



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD
954 WILLIAM H. WILSON AVENUE
FORT STEWART, GEORGIA 31314

DOL-S&S-IPBO-EXTERNAL
Revision 00

April 09

IMSE-STW-LG

MEMORANDUM FOR Installation Property Book Supply Technician's

SUBJECT: External Standard Operating Procedures (SOP) Installation Property Book

1. Purpose. To outline procedures for the operation of the Installation Property Book Office (IPBO). This SOP is applicable to all units, tenant units, and activities assigned or attached to Fort Stewart/HAAF and supported by the IPBO. Only non-deployable assets will be accounted for on the Installation Property Book. Organizational property, which is deployable, will be accounted for on a separate property book.

2. References.

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 15 Nov 06.
- b. AR 700-139; Army Warranty Program, 7 Oct 05.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 08.
- d. AR 725-50, Requisition, Receipt, and Issue System, 15 Nov 95.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- f. AR 735-11-2, Reporting of Supply Discrepancies, 6 Aug 01.
- g. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 Aug 93.
- h. DA PAM 708-3, Cataloging Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (AB 700-20), 15 Oct 00.
- i. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- j. Property Book Unit Supply Enhanced User Manual

3. General. The IPBO mission is to provide accountability for all Installation property of supported units, to provide assistance to Hand Receipt holders in accounting for signed property, to acquire authorization for and order required items utilizing the Property Book Unit Supply Enhanced System (PBUSE) and to store and issue items in accordance with unit's authorization and mission.

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4. Responsibilities. The property book is a formal accounting record of all nonexpendable and expendable reportable property authorized by TDA or other authorization documentation either on hand or on requisition. The property officer, will be accountable for this record as appointed in writing. The property book will be kept IAW AR 710-2; Chapter 1; Para. 2-1, DA PAM 710-2-1, Chapter 4 and AR 735-5, Chapter 2.

a. The IPBO will:

(1) Establish, maintain and post changes to PBUSE hand receipts for supported units. Provide semi-annual hand-receipts, cyclic hand receipts and sensitive item inventory to supported units.

(2) IAW applicable regulations, determines what property is accountable.

(3) Establish procedures for the functioning of the Installation Property Office.

(4) Provide guidance on Financial Liability Investigations.

b. The Primary Hand Receipt Holder (PHRH) responsibilities are as follows:

(1) Coordinate with the IPBO to ensure all property authorized for their activity by Modified Table of Organization and Equipment (MTOE), Table Distribution Allowance (TDA), or Stock Catalog/Technical Manual (SC/TM), is either on hand or on requisition. Edit requisitions ensuring appropriate management data is entered.

(2) Request disposition for equipment no longer required for mission accomplishment.

(3) Ensure that all equipment approved or designated for turn in by proper authority is processed through the Property Book Office, and then to the appropriate Supply Support Activity (SSA) or Defense Reutilization and Marketing Service (DRMS).

(4) Ensure compliance with procedures in AR 710-2, Table B-1 (Command Supply Discipline Program).

(5) Ensure that supplies and equipment are picked-up from the SSA within three days of notification. High priority items or requests requisitioned off line (02 and 05) must be picked up within 24 hours. Ensure that government property is properly safeguarded, and sub-hand receipted to user level where applicable.

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(6) Ensure hand receipt transaction, adjustments, and inventories are accomplished within the time limits established by the Property Book Office.

(7) Ensure inventories are properly conducted IAW DA PAM 710-2-1, Chapter 9. All hand receipts will be updated, inventoried, signed and dated every six months. It is the responsibility of the PHRH to ensure that all the sub-hand receipts are updated prior to the actual IPBO hand receipt inventory.

5. Accountable Property.

- a. All property authorized by MTOE, TDA, CTA or other authorization document.
- b. All the property described in AR 710-2, Para 2-5.
- c. Organizational colors, national flags, foreign flags, state flags, and streamers, regardless of cost.
- d. Any property determined by the commander or IPBO.
- e. Durable property is personal property that is not consumed in use and may not require property book accountability, but requires control when issued to the user. These items include office furnishings (supply class 7110, 7125, 7195) with a value of less than \$5,000.00, microwaves, refrigerators, buffers, vacuum cleaners, and kitchen equipment. Hand receipt accountability must be maintained at unit/user level for these items.

6. Location and Operating Hours.

- a. IPBO operating hours are Mon - Fri, 0730-1600.
- b. The IPBO is located at 1624 W. 6th St, Bldg 2916, FSGA.

7. Requisitioning National Stock Number (NSN) Items.

- a. For standard items, the PHRH will prepare a DA Form 2765-1 (Request for issue or turn-in) with all required information to include NSN, nomenclature, authority, unit of issue, quantity, unit price and total price, APC and Fund code. IPBO will assign a document number and submit the requisition into SARSS.
- b. For non-standard items, the PHRH will prepare either DA Form 3953 (Purchase Request and Commitment) or DD Form 1348-6 (Single Line Item Requisition

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System Document). The form must contain the description of supplies or services, NSN or part number, source of supply, point of contact, company name and phone number for suggested vendor, authorization, quantity, unit price, total price, fund cite/cost center, and signature of budget personnel. The document must also include the signature of the requestor and the approving authority. After verification of accuracy and completeness, the IPBO will assign a document number. All locally purchased property will be accounted for using the same procedures as standard property.

8. Primary Hand Receipt Holders (PHRH).

a. PHRH must be a GS-5 or E-5 or above. The PHRH will be appointed on orders by the organization commander. For civilian agencies the PHRH will be appointed by the Agency Chief or Director.

b. The incoming PHRH must complete the inventory with the outgoing PHRH within 30 days of assumption of duties or before the outgoing PHRH departs. The PHRH will receive a hand receipt listing from the IPBO to accept responsibility and record all property assigned to his/her organization. By signing the Hand Receipt, the PHRH accepts responsibility for that Government Property (AR 710-2).

c. In the event an outgoing PHRH cannot be present, the next higher commander/activity Chief will ensure the PHRH interests are protected by appointing a disinterested officer who will remain until the incoming PHRH assumes responsibility. The officer appointed to protect the interests of the outgoing PHRH will accept temporary responsibility for the property. An inventory of property by the disinterested officer and incoming PHRH must again be accomplished within 30 days.

d. The IPBO will retain the original signed copy of the hand receipt. The hand receipt holder will keep one signed copy of the hand-receipt listing. The hand-receipt is an official document subject to inspection. Please do not write on it (exception signature and date).

e. The PHRH is authorized and highly encouraged to sub-hand receipt property down to the user level. Use procedures in DA PAM 710-2-1 to sub-hand receipt property. However, the PHRH cannot delegate their command or supervisory responsibility as defined in AR 735-5.

f. Keep hand receipts current and updated.

(1) Ensure that hand receipt holders are aware that all property needs to be secured upon deployments, TDY or leave. In the event of absences beyond 30 days it

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is recommended that a temporary PHRH assumes responsibility for all property. Perform a joint inventory prior to and upon return.

(2) Transfer property responsibility for installation property prior to leaving the unit.

(3) Obtain a signed hand receipt from the successor.

9. Notice of Delegation of Authority, DA Form 1687/Assumption of Command Orders. Hand Receipt holder must authorize and designate personnel to sign for, turn in and receive Installation/TDA equipment and supplies. A current DA Form 1687 (Enclosure 1) and Assumption of Command/Appointment orders (Enclosure 2) must be on file at IPBO. Processing of Hand Receipt transactions will not be accomplished until a valid DA Form 1687 and Assumption of Command /Appointment orders are received.

10. Receipt and Issue Procedures. Only hand receipt holders will be authorized to receipt for supplies unless there is a current Notice of Delegation of Authority (DA Form 1687) at the IPBO and the warehouse activity. The hand receipt holder assumes full responsibility for all supplies receipted for by his/her authorized representative. DA Form 3161, DA Form 2765-1 and DD Form 1348-1 will be used for issue and receipt of property in the IPBO.

11. Inventories.

a. IPBO will notify PHRH when inventories are required. Inventories are required semi-annually or six months after change documents are processed.

b. All hand receipts will be updated, inventoried, signed and dated every six months. It is the responsibility of the PHRH to ensure that all the sub-hand receipts are updated prior to the actual IPBO hand receipt inventory. The hand receipt will be sent out on the third of each month, or as required to include Change of Command inventory and must be signed and returned by last day of same month. Failure to do so will cause the unit's accounts to be frozen until receipt of signed hand-receipt.

c. Sensitive item inventories are required monthly for all weapons and ammunition and for all non weapons and ammunition. Only units with sensitive items will receive this report (AR 710-2, Table 2-2; para. J).

d. The preferred method for delivering hand receipt updates is by electronic e-mail. Hand receipts that cannot be sent as email will be sent out by US mail or official distribution.

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- e. Notify IPBO of any discrepancies in writing.

12. Government Purchase Card Purchases.

- a. Any item purchased on the Government Purchase Card (GPC) must be authorized for that unit/organization. Prior to submitting a local or credit card purchase, the commander/approving official is responsible for verifying the need for the local purchase and for signing the request. Documentation from the purchase will be sent to the IPBO within one working day of receipt. No equipment will be posted to hand-receipts without knowledge of the PHRH.

- b. Authorization normally comes from CTA 50-909, TDA, or special authorization. Purchasing unauthorized items on the credit card is mismanagement of funds.

- c. Per AR 710-2, "All local purchases are processed through the IPBO." Additionally, "after receipt of property purchased, the ordering officer provides the IPBO copies of all receipt documents to establish property accountability."

- d. All Directorate of Contracting procedures and guidelines will be followed, without exceptions. The Army Warranty Program is a command responsibility. Chief/supply managers and GPC card holders at all levels must be aware of the objectives and goals of this program and ensure their respective organization is in compliance with the programs outlined in AR 700-139, Army warranty Program.

- e. Acquired warranties will be compatible with standard Army systems (supply, maintenance, and associated Standard Army Management Information Systems (STAMIS)).

13. Removal of Requisitioned Defense Reutilization and Marketing Services (DRMS) Property.

- a. Ensure that the item is authorized for requesting unit/activity.

- b. Prepare a DA form 2765-1 and obtain a document number from the IPBO.

- c. Equipment procured through DRMS should be environmentally sound.

- d. Return the original receipt to the IPBO within one working day of receipt of equipment.

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14. Turn-in Procedures.

a. The unit /customer must prepare a DD Form 1348-1 for each individual NSN. The Unit Identification code should be in block 27. IPBO will assign a document number to the DD Form 1348-1.

b. Small Computers also require removal of the hard drive and placement of a label on both the DD Form 1348-1 and the CPU stating "empty". Additionally, a certificate of hard drive disposition needs to be attached, and the 1348-1 must be returned to IPBO to remove the item from the property book.

c. Mobile equipment must be inspected by a maintenance activity to determine condition of equipment. The unit /customer must present a completed DA form 2407 (Work Request), signed by the technical inspector along with the DD 1348-1.

15. Turn-in Procedures Controlled Cryptographic Item (CCI) Equipment.

a. Inoperable CCI equipment must be technically inspected prior to turn in on a DA Form 2407.

b. Garrison/Non-Deployable units with inoperable STU-III phones will turn them into the DCMO, Bldg 1302, phone 767-5066 to be technically inspected for turn-in.

c. Once the inspection is completed, the STU-III will be brought to IPBO with a prepared DA Form 3161 prepared to transfer accountability.

16. Actions Required for Lost, Damaged or Destroyed Property

a. Upon determination that government property has been lost, damaged, or destroyed, the individual responsible for the property at the time must report the circumstances to his/her supervisor and the PHRH.

b. An adjustment document must be prepared immediately upon determination that an item has been lost, damaged, or destroyed. To determine the appropriate adjustment documents, refer to AR 735-5, Chapter 12.

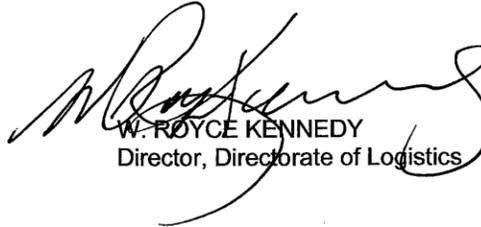
c. Financial Liability Investigations of Property Loss (DD Form 200 and DD Form 7531) must be submitted to the Property Book Office IAW AR 735-5, Chapter 13. Financial liability investigations will be initiated within five calendar days and submitted no later than 15 calendar days after the date of discovery. The paperwork will be hand carried to Building 2916 and taken to the Installation Financial Liability Officer for an

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e. All payments by individuals for lost, damaged or destroyed property will be governed by regulations, inter service agreements, or contract as determined by competent and legal authority.

17. The IPBO may be contacted at 435-0051, 435-0154 or 435-0226.



W. ROYCE KENNEDY
Director, Directorate of Logistics

DISTRIBUTION:

IPBO

Chief, Supply and Services, DOL

Chief, Operations Branch, DOL

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NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE
ORGANIZATION RECEIVING SUPPLIES 1st FSB					LOCATION Fort School, VA
AUTHORIZED REPRESENTATIVE(S)					
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Smith, Adam J.	X	Yes	Yes	<i>Adam J. Smith ASS</i>	
Birch, John A.		Yes	No	<i>John A. Birch M/S</i>	
Jones, Alonzo L.		Yes	No	<i>Alonzo L. Jones M/S</i>	
Perez, Pedro M.		Yes	Yes	<i>Pedro M. Perez M/S</i>	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Request and receive Class 2, 4, 7, and 9 supplies as shown above.					
REMARKS Installation Supply Division					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WA3HAA			DODAAC/ACCOUNT NUMBER W80THE		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
ROJAS, COOKE E.	CPT	(804) 687-9988	25 May 97	<i>Cooke E. Rojas</i>	
DA FORM 1687, JAN 82			EDITION OF DEC 87 IS OBSOLETE.		USAPPC V1.00

Figure 2-14. Sample of a completed DA Form 1687

Legend for Figure 2-14;

Completion instructions by block number for DA Form 1687

(1) **Date** Enter the calendar date the form is prepared.

(2) **Organization receiving supplies** Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.

(3) **Location** Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S) Section

(4) **Last name - first name - middle initial** Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.

(5) Enter "not used" on next available line when all lines are not used.

(6) (REQ) Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".

(7) **Signature and initials** Enter the signature and initials of authorized representatives.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

(8) Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.

(9) **Remarks** Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.

(10) **Unit identification code** Enter the assigned unit identification code.

I ASSUME FULL RESPONSIBILITY Section

DODAAC/Account Number

(11) Enter the unit DODAAC and any locally assigned account number.

(12) **Last name - first name - middle initial** Enter the name of the responsible person.

(13) **Grade** Enter the grade or rank of the responsible person.

(14) **Telephone number** Enter the office telephone number of the responsible person.

(15) **Expiration date** 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.

(16) **Signature** Enter the signature of the responsible person.

Note. All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

DEPARTMENT OF THE ARMY
XX COMPANY XX BATTALION
CAMP LOCATION, KOSOVO
APO AE 09340

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Assumption-of Command

1. By authority of AR 600-20 paragraph 3-4 the undersigned assumes command of XX Company, XX Battalion, Camp Location, Kosovo APO AE 09340 effective (date).
2. Authority: AR 600-20, paragraph 3-4.
3. Special Instructions: None.
4. Point of contact is RANK/LAST NAME @ 78X-XXXX.

(FIRST, M, LAST
CPT, BRANCH
Commanding

Example of Commander's
Assumption of Command Orders

NOTE: Not to state