



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
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MEMORANDUM FOR: ALL UNITS, ORGANIZATIONS AND ACTIVITIES
SUPPORTED BY THE USAG BADEN-WUERTTENBERG INSTALLATION
PROPERTY BOOK OFFICE

SUBJECT: USAG Baden-Wuerttemberg Installation Property Book Office External
Standard Operating Procedures (SOP)

1. **REFERENCES:** Refer to Chapter One.
2. **PURPOSE:** The purpose of this Standard Operating Procedures (SOP) is to provide logistical guidelines, policies, procedures and objectives for all units, organizations and activities supported by the USAG Baden-Wuerttemberg Installation Property Book Office (IPBO), Bldg 116, Patton Barracks, Heidelberg, Germany. The IPBO consists of the Installation Property Book Office, the Easy Turn-in Point (EZ-TIP) Warehouse and the Spinelli Barracks Warehouse.
3. **SCOPE:** This SOP is applicable to all personnel assigned to the USAG Baden-Wuerttemberg Installation Property Book Office.
4. **RESPONSIBILITY:** The Property Book Officer (PBO) has overall responsibility for the content of this SOP. Any recommended changes must be submitted to the PBO in writing for review and approval prior to implementation.
5. Point of contact reference for this memorandum is Ms. Goodwin at DSN: 373-6525.

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Glossary

Acronym	Definition
ADPE	Automated Data Processing Equipment
APC	Account Processing Code
AO	Accountable Officer
ASP	Ammunition Supply Point
DIC	Document Identification Code
DIY	Do It Yourself
DPW	Directorate of Public Works
DRM	Directorate of Resource Management
EIP	Equipment in Place
EZ-TIP	Easy Turn-in Point
FAO	Finance Accounting Office
FC	Fund Code
FLIOPL	Financial Liability Investigation of Property Loss
FOI	Found on Installation
HR	Hand Receipt
IFMS	Inter-Agency Fleet Management System
ISA	Installation Support Activity
IMPE	Information Management Processing Equipment
IPBO	Installation Property Book Office
IPBO-W	Installation Property Book Office Warehouse
JTDA	Joint Table of Distribution and Allowances
MACOM	Major Army Command
MCN	Material Control Number
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOI	Memorandum of Instruction
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MTOE	Modified Table of Organizational Equipment
NSN	National Stock Number
PBO	Property Book Officer
PD	Priority Designator
PHR	Primary Hand Receipt
PHRH	Primary Hand Receipt Holder
POV	Privately Owned Vehicle
PBUSE	Property Book Office Unit Supply Enhanced
RESC	Regional Engineer Support Center
SLAMIS	Standard Stock Number-Line Item Number (SSN-LIN) Automated Management & Integrating System
SHR	Sub-Hand Receipt
SSA	Supply Support Activity

Glossary Continued

<u>Acronym</u>	<u>Definition</u>
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TMP	Transportation Motor Pool
TOE	Table of Organizational Equipment
UND	Urgency of Need Designator

Chapter One—Logistical Procedures Overview

1-1. **Purpose:** To establish logistical procedures for implementation by all personnel assigned or attached to the USAG Baden-Wuerttemberg Installation Property Book Office (IPBO). To set guidelines for the requisition, receipt, issue and turn-in of government controlled property. The IPBO consists of the Installation Property Book Office, the Fuel Coupon Support Office, the Easy Turn-in Point (EZ-TIP) Warehouse and the Spinelli Barracks Warehouse.

1-2. **Applicability:** These procedures apply to property accountability for all units, organizations and activities supported by the USAG Baden-Wuerttemberg Installation Property Book Office.

a. This SOP does not replace Army Regulations, but is a standardization of those procedures, objectives and guidelines that provide a cohesive standard permitting the IPBO to provide support and service to all customers.

b. This SOP covers procedures for:

- (1) Requesting, receiving and issuing of supplies and equipment.
- (2) Establishing and maintaining accountability of government property.
- (3) Turn-in of excess and/or unserviceable supplies and equipment.
- (4) Hazardous Material requisition, storage and disposal procedures.
- (5) Bulk fuel and fuel coupon management procedures.

1-3. References:

- AR 200-1, Environmental Protection and Enhancement
- AR 25-1, Army Knowledge Management and Information Technology
- AR 25-400-2, The Army Records Management System (ARIMS)
- AR 385-10, The Army Safety Program
- AR 420-70, Buildings and Structures
- AR 700-141, Hazardous Materials Information Resource System
- AR 710-2, Supply Policy Below the National Level
- AR 735-5, Policies and Procedures for Property Accountability
- AR 840-10, Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates
- DA PAM, 25-1-1, Information Technology Support and Services
- DA PAM 710-2-1, Using Unit Supply System: Manual Procedures
- DA PAM 710-2-2, Supply Support Activity System: Manual Procedures
- Common Table of Allowances (CTA)
- USAREUR Reg 385-10, Safety-Implementation of Hazard Communication Standard
- UFC 3-460-03F, Operation and Maintenance: Maintenance of Petroleum Systems

1-4. **Mission:** To provide property book support for all units and activities assigned or attached to USAG Baden-Wuerttemberg Installation Property Book Office. The Property

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Book Office provides organizational property book support for HHC USAG Heidelberg Table of Distribution and Allowances (TDA).

1-5. Hours of Operation: The Installation Property Book Office, Fuel Support Office, Easy Turn-in Point (EZ-TIP) and Spinelli Barracks Warehouse hours of operation are listed below. The entire operation is closed on all Federal Holidays. The hours of operations are established to provide maximum support while ensuring that required administrative tasks involving property accountability are accomplished in a timely and accurate manner.

a. Installation Property Book Office:

(1) Monday through Friday 0715—1200 and 1300—1600

b. Easy Turn-in Point/Fuel Support Office:

(1) Monday through Friday 0715—1200 and 1300—1600

c. Spinelli Barracks Warehouse:

(1) Tuesday, Wednesday and Friday 0800—1130 and 1300—1530
(2) Monday and Thursday By Appointment Only

d. The entire IPBO operation is closed on Federal Holidays.

NOTE: Emergency or mission essential request for support will be provided at times not listed above as necessary and may be coordinated in advance.

1-6. Request for Clarification: All requests for clarification will be submitted to the USAG Baden-Wuerttemberg Installation Property Book Office, Bldg 116, Patton Barracks, Heidelberg, Germany; DSN 373-8161, 7025, or 6482. Requests may also be submitted in memorandum format, to the Commander, USAG Baden-Wuerttemberg, ATTN: IPBO or Chief Supply and Services Division, Unit 29237, APO AE 09102.

a. The following information is to be provided:

- (1) The Subject, Paragraph and Page in question.
- (2) Requesting units' reason for request; if based on regulatory guidance, provide references.
- (3) Name, Rank or Grade, Unit and telephone number.

Chapter Two—IPBO Staffing and Responsibilities

2-1. **Purpose:** This chapter identifies the IPBO staff and defines inherent responsibilities to provide logistical support for all units, activities and organizations that are attached, assigned or supported by the USAG Baden-Wuerttemberg IPBO.

2-2. **IPBO Staffing:** The IPBO is organized into the Installation Property Book Office (IPBO), the Fuel Support Office, the Easy Turn-in Point (EZ-TIP) Warehouse and the Spinelli Barracks Warehouse.

a. **Management:** The Installation Property Book Office staff consists of the following personnel: the Property Book Officer, Assistant Property Book Officer, Fuel Facility Responsible Officer, 8 Account Managers, 4 Warehouse Material Handlers and 3 Enlisted Soldiers to include the Property Book Office NCOIC.

2-3. **IPBO Responsibilities:** The IPBO Staff are responsible for the following:

- a. Ensuring compliance with regulatory guidance.
- b. Providing a point of contact with higher and lateral headquarters and activities.
- c. Resolving customer issues and concerns that can not be resolved within published guidance or any guidance that requires interpretation of regulations or policies.
- d. Final approval and review of all actions impacting on installation property accountability and management, to include local purchases and distribution/disposition of excess equipment.
- e. All administrative actions, correspondence and coordination with higher headquarters, lateral activities and supported units, organizations or activities. This includes requests for clarification and correspondence that is either directive or instructional in nature.
- f. Receiving, coordinating, and execution of requests for assistance visits, inspections (from higher or lower echelons), and scheduling of mandatory or elective training for all personnel assigned, or attached to the IPBO.
- g. Final approval and review of all property adjustment documents to include pecuniary liability documentation.

(1) **Account Managers:** Each Account Manager is responsible for Property Book and Hand Receipt (HR) accountability, maintenance of individual Primary Hand Receipts (PHR), notification and monitoring of periodic Primary Hand Receipt Holder (PHRH) inventories, submission of requests for supplies, to include requests for local purchases, document register maintenance and processing approved documents requiring property

adjustment actions. Account Manager's are also responsible for Sensitive Items and COMSEC equipment management. The Account Managers for the Installation Property Book Office consist of a Senior Supply Technician, Lead Supply Technician, and 6 Supply Technicians.

(2) The Installation Property Book Easy Turn-in Point (EZ-TIP) and Spinelli Barracks Warehouses: The warehouses are responsible for the receipt, storage, issue, safeguarding and turn in of supplies and equipment received by or returned to the IPBO from all supported units, organizations or activities. When directed by the PBO, warehouse staff will be tasked to transport supplies to/from PHRH locations. Warehouse staff consists of 4 Material Handlers (Forklift): 3 Material Handler-WG06 and 1 Material Handler-C4 who receives instructions, work assignments and property management directives from the Property Book Officer.

Chapter Three—Property and Hand Receipt Management

3-1. **Purpose:** This chapter sets guidelines and establishes procedures for appointing a Primary Hand Receipt Holder (PHRH), government controlled property management and hand receipt maintenance. This chapter also includes the procedures for requesting, receiving and issuing equipment; as well as procedures for requesting a supply status, follow-up, cancellation, modification or reconciliation.

3-2. **Appointment of a Primary Hand Receipt Holder:** Appointment of a PHRH is IAW AR 710-2.

a. Individuals filling a position designated as “Commander” of an MTOE or TDA will be the designated PHRH. Officers assigned in command positions will provide a copy of their Assumption of Command Orders instead of an appointment memorandum to the IPBO. Individuals not filling a position designated as “Commander” must be appointed as a PHRH by a Commander, Director or Manager.

b. Individuals filling a position designated as “Commander”, of an MTOE or TDA, will be the designated PHRH. Officers assigned in command positions will provide a copy of their Assumption of Command Orders instead of an appointment memorandum to the IPBO. Individuals not filling a position designated as “Commander” must be appointed as a PHRH by a Commander, Director or Manager.

c. Upon appointment as a PHRH, a copy of the appointment memorandum will be provided to the IPBO.

d. A copy of the assumption of command or appointment memorandum will be filed with the Primary Hand Receipt (PHR).

e. When the appointing authority for a Property PHRH changes, the new appointing authority is required to provide an appointment memorandum reappointing the PHRH. Commanders or Directors who allow a current PHRH to “clear” without designating a replacement or taking action IAW AR 710-2 and AR 735-5 will automatically assume responsibility for property listed on the hand receipt in question.

3-3. **Document Registers:** Document registers will be established and maintained IAW AR 710-2, AR 735-5, and DA Pam 710-2-1.

a. A Document Register will be maintained for units, activities and organizations supported by the IPBO. Unless specifically authorized by the Property Book Officer in writing, all document registers will be located with, maintained by, and managed by the IPBO or their designated representative(s).

(1) Assignment of a derivative DODAAC and derivative UIC are not stand alone authorizations to establish or maintain a document register below Property Book level.

(2) Utilization of automated document registers available through PBUSE are not authorized unless the unit, activity or organization is specifically authorized by the IPBO in writing to establish and maintain an expendable/durable document registers.

(3) Units, activities and organizations supported by the IPBO will forward all request for non-expendable supplies/equipment to the IPBO for documentation and processing. The requesting unit, activity or organization will coordinate with the IPBO prior to submitting requests for local purchase, to include credit card purchases.

b. Document registers supporting deployable MTOE equipment will be maintained as directed by the Organization Property PBO; the document register must be maintained separate from the document register for issue, turn in or lateral transfer of non-deployable equipment (Installation) property.

c. Tenant unit, activities and organizations will maintain document registers as authorized by their parent unit. Requests for issue, turn-in or lateral transfer will be processed IAW the current Installation Support Activity (ISA), Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA).

3-4. Use of Urgency of Need Designator (UND) and Priority Designators (PD):

Commanders and directors are responsible for the determination and assignment of the correct UND and corresponding PD to all requests submitted by PHRH assigned to their command or Directorate. Commanders and directors may delegate in writing, by memorandum or DA Form 1687 (Delegation of Authority to Receipt for Supplies) with a copy furnished to the IPBO, specifying individuals to review and authenticate high priority requests.

a. A short, concise justification is required for high priority requests. The justification must be legibly entered on the reverse of all copies of the request.

b. Personnel assigned to the IPBO receiving a high priority request not conforming to these requirements will forward the request to the Property Book Officer or their designated representative for review.

c. Requests not meeting the criteria IAW DA PAM 710-2-1, or that lacks clear and concise justification will be returned without action by the IPBO.

3-5. Delegation of Authority: A PHRH may designate individuals within his/her direct line of supervision to request and/or receive supplies from the IPBO, EZ-TIP and Spinelli Barracks. When a PHRH delegates authority they will use DA Form 1687 (Notice of Delegation of Authority to Receipt for Supplies and Equipment). The completed DA Form 1687, original and 2 copies, will be provided to the IPBO with a copy of the duty appointment orders appointing the Hand Receipt Holder (HRH) as the PHRH. If they are a commander, a copy of their assumption of command orders will suffice. Additions to, changes or deletions from DA Form 1687 is the responsibility of the PHRH. DA Form 1687 will be completed IAW DA PAM 710-2-1.

a. DA Form 1687 will be typed. Hand printed DA 1687's must be legible and prepared in blue or black ink. The expiration date will fall into one of the following categories: 1) the lesser of 1 year from the date of preparation or 2) not later than the date the delegating authority expects to remain in their current duty position.

b. Units, organizations or activities conducting business with the IPBO will not use DA Form 5977, Authorization Card to delegate authority for receipt of equipment.

c. If a PHRH does not delegate the authority to request and/or receive supplies, then only the PHRH is authorized to submit requests for supplies, receipt for supplies, request adjustment actions and request or receive copies of his/her hand receipt.

d. No supply transactions will be processed by the IPBO when a customers' DA Form 1687 is expired; when no DA Form 1687 has been received from a newly appointed PHRH or Commander, or when DA Form 1687 is not on file along with a copy of duty appointment orders or assumption of command orders.

3-6. Fund Certification: Management and certification of funds rests with the responsible Budget Office or Funds Manager. The Property Book Officer does not have the authority to control or independently commit funds of customer units, organizations or activities.

a. Any request for supplies that does not have a Fund Code (FC) or Account Processing Code (APC) entered on the request itself will not be processed until a FC or APC is placed on the request by the initiating PHRH.

b. The initiating PHRH is responsible for the validity and accuracy of the FC or APC entered on each request. Installation Property Book personnel are responsible for verifying that the FC or APC has been provided by the Budget Office or Funds Manager.

c. Questions regarding commitment of funds, funds obligation or funds management will be directed to the appropriate fund manager in the USAG Baden-Wuerttemberg DRM or the units, activities or organizations command.

3-7. Standard National Stock Number (NSN) Request: Items with a standard NSN will be requested using DA Form 2765-1, IAW DA Pam 710-2-1.

a. Document Identifier Codes (DIC) used will be IAW DA PAM 710-2-1, Table H-1. The DA Form 2765-1 will be typed. Hand printed forms, DA Form 2062 and DA Form 3161 will be typed or hand written legibly in blue or black ink. If an entry is required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

3-8. Request with Exception Data and Non-Standard NSN Request: Items having exception data or a non-standard NSN will be requested using DA Form 2765-1 or DD Form 1348-6, IAW DA Pam 710-2-1.

a. Document Identifier Code (DIC) used will be IAW DA Pam 710-2-1.

(1) Use of DIC "AO5" is restricted to DA Form 2765-1. (Item has a current valid NSN but exception data is entered on the request).

(2) Additional pertinent data that must be entered on DA Form 2765-1 used as an "AO5" in addition to required entries are:

I Block A: Enter the appropriate Supply Support Activity.

II. Block L: Appropriate FC or APC.

III. Block P: Authorization for the item requested. Attach a copy of the authorization if other than "TDA" or "CTA". Also enter the quantity authorized, the quantity on hand; and the quantity due in.

IV. "AO5" requests should be typed to ensure that all copies are legible. Hand printed forms must be legible and prepared in blue or black ink. If there is an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

b. The DIC "AO4" is used to request items that have no current NSN or Part Number. Generally the source of supply (SOS) is other than a Government source. Usually the SOS will be a vendor in the local area. Pertinent data that must be entered on DD Form 2765-1 used as an "AO4" in addition to required entries are:

(1) Enter above Blocks 70 – 80: the appropriate FC or APC code

(2) Identification Blocks 1 and 2 are left blank for DOL use.

(3) Identification Blocks 3 and 6 through 9 must be completed.

(4) Identification Data Blocks "M" thru "P" must have the estimated individual item price; the total price; authorization for the item requested to include the LIN; and the PHR Number. A copy of the authorization may be requested if the stated LIN is no longer valid.

(5) When requesting locally procured items, it is recommended that a copy of the page showing the requested item be attached to the request.

(6) "AO4" requests should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or black ink. If an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

NOTE: High Priority requests will conform to the requirements outlined in paragraph 3-4 of this SOP.

3-9. Supply Status: Units, activities and organizations supported by the IPBO can request supply status from the IPBO Account Manager who maintains their Primary Hand Receipt (PHR). A valid document number will be required to research the PBUSE database and provide the requested information.

- a. Supply status for requisitions assigned UND "C" and PD "11 thru 15" will be provided by return telephone call, email or fax within 2 working days by IPBO personnel receiving the request.
- b. Supply status for requisitions assigned UND "B" and PD "04 thru 10" will be provided by return telephone call, email or fax within 1 working day by IPBO personnel receiving the request.
- c. Supply status for requisitions assigned UND "A" and PD "01 thru 08" will be provided by return telephone call, email or fax within 4 hours by IPBO personnel receiving the request.
- d. Office work in progress will not be halted to research "walk-in" requests for supply status.
- e. Walk-in requests for status will be processed as assigned workload permits. Walk in claims of high priority will meet the provisions of paragraph 3-4, of this SOP.

3-10. **Follow Up Procedures:** Under the PBUSE system, the follow-up supply status can be obtained automatically. Follow-up supply status through direct orders from the SSA are not an automatic process; updated supply status is received from the SSA once a month and requests for follow-ups must be input manually into the PBUSE.

3-11. **Cancellation Procedures:** PHRH's are responsible for initiating requests for cancellation IAW DA Pam 710-2-1, and will submit such request to the IPBO in writing using DA Form 2765-1, with a DIC of "AC1" entered in the appropriate blocks.

3-12. **Receiving Supplies and Equipment:** The IPBO EZTIP and Spinelli Barracks Warehouses are responsible for the initial receipt of all supplies and equipment arriving at Building 1511, Spinelli Barracks and Building 116, Patton Barracks. Warehouse personnel are also responsible for ensuring that supplies ordered by customers through the SSA are picked up by the customers within 2 working days from the date of notification.

- a. When supplies are delivered directly to the warehouse, and warehouse personnel are not on hand to receipt for the supplies/equipment, then Deputy PBO, NCOIC or an Account Manager will have receipt authority from the PBO to receipt for the supplies and equipment. Customers are not authorized to receipt for supplies and equipment on behalf of IPBO.

- b. Receipt documents will be forwarded from the warehouse to the appropriate Account Manager for processing by the end of each work day, after the supplies have been received and inventoried by the Warehouse.

- (1) The Account Manager will review the receipt documents to determine what actions are required and will complete the appropriate actions.

(2) The Account Manager will establish property book accountability as required, close out the document register, post the issue document within three (3) working days and contact the PHRH if any further action is required.

c. Warehouse personnel will monitor responses by PHRH's to ensure that supplies are picked up within 2 working days from the date of notification. The Warehouse Technician will provide the appropriate Account Manager with a list of PHRH's who fail to pickup their supplies within 2 working days. The Account Managers will then contact and suspend the PHRH to pick up their supplies.

(1) The PBO, Deputy PBO or NCOIC must approve all requests for delivery or pick-up by warehouse personnel in advance; warehouse personnel will not commit IPBO resources without prior approval.

(2) If a PHRH's supplies or equipment is not picked up within the established time frame, the PHRH's account may be frozen, the supplies may be returned to the SSA as excess, or the supplies may be reissue to another PHRH having a valid need for the items.

3-13. Flags, Guidons, Streamers and Identification Bands: AR 840-10 provides procedures for design, acquisition, supply, maintenance and disposition of these items.

a. Prepare requests for organizational and institutional flags on DD Form 1348-6, IAW instructions given on the Heraldry Website: <http://www.tri.army.mil>. This includes all flags, guidons, streamers and silver bands. These items are not stocked since they require manufacturing and are made in accordance with specific unit designations. Requisitions (preferably a DD Form 1348-6) for these items should be submitted off-line either through the mail, fax or email. The Heraldry mailing address is Soldier Systems Team, PO Box 57997, Philadelphia, PA 19111-7997, fax number is DSN 444-2549/2575 or commercial (215) 737-2549/2575. Attach a diagram of the flag / guidon stating size, colors, letter sizes and other pertinent data. For replacement issue, attach a copy of DA Form 2407 indicating the item has been classified as non-repairable, unserviceable or not fit for service.

(1) Flags and guidons are accountable government property and are not authorized for personal retention or display except as authorized IAW AR 840-10.

(2) Serviceable flags and guidons may be retained for display purposes but these items will remain on property records and hand receipts as accountable items IAW AR 840-10.

(3) Accountability for foreign national flags is established and maintained using standard hand receipt procedures. Unserviceable foreign national flags are disposed of IAW AR 840-10.

b. Requests for streamers must be accompanied by a copy of Permanent Orders authorizing the streamer(s). When requesting more than 1 streamer, attach a listing of the required streamers.

c. All forms should be typed to ensure that all copies are legible. Hand printed forms must be legible and prepared in blue or black ink. If there is an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

3-14. **Office Machines:** Office machines are considered commercial equipment and require authorization IAW AR 25-30 and AR 71-33. Requests for office machines will not be submitted until authorization processing is complete and funds are available for purchase.

a. When approval to acquire the requested equipment has been obtained, the requesting unit will prepare DD Form 1348-6. A copy of the approving documentation will be attached to the completed DD Form 1348-6 when the request is submitted to the IPBO. The IPBO will perform an edit, assign a document number and forward the request to the SSA. A DD Form 1348-6 received by the IPBO without required documentation will be returned to the requesting unit without action.

b. Accountability for office machines are maintained IAW AR 710-2 and DA PAM 710-2-1. Units that use a Government Credit Card to acquire office machines will follow the above steps prior to purchase.

3-15. **Automated Data Processing Equipment (ADPE):**

a. Request for Issue.

(1) ADPE request will be approved by the PHRH Commander or Directorate prior to submitting a request to the IPBO or initiating a local purchase action. This applies to computers (all configurations), software, peripherals and repair parts. All forms submitted must be legible.

(a) ADPE will be requested IAW AR 25-1 and DA PAM 25-1-1.

(b) The requesting unit, activity, or organization will forward their approved DA Form 2765-1 to the IPBO. A copy of the 2765-1 will be maintained by the IPBO and placed in suspense. The original and remaining copies of DA Form 2765-1 will be taken to the 512th Supply Support Activity for processing.

(2) In the event that ADPE is delivered directly to a supported unit, activity or organization rather than picked up and delivered by IPBO-W personnel, the receiving unit, activity or organization is responsible for providing all documentation to the IPBO to establish property accountability. A PHRH is not authorized to request, make or accept any lateral transfer unless approved in advance by the PBO or their designated representative.

3-16 **Regional Engineer Support Center West (RESC-WEST):** RESC-West property is issued directly from the RESC Accountable Officer (AO) to the supported unit or activity. Regional Engineer Support Center property is designed to support units and activities that require billets and dayroom furniture and equipment.

a. Administrative office furniture and equipment is requested through normal supply channels.

b. Questions pertaining to unit, organization or activity authorizations are to be addressed to the IPBO Property Book Officer prior to requesting or purchasing equipment.

c. Linen required for unit mission support will be requisitioned by memorandum and submitted to the RESC by the unit commander.

3-17. Equipment in Place: Equipment in place (EIP) is authorized for specific facilities and functional areas and is defined as personal property consisting of capital equipment and other equipment of a moveable nature which is not affixed to real property. Such equipment can be removed without reducing the usefulness of the facility.

a. Rug/Rug Cushions and Carpet/Carpet Padding

(1) Rugs and rug cushions for troop living spaces are authorized by CTA 50-909 for dayroom furnishings and must be requisitioned from and approved by the RESC-West.

(2) Rugs and rug cushions for administrative areas that are authorized by CTA 50-909 is approved by the Director of Logistics (DOL). Rugs will not be cut to fit, installed or attached to real property unless approved by the DOL.

b. Carpet/carpet pads – Equipment in Place (EIP)

(1) EIP carpet and carpet pads are authorized by CTA 50-909 and AR 420-70. The Directorate of Public Works (DPW) approves the purchase request.

(2) Real property carpet and carpet pads is authorized by AR 420-70. The DPW approves the purchase request.

3-18. Real Property: Real property includes real estate, buildings, piers, docks, warehouses, utility systems and equipment affixed to the facility. This does not include machinery or fixed signal communications equipment. Real property is issued directly from the DPW Real Property Accountable Officer to an individual designated as the PHR.

a. The individual designated as the PHR must submit a DA Form 4283, Facilities Engineering Work Request through designated unit channels to DPW.

b. DA Form 4283 should be typed to ensure that all copies are legible. Hand printed forms must be prepared in blue or black ink and must be legible on all copies.

3-19. Relocatable Property: Relocatable property includes but is not limited to gazebos, barriers, perimeter lights, portable buildings and movable equipment not affixed to a facility. This does not include machinery, or fixed signal communications equipment.

a. Relocatable property assets will be maintained on the property book record as with all other installation property assets. Moveable property not purchased as “real” property is classified as relocatable property. Real property is managed by the DPW.

b. Organizations will report to the PBO the purchase or acquisition of relocatable property and specify the physical location of the property upon receipt; the property will then be cataloged and posted to their hand receipt account.

c. Relocatable property will not be moved to a different location or transferred to the custody of another organization or individual without prior approval from the PBO.

3-20. Do-It-Yourself Projects (DIY): Do-it-yourself projects are requested using DA Form 4283 submitted to DPW. DPW will contact the requestor to coordinate material requirements. Requests for materials in support of do-it-yourself projects will not be submitted to the IPBO.

3-21. Dining Facility Equipment: Dining Facility Managers (DFM) will submit requests for issue or turn in of dining facility equipment to the IPBO.

a. Dining facility equipment will be issued and turned in using a DA Form 3161 as a transaction document.

b. The servicing DFM will prepare DA Form 3161, IAW DA PAM 710-2-1 for issue or turn in of dining facility equipment to the IPBO.

c. The IPBO will review, edit and assign a document number to the document and either issue the equipment or schedule an appointment for turn in.

d. “Walk through” requests will conform to the requirements for a high priority request in Paragraph 3-4 of this SOP.

3-22 Found on Installation (FOI) Property: Upon discovery, all “FOI” property is to be immediately reported to the Property Book Officer.

a. If the unit, activity or organization has a requirement and authorization for the “FOI” item take the following actions:

(1) Prepare a DA Form 2765-1, IAW DA PAM 710-2-1, Figure 3-2 and enter “FOI” in Block O or P. If the item is a RICC 2 item, enter “RICC 2” in the “Item Description” block. All forms should be typed to ensure that they are legible.

(2) Forward the completed DA Form 2765-1 to the IPBO for review and editing. Submit the 2765-1A to the SSA; the SSA will determine if the requesting unit, activity or organization is authorized the item and ensure the item does not exceed the unit or activity authorization; the item will be issued to them by the SSA.

(3) After a document number is assigned to the DA Form 2765-1, the document will be forwarded to IPBO for posting to property records and the appropriate PHR. The issue will be considered "Free Issue" to the requesting unit, activity or organization. Funds will not be expended on "FOI" equipment.

(4) If the unit, activity or organization does not have a requirement or authorization for the "FOI" item, the equipment will be processed for turn-in to the SSA or DRMO.

3-23 Defense Reutilization Marketing Office (DRMO): Withdrawal from and turn in to DRMO is governed by AR 735-5, AR 710-2 and DA Pam 710-2-1.

a. Units, organizations and activities supported by the IPBO will not request supplies or equipment directly from a DRMO. Units supported by the IPBO will process requests for issue from DRMO through normal supply channels. All non-expendable property will be accounted for on the property record and added to the appropriate PHR. Funds will not be expended on supplies withdrawn from DRMO.

b. Requests for turn-ins to DRMO, regardless of serviceability, will be coordinated with the warehouse and not directly from the unit or activity to DRMO unless approved in advance by IPBO.

c. The PHRH is responsible for ensuring that equipment turned in to the SSA, DRMO or IPBO is removed from their hand receipts and must maintain on file in unit records a copy of all turn-in transactions processed against their hand receipt.

Chapter Four—Property Disposition

- 4-1. **Purpose:** To provide guidelines for disposing of Government property IAW applicable regulations and local procedures. Equipment listed on an MTOE or TDA will not be turned in until deleted from the appropriate authorization document and the IPBO Officer directs turn in. The PHRH will request disposition instructions when equipment or supplies are:
- a. Identified as excess due to change in an authorization document.
 - b. Authorized but no longer needed to perform or support the unit, activity or organization mission.
 - c. Unserviceable and determined not to be economically repairable.
 - d. FOI items and not required to perform or support the unit, activity or organization mission.
- 4-2. **Equipment Disposal:** A PHRH is relieved of all responsibility for supplies and equipment when they are turned in to the PBO accountable for the equipment or when they have been accounted for IAW AR 710-2, AR 735-5, and DA PAM 710-2-1.
- 4-3. **Turn-In of Property Book and Non Expendable Supplies and Equipment:** Property book items must be excess or unserviceable and not repairable by support maintenance, before they can be turned in. The Commander or Directorate for whom the property book is maintained may authorize turn in or transfer of property no longer required or authorized by the Vertical – Army Authorization Document System (VTAADS) up to 365 days prior to the effective date of the new authorization document.
- a. Equipment identified for turn in will be complete with all components and Basic Issue Items (BII) unless exempted by higher headquarters. The PHRH is responsible for providing a completed Component Hand Receipt IAW DA PAM 710-2-1.
 - b. All standard cataloged property book items will receive a documented technical inspection using DA Form 2407, prior to turn in to the SSA. This requirement is mandatory IAW DA PAM 710-2-1 or DA PAM 738-750.
 - c. Non-standard and non-cataloged property book items will undergo a technical inspection prior to turn in IAW DA PAM 710-2-1 or DA PAM 738-750.
 - d. COMSEC material/equipment will be processed IAW DA PAM 710-2-1 or DA PAM 738-750.
 - e. PHRH 's will make advance coordination for turn in of property book items to the EZ-TIP warehouse. DA Form 3161 (Request for Issue or Turn-in) will be prepared by the PHRH and given to their account manager for review prior to submission to the EZ-TIP.

The Supply Technician will initial the DA Form 3161 to authenticate its correctness for EZ-TIP verification. EZ-TIP personnel will then receive the property, sign the DA Form 3161 and retain a copy of the document. The PHRH will retain a copy of the turn-in transaction for their records and submit a copy to their account manager for posting (Figure 8).

f. It is the responsibility of the PHRH to ensure that a copy of the turn-in document is submitted to the Account Manager that supports their hand receipt account for processing and adjustments to the PHRH's hand receipt.

4-4. Turn In of Expendable/Durable Supplies and Equipment: Responsibility for the safeguarding of expendable/durable supplies and equipment can be found in AR 735-5.

a. All serviceable standard cataloged expendable and durable supplies and equipment must be turned in when they are declared excess.

b. Unserviceable standard cataloged expendable and durable supplies and equipment with Reportable Codes (RC) of "A", "D", "F", "H", or "L" and that "O" and "Z" equipment identified by local maintenance activities must also be turned in. Equipment will be classified prior to turn in.

c. Units, activities, and organizations are not authorized to maintain an Expendable/Durable document register by the PBO will process all requests for turn in of expendable and durable items through the IPBO. Turn in documents will be edited for accuracy and completeness by the reviewing Supply Technician. Documents that are incomplete or require correction will be returned to the PHRH.

d. When all submitted documentation is correct the IPBO Officer will direct assignment of a document number for turn in. The Supply Technician will then coordinate a final turn in with the PHRH.

e. Completed turn-in documentation will be returned by the PHRH to the Account Manager within 1 working day after turn-in to the SSA or other designated activity. Turn in credit will not be posted until the PHRH returns the completed documents.

f. Units, activities, and organizations authorized to maintain an Expendable/Durable document register by the PBO will process all requests for turn in of expendable and durable items through the designated document register. The individual designated to maintain the Expendable/Durable document register will ensure that all turn in documents are edited for accuracy and completeness and will enforce a system by which completed documents are posted within 2 working days.

4-5. Turn-in of Scrap: Scrap metal is any metal that cannot be identified with an NSN or MCN and is obvious scrap salvage that is unserviceable and non-recoverable from expendable or durable items.

- a. Units, activities, and organizations authorized to maintain an Expendable/Durable document register by the PBO will process all requests for turn in of scrap metal through the IPBO. The Supply Technician will ensure that turn-in documents are edited for accuracy and completeness.
- b. Units, activities and organizations not authorized to maintain an Expendable/Durable document by the PBO will process all requests for turn in of expendable and durable items through the IPBO. Turn in documents will be edited for accuracy and completeness by a Supply Technician assigned to the IPBO.
- c. Documents that are incomplete or require correction will be returned to the PHRH. Requests for scrap turn in are not considered UND "A" or "B" priorities.
- d. The PHRH will submit a completed DD Form 1348-1 to the IPBO. When all submitted documentation has been edited and found to be correct the PBO will direct assignment of a document number for turn in. The Supply Technician will then contact the PHRH.
- e. Completed turn-in documentation will be returned to the IPBO within 1 working day after turn in to the SSA or other designated activity. Turn-in credit will not be posted until the PHRH returns the completed documents.

4-6. Property Transfers Between Primary Hand Receipt Holders (PHRH's): PHRH's are not authorized to transfer equipment, make or accept lateral transfers, loan or borrow between PHRH's unless approved in advance by the PBO. PHRH's are not authorized to sub-hand receipt property outside their unit, activity, organization or chain of supervisory responsibility.

- a. When approval has been obtained in writing from the PBO, the losing PHRH will obtain the signature of the gaining PHRH before forwarding the completed DA Forms 3161 to the IPBO. The issue/turn-in documents will be edited for accuracy and completeness by an Account Manager assigned to the IPBO. Documents that are incomplete or require correction will be returned to the PHRH without action. An Account Manager will notify the PHRH when a document number has been assigned and provide copies of the issue/turn-in documents to the PHRH's concerned.
- b. The losing PHRH is responsible for meeting all suspense dates and returning completed documents to the IPBO. Completed issue/turn-in documents will be returned to the IPBO within 1 working day after transfer of the equipment. Turn-in credit will not be posted until the PHRH returns the completed documents.
- c. DA Form 3161 should be typed to ensure all copies are legible. Hand printed documents will be legible and prepared in blue or black ink. If an entry is required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

4-7. Lateral Transfer Procedures: A Lateral Transfer is the movement of property between Accountable Officer's, not between PHRH's and Sub-HRH's. Lateral Transfers are used to reduce equipment overages and fill shortages. The PBO directs the transfer as required or is directed from his/her appointing authority, the Garrison Commander or a higher headquarters. Unless directed from higher headquarters, all equipment being transferred will meet Army maintenance standards established by TM-10 or TM-20 series publications.

- a. After being directed to accomplish a lateral transfer by the PBO, the losing PHRH will prepare two sets of DA Form 3161 to process the Lateral Transfer. One form will be used as an issue document from the losing PHRH to the gaining PHRH. The second form will be the actual lateral transfer document between the losing and gaining PBO's.
- b. The PHRH will prepare a DA Form 2062, Component Hand Receipt, to document shortages, if any. DD Form 2408-4 will also be provided to the IPBO if required for the equipment being transferred. These documents and DA Forms 3161 will arrive at the IPBO not later than 3 working days in advance of the scheduled transfer date.
- c. Transfer documents will be edited for accuracy and completeness by an Account Manager assigned to the IPBO. Documents that are incomplete or require correction will be returned to the PHRH without action. An Account Manager will notify the PHRH when a document number has been assigned.
- d. Property being transferred will remain in place until the losing and gaining PHRH are notified that the PBO has approved the transfer. The IPBO will coordinate transfer of the property. The losing PHRH is responsible for obtaining the signature of the gaining PHRH once the property has changed custody. The IPBO will obtain the signatures of the gaining PBO after receiving the signed transfer document between the PHRH's.
- e. The losing PHRH is responsible for meeting all suspense dates. Completed turn-in documents will be returned to the IPBO within 1 working day after transfer to the gaining PHRH or turn-in to the SSA or other designated activity. Turn in credit will not be posted until the PHRH returns the completed documents.
- f. DA Form 3161 should be typed to ensure all copies are legible. Hand printed forms must legible, and prepared in blue or black ink. If an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

Chapter Five—Property Adjustments

5-1. **Purpose:** To establish logistical procedures for making adjustments to the property book record to include: administrative actions to account for lost, damaged or destroyed property; and correcting serial numbers, makes, models or sizes.

5-2. **Property Record and Property Accounts:** These are general terms that refer to any record of property. This includes not only formal stock record accounts maintained by Accountable Officers (AO's), but also organization and installation property book records, and hand receipt records.

5-3. **General Actions to Protect Government Property:** Administrative actions are available to Commanders to ensure enforcement of property accountability when property becomes lost, damaged, or destroyed. These methods are designed to protect the right of the United States Government to obtain reimbursement for the lost, damaged, or destruction of property caused by negligence or misconduct. The methods are material accounting oriented; are not intended to be used as corrective action or punishment for negligence or willful misconduct; and do not preclude use of adverse administrative or disciplinary actions. AR 735-5 specifies reporting requirements for personnel responsible for government property and actions that are required by the Commander, Primary Hand Receipt Holder (PHRH) and Property Book Officer (PBO). Regardless of the methods used to account for lost, damaged, or destroyed Government Property ownership of the property remains with the United States Government.

- a. DD Form 362, Statement of Charges/Cash Collection Voucher.
- b. DD Form 200, Financial Liability Investigation of Property Loss (FLIOPL).
- c. DA 4949, Administrative Adjustment Report

5-4. **DD Form 362, Statement of Charges/Cash Collection Voucher:** The DD Form 362 will be used when the individual admits liability; offers cash payment or payroll deduction; the charge does not exceed the monthly basic pay of the individual being charged and there is not a mandatory requirement for either a FLIOPL or AR 15-6 Investigation. AR 735-5 provides specific instructions for completing this form.

- a. The Unit Commander or PHRH will prepare DD Form 362 in original and 6 copies, and the individual(s) charged will hand carry DD Form 362 to the IBPO for review and a document number. The IPBO will review DD Form 362, assign a document number, and the individual(s) charged will hand carry DA Form 362 to their unit or activity for signature. After DD Form 362 has been signed, the individual(s) charged will forward the document to the Finance and Accounting Office for processing.
- b. The Account Manager responsible for managing the account which the Statement of Charges/Cash Collection Voucher is being submitted against will review it and ensure

accuracy and completeness. Incomplete documents or those requiring corrections will be returned to the PHRH without action.

c. After a document number has been assigned, the Account Manager will return the original and 4 copies to the PHRH. Copy 1 of DD Form 362 will be filed in the supporting documents file. Copy 2 will be filed in the individual PHR folder until the next Primary Hand Receipt Update. Relief from property accountability will not be granted until the Finance Accounting Office (FAO) acknowledges receipt. The PHRH is responsible for providing the IPBO with a copy of the Statement of Charges signed/stamped by FAO.

d. When the FAO cannot verify receipt of payment, the PHRH will take the actions required by AR 735-5 and initiate DD Form 200, Financial Liability Investigation of Property Loss.

e. If applicable, depreciation of loss property will be computed IAW AR 735-5, Appendix B.

5-5. DD Form 200, Financial Liability Investigation of Property Loss (FLIOPL): A FLIOPL documenting the circumstances concerning the loss, damage or destruction of government property serves as or supports a voucher for adjusting property on accountable records. Additionally, it documents an assessment of financial liability against an individual or provides for relief from financial liability.

a. Normally the unit Commander or PHRH will initiate a FLIOPL. However when the unit Commander or PHRH is not available, the person with the most knowledge of the incident will serve as the initiator.

b. FLIOPL's are processed through the chain of command of the individual responsible for the property at the time of loss, damaged or destruction of the property. Formalized Support Agreements (SA's) may require processing through different channels.

c. A separate FLIOPL for lost, damaged or destroyed property may be initiated for more than one property book. If a FLIOPL is initiated for more than one property book, ensure that each FLIOPL cross-reference each other.

d. If a combined method is used for lost, damaged or destroyed property, cross-referencing will not be necessary. Refer to each property book loss, damaged, or destruction separately within one FLIOPL.

e. Prepare separate FLIOPL's for Nonexpendable and Expendable/Durable items. Items that are not listed on property records will be assigned an Expendable/Durable document number. FLIOPL's for Nonexpendable and Expendable/Durable items will be initiated separately.

f. Mandatory reasons for initiation of a Financial Liability Investigation of Property Loss are listed in AR 735-5. The most common reasons are listed below:

(1) Suspected negligence or willful misconduct and the individual does not admit liability or offer to make voluntary reimbursement to the Government for the full value of the loss, damage or destruction, less depreciation.

(2) The value of the loss, damage or destruction exceeds the individual's monthly base pay.

(3) The loss, damaged, or destruction involves a sensitive item.

(4) The loss or damage involves an IFMS vehicle and the proper administrative actions IAW AR 735-5, Para 12-1c have not been taken.

(5) When required by higher authority or other DA regulation.

g. Complete FLIOPL's IAW AR 735-5.

(1) Prepare DD Form 200 in original and 3 copies

(2) Prepare exhibits in original and 3 copies.

(3) Damaged property is FLIOPL'ed IAW AR 735-5, Para 13-12.

(4) Continuation sheets and exhibits will be prepared and marked IAW AR 735-5, Figure 13-5 and 13-6 for Blocks 4 through 8 and Block 9, respectively.

h. The IPBO will review the DD Form 200 for accuracy of reported data and completeness. Incomplete documents or those requiring corrections will be returned to the submitting Unit Commander, PHRH or initiator without action.

(1) Data entered in Blocks 4 through 8 of DA Form 200 will be verified against the appropriate property records and primary hand receipt files. The IPBO may request corrective actions IAW AR 735-5 in these blocks.

(2) Data entered in Blocks 9 and 10 will be reviewed by the Appointing Authority after receipt of the Financial Liability Investigation of Property Loss from the Director of Logistics (DOL) IAW AR 735-5, Para 13-21.

i. A "Letter of Lateness memorandum must be submitted to the PBO with the FLIOPL's if the FLIOPL is being submitted more than fifteen (15) calendars days after the loss was discovered. The memorandum must provide a detailed justification explaining why the FLIOPL is being submitted late.

j. After a document number has been assigned by IPBO personnel, one copy of DD Form 200 with exhibits will be returned to the initiator. The IPBO will file a copy in their supporting document files until the Financial Liability Investigation of Property Loss is complete. All remaining copies will be forwarded to the DOL representative for assignment of an investigation number and editing for completeness. Once an investigation number has been assigned, the DOL representative will forward the Financial Liability Investigation of Property Loss to the Appointing Authority for review and notify the IPBO of the assigned document number.

k. Accountability for recovered property listed on a Financial Liability Investigation of Property Loss will be accomplished IAW AR 735-5 and DA PAM 710-2-1.

5-6. **Damage Statements:** Damage statements are prepared and submitted IAW AR 710-2, AR 735-5, and DA PAM 710-2-1.

5-7. **Administrative Adjustments:** Administrative adjustments will be requested using DA Form 4949, Administrative Adjustment Report (AAR) submitted by the PHRH. AAR's are used to adjust minor discrepancies in makes, models and sizes; assembly or disassembly, a change in NSN/MCN in SLAMIS and/or SB 700-20 cataloging or a change in accounting requirements based on directive from higher echelons.

a. Administrative Adjustment Reports must have a valid justification for serial number adjustments.

b. The Account Manager that manages the account requiring the AAR will review DA Form 4949 or memorandum request for accuracy and completeness. Incomplete documents will be returned to the PHRH without action.

c. Account Managers will not post AAR's to the property book until the change requested has been reviewed and approved by the Property Book Officer or designated representative.

d. Administrative Adjustment Reports will be completed IAW AR 710-2, Para 2-5o and Para 2-35a (Figures 11-14).

Chapter Six—Hand Receipt Procedures

6-1. **Purpose:** This chapter sets guidelines for logistical procedures to be followed to ensure proper accountability of government property; this includes inherent individual's responsibilities to care for the government property in their custody.

6-2. **Hand Receipts:** A Hand Receipt (HR) is a signed document acknowledging acceptance and responsibility for the property listed thereon that is issued for use and is to be returned. A PHR is used to issue property from PBO to the specified Hand Receipt Holder that is receiving the property and assuming direct responsibility for the property. A Sub-Hand Receipt (SHR) is used to issue property from a PHRH to a person within the span of command or responsibility of the PHRH subsequently given the property for care, use, safekeeping or further issue. A SHR does not transfer direct responsibility from the PHRH but does transfer personal responsibility.

a. Responsibility is generally defined as the obligation of an individual to ensure the government property entrusted to his/her possession, command or supervision are properly used and cared for, and that proper custody and safekeeping are provided.

(1) Command responsibility is inherent in command positions and cannot be delegated. It is evidenced by assignment to a command position at any level.

(2) Supervisory responsibility is inherent in all supervisory positions. It is not contingent upon signed receipts or responsibility statements and cannot be delegated. It arises because of assignment to a specific position.

(3) Direct responsibility results from assignment as an AO, receipt of formal written delegation or acceptance of property from a PBO.

(4) Custodial responsibility results from assignment or access to a facility in which government property is used or available for use.

(5) Personal responsibility accompanies physical possession of the property and applies to all government employees; and applies to all government property issued to, acquired for or converted to a person's exclusive use with or without receipt.

(6) The definition and relation of the various types of responsibility are defined in AR 735-5.

(7) A contractor is only charged with direct responsibility for specific GFP property pursuant to the specific provisions of the contract.

6-3. **Appointment of a Primary Hand Receipt Holder (PHRH):** Chapter Three of this SOP addresses actions required when an individual becomes a PHRH either by assignment to a command position or being designated as a PHRH.

a. A PHRH is not an Accountable Officer or Property Book Officer.

b. In a TDA Organization, individuals occupying positions equivalent to a Unit Commander in a MTOE environment usually occupy a major TDA Paragraph. Civilian Directors in a TDA Organization may designate persons to be PHRH.

c. When an Installation Property Book has been established, individuals assigned to a MTOE Commander position will be the PHRH for that organization.

d. When a PHRH is to be absent for a period of 30 days or more, an Interim PHRH will be appointed. In the event that an interim PHRH is not appointed, the Director or Commander appointing the PHRH is liable for the property listed on the HR.

6-4. Appointment of a Sub-Hand Receipt Holder (SHR): There are no restrictions on the number of times property can be sub hand receipted, but it should not exceed from the AO/PBO to the PHRH to the Supervisor to the End User. Issue of SHR's outside the PHRH's span of responsibility or direct line of supervision a prohibited without requires prior approval from the PBO and may require submission of a change to the pertinent authorization document(s).

a. The PHRH is responsible for ensuring that the end user receives a Hand Receipt Annex, IAW DA Pam 710-2-1.

b. Either automated or manual Sub-Hand Receipt (DA Form 2062) documents can be used to issue property to a Sub-Hand Receipt Holder. Manual documents can be obtained from the Army publication website at www.usapa.army.mil

6-5. Authorization Documents: The PHRH is responsible for ensuring that all equipment and components listed in the authorization column of the MTOE or TDA are on hand or on order. To avoid conflict with funding shortfalls and in support of the ever changing requirements within the various commands and directorates, the IPBO will not initiate requests for shortages of equipment or components without a valid request from the PHRH concerned.

6-6. Organization and Installation Property:

a. Organizational property is that which is authorized on the TOE /MTOE for deployable units; and on the TDA/JTDA for mobilized or non-mobilized units in their authorization document. AR 710-2 applies this definition.

b. Installation property is all property not listed as organizational property by AR 710-2, regardless of how authorized. Unless granted by MACOM, installation property will not be deployed or relocated upon change of station.

c. Excess property: Redistribution of excess property will be accomplished IAW AR 710-2 and Chapter 3 of this SOP.

d. Force Modernization: Property impacted by Force Modernization will be documented and processed IAW AR 710-2 and DA PAM 710-2-1.

6-7. Document Registers: Unless specifically authorized in writing by the IPBO, a PHRH

is not authorized to establish or maintain any formal document register, automated or manual. All requests for non-expendable property/equipment will be processed through the IPBO. Requests for expendable / durable property / equipment will be submitted to and processed through the PHRH's logistical support section authorized to establish and maintain expendable / durable document registers.

6-8. Hand Receipt Updates and Inventories: AR 710-2, Table 2-1 addresses inventories and discrepancies.

a. A PHR is updated within 6 months from: the date of the first change document; or upon a change of PHRH's; or as required by the AO/PBO or the Commander who appointed the AO/PBO. Hand Receipts are signed at the time of each update. Sub Hand Receipts are updated each time the PHR is updated. A hand receipt update can be substituted for a directed Cyclic Inventory, which is a specific percentage of the property book record, not the individual hand receipt. However, a Cyclic Inventory cannot be substituted for a hand receipt update.

(1) The Account Manager responsible for the account will notify the PHRH when they are within 45, 30, and 15 days of a required update and schedule a review of change documents. The Property Book Officer will be notified by the Account Manager if the PHRH has not responded or has not scheduled a review of change documents not later than 30 calendar days before the Update is due to be completed. The PBO will direct further actions as deemed necessary to accomplish the update. If no action is taken by the PHRH by the due date to update their account, their account will automatically be "Frozen" until released by the PBO.

(2) After the review of change documents has been completed and all changes have been posted to the property record, a working copy of the PHR will be printed. The first and signature pages will be clearly marked "UPDATE WORKING COPY". The PHRH will be provided 1 "Xerox" copy of the annotated HR. The Account Manager will place the original in suspense until the next update is due.

(3) The PHRH is responsible for completing the inventory by the due date established by Paragraph 6-8a(1) above. If the inventory cannot be completed within this time frame the PHRH may request an extension in writing from the PBO. Only the PBO or his designated representative may grant extensions. All request for and extension whether verbal, in writing or by e-mail, will be directed to the appropriate Account Manager who will forward the request to the PBO for further action. No more than two consecutive 15 day extensions will be granted.

(4) If the PHRH determines that action is required IAW AR 735-5 while conducting an inventory prior to the hand receipt update, the appropriate adjustment documents will be initiated. PHRH will not request an extension solely because an adjustment document is being required or initiated and the PHRH is attempting to determine the proximate cause. Property adjustment actions that are required due to an update inventory will be processed IAW Chapter 5 this SOP.

(5) After the PHRH has completed the update inventory, he/she will coordinate with the appropriate Account Manager for a final review of the hand receipt listing. After the review, any additional adjustment/change documents will be posted to the property record. After all changes have been posted to the property record, an updated copy of the PHR will be printed. The PHRH will be provided one Xerox copy of the signed hand receipt. The Account Manager will file the original in the PHR file folder. If the PHRH desires additional copies of their signed hand receipt, he/she can make additional copies using the IPBO copy machine.

(6) The Account Manager is responsible for insuring the PBUSE hand receipt header data is updated to reflect the correct name of the unit, activity or organization signing the hand receipt.

6-9. Reasons for Conducting Inventories: Inventories are event or time driven.

a. Some event driven inventories are: a Change of PHRH, often referred to as a Change of Command Inventory; Change of SHRH inventory, and a receiving inventory.

b. Administrative actions required for a Change of PHRH Inventory are generally the same for a hand receipt update except that the inventory is a joint inventory between the Incoming and Outgoing PHRH.

c. Prior to printing a hand receipt listing for the Incoming Commander or Hand Receipt Holder, he/she must provide the Account Manager the following documents:

(1) A signed copy of their Appointment Orders as the PHRH or Assumption of Command memorandum.

(2) A DA Form 1687 if the PHRH desires to delegate authority for other individuals to request or receipt for supplies and equipment on their behalf.

(3) The Incoming PHRH will not be allowed to conduct any property transactions until the documents listed above are on file with IPBO.

After all changes have been posted to the property record, an updated copy of the PHR will be printed. The PHRH will be provided one Xerox copy of the signed HR. The Account Manager responsible for maintaining the PHR will file the original in the PHR file folder. If the PHRH desires additional copies of their signed hand receipt, he/she can make additional copies using the IPBO copy machine.

6-10. Time Driven Inventories: Examples of time driven inventories include cyclic, sensitive item and the Annual Management Review of Durable Property inventories.

a. The cyclic inventory is a PBO directed inventory of a specified percentage of the property book record. The current requirement is 100% of hand receipted property to be inventoried bi-annually. A Cyclic Inventory is not a substitute for a hand receipt update; however, they are done simultaneously. The Account Manager responsible for maintaining the PHR will provide the PHRH with a Cyclic Inventory/Hand Receipt notification

memorandum 45 days prior to the scheduled hand receipt update. If the Cyclic Inventory and Hand Receipt update has not been completed, the Account Manager will notify the PHRH again 30 days prior and then again 15 days prior to the scheduled hand receipt update. The PHRH will acknowledge the directed inventory; record the results of the inventory, and return the documentation to the Account Manager NLT than the hand receipt expiration date. Cyclic Inventories/Hand Receipt updates will be considered Past Due if not received by the fifth working day after the hand receipt update is due.

b. The PBO will direct the Account Manager to contact the PHRH to ascertain why inventory has not been completed and the hand receipt not updated. If it can't be determined why the inventory is delinquent, or if the reason for delinquency is not valid, the PHRH's Chain of Command will be notified immediately.

c. The Account Manager will provide the PBO with a copy of the PHRH file within 5 days once the account has become delinquent. The PHRH is responsible for completing the inventory by the due date established above. If the inventory cannot be completed within this time frame the PHRH must request an extension in writing from the PBO. Only the PBO or their designated representative can grant more than two 15 day extensions for the completion of a PHR inventory or update. Extension requests received by IPBO staff verbally, in writing or by e-mail will be forwarded to the PBO for further action. If a request for extension has not been received by the fifth working day after the hand receipt expiration date, the PHRH's account will be "frozen". The account will remain frozen until the required inventory is completed and/or the hand receipt updated.

(1) If the PHRH determines that an adjustment action is required while conducting the cyclic inventory, the appropriate adjustment documents will be initiated IAW AR 735-5. The PHRH will not request an extension solely to initiate an adjustment document. Property adjustment actions that are required due to a cyclic inventory will be processed IAW Chapter 5 of this SOP.

(2) The Account Manager has the responsibility for filing the PHRH memorandum documenting the inventory and insuring the PBUSE data is updated to reflect completion of the inventory. The PHRH is responsible for maintaining their copy of the cyclic inventory memorandum(s). Requests for copies will be made in writing to the Property Book Officer explaining why copies were not retained by the unit. Replacement of unit copies due to loss, damage or destruction of unit files for a local inspection is not considered an emergency action.

(a) Sensitive Item inventories are accomplished IAW the provisions of AR 710-2, Table 2-2. They are documented on the appropriate Sensitive Item Inventory Memorandum received from the IPBO.

(b) Annual Management Review of Durable Property. This review is required by AR 735-5, Para 7-7b(3). PHRH will retain a copy in their files and forward the original to the next higher command. A copy will be forwarded to the IPBO for inclusion in the PHRH file folder to document compliance.

Chapter Seven—Ammunition, Petroleum, Oil and Lubricants

7-1. **Purpose:** This chapter governs procedures for requisition, accountability and turn in of ammunition, petroleum, oil and lubricants (POL) and fuel keys. Additional guidance is found in DA Pam 710-2-1. Bulk fuel and fuel coupon support procedures can be found in Appendix A of this SOP.

7-2. **Document Register:** The IPBO may grant written authorization for specific units, activities or organizations to establish and maintain expendable / durable document registers for training ammunition, fuel, and POL. These units, activities, or organizations will comply with the requirements set forth in the written authorization to maintain a register and all other pertinent directives IAW DA PAM 710-2-1.

a. All other units, activities or organizations will comply with the provisions of this SOP when requesting issue or turn in of ammunition, petroleum, oil and lubricants (POL) and fuel keys.

7-3. **Ammunition:** DA Form 581, Request for Issue and Turn-In of Ammunition, will be prepared to arrive at the IPBO in original and 6 copies, no additional copies will be made at or by the IPBO. The original and all copies will be legible. They will be typed or legibly printed in blue or black ink.

a. DA PAM 710-2-1 provides block by block instructions for completion of DA Form 581, both as a request for issue and as a request for turn-in of ammunition.

b. Ammunition requested for training will be assigned an expendable document number. Ammunition designated as "Basic Load" or "Operational Load" will be assigned a non-expendable document number and accounted for on the IPBO property books.

c. The completed DA Forms 581, for issue or turn in of ammunition, will be forwarded to the IPBO no later than 3 working days in advance of the date the ammunition is to be issued from, or turned-in to the Ammunition Supply Point (ASP). The IPBO Account Manager will edit the request prior to authorizing assignment of a document number. Incomplete, illegible, or mutilated forms will be returned to the PHRH for correction and resubmission.

Chapter Eight—Hazardous Material Management Program

- 8-1. **Purpose:** Commanders and directors are to control hazardous materials so as to minimize hazards to public health and damage to the environment. Army policy is to establish and maintain a proactive program and implement procedures to preclude, reduce the use of, and the toxicity level in a hazardous materials being used. AR 77-141, AR 200-1, AR 710-2 and DA Pamphlet 710-2-1 provide additional information and guidance of the Army Hazardous Material Management Program.
- 8-2. **Materials for Daily Operations:** Units, activities and organizations will maintain the minimum amount necessary to accomplish their assigned mission. Users of hazardous materials will maintain a copy of the installation/MACOM Hazardous Material Safety Data Sheet (MSDS) for each type of hazardous material on hand or stocked.
- 8-3. **Request for Issue of Hazardous Material:** Prepare a DA Form 2765-1, (Request for Issue) IAW DA Pamphlet 710-2-1 and Para 3-7 of this SOP. Requests for Hazardous material will be processed through normal supply channels.
- 8-4. **Hazardous Substance Spill Plan:** The procedures to be followed in an emergency and the contact personnel list for hazardous substance spills are located in the USAG Baden-Wuerttemberg Spill Contingency Plan.

Chapter Nine—Fuel Support Procedures Overview

9-1 **Purpose:** This appendix sets guidelines and establishes procedures for fuel support within the Heidelberg community. The procedures set forth have been established to provide optimal fuel support while ensuring accurate accountability.

Section One—Fuel Support Locations and Procedures

9-2 **Fuel Stations:** There following three (3) fuel stations in the Heidelberg community and managed by the USAG Baden-Wuerttemberg Installation Property Book Office:

- a. Patton Barracks TMP, Bldg. 3856
- b. Tompkins Barracks TMP, Bldg. 4216
- c. Germersheim U.S. Army Depot, Bldg. 7982.

9-3 **Non-Tactical Vehicle Fuel Support:** Interagency Fleet Management System (IFMS) Vehicles

a. All IFMS non-tactical vehicles, to include leased/rental vehicles contracted to support the garrison mission, are authorized to be issued a fuel card that allows personnel to obtain retail fuel at AAFES and/or ESSO gas stations. Fuel cards are controlled by the Transportation Motor Pool (TMP) and issued when the vehicle is dispatched.

b. Remnant fleet vehicle with an off-post mission are authorized to be issued a fuel card that allows personnel to obtain retail fuel at AAFES and/or ESSO gas stations. Fuel cards are controlled by the TMP and issued when the vehicle is dispatched.

9-4 **Tactical Vehicle Fuel Support**

a. Tactical vehicles will be issued fuel keys to obtain retail fuel from any military gas station. If authorized, a fuel card will be issued from the Transportation Motor Pool (TMP) Manager.

b. Temporary rental/leased vehicles: A fuel card must be obtained from the Army, Air Force Exchange Service (AAFES) after authorization for the fuel card is Gas coupons may be purchased at AAFES upon submission of the rental contract, TDY orders and a valid driving license for vehicles that are not posted to the installation property hand receipt and are leased for less than 6 months.

9-5 **Fuel Keys:**

a. Fuel issues at military gas stations are accomplished through the use of an electronic fuel key assigned to each authorized piece of equipment. Fuel keys are controlled by the Transportation Motor Pool (TMP), Responsible Officer (RO) or Accountable Officer

(AO) appointed by the organization Commander. The 21st TSC/PMD issues fuel keys to all authorized customers based on requests from the RO or AO.

b. **Master Fuel Key.** The Responsible Officer (RO) and fuel facility manager maintain a master key, more commonly known as a utility key, to dispense fuel to organizations in small quantities and emergencies. The DPW equipment such as weed eaters, lawn mowers and similar small equipment usually take fuel from a 5-gallon container. The TMP managers/ROs are authorized to use a utility fuel key to fill the 5-gallon containers for use in fueling this type of equipment.

c. **Utility Fuel Key.** In some situations the DPW may obtain authorization to receive a fuel utility key for a DFSP located within the DPW. The key must only be used for non-vehicle fueling of small equipment.

d. Garrison should submit all utility key requests through the IMCOM-Europe Log Division for approval before a key is issued from the 21st TSC/PMD. The IMCOM-Europe Log Division jointly reviews all utility key requests from Garrisons prior to submission.

e. **Retail fuel issues:** Retail fuel (Super Unleaded/MOGAS and Diesel/JP8) may be obtained at any military Transportation Motor Pool (TMP) by using the fuel key.

f. How to use a fuel key:

Step 1: Insert fuel key, press "enter"

Step 2: Type in your vehicle mileage (or hours), press "enter"

Step 3: Select the pump number

Step 4: Remove the key

Step 5: Fill up the vehicle fuel.

Section Two—Fuel Facility Contact Information

9-6 Emergency Contact Numbers:

a. In the event of an emergency at a USAG Baden-Wuerttemberg community fuel facilities, the following organizations should be contacted immediately:

(1) DPW Emergency
DSN: 115
COMM: 06221-17-115

(2) Fire Department
DSN: 117
COMM: 06221-17-117

(3) Military Police
DSN: 114

COMM: 06221-17-114

- (4) USAG Baden-Wuerttemberg POL Section
 DSN: 373-7269/7032
 COMM: 06221-17-7269/7032

9-7 Responsible Officer(s) Emergency Contact Numbers:

a. Responsible Officer emergency contact numbers during normal business hours (Monday-Friday, 0730-1630) are as follows:

- (1) DSN: 373-7269/7025/6525
 (2) COMM: 06221-17-7269/7025/6525

a. Responsible Officer emergency contact numbers after normal business hours are as follows

- (1) Primary Fuel Station Responsible Officer:
 -Mr. Bernard Young, Telephone #: 0160-9310-6862
- (2) Alternate Fuel Station Responsible Officer(s):
 -Ms. Constance Goodwin, Telephone #: 0176-2918-5191

9-8 Fuel Facility Fire Warden(s):

a. In the event of a fire at Patton Barracks TMP (Bldg 3856), Tompkins Barracks TMP (Bldg 4216) or Germersheim Army Depot (Bldg 7982), please contact the Fire Warden(s) identified below. Always first call the Fire Department at DSN: 117, COMM: 06221-17-117.

- (1) Primary Fire Warden:
 -Mr. Bernard Young DSN: 373-7269 COMM: 06221-17-7269
- (2) Alternate Fire Warden(s):
 -Mr. Sattar Wurstmacher DSN: 373-7025 COMM: 06221-17-7025
 -Ms. Constance Goodwin DSN: 373-6525 COMM: 06221-17-6525

Chapter Ten—Warehouse Procedures

10-1 Purpose: This chapter establishes logistical operating procedures for implementation by all personnel assigned or attached to the USAG Baden-Wuerttemberg Installation Property Book Office (IPBO). To set guidelines for the request, receipt, issue, turn-in and storage of government controlled property. The IPBO consists of the Installation Property Book Office, the Easy Turn-in Point (EZ-TIP) and the Spinelli Barracks Warehouse.

Section One—Turn-in Property Reutilization Procedures

10-2 Property Receipt Criteria: The following criteria must be met before any property will be issued from the IPBO Easy Turn-in Point or Spinelli Barracks Warehouse:

- a. The customer's hand receipt account must be current; this includes having appointment orders and a DA Form 1687, Delegation of Authority to Receipt for Supplies on file with the IPBO.
- b. The individual processing the transaction must be either the hand receipt account holder or authorized on DA Form 1687.
- c. The equipment being received must not exceed the unit's MTOE/TDA authorization.

10-3 Property Requisitions: Serviceable equipment received by the EZ TIP and Spinelli Barracks Warehouse is available for reissue to all customers with a "current" hand receipt status. For a listing of what equipment is available, please contact the EZ TIP office @ 373-7032.

a. The EZ TIP office maintains a "Want List" to track requested equipment. Serviceable equipment received by the EZ TIP is reissued on a "first come, first serve" basis. To add your unit and the items you are requesting to the "Want List", come in to the EZ TIP office and sign the log.

b. When serviceable equipment is received, the customer who first requested the equipment will be contacted for pick up. Customers will have three (3) working days to pick up requested equipment. After three (3) working days, the equipment will be offered to the next customer on the "Want List".

10-4 Property Reissue Procedures: To reissue equipment received from customers, follow the listed guidelines to ensure accurate property accountability.

a. Check the hand receipt matrix in the "shared file" to verify that the customer's account is in good standing prior to issuing equipment.

- b. Check DA Form 1687 to ensure the individual receiving the equipment is authorized.
- c. Prepare three (3) copies of DA Form 3161, Request for Issue or Turn-in listing items to be issued. Customers who maintain multiple accounts must specify to which account the equipment will be added.
- d. Ensure that the customer verifies the equipment being received to include all serial numbers; have the customer print and sign their name in block "Block 15" of DA Form 3161.
- e. Give a copy of the issue document to the customer for their records. Place a copy of the issue transaction(s) in the Account Managers inbox for their collection. It is also your responsibility to maintain a copy of all transactions processed on file in the EZ TIP file drawer.

Section Two—Property Turn-in Procedures

10-5 Property Turn-in Criteria: The follow criteria must be met before any property turn-in transactions can be processed with the Easy Turn-in Point (EZ TIP) or Spinelli Barracks Warehouse:

- a. The hand receipt account must be current; this includes having appointment orders and a valid DA Form 1687, Delegation of Authority to Receipt for Supplies on file with the IPBO.
- b. The individual processing the transaction must be either the hand receipt account holder or authorized on DA Form 1687.
- c. The equipment being submitted must be authorized for turn-in and must be complete with all basic issue items (BII) or accompanied by a shortage annex list.
- d. DA Form 3161, Request for Issue or Turn-in must be completed correctly with all stock numbers and serial numbers as they are listed on the hand receipt.
- e. Equipment posted on the property book and found on installation (FOI) property must be listed on separate turn-in documents.
- f. Computers, servers and laptops must have a completed DLIS Form 1867, Certification of Hard Drive Disposition.

10-6 Property Turn-in Appointments: Property turn-in appointments can be scheduled in advance for convenience. To make an appointment, please call the Easy Turn-in Point @ DSN: 373-7032 or the Spinelli Barracks Warehouse @ DSN: 384-6095.

a. Turn-in appointments are scheduled in thirty (30) minute intervals from 0730 to 1545, excluding the lunch hour. Same day appointments are scheduled based on availability. There is a ten (10) minute grace period for scheduled appointments. Customers who arrive late for their appointment forfeit their scheduled time slot and will be processed on a “walk-in” basis.

b. Customers should plan to arrive at least ten (10) minutes prior to their scheduled appointment to allot time for processing turn-in paperwork with their Account Manager.

10-7 Property Turn-in Limitations: Property turn-in transactions are unlimited for customers with a “current” hand receipt status. The following guidelines apply to all turn-in transactions:

a. Property turn-in transactions of ten (10) items or less can be processed at the customer’s convenience on a “walk-in” basis. Walk-in transactions do not require a scheduled appointment and are processed on a “first come, first serve” basis during normal office hours.

b. Property turn-in transactions to process more than ten (10) items or to process “bulky” items, requires a scheduled appointment for turn-in. Warehouse space is limited and “bulk turn-ins” will be scheduled accordingly.

10-8 Prohibited Items: The EZ TIP does not accept for turn-in sensitive items, secure items or any equipment that is authorized for unit retention. Prohibited items include but are not limited to:

a. Items authorized by the unit’s Modified Table of Organizational Equipment (MTOE).

b. Items authorized by the unit’s Table of Distribution and Allowances (TDA).

c. Ammunition or spent cartridges.

d. Controlled Cryptographic Items (CCI), weapons, weapon parts, night vision devices, secure telephones and secure facsimile machines

NOTE: The only exception to this policy is that “Ricoh” secure facsimile machines will be accepted for turn-in if the imagery drums have been removed; all other facsimile machines must turned in to the Secure Warehouse.

10-9 Customer Turn-in Procedures and Responsibilities: To process a turn-in transaction with the EZ TIP, the listed guidelines will be adhered to without exception. Failure to follow procedures will result in your turn-in transaction being rejected by EZ TIP personnel.

- a. Prepare three (3) copies of DA Form 3161, Request for Issue or Turn-in listing items to be turned in. Customers who maintain multiple accounts must prepare separate turn-in documents for each account. Found on installation "FOI" items must be listed on a separate turn-in document apart from items that are posted on the property books.
- b. Submit turn-in document(s) to an Account Manager prior to coming to the EZ TIP. The Account Manager will check the document(s) for completeness; verify the stock numbers and serial numbers and validate the turn-in document(s). The customer will then proceed to the EZ TIP to process the turn-in transaction.
- c. Bring all basic issue items (BII) when processing turn-in transactions. A shortage annex list must accompany any equipment being turned in incomplete. The shortage annex list must be signed by the unit commander or approved by the Property Book Officer before the turn-in will be accepted.
- d. Remove all non-manufacture labels and stickers (ie...secret, classified) from equipment prior to bringing it to the EZ TIP for turn-in; each item will be inspected externally by EZ TIP personnel.
- e. Remove all paper, cartridges, modem cards, memory cards, floppy disks and compact disks from each piece of equipment prior to bringing it to the EZ TIP for turn-in; each item will be inspected internally by EZ TIP personnel.
- f. Complete a DLIS Form 1867, Certification of Hard Drive Disposition for all computers, laptops and servers. Each item will be inspected to ensure compliance prior to being accepted.
- g. Submit a copy of completed turn-in transaction(s) to an Account Manager for posting to your account. It is also your responsibility to maintain a copy of all transactions processed with the EZ TIP in your unit's office records.

10-10 Account Manager Procedures and Responsibilities: The listed guidelines and procedures will be adhered to by the Account Managers when processing turn-in transactions to ensure that customers meet established property turn-in standards and that turn-in transactions are posted to their account. The Account Manager will:

- a. Verify that the customers hand receipt account is current; this includes having appointment orders and a DA Form 1687, Delegation of Authority to Receipt for Supplies on file if authority is delegated. No transactions will be processed against a delinquent account.
- b. Ensure that the individual processing the transaction is either the hand receipt account holder or authorized on DA Form 1687.

c. Check the turn-in document(s) for accuracy and completeness. Verify the stock numbers and serial numbers listed on the document(s) against what is listed on their hand receipt.

d. Validate the turn-in document(s) for EZ TIP personnel verification. In the top right hand corner of the document(s), place your initials, the date and your box number. If you validate a document for a customer whose account is managed by another Account Manager, place their box number on the document instead. Be sure to make a copy of all documents that you validate for your reference

e. When the customer returns the completed turn-in document(s), the transaction will be posted to their account immediately. When due to work load transaction(s) cannot be posted immediately, they will be posted within two (2) workings days.

10-11 Warehouse Personnel Procedures and Responsibilities: The listed guidelines and procedures will be adhered to by EZ TIP personnel when processing turn-in transactions to ensure that each item being turned in meets established standards, without exception. Warehouse personnel will:

a. Check the turn-in document(s) for the Account Managers validation prior to processing the turn in transaction.

b. Verify the make, model and serial number of each piece of equipment against what is listed on the turn-in document(s) when processing the transaction.

c. Inspect each piece of equipment and ensure that all non-manufacture labels and stickers (ie...secret, classified) have been removed.

d. Check inside every cavity of each piece of equipment to ensure that paper, cartridges, modem cards, memory cards, imagery drums, floppy disks and compact disks have been removed. Any items found inside the equipment will be given to the customer for disposal.

e. Ensure that the customer has properly completed a DLIS Form 1867, Certification of Hard Drive Disposition for all computers, laptops and servers. If DLIS Form 1867 states that the hard drive has been removed from an item, verify that it has actually been removed.

f. Forward a copy of the turn-in document to the appropriate Account Manager for processing and will maintain a copy of document file in the EZ TIP file drawer.