CSDP CHECKLIST AND INSPECTION WALKTHROUGH

DATE OF VISIT: HRA NO.

PERSONNEL CONTACTED: LO REPRESENTATIVE

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_____   _____

_____   _____

_____   _____

COMMENTS

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_____   _____
CH. Logistics Management   LO Representative

1. Are all accountable property items bar coded?   Yes___ No___ N/A___

2. Does the receiving agent prepare and submit   Yes___ No___ N/A___
   receiving reports in CEFMS and to Logistics
   within 3 working days as required?

3. Has transfer/loan of property between Corps   Yes___ No___ N/A___
   and Non-Army organizations been approved
   by the PBO?

4. Are Eng Forms 4900 prepared for all equipment   Yes___ No___ N/A___
   or property on loan?

5. Are all turn-ins of COMSEC equipment being   Yes___ No___ N/A___
   being turned in directly to the COMSEC
   cusdodian?

6. Are employees' personal property items   Yes___ No___ N/A___
   identified with proper documentation affixed?

7. Has the hand receipt holder accepted direct   Yes___ No___ N/A___
   responsibility for property by signing a hand
   receipt for property from the PBO?

8. Has the primary hand receipt holder further   Yes___ No___ N/A___
   delegated responsibility for all property
   assigned by sub-hand receipts to subordinates
   as soon as possible?

9. When a primary hand receipt holder is replaced,   Yes___ No___ N/A___
   is a 100% joint inventory conducted so that
   the new hand receipt holder can take responsibility?

10. Has the hand receipt holder ensured that a 100%   Yes___ No___ N/A___
    inventory has been conducted annually.

11. Has the project manager ensured inventories are   Yes___ No___ N/A___
    conducted following evidence of insecurity or
    alleged misappropriation of Government property?

12. Are inventories being performed using barcode   Yes___ No___ N/A___
    scanning equipment?

13. Has the project manager ensured all equipment and   Yes___ No___ N/A___
    supplies stored are accounted for as required or on
    the property book?

14. Has non-expendable property drawn from DRMO   Yes___ No___ N/A___
    been placed in the property book?

15. Is equipment operational?   Yes___ No___ N/A___

16. Is there any damaged equipment?   Yes___ No___ N/A___

17. Has loss, damage, or destruction of Government   Yes___ No___ N/A___
    property been reported and has a Report of Survey
    been initiated?

18. Are vehicle accidents reported properly?   Yes___ No___ N/A___

19. Are reports of survey being initiated and completed Yes___ No___ N/A___
    within the established time constraints?

20. Upon discovery of discrepancies, are actions taken Yes___ No___ N/A___
    to adjust the inventories as directed?

21. Is there any property that is excess to needs and   Yes___ No___ N/A___
    requires turn-in?

22. Is excess property being reported for turn-in or   Yes___ No___ N/A___
    turned in within 10 days when determined excess?

23. Has the spare parts inventory been entered in CEFMS? Yes___ No___ N/A___

24. Have additions to the inventory and issues been posted Yes___ No___ N/A___
    to the CEFMS data base?

25. Are spare parts stored in such a way as to be easily Yes___ No___ N/A___
    inventoried and their use documented.