

# DIRECTORATE OF LOGISTICS

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Consolidated Installation Property Book Branch

## STANDING OPERATING PROCEDURES EXTERNAL

United States Army Garrison  
Fort Irwin, California, 92310  
June 2011

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## **General**

### **1. Introduction**

This Standard Operating Procedures (SOP) is intended to assist all parties in performing regulatory 100% property book accountability, management of authorizations and up-to-date asset visibility of all property book items at the NTC. Maintenance of property book accountability includes many tasks and sub-tasks, such as verifying authorizations, ordering, receiving, issuing, and turn-in of Accountable Government property book items. The Standard Army Information Management System (STAMIS) utilized at the NTC to maintain property book accountability and asset visibility is the automated Property Book United Supply Enhanced (PBUSE).

### **2. References**

Related publications and referenced forms are listed in appendix A.

### **3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

## **Responsibilities**

### **1. Consolidated Property Book Office (CPBO)**

- a. Delegated responsibility by the Garrison Commander to perform and/or administer formal accountability of all Modification Table of Organization and Equipment (MTOE), Tables of Distribution and Allowances (TDA), Installation.
- b. Responsible for all Distribution Equipment System (DES) reporting, including Continuing Balance System-Expanded (CBS-X), Unique Item Tracking (UIT), Logistical Total Army Authorization Document System (LOGTAADS), and Requisition Validation System (REQVAL), to Logistics Support Agency (LOGSA).
- c. Proponent and systems administrator for PBUSE, including interface with other automated systems.
- d. Performs review, analysis, and reconciliation of daily PBUSE input from NTC units/activities. Coordinates and ensures corrective action is taken as required.
- e. Manages authorizations, asset visibility, requisitioning, and receipt of all property book items at the NTC.
- f. Identifies, directs, and approves lateral transfers and turn-ins of excess property book items.
- g. Authenticates and coordinates high priority requisitions for property book items.
- h. Maintains validates non-expendable component shortage annexes for PHRH accounts.
- i. Acquires and distributes LOGTAADS.
- j. Performs the duties listed above and additional duties described in section 2-2 for units listed in 2-3.

**2.** 11<sup>th</sup> Armored Cavalry Regiment, USA Garrison, Commissary, Mates, Red Cross, Finance & Accounting, Directorate of Resource Management, Acquisition Command,

Air Ambulance, 916<sup>th</sup> Support Brigade , AAFES, Criminal Intelligence Detachment, Materiel Management Center, 203<sup>rd</sup> Military Intelligence, Logistics Assistance Office, 759<sup>th</sup> Ordnance Detachment, JIEDDO, IMCOM.

a. Perform all regulatory functions of a Primary Hand Receipt Holder and maintain regulatory 100% accountability of all property book items in the physical custody of the unit/activity, subject to periodic review and inspection by the CSDP Monitor. This includes coordinating with CPBO on items received and turned-in. NCOs' will not serve as a PHRH, unless approved in writing by the O-6 COL or above.

b. Perform monthly 10% cyclic and sensitive item inventories from lists generated by the CPBO reconcile discrepancies, initiate relief from responsibility documents (Financial Liability Investigation of Property Loss, Statement of Charges/Cash Collection Voucher) as required.

c. Sign original monthly hand-receipt, monthly cyclic and sensitive item inventory listing no later than the last day of the month in which the listing was provided. These listings are retained on file with the CPBO and the unit/activity is provided a copy that must be retained in supporting document files for a minimum of six (6) years or the life of the contract as applicable.

d. Ensure hand-receipt annexes are prepared at the unit level and validated for all component shortages.

e. Provide and update assumption of command orders or PHRH additional duty orders and DA Form 1687 (Delegation of Authority to Request/Receive) to the CPBO.

f. Attend change-of-command/change-of-primary hand receipt holder brief, including the incoming and outgoing unit/activity commander, provided by the CPBO.

g. Ensure all authorized equipment and components are on-hand or on-order.

h. Comply with and/or request lateral transfer and turn-in directives of excess property book items from the CPBO.

### **3. Contractors**

a. Contractors are required to comply with the property provisions contained in their respective contracts. Contractors involved with CPBO in fielding of property book items and/or acting as a PHRH with CPBO maintaining formal accountability are subject to the requirements of this SOP.

b. For contracts awarded under the FAR 45.105(a), accountability for Government furnished property (GFP) will be transferred to the contractor; however, the property book office will create and maintain a GFP asset listing on the property book for fiduciary reporting purposes.

c. Property book officers (PBOs), when directed by the official having command responsibility over the property required by a contract, will release the Government property to a contractor as GFP. The transfer of accountability of property provided to a contractor will be accomplished by using a DD Form 1149 (Requisition and Invoice/Shipping Document) or DA Form 3161 (Request for Issue or Turn-In). The document transferring accountability will be approved by the same contracting officer that approved the contract, or his or her representative, prior to the GFP being provided to the contractor. PBOs will use the transfer document to establish a GFP asset listing.

d. A joint physical inventory of GFP will be conducted by the PBO, the property administrator, and the contractor prior to the beginning of the contract period. On

completion of the inventory and written acknowledgment of receipt by the contractor, the PBO will post the transfer document as a loss to the Army's hand receipt and gain to a contract GFP asset listing. The PBO will continue to maintain the basic property book records for GFP transferred to the contractor.

The contracting office's designated representative will notify the PBO upon contractor receipt, transfer, or disposal of any GFP during the life of the contract (see AR 710-2, para 2-33). The PBO will update the fiduciary records as changes to GFP are communicated.

e. On termination or completion of the contract, a joint physical inventory by the contractor, the PBO and the property administrator will be accomplished. A transfer document transferring accountability back to the Army will be prepared as directed by the property administrator using DD Form 1149 or DA Form 3161. The contracting officer will reconcile the transfer document for shortages and will approve the transfer prior to the PBO acknowledging receipt and accepting accountability for the returned GFP. Upon completion of transfer document, the GFP asset listing for that contract will be discontinued. e. For contracts awarded under the FAR 45.106(a), citing clause 52.245-1, accountability for GFP will be laterally transferred on DA Form 3161, per AR 710-2, para 2-13a, to the contracting office. The property records will be maintained by the property administrator. These records will be kept separate and distinct from installation property book records. Responsibility for GFP will be assigned to the contractor using the technical exhibit to the contract.

## ***Property Book Unit Supply Enhance (PBUSE) Reports and Listings***

### **1. PBUSE**

Property Book Unit Supply Enhance (PBUSE) is the standard Army automated system for maintaining records of property book items. PBUSE can be used to produce many types of reports and listings. Each of these reports or listings is labeled with a Product Control Number (PCN).

### **2. Hand Receipt Listing**

Hand Receipt Listing is the official hand-receipt utilized by each PHRH to assume responsibility for property book items under their control. On the 1<sup>st</sup> working day of each month the hand receipt listing is produced by the CPBO for each PHRH, who will validate by signature and return the original report no later than the last working day of the month in which the listing was provided. Any discrepancies noted must be reconciled with the CPBO upon turn-in by using the form provided by this office. **There will be no written adjustments on the original copy of the Hand Receipt.**

Units/activities will maintain a signed hand receipt listing at the unit/directorate level. Units/activities will report the reason(s) for any hand receipt not signed by the last working day of the month to the CPBO. (A Letter of Lateness will be signed by the Battalion, Brigade, or Regimental Executive Officer, Commander or civilian equivalent.)

a. The unit working copy of the hand receipt when annotated properly constitutes an excellent tool for the Company Commander's/Primary Hand Receipt

Holder's thus facilitating the monthly review of hand receipt validation. Entries are posted (handwritten) as changes occur by supply personnel. Document numbers and adjusted quantities should be annotated.

### **3. Sensitive Item Inventory Listing**

Sensitive Item Inventory Listing is utilized to account for sensitive items. On the 1<sup>st</sup> working day of each month the sensitive items listing is produced by the CPBO for each PHRH, who will sign and return the original no later than the last working day of each month. Any discrepancies noted must be reconciled with the CPBO upon turn-in of the sensitive item listing. Using the form provided by this office, **there will be no written adjustments made on the original copy of this document.** Units/activities will maintain a signed sensitive items listing at the unit/directorate. Units/activities will report the reason(s) for all reports not signed by the last working day of the month to the CPBO. Units/activities will maintain a working copy of this report in the arms room, which can be used as the monthly Arms/Ammunition inventory (see figure K1 and K2).

### **4. Cyclic Inventory Listing**

Cyclic Inventory Listing is utilized to perform 10% cyclic (monthly) inventories and fulfills the unit/activities regulatory responsibility to perform a 100% inventory of all property book items on an annual basis. On the 1<sup>st</sup> working day of each month the cyclic inventory listing is produced by the CPBO for each PHRH, who will sign and return the original report no later than the last working day of each month. Any discrepancies noted must be reconciled with the CPBO upon turn-in of the report. Units/activities will maintain a signed cyclic inventory listing at the unit/directorate. Units/activities will report the reason(s) for all reports not signed by the last working day of the month to the CPBO. Units will use the form provided by this office to annotate any discrepancies noted during the inventory. **Do not make any corrections on the original copy.** Unit commander should sign and return this copy back to the Property Book Office (see figure L).

### **5. Due-In Listing**

Due-In Listing is provided by the CPBO by request to verify all authorized equipment is on-hand or on valid requisition. The PHRH should periodically perform an inquiry on SARSS/VLIPS to verify status of open requisitions. Identified discrepancies should be coordinated and resolved with the appropriate item manager in the Supply Management Branch.

### **6. Unit Equipment Readiness Listing**

Unit Equipment Readiness Listing is a listing showing readiness of equipment for MTOE units. UERL is normally produced by the CPBO on the 10<sup>th</sup> working day of each month.

### **7. Sub-Hand-Receipt Listings**

Sub-hand-receipts can be generated utilizing the automated Unit Supply Enhanced (USE) or manually on a DA Form 2062 (Sub-Hand-Receipt).

**8. Delinquencies, Exceptions, and Extensions for Hand-Receipt Listing, Sensitive Item Inventory Listing, and Cyclic Inventory listing** for timely submission are as follows:

a. **Sensitive Item Inventory Listing** must be submitted on time (the last working day of the month). No exceptions or extensions will be granted.

**Hand-Receipt Listing and Cyclic Inventory Listing** submission timeframes may be extended under certain conditions. The extension must be requested in writing to the CPBO no later than two (2) weeks before it is due (the last working day of the month). The extension will include a justification for the request (i.e. unit deployed, Unit Commander on leave, etc...), and when a signed copy of the listing will be submitted to the CPBO (A Letter of Lateness will be signed by the Battalion, Brigade, or Regimental Executive Officer, Commander or civilian equivalent.)

b. Units/activities that do not meet the established suspense, with or without an approved request for extension, will be specifically identified and reported in the quarterly Logistics Review and Analysis (LOGR&A).

### ***Requisitioning Non-Expendable Property***

#### **1. Non-Expendable Equipment**

The CPBO will requisition non-expendable equipment that is authorized by MTOE, TDA, Army Regulation (AR), Technical Manual (TM), Common Table of Allowances (CTA), Supply Catalog (SC), Technical Exhibit (TE), or other appropriate authorization documents. Equipment pending authorization on a valid DA Form 4610-R will not be requisitioned until the item(s) is documented on a published TDA or MTOE. When non-expendable In-Lieu-Of (ILO) items are requisitioned, a Memorandum for Record (MFR) signed by the Director, Regimental, or separate Battalion Commander is required.

#### **2. Requests for Non-Expendable Equipment**

a. Requests will be prepared at the unit level and signed by the PHRH. The request should be submitted on the local generated form generated by the CPBO (see Figure A) and must be signed by the unit Commander, or approving authority, prior to presenting the request to the CPBO for further processing. Units/activities will follow this same procedure and requisition non-expendable equipment at the PBO level.

#### **3. Assignment of Priority**

a. Requisitions will be based on the Force Activity Designator (FAD) and Urgency of Need Designator (UND). See DA PAM 710-2-1, Chapter 2, Table 2-1.

b. CTA items will be assigned priority 13 unless a higher priority is requested and justified in writing by the PHRH. Component items will be assigned the priority of the major item it supports.

c. Authentication of high priorities has been delegated by the Commanding General and Director of Logistics to the CPBO.

#### **4. Local Purchase Request**

The Deputy Commander and Chief of Staff have delegated approval authority to Colonel (O-6) in a command position for which the equipment belongs too to be the approval authority for local purchases. The only system authorized for requisitioning local purchase will be PR-WEB. All requests for nonexpendable equipment will be routed through supporting Property Book Officer for approval/authorization. PBO's are responsible for timely processing of local purchase requisitions.

#### **5. Requests should be followed by:**

a. Less than \$3,000.00 Credit Card Purchases (GPC): All credit card purchases must comply with procedures contained in NTC Reg. 715-5, U.S. Government Purchase Card Program. Basic supply requisitioning requirements must also be adhered to for items that require property book authorization and accountability. Items requiring CPBO accountability must be processed through:

(1) The CPBO for approval prior to credit card purchase.

b. Purchases over \$3,000.00 will be ordered using GFEBS (Acquisition on the Internet): The GFEBS web-based modular suite of acquisition solutions interacts directly with PD<sup>2</sup> to facilitate paperless acquisition in the Department of Defense (DOD). From customer purchase request creation, approval and commitment of funds, to solicitation, evaluation of offers, award and distribution of the contract, and on to customer receipt, payment, close out and archive; the power of the Internet is distributed across the organizations involved in DOD acquisition. Units will use GFEBS to create a purchase request. There will only be one End-Item per request. Reason being, there is only one document number associated to the form. Units will follow the flow chart in this SOP (see figure B).

c. Installation Furniture: In accordance with FAR, Part 8.102 "Required Sources of Supplies and Services," "When it is practicable to do so, agencies shall use excess personal property as the first source of supply in fulfilling their requirements and those of their cost-reimbursement contractors." FAR Part 8.001 sets forth the order of priority for satisfying requirements as follows:

- (1) Agency inventories
- (2) Excess from other agencies
- (3) Federal Prison Industries, Inc.
- (4) Products from the Blind and Severely Handicapped
- (5) Wholesale sources of supply
- (6) Mandatory Federal Supply Schedules (there are none for the DOD)
- (7) Optional Federal Supply Schedules (for DoD all Federal Supply Schedules are considered "preferred sources of supply")
- (8) Commercial sources

## **Turn-In Procedures**

### **1. Property Book Items Subject To Turn-In**

Property Book Items Subject to Turn-In must be: excess, unserviceable (condition code: H), CVE program or part of a Force Modernization (FORCEMOD) Program.

### **2. Turn-In Documentation**

Turn-in documentation is initially prepared by the PHRH and must comply with basic supply regulations and the Installation Supply Support Activity SOP or it will be returned to the PHRH without further processing, (see figure H). The ISSA SOP states exactly what documentation is required per vehicle type at the class VII yard. The PHRH has 5 calendar days from assignment of a document number by CPBO to turn-in the property book item(s) and return the completed paperwork to the CPBO (with-in 72 hours). Document numbers older than 5 days will be canceled and the PHRH must begin the turn-in process again. All turn-in paperwork (DA Form 5504, 2407 or 1577-2) should be stamped and signed with a condition code on it by the Inspecting Agency.

### **3. Flags and Guidons**

Flags and guidons must be accounted for, requisitioned, and turned-in as property book items. Procurement of flags and guidons is authorized only through military supply channels in accordance with AR 840-10. Approval by the Secretary of the Army is required prior to any alterations, additions, or changes to flags and/or guidons. The Materiel Identifier and Classifier must inspect unserviceable Flags, Guidons, and streamers prior to turn-in as follows:

a. The Materiel Identifier and Classifier document the Condition Code (CC) DA Form 2407/5504 (Maintenance Request). This document is attached to DA Form 2765-1 and submitted to the CPBO for turn-in and requisition of replacement(s).

Unserviceable Flags (except the United States Army Flag and the Army Field Flag, reference AR 840-10, paragraph 10-5b) and guidons that have not seen war service and are not desired for retention may be disposed of locally. Disposal must be made in accordance with AR 840, paragraph 10-3c.

b. Units are authorized one unit guidon in accordance with AR 840-10.

### **4. “Found On Installation Property” (FOI)**

“Found on Installation Property” (FOI) must be accounted for in accordance with DA PAM 710-2-1, Chapter 3, para. 3-9. Unit Commanders will sign all FOI’s, no exceptions, (see figure G).

### **5. Vehicle Turn-in Procedures**

Obtain and provide of disposition instructions from the CPBO. Class VII turn-in packets shall consist of the following documents:

a. DA Form 2765-1, Request for Issue or Turn-in (with Document number from PBO & Condition code) original and all copies.

b. DA Form 2404, Equipment Inspection, and Maintenance work sheet.

- c. DA Form 461-5, Vehicle classification Inspection with condition code and FORSCOM stamp from the 699<sup>th</sup> Maintenance Company. No other stamp will be accepted.  
(1 original and 1 copy)
- d. DA Form 2062, Hand Receipt/Shortage Annex (1 original and 1 copy).
- e. DA Form 2408-9, Equipment controls Records (1 copy).
- f. DA Form 2408-4, Weapons Record Data card (if applicable).
- g. Obtain/verify the following data:
  - Serial number
  - Registration Number
  - Admin number
  - Mileage
  - Hours
  - Years of Manufacture

The logbook must also be in the packet with any Special Instructions, such as a Damage Statement or Report of Survey. No class VII items will be accepted without a date Plate on them. Units must have disposition instructions from FORSCOM or Property Book Office directing them to turn-in said items and what condition codes this item is to be turned-in under. A copy must be provided to the Class VII Item Manager at the time of turn-in.

If the item being turned-in is a CVE Re-build, it will be CC: F, IAW AR 750-1, Chapter 4-6, pages 13-14, all other turn-ins must be at TM –10/20 standards must be cleaned (exterior and interior). Fuel must be drained to ¼ levels. All windows and headlights must be taped.

Vehicles cannot be turned-in if they present a health, safety, and/or environmental hazard. Final coordination (of all aforementioned) and approved is the NTC CL VII Item Manager.

## **6. Automation Technology Turn-in Documentation**

Turn-in documentation is initially prepared by the PHRH and must comply with basic supply regulations and the Installation Supply Support Activity SOP or it will be returned to the PHRH without further processing, (see figure H). The PHRH will create the DA Form 2765-1 and the DA Form 2407 prior to the items being technically inspected by NEC for turn-in.

The PHRH will then make an appointment with the TI equipment representative at NEC to inspect the equipment. The technician will either come to the equipment location or will require the PHRH to bring the equipment to the technicians shop. After the technician determines serviceability, the PHRH will take the equipment back to the unit

to be wiped by the IMO. If the equipment is deemed serviceable by the NEC technician, it will be laterally transferred to CPBO to be redirected to another user. If the equipment is deemed unserviceable, it is taken back to the NEC technician who will certify (DLIS Form 1867, figure P) that the hard drive has been removed, degaussed and drilled before coming back to CPBO for a turn-in document number.

The PHRH has 5 calendar days from assignment of a document number by CPBO to turn-in the property book item(s) to CRP Bldg 934 and then return the completed paperwork to CPBO (within 72 hours of turn-in). Document numbers older than 5 day will be cancelled and the PHRH must begin the turn-in process again. All turn-in paperwork (DA Form 2765-1 and DA Form 2407) will be stamped and signed with a condition code on it from the Inspecting Agency. All automation items being turned in will consist of the following documents:

- h. DA Form 2765-1, Request for Issue or Turn-in (with Document number from PBO & Condition code) original and 4 copies.
- i. DA Form 2407, Maintenance Request sheet.
- j. DLIS Form 1867, Certification of Hard Drive Disposition (1 original and 1 copy)

### **Lateral Transfer of Property**

#### **1. Disposition Instructions and Lateral Transfer Directives Transfer approval**

Transfers of nonexpendable property from one organization to another are called Lateral Transfers, IAW DA PAM 710-2-1, Chapter 3, para. 3-18. NTC G4 is the proponent for all lateral transfer directives. Lateral Transfers are made when there is excess property in one organization and shortages in another, or when equipment is withdrawn from the ARNG or USAR and transferred to the active components. Lateral transfers will be made when approved by, or at the direction of NTC G4 to include the following:

- a. For organization property. The lowest level commander over both units involved, if in the same component (Active, ARNG or USAR).
- b. For installation property to remain on the installation. The installation commander, if property is within the same component, and will not be transferred to another component.
- c. For installation property between installations. The lowest level commander over both installations involved. When the transfer involves two MACOM s it will be coordinated between the two MACOMs. When the transfer involves equipment owned by the ARNG or USAR and the equipment is to be transferred to the Active Component, HQ, ODCSOPS (DAMO-ODR) will approve the transfer. Assuming favorable coordination, the losing MACOM directs the transfer. In circumstances where the MACOM is the directing/approving authority for lateral transfers between different commands, the MACOM may delegate the authority to the Installation Supply Division

or Director of Logistics (DOL) or equivalent. Within AMC organizations, the DOL or equivalent may further delegate to the installation equipment manager.

d. For transfer of accountable classified COMSEC equipment. Transfer of accountable classified COMSEC equipment and components is prohibited, unless approved by the supporting COMSEC SSA. Upon approval transfer documents specified in TB 380–41 will be processed by COMSEC custodians through the COMSEC SSA. Unclassified CCI and other COMSEC equipment are contained in paragraph 3–19 below.

e. For withdrawals or diversions of ARNG and USAR equipment to the Active Component, The Secretary of Defense or designee. All requests for withdrawals or diversions will be initiated at MACOM level and forwarded to HQDA, ATTN: DAMO-ODR, Washington DC 20310–0400, for processing.

## **1. Transfer procedures**

Make the transfer of property as follows:

a. Determine the item to be transferred. Make sure the item meets 10/20 maintenance standards.

b. Use DA Form 3161 to transfer property book items. The losing unit prepares the form. Prepare the form in enough copies to meet the needs of the losing and gaining units. Figure 3-3 gives instructions for preparing DA Form 3161 as a lateral transfer (see figure H).

c. Document any component shortages using hand receipt annex procedures. Attach the original copy of the hand receipt annex to the gaining unit's copy of DA Form 3161. Sign and date the document in block 13.

d. Send DA Form 3161 and proper hand receipt annexes to the approving authority.

(1) For withdrawals of ARNG and USAR equipment to the Active Component, a copy of the correspondence approving the withdrawal will be attached to the original and copies of DA 3161 by both the gaining and losing PBOs.

(2) For transfer within the USAR, a copy of the memorandum from the MUSARC/MSO directing the transfer will be attached to the DA Form 3161 by both gaining and losing PBOs. This memorandum serves as the justification for the transfer in the USAR.

e. When the approved document is returned, the losing unit will:

(1) Assign a document number to the DA Form 3161.

(2) Submit requests for cancellation for all open requests for Components pertaining to the equipment.

(3) Notify the gaining unit's PBO that the property is ready for transfer.

(4) Ensure action is initiated to transfer OMA-funds to the gaining organization when OMA funded components (ABA code 3 or 5) are missing from property transferred within the same MACOM.

f. Deliver the equipment to the gaining unit or have the gaining unit pick it up.

g. The PBO of the gaining unit will:

(1) Conduct a receipt of property inventory per paragraph 9–2, ensuring that property meets the conditions in the transfer directive. Sign for the property by completing column 12g and block 15 (date and signature).

(2) Assign a document number to Block 4 of the DA Form 3161.

- (3) Give the losing unit's PBO a copy of the signed and documented DA Form 3161.
- (4) Post the lateral transfer document to the property book.
- (5) File the original of the DA Form 3161 in the supporting document file.
- (6) For Reportable Item Control Code (RICC) 2 items send a copy of the DA Form 3161 to the Continuing Balance System— Expanded (CBS-X) central collection activity. When using manual procedures.
- (7) Submit requests for component shortages.
- (8) ARNG. Send a copy of completed DA Form 3161 to the USPFO.
  - h.* The losing unit PBO will:
    - (1) Post the lateral transfer document to the property book.
    - (2) File the copy of the DA Form 3161 in the document file.
      - i.* When transferred, some property book items require submission of DA Form 2408–9. See DA Pam 738–750, chapter 5.
      - j.* Upon transfer of unclassified CCI, PBOs will comply with the reporting requirements of paragraph 4–28 of this pamphlet.

### **3. Lateral Transfer of Government Furnished Property (GFP)**

- a. When a contractor maintains the Official Property Records under the provisions of FAR 52.245-5, a joint physical inventory of GFP will be conducted between the Contractor and the CPBO prior to the issue or lateral transfer in accordance with AR 735-5, Chapter 2, and Paragraph 2-5. Procedures for the initial lateral transfer prior to the beginning of the contract period are contained in NTC REG 715-3.
- b. Lateral transfer or issue of GFP requires four (4) signatures on DA Form 3161 and is usually accompanied by an update to the TE of the contract. The PBO, Contracting Officer's Representative (COR), Property Administrator, and Contracting Officer must all sign DA Form 3161 prior to the physical transfer or issue of GFP. The quantities and types of equipment transferred should match, but must not exceed, those listed on the TE.

## **Receipt of Property Book Items**

### **1. Receipt Inventory**

Receipt Inventory is required when property book items are received, regardless of the source, in accordance with DA Pam 710-2-1. The inventory is intended for the units to ensure that the property book item/s received is what was requisitioned, undamaged, and complete. Units must check for UIC, quantity and serial # (if necessary).

### **2. Receipt Requirements**

Each PHRH or Supply Sergeant is required to check the SSA at least once per week, or when notified by SSA personnel, for property book items received. Discrepancies should be immediately reported to SSA and CPBO personnel. The PHRH or designated representative will ensure that the SSA initiates a SF-361 (Transportation Discrepancy Report or TDR) or SF-364 (Supply Deficiency Report or SDR) as appropriate. Once the unit signs the Material Release Order (MRO), the gaining unit/activity assumes full responsibility for the property book items. The gaining unit/activity will verify all serial

numbers, lot numbers and other identification numbers on receipt documents prior to posting on the property book account. The (MRO) must be sent to the CPBO to establish proper accountability procedures.

## **2. Receipt Documents**

Receipt documents (MRO) for non-expendable property book items will be provided to CPBO by the gaining unit/activity the same day of receipt. For Sensitive Items the MRO will be turned in to the CPBO same day of the receipt. The CPBO will post equipment to appropriate hand receipt within 48 hours. Property book items shipped directly to the unit/activity are still required to be posted to the hand receipt. Units/activities will follow this same procedure and process receipts at the PBO level.

## **3. Signature Card**

Delegation of Authority to Receipt for Property, DA Form 1687, will be used and signed by the commander or other person serving under letter of authority to delegate the ability for others to requisition, receive and/or turn-in property. Signature cards are to be completed in accordance with DA Pam 710-2-1 and provided to CPBO prior to transacting business. Signature cards will be replaced at expiration or change-of-command, whichever comes first. A copy of DA Form 1687 and assumption of command orders must be retained in both the CPBO and the unit/activity supply files (see figure D).

## **Hand-Receipt Annexes**

### **1. Hand-Receipt Annexes**

Hand Receipt Annexes (HRAs) are used to list and verify component shortages for end items. All sets, kits, and outfits, or other items that are missing non-expendable components require a DA Form 2062 (Hand-Receipt/Annex Number) to be used as a HRA (see figure E).

a. HRAs are prepared in enough copies to meet local requirements and validated by the unit/activity that maintains the document register. The CPBO/PBO will validate all non-expendable component shortages for PHRH and will maintain the original HRA, with the PHRH retaining a supporting document file copy. Company Commanders will maintain shortage Annexes for all durable and expendable (less consumable) items.

b. HRAs will be updated as changes occur or as required. When component shortages are received or turned-in, unit/activity personnel should coordinate with the CPBO/PBO to update the original and supporting document file copy of the HRA.

c. Shortages annexes are required when one of the following conditions exists:  
(1) Shortages consequent to receipt of property inventories: Hand receipt holders (HRH's) must notify the PBO in writing, and attach a copy of the component listing within three working days of receipt of the property. If shortages exist, action must be taken IAW AR 735-5.

(2) Turn-ins of unserviceable Non-Expendable components: The losing Company must provide the PBO with a copy of the completed turn-in transaction. The Non-Expendable shortage annex will then be updated.

(3) Adjustment documents pertinent to the loss or destruction of components: Shortage annexes for components listed on Reports of Survey will be established when the document number is assigned by the PBO. Statements of Charges/Cash Collection Vouchers, components shortage annexes will be established when the unit provides a copy after the document has processed through the servicing Finance and Accounting Office (FAO).

(4) Non-Expendable Shortages consequent to change to authorization documents:

Upon new publications or changes to existing ones, i.e.; TM's, AR's, SC's, the hand receipt holder will inventory using the most current publication and bring both copies of the publication (old, and new) to the property book office for verification and certification of shortage annexes. When items for which a shortage annex currently exists are deleted, the PBO will enter "item deleted" on the DA Form 2062, and cancel the requisition for the item. If the item is on hand it will be turned in. Hand Receipt Annexes will be initiated at the unit level. CPBO is not responsible for initiating any Hand Receipt Annex.

d. Upon turn-in or transfer of end items for which a shortage annex exists, the PBO will take action to cancel due-ins and reinstate requisitions when required. Hand Receipt Holders will notify the PBO which annex is applicable to the end item being turned-in or transferred.

e. The PBO will ensure that items listed on shortage annexes are on a valid due-in status, provided that funds are available.

f. Changes to shortage annexes will be posted to the PBO's copy as they occur. A Reconciliation of shortage annexes will be conducted between the PBO and the Primary Hand Receipt Holder on a Semi-Annual basis. During this reconciliation, the PHRH's copy will be re-validated.

## **Change of Primary Hand Receipt Holder (PHRH)**

### **1. 100% Physical Inventory**

A 100% physical inventory is required upon a change of PHRH in accordance with DA Pam 710-2-1. The CPBO will host a brief of both the outgoing and incoming PHRH prior to beginning the 100% inventory.

a. The incoming and outgoing PHRH will conduct a joint 100% physical inventory of all on-hand property book items. Items having components or BII will be inventoried using HRA's or other applicable documents.

b. The PHRH will notify the CPBO/PBO within 3 working days of joint inventory completion. Discrepancies will be identified and coordinated with the CPBO/PBO in accordance with AR 735-5.

### **2. Incoming PHRH**

The incoming PHRH will have the following documents prior to signing the units/activity Primary Hand Receipt:

- a. Assumption of Command Orders or PHRH Additional Duty Orders.
- a. DA Form 1687(s).
- b. Certificate (Provided by PBO).

- c. Publication list used by the PHRH to conduct the inventory.
- d. Shortage Annexes
- f. Any other appropriate documentation pertaining to the inventory

### **3. Outgoing PHRH**

The outgoing PHRH is responsible for all actions prior to the incoming PHRH signature on the Primary Hand Receipt. The outgoing PHRH is also responsible for the Sensitive Items inventory, cyclic inventory, and the Quarterly signing of the hand receipt prior to the Incoming PHRH signing for the Primary Hand Receipt.

## **Lost, Damaged, or Destroyed Property**

### **1. General**

Property book items that are lost, damaged, or destroyed due to causes other than fair-wear and tear, will be dealt with in accordance with AR 735-5. The individual signed for the property book items must conduct a thorough preliminary inquiry to identify the relevant facts and events leading to the loss, damage, or destruction. The PHRH must prepare and submit the appropriate adjustment document to the CPBO/PBO to ensure 100% accountability and obtain relief from property responsibility.

### **2. Adjustment Documents**

Adjustment documents used to document lost, damaged, or destroyed property is DD Form 200 or DD Form 362. Use and preparation of these forms must be in accordance with AR 735-5, Chapter 12 and Chapter 13.

### **3. Reestablishment of Accountability**

Reestablishment of accountability for property book items processed on adjustment documents and dropped from the records, but later recovered, will be documented on a memorandum requesting reestablishment of accountability. The memorandum will be provided to the appropriate CPBO/PBO and the property records will be adjusted accordingly.

## **Excess, Shortages, And Retention of Excess**

### **1. Update Authorizations**

Update authorizations are performed as needed (depending on changes) by the CPBO (PBO for ACR) to match LOGTAADS Vs hard copy MTOE/TDA or any other supporting documentation such as supplement III authorizations. Logistical Total Army Authorization Document System (LOGTAADS) is the approved authorization utilized to perform the USR for MTOE units, which also takes precedence over hard copy MTOE reports. A shortage/excess roll-up results from the update, which is then analyzed and reviewed by the CPBO to identify excesses and shortages.

### **2. Excess**

Excess property book items are identified and researched for possible redistribution. Identified shortages will result in a lateral transfer directive being issued by the CPBO.

Property book items identified, as excess without valid shortage will result in a turn-in directive being issued by the CPBO. Lateral transfer directives and turn-in directives issued by the CPBO will have completion suspense of 30 calendar days.

### **3. Requests to Retain Excess**

Requests to retain excess property book items will be permitted provided a DA Form 4610-R (TDA) or DA Form 2028 (MTOE) is submitted through the DRM, Force Structure Office requesting approval for addition of excess items to the TDA or MTOE. Excess equipment disapproved for addition to the TDA or MTOE will be turned in through local supply channels. DRM will ensure that the DA Form 4610-R, containing excess equipment requests, is forwarded to the CPBO as an interim authority to retain subject equipment. A copy of the final decision by higher headquarters for each action will also be provided to the CPBO by DRM. Note: Prior to DA Form 4610-R submission to the DRM, it should have been approved/staffed using the units' local procedures. After DRM receives the request, it is submitted to FORSCOM for review and possibly forwarded to DA depending on the type of equipment.

## **Unit Equipment Readiness Reporting**

### **1. MTOE Units**

MTOE Units will sign ALV-830 by the 10<sup>th</sup> day of each month. The unit is responsible for manually updating this list for transactions processed during the period between SPBS-R updates. The G3 schedules the monthly Unit Equipment Readiness (USR) scrub. The UERL reports are printed on the 5<sup>th</sup> of each month and distributed to the S-4s.

## **Administrative Adjustment Reports (AAR's)**

### **1. Minor Property Book Adjustments**

Minor Property Book Adjustments or AAR's can be accomplished with a DA Form 4949 when no actual loss of property is involved.

#### **1. Criteria**

The criteria for initiation of an AAR are as follows:

- a. Discrepancies in make, model, or size
- b. Department of the Army directed NSN changes
- c. Unit of issue changes affecting hand-receipt balances
- d. Change in accountability requirements
- e. Assembly/disassembly of an end item
- f. Error in serial number posting to the property book
- g. Substitute Line Item Number (LIN) for an authorized LIN
- h. Maintenance exchange with attached supporting documentation

## **1. Preparation**

Preparation of AAR's is in accordance with DA Pam 710-2-1, chapter 4 and provided to the CPBO/PBO for further processing. The CPBO/PBO will retain the original AAR in the supporting document file and a copy will be provided to the PHRH (see figure I).

## **2. Discrepancies in Serial Number for Sensitive Items**

Discrepancies in serial numbers for Sensitive items are not considered minor administrative adjustments and DD Form 200 must be utilized.

## **References**

### **GFEBs Users Manual**

#### **AR 15-6**

Procedures for Investigating Officers and Board Officers

#### **AR 220-1**

Unit Status Reporting

#### **AR 710-2**

Inventory Management Supply Policy below the Wholesale Level

#### **AR 71-32**

Force Development and Documentation – Consolidated Policies

#### **AR 735-5**

Policies and procedures for Property Accountability

#### **AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

#### **FAR**

Federal Acquisition Regulation

#### **FORSCOM MSG dated 18 May 98**

Accountability Dollar Thresholds Assigned to Property

#### **DA PAM 710-2-1**

Using Unit Supply System (Manual Procedures)

#### **DA PAM 710-2-2**

Supply Support Activity Supply System

#### **NTC Reg. 710-2**

Property Accountability and Authorizations

**NTC Reg. 715-3**

Administration of Government Furnished Property (GFP)

**NTC Reg. 715-5**

Government Impact Credit Card

**Glossary**

**AR**

Army Regulation

**AAR**

Administrative Adjustment Report

**ACR**

Armored Cavalry Regiment

**AIT**

Automatic Identification Technology

**ARIMS**

Army Records and Information Management System

**CAC**

Controlled Access Card

**CBS-X**

Continuing Balance System-Expanded

**CC**

Condition Code

**COB**

Close of business

**COR**

Contracting Officer's Representative

**CPBO**

Consolidated Property Book Office

**CTA**

Common Table of Allowance

**DA**

Department of the Army

**DA PAM**

Department of the Army Pamphlet

**DCFS**

Data Conversion and Files Section

**DES**

Distribution Equipment System

**DOD**

Department of Defense

**DRMO**

Defense Reutilization Management Office

**FOI**

Found on Installation

**FORSCOM**

Forces Command

**FORCE MOD**

Force Modernization

**HRA**

Hand Receipt Annex

**LIN**

Line Item Number

**LOG R&A**

Logistics Review and Analysis

**LOGSA**

Logistics Support Agency

**LOGTAADS**

Logistical Total Army Authorization Document System

**MMC**

Materiel Management Center

**MRO**

Material Release Order

**MTOE**

Modification Table of Organization and Equipment

**NSN**

National Stock Number

**NTC**

National Training Center

**OPS GRP**

Operations Group

**PBO**

Property Book Officer

**PBUSE**

Property Book Unit Supply Enhanced

**PCN**

Product Control Number

**PHRH**

Primary Hand Receipt Holder

**REQVAL**

Requisition Validation System

**SC**

Supply Catalog

**SSA**

Supply Support Activity

**SLAMIS**

SSN-LIN Automated Management & Integrating System

**STAMIS**

Standard Army Information Management System

**TDA**

Tables of Distribution and Allowances

**TE**

Technical Exhibit

**TM**

Technical Manual

**TSC**

Theater Support Command

**UND**

Urgency of Need Designator

**USE**

Unit Supply Enhanced

**VLIPS**

Visual Logistics Information Processing System

*Sample Forms and Memorandums (figures)*

- A. Example request for MTOE items (Memo).
- B. Flow Chart For Local Purchase Request
- C. Automation Equipment Purchase Matrix
- D. Automation Equipment CAPR/Turn-in Matrix
- E. Lateral Transfer Extension Request Form
- F. DA Form 1687, Delegation of Authority Card
- G. DA Form 2062, Hand Receipt Annex
- H. DA Form 2765-1, Turn-In
- I. DA Form 2765-1, Found on Installation
- J. DA Form 3161, Lateral Transfer
- K. DA Form 4949, Administrative Adjustment Report
- L. PBUSE Hand Receipt
- M1 PBUSE Sensitive Items Inventory, page 1
- M2 PBUSE Sensitive Items Inventory, page 2
- N. Cyclic Inventory Listing
- O. Letter or Lateness Example
- P. Certification of Hard Drive Disposition

*REQUEST MEMO FOR NON-EXPENDABLE PROPERTY*

UNIT: \_\_\_\_\_  
UIC: \_\_\_\_\_  
LIN: \_\_\_\_\_  
DODAAC: \_\_\_\_\_

NSN: \_\_\_\_\_ U/I: \_\_\_\_\_  
QTY: \_\_\_\_\_ FUND CD: \_\_\_\_\_  
PRIORITY: \_\_\_\_\_ PRICE: \_\_\_\_\_  
NOMENCLATURE: \_\_\_\_\_

**If the item is a component to a Major End Item:**

LIN# F/Major End ITEM: \_\_\_\_\_

NOUN F/Major End ITEM: \_\_\_\_\_

Publication Data: \_\_\_\_\_

Commanders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PBO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Document Number: \_\_\_\_\_

**Figure A. Example request for MTOE items (Memo).**

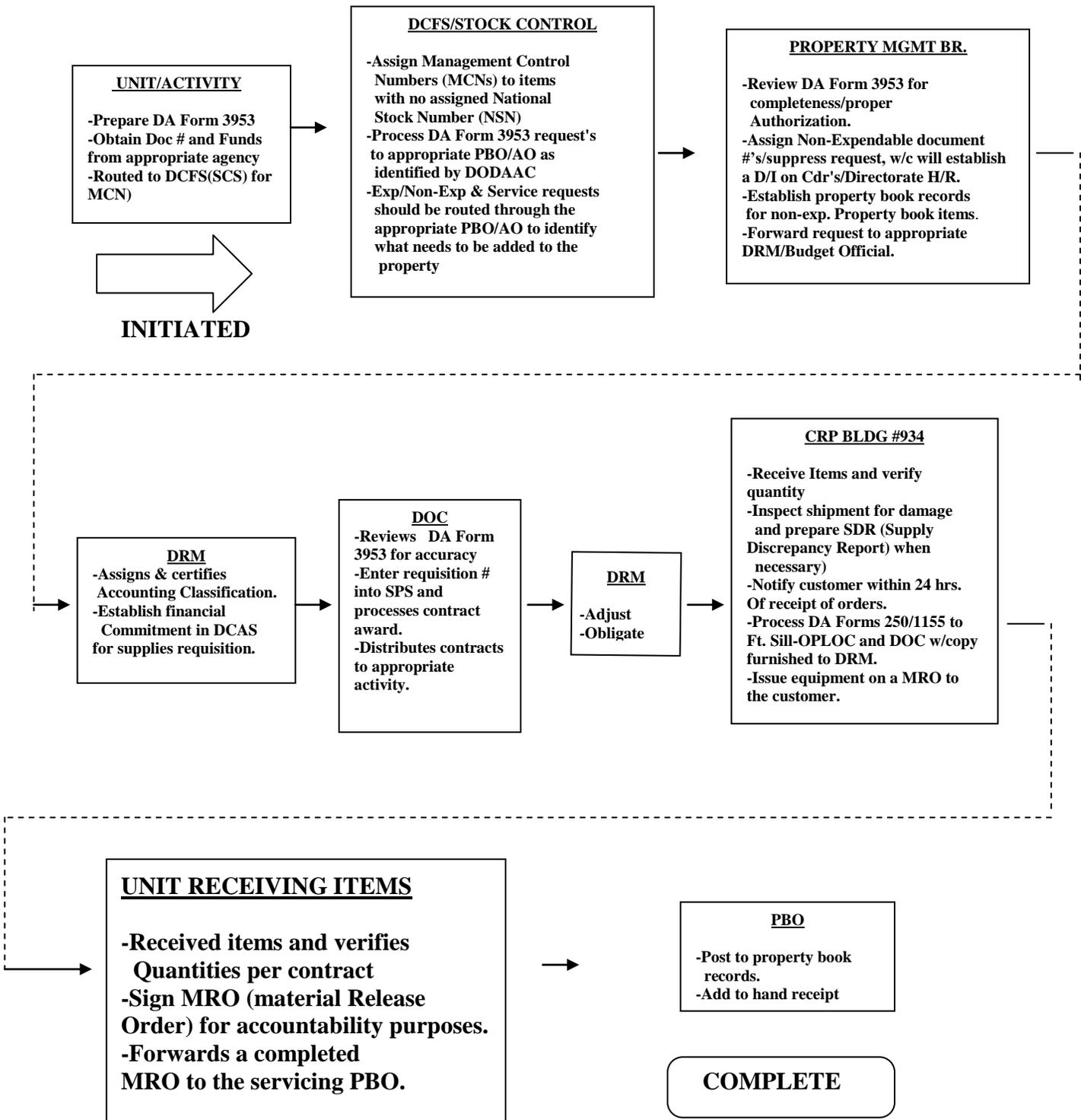


Figure B Flow Chart for Local Purchase Request

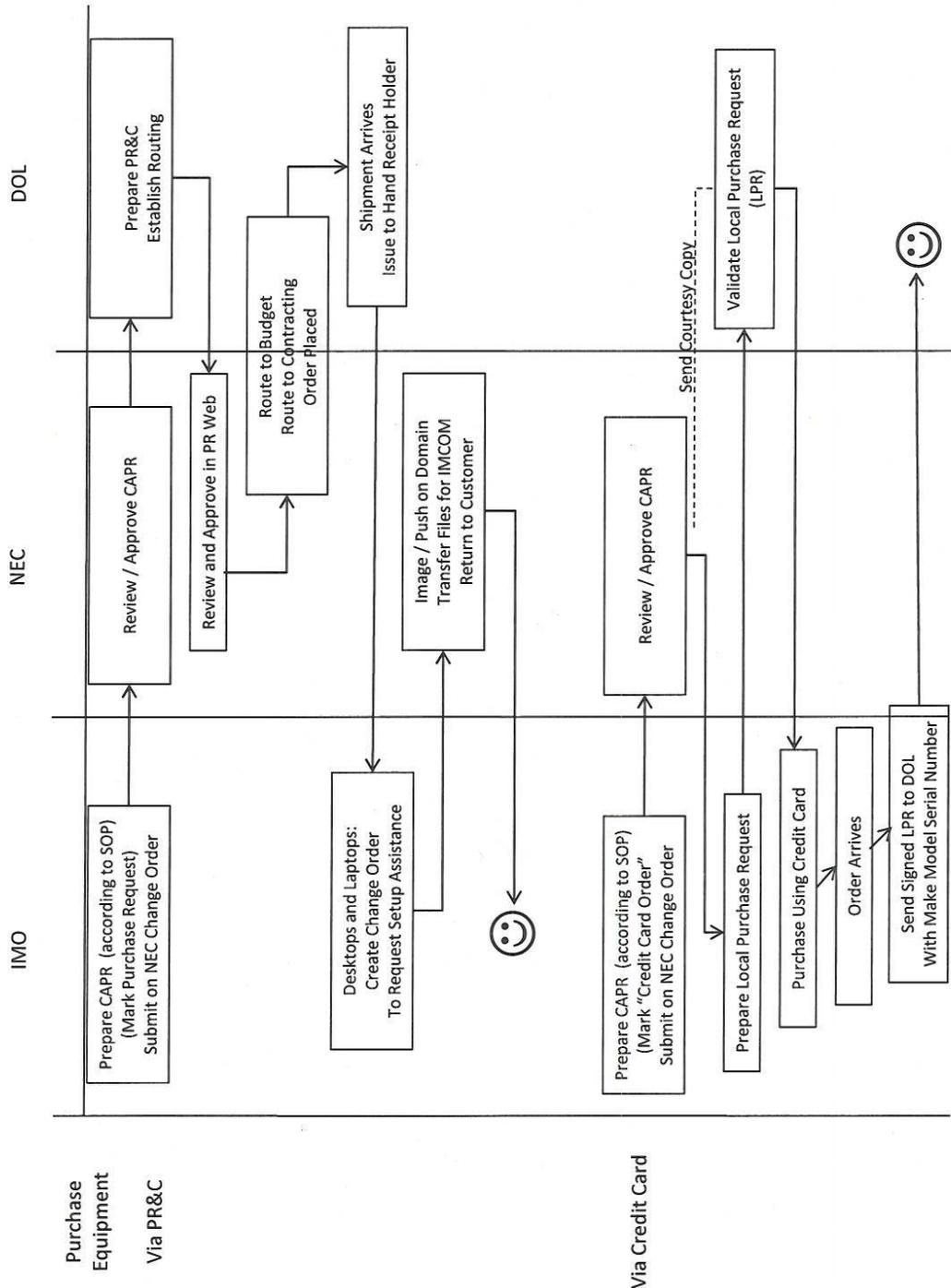


Figure C. Automation Equipment Purchase Matrix

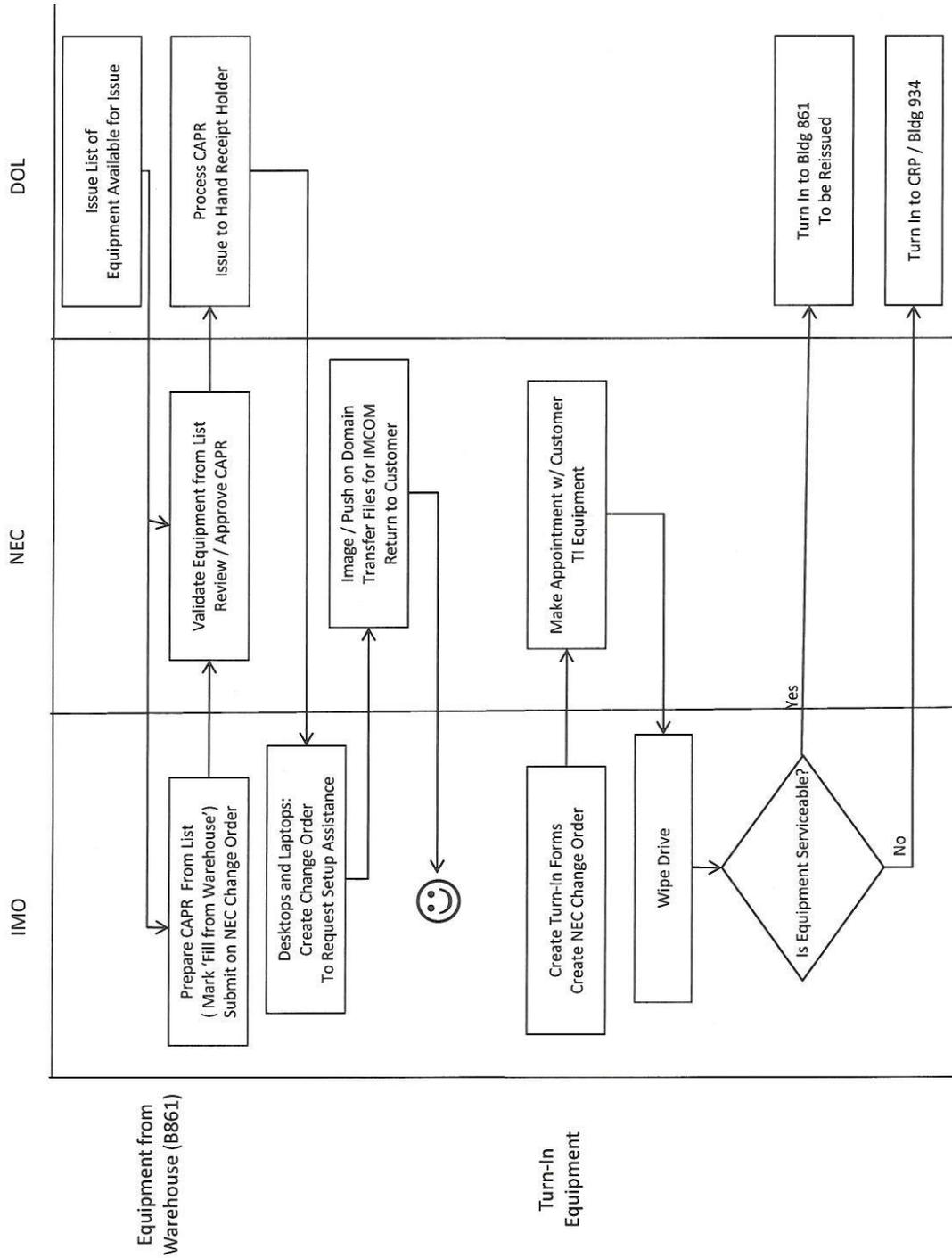


Figure D. Automation Equipment CAPR/Turn-In Matrix

Lateral Transfer Directive Number \_\_\_\_\_

1) The Following Lateral Transfer Directive cannot be completed For the Following Reason:

- Pending DA Form 2028 (TOE) Change \_\_\_\_\_
- Pending DA Form 4610-R (MTOE/TDA) Change \_\_\_\_\_
- Gaining Unit Does Not Want \_\_\_\_\_
- Request for Extension Until \_\_\_\_\_

2) DA Form's 2028/4610-R must be turned in prior to the Lateral Transfer Suspense date.

Remarks

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---

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Commanders

Signature \_\_\_\_\_ UIC \_\_\_\_\_ Date \_\_\_\_\_

**Figure E. Lateral Transfer Extension Request Form**

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE
					20090902
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES MOUSE TROOP, 1/11 ACR			LOCATION BLDG 256-Z, FORT IRWIN, CA 92310		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
DUCKWORTH, DAISY M		SGT	YES	YES	
DOG, GOOFY T		SPC	NO	YES	
NOT USED					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: REQUEST, RECEIVE, TURN-IN INSTALLATION/TDA EQUIPMENT AND PBUSE REPORTS					
REMARKS ICPBO, BLDG 861 SOUTH DEPOT LOOP ROAD, FORT IRWIN, CA 92310					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE W4E6ZA			DODAAC/ACCOUNT NUMBER W80WLM		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
DUCK, DONALD M	CPT	760-380-XXXX	20100901		
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

Figure F. Notice of Delegation of Authority – Signature Card



DA FORM 2765-1, APR 76  
PREVIOUS EDITION WILL BE USED  
AFD PR V 1.00

DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	QUANTITY	REQ	REQUESTER	DATE	SERIAL	DEM	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRIO	REQ DEL DATE	ADV STAT
SEND TO: CRP BLDG 934, FT. IRWIN, CA 92310										REQUEST IS FROM: YOUR UNIT, BLDG # FT. IRWIN, CA 92310 HR# W4E6							
EDITING DATA										STOCK NUMBER							
DOC IDENT	ROUT IDENT	FSC	FIN	ADD	QUANTITY	REQ	REQUESTER	DATE	SERIAL	DEM	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRIO	REQ DEL DATE	ADV STAT
D 6 Z A M R										E A 0 0 0 0 1							
DOCUMENT NUMBER										COST DETAIL ACCOUNT NUMBER							
W 8 0 W L M										80WKN							
FUND										ITEM DESCRIPTION							
G A										NOMENCLATURE, SN:							
PRIORITY										PUBLICATION DATA							
1 3										TURN-IN SERVICEABLE (CODE: B ) UNSERVICEABLE (CODE H)							
MCS CODE										ISSUED							
L I N # 7 0 2 2 4 N										DATE POSTED							
K										INIT							
DUE OUT										DATE AVAILABLE							
R										INIT							
RECEIVED										DATE RECEIVED							
S										SIGNATURE							
V																	

Figure H. DA Form 2765-1, Turn-In

DA FORM 2765-1, APR 75

PREVIOUS EDITION WILL BE USED

APD PE-V-1.00

DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEM	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PREL	REQ DEL DATE	ADV STAT				
SEND TO: ICPBO FT IRWIN, CA 92310 DODAAC: W80WLM										REQUEST IS FROM: JIEDDO FT IRWIN, CA 92310 H/R: W4E6JC												
EDITING DATA										STOCK NUMBER												
DOC IDENT	RI-TO	SUF	DOC IDENT	ROUTING IDENTIFIER	FSC	NIIN	ADD	UNIT OF ISSUE	QUANTITY													
			FOI	AMR	3830	01K000027		EA	00002													
DOCUMENT NUMBER										COST DETAIL ACCOUNT NUMBER												
SVC	REQUISITIONER	DATE	SERIAL	DEM AND SVC	15	SUPPLEMENTARY ADDRESS	SIG	UNIT PRICE										TOTAL PRICE				
W	4E6JC	8298	7000	W		80WLM		95,000.00										190,000.00				
FUND										ITEM DESCRIPTION												
GA										ADAPTIVE ROLLER KIT SPARK: A0/PE25802 PEARSON												
PUBLICATION DATA																						
FOI										SN: PE25802-183, PE25802-184												
ALVCE										ISSUED										DATE POSTED	INIT	
										Q										T		
										R										DATE AVAILABLE	INIT	
										S										DATE RECEIVED	SIGNATURE	
E A 3 0 2 U																						
DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEM	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PREL	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS

Figure I. DA Form 2765-1, FOI

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)		ISSUE TURN-IN	SHEET NO. 1	NO SHEETS I	1. REQUEST NO. YOUR UIC		2. VOUCHER NO.			
3. SEND TO: CPT Lost, A Co, 6-43 ADA, Ansbach, GE UIC: WAM4A0		4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC		6. PRIORITY		7. ACCOUNTING/FUNDING DATA		
8. REQUEST FROM: PHRH, JIEDDO, Ft. Irwin, CA UIC: W4E6XX		9. END ITEM IDENT LATERAL TRANSFER		9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.		
* CODE		TURN-IN FWT-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Strnt of Charges		10. PUBLICATION		11. JOB ORDER NO.		
12. ITEM NO.	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE (YYYYMMDD)	BY
1.	RB6701 I367-01-C06-7466	V3 SEARCH KIT	EA	1.00	LT	1	6,158.00	15,751.00		
2.	FG653B	ATTAC SOFTWARE	EA	1.00	LT	1	599.00	599.00		
3.	6665-01-C05-5382	F3 METAL DETECTORS	EA	5.00	LT	5	2,900.00	14,500.00		
		SN: N14247, N14236, N14177, N14328, N14232								
		JUSTIFICATION: TO SUPPORT MISSION AND REDUCE EXCESS IN THE CLOSET								
		LATERAL TRANSFER APPROVED BY:								
		LOOK O. THERE-VALERIE LTC, MC BN Commander								
		LOSING PBO APPROVED BY:								
		CHARLES E. WILLYARD DAC, GS-11 Installation Property Book Officer								
		GAINING PBO APPROVED BY:								
		SORRY N. THERE WO1, LG 6-43 ADA PBO								
13. ISSUE/TURN- IN "QUANTITY" COLM IS REQUESTED							SHEET TOTAL		GRAND TOTAL	
DATE (YYYYMMDD) today							15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD) when signed	
BY							BY		THEIR NAME PRINT	
YOUR NAME PRINTED							DATE		BY	

PREVIOUS EDITION MAY BE USED.

DA FORM 3161, DEC 2000

APD PE v1.01ES

Figure J. DA Form 3161, Lateral Transfer

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.						
ORGANIZATION/ACTIVITY				DOCUMENT NUMBER		
W4E6XX – UNIT NAME				DODAAC	DATE	SERIAL
				TS2713	9XXX	7000
C H A N G E  F R O M	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
	1)	TS2713 5855-01-Z02-2713	MILCAM XP+THERMAL N.S. SN:	N	EA	3
C H A N G E  T O	1)	70185N 5855-01-C00-4064	NIGHT VISION SYSTEM FOR OBSERVATION: MILCAM XP PLUS FLIR SYSTEM SN:	N	EA	3
		JUSTIFICATION:	LIN AND NSN change due to change in SLAMIS Catalog  LIN & NSN CHANGE			
AUTHORITY DA PAM 710-2-1, Para. 4-20			<input checked="" type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY			
INITIATING OFFICER'S SIGNATURE			DATE 10/07/08	PBO SIGNATURE CHARLES E. WILLYARD, DAC, GS-11, IPBO	DATE 10/07/08	

DA FORM 4949  
JAN 82

I.U.S. G.P.O. 1981 - 353-994

Figure K. DA Form 4949, Administrative Adjustment Report

Date Last Inventoried: N/A

HAND RECEIPT

Date Prepared:

PCN/UIC/DESC: PHR-2 / W4E6XX / YOUR UNIT HERE- MR. WILEY COYOTE  
INSTALLATION

LN	(SUBLIN)	SRI	ERIC	UP	GENERIC NOMENCLATURE	NSN	LCC	ECS	AUTH DOC	REQ	AUTH	DI
SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO	SYNO
70217N		EA	279.51		FACSIMILE MACHINE				CTA 50-909	8130	2	
581501C028178		EA	4895.00		FACSIMILE MACHINE- HP 1220XI							
MY26DD63TN					MY26SD61X3							
S55334		EA	4895.00		SCOOTER MOTOR ELECTRIC OR GED 4 WHEEL				TMILTRMSG/Spec Auth	8287	3	
2340010913396		EA	4895.00		SCOOTER ELEC 4 WHL							
5ASAG27411F016030					5ASAG27411F016755							
					5ASAG27411F035827							

SIGNATURE \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT OR STAMP FULL  
SIGNATURE BLOCK

Figure L. PBUSE Hand Receipt

SENSITIVE ITEM INVENTORY LISTING

Date Prepared:

UIC: W4E6XX

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
FA2501		5825013833377	9		NAVIGATION SET, SATELL	EA	7	11
		220034919			220034935			220036812
		220036843			220036844			220036851
		220036855			220036863			220036908
		220036912			220036913			

QTY ON HAND = 11 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARK \_\_\_\_\_

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
FA951Q		589501C103584	9		MODIFICATION KIT, CO: 90209222-501 US ARMY ELECTRONICS RESEARCH A	KT	7	11
		3109A00579			3113A01461			3113A01546
		3113A01549			3113A01996			3114A02404
		3116A03000			3116A03128			3116A03134
		3116A03138			3117A03212			

QTY ON HAND = 11 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARK \_\_\_\_\_

LINE	SUBLIN	NSN	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H
ZA053P		100501X904453	9		RIFLE, AK TYPE, 7.62 FOLDING STOCK: ARMS F/STOCK OR PISTOL RMNA	EA	4	11
		ZG2015			ZG2586			ZG3198
		ZG3623			ZG3640			ZG3643
		ZG3652			ZG3656			ZG3669
		ZG3680			ZG3686			

QTY ON HAND = 7 QTY IN MAINT = 2 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARK DEPLOYED

Figure M1. PBUSE Sensitive Items Inventory, Page 1

SENSITIVE ITEM INVENTORY LISTING

Date Prepared:

UIC: W4E6XX

LIN	SUBLIN	NSN	PBIC ECS	NOMENCLATURE	UI	CIIC	O/H
-----	--------	-----	----------	--------------	----	------	-----

ALL SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS HAVE BEEN INVENTORIED.  
 NO DISCREPANCIES WERE DISCOVERED  
 DISCREPANCIES HAVE BEEN REPORTED AND/OR ACCOUNTED FOR IN ACCORDANCE WITH APPLICABLE REGULATIONS *yr.*

*Commanders/PHR SIGNATURE + DATE*

SIGNATURE AND DATE WITH INAPPROPRIATE SENTENCE DELETED

INVENTORIED BY

PRINTED NAME	RANK	DATE
--------------	------	------

Figure M2. PBUSE Sensitive Items Inventory, Page 2

Date Prepared:  
 PCN: ALV-85  
 UIC: W4E6XX

CYCLIC INVENTORY LISTING

LIN	SUBLIN	NSN	PBIC	ECS	Nomenclature	O/H Qty	SCMC
					THRU SEZZZZ		
					LIN S00000		
S55334		2340010913396	9		SCOOTER ELEC 4 WHL	3	7D
		5ASAG27411F016030			5ASAG27411F016755		5ASAG47455F035827

INVENTORIED QTY = 3 REMARK \_\_\_\_\_

PROPERTY INDICATED ABOVE HAS BEEN INVENTORIED.  
 NO DISCREPANCIES WERE NOTED.  
~~DIFFERENCES HAVE BEEN ACCOUNTED FOR LAW AR 735-5.~~ *gt.*

\_\_\_\_\_  
 SIGNATURE (WITH INAPPROPRIATE SENTENCE DELETED)

**PRINT OR STAMP FULL  
 SIGNATURE BLOCK OF PHRH**

Figure N. PBUSE Cyclic Inventory Listing

## LETTER OR LATENESS EXAMPLE

DEPARTMENT OF THE ARMY  
YOUR UNIT HERE  
Bldg XXX, Twenty Fifth Street  
FORT IRWIN, CA 92310

OFFICE SYMBOL

DATE: TODAY'S

MEMORANDUM FOR Installation Property Book Officer, Fort Irwin, CA 92310

SUBJECT: Letter of Lateness

1. The Monthly Sensitive Item and Cyclic Inventory for the month of \_\_\_\_\_ is late due to unforeseen circumstances: PLEASE EXPLAIN.
2. Point of contact for this memo is the undersigned at 380-XXXX.

ENCL (s)

SIGNATURE BLOCK

LTC, LG

BN or REG XO/ BC, RCO, Civilian Equivalent

Figure O. Letter of Lateness Example

CERTIFICATION OF HARD DRIVE DISPOSITION	
<b>This certifies this hard drive:</b> <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ <i>(Mfg, product version, date)</i>	
OR _____ <i>(e.g., approved metal destruction facility)</i>	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLIS FORM 1867, OCT 2002	

Figure P. Certification of Hard Drive Disposition