

**DIRECTORATE OF LOGISTICS  
INSTALLATION PROPERTY BOOK  
USAG VICENZA  
UNIT 31401, BOX 14  
APO AE 09630**



**"OUR BEST-NOTHING LESS"**

**PROPERTY CONTROL BRANCH  
EXTERNAL  
OPERATING PROCEDURES  
June 2011**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON VICENZA  
UNIT 31401, BOX 41  
APO AE 09630

IMEU-VIC-LGS

9 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** External Standing Operating Procedures for USAG Vicenza Property Control Branch (PCB)/Installation Property Book Office (IPBO).

1. Enclosed is the External Operating Procedures for USAG Vicenza Directorate of Logistics, Supply and Services Division, Property Control Branch (PCB) and Installation Property Book Office (IPBO). Customers of the PCB/IPBO will use these procedures in conducting their daily activities with the PCB office. This document supersedes the previous PCB SOP dated February 2008.

2. POC is IPBO, DSN: 634-8128 or 8061/8110.

A handwritten signature in black ink, appearing to read "D. Buckingham", written over the printed name.

DAVID W. BUCKINGAM  
COL, IN  
Commanding

**DISTRIBUTION:**  
A1 minus USAG Livorno

## TABLE OF CONTENTS

	Page
1. PURPOSE.....	3
2. APPLICABILITY.....	3
3. REFERENCES.....	3
4. GENERAL.....	4
5. RESPONSIBILITIES.....	4
a. Command Responsibilities.....	4
b. Directorates, Commanders and Unit/Activity Supervisors.....	5
c. Property Book Officer.....	5
d. Hand Receipt Holders (HRH's).....	6
6. PROCEDURES.....	7
a. General.....	7
b. Accounting for Property.....	8
c. Inventories.....	11
d. Relief of Responsibility.....	11
e. Excess.....	13
f. Request.....	13
g. Accountability of Nonexpendable Property using Impac Card.....	15
h. Turn-in.....	15
i. Fuel Coupons.....	16
j. Viacard/Telepass.....	17

## TABLE OF CONTENTS CONTINUED

### 7. ANNEXES

A: Duty Appointment for Hand Receipt Holder.....	A-1
B: DA Form 1687, Delegation of Authority.....	B-1
C: Statement of Responsibility.....	C-1
D: Monthly Inventory/Sensitive Item Inventory.....	D-1
E-1: Annual Inventory.....	E-1
E-2: Semi-Annual Inventory.....	E-2
F-1: DD Form 200, Financial Liability Investigation of Property Loss.....	F-1
F-2: DA Form 7531, Checklist and Tracking Document for Financial Liability Investigation of Property Loss.....	F-2
F-3: DD Form 362, Statement of Charges/Cash Collection Voucher.....	F-3
G-1: Request for Supply.....	G-1
G-2: DA Form 2765, Request for issue/supply.....	G-2
H: DA Form 4610-R Equipment Changes in MTOE/TDA.....	H-1
I: Material Inspection and Receiving Report.....	I-1
J: Information Technology (IT) Disposition Policy Memorandum.....	J-1
K: AE Form 710-2a, Receipt for Official Fuel Coupons.....	K-1

## **U.S. Army Garrison Vicenza Property Control Branch External Standing Operating Procedures (SOP)**

**1. PURPOSE:** To prescribe policies and procedures to be used by the supported Units/ activities for requesting and receiving Class II, III, IV , VII and VIII supplies and equipment from the USAG Vicenza Italy, Installation Property Book Office (IPBO) under the provisions of references listed in paragraph 3.

**2. APPLICABILITY:** The provisions of this SOP apply to all units and activities receiving support from the IPBO in regards to Class II, III, IV, VII and VIII supplies and equipment as authorized on the TDA, and supplies regarded as expendable, durable and nonexpendable type items.

### **3. REFERENCES:**

AR 15-6	Procedures for Investigating Officers and Boards of Officers
AR 25-400-2	The Army Records Information Management System (ARIMS)
AR 25-1	Army Knowledge Management and Information Technology
AR 71-32	Force Development & documentation Consolidated Policies
AR 710-2	Supply Policy Below the National Level
AR 735-5	Policies and Procedures for Property Accountability
AR 840-10	Flags, Guidons, Streamers, Tabards, automobile & Aircrafts Plates
AR 870-20	Army Museums Historical Artifacts & Art
AE Reg 710-2	Supply Policy below the Wholesale Level
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)
FED LOG/SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items
AE Supplement 1 TO AR 25-1	Army Knowledge Management and Information Technology Management

NAVSUPCT Guide 10340-8F Policy Governing Tax-Free Petroleum Products (POL) "G" Series Coupons for use in Italy

CTA 50-900 Clothing and Individual Equipment

CTA 50-909 Field and Garrison Furnishings and Equipment

CTA 50-970 Expendable/ Durable Items

#### 4. GENERAL:

a. The IPBO is located in building 66, Caserma Ederle, DSN 634-8128, Civilian 39-0444-71-8128. Hours of Operation are:

<u>DATES</u>	<u>TIMES</u>	<u>TYPE OF ACTIONS</u>
Monday through Friday	0800 – 1130 1300 - 1700	*All Customer Transactions
Saturday/Sunday & Federal Holidays		Closed

\* Turn-in of property must be with the SSA's appointment or prior coordination with IPBO.

b. The SSA is located in building L0944, Lerino, DSN 634-3939, Civilian 39-0444-71-3939. Hours of operation are Monday through Friday, 0800-1700.

#### 5. RESPONSIBILITES

a. **Command Responsibilities.** Officers, Non-Commissioned Officers and civilians in command or supervisory positions are responsible to ensure the following is accomplished:

(1) All property used by personnel under their command or supervision is to be safeguarded, used and maintained in a serviceable condition and properly accounted for at all times.

(2) The Property Book Office will require all property to be inventoried annually. Hand Receipt Holders (HRHs) will also be required to update their hand receipts semi-annually even if no property transactions have occurred. The monthly controlled items inventory will consist of weapons, ammunitions, fuel coupons and other equipment the Army has deemed to be inventoried monthly.

(3) A quarterly controlled inventory will consist of equipment the Army has deemed sensitive and requires a quarterly inventory. Viacards, Telepass modules, and other controlled equipment determined by the PBO to be sensitive or pilferable in nature will also require a quarterly inventory. This property will require that the HRH conduct quarterly inventories as

require. The PBO must be made aware of any shortages or discrepancies during these periodic inventories. The PBO will also be immediately notified (within 24 hours) of any damage to equipment other than fair wear and tear.

**b. Directors, Commanders and Unit/Activity Supervisors' Responsibilities.** Personnel in these positions are further responsible for:

(1) By virtue of his/her assignment, they are responsible for all property within the unit or activity regardless of whether or not he or she has signed a hand receipt for such material. As an additional task, they are charged with the requirement to properly secure property and to take necessary steps to prevent loss.

(2) Ensuring that property is jointly inventoried and accounted for prior to the transfer/departure of the old HRH.

(3) Ensuring that property is physically inventoried by personnel holding hand receipts as directed by the PBO and this SOP.

(4) Performing frequent spot checks to ascertain location and quantity of all items which are easily lost or stolen in order to determine on hand status and establish responsibility for missing items as soon as the loss is detected.

**c. USAG Vicenza Property Book Officer** The PBO is responsible for providing the following:

(1) Advise the Commander USAG Vicenza, Director of Logistics (DOL) and the Supply and Services Division Chief on supply and accountability procedures pertaining to the property book.

(2) Maintain property book with supporting documents and related records for all property authorized by Table of Distribution and Allowance (TDA), Common Tables of Allowance (CTA) and any other authorization documents developed resulting from the USAG Vicenza commander's approval.

(3) Ensure all hand receipts and signature cards (DA Form 1687) are current and updated as required by regulations.

(4) Advise personnel on matters pertaining to property accountability and supply procedures for requesting, receiving, issuing and storage of property.

(5) Review Financial Liability Investigations of Property Loss (FLIPL), statements of charges, and cash collection vouchers prior to assignment of a document number.

(6) Assume direct responsibility for all installation property not accounted for on hand receipt.

(7) Maintain personal liaison with his/her counterparts at higher headquarters as required.

(8) Prepare and /or process one-time or recurring feeder reports to higher headquarters as required.

(9) Review documents for issue or retention of major end items authorized by TDA prior to forwarding to higher headquarters.

(10) Manage funds allocated to the IPBO by higher headquarters.

(11) Bring under property book control any property not currently on record, which is brought to the attention of the Property Book Officer.

**d. Hand Receipt Holders.** The HRH is the company, battery, troop or detachment commander or civilian position appointed as the head of an office, or a person appointed in writing by the Director or Unit Commander (See Annex A). The HRH will personally sign for each item of property issued to the unit/activity on hand receipt from the supporting property book officer. A Change of Command Packet will be furnished by IPBO personnel to the outgoing and the incoming Commander in order to arrange the correct transaction. The HRH will be responsible for:

(1) Maintaining his/her copy of the hand receipt and safeguarding all US Government property issued from the PBO.

(2) Ensuring a current signature card (DA Form 1687) and assumption of command or appointment order is provided to the IPBO. No transactions will occur with anyone other than the HRH or his/her designated persons. (See Annex B)

(3) Sign the Statement of Responsibility as the Primary Hand Receipt Holder. (See Annex C). Maintain a copy at the unit/activity and provide a copy to the IPBO.

(4) Conduct and submit inventories in a timely manner as required by Army regulations and as directed by the PBO.

(a) Monthly (explosives, firearms and hazardous items) or Quarterly Controlled Item Inventory (sensitive and unclassified CCI items). The inventory is sent out through email by the 5th of each month. If the HRH has not received their copy by the 10<sup>th</sup> it is their responsibility to come to the IPBO and request a copy of the inventory. This completed inventory will be returned to the IPBO by the last working day of each month. (See example Annex D)

(b) Annual Responsible Officer Inventory. The Army standard requires a 100% property inventory once a year. The inventory is to be returned to the IPBO no later than the last working day of the month in which it is due. (See example Annex E-1)



(c) Semi-Annual Hand Receipt Review. All Hand receipt Holders are required to review and sign their hand receipt every 6 months even if no transactions have occurred. The IPB office will send notification through email for the HRH to make an appointment with the IPB office. The notification will be sent 30 days prior the suspense date (See example Annex E-2). HRH need to make the reconciliation prior to coming to IPBO. **Both hand receipt lists will be kept in file.**

(d) Any discrepancies noted during (a) and (b) above will be documented and the IPBO informed IAW AR 735-5.

**NOTE:** Non-compliance with the requirements and the suspense dates set in para (2) (a), (b), and (c) above will result in a telephone call to the HRH holder. If the inventory is still not returned by the 5th day of the following month in which it was due the HRH's supervisor will be called. If the inventory is not returned by the 15<sup>th</sup> of the following month all transactions and support from the IPBO and POL will terminate until the inventory or hand receipt update is properly completed and turned-in. If the original suspense cannot be met contact, the IPBO and other arrangements can be made.

(5) Turn-in excess property directly to the SSA, with proper documentation to include the logbook when applicable. Instructions for turn in of property are described in paragraph 6.h.

(6) Accomplish joint inventories with the incoming HRH in sufficient time to allow the outgoing HRH to clear prior to his/her departure from the command.

(7) Initiate appropriate adjustment documents IAW AR 735-5 to determine pecuniary liability for hand-receipted property lost, stolen, damaged, or destroyed through means other than fair, wear, and tear.

(8) Notify the PBO of changes in serial numbers occurring as a result of exchanges by warranty or maintenance personnel.

(9) Assume direct responsibility for the care and safekeeping of government property charged to him/her on hand receipt or issued as expendable/durable issues.

(10) When the HRH leaves the area of his/her primary duties in excess of 30 calendar days e.g. TDY, leave, emergency hospitalization or extended detached duty the commander/activity chief will appoint a HRH. A joint inventory will be conducted upon departure and return of the HRH. This will ensure that direct responsibility for the property is maintained on a continuing basis.

## **6. PROCEDURES:**

**a. General.** All personnel in a command or supervisory position within this community should be familiar with the contents of this SOP. Familiarity with supply procedures will allow HRHs to efficiently streamline the actions necessary for receiving property or relinquishing themselves from responsibility associated with their signature on a hand receipt.

(1) Preplanning of realistic supply requirements should be a continuous prerequisite for determining the unit's or activity's needs. Supply economy (Supply Discipline), the practice of conservation of material, is expected of every individual and is to be developed through training until it becomes habit.

(2) A direct relationship will exist between the PBO and the HRH at all times. The HRH or designated representative is the only personnel authorized to conduct transactions i.e. order, receive or turn-in nonexpendable property and class III products with the IPBO. HRHs are expected to know and understand the responsibility associated with their signature on the hand receipt and the Delegation of Authority form (DA Form 1687). The HRH is not relieved from their direct responsibility to control all the property issued to them until properly relieved of their responsibilities. HRH's will initiate a DA Form 1687 if the HRH delegates other personnel to receive or request supplies. HRH's will insure those personnel delegated to receive or request supplies understand the meaning of property accountability. Even though the HRH has delegated receipt and/or request actions to an individual, the HRH remains the responsible individual for ensuring proper documentation and maintenance of his/her hand receipt.

(3) Proper care and maintenance of equipment is the responsibility of the user.

(4) HRHs receiving or turning-in supplies will ensure they have sufficient personnel and transportation to load or unload material. Coordination between the PBO and the HRH's must be made for issue/turn-in of all material to avoid double handling. All HRHs will pick-up supplies within 48 hours after notification unless prior arrangements are made with the PBO. All transportation requirements for pick-up and issuing of supplies are the responsibility of the HRH.

(5) Property issued to one specific unit/activity or HRH will not be laterally transferred to another unit/activity or HRH without prior documented approval from the PBO. **Property will be kept in the configuration as issued and not divided.**

(6) HRHs to whom property is issued should be the Company Commander or a person appointed in writing by the Director or Unit Commander. Local nationals may sign for equipment only if there is not an American in their chain of command and with the approval of the PBO.

(7) When a HRH is replaced, the Responsible Officer will identify the replacement HRH and will provide sufficient time to conduct a joint inventory.

#### **b. Accounting for Property.**

(1) The PBO will establish and maintain formal accountability for installation property, and non-expendable components as outlined in AR 710-2 and related directives. The PBO will be responsible for proper maintenance of the property book and related records IAW AR 710-2.

(2) The PBO will prepare hand receipts and annexes when required through the automated system. Two copies of the hand receipt will be provided, listing the title and HRH's account

number. Hand receipts will list all property which has been issued to the individual designated as a HRH. Under no circumstances will HRHs transfer property out of their area of responsibility unless written approval is obtained from the PBO. The PBO is responsible for all adjustments to the hand receipts and will notify the HRH telephonically or in writing when updates are due.

(3) Property on hand receipt will be issued and/or turned-in directly between the PBO and the HRH only, unless the HRH has delegated that responsibility on a DA Form 1687 which is on file at the IPBO.

(4) The original copy of the hand receipt will be maintained on file at the IPBO and the duplicate will be maintained by the HRH. Both copies are subject to inspections. The PB Officer or supply personnel located at the IPBO will make any changes required to the hand receipt.

(5) All HRHs must have on file with the PBO a current signature card (DA Form 1687) if they are authorizing other personnel as their representative to receive or request property for their accounts. When there is no DA Form 1687 on file, no requests or issues of supplies can be made to other individuals other than the primary HRH.

(6) At the time of updating of the hand receipt, the HRH will produce all issues and turn-ins with DA Form 3161s pertaining to all transactions that have occurred since the last update. No credit will be given for property until the documents are matched with those of the IPBO.

(7) The responsibility for maintaining property rests with the HRH to whom the property has been entrusted and who is specifically charged with its care and safekeeping, regardless of whether such property is in his/her personal possession, in use, or in storage.

(8) In the event of any loss, damage or the destruction of government property, the HRH or the sub-hand receipt if entrusted with property must be able to explain the facts and circumstances and what steps have been take to prevent the reoccurrence of loss or damage to property.

(9) IAW AR 735-5, durable property is property that is not consumed in use does not require property book accountability, but does require control when issued to the user. The below listed Federal Supply Class (FSC) codes do not require property book accountability but do require monitoring by the commander or head of the activity as long as the components cost is under \$2,500.00. Annually, the commander or head the activity will conduct a management review of all on hand durable items with the below listed FSC's to determine whether there are indications of any missing items and whether there are indications of fraud, waste or abuse. Any time there are indications of lost, damaged or destroyed property the commander or head of the activity should initiate a FLIPL investigation to determine whether financial liability should be assessed. The commander or head of activity will document that a management review of durable property was conducted, stating what the results were and any corrective action if any. Documentation will be a memorandum for the record in duplicate. Copy 1 will be maintained in

the unit and copy 2 at the next level of command. These memorandums will be retained on file for 2 years before being destroyed.

**Federal Supply Class**

**Nomenclature**

3510	Laundry & Dry Cleaning Equipment
4110	Refrigeration Equip.
4140	Fans Air Circulators & Blowing Equipment
6240	Electric Lamps
7105	Household Furniture
7110	Office Furniture
7125	Cabinets, Lockers Bins & Shelving
7195	Misc. Furniture & Fixtures
7210	Household Furnishings
7220	Floor Coverings
7230	Draperies, Awnings & Shades
7290	Misc. Household Furnishing Appliances
7310	Food Cooking, Baking and Serving Equipment
7320	Kitchen Equipment & Appliances
7350	Tableware
7820	Games, Toys & Wheeled Goods

**c. Inventories.**

(1) At least annually or upon the change of PBOs, a physical inventory will be conducted by the PBO of all property not issued on hand receipt.

(2) Every 6 months, a complete physical inventory of property by the HRH will be conducted. The complete inventory will be conducted IAW the provisions in AR 710-2 and as outlined below.

(3) Upon the change of the HRH, the respective unit or activity will be responsible to insure that property is transferred to a successor within 30 days of DEROS or transfer of the outgoing HRH. The HRH conducts a joint inventory with the successor. It is incumbent upon the gaining HRH to check with the PBO for any outstanding work orders or shortages of property listed on the hand receipt. The IPBO will provide a copy of the hand receipt to the new HRH to accomplish the inventory. During the period of inventory no transactions will take place on the HRH's account. Under no circumstances will commanders approve clearance papers if the individual HRH has not cleared the IPBO.

(4) Certain HRHs are required to conduct a sensitive inventory are items identified by the Control Item Inventory Code (CCI) equipment listed in the current FEDLOG or SB 700-20 catalog. An automated inventory listing is produced by the 5<sup>th</sup> of each month in 3 copies which will be forwarded to the PHRH. Inventory results must be returned before the end of every each month. Upon completion of the sensitive inventory, the PHRH will sign, date and line out the appropriate statement on all copies of the sensitive inventory and also, VIA cards and/or Telepass modules required monthly inventory. The results of the inventory will be forwarded to the IPBO NLT the last working day of the month. Serial numbers are to be checked off individually. The PBO will be notified immediately of any discrepancies of the property inventoried NLT the last working day of the month.

**d. Relief of Responsibility.**

(1) The methods discussed below are designed to protect the right of the US Government to obtain reimbursement for loss, damage, or destruction of government property caused by negligence or misconduct. These methods:

(a) Do not constitute punishment.

(b) Do not and should not preclude the use of adverse administrative or disciplinary measures.

(2) Reporting requirements.

(a) Persons responsible for Government property will immediately report all losses or damages to their immediate supervisor or commander. The report will state in writing the circumstances of the loss or damage, and a listing and description of the property involved.

(b) When reporting arms and equipment according to AR 190-11, or whenever the loss appears to involve unlawful conduct, submit a report to the military law enforcement authorities for investigation. Personal arms and equipment is a soldier's personal weapon and equipment assigned to them for their use. It includes a soldier's organizational clothing and individual equipment issued to them. A preliminary investigation by the military or security police will assist the commander when taking action according to this SOP.

(c) When Government property is reported missing, the commander, primary HRH, or the accountable officer should cause a preliminary investigation and search to be conducted to ensure the missing property is actually missing before an administrative adjustment in para (3) below is initiated. The preliminary search should be aggressively pursued to meet the time limits in AR 735-5 para 13-8.

(d) When Government property in the hands of a contractor is lost, damaged, or destroyed, FAR (Federal Acquisition Regulation) part 52 "Solicitation Provisions and Contract Clauses" which prescribes a LDD (Loss, Damage or Destruction) process will be followed in lieu of a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200.

(3) Administrative action to be taken for causes of other than fair wear and tear. When DA property becomes lost, damaged or destroyed by causes of other than fair wear and tear, take administrative action according to AR 735-5 regardless of the ARC (Accounting Requirements Code) assigned to the property. This action will determine the facts concerning the incident and the amount of the loss to the U.S. Government, assesses financial liability if appropriate, and/or provides relief from responsibility and accountability. Obtain relief from property responsibility by the following action:

(a) DD Form 200 (Financial Liability Investigation of Property Loss), Annex F-1, submitted along with DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigation of Property Loss), Annex F-2.

(b) DD Form 362 (Statement of Charges/Cash Collection Voucher), Annex F-3, used when individual admits liability and offers cash payment or agrees to payroll deduction to settle the charge of financial liability. The HRH will prepare DD form 362 in original, The Unit Commander has to sign the form. IPBO will assign a nonexpendable document number prior to forwarding the document to Detachment B, 208<sup>th</sup> FBN.

(4) Regardless of the method of accounting for property lost, damaged, or destroyed, title (ownership) of the property remains with the U.S. Government.

**e. Excess.**

(1) Accountable installation property found within a unit/activities' area will be reported to the PBO as soon as it is discovered. The PBO or his/her designated representative will screen the property book and hand receipts to determine if any shortages of like items exist. If not, the property will be considered excess and turned in to the SSA as FOUND ON INSTALLATION. Property will be clean prior to turn-in.

(2) Having excess property hurts other installations or activities that may need the property. Excess accountable property will be immediately turned in to the SSA or appropriate supply channels for disposition and possible use by other units. See turn-in procedures in paragraph 6.h.

**f. Request.**

(1) Only HRHs or their designated personnel as reflected on a DA Form 1687, will submit request for supplies to the IPBO. A memorandum will be prepared by the HRH for the items needed (Annex G-1). IPBO personnel will request the item through Aquiline for non standard items or prepare a DA Form 2765-1 for national stock numbered items (See Annex G-2). Commercial Equipment with an acquisition cost under \$2,500.00 will not be processed, unless previously coordinated is made with Regional Contracting Office (RCO) for permission not to use Government Purchase Card (GPC).

(a) Request for Non standard items will be entered on Purchase request and Commitment (PR&C) that will be routed on Aquiline (see below) through the IPBO for approval and document number.

(b) **Acquiline** is a direct web site channel between the initiator /creator of a PR&C and Contracting Office in the Procurement Desktop Defense - PD2 (primary software program) for acquisition of non-standard items. Web site address: [https://prweb.409csb.army.mil/acquiline/home\\_w912PF.html](https://prweb.409csb.army.mil/acquiline/home_w912PF.html). The registration procedures employed by other software applications. Upon submission of the registration, the System Administration verifies and authenticates the form; when acknowledged as authorized caller, the registrant is then provided with an ID and password to access Acquiline.

**NOTE:** Before computers, monitors, notebooks, and fax machines can be ordered a TECHNICAL VALIDALITION thru 509<sup>th</sup> must be submitted by the unit/section IMO.

(2) Special attention should be directed to the following when submitting a memorandum for supplies equipment:

(a) **Item Description** – The requesting official must provide a precise description of what is required. Nomenclature will be complete and measurements/model numbers are also required.

(b) **Unit Price** – The price can be obtained from FEDLOG or from a manufacture's booklet. If no price is available, an estimate should be made.

(c) Quantity – Indicate unit of issue

(d) Authority/Justification –Required for all requests.

(3) If the item required is obtained from a recognized authorization document i.e. TDA listed in AR 71-32 enters the reference on the request. Also include the TDA number, paragraph, quantity in hand, quantity authorized and quantity required.

(4) If the authority is a letter, message or directive, reproduce an extract of the document indicating the specifics that the particular item is authorized, and include it with the request.

(5) For Standard Controlled Equipment listed in Chapter 2 or 6 of SB 700-20 a DA Form 4610-R will be prepared IAW with AR 71-32 requesting the additional equipment to the appropriate authorization document i.e. TDA. The reverse side of the DA Form 4610-R will be used for the justification of the addition or deletion of the item to the current authorization document. The requestor will sign the reverse side of the DA 4610-R and submit the 4610-R as an enclosure to the memorandum requesting the item to USAG Vicenza Director Resource Management (DRM), Manpower Section. (See Annex H)

(6) Equipment which requires the processing and approval of a DA Form 4610-R will not be placed on requisition until the DA Form 4610-R has been approved by MACOM as an addition to the TDA.

(7) All requests not containing the proper information will be returned to the requester without action, citing the shortcoming.

(8) When the request has been processed, the customer will be informed of the document number to which the item was requested. This number will be used in any further follow-up actions by the requestor. If for any reason the request is cancelled, the customer will be notified of the reason and it will be the customer's responsibility to re-submit the request to the IPBO.

(9) All requests for supplies and equipment will be given a priority of 12. Emergency requests of 02 and 05 will be determined by the PBO. Only the quantity, which is immediately needed, will be requested.

(10) High priority requests will be hand carried to the Supply Support Activity (SSA) for further processing. It should be noted that supply requests require at least 3-5 days before valid status is received.

(11) Status for NSN items is received from the SSA through the system and inputted into the PBUSE database. Customers will be notified of cancellations immediately as they appear. The IPBO will not reorder unless directed by the customer.



(12) For all DOL account holders, all requests must be routed through DOL Budget Office for certification for funding. Requests received by the IPBO that are not certified will be routed through DOL Budget Office for funding prior to requisitioning, which will delay processing time.

(13) All requests without a NSN will require a manufacturer's booklet with technical specifications and unit price of the requested items.

(14) Property delivered directly to the customer will be brought to the attention of the PBO immediately.

**g. Accountability of Nonexpendable Property Purchased Using the Government Purchase Card (GPC).** Upon the purchase of nonexpendable property using the GPC credit card the hand receipt holder will prepare DD Form 250 in two copies. (Instructions for filling out the DD Form 250 is in DA PAM 710-2-1, pg. 30). Insure, however, you use the DA Form 250 dated Aug 2000. See Annex I. The HRH will retain one copy for their records and provide the other copy to the PBO. The HRH will also provide a copy of the receipt of the item purchased. The above-required forms are to be brought to the IPBO within 5 days of purchase for posting on the individual's hand receipt. Monthly the approving official and hand receipt holder will reconcile their purchases with the IPBO. The PBO will determine what equipment if any will go on the property book.

**h. Turn-in.**

(1) Before an item can be turned-in, qualified maintenance personnel must perform a technical inspection. The HRH will have the item technically inspected by the Installation Material Maintenance Activity (IMMA). For automated equipment i.e. monitors, printers and CPU's, the policy found in Annex J must be accomplished before turn-in to the SSA.

(2) The ADP equipment must be taken to DOL, for DOL activities, or IMO for all other units/activities, with a DA Form 2407 for the technical inspection. Any discrepancies must be noted on the 2407. An original memorandum signed by DOL Automation Officer or Unit IMO certifying that the hard drive has been removed and destroyed has to be provided to PBO. Each CPU must have a DLIS Form 1867(See attached package Annex J-1b).

(3) The maintenance request DA Form 2407 will be prepared IAW the maintenance update. All copies will be legible to include the National Stock Number (NSN) or Management Control Number (MCN).

(4) Once the item is classified, and the above steps are completed, the HRH will bring the blue copy of each 2407 to the IPBO for each piece of equipment to be turned in. All excess/unserviceable Information Technology (IT) equipment must have turn-in disposition instructions from the unit/section IMO. The HRH will make a turn-in appointment with the SSA. The IPBO will process the appropriate documentation and assign a document number for the turn-in. A few days prior to the appointment the HRH holder will bring the blue copies of

the DA Form 2407 to the IPBO so the turn-in documentation can be completed prior to the appointment.

(5) On the day of the customer's unserviceable equipment turn-in appointment the customer will stop by IPBO to pick-up the turn-in documentation. The customer will then go to the SSA to turn-in the property. After turn-in at the SSA the customer will return to the IPBO with the appropriate turn-in documentation. A change document (DA FORM 3161) will be initiated and the customer will receive turn-in credit and the property will be taken off the hand receipt. If for any reason the SSA will not accept the property, the customer will be responsible for any correction of any discrepancies noted and will then inform the IPBO that the transaction was not accomplished.

(6) For items to be turned-in which are on the unit/section hand receipt, the equipment must be processed through the IPBO. For items to be turned in which are not on hand receipt, the PBO will search our database to determine if the item is on our property book. If research fails to find the item it will then be considered "Found on Installation" and turned in to the SSA. The customer will go directly with the equipment to the SSA with or without paperwork. Contact the SSA turn-in section to obtain an appointment and instructions.

(7) For property determined to be unserviceable through causes other than fair wear and tear, and that involve pecuniary liability; turn-in credit will not be given until the hand receipt holder has initiated proper adjustment documentation.

(8) Once initiated and processed through the IPBO, the HRH will be given credit for the property against the hand receipt. If a replacement is needed, the HRH will submit a memorandum to request the item.

(9) For NSN items the IPBO will request disposition instructions from 200<sup>th</sup> TDB in Germany. The HRH will maintain the equipment until disposition instructions are received. When disposition instructions are received the HRH will be notified. The IPBO will process the appropriate paperwork and assign a document number for the turn-in. The IPBO will accept only DA Form 2407 with condition code A/B/H. For condition code F the customer has to submit another work order to repair the item, condition code G the customer has to order the missing parts. All tools kits and sets must be complete.

#### **i. Fuel Coupons**

(1) AE Regulation 710-2 dated 16 January 04 require POL coupons be accounted for on installation property book. POL coupons are issued on DA Form 3161 with an AE Form 710-2a for the vehicle operator's completion. A completed AE 710-2a form must be turned in to the Fuel Point or the IPBO USAG based on where the coupons were signed out from. Vehicle operator responsibilities for completing the AE Form 710-2a are listed in AE Regulation 710-2 para 8-12.

(2) If the AE form 710-2a is not completed and returned to Fuel Point or IPBO, then the issued coupons will be considered lost. IAW AE Regulation 710-2 paragraph 8-14b (11) lost coupons must be accounted for using a cash collection voucher, statement of charges or a FLIPL,

DD Form 200. Expired or returned un-used coupons must have the book cover attached when returned.

(3) Fuel Coupons are to be considered negotiable media and are highly pilferable. All fuel coupons will be inventoried monthly. The IPBO will send through distribution a monthly controlled item inventory to the HRH. Coupons will be issued at the POL point to the HRH or their designated representative. When coupons are issued to a HRH or their designated representative on DA Form 1687 they will be laterally transferred to the HRH's hand receipt and are part of their installation property until the fuel coupons have been turned in or consumed and the proper documentation is provided to the IPBO. Before any unit/activity can receive G series fuel coupons from the POL Point, they must fulfill the following requirements:

(a) A MIPR must be on file with either the Comptroller or the Directorate of Resource Management office so the billing process can be completed.

(b) A current Delegation of Authority DA Form 1687 with the requestor's name must be on file with the IPBO prior to issue of any G Fuel Coupons for the unit or activity.

(c) Individuals that are on the DA Form 1687 must go to the fuel point and receive the G coupons required for their mission. At that time the supply technician at the fuel point or IPBO supply technician will prepare a DA Form 3161 with the proper quantity of coupons being received. The change document will be posted to the hand receipt assigned to the unit/activity.

(d) The Hand Receipt Holder inventories their G Coupons once a month and updates their hand receipt with the IPBO by the 21<sup>st</sup> of each month.

(4) The user will maintain the AE Form 710-2R (Annex K) and fuel receipts used to track the consumption of the coupons. The user will get the AE Form stamped by the gas station attendant and **must request receipts for the gas liters issued** (See policy letter dtd Oct 2009 - Annex L). If the fuel coupons cannot be accounted for with the gas station receipt or on the AE Form 710-2R a FLIPL **must** be initiated to adjust the Property Book Records. IAW AR 735-5 and DA PAM 710-2-1 fuel coupons are considered "negotiable media" for property accounting purposes and must be reconciled monthly.

#### **j. Viacard/Telepass**

(1) Autostrada VIA cards, Telepass modules and government credit cards are considered "negotiable media" and require property book accountability. Commanders, directors, supervisors and primary hand receipt holders can request Autostrada support from the IPBO, by submitting a memorandum. Requests indicate:

(a) Number of Viacards/Telepass modules required.

(b) List the fund cite and or APC code of the organization making the request. Once submitted, it will take approximately six weeks to process the request through the company that provides the Viacards and Telepass modules.

(2) Viacards and Telepass modules are highly pilferable items. They have been coded in such a manner so as to include them on the quarterly controlled items inventory listings produced by the USAG Vicenza IPBO. Issuance of the cards/modules requires strict control by hand receipt holders to protect their interests, as well as the US Government's best interests. Consequently, commanders and hand receipt holders should make every effort to implement procedures designed to minimize or prevent misuse or theft. The use of sub hand receipts to further manage Viacards and or Telepasses is highly encouraged. Under no circumstance should users or hand receipt holders ever discard or destroy Viacards or Telepasses. If issued Viacards or Telepasses are no longer needed they should, regardless of condition, be returned to the IPBO.

(3) The IPBO is the central point of contact for all matters pertaining to Viacards and Telepasses. This includes the reporting of lost or stolen cards, issuance and turn in of monthly billings and quarterly inventories. At the beginning of each quarter the IPBO will produce controlled items inventory reports, as indicated in paragraph 5.c.(4) above, these inventory lists will include Viacards and Telepasses that have been issued to the hand receipt holder. Once printed, the inventories will be forwarded to hand receipt holders through official distribution channels.

(4) Upon completing required inventories hand receipt holders should ensure that they sign and return their inventories to the IPBO no later than the last working day of each month. The following constitute the actions taken when hand receipts are not returned by the given suspense date:

(a) Inventories not returned by the 2nd workday of the following month: Hand receipt holders will be telephoned and reminded.

(b) Inventories not returned by the 3<sup>rd</sup> workday of the following month: Hand receipt holder's supervisor will be notified.

(c) If the IPBO has not received required inventory by the 15th calendar day of the following month a memorandum will be sent to the autostrada company that provides the Viacards and Telepasses, directing them to cancel the delinquent accounts. Should an account be canceled the hand receipt holder concerned will turn-in to the IPBO the cards that were canceled. If a requirement for Viacards and Telepasses still exists, hand receipt holders will submit a new request.

(5) It is important to remember that Viacards and Telepasses, for the purposes of this SOP, are considered to be controlled items and their loss or theft is a serious matter that will be reported to either the U.S. Military Police desk sergeant or the Italian Carabinieri Nucleo Office immediately upon discovery of loss. In addition, upon discovery of the loss the hand receipt holder concerned will contact the IPBO immediately to seek assistance with the initiation of a memorandum explaining the circumstances requiring cancellation.

(6) The permanent Viacards and Telepasses will be maintained on the HRH's hand receipt. The hand receipt will be used to determine/control to whom the Viacards and Telepasses have been issued for daily usage. Monthly billings will be sent to the hand receipt holder for

verification of charges. The hand receipt holder will verify the charges by signing the billing statement and return the statement to the POL point or IPBO by the suspense date listed on the memorandum sent with the billing statements. Only authorized personnel reflected on the signature card (DA FORM 1687) signed by the Commander or hand receipt holder will be authorized to order, receive Viacards and Telepass Modules and sign the monthly billing statement. Once the bills have returned to POL with HRH signature they will be sent to the 208<sup>th</sup> Finance for payment.

(7) The Viacards are used to support official Government travel on Italian highways (Autostradas) by authorized personnel using Government owned or leased vehicles. If DOD personnel are on official TDY orders and driving a privately owned vehicle (POV), they may use a Viacard or Telepass module if the DD Form 1610 specifically authorizes the use of a Viacard/Telepass with a POV. The Viacards are inserted into the slot at the Autostrada tollbooth and are returned to the user. They can be used indefinitely as long as the account is open. Issuance of permanent VIA cards is preferred since their management is less labor intensive and because they can be used continuously for recurring trips. Permanent card users are required to obtain a receipt each time the card is used. Push the button on the left side of the Autostrada tollbooth machine to receive your receipt. Receipts verify usage and will be filed with the approved certification for payment.

(8) Telepass modules are another type of Autostrada token issued. The Telepass is affixed to the front windshield of the vehicle. Each time a vehicle enters or exits an Autostrada tollbooth, the vehicle's data is recorded along with the entering and exiting data. The recorded data is then forwarded to the Autostrada Company for billing. **The Telepass can only be used with the vehicle to which the Telepass has been assigned.** There are no receipts given for the Telepass module. The issuing and accounting procedures for the Telepass are the same as those used for the Viacards. Telepasses are normally issued for the vehicles of general officer level personnel in the Army and Air Force as well as DLA and DCMA vehicles that require constant access to travel on the Autostrada. Billing procedures are the same as stated for Viacards.

(9) Hand receipt holders to whom Viacards and or Telepasses have been issued by the IPBO will use DA Form 3161 (Request for Issue or Turn In) and a log, hereafter referred to as Autostrada log, to record the issue of Viacards and Telepasses to users. A separate Autostrada log will be established by type of media issued, whether Viacards or Telepasses. Each Autostrada log will contain the following information: date, serial number of the media issued, quantity issued, name and signature of the person to whom the Viacard or Telepass was issued.

(10) The Autostrada logs and supporting documents are very important because they are used to verify billings received by the customer. The HRH will verify monthly billings using their log. After review by the HRH the monthly billings will be hand carried by PBO personnel to the Commercial Accounts Branch, Detachment B., 208<sup>th</sup> Finance Battalion for payment. Commercial Accounts branch personnel will process the bills and the using units/activities will be charged accordingly.

**(11) The importance of the Autostrada logs and supporting documents cannot be overemphasized. These items are subject to inspections, internal reviews and audits.**

(12) Should there be a valid need to view the billings associated with the use of Viacards and Telepasses, authorized parties can request copies of the required documents through the IPBO.

ANNEX A

ENTER OFFICE SYMBOL

20 October 2010

MEMORANDUM FOR: Hand Receipt Holder NAME, UNIT and SECTION of ASSIGNMENT, UNIT#, BOX#, APO AE

SUBJECT: Primary Hand Receipt Holder (PHRH) Duty Appointment

1. Effective 20 October 2010, (Hand Receipt Holder NAME, UNIT, SECTION of ASSIGNMENT, UNIT#, BOX# and APO): is assigned the following additional duty:

Primary Hand Receipt Holder for: (Section Name) HR#, (Example) W6E7XX

2. Authority: DA PAM 710-2-1, Paragraph 5-3, AR 710-2, Section II Paragraph 2-5, Subparagraphs g. (3) (a) and AR 735-5, Section II, Paragraph 2-8.

3. Purpose: To perform duties as PHRH IAW DA PAM 710-2-1, AR 710-2 and AR 735-5.

4. Period: Until officially relieved or released from appointment or assignment.

5. Special Instructions: You will become familiar with the regulations cited in Paragraph 2 above and follow the procedures as outlined in DA PAM 710-2-1, Paragraph 5-3.

ACTIVITY CHIEF NAME  
TITLE

DISTRIBUTION:

- 1 – Individual Copy
- 1 – Unit/Section Copy
- 1 – USAG Vicenza PBO

SAMPLE

ANNEX B

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE Calendar Date	
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES Enter name of Unit Activity			LOCATION Your Location, i.e. Caserma Ederle, Vicenza Italy		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY	SIGNATURE AND INITIALS	
			REQ	REC	
Name of Person HRH designates			YES	YES	Complete signature
Name of Person HRH designates			NO	YES	Complete signature
---NOT USED---					
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Request and receive class 2,3,4, and 7 supplies and equipment as indicated by the above authority					
REMARKS Property Book Office - USAG Vicenza					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE W6E7			DODAAC/ACCOUNT NUMBER WK9G24		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Name of Hand Receipt Holder	xxx	63x-xxxx	One year	Complete Signature of Hand Receipt Holder	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

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

Legend for Figure 2-14;

Completion instructions by block number for DA Form 1687

- (1) **Date** Enter the calendar date the form is prepared.
- (2) **Organization receiving supplies** Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
- (3) **Location** Enter the name of the installation on which the unit is located.

**AUTHORIZED REPRESENTATIVE(S) Section**

- (4) **Last name - first name - middle initial** Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.
- (5) Enter "not used" on next available line when all lines are not used.
- (6) **(REQ)** Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- (7) **Signature and initials** Enter the signature and initials of authorized representatives.

**AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section**

- (8) Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.
- (9) **Remarks** Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.

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

**I ASSUME FULL RESPONSIBILITY Section**

DODAAC/Account Number

- (11) Enter the unit DODAAC and any locally assigned account number.
- (12) **Last name - first name - middle initial** Enter the name of the responsible person.
- (13) **Grade** Enter the grade or rank of the responsible person.
- (14) **Telephone number** Enter the office telephone number of the responsible person.
- (15) **Expiration date** Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
- (16) **Signature** Enter the signature of the responsible person.

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



ANNEX C

**INSTALLATION PROPERTY BOOK OFFICE  
U.S. ARMY GARRISON, VICENZA  
APO AE 09630**

**STATEMENT  
OF  
RESPONSIBILITY**

I understand that IAW with DA PAM 710-2-1 paragraph 5-3, I am not relieved from responsibility for the property which I am issued until a new hand receipt holder has been assigned and accepted the property from me. The person who signs for the property will be directly responsible for all property to which the hand receipt holder has signed. I also understand that it is my responsibility to initiate all adjustment documents prior to relief from responsibility.

I will notify the PBO of any changes, additions or deletions to my property and acknowledge the fact that I can be held liable for any and all losses. Additionally, I will not loan or transfer any equipment to any other section without the approval of the Property Book Officer. When equipment becomes excess it will be turned in for disposition.

The Installation Property Book Office (IPBO) uses 5 types of inventory cycles:

1. Receipt and issue of property
2. Monthly explosive (ammunition), fire arms and hazardous, pilferage items as identified in DA Pam 710-2-1 and POL Coupons .
3. Quarterly CCI as identified in DA PAM 710-2-1 para 9-9.
4. Semi-Annual 100%.
5. Change of hand receipt holder.

All hand receipt holders must update and sign their hand receipt semi-annually. This will require the Hand Receipt Holder to come to the IPBO to meet this requirement. The monthly and quarterly inventories are printed out the beginning of each month and due the last workday of the respective month.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
RANK and NAME (PRINTED)

\_\_\_\_\_  
UNIT OF ASSIGNMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CDR/SUPV NAME AND EMAIL ADDRESS

ANNEX D

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON, VICENZA  
DIRECTORATE OF LOGISTICS  
UNIT 31401, BOX 14  
APO AE 09630

S: Suspense Date

IMEU-VIC-LGS

Date

MEMORANDUM FOR PHRH's Name

H/R W6E7xx

SUBJECT: Monthly/Quarterly Controlled Items Inventory

1. Reference: DA Pam 710-2-1 para 9-9
2. Sensitive/pilferable item inventories are required to be conducted monthly, with the results maintained at the Installation Property Book Office (IPBO).
3. During the month listed below you are required to physically inventory all items shown on the attached listing. The **original copy, signed by the hand receipt holder**, will be forwarded to this office by the above mentioned suspense date.

Inventory for the month of: **XX October 2010**

4. If discrepancies are noted during the inventory, they should be brought to the attention of the IPBO immediately.
5. For additional information contact IPBO personnel at DSN 634-8061/8110.

PBO NAME  
Property Book Officer

ANNEX E

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON, VICENZA  
DIRECTORATE OF LOGISTICS  
UNIT 31401, BOX 14  
APO AE 09630

S: Suspense Date

IMEU-VIC-LGS

Date

MEMORANDUM FOR PHRH's Name

H/R W6E7xx

SUBJECT: Annual Inventory

1. Reference: DA Pam 710-2-1, para 9-6, Annual Inventory
2. IAW the above reference you are required to conduct an annual 100% inventory of your installation property, with the results maintained at the PBO.
3. During the month listed below you are required to physically inventory your property. A copy of your hand receipt can be obtained from the USAG PBO office. The original hand receipt will be signed by the hand receipt holder and returned to this office NLT the last working day of the month:

Annual Inventory for the month of: **October 2010**

4. If discrepancies are noted during the inventory, they should be brought to the attention of the Property Book Officer immediately.
5. For additional information contact IPBO personnel at DSN 634-8061/8110.

Encl  
Annual Inventory

PBO NAME  
Property Book Officer

ANNEX E

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON, VICENZA  
DIRECTORATE OF LOGISTICS  
UNIT 31401, BOX 14  
APO AE 09630

S: Suspense Date

IMEU-VIC-LGS

Date

MEMORANDUM FOR PHRH's Name

H/R W6E7xx

SUBJECT: Semi-Annual Hand Receipt Review

1. Reference: DA Pam 710-2-1, para 5-3 (2).
2. A hand receipt update/review is required semi-annually, with the results maintained at the Installation Property Book Office. The IPBO requires this review even if no supply transactions have occurred.
3. During the month listed below you are required to update your hand receipt. Please check that all transactions which occurred with your hand receipt are properly annotated on the automated hand receipt. If no transactions have occurred review the old and the new hand receipt for any discrepancies. The original copy, signed by the hand receipt holder, will be forwarded to the IPBO by the suspense date indicated below:

Hand Receipt Update for the Month of **October 2010**.

4. If any discrepancies are noted during the review, they should be brought to the attention of the IPBO immediately.
5. For additional information contact PBO personnel at DSN 634-8061/8110.

PBO Signature Block  
Property Book Officer

ANNEX F

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2776; DoD Directive 7200.11; EO 5307				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 20020621		2. INQUIRY/INVESTIGATION NUMBER 02-573-04		3. DATE LOSS DISCOVERED (YYYYMMDD) 20020618			
4. NATIONAL STOCK NO. 4930-00-276-0087 (C21472) NJCC 2		5. ITEM DESCRIPTION Dispensing Pump, Hand Driven Continued on continuation sheet		6. QUANTITY 2	7. UNIT COST 268.57	8. TOTAL COST 537.14	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
<p>On 12 through 18 June 2002, a joint inventory of the unit motor pool was conducted by SSG Gary M. Slatt, the outgoing motor sergeant, and SSG Bryan D. McKee, the incoming motor sergeant. The property identified in blocks 4 through 8 above, and on continuation sheet could not be found. Continued on continuation sheet</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
<p>Commander placed command emphasis on keeping him informed when property is loaned to another platoon or section within the unit and on the preparation of sub-hand receipts when property is loaned to other platoons and sections within the unit.</p>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789				b. TYPED NAME (Last, First, Middle Initial) Groft, Austin E., 1LT, Ord, XO		c. DSN NUMBER 321-6888	
				d. SIGNATURE <i>Austin E. Groft</i>		e. DATE SIGNED 20020621	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS SSG Slatt alleges missing property was loaned to the Laundry and Bath (L&B) Platoon. However, when asked to provide the hand receipt showing the issue of property to the L&B Platoon, he was unable to provide them. Continued on continuation sheet					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789				d. TYPED NAME (Last, First, Middle Initial) Armstrong, Joseph E. CPT, Inf, Commanding		e. DSN NUMBER 321-6666	
				f. SIGNATURE <i>Joseph E. Armstrong</i>		g. DATE SIGNED 20020625	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GCS 25/06/02	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure 13-4. Completion instructions (by item or column) for DD Form 200, Financial Liability Investigation of Property

ANNEX F

<b>15. FINANCIAL LIABILITY OFFICER</b> <b>a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)</b> <p>I have examined all the available evidence shown in block 9, and exhibits "A" through "F" as indicated below. I have personally investigated the same and it is my belief that the articles listed herein and on continuation sheet, were lost as a result of simple negligence on the part of SSG Gary M. Slatt.</p> <p>SSG Slatt, as the sub-hand receipt holder for property in the motor pool and as the motor sergeant, had supervisory and personal responsibility for the missing items. A review of the hand receipt files in the motor pool revealed the hand receipt records maintained by SSG Slatt were in a state of disarray. There were other items for which SSG Slatt was the hand receipt holder, which could not be found in the motor pool area. These items were found in other areas within the unit. Discussion with other noncommissioned officers within the unit, exhibits "D" and "E" revealed that SSG Slatt let individuals take equipment from the motor pool without first obtaining a signature on a hand receipt for the items borrowed.</p> <p>SSG Slatt was negligent in that he failed to properly hand receipt property to other elements of the unit when property was borrowed from the motor pool. AR 710-2, paragraph 2-10f directs that property will be controlled using permanent or temporary hand receipts. The amount of the loss has been depreciated by 5 percent for each year of service (10 percent) in accordance with AR 735-5, paragraph B-2b.</p> <p>Based on SSG Slatt's failure to use hand receipts when property belonging to the motor pool was lent to other platoons/personnel in the unit, recommend SSG Gary M. Slatt be held financially liable for the amount contained in block 15d.</p>					
<b>b. DOLLAR AMOUNT OF LOSS</b> \$2,460.50		<b>c. MONTHLY BASIC PAY</b> \$2,033.70		<b>d. RECOMMENDED FINANCIAL LIABILITY</b> \$2,033.70	
<b>e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> 573d Supply and Service Company Fort Mile High, HI 12345-6789		<b>f. TYPED NAME (Last, First, Middle Initial)</b> McGarvey, Richard M., ILT, Investigating Officer		<b>g. DSN NUMBER</b> DSN 123-4321	
		<b>h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)</b>		<b>i. DATE APPOINTED (YYYYMMDD)</b> 20020706	
		<b>j. SIGNATURE</b> <i>Richard M. McGarvey</i>		<b>k. DATE SIGNED</b> 20020803	
<b>16. INDIVIDUAL CHARGED</b>					
<b>a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)</b> <input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.					
<b>b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.</b>					
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> 573d Supply and Service Company Fort Mile High, HI 12345-6789		<b>d. TYPED NAME (Last, First, Middle Initial)</b> Slatt, Gary M.		<b>e. SOCIAL SECURITY NUMBER</b> 333-22-4444	
<b>f. DSN NUMBER</b> 123-5678		<b>g. SIGNATURE</b> <i>Gary M. Slatt</i>		<b>h. DATE SIGNED</b> 20020818	
<b>17. ACCOUNTABLE OFFICER</b>					
<b>a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD</b> W S4GBW 2174-7008					
<b>b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> 67th Maintenance Battalion Fort Mile High, HI 12345-6789		<b>c. TYPED NAME (Last, First, Middle Initial)</b> Moseley, Patricia A., CPT, QM, PBO		<b>d. DSN NUMBER</b> 123-6789	
		<b>e. SIGNATURE</b> <i>Patricia A. Moseley</i>		<b>f. DATE SIGNED</b> 20020623	

Figure 13-8. Sample completed DD Form 200, Financial Liability Investigation of Property Loss, reverse side, blocks 15 through 17f completed

ANNEX F

CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS			
For use of this form, see AR 735-5, the proponent agency is DCS, G-4.			
To: Accountable Officer 1. Glenn A. Hoffman, CPT			
To: Approving Authority 2. Richard E. Whitley, LTC, Commander			
To: Financial Liability Officer 3. Tobi A. Felder, 2LT, 1st Platoon Leader			
To: Approving Authority 4. Richard E. Whitley, LTC, Commander			
To: Staff Judge Advocate 5. Donna M. Dirk, CPT			
To: Approving Authority 6. Richard E. Whitley, LTC, Commander			
<b>(A) Complete When a Loss is Discovered</b>			
Date loss was discovered	20030306	Originating Unit	4/56th Infantry Battalion
Preliminary search for item began	20030224	Preliminary search for item ended	20030305
Date assigned document number	20030307	Date assigned inquiry/investigation number	20030208
<b>(B) Initiator</b> (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigation of property loss.)			
Block 1.	Has the date the investigation of property loss initiated been entered?	Yes	<input checked="" type="checkbox"/> No
Block 3.	Has the date the loss was discovered been entered?	Yes	<input checked="" type="checkbox"/> No
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items with a reportable item control code (RICC) of 2, A, B, C or Z, enter the RIIC.	Yes	<input checked="" type="checkbox"/> No
Block 5.	Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.	Yes	<input checked="" type="checkbox"/> No
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	<input checked="" type="checkbox"/> No
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	<input checked="" type="checkbox"/> No
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes	<input checked="" type="checkbox"/> No
Block 9.	Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.	Yes	<input checked="" type="checkbox"/> No
Block 10.	Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.	Yes	<input checked="" type="checkbox"/> No
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	Yes	<input checked="" type="checkbox"/> No
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	Yes	<input checked="" type="checkbox"/> No
Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.			
<b>(C) Accountable Officer</b> (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)			

DA FORM 7531, AUG 2004

AFD V1 00  
Page 1 of 4

Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page

ANNEX F

Block 17	Has the accountable officer completed blocks 17a through 17f showing the assignment of a document number or voucher number to the financial liability investigation of property loss for lost and destroyed property? For damaged property, a document number is not assigned.	Yes	<input checked="" type="checkbox"/>	No		N/A
<b>(D) Appointing Authority or Approving Authority as Appropriate</b> (Leave blocks 13a and 13d through 13h blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the financial liability officer's findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.)						
Block 13c	Has the appointing authority or the approving authority as appropriate completed block 13c indicating whether a financial liability officer is appointed? When a financial liability officer is appointed, use a memorandum as described in figure 13-12; when an AR 15-6 financial liability officer is appointed use, an appointment memorandum in accordance with AR 15-6, paragraph 2-1b.	Yes	<input checked="" type="checkbox"/>	No		
<b>(E) Financial Liability Officer</b> (Block 15 is completed by the financial liability officer prior to returning the investigation to the appointing authority or approving authority as appropriate.)						
Block 15a	The financial liability officer's findings and recommendations are recorded here. In conducting the financial liability investigation of property loss has the financial liability officer--					
	o Scrutinized all available evidence.	Yes	<input checked="" type="checkbox"/>	No		
	o Interviewed witnesses and secured statements from individuals concerning: oo The cause of the loss or damage. oo The responsibility for the loss or damage.	Yes	<input checked="" type="checkbox"/>	No		
	o Compiled evidence substantiating or refuting any statement in block 9, DD Form 200.	Yes	<input checked="" type="checkbox"/>	No		
	o Physically examined the damaged property, when available, and released it for repair or disposal. This should be done on the first day of the financial liability officer's appointment.	Yes		No		N/A <input checked="" type="checkbox"/>
	o Consulted with the appointing/approving authority as appropriate for guidance, when needed.	Yes	<input checked="" type="checkbox"/>	No		N/A
	o Determined the amount of damage, if property was damaged. This value may be the actual cost of repairs or an estimated cost of the repairs obtained from technical manuals or other reliable sources. Determine the value of the property immediately before it was damaged if the property is not economically repairable. The accountable officer may be asked to assist if he or she has not been directly involved.	Yes	<input checked="" type="checkbox"/>	No		N/A
	o Has action been taken to exercise control over the property recovered during the investigation?	Yes	<input checked="" type="checkbox"/>	No		N/A
	o Has the total loss to the government been computed correctly?	Yes	<input checked="" type="checkbox"/>	No		N/A
	o Has the financial liability officer coordinated this investigation with the claims investigating officer when the investigation covers the loss, damage or destruction of Government property that is being, has been, or shall be investigated because of attendant events by a claims financial liability officer. This includes cases where military personnel or civilian employees, while driving a privately owned vehicle, damage Government property and have insurance to pay for part of the loss.	Yes		No		N/A <input checked="" type="checkbox"/>
	o Ensured that individuals being recommended for a possible charge of financial liability are aware of their rights.	Yes	<input checked="" type="checkbox"/>	No		N/A
	o Request individual(s) to acknowledge their understanding of their rights by completing block 16, DD Form 200.	Yes	<input checked="" type="checkbox"/>	No		N/A

DA FORM 7531, AUG 2004

Page 2 of 4  
APD-V1.00

Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)



ANNEX F

	<ul style="list-style-type: none"> <li>o If appropriate, prepare a statement that individual recommended for a charge of financial liability refused to sign block 16g, DD Form 200, after being given the opportunity.</li> <li>oo A full explanation of the person's rights shall be included and a reply shall be requested.</li> <li>oo If the reply is not received within 30 days after the date of mailing, the financial liability officer shall record this fact and take action to complete the DD Form 200. This record of fact shall be included in, or appended to, the DD Form 200.</li> <li>oo Any reply received after the expiration of 30 days shall be forwarded through the same channels as the DD Form 200, form attachment to the original DD Form 200.</li> <li>o Was consideration given to any new evidence received after a recommendation was made? If the financial liability recommendation remains unchanged, the financial liability officer shall note that the added evidence was considered and provide the rationale for not changing the decision. The notation shall be on all copies of the report immediately following the original recommendation. If the financial liability officer makes a change in the original recommendations because of the new evidence, the financial liability officer shall record such change as "Amended Recommendations." These recommendations should be recorded immediately after the original recommendations.</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15b.	Has the dollar amount of the loss been entered by the financial liability officer?	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 15e-15k.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	N/A
<p>On completion of the investigation, the financial liability officer forwards the completed DD Form 200 with all exhibits to the approving authority. When the approving authority has designated an appointing authority, the financial liability officer forwards the completed investigation to the appointing authority.</p> <p><b>(F) Appointing Authority</b> (Block 13 is completed by the appointing authority when one has been designated by the approving authority. When an appointing authority has not been designated, block 13a through b and d through f are left blank.)</p>					
Block 13a.	On completion of the appointing authority's review of the financial liability investigation of property loss, a recommendation is made to either approve or disapprove the financial liability officer's findings and recommendations.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 13b.	The appointing authority's rationale for the decision reached in block 13a is entered in block 13b.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 13c.	This block was previously completed, as indicated in (D) above.	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 13d-13h.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	N/A
<p>On completion of block 13, the financial liability investigation of property loss is either –</p> <ul style="list-style-type: none"> <li>o Returned to the financial liability officer for additional investigation or documentation of findings and recommendation, or</li> <li>o Forwarded to the approving authority.</li> </ul> <p><b>(G) Approving Authority</b> (This set of blocks is completed by the approving authority to show the approving authority's preliminary decision after the approving authority's initial review of the financial liability officer's findings and recommendations.)</p>					

DA FORM 7531, AUG 2004

Page 3 of 4  
APD v1.02

Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)

ANNEX F

Block 14a.	On completion of the approving authority's initial review of the financial liability officer's findings and recommendations, has the approving authority indicated his or her approval or disapproval of the financial liability officer's findings and recommendations? <ul style="list-style-type: none"> <li>o If the financial liability officer has recommended that all persons be relieved of responsibility and accountability for the loss and the approving authority agrees with the financial liability officer, the approving authority may approve the financial liability investigation of property loss and close the investigation, per AR 735-5, paragraph 13-39g(3).</li> <li>o If the financial liability officer has recommended that person(s) be charged with financial liability for the loss, and the approving authority agrees with the financial liability officer, the approving authority must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making a final decision, per AR 735-5, paragraph 13-40d.</li> <li>o When the approving authority makes a decision contrary to the recommendations of the investigating officer or AR 15-6 financial liability officer, either to relieve all concerned from financial liability or assess financial liability against a new individual, this decision is entered in block 14a(1) with appropriate comments in block 14b, per AR 735-5, paragraph 13-40d(2).</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 14b.	Has the approving authority entered his or her rationale for the initial decision shown in block 14a? When a decision to charge an individual(s) with financial liability, comments should be entered stating who the respondent is and the amount of financial liability to be assessed.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 14c.	Has the approving authority indicated whether a legal review is necessary? A legal review is required when -- <ul style="list-style-type: none"> <li>o A charge of financial liability is recommended.</li> <li>o The recommendations appear to be inconsistent with the findings.</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 14d-14h.	Self explanatory	Yes	<input checked="" type="checkbox"/>	No	N/A
On completion of block 14, when the approving authority decides to approve a charge of financial liability, he or she must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making the final decision to assess financial liability.					
<b>(H) Staff Judge Advocate</b> When financial liability is recommended, or when recommendations appear to be inconsistent with the financial liability officer's findings, a judge advocate or civilian attorney must review the findings and recommendations and provide an opinion on the adequacy of the evidence and its relationship to the findings and recommendations. This legal review will be attached to the financial liability investigation of property loss as an exhibit. On completion of the legal review, the financial liability investigation of property loss will be returned to the approving authority.					
<b>(I) Approving Authority</b> On receipt of the financial liability investigation of property loss containing a legal review from Staff Judge Advocate, the approving authority will conduct a final review of the financial liability officer's findings and recommendation together with the Staff Judge Advocate's legal review and make a final decision concerning the charge of financial liability. <ul style="list-style-type: none"> <li>o When a decision is reached to charge an individual with financial liability, the approving authority notifies the respondent by memorandum per AR 735-5, paragraph 13-42a. See AR 735-5, paragraph 13-43 addressing actions required when a respondent submits a request for reconsideration.</li> <li>o When a decision is reached to relieve all concerned of accountability and responsibility for the loss, investigation will be closed out per AR 735-5, paragraph 13-40c.</li> </ul>					

DA FORM 7531, AUG 2004

Page 4 of 4  
APD v1.00

Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)

13-10. Preparation requirements for DD Form 200

a. Except as stated in b below, the initiator prepares block 1 and blocks 3 through 11 of DD Form 200 per figure 13-4.



ANNEX G-1  
DEPARTMENT OF THE ARMY  
(Unit Letterhead)

(Unit Office Symbol)

DATE

**MEMORANDUM THRU** (Appropriate Funds Certifying Budget Office)

**FOR** IPBO, USAG Vicenza, Unit 31401 Box 14, (IMEU-VIC-LGS), APO AE 09630

**SUBJECT:** Request for Supplies/Equipment

1. Request the item/s listed below be issued or placed on requisition for this organization:

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>U/COST</u>	<u>AUTH</u>
7110-01-195-6401	VDT L Unit Workstation	1 ea	\$ 2,662.25	CTA 50-909

2. Justification: The above item is for COL Doe Office. IAW the above stated authorization, COL Doe is authorized this furniture.

3. This office will/will not accept a suitable substitute provided....

4. Impact Statement: (If you don't receive the above items how will the mission be affected?)

5. Required delivery date (RDD): (Not ASAP) Justification required to support High Priority Requisitions.

6. APC \_\_\_\_\_ Fund Code \_\_\_\_\_.

7. Point of Contact for this action is SFC Williams, 723-7939.

LUCIUS WILLIAMS, JR  
SFC, USA  
Hand Receipt Holder

TO: <b>ISSD</b> <b>FT. KNOX, KY</b>	REQUEST IS FROM: <b>11651 ARTY BN</b> <b>FT. KNOX, KY</b>	
NSN: <b>1045000739421</b>	EIC: <b>EA000406</b>	
UNIT: <b>11</b>	ITEM DESCRIPTION: <b>RIFLE, M16A1</b>	
QUANTITY: <b>06</b>	MTOE: <b>06 153300100, FEB 81, P-25</b>	
DODAAC: <b>WK4ABC12050002N</b>	DATE: <b>11 86</b>	

Figure 2-1. Sample of a DA Form 2765-1 as a request for issue

## Legend for Figure 2-1:

Completion instructions by block number or letter for DA Form 2765-1

- (A) Enter the name and address of the SSA.  
 (B) Enter the name and address of the requesting unit.  
 (4-6) Enter the NSN of the item requested.  
 (7) Enter the unit of issue.  
 (8) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.  
 (9-10) Enter the unit DOD Activity Address Code (DODAAC). For classified COMSEC materiel, use the COMSEC account number.  
 (11) Enter the Julian date.  
 (12) Enter the document serial number.  
 (13) Enter demand code. Use "R" for recurring or "N" for nonrecurring.  
 (18a) Enter the proper End Item Code in block 18 or cc54-56. EIC's are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If

- an EIC has not been assigned to the end item, leave the EIC blank.  
 (18b) If a major end item request, (as shown above) enter the Type of Requirement Code (TRC) (app E). Enter the code in the 2d and 3d positions of block 18.  
 (19) Enter project code if assigned. Otherwise, leave blank.  
 (20) Enter the priority designator.  
 (21) Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.  
 (22) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.  
 (L) Enter the cost detail account number when required.  
 (O) Enter one or two words that describe the item requested.  
 (P) Enter the type, number, date, and page number of the authorizing publication and other applicable data, i.e., SLAC/MPL number.

ANNEX H

**EQUIPMENT CHANGES IN MTOE/DA**

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. TITLE OF FUNCTIONAL AREA UNITED STATES ARMY GARRISON VICENZA		2. UIC W6E7AA
3. UNIT DESIGNATION HHC USAG VICENZA		5. CCNUM 0111
4. MTOE/DA NUMBER B9W6E7AA		

**PART I - EQUIPMENT**

**SECTION A - ITEMS TO BE ADDED AND/OR DELETED**

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC ACQU)	COST	QUANTITY ADDED		QUANTITY DELETED		NEW PARA QTY		NEW RECAP QTY		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	
1.	002	R95035		2	Rifle 5.56mm, M16A2	503	12	12			48	48	48	48	0

**SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/DA**

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC ACQU)	COST	QUANTITY DELETED		MTOE/DA NUMBER	UIC	CCNUM	Asset To Be Trf		REMARKS
							REQ	AUTH				YES	NO	

**PART II - PERSONNEL -- NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)**

ITEM NO.	PARA	LINE	DESCRIPTION	GR	MOS	AS/LIC	BR	ID	AMSC	NEWRECAP	
										REQ	AUTH

ANNEX H

PART III - JUSTIFICATION

The current TDA does not reflect the current number of rifles. An M16A2 is required for each soldier assigned to the unit. Currently there are 48 people assigned but only 36 M16A2's are authorized. By adding 12 rifles to the TDA each soldier will have a weapon.

GC Commander's  
Signature Block

INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

**PART I - SECTION A:**

1. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
2. Show deletion when an item(s) will be deleted to satisfy the item being requested.

**PART I - SECTION B:**

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

**PART II:**

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

**PART III:** This part will be completed IAW AR 71-32 with the following additional information when applicable -

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why the tactical vehicle is required for a TDA unit.







REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401, BOX 41  
APO AE 09630

13 DEC 2006

IMEU-VIC-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 07-02, Information Technology (IT) Disposition

1. References:

- a. Deputy Secretary of Defense memorandum, Subject: Destruction of DoD Hard Drives Prior to Disposal, 8 Jan 01.
- b. AR 25-2, Information Assurance, 14 November 2003.
- c. AR 25-1, Information Management, 26 August 2005.
- d. Deputy Secretary of Defense memorandum, Subj: Disposition of Unclassified DoD Computer Hard Drives, dated May 29, 2001.

2. This policy applies to all organizations under the U.S. Army Garrison Vicenza Area of Responsibility (AOR).

3. The following procedure will be adhered when disposing of unclassified Information Technology (IT):

a. The IMO will prepare the following documentation when turning-in any non-operational equipment and bring the equipment and the hard drive to the Director of Logistics (DOL), Computer Support Team (CST):

- (1) DA Form 2407, Maintenance Request (for all IT turn-ins).
- (2) DLIS Form 1867, Certification of Hard Drive Disposition Level (only for CPUs), see enclosure 1.
- (3) Turn-in Automation Equipment Memorandum (only CPUs hard drives/Laptops), see enclosure 2.

b. Computer Support Team (CST) will enter Condition code in DA Form 2407, and prepared Disposition Memorandum, see enclosure 3.

ANNEX J

IMEU-VIC-ZA

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 07-02, Information Technology (IT) Disposition

c. IMO will make an appointment with the DOL, SSA Turn-in Section. Two days before the turn-in appointment date, take the Disposition Memorandum, and documentation listed in paragraph 3.a. (1-3) listed above to the USAG DOL Property Book section for processing. On the day of the appointment, take the equipment to USAG DOL Property Book section for turn-in to the SSA.

4. IMOs will check with DOL CST section when they have excess operational equipment for possible redistribution to other organization within the USAG Vicenza.

5. All operational and non-operational classified computer hard drives will be destroyed and follow same procedure listed in paragraph 3 above. Removal and destruction of classified hard drives can only be done by IMO/IASO with a U.S. security clearance.

6. Point of Contact for this policy is Mrs. Prados, Information Assurance Manager, 634-8222.

  
VIRGIL S.L. WILLIAMS  
COL, QM  
Commanding

DISTRIBUTION:

A

ANNEX J

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. _____	Barcode No. _____
Make and Model _____	
Was overwritten/Depaused/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction _____	
Generator Name _____	
Phone No. _____	DTID No. _____
Printed Name _____	Rank/Grade _____
Signature _____	Date _____
DLS FORM 1887, OCT 2002	

Encl 1

ANNEX J



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31041, BOX XX  
APO AE 09630

IMEU-VIC-XXX

Date

MEMORANDUM FOR USAG VICENZA, DOL, SSA, ATTN: TURN IN SECTION  
Unit 31401, Box 14, APO AE 09630.

SUBJECT Turn-in of Information Technology (IT) Equipment

1. This memorandum is to certify that the CPU listed below with the serial number does not contain classified, sensitive, or information protected under the Privacy Act.

Brand Name  
XXXXXXX

Serial Number  
XXXXX

2. The hard drive of the above listed CPU/Laptop was cleaned IAW AR 25-2, paragraph 4-18, removed and destroyed.
3. The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "Disposition of Unclassified Computer Hard Drives" dated June 2001.
4. Point of contact is the undersigned at 634-6157.

IMO/IAO Signature Block

Enclosure 2

J-1c

ANNEX J



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
DIRECTORATE OF LOGISTICS  
SUPPLY & SERVICES DIVISION  
UNIT 31401, BOX 14  
APO AE 09630

IMEU-VIC-LGS

Date

MEMORANDUM FOR (ORGANIZATION EQUIPMENT OWNER)

SUBJECT: Disposition Instructions on Excess Information Technology (IT) Equipment.

1. Reference: SCIA Newsletter dated March 2006, Issue 1, subject: SCIA Closure.
2. This memorandum is your authorization to dispose the Excess IT Equipment. A copy of this memorandum is to be presented to the turn-in activity at time of turn-in.
3. If you require further information, please contact the POC below at 634-XXXX.

IMO Signature Block

Enclosure 3

J-1d

ANNEX K

RECEIPT FOR OFFICIAL FUEL COUPONS (AE Reg 710-2)			
Driver's name		Grade	Date
Organization		Destination	
Type vehicle		Miles traveled	
USA number		License number	
<p><b>NOTE TO THE BERMAN GAS STATION ATTENDANT</b> Please annotate quantity of fuel coupons received (in liters) and sign this receipt (also affix station rubber stamp if possible) to provide proof of coupon use.</p> <p><b>MITTEILUNG FÜR DIE BEEDIENUNG AN DEUTSCHEN TANKSTELLEN</b> Bitte geben Sie die Menge der erhaltenen Benzinbelege (in Liter) an, und unterschreiben diesen Empfangsbestätigung (wenn möglich, mit dem Tankstellenstempel als Beweis für die Verwendung der Gutscheine.</p>		Coupons received	
		Type/unit of issue	Serial numbers
			to
			to
			to
Quantity issued	Attendant's signature		to
			to
	Total quantity	Driver's signature	
		Coupons turned in	
		Type/unit of issue	Serial numbers
			to
			to
			to
Total quantity		Total quantity	Driver's signature

AE FORM 710-2A, FEB 03

ISSUE KILOMETERS	TURN-IN KILOMETERS	TOTAL KILOM. USED	FUEL USED




REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
UNIT 31401, BOX 41  
APO AE 09630

IMEU-VIC-LGS

29 OCT 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-03 on Issue of Official Fuel Coupons

1. References:

- a. AR 710-2, Supply Policy Below Wholesale Level.
- b. AER 710-2, Supply Policy Below Wholesale Level.
- c. USAG Vicenza Property Control Branch External SOP dated September 2009.

2. References above dictate strict accountability of official fuel coupons by supply activities, Property Book Officers, vehicle operators, and all other personnel entrusted with this easily abused and highly pilferage item. To ensure proper handling and accountability of official fuel coupons, the following policy for their issue and receipt is established.

3. Effectively immediately, Official Fuel Coupons will be issued by the garrisons Class III Responsible Officer located at the Class III Fuel Issue Facility, Bldg 200, DSN: 634-6872.

4. To reduce the amount of fuel coupons issued to anyone unit at any given time, while ensuring accountability is maintained at its highest level thereby reducing cost to the garrison, fuel coupons will only be issued at the organizational level, and not to individual drivers. Only those personnel designated by a commander of a unit or organization on a DA Form 1687 will be authorized to receive coupons for the use by that organization. Coupons will be issued to representatives of the following organizations:

HSC USARAF  
HHC 173 Infantry Bde  
S4 1/503d Airborne  
S4 2/503d Airborne  
S4 14<sup>th</sup> TMC Bn

ANNEX L

IMEU-VIC-LGS

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-03 on Issue of Official Fuel Coupons

S4 509<sup>th</sup> Signal Bn  
HHC, USAG Vicenza  
PMO  
Carabinieri Detachment

Other organizations not annotated above will coordinate directly with the Class III responsible officer at 634-6872 for issue on a case-by-case basis.

5. Procedures:

a. Unit representatives must be designated by a commander or director on a DA Form 1687, Delegation of Authority, indicating authorization to sign for fuel coupons. No more than three individuals may be so designated by each unit or organization, and no more than one individual can have fuel coupons signed out at any one given time.

b. Units' representatives will sign for the fuel coupons by serial number on DA Form 3161, Request for Issue and Turn In. The number of coupons issued will be based upon historical consumption of that unit, as well as any documented anticipated mission increase.

c. Each unit's representative is responsible for the accountability of official fuel coupons within their unit. In order to ensure accountability the following measures, at a minimum, will be adhered to:

(1) Official fuel coupons will be signed out by serial number to individual vehicle operators by the unit hand-receipt holder utilizing DA Form 3161.

(2) Fuel coupon managers/hand-receipt holder will ensure unused coupons are accepted from returning operators along with the annotated AE Form 710 -2a, Receipt for Official Fuel Coupons and a receipt from the fuel station for each purchase of fuel.

***Note: This is a change to previous procedures which required only a stamp on the AE Form 710-2. All vehicle operators purchasing fuel with official fuel coupons MUST receive a receipt from the vendor and include this in the documentation accounting for the consumption of the fuel.***

(3) Maintain a running inventory of the fuel coupons on hand, by serial number annotating those that are out on hand receipt and those which have been consumed.



ANNEX L

IMEU-VIC-LGS

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-03 on Issue of Official Fuel Coupons

(4) Investigate all unaccounted for fuel coupons. Time to time, an individual may neglect to request a receipt and stamp. The circumstances of this must be outlined in a memorandum signed by the unit commander. The mileage of the vehicle for the trip for which the coupons were used must also be annotated verifying consumption.

d. Unit commanders are responsible for establishing internal operating procedures to ensure vehicle operators will:

(1) Completely and legibly sign fuel coupons exchanged for fuel. (Authenticating coupons before use by annotating or affixing official information is not authorized.)

(2) Ensure fuel coupons are not altered.

(3) Ensure types and grades of fuel required for vehicles conform to vehicle or equipment specifications.

(4) When fuel coupons are used:

(a) Obtain a receipt for the fuel received and the signature of the fuel station attendant and the fuel station stamp on AE Form 710-2A to verify use of the coupons.

(b) Sign AE Form 710-2B to verify that the fuel coupons were used.

e. Monthly Reconciliation:

(1) Expended fuel coupon books, receipts, AE 710-2a, and unused coupon books must be presented to the Fuel Point no later than the 10<sup>th</sup> working day of the month for reconciliation. All documentation for fuel must be original only, no copies will be accepted. An appointment for this purpose will be coordinated with the Class III responsible officer at 634-6872.

(2) If fuel coupons are currently issued to an individual in travel status, a DA Form 3161 supporting this issue may be used as supporting documentation. Only those coupons physically outside of the immediate Vicenza area may be accounted for in this manner. All other coupons on hand in the unit must be presented at the reconciliation.


(3) No fuel coupons will be issued to an organization if this reconciliation has not taken place. If fuel coupons are not accounted for, no further fuel coupon issues will be made until a Formal Liability Investigation of Personnel Liability (FLIPL) has been initiated.

ANNEX L

IMEU-VIC-LGS

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 10-03 on Issue of Official Fuel Coupons

6. Fuel coupons are, in fact, a form of sensitive item and must be controlled as such. Abuse of this privilege is a violation of our SOFA agreement and Customs laws, its misuse could be grounds for severe penalties by both the US Government and the Host Nation authorities. No deviation of these procedures are authorized.

  
ERIK O. DAIGA  
COL, MI  
Commanding

DISTRIBUTION:

A1 minus USAG Livorno