



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
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ARLINGTON, VIRGINIA 22203-1 635

JUL 31 2000

LOGISTICS DIVISION

DoDEA ADMINISTRATIVE  
INSTRUCTION 4100.5

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
ACCOUNTABLE PROPERTY MANAGEMENT EVALUATION PLAN

References: (a) DoDEA-M4100.2, "Material Management Manual," August 1997  
(b) DoD 7000.14-R, "DoD Financial Management Regulation," December 1996

A. PURPOSE

This Administrative Instruction defines DoDEA management controls for the accountable property program, assigns responsibilities, and establishes procedures in enclosures 1 and 2 through which DoDEA managers shall determine compliance in terms of providing reasonable assurance to the Director, DoDEA that management controls are in place and effective and that the requirements of the Federal Managers Financial Integrity Act (FMFIA) are being met.

B. APPLICABILITY AND SCOPE

The property management control program applies to every echelon in the DoDEA both at the school and above-school levels. It encompasses the accountable property management program in its entirety. It includes evaluating the adequacy of: (1) the policies and procedures interpreted from regulatory guidance and implemented within DoDEA, (2) the administration of the formal property records by the accountable officers, (3) the management of the hand receipts by hand receipt holders and the accountable officers' property technicians, (4) the automated systems designed to manage program data, and (5) each echelon's compliance with the requirements established in this AI. The Deputy Directors, DoDEA are authorized to supplement this pamphlet to further restrict their in-house programs; but, the minimum controls outlined herein are mandatory for all DoDEA activities maintaining accountable property and their respective chains of command.

c. POLICY

It is DoDEA policy that a management control program be established at each DoDEA activity to review, evaluate and report on the effectiveness of property management controls, as established in reference (a), and to take appropriate action to identify and correct ineffective controls or to establish additional controls when warranted.

D. RESPONSIBILITIES:

1. The Director and the Deputy Directors, DoDEA shall:

(a) Ensure that DoDEA managers comply with the requirements of the property management program as defined in reference (a), evaluate it in accordance with this AI, and report on its effectiveness to DoD annually through the FMFIA report.

(b) Appoint in writing an accountable officer for each formal property record.

(c) For all DD Form 200 actions, designate in writing an appointing official for each district and the deputy directorate, and appoint an approving official within his/her jurisdiction using the guidelines in reference (a).

(d) As the appointing/approving/appeal authorities for Government Property Lost, Damaged or Destroyed (GPLD) comply with the regulatory guidance for processing DD Forms 200 specified in reference (a).

2. The Deputy Directors shall:

(a) Ensure that all staff offices, divisions, district offices, and schools under his/her jurisdiction comply with the requirements established in reference (a) and the accountable property program management controls defined herein.

(b) Provide an annual report on the effectiveness of the program to the Director, through the Associate Director for Management, which will also serve as input for the annual FMFIA report to DoD.

(c) Supplement as necessary the guidance herein to tailor his/her program to fit the needs of the deputate.

3. The Chief, Logistics Division, DoDEA shall:

(a) Establish a property management program for DoDEA which is based on higher authority guidance to include promulgation of appropriate policies, procedures, systems, and oversight programs;

(b) Ensure resources are available to accomplish it;

(c) Monitor the annual accomplishment of quality assurance/staff assistance reviews of the formal property records and biennial validations of hand receipt accounts through his/her logistics staff at Headquarters, the offices of the deputy directors, and at the district offices. He/she will summarize in an annual report the results of the oversight program for senior DoDEA officials and report systemic or policy/procedural issues to higher authority as needed.

4. The Headquarters Supply & Services Branch shall:

(a) Interpret and implement DoD property management policies for the DoDEA; coordinate, publish, and distribute policies in appropriate issuances to the DoDEA community; and, revise policies when applicable. Guidance will include methods by which the program can be measured to determine program effectiveness.

(b) Conduct the annual accomplishment of quality assurance/staff assistance reviews of the formal property records using enclosure 2, TAB B, and report the results to the Director, the Deputy Directors, the Associate Director for Management, and the Chief, Logistics Division, DoDEA.

5. The Headquarters Operations Support Branch shall administer the property management program for the Headquarters, the Domestic Dependent Elementary and Secondary Schools (DDESS) and Cuba in accordance with the controls identified herein.

6. Each Accountable Officer shall:

(a) Ensure that annual physical inventories for his/her hand receipt accounts are taken, reconciled, and signed by the hand receipt holders by the date he/she has established; perform a biennial quality assurance validation on each hand receipt account using enclosure 1, TAB B, and report findings to the hand receipt holder, the superintendent, the Deputy Director, or the Associate Director for Management, as appropriate.

(b) Comply with the management control program for property for the accountable area to include performing an annual self-assessment using enclosure 2, TAB A, one month prior to the scheduled validation of the formal record; reviewing biennial validation reports performed on each hand receipt account, checking hand receipt holder compliance in correcting reported weaknesses during the next validation; and providing for an assistance/training program when requested by the hand receipt holder's supervisor or district superintendent.

(c) Appoint hand receipt holders in writing for each hand receipt account.

(d) For GPLD, comply with reference (b) as implemented in reference (a). Provide an annual summary report, through the Deputy Director, to the Associate Director for Management, as prescribed in reference (a).

(e) Conduct semiannual reviews of property documentation on the formal account as established herein and report the findings to the Chief, Logistics Division, at the Deputy Directorate or Headquarters as applicable.

7. The Superintendent/District Superintendent, Division Chief/Head of the Staff Office, or School Principal shall:

(a) Ensure that an annual physical inventory is taken, reconciled, and signed by his/her activity's hand receipt holder by the date established by the accountable officer.

(b) Perform an annual review on activity property prior to the end of the performance evaluation period and report findings to his/her supervisor and the accountable officer using enclosure 1, TAB A, prepared by his/her hand receipt holder.

(c) For GPLD within his/her hand receipt account, ensure that fully researched, clearly written, and compliant DD Form 200's are forwarded to the next level within the prescribed timeframes.

(d) As the appointing authority for GPLD, superintendents shall comply with the regulatory guidance for processing DD Forms 200 originating from school level as specified in reference (a).

(e) Ensure all property management actions are completed in the timeframes established.

8. The Logistics Chiefs of the Headquarters or Deputy Directorates are operationally responsible for:

(a) Ensuring property management policies and procedures are implemented throughout the headquarters/deputy directorate, providing guidance and direction to the accountable officer and his/her administrative staff, to include execution and reconciliation of annual property inventories and quality assurance/staff assistance visits to headquarters/deputy directorate activities, districts, and schools.

(b) Providing functional guidance and assistance to the members of their respective organizations.

(c) Ensuring that procedures are in place and are reviewed annually governing the interface of property movement and disposal between/among headquarters and directorate activities and the information technology maintenance contractor, warehouses, and other collateral activities such as the European Music Repair Facility.

(d) Reporting program summary results to the Associate Director for Management or Deputy Director for incorporation into the annual FMFIA report.

9. Hand Receipt Holders (HRHs) are responsible for:

(a) Overseeing the administration of the hand receipt account by the property custodian through triannual documentation reviews.

(b) Conducting a semiannual physical check by sampling 10 percent but no more than 30 items from the account HRL (Hand Receipt Listing)-to-Location and Location-to-HRL ensuring that required data elements and other management data are entered correctly in the property accountability system.

(c) Surveying the activity twice a year for excess and/or unserviceable property and taking action to repair, report as excess, or dispose of it.

(d) Performing causative research for lost, damaged or destroyed accountable property immediately upon discovery, preparing a DD Form 200 and forwarding it to the appointing authority.

10. Property Custodians (PCs):

(a) School/District Level Property Custodians are responsible for receiving and processing material in the automated supply system within 1-2 weeks of receipt; bar coding accountable items and issuing same to a property holder or area custody receipt; providing original, accurately annotated transaction documents at least monthly to the accountable officer, under cover of a memorandum, citing make, model, serial number, acquisition cost, location and bar code; properly executing and filing all suspense and/or final hard copy documents sequentially in the appropriate files within 1-2 weeks of receipt; and verifying monthly the presence of all accountable property recorded on area custody receipts.

(b) Headquarters and Deputy Directorate Property Custodians are responsible for issuing property to a property holder or area custody receipt; providing original, accurately annotated transaction documents at least quarterly to the accountable officer under cover of a memorandum signed by the HRH or PC, citing make, model, serial number, location and bar code and verifying monthly the presence of all accountable property recorded on area custody receipts.

11. Property Book Officers (PBOs) are responsible for:

(a) Establishing the account's inventory schedule by October 31 of each school year.

(b) Establishing a quality control process for the program's documentation to include spot checking reconciled hand receipts for accuracy and timeliness of data transcription, that is, after the hand receipt holder has certified that the inventory is complete and it has been reconciled, but before the reconciled hand receipt is provided to the hand receipt holder for signature.

(c) Screening DD Form 200's for completeness within one week of receipt at the request of the approving authority; scanning the data base to determine if missing items were transferred to another activity without proper documentation,

(d) Providing technical guidance, oversight, dispute resolution and training to property technicians under his/her supervision as required, ensuring compliance with established policies, standard operating procedures, and records management guidelines.

(e) Providing assistance and training to hand receipt holders and property custodians as requested by the district office or division/staff offices.

(f) Monitoring hand receipt holder compliance in meeting inventory due dates; in providing properly annotated hand receipt listings and the required documentation for the property technician to reconcile the account.

(g) Conducting and/or participating in quality assurance validations of hand receipt accounts in the accountable area using enclosure 1, TAB B; writing validation reports; and, reporting findings and recommendations to the accountable officer, the hand receipt holder, and the hand receipt holder's supervisor.

12. Property Technicians are responsible for:

(a) Controlling accountable property documents and their recordation in the formal property record for each hand receipt account assigned to him/her.

(b) Arranging for annual or special inventories within time frames specified by the PBO.

(c) At the completion of the inventory, and throughout the period between inventories, reconciling accountable property documents reflecting increases, decreases, and changes to the records accurately 99 percent of the time and within the specified timeframes set by the PBO.

E. MANAGEMENT CONTROLS. The Director, Deputy Directors, and the Associate Director for Management will ensure that, at a minimum, the following property management controls are included in the management control plans of each echelon in the organization.

Significant Management Controls

Evaluation Process

1. Accurate, timely annual inventory of each hand receipt reconciled promptly and signed by hand receipt holder.

Every hand receipt holder conducts a 100 percent physical inventory of their account each year and reports all transactions effecting account promptly and with full information.

2. Accurately annotated transaction documents are provided promptly to the accountable officer, citing requisite data elements, for entry into the formal property

HRH provides transactions, including all required data: nomenclature, manufacturer/model, serial #; bar code, acquisition date and cost. Information is posted to formal record.

record.

Periodic checks are made by the HRH, the accountable officer, and the biennial quality assurance validation team validating that all appropriate documentation is being maintained according to the filing guidelines in reference (a).

3. Property assigned to individuals is accurately recorded and responsibility accepted on appropriate document. Current locations of all accountable property are maintained accurately and updated as necessary.

Checks are made by property custodian that individual still has property. Records are adjusted as necessary. Individuals check periodically for the presence or absence of property, report same when it moves, needs repair, is excess or disappears.

F. EFFECTIVE DATE. This AI is effective immediately.



Ray Tolleson  
Interim Director

Enclosures:

1. Standard Operating Procedure for Validation of Hand Receipt Accounts  
TAB A: Hand Receipt Holder's Self Assessment of Account Status  
TAB B: Checklist for Hand Receipt Account Validation
2. Standard Operating Procedure for Validation of the Formal Property Record  
TAB A: Accountable Officer's Self Assessment of Account Status  
TAB B: Checklist for Validation of the Formal Property Record
3. Suggested Format for the Covering Memorandum
4. Hand Receipt Account Validation - Sample Report

Distribution: X

STANDARD OPERATING PROCEDURE  
FOR VALIDATION OF HAND RECEIPT ACCOUNTS

I. Pre-Validation Tasks

A. Each accountable officer will establish an annual schedule of validations that accommodates the requirement to review each hand receipt biennially. School hand receipts will be reviewed during the school year when the property is available for inspection. Deputy directorate, district, and headquarters hand receipt accounts may be reviewed at any time during the scheduled year. The hand receipt holder and property custodian should be on site during the validation visit. The actual dates of the review will be coordinated with the district superintendent's office and that of the hand receipt holder for schools and districts and with the division chief/head of the staff office for deputy directorate and headquarters accounts.

B. At the beginning of the school year, but not later than September 30, each hand receipt holder will perform an annual self-assessment (TAB A herein) on the status of his/her account and provide a copy of the assessment to the district superintendent or division chief/staff office chief and to the accountable officer. In the year the account at the selected activity is scheduled for validation, the self-assessment will become part of the documentation appended to the validation report.

C. The team leader will ask each hand receipt holder and property custodian to have available when the team arrives:

1. The current and prior year's supply document register of ordered accountable property for their activity. The reviewer should explain that this information will be used to check that items received were posted correctly to the automated supply system and that they match the documentation forwarded to the accountable officer for input into the property accounting system.

2. A current listing of the activity's account from the property accounting system in bar code sequence to ensure that the team has current data and individual item locations.

3. Supporting documents for any property adjustments made to the hand receipt which were not forwarded to the accountable officer for posting to the hand receipt.

4. Copies of appointment memoranda for the Hand Receipt Holder and Property Custodian as certified to during the self assessment.

5. Any other information the activity may want the team to review during the validation.



6. The hand receipt holder should also have accessible for the team's review all property located in individual classrooms, offices, cabinets, etc. as necessary. The team will minimize classroom disruption as much as possible. The hand receipt holder should inform the school, district, division or staff office, the dates the review will take place and request their cooperation.

D. The team will establish a time to in-brief the principal, district superintendent, division chief or head of staff office upon its arrival and give him/her an idea of what the validation consists of and how it will be conducted. The team may take the opportunity to review any issues originating during the self-assessment or records review with the hand receipt holder prior to the commencement of the formal review. At the time of the in-briefing, the team will arrange an out-briefing with the same individual(s) to be conducted prior to the team's departure from the site.

E. The property book officer will pull a hard copy of the hand receipt listing in noun sequence for the activity as close to the date of the validation as possible and provide it to the validation team. It is from this listing that the items will be selected for the HRL-to-Location sampling. The team leader should randomly select at least 10 percent but not more than 30 items from the listing, beginning by selecting the 4th item on each page of the HRL. If this process does not provide 10 percent or 30 items, then the team leader should select the 14th item on each page, then the 24th item. If the team leader still does not have 10 percent or 30 items, he/she should select the 8th, 16th and 26th items on each page until the requisite number of items are selected. The team leader should ensure that at least 1 percent (small accounts), or a minimum of 5 of the 30 items, are information technology items. (Random selection may result in more than 5. This is acceptable.) In addition, accountable officers may choose to have the team validate all items above a certain threshold, such as all items with an acquisition cost of \$5,000 or more. The randomly selected items and the data elements to be checked (stock number, noun, location, bar code number, serial number, presence of configuration data) should be listed on a worksheet and pre-filled for validation during the review.

## II. Operating Procedures During the Validation

A. The team should conduct the in-briefing with the activity administrator and then proceed to the office of the property custodian. The team will review the documentation requested during the pre-validation contact with the activity's property custodian and proceed with the validation following TAB B's checklist as follows:

1. The team will validate the hand receipt holder's most recent self-assessment.
2. As soon as the team has completed the HRL-to-Location sampling, they will provide the results to the property custodian and allow him/her a reasonable period of time while the team is on site to find any items which were not in the indicated locations. During the HRL-to-Location sampling, the team should pick up 10 percent or a maximum of 30 items for the Location-to-HRL check. These should be recorded on a worksheet and the hand receipt account

checked to determine if the information for which the hand receipt holder is responsible was posted to the record correctly.

3. The team will proceed with the property documentation validation during this time.

4. The team will note their findings as they proceed through the validation process. The team should allow at least an hour at the conclusion of the validation to organize the out-brief, to complete the draft validation checklist, and to discuss the team's findings and perceptions of the "health" of the account with the hand receipt holder and the activity administrator. The activity administrator will be given a dated, marked "preliminary copy" of the quality assurance validation.

5. The team will use TAB B as the checklist for the hand receipt account validation.

### III. Post Validation Tasks

A. Upon return to their office, the team should review the completed validation checklist and make adjustments as necessary, to include transferring handwritten data to a word processing report. The team leader will record the general observations and recommendations noted by the team during the review, including appropriate recognition for commendable areas and discussions of areas requiring improvement with suggestions on how to achieve the improvements. The report should be forwarded through the property book officer and accountable officer for coordination and signature under cover of a memorandum (enclosure 3) to the hand receipt holder. Any recommended improvements will be noted and the hand receipt holder notified that these areas will be checked for compliance during the next scheduled validation.

B. The final report should be released under the signature of the Chief, Supply/Supervisory Supply Management Officer as the "Accountable Officer" within 4 weeks of the team's return. Copies of the report will be distributed to the hand receipt holder's supervisor, the district superintendent or the division chief/staff office chief, deputy director or the Associate Director for Management, as appropriate. The accountable officer will place one copy in the administrative file for the hand receipt and send one copy to the DoDEA Headquarters' Logistics Division, Attn: Chief, Supply and Services Branch.

C. During the next scheduled validation, the property book officer will instruct the validation team to check that improvements were accomplished.

IV. A sample of a hand receipt account validation is at enclosure 4.

**HAND RECEIPT HOLDER'S SELF-ASSESSMENT OF ACCOUNT STATUS**

Activity: \_\_\_\_\_

DoDAAC: \_\_\_\_\_

Overall Assessment: (HRH circle one) **Excellent Good Satisfactory Poor Failing**

|   | HRH<br>Response<br>(Yes/No) |
|---|-----------------------------|
| 1. The Hand Receipt Holder was formally appointed and has acknowledged his or her appointment to the Accountable Officer.   |                             |
| 2. Signature cards were issued designating personnel authorized to sign for accountable property.   |                             |
| 3. A Property Custodian was appointed for the account and all appropriate system security requirements and access levels were established.  |                             |
| 4. A physical inventory was performed on the account within the last year, was reconciled and a signed hard copy provided to the accountable officer within the required time frames. |                             |
| 5. All accountable property was assigned to a property holder, area custody receipt, or is in the custody of the property custodian.  |                             |
| 6. All transactions affecting the account were provided in a timely manner to the accountable officer for posting to the account.   |                             |
| 7. The property records reflect the item's location, barcode, and property holder.  |                             |
| 8. All accountable information technology items requiring configuration data management, including mission use information, have the data recorded against the items.                 |                             |
| 9. All personnel on site with direct or indirect property responsibilities have the appropriate, standardized critical element and performance standard(s) in their performance plan. |                             |
| 10. All required improvements from the prior validation were accomplished.  |                             |
| 11. At the beginning of each school year, the activity administrator informed all personnel within his/her activity of their property responsibilities.                               |                             |

\_\_\_\_\_  
HAND RECEIPT HOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME AND TITLE

**CHECKLIST FOR HAND RECEIPT ACCOUNT VALIDATION**

DATE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

DoDAAC: \_\_\_\_\_

Individual(s) Contacted:

Overall Team Assessment: EXCELLENT    GOOD    SATISFACTORY    POOR    FAILING

Part I: Validation of the Hand Receipt Holder's Self Assessment

|   | <u>HRH</u><br><u>Response</u><br>(Yes/No) | <u>Team</u><br><u>Finding</u><br>(Yes/No) |
|---|---|---|
| 1. The Hand Receipt Holder was formally appointed and has acknowledged his or her appointment to the Accountable Officer.   |   |   |
| 2. Signature cards were issued designating personnel authorized to sign for accountable property.   |   |   |
| 3. A Property Custodian was appointed for the account and all appropriate system security requirements and access levels were established.  |   |   |
| 4. A physical inventory was performed on the account within the last year, was reconciled and a signed hard copy provided to the accountable officer within the required time frames. |   |   |
| 5. All accountable property was assigned to a property holder, area custody receipt, or is in the custody of the property custodian.  |   |   |
| 6. All transactions affecting the account were provided in a timely manner to the accountable officer for posting to the account.   |   |   |
| 7. The property records reflect the item's location, barcode, and property holder.  |   |   |
| 8. All accountable information technology items requiring configuration data management, including mission use information, have the data recorded against the items.                 |   |   |
| 9. All personnel on site with direct or indirect property responsibilities have the appropriate, standardized critical element and performance standard(s) in their performance plan. |   |   |
| 10. All required improvements from the prior validation were accomplished.  |   |   |
| 11. At the beginning of each school year, the activity administrator informed all personnel within his/her activity of their property responsibilities.                               |   |   |

HRH rated the integrity of his/her account as:  
(till in blank with HRH response).

\_\_\_\_\_

Part II: Review of Document Register, HRL-to-Location and Location-to-HRL Validation and Marking of Property

A. Review supply document register for the current and past fiscal year for accountable items ordered but not reflected on the hand receipt account. Provide narrative explanation of review. Attach copies of the nonexpendable document register(s) to the report.

B. Obtain a copy of the latest hand receipt listing from the accountable officer prior to the site visit and randomly select at least 10 percent, but not more than 30 items, from the listing. These items should be found and the data on the listing matched against the items. Provide narrative explanation of results including discrepancies. Attach a copy of the worksheet to the report.

C. Randomly select at least 10 percent but not more than 30 items located at the site and match them against the hand receipt account and/or accountable listing. Provide narrative explanation of results including discrepancies. Attach a copy of the worksheet to the report.

D. Was all accountable electronic property defaced prominently with the term "DoDEA PROPERTY" with indelible ink or an engraver? Are bar codes located in an easily scannable location?

E. Provide a summary report indicating the total number of accountable items in the hand receipt and its dollar value at the time of the validation.

Part III: Verify that Property Files/Documentation are Maintained in Accordance with DoDEA-M4 100.2

**(Note: For Deputate/HQ accounts, some of these questions will not be applicable to the HRH, but rather should be answered by the individual maintaining the records in the property system.)**

|   | YES/NO/NA |
|---|-----------|
| 1. Issuances:   |           |
| a. Is there at least one copy of DoDEA-M4100.2, Material Management Manual, on hand?  |           |
| b. Are there copies of DoDEA Pamphlets 97-L-001/Dec 97, 97-L-002/Dec 97, 98-L-002/Feb 98, and 99-L-002/Mar 99 on hand?  |           |
| 2. Are the hand receipt files established and set up properly?  |           |
| a. Hand receipt account file with appointing memoranda of HRH/PC?   |           |
| b. Most recent reconciled inventory?  |           |
| c. Current, unreconciled transaction documents to be forwarded to the accountable officer?  |           |
| d. Active sign in/sign out sheets (property holder)?  |           |
| e. Active area custody receipts?  |           |
| f. Financial liability investigation of property loss (DD Form 200)?  |           |
| g. Leased/rented/loaned property?   |           |
| h. Property out for repair?   |           |
| (1) Suspense copy?  |           |
| (2) Completed copy?   |           |
| i. If applicable, files on split/merged/closed accounts?  |           |
| 3. Accountable property documentation:  |           |
| a. Are receipt documents for accountable property forwarded to the accountable officer in a timely manner?  |           |
| b. Do the receipt documents contain the make, model, serial number and bar code, acquisition date and cost, other management data?  |           |
| c. Are copies of the documents contained in the working file?   |           |
| 4. Is accountable officer approval obtained prior to the purchase of accountable property including those items purchased by a DoDEA procurement office or using the IMPAC program? |           |

|  |  |
|--|--|
| 5. Does the property custodian maintain a file of accountable property orders reflecting approval by the principal or activity administrator? <i>If not, check the procedure used with the principal/activity administrator and explain briefly below.</i> |  |
| 6. Are reports of discrepancy processed for missing, damaged, incorrect accountable property shipments? Are they used to adjust the "due-in" record at the "property book" level?  |  |
| 7. Are all accountable items signed for on sign-in/sign-out sheets, area custody receipts or in the physical custody of the property custodian?  |  |
| 8. Are losses or shortages of accountable property reported on DD Form 200 (Financial Liability Investigation of Property Loss) immediately upon discovery?  |  |
| 9. Are the military or civilian police promptly notified when items of accountable property are missing due to theft by either forced or non-forced entry?   |  |
| 10. For accountable donated property, is the original copy of the donation letter forwarded to the accountable officer, one copy forwarded to the Accounting Branch/DoDEA HQ, and one copy filed in the activity's hand receipt account files?             |  |
| 11. Is excess accountable material, serviceable or unserviceable, being reported to the accountable officer for redistribution or disposition?   |  |
| 12. Is the property data base promptly updated with the barcode, location, and property holder when posted documents are received from the accountable officer?  |  |

Part IV: Information Technology Configuration Data Management

|   |  |
|---|--|
| 1. Is the school/activity administrator ensuring that configuration data (new data, changed data, deleted data) are provided to the property custodian by the administrative technician accurately and in a timely manner for input into the property accountability data base? |  |
| a. Is the <b>Type</b> of IT identified?   |  |
| b. Is the <b>Mission Use</b> identified?  |  |
| c. Is the configuration data provided?  |  |
| 2. Is the school/activity administrator ensuring that all IIRR/IT work order sheets from the IT maintenance contractor are provided in a timely manner to the property custodian?   |  |
| 3. Is the property custodian updating the IT configuration data base accurately and in a timely manner?   |  |

Part V: Comments and Observations

A. Team:

B. Hand Receipt Holder/Property Custodian:

Validation Team Names, Phone Numbers, Activity:

Original to: Hand Receipt Holder  
Copy to (1 each): HRH's Supervisor/Deputy Director/District Supt/Accountable Officer  
File Copy: Chief, Supply and Services Branch/DoDEA HQ Logistics Division

**STANDARD OPERATING PROCEDURE  
FOR VALIDATION OF THE FORMAL PROPERTY RECORD**

**I. Pre-Validation Tasks**

A. The Chief, 'Supply and Services Branch, DoDEA Headquarters' Logistics Division, will establish a schedule for the annual validation of each formal property record. The members of the validation team will come from his/her staff. The accountable officer and property book officer for the account being reviewed must be present during the validation visit. The actual dates of the validation will be coordinated with the respective logistics division chief and the accountable officer.

B. Prior to the scheduled validation, each accountable officer will perform a self-assessment on the status of his/her account (TAB A) and report the status to the deputy director or Associate Director for Management as appropriate, copy to the Chief, Supply & Services Br, DoDEA Headquarters' Logistics Division. This self-assessment will become part of the documentation appended to the validation report. [Please note that no one-for-one correlation exists between the accountable officer's self-assessment and the validation checklist.]

C. The team performing the validation will ask each accountable officer and property book officer to have available when the team arrives:

1. The appointing memoranda and acknowledgment memoranda for the accountable officer and the property book officer. The current schedule for the annual physical inventories for each hand receipt account. The current listing of personnel authorized to withdraw items from DRMOs. Copies of the appointing memoranda for the appointing/approving authorities for DD Form 200 actions.

2. The administrative file for each hand receipt account containing the current appointment and acknowledgement memoranda for the hand receipt holder and the HRH's property custodian designation; relieving memorandum for the previous hand receipt holder; signature authorizations, as appropriate; a copy of the last validation; appropriate systems security authorizations and access levels; disposal authorizations; a copy of the last reconciled, signed hand receipt listing for the account; the current value of the hand receipt and the total number of items in the account as of September 30; if appropriate, authorizing memoranda to split/merge/open/close the account.

3. The accountable officer should also have accessible for the team's review all filing or storage cabinets containing the hard copy supporting documentation.

D. The team will establish a time to in-brief the Chief, Logistics Division, and give him/her an idea of what the validation consists of and how it will be conducted. The team may take the opportunity to review any issues originating during the self-assessment or records review with the accountable officer prior to the commencement of the formal review. At the

time of the in-briefing, the team will arrange an out-briefing with the same individual(s) to be conducted prior to the team's departure from the site.

## II. Operating Procedures During the Validation

A. The team should conduct the in-briefing with the accountable officer, et.al. and then proceed to the office of the property book officer to begin the documentation review. The team will observe the working environment and review the documentation requested during the pre-validation contact and proceed with the validation as follows:

1. Use the checklist at TAB B to validate the account.
2. The team will note their findings as they proceed through the validation process.

B. The team should allow at least an hour at the conclusion of the validation to organize the out-brief, to complete the draft validation report and to discuss the team's findings and perceptions of the "health" of the account with the accountable officer and the Chief, Logistics Division. The team will provide the Chief, Logistics Division, with a dated, marked "preliminary copy" of the quality assurance validation report.

## III. Post Validation Tasks

A. Upon return to their office, the team should review the completed validation report and make adjustments as necessary, to include transferring handwritten data to a word processing report. The team leader will record the general observations and recommendations noted by the team during the validation, including appropriate recognition for commendable areas and discussions of areas requiring improvement with suggestions on how to achieve the improvements. The report should be forwarded under cover of a memorandum (enclosure 3) to the accountable officer. The report should also mention the rating awarded at the conclusion of the last validation, the date, and whether or not the recommended improvements from the prior year's report were implemented.

B. -The final report should be released under the signature of the Chief, Logistics Division, DoDEA Headquarters, within 4 weeks of the team's return. Copies of the report will be distributed to the accountable officer's supervisor, and the deputy director or the Associate Director for Management, as appropriate. The Chief, Supply and Services Branch will place one copy in the notebook for the current fiscal year's property validation reports.



**ACCOUNTABLE OFFICER'S SELF-ASSESSMENT OF ACCOUNT STATUS**

Accountable Area: \_\_\_\_\_

DoDAAC: \_\_\_\_\_

Overall Assessment: (AO circle one) **Excellent Good Satisfactory Poor Failing**

|   | AO<br>Response<br>(Yes/No) |
|---|----------------------------|
| 1. An Accountable Officer was formally appointed and the Accountable Officer acknowledged his/her appointment to the Deputy Director or Associate Director for Management.                              |                            |
| 2. The Accountable Officer appointed a Hand Receipt Holder for each Hand Receipt Account in the Accountable Area.   |                            |
| 3. The Accountable Officer appointed a Property Book Officer for the account and all appropriate system security requirements and access levels were established.                                       |                            |
| 4. Physical inventories were performed on all hand receipt accounts within the last year, were reconciled and a signed hard copy of each is on file.  |                            |
| 5. All accountable property was assigned to a Hand Receipt Holder.  |                            |
| 6. All transactions affecting the account were posted accurately and in a timely manner and the documentation randomly checked against the property record by the PBO.                                  |                            |
| 7. Each property record reflects the item's full management data to include that data input by the HRH: location, barcode, and property holder.   |                            |
| 8. All accountable information technology items requiring configuration data management, including mission use information, have the data recorded against the items.                                   |                            |
| 9. All personnel on site with direct property responsibilities have the appropriate, standardized critical element and performance standard(s) in their performance plan.                               |                            |
| 10. At the beginning of each school year, the Deputy Director or Associate Director for Management as applicable, informed all personnel within his/her directorate of their property responsibilities. |                            |

\_\_\_\_\_  
ACCOUNTABLE OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ACCOUNTABLE OFFICER'S NAME AND TITLE

**CHECKLIST FOR VALIDATION OF THE FORMAL PROPERTY RECORD**

DATE: \_\_\_\_\_

Accountable Area: \_\_\_\_\_

DoDAAC: \_\_\_\_\_

Overall Team Assessment:    **EXCELLENT**    **GOOD**    **SATISFACTORY**    **POOR**    **FAILING**

Part I: Validation of the Appointment Designations for Property Management Responsibilities

AO Response  
(Yes/No)

|  |  |
|--|--|
| 1. An accountable officer was formally appointed by the administrative head of the accountable area. Copies were provided to the administrative head of the accountable area and the Chief, Logistics Division, DoDEA HQ.                                    |  |
| a. The incoming accountable officer conducted a records reconciliation with the outgoing accountable officer or the caretaker accountable officer and accepted the account.  |  |
| b. The incoming accountable officer formally acknowledged acceptance of the account to the administrative head of the accountable area. Copies were provided to the administrative head of the accountable area and the Chief, Logistics Division, DoDEA HQ. |  |
| c. A relieving memorandum was issued to the outgoing accountable officer clearing him/her of responsibility. A copy is in the accountable officer file.  |  |
| 2. The accountable officer formally appointed a hand receipt holder for every established hand receipt account and the original is on file.  |  |
| a. Each hand receipt holder acknowledged his or her appointment to the accountable officer and designated his/her property custodian. A copy is on file.   |  |
| b. A relieving memorandum was issued to the outgoing hand receipt holder clearing him/her of responsibility. A copy is in the hand receipt account file.   |  |
| 3. The accountable officer formally appointed a property book officer to administer the formal record. A copy is in the accountable officer file.  |  |
| 4. The administrative head of the accountable area formally designated approving/ appointing authorities for DD Form 200 actions. Copies are in the accountable officer file.  |  |

Part II: Documentation Validation

Answer **"Yes," "No,"** or **determine the number on hand vice number required and factor the % on hand.**

|  |  |
|--|--|
| 1. The accountable officer and each property staff member has a desk copy of:  |  |
| a. The DoDEA-M4100.2, "Material Management Manual."  |  |
| b. The DS 4100.3-G, "DSAMMS Users' Reference Guide" and/or DFAS 7900.5-M, "DPAS Users Manual."   |  |
| c. DoDEA Pamphlet 98-L-001/Feb 98, "Property Accountability Program Administration Standard Operation Procedures."   |  |
| 2. The accountable officer maintains a perpetual file containing appointment, acknowledgment, and relief memoranda from/to the administrative head of the accountable area, et.al. |  |
| 3. Individual file(s) for each hand receipt holder were established and within each file are:<br>(Validate 100% of 3a, 3b, 3c).  |  |
| a. The HRH's designation memorandum.   |  |

|  |  |
|--|--|
| b. His/her acknowledgment including the designation of the property custodian.   |  |
| c. The current reconciled hard copy physical inventory signed by the hand receipt holder.  |  |
| d. Copies of completed property transactions annotated by the PBO/staff with initials and posting date for the active account filed in chronological sequence by document number.  |  |
| e. Copies of unposted property transactions suspended pending completion and reconciliation of the annual physical inventory.  |  |
| f. Copies of each accountable officer-approved "due-in" nonexpendable requisition.   |  |
| g. Copies of each transaction record for DD Form 200 approved "losses."  |  |
| h. Suspense copies of DD Forms 200 in the approval process or undergoing appeal including any accompanying investigative reports and/or DD 362's.  |  |
| i. Special actions such as split/merged/closed accounts and special inventories are reflected or referenced, if not located with the tile.   |  |
| j. Requests for disposition of serviceable and unserviceable accountable property were executed within 7 days and the HRH informed of the AO's decision.   |  |
| k. Posted transaction documents are filed within 1 day of posting.   |  |
| 4. The financial liability investigation of property loss file contains:   |  |
| a. The current fiscal year DD Form 200 register and a copy of the prior year register with the resume memorandum indicating a copy was forwarded to the Chief, Logistics Division, DoDEA HQ.   |  |
| b. All approved DD Forms 200, with supporting documentation, requests for appeal action, remission of indebtedness, etc. Copies were provided to the Chief, Supply & Services Br, DoDEA HQ.  |  |
| c. Completed DD Forms 200 are retired at the end of the third fiscal year from approval date (unless appeal action is pending) to a Federal records center.  |  |
| 5. The general file contains:  |  |
| a. A current list of individuals authorized to withdraw DRMO material.   |  |
| b. A list of all hand receipt accounts and the date of the last inventory and next scheduled inventory for each.   |  |
| 6. File for each hand receipt account closed during the preceding year containing a record showing that all property was transferred or deleted (signed transaction history) from the account and the hand receipt holder or caretaker HRH was relieved of responsibility. |  |

Part III: Validation of the Formal Property Record (Responses to the following questions require narrative comments to include appropriate detail on counts/percentages, etc. or observations on the review results.)

1. From the supporting transaction document files for the hand receipts, randomly select 150 transactions and check them against the records in the property accountability system. Indicate the number of matches: by serial number, by transaction document number, by make/model.
2. Randomly select 150 transactions reflected in the property accountability system and check them against hard copy transactions in the supporting transaction document file. Specify the selection criteria and indicate the number of matches by serial number, by transaction document number, by make/model.
3. Comment in general terms on the team's perception of how effectively and efficiently item management data are posted to records based on the processes conducted in 1 and 2 above. Is the PBO printing the daily IMD transaction report?
4. Is the accountable officer approving minor, undocumented item deletions on the IMD dailies, that is, where errors or corrections were made to the total value of a hand receipt? Does the AO have the required four weeks' worth of annotated daily transaction histories on file?

5. Has the accountable officer conducted semiannual reviews of property documentation on the formal account as established in DoDEA-AI 4100.5 and reported the findings to the Chief, Logistics Division at the Deputy Directorate or Headquarters, as applicable?
6. Has the accountable officer conducted biennial validations on at least half the hand receipt accounts under his/her control and published the results within one month of the validation?
7. Has the accountable officer established a "get-well" program for each hand receipt account receiving a less than satisfactory rating on its biennial hand receipt account validation? Are corrections to the reported weaknesses in the hand receipt process being effected within the timeframes established and reported in writing by the hand receipt holder or property custodian?
8. Has the Deputy Director or Associate Director for Management informed all personnel within his/her directorate of their property responsibilities? Including the requirement to secure pilferable property when not in use?
9. Have the configuration management data and mission use been posted for those information technology equipment items requiring them? If not, has the property book officer reported the noncompliance to the hand receipt holder?
10. For the performance period beginning July 2000, do the performance plans of the accountable officer, property book officer, and property technicians contain appropriate, standardized critical elements and performance standards as published in the May 9, 2000, memorandum from the Interim Director, DoDEA?

Part IV: Other Issues Related to the Property Management Program

(Please provide any general or specific observations on the management of the formal account or its concomitant responsibilities based on the validation. These may represent commendable areas or areas needing improvement.)

Validation Team Names, Phone Numbers, Activity Represented:

---

Original to: Accountable Officer, \_\_\_\_\_ Area  
copy to: Deputy Director or Associate Director for Management  
Chief, Logistics Division, DoDEA HQ  
File Copy: Chief, Supply & Services Br/DoDEA HQ Logistics

**SUGGESTED FORMAT FOR THE COVERING MEMORANDUM**

MEMORANDUM FOR

SUBJECT: Property Management Quality Assurance Review Team Visit to  
the

DATES OF VISIT:

PURPOSE OF THE VISIT:

TEAM MEMBERS:

PERSONNEL VISITED:

1. Narrative Report:

- 
- a. Commendable Findings:
  - b. Areas Requiring Improvement:
  - c. Team Consensus on Health of the Account:
  - d. Overall Rating/Date from Prior Review:

(SIGNATURE)  
ACCOUNTABLE OFFICER  
OR  
CHIEF, LOGISTICS DIVISION  
DoDEA Headquarters

Attachment:  
as stated

cf: (may vary depending on type of report and activity reviewed)  
HRH's Supervisor  
Deputy Director  
Associate Director for Management  
District Superintendent  
Accountable Officer (account administrative file copy)  
Chief, Supply and Svcs Branch/DoDEA HQ Logistics Division

HAND RECEIPT ACCOUNT VALIDATION - SAMPLE REPORT

KVM 42

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC SERVICE CENTER  
UNIT 35007  
BOX 0031  
FPO AP 96373-0031



18 Nov 99

PACIFIC

LPK/645-2311/1910-16.31

MEMORANDUM FOR

-

SUBJECT: Trip Report - Supply Assistance Visit  
(10 and 12 Nov 99)

1. Purpose of Visit. To evaluate the operation of the property and supply programs, validate the property account, and assist in implementing improvements.

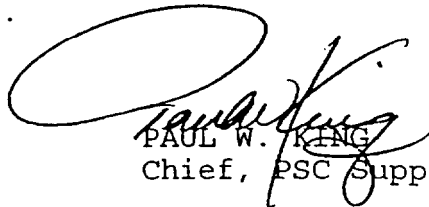
2 . Personnel Visited

- A. Mr. Principal
- B. Mr. Assistant Principal
- C. Mr. School Support Specialist
- D. Mr. School Support Assistant
- E. Mr. Supply Clerk

3 . Supply Program.The supply program was reviewed and discussed with Messr. with emphasis on the Customer Request Number (CRN) file and their ability to utilize knowledge of the Dependents Schools Automated Materiel Management System (DSAMMS). See the enclosed Supply Assistance Visit Checklist.

4. Property Program. The property program was discussed and reviewed with Messr. with emphasis on the property files and property control. See the enclosed Property Validation Checklist.'

5 . Other Comments.An out briefing was conducted with you at the conclusion of our visit.

  
PAUL W. KING  
Chief, PSC Supply Branch

Enclosure: as

cc:

DODDS Pacific Deputy Director

DS, OK

Chief, Supply and Services Branch, DoDEA Logistics Division



ACTIVITY: Elementary School DODAAC: HE DATE: 12 Nov 99

SECTION I. Supply YES/NA N O

Overall Assessment: EXCELLENT GOOD SATISFACTORY POOR FAILING

**A. Fund Control**

1. Are the Fund Authorization Documents (FAD) or DODDS Obligation Target Documents (DOTD) issued by the District-Superintendent Office (DSO) on file? X

2. Are the funds issued by FAD or DOTD correctly entered in the DSAMMS Chart of Accounts (COA) by Allocation Line Item Number (ALIN) and do the funds match the FAD? X

3. Are the required monthly close out documents submitted to the PSC Fiscal Division by the 25th of each month? X

**B. General and Document Register**

1. Are current regulations, directives and catalogs on file and available to managers and supply technicians?

a. DODEA 4100.3G, DSAMMS User Guide X

b. DODEA Manual 4100.2, DoDEA Material Management Manual X

c. DODDS BOSS Supply Catalog X

2. Are records being maintained IAW Chapter II, Section D of DoDEA Manual 4 100.2? X

3. Has the correct Item Accountability Code (IAC) been used (e.g.; "X"-expendable, "D"-durable, "N"-nonexpendable)? X

4. Has the correct ordering format been used for DESPO orders? X

5. Has a local purchase document (AF9 or DD Form 1149) been prepared and funds certified for all local purchases? X

6. Has a DSAMMS Register Sheet been prepared and funds certified for all IMPAC purchases? X

7. Are receiving reports for local purchase, self service supply, and International Merchants Purchase Authorization Card (IMPAC) program requisitions being closed in a timely manner? X

8. Reports of Discrepancy (ROD) (SF 364)

a. Are the SF 364 documents being submitted when supplies or equipment items are received damaged or not in accordance with the contract? X

b. Are the SF 364 documents being submitted on a timely bases to DESPO or the office initiating the requisition? X



c. Are **Email** or FAX messages pertaining to **MILSTRIP** discrepancies submitted to DESPO, and is there a copy of the message filed in the Customer Request Number (CRN) history folder? X

9. Are the following DSAMMS database programs used.

a. Is the **DSAMMS** database backed up at the end of each duty day? X

b. Was the DSAMMS Fiscal Year Startup Program ran prior to the tenth day of the new fiscal year (**10 Oct**)? X

c. Is the DSAMMS Dam Maintenance option being ran quarterly? X

10. Is a copy of the Information Technology Requirements Document (**ITRD**) for all Information Technology equipment (IT) filed in the CRN history folder? NA

**C. Electronic Data Transfer (EDT)**

1. Are EDT procedures for sending and receiving DESPO requisitioning status being done on a daily basis? X

2. Are EDT:

a. Printed reports being maintained? X

b. If not, are the reports printed and dam checked to ensure records are updated daily? NA

**D. PSC and DSO Requisitions For School**

1. Are requisitions being posted in DSAMMS as “WASH THRU” requisitions? X

2. Are copies of contracts for supplies and equipment requested for the school by the PSC Logistics Division and/or DSO on file in the CRN history folder? X

3. Are receiving reports being submitted to the PSC Supply Branch or DSO on a timely basis using the correct documents for local and IMPAC purchases (e.g.; DD Form 250, DD Form **1155**, etc.)? X

**E. School Requisitions**

1. Have all requisitions regardless of Source of Supply (SOS) been entered into the DSAMMS database? X

2. Are requisitions being posted into DSAMMS on a timely basis? X

3. Is the DSAMMS document register being reconciled with **school/DSO** requisitions for DESPO, local purchase and **IMPAC** program purchases, and are actions being taken to correct discrepancies? X

4. Is the current year document register being reviewed monthly to ensure DESPO requisitions are assigned BOSS document numbers (**BDN**)? X

5. Are prior fiscal year document registers reviewed at least quarterly for open and partial receipts to verify and/or update **status**? X

6. Are DESPO receiving reports posted in the DSAMMS supply database promptly, and are signed copies of **the** receiving reports for purchase orders exceeding **\$25,000.00** sent via facsimile to DESPO? - X -
7. Are vendor invoices being checked against the contract to ensure items have been received correctly, canceled **and/or** discontinued? - X -
8. Have individual CRN history folder been established for all established **for all DESPO**, local purchase, and **IMPAC** program requisitions? - X -

**F. Nonexpendable Requisitions**

1. Are local purchase and JMPAC program purchases approved by the PSC Accountable Officer prior to purchase (as evidenced by a copy of the approval document in the CRN history folder)?     X
2. Does the **CRN** history folder for DESPO requisitions (SD 758-1 and SD 758-2) contain a copy of the PSC accountable officer approval document?     X

**COMMENTS:**

Lines B 8 a and B 8 b: Reference purchase order **MDA4149f**. Several video titles were received in error, also, several of the video tapes were not received, however, they were listed on the invoice as **being** shipped. The following action must be taken when an invoice is received **showing** items shipped however not received, or the incorrect titles are received.

1. Prepare a Report of Discrepancy (SF 364). For items not received, wait for 14 days before preparing **the** SF 364, the items **could** have been shipped in a second container.
2. FAX a copy of the SF 364 and a copy of the invoice annotated with the customer request number(s) and the **BOSS document** number(s) to DESPO **ATTN: Beverly Ellers (FAX: 804-327-0670)**.

Line E7: A review of the school DSAMMS supply requisition module for open requisitions versus vendor invoices indicated several requisitions open, however, the invoices showed the item(s) had been canceled or discontinued. The following action must be taken when an invoice is received showing a cancellation or discontinued item.

1. Request a cancellation in the school DSAMMS Supply Module.
2. Annotate the school CRN and BOSS document numbers **on the** invoice, then FAX a copy of the invoice to DESPO **ATTN: Beverly Ellers (FAX: 804-327-0670)**

Line B 10: Not applicable. No Information Technology Requirements Document (**ITRD**) processed for FY 99.

**General:**

1. DSO complex coordinators have done an excellent job of training and **assisting Messrs.** in preparing for the supply assistance visit as demonstrated in paragraph General 2 below. As a new **DoDDS** employee, has demonstrated the ability to grasp and use the school DSAMMS system. will require further training regarding computer skills relating to the school DSAMMS operating systems.

2. A review of the FY 98 and FY 99 Document Registers for open and partial receipt requisitions was conducted to **determine if the** DSAMMS data base Was current. Updates for FY 98 and FY 99 were completed during our visit making the DSAMMS database current. Transactions updating the records were as follows:

| <u>FY</u> | <u>LINES</u> | <u>RCVD</u> | <u>PARTIAL</u> | <u>CANCEL</u> | <u>OPEN</u> | <u>F/U</u> | <u>COMP</u> | <u>STATUS</u> | <u>CHANGE</u> |
|-----------|--------------|-------------|----------------|---------------|-------------|------------|-------------|---------------|---------------|
| 98        | 8            | 0           | 0              | 0             | 8           | 7          | 0           |               |               |
| 99        | 86           | 0           | 0              | 0             | 86          | 0          | 0           |               |               |

3. BOSS Document Number (**BDN**) procedures were discussed to prevent the loss of requisitions and funds. BDN's are computer generated at DESPO and normally transmitted to the school via EDT **within 72** hours. Supply technicians should verify that **BDN's** are assigned for all DESPO requisitions. In cases where a BDN is not assigned within two weeks, the PSC Logistics Division should be notified to **initiate** a follow-up request.

4. Reference PSC Supply Branch Memorandum dated 21 **Dec** 98, subject: Trip Report, Supply Assistance Visit (**16- 17 Dec** 98). All discrepancies noted during the supply assistance visit have been corrected. No further action is required.

**SECTION II. Property (See Separate Property Validation Checklist)**

**SECTION II: Property**

**HAND RECEIPT HOLDER'S PROPERTY VALIDATION SURVEY INSTRUMENT**

DATE: 20 Oct 99

Activity: Elementary School

Activity DODAAC: \_\_\_\_\_

Individual(s) Contacted: \_\_\_\_\_

Overall Team Assessment: EXCELLENT    GOOD    **SATISFACTORY**    POOR    FAILING

Part I: Validation of the Hand Receipt Holder's Self Assessment

|  | <u>HRH<br/>Response</u> | <u>TEAM<br/>Findings</u> |
|--|-------------------------|--------------------------|
| 1. The Hand Receipt Holder has been formally appointed and has acknowledged his or her appointment to the Accountable <b>Officer</b> .   | <u>Y</u>                | <u>Y</u>                 |
| 2. Signature cards have been issued designating personnel authorized to sign for accountable property. ( <b>Note: this requirement applies to individuals turning in or picking up property at a DRMO</b> ).   | <u>NA</u>               | <u>NA</u>                |
| 3. A Property Custodian was appointed for the account.   | <u>Y</u>                | <u>Y</u>                 |
| 4. A <b>physical</b> inventory was performed on the account within the last year.  | <u>Y</u>                | <u>Y</u>                 |
| 5. Reconciled copies of the inventory were provided to the HRH and signed copy returned to the Accountable Officer.  | <u>Y</u>                | <u>Y</u>                 |
| 6. HRH records reflect locations of all accountable property.  | <u>Y</u>                | <u>Y</u>                 |
| 7. All accountable property is bar coded.  | <u>Y</u>                | <u>Y</u>                 |
| 8. Property records in DSAMMS have been updated with the bar codes and locations.  | <u>Y</u>                | <u>Y</u>                 |
| 9. All receipts, issues, and turn-in actions for the account have been posted and the <b>original copies forwarded</b> to the Accountable Officer immediately after the transaction(s) have been completed. The Accountable Officer has been notified of all incorrect serial numbers and management data. | <u>Y</u>                | <u>N</u>                 |
| 10. <b>All</b> flammable and chemical storage cabinets have been bar coded and entered into the school property listing and documentation provided to the accountable officer.   | <u>Y</u>                | <u>Y</u>                 |
| 11. HRH rated the integrity of his/her account as:<br>(fill in blank with HRH response).   | <u>Good</u>             |                          |

Part II: Review of Document Register, Book-to-Floor and Floor-to-Book Validation and Marking of Property.

A. Review document register for nonexpendable items ordered but not reflected on hand receipt account or HRH's accountable listing. Provide narrative explanation of review.

B. Obtain a **copy of the** latest hand receipt listing from the accountable officer prior to the site visit **and** randomly select at least **10%**, but not more than 30 items, from the listing. These items should be found and the data on the listing matched against the **items**. Provide a narrative explanation of results including discrepancies. Ensure that at least 1% (small **accounts**), or a minimum of five of the 30 items, are information technology items. (Random selection may result in more than five.) Check for presence of configuration data in DSAMMS; validated type of IT and mission use. Report total number of items on the hand receipt and its dollar value.

C. Randomly select at least 10% but not more than 30 items located at the site and match them against the hand receipt account **and/or** accountable listing. Ensure that at least 1% (small accounts), or a **minimum** of five of the 30 items, are information technology items. Check for presence of configuration data in DSAMMS database; validate type of IT and mission use. Provide narrative explanation of results including discrepancies.

D. Has all accountable electronic property been defaced prominently with the term "DODEA PROPERTY" with indelible **ink** or an engraver as directed in DoDEA memo to the DST Sups (AD for MS) dated February 15, 1996? As you face the item, are bar codes located on the upper left-hand corner **of the** right side of the accountable item?

Part III: Verify that Property Files/Documentation are Being Kept In Accordance with DoDEA-M4100.2. (Note: For ASO/ASC/HQ accounts, some of these questions will not be applicable to the HRH, but rather will have to be answered by the individual maintaining the records in DSAMMS.)

|   | <u>YES/NA</u> | <u>NO</u>     |
|---|---------------|---------------|
| 1. Issuance's:  |               |               |
| a. Is there at least one copy of <b>DoDEA-M4100.2</b> , Material Management Manual" on hand?                          | <u>X</u>      | <u>      </u> |
| b. Are there copies of DoDEA Pamphlets <b>97-L-001/Dec 97, 97-L-002/Dec 97, 98-L-002/Feb</b> on hand?                 | <u>Y</u>      | <u>      </u> |
| 2. Are the hand receipt account files established and set up properly?  |               |               |
| a. Hand Receipt Account File with appointing Memoranda of <b>HRH/PC (1906-10)?</b>                                    | <u>X</u>      | <u>      </u> |
| b. Most recent reconciled inventory (1906-13)?  | <u>X</u>      | <u>      </u> |
| c. Current, unreconciled transaction documents to be forwarded to <b>AO (1906-1 1)?</b>                               | <u>X</u>      | <u>      </u> |
| d. Active sign in/sign out sheets (1906-10. 1)?   | <u>X</u>      | <u>      </u> |
| e. Active area custody receipts (1906-10.2)?  | <u>X</u>      | <u>      </u> |
| f. Financial Liability Investigation of Property <b>Loss (DD Form 200) (1906-17)?</b>                                 | <u>X</u>      | <u>      </u> |
| g. Leased/Rented/Loaned Property (1906- 16)?  | <u>X</u>      | <u>      </u> |
| h. Property out for repair?   |               |               |
| (1) Suspense copy (1906-10.4)   | <u>X</u>      | <u>      </u> |
| (2) Completed copy (1906- 10.5)   | <u>X</u>      | <u>      </u> |
| i. If applicable, files on split/merged/closed accounts (1906-14)?  | <u>NA</u>     | <u>      </u> |
| 3. Accountable property documentation:  |               |               |
| a. Are receipt documents for accountable property forwarded to the accountable officer in a timely manner?            | <u>      </u> | <u>X</u>      |
| b. Do they contain the make. model, serial/tag number and bar code, acquisition date and cost, other management data? | <u>X</u>      | <u>      </u> |

- |  |          |          |
|--|----------|----------|
| c. Are copies of the documents contained in the working file?  | <u>X</u> | _____    |
| 4. Is Accountable Officer approval obtained prior to the purchase of accountable property including those items purchased by a DoDEA procurement office or using the <b>IMPAC</b> program?   | <u>X</u> | _____    |
| 5. Does the property custodian maintain a file of accountable property orders reflecting approval by the principal.<br><i>If; not, check the procedure <b>used</b> with the principal and explain <b>briefly below</b>.</i>                        | <u>X</u> | _____    |
| 6. Are Reports of Discrepancy processed for missing, damaged, incorrect accountable property shipments? Are they used to adjust the "due-in" record at the Property Book level?  | <u>X</u> | _____    |
| 7. Are all accountable items signed for on sign in/sign out sheets, area custody receipts or in the physical custody of the custodian?   | <u>X</u> | _____    |
| 8. Are losses or shortages of accountable property reported on DD Form 200 (Financial Liability Investigation of Property Loss) immediately upon discovery?  | <u>X</u> | _____    |
| 9. Are the military or civilian police promptly notified when items of accountable property are missing due to <b>theft</b> by either forced or <b>non</b> -forced entry?  | <u>X</u> | _____    |
| 10. For accountable donated property, is the original copy of the donation letter forwarded <b>to</b> the accountable officer, one copy forwarded to the Accounting Br, DoDEA HQ, and one copy filed in the activity's hand receipt account files? | <u>X</u> | _____    |
| 11. Is excess accountable material, serviceable or unserviceable, being reported to the accountable officer for redistribution or disposition?   | <u>X</u> | _____    |
| 12. Is the DSAMMS database promptly updated upon receipt, transfer, or disposal of accountable property with complete description of make, model, serial/tag number when posted documents are received <b>from</b> the accountable officer?        | _____    | <u>X</u> |

Part IV: Information Technology Configuration Dam Management

- |   |          |       |
|---|----------|-------|
| 1. Is the school/activity <b>administrator</b> ensuring that configuration data (new data, changed data, deleted data) is being provided to the supply technician by the administrative technician accurately and in a timely manner for input into the <b>DSAMMS</b> database? | <u>X</u> | _____ |
| a. Is the Type of IT identified?  | <u>X</u> | _____ |
| b. Is the Mission Use identified?   | <u>X</u> | _____ |
| c. Is the configuration data provided?  | <u>X</u> | _____ |
| 2. Is the school/activity administrator ensuring that all IIRR sheets from the IT maintenance contractor are being provided timely to the property custodian?   | <u>X</u> | _____ |
| 3. Is the supply technician updating the IT configuration database accurately and timely?   | <u>X</u> | _____ |

Part V: Comments and Observations

I. Team:

Line I 2. Not applicable. The District Superintendent, \_\_\_\_\_ has delegated the DSO complex coordinator to manage all issues and receipts from DRMO.

Line II A. A 100% check of the FY 99 document register for non-expendable requisitions was conducted. Eleven requisitions were on **the** listing, 6 requisitions have been received, closed in DSAMMS, and the accountable property items were added to the schools accountable property records. The appropriate receipt documentation was submitted to the PSC Accountable Officer. Five requisitions remain open pending receipt. See attached listing.

Line II B. Our master accountable records contain 886 accountable property items and the school DSAMMS property records contains 898 items, total dollar value **\$799,048.00**. Due to the lag time involved in processing accountable **property** documentation it is not unusual for both the PSC and school records to reflect a difference of 12 records, this **difference** is Within acceptable limits. Forty items, including 10 items with a unit cost exceeding \$5000.00 were selected **from** the master accountable property records for review. One item could not be located on site. **All** items requiring configuration data had **the** appropriate data entered in the DSAMMS property module. See attached listing.

| <u>NOUN</u>      | <u>SERIAL<br/>NUMBER</u> | <u>BAR CODE<br/>NUMBER</u> | <u>LOCATION</u> |
|------------------|--------------------------|----------------------------|-----------------|
| ADPE, Tape Drive | FSX4A0053018             | 100375274                  | 106             |

RECOMMENDATION: Conduct another search for the one missing item, if the item can not be found, initiate a Financial Liability Investigation of Property Loss (**DD** Form 200).

Line II C. Thirty items were randomly selected on site. The following item was not on the school **DSAMMS** property records, however, the item was on the PSC HRL. Action was taken during our visit to add the item to the school DSAMMS property record.

| <u>NOUN</u>   | <u>SERIAL<br/>NUMBER</u> | <u>BAR CODE<br/>NUMBER</u> | <u>LOCATION</u> |
|---------------|--------------------------|----------------------------|-----------------|
| ADPE, Printer | USB74069 16              | 100375366                  | 120             |

Line II D. All electronic property has been defaced. Bar code labels have been applied according to the above specification, however, based on easy accessibility for inventory scanning purposes, some labels have been **affixed** to equipment in alternate locations.

Line ~~III~~ 2 i. Not applicable. No accounts were split, merged, or closed during the reporting period.

Line III 3 a: **Thirty-two** items were received at the school, however, the accountable property items were not added to the school **DSAMMS** property listing. The documents were sent to the PSC **AO** for posting, **the** property was posted to the PSC **DSAMMS** property listing as received. Copies of the completed documents were returned to the school for posting. The documents identified, (1) HE' -9228-7000, (2) **HE1260-9056-3505**, (3) **HE1260-9068-4002**, (4) **HE1260-9081-3400**, (5) **HE1260-9081-3500**, and (6) HE -5212-0002.

Recommendation: Reference DoDEA M 4 100.2, Chapter IV. Documentation should be retained in the Transaction Suspense file (1906- 10.3) pending receipt of approved document(s) from the PSC AO. The transaction suspense file should be reviewed at least monthly, **should** approved documents(s) not be received **from** the PSC AO within 14 calendar days, the Property Management Officer (Jim Miike 645-23 11) should be contacted regarding status. When approved documentation for receipts and transfers are

received **from** the PSC AO, the suspense copies must be destroyed, and the transactions should be **posted to** the school DSAMMS property listing within three working days.

Line Part III 10. Not applicable. The school did not receive donated equipment during the **reporting** period.

Line Part III 12. Five Defense Reutilization and Marketing Office (**DRMO**) "RECEIPT" (turn in) documents were found **in** the supply room. There was a total of 108 items turned in and processed **through** DRMO. The **108** items were not removed from the schools DSAMMS property listing, also; the appropriate documentation had not been sent to the PSC **AO** for processing. Action was taken during **our** visit to remove the items from the school DSAMMS property listing. The original DRMO "**RECEIPT**" copies of the documents were sent to our office for processing.

Recommendation: Reference **DoDEA M 4100.2**, Chapter IV. Documentation should be retained **in** the Transaction Suspense **file** (1906-10.3) pending receipt of approved document(s) **from** the **PSC AO**. The transaction **suspense** file should be reviewed at least monthly, should approved documents(s) not be received **from** the PSC **AO** within 14 calendar days, the **Property Management** Officer (**Jim Miike 645-23 11**) should be contacted regarding status. When approved documentation for disposal actions are received **from** the PSC AO, the suspense copies must be destroyed, and the transactions should be posted to **the school** DSAMMS property listing within three working days.

b. Observations:

(1) DSO complex coordinator has done an excellent job of training and assisting Messrs. Toguchi and Casey in preparing for the property validation review. As new **DoDDS** employees, **in the** realm of property management, Messrs. have taken an aggressive approach in getting the accountable property records in order. requires **further** training regarding computer skills relating to the school DSAMMS property operating system.

(2) Reference PSC Supply Branch Memorandum dated 21 **Dec** 98, subject: Trip Report, Supply Assistance Visit (**16- 17 Dec** 98). All discrepancies noted during the property validation review have been corrected. No **further** action is required.

(3) Reference **Lines** II B and II **C**: Please provide the PSC Supply Branch within-90 days, a report of actions taken to correct the deficiencies noted.

(4) The PSC Supply Branch **Supply** Assistance team recently assisted Messrs. in completing their annual accountable property inventory and hand receipt reconciliation per the request of school management. School administrators identified a problem with the accountable property program, which was discovered **after** retired. The results are contained in a trip report dated 4 Nov 99. Copies of the report were provided to the DODDS Pacific Deputy Director, District Superintendent, and school principal.

2. Hand Receipt Holder/Property Custodian: Principal (**HRH**) and Assistant Principal (PC)

Validation Team Names, Phone Numbers, Activity

Paul W. King, Chief, PSC Supply Branch, DSN: 645-23 11  
James T. **Miike**, PSC Inventory Management **Specialist**, DSN: 645-23 11



**PROPERTY VALIDATION INSTRUMENT  
(DODEA WIDE PROPERTY IMPROVEMENT PROJECT)**

**HRL to Location Worksheet**

| <b>ACTIVITY: Elementary School DODAAC:</b> |                           |                        |                        |                      |                 |                    |
|--|---------------------------|------------------------|------------------------|----------------------|-----------------|--------------------|
| <b>NO.</b>                                 | <b>NOUN</b>               | <b>ACTUAL LOCATION</b> | <b>BAR CODE NUMBER</b> | <b>SERIAL NUMBER</b> | <b>COMMENTS</b> | <b>CONFIG DATA</b> |
| 1  | Computer Pentium          | 101                    | 110491350              | C0000129136A         | Located on site | Y                  |
| 2  | Fax Machine               | 102                    | 100375199              | 11BHB096783          | Located on site | NA                 |
| 3  | Vision Screener           | 106                    | 100374035              | C16502               | Located on site | NA                 |
| 4  | ADPE, Tape Drive          | 106                    | 100375274              | FSX4A0053018         | NOT LOCATED     | NA                 |
| 5  | Computer Pentium          | 107                    | 110476148              | 6846CCPBB566         | Located on site | Y                  |
| 6  | Laminator                 | 108                    | 100367025              | 920500506            | Located on site | NA                 |
| 7  | Projector, Microscope     | 108                    | 110475212              | 23467                | Located on site | NA                 |
| 8  | Mixer, Amplifier          | 109                    | 100367038              | D94012541            | Located on site | NA                 |
| 9  | Monitor, Video            | 109                    | 100374931              | MC43410222           | Located on site | NA                 |
| 10   | Organ, Electric           | 109                    | 100375329              | 82120                | Located on site | NA                 |
| 11   | Computer MAC LC           | 110                    | 100374199              | SG147145             | Located on site | NA                 |
| 12   | Kiln                      | 110                    | 100374208              | A-002479-10          | Located on site | NA                 |
| 13   | ADPE, Monitor             | 113                    | 110479419              | 846CF47FA339         | Located on site | NA                 |
| 14   | Computer Apple IIGS       | 116                    | 100374764              | E049RPS              | Located on site | NA                 |
| 15   | Projector, Filmstrip      | 120                    | 100374348              | 1871439              | Located on site | NA                 |
| 16   | Recorder, Video           | 120                    | 100374361              | 00-931952            | Located on site | NA                 |
| 17   | Computer MAC M3409        | 120                    | 100375075              | XB5500W2             | Located on site | Y                  |
| 18   | Computer 486/33           | 120                    | 100461668              | 3QSBCH006225         | Located on site | Y                  |
| 19   | ADPE, Monitor             | 120                    | 100463862              | MI38H1143554         | Located on site | NA                 |
| 20   | ADPE, Reader Optical Mark | 121                    | 100374023              | G4643                | Located on site | NA                 |
| 21   | Controller, Editing       | 121                    | 100374102              | PS092436             | Located on site | NA                 |
| 22   | ADPE, Printer             | 121                    | 100374585              | 2152153              | Located on site | NA                 |
| 23   | ADPE, Printer Laser       | 203                    | 100367008              | 3126A15315           | Located on site | Y                  |
| 24   | ADPE, Printer Laser       | 204                    | 100374862              | 3126A62101           | Located on site | Y                  |
| 25   | Monitor, Video            | 214                    | 100374751              | MC43410215           | Located on site | NA                 |
| 26   | ADPE, Printer             | 217                    | 110477933              | 11-ADLZA             | Located on site | NA                 |
| 27   | Typewriter                | FAC LOUNGE             | 100374432              | 4948340              | Located on site | NA                 |
| 28   | Computer MAC LC           | FAC LOUNGE             | 100374665              | SG1470BN             | Located on site | NA                 |
| 29   | Computer Pentium          | GYM                    | 100364509              | 603198               | Located on site | Y                  |
| 30   | Computer Pentium          | T201                   | 110478996              | 6846CCPBA499         | Located on site | Y                  |
| <b>ITEMS OVER \$5,000</b>                  |                           |                        |                        |                      |                 |                    |
| 31   | Duplicator                | 108                    | 100367023              | 91420882             | Located on site | NA                 |
| 32   | Duplicator                | 108                    | 100367024              | 90441500             | Located on site | NA                 |
| 33   | Duplicator                | 108                    | 100375070              | 98451274             | Located on site | NA                 |
| 34   | ADPE, Printer Color       | 110                    | 100374195              | B133880              | Located on site | NA                 |
| 35   | Computer Server Pentium   | 121                    | 100364891              | Z00007802            | Located on site | Y                  |
| 36   | Computer Server 486/50    | 121                    | 100374022              | 3HSAZT000023         | Located on site | Y                  |
| 37   | Computer Server Pentium   | 121                    | 110474316              | D835BX610319         | Located on site | Y                  |
| 38   | Computer Server Pentium   | 121                    | 110475523              | D841BX610767         | Located on site | Y                  |
| 39   | Computer 386/25           | 203                    | 100374863              | 121CD000587          | Located on site | NA                 |
| 40   | Computer 386/16           | 204                    | 100374858              | 103CD011402          | Located on site | NA                 |

**PROPERTY VALIDATION INSTRUMENT  
(DODEA WIDE PROPERTY IMPROVEMENT PROJECT)**

**Location to HRL Worksheet**

| ACTIVITY: |                        | Elementary School DoDAAC: |            |                |                      |             |
|-----------|------------------------|---------------------------|------------|----------------|----------------------|-------------|
| NO.       | NOUN                   | ACTUAL                    |            | BAR CODE       | COMMENTS             | CONFIG DATA |
|           |                        | LOCATION                  | NUMBER     | SERIAL NUMBER  |                      |             |
| 1         | ADPE, Printer Laser    | 107                       | 100374027  | 3126A39283     | On property list     | Y           |
| 2         | ADPE, Monitor          | 107                       | 100461988  | 3NZ62700361    | On property list     | NA          |
| 3         | ADPE, Printer Laser    | 108                       | 100374293  | BG3040B5120    | On property list     | Y           |
| 4         | ADPE, Monitor          | 108                       | 100374530  | U1222783       | On property list     | NA          |
| 5         | ADPE, Computer MAC     | 108                       | 100374759  | E74240W        | On property list     | NA          |
| 6         | ADPE, Printer          | 108                       | 100374846  | TF0512C1       | On property list     | NA          |
| 7         | Cabinet, Flammable     | 108                       | 100375331  | 100375331      | On property list     | NA          |
| 8         | Cabinet, Flammable     | 108                       | 100375332  | 100375332      | On property list     | NA          |
| 9         | ADPE, Monitor          | 108                       | 100463838  | MI38H1143329   | On property list     | NA          |
| 10        | ADPE, Computer 486     | 120                       | 1003670031 | SBFF000280     | On property list     | Y           |
| 11        | ADPE, Monitor          | 120                       | 100367045  | 148ND0035N0E   | On property list     | NA          |
| 12        | ADPE, Computer 386     | 120                       | 100367084  | 151DF000895    | On property list     | NA          |
| 13        | ADPE, Computer 486     | 120                       | 100374063  | 3JSASZ004064   | On property list     | Y           |
| 14        | Monitor, Video         | 120                       | 100374132  | EC1220121      | On property list     | NA          |
| 15        | ADPE, Monitor          | 120                       | 100374290  | S017074805X    | On property list     | NA          |
| 16        | Monitor, VCR           | 120                       | 100374788  | E5AA10127      | On property list     | NA          |
| 17        | ADPE, Monitor          | 120                       | 100463862  | MI38H1143554   | On property list     | NA          |
| 18        | ADPE, Computer 486     | Hallway                   | 100374863  | 121CD000587    | On property list     | Y           |
| 19        | ADPE, Monitor          | Hallway                   | 100374864  | MBTHT310052657 | On property list     | NA          |
| 20        | ADPE, Printer          | IC                        | 100374014  | 1321030614     | On property list     | Y           |
| 21        | ADPE, Monitor          | IC                        | 100375299  | 231ND0329N00   | On property list     | NA          |
| 22        | ADPE, Computer 486     | IC                        | 100375301  | 3JSASZ003650   | On property list     | Y           |
| 23        | ADPE, Scanner          | IC                        | 110474510  | SG88H1619F     | On property list     | NA          |
| 24        | ADPE, Computer Pentium | IC                        | 110474740  | 6846CCPBB290   | On property list     | Y           |
| 25        | ADPE, Monitor          | IC                        | 110479601  | 844CF47FC545   | On property list     | NA          |
| 26        | ADPE, Printer Laser    | IC                        |            | USB7406916     | Not on property list | NA          |
| 27        | ADPE, Monitor          | SUP                       | 100374756  | N715505        | On property list     | NA          |
| 28        | ADPE, Disk Drive       | SUP                       | 100374760  | S92029X        | On property list     | NA          |
| 29        | ADPE, Computer Pentium | SUP                       | 110478433  | 6846CCPBA414   | On property list     | NA          |
| 30        | ADPE, Printer Laser    | SUP                       | 110481160  | USKB205225     | On property list     | NA          |

| Cust-Request-#   | OC    | DGSC-#    | PIIN / Contract    | Stock-Number      | Noun                         | UI I Reqst Recvd | Q U A N T I T Y | Unit Price | Total Cost  | FY SOS PD Requester         | Shipto | RDD  | EDD Status | Rprt Comp |
|------------------|-------|-----------|--------------------|-------------------|------------------------------|------------------|-----------------|------------|-------------|-----------------------------|--------|------|------------|-----------|
| HE1254-9189-8771 | A1006 | 9190-4456 | MDA41499D0005-0009 | 7710-95-L02-8950  | MUSIC GR7/8 KEYBOARD SK-50   | EA N             | 4               | 525.00     | 0.00        | 99 S9G 10 WASH THRU BILLING | 9309   | 9267 | POSTED     |           |
| HE1254-9189-8772 | A1006 | 9190-4460 | MDA41499D0005-0009 | 7710-95-L02-8951  | MUSIC GR7/8 SEQUENCER MT 80S | EA N             | 4               | 595.00     | 0.00        | 99 S9G 10 WASH THRU BILLING | 9309   | 9267 | COMPLT     | 9305 9305 |
| -9028-0001       | J5024 | 9037-4182 | MDA41499F1220      | *6720-00-T79-6470 | DUPLICATE VIDEOS             | EA N             | 1               | 605.96     | 605.96      | 99 S9G 15 EMC NON-PRINT     | 9148   | 9146 | COMPLT     | 9132 9132 |
| -9061-0013       | J5024 | 9117-3106 | MDA41499A00240037  | 6650-00-L00-3930  | MICROPROJECTOR OVERHEAD      | EA N             | 1               | 625.00     | 625.00      | 99 S9G 15 FIFTH GRADES      | 9181   | 9305 | POSTED     |           |
| -9256-1001       | J5024 |           | IMPAC              |                   | COMPUTER SUPPLIES            | EA N             | 1               | 1,145.25   | 1,145.25    | 99 CRD 15 SUPPLIES LP IMPAC | 0011   | 9256 | COMPLT     | 9256 9256 |
|                  |       |           |                    |                   |                              |                  |                 |            | \$ 2,376.21 | TOTAL FOR FY 99 FUNDS       |        |      |            |           |

11/05/99 09:58:01

TOTALS ONLY Hand Receipt Report by Bar Code

Page 1

| WDAAC ORGANIZATION NAME | VALUE<br>ON-RAND  | ITEMS<br>ON-RAND | VALUE<br>DUE-IN | ITEMS<br>DUE-IN |       |
|-------------------------|-------------------|------------------|-----------------|-----------------|-------|
| ELEMENTARY SCHOOL       | \$801,333         | 886              | so              | 0               |       |
|                         | <b>-\$801,333</b> | 886              | SO              | 0               | TOTAL |

11/10/99 11:16:12

TOTALS ONLY Hand Receipt Report by Bar Code

Page 1

| DODAAC | ORGANIZATION NAME | VALUE<br>ON-RAND | ITEMS<br>ON-HAND | VALUE<br>DUE-IN | ITEMS<br>DUE-IN |
|--------|-------------------|------------------|------------------|-----------------|-----------------|
|        | ELEM SCHOOL       | \$799,048        | 898              | \$0             | 0               |
|        |                   | <b>\$799,048</b> | <b>898</b>       | so              | 0 TOTAL         |

11/10/99 07:02:27

ACCOUNTABLE HAND RECEIPT REPORT Prior to DATE LAST INVENTORY 10-21-99  
 3 ELEM SCHOOL

| NOUN                  | SERIAL NUMBER       | LOCATION        | SIGN IN/OUT       | BAR CODE  | S MANUFACTURER   | FSC  | PART/MODEL-#   | INV-DATE        | U-PRICE        | QTY |
|-----------------------|---------------------|-----------------|-------------------|-----------|------------------|------|----------------|-----------------|----------------|-----|
| ADPE, CD ROM JUKEBOX  | <b>R1-1691/1697</b> | <b>RS</b> 00-01 | 108               | 100375278 | CD ROM           | 7025 | CRI7000        | 06-30-98        | 3.196.00       | 1   |
| ADPE, COMPUTER II GS  | <b>E9414UV</b>      | RS 00-01        | 116               | 100374321 | APPLE IIGS       | 7021 | <b>A2S6000</b> | <b>06-30-98</b> | 956.00         | 1   |
| ADPE, DISK DRIVE 3.5  | <b>S9202AD</b>      | <b>RS</b> 00-01 | 111               | 100374340 | APPLE IIGS       | 7025 | <b>A9M0106</b> | 06-30-98        | 309.00         | 1   |
| ADPE, DISK DRIVE 3.5  | <b>SS04022V</b>     | RS 00-01        | 211               | 100374594 | APPLE IIGS       | 7025 | <b>A9M0106</b> | <b>08-20-98</b> | <b>310.00</b>  | 1   |
| ADPE, DISK DRIVE 3.5  | <b>SS0402D9</b>     | <b>RS</b> 00-01 | <b>T105/DRMO</b>  | 100374483 | APPLE IIGS       | 7025 | <b>A9M0106</b> | <b>06-30-98</b> | 322.00         | 1   |
| ADPE, HUB             | 94445447            | <b>RS</b> 00-01 | 102               | 100363696 | ASAMTE           | 7025 | AK1012         | <b>08-20-98</b> | 922.78         | 1   |
| <b>ADPE</b> , MONITOR | <b>U9059777</b>     | <b>RS 00-01</b> | 215               | 100374608 | APPLE IIGS       | 7025 | <b>A2M6014</b> | 06-30-98        | 388.00         | 1   |
| ADPE, MONITOR         | <b>CJ538NJW</b>     | <b>RS</b> 00-01 | 218               | 100375085 | APPLE, MACHITOSH | 7025 | AUDIOVISION 14 | <b>10-09-98</b> | 491.00         | 1   |
| ADPE, MONITOR         | <b>111NE0056N0E</b> | <b>RS</b> 00-01 | <b>102/OFFICE</b> | 100364043 | ZENITH           | 7025 | <b>ZCM1492</b> | <b>08-20-98</b> | 400.00         | 1   |
| ADPE, PRINTER         | 06077393            | <b>RS</b> 00-01 | 125               | 100374977 | EPSON            | 7025 | <b>FX286</b>   | <b>08-20-98</b> | 250.00         | 1   |
| ADPE, PRINTER         | 17787691            | RS 00-01        | R/S               | 000000002 | NCR              | 7025 | 6411           |                 | 866.00         | 1   |
| MONITOR, VIDEO        | MC43410255          | <b>RS</b> 00-01 | 217               | 100374643 | PANASONIC        | 7730 | CT2584         | <b>08-20-98</b> | 585.00         | 1   |
|                       |                     |                 |                   |           |                  |      |                | COST ON-HAND    | <b>\$8,996</b> |     |
|                       |                     |                 |                   |           |                  |      |                | COUNT ON-RAND   | <b>12</b>      |     |
|                       |                     |                 |                   |           |                  |      |                | COST DUE-IN     | <b>\$0</b>     |     |
|                       |                     |                 |                   |           |                  |      |                | COUNT DUE-IN    | <b>0</b>       |     |

## HAND RECEIPT HOLDER'S PROPERTY VALIDATION SURVEY INSTRUMENT

DATE: 20 Oct 99

Activity: Elementary School Activity DODAAC: \_\_\_\_\_

Individual(s) Contacted:

Overall Team Assessment:                      EXCELLENT    GOOD    SATISFACTORY    POOR  
 FAILING

Part I: Validation of the Hand Receipt Holder's Self Assessment

|  | <u>HRH<br/>Response</u> | <u>TEAM<br/>Findings</u> |
|--|-------------------------|--------------------------|
| 1. The Hand Receipt Holder has been formally appointed and has acknowledged his or her appointment <b>to the Accountable Officer.</b>  | <u>yes</u>              | _____                    |
| 2. <b>Signature</b> cards <b>have</b> been issued designating <b>personnel authorized</b> to sign <u>NA</u> for accountable <b>property</b> . (Note: this requirement applies to individuals turning in or picking up property at a DRMO).                               |                         |                          |
| 3. A Property Custodian was appointed for the account.   | <u>Yes</u>              | _____                    |
| 4. A physical inventory was performed on the account within the last year.   | <u>Yes</u>              | _____                    |
| 5. <b>Reconciled copies</b> of the inventory were provided to the HRH and signed copy returned to the Accountable Officer.   | <u>Yes</u>              | _____                    |
| 6. HRH records reflect locations of all accountable property.  | <u>Yes</u>              | _____                    |
| 7. All accountable property is bar coded.  | <u>Yes</u>              | _____                    |
| 8. Property records in DSAMMS have been updated with the bar codes and locations.  | <u>Yes</u>              | _____                    |
| 9. All receipts, issues, and turn-in actions for the account have been posted and the original copies forwarded to the Accountable Officer weekly, monthly, or quarterly. The Accountable Officer has been notified of all incorrect serial numbers and management data. | <u>Yes</u>              | _____                    |
| 10. All flammable and chemical storage cabinets have been bar coded and entered into the school property listing and documentation provided to the accountable officer.  | <u>Yes</u>              | _____                    |
| 11. HRH rated the integrity of his/her account as:<br>(fill in blank with HRH response).   | <u>Good</u>             | _____                    |

\_\_\_\_\_  
 HAND RECEIPT HOLDER'S SIGNATURE

17 August 1999  
 DATE