

DEPARTMENT OF THE ARMY
DEVENS RESERVE FORCES TRAINING AREA
Devens, Massachusetts 01434-4424
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Property Accountability
**MAINTENANCE AND MANAGEMENT OF TRAINING SUPPORT CENTER (TSC)
ACCOUNTS AND HAND RECEIPTS**

HISTORY. This is the second publication of this regulation under the Devens Reserve Forces Training Area.

SUMMARY. This regulation summarizes policies and procedures outlining the support rendered by the Training Support Center (TSC). It provides regulatory guidance and identifies and delegates responsibilities for users of this center.

APPLICABILITY. This regulation applies to all account and hand receipt holders supported by the Training Support Center.

SUGGESTED IMPROVEMENTS. The proponent of this memorandum is the Devens Reserve Forces Training Area Project Manager. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Devens RFTA, ATTN: AFRC-FAD-ISS-S, Devens, MA 01434-4424.

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DISTRIBUTION:

Electronic Media
All TSC Account Holders

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CHAPTER 1. GENERAL

1-1. Purpose. To provide guidance and procedures in the maintenance and management of the TSC accounts and hand receipts.

1-2. Definitions.

a. **Appointing Authority.** An officer or civilian employee under the command of or on the staff of the approving authority, authorized to appoint a survey officer.

b. **Approving Authority.** An officer authorized to appoint a survey officer and approve reports of survey “by authority of the Secretary of the Army.”

c. **Army Property.** All property under DA control except property accounted for as owned by a Non-appropriated Fund (NAF) activity. “Government property” and “Army property” are used synonymously with “property”. (AR 735-5, Policies and Procedures for Property Accountability)

d. **Command Responsibility.** The obligation of a commander is to assure 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. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment at any level and includes:

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

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

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

(4) Taking administrative or disciplinary measures, when necessary. (AR 735-5)

e. **Components.**

(1) **Components of end items:** Items identified in technical publications (such as technical manuals) as part of an end item, items troop installed or separately authorized and special tools. Test and support/supply equipment are not components.

(2) **Components and assemblages:** Items identified in Supply Catalog Component Listing (SC/CL) as a part of sets, kits, and outfits (SKO), or other assemblages. (AR 710-2, Supply Policy Below the National Level and DA Pam 710-2-1, Using Unit Supply System) (Manual Procedures)

f. **Damage.** A condition that impairs either values or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it

unserviceable or less useful. Damage also shows partial serviceability. It is usually implied that damage is the result of some act of omission. (AR 735-5)

g. Destruction. Action or omission that renders property completely useless. Damage to the point of complete loss of identity or beyond the prospect of future restoration is considered to be “destruction”. (AR 735-5)

h. Direct Responsibility. Obligation of a person to ensure that all government property, for which he or she has receipts for, is properly used, cared for, and that proper custody and safekeeping are provided. Direct responsibility results from receipt of written formal delegation or acceptance of property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property. (AR 735-5)

i. Loss. Loss of, damage to, or destruction of property of the U.S. Government under control of the Army, include loss from government accountability. Property is considered lost when the person who is responsible for such property cannot account for it. (AR 735-5)

j. Negligence.

(1) Simple negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.

(2) Gross negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

k. Personal Responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in their possession. Applies to all government property issued for, acquired for, or converted to a person’s exclusive use, with or without receipt. (AR 735-5)

1-3 Responsibilities.

a. Property Book Officer (PBO).

(1) Ensure hand receipts are current and hand receipt holders are informed of required inventories.

(2) Ensure accounts are current and account holders are informed when updating is necessary.

(3) Process adjustment documents such as Statement of Charges/Cash Collection Vouchers or Reports of Survey and ensure these documents are posted to the property book.

(4) Requisition property using account holder’s funds, when required.

b. Activity Chief or Immediate Supervisor.

(1) Ensure the person selected as the Primary Hand Receipt Holder (PHRH) is adequately trained and fully aware of the responsibilities of a PHRH by attending an orientation class presented by the TSC.

(2) Inform TSC of all unit personnel changes affecting an account that would require a change of documentation, e.g. appointment orders, DA Form 1687, and hand receipt(s).

(3) Inform TSC of unit deactivation and ensure that all TSC property is returned.

(4) Inform TSC of re-designation of unit and have PHRH(s) perform a 100% inventory.

c. Primary Hand Receipt Holder (PHRH).

(1) Ensure hand receipt update inventories are conducted annually and provide a written statement of the results of that inventory.

(2) Ensure sensitive item inventories are conducted quarterly and provide a written statement of the results of that inventory.

(3) Ensure that all change documents are posted accurately to the hand receipt upon completion of the hand receipt holder update inventory.

(4) Ensure that TSC property entrusted to his or her possession, command or supervision is properly used and cared for and that proper custody and safekeeping are provided.

(5) Ensure that all Preventive Maintenance Checks and Services (PMCS) and scheduled maintenance are performed for TSC property in accordance with (IAW) applicable technical manuals.

(6) Ensure that he or she knows the account number when requesting issues, turn-ins, or account information. Service time will be slower unless the PHRH (account holder) knows his or her account number.

d. Updating Hand Receipts and/or Accounts:

(1) The DA Form 1687 expires one year from initiation date. It is the account holders' responsibility to submit a new Delegation of Authority card upon expiration. Training Support Center will suspend accounts with expired signature cards.

(2) The DA Form 1687 must also be updated when personnel leave the organization. This is accomplished by submitting a new Notice of Delegation of Authority-Receipt for Supplies.

(3) When a unit requires additional personnel to sign for property an additional DA Form 1687 may be submitted. It is better to submit a new signature card, than to add or delete personnel.

(4) Extended term loan hand receipts will be updated annually. The PHRH will conduct a 100% inventory of all TSC property. Upon completion, the PHRH will sign and date the hand receipt. The TSC supply personnel will process adjustment actions, as necessary.

(5) Units will advise TSC prior to a PHRH leaving the unit. A joint inventory between the outgoing PHRH and the incoming PHRH will be conducted. Report any discrepancies and submit new orders (para. 6b), PHRH orders and a new DA Form 1687.

(6) When there is a Change of Command, you must follow procedures outlined in account establishment (para. 6b).

(7) Training Support Center will freeze accounts when hand receipts expire, upon learning or notified that a PHRH holder has left a unit, or when a Change of Command has occurred.

e. Sensitive Items Quarterly Reporting Requirement:

(1) Items received that are classified “**Sensitive**” require a completed inventory, by serial number, type of item, and must be forwarded by memorandum “**quarterly**” to the TSC. This is an action of no compromise. Accounts may be frozen in the event action is not taken to conduct quarterly inventories.

(2) Examples of sensitive items that qualify for reporting normally are devices that shoot real bullets such as:

(a) Conversion Kit, 5.56mm (RimFire Adapter)

(b) M287 Practice Launcher for AT4 (Anti-Tank Weapon)

f. Damaged, Destroyed, or Lost TSC Property:

(1) The PHRH will notify TSC immediately upon discovery of property being damaged, destroyed or lost. Additionally, causative research will be conducted and documented by the unit.

(2) Damaged or destroyed property will be returned to the TSC for an estimated cost of damage inspection.

(3) The PHRH will schedule an appointment with the customer service representative to obtain adjustment action. The person responsible for the loss, damage or destruction should be present to sign the adjustment document. If this person cannot be present, the PHRH will bring the appropriate adjustment paperwork and money order, when required, to the TSC. Customer service will provide assistance in preparation of these forms, as necessary.

(4) Report of Survey, DA Form 4697, is prepared when damage, destruction or loss is more than one month's base pay of the person responsible for the loss and/or liability is not admitted.

(5) Statement of Charges/Cash Collection Voucher, DD Form 362, is prepared when damage, destruction or loss is less than one month's base pay of the person responsible for the loss and liability is admitted.

CHAPTER 2. PROCEDURES.

2-1. Hours of Operation.

Monday through Friday 0700-1130 and 1230-1530
Appointment not necessary, but strongly advised, walk-in service may be delayed.

Holidays - closed

2-2. Account Establishment.

a. To become a PHRH, submit a DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, to TSC with one of the following:

- (1) Officer - Assumption of Command Orders.
- (2) Civilian - Additional Duty Appointment Orders.
- (3) Enlisted - Additional Duty Appointment Orders.

b. If the PHRH is someone other than the commander or director, submit one of the following:

- (1) Civilian - Appointment orders with a copy of commander's Appointment Orders, assigning him/her to the unit.
- (2) Enlisted - Additional Duty Appointment Orders with a copy of commander's Appointment Orders, assigning him/her to the unit.

c. Organizations who do not fall under the Department of the Army must provide an approved copy of DD Form 1144, Support Agreement.

d. Primary Hand Receipt Holders must attend an orientation class prior to issuance of any TSC property.

2-3. Weaponeer and MILES Loan Procedures.

a. Only personnel who have attended training for the WEAPONER or MILES devices may sign for and receive equipment. Record of attendance or a Certificate of Training, must be in the unit's account folder and individual name(s) must be on the DA Form 1687. Classes are available by contacting the TSC manager.

b. Submit a WEAPONER or MILES Devices Request Form at least two months prior to training. Scheduling for these devices is done 45 days prior to the first day of the month needed for training, (e.g. a request for 17 June would be scheduled on 15 April). Any request received after scheduling is completed will be on a first-come, first-serve basis. Requests may be submitted in person, by mail or by FAX. The point of contact (POC) should be a person assigned full time, as TSC must call the POC to schedule appointments.

c. When a request is received, a customer service representative will contact the unit to schedule an issue appointment. Units should call the TSC when unforeseen circumstances prevent making an appointment obligation or late arrivals. Appointment will be rescheduled.

d. At least two representatives from the unit drawing MILES must assist in the issue and loading of equipment. Issuing can consume several hours depending on the size of the order. Units should also confirm what type and size vehicle is necessary to transport MILES.

e. An authorized unit representative must sign an automated bar coded issue document. A copy of the issue documents will be provided. The unit representative will establish a turn-in appointment date at the time of issue.

2-4. Return of Weaponeer and MILES.

a. Units will perform appropriate Preventive Maintenance Checks and Services (PMCS) as required by supporting technical manuals.

b. Only the Certified individual, who hand receipts for the equipment, shall return the equipment in case adjustment documentation is needed. Returns require at least two personnel for assisting with after-operation inspection, bar coded inventory, and re-warehousing of equipment. Returns may take several hours.

c. At the completion of a return, TSC equipment handlers will advise customer service representatives of any discrepancies and appropriate adjustment documents will be prepared, as necessary. A Report of Survey or Statement of Charges/Cash Collection Voucher will be used.

d. Once TSC representatives are satisfied that supply accountability is achieved, the customer will receive an automated turn-in document. Adverse actions suspend an account until resolved.

2-5. Short Term Loan Procedures.

a. Requests for Short Term Loan - Not To Exceed (NTE) 30 day loan. Submit a memorandum in advance of the unit's requested issue date. Requests may be submitted in person, by mail or FAX. The unit POC for the memorandum should be a full-time employee in order that TSC may contact POC to schedule an appointment.

b. Upon receipt of a memorandum, a customer service representative will contact the unit to schedule an issue appointment and will advise the unit as to how many individuals are required for inventory and loading of equipment. Remember to call the TSC if arriving late or unable to make an appointment. A reschedule will be arranged.

c. Customer service representatives will obtain the signature of an authorized individual on hand receipts and establish a turn-in appointment at the time of issue.

2-6. Extended Term Loan for "In-Stock" TSM's.

a. Requests for Extended Term Loan (NTE) 1 year. The commander or activity chief will submit a memorandum with justification in advance of the unit's requested issue date. Requests may be submitted in person, by mail or by FAX. Point of contact for this memorandum should be a full-time employee, as TSC must contact the POC to schedule an appointment.

b. Training Support Manager will review a request memorandum and forward an approval or disapproval to TSC Customer Service. The manager's decision will be based on property availability and the unit's justification for extended loan. The TSC Customer Service will contact the unit to schedule an issue and advise on the number of personnel required for the issue or explain a disapproved request.

c. Equipment not normally stocked by TSC will require significant lead-time to support. Unit commanders should submit annual projections as soon as possible.

2-7. Return of Training Support Materials (TSM).

a. Unit will perform appropriate PMCS as required by supporting technical manuals.

b. Only the individual who hand receipts for property may return property. Returns require the same number of unit personnel for turn-in of property as the issue required.

c. At the completion of a return, Customer Service will prepare the appropriate adjustment documents for any discrepancies, if necessary.

d. Once Customer Service is satisfied that supply accountability has been achieved, the unit will be given a VOIDED copy of the original hand receipt. Adverse actions will suspend the account until resolved.

2-8. Issue of Graphic Training Aids (GTA).

a. A GTA publication listing is available at this web location: <http://www.train.army.mil>.

b. Customers will fill out a DA Form 4103R, (Visual Information (VI) Product Loan Order) Requesting GTA(s) by number and quantity.

2-9. Request for Non-Stock Visual Information (VI) (videotapes) Media Products.

a. A videotape publication listing and online ordering is available at this web location: <http://dodimagery.afis.osd.mil/dvi/Top/davis/>

b. Sender will provide guidance for return of media products that apply only to "not approved for duplication" media.

c. The cost of media, purchased outside DA channels, is born by the requester on a Military Interdepartmental Purchase Request (MIPR), for the stated amount.

CHAPTER 3. REFERENCES

3-1. Applicable Regulations.

a. Army Regulation (AR) 25-1, The Army Information Resources Management Program, 4 March 1999.

b. Army Regulation (AR) 710-2, Supply and Policy Below the Wholesale Level, 31 October 1997.

c. Army Regulation (AR) 735-5, Policies and Procedures for Property Accountability, 31 January 1998.

d. Department of the Army Pamphlet (DA PAM) 710-2-1, Using Unit Supply System (Manual Procedures), 28 December 1997.

e. Department of the Army Pamphlet 738-750, The Army Maintenance Management System (TAMMS), 01 August 1994.

f. Department of the Army Pamphlet (DA PAM) 350-9, Index and Description of Army Training Devices, 1 August 1997.

g. TRADOC Pamphlet (TRADOC PAM) 350-9, TRADOC Training Devices for Army Wide Use, 30 September 1993.

h. Devens Training Support Center, "2000 DEVICE CATALOG".

3-2 Applicable Forms

a. Department of the Army Form 4697, Department of the Army Report of Survey, Sep 81.

- b. Department of Defense Form 362, Statement of Charges/Cash Collection Voucher, Jul 93.
- c. Department of the Army Form 1687, Notice of Delegation of Authority-Receipt for Supplies, Jan 82.
- d. Department of Defense Form 1144, Support Agreement, Nov 01.
- e. Devens RFTA Form 577, MILES or WEAPONEER Devices Request Form.

3-3 Telephone Listing

TRAINING SUPPORT SERVICES

Commercial (978)-XXXX	DSN 256-XXXX
TSC Manager	2826
Customer Service/Loans	2573
Media / Graphic Training Aids (GTA)	2573/2826
TSC Fax	2281