



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

REPLY TO
ATTENTION OF

IMWB-ZB

17 JAN 12

MEMORANDUM FOR all units and activities supported by USAG Wiesbaden Installation Property Book Office

SUBJECT: External Standard Operating Procedures for Installation Property Book Office

1. References:

- a. AR 710-2, Supply Policy below the National Level, 28 Mar 08.
- b. AR 710-3, Asset and Transaction Reporting System, 25 Feb 08.
- c. DA Pam 710-2-1, Using Unit Supply System, 31 Dec 97.
- d. DA Pam 710-2-2, Supply Support Activity Supply System, 30 Sep 98.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- f. Memorandum, USAG Wiesbaden, 9 Jul 08, Subject: Memorandum of Instruction for Government Purchase Card Usage.
- g. AR 15-6, Procedures for Investigating Officers and Boards of Officers 2 Oct 06.
- h. AR 70-6, Management of the Research, Development, Test and Evaluation, Army Appropriation, 16 Jun 86.
- i. AR 71-32, Force Development and Documentation – Consolidated Policies, 3 Mar 97.
- j. AR 700-141, Hazardous Materials Information Resource System, 13 Aug 07.

2. GENERAL: To establish responsibilities, policies, operating procedures and guidance for agencies and units that receive supplies and services from the Installation Property Book Office (IPBO) within USAG Wiesbaden. The intent is to standardize IPBO operations throughout the USAG Wiesbaden. All customers and visitors to the IPBO are encouraged to become familiar with the Standard Operating Procedures (SOP) for reference, information, and requirements to obtain desired services.

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3. Scope: The provisions of this SOP are applicable to all IPBO employees and customers. It will serve as the basis for external IPBO operations throughout USAG Wiesbaden. The processes and procedures outlined herein are supplemental to existing Department of Defense (DoD), Department of the Army (DA), Seventh Army/USAREUR, V Corps regulations, and other USAG Wiesbaden directives. Local supplementation and changes to the SOP will be coordinated and approved by the Directorate of Logistics (DOL) and USAG Wiesbaden.

4. Mission: The mission of the IPBO is to provide base level logistical support and property accountability for USAG Wiesbaden activities and supported Modification Table of Organization and Equipment (MTO&E) units. The IPBO is charged with the responsibility to address all aspects of supply functionality to include accountability for all expendable, non-expendable, and durable property. Additionally, the IPBO serves as the focal point for all supply activity to include requisitioning, procurement, safeguarding, and disposal of all government property.

5. Responsibilities: USAG Wiesbaden DOL has delegated authority and responsibility for logistical supply management within USAG Wiesbaden. Unit commanders, directors of staff agencies, and supported MTO&E units and activities are herewith solicited to enforce compliance with this SOP.

6. General Operational Information:

a. IPBO Location: Mainz Kastel Storage Station, Bldg 4004; DSN: 334-2652

b. Customer Service Hours:

(1) Monday thru Friday: 0730-1600 hrs.

(2) USAG Wiesbaden IPBO is closed US and German holidays.

c. Customer Service Support:

(1) Fuel Card Management

(2) Installation property accountability (Hand receipts)

(3) Request and turn-in of standard and non-standard equipment

(4) Property and equipment issue

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- (5) Property transfers
- (6) Property found on installation
- (7) Requests for property (Aquiline and Defense Reutilization and Marketing Office, DRMO)
- (8) Administrative adjustment reports
- (9) Lost, damaged or destroyed property
- (10) Maintenance requests
- (11) Property inventories
- (12) Disposal of property
- (13) Discrepancies in shipment

d. Customer orientations and briefings: Logistical orientations and briefings are available to all hand receipt holders and supported customers. Requests for detailed briefings must be coordinated with the IPBO for an appropriate date and time.

7. Organization and Responsibilities:

a. The IPBO is directly responsible for maintaining the property book and acts as the property accountability official for the DOL and garrison commander. IPBO serves as the garrison's technical logistical expert and is responsible for supply management and support throughout the garrison. The IPBO exercises a thorough knowledge of logistical procedures and applies sound judgment to ensure that all logistical needs are satisfied. Incumbent utilizes full knowledge and understanding of logistical procedures to provide direction and oversight for additions, deletions, and other required changes to property records and ensures that the changes are correctly applied. The IPBO oversees periodic and systemic inventories to ensure 100 percent property accountability at all times. The IPBO also provides overall supervision and technical assistance to assigned supply technicians and warehouse material handlers to ensure procedural correctness of accountability, receipt, storage, distribution and disposal. They supervise and provide IPBO oversight during daily operations to include personnel management, safety procedures, operations security, and all other aspects of in-house management. Provides specific guidance on unique tasks and job requirements and provides oral and written instructions, reference materials, and supplies as requested. IPBO researches and clarifies

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questions on procedures, policies, directives, and obtain required guidance and decisions from supervisor on irresolvable problems.

b. The lead supply technician conducts assigned duties under the direction and supervision of the IPBO. Provide in house supervisory controls, technical advice, maintain hand receipts and authorization documents; manage accountable records, process requisitions, storing, receipting and issuing equipment. They ensure the work load is balanced between employees in accordance with established work flow and job specializations. Ensure timely accomplishment of all assigned tasks; monitor the status and progress of work and make day-to-day adjustments in accordance with established priorities. Lead supply technician provides on-the-job training to new employees (i.e. Property Book Unit Supply Enhanced (PBUSE), Acquisitions on the Internet (AcquiLine), General Fund Enterprise Business System (GFEB) and other automation systems. Monitors time sensitive tasking and ensure timely completion. They will review completed tasks to ensure that supervisory goals relating to work sequence, procedures, methods and deadlines are met, and maintains employee time and attendance records for all IPBO members.

c. Supply technicians will utilize PBUSE, GFEB and AcquiLine automated systems to maintain property accountability within each garrison. They will process all requests for supplies and equipment, review and process fuel cards, supply requisitions, equipment requests to ensure correctness of authorization, quantity and funding. Supply technicians monitor warehouse operations and stock levels. In coordination with material handlers, they select property storage locations, receive and file updated hand receipts, contracts, and initiate follow-up actions when required. The supply technician selects property storage locations for items received and is responsible for all expendable, durable and non-expendable property temporarily stored in the warehouse and not hand receipted to customers. Their duties also includes the processing of receipt transactions for material being received, reconciliation of packing lists, receiving documents, documents with contracts, purchase orders and requisitions to verify accuracy of stock identification, quantity and other pertinent data. They prepare and process receipt documents, investigate receipt discrepancies to resolve problems in overages, shortages, substitutions, and non-specification items and prepare discrepancy reports. They are responsible for ensuring that inventories are conducted and hand receipts are updated on a semi-annual basis with at least one assisted inventory per year with HRH (hand receipt holder). Coordinates change of hand receipt procedures between the incoming and outgoing hand receipt holders. Supply technicians coordinate pick-ups, deliveries, turn-ins, reports, requisitions, and enhance overall logistical operations by assisting in preparation of other transaction documents. They assist in preparation of Financial Liability Investigation of Property Loss (FLIPL) reports for missing property. Responsibility includes maintaining hand receipt files for non-expendable equipment, hand receipt are correct and error-free. Supply technicians will issue and account for AAFES fuel cards.

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d. Material handlers receive all incoming shipments of property and equipment and pre-position items by grouping material according to receiving vouchers. They route items for processing or holds for required inspections as required. They are responsible for signing receipts for shipping and receiving reports, report overages and shortages, damaged items to supervisor or other responsible person IAW to established procedures. They select and set up proper storage areas for material within the general warehousing plan, store, palletize items and material without instructions. They select and assemble items for shipment or issue. Material Handlers conduct warehouse inventories and maintain the current status of material stored. They are responsible for delivering incoming property and providing transportation for equipment to be turned in to DRMO.

8. Command Supply Discipline Program (CSDP):

a. The CSDP is a compilation of existing regulatory requirements. It is implemented using existing programs and resources. It is also designed as a Commander's program directed at eliminating non-compliance with supply regulations. Commanders, supervisors, and managers are required to implement the provisions of this program to enhance a standardize supply discipline program throughout USAG Wiesbaden.

b. The intent of the CSDP is to simplify command, supervisory, and managerial responsibilities by implementing and enforcing an environment of discipline and supply awareness throughout the command. Existing resources include the Command Inspection Program (CIP), staff assistance visits and other resources currently being utilized. The CSDP is not intended to be solely an inspection program, but rather to provide a vehicle used to enhance familiarity with established supply policy and ensure compliance of policy.

c. A CSDP monitor will be appointed in writing at each level of command by the commander or agency director. The CSDP monitor will be a senior logistician with full responsibility and authority to ensure that the commander's or director's guidance is followed. They will review the results of all CSDP evaluations and keep the Garrison Commander (GC) and director informed of supply status and recommend areas for improvement. In addition, the CSDP monitor will ensure that evaluations are conducted IAW reference a, table B-7.

d. CSDP evaluations are a necessary part of the program and will be conducted on an annual basis within USAG Wiesbaden. The Supply and Services Division, DOL, USAG Wiesbaden will schedule, coordinate, and conduct the evaluations. Reference a, tables B-1 through B-6 provides a list of regulatory requirements to be addressed during CSDP evaluations. The listings are recommended for overall improvement and enhancement in a well coordinated supply operation within each garrison.

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e. CSDP evaluators will record deficiencies as they are revealed during the evaluation process. On the Spot corrections are authorized and encouraged. Each evaluation will conclude with an out-briefing on findings and deficiencies with the evaluated supervisor. The supervisor will establish suspense dates for corrective actions to be taken for each unresolved finding or deficiency. The evaluated supervisor's chain of command is authorized to coordinate and grant extensions to the suspense dates.

f. In instances of repeated findings, the evaluated agency will be advised that repeated findings must include chain of command involvement IAW reference a, B-8. d. (7).

g. Two copies of the evaluation results will be prepared. One copy will be provided to the evaluated supervisor for their records and corrective action, if applicable.

h. The CSDP evaluator will retain a copy of the findings for their records to use for tracking deficiencies, and follow-on corrective actions during the next evaluation.

i. The sequence of events are:

- (1) The organization or agency is scheduled for evaluation.
- (2) Organization or agency is evaluated.
- (3) Organization or agency's supervisor establishes dates for corrective action.
- (4) Supervisor is required to utilize evaluation results to improve operations.
- (5) Next routine evaluation includes a review of past findings.
- (6) Repeat findings require chain of command notification and assistance.

9. Property Accountability:

a. In accordance with reference a. para. 2-5. A. (7), all accountable installation property valued at \$5,000 or higher will be accounted for by the IPBO. With regard to some exceptions, property valued at \$4,999 or less is not required to be accounted for. However, each indirect reporting GC has authority to make exceptions to the \$5,000 threshold. They may require accountability for selected items based upon unique mission requirements, overall property accountability, security for low cost unique items, or overall good supply discipline. The final decision on accountability rests with the GC and IPBO property. Examples of items that must be accounted for regardless of dollar value, include:

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(1) Items requiring asset reporting or serial number tracking (i.e. DoD small arms serialization program, DoD radiation testing and tracking system, controlled cryptographic serialization program, and continuing balance system – expanded).

(2) Personal property listed as required or authorized by MTOE, deployable table of distribution and allowances (TDA), joint table of allowance (JTA) or other DA or DoD authorization documents.

(3) Personal property with reportable item control code (RICC) other than zero. RICC codes are as depicted in reference b, appendix F.

(4) Personal property items identified as classified or sensitive (i.e. hazardous material, ammunition, explosives and precious metals) and other items identified by controlled inventory item code (CIIC) other than U or 7. Procedures are as explained in reference a, paragraph 2-5.

(5) Research, development, test, and evaluation property authorized by reference a, with unit cost greater than \$5000 or have a CIIC of other than U or 7.

(6) All Army owned, rented or leased Information Management Processing Equipment (IMPE) with a value of \$5000 or above will be accounted for on property book records. IMPE includes all automation equipment (i.e. computer monitors, CPUs, printers, digital cameras and PDAs).

(7) All items identified as deployable by Common Table of Allowances (CTA 50-909).

(8) Any other personal property items as listed in reference a, para 2-5a (26), as determined by the GC or IPBO.

b. Individuals who serve as hand receipt holders for government property are directly responsible for establishing controls and safeguards by monitoring, conducting inventories, maintaining accountability, custody, safekeeping and disposition. Individuals may be found liable for loss or damage regardless of whether or not they are designated as a primary hand receipt holder (PHRH). Individuals found financially liable may be charged the actual amount of the loss or one month salary, whichever is less. In addition, loss or damage resulting from negligence or misconduct can be subject to administrative or punitive action. In the event of loss or damage, the individual will not only be required to explain the circumstances, but also the prior steps taken to preclude the loss and or damage.

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c. All installation property book items may be sub hand receipted to the lowest user level by use of DA Form 2062 (Hand Receipt). The DA Form 3161 (Request for Issue or Turn-in) serves as a temporary hand receipt.

d. Restrictions on property responsibility and accountability include:

(1) Persons will not be assigned to duties which will prevent them from exercising proper care and custody over the property for which they are responsible.

(2) No government property will be sold, given as a gift, loaned, exchanged, or otherwise disposed of unless specifically authorized by regulations and law.

(3) Individuals who are formally entrusted with or receipted for installation property will not transfer or dispose of the property without the approval of the installation property book office.

(4) Giving or accepting an issue document, hand receipt, or other form of receipt to cover items that are missing is prohibited.

(5) Army property will not be used to support any private purpose or organization without specific approval from higher authority.

10. Assuming Responsibility for Property (see Encl 1 & 6):

a. Property responsibility is the obligation of an individual to ensure that government property and funds entrusted to his or her possession, command or supervision are properly used, cared for, and that adequate custody and safekeeping are provided. Property responsibility is a relationship between people and the property under their control. Responsibility will be assigned and acknowledged in writing for all property recorded on the property book as on hand. The property book will be used as the basic record for assigning responsibility.

b. In community staff agencies, the GC has both command and direct responsibility for all government property. However, agency directors have designated authority to appoint PHRH to control and account for the agency's installation property. Although the PHRH may designate an individual on a (Notice of Delegation of Authority, DA Form 1687) to address required supply actions but the PHRH will retain overall responsibility. In tactical units, the commander has inherent responsibility for all government property within his organization and must be the PHRH. The Unit Commander normally appoints a supply section representative to accomplish his/her installation property responsibilities, but remains the Accountable individual.

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Consequently, the Unit Commander or the agency's designated PHRH retains full responsibility for accountability.

c. A request for establishment of a hand receipt for installation property may be submitted by memorandum or any other appropriate request documentation to the IPBO. The request must be accompanied by the unit commander's assumption of command orders or the agency director's position appointment memorandum, whichever is applicable.

d. A computer printout of property will be provided to identify accountable installation property currently on hand within the unit/agency. Thereafter, DA Forms 3161 will be used to record, issue and turn-in transactions between the IPBO and the PHRH. Property will only be issued to the PHRH or to individual(s) listed on a delegation of authority (DA Form 1687). The designated representative(s) will be authorized to conduct only those supply transactions as indicated on the DA Form 1687.

e. The PHRH will conduct an annual 100 percent inventory of all installation property to confirm accountability. The commander or activity director will be responsible for ensuring that the inventory takes place and is documented on an annual basis. The IPBO will track inventory dates and contact the PHRH in advance to ensure that the inventory takes place in a timely manner.

f. Accountable property that has been issued to individuals or sub-hand receipted will be controlled by using permanent or temporary hand receipts (DA Form 2062 or DA Form 3161). The hand receipt lists the property that has been issued and the signature of a person on the hand receipt establishes direct responsibility for the property. However, overall responsibility for the care, proper use, and safekeeping of government property issued to or used by subordinates is inherent in supervisory and command positions. Further guidance is provided in reference c, para 5-3.

g. Upon a pending change of PHRH, the IPBO will be notified 30 days in advance of the scheduled change. The 30 day window will afford time to update and prepare the new hand receipt(s) and provide sufficient time for a joint inventory between the outgoing and incoming PHRH. The departing PHRH must clear all discrepancies prior to departing position and the garrison. If a PHRH departs the command/unit without transferring responsibility for hand receipted property, the commander/activity director will appoint a person to act on their behalf so that a joint inventory can be conducted. Discrepancies noted will be addressed in accordance with procedures outlined in reference a, Table 2-2.

h. When property is issued or loaned for periods not exceeding 30 calendar days, responsibility will be assigned by use of a temporary hand receipt (DA Form 3161). After 30

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days, the property will either be withdrawn from the individual or a permanent hand receipt (DA 2062) established.

i. The PHRH of an agency/unit will not loan or sub-hand receipt property to members of another agency/unit unless approved by the property book officer.

j. Changes to hand receipts will be posted as they occur. However, change documents may be used to preclude frequent posting of hand receipts and should be posted not later than 6 months after the date of the action. If change documents are used, they are adjusted to property book records to reflect current balances before performing an inventory.

k. DA Form 3161 will be utilized whenever the installation property book office issues or receives property from a primary hand receipt holder. The person issuing the supplies or equipment is responsible for completing 2 copies of DA Form 3161. The issuing individual will retain the original copy and provide the duplicate copy to the person receiving the supplies.

l. Immediately upon notification that a PHRH will be absent from his/her primary duties for a period exceeding 30 days, the commander/agency chief will appoint an interim PHRH and require that a 100 percent joint inventory be conducted. In the event of an emergency, hospitalization, or other unexpected extended absence, the commander/agency chief will appoint an interim PHRH and an inventory team. The interim PHRH and the inventory team will conduct a 100 percent inventory of hand receipt items. The inventory should be completed as soon as possible and be completed within a 30 day period. All discrepancies revealed will be reported to the IPBO and shortages addressed IAW reference a, Table 2-2. Upon return of the original PHRH or the appointment of a new primary hand receipt holder, a joint inventory is again required.

m. When property with components is issued to an intended user, the responsibility for components is assigned by using a component hand receipt. The actual quantity of components will be shown. Guidance and an example of a component hand receipt are depicted in reference a, para 2-10i.

11. Requesting Supplies or Equipment:

a. All requisitions for supplies, furniture, and equipment must be processed through the local IPBO. The requisition process requires that the IPBO endorse the request, provide a document number and forward the supply request to the Supply Support Activity (SSA). The SSA serves as the conduit for all incoming and outgoing government property.

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b. Request for Issue (DA Form 2765-1), will be used to requisition supplies and equipment with a national stock number (NSN). DD Form 1348-6, DoD Single Item Requisition System Document, may be used to requisition equipment with or without an NSN. Instructions on preparation of DA Form 2765-1 are as depicted in reference c, figure 2-1. Instructions for completion of DD Form 1348-6 are per reference d, figure 5-2.

c. Equipment and furnishings contained in the (CTA) pertain to items of supply and material which are authorized by common or specific usage criteria. CTA items have line item numbers (LINs) and NSNs, but are not required to be listed in an organization's TDA. Accountability is dependent upon the cost of the item, expendable or non-expendable status, and final decision by the property book officer.

d. Requests for replacement of TDA items must be justified, command approved, and endorsed by the indirect reporting GC. Requisitions that exceed agency authorization levels will not be processed without full justification and approval of the GC. Army regulations require that on-hand quantities of TDA equipment be in agreement with the required and authorized levels depicted in the organization's TDA authorization document. Agencies and organizations should make every effort to maintain authorization levels in accordance with their TDA and not exceed authorization levels by requesting additional TDA equipment.

e. DA Form 4610-R will be used to request TDA equipment changes within the reporting garrison and be emailed to the Recourse Management (RM) Division. Block IV, justification, must contain a full explanation of why the item is required and must be validated by the GC and signed. Basic instructions for completion of a DA Form 4610-R are depicted in reference e, appendix E-4.

f. Requests for commercial items must indicate a compelling and fully justified reason that precludes use of a standard line item. The IPBO is responsible for monitoring requisition requests and encouraging requisition of standard items in lieu of commercial equipment. Non-standard equipment listed in the CTA (LIN ending with an N or R) with a unit cost of more than \$5,000 must be approved by the GC and documented for inclusion into the garrison TDA as a section III supplementation. Final approval for requests that exceed the dollar threshold must be obtained from the garrison Commander or higher.

g. Base level commercial equipment, which may or may not be listed in the CTA (if listed with a LIN that ends with an N or R), and with a unit cost of \$5,000 or more, must be approved and a letter of authorization obtained from Commander, USAG Wiesbaden or higher headquarters. Requests will not be honored unless the approved authorization document is included in the request packet. Additional guidance on procedures may be obtained from the IPBO.

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h. Commercial equipment requiring property book accountability must be assigned a LIN by the U.S. Army Force Management Support Agency (USAFMSA). DA Form 4840-R, Request for type classification exemption LIN for commercial equipment, will be used to request the LIN. Basic instructions for filling out DA Form 4840-R is depicted in reference e, appendix E-20 and an example of a completed form is depicted in figure E-2 and the form will be prepared in five (5) copies. A copy of the commercial literature and a diagram (both must be in English) of the item requested will also be provided by the requester. The complete packet will be forwarded to the DOL, S&S Division, and USAG Wiesbaden for required processing. All requests must have chain of command approval and endorsement.

i. All purchases of non-standard, non-expendable commercial audio-visual equipment will be processed through the IPBO regardless of value. Additionally, use of the Government Purchase Card (GPC) is only authorized after coordination and approval by the IPBO. Required prior coordination and approval include requests pertaining to mail order purchases, telephonic purchase requests, and local purchases by GPC. The IPBO will determine whether each purchase is authorized, provide the best source of acquisition, and ensure after purchase accountability, if applicable.

12. Issuing of Supplies or Equipment to Primary Hand Receipt Holder (see Encl 2):

a. When equipment or supplies are ready for pick-up, the PHRH will be notified by telephone.

b. Issues of supplies or equipment will only be made to the PHRH or to those listed on DA Form 1687, Delegation of Authority.

c. The IPBO will ensure customer receipt of requisition by either delivering the property to the customer or having the customer pick-up the property at the IPBO office warehouse.

d. The installation property office warehouse will issue the property to the authorized recipient with DA Form 3161 and will be prepared in two copies. The original copy will be retained by the IPBO for processing and accountability purposes, while the primary hand receipt holder retains a receipt copy. The IPBO will file the original copy with the recipient's signature in the supporting document files.

e. Process of issuing supplies and equipment is outlined in Encl 2.

13. Supply Status Information:

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a. Supply status informs the requester of any decision made by the supplier to change the disposition on a specific supply request. Supply status, in the form of status codes, is provided by the Supply Support Activity (SSA) on a monthly basis.

b. When requests for status are received from PHRH, a copy of the request will be returned to the PHRH with the IPBO original document number. Whenever a PHRH desires status on a requested item, the original document number should be referenced. Similarly, a list of outstanding document numbers (requisitions not received) may be submitted to the IPBO to determine current status. The IPBO conducts monthly reconciliations with the SSA on all open requisitions and can provide a current status upon request.

c. If requisitioned items have been cancelled or rejected for any reason, a copy of the cancellation or rejection notice will be provided to the PHRH. After processing, the IPBO will file all cancellation or rejection notifications in the supporting document transaction files.

14. Receipting for Property (see Encl 2):

a. When receiving property from any source, verify and inventory the items as follows:

(1) Make sure that the address is correct by checking the document number and the address on the receipt document.

(2) Visually check the item to make sure it matches the description on the receipt document. Count all items and report receipt problems to the issuing individual for possible correction. Make sure the quantity received agrees with the quantity recorded on the receipt document. Report any differences to the issuing individual for correction.

(3) Check serial numbers whenever items are received with serial numbers. Items such as weapons, vehicles, materials handling equipment, office machines, generators, controlled cryptographic items and many other items will have serial numbers. Ensure that the serial number(s) on the item match the serial number(s) on the receipt document. If the items have serial numbers which are not listed on the receipt documents, annotate the numbers. Report the serial number problems to the issuing agency as soon as possible and do not sign the receipt document until discrepancies are resolved.

(4) Make a visual check of the condition of the items and inform the issuing individual if the items are damaged.

(5) If serviceability of an item is questionable, inform the issuing individual and notify the IPBO.

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(6) Sign the receipt document only after all discrepancies have been resolved.

b. When property is issued and added to a hand receipt, the PHRH should ensure that receipts and supporting documents substantiate changes to the hand receipt. An inventory should be conducted as deemed necessary and the following measures taken:

(1) Check all items to ensure that the description of the item as annotated on the support document and hand receipt matches that of the item itself.

(2) Count all items and ensure the quantity received matches the number on the support document and hand or sub-hand receipt. Ensure each item is checked for completeness.

(3) Check the serial number of the item with the serial number recorded on the hand or sub-hand receipt. Ensure the serial numbers are exactly the same and make a list of any differences.

(4) Report all discrepancies to the person making the issue. Make sure all problems are corrected before signing the hand or sub-hand receipt.

(5) Sign the hand or sub-hand receipt after all discrepancies have been corrected or adjusted.

15. NTV Fuel key order process:

a. New fuel key process (see Encl 10 & 12):

(1) Customer will initiate a request and provide to the IPBO for processing.

(2) IPBO will forward the request to the Wiesbaden DOL for an Accounting Processing Code (APC) and then forward the request to GSA-EURO-IFMS Field Office (FO) Schweinfurt for processing. The GSA POC is: Norbert Mueller, DSN: 353-8755/09721-96-8755), email: Norbert.mueller@GSA.gov.

(3) GSA-EURO-IFMS FO will mail the key to IPBO within 5 working days via UPS.

(4) Once received by IPBO, customer will be notified within 72 hours that key is available and requires a signature prior to issue to the customer.

b. Replacement fuel key (lost or defective) (see Encl 11):

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(1) When fuel key is lost, customer must provide the IPBO a written statement detailing how the loss occurred. IPBO will forward the request to the Wiesbaden DOL for an APC and then forward the request to the GSA-EURO-IMFS FO in Schweinfurt to replace the fuel key. The FO will provide a replacement key within 5 working days via UPS.

(2) If fuel key is defective, IPBO will forward the request to the Wiesbaden DOL for APC and then forward the request and the fuel key to GSA-EURO-IFMS FO. The IFMS FO will determine the problem and return the defective key or provide a replacement fuel key depending on the problem within 5 working days via UPS.

16. AAFES GOV (new or renewal) Fuel Card procedures (see Encl 13)

a. Administrative Procedures to obtain an AAFES fuel card:

(1) All official-use vehicles must be registered or listed with USAREUR Vehicle Registry (RMV) in order to obtain a fuel card.

(2) Government Customer (GC) will identify applicable GOVs by contacting RMV at DSN 386-7280/7289, or via email to rmvcustsvc@eur.army.mil.

(3) GCs that have not already established a GOV account should complete a Billing Unit Request Form and scan/email to the RMV Customer Service email account (above) or send via official mail to: USAREUR Registry of Motor Vehicles, Attn: Customer Service, Unit 29230, APO AE 09086.

(4) RMV will provide a registration certificate (AE Form 190-1A) for each authorized GOV. GOVs that are already registered with USAREUR, the Registry will update vehicle data, re-issue the 190-1A form, and not charge a registration fee. For GOVs which require a GOC card and is not already registered with USAREUR, the standard registration fee will apply.

(5) After establishing their Government Customer Identification (GCID), the GC will be able to add or remove GOVs by working with their local Field Registry Station or with RMV Customer Service.

(6) The GOV fuel card functions as a credit card with no interest charge. Using the Billing Unit Request Form, AAFES establishes a (GCID) and notifies the GC of the GCID number assigned to their organization. The GCID identifies the "bill to" unit for each GOV with a GOV card.

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(7) To receive and activate cards for their GOVs, the GS should take their new registration documents and their GCID information to any of the AAFES card issue and activation sites. GCs will assign their organization a PIN for each GOV card during the card activation process.

(8) IMCOM-E Remnant Fleet guideline, (see Encl 12, page 2).

17. Managing AAFES IFMS Fuel Card:

a. IPBO will verify and track all AAFES fuel card information and ensure the expiration dates are current prior to issuing to customers.

b. Fuel cards that expire within 30 to 60 days, the IPBO Fuel Card Manager (FCM) will contact the GSA FO in Schweinfurt at DSN: 353-8755 to verify that a new mailing updated cards.

c. The IPBO FCM can be contacted at DSN: 334-2661/2685 or CIV: 06134-604-661/685.

18. Customer issue of AAFES GOV Fuel Card (see Encl 7, 8, & 9)

a. IPBO issue process:

(1) Customer arrives at IPBO requesting a fuel card.

(2) Customer will provide a valid operator's permit and a dispatch signed by the Unit Transportation Coordinator (UTC), commander or director.

(3) Customers will be issued a fuel card, PIN #, AE Form 710-2A, and the AE Form 703- 2J-R. AE Form 703-2J-R must be signed and stamped by gas station attendant for the exact amount.

(4) Vehicle operators will assume pecuniary liability for lost cards and registration document AE 190-1A.

(5) Fuel cards will not be used when military dispensing facilities are available.

(6) Commercial fueling stations within the city of Wiesbaden will not be used (no fuel cards) except in emergencies.

(7) Topping off is prohibited in city limits; only sufficient fuel to reach nearest TMP.

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(8) AE Form 710-2A, AAFES card and AR Form 703-2J-R with all ESSO receipts, will be turned into the IPBO POL clerk immediately upon completion of usage.

(9) Vehicle operators will retain the duplicate of AE Form 710-2A as a receipt of turn-in action.

(10) Report all lost fuel cards to AAFES at 0800-181-9945 and IPBO at 06134-604-652/658.

(11) All extended requests for fuel cards will be submitted in writing to the DOL for approval.

b. Customer return process:

(1) Upon completion of travel, the customer will return fuel card and signed document to IPBO.

(2) Customer will return all ESSO gas receipts with the AE Form 703-2J-R signed by the gas station attendant.

(3) The IPBO will ensure the fuel card is stored in a secure location.

19. Government Purchase Card (see Encl 3):

a. The GPC program offers an alternative method for purchasing commercially available supplies and equipment with a dollar value of \$3000 or less. Authorization to make government purchase card purchases over \$3000 is available with contracting center approval and applicable restrictions (IAW reference f). In addition to a mandate that purchase(s) be made outside of the United States, requirements for authorization include Commander's approval and specialized training from the contracting center.

b. The organization/agency approving official/certifying officer must review the cardholders' monthly statements, serve as liaison between the cardholder and the agency program coordinator (APC), and certify monthly billing statements for payment. Without exception, the GPC may only be used for authorized U.S. Government purchases. To ensure the accuracy and certification of monthly reports, a cardholder cannot be his/her own Approving Official or Certifying Officer. The Approving Official and Certifying Officer should be the cardholder's immediate supervisor or an individual in the next higher rank/grade.

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c. The cost cannot exceed the \$3,000 limit for a single purchase unless special authorization has been granted. In consideration of the \$3,000 limitation, cardholders are prohibited from splitting a purchase into two purchases to circumvent the \$3,000 limitation. Multiple items may be purchased on a single transaction, but cannot exceed the dollar restriction. Use of the credit card for computer related purchase, rental, or lease require coordination between the cardholder and the IPBO prior to making a purchase.

d. All cardholders will coordinate with the IPBO prior to and after making use of their credit card. The IPBO will evaluate each purchase request and make a decision on whether the proposed purchase(s) are appropriate for credit card use. In the event that non-expendable equipment is being considered for purchase, the cardholder will be advised that the item must be placed on property book records. The IPBO has the responsibility to address all questions regarding appropriate sources of supply (i.e. SSA, GSA, or local purchase), purchase authorization, and all follow-on requirements for property accountability.

e. The cardholder must provide all purchase receipts and invoices to the IPBO immediately after purchases are made to ensure that property records are updated. The cardholder will attach the receipt(s) to a DD Form 250 (Material Inspection and Receiving Report) and provide both documents to the IPBO. Guidance is provided for completion of DD Form 250 in reference c, figure 2-18.

f. The IPBO or individuals under the supervision of the IPBO are not authorized to make purchases with the GPC.

g. Inspections on use and accountability of GPC will be conducted in conjunction with the USAG Wiesbaden CIP and CSDP. In addition, each directorate within USAG Wiesbaden is responsible for inspecting and monitoring cardholders to ensure compliance with GPC procedures.

h. Process involved in government purchase card usage is outlined in (Encl 3).

20. Defense Re-utilization and Marketing Office (DRMO) as a source of supply:

a. The DRMO is responsible for disposal of all DoD-generated excess, surplus items, foreign excess, and other personal property authorized for turn-in. Simultaneously, DRMO provides a Source of Supply by the Sales Resource Recovery and Recycling Program. Customer support is provided after validation by the IPBO and supporting SSA. An SSA memorandum listing the unit Department of Defense Activity Address Code (DODAAC) must be on file at DRMO. The memorandum should also reflect the name, title, and signature of the Unit Commander or Accountable IPBO.

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b. Non-expendable equipment obtained from DRMO and used for its intended purpose must be accounted for by normal Property Book accounting procedures. Unserviceable (scrap) equipment will not be requisitioned.

c. Units or activities will utilize the following steps for obtaining property from DRMO:

(1) Request a DRMO on-site visit from the IPBO.

(2) The IPBO will coordinate the visit with the SSA.

(3) The PHRH will visit the DRMO after receiving authorization.

(4) The PHRH fills out a screening sheet for desired item(s).

(5) The PHRH will return a copy of the screening sheet to the IPBO.

(6) The IPBO will provide a completed DA form 2765-1 to request issue of the equipment to the PHRH.

(7) The PHRH will provide a copy of the screening sheet and completed DA Form 2765-1 to DRMO for pick-up of desired equipment.

(8) The PHRH will return the equipment receipt to the IPBO.

d. Units or activities will not be allowed to requisition or pick-up any condition code H (unserviceable) items regardless of whether the use is for intended purposes or not.

21. Sub-Hand Receipt of Property:

a. The PHRH is authorized to establish and maintain sub-hand receipts when property is further hand receipted to a designated user. However, sub-hand receipting does not relieve the primary hand receipt holder of principal responsibility for the receipted property. DA Form 2062 will be utilized for sub-hand receipting and may be annotated with a sub-hand receipt number or a sub-hand receipt annex number to track the equipment. Sub-hand receipts and sub-hand receipt annex number must be included in required inventories for updating of hand receipts.

b. Sub-hand receipt holders do not have delegation of authority to request or receipt for supplies directly from the IPBO. All actions must be coordinated between the PHRH and the IPBO.

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c. Property may be receipted directly to an individual user by the PHRH. There is no restriction on the number of times property can be sub-hand receipted, but under normal circumstances, should not exceed from the Commander or PHRH, to the supervisor, to the user. The sub-hand receipt holder, normally the supervisor, may use DA Form 2062 (hand receipt) to establish responsibility for items on temporary loan to individuals and for use in or around a work site. The primary hand receipt holder has the right to withdraw any sub-hand receipted equipment at any time.

d. DA Form 3161 (Change Document) is used to track transactions between the IPBO and PHRH for posting changes to hand receipts. The form is prepared whenever there is a change of possession. The IPBO originates the form when issuing property, while the PHRH originates the form whenever equipment is turned-in. The originator retains the original copy while the recipient of the property receives the duplicate. The IPBO copy will be used as supporting documentation for hand receipt changes and for filing. Instructions on preparing DA form 3161 as a change document can be located at reference c, figure 5-3. Change documents will be posted to hand receipts at least every 6 months based on the date of document.

22. Transfer of Property and Equipment:

a. Lateral Transfers: Use lateral transfer procedures to transfer property book items from one PHRH to another within USAG Wiesbaden. Lateral transfers will only be valid after being processed by the IPBO. The DA Form 3161 will be used to transfer property book items.

b. The transfer of equipment between PHRHs must be coordinated with the IPBO. The IPBO will ensure that the property is transfer IAW with regulations and ensure the deletion and addition is implemented on the appropriate hand receipts.

c. The transfer of equipment between sub-hand receipt holders is expressly prohibited. Prior to a transfer of property, the property must be returned to the PHRH who in turn, will coordinate the transfer action with the IPBO. The IPBO will make the final approval for all transfers between two PHRHs. Transfers made without IPBO coordination and approval is not valid. As a consequence, the original PHRH remains responsible for the property in the event of loss, damage or theft.

d. All lateral transfers of accountable installation property between indirect reporting garrisons must be approved by the GC, USAG Wiesbaden or his designated representative. Similarly, all lateral transfers destined for external agencies, to include IMCOM-E, USAREUR units and agencies, will be forwarded to the S & S Division, DOL, USAG Wiesbaden for approval and authorization to make the transfer. DA Form 3161 will be utilized to address all

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transfers, both internally and externally. An example of a completed DA Form 3161 for lateral transfer is at reference c, figure 3-3.

e. External lateral transfers will not be approved unless there is confirmation that the equipment is not required by other USAG Wiesbaden element. In the event that the equipment is required internally, priority will be afforded to internal redistribution.

23. Turn in of Supplies and Equipment (see Encl 4):

a. Turn-in action will be initiated no later than 10 days after the item is determined to be excess or unserviceable. Direct customer turn-in to the DRMO is not authorized and turn-ins must be coordinated with the IPBO. The IPBO is required to coordinate turn in actions with the SSA prior to disposal of the property. Actual disposal will be completed within 30 days after turn-in documents are returned from the SSA. IPBO will conduct monthly reconciliation of all turn-in documents and files to ensure timely action completion.

b. When a PHRH has items of equipment destined for disposal, a DA Form 2407 (Maintenance Request) must be prepared for each stock number and the form must accompany the equipment to be turned in. The DA Form 2407 will be prepared (typed or printed legibly) to ensure the clarity and readability. An example of a completed DA Form 2407 is at reference d, figure 23-19.

c. The DA Form 2407 is then presented to the IPBO for confirmation that the equipment is government owned, on property records and hand receipted. After verification, the IPBO will assign a document control number and return the DA Form 2407 to the PHRH.

d. After screening and signature by the IPBO, the IPBO will provide the PHRH with POCs so that the HRH can make an appointment with the supporting maintenance support activity to have the equipment inspected and classified for turn in.

e. Items that have been inspected and classified (i.e. code B – serviceable; code C – serviceable; code F – unserviceable; or code H – unserviceable) will be turned in to the IPBO (the preferred method) with the blue copy of DA Form 2407 or turned in to DRMO directly if the items are large or may require additional handling via IPBO support. All items are required to be clean and properly tagged before acceptance by the IPBO or DRMO.

f. Item(s) with missing parts or components must be accompanied with a memorandum listing all missing parts. The memorandum must include a statement explaining the circumstances for the missing parts, publication number in which the missing parts are listed, the national stock number, description, unit of issue, and quantity.

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g. Hand receipt adjustments will be made after items are turned in to the IPBO or DRMO. A change document (DA Form 3161) will be used to validate the turn in and support the hand receipt change. The DA Form 3161 should be prepared in two copies with the original copy retained by the PHRH. The installation property book office will post the appropriate hand receipts and retain a file copy for the supporting document files.

h. Turn-in of excess or unserviceable property procedures are outlined in Encl 4.

24. Inventories (see Encl 5):

a. When the PHRH is replaced, all property listed on the hand receipt will be inventoried by both the outgoing and incoming hand receipt holder. The inventory must be completed before the new PHRH assumes responsibility for the hand receipt property. Discrepancies will be reported to the IPBO and resolved before the new PHRH assumes responsibility.

b. Take the following actions prior to the inventory:

(1) Account for all sub-hand receipted equipment.

(2) Notify sub-hand receipt holders as to when and how inventory will be conducted.

c. Inventory property as follows:

(1) Physically inventory all installation property listed on the hand receipt.

(2) Check all items to make sure the items and their descriptions reflect what is on the hand or sub-hand receipt and make a list of all discrepancies.

(3) Make a visual check of the condition of the property and make a list of any damaged property.

(4) Count all items listed on the hand or sub-hand receipt and make a list of all overages and shortages.

(5) Check end items for completeness. Use the appropriate manuals to identify required components. Make sure that component shortages are listed on hand receipt shortage annexes. Check with the IPBO to ensure that shortages are on request and make a list of component overages and shortages that are not listed on hand receipt shortage annexes.

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(6) Compare and ensure that the serial numbers on the equipment are identical to those recorded on the hand or sub-hand receipt and make a list of any serial number differences.

(7) Report overages to the IPBO as found on installation property.

d. In accordance with table B-1.10, reference a, sensitive, explosive and hazardous items must be inventoried monthly. These items are identified with a controlled inventoried item code (CIIC) of 1, 2, 3, 4, 5, 6, 8, \$, N, P, Q, or R on the army master data file (AMDF) contained on FEDLOG. Inventories will be by serial numbers or lot number, as applicable. Results of sensitive item inventories will be forwarded to the IPBO.

e. A physical inventory of all petroleum, oil and lubricates (POL) bulk products will be conducted monthly IAW reference a, paragraph 2-37. On the last working day of the month, the POL responsible officer or designated representative will conduct the inventory and compare it against the property balances of those products. The completed inventory information will be provided to the installation property book office on the following work day.

25. Hand Receipt Holder Reconciliation:

a. Hand receipts may be posted whenever changes occur. Reconciliation, a comparison and adjustment of IPBO property records with PHRH transaction documents will be completed semi-annually. The semi-annual inventory is based on the date of the oldest receipt or turn in change document. All transactions that occurred during the annual inventory will be adjusted to IPBO records. The intent of the reconciliation is to ensure that all adjustments have been made and that the PHRH is in agreement with changes made and that a new hand receipt is established with the new PHRH signature. Once a year the IPBO HR manager will provide the HRH an assisted visit during their HR inventory process.

b. When it is time for the semi-annual update, the PHRH will be instructed to come to the IPBO to reconcile all issue or turn-in transactions, validate balances, sign and date a new hand receipt. Prior to the reconciliation date, the PHRH should conduct a 100 percent inventory of all hand receipt property to include property in possession of sub-hand receipt holders. All transactions will be reviewed between the last and current reconciliation. Changes in quantities recorded on the hand receipt should be substantiated by supporting documents on file at the IPBO. The PHRH must ensure that all duplicate copies of transaction documents in his/her possession are available to resolve disputes.

c. All differences in quantities between hand receipt and transaction documents must be researched, discrepancies resolved and appropriate adjustments made to the hand receipt during

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the reconciliation process. Shortages that cannot be resolved will be addressed IAW reference c. The PHRH will then sign and date the updated hand receipt.

26. Accounting for Lost, Damaged or destroyed Property:

a. When government property is lost, damaged or destroyed by causes other than fair wear and tear, administrative action will be taken IAW reference c to determine the facts, circumstances, and amount of dollar loss. DD Form 200, Financial Liability Investigation Property Loss (FLIPL) will be used to document the incident. An example and instructions for completion of DD Form 200 can be found in reference c, figure 13-4.

b. The initiator of a FLIPL will normally be the PHRH. However, in the absence of the PHRH, the person with the most knowledge of the incident may serve as the initiator.

c. When a FLIPL is required, the PHRH or most knowledgeable person has five (5) working days for initiation of the investigation. Processing time from initiation through adjudication should be no more than 75 days. When delayed beyond the stipulated time frames, the person responsible for the delay will prepare a written statement explaining the reason for the delay and attach the statement to the investigation report as an exhibit IAW reference c, paragraph 13-6. While the investigation is being conducted, a DA Form 7531, Checklist and Tracking Document for FLIPLs, should be utilized. The DA Form 7531, depicted in reference c, figure 13-3, is used as a procedural checklist and for tracking events as they occur.

d. Required FLIPL processing time frames are as follow:

(1) 15 days for initiation of the FLIPL.

(2) 40 days for investigation and recommendation.

(3) 20 days for adjudication.

(4) 30 days for notification of individual being charged.

(5) 1 day to provide Financial Accounting Office/United States Property and Fiscal Office (FAO/USPFO) for collection.

e. Situations may arise in which an informal investigation conducted under reference g may be more appropriate than a FLIPL. For more information on initiating and processing AR 15-6 investigations, refer to references h and i.

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f. AR 15-6 investigations are initiated when directed by one of the following:

- (1) Other regulatory guidance.
- (2) Commanders.
- (3) As recommended by the results of a FLIPL.
- (4) The loss or destruction involves a controlled item.

g. Statement of Charges/Cash Collection Voucher (DD Form 362) will be used when:

- (1) The individual admits liability and offers cash payment or agrees to payroll deduction to settle the charge of financial liability.
- (2) The liability will not exceed the monthly basic pay of the individual being charged.
- (3) The unit commander or PHRH will prepare DD Form 362 in original and five copies per instructions in reference e, figure 12-5.

27. Change of PHRH:

a. The IPBO will provide guidance concerning action to be taken prior to and immediately after change of a PHRH. Emphasis will be placed on the importance of accountability of unit resources and assurance that a PHRH does not depart the command prior to transfer of property responsibility.

b. When it is determined that a change of PHRH is required, the commander or TDA activity director will notify the outgoing and incoming PHRH approximately 30 days prior to the change of responsibility. The outgoing and incoming PHRH will be directed to conduct a 100 percent physical joint inventory of all installation property IAW reference c, paragraph 9-3.

c. The outgoing and incoming PHRH will pick up an updated hand receipt from the IPBO and receive guidance to facilitate the transition of responsibilities. In addition, the IPBO will provide guidance on accountability and management of resources to the incoming PHRH.

d. The outgoing and incoming PHRH will hand carry the joint inventory results to the IPBO. The inventory results will include assumption of command orders or directorate letter of appointment as primary hand receipt holder for the incoming PHRH and any and all

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discrepancies noted during the inventory. The IPBO will verify completion of the inventory and process any adjustment documents made during the inventory. All shortages and discrepancies that cannot be resolved at the IPBO will be addressed by procedures set forth in reference e.

e. After required adjustments, a new hand receipt will be prepared. The incoming PHRH will sign the new hand receipt acknowledging responsibility for the property. After transfer of property responsibility, the outgoing PHRH will be free of obligation and may clear the IPBO.

f. Procedures for change of PHRH inventory are outlined in Encl 6.

28. Deployment:

a. Organizations are not authorized to take installation property to the field or with them upon deployment. Commanders of deploying units will transfer installation property responsibility to a rear detachment commander (RDC) or a designated non-deploying individual prior to unit departure. The responsibility for installation property will be returned to the unit commander upon redeployment of the unit. Required actions are as indicated below.

(1) The indirect-reporting garrison IPBO will establish time, date and place for a formal briefing with the unit commander and RDC on changeover procedures.

(2) The indirect reporting garrison IPBO will provide guidance concerning the importance of accountability and management of unit resources during the unit's absence.

(3) The unit commander, RDC, and PHRH will receive updated hand receipts to facilitate inventories of all installation property on hand receipts.

(4) The unit commander and RDC will ensure completion of a joint 100 percent physical inventory of all installation property IAW paragraph 9-3b, reference c.

(5) The IPBO will provide advice and assistance as required and will assist in the transition of responsibility with minimum disruption to the unit's preparations for deployment.

(6) At conclusion of the inventory and any required reconciliation, the indirect reporting garrison IPBO will verify completion of the required inventory, process adjustment documents as required, and have the rear detachment commander or designated individual sign a new hand receipt. Shortages which cannot be resolved will be addressed in accordance with procedures set forth in reference c.

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b. The process remains the same after unit redeployment and block leave period. The commander and rear detachment commander will again conduct a 100 percent inventory of installation property and conclude the process with the Unit Commander reassuming responsibility for installation property.

29. Maintenance:

a. Maintenance and repair services are available for all government owned furniture and equipment. Equipment repair and service are available by contacting one of the following:

(1) Host Nation Liaison Field Operating Activity, Maintenance Division at their field office in Wiesbaden at 337-7836 or 0611-705-7836 in Mainz-Kastel Housing, bldg 7539, APO AE 09096.

(2) Secured Phones: Security Warehouse Kaiserslautern, Industrial Center Bldg. # 2370, DSN: 483-7426, FAX: 483-6693.

(3) Computer/Fax: Submission of (119 on line) repair ticket or unit's Information Management Officer (IMO).

b. Equipment registered on IPBO property records automatically qualifies the PHRH for customer support. Maintenance services will not be provided for non-property book items.

c. Repair service for furniture does require transport of the items to the facility in Mannheim, Germany. Turnaround time for repaired furniture varies and is dependent upon the type of furniture and extent of required repairs.

30. Terms and Explanations:

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

b. Accountability for property – Items that require property book accountability are listed in TDA, CTA 50-900, rental or lease contracts, and others, as listed in DA Pam 710-2-1.

c. Army property – All property under DA control, except property accounted for as owned by a Non Appropriated Funds activity. Government Property and Army Property are used synonymously with property.

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d. Commercial non-standard equipment – Items or equipment not currently a standard item of issue within the Army supply system, i.e., not having a standard NSN or LIN number as listed in the AMDF, FEDLOG or SB 700-20. Included are items available through General Services Administration (GSA) contract, local procurement or manufactured equipment.

e. Command responsibility – The obligation of a commander to ensure that all government property within his or her command is properly used and cared for and that proper custody and safekeeping of government property are provided.

f. Controlled expendable equipment – Items of expendable equipment (11 above) which are designated by the IPBO as controlled, i.e., listed on the appropriate hand receipt and required to be kept under control as if a durable or non-expendable item.

g. Controlled inventory items – Items with characteristics that require special identification accounting, security, or handling to ensure their safeguard.

h. CTA – which gives authority for the requisition and retention of various non-expendable and/or expendable items of equipment; is utilized in terms of a recognized or common requirement for certain equipment by selected units.

i. Damage – A condition that impairs either value or use of an article and usually implies that damage was as a result of some act or omission.

j. Direct responsibility – Obligation of a person to ensure that all government property for which he/she has receipted for is properly used and cared for and that proper custody and safekeeping are provided.

k. Disposal – All practices and actions associated with removing material from an organization's inventory and accountability.

l. Durable item – Personal property that is not consumed, does not require property book accountability, but because of its unique characteristics requires control when issued to the user.

m. Equipment – Articles needed to outfit an individual or organization to include clothing, tools, utensils, vehicles, weapons, and similar items. It is synonymous with supplies and materiel.

n. Equipment authorization – Authority to acquire and use supplies/equipment purchased with appropriated funds. For purposes of this SOP, only equipment authorized by TDA, CTA, Technical Manual, and MTOE is considered.

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o. Expendable equipment – Property that is consumed in use, or loses its identity in use. It includes items not consumed in use, with unit costs of less than \$300.00, and has a CIIC of U or 7 assigned.

p. Financial liability – Personal, joint, or corporate statutory obligation to reimburse the U.S. Government for property lost, damaged, or destroyed because of negligence or misconduct.

q. Hand receipt – A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and return.

r. Hazardous material – Is defined by federal standard, MSDS, transportation data and disposal data for HAZMAT furnished to government activities (FED-STD-313). GSA has authorized the use of the federal standard by all federal agencies.

s. IPBO – Refers to either the installation property book office or the installation property book officer.

t. Installation property – Record of property issued under an authorization document other than MTOE, deployable TDA, and deployable CTA.

u. Inventory – A physical count of property on hand.

v. Local purchase – Authorized purchase of supplies requested by an SSA for its own use or for issue to a supported activity in lieu of requisitioning through the supply distribution system.

w. Non-expendable equipment – Items which are not consumed in use, retain their original identity during the period of use and require that accountability be maintained throughout the life of the item. Those items having an accounting requirement code of N in the AMDF, FEDLOG, or commercial and fabricated items similar to items coded non-expendable (N) in the AMDF or FEDLOG are considered non-expendable.

x. Nonstandard item – An item that does not have an all numeric NSN.

y. PBO – Property Book Officer.

z. Personal property – Property of any kind except real property and records of the Federal Government.

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aa. Primary hand receipt holder – A person who is hand receipted property directly from the accountable officer.

bb. Property responsibility – The obligation of an individual with respect to the proper custody, care and safekeeping of government property entrusted to his/her possession or supervision.

cc. Reconciliation – A comparison of the supply records of separate activities to ensure compatibility. The term includes the corrective actions necessary to bring the two records into agreement.

dd. Self service supply – Expendable or durable supplies available through the SSSC located in Baumholder, Germany.

ee. Sub hand receipt – A hand receipt between a PHRH and a person subsequently given the property for use.

ff. Tenant unit – Any activity/unit located within the USAG Wiesbaden area of operations and/or responsibility.

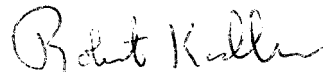
gg. TDA – Abbreviation for the term table of distribution and allowance, which in the context of this SOP refers to the basic equipment and manpower authorization document for each Garrison. The TDA for each garrison can be accessed through the U.S. Army Force Management Agency (USAFMSA) log-site at <https://webtaads.belvoir.army.mil>. Use of an AKO logon and password is required for registration. Non-expendable equipment is listed by activity TDA paragraph and line numbers.

31. Rescission: The intent of this SOP is to standardize IPBO operations and provide commonality for IPBO customer service throughout USAG Wiesbaden. As a consequence, this SOP rescinds and replaces all SOPs which may have originated at subordinate levels. Recommendations for change, to include additions and deletions, are solicited and encouraged.

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32. All recommendations for changes may be submitted on DA Form 2024 addressed to the Supply and Services Division, Director of Logistics, USAG Wiesbaden AOR, 405th AFSB, for consideration and possible inclusion into the SOP. The Supply and Services Division may be contacted telephonically at DSN: 337-6127, email: john.m.snyder.civ@mail.mil or DOL Fax: 337-5193.



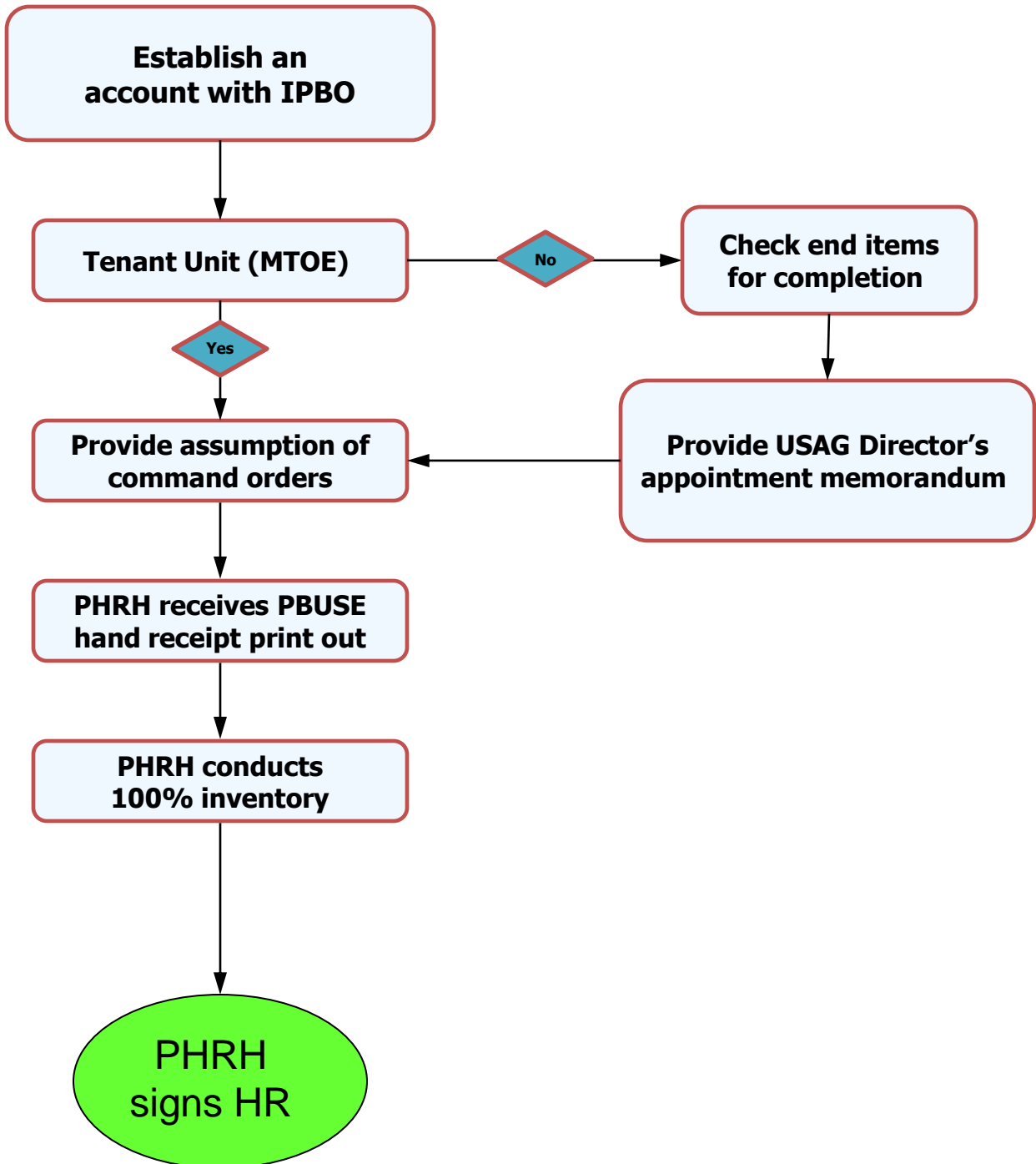
ROBERT KANDLER

Deputy to the Commander

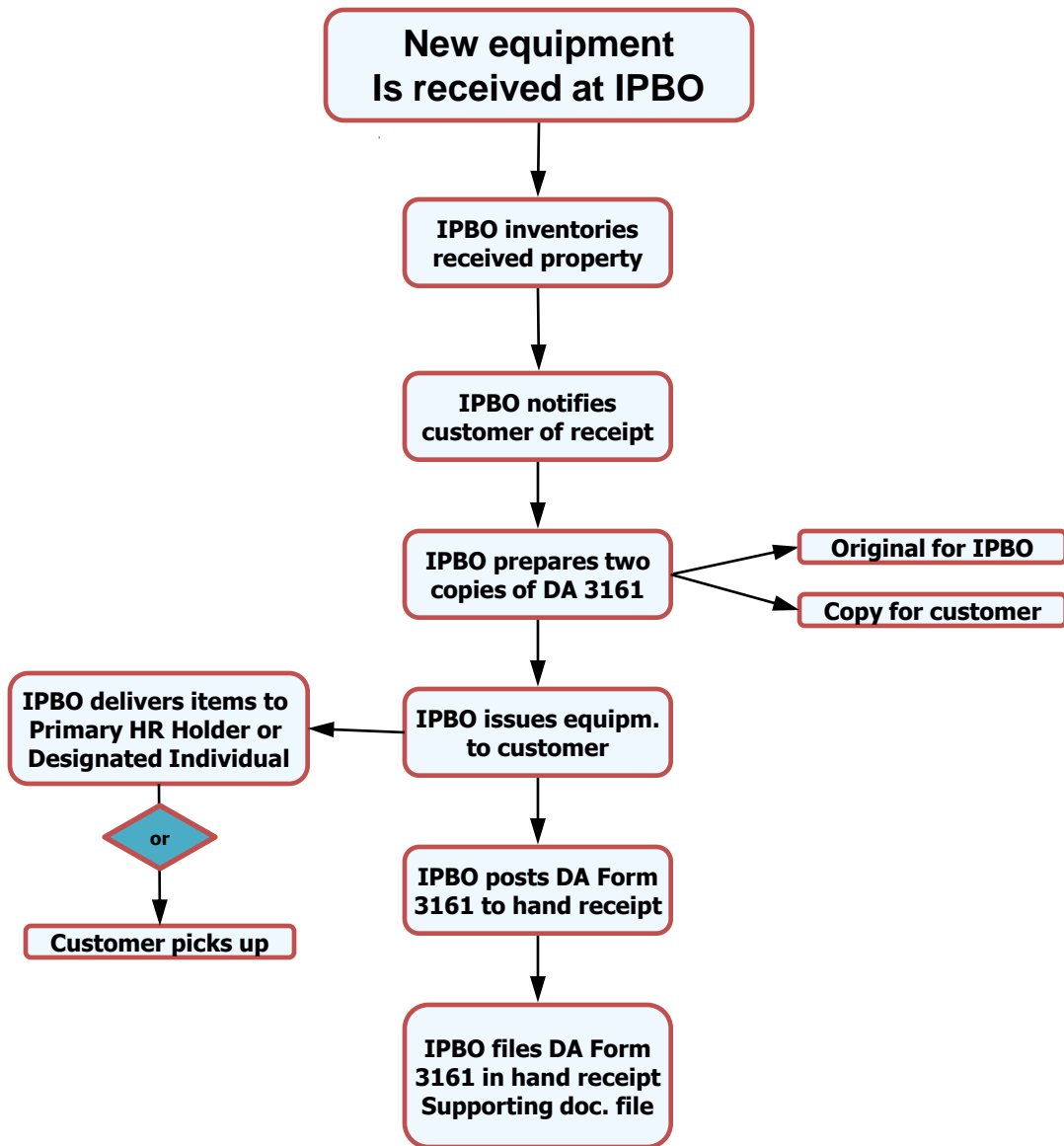
13 Encls

1. Assuming responsibility as PHRH
2. Issue of supplies & equipment
3. Government purchase card program
4. Turn-in of Excess/Unserviceable Property
5. Cyclic, Sensitive, and Annual Inventory
6. Change of Primary Hand Receipt Holder Inventory
7. Receipt for Official Fuel Card (AE Form 710-2A)
8. Attachment to AE Form 703-2J-R
9. Issue AAFES Official Fuel Card
10. New NTV Fuel Key order process
11. Replacing a NTV Fuel Key Order Process
12. IFMS EURO-Key Process Memorandum
13. AAFES ESSO Fuel Card Policy

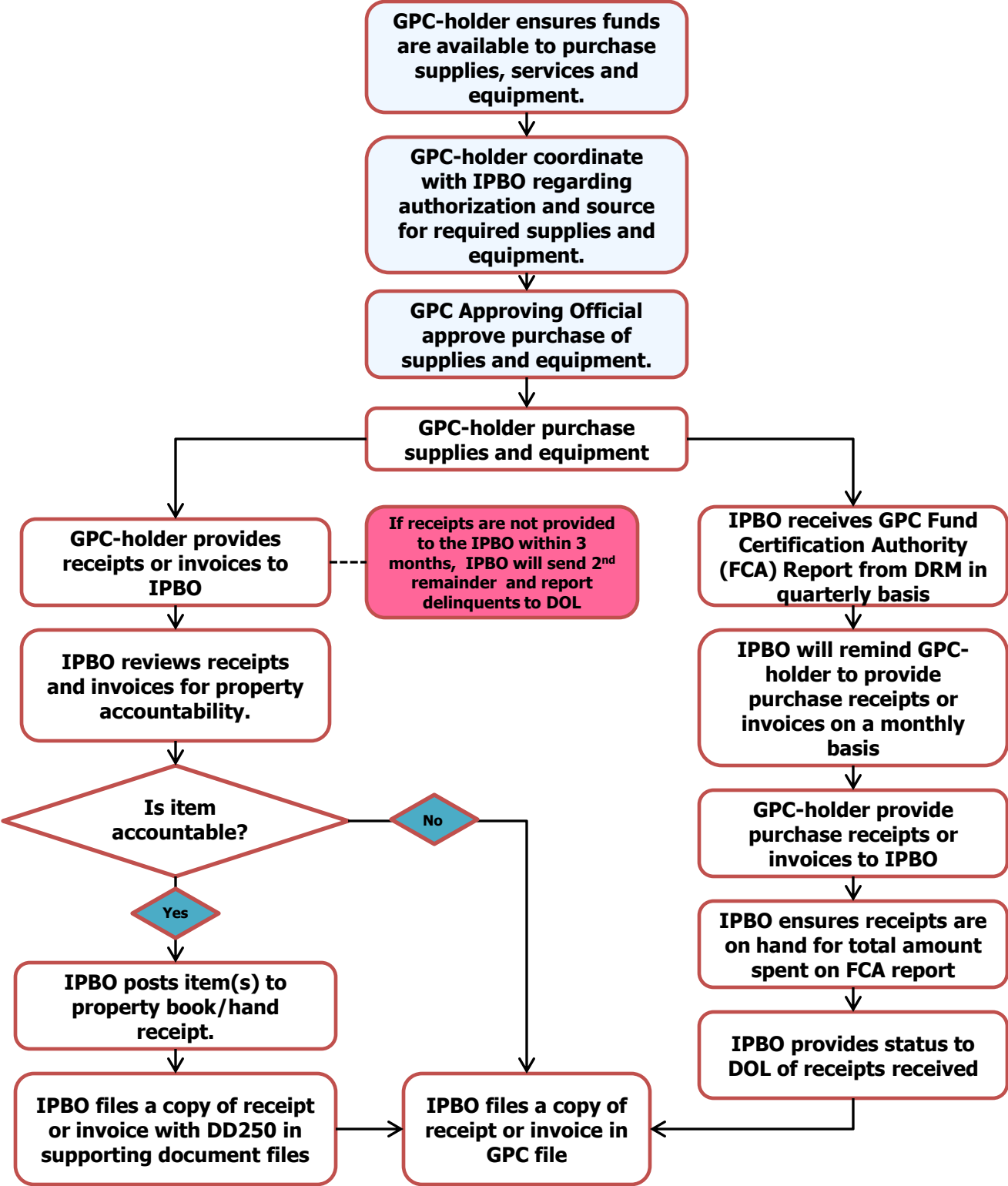
Assuming responsibility as Primary Hand Receipt Holder (PHRH)



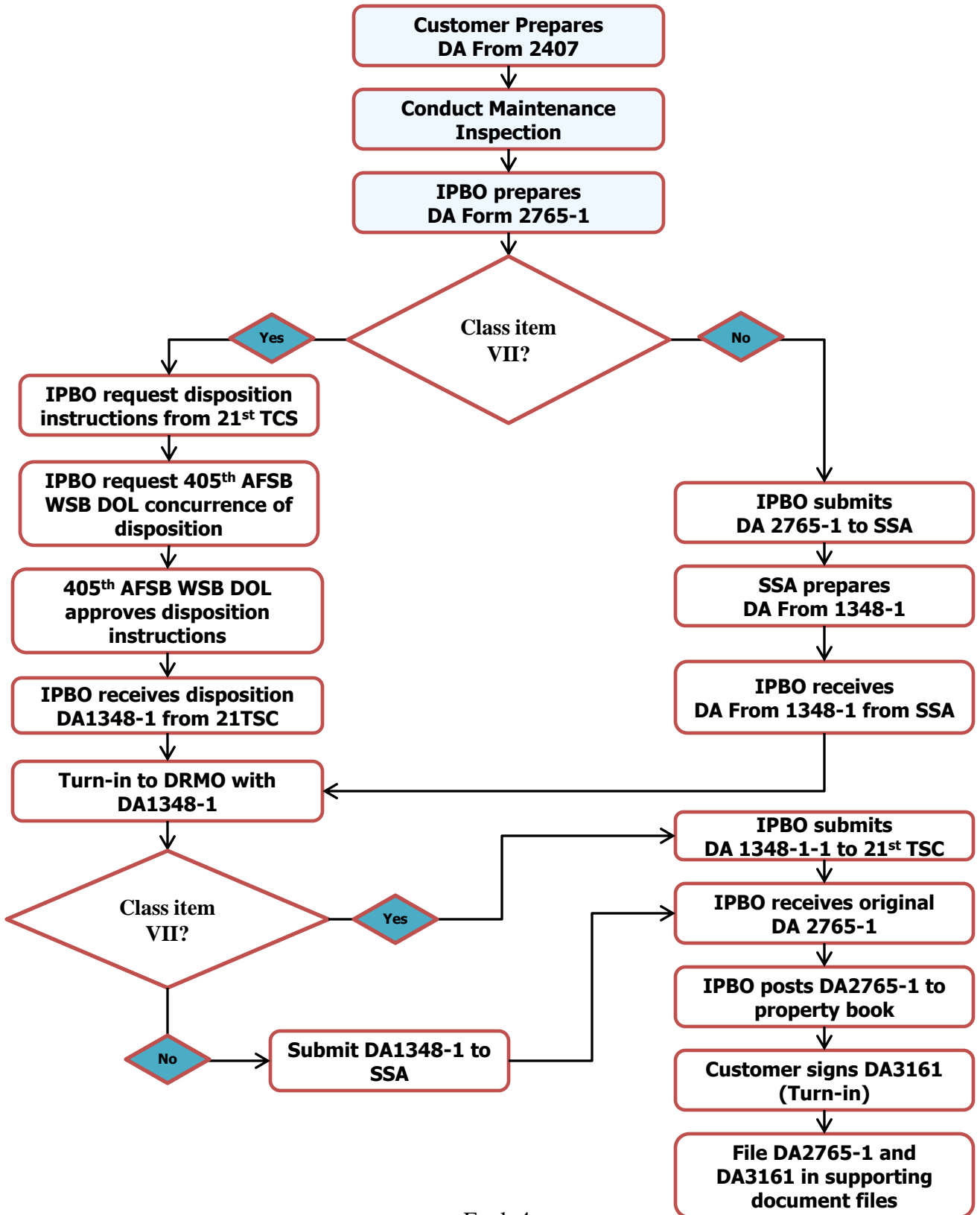
Issue of supplies & equipment



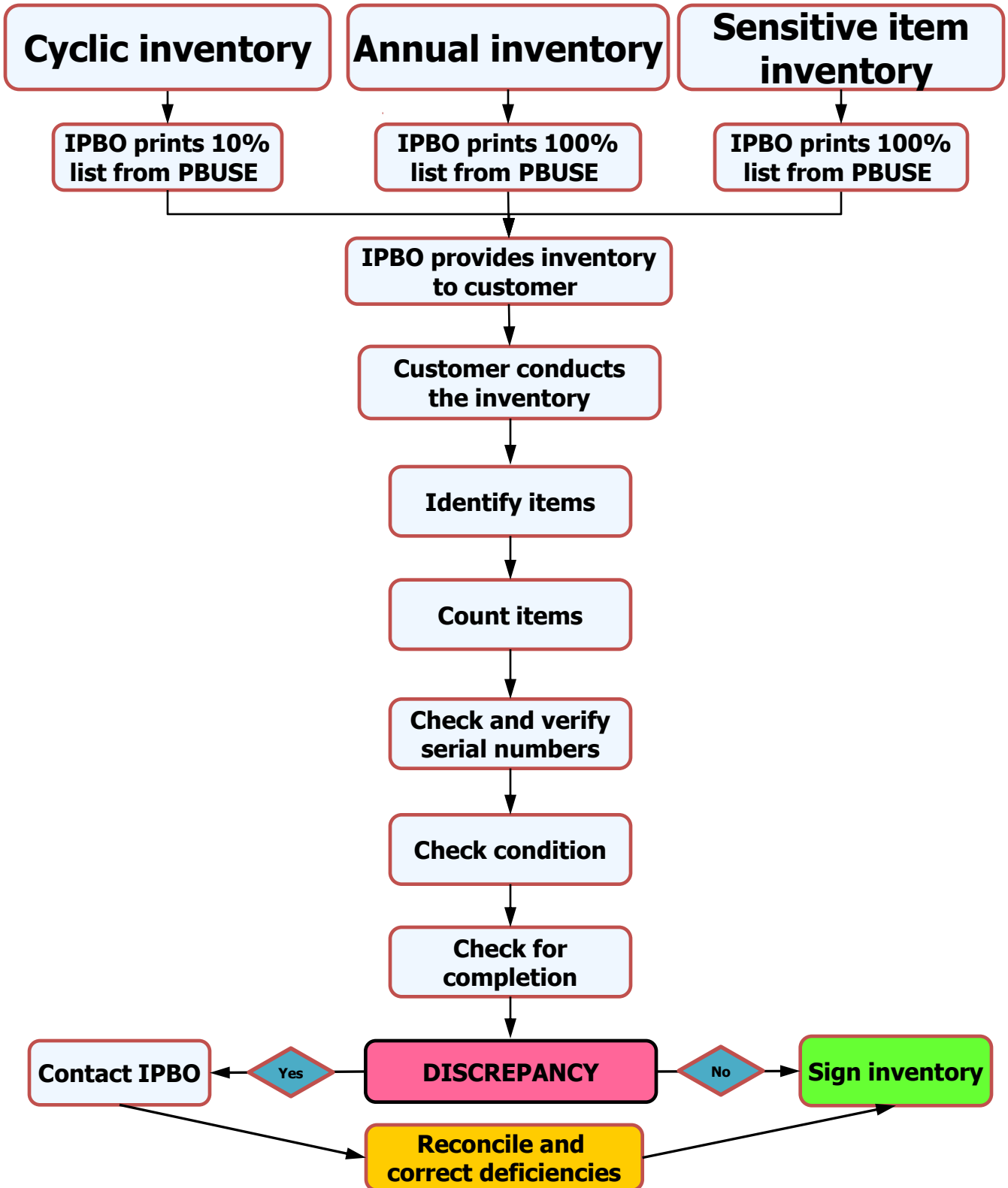
Government Purchase Card Program (GPC)



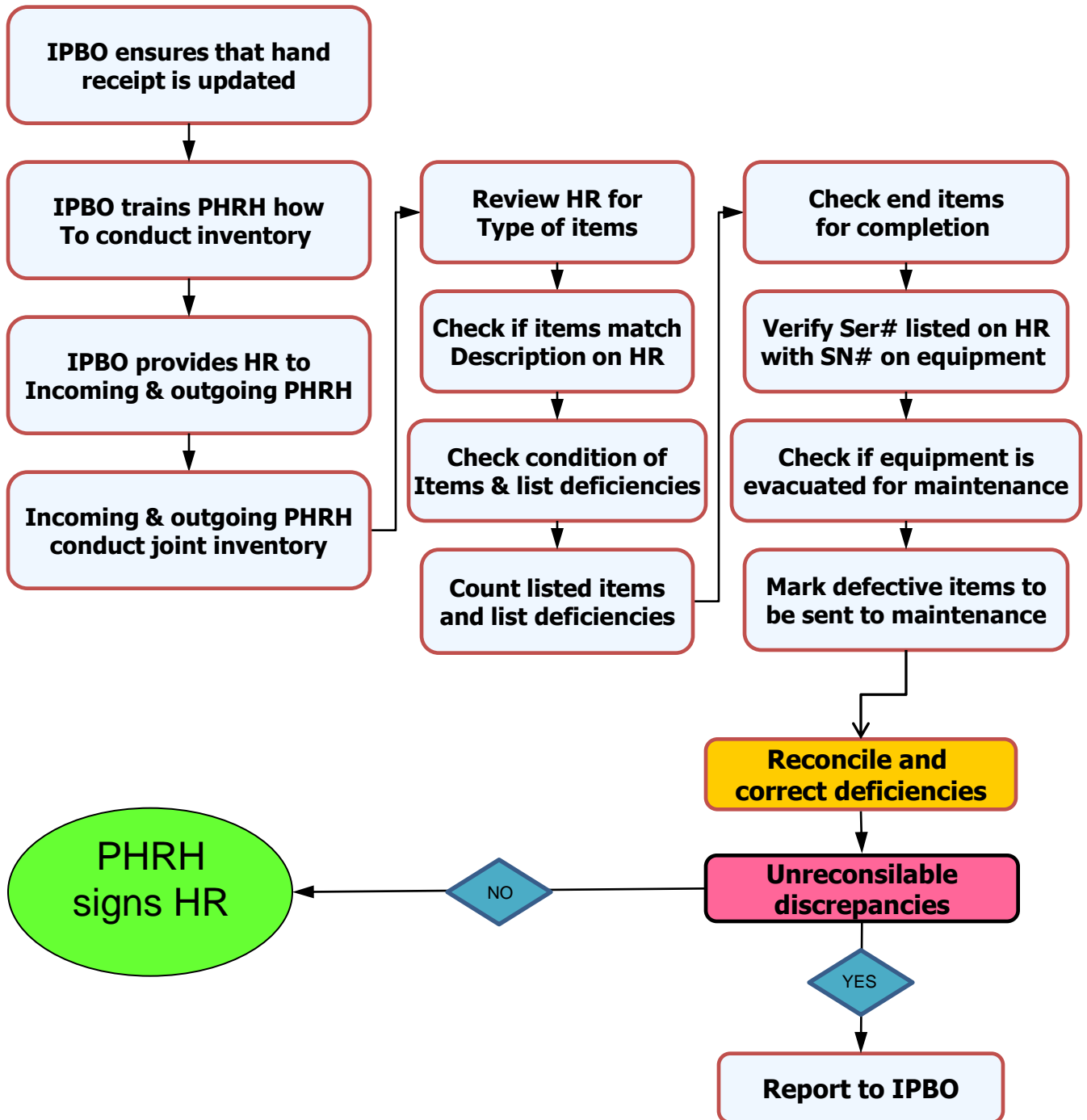
Turn-in Of Excess/Unserviceable Property



Turn-in Of Excess/Unserviceable Property



Change of Primary Hand Receipt Holder (PHRH) Inventory



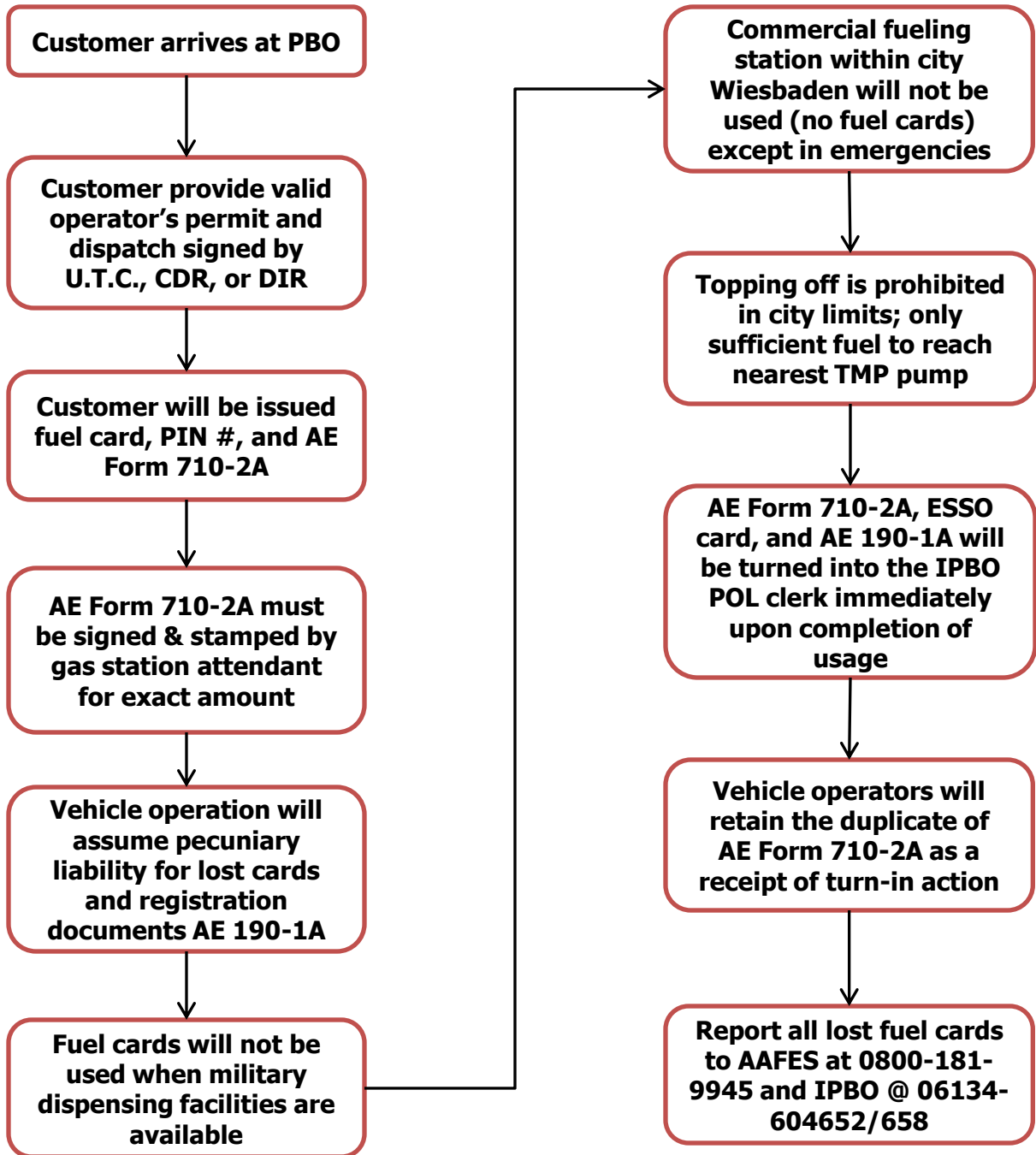
Receipt for Official Fuel Card

RECEIPT FOR OFFICIAL FUEL CARD (AE Reg 710-2)			
Driver's name		Grade	Date
Organization DOL			
Type vehicle Ford MONDEO		Miles traveled	
USA number		License number	
NOTE TO THE GERMAN GAS STATION ATTENDANT <small>Please annotate quantity of fuel received (in liters) and sign this receipt (also affix station rubber stamp if possible) to provide proof of fuel card.</small>		FUEL CARD	
MITTEILUNG FÜR DIE BEDienung AN DEUTSCHEN TANKSTELLEN <i>Bitte geben Sie die Menge des erhaltenen Benzins (in Litern) an, und unterschreiben diese Empfangsbestätigung (wenn möglich, mit dem Tankstellenstempel abstempeln) als Beweis für die Verwendung der Tankkarte.</i>		QTY	Serial number(s)
Quantity issued	Attendant's signature		
		Total quantity	Driver's signature
		Turn-in	
		Type	Serial number(s)
Total quantity		Total quantity	Signature
AE FORM 710-2A, FEB 03			
<p>Upon receiving fuel at the gas station:</p> <p>HAVE THIS FORM STAMPED BY THE GAS ATTENDANT (PROOF OF OFFICIAL USE) AND THE QUANTITY OF LITERS ISSUED ANNOTATED. PLEASE, KEEP AS WELL THE RECEIPTS.</p> <p>Should you fail to provide evident of official use (no stamp and/or no receipt) a Statement of Charges/Cash Collection Voucher will be initiated for the unaccounted liters.</p> <p>Please return the card by the established date or call the POC for extension.</p> <p style="text-align: center;">NLT: ___ 14 JUNE 2011 _____</p> <p>POC: Mr. Rainer Hager, DSN: 334-3698 (Civ: 06134-604-698); email: rainer.hager1@eur.army.mil . Alternate POC is Mrs. Brigitte Loeser, DSN: 334-2658, (Civ: 06134-604-658); email: brigitte.loeser@eur.army.mil</p>			
<p>The fuel card is a controlled item: DO NOT LEAVE THE CARD UNSECURED or in the TMP dispatch book upon turning the vehicle to the TMP. Return the form by the above date or call the POC for extension.</p>			
Signature of receiver _____		Name of Commander: _____	
Phone#: _____		Phone# _____	
Email address: _____			

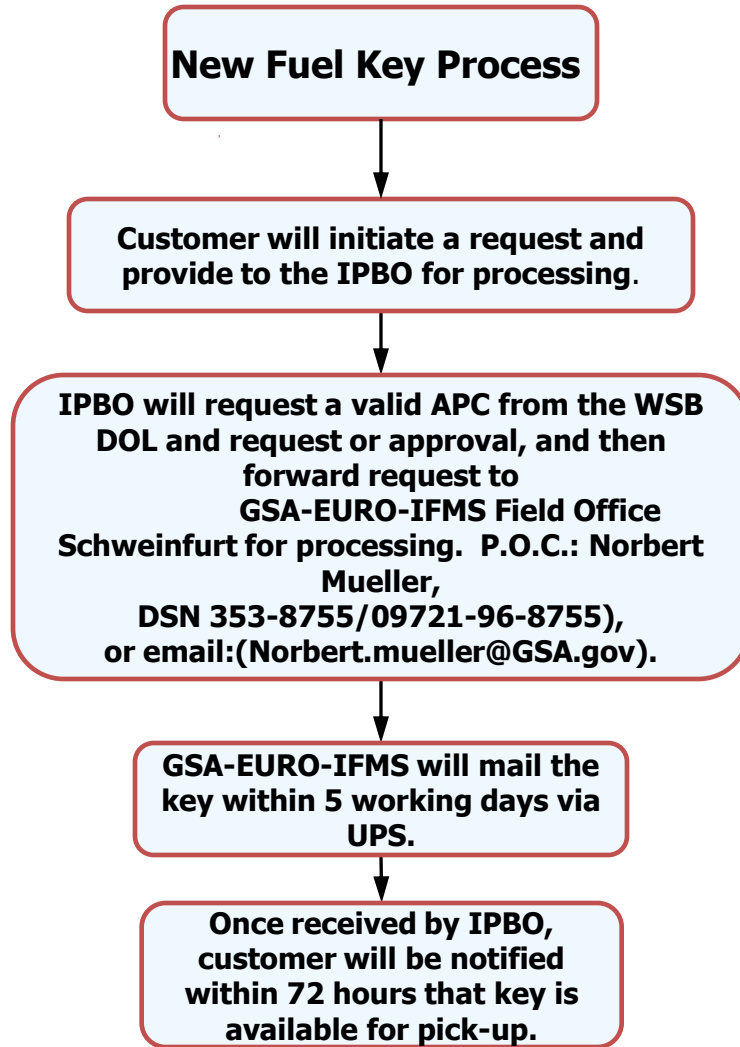
Attachment to AE Form 703-2J-R

DATE:	
VEHICLE NUMBER:	NAME:
	Total quantity liters issued:
	SIGNATURE OF RECEIVER
TO BE STAMPED (STEMPEL) BY THE ESSO/ARAL GAS ATTENDANTS (one stamp per block)	

Issue AAFES Official Fuel Card



New NTV Fuel Key Order Process



Replacing a NTV Fuel Key Order Process

Replacement Fuel Key (lost or defective)

When fuel key is lost, customer must provide a written statement stating how the loss occurred to the IPBO. The request and statement will be forwarded to the GSA-EURO-IFMS FO in Schweinfurt to replace the fuel key. The FO will provide a replacement key within 5 working days via UPS.

If fuel key is defective, IPBO will forward a request and the fuel key to GSA-EURO-IFMS FO. They will determine the problem and fix defective or provide a replacement fuel key depending on the problem within 5 working days via UPS.

IFMS Fuel Card Policy



HEADQUARTERS EURO-IFMS
Interagency Fleet Management System

3QMDBD

28 January 2011

MEMORANDUM FOR ALL EURO IFMS ASSOCIATES

FROM:


JAMES J. WAPELHORST
Manager, GSA Fleet Europe

SUBJECT: Policy Memorandum 024 Fuel Keys Policy

This policy provides procedures for Issue and Replacement of Defense Energy Support Center (DESC) Vehicle Information Link (VIL) Fuel Keys for the European Interagency Fleet Management System (IFMS) Non-tactical vehicles (NTVs) and Installation Management Command -Europe's (IMCOM-E) Army-owned (remnant) fleets.

The VIL key will be the primary method of obtaining fuel. Except as noted below, customers who have DESC commercial diesel fuel available and continue to use fuel coupons or the AAFES fuel card as the primary means of fueling may be subject to charges to recoup the difference in pricing between commercial fuel and DESC fuel.

IFMS NTVs:

-Whenever an IFMS vehicle does not have an assigned fuel key, the only authorized method of obtaining fuel is through the use of fuel coupons, AAFES/ESSO fuel card, TOTAL fuel card or NATO fuel keys. IFMS will not reimburse units or drivers who utilized other methods of obtaining fuel. The use of a "Master Key" is not authorized to obtain fuel for IFMS Vehicles. IFMS will not issue any "Master Key" for their vehicles.

-IFMS will provide the initial fuel key at the time new vehicles are issued. IFMS will use an orange colored fuel key for their vehicles. IFMS will issue orange fuel keys to all new vehicles entering the IFMS fleet.

The designated customer fuel key custodian (unit, garrison, or other) will mark inoperable fuel keys with the appropriate G-Decal/Tag Number and send them to: GSA - IFMS Field Office Schweinfurt, CONN ANNEX Building 7, Room 1, Niederwerrner Strasse, D-97424 Schweinfurt or GSA-IFMS FO Schweinfurt, Unit 25850, Box# 49, APO AE 09033, along with a completed fuel key request (see attachment). IFMS recommends using UPS/DHL or German Post for shipment of keys to Schweinfurt. IFMS will not issue a new key until the inoperable key arrives at the Schweinfurt Field Office. Requests for inoperable fuel keys will not be sent to the responsible Fleet Service Representative (FSR).

-The designated customer fuel key custodian will request initial and lost or stolen keys by completing the attached form and sending it to FuelKey@gsa.gov. Email is the preferred method of requesting fuel keys; however, fax requests can be made by sending this form to DSN 353-8584. In the case of a lost or stolen key, the garrison key custodian must provide a signed statement detailing the date, time, location and circumstances surrounding the loss. The key will be "locked out" of the system and no additional fuel can be pumped. An automated fuel key lock out list is located in the fuel master database in the Schweinfurt field office

-The IFMS Key Technician will mail replacement keys directly to the customer via Express Mail in Germany. In Belgium and Italy the keys will be mailed to the nearest IFMS Field Office.

-IFMS will charge the requester \$8.00 for every new replacement key. If the old key can be used, IFMS will bill the requester \$4.00. IFMS levies this charge to recoup monies spent for key procurement, postage, and processing. IFMS will evaluate this charge annually to ensure all operating costs are recovered and customers are being billed fairly for this service.

-The customer must turn in fuel keys when vehicles are returned to IFMS control. IFMS will not terminate vehicle leases until either a fuel key is returned or a signed statement by the fuel key custodian is received detailing the date, time, location and the circumstances surrounding the loss.

IMCOM-E Remnant Fleet:

-Only garrison fuel key custodians will be permitted to request initial and/or replacement keys for remnant fleet vehicles. The remnant fleet will continue to use the green-colored fuel keys that are currently assigned to the vehicles.

-The designated customer fuel key custodian will request initial and lost or stolen keys by completing the attached form and sending it to FuelKey@gsa.gov. Email is the preferred method of requesting fuel keys; however, fax requests can be made by sending this form to DSN 353-8584. In the case of a lost or stolen key, the garrison key custodian must provide a signed statement detailing the date, time, location and circumstances surrounding the loss.

-The designated customer fuel key custodian will mark inoperable keys with the appropriate Tag /Bumper Number and mail them to: GSA - IFMS Field Office Schweinfurt, CONN ANNEX Building 7, Room 1, Niederwerner Strasse, D-97424 Schweinfurt or GSA-IFMS FO Schweinfurt, Unit 25850, Box# 49, APO AE 09033. The IFMS Key Technician will not forward a replacement key until the old key is received. IFMS recommends using UPS/DHL or German Post to ship keys to the Schweinfurt Field Office.

- The IFMS Key Technician will mail replacement keys directly to the customer via Express Mail in Germany. In Belgium and Italy the keys will be mailed to the nearest IFMS Field Office.

-IFMS will charge the requesting garrison \$8.00 for every new replacement key. If a recycled key is used, IFMS will bill the garrison \$4.00. The charge will be billed to the BOAC of the requesting TMP. The IFMS levies this charge to recoup monies spent for key procurement, postage, and processing. IFMS will evaluate this charge annually to ensure all operating costs are recovered and garrisons are being billed fairly for this service.

The IFMS POC for this action is Norbert Mueller at DSN 353-8755 or e-mail at Norbert.mueller@gsa.gov.

ATTACHMENT: IFMS Fuel Key Request

Memo for Fuel Cards Users



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-LS

26 January 2009

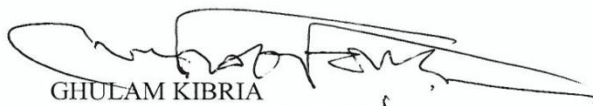
MEMORANDUM FOR ALL USERS OF OFFICIAL FUEL CARDS

SUBJECT: ESSO / AAFES Fuel Card Policy

1. Reference: AE Reg. 710-2
2. IAW the above reference, the following procedures will govern the use of official ESSO / AAFES POL cards supporting NTV'S assigned to USAG Wiesbaden
 - a. Each Vehicle Operator requiring the fuel card support must have a valid NTV operators permit, and a valid vehicle dispatch. Fuel cards will be temporary issued on a "need basis" only and require a justification to be signed by the Unit Transportation Coordinator or Commander / Director.
 - b. Vehicle Operator will be issued/receive the fuel card, the PIN Number and the corresponding vehicle registration document, utilizing a AE Form 710-2A prepared in two (2) copies, with the fuel card recorded by serial number. The vehicle operator will retain the original copy of the AE Form 710-2A until completion of authorized utilization of the vehicle per dispatch.
 - c. The AE Form 710-2A must be signed and stamped by the gas station attendant for the exact amount of fuel issued. Operators must receive and safeguard the ESSO receipt for received fuel.
 - d. Vehicle operator/Individual assumes pecuniary liability for lost cards and lost vehicle registration documents (AE 190-1A).
 - f. Fuel cards will not be used when military dispensing facilities are available. Commercial fueling stations with-in the city of Wiesbaden will not be used for fueling vehicles with fuel cards, except in case of actual fuel exhaustion/emergency. Topping-off is prohibited; only sufficient fuel to reach the TMP is authorized for purchase in this case.
3. AE Form 710-2A, ESSO card, and AE 190-1A will be turned-in to the PBO POL clerk immediately upon completion of the authorized usage of the ESSO card. Vehicle operators will retain the duplicate of AE Form 710-2A as a receipt of turn-in action.

IMEU-WSB-LS
SUBJECT: ESSO / AAFES Fuel Card Policy

4. First time users should ensure that cards and PIN are functioning by fueling a small amount (5 LTR) and closing out this transaction at the register before pumping a large amount of fuel. Users must be aware that the IPBO has no means of reimbursing individuals for Fuel purchased out of private accounts. In case the card is readable and the PIN is accepted but data transmission fails, ESSO will be able to request a manual processing control number. Report unreadable cards to the IPBO immediately.
5. Report loss of fuel card immediately by calling AAFES at 0800-181-9945 and the IPBO at 06134-604-652/658.
6. Any deviation or exception from the above guidelines will be obtained by written request to the Property Book Officer prior to receipt of fuel cards.
7. Point of contact is the undersigned at DSN 334-2652, e-mail: Ghulam.Kibria@EUR.army.mil


GHULAM KIBRIA
Installation Property Book Officer

I _____, assigned to _____, _____ have read the
Printed Name Unit Phone #
above instructions and understand my responsibilities in complying with the procedures for POL
(fuel cards) accountability outlined therein.

Date

Signature