

USAR Pamphlet 710-2

Inventory Management

**Army Reserve
Material
Management
Procedures**

**Department of the Army
Office of the Chief, Army Reserve
Washington, DC 20310-2400**

SUMMARY OF CHANGE

USAR Pam 710-2
Army Reserve Material Management Procedures

This is the initial printing of this pamphlet, dated 1 October 2009

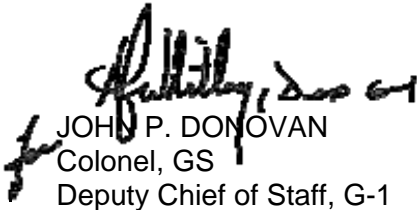
- Establishes procedures for material management from the initial procurement until removal from the Army asset inventory.
- Introduces the Material Management Team (MMT) concept.
- Identifies inventory requirements and stipulates the sequence for conduct of those inventories.
- Clarifies lateral transfer and turn-in of major end item equipment procedures.
- Identifies web based logistic support tools for use by material managers in performance of duties.
- Provides procedures for Change of Responsible Officer Inventories (CoROI).
- Establishes basic procedures for processing Financial Liability Investigation for Property Loss within Army Reserve units.
- Prescribes procedures for quarterly reconciliation of Primary Hand Receipts (PHRs).
- Details procedures for Sensitive Item inventories.
- Provides guidance of management of excess within US Army Reserve (USAR) units.
- Identifies material management requirements for rear detachments during mobilization.
- Authorizes units to build Property Book Unit Supply Enhanced (PBUSE) headers and place equipment against authorizations during the 24 month period prior to activations, i.e., carrier status.
- Prescribes minimum procedures to support inactivating units.
- Sets a standard for use of Equipment Concentration Site (ECS) Codes in PBUSE to account for property stored at each ECS Storage site.

Inventory Management Army Reserve Material Management Procedures

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History. This is the initial printing of USAR Pamphlet 710-2.

Summary. This pamphlet outlines procedures for the management of all government owned property from the initial requirement, and procurement, to the complete accounting life cycle.

Applicability. This pamphlet applies to all units, activities and commands subordinate to the USARC that have property authorized by MTOE, TDA, or Common Table of Allowance (CTA).

Proponent and exception authority. The proponent of this pamphlet is the DCS, G-4. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation.

Army management control process. This pamphlet does not contain management control provisions.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, USAR (ARRC-LG), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Distribution: This publication is available in electronic media on the USARC Intranet website at <https://usarcintra> and on the Army Reserve Component portion of the Army Knowledge (AKO) website. This pamphlet is intended for command level A, B, and C. Local reproduction is authorized.

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Glossary

1. Purpose

This pamphlet identifies procedures for conducting material accountability tasks within the US Army Reserve (USAR). It designates various points of responsibility for material accountability and the methods for formally appointing those individuals to perform these duties. It provides guidance on how to request, receive, account for, and issue supplies or equipment. This pamphlet introduces the USAR Material Management Team (MMT) as an official entity of the property accountability team and identifies their responsibilities. The MMTs, where available, represent a temporary augmentation to the staff for competent property accountability tasks. Responsibility and accountability remain with the commander, their staff, property book officers (PBOs) and hand receipt holders. If MMT support is discontinued, responsibility reverts to unit personnel. It identifies logistics support systems that are unique to the Army Reserve, their functional capabilities and areas of support provided by each system. This pamphlet provides information to assist responsible individuals in the performance of the material accountability mission.

2. References

Required and related publications are listed in Appendix A.

3. Explanation of abbreviations

Abbreviations used in this pamphlet are explained in the glossary.

4. General

a. This pamphlet establishes basic operational procedures for the daily conduct of material management activities within the USAR. The USARC G-4, Distribution Operations Center (DOC), is the executive agent for management of equipment resources within the USAR. As the responsible agent for these resources, the DOC is responsible for management of equipment above the PBO's unit task organization (UTO) tree in the Property Book Unit Supply Enhanced (PBUSE) system.

b. The PBOs are duly appointed government employees, civilian or military, (NSPS YA2 or equivalent, warrant or branch officer, TPU or FTUS). The PBO appointment memo lists all UICs in six digit detail for which the PBO is responsible/accountable. A noncommissioned officer (NCO), SFC or above, can only be appointed as accountable officer with the approval of the USARC G-4. Appointment of a government civilian employee of lower grade than NSPS YA2 (formerly GS-07) as PBO, is approved by the USARC G-4.

c. The MMT works to the standard of the contracted Performance of Work Statement, and under the general supervision of the Contracting Officer Representative (COR) at the USARC G-4, DOC, Supply, Storage and Transportation Branch. A Contracting Officer Technical Representative (COTR) is appointed at each location to provide daily work assignments based on priorities. The COTR is normally the senior logistics specialist assigned to the command.

(1) Each MMT member is responsible for property accountability of a dedicated set of UICs. Team members are appointed by the PBO on an official military document (memorandum). The memo lists the UICs with corresponding Department of the Defense Activity Address Codes (DoDAACs) for each unit for which the team member is responsible. Copies of the appointment memo are faxed or scanned and e-mailed to the USARC Senior Property Book Technician.

(2) The PBO adds the MMT members to PBUSE Roles and Permissions after publishing the appointment document. Routine roles for MMT members in PBUSE do not exceed Team Chief.

d. Concept

(1) Property accountability records are maintained in a consolidated property management program using the PBUSE web based automated system. The Property Book Team employs a computer system to process PBUSE information for its respective activities. The PBUSE is the system of record for all property accounting actions within the USAR. Unit Supply-Enhanced (US-E) is used to perform hand receipt actions below the property book level. The PBUSE may be accessed through <https://pbuse.us.army.mil/>

(2) The PBUSE system creates an opportunity for property accounting to be accomplished by one PBO for many units. The PBO maintains accountability for all MTOE/TDA, CTA, and organizational property of the command by providing hand receipt listings. After initial Change of Responsible Officer Inventory (CoROI), the PBO generates hand receipt updates for signature quarterly, (mailed no later than (NLT) the 25th of the month, Dec, Mar, Jun, and Sep) and signed quarterly – NLT the 5th of the following month by each hand receipt holder.

(3) The PBOs manage excess equipment within their UTO. Equipment managers at the G-4 DOC ensures the Force and Asset Search Tool (FAAST) is used to issue a lateral transfer directive for equipment in a UIC with excess, to a UIC outside the PBOs UTO that has a shortage. The DOC provides a FAAST lateral transfer or turn-in directive for disposition of excess or unserviceable equipment. Equipment transfers, to meet readiness requirements, are given a 30-day window for completion. Equipment transfers/turn-ins for other than readiness has a 60-day window for completion. Completion of transfers and turn-ins status are monitored by DOC for timely completion of actions.

(4) Logistics Data Analysis Tool (LOGDAT) is a central repository of Logistics data for use by commanders, logistics managers, PBOs, and unit supply personnel. The LOGDAT is a logistics enabler at all levels of management. The LOGDAT collects data from programs such as PBUSE and provides analytical capability for many standard reports for logistics decision maker's use.

(5) Army Reserve Standard Army Retail Supply System (SARSS) Information Data System (ARSIDS) is a data collection tool for information submitted to the supply system via SARSS. The data in ARSIDS provides the commander, PBO, and logisticians, at all levels, the capability to review the action on a supply requisition from the date of transmittal to the wholesale supply system, to current status rendered. The ARSIDS is an exceptional research tool for validation of supply status of requisitions.

(6) Logistics Information Warehouse (LIW) is a valuable resource for logisticians at all levels. The website can be accessed at <https://www.liw.logsa.army.mil>. The PBOs verify that UICs and DoDAACs are accurately recorded in PBUSE in order for supply transactions to process. The LIW is the official database of record for DoDAAC and UIC verification. Twelve months prior to the effective date (EDATE) of activation for a UIC, the PBO requests assignment of DoDAACs via the DoDAAC coordinator at the major command headquarters. The DoDAAC coordinators input are sent, via electronic processes, to the DoDAAC coordinator at the USARC G-4. The USARC DoDAAC coordinator validates the request and submits it via LIW to Logistics Support Agency (LOGSA) for assignment of DoDAACs. The request is processed electronically and returned to the PBO. Upon receipt of DoDAAC assignment from LOGSA, the PBO completes the DoDAAC worksheet and forwards it through the Operational and Functional (O&F) Command DoDAAC Coordinator, O&F Command Budget Coordinator for assignment of Financial Work Center, and the SARSS-1/CTASC for alignment of Class of Supply for requisition purposes.

(7) The Force Management (FM) website at <https://webtaads.belvoir.army.mil/usafmsa> is the official repository for MTOE and TDA documents. These documents are reviewed against PBUSE Logistics Total Army Authorization Document System (LOGTAADS), at a minimum, annually. The document posted to US Army Force Management Support Agency (USAFMSA) is the official document and a request for correction is submitted in the event of discrepancies.

(8) Commanders are hand receipt holders of the PBO, unless otherwise approved in writing by the PBO. Sub-hand receipts are prepared using PBUSE/US-E electronic capability by commanders to further assign responsibility for property and ensure property accountability is maintained to the user level. When PBUSE/US-E systems are not available, a DA Form 2062 is used to document accountability.

(9) The PBO or his/her appointed representative determines if an item is accountable. The decision of accountability cannot be delegated below the PBO. Items with a value of less than \$5K are managed as durable

equipment per USARC G-4 guidance. The PBOs can not change the catalog data for any item to meet local accounting policy. The Serial Registration Requirement Codes in the catalog are managed by the USARC Catalog Manager.

e. Customer responsibilities:

(1) Commanders.

(a) Commanders as Primary Hand Receipt Holders (PHRH) are responsible for ensuring that government property is used for its intended purpose. This includes providing adequate means of securing property assigned to activities under their supervision. This responsibility includes providing performance counseling to subhand receipt holders. This responsibility further extends to the enforcement of accounting and reporting requirements applicable to that property. Commanders ensure property on the PHRH, and not on a subhand receipt (SHR), is signed for by the Supply NCO.

(b) The commander is responsible to ensure CoROI are conducted when a Change of Command or PBO occurs. These inventories are completed within 30 days of notice of the change of responsible officer. The PBO ensures all required documentation is provided to the outgoing and incoming commanders to accommodate the CoROI.

(c) The unit commander, senior NCO supervisor, or company/detachment supply sergeant, by virtue of the position, is responsible for all property in the unit, regardless of whether or not the Soldier has signed for the property. This inherent supervisory responsibility cannot be delegated, and requires the commander/supervisor/supply sergeant, to become personally involved in administering procedures that will safeguard and ensure proper use of the property. This includes ensuring that direct responsibility is assigned for all property through the use of sub-hand receipts and that items are issued to the user by duty position, as intended. Commanders ensure property on the primary hand receipt (PHR), and not on a SHR, is signed for by the Supply NCO. Supply NCOs label their SHR with SupSgt in US-E and complete the related data to ensure identification of the Supply Sergeant is available in US-E.

(d) Commanders, senior NCO supervisors, and supply sergeants ensures the completion of required inventories including cyclic, annual, change of hand receipt holder(s), property receipt, sensitive, and special. Discrepancies disclosed during inventories are resolved without delay and in the case of CoROI, the outgoing responsible person ensures that discrepancies are resolved prior to their departure.

(e) Commanders are the first line of defense to ensure a Command Supply Discipline Program (CSDP) is in place. A CSDP monitor is appointed at each unit to provide routine reviews of supply procedures in accordance with Appendix B, Army Regulation (AR) 710-2. The CSDP monitor updates the commander on supply procedures and property accountability annually.

(2) Command or supervisory responsibility. This responsibility is inherent in all command or supervisory positions; it is not contingent upon signed receipts or signed statements and cannot be delegated. Supervisory responsibility includes the following:

(a) Provide proper guidance and direction.

(b) Enforce security, safety, and accounting requirements.

(c) Maintain a command/supervisory climate that insures the proper care and use of Government property.

(3) Individual responsibility. All individuals using military supplies and equipment are responsible for exercising good supply economy and supply discipline. This includes safeguarding all government property regardless of the type of property or the relationship of the individual to the property. It is also the individual responsibility, of those people involved, to follow all procedures contained in this publication.

5. Change of responsible officer (CoRO) procedures

a. Commanders are familiar with their property accountability responsibilities as outlined in AR 735-5, Chapter 2 and AR 710-2, Chapter 2. A CoRO briefing is conducted by the PBO, or command representative. The briefing explains procedures for maintaining hand receipts and conducting inventories. Procedures for subhand receipts and sensitive item inventories are found in DA Pam 710-2-1, Chapter 9.

b. The incoming and outgoing commanders conduct a one hundred percent joint physical inventory of property. The inventory is completed within 30 days prior to the actual change of command. Up to two 15-day extensions may be granted, but those extensions are granted in writing from the next higher level of command or

supervision. The inventory, conducted in accordance with DA Pam 710-2-1, is completed prior to CoRO. At a minimum, the following are completed:

- (1) Receive an updated copy of the unit PHR from the PBO.
- (2) Ensure all hand or subhand receipts are updated.
- (3) Ensure nonexpendable shortage annexes are updated.
- (4) Personally verify all NSNs and serial numbers. Vehicles with a USA registration number require both serial number and registration number validation.
- (5) Check all items to make sure the item and their description on the hand receipt match.
- (6) Count all items listed on the property records.
- (7) Check end items for completeness. Use the proper publication (technical manual (TM)) or Statement of Charges (SC)) to identify components.
- (8) Report differences regarding property book items to the PBO.
- (9) All adjustment documents (i.e., Financial Liability Investigation of Property Loss (FLIPL), Cash Collection Vouchers/SC, Administrative Adjustment Report (AAR) etc.) are brought to the PBO at least 72 hours prior to the completion of the CoRO.
- (10) The PBO posts the changes and provides the incoming commander a clean, updated PHR for signature.
- (11) When the inventory is complete, the incoming and outgoing responsible person provides the PBO the following items:
 - (a) Notice of Delegation of Authority Card (DA Form 1687) prepared in accordance with DA Pam 710-2-1, listing individuals designated to receive equipment for the activity.
 - (b) Assumption of Command memorandum for the incoming commander.
 - (c) Memorandum of inventory results listing discrepancies and adjustment actions required and completed.
 - (d) A PHR for equipment on-hand, with the original signature of the PHRH.

6. Change of PBO inventory

- a. Upon receipt of reassignment/attachment orders by an incumbent PBO, the command responsible for appointment appoints a replacement. The replacement is notified, at a minimum, 30 days prior to the scheduled departure of the incumbent, in order to conduct the change of PBO inventory.
- b. The following items are accomplished to document completion of a change of PBO inventory:
 - (1) Ensure all hand receipts have been updated and have current signatures of the hand/sub-hand receipt holders (dated within 6 months of the date of conduct of the inventory).
 - (2) Ensure authorizations in PBUSE are reviewed and updated to the current LogTAADS, and CTA authorizations are based on current MTOE/TDA strength.
 - (3) Ensure nonexpendable shortages are on a valid requisition. The requisition of an MTOE/TDA authorized LIN that is managed by Force Programs or DA G-8, does not require submission of a requisition for that LIN.
 - (4) Personally verify all NSN's and serial numbers for vehicles not assigned to a hand/sub-hand receipt. Vehicles with a USA registration number require both serial number and registration number validation.
 - (5) Check all items to ensure the item and their description on the hand receipt match.
 - (6) Count all items listed on the property records and not on a valid hand receipt.
 - (7) Check major end items to ensure all basic issue items (BII) and components of end items are listed on hand receipt, or hand receipt annexes. Use the proper publication (TM or SC) to identify components.
 - (8) Ensure all "Not on catalog" entries on hand receipts are researched and valid data entered in PBUSE.
 - (9) All adjustment documents (i.e., FLIPL, Cash Collection Vouchers/SC, AAR, etc.) are posted and requisitions submitted for replacement of the item(s).
 - (10) Ensure all administrative data in the PBUSE parameter files are correct, to include; unit name, unit address, DoDAACs, UICs, RICs, SFTP addresses, date of last inventory, INS Codes, and Property Book POC information.

7. Issue procedures

a. Within 72 hours, receipts for issue of nonexpendable items are forwarded to the PBO. Preferred method is via electronic means, such as scanning and e-mailing. In the absence of electronic capabilities, the US Postal system may be used.

b. Lateral transfers within the PBOs UTO should be directed and accomplished by the PBO and the unit supply sergeant. External lateral transfers require formal directives from the PBO or the G-4. A FFAST issued memo is the preferred method of documenting lateral transfers. A unit transfers equipment within the allotted time frame. Upon receipt of a directive to lateral transfer an item, the losing activity initiates a DA Form 3161 (Request for Issue or Turn-In) per DA Pam 710-2-1, post the transfer to the PBUSE suspense and notifies the gaining PBO of the incoming action. The DA Form 3161 is forwarded to the gaining activity. Upon receipt, the gaining activity PBO applies a property book document number from the document register to the DA Form 3161, signs, and returns the DA Form 3161 to the losing activity. The PBO posts transfers in accordance with the PBUSE End User Manual.

8. Turn-in procedures

a. Types of turn-ins.

(1) Serviceable.

(a) Organizational clothing and individual equipment (OCIE) excess with a condition code of A or B is turned in to the USARC OCIE storage facility in Ogden, UT. An Excel spreadsheet listing the items by UIC, LIN, NSN, Nomenclature, condition code, quantity, Acquisition Advice Code, and remarks, is prepared and forwarded to the USARC G-4, DMC, Supply Branch, ATTN: ARRC-LGD-T. Electronic input may be submitted to any member of the G-4 Supply Branch, who ensures the appropriate item manager provides disposition instructions. The OCIE with a condition code other than A or B is processed through to the supporting SARSS using a FFAST generated turn-in document. The supporting SARSS provides disposition instructions via a material release order (MRO) according to AMC or DRMO needs. The OCIE placed in TAC C as excess to the reporting command, is reviewed by the USARC OCIE Item Manager, and disposition provided. Dispose of items of OCIE that are on the USAR Automatic Disposal List (ADL) once a requirement no longer exists or a replacement for the item is received.

(b) Class II/VII MTOE/TDA excess is reported to the PBO for disposition. If an item is not authorized within the command, the PBO directs the unit to turn-in the property, complete with BII/component shortages list. If BII/component shortages exist and are not documented, adjustment documents are initiated in accordance with AR 735-5. The PBO validates all nonexpendable shortage annexes prior to turn-in. Turn-ins are processed through the supporting SARSS to the SARSS Retrograde Site (SRS). Location Map of SRS is at Appendix D. An MRO directing the item to be shipped is provided by the SARSS operator. Coordination for transportation funding is accomplished by use of the electronic CBL submission via FFAST. When issues arise in the CBL process, use the local chain of command to resolve prior to contacting the USARC Transportation Section. Equipment turned in to SRS does not require FMC/TM 10/20 repairs. It is shipped "As Is" and brought to the appropriate standard upon receipt of SARSS disposition instructions.

(2) Unserviceable is defined as "Items either excess or within authorization having material defects, which render them unusable for their intended purpose and are uneconomical repairable." Unserviceable items are reported to the PBO for a turn-in document number. The PBO coordinates with DCS, G-4, DOC for a FFAST T\turn-in memorandum once all supporting documents are received. A certified Technical Inspection accompanies the request for turn-in. The PBO follows the FFAST authorization directive instructions to turn these items in to SARSS. The SARSS provides disposition of the item. The disposition flows through the area SRS (Appendix D) and coordination for transportation funding is accomplished by the use of the electronic CBL submission via FFAST. Disposition instructions for unserviceable equipment (condition code "F" or "H") are accompanied by the Technical Inspection documents. Equipment turned in to SRS does not require FMC/TM 10/20 repairs. It is shipped "As Is" and brought to the appropriate standard upon receipt of SARSS disposition instructions.

(3) Found on Installation (FOI) are items found at an installation that are either serviceable or unserviceable and not listed on accountable property records. All FOI property are on accountable records prior to receiving disposition instructions.

b. Turn-in Excess (Property Book Items).

- (1) Excess due to an authorization document change may be retained if:
 - (a) An on-hand asset is a valid substitute as identified on the substitute items list in Appendix H, SB 700-20, or is an appropriate in lieu of item in accordance with AR 220-1. When the item has a Logistics Control Code (LCC) of other than A, it may be retained until the authorized item is received.
 - (b) A letter of retention is approved by the USARC G-4 and a copy of the approval is provided to the PBO.
- (2) When disposition instructions are provided:
 - (a) Turn-in the Stock Funded Item(s) within the prescribed suspense date through SARSS to the supporting SRS.
 - (b) Procurement Appropriation (PA) funded items, turn-in within time line established by the turn-in directive through SARSS to the supporting SRS.
- (3) A unit:
 - (a) Inventories item against current SC or TM when applicable.
 - (b) Forwards a request for turn-in to the PBO via e-mail or US Postal Service.
 - (c) Attaches all accompanying paperwork.
- (4) A PBO:
 - (a) Verifies information on the request and accompanying documents from the unit.
 - (b) If true excess, issues a FAAST Turn-in/Lateral Transfer directive for disposition of the equipment with appropriate suspense date (30 days for readiness; 60 days for excess) elimination.
 - (c) Assigns a PBO document number.
 - (d) Maintains copies of all approval documents.
 - (e) Returns documents to the unit.

9. Adjustment documents

- a. The SC/Cash Collection Voucher (DD Form 362) is used when liability is admitted for loss, damage, or destruction of non-sensitive items of government property and the cost does not exceed one month's base pay. Also use this document as the first point of accountability in scenarios of lost, damaged, or destroyed property. The individual(s) should be given the opportunity to accept responsibility on this form before initiating a FLIPL. These documents are processed through the PBO for all non-expendables and for any item appearing on unit hand receipts. Process both documents in accordance with AR 735-5. Depreciation is allowed if the items were less than new when the loss or destruction occurred. When component items are listed on adjustment documents, the end item is identified on the form to permit posting the appropriate shortage annex. End items are identified, regardless of the type of adjustment document, in accordance with AR 735-5.
- b. The AAR (DA Form 4949) is used to make minor administrative adjustments in property book accounts only when there is no actual gain or loss of property. Army Reg 710-2 and DA Pam 710-2-1 provides guidance on correct use of AARs.
- c. Army Regulation 15-6, Procedures for Investigating Officers and Boards of Officers investigation, may be used to support a FLIPL.
 - (1) When investigations conducted in accordance with AR 15-6 are used to support FLIPL findings, the original of the DA Form 1574 is clearly identified as the support investigation documentation and attached to the DD Form 200 as an exhibit.
 - (2) Investigations using AR 15-6 are processed through the same channels as FLIPLs.
 - (3) If the investigation determines that government property has been lost, damaged, or destroyed, a DD Form 200 is prepared so adjustments may be made to property records. The completed AR 15-6 (DA Form 1574) may be attached to the DD Form 200 in support of the FLIPL.
 - (4) Assessment of pecuniary liability may not be made on an AR 15-6 investigation. To accomplish this, attach DD Form 200 completed in accordance with AR 735-5.
- d. The FLIPL (DD Form 200).
 - (1) A FLIPL is required when the conditions of AR 735-5 are met.
 - (2) The FLIPL is initiated per AR 735-5 after discovery of loss, damage, or destruction of property, (not later than 75 days after discovery of loss) and forwarded to the PBO. A letter of lateness is required for investigations delayed more than 75 calendar days. The FLIPLs are properly prepared prior to arriving at the PBO. When property is lost, damaged, or destroyed by a hand receipt holder or sub-hand receipt holder, the

first exhibit should be a DD Form 362 (Statement of Charges) with the comment in the signature block that the individual refused to sign. Submit two copies of a shortage annex (DA Form 2062) and memo requesting replacement of surveyed items, with the FLIPL, for nonexpendable component shortages.

(3) A thorough review of all FLIPLs is conducted by the PBO to ensure compliance with AR 735-5. For lost or destroyed items, a document number is assigned by the PBO and placed in the appropriate block of the DD Form 200. The PBO posts the document and provides the PHRH with a new PHR for signature.

(4) DD Form 200, Financial Liability Investigation of Property Loss, and DA Form 7531, Checklist and Tracking Document for Financial Liability Investigations of Property Loss, are submitted in three (3) copies. Original and one copy are returned to the approving authority, one retained by the PBO in the supporting document file.

(5) Property listed on a FLIPL, or other adjustment document which is recovered, is processed in accordance with AR 735-5. Adherence to these procedures are closely monitored.

(6) When expendable, durable, and nonexpendable components are listed on the same FLIPL, non-expendables are identified by placing an "N" at the end of the National Stock Number. This procedure permits easy identification of items to be processed by the PBO versus those processed by unit supply personnel on the expendable/durable document register. Identification on non-expendables is essential to ensure proper credit is established on shortage annexes.

(7) When parts of an end item (i.e., a hand guard on a weapon or a fender on a vehicle) are damaged, these items should not be listed separately in the FLIPL. Only the end item should be listed and the estimated cost of damage (ECOD) dollar value entered on the DD Form 200. A listing of the damaged parts is reported on the ECOD which is attached to the FLIPL as an exhibit.

10. Quarterly hand receipt verification procedures

Once each quarter (NLT 25 Oct, Jan, Apr, Jul), the PBO generates an electronic PHR for each UIC. The PBO provides the commander, NCO supervisor, or supply sergeant, as applicable, a copy of all change documents as they are generated and posted. Each PHRH reconciles this document with the on-hand working document to ensure the PBO and PHRH are in agreement. This process completes the quarterly hand receipt verification and is due to the PBO NLT the 5th of the month following its generation by the PBO. Any discrepancies discovered are resolved with the supporting PBO and a new document generated as required.

a. Quarterly hand receipts are issued with an accompanying memorandum for record (MFR) from the PBO stating instructions.

b. The quarterly hand receipt is verified with the supporting PBO prior to signing. This procedure is used to update all transactions applied to a unit's hand receipt in a given 90 day period. It ensures that all debits and credits are posted, shortages are placed on request, and excesses are disposed of properly. Additionally, it acts as a tool to ensure accuracy between the quantity of equipment on-hand in a unit and the quantity recorded on the Property Book. When properly conducted, the verification prevents deterioration of audit trails that may occur over long periods of time. It provides the most expedient method of accurately verifying assets at a specific point in time. This information is particularly important during unit status reporting and it prevents an accumulation of discrepancies a commander/PHRH would have to resolve if these problems were allowed to persist for longer periods. Work copies from the previous quarter are kept on file. Transactions are posted to the working copy as they occur and are used to verify entries on the new hand receipt.

c. Procedures applicable to the quarterly hand receipt verification.

(1) Upon receipt of the PHR from the PBO, the Supply NCO reviews all transactions that occurred during the past 90 days and ensure the transactions are posted accurately. This review includes any and all actions that affect the hand receipt (e.g., turn-ins, lateral transfers, issues, etc.) and non-document number initiatives (i.e., changes to authorization documents, etc.) that were posted to the unit work copy.

(2) The Supply NCO reviews the new and old hand receipts for the commander prior to the suspense date (5th of the following month). Documents initiated as a result of the Cyclic and Sensitive item inventories are resolved with the PBO during the hand receipt signing.

(3) Once a transaction is processed it is considered complete and suspense documents may be filed or destroyed.

(4) All transactions that did not process are called to the PBO's attention for applicable input and data changes. Suspense documents in supply files are used to resolve differences with the PBO.

(5) The commander signs the original copy of the hand receipt on the scheduled date (NLT the 5th of the following month). During this period, the commander will be able to question supply or property book personnel on any transaction affecting the hand receipt with which he/she may be concerned.

(6) Although the cyclic and sensitive item inventories are not directly related to the quarterly hand receipt verification process, actions required by the inventory results are processed during the verification process and are included in the hand receipt validation. This is done so all documents supporting the Property Book reflect current information.

(7) Concurrent with signing the hand receipt, the commander also signs the Cyclic/Sensitive Item inventories NLT the 5th of the following month. The unit also maintains a copy of those documents.

(8) When unit commanders are not available to sign the PBUSE hand receipts in time to meet the scheduled suspense date, an MFR signed by the Supply NCO is prepared. The inclusive dates and circumstances of the absence are included on the MFR. The MFR arrives at the supporting PBO not later than the suspense date of signing the hand receipt. Supply NCOs are not routinely permitted to sign the hand receipt or Cyclic Inventory and Sensitive Item Inventory. Failure to meet established suspense dates to sign hand receipts for which no written explanation is provided is an item of interest during command logistics reviews.

11. Cyclic inventories

a. Cyclic inventories may be used in lieu of annual responsible officer inventories. This allows commanders to inventory a portion of assigned property on a periodic basis rather than all property being inventoried at once, on an annual basis. The intent is to ensure that 100% of all property is physically inventoried at least once each year. Commanders have the opportunity to review internal management of their property and resolve issues before problems develop or before the problems are revealed during a change of command inventory.

b. When the Cyclic Inventory process is used, PBOs produce a monthly Cyclic Inventory Listing from PBUSE. This listing contains all information necessary for accomplishing a complete and accurate inventory. The listing is forwarded by the PBO NLT the 25th of each month to the PHRH. The use of a Cyclic Inventory may include identification by the PBO to inventory all OCIE during a specified month or inventory all equipment stored at an ECS during a targeted month. If a commander desires to use the Cyclic Inventory procedure, there is a memorandum in the supporting document file at the property book level to indicate what items are inventoried and when. The end result is a 100% physical inventory of all property listed on the PHR. Otherwise, the Annual Responsible Officer Inventory Procedures are used. The procedures are the responsibility of the PHRH to conduct a 100% inventory of the property that he/she signed for within a year of his/her command; he/she can do it as 10% monthly, 25% quarterly, or a 100% yearly.

c. Hand receipt holders certify that the listed items have been properly inventoried by signing the listing. The signed certification is provided to the PBO and is due NLT the 5th day of the following month.

d. The PHRH certifies the inventory was conducted during the month that the inventories were scheduled.

e. Specific procedures to be followed.

(1) Notify sub-hand receipt holders of when and how the inventory is to be conducted.

(2) Ensure the make, model, and item descriptions of all inventoried items are accurate.

(3) Check the condition of all items and report damaged equipment to maintenance personnel after the item (and applicable components) has been inventoried. Items already in maintenance must be physically verified by validating the work order with the maintenance support activity.

(4) Check items for completeness against the current TM/SCs and ensure the correct publication data is annotated on all subhand receipt shortage annexes and/or component hand receipts. Any components authorized, not on hand and accounted for on the applicable shortage annex/components hand receipt, are verified as being on a valid request. Any components authorized, not on hand and not accounted for on the applicable shortage annex/components hand receipt, are adjusted in accordance with AR 735-5, and then subsequently placed on request. In accordance with AR 710-2, paragraph 1-9, funding shortfalls that prevent requisitioning of these shortages, is supported by a memo of funds constraint from the next higher command. This memorandum is on file at the unit and next higher command level. Ensure that all component shortages are accurately reflected on both shortage annexes and on component lists. The document number of the adjustment document should be entered on the replacement document in ink, and the document number of the replacement request is entered on the adjustment in pencil. For nonexpendables, these entries are made by the PBO. For

expendable and durables, these entries are made by personnel maintaining the expendable/durable document register.

(5) Ensure that all FOI property is picked up on the hand receipt, and then turned in to the supporting SRS if not needed within the command.

(6) Identify and submit cancellation request (AC1) for excess due-ins.

(7) Verify all NSN, serial/registration numbers.

f. After the inventory has been completed, causative research is done at the unit level on all discrepancies discovered during the inventory. This causative research is also done with the PBO/MMT during the monthly hand receipt verifications. Actions required and initiated as a result of this research -

(1) The AARs for all makes, models, SNs, or other administrative deficiencies.

(2) Adjustments to subhand receipts, shortage annexes and/or components if a like item is found short at one subhand receipt holder but excess at another.

(3) Report and subsequently turn-in or lateral transfer all excess property upon receipt of guidance from the PBO.

(4) Adjust all remaining shortages not on valid due-ins.

(5) Submit requisitions for shortages not on valid due-in.

(6) Submit requests for cancellation of all excess due-ins.

(7) Ensure all adjustments are accurately reflected on subhand receipts, shortage annexes, and component lists.

(8) Initiate SC, Cash Collection Vouchers, or FLIPLs, for discrepancies inventories.

g. Supply personnel ensures completed documents are included in the monthly verification of the hand receipt as scheduled with the PBO. This ensures all inventory requirements have been met and the results of the inventory are accurately posted to the PBUSE hand receipt and/or nonexpendable shortage annexes. The result of the cyclic inventory is reported to the PBO on the automated printout provided. This listing states which LINs have been inventoried and contains a list of the adjustment documents, if any, submitted to correct the discrepancies. When discrepancies are revealed during the inventory, adjustment documents are appended to the listing for immediate processing through the PBO Team. Failure to turn the adjustment documents in along with the signed verification results in rejection of the cyclic inventory results until these documents are prepared. The cyclic inventory list contains a statement indicating all discrepancies have been accounted for in accordance with AR 735-5 and signed and dated by the PHRH or unit supervisor.

h. Discrepancies disclosed during inventories are adjusted prior to the signing of the hand receipt.

12. Sensitive item/weapons inventories

a. Sensitive items inventories are conducted by serial number quarterly to ensure accountability of critical items such as weapons, ammo, or highly pilferable items. Under PBUSE, a Sensitive Items List is produced quarterly. Verification that sensitive items have been inventoried is accomplished by completing and signing the Sensitive Items List. Extensions for sensitive item inventories are not allowed. Discrepancies noted during sensitive item inventories require immediate notification of command via submission of a Serious Incident Report (SIR) in accordance with AR 190-45, Law Enforcement Reporting.

b. Monthly physical inventories are conducted for weapons and ammunition. Each time the keys for the arms vault are exchanged, a visual count of weapons is recorded.

c. Conducting the sensitive items inventory.

(1) The inventory is conducted by the commander/hand receipt holder, or designated representative. Inventories are required every ninety (90) days with the date of the last inventory used to determine the date of current inventory. Normally the same items are inventoried each occasion, unless the unit's authorization document changes or there is a change in CIIC code in the Army Master Data File. Sensitive items on-hand, but not recorded on the listing, are written in during the inventory.

(2) The following specific procedures are:

(a) Sub-hand receipt holders are notified when the inventory will be conducted. This includes any items requiring inventory that are hand receipted to an ECS or other USAR storage facility. The storage facility provides inventory results for these serial numbered items.

(b) Makes, models, and item descriptions of all items inventoried are accurate.

(c) The condition of all items are checked and damaged equipment reported to maintenance personnel. After the items on hand have been inventoried, items already in maintenance must either be physically verified or the job order request validated.

(d) Items for completeness are checked against the applicable TM/SB and the correct date on the publication is annotated on all subhand receipt shortage annexes/component hand receipts. Any authorized components which are not on hand and are listed on the applicable shortage annex/component hand receipts, is verified as being on valid request. Any authorized components which are not on-hand and are not listed on the applicable shortage annex, is adjusted in accordance with AR 735-5, requisitioned, and an entry reflecting the shortage entered on the shortage annex. Ensure that shortages are accurately reflected on pertinent supply documents. The document number of any adjustment documents should be entered on the requisition for replacement in pencil and the document number for the replacement item should be entered on the adjustment document in ink.

(e) All excess end items and components are reported to the supporting PBO for nonexpendable items.

(f) Cancellation requests are identified and submitted for all excess due-ins.

(g) All serial/registration numbers are verified. Serial/registration number errors that cannot be attributed to posting errors are adjusted in accordance with AR 735-5.

(3) After the inventory is completed, causative research is performed at the unit level on all discrepancies discovered during the inventory. Research is performed with the PBO during the quarterly hand receipt verification. Based on this research the unit initiates the following actions:

(a) The AARs are initiated for all minor discrepancies of sizes and models (same LIN). Discrepancies of make or entire serial numbers require the initiation of a FLIPL.

(b) Adjustments are made to subhand receipts, shortage annexes/component lists on like item(s) that are found short at one subhand receipt holder, but are excess in another.

(c) All FOI items are processed in accordance with AR 190-11, DA Pam 710-2-1.

(d) Excess is reported and subsequently turned in or laterally transferred, based on guidance from the PBO.

(e) All remaining shortages are adjusted in accordance with AR 190-11, AR 735-5 and DA Pam 710-2-1.

(f) Request is submitted for issue for all shortages not on valid due-ins.

(g) Unit supply personnel notifies the PBO when equipment, with a valid requisition, is no longer authorized. If the PBO does not require the item in another unit, a request for cancellation of the request is submitted.

(h) All adjustments to applicable subhand receipt, shortage annexes/component hand receipts reflect all adjustments.

(4) Once all actions have been completed, the commander signs the original copy of the inventories and forwards to the PBO. This ensures all inventory requirements have been met, and the results on the inventory are accurately posted to the PBUSE hand receipt.

13. Non-expendable item request

a. Stock Funded (Operation Maintenance Army Reserve (OMAR)) organizational MTOE or TDA equipment are ordered with funds provided to the PBO by the chain-of-command. The PBO validates equipment requirements prior to ordering. This validation precludes an unnecessary expenditure of funds. Requests for CTA equipment are charged to the appropriate APC. Stock funded items may be identified by checking the MATCAT Code on the FEDLOG. If the second character is numeric, it is (OMA) Stock funded. If the second character is alphabetic, it is a PA item. Request for nonexpendable items are validated by the supporting PBO. Verification includes issuing a Property Book document number by the PBO for all authorized purchases. This includes SARSS requests and local purchase requests with the IMPAC or contracts.

b. The PBO is responsible for ensuring that all PA funded organizational equipment authorized by an MTOE or TDA is either on hand or on requisition. The PBO ensures that this is accomplished by continuing to review hand receipt balances daily. As changes to either on hand balances or equipment authorizations occur, actions are initiated to keep equipment balances in agreement with authorizations.

- c. Requests for stock funded MTOE or TDA authorized items are prepared by each PBO. Requests to procure CTA items are submitted to the supporting PBO in a memo via electronic means, when possible. The requests are signed by the commander.
- d. The appropriate PBO assigns a document number to all nonexpendable requisitions.
- e. Requisitions are assigned Priority Designators (PD) as stated in DA Pam 710-2-1. All high priority (HP-01-05) requests initiated by a unit are signed by the commander.
- f. Status on request for nonexpendable items is received and maintained by the applicable PBO from the supply source. Documents showing cancellation or rejection of requisitions are retained by the supporting PBO in accordance with AR 25-400-2 (The Army Records Information Management System (ARIMS)) requirements.
- g. Requests for cancellation of nonexpendable CTA items due-in, but no longer required, are forwarded to the appropriate PBO. Cancellation requests are filed in the supporting document file.
- h. The status of requisitions for items are indicated on each unit's Due-in Listing and A0_ Active Trans History/Document Register Listing in PBUSE. Status is posted, at a minimum, weekly. In the absence of an assigned Unit Supply Sergeant, the PBO pulls the status weekly and posts to the US-E system.
- i. The SARSS Reconciliation are completed by all users on a monthly basis.

14. Receipt and issue of property book item

- a. Receipt of Property. All items requested by a unit through the PBO should be received at the unit address. In some instances, shipments may be received at the PBO address. When received at the PBO address, the item is in-processed and forwarded to the requesting unit.
- b. Documenting issues using DD Form 1348-1A/-2 (Issue Release/Receipt Document (-2 with Address Label). Upon receipt, activities verify the item to be what was ordered, the serial number (if applicable), Model Number, and other identifying features. The DD Form 1348-1A/-2 is signed and forwarded to the PBO within 72 hours of receipt. On occasion, items are received without documents. In those instances, a DD Form 250 (Material Inspection and Receiving Report) is needed, per DA Pam 710-2-1, and forward to the PBO using the same time line as stated for DD Form 1348-1A/-2.
- c. Discrepant Shipments. There are various types of discrepant shipments such as items that were not requested, items received which are defective, items received with a discrepant quantity, and items received which are not required by the unit. Units are to sign for all shipments arriving at their location. After receipt of the items, follow procedures in AR 710-2, AR 735-5, and DA Pam 710-2-1, except that prior coordination is always made with the supporting PBO.

15. Lateral transfers

- a. Lateral transfers are initiated in two ways:
 - (1) By USARC directed lateral transfer memorandum using FFAST.
 - (2) By a PBO to transfer excess equipment within the command to fill an authorized shortage in the immediate down trace UTO in PBUSE. The action may be supported by a FFAST directive memo when commercial transportation is required, or a simple PBUSE lateral transfer completed by the system when no external support is required to affect physical location of the equipment. The transfer is a coordinated effort between the PBO and the organizations concerned.
- b. Preparation instructions for use of DA Form 3161 for lateral transfer action are contained in DA Pam 710-2-1. Lateral transfers are limited to one line item number (LIN) per document number.
- c. Once initiated, lateral transfers are completed within the suspense date assigned by the transfer directive. Current publications are used to perform accurate inventories prior to the transfer. Shortage annexes and component lists currently in use with the equipment are used to conduct the inventory. Criteria for lateral transfers is outlined in AR 710-2 and DA Pam 710-2-1, para 3-18 and 3-19.
- d. Once completed, the gaining unit is responsible for returning the signed original copy of the lateral transfer to the losing PBO. When lateral transfers involve more than one PBO, the gaining unit returns a copy to the gaining PBO and the signed original to the losing PBO. The transfer is not complete until the FFAST lateral transfer number is posted "Completed" in the FFAST Lateral Transfer Log.

16. Temporary loan of equipment

Temporary loans of equipment, from other than an ECS, require written approval through the PBO and the PBO's chain of command. Temporary loaned equipment must be at the same or better condition, upon return, as when borrowed. The borrowing unit commander is responsible for ensuring the required relief from responsibility documents (which result from the loan) are initiated in accordance with AR 735-5.

17. Direct delivery receipt

a. When supplies or equipment are delivered directly to activities, the items should be checked immediately for completeness and serviceability. A legible copy of the receipt document and DD Form 250 are retained and delivered to the supporting PBO within 72 hours of receipt. Accountability can then be established on the unit's hand receipt.

b. Shipment discrepancies should be handled in accordance with DA Pam 710-2-1 and AR 735-5. In all such instances, close coordination is made with the supporting PBO.

18. Local purchase

a. Local Purchase procedures are used for those items identified with an "L" in the acquisition advice code column on the FEDLOG or for those items not on the FEDLOG. Other acquisitions using local purchase procedures are processed only as an exception. Guidelines in AR 710-2, paragraph 2-6 apply.

b. All locally purchased items are accomplished through close communication with the supporting PBO. Request for a nonexpendable item is processed through the PBO for assignment of a Property Book document number. This document number contains the appropriate DoDAAC, the Julian date prepared, and a serial number from the appropriate serial number series assigned by the PBO. Assignment of document numbers from other sources is not authorized.

19. Command supply discipline program (CSDP)

The commander is responsible for the CSDP. In the absence of logistics support personnel, the PBO or Senior Supply NCO, on behalf of the commander, conducts annual CSDP reviews. Army Regulation 710-2, Appendix B, is used as the baseline for the reviews. Results are briefed to the CSDP Monitor within 30 days following completion of the review. Follow-up reviews are scheduled within 90 days for units rated "No-Go" in two or more categories of the review. The senior logistics representative maintains a schedule for all reviews. Schedules are announced NLT 180 days prior to the review.

20. Property accountability adjustment data-report (PAAD-R)

The PAAD-R is prepared by the G-4/S-4 at each Major Subordinate Command and forwarded to the USARC G-4. In the absence of senior logistics personnel, the PBO or MMT prepares the report. Subordinate commands complete a USARC Form 6-R at the approving authority level. Preparation of the report is in accordance with USARC Regulation 735-1. Reports are due NLT 1 February, 1 May, 1 August, and 1 November.

21. Management of units during carrier status

Upon receipt of a permanent order that includes the UIC for a new unit and indicates the unit is in a 24 month carrier status, duly appointed PBOs are authorized to build unit header files in PBUSE. Once the unit headers are in PBUSE, PBOs can build authorizations in PBUSE for MTOE, TDA and CTA equipment. Use PBIC 2 for OCIE, 4 (TDA), or 8 (MTOE) with TAC B to build these authorizations. This action creates an authorization for many of the excess items of equipment generated due to Transformation. After crossleveling equipment into these authorizations, PBOs should print updated hand receipts for the UIC each time equipment is added. Printing new hand receipts provides a resource to identify assets in the UIC if the LOGTAADS overlay erases the data.

22. Management of excess equipment

The PBO ensures all excess equipment is identified as early as possible. Reviews of current and future MTOEs are an ongoing process in order to manage equipment resources. The PBO completes the following procedures to ensure excess equipment is reallocated in the most expeditious manner. The PBO -

- a. At all levels, ensures equipment is accounted for under a valid UIC. If an inactivated UIC has equipment in PBUSE, PBOs transfers the equipment to the next higher active UIC of the original C2.
- b. Ensures equipment is internally cross leveled to the maximum extent possible.
- c. Ensures equipment on the ADL, and no longer needed, is turned-in.
- d. Ensures equipment storage location or ECS Code is recorded accurately.
- e. Ensures pure excess equipment is as early as possible and the USARC G-4, DOC is aware of the redistribution requirement.
- f. Can use LogDAT as a management tool to identify excess equipment.

23. Accountability of equipment during mobilization

Upon mobilization, units are issued a derivative unit identification code (DUIC) for the home or rear detachment of the parent UIC. The home or rear detachment UICs last two digits are changed to correspond with the characters listed in this publication at Appendix E, and contain the first four characters of the parent UIC. To the extent possible, DCS, G-3/5/7, assigns home/rear detachment UICs as reflected in the chart at Appendix E. Due to the numerous assignments of DUICs, some may have differing DUICs. The home or rear detachment UIC is used to account for the left behind equipment (LBE) by the mobilizing unit. The PBOs separate the LBE from the equipment deploying with the unit in PBUSE. The LBE is placed in PBUSE in the DUIC identified for the home or rear detachment and placed under the control of the PBO. Equipment identified as LBE and placed in PBUSE against the DUIC of the home or rear detachment is placed in Type Authorization Code (TAC) "G."

24. Inactivation of units

Upon receipt of Inactivation Orders, PBOs begin placement of all assets on-hand for the inactivating UIC. The next higher command of the unit inactivating supervises the inactivation process. Upon completion of all redistribution of equipment; validation of cancellation of requisitions in the wholesale supply system; request for realignment/turn-in of the unit DODAAC; and publishing of the zero balance memorandum to LOGSA; a memorandum of certification is published and signed by the responsible S-4 or PBO. These actions are completed no later than EDATE of the inactivation order. The certification memorandum is subject to inspection during CSDP evaluations.

25. Equipment concentration site (ECS) storage

The flow of equipment into and out of an ECS for storage is covered in USARC Regulation 740-1, para 2-3, Procedures. The PBOs are involved in the processing of equipment into and removal from, an ECS. The PBUSE transactions for recording of an ECS code are intense and are completed by the PBO. Accurate recording of ECS codes is an item of special interest and is reviewed during CSDPs at all levels.

APPENDIX A

References

Section I

Required Publications

AR 710-2
Supply Policy Below the National Level

AR 735-5
Policies and Procedures for Property Accountability

DA Pam 710-2-1
Using Unit Supply System (Manual Procedures)

Section II

Related Publications

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 71-32
Force Development and Documentation – Consolidated Policies

AR 190-11
Physical Security of Arms, Ammunition, and Explosives

AR 190-13
The Army Physical Security Program

AR 190-45
Law Enforcement Reporting

AR 190-51
Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 700-131
Loan and Lease of Army Material

AR 735-11-2
Reporting of Supply Discrepancies

PBUSE End Users Manual (<https://pbuse.us.army.mil/>)

USAR Regulation 140-1
Force Management

Section III Required Forms

DA Form 3161
Request for Issue or Turn In

DD Form 250
Material Inspection and Receiving Report

DD Form 1348-1A
Issue Release/Receipt Document

DD Form 1348-2
Issue Release/Receipt Document with Address Label

USARC Form 6-R
Property Accountability Adjustment Data (PAAD) Report

Section IV Related Forms

This section contains no entries.

APPENDIX B Record Keeping Requirements

B-1. Requirements

This pamphlet requires the creation, maintenance, and use of records in support of all property accounting transactions stated in AR 710-2, and AR 735-5. File numbers are created by individual units as documents are created. Documents supporting property book transactions are retained for a period of 6 years (ARIMS record number 710-2a, Property Book and Supporting Documents).

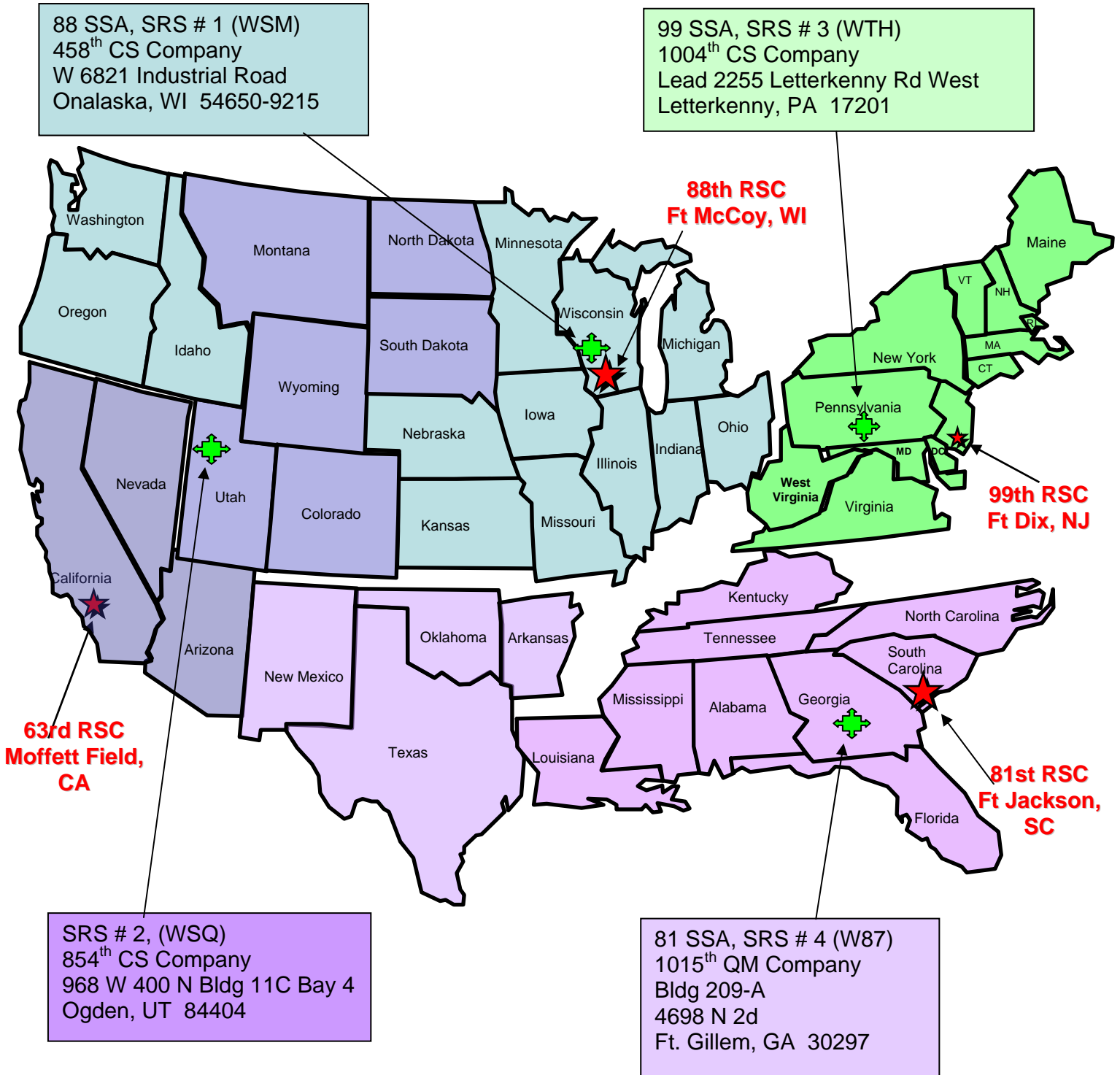
B-2. Detailed record information

Detailed information about the above records is located on the RRS-A module of ARIMS located at www.arims.army.mil.

APPENDIX C
Recurring Reports

Requirement/ Action	Initiated By	Mailed To	Frequency	Due Date	Managed By	Remarks
100% CoROI Notification	Outgoing Cmdr	PBO	As needed	5 days of discovery	PBO	
PHRH Updates	PBO	Current PHRH	Monthly & Quarterly	5th Monthly	PBO	MOI is provided with monthly updates
Conduct of 100% CoROI	Outgoing/ Incoming Cdr	PBO	As needed	W/ 30 days prior to departure of outgoing Cdr/Supervisor	PBO	2-15 day extensions may be granted if requested in writing
Change of PBO Inventory	Departing PBO	Cdr of Departing PBO	As needed	Upon change of PBO	Cdr of PBO	Completed prior to departure of outgoing PBO
Forward receipts for equipment	Cdr/or designated representative at each unit	PBO	As needed	W/ 72 hours of receipt	PBO	DD Forms 1348, DA Forms 250 or other documents identifying receipt
FLIPL	Individual discovering loss, damage, or destruction of gov't equip	PBO	As Needed	NLT 75 days following discovery	PBO	Completed report due NLT 240 days from initiation.
Cyclic Inventories	PBO	PHRH	Monthly	5th of the month following last Inv	PBO	When used
Sensitive Item Inventories	PBO	PHRH	Quarterly	5th, Dec, Mar, Jun, Sep	PBO	SIR to support and discrepancies noted
PAAD-R (RCS: RCLG-006)	FLIPL Approving Authority	Senior logistics personnel	Quarterly	1st Feb, May, Aug, Nov	Senior logistics personnel	
CSDP Visits	Senior logistics personnel for next higher Commander	Unit	Annually	W/ 30 Days after completion	Senior logistics personnel at next higher command	Follow-up review is conducted W/ 90 days for units rated "No-Go" in two or more areas

APPENDIX D
SARSS Retrograde Sites (SRS) Location Map



APPENDIX E
Rear Detachment UIC Matrix

UIC	=	Rear Det
AA	=	HD
A0	=	AD
B0	=	BD
C0	=	CD
D0	=	DD
E0	=	ED
T0	=	TD
A1	=	AE
A2	=	AF
A3	=	AG
A4	=	AH
A5	=	AJ
A6	=	AK
A7	=	AL
A8	=	AM
A9	=	AN
B1	=	BE
B2	=	BF
B3	=	BG
B4	=	BH
B5	=	BJ
B6	=	BK
B7	=	BL
B8	=	BM
B9	=	BN
C1	=	CE
C2	=	CF
C3	=	CG
C4	=	CH
C5	=	CJ
C6	=	CK
C7	=	CL
C8	=	CM
C9	=	CN
D1	=	DE
D2	=	DF
D3	=	DG
D4	=	DH
D5	=	DJ
D6	=	DK
D7	=	DL
D8	=	DM
D9	=	DN

UIC	=	Rear Det
E1	=	EE
E2	=	EF
E3	=	EG
E4	=	EH
E5	=	EJ
E6	=	EK
E7	=	EL
E8	=	EM
E9	=	EN
R1	=	RE
R2	=	RF
R3	=	RG
R4	=	RH
R5	=	RJ
R6	=	RK
R7	=	RL
R8	=	RM
R9	=	RN
T1	=	TE
T2	=	TF
T3	=	TG
T4	=	TH
T5	=	TJ
T6	=	TK
T7	=	TL
T8	=	TM
T9	=	TN
U1	=	UA
U2	=	UB
U3	=	UC
U4	=	UD
U5	=	UE
U6	=	UF
U7	=	UG
U8	=	UH
U9	=	UJ

UIC	=	Rear Det
V1	=	VA
V2	=	VB
V3	=	VC
V4	=	VD
V5	=	VE
V6	=	VF
V7	=	VG
V8	=	VH
V9	=	VJ
W1	=	WA
W2	=	WB
W3	=	WC
W4	=	WD
W5	=	WE
W6	=	WF
W7	=	WG
W8	=	WH
W9	=	WJ
X1	=	XE
X2	=	XF
X3	=	XG
X4	=	XH
X5	=	XJ
X6	=	XK
X7	=	XL
X8	=	XM
X9	=	XM
Z1	=	ZA
Z2	=	ZB
Z3	=	ZC
Z4	=	ZD
Z5	=	ZE
Z6	=	ZF
Z7	=	ZG
Z8	=	ZH
Z9	=	ZJ

GLOSSARY

Section I Abbreviations

AAR

Administrative Adjustment Report

ADL

Automatic Disposal List

AR

Army Regulation

ARSIDS

Army Reserve SARSS Information Data System

BII

Basic issue items

CORO

Change of Responsible Officer

CoROI

Change of Responsible Officer Inventory

CSDP

Command Supply Discipline Program

CTA

Common Table of Allowance

DMC

Distribution Management Center

DOC

Distribution Operations Center

DoDAAC

Department of Defense Activity Address Code

DUIC

Derivative Unit Identification Code

ECOD

estimated cost of damage

ECS

Equipment Concentration Site

EDATE

effective date

FAAST

Force and Asset Search Tool

FLIPL

Financial Liability Investigation of Property Loss

FOI

Found on Installation

LBE

left behind equipment

LIW

Logistics Information Warehouse

LOGDAT

Logistics Data Analysis Tool

LOGSA

Logistics Support Agency

LOGTAADS

Logistics Total Army Authorization Document System

MFR

Memorandum for Record

MMT

Material Management Team

MRO

material release order

NLT

no later than

O & F

Operational and Functional

OCIE

Organizational clothing and individual equipment

PA

Procurement Appropriation

PBO

Property Book Officer

PBUSE

Property Book Unit Supply Enhanced

PHR

primary hand receipt

PHRH

Primary Hand Receipt Holder

SARSS

Standard Army Retail Supply System

SC

Statement of Charges

SHR

Sub-hand Receipt

SRS

SARSS Retrograde Site

TM

Technical Manual

US-E

Unit Supply-Enhanced

USAR

United States Army Reserve

USARC

United States Army Reserve Command

UTO

unit task organization

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms****COR**

Contracting Officer Representative

COTR

Contracting Officer Technical Representative