

UNITED STATES ARMY

# Installation Consolidated Property Book

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Fort Sill -DATE MAY 2013

To provide all customers an easy user friendly guide and SOP to information required to conduct all supply transactions

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## Chapter 1. General

### 1-1. Introduction

The Consolidated Property Book Officer (CPBO) supervises, manages, and maintains 100% accountability of all property. The CPBO enforces Army regulations and implements systemic fixes when necessary, sets policies, provides guidance, establishes accountability procedures and ultimately responsible for all property. The CPBO also has the mission of creating an Asset Visibility Cell to provide accurate and timely property data to the command.

**HOURS OF OPERATION:** The Consolidated Property Book Office (CPBO) and Consolidated Property Book Office Warehouse (CPBOW) hours of operation are listed below. The hours of operations are established to provide maximum support while ensuring that required administrative tasks involving property accounting are accomplished in a timely, accurate, manner. The gates that provide access to the CPBO and CPBOW location are locked at 1800 each duty day.

#### a. Consolidated Property Book Office

- (1) Monday - Friday, except for Federal Holidays. Closed Thursday morning.  
0730 -1130 and 1230 -1600 **SOLDIERS AFTER 0830**
- (2) Appointments will be scheduled to conform to the hours of operation.
- (3) Afternoon "Walk In" customers are encouraged to complete their Transactions NLT 1515.
- (4) All transactions will be processed within 3 days from date of receipt.  
Note: **Ensure to get documents numbers for DRMO/DLA turn-in with sufficient time to Meet appointment date requirement.**

#### b. Consolidated Property Book Office Warehouse

- (1) Monday - Friday, except for Federal Holidays. Closed Thursday
- (2) Turn in's accepted by appointment only.
- (3) Issues/Turn-in's are made once an appointment has been confirmed.  
NOTE: 25 items per appointment; additional will be requested during call.
- (4) Turn-in/issue of lawn equipment is done by appointment only.

### 1-2. Applicability

- a. This standard operating procedure (SOP) will govern supply operations and management guidelines for all property book teams and all units/agencies assigned to Fort Sill.
- b. Report any conflict between the contents of this SOP, and orders or publications, to the CPBO.
- c. Report fraud, waste and abuse of government property to the CPBO immediately.

### 1-3. Purpose

To provide all leaders an overview of the logistical requirements that will make them successful in the accountability and visibility of property, focusing their efforts on the key logistical issues that are critical to mission success.

1-4.

**REFERENCES:**

- AR 190-11 Physical Security
- AR 220-1 Unit Readiness Reporting
- AR 380-19 Automation Security
- AR 708-1 Cataloging and Supply Management Data
- AR 710-2 Supply Policy Below the National Level
- AR 725-50 Requisitioning, Receipt, and Issue System
- AR 735-5 Policies and Procedures for Property Accountability
- AR 750-1 Army Material Maintenance Policies
- DA Pam 710-2-1 Using Unit Supply System Manual Procedures
- DA Pam 710-2-2 Supply Support Activity Supply System Manual Procedures
- DA Pam 710-4 Management of Excess Materiel and Materiel Returns

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**CUSTOMER SERVICE:**

a) Documents dropped off for signatures or document numbers will be available for pick up within three working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the Property Book Officer. All improperly prepared documents will be returned immediately to the unit representative for corrective actions.

b) At a minimum, PHRH's will bring the original and three copies of lateral transfers, statement of charges, turn-in and receipt documents (DD FORM 1348-1As) and Financial Liability Investigation Of Property Loss (DD Form 200 with DA Form 7531 FLIPL Checklist) to the IPBO.

**Chapter 2. Responsibilities, Duties and Procedures**

**2-1. Consolidated Property Book Officer (CPBO)**

a. Maintains 100% accountability of all property assigned to Fort Sill using approved DA web-based systems such as the Property Book Unit Supply Enhanced (PBUSE, <https://pbuse.us.army.mil>).

b. Communicates with intent in enforcing property accountability IAW current regulations.

c. Provides policies and guidelines for accountability.

d. Establishes procedures for accountability.

e. Enforces the freezing of PHRH's account when not in compliance with this SOP.

**2-2. Asset Visibility Cell**

The asset visibility cell establishes and maintains the visibility of all property within the Organizational Clothing & Individual Equipment, and deployed Organizational Property, using current applicable visibility systems to include Property Book Unit Supply Enhanced (PBUSE), and all other available web based systems. (See LOGSA web site, <https://weblog.logsa.army.mil>)

a. Consolidates all weekly reports to include Financial Liability Investigations of Property Loss (FLIPL), Delinquency Reports, Unit Identification Code (UIC) Crosswalk, and data from the team managers and distributes these reports to the proper personnel.

b. Researches data for the command.

c. The asset visibility cell will be structured under the CPBO, and submits all requests to team managers

d. Reviews the installation/organization property book consolidated roll-up monthly for any discrepancies to include Type Authorization Codes (TAC), Type Organizational Codes, Assets, UICs, Department of Defense Activity Address Codes (DODAAC), Authorized Level of Organization Code (ALO), Unit descriptions, and Roles and Responsibilities for the CPBO

e. Process the Activity Register Report, Transaction Affecting Balance Report, and Transaction Not-Affecting Balance Report in PBUSE daily. Inspect documentation to ensure that all documents fall in line with these reports.

f. Ensure that property is categorized under Property Book Identifier Code (PBIC) - 9 for Installation Property, and PBIC – 4 for TDA. The authorization block for all hand receipt holders will contain the equipment only TDA number for each property book team.

g. Monitor and validate all Internal / External lateral transfers, Administrative Adjustment Reports (AAR), and Asset Adjustments in suspense.

### 2-3. Primary Hand Receipt Holder (PHRH)

The PHRH is responsible for establishing and maintaining strict accountability for all property under their control. The PHRH has command and supervisory responsibility over all property and must ensure the proper care, custody, and safe keeping of all government property. They must ensure the security of all unit property whether it is in storage or in use. They are responsible for the following:

a. The cyclic/semi- annual inventory (Garrison) is a 100% layout of equipment identified each month/semi-annual, only the PHRH will authenticate cyclic/semi-annual inventories.

b. The monthly/quarterly sensitive items inventory is a requirement. This requirement cannot be waived and is due on the suspense date noted. The PHRH may delegate the inventory be conducted by Non-Commissioned Officers, and Officers within the command. The same exact individual may not conduct the inventory on consecutive months. Late reports due to this office, will require a memo and an endorsement by the next supervisor in the chain of command.

c. The PHRH must validate the unit hand receipt at the CPBO office by the prescribed suspense date. The validation ensures that all documents within the last 6 month have been posted accurately.

d. The PHRH must sign the Accountability Memorandum from the CPBO team indicating discrepancies within the cyclic inventory, semi-annual, sensitive items inventory, and hand receipt. Immediately notify the CPBO team if there are any discrepancies. Submit the appropriate documentation for discrepancies IAW AR 735-5.

e. Notify and submit documentation to the CPBO team when the unit discovers property in their area of responsibility. The DA Form 2765 will be used to post all Found on Installation (FOI) property.

f. Provide guidance for establishing supply procedures, conducting supply operations, and safeguarding unit property.

g. Observe subordinates to ensure that their activities contribute to the proper custody, care, use and safekeeping of all property within the command.

h. Ensure that all equipment is on valid accountability records.

- i. Ensure that delegation of authority cards DA FORM 1687 are submitted to the CPBO team.
- j. Ensure a copy of the assumption of command orders from the company commander/Directorate of the supported unit or responsibility orders for a PHRH is submitted to the CPBO team prior to assuming responsibility for property.

k. Ensure to follow all hand receipt and inventory procedures.

**2-4 APPOINTMENT AS A PRIMARY HAND RECEIPT HOLDER (PHRH):** Appointment of a PHRH will be IAW AR 710-2.

a. Individuals filling a position designated as "Commander", MTOE or TDA, will be the designated PHRH. Individual's designated, as "Commander" will provide a copy of the assumption of command ILO an appointment memorandum, to the CPBO Officer.

b. Upon appointment as a PHRH by the Director of a TDA organization a copy of the appointment memorandum will be provided to the CPBO Officer. Individuals designated / appointed as TDA Primary Hand Receipt Holder will occupy a major TDA paragraph Line number (i.e.: 413A 01; 450C 01).

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

d. When the appointing authority for TDA/INSTALLATION PHRH changes, the incoming appointing authority, is required to provide a new appointment memorandum. 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 automatically assume responsibility for property listed on the hand receipt in question.

#### **2-5. Unit Supply Sergeant/Designated Representative**

The Supply Sergeant/representative is directly responsible for the conduct of all unit supply activities. They must be completely familiar with all supply policies, procedures, and publications. Their responsibilities include but are not limited to the following:

a. Receive all documents from their CPBO team.

b. Conduct all transactions for the unit commander/PHRH.

c. Receive the inventories from the CPBO team on the first of each month and return a signed copy of the cyclic inventory, sensitive items inventory (quarterly-sensitive, if applicable), hand receipt, and Accountability Report Memo to the CPBO team by the 25<sup>th</sup> of each month (unless an extension has been granted). All signed inventories may be sent to the CPBO team via email by the suspense date. Note: Sensitive items inventory will be conducted IAW regulation.

d. Assist in monitoring the account. Ensure that all items purchased, that will require property book accounting are posted on the installation property book.

e. Report any FOI property to the CPBO team immediately. The CPBO team will request for disposition instructions for all FOI property.

f. File all supporting documentation in accordance with the ARIMS system.

g. Ensure the proper care, custody and safe keeping of all government property within their organization/unit.

h. Ensure the security of all unit property whether it is in storage or in use.

i. Ensure that all lateral transfers are approved by the Consolidated Property Office prior to movement of equipment and unit/agencies signatures IAW AR 710-2 and DA PAM 710-2-1.

#### **2-6. Individual Soldiers and Civilians**

All individuals are responsible for securing, maintaining, and accounting for all property in their possession. Any individual that witnesses any loss, damage, or destroyed property should report the incident to their immediate supervisor for action.

#### **2-7. Establishment of an Account**

The commander/PHRH must contact the CPBO and provide the following documents in order to initiate an installation property book account:

- a. Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODACC).
- b. Assumption of Command/Primary Hand Receipt Holder responsibility orders.
- c. Delegation of Authority card (DA Form 1687) to sign for and turn-in equipment or Memorandum from PHRH electing not to designate representatives IAW DA PAM 710-2-1 par 2-32.
- d. Once the account is established the hand receipt holder must use the account within 30 days or it will be deleted.

#### **2-8 USE OF URGENCY OF NEED DESIGNATOR (UND) AND PRIORITY DESIGNATORS (PD):**

Commanders and Directors are responsible for 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 (Memorandum Order or DA Form 1687 (Delegation of Authority to Receipt for Supplies) with a copies furnished the CPBO, specific individuals to review and authenticate high priority requests.

- a. High priority requests (UND A or B) must conform to the criteria in DA Pamphlet 710-2-1.

- (1) A short, concise, justification is required for high priority requests. The justification is to be legibly entered on the reverse of all copies of the request.
- (2) Supply Clerks assigned to the CPBO receiving a high priority request not conforming to these requirements will forward the request to the appropriate Lead Supply Technician for review and action.
- (3) Requests not meeting the criteria of DA Pamphlet 710-2-1, or lacking a clear, concise, justification can be returned without action by the Lead Supply Technician.

- b. "Hand Carry" requests will be limited to requests with UND "A" and PD "03". Justification must state the supplies are required due to an emergency situation or that they are mission essential to complete a current critical mission requirement.

#### **2-9 DELEGATION OF AUTHORITY:**

All Signature Cards (DA Form 1687) will be typed and error free. The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive/issue general distribution from/to the property book office are the commanders/PHRH's and those individuals identified on the signature card. Commander/PHRH should limit the number of personnel authorized to perform these functions.

A PHRH may designate subordinate individuals within his/her direct line of supervision to request and/or receive supplies from the CPBOW. When a PHRH desires to delegate authority he/she will use DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). The completed DA Form 1687, original and 2 copies, will be provided to the CPBO with the appointment as a PHRH, or assumption of command memorandum. Additions to, or Deletions from, DA Form 1687 are the responsibility of the PHRH. DA Form 1687 will be completed IAW DA Pam 710-2-1. (Figure 2 - 2)

a. DA Form 1687 should be typed to ensure that they are legible. Hand printed DA 1687s must be legible, and prepared in blue or blue black ink. The expiration date will be 1 of the following: 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 the job.

b. Units, organizations or activities conducting business with the CPBO or CPBOW will, not use DA Form 5977, Authorization Card.

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, request or receive copies of his/her hand receipt.

d. No supply transactions will be processed by the CPBO or CPBOW when the DA Form 1687 has expired, no DA Form 1687 has been received from a newly appointed PHRH or Commander, or a Commander's / HRH declination memorandum is not on file with the CPBO and CPBOW.

#### **2-10 FUND CERTIFICATIONS:**

Management and certification of funds rests with the responsible Budget Office or Funds Manager. The CPBO Officer has no 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 be 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. Supply Clerks assigned to the CPBO are only responsible for verifying that the FC or APC provided by the PHRH is recognized by the automated system when initiating a requisition for supplies.

c. Questions regarding commitment of funds, funds obligation or funds management are to be directed to the appropriate fund manager located at DRM. THE CPBO tracks request, receipt, issue, accountability and turn in of supplies or equipment, not funds obligation or commitment.

#### **2-11 STANDARD NSN REQUEST:**

Items having a standard NSN will be requested using DA Form 2765-1, IAW DA Pam 710-2-1 and Figure 2-4.

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

b. The DA Form 2765-1 should be typed to ensure all copies are legible. Hand printed forms must be legible, and prepared in blue or blue 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.

c. Entries identifying the PHRH on DA 2765-1, in the "request is from" block will be limited to: Unit Designation, POC Telephone Number and PHR assigned by the CPBO Officer.

#### **2-12 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) use will be IAW DA PAM 710-2-1 provided by PBUSE SLAMIS request.

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

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

1. Block A: Enter the appropriate Supply Support Activity (i.e.: DOL, RACH)

2. Block L: Appropriate FC or APC.

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

4. "AOE" requests should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue 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) DIC "AOD" 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 1348-6 used as an "AOD" 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 Block 11 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. "AOD" requests should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue 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.

b. "High Priority" requests will conform to the requirements of paragraph 2-4 this SOP.

#### 2-13 SUPPLY STATUS:

Units, Activities and Organizations supported by the CPBO can request supply status from the CPBO Supply Clerk who maintains their PHR. A valid document number will be required to research the database and provide the requested information.

#### 2-14 FOLLOW UP PROCEDURES:

System follow-up is an automatic process. Supply status is downloaded from the SSA. Units, activities and organizations authorized to establish and maintain expendable/durable document registers Individuals occupying the position designated by the CPBO Officer are responsible for follow-up actions on their delegated document register(s).

#### 2-15 CANCELLATION PROCEDURES:

PHRH initiated requests for cancellation, IAW DA Pam 710-2-1, will be submitted to the individuals who are authorized to establish and maintain document registers. Requests for cancellation sent to the CPBO will be in writing using DA Form 2765-1, with a DIC of "AC1" entered in the appropriate blocks.

#### 2-16 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 guidons, organizational and institutional flags on DA Form 1348-6 IAW AR 840-10. Attach a colored photo of the flag/guidon stating size, colors, letter sizes and other pertinent data.

b. For replacement issue, the item must be certified unserviceable by the Commander indicating the item has been classified as non repairable, unserviceable or not fit for service, "replacement is required due to fair, wear and tear".

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

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

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

d. All forms should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue 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.

**NOTE: Paragraph 10-1, AR 840-10, states that all flags, guidons and accessories in this regulation will be furnished by the US Army Soldier Systems Command (now the Clothing and Heraldry Office, Philadelphia). In 1996, The Institute of Heraldry requested that a statement be added to AR 710-2 as follows: If the Army Support Office (now Clothing and Heraldry) cannot provide the flag by the required delivery date, the Installation Commander may authorize local purchase. The Clothing and Heraldry PSID in Philadelphia or The Institute of Heraldry is NOT the approval authority for authorization of local purchase. If the Installation Commander determines that the flag may be procured locally, the installation establishes the procedures on type of purchase (e.g., credit card or contract). When AR 840-10 is revised, the above statement will be added to paragraph 10-1.**

**ALL LOCAL PURCHASE REQUESTS NEED TO BE APPROVED BY THE BDE S-4 PRIOR TO SUBMISSION AT THE PBO.**

#### **2-17 LOAN / LEASE EQUIPMENT:**

Acquisition of rental or leased equipment to support mission requirements will be requested in writing by the Commander of the unit or organization or the Director of the activity concerned. AR 700-131 governs the lease of Army property. AR 710-2 and DA Pam 710-2-1 govern the receipt, accounting and disposition of leased equipment.

a. Approval to lease equipment must be obtained from the appropriate installation agency (NEC, TSC, etc) before acquisition.

b. The PHRH requesting the leased equipment is responsible for preparing and submitting DA Form 3953, Request for Purchase and Commitment, to the appropriate AO for processing. The PHRH also is responsible for providing required receiving reports to the CPBO and the Finance Accounting Office (FAO) and upon termination of the lease for returning the equipment to the original owner and providing documentation to the CPBO.

#### **2-18: Grounds Maintenance**

##### **Lawn Equipment.**

Installation/CPBO approved purchased equipment will be added to Primary Hand Receipt Holder (PHRH) record.

(a) When assigned equipment can no longer be economically repaired, replacement of the equipment is on a 1 for 1 basis, through the CPBO consistent with available resources in support of total

installation needs (first washed out, first replaced). The PHRH is responsible for turn in of salvaged equipment through the CPBO to DRMO/DLA.

(1) PHRH will submit a completed DD Form 1348-1 with supporting documentation to the designated CPBO Supply Clerk. Incomplete, illegible or mutilated forms will not be accepted. In order to turn in to CPBO, a DA Form 2407 will be required to determine serviceability if lateral transfers are not available.

(2) The CPBO Supply Technician will verify data entered on the, DD Form 1348-1 against the data extracted from property records. All property record databases will be checked to avoid erroneously reporting an item as "FOI".

(3) If all data matches, a document number will be assigned to DD Form 1348-1 and given to the PHRH. If a discrepancy exists between data entered on the, DD Form 1348-1 and the data extracted from property records the CPBO Supply Clerk will take action to resolve the discrepancy and complete the transaction, direct return of the request without action or refer the problem to the CPBO Officer. The form will be placed in suspense until the PHRH returns the DD Form 1348-1 with appropriate DRMO entries.

2. Equipment Available for Temporary Loan: The CPBO does not maintain any grounds maintenance equipment for temporary loan. Units, activities and organizations requiring temporary loan of equipment address all requests for that equipment IAW DA PAM 710-2-1.

2-19. FOUND ON INSTALLATION (FOI): Upon discovery, all "FOI" property is to be immediately reported to the appropriate AO.

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 Figure 2-4 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 CPBO for editing. If the CPBO Officer determines that the requesting unit, activity or organization is authorized the item, and will not exceed the authorized quantities if the item is retained, a document number will be assigned.

b. After a document number is assigned to the DA Form 2765-1, the item will be issued to the requesting unit, posted 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.

c. If the unit, activity or organization does not have a requirement or authorization for the "FOI" item, it will take the actions specified in DA Pam 710-2-1.

2-20 DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS): Withdrawal from, and turn in to, a DRMS/DLA is governed by AR 735-5, AR 710-2, DA Pam 710-2-1.

a. Units, organizations and activities supported by the CPBO will not request supplies/equipment directly from a DLA/DRMS. All requests for supplies/equipment to be withdrawn from a DLA/DRMS will be processed through the appropriate AO to the SSA that normally supplies the supplies/equipment (i.e. NEC, DPW, DEH, MEDDAC, etc). Units supported by the CPBO will process requests for issue from the DLA/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 a DLA/DRMS.

(1) To request withdrawal of supplies/equipment from a DLA/DRMS the requesting PHRH will prepare a DA Form 2765-1 with one of the following statements typed on the reverse of all copies. The Commander of the unit or organization or Director of the activity will authenticate the request by signing above his/her signature block that is to be typed below the appropriate statement.

"This item will be used for its intended purpose. Property is required to satisfy an authorized requirement."

Or

"This item will not be used for its intended purpose."

(a) The statement "This item will not be used for its intended purpose." Requires additional justification by the authenticating individual as to why and how the item will not be used for its intended purpose.

(b) DRMS Form 103 will be attached to the completed DA Form 2765-1 and forwarded to the CPBO for review.

(c) Once the CPBO, or the designated representative has approved the request by signing the DA Form 2765-1 a document number will be assigned. The requesting PHRH will take the documented DA Form 2765-1, with DRMS Form 103 attached, to the Material Management Unit (MMU), Supply Support Activity (SSA). The MMU will prepare and document a DD form 1348-1, Issue Release/Receipt Document.

(d) The MMU will retain copies of the DA Form 2765-1 and DD form 1348-1. The requesting PHRH will hand carry the completed forms to the DRMS to pick up the item(s).

(e) The requesting PHRH is responsible for ensuring that copies of the completed transaction(s) are returned to both the MMU and the CPBO.

b. Turn In's. Normally no items regardless of serviceability will be turned in to a DRMS directly from the unit, organization (PHR) level. All material will be turned in to the activity responsible for consolidating and reporting excess material. This does not preclude the SSA or CPBO Officer from directing the unit/organization to turn in scrap to a DRMS. DA Pam 710-2-1 specifically addresses the turn in of serviceable and unserviceable expendable and durable supplies/equipment to the SSA and DRMS. Units supported by the CPBO will process requests for turn in to the DRMS through normal supply channels. Prepare DA Form 1348-1 (Request for turn-in) and DA FORM 2407 (Maintenance Request) IAW DA PAM 710-2-1 par 3-5.

(1) Prior to receiving document number from CPBO, customers will comply with the required DEMIL CODES listed in the FEDLOG.

c. PHRH will hand carry requests for turn in to, or withdrawal from, DRMS to the CPBO at least 3 working days in advance of the scheduled issue or turn in date.

(1) Turn in to DLA/DRMS is not considered an emergency or a priority action.

(2) Requests for a withdrawal from DLA/DRMS meeting the 2 working day lead time will be authenticated by using the appropriate procedures for a High Priority request IAW paragraph 2-4 this SOP.

- a. All forms should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue 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. All Turn-In documents will be held in suspense and not dropped from the property book until the stamped copy is returned for our records. If the copy is not turn-in within 15 working days of the issue Julian date document, the transaction will be cancelled.

### Chapter 3. Inventory Procedures

The Commander/PHRH during the Transition of Authority (TOA) and change of command will be given 30 days to complete the 100% inventory. The commander/PHRH must sign the hand receipt on the completion of the change of commands not to exceed 30 days. The commander/PHRH must inventory all major end items by serial number and must sign the hand receipt at the end of the inventory. Whenever possible notify the CPBO team NLT thirty days prior to the change of command/PHRH inventory to provide sufficient time to prepare the hand-receipt and to receive the briefing from this office. The only transactions that will be conducted during the CoC are AAR's that include NSN and serial numbers changes. Turns-in will not be allowed during the CoC inventory.

#### a. Outgoing Commander / Primary Hand Receipt Holder (PHRH) Responsibilities

- (1) Contact the CPBO team immediately upon notification of change of responsibility and CoC/PHRH briefing.
- (2) Conduct pre-inventories to ensure accountability of items.
- (3) Close out all open suspense's to include: Lateral Transfers, AAR, etc.
- (4) Reconcile all open Purchase Request and Commitments (PR&C).
- (5) Submit Material Receipt documentation (DD 250) if necessary for property received
- (6) Reconcile all open Prime Vendor Requests
- (7) Inform the Incoming Commander / PHRH of all future shipments of property
- (8) Ensure that all sub-hand receipts have been updated prior to the start of the inventory.
- (9) Reconcile sub-hand receipt shortage annexes (if necessary).

#### **b. Incoming Commander / PHRH Responsibilities**

- (1) Physically verify all serial numbers and registration numbers for major end items.
- (2) Sign the primary hand receipt once the property book and major end item accountability is obtained.
- (3) The administrative adjustment report (AAR) will be submitted for minor adjustments of the property book.
- (4) Ensure to use current publications to inventory all property book items. Packing lists may also be used to inventory commercial items.
- (5) All excess overage property book items will be posted to the hand receipt as "found on installation" in accordance with (IAW) AR 710-2.
- (6) All shortages discovered during the inventory will be accounted for in accordance with AR 735-5 and ensure that the outgoing commander/PHRH initiates the adjustment documents.

### **Chapter 4. Command Supply Discipline Program (CSDP)**

#### **4-1. CSDP Goals**

There are goals for the Command Supply Discipline Program (CSDP). First, the program ensures compliance with DA supply policy and procedures and identifies supply problems to permit timely corrective action by the chain of command. The program serves to prevent waste, fraud and abuse by only allowing the procurement of authorized items needed to enhance this mission.

#### **4-2. Commander's Intent**

To ensure Fort Sill establishes a comprehensive CSDP. This program establishes standardized supply discipline and economy procedures for all PHRHs, sub-hand receipt holders and users. It also provides all units assigned / attached to Fort Sill with the logistical tools necessary to account for, use and safeguard Army supplies and equipment at all levels. Essential terms for the CSDP are explained as follows:

- a. **Supervisory Personnel:** Individuals in a position of responsibility whose duty involves supply operations. Examples are PHRHs, sub-hand receipt holders and users. (AR 735-5, Para 11-3a)
- b. **Supply Economy:** The conservation of material by every individual dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish the task. (AR 735-5, Para 11-3b) **13**
- c. **Supply Discipline:** The compliance with established Department of the Army regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply operations as well as to the effective use of supply funds (AR 735-5, Para 11-3c).

#### **4-3. General**

a. The goal of the CSDP is to reinforce, support and report on attainment of standards necessary to accomplish Fort Sill mission. HRH's are expected to establish procedures and policies that facilitate the maintenance of high supply standards on a daily basis. The CSDP serves to measure the commander's ability to enforce these standards.

b. The intent of the CSDP is to rate the effectiveness of evaluation programs, teach organizational personnel and ensure regulatory compliance consistency.

c. The CSDP is designed as the commander's program directed at eliminating non-compliance with supply regulations. It will evaluate all aspects of a US military that could affect its regulatory compliance and logistic support practices. The CSDP is designed to assist primary and sub-hand receipt holders, making them aware of supply conditions within their areas of responsibility. The CSDP is not intended solely as an inspection program. Responsible personnel are expected to use the program to:

(1) Gain familiarity with establishing policy.

(2) Enforce compliance with policy by sub-hand receipt holders and subordinate personnel at all levels.

(3) Evaluations are a necessary part of the CSDP in order to monitor performance. The findings (problems that exist and the corrective actions required) are presented to the MSC Commander(s). The Chain of Command then takes action to correct any problems.

#### 4-4. Implementation

a. Each Commander will provide the direction necessary to establish and ensure the success of his/her CSDP.

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

c. Each command will appoint a CSDP coordinator to assist the commander with establishing and monitoring the program.

#### 4-5. Evaluations

a. The purpose of evaluations is to monitor performance, as explained in paragraph B-8 of AR 710-2. The intended result of these evaluations is to present, factually, to the commander what supply problems, if any, exist so the chain of command can initiate prompt corrective action.

b. The intent of the Requirements Listing is to provide supervisors with a single source of supply policy requirements. This listing is organized into six tables according to the level of responsibility; tables B-1 through B-6 of AR 710-2 establish the minimum standards.

c. Each command is required to evaluate the immediate lower level of operation. Further levels of evaluations are as required by the commander.

d. The frequency of evaluations IAW Table B-7 of AR 710-2 is as follows:

(1) Evaluations at the Company level will be conducted by the Battalion quarterly or as required subsequent to a change of primary hand receipt holder.

(2) Evaluations at the Battalion level will be conducted by the Brigade semi-annually or as required subsequent to a change of command. (3) Evaluations at the Brigade level will be conducted by the Division semi-annually or as required subsequent to a change of command

(4) Evaluations at the Separate Brigade or Division level will be conducted by the Corps or MACOM annually or as required subsequent to a change of command.

(5) There are various organizations within the Army force structure and whenever a unique organizational structure does not fit the prescribed charts in Table B-7, the evaluation responsibilities then fall on that level immediately higher within the established force structure.

e. Evaluators will record findings based upon the command developed checklists using the Requirements Listing (Tables B-1 thru B-7, AR 710-2) as a baseline. The results of the last evaluation will also be reviewed to determine if past deficiencies have been resolved. Resolved and repeat findings will be noted, though personnel undergoing the evaluation may make on the spot corrections.

f. The organization's supervisor will be briefed on the evaluation findings at the completion of the inspection. During the out-brief, the commander/PHRH will establish a suspense date for the resolution of each discrepancy.

g. The commander's chain of command is authorized to grant extensions to the established suspense dates.

h. In the case of repeated problematic findings, the chain of command will be notified upon completion of the evaluation in order to reestablish compliance.

i. If major problems or policy questions are surfaced during a CSDP evaluation, they will be elevated through the chain of command to the level capable of resolution.

#### 4-6. Documentation

Evaluators will provide copies of each CSDP inspection to the organization. The copies will be maintained until the next evaluation is completed. It is the unit commander's responsibility to establish a policy for the development and follow-on execution of the CSDP within the organization.

a. The CSDP is designed to eliminate non-compliance with supply regulations. It assists the commander in understanding and complying with supply regulations.

b. The CSDP is not intended to be used solely as an inspection program. Responsible personnel are expected to maximize the use of this program by:

(1) Becoming familiar with established policy.

(2) Enforcing policy compliance by subordinates.

c. To monitor performance, evaluations are a necessary part of CSDP. The intent is to present a factual account of supply problems to the unit commander. With this report, prompt corrective action can be initiated if there are discrepancies (use Table B-1 in AR 710-2).

#### Chapter 5. Property Book Automated Listings

a. The PHRH will sign the hand receipt from the CPBO team upon completion of a change of command/PHRH inventory and is also required to validate any changes within the hand receipt monthly.

b. The PHRH and the CPBO team will each maintain copies of all listings and file them IAW ARIMS. The PHRH signature, date, and rank are all that is required on the documentation; personnel may not write on the CPBO team file copies.

c. A physical annual inventory is required by commanders/PHRH IAW AR 710-2. The option to conduct this inventory using the cyclic method to ease the burden of a complete inventory by commanders is determined by the PBO. The cyclic inventory listing is provided for use in the physical inventory of all items listed monthly (10%) and semi-annual for Garrison. All inventories are due on the 25<sup>th</sup> of each month. **NOTE: DELINQUENT INVENTORIES WILL RESULT IN ACCOUNT BEING FROZEN.**

e. The sensitive items inventory listing is provided monthly to the hand receipt holder. It is used to conduct the physical inventory of all sensitive items required to be inventoried per AR 710-2.

d. The responsibility to clear a hand receipt account prior to departure from Fort Sill rests with the hand receipt holder and the chain of command. Failure to properly transfer responsibility for a hand receipt account could result in disciplinary action and/or pecuniary liability charges against the commander/PHRH.

#### **Chapter 6. Receiving/Ordering Supply Procedures**

The designated representative receives all supplies and equipment. The designated representative will complete the following steps to receive and issue property:

- a. Receive, inventory, and document supplies/equipment IAW DA PAM 710-2-1, Para 9-4a.
- b. Post and file the supporting document and property book as applicable.
- c. Notify the requester that the items have been received.
- d. Annotate shortage annexes and other appropriate documents to reflect the issue.

**RECEIVING SUPPLIES:** The CPBOW is responsible for initial receipt of all supplies arriving at B2243. The CPBOW also has the responsibility to ensure that supplies ordered by the CPBO from various installation SSAs (DOL, MEDDAC, etc) are picked up in within 3 working day of being notified, that supplies are ready for issue.

a. The Material Handler Supervisor will monitor response by the PHRH to ensure the supplies are picked up with 3 working days from the date of notification. The Material Handler Supervisor will provide the appropriate Team Chief with a list of PHRH who failed to pick up their supplies within 3 working days.

(1) The CPBO will approve requests for delivery by the CPBOW in advance. Personnel assigned to the CPBOW will not commit CPBO assets until approved by the CPBO.

(2) If equipment is not picked up within the established time frame, the PHR may be frozen, the supplies turned in to the SSA as excess or issued to another PHRH having a valid need on a request that has not yet been entered into the supply system.

#### **a. Request for Issue ADPE**

1. ADPE will be approved by G-6 prior to submitting a request to the CPBO or initiating a local purchase action. This applies to computers (all configurations), software, peripherals, and repair parts. All forms must be legible.

a. ADPE is requested IAW AR 25-1, DA Pam 25-1-1

b. Hardware that is replacing outdated or obsolete hardware does not require an IT Assessment Worksheet to be submitted with DD Form 1348-6 forwarded to the CPBO.

#### **b. Request for Turn In**

1. The PHRH will request disposition of excess and unserviceable ADPE for which he/she is responsible. Disposition may be requested electronically or in writing using FS Form 657, Request for Classification of Excess ADPE.

a. Once a FS Form 657, has been processed through the NEC and has been forwarded to the CPBO, the PHRH may not direct any movement, reutilization or retention of the equipment. The PHRH will retain the equipment until the CPBO Officer provides disposition instructions

b. Upon receipt of a FS Form 657 from NEC, CPBO will conduct an edit. All forms must be legible and have all required data fields completed. Illegible or incomplete forms will be returned through NEC to the requesting PHRH.

(1) The edit will verify the following data using CPBO Officer Property records: Noun; LIN; NSN/MCN; Unit Cost; Serial Number(s); PHR Number and PHRH.

(2) Discrepancies between LIN; NSN/MCN; and Serial Number(s); as shown on FS Form 657 and the data listed on property records will be resolved before a Control Number is assigned or disposition instructions are issued. Supply Clerks will not make undocumented corrections to data, especially serial numbers, as reported on FS Form 657. Conflicts will be resolved using the information on the equipment data plate; information obtained from the designated ISSO or NEC records. In the event that there is no equipment data plate and no information can be obtained from the designated ISSO or NEC the IPB Officer may direct return of FS 657 to the requesting PHRH until all discrepancies are resolved.

(3) In the event that a unit, activity or organization other than the PHRH assigned responsibility on CPBO property records requests disposition of excess or unserviceable ADPE, the requesting unit will be directed to return the equipment to the designated responsible PHRH within 2 working days. The appropriate Team Chief will notify the responsible PHRH that an attempt was made to turn in ADPE for which he/she is responsible. Only the responsible PHRH may request disposition instruction for excess or unserviceable ADPE.

(4) The CPBO will provide disposition instructions. When disposition instructions are received the PHRH is to prepare the required documentation for turn in and schedule a turn in as directed by the CPBO.

(5) When a PHRH has items of equipment destined for disposal/excess, a DA form 2407 (Maintenance Request) must be prepared for each stock number and the form must accompany the equipment to be turned in. After verification, the CPBO will assign a document number and return the DA form to the PHRH. All items are required to be clean and properly tagged before acceptance by the CPBO.

(6) Item(s) with missing parts or components must be accompanied with a memorandum listing all missing parts. The memorandum must include a statement explaining the circumstances for the missing parts, publication number in which the missing parts are listed, the stock number, description, unit of issue, and quantity.

(7) Hand receipt adjustments will be made after items are turned in to the CPBO or DRMO. A change document (DA Form 3161) will be used to validate the turn in and support the hand receipt change.

3. Request for Lateral Transfer: All lateral transfers between units, activities or organizations supported by the CPBO will be coordinated and approved in advance. A PHRH is not authorized to request, make or accept any lateral transfer unless approved in advance by the CCPBO or his/her designated representative.

a. In the event that EQUIPMENT is delivered directly to a supported unit, activity or organization, rather than the CPBOW, the receiving unit, activity or organization is responsible for providing all information required to establish property accountability. The information will be given to the CPBO within 72 hours of receipt.

**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 affixed to real property. Such equipment can be removed without reducing the usefulness of the facility.

**REAL PROPERTY:** Real property includes buildings, piers, docks, warehouses, utility systems and real estate. This does not include machinery, equipment or fixed signal communications equipment. Real property is issued directly from the DPW Real Property AO to an individual designated as the building responsible officer on a DPW AO PHR.

a. The individual designated as the building responsible officer submits DA Form 4283, Facilities Engineering Work Request as required. Submit DA Form 4283 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 legible on all copies, and prepared in blue or blue black ink.

## **Chapter 7. Relief of Property Accountability**

### **7-1. General**

a. All persons entrusted with government property are responsible for its proper use, care, custody and safekeeping.

b. The unit commander will take action IAW AR 735-5, any time property is lost, damaged, or destroyed.

c. Unit members will turn in excess equipment or supplies to the unit supply for proper disposal.

d. Units will follow these procedures any time property is lost, damaged, or destroyed.

(1) The person discovering the loss, damage, or destruction will immediately notify the unit commander/Agency.

(2) The unit commander/Agency will conduct an informal investigation to determine what course of action (COA) to take.

(3) Based upon the unit commander's/Agency decision, the HRH will ensure that all proper documents are prepared for the following reports:

(a) Financial Liability Investigation for Property Loss.

(b) Cash collection voucher (CCV)

(c) Statement of Charges

(d) Damage Statements

### **7-2. Financial Liability Investigation of Property Loss (FLIPL) Initiation Process (Chap 13 of AR 735-5) a.**

The PHRH will initiate an investigation when any of the mandatory requirements listed in paragraph 13-2 of AR 735-5 apply. The Commander/Agency will initiate this process within 15 days upon the discovery of loss or damage.

a. The PHRH immediately prepares the original DD Form 200, with six copies, IAW AR 735-5.

b. The PHRH receives an Inquiry Investigation Number from the agency controlling the survey register (i.e. TRADOC Commands BN S4, BDE S4, Approving Authority, etc.)

c. All Garrison Agencies will receive the Inquiry Investigative Number (Block 2) from CPBO. CPBO will review the DD Form 200 for accuracy and correctness. The DOL Director will act as the Approving and Appointing Authority. If the Director of another agency is a GS-15 where the FLIPL falls under, then he/she will be the Appointing and Approving Authority. The Appointing and Approving Authority will coordinate IO support from PHRH owning Directorates.

d. The property book team will provide a document number for the PHRH TRADOC/Garrison and decrease all items.

e. The unit must submit a copy of the completed investigation (FLIPL) to CPBO once it is closed.

f. The discretion to direct an AR 15-6 of property worth is within the discretion of the Appointing Authority, it is mandatory for all controlled item with a "C" in the controlled item code system (DA PAM 708-3, para 3-5) and is highly recommended for investigation of property worth over \$100,000. The Article 15-6 investigation is conducted separately from the FLIPL.

### **7-3. Statement of Charges/Cash Collection Voucher (Chapter 12 of AR 735-5)**

a. The PHRH or designated representative prepares the DD Form 362, IAW paragraph 12-2d of AR 735-5.

b. The PHRH or designated representative prepares a minimum of six copies of the form. The individual responsible for the property lost or damaged signs and validates the form. The statement of charges is provided to the CPBO team for a document number in suspense. The PHRH or designated representative will then forward the statement of charges to the nearest finance office and return the document to the CPBO team for final processing.

### **Chapter 8. Purchase Request and Commitment (PR&C) Procedures (DA Form 3953)**

All sources of supply must be exhausted to include requests through the Supply Support Activity (SSA) prior to the initiation of a PR&C. The unit must validate and approve the funding for all requirements. The PR&C is processed through the individual unit, the approving authority, the CPBO team, and the Resource Management Office

a. The individual unit must have a valid installation property book account in order to process a PR&C.

b. The unit must validate if the supply/service request can be filled or resourced.

c. All PR&Cs for non-expendable property as deemed by the CPBO team must be shipped to a valid SSA and the individual requesting the property must be on the delegation of authority card (DA Form 1687).

d. The DD 250 must be completed by the unit and submitted to the nearest CPBO team.

e. The unit is responsible for closing the processing of the equipment by submitting the DD 250. The DD 250 is then used to post items or equipment on the unit's property book. The CPBO team will file the DD 250 over the original PR&C in the supporting document file.. The CPBO team will not support any PR&C requests from units with delinquent hand receipts.

### **Chapter 9. New System Fielding, Issue, and Tracking Procedures**

All system Program Managers (PM) and vendors must contact the fielding office at Fort Sill, to coordinate current and future equipment fielding.

a. The Fielding office will review all proposed fielding and develop equipment fielding training and distribution plan. The DSCP (Defense Supply Center Philadelphia) will not process a request for prime vendor services without an authorized CPBO document number. Once DLA has a validated request with a valid document number, they will then execute the request and forward the requirement to prime vendor for shipment and fill.

b. Once the US military unit receives the item requested, the unit will close out the document with the CPBO team. The US military unit will take the receipt of the property to the supporting CPBO team and close out the document from the suspense file. All non-expendable items received by the US military units will be posted to the installation property book. The receiving US military unit will have NLT 15 days to reconcile with the supporting CPBO team upon receipt of the property. The prime vendor will need to produce a voucher as a receipt for the item shipped to the US military units. The US military units must reconcile with the supporting CPBO team in order to continue to order through the DLA prime vendor program.

## Chapter 10. GOVERNMENT PURCHASE CARD AND GFEBs REQUEST

a. Government Purchase Card. GPC is the preferred method of procurement of items when the total amount of the purchase is within the micro-purchase threshold (\$3,000 or less). After the unit/activity's approving official has approved the purchase, the equipment can be purchased with the GPC (GPC purchases can be used anywhere that takes the Visa Credit Card). Upon receipt of the equipment the unit/activity, coordinates with the CPBO for the equipment to be picked up on the property book. Ensure all pilferable, non expendable property receipts are provided within five days to establish accountability IAW ARMY GPC Guidebook dated FEB 2012.

b. The General Fund Enterprise Business System (GFEBs) is used for purchases greater than \$3,000. The unit/activity initiates the PR in GFEBs and establishes the routing. The standard routing of the document shall include the unit/activities approving authority, (CDR, XO, S4, etc), budget (Fund Certification and Line of Accounting), CPBO (verification of authority and approval), (depending on location of unit/activity; Bay 1 ATTN: PBO UIC- Hirsch Road BLDG 2243, Fort Sill Oklahoma 73503). DOC will ensure any request for any equipment has a CPBO approval upon receipt of the GFEBs. If the GFEBs request was not routed through CPBO, DOC will "Reject" the document. The initiator will receive an automated e-mail message indicating their request was rejected. Once appropriate approval has been received in GFEBs, DOC will process the request. Upon receipt of the equipment, the unit/activity coordinates with the CPBO for the equipment to be picked on the property book.

## Chapter 11. WAREHOUSE PROCEDURES

The Consolidated Property Book warehouse is responsible for the initial receipt, storage, accountability and issue of supplies and equipment coming into the warehouse designated for established account holders. Only the hand receipt holders and their representatives (designated on DA Form 1687) are authorized to receive or turn-in supplies and equipment at the warehouse.

### Receipt Procedures:

a. Items coming into the warehouse from SSA, UPS, FED-EX and other carriers will be received by Warehouse personnel after an inventory and visual inspection are accomplished. Damaged equipment or other problem areas will be brought to the attention of the Property Book Officer.

b. All incoming items will be recorded on the Warehouse Activities Log. Receipt documents including serial number listing will be forwarded to the appropriate clerk for posting/processing and subsequent issue to the hand receipt holder. **NOTE:** Sensitive/Control items will be stored in the cage for added security until unit/agencies receives items upon verification.

### Issue Procedures:

a. Once the clerk has prepared the issue documents they will notify the hand receipt holder to pick up the equipment at the warehouse within 3 working days of notification; and annotate the date/time in the top margin of the issue document and forward to the warehouse.

b. Warehouse personnel will annotate the Warehouse Activity Log with the date/time the issue document was received at the warehouse and then attach the issue document to the equipment. The clerk will be notified by warehouse personnel if the equipment is not picked up within the 3 day time period.

c. Warehouse personnel will verify the identity of persons picking up equipment by checking the appointment orders and DA Form 1687 located in the warehouse files. A joint serial numbered inventory (if applicable) will be conducted and the issuer and receiver will sign the appropriate blocks of the 3161 receipt document to include supply action column, date, print name, and signature in blocks 13 and 15.

d. The original copy of the 3161 will be forwarded to the clerk with the first copy being provided to The receiver and the second copy being placed in the warehouse files with any other supporting Documents. The transaction will be recorded on the Warehouse Activity Log completing the issue. Warehouse personnel will assist with the load out of equipment.

#### Information Technology (IT) Equipment Turn-In Procedures

1. All account holders of the Consolidated Property Book Office should completely familiarize themselves with FRAGO 056 (IT Equipment Turn-In Process) to OPORD 004-10 (FCOE Campaign Plan 2010-2025) to include ANNEXES A and B dated 14 July 2010. This FRAGO is at the FCOE Share Point Portal. It outlines procedures for Fort Sill's TRADOC and Mission organizations to use for turning-in IT Equipment. The procedure will allow the best possible use/reuse of IT equipment throughout the entire lifecycle. NOTE: The word "computer" applies to desktops, notebooks and laptops. IT Equipment is also known as Automated Data Processing Equipment (ADPE). ADPE consists of computers, monitors, printers, scanners, and peripheral equipment. Does not include fax machines, phones, radios, televisions, projectors, and audio equipment.
2. Once the above requirements have been met; account holders will electronically submit an FS Form 657 (Request for Classification of Excess ADPE) to the Network Enterprise Center (NEC). The NEC, with input from the account holder and G-6, will determine if the ADPE is appropriate for the School Donation Program or if it should be turned in to the Defense Logistics Agency (DLA). NOTE: Instructions on what information is required on the FS Form 657 is on the form itself.
  - a. The NEC will annotate a Condition Code on each of the FS Form 657's and send them as e-Mail attachments back to the account holder and to a CPBO representative stating the ADPE is suitable for the School Donation Program or not. If not suitable, the ADPE will be turned in to the DLA through the CPBO warehouse.
  - b. Media clearing, purging, destruction and disposal procedures can be found on the NEC Share Point Site. All computers being turned in to the Property Book Warehouse or DLA must have DLA LABEL 2500 <http://www.dla.mil/dss/forms/Download.htm> (Certification of Hard Drive Disposition) filled out by the organization's Information Assurance Security Officer (IASO) and attached to the top of the computer. All classified Labels on the ADPE must be removed by the customer prior to turn-in. Computers slated for DLA can have the hard drives removed, purged, or degaussed. Computers slated for the School Donation Program must have the hard drives removed. Do not turn in hard drives to the CPBO Warehouse. Proper disposition of the hard drives are a customer's responsibility.
  - c. Once the account holder receives their FS Form 657's back from NEC stating School Donation eligible or not; a DA Form 3161 will be prepared from the data on the FS Form 657's and Hand Receipt and submitted electronically or in person to their Hand Receipt clerk. The Hand Receipt clerk, after receiving the 657's from the ADPE coordinator and the DA Form 3161

from the account holder will verify serial numbers, stock numbers and cross check to insure the data on the 657's match the data on the turn-in document DA Form 3161.

d. Once the clerk has verified all data for accuracy and resolved any problems associated with the turn-in request; they will initial off on the account holder's 3161 Turn-in document and forward it along with the E-Mail and 657's to the warehouse. At this point the account holder may contact the warehouse for a turn-in appointment.

e. Warehouse personnel will record turn-in appointments on the ADPE Turn-In Schedule and verify with the customer that all required actions have been completed (i.e., FS Label 24 attached to the top of the computers, hard drives removed for School Donation Program computers , etc.)

f. Upon turn in, warehouse personnel will verify the serial numbers on the equipment to match those on the Turn-in document to insure the equipment and paperwork is properly prepared, marked, and accounted for. Once that is accomplished, the issuer and receiver will sign the appropriate blocks of the 3161 Turn-in document to include supply action column, date, print name, and signature in blocks 13 and 15.

g. The original copy of the 3161 along with the E-Mail and 657's from NEC will be forwarded to the Hand receipt clerk with the first copy going to the account holder and the second copy being placed in the warehouse files along with any other supporting documents. The transaction will be recorded on the Warehouse Activities log completing the turn in.

#### **IT Equipment Turn-in Procedures (Non- Garrison Units)**

1. Turn-in procedures for Non- Garrison units turning in ADPE that has been deemed appropriate for the School Donation Program by the NEC will be the same as stated above. The following procedures will be taken for ADPE deemed not appropriate for the program.

a. Once the Hand receipt clerk has verified the data on the FS Form 657's, and cleared up any problems; the account holder will be notified to prepare DD Forms 1348-1 for DLA Turn-in. The account holder will bring the completed 1348's to the CPBO for Document numbers and the Property Book Officers signature. Once this is accomplished, the account holder can make an appointment with DLA for Turn-in.

b. After Turn-in to the DLA, the account holder will bring the original stamped copy of the 1348's back to the Hand receipt clerk in the Property Book Office.

9/5/2013

**X** Diana Small

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Diana Small

Consolidated Property Book Officer

**ANNEX A**

**Memorandums**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL**  
**2243 HIRSCH ROAD**  
**FORT SILL, OKLAHOMA 73503**

\_\_\_\_\_  
Office Symbol

\_\_\_\_\_  
Date

MEMORANDUM FOR: Consolidated Installation Property Book Officer, Directorate of Logistics, Fort Sill Oklahoma, 73503

SUBJECT: Authorization to Request and/or Receive Supplies for Primary Hand Receipt Number (\_\_\_\_\_)

1. Under the provisions of DA Pamphlet 710-2-1, I have elected not to designate an Authorized Representative to request or receipt for supplies from the Consolidated Property Branch or the Consolidated Property Book Warehouse.
2. I will submit all requests for supplies as the Primary Hand Receipt Holder (PHRH). I will also receive all issues made to my PHR from the CIPB Officer, or a designated representative, and conduct all turn in actions.
3. The original of this memorandum is to remain with a record copy of my PHR until revoked in writing. A copy will be retained in my unit/organization. DA forms 1687, Delegation of Authority, submitted prior to revocation of this memorandum in writing are to be returned without action to the undersigned.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHRH Signature Block



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL**  
**2243 HIRSCH ROAD**  
**FORT SILL, OKLAHOMA 73503**

REPLY TO  
ATTENTION OF

IMWE-SIL-LGS-PBO

October 27, 2010

**MEMORANDUM FOR: HAND RECEIPT HOLDER (Your office Symbol) (your DUIC, Activity name)**

**SUBJECT: Responsible Officer Statement**

1. I, \_\_\_\_\_, hand receipt holder for all the property identified on Primary Hand receipt (DUIC) both TDA and Installation, do understand and accept these responsibilities as the Responsible Officer under the provisions of AR 710-2, chapter 2, Para 2-10; DA Pam 710-2-1, Chapter 3, Section III, Chapter 5, Chapter 9, Para 9-5-1 and 9-10; and AR 735-5, Para 2-8, and Para 2-9.

2. I further specifically understand that I must conduct:

- a. Monthly physical inventory of all sensitive items issued and a semi-annual inventory of all CCI items issued, and that I will forward the results to the Installation Property Book Officer.  
(See paragraph 9-10, DA Pam 710-2-1)
- b. Conduct 10% cyclic physical inventories and provide results to the Property Book Officer in accordance with Installation Property Book Officer Directives.
- c. Annual (minimum) updates of my hand receipt unless directed by CPBO to conduct earlier, (no more than 6 months of the oldest change document)
  - 1. That under no circumstances, will property be accepted, released, loaned or given away to any element or individual outside area without prior approval from G4, or the Property Book Officer.
  - 2. That under no circumstances, will property be obligated, committed, or received without PBO required actions. That all local purchases for property book accountable items be processed through the CPBO for establishment of PB accountability and hand receipt responsibility.
  - 3. That, if the hand receipt holder is changing, a change of hand receipt holder inventory is conducted IAW DA Pam 710-2-1, Para 9.5.1 and that the CPBO will be notified immediately of changes in responsible Officers.

\_\_\_\_\_  
PRINTED NAME      /PHONE NUMBER

\_\_\_\_\_  
SIGNATURE / DATE



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL**  
**2243 HIRSCH ROAD**  
**FORT SILL, OKLAHOMA 73503**

\_\_\_\_\_  
PHRH office Symbol

\_\_\_\_\_  
DATE

MEMORANDUM FOR Consolidated Property Book Office, Attn: IMWE-SIL-LGS-PBO

SUBJECT: CPBO Accountability Reports

1. The inventories directed on this document were completed on \_\_\_\_\_. Inventories results are as follows (select as applicable):

A. Physical Inventory:

I conducted a Cyclic- 10% Physical Inventory, no discrepancies were found

I conducted a 100% Physical Inventory, no discrepancies were found

Discrepancies were found and noted on \_\_\_\_\_

B. Weapons by Serial Number and Ammunition Inventory:

Not Applicable

No Discrepancies

Discrepancies were found and noted \_\_\_\_\_

C. Sensitive Items Inventory:

Not Applicable

No Discrepancies

Discrepancies were found and noted \_\_\_\_\_

D. Excess Property:

Not Applicable

No Discrepancies

2. I have provided all receipts/documents to the CPBO for credit card purchases, Direct Delivery, or any other procurement received by me during this reporting period.

3. I have retained a copy of the inventories and this memorandum.

\_\_\_\_\_  
Responsible Officer/Primary Hand Receipt Holder  
(PRINT, SIGN & DATE)

\_\_\_\_\_  
Office Symbol

\_\_\_\_\_  
Date

MEMORANDUM FOR: Consolidated Installation Property Book Officer, Directorate of Logistics, Fort Sill Oklahoma, 73503

SUBJECT: Authorization to Request and/or Receive Supplies for Primary Hand Receipt Number (\_\_\_\_\_)

1. Under the provisions of DA Pamphlet 710-2-1, I have elected not to designate an Authorized Representative to request or receipt for supplies from the Consolidated Property Branch or the Consolidated Property Book Warehouse.
2. I will submit all requests for supplies as the Primary Hand Receipt Holder (PHRH). I will also receive all issues made to my PHR from the CPBO Officer, or a designated representative, and conduct all turn in actions.
3. The original of this memorandum is to remain with a record copy of my PHR until revoked in writing. A copy will be retained in my unit/organization. DA forms 1687, Delegation of Authority, submitted prior to revocation of this memorandum in writing are to be returned without action to the undersigned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHRH Signature



**ANNEX B  
FORMS**

**REFERENCE: DA PAM 710-2-1  
AR 735-5  
AR 710-2**

**DA FORM 1687- NOTICE OF DELEGATION OF AUTHORITY**

**DA FORM 2062- COMPONENT HR, ANNEX, SUB HR**

**DA FORM 2765-1 - ISSUE, FOI, TURN-IN**

**DA FORM 3161- LATERAL TRANSFER, CHANGE DOCUMENT, TURN-IN, RECEIPT**

**DA FORM 4949- ADMINISTRATIVE ADJUSTMENT**

**DD FORM 1348-1- ISSUE RELEASE/RECEIPT DOCUMENT**

**DD FORM 250- MATERIAL INSPECTION AND RECEIVING REPORT**

**DD FORM 200- FINANCIAL LIABILITY INVESTIGATION PROPERTY LOSS (FLIPL)**

**DD FORM 362- STATEMENT OF CHARGES/CASH COLLECTION VOUCHER**

**FS FORM 657- REQUEST FOR CLASSIFICATION EXCESS ADPE**