

Standing Operating Procedures for Consolidated Property Book Office  
Fort Sill, Oklahoma, 73503

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KAREN K. JORDAN

Director, Logistics Readiness Center-Fort Sill

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1. Proponent: ASCW-LSI-S-P, Property Book Officer, 580-442-6718.
2. Purpose: To provide all leaders an overview of the logistical requirements which 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.
3. Applicability: This standing operating procedure (SOP) will govern supply operations and management guidelines for all property book teams and all units/agencies supported by the Logistics Readiness Center- Fort Sill (LRC-Sill) Consolidated Property Book Office (CPBO).
4. Policies/References:
  - a. AR 25-1, Army Information Technology, 25 June 2013.

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- b. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 9 May 2013.
- c. AR 220-1, Army Unit Status Reporting and Force Registration—Consolidated Policies, 15 April 2010.
- d. AR 700-131, Loan, Lease, and Donation of Army Materiel, 23 August 2004.
- e. AR 708-1, Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment, 5 June 2006.
- f. AR 710-2, Supply Policy below the National Level, 28 March 2008.
- g. AR 725-50, Requisitioning, Receipt, and Issue System, 15 November 1995.
- h. AR 735-5, Property Accountability Policies (RAR 001), 22 August 2013.
- i. AR 750-1, Army Material Maintenance Policy, 12 September 2013.
- j. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 1 November 1998.
- k. DA Pam 25-1-1, Army Information Technology Implementation Instructions, 26 September 2014.
- l. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- m. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures, 30 September 1998.

5. Responsibilities, Duties and Procedures:

a. Property Book Officer (PBO):

- (1) Maintains 100% accountability of all property assigned to Fort Sill using approved DA web-based systems, maintain storage location accountability and asset visibility is the automated Global Combat Support System Army (GCSS-Army).
- (2) Communicates with intent of enforcing property accountability in accordance with (IAW) current regulations.
- (3) Proponent and systems administrator for GCSS-Army, including interface with other automated systems.

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(4) Provides policies and guidelines for accountability.

(5) Establishes procedures for accountability.

(6) Enforces the freezing of SLOC PHRH account when not in compliance with this SOP.

b. Asset Visibility Cell:

(1) Consolidates all weekly reports to include FLIPLs, Delinquency Reports (DRs), Unit Identification Code (UIC) Crosswalk, and data from the team managers and distributes these reports to the proper personnel.

(2) Researches data for the command.

(3) The asset visibility cell will be structured under the PBO, who submits all requests under each BDE/agency.

(4) 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 Consolidated Property Book Office (CPBO).

(5) Ensures 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.

(6) Monitors and validates all internal/external lateral transfers, Administrative Adjustment Reports (AAR), and asset adjustments in suspense.

c. Primary (SLOC PHRH). The SLOC PHRH is responsible for establishing and maintaining strict accountability for all property under their control. They should always be aware of property coming and going out of the AOR. The SLOC 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:

(1) The cyclic/semi-annual inventory is a 10%, 50% or 100% layout of equipment identified each month, quarterly, semi-annually; only the SLOC PHRH will authenticate cyclic, quarterly, semi-annual inventories. Serial numbers profile (SNP)

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updates during the inventory will require a submission of an administrative adjustment report (AAR) with a photo of the item.

(2) The monthly/quarterly sensitive items inventory is a requirement. This requirement cannot be waived and is due on the suspense date noted. The SLOC PHRH may delegate the inventory to be conducted by noncommissioned 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.

(4) The SLOC 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 months have been posted accurately.

(5) The SLOC PHRH must digitally sign the Commander's Memorandum from GCSS-A indicating the results of the inventory. All inventories will be posted in GCSS-A by the 20<sup>th</sup> of each month; and once submitted, it is the unit's responsibility to follow-up with the Property Book Office to ensure that there are no discrepancies. Failure to do so will result with the unit containing an "Active" inventory in GCSS-A; and a delinquent inventory.

(6) Notify and submit documentation to the CPBO team when the unit discovers property in their area of responsibility. The DA Form 2765-1 will be used to post all found on installation (FOI) property and only after specific and thorough research has been conducted through Logistics Information Warehouse (LIW) and GFEB (General Fund Enterprise Business System) purchase requests (PR).

(7) Provide guidance for establishing supply procedures, conducting supply operations, and safeguarding unit property.

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

(9) Ensure that all equipment is on valid accountability records.

(10) Ensure that delegation of authority cards DA FORM 1687's are submitted to the CPBO team.

(11) Ensure a copy of the assumption of command orders from the Company Commander/Director of the supported unit or responsibility orders for a SLOC PHRH are submitted to the CPBO team prior to assuming responsibility for property.

(12) Ensure all hand receipts and inventory procedures are followed.

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(13) The SLOC PHRH's (FCOE organizations) will provide an ERC-"A, P" validation Memorandum for Record (MFR) for submission into GCSS-A.

(14) The SLOC PHRH's will provide a signed Equipment Category Code (ECC) Memorandum for Record for submission into GCSS-A.

(15) Use the Storage Location to record acceptance of and responsibility for assigned property and check Storage Location for accuracy.

(16) Must ensure that procedures for storage of property, to preclude damage, theft, and/or pilferage have been incorporated.

(17) Ensure storage location shortage annex are prepared at the unit level and validated for all Bill of Material shortages using DA 2062 IAW DA Pam 710-2-1.

(18) Comply with and/or request stock transfer order directives of excess property book items from the PBO.

(19) Review T-Code ZBOMCHG within GCSS-Army, DA Pam 25-30 or <https://www.logsa.army.mil/etms/online.htm> to ensure the most current related publications and Bill of Materials lists are used during inventories. A copy of this report is required with the submission of month cyclic, sensitive item, and any inventory generated by the PBO.

(20) Use proper procedures in conducting inventories IAW DA Pam 710-2-1, chap 9 and review T-Code ZBOMCHG for updates.

(21) All property should be received and processed at BLDG 2243 Hirsch Road Bay 1; in the event it isn't, immediately send original signed receipt document to the PBO in order to complete the Post Good Receipt of all non-expendable property received.

(22) Ensure all authorized equipment and bill of materials are on-hand or on-order.

d. Appointment as Primary Storage location holder (SLOC Manager): Appointment of a SLOC PHRH will be IAW AR 710-2.

(1) Individuals filling a position designated as "commander" of an MTOE or TDA unit/organization will be the designated SLOC PHRH. Individuals designated, as "commander" will provide a copy of the assumption of command orders, in lieu of an appointment memorandum, to the PBO.

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(2) Upon appointment as a SLOC PHRH by the Director of a TDA organization, a copy of the appointment memorandum will be provided to the PBO. Individuals designated/appointed as TDA Primary Storage location holder will occupy a major TDA paragraph line number (i.e.: 413A 01; 450C 01).

(3) A copy of the assumption of command or appointment memorandum will be filed with the Primary Hand Receipt (PHR). An Assumption of Command will be on unit letterhead and include a statement to this effect: "The undersigned assumes command of (complete unit designation and unit identification code (UIC), effective (time/date)". Parent UIC, SLOC, DODAAC (CLASS of Supply). The signature block will have Name, Grade, Branch, and position (Commanding).

(4) When the appointing authority for TDA/installation SLOC PHRH changes, the incoming appointing authority, is required to provide a new appointment memorandum; and notify CPBO 30 days prior to departure. Commanders or directors who allow a current SLOC 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.

e. 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:

(1) Conduct all required prerequisite and NET training to gain access to GCSS-Army. These certificates will be routed through your BN S4s to the S4 Access Administrator for Unit Level Supply Roles. Become proficient in the area of supply and become the principal advisor to the unit commander.

(2) Receive all documents from their CPBO team.

(3) Conduct all transactions for the unit commander/SLOC PHRH.

(4) Receive the inventories from the CPBO team on the first of each month and return a digital signed copy of the cyclic inventory, sensitive items inventory (quarterly-sensitive, if applicable), hand receipt, and Commander's Memorandum to the CPBO team NLT the 25th of each month (unless an extension has been granted-not for sensitive); after posting to GCSS-A (20<sup>th</sup> of each month). All digital signed inventories may be sent to the CPBO team via email by the suspense date.

(5) Print Inventory Count Sheets (ZMI21)

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(6) Execute the automated inventory counts using SBWP within GCSS-Army. Unit Commanders are still required to conduct the physical inventory IAW AR 710-2 while using procedures outlined in DA Pam 710-2-1.

(7) Enter counts into GCSS-Army SUS: 20<sup>th</sup> of each month (MI04)

(8) Review count differences (MI20)

(9) Check with CPBO for discrepancies after posting inventories in GCSS-A.  
Note: Sensitive items inventory will be conducted IAW regulation.

(10) Assist in monitoring the account. Ensure that all items purchased that require property book accounting are posted on the property book.

(11) Report any FOI property to the CPBO team immediately. The CPBO team will require disposition instructions for all FOI property.

(12) File all supporting documentation in accordance with (IAW) ARIMS.

(13) Ensure the proper care, custody and safekeeping of all government property within their organization/unit.

(14) Ensure the security of all unit property whether it is in storage or in use.

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

f. 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.

(1) SAAR requests for GCSS-A DD FORM 2875- System access will require the correct information into GCSS-A. The User Name, Position ID, Position Description, Personnel number signed by the Commander or next supervisor. All incomplete submissions will be rejected.

g. Establishment of an Account. The commander/SLOC PHRH must contact the CPBO and provide the following documents in order to initiate a Property book account.

(1) UIC (Parent) and DODAAC (PBO CL VII).

(2) Assumption of Command/SLOC PHRH responsibility orders.

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(3) Delegation of Authority card (DA Form 1687) to sign for and turn-in equipment or Memorandum from SLOC PHRH electing not to designate representatives IAW DA PAM 710-2-1 par 2-32.

(4) Once the account is established the hand receipt holder must use the account within 30 days or it will be deleted.

h. Use of Urgency of Need Designator (UND) and Priority Designators (PD):

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

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

(3) 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.

(4) 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.

(5) 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.

(6) "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. These will only be approved by the SSA Accountable Officer.

i. Delegation of Authority:

(1) All Signature Cards (DA Form 1687) must meet the dual signature requirement, handwritten and digital. Legible photocopies of originally prepared, dual signed, DA Form 1687 are valid for the issue and turn-in of equipment and supplies by the responsible issuing authority, once the authorized representative's identity has been verified by comparing their current U.S. Government identification CAC card with the dual signed DA form 1687. The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive/issue general



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distribution and information from/to the Consolidated Property Book Office are the Commanders/SLOC PHRH and those individuals identified on the signature card. Commander/SLOC PHRH should limit the number of personnel authorized to perform these functions.

(2) A SLOC PHRH may designate subordinate individuals within his/her direct line of supervision to request and/or receive supplies from the Consolidated Property Book Office Warehouse (CPBOW). When a SLOC 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 SLOC PHRH, or assumption of command memorandum. Additions to, or deletions from, DA Form 1687 are the responsibility of the SLOC PHRH. DA Form 1687 will be completed IAW DA Pam 710-2-1.

(3) Organizations with contractors without a Common Access Card (CAC), will prepare a separate DA form 1687 with only hand written signatures. The contractor DA form 1687 will be transmitted via scanned PDF to the supporting CPBO. The DA Form 1687 will be annotated with "CONTRACTOR" in the authorized personnel Block following their name.

(4) GOVERNMENT FURNISHED PROPERTY (GFP): Use of the DA Form 1687 does not apply to GFP. Property included in Annex J (Equipment Annex) of a contract may only be issued using the DD Form 1149, Requisition and Invoice/Shipping Document; DD Form 250, Material Inspection and Receiving Report; or DD Form 1348- 1A, Issue Release/ Receipt Document. (Federal Acquisition Regulation (FAR) Part 45, Government Property; AR 735-5)

(5) Units, organizations or activities conducting business with the CPBO or CPBOW will NOT use DA Form 5977, Authorization Card.

(6) If a SLOC PHRH does not delegate the authority to request and/or receive supplies then only the SLOC PHRH is authorized to submit requests for supplies, receipt for supplies, request adjustment actions, request or receive copies of his/her hand receipt. The DA form 1687 must state "The authority to: Turn-in & receive Class II, IV, and VII equipment.

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

(8) UNIT IDENTIFICATION CODE (UIC)/DODAAC: DA Form 1687 will include all UICs associated with the delegation of authority to include parent and derivative UICs and Class VII (PBO) DODAAC.

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j. Fund Certifications:

(1) Management and certification of funds rests with the responsible Budget Office or Funds Manager. The PBO has no authority to control or independently commit funds of customer units, organizations or activities.

(2) 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 SLOC PHRH.

(3) The initiating SLOC 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 SLOC PHRH is recognized by the automated system when initiating a requisition for supplies.

(4) Questions regarding commitment of funds, funds obligation or funds management are to be directed to the appropriate fund manager located at the unit's resource management office. The CPBO tracks request, receipt, issue, accountability and turn in of supplies or equipment, not funds obligation or commitment.

k. Standard NSN Request:

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

(2) 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 is required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

(3) Entries identifying the SLOC 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 PBO.

l. Request with Exception Data and Non-Standard NSN Request:

(1) 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.

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(2) Document Identifier Code (DIC) use will be IAW DA PAM 710-2-1 provided by AESIP (Army Enterprise Systems Integration Program)/SLAMIS (SSN-LIN Automated Management & Integrating System) request.

(3) 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:

Block A: Enter the appropriate Supply Support Activity (i.e.: LRC-Sill, RACH)

Block L: Appropriate FC or APC.

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.

"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) "High Priority" requests will conform to the requirements of this SOP.

j. 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.

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

l. Cancellation Procedures: SLOC 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.

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

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(1) 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. Use <http://www.heraldry.army.mil/>

(2) For replacement issue, the item must be certified unserviceable by the commander indicating the item has been classified as nonrepairable, unserviceable or not fit for service, "replacement is required due to fair, wear and tear".

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

(4) 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.

(5) 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 required streamers. <http://www.heraldry.army.mil/>

(6) 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, guidon 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. **NOTE: All local purchase requests need to be approved by the BDE S-4 prior to submission to the CPBO.**

m. Loan/Lease Equipment: Army materiel may be loaned to Army activities and other DOD activities for temporary and nonrecurring requirements that support basic functions of the borrowing activity. Examples are field exercises, maneuvers, and training exercises, including annual training of Reserve Components. These loans will be granted to Accountable Property Book Officers only, for up to 1 year, 2 years for historical property. AR 700-131 governs the lease/loan of Army property. AR 710-2 and DA Pam 710-2-1 govern the receipt, accounting and disposition of loan equipment. These loans will be accounted for on the property book as PBIC 6 and will process through the PBO to Tank-automotive and Armaments Command (TACOM) for approval.

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n. Found On Installation (FOI): Upon discovery, all "FOI" property is to be immediately reported to the appropriate AO.

(1) If the unit, activity or organization has a requirement and authorization for the FOI item, take the following actions.

(a) Prepare a DA Form 2765-1 (see ANNEX B) 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.

(b) Forward the completed DA Form 2765-1 to the CPBO for editing. If the PBO 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.

(c) 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.

(2) 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.

o. Defense Logistics Agency Disposition Services (DLA Disposition Services):

(1) Withdrawal from, and turn in to DLA Disposition Services is governed by AR 735-5, AR 710-2, and DA Pam 710-2-1.

(2) Units, organizations and activities supported by the CPBO will not request supplies/equipment directly from DLA Disposition Services. All requests for supplies/equipment to be withdrawn from DLA Disposition Services will be processed through the appropriate AO to the SSA that normally supplies the supplies/equipment (i.e., NEC, DPW, MEDDAC, etc.). Units supported by the CPBO will process requests for issue from DLA Disposition Services through normal supply channels. All nonexpendable property will be accounted for on the property record and added to the appropriate PHR. Funds will not be expended on supplies withdrawn from DLA Disposition Services.

(3) To request withdrawal of supplies/equipment from DLA Disposition Services the requesting SLOC 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

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organization or director of the activity will authenticate the request by signing above his/her signature block (which 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."*

(4) 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.

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

(b) 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 SLOC PHRH will take the documented DA Form 2765-1, with DRMS Form 103 attached, to the Material Management Unit (MMU), Supply Support Activity. The MMU will prepare and document a DD form 1348-1, Issue Release/Receipt Document.

(c) The MMU will retain copies of the DA Form 2765-1 and DD form 1348-1. The requesting SLOC PHRH will hand-carry the completed forms to DLA Disposition Services (formerly DRMO) to pick up the item(s).

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

(e) Turn Ins. No items regardless of serviceability will be turned in to DLA Disposition Services (formerly DRMO) 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 PBO from directing the unit/organization to turn in scrap to DLA Disposition Services (formerly DRMO). 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 DLA Disposition Services 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.

(f) Prior to receiving document numbers from CPBO, customers will comply with the required DEMIL codes listed in AESIP/FEDLOG and have a confirmed appointment email, memo, etc. with DLA. Once the appointment has been confirmed, the DD form 1348-1 will be edited and verified by CPBO, it cannot be altered or changed by the unit or DLA representatives.

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(g) Primary HRH will schedule an appointment with CPBO 5 days prior of turn in date. If all the quantities on the 1348-1 cannot be turned in, this will result in on the whole transaction being cancelled.

(h) Turn in to DLA Disposition Services is not considered an emergency or a priority action.

(i) Requests for a withdrawal from DLA Disposition Services meeting the 5 working day lead time will be authenticated by using the appropriate procedures for a high priority request IAW this SOP.

(j) 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

(k) 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. Turn-in documents need to be sent back to CPBO for posting within 5 (five) days of receipt date. If the copy is not turn-in within 15 working days of the issue document Julian date, the transaction will be cancelled and returned to the main SLOC.

6. Hours of Operation: The Consolidated Property Book Office and Consolidated Property Book Office Warehouse 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 locations are locked at 1800 each duty day. **Appointments with the Supply Technician managing the primary hand receipt will have to be scheduled for PB transactions.**

a. Consolidated Property Book Office (CPBO):

(1) Monday - Friday, (except for Federal Holidays) 0730 -1130 and 1230 -1600 **SOLDIERS AFTER 0830**. Closed Thursday mornings. Closed 1<sup>st</sup> working day of the month (Cyclic/Sensitive Inventories).

(2) Appointments will be scheduled to conform to the hours of operation.

(3) All transactions will be processed within 3 days from date of receipt.

ASCW-LSI-S

SUBJECT: Standing Operating Procedures for Consolidated Property Book Office, Fort Sill, Oklahoma

7. Customer Service:

a. Documents dropped off for signature or document numbers will be available for pick up within 3-5 working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the PBO. All improperly prepared documents will be returned immediately to the unit representative for corrective actions.

b. At a minimum, Primary Storage location holders (SLOC PHRHs) will bring the original and three copies of lateral transfers, statements of charges, turn-in and receipt documents (DD FORM 1348-1As) and Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200 with DA Form 7531 FLIPL Checklist) to the CPBO.

8. Inventory Procedures: The commander/SLOC PHRH during the Transition of Authority (TOA) and change of command will be given 30 days to complete the 100% inventory. All CoC briefings will be schedule during the 1<sup>st</sup> -5<sup>th</sup> of each month. The commander/SLOC PHRH must sign the hand receipt on the completion of the change of command not to exceed 30 days. The commander/SLOC PHRH must inventory all major end items by serial number and must sign the hand receipt at the end of the inventory. Inventory counts must be posted in GCSS-A with all discrepancies taken care of before the MAT-SIT HR is printed. Whenever possible notify the CPBO team NLT thirty days prior to the change of command/SLOC 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 AARs that include NSN and serial numbers changes. Turn-ins will not be allowed during the CoC inventory.

a. Outgoing Commander/Primary Storage location holder (SLOC PHRH) Responsibilities:

(1) Contact the CPBO team immediately upon notification of change of responsibility and CoC/SLOC PHRH briefing.

(2) Conduct pre-inventories to ensure accountability of items.

(3) Close out all open suspense' to include lateral transfers, AARs, etc.

(4) Reconcile all open Purchase Requests and Commitments (PR&C).

(5) Submit material receipt documentation (DD 250) if necessary for property received.

(6) Reconcile all open prime vendor requests.



