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***United States Army
Reserve Regulation 700-3**
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Logistics
Management of Facility Property

By the Order of the Chief of Staff:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of changes.

Summary. This regulation establishes management of United States Army Reserve (USAR) facility properties. It also promotes standardized property accountability procedures for USAR facility property.

Applicability. This regulation applies to Headquarters, United States Army Reserve Command, Major Subordinate Commands and Mission Support Commands located within continental United States and outside continental United States. Local reproduction is authorized. You can access this regulation and other United States Army Reserve Command publications at: <https://www.usar.army.mil/Publications/>.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a directorate chief within the proponent.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-4.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to- CDR, USARC, ATTN: AFRC-LG, 4710 Knox Street, Fort Bragg, NC 28310-5010.

Distribution. This publication is available in electronic media only and is intended for all levels of the United States Army Reserve.

*This regulation supersedes USAR Regulation 700-3, dated 1 June 2022.

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SUMMARY of CHANGE

USAR Regulation 700-3

Management of Facility Property

This administrative revision, dated 23 March 2025—

- Revised the purpose statement, adding custodial responsibilities for Readiness Divisions and tenant units (Chapter 1, para 1-1).
- Added Readiness Divisions for the management and responsibility of facility equipment (Chapter 1, para 1-4).
- Changed quarterly inspection of the facility to monthly inspection of the facility by the Facility Coordinator (Chapter 2, para 2-7e).
- Updated Chapter 3, para 3-5, Management Controls, adding additional requirements.
- Removed references to the Army Records Information Management System since it is no longer valid.

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Chapter 1

Introduction

Section I

General

1-1. Purpose

The purpose of this regulation is to standardize management of facility property, accountability procedures, and custodial responsibilities for Readiness Divisions (RD) and tenant units.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Recordkeeping

Records are maintained in accordance with AR 25-400-2 and the Records Retention Schedule- Army (RRS-A). Record number 700A, General Logistics, Equipment, Supplies and Property Accountability, (0-6 duration) will be used throughout this regulation.

1-4. Applicability

a. Facility property, also known as installation property, is accounted for by either formal property book accountability or hand receipt (HR) control as applicable. Installation property, which is inherent to the operation of the installation, is authorized by the activities Table of Distributions and Allowances (TDA) and other valid authorization documents. RDs are responsible for management and accountability of facility property. Tenant organizations exercise appropriate level of responsibilities over all property, both facility and organizational, in occupied facilities. Organizations will not use facility property for tactical purposes or relocate upon change of station.

b. Facility property is not real property. See AR 735-5, paragraph 4-2 for the definition of real property.

c. AR 710-2 provides for property accountability requirements, including commercial-off-the-shelf (COTS) items. Non-expendable property will be maintained on a property book, excluding nonexpendable components. Durable property and those property items susceptible to pilferage will be maintained on hand receipts upon acquisition and until authorized disposition is given.

d. The current Army Property System of Record (APSR) utilized is the system of record for both property book level and unit level accountability, to include lateral transfers and turn-ins. The property book for facility property will be maintained and controlled by the Property Book Officer (PBO) of the RD to which the facility is assigned. The APSR for facility property is Global Combat Support System - Army (GCSS-A). Facility property is currently maintained using Property Book Identification Code (PBIC) 9: Installation Equipment. Facility PBOs may also use PBIC 6: Loan/Lease Rental Equipment, PBIC 7: Installation Reserve Equipment, and PBIC C: Pending Disposition.

Chapter 2

Responsibilities

2-1. Types of responsibilities

a. Command responsibility. Commanders are obligated to ensure Government property within their command is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to a command position at any level and includes the following:

(1) Ensuring the security of all property of the command, whether in use or in storage.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, use, safekeeping, and disposition of property within the command.

(3) Enforcing security, safety, and accounting requirements.

(4) Taking administrative or disciplinary measures, when necessary.

b. Supervisory responsibility. The obligation of a supervisor to ensure Government property issued to, or used by their subordinates, is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. It is inherent in supervisory positions, is not contingent upon signed receipts or responsibility statements and cannot be delegated. It arises because of assignment to a specific position and includes the following:

(1) Providing proper guidance and direction.

(2) Enforcing all security, safety, and accounting requirements.

(3) Maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property.

c. Direct responsibility. The obligation of a person to ensure Government property for which they have receipted is properly used and cared for and that proper custody, safekeeping, and disposition are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders or directors of separate Table of Organization and Equipment (TOE) activities will determine and assign in writing those individuals who will have direct responsibility for property.

d. Custodial responsibility. The obligation of an individual for property in storage, awaiting issue, or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody and safekeeping of the property until disposition is completed. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, and is rated by, and answerable directly to, the accountable officer or the individual having direct responsibility for the property. Responsibilities include the following:

(1) Ensuring the security of property stored within the supply room and storage annexes belonging to the supply room or Supply Support Activity (SSA) is adequate.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, safekeeping, and disposition of all property within the supply room and storage annexes belonging to the supply room or SSA.

(3) Enforcing all security, safety, and accounting requirements.

(4) When unable to enforce any of these, reporting the problem(s) to their

immediate supervisor.

e. Personal responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard, and dispose of Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

2-2. Readiness Division Commander responsibilities

a. Ensure United States Army Reserve (USAR) Centers and USAR occupied portions of Armed Forces Reserve Centers are functional and professional workplaces for USAR activities to conduct operations and training.

b. Implement policies and procedures to account for all assigned facility property and ensure that those policies and procedures are enforced in a manner consistent with regulatory guidance.

c. Appoint a PBO at the RD to manage the accountability of facility equipment within their responsible area.

d. Appoint a Facility Commander for each USAR owned/responsible facility. The Facility Commander will normally be the senior ranking Army Reserve Unit Commander (AR 140-483, para 1-12 bb). Hospital unit commanders cannot serve as center commanders unless they command the only Army Reserve unit in the facility.

(1) In the case of multiple building enclaves, the RD Commander will appoint the senior ranking USAR unit commander within that enclave to act as the Facility Commander.

(2) In the case of multi-service or shared buildings where the USAR does not have the lead, the senior ranking USAR unit commander will serve as the Facility Commander over the USAR unit occupants. Responsibilities specific to that facility, beyond those identified in this publication, will be identified by Memorandum of Agreement (MOA) between the USAR Facility Commander and the lead command.

e. Make duty appointments via memorandum with a copy furnished to the Facility Commander, Major Subordinate Commands, and the tenant unit Commander(s).

f. Ensure compliance with all policies and procedures prescribed by this regulation paying particular attention to:

(1) Financial liability investigations and property loss (FLIPL) (AR 735-5, para 13-20)

(2) Damage statements (AR 735-5, para 14-18)

(3) Inventory adjustment reports (AR 735-5, para 14-34)

g. Establish coordinating relationship.

(1) Routine correspondence between the RD PBO and the Primary Hand Receipt Holder (PHRH) will be conducted by memorandum or e-mail.

(2) First follow-up (if required, based on non-compliance) will be by memorandum or e-mail between the RD PBO and PHRH with copy furnished to the Facility Commander.

(3) Second follow-up (if required, based on continued non-compliance) will be by memorandum or e-mail between the RD G-4 and the Facility Commander with copy furnished to the Major Subordinate Command G-4.

(4) Subsequent action (if required, based on continued non-compliance) will be referred to the RD Command Group for resolution at the command level between the RD and the Major Subordinate Command.

(5) Inform Facility Commander, Facility Coordinator, and PHRH of tenant unit activation, inactivation or restationing.

(6) Facility Commanders experiencing non-support for facility property accountability by other tenant units will issue notifications per the suggested matrix below:

Facility Property Resolution Matrix	Readiness Division with Facility Commander	Facility Commander with Tenant Unit
Routine	Property Book Officer to Primary Hand Receipt Holder	Primary Hand Receipt Holder to tenant unit
1st Follow-Up	Property Book Officer to Primary Hand Receipt Holder with copy furnished to Facility Commander	Primary Hand Receipt Holder to tenant unit with copy furnished to Facility Commander & tenant unit Commander
2d Follow-Up	Readiness Division G-4 to Facility Commander with copy furnished to Major Subordinate Command G-4	Facility Commander to tenant unit Commander with copy furnished to Major Subordinate Command G-4
Continued Non-Compliance	Readiness Division Command Group to Major Subordinate Command G-4	Command group resolution between Facility Commander and Major Subordinate Command G-4

Figure 2-1 Facility Property Accountability Resolution

2-3. Major Subordinate Command Commander responsibilities

a. Ensure designated Facility Commanders execute supervisory responsibility in support of the RD.

b. Review facility property accountability and a physical inspection of facility property as part of their inspection of subordinate units.

c. Direct the tenant unit chain of command to view facility property, to include sensitive items inventories and reporting requirements, as a tenant unit chain of command responsibility with timely replies to the RD PBO.

d. Direct the tenant unit chain of command to immediately act to correct delinquencies reported to them by the RD and ensure future actions are performed as required.

e. Coordinate with the tenant unit appointed Facility Coordinator and the RD PBO for specific facility property requirements of subordinate tenant units within the facility. Provide essential information as to the timeframe, unit type, mission, personnel, and maintenance requirements for their facility property needs.

f. Ensure Facility Coordinators or PHRH under the Major Subordinate Commands follow the guidance of the RD PBO or G-4 and AR 735-5 regarding follow-on actions for lost, damaged or destroyed (LDD) facility property.

2-4. Facility Commander responsibilities

a. Senior USAR Commanders in multiple buildings or shared multi-service facilities may be referred to as Facility Commanders. Facility Commanders will comply with all

applicable guidance in this regulation, in addition to, host unit MOA requirements.

b. Have command responsibility as described in paragraph 2-1 of this regulation.

c. Implement procedures to account for assigned USAR facility property in their respective facilities and ensure that property accountability is enforced in a manner consistent with regulatory requirements.

d. Appoint a Facility Coordinator for each facility within their command in accordance with (IAW) AR 140-483, paragraph 4-13f. (May not be applicable for shared facilities.)

e. May appoint building managers for each individual building.

f. Appoint a PHRH for USAR facility property at each facility and ensure PHRH is responsive to the RD PBO for inventories, transfers, and turn-ins.

g. The Facility Coordinator and the PHRH may be the same person.

h. Notify the RD PBO of the appointed Facility Coordinator and the PHRH.

i. Designate personnel for receipt and/or turn in of facility property using DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies).

j. Have tasking authority to task any tenant unit in the building to provide a qualified military or Department of the Army (DA) Civilian to perform or assist with any required task as pertains to property accountability (most common requirement being inventories) (May not be applicable for shared facilities).

k. Perform a semi-annual physical inspection of the facility, to include storage areas and military equipment parking (MEP), ensuring compliance with facility management policies, proper supply management, proper supply storage, and security requirements.

l. Ensure inactivating and/or restationing tenant units remove all unit property, equipment, supplies and debris from facility IAW regulatory guidance and applicable local policies.

m. Refer to figure 2-1 for unresolved discrepancies noted during subsequent physical inspections.

n. Appointed Facility Commanders are under the operational control (OPCON) of the RD for execution of facility property tasks and requirements.

o. Ensure all facility hand receipts are updated annually, or within 6 months of the last change document, and physical inventories are performed to validate accountability.

p. Notify the RD PBO when a reassignment or transfer occurs for Facility Commanders and/or PHRH.

q. Ensure Facility Coordinators and PHRHs under the Major Subordinate Commands report to and follow the guidance of the RD PBO or G-4 in performance of causative research and follow-on actions for LDD of facility property.

r. Appoint a Receipt Control Manager and Assistant Receipt Control Manager for each facility, with a minimum rank/grade of E-6 for military or GS-06 for civilians and provide that information to the RD PBO. (May not be applicable for shared facilities.)

s. Appoint an Official Mail Manager and Assistant Official Mail Manager for each facility, with a minimum rank/grade of E-6 for military or GS-06 for civilians and provide that information to the RD PBO. (May not be applicable for shared facilities.)

t. The Receipt Control Manager and Official Mail Manager may be the same person or persons.

u. Establish receipt control and official mail procedures by Standard Operating

Procedures (SOP) or memorandum to ensure all incoming equipment is signed for by the Receipt Control Manager or Official Mail Manager and secured in a designated location until appropriately inventoried and delivered or installed. See Appendix B for recommended receipt control procedures.

2-5. Readiness Division Property Book Officer responsibilities

- a. Have direct responsibility as described in paragraph 2-1c of this regulation.
- b. Maintain the facility property books.
- c. Ensure actions required of Facility Commanders, Facility Coordinators and PHRHs as directed in this regulation are completed.
- d. Generate and receive DA Form 1687 for each facility authorizing a facility PHRH to conduct transactions on the PBO's behalf.
- e. Establish and maintain a primary hand receipt with each facility PHRH to be updated and signed after each annual inventory.
- f. Ensure each PHRH completes a 100% inventory of facility property within 30 calendar days prior to appointment IAW AR 710-2, table 3-2a.
- g. Notify PHRH of any lateral transfers or turn-in actions.
- h. Post signed receipt and turn-in documents received from PHRH within 30 calendar days.
- i. Complete accountable officer actions IAW AR 735-5, chapters 13-15 and 13-16, immediately upon notification of LDD facility property.
- j. Provide inventory documents for directed inventories.
- k. Ensure 100% of facility property is inventoried annually (no later than 12 months) and file a signed memorandum for record documenting the inventory, corrective actions taken and update APSR.
- l. Ensure unaccounted for facility property is properly recovered or otherwise accounted for.
- m. Provide sensitive item inventory documents monthly and arms, ammunition, and explosive (AA&E) inventory documents monthly and ensure inventory results are returned with appropriate signatures. Document results with corrective actions taken and update APSR.
- n. Research inventory discrepancies as soon as possible and immediately for sensitive or controlled items.
- o. Submit required property accountability reports to the United States Army Reserve Command (USARC) G-4 Supply & Services Division to include, but not limited to, annual, cyclic, and sensitive item inventories.
- p. Provide technical assistance to the Facility Coordinator or PHRH, as needed, to determine which incoming equipment is facility property or tenant unit property.
- q. Maintain all property accountability and inventory records on file IAW AR 25-400-2.

2-6. Facility Property Primary Hand Receipt Holder responsibilities

- a. Have direct and custodial responsibility for facility property assigned to or stored within their facilities as described in paragraph 2-1 of this regulation.
- b. Ensure assigned facility property is properly managed and safeguarded.
- c. Forward the DA Form 1687 to the RD PBO authorizing the facility PHRH to receive and turn-in facility property as directed by the RD PBO.

- d. Conduct transactions on the RD PBO's behalf utilizing DA Form 1687.
- e. Inventory 100% of the assigned facility property within 30 calendar days prior to appointment IAW AR 710-2, table 2-2.
- f. Notify the RD PBO of all property transactions as they occur.
- g. Inventory incoming equipment immediately and forward signed receipt documents to the RD PBO within three working days.
- h. Notify RD PBO of incoming shipments without documentation. Initiate a DD Form 250 (Materiel Inspection and Receiving Report) for contracted shipments from vendors, as necessary.
- i. Complete turn-in actions as directed by the RD PBO and forward signed turn-in documents to the PBO within three working days.
- j. Sub-Hand receipt property down to end user utilizing DA Form 2062 (Hand Receipt/Annex Number).
- k. Account for property in common use areas (classrooms, etc.) using a hand receipt identified as an inventory listing IAW AR 710-2, paragraph 2-10g(4), file the original inventory listing and place a copy in the area where the property is located.
- l. Report any LDD of facility property to the RD PBO immediately upon discovery and follow their guidance as to causative research and any required follow-on actions.
- m. Inventory 100% of hand receipted property annually or as directed by the RD PBO and submit inventory results, with discrepancies noted, to the RD PBO immediately upon completion of the inventory.
- n. Notify RD PBO immediately of excess and/or unaccounted for facility property upon discovery.
- o. Sign updated APSR documents and submit to the RD PBO.
- p. Submit requests for extension, as necessary, through the RD PBO to the RD Commander in memorandum format. Include justification and provide an expected completion date.
- q. Conduct inventories as directed by the RD PBO IAW DA Pam 710-2-1, paragraph 9-6 thru 9-10 and forward the inventory document with appropriate signatures to the RD PBO within the prescribed time.
- r. Conduct sensitive item inventories and AA&E inventories monthly IAW AR 710-2 and DA Pam 710-2-1, paragraph 9-9 thru 9-10, and forward the inventory document with appropriate signatures to the RD PBO within the prescribed time.

2-7. Facility Coordinator responsibilities

- a. Have supervisory responsibility as described in paragraph 2-1b of this regulation.
- b. Implement and enforce procedures for property accountability of assigned facility property in a manner consistent with regulatory requirements.
- c. Be stationed at the facility and responsible for day-to-day facility operations. Be a member of the full-time unit support (FTUS) of a USAR unit assigned to the facility.
- d. Be familiar with this publication and the Facility Commanders Receipt Control SOP.
- e. Perform a monthly physical inspection of the facility, to include storage areas and MEP, ensuring compliance with facility management policies, proper supply management, proper supply storage, and security requirements.
- f. Notify Facility Commander, PHRH and applicable tenant units in writing, of

discrepancies noted during physical inspection.

g. Comply with paragraph 3-1 of this regulation regarding accountability, inventory, and condition of kitchen equipment.

h. Report any LDD of facility property to the RD PBO immediately upon discovery and follow their guidance as to causative research and any required follow-on actions.

i. Ensure inactivating and/or restationing tenant units remove all unit property, equipment, supplies and debris from facility IAW regulatory guidance and applicable local policies.

2-8. Receipt Control Manager responsibilities

a. Have custodial responsibility as described in paragraph 2-1*d* of this regulation.

b. Be familiar and comply with receipt control procedures located in appendix B.

c. Be in the grade of E-6 or GS-06 or higher, if available.

d. Ensure all deliveries are signed for, logged, and secured in a designated location until appropriately delivered or installed.

e. Report LDD of facility property to the Facility Coordinator and Primary Hand Receipt Holder immediately upon discovery and follow their guidance as to causative research and any required follow-on actions.

2-9. Tenant Unit Commander responsibilities

Tenant units are any agency, Major Subordinate Command (including their subordinate units), or other units or activities that require facility or infrastructure support within a RD or USAR funded installation geographic boundary.

a. Maintain all levels of responsibility per paragraph 2-1 of this regulation.

b. Manage unit-owned equipment in addition to performing any actions assigned to them regarding facility-owned property. Unit-owned equipment is Modified Table of Organization and Equipment (MTOE), TDA, Common Table of Allowances (CTA) with or without hand receipt and supplies.

c. Dispose of excess or obsolete unit-owned supplies and equipment IAW regulatory guidance or directives.

d. Dispose of unit-generated debris IAW regulatory guidance and applicable local policies.

e. Perform physical inspection of the facility, to include storage areas and MEP, ensuring compliance with facility management policies, proper supply management, proper supply storage, and security requirements.

f. When inactivating and/or restationing, remove all unit property, equipment, supplies and debris from facility IAW regulatory guidance and applicable local policies.

g. Comply with required actions in paragraph 3-1 of this regulation regarding the accountability, inventory, and condition of all kitchen equipment.

h. Appoint, by unit name and unit identification code (UIC), a responsible person, or persons, to pick up supplies and equipment from the Record Control Manager using DA Form 1687.

i. Report LDD of facility property to the Facility Coordinator and Primary Hand Receipt Holder immediately upon discovery and follow their guidance as to causative research and any required follow-on actions.

Chapter 3

Additional Requirements

3-1. Kitchen equipment

A qualified representative from the responsible cooking unit and the Facility Coordinator, or representative, will conduct a joint inspection/inventory of the kitchen area and equipment to include serviceability at the beginning and conclusion of the usage period. The kitchen will be returned in a sanitized and orderly state.

a. Use the Kitchen Inspection Checklist (appendix C) to perform the joint inspection. Post inspection documents within the kitchen area.

b. Use the DA Form 2062 for the inventory and accountability of kitchen items. Post inventory documents within the kitchen area.

c. Equipment serviceability deficiencies will be reported to RD G-4.

d. When more than one unit is using the kitchen at the same time, the unit with the Senior Commander is designated as the responsible unit. The responsible unit will perform opening and closing inspections.

e. FTUS of unit(s) utilizing Army Reserve Center (ARC) / Armed Forced Reserve Center (AFRC) kitchens are responsible for actions not accomplished by unit personnel. If kitchen and/or associated areas are not returned in a sanitized and orderly state IAW with paragraph 3-1, FTUS will correct deficiencies necessary to maintain a safe and healthy environment.

f. AR 30-22 prohibits the use of Government subsistence, dining facility equipment, and staff for personal use.

3-2. Facility automation equipment

Facility automation equipment sometimes follows different processes than non-automation equipment. Automation equipment may come from the RD PBO, USARC G-2/6 PBO, or directly from the vendor. Established processes must be followed to account for the equipment throughout the entire lifecycle of automation equipment.

a. The RD G-6 will communicate with the USARC G-6 regarding contracts and issues of facility automation equipment. The RD G-6 will maintain a copy of contracts and provide copies to the RD PBO. (NOTE: USARC G-6 should push copies of Information Technology contracts and issue documents for facility Information Technology equipment to the RD G-6 and PBO).

b. Equipment arriving directly from the vendor will be immediately inventoried by the PHRH and reported to the RD PBO. If the RD PBO and/or G-6 do not have a copy of the contract for incoming automation equipment, contact USARC G-2/6 for verification. Once equipment is identified as facility equipment, it is post goods receipted in the APSR using a copy of the contract and a DD Form 250 validated by the PHRH as supporting documents. The RD PBO will forward a copy of the DD Form 250 to USARC G-2/6 to close out the contract. If it is determined to be unit equipment, the information will be forwarded to the unit PBO for accountability.

c. Upon receipt of new automation equipment, outdated equipment will be directed by the RD PBO for turn-in by the PHRH and the completed turn-in document will be forwarded to the RD PBO for posting. The RD PBO will forward a copy to USARC G-2/6 PBO, if needed. Equipment received by lateral transfer will be inventoried and

signed for by the PHRH on a lateral transfer document. The signed lateral transfer document is sent to the RD PBO within 3 business days (for posting within 30 calendar days). If the lateral transfer is initiated by USARC G-2/6 PBO, or another outside agency or unit, the RD PBO will forward a posted copy to the losing PBO.

d. One-for-one equipment exchange(s), usually network type equipment, will be inventoried by serial number and reported to the RD PBO immediately. Under no circumstances will a PHRH allow authorized personnel to physically remove government equipment from a facility without receiving a receipt document for accountability. Exchanged equipment will not be picked up as Found on Installation or the serial number changed using DA Form 4949 (Administrative Adjustment Report (AAR)) unless specifically directed to do so by USARC G-4 Senior Property Accounting Technician. No sensitive items will be Found on Installation unless directed by USARC G-4 Senior Property Accounting Technician.

e. Equipment designated for a common use area will be made accessible to all units within the facility. The PHRH will ensure equipment is secured by a cable lock, or other means, to ensure authorized personnel have access while still maintaining security of the equipment.

3-3. Financial liability investigation of property loss

Facility and unit commanders must ensure a copy of Facility Commander Receipt Control Procedures (appendix B) are posted and enforced to avoid lost deliveries. Facility equipment with proof of delivery to the designated facility by Federal Express (FEDEX), United Parcel Service (UPS), United States Postal Service (USPS), or other delivery agencies, regardless of who signed for the delivery, and subsequent lost, becomes the responsibility of the gaining Facility Commander. The RD PBO will post equipment in the APSR. The gaining facility coordinator and PHRH, in concert with the RD PBO, will immediately initiate causative research. If the equipment is not located during the causative research phase, the gaining Facility Commander will initiate a Financial Liability Investigation of Property Loss IAW AR 735-5, chapter 13. Provide a copy of Facility Commander Receipt Control SOP as an exhibit to the Financial Liability Investigation of Property Loss. Any equipment proven not delivered to the facility will remain the responsibility of the losing organization.

3-4. Physical security

Physical security is an integral part of property accountability. The Facility Commander is responsible to ensure Government property is secured to prevent LDD. The Facility Commander will provide for proper physical security of the facility and equipment storage areas IAW AR 190-13. The Facility Commander will coordinate with the RD Directorate of Emergency Services (DES) in coordination with Directorate of Public Works (DPW) for physical security support which is beyond the capability of the facility. Preventive physical security measures as well as active investigations of security violations and breaches are integral to Facility Commander responsibilities.

a. The condition of the ARC/AFRC facility, to include the presence of serviceable doors, windows, fences, gates, and locking devices are of utmost interest to maintaining a secure environment. Include these areas in the Facility Commander and Facility Coordinators physical inspections identified in chapter 2.

b. Physical security guidelines and/or directives will be included within each facility SOP.

c. Key Control.

(1) The Facility Commander and/or Facility Coordinator will prepare and update a key control plan to include all requirements and procedures of AR 190-11, AR 190-13 and USAR Pam 190-1.

(2) The Facility Commander will appoint in writing a Key Control Custodian for the facility.

(3) Personnel authorized access to the facility will sign for all issued keys upon receipt, i.e., office door keys, building entry keys, etc. Personnel will turn-in keys when no longer authorized access.

(4) Personnel will make themselves available bi-annually for a key control inventory conducted by the Key Control Custodian.

(5) Personnel authorized access may be issued facility door electronic entry cards when used. Electronic door entry cards are a secure item and must be reported immediately if lost. Personnel will turn-in electronic entry cards when no longer authorized access.

(6) Personnel authorized access using proximity lock via Common Access Card will be managed by Key Control Custodian for access control.

d. Bilateral storage agreement memorandum must be prepared for consolidated AA&E storage facilities used to store AA&E belonging to more than one unit or organization (see appendix D).

e. The agreement addresses:

(1) Maximum quantity of weapons to be stored.

(2) Physical safeguards.

(3) Frequency of, and the responsibility for, physical inventories or reconciliation.

(4) Reporting of losses for investigation.

(5) Key control procedures.

(6) Unit that has overall responsibility for the storage facility.

(7) Procedures for authorization and identification of individuals to receipt for physical custody of AA&E.

(8) Risk categories of items being stored.

(9) Maximum quantities of ammunition authorized for storage by the host unit in support of any armed guard requirements (failed Intrusion Detection System (IDS), transport of weapons) per DA Pam 350-38.

f. Operational loads are accounted for on the unit's property book and issued to unit's guards as needed for guard duty or force protection.

g. Requirements for armed guard agreement will include:

(1) Who will provide guards when required.

(2) Which unit (host unit) will obtain/store guard ammunition and procedures for transferring amongst units.

(3) Procedures for loaning AA&E.

(4) Agreement will be updated upon change of command.

(5) The determination of who serves as Officer-in-Charge (OIC) of the vault should be based upon staffing levels, frequency of access, and the ability to handle daily arms room requirements. Normally, the Senior Commander at the facility, or the commander

with the most weapons serves as the OIC of the vault.

(6) The host commander and each tenant unit commander must sign the agreement.

3-5. Management controls

The key internal management controls for USAR facility property accountability requirements include requesting and receiving supplies, disposition of property, property responsibility, hand receipts, inventories, adjustments for LDD property, and storage.

Areas of emphasis:

- a. Facility has a Facility Commander, Facility Coordinator, PHRH and Key Control Custodian appointed in writing.
- b. Inventories are conducted to ensure 100% annual inventories are completed and reported appropriately.
- c. Sensitive item inventories are conducted and reported appropriately.
- d. Primary hand receipts are updated annually.
- e. Hand receipts and inventory listings are used properly.
- f. Supporting documents for incoming and outgoing equipment are signed and forwarded to the RD PBO within 3 days of receipt or turn-in.
- g. Receipts and turn-ins are posted to the property book within 30 days.
- h. Disposition is requested for all excess and unserviceable equipment and supplies.
- i. Facility has a Receipt Control Plan in writing and is distributed to all tenant units.
- j. Relief from responsibility actions are initiated when LDD equipment is discovered.
- k. Facility Commander and Facility Coordinator inspect storage areas to ensure they are kept clean, orderly and properly safeguarded.
- l. Major Subordinate Commands are properly supporting the RD efforts to ensure all facility equipment and property accountability actions are completed.

3-6. Disposition procedures

Facility property falls under the control of the owning RD. These items are separate from unit MTOE/TDA equipment and will be reconciled with the RD PBO. Property that meets facility property characteristics, but not included on the PHR, will be reported to the owning RD for disposition.

- a. RDs will submit for disposition IAW USARC Equipment Redistribution and Divestiture External SOP.
- b. Upon receipt of approved disposition, follow GCSS-A SSA (Virtual) external SOP.
- c. If disposition instructions direct turn-in to nearest Defense Logistics Agency - Disposition Services (DLA-DS) utilize the Defense Logistics Agency (DLA) web based Electronic Turn-In Document (ETID) process at <https://www.dla.mil/DispositionServices/DDSR/TurnIn/ETID/>.
- d. Units are responsible for the disposition of non-facility equipment, supplies, and debris regardless of class of supply IAW AR 710-2. When responsibility or ownership cannot be identified, the senior tenant unit is responsible for disposition.

Appendix A

References

Section I

Required Publications

AR 25-400-2

The Army Records Management Program (Cited in para 1-3.)

AR 30-22

Army Food Program (Cited in para 3-1*f*.)

AR 140-483

Army Reserve Land and Facilities Management (Cited in para 2-2*d*.)

AR 190-11

Physical Security of Arms, Ammunition and Explosives (Cited in para 3-4*c*(1).)

AR 190-13

The Army Physical Security Program (Cited in para 3-4.)

AR 710-2

Secondary Item Policy and Retail Level Management (Cited in para 1-4*c*.)

AR 735-5

Property Accountability Policies (Cited in para 1-4*b*.)

DA Pam 350-38

Standards in Weapons Training (Cited in para 3-4*e*(9).)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures) (Cited in para 2-6*q*.)

USAR Pam 190-1

Physical Security Program (Cited in para 3-4*c*(1).)

Section II

Prescribed Forms

The following forms can be obtained from Army Publishing Directorate (APD) website at <https://armypubs.army.mil/>.

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies (Cited in para 2-4*i*.)

DA Form 2062

Hand Receipt/Annex Number (Cited in para 2-6*j*.)

DA Form 4949

Administrative Adjustment Report (AAR) (Cited in para 3-2*d*.)

DD Form 250

Materiel Inspection and Receiving Report (Cited in para 2-6*h*.)

Appendix B

Receipt Control Procedures

Section I

Implementation

The Facility Commander will prepare a Receipt Control SOP to maintain positive accountability of incoming and outgoing government property. SOP will be reviewed annually. The SOP will be provided to the Facility Coordinator and Primary Hand Receipt Holder, and all tenant units annually. It is recommended a copy of the SOP be included as an exhibit in each FLIPL that involves government property Loss, Damage, Destroy or Theft (LDDT) in the incoming or outgoing process.

Section II

Incoming Supplies and Equipment

The Facility Commander will appoint a Receipt Control Manager (RCM) and Assistant Receipt Control Manager (ARCM) to receive incoming deliveries when the gaining UICs Primary Hand Receipt Holder is not available to directly sign for their designated equipment. Every effort will be made to have the gaining UICs Primary Hand Receipt Holder sign for their own equipment prior to the RCM receiving the delivery. The Primary Hand Receipt Holder may authorize a representative to sign for UIC property using a DA Form 1687 provided to the RCM. (NOTE: The RCM may or may not be the Official Mail Manager (OMM).)

a. The Facility Commander will designate a secure room, cage, or other container to store received supplies and equipment until they can be signed for by the gaining UICs designated representative.

b. The Facility Commander will designate hours of operations for responsible personnel to sign for received supplies and equipment from the RCM.

c. The RCM will ensure all property is signed for on a Receipt Control Log. The log will include the delivery date, RCMs initials, unit/UIC, type item (ex. box/envelope), identifying number (ex. FEDEX#, UPS#, USPS#, Lateral Transfer (LT) #), printed name of Primary Hand Receipt Holder/Representative, signature, date, and remarks. The RCM will ensure designated representatives are on a DA Form 1687 as an authorized receiver for that UIC. (See sample Receipt Control Log.)

d. Each tenant unit commander will appoint by name and UIC a responsible person or persons to pick up all supplies and equipment from the RCM. The facility PHRH or authorized representative will pick up supplies and equipment for the facility. All representatives other than the Primary Hand Receipt Holder will be designated on a DA Form 1687 provided to the RCM. The designated representatives will be responsible for signing for supplies and equipment as he/she picks them up.

e. Those persons designated to sign for property includes signing directly from the delivery person, i.e. FEDEX, USPS, commercial bill of lading (CBL), etc. No unauthorized personnel will sign for deliveries from any source without prior authorization from the commander.

f. The Facility Commander will consolidate and clearly post a listing of names by unit and UIC of personnel designated to receive and sign for deliveries.

g. Tenant unit commanders will ensure all unit personnel are aware of the policy and who can and cannot sign for unit property. Tenant unit commanders will take appropriate action against unauthorized personnel who sign for incoming supplies and equipment.

Section III

Outgoing Supplies and Equipment

The Facility Commander will designate a secure room, cage, or other container to store outgoing supplies and equipment until they can be picked up by the transportation service.

a. The RCM will sign for all accepted equipment on a control log and will include the representative's full printed name, signature, unit, date dropped off and description. The control log will also annotate the date picked up by the transportation source.

b. Each unit's designated representative will be directly responsible for all outgoing equipment shipped by CBL until loaded onto the truck and signed for by the driver.

c. No equipment will be left unattended and unsecured on the dock or any other unsecure location while awaiting pick up.

Appendix C

Kitchen and Related Areas Inspection Checklist

Facility Kitchen Inspection Checklist

Instructions: Facility Coordinator will use this checklist to conduct opening and closing inspections of USAR facility kitchens. Items receiving a "NO" will be corrected on the spot and/or explained in the "REMARKS" section. The Facility Manager or designee will keep the original checklist. A copy of the completed checklist will be given to FTUS member of the using unit. Equipment serviceability deficiencies will be reported to Readiness Division G-4.

Using Unit/Section/Individual: _____

Date(s) Used: Open: _____ Closed: _____

ITEM/AREA/CONDITION CHECKED	OPENING INSP.		CLOSING INSP.	
	YES	NO	YES	NO
1. Were the following areas clean?				
a. Kitchen Floor				
b. Drill Hall Floor				
c. Silverware/Dishware				
d. Beverage Dispenser(s)				
e. Serving Utensils				
f. Pots and Pans/Baking Sheets				
g. Refrigerator(s) (inside and out)				
h. Freezer(s) (both inside and out)				
i. Tilt Grill				
j. Kettle				
k. Open Top Range and Oven(s)				
l. Warming Oven (inside and out)				
m. Mixer (attachments on racks)				
n. Ice Machine (scoop on top)				
o. Slicing Machine (cleaned and assembled)				
p. All Sinks				
q. All Tables				
r. Cold Table				
s. Steam Table				

t. Dishwasher (trap emptied and cleaned)				
u. Coffee Maker				
v. Garbage Cans				
w. Floor Drains				
2. Were the following items working properly?				
a. Ice Machine				
b. Refrigerator(s)				
c. Freezer(s)				
d. Tilt Skillet				
e. Kettle				
f. Open Top Range and Oven(s)				
g. Warming Oven(s)				
h. Mixer				
i. Slicing Machine				
j. Can Opener				
k. Coffee Maker				
l. Dishwasher				
m. Garbage Disposal				
n. Water Heater Boosters				
o. Hoods and Fans				
p. All Tables				
q. Roll Up Door				
r. Floor Drains				
s. Plumbing				
3. Were there any equipment shortages?				
4. Was there an adequate amount of cleaning supplies on hand?				
a. Hand Soap at Hand Wash Stations				
b. Paper Towels at Hand Wash Stations				
c. Brooms				
d. Mops w/Mop Bucket				
e. Dust Pans				
f. Dishwasher Detergent				
g. Sanitizer				
h. All-Purpose Cleaner				
5. Were the following items turned off at closing?				

a. Tilt Skillet				
b. Kettle				
c. Open Top Range and Ovens				
d. Warming Oven				
e. Steam Table				
f. Cold Table				
g. Range Hood				
h. Water Heater Boosters				
i. Dishwasher				
j. Coffee Maker				

REMARKS:

Explain every item marked "NO". Be sure to identify each question letter marked "NO". (Example: Garbage Cans were full of garbage)

Printed Name/Rank _____

Signature: _____

Appendix D

Bilateral Storage Agreement for Consolidated Arms Room Memorandum Sample

OFFICE SYMBOL (Record Number)

Date

MEMORANDUM FOR All Unit Commanders Storing Weapons in (Unit/Center)
Arms Room

SUBJECT: Bilateral Storage Agreement for Consolidated Arms Room

1. As the Commander with overall responsibility for the unit/center) arms room, I am establishing this agreement. All affected unit commanders and their arms room personnel who share the use of this facility, will strictly adhere to the following bilateral storage agreement:

a. Maximum Quantities to be Stored. Quantities of weapons to be stored will not exceed those authorized by the unit TDA/TOE, contingent upon adequate space being available. Operational load ammunition stored in this facility in limited quantities in support of armed guard, force protection requirements or for authorized training. Obtain written authorization from the undersigned.

b. Physical Safeguards. Each unit will install caging to separate one unit's weapons from another (where available). Spot-weld or peen all cage bolts, anchor caging to the floor, and ensure it extends to the true ceiling or has a secure top. Equip each unit's caging with its own locks and keys. The appropriate unit key custodian will control both. **NOTE:** If no caging is used to separate one unit's weapons from another, weapons will be separated using racks/Class V containers.

c. Frequency of and Responsibility for Physical Inventories or Reconciliation. Performance of all weapons inventories is the individual unit's responsibility. This applies only to arms rooms where unit weapons are separated and accessible only to unit personnel. In those cases where all units' weapons are accessible to anyone entering the arms room, "visual accounting" of all weapons must be accomplished. Monthly serial number inventories would remain a unit responsibility. Units will provide results of monthly inventories to the commander responsible for overall security of the arms room.

d. Reporting of Losses for Investigation. (Develop this part locally between all commanders having weapons stored.)

e. Key Control. (Use para 3-6 of this regulation to develop this portion of the

agreement. Incorporate the need for the primary key custodian controlling the IDS and vault door keys to receive current unaccompanied access rosters from each unit in the arms room. Also, emphasize the need for each unit to control and account for its own arms room keys.)

f. Unit that has overall responsibility for the storage facility. (Unit designation) has overall responsibility for this consolidated arms room facility.

g. Procedures for authorization and identification of individuals to receipt for and physically take custody of arms, ammunition, and explosives (AA&E). Maintain current access rosters identifying who can sign for keys and gain unaccompanied access to the arms room by each unit. Furnish copies to the unit that has overall responsibility for the arms room. Limit the number of individuals on each access roster to only those essentials for mission accomplishment. Removal of individual weapons is the responsibility of unit personnel to control. In all cases, follow appropriate accountability and control procedures contained in AR 190-11.

h. Non-compliance with procedures. Deny units not complying with these procedures access to the arms room and its weapons.

2. My point of contact is (appropriate name).

AUTHORITY LINE:

Signature of Commander Tenant Unit
Unit
NAME
Rank
Title

Signature of Commander Host
NAME
Rank
Title

NOTE: Include the signature blocks for all unit commanders with weapons in the arms room. This agreement must be coordinated and approved by all activities involved. The unit that has overall responsibility for the center/facility is responsible for obtaining the threat data and providing all tenants with copies.

Glossary of Terms

Section I

Abbreviations

AA&E

Arms, Ammunition and Explosives

AFRC

Armed Forces Reserve Center

APSR

Army Property System of Record

ARC

Army Reserve Center

CBL

Commercial Bill of Lading

CDR

Commander

CTA

Common Table of Allowances

DA

Department of the Army

ETID

Electronic Turn-In Document

FEDEX

Federal Express

FLIPL

Financial Liability Investigation of Property Loss

FTUS

Full Time Unit Support

GCSS-A

Global Combat Support System – Army

IAW

In Accordance With

IDS

Intrusion Detection System

LDD

Lost, Damaged, or Destroyed

MEP

Military Equipment Parking

MOA

Memorandum of Agreement

MTOE

Modified Table of Organization and Equipment

OIC

Officer in Charge

PBIC

Property Book Identification Code

PBO

Property Book Officer

PHRH

Primary Hand Receipt Holder

RCM

Receipt Control Manager

RD

Readiness Division

RN

Record Number

SOP

Standing Operating Procedures

SSA

Supply Support Activity

TDA

Table of Distribution and Allowances

TOE

Table of Organization and Equipment

UIC

Unit Identifier Code

UPS

United Parcel Service

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USPS

United States Postal Service

Section II**Terms****Accountability**

Obligation to keep records of property, documents, or funds, such as identification date, gains, losses, dues-in, dues-out, and balances on hand or in use.

Facility Property (also sometimes referred to as Station Property or Installation Property)

Non-deployable property issued to a unit under authority of a common table of allowance or other Headquarters Department of the Army approved or National Guard Bureau authorization documents, except expendable items and personal clothing. Purpose of facility property is for facility management and provide universal access to equipment for tenant units when assignment of equipment is impractical to units.

Facility Property Book

Record of property issued under an authorization document other than a MTOE, deployable TDA, and deployable CTA items.

Financial Liability Investigation of Property Loss

An instrument for recording circumstances concerning LDD of Army property. It serves as, or supports, a voucher for dropping articles from property records on which they are listed. It also serves to determine any question of responsibility (financial or otherwise) for absence or condition of the articles.

Inventory

An inventory is a physical count of property on hand. Components are inventoried when the end item is inventoried.

File Plan

A list of the specific record titles and/or numbers describing the records accumulated or generated in an office. The list is prepared within each element where records accumulated or generated and should be coordinated with the organization or installation records management official.

Primary Hand Receipt

Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

Primary Hand Receipt Holder

A person who is hand-receipted property directly from the accountable officer.

Property Book

A formally designated set of property records maintained to account for organizational and installation property in a using unit

Real Property

Land and interests in lands. This includes buildings, piers, docks, warehouses, rights-of-ways, basements, utility systems, and all other improvements permanently attached and ordinarily regarded as real estate. This does not include machinery, equipment or fixed signal communication systems that may be removed without harming the usefulness of the structure.

Record Number (RN)

The number assigned to records described under that RN. This number identifies information for filing, reference, and disposition authority.

Readiness Division (RD)

A command that provides personnel, information management, funding, physical security, facilities, training areas, safety, environmental, force development, logistics, area maintenance support activities, equipment concentration sites, and Soldier readiness processing center support to USAR Soldiers, civilians, family members and units in their geographically assigned area. Provides mission command for USAR bands, public affairs, chaplain other units as directed.

Sub-Hand Receipt

A hand receipt between a primary hand receipt holder and a person subsequently given the property for use. It does not transfer direct responsibility for property to the sub-hand receipt holder.