

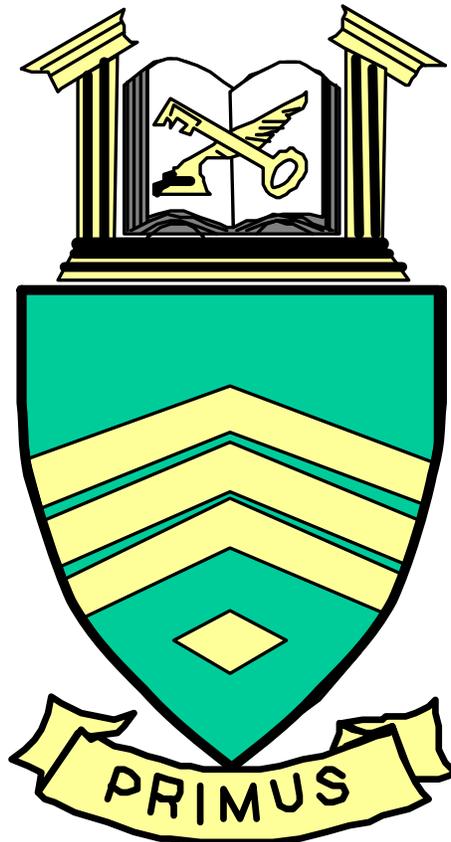
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

R655

OCT 04

SUPPLY MANAGEMENT

STUDENT HANDOUT



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HANDOUTS FOR LESSON: R655 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 thru SH-1-2
SH-2, Extract from AR 700-84	SH-2-1
SH-3, Student Notes	SH-3-1 thru SH-3-6
SH-4, Extract from Commander's Supply Management Handbook	SH-4-1 thru SH-4-43

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Student Handout 1

Advance Sheet

Lesson Hours This lesson consists of two hours of small group instruction.

Overview Supply management is the key to logistical success in every unit. First sergeants must assist commanders to manage and monitor units supply operations. First sergeants must know supply discipline; units supply operations, and supply management actions to monitor their unit's supply operations effectively. This lesson provides you the information you need to monitor your unit supply operation. This lesson focuses on supply operations that first sergeants will encounter daily. The lesson consists of a before class reading assignment, and a classroom discussion.

Learning Objective Terminal Learning Objective (TLO).

Action:	Monitor unit supply operations.
Conditions:	As a first sergeant in a classroom environment, given AR 710-2, AR 735-5, AR 700-84 (SH-2), and Student Handout 4.
Standard:	Monitored unit supply operations IAW AR 710-2, AR 735-5, AR 700-84 (SH-2), and Student Handout 4.

- ELO A:** Identify the unit requirements for the hazardous materials management program.
 - ELO B:** Identify the doctrinal guidance for the Command Supply Discipline Program (CSDP).
 - ELO C:** Identify the requirements for unit supply room operations.
 - ELO D:** Identify the requirements for arms room operations.
 - ELO E:** Identify the requirements for motor pool supply operations.
 - ELO F:** Identify the control requirements for barracks property.
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Assignment The student assignments for this lesson are:

- Read AR 710-2, Chapter 1, 2, and Appendix B.
 - Read AR 735-5, Chapters 11, 12 and Chapter 13.
 - Scan Student Handout 2. (Extract of AR 700-84, chapter 5 para 5-2b and 5-3, chapter 14, para 14-4 and 14-5, and chapter 15, para 15-1)
 - Read Student Handout 4.
-

**Additional
Subject Area
Resources**

None

Bring to Class

You must bring the following materials to class:

- All reference material received.
 - Pencil or pen and writing paper.
-

Student Handout 2

Extracted Material from AR 700-84

This student handout contains 3 pages of extracted material from the following publication:

AR 700-84, Issue and Sale of Personal Clothing, 28 February 1994

Chapter 5	page 11
Chapter 14	page 37
Chapter 15	page 43

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

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g. Maternity uniforms may not be returned to AMCSS for a cash refund.

4-10. Clothing and footwear for soldiers allergic to fabric, dye or metal

Soldiers allergic to fabric, dye or metal may obtain protective clothing as follows:

a. Obtain a doctor's statement certifying the allergy and present to AMCSS or CIIP, as appropriate.

b. Forward DD Form 1348 and doctor's certificate for footwear to: Defense Orthopedic Footwear Clinic, 606 Summer Street, Boston, Massachusetts 02210 (Routing Identifier Code— SIT). The "Remarks" block of the DD Form 1348 will contain the soldier's name, rank, and Social Security Number, size and type of footwear for each foot with a problem (AR 40-3).

c. Replacement of clothing items requires a doctor's statement certifying the reason/circumstances for replacement. Local procedures may be adopted. Problems may be directed to WSM for Clothing and Services, ATTN: AMSAT-W-TC, Fort Lee, VA 23801-6400.

Chapter 5 Personal Clothing Issue Procedures

5-1. Obtaining personal clothing items

DA Form 3078 will be the only document used to obtain personal clothing items for Active Army soldiers and Reserve Component soldiers on IADT. This form is available through normal publications supply channels.

a. DA Form 3078 is an auditable document. The form is subject to formal and informal auditing and is a receipt for the enlisted soldier. It is also a supporting document for the unit and FAO.

b. DA Form 3078 processed at the AMCSS for ARNG on IADT must be accompanied by two copies of the soldier's orders. The accounting classification to be charged will be annotated on the orders. The AMCSS will retain one copy and the second copy will be sent with the DA Form 3078 to the supporting FAO.

c. An improperly prepared form will not be accepted at CIIPs or AMCSSs. A DA Form 3078, dated over 30 days prior to processing date, will not be accepted at AMCSS.

d. Seasonal issue or deferred issue of specified clothing bag items will be accomplished as directed by the MACOM at the CIIP.

5-2. Issue of items to enlisted soldiers during initial processing

a. *Preparing DA Form 3078.* CIIP will prepare DA Form 3078 under Automated Clothing Initial Issue Point (ACIIP) procedures. To prepare a manual DA Form 3078, use ink, indelible pencil, or typewriter. In the approved by block give name, rank, branch, and signature of the unit commander or his or her representative. The signature will agree with DA Form 1687 maintained at the CIIP or DA Form 7000 for AMCSS. When a DA Form 3078 is forwarded to an AMCSS/CIIP, six copies must be prepared with five copies being forwarded. One copy is held in suspense by the unit. See figure 5-1 for preparation and instructions.

b. *Distribution of DA Form 3078.*

(1) The installation CIIP retains a copy as an accountable document and for future reference.

(2) One copy is returned to the enlisted soldier's assigned unit and retained at the unit until the soldier has completed 6 months service or has received all initial issue items, whichever comes first (see (c) below). The completed DA Form 3078 will be filed in the enlisted soldier's military personnel record jacket (MPRJ).

(a) Upon transfer or permanent change of station during the first 6 months of active duty, a copy remains in the soldier's MPRJ and is taken to the new assigned unit.

(b) After 6 months of active duty are completed, an inventory and inspection of the enlisted soldier's clothing and footwear will be

accomplished. If all entitlements are on hand and in a serviceable condition, the unit's copy of the DA Form 3078 will be destroyed. Upon destruction of DA Form 3078, each enlisted soldier becomes financially liable for all initial items issued. Each enlisted soldier is liable for supplemental issue items he or she may receive. DA Form 3078 will be retained for Reserve Component soldiers (para 12-9b(3)).

(c) DA Form 3078 for Active Army personnel will not be destroyed until all personal clothing issues are completed. Therefore, DA Form 3078 may be retained longer than 6 months, if all initial issues are not complete.

(3) A copy is given to the enlisted soldier for retention.

c. *Special measurement clothing.* The need for special measurement clothing and footwear (chap 7) is determined during initial processing. Full allowances will be expeditiously obtained. All copies of DA Form 3078 will be stamped or marked "special measurement" at the time of processing.

d. *Alteration service.* Alterations to garments will be completed not later than 4 days after initial processing.

e. *Undergarments.* Female undergarments are a one time cash purchase as part of the initial clothing allowance for females. Unit commanders must afford female soldiers the opportunity to purchase these items.

5-3. Issue of personal clothing items during other than initial processing

a. Issue of clothing, at times other than initial processing, includes any of the following authorized transactions if DA Form 3078 is used:

- (1) Completion of initial allowances.
- (2) Completion of supplemental allowances.
- (3) Gratuitous issues.
- (4) Individual charge sales (payroll deduction).
- (5) Exchanges.
- (6) Temporary issues.

b. When a DA Form 3078 is forwarded to an AMCSS, original and five copies must be prepared. An original and four copies will be sent to the AMCSS; the fifth copy will be held in suspense at the unit. Use ink, indelible pencil, or typewriter to prepare the form, as indicated in figure 5-2. Exceptions are as follows:

(1) *Completion of initial allowances.* Enlisted soldiers must show proof of turn-in or nonreceipt. Original DA Form 3078 with zeroed entries must be attached to new request—

- (a) For requests from new enlistees.
- (b) For soldiers reenlisting, requests for replacement of items turned in.

(c) When initial issue allowances were not completed.

(2) *Supplemental allowances.* See paragraph 4-6.

(3) *Gratuitous issue.* See paragraph 5-4.

(4) *Individual charge sale (payroll deduction).* See paragraph 3-10.

(5) *Exchange.* See paragraph 5-11.

(6) *Temporary issues.* See paragraph 5-8.

5-4. Gratuitous issue

Except as stated in a through e below, claim procedures (AR 27-20) apply to replacement of clothing bag items lost, damaged, or destroyed while a soldier is in the service. An example of claims procedures would be baggage lost during travel by military conveyance. Gratuitous issues should be received from the CIIP, rather than the AMCSS, at basic training installations.

a. Authority for getting service uniforms and component items for burial of deceased active duty soldiers is in AR 600-8-1. The appropriate base operation accounting classification will be placed in the remarks block of DA Form 3078.

b. Clothing may be replaced when authorized by Army medical departments.

(1) To prevent the spread of contagious diseases, clothing will be destroyed. Clothes are replaced by gratuitous issue.

(2) An enlisted soldier with a deformity or unable to wear certain items may exchange items of personal clothing, such as woolen

the servicing FAO for financial accounting. One copy is returned to the unit, along with the clothing. The AMCSS retains two copies.

14-4. Army Reserve soldiers ordered to annual training or service schools

a. Soldiers ordered to annual training (AT), annual duty training (ADT), or service schools (179 days or less) normally have their required or authorized clothing prior to reporting for training. Soldier's who are short of clothing items may draw from the AMCSS at their training sites. The following procedures apply:

(1) *Unit soldiers.*

(a) The unit commander will provide a letter stating that the soldier has not received clothing items needed for training and prepare DA Form 3078 (para 14-2).

(b) The soldier reports to AMCSS to receive requested items.

(2) IRR/IMA soldiers (see paras 14-9 and 14-10). The school commandant or training unit commander will determine the uniform requirements for course attendance or unit training and complete DA Form 3078 (fig 5-2).

b. AMCSS will process requests.

c. The soldier will be required to sign the following statement: "I understand that the uniforms issued to me as indicated on the front of DA Form 3078 must be maintained in a serviceable condition by me until the end of my Reserve obligation. In addition, I am required to be in possession of these uniforms for all future training periods or upon reporting to my designated mobilization site in the event the reserve forces are mobilized. Failure to do this will result in my being required to reimburse the Government for any missing uniform items." Note: The above statement will be placed on front of DA Form 3078.

d. Upon the soldier's return from ADT or service school, the soldier will furnish a copy of the DA Form 3078, if applicable, to their unit supply personnel. The unit supply personnel will requisition any shortages from the supporting AMCSS.

e. AMCSS will process requests on a "fill or kill" basis.

f. Soldiers retain all clothing items after training is completed.

g. It is the unit commander's responsibility to ensure issues made are properly posted to DA Form 4886 of the soldier concerned.

14-5. Accounting for personal clothing

a. Unit or activity commanders will ensure that soldiers have in their possession at all times and in a serviceable condition, items posted to their clothing records. Commanders will conduct inspections/inventories of personal clothing annually to ensure that all items are on hand and serviceable.

a.1. Authentication of annual clothing inventory or inspection will be recorded as follows:

(1) The quantity on-hand will be recorded in the next available column of DA Form 4886. The authentication will be "PER INV", dated and signed in the signature/date block of DA Form 4886 by the individual conducting the inventory/inspection. If non-supply personnel are conducting the inventory/inspection, they will be at least one grade higher than the individual being inspected.

(2) For items that are not serviceable due to fair wear and tear, a turn-in will be initiated and a replacement will be immediately requested. An adjustment document, according to AR 735-5 will be initiated for those items that are short or unserviceable due to individual neglect.

(3) Commanders will permit sergeants through sergeants major to furnish a statement, as shown in figure 14-2, that they have all personal clothing items and all items are serviceable.

Statement by sergeants through sergeants major will read:
Statement

I(Name and Rank)....., have in my possession all items of personal clothing issued to me on DA Form 4886. 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 and Date)

Note: Commanders will permit sergeants through sergeants major to furnish a statement in lieu of a showdown inspection. Item shortages will be replaced at soldier's expense. Items found to be unserviceable due to FWT will be turned-in at this time and replacements requested.

Figure 14-2. Statement by sergeants through sergeants major

b. Replacement of clothing is authorized when—

(1) Personal clothing becomes unserviceable through fair wear and tear. See para 14-1b above.

(2) Soldier has weight variance as result of medically approved weight control program prescribed in AR 600-9.

(3) It becomes unserviceable (destroyed or lost) through no fault of the individual.

(4) It is destroyed by order of a medical officer.

(5) It is destroyed by an act of God, such as fire or flood.

c. The following actions are taken when a new DA Form 4886 is required:

(1) The previous balances are posted in first column. The unused blocks in the column are ruled out in ink. The date and signature of the person is placed at the bottom of the column. The old DA Form 4886 is retained according to DA Pam 25-400-2.

(2) If DA Form 4886 is lost, the unit commander directs that an inventory of personal clothing be taken. Quantities of items in laundries or repair shops are counted as inventories on hand. Based on this inventory, a new DA Form 4886 is prepared. The new form is annotated in the remarks block: "Replaces lost form." Quantities on hand within authorized allowances are placed in column 1. Items less than the allowance are replaced at the soldier's expense unless he or she proves that the items were never issued.

14-6. Accounting for personal clothing when soldiers are released from IADT

a. When a soldier returns from IADT, USAR unit or activity commanders will ensure that personal clothing issued at reception or training center has been posted to DA Form 4886. This posting will be completed NLT the second multiple unit training assembly (MUTA-4) after soldier returns from IADT.

b. Issues made at the reception or training center on DA Form 3078 or machine printout equivalent, should be posted to DA Form 4886 and retained in the individual clothing record per DA Pam 25-400-2. If a DA Form 3078 or an equivalent is not received from the training center, initial postings to the DA Form 4886 will be made from the results of a clothing inventory.

c. If clothing becomes unserviceable due to fair wear and tear, replacements, not to exceed authorized allowances, are made.

d. When there is a lack of clothing and the clothing record shows that items were issued, persons must replace them at their own expense or sign a statement of charges.

e. When soldiers lack clothing required by Reserve Component allowances, and the clothing record shows that items were never issued, these items are issued and posted to DA Form 4886.

f. Personal clothing issued in excess of Reserve Component allowances during IADT is retained by the soldier. Issue-in-kind replacements are not given until these allowances are reached.

14-6.1. Accounting for personal clothing when soldiers are released from active duty with a reserve contractual obligation

a. Soldiers having a contractual obligation will bring all of their personal clothing with them when they report for their first training assembly. This includes soldiers arriving after release from active duty and those reporting from the USAR control group.

b. When prior-service (PS) soldier's clothing records are not available, the following actions will be taken:

(1) During the first multiple unit training assembly (MUTA), A 100 percent showdown inventory will be conducted of all personal clothing in the soldier's possession. The inventory will be recorded

Legend for Figure 14-1:

Instructions for completing DA Form 4886

Name. Enter name (last, first, middle initial and SSN) (ink, typed, or addressograph only).

Grade. Enter the grade of individual (pencil entry).

Size. Enter required sizes at time of initial entry (periodically confirm or revise as necessary) (pencil entry).

Authorized Allowance. Enter authorized allowance (pencil entry).

Transactions. When making entries to a column, rule out lines/blocks not used (ink entry).

Signature/Date. Have individual acknowledge transactions by signing and dating in ink at bottom of the column where transaction was posted.

Inventory/Inspection. The commander or his or her authorized representative will authenticate the inventory/inspection in the next available column. He/she will annotate “per inventory”, “per inspection”, or “per inv”, “per insp”, and date and sign in ink.

Remarks. In addition to inventory/inspection, used to indicate other than normal transactions.

Name. Enter name (last, first, middle initial and SSN) (ink, typed, or addressograph only).

Grade. Enter the grade of individual (pencil entry).

Size. Enter required sizes at time of initial entry (periodically confirm or revise as necessary) (pencil entry).

Authorized Allowance. Enter authorized allowance (pencil entry).

Transactions. When making entries to a column, rule out lines/blocks not used (ink entry).

Signature/Date. Have individual acknowledge transactions by signing and dating in ink at bottom of the column where transaction was posted.

Inventory/Inspection. The commander or his or her authorized representative will authenticate the inventory/inspection in the “remarks” block. He/she will annotate “per inventory”, “per inspection”, or “per inv”, “per insp”, and date and initial in pencil.

Remarks. In addition to inventory/inspection, used to indicate other than normal transactions.

Chapter 15 Issue-in-Kind for ARNG Personal Clothing

15-1. Introduction

Paragraphs 15-1e, 15-1h, 15-2a(4), and 15-2b(2) may be modified at the option of the USPFO. These procedures anticipate an automated system of accounting to be published in NGB Pam 700-1.

a. The issue-in-kind system (IICS) will be used in the ARNG replacement of personal clothing.

b. Entitlements to initial allowances are discussed in chapter 4.

c. The retention and disposition of clothing is discussed in chapter 12.

d. Alterations will be made at Government expense and under chapter 13.

e. Requests for personal clothing from the USPFO CIP are submitted on DA Form 3078. Overprinting of information is authorized, for example, organizations or USPFO designation and line item number (LIN). DA Form 518 (Personal Clothing Mail Order Form) may be used for mail order sales per paragraph 16-9. This form is available through normal publications supply channels.

f. Personal clothing will be accounted for on DA Form 4886. These forms are available through normal publications supply channels. Samples of the completed form is shown at figure 14-1. Instructions for completing the form are shown in figure 14-1. Overprinting of these forms is authorized. Unit commander representatives may acknowledge turn-ins.

g. ARNG soldiers receiving a clothing replacement allowance are

not authorized support using the IICS. This includes all ARNG soldiers on active duty in excess of 179 days.

h. Unit commanders will establish an expendable/durable document register for personal clothing not available through the USPFO CIP. Completed document register pages will be filed per DA Pam 25-400-2. The last name of the individual for whom the clothing is ordered will be shown in the "Remarks" block of the document register.

15-2. Requests for personal clothing

a. DA Form 3078 will be prepared as follows and submitted to the USPFO CIP. Note: Request for IADT students will be prepared according to paragraph 5-2 and figure 5-2. DA Form 3078 and copy of orders will be submitted to AMCSS.

(1) Document No (Block 1)—USPFO CIP request only— Enter the first four letters of the individual's last name (left justified) plus last four digits of the soldier's SSN.

(2) Voucher No (Block 2)—Leave blank.

(3) Date (Block 3)—Enter date request is prepared.

(4) Name (Last, First, MI) Block 4)—Enter last name, first name, middle initial of the soldier.

(5) SSN (Block 5)—Enter social security number of soldier.

(6) Grade (Block 6)—Enter appropriate rank/grade. Also, enter in the remarks block, initial entry training (IET) for non-prior service enlistees.

(7) Organization (Block 7)—Enter unit to which soldier is assigned.

(8) DODAAC (Block 8)—Enter the unit DOD activity address code.

(9) Priority (Block 9)—Enter the appropriate priority designator code for USAR and ARNG units.

(10) Army Military Clothing Sales Store (Block 10)—Enter USPFO CIP for ARNG.

(11) Category (Block 11)—Check appropriate block.

(12) Type of Transaction (Block 12)—Check appropriate block.

(13) Inventory (Block 13)—Enter in pencil date and initials of person or soldier performing inventory.

(14) Phone No. (Block 14)—Leave blank.

(15) Posted (Block 15)—Enter date inventory posted and initials.

(16) Authorized by (Block 16)—The approving officer places the appropriate regulation and paragraph number authorizing the type transaction.

(17) Approved by (Block 17)—Give name, rank, branch, and signature of the unit commander, or authorized representative (for USPFO CIP only). ARNG may designate an enlisted representative or Property Book Officer (PBO).

(18) Date approved (Block 18)—Date and initials of issuing individual at the USPFO CIP.

(19) Quantity (Blocks 19 and 24) as follows:

(a) Rqn Columns—Enter quantity of each item required. Do not make an entry of 0. An item not required will be indicated by a slash (/).

(b) Issue Column (Blocks 19 and 24)—Leave blank (to be completed by USPFO CIP personnel).

(20) Articles (Blocks 20, 25 and 29)—Articles required for male/female.

(21) Size (Block 21)—Enter appropriate sizes.

(22) Unit Price (Blocks 22 and 27)—Leave blank.

(23) Total Cost (Blocks 23 and 28)—To be completed by USPFO CIP personnel.

(24) Remarks (Block 30)—ARNG/USAR enter "Mail to/Ship to" as appropriate. Explain requests in excess of ARNG BOI (for example, Technician, OCS cadet, IET trainee, and so forth). When items are replacements for adjusted losses or damaged clothing, indicate voucher number for Cash Collections, Statement of Charges, and/or Reports of Survey.

(25) Signature of Recipient (Block 31)—ARNG/USAR. The unit representative receiving items will sign and enter the date of receipt in block 19. Blank lines in the Article Column will be used to list substitute and other items issued.

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Student Handout 3

Student Notes

This student handout contains 5 pages of material for the following:

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UNIT RESPONSIBILITIES (CONT)

- Promptly turn in unneeded hazardous materials.
- Identify and handle hazardous material residue/waste IAW established procedures.
- Provide necessary information to respond to reporting requirements.

R655/OCT 04/VGT-4

UNIT RESPONSIBILITIES (CONT)

- Use procedures contained in TM 38-410 for proper storage and handling of hazardous material.

R655/OCT 04/VGT-5

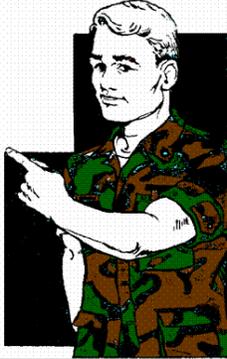
CSDP INTENT

- A commander's program to stop supply regulation noncompliance.
- Not solely an inspection program. It is used to:
 - Gain familiarity with established policy.
 - Enforce policy compliance.
- Conduct evaluations to monitor performance.

R655/OCT 04/VGT-6

CSDP PROGRAM GUIDANCE

- Requirements Listing.
- Implementation.
- Evaluations.
- Monitor MACOM/DA levels



R655/OCT 04/VGT-7

ACCOUNTING FOR AND CONTROLLING PROPERTY

1. Property authorization documents.
2. Property book records.
3. Requesting property/supplies.
4. Receiving property/supplies.
5. Property responsibility.

R655/OCT 04/VGT-8

ACCOUNTING FOR AND CONTROLLING PROPERTY (CONT)

- Storage.
- Disposition of material.
- Organizational clothing and individual equipment (OCIE).
- Personal clothing records.
- Management of loads.

R655/OCT 04/VGT-9

ACCOUNTING FOR AND CONTROLLING PROPERTY (CONT)

- **Relief from property responsibility.**
 - **Cash purchases.**
 - **Cash collections.**
 - **Statement of charges.**
 - **Report of survey.**

R655/OCT 04/VGT-10

ARMS ROOM RESPONSIBILITIES

- **Responsibility.**
- **Custody of arms room inventory.**
- **Serial number inventory.**
- **Consolidated arms room.**
- **Weapons issue control.**

R655/OCT 04/VGT-11

CONTROL OF MOTOR POOL MATERIALS

- **Establish hand receipt control of motor pool materials.**
- **Issue tool kits using component hand receipt.**
- **Control tool room/tool crib tools.**

R655/OCT 04/VGT-12

PRESCRIBED LOAD LIST (PLL)

- **Stock only essential repair parts in a PLL.**
- **Maintain a record of demands.**
- **Authorized stockage of PLL parts are on hand or on request.**
- **Establish and maintain a document register.**

R655/OCT 04/VGT-13

REQUESTING REPAIR PARTS

- **Review all requests with urgency of need designator (UND) "A" or "B".**
- **Request for recoverable are preceded or accompanied by an unserviceable like item.**
- **Use end item code (EIC) for requests for parts to end item with an EIC.**

R655/OCT 04/VGT-14

CONTROL REQUIREMENTS FOR BARRACKS PROPERTY

- **Establish hand receipt control.**
- **Provide the hand receipt holder a copy of the hand receipt.**
- **Hand receipt or use inventory listing to control dayroom equipment.**
- **Assign responsibility for linen and barracks furniture.**

R655/OCT 04/VGT-15

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Student Handout 4

Student Handout Contains

This handout contains 42 pages and is an abbreviated guide to the commander's supply management handbook. This is a Job Aid written to assist both the commander and the first sergeant. It does not cover all aspects of supply, but it does highlight key topics designed to help you better interpret regulatory requirements and your responsibilities concerning unit supply management. This Job Aid is yours to keep and use as a guide. Direct any comments or suggestions for improvements to:

COMDT USASMA
ATTN: ATSS DCF FSC
BLDG 11291 BIGGS FIELD
FORT BLISS TX 79918-8002

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- (2) Battalion personnel document the evaluation and outbriefing results. The commander receives a copy of the evaluation and battalion files a copy at battalion headquarters.
- (3) Battalion personnel conduct an outbriefing with the company commander to summarize the results of the evaluation (strengths and weaknesses).
- (4) The company commander specifies "get well" dates for each of the discrepancies identified during the outbriefing.
- (5) The company commander uses this feedback to resolve noted discrepancies. The evaluation cycle continues from one quarter to another except when repeat findings occur.
- (6) The battalion verifies the correction of previously identified discrepancies during the next quarterly evaluation. If a discrepancy remains unresolved beyond the established "get well" date, the Bn commander directs a corrective action. A requirement for command involvement exists at this point since unresolved discrepancies indicate continuing problems.

At your level, the feedback and follow-up elements of the CSDP are informal. Ideally you need to involve yourself in your unit's supply operations daily. Neither the commander nor you can see everything your unit does all the time. Over a week's time, you should try to visit all your unit's key functional areas. This way, you can get feedback to determine the status of your unit.

1.4 The organization of the rest of this Job Aid is as follows:

- a. Chapter 2 tells you what the periodic requirements are. It will help you plan better.
- b. Chapter 3 relates regulatory requirements to the various functional areas in your unit, e.g., supply room, arms room, motor pool, dayroom, etc. Use this Job Aid as a quick aid to remind you of the requirements regarding PLL, tools, files, and so forth. You can also use it to see what requirements exist regarding hand receipts, OCIE, personal property of AWOL soldiers and so forth.
- c. Chapter 4 lists helpful suggestions. The basis for these suggestions comes from the experiences of previous first sergeants. Reading the lessons learned by them can benefit you now.

1-5 Before going further, keep in mind that you have a responsibility to uphold policy. Therefore, when policy is not clear or conflicts with guidance in another publication, or when procedures used by your command conflict with policy, the commander must prepare a written request for clarification or for deviation from policy to your next higher command. Retain a file copy of the request and comply with the instructions provided in the response.

CHAPTER 2

TIME ORIENTED REQUIREMENTS

-----SECTION I-----

2.1 This chapter outlines the inventories and bookkeeping reviews required periodically during the year. The following chart shows the periodic requirements. After the chart, an explanation of each requirement follows as to:

- a. Procedure (what do you do to comply with the requirement).
- b. Documentation (what paperwork to use).
- c. Disposition (what to do with the paperwork).

**PERIODIC REQUIREMENTS
MONTHLY**

Table 2-1j, Table B-1i(7),c(12), PAM 710-2-1, para 9.6b(1)

ACTIVE ARMY	ARNG AND USAR
1. Inventory weapons by serial number.	1. Conduct physical count inventory of weapons.
2. Inventory ammunition by DODIC, lot and serial number.	2. Inspect ammunition by DODIC, lot and serial number.
3. Validate and reconcile open supply requests.	3. Reconcile and validate open supply requests.
4. Inventory 10% of unit property.* * When required by PBO	4. Inventory 10% of unit property.*

QUARTERLY

ACTIVE ARMY	ARNG AND USAR
1. Inspect and review PLL. (Table 2-1l)	1. Inventory weapons by serial number. (Table 2-1j)
2. Review adjustments for losses of durable hand tools not due to negligence or misconduct (AR 735-5, para 25c)	2. Review adjustments for losses of durable hand tools not due to negligence or misconduct.
3. Inventory sensitive items. (Table 2-1i)	3. Inventory sensitive items. (Table 2-1i)

SEMIANNUALLY

ACTIVE ARMY	ARNG AND USAR
1. Inventory and review basic loads. (Table 2-1k)	1. Inspect and review PLL. (Table 2-1l) 2. Inventory and review basic loads. (Table 2-1k)

ANNUALLY

ACTIVE ARMY	ARNG AND USAR
1. Complete 100% unit property inventory. (Table 2-1b)	1. Complete 100% unit property inventory.
2. Inspect personal clothing. (Table B-1f(8))	2. Inspect personal clothing.
3. Review applicable authorization documents. (Table B-1b(1))	3. Review applicable authorization documents.
4. Reconcile property book allowances.	4. Reconcile property book allowances.
	5. ARNG units conduct OCIE inspections.

-----SECTION II-----

MONTHLY REQUIREMENTS**2-2 WEAPONS AND MUNITIONS INVENTORIES.****a. Requirement: Active Army units inventory weapons by serial number (AR 710-2, table 2-1, para j)****(1) Procedure:**

- (a) The commander, an officer, warrant officer, you, NCO, or DOD civilian appointed by the commander will conduct this inventory. Unit armorer will not perform this inventory nor will the same person conduct the inventory consecutively.
- (b) Compare each weapon's serial number to that posted on the hand receipt from the property book officer (PBO).

(2) Documentation:

- (a) Units with the Standard Property Book System-Redesign (SPBS-R) or Standard Property Book System-Redesign-Installation/Table of distribution and Allowances (SPBS-R-I/TDA) automated systems--
 - (1) Use the Sensitive Items Inventory Listing printout (ALH-441) to conduct the inventory and record the results.
 - (2) The person conducting the inventory signs a memorandum for you.
 - (3) Sign the printout.
- (b) For units under manual procedures, record inventory results on a memorandum prepared for your signature.

(3) Disposition: Send the original documents(s) to the PBO and keep a copy in the unit files.**b. Requirement: ARNG and USAR units conduct physical count inventories of weapons (AR 710-2, Table 2-1, para j).****(1) Procedure:**

- (a) The commander, an officer, warrant officer, you, NCO (SFC or above), or DOD civilian appointed by the commander will conduct this inventory. The unit armorers will not perform this inventory nor will the same person conduct the inventory consecutively.
- (b) Compare the number of weapons on-hand and signed out to the total number of weapons listed on the hand receipt for the PBO (Monthly). Accomplish the inventory by serial number on a quarterly basis.

(2) Documentation: Record the inventory results and the date on a memorandum. The person conducting the inventory signs the memorandum.**(3) Disposition:** Send the original document(s) to the PBO and keep a copy in the unit files.**c. Requirement: Inventory ammunition by Department of Defense Identification Code (DODIC), lot and serial number (AR 710-2, table 2-1, para j) and Student Handout 4 , para 9-10.****(1) Procedure:**

- (a) The commander, an officer, warrant officer, you, NCO (SFC or above), or DOD civilian appointed by the commander will conduct this inventory. Unit armorer will not perform this inventory nor will the same person conduct the inventory consecutively.

- (b) Compare the ammunition on-hand by DODIC, lot, and, if applicable, the serial number to that posted on the hand receipt from the PBO.
- (c) For ammunition and explosives rigged or preconfigured for rapid deployment--
 - (1) Check to see that the bands and seals are not broken.
 - (2) Inventory by counting total containers (Do not open sealed containers if evidence of tampering is not evident).
- (2) Documentation:**
 - (a) Record the inventory results and the date on a memorandum. The person conducting the inventory signs the memorandum.
 - (b) Include a statement on the memorandum or listing from automated systems verifying that no one tampered with the ammunition loads.
- (3) Disposition:** Send the original document(s) to the PBO and keep a copy in the unit files.

2-3 SENSITIVE ITEMS

- a. Requirement: Inventory sensitive items other than weapons and ammunition (AR 710-2, Table 2-1, para I, and Student Handout 4 , para 9-9)**
 - (1) Procedure:**
 - a. Any entrusted sensitive items hand receipt holders may conduct this inventory. Inventory on-hand sensitive, explosive and hazardous items to verify condition and serial number accountability.
 - b. Compare the inventory results to the quantities and serial numbers listed on the hand receipt from the PBO.
 - (2) Documentation:**
 - (a) Units with the SPBS-R or SPBS-R-I/TDA automated systems--
 - (1) Use the sensitive Item Inventory Listing Printout (ALH-441) to conduct the inventory and to record the results.
 - (2) Sign the printout.
 - (b) Units under manual procedures, record inventory results on a memorandum prepared for the commander's signature.
 - (3) Disposition:** Send the original document(s) to the PBO and keep a copy in the unit files for 2 years.

2-4 UNIT PROPERTY

Requirement: Inventory 10% of unit property if required by higher HQs or PBO (AR 710-2, Table 2-1, para b and Student Handout 4 , para 9-6).

Inventory all types of property book items, e.g., MTOE, TDA, CTA, installation.

- (1) Procedure:**
 - (a) Inventory components when you inventory the end item.
 - (b) Compare the PBO hand receipts to the inventory results.
- (2) Documentation:**
 - (a) Units with the SPBS-R or SPBS-R-I/TDA automated systems--
 - (1) Use the Cyclic Inventory Listing printout (ALH-885 for SPBS-R; ALH-151 for SPBS-R-I/TDA) to conduct the inventory and to record the results.
 - (2) Sign the printout.

(b) For manual procedures, record the results on a memorandum prepared for your signature.

(3) **Disposition:** Send the original document(s) to the PBO and keep a copy in the unit files.

2-5 RECONCILIATION

Requirement: Active Army units will reconcile open supply requests (AR 710-2, para 2-7d).

(1) Procedure:

(a) The commander or the designated representative will verify the SSA's "due out" for each open unit supply request. Follow the SSAs external SOP.

(b) Validate all open supply requests once a quarter. Reconcile all open supply requests once a month. (para 2-7d).

(1) Documentation: To perform the reconciliation, use the document register and the material provided by the SSA.

(a) When supported by SPBS or SPBS-R automated systems, use the "Reconciliation Listing--Bottoms up " printout. Annotate and sign the printout.

(b) When supported by a DS4 automated system, use the "customer Due-Out Reconciliation" printout (either AGL-C48 or C56). Reply to the SSA by annotating the printout.

(c) When supported by SAILS automated system, use the "ANI" cards. Reply to the SSA using the "API" cards provided by them.

(2) Disposition: Return the results of the reconciliation to the SSA by the established suspense date.

-----SECTION III-----

QUARTERLY REQUIREMENTS

2-6 a. PRESCRIBED LOAD LIST (PLL)

Requirement: Active Army units review PLL records of demand (AR 710-2, Table 2-1 and Table B-1, para h(2))

(3) Procedure: The commander or designated representative conducts the review to verify authorized stockage levels are on-hand or on request.

(4) Documentation:

(a) Units with the DS4/Sails automated systems, use the "PLL Change List" printout (AGL-C35 for DS4; ALD-035 for SAILS) to conduct the review and to annotate any changes (additions or deletions).

(b) Units under manual procedures, follow the step-by step procedures in DA PAM 710-2-1, para 8-19, and complete DA Form 3318 (Record of Demands) and DA Form 2063-R (PLL).

(3) Disposition: Send the document (PLL printout or the DA Form 2063-R) and any requests DA Form 2765-1) for additional stockage.

b. Requirement: Active Army units inventory PLL supplies (AR 710-2, Table 2-II(11)).

(1) Procedure:

(a) The commander or designated representative will conduct the inventory(ARNG 180 days, AA 90 days) along with the review of PLL records of demand.

(b) Verify that authorized stockage levels are on-hand or on request and that, supplies are in

serviceable condition.

- (c) Ensure items are stored in their designated location.
- (d) Submit requests for your shortages and turn in any excess items.

(2) Documentation:

- (a) Units with the DS4/Sails automated systems, use the "PLL Change List" printout (AGL-C34 for DS4; ALD-035 for SAILS) to conduct the inventory and to annotate any changes (additions or deletions) on it.
- (b) Units under manual procedures, use the DA Form 3318, (Record of Demands) to conduct the inventory.

(3) Disposition: Use inventory results to complete quarterly review requirements as stated above in para 2-6a.

2-7 **Review of adjustments for accidental loss of hand tools.**

Requirement: Review of adjustments for losses or durable hand tools not due to negligence or misconduct (AR 735-5, para 14-25)

(1) Procedure:

- (a) The commander may adjust losses of durable hand tools up to \$100 per incident when the losses did not occur from negligence or misconduct.
- (b) Summarize the last quarter's actions on a memorandum and attach copies of the documents used for authorizing adjustments. Send this packet to your survey approving authority, usually the battalion commander.
- (c) If the report of survey approving authority concludes, because of the review, that a requirement for a Formal investigation exists, initiate a report of survey or an AR15-6 investigation.

(2) Documentation: Sign the summary documentation.

(3) Disposition: Maintain a file copy (for two years) of the memorandum and forward the packet of the report to the survey approving authority for review.

2-8 **WEAPONS INVENTORY**

Requirement: ARNG and USAR units inventory weapons by serial number quarterly (AR 710-2, para j).

(1) Procedure:

- (a) The commander or designated representative appointed by the commander conducts this inventory. The unit armorer will not perform the inventory nor will the same person conduct the inventory consecutively.
- (b) Compare the serial numbers of the weapons to that posted on the PBO's hand receipt.

(2) Documentation:

- (a) Units with SPBS or SPBS-R automated systems--
 - (1) Use the Sensitive Item Inventory Listing printout (ALH-441) to conduct the inventory and to record the results.
 - (2) Sign the printout.
- (b) Units under manual procedures, record inventory results on a memorandum prepared for your signature.

(3) Disposition: Send the original document(s) to the PBO and keep a copy in the unit files for two years.

2-9 VALIDATION

Requirement: Validate open supply requests (AR 710-2, para 2-7d).

- (1) Procedure:** To validate open supply requests you must verify from the source of the demand that a need still exists for the item(s) requested. Follow the procedures in your SSA's external SOP.
- (2) Documentation:** There is no paperwork requirement to document the completion of the validation. However, following the validation, complete the requirements for reconciliation (para 2-5).
- (3) Disposition:** Not later than the suspense date established by the SSA, complete the validation and return the results of the reconciliation to the SSA.

-----SECTION IV-----

SEMIANNUAL REQUIREMENTS

2-10 GENERAL USE PROPERTY

Requirement: Inventory general use property determined to be impractical to assign responsibility to an individual (AR 710-2, para 2-10g(4)).

- (1) Procedure:**
 - (a) If the unit has property in a multiuse situation (classroom, dayroom, guard house, etc.) and it is not feasible to assign responsibility to a person on a permanent hand receipt basis, manage the property by using an inventory listing.
 - (b) Mark the property so that any person can easily identify it. Do not permanently mark the property in such a way as to prevent its use by another unit.
 - (c) With each use, the using OIC or NCOIC updates a copy of the inventory listing as to quantities on hand and immediately reports any discrepancies to the designated representative.
- (2) Documentation:**
 - (a) Establish an inventory listing by listing the property on a hand receipt.
 - (b) Update the inventory listing each inventory.
- (3) Disposition:** Maintain the original inventory listing with the inventory results in your files and post a copy of the inventory listing in where the property is located.

2-11 BASIC LOADS AND PLL

a. Requirement: Units authorized basic loads of Class 1, 2, 3, 4, 5, or 8 will inventory and review their basic loads (AR 710-2, para 2-19b and table 2-1, para k)

- (1) Procedure:**
 - (a) MACOMs designate what units maintain basic loads and how much.
 - (b) When inventorying basic load items, ensure they are serviceable, easily deployable, and that the shelf life is not exceeded.

(2) Documentation:

- (a) Use DA Form 2063-R (PLL) to establish/maintain a basic load list and to conduct the inspection. Update this Form as changes occur.
- (b) Use DA Form 3318 (Record of Demands) to establish a demand history and to conduct the review.

- (3) Disposition:** Maintain a current copy of DA Form 2063-R in unit files. Give your supporting SSA a copy of the initial approved basic load list and provide updated listings at least annually.

b. Requirement: ARNG and USAR units review PLL records of demand (AR 710-2, table 2-1, para I).

- (1) Procedure:** The commander or designated representative conducts this review to verify authorized stockage levels are on-hand or on request. At the same time, inventory the PLL to ensure the items are in their designated location and excesses turned in.

(2) Documentation:

- (a) Units supported by automated systems, use the PLL Change List printout to conduct the review and to write any changes (additions or deletions) on it.
- (b) Units under manual procedures, follow the systematic procedures in DA PAM 710-2-1, para 8-19, and complete DA Form 3318 (record of Demands) and DA Form 2063-R (PLL).

- (3) Disposition:** Submit your document (PLL listing or DA Form 2063-R) and any requests (DA Form 2765-1) for additional stockage to your SSA.

-----SECTION V-----

ANNUAL REQUIREMENTS

2-12 UNIT PROPERTY

Requirement: If your unit is NOT conducting periodic (monthly, quarterly, etc.) inventories of unit property, then complete a 100% inventory once a year (AR 710-2, table 2-1, para b), and DA PAM 710-2-1, para 9-6a.

(1) Procedure:

- (a) When inventorying end items, inventory all its components.
- (b) Compare inventory results with PBO hand receipts.

(2) Documentation:

- (a) Units with SPBS or SPBS-R automated systems--
 - (1) Use the Cyclic Inventory Listing printout (ALH-885 for SPBS, ALH-151 for SPBS-R-I/TDA to conduct and record the results.
 - (2) Sign the printout
 - (b) For manual procedures, record the results on a memorandum prepared for the commander's signature.

- (3) Disposition:** Send the original document(s) to the PBO and keep a copy in the unit files for 2 years .

2-13 PERSONAL CLOTHING AND OCIE

a. Requirement: Inspect issued personal clothing (AR 700-84, para 1g (Active Army), para 14-5a (USAR) and para 15-4b (ARNG)--Table B-1f(8))

(1) Procedure:

- (a) Inspect to ensure that authorized items are on-hand and are serviceable.
- (b) Enlisted personnel (sergeant and above) may sign a statement verifying that authorized items are on-hand and serviceable.

(2) Documentation:

- a. Record the inventory results on DA Form 4886 (Issue-in-Kind Personal Clothing Record-Enlisted Men/Women).
- b. Active Army units may use DA Form 3078 (Personal Clothing Request).

(3) Disposition: File the results or statements with the clothing record of each soldier.

b. Requirement: ARNG units will conduct OCIE showdown inspections (AR 710-2, table 2-1, para m), DA PAM 710-2-1, para 10-8.

(1) Procedure:

- (a) Conduct inspection of soldier's OCIE to verify authorized items are on-hand and serviceable.
- (b) Sergeants and above may sign a statement verifying that all authorized items are on-hand and serviceable.

(2) Documentation: Record inspections on soldier's OCIE record (DA Form 3645 and 3645-1) with a notation of "showdown inspection conducted, (date).

(3) Disposition: Keep a unit file copy of each soldier's OCIE record.

2-14 PUBLICATIONS AND AUTHORIZED ALLOWANCES.

a. Requirement: Review pinpoint distribution to ensure the latest authorization documents (MTOE, CTA, Supply Catalog, etc.) are on-hand (AR 710-2, para 2-4a).

(1) Procedure:

- (a) Review AR 71-13 to determine the authorization documents.
- (b) Check DA Form 12-series to determine what publications your unit should receive on pinpoint distribution.
- (c) Use DA PAM 25-30 to determine the latest date of all applicable publications.
- (d) Requisition a copy from the supporting publication center and annotate the DA Form 12 to ensure that you receive future updates.

(2) Documentation: Maintain a copy of the DA Form 12 on hand.

a. Requirement: Ensure the property allowances are reconciled with authorization documents (AR 710-2, para 2-4b).

(1) Procedure: The PBO reviews applicable authorization documents (MTOE, CTA, TDA, etc.) to verify all authorized items are in the property book.

(2) Documentation:

- (a) The PBO provides you a statement on the completion of the reconciliation.
- (b) Commander or designated representative acknowledges completion of reconciliation.

(3) **Disposition:** Return the statement to the PBO.

-----SECTION VI-----

CORRECTIVE ACTIONS

2-15 SENSITIVE ITEM INVENTORIES

For discrepancies discovered during inventories of weapons, ammunition and other sensitive items--

- a. Immediately notify your commander.
- b. Notify the supporting law enforcement agency, provost marshal or security office through you higher headquarters.
- c. Refer to AR 190-11, para 2-9, for follow-up actions.

2-16 NON-SENSITIVE ITEM INVENTORIES

For discrepancies discovered during other inventories, notify the PBO to coordinate resolution of the following:

- a. Excess Items:** Process the excess as found-on-installation property. Turn-in action must begin within 10 calendar days after the inventory. (AR 710-2, para 2-13a).
- b. Missing items:**
 - (1) Follow procedures in AR 735-5 to gain relief from responsibility (Statement of charges/Cash Collection Voucher, Cash Purchase, or Report of Survey).
 - (2) For admittance of liability for missing OCIE, soldier may make a cash purchase at the CIF.
- c. Damaged Items:**
 - (1) Determine if cause of damage was due to negligence or misconduct.
 - (2) Suspected negligence or misconduct, start the procedures described above for **Missing Items**.
 - (3) Negligence or misconduct not suspected, start procedures to have the item repaired or replaced.
 - (a) Commander may authorize up to \$100 of damaged OCIE or personal clothing per training exercise at the CIF or supporting clothing sales store.
 - (b) The unit must sign the following statement. "I have reviewed the circumstances surrounding the damage to the above item(s) and find no negligence or misconduct."
- d. Shortage:** Ensure all authorized supplies not on-hand is on request.
- e. Administrative Error:** The PBO determines the corrections to make. This includes making corrections for wrong serial numbers.

**CHAPTER 3
GENERAL REQUIREMENTS**

-----SECTION I-----
GENERAL

3-1. SCOPE: Using Unit Supply operations is concerned with accounting and assigning responsibility for nonexpandable property and for controlling durable and expandable property (AR 710-2, para 2.1).

Unit supply operations are not limited to the supply room. They include many areas in your unit. This chapter outlines your regulatory requirements as they relate to the :

- a. **Supply Room--Section II**
- b. **Arms Room--Section III**
- c. **Motor Pool--Section IV**
- d. **Barracks Property--Section V**

3-2 VISITS

The commander and the first sergeant must frequently visit all functional areas of your command. Daily is ideal, but not always feasible. At the very least, stop in and check on things once a week. This chapter will assist you while you make your visits.

-----SECTION II----- SUPPLY ROOM

3-3 SUPPLY PERSONNEL

Ensure that your supply personnel properly receive, store, issue, and turn-in unit property unit. By USING AR 735-5, they can also help you account for lost, damaged, or destroyed property.

3-4 REQUESTING PROPERTY

a. **Requirement: Maintain copies of pertinent property authorization documents (AR 710-2, para 2-4).**

(1) **Procedure:**

- (a) Ensure that the supply personnel have the unit's MTOE, TDA, or JTA, and applicable CTAs, TMs, SCs and directives from higher headquarters authorizing the unit to have specific items.
- (b) Review DA PAM 25-30 at least annually to determine if the publications on-hand are current.

(2) **Disposition:** Replace obsolete or rescinded documents.

(3) **Corrective Action:** Request a copy of missing documents from your supporting publications center.

b. **Requirement: Ensure equipment and components listed in the authorized column of your unit's MTOE, TDA, or JTA and basic loads are on-hand or on request (AR 710-2, para 2-6a, b).**

(1) **Procedure:**

- (a) Prepare requests for authorized items not on-hand nor on request.
- (b) Exceptions:
 - (1) Do not request initial issue items identified as total package fielding (TPF). The fielding command provides the TPF items to the unit.
 - (2) Do not submit a request if a suitable substitute is on-hand.
 - (3) If future authorization documents delete equipment, CONUS/OCONUS units will not request equipment shortages for such equipment when within 365 days of the authorization document's effective date.
- (c) Units with SPBS or SPBS-R automated systems, compare the Excess/Shortage Equipment Listing ALH-840 SPBS, and SPBS-R-I/TDA) to the document register to ensure that shortages are on request.

(2) **Documentation:** Prepare requests on DA Form 581 (ammunition), DA Form 2765 series (NSN items), DA Form 3161 (expendables), or DD Form 1348-6 (non-NSN items) and sent them to the SSA. DA PAM 710-2-1, table 2-3

- (3) **Disposition:** Maintain a copy of the request in a suspense file until you receive the property.
- (4) **Corrective Action:** Submit a request for authorized property not on-hand nor on request.
- c. Requirement: Establish and maintain a document register (AR 710-2, para 2-6h).**
- (1) **Procedure:** Units authorized to request supplies maintain a document register.
- (2) **Documentation:**
- (a) Units with ULLS, use the "Document Control Register" report (AWAS255 to establish and maintain a document register.
- (b) Units without ULLS, establish and maintain DA Form 2064 (Document Register for Supply Actions) per instructions in DA PAM 710-2-1.
- (3) **Disposition:** You may maintain the document register on either a calendar or fiscal year basis and it becomes inactive at the end of the year.
- (4) **Corrective Actions:** Correct discrepancies per the ULLS TM or DA PAM 710-2-1.
- d. Requirement: Review all requests with UND "A" and "B" for priority abuse or misuse. Ensure the priority designator (PD) is consistent with your unit's Force/Activity designator (FAD) and Urgency of Need Designator (UND)(AR 710-2, para 2-6d).**
- (1) **Procedure:**
- (a) The PD assigned to block 20 of DA Form 2765-1 comes from your unit's FAD and UND per DA PAM 710-2-1.
- (b) The commander or the designated representative reviews all requests with UND "A" or "B" to ensure no priority abuse before sending the request to the SSA.
- (2) **Documentation:**
- (a) Delegation of authority to review high priority requests is in writing and kept at the front of the document register.
- (b) Upon completion of the review, the reviewer--
- (1) For ULLS, inputs a password, which releases the request and annotates the document register.
- (2) For units without ULLS, initials column "h" of the document register for each document reviewed.
- (3) **Disposition:** After the review, send the request to the SSA.
- (4) **Corrective Action:**
- (a) If you discover an incorrect PD before you send the request to the SSA, correct the PD.
- (b) If you discover an incorrect PD after sending the request to the SSA, submit a document modifier. See ULLS TM or DA PAM 710-2-1.
- e. Requirement: Turn in unserviceable recoverable items to the SSA. (AR 710-2, para 2-6e).**
- (1) **Procedure:** To request a recoverable item, an unserviceable like item must precede or accompany the request. You can identify recoverable items in the AMDF by an "A", "D", "F", "H", or "L" under the RC column in the AMDF.
- (2) **Documentation:**
- (a) Prepare the request for and turn-in of recoverable items on two separate DA Forms 2765-1.
- (b) If an unserviceable like item is not available for turn-in, prepare and sign a statement on the

back of the 2765-1 to explain the reason a turn-in was not made.

- (3) **Disposition:** Send the request to the SSA.
- (4) **Corrective Action:** If a recoverable item is lost, initiated adjustment actions. (AR 735-5).
- f. **Requirement: Submit a forecast for the amount and type of training ammunition needed. (AR 710-2, para 2-6f)**
 - (1) **Procedure:** Make your request early enough to allow sufficient time to permit delivery by the required date.
 - (2) **Documentation:** Prepare the forecast on DA Form 5514-R, DA PAM 710-2-1, para 11-8c.
 - (3) **Disposition:** Submit the completed ammunition forecast to the next higher HQs.
- g. **Verify the need for a local purchase (AR 710-2, para 2-6l (2)).**
 - (1) **Procedure:** Verify the need for a local purchase by signing the request. The commander may delegate this responsibility in writing.
 - (2) **Documentation:** Prepare either a 2765-1 or whatever document the PBO requires.
 - (3) **Disposition:** Process the request through the PBO to the SSA.
- h. **Requirement: Nonexpendable property drawn from the DRMO requires property book accountability (AR 710-2, para 2-6l(1)).**
 - (1) **Procedure:** Process requests through the PBO to the SSA.
 - (2) **Documentation:** Use the documents required by the PBO and /or the SSA to request DRMO property.
- i. **Requirement: Submit cancellation requests (AR 710-2, para 2-7c).**
 - (1) **Procedure:** When you no longer require a requested item, send a cancellation request to the SSA.
 - (2) **Documentation:** Prepare requests for cancellation on the latest status cards received or on a DA Form 2765-1. See DA PAM 710-2-1, para 2-29a, b, c.
- j. **Requirement: Identify and report supply constraints (AR 710-2, para 1-12).**
 - (1) **Procedure:** Report constraints preventing the unit from submitting requests to the next higher command.
 - (2) **Documentation:** Correspondence to the next higher command will include the reason for the constraint, the estimated time and the scope of the restriction, along with recommendations.
 - (3) **Disposition:** Keep a file copy of the correspondence until you receive a response. Comply with instructions provided in the response.

3-5 RECEIVING PROPERTY

- a. **Requirement: Receipt of supplies from the SSA (AR 710-2, para 2-8a).**
 - (1) **Procedure:**
 - (a) Commanders/Accountable Officers will receipt for supplies. Use a DA Form 1687 signature card to delegate this authority.
 - (b) Compare the supplies received to the information on the issue document.
 - (c) Check the quantity received and serial number or U.S. Army registration number, if any.

Inspect by opening the containers and physically checking the quantity and condition and the serial numbers on the items received.

(2) Documentation:

- (a) Prepare DA Form 1687 according to DA PAM 710-2-1, para 2-32.
- (b) Collect issue document(s) at the time of receipt.

(3) Disposition: Provide receipt/issue document(s) for nonexpendable property to the PBO.

b. Prepare and submit receiving reports for items received directly Form a vendor (AR 710-2, para 2-8b and DA PAM 710-2-1, para 2-33d).

(1) Procedure: When you receive supplies directly from a vendor without documentation, prepare and forward a receiving report through the PBO to the SSA.

(2) Documentation: Upon receipt of items, complete DD Form 1155 (Orders for supplies or Service) or prepare a DD Form 250 (Materiel Inspection and Receiving Report).

(3) Disposition: Send documents showing the actual quantity received to the PBO within 3 working days of receipt or supplies (30 days for USAR).

c. Requirement: Notify the SSA when items are received directly from a depot (AR 710-22-8b)

(1) Procedure: Provide receipt documents through the PBO to the SSA for items shipped directly from a depot.

(2) Documentation: Send documentation to the PBO within 3 working days of receipt.

d. Requirement: Post receipts to the document register (AR 710-2, para 2-6j)

(1) Procedure: Update the document register when the supply actions are completed.

(2) Documentation:

- (a) Units with ULLS, ensure the appropriate data fields in the "Document Control Register" (AWAS 255) are completed.
- (b) Units without ULLS, ensure the information in column J (Quantity Received), column K (Quantity Due IN), and column M (Date Completed) on the document register (DA Form 2064) is accurate.

(3) Disposition: Destroy receipts for expendable and durable items after posting the document register. If you receive nonexpendable property from other than the PBO, provide those receipt copies to the PBO.

(4) Corrective Action: When you discover requested items received but the transaction not closed out on the document register, update the document register.

3-6 DISPOSITION OF PROPERTY

a. Transfer property as directed (AR 710-2, para 2-13a, DA PAM 710-2-1, para 2-19)

(1) Procedure:

- (a) the losing unit (in coordination with the PBO)--
 - (1) Inventories the item and uses hand receipt annex procedures to document component shortages. COMSEC equipment transfer require approval by the supporting COMSEC custodian.
 - (2) Ensures property meets 10/20 PMCS standards of applicable technical manual.
 - (3) Prepares a DA Form 3161 (Request for Issue and Turn-In) for a lateral transfer of the excess property.
 - (4) Makes property available to the gaining command.

(b) The gaining command accepts responsibility by inventorying and signing for the transferred property.

(5) **Documentation:** Both the losing unit and the gaining commands submit copies DA form 3161 for the transferred property.

(3) **Corrective Action:** Should you discover a lateral transfer not posted, document the transfer on the property book records.

b. Requirement: Turn-in excess or unserviceable equipment (AR 710-2, 2-13b).

(1) Procedure:

(a) Initiate turn-in actions within 10 calendar days after you determine the property is excess or unserviceable.

(b) Complete a technical inspection of property book items before turning in the item.

(c) Document component shortages on DA Form 2062 and have the 3 commander or PBO sign the Form.

(d) Turn in unserviceable or excess items to the activity that normally issues them. Turn in unserviceable COMSEC equipment and components to the COMSEC custodian.

(2) Documentation:

(a) A completed DA Form 2765-1 accompanies the turn-in of the item.

(b) Include the serial numbers on turn-in documents for items requiring serial numbers.

(c) Units with SPBS or SPBS-R automated systems, identify excesses by reviewing the Excess/Shortage Listing printouts.

(d) Units under manual procedures, identify excess equipment by comparing current levels of equipment to the amount of equipment on hand.

(3) **Disposition:** Adjust hand receipts to reflect the turn-ins.

(4) **Corrective Action:** If you discover excess property, start turn-in procedures.

c. Requirement: Turn-in found-on-installation property (AR 710-2, para 2-13d).

(1) Procedure:

(a) Turn in items in your unit not on your hand receipt or on accountable records to the SSA as found-on-installation property.

(b) If your company has a requirement and authorization for the item, prepare a request for it on DA Form 2765-1. See DA PAM 710-2-1.

(2) **Documentation:** No documentation required unless your unit submits a request for the item.

(3) **Disposition:** Deliver the item to your PBO. If a requirement for the item exists, the PBO will initiate a request to the SSA to issue the item.

d. Requirement: Establish and ammunition amnesty program (AR 710-2, para 2-43).

(1) Procedure:

(a) Turn in ammunition recovered through the amnesty program through the parent organization to the ammunition supply point (ASP).

(b) Monitor the amnesty program to determine its ammunition accountability effectiveness.

(2) **Documentation:** No turn-in documentation required.

e. Requirement: Account for unexpended ammunition and ammunition residue AR 710-2, para 2-41d(1)(2)(3)(4) and (5).

(1) Procedure:

(a) Collect all residue and remaining ammunition.

(b) Separate live ammunition from the residue.

(c) Complete turn-in procedures within 5 working days after completion of the training mission.

(2) Documentation:

(a) If you are returning the ammunition and residue to the ASP, use DA Form 581 (Request for Issue and Turn-in of Ammunition) to document the turn-in (DA PAM 710-2-1, para 11-16).

(b) If the turn-in is to your parent unit, then document the turn-in status on the same DA Form 5515 (Training Ammunition Control Document) used to issue the Ammunition (DA PAM 710-2-1, para 11-15).

(3) Disposition: Maintain a file copy of Forms used to complete the turn-in.

(4) Corrective Action:

(a) If a shortage occurs, prepare a statement on the turn-in document, either the DA Form 5515 or 581 to certify actions taken to account for ammunition shortages and missing residue.

(b) The first lieutenant colonel or equivalent commander in the chain of command signs the statement.

3-7

PROPERTY BOOK RECORD RESPONSIBILITIES

The PBO normally maintains property book records above the unit level. When the property book is at unit level, the following requirements are the commanders responsibility:

a. Requirement: Appoint a property book officer (AR 710-2, para 2-5g).

(1) Procedure:

(a) The commander of the organization where the property book exists either assumes the position of PBO or appoints a PBO.

(b) Reappointment of a PBO occurs when there is a change of command. The PBO will be either the new commander or an appointed subordinate.

(2) Documentation:

(a) The commander appoints the PBO in writing, on a memorandum.

(b) The appointing memorandum will specify the property book unit identification code (UIC).

(3) Disposition: File the memorandum at the front of the property book.

b. Requirement: The PBO assumes accountability for property (AR 710-2, para 2-5h).

(1) Procedure: After completion of a change-of-PBO inventory and after corrective actions required due to the inventory, the PBO signs a statement of accountability for the property shown on the property book.

(2) Documentation: The new PBO signs the statement per AR 710-2, para 2-5h, on a blank 3328 to transfer accountability between PBOs.

(3) Disposition: File the statement at the beginning of the property book until there is a change of PBO. Then place the statement in the inactive file.

c. Requirement: Account for nonexpendable property (AR 710-2, para 2-5a).

(1) Procedure: Account, on property book records, for property on-hand or on request, as identified by AR 710-2, para 2-5a.

(2) Documentation: Maintain property book records on DA Form 3328 (Property Record) and DA Form 3328-1 (Serial/Registration Number Record). See DA PAM 710-2-1, Chapter 4, Section 1, para 4-7a.

d. Requirement: Account for property by serial and/or lot number (AR 710-2, para 2-5l(3)).

(1) Procedure:

- (a) Account by serial number, all items with U.S. Army serial numbers, items listed in the AMDF with a CIIC other than "U" or is blank, and the item has a serial number, information management processing equipment (IMPE) and external peripheral components (except keyboards), and items deemed pilferable by the PBO.
- (b) Post the lot number and the serial numbers for class 5 items.

(2) Documentation: Record the serial number or U.S. Army registration number on DA Form 3328-1.

e. Requirement: Maintain property book records (AR 710-2, para 2-4b, 2-5, and 2-8f).

(1) Procedure:

- (a) Establish a property book page for each item required or authorized based on authorization documents. (DA PAM 710-2-1, para 4-7d)
- (b) When not supported by a CIF, account for OCIE in an OCIE segment of the property book (AR 710-2, para 2-5I).
- (c) Reconcile the property book annually with applicable authorization documents (AR 710-2, para 2-4b).
- (d) Post receipts to the property book within 3 workdays (AR 710-2, para 2-8f).

(2) Documentation: Prepare the property book records on DA Forms 3328 and 3328-1 according to DA PAM 710-2-1, para 4-6.

f. Requirement: Maintain supporting documents file (AR 710-2, para 2-5r).

(1) Procedure:

- (a) Place documents that support entries to the accounting data record of the property book in the supporting document file (AR 710-2-1, para 4-16).
- (b) Mark documents that support entries to the property book as "posted", dated, and initialed by the individual making the entry.

(2) Documentation: File the supporting documents IAW AR 25-400-2 (MARKS).

(3) Corrective Action: If a supporting document is lost or missing, the PBO makes a statement and signs it. It will include all information recorded in the document register for the lost document.

g. Input into the Continuing Balance System-Expanded (CBS-X) files (AR 710-2, para 2-9 and DA PAM 710-2-1, para 2-28).

(1) Procedure:

- (a) The PBO provides the CBS-X central collection activity (CCA) with copies of property book adjustment reports.
- (b) Report lateral transfers of property involving RICC 2 items by the gaining PBO through the CCA.
- (c) Report changes from RICC 0 or 3 to RICC 2 within 15 days after the change.

(2) Documentation: Use DA Form 3161 to report changes in the RICC IAW DA PAM 710-2-1, para 4-27.

(3) Disposition: Retain a copy of DA Form 3161 in the unit CBS-X file. After the item appears correctly on the CBS-X asset listing, destroy the file copy.

3-8 PROPERTY ACCOUNTABILITY

a. Requirement: Accept responsibility for unit property (AR 710-2, para 2-5g, 2-10a, 2-

10d).

(1) Procedure:

- (a) The unit commander is the primary hand receipt holder and has direct responsibility for the items listed on that primary hand receipt when the property is at above the unit level.
- (b) The commander inventories and signs for property issued to the unit from the PBO.

(2) Documentation: Sign the PBO hand receipt.

(3) Disposition: The commander keeps a copy of the hand receipt.

b. Control property through hand receipt procedures (AR 710-2, para 2-10f, g, and h).

(1) Procedure:

- (a) Issue unit property to the person filling the position identified as the user in the authorization document. The PHRH may issue the equipment on hand receipt to a supervisor (i.e., platoon leader, platoon sergeant, or squad leader) who in turn sub hand receipts to the user.
- (b) The issuer prepares the hand receipt.
- (c) When issuing an item with components, account for the components by using the hand receipt as a hand receipt annex or as a component hand receipt.

(1) The hand receipt annex lists the end item and only the missing nonexpendable and durable items. Make sure that the shortages get ordered.

(2) The component hand receipt lists the end item and all components (except for the expendable consumables) whether they are on-hand or not.

(3) When hand receipting an item to a supervisor, use either means to account for the end items and components.

(4) If you hand receipt to the intended user, you must use the component hand receipt.

(1) The hand receipt annex lists the end item and only the missing nonexpendable and durable items. Make sure that the shortages get ordered.

(2) The component hand receipt lists the end item and all components (except for the expendable consumables) whether they are on-hand or not.

(3) When hand receipting an item to a supervisor, use either means to account for the end items and components.

(4) If you hand receipt to the intended user, you must use the component hand receipt.

(2) Documentation:

(a) Prepare the hand receipts on a DA Form 2062 in duplicate IAW DA PAM 710-2-1.

(b) List all issued nonexpendable and durable components.

(c) Issue property for individual use by the soldier such as barracks furniture, OCIE, and protective masks by using DA Form 2062 (Hand Receipt), DA Form 3645-1 (OCIE Record), DA Form 3749 (Equipment Receipt), DA Form 3161 (Temporary HR).

(3) Disposition: The individual issuing the equipment retains the original HR and the recipient retains the copy.

(4) Corrective Action: When unit property is not under hand receipt control--

(a) Determine its user.

(b) Have the user sign for the equipment in order to update hand receipts.

c. Requirement: Keep hand receipts current (AR 710-2, para 2-10g(5))

(1) Procedure:

(a) Keep hand receipts current by posting changes as they occur by using change documents.

(b) Post change documents to the hand receipt at least every 6 months from the date of the oldest change document.

(c) The responsibility for keeping the hand receipt current rests on the person who issues the property.

(2) Documentation: Prepare change documents on DA Form 3161. See DA PAM 710-2-1, para 5-3d.

(3) Disposition:

(a) The person issuing the equipment maintains the original HR. The person signing for the property keeps the copy.

(b) Destroy the change documents after posting the changes to the hand receipt.

(4) Corrective Action:

- (a) If a hand receipt is not current, update it and ask the hand receipt holder to sign the updated hand receipt.
- (b) If you find shortages, initiate action IAW AR 735-5.

d. Requirement: Maintain hand receipt control of ammunition (AR 710-2, para 2-40)

- (1) Procedure:** Control training ammunition and operational loads of ammunition in a unit by using hand receipt procedures (DA PAM 710-2-1).

(2) Documentation:

- (a) Use DA Form 5515 (Training Ammunition Control Document) to hand receipt ammunition to the soldier's first line supervisor.
- (b) Use the same DA Form 5515 to return unexpended ammunition and residue to the issuing activity.
- (c) Use DA Form 2062 (Hand Receipt) to assign responsibility for the unit's operational load of ammunition.

(3) Disposition: Keep a file copy of all issues and turn-ins.

(4) Corrective Action: When ammunition is not under hand receipt control, determine if there is a valid requirement for the ammunition.

- (a) If there is no valid requirement for the ammunition, confiscate the ammunition and turn it in.
- (b) If there is a valid requirement for the ammunition, inventory it and establish hand receipt control.

e. Control issue of components (AR 710-2, para 2-10h)

- (1) Procedure:** Document the issuing of components of sets, kits, and outfits and other end items by using a component hand receipt annex.

(2) Documentation:

- (a) Component hand receipts:
 - (1) Use preprinted DA Form 2062 published in selected TMs and SCs. Use blank DA Form 2062s if preprinted hand receipts are not available.
 - (2) Use the DA Form 2062 to list all components authorized. This will identify items on-hand or not on-hand.

(3) Its use is mandatory when issuing items with components to the intended user.

- (4) Ensure sufficient copies of SC and TM hand receipt publications are on-hand or on order.
- (b) Hand receipt annexes:
 - (1) Use the preprinted DA Form 2062 published in selected SCs and TMs. Otherwise, use a blank DA Form 2062.
 - (2) Use it to document component shortages of SKO or of end items issued on a hand receipt or sub hand receipt.
 - (3) The PBO documents nonexpendable component shortages.
 - (4) The maintainer of the expendable and durable document register records the shortages.
- (c) Keep component hand receipts and hand receipt annexes current by posting changes as they occur or at least every six months.

(3) Disposition:

- (a) The individual issuing the property retains the original hand receipt.
- (b) The recipient retains the duplicate.
- (c) The responsibility for keeping the hand receipts current falls on the person issuing the property.

(4) Corrective Action: If components to SKO are issued but not documented, conduct an inventory to determine what, if anything, is missing. Obtain the signature of the hand receipt holder on the new component hand receipt or hand receipt annex.

f. Requirement; Establish hand receipt control of copyrighted (commercial) software regardless of value (AR 710-2, para 2-31i)

- (1) Procedure:** IMPE software and data media (magnetic tapes, floppy disks, etc.) do not require property book accounting.
- (a) The appointed Unit information Management Officer (Center Commander for USAR) is responsible in coordination with PBO for issuing copyrighted (commercial) software using hand receipt procedures.
- (b) Manage blank data media valued at \$300 or less as expendable items. Issue and account for blank data media valued at more than \$300 by using hand receipt procedures.
- (2) Documentation:** Prepare hand receipts on DA Form 2062 in duplicate IAW DA PAM 710-2-1.
- (3) Disposition:**
- (a) Keep the original hand receipt on file and give the duplicate to the recipient.
- (b) Update hand receipt every 6 months.

3-9 INVENTORIES

When inventorying, remember to include components for end items, and verify the serial numbers, U.S. Army registration numbers and ammunition lot/serial numbers. There are two types of inventories, event and time oriented. We are going to discuss event oriented inventories next. Time oriented inventories are in chapter 2.

a. Requirement: Change of command hand receipt holder (PHRH) inventory (change of command) (AR 710-2, table 2-1, para a).

(1) Procedure:

- (a) The incoming and outgoing commanders (when the commander is the PHRH) jointly inventory all unit property.
- (b) They must complete the joint inventory within thirty days. The next higher command may grant a maximum of two 15-day extensions.
- (c) Report all discrepancies (shortages, excesses, missing items, etc.) to the PBO who will--
- (1) Determine how to resolve the problem.
- (2) Post adjustments into the property book and adjust the hand receipts.

(2) Documentation: Upon completion of a change of command inventory and after resolving all discrepancies, the incoming commander signs for the unit's property on the commander's hand receipt from the PBO.

(3) Disposition: The PBO keeps the original hand receipt and he provides a copy to the incoming commander.

b. Requirement: (If the property book is at unit level) Change of PBO inventory (AR 710-2, table 2-1, para c).

(1) Procedure: A change of property book officer requires a joint inventory of all property not issued on hand receipt.

(2) Documentation: Upon completion of the inventory and after completing any necessary corrective actions by the outgoing PBO, the incoming PBO accepts accountability for the property. He will do this by signing the property book statement found in AR 710-2, para 2-

5h. Enter the statement on a blank DA Form 3328.

- (3) Disposition:** File the signed statement in the front of the property book.
- c. Requirement: Inventory items received from the SSA or from another unit (AR 710-2, para 2-8 and table 2-1, para f).**

 - (1) Procedure:**

 - (a) Verify that your company ordered the items.
 - (b) Ensure that--
 - (1) Received supplies agree by count to that on the receipt document.
 - (2) End items are complete according to the TMs, SCs, or packing lists.
 - (3) Serial numbers on the receipt documents match the serial numbers on the equipment.
 - (4) Received items are serviceable.
 - (2) Documentation:** Sign the receipt document after you complete the inventory and resolve the discrepancies.
 - (3) Disposition:** Post the receipt to the document register and update the property book and commander's hand receipt.
 - (4) Corrective Action:**

 - (a) Report any discrepancies (wrong item or damaged) to the SSA.
 - (b) If you discover the discrepancy after acceptance from the SSA, Submit a report of discrepancy on an SF 364 (AR 735-11-2)
- d. Requirement: Inventory property issued on hand receipt or subhand receipt (AR 710-2, table 2-1, para f and DA PAM 710-2-1, para 5-3).**

 - (1) Procedure:** Prior to every issue, ensure that the recipient conducts a complete inventory to verify that--

 - (a) The correct item description and quantity on hand are on the hand receipt.
 - (b) End items are complete according to the most recent TMs, SCs, or packing lists.
 - (c) Documentation of shortages is on a component hand receipt or hand receipt annex.
 - (d) Serial numbers are correct.
 - (2) Documentation:** Upon completion of inventory and after correction of discrepancies, sign the hand receipt or subhand receipt.
 - (3) Disposition:** The issuer retains the original hand receipt and provides a copy to the recipient.
- e. Requirement: Inventory when turning in property (AR 710-2, table 2-1, para f and DA PAM 710-2-1, para 5-3).**

 - (1) Procedure:** Before turning in property, conduct an inventory of the item and its components to see if shortages exist.
 - (2) Documentation:** If shortages exist, document them on a shortage list using hand receipt annex procedures.
 - (3) Disposition:** One copy of the inventory will accompany the turn-in and the unit retains the original. Destroy the unit file copy when final turn-in credit takes place.
- f. Requirement: Inventory of organizational clothing and individual equipment (OCIE)(AR 710-2, table 2-1, para h and m).**

 - (1) Procedure:** Ensure OCIE on-hand agrees with the soldier's OCIE record when a soldier--

 - (a) Arrives in your unit.
 - (b) Clears the installation for departure.

(c) Returns from a field exercise.

(2) Documentation: Use DA Form 3645 to determine the soldier's OCIE items responsibility.

(3) Disposition: File duplicate copy of DA Form 3645 in unit files.

(4) Corrective Action:

(a) Account for OCIE shortages by either authorizing the soldier to make a CIF cash purchase or by using the procedures in AR 735-5.

(b) Unit Commanders may approve damage statements of OCIE damaged during FTXs when **NO** negligence or misconduct was involved.

g. Secure OCIE during soldier's absence (AR 710-2, table 2-2, para m).

(1) Procedure:

(a) Require your soldiers to secure their OCIE before their departure, i.e., leave, pass, TDY, hospital, etc.

(b) Immediately inventory and secure OCIE belonging to an absent soldier.

(c) Inventory and turn-in all OCIE belonging to a soldier to the issue point when dropped from the rolls, hospitalized for more than 60 days, or ordered PCS while on emergency leave.

(d) An officer or NCO can conduct the inventory.

(e) Compare the inventory with the soldier's OCIE record to determine shortages.

(2) Documentation: Record the inventory results on DA Form 345 or DA Form 3645-1 in duplicate.

(3) Disposition:

(a) Place the original inventory with the soldier's OCIE.

(b) File a copy with the soldier's OCIE record.

(4) Corrective Action: If shortages exist, account for them per AR 735-5.

3-10 ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE)

Discussions pertaining to OCIE inventory are in para 3-9f and 3-9g.

a. Requirement: Maintain OCIE records (AR 710-2, para 2-14j)

(1) Procedure:

(a) File all copies of unit personnel records provided by the OCIE issue point.

(b) CIF provides a copy of the OCIE record to the soldier when the soldier visits the issue point to receive and issue, make a turn-in or exchange an item of OCIE.

(2) Documentation: Record issues of OCIE on a DA Form 3645 and DA Form 3645-1 IAW DA PAM 710-2-1.

(3) Disposition: File OCIE record with the soldier's documents.

Corrective Action: If a soldier's record is missing or lost, request a copy from the OCIE issue point.

b. Ensure soldiers clear OCIE issue point when clearing the installation (AR 710-2, para 2-14n and DA PAM 710-2-1, para 10-10a)

(1) Procedure:

(a) Ensure soldiers clear the OCIE issue point before departing the installation on ETS or PCS moves.

(b) Soldiers report to the OCIE issue point with their OCIE record, clearance record and the OCIE items for turn-in.

(2) Documentation: Document turn-in of OCIE on the soldier's OCIE record and clearance record, DA Form 137.

(3) Disposition: Send the soldier's OCIE record to the soldier's personnel records custodian.

(4) Corrective Action: If shortages exist, give the soldier the opportunity to purchase the missing items. If the soldier does not voluntarily purchase the missing items, initiate adjustment action according to AR 735-5.

c. Permanent marking of OCIE is authorized (AR 710-2-1, table B-1, para f(6))

(1) Procedure: If a requirement for identification of OCIE exists, use of sew-on name tags and authorized insignia is permissible.

3-11 PERSONAL CLOTHING

Requirement: Maintain soldier's clothing records (AR 700-84, para 5-2b, Active Army; 15-1f, ARNG, and 14-5, USAR)

(1) Procedure: Prior to six months time in service, conduct an inspection to determine if the soldier received all his clothing items.

(2) Documentation:

- (a) Keep a copy of the soldier's clothing record (DA Form 3078) on file for the first 6 months,
- (b) In the ARNG and USAR, use DA Form 4886 to account for personal clothing issued to individuals. Keep the Forms in unit files.

(3) Disposition:

- (a) Once the Active Army soldier has all authorized, personal clothing items destroy the DA Form 3078. The soldier then becomes liable for all applicable initial issue items lost, damaged or destroyed.
- (b) In the ARNG and USAR, keep the DA Form 4886 on file and destroy the Form when the soldier leaves the service.

(4) Corrective Action: If a soldier does not receive his complete initial issue prior to the 6 month period, initiate a request on a DA Form 3078 to your supporting clothing sales store to complete the initial issue.

3-12 MANAGEMENT OF LOADS

a. Maintain basic loads (AR 710-2, para 2-19 and 2-20)

(1) Procedure:

- (a) Maintain basic loads of Class 1, 2, 3, 4 (type classified only), 5 and 8 (except medical repair parts) supplies as directed by MACOM.
- (b) The MACOM prescribes methods of establishing stockage levels.
- (c) Ensure basic authorized basic loads are on-hand or on request at all times.
- (d) Ensure assignment of responsibility for all durables through hand receipt procedures.

(2) Documentation:

- (a) Account for basic loads of Class 1 and 5 supplies on property book records.
- (b) Maintain demand data on class 2, 4, and 8 supplies on DA Form 3318.

(3) Disposition: The issuer of the loads is responsible for keeping the hand receipt current

b. Requirement: Maintain operational loads (AR 710-2, para 2-20)

(1) Procedure:

- (a) CTA 50-970 and CTA 8-100 authorizes up to a 15 day (7 days if available through SSSC) stockage of expendable class 2 (including maps), 3 (packaged), 4, and 8 supplies.
- (b) Local experience is the basis for developing and justifying the stockage quantity.
- (c) Assign responsibility for durables through hand receipt procedures.

(2) Documentation: Locally develop records for keeping demand data on operational loads of 1, 2, 3, (packaged), 4, and 8 unless already defined by other applicable regulations.

c. Requirement: Maintain an operational load of Class 5 supplies (AR 710-2, para 2-39c)

(1) Procedure: CTA 909 and MACOMs authorize CLASS 5 operational loads.

- (a) Ammunition used by security guards and not expended.
- (b) Ammunition expended within 5 days used for qualification of civilian guards, blank ammunition for ceremonial ceremonies.

(2) Documentation: Establish hand receipt procedures.

(3) Corrective Action: If you discover shortages, take actions required by AR 190-11, Chapter 2.

d. Requirement: Assign responsibility for storage of Class 1 and 5 basic loads (DA PAM 710-2, table B-1, para g(4))

(1) Procedure: The commander accepts responsibility for Class 1 and 5 basic loads from the PBO.

(2) Documentation: Use hand receipt procedures to establish responsibility for all basic loads in the unit.

3-13 STORAGE

Requirement: Safeguard materiel and keep it ready for use (AR 710-2, app B, table B-1, para k)

(1) Procedure:

- (a) Conduct inspections to ensure materiel is ready for use.
- (b) Account for unit property by storing it so you can care for and safeguard it.
- (c) Perform preventive maintenance where applicable.
- (d) Monitor shelf-life expiration dates.

(2) Corrective Action: Secure or repair property as needed to maintain serviceability and readiness of the equipment.

3-14 RELIEF FROM PROPERTY RESPONSIBILITY

When government property is lost, damaged, or destroyed by causes other than fair wear and tear requires that you take action immediately to determine the cause. You must initiate certain documentation to gain relief from responsibility. The following requirements outline your actions in this area.

a. Requirement: Account for losses of durable hand tools when negligence or misconduct is NOT suspected (AR 735-5, para 14-25).

(1) Procedure:

- (a) The commander can adjust losses up to \$100 per incident when losses did not occur from negligence or misconduct.
- (b) This action does not require approval above the unit level.

(2) Documentation: Process the Memorandum for Record: Adjustment document IAW AR 735-5, para 14-25.

(3) Disposition: Prepare the memorandum in original, plus one copy for each hand receipt holder involved. File the original in a consolidated file, in hand receipt holder sequence, for

review by the report of survey approving authority per c below. Retain the file for 2 years. File the duplicate copy(s) in the appropriate hand receipt file to support the adjustment action. Destroy the duplicate copy upon receipt of the replacement for the lost hand tool.

b. Requirement: Account for lost, damaged, or destroyed property when liability is admitted (AR 735-5, para 12-2).

(1) Procedure:

- (a) If a soldier admits liability, he/she can reimburse the Government as follows:
 - (1) Cash purchase. A person may voluntarily purchase replacements for lost, damaged, or destroyed hand tools or organizational clothing and individual equipment (OCIE) from the SSSC or CIF.
 - (2) Statement of Charges/Cash Collection Voucher (DD Form 362). Process DD Form 362 through FAO when the soldier cannot offer cash payment or when an individual admits liability and offers cash payment or agrees to payroll deduction to settle the financial liability charge.
- (b) Never use these methods to acquire government property for other than official purposes, i.e., purchasing a hand tool from SSSC or a OCIE item from CIF for personal use.
- (c) The Government retains title of all articles (AR 735-5, para 12-2g).
- (d) The following statements prohibit voluntary reimbursement--
 - (1) The property involved is a sensitive item.
 - (2) Liability exceeds the soldier's monthly base pay.

(2) Documentation:

- (a) Prepare the original and two copies of the statement for a cash sale (AR 735-5, para 12-2b).
- (b) The commander, the PHRH, or the accountable officer prepares the Statement of Charges/cash Collection Voucher, DD 362 IAW AR 735-5, para 12-2d.

(3) Disposition:

- (a) Initiate and forward DD Form 362 to the FAO within the following time limits after discovery of the discrepancy AR 735-5, para 12-2e).
 - (1) Active Army: 5 workdays.
 - (2) USAR: 60 days.
 - (3) ARNG: 45 work days.
- (b) Forward the adjustment documents to the appropriate PBO.

b. Requirement: Account for lost, damaged, or destroyed property when you suspect negligence but the soldier does not admit liability and refuses to make voluntary reimbursement to the Government (AR 735-5, para 13)

(1) Procedure:

- (a) Initiate and process a Report of Survey (DA Form 4697) through the chain of command of the individual responsible for the property at the time of the incident.
- (b) Report of survey starts after the assignment of a document number by the accountable officer and the accountable officer sends the report of survey to the approving authority (AR 735-5, figs 13-1 and 13-2).

(2) Documentation:

- (a) Accountable officer completes block 1 -12 on DA Form 4697.
- (b) Make a complete statement in block 11 (Dates and circumstances) of all essential facts. Include statements from the individuals involved.

- (3) **Disposition:** Initiate and forward the DA Form 4697 to the approving authority within the

- following time limits after the date of discovery of the discrepancy:
- (a) Active Army: Not later than 15 calendar days (AR 735-5, para 13-7).
 - (b) USAR: Not later than 75 calendar days (AR 735-5, para 13-7).
 - (c) ARNG: Not later than 45 calendar days (AR 735-5, para 13-7).

-----SECTION III-----

ARMS ROOM

3-15 ROLE OF THE UNIT ARMORER

The unit armorer is normally the hand receipt or subhand receipt holder for all weapons, ammunition, and other Government property stored in the arms room. He provides for the proper care, custody, and safekeeping of the weapons and ammunition (AR 735-5, para 2-8c).

3-16 COMMAND RESPONSIBILITY FOR THE ARMS ROOM

The commander retains command responsibility for the arms and ammunition stored in the arms room. Command responsibility obligates the commander to ensure proper care, use, and safekeeping of government equipment in your command is practiced by his soldiers (AR 710-2, para 2-5 and AR 735-5, para 2-8).

a. Requirement: Provide the unit armorer a copy of the arms room hand receipt (AR 710-2, para 2-10f and g)

(1) Procedure:

- (a) Ensure the unit armorer has the duplicate of the arms room hand receipt and a component hand receipt for the armorer's tool kit.
- (b) The hand receipt file contains all the change documents that affect the hand receipt.
- (c) The armorer signs the hand receipt only after inventorying the arms room and the tool kit.

(2) Documentation:

- (a) Supply room personnel prepare all hand receipts on DA Form 2062 IAW DA PAM 710-2-1.
- (b) The person or activity issuing the property prepares the change documents IAW DA PAM 710-2-1.

(3) Disposition: The armorer maintains a copy of the arms room hand receipt.

b. Control the issue of weapons (AR 710-2, para 10g)

(1) Procedure:

- (a) In order to sign for a weapon from the arms room, soldiers must have a DA Form 3749 (Equipment Receipt) in their possession. DA Form 3749 is a hand receipt between the arms room and the soldier for a specific weapon (DA PAM 710-2-1, para 5-6).
- (b) The armorer checks the DA Form 3749 against the master authorization list (MAL) before he signs out the weapon.

(2) Documentation: Ensure each soldier DA Form 3749 signed by the accountable officer.

(3) Disposition:

- (a) When a soldier signs out a weapon, he surrenders his DA Form 3749 to the unit armorer.
- (b) If a soldier draws a weapon for more than 24 hours, he also signs the control sheet or log maintained by the armorer.
- (a) When the soldier returns the weapon, the armorer returns the DA Form 3749 to the soldier.

c. Requirement: The unit armorer draws repair parts from the PLL clerk (AR 710-2, para 2-21f)

(1) Procedure:

- (a) The unit armorer should obtain repair parts from the PLL clerk, as he needs them. This allows the PLL clerk to capture demand data.
 - (b) The PLL clerk will order repair parts not carried on the PLL.
 - (c) PLL must document all requests.
- (2) **Documentation:** Follow procedures provided in para 3-19b(2).
- d. Requirement: Inventory the arms room when a change of custody occurs (AR 710-2, Table 2-1, para g)**
- (1) **Procedure:** Incoming and outgoing custodians physically count weapons, ammunition, and major parts for arms.
- (2) **Documentation:**
- (a) Record the inventory count on DA Form 2062 as shown in DA PAM 710-2-1, para 9-10.
 - (b) The person receiving the keys to the arms room signs for the weapons and ammunition on the DA Form 2062.
- (3) **Disposition:** Retain copies of the DA Form 2062 showing the results until the next serial number inventory of weapons and ammunition. If there are no discrepancies, destroy the Form. If there is a discrepancy, keep the Form as an exhibit for a report of survey.

-----SECTION IV-----

MOTOR POOL

3-17 CONTROL OF MOTOR POOL OPERATIONS

Establish hand receipt control of motor pool materiel. Hand receipt equipment to user identified in the authorization document or indirectly through the user's supervisor who then subhand receipts to the user. The PLL clerk orders and issues organizational maintenance parts.

3-18 MOTOR POOL OPERATIONS

a. Requirement: Provide a copy of the motor pool hand receipt to the hand receipt holder (AR 710-2, para 2-10f and g)

(1) **Procedure:**

- (a) Ensure the hand receipt holder receives a duplicate of the hand receipt.
- (b) The hand receipt file contains all the change documents that affect the hand receipt.
- (c) The hand receipt holder signs the hand receipt after conducting a complete inventory and resolving any discrepancies.

(2) **Documentation:**

- (c) Supply room personnel prepare all hand receipts on DA Form 2062 IAW DA PAM 710-2-1.
- (d) The person or activity issuing the property prepares the change documents IAW DA PAM 710-2-1.

(3) **Disposition:** The hand receipt holder retains a copy of the hand receipt.

(4) **Corrective Action:** If the hand receipt holder does not have a copy of the hand receipt, he can get one from the supply sergeant.

b. Requirement: Issue tool kits to mechanics by using component hand receipts (AR 710-2, para 2-10h, and DA Pam 71-2-1, chap 6)

(1) **Procedure:**

- (a) List all tool parts on a component hand receipt when issuing a tool kit.
- (b) Keep component hand receipts current. Post changes as they occur or use change

documents.

(2) Documentation: Preprinted component hand receipts (DA Form 2062s) are in selected SCs for SKO. Use a blank DA Form 2062 when preprinted hand receipts are not available.

(3) Disposition: The person issuing the equipment keeps the original hand receipt and provides a copy to the hand receipt holder.

c. Requirement: Control tools issued from a toolroom/toolcrib (AR 710-2, para 2-10)

(1) Procedure:

- (a) The toolroom/toolcrib custodian accepts responsibility for toolroom tools by signing a hand receipt.
- (b) Issue tools only for the time needed to complete the task.
- (c) The motor sergeant/officer periodically review tool issue procedures. This is to determine if the mechanics return the tools in time.

(2) Documentation:

- (a) Issue the tools IAW DA PAM 710-2-1
 - (1) Issue the tools according to the procedures in DA PAM 710-2-1, para 6-3.
 - (2) Use DA Form 3161 as a temporary hand receipt for recording tools issued for more than 1 day but less than 31 days.
- (3) Use a permanent hand receipt (DA Form 2062) for recording tools issued for more than 31 days.
 - (b) The toolroom/toolcrib custodian maintains a list of personnel authorized to draw tools.
 - (c) Follow the procedures outlined in AR 710-2, para 2-10j for automated toolroom/toolcrib procedures.

3-19 PRESCRIBED LOAD LIST (PLL)

a. Requirement: Stock only essential repair parts in a unit's PLL (AR 710-2, para 2-21)

(1) Procedure:

- (a) Repair parts stocked in a unit PLL have an essentiality code of "C" on the AMDF and a maintenance code of "O" in the applicable TM. See AR 710-2 para 2-21a and 2-21I for exceptions
- (b) Total number of lines on PLL will not exceed 300. To increase or decrease PLL stockage, follow the guidance in AR 710-2, para 2-21d. (DA PAM 710-2-1, para 8-19(g) or 8-22(d))
- (c) Three demands within 180 days qualify an item for initial stockage.

(2) Documentation:

- (a) Units supported by automated systems, review the PLL printout for authorized item stockage.
- (b) Units under manual procedures, review the PLL (DA Form 2063) to verify the authorized item stockage.

b. Requirement: Maintain a record of demands (AR 710-2, para 2-21c)

(1) Procedure:

- (a) Record the demands for repair parts every time you request an item.
- (b) This includes items obtained from another unit, salvage equipment, or a warranty program.

(2) Documentation:

- (a) Units supported by automated systems automatically have their demands recorded and maintained by the supporting Direct Support Unit (DSU).
- (b) Units Supported by ULLS has their demands automatically recorded in the demand history file for each request submitted.

- (c) Units under manual procedures, use DA Form 3318 (Record of Demands-Title Insert) IAW DA PAM 710-2-1, fig 8-3.

(3) Disposition:

- (a) File DA Form 3318 in national item identification number (NIIN) sequence in a visible file. If you fill the demand or request file section, separate the parts of the Form and use the backside.
- (b) Keep the completed DA Form 3318 until the next review period and then destroy it.

c. Requirement: Establish and maintain a document register (AR 710-2, para 2-6h)

- (1) **Procedure:** Maintain an expendable document register in a convenient area to unit maintenance (usually the motor pool) to assign document numbers to repair parts requests.

(2) Documentation:

- (a) Units with ULLS, use the "Document Register" report (AWAS 255) to establish and maintain a register.
- (b) Units without ULLS, establish and maintain DA Form 2064 (Document Register for Supply Actions) IAW DA PAM 710-2-1, para 2-23.

- (3) **Disposition:** Maintain the document registers by calendar year or fiscal year. Use the procedures in AR 25-400-2, file number 710-2b for filing and extracting document registers.

d. Requirement: Authorized stockage of PLL parts are on-hand or on request (AR 710-2, Table B-1, para h)

- (1) **Procedure:** Submit resupply requests for PLL items as the supply is used and as changes occur to authorization documents such as the stockage list allowance cards (SLAC).

(2) Documentation:

- (a) Submit requests on DA Form 2765-1 or DD Form 1348-6 IAW DA PAM 710-2-1, Table 2-3.
- (b) Use UND "C" for initial issue or replenishment requests of PLL items (AR 710-2, para 2-21e).
- (c) Use UND "B" to replenish the item that brought the line to zero balance.
- (d) Use UND "A" when immediate installation on or repair of mission-essential equipment is required of a repair part not on hand. (DA PAM 710-2-1, para 2-2b)

- (2) **Disposition:** Send requests to the SSA.

- (3) **Corrective Actions:** If you discover that the unit used parts but did not order replacement, immediately submit requests for the needed parts.

e. Requirement: Review all requests with UND "A" or "B" (AR 710-2, para 2-6d)

(1) Procedure:

- (a) The commander or his representative reviews all requests with UND "A" or "B" for priority abuse or misuse before sending the request to the SSA.
- (b) File the commander's delegation of authority to review in the front of the document register.

(2) Documentation: Upon completion of the review, the reviewer--

- (a) For ULLS, inputs a password that automatically releases the request and annotates the document register.
- (b) For units without ULLS, initial column "h" of the document register for each document reviewed.
- (c) Upon completion of the review, send the requests to the SSA.

f. Requirement: Requests for recoverable items are preceded or accompanied by

turning in an unserviceable like item (AR 710-2, 2-6e)

(1) Procedure:

- (a) Recoverable items are identified by an "A", "D", "F", "H", or "L" under the RC column in the AMDF
- (b) Take the request and the recoverable item to your supporting DSU to pick up a replacement.

(2) Documentation: Use a DA Form 2765-1 to request a replacement part and a second DA Form 2765-1 for turn-in of the unserviceable part.

(3) Corrective Action: If turn-in of the unserviceable item is not possible, prepare and have the commander or his designee sign a statement on the back of the DA Form 2765-1 explaining why.

g. Requirement: The end item code (EIC) is required on all requests for repair parts to end items with an assigned EIC code (AR 710-2, para 2.6g, Student Handout 4 , para 2-6)

(1) Procedure:

- (a) Ensure the motor sergeant/motor officer maintains a current list of EICs. The codes are in the monthly AMDF.
- (b) A request for a part for use on an EIC coded item or a request to replenish a PLL part used on an EIC coded item requires the EIC code annotation on the request.

(2) Documentation:

- (a) For ULLS, review the "Equipment Data File" to ensure all applicable end items have and EIC annotation.
- (b) For units without ULLS, the enter the EIC in card columns 54 to 56 or block 18 of DA Form 2765-1, or card columns 54 to 56 on DD Form 1348-6.

h. Requirement: Receipt for supplies from the SSA (AR 710-2, para 2-8a)

(1) Procedure:

- (a) The commander or PBO signs for supplies from the SSA.
- (b) The commander may delegate authority to the PLL clerk on DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) to sign for repair parts (Student Handout 4 , para 2-32).
- (c) Place the repair parts in the PLL or issue them to the mechanic.

(2) Documentation: The item description and the quantity on the receipt document agree with the items received.

(3) Disposition: Post the receipt to the document register and to the record of demands.

(4) Corrective Action: Submit a report of discrepancy per AR 735-11-2 if the part or quantity received is incorrect.

-----**SECTION V**-----

BARRACKS PROPERTY

3-20 UNIT ORDERLY ROOM AND ADMINISTRATIVE AREAS

Establish hand receipt control for Government property located in the orderly room or administrative areas.

3-21 a. Requirement: Provide a copy of the hand receipt to the designated hand receipt holder (AR 710-2, para 2-10f)

(1) Procedure:

- (a) Hand receipt holder receives a copy of the hand receipt.
- (b) Hand receipt files contain copies of all change documents affecting the hand receipt.
- (c) Hand receipt holder signs the hand receipt after he/she conducts a complete inventory and all discrepancies are resolved.

(2) Documentation:

- (a) Supply room personnel prepare the hand receipts on DA Form 2062 following the procedures in DA PAM 710-2-1, para 5-3.
- (b) Keep hand receipts current by posting changes as they occur or by using change documents.

(3) Disposition: The individual issuing the equipment maintains the original hand receipt and the recipient receives the copy.

c. Requirement: Maintain minimal stocks of office and housekeeping supplies (AR 710-2, para 2-20b(2))

(1) Procedure: The unit is authorized a 15 day-level (7 days for items available through SSSC/GSA) supply of expendable office and housekeeping materials.

(2) Corrective Action: Turn in excess supplies to the supply room for disposition.

3-21 DAYROOM

Requirement: Control dayroom equipment and furniture either by hand receipting property to an individual or by using an inventory listing (AR 710-2, para 2-10g(4))

(1) Procedure:

- (a) The responsible person checks the dayroom daily.
- (b) When using the inventory listing, the Charge of Quarters (CQ) checks the equipment when he comes on and goes off for the day.
- (c) The CQ checks for damage to the equipment.
- (d) The CQ reports any missing or damaged dayroom equipment or furniture immediately to the commander (AR 735-5, para 12b(1)).
- (e) Conduct a semiannual inventory and update the inventory listing.

(2) Corrective Action: Account for missing or damaged dayroom equipment IAW AR 735-5.

3-22 TROOP BILLET AREA

Requirement: Assign responsibility for linen and barracks furniture (AR 710-2, para 2-10g(1))

(1) Procedure: Issue linen and barracks furniture to the user on a hand receipt.

(2) Documentation: Use hand receipt procedures in Student Handout 4 .

(3) Disposition: The issuing party retains the original hand receipt and issues a copy to the recipient.

**CHAPTER 4
SUGGESTED SUPPLY MANAGEMENT
ACTIONS**

-----SECTION I-----

4-1 GENERAL

The information will help you and your commander better manage your supply actions.

CHANGE OF COMMAND INVENTORY

Refer to para 3-9a, this Job Aid to review the regulatory requirements associated with a change of command inventory. The information in this paragraph will help you prepare your company for a smooth/complete change of command inventory. This paragraph will talk about the commander's steps before, during, and after the inventory.

a. Outgoing Commander (before, during, after):**(1) Before:**

- (a) Check with higher headquarters for any instructions.
- (b) Visit the PBO and check the property records. Ensure that hand receipts exist for all equipment and that they are current.
- (c) Coordinate with the following personnel/activities to ensure that hand receipts are current.
 - (1) COMSEC Custodian.
 - (2) Training Aids Support Center (TASC).
 - (3) Directorate for Engineering and Housing (DEH) if you signed for any buildings and grounds equipment.
 - (4) Morale Support Fund-- verify unit fund and nonappropriated fund status is current.
- (d) Conduct a complete pre-change of inventory. Update all the primary hand and sub-hand receipts. Inventory all the property paying particular attention to linen, furnishing in troop, administration, and common use rooms; basic issue items (BII) for vehicles, and all weapons by serial numbers.
- (e) Initiate and document actions to resolve all shortages and unserviceable equipment.
- (f) Announce the change of command inventory dates in the daily bulletin and request all hand receipt holders of your property to update their hand receipts.
- (g) Make plans to have access to property assigned to soldiers on leave, TDY, etc.

(2) During:

- (a) Display all unit property for the inventory.
- (b) Soldiers lay out their property in a uniform manner (Easier to inventory).
- (c) For items not on-hand, ensure availability of valid documents to account for their disposition, e.g., in maintenance, in the laundry, or signed out to another unit.
- (d) Ensure that unit personnel initiate adjustment actions noted during the inventory.

(3) After:

- (a) Coordinate with the PBO if relief from responsibility actions exist.
- (b) Check with the PBO to ensure clearance from all hand receipts and property responsibility.

b. Incoming commander (before, during, and after).**(1) Before:**

- (a) Check with higher headquarters for guidance. Check if a SOP covers the change of command procedures and review that guidance.
- (b) Visit the PBO for both organization and installation property. Acquire current hand receipts, TMs, SCs, and authorization documents to use during the inventory.
- (c) Review the results of internal and external inspections to acquaint you with potential problem areas.
- (d) Schedule the inventory by property type and not by subhand receipt holders, e.g. conduct a layout inventory of all of the unit's vehicles at the same time instead of a complete inventory of first platoon's entire hand receipt and then 2nd and 3rd platoon's. This will eliminate the tendency of hand receipt holders borrowing from each other.
- (e) The present commander ensures the presence of all hand receipt holders for each type of inspection.

(2) During:

- (a) Pay special attention to the following areas:
 - (1) Ensure all property is on hand receipt (Collect all property in excess of authorized amounts for turn in).
 - (2) Ensure property responsibility by using subhand receipts to subordinates.
 - (3) Update all subhand receipts and have the holders sign them at the completion of each type of inventory--vehicles, toolroom, troop rooms, etc.).
 - (4) List all discrepancies (shortages, excesses, mismatches, and unserviceable equipment). Use this list later to take necessary adjustment actions.
- (b) Verify serial numbers.
- (c) Use applicable TMs and SCs to verify the SKO equipment.
- (d) List component shortages on hand receipt shortage annexes.
- (e) Verify that the items in maintenance, in the laundry, and signed out to other units exist and belong to the unit.
- (f) Some other areas of interest to check during the inventory:
 - (1) COMSEC Custodian for classified items signed to the unit.
 - (2) Training Aids Support Center for training aids signed out by the unit.
 - (3) DEH to transfer responsibility of buildings and grounds keeping equipment.
 - (4) Update the Morale Support Fund hand receipt on nonappropriated fund items and transfer the unit fund responsibility.
 - (5) Verify the accountability of Class 3 (POL) operational load, if applicable. Commander must sign a new DA Form 4702 (Monthly Bulk Petroleum Accounting Summary (MBPAS)) to certify the balance on-hand. (DA PAM 710-2-1, para 12-19)

(3) After:

- (a) Coordinate with the PBO to verify--
 - (1) Valid requests for all shortages, including nonexpendables, exist.
 - (2) All excess items turned in.
 - (3) Administrative adjustments accurately reflect what is on hand.
 - (4) Requested unserviceable items requiring replacement.
- (b) Commander signs applicable property book hand receipts.
- (c) Ensure missing expendable components are on request.
- (d) Coordinate with your maintenance to job order all unserviceable items requiring repair.
- (e) Update all DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) signature cards and DA Form 5977 (Authorization Card).
- (f) Ensure supporting organizations receive a copy of the commander's assumption of Command orders.

4-3 PERSONNEL AND TRAINING

- a.** To improve your unit's awareness of supply operations, your commander, XO, and you, as the first sergeant, should have the answers to the following questions.
- (1) Are supervisory personnel in the unit (officer and NCO) familiar with their supply responsibilities?
 - (2) Is there a common task training program?
 - (3) Are the supply personnel scheduled for any type of supply oriented training?
 - (4) Have the unit's supply personnel participated in any training at the host installation?
 - (5) Are your supply personnel participating in any supply-related correspondence courses?
 - (6) Does the supply sergeant's grade and experience meet the requirements of the position?
- b.** If your answer to any of the above questions is **NO**, you must establish a training program. Have the training NCO at your higher headquarters help you establish the training program.

4-4 INVENTORIES

To track all the property issued to your unit, conduct periodic inventories to ensure that the

property is still in place and in serviceable condition. AR 710-2, Table 2-1 lists the various types and frequency of the inventories. All hand receipt holders must conduct the required inventories and provide a written statement to the PBO of the results of the inventory. To conduct a proper inventory, take the following steps:

- a. Verify that all hand receipts are current and all turn-in and issue (change documents) are posted to the hand receipts.
- b. Items subhand receipted to subordinates--
 - (1) Instruct the SHRH to do an inventory (if cyclic, identify the items to inventory).
 - (2) Ensure the SHRH has an up-to-date subhand receipt to conduct the inventory.
 - (3) Request a written response from the SHRH stating the results and date of the inventory.
- (c) Check all items to ensure that the item description on the property book or hand receipt matches the item. Make a list of any discrepancies so you can resolve them before signing a hand receipt.
- (d) Inspect items for serviceability during the inventory. Take immediate action to repair or replace the unserviceable items.
- (e) Check the item for completeness--
 - (1) Use the current technical manual or supply catalog.
 - (2) List component shortages on shortage annexes. Check components of sets, kits, and outfits.
 - (3) Count basic issue items, nonexpendable components of end items (COEI), and additional authorization list.
 - (4) Check the document register to ensure that component shortages are on request.
 - (5) Compile a list of all expendable component shortages to maintain visibility of them. This will help during reconciliation and issues when the item becomes available.
- (f) Verify serial numbers against those recorded in the unit property books.
- (g) Ensure the unit SOP contains information for conducting inventories and procedures on how to:
 - (1) Account for serial-numbered items.
 - (2) Request maintenance for items needing repair.
 - (3) Turn-in reparable and nonreparable items.
 - (4) Prepare adjustment documents required by AR 735-5.
- (h) Inventory sensitive items in accordance with AR 710-2, table 2-1.
- (i) Weapons and ammunition inventory procedures:
 - (1) Compare the serial number of the weapons with those listed on the property book, hand or subhand receipt, as appropriate.
 - (2) Ensure weapons or ammunition signed out or in maintenance have the proper documentation.
 - (3) Inventory ammunition by listing by purpose (i.e., basic load, operational load, or training). Do not break the seals for inventory purposes. Note any tampering, damage, or broken seals or bands.
- (j) Be alert for misappropriation of military property.
- (k) Always look out for safety hazards.

4-5 GARRISON OPERATIONS

Be sure the following conditions exist:

- a. Ensure that there is a current supply SOP on-hand.
- b. Limit access to the supply room, toolroom, commo room, etc. and that they are neat and functional.
- c. Control access to storage areas. Coordinate with physical security personnel to conduct and inspection of the storage areas.
- d. Inspect the hand receipts to ensure that:

- (1) No erasures, strikeovers, or whiteout appears in the balance columns.
- (2) The issuer of the equipment lines out all the unused columns of the hand receipt.
- (3) The recipient signs and dates the hand receipt.
- (4) Update all hand receipts every six months from the oldest change document or upon change of hand receipt holder.
- (5) Use of the component hand receipt is mandatory when issuing items with components to the intended user.
- (e) Your officers and NCOs document DA Form 3161 (Property Turn-in) and hand receipt actions so their hand receipts are up-to-date.
- (f) Document durable component shortages on either a shortage annex or a component listing.
- (g) Identify shortages and request replacements.
- (h) Provide a secure area for storing absentee soldiers property.
- (i) Place the original signed inventory listing of returning absentee soldiers in the inactive file.
- (j) Your unit has enough linen on-hand to enable personnel to exchange it each week.
- (k) Protect linen from dirt and pilferage.
- (l) Supply personnel are knowledgeable of the regulation covering claims made for losses in the laundry (SR 21-130, para 2-14).
- (m) File inspection results.
- (n) Assign responsibility for items kept in the supply room.

4-6 RELIEF FROM RESPONSIBILITY (AR 735-5)

- a. There are several options available to account for lost, damaged, or destroyed property. The options are: *cash purchase*, *cash collection*, *statement of charges*, and *report of survey*. Of the options, a report of survey represents a significant administrative processing cost to the Government. Unless, there is a mandatory requirement to initiate a report of survey, you should use the cash purchase, statement of charges, /cash collection voucher (DD Form 362) method. **Use Figure 4-1 to determine which adjustment method to use.**
- b. If a requirement for a report of survey exists, initiate and provide it to the approving authority within 15 calendar days (45 days for ARNG; 75 for USAR) after discovery of the discrepancy.
 - During this time period you must --
 - (1) Gather information answering who, what, when, where, how, and why.
 - (2) Complete DA Form 4697, blocks 1-12.
- c. When completing block 11 of DA Form 4697, provide the essential elements in enough detail so the approving authority can make a decision without having to appoint a survey officer. Include the following information in block 11:
 - (1) Date, time, location, personnel involved, and the situation, i.e., who did what and when and where it happened.
 - (2) Attach the responsible person's hand receipt to prove the item existed.
 - (3) Reference and attach statements from individuals familiar with the incident. You can find detailed information for block 11 in AR 735-5, para 13-9.

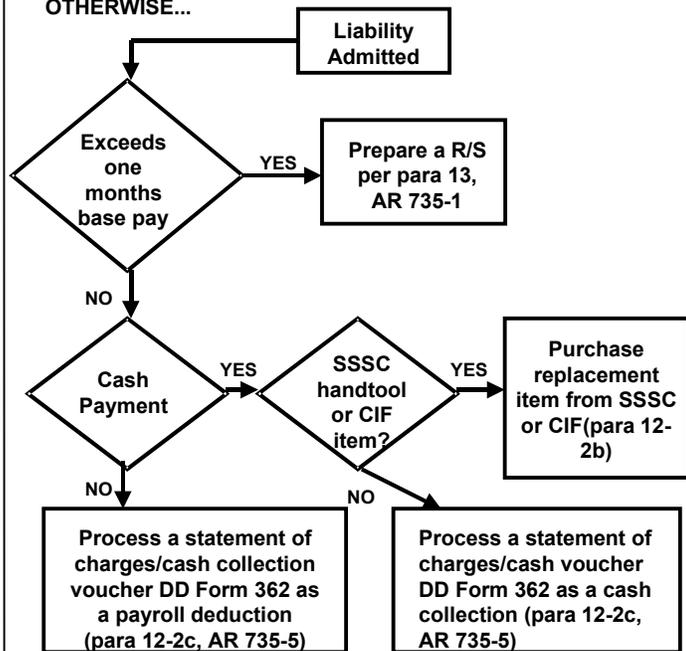
FIGURE 4-1

REIMBURSEMENT ADJUST METHODS

A Report of Survey is mandatory when:

- Suspicion of negligence or misconduct and no one admits liability.
- The liability exceeds the responsible person's monthly base pay. (There is no limit of liability for PBOs.)
- A sensitive item is involved.
- Command directed.

OTHERWISE...



GLOSSARY

Abbreviations

A&E

ammunitions and explosives

AAC

acquisition advice code

AAFES

Army and Air Force Exchange Service

AAR

administrative adjustment report

AASF

Army aviation support facility

ABL

Ammunition Basic Loads

ACCOR

Army COMSEC Central Office of Record

ACIMS

Aircraft Component Intensive Management System

ACSP

Army Central Service Point

ACWT

average customer wait time

AIF

Army Industrial Fund

ALC

Accounting Legend Code

ALO

authorized level of organization

ALOC

air line of communications

ALW

allowance

AMC

U.S. Army Materiel Command

AMDF

Army Master Data File

AMSA

Area Maintenance Support Activities

AMSF

area maintenance and supply facilities

AR

Army Regulation; arms room

ARC

accounting requirements code

ARI

automatic return item

ARIL

automatic return item list

ARMS

Automation Resources Management System

ARNG

Army National Guard

ASC

Army Signal Command

ASF

Army Stock Fund

ASL

Authorized Stockage List

ASP

Ammunition Supply Point

ASTM

American Society for Testing Materials

ATP

Ammunition Transfer Point

AVCRAD

aviation classification repair activity depots

AVFUEL

aviation fuel

AVGAS

aviation gasoline

AVUM

aviation unit maintenance

AWR-S

Army war reserve-sustainment

AWRPS

Army war reserve repositioned sets

BBP

Break Bulk Point

BII

basic issue item

BL

Bill of Lading

BOI

basis of issue

BUR

bottoms-up reconciliation

CAGE

Commercial and Government Entity Code

CCA

central collection activity

CCE

commercial construction equipment

CCI

controlled cryptographic item

CCISP

Controlled Cryptographic Item Serialization Program

CCP

consolidation/containerization point

CDDB

central demand data base

CIF

central issue facility

CIIC

controlled inventory item code

CIIP

clothing initial issue point

CINC

Commander in Chief

CJCS

Chairman of the Joint Chiefs of Staff

CL

Components List

CMCS

COMSEC Materiel Control System

CMDSA

COMSEC Materiel Direct Support Activity

CMMC

Corp Material Management Center

CMO

COMSEC Management Office

CNGB

Chief, National Guard Bureau

COMSEC

communication security

CONUS

continental United States

COPARS

contractor-operated parts store

COSCOM

Corps Support Command

CP

cannibalization point

CRF
cryptographic repair facilities
CRP
central receiving point
CSA
corps storage area
CSC
civilian support center
CSDP
Command Supply Discipline Program
CSMS
combined support maintenance shops
CTA
common table of allowances
CTCN
consolidation transportation control number
DA
Department of the Army
DARMS
Developmental Army Readiness and Mobilization System
DBOF
Defense Business Operating Fund
DCSC
Defense Construction Supply Center
DCSLOG
Deputy Chief of Staff for Logistics
DDDSF
Defense Distribution Depot San Joaquin Sharpe Facility
DDRE
Director of Defense Research and Engineering
DDSP
Defense Distribution Depot Susquehanna, PA
DEH
Director of Engineer and Housing
DES
Distribution Execution System
DFRE
Defense Fuel Region Europe
DFSC
Defense Fuel Support Center

DHF
demand history file
DIC
document identifier code
DLA
Defense Logistics Agency
DMMC
division materiel management center
DOD
Department of Defense
DODAAC
Department of Defense Activity Address Code
DODAAD
DOD Activity Address Directory
DODAC
Department of Defense Ammunition Code
DODI
Department of Defense Instruction
DODIC
Department of Defense Identification Code
DODSASP
Department of Defense Small Arms Serialization Program
DOL
Director of Logistics
DOS
days of supply
DRMO
Defense Reutilization and Marketing Office
DS
direct support
DSAA
Defense Security Assistance Agency
DSN (formerly AUTOVON)
Defense Switched Network
DSS
direct support system
DSU
Direct Support Unit
EC
essentiality code
ECC
equipment category code

ECP
equipment control program
ECS
equipment concentration site
EIC
end item code
EOD
explosive ordnance disposal
EOQ
economic order quantity
EPA
Environmental Protection Agency
ERC
equipment readiness code
ETS
expiration term of service
FAD
Force/Activity Designator
FAO
Finance and Accounting Office
FAR
Federal Acquisition Regulation
FCS
Federal Catalog System
FEMA
Federal Emergency Management Agency
FM
Field Manual
FMSA
Force Management Support Agency
FOA
field operating agency
FOB
free on board
FOI
found on installation
FORSCOM
Forces Command
FSB
Forward Support Battalion
FSC
Federal supply class
FWT
fair wear and tear
FY
fiscal year
GFM
Government furnished materiel

GMLR	IMM	MC
guided missile and large rocket	Intergrated materiel manager	maintenance use code
GOCO	IMMA	MCA
Government-owned, contractor-operated	Installation Materiel Maintenance Activity	Military Construction, Army management control activity
GPS	IMPE	MCN
global positioning system	information management processing equipment	Management Control Number
GS	IMPL	MDC
general support; general schedule	Initial Mandatory Parts List (Formerly ERPSL)	magazine data card
GSA	INSCOM	MDS
General Services Administration	U.S. Army Intelligence and Security Command	model/design/series
GSU	ISD	MILGP
General Support Unit	Installation Supply Division	Military Group
HCP	ISSA	MILSTRIP
Health and Comfort Packs	installation supply support activity	Military Standard
HMDS	JCS	Requisitioning and Issue Procedures
Hazardous Materials	Joint Chiefs of Staff	MMC
HAZMAT	JROTC	materiel management center
Hazardous Materials Data Segment	Junior Reserve Officer Training Corps	MOA
HMIS	JTA	memorandum of agreement
Hazardous Materials Information System	joint table of allowances	MOS
HMMP	LAR	military occupational specialty
Hazardous Materials Management Program	logistic assistance representative	MOU
HQDA	LCA	memorandum of understanding
Headquarters, Department of the Army	Logistic Control Activity	MOV
HR	LCC	Materiel Obligation Validation
hand receipt	logistics control code	MR
HRH	LIF	maintenance repair Memorandum Request
hand receipt holder	Logistics Intelligence File	MRAD
I&S	LIN	materiel receipt acknowledgment document
interchange and substitute	line item number	MRD
IAR	LOGCAP	materiel release denial
Inventory Adjustment Report	Logistical Civil Augmentation Program	MRO
IAW	LRU	materiel release order
in accordance with	line replaceable unit	MSC
IFMS	MACOM	Military Sealift Command
interagency fleet management system	Major Army Command	Major Subordinate Command
IG	MARS	
inspector general	Military Affiliated Radio System	MSDS
IL	MATCAT	Material Safety Data Sheet
identification list	materiel category	MSSA
IMCO	MBPAS	mission supply support activity
Inter-Governmental Maritime Consultative Organization	monthly bulk petroleum accounting summary	MTOE
		Modification Table of Organization and Equipment
		MUSARC
		Major U.S. Army Reserve Command

MWO
modification work order
NA
net asset
NAF
nonappropriated fund
NCC
National Cadet Corp
NCO
noncommissioned officer
NDCC
National Defense Cadet Corps
NGB
National Guard Bureau
NICP
National Inventory Control Point (also see ICP)
NLT
not later than
NMP
National Maintenance Point
NSN
national stock number
NTV
nontactical vehicle
OCIE
organizational clothing and individual equipment
OCONUS
outside continental United States
ODCSLOG
Office of the Deputy Chief of Staff for Logistics
OFDA
Office of Foreign Disaster Assistance
OL
operating level
OMA
Operation and Maintenance, Army
OMRP
organizational maintenance repair parts
OMS
organizational maintenance shop
OPLAN
operation plan

ORF
operational readiness float
ORT
Operational Readiness Test
OST
order ship time
PBO
property book officer
PCS
permanent change of station
PD
priority designator
PHRH
primary hand receipt holder
PLL
prescribed load list
PM
project manager, preventive maintenance
PMS
Professor of Military Science
PN
part number/part numbered
POD
port of debarkation
POE
port of embarkation
POL
petroleum oils and lubricants
POS
peacetime operating stocks
POV
privately owned vehicle
PR&C/PR
Purchase request and commitment/Purchase Request
PWD
Procurement Work Directive
QSS
quick supply store
RATTS
Radio Active Testing and Tracking System
RC
Reserve Component(s); recoverability code
RCL
repair cycle level
RCS
requirement control symbol

RDD
required delivery date
RDTE
research, development, test and evaluation
REQ-VAL
requisition validation
RICC
reportable item control code
RL
retention limit
RO
requisitioning objective
ROBCO
readiness objective code
ROD
report of discrepancy
ROP
reorder point
ROTC
Reserve Officers' Training Corps
RPA
Reserve Personnel Army Funds
RPD
required pick-up date
RPMA
real property maintenance activity
RSR
required supply rate
SAAS
Standard Army Ammunition System
SAILS
Standard Army Intermediate Level Supply System
SAVAR
Standard Army Validation and Reconciliation
SASSO
Small Arms Serialization Surety Officer
SB
supply bulletin
SC
Supply Catalog
SCMC
Supply Categories of Materiel Code

SHRH
subhand receipt holder

SIDPERS
standard installation/division
personel system

SIMS-X
Selected Item Management
System--Expanded

SINCGARS
Single Channel Ground
Airborne Radio System

SKO
sets, kits, and outfits

SL
stockage level; safety level

SLAC
support list allowance card

SLC
stockage list code

SM
supply manual

SMR
source, maintenance, and
recoverability code

SPBS
Standard Property Book System

SPBS-R
Standard Property Book
System-Redesign

SRA
Stock Record Account

SRC
special requirements code

SRO
Stock Record Officer

SROTC
Army Senior Reserve Officers'
Training Corps

SSA
supply support activity

SSAN
Social Security Account
Number

SSO
source serialization officer

SSSC
Self-Service Supply Center

STAMIS
Standard Army Management
Information System

STANFINS
Standard Finance System

STARFIARS
Standard Army Financial
Inventory Accounting System

TAACOM
Theater Army Area Command

TAADS
The Army Authorization
Documents System

TAC
type of activity code

TAEDP
Total Army Equipment
Distribution Program

TAG
The Adjutant General

TAMIS
Training Ammunition
Management Information
System

TASN-A
Tracking Assets by Serial
Number-Aviation

TB
Technical Bulletin

TCO
Tool Control Officer

TDA
Table of Distribution and
Allowances

TDY
temporary duty

TI
technical inspection

TM
Technical Manual

TMDE
test, measurement, and
diagnostic equipment

TPF
total package fielding

TRC
type requirement code

TRADOC
U.S. Army Training and
Doctrine Command

TSCA
Toxic Substance Control Act

UI
unit of issue

UIC
unit identification code

ULLS
unit level logistics system

UMMIPS
Uniform Materiel Movement
and Issue Priority System

UND
urgency of need designator

UPH
unaccompanied personnel
housing

USACASCOM
U.S. Army Combined Army
Support Command

USAMMA
U.S. Army Medical Materiel
Agency

USAPA
U.S. Army Publications Agency

USAPC
U.S. Army Petroleum Center

USAR
U.S. Army Reserve

USG
United States Government

USPFO
U.S. Property and Fiscal Office

UTES
unit training equipment site

VHT
Vehicle Hull Targets

WG
wage grade

WWMCCS
World Wide Military Command
and Control Systems