2-1 BRIGADE SPECIAL

TROOPS BATTALION

S-4

**STANDING OPERATING**

**PROCEDURES**

****

# 01 MAY 2013

Supplements or modification of this SOP is prohibited without prior approval of the Battalion commander. This SOP will be reviewed annually by the commander or within 60 days after assumption of command

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**GENERAL**

**1.** **Purpose.** The purpose of this SOP is to implement the supply policies and orders of the 2-1 Brigade Special Troops Battalion Commander, the 1st Infantry Division Regulations, and to establish standards, policies, guidelines, and procedures for the handling of S-4 logistic matters in the 2-1 Brigade Special Troops Battalion.

**2.** **Applicability.** The purpose established herein applies to all units assigned or attached to the 2-1 Brigade Special Troops Battalion that maintain a hand receipt, or have responsibility for supply operations. The S-4 section conducts internal staff logistics and consolidated non-expendable property book support. The policies and procedures outlined in this SOP are not intended to be all-inclusive, but they are a guide for action not specifically addressed in Army publications.

**3.** **Policy.** Supply procedures for this command will be in accordance with the current Army Regulations, Division Regulations and Policies, Support Installation Directives, and this SOP. Commanders, Property Book Officers, full time manning personnel, and the unit supply personnel will use the above references as guidance for all supply operations. Users are encouraged to make suggested changes for this SOP, and notify the S-4 of any errors or omissions. Correspondence, reports and inquiries relating to supply operations within the Command will be directed through the Chain of Command to this Headquarters, ATTN: AFZB-KGH-L (710-2).

# DUTIES AND RESPONSIBILITIES

**4. Battalion S-4 OIC.** Responsible for planning, coordinating, and supervising the logistic functions of the Battalion and ensures that the organic and non-organic combat service support elements adequately support the commander’s intent.

1. Maintain contact and serve as the liaison to 2-1 BSTB Resource Management and

Brigade Budget Officer.

1. Serve as the Authorizing Official for Government Purchase Card Requests, and is

Financially liable for all Government Credit Card Purchases approved.

1. Researches and implements unit Government Purchase Card Program policies.
2. Serve as the Battalion Budget Officer, responsible for setting and managing the Battalion

budget, including requests for additional funds, and projecting future requirements.

1. Logistics Officer responsible for teaching, mentoring, and providing guidance on

logistic matters to the company commanders and Primary Hand Receipt Holders.

1. Coordinate all logistic issues in support of Battalion level training exercises.
2. Manage and process all changes to the unit MTOE.
3. Track Financial Liability Investigations of Property Loss (FLIPL) for the Battalion and

provide guidance in the preparation of the reports.

1. Attend all Command and Staff meetings.
2. Spearhead all command supply inspections.
3. Advise the Battalion commander and executive officer (XO) on all budget related issues.
4. Compile and research contract requirements, and submits requests to the Directorate of

Contracting for execution.

1. Assist and advise the Battalion commander in implementing and maintaining the Army

Environmental programs.

1. Supervise the Battalion R&U program.
2. Supervise the Battalion Fire Prevention program through supervision of and coordination with the BN safety officer.
3. Assume responsibilities as Battalion Field Ordering Officer and/or Battalion Paying

Agent.

1. Implement an aggressive CSDP by using existing assets (i.e., 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.
2. Provide the necessary emphasis to ensure the success of the CSDP.
3. Appoint, in writing, a senior logistician in the headquarters as the CSDP monitor.
4. Recognize both superior and inferior performance regarding supply discipline.
5. Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award Program.

**5. Battalion S-4 NCOIC.** Responsible for the administrative duties within the section. Assists the S-4 officer in the performance of all duties and assumes duties and responsibilities of the S-4 OIC in their absence.

1. Monitor the Battalion’s Command Supply Discipline Program (CSDP).
2. Prepare the Unit Equipment Readiness Listing for the Unit Status Report (USR).
3. Provide MOS related training to all supply personnel within the Battalion.
4. Ensures all financial liability statements are generated, prepared, processed, and maintained IAW AR 735-5, and acquires document numbers and survey number for financial liability statements and cash collection vouchers, as well as, statement

of charges for non expendable items.

1. Ensures the Command Supply Discipline Program is working properly.
2. Advises the S-4 OIC and Battalion Commander on internal supply issues.
3. Administers quarterly financial liability classes to all assigned 92Ys and potential survey officers.
4. Responsible for the morale, health, and welfare of assigned enlisted Soldiers.
5. Assume responsibilities as Battalion Field Ordering Officer and/or Battalion Paying

Agent, as mission dictates.

**6**. **Company Commander/XO Responsibilities.**

1. Ensure that all authorized equipment is on hand or on order. Ensure the security,

accountability, safe use, and maintenance of all equipment.

1. Ensure property is sub hand receipted to the user level.
2. Appoint a representative to manage the company Repair and Utilities (R&U)/Work order program.
3. Conduct an initial counseling session with assigned supply sergeant to address company supply policies and procedures, including scheduled supply update meetings.
4. Ensure that the supply personnel have access to the Inter/Intra-Net Network in order to allow access to PBUSE, FINLOG, LIW, and ILAP. Access to these web based systems is essential to the conduct of unit supply procedures.
5. Conduct all inventories in a timely manner IAW AR 710-2, AR 710-2-1, AR 710-2-2 and BDE PBO SOP/guidance as applicable.
6. Review and sign commander’s hand receipt IAW PBO guidance.
7. Manage the unit’s budget and ensure quarterly allocations are not overspent.
8. Supervise the company’s GPC credit card system.
9. Initiate all financial liability statements in no more than five days from discovery of loss.

**7**. **Company supply sergeant responsibilities.**

1. Maintain and operate the company PBUSE system.
2. Ensure that 100% of the Primary Hand Receipt Holder property is properly sub-hand

receipted to the user level.

1. Maintain all primary, sub-hand receipts, and change documents IAW all supply and Ft.

Riley regulations.

1. Pick up all company hand receipts, cyclic inventories, and sensitive items inventories

from the Battalion S-4 the first week of the month.

1. Advise commanders of proper inventory procedures and suspense dates.
2. Ensure that supplies and equipment are properly stored.
3. Requisition class II, IV, and VII supplies in conjunction with PBO.
4. Issue supplies and equipment to users in a timely manner, generally, within one week of

receipt of supplies.

1. Reconcile property with the accountable and appropriate SSA.
2. Reconcile non-expendable document registers with PBO quarterly.
3. Initiate and process relief documents IAW AR 735-5 for missing or damaged equipment.

8. **Supervisor responsibilities.** A supervisor is defined as any person who has personnel, equipment, supplies, or facilities under his/her control.

1. Supervisors ensure that each item of equipment under his/her control is properly used for

its intended purpose, accounted for, documented, and secured.

1. Supervisors ensure that those personnel having access to, or assigned, any item of supply

or equipment understands their responsibilities for accountability, security, and proper use.

Property will be signed down to the user level.

9**. Individual responsibilities.** All individuals using military equipment are responsible for

exercising good supply economy and supply discipline. This includes safeguarding all

government property regardless of the type of property or the relationship of the individual to the

property.

# Command Supply Discipline Program

**10.** **CSDP**. The 2/1 BSTB Command Supply Discipline Program assists unit commanders by ensuring daily supply operations adhere to both 2-1 BSTB supply standards. The CSDP must not be regarded by unit chain of command as simply a detailed inspection program.

# 11. CSDP -Battalion Responsibilities.

# Implement an aggressive CSDP by using existing assets (i.e., chain of command, organizations, or programs) to avoid duplication or fragmentation of effort. The commanders’ asset will then incorporate CSDP into their evaluation plans and procedures.

1. Provide the necessary emphasis to ensure the success of the CSDP.
2. Appoint, in writing, a senior logistician in the headquarters as the CSDP monitor.
3. Recognize both superior and inferior performance regarding supply discipline.
4. Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award Program.
5. Identify and report supply constraints and notify Brigade S-4.
6. Evaluate and act on subordinate unit reports of supply constraints.
7. Ensure DODAAC date for the companies in the Battalion are current and complete and disseminate any changes.

**12. Responsibilities for company commanders, supervisors, and supply sergeants:**

1. Use the CSDP listing as a guide/checklist to routinely perform duties (AR 710-2).
2. Report to the immediate higher headquarters any applicable requirements within the CSDP that cannot be completed.
3. Ensure the strictest compliance with the CSDP. This includes but is not limited to the following:
   * All property belonging to, arriving in or departing from the unit is accounted for, cared for, and safeguarded.
   * Required inventories are conducted within the prescribed time frames utilizing the most current
4. supply catalog, training manual, or other applicable publication accounting for components. This will include cyclic, sensitive, and durable tools inventories according to DA Pamphlet 710-2-1, *Using Unit Supply System.*
   * Hand receipts are updated with the supporting property book office as directed.
   * All property is inventoried prior to change of hand receipt holder. During inventories, all property within the organization, to include property not accounted for on hand receipt, must be accounted for and must be reported to the appropriate property book office. During inventories, all registration/serial numbered items must be verified.
   * A report should be submitted to higher headquarters and the commander following the discovery of any loss of, damage to, or destruction of any government property.
   * Sub-hand receipt all property not directly under immediate control using PBUSE.
   * Component hand receipts will list all components and will reflect the actual quantity on hand and will be signed by both the commander and hand receipt holder.
   * Supply personnel continue to operate all PBUSE system processes to include: property imbalance and unit level reconciliation.

**13. CSDP check list:** see APPENDIX C or 1st Infantry Division web site

<https://rilec2doim002/SOC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fSOC%2fShared%20Documents%2f1st%20Infantry%20Division%20Logistics%20COP%2fCSDP%20Inspections&FolderCTID=&View=%7bE6CDCF2A%2d6279%2d470B%2d9BD0%2dA91A9046226B%7d>

a . Copies of past evaluations will be kept on record in the supply room. Inspectors will record

findings and /or discrepancies and compare to the results of past evaluations.

1. When spot corrections are made during the inspection, supply personnel may make the necessary adjustments or changes at that time.

# S-4 Operating Hours:

**14. Hours of Operation**

Monday: 0900-1130 (Command Maintenance) 1300-1630

Tuesday: 0900-1130, 1300-1630

Wednesday: 0900-1130, 1300-1630

Thursday: 0900-1130 (Closed for Training) 1300-1630 (Open)

Friday: 0900-1130, 1300-1500

Inventory Procedures

Inventories**.** One of the most serious problems contributing to poor property and supply accountability is the failure to conduct valid and accurate inventories. Inventories must be on the training schedule to ensure a timely physical count of property. Inventories will be conducted in accordance with AR 710-2, DA Pam 710-2-1 and this SOP.

**15. Type and Frequency of Inventories.**

**TYPE FREQUENCY**  
 1. Inventories General  
 2. Change of PBO Inventory Upon Change of PBO  
 3. Change of Hand Receipt Holder Upon Change of H/R  
 4. Receipt, Turn-in, Issue Whenever items are transferred  
 5*.* Basic Load Inventory Monthly or as required  
 6. Cyclic Inventories Monthly  
 7. Sensitive Items Inventories Monthly  
 8. Weapons Serial Number Inventories Monthly or as conditions require.  
 9. Change of Custody of Arms Room Armorer changes  
 10. Set, Kit, or Outfit Inventories Quarterly  
 11. CSDP See CSDP Checklist

12. Arms Room Anytime the arms room is opend\*

\* NOTE: It is the unit’s responsibility to coordinate with the S-2/Physical Security Officer for specific reporting requirements.

a. All property, both Organizational and Installation, must be inventoried at least every year Components will be inventoried when the end item is inventoried. Serial numbers and U.S. Army registration numbers will be verified. Inventory frequency is based on the events, commodity, or both (See AR 710-2). All units will plan, prepare, and be totally involved in accomplishing these inventories to ensure a satisfactory supply operation.

b. The successful completion of required inventories and associated paperwork strongly affects the survey process system. In addition, inventories provide commanders the opportunity to validate records and assess property accountability status.

c. Required inventories are a command responsibility and will be performed at all levels of the Battalion. Accordingly, all commanders must be familiar with regulatory requirements for inventories as outlined in applicable regulations.

**16. HAND RECEIPT HOLDER INVENTORIES.**

a. When a sub-hand receipt holder is replaced, an inventory will be conducted using the

most current publications. The outgoing sub-hand receipt holder has the responsibility of

physically showing each item on the sub-hand receipt, including components to the incoming

sub-hand receipt holder. The incoming sub-hand receipt holder will personally inventory each

item. Upon completion of the physical inventory, the incoming sub-hand receipt holder will

sign for the property inventoried. The outgoing sub-hand receipt holder will account for all

equipment not accounted for during the inventory. This inventory will be performed NLT 30

days prior to PCS/ETS. Expendable items will be placed on a shortage annex and reordered.

Non-expendables will be accounted for and a statement of charges will be offered, or a

Financial Liability Investigation of Property Loss (FLIPL) will be initiated.

b. The outgoing and incoming sub-hand receipt holders will brief the unit commander on the

results of the inventory.

**17. PROPERTY AUTHORIZATIONS.** Property authorizations for the Battalion and each

Company are based on the allocations outlined in the effective Modification Table of

organization and Equipment (MTOE), Common Table of Allowances (CTA), and Table of

Distribution and Allowances (TDA). Commanders wanting to increase or decrease

authorizations must direct all requests to the S-4. The S-4 will work in conjunction with BDE

PBO to make sure that all property shortages are on a valid requisition and have a valid

document number.

**18. ORGANIZATIONAL PROPERTY LISTING (Commander’s Hand Receipt or Property Book).** Hand receipts will be prepared on a monthly basis by the Battalion S-4, normally on the first working day of the month. The original document will be E-mail.

a. The Unit Commander will compare the new hand receipt to the previous month’s hand

receipt working copy. The working copies will be maintained in the supply rooms. All

issues, turn-ins, and adjustments are posted to the working copy during the course of the month. Any gain, loss, or adjustment of property not reflected on the new hand receipt will be given to PBO to reflect the changes.

b. After verification that all transactions have been adjusted on the new hand receipt, the

new copy (designated as the working copy) will be placed in a binder or filed on top of the

previous working copy. The new working copy will be posted to reflect any changes that

occur until the next hand receipt is received.

c. Commanders are required to go to the BDE PBO by the 25th of each month to sign the

original hand receipt. The additional copy will have no annotations or markings of any kind,

other than the commander’s signature, rank, and date. This copy will be filed in the supply

room.

**19. SENSITIVE ITEM INVENTORY.** Sensitive Item Inventory Listings will be prepared by the PBO on a monthly basis. This listing is prepared on the same day as the organizational hand receipt, usually the first working day of the month. When the inventory is conducted, the results will be annotated on the working copy and given to the commander for review. The commander is required to sign the original prior to the 25th day of each month. The following procedures annotate the monthly sensitive item inventory process.

a. A monthly roster will be established by each company every six months.

b. Give the sensitive item (SI) inventory to the individual scheduled to conduct the

inventory.

c. The SI inventory, including weapons and ammunition, will not be performed

consecutively by the same individual, or by the assigned armorer. The individual scheduled

to conduct the inventory must be of the grade of E-7 or above.

d. The results of the inventory will be recorded on the working copy. All serial numbered

items on the inventory listing will be checked by physically viewing the actual piece of

equipment.

e. Report any missing to the unit commander, immediately. An internal investigation must

be conducted in order to locate the equipment. Further, immediately report any serial

number discrepancies identified.

f. On or before the 25th day of each month, the commander is required to go to the PBO to

sign the original copy. The commander should bring the working copy to aid in the review

and signing of the original. The working copy should be given to the armorer for filing in

the arms room. The additional copy will be kept in company supply room and will have no

markings or annotations of any kind, other than the commander’s signature, rank, and date.

**20. CYCLIC INVENTORY.** Cyclic inventories are prepared on a monthly basis. The items

inspected each month are based on Line Item Number (LIN), and is established by the PBO. The

inventory listing is prepared on the same day as the hand receipt and sensitive item inventory,

usually the first working day of the month. When the inventory is conducted, the results will be

annotated on the working copy and reviewed. The commander is required to sign the original

copy prior to the 25th day of each month. The following procedures annotate the monthly cyclic

inventory process:

a. The commander will conduct the inventory and the results will be recorded on the

working copy. This is a physical inventory, and it includes all components of the end item.

All serial numbered items on the listing will be verified by viewing the actual piece of

equipment. All items in maintenance must be physically seen, when possible. Balancing

sub-hand receipts against the inventory listing to conduct this inventory is not authorized. If

any item is not available for inventory, then the accounting documentation must be validated.

b. On or before the 25th day of the month, the commander is required to go to PBO to sign

the original copy. The commander should bring the working copy to aid in the review and

signing of the original listing upon completion. The commander may retain the working

copy. The supply sergeant will file the additional copy, which will have no markings or

annotations other than the commander’s signature, rank, and date.

**21. SEMI-ANNUAL INVENTORY (every six months).** Sub-hand receipt holders will

conduct a 100% inventory of the property under their possession every six months. All sub-hand

receipts will be updated within five working days of the inventory. Shortages found during the

inventory will be annotated IAW AR 710-2 and AR 735-5. The results of the inventory will be

recorded on a DA form 2062.

**22. Hand Receipts/Annexes**

a. Hand receipts are required whenever accountable items are issued. The signature of the

person on the hand receipt establishes direct responsibility. Prepare hand receipts in

accordance with AR 710-2 and DA Pam 710-2-1. Sub-hand receipts over six months old are

not acceptable, and equipment must be re-inventoried and re-signed after six months. Hand

receipts must have the printed name and unit of the Soldier who receives the property.

b. Property will not be hand receipted outside of the Battalion without the express permission

of the company commander and Battalion XO. Anyone who directs or allows the issue of

property outside of the Battalion without permission may be held liable for any loss. Property

loaned outside of the Battalion should be accompanied with a memorandum of agreement

signed by the commanders of the loaning unit and the borrowing unit explaining the terms of

how the equipment should be maintained and returned.

c. Controlling Components and End Items (DA Pam 710-2-1).

1. When an item that has components is issued on a hand receipt or sub-hand receipt,

shortages must be recorded on a DA Form 2062.

2. Component hand receipts are a list of all Components of Sets, Kits, and Outfits (SKO)

that have been issued to a using individual. When available, preprinted DA Form 2062

will be used for component hand receipts. When property is issued to the intended user,

responsibility for the components will be assigned using a component hand receipt.

3. Components are standardized for each type of set, kit, chest, outfit and Basic Issue

Item (BII) of major end items. The preprinted forms are published in conjunction with

selected TMs & SCs. Available preprinted DA Form 2062 or a blank DA Form 2062

may be used as a shortage annex, depending on the number of shortages.

**23. RECOVERY INVENTORY.** Sub-hand receipt holders will conduct 100% recovery

inventories within 72 hours upon returning from any field training exercise. All losses will be

accounted for IAW AR 710-2 and AR 735-5. The OCIE of E-4 and below must be completely

inventoried within 72 hours upon return from a field training exercise. Shortages of issued items

identified during the inventory will be replaced at the Soldier’s expense if loss is due to

negligence. A statement of charges must be offered to the SM before a FLIPL is initiated.

**24. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE)**

a. The unit commander will direct an Organizational Clothing and Individual Equipment (OCIE) inspection as indicated below:

1. Upon assignment of a soldier to the unit living in the barracks.

2. Prior to the soldier clearing the installation.

3. When a soldier is placed in an absent without leave status, hospitalized, deployed,

leave, pass, TDY for more than 30 calendar days, or confined in a military or civilian

correction facility.

b. The unit commander will choose an officer, warrant officer, or NCO to initiate and

conduct the inventory. The chosen individual will:

1. Make sure the soldier’s OCIE is not mixed with the OCIE of another soldier.

2. Prepare two copies of DA Form 3645/3645-1. Enter the words “**Inventoried IAW DA Pam 710-2-1”** in the name block printed on the back of the form.

c. Record the items and on-hand quantities of OCIE on the forms. The person conducting

the inventory will sign and date forms in the signature and date block. Note that when used

to inventory or confirm receipt of previously issued equipment, the SM does not need to sign

the DA Form 3645-1.

d. Put the original **(first)** copy of the inventory forms DA 3645/3645-1 with the Soldier’s

OCIE (in container or bag), a second copy on the outside of the container and file the

remaining copies in the soldier’s file in the supply room. Refer to AR 700-84 for absentee

baggage procedures.

e. Secure and band the inventoried OCIE in unit facilities, or assigned storage area. All

Soldiers are responsible for maintaining all of their issued equipment in a serviceable

condition.

f. All OCIE not accompanying a Soldier on TDY for more than 30 days will be secured in

unit absentee baggage facility before a Soldier leaves. Soldiers will also secure all OCIE

before going to medical facilities when hospitalization is expected. Unit commanders will

ensure that storage facilities are identified and available for this purpose.

g. All OCIE belonging to AWOL, emergency leave, or hospitalized personnel, when OCIE

has not been secured, will immediately be inventoried and witnessed by a NCO supervisor.

It is the unit commander’s responsibility to ensure that an inventory of this property is

accomplished IAW AR 710-2 and DA Pam 710-2-1.

h. All Soldiers E-4 and below will have their OCIE inventoried semi-annually by an NCO or

above, and documented on DA Form 3645/3645-1. Unit commanders will allow

commissioned and noncommissioned officers to furnish a signed statement which annotates

that they have all mandatory clothing items in the required quantities in their possession that

all items are serviceable, they all have proper appearance and fit, and they have no

unauthorized alterations. This statement will be used in lieu of an inspection of personal

clothing.

i. All OCIE will be inventoried by an E-5 or above after any deployment or field exercise as

part of the recovery procedures.

**25. PERSONAL MILITARY CLOTHING INVENTORY**

a. **Frequency.** At least semi-annually, as part of the unit inspection program, the unit

commander will direct the personal military clothing inspection and inventory as indicated

below.

1. A record of inspections will be recorded on DA Form 3078 (Personal Clothing

Request).

2. Commanders may conduct inspections more frequently.

3. Records will be kept only for the most recent inspection.

4. Inspections must take place when any of the following occur:

(a) Completion of six months of active duty.

(b) Arrival of newly assigned personnel.

(c) At duty station, or on return from overseas areas.

(d) Prior to departure of personnel for overseas movement or other permanent change of station.

(e) Prior to departure and immediately upon return of personnel from attendance at service schools.

(f) Yearly on the anniversary of the service members entry into active duty.

5. The unit commander or designated representative (E-5 and above) will date and sign in the remarks block of DA Form 3078.

b. Commanders at all levels and enlisted personnel will comply with chapter 1, AR 700-84.

**26. ARMS ROOM INVENTORY**

a. Arms room inventories are conducted every time the arms room is opened and closed

utilizing FC Form 2171 and FC Form 2172.

b. Monthly inventories are conducted utilizing FC Form 2170 or a Memorandum for Record.

c. A copy of the latest unit property book will be maintained in the Arms Room and will be

used to verify that all forms are accurate.

d. The Unit Supply Sergeant, as the expert in property accountability and security, is overall

responsible for enforcing the physical security and property accountability procedures of

Arms Room personnel.

e. Physical security and arms room inspections are an S-2 function and companies must

make direct coordination to ensure compliance with all requirements. The above listing is not meant to be all inclusive, but the specific to CSDP requirement.

**27. HAND TOOLS.**

a. The Company Commanders will establish tool control and accountability procedures

which include the following:

1. Hand receipts will be established and tools signed for at the lowest level/user on DA

Form 2062. The tool room will maintain and sign-out special tools when required.

2. All tools will be properly inventoried at least quarterly using a DA Form 2062 or

PBUSE printed hand receipt and the appropriate SKO regulation.

3. Hand tools should be labeled with shoe tags annotating the NSN and Nomenclature

for easy identification.

4. Turn-in unserviceable tools prior to requesting issue of replacement tools.

5. Advise and counsel all users of the consequences of negligence and willful

misconduct.

b. When hand-tool losses are reported or discovered during inventories, the following

actions will be taken:

1. The responsible officer will verify that the tools are missing, and determine if

circumstances exist that indicate individual negligence and responsibility such as:

(a) Leaving tools unattended and unsecured.

(b) Claiming that tools from sets were missing prior to receipt without the presence of

a valid shortage annex.

(c) Failure to recover loaned tools, in the absence of valid receipts.

(d) Inability to fix time, place, and circumstances of the loss.

2. When negligence is evident, the individual will be asked to sign a statement of charges

or cash collection voucher. If liability is not accepted, or the loss exceeds one month’s

base pay of the individual, a Financial Liability Investigation of Property Loss will be

prepared IAW AR 735-5. The FLIPL will be supported by the following information:

(a) That a loss has occurred.

(b) That the individual was responsible for the lost tools.

(c) That adequate means of physical security were provided.

(d) That no mitigating circumstances have been discovered.

**ABSENTEE PROCEDURES AND GUIDELINES INVENTORY**

**28. ABSENTEE PROCEDURES (**DA Pam 600-8).

a. Action required by unit commanders or designated representative:

1. Inventories will be conducted and accomplish by a commissioned officer, warrant

officer or noncommissioned officer. A witness and verifying officer are also required.

The individual soldier will witness the inventory and safekeeping of his own property if

the situation permits. The actual inventory and safekeeping procedures of all clothing,

effects, and property (civilian or military) are basically the same in all cases.

2. Make sure that clothing (military and civilian) effects and property are not mixed with

the property of another soldier.

3. Upon notification that the soldier has been reassigned, deceased, or DFR, copy four of

all the records and forms will be transferred to the individual’s Military Personnel Record

Jacket (MPRJ) in accordance with AR 600-8-104.

4. The unit commander will initial all copies of all inventory records.

5. Upon return of the absentee SM to the unit or organization, the SM will acknowledge

receipt of all clothing (military and civilian), effects, and property by inventorying all

items received, and signing all copies of the inventories. The member will be given copy

three of all inventory documents.

b. Organizational Clothing and Individual Equipment (OCIE) will be inventoried and

processed as follows:

1. The inventory officer or NCO and the witness (verifying officer) will inventory OCIE

and other property belonging of the individual soldier immediately (within 24 hours of

notification of absence) by utilizing the OCIE record, DA Form 3645/3645-1.

2. Prepare four (4) copies of the OCIE record, DA Form 3645/3645-1. Enter the words

“**Inventoried IAW DA Pam 710-2-1 Brigade Special Troops ”** in the name block of these forms.

3. The inventory officer and witness (verifying officer) will sign and date the forms in

the signature and date block. The unit commander will initial all copies of the

inventories.

4. Remove the unit copy of the Soldier’s original OCIE record, DA Form 3645/3645-1,

from the installation CIF. Compare the original issue copy with the inventory copy.

Make a list of all overages and shortages.

5. Report the results of the inventory to the unit commander. The unit commander will

ensure that appropriate actions are taken to account for all shortages and overages. IAW

DA Pam 710-2-1 Brigade Special Troops and AR 735-5.

6. Turn in all overages as found on installation property.

7. Account for all shortages according to AR 735-5. The CIF or unit responsible for

maintaining the OCIE property book will assign the document number for the adjustment

document.

8. Turn in the Soldier’s OCIE to the installation CIF or the unit maintaining the OCIE

property book.

9. The inventory forms and the Soldier’s DA Form 3645/3645-1 showing turn in credit

are filed in the unit file until further action is required.

c. Personal Military Clothing (clothing bag issue) will be inventoried and processed as

follows:

1. Personal Military Clothing belonging to the individual soldier will be inventoried,

within 24 hours of notification of absence, an inventory officer and witness will utilize

the personal clothing request (DA Form 3078).

2. Prepare four (4) copies of the DA Form 3078. Enter the words “**Inventoried by”** and

sign in the remark block.

3. Record the items and quantities on these forms.

4. The inventory officer and witness will sign and date the forms.

5. The unit commander will initial all copies of the inventory forms.

6. Place the original copy of the inventories in the member’s duffel bag or other suitable

container.

7. Copies 2, 3, and 4 will be retained in a unit suspense file pending further actions.

8. When an absentee SM returns to the unit prior to DFR, comply with step 1,

paragraph 6.

9. Excess Personal Military Clothing above authorized allowance will not be recorded on

the DA Form 3078, however, these items will be inventoried and included on the

Personal Civilian Clothing and effects inventory.

10. No further action is required unless there is an absentee status change.

d. Personal Civilian Clothing, effects, and property will be inventoried immediately (within 48 hours of notification of absence) and process as follows:

1. Personal Civilian Clothing, effects, and property will be inventoried immediately by a

inventory officer or NCO and witness.

2. Personal Civilian Clothing, etc. will be inventoried on plain white bond paper in four

(4) copies, identified with the soldier’s name, rank, and social security number.

3. The inventory officer and witness conducting the inventory will sign all copies.

4. The unit commander will initial all of the inventory forms.

5. The original copy will be placed with the clothing in a duffel bag or other suitable container.

6. Copies 2, 3, and 4 will be retained in a unit suspense file pending further action.

7. High dollar value items and items of intrinsic value will be recorded by make, model,

serial number, color, etc., and notation as to the condition of each item. Note, do not

make judgments about metal or stone type or quality when listing jewelry, Instead,

identify by color of the metal and any distinguishing markings.

8. Record all items and quantities on the inventory reports.

9. No further action is required unless there is an absentee status change.

**Safekeeping.** Upon completion and final processing of the inventories of OCIE, Personal Military Clothing, and Personal Civilian Clothing, effects, and property, all items will be stored in the unit storage facilities or in a secure storage area designated by the commander.

**29. Dropped From Rolls (DFR).**

a. When an individual is dropped from the rolls, it is necessary to turn in all military

clothing. This will be turned into DRMO using a DA Form 3161 prepared in two copies.

The individual’s name, grade, SSN and unit will be entered in block 13. A remark will be

indicated on the bottom of the form stating the date, type of discharge or the date that the

individual was dropped from the rolls due to AWOL status.

b. Privately owned belongings will be disposed of as follows

1. A letter will be sent to the individual’s next of kin by certified mail, return receipt.

2. The letter will state the fact that the property will be turned over to DRMO if no

response has been received within 90 days of the letter.

3. If no response has been received after 90 days, the commander will appoint a board of

officers to dispose of the property IAW AR 700-84 and AR 630-10.

c. Organizational Clothing and Individual Equipment (OCIE) will be returned to the

Installation Central Issue Point.

**30. Hospitalization.** For a soldier stationed overseas, medically evacuated to CONUS or on leave in CONUS from overseas and hospitalized, will also comply with procedure 4-5, DA Pam 600-8.

1. OCIE will not be turned in, but will be inventoried on DA Form 3645/3645-1 and secured.
2. Personal military clothing will not turned in, but will be inventoried on the DA Form 3078.
3. Copy of the inventory will be given to the individual.
4. Personal civilian clothing and property will be inventoried on plain bond paper. Copies of the inventory will be given to the individual.

**Safekeeping.** All equipment and personal belongs will be secured.

**Disposition.**

a. If a Soldier is hospitalized at a Medical Treatment Facility (MTF) at his duty installation, the

clothing/property will be secured in the unit facilities pending return of the soldier.

b. If the soldier is hospitalized at an MTF away from his duty station and installation, direct

coordination will be made by the unit commander with the MTF commander for shipment of

personal clothing and property (not to exceed 225 lbs.) needed for the soldier’s personal use.

c. If the Soldier is reassigned to a Medical Holding Detachment, the unit commander will

coordinate directly with the Medical Holding Detachment Commander and the Installation

Transportation Office for the full or partial shipment/disposition of the Soldier’s personal

military clothing, property, POV, and if appropriate, Treasury Checks. The Soldier’s OCIE will

be turned in IAW step 1a. If the MTF commander issues a written statement that the Soldier

may request shipment of their personal property, the unit commander should contact the

Installation Transportation Office to determine entitlements. Spouse/family members, if

present, will make arrangements for property shipment. If shipment is to be made, copies of all

inventory lists will be included with the property. Shipment will be at government expense. The

unit commander will send the inventory list including signed statements to the medical holding

detachment commander. **“The Items and Quantities of Personal Property Belonging to**

**(grade or rank, name, and organization appearing on the attached inventory lists have**

**been shipped on BL No. \_\_\_\_\_\_\_, Date \_\_\_\_\_\_\_\_, via express, motor freight, or LCL**

**freight.”**

**31. Emergency Leave/Annual Leave/Deployed/School/TDY (30 days or more).** Individual soldier will witness the inventory of their property, if possible.

a. OCIE will not be turned in, but will be inventoried on DA Form 3645/3645-1.

b. Personal military clothing will not be turned in, but will be inventoried on DA Form 3078.

See step 1b. Copy 2 of the inventory will be given to the individual soldier.

c. Personal civilian clothing and property will be inventoried see step 1c. Copy 2 of the

inventory will be given to the individual soldier.

**Safekeeping.**  All property will be secured.

**Disposition.** No further action will be taken after securing all property pending return of individual soldier.

**CHANGE OF COMMAND INVENTORY PROCEDURES**

**32. CHANGE OF COMMAND INVENTORY.**

a. Prior to the inventory, the incoming commander should arrange to review the unit

property book and hand receipts with the outgoing commander. This is done to determine

what type of property will be inventoried. During the review of these documents, emphasis

should be placed on familiar items. When unfamiliar items are inventoried, ensure that the

appropriate technical manuals and/or supply catalogs are on hand.

b. During the joint physical inventory with the incumbent hand receipt holder, care must be

taken to ensure that all discrepancies are noted. All hand receipts/sub‑hand receipts must be

updated by annotating the date and signature. The incoming commander must physically

count every item. The outgoing commander must ensure that anyone holding a hand receipt

outside of his/her command is notified of the change of command inventory.

c. Conducting the inventory will ensure that all components of major items of equipment

are present. This includes all Basic Issue Items (BII), and components of sets, kits and

outfits (SKO). Any overages and shortages must be cited on DA Form 2062 (Hand

Receipt/Annex). Any shortages noted in SKOs during the inventory should be compared

against the current shortage list that has been verified prior to the start of the inventory. It is

the responsibility of the outgoing commander to account for missing items/components not

accounted for on hand receipt annexes.

d. Organizational Clothing and Individual Equipment must be inventoried against the

individual soldiers CIF clothing record. If soldiers have any excess they should be advised

to turn it in at the Central Issue Facility point. Excess equipment of all absentees must be

inventoried.

e. It is the responsibility of the outgoing commander to submit formal adjustment

documents to the property book office in order to account for excess, shortages and/or

damaged property. All adjustment documents will be prepared IAW AR 735‑5, AR 710‑2

and DA Pam 710‑2‑ 1. Incoming commanders are cautioned not to accept formal

responsibility until they are satisfied that all property is accounted for and/or necessary

adjustment documents have been submitted by the outgoing commander.

f. The incoming commander must have signature cards (DA Form 1687) prepared and

distributed to the supply and maintenance activity supporting the unit.

g. The Battalion S-4 will inspect the outgoing commander's property accountability

documents/records prior to commencing the change of command inventory. Additionally,

the S-4 will assist the incoming commanderby directing the supply sergeant to the

appropriate place to obtain the latest copies of all TMs, SBs and component listings required

to verify sets, kits and outfits to be inventoried. It is the outgoing commander’s

responsibility to place required publications on order in time for the change of command

inventory.

h. The outgoing hand receipt holder is responsible for managing all supplies and equipment

under his/her command. He/she will ensure that all authorized equipment, to include

expendable and nonexpendable components of SKOs are on hand or on order. Change of

responsible officer inventory will be conducted by both the incoming and outgoing hand

receipt holders.

i. The outgoing commander is responsible for all property issued to his/her company as well

as the change of command inventory schedule IAW para 9‑5‑ 1, DA Pam 710‑2‑ 1. When

the inventory cannot be completed priorto the change of command, a written request for

extension will be submitted. The outgoing commander will request this extension from the

Battalion commander. A maximum of two extensions (15 days each) may be granted. When

an extension of time is not granted, the incoming commander becomes responsible on the

effective date of the assumption of duties.

j. The incoming commander should obtain and review the following materials before starting

the inventory:

1. Unit MTOE and TDA.

2. Unit property printouts.

3. AR 190‑11, Physical Security of Arms, Ammunition, and Explosives.

4. AR 710‑2, Supply Policy Below the Wholesale Level.

5. AR 735‑5, Policy and Procedure for Property Accountability.

6. CTA 50‑970, Expendable/Durable Items

7. CTA 50‑909, Field and Garrison Furnishings and Equipment

8. CTA 50‑900, Organizational Clothing.

9. Current Army Master Data File (AMDF).

10. All Applicable Technical Manuals (TM), Supply Catalogs (SC) and Identification

Listings (IL).

k. Helpful hints for the commanders:

1. Use DA Pam 25‑30 to check the publication requirements and the latest edition for all

the equipment authorized by your company MTOE.

2. Obtain the most current supply catalog for all SKOs and study them prior to the joint

inventory.

3. Determine supporting activities and units that have property charged to your unit.

Contact the following:

(a) PBO for Organizational Clothing and Individual Equipment, (OCIE), CTA 50‑900

(b) PBO for Training Aids, Training and Audiovisual Support Center (TASC).

(c) PBO for Furnishings (IPBO).

4. Actions to consider.

(a) Start early in order to properly prepare for the change of command inventory.

(b) Telephonically contact all organizations that have property charged to your unit.

Inform them of your change of command and that all transactions should be

temporarily suspended until completion of the inventory.

(c) Verify equipment in support maintenance by physical inspection and appropriate

job order/work order request.

(d) Review unit hand receipts. Ensure that all property in the unit is properly sub hand

receipted. Pay particular attention to serial numbers and those hand receiptholders

scheduled to depart the unit prior to the change of command.

(e) Review property recordsto ensure that adjustments submitted on documents have

been posted.

(f) Ensure expendables/durables are on hand or on a valid requisition. A valid

requisition is one with a good status and document number from the supply support

activity.

(g) Ensure all equipment on temporary loan is returned to your organization.

(h) Develop your inventory schedule. It should the primary event on the training

schedule for that day.

(i) Consider leaves as a planning factor to ensure all hand receipt holders are available

during the inventory.

(j) Advise all concerned that any hand receipts for property issued or loaned from

your unit must be returned prior to the inventory start date.

(k) Ensure accurate shortage annexes are on hand and updated prior to the change of

command. Solicit support from the property book team chief, as needed. Have your

supply sergeant intensively manage shortage annexes.

5. Actions Prior to Inventory:

(a) Inform personnel and sections to be inventoried.

(b) Prepare sections for inventory:

(1) Establish and post a written schedule.

(2) Have the supply sergeant prepare hand receipts/hand receipt annexes.

(3) Have the supply sergeant prepare a component list for each end item and SKO.

(c) Ensure all items/equipment are hand receipted to user level.

(d) Request technical assistance in identifying all unfamiliar end items, tools, and components.

6. Actions during inventory:

(a) Stay on schedule. Reschedule sections that are not prepared for the inventory. It is

the hand receipt holder’s responsibility to prepare for the inventory IAW guidance

from the company commander and company XO.

(b) Have all equipment neatly displayed with the responsible personnel participating.

(c) Personally inventory all items IAW current supply catalogs and technical manuals.

(d) Inventory major end items by serial and registration numbers. Reconcile all serial

numbers with hand receipts before you sign for the item. Minor discrepancies can be

resolved by an Administrative Adjustment Report (AAR). When serial number

problems do arise, contact the property book chief for additional guidance.

(e) If a search fails to locate an item, prepare a shortage list for each responsible

person at the time of discovery of the shortage, if it is not already on a shortage annex

(DA Form 2407/2062/3161). The document should include the name, grade and SSN

of the person responsible for the property. Additionally, the NSN and/or part number,

nomenclature, and quantity of shortages should be included. Have the responsible

person sign the shortage listing to acknowledge that the items are missing.

(f) Upon completion of the inventory, conduct a thorough search to confirm that all

shortages are valid, and then complete the following:

(1) Consolidate shortages and prepare the appropriate adjustment documents IAW

AR 735‑5 and DA Pam 710-2-1 Brigade Special Troops for the concerned property book. This is the responsibility of the outgoing commander.

(2) Process adjustment documents with the Property Book Office. All adjustment

documents must be processed prior to the incoming commander signing the hand

receipt.

(3) Ensure that shortages are on valid requisition (subject to availability of funds).

Should funds not be available, a report of funds constraint should be initiated IAW

AR 710‑2 and AR 725‑50.

(4) Letters of Instruction will be used to ensure that everyone involved is totally

aware of their responsibilities.

(g) Have sub-hand receipt holders resign for their property from the incoming

commander immediately after the physical inventory is complete. This will ensure that

units are immediately accountable, and reduces the chance for errors or improprieties.

**33. CoC INVENTORY PROCEDURES.** An inventory is required upon a change of individuals holding hand receipts. Actions required to accomplish the inventory are as follows:

a. The unit notifies the Battalion S-4 of the impending change in hand receipt holders. The

notification should be given to the S-4 NLT 30 days prior to the change of hand receipt

taking place. The Battalion S-4 notifies the organization and TDA Property Book Officers.

b. The Property Book Team will update the hand receipt balances prior to the joint inventory.

c. The incoming and outgoing personnel conduct a 100% inventory of the property. Equipment having components or basic issue list items will be inventoried against the current applicable Department of the Army publication, or other appropriate listing (i.e. manufacturer's catalog for commercial items).

d. The unit notifies the Property Book Office by memorandum of the results of the joint

inventory. Discrepancies discovered as a result of the inventory will be adjusted by the

Property Book Officer IAW AR 735‑5.

e. When the commander authenticates the monthly hand receipt (ALV‑151) he/she is

accepting direct responsibility for the listed property. If an on‑hand balance or serial number

changes during the course of the month, the commander may refer to his ALV‑ 142

(Transactions Effecting Property Book Balance) and ALV‑ 143 (Transactions Not Effecting

Property Book Balances). Hand receipt holder(s) may utilize these documents to determine

the balance on‑hand at the time of the update.

f. The new hand receipt holder will proceed to the Property Book Office with the duplicate

copy of the hand receipt file. The necessary posting, based on the results of the inventory, is

made by the Property Book Team. Change in responsible individuals is complete when the

new hand receipt holder signs the automated hand receipt.

g. The responsibility to properly clear a hand receipt account prior to departure or change in

job assignments rests with the hand receipt holder and the chain of command. Failure to

properly transfer responsibility for a hand receipt account may result in disciplinary action

and/or pecuniary liability charges against an individual.

**34. CoC HAND RECEIPT PROCEDURES.** All MTOE and deployable TDA property, non- expendable CTA property, controlled expendable property and all non-expendable property (except non-expendable components of end items), will be issued to the hand receipt holder on an automated hand receipt by major end item. This hand receipt (PCN: ALV‑151) will be updated by the hand receipt holder monthly. Between hand receipt updates, commanders will be issued supplies on DD Form 1348‑1, DA Form 3161, and DA Form 2765‑1. Issue of nonexpendable components will be adjusted on hand receipt annexes.

a. Commanders may sub‑hand receipt to intermediate supervisors or directly to the user

level. Commanders will ensure that supervisors sub‑hand receipt to the user level by

component listing.

* + 1. Those individuals signed for property directly from the company commander, either as an intermediary or a user will verify and resign their sub-hand receipts monthly.

b. Shortages of the above mentioned property, including nonexpendable components will be requisitioned by the supporting Property Book Team. Commanders should monitor their due‑in listing (PCN ALV‑880) to verify the property that is on requisition. This listing is produced by the Property Book Team.

c. The commander has the responsibility to ensure that sufficient durable and expendable supplies are on hand for all sets, kits and outfits. Requisitions for expendable and durable shortages will be submitted and documented at the level where the hand receipt is kept. A hand receipt annex will be initiated and provided to the sub-hand receipt holders. Hand receipt annexes will be updated IAW DA Pam 710‑2-1 Brigade Special Troops .Shortages are added to the unit hand receipt annex under the following circumstances:

(1) When property is lost, damaged, or destroyed and accounted for IAW AR 735‑5.

* + 1. When property is damaged or destroyed through fair wear and tear (FWT) and turned

into DRMO. This replacement will be requisitioned and placed on the hand receipt annex.

d. Changes to the supply catalog or basic technical manual that governs on hand stockage requirements will be requisitioned and a hand receipt annex initiated.

e. Requisitions for end item shortages will indicate the LIN of the authorized item. Requisitions for component shortages will indicate that the item is a component of an authorized LIN. This must be done before the equipment is added to a hand receipt annex.

f. When supplies are received to fill shortages, the Property Book Team will update the hand receipt annex. Hand receipt holders will be informed upon completion of this action during the monthly update of hand receipts.

g. Hand receipt holders will ensure that they clear their hand receipt account with the supporting Property Book Team 30 days prior to their departure on PCS or change of duty position.

NOTE: PBUSE EUM covers the automated hand receipt (PCN:ALV‑ 151), and AR 710‑2 and DA Pam 710‑2-1 Brigade Special Troops covers the manual hand receipt procedures.

**IN/OUT PROCESSING PROCEDURES**

**35. INPROCESSING Procedures.** A sponsor or the supervisor of the in-processing individual will escort new personnel in-processing the company supply room. The following actions must be taken to in-process supply:

a. The Soldier must provide a copy of assignment orders and CIF records.

b. If the Soldier is a junior enlisted member, a DA Form 3645 to inventory OCIE (TA-50)

and DA Form 3078 to inventory personal clothing will be issued. A NCO or above is

required to perform these inventories within seven working days of the arrival of the new

Soldier. Shortages will be immediately reconciled at the Soldier’s expense. All forms will be

returned to the unit supply room within fifteen days. NCO’s and Officers in-processing will

sign a Statement of Responsibility for OCIE.

c. Personnel with less than six months active duty service will turn in clothing records on a

DA Form 3327 to company supply personnel. Supply personnel will check the form to ensure

the issue is complete. If correct, the form will be filed in the Soldier’s clothing record until

the Soldier reaches six months active duty service. If the issue is not complete, supply

personnel will prepare a DA Form 3078 for the missing items. The Soldier will then report to

the Army Military Clothing and Sales Store with the DA Form 3078 for issue. The completed

DA Form 3078 will be returned to the supply room for filing.

d. Soldiers with less than six months active duty service can exchange misfit footwear within

90 days of active service. Soldiers with misfit clothing can exchange within six months of

active service.

e. The Soldier will also be issued a room assignment if the soldier is residing in the barracks, including linen from the unit supply room.

**36. OUTPROCESSING Procedures.** The soldier must first clear their unit orderly room, arms

room, supply room and NBC room, and the installation central issue facility (CIF). If a

Statement of Charges or cash collection voucher is needed, commanders will ensure the

paperwork is processed through there supply rooms at least 10 working days prior to the Soldier

clearing. The SM will ensure that all hand receipts and property is properly cleared prior to out

processing the Battalion S-4.

**SUPPORTING DOCUMENT FILES**

**37. Required supporting document files**:

a. Supporting document files will contain all documents that support entries on the non-

expendable document register in accordance with DA Pam 710-2-1 Brigade Special Troops .

b. Supporting documents will be maintained for durable items including tools and

components of SKOs.

c. Copies of past periodic, change of primary hand receipt holder, PBO, and other

inventories must be maintained for at least two years. These files will be inspected as part of

CSDP and CIP visits.

d. Copies of past CSDP, CIP, GPC card, and other inspections along with Logistics

Improvement Plans, or other records of efforts to correct deficiencies in inspections must be

maintained for at least two years. These files will be inspected as part of CSDP and CIP

visits.

**REPORTS**

Companies will submit their unit reports as required in accordance with 2-1 Brigade Special Troops Battalion guidance. Reports are essential to logistic planning and projections that may provide future assets or finances to subordinate units. Reports must be both timely and accurate.

**38**. **Unit Status Report.** The 2-1 Brigade Special Troops Battalion Unit Status Report is modeled after the Unit Status Report required by the Department of the Army which is submitted by BDE. The report is broken down into the following sections:

Critical Equipment Status – The Critical Equipment Status provides a listing of

equipment prioritized by the Battalion Commander that is essential to mission accomplishment.

(1) Units will report the critical equipment shortages that affect the unit mission

readiness based of the Unit Equipment Readiness List.

(2) Units are provided a Critical Shortage Check sheet with five slots for listing their

top five critical equipment needs.

(3) Commander’s are provided a block on the Quad Chart where they can provide

their own comments in order to better aid the Battalion S-4, Battalion Executive

Officer, and Battalion Commander in making logistic decisions on their behalf.

**39**. **RESET Update Report.** This report provides a by item listing of what quantity of items

have been turned-in for reset, returned, coded out, and are still waiting to go to reset. Utilize

disposition instructions via coordination with BDE Support Operations officer.

**40**. **Budget Report.** This report provides information on available finds within the fiscal

year. It further aids the commander in tracking GPC requisitions. Companies will be

required to submit the Commanders Transaction and Exemption Report weekly to the BN

S-4 after completing Class II and IX purchases.

**41.** **Inventories, Inspections and Training Report.** This report provides a roll-up of

inventory status’, CSDP Inspections, Special Supply Skills Status’ and the status of Financial

Liability Investigations of Property Loss.

**42.** **Property Book Transaction Report.** This report provides a method for accounting for

and tracking property transactions in an effort to ensure that all accountable items are added

or subtracted from unit property books.

**43.** **Tasking, Logistics Status, and Issues**. This is an informal weekly report verbally given

at the Battalion XO meeting. This report allows unit supply personnel and company

executive officers to report the status of any tasking or logistic issue to the BN XO and S-4.

**44. PROPERTY TRANS ACTIONS REPORT**

a. All property book change transactions will be reported to the Battalion S-4.

b. The S-4 OIC will monitor property transactions to ensure that they are completed accurately and timely. The S-4 will ensure that all documents are turned in to the PBO within 48 hours of the transaction.

c. A copy of the ALV‑ 142 (Transactions Effecting Property Book Balance) and ALV‑ 143

(Transactions Not Effecting Property Book Balances) will be requested from the PBO to ensure that all property is being accounted for on the Property Book.

# PROPERTY TRANSACTIONS

**45. TURN-IN PROCESS**

a. Property book items must be excess, unserviceable, or not repairable by support

maintenance before turn in is authorized. Initiate all turn-in actions within 10 days of

discovering an item to be excess or unserviceable. Items being turned in should be complete

with all components or Basic Issue Items (BII). If an item is not complete and the shortages

are expendable/durable, a shortage list (DA Form 2062) signed by the unit commander must

accompany the item. If an item has non-expendable shortages, a shortage list signed by the

PBO must be attached to the turn-in document.

b. All items must receive a technical inspection prior to turn-in to the supporting agency,

unless the directive states to turn in the equipment “as is.” The blue copy of the DA Form

2407 or DA Form 5504 will be attached to the DA Form 2765-1 turn-in document. When the

items have been inventoried and technically inspected, a document number will be assigned

by the appropriate PBO. Once a document number has been received, an appointment can be

made with the supporting agency (ie. SSA, DRMO, etc).

c. The following steps must be taken in order to turn-in items:

1. Organizational maintenance must be completed.

2. Maintenance request (DA Form 5504) prepared and have the equipment technically

inspected. Wheeled vehicles will have a DA Form 461-5 in addition to the DA Form

5504.

3. Commanders must ensure all components due in for the major end item being turned-in

are processed for cancellation.

4. After a technical inspection has been completed and the appropriate forms obtained, the unit will prepare a DA Form 2765-1 and submit it to PBO for a document number.

5. The following forms are required for turn-in:

(a) DA Form 1687 (Notice of Delegation of Authority) 1 each

(b) DA Form 2408-9 (Equipment Control Record) 2 each

(c) DA Form 5988E (Equipment Maintenance and Inspection Worksheet) 1 each

(d) DA Form 2404 (Equipment Inspection and Maintenance Worksheet) 4 each

(e) DA Form 2404 (Equipment Inspection and Maintenance Worksheet   
(DSU Level W/ stamp) 4 each

(f) DA Form 2407/5504 (Maintenance Request) 2 each

(g) DD Form 314 (Preventive Maintenance Schedule and Record) 1 each

(h) Missing Parts Statement (if applicable) \* 4 each

(i) Damage Statement (if applicable)\* 4 each

(j) BII Retention Statement (if applicable) 4 each

\*Statement signed by the Battalion Commander if total dollar value is over $200.00.

6. After the DA Form 2765-1 and related documents have been returned to the unit, the

unit must obtain a turn-in appointment prior to transporting items to the turn-in point.

**46. EXCESS PROPERTY**

a. Excess **Property Management.** Units discovering excess property as a result of

MTOE/TDA changes, inventories, or incorrect shipment of equipment will request disposition

instruction from the Brigade Property Book Officer using a Memorandum for Record or DA

Form 55 for disposition instructions. In addition, the Battalion S-4 NLT the 15th of the 1st

month of each quarter requires excess reports. If no excess exists, units will submit a

memorandum for record to annotate the requirement. Items reflected on a DA Form 4610-R,

requesting a change of MTOE/TDA will not be entered on the DA Form 55. Units will not

use editorial comments on DA Form 55 submissions, i.e. “This item has been reported excess

since 31 Jul 43.” Units will also submit a Shortage Report to accompany the excess report.

The S-4 will use the Excess and Shortage Reports to cross level items within the Battalion

before reporting the excess to brigade headquarters on a consolidated excess/shortage report.

Lateral transfers will be used to cross level excess/shortage property as needed

b. Excess **expendable supplies.** Units discovering excess expendable supplies will contact

the S-4 for disposition guidance. Generally, it is preferable to find another unit in the

Battalion or brigade that needs of the excess supplies and coordinate the transfer with

command approval. Document the transfer in a memorandum for record that annotates the

transaction and detail the quantities.

**47. LATERAL TRANSFERS**

a. Lateral transfers are initiated in two ways:

1. **Internal Transfers (BN and BDE).** The Property Book Officer is the proponent

authority for transfers within the Battalion or brigade.

2. **External Transfers.**  Any transfer outside of 2BCT must be approved by the Division

Commander, and will either be requested by the brigade S-4 thru the BDE PBO, or

directed by a higher level command.

(a) **CAVERS.** Is a web based portal will be used to track and receive lateral transfer

directives. Commonly, the BDE PBO is the source for lateral transfer directives. The

website address is <http://www.caversonline.com>.

(b) **Reclama.** The Battalion S-4, on behalf of the command, will submit all reclama’s

in order to dispute lateral transfer directives.

b. DA Form 3161 (Request for Issue and Turn In) is used to prepare a lateral transfer. A

lateral transfer is not limited to one line item per document and is in enough copies to meet

losing/gaining unit needs.

c. Prior to transferring any equipment, any request for disposition instructions will be

delivered to the PBO for review and approval.

d. Once initiated, a lateral transfer must be completed by the suspense date set by the

Property Book Officer. The following steps must be taken to complete the lateral transfer:

1. Determine the item to be transferred.

2. Inventory the item, and document any shortages.

3. Have the item technically inspected to ensure it meets 10/20 standards.

4. The losing unit will prepare a DA Form 3161. Document any component shortages

using DA Form 2062 and shortage annex procedures outlined in DA Pam 710-2-1 Brigade

Special Troops. Attach the original copy of annex to gaining unit’s copy of DA Form

3161.

5. Take the DA Form 3161 to the PBO to have document number assigned.

6. Notify the gaining unit that the item is ready for transfer, and make arrangements for

the delivery of the equipment.

7. Once the transfer is complete, the losing unit is responsible for returning a signed

original copy of the transfer to the respective PBO.

e. Prepare DA Form 2062; Hand Receipt/Annex as a Hand Receipt Annex.

1. The losing unit prepares the Hand Receipt Annex.

2. Hand Receipt Annexes are prepared at the level where the document register is kept.

3. The person responsible for keeping the document register (PBO, commander, or S-4)

will validate component shortages by initialing and dating the quantity column of the DA

2062 after the last entry.

4. Prepare the Hand Receipt Annex in two copies.

f. Prepare DA Form 3161; Request for Issue or Turn-in as a lateral transfer:

1. The losing unit prepares the lateral transfer document.

2. Prepare lateral transfer in sufficient copies IAW local SOP (minimum two copies).

g. Transfer supplies and equipment to the gaining unit:

1. Notify the gaining unit’s PBO that the property is ready for transfer.

2. Verify that funds are transferred to gaining unit if appropriate.

3. Arrange for delivery or pickup of the equipment.

4. Gaining unit PBO:

(a) Inventory supplies and equipment.

(b) Assigns a document number to block 2 of the DA Form 3161.

(c) Signs block 15 of the DA Form 3161.

(d) Receives original copy of the completed DA Form 3161.

5. Losing unit PBO retains a copy of the DA Form 3161.

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS**

**48. PURPOSE**. To establish standards and procedures for initiating and processing Financial Liability Investigation of Property Loss (FLIPL) within 2-1 Brigade Special Troops Brigade Support Battalion.

a. Financial Liability Investigation of Property Loss (FLIPL) documents the circumstances

concerning the loss, damage, or destruction of Government property and serves as, or supports

a voucher for adjusting the property from accountable records. It also documents a charge of

financial liability assessed against an individual or entity, or provides for relief from financial

liability.

b. Financial Liability Investigation of Property Loss (FLIPL) is an administrative action taken

to identify negligence, affix pecuniary responsibility, and determine proper disposition of

Government property that has suffered damage, or been lost or destroyed not due to fair wear

and tear.

c. Preparing and processing of Financial Liability Investigation of Property Loss requires

attention at all levels of command. Continuous monitoring of the financial liability

investigation of property loss system is necessary to maintain high accuracy, legality, and

timely completion.

d. The FLIPL process is not a disciplinary action and must not be considered as such. A Soldier,

however, who has been found pecuniary liable for loss of government property due to

negligence, misconduct, or dereliction of duty may still be punished under the provisions of the

UCMJ. Making restitution to the government for damages is not, and will should be considered

punishment

**49. REFERENCE.**

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

b. DA Pam 735-5, Survey Officer’s Guide

**50.**  **Unit Commanders/Primary Hand Receipt Holder (PHR).** Commanders and PHRs are

responsible for the care and use of all government property under their command or assignment.

They are also responsible for the security, safety and accounting requirements of government

property. When damaged, destroyed, or lost property is discovered, it is the commander’s or

primary hand receipt holder’s, responsibility to initiate procedures IAW AR 735-5.

a. Commanders and Primary Hand Receipt Holders will ensure Financial Liability

Investigation of Property Loss (FLIPL) are initiated and processed when one or more of the

situations below exist.

(1) Negligence or willful misconduct is suspected as the cause and the individual does

not admit liability, and refuses to make voluntary reimbursement to the government for

the full value of the loss, less depreciation.

(2) The property’s loss, damage, or destruction involves a change of the accountable

officer’s inventory, and the outgoing accountable officer made no voluntary

reimbursement for the full amount of the loss to the Government

(3) The value of the admitted, loss, damage, or destruction exceeds the individual’s

monthly basic pay.

(4) The total handling loss of bulk petroleum product exceeds the allowable loss for that

product, and the dollar value of the total loss exceeds $500.

(5) The loss or destruction involves a sensitive item.

(6) Required by higher authority or other DA regulations. (AR 190-11)

(7) The loss/damage involves a GSA vehicle, and the administrative actions under AR

735-5.

(8) Loss resulted from a fire, theft, or natural disaster.

b. Commanders will ensure all Financial Liability Investigation of Property Loss are

initiated within their command and submitted no later than 15 calendar days after the date of

discovering the discrepancy to the BN S-4. Prior to initiation, a prompt and thorough

investigation will be conducted. Initial investigation should include, but not limited to the

following process:

(1) Immediately interview and obtain statements from all soldiers involved. Statements

will be recorded on DA form 2823. When a DA form 2823 is not available the individual

will type or print legibly his/her statement on plain bond or ruled paper, sign, and date.

(2) Promptly obtain evidence and copies of all photographs, official reports, and/or any

Government documents or records (i.e. drivers licenses, DA form 2404, log books, hand

receipts, MP reports, receipts, SOP’s etc.) which could impact an investigation of the

incident.

(3) Ensure damaged property is processed for an Estimated Cost of Damages (ECOD) in

an expeditious manner to assist the investigating officer in getting equipment repaired

and returned to an operational status.

(4) Evaluate statements and evidence. In clear cases of negligence, offer the responsible

Soldier the opportunity to sign a Statement of Charges or Cash Collection Voucher

thereby voluntarily reimbursing the Army for the cost of the loss. In cases where the

responsibility cannot be determined, the commander will take necessary actions to initiate

a FLIPL

c. Preparing a FLIPL in accordance with AR 735-5.

(1) Prepare block 9, date and circumstances. Utilize the evidence and statements

provided during the initial investigation to prepare a clear, concise, and complete

statement. A statement from each individual will be attached as an exhibit. Describe

events leading to essential facts of the loss, damage, or destruction of government

property (who, what, where, when, how). The description of the facts must be detailed

and sequential, thereby enabling the Appointing Authority to make a determination of

whether relief from or assessment of liability should be sought without appointing an

investigating officer, or that by an investigating officer is required. Block 9 will not

contain the opinion of who is liable or if there was or was not a loss to the government.

(2) Attach exhibits to the FLIPL. Statements will be typed or printed legibly by the

individual making a statement on a DA form 2823. Individuals will sign and date

statements. When a DA form 2823 is not available the individual will type or print

legibly his/her statement on plain bond or ruled paper, sign, and date. Evidence and

statements will be properly identified in accordance with AR 735-5 (Exhibit \_\_, FLIPL#,

date, amount, Unit).

(3) A letter of lateness will be attached as an exhibit explaining any delay beyond the 15

days initiating time. Soldiers at all levels need to be made aware that immediate

reporting of lost, stolen, or damaged equipment, buildings, and furnishings is imperative.

**NOTE**: Any FLIPL which is improperly prepared will not be accepted by the S-4, and will be returned to the unit for correction. Units processing such FLIPLs are responsible for documenting this delay.

**51. Battalion S-4 Responsibilities.** The S-4 OIC or NCOIC are assigned overall supervisory responsibility for processing all Financial Liability Investigation of Property Loss documents. All FLIPLs will be forwarded to the brigade S-4 with a cover sheet for review, before receiving a document number from PBO.

a. Read and be familiar with AR 735-5, chapters 13 & 14 and all appendixes.

b. Provide guidance and assistance to the unit commanders and supply sergeants in

preparing Financial Liability Investigation of Property Loss.

c. Review all Financial Liability Investigation of Property Loss for accuracy and

completeness according to AR 735-5.

d. Provide guidance and assistance to the Appointing/Approving Authority in determining

the appointment of investigating officers.

e. Brief investigating officers on duties and responsibilities. Investigating officers will be

given 15 days for initial investigation and granted additional time by the Appointing

Authority, not to exceed thirty days. Assist in the preparation of findings and

recommendation at the conclusion of the investigation.

f. Make daily contact with the investigating officer to determine problems or

complications which would hinder the timely completion of the investigation (i.e. individuals

not present for questioning, unable to obtain police reports, other duty related problems, etc.).

g. Process Financial Liability Investigation of Property Loss to the Appointing/Approving Authority.

h. Forward Requests for Reconsideration to Investigating Officer/Appointing Authority.

i. Provide completed FLIPLs to the initiator.

j. File and maintain completed Financial Liability Investigation of Property Loss IAW AR

25-400-2.

k. The prepare and forward a weekly status of open FLIPLs to BN XO and BDE S-4.

**52. Appointing/Approving Authority Responsibilities.** The Battalion commander is

responsible for ensuring that all Financial Liability Investigation of Property Loss are promptly

reported, investigated and auctioned for all losses, damages, or destruction of government

property as the appointing authority. Specific responsibilities include:

a. Familiarization with AR 735-5, chapter 13 &14 and all appendixes.

b. Ensure all individuals under their control are aware of the procedures for immediately reporting the loss, damage, or destruction of Government property.

c. Ensure initiation, processing, and adjudication takes place with the time limits cited in AR 735-5.

d. Take corrective action to prevent avoidable delays that may result in exceeding the processing time limits.

e. Review the information in Block 9 along with any exhibits provided by the initiator.

Ensure the initiator has completed a thorough initial investigation. The information should

provide a clear understanding of the circumstances surrounding the loss, damage, or

destruction of government property. At no time should the initiator draw a conclusion nor

indict or absolve an individual. The following information and exhibits should be attached:

(1) Documentation - i.e. commanders hand receipt, sub-hand receipt, driver’s license,

348’s, 2408-9’s, receipts for property, licenses, MP reports, etc.

(2) Statements - all individuals identified in block 9 should provide a statement along

with all individuals identified in a statement should also provide a statement. If an

individual is unavailable it should be noted and an explanation provided.

f. Determine from the information in block 9, DA Form 200 and attached exhibits, if there is

evidence of negligence or willful misconduct.

(1) If no evidence of negligence is determined complete blocks 13b-13h recommending

relief from responsibility and forward the FLIPL (short survey) to the approving authority.

(2) If evidence of negligence is determined from the information in block 9 and attached

exhibits shows an individual(s) pecuniary liable, comply with para 3 below. If the

evidence in block 9 and attached exhibits shows that decisions of pecuniary liability

should be pursued, appoint an investigating officer per para 4 below.

(3) Assessment of financial liability - the Appointing Authority may determine from

block 9 and attached exhibits that there is enough evidence to suspect negligence. The

appointing authority may recommend liability without appointing an investigating officer

is the commander is convinced of neglect based on the current information. When this

option is applied, the appointing authority will ensure procedures in AR 735-5 are

followed.

(4) Further investigation requires the appointment of an investigating officer. The

appointing authority may elect to appoint an investigating officer when the financial

liability investigation of property loss does not contain enough information to make a

decision. The appointing authority will ensure an investigating officer’s roster complies

with FLIPL officer qualifications IAW AR 735-5 chapter 13.

(5) Conduct an investigation IAW AR 15-6 if needed. Specific Army Regulations

warrant an investigation performed per AR 15-6 in lieu of an investigation conducted

under AR 735-5, or the appointing authority deems a 15-6 investigation necessary.

(6) Personally review all the actions taken by the investigating officer, ensure all

requirements have been met, and make one of three decisions as follows.

(a) Return the FLIPL to the investigating officer for further investigation and enclose

a memorandum specifying additional data and/or corrections needed.

(b) Concur with findings and recommendations and process the FLIPL IAW AR 735-5.

(c) Non-concur with findings and recommendations and process the FLIPL IAW

AR 735-5.

(7) Review individual rebuttals and requests for reconsideration when financial liability

has been assessed.

**53. Investigating Officer.** Upon appointment as an investigating officer this duty becomes the

primary duty of that individual until the FLIPL has been completed. It is imperative that the

investigating officer begin an immediate investigation seeking the facts surrounding the loss,

damage, or destruction of government property while personnel are still available and

circumstances are fresh. The duties and responsibilities of an appointed investigating officer are

to:

1. Obtain briefing of duties from the BN S-4.

2. Read and become familiarized with AR 735-5, chapter 13, and all

appendixes.

(a) Know terms in paragraph 13-29.

(b) Utilize checklist for Financial Liability Investigation of Property Loss (FLIPL).

3. Perform a thorough investigation according to AR 735-5 within the allotted days of

appointment as an investigating officer.

4. Compile all physical evidence, information and facts relevant to the loss, damage, or

destruction of property under investigation. Question all witnesses to establish validity of

previous statements and resolve conflicts in the evidence.

5. Consult the appointing authority or Battalion S-4 on any matter on which there is doubt.

6. Provide the S-4 with weekly status reports and identify any problems interfering with your

duties (i.e., other duties, unavailability of individuals, equipment, police reports, etc.).

7. Complete blocks 15a through 16h in accordance with AR 735-5. Use your own words of

how the loss occurred. Refer to evidence to support findings and do not include

unsubstantiated opinions. Make unbiased recommendations concerning pecuniary liability,

disciplinary action, and preventive measures.

8. Identify systemic problems noted in property accountability procedures and practices.

9. Identify incidents of negligence and dereliction of duty which contributed to, but were not

the proximate cause of the loss, damage, or destruction of property, to include supervisory

responsibilities.

10. Identify shortcoming or recommendations for changes to SOPs manuals, regulations,

command policies, etc. which impacted the loss, damage, or destruction of property.

11. Recommendation:

a. To hold someone liable the investigating officer must show that through negligence or

willful misconduct a person violated a particular duty involving the care of property.

b. Before holding a person liable for a loss to the government the facts must clearly show

that the person’s conduct was the proximate cause of loss, damage, or destruction and the

facts must show that a loss to the government did, in fact, occur.

c. Develop logical recommendations that are clearly supported by the evidence.

(1) If no negligence or willful misconduct is found, do not assess liability.

(2) When a negligent act or willful misconduct is not proximate cause, relieve

associated parties from liability.

(3) When a negligent act or willful misconduct is the proximate cause of loss, hold the

individual(s) responsible.

d. If property is recovered, ensure proper action is taken to restore property

accountability. If property is damaged, inspect immediately, and released for repair.

e. If financial liability is recommended, the investigating officer will seek legal advice

before recommending financial liability. Verify the full name, rank, SSN, and individual’s

monthly base pay at the time of loss, and the date individual is expected to terminate his or

service, or employment.

f. Calculate all charges on a separate sheet and attach as an exhibit. Prepare continuation

sheets if more space if needed to complete block 16a through 16h if more than one person

is assessed financial liability.

g. Provide the BN S-4 and appointing authority with findings and recommendations prior

to final preparation for approval. Refer to all exhibits in the recommendations and

findings.

12. Financial liability:

a. If liability is not recommended, forward the FLIPL to the appointing authority for

action.

b. If liability is recommended, contact concerned individuals IAW AR 735-5.

(1) Ensure individual(s) have been provided a complete copy of the financial liability

investigation of property loss and all exhibits.

(2) Ensure individual(s) are notified by memorandum of their rights. The individual

charged will sign a memorandum of acknowledgement and complete blocks 16a

through 16h of DA Form 200. Use continuation sheets if more than one person is

being recommended for financial liability.

(3) Provide individual(s) the opportunity to submit a rebuttal statement as outlined in

AR 735-5. This may involve the Soldier’s unit arranging a legal appointment, but this

time is not computed against processing time.

(4) Review rebuttal, amend recommendations as needed, and process with the

appointing authority.

**\*NOTE: All FLIPLs will have a table of contents and all exhibits will be tabbed.\***

**54. Request for Reconsideration, Appeals, and Other Actions.** Reopening, correcting,

amending, or canceling financial liability investigation of property loss are administrative

procedures. Request for Reconsideration will be process in accordance to AR 735-5.

**55. SUMMARY.** AR 735-5 is specific about the processing for Financial Liability

Investigation of Property Loss (FLIPL), the procedures for conducting investigations,

reestablishing property accountability, notification of pecuniary charges and protecting the

interest of the government. Commanders will ensure the procedures outlined in this SOP and

those outlined in AR 735-5 are strictly adhered to by their units. All personnel in the financial

liability investigation of property loss chain will ensure the timely submission and completion of

all documents. A letter of lateness will be attached to the financial liability investigation of

property loss by any and all persons not meeting their respective time limits. Government

property will be protected at all times and procedures will be followed to obtain relief from

responsibility and accountability.

**ARMY RECORDS IMFORMATION MANAGEMENT SYSTEM(ARIMS)**

**56. GENERAL**. All units of this Battalion will maintain publications and functional files that

are applicable to supply operations. This will be done IAW DA Pam 25-30 series, DA Pam 25-

400-2, and DA Pam 710-2-1 Brigade Special Troops . AR 25–1, chapter 8, Records

Management Policy, governs the maintenance and disposition of Army information and

implements established policy on recordkeeping requirements for Army regulations prescribing

the creation and maintenance of records under those functional programs.

**57. Responsibilities:**

a. Commanders:

(1) Supervise and manage recordkeeping systems within their command.

(2) Appoint, in writing, an Office Records Manager (ORM) (may also be an

Information Management Officer (IMO)).

b. ORMs/IMOs:

(1) Develop Office Records List (ORL) for their functional area.

(2) Manage, oversee, direct, and evaluate the records management program for their

unit.

(3) Provide guidance and clarification necessary to carry out the provisions of the

Army–wide Records Management Program

(4) Conduct program evaluations at least once every three years.

**58. Procedures:**

a. Units of this Battalion will maintain the minimum required ARIMS file numbers for

supply information management as listed on the ORL.

b. Wherever feasible, files will be maintained in a file cabinet of appropriate size and

labels will be affixed to the folders in the file cabinet.

c. When more than one file number is maintained within a file cabinet, the most

applicable label will be used. When this occurs, guide folders, labeled with the

applicable file number, will be used.

**SUPPLY TRAINING**

**59.** **GENERAL**. Due to the intensive supply/logistics load of the units of 2-1 Brigade Special Troops Battalion, units must make the individual training and MOS skill readiness Soldiers a high priority and responsibility. The BN S-4 will aid in developing the skills of the supply MOS soldiers. Military schools, specialized logistics courses, and on-line correspondence courses are available to better train and develop logistics Soldiers for increased responsibility and promotion potential.

**60. Task:**

a. The S-4 NCOIC will maintain a roster of all supply MOS Soldiers in the unit as well

as a current listing of education and certifications.

b. The S-4 NCOIC will periodically contact logistics Soldiers to inform them about

upcoming schools available on ATTARS or on-line at

<http://www.atsc.army.mil/accp/aipdnew.asp>

c. The S-4 NCOIC will encourage the completion of on-line schools by the supply personnel in

their unit, and will ensure supply personnel are available to attend resident schools, such

as the PBUSE operator courses.

d. The S-4 NCOIC will maintain a copy of the certifications of courses completed for their

assigned personnel that will be readily available for inspection as required.

e. The BN S-4 NCOIC will conduct training with all supply personnel at least once a month as

part of low density training. An attendance roster and training memorandum will be

maintained.

**61. Suggested Schools**:

a. Defense **Hazardous Material/Waste Handling Course (CRS # 907 D17**). An

available 24 hour, on-line course that is required for all supply personnel who handle

hazardous material, supervisors of users of hazardous material (mechanics, armorers,

NBC staff), Unit Safety Officers and NCOs, and Unit HAZMAT representatives.

b. Standards **in Weapons Training** **Course**. An available on-line course that covers all

aspects of weapons training programs, ammunition ordering procedures, issuing training

ammunition, and many other aspects of supply and training. It is highly recommended

for S-3 and S-4 staff NCOs.

c. Army **Maintenance Management (CRS # D07 & D22).** An on-line course for any

S-4 or logistics personnel that oversee the maintenance of Army equipment. This course

will train Soldiers in AOAP, calibration, maintenance records keeping, and other

functions are inspected as part of brigade and division CSDP programs.

d. **PBUSE operator course**. This is essential for all 92Y SMs to learn how to use the

Army automated supply system. To enroll in this course coordinate with the S-3 Schools

NCO.

**ENVIRONMENTAL PROGRAM**

**62. References.**

1. AR 200-1, Environmental Protection and Enhancement

2. CAM REG 200-1, Installation Environmental Strategy Plans.

3. AR 200-2, Environmental Effects of Army Actions

4. CAM REG 385-6*,* Hazardous Communication Program

5. AR 420-47, Solid and Hazardous Waste Management

6. Fort RILEY Environmental Handbook

7. 40 CFR, Protection of the Environmental

**63. Purpose.** The purpose of this policy is to prescribe the environmental procedures of the 2-1 Brigade Special Troops Battalion. The 2-1 Brigade Special Troops Battalion will adopt an environmental strategy that corresponds to the Army’s policy. It is designed to protect the environment and sustain our national environmental resources. This strategy is built on the four pillars of compliance, restoration, prevention, and conservation.

**64. Compliance.** Units must give immediate priority to complying with environmental laws

and regulations.

(a) All soldiers must be knowledgeable and comply with local, state, and federal

environmental laws. Leaders must be proactive in identifying potential problems or

violations of these laws.

(b) All commanders must conduct an audit of hazardous products in their units. Leaders

must identify essential funding requirements to ensure compliance and incorporate them

into their long-term budgets.

(c) All unit operations and Soldiers need to concentrate on improving wastewater

disposal, noise abatement, air quality control, hazardous waste disposal, and garbage

recycling.

(d) Each unit will comply with the Installation Environmental Guide.

(e) Environmental compliance will be incorporated into the Command Inspection

Program and will be inspected.

**65. Restoration.** We will give priority to cleaning up currently identified areas as quickly as

funds permit.

(a) Over the years pollutants have tarnished soil and water. Units must work to restore

these areas to their previous uncontaminated state.

(b) All units will inspect their areas, and institute a program to restore the site as needed.

**66. Prevention**. Units must focus efforts on pollution prevention, reduction, or elimination at

its source.

(a) All units will incorporate environmental awareness classes into their training.

(b) Prevention is the most critical pillar of the program. We must change behavior and

patterns to avoid future pollution and clean up problems. This strategy commits

commanders at all levels to integrate environmental concerns into daily operations and

activities.

(c) Leaders at all levels must incorporate pollution prevention into their risk decision

making process.

**67. Conservation.** Units must take all practical measures to conserve and preserve our

environment and its national resources. We must protect and enhance our environmental,

natural, and cultural resources using all means available to us in the Army.

**68. Clean Air Act Amendment of 1990.**

(a) Open burning of classified documents is prohibited. Paper can be destroyed by

shredding using the security shredder located in the Battalion S2.

(b) Barracks Room Refrigerators Prohibition on venting and how it pertains to the care of

barracks room refrigerators. Incorrect defrosting procedures, such as puncturing of the

refrigerator coil with sharp instrument to scrape off ice will cause a release of refrigerant

into the atmosphere.

**69.** **Responsibilities.** Commanders are responsible for implementing and maintaining the Army environmental strategy. Commanders will assign Environmental Quality Officers (EQO) to assist in their responsibilities. An EQO is the Unit environmental coordinator. EQO’s are trained to have a working knowledge of environmental issues at Fort Riley. They assist their commanders in operating and maintaining their areas in an environmentally responsible manner, training incoming personnel and coordinating any activities, which may impact the environment. Each Unit will have an assigned EQO whose duties are described below.

(a) The Battalion EQOs will­:

(1) Know their operations.

(2) Be properly trained to manage their environmental program.

(3) Ensure subordinates are properly trained.

(4) Attend bimonthly meetings.

(5) Represent their activity during audits and inspections.

(b) The Unit EQO will­:

(1) Know their operations.

(2) Be properly trained to manage their environmental program.

(3) Ensure subordinates are properly trained.

(4) Represent their activity during audits and inspections.

(5) Ensure the unit is aware of the Environmental Assessment Checklist.

(6) Conduct monthly assessments using the checklist as part of program management.

(7) Report findings to commanding officer.

(8) Document efforts to improve program deficiencies.

(9) Request assistance from commanding officer, Battalion EQO, Brigade EQO, or

DPW Environmental if needed.

(10) Develop an Emergency Spill Response Plan.

(11) Ensure all HAZMAT containers in the work place are clearly labeled indicating

its contents with the name of the product, manufacturer, and associated hazard.

(12) Inventory and handle hazardous materials as mandated by public law and

regulation.

(13) Develop a Hazard Communications Training Program.

(14) Maintain a Material Safety Data Sheet (MSDS) for each HazMat item. Make them easily accessible to any person who might come in contact with the material.

(15) Establish a six-part folder for any facility storing hazardous material/wastes. The

six-part folder will be utilized to record waste generation and turn-in documentation.

(16) Ensure proper maintenance and compliance with Ft Riley HAZMAT

pharmacy procedures and equipment.

**70. Spill Contingency Plan.**

(a) The purpose of this Spill Contingency and countermeasure plan is to establish the

responsibilities, procedures, and resources to be employed in order to cleanup spillage of

fuel and other hazardous substances.

(b) Spill Prevention Procedures:

(1) Prior to deployment, units will ensure that all fuel handlers have reviewed and are

familiar with their spill response procedures.

(2) Units will ensure that all fuel handling equipment has been inspected.

(3) Fueling Vehicles. All HMMTS and TPU’s will use secondary containment mats

on the primary fueling vehicle and the vehicle being fueled. All fueling vehicles will

have a full spill kit, fire pint established, and empty *55* gal drums for contaminated

soil, prior to fuel distribution.

(4) Assessment. Prior to refueling operations, the NCOIC/OIC of the refuel point

will determine probable spill routes in the event of a spill. Every effort will be made

to prevent spilled material from entering water bodies or storm water drains. As a

precautionary measure, absorbent brooms will be pre­positioned in all ditches, to be

used as a berm to contain any spill.

(c) Spill and Release Response. Any unit or individual having a spill or release of a POL

products or Hazardous Substance shall immediately:

(1) Take immediate steps to protect the health and welfare of persons in the vicinity of

the release, and evacuate the area if deemed necessary.

(2) Identify the source of the release and take steps necessary to eliminate the source.

If the release material is determined to be flammable, toxic, corrosive, explosive, or

posses eminent danger, wait on the Emergency Response Personnel to arrive.

(3) Report the release to the chain of command.

(4) Take necessary steps to contain the release. Apply oil absorbent, and berm the

area to protect the area from runoff and minimize the impact of the release.

(5) Collect released substances, and all contaminated materials and place in containers

for further disposal.

(d) Dispose of all contaminated materials through the PWCB Environmental Management

Division. All spills and or releases should be considered serious even if they may seem

minor at the time. Maximum effort at all levels of command must be taken to ensure that

spills or releases do not occur.

**71. Spill Reporting.**

(a) Any spill or release of a POL product or Hazardous Substance shall immediately be

reported to the chain of command. Unit Environmental Quality Officers (EQO) will report

the spill or release of any amount in excess of 10 gallons, or any amount released into a

stream or body of water to the appropriate agency following the below guidelines.

(1) GOVERNMENT OWNED LAND:

(a) Take steps to protect the health and welfare of personnel in the area.

(b) Stop the release.

(c) Contain the release.

(d) Report release through the chain of command to G3 EQO.

(e) MUC to report to Fire Department (FT Riley 798-7171)(FT Knox 502-624-6016/1876)

(f) MUC to report release to Environmental Management Division (FT Knox only) at 502-624-3629/4654. (non-duty hours) at 502-624-1171.

(g) Collect released substance and all contaminated materials.

(h) MUC EQO responsible for reclaiming the area to owners standard.

(2) HIGHWAYS:

(a) Take steps to protect the health and welfare of personnel in the area.

(b) Stop the release.

(c) Contain the release.

(d) Operator to report the release to State Highway Patrol. (call 911)

(e) Report release through the chain of command to MUC EQO/G3.

(f) MUC to report to Fire Department (FT Riley 798-7171) (FT Knox 502-624-6016/1876)

(g) MUC to report release to Environmental Management Division (FT Knox only) at 502-624-3629/4654. (non-duty hours) at 502-624-1171.

(h) Collect released substance and all contaminated materials.

(i) MUC EQO responsible for reclaiming the area to owners standard.

**72. Emergency Spill Response Actions.**

a. Immediately:

(1) Stop the Flow- assess the situation before attempting to contain any hazardous spills and proceed only if safe to do so.

(2) Contain the spill, stop it from spreading by using brooms, pads, or peat absorbent.

(3) Call for help.

(4) Notify the Environmental Officer or closest local authorities if in route between GTA and FT Riley call in order of:

b. Location closer to FT Riley:

(1) FT Riley Fire Department.

(2) PWCB Environmental, FT Riley.

(3) Kansas State Police.

**BUDGET**

**73. Purpose.** To establish standard procedures and policies for management and control over appropriated funds allocated by 2BCT to 2-1 Brigade Special Troops Battalion in support of assigned missions.

**74. Scope.** This applies to all staff agencies and units who use funds or manpower allocated to 2-1 Brigade Special Troops Battalion. This SOP outlines the minimum requirements and procedures to be followed for all financial activities. These procedures contain specific instructions for periodic reconciliation of the various financial reports with the corresponding document register maintained by the unit.

**75. General.** The BDE Budget is established by Division in conjunction with FORSCOM. The Battalion budget is determined by the BDE Comptroller. Each unit within the Battalion, the Battalion Maintenance Officer, and the S-4 OIC are assigned an overall budget for purchasing

Class II, Class IX, and GPC. Each unit will determine how much they want to spend in each area.

**76. Financial Accountability.** In order to properly account for unit finances purchases must be tracked carefully to ensure that units do not exceed budget allocations so that supplemental funds can be requested prior to a critical shortage of funds.

a. Financial Accountability starts at the unit level. Unit commander’s must approve any and

all purchases utilizing the Commander’s Exception Report and the Commander’s Financial Listing which are generated by the PBUSE system. A signed copy must be maintained by the unit supply sergeant for a minimum of two years.

b. Unit Supply Personnel will track expenditures utilizing a Unit Budget Tracker.

c. Because supplies that are requested thru SAMS-E and PBUSE may be cancelled at higher levels, there are several web-based logistics sites that provide financial information on supply requisitions and purchases. The primary source for reference will be FINLOG. Other resources include ILAP, CAVERS, and WEDLIB.

* + 1. Both FINLOG and ILAP allow units to reference their expenditures by Class utilizing

their unit DODAAC (Department of Defense Activity Address Code) and will also provide an itemized listing of approved orders that have had funds either obligated or distributed. These sites can be accessed through the Logistic Information Website (https://liw.logsa.army.mil/).

d. Companies must scrub their financial expenditures weekly in order to resolve common problems and ensure that funds are available, from the right source (i.e. reconstitution funds or home station funds), and appropriated properly.Expenditures will be compared against unit Document Control Registers, GPC requests and receipts, and the Commander’s Financial Listing.

e. Common Errors found in financial listings are:

(1) Charges for items never requisitioned

* + 1. Valid requisitions over four weeks old that do not have funds obligated, or have not

been listed in any prior financial reports.

* + 1. Valid cancellations that do not show up as credits
    2. Incorrect or multiple charges for the same requisition.

**77. Battalion Budget Officer (Battalion S-4 OIC) Responsibilities.**

* + - 1. Advise the Battalion Commander on financial management within the Battalion.
      2. Retain all records of financial transactions and scrub the brigade reports against company level reports in order to resolve any issues.
      3. Resolve any financial issues with the BDE Comptroller immediately.
      4. Oversee the GPC Program.
      5. Provide the following personnel with bi-weekly budget reports.

1. Battalion Commander

2. Battalion Executive Officer

3. Brigade S-4

1. **Company Supply Personnel Responsibilities.**

a. Verify funds are available prior to making any purchase.

b. Maintain Budget spreadsheet and report current status once a week the BN S-4.

c. Project future expenditures three months out and submit requests for additional

funds at least two months prior to zero balance.

**MANAGEMENT OF BASIC LOADS**

**79**. **Purpose.** To provide policy for establishment and maintenance of Class, I, II, III (P), and V basic loads.

**80.** **Class I** UBL will be maintained by individual units.(see BDE Class I SOP)

a. Commanders will ensure that the MREs are based on the authorized military strength for a three- day supply of 3 meals each for each soldier required in this unit.

b. The supply sergeant maintains the unit’s basic load and ensures the MREs are stored, secured and inspected (quarterly IAW US Army and FR reguatons).

c. All requests other than the basic load will be submitted through the unit food operations sergeant.

d. Cases will be stored in a cool dry location, which is adequately protected against pilferage, theft, freezing and rodents.

e. Cases stacked will be at least four inches above the floor and a minimum of 12 inches from the walls. If cases are damp at the time of stacking, a one –inch strip will be placed between layers. Cases will not be stacked more than eight layers high. Cases will be stacked with the packing dates facing out.

f. Request Supplemental Rations and Support for Social Functions(see BDE Class I SOP)

**81. Class II**. All Class II UBL, durable/expendable, will be maintained by all units.

1. The unit supply officer is responsible for maintaining the accountability of Class II Expendable/durable items. Class II items will be maintained on DA Form 2063-R (Prescribed Load List).

2. Class II durable/expendable UBL must be inventoried and reviewed semi-annually on DA Form 3318 (Record of Demand-Title Insert).

**82. Class III** basic loads will be maintained by the POL Platoon in the General Supply Company. Guidance for class III is as follows:

1. POL basic load for ground equipment will provide sufficient capability to operate that equipment at normal usage for three days.

2. Units will ensure vehicles and equipment tanks are fully serviceable at all times.

**83. Class V.** Ammunition basic loads will be maintained by the BN Ammo Section(S-3) in the General Supply Company and stored in the BDE Ammo Bunker or Installation ASP.

**WORK ORDERS / REPAIR AND UTILITIES (R&U) PROCEDURES**

**84. GENERAL**. Units will maintain separate logs for all telephonic and written (DA 4283) work

orders. DA Form 4283 will be processed through the Battalion S-4. The S-4 designated

representative will sign the requester block and will process the work order through the DPW

work order section. The S-4 will track all written work orders on a formal log. Work order

status will be obtained by the units through the Battalion S-4

**85. TRAINING**

a. The company self-help team will consist of at least one school-trained NCO and three

school trained self-help team members.

* 1. The members of the company self-help team will be on unit orders, as will the NCO self-

help team leader.

c. One-Week Self-Help Training Course: Requests for training shall be submitted to the

Self-Help School, Building 307, 239-3757

d. Two- Hour Self- Help Training Course: Requests for training shall be submitted to the

Self-Help School, Building 307, 239-3757

**86. RESPONSIBILITIES**

Company Commander : Assign individuals to the company self-help team consistent with

their level of experience or aptitude for the work to be accomplished.

Selp-Help Team Leader: Maintain a log of all service order calls made to the DPW

Service Order Desk(239-0900), including the service order number provided by the Service Order Desk when called in.

**87. Service Order Desk**

a. This can be reached at 239-0900 24 hours a day, 7 days a week.

b. Priority 1 (emergency) service orders can be called in by non-self-help team members.

However, if they must give the service order number to the self-help team ASAP.

c. Public Works will respond within one hour to Priority 1 orders during duty hours, and

within two hours after duty hours.

d. Priority 2 and 3 service orders can only be called in by self-help team members who have

passed their self-help school training.

**REQUEST**

1. **NONEXPENDABLE ITEM REQUESTS**

a. Stock funded (OMA). Organizational MTOE equipment will be ordered by the PBO with unit force structure funds. The property book team will validate equipment requirements with the BN S-4 prior to ordering. The BN S-4 or XO must approve the requests for CTA equipment and expenditures that will be charged to the unit. Checking the MATCAT code on FEDLOG may identify stock-funded items. If the second character is numeric, it is stock funded. If the second character is alphabetic, the item is procurement appropriation (PA). The PBO is responsible for ensuring that all PA organizational equipment authorized by MTOE is on hand or on requisition. The property book team ensures that this is accomplished by reviewing hand receipt balances daily. As changes to hand receipt balances or equipment authorizations occur, actions are taken to keep equipment balances in agreement with authorizations. These actions require no action from supported units for PA equipment.

b. All high priority (01-05) requests initiated by the unit will be signed by the unit commander on the back of the original copy of the DA Form 2765-1.

c. The property book team will assign a document number to non-expendable requisitions for the Division.

d. Status of requests for non-expendable items is received and maintained by the Property Book Team. The property book team retains the documents showing cancellation or rejection of a requisition.

e. The status of requisitions for items will be indicated on each unit’s Due-In Listing (ALV-880) and Active Transaction History/Document Register Listing (ALV-511).

f. Requests for CTA items will be submitted to the PBO on a DA Form 2765-1 signed by the S-4 and the unit commander.

1. **EXPENDABLE ITEM REQUESTS**

a. Expendable items will be ordered by unit supply sergeants thru the Army Supply System. All purchases will be approved by unit commander’s using the Commander’s Exception Report and Commander’s Financial Listing prior to being requested

b. Companies must check the SSA at least twice a week for any property received.

1. **STORAGE AND MAINTENANCE OF EQUIPMENT.** Leaders at all levels are required to ensure proper storage and security of supplies and property. Commanders must ensure that all personnel are conducting proper 10 and 20 level maintenance tasks as required. Improper care and storage of equipment that leads to damage or loss may result in a Statement of Charges or Financial Liability Investigations against the responsible party.

**KEY CONTROL PROCEDURES**

**91.** **Procedures.** A key and lock custodian will be appointed. He will be responsible for

ensuring all keys and locks are handled properly. All keys to arms rooms and secure areas will

be stored separately in a locked box. This key box will be either bolted to the wall or chained to

the floor so that it cannot be removed. It must also be located in an area that maybe manned 24

hours a day. The key and lock custodian is responsible for keeping a record of locks and keys.

He must keep track of the number and type of locks and keys used. DA Form 5513-R

will be used for keeping these records. The proponent for the DA Form 5513-R is AR 190-11.

a. Guidelines include:

1. Inventory keys and locks twice a year.

2. Make sure keys to the box are counted, and that missing keys are accounted for when there is a change of duty officers or NCOs. Record the count as part of the duty log.

3. Make sure that only authorized persons have access to the key box and to the keys inside. Keep the list of authorized persons near the box, but away from public view.

4. Store keys to arms rooms, weapons racks, and containers away from other keys. Do

not allow these keys to be left unattended.

5. Do not leave keys unattended or in an unsecured area.

6. Do not take keys for secure areas, arms rooms, rack, or containers outside the unit’s

operating area.

7. Immediately change locks whenever keys are lost, misplaced, or stolen.

8. Make sure key control registers and inventory logs are kept up to date.

9. Change combinations to locks on secure areas twice a year.

**Reference**. AR 190-11,190-13, and FM 10-27-4.

**FIELD SUPPLY ACTIVITIES**

**92. CL I**:

(a) The ration cycle will be determined by the supported MUC. In the event there is not

clear guidance from the supported MUC, the Battalion commander will determine the ration

cycle.

(b) Each Company is responsible for conducting their own field feeding operations.

When not utilizing MREs, companies are responsible for coordination with HHC and the BDE DFAC Manager to request hot “A” ration support.

(c) Unit basic load for CL I is three MREs and three gallons of water per person, per day.

(d) Rations will be issued from the CL I point whenever possible. Companies should coordinate with the BDE DFAC Manager directly for general training requirements.

**93. WATER**

(a) Each company will operate a water point in their area using water trailers. All other

natural water sources in their areas will be considered contaminated until medically

cleared for use.

(b) Unit water trailers will be randomly inspected by field sanitation teams and certified

by preventive medicine at required intervals. Unit water trailers should be topped off

daily, or when the tactical situation permits. Water buffalo support and filling is a unit

responsibility.

(c) The location and operating times of water points will be coordinated through the BN

S-4 or Support Operations Officer.

**94. CLASS II, IV, VII**

(a) End item requisitioning procedures apply except for those determined critical by the

Battalion commander.

(b) Units will maintain a 30-day basic load of expendable supplies including office

supplies.

(c) Upon loss of an item, units will notify the BN S-4 and follow up with a DA Form

2765-1 within 24 hours.

**95. CLASS III:**

(a) Units will maintain a 15-day basic load of class III package. Re-supply will be

accomplished through the General Supply Company or by utilizing their issues retail fuel

account. Direct coordination with the HAZMAT pharmacy is authorized.

(b) The unit motor officer/ NCO will maintain the class III package supply for their unit.

**96. FUEL HANDLING SAFETY:**

(a) Petroleum products will not be discarded on the ground at any time. Only approved

containers will be used for dispensing of petroleum or hazardous products.

(b) Units will adhere to this guidance during combat operations unless operational

necessity makes it unachievable.

**97. HAZARDOUS MATERIAL SPILLS:**

(a) Spillage will be immediately reported to the chain of command and then to Range

Control (798-2321) during duty hours or to the SDO after duty hours. The report will

contain the following information:

NAME, TITLE, AND LOCATION OF INDIVIDUAL

TIME OF ACCIDENT OR DISCOVERY

LOCATION OF ACCIDENT

EVENTS OF ACCIDENT (including vehicle(s), type of product, amount)

ACTIONS TAKEN SO FAR - ADDITIONAL SUPPORT NEEDED

(b) Spills less than five gallons will be dug up and triple bagged in clear plastic bags.

(c) Spills over five gallons must be evaluated by range control or environmental. The

contaminated soil will then be dug up by a SEE and hauled to a hazardous waste site.

**98. CLASS V**:

(a) Units will maintain a basic load for each weapon system as follows:

WEAPON RPW BN Basic Load

5.56 mm BALL Unit SOP Unit SOP

5.56 mm TRACER Unit SOP Unit SOP

5.56 mm SAW Unit SOP Unit SOP

9 mm BALL Unit SOP Unit SOP

.50 CAL Unit SOP Unit SOP

40 mm HEDP Unit SOP Unit SOP

40 mm MK-19 Unit SOP Unit SOP

(b) Resupply is through the BN Ammo Section (S-3) using a DA Form 581.

(c) CLASS V is distributed at ASPs or BN Ammo section as published per operation.

**AMNESTY PROGRAM**

**99. Program Guidance**

a. In accordance with standard DOD policy as described in the Munitions Rule

Implementation Policy, the amnesty program is intended to ensure the maximum recovery of

standard military ammunition from outside the normal supply system. The Ammunition

Amnesty Program encourages responsible individuals to act by providing a means to expedite

the safe recovery of military ammunition. It is not a process to circumvent normal turn-in

procedures. In addition, theft of munitions is not an authorized act and when found to occur,

an immediate investigation, IAW AR 15-6, is warranted since negligence and possible criminal

penalties apply.IAW AR 385-64, unit commanders will establish a unit amnesty SOP and

policy.

b. The purpose of the amnesty program is to reclaim ammunition and explosives that have

found their way out of accountable channels. We are not concerned with how this happened.

Our concern is to safely retrieve the munitions. There will be no disciplinary action taken

against any individual turning in ammunition in accordance with this program and there will be

no record of any person taking such action.

# 100. COMMANDER’S RESPONSIBILITIES. Commanders must establish an Ammunition

# Amnesty Program. They must also establish and post their Ammunition Amnesty Program

# policy. The commander’s program will addresses the following:

(a) The hazards of discarded and/or abandoned ammunition.

(b) A non-intimidating atmosphere for soldiers or civilians to freely turn in ammunition

improperly in their possession.

(c) A method to monitor the program to ensure the effectiveness of ammunition

accountability. This is to ensure that the program is not being used to circumvent

accountability of proper turn-in procedures.

(d) Opportunity for Soldiers to turn-in ammunition at the end of every exercise and prior

to departure from training centers.

# (e) Appointing a knowledgeable individual to monitor all amnesty turn-ins such as an

# 89B. This individual must also be trained and knowledgeable in the identification of

# ammunition. Additionally the individual must be HAZMAT certified.

# (f) Procedures for how and where Soldiers may turn-in ammunition.

**101. AMNESTY BOX CONTAINERS.** Special fabricated boxes to collect amnesty

ammunition can be picked up at the Fort Riley Ammunition Supply Point. These

containers must be kept locked and secured to an immovable object (i.e. wall, metal pole etc.) and at a location accessible to all Soldiers. The following information pertains to amnesty boxes, collection, turn-in, and accountability:

(a) The location of the amnesty boxes for the Battalion is behind the back docks of

building 7074 where the arms rooms are located.

(b) The individual that was appointed by the commander to monitor the program will

examine the contents of the amnesty at the end of each week to prevent accumulation and

make a written inventory record of what was found. The record will not mention who

turned it in. The only purpose of the inventory record is to ensure the same amount of

ammunition that was collected equals the same amount that will be turned-in. A copy of

this report will also be given to the BN S-4. The S-4 will conduct spot checks of all

company Amnesty Boxes during the week to ensure the program is not being ignored.

**REMEMBER---ONLY SMALL ARMS AMMUNITION UP TO and including .50**

**CALIBER SHOULD BE PLACED IN THE AMNESTY BOX, AND NON**

**MILITARY AMMUNITION WILL NOT BE PLACED IN THE AMNESTY BOX**

**NOR TURNED-IN TO THE ASP.**

(c) After the contents are inventoried, it will be placed in an ammunition can and stored

in the unit’s arms vault. Because the unit is storing ammunition in the arms vault the unit

must have an Ammunition Storage license. An ammunition storage license allows a unit

to store ammunition for one or more of the following reasons:  
  
(1) Training

(2) Ceremonial salutes

(3) Security missions.

(4) Amnesty

(d) Once amnesty ammunition has been collected and recorded, it should be turned in to

the Fort Riley Ammunition Supply Point as soon as practical. No paperwork is

needed for this turn-in.

**GOVERNMENT TRAVEL CARD**

**102. GENERAL**

a. The Bank of America Visa Travel Card is issued to individual soldiers for official government use only.

b. The card can be used for air travel, rail travel, lodging, official travel-related expenses away from duty station, auto rental, food-service establishment, fuel, ATM access, and travelers checks.

c. To apply for the card, the soldier contacts the Battalion Agency Program Coordinator (APC) and completes an application and returns it to APC. The Battalion S-3 school NCO serves as the APC.

d. New applications will have a credit check performed by Nations Bank; once approved the card will be mailed to the cardholder.

e. Normal processing time after application is received is 7 to 10 working days, If the cardholder is in need of a card in less than that amount of time, he has the option of requesting card be mailed by Fed-Ex, incurs an additional cost by BOA, but normally arrives in 3 working days.

**103. RESPONSIBILITES:**

a. Battalion Commander

(1) Designate in writing the writing APC and Alternate APC.

(2) Stresses the importance of the government travel card program

(3) Gives the APC sufficient time to conduct the program and ensure he runs the required

reports and anlyses.

b. Battalion S-3 (Agency Program Coordinator: School NCO)

(1) Manages and revies government travel card accounts,

(2) Have these program management responsibities indicated on his evaluation support forms.

(3) Checks travel card applications for completeness and accuracy.

(4) Retains a copy of each new card application.

(5) Monitors the status of applications to ensure the traveler receives their travel card in a timely manner.

(6) Maintains Statements of Understanding for all cardholders, starting at the time of application or in-processing. Ensures they are accurate and complete.

(7) Informs applicants on how to get reimbursement for expedited card processing (see DOD Financial Management Regulation Volume 9, Chapter 3, 030604 for details).

(8) Close all accounts of seperating cardholders and deacvtivate all accounts for PCSing cardholders.

(9) Have the EAGLS user manual and computer-based training available, along with desk-side instruction, as training methods to become familiar with the requirements of being an APC.

(10) Exercis the authority to restrict cards or lower limits to manage or reduce delinquencies/cardholder abuse.

(11) Runs the reports required in section 6, below.

(12) Notify the cardholder/supervisor/commander in cases of suspected inappropriate or unauthorized ATM cash withdrawals, unauthorized charges and use delinquency problems, and excessive spending.

(13) When receiving a pre-suspension notice, notifies the supervisor/commander by e-mail when possible.

(14) Maintains a copy of the DODFMR Volume 9, Chapter 3 on hand, to include Annexes 1,2,3 and 4.

c.Alternate APC

* + 1. Know the duties of the Primary APC.
    2. Ensure continuity, program management, and cardholders support in the Primary APC’s absence.

**104. BILLING STATEMENTS:**

a. Cardholders account statements will be mailed five business days after the closing of each billing cycle.

b. Statements will be mailed to the cardholder address on record. Payment is due in full according to due date on the billing statement.

**105. ARRIVING AND DEPARTING SOLDIERS:**

a. Soldiers arriving to the unit with the Travel Card will notify the APC when he/she in process to the BN. Likewise, soldiers leaving the unit will out-process through the APC.

b.The APC will ensure that these soldiers are tracked according the Electronic Account Government Ledger System (EAGLS).

1. The EAGLS is a fully automated web-based desktop management tool, which allows the cardholder to inquire, reconcile, and request maintenance on designated account.

2. EAGLS also allows the APC to monitor cardholders in the unit.

c. For departing Soldiers, if their gaining installation does not take action or the cardholder fails to report to the gainnig APC, the Battaion APC must take action IAW Department of Defense Financial Management Regulation Volume 9, Chapter 3, 0307.

**106. DELINQUENCY**

a. Service members who are delinquent for 60 days and more, require counseling by the

Executive Officer for the unit, or the commanders designated representative.

b. Monthly paragraphs will be prepared by the commanders designated representative, detailing problems experienced by service member and steps to corrective action (these statements will be viewed by the Post Commander).

c. Battalion APC will send the names of these delinquent individuals and a spreadsheet of payments viewed through EAGLS.

d. Cardholders who fail to make terms with Bank of America on repayment, before the 120 day late period will find that salary offset will be put in place and Bank of America will be able to extract their payment through service member’s sure pay.

**107. REPORTS**

a. Account listings must be run monthly on all cardholdersand must be annotated IAW Department of Defense Financial Management Regulation Volume 9, Chapter 3, 0310 and 031001, after which they must be filed.

b. Exception reports must be run through EAGLS monthly to detect inappropriate or unauthorized ATM cash withdrawals (those not associated with official travel or in excess of amounts required for official travel). These reports must be annotated IAW DODFMR Vol 9, Ch 3, 030501D and 0310, after which they must be filed.

c. Run the transaction activity analysis reports available in EAGLS to detect inappropriate and unauthorized charges, annotating and filing the report IAW DODFMR Vol 9, Ch 3, 0310 and 031003CB

d. Run the monthly delinquency report immediately after the cycle date (approximately the 13th of each month). Reports must be researched and delinquent personnel contacted and the problems resolved. Report must be annotated and filed IAW DODFMR Vol 9, Ch 3, 0310 and 031003C.

e. The pre-suspension report must be run mothly and necessary action taken to inform commanders or supervisors of pending problems. The report must be annotated and filed IAW DODFMR Vol 9, Ch 3, 030901C and 031003D.

f. The APC must provide the G8 an analysis of the root cause and corrective action for each travel card delinquency over 60 days. This must be done monthly.

**108. OTHER**

a. To resolve disputes the cardholder should contact Governement Card Services Unit at 1-800-472-1424 (for outside the U.S.); also there is a website at [www.nationsbank.com/government](http://www.nationsbank.com/government). Cardholders are required to document the dispute within 60 days of the statement date reflecting the transaction.

b. A statement of understanding/training will be signed by the cardholder annually to ensure

he/she understands the use of the NationsBank Visa Travel Card. The APC in the Battalion will maintain these statements.

c. It is now mandatory for soldiers to file settlements with the split disbursement option. This

option allows finance to make payment of TDY pay directly to the Bank of America.

d. Service members on long term TDY are required to file interim TDY settlements every 30

days.

1. These settlements will be required to be faxed directly to G-3 DPTM.

2. Service memberes should call G-3 DPTM to ensure documents arrived and to verify if any othere documents are required. Do not assume that G-3 DPTM received your documents, because it is service member’s responsibilty to ensure his or her settlement was properly filed.

e. Training of cardholders will consist on reviewing this SOP to cover how to properly use the travel charge card.

f. Valid training certificates must be kept on-hand for the APC and Commander/Supervisor.

**GOVERNMENT PURCHASE CARD**

**109. GPC Procedures(see BN GPC SOP)**

a. Items not available through normal supply channels, or that cannot be delivered in the

required time to fill an identified need, may be purchased using the Government Purchase Card.

b. The Battalion S-4, Battalion Maintenance Officer, and the Company Supply Sergeants will

hold GPC cards with a $3,000 single purchase limit.

c. Monthly limits will be set by units based on their overall unit budget assigned by the BN

XO. The standard monthly limit will be set at 10% of the units monthly budget unless the

unit requests their limit to be adjusted thru the S-4 OIC using a GPC Maintenance form FC

FORM 4261

d. Items requested for purchase will be requested using the GPC Request Form and the GPC

Worksheet (FC FORM 4256). All Requests will be submitted to the S-4 OIC or to the S-4

NCOIC.

e. NO PURCHASES WILL BE MADE WITHOUT THE NECESSARY APPROVAL:

1. Expendable Office Supplies purchased through SSSC (Eagle Mart, DOD emall, GSA,

JWOD) only require approval from the S-4 office.

2. Any other purchases require both the S-4 OIC and the Battalion XO’s approval prior to

purchase.

(a) In addition to the standard request forms, units will need the following:

(1) A statement of Non-availability from the Supply Services section located at

Eagle Mart.

(2) Three bids from local vendors.

(3) A memorandum thru the Brigade Comptroller signed by the company

commander providing justification for the purchase.

3. Prior to purchasing any restricted items, the BN S-4 will ensure that the appropriate

approval authority is obtained through the BDE and DIV Comptroller.

f. Following the purchase, cardholders will update their GPC folder which will be maintained

in the S-4 office. No purchases will be approved if there is an outstanding, previously

approved purchase that has not been reconciled.

1. Cardholders will provide their request documents, GPC Worksheet, and receipt of

purchase for all types of property and will provide the necessary documentation for

either non-expendable or expendable property.

(a) Non-expendable property purchased with the GPC will be issued within five days

of the purchase, and a copy of the appropriate hand receipt will be included in the

GPC Folder

(b) Expendable items will be accounted for in the supply room inventory and signed

out utilizing the unit expendable item log.

g. Each cardholder is responsible for reconciling their monthly GPC statement using

access prior to the 19th of each month. Failure to do so will result in counseling and

the possible loss of purchasing privileges.

h. The Battalion S-4 B.O. will maintain all GPC files, folders, and SOPs.

i. More information see BN GPC SOP

**110. ENVISION SELF SERVICE SUPPLY CENTER**

a**.**  General: The Envision Self Service Supply Center(SSSC) is available to the units for the purchase of general office supplies, cleaning supplies, routine housekeeping items, and some common hand tools.

b. Control: The unit commander/DR is responsible for maintaining on file all purchase of supplies and expenditures of funds through their local SSSC.

c. Files: The unit’s designated representative is responsible for maintaining on file all purchase receipts from the Envision(in date sequence). The SSSC file will be an area of interest by higher headquarters during command

The units will submit so the S-4/ PBO a copy of any request from for hand tools from

Envision for expendable/ durable items.

Completed IMPAC request forms and memorandums utilized to list purchase of hand

tools from the SSSC will be maintained on file for two years.

If items requested are not available at the time of request, the items will be placed on a

want slip and obtained at a later date. Want slips will be maintained on file awaiting availability of supplies.

**TMP REQUESTS**

**111. GENERAL:**

a. All units assigned to the 2nd Brigade will coordinate with the brigade UMO to request

support through TMP.

b. Units are authorized to request TMP vehicles for administrative support in garrison

operations. The request processes are as follows:

1. unit identifies the need for vehicle support by type.

2. Unit personnel authorized on DA 1687 will take the request to brigade UMO for approval /control number.

3. Unit takes the request to TMP and receives the vehicle at TMP(BLDG 375)

**SUPPLY EXCELLENCE AWARD (CSA/SEA)**

**112. Army Excellence Award**:

**Purpose.** The Command Supply Award process is an excellent way for units meeting the minimum requirements to set higher goals of excellence in the supply disciplines. This program is also an excellent objective measurement of “top block” performance for officers and senior NCOs. Additionally, the 2-1 Brigade Special Troops Battalion suggests that all sub-units participate in this program.

**References**: USARC Regulation 710-3 – This regulation has all the required information to submit a CAS/SEA binder application. The most current version may be downloaded from the internet.

2-1 Brigade Special Troops Battalion will use the results from CSDP evaluations and CIP inspections to recommend supply personnel for the SEA award. Supply sergeants should receive a 90% rating in these evaluations or greater to be considered.

**HISTORICAL PROPERTY ACCOUNTABILITY**

1. PURPOSE: To outline and define responsibilities for all the historical property within the Battalion.
2. GENERAL: All historical property will go through the Battalion S-4 for distribution. Commanders have special responsibilities when dealing with historical property. Supply personnel will assist Commanders in exercising these responsibilities.
3. Battalion S-4 RESPONSIBILITIES:

a. An original copy of your orders assigning you this duty.

b. Each piece of your historic property should be described on the DA Form 2609

c. These items are then compiled on a Hand Receipt DA Form 2062 and you as the appointed officer will need to sign off on it.

d. These forms are generally kept in a three ring binder. The regulation states that a bound ledger which lists the property, registration/ accession number, Center of Military History registration number, donor, date acquired, and description is required and this is best but in actuality most unit just keep the three ring binder.

e. If there are any weapons cataloged, I must be able to see the serial number and they must be kept in your arms room or displayed under the guidelines as physical security dictate.

f. Another duty defaulted with these orders is journaling the annual historic records of your unit, A copy of those records should be turned in to the Fort Riley U.S Cavalry Museum by the end of January. Contact number 239-2737.

JAMES L. TENPENNY  
 LTC, AV

Commanding

**APPENDIX A – 2-1 ID UIC/DoDAAC Listing**

AFZN-BBL-PBO (710) 5 June 2012

MEMORANDUM FOR All Commanders, Supply Sergeants, and S-4 Sections

SUBJECT: Designation of Document Register Serial Numbers

1. Reference:

a. AR 710-2, paragraph 2-6, Supply Policy Below the National Level.

b. DA PAM 710-2-1, paragraph 2-23b, Using Unit Supply System (Manual Procedures)

1. In accordance with reference 1b above, the following block of series numbers are assigned:
2. All elements are required to follow procedures set forth in AR 710-2, para 2-6 through 2-8 and DA PAM 710-2-1, chapter 2. The Property Book Office is the section authorized to request non-expendable equipment and durable items that require property book accountability IAW AR 710-2, para 2-4c and DA PAM 710-2-1 para 4-1b and 3. At the unit level, the unit supply rooms (USE) are the only section authorized to request durable items. The establishment and maintenance of hand receipt/shortage annexes becomes the responsibility of the unit supply section.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2ND HBCT 1ID** | **UIC** | **DODAAC** | **CLASS VII/ NON- EXP** | **CLASS II/III/IV EXP** | **CLASS II/III/IV DUR** | **S4 USE** | **CLASS II/III/IV EXP** | **CLASS II/III/IV DUR** | **SAMS-EO** | **SAMS-1 (EF)** | **CLASS IX** |
| **UNIT** | **Riley** | **PBO** | **SERIAL NUMBERS** | **SERIAL NUMBERS** | **SERIAL NUMBERS** | **UNIT SUPPLY** | **SERIAL NUMBERS** | **SERIAL NUMBERS** | **MOTOR POOL** | **MOTOR POOL** | **SERIAL NUMBERS** |
| HQ 2ND BDE | WAMLAA | **W90A4J** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWJ** | **200-299** | **400-499** | **W55CQV** |  | **300-399** |
| **1-18 INF REG** | **WAM4AA** |  |  |  |  |  |  |  |  |  |  |
| HHC 1-18 INF REG | WAM4T0 | **W90PFR** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWK** | **200-299** | **400-499** | **W55WSN** |  | **300-399** |
| A CO 1-18 INF REG | WAM4A0 | **W90PFL** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWL** | **200-299** | **400-499** | **W55WSJ** |  | **300-399** |
| B CO 1-18 INF REG | WAM4B0 | **W90PFM** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWM** | **200-299** | **400-499** | **W55WSK** |  | **300-399** |
| C CO 1-18 INF REG | WAM4C0 | **W90PFN** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWN** | **200-299** | **400-499** | **W55WSL** |  | **300-399** |
| D CO 1-18 INF REG | WAM4D0 | **W907ZZ** | **5000-5999** | **2000-2999** | **4000-4998** | **W90800** | **200-299** | **400-499** | **W905UK** |  | **300-399** |
| F CO 299 SPT BN | WH87F0 | **W90YXL** | **5000-5999** | **2000-2999** | **4000-4998** | **W91PEH** | **200-299** | **400-499** | **W907UN** | **W90DXQ** | **300-399** |
| **1-7 FA REG** | **WAM0AA** |  |  |  |  |  |  |  |  |  |  |
| HHB 1-7 FA REG | WAM0T0 | **W90PGE** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXC** | **200-299** | **400-499** | **W55CRZ** |  | **300-399** |
| A BTRY 1-7 FA REG | WAM0A0 | **W90PGA** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXD** | **200-299** | **400-499** | **W55CRV** |  | **300-399** |
| B BTRY 1-7 FA REG | WAM0B0 | **W90PGB** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXE** | **200-299** | **400-499** | **W55CRW** |  | **300-399** |
| G CO 299 SPT BN | WH87G0 | **W90PGD** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXG** | **200-299** | **400-499** | **W55CRY** | **W90F1S** | **300-399** |
| **2B 1ID SP TRPS BDE** | **WJM5AA** |  |  |  |  |  |  |  |  |  |  |
| HHC 2-1 BSTB | WJM5T0 | **W90PFY** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWR** | **200-299** | **400-499** | **W55CTF** |  | **300-399** |
| A CO 2-1 BSTB | WJM5A0 | **W90YXJ** | **5000-5999** | **2000-2999** | **4000-4998** | **W900TF** | **200-299** | **400-499** | **W907UF** |  | **300-399** |
| B CO 2-1 BSTB | WJM5B0 | **W90PGK** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXJ** | **200-299** | **400-499** | **W55CSM** |  | **300-399** |
| C CO 2-1 BSTB | WJM5C0 | **W90PGC** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXF** | **200-299** | **400-499** | **W55CRX** |  | **300-399** |
| **299 SPT BN (BSB)** | **WH87AA** |  |  |  |  |  |  |  |  |  |  |
| HHC 299 SPT BN | WH87T0 | **W90PGH** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RW8** | **200-299** | **400-499** | **W808YK** |  | **300-399** |
| A CO 299 SPT BN | WH87A0 | **W90PGF** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RW9** | **200-299** | **400-499** | **W808YE** |  | **300-399** |
| B CO 299 SPT BN | WH87B0 | **W55CSV** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXA** | **200-299** | **400-499** | **W90YK2** | **W55WMH** | **300-399** |
| C CO 299 SPT BN | WH87C0 | **W90PGG** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RXB** | **200-299** | **400-499** | **W55CQ1** |  | **300-399** |
| **5/4 CAV AR RGT** | **WJHBAA** |  |  |  |  |  |  |  |  |  |  |
| HHT 5/4 AR RGT | WJHBT0 | **W905NG** | **5000-5999** | **2000-2999** | **4000-4998** | **W905NJ** | **200-299** | **400-499** | **W905NH** |  | **300-399** |
| A 5/4 AR RGT | WJHBA0 | **W90PFT** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWT** | **200-299** | **400-499** | **W55CTC** |  | **300-399** |
| B 5/4 AR RGT | WJHBB0 | **W90PFU** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWU** | **200-299** | **400-499** | **W55CTD** |  | **300-399** |
| C 5/4 AR RGT | WJHBC0 | **W90PFW** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWW** | **200-299** | **400-499** | **W55CTE** |  | **300-399** |
| D CO 299 SPT BN | WH87D0 | **W90YXM** | **5000-5999** | **2000-2999** | **4000-4998** | **W91C97** | **200-299** | **400-499** | **W907UG** | **W90F1V** | **300-399** |
| **1-63 AR** | **WAM8AA** |  |  |  |  |  |  |  |  |  |  |
| HHC 1-63 AR | WAM8T0 | **W90PF4** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RWY** | **200-299** | **400-499** | **W55CTL** |  | **300-399** |
| A 1-63 AR | WAM8A0 | **W90PF0** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RW0** | **200-299** | **400-499** | **W55CTH** |  | **300-399** |
| B 1-63 AR | WAM8B0 | **W90PF1** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RW1** | **200-299** | **400-499** | **W55CTJ** |  | **300-399** |
| C 1-63 AR | WAM8C0 | **W90PF2** | **5000-5999** | **2000-2999** | **4000-4998** | **W90RW2** | **200-299** | **400-499** | **W55CTK** |  | **300-399** |
| D 1-63 AR | WAM8D0 | **W907ZX** | **5000-5999** | **2000-2999** | **4000-4998** | **W907ZY** | **200-299** | **400-499** | **W9069V** |  | **300-399** |
| E 299 FSC, 1-63 AR | WH87E0 | **W90YXK** | **5000-5999** | **2000-2999** | **4000-4998** | **W91C98** | **200-299** | **400-499** | **W907UR** | **W9DF1Q** | **300-399** |
|  |  |  |  |  |  |  |  |  |  |  |  |

4. This list is in addition to the DPBO memorandum. Only the above listed serial numbers will be used with the appropriate Department of Defense Activity Address Code (DODAACs) for the listed classes of supplies. Requisitioning of topographic maps is restricted to BN S4s through the S2 channels.

5. This memorandum should be filed for inspection purposes.

6. The point of contact for this action is the undersigned at 239-1666.

CW2, QM

PBO

**APPENDIX B Command Supply Discipline Program and Responsibilities**

AFZN-BBL 5 June 2012

# MEMORANDUM FOR All Commanders, Supply Sergeants, and S-4 Sections

SUBJECT**:** Command Supply Discipline Program and Responsibilities

1. REFERENCE**:**

AR 710-2, Chapter 1 - Responsibilities

AR 735-5, Chapter 11 – CSDP

Handbook No. 10-19, Small Unit Leader’s Guide to the Command Supply Discipline Program

2. The Command Supply Discipline Program (CSDP) is designated as a commander’s program and directed at eliminating non-compliances with supply regulations and procedures. To accomplish this, the CSDP assists commanders by enabling them to become aware of the Department of the Army’s regulatory supply requirements.

3. The CSDP is not intended to be solely an inspection program. Rather, responsible personnel are expected to use this program to gain familiarity with established policies, thus enforcing compliance with such policies by subordinate personnel.

4. CSDP evaluations are necessary and are an important tool of the Command Supply Discipline Program in order to monitor performance. The intended result of this program is to factually present what supply problems exist so the chain of command can initiate prompt corrective actions. Additionally, it acknowledges superior performance allowing personnel to receive awards and accolades.

1. It is the commander’s responsibility to ensure all government property within

their command is properly used, cared for, and safeguarded. This responsibility cannot be delegated.

1. Reference TAB A to the 2nd HBCT, 1st ID PBO SOP for Handbook No. 10-19.

7. Reference TAB EE to the 2nd HBCT, 1st ID PBO SOP for most current Company Level CSDP checklist.

8. Reference TAB FF to the 2nd HBCT, 1st ID PBO SOP for most current Property Book Level CSDP checklist.

9. Reference TAB GG to the 2nd HBCT, 1st ID PBO SOP for most current Battalion and Brigade CSDP checklist.

10. Reference TAB II to the 2nd HBCT, 1st ID PBO SOP for most current Company Commander’s CSDP Quick Reference Guide.

11. Point of contact for this memorandum is the undersigned at 239-1666.

CW2, QM

PBO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| APPENDIX C Unit Supply CSDP CHECKLIST   |  | | --- | |  | |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Unit Evaluated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  |  |  |  |  |
| **Evaluator (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UIC\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  |  |  |  |  |
| **POCs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  |  |  |  |  |
| **Date of Evaluation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DODAAC\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Area Inspected** |  |  |  |  |
| **I. Publications** |  |  |  |  |
| **II. Office Layout and Appearance** |  |  |  |  |
| **III. Standard Operating Procedures** |  |  |  |  |
| **IV. Functional Files (ARIMS)** |  |  |  |  |
| **V. Property Account/ Responsibility** |  |  |  |  |
| **VI. Adjustment Documents** |  |  |  |  |
| **VII. Inventories** |  |  |  |  |
| **VIII. Key Control** |  |  |  |  |
| **IX. Arms Room** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **I. PUBLICATIONS** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **\* AR 25-400-2 (The Army Records Information Management System (ARIMS)** |  |  |  | |
| **\* AR 190-11 (Physical Security of Arms, Ammunition and Explosives)** |  |  | **`** | |
| **\* AR 190-51 (Security of Unclassified Army Property (Sensitive and Non sensitive) )** |  |  |  | |
| **AR 220-1 (Unit Status Reporting) (MTOE units only)** |  |  |  | |
| **\* AR 700-84 (Issue and Sale of Personnel Clothing)** |  |  |  | |
| **AR 708-1 (Cataloging and Supply Management Data)** |  |  |  | |
| **\* AR 710-2 (Inventory Management Supply Policy Below the Wholesale Level)** |  |  |  | |
| **AR 725-50 (Requisitioning, Receipt, and Issue System)** |  |  |  | |
| **\* AR 735-5 (Policies and Procedures For Property Accountability)** |  |  |  | |
| **AR 840-10 (Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates)** |  |  |  | |
| **CTA 8-100 (Army Medical Department Expendable/Durable Items)** |  |  |  | |
| **\* CTA 50-900 (Clothing and Individual Equipment)** |  |  |  | |
| **\* CTA 50-909 (Field and Garrison Furnishings and Equipment)** |  |  |  | |
| **\* CTA 50-970 (Expendable/Durable Items)** |  |  |  | |
| **FM 10-27-4 (Organizational Supply for Unit Leaders)** |  |  |  | |
| **\* DA Pam 735-5 Financial Liability Officer's Guide** |  |  |  | |
| **\* DA PAM 710-2-1 (Using Unit Supply System (Manual Procedures))** |  |  |  | |
| **DA PAM 710-2-2 (Supply Support Activity System (Manual Procedures))** |  |  |  | |
|  |  |  |  | |
|  | | | | |
| **II. Office Layout and Appearance** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Is the Unit Supply office and all storage areas are neat, clean, and organized? (DOD Reg 4145.19-R-1, Para 6-108)** |  |  |  | |
| **2. Is the Unit Supply office has controlled access, and can be adequately secured? (AR 190-51, Para 3-25)** |  |  |  | |
| **3. Is the main entrance has posted the routine hours of operation and POCs for emergencies? (FM 10-27-4 Ch1)** |  |  |  | |
| **4. Is there is a key controlled system for the Supply office? (AR 190-51, Para 3-25,4-14, Appendix D-2)** |  |  |  | |
| **5. Are flammables are being stored in proper storage areas? AR 710-2 Para 1-28, DOD Reg 4145. 19-R-1, 6-117** |  |  |  | |
| **6. Are Supply Room Operational Loads approved by the commander? AR 710-2 Para 2-20 c (1)** |  |  |  | |
|  |  |  |  | |
|  | | | | |
| **III. Standard Operating Procedures** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Does the unit supply has a current and complete SOP for internal operations on file? (AR 710-2, Table B-1(E2))** |  |  |  | |
| **2. Has the current commander has reviewed and signed the SOP? (FM10-27-4, Ch 1)** |  |  |  | |
| **3. The content of the SOP lists procedures that are unique to the organization and incorporates current regulations and policy letters of higher headquarters. (FM 10-27-4)** |  |  |  | |
| **4. Does the unit conducts operations according to their SOP.** |  |  |  | |
| **5. The annexes of the SOP provide sample forms when they are used or locally changed.** |  |  |  | |
| **6. Unit supply personnel are familiar with the contents of the SOP.** |  |  |  | |
| **7. The unit has current copies of external SOPs to include SOP from their higher echelon for supply operations. (FM 10-27-4, Ch 1)** |  |  |  | |
| **8. Has the unit Commander ensured procedures for inventory and safeguarding of personal and government property of individuals absent without leave (AWOL), hospitalized are established and included in the unit SOP. AR 700-84, Para 12-12 thru 12-15.** |  |  |  | |
| **9. Does SOP explain change of command or change of HR holder inventories?** |  |  |  | |
| **10. Does the unit have on-hand external installations SOP? For example, SSA, CIF, IMPAC Card, Laundry, DRMO, and SSSC.** |  |  |  | |
| **11. The SOP covers the following area in sufficient detail to make it an operational document: ( FM 10-27-4, Para 1-6) ( FM 5-0, G 13) ( AR 710-2, Table B-1(E) (1))** |  |  |  | |
| **a. Responsibilities of the Unit Supply personnel.** |
| **b. Hours of operation for supply room.** |
| **c. Procedures for automation security. (computers & the PBUSE.** |
| **d. In Processing procedures for newly assigned personnel.** |
| **e. Procedures for clearing the supply room.** |
| **f. Types of records, reports, and forms required before departing the installation. (PCS OR ETS)** |
| **g. Procedures for safeguarding property of absentees.** |
| **h. Procedures for controlling durable items and other property issued to Companies.** |
| **i. Detailed procedures for requesting, receiving, storing, inventorying, issuing, and turning in supplies and equipment.** |
| **j. Procedures for initiating adjustment actions for lost, damaged, or destroyed property.** |
| **k. Use of key control for the supply room.** |
| **l. Information on low density supply training.** |
| **m. Procedures for providing hand receipt holders and personnel with regulatory guidance / changes to supply regulations.** |
| **n. Procedures for initiating adjustment action for lost,   damaged, or destroyed items.** |
|  |  | | | |
|  |  |  |  | |
|  |  |  |  |  |
| **IV. FUNCTIONAL FILES** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Are files established and maintained IAW the Army Records Information Management System (ARIMS)? (AR 25-400-2, Chapter 5,6)** |  |  |  | |
| **2. . Are file numbers being assigned IAW AR 25-400-2? Ref; AR 25-400-2, Para 6-2** |  |  |  | |
| **3. Guides are used to divide records and folders used to consolidate, retrieve, and protect records. (AR 25-400-2, Chapter 5, Para 5-4a,b)** |  |  |  | |
| **4. Are file dividers being properly used? Ref: AR 25-400-2, Para 5-4** |  |  |  | |
| **5. Are file labels prepared and IAW AR 25-400-2? Ref: AR 25-400-2, Para 6-2** |  |  |  |  |
| **6. Are file numbers being assigned IAW AR 25-400-2? Ref; AR 25-400-2, Para 6-2** |  |  |  |  |
| **7. Is a copy of ORL on hand and approved? AR 25-400-2 Para 5-10 a,b** |  |  |  | |
| **8. Are all folders and containers used to store official records, include electronic files form labels? Ref: AR 25-400-2, Para 6-2a, Fig 6-1** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **V. Property Accountability/ Responsibility** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Permanent hand receipts are used to issue or loan property for periods exceeding 30 days. (AR 710-2, Para 2-10h(3)(DA Pam 710-2-1, Para 5-4)** |  |  |  | |
| **2. Are signature cards (DA Form 1687) current and sent to all support activities that supports the units. (AR 710-2, Para 2-8a) (DA Pam 710-2-1, Para 2-32a, b)(Fig 2-14)** |  |  |  | |
| **3. When a unit is attempting to retain items that are excess to authorization, does the unit maintain copies of DA Form 4610-R? (AR 71-32, CH 4,5,6) Para 4-14** |  |  |  | |
| **4. Does the unit have a A&E amnesty program? (AR710-2, Para 2-48)** |  |  |  | |
| **5. Ask supply personnel to explain initiatives taken in past 12 months to improve unit supply operations.** |  |  |  | |
| **6. All pertinent equipment authorization documents are current, on hand, or on request as prescribed in AR 71-32 (MTOE, TDA, JTA, CTAs, an so on) (AR 710-2, Para 2-4a, Table B-1(B)(1))(AR 10-49 Para 2-2)(AR310-49, Para 3-15f)** |  |  |  | |
| **7. A copy of the memorandum signed by the PBO, assigning block of document serial numbers to be used by the unit for requesting expendable or durable supplies is on file. (DA Pam 710-2-1, Para 2-23b)** |  |  |  | |
| **8. Does the unit maintain the document registers for durable and expendable items? (DA Pam 710-2-1, Para 2-23a) & fig 2-5)** |  |  |  | |
| **9. Does the document file contain a statement for each missing document? (DA Pam 710-2-1, Para 4-16)** |  |  |  | |
| **10. Is the commander personally reviewing or delegating, in writing, to specific persons, the authority to review and initial all high priority requisitions? (AR 710-2, paragraph 2-6a (3) d, Table B-1 C2** |  |  |  | |
| **11. Does the unit commander review and sign the Commanders Exception Report prior to daily transactions being sent to the SSA? (PBUSE EUM Page 12-27-12-29)** |  |  |  | |
| **12. Are ordered durable supplies authorized? (DA PAM 710-2-1, paragraph 2-23). AR 710-2, Para 2-20(b) 3, CTA 50-970** |  |  |  | |
| **13. Are expendable/durable component shortages of major end items on order?  (DA PAM 710-2-1, paragraph 6-1b)** |  |  |  | |
| **14. Is all property on the primary hand receipt, sub hand receipted to the person filling the position in the authorization document?  (AR 710-2, paragraph 2-10h)** |  |  |  | |
| **15. Are all hand and sub-hand receipts being kept current?   (DA PAM 710-2-1, paragraph 5-3d)** |  |  |  | |
| **16. Are Commander’s Exception Reports reviewed, signed, and initialed before high priority requests are sent to the ISD warehouse. (AISM 25-L3S-AWE-ZZZ-EM, Section 4.10)** |  |  |  | |
| **17. Are all sets, kits and outfits issued to the user by component hand receipt?  (DA PAM 710-2-1, paragraph 6-2)** |  |  |  | |
| **18. Are Reports of Discrepancy (RODs) being submitted within three days when there are discrepancies in receipts? (AR 735-5, Para 16-5)(AR 710-2 Para 2-8c)** |  |  |  | |
| **19. Are reconciliations accomplished monthly or IAW SSA policy to validate open supply request on file? Are results of reconciliation followed up on to ensure rejected/cancelled requisitions are re-established. Reconciliation rate is 95% or better. (AR 710-2, Para 2-7d) (DA Pam 710-2-1, Para 2-31e, k)** |  |  |  | |
| **20. Are serial/registration numbers listed on the hand receipts?   (DA PAM 710-2-1, Figure 5-2)** |  |  |  | |
| **21. Is the signature and rank of hand receipt holders (individuals acknowledging responsibility) and date entered on all hand receipts? (DA PAM 710-2-1, Figure 6-3)** |  |  |  | |
| **22. Are copies of change documents and hand receipt annexes filed with the related hand or sub-hand receipt?   (DA PAM 710-2-1, paragraph 5-3d (1) and 6-1c) Figure 5-3 & 6-1** |  |  |  | |
| **23. Supplies and equipment pending issue/ turn-in have been tagged and secured. (AR 190-11, chp 3-8)** |  |  |  | |
| **24. The technical inspections of equipment (when required) have been performed prior to turn in. (DA Pam 710-2-1, Para 3-5)** |  |  |  | |
| **25. Are all STAMIS equipment signed out to the users using the correct LINs and NSNs? AR 710-2 Para 1-4(c)(3), DA Pam 710-2-1, Para 5-3** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **VI. ADJUSTMENT DOCUMENTS** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **A. DD 362 Statement of Charges/ CCV** | | | | |
| **1. The unit commander ensures that adjustment documentations are prepared and processed per AR 735-5 when an item is unserviceable through other than FWT. (AR 710-2, Para 2-13b(1)) (AR 735-5, Para 12-1c(1)(a-m).** |  |  |  | |
| **2. The unit initiates a Statement of Charges /Cash Collection Voucher to account for lost, damaged, or destroyed property for which liability is admitted and individual(s) offers cash payment or agrees to payroll deduction to settle the charge of financial liability. (AR 735-5, Para 12-3a .** |  |  |  | |
| **3. Is DD Form 362 prepared correctly (AR 735-5, Fig 12-5).** |  |  |  | |
| **4. DD Form 362 is initiated and forwarded to the FAO within the required time frame, and proper procedures are followed to ensured financial responsibility. (AR 735-5, Para 12-3 (C) (1).** |  |  |  | |
| **5. Depreciation is allowed on all adjustment documents. (AR 735‑5, Appendix B)** |  |  |  | |
| **6. Are damage statements properly used for damaged property (AR 735-5, Para 14-18(a) (1-3) (b) (c) )** |  |  |  | |
| **7. Does the commander sign a Memorandum for Record, authorizing adjustments for losses of durable hand tools up to $500.00 per incident & losses are not the result of negligence or misconduct. When determining the total cost of lost hand tools, is the depreciated price used per Para B-2b (1) (AR 735-5, Para 14-19), AR 710-2 app b.** |  |  |  | |
| **8. Are memorandums used as adjustment documents for losses of durable hand tools summarized quarterly and sent to the financial liability investigation of property loss approving authority for review? (AR 735-5, Para 14-19c).** |  |  |  | |
| **9. DD Form 200 (FLIPL) or AR 15-6 investigation initiated when negligence or misconduct is suspected and liability is not admitted. (AR 735-5, Para 13-3a).** |  |  |  | |
| **10. Is all required information entered in the appropriate blocks/spaces of DD Form 200 (FLIPL) & DD Form 362 (S/C)? (AR 735-5, fig13-4 & Para 12)** |  |  |  | |
| **11. If a FLIPL does not meet the time frame, the person responsible for the delay prepares a written statement explaining the reason for the delay and attaches it to the FLIPL as an exhibit. (AR 735-5, Para 13-6).** |  |  |  | |
| **12. Are statements on DA Form 2823 or certificates properly prepared? Are exhibits properly marked? (AR 735-5, a 13-10 (3)a,b** |  |  |  | |
| **13. Does block 9 provide the appointing/approving authority adequate facts and circumstances, on which to make an appreciable decision without further investigation? (AR 735-5, Para 13-10(3)** |  |  |  | |
| **14. Does the unit maintain a suspense copy of all open Financial Liability Investigation of Property Loss on file? (AR 735-5, Para 13-16, 13-20a(6)) (AR 25-400-2, chap 5).** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **VII. INVENTORIES** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **A. Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing** | | | | |
| **1. Does the unit supply have an updated Alpha roster to ensure that a clothing record is established for each assigned soldier?  (DA PAM 710-2-1, Para 10-6a, Table 10-1, Para 10-8a(2)** |  |  |  | |
| **2.. Is an OCIE record (CIF printout) on file in the clothing record folder for each soldier assigned or attached to the unit?   (AR 710-2, paragraph 2-14i(3)(a) and Table B-1 F1; DA PAM 710-2-1, paragraph 10-8)** |  |  |  | |
|
| **3. Are Commanders ensuring inventories are conducted on service members in grades E-4 and below at least annually? (AR 700-84, Para 1-4 I (4).** |  |  |  | |
| **a. Prior to departure and immediately upon return of personnel from attendance at Service schools. AR 700-84, Para 1-4 I (4)(e)** |
| **b. For newly arrived personnel in grades E-4 and below. (AR 700-84, Para 1-4Ig(4)(b), 11-2a)** |
| **c. Upon completion of 6 months active duty service. (AR AR 700-84, Para 1-4I(4)(a), 5-2b(2)(b))** |
| **d. At duty station on return from overseas area. AR 700-84, Para 1-4 I (4) (c) )** |
| **e. Prior to permanent change of station. (AR 700-84, Para 1-4 I (4) (d))** |
| **5. Does the unit have an effective system in place to ensure that all personnel clear the CIF prior to PCS or ETS (out-processing)? (DA PAM 710-2-1, paragraph 10-10).** |  |  |  | |
| **6. The commander permits Sergeants through Sergeants Major to furnish a statement they have all initial issue military clothing and all items are serviceable, in lieu of DA Form 3078. AR 700-84, Para 1-4 I (4).** |  |  |  | |
| **7. Are the results of All inspections/inventories of military personal clothing recorded on DA Form 3078 and maintained for all members E4 and below? [AR 700-84, paragraph 1-4i (4)]** |  |  |  | |
|  |  |  |  | |
|  | | | | |
| **B. ABSENTEE CLOTHING AND INDIVIDUAL EQUIPMENT (AWOL/HOSPITAL PERSONNEL)** | | | | |
| **1. Has the inventory of OCIE property of AWOL personnel recorded on DA Form 3645/1 in 2 copies, By entering the words “Inventoried according to ? [DA PAM 710-2-1, paragraph 10-18c (2)]** |  |  |  | |
| **2. Has the abandoned property of AWOL unit members been inventoried without delay (only soldiers in troop billets)? (AR 700-84, paragraph 12-13a)(1)(2)** |  |  |  | |
| **3. Are files established for active and inactive absentee property inventories and supporting documents? [AR 700-84, paragraph 12-13a (2) (d)]** |  |  |  | |
| **4. Has the person conducting the inventory of personal military initial issue clothing (Officer/NCO) entered the words “Inventoried By” and signed in the remarks block of DA Form 3078? [AR 700-84, paragraph 12-13a (2) (b)]** |  |  |  | |
| **5. Have the witness and the commander or designated representative, verified and initialed the forms? [AR 700-84, paragraph 12-13a (2) (c)]** |  |  |  | |
| **6. Has the original inventory form DA Form 3078 been placed with the property and 3 copies placed in the units suspense file? [AR 700-84, paragraph 12-13a (2) (d)]** |  |  |  | |
| **7. Has the inventory of personal civilian clothing/property of each AWOL soldier recorded on plain white bond paper in 4 copies, identified with the soldier’s name, grade or rank and SSN? (DA PAM 600-8, Table 9-6, Procedure 9-3, Step 1c)** |  |  |  | |
| **8. If money is found in personal effects, is it turned in to the supporting Finance and Accounting Office (FAO) on DA Form 54 and copies of the voucher maintained with the inventory? (DA PAM 600-8, paragraph 9-6, Table 9-6, Procedure 9-3)** |  |  |  | |
| **9. For leave, pass or TDY soldiers residing in the billets, does the unit commander provide storage facilities for the soldier’s use during authorized absences? (AR 700-84, paragraph 12-16b)** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **C. Change of Command/ Property inventories & inspections** | | | | |
| **1. Has the unit established accountability of found on installation property? (AR 710-2, paragraph 2-13d(1) and Table B-1 D8)** |  |  |  | |
| **2. Does the unit have an established procedure to turn in unserviceable hand tools and equipment? (DA PAM 710-2-1, paragraphs 3-5 & 3-7)** |  |  |  | |
| **3. Are results of the last CSDP evaluation on file and have been reviewed to determine if past discrepancies have been resolved/ corrected. (AR 710-2 App B, Para B-8d(6)(7)(8))** |  |  |  | |
| **4. If discrepancies have not been corrected, have suspense dates been established stating the anticipated date when corrective action(s) will be taken. (AR 710-2 App B, Para B-8d(6)(7)(8))** |  |  |  | |
| **5. Are annual or cyclic PHRH inventories being conducted as directed by PBO?  (AR 710-2, Para 2-12d, Table 2-2b,Table B-1 I2, DA PAM 710-2-1, Para 9-6a).** |  |  |  | |
| **6. Does the unit commander or a designated representative (NCO, Warrant Officer, Commissioned Officer or DOD Civilian) conduct the monthly inventory of weapons by serial number and ammunition by lot and serial numbers? (AR 710-2, paragraph 2-12d (1) and DA PAM 710-2-1, paragraph 9-10b** |  |  |  | |
| **7. Is the latest SC or TM used while conducting end item inventories?  [DA PAM 710-2-1, paragraph 9-6b (7)]** |  |  |  | |
|  |  |  |  | |
|  | | | | |
| **IX. Key Control** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Has a primary/alternate key control custodian been appointed in writing?  (AR 190-51, Appendix D-2a)** |  |  |  | |
| **2. Is DA Form 5513 key control register used to account for all keys and is the form filled out properly?  (AR 190-51, Appendix D-3, AR 190-11, Para 3-8b).** |  |  |  | |
| **3. Is the key depository located where it is kept under around the clock surveillance, or in a room that can be locked during non-duty hours? (AR 190-51, Appendix D-4b)** |  |  |  | |
| **4. Are locks/keys inventoried by serial numbers semiannually, and is a copy of the inventory maintained until the next inventory? (AR 190-51, Appendix D-6b)** |  |  |  | |
| **5. Is a key/lock inventory list maintained, listing all keys/locks, by serial number, location, the number of keys for each lock; and is the list secured in the key depository?   (AR 190-51, Appendix D-6d)** |  |  |  | |
| **6. Are padlocks/keys without serial number given one by inscribing on the lock or key, as appropriate? (AR 190-51, Appendix D-6e)** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **X. Arms Room** | **YES** | **NO** | **NOTES** | |
| **Rating \_\_\_\_\_** |
| **1. Arms Room files are established and maintained IAW the Army Records Information Management System (ARIMS) (AR 25-400-2, Chapter 5,6)** |  |  |  | |
| **2. Is there a current, signed copy of the arms room SOP on hand? Is the arms room in compliance with this SOP? (AR 750-1, Para 3-7(b), AR 710-2 Table B-1 E2. AR 735-5 2-8 A&B** |  |  |  | |
| **3. Are applicable local regulations and State and local law information on the ownership, registration, and possession of weapons and ammunition posted on unit bulletin boards? (AR 190-11, Para 4-5a, Para 4-5c (h)** |  |  |  | |
| **4. Is there a non-attribution AA&E Amnesty Program? Is this amnesty program in an SOP and is it addressed in unit training? Is there an “Amnesty Day” at least once annually? Are amnesty turn-in points available and is there a policy concerning routine checking, reporting, handling, and turn-in of amnesty AA&E? AR 710-2 Para 2-48, DA PAM 710-2-1 Para 11-19.** |  |  |  | |
| **5. Does the SOP provide guidance to determine when EOD support is required and does this policy have the phone number for the local EOD? (AR 710-2, Para 2-48, DA PAM 710-2-1 Para 11-19** |  |  |  | |
| **6. Is the armor, assistant armor, and arms room officer assigned/designated by the unit commander in writing? (AR 190-11, Para 4-19a; AR 190-11, Para 2-11).** |  |  |  | |
| **7. High value items such as field glasses, compasses, watches, night vision devices, laser designators, TMDE, etc. to include anything else other then AA&E, are stored in the arms room, has the commander approved this storage in writing? (AR 190-11, Para 4-18b).** |  |  |  | |
| **8. Has the commander established a training program and refresher-briefing program for personnel who are responsible for the security and accountability of Arms, Ammunition, and Explosives (AA&E)? (AR 190-11, Para 2-10a, b & c.** |  |  |  | |
| **9. Is the portion of the Initial Distribution List (DA Form 12 series) pertaining to the arms room on hand? (DA Pam 25-33, Para 4-1, Para 5-1** |  |  |  | |
| **10. Are the appropriate/ applicable TMs, TBs, MWOs, and general publications or manufacturer’s manuals on hand in sufficient quantity to support the maintenance mission? If not, are they on order and their current status available? (DA Pam 750-3, Para 3-5(b)(c).** |  |  |  | |
| **11. Is the armorer’s tool kit complete and accounted for on a DA Form 2062, Hand Receipt-Annex Number? Does the armorer have an individual copy of the component hand receipt and the SC to conduct inventories? (AR 710-2, Para 2-10g;DA Pam 710-2-1, Para 6-1a, 6-2a,d, e & f).** |  |  |  | |
| **12. Are POW, privately owned ammunition, and authorized war trophies that are stored in the arms room inventoried in conjunction with, and at the frequency of, the inventory of government weapons? (AR 190-11, Para 4-5c(3)(b)** |  |  |  | |
| **13. Are POW’s withdrawn from the unit arms room only upon approval of the unit commander or a designated representative? (AR190-11, Para 4-5d(4).** |  |  |  | |
| **14. Is there a current and up-to-date Master Authorization List (MAL) available, showing DA Form 3749, Equipment Receipt information, to identify those individuals authorized to sign out weapons? (DA PAM 710-2-1, Para 5-6d(1).** |  |  |  | |
| **15. Has annual safety gauging been completed on all weapons as required? (Current record of DA form 5990-E 0r DA form 2407) IAW DA Pam 750-8, Para 3-14 a-d AR 750-1, 3-1(2) and applicable technical manuals** |  |  |  | |
| **16. Has the unit completed medical files check, Provost Marshall checks and personnel files checks for personnel with unaccompanied access to the arms room, utilizing DA Form 7281, with the original form being maintained in the arms room? Has each section checked the appropriate blocks? AR 190-11 Para 2-11 a,b, Para 4-19 a,b.** |  |  |  | |
| **17. Are local files checks less than 3 years old? AR 190-11 Para 2-11 e** |  |  |  | |
| **18. Are complete cleaning kits available for each type of weapon? IAW AR 750-1, Para 3-1& applicable technical manual** |  |  |  | |
| **19. Are weapons cleaned and PMCS conducted each month? (Latest copy of DA form 5988-E or DA form 2404)** |  |  |  | |
| **20. Are weapons bayonets (if applicable) being properly maintained? (Latest copy of DA form 5988-E or DA form 2404)** |  |  |  | |

APPENDIX D 2HBCT FLIP PROCEDURES

**2HBCT FLIP PROCEDURES**

. Minimum Requirements to Initiate FLIPL

. A minimum of three (3) DA 2823 Sworn Statement / Certificate / AKO E-mail from the following; Service Member involved, Commander, HR Holder, Supply Sergeant, Squad Leader, Platoon Sergeant/Leader as applicable.

. All exhibits will be labeled IAW AR 735-5 paragraph 13-9 (3e). All pages

. All FLIPLs and supporting documents will be turned in with the original and one copy, which will be retained by Brigade S-4

. FLIPLs not prepared within the proper time period must be accompanied by a letter of lateness.

. All items requiring an ECOD (Estimated Cost of Damage) will have that item listed in blocks 4 and 5, with a continuation sheet if necessary.

. Once all paperwork is complete, the packet will be taken to Brigade S-4 where it will be assigned an investigation number.

. Once an investigation number has been assigned, the FLIPL will then be taken to the appropriate supporting agency (PBO/ICPBO/DPW/CIF, etc.) to get a document number.

. DA 7531 checklist, DD200 and Table of Contents

Common Issues with Investigations

. FLO/IO fails to reference exhibits in findings, Units or BN’s fails to label exhibits gathered during their investigation, DA 7531 checklist is not used or updated, initiator fails to fully investigate, usually by failing to check past hand receipts and inventories. Units don’t check for statements, spelling, grammar, etc. Block 9 (Circumstances under which the property was lost, damaged, or destroyed) and Block 10 (Actions taken to correct circumstances) are written poorly, with numerous spelling and grammatical errors, etc. ) Block 15b improperly calculated. Block 15b is used to enter the “Actual Loss” for the items listed on the DD 200. The “Actual Loss” is determined by subtracting the authorized depreciation amount per CHAPTER B, AR 735-5 from the total cost of the item listed in block 8.

. Short FLIPL’s with or without liability requires an executive summary endorsed by the Battalion Commander which identifies the Loss, Responsibility, Culpability and Proximate Cause. See the Brigade S-4 for example formats for Short FLIPL’s with and without liability.

**AR 15-6 INVESTIGATION**

Use under the following conditions:

1. Massive losses resulting from fire, theft, or public disaster.

(2) The result of an accident (vehicle or otherwise) which causes the hospitalization of 5 or more people (military or civilian) for any period of time.

(3) When a death is a result of an accident (vehicle or otherwise) to a military or civilian.

(4) Whenever a weapon or explosive device is discharged causing damage to property (military or civilian), injury or death to a civilian or military or civilian personnel.

(5) When directed by higher headquarters.

B. See AR 15-6 for more information on conducting AR 15-6 Investigations

. Not considered a sensitive item with a SEC code of 1, 2, 3, 4, 5, 6, 8, N, P, Q, and R. (i.e., weapon, ammo, etc.).

. All AR 15-6 Investigations as a result of incorrect/incomplete serial numbers listed on the unit Property Book require a photograph of the item(s) listed on the DD 200.

# APPENDIX E FLIPL Coversheet (BDE)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  | | --- | | FLIPL TIMELINE | | | | | | | | | | | | | | | | | | | | | | | | | **FLIPL NUMBER** | | | | | | | | | | |
|  | | | | | | | | | | |
| **COMPANY / BATTALION** | | | | | | | | | | |
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| **BACKGROUND / FACTS / ANALYSIS / DISCUSSION *(IF NEEDED)*** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **RECOMMENDATION *(IF APPLICABLE)*** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TIMELINE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***ENTER APPROPRIATE DATE FOR ACTION TAKEN*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **REQUIRED ACTIONS** | | | | | **DATE** | | | | | | **DATE** | | **DATE** | | | | |  | **REQUIRED ACTION** | | | | | **DATE** | | | **DATE** | | | | | **DATE** | |
| **DATE OF LOSS** | | | | |  | | | | | |  | |  |  | | | |  | **DATE TURNED IN TO BN S4** | | | | |  | | |  | | | | |  | |
| **DATE OF INTITATION** | | | | |  | | | | | |  | |  |  | | | |  | **DATE SENT TO BDE S4 FOR REVIEW** | | | | |  | | |  | | | | |  | |
| **DATE ASSIGNED AN INQUIRY NUMBER** | | | | |  | | | | | |  | |  |  | | | |  | **DATE SENT TO APPOINTING AUTHORITY** | | | | |  | | |  | | | | |  | |
| **DATE ASSIGNED A DOCUMENT NUMBER** | | | | |  | | | | | |  | |  |  | | | |  | **DATE SIGNED BY APPOINTING AUTHORITY** | | | | |  | | |  | | | | |  | |
| **DATE ASSIGNED AN IO / FLO** | | | | |  | | | | | |  | |  |  | | | |  | **DATE SENT TO BDE S4** | | | | |  | | |  | | | | |  | |
| **DATE INVESTIGATION COMPLETE** | | | | |  | | | | | |  | |  |  | | | |  | **DATE SENT TO APPROVING AUTHORITY** | | | | |  | | |  | | | | |  | |
| **DATE SM NOTIFIED (CIRCLED ONE)** | | | | |  | | | | | | 7 15 30 | | | | | | |  | **DATE APPROVED** | | | | |  | | |  | | | | |  | |
| **DATE SENT TO LEGAL** | | | | |  | | | | | |  | |  | | | | |  | **DATE SM NOTIFIED (CIRCLED ONE)** | | | | |  | | |  | | | | | | |
| **DATE LEGAL REVIEW COMPLETE** | | | | |  | | | | | |  | |  | | | | |  |  | | | | |  | | |  | | | | |  | |
|  |  | |  |  | | | |  | |  | | | | |  |  |  | | |  |  | | | |  |  | |  |  |  | | |  | | |
|  |  | |  |  | | | |  | |  | | | | |  |  |  | | |  |  | | | |  |  | |  |  |  | | |  | | |
|  | **STAFF** | | | | | **INIT** | | | **DATE** | | | **REMARKS** | | | | | | | | | | | | | | | | | | | | | |
| **X** | **S4** | | | | |  | | |  | | |  | | | | | | | | | | CONCUR / RECOMMEND APPROVE: | | | | | | | | | Y / N | | |
| **X** | **BJA** | | | | |  | | |  | | |  | | | | | | | | | | CONCUR / RECOMMEND APPROVE: | | | | | | | | | Y / N | | |
| **X** | **XO** | | | | |  | | |  | | |  | | | | | | | | | | CONCUR / RECOMMEND APPROVE: | | | | | | | | | Y / N | | |
|  |  | |  |  | | | |  | |  | | | | |  |  |  | | |  |  | | | |  |  | |  |  |  | | |  | | |
| **BDE CDR ENDORSEMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** | | | | | | | **REMARKS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **APPROVED** | | **SEE ME** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DISAPPROVED** | | **OTHER** | | | | |
| **RETURNED FOR CORRECTIONS** | | | | | | |

**APPENDIX F FLIPL Coversheet (BN)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| INVESTIGATION NUMBER | | | |  | DAY |  |
| DOCUMENT NUMBER | | | |  | DAY |  |
| STEP 1  15 DAYS | | DATE COMPLETE | STATUS | | | | |
| UNIT | |  | DD FORM 200 Block 3 LOSS DISCOVERED | | | | |
| UNIT | |  | DD FORM 200 Block 1 INITIATED | | | | |
| UNIT | |  | DA FORM 7531 | | | | |
| UNIT CORRECTIONS |  |  | ALL DOCUMENTS (DA 2823a, Applicable DA 2062s or 3161s, printouts, photos, FEDLOG, LES,DD FORM 362, Table of Contents and exhibit #’s) | | | | |
|  |
|  |
|  |
|  |
| UNIT | |  | Letters of Lateness (if necessary) | | | | |
| BN S-4 | |  | Submit BN S-4 | | | | |
| BN S-4 | |  | BN S-4 OIC or NCOIC review and correction to DD 200 | | | | |
| BN S-4 | |  | BN XO review | | | | |
| BN S-4 | |  | BN CDR DD 200 blocks 13. C ONLY! | | | | |
| If, mark NO (initials and date) will be short FLIPL | | | | |
| If, mark YES (initials and date) will be appointment order IO | | | | |
| STEP 2 (10 DAYS) | |  | IO APPOINTMENT ORDERS (Figure 13-12) | | | | |
| IO | |  | IO RECOMMENDATION MEMO (15-6, DA FORM 1574) (Para 13-32) with enter the information in block 15(figure 13-8) | | | | |
| IO | |  | IO Explain to the individual recommended for charge of financial (Para 13-34) | | | | |
| IO | |  | IO NOTIFICATION MEMO and Individual notification (Figure 13-14) | | | | |
| IO | |  | INDIVIDUAL to complete blocks 16a through 16h(Para 13-23.d & Figure 13-8) | | | | |
| IO | |  | IO received individual rebuttal statement(7day) Mail(14 day) Para 13-35 | | | | |
| IO | |  | MEMO WHEN NO RESPONSE FROM SM (if necessary) | | | | |
| BN S-4 | |  | BN CDR review and sign ( DD 200 blocks 13a, 13b,13g & 13h)para13-37 | | | | |
| BN S-4 | |  | Require additional memo | | | | |
| STEP 3  (7 DAYS) | |  | Submit BDE S-4 review and correction to DD 200 | | | | |
| BDE S-4 | |  | JAG REVIEW | | | | |
| BDE S-4 | |  | LEGAL RECOMMENDATIONS MEMO | | | | |
| BDE S-4 | |  | New legal review(if necessary, recived rebuttal statement) | | | | |
| BDE S-4 | |  | BDE CDR REVIEW and sign block 14 | | | | |
| STEP 5 (1 DAY) | |  | TURN IN FAO IO APPOINTED AND DOCUMENTS (15-6, DA FORM 1574) | | | | |
| Total Processing (40 Days: 15 + 10 + 7 = 32 days and 7 days SM Rebuttal total 39 days. 1 day turn in to Finance Office =40 days | | | | | | | |

FLIPL 2-1 STB

**APPENDIX G FINANCIAL LIABILITY OFFICER GUIDE**

**FINANCIAL LIABILITY OFFICER GUIDE**

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**A GUIDE FOR THE FINANCIAL LIABILITY OFFICER**

1. **Purpose.** This Guide is intended to assist you in conducting a timely, thorough, and legally sufficient investigation of property loss. It is based on the 28 February 2005 edition of Army Regulation (AR) 735-5, Property Accountability: Policies and Procedures for Property Accountability (AR 735-5). Use AR 735-5 as your principal reference. When using this guide, check for any changes to the regulation. The Administrative Law Division, Office of the Staff Judge Advocate, is available to brief you prior to and during your investigation. We encourage you to seek legal advice at all stages of your investigation.

2. **What is your mission?** You investigate the loss, damage, or destruction (LDD) of government property. Your objective is both to determine the cause of the loss, damage, or destruction and assess responsibility. Once you collect the facts, you draw conclusions which are known as findings. Based upon these findings, you make recommendations. Your chain of command will act on your recommendations.

3. **How do you start your investigation?**

a. You usually will be appointed by the Appointing Authority and you will be provided a copy of DD Form 200, “Financial Liability Investigation of Property Loss.” The front half of the form will already be completed. This form will have the basic information on what property was lost, damaged or destroyed. Read the form and any attached exhibits, and promptly start your investigation. In conducting the investigation, strive to answer four basic questions:

(1) What was lost, damaged, or destroyed?

(2) When and where was it lost, damaged, or destroyed?

(3) Why was it lost, damaged, or destroyed?

(4) Who was responsible for the loss, damage, or destruction?

b. In attempting to answer these questions, you must collect evidence. Begin by interviewing those individuals who logically are connected to the lost, damaged or destroyed property. These may be the individuals who are identified in Block 9, DD Form 200. If the circumstances surrounding the loss, damage, or destruction are vague, begin your investigation with the property’s hand receipt holder. It may be necessary to interview subhand receipt holders and other individuals who used the property. These interviews often will reveal additional individuals who must be interviewed to answer the “what,” “when,” “where,” “why,” and “who,” of the loss, damage or destruction.

c. Record the substance of these interviews on DA Form 2823, “Sworn Statement.” As survey officer, you are authorized to administer oaths. When DA Form 2823 is not available, use plain bond or ruled paper. Type or legibly print the word “CERTIFICATE” across the top of the plain bond or ruled paper. Be sure to include the following language at the end of the statement:

**“I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read or have had read to me this statement which begins on page 1 and ends on page \_\_\_\_\_. I fully understand the contents of the entire statement made by me. The statement is true. I have initiated all corrections and have initialed the bottom of each page containing the statement. I have made this statement freely without hope of benefit or reward, without threat of punishment, and without coercion, unlawful influence, or unlawful inducement.”**

Either form of statement must be dated and signed by the individual making the statement. Finally, the statement should be lettered alphabetically as an exhibit, followed by the date; the amount; and organization… all as is listed on the face of the financial liability investigation of property loss. Example:

**Exhibit A, IOPL 05-96, 23 August 2005, $375.00, Co. J, 203rd FSB**

For further guidance on preparing either DA Form 2823 or a “Certificate,” *see* AR 735-5, paragraph 13-31*g*.

4. **Determining “what” was lost, damaged, or destroyed.**

a. Your first mission is to determine ***what*** was lost, damaged, or destroyed. This usually will be straightforward. Examine the front side of DD Form 200; the affected property will be listed in blocks 4 through 7, as well as on the continuation sheet, if any. The specific LDD characterization will be marked in the appropriate box in block 9. ***You must prove loss***; one way to prove loss is by obtaining a copy of the hand receipt showing the property now unaccounted for was issued. To prove property damage or destruction, examine the property; obtain police reports, and obtain estimated or actual costs for the damage or destruction. Using this method, you answer the “what” question and are able to support your answer with exhibits.

b. If the investigation involves damaged property, examine the property immediately. You then must release the property for repair or turn-in. If an expert opinion would be helpful in determining the cause of the damage, ensure that technical inspectors examine the property and give an opinion on the probable cause of the damage.

c. You must always attempt to locate lost property. The nature of the search will depend on the type of property lost and the “why” and “where” of its loss. For example, if night vision goggles were lost on a field training exercise (FTX), check with other units that were on the FTX and see if they have them. If property such as desks were lost, you may be required to conduct a thorough inventory of desks in the unit. On the other hand, if you are certain that the desks fell off the back of a truck at the National Training Center (NTC), you can do little to locate the property. (However, you must determine whether a search was conducted at the NTC).

5. **What to do if property is recovered during the investigation.**

During the course of the investigation, you may locate the property that had been reported missing. AR 735-5, paragraph 14-14, provides detailed guidance on the steps you must follow to re-establish accountability. These steps are summarized as follows:

a. If property is recovered prior to a document or voucher number being assigned and all property listed on the report is recovered, the initiator will destroy the document.

b. If some—but not all—of the property is recovered prior to the document or voucher number being assigned, you still must conduct an investigation with respect to the remaining property. The initiator will line through the recovered property identified in blocks 4 through 8, and initial entries on all copies. The initiator will adjust the grand total in block 8, total cost.

c. When property is recovered after a document or voucher number has been assigned to the investigation, the initiator, the financial liability officer, appointing authority, or the approving authority, as appropriate, will direct the accountable officer in writing to re-establish accountability for the recovered property.

6. **Determining “when” and “where” the property was lost, damaged, or destroyed.**

a. When and where the loss occurred is often clear. You need only confirm the accuracy of the information in Block 9 of DD Form 200. In other cases—such as when an inventory determined property to be missing—determining “when” and “where” the loss occurred may be difficult, or even impossible. In such cases, you only may be able to determine “why” the loss occurred and “who” was responsible. For example, you may conclude that because the property was left unsecured, it was lost through theft at an indeterminate time or that it was issued at an indeterminate time without a hand receipt, and that this caused a loss of accountability.

b. If you cannot determine accurately “when” and “where” the loss occurred, attempt to determine when the property was accounted for last. Resolving when the property was last accounted for will assist you in determining the “who” and "why" questions of the loss. If you are unable to pinpoint “when” and “where” the loss occurred, you still may be able to make a legally sufficient recommendation for financial liability. You need only conclude that the property was lost because of negligence (why) on the part of a specific individual (who).

c. If you cannot determine to whom the property was issued, the individual who last was responsible for it may be liable. The basis for a recommendation of liability would be a negligent loss of accountability. For example, A issued the property to an unknown individual, and the property is now missing. A is liable if he or she negligently failed to maintain accountability for the property. On the other hand, if the investigation clearly reveals A issued the missing property to B, then A should not be held liable, even though a subhand receipt was not obtained, because accountability for the property was not lost when it was issued to B. The property clearly was issued to B, so A’s negligence in issuing the property without a hand receipt did not cause the loss. (See the discussion below on proximate cause.) Therefore, your investigation should focus on B’s conduct.

7. **Determining “why” the loss or damage occurred.**

a. Determining the reason for the loss is the critical purpose of a financial liability investigation of property loss. In some cases, the determination may be straightforward. For example, block 9, DD Form 200 may indicate, “I, CPT Smith, make the following statement: My vehicle was damaged when PVT Jones intentionally struck it with a hammer.” To answer the “why” question, all you need to do is verify these facts; support them with exhibits, and discuss the loss or damage in the narrative portion of the investigation of property loss.

b. In other cases, explaining the “why” of the loss or damage may be more difficult. For example, block 9, DD Form 200, may indicate, “I, CPT Smith, make the following statement: The incoming commander and I conducted a thorough search of the area and the above listed shortages could not be located.” How do you attempt to answer the “why” question in a case like this? The following guidance will assist you in answering this question:

(1) ***Start with what you know***. Property described in blocks 4 through 7, DD Form 200, is currently considered missing. Although the “what” question has been answered partially, you still must verify that the property really is missing.

(2) ***Determine who was responsible for the property***. This involves learning to whom the property was issued. To answer this, you must obtain a copy of the basic hand receipt. The copy should be preserved as an exhibit.

(3) ***Determine what happened to the property***. For example, examine the following:

(a) Where was it stored?   
*If it was not secured properly, the “why” of the loss may have been theft.*

(b) Was it issued without a hand receipt?   
*If so, the “why” of the loss may have been loss of accountability.*

(4) If it was subhand receipted or given to an identified individual, you must attempt to resolve the questions discussed directly above in b(3)(a) and b(3)(b) as they pertain to that individual. Your goal is to determine who was the last person identified as responsible for the property, and then determine “why” the property is missing.

8. **Determining “who” was responsible for the loss, damage or destruction (LDD).** Identifying the individuals who were responsible for the property is the first step to establishing financial responsibility. AR 735-5, para. 13-29*a* lists the five types of responsibility. If you are able to determine all the other four “W” questions about the circumstances of the loss or damage, you usually will be able to answer the “who” question. Answering the “who” question is a conclusion based upon your investigation and assessment of the collected evidence of the circumstances leading to the loss, damage, or destruction. If you are unable to pinpoint the circumstances which lead to loss, damage or destruction, you may not be able to resolve who should be held financially liable for the loss, damage or destruction.

9. **Legal Standards**. You may hold an individual financially liable for lost, damaged or destroyed Government property only if:

i. He or she was “negligent” or committed “willful” misconduct;” and

ii. This negligence or willful misconduct was the “proximate cause” of the loss or damage.

The terms “negligence,” “willful misconduct” and “proximate cause” have fairly complex legal meanings, but can be summarized as follows:

a. **Willful Misconduct.** Willful misconduct involves an intentional act specifically aimed at damaging or losing the property. This term means that an individual intended to or purposely damaged or lost the property. For example, if Mr. Smith became angry and took a baseball bat to the office copier, he would have committed an act of willful misconduct. He intended to destroy the copier.

b. **Negligence**. Two types of negligence—“simple” or “gross”—may lead to the imposition of financial liability for lost, damaged or destroyed (LDD) Government property:

(1) **Simple Negligence.** AR 735-5 defines simple negligence as the absence of due care—by an act or omission of a person—lacking the degree of care for the property a *reasonably prudent person* would have taken under similar circumstances, to avoid loss, damage, or destruction to the property.

In other words, simple negligence is an unreasonable act—or an unreasonable failure to act—resulting in LDD. To be unreasonable, the evidence must show a typical person of similar experience and relationship to the property would have acted differently as a matter of common sense. AR 735-5, *para*. 13-29*b*(4), cites the factors to consider in assessing the reasonableness of a person’s conduct.

(2) **Gross Negligence.** While negligence essentially is failing to use common sense, gross negligence is failing to use any sense at all. If Corporal Franklin, for instance, started boiling grease to make french fries, forgot about it, and the kitchen caught on fire, he would have committed an act of simple negligence. Someone else making french fries, using common sense, would have known not to leave the grease unattended. On the other hand, if Corporal Franklin dug a barbecue pit in his living room, filled it with charcoal, doused it with five gallons of gasoline and lit it thereby vaporizing his living room, he would have committed an act of gross negligence. Any adult, using any degree of sense at all, would have known better.

When government quarters have been damaged, you must determine whether gross negligence was involved because the limits on liability are different. *See* the discussion of limits on liability, below. Also, regarding family housing and other government quarters, AR 735-5, paragraph 13-32*c*(4), provides that, under certain circumstances, occupants are responsible for the gross negligence or willful misconduct of members of their household, guests, and pets therein.

c. **Proximate Cause.** If you can show that another individual of similar experience and relationship to the property would have acted differently as a matter of common sense, then you have established negligence. To hold someone liable, however, you also must establish that the person’s acts or omissions in a natural and continuous sequence, unbroken by a new cause, produced the loss, damage or destruction. This causation is referred to as “proximate cause” in AR 735-5, and may best be explained by the following examples.

**Example 1** Mr. Smith leaves his laptop computer unattended in plain view in his vehicle in downtown Oakland. The laptop is stolen. Mr. Smith's negligence caused the loss. By placing the laptop in a location where theft could reasonably be anticipated, he created the conditions that allowed the loss by theft to occur. In other words, Mr. Smith's negligence “proximately caused” the resulting loss.

**Example 2** Mr. Jones is driving a government vehicle at seventy miles per hour in an area marked thirty miles per hour. He fails to negotiate a sharp turn at the bottom of the road and crashes into an embankment destroying the vehicle. If the investigation officer concludes that Mr. Jones was negligent by driving too fast for the conditions, Mr. Jones’ negligence caused the accident. By driving too fast, Mr. Jones’ negligence “proximately caused” the loss.

**Example 3** Corporal Crash is driving while intoxicated. A limb on an old pine tree hanging over the road breaks, falls, and shatters his windshield while he is driving. Here, even though Corporal Crash was negligent by driving while intoxicated, his negligence was not the “proximate cause” of the accident. The damage caused by the falling tree limb was independent of his level of intoxication. In other words, the damage would have occurred even if Corporal Crash had been sober.

**Example 4** Mr. Brown negligently issued property without obtaining hand receipts. The property cannot be located, nor can you determine to whom the property was issued. The property cannot be located because no accountability documents exist indicating to whom the property was issued. By failing to properly obtain hand receipts for the now missing property, and because you cannot determine to whom he issued the property, Mr. Brown’s negligence “proximately caused” the loss.

d. **Presumed Negligence**. In some cases, you may not be able to determine the actual cause of the loss. Nonetheless, you may still be able to conclude that a certain individual is responsible when you find that an individual had ***exclusive access and control*** over property and you can rule out all other causes for the loss or damage. This can best be illustrated by these examples.

**Example 1** Supply Sergeant Green has exclusive control over the supply room and the property inside; he has the only key. All linen was accounted for when he signed for the supply room. Three months later, an inventory determines that thirty percent of the linen is missing. No signs of theft can be found. Because Sergeant Green had ***exclusive control*** of the supply room and other causes of loss have been ruled out, Sergeant Green may be presumed to have caused the loss.

**Example 2** Private Johnson goes absent without leave. His locker is immediately secured and its contents are inventoried. Most of its contents, including his field equipment, are missing. Because Private Johnson had ***exclusive control*** over his locker, and it was immediately secured and inventoried, he may be presumed to have been the cause of its loss. If the locker was neither secured nor its contents inventoried for some time after Private Johnson went AWOL then the presumption may not apply. You must be able to rule out theft.

10. **Findings and Recommendations**. Common military practice condones substituting text in block 15a with a continuation sheet or an informal memorandum. Drafting your findings and recommendations in this format makes saving and amending your findings and recommendations easier, without altering the DD Form 200 itself. As a practical matter, either write “Please refer to the continuation sheet for the findings narrative.” or “See attached memorandum for the findings narrative.” (or similar wording to that effect), in block 15a and place all continuation sheets and memoranda behind the last page of the DD Form 200, in numerical order.

a. **Findings.** Once you have completed the investigation and believe you are prepared to answer the who, what, when, where, and why questions, begin to draft your findings. AR 735-5, para. 13-32*a*, requires you to state the facts—as supported by the evidence obtained through the investigation—in your own words. Your findings must be as complete as possible so any reviewer can easily see the basis for assessment or relief from liability without returning the IOPL for more information.

(1) When writing your findings for block 15a, start with a conclusion. Draw your conclusions from the evidence, not unsupported speculations or suspicions. Verify or disprove any statements made in block 9 and any other statements in the investigation. While you must avoid using stereotyped phrases such as “loss or damaged in manner stated,” the following language presents a framework within which to start drafting your findings:

**I have examined all the available evidence shown in block 9, and exhibits “A” thru “\_\_” as indicated below. I have personally investigated the same and it is in my belief that the articles listed hereon and on any continuation sheets, total cost $\_\_\_\_, was/were…**

*—select one of the three sentence options below—*

**(a) (lost, damaged, or destroyed) through the simple/gross negligence of \_\_\_\_\_\_\_\_\_\_; *or***

**(b) (lost, damaged, or destroyed) by the willful misconduct of \_\_\_\_\_\_\_\_\_\_\_; *or***

**(c) (lost, damaged, or destroyed) as the result of an (unavoidable accident, an unpreventable theft, undeterminable circumstances, etc.).**

For further guidance on preparing your written findings, *see* AR 735-5, Figure 13-8. If you still have questions once you have completed a draft of your written findings, contact your supporting administrative law attorney for assistance.

(2) By stating a conclusion, you have answered the what question; you have told the reviewer that the property listed in block 5 was lost, damaged, or destroyed. The next step is for you to “state in your own words, how the loss, damage, or destruction occurred.” To this end, explain the when, where, why, and who of the loss by writing:

(a) when and where it was lost, damaged, or destroyed;

(b) why it was lost, damaged, or destroyed, and

(c) who was responsible for the loss, damage, or destruction.

(3) When drafting your findings, support all asserted facts by citing specific exhibits. The exhibits contain all the evidence you collected during the course of the investigation of property loss. This evidence is the only legitimate basis for your findings. In writing findings, your goal is to explain, in narrative format, the cause of loss, damage or destruction. The evidence must support findings, and findings must support the conclusion, as illustrated below:

***Conclusion***

***Recommendation***

***Findings of Fact***

***Evidence, as gathered and***

***contained within the exhibits***

If you relied on ***self-serving*** statements from the individual who was responsible for the property, you must explain what other evidence confirms the self-serving statement. If the investigation contains ***contradictory*** evidence you must explain how you resolved the contradiction. For further guidance, *see* AR 735-5, paragraphs 13-32*a*(1) and *a*(2).

(4) A reviewer, upon reading the findings, should clearly understand certain property was lost, damaged, or destroyed in a certain way, and at a certain place and time. If you cannot answer any of the what, when, why, and who, questions, explain that in your findings. The following example addresses the loss of a night vision sight mounted tripod:

SSG Pendergast, the unit supply sergeant, permitted SFC Ansley to take the item for use on a weekend camping trip with the Boy Scouts in September 200X [Exhibit B]. The troop leader corroborates this fact [Exhibit C]. At the conclusion of the camping trip, the items were never returned [Exhibit B]. SFC Ansley retired from the Army on 30 November 200X [Exhibit D]. Attempts to contact SFC Ansley regarding this item have proven unsuccessful [Exhibit E].

SSG Pendergast had custodial responsibility for the missing item per AR 735-5, paragraph 2-8a(4). This obligated SSG Pendergast with ensuring these items were cared for, and that proper custody and safekeeping were provided. SSG Pendergast was negligent in allowing this item to be taken from the supply room without a properly prepared hand receipt signed by SFC Ansley. SSG Pendergast’s actions further violated AR 735-5, paragraphs 2-1*e* and *f*, which state Government property will not be loaned or used for private purposes. The amount of the loss was depreciated by 5 percent for each year of service (15 percent) IAW AR 735-5, paragraph B-2b [Exhibit F].

Recommendation: That SSG Pendergast, 000-00-0000 and SFC (Retired) Ansley, 000-00-0000, be held financially liable in the amounts of $2,000.00 and $1,596.35, respectively [Exhibit F].

(5) You must set out in blocks 15b and 15d the value as derived from the current Army Master Data File (AMDF) contained on FED LOG, or other alternative equivalent value of the property and its value after deduction of any allowable depreciation. *See* section 11.d, below. If uneconomically repairable property is involved, state the property’s final disposition, or your recommended disposition in your findings in accordance with AR 735-5, paragraph 13-32*c*(3).

b. **Recommendations.** As set out in the example above, immediately after making findings, recommend whether assessment of financial liability is appropriate. Start this section with the word “recommendations.” Indicate whether the investigation lists property for which a claim may be processed under AR 27-20. For further guidance, *see* AR 735-5, paragraph 13-32*c*.

(1) **Relief from responsibility and accountability.** If you are unable to determine the cause of, or responsibility for, the loss, damage, or destruction, recommend all parties be relieved of accountability and responsibility. Make a similar recommendation if you determine that neither negligence nor willful misconduct was involved.

(2) **Financial Liability.** If you conclude that an individual's negligence or willful misconduct caused the loss, damage or destruction, you must make an assessment of financial liability. Start a recommendation for financial liability by giving the individual’s full name, social security number, monthly base pay (for DOD civilians, 1/12 of annual pay) at the time of the loss, and the date that the individual is expected to terminate service or employment. You must clearly state the amount of liability. (See discussion below on amount of liability.)

11. **How much liability?**

a. **General Rule.** An individual’s liability usually will be limited to the lesser of: (1) one month’s base pay for Soldiers (or 1/12 of annual pay for civilians) at the time of the loss or (2) the actual loss to the government. When two or more investigations have been initiated for the same incident, AR 735-5, paragraph 13-41*b*(3), specifies that liability is still limited to one month’s base pay. When two or more investigations arise out of the same incident, the investigations must be cross-referenced to each other, pursuant to AR 735-5, paragraph 13-4*a*.

b. **Exceptions.** AR 735-5, paragraph 13-41*a* recognizes that in certain circumstances it is appropriate to assess the full amount of loss to the Government without reference to monthly pay. Soldiers who lose personal arms or equipment are liable for the full amount of the loss, damage or destruction. Persons who lose, damage or destroy government quarters or their contents through *gross negligence* or *willful misconduct* are liable for the full amount of the loss, damage or destruction. At times an individual owes a higher fiduciary duty, as with accountable officers and persons losing public funds. At times an investigation may form the basis for an affirmative claim against a third-party tortfeasor. Other circumstances involve larger entities able to absorb the full amount of any loss to the Government, such as states, contractors and NAFIs.

c. **Actual Loss to the Government—Repairable Property.** The value of repairable property loss is the repair cost required to return the damaged property to the condition it was in at the time of the damage, or the value of the item at the time of the damage, whichever is less.

AR 735-5, Appendix B, paragraph B-1. With respect to repair costs:

(1) The cost of repair consists of the sum of the costs of material, labor, overhead, and transportation, minus any salvage or scrap value of replaced component parts.

(2) If repair makes the item more valuable than it was before the damage, reduce the amount of the repairs by the amount of the increase in value.

(3) When the actual cost of damage cannot be obtained in a reasonable period of time, an estimated cost of damage (ECOD) may be used. You must state the reasons for using an ECOD and the basis on which the estimate was made. Further, ***the damaged property must go through the repair process to determine the actual cost of repairs***. When the actual cost of damage is less than the estimate, the investigation must be reopened through use of an adjustment document, and the respondent must be reimbursed. AR 735-5, Appendix B, paragraph B-1*b*.

d. **Actual Loss to the Government—Lost, Destroyed or Irreparably Damaged Property.** For lost, destroyed or irreparably damaged property, you must determine the actual value of the property at the time of its loss or destruction. The loss to the Government is this actual value, minus any salvage or scrap value.

(1) **Fair Market Value.**  The preferred method of fixing the value of property at the time of loss or damage is by a qualified technician’s appraisal in accordance with AR 735-5, Appendix B, paragraph B-2*a*.

(2) **Depreciation Method.** When an appraisal is not feasible and the property is in less than new condition, the you must compute the depreciated value, by subtracting depreciation from the standard price of a new item. **Depreciation is not deducted on loss or irreparable damage to *new property***. If the property is new, use the price of a new item, as computed in blocks 7 and/or 8, and go to the discussion in section 11.e., below.

AR 735-5, Appendix B, paragraph B-2*b* lists standard depreciations for several different types of property:

(a) Organizational Clothing and Individual Equipment(OCIE) and nonpower handtools: ten percent (10%) for each such item;

(b) Non-OCIE items made of relatively perishable material (leather, canvas, plastic or rubber): twenty-five percent (25%) for each such item;

(c) Electronic equipment and office furniture: five percent (5%) per year of service, up to a maximum of fifty percent (50%);

(d) Tactical and general purpose vehicles: five percent (5%) per year of service, not to exceed ninety percent (90%) total depreciation;

(e) Family quarters and furnishings: *see* AR 210-50, paragraph 9-12*k*(1);

(f) Small arms are not depreciated;

(g) Items not specifically listed, use five percent per year of service, up to a maximum of seventy five percent.

(h) If the time in service cannot be determined, depreciate a standard twenty-five percent (25%).

The rates of depreciation above are based on normal use. If the investigation shows more or less than average use, you are authorized to increase or decrease the rate of depreciation pursuant to AR 735-5, Appendix B, para. B-2*b*(6). AR 27-20 may be used as a guide to determine a fair rate of depreciation.

(3) **Standard Rebuild Cost.** If using an appraisal or the depreciation method is either not possible or not equitable, use the standard rebuild cost to determine loss to the government. Use this method only if the property has been used long enough to warrant overhaul—but has not recently been overhauled—and a standard rebuild cost has been published. When using this method, subtract the standard rebuild cost *plus* salvage value, from the current Army Master Data File price. The property ***must have*** a salvageable residue. AR 735-5, Appendix B, para. B-2*c*.

(4) **Computing Salvage Value.** When property has been damaged irreparably, a technician will compute salvage credit by adding the value of the scrap recovered, plus the depreciated value of serviceable repair parts or other end items. *See* AR 735-5, paragraph B-3.

e. **Joint Liability.** When you conclude more than one individual is responsible for loss, damage or destruction, make a recommendation for joint liability in accordance with AR 735-5, paragraph 13-31*c*(5)(*d*), which refers to table 12-4. Compute charges in the following manner:

(1) When the actual loss *exceeds* the combined monthly basic pay for all individuals combined, charge the full amount of the monthly basic pay of each soldier, or the full amount of 1/12 of the annual pay of each civilian employee.

(2) When the actual loss is *less than* the combined monthly basic pay of all individuals, compute the charges in proportion to the Soldiers’ basic pay, or in proportion to 1/12 of the civilians’ annual pay. The method of computing collective and individual financial liability when more than one person is charged is best expressed by the following equation:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(** | **Person’s monthly basic pay**  **Combined monthly pay of all persons held liable** | **)** | x | **Actual loss to the Government** | = | **Person’s Financial Charge** |

**Example** Two Soldiers are held jointly liable for an actual loss of $1000.

The basic pay of Soldier A is $500 and the basic pay of Soldier B is $1000.

Each Soldier will pay a proportional share. First, combine the Soldier’s basic pay ($500 plus $1000). The combined basic pay figure is $1500.

Then, divide each Soldier’s basic pay by the combined basic pay figure and multiply this percentage by the actual loss amount to arrive at each soldier's financial charge.

Soldier A would owe $333.33 ($500 divided by $1500, multiplied by $1000). Soldier B would owe $666.67 ($1000 divided by $1500, multiplied by $1000).

12. **Completing Blocks 15b through 15k.** Record the amount of actual loss which takes into account depreciation in block 15b. Do not use the values from blocks 7 and/or 8 unless the item was new, or small arms. Enter the respondent’s monthly basic pay in block 15c. Record the total amount of recommended financial liability in block 15d, after taking into consideration any applicable liability limits, discussed above. *See* AR 735-5, figure 13-8.

When more than one individual is being recommended for charges of financial liability, use a continuation sheet that contains the elements of information that are unique to each individual, for each individual being recommended for charges of financial liability. Whenever a continuation sheet is used, enter “*see continuation sheet*” in blocks 15c and 15d. Complete blocks 15e through 15k pursuant to the instructions at AR 735-5, figure 13-8.

13. **Notifying the Respondent(s).** Once you make an assessment of financial liability against an individual, you must give the individual a chance to examine the investigation of property loss after the findings and recommendations have been recorded on the DD Form 200, and the opportunity to make a rebuttal statement. As a financial liability officer, you must notify all respondents by memorandum; a sample memorandum can be found in AR 735-5, Figure 13-14. The notification memorandum as sent to the respondent(s) must be included as an exhibit to the investigation.

When assessing financial liability against one person, the respondent should check an option in block 16a, and sign block 16g. Completing these blocks is not an admission of liability. If the respondent refuses to complete these blocks, enter the statement “Respondent refused to sign” in block 16g, and place the date refusal was made in block 16h. *See* AR 735-5, paragraph 13-23*b*(3)(*e*). When more than one individual is being recommended for charges of financial liability, however, have each respondent sign a continuation sheet as shown in AR 735-5, figure 13-15. ***For further guidance, see AR 735-5, paragraphs 13-34a & b, and paragraphs 13-35a, b & c.***

a. **If the individual still is stationed locally**, direct the respondent to complete blocks 16a through 16h of DD Form 200. If the individual desires to submit matters in rebuttal, allow that person the opportunity to seek legal assistance. You may speed the process by making the legal assistance appointment for the Soldier. If the individual fails to submit a statement within the allotted seven-days, explain the omission when redrafting your findings and then forward the investigation. *Rebuttals received after the allotted time are not barred from consideration.*

b. **If the individual no longer is stationed locally**, send the person a copy of the investigation and notification memorandum by certified mail, return receipt requested. Include the following as exhibits to the investigation: a copy of the memorandum; a properly postmarked certified mail receipt, and the green return card. AR 735-5, para. 13-35*b*(4).

Individuals located in CONUS will be given 15 days from the date of mailing to respond. Individuals located OCONUS will be given 30 days to respond. *Rebuttals received after the allotted time are not barred from consideration.* You must consider the rebuttal and any new evidence or allegations of error presented by specifically addressing any outstanding issues in your written findings and incorporating the new information into your recommendation. If the individual does not respond, explain the omission when redrafting your findings and then forward the investigation.

c. **When a soldier is absent without leave (AWOL).** When active duty personnel are in an AWOL status whose organizational and individual equipment (OCIE) is not available for turn-in follow the procedures in AR 735-5, paragraph 14-27*b.*

14. **Completing the Investigation.** After accomplishing the above, ensure the investigation is administratively complete. To ensure completeness, go over the investigation using the instructions in AR 735-5, Figure13-4 and Figure 13-8, and DA Form 7531 (the IOPL checklist and tracking document specific to each investigation). If you have any further questions, contact the Administrative Law Division at 526-0055.

**APPENDIX H Appointment as an Investigating Officer FLIPL XXX-XXX-XXX**

# AFZN-BBS 3 MAY 2013

MEMORANDUM FOR CPT XXX, YYY., HHC BRIGADE, 2-1 BSTB, 2ABCT, 1ID, FORT RILEY, KS 66442

SUBJECT: Appointment as an Investigating Officer FLIPL XXX-XXX-XXX

1. You are hereby appointed an investigating officer pursuant to AR 735-5, paragraph 13-24, to conduct an investigation of property loss to determine whether someone’s negligence or willful misconduct was the proximate cause of the loss. If an individual was negligent and that negligence was the cause of the loss, it is appropriate to recommend assessment of financial liability against that individual. Below is the information concerning the lost property:

a. Loss to the Government: $7223.70

b. Nomenclature: Wrench, Impact Hydraulic

c. NSN: 5130-01-300-6052

2. Prior to beginning the investigation, you will meet with the Brigade Judge Advocate (BJA) for legal guidance. Upon completion of the investigations, you will return to the BJA for legal review. As the investigating officer, your investigation should include the following at a minimum:

1. Determine whether the Charlie Company’s Standard Operating Procedures (SOPs) contributed to the loss of equipment.
2. Determine who in the Soldier’s Chain of Command can verify what was lost and how it was lost.
3. Address whether there were other contributing factors to the loss of equipment.
4. Any other evidence that you deem relevant.

3. Whenever it is necessary to advise a witness or respondent of their rights under the Uniform Code of Military Justice, Article 31b, you should consult with the servicing Office of the Staff Judge Advocate prior to questioning that individual.

4. Submit you findings and recommendations of DD form 200; block 15, to this office by 10 May, 2013. In the event you are unable to meet the above suspense date, prepare a written statement explaining the reason for the delay and attached it to the investigation of property loss as an exhibit.

5. Point of contact for this memorandum is the Battalion S1 OIC, CPT XXX at 785-240-6966 and S1 NCOIC, SFC XXX at 785-240-6970.

JAMES L. TENPENNY

LTC, AV

Commanding

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# APPENDIX J CIF VERIFICATION FOR FLIPL

AFZN-BB-RD 14 February 2012

MEMORANDUM FOR RECORD

SUBJECT: Verification and request for CIF records

1. This memorandum verifies that the financial liability investigation of property loss is for PVT XXXXXX (XXX-XX-XXXX).

2. The point of contact for this action is SSG XXXX at DSN 240-4521.

XXXX AAAA

CPT, AR

Commanding

# APPENDIX K 15-6 EXECUTIVE SUMMARY (FLIPL)

AFZN-BBD 10 January 2013

MEMORANDUM FOR Commander, 2HBCT , 1ID, Fort Riley, KS 66442

SUBJECT: Executive Summary for Financial Liability Investigation of Property Loss (FLIPL) AAMHFF-13-2BCT-024

1. BACKGROUND: On 24 September 2012, the first day of PLT STX for C Co 1-63AR, 2LT AAAAA AA A. took his vehicle to bore sight the miles gear that was on it. He placed his M4 Rifle on the front of the vehicle to mount it. The vehicle was moved to bore sight the equipment on it but 2LT AAAA failed to secure his weapon that he had placed on the front of the vehicle. After the bore sight was completed, the vehicle was moved back to the company assembly area. 2LT AAAA proceeded to conduct sensitive items checks and he noticed that his rifle was missing. A search was conducted and after the weapon could not be found 2LT AAAA notified CPT ZZZZ his company commander around 1730. Upon notification, the commander ordered all operations to stop and a company search was conducted to locate the weapon. The search continued until 2300. The next day, CPT ZZZZ told the company XO and Supply Sergeant to get mine detectors to help with the search. Using the mine detectors, the weapon was found buried in the ground around 0600. It had been ran over by the tank tracks and was determined to be damaged beyond repair

2. FINDINGS: The investigating officer identified the following: the weapon that was damaged was determined to be lost on 24 September 2012. The investigating officer also found that the proximate cause was the negligence of 2LT AAAA in failing to properly secure his weapon. The IO recommended that the adjustment to the property book be made once the damaged weapon is turned in and 2LT AAAA be held financially liable for the loss of government equipment (see attached I/O’s recommendations).

3. RECOMMENDATION: 2LT AAAA be held financially liable for the damage of government property and the property book adjustment is made once the weapon has been turned in.

4. POC for this memorandum is 1LT CCCC at 240-4523

AAAX,AAAX

LTC, AR

Commanding

**APPENDIX L SHORT FLIPL FINDING AND RECOMMENDATIONS**

AFZN-BBS 14 March 2013

MEMORANDUM THRU COMMANDER 2-1 SPECIAL TROOPS BATTALION

SUBJECT: Finding and Recommendations (WAMLAA-NTC-003) $634.62

1. Facts: A FLIPL was initiated on 5 March 2013 based on the missing UHF Mobile Antenna and the damages to the Wireless Detection Module (SN: 23425-1). The missing and damaged items were acknowledged as of 04 March 2013.
2. Findings: During the National Training center Rotation 13-04, HHC 2-1 BSTB, C 2-1 BSTB, HHC BDE and E 108 ADA were missing/damaged, the vehicle miles equipment during training exercises. On or about 04 March 2013, HHC 2-1 BSTB discovered that some equipment was missing by the receipts outstanding report from Vehicle Miles Office.
3. Recommendations: Due to the operating environment and looking into the background of the loss no negligence is found. I have reviewed the information contained in block 9 and 10. No further investigation is required. I do not suspect negligence, or willful misconduct. I relieve all concerned from financial liability for the property listed in block 4 through 6.
4. The point of contact for this memorandum is the CPT XXX and can be contacted at [XXX.mil@mail.mil](mailto:XXX.mil@mail.mil) or 785-240-6966.

JAMES L. TENPENNY  
 LTC, AV

Commanding

**APPENDIX M Facts, Findings, and Recommendation for the financial liability investigation of property loss.**

AFZN-BBS-A 25 October 2012

MEMORANDUM FOR RECORD

SUBJECT: Facts, Findings, and Recommendation for the financial liability investigation of property loss.

1. The purpose of this memorandum is to provide the facts, findings, and recommendations of the financial liability investigation of the property loss WAMLAA 12-169 totaling $4,257.64.
2. Appointed by LTC XXX on 21 August 2012 to be the investigating officer for a financial liability investigation of property loss.
3. Facts: During the course of my investigation, I discovered the following facts that are relevant to my findings and recommendations:
   1. Facts surrounding the issuing and recovering of the linen.
      1. SGT XXX signed for the linen consisting of 220 Wool Blankets, 220 Feather Pillows, 440 Linen Sheets, and 220 Pillow Cases from CIF, valued at $13,690.60. (Exhibit A)
      2. On or about 25 September 2011, SGT XXX was directed by CPT AAAA and First Sergeant ZZZ to give the linen to a detail of Rear Detachment Soldiers to transport and place in buildings 7876 and 7614 where 2-1 BSTB Soldiers were to be assigned. During the same time frame, Family Readiness Groups, Volunteers, and Family were invited to the barracks to make the beds for the Soldiers. (Exhibit C)
      3. The process for signing for the linen was all redeploying Soldiers were bused to Camp Funston for turn-in of weapons, laptops, and sensitive items. Next, Soldiers identified as residing in barracks were sent through a separate line to sign for their barracks room keys and sign for linen. Once completed all Soldiers were bused to building 88312 for the welcome home ceremony and then released to go to their rooms or residences.
      4. In the Brigade Annex F: Appendix 1(Logistics) to [Operation Order NO 11-19 [Operation Guardian Victory) it stated that 2HBCT BDE S4 will provide CIF with the BN numbers and schedule a time for BN pick up. Linen will be provided for single Soldiers only and the FRGs may/may not volunteer to make all of the beds. The BN S4s (RD) will sign for linen through CIF and then sub-hand receipt linen down to their single Soldiers upon arrival at FRKS.
      5. Soldiers began redeploying with ADVON arriving on 07 October 2012 and signing for linen. This continued with main bodies of the Battalion arriving on or around 4 to 9 November 2011.
      6. During the initial reception of Soldiers at Camp Funston a member from Battalion Rear Detachment was tasked to have Soldiers print, sign, and state the company they are from on a prefilled DA Form 2062.
      7. SGT XXX was not present for all of the main body arrivals due to a 96 hour pass so she could spend time with her husband from 05 November to 08 November. During this absence, SGT MiXXX left CPL ABC from the Rear Detachment S4 section to sign out linen to the Soldiers returning from Iraq. (Exhibit C, CPT ZZZ sworn statement).
      8. The quality and validity of the 2062’s in the initial FLIPL investigation were subject to scrutiny. As a result, a 15-6 was initiated to determine if any attempt was made to defraud the government.
      9. DTO 12-077 published 30 APRIL 2012
   2. Facts surrounding the opening of a Quadcon containing linen in the motorpool
      1. While receiving linen for turn-in took, SGT XXX secured the linen in the 2-1 BSTB Motor Pool for storage in Quadcon USAU0565273. This Quadcon was identified as being forcefully opened on or around 23 February 2012 and the stored linen discarded in the dumpster .
      2. Battalion S3 published Daily Task order 12-030 141630February2012 which stated that deployment connexes and containers identified in the annex were to be cleared and prepared for turn in no later than 23 February 2012. This included Quadcon USAU0565273, signed down to 1LT Hundemer in Support Platoon.
4. Findings:
5. Findings surrounding the issuing and recovering of the linen.
   * 1. The latest signed CIF hand receipt stated there is currently 70 wool blankets, 75 feather pillows, 140 linen sheets, and 71 pillow cases that have not been accounted for. The total cost of the linen unaccounted for is $4445.00. This shows that SGT XXX who had custodial responsibility for the care of the linen and tracking of the signed hand receipts failed to ensure proper custody of the items in her care. (Exhibit A, All issued hand receipts)
     2. SGT XXX assumed custodial responsibility for the linen once she signed for the linen on 25 September 2012 and maintained control of the linen in building 7610. However, she was not present for the bulk of the linen issue on account of the 96 hour pass she took to spend time with her husband. She delegated the linen issue responsibility to CPL ABC. While CPL ABC is culpable in the failure to sign, maintain, and track linen hand receipts, the linen was still signed for by SGT XXX. This shows that SGT XXX had custodial responsibility for the care of the linen and failed to ensure proper custody of the items in her care by signing them down to a responsible party. CPT ZZZ had command responsibility to ensure proper custody of the linen was maintained through hand receipts from SGT XXX to a responsible party which he failed to do. (CPT Z statement, SGT XXX statement)
     3. The Brigade Order states linen was to only be provided to single Soldiers and sub hand-receipted down upon return to FRKS and their linen would be present upon reaching their rooms. Soldiers staying temporarily in Geographic Bachelor Barracks were not to sign linen and no linen was placed in their rooms. SGT J (9791), SGT P(2682), SGT R (2125), SGT Q (5328), SPC C (2159), all were listed as being assigned to Geographic Bachelor Quarters on the 2-1 BSTB 2-1 AAB Redeployment Information Sheet (2062 Version) prior to redeployment, once at Camp Funston they were force to sign for Linen for their rooms however once they arrived no linen had been provided to them. (J Statement, J Hand Receipt, R Statement, R Hand Receipt, P Statement, P Hand Receipt, C Statement, C Hand Receipt, Q Statement, Q Hand Receipt)
     4. Soldiers were required to sign for linen without the opportunity to properly inventory exactly what they were signing for. All hand receipts were signed during an effort to receive and process Soldiers from re-deployment at the redeployment center while the linen being signed for was located in the barracks. Not extending the Soldiers an opportunity to inventory their property is a failure at the unit level. (Hand receipts)

* + 1. Once back During the initial reception at Camp Funston single Soldiers living in the barracks were to sign for linen which would already be present in their rooms, Geographic bachelors staying temporarily in the barracks were to sign for then linen SGT XXX was not present for all of the initial receptions to have presented signing the linen directly to the Soldiers except for a 96 hr period of time 05 November to 08 November when she was on pass with her husband. During this her absence, CPL ABC was in charge of ensuring Soldiers sign for their linen. However, SGT XXX did not sign the remaining un-issued linen over to absolve her of any custodial responsibility.
    2. The quality and validity of the 2062’s in the initial FLIPL investigation were subject to scrutiny. After careful examination of the originals on hand, the copies included in the FLIPL, and the copies made for the ensuing 15-6, I concluded that the poor quality of the copies were a result of the tattered state of the originals. Many had frayed edges, tears, folds, and markings; all of which were enhanced when run through the copier. (Hand Receipts)
    3. SPC G was told to sign for linen and was placed in overflow barracks in 5-4 CAV building 7812 where no linen was provided to him (Good Email)
    4. SGT P (3728), SGT G (5175) stayed in 5-4 CAV barracks and were directed to turn in their linen by a 5-4 CAV representative instead of back to 2-1 BSTB Rear D Supply.(Punch Statement, Punch Hand Receipt, G Statement, GHand Receipt)
    5. SGT XXX stated in her sworn statement that while on her 96 hr pass that SPC ABC was supposed to collect the DA Form 2062 from the Soldiers redeploying and but once she returned to get the DA form 2062 SPC ABC never gave them to her. This statement is not substantiated since there are signed DA 2062 present with dates ranging from 05 to 07 November 2012. (Exhibits A, C, and QQ)
    6. SGT XXX sent emails attempting to recover the linen on 09 December 2011, 15 February 2012 but no Daily Task Order was sent out until 15 April 2012 to the companies to fully attempt to recover the linen. This failure falls on SGT XXX for failing to elevate the issue to her supervisor. Also, as a member of a BN Staff Section, she should have known who the point of contact was for DTOs. This is also a failure on CPT ZZZ due to his lack of follow-thru in ensuring that the request from his supply sergeant was processed in a timely manner with BN. (Exhibits H, I, J, M, O)
    7. 33 Soldiers (32-PCS/ETS 1-Chapter) were cleared by a Battalion S4 representative on the Unit Out Processing worksheet. This shows a breakdown in the clearing process within the BN. Either an SOP is not written, or the procedures are not being followed in the manner in which Soldiers should have their records checked prior to departure. (XXX Sworn statement, Hubbard statement, Cowan Email, Walkup Email)
    8. While some linen was ultimately turned in, there are only a few hand receipts with a signature from SGT XXX indicating she received the linen. Many of the hand receipts reflect no action beyond the initial issue. (Hand Receipts)
    9. Culpability: SGT XXX is culpable for the loss of linen. SGT XXX is at fault for the loss of linen based on her failure to maintain the appropriate documentation to account for the linen. SGT XXX also failed to properly sign over the un-issued linen to a responsible custodian in her absence. CPL ABC and PFC B did not sign for the un-issued linen but were able to issue out linen to redeploying Soldiers. (Exhibit A) Ultimately, it was through the gross negligence of SGT XXX that the linen went unaccounted for. Her decision to take a 96 hour pass during the bulk of the main body arrivals coupled with the failure to sign over the remaining linen resulted in the loss. An NCO that is not “supply-trained” would garner a simple negligence assessment, but it is my determination that a 92Y NCO understands the complexities of supply discipline and departure from that discipline warrants a gross negligence assessment.
    10. Proximate cause of loss: SGT XXX gross negligence was the primary reason for the proximate cause of loss. Her failure to maintain accountability of linen led to a substantial loss to the government. However, another cause of loss would be the confusing manner in which linen is issued to returning Soldiers. While the ready-made beds are a nice gesture for a Soldier, having anyone sign for property they cannot physically inventory is irresponsible and wrong. In this regard, I find the policies and procedures in place for linen issue to re-deploying Soldiers the other cause of loss.
    11. Levels of Responsibility: CPT ZZZ had command responsibility in his role as the Rear Detachment Commander. Had he ensured proper custody, care, and safekeeping, the amount of loss to the government could have been reduced. SGT XXX had custodial responsibility in her assignment as the BN S4 NCO and that she signed for all of the linen from CIF. Her failure to maintain appropriate records impeded the collection of the loss to the government. Additionally. Her failure to ensure proper custody, care, and safekeeping of the linen resulted in a loss to the government. 1LT H and members of the HHC Support Platoon had personal responsibility to properly care for and safeguard government property. Collectively, they failed at this task when they saw fit to dispose of linen in their connex. CPT ZZZ and SGT XXX had supervisory responsibility over the issue of linen. CPT ZZZ failed to ensure that his subordinate (SGT XXX) maintained proper custody and safekeeping of the linen. SGT XXX failed in her supervisory responsibility to ensure that her subordinates (Rear Detachment S4) were properly informed on the correct manner to sign out linen and to maintain documentation on all linen signed out. Personal responsibility falls on the re-deploying Soldiers. With their signatures on the hand receipts, they are accepting personal responsibility of the property or equipment listed.

1. Recommendation: Following examination of the evidence, I recommend the following:
2. SGT XXX having custodial responsibility and acting in gross negligence led to the loss of this property and should be charged the full amount not to exceed one month’s base pay ($2845.20) IAQ AR 735-5 Paragraph 13-32c(4). SGT XXX should be held financially liable for FLIPL WAMLAA-12-169 with the total amount of $4005.50 (after 10% depreciation).
3. Actual Loss to Government: $1160.30
4. The point of contact for this memorandum is the undersigned.

XXX, XXX

MAJ, EN

Investigating Officer

**APPENDIX N NOTIFICATION MEMO**

AFZN-BBS 7 May 2012

MEMORANDUM THRU CDR 2-1BSTB

FOR: CPT AZ , O-3, HHC 2-1 BSTB, 2HCBT, 1ID

SUBJECT: Financial Liability Investigation of Property Loss (WJM5T0-12-66) $560.00

1. You are hereby notified that you are being recommended for charges of financial liability to the U.S. Government, in the amount of $80.00 (1lock x $80.00) for the loss of Government property investigated under subject investigation of property loss (Encl). This change is due to the appointing authority finding you liable for the loss of the (1x) Key SN: FR2-5664. If the approval authority approves my recommendation, you may be held financially liable for the subject loss of property.

2. Your attention is invited to AR 735-5, chapter 13, which lists your rights relative to this matter. You have the right to:

1. Inspect and copy Army records relating to the debt.
2. Legal advice.
3. Submit a statement and other evidence to the approving authority in rebuttal of my recommendation. The approval authority must consider any rebuttal statement you submit in making his or her determination of financial liability.

3. Time constrains for submission of a rebuttal are contained in AR 735-5, paragraph 13-35b.

4. You are requested to complete blocks 16a through 16h of the enclosed DD Form 200, and to sign the endorsement below. Request these be returned to me not later than 14 May 2012. In the event I am not in receipt of these documents on 14 May 2012, I will forward the financial liability investigation of property loss to the approving authority as is.

5. POC for this memorandum is BN S4 OIC 1LT ASSA at (785) 240-6966 or [lucas.mouton@us.army.mil](mailto:lucas.mouton@us.army.mil).

ASASAS

MAJ, EN

Investigating Officer

**APPENDIX O INDIVIDUAL NOTIFICATION MEMO**

AFZN-BBS 10 October , 2012

MEMORANDUM THRU CDR 2-1 BSTB

FOR: SPC XXX., HHC 2-1 BSTB, 2HCBT, 1 ID, Fort Riley, KS 66442

SUBJECT: Financial Liability Investigation of Property Loss (FLIPL WAMLAA 12-150: $2285.57)

I hereby acknowledge receipt of notice contained in the basic correspondence informing me of your intentions to recommend assessment of financial liability against me. I am aware of my rights as listed in the basic correspondence. A copy of the DD Form 200, with Blocks 16a through 16h completed, is returned as requested (Encl).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Encl SPC XXX

Copy of DD Form 200

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX P Request SM sign MEMO**

AFZN-BBS-L 02 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Request SM sign

1. Mrs. XXXX, Hi my name is 1LT XXX , I am the Investigating Officer 2-1 STB.

I would like to request your signature for Financial Liability Investigation of Property Loss (FLIPL 2BCT-R35-11 $ 808.39).

You are requested to complete blocks 16a and update 16g of the enclosed DD Form 200, and to sign the endorsement below. Request these be returned to me no later than XXXX 2012. In the event I am not in receipt of these documents on XXXX 2012, I will forward the financial liability investigation of property loss to the approving authority as is.

2. Also, I would like to request you sign and return the individual notification memo.

3. POC for this memorandum is 1LT XXXiat (XXX) 571-XXXX or XXXX[i.mil@mail.mil](mailto:i.mil@mail.mil).

Encl

DD From 200

Finding and Recommendation

Notification

Individual Notification

XXXX, XXX

1LT, SC

JNN PL

**APPENDIX Q NO RESPONSE FROM SM**

AFZN-BBS 6 December 2012

MEMORANDUM FOR RECORD

SUBJECT: NO RESPONSE FROM SPC XXXX

1. LT Dawdy, James Investigating Officer sent out mail to SPC XXX on 15 November 2012. SPC XXX did not submit rebuttal statement, individual notification and DD FORM 200 for Financial Liability Investigation of Property Loss (WAMLAA-12-150).

2. Financial Liability Investigation of Property Loss (WAMLAA-12-150) will forward the financial liability investigation of property loss to the approving authority as is.

3. POC for this memorandum is BN S4 OIC XXX at (785) 240-6966 or AAA.mil@mail.mil

XXXX

1LT, TC

S-4 OIC

**APPENDIX R LETTER OF LATENESS FOR FLIPL**

AFZN-BBS-L 26 March 2012

MEMORANDUM FOR APPROVING AUTHORITY

SUBJECT: Letter of Lateness for Financial Liability Investigation of Property Loss (FLIPL) WAMLAA-11-099

1. Financial Liability Investigation of Property Loss exceeded 234 cumulative days due to the following circumstances.

a. The FLIPL was completed by the Investigating Officer and sent to the Brigade S-4 on 25 September 2011 at 54 cumulative processing days.

b. 2-1 BSTB packed and sealed connex for redeployment on 20OCT2011. 2-1 BSTB departed from Iraq on 10NOV2011.

c. After redeployment, BN had reintegration training and block leave until 8JAN2012.

d. The FLIPL was then sent to the Brigade Legal section for review on 21FEB- 8MAR 2012.

2. The FLIPL was returned to the 2-1 Brigade Special Troops Battalion for corrections on 18 January 2012. Additional delay was caused by corrections on DD Form 200 (signature block, re-sign), training holiday and 4-day weekend. The FLIPL was corrected and forwarded to the BDE S-4 on 16FEB2012. Corrections and legal review were conducted on 8MAR2012. From 9MAR2012 to16MAR2012, the Investigation Officer make adjustments to the recommendation memo with all exhibits and the table of contents.

3. The Brigade S-4 has an established system to automatically calculated days for all open FLIPLs allowing staff to track daily progress. This system will continue to be closely monitored to avoid late FLIPLs. Due to extenuation circumstances in this case and key personnel unavailable due to redeployment training and reintegration commitments the allotted processing time elapsed.

JAMES L. TENPENNY  
 LTC, AV

Commanding

**APPENDIX S Letter of Cancellation FLIPL XXX**

MEMORANDUM FOR RECORD

SUBJECT: Letter of Cancellation FLIPL XXX

1. Headquarters and Headquarters Company 2-1 BSTB (WJM5TD) request cancellation of the following document number: W55VZJ12991007V.

2. The equipment was recovered and returned to Central Issue Facility.

3. POC for this memorandum is BN S4 NCOIC SFC XXX at (785) 240-6970 or [sAA@us.army.mil](mailto:sAA@us.army.mil).

XXX

LTC, AD

Commanding

**APPENDIX T DD 200 Block 16, continuation sheet**

Block 16, continuation sheet (CPT XXX) Investigation of Property Loss WAMLAA-11-099, initiated 2 August 11, $ XXXX.00 , 2/1 AAB, HHC

1. I HAVE EXAMINED THE FINDING AND RECOMMENATIONS OF THE FINANCIAL LIABILITY OFFICER AND(check one)

SUBMIT THE ATTACHED STATEMENT OF OBJECTION, OR

DO NOT INTEND TO MAKE SUCH A STATEMENT.

1. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.
2. ORGANIZATION ADDRESS:
3. NAME:
4. SOCIAL SECURITY NUMBER:
5. DSN:
6. SIGNATURE:
7. DATE SIGNED:

**APPENDIX U Change of Investigating Officer**

AFZN-BBS-L 27 March 2012

MEMORANDUM FOR RECORD

SUBJECT: Change of Investigating Officer

1. MAJ XXX will replace CPT XXX as the investigating officer for FLIPL WAMLAD-12-R63.

2. The reason for this change is that CPT XXX does not have sufficient time in grade in accordance with AR 735-5, para 13-27 to investigate whether CPT XXX should be held responsible for the loss of Rear D property.

3. Point of contact for this memorandum is CPT XXXX S4 OIC at 240-6970 or by email at CCC .mil@mail.mil.

XXXXX

1LT, TC

S4 OIC

**APPENDIX V Personal Clothing Statement (TA 50)**

YOUR SUPPLY ROOM OFFICE SYMBOL

MEMORANDUM FOR ALL CONCERNCED:

SUBJECT: Personal Clothing Statement for Sergeants through Sergeant Majors

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Rank\_\_\_\_\_\_\_\_ have in my possession all items of Personal Clothing issued to me on DA Form 3078. All items are in the authorized quantities, serviceable and meet the fitting/appearance standards in accordance with AR 670-1 and TM 10-227.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Rank Date

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Signature Rank Date

Subject: OCIE Statement for E-5 and above (Include Officers)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Rank\_\_\_\_\_\_\_ have in my possession all Organizational Clothing and Individual Equipment (OCIE) items issued to me on DA Form 3645 and 3645-1. All items are in the authorized quantities and are serviceable. All items will be maintained in accordance with DA PAM 710-2-1.

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Rank Date

**APPENDIX W Absentee Property Accountability Procedures**

**Absentee Property Accountability Procedures**

Both individuals and commanders have specific responsibilities regarding the safekeeping and disposition of absentee Soldier’s property. Soldiers are required to properly secure and safeguard all military property issued to them, and commanders are required to inventory and provide safekeeping for absentee Soldier’s personal property as well as issued military property.

**References:**

* DA Pam 600-8 (1August 1986) Management and Administrative Procedures, Para 9-6.
* DA Pam 710-2-1 (31 December 1997) Using Unit Supply System (Manual Procedures) Para. 10-18.
* AR 700-84 (18 November 2004) Issue and Sale of Personal Clothing Paras. 12-13, 12-14, 12-15.
* Common Table of Allowances 50-900 Clothing and Individual Equipment

**Terms:**

* **Personal Military Clothing -** Military-type clothing and personal clothing such as headgear, undergarments, footwear, and component items prescribed by the Secretary of the Army and provided to enlisted members.
* **Organizational Clothing** **and** **Individual Equipment (OCIE)** - refers to and includes military-type clothing (see table 4 CTA 50-900) for which the organization commander retains responsibility and which are rotated among using individuals as required, unless listed as transferable or nonrecoverable in appendix F of CTA 50-900. Commonly referred to as “TA-50”, may include CIF-issued items, Rapid Fielding Initiative-issued, or unit purchased and controlled items.
* **Personal Property** – Items owned by the individual such as civilian clothing, commercially purchased items, privately owned vehicles and weapons, currency, personally purchased military equipment, and Personal Military Clothing in excess of clothing bag authorizations.

**Keys to Success:**

* **Take action as soon as possible:** The longer a commander waits to initiate inventories, the greater the opportunity for discrepancies, theft, loss, or damage to property.
* **Protect the command and the Soldier’s property:** Appointing witnesses or having the Soldier present ensures an ethical, unbiased inventory, protects the Soldier’s property from theft or damage, and establishes an accurate chain of custody.
* **Ensure property is appropriately categorized:** Make sure the Soldier’s property is separated from other Soldiers’ property (roommates, shared lockers in a motor pool, etc.). Use the Soldier’s CIF clothing records, unit level inventory records, and military clothing bag quantities to establish the difference in government-owned military equipment and personally-owned military equipment. Soldiers often buy additional military clothing and equipment, these items may be easily confused with government-issued equipment.
* **Keep records of everything:** Retain all receipts associated with storage, transportation, disposition, or shipment of the Soldier’s property. Digital cameras can make the inventory process much more accurate as well, with photos to accompany each item as it is inventoried.
* **Record inventory results accurately:** Be as descriptive as possible when recording items on the inventory documents, especially Personal Property. This protects the Soldier in the event of loss or damage during safekeeping and ensures appropriate compensation can be made; it also protects the government and command from possible fraud. For example, jewelry should not be described as *“24K Gold Ring”*, but *“Ring, gold in color, engraved ‘24K’ inside band”*. If the inventory record simply states “Gold Ring”, the Soldier could have a difficult time establishing the full value for a “antique 24k ring” in the event of loss. The Soldier could also overstate the value and receive compensation for a “Gold Ring”, when in fact the ring is only gold-plated. Brand names also pose a problem as well. Recording a *“watch, silver in color, labeled ‘Rolex’ on face”* on the inventory clearly states the characteristics of the item, but does not confirm the watch is a genuine *“silver Rolex watch”*.

**Typical Absentee Property Scenarios**

Planned absence over 30 days:

* If the individual is a Primary or Subhand Receipt holder, the commander will appoint a new hand receipt holder immediately.
* Individual is responsible for securing all personal property, personal military clothing (“clothing bag” items like uniforms and other non-CIF issue), and Organizational Clothing & Individual Equipment (TA-50 items whether CIF, RFI, or unit issued)

Unplanned absence over 30 days due to AWOL, hospitalization while on leave, confinement, compassionate reassignment, death, or other circumstances:

* If the individual is a Primary or Subhand Receipt holder, the commander will appoint a new hand receipt holder immediately.
* Commander appoints commissioned officer, warrant officer, or NCO E-5 or higher to conduct inventories of personal property, personal military clothing, and OCIE. The individual will witness the inventories if present, or a commissioned officer, warrant officer, or NCO E-5 or higher will be appointed to witness the inventories.
* Forms used and references are as follows:
  + OCIE – (DA Forms 3645 and 3645-1, (see DA Form 3078, see DA Pam 600-8 para 9-6, Procedure 9-3 step 1b, also DA Pam 710-2-1 para 10-18)
  + Personal Military Clothing – (DA Form 3078, see DA Pam 600-8 para 9-6, Procedure 9-3 step 1b, also AR 700-84 paragraphs 12-13 through 12-15)
  + Personal Property – plain white bond paper (DA Pam 600-8 para 9-6, Procedure 9-3 step 1c)
  + Currency – DA Form 54 (DA Pam 600-8 para 9-6, Procedure 9-3 step 1e)

In general, property is secured by the unit until determination is made for final disposition. Some typical examples from Procedure 9-3:

* AWOL – retain property until soldier is dropped from rolls (DFR). See Step 3a.
* DFR – Include copies of DA3645 and DA3078 with DFR packet, turn in military property through supply channels. Personal property is shipped to Soldier’s home of record or disposed of by summary court officer. See Step 3b.
* Hardship Discharge – Turn in all military property, ship personal property. See Step 4-6.
* Compassionate Reassignment – Ship all property at government expense. See Steps 7-9.
* Confinement – Turn in OCIE, Soldier retains personal military clothing, soldier determines disposition of personal property. See Steps 10-15.
* Emergency Leave – Inventory and unit secures. See Steps 16-18.
* Hospitalization – Inventory and secure, ship needed items to Soldier c/o Medical Treatment Facility. Turn in OCIE if hospitalization exceeds 60 days. See Steps 19-21 and DA Pam 710-2-1 para 10-18.
* Death or missing – Inventory and secure, summary court officer determines disposition. See Steps 22-24.

**Reference Excerpts**

**DA PAM 600–8 • 1 August 1986**

**9–6. Procedure 9-3 personal property**

Procedure 9-3 covers the inventory, safekeeping, and disposition of clothing and property of personnel absent from

unit.

*a.* Primary references are AR 37-103, 190-47, 630-10, 638-1, 640-10, 700-84, 710-2 and DA Pamphlet 710-2-1.

*b.* Forms used are DA Form 54, 3078, and 3645.

*c.* This procedure supplements primary references listed above. It clarifies the duties and responsibilities of the unit

commander as pertaining to the personal effects of service members who are—

(1) Absent without leave. (See step 1.)

(2) Dropped from the rolls. (See step 1.)

(3) Discharged for hardship reasons while on leave from oversea. (See step 4.)

(4) Reassigned for compassionate reasons while on leave from oversea. (See step 7.)

(5) Confined in a correctional facility. (See steps 10 and 13.)

(6) On emergency leave. (See step 16.)

(7) Hospitalized. (See step 19.)

(8) Reported dead or missing. (See step 22.)

*d.* This guidance intentionally addresses only the inventory, safekeeping, and disposition of soldier’s organizational

clothing/equipment, personal military clothing, personal civilian clothing/property, privately owned motor vehicles, and currency.

*e.* The inventories will be accomplished by a commissioned officer, warrant officer, or noncommissioned officer in

grade E5 or higher. A witness is also required. The individual soldier will witness the inventory of his own property if the situation permits. The unit commander will cause all such inventories to be initiated and ensure that they are

conducted as prescribed in this pamphlet. If the spouse/family members are present in the command, the commander

will designate a commissioned officer, warrant officer, or noncommissioned officer to provide assistance in disposing of the property. The actual inventory and safekeeping procedures of clothing/property are basically the same in all cases, less some minor identified deviations. However, the disposition of personal effects varies greatly and the unit commander should ensure appropriate and timely response to these requirements.

*f.* Military personnel records and documents containing information of a personal nature will be stored, handled, and

transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or

released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

*g.* The following actions will be taken for the inventory, safekeeping, and disposition of clothing and property of

personnel absent from unit:

**Procedure 9-3 personal property**

**Step:** 1

**Action required by:** Unit commander/designated representative

**Description of actions:** Absent without leave (AWOL) dropped from the rolls (DFR). (Also see procedure 9-8, this pamphlet.) Inventory

a. Organizational Clothing/Equipment. Organizational clothing and equipment and other Government property to which the soldier is not entitled will be inventoried and turned over to the appropriate supply officer. Credit entries for the items will be made on the soldier’s DA Form 3645. Two copies of DA Form 3645 will be maintained in the unit suspense files. Upon notification that the soldier has been reassigned, died, or DFR, one copy will be transferred with the Military Personnel Records Jacket (MPRJ) in accordance with AR 640-10.

b. Personal Military Clothing. Personal military clothing will be inventoried on DA Form 3078 in four copies. All copies will be signed by the individual conducting the inventory and the witness. The unit commander will initial all copies. The original copy will be placed with the clothing in a suitable container. Copies 2, 3, and 4 will be retained in the unit suspense files. Upon notification that the soldier has been reassigned, died, or DFR, copy 4 will be transferred with MPRJ in accordance with AR 640-10.

c. Personal Civilian Clothing/Property Personal civilian clothing and property will be inventoried on plain white bond paper in four copies, identified with the soldier’s name, grade of rank, and SSN. All copies will be signed by the individual conducting the inventory and the witness. The unit commander will initial all copies. The original copy will placed with the clothing in a suitable container. Copies 2, 3, and 4 will be attached to and distributed with the corresponding copies of DA Form 3078 used to inventory personal military clothing in step 1b, above. Upon notification that the soldier has been reassigned, died, or DFR, copy 4 will be transferred with AR 640-10. High dollar value items and items of intrinsic value will be recorded by make, model, serial number, color, etc., and notation as to the condition of each item.

d. Privately Owned Motor Vehicles. Privately owned motor vehicles will be inventoried and will be included with the Personal Civilian

Clothing and Property Inventory.

**DA PAM 600–8 • 1 August 1986 (cont’d)**

e. Currency. All currency will be deposited with the servicing Finance and Accounting Office (FAO) to Deposit Fund 21X6875 (Suspense, Department of the Army). The transaction will be recorded on DA Form 54 and include the date, collection voucher number, and the disbursing officer’s symbol number. Copies of the collection voucher will be maintained with the inventory of personal effects. Upon notification that the soldier has returned or been reassigned, the FAO will refund the deposit. If the soldier has died or DFR, the FAO will refer the case to Commander, USAFAC, ATTN: FINCP-B. Deposits applicable to the Deposit Fund 20X6133 will be referred to the Commander, USAFAC, ATTN: FINCY.

**Step:** 2

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping Immediately upon completion of the inventory, personal military clothing, personal civilian clothing and property, privately owned motor vehicles, and FAO receipts will be secured in the unit facilities or in a secure storage area designated by the installation commander.

**Step:** 3

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition

a. AWOL. After securing the property, no further action will be taken until the service member returns or is DFR. If the soldier is returned prior to being DFR to military custody at an installation other than the one from which he departed, the commander of the former station will arrange with the local transportation office for shipment of the abandoned effects to the soldier’s new station. The abandoned effects can be shipped to the service member collect or charges paid from currency deposited under step 1e, above (with consent of the soldier). In cases where the soldier’s spouse/family members located at his former duty station oversea are returned to CONUS at Government expense, the JTR provides for shipment of personal property at Government expense from oversea area. The commander of the soldier’s former unit should contact the MILPO and the Transportation Office to determine the entitlement for movement of the spouse/family members, consequently, personal property.

b. DFR.

(1) Copies of inventory forms, to include DA Form 3645, DA Form 3078 with attached personal clothing/property inventory, and a machine reproduced copy of the FAO receipt will be included in the DFR packet in accordance with AR 630-10 and procedure 9-8, this pamphlet.

(2) The following actions will also be taken:

(a) Personal military clothing will be turned in through supply channels for reclassification and returned to stock if appropriate turn-in

document will be completed, in three copies, to indicate turn-in to the appropriate supply officer and will accompany the clothing upon turn-in. The turn-in document will contain the statement that the soldier was DFR on a specified date and that all recoverable items abandoned as reflected on the inventory are included in the turn-in. The supply officer will retain the original copy and return two receipted copies to the unit. One copy will be filed with the unit supply records and one copy will be provided to the appointed summary court officer.

(b) Personal civilian clothing and property, privately owned motor vehicles, and FAO receipts will be secured. If the soldier’s former duty station is in CONUS disposal of those items will be accomplished by a summary court officer appointed by the commanding officer of the installation at which property is located. If the soldier’s former duty station is overseas, the soldier is entitled to shipment of personal property to his or her home of record or place of entry on active duty, and to shipment of his or her POV, if authorized to the port servicing the member’s home of record or place of entry on active duty. Such shipment is authorized whether or not the soldier’s spouse/family members are located overseas. If the spouse/family members are not present overseas, the unit commander will be responsible for ensuring action is taken with the transportation office on behalf of the soldier to arrange for shipment of his or her personal property. To accomplish this, the commander of the soldier’s former oversea unit will contact the transportation office to arrange for shipment of the personal property.

**Step:** 4

**Action required by:** Unit commander/designated representative

**Description of actions:** Discharged for Hardship reasons while on Leave from Oversea. (Also see procedure 4-5, this pamphlet.)

a. Organizational Clothing/Equipment. See step 1a.

b. Personal Military Clothing. See step 1b.

c. Personal Civilian Clothing/Property. See step 1c.

d. Privately Owned Motor Vehicles. See step 1d.

e. Currency. See step 1e. FAO will credit the deposit to the soldier’s final pay account or refund the deposit upon notification of a mailing address.

**Step:** 5

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping See step 2.

**Step:** 6

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition

a. Personal civilian clothing, property, and privately owned vehicles (if authorized), belonging to a soldier on leave in CONUS, to be

separated for hardship reasons, will be shipped upon receipt of reassignment orders. Spouse/family members, if present in the command, will make arrangements for property shipment. If spouse/family members are not present, the unit commander will assume responsibility. Treasury Checks will be deposited with FAO and considered in computing the final pay account.

b. The personal military clothing will be turned in through supply channels. Turn-in document will be completed, in three copies, to indicate turn-in to the appropriate supply officer and will accompany the clothing. The turn-in document will contain the statement that the soldier was reassigned (specify date). The supply officer will retain the original copy and return two receipted copies to the unit. One copy will be filed with unit supply records and one copy will be transferred with MPRJ in accordance with AR 640-10.

**DA PAM 600–8 • 1 August 1986 (cont’d)**

**Step:** 7

**Action required by:** Unit commander/designated representative

**Description of actions:** Reassigned for compassionate reasons while on leave from oversea. (Also see procedure 4-5, this pamphlet)

a. Organizational Clothing/Equipment. See step 1a.

b. Personal Military Clothing. See step 1b.

c. Personal Civilian Clothing/Property. See step 1c.

d. Privately Owned Motor Vehicles. See step 1d.

e. Currency. See step 1e. FAO will credit and deposit to the soldier’s final pay account or refund the deposit upon notification of a mailing address.

**Step:** 8

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2.

**Step:** 9

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition. Personal military clothing, personal civilian clothing and property, and privately owned motor vehicles (if authorized), belonging to a soldier who has been assigned from an oversea area to a CONUS installation under compassionate conditions, can be shipped upon receipt of the MILPERCEN message approving the soldier’s request for compassionate reassignment provided the message states that “PCS orders reassigning (member) to (gaining unit) will be issued by (losing unit) on or about (date). Movement of spouse/family members and HHG in advance of orders is authorized under paragraphs M7003-4 and M8017, JTR.” If message does not contain this statement, shipment will be delayed until orders are issued. Spouse/family members, if present in the command, will make arrangements for property shipment. If spouse/family members are not present, the unit commander will assume responsibility. Treasury Checks will be deposited with the FAO and credited to the soldier’s pay account.

**Step:** 10

**Action required by:** Unit commander/designated representative

**Description of actions:** Confinement in a military correctional facility.

Inventory

Individual will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. See step 1a.

b. Personal Military Clothing. See step 1b. Army prisoners, upon original confinement, will be transported to appropriate facility with

personal military clothing items listed in column 3, table 5-1, AR 700-84. Copy 3 of inventory will be given to the individual.

c. Personal Civilian Clothing/Property. See step 1c. Copy 3 of inventory will be given to the individual.

d. Privately Owned Motor Vehicles. See step 1d.

**Step:** 11

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2. Currency will not be collected by the unit commander.

**Step:** 12

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition

a. Ensure that the prisoner has in his possession authenticated copies of personal military clothing and personal civilian clothing/property inventories when reporting to the confinement or correctional facility.

b. Subsequent to court-martial, prisoners detained at a confinement facility will be transferred to a correctional facility. Prior to transfer action, the losing unit commander will accomplish the following actions, as appropriate:

(1) For soldiers sentenced to unsuspended punitive discharges, items of personal military clothing (other than clothing items listed in

column 3, table 5-1, AR 700-84) will be turned in. This personal military clothing will be turned in through supply channels. Turn-in document will be completed, in triplicate, to indicate turn-in to the appropriate supply officer and will accompany the clothing. The supply office will retain the original copy and return two receipted copies to the unit. One copy will be filed with unit supply records and one copy will be transferred with the MPRJ in accordance with AR 640-1.

(2) If the soldier has a punitive discharge suspended or no charge, the authorized personal military clothing inventoried by the unit on DA Form 3078 will be shipped to the gaining correctional facility at Government expense.

(3) The personal civilian clothing/property inventory lists (not the clothing/property) will be reviewed by the prisoner and disposition

instructions for its disposal will be obtained. The property will be disposed of in accordance with the written instructions received from the prisoner. These instructions will be maintained in the unit supply records. The authorized options for disposal of personal property are—

(a) If the prisoner is from a duty station in CONUS, shipment, at the prisoner’s expense, to a person designated by the prisoner. Property may be shipped collect if appropriate arrangements can be made prior to shipping.

(b) Shipment, at Government expense, if the prisoner is from an oversea command, to the prisoner’s home of record or place of entry on active duty. If the prisoner elects to have the property shipped to a designation other than his home or record or place of entry on active duty and additional expenses are incurred, the additional expense will be paid by the prisoner.

(c) Items can be sold and the money deposited to the prisoner’s account.

(d) Items can be donated to charitable organizations.

(e) Items can be donated to another individual.

(f) Items can be destroyed.

(g) If prisoner refuses to give disposal instructions for his property, the items can be disposed of as abandoned or unclaimed property in accordance with the Defense Disposal Manual (DOD 4160.21M).

(h) Prisoners to be transferred to the US Disciplinary Barracks (USDB) may elect to have one civilian outfit (coat, trousers, hat, shirt, tie, belt, socks, and shoes) brought with them to the USDB to wear upon release.

**DA PAM 600–8 • 1 August 1986 (cont’d)**

**Step:** 13

**Action required by:** Unit commander/designated representative

**Description of actions:** Confinement in a civilian correctional facility. Inventory. Individual will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.

b. Personal Military Clothing. See step 1b. Copy 2 of inventory will be given to the individual.

c. Personal Civilian Clothing/Property. See step 1c. Copy 2 of inventory will be given to the individual.

d. Privately Owned Motor Vehicles. See step 1d.

**Step:** 14

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2. Organizational clothing/equipment will be secured. Currency will not be collected by the unit commander.

**Step:** 15

**Action required by:** Unit Commander/Designated Representative

**Description of actions:** Disposition

a. If the prisoner is from a duty station in CONUS, no further actions will be taken after securing property pending return of the soldier.

b. If the prisoner is from a duty station oversea, he may desire shipment of personal property to CONUS. If such shipment is requested the shipment may be made to the prisoner’s home of record, place of entry on active duty, or to another point subject to the prisoner paying any excess costs incurred as a result of shipping the property an excess distance. The commander of the prisoner’s former unit should contact the Transportation Office for a determination of entitlements.

**Step:** 16

**Action required by:** Unit commander/designated representative

**Description of actions:** Emergency leave Inventory. Individual soldier will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.

b. Personal Military Clothing. See step 1b. Copy 2 of inventory will be given to the individual soldier.

c. Personal Civilian Clothing/Property. See step 1c. Copy 2 of inventory will be given to the individual soldier.

d. Privately Owned Motor Vehicles. See step 1d.

**Step:** 17

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2. Organizational clothing/equipment will also be secured. Currency will not be collected by the unit commander.

**Step:** 18

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition. No further action will be taken after securing property pending return of the soldier.

**Step:** 19

**Action required by:** Unit commander/designated representative

**Description of actions:** Hospitalization. (For a soldier stationed oversea, medically evacuated to CONUS, or on leave in CONUS from oversea and hospitalized in CONUS, also see procedure 4-5, this pamphlet.) Inventory. Individual soldier will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.

b. Personal Civilian Clothing/Property. See step 1b. Copy 2 of inventory will be given to the individual soldier.

c. Personal Civilian Clothing/Property, See step 1c. Copy 2 of inventory will be given to the individual soldier.

d. Privately Owned Motor Vehicles. See step 1d.

e. Currency. Currency will be collected by the unit commander in emergency situations only. (See step 1e.) In non-emergency situations currency will be deposited by the soldier to the patient trust fund.

**Step:** 20

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2. Organizational clothing/equipment will also be secured.

**Step:** 21

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition

a. It the soldier is hospitalized at a medical treatment facility (MTF) at his duty installation, the clothing/property will be secured in the unit facilities pending return of the soldier.

b. It the soldier is hospitalized at an MTF away from his duty installations, direct coordination will be made with the MTF commander for shipment of personal clothing and property (not to exceed 225 lbs.) needed for the soldier’s personal use.

c. If the soldier is reassigned to a medical holding detachment, the unit commander will coordinate directly with the medical holding

detachment commander and the installation transportation officer for the full or partial shipment/disposition of the soldier’s personal military clothing, personal civilian clothing/property, privately owned motor vehicle and, if appropriate, Treasury Checks. The soldier’s organizational clothing/equipment will be turned in accordance with step 1a, above. If the MTF commander issues a written statement that the soldier’s treatment or hospitalization will be of prolonged duration, the soldier may request shipment of his personal property. The unit commander should contact the installation transportation office to determine entitlement. Spouse/family members, if present in the command, will make arrangements for property shipment. If shipment is to be made, copies of all inventory lists will be included with the property. Shipment will be at Government expense. The unit commander will send inventory lists and the following signed statement to the medical holding detachment commander:

**DA PAM 600–8 • 1 August 1986 (cont’d)**

“The items and quantities of personal property belonging to (Grade of Rank, Name, SSN, and Organization) appearing on the attached inventory lists have been shipped on GBL No. dated via (express, motor freight, or LCL freight).” //signed//Unit Commander’s signature block

**Step:** 22

**Action required by:** Unit commander/designated representative

**Description of actions:** Death or missing. Commander will process personal effects of deceased or missing personnel in accordance with AR 638-1. (For a soldier who dies while on leave in CONUS from oversea, see procedure 4-5, this pamphlet.)

**Step:** 23

**Action required by:** Unit commander/designated representative

**Description of actions:** Safekeeping. See step 2.

**Step:** 24

**Action required by:** Unit commander/designated representative

**Description of actions:** Disposition. The commanding officer of the installation at which effects are located will appoint a summary court to secure and dispose of personal military clothing, personal civilian clothing/property, privately owned motor vehicles, and FAO receipts.

**AR 700–84 • 18 November 2004**

**12–13. Clothing of absentees**

*a. Inventory.* The abandoned property of a soldier absent from the unit without authority will be inventoried without

delay following the procedures in *(1)* and *(2)* below. These procedures apply only if the enlisted soldier resides in troop billets.

(1) The unit commander will designate a commissioned officer, warrant officer, or noncommissioned officer in pay

grade E5 through E9 to conduct the inventory. The unit commander will assure the inventory officer that the clothing abandoned actually belongs to the absent enlisted soldier. Another member of the unit or activity will witness this inventory.

(2) The inventory officer will—

*(a)* Make sure the clothing is not exchanged for clothing of any other enlisted soldier.

*(b)* Prepare a DA Form 3078, in original and three copies. Record on this form the items and quantities of personal

military clothing issued. Excesses of personal military clothing above authorized levels will not be recorded on DA

Form 3078. These items will be included on the personal effects inventory. See DA Pam 600–8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

*(c)* The witness, and the unit commander or designated representative will verify and initial this form.

*(d)* Place the original copy of the inventory in the enlisted soldier’s duffel bag or other suitable container. Retain the

other three copies in the unit suspense file pending further action.

*b. Safekeeping.* Inventoried clothing of an absent enlisted soldier discussed in paragraph *a* above is secured in the

unit’s facilities or in a secured storage area designated by the installation commander.

*c. Return of the absent enlisted soldier.* Clothing is returned to the absentee, should he or she return to the unit or

organization before being dropped from the rolls. The enlisted soldier will acknowledge receipt of the clothing by

signing all copies of DA Form 3078. The enlisted soldier will be given copy three of the inventory. The unit

commander determines whether the enlisted soldier has the initial allowances of personal clothing (see para 11–1).

Shortages are replaced at the enlisted soldier’s expense.

**12–14. Clothing of enlisted soldiers dropped from the rolls**

Clothing of enlisted soldiers who are absent without leave (AWOL) are inventoried, safeguarded, and retained in the

unit facilities or other suitable storage area per paragraph 12–12 above. When the enlisted soldier is returned to military custody or dropped from the rolls as a deserter, clothing is disposed of as follows:

*a.* If the absentee is returned to an installation other than his or her home station before being dropped from the

rolls, the home station commander—

(1) Ships the abandoned clothes to the enlisted soldier’s new station if the enlisted soldier will not be returned to the

home station unit.

(2) Determines the expense to the Government for shipping the clothes.

(3) Forwards the information to the new station for collection of shipping expenses from the enlisted soldier’s pay.

*b.* When an enlisted soldier is dropped from the rolls as a deserter, clothing is removed from the unit facilities or

other secured areas. Recoverable items are turned in to the ISD. The following information will be entered on the turning document:

(1) Identity of the enlisted soldier and his or her assigned unit.

(2) Statement that the enlisted soldier was dropped from the rolls on a certain date.

**AR 700–84 • 18 November 2004 (cont’d)**

(3) Statement that all abandoned recoverable items listed on the inventory form are included on the turn-in.

*c.* The unit commander or representative, above the grade of E4, will inventory clothing of ARNGUS and USAR

soldiers dropped from the rolls.

(1) Appropriate forms will be prepared and accompany the clothing upon turn-in. The turn-in documents will—

*(a)* Identify the enlisted soldier and his or her assigned unit.

*(b)* Contain a statement that the enlisted soldier was dropped from the rolls on a certain date.

*(c)* Contain a statement that all abandoned recoverable items listed on the inventory form are included in the turn-in.

(2) The appropriate accountable officer (USPFO for ARNGUS) retains the original of the turn-in document. One

copy is sent to the soldier’s unit for filing. In the USAR, a copy is sent to the State Adjutant General (AG) for

inclusion in the soldier’s permanent file. All abandoned property in the ARNGUS is turned into the USPFO per

paragraph 15–10 below.

(3) Records are disposed of according to DA Pam 600–8.

*d.* Clothing for soldiers returned to military control after abandoned clothing has been disposed of is replaced at the

soldier’s expense. This includes soldiers of the ARNGUS and USAR.

*e.* Adjustment action, according to AR 735–5 will be taken for clothing not returned or recovered from ARNGUS

soldiers who are discharged or dropped from the rolls.

**12–15. Clothing of hospitalized personnel**

*a. Hospitalized at duty installation.* When an enlisted soldier is hospitalized at a medical treatment facility at his or

her duty installation, the following actions are taken:

(1) The facility commander, by the fastest means and within 24 hours after admission of the enlisted soldier, will

advise the unit commander.

(2) The unit commander, without delay, will have clothing and personal effects of the hospitalized person immediately secured and safeguarded in unit facilities or other secure areas.

(3) If the enlisted soldier does not return within 120 hours, the clothing and personal effects will be inventoried

according to paragraph 12–13.

*b. Transferred to an off post hospital.* When an enlisted soldier is to be transferred to a hospital away from his or

her duty installation, the following procedures apply:

(1) The personal clothing will accompany the patient to the hospital, when possible. This applies to any Army,

Navy, or Air Force hospital or local hospital servicing a military installation.

(2) The local medical facility commander will, by the fastest means, advise the unit commander of the transfer.

(3) If the enlisted soldier has not returned to the unit within 72 hours, the unit commander will ensure that the

enlisted soldier’s clothing is taken to the medical facility.

(4) The enlisted soldier signs the unit’s retained copy of DA Form 3078 to acknowledge receipt of the clothing. If

the enlisted soldier’s physical condition prevents him or her from doing this, the medical facility commander designates an officer to acknowledge receipt of the clothing on behalf of the enlisted soldier. This officer then makes certain the clothing accompanies the enlisted soldier to the new hospital.

*c. Transferred to medical holding detachment.*

(1) On learning that an enlisted soldier has been assigned to a medical holding detachment, the unit commander

prepares a statement on letter size paper. Format is shown in figure 12–4.

**Figure 12–4. Statement of personal clothing belonging to person transferred to a medical detachment**

**The items and quantities of personal clothing belonging to (Name)(SSN)(Organization) and appearing on the attached DA Form 3078 were given to (Soldier’s name) before transfer to (Name of medical detachment).**

(2) The unit commander signs the statement. He or she will include on the statement his or her grade and unit. The

statement is attached to a true copy of DA Form 3078 and retained in the unit’s records.

(3) A copy of DA Form 3078 is forwarded to the medical holding detachment.

*d. Shipment of clothing.*

(1) At times, emergencies make it physically impossible for the soldier to take clothing with him or her on transfer

to an off-post hospital. When this happens, the unit commander will, within 24 hours after being informed of the

transfer——

*(a)* Have clothing shipped to the soldier at Government expense.

*(b)* Place the original copy of DA Form 3078 in a secure container per paragraph 12–13a(2)(d) above.

*(c)* Prepare a statement on letter size paper. A suggested format is shown in figure 12–5 below.

**AR 700–84 • 18 November 2004 (cont’d)**

**Figure 12–5. Statement of shipment of clothing**

**The items and quantities of personal clothing belonging to (Name)(SSN)(Organization) and appearing on the attached DA Form 3078 have been shipped on (enter the Government bill of lading number) on (enter the date) by express, motor freight, or less than carload freight. (Cross out words not applicable.)**

*(d)* Sign the statement. He or she will include on the statement his or her grade, and unit.

*(e)* Forward the statement and a copy of DA Form 3078 to the commanding officer of the medical holding company

or detachment.

(2) If shipment is not received within a reasonable time, the commander of the medical holding company or

detachment sends a tracer for the missing clothing. The tracer is sent to the enlisted soldier’s parent organization

through the proper MACOM. If the clothing has been lost through no fault of the enlisted soldier, the unit commander will furnish the hospital a true copy of DA Form 3078. Items of personal clothing shown on the form are replaced gratuitously.

**DA PAM 710–2–1 • 31 December 1997**

**10–18. OCIE record inventory**

The following inventories are required for OCIE issued to soldiers/individuals.

*a.* Upon assignment of a soldier to a unit. Use the methods in paragraph 10-8, issue procedures (inprocessing).

*b.* Prior to the soldier clearing the installation. Use the methods in paragraph 10-10, turn-in procedures (outprocessing).

*c.* When a soldier is placed in an absent without leave status, hospitalized while on leave, extended TDY (defined as 30 days or

more), or confined in a military or civilian correctional facility OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on- or off-post bachelor quarters (other than troop billets) or family housing.

*Note.* A soldier must secure his/her OCIE within a locked container i.e., duffel bag or foot locker before placing in the facility (i.e., supply annex)

provided by the unit.

The unit commander will choose an officer, warrant officer, or NCO to make the inventory. The chosen person will:

(1) Make sure the soldier’s OCIE is not mixed with OCIE of other soldiers.

(2) Prepare two copies of DA Forms 3645/3645-1. Enter the words “Inventoried according to DA PAM 710-2-1” in the name

block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.

(3) Put the original of DA Forms 3645/3645-1 with the soldier’s OCIE. File the copy in the unit absentee files with the soldier’s

other DA Forms 3645/3645-1.

(4) Secure the inventoried OCIE in unit facilities.

*d.* When a soldier is returned from AWOL, hospital, or extended TDY. The following procedures will be used when a soldier is

returned from AWOL, hospital, or extended TDY:

(1) Have the soldier conduct a joint inventory with the commanders designated supply representative of property secured during his/her absence.

(2) Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

(3) Have the soldier sign a release statement posted to the inventory form for items being issued.

(4) Have the soldier go to the OCIE issue point with adjustment documents for reissue of shortages.

*e.* When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days. The inventory outlined in paragraph c above should be accomplished if not previously completed, and items turned in to the OCIE issue point or CIF. The commander’s designated supply representative will:

(1) Remove the unit copy of the soldiers DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

(2) Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

*(a)* Turn-in overages as found on installation property. Account for shortages according to AR 735-5. Document number for the

adjustment will be assigned by the OCIE issue point. Turn in the soldiers OCIE to the OCIE issue point or CIF.

*(b)* The inventory forms and the soldiers DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

*f.* Additional information. Additional information concerning the handling of property for individuals in the categories described in paragraphs c and d above can be found in AR 700-84, paragraphs 12-12 through 12-18. DA Pamphlet 600-8, paragraph 9-6 (Procedure 9-3) should also be reviewed.

**APPENDIX X Personal Effects Inv**

\*\*\*\*\*\*\*\*\*\*\*CERTIFICATE\*\*\*\*\*\*\*\*\*\*\*

(PERSONAL EFFECTS INVENTORY)

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Battalion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Brigade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bldg#\_\_\_\_\_\_\_\_\_\_\_ Room#\_\_\_\_\_\_\_\_ Date inventory started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Date inventory completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

LAST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI \_\_\_\_\_\_SSN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK\_\_\_\_\_\_\_\_\_\_\_

**ITEM NAME QTY SERIAL# MODEL# (B=BROKEN, C=CRACKED, R=RIPPED)**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

3.­.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

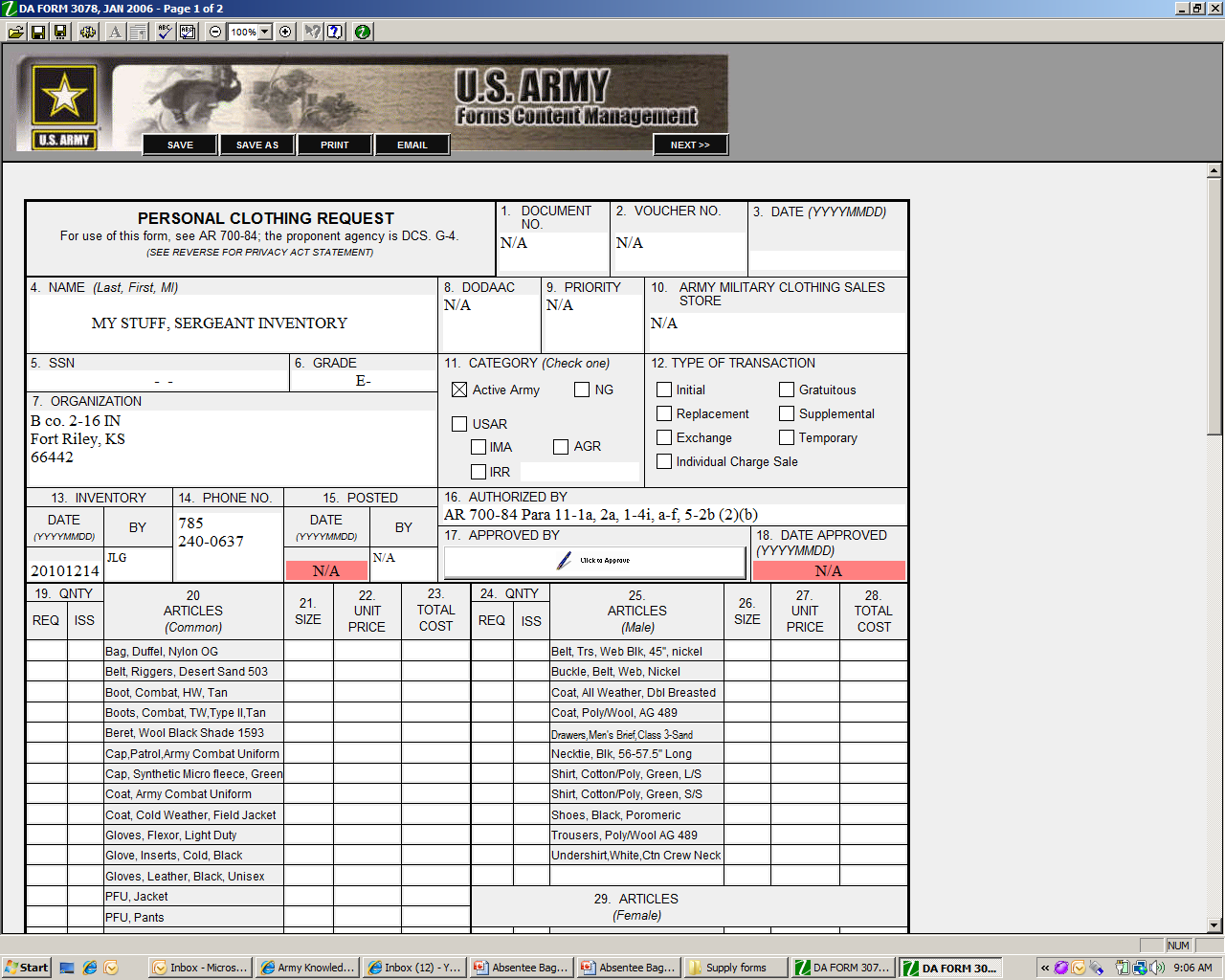
**INVENTORIED BY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INVENTORIED BY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*WITNESS BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK\_\_\_\_\_\_\_\_\_\_* DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*VERIFIED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK\_\_\_\_\_\_\_\_\_\_* DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX Y DA Form 3078 FOR CLOTHING INSPECTION/INVENTOR**

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**APPENDIX Z DA Form 3645-1OCIE Individual Issue Cont, 2-1 ID PBO Standard**



**APPENDIX AA Classes of supply**

**Classes of supply**

**Classes of supply References**

**Class 1** – Subsistence, including free health and welfare items.

**Reference(s):** AR 30–22

**Class 2** – Clothing, individual equipment, tentage, tool sets and tool kits, handtools,

administrative, and housekeeping supplies and equipment (including maps). This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts.

**Reference(s):** AR 700–84, CTA 50–900, CTA 50–970

**Class 3** – POL, petroleum and solid fuels, including bulk and packaged fuels, lubricating

oils and lubricants, petroleum specialty products; solid fuels, coal, and related products.

**Reference(s):** AR 11–27, AR 700–36, AR 710–2, FM 10–13, FM 10–18, FM 10–68, FM 10–69, FM 10–71, SB 710–2, TM 5–675

**Class 4** – Construction materials, to include installed equipment, and all fortification/

barrier materials

**Reference(s):** AR 420–17

**Class 5** – Ammunition, of all types (including chemical, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles,

rockets, propellants, and other associated items.

**Reference(s):** AR 190–59, AR 190–11, AR 190–13, AR 190–51, AR 700–19, AR 710–2, SB 700–2, SB 708–3, FM 9–38, TM 9–1300–206

**Class 6** – Personal demand items (nonmilitary sales items).

**Reference(s):** AR 700–23

**Class 7** – Major items: A final combination of end products which is ready for its

intended use: (principal item) for example, launchers, tanks, mobile machine

shops, vehicles.

**Reference(s):** AR 710–1, FM 704–28, SB 700–20, Appropriate authorization documents.

**Class 8** – Medical material, including medical peculiar repair parts.

**Reference(s):** AR 40–61, CTA 8–100

**Class 9** – Repair parts and components, including kits, assemblies and subassemblies,

reparable and nonreparable, required for maintenance support of all equipment.

**Reference(s):** AR 710–2, AR 710–1, Appropriate TMs

**Class 10** – Material to support nonmilitary programs; such as, agricultural and

economic development, not included in classes 1 through 9.

# APPENDIX GOVERNMENT PURCHASE CARD CUSTOMER REQUEST FORM

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| **GOVERNMENT PURCHASE CARD CUSTOMER REQUEST FORM** | | | | | | | | | | | | | | | | |
| **SECTION 1 COMPLETED BY REQUESTOR REQUEST** | | | | | | | | | | | | | | | |
| **Control Number:** | | | | | **DATE OF REQUEST** | | | |  | | **DESIRED DELIVERY** | |  | | |
| **Requester Name:** | | | | | | | | | | | **Phone Number** | | | | |
|  | | | | | | | | | | |  | | | | |
| **Namenclature** | **Part Number** | | **Qty** | | **Unit Price** | | **Total Price** | | **Vendor** | | | | **Remarks** | | |
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| Intended use and/or justification | | | | | | | | | | | | | | | | |
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| **SECTION II COMPLETED BY CARDHOLDER SOURCE** | | | | | | | | | | | | | | | | |
| Recommended source(s) of supply: | | | | | | | | | | | | | | | | |
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| **SECTION III COMPLETED BY UNIT PROPERTY BOOK OFFICER APPROVAL** | | | | | | | | | | | | | | | | |
| Printed Name of Property Book Officer: | | | | | | | | | | | | Phone Number | | | | |
|  | | | | | | | | | | | |  | | | | |
| Signature of Property Book Officer: | | | | | | | | | | | | Date | | | | |
|  | | | | | | | | | | | |  | | | | |
| CIRCLE: REVIEWED PURCHASE REQUEST - YES OR NO APPROVED OR DISAPPROVED | | | | | | | | | | | | | | | | |
| **SECTION III COMPLETED BY BILLING/APPROVING OFFICIAL APPROVAL** | | | | | | | | | | | | | | | | |
| Printed Name of Billing/Approving Official: | | | | | | | | | | | | Phone Number | | | | |
|  | | | | | | | | | | | |  | | | | |
| Signature of Billing/Approving Official: | | | | | | | | | | | | Date | | | | |
|  | | | | | | | | | | | |  | | | | |
| CIRCLE: APPROVED OR DISAPPROVED | | | | | | | | | | | | | | | | |
| **SECTION IV COMPLETED BY CARDHOLDER PURCHASE** | | | | | | | | | | | | | | | | |
| **Have you checked?** | | | | **Check Mandatory Source** | | **Verify/Funds Available** | | **Ensure its/not ICPBO** | | **Obtain Additional Approval if needed** | | **Fair and Resonable Pricing** | | **No Taxes** | **Commercial Sources** | |
|  | |  | |  | |  | |  | |  |  | |
| **Merchant/Company Name POC** | | | |  | | | | | |  | | | | | | |
| **Phone Number** | | | |  | |  | |  | | **Purchase Amount** | | | | **$** | | |
| **I verify this transaction is correct and necessary to fulfill mission requirements; do not exceed my delegated expending limits; is not for personal use or the personal use of unit personnel; is not an item or service which are specifically prohibited by the organization, regulation, or statute; and is not split into similar segments to stay under the micro purchase limit. Cardholder's initials:** | | | | | | | | | | | | | | | | |
| **NOTICE TO CARDHOLDER** | | | | | | | | | | | | | | | | |
| **The Government Purchase Card (GPC) Program is designed to allow units to make purchase with limited overhead. However, use of the GPC program is strictly controlled. The Government Purchase Card use is limited to purchases of $3,000 (or less) per purchase. It is unlawful to split the single purchase in order to remain under your single purchase limit. Items purchased under the GPC must be unavailable through ordinary supply channels, much more economical than ordinary supplies, or of a time sensitive nature making use of ordinary channels impractical. Consult your Billing / Approving Official, Agency / Organization Program Coordinator (A/OPC), or Staff Judge Advocate (SJA) if you have questions about limits, sourcing, or ethical considerations. If you make a purchase without prior approval from either your Billing/Approving Official or Unit Commander, Director, Deputy, or Chief, you may be held liable for the entire cost and may be subject to further judicial or administrative actions.** | | | | | | | | | | | | | | | | |
| **Cardholder Signature** | | | |  | | | | | | | | | | | | |

# APPENDIX CC Combat Sustainment

## 

|  |  |  |
| --- | --- | --- |
| **EXAMPLE SUPPORT SYNC MATRIX** | | |
|  | 2/24/2013 (Sun) | 2/25/2013 (Mon) |
| Class I | S/M/S from Ck1 located at TAA Dagger. Pick up 800 gallons of water. Pick up CLI from the BSA located at vic FOB Miami (10 pallets MRE's, 4 pallets fruit and veg., and 1 DOS of H&S. | S/M/H&S from CK1 located at the TAA. Pick up 800 gallons of water from the FLE. Resupply BCO retrans site. Resupply MP, BN TAC, CA and MISO TM along ASR Long Island. |
| Class II | Deploy w/14DOS | Deploy w/14DOS |
| Class III(B) | Support Platoon picks up CLIII(B) (4,000 gallons) from the BSA. | Support Platoon picks up CLIII (6,000 gallons) from the FLE. Resupply BCO retrans site. Resupply MP, BN TAC, CA and MISO TM along ASR Long Island. |
| Class III (P) | Pick up 55 gallons of Dextron 3 at the BSA. (Power Steering Fluid). | Order additional POL |
| AVGAS | 3x55 gallon drums at the BSA located vic FOB Miami. POC: CPT Jackson (776-8648) | N/A |
| Class IV | N/A | N/A |
| Class V | Request any additional Blank ammo from BN HHC. | Request any additional Blank ammo from BN HHC. |
| Class VI | Deploy w/14DOS | Deploy w/14DOS |
| Class VII | Not required | Not required |
| Class VIII | Not required | Not required |
| Class IX | On Demand Via LOGPAC | On Demand Via LOGPAC |
|  |  |  |
| Maint | Located at the TAA working off vehicle faults. Picking up parts at the BSA. Maintenance Team with the BN TAC. | Located at TAA working off vehicle faults. Picking up parts at the FLE. |
| Base | Contact TM with BN TAC HEMMT Wrecker on standby at BN MP | Conducting recovery and repair operations. |
| FMT | Located at TAA Dagger with two M88A1. | Conducting recovery and repair operations |
|  |  |  |
| Support | Pick up 4,000 gallons of fuel and 800 gallons of water. Backhaul trash to the BSA trash point. Pick up CCLI resupply at the BSA in vic of FOB Miami. **Support the Battalion's movement to Hill 720 and the BN TAC.** | Support refueling and CLI operations at the TAA. Pick up 6,000 gallons of fuel and 800 gallons of water. Backhaul trash to the FLE trash point. Resupply BCO retrans site. Resupply MP, BN TAC, CA and MISO TM along ASR Long Island. |
| Fuelers | **Support the Battalion's movement to Hill 720 and the BN TAC.** Resupply MP, BN TAC, CA and MISO TM along ASR Long Island. | One fueler (2,000 gallons) in TAA; one fueler to resupply MP, BN TAC, CA and MISO TM; Upload 4,000 gallons at the BSA. Resupply BCO retrans site 3. Resupply MP, BN TAC, CA and MISO TM along ASR Long Island. |
| Medics | Support Battalion movement to Hill 720. | Provide Medical support for TAA in vic of Hill 720. |
| Cooks | Support the Battalion's movement to Hill 720. | CK1 serving H&S Meal |
| LRP | TBD | TBD |
| AXP | 2xFLA's located at TAA Dagger | 2xFLA's located at TAA |
| Field Services | Drop 10 Port-a-Johns at TAA vic of Hill 720. | Clean resupply Port-a-Johns vic Hill 720. |
|  |  |  |
| HR |  |  |
| Personnel resup |  |  |
|  |  |  |
| UMCP | TAA Dagger | TAA vic Hill 720 |

## Classes of Supply

## CLI Subsistence (Rations)

## CLII Expendable/Durable items

## CLIII POL (Oil, Fuel)

## CLIV Construction Materials (Lumber, Sandbags)

## CLV Ammunition

## CLVI Personal Demand Items (Soap, Toothpaste)

## CLVII Major End Items (Vehicles)

## CLVIII Medical Supplies (Litters, Needles)

## CLIX Repair Parts (Batteries, Tires)

## CLX Non-Military Items (Humanitarian Aid)

## VEHICLE BASIC LOAD

## All elements must be able to self-sustain themselves for at least 24 hours during steady state combat operations. The purpose of this SOP is to establish a basic load per vehicle for high-consumption items during combat operations, such as CL I (water, MREs), CL III (fuel), CL V (ammunition) and CL VIII (medical supplies.)

## CL I: All vehicles will carry at least one box of MREs and one 5-gallon water can.

## CL III: If possible all wheeled vehicles will each carry one 5-gallon jerry can of fuel for emergency resupply.

## CL V: All soldiers will carry one Basic Load of CLV on their person. Each crew served weapon system will carry a minimum of 1,000 rds per weapon in their assigned vehicles.

## CL VIII: Each vehicle will have one CLS bag, fully stocked. Bradley's will have one CLS bag for the crew and each dismount Team will have at least one CLS bag. Squads may opt to carry one CLS bag on patrol and leave one on the Bradley based on the mission or presence of medics.

## Maintenance/Recovery: Vehicles will have all BII at all times. Wheeled vehicles will each have a spare tire and tow strap, and one of every two like vehicles will have a tow-bar. Bradley's will have one tow-bar for every two.

|  |  |  |  |
| --- | --- | --- | --- |
| **CONVOY MISSION PLANNING** | | | |
| **PCC/PCI CHECKLIST** | | | |
| TASK | GO | NO GO | NOTES |
| CONFIRM INTEL ON ENEMY ACTIVITY ALONG ROUTE |  |  |  |
| REVIEW RADIO CALL SIGNS (EOD FREQ./MEDEVAC,ETC) |  |  |  |
| REHEARSE MEDEVAC PROCEDURES |  |  |  |
| PRE-PLAN CASEVAC PROCEDURES AND LZ'S |  |  |  |
| PLAN PRIMARY AND ALTERNATE ROUTES |  |  |  |
| IDENTIFY CHECKPOINTS |  |  |  |
| DEVOP AN ORDER OF MARCH |  |  |  |
| REVIEW NAI'S, PIR, CCIR |  |  |  |
| CONDUCT MAP RECON WITH KEY LEADERSHIP |  |  |  |
| COMBAT LIFESAVER/MEDIC PRESENT |  |  |  |
| CLS BAGS COMPLETE |  |  |  |
| VS-17 PANALS FOR EVAC MARKING IN EACH VEHICLE |  |  |  |
| REHEARSE VEHICLE EXTRACTION DRILLS |  |  |  |
| REHEARSE REACT TO INDIRECT FIRE DRILLS |  |  |  |
| REHERSE REACT TO CONTACT DRILL |  |  |  |
| VEHICLE BII PRESENT |  |  |  |
| EQUIPMENT SECURLY TIED DOWN |  |  |  |
| TOW BAR |  |  |  |
| STRECTHER |  |  |  |
| CAMERA AND BINOCULARS |  |  |  |
| GPS/MAPS/COMPASS |  |  |  |
| RADIO/LONG RANGE COMMO CHECK |  |  |  |
| CHECK LOAD PLAN CHECKLISTS |  |  |  |
| 2DOS OF WATER |  |  |  |
| 2DOS OF CLI |  |  |  |
| ALL NECESSARY REPORTS ON HAND |  |  |  |
| KNOW CURRENT CHALLENGE AND PASSWORD |  |  |  |
| REVIEW FPOL AND RPOL PROCREDURES |  |  |  |
| BRIEF WEAPONS CONTROL STATUS |  |  |  |
| BRIEF ESCALATION OF FORCE PROCEDURES |  |  |  |
| BRIEF THE ROUTE AND ANY EXPECTED CHOKE OR POSSIBLE AMBUSH SITES |  |  |  |

## CASEVAC PROCEDURES

## Casualty Evacuation (CASEVAC) begins at the point of injury (POI.) The primary caregiver (buddy aid, CLS or combat medic) renders first aid and, in coordination with the commander on the ground, makes an on-the-spot evaluation: either the casualty can continue the mission or the casualty must be evacuated immediately. CASEVAC is conducted utilizing the following steps.

## 1. Self/Buddy/CLS/Medic first aid performed (pressure dressings, tourniquets applied; IV if necessary) at the point of injury, or secure location nearby.

## 2. Patrol leader calls in casualty SITREP (Battle Roster number, type of injury/wound, location of injury, actions to be taken) and makes any requests, if applicable. The purpose of this call is to alert medical personnel at the nearest aid station to either prep for the casualty or prompt patrol leader for 9-line information.

## 3. If casualty needs immediate care, patrol self-evacuates to nearest aid station, where patient is stabilized by higher level of medical care (PA or MD.) Once patient is stabilized at aid station, medical professionals make decision on whether or not to request further evacuation (ground or air) to higher level of care (field hospital.)

## 4. If patrol is unable to self-evacuate (decisive engagement, disabled vehicles), continue to stabilize casualty and request assistance (see step 2.) Remain in place and wait for assisting ground combat patrol to arrive.

## NOTE: In some circumstances you will request an air evac from the point of injury, but these instances are rare. Normally, your patrol will be a reasonable distance (10 minutes) from a forward aid station, where casualties will be stabilized prior to any air evac request.

## 9-LINE MEDEVAC REQUEST

## 

**MASCAL/TRIAGE PROCEDURES**

## Mass Casualty (MASCAL) events occur when an event causes a greater number of casualties than elements on the scene are capable of dealing with simultaneously, i.e. some casualties will remain untreated until other more urgent casualties receive medical attention. There is no minimum number of casualties in any MASCAL. A good rule of thumb follows:

## A 40-man platoon can easily handle 4 casualties simultaneously, but not 8, given that many in the platoon will be crewing vehicles and others will be pulling security. For a 40-man platoon, 8 casualties is a MASCAL situation.

## The leader on the ground must quickly assess the situation and take the following steps:

## 1. Notify higher headquarters of the situation

## 2. Organize the MASCAL operation and issue instructions to his element

## 3. Command and control the operation and triage the casualties

## 4. Maintain security at all times until relieved on the scene by QRF or other units

**PROCEDURES:**

* Secure area
* Assess situation; count number of casualties
* Identify teams:
  + Security Team
  + Treatment Team (medic/CLS)
  + Litter Team
  + Triage OIC (CDR or patrol leader)
* Choose Casualty Collection Point (CCP). Must be in a secure area near the point of injury with easy access for ground ambulance.
* Gather equipment (medic bags, CLS bags, litters)
* Execute Triage (four categories, in order of treatment) by assigning each casualty a category and ordering litter teams to move casualties to one of three corners of the Triage Triangle or out of sight (if expectant). The four categories are:

1. Urgent (will survive if treated immediately)

2. Priority (will survive if treated within 4 hours)

3. Routine (will survive; does not need immediate treatment)

4. Expectant/KIA (will not survive even if treated immediately or already dead)

* Immediately begin treatment of Urgent casualties. Once treatment teams become available, begin treatment of Priority casualties, and on to Routine and finally to Expectant.
* Treatment should be hasty (pressure dressings, tourniquets, etc.)
* Once treatment has begun, alert Litter Teams to begin moving casualties, in order, to the CCP
* Mission is complete once all casualties have been treated and moved from point of injury to secure CCP, and standard medical treatment personnel and evacuation assets are on the scene.

**MAINTENANCE SOP**

**VEHICLE MAINTENANCE**

* Unit-level maintenance is critical for the sustainment of combat power (Bradley's, HMMWVs, weapons) during steady-state combat operations. The purpose of the Company Maintenance Team (mechanics attached from HHC) is to support the company’s operational effort by providing -20 level maintenance expertise and to quality-check vehicles requiring routine dispatch.
* The Company XO is the primary company maintenance manager. He will keep the CDR informed on a daily basis to changes to the maintenance status of all company equipment.
* Maintenance schedules must revolve around mission and patrol schedules. Therefore, the CDR works closely with the XO and the Company Maintenance Team Chief to prioritize the effort of the maintenance team. Each platoon will have no less than one day per week dedicated to maintenance. **This day may also include a steady-state mission, so this platoon becomes the maintenance team’s main effort.**
* Maintenance is conducted at the platoon level. The Platoon Leader and/or Platoon Sergeant will receive an order from the CDR/XO on the required maintenance day/time (based on company patrol schedule) and coordinate with Company Maintenance Team Chief.
* All PMCS will be performed with TM open, by the numbers. Turret and hull 10-level maintenance is conducted, with section leader (at a minimum) reviewing. Section leader compares current to last 5988E for discrepancies, ensures last parts were ordered.
* Section leader goes over 5988E with Team Chief to ensure all faults are identified, fixed faults are removed, and status of parts “on order” and parts “on hand.” Mechanics verify faults and identify any new faults on 5988E. Team Chief orders parts; any and all parts on-hand are hung by crew and mechanics.
* Vehicles are QA/QC’d and dispatch paperwork is prepared for signature by CO CDR.
* Copy of 5988E retained by Team Chief, Platoon, and XO. Team Chief, ensures PLL updates order status/5988E, with XO and PL/PSG checking week to week on discrepancies.
* BII shortage annex is scrubbed by platoon, attached to weekly 5988E. Any BII identified as damaged or missing is ordered by supply (CL II) or through PLL (CL IX).
* **All vehicles require “before”, “during” and “after” mission PMCS. No exceptions!**

**WEAPONS/SENSITIVE ITEMS**

* PMCS (and 2404 updated) will be conducted no less than once a week in garrison, no less than once a day during deployment.
* No weapon/sensitive item PMCS will be conducted without -10 TM and 2404. First-line supervisor ensures PMCS is done correctly and 2404 filled out properly.
* Faults identified on the 2404 are verified by company armorer.
* No damaged or broken item will be turned in without a valid damage statement and 2404 approved by armorer.
* Broken part must be turned in to armorer with damage statement.
* Armorer is responsible for ensuring NMC weapons are job-ordered through PLL and parts ordered. XO and PL/PSG will check for discrepancies.

**PACKING LIST (1 of 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **WORN** | **RUCK** | **A BAG** | **B BAG** | TOTAL |
| Bag, Barracks |  | 1 | 1 |  | **2** |
| Bag, Sleeping (Black) |  |  |  | 1 | **1** |
| Bag, Sleeping (Green and Bivy Sack) |  | 1 |  |  | **1** |
| Bag, Water proof |  | 1 | 1 |  | **2** |
| Balaclava, black |  | 1 |  |  | **1** |
| Belt, PT |  | 1 |  |  | **1** |
| Belt, Pistol (if wearing LCE) | 1 |  |  |  | **1** |
| Belt, Trousers | 1 |  | 1 |  | **2** |
| Body Armor (Throat/Groin Protectors, Side/Deltoid) |  | 1 |  |  | **1** |
| Body Armor w/both plates, Collar and Molle | 1 |  |  |  | **1** |
| Boots, Tan Combat Hot Weather | 1 |  | 1 |  | **2** |
| Boots, Tan, Temperate Army Combat |  |  |  | 1 | **1** |
| Camelback | 1 |  |  |  | **1** |
| Canteen, 1 quart (If no Camelback) | 2 |  |  |  | **2** |
| Cap, Fleece |  |  |  | 1 | **1** |
| Cap, Patrol, ACU |  | 1 |  |  | **1** |
| Cap, Boonie, ACU |  | 1 |  |  | **1** |
| Compass, with Case (leaders) | 1 |  |  |  | **1** |
| Cover, Canteen (If no Camelback) | 2 |  |  |  | **2** |
| Cup, Canteen (In Bag if Canteens Not Carried) |  |  | 1 |  | **1** |
| Drawers, Brown (Optional) | 1 | 1 | 5 |  | **7** |
| Drawers, Poly pro |  |  |  | 2 | **2** |
| Ear plugs with case | 1 |  |  |  | **1** |
| Entrenching tool w/ carrier |  | 1 |  |  | **1** |
| Eyeglasses, Prescription | 1 | 1 | 1 |  | **3** |
| Eye Protection, Ballistic (Clear/Shade) | 1 |  |  |  | **1** |
| Flashlight w/Batteries |  | 1 |  |  | **1** |
| Fleece, complete |  |  |  | 1 | **1** |
| Gloves, black with inserts |  | 1 |  |  | **1** |
| Gloves, Gortex |  |  |  | 1 | **1** |
| Gloves, Nomex |  | 1 |  |  | **1** |
| ACH Complete | 1 |  |  |  | **1** |
| ID tags w/short and long chains | 1 |  | 1 |  | **2** |
| Kit, Sewing |  | 1 |  |  | **1** |
| Kit, Weapons Cleaning |  | 1 |  |  | **1** |
| Liner, field jacket |  |  |  | 1 | **1** |
| Lock with key or combination |  |  | 1 | 2 | **3** |
| Magazine (5.56mm) 30-Round | 7 |  |  |  | **7** |
| Magazine (9mm) (If issued 9mm) | 2 |  |  |  | **2** |
| Mask, protective (Complete) |  | 1 |  |  | **1** |
| Mat, sleeping |  |  | 1 |  | **1** |
| Medications, Prescription (if required) 60 day |  | 1 |  |  | **60 day** |
| Medications, Prescription (if required) 120 day |  |  | 1 |  | **120 day** |

**PACKING LIST (2 of 3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **WORN** | RUCK | **A BAG** | **B BAG** | **TOTAL** |
| Molle Gear | 1 |  |  |  | **1** |
| MOPP Suit complete |  |  | 1 |  | **1** |
| Overshoes, rubber |  |  | 1 |  | **1** |
| Pads, Knee/Elbow | 1 |  |  |  | **1** |
| Parka, Gortex |  |  | 1 |  | **1** |
| Parka, wet weather |  | 1 |  |  | **1** |
| Personal Hygiene 30 day supply |  |  | 1 | 1 | **60 Day** |
| Personal Hygiene 14 day supply |  | 1 |  |  | **14 Day** |
| Poncho w/ liner |  | 1 |  |  | **1** |
| Sanitizer, Hand 14 day supply |  | 1 |  |  | **14 Day** |
| Neck Gaitor |  | 1 |  |  | **1** |
| Shirt, ACU | 1 | 1 | 2 |  | **4** |
| Shoes, running, pair |  |  | 1 |  | **1** |
| Shoes, shower, pair |  |  | 1 |  | **1** |
| Silks, Top/Bottom |  | 1 | 1 |  | **2** |
| Socks, white |  |  | 7 |  | **7** |
| Socks, wool (black/green moisture wicking)**3** | 1 | 2 | 5 |  | **8** |
| Towel, brown |  | 1 | 1 | 1 | **3** |
| Trousers, ACU | 1 | 1 | 2 |  | **4** |
| Trousers, Gortex |  |  |  | 1 | **1** |
| Trousers, poly-pro |  |  |  | 2 | **2** |
| Trousers, wet weather |  | 1 |  |  | **1** |
| Undershirt, brown/tan moisture wicking | 1 | 2 | 4 |  | **7** |
| Undershirt, poly-pro |  | 1 |  | 1 | **2** |
| Washcloth |  | 1 | 1 |  | **2** |

**APFT UNIFORM ITEMS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **WORN** | RUCK | **A BAG** | **B BAG** | **TOTAL** |
| Cap, PT |  |  |  | 1 | **1** |
| Gloves, Black PT |  |  |  | 1 | **1** |
| Jacket |  |  |  | 1 | **1** |
| Pants |  |  |  | 1 | **1** |
| Shirt, L/S |  |  |  | 2 | **2** |
| Shirt, S/S |  |  | 2 |  | **2** |
| Shorts, Black |  |  | 2 |  | **2** |

**ADDITIONAL REQUIRED ITEMS FOR VEHICLE CREW MEMBERS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **WORN** | CVC BAG | **A BAG** | **B BAG** | **TOTAL** |
| Balaclava, CVC |  |  |  | 1 | **1** |
| Coveralls, CVC |  | 1 |  | 1 | **2** |
| Coveralls, Winter Work |  |  |  | 2 | **2** |
| Coveralls, Summer Work |  |  |  | 1 | **1** |
| Gloves, CVC |  | 1 |  |  | **1** |
| Helmet, CVC Complete |  | 1 |  |  | **1** |
| Jacket, CVC |  |  |  | 1 | **1** |

**PACKING LIST (3 of 3)**

**NOTES:**

1. Brown drawers are optional; soldiers should plan to have a 30-day supply of drawers (if carried), as well as a 30-day supply of socks and T-shirts.

2. E-Tool is tied to the rucksack.

3. Additional lock in B Bag is additional storage the soldier may have while deployed.

4. Commanders may re-distribute packing configuration to meet the unit’s mission (Assault Packs); however, all items must be taken. Soldiers may take additional items providing the additional items do not take the place of required items listed on the packing list.

5. Notebook with Pen Carried.

**RECOMMENDED ITEMS TO BE TAKEN:**

Laundry soap for 30 days (A Bag); Tobacco products; Extra Ballistic Eyepro; Foot Powder; Insect Repellant; Additional Velcro Patches; Toilet Paper; Phone Cards; Sewing machine; Envelopes; Writing paper; Stamps (for mailing outside APO system/USA; Check/Debit Cards; List of monthly bills and addresses.

**SAFETY BRIEFING**

**Before patrolling make a risk management plan and brief all 9 points below:**

**1 . ID Hazards: ID hazards by reviewing METT-T facts for the mission/task. Sources of METT-T facts & historical hazards include: mission/task instructions, recon, experience of leaders & troops, unit safety SOP, and unit accident history. ID hazards most likely to result in injury or property damage.**

**2. Assess Hazards. Determine risk of *each* hazard not adequately controlled by applying the individual hazard *risk assessment matrix.***

**3. Develop Controls. Develop one or more controls for each hazard to reduce its**

**risk. Controls should address the reason(s) the hazard needs to be risk managed.**

**4. Determine Residual Risk. For *each* hazard, determine the level of risk remaining assuming controls are implemented *(Use risk assessment matrix.)***

**5. Determine Mission/Task Risk. Use procedures in unit SOP. If SOP does not specify procedures to determine overall mission/task risk, use the hazard with the highest residual risk.**

**6. Make Risk Decision. Decide to accept or not accept the level or residual risk for the mission/task. Use this SOP to determine who is authorized to accept the level of risk. If the SOP does not include this guidance, elevate risk decision only if cannot meet next higher commander's risk guidance.**

**7. Implement Controls. Decide how each control will be put into effect / communicated to the personnel who will make it happen (i.e. written/verbal instructions, tactical/safety/garrison SOPs, rehearsals.)**

**8. Supervise. Show how each control will be monitored to ensure proper implementation (i.e. continuous supervision, spot checks.)**

**9. Evaluate. After mission/task is complete, determine effectiveness of each control in reducing the risk of the targeted hazard. For those not effective, determine why and what to do the next time this hazard is identified. For example, change the control, develop a different control, or change how the control will be implemented**

**EXAMPLE MISSION RISK ASSESSMENT**

**Picture2**

**Picture1**