100 00        1 00
          T MDM TRK CO (CARGO) (EAC)    0607 55727F100 00        1 00
                                                AA

PARENT UNIT DATA

UICOD UNIT NAME                EDATE                CUAS                O                MDEP IGCA                C
-----
WCPJAA 70TH TRANSPORTATION COMPANY    16-OCT-2008 E1        E2 1D WEAD MS10A        1

```

REFERENCE TEXT

AR 710-2, 2-4. Property authorization documents. a. Unit and individual equipment authorization documents are prescribed in AR 71-32. Equipment requirements will be processed per the provisions of that regulation. The MACOM commanders authorize basic loads. Equipment identified as discretionary in authorization documents will be approved by the MACOM commander unless other approval authority is indicated in the document. Commanders will ensure all pertinent equipment authorization documents are current, on hand, or on request. Pinpoint distribution (DA Form 12-series) will be reviewed annually to ensure the latest publications are being used. A listing of required publications applicable to LIN and/or NSN is identified in DA Pam 25-30. Units that are automated by the Property Book Unit System-Enhanced (PBUSE) or the DPAS will ensure that equipment authorization documents are loaded with the REQ-VAL System, LOGTAADS





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

9.00

BDE

BN

Has parent designated in writing a responsible person to maintain control of all fuels and provide an audit trail? [AR 710-2 para 2-37b(1)]

EVAL METH

Review appointment orders and procedures.

INNAGE GAGE SHEET (USNO INNAGE TAPES AND BOW) For use of this form, see FM 10-67-1; the proponent agency is TRADOC.				
UNIT 67TH Patr Pl & Tml Op Co	DATE 19 JUL 88	TIME 1700		
LOCATION Pohang Army Terminal Korea	API GRAVITY & TEMPERATURE 71.5 @ 68° F	<input type="checkbox"/> OPENING		
	API GRAVITY @ 60 DEGREES F 70.3	<input checked="" type="checkbox"/> CLOSING		
		<input type="checkbox"/> INVENTORY		
TANK NO. 10	NOMINAL TANK CAPACITY 500 bbl	PRODUCT AND GRADE AVGAS	115/145	
LINE NO.	PROCEDURE	LINEAL READINGS	VOLUMETRIC EQUIVALENT (Gallons)	
1	Tape reading (Innage)	7' 2 5/4"	19	692
2	Bob reading (Bottom sediment and water)	3 1/8"	709	
3	Net volume of product, uncorrected for temperature (line 1 minus line 2)		18	983
4	Average temperature	68° F		
5	Multiplier	.9941		
6	Net quantity of product at 60° F. (U.S. gallons) (line 3 multiplied by line 5)		18	871
REMARKS (Include sample number)				
NAME AND GRADE OF OPERATIONS OFFICER (Print)		NAME AND GRADE OF BAKER (Print)		
John L. Brown, CPT		William T. Kelly, SGT		
SIGNATURE OF OPERATIONS OFFICER		SIGNATURE OF BAKER		
John L. Brown		William T. Kelly		

DAILY ISSUES OF PETROLEUM PRODUCTS For use of this form, see AR 705-1; the proponent agency is DCS/CSG							PAGE NO. 1	NO. OF PAGES 1
VEHICLE REGISTRATION NUMBER	TYPE, GRADE AND UNIT OF ISSUES FOR EACH PRODUCT ISSUED						ORGANIZATION AND ADDRESS <small>(Official Station, A. Army, AF, AF Ferry, H. Navy, H. Marine Corps)</small>	SIGNATURE AND GRADE
	ISSUES	RECEIPTS						
	DF2							
4412351					22		524th Maint Co (A)	J. Kelly, CW3
3871512	63						524th Maint Co (A)	J. Kelly, CW3
219992	175						524th Maint Co (A)	J. Kelly, CW3
5A11136	13						643d CS Det (A)	J. Kelly, CW3
1232611	37						C/29th (A)	B. Kelly, PFC
TOTAL RECEIPTS							22	
TOTAL ISSUES							288	
POST, CAMP OR STATION							555th S&S Co (DB)	
DATE							15 Jun 88	
SIGNATURE OF ATTENDANT							John L. Kelly	

REFERENCE TEXT

AR 710-2, 2-37. Bulk petroleum and packaged fuels accountability b. Using unit commanders responsible for receiving fuels to store and issue ensures—

(1) Designates in writing a responsible individual to maintain control of all fuels and to provide an audit trail using—

- (a) A record of daily issues.
- (b) Innage Gage Sheets DA Form 3853-1 (Innage Gage Sheet)
- (c) A monthly abstract of issues.
- (d) A monthly bulk petroleum accounting summary (MBPAS).
- (e) A document register to maintain the audit trail.





B-PROPERTY RESPONSIBILITY

QUESTION

10.00 BDE BN

Are request for non-expendable or controlled local purchase processed through the PBO? And are all local purchasing requests given to the PBO to determine appropriate ARC? [AR 710-2, Para 2-33d(3)]

EVAL METH

Ask does unit know procedures when they do not understand regulation guidance.

28 TH TRANSPORTATION GOVERNMENT PURCHASE CARD - REQUEST FOR LOCAL PURCHASE							
For use of this form, GFC credit card coordinator							
TO: _____ <small>Credit Card Holder</small>		From: _____ <small>Requester</small>		Unit/Address _____		Unit/Address _____	
Supply Items Requested/Pricing Information							
Item	Qty	Vendor _____		Vendor _____		Vendor _____	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
TOTAL							
Total cost for supply items cannot exceed \$2,500/Itemized receipt must accompany request for both durable/expendable and Non-expendable items.							
Requester Certification I certify the items requested for purchase are non-personal, mission essential requirements and are authorized for this unit. Signature of Requester _____ Date _____							
Unit commander/Supply Notification I verify that the items requested for purchase are non-personal, mission essential requirements and have authorization for purchase. Signature of Commander or Supply Personnel _____ Date _____							
28 th Transportation Battalion, Purchase Request Document Page 1 of 2				Attachment 1			

PURCHASE REQUEST AND COMMITMENT		1. PURCHASER/UNIT NO.		2. REQUEST NO.		3. DATE		PRICE OF PAGE																																											
4. TO		5. THRU		6. FROM																																															
It is requested that the supplies and/or services enumerated below or omitted herein be:																																																			
7. PURCHASED FOR				8. DELIVERED TO				9. NOT LATER THAN DATE																																											
This applies and/or services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item)																																																			
12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		13. RESTRICTIONS DO EXIST ON AVAILABILITY OF ITEMS AND LOCAL PURCHASE AUTHORIZED BY		10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION			11. TELEPHONE NUMBER																																												
EMERGENCY SITUATION PRECLUDES USE OF RESTRICTION CHANNELS FOR SECURING ITEM																																																			
<table border="0"> <tr> <td rowspan="2">14. ITEM</td> <td rowspan="2">15. SUPPLY OR SERVICES</td> <td rowspan="2">DESCRIPTION OF</td> <td rowspan="2">16. QUANTITY</td> <td rowspan="2">17. UNIT</td> <td colspan="2">18. ESTIMATED</td> <td colspan="3" rowspan="2">19. ACCOUNTING CLASSIFICATION AND AMOUNT</td> </tr> <tr> <td>UNIT PRICE A</td> <td>TOTAL COST D</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> </table>										14. ITEM	15. SUPPLY OR SERVICES	DESCRIPTION OF	16. QUANTITY	17. UNIT	18. ESTIMATED		19. ACCOUNTING CLASSIFICATION AND AMOUNT			UNIT PRICE A	TOTAL COST D																														
14. ITEM	15. SUPPLY OR SERVICES	DESCRIPTION OF	16. QUANTITY	17. UNIT	18. ESTIMATED		19. ACCOUNTING CLASSIFICATION AND AMOUNT																																												
					UNIT PRICE A	TOTAL COST D																																													
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE						ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES																																													
						IF YES, NUMBER OF DAYS REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/>																																													
27. TYRDNNAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE		29. DATE		34. TYRDNNAME AND GRADE OF APPROVING OFFICER (OR DESIGNEE)		35. SIGNATURE																																											
30. TELEPHONE NUMBER								36. DATE																																											
31. TYRDNNAME AND GRADE OF SUPPLIER OFFICER		32. SIGNATURE		33. DATE																																															
DA FORM 3953, MAR 91					EDITION OF AUG 76 IS OBSOLETE																																														
						LEAFFORM: 10																																													

REFERENCE TEXT

AR 710-2, para 2-33d(3). Property purchased by ordering officers or activity contracting officers. d. The unit or activity PBO will—

- (3) As the functional expert, determine whether the property is—
 - (a) Nonexpendable – required to be accounted for on property book records and responsibility to be assigned.
 - (b) Durable – requires hand receipt controls for hand tools coded durable.
 - (c) Expendable – Does not require property book accounting or assignment of responsibility.





Command Supply Discipline Program

UNCLASSIFIED



B-PROPERTY RESPONSIBILITY

QUESTION

11.00 BDE BN

Does the parent ensure commanders post documents to DCR when equipment is received within 3 workdays (10 workdays USATA)?
Has receipts documents been posted and DCR updated within 3 days when equipment is found on installation or received? [AR 710-2, Para 2-8h]

EVAL METH

Verify receipt documents with document register and posted date stamp.

ASASRCE CM00075 YX0A72ATE 13152 8PCAN		M26A8K	
M26A8K71051093		M26A8K	
4210007529343		M26A8K	
300 CR 00075 A 0004296		M26A8K	
ORG NSN: STOCK FUND		PCN: 46640	
FIRE EXTINGUISHER CHARGES/COMPOUNDS		DRY CHEM	
7/16/13		7/16/13	

REFERENCE TEXT

AR 710-2, para 2-8. Receiving supplies. h. Property book items received or reported as found on installation (FOI) will be posted to the property book within 3 workdays (U.S. Army Test, Measurement, and Diagnostic Equipment Activity (USATA) 10 workdays) of the receipt Date.





B-PROPERTY RESPONSIBILITY

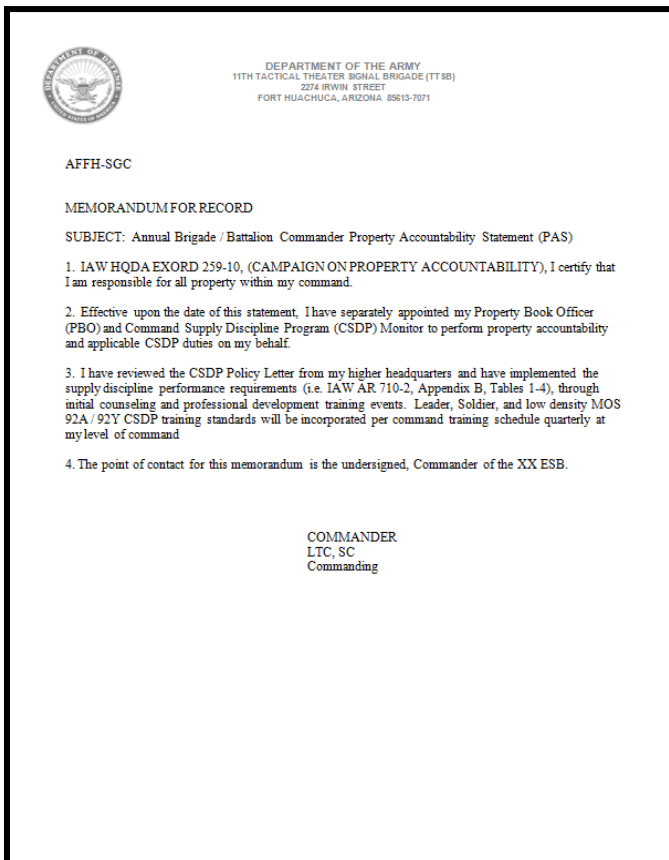
QUESTION

12.00 BDE BN

Does the unit maintain a copy of the memorandum where commanders have signed a statement acknowledging responsibility for all property within their organization upon assumption of command for the COL and LTC - level commanders? [ALARACT 210/2010 - EXORD 259-10 CAMPAIGN ON PROPERTY ACCOUNTABILITY(FOUO)]

EVAL METH

Review memorandums submitted by COL and LTC Commanders to the next higher headquarters. Verify that these memorandums are on file, IAW FORSCOM policy guidance and forwarded to the next higher headquarters.



REFERENCE TEXT

ALARACT 210/2010 – EXORD 259-10 Campaign on Property Accountability; para 3.E.(3)(B)6.) and Has the Colonel or LTC Commanders certified in writing that all property accountability milestones have been accomplished? Has all property been inventoried properly and documented (property book or stock record account)? Has excess property been disposed of properly? [ALARACT 210/2010 – EXORD 259-10 Campaign on Property Accountability; para 3.D. (2)].





Command Supply Discipline Program

UNCLASSIFIED



C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

1.00

BDE

BN

Ensures all property listed in the authorized column of the units MTOE and Basic Loads on hand or on request? [AR 710-2, para. 2-6a-b]

EVAL METH

Review excess/shortage equipment listing to the unit document control register against the units authorized document, i.e. MTOE, TDA, or JTA and basic. ***PBO using PBUSE must print and present a equipment shortage Listing for each unit or a roll-up listing.

Shortage Equipment Listing - Date Prepared: 3/8/11																
UIC: WCNTAA Unit: 0051TC CO M TRK Eff Dt: 16-OCT-2009																
Grand Total: -\$34,285,090.38 Stock Funded Total: -\$339,733.82 PA Total: -\$33,933,994.56 OMA Total: -\$11,362.00																
LIN	SubLIN	NSN	Nomen	ERC	PBIC	TAC	REQ	QTY	O/H	D/I	Shortage	\$ Shortage	ABA	Doc Num/Status	Ser/Reg/Lot Nr	ECS
70210N			COMPUTER, MICRO LAP-TOP PORTABLE AC/DC W/BATTERY PK		8	3	0	67	0	0	-67	-\$167,433.00	2			
70236N					8	3	0	16	6	0	-10	-\$25,793.10	2			
		7025014333613	PRINTER,AUTOMATIC D-(4650N/HP)						1	0					YES	
		7025015273296	PRINTER,AUTOMATIC DATA PROCESSING-(2420DN/Q5959A)						3	0					YES	
		702501C006041	PRINTER, DAISY WHEEL / DOT MATRIX / LASER LOW TO HI: M5200N DELL						1	0					YES	
		702501C027237	PRINTER, DAISY WHEEL / DOT MATRIX / LASER LOW: LEXMARK X6150 ALL						1	0					YES	
96555N					8	3	0	2	1	0	-1	-\$3,650.00	2			
		6730015172995	PROJECTOR.MULTIMEDIA-(LP790)						1	0					YES	
A33020				A	8	1	4	4	2	0	-2	-\$20,000.00	Q			
		6665014386963	ALARM CHE AG AUTO M22						2	0					YES	
B60351			BORESIGHTING EQUIPMENT WEAPON: SMALL ARMS M30	A	8	1	1	1	0	0	-1	-\$627.00	2			
B83002				P	8	1	360	360	0	214	-360	-\$5,987,880.00	L			
		3990014061340	BED CGO FLTRK IPF M1						0	2					W30EH302722026 BB 1078	
		3990014422751	BED CGO FLTRK DEMOUNT						0	212					#####	

REFERENCE TEXT

AR 710-2, 2-6. Requesting supplies. Commanders will ensure that equipment and components listed in the authorized column (of the MTOE and TDA) are on hand or on request. Where available, TAADS-based automated systems such as Distribution Execution System (DES), Logistics Army authorization document system (LOGTAADS), SPBS-R, DPAS, and the SPBS-R/I TDA will be used to request MTOE/TDA items. For an ammunition basic load requested on a preapproved DA Form 581 (Request For Issue and Turn-In of Ammunition), but not on hand, the document number will be entered to the property book. Exceptions are those granted per AR 71-32, AR 570-7, and AR 710-1 and materiel fielded under TPF. a. When all units (CONUS and OCONUS) request equipment resulting from approved future TAADS changes, they will do so no sooner than 365 days before the effective date of the authorization document. (1) Units will not request items designated for reduction or deletion, as listed on the old document, once the 365-day threshold is reached. (2) There is no need to cancel open requisitions for major items projected to be deleted from authorizations by approved TAADS changes when under 365 days of the effective date of the approved TAADS authorization document; this will occur automatically. (3) TDA activities operating under the Defense Business Operations Fund (DBOF) (formally the Army Industrial Fund (AIF)) are exempt from the requirement to be within 365 days of published EDAT. DBOF activities may submit requests and requisitions upon receipt of approval of memorandum request (MR) from the IMA region/ACOM/ ASCC/DRU, Activity Group Level, or USAFISA, whichever is appropriate. Submission of requests and requisitions is dependent on availability of funds as directed by the IMA region/ACOM/ASCC/DRU. AR 71-32, paragraph 6-53 applies. b. Quantities of basic load items authorized by a ACOM/ASCC/DRU commander will be on hand or on request.





C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

2.00

BDE

BN

Ensures the unit commanders or designated representatives review all UND A and B requests, and initial the document register prior to sending requests to the SSA? [AR 710-2, Para 2-6d, Da Pam 710-2-1, Para 1-4]

EVAL METH

Review SSA transaction listing for signatures prior to sending SFTP requisitions.

Commander's Exception Transaction Report

Commander's Exception Transaction Report
RPT-12

Clicking on Entire Report will show data for the last 31 days

Page 1 of 1

Doc Num	Nomen	Origin	Hr Num	CI Num	Qty	UI	PRI	Extended Price	Date Inserted

REFERENCE TEXT

AR 710-2, para 2-6 Requesting supplies. d. Priority designators for all supply requests will be determined per DA Pam 710-2-1. Commanders will personally review or will delegate in writing to specific persons the authority to review all requests based on urgency of need designator (UND) A and B. This review is done before sending the request to the SSA.





C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

3.00

BDE

BN

Ensures all requests for DRMS property submitted through the PBO to the SSA? [AR 710-2, Para 2-6l(1)]

EVAL METH

Review DRMO requests to verify PBO signature.

6-11. Defense Reutilization and Marketing Office (DRMO) transactions

a. Requests for property from DRMO will be processed through the SSA that normally supplies the property.

b. The SSA will provide to the DRMO, and the individuals concerned, a memorandum containing the names and individual serial numbers assigned by the SRO of those authorized to withdraw property from the DRMO utilizing the SSA's DODAAC. The memorandum will indicate the SSA's DODAAC and will include the following statement: "Named individuals are authorized to receipt for property from the disposal system using this DODAAC." The memorandum will reflect the typed name, title, and signature of the SRO.

c. The SSA SRO is responsible for notifying the DRMO of all changes, additions, or deletions of individuals authorized to withdraw property from the DRMO.

DA PAM 710-2-2 • 30 September 1998

REFERENCE TEXT

AR 710-2, para 2-6l. Requesting supplies. (1) Using units and organizations will not request supplies directly from the DRMO. Withdrawal of Army Working capital funded property from the DRMO requires reimbursement at the standard price. Requests for property from DRMO will be processed through the PBO to the SSA that normally supplies the property. Requests for supplies to be used for other than their intended purpose must be approved by the installation commander (division/TAACOM/SUPCOM/-separate command commander for OCONUS, major U.S. Army Reserve Command (MUSARC) commander for USAR units/activities, ROTC region commander for ROTC units, and USPFO for ARNG units/activities). All nonexpendable property drawn from DRMO will be accounted for on the property book.





C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

4.00

BDE

BN

Does the parent ensure MSDSs are readily available to personnel to assure proper handling and emergency response preparedness? [AR 710-2 Para 1-30a &b); AR 700-141Appendix C-1; TM 38-410, Para 8-10c, OSHA 29 CFR 1926.152) 1926.152(a)(1)]

EVAL METH

Verify HAZMAT SOP, flammable cabinets or storage area is being properly used and MSDS sheets are marked with safety and emergency procedures .



REFERENCE TEXT

AR 710-2, 1-30. Supply support activity functions

The SSAs ensure—

- a. Receipt, handling, storage, and issuing of HAZMATs safely.
- b. MSDSs are readily available to assure proper handling and emergency response preparedness. Assistance in acquiring requisite MSDSs can be obtained from the supporting environmental office.

OSHA 1926.152(a)(1) Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except that this shall not apply to those flammable liquid materials which are highly viscid (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids.





Command Supply Discipline Program

UNCLASSIFIED



C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

5.00

BDE

BN

Has the parent ensured that the PBO provided guidance and designated organizational elements, which are to maintain durable, and expendable document registers by document register series memo? [AR 710-2, para 2-6h& n(3), DA Pam 710-2-1, para 2-23b]


EVAL METH

Review the DODAAC number series memorandum and ensure it is broken down by class of supply and posted in parameter file. Approved at the appropriate level and distributed.

REFERENCE TEXT

AR 710-2, 2-6. Requesting supplies. h. A document register for all supply actions will be kept by each organizational element authorized by the PBO to request supplies. (1) For nonexpendable items: one register per property book (maintained at property book level). (2) For expendable or durable items—one register per organizational element as directed by PBO. n(3) The USPFO, division, or separate brigade command level staff will make sure document numbers from various registers are not duplicated. **USPFO approval is required for assignment of blocks of document numbers.**

DA Pam 710-2-1, 2-23. b. The Property Book Officer (PBO) designates, by Informal Memorandum, those elements within a unit authorized to request expendable and durable supplies. He will ensure that document numbers are not duplicated among unit elements. The Informal Memorandum will specify class of supply, DODAAC and block of document serial numbers to be used by that element. The Informal Memorandum will also specify any restrictions. For example, only one element within a unit is authorized to request durable items. Other elements would be restricted from requesting durables. The durable document register will have the same DODAAC as the property book account. As noted above only one durable register will be maintained within the organizational activity authorized the property book account. When assignment of the durable register is made to an element outside the property book office, i.e., an S-4 in the division or brigade, the establishment and maintenance of hand receipts/shortage annexes becomes the responsibility of the element maintaining the register.



DEPARTMENT OF THE ARMY
XXXXXX Battalion
FT. BRAGG, NC 09058

AERTR-A-PBO 1 October 2010

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Assignment of Document Serial Numbers

- Reference: DA Pam 710-2-1, paragraph 2-23.
- In accordance with the above reference, the Property Book Officer designates, by this memorandum those elements within your organization authorized to request expendable/durable supplies and class IX repair parts.
- Document registers (DA Form 2064) or acceptable automated registers are authorized for the purpose of submitting supply requests to your Supply Supporting Activities. A separate block of document numbers has been assigned to each functional area. No activity will order supplies other than those supply classes authorized therefore, document numbers will not be duplicated among elements.
- Reference: IAW AR 710-2, Para 2-6, and DA Pam 710-2-1, Para 2-23, the below listed elements within each unit are authorized to request expendable and/or durable supplies using the assigned DODAAC and block of serial numbers specified below. No other serials of document numbers are authorized for ordering supplies and equipment. Effective immediately, the following document serial numbers will be used as indicated within the XXXXXX Battalion central region DODAACs:

SECTION	TYPES OF SUPPLIES	CLASS OF SUPPLY	SERIAL NO
Property Book Office	Non-Expendable Property	I, II, III, V, VII	0001-0099
Property Book Office	Expendable Property	II, III, IV	1200-1299
Property Book Office	Durable Property	II, III, IV	1000-1099
Unit Supply (US-E)	Expendable	II, III (P), IV	1300-1399
Unit Supply (US-E)	Durable	II, IV	1000-1099
Budget (RMO)	Services& Local Purchase (SPC)		0200-0299
Unit Supply /S3	Expendable (Training)	V	0500-0599
Medic	Expendable / Durable	VIII	0800-0899
Motor pool (JULLS-GISAMS-1E)	Exp/Durable Repair Parts	IX	1600-1999

5. The Commander will review and validate all high priority requests for expendable supplies at the unit level unless otherwise delegated. Durable tools and Non-expendable equipment and supplies and other property book accountable items will not be ordered using the unit expendable or durable document registers. Durable tools and

1

AERTR-A-PBO
SUBJECT: Assignment of Document Serial Numbers

Nonexpendable supplies and equipment will be ordered through the property book officer.

- The Property Book Officer (PBO) will review and validate all high priority requests for property book requested items.
- All document register sections will reconcile and validate open supply request with the SSA once a month prior to 15th of every month, unless directed otherwise.
- A copy of this memorandum will be maintained with the document register by all the sections indicated in paragraph 4 above.
- The document serial number series listed in paragraph 4 above will be utilized by the following units.

UIC	(PBO) DODAAC	(Supply) DODAAC	(Maintenance) DODAAC
WCKNAA	WK4NVN	W90CR0	W90CHT
WCKN99	W91BK8	W91BMN	W91BMP
WCPCJHD	WK4NVU	W90CRX	W90CHP
WCNTAA	W91SW6	W91SW2	W91SW5
WCNTHD	W90EH3	W905R	WK4FH4
WCNZAA	WK4NVF	W90CRU	W90CH4
WCNZAT	WK9B3C	WK9UW2	WB1MK3
WCNZY1	W90WV1	W90WY	W90WY6
WCN9AA	W91JPA	W91JPB	W91KCP
WCN9HD	WK4NVR	W90CRY	W90CHR
WCNBAA	W90EH2	W90F5W	W80SX9
WBGCAA	WK4EZ4	W90C8G	W90C8F

- Unit basic loads of class 1 and 5 must be requested through the property book officer and accounted for on the units hand receipt by lot number. Class 1 and or 5 items requested for immediate use, consumption, or training will be requested by the element maintaining the appropriate expendable or durable document register.
- A copy of this memorandum will be maintained with your document registers.
- This memorandum supersedes all others previously issued.
- Point of contact is the undersigned at DSN 382-5717.

XXXXXXXXXX
CW4, QM
Property Book Officer

2





Command Supply Discipline Program

UNCLASSIFIED



C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

6.00 **BDE** **BN**

Has the parent ensured the units prepared signature cards and forwarded to support activity along with property book officers or responsible officers appointment orders? [AR 710-2, Para 2-8 a (1-3)]

EVAL METH

Review signature cards and assumption of command orders for accuracy. Supply personnel's copy of the **signature card should be stamped received by the supporting Supply Support Activity.**

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>					DATE
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

DEPARTMENT OF THE ARMY
Organizational Name/Title
City, Site, ZIP+4

Office Symbol (MARKS NUMBER)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command By Authority of (appropriate subparagraph).

The undersigned assumes command of (complete unit designation and unit identification code (UIC)), effective (time/date).

(Signature block)
NAME
GRADE, BRANCH
Commanding
(or the words "Acting Commander" as appropriate [see para 2-8a(3)])

REFERENCE TEXT

AR 710-2, 2-8. Receiving supplies. a. Commanders or appointed accountable property officers will receipt for supplies for their units or activities in an AIT enabled environment. This authority may be delegated. **The person delegating this authority must be a commander or PBO and remains fully responsible for the supplies.** As a minimum the following is required: (1) A copy of the current assumption of command and/or PBO appointment memorandum. (2) A document designating a person as the responsible officer. (3) Or electronic document with electronic signatures.





Command Supply Discipline Program



C-REQUESTING AND RECEIVING SUPPLIES

QUESTION

7.00 BDE BN

Does the parent verify the need and sign requests for local purchase? Are request for local purchase processed through the PBO? [AR 710-2, Para 2-6I(2), Da Pam 710-2-1, Para 1-4]

EVAL METH

Verify signatures on local purchase documents.

28 TH TRANSPORTATION GOVERNMENT PURCHASE CARD - REQUEST FOR LOCAL PURCHASE							
FOR USE OF THIS FORM, GPC/CREDIT CARD COORDINATOR							
TO:		Credit Card Holder		From:		Requester	
Unit/Address		Unit/Address		Unit/Address		Unit/Address	
Supply Items Requested/Pricing Information							
		Vendor		Vendor		Vendor	
		Address		Address		Address	
Item	Qty	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
TOTAL							
Total cost for supply items cannot exceed \$2,500/Itemized receipt must accompany request for both durable/expendable and non-expendable items.							
Requester Certification							
I certify the items requested for purchase are non-personal, mission essential requirements and are authorized for this unit.							
Signature of Requester				Date			
Unit commander/Supply Notification							
I verify that the items requested for purchase are non-personal, mission essential requirements and have authorization for purchase.							
Signature of Commander or Supply Personnel				Date			
28 th Transportation Battalion, Purchase Request Document				Attachment 1		Page 1 of 2	

PURCHASE REQUEST AND COMMITMENT			1. PURCHASE INSTRUMENT NO.	2. REQUESTION NO.	3. DATE	PAGE OF	
For use of this form, see AR 710-2, paragraph 2-6I(2)(a) (GP/AM)							PAGES
4. TO		5. THRU			6. FROM		
It is requested that the supplies and services enumerated below or on attached list be							
7. PURCHASED FOR				8. DELIVERED TO		9. NOT LATER THAN (Date)	
This supplies and services listed below cannot be secured through normal supply channels or a Federal Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases (for stock, therefore, local procurement is necessary) for the following reason (Check appropriate box and complete item)							
12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY				13. REQUESTIONING DISCLOSES NON-AVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			
FUND CERTIFICATION							
This supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed							
EMERGENCY SITUATION PRECLUDES USE OF REQUESTION CHANNELS FOR SECURING ITEM				19. ACCOUNTING CLASSIFICATION AND AMOUNT			
14. ITEM	15. SUPPLIER SERVICES	16. DESCRIPTION OF QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE a	TOTAL COST b		
20. TYPED NAME AND GRADE OF ORIGINATING OFFICER							
21. SIGNATURE				22. DATE		23. DISCOUNT TERMS	
24. PURCHASE ORDER NUMBER							
25. DELIVERY REQUIREMENTS							
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES IF YES NUMBER OF DAYS REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>							
27. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE		29. DATE		34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	
30. TELEPHONE NUMBER		31. SIGNATURE		32. DATE		35. SIGNATURE	
33. DATE		36. DATE		37. DATE		38. DATE	

REFERENCE TEXT

AR 710-2, para 2-6I(2). Requesting supplies. (2) An exception is local purchase, which will be used for items under \$2,500 in extended price. Requests for nonexpendable and controlled material are processed through the PBO to the purchase cardholder, if under the cost of \$2,500. If over \$2,500 in unit value, the PBO will ensure the requirement is placed into the Pbwbe to Standard Procurement System (SPS). SPS provides a fully functional automated information system (AIS), which will standardize the procurement business practices and data elements by promoting the use of the same automated contracting procedures throughout DOD. **Before submitting a local purchase request, commanders are responsible for verifying the need for a local purchase and for signing the request.** Commanders may delegate this responsibility in writing to specific persons.





Command Supply Discipline Program

UNCLASSIFIED



D-DISPOSITION OF PROPERTY

QUESTION

1.00 **BDE** **BN**

Ensures to direct and approve lateral transfer of property between subordinates? Does directive specify minimum condition codes and maintenance standards. [AR 710-2, Para 2-13a, Table B-3 D.1]

EVAL METH

Verify Transfer packets for directed lateral transfers.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				ISSUE	SHEET	NO	1. REQUEST NO.		2. VOUCHER NO.	
3. SEND TO: Commander E Co 1/214th AVN WNF7X5				TURN-IN	NO.	SHEETS	WCKNAA		WNF7X5	
4. DATE MATERIAL REQUIRED (YYYYMMDD)				5. DODAAC		6. PRIORITY		7. ACCOUNTING/FUNDING DATA		
9. REQUEST FROM: 28th Trans Bn WCKNAA				9. END ITEM IDENT Lateral Transfer		9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.
* CODE ISSUE Initial R-Replacement				TURN-IN FW-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Short of Charges		10. PUBLICATION		11. JOB ORDER NO.
12. ITEM	STOCK NO.	ITEM DESCRIPTION	UNIT	QTY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	DATE	BY
a	b	c	d	e	f	g	h	i	(YYYYMMDD)	
1.	Z00560 5895015591209	TERMINAL SATELLITE SN: 1994	EA	1.00	LT			0.00		
2.	70236N 702501C056845	DESIGN JET PRINTER SN:SG3861312H	EA	1.00	LT			0.00		
3.	EK9045 74901C107730	DIGITAL SENDER 9250C SN:SGHJ766084	EA	1.00	LT			0.00		
4.	LB193X 341901C031364	SHREDDER HSM 225.2 LVL 5 SN:270242566	EA	1.00	LT			0.00		
Justification: Unit requested during 28th inactivation process										
Approved by:		Kevin E. Comer CW4,QM,PBO								
SHEET TOTAL								GRAND TOTAL		
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE (YYYYMMDD)		BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		BY
		20091028		CW4 Comer, Kevin				20010208		SPC Anthony Quinn

DA FORM 3161, DEC 2000 PREVIOUS EDITION MAY BE USED. APD PE #1.01ES

REFERENCE TEXT

AR 710-2, para 2-13. Disposing of materiel PBOs are relieved from accounting for property upon transfer of the property to another organization or upon turn-in of the property to an SSA. PBOs will ensure that reporting requirements comply with paragraph 2-9.

a. Transfers.

(1) Transfers of organization and installation property will be directed by the commander having command jurisdiction over both the losing and gaining organization. (In ARNG, CNGB will approve such actions between States.) When the transfer involves two ACOM/ASCC/DRUs, it will be coordinated between the ACOM/ASCC/DRUs. For purposes of lateral transfer authority, Headquarters U. S. Army Installation Management Agency (IMA) will be considered a ACOM/ASCC/DRU. Assuming favorable coordination, the losing ACOM/ASCC/DRU will direct the transfer. In circumstances involving a single ACOM/ASCC/DRU, the directing/approving authority for lateral transfers between different commands on the same installation may be delegated to the installation DOL or equivalent. Within AMC organization the DOL or equivalent may further delegate to the installation equipment manager. USPFO may delegate their authority to the PBO when the property book has been centralized at a division or brigade. Transfers of property between Army and non-Army organizations requires the approval of HQDA (DALO-SMP).

(2) Property transferred will meet the standards in AR 750-1, chapter 4





Command Supply Discipline Program

UNCLASSIFIED



D-DISPOSITION OF PROPERTY

QUESTION

2.00

BDE

BN

Ensure upon receipt of new authorization documents, or the discovery of excess equipment, is the initiation to turn-in equipment made within 10 days? [AR 710-2, para 2-13b(1), (2) and (2)(a), page 35.]

EVAL METH

Review on hand and authorized levels of MTOE, TDA items. **Check to see if timeline has been established for timely accomplishment of lateral transfer/turn-in.** Suspense dates should be a part of the directive from approval authority or higher HQs of the lateral transfer/turn-in. **Have units using PBUSE print an Excess Listing.**

Excess Equipment Listing - Date Prepared: 3/8/11																
UIC: WCNTAA		Unit:		Eff Dt: 16-OCT-2009												
Grand Total: \$87,968.81		Stock Funded Total: \$25,514.86			PA Total: \$62,453.95			OMA Total: \$0.00								
LIN	SubLIN	NSN	Nomen	ERC	PBIC	TAC	REQ	AUTH	O/H	D/I	Excess	\$ Excess	ABA	Doc Num/Status	Ser/Reg/Lot Nr	ECS
G74711		6115012755061	GEN ST DSL MEP-803A		D	C	0	0	1	0	1	\$14,345.17	Q			
M09009		1005011277510	MACH GUN 5.56MM M249		D	8	0	0	2	0	2	\$5,306.00	J		YES	
M12418		4240013703821	MASK CHEM-BIO M40A1								49	0				
		4240013703822	MASK CHEM-BIOL M40A1								129	0				
		4240013703823	MASK CHEM-BIOL M40A1								34	0			YES	
MC8086					D	C	0	0	2	0	2	\$4,968.00	2			
		5180014779081	TOOL KIT,GENERAL MECHANIC'S- (TOOL KIT, GENERAL MECH)								2	0				
P98152		1005011182640	PISTOL 9MM AUTOMATIC	A	8	1	1	1	26	0	25	\$12,425.00	J		YES	
R12379		1095012362203	RACK STOR SMALL ARMS		8	3	0	0	2	0	2	\$582.00	Q			
R95035		1005011289936	RIFLE 5.56MM M16A2		D	8	0	0	28	0	28	\$12,572.00	J		YES	
T62350		4240013658241	TEST KIT MASK PRO M41		D	C	0	0	1	0	1	\$5,593.00	Q		YES	
WE4502					8	3	0	0	3	0	3	\$11,038.92	2		YES	
	WE5000	8150014813740	BICON,FREIGHT,GENER						3	0	3	0			YES	

AR 710-2, 2-13. Disposing of materiel. b. Turn-in to SSA. (1) The using unit commander ensures that adjustment documentation is prepared and processed per AR 735-5 when an item is unserviceable through other than FWT. Other than obvious FWT will be determined by competent technical authority. **(2)** Turn-in of property book and nonexpendable items is required when items on hand exceed allowances, or are unserviceable and not repairable. (ROTC, Reserve Personnel Army (RPA) funded clothing will be reported to the Region Headquarters for redistribution). The owning unit will work order non expendables to the supporting maintenance activity. The supporting maintenance activity classifies items as unserviceable and non-repairable, and assigns the appropriate condition code. The owning organization will turn the items into the supporting SSA. Items will be free of ammunition or explosives and cleaned within the unit's ability. Maintenance records must be submitted with the items being turned in. Accompanying records will be per AR 750-1 and DA Pam738-750. Turn-in documents for all items requiring serial number accounting and CCI will contain the serial number. CCI will be marked "CCI" in the remarks section. **(2)(a)** When on-hand property book items are excess and disposition instructions have not been provided, initiate turn-in action within 10 days after the effective date of the authorization document change. When an authorization document change causes a replacement of items, the items being replaced may be retained if needed as a substitute until receipt of the authorized items. Begin turn-in of substitute items within 10 days after receipt of the authorized items (30 days for USAR). Property no longer required because of authorization document changes may be turned in or transferred no sooner than 365 days before the effective date of the new authorization document. The unit commander and the next higher headquarters must both approve the turn-ins. Commanders must ensure that turn-in of these deleted or reduced items does not degrade mission capability and readiness of the unit.





D-DISPOSITION OF PROPERTY

QUESTION

3.00

BDE

BN

Does the parent monitor the ammunition amnesty program? [AR 710-2, Para 2-48a, Table B-3, D-4, and DA Pam 710-2-1, Para 11-19]

EVAL METH

Review SOP and program.



REFERENCE TEXT

AR 710-2, para 2-48. Amnesty program a. The A&E amnesty program is intended to ensure maximum recovery of military A&E items outside the supply system. It is not intended to circumvent normal turn-in procedures. The A&E amnesty program provides an opportunity for individuals to return A&E found, stolen, or misplaced without fear of prosecution. A&E amnesty turn-ins will not be the basis for initiation of an investigation or prosecution and are exempt from AR 190-series investigation requirements.

b. This program does not, however, prevent investigations or prosecutions based on other evidence. The amnesty program is implemented by local regulations in accordance with DA Pam 710-2-1, paragraph 11-19. Installation commanders should coordinate implementation of the program with law enforcement agencies and their legal advisor.





D-DISPOSITION OF PROPERTY

QUESTION

4.00

BDE

BN

Does the parent ensure accountability for shortages of ammunition and residue? Has the 1st LTC or equivalent signed the DA Form 5811-R indicating actions taken to account for the shortages? [AR 710-2, Para 2-45d (4)]

EVAL METH

Review SOP against procedures.

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS						
PART I - CERTIFICATION						
1. CERTIFY THAT THE ITEM(S) DESCRIBED IN BLOCKS 1-3 BELOW WERE AS STATED. CIRCUMSTANCES OF THE LOSS OR DAMAGE ARE ACCURATELY DESCRIBED BELOW.						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS CHECKED		5. DAMAGED BY NEGLIGENCE? (When appropriate)	
			A. LOST	B. DAMAGED	A. YES	B. NO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. CIRCUMSTANCES OF LOSS OR DAMAGE						
7a. SIGNATURE			7b. DATE			
PART II - ACTION						
8. I have reviewed the article pertaining to the loss or damage as stated. I agree that the loss or damage is as stated. (a) was <input type="checkbox"/> was not <input type="checkbox"/> that is negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken.						
9. No further action is required.					CHECK ALL THAT APPLY	
10. An administrative adjustment shall be made in the property book for the class 5 item (b) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.					<input type="checkbox"/>	
11. The damaged class 5 article(s) shall be repaired as far wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.					<input type="checkbox"/>	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.					<input type="checkbox"/>	
13a. SIGNATURE			13b. TITLE		13c. DATE	

DA FORM 5811-R, AUG 1989 AFPC 11 028



REFERENCE TEXT

AR 710-2, para 2-45. Requesting, receiving, and turning in ammunition d. Turn-in.

- (1) Training ammunition, components, and residue will be turned in to the SSA within the first 5 workdays following completion of the training event.
- (2) Training ammunition turn-ins will be reconciled with the original issue document(s).
- (3) A 24-hour projected turn-in notice will be given to the SSA by the unit.
- (4) The first lieutenant colonel (LTC) or equivalent (GS-13 or above) in the chain of command, or major appointed on orders to a LTC level command position will sign the DA Form 5811-R (Certificate, Lost or Damaged Class 5 Ammunition Items) indicating action taken to account for damaged ammunition, shortages of ammunition and training ammunition residue shortages. DA Form 5811-R is available in DA Pam 710-2-1. Commanders will initiate investigation under AR 15-6 when losses or overages are found in Categories I and II.
- (5) Ammunition returned in an unserviceable condition because of improper handling





Command Supply Discipline Program

UNCLASSIFIED



D-DISPOSITION OF PROPERTY

QUESTION

5.00

BDE

BN

Does the parent ensure all unserviceable turn-ins processed through the PBO, with a DA Form 2407 (Maintenance Request), 5504 (Maintenance Request) or ULLS-AE/SAMS-1 automated request verifying the condition of unserviceable items? [AR 710-2, Para 2-13 b 1-3, AR 750-1 Chap 4, Da Pam 750-8]

EVAL METH

Ask does unit know procedures when they do not understand regulation guidance.

REFERENCE TEXT

AR 710-2, para 2-13 b. Turn-in to SSA. (1) The using unit commander ensures that adjustment documentation is prepared and processed per AR 735-5 when an item is unserviceable through other than FWT. Other than obvious FWT will be determined by competent technical authority. (2) Turn-in of property book and nonexpendable items is required when items on hand exceed allowances, or are unserviceable and not repairable. (ROTC, Reserve Personnel Army (RPA) funded clothing will be reported to the Region Headquarters for redistribution). The owning unit will work order non expendables to the supporting maintenance activity. The supporting maintenance activity classifies items as unserviceable and nonrepairable, and assigns the appropriate condition code. The owning organization will turn the items into the supporting SSA. Items will be free of ammunition or explosives and cleaned within the unit's ability. Maintenance records must be submitted with the items being turned in.

Accompanying records will be per AR 750-1 para 4-4.

Technical inspections a. A technical inspection (TI) will be performed prior to repair, evacuation, or turn-in of unserviceable end items or components. TIs are to be made by technically qualified individuals assigned to a Field- or Sustainment-level maintenance activity. Inspections will be performed according to equipment maintenance and serviceability standards applicable to the maintenance level performing the repair.

MAINTENANCE REQUEST		PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL
For use of this form, see DA Pam 750-8 and 738-751. The proposing agency is DCS.				CSID-1047001
SECTION I. CUSTOMER DATA				
1a. UIC CUSTOMER	1b. CUSTOMER UNIT NAME	1c. PHONE NO		
W33UIC	1st Troop	273-9138		
1d. SAMS LOGGERS DATA	1e. UTILITY ZONE CODE	1f. SEC		
SECTION II. MAINTENANCE ACTIVITY DATA				
2a. WORK ORDER NUMBER (WON)	2b. SHOP	2c. PHONE NO		
3a. UIC SUPPORT UNIT	3b. SUPPORT UNIT NAME			
SECTION III. EQUIPMENT DATA				
5. TYPE MNT REQ CODE	6. ID	7. NSN	15a. FAILURE DETECTED DURING WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751	
A	232000771619		A	
8. MODEL	9. NOUN		15b. FIRST INDICATOR OR TROUBLE/SHOW	
M1G99	TRK Tractor M7		MILES/KILOMETERS/HOURS/DAYS	
			RECONDITION CODE (Enter Code) See DA Pamphlets 738-750 and 738-751	
			N	
10. SERIAL NUMBER	11. QTY	12. ITZ	17. PRIOR CODES	
049833	1	03	ACCOUNT PROCESSING	
			18. REPARABLE TO ADMIN NO	
			19. REPARABLE TO ADMIN NO	
14. MALFUNCTION DESCRIPTION (For DSU, GSU/AVM, DEPOT use)				
Vehicle lacks power				
20. LEVEL OF WORK				
F				
21. RESPONSIBLE CUSTOMER (If internet customer enter Y or N)				
N				
22. LEVEL OF WORK				
F				
23. REMARKS				
Chad Anthony				
PREPARATION INSTRUCTIONS FOR THIS PAGE				
SECTION I		SECTION III (Cont'd)		
Block 1a. Enter UIC of submitting organization. Block 1b. Enter name of submitting organization. Block 1c. Enter number to be called when maint. is completed. Block 2a. Enter UIC of supporting SAMS-2/SAMS-1/DA if work is requested while intrinsic and away from your support maintenance unit. Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751. Block 2c. Enter "Y" if reportable under AR 700-13B. If not, leave blank.		Block 12. Enter the quantity of items being submitted. Block 13. Enter the maintenance priority designator determined from DA Pam 710-2-1. Block 14. For DSU, GSU/AVM, DEPOT use. Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751. Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751. Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting. Block 17. Enter the project code if one has been assigned. If not, leave blank. Block 18. See DA Pamphlets 738-750 and 738-751. Block 19. Enter the admin number assigned for property control purposes for the equipment being submitted. Block 20. For DSU/GSU/AVM/DEPOT use. Block 21. Enter level of work performed "D" for UNIT LEVEL/AVM, "F" for GSU/AVM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpt Act. Block 22. 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. 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. Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint. Block 25. Self-explanatory.		
SECTION II		SECTION IV		
Leave blank. To be completed by the support maintenance DSU/GSU/AVM/DEPOT.		Block 26. Enter first initial and last name of submitter. Block 27. Enter total date submitted (FY/MS/DY). Block 28. Enter first date and last date of repair accepting maint. request. Block 29. Enter the actual date. See DA Pamphlets 738-750 and 738-751. Block 30. Enter actual date accepted (FY/MS/DY). Block 31. Enter military time.		
SECTION III		Block 32. Enter the date.		
Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751. Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751. Block 7. Enter the NSN or stock number of the item being submitted. Block 8. Enter model of item being submitted. Block 9. Enter noun/nomenclature of item being submitted. Block 10a. Enter Work Order Number (WON/NDCC NO assigned when item is submitted. Otherwise, leave blank. Block 10b. Enter End Item Code. See AMO7. Block 11. Enter serial number of item being submitted.		Block 33. Enter the date.		
Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751. Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751. Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting. Block 17. Enter the project code if one has been assigned. If not, leave blank. Block 18. See DA Pamphlets 738-750 and 738-751. Block 19. Enter the admin number assigned for property control purposes for the equipment being submitted. Block 20. For DSU/GSU/AVM/DEPOT use. Block 21. Enter level of work performed "D" for UNIT LEVEL/AVM, "F" for GSU/AVM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpt Act. Block 22. 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. 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. Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint. Block 25. Self-explanatory.		Block 34. Enter the date.		
Block 26. Enter first initial and last name of submitter. Block 27. Enter total date submitted (FY/MS/DY). Block 28. Enter first date and last date of repair accepting maint. request. Block 29. Enter the actual date. See DA Pamphlets 738-750 and 738-751. Block 30. Enter actual date accepted (FY/MS/DY). Block 31. Enter military time.		Block 35. Enter the date.		
Block 32. Enter the date.		Block 36. Enter the date.		

DATE:	MAINTENANCE REQUEST	DA FORM 5990-E
20020822		
CUSTOMER DATA		
UIC: W33UIC	D TROOP, 6TH CBAC	PHONE: (601)723-7834
UTL CODE: 0		
ACTIVITY DATA		
SUP WON: W44DRA	D CO 703RD MAINT BN	PHONE: 723-1245
SUP UIC: W44DRA		SHOP SEC:
EQUIPMENT DATA		
TYPE MNT REQ: 1	ID: A NSN: 2320000771619	MODEL: M36AZ
NOUN: TRK CGO 2 1/2T	SER NUM: A2233	QTY: 00001
ORG WON: 33UIC1200098	PRIORITY: 12	FAILURE DETECTED: D
MI/KM: -----	HOURS: -----	ROUNDS: -----
IN WARRANTY: -----	LEVEL OF WORK: F	ADMIN NUM: -----
DEFICIENCY: BO DRIVE DEFECTIVE		
PD AUTHENTICATING SIGNATURE: <i>John Standforth</i>		
SIGNATURE DATA		
SUBMITTED BY: _____	ORD DATE: _____	MIL TIME: _____
ACCEPTED BY: _____	STATUS: _____	ORD DATE: _____
		MIL TIME: _____
ACTION DATA		
WORK STARTED BY: _____	STATUS: _____	ORD DATE: _____
		MIL TIME: _____
INSPECTED BY: _____	STATUS: _____	ORD DATE: _____
		MIL TIME: _____
PICKED UP BY: _____	STATUS: _____	ORD DATE: _____
		MIL TIME: _____
COMPLETION DATA		
QTY RPR: _____	QTY CONDEMNED: _____	NRTS: _____
EVAC WON: _____	EVAC UNIT NAME: _____	





Command Supply Discipline Program

UNCLASSIFIED



D-DISPOSITION OF PROPERTY

QUESTION

6.00

BDE

BN

Does the parent ensure component shortages validated on shortage annexes prior to turn-in of equipment? [AR 710-2, Para 2-13 b(2) (d)]

EVAL METH

Review shortage annexes for proper initials and date in "quantity" column after the last entry and document numbers.

The screenshot shows the 'Component Management' interface. At the top, there are tabs for 'Storage Report', 'Excess Report', and 'Excess/Storage Report'. Below that, there are fields for 'UC', 'SC', 'SR', and 'End Item'. A table of components is visible, with columns for 'Item Desc', 'ARC', 'U', 'C', 'Sec', 'U', 'R', 'QTY', and 'Comp Level'. The 'QTY' column is highlighted, and a blue oval is drawn around the '3' in the first row, indicating the quantity field mentioned in the text.

HAND RECEIPT/ANNEX NUMBER		FROM	TO	HAND RECEIPT NUMBER
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.		1	2	3
5180-00-177-7033		Cdr C Btry	Motor Pool	2
FOR ANNEX ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE
	5180-00-177-7033	Tool Kit General Mechanic	SC 5180-90-CL-N26	18 Oct 78
STOCK NUMBER		ITEM DESCRIPTION	QUANTITY	
a	b	c	d	e f
5120-00-061-8543	Hammer, Hand: machinists; ball peen	D	EA	3 2
5120-00-230-6385	Ratchet type; Reversible; 1/2 in drive	D	EA	2 1
5120-00-293-0032	Pliers: long round nose, w/cutter 7-in	D	EA	4 4
				RFB 10/18/82
				RFB 10/18/82
* WHEN USED AS A: HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)				
				10
DA FORM 2062 JAN 82				EDITION OF JAN 58 IS OBSOLETE.
PAGE 1 OF 1 PAGES				

REFERENCE TEXT

AR 710-2, 2-13. Disposing of materiel b. Turn-in to SSA. (2)(d) End items being turned in should be complete with all components and basic issue items (BIIs). If end items are not complete, the unit commander or PBO must sign a shortage list to document what is missing. Attach the shortage list to the turn-in document. TRADOC training activities and AMC research and development (R&D) activities that are issued items without components, will include copies of these issue documents when the items are turned in to the SSA. (Documents supporting turn-in of these items will be marked: USED AS TRAINING AIDS AND FREQUENT DISASSEMBLY AND ASSEMBLY FOR INSTRUTIONAL PURPOSE.)



LOGISTICS



UNCLASSIFIED

43

15 July 2013



Command Supply Discipline Program

UNCLASSIFIED



E-CIF and OCIE


QUESTION

1.00 **BDE** **BN**

Does the S4 provide the Central Issues Faculty (CIF) with the Organizational Clothing and Individual Equipment (OCIE) requirement and authorized personnel strengths of the units? [AR 710-2, Para 2-14 (d), Table B-3, E-1]

EVAL METH

Verify memorandum to CIF has been accepted by date and stamp.

 DEPARTMENT OF THE ARMY
HEADQUARTERS 28TH TRANSPORTATION BATTALION
CMR 418
APO AE 09658

REPLY TO
ATTENTION OF

AERTR-A-CO 1 October 2009

MEMORANDUM FOR RECORD


SUBJECT: Annual Requirements for CIF support FY10


1. References: AR 710-2, Para 2-14d

2. The 28th Transportation Battalion is required to provide the authorized strengths annually for support from the local CIF. Requirements are IAW CTA 50-900 or as stocked at the CIF. Currently 28th Transportation Battalion is authorized the following Soldiers:

Unit	UIC	Officers/Warrant Officers/Enlisted Soldiers
HHD, 28th Trans Bn	WCKNAA	12/139=52
51st Trans Co	WCNTAA	5/1/164=170
68th Trans Co	WCNZAA	5/1/166=172
69th Trans Co	WCNSAA	5/1/166=172
70th Trans Co	WCPJAA	5/1/166=172
515th Trans Co	WCNBAA	5/1/167=173
720th EOD Co	WBCAAA	1/0/22=23
Total		38/6/1056=1100 Soldiers

3. Point of Contact for this memorandum is CW4 Kevin E. Comer at DSN 382-5717.


NICOLE M. HEUMPREUS
MAJ, LG
Commanding



REFERENCE TEXT

AR 710-2, 2-14. Organization clothing and individual equipment/central issue facility management d. OCIE issues will be limited to only those items necessary to satisfy the mission and needs of the unit. Supported units and organizations will provide the CIF with their requirements for OCIE and the number of personnel to be supported on an annual basis. The CIF will use this information to develop tailored issues.





Command Supply Discipline Program

UNCLASSIFIED



E-CIF and OCIE

QUESTION

2.00

BDE

BN

Does the parent have documentation on all Emergency Essentiality Code (EEC) or Mission Essentiality Code (MEC) personal? (i.e. DA Form 3078 (Personal Clothing Request) and Memorandum of Appointment) [AR 700-84, Para 3-7(6)]

EVAL METH

Verify memorandum and documentation, as needed.

PERSONAL CLOTHING REQUEST										1. DOCUMENT NO.	2. VOUCHER NO.	3. DATE (YYYYMMDD)
Far use of this form, see AR 700-84, the proponent agency is DCS, G-4. USE ONLY FOR BDE/AG/STATION.										N/A	N/A	
4. NAME (Last, First, MI)		8. DODAAC		9. PRIORITY		10. ARMY MILITARY CLOTHING SALES STORE		11. CATEGORY (Check one)		12. TYPE OF TRANSACTION		
								<input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> IMA <input type="checkbox"/> AGR <input type="checkbox"/> Individual Charge Sale <input type="checkbox"/> IIR <input type="checkbox"/> IRR		<input type="checkbox"/> Original <input type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary		
5. SSN		6. GRADE		13. INVENTORY		14. PHONE NO.		15. POSTED		16. AUTHORIZED BY		
				DATE (YYYYMMDD)		DATE (YYYYMMDD)		DATE (YYYYMMDD)		AR 700-84 para 1-4, FY09 Clothing Bag (www.DSCP.dla.mil)		
7. ORGANIZATION				DATE (YYYYMMDD)		DATE (YYYYMMDD)		DATE (YYYYMMDD)		17. APPROVED BY		
										DATE APPROVED (YYYYMMDD)		
18. QNTY	20. ARTICLES (Comment)	21. SIZE	22. UNIT PRICE	23. TOTAL COST	24. QNTY	25. ARTICLES (Comment)	26. SIZE	27. UNIT PRICE	28. TOTAL COST			
1	Bag, Duffel, Nylon OG				1	Boat, Tro, Web Bl, 47", nickel						
1	Boat, Riggers, Desert Sand 503				1	Buckle, Belt, Web, Nickel						
1	Boat, Combat, HW, Tan				1	Coat, All Weather, DR Braided						
1	Boots, Combat, TW Type II Tan				1	Coat, Poly/Wool, AG 489						
2	Brace, Wool Black Shirts 1983				1	Dress, Mens' Red/White, S-Long						
2	Cap, Patrol, Army Combat Uniform				1	Needle, BK, 55-57, S Long						
1	Cap, Synthetic Micro Resev, Green				1	Short, Cotton/Poly, Green, L/S						
4	Coat, Army Combat Uniform				2	Short, Cotton/Poly, Green, S/S						
1	Coat, Cold Weather, Field Jacket				1	Shoes, Black, Polyurethane						
1	Gloves, Fleaser, Light Duty				2	Trousers, Poly/Wool AG 489						
2	Gloves, Heatsh, Cold, Black				2	Undershirt, White, C/K Crew Neck						
1	Goggles, Leather, Black, Unisex											
1	PTU Jacket				29. ARTICLES (Format)							
1	PTU Pants				1	Belt, Troopers C/K Web BN 1"						
2	PTU Short, L/S				1	Boots, Belt, Black, 11"						
3	PTU Short, S/S				2	Boots, Web, Black, L/S						
3	PTU Trunks				2	Boots, Web, Black, L/S						
7	Sock, Boot, Green				1	Coat, All Weather, DR Braided						
7	Sock, Liner, Poly/Nylon, Black				1	Coat, Poly/Wool, AG 489						
2	Trousers, Army Combat Uniform				1	Hood, Tan						
7	T-Shirt, Standard Issue, Moisture-Wick				2	Short, Tuck-in AG 415, L/S						
4	Towel, Bath, Brown				1	Short, Tuck-in AG 415, S/S						
1	Drawers, C/W Polyester Brn				1	Shoes, Black, Polyurethane						
1	Drawers, C/W Polypropy Brn				2	Short, Dress, AG 489						
1	Undershirt, C/W Polypropy Brn											
1	Undershirt, C/W Polypropy Brn											
1	Undershirt, C/W Polypropy Brn											
5	Socks, PT Ovr length				TOTAL VALUE							
18. REMARKS										19. UNIT APPROVED		
INVENTORIED BY (GRADE, LAST NAME, FIRST NAME, MI):										DATE (YYYYMMDD)		
SHORTAGES WILL BE RESOLVED BY (DATE):												
For INVENTORY USE LEAVE BLANK												

SECTION C		PAGE 12C-16	
DOCUMENT NAME: PCS Travel Order			
DOCUMENT TYPE: 12			
1. Description: Covers all travel for Permanent Change of Station (PCS) transfers for civilian and military personnel.			
2. Primary Forms: DD-1351-2, Travel Voucher or Subvoucher DD-1351-4, Travel Voucher (Dependents)			
3. Related Forms: CG-5131, Standard Travel Order For Military Personnel DD-214, Certificate of Release or Discharge from Active Duty SF-1038, Advance of Funds Application and Account			
4. Document Number: Standard Number - Headquarters assigned.			
SAMPLE: 1204G84PRA001			
Note: Use last nine digits of TONO following doc type and fiscal year to complete the document number.			
Document Type	FY	Procurement Site Code	FY Contract Originated Region Element Sequence Suffix
12	04	G8	4 P RA 001
5. Accounting Line:			
SAMPLE: 2/P/401/299/21/0/RA/78040/2221			
6. FINCEN Critical Processing Requirements:			
a. Issuing units must ensure PCS orders are completed in entirety. The following information is critical for processing.			
(1) Name and SSN of member.			
(2) Accounting data.			
(3) Standard document number.			
(4) Appropriate Treasury symbol (Appendix B) - block 10 (following the accounting line).			
7. Other Information:			
a. For Shipment of Household Goods information see document types 15 and 17 in this chapter.			
b. For information on Travelers Checks, TLC or the TAC programs, see Chapter 11.			

REFERENCE TEXT

AR 710-2, 2-14. Organization clothing and individual equipment/central issue facility management d. OCIE issues will be limited to only those items necessary to satisfy the mission and needs of the unit. Supported units and organizations will provide the CIF with their requirements for OCIE and the number of personnel to be supported on an annual basis. The CIF will use this information to develop tailored issues.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

1.00

BDE

BN

Does the unit have an established basic load, authorized and approved by ASCC(MACOM)? [AR 710-2, Para 2-19a, 2-20a]

EVAL METH

Review SOP and approved documentation files.

REFERENCE TEXT

AR 710-2, 2-19. Types of loads This paragraph states general policies for the stockage of loads and the method of control for these loads. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. Loads of Class 6, 7, and 10 will not be kept. There are four types of loads: basic loads, operational loads, ammunition basic loads, and prescribed loads.

a. Basic loads are ACOM/ASCC/DRU designated quantities of Class 1 through 5 (including maps) and 8 supplies, which allow a unit to initiate its combat operations. Basic loads must be capable of being moved into combat using organic transportation in a single lift. Basic load quantities will be used to support peacetime operations only when no supporting operational loads are available. Basic load items subject to deterioration or having a shelf life will be replaced as required. Excesses in basic loads caused by unit pack may be kept and used.

2-20. Basic and operational loads

a. Basic loads. Basic loads consist of Class 1 through 5 (including maps) and 8 (except medical equipment repair parts) supplies. ACOM/ASCC/DRUs will designate the units required to keep basic loads of Class 1, 2 (including maps), 3, 4, 5 and 8 (except medical equipment repair parts) supplies. The method of establishing the stockage level will also be prescribed. TDA health care activities will manage medical equipment repair parts in accordance with AR 40-61, chapter 6. When authorized, basic loads will be on hand or on request at all times. Class 5 basic loads will not be used for training unless approved by HQDA DCS, G-4 (DALO-SMA). Requests that exceed the unit's TAMIS-R authorization must be approved by HQDA, DCS, G-3 (DAMO-TRC).

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	2. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE																																																																	
For use of this form, see AR 710-2; the proponent agency is DCSLOG										2. TURN-IN	WK4NVN 7278-0002		1 of 3																																																																		
7. SEND TO 191st ORD BN RSAM, CMR 403 ATTN:AERAS-MI-OC APO AE 09059 W90M19				8. REQUEST FROM HHD 28th Trans BN (WCKNAA) CMR 418 APO AE 09058				9. DATE MATERIAL REQUIRED (YYYYMMDD)		10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC	13a. SIGNATURE <i>Lewis Stewart III</i>																																																																		
13b. REQUESTED BY LEWIS STEWART III CPT, TC,CDR						13c. DATE		14a. DATE		14c. SIGNATURE <i>James E. ...</i>			14b. APPROVED BY <i>Comm. Kevin E.</i>																																																																		
15. ITEM	16. DODIC	17. NON	18. NOMENCLATURE	19. EA	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)	28. RELATED DOCUMENT SERIAL NOS.																																																																		
1.	A064	1305-	CTG 5.56 LINKED BALL M855	EA	6400		IBL						28. REMARKS This DA Form 581 is for Ammunition Basic Load (ABL). The quantities are in accordance with USAREUR REG 700-150, dated Apr 02. See attached for hazmat info. Proper Shipping Name: DODIC FSC Nomenclature <table border="0"> <tr> <td></td><td></td><td></td><td></td><td>HC/DIV</td><td>DOT</td><td>NEW</td><td>UNO</td> </tr> <tr> <td>A059</td><td>1305</td><td>Cartridges f/weapons, inert projectile or cartridges sm arms</td><td></td><td>1.4S</td><td>DC</td><td>0.0017</td><td>0012</td> </tr> <tr> <td>A063</td><td>1305</td><td>Cartridges f/weapons, inert projectile or cartridges sm arms</td><td></td><td>1.4S</td><td>DC</td><td>0.0016</td><td>0012</td> </tr> <tr> <td>A064</td><td>1305</td><td>Cartridges f/weapons, inert projectile or cartridges sm arms</td><td></td><td>1.4S</td><td>DC</td><td>0.0039</td><td>0012</td> </tr> <tr> <td>A363</td><td>1305</td><td>Cartridges f/weapons, inert projectile or cartridges sm arms</td><td></td><td>1.4S</td><td>DC</td><td>0.0004</td><td>0012</td> </tr> <tr> <td>B504</td><td>1310</td><td>Cartridges signal</td><td></td><td>1.4G</td><td>DB</td><td>0.0852</td><td>0312</td> </tr> <tr> <td>B505</td><td>1310</td><td>Cartridges signal</td><td></td><td>1.4G</td><td>DB</td><td>0.0011</td><td>0312</td> </tr> <tr> <td>B542</td><td>1310</td><td>Cartridges for weapons</td><td></td><td>1.1E</td><td>AB</td><td>0.0427</td><td>0006</td> </tr> </table> The nature of the goods and the packaging conform to provisions of USAREUR regulation 55-4/USAFE Regulation 75-3. Beschaffenheit des gutes and ART der verpackung entsprechen den USAREUR Vorschrift 55-4/ USAFE Vorschrift 75-3.							HC/DIV	DOT	NEW	UNO	A059	1305	Cartridges f/weapons, inert projectile or cartridges sm arms		1.4S	DC	0.0017	0012	A063	1305	Cartridges f/weapons, inert projectile or cartridges sm arms		1.4S	DC	0.0016	0012	A064	1305	Cartridges f/weapons, inert projectile or cartridges sm arms		1.4S	DC	0.0039	0012	A363	1305	Cartridges f/weapons, inert projectile or cartridges sm arms		1.4S	DC	0.0004	0012	B504	1310	Cartridges signal		1.4G	DB	0.0852	0312	B505	1310	Cartridges signal		1.4G	DB	0.0011	0312	B542	1310	Cartridges for weapons		1.1E	AB	0.0427	0006
				HC/DIV	DOT	NEW	UNO																																																																								
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2.	B542	1305-	CTG 40MM HE-OP M430 W/F M549	EA	800		IBL																																																																								
3.	A363	1305-	CTG 9MM BALL M882	EA	150		IBL																																																																								
4.	A059	1305-	CTG 5.56MM M855	EA	5850		IBL																																																																								
5.	A063	1305-	CTG 5.56MM TRACER M856	EA	2340		IBL																																																																								
6.	B504	1310-	CTG 40MM PAR GRN M661	EA	16		IBL																																																																								
7.	B505	1310-	CTG 40MM PAR RED M662	EA	16		IBL																																																																								
30a. ISSUED BY										30c. DATE (YYYYMMDD)		31a. RECEIVED BY		31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.																																																															
30b. SIGNATURE												31b. SIGNATURE																																																																			

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

USAPA V1.00





F-MANAGEMENT OF LOADS

QUESTION

2.00

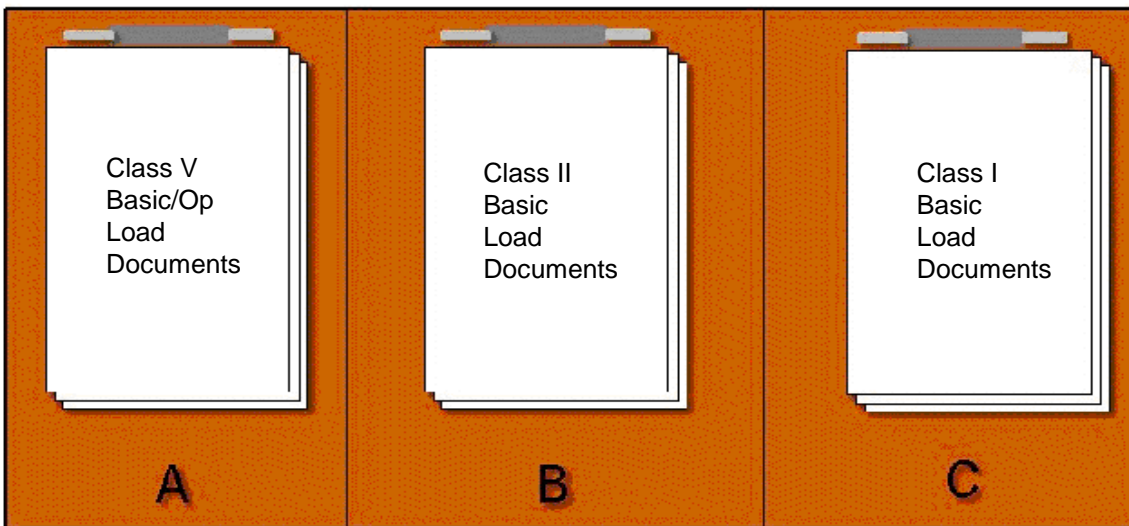
BDE

BN

Is a unit file established for basic and operational load lists? [AR 710-2, Para 2-20c]

EVAL METH

Review files.



Trifold Folder NSN 7530-00-707-8406

REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads c. Load lists.

(1) Basic and operational load lists register, list by Class of supply, all items authorized for stockage in a load. These lists will be on file in the using unit. The using unit commander approves operational load lists. Copies of the initial approved basic load list for Class 2 (including maps), 4 and 8 (except medical repair parts) supplies will be given to the appropriate SSA.

(2) It is not necessary to submit an entire new list to the SSA upon each periodic review. After submitting an initial list, units will give any changes to the SSA as they occur. A new list incorporating previous changes will be prepared for the using commander's approval and submitted to the SSA at the second and alternating periodic review. Listings for classes of supply not specifically mentioned here will be on file in the unit even if the SSA requires copies.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

3.00

BDE

BN

Is a copy of the properly prepared and authenticated (DA Form 581) Request for Issue and Turn-in of Ammunition on hand for units not designated to actually have an ABL? [AR 710-2, Para 2-20d] (Check BL packet)

EVAL METH

Review packets on file.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	2. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE																																																									
For use of this form, see AR 710-2, the proponent agency is DCSLOG										<input checked="" type="checkbox"/>	WK4NVN 7278 -000		1 OF 3																																																										
7. SEND TO	8. REQUEST FROM				9. DATE MATHEM REQUIRED (YYYYMMDD)			10. PRIORITY	11. ALLOCATION PERIOD		12. DODACC																																																												
191st ORD BN RSAM, CMR 403 ATTN:AERAS-MI-OC APO AE 09059 W90MJD	HHD 28th Trans BN (WCKNAA) CMR 418 APO AE 09058																																																																						
					13a. REQUESTED BY		13b. DATE	13c. SIGNATURE																																																															
					LEWIS STEWART III CPT, TC,CDR			<i>[Signature]</i>																																																															
					14a. APPROVED BY		14b. DATE	14c. SIGNATURE																																																															
					<i>[Signature]</i>			<i>[Signature]</i>																																																															
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)																																																											
1.	A064	1305-	CTG 5.56 LINKED BALL M855	EA	6400		IBL																																																																
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3.	A363	1305-	CTG 9MM BALL M882	EA	150		IBL																																																																
4.	A059	1305-	CTG 5.56MM M855	EA	5850		IBL																																																																
5.	A063	1305-	CTG 5.56MM TRACER M856	EA	2340		IBL																																																																
6.	B504	1310-	CTG 40MM PAR GRN M661	EA	16		IBL																																																																
7.	B505	1310-	CTG 40MM PAR RED M662	EA	16		IBL																																																																
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS.																																																													
This DA Form 581 is for Ammunition Basic Load (ABL). The quantities are in accordance with USAREUR REG 700-150, dated Apr 02. See attached for hazmat info.																																																																							
Proper Shipping Name: DODIC FSC Nomenclature																																																																							
<table border="0"> <tr> <td></td> <td>HC/DIV</td> <td>DOT</td> <td>NEW</td> <td>UNO</td> </tr> <tr> <td></td> <td>SCG</td> <td>MKG</td> <td>QDKG</td> <td>SER</td> </tr> <tr> <td>A059</td> <td>1305</td> <td>Cartridges f/weapons, inert projectile or cartridges sm arms</td> <td>1.45</td> <td>DC</td> <td>0.0017</td> <td>0012</td> </tr> <tr> <td>A063</td> <td>1305</td> <td>Cartridges f/weapons, inert projectile or cartridges sm arms</td> <td>1.45</td> <td>DC</td> <td>0.0016</td> <td>0012</td> </tr> <tr> <td>A064</td> <td>1305</td> <td>Cartridges f/weapons, inert projectile or cartridges sm arms</td> <td>1.45</td> <td>DC</td> <td>0.0039</td> <td>0012</td> </tr> <tr> <td>A363</td> <td>1305</td> <td>Cartridges f/weapons, inert projectile or cartridges sm arms</td> <td>1.45</td> <td>DC</td> <td>0.0004</td> <td>0012</td> </tr> <tr> <td>B504</td> <td>1310</td> <td>Cartridges signal</td> <td>1.4G</td> <td>DB</td> <td>0.0852</td> <td>0312</td> </tr> <tr> <td>B505</td> <td>1310</td> <td>Cartridges signal</td> <td>1.4G</td> <td>DB</td> <td>0.0011</td> <td>0312</td> </tr> <tr> <td>B542</td> <td>1310</td> <td>Cartridges for weapons</td> <td>1.1E</td> <td>AB</td> <td>0.0427</td> <td>0006</td> </tr> </table>														HC/DIV	DOT	NEW	UNO		SCG	MKG	QDKG	SER	A059	1305	Cartridges f/weapons, inert projectile or cartridges sm arms	1.45	DC	0.0017	0012	A063	1305	Cartridges f/weapons, inert projectile or cartridges sm arms	1.45	DC	0.0016	0012	A064	1305	Cartridges f/weapons, inert projectile or cartridges sm arms	1.45	DC	0.0039	0012	A363	1305	Cartridges f/weapons, inert projectile or cartridges sm arms	1.45	DC	0.0004	0012	B504	1310	Cartridges signal	1.4G	DB	0.0852	0312	B505	1310	Cartridges signal	1.4G	DB	0.0011	0312	B542	1310	Cartridges for weapons	1.1E	AB	0.0427	0006
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B542	1310	Cartridges for weapons	1.1E	AB	0.0427	0006																																																																	
The nature of the goods and the packaging conform to provisions of USAREUR regulation 55-4/USAFE Regulation 75-3. Beschaffenheit des gutes and ART der verpackung entsprechen den USAREUR Vorschrift 55-4/ USAFE Vorschrift 75-3.																																																																							
30a. ISSUED BY					30b. DATE (YYYYMMDD)		31a. RECEIVED BY			31b. DATE (YYYYMMDD)		32. TAMS CONTROL NO.																																																											
30c. SIGNATURE							31b. SIGNATURE																																																																

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

USAPA V1.00

REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads d. Load records.

(1) Basic and operational loads of Class 1 and 5 supplies will be accounted for on property books. Records of responsibility are required. ACOM/ASCC/DRUs will designate which units are required to stock Ammunition Basic Loads (ABL), and prescribe the stockage requirements. Units not designated to actually have an ABL on hand, will have a properly prepared and authenticated DA Form 581 on hand. This DA Form 581 will serve the purpose of satisfying the requirement for the ABL to be on hand or on order. The PBO provides an information copy to the supporting ASP who will, depending on mission need and storage capability, ensure the ammunition is either stocked or a prepositioned requisition is in place for the ammunition required. The PBO will maintain the basic load authorization data on the property book records in order to expedite deployment.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

4.00 **BDE** **BN**

Has the DA Form 581 for ABL been signed by the authorized requestor? [DA PAM 710-2-1, Figure 11-8]

EVAL METH

Review all 581's for proper signature IAW DA Form 1687.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see AR 710-2; the proponent agency is DCSLOS</small>				1. ISSUE	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE		
				2. TURN-IN	WK4NVN 7278 -000		1 OF 3			
7. SEND TO 191st ORD BN RSAM, CMR 403 ATTN:AERAS-MI-OC APO AE 09059 W90MJ9		8. REQUEST FROM HHD 28th Trans BN (WCKNAA) CMR 418 APO AE 09058		9. DATE MATERIEL REQUIRED (YYYYMMDD)		10. PRIORITY	11. ALLOCATION PERIOD			
				13a. REQUESTED BY LEWIS STEWART III CPT, TC, CDR		13b. DATE	13c. SIGNATURE <i>[Signature]</i>			
				14a. APPROVED BY <i>[Signature]</i>		14b. DATE	14c. SIGNATURE <i>[Signature]</i>			
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED		
1.	A064	1305-	CTG 5.56 LINKED BALL M855	EA	6400		IBL			
2.	B542	1305-	CTG 40MM HE-OP M430 W/F M549	EA	800		IBL			
3.	A363	1305-	CTG 9MM BALL M882	EA	150		IBL			
4.	A059	1305-	CTG 5.56MM M855	EA	5850		IBL			
5.	A063	1305-	CTG 5.56MM TRACER M856	EA	2340		IBL			
6.	B504	1310-	CTG 40MM PAR GRN M661	EA	16		IBL			
7.	B505	1310-	CTG 40MM PAR RED M662	EA	16		IBL			
24. REMARKS This DA Form 581 is for Ammunition Basic Load (ABL). The quantities are in accordance with USAREUR REG 700-150, dated Apr 02. See attached for hazmat info. Proper Shipping Name: DODIC FSC Nomenclature A059 1305 Cartridges f/weapons, inert projectile or cartridges sm arms 1.4S DC 0.0017 0012 A063 1305 Cartridges f/weapons, inert projectile or cartridges sm arms 1.4S DC 0.0016 0012 A064 1305 Cartridges f/weapons, inert projectile or cartridges sm arms 1.4S DC 0.0039 0012 A363 1305 Cartridges f/weapons, inert projectile or cartridges sm arms 1.4S DC 0.0004 0012 B504 1310 Cartridges signal 1.4G DB 0.0852 0312 B505 1310 Cartridges signal 1.4G DB 0.0011 0312 B542 1310 Cartridges for weapons 1.1E AB 0.0427 0006 The nature of the goods and the packaging conform to provisions of USAREUR regulation 55-4/USAFE Regulation 75-3. Beschaffenheit des gutes and ART der verpackung entsprechen den USAREUR Vorschrift 55-4/ USAFE Vorschrift 75-3.								25. LOT/SERIAL NO.		26. RELATED DOCUMENT SERIAL NO.
29. ISSUED BY				30. DATE (YYYYMMDD)	31a. RECEIVED BY					
30a. SIGNATURE					31b. SIGNATURE					
					31c. DATE (YYYYMMDD)					
					32. TAMS CONTROL NO.					

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

USAPA V1.00

REFERENCE TEXT

Da Pam 710-2-1 Figure 11-8. Sample of a DA Form 581, (13c) Signature Enter signature of authorized requestor, as indicated on using units DA Form 1687.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

5.00

BDE

BN

Do requests for ABL contain the statement "Initial Issue, Basic Load: Quantities are within authorized allowances"? [DA PAM 710-2-1, Figure 11-8]

EVAL METH

Review all 581's for proper information.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE									
For use of this form, see AR 710-2, the program agency is 92305										2. TURN IN		WK4NVN		7278		1 OF 3											
1. SEND TO 191st ORD BN RSAM, CMR 403 ATTN:AEAS-MI-OC APO AE 09059 W90MJ9										14. REQUEST FROM HHD 28th Trans BN (WCKNAA) CMR 418 APO AE 09058										9. DATE WAITING REQUIRED (YYYYMMDD)		10. PRIORITY		11. ALLOCATION PERIOD		12. DODAGE	
15a. REQUESTED BY LEWIS STEWART III CPT, TC,CDR										15b. DATE		15c. SIGNATURE <i>L. Stewart III</i>		14b. APPROVED BY <i>Comdr. Kevin C.</i>													
15. ITEM	16. DODIC	17. NON	18. NOMENCLATURE	19. QUANTITY REQUESTED/TURNED IN	20. TIC	21. ACTION CODE	22. CITY ISSUED/RECEIVED	23. LOT/SERIAL NO.	24. CC	25. POSTED BY	26. DATE (YYYYMMDD)																
1.	A064	1305-	CTG 5.56 LINKED BALL M855	EA 6400		IBL																					
2.	B542	1305-	CTG 40MM HE-OP M430 W/F M549	EA 800		IBL																					
3.	A363	1305-	CTG 9MM BALL M882	EA 150		IBL																					
4.	A059	1305-	CTG 5.56MM M855	EA 5850		IBL																					
5.	A063	1305-	CTG 5.56MM TRACER M856	EA 2340		IBL																					
6.	B504	1310-	CTG 40MM PAR GRN M661	EA 16		IBL																					
7.	B505	1310-	CTG 40MM PAR RED M662	EA 16		IBL																					

26. REMARKS
This DA Form 581 is for Ammunition Basic Load (ABL). The quantities are in accordance with USAREUR REG 700-150, dated Apr 02. See attached for hazmat info.

Proper Shipping Name:
DODIC FSC Nomenclature

HC/DIV	DOT	NEW	UNO
A059	1305	Cartridges /weapons, inert projectile or cartridges sm arms	1.4S DC 0.0017 0012
A063	1305	Cartridges /weapons, inert projectile or cartridges sm arms	1.4S DC 0.0016 0012
A064	1305	Cartridges /weapons, inert projectile or cartridges sm arms	1.4S DC 0.0039 0012
A363	1305	Cartridges /weapons, inert projectile or cartridges sm arms	1.4S DC 0.0004 0012
B504	1310	Cartridges signal	1.4G DB 0.0852 0312
B505	1310	Cartridges signal	1.4G DB 0.0011 0312
B542	1310	Cartridges for weapons	1.1E AB 0.0427 0006

The nature of the goods and the packaging conform to provisions of USAREUR regulation 55-4/USAFE Regulation 75-3. Beschaffenheit des gutes and the verpackung entsprechen den USAREUR Vorschriften 55-4/ USAFE Vorschriften 75-3.

26. RELATED DOCUMENT SERIAL NO.

26. APPROVED BY
L. Stewart III
DATE: 4 Dec 04

26. ISSUED BY
26. DATE (YYYYMMDD)
26. RECEIVED BY
26. DATE (YYYYMMDD)
26. TAMS CENTER NO.

DA FORM 581-1, JUL 1999

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION CONTINUATION SHEET										1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE	
For use of this form, see AR 710-2, the program agency is 92305										2. TURN IN		WK4NVN		7278		2 OF 3			
15. ITEM	16. DODIC	17. NON	18. NOMENCLATURE	19. QUANTITY REQUESTED/TURNED IN	20. TIC	21. ACTION CODE	22. CITY ISSUED/RECEIVED	23. LOT/SERIAL NO.	24. CC	25. POSTED BY	26. DATE (YYYYMMDD)								
8.	B506	1310-	CTG 40MM RED SMOKE M713	EA 16		IBL													
9.	B508	1310-	CTG 40MM GRN SMOKE M715	EA 16		IBL													
10.	B509	1310-	CTG 40MM YLW SMOKE M716	EA 16		IBL													
11.	B535	1310-	CTG 40MM WHT STAR M583	EA 16		IBL													
12.	B536	1310-	CTG 40MM CLUSTER M585	EA 16		IBL													
13.	B546	1310-	CTG 40MM DUAL PUP M433E1	EA 48		IBL													
14.	B567	1310-	CTG 40MM CS M651E	EA 0		IBL													
15.	C995	1315-	CTG LAUNCHER 84MM M136	EA 15		IBL													
16.	G881	1330-	GRND HAND FRAG M67	EA 30		IBL													
17.	G900	1330-	GRND HD INCEN TH3 AN M14	EA 32		IBL													
18.	G930	1330-	GRND HD SMOKE HC ABC AN M8	EA 16		IBL													
19.	G940	1330-	GRND HD GREEN SMOKE M18	EA 16		IBL													
20.	G945	1330-	GRND HD YELL SMOKE M18	EA 16		IBL													
21.	G950	1310-	GRND HND RED SMOKE M18	EA 16		IBL													
22.	G955	1330-	GRND HD VIOLET SMOKE 18	EA 16		IBL													
23.	G963	1330-	GRND HND RIOT CONTROL CS ABC	EA 0		IBL													
24.	K143	1345-	MINE AP M18A1 W/M57 FIRING DV	EA 18		IBL													
25.	L305	1370-	SIG ILLUM GRND GRN STAR M195	EA 36		IBL													
26.	L306	1370-	SIG ILLUM GRND RED STAR M158	EA 36		IBL													
27.	L307	1370-	SIG ILLUM GRND WHT STAR M159	EA 36		IBL													

DA FORM 581-1, JUL 1999

REFERENCE TEXT

DA Pam 710-2-1, Figure 11-8





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION
6.00 BDE BN
 Does the unit have an established operational load? (Classes 2, 3, 4, 5, and 8) and is demand data being capture for issues? (issue books) [AR 710-2, Para 2-20b(2)]
EVAL METH
 Review all PBICs to ensure the appropriate equipment is on them.

PRESCRIBED LOAD LIST						
For use of this form, see DA FORM 710-2-1, the proponent agency is OCSLOG						
2. UNIT/ORGANIZATION		3. UNIT IDENTIFICATION CODE				
4. ITEM OF EQUIPMENT		5. PUBLICATION DATA				
Basic load list of Class II,IV supplies		CTA 50-970				
STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY	BASIC	OPERATIONAL	REMARKS
531500892605	Staples	BX	2			
5340001583805	Padlock 200 series	EA	6			
6260010744229	Chamille-Green	BX	4			
6260011785559	Chamille-Red	BX	4			
6260011785560	Chamille-Blue	BX	4			
7520013479581	Pencil mechanical	DZ	4			
7510002401526	Pencil No 2	DZ	2			
7510002726887	Thumbtacks	HD	1			
7510001349579	Document protector	BX	10			
7520002544610	Clipboard	EA	10			
8315002557662	Tape Textile	RO	4			
7520009357135	Press skillerath	DZ	6			
7530002900617	Printer paper	BX	10			
7530002220078	Book memorandum	EA	10			
7510000745100	Tape 2" green	RO	6			
7510002828201	Clip binder	DZ	10			
7530011245660	Pad writing	DZ	2			
5340002460688	Cord Elnex 550	SL	4			
8540003303770	Ticket paper	BX	4			
8105011839769	Bag plastic	BX	6			
7920002309773	Paper lined	MX	4			
7930003577386	Detegent disinfectant	BT	10			
6830009857166	Water purification tablets-Iodine	BT	100			
6830013526129	Water purification tablets-Chlorine	PG	2			
8970013689154	Health and combat pack TY 1	BX	2			

DA FORM 2063-R, JAN 1982 EDITION OF APR 69 IS OBSOLETE NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List. AFD PE 4.1.10

PRESCRIBED LOAD LIST						
For use of this form, see DA FORM 710-2-1, the proponent agency is OCSLOG						
2. UNIT/ORGANIZATION		3. UNIT IDENTIFICATION CODE				
4. ITEM OF EQUIPMENT		5. PUBLICATION DATA				
Basic load list of Class II,IV supplies		CTA 50-970				
STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY	BASIC	OPERATIONAL	REMARKS
8970013689155	Health and combat pack TY 2	BX	2			
6545010107754	ICE first aid	EA	4			
8455008989730	Badge ID	HD	2			
8105001429345	Small bags	HD	4			
8430002857001	Napkins	BX	4			
7530006198880	Pad writing, spiral	PD	10			
9330006187214	Sheet plastic	RO	4			
7510010202306	Correction fluid	DZ	1			
7350002900594	Plano paper	BX	4			
7360006348000	Staplers	BX	4			
7350001623006	Cap paper	BX	4			
	Scissors	EA	4			
	Clip paper	HD	4			
	CD-RW	PG	4			
	Highlighters	BX	4			
	Binder 2"	BX	1			
	Binder 1"	BX	1			
	Toner cartridges	EA	4			
	CTA, AV					
	Consolidating					

DA FORM 2063-R, JAN 1982 EDITION OF APR 69 IS OBSOLETE NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List. AFD PE 4.1.10



REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads

b. Operational loads. Operational loads consist of Class 1 through 5 (including maps) and 8 (except medical equipment repair parts) supplies.

(1) See AR 30-1 and AR 30-18 for operational loads of Class 1 supplies.

(2) Up to a 15-day stockage of expendable Class 2 (including maps), 3 (packaged), 4 and 8 supplies are authorized, based on the allowance in CTA 50-970 and CTA 8-100. The stockage quantity will be developed and justified on the basis of local experience. If the items are available through an SSSC, General Services Administration Customer Service Center (GSACSC) or by use of the purchase card, then 7 days' stockage is sufficient. No records of demands are required.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

7.00

BDE

BN

Does the parent ensure Class 1 and 5 basic load authorizations are accounted for on the property book? [AR 710-2, Para 2-20d,2-44b(3)]

EVAL METH

Review property book for authorization data.

REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads *d. Load records.*

(1) Basic and operational loads of Class 1 and 5 supplies will be accounted for on property books. Records of responsibility are required. ACOM/ASCC/DRUs will designate which units are required to stock Ammunition Basic Loads (ABL), and prescribe the stockage requirements. Units not designated to actually have an ABL on hand, will have a properly prepared and authenticated DA Form 581 on hand. This DA Form 581 will serve the purpose of satisfying the requirement for the ABL to be on hand or on order. The PBO provides an information copy to the supporting ASP who will, depending on mission need and storage capability, ensure the ammunition is either stocked or a prepositioned requisition is in place for the ammunition required. The PBO will maintain the basic load authorization data on the property book records in order to expedite deployment.

2-44. Ammunition basic and operational loads *b. Ammunition basic load.*

(1) ACOM/ASCC/DRUs will designate units required to keep ABL and prescribe the method of establishing stockage requirements.

(2) ABL assets on hand at the unit level will be accounted for on property book records by Department of Defense Identification Code (DODIC), quantity, lot number, and serial number.

Property book policy and procedures in this publication will be used. ABL stored in bulk and not receipted for by the using unit will be accounted for on a Standard Army Ammunition System.

(3) When authorized, the ABL will be on hand or on requisition at all times. When ABL is authorized but not on hand, the PBO will build the ABL authorization requirement into SPBS-R. (PBUSE)

DATE PREPARED: 08/15/2007

HAND RECEIPT
BASIC LOAD AMMUNITION.

UIC/DESC: WCPBA2 70TH MTD

LINE	SUBLINE	SRI	ERC	GENERIC NOMENCLATURE	AUTH DOC	RQ	AUTH	DI		
NSN	UI	UP	NSN NOMENCLATURE	LCC	PCS	SRR	CLIC	DEA	BUH DATA	OW
SYSNO	SER/REG/LOT NO	LOT	QTY	SYSNO	SER/REG/LOT NO	LOT	QTY			
C35041				CARTRIDGE 5.56MM: BALL M855 AND TRACER M856	AR 840-10					
1305011555457	EA	0.55		CTG 5.56MM TR SNGL RD	A	W	4	7203	A063	6258
				LC-90B094-235/6258						
1305011555459	EA	0.37		CTG 5.56MM BALL 10CLP	A	W	4	7203	A059	28546
				LC-04E159-089/25186					LC-02B109-018/3360	
C39136				CARTRIDGE 9MM: BALL NATO M882	AR 840-10					
1305011729558	EA	0.16		CTG 9MM BALL NATO	A	W	4	6245	A363	1520
				WCC04L037-061/850					WCC03L037-030/670	

SIGNATURE _____ GRADE _____ DATE _____

Page 2 of 3





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

9.00

BDE

BN

Has the PBO maintained accountability for basic loads of class 1 and 5?

Do they maintain lot and serial number accountability? [AR 710-2, Para 2-20d,2-44b(2)]

EVAL METH

Review property book for information.

REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads d. Load records.

(1) Basic and operational loads of Class 1 and 5 supplies will be accounted for on property books. Records of responsibility are required. ACOM/ASCC/DRUs will designate which units are required to stock Ammunition Basic Loads (ABL), and prescribe the stockage requirements. Units not designated to actually have an ABL on hand, will have a properly prepared and authenticated DA Form 581 on hand. This DA Form 581 will serve the purpose of satisfying the requirement for the ABL to be on hand or on order. The PBO provides an information copy to the supporting ASP who will, depending on mission need and storage capability, ensure the ammunition is either stocked or a prepositioned requisition is in place for the ammunition required. The PBO will maintain the basic load authorization data on the property book records in order to expedite deployment.

2-44. Ammunition basic and operational loads b. Ammunition basic load.

(1) ACOM/ASCC/DRUs will designate units required to keep ABL and prescribe the method of establishing stockage requirements.

(2) ABL assets on hand at the unit level will be accounted for on property book records by Department of Defense Identification Code (DODIC), quantity, lot number, and serial number. Property book policy and procedures in this publication will be used. ABL stored in bulk and not receipted for by the using unit will be accounted for on a Standard Army Ammunition System.

(3) When authorized, the ABL will be on hand or on requisition at all times. When ABL is authorized but not on hand, the PBO will build the ABL authorization requirement into SPBS-R. (PBUSE)

DATE PREPARED: 08/15/2007
 HAND RECEIPT
 BASIC LOAD AMMUNITION.

UIC/DESC: WCPBA2 70TH MTD

LIN	SUBLIN	SRI	ERC	GENERIC NOMENCLATURE	LCC	ECS	SREC	CLIC	DEA	REQ	AUTH	DI		
NSN	UI	UP		NSN NOMENCLATURE					BUR DATA					
SYNSO	SER/REG/LOT	NO	LOT	QTY						SYNSO	SER/REG/LOT	NO	LOT	QTY
C35041				CARTRIDGE 5.56MM: BALL M855 AND TRACER M856					AR 840-10					
1305011555457	EA		0.55	CTG 5.56MM TR SNGL RD	A			W	4 7203 A063			6258		
	LC-90B094-235/6258													
1305011555459	EA		0.37	CTG 5.56MM BALL 10CLP	A			W	4 7203 A059			28546		
	LC-04E159-089/25186								LC-02B109-018/3360					
C39136				CARTRIDGE 9MM: BALL NATO M882					AR 840-10					
1305011729558	EA		0.16	CTG 9MM BALL NATO	A			W	4 6245 A363			1520		
	WCC04L037-061/850								WCC03L037-030/670					

SIGNATURE _____ GRADE _____ DATE _____

Page 2 of 3





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

10.00 **BDE** **BN**

Has the PBO maintained accountability for operational loads of class 5 IAW CTA 50-909 and Class 1 maintained on property books? [AR 710-2, Para 2-44c(1)(a)-(b)]

EVAL METH

Review all PBICs and authorizations to ensure the appropriate quantities are annotated.

DATE PREPARED: 08/15/2007										HAND RECEIPT													
UIC/DESC: WCPBA2 70TH MTD										BASIC LOAD AMMUNITION.													
LINE	SUBLINE	SRI	ERC	GENERIC NOMENCLATURE		AUTH DOC		REQ	AUTH	DI	NSN	UI	UP	NSN NOMENCLATURE	LCC	ECS	SBR	CIIC	DIA	PIB DATA	CH	DI	
SYNSO	SER/REG/LOT	NO	LOT	QTY	SYNSO		SER/REG/LOT	NO	LOT	QTY													
C35041					CARTRIDGE 5.56MM: BALL M855 AND TRACER M856		AR 840-10																
1305011555457	EA		0.55		CTG 5.56MM TR SNGL RD		A	W	4	7203	A063												6258
					LC-90B094-235/6258																		
1305011555459	EA		0.37		CTG 5.56MM BALL 10CLP		A	W	4	7203	A059												28546
					LC-04E159-089/25186																		
					LC-02B109-018/3360																		
C39136					CARTRIDGE 9MM: BALL NATO M882		AR 840-10																
1305011729558	EA		0.16		CTG 9MM BALL NATO		A	W	4	6245	A363												1520
					WCC04L037-061/850																		
					WCC03L037-030/670																		
SIGNATURE _____ GRADE _____ DATE _____																							

REFERENCE TEXT

AR 710-2, 2-44. Ammunition basic and operational loads c. Operational loads.

(1) The two types of operational loads are—

- (a) Ammunition authorized by CTA 50-909 or ACOM/ASCC/DRU and not expected to be expended (for example, security guards, emergency signals, and site security) will be accounted for on the property book by DODIC, quantity, lot number, and serial number, and will be controlled through hand receipt procedures.
- (b) Ammunition authorized by CTA 50-909 and ACOM/ASCC/DRUs and expected to be expended "within 5 days" (that is, qualification of civilian guards, blank ammunition for ceremonies, and disposal of duds) will be accounted for by DODIC, quantity, lot number, and serial number using hand receipt procedures.





F-MANAGEMENT OF LOADS

QUESTION

11.00 **BDE** **BN**

Does the parent ensure Class 1 and 5 operational load quantity is physically verified, checked for serviceability, and a file is maintained for inventory results? [AR 710-2, table 2-2k. a.]

EVAL METH

Review all PBCs and authorizations to ensure the appropriate quantities are annotated.



REFERENCE TEXT

AR 710-2, Table 2-2. k. Basic and operational loads Commanders ensure the following inventories are conducted: a. Physical count and serviceability check of classes 1, 2, 3 (packaged), 4 and 8. Maintain a file copy of inventory results. a. Semiannually.





Command Supply Discipline Program

UNCLASSIFIED



F-MANAGEMENT OF LOADS

QUESTION

12.00 BDE BN

Has the parent ensured commanders maintain responsibility for all petroleum issued to them for consumption as part of their basic or operational load? [AR 710-2, 2-20b(4), 2-37a]

EVAL METH

Review procedures for fuel accountability.

REFERENCE TEXT

AR 710-2, 2-20. Basic and operational loads. b. Operational loads. (4) Operational loads of Class 3 (bulk) supplies are kept by units as directed by their ACOM/ASCC/DRU. 2-37. Bulk petroleum and packaged fuels accountability a. Units are responsible for all petroleum issued to them for consumption as part of their basic or operational load. Unit must ensure protection, maintain control, and provide an audit trail. Aggressive management policies must be pursued to permit prompt and accurate identification of shortages or overages. b. Using unit commanders responsible for receiving fuels to store and issue ensures—

- (1) Designates in writing a responsible individual to maintain control of all fuels and to provide an audit trail using—
 - (a) A record of daily issues.
 - (b) Innage Gage Sheets DA Form 3853-1 (Innage Gage Sheet)
 - (c) A monthly abstract of issues.
 - (d) A monthly bulk petroleum accounting summary (MBPAS).
 - (e) A document register to maintain the audit trail.
- (2) Ensure that petroleum-handling personnel are trained in safe and proper procedures.
- (3) Establish, maintain, and provide a standing operating procedure (SOP) to operations personnel that handle and account for bulk fuels by the particular organization.

INNAGE GAGE SHEET (USING INNAGE TAPE AND BOB) <small>For use of this form, see FM 10-69; the proponent agency is TRADOC.</small>				
UNIT <i>Company C 2/158 th Inf Bde</i>		DATE <i>1 Jan 89</i>	TIME <i>0810</i>	
LOCATION <i>Fort Jones, PA</i>		API GRAVITY <i>56.5 @ 86°F 53.4 @ 60°F</i>		<input checked="" type="checkbox"/> OPENING <input type="checkbox"/> CLOSING <input type="checkbox"/> INVENTORY
TANK NO. <i>1</i>	NOMINAL TANK CAPACITY <i>5,000 gallons</i>	PRODUCT AND GRADE <i>Gasoline, Unleaded, Regular</i>		
LINE NO.	PROCEDURE	LINEAL READING	VOLUMETRIC EQUIVALENT (Gallons)	
<i>1</i>	<i>Tape reading (innage)</i>	<i>4' 7 1/2"</i>	<i>4199</i>	
<i>2</i>	<i>Bob reading (bottom sediment and water)</i>	<i>1/2"</i>	<i>38</i>	
<i>3</i>	<i>Net volume of product, uncorrected for temperature (line 1 minus line 2)</i>	<i>-</i>	<i>4161</i>	
<i>4</i>	<i>Average temperature</i>	<i>58°F</i>	<i>-</i>	
<i>5</i>	<i>Multiplier</i>	<i>1.0013</i>	<i>-</i>	
<i>6</i>	<i>Net quantity of product at 60° F. (U.S. gallons) (line 3 multiplied by line 5)</i>	<i>-</i>	<i>4166</i>	
REMARKS (Include sample number)				
NAME AND GRADE OF OPERATIONS OFFICER (Print)			NAME AND GRADE OF GAGER (Print)	
<i>John Doe, CPT</i>			<i>George Smith, WGOB</i>	
SIGNATURE OF OPERATIONS OFFICER			SIGNATURE OF GAGER	
<i>CPT John Doe</i>			<i>George Smith</i>	

DA FORM 3853-1
1 MAY 72

U.S. GOVERNMENT PRINTING OFFICE : 1985 O - 489-016

Figure 12-9. Sample of a DA Form 3853-1, Innage Gage Sheet





Command Supply Discipline Program

UNCLASSIFIED



G-INVENTORIES

QUESTION

1.00

BDE

BN

Does the parent ensure commanders and supervisors execute proper inventory procedures in accordance with AR 710-2 and other applicable regulations? [AR 710-2, para 2-12d, DA PAM 710-2-1 and Table 2-2]

EVAL METH

Ensure the unit annotates on the document when equipment is not present during inventory.

DEPARTMENT OF THE ARMY
HHD 28th TRANSPORTATION BATTALION
APO AE 09058

3 October 2010

AERTR-A-PBO (710-2d)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Cyclic Inventory

- Under the provisions of paragraph 9-6, DA Pam 710-2-1, the commander is required to physically inventory 100 percent of their unit's property annually. This paragraph also allows this inventory to be conducted on cyclic basis.
- The cyclic method of a 10% inventory has been chosen for use in this command. During the Month you **THE 4th OF THE MONTH**, you are required to inventory **LINKS signed out 12/09/08**. The inventory for end items on your hand receipt will be inventoried by components "piece by piece" using the **most current Technical manual or current Supply Catalog** to validate on hand COEI and BII (normally Appendix B) items are on hand.
- Results of this inventory will be recorded as a 1st endorsement to this memorandum (listed below), and brought to the PBO. The inventory list will be signed and sent to the Property Book Office by the commander **NO LATER THAN THE 25th OF THE MONTH**. If discrepancies are noted, they are to be brought to my attention immediately. **Discrepancies/Additional shortages are required to be documented below** and I will assist in documenting the discrepancies, if necessary. **NO ANNOTATIONS WILL BE MADE ON THE ORIGINAL PRINTOUT IN THE REMARKS BLOCKS; all annotations will be annotated on the cover sheet.** Bring or attach any DA Form 4949, for Administrative Adjustment Reports (AAR) that are necessary to correct minor discrepancies and DD Form 362 or DD Forms 240 for all other discovered shortages.
- Reference:
 - AR 735-5, chapter 13
 - AR 710-2
 - DA PAM 710-2-1, chapter 9, paragraph 9-6
- POC this memorandum is the undersigned at 430-7819.

Kevin E. Comer
KEVIN COMER
CW4, QM
Property Book Officer

1st End
TO: PBO, 28th Trans Bn
The attached Cyclic Inventory is returned to your office for action and/or filing with the following results:

___ No discrepancies were noted.

___ Discrepancies were noted. Supporting documents are attached for your action.

Date: _____ Unit Commander: _____
Signature/Rank

DEPARTMENT OF THE ARMY
HHD 28th TRANSPORTATION BATTALION
APO AE 09058

3 October 2008

AERTR-A-PBO (710-2d)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Sensitive Item, Control Cryptographic Item (CCI) and Weapons and Ammunition Inventories

- Under the provisions of paragraph 9-9, Da Pam 710-2-1, you are required to physically inventory 100% of your Sensitive items and unclassified CCI quarterly. Paragraph 9-10 also requires the units to conduct this inventory of ammunition, firearms and hazardous items on a monthly basis, under the PBUSE program; both requirements will be conducted on a monthly basis. **Paragraph 11-20 also requires the person conducting the inventory will annotate "inventory" on the DA Form 2020 magazine data card for ammunition within the arms room.**
- Monthly inventory of sensitive items, CCI, Authorized weapons, ammunition, and hazardous items would be conducted in this command, **by component for weapons and serial number using the most current Technical Manual or Supply Catalog**, on a monthly basis by an **NCO or above**. Print copy sent by the PBO. A working copy will be used to conduct the inventory and signed by the soldier conducting the inventory and kept on file in the unit arms room. The 2nd (unit) copy will be made at time of signing the original and will be kept on file in the unit supply room. **Ensure to provide the person conducting the inventory a copy of this memorandum.**
- Results of the inventory will be recorded along with this endorsement and the original inventory report. **The person that conducted the inventory will sign the original and bring it to the Property Book Office no later than the 25th of the month.** If shortages/discrepancies are noted, they are to be brought to the Battalion Commanders' and my attention immediately. **Discrepancies will require documentation by DD Form 200 and/or AR 15-6 Investigation.** I will assist in documenting discrepancies, if necessary. **NO ANNOTATION OF WILL BE MADE ON THE ORIGINAL PRINTOUT IN THE REMARKS BLOCKS;** annotation will only be made on the coversheet.
- The following annotations will only be made on the original document:
Qty inventoried Qty in Maintenance, Qty signed out and Qty other.
S/o= (signed out) Will be annotated next to the serial number for signed out equipment.
M= (Maintenance) Will be annotated next to the serial number for equipment in maintenance.
O= (Other) Will be annotated next to the serial number of item that is discrepant or some type of documentation was submitted for the item(s).

REFERENCE TEXT

AR 710-2 Para 2-12. Evaluations, inspections, and inventories dd. Commanders and supervisors ensure inventory of property is taken per table 2-2. Property book items with serial numbers, Army registration numbers, and ammunition lot and serial numbers will be verified against the property book or hand receipt. Components are verified against appropriate supply catalog (SC) or technical manual (TM). The use of AIT devices will ensure minimum error occur while verifying the various numbers of the property book items.

(1) Inventories of weapons and ammunition will not be done by unit armorers nor by the same person 2 months in a row.

(2) Inventories of controlled items other than weapons and ammunition are done by any controlled item hand receipt holder.





Command Supply Discipline Program

UNCLASSIFIED



G-INVENTORIES

QUESTION

2.00

BDE

BN

Has the parent directed additional inventories to be conducted when required by the commander? [AR 735-5 Para 2-6f]

EVAL METH

Review instructions on inventory completion process. SOP or cover letters from PBO or responsible officers

DEPARTMENT OF THE ARMY
HHD 28th TRANSPORTATION BATTALION
APO AE 09058

3 October 2010

AERTR-A-PBO (710-2d)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Cyclic Inventory

- Under the provisions of paragraph 9-6, DA Pam 710-2-1, the commander is required to physically inventory 100 percent of their unit's property annually. This paragraph also allows this inventory to be conducted on cyclic basis.
- The cyclic method of a 10% inventory has been chosen for use in this command. During the Month you **THE 4th OF MAY**, you are required to inventory **LNS signed out 126098**. The inventory for end items on your hand receipt will be inventoried by components "piece by piece" using the **most current Technical manual or current Supply Catalog** to validate on hand COEI and BII (normally Appendix B) items are on hand.
- Results of this inventory will be recorded as a 1st endorsement to this memorandum (listed below), and brought to the PBO. The inventory list will be signed and sent to the Property Book Office by the commander **NO LATER THAN THE 15th OF THE MONTH**. If discrepancies are noted, they are to be brought to my attention immediately. **Discrepancies/additional shortages are required to be documented below** and I will assist in documenting the discrepancies, if necessary. **NO ANNOTATIONS WILL BE MADE ON THE ORIGINAL PRINTOUT IN THE REMARKS BLOCKS; all annotations will be annotated on the cover sheet.** Bring or attach any DA Form 4949, for Administrative Adjustment Reports (AAR) that are necessary to correct minor discrepancies and DD Form 362 or DD Forms 240 for all other discovered shortages.
- Reference:
 - AR 735-5, chapter 13
 - AR 710-2
 - DA PAM 710-2-1, chapter 9, paragraph 9-6
- POC this memorandum is the undersigned at 430-7819.

Kevin E. Comer
KEVIN COMER
CW4, QM
Property Book Officer

1st End
TO: PBO, 28th Trans Bn
The attached Cyclic Inventory is returned to your office for action and/or filing with the following results:

___ No discrepancies were noted.

___ Discrepancies were noted. Supporting documents are attached for your action.

Date: _____ Unit Commander: _____
Signature/Rank

DEPARTMENT OF THE ARMY
HHD 28th TRANSPORTATION BATTALION
APO AE 09058

3 October 2008

AERTR-A-PBO (710-2d)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Sensitive Item, Control Cryptographic Item (CCI) and Weapons and Ammunition Inventories

- Under the provisions of paragraph 9-9, Da Pam 710-2-1, you are required to physically inventory 100% of your Sensitive items and unclassified CCI quarterly. Paragraph 9-10 also requires the units to conduct this inventory of ammunition, firearms and hazardous items on a monthly basis, under the PBUSE program; both requirements will be conducted on a monthly basis. **Paragraph 11-20 also requires the person conducting the inventory will annotate "inventory" on the DA Form 2020 magazine data card for ammunition within the arms room.**
- Monthly inventory of sensitive items, CCI, Authorized weapons, ammunition, and hazardous items would be conducted in this command, **by component for weapons and serial number using the most current Technical Manual or Supply Catalog**, on a monthly basis by an **NCO or above**. Print copy sent by the PBO. A working copy will be used to conduct the inventory and signed by the soldier conducting the inventory and kept on file in the unit arms room. The 2nd (unit) copy will be made at time of signing the original and will be kept on file in the unit supply room. **Ensure to provide the person conducting the inventory a copy of this memorandum.**
- Results of the inventory will be recorded along with this endorsement and the original inventory report. **The person that conducted the inventory will sign the original and bring it to the Property Book Office no later than the 15th of the month.** If shortages/discrepancies are noted, they are to be brought to the Battalion Commanders' and my attention immediately. **Discrepancies will require documentation by DD Form 200 and/or AR 15-6 Investigation.** I will assist in documenting discrepancies, if necessary. **NO ANNOTATION OF WILL BE MADE ON THE ORIGINAL PRINTOUT IN THE REMARKS BLOCKS;** annotation will only be made on the coversheet.
- The following annotations will only be made on the original document:
Qty inventoried Qty in Maintenance, Qty signed out and Qty other.
S/o= (signed out) Will be annotated next to the serial number for signed out equipment.
M= (Maintenance) Will be annotated next to the serial number for equipment in maintenance.
O= (Other) Will be annotated next to the serial number of item that is discrepant or some type of documentation was submitted for the item(s).

REFERENCE TEXT

AR 735-5, 2-6. Inventories of personal property f. For Army prepositioned stocks (APS) a 100 percent inventory is required when ships are off loaded during cyclic maintenance vessel berthing. **Inventories will be conducted more often when prescribed by other regulations or when directed by the commander or the accountable officer.** The person having possession of, or having command and/or direct responsibility, over the property is responsible for the conduct of the inventory. The accountable officer will ensure inventories are conducted when required. A record of the inventory and all adjustment documents resulting from the inventory will be maintained with the property records for a minimum of 2 years..





Command Supply Discipline Program

UNCLASSIFIED



G-INVENTORIES

QUESTION

3.00

BDE

BN

Has the parent ensured inventories are conducted in accordance with AR 735-5? [AR 735-5 Para 2-6f]

EVAL METH

Review instructions on inventory completion process. SOP or cover letters from PBO or responsible officers

REFERENCE TEXT

AR 735-5, 2-6. Inventories of personal property *c.* At the user level, all on-hand property carried on property book records and/or hand receipt records will be inventoried annually, or upon change of the primary hand receipt holder, whichever comes first. *d.* Upon change of the PBO, all property not issued on hand receipt will be jointly inventoried by the outgoing and incoming PBOs. The conduct of these inventories will be documented and the results reconciled with the accounting records. See AR 710-2 for variances in the frequencies of these inventories. The above inventories will be accomplished in accordance with AR 710-2.

f. For Army prepositioned stocks (APS) a 100 percent inventory is required when ships are off loaded during cyclic maintenance vessel berthing. Inventories will be conducted more often when prescribed by other regulations or when directed by the commander or the accountable officer. The person having possession of, or having command and/or direct responsibility, over the property is responsible for the conduct of the inventory. The accountable officer will ensure inventories are conducted when required. A record of the inventory and all adjustment documents resulting from the inventory will be maintained with the property records for a minimum of 2 years..



DEPARTMENT OF THE ARMY
HEADQUARTERS XXXX BATTALION
FT BRAGG, NC 09058

AERTR-A-PBO (700a/710-2d)

1 October 2012

MEMORANDUM FOR ALL CONCERNED

SUBJECT: Annual Property Book Inventory

- Under the provisions of DA Pam 710-2-1, paragraph 9-8, a physical inventory of all property book items not issued on hand receipt was concluded on 30 September 2012. All discrepancies found were accounted for IAW AR 735-5.
- Under the provisions of paragraph 9-6, DA Pam 710-2-1, a 100% physical inventory of the unit hand receipted equipment for FY 2012 has been completed. The inventory was conducted using the cyclic 10% method increments listed as follows:

MONTH	LIN NUMBERS
OCTOBER	00001 THRU BZ9999
NOVEMBER	C00001 THRU EZ9999
DECEMBER	NONE
JANUARY	F00001 THRU HZ9999
FEBRUARY	I00001 THRU JZ9999
MARCH	K00001 THRU MZ9999
APRIL	N00001 THRU PZ9999
MAY	Q00001 THRU RZ9999
JUNE	S00001 THRU T61103
JULY	T61494 THRU W32867
AUGUST	W33004 THRU WZ9999
SEPTEMBER	X00001 THRU ZZ9999

- All commanders have satisfied the requirements and accounted for shortages IAW AR 710-2, AR 735-5 and DA Pam 710-2-1.
- Point of contact for this action is CW4 XXXX at DSN XXX-XXXX.

XXXXXXXXXX
CW4, QM
Property Book Officer

XXXXXXXXXXXXX
LTC, LG
Commanding

DISTRIBUTION: A





Command Supply Discipline Program

UNCLASSIFIED



H-COMSEC

QUESTION

1.00 **BDE** **BN**

Has the parent ensured that the commander has appointed a COMSEC custodian and alternate in accordance with TB 380-41? [AR 710-2, Para 1-18b(1) and TB 380-41]

EVAL METH

Verify appointment orders.

REFERENCE TEXT

AR 710-2, 1-18. Communication security equipment management, b. COMSEC custodian and alternate(s). The Army COMSEC Custodian is an accountable property officer as defined in chapter 2, AR 735-5. COMSEC custodian and alternate custodian requirements are listed below. (1) *Appointment.* When a COMSEC account or subaccount is to be established, the commander appoints a COMSEC custodian and alternate per TB 380-41. More than one alternate may be appointed as required. The following policies apply to the Active Army, ARNG, USAR, and ROTC:

(a) The COMSEC custodian and alternates are commissioned or warrant officers. If officers are not assigned or are otherwise unavailable for custodial duty, DOD civilians or noncommissioned officers may be appointed. Grade limitations for enlisted personnel and civilians are as follows: custodian-E6/GS-5; alternate-E5/GS-4. Wage grade personnel (WD, WN, WG, WL, and so forth) must be of the equivalent grade.

(b) ACOM/ASCC/DRUs may approve the appointment of an E5 or GS-4 to serve as COMSEC custodian and an E4 or GS-3 to serve as alternate COMSEC custodian in those subordinate command facilities where personnel specified above are not authorized by MTOE or TDA.

(c) Contractors may be appointed as a COMSEC custodian for COMSEC accounts designated as a "Contractor Maintenance COMSEC Account." All other COMSEC custodians are considered accountable property officers and therefore their positions and responsibilities are not contractible. Any exceptions to this policy must be sent through HQDA DCS, G-2 (DAMI-CHS) to HQDA DCS, G-4 (DALO-SMP).

DEPARTMENT OF THE ARMY
HEADQUARTERS, 28th TRANSPORTATION BATTALION
CMR 418 APO AE 09058

REPLY TO
ATTENTION OF

AERTR-A-S2 26 SEP 2006

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment

1. APPOINTMENT: Effective immediately, SGT Orlando Arroyo, ~~120-00-0000~~ HHD, 28th Transportation Battalion, holding an ***Interim Top Secret*** security clearance, is appointed as the Primary COMSEC Custodian for the 28th Transportation Battalion S-2.
2. AUTHORITY: TB 380-41.
3. PURPOSE: To perform duties as required by the appropriate regulations.
4. PERIOD: Until officially released or relieved from duty.
5. SPECIAL INSTRUCTIONS: This memorandum supersedes all other appointments or assignments to this duty and remains in effect until superseded or rescinded.
6. The POC for this memorandum is CPT Lange S-2 OIC at DSN 382-5719.
7. "EN TEMPSI"

CHRISTOPHER R. BENOIT
LTC, TC
Commanding





H-COMSEC

QUESTION

2.00

BDE

BN

Is there a written record or automated systems output on hand to document the COMSEC inspection of subordinate units has been conducted every 2 years? [AR 710-2, para 1-18h(1), AR 380-40, para 5-2, AR 25-400-2]

EVAL METH

Verify inspection results and ACRS files.

REFERENCE TEXT

AR 710-2, 1–18. Communication security equipment management *h. COMSEC Classified Audit and Inspection Program.* USACCSLA is charged with the responsibility for conducting formal audits and physical security inspections of all COMSEC facilities and accounts. The above audits and inspections are coordinated with the ACOM/ASCC/DRUs.

(1) Per AR 380–40, commanders at all levels are required to conduct command COMSEC inspections of their subordinate elements not less than every 2 years.

AR 380-40, 5–2. Communications security inspections

USACCSLA or the ACOM, ASCC, or DRU command COMSEC inspector or qualified security officer should conduct a COMSEC facility inspection prior to initial activation of any new COMSEC account or a new COMSEC facility, whenever possible. However, such an inspection must be conducted within 90 days of activation. Thereafter, facilities must be reinspected every 2 years or at alternative intervals based on the type of facility, sensitivity of operations, and past security performance.





Command Supply Discipline Program

UNCLASSIFIED



H-COMSEC

QUESTION

3.00 BDE BN

Has the parent ensured that unserviceable classified COMSEC items turned into the COMSEC custodian for repair? [AR 710-2, Para 1-180, TB 380-41, and DA PAM 25-380-2, appendix C]

EVAL METH

Verify procedures for controlling COMSEC in SOP.

DA FORM 1386 1 JUL 1991 ISSUE (RELEASE RECEPT DOCLIM)

1. 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 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

DOC IDENT ROUT IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 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

SEND TO: RSSA-M Multiclass Supply Support Activity (WK4GDD) REQUEST IS FROM: HHD 28th Transportation Battalion (WCKNAA)

LINE: LIN: D 6 Z

DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 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

DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 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

DOC IDENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 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

65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

PREVIOUS EDITIONS WILL BE USED

ADP PE V1 00

REQUEST FOR ISSUE OR TURN-IN (DA Pam 710-2.1)

1. TOTAL PRICE 2. SHIP FROM 3. SHIP TO

4. MARK FOR

5. DATE 6. NMFC 7. FRT RATE 8. TYPE CARGO 9. PS

10. QTY RECD 11. UNIT PRICE 12. UNIT WEIGHT 13. UNIT CUBE 14. UFC 15. SI

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TR CONT 19. NO CONT 20. TOTAL WEIGHT 21. TOTAL CURE

22. RECEIVED BY 23. DATE RECEIVED

24. OCCUPANCY NUMBER

25. NATIONAL

26. REC-43

27. ADDITIONAL DATA

WCIDAA 7180-0002

A56243

4910-61-222-6589

SN: NA

Turn-in Unserviceable excess, FWI:

Approved by:

Kevin E. Comer

CW4QM

Property Book Officer

UNCLASSIFIED

ADP PE V1

REFERENCE TEXT

AR 710-2, 1-18. Communication security equipment management o. Special handling of COMSEC materiel. Unserviceable COMSEC items repairable only at depot level or special repair activity are automatically returned to the supporting special repair activity or the depot, as applicable, using ARI procedures in paragraph 3-31d, of this regulation. Demilitarization and disposal of COMSEC materiel are performed only by Tobyhanna Army Depot, Tobyhanna, PA.

(1) **WARNING: ONLY** trained and certified COMSEC maintenance technicians will disassemble and internally service or repair COMSEC equipment and components as specified in applicable equipment technical manuals. This restriction applies equally to classified equipment, unclassified CCI, and modular and embedded CCI components installed within common CE and ADP systems; for example, MSE/SINGGARS Receiver/Transmitters. Access by other than trained and certified COMSEC technicians is a reportable security violation per AR 380-40.

(2) Commanders, accountable property officers, and other responsible individuals must ensure that unserviceable COMSEC items, and systems containing COMSEC components, are submitted for repair to only those support units specifically authorized to perform maintenance on COMSEC materiel.

UNCLASSIFIED



LOGISTICS





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

1.00 **BDE** **BN**

Does the parent review quarterly summaries of memorandums from commanders who utilize memorandum procedures for adjusting durable hand tool loses when loss is not the result of negligence or misconduct? [AR 735-5, Para 4-19c, Table 12-2, AR 710-2 Table B-1(H)]

EVAL METH


Check to see if the unit documents the procedures in their SOP.

REFERENCE TEXT

AR 735-5 14-19. Losses of durable hand tools and components of sets, kits, and outfits at the using unit level when negligence or willful misconduct is not suspected c. Review criteria.

Memorandums used as adjustment documents for losses of durable hand tools and components of SKO, as prescribed in paragraph 14-19a and paragraph 14-19b, will be summarized quarterly (adjustment documents will be attached to the summary) and forwarded to the financial liability investigation of property loss approving authority for review. Following the review, the approving authority will sign and return the summary and the attached adjustment documents to the unit commander.

AR 710-2 Table B-1 H. Adjustments for lost, damaged, or destroyed property 1. Company Commanders are authorized to adjust losses of durable hand tools and components of SKO up to \$500 per incident when the losses did not occur from negligence or misconduct.



SAMPLE
DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
82nd AIRBORNE DIVISION
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF:
AFVC-KA-B

8 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Adjustment Document for Durable Hand Tools

- Reference: AR 735-5, Procedures and Policies for Property Accountability, 28 February 2005, paragraph 14-19.
- Narrative of the loss:**
On 31 August 2010, during motor stable...

NSN	NOMENCLATURE	UI	QTY TO ADJUST	UNIT PRICE	EXTENDED PRICE	TOTAL PRICE
5120-00-061-8541	HAMMER, HAND, MACHINIST'S BALL PEEN, 8 OZ WT.,	EA	2	13.90	27.80	27.80

- "I have reviewed the circumstances surrounding the loss of the above items and find no evidence of negligence or willful misconduct."
- Point of contact for this memorandum is the undersigned or SGT Supply @ 643-3118.

GEORGE D. CORRUPT
CPT, IN
Commanding





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

2.00 BDE BN

Does the parent evaluate quarterly summaries of memorandums to ensure subordinate organizations do not abuse the non-liability adjustment method of durable hand tools? [AR 735-5, Para 4-19c(1), Table 12-2, AR 710-2 Table B-1(H)]

Eval Meth

Verify that unit submitted quarterly summary and submitted to the approving authority.

REFERENCE TEXT

AR 735-5 Para 14–19. Durable hand tools at the using unit level when negligence or willful misconduct is not suspected, c. Review criteria. Memorandums used as adjustment documents for losses of durable hand tools and components of SKO, as prescribed in paragraph 14–19a and paragraph 14–19b, will be summarized quarterly (adjustment documents will be attached to the summary) and forwarded to the financial liability investigation of property loss approving authority for review. Following the review, the approving authority will sign and return the summary and the attached adjustment documents to the unit commander.

(1) The approving authority’s review will validate the absence of abuse to this adjustment method.

AR 710-2 Table B-1 H. Adjustments for lost, damaged, or destroyed property 2. Commanders at all levels who determine that the cause of lost, damaged or destroyed property warrants adverse administrative or disciplinary actions should take appropriate action. Summarize Memorandum for Record, attach memorandums to summary, and send to the Financial Liability Investigation of Property Loss approving authority

SAMPLE
DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
82nd AIRBORNE DIVISION
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF:
AFVC-KA-B

8 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Adjustment Document for Durable Hand Tools

1. Reference: AR 735-5, Procedures and Policies for Property Accountability, 28 February 2005, paragraph 14-19.

2. **Narrative of the loss:**
On 31 August 2010, during motor stable...

NSN	NOMENCLATURE	UI	QTY TO ADJUST	UNIT PRICE	EXTENDED PRICE	TOTAL PRICE
5120-00-061-8541	HAMMER, HAND, MACHINIST'S BALL PEEN, 8 OZ WT.,	EA	2	13.90	27.80	27.80

3. "I have reviewed the circumstances surrounding the loss of the above items and find no evidence of negligence or willful misconduct."

4. Point of contact for this memorandum is the undersigned or SGT Supply @ 643-3118.

GEORGE D. CORRUPT
CPT, IN
Commanding





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

3.00 BDE BN

Does the parent receive a copy of the memorandum from commanders to adjust losses of durable hand tools and components of SKO for up to \$500 per incident when the losses did not occur from negligence or misconduct? [AR 710-2 Table B-1(H) 1, AR 735-5, Para 14-19a]

EVAL METH


Verify that unit submitted a copy of the memorandum(s) for the quarterly review.

REFERENCE TEXT

AR 735-5 Para 14-19. Durable hand tools at the using unit level when negligence or willful misconduct is not suspected, a. Modified table of organization and equipment organization. Using unit commanders are authorized to adjust losses of durable hand tools and components of SKO up to \$500 per incident when the losses did not occur from negligence or misconduct. When determining the total cost of these lost durable items, the depreciated price will be used per paragraph b-2b(1).

- (1) Prepare a memorandum in the following format:
 - (a) Subject block: Memorandum for Record; Adjustment Document.
 - (b) Prepare a narrative of the incident.
 - (c) List the items requiring adjustment by end-item LIN and NSN (if applicable), nomenclature, unit of issue, number of items to be adjusted, unit price, extended price, and total price.

AR 710-2 Table B-1 (H) Adjustments for lost, damaged, or destroyed property 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. Prepare a Memorandum for Record, signed by the unit commander. Adjust hand receipts and maintain on file. As needed



SAMPLE
 DEPARTMENT OF THE ARMY
 HEADQUARTERS AND HEADQUARTERS COMPANY
 82nd AIRBORNE DIVISION
 FORT BRAGG, NC 28310-5000

REPLY TO ATTENTION OF:
 AFVC-KA-B 8 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Adjustment Document for Durable Hand Tools

1. Reference: AR 735-5, Procedures and Policies for Property Accountability, 28 February 2005, paragraph 14-19.
2. **Narrative of the loss:**
 On 31 August 2010, during motor stable...

NSN	NOMENCLATURE	UI	QTY TO ADJUST	UNIT PRICE	EXTENDED PRICE	TOTAL PRICE
5120-00-061-8541	HAMMER, HAND, MACHINIST'S BALL PEEN, 8 OZ WT.,	EA	2	13.90	27.80	27.80

3. "I have reviewed the circumstances surrounding the loss of the above items and find no evidence of negligence or willful misconduct."
4. Point of contact for this memorandum is the undersigned or SGT Supply @ 643-3118.

GEORGE D. CORRUPT
 CPT, IN
 Commanding





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

4.00 **BDE** **BN**

Are memorandums used as an adjustment document for losses of durable hand tools summarized quarterly and reviewed by the approving authority? [AR 735-5, Para 14 19c and AR 710-2 Table B-1(H)]

EVAL METH


Check to see if the unit documents the procedures in their SOP.

REFERENCE TEXT

AR 735-5 14-19. Losses of durable hand tools and components of sets, kits, and outfits at the using unit level when negligence or willful misconduct is not suspected c. Review criteria.

Memorandums used as adjustment documents for losses of durable hand tools and components of SKO, as prescribed in paragraph 14-19a and paragraph 14-19b, will be summarized quarterly (adjustment documents will be attached to the summary) and forwarded to the financial liability investigation of property loss approving authority for review. Following the review, the approving authority will sign and return the summary and the attached adjustment documents to the unit commander.

AR 710-2 Table B-1 H. Adjustments for lost, damaged, or destroyed property 1. Company Commanders are authorized to adjust losses of durable hand tools and components of SKO up to \$500 per incident when the losses did not occur from negligence or misconduct.



SAMPLE
DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
82nd AIRBORNE DIVISION
FORT BRAGG, NC 28310-5000

REPLY TO:
ATTENTION OF:
AFVC-KA-B

8 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Adjustment Document for Durable Hand Tools

- Reference: AR 735-5, Procedures and Policies for Property Accountability, 28 February 2005, paragraph 14-19.
- Narrative of the loss:**
On 31 August 2010, during motor stable...

NSN	NOMENCLATURE	UI	QTY TO ADJUST	UNIT PRICE	EXTENDED PRICE	TOTAL PRICE
5120-00-061-8541	HAMMER, HAND, MACHINIST'S BALL PEEN, 8 OZ WT.,	EA	2	13.90	27.80	27.80

- "I have reviewed the circumstances surrounding the loss of the above items and find no evidence of negligence or willful misconduct."
- Point of contact for this memorandum is the undersigned or SGT Supply @ 643-3118.

GEORGE D. CORRUPT
CPT, IN
Commanding





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

5.00 BDE BN

Is adjustment action (Financial Liability investigation of property Loss, cash Collection Voucher, Statement of charges), initiated for items unserviceable due to other than fair wear and tear? [AR 710-2, Para 2-12e, 2-13b (1), and Table B-1 (H)3]

EVAL METH

Ask does unit know procedures when they do not understand regulation guidance.

REFERENCE TEXT

AR 735-5, 12-1. General actions to protect Government property c. Administrative action to be taken for causes of other than fair wear and tear. When DA property becomes lost or damaged by causes of other than fair wear and tear, take administrative action according to this regulation regardless of the ARC assigned to the property. This action will determine the facts concerning the incident and the amount of the loss to the Government, assess financial liability if appropriate, and/or provide relief from responsibility and accountability.

(1) Obtain relief from property responsibility by the following actions:

- (a) DD Form 362 (Statement of Charges/Cash Collection Voucher), per paragraph 12-3 per this regulation.
- (b) Cash sale provisions, per paragraph 12-2b.
- (c) DD Form 200, per chapter 13.

AR 710-2 Para 2-12. Evaluations, inspections, and inventories, e. Property that is lost, damaged, or destroyed is accounted for per AR 735-5. Also, the loss of COMSEC equipment and CCI requires the submission of an incident report per TB 380-41 and TB 380-40-22, respectively. **Para 2-13. Disposing of materiel b.** Turn-in to SSA. (1) The using unit commander ensures that adjustment documentation is prepared and processed per AR 735-5 when an item is unserviceable through other than FWT. Other than obvious FWT will be determined by competent technical authority. **Table B-1 H. Adjustments for lost, damaged, or destroyed property 3.** Initiate adjustment actions for items unserviceable due to other than fair wear and tear. This may involve statement of charges/cash collection voucher or a Financial Liability Investigation of Property Loss. Follow the procedures in AR 735-5 to determine the appropriate method.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT
 AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397
 Principle Purpose (S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of selecting the SSN is for positive identification.
 ROUTINE USE(S): None
 DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYYYMMDD) 2. INQUIRY/INVESTIGATION NUMBER 3. UNIT UIC 4. DATE LOSS DISCOVERED (YYYYMMDD)

4. NATIONAL STOCK NO. 5. ITEM DESCRIPTION 6. QUANTITY 7. UNIT COST 8. TOTAL COST \$0.00
 GRAND TOTAL COST \$0.00
 Lost Damaged Destroyed
 Organization Installation OICIE

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)
 (Attach additional pages as necessary)

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) b. TYPED NAME (Last, First, Middle Initial) c. DSN NUMBER
 d. SIGNATURE e. DATE SIGNED

12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

a. RESIGNEE OR ABUSE EVENT/ SUSPECTED (X one) b. COMMENTS/RECOMMENDATIONS
 YES NO

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) d. TYPED NAME (Last, First, Middle Initial) e. DSN NUMBER
 f. SIGNATURE g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one) b. COMMENTS/RATIONALE c. (X one)
 APPROVE DISAPPROVE YES NO

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) e. TYPED NAME (Last, First, Middle Initial) f. DSN NUMBER
 g. SIGNATURE h. DATE SIGNED

14. APPROVING AUTHORITY

a. RECOMMENDATION (X one) b. COMMENTS/RATIONALE c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)
 APPROVE DISAPPROVE YES NO N/A

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) e. TYPED NAME (Last, First, Middle Initial) f. DSN NUMBER
 g. SIGNATURE h. DATE SIGNED

DD FORM 200, OCT 1999

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER

1. DATE 19 January 2010
 2. DOCUMENT/VOUCHER NUMBER WJ4ANVR 0019-0002

3. ORGANIZATION 69th Transportation Company 4. STATION Coleman Barracks APO, AE 09058

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.
C08541 6145-00-910-8847	Cable Telephone WP-1612 (**95.00)	1	\$715.00	\$715.00
F21472 4903-00-276-0087	Dispensing pump 15 gal (**454.30)	1	\$454.30	\$454.30
* Depreciation allowed per AR 735-5 Appendix D				

8. TYPE OR ACTION (Select one)
 a. PAYROLL DEDUCTION b. CASH COLLECTION c. GRAND TOTAL \$1,169.30

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.

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.

a. NAME (LAST, First, Middle Initial) XXXXXXX
 b. CAUSE FOR CHARGE Lost Govt Property
 c. SOCIAL SECURITY NUMBER: 111-11-1111
 d. SIGNATURE
 e. DATE SIGNED
 19 Jan 2010 XXXXXXX CPT, Commanding

11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER
 The amount entered in grand total has been (FAO) checked the appropriate action below:
 a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.
 b. Remitted through cash collection.

a. DATE b. SIGNATURE BLOKS/SIGNATURE c. DATE d. SIGNATURE BLOKS/SIGNATURE

DD FORM 362, JUL 1993

Previous edition may be used.

AFD PE v1.00





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

6.00

BDE

BN

Has DD Form 362 been forwarded to Finance and Accounting office within five workdays after the date of discovery of the discrepancy? [AR 735-5, Para 12-3a&c (1)]

EVAL METH

Verify transmittal letter that documents were sent within required time frame.

REFERENCE TEXT

AR 735-5 Para 12-3. DD Form 362 a. This form will be used when—

- (1) Military and civilian employees admit liability and offer cash payment or agree to payroll deduction to settle the charge of financial liability.
- (2) Contractor admits liability and offers cash payment.
- (3) If a military member, the charge does not exceed monthly basic pay, or if a civilian, does not exceed 1/12th an annual salary. Contractors admitting liability will pay for the entire loss or damage, no matter the amount.
- (4) There is not a mandatory requirement for either a DD Form 200 or an AR 15-6 investigation per paragraph 13-3 or paragraph 13-25 of this regulation.

(5) 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 (see fig 12-9). The property book office will process the DD Form 362 upon receipt of the processed DD Form 2481.

c. Figure 12-6 and figure 12-7 depict the flow and distribution of the DD Form 362 from the time of initiation, to the final actions by the FAO, and the subsequent return to the initiator. (8) *Active Army and/or U.S. Army Reserve*. **The Active Army will initiate and furnish a DD Form 362 to FAO within 5 workdays after the date of discovering the discrepancy. The USAR will accomplish this action within 60 days.** For personnel departing the installation on an expiration term of service and/or permanent change of station move and hand carrying a DD Form 362 to the FAO, commanders, PBOs, and accountable officers will not affix clearing signatures or stamps on any document in accordance with installation SOP to clear the individual until after the individual returns to them a copy of the DD Form 362 annotated by FAO indicating receipt by the FAO.

(9) *Army National Guard*. The ARNG will initiate and forward a DD Form 362 to the USPFO within 45 workdays after the date of discovering the discrepancy. For personnel departing the installation on an expiration term of service and/or permanent change of station move and hand carrying a DD Form 362 to the USPFO, commanders, PBOs, and accountable officers will not affix clearing signatures or stamps on their DA Form 137-1 (Unit Clearance Record) and DA Form 137-2 (Installation Clearance Record) until after the individual returns to them a copy of the DD Form 362 annotated by the USPFO indicating receipt by the USPFO.

DEPARTMENT OF THE ARMY
HEADQUARTERS, 28TH TRANSPORTATION BATTALION
APO, AE 09366

AERTR-A-PBO (735-5t) Date: 4 December 2007

MEMORANDUM FOR COMMANDER, 208TH FSU, ATTN: Control (Receiving), APO AE 09042

SUBJECT: Transmittal of Pay and Other Documents

1. Attached documents are forwarded that support changes to the pay and allowances of the soldier(s) identified below (and continuation if necessary).

Last name/ Unit	Last 4 SSN	DA FM 362	DD FM 200	DOCUMENT #	PRICE
		X			
		X			

2. POC is the undersigned at DSN 382-5717.

XXXXXXXXXX
CW4, USA
Property Book Officer

enc: 1

AEUFC-FP 1st End

Commander, 208TH FSU, ATTN: Control (Receiving), APO AE 09042

FOR COMMANDER, 28TH Transportation Battalion, ATTN: PBO, APO AE 09058

1. Receipts acknowledged of this transmittal letter.
2. Discrepancy letter (IS) (IS NOT) attached.

XXXXXXXXXXXX
LTC, FC
Commanding

LARGES/CASH COLLECTION VOUCHER		1. DATE 19 January 2010
		2. DOCUMENT/VOUCHER NUMBER WJKNVTR 0019-0002
4. STATION Coleman Barracks APO, AE 09058		
6. DISBURSING STATION SYMBOL NUMBER	7. ACCOUNTING CLASSIFICATION	
ITEM DESCRIPTION a.	QTY b.	UNIT PRICE c.
None WF-1610 (*195.00)	1	\$715.00
ump 15 gal (*405.30)	1	\$454.30
fee allowed per AR 735-5 Appendix B		\$454.30
		\$1,169.30
b. CASH COLLECTION		c. GRAND TOTAL
<input type="checkbox"/>		\$1,169.30

DIVISIONAL

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.

4. RANK/ GRADE CPT03	5. NAME (LAST, First, Middle Initial) XXXXXXXXXX	6. SOCIAL SECURITY NUMBER 111-11-1111	g. CAUSE FOR CHARGE Lost Govt Property	h. SIGNATURE [Signature]	i. AMOUNT [Amount]
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.		
8. DATE 19 Jan 2010	9. SIGNATURE BLOCK/SIGNATURE XXXXXXXXXX CPT, Commanding	c. DATE	d. SIGNATURE BLOCK/SIGNATURE		

DD FORM 362, JUL 1993 Previous edition may be used. APO PE v4.0





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

7.00

BDE

BN

Are DD Form 362, (Statement of Charges/ Cash Collection) vouchers prepared correctly? [AR 735-5, Para 12-3b, Figure 12-5]

EVAL METH

Verify forms are filled correctly, ensure soldiers Sign and annotate price on documents.

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER					1. DATE
3. ORGANIZATION A Troop, 4th Cavalry Regiment, UIC: WAZHAA				8 January 2003	
4. STATION Fort Mile High, TX 12345-1234				2. DOCUMENT/VOUCHER NUMBER WK5CHN 3008-1021	
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.	
8465-01-115-0026 C86536	Canteen 1 Quart (\$3.25)	1	2.92	2.92	
8465-00-753-6490 F29980	Cover Canteen Cold Wather (\$3.25)	1	2.92	2.92	
8415-00-926-1674	Gloves Barb Wire Handlers (\$14.10)	2	12.69	25.38	
8465-01-033-8067 T71706	Sleeping Bag Universal Type 2 (\$115.95) RICC 2 No Residue	1	104.35	104.35	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION		b. CASH COLLECTION <input checked="" type="checkbox"/>		c. GRAND TOTAL	
				135.47	
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.					
4. RANK/ GRADE	e. NAME (LAST, First, Middle Initial)	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT	
SPC	Francis C. Osborne	Lost through negligence	Francis C. Osborne	\$135.47	
f. SOCIAL SECURITY NUMBER					
123-12-1234					
10. ORGANIZATION COMMANDER			11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER		
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.			The amount entered in grand total has been (FAO) check the appropriate action below.		
			a. Entered on the appropriate pay record as payroll, or DD Form 139 has been prepared and forwarded for collection.		
			b. Remitted through cash collection.		
a. DATE	b. SIGNATURE BLOCK/SIGNATURE		c. DATE	d. SIGNATURE BLOCK/SIGNATURE	
9 Jan 03	John C. Alt JOHN C. ALT, CPT, CAV, Commanding				

DD FORM 362, JUL 93

Previous edition may be used.

USAAPC V2.00

REFERENCE TEXT

AR 735-5 Para 12-3. DD Form 362 b. The unit command, the primary hand receipt holder, or the accountable officer will prepare DD Form 362c. Figure 12-6 and figure 12-7 depict the flow and distribution of the DD Form 362 from the time of initiation, to the final actions by the FAO, and the subsequent return to the initiator.





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

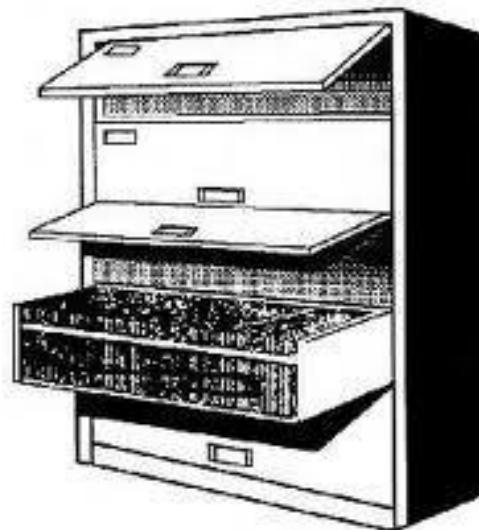
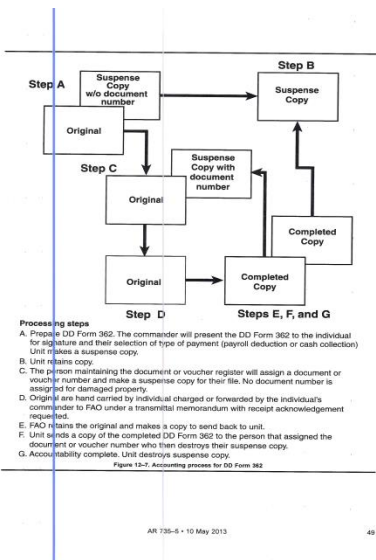
QUESTION

8.00 BDE BN

Are DD Form 362s filed IAW AR 25-400-2? [AR 25-400-2 Para 1-6, AR 735-5, Figure 12-6]

EVAL METH

Verify documents are filed under the ACRS system.



Record Number: 700A (FY 12)
Folder title :K: 735-5t1 Relief from responsibility (LIABILITY ADMITTED)(DD FORM 1131)
Keep until completion of collection action, then destroy

Record Number: 700A (FY 12)
Folder title :K: 735-5t1 Relief from responsibility (LIABILITY ADMITTED)(DD FORM 362)
Keep until completion of collection action, then destroy

REFERENCE TEXT

AR 25-400-2, 1-6. Application of ARIMS. a. ARIMS applies to— (1) All unclassified Army records, including For Official Use Only (FOUO), regardless of medium. (2) All classified Army records through SECRET. Records that are TOP SECRET may be set up under ARIMS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in the ARIMS Records Retention Schedule—Army (RRS-A) or on the Army Electronic Library (AEL) compact disk-read-only memory (CD-ROM) (EM 0001) will be applied to TOP SECRET records. The security classification of a record does not change its retention value





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

9.00 **BDE** **BN**


Does the unit or activity commander authorize prorating of charges when the charge exceeds two thirds of the person monthly base pay? [AR 710-2 Table B-1 (H) 6, and AR 735-5, Para 12-3f and Table 12-4]

EVAL METH

Verify if commander sign a memorandum to prorate charges.

REFERENCE TEXT

AR 710-2 Table B-1 H. Adjustments for lost, damaged, or destroyed property 6. **Commander authorized to prorate statement of charges financial liability if charges exceed two-thirds of person's monthly base pay.** Attach a memo to the DD Form 362 specifying the length of time for payment. **AR 735-5,12-3. DD Form 362 f.** Property listed on DD Form 362 may be recovered before a document or voucher number is assigned. When a portion of the items listed is recovered, the commander will line through those items recovered and initial adjacent to the line through. If all the items listed on the DD Form 362 are recovered before a document or voucher is assigned, destroy the DD Form 362. When property listed on a DD Form 362 is recovered after the collection of the indebtedness, in full or in part, or the charges are reduced due to improper computation, an amendment will be prepared. The amendment citing the specific alteration will be attached to the statement of charges as an exhibit. A copy of the amendment will be provided to the accountable officer with instructions to reestablish accountability for the recovered property and then forwarded to the FAO and/or USPFO under a memorandum signed by the commander, directing repayment of the value of the recovered property to the individual, as a "collection erroneously received."



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
28TH TRANSPORTATION BATTALION
CAMP ARIFJAN, KUWAIT
APO AE 09366

AERTR-A-HHD 28 June 2006

MEMORANDUM FOR Commander, 374th Finance Battalion, APO AE 09366

SUBJECT: Prorating of Charges

1. Enclosed is the Statement of Charges/Cash Collection Voucher for SPC Doe, Jane, 123-45-6789, with the total amount charge of \$1,007.55. I am requesting that the charges be extracted from the service member's pay over a 3 month period.
2. Soldier understands that a total of \$335.85 will be taken out for 3 months.
3. Point of contact for this memorandum is the undersigned at DSN 430-7181.

XXXXXXXXXX
CPT, QM
Commanding





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

10.00 BDE BN

Has the DD Form 200 (Financial Liability Investigation of Property Loss) and DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigations of property Loss) been initiated, within 15 days (AC) , 75 days (ARNG/USAR) of discovery of lost, damaged, or destroyed property by the Commander? [AR 710-2, Table B-3 (G)4c, AR 735-5, Para 13-8a&b, and Para 13-9]

EVAL METH

Verify correct documents are in initiation packet.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS			
AUTHORITY: 10 USC 2776; DoD Directive 7300.11; EO 13527.		PRIVACY ACT STATEMENT ROUTINE USES: None	
<p>Principle Purpose (B): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of submitting the ISN is for positive identification. An individual will be held financially liable.</p> <p>DISCLOSURE: Voluntary, however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.</p>			
1. DATE INITIATED (YYYYMMDD)	2. INQUIRY/INVESTIGATION NUMBER	3. UNIT ORC	4. DATE LOSS DISCOVERED (YYYYMMDD)
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST
		8. TOTAL COST	\$0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)		<input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)			
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	b. TYPED NAME (Last, First, Middle Initial)	c. DSN NUMBER	
	d. SIGNATURE	e. DATE SIGNED	
12. (X one) <input type="checkbox"/> NEGLIGENCE OR ABUSE EVIDENT SUSPECTED (X one)	<input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)		
b. COMMENTS/RATIONALE			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. DSN NUMBER	
	f. SIGNATURE	g. DATE SIGNED	
13. APPOINTING AUTHORITY			
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE		c. <input type="checkbox"/> YES <input type="checkbox"/> NO
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER	
	g. SIGNATURE	h. DATE SIGNED	
14. APPROVING AUTHORITY			
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER	
	g. SIGNATURE	h. DATE SIGNED	

DD FORM 200, OCT 1999

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.
To: Approving Authority	2.
To: Financial Liability Officer	3.
To: Approving Authority	4.
To: Staff Judge Advocate	5.
To: Approving Authority	6.
(A) Complete When a Loss is Discovered	
Date loss was discovered	Originating Unit
Preliminary search for item began	Preliminary search for item ended
Date assigned document number	Date assigned inquiry/investigation number
(B) Initiator (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. J normally fills out 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 type="checkbox"/> No <input type="checkbox"/>
Block 3. Has the date the loss was discovered been entered?	Yes <input 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 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 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 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 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 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 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 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 type="checkbox"/> No <input type="checkbox"/>
Block 12. Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	Yes <input 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

AMU FE 1030
Page 1 of 4

REFERENCE TEXT

AR 735-5 Para 13-8. Time constraints for initiation of financial liability investigations of property loss, 13-9. Basic requirements for DD Form 200, AR 710-2 table B-3 4c. Adjustments for lost, damaged, or destroyed property 4. Initiate Financial Liability Investigation of Property Loss within established time limits. When Government property is reported missing, Commanders at all levels, primary hand receipt holders, and accountable officers will ensure a preliminary investigation and search is conducted before a relief document is initiated IAW AR 735-5 Para c(1). Initiate a Financial Liability Investigation of Property Loss after discovery of the type of discrepancies in AR 735-5, Paragraph 13-2. Complete blocks 1 through 12 of DD Form 200 (Financial Liability Investigation of Property Loss) to document proof the item(s) existed, who was assigned responsibility, and the date and circumstances. Process DD Form 200 through the approving authority to the PBO. Active Army—within 15 days. ARNG—within 75 days. USAR—within 75 days.





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

11.00

BDE

BN

Is an accurate and concise statement of facts given, including date and place? [AR 735-5, Para 13-10b(5)]

EVAL METH

Did block 9 contain the 5 w's.

Block 9 continued, Investigation of Property Loss, 21 March 2002, \$2,733.89, 573rd Supply and Service Company.

The missing property is on sub-hand receipt to SSG Slatt. Property has been sub-hand receipted to SSG Slatt for the past 17 months, which was last signed by SSG Slatt on 23 November 2001, exhibit A. The missing property was last seen by the commander, CPT Magee during a change of command inventory conducted on 17 - 28 September 2001, exhibit B.

According to a statement obtained from SSG Slatt, the missing property was loaned to the Laundry and Bath (L&B) Platoon, on 4 December 2002, for use in a field training exercise, during the period 9 - 22 December 2001, exhibit C. However, SSG Slatt was unable to produce a signed hand receipt showing the property as being issued to the L&B Platoon. Both 1LT Randall, L&B Platoon Leader and SFC Tucker, L&B Platoon Sergeant were asked if they knew where the property was and neither recalled receiving the property from SSG Slatt as stated by SSG Slatt.

The other platoon leaders and/or sergeants were asked if they knew the whereabouts of the missing property and were unable to provide its whereabouts.

Exhibits "A" through "C" attached.

REFERENCE TEXT

AR 735-5 Para 13–10. Preparation requirements for DD Form 200 (5) Block 9 will contain a description of the events leading to the loss or damage of Government property, with an explanation of how it happened, when it happened, and who was involved, omitting personal opinions and conjectures. The description will provide enough detail to determine the proximate cause of the loss or damage if possible. Show all persons directly concerned by name and grade. The description of the facts must be detailed enough to enable the appointing authority or the approving authority to make a determination of whether relief from, or assessment of financial liability will be sought without appointment of a financial liability officer, or that an investigation by a financial liability officer is required. The initiator of a DD Form 200 must prepare a thorough document in recognition that an investigation by a financial liability officer represents a significant expenditure of time and effort. It may be necessary for the initiator to obtain statements from individuals who were witnesses or who have knowledge of the incident resulting in the loss.





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

12.00 **BDE** **BN**

Are all persons identified by name and grade? [AR 735-5, Para 13-10b(5)]

EVAL METH

Ensure all persons are identified by name and grade in block 9.

Block 9 continued, Investigation of Property Loss, 21 March 2002, \$2,733.89, 573rd Supply and Service Company.

The missing property is on sub-hand receipt to SSG Slatt. Property has been sub-hand receipted to SSG Slatt for the past 17 months, which was last signed by SSG Slatt on 23 November 2001, exhibit A. The missing property was last seen by the commander, CPT Magee during a change of command inventory conducted on 17 - 28 September 2001, exhibit B.

According to a statement obtained from SSG Slatt, the missing property was loaned to the Laundry and Bath (L&B) Platoon, on 4 December 2002, for use in a field training exercise, during the period 9 - 22 December 2001, exhibit C. However, SSG Slatt was unable to produce a signed hand receipt showing the property as being issued to the L&B Platoon. Both 1LT Randall, L&B Platoon Leader and SFC Tucker, L&B Platoon Sergeant were asked if they knew where the property was and neither recalled receiving the property from SSG Slatt as stated by SSG Slatt.

The other platoon leaders and/or sergeants were asked if they knew the whereabouts of the missing property and were unable to provide its whereabouts.

Exhibits "A" through "C" attached.

REFERENCE TEXT

AR 735-5 Para 13–10b. Preparation requirements for DD Form 200 (5) Block 9 will contain a description of the events leading to the loss or damage of Government property, with an explanation of how it happened, when it happened, and who was involved, omitting personal opinions and conjectures. The description will provide enough detail to determine the proximate cause of the loss or damage if possible. **Show all persons directly concerned by name and grade.** The description of the facts must be detailed enough to enable the appointing authority or the approving authority to make a determination of whether relief from, or assessment of financial liability will be sought without appointment of a financial liability officer, or that an investigation by a financial liability officer is required. The initiator of a DD Form 200 must prepare a thorough document in recognition that an investigation by a financial liability officer represents a significant expenditure of time and effort. It may be necessary for the initiator to obtain statements from individuals who were witnesses or who have knowledge of the incident resulting in the loss.





Command Supply Discipline Program

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I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

13.00 BDE BN

Does the parent return a suspense copy Financial Liability Investigation of Property Loss to the initiator? [AR 735-5, Para 13-16b]

EVAL METH

Ensure the unit has a suspense copy on file with PBO document number.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 6397.		ROUTINE USE(S): None.	
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.	
1. DATE INITIATED (YYYYMMDD) 20100531	2. INQUIRY/INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED (YYYYMMDD) 20100530	
4. NATIONAL STOCK NO. P97369 4320-01-261-6470	5. ITEM DESCRIPTION Pump Assembly 609-C SN: 871871,871580	6. QUANTITY 2	7. UNIT COST \$27,426.00
8. TOTAL COST \$54,852.00			
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED During a 100% inventory, the above item was discovered missing from the 574th QM Company located in Germany. Upon discovery, the 24th QM was notified that a DA Form 2062 was initiated to SGT John Doe . A lateral transfer was initiated but not signed for by the 24th QM Co. This process has taken many months and now the 574th (continued on continuation sheet)			
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Ensure PBOUSE system is updated regularly by the unit supply sergeant to ensure future discrepancies are identified and rectified.			
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 574th Supply Company AERTR-A-574 APO, AE 09166 (Spinelli Barracks)	b. TYPED NAME (Last, First, Middle Initial) XXXXXXXX A. SGT, USA, Supply Sergeant	c. DSN NUMBER 384-6329	d. SIGNATURE
e. DATE SIGNED			
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 A Da Form 2062 was provided to the 593rd CSG as proof the items were signed over to the 24th QM Company during the RIP/TOA process. The equipment was received during OIF and posted by the PBO	c. DSN NUMBER 384-6387	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 574th Supply Company AERTR-A-574 APO, AE 09166 (Spinelli Barracks)		e. TYPED NAME (Last, First, Middle Initial) XXXXXXXX, CPT, QM Commanding	f. DATE SIGNED
g. SIGNATURE			
13. APPOINTING AUTHORITY			
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 630th Combat Sustainment Support Battalion Al Asad Airbase (ATRZ-630) APO AE 09333	e. TYPED NAME (Last, First, Middle Initial) XXXXXXXX, LTC, QM Commanding	f. DSN NUMBER	g. DATE SIGNED
g. SIGNATURE			
14. APPROVING AUTHORITY			
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 593rd Corp Support Group (ATRZ-CO) Al Asad APO, AE 09333	e. TYPED NAME (Last, First, Middle Initial) XXXXXXXX, COL, TC Commanding	f. DSN NUMBER	g. DATE SIGNED
g. SIGNATURE			

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
b. DOLLAR AMOUNT OF LOSS			
c. MONTHLY BASIC PAY		d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	f. TYPED NAME (Last, First, Middle Initial)	g. DSN NUMBER	
h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)		i. DATE APPOINTED (YYYYMMDD)	
j. SIGNATURE		k. DATE SIGNED	
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 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)	d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER	
f. SIGNATURE		g. DATE SIGNED	
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD WXXXXX			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 28th Transportation Battalion AERTR-A-PBO (Coleman Barracks) APO, AE 09058	c. TYPED NAME (Last, First, Middle Initial) XXXXXXXX, QM, PBO	d. DSN NUMBER 382-5717	
e. SIGNATURE		f. DATE SIGNED	

REFERENCE TEXT

AR 735-5 Para 13-16. Distribution of financial liability investigations of property loss by the accountable officer

immediately after the document number or voucher number is assigned—b. The accountable officer returns one copy to the initiator.





Command Supply Discipline Program

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I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

14.00 BDE BN

Is adjustment action Financial Liability investigation of property Loss initiated for commanders who determine that the cause of lost, damaged or destroyed items warrants adverse administrative actions and attached a statement to the maintenance request or turn-in document stating cause of damage? [AR 735-5, Para 12-1a(2)(a-f)]

EVAL METH

Verify adverse actions or damage statements are attached to turn-in documents.



REFERENCE TEXT

AR 735-5 Para 12-1. General actions to protect Government property

a. Administrative action. Administrative measures available to commanders to ensure enforcement of property accountability. When property becomes lost, damaged, or destroyed, use one of the adjustment methods discussed in this regulation.

(2) Commanders who determine that the cause of LDD warrants adverse administrative or disciplinary action should take appropriate action. These actions include, but are not limited to—

- (a) An oral or written reprimand.
- (b) Appropriate remarks in officer's, noncommissioned officer's, and civilian's evaluation reports.
- (c) MOS reclassification.
- (d) Bar to reenlistment.
- (e) Action under the UCMJ. ARNG members who are not in the Federal service are not subject to the UCMJ; they are subject to the military codes of their State.
- (f) Adverse actions against civilian personnel as authorized.





I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

15.00 BDE BN

If ECOD was utilized, has an ACOD been requested by the initiator and forwarded to the Approving Authority? [AR 735-5, Para 14-18j]

EVAL METH

Verify ECOD/ACOD was attached to FLIPL.



REFERENCE TEXT

AR 735-5 Para 14–18. Damaged property j. The ECOD is a process to determine the estimated cost of damage to Government owned equipment prior to repair and/or evacuation. An ACOD can only be determined when the item is actually repaired. Damaged property for which negligence or willful misconduct is suspected will not be repaired, disposed of, or continued in use until the investigating officer releases the item for repair (see para 13–31c).

(1) An ECOD will be used to compute the value of a loss only when actual costs cannot be obtained within a reasonable time. An ECOD may be requested by the commander, TDA activity chief, or may be provided by the maintenance or other activity in the absence of a specific request. When an ECOD is used to compute the value of the damaged property, the DD Form 200 must state why, and state the basis on which the estimate was made.

(2) An ECOD may be used for assessment of financial liability until the equipment is actually repaired, and then the ACOD will be used. When an item is not completely repaired until after a financial liability has already been assessed and the ACOD is less than the ECOD, the initiator of the adjustment document will cause it to be reopened and the appropriate FAO and/or USPFO will be requested, on a memorandum, to reimburse the difference to the charged individual.





Command Supply Discipline Program

UNCLASSIFIED



I-ADJUSTMENTS FOR LOST DAMAGED OR DESTROYED PROPERTY

QUESTION

16.00 **BDE** **BN**

Has parent approved adjustments made to bulk fuel accountable records? [AR 710-2, Para 2-37a thru I, and Table 2-2k]
Was a DD 200 or 15-6 initiated as result?

EVAL METH

Check to see if the unit documents the procedures in their SOP.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 6397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of collecting the ISN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 20100531	2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD) 20100520				
4. NATIONAL STOCK NO. P97369 4320-01-261-6470	5. ITEM DESCRIPTION Pump Assembly 609-C SN: 871871,871580	6. QUANTITY 2	7. UNIT COST \$27,426.00	8. TOTAL COST \$54,852.00			
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED							
During a 100% inventory, the above item was discovered missing from the 574th QM Company located in Germany. Upon discovery, the 24th QM was notified that a DA Form 2062 was initiated to SGT XXXXXX . A lateral transfer was initiated but not signed for by the 24th QM Co. This process has taken many months and now the 574th (continued on continuation sheet)							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Ensure FBUSD system is updated regularly by the unit supply sergeant to ensure future discrepancies are identified and rectified.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 574th Supply Company AERTR-A-574 APO, AE 09166 (Spinelli Barracks)		b. TYPED NAME (Last, First, Middle Initial) XXXXXXX A. SGT, USA, Supply Sergeant		c. DSN NUMBER 384-6329		e. DATE SIGNED	
		d. SIGNATURE					
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 A Da Form 2062 was provided to the 593rd CSG as proof the items were signed over to the 24th QM Company during the RPTQA process. The equipment was received during OIF and posted by the PBO C/W3 XXXXXX and was not part of home station equipment brought back to Germany.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 574th Supply Company AERTR-A-574 APO, AE 09166 (Spinelli Barracks)		d. TYPED NAME (Last, First, Middle Initial) XXXXXX, CPT, QM Commanding		e. DSN NUMBER 384-6387		g. DATE SIGNED	
		f. SIGNATURE					
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 630th Combat Sustainment Support Battalion Al Asad Airbase (ATRZ-630) APO AE 09333		e. TYPED NAME (Last, First, Middle Initial) XXXXXX, LTC, QM Commanding		f. DSN NUMBER		h. DATE SIGNED	
		g. SIGNATURE					
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 593rd Corp Support Group (ATRZ-CO) Al Asad APO, AE 09333		e. TYPED NAME (Last, First, Middle Initial) XXXXXX, COL, TC Commanding		f. DSN NUMBER		h. DATE SIGNED	
		g. SIGNATURE					

REFERENCE TEXT

AR 710-2, 2-37. Bulk petroleum and packaged fuels accountability j. Adjustments of accountable records are as follows:

(1) The responsible individual will complete the MBPAS within 3 workdays of the last day of the month reported. The MBPAS, with applicable supporting documents (report of survey (FLIPL), causative research) will be forwarded for approval.

(2) The next higher commander or the commanders designated representative of the activity having accountability is the approving authority for adjustments made on the MBPAS. An individual will not be designated as approving authority for an MBPAS covering property for which he or she is immediately accountable. The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified based on facts available. Approving authority's disapproval of any loss on the MBPAS automatically requires the initiation of a report of survey (FLIPL). Disapproval of any gain requires an investigation under AR 15-6.





Command Supply Discipline Program

UNCLASSIFIED



J-PHYSICAL SECURITY

QUESTION

1.00

BDE

BN

Does the parent ensure physical security inspections are conducted per AR 190-11 and AR 190-13? [AR 710-2, Para 2-12c, AR 11-2] Were PS inspections conducted at least every 18 months? [AR 190-11, para 2-6a; and AR 190-13, para 2-11b]

EVAL METH

Review last inspection document.

REFERENCE TEXT

AR 710-2, 2-12. Evaluations, inspections, and inventories c.

Commanders and supervisors ensure that physical security inspections are conducted per AR 190-11 and AR190-13.


AR 190-11 para 2-6. Inspections and audits Security measures including theft or loss reporting and inventory and accountability procedures for AA&E will be examined during inspections and audits. The status of existing waivers and exceptions will be examined for compliance and continuing necessity.

a. The garrison commander will ensure that PS inspections are conducted in accordance with AR 190-13 for AA&E governed by this regulation. Additionally, conduct PS inspections as follows:

- (1) For new AA&E storage facilities, and before and immediately after occupancy.
- (2) On significant change in facility structure.
- (3) After a forced entry or attempted forced entry with or without theft.
- (4) When units have received an unsatisfactory rating on PS inspection, re-inspection will be within 6 months. A copy of an unsatisfactory PS inspection concerning RC and ROTC units will be furnished the installation commander providing logistical report. The follow-up report will include written comments to show what elements have received copies.

AR 190-13 para 2-11. Security threat assessment b. Installation threat statements will be disseminated to all subordinate and tenant activities, and included as an annex in the installation physical security plan.

c. Commanders will also use security assessment documents that identify vulnerabilities to help determine security weakness that may be compromised by threat forces. These may include documents such as risk assessments and security engineering vulnerability assessments.



DEPARTMENT OF THE ARMY
 United States Army Garrison Heidelberg
 Director of Emergency Services
 UNIT 29237
 APO AE 09102-9237

S 29 March 2006

IMEU-HBI-BSP 27 February 2006


MEMORANDUM THRU Commander, 28th Transportation Battalion, APO AE 09058

FOR Commander 69th Transportation Battalion, CMR 418, APO AE 09058

Physical Security Inspection

- Reference: AR 190-13, Army Physical Security Program, 30 September 1998.
- Reference: DOD 5200.1-R
- Enclosed is the Physical Security Inspection Report that applies to your activity. The unit received a rating of **Adequate**.
- A report of corrective action is required for each finding or recommendation containing a reference, regardless of the unit's rating.
- If any assistance is required, contact the Physical Security Section at DSN 388-2330 or fax 388-2310.

FOR THE COMMANDER:


 DAVID R. DEARGER
 LTC, MP
 Director, Emergency Services

Encl

CF:

SECURITY CONTAINER CHECK SHEET					
FROM	ROOM NO.	BALDING	CONTAINER NO.		
	516	113			
CERTIFICATION					
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.					
MONTH/YEAR					
02/2006					
DATE	INITIALS	TIME	DATE	INITIALS	TIME
18	JM	1830	19	JM	1830
19	JM	1830	20	JM	1830
21	JM	1830	22	JM	1830
23	JM	1830	24	JM	1830
25	JM	1830	26	JM	1830
27	JM	1830	28	JM	1830
29	JM	1830	30	JM	1830
31	JM	1830			





J-PHYSICAL SECURITY

QUESTION

2.00

BDE

BN

Does the parent ensure internal controls checklists are used and report the loss of personal arms and equipment? [AR 735-5, 12-1b(2)]

EVAL METH

Review last inspection document.

HAND RECEIPT		FROM	TO	HAND RECEIPT NUMBER						
For use of this form, see DA PAM 710-2.1. The proponent agency is ODCSLOG.		Cdr, C Battery	ATFBB Room Custodian							
ITEM STOCK NUMBER	ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY						
STOCK NUMBER A	ITEM DESCRIPTION B	*	SEC	UI	QUANTITY					
					C	D	E	F		
	Rifle, M16A1				102	102	102	102		
	Machine Gun, M-60				8	8	8	8		
	Pistol, Cal. .45				2	2	2	2		
	Cartridge, 5.56 mm				90	90	90	90		
	Cartridge, Cal. .45				14	14	14	14		
	Container protected by seal #12345 which contains 1,000 rounds of 5.56 mm Ammunition				1	1	1	1		
This form is typed for reproduction purposes only and may be handwritten.										
					Subcom Standard, 504, 4700002					
					Assembly Stamp, 544, 5201102					
					Subcom Standard, 504, 6700002					



Figure 9.3. Sample of a completed DA Form 2062 showing the results of change of custody of arms storage facility inventory

REFERENCE TEXT

AR 735-5, 12-1. General actions to protect Government property. b. Reporting requirements.

- (1) Persons responsible for Government property will immediately report, in writing, all losses or damages to their immediate supervisor or commander. The report will state the circumstances of the loss or damage and a listing and description of the property involved.
- (2) When reporting personal arms and equipment (PA&E) according to AR 190-11, or whenever the loss appears to involve unlawful conduct report incident to military law enforcement authorities for investigation. Personal arms and personal equipment are the weapons and equipment assigned to Soldiers for their use. This includes a Soldier's OCIE issued to them. A preliminary investigation by the military or security police will assist the commander when taking action according to this regulation.





J-PHYSICAL SECURITY

QUESTION

3.00

BDE

BN

Does parent/commanders ensure storage facilities meet physical security requirements according to publications listed in AR 710-2 and conduct routine inventories and inspections for verification? [AR 710-2, para 3-23d]

EVAL METH

Review last inspection document.



REFERENCE TEXT

AR 710-2 Para 3-23. Storage operations d. Commanders are directly responsible for safeguarding all supplies under their control as shown below.

- (1) Ammunition will be stored and secured per AR 190-11, **DOD Directive 4145.19-R-1 (Obsolete)**, AR 740-1, AR 385-64, DA Pam 385-64, and/or host nation agreements and public law, whichever is more restrictive.
- (2) Unclassified, non-sensitive items, Identaplates, and credit cards will be stored per AR 190-51.
- (3) For controlled medical substances and other medically sensitive items, see AR 190-50.
- (4) CCI will be secured per DA Pam 25-380-2.
- (5) The AR 380 series prescribes security of classified items.
- (6) For nuclear and chemical items, see AR 50-6-1, and AR 190-54.
- (7) Classified COMSEC equipment will be secured per AR 380-40 and TB 380-41.
- (8) Weapons will be secured under AR 190-11 and AR 190-51. When responsibility for the custody of keys for an SSA arms storage facility is transferred between individuals, they will conduct a physical count of the weapons and major parts for arms, such as barrels and major subassembly with CIIC 1-4 thereon. Results of the count will be recorded. This count does not replace the quarterly weapons inventory.





K-HAZMAT MANAGEMENT

QUESTION

1.00 **BDE** **BN** **CO**

Does the parent have a Hazardous Materials Management Program? [AR 710-2, Para 1-28]

EVAL METH

Review HAZMAT program.



REFERENCE TEXT

AR 710-2 Hazardous Materials Management Program Para 1–28. General information

This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200–1 and DA Pam 200–1. The HMMP applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. a. This section defines Army policy for identifying and managing hazardous materials. Related policy guidance may be found in safety, medical acquisition and environmental regulations. The goals of the Army’s HMMP are to reduce the cost for acquiring and disposing of HAZMAT, enhance mission accomplishment, promote the safe storage, handling, and use of HAZMAT, and reduce risk to public health and the environment. An Army logistics automation objective is that HAZMAT environmental reporting be accomplished as a by product of processing supply transactions such as receipts, issues, transfers, adjustments, inventory balances, recording storage locations, and disposal actions. In most cases, current reporting requirements cannot be met using logistics STAMIS. Environmental reporting and data compilation is accomplished per instructions disseminated by the supporting installation/regional installation management/ACOM/ASCC/DRU environmental office.





K-HAZMAT MANAGEMENT

QUESTION

2.00

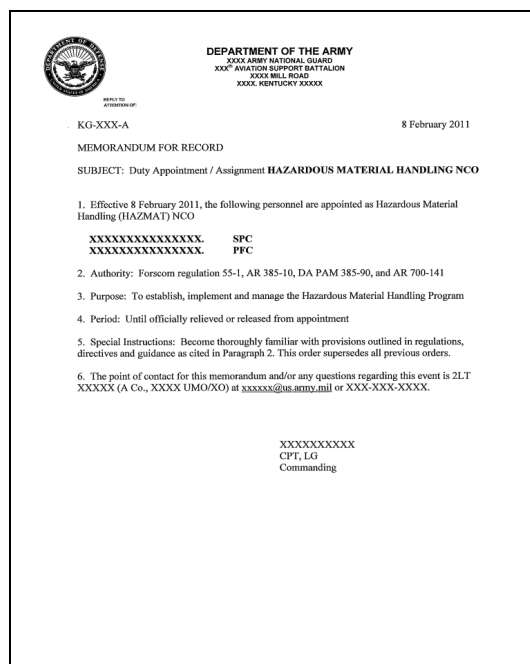
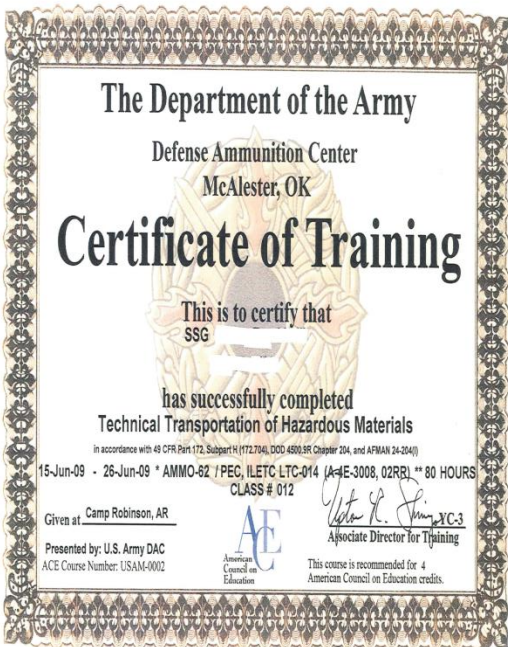
BDE

BN

Does parent ensure personnel are trained in HAZMAT handling? [AR 710-2, Para 1-31b, TM 38-410 table G-2]

EVAL METH

Verify training documentation.



REFERENCE TEXT

AR 710-2 Para 1-31. Using unit or activity functions

b. Unit-level procedures are established to provide personnel accurate and timely information and prerequisite training on the handling, storage, and use of HAZMATs. Information as to specific training requirements may be obtained from the supporting environmental office.





K-HAZMAT MANAGEMENT

QUESTION

3.00

BDE

BN

Does the parent ensure MSDSs are readily available to personnel to assure proper handling and emergency response preparedness? [AR 710-2 Para 1-30a &b); AR 700-141Appendix C-1; TM 38-410, Para 8-10c, OSHA 29 CFR 1926.152) 1926.152(a)(1)]

EVAL METH

Verify HAZMAT SOP, flammable cabinets or storage area is being properly used and MSDS sheets are marked with safety and emergency procedures .



REFERENCE TEXT

AR 710-2, 1-30. Supply support activity functions

The SSAs ensure—

- a. Receipt, handling, storage, and issuing of HAZMATs safely.
- b. MSDSs are readily available to assure proper handling and emergency response preparedness. Assistance in acquiring requisite MSDSs can be obtained from the supporting environmental office.

OSHA 1926.152(a)(1) Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except that this shall not apply to those flammable liquid materials which are highly viscid (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids.





K-HAZMAT MANAGEMENT

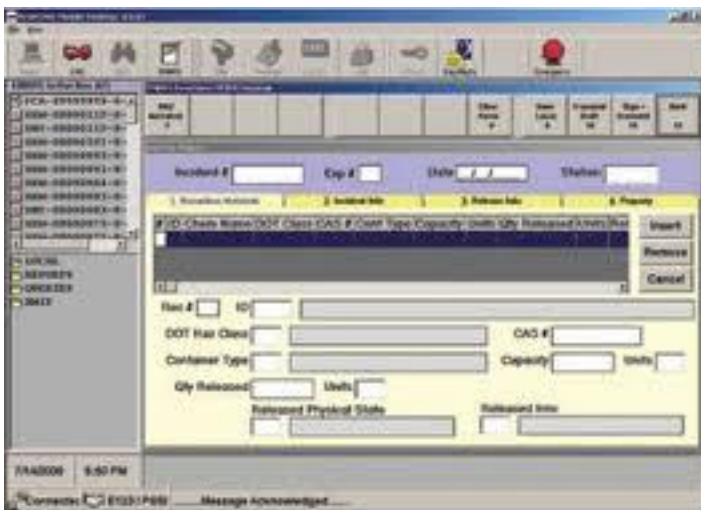
QUESTION

4.00 BDE BN

Does parent ensure units provide reports on HM? [AR 710-2, Para 1-28a, 1-31g; AR 200-1, Ch. 4]

EVAL METH

Verify reports if there are any. Validate Hazardous Materials Inventory Sheet, MSDS and posted Spill Response Procedures



State/Country	Route	Miles	Hours	Interchange	Leg	Leg Miles	Total Miles	Total Hours	Notes	Restriction
PA	Keep right Exit 26	5.7	0:02	+ Exit 26 I-76	258.4	3:15	258.4	3:13		
PA	West US-22	15.1	1:10	+ I-76 Ramp	313.5	5:12	313.5	5:12		
PA	Straight Ramp	0.3	0:01	+ Ramp I-76	313.7	5:13	313.7	5:13		
PA	West I-375 (Penn/Lincast Hwy)	7.8	0:08	+ I-375 I-576	321.6	5:20	321.6	5:20		
PA	West I-375 (Penn/Lincast Hwy)	2.2	0:02	+ I-375 I-576	323.7	5:23	323.7	5:23		Restriction
PA	West I-375	4.4	0:05	+ I-375 Ramp	328.1	5:27	328.1	5:27		
PA	Straight Ramp	0.1	0:00	+ Ramp I-375	328.1	5:28	328.1	5:28		
PA	South I-375 (I-70)	3.8	0:00	+ I-375 Local	328.2	5:28	328.2	5:28		
PA	Slight Local	0.1	0:00	Pittsburgh, PA 15210	328.2	5:28	328.2	5:28		
Arrive/Loaded										
Step 1: 1N23 Pittsburgh, PA, Allegheny		0:00 (On-Duty)	0:00		328.2	5:28	328.2	5:28	30.90	
PA	East Local	0.1	0:00	+ Local I-375	3.1	0:00	328.3	5:28	0:00	
PA	South I-375 (I-70)	0.2	0:00	+ I-375 I-576	3.3	0:00	328.5	5:28	0:00	
PA	South I-375	2.8	0:01	+ I-375 I-576	1.2	0:01	329.4	5:29	0:00	
PA	South I-375	4.4	0:05	+ I-375 Exit 54A	5.9	0:05	333.8	5:34	0:00	
PA	Keep right Exit 54A	1.3	0:04	+ Exit 54A I-79	6.8	0:10	335.1	5:37	0:00	
PA	South I-79 (Rammond/P Shuttle Hwy)	19.8	0:18	+ I-79 Exit 38	26.8	0:28	355.0	5:58	0:00	
PA	Keep right Exit 38	0.2	0:01	+ Exit 38 I-79	27.0	0:29	355.2	5:57	0:00	
PA	West I-70	17.3	0:16	(I-70 PA/VA State Line)	44.3	0:45	372.5	6:13	0:00	

REFERENCE TEXT

AR 200-1 Chapter 4 Environmental Asset Management,

AR 710-2 Para 1–28. General information This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200–1 and DA Pam 200–1. The HMMP applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

a. This section defines Army policy for identifying and managing hazardous materials. Related policy guidance may be found in safety, medical acquisition and environmental regulations. The goals of the Army’s HMMP are to reduce the cost for acquiring and disposing of HAZMAT, enhance mission accomplishment, promote the safe storage, handling, and use of HAZMAT, and reduce risk to public health and the environment. An Army logistics automation objective is that HAZMAT environmental reporting be accomplished as a by product of processing supply transactions such as receipts, issues, transfers, adjustments, inventory balances, recording storage locations, and disposal actions. In most cases, current reporting requirements cannot be met using logistics STAMIS. Environmental reporting and data compilation is accomplished per instructions disseminated by the supporting installation/regional installation management/ ACOM/ASCC/DRU environmental office.

Para 1–31. Using unit or activity functions g. Necessary information is provided to respond to HAZMATs reporting requirements, as stated in paragraph 1–29h above, as well as any additional ACOM/ASCC/DRU requirements.





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15 July 2013



LOGISTICS





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L-UNIT MOVEMENT

QUESTION

1.00 BDE BN

Does the unit have on-hand an adequate SOP detailing functions in managing unit movement operations and are they conducting business in accordance with their SOP? [FM 4-01.30, para 3-10, page 3-4, para 8-14, page 8-8, para 8-20, page 8-9].

EVAL METH

Units will develop a detailed movement standing operating procedures (SOPs) to support unit movement planning. The SOP will define the roles and responsibilities of all unit personnel from Brigade to Company level. The SOP will outline preparations for all modes of movement: air, rail, sea and convoy. Functions addressed in SOPs could include unit property disposition, supply issue, equipment maintenance, vehicle and container loading, security, marshaling procedures, purchasing authorities, unit briefings, risk assessment and other applicable deployment activities.

AVN UNIT MOVEMENT SOP	
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REFERENCE TEXT

[FM 4-01.30, para 3-10, page 3-4, para 8-14, page 8-8, para 8-20, page 8-9]. Units prepare detailed movement standing operating procedures (SOPs) to support unit movement planning. (See example of an SOP at appendix B).





Command Supply Discipline Program

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L-UNIT MOVEMENT

QUESTION

2.00 **BDE** **BN**

Does the unit retain and use all current required publications for unit movement including specialized or non-standard equipment manuals and instructions? [FORSCOM Reg 55-1, app A, sec I]

EVAL METH

Ensure all publications are available and current. Check DA Pam 25-30 for updates at <http://armypubs.army.mil/2530.html>

REGULATION	LAST UPDATED
DOD 4500.9-R Part III	28 Jan 2010
FORSCOM / ARNG REG 55-1	1 Jun 2006
AR 190-11	15 Nov 2006
FM 4.01-011 replaced by FM 3-35	1 Apr 2010
FM 55-10 replaced by FM 4.01.30	1 Sept 2003
FM 55-30	27 Jun 1997
FORSCOM REG 55-2	31 Oct 1997
SDDCTEA PAM 55-19	Apr 2010
SDDCTEA PAM 55-20	May 2009
ARMY TB 55-46-1	1 Feb 2011
TM 38-250	1 Mar 1997

REFERENCE TEXT

FR-55-1, app A, sec I. Required publications: Units are required to maintain current copies of the following which apply to the movement of their units.





L-UNIT MOVEMENT

QUESTION

3.00

BDE

BN

Has the unit established and is it maintaining a mobilization file or movement binder which includes documentation needed for unit movements? [FORSCOM Reg 55-1, page 18, para 4-8, page 22, figure 4-1]

EVAL METH

Review mobilization file for accuracy. • NATIONAL GUARD / RESERVE UNITS: Ensure unit personnel have access and can demonstrate by printing a sampling of data, i.e., Document Solder Readiness, Unit Mobilization File, Produce Alert Roster, and other Phase I, II and III Activities. • The Army Forces Command adopted the RCAS AITS Mobilization Planning Data Viewer (MPDV) application as a must-use system for Reserve component unit and individual mobilization. MPDV passes information directly to the active Army information systems to ensure efficiency of the mobilization process in the current environment of increased operating tempo. • The MPDV software is the only approved data interface with Deployment and Reconstitution Software (DARTS). National Guard and Reserve units are required by Army policy to load unit and individual data on MPDV prior to mobilization for transmittal to the mobilization station. The use of MPDV is critical for data transfer and the automation of mobilization processing. • Army National Guard units will use MPDV for Mobilization Planning Phases I, II and III. MPDV replaces paper-based mobilization binders. Phases I, II and III. MPDV replaces paper-based mobilization binders.

REFERENCE TEXT

FORSCOM Reg 55-1, page 18, para 4-8, page 22, figure 4-1. Company UMOs maintain movement binders. Movement binders include items such as appointment order training certificates, recall rosters, current OEL; and copies of load cards, packing lists, transportation requests, convoy movement requests, special handling permits, and BBPCT requirements. Suggested items to be included in movement binders or files are in **FORSCOM Reg 55-1, page 18, para 4-8, page 22, figure 4-1**. • Appointment orders and training certificates for Unit Movement Officers and alternates, load teams, and personnel qualified to certify hazardous material. • A Recall roster and instructions. • A listing of required references. • A list of blocking, bracing and packing materials, as well as actions required to obtain materials not already on-hand. • A list of supplies by support activity, coordination requirements (lists of personnel, transporting locations, and materials-handling equipment), and prepared requisitions. • Coordination requirements for plan execution and a list of supporting agencies and POCs. • Prepared copies of transportation requests, convoy movement requests and special handling permits. • Strip maps for each route of march the unit will take (see annex 2 to appendix C for convoy briefing outline). • Advance party composition and instructions. • Examples of forms required for personnel support during deployment (e.g., Adjutant General, Judge Advocate General, medical). • Transportation requirements (such as trucks, buses) that are beyond the unit's organic transport capability. This includes POCs and preplanned coordination channels for obtaining needed transport capability. • Rear detachment and family support group operations plans. • Other unit checklists or handbooks developed by the unit to assist in deployment planning and execution. • Contact telephone numbers during off duty hours for service organizations supporting deployment.

Deployment Binder

- *Recommended information:*
 - Appointment orders and training certificates for UMO and alternates, load teams and personnel qualified to certify hazardous material
 - Recall roster with instructions
 - Reference lists
 - List of supporting agencies and POCs
 - Current copy of AUEL/OEL
 - Copies of all vehicle load cards and container packing lists
 - Prepared copies of transportation requests (Convoy Clearances, Special Hauling Permits)
 - Strip maps for each route
 - Advance party composition and instructions
 - Rear detachment and family support group operations plans

Ref: FM 3-35.4, Appendix C and FM 4-01.11, Appendix II





Command Supply Discipline Program

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L-UNIT MOVEMENT

QUESTION


4.00 **BDE** **BN**
Has a UMO and alternate been appointed at battalion level? [FR 55-1, para 2-12a, page 11]

EVAL METH

Review battalion level and above appointment orders and training certificates. Ensure orders are signed and cite FORSCOM Regulation 55-1 as the authority. **NOTE:** Company Commanders, First Sergeants, hazardous material certifiers, and Mobilization Officers cannot be appointed UMOs.

REFERENCE TEXT

FR 55-1, 2-12. a. Intermediate command UMOs (IC-UMO) and alternate will be appointed at battalion level and above to coordinate and assist in the development, maintenance and evaluation of subordinate unit's mobilization/deployment plans.



DEPARTMENT OF THE ARMY
XXX ARMY NATIONAL GUARD
XXXth AVIATION SUPPORT BATTALION
XXX MILL ROAD
XXXX, KENTUCKY XXXXX

REPLY TO
ATTENTION OF:

KG-XXX 8 November 2010

MEMORANDUM FOR RECORD

SUBJECT: Appointment Order

1. Effective XX November 2010, the following personnel are assigned the following additional duty as the **Unit Movement Officer, (UMO)**.
 - a. Unit: XXXth Aviation Support Battalion
 - b. UIC: WNG1AA
 - c. Primary UMO (E6 and above): CPT XXXXXX
 - d. Alternate UMO (E5 and above): SFC XXXXXX
 - e. Unit Phone Number: XXX-XXX-XXXX
2. Authority: FORSCOM Regulation 55-1
3. To perform duties as specified in the above authority as the Unit Movement Officer.
4. Until officially relieved or released from duty.
5. Special Instructions:
 - a. UMO must be UMO and TCAIMS II certified.
 - b. UMO will not have Additional Duty as HAZMAT Certifier
 - c. UMO appointed will be familiar with references and timelines for this duty appointment.
 - d. UMO are required to update their AUEL/OEL
 - e. AUEL/OEL will be updated when there are major end item changes, such as adding or removing items from the Unit Property Book.
6. The point of contact for this memorandum and/or any questions regarding this event is CPT XXXXXX (XXXth S4) at xxxxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXXXXX
LTC, AV, KYARNG
Commanding





Command Supply Discipline Program

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L-UNIT MOVEMENT

QUESTION

5.00 **BDE** **BN**

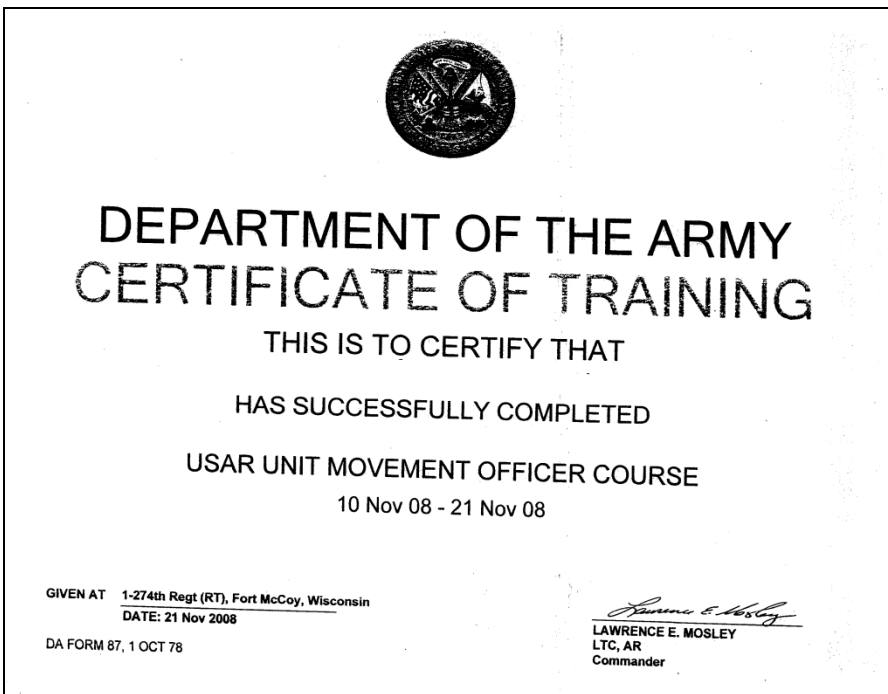
Are the unit and battalion UMO's properly trained, have at least 1 year retain ability in the unit, and hold at least a SECRET security clearance? [FR 55-1, para 2-12a page 11; app K, para K-2, page 99]

Eval METH

UMO should contact S2 and requests a copy of each UMO's JPAS printout to verify the security clearance status. Obtain security clearance from the S-2 or the unit readiness NCO. Verify school training certificate or documented movement training from higher. UMO should have these documents on file.

REFERENCE TEXT

FR 55-1, 2-12. a. These individuals will be trained (see Appendix K), have at least 1 year retain ability in the unit, and hold at least a SECRET security clearance.



JCAVS Person Summary Page 1 of 2

Person Summary

Person Category Active Duty - Enlisted (USA)

SSN: /
 Open Investigation: N/A
 PSQ Sent Date: N/A
 Attestation Date: N/A
 Incident Report: N/A
 SF 713 Fin Consent Date: N/A
 SF 714 Fin Disclosure Date: N/A
 Polygraph: N/A
 Foreign Relation: N/A
 PSQ Sent
 Non-SCI Access History

Date of Birth: 1980 05 22
 Marital Status: N/A
 Place of Birth: Texas
 Citizenship: U.S. Citizen
 NdA Signed: Yes
 NdS Signed: No

Request to Research/Upgrade Eligibility
 NdA History

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	Available Actions
Active Duty - Enlisted (USA)	Secret	No	IT: N/A Public Trust: Yes Child Care: N/A	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A
 Organization:
 Organization Status: N/A
 Occupation Code: N/A
 SCI SMO: N/A
 Non-SCI SMO:
 Servicing SMO: Yes
 Office Symbol: N/A
 Position Code: N/A
 Arrival Date: N/A
 Office Phone Comm: N/A
 Separation Status: N/A
 Interim: N/A

Separation Date: N/A
 Grade: E7
 PS: N/A
 RNLTD: N/A
 Office Phone DSN: N/A
 TAFMSD: 2000 11 07
 Proj. Departure Date: N/A
 Proj. UIC/RUC/PASCODE: N/A
 In/Out Process

Report Incident
 Suspense Data

Remarks

Investigation Summary Investigation History

<https://jpasapp.ds.is.dod.mil/JPAS/JCAVSSelectAPersonServlet> 1/7/2010





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

6.00 **BDE** **BN**

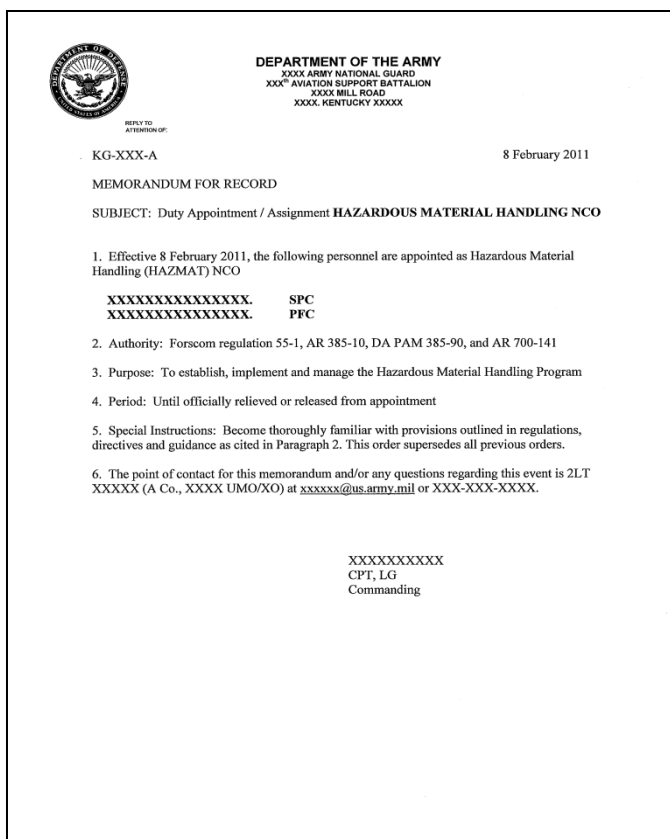
Does the unit have trained personnel to certify hazardous material, and are they appointed in writing? [FR 55-1, para 2-12i, page 11; app K, para K-4a, b, page 100.]

EVAL METH

Review appointment orders. Ensure orders are signed and cite FORSCOM Regulation 55-1 as the reference. Review certificates of training and ensure they are dated within the past 24 months. **NOTE: Company Commanders, First Sergeants, hazardous material certifiers, and Mobilization Officers cannot be appointed UMOs.**

REFERENCE TEXT:

FR 55-1, 2-12i. Ensure the unit (company/detachment level) has trained personnel available and appointed in writing by the commander to certify hazardous material.
K-4., a. All personnel involved with the preparation and shipment of hazardous materials for commercial or military transportation must receive training in accordance with 49 CFR 172.700 through 172.704 and DoD component regulations. Improper procedures could result in loss of life or equipment or, at a minimum, frustrated cargo. Each unit (company/detachment level) requires at least one person who is trained to certify hazardous cargo. **b.** Hazardous cargo certifiers must be trained at a DoD approved school on applicable regulations for all modes within the past 24 months. Personnel must receive refresher training every two years in order to continue to certify shipments of hazardous materials for transportation. They can certify documentation for all modes of shipment to include commercial and military truck, rail, sea, and air. This individual must also be designated in writing by the commanding officer or supervisor. This designation must include the scope of the individual's authority. This individual will be responsible for ensuring the shipment is properly prepared, packaged, labeled, marked, and placarded. The certifier must personally inspect the item being shipped before signing the HAZMAT documentation.



DEPARTMENT OF THE ARMY
XXXX ARMY NATIONAL GUARD
XXX AVIATION SUPPORT BATTALION
XXXX MILL ROAD
XXXX, KENTUCKY XXXXX

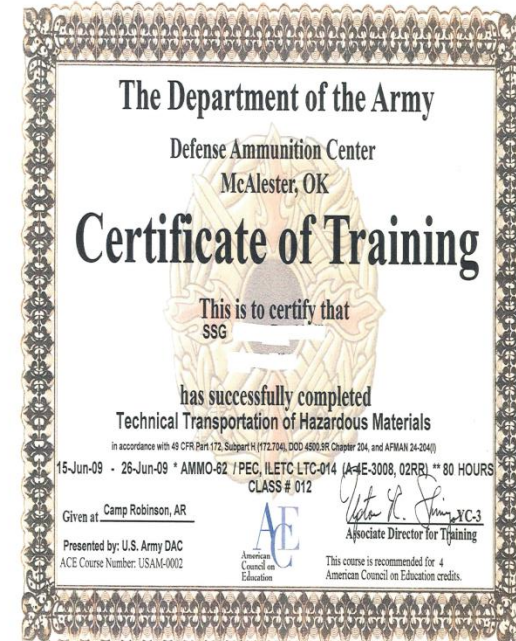
REF: TO ATTENTION OF: KG-XXX-A 8 February 2011

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment / Assignment **HAZARDOUS MATERIAL HANDLING NCO**

- Effective 8 February 2011, the following personnel are appointed as Hazardous Material Handling (HAZMAT) NCO
XXXXXXXXXXXXXXXXXX. SPC
XXXXXXXXXXXXXXXXXX. PFC
- Authority: Forscom regulation 55-1, AR 385-10, DA PAM 385-90, and AR 700-141
- Purpose: To establish, implement and manage the Hazardous Material Handling Program
- Period: Until officially relieved or released from appointment
- Special Instructions: Become thoroughly familiar with provisions outlined in regulations, directives and guidance as cited in Paragraph 2. This order supersedes all previous orders.
- The point of contact for this memorandum and/or any questions regarding this event is 2LT XXXXX (A Co., XXXX UMO/XO) at xxxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXX
CPT, LG
Commanding





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

7.00 **BDE** **BN**


Have commanders at unit level appointed in writing an officer or senior NCO (E6 or above), with an alternate (E5 or above), to serve as Unit Movement Officer (UMO)? [FR 55-1, para 2-12a, page 11]

EVAL METH

Review unit level appointment orders and training certificates. Ensure orders are signed and cite FORSCOM Regulation 55-1 as the authority. **NOTE: Company Commanders, First Sergeants, hazardous material certifiers, and Mobilization Officers cannot be appointed UMOs.**

REFERENCE TEXT

FR 55-1, 2-12a. Unit commanders (e.g., corps, divisions, brigades, regimental cavalry squadrons, battalions [down to company level], separate companies and detachments [split from parent organization]) will: a. Appoint in writing an officer or senior NCO (E6 or above), with an alternate (E5 or above), to serve as the UMO at the company/detachment level. Separate detachments will assign individuals commensurate with their units' grade structure. RC units are authorized to appoint a military technician/dual status civilian as alternate.

 **DEPARTMENT OF THE ARMY**
XXXX ARMY NATIONAL GUARD
A CO XXXXth AVIATION SUPPORT BATTALION
XXXXXX MILL ROAD
XXXXXX, KENTUCKY XXXXX

REPLY TO ATTENTION OF: _____

KG-XXX-A 5 January 2011

MEMORANDUM FOR RECORD

SUBJECT: Appointment Order

1. Effective 8 November 2010, the following personnel are assigned the following additional duty as the **Unit Movement Officer, (UMO)**.
 - a. Unit: A Co., XXXth Aviation Support Battalion
 - b. UIC: WNG1G2
 - c. Primary UMO (E6 and above): 2LT XXXXX
 - d. Alternate UMO (E5 and above): SSG XXXX
 - e. Unit Phone Number: XXX-XXX-XXXX
2. Authority: FORSCOM Regulation 55-1
3. To perform duties as specified in the above authority as the Unit Movement Officer.
4. Until officially relieved or released from duty.
5. Special Instructions:
 - a. UMO must be UMO and TCAIMS II certified.
 - b. UMO will not have Additional Duty as HAZMAT Certifier
 - c. UMO appointed will be familiar with references and timelines for this duty appointment.
 - d. UMO are required to update their AUEL/OEL.
 - e. AUEL/OEL will be updated when there are major end item changes, such as adding or removing items from the Unit Property Book.
6. The point of contact for this memorandum and/or any questions regarding this event is 2LT Jose Batista at xxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXX
CPT, 1G
Commanding





L-UNIT MOVEMENT

QUESTION

8.00

BDE

BN

Are the results from the last chain of command review, inspection or evaluation corrected? [FR 55-1, para 1-12a, page 11]

EVAl METH

Review previous "chain of command" inspection.

OHIO ARMY NATIONAL GUARD
COMPANY B, 3-328 GSAB
5989 Airport Drive NW
North Canton, OH 44720

9 September 2011

MEMORANDUM FOR Command Review

SUBJECT: Unit Movement Corrections of Resulting ATAT Command Review

1. The ATAT command review result discrepancies are listed below with corrective actions:

#6 Does the unit have trained personnel to certify hazardous material, and are they appointed in writing? *Training certificate placed into binder.*

#8 Are the results from the last chain of command review, inspection or evaluation corrected? *ATAT command inspection deficiencies are being addressed.*

#9 Has the unit prepared, approved and is it maintaining a unit movement plan tailored to the goals and missions specific to real world contingencies for mobilization (RC), deployment (AC) (RC) and exercise scenarios (AC) (RC)? *The movement plan has been completed and approved by the Defense Movement Coordinator.*

#10. Has the unit/battalion designated and trained unit load teams at least annually? *Load teams have been designated and trained.*

#11. Has the unit prepared, tested and evaluated load plans at least bi-annually for Reserve Components and annually for Active Components units? *A memorandum for record and collection of 365-4s were placed into the Unit Movement Binder.*

#12. Is the unit maintaining a current copy of their DEL (TC ACCIS) or OEL / UDL (TC ADMS II)? *The unit has a copy of its current OEL in the Unit Movement Binder.*

#14. Are unit movement plans submitted to the approving authority for review and approval within the specified timeframe? *The Unit movement plan was submitted and approved the Defense Movement Coordinator.*

#15. Is the unit using TC-AIMS II, the Army approved automated support system? *The unit has access to TC-ADMS II Enterprise server.*

REFERENCE TEXT

FR 55-1, para 1-12a. Battalion UMOs are appointed to be responsible for battalion movement actions and to coordinate and assist in the development, maintenance, and evaluation of subordinate units' movement plans.





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

9.00

BDE

BN Has the unit prepared, approved and is it maintaining a unit movement plan tailored to the goals and missions specific to real world contingencies for mobilization (RC), deployment (AC) (RC) and exercise scenarios (AC) (RC)? [FR 55-1, paras 1-5a, 2-12]

EVAL METH


Review unit movement plans.

The movement plan must be signed by the commander or specifically authorized representative. If the signature is not reproduced or on subsequent copies, authentication by the appropriate coordinating staff officer is required.

Annexes (Annexes are used for those items that would require too much space in the basic plan. If an annex is not necessary or unused type title and N/A).

REFERENCE TEXT

FR 55-1, 1-5a page 6 and Para 2-12 page 11. Movement plans are prepared to execute a move. Mobilization movement plans govern movement from home station (HS) to mobilization station (MS). Deployment movement plans govern movements from MS to air or seaports of embarkation. RC units will develop mobilization movement plans. Active Component units will develop deployment movement plans. Reserve Component units will develop deployment plans, if directed in writing by the mobilization station. This requirement will include written guidance provided to the RRC/ DRU / JFHQ-ST who will in turn forward it to the units. Movement plans are prepared at various levels of command and must be approved by the chain of command prior to submitting to the Installation UMC. They are prepared to address mobilization, deployment, redeployment, and demobilization and must consider operational and logistics planning movement parameters. Units will develop unit movement plans based on MS guidance, scenario driven regional contingencies / OPLANs, and identified strategic aerial / seaports.



DEPARTMENT OF THE ARMY
XXXXX ARMY NATIONAL GUARD
XXX AVIATION SUPPORT BATTALION
XXXXX MILL ROAD
XXXXXX, KENTUCKY XXXXXX

REPLY TO
ATTENTION OF:

KG-XXX 2 February 2011

MEMORANDUM THRU

LTC XXXXXX, Bn Cdr, XXXth Av Spt Bn, XXX XXX Mill Rd, XXXX
Kentucky XXXXX

FOR XXXXX Army National Guard, Defense Movement Coordinator, ATTN: KG-J4 DMC,
XXX Parkway, XXXXX Kentucky XXXXX

SUBJECT: MOBILIZATION MOVEMENT PLAN

- Reference: FORSCOM Regulation 55-1
- The enclosed MOBILIZATION MOVEMENT PLAN is submitted for your approval.
- The unit has a copy of this plan. Upon receipt of your written approval, that copy will be the unit's official movement plan, and the unit will forward a copy of the plan with a copy of your approval letter to the SIC/1, and for Mobilization Station.
- The point of contact for this memorandum is the undersigned at xxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXXXX
CPT, QM
Battalion S4





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

11.00 **BDE** **BN**

Has the unit prepared, tested and evaluated load plans at least bi-annually for Reserve Components and annually for Active Components units? [FR 55-1, para 2-11b, page 11]

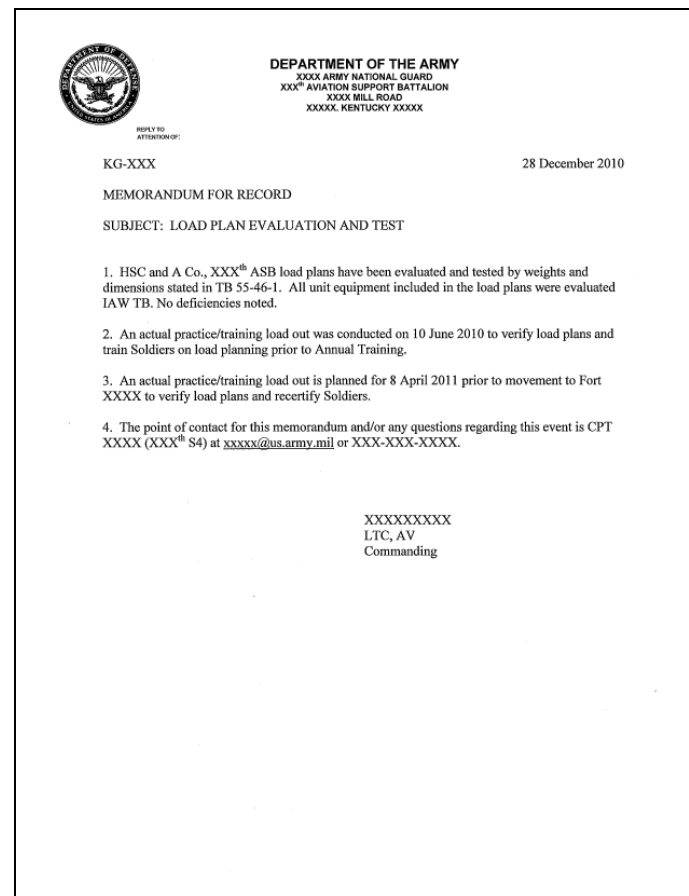
EVAL METH

Review memorandum designating load teams and verify training documentation. Note: Some installations are using commercial contracts.

REFERENCE TEXT

FR 55-1, 2-12. Designate unit load teams and ensure teams are properly trained.

K-3. Each unit will have an appropriate number of personnel trained in vehicle preparation and aircraft and rail loading and unloading techniques. Training can be arranged through SI/MS UMCs utilizing installation personnel, DSBs and USAR rail units. This training will include the following: (1) Activating vehicle load plans. (2) Preparing vehicles for shipment: purging; protecting fragile components such as windshields and mirrors, and weighing and marking for air and rail modes. (3) Tie down procedures for aircraft and railcars. (4) Loading and unloading unit vehicles on aircraft and railcars. Training should include using standard hand signals. (5) Palletizing cargo on the 463L Cargo System. b. Unit load team composition will be tailored based on type and quantity of equipment (size of deploying force) and time available for loading.



DEPARTMENT OF THE ARMY
XXXX ARMY NATIONAL GUARD
XXXX AVIATION SUPPORT BATTALION
XXXX MILL ROAD
XXXXX, KENTUCKY XXXXX

REPLY TO
ATTENTION:

KG-XXX

28 December 2010

MEMORANDUM FOR RECORD

SUBJECT: LOAD PLAN EVALUATION AND TEST

1. HSC and A Co., XXXXth ASB load plans have been evaluated and tested by weights and dimensions stated in TB 55-46-1. All unit equipment included in the load plans were evaluated IAW TB. No deficiencies noted.
2. An actual practice/training load out was conducted on 10 June 2010 to verify load plans and train Soldiers on load planning prior to Annual Training.
3. An actual practice/training load out is planned for 8 April 2011 prior to movement to Fort XXXX to verify load plans and recertify Soldiers.
4. The point of contact for this memorandum and/or any questions regarding this event is CPT XXXX (XXXth S4) at xxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXX
LTC, AV
Commanding





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

12.00

BDE

BN

Is the unit maintaining a current copy of their DEL (TC ACCIS) or OEL / UDL (TC AIMS II)? [FR 55-1, para 1-5, page 5, 7]

EVAL METH

Verify unit AUEL and / or OEL data and make recommendations or changes, if necessary.

TC-AIMS II - Equipment List															FOR OFFICIAL USE ONLY							
OEL Report - Unit Equipment List															Page 1 of 12							
Date: 20041215																						
Equipment UIC: WAD1T0 Unit Name: 0041 IN BN 02 HH																						
Shipment Unit Number	Echelon /ULN	LIN	LIN Index	Dimensions in inches			Square Feet	Cubic Feet	Item Weight in Lbs.	Planned Loaded Weight	Actual Loaded Weight	TP PK	Water/Air Com Cd	T C C	S M P E	W A I V	H L C	CGO CAT	M-Ton	S-Ton		
				Length	Width	Height																
D0001	00 /	D12087	07	192	100	84	133.33	933.33	19996	22496	19996	VC	876	Z	9	K	N	A2	D	B	23.33	10
UIC:WAD1T0 Equipment Desc: CARRIER PERS FTRAC Model: M113A1 Bumper Number:TNG 1															Serial Number:11							
D0002	00 /	J81750	02	258	117	104	209.63	1816.75	40940	41840	40940	VC	876	Z	9	K	N	A2	D	C	45.42	20.47
UIC:WAD1T0 Equipment Desc: INFANTRY FIGHTING VEH Model: M2 Bumper Number:TNG 2															Serial Number:22							
D0003	00 /	J81750	02	258	117	104	209.63	1816.75	40940	41840	40940	VC	876	Z	9	K	N	A2	D	C	45.42	20.47
UIC:WAD1T0 Equipment Desc: INFANTRY FIGHTING VEH Model: M2 Bumper Number:TNG 3															Serial Number:33							

REFERENCE TEXT

FR 55-1, 1-5. Unit Movement Data (UMD) is a list of equipment and supplies the unit plans to deploy to accomplish its mission. It includes the transportability data necessary to plan the move. Movement can be severely affected without valid UMD. Planning UMD is kept on file and updated IAW schedule published in FORSCOM Reg 55-1. The printed, formatted listing is called the Automated Unit Equipment List (AUEL). It reflects current on-hand equipment. When the unit is alerted for an actual mission, their AUEL is updated and tailored for the specific movement. The execution UMD is provided as a printed report called the Deployment Equipment List (DEL). For TC AIMS II, the terms change to Organizational Equipment List (OEL) and Unit Deployment List (UDL), respectively.





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

13.00 **BDE** **BN**


Has the unit identified TOE / MTOE, CTA equipment that will need special considerations for movement and coordination with external organizations for support? Have they rehearsed the special support operations? [FR 55-1, para 5-1e, 5-5b, 5-5b(1)]

EVAL METH

Review unit movement planning documents for the shipment and handling of all equipment.

REFERENCE TEXT

FR REG 55-1. 5-1. e. Mobilizing units must plan to take all authorized MTOE/CTA property to the MS. 5-5. b In conducting a unit analysis, the UMO must review the unit's TOE/ MTOE, CTA, and the unit property book. The UMO must have a detailed listing of each piece of equipment to be deployed. All outside, oversize, overweight, or hazardous equipment/ cargo must be identified. These pieces of equipment will need special considerations. (1) For planning contingency/ OPLAN movements, units will plan to deploy with equipment on hand. Upon execution, plans may need to be modified if equipment cross leveling is necessary to bring units up to required readiness levels, if units are authorized to draw APS, or if units fall in on Stay Behind Equipment.

	DEPARTMENT OF THE ARMY XXXX ARMY NATIONAL GUARD XXXX AVIATION SUPPORT BATTALION XXXXX MILL ROAD XXXXX, KENTUCKY XXXXX		
<small>REPLY TO ATTENTION GP</small>			
KG-XXX	9 February 2011		
MEMORANDUM FOR RECORD			
SUBJECT: Unit Movement Equipment Special Considerations			
1. The following XXX th ASB organic equipment will require special considerations for movement during convoy operations, mobilization, and / or deployment:			
UIC	LIN	Nomenclature - Special Considerations	POC
WNXX	C27633	Containerized Kitchen: CK - HAZMAT, Oversize	2LT XXXX
WNXX	F64544	FORWD REP SYS (FRS) - HAZMAT, Oversize	2LT XXXX
WNXX	T63093	TRK Wrecker M984A2 - HAZMAT	2LT XXXX
WNXX	W48391	Shop Equipment Welding - HAZMAT	2LT XXXX
WNXX	T73347	TRK LFT FK VAR RCH RT - Non-roadable, Size	2LT XXXX
2. This equipment will require additional planning, guidance, and documentation in order to prepare for convoy movement and mobilization. Hazardous equipment (identified as HAZMAT) require HAZMAT documentation and special packing instructions to ensure safety and compliance with DOD regulations. Equipment that may have oversized / overweight dimensions for commercial roads require additional convoy documentation and rerouting. Non-roadable equipment is defined as military equipment that is unable to drive on commercial roads due to the fact that it is unable to reach the minimum speed guidelines and / or possible hazards that the equipment will cause to the road or traffic. Based on these directives from DOD, the POCs listed above will ensure that this equipment has all proper documentation, and that they follow the guidelines of the Defense Movement Coordinators (DMCs) prior to movement.			
3. The point of contact for this memorandum and/or any questions regarding this event is CPT XXXX (XXXX th S4) at xxxxx@us.army.mil or XXX-XXX-XXXX.			
XXXXXXXXX. LTC, AV Commanding			





L-UNIT MOVEMENT

QUESTION

14.00

BDE

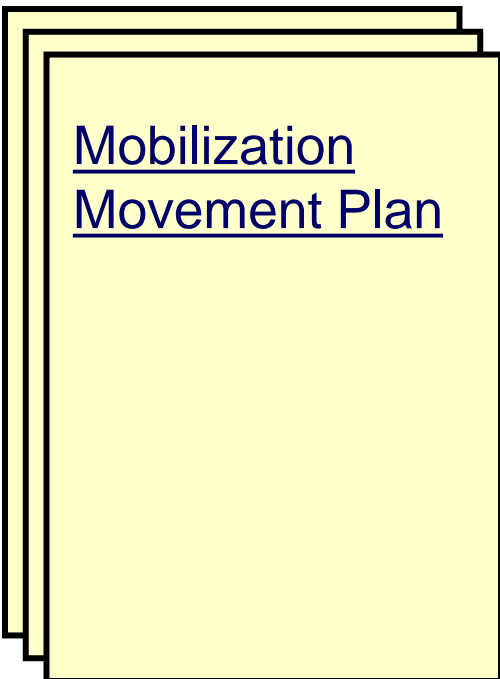
BN

Are unit movement plans submitted to the approving authority for review and approval within the specified timeframe? [FR 55-1, para 2-12f, page 11]

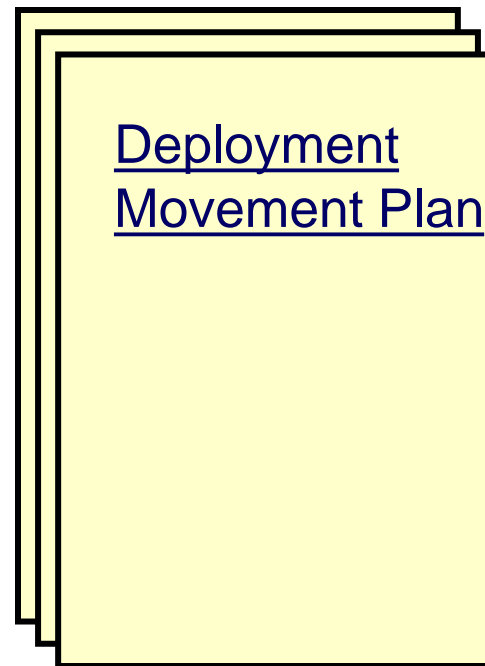
EVAL METH

Review documentation and verify movement plans are reviewed and approved.

NOTE: Approving authority levels are Installation Unit Movement Coordinator (AC) and JFHQ-ST Defense Movement Coordinator (DMC) for National Guard and US Army Reserve Major Subordinate Commands (USAR MSC).



Mobilization
Movement Plan



Deployment
Movement Plan

REFERENCE TEXT

FORSCOM REG 55-1, 2-12f. Ensure movement plans are submitted for approval NLT three months (AC) / eight months (RC) after changes of MS, major TOE change, or effective date for newly activated units. Approval authority can grant extensions. (FORSCOM REG 55-1 Para 2-5, page 9 and Para 4-2, page 15 thru 16)

NOTE: Approving authority levels are Installation Unit Movement Coordinator (AC) and JFHQ-ST Defense Movement Coordinator (DMC) for National Guard and US Army Reserve Major Subordinate Commands (USAR MSC). See FR 55-1, Annex V.





Command Supply Discipline Program

UNCLASSIFIED



L-UNIT MOVEMENT

QUESTION

15.00

BDE

BN


Is the unit using TC-AIMS II, the Army approved automated support system? [FR 55-1, para 1-5, page 6]

EVAL METH

Review unit authorizations and / or access to TC-ACCIS / TC AIMS II. Identify issues with connectivity or other types of system support.

REFERENCE TEXT

FR 55-1, 1-5. Transportation Coordinator Automated Command and Control Information System (TC-ACCIS) or Transportation Coordinators' Automated Information for Movement System II (TC- AIMS II) will be used for creating unit movement documentation and reporting supplies and equipment the unit plans to move. The TC AIMS II fielding began in 2003 and is scheduled to be completed in 2009. See Appendix J for TC AIMS II policies and procedures.



DEPARTMENT OF THE ARMY
XXXX ARMY NATIONAL GUARD
XXXrd AVIATION SUPPORT BATTALION
XXXXXX MILL ROAD
XXXXXX, KENTUCKY XXXXXX

REPLY TO
ATTENTION OF:

KG-XXX 19 January 2011

MEMORANDUM FOR RECORD

SUBJECT: TC-AIMS II user access and information

1. The following individuals have been granted TC-AIMS II (Transportation Coordinators' Automated Information for Movement System) access to view files and print documents such as the OEL/UDL in preparation for mobilization/deployment:

UIC	Name	SSN	User name	Position
WNXXX	SSG XXXXXXXX	6635	xxx	SPO Transportation NCOIC
WNXXX	CPT XXXXXXXX	1494	xxxxxxx	S4 OIC / BN UMO
WNXXX	SFC XXXXXXXXXX	3146	xxxxxxx	S4 NCOIC
WNXXX	2LT XXXXXXXX	0150	xxxxxxx	HSC XO / Co. UMO
WNXXX	2LT XXXXXXXX	8187	xxxxxxx	A Co. XO / Co. UMO

2. The point of contact for this memorandum and/or any questions regarding this event is the undersigned at xxxxx@us.army.mil or XXX-XXX-XXXX.

XXXXXXXXXX
CPT, QM
Battalion Unit Movement Officer





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD


QUESTION

1.00 **BDE** **BN**

Does the organization have a current GPC SOP on file? (AR 34-4, Para 7d(4))
Is there a Copy of Government Purchase Card Program, DoD Purchase Card Policy, on file or on hand?

EVAL METH

Review current SOP.

 DEPARTMENT OF THE ARMY
HEADQUARTERS, 1 CORPS
BOX 33900
JOINT BASE LEWIS MCCOY, WASHINGTON 9843-9800

REPLY TO
ATTENTION OF:
AFZH-GL 11 April 2011


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for 1 Corps Command Supply Discipline Program (CSDP)

- This SOP supersedes previous CSDP SOP dated 15 April 2008.
- APPLICABILITY: This SOP applies to all 1 Corps Units.
- PURPOSE: This Standing Operating Procedure (SOP) outlines objectives, procedures, responsibilities and prescribes policies for conducting CSDP inspections. The primary goals of an effective CSDP are to identify supply and maintenance shortfalls, permit timely correction by the chain of command, eliminate repeat findings of noncompliance within stated Army policy, identify systemic supply and maintenance shortfalls beyond the unit's span of control, and serve as a checklist for internal management controls. In short, the purpose is to show a unit "what right looks like." Brigade, Battalion, and Company Commanders are responsible for their internal CSDP.
- References:
 - AR 1-201, Army Inspection Policy
 - AR 710-2, Supply Policy Below the National Level (Appendix B)
 - AR 735-5, Policies and Procedures for Property Accountability
 - AR 11-2, Management Control
 - DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
 - DA PAM 710-2-2, Supply Support Activity Supply System Manual Procedures
 - ALARACT 210/2010 EXORD 259-10 Campaign On Property Accountability dated 9 Jul 2010
 - FORSCOM CSDP Memorandum dated 3 NOV 2010
 - 1 Corps Operation Order 002-11 (Operation Courage Sweep: Campaign on Property Accountability) dated 01 OCT 2010

28th Transportation Battalion - Logistical Accountability Standing Operating Procedure - as of 17 July 2009

28th Transportation Battalion



LOGISTICAL STANDING OPERATING PROCEDURES

Prepared by: KEVIN E. COMER
CW4, QM
Property Book Officer

Approved by: NICOLE M. HEUMPHREUS
MAJ, TC
Commanding

D-1

26TH Area Support Group
Directorate of Logistics
Supply and Services Division
Consolidated Property Management Office
Standing Operating Procedures
(CPMO SOP)

This document provides standard operating procedures for the Military and Civilian Community serviced by the 26TH Area Support Group.

Prepared For:
Customers:
Supported by
26TH Area Support Group

Prepared By:
Directorate Of Logistics
Supply and Services Division
Property Book Office

May 5, XXXX

REFERENCE TEXT

AR 34-4 Para 7. Implementing standardization programs and policies d. At commands battalion size and smaller and organizations that carry out policy, standardization will be implemented through—

- Standardized drills.
- Standardized maintenance procedures.
- Standardized gunnery proficiency procedures.
- The development of SOPs and programs which require the uniform application of standardized practices and procedures.

Army GPC SOP: SUPERSESSION. These checklists replaces the checklists for the Purchase Card Program previously published in AR 715-XX dated May 2, 2007.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

2.00

BDE

BN

Has the unit made proper separation of duties that creates a situation that should preclude errors and attempts at fraud or improper usage of the GPC? i.e. Cardholder, Billing Officer, Property Book Officer. [DoD Purchase Card Policy, Para 3-6]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP, Para 3-6. Separation of Duties

a. OMB standards for internal controls require that key duties and responsibilities be divided or segregated among individuals to ensure they do not exceed or abuse their assigned authority - OMB Circular A -123, Appendix B Revised, paragraph 4.3.





M-GOVERNMENT PURCHASE CARD

QUESTION

3.00

BDE

BN

What procedure has the Command put in place if the individual is GPC Card holder as well as the Hand Receipt Holder? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP, Para 3-6. Separation of Duties

c. Notwithstanding the above-described waiver process, certain key duties must not be assigned to the same individual. In no case shall the same individual be the CH and the BO for a GPC account. In no case shall the CCO, Property Book Officer, or any Level 4 A/OPC (primary or alternate) also be a CH, BO or contracting officer who is making contract payments with a GPC or executing GPC purchases. It is highly recommended that a CH, who is also a hand receipt holder, not purchase property for their own use.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

4.00

BDE

BN

Has a Certifying/Billing Official and at least one Alternate Certifying/Billing Official been trained and appointed in writing? [DoD Purchase Card Policy]

EVAL METH

Ensure a DD Form 577 (Appointment/Termination Record-Authorized Signature) is properly filled out appointing the Certifying/Billing Official and at least one Alternate Certifying/Billing Official. The A/BO, Alternate A/BO(s), and Cardholder(s) completed all required training (e.g., DAU and Service/Agency GPC, Certifying Officer Legislative Training) prior to Appointment/Delegation of Authority.

REFERENCE TEXT

Army GPC SOP, 2-1. Nomination, Selection, and Appointment of Cardholders and Billing Officials

a. Nomination, selection, and appointment of CHs and BOs will be in accordance with AFARS Part 5113. The nominating official should be in the supervisory chain of the individual being nominated - if not the reason must be documented. A/OPCs, CHs, BOs, and Check writers must be issued written authority identifying their limits of authority, duties, responsibilities, credit limits, and the written authority must reference mandatory compliance with the AFARS Subpart 5113.2 and the Army Government Purchase Card Operating Procedures. Warranted contracting officers do not require a separate delegation of authority to use the GPC.

2-2. Training Requirements

d. All trainees must sign a statement of training certifying they have received the initial GPC program training, they understand the training provided, GPC program training materials have been provided or made available, and they understand the penalties associated with misuse of the card. Cardholders should keep a copy of the training certificate for future reference.

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <small>(Read Privacy Act Statement and Instructions before completing form.)</small>			
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3928, DoDPMR, 7000.14-F, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of existing and accountable officer appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purposes identified in the DoD Marked Routine block published in the Federal Register. DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude appointment.			
SECTION I - FROM: APPOINTING AUTHORITY			
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION	
4. DATE (YYYYMMDD)	5. SIGNATURE		
SECTION II - TO: APPOINTEE			
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE	
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (include ZIP Code)	
11. TELEPHONE NUMBER (include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable (one only))			
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> CHANGE FUND CUSTODIAN			
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICER			
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:			
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:			
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT			
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.			
16. PRINTED NAME (First, Middle Initial, Last)		17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

DD FORM 577, FEB 2011 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE	
This form may be used to:	
1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.	
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.	
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.	
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.	
SECTION I.	
1. Enter the name of the commander/appointing authority.	
2. Enter the commander/appointing authority's title.	
3. Enter the commander/appointing authority's DoD component/organization location.	
4. Enter the date the form is completed.	
5. The commander/appointing authority must place his or her legal signature in the block provided. Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.	
SECTION II.	
6. Enter the appointee's name.	
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.	
8. Enter the appointee's title.	
9 - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.	
12. Enter the date the appointment is to be effective.	
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.	
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).	
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.	
SECTION III.	
16 - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.	
SECTION IV.	
Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.	
18. Enter the date the termination is effective.	
19. The appointee will initial in the space provided acknowledging revocation of the appointment.	
20 - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.	

DD FORM 577 (BACK), FEB 2011





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

5.00

BDE

BN

Does the Government Purchase Card (GPC) cardholder possess a written Delegation of Authority? [DoD Purchase Card Policy]

EVAL METH

Ensure all cardholders have a copy of the Delegation of Procurement Authority stating their single purchase limit, their total monthly spending limit and identifying their Billing Official. This will be signed by the Chief of Contracting and the cardholder will sign it acknowledging their understanding of the responsibilities connected with the GPC program.



Sample Letter of Delegation of Procurement Authority

MEMORANDUM FOR: (Cardholder's Name and Title)

FROM: (Name and Title of HCA designee)

SUBJECT: Delegation of Contracting Authority for GPC Use

You are hereby designated as a GPC Program Cardholder. You have successfully completed the mandatory GPC training program and are authorized to obtain supplies and non-personal services using the GPC. Your single purchase limit has been established at _____, and your total monthly spending limit is _____. You cannot exceed either of these limits without approval of the A/OPC. Your Billing Official is _____.

The supplies and non-personal services you obtain with the GPC must be for official Government requirements and must be consistent with your assigned responsibilities and your card purchase limits, including commodity restrictions. This authorization does not exempt you from the requirement to obtain certain supplies from required sources of supply listed in Federal Acquisition Regulation (FAR) Part 8, or from other organizations that have been given exclusive contracting authority for that commodity or service.

You are required to obtain any pre-purchase approval required by Army or this organization's policy and also to ensure that all accountable property is reported to the Property Book Officer. You are responsible for all transactions made with this card. You alone are authorized to use this card. This delegation is valid until it is formally modified, suspended, or cancelled. This delegation of authority cannot be re-delegated.

You must notify your Billing Official when you separate from (Name of Activity) through dismissal, retirement, transfer, or for any other reason. If it is determined that you no longer will be required to use the card, this delegation will be terminated and the card must be destroyed.

First Name Last Name
Chief of Contracting

I HAVE REVIEWED THE ABOVE AND UNDERSTAND AND CONCUR WITH MY RESPONSIBILITIES IN CONNECTION WITH THE GPC PROGRAM

(SIGNATURE)

(DATE)

REFERENCE TEXT

Army GPC SOP, 1-6. GPC Authority f. The maximum single transaction dollar limit for the GPC for stand-alone purchases shall be the micro-purchase threshold as defined at FAR 2.101, DFARS 213.301(2) and AFARS 5113.270-90. The maximum single transaction dollar limit for contract payments against existing contracts shall be as identified in the contract and shall be within the limits defined in the CH written Delegation of Authority letter or the contracting officer's warrant.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

6.00

BDE

BN

Does the Certifying/Billing Official notify the Property Book Office of all accountable property purchased with the GPC, regardless of ARC, and verify all purchased accountable property receives complete accounting documentation? [[DoD Purchase Card Policy, AR 710-2, para 2-6/(2), 2-6m(2); OSAA SOP, pg 3-1-16, para 1-16c.]

EVAL METH

Review Billing Official's billing statement file to verify that accountable property is being reported to PBO for accountability. Check for requesting procedures and documents. Verify training has been conducted within established timeframes and is current.

REFERENCE TEXT

Army GPC SOP, 1-8. Program Organization, Roles and Responsibilities e. Level 6 – Cardholder duties:

(20) checking with the Property Book Officer to determine what is considered pilferable property to be recorded in the property control systems records or which items can be placed on a hand receipt;

(21) ensuring all pilferable and other vulnerable property receipts are provided to the supporting Property Book Officer (PBO) within five working days to enable the PBO to establish accountability and asset-safeguarding controls by recording the asset in the property control system records;

AR 710-2, 2-6. Requesting supplies. 1. All supply requests will be submitted to the appropriate SSA. (2) An exception is local purchase, which will be used for items under \$2,500 in extended price. Requests for nonexpendable and controlled material are processed through the PBO to the purchase cardholder, if under the cost of \$2,500. 2-6m (2) The purchasing/ordering officer does not make local purchase without a written request. Within 5 days after the purchase(s), he or she furnishes the supporting PBO all purchase receipts/invoices for screening. The screening by the PBO is to determine the accounting requirements for the purchased property, such as nonexpendable or controlled (Requires property to be accounted for on property book records), durable (requires control when issued to the user) and expendable (no requirement to account for on property book records). Following applies to OSAA Activities: (1) Delegation of Authority from Ft Belvoir. OSAA SOP, pg 3-1-16, para 1-16c. Each approving official must have the following documentation on file prior to conducting any GPC transaction: • Delegation of Authority Letter from Ft. Belvoir CDCC; • Defense Acquisition University (DAU) Continuous Learning Center (CLC) • GPC Tutorial & Refresher Training Certificates (on-line biennial requirement); the DAU GPC Tutorial must be completed prior to assuming duties as a cardholder, billing official, or A/OPC. DoD Government Purchase Card Refresher Training must be completed biennially thereafter; • Signature Card (DD Form 577) authenticated by OSAA commander (the DD Form 577 is required for billing officials only); • Ethics Training Certificate (annual requirement conducted via Internet).

S-6/BDE S-6 Approval, if applicable		
The above cited ADPE/telecommunications equipment or service/printing or postage request is authorized and is approved for purchase.		
Information Management Specialist _____	Date _____	
PBO Information		
1. I certify the items requested for purchase are for a service or for expendable items, which require no property book accountability.		
Property Book Officer Signature _____	Date _____	
2. I certify the items listed within this request are for durable or non-expendable items and require property book or hand receipt accountability. Cardholder must submit DD Form 250 within 72hrs after purchase.		
Property Book Officer Signature _____		Date _____
BILLING OFFICIAL AUTHORIZATION		
Request for purchase is	approved	disapproved (Circle appropriate response)
Typed/Printed Name of Billing Official _____	Signature of Billing Official _____	Date _____
Document/Voucher Number: _____		
Cardholder Certification		
I certify the items/services identified have met the following conditions:		
1. Fulfills a bona fide need to the U.S. Government	2. Items are authorized	
3. Mandatory sources have been checked	4. Vendor chosen has offered the best/lowest price based upon the needs and conditions of this requirement.	
Signature of IMPAC Cardholder _____		Date _____
Receiver Certification		
I certify the items/services identified have been received:		
1. Fulfills a bona fide need to the U.S. Government	2. Items are authorized	
3. Equipment accountability will be established for durable/Non-expendable items or I will be charged IAW AR 735-5 procedures.		
Signature of Supply personnel or requester _____		Date _____
28 th Transportation Battalion, Purchase Request Document Page 2 of 2		Attachment 1





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

7.00

BDE

BN

Does the cardholder comply with the established single purchase limit and monthly purchase limits? [DoD Purchase Card Policy]

EVAL METH

Inspect receipts, review CARE transaction log and transaction file. Verify funding document from budget office is on file and monetary allocation has not been exceeded. The Cardholder has not exceeded their single purchase or monthly limit over the past year. If they have, note how many times.

usbank
U.S. BANKCORP. SERVICE CENTER
P. O. Box 6343
Farago, ND 58126-6343

555832

ACME CORPORATION
MEMO STATEMENT
ACCOUNT NUMBER 4246-0400-0959-8774
STATEMENT DATE 03-26-07
TOTAL ACTIVITY \$ 144.00
AMOUNT DUE \$0.00
DO NOT REMIT

CHASTIN J DORRING
2222 S 7TH ST
EP-MN-TTCC
MINNEAPOLIS MN 55454-1305

107

4246040009598774 000000000

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	LAT JOHNSONS PRINTING BOSTON MA	74 79826 X7801911111118	2341	27.00
03-19	03-17	LAT OFFICE FURNITURE TO GO ST LOUIS MO	74 79826 X7801911111186	5021	45.00
03-26	03-16	JOHNSONS PRINTING BOSTON MA	74 79826 X8601911111119	2341	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	74 79826 X8601911111187	5021	45.00

Default Accounting Code: 56555 102300NUJ2743

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY
1-800-344-5696	4246-0400-0959-8774	PREVIOUS BALANCE \$ 0.00
	STATEMENT DATE 03-26-07	DISPUTED AMOUNT \$ 0.00
SEND BILLING INQUIRIES TO: C/O U.S. BANKCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION HD P.O. BOX 6343 FARGO, ND 58126-6343	AMOUNT DUE \$ 0.00	PURCHASES & OTHER CHARGES \$ 144.00
	DO NOT REMIT	CASH ADVANCES \$ 0.00
		CASH ADVANCE FEE \$ 0.00
		CREDITS \$ 0.00
		TOTAL ACTIVITY \$ 144.00

Line Items [Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50%
<input type="checkbox"/>	8765432	Printer Toner	12	Each	12	144.00	9.60%
<input type="checkbox"/>	9876543	Color Copier	1	Each	1318.5	1318.50	87.90%

Check All Shown | Uncheck All Shown

Remove 1 Line Items

Tax:	0.00	0.00%
Freight:	0.00	0.00%
Total:	1500.00	100.00%
Amount Remaining:	0.00	0.00%

REFERENCE TEXT

Army GPC SOP ,2-3. Account Establishment c. Each GPC account has a single purchase transaction limit and monthly purchase limit. Generally the single purchase limit is the micro-purchase threshold. The cumulative spending total of all CHs' monthly purchases make up the billing cycle limit for the BO. Total monthly purchases may not exceed the billing cycle limit that is established in the Servicing Bank's transaction authorization system. The CH's monthly spending limits are modified by the RM in AXOL when operational circumstances warrant. The A/OPC is notified of the monthly spending limits change, approves the change, and forwards the change to the servicing bank.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

8.00

BDE

BN

Does the unit exceed the single purchase/monthly spending limit for the GPC? [DoD Purchase Card Policy]

EVAL METH

Inspect receipts, review CARE transaction log and transaction file. Verify funding document from budget office is on file and monetary allocation has not been exceeded.

usbank
Member FDIC

U.S. BANKCORP. SERVICE CENTER
P.O. Box 6343
Fargo, ND 58105-6343

5068932

ACME CORPORATION
MEMO STATEMENT
ACCOUNT NUMBER 4246-0400-0959-8774
STATEMENT DATE 03-26-07
TOTAL ACTIVITY \$ 144.00
AMOUNT DUE 40.00

DO NOT REMIT

CHASTIN J. DORD ING
2022 S. 7TH ST
EP-MN-172C
MINNEAPOLIS MN 55454-1305

107

4246040009598774 00000000

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	74 79826 70807911111118	2341	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	74 79826 70807911111186	5021	45.00
03-26	03-16	JOHNSONS PRINTING BOSTON MA	74 79826 70807911111119	2341	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	74 79826 70807911111187	5021	45.00

Debit Accounting Code: 66666 102300NLU2743

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY
1-800-344-5696	4246-0400-0959-8774	PREVIOUS BALANCE \$ 0.00
		PURCHASES & OTHER CHARGES \$ 144.00
		CASH ADVANCES \$ 0.00
		CASH ADVANCE FEE \$ 0.00
		CREDITS \$ 0.00
		TOTAL ACTIVITY \$ 144.00

SEND BILLING INQUIRIES TO:
AMOUNT DUE \$ 0.00
DO NOT REMIT

© U.S. BANKCORP. SERVICE CENTER, INC.
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6344
FARGO, ND 58105-6344

Line Items [Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50%
<input type="checkbox"/>	8765432	Printer Toner	12	Each	12	144.00	9.60%
<input type="checkbox"/>	9876543	Color Copier	1	Each	1318.5	1318.50	87.90%

Check All Shown | Uncheck All Shown

Remove

Add Line Items

Tax:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	%
Freight:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	%
Total:	<input type="text" value="1500.00"/>	<input type="text" value="100.00"/>	%
Amount Remaining:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	%

REFERENCE TEXT

Army GPC SOP, 3-1. Making Purchase Transactions

c. Purchase requirements exceeding the micro-purchase threshold must be referred to a contracting office for formal contracting action. Splitting requirements into smaller parts to avoid formal contracting procedures; competition requirements; or to keep spending limitations under the micro-purchase threshold is prohibited. GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting local, small, and small disadvantaged businesses. When purchasing from FSSs and BPAs, cardholders must review prices on at least three contracts/agreements unless it is a competitively awarded BPA and select the best value item for their requirements.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

9.00

BDE

BN

Does the Cardholder obtain the pre-approval from his Approving/Certifying Officer/Billing Officer prior to making a purchase? [DoD Purchase Card Policy]

eval METH

There is adequate documentation demonstrating that Requirements were provided by someone other than the Cardholder.

REFERENCE TEXT

Army GPC SOP, 1-8. Program Organization, Roles and Responsibilities e. Level 6 – Cardholder duties:

- (18) ensuring adequate funding is available prior to the purchase;
- (19) properly allocating the transactions to the proper line of accounting;
- (20) checking with the Property Book Officer to determine what is considered pilferable property to be recorded in the property control systems records or which items can be placed on a hand receipt;
- (21) ensuring all pilferable and other vulnerable property receipts are provided to the supporting Property Book Officer (PBO) within five working days to enable the PBO to establish accountability and asset-safeguarding controls by recording the asset in the property control system records;





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

10.00 **BDE** **BN**

Does the Cardholder obtain the pre-approval for mission requirements from the supervisor of the requestor prior to making a purchase? This certifies that requested item/s is/are mission essential. [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP, Appendix A: Best Practices ,6. Contingency Operations

b. For Reserve Units and National Guard: Mobilizing Reservists may use their GPC once they arrive at the Mobilization (MOB) station. The reserve issued GPC shall no longer be used. The Reserve A/OPC will deactivate the mobilized soldier's GPC account at this point, through temporary closure or termination. The gaining activity in the contingency operation area will determine if a soldier will require a GPC. If it is determined that the mobilized Reservist will require a GPC, the unit's command will identify the FORSCOM home station responsible for its issuance. All GPC accounts (CH and BO) for mobilized Reservists will be managed by the FORSCOM home station installation A/OPC to which the contingency unit is assigned. Cards are to be used in theater for mission essential requirements only. The A/OPC will provide a GPC CH worksheet to assist the CH with contingency purchases.





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

11.00 **BDE** **BN**

Is the Deputy Chief of Staff for Information Management (DCSIM) consulted before using GPC for Information Management Assets (IMA) and Information Technology (IT) Items? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP, Pre-purchase approval - When required and identified by Army or local procedures, documentation showing authority has been obtained to purchase special-use items such as hazardous material or information technology.

Computer Hardware, Enterprise Software and Solutions (CHESS) – The CHESS program is the Army's primary source for commercial information technology (IT) hardware and software. Memorandum signed by the Army CIO/G-6 and the Acting ASA (ALT), dated May 4, 2009 informed of the requirement to use CHESS for IT hardware and software purchases. The CHESS website is located at URL:
<https://chess.army.mil/ascp/commerce/disclaimer/disclaimer.jsp>





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

12.00 BDE BN

Does the Cardholder obtain the pre-approval for property accountability from Property Book Officer prior to making a purchase? [DoD Purchase Card Policy, AR 710-2, para 2-6(2), 2-6m(2); OSAA SOP, pg 3-1-16, para 1-16c.]

EVAL METH

Review Billing Official's billing statement file to verify that accountable property is being reported to PBO for accountability. Check for requesting procedures and documents. Verify training has been conducted within established timeframes and is current.

REFERENCE TEXT

Army GPC SOP The Billing Official's responsibilities include, but are not limited to: (f) Notifying the Property Book Officer of all accountable property acquired.

AR 710-2, 2-6. Requesting supplies. 1. All supply requests will be submitted to the appropriate SSA. (2) An exception is local purchase, which will be used for items under \$2,500 in extended price. Requests for nonexpendable and controlled material are processed through the PBO to the purchase cardholder, if under the cost of \$2,500. **2-6m (2)** The purchasing/ordering officer does not make local purchase without a written request. Within 5 days after the purchase(s), he or she furnishes the supporting PBO all purchase receipts/invoices for screening. The screening by the PBO is to determine the accounting requirements for the purchased property, such as nonexpendable or controlled (Requires property to be accounted for on property book records), durable (requires control when issued to the user) and expendable (no requirement to account for on property book records). Following applies to OSAA Activities: (1) Delegation of Authority from Ft Belvoir. **OSAA SOP, pg 3-1-16, para 1-16c.** Each approving official must have the following documentation on file prior to conducting any GPC transaction: • Delegation of Authority Letter from Ft. Belvoir CDCC; • Defense Acquisition University (DAU) Continuous Learning Center (CLC) • GPC Tutorial & Refresher Training Certificates (on-line biennial requirement); the DAU GPC Tutorial must be completed prior to assuming duties as a cardholder, billing official, or A/OPC. DoD Government Purchase Card Refresher Training must be completed biennially thereafter; • Signature Card (DD Form 577) authenticated by OSAA commander (the DD Form 577 is required for billing officials only); • Ethics Training Certificate (annual requirement conducted via Internet).

28 TH TRANSPORTATION GOVERNMENT PURCHASE CARD - REQUEST FOR LOCAL PURCHASE									
FOR USE OF THIS FORM, GPC CREDIT CARD COORDINATOR									
TO:		Credit Card Holder			FROM:		Requester		
Unit/Address				Unit/Address					
Supply Items Requested/Pricing Information									
Item	Qty	Vendor		Vendor		Vendor		Vendor	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
TOTAL									
Total cost for supply items cannot exceed \$2,500/Itemized receipt must accompany request for both durable/expendable and Non-expendable items.									
Requester Certification									
I certify the items requested for purchase are non-personal, mission essential requirements and are authorized for this unit.									
Signature of Requester				Date					
Unit commander/Supply Notification									
I verify that the items requested for purchase are non-personal, mission essential requirements and have authorization for purchase.									
Signature of Commander or Supply Personnel				Date					
28 th Transportation Battalion, Purchase Request Document					Attachment 1				
Page 1 of 2									

S-6/BDE S-6 Approval, if applicable									
The above cited ADPE/telecommunications equipment or service/printing or postage request is authorized and is approved for purchase.									
Information Management Specialist	Date								
PBO Information									
1. I certify the items requested for purchase are for a service or for expendable items, which require no property book accountability.									
Property Book Officer Signature	Date								
2. I certify the items listed within this request are for durable or non-expendable items and require property book or hand receipt accountability. Cardholder must submit DD Form 250 within 72hrs after purchase.									
Property Book Officer Signature	Date								
BILLING OFFICIAL AUTHORIZATION									
Request for purchase is approved/disapproved (Circle appropriate response)									
Typed/Printed Name of Billing Official	Signature of Billing Official Date								
Document/Voucher Number:									
Cardholder Certification									
I certify the items/services identified have met the following conditions:									
1. Fulfills a bona fide need to the U.S. Government	2. Items are authorized								
3. Mandatory sources have been checked									
4. Vendor chosen has offered the best/lowest price based upon the needs and conditions of this requirement.									
Signature of IMPAC Cardholder	Date								
Receiver Certification									
I certify the items/services identified have been received:									
1. Fulfills a bona fide need to the U.S. Government	2. Items are authorized								
3. Equipment accountability will be established for durable/Non-expendable items or I will be charged IAW AR 735-5 procedures.									
Signature of Supply personnel or requester	Date								
28 th Transportation Battalion, Purchase Request Document					Attachment 1				
Page 2 of 2									





Command Supply Discipline Program

UNCLASSIFIED



M-GOVERNMENT PURCHASE CARD

QUESTION

13.00 **BDE** **BN**

Is the unit purchasing and documenting items with the Government Purchase Card (GPC) IAW Army/DoD/OSAA policy, Federal Acquisition Regulation (FAR), and local policy? [DoD Purchase Card Policy]

EVAL METH

There is adequate documentation demonstrating the Cardholder made reasonable efforts to purchase from mandatory sources of supplies or services prior to ordering on the open market. (See FAR Part 8)

REFERENCE TEXT
Army GPC SOP





M-GOVERNMENT PURCHASE CARD

QUESTION

14.00 **BDE** **BN**

Are all purchases entered in the C.A.R.E purchase log? [DoD Purchase Card Policy]

EVAL METH

Has the Cardholder completed a Purchase Log. If the account is enabled for electronic certification and payment, the log should be completed in the approved electronic system (e.g., Card Issuing Bank EAS or Approved ERP). At a minimum, the Purchase Log included the following fields: Date the item/service was ordered, Name of the requestor, Description of the item/service or general commodity code (e.g. office supplies), Merchant's name, Total dollar value of the transaction, Name of the recipient of the item/service, and the Date received.

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

15.00

BDE

BN

Does the Cardholder approve all transactions in C.A.R.E within three business days of end of cycle? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

16.00 **BDE** **BN**

Are the following documents on file with the Approving Official?

Cardholder Certification of Training?

Does the Cardholder have a memo for Additional Duty Appointment available for review? (AR 715-xx, Chap 2-1.a)

Approving Official Certificate of training?

Approving Official orders from unit commander? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

17.00 **BDE** **BN**

Does the Cardholder document and maintain GPC transaction files? (GPC Request form, all receipts and supporting documentation to the signed statement of account)
[DoD Purchase Card Policy]

EVAL METH

Detailed receipts/invoices were provided for each transaction. The Purchase Log item/service description for each transaction sufficiently describes what was purchased (i.e., any reader would understand what they bought.)

REFERENCE TEXT
Army GPC SOP





M-GOVERNMENT PURCHASE CARD

QUESTION

18.00

BDE

BN

Does the GPC purchase document have a signature from the requesting activity acknowledging receipt of items purchased? [DoD Purchase Card Policy]

EVAL METH

Proof of delivery, inspection and/or completion of performance is available for each transaction. If "Accountable Property" is purchased, independent acceptance was documented/confirmed by someone other than the Cardholder. For micro purchases, there is evidence the Cardholder provided the Accountable Property Officer with a list of accountable property purchased. Payment Cardholders with contracts containing Government-Furnished Property (GFP) have documented notification to the COR to notify the appropriate Property Book Office and the contractor to capture the GFP in WAWF for receipt by the contractor in WAWF.

REFERENCE TEXT

Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

19.00

BDE

BN

Is there any evidence of "split purchasing" being performed by the cardholder to stay within the micro purchase threshold? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

20.00

BDE

BN

Have back-orders or partial deliveries been accepted from any order? [DoD Purchase Card Policy]

eval meth

No back orders were permitted. All goods and services purchased were available for delivery and invoicing within 30 days of order.

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

21.00

BDE

BN

Were there any, as in Appendix C/Section I listed unauthorized purchases or improper purchases made by the Cardholder? [DoD Purchase Card Policy]

EVAL METH

The GPC was not used to pay for any unauthorized commitment.

REFERENCE TEXT

Army GPC SOP, Appendix C: Prohibited Purchases This section identifies transactions that are prohibited. CHs should first contact local authorities (e.g., the local judge advocate general attorney, resource manager, Level 3 or Level 4 A/OPC) prior to purchasing any items that seem questionable or may have the appearance of being inappropriate. Contact the Level 2 A/OPC through the ASAALT central mailbox for further guidance if necessary. The following list, which is not all-inclusive, identifies some services and supplies that are prohibited from purchase with the GPC (this list also applies to convenience checks):





M-GOVERNMENT PURCHASE CARD

QUESTION

22.00

BDE

BN

Is each purchase supported with a request, sales receipt and invoice or memorandum of explanation? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

23.00

BDE

BN

Is the approving/billing official reviewing the cardholder C.A.R.E. Transactions and Transaction Log and certifying the billing account statement within 5 days of the closing cycle date? [DoD Purchase Card Policy] [OSAA SOP, page 3-1-20, para 1-16k(2)]

EVAL METH

Review CARE certifying officer statement and cardholder transaction file.

Transaction List [Return to top](#)

Records 1 - 7 of 7

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Match	Trans Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		05/20 05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/21 05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/21 05/24	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/20 05/21	THATCHER COMPANY	8019724587, UT	\$1,173.78	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/13 05/17	ANIXTER INC	224-521-8000, IL	\$2,472.20	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/07 05/10	CDW*GOVERNMENT INC	800-808-4239, IL	\$1,282.48 CR	05691 92321277154211023010SL	
<input type="checkbox"/>	Pending		05/06 05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	\$1,056.46	05691 92321277154211023010SL	

Disputed
 Matched
 Exception
 Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

[Reallocate](#)
[Mass Reallocate](#)
[Match To Order](#)

Transaction Management [★ Log Out](#)

Card Account Summary with Transaction List

Card Account Number: *****5691, DAMITA MARALDO
 Role: Cardholder [Switch Role](#)

[Create Order](#) |
 [Manage Orders](#) |
 [Card Acct List](#) |
 [Trans List](#)

Card Account Summary

Account Number: ● *****5691 Total \$ (#) of Outstanding Orders: \$20,416.53 (20)
 Account Name: DAMITA MARALDO Total \$ (#) of Unmatched Transactions: \$51,901.99 (167)

Billing Cycle Close Date: [Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)
 % of Transactions Reallocated: 0%
 Total \$ (#) of Transactions: \$8,589.92 (24)

● Open Account

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

24.00

BDE

BN

The Cardholder reconciles the statement of account by reviewing it for accuracy and comparing it with his/her purchase log entries. If the statement is not correct, did the Cardholder contact the merchant and request correction (Are copies of these actions available in writing; i.e. memo or e-mail)? [DoD Purchase Card Policy]

eval meth

The Cardholder statements are signed and dated by the Cardholder.

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

25.00

BDE

BN

Does the approving official and card holders approve/certify their accounts in a timely manner? [DoD Purchase Card Policy]

EVAL METH

The A/BO (or Certifying Officer) approved/signed their certification statements (invoices) within 5 business days of cycle end. If not, note the number of months/cycles they were late. There are no previous balances due on the A/BO's statement, suggesting invoices were submitted to the payment office in a timely manner--eliminating/minimizing prompt payment interest.

REFERENCE TEXT
Army GPC SOP





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M-GOVERNMENT PURCHASE CARD

QUESTION

26.00

BDE

BN

In the case that the merchant is not cooperating, did the Cardholder dispute the incorrect transaction? [DoD Purchase Card Policy]

EVAL METH

The Cardholder disputed unauthorized charges with the commercial bank provider within 60 calendar days from the date of the billing statement.

REFERENCE TEXT
Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

27.00

BDE

BN

Does the cardholder resolve invalid transactions with vendors and track any purchases billed but not received (Are copies of these actions available in writing; i.e. memo or e-mail)? [DoD Purchase Card Policy]

eval METH

There is evidence the Cardholder tracked all disputed charges to resolution.

REFERENCE TEXT
Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

28.00

BDE

BN

Has an adjusted government tax charge been applied to all purchases? [DoD Purchase Card Policy]

EVAL METH

The Cardholder did not pay any U.S. State Taxes.

Note: Cardholder's should check the GSA website: <<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>> to verify if the merchant/vendor in the state they are purchasing from is tax exempt. See DPAP FAQs at <http://www.acq.osd.mil/dpap/pdi/pc/index.html> for more information.

REFERENCE TEXT

Army GPC SOP

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15 July 2013



LOGISTICS





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M-GOVERNMENT PURCHASE CARD

QUESTION

29.00

BDE

BN

The disputes shall be filed, using a Cardholder Statement of Questioned Items (CSQI) within 60 days of the cycle end date in which the transaction appeared. Has this been done? [DoD Purchase Card Policy]

EVAL METH

Verify procedures that the Cardholder contacted the card issuing bank about any transaction they suspect are fraudulent (e.g., charges from unidentified merchants).

Note: The Bank is responsible for fraud investigations; if fraud is suspected, Cardholders should not investigate on their own. However, the Cardholder should contact the merchant/vendor to resolve unrecognized/inappropriate charges (e.g., charges from a merchant/vendor they recognize on a date for an amount they don't recall) to resolve the charge.

REFERENCE TEXT
Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

30.00 BDE BN

Are receipts for nonexpendable items (DD Form 250, DD Form 1348-1, etc.) and change documents (DA Form 3161) being prepared and forwarded to the OSAA PBO within 48 hours of receipt? [DoD Purchase Card Policy]

EVAL METH

Inspect unit copies of receipts and change documents. Verify with PBO that copies are on file at the property book office.

1. TOTAL PRICE	2. SHIP FROM SSA WISE #1 GPC purchase	3. SHIP TO 70th Trans Co (WCPJAA)
4. MARK FOR	5. LOG DATE	6. NMFC
7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY. RECD	11. LP	12. UNIT WEIGHT
13. UNIT CUBE	14. UFC	15. BL
16. FREIGHT CLASSIFICATION NOMENCLATURE		
17. ITEM NOMENCLATURE Non-expendable item		
18. TV CONT	19. NO CONT	20. TOTAL WEIGHT
21. TOTAL CUBE	22. RECEIVED BY XXXXXX	23. DATE RECEIVED XXXXXX

DD FORM 1348-1A, JUL 1991 ISSUE RELEASE/RECEIPT DOCUMENT
24. SUPPLIER ADDRESS
WLANVU 7267-0066
BXXXXXXXX
2320-01-206-4087
SN: C52303984/NL/EG5
25. NATIONAL DOCUMENT NUMBER & SUPPLY (DA-4)
26. RELEASE/RECEIPT DOCUMENT NUMBER
27. ADDITIONAL DATA
POCxxxxxxxxxxxx@us.army.mil

1. PROCUREMENT INSTRUMENT IDENTIFICATION Government Purchase Card	2. SHIPMENT NO. 3046800	3. DATE SHIPPED 3/6/2007	4. BL TCN WK4NCJ 6269-0003	5. INVOICE NO./DATE 5045459	6. DISCOUNT TERMS	7. PAGE OF 1 1	8. ACCEPTANCE POINT (CONTRACT) NO. Coleman Barracks				
9. PRIME CONTRACTOR Kipper Tool Company	10. ADMINISTERED BY RTP Warehouse Germersheim Army Depot 76726 Germersheim, Rheinland-Pfalz 694g 7938 09495	11. SHIPPED FROM (if other than 9) Kipper Tool P.O. Box 1750 Gainesville, GA 30503	12. PAYMENT WILL BE MADE BY	13. SHIPPED TO 109th Transportation Company (WJ33AA) Coleman Barracks APO AE 09058	14. MARKED FOR	15. STOCKPART NO. SATS Core Standby Mobile 4910-01-531-2053 W32593M81092	16. DESCRIPTION (indicate number of shipping containers - type of container - container number)	17. QUANTITY SHIPPED*	18. UNIT SE	19. UNIT PRICE 3,000.00	20. AMOUNT 3,000.00
21. CONTRACT QUALITY ASSURANCE a. ORIGIN COA <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.	b. DESTINATION COA <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.	22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED: _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: _____ TYPED NAME: _____ TITLE: Supply Sergeant MAILING ADDRESS: 109th Trans Co CMR #18 APO AE 09058 COMMERCIAL TELEPHONE NUMBER: 01149621779183	*If quantity received by the Government is the same as quantity shipped, indicate N/A (0) mark. If different, enter actual quantity received below quantity shipped and amount.	23. CONTRACTOR USE ONLY	COMMERCIAL TELEPHONE NUMBER: _____	COMMERCIAL TELEPHONE NUMBER: _____					

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

AFPO PE v.01

REFERENCE TEXT
Army GPC SOP,





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

31.00

BDE

BN

Has the unit established security procedures for safeguarding the credit card? [DoD Purchase Card Policy]

EVAl METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT

Army GPC SOP, Appendix A: Best Practices , 3. Card Security CHs must take appropriate precautions comparable to those taken to secure personal checks, credit cards, or cash. CHs must maintain physical security of the card to preclude compromise. The card should never be surrendered unless it is going to be cancelled. Additionally, the account number should not be released to other than the vendor processing the transaction. The card is not to be used as a company card (e.g. if the CH is to be away, someone in the office, who is not the authorized CH, borrows the CH card and makes purchases using the card). This is prohibited. Only the CHs can make purchases using their GPC.





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M-GOVERNMENT PURCHASE CARD

QUESTION

32.00

BDE

BN

Does the cardholder allow anyone else (i.e. Approving Official) to use his/her card to make purchases? [DoD Purchase Card Policy]

EVAL METH

Based on the review, the Cardholder is the only individual who used the GPC card, account number or signed a convenience check to process transactions or payments.

REFERENCE TEXT
Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

33.00 **BDE** **BN**

Did the Cardholder receive the required annual Government Purchase Card (GPC) training/refresher training and obtain the required certificate? NOTE: The Cardholder who fails to complete annual refresher training shall have his/her GPC account suspended until refresher training is completed. [DoD Purchase Card Policy]

Date of certification _____.

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT
Army GPC SOP





Command Supply Discipline Program

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M-GOVERNMENT PURCHASE CARD

QUESTION

34.00 **BDE** **BN**

Did the Cardholder complete the mandatory web-based Defense Acquisition University (DAU DoD GPC Tutorial training? [DoD Purchase Card Policy]

Date of certification _____.

EVAL METH

The A/BO, Alternate A/BO(s), and Cardholder(s) completed Annual Ethics training. The A/BO, Alternate A/BO(s), and Cardholder(s) completed DoD GPC Refresher Training every two years.

REFERENCE TEXT

Army GPC SOP





M-GOVERNMENT PURCHASE CARD

QUESTION

35.00

BDE

BN

Does the Cardholder have Account Set-Up showing single and 30-days purchase limits? [DoD Purchase Card Policy]

EVAL METH

Review GPC files ensuring receipts are on file. Verify receipt amount agrees with CARE Transaction file. Verify no taxes were paid. Check for appropriate waivers when items are purchased from vendors not on mandatory list. Ensure all transactions are entered in CARE Transaction Log upon placing order.

REFERENCE TEXT
Army GPC SOP

