



LRC- Belvoir SOP

710-4 and 735-5

Property Accountability

Installation Property Book Office (IPBO) Standard Operating Procedures (SOP)

LRC-Belvoir
Fort Belvoir, VA 22060
15 October 2024

**LRC-Belvoir SOP 710-4 and 735-5
Installation Property Book Office (IPBO)
External Standard Operating Procedure
(SOP)**

By Order of the Director

CARLOS D. MORRISON
Director
Logistics Readiness Center-Belvoir

History

This is a revision of the Property Book External Program SOP, dated 22 July 2024.

Summary

This SOP outlines the policies and procedures for implementing the property book program and reporting requirements of the Logistics Readiness Center-Belvoir (LRC-Belvoir), Fort Belvoir, VA. The changes reflect the updates to AR 710-4 Property Accountability dated 26 December 2023 and AR 735-5 Relief of Responsibility and Accountability dated 10 March 2024.

Applicability

This SOP applies to all property book primary hand receipt holders (PHRH) managed by the LRC-Belvoir, Fort Belvoir, Virginia.

Suggested Improvements

The proponent for this SOP is the LRC-Belvoir, Fort Belvoir, Virginia.

Distribution

This publication is available in electronic media only. It is the user's responsibility to ensure they are working with the most current version.

Table of Contents

Chapter 1 Introduction.....	6
1-1. Purpose.....	6
1-2. Scope	6
1-3. Location, Hours, and Point of Contact	6
Chapter 2 General	6
2-1. Policy Summary/General Information	6
2-2. Hand Receipt Procedures	7
2-4. Hazardous Material	8
2-5. Property Book Officer (PBO)/(Accountable Officer)	9
2-6 Property Book Managers.....	9
2-7. Primary Hand Receipt Holder	9
Chapter 3 Property Accountability	10
3-1. Accounting for Property	10
3-2. Delegation of Authority	10
3-3. Hand Receipt Procedures	11
Chapter 4 Reports.....	12
4-1. Daily Reports.....	12
Chapter 5 Adjustments.....	12
5-1. Minor Adjustments to Primary Hand Receipts	12
Chapter 6 Inventory	12
6-1. Inventories.....	12
6-2. Change of Command/Primary Hand Receipt Holders	12
6-3. Cyclic Inventory.....	13
6-4. Sensitive Item Inventory (SII).....	14
Chapter 7 Found on Installation (FOI).....	14
7-1. Found on Installation	14
Chapter 8 Processing Requisitions	15
8-1. Processing Requisitions	15
Chapter 9 Local Purchases	15
9-1. Government Purchase Card (GPC) and Local Purchases	15
Chapter 10 Issue and Receipt of Property.....	16
10-1. Issue and Receipt of Property	16
10-2. Lateral Transfer of Property	16
Chapter 11 Refurbished Items	16
11-1. Request for GSA Refurbished Items	17
Chapter 12 Turn-in Procedures.....	17

12-1. Turn-in of Property, Supplies, and Equipment	17
12-2. Turn-in of Property, Supplies, and Equipment (OAA Specific)	17
Chapter 13 Decision Support Tool.....	17
13-1. Decision Support Tool: Sourcing Module	18
Chapter 14 Lost, Damaged, or Destroyed Property.....	18
14-1. Accounting for Property that is Lost, Damaged, or Destroyed	18
14-3. DA Form 7923 (Statement of Charges/Cash Collection Voucher)	19
Chapter 15 Electronic Financial Liability Investigation of Property Loss (eFLIPL).....	19
15-1. Archival System of Record.....	19
15-2. User Roles	20
Chapter 16 Global Combat Support System-Army (GCSS-Army)	21
16-1. Accountable property systems of record	21
16-2. Granting Access Global Combat Support System-Army (GCSS-Army)	21
16-3. Decentralized User Administration (DUA)	22
16-4. GCSS-Army Positions/Roles.....	22
Chapter 17 Evaluation.....	23
17-1. Command Supply Discipline Program.....	23
17-2 Implementation.....	23
17-3 Evaluations	23
17-4. Internal Control Procedures	24
Chapter 18 Army Records Information Management System (ARIMS)	24
18-1. Record Keeping Requirements.....	24
Appendix A	25
References.....	25
Appendix B	27
DA Form 1687 Notice of Delegation of Authority	27
Appendix C	28
Notice of Delegation of Authority-Receipt for Supplies.....	28
Appendix D	29
Request for Extension (Hand Receipt and Cyclic Inventory).....	29
Appendix E	30
Appointment Orders for Primary Hand Receipt Holder	30
Appendix F.....	31
Acknowledgement Direct Responsibility	31
Appendix G	32
Annual Durable Memorandum.....	32
Appendix H	33

Endorsement for Quarterly Inventory page 1 of 233

Endorsement for Quarterly Inventory page 2 of 234

Chapter 1 Introduction

1-1. Purpose

To prescribe policy and procedures for all customers of the installation property book office (IPBO), supply and services division, Fort Belvoir, Virginia, and to provide instructions for requesting, receiving, safeguarding, turning, and accounting for supplies and equipment. The intended audience is commanders/directors and their appointed primary hand receipt holder (PHRH).

1-2. Scope

This SOP applies to all PHRHs supported by the Fort Belvoir IPBO. It is imperative that each person who is responsible for the proper use and disposition of government supplies and equipment be thoroughly familiar with and aggressively exercise their responsibilities in safeguarding and utilizing government property.

1-3. Location, Hours, and Point of Contact

The IPBO is in building 767, 9925 Tracy Loop, Fort Belvoir, Virginia 22060. Regular operating hours are Monday through Friday, 0700-1500 hours. IPBO is closed on Saturdays, Sundays, and federal holidays. Please call 520-669-8022 or email box: usarmy.belvoir.406-afsb-lrc.mbx.belvoir-pbo@army.mil.

Chapter 2 General

2-1. Policy Summary/General Information

a. Documents submitted for signatures or document numbers will be available for pick up within three to five working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the property book office. All improperly prepared documents will be returned immediately to the unit representative for corrective actions. Global Combat Support System-Army (GCSS-Army) is the standard Army automated system for maintaining records of property book items. GCSS-Army can be used to produce many types of reports and listings. These reports or listings are labeled with a Transaction Code (T-Code). The GCSS-Army system is a fully interactive, automated, web-based, logistical property account system that performs property accounting functions required by AR 710-4 and other applicable regulations. One of many functions of this program is to maintain accountable property records and produce associated reports for the IPBO, commanders or activity supervisors, PHRH, and associated agencies.

b. Company commanders, garrison directors, or chief of activity who have been assigned a valid department of defense activity address code (DODAAC) and unit identification code (UIC) / storage location (SLOC) are the PHRH from the IPBO.

c. Assumption of command, garrison director, or chief of activity constitutes command responsibility for the unit's equipment. The signature on the hand receipt establishes direct responsibility for the property and allows continued property book transactions. Based on available funds, directors and PHRHs will work with the IPBO to ensure all equipment listed in the authorized column of their table of distribution and allowances (TDA) are on hand or a valid requisition. There will be exceptions to this requirement, such as equipment being issued via the total package fielding (TPF) program, equipment being obsolete or becoming obsolete without replacement, or equipment being outdated and the TDA has not caught up with your mission requirements.

d. The GCSS-Army property accounting system is a web-based system that will allow PHRH real-time visibility of their property. One of many functions of this program is to maintain accountable property records and produce associated reports for the IPBO, commanders or activity supervisors, PHRH, and associated agencies.

e. Serial number profile (SNP). The serial number profile indicates whether an item requires a serial number, equipment number, or has components.

f. The profile is determined at the national level in the system and cannot be changed locally. Requests to change serial number profiles must be submitted to the IPBO. The change request, at a minimum, will require a picture of the item, a picture of the data plate, and detailed information on the characteristics of the item. The IPBO will submit requests for approval through appropriate channels.

g. Equipment number. Equipment numbers are assigned to items requiring maintenance services and are used to create work orders and schedule services by the maintenance section. Equipment numbers cannot be changed in the system. Items with an equipment number appear in GCSS- Army with both an equipment number and a serial number assignment. These will be the same if the system has not assigned an actual serial number. The serial number may be changed based on the appropriate change documentation provided to the IPBO.

h. Inventories. An inventory can only be created in the system by the IPBO. It is only open for the period it is created. An inventory created on any day within a month is only open until the last day of that month. The unit must complete it in the system before submission of the completed inventory packet to IPBO.

i. Sensitive. The sensitive inventory must be closed before the end of the month for the next month's inventory to be generated correctly. An inventory that has not been closed will delay the generation of the current month's inventory, reducing the time the unit has to complete the monthly inventory.

j. A physical inventory document (PID) with a system-assigned ten-digit identification number is generated for each stock location (SLOC) with property matching the inventory's specifications. TDA units will have one PID per type inventory generated for the PHRH SLOC. However, separate count sheets divided by equipment package can be generated at the unit level.

2-2. Hand Receipt Procedures

The obligation of an individual is to ensure that government property and funds entrusted to their possession, command, or supervision are appropriately used and cared for and that proper custody and safekeeping are provided. There are five types of responsibility: command responsibility, direct responsibility, supervisory responsibility, personal responsibility, and custodial responsibility.

a. **Command responsibility.** Commanders are obligated to ensure all government property within their command is used correctly and cared for and that proper custody, safekeeping, and disposition are provided. Command responsibility is inherent in command and cannot be delegated.

b. **Direct responsibility.** The obligation of a person is to ensure all government property in their custody is properly used and cared for and that proper custody, safekeeping, and disposition are provided. An individual with direct responsibility has the property within their custody, but not necessarily in their possession or for their use. Direct responsibility results from written appointment as an accountable property officer (APO), receipt of formal written delegation of direct responsibility, or acceptance of the property on hand receipt from the PBO. Commanders or activity supervisors of separate TDA activities will determine and assign in writing those individuals who will have direct responsibility for property.

c. **Supervisory responsibility.** The obligation of a supervisor is to ensure all government property issued to or used by their subordinates is properly used and cared for and that proper custody, safekeeping, and disposition are provided. Supervisory responsibility is inherent in command and cannot be delegated.

d. **Personal responsibility.** The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard, and dispose of all government property issued for, acquired for, or converted to a person's exclusive use, with or without a receipt. Personal responsibility always accompanies the physical possession of property.

e. **Custodial responsibility.** The obligation of an individual for property in storage, awaiting issue, or turn-in to exercise reasonable and prudent actions to properly care for and ensure proper custody,

safekeeping, and disposition of the property is provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, who reports to the APO or responsible officer (the individual having direct responsibility for the property).

2-3. Physical Security and Storage

a. The policy and procedures for developing and maintaining a practical, economical, and effective security program are outlined in AR 190-13 Army Physical Security Program. Since commanders and supply managers are responsible for enforcing physical security standards for a variety of commodities, it is critical that an overall security program be developed for the organization or activity, in coordination with the local security officer, beginning with an assessment of the existing security threat. AR 190-13 outlines policy for conducting an assessment.

b. Commanders and activity supervisors are directly responsible for safeguarding all property under their control as follows:

(1) Store and secure ammunition per DA Pam 385-64 Ammunition and Explosives Safety Standards, AR 190-11 Physical Security of Arms, Ammunition, and Explosives, DoD 4195-R-1 Defense Transportation Regulation Part II, Cargo Movements, host nation agreements, and/or and public law(s), whichever is more restrictive.

(2) Store unclassified items, to include controlled cryptographic items (CCIs), per AR 190-51 Security of Unclassified Army Resources (Sensitive and Nonsensitive).

(3) For controlled medical substances and other medically sensitive items, see AR 190-51.

(4) The AR 380- series prescribes security of classified items.

(5) For nuclear and chemical items, see AR 50-5 Nuclear Surety, AR 50-6 Chemical Surety, and AR 190-54 Security of Nuclear Reactors and Special Nuclear Materials.

(6) Secure weapons and night vision devices per AR 190-11 and AR 190-51. Secure night vision devices using the criteria for category IV items. When responsibility of custody of keys to an SSA arms storage facility is transferred, the individuals involved will conduct a physical count of the weapons therein. Record the results of the count. This count does not replace the requirement to conduct a quarterly weapons inventory.

(7) For ISSAs, establish a stock location system at each storage activity. Design them to permit recording of multiple locations by condition of each stocked line.

(8) Ammunition storage system procedures and methods are contained in ATP 4-35.1 Ammunition and Explosives Handler Safety Techniques and DA Pam 385-64.

c. Property will be stored per AR 740-1 Storage and Supply Activity Operations, AR 190-11, and AR 190-51.

d. Unkeyed CCI and cryptographic high value product (CHVP) will be stored per AR 190-51.

e. Classified COMSEC equipment will be stored per TB 380-41 Safeguarding and Controlling Communications Security Material.

2-4. Hazardous Material

a. Commanders of units will seek the technical advice of the nearest hazardous material (HAZMAT) or environmental office to ensure compliance with international, host nation, and/or Federal, state, and local laws and regulations governing the use, storage, disposal, and reporting requirements for HAZMAT. Policy contained in AR 200-1 Environmental Protection and Enhancement, DoDI 4715.05 Overseas Environmental Baseline Guidance, and DoDI 4715.22 Defense International Environmental Management Policy for Contingency Location contain more specific requirements for environmental protection.

b. Fort Belvoir hazardous materials/waste program is managed by the Directorate of Public Works (DPW) Environmental Division at building 1495. Fort Belvoir's Environmental Division has a SharePoint page. Please visit Fort Belvoir Environmental Division SharePoint at <https://intelshare.intelink.gov/sites/belvoirenvironmental/SitePages/Home.aspx>

2-5. Property Book Officer (PBO)/(Accountable Officer)

The Accountable Officer (AO) is directly responsible for the management and accountability of installation property. The AO provides guidance and advice to the PHRHs on all matters relating to property accountability. The PBO's responsibilities include (but are not limited to):

- a. Always maintain 100% property accountability.
- b. Request procurement appropriation (PA) funded shortages.
- c. Process all other stock-funded nonexpendable requests brought to the IPBO.
- d. Publish guidelines for supported commanders or activity supervisors and PHRHs to follow.
- e. Review and analyze the listings and reports produced by GCSS-Army. Review and resolve problems with equipment requests. Ensure hand receipt listings are accurate and properly validated.
- f. Oversee the cross-leveling of assets and assist units with issues involving external transfers.
- g. Conduct change of primary hand receipt holder briefings with all incoming and outgoing PHRHs before the inventories start.
- h. Validate TDA authorizations through the US Army Force Management Support Agency (USAFMSA) website.
- i. Ensures proper posting of property book transactions to the GCSS-Army system.
- j. Ensures property book supporting documents are posted to the GCSS-Army system within seven working days (7).
- k. Ensures all property book transaction documents are reviewed weekly.
- l. Ensures all supply forms submitted by the PHRHs for posting to the appropriate property book are prepared IAW AR 710-4 and AR 735-5.
- m. Supervises the work of the property book managers.

2-6 Property Book Managers

- a. Track the status of open requisitions submitted.
- b. Prepare necessary supply forms when required.
- c. Post property book transactions to the GCSS-Army system.
- d. Ensures the reports are provided to the PHRHs NLT on 3rd calendar day of the month and returned by the due date, 25th calendar day of the month (sensitive item and annual/cyclic inventories).
- e. All daily transactions will be filed in document number sequence by PUIC weekly IAW AR 710-4 and Army records information management system (ARIMS).
- f. Assist customers with fielding, external incoming transfers, and nonexpendable property receipts at the installation supply support activity (ISSA).
- g. Ensures the work areas are always in presentable conditions.

2-7. Primary Hand Receipt Holder

- a. PHRHs are designated as the primary hand receipt holder (responsible officer).
- b. The PHRH will be responsible for the property listed on the GCSS-Army hand receipt(s).
- c. The primary hand receipt holder accepts direct responsibility for property by signing a hand receipt from each property book from which the property was issued.
- d. The PHRH ensures compliance with all policies and procedures prescribed by governing regulations.
- e. The PHRH must provide the necessary emphasis and training to ensure that all equipment and supplies are properly maintained, requisitioned, accounted for, and safeguarded.
- f. The PHRH must ensure that property inventories are conducted in a timely manner and as required by governing policies and regulations.
- g. IAW AR 710-4, paragraph 16-9d, PHRH are required to personally conduct 100% inventory of all property assigned to their organization annually. The installation has elected to perform this inventory using quarterly cyclic inventories in lieu of the annual inventory. Procedures for conducting cyclic

inventories are clearly outlined IAW AR 710-4, paragraph 16-9e. These procedures will be strictly adhered to.

h. The IPBO will provide each unit with an automated cyclic inventory listing NLT the 3rd of each month. This product is used to document the inventory. Return the inventory to the IPBO by the 25th of the month.

i. Integrating the command supply discipline program (CSDP) into everyday operations. The CSDP is a PHRH guide to help increase awareness of the requirements for safeguarding and accounting for the government's property. It provides guidance to evaluate and improve supply discipline more effectively.

j. Validating hand receipts, sensitive item inventories, discrepancy memorandum, annual or quarterly inventories, ensuring they are completed on time. See Appendix H endorsement of quarterly inventory.

k. Ensuring the "IPBO COPY" of each inventory listing has only the required annotations without errors and is returned to the IPBO prior to the suspense date.

l. Resolving all inventory and administrative hand receipt discrepancies prior to the next month's sensitive inventory listing.

Chapter 3 Property Accountability

3-1. Accounting for Property

a. IAW AR 710-4, chapter 5, All Army property, except real property, is classified as expendable, durable, or nonexpendable for property accounting purposes. The Army enterprise systems integration program (AESIP) provides the accounting requirement code (ARC) designation for Army equipment. Use GCSS-Army T-Code MM03.

(1) **Nonexpendable property.** Nonexpendable property is property not consumed in use and retains its original identity during use, including all non-consumable major end items authorized by DA-recognized authorization documents (AR 71-32). These items have an ARC of "N" contained in AESIP. Commercial and fabricated items similar to items coded "N" in AESIP are considered nonexpendable property. Nonexpendable property requires formal accountability throughout the life of the item.

(2) **Durable property.** Durable property is the property not consumed during use. It is coded with an ARC of "D" in AESIP. Durable items do not require property book accountability, but IAW AR 710-4, 5-3, all durable properties will be controlled at the user level. Hand receipts and sub-hand receipts will be used to account for durable items using GCSS-Army ZEPA process or a manual DA form 2062. Annually, the PHRH, CDR, or the head of the activity will conduct a management review of all durable items IAW AR 710-4, 5-3e. See Appendix G.

(3) **Expendable property.** Expendable property is property consumed or loses its identity in use. It is coded with an ARC of "X" in AESIP. Expendable items require no formal accountability after issue. Expendable property authorized by an MTOE or TDA and deployable or augmentation property authorized by a CTA will be accounted for on property book records, regardless of the ARC (including all munitions). See AR 710-4, 5-4 for accounting for expendable property. Expendable items can be accounted for using the GCSS-Army ZEPA process or manual DA form 2062

b. The IPBO maintains accountability for all property book items using automated hand receipt printouts/listings generated by GCSS-Army.

c. Company commanders, activity supervisors, and PHRH are responsible for ensuring the hand receipts are accurate and updated as needed by coordinating with the IPBO.

3-2. Delegation of Authority

a. Use DA form 1687 (Appendix A) when an accountable or responsible person wants to designate military or civilian government personnel as their authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. Contractor personnel performing transactions on behalf of an organization must be designated by a memorandum signed by the KO, PA, or contracting officer's representative (COR) on behalf of the supported activity, per the terms of the contract.

- b. The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive general distribution from the property book office are the PHRHs and those individuals identified on the signature card. PHRH should limit the number of personnel authorized to perform these functions.
- c. Submission of DA form 1687. PHRH must provide the original copy of DA form 1687 along with a copy of the assumption of command orders or appointment orders for DoD civilians.
- d. Signatures must be digital or wet (both signatures are not required) and initialed.
- e. All corrections must be done by the PHRH and initialed.
- f. If a DA form 1687 is not submitted, the PHRH submits memorandum to the property book office stating he does not delegate the authority to anyone and understands he is the only individual who can conduct transactions with the property book office. (Appendix B)

3-3. Hand Receipt Procedures

- a. Primary hand receipt is a hand receipt between an APO and the person receiving the property and assuming direct responsibility.
- b. The primary hand receipt holder is a person who receives hand-receipted property directly from the APO.
- c. The IPBO will provide customers with an electronic copy of the hand receipt, sensitive items inventory, and cyclic inventory (according to the inventory schedule).
- d. After reviewing the customer's property book transaction history, PHRHs will verify and sign the inventory and submit it in person, electronically, or scan/email before the suspense date (these reports can be forwarded in hard copy). Should a discrepancy exist on the hand receipt, the customer will provide the appropriate paperwork to correct the error (e.g., DA form 4949, DA form 3161, DD form 1348- 1A, and DD form 200) as soon as possible. This paperwork will be turned in prior to the inventory suspense date with photographs as needed.
- e. Hand receipts will be generated quarterly in January, April, July, and October. The quarterly hand receipt will not be used as a substitute for the 25 percent cyclic.
- f. An electronic copy of each report (hand receipt, sensitive items inventory, and cyclic inventory) will be emailed to the PHRH of each account.
- g. The hand receipt, sensitive items inventory, cyclic inventory, and memorandums will be turned in "clean" NLT on the 25th of the month. Do not line out, circle, or annotate notes or locations on the reports. If the reports are not received by the 25th, they are delinquent unless an extension (Appendix C) is approved. The account is frozen when the inventory is late, and no transactions will be processed, such as issuing document numbers or scheduling turn-in appointments. A letter of lateness (Appendix D) signed by the organization's director explaining why the reports are late, the late inventory, and supporting documents, if applicable, are necessary to unfreeze the account.
- h. When providing supporting documents to the property book office with the inventories, the documents should reflect that they have been processed and posted by IPBO. IAW the business rules within the GCSS-Army system, it states the inventory is "Locked" for any LIN that has an open inventory. Transaction documents such as lateral transfers, FOIs, turn-ins, DD form 250's, FLIPLs, SOC/CCVs, and any other document that will affect the property book balance on hand, increase or decrease, cannot be processed in conjunction with an inventory. They must be submitted to the PBO for processing after the inventory is closed. The only documents that can be processed in conjunction with an open inventory are AARs for serial number additions or corrections. All other AAR types will have to be submitted after the inventory for processing.
- i. Hand receipt annex procedures are used at the property book level to record all nonexpendable component shortages for end items. All major end items issued are assumed to be complete with all associated components. This is true unless a valid nonexpendable shortage annex has been established and is maintained at the IPBO.

j. According to AR 710-4, paragraph 12-9b, the hand receipt annex is validated where the document register is maintained. The IPBO validates all nonexpendable component equipment shortages, and the primary hand receipt holder will validate the expendable/durable hand receipt annex (if the unit does not use component hand receipt procedures). Units should prepare shortage annexes in two copies. The unit must provide appropriate supporting documentation (such as a FLIPL, statement of charges, turn-in receipt, etc.) for all nonexpendable component shortages, including a copy of the applicable TM or SC before a shortage annex is validated. The IPBO maintains the original, and the customer retains the copy.

Chapter 4 Reports

4-1. Daily Reports

- a. PHRHs have access to the activity register of all transactions through GCSS-Army.
- b. All posted supporting documents will be maintained in the supporting document files. A copy is also retained in the customer's binder.
- c. A copy will be provided to the customer via email weekly.
- d. The customer is responsible for ensuring that a legitimate posted copy of all supporting documentation is on file at their level for every transaction affecting the property book records.
- e. Copies of this documentation can be made at the customer's request.

Chapter 5 Adjustments

5-1. Minor Adjustments to Primary Hand Receipts

- a. IAW AR 710-4, chapter 15, minor property book adjustments that do not affect the on-hand balance as a loss or gain will be accomplished as an administrative adjustment.
- b. Attach supporting information (such as digital photographs, forms, or similar artifacts) to support the action.
- c. The PHRH must sign the AAR.
- d. If there is a possibility of physical substitution or the item is sensitive, initiate an investigation per AR 735-5.

Chapter 6 Inventory

6-1. Inventories

- a. An inventory is a physical count of property on hand. Components are inventoried when the end item is inventoried. The primary purpose of inventories is to provide a method for officers, accountable officers, and the PHRH to ensure the accountability, serviceability, maintenance, and proper usage of assigned property. Serial numbers will be verified during the inventory. Inventories will be conducted IAW AR 710-4, paragraph 16-9, and the specific guidance of this SOP. IAW AR 710-4 paragraph 19-9c, PHRHs are required to physically inventory 100% of their property annually.

6-2. Change of Command/Primary Hand Receipt Holders

- a. No change of command/PHRHs inventories will be conducted without receiving an in-brief from the installation PBO. Incoming and outgoing CDR/PHRH will attend the PBO briefing.
- b. All PHRHs must be appointed in writing per AR 710-4 by the commander or director in the chain of command. Per AR 710-4 par 12-3b, the PHRH signs a statement confirming receipt and accepting responsibility for the property. See Appendix E and F.

c. Incoming and outgoing PHRH will conduct a joint inventory of property listed on the primary hand receipt IAW AR 710-4 paragraph 12-7. Inventory conducted per AR 190 – 51 for activity and vehicle keys and locks, AR 190 – 11 for arms, A&E keys, and locks.

d. The outgoing and incoming PHRH will conduct a 100% physical inventory of installation property. The inventory will be completed before the new PHRH assumes duties or the outgoing PHRH departs (whichever is first). Prior to the inventory, the outgoing PHRH will ensure that all appropriate adjustment actions are processed. Upon completion of the inventory, the incoming CDR/PHRH will accept responsibility for the property by signing the "To block" of the TDA hand receipt. The incoming CDR/PHRH will prepare the memorandum(s) received during the briefing showing the results of the inventory and note any shortages; memorandum (s) will be signed by both outgoing and incoming CDR/PHRH and forward a copy to the property book office for filing. If the inventory cannot be completed within **30 days** before the effective date of the assumption of duties, a written request for an extension will be requested from the next higher command. A maximum of two extensions (15 days each) may be granted by the next higher commander/ Major USAR Command/State AG.

e. In the event an outgoing PHRH cannot be present, the next higher commander PEO (GO/SES), program manager (PM) (COL/GS – 15), product manager (PdM) (LTC/GS – 14) or activity supervisor will ensure the PHRH interests are protected by appointing a disinterested officer who will remain until the incoming PHRH assumes responsibility. The officer appointed to protect the interests of the outgoing PHRH will accept temporary responsibility for the property. An inventory of property by the disinterested officer and incoming PHRH must again be accomplished.

f. The PHRH must clear IPBO before clearing their organization by conducting a change of primary hand receipt holder inventory with the individual appointed in writing by the commander, or director and submit the completed packet to IPBO.

g. LRC-Belvoir customers, must bring their clearing papers for signature regardless of whether they have a primary hand receipt to clear.

h. If a PHRH leaves the organization without clearing IPBO, the appointing authority will be notified via email with a current hand receipt attached requesting a PHRH be appointed, and an in-brief scheduled as soon as possible. If a response is not received within five days, the LRC-Belvoir chain of command will be notified of the situation. The PBO will initiate a DD 200 Financial Liability Investigation of Property Loss if by the 12-day no reply is received. Clear your HR or transfer your property responsibility to your successor before you leave your organization. Obtain a signed receipt.

6-3. Cyclic Inventory

a. Cyclic (or "open" inventory)— completing a 100 percent inventory requirement using scheduled intervals to inventory a percentage of total items throughout an inventory period.

b. The cyclic inventory will be provided to the CDR/PHRH by the 3rd day of the scheduled month.

c. Scheduled cyclic inventories will be conducted by the CDR/PHRH and will not be delegated.

d. The copy must be returned and on file at the property book office by the 25th of the month. CDR/PHRH will complete the system-generated cyclic by entering the quantity inventoried, entering the date, signing the last page of the inventory listings, and selecting the appropriate statements on the system-generated commander's memorandum accompanying the inventory. The IPBO will review the inventories to make sure they are filled out correctly.

e. Transaction documents such as lateral transfers, FOIs, turn-ins, DD form 250's, FLIPLs, SOC/CCVs, and any other document that will affect the property book balance on hand, increase or decrease, cannot be processed in conjunction with an inventory. After the inventory is closed, it must be submitted to the PBO for processing. The only documents that can be processed with an open inventory are AARs for serial number additions or corrections. All other AAR types must be submitted after the inventory for processing.

f. Any discrepancy listed on the inventory must include supporting documentation.

g. If an extension is needed, submit a memorandum to IPBO stating the reason for the extension.

Inventory is not received by the 25th of the month, the primary hand receipt is frozen, document numbers will not be issued, turn-in appointments are not scheduled until late inventory is received, and with a letter of lateness signed by the director explaining why the inventory is late.

6-4. Sensitive Item Inventory (SII)

a. Sensitive items and CCIs identified with a CIIC of 1 through 6, 8, 9, P, Q, R, and CIIC Y night vision devices and navigation systems.

b. A sensitive inventory listing is produced by the 3rd day of each month and will be provided to the CDR/PHRH. Inventory results must be returned NLT on the 25th of the month.

c. Responsible officer (CDR/PHRH), non-commissioned officer, warrant officer, commissioned officer, or a DoD civilian appointed by the responsible officer to conduct the sensitive items/CCI inventory. The same person will not perform the inventory in consecutive months.

d. A memorandum with the name, rank, or grade of the individuals performing the inventory is submitted to the property book office within 30 days of assuming the primary hand receipt.

e. The designated individual must have proper clearance to obtain access to equipment that may contain sensitive information. The individual performing the inventory will provide the quantities in all blocks on the inventory listing. All quantity blocks must be filled in sensitive items in maintenance, signed out, or otherwise unavailable will be listed in the remarks area by type (M or O) and serial number. When the quantity of serial numbers for noted at the bottom of the commander's memorandum. The individual conducting the sensitive inventory will sign and date the inventory on the page titled sensitive item listing-unrestricted stock (not sub-HR to individual user) and check the appropriate blocks. The CDR/PHRH name will be printed on the commander memorandum in the proper block (printed name, rank, date).

f. The unit will enter all counts in GCSS-Army using T-Code MI04. The CDR/PHRH will sign and date the commander's memorandum –sensitive items page and check the appropriate blocks. The inventory, the completed system-generated CDR memorandum, the IPBO cover memorandum, and any supporting documentation will be returned to the IPBO by the 25th of the month. The inventory should be submitted free of extra markings and annotations, with only the required entries. Inventories not completed following the directions of the cover memorandum will be returned for correction and considered delinquent. Units that are delinquent in furnishing an accurate, completed sensitive inventory IAW the cover memorandum to IPBO will be reported to the LRC-Belvoir director and the activity's higher headquarters.

g. When providing supporting documents to the property book office with the inventories, the documents should reflect that the IPBO has posted them. IAW the business rules within the GCSS-Army system, states the inventory is "locked" for any LIN that has an open inventory. Transaction documents such as lateral transfers, FOIs, turn-ins, DD form 250's, FLIPLs, SOC/CCVs, and any other document that will affect the property book balance on hand, increase or decrease, cannot be processed in conjunction with an inventory. After the inventory is closed, it must be submitted to the PBO for processing. The only documents that can be processed with an open inventory are AARs for serial number additions or corrections. All other AAR types must be submitted after the inventory for processing.

h. Unaccounted sensitive items require initiation of an investigation per AR 15 – 6 to determine the cause of the lapse in accountability and recommend measures to prevent reoccurrence.

Chapter 7 Found on Installation (FOI)

7-1. Found on Installation

a. If the property's origin cannot be determined, process an increase or inventory gain to the accountable property systems of record (APSR) property book record as a "found on installation (FOI) transaction, using the account appropriate to the item's class of supply.

b. Assets that are generally procured through a government purchase card should not be brought to record using an FOI. These items should be brought to record by using a DD Form 250, i.e., office

automation equipment, such as computers, monitors, whiteboards, polycoms, etc. This does not refer to MILSTRIP items or items that are considered sensitive or controlled PHRH/CDRs must submit a memorandum for record (MFR) outlining how the equipment was found. Indicate what documentation is missing, i.e., GPC request form, contract CLIN/Documents, Vendor's Receipt/Paid Invoice. The CDR or PHRH should sign the MFR. Complete a DD form 250 and provide as much information as possible. Submit the DD form 250, the MFR, and any other documentation to IPBO for processing. Prepare DA form 2765-1 to add this equipment to the primary hand receipt. The IPBO will only issue items to the gaining unit's authorized representatives (individual(s) designated on the DA 1687 to receive property and perform supply transactions).

c. Unaccounted sensitive items require initiation of an investigation per AR 15-6 to determine the cause of the lapse in accountability and recommend measures to prevent reoccurrence. Sensitive items discoveries and lapses in accounting require incident reporting per AR 190-11. In addition, weapons and ammunition require reporting per AR 190-11. COMSEC, CCI, CHVP also require incident reporting per AR 380-40 and TB 380-41.

d. An FOI document will not be processed for any equipment already on the property books of another PHRH. The PHRH must furnish a memorandum for record explaining how this equipment was received. Also, memorandum for record must state that it is not sensitive or TDA equipment.

e. IPBO will be allotted 3 days from receipt to post FOI items to the property book. If the unit has a documented need for the item, it may be issued to the unit.

f. Turn-in procedures for "FOI" equipment are outlined in AR 710-4, Chapter 14 and paragraphs 14-11.

Chapter 8 Processing Requisitions

8-1. Processing Requisitions

a. The IPBO will submit requisitions for property book items, authorized nonexpendable PA-funded end items, and components.

b. Requisitions for nonexpendable stock-funded shortages will be managed by IPBO and processed when funds are available; a stamp from budget must be on DA form 2765 or DD form 1348-6. All requests will be processed through GCSS-Army or off-line as determined by the PBO.

c. A memorandum signed by the PHRH, and the CDR or activity supervisor must accompany high-priority requests.

d. Commanders and activity supervisors may elect not to order stock funded TDA shortages. They must route a "report of supply constraints" memorandum through their next higher command, forwarding it to IPBO for filing.

e. Requests for non-property book items (durable and expendable) will be ordered at the unit level.

Chapter 9 Local Purchases

9-1. Government Purchase Card (GPC) and Local Purchases

a. Organization commanders and activity supervisors may obtain materiel below the micro-purchase threshold (see AFARS) by submitting requirements to the purchasing cardholder. The cardholder must go through the APO to ensure all nonexpendable items are documented before purchase.

b. For property that requires screening by the APO for formal accountability, the APO will determine the accounting requirements for the purchased property, such as nonexpendable or controlled (requires property to be accounted for on property book), durable (requires control when issued to the user) and expendable (no requirement to account for on property book records).

c. Purchase receipts/invoices from the purchasing/ordering officer or cardholder are required within five days after the purchase.

d. Provide the posted copy of the nonexpendable property document to the hand receipt holder (HRH) of the purchasing/ordering officer or cardholder. The HRH and purchasing/ordering officer or cardholder must file the posted document with the receipt for audit readiness reviews.

e. When available, the HRH or designated representative must prepare DD form 250 (material inspection and receiving report) or process receipt in the PIEE to acknowledge and provide a signed copy of all nonexpendable or controlled items to the APO.

Chapter 10 Issue and Receipt of Property

10-1. Issue and Receipt of Property

a. Ensure the equipment is marked for your unit by verifying the unit address and DODAAC on the receipt document.

b. Verify the item description on the receipt document and the data plate (if applicable). Verify the registration/serial number if required. Ensure that any equipment with a serial number is recorded on the appropriate receipt document.

c. Any discrepancies will be brought to the attention of the IPBO immediately, and corrective action will be taken before signing receipt documents.

d. Count all items to ensure the quantity received reflects what is posted on the receipt document. Make a visual check of the condition of the item.

e. To identify components, check end items for completeness using the proper technical manual (TM) or supply catalog (SC).

f. A property book technician will be present to answer all property book issues. For sensitive and controlled items, a double-blind inventory will be required. In a double-blind inventory, the second individual who conducts the inventory should not be aware of the results from the previous inventory.

g. (OAA Specific) DD1150 generated by DPAS for equipment issued by defense information system agency (DISA) Joint Service Provider (JSP), signed and dated by PHRH or authorized personnel on a valid DA form 1687. The make, model, and serial number (if applicable) of the equipment issued is on the form or email submitted to IPBO. The individual receiving the equipment enters the quantity in the quantity received column, and the document is signed by the individual issuing the equipment. Attach a copy of DA form 1687 as proof of authority to execute the transaction.

10-2. Lateral Transfer of Property

a. PHRHs may authorize the turn-in or transfer of property no longer required up to 365 days before the effective date of the new authorization document. Transfers of nonexpendable property from one organization to another are called lateral transfers. Lateral transfers are used when one organization has excess property and shortages in another. The IPBO reserves the right to approve or disapprove lateral transfers and/or turn-ins based on equipment on-hand requirements.

b. Appropriate documentation will include evidence to support the transaction and proof of authority to execute the transaction (for example, DA form 3161 (request for issue or turn-in) to perform a lateral transfer along with the DA form 1687 to support proper authority).

c. The losing unit will conduct a complete technical inspection and ensure lateral transfer of the equipment in 10/20 standards.

d. A copy of the completed DA form 3161/lateral transfer will be kept in the IPBO supporting document files. Another copy will be returned to the PHRH.

Chapter 11 Refurbished Items

11-1. Request for GSA Refurbished Items

- a. PHRH makes an appointment with GSA individuals to screen property.
- b. PHRH obtains a copy of IPBO's appointment orders and a DA form 1348-1A to request the item.
- c. PHRH will then pick up the property and return all documents to the IPBO. The IPBO will account for the property on the individual's hand receipt if it is accountable.

Chapter 12 Turn-in Procedures

12-1. Turn-in of Property, Supplies, and Equipment

- a. The unit/organization must identify equipment to be turned in.
- b. The equipment must be technically inspected. This is recorded on DA form 2407/DA form 2404 /5988-E.
- c. DLA form 2500 is required and attached to laptops, computers, tablets, cell phones, multifunction printers (anything holding data)
- d. DD 1348-1A will be generated in GCSS-Army by the unit supply. Only the authorized representatives (individual(s) designated on the DA form 1687 to request, receive, and turn in property and perform supply transactions).
- e. The organization emails IPBO requesting document number(s) and turn-in appointment. The email includes the following documents: the DD 1348-1A and technical inspection.
- f. Appointments for turn-in will be coordinated with the property disposal section by the IPBO.
- g. If the process takes longer than 7 days, IPBO will cancel the document number. The hand receipt holder must request a new document number through Property Book and begin the process again.

12-2. Turn-in of Property, Supplies, and Equipment (OAA Specific)

- a. The unit/organization must identify equipment to be turned in.
- b. The equipment must be technically inspected. This is recorded on DA form 2407/DA form 2404 /5988-E
- c. The PHRH or authorized individual will email the hand receipt manager requesting to turn in equipment. Provide the physical address of the equipment, including the room number, point of contact(s) name, email address, and phone number, and two dates someone is available for an appointment to pick up the equipment for turn-in in the email. Hand receipt manager generates DD 1348-1 and submits turn-in request for property pick up. PHRH responds to email for move/turn-in request confirming pickup date to lock in pickup date.
- d. Attach a copy of the current primary hand receipt with the equipment highlighted. Annotate if the quantity for turn-in is different than on the hand receipt.
- e. Move request is required for items not in GCSS-A, such as scrap metal, computer speakers, and computer cords.
- f. Submit a request for dock clearance; this **ONLY** pertains to the Polk bldg. and the Taylor bldg.
- g. Ensure classification stickers are removed from equipment. Ensure DLA form 2500 is completed and attached to laptops, computers, tablets, cell phones multifunction printers (anything holding data).
- h. Attached the DD 1348-1A with the document number to the equipment that the contractors are picking-up.
- i. Contractors cannot pick up sensitive items or controlled inventory encryption-decryption (KG-250), telephone, secure unit (STE), weapons)

Chapter 13 Decision Support Tool

13-1. Decision Support Tool: Sourcing Module

a. The IPBO DST manager will request LRC-Belvoir/OAA activities disposition instructions. The unit will forward the request with supporting documentation to the DST manager. When approved, disposition instructions will be forwarded to the unit.

b. The APO will request disposition through the DST and prepare documents from the APSR to comply with the disposition instructions. These items may be turned in directly to DLA–DS with approved disposition instructions from DST or processed through the ISSA per command policies. The APO will generate documents from the APSR for organizations to complete turn-in actions for excess and unserviceable nonexpendable components.

c. CDRs/PHRHs are responsible for providing the appropriate supporting documentation including but not limited to the technical inspection (DA form 5990, DA form 2407, DA form 1577) and shortage annexes (if applicable).

d. COMSEC custodians will turn in classified COMSEC items through the COMSEC material control system; disposal of classified COMSEC through non-COMSEC channels is specifically prohibited.

e. The CCI components and exterior COMSEC and CCI identification markings must be returned to Tobyhanna Army Depot for disposal. Local disposal actions for CCIs may not be taken unless authorized by the assigned wholesale. Commanders will not dispose of CCIs through DLA–DS.

Chapter 14 Lost, Damaged, or Destroyed Property

14-1. Accounting for Property that is Lost, Damaged, or Destroyed

a. Financial Liability Investigation of Property Loss (FLIPL) documents the circumstances concerning government property's loss, damage, or destruction. It serves as, or supports, a voucher for adjusting the property for accountable records. It also documents a charge of financial liability assessed against an individual or entity or provides for relief from financial liability IAW AR 735-5, chapter 5.

b. Initiate and process a FLIPL using the eFLIPL application to generate DD form 200 to account for lost, damaged, or destroyed GP when one or more of the situations listed in paragraph 5–3 exist.

(1) Negligence or willful misconduct is suspected as the cause, and the individual does not admit liability and refuses to make voluntary reimbursement to the government for the full value of actual loss determined per Chapter 7 and Appendix B.

(2) The value of the admitted loss or damage exceeds the individual's monthly basic pay (military) or 1/12th of the annual salary of a civilian employee

(3) The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$1,000.

(4) Sensitive item serial number changes of more than two characters will require the processing of a DD form 200 and an AR 15–6 investigation per paragraph 6–3. Ensures sufficient visibility to correct potential lapses in accounting and compliance with reporting requirements per AR 190–45.

(5) Loss, damage, or destruction, suspected theft of, the lapse of accountability, FOI, or recovery of any controlled inventory item identified by a controlled inventory item code (CIIC) 1 through 6, 8, 9, N, P, Q, or R, including arms, ammunition, and explosives; night vision devices; and electronic navigation systems (for example, Global Positioning System) regardless of CIIC. Controlled items defined by this paragraph must be investigated per AR 15–6. When these losses and lapses in accountability involve arms, ammunition, and explosives, commanders/activity supervisors must prepare and submit DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) per AR 190–11. The completed DA Form 3056 is a mandatory exhibit to FLIPLs in the eFLIPL application or when the approving authority authorizes specific temporary exceptions for DD form 200 hard copy processing. Do not use the AR 15–6 investigation as the authority to adjust property records or assess financial liability. Process a DD form 200 to accomplish either of these actions. There is no requirement to perform an additional investigation or assign a liability officer following an AR 15–6 investigation unless additional information is needed (see para 5–23). The loss of communications security (COMSEC), cryptographic

high-value property, or controlled cryptographic item (CCI) also requires an incident report per TB 380–41. When possible, coordinate the submission of the loss report with the COMSEC custodian.

c. A FLIPL will be initiated by the PHRH, edited, and reviewed by the PHRH chain of command, then forwarded to the IPBO for a document number within fifteen (15) calendar days after the date of discovering the discrepancy.

d. The IPBO will assign a document number for all FLIPLs dealing with the loss or destruction of installation property. A document number will not be assigned to investigations for estimated cost of damage (ECOD), per AR 735-5, chapter 12, paragraph 12-12. Component losses will be assigned a non-property book document number.

e. When lost equipment listed on a FLIPL is later recovered, a statement will be prepared and submitted to the IPBO along with a photograph of the recovered item(s). The memorandum for reestablishing accountability must reference the FLIPL document number and be signed by the CDR/PHRH.

14-3. DA Form 7923 (Statement of Charges/Cash Collection Voucher)

a. Methods of obtaining relief from responsibility for property are outlined in AR 735-5, paragraph 5-3. Voluntary payment will be permitted if the lost or damaged property does not meet the requirements for a mandatory initiation of a FLIPL or AR 15-6 investigation. DA form 7923 will be prepared IAW AR 735-5. PHRH must provide all necessary information to the IPBO to process this document (i.e., line number, nomenclature, quantity, depreciation statement, total amount with depreciation) to include a shortage annex for all nonexpendable component losses.

b. The IPBO will ensure the statement of charges accurately identifies the lost equipment, assign a document number, and post the loss from the accountable records.

c. DA form 7923 will be used when—

(1) Military and civilian employees admit liability and offer cash payment or agree to payroll deduction to settle the charge of financial liability.

(2) Contractor admits liability and offers cash payment.

(3) If a servicemember, the charge does not exceed monthly basic pay, or if a civilian does not exceed one-twelfth an annual salary. Contractors admitting liability will pay for the entire loss or damage, no matter the amount, subject to their contract.

d. When property listed on a DA form 7923 is recovered after the collection of the indebtedness, in full or in part, or the charges are reduced due to improper computation, an amendment will be prepared. The amendment citing the specific alteration will be attached to the DA form 7923 as an exhibit. A copy of the amendment will be provided to the APO with instructions to reestablish accountability for the recovered property and then forwarded to the FAO and/or USPFO under a memorandum signed by the CDR directing repayment of the value of the recovered property to the individual as a "collection erroneously received."

Chapter 15 Electronic Financial Liability Investigation of Property Loss (eFLIPL)

15-1. Archival System of Record

a. All Army organizations must use the eFLIPL application to initiate and manage FLIPLs unless a specific exception to policy is approved per AR 735-5 paragraph 1-9.

b. Commanders and supervisors of organizations required to use eFLIPL will not permit manual processing of FLIPLs in hard copy outside of the eFLIPL application unless each specific FLIPL is approved for temporary manual processing in writing by the FLIPL Approving Authority. Comprehensive exceptions are not permitted unless approved by the Deputy Chief of Staff, G-4 (DALO–SPE) per AR 735-5 paragraph 1–9.

c. Hard copy FLIPL procedures are only authorized for temporary use during austere mission conditions or eFLIPL system outage, and the hard copy FLIPL data and exhibit records must be entered in eFLIPL

within three working days of restored access to eFLIPL. Commanders and activity supervisors will not permit manual processing of FLIPLs in hard copy for preference or convenience.

d. Completed DD 200 Financial Liability Investigation of Property Loss in eFLIPL will not be exported or maintained in hard copies per HQDA EXORD 087-24 Electronic Financial Liability Investigation.

15-2. User Roles

The two roles in eFLIPL are administrative (ADMIN) and general user. Users with ADMIN roles are responsible for managing user accounts (activate / inactivate), user roles (Add/remove roles), and the Organization's structure in the command administration menu. General user roles initiate, approve, modify, or review FLIPLs. General user roles shown and defined are based on roles identified in accordance with AR 735-5.

a. **FLIPL Admin** - The FLIPL Admin can manage (add, remove, or edit) roles for any user across all affiliations. May grant any role in the program. Manage (add, remove, or edit) all organizations from the Command Administration screen. Manage (activate, reject, or inactivate) all user accounts. Move users to different Organization within any MACOM or organization. This role is solely used by the software engineering center (SEC) eFLIPL team. The FLIPL Admin does not have visibility of any FLIPLS.

b. **Organization Admin (ORG Admin)** - The ORG Admin can manage (add, remove, or edit) general user roles for any user within the same organization and subordinate organizations. Manage (activate, reject, or inactivate) user accounts within the same organization and subordinate Organizations. View only the Command Administration screen and does not have visibility of any FLIPLs. Users with the ORG Admin role will be restricted from assigning admin roles. If a user requires an Admin role, the FLIPL Admin must assign it.

c. **Accountable Officer** - The accountable officer upon receipt of FLIPL, add the document number(s), if required, and forward it to the approving or appointing authority. The Accountable Officer can only see the FLIPL when it is ready to be actioned. Once the FLIPL is routed, it is no longer visible. After reaching the Accountable Officer role, the FLIPL cannot be returned to previous roles for corrections.

d. **Appointing Authority** - The appointing authority when designated, initially decides, based on the available evidence, whether to appoint a financial liability officer (FLO) by choosing the correct block in 13c. If an investigating officer is required, the appointing authority completes a memorandum appointing the FLO or AR-15-6 investigating officer (IO). Following the investigation, or if no further investigation is required, the appointing authority completes blocks 13a-b and 13d-g. When used, the appointing authority recommends whether to approve or disapprove the findings in blocks 9 and 10 or, following an investigation, whether to approve or disapprove the FLO's findings. The FLIPL can only be seen when it is ready for action by the Appointing Authority. Once it is routed, it is no longer visible. The appointing authority may action the FLIPL twice (1. to appoint a FLO, 2. to review the FLO's findings).

e. **Approving Authority** - The approving authority will action the FLIPL multiple times. The first action by the approving authority is to assign the inquiry number to the FLIPL. (see AR 735-5 CH 5-22). When no appointing authority has been designated, an approving authority initially decides, based on the available evidence, whether to appoint a FLO by choosing the correct block in 13c. If an investigating officer is required, the approving authority completes a memorandum appointing the FLO or AR 15-6 IO. Following the completion of the investigation or if no further investigation is required, the approving authority completes blocks 14a-h. The approving authority is the final approval on all FLIPLs. Once completed (signed), the Total Processing Time Clock stops. FLIPL Completed. The FLIPL can only be seen when it is ready for action by the approving authority. Once it is routed, it is no longer visible. The approving authority may action the FLIPL four times:

- (1) To assign the Inquiry Number
- (2) To appoint a FLO and review the FLO's findings. In the absence of an appointing authority.
- (3). To make the initial determination of liability.
- (4) To make the final assessment of Liability

f. **Battalion Reviewer** - After reviewing the FLIPL, enter comments and return the FLIPL to the responsible officer for corrections or forward them to the approving authority. The battalion viewer can only review the FLIPL when it is ready for action. Once it is routed, it is no longer visible.

g. **Initiator** - The initiator creates FLIPLs and initiates the process; (Per AR 735-5 5-6, the initiator of a DD Form 200 will generally be the hand receipt holder, unit commander or agency head, the accountable officer, or the individual with the most knowledge of the incident). The initiator can only see the FLIPL when it is ready to be actioned by the initiator. Once the FLIPL is routed, it will no longer be visible.

h. **Military Pay Branch** - The military pay branch is NOT a role for DFAS or MILPAY Personnel. It is a unit administrative role responsible for processing the pay action. The military pay branch can only see the FLIPL when it is ready to be actioned by the Military Pay branch. Once the FLIPL is marked complete and moved to the Closed FLIPLs Report.

i. **Responsible Officer (RO)** – The RO will determine if negligence or willful misconduct is suspected by checking the appropriate box. Block 12b will contain comments and recommendations for the appointing and/or approving authority. At a minimum, block 12b will include the proximate cause, if determined, and any recommendation of financial liability. The FLIPL can only be seen when it is ready for action by the responsible officer. Once it is routed, it will no longer be visible.

j. **S-4** - The S4 can view the FLIPL at any point in the process. The S4 has access to the Reports menu, can run all reports, and can filter data for the organization. The S4 role cannot sign. However, users with the S4 role will upload DD200 signed by users with the role the FLIPL is currently at.

k. **Staff Judge Advocate** - The staff judge advocate conducts review of the FLIPL for legal sufficiency; and may give legal advice. The FLIPL can only be seen when it is ready for action by the staff judge advocate. Once it is routed, it is no longer visible.

Chapter 16 Global Combat Support System-Army (GCSS-Army)

16-1. Accountable property systems of record

a. An APSR is the government business system used to control and manage accountable property records. Organizations will use the assigned approved APSR for all processes and comply with the APSR end user manual (EUM) when procedures differ from AR 710-4. The APSR is GCSS-Army

b. Hard copy procedures will only be used when specified in AR 710-4 or when an APSR does not perform a required function, such as specific types of materials not supported by an APSR, or in organizations not authorized to operate an Army or DoD APSR.

c. Commanders or activity supervisors will only authorize hard copy procedures by exception for temporary use during system outages or austere mission conditions, not for convenience, preference, or to circumvent auditable records and controls in an APSR.

d. Do not duplicate processes performed in the APSR with additional hard copy processes.

16-2. Granting Access Global Combat Support System-Army (GCSS-Army)

a. Access to the unit supply module is granted through the access administrator, who is the PBO or representative. Access to multiple modules is not possible currently. Documentation to obtain access includes:

- (1) DD form 2875 system authorization access request form SAAR with the specific position identified.
- (2) DA form 1687 for each SLOC.
- (3) Appointment orders, assumption of command orders, or property administrator orders.
- (4) GCSS- Army certificate of training.
- (5) Cyber awareness certificate of training (annually).
- (6) Army IT user access agreement (annually).
- (7) Memorandum requesting access for contractors.

b. GCSS-Army training is obtained through the GCSS-Army training and certification (GTRAC)

website: <https://www.gcass.army.mil/GTRAC/Account/Login.aspx>.

c. For business display roles, documentation to obtain access includes DD form 2875 SAAR with the specific position identified and GCSS-Army certificate of training. The IPBO will grant access to the PHRH upon this request. This documentation must be kept on file for 24 months from the date of the last change, keeping the most current on file. This includes transfers, substitutions, onboard, outboard, dual personal, and re-hire. IPBO will perform an annual review of system access. All requests will be routed through to the access administrator in IPBO- Please ensure the following information is enclosed in your email; Full Name, DoD ID#, UIC, and specific position (CDR, NCO, supply SGT, clerk or PHRH) roles.

d. Assistance in how to perform transactions can be obtained through the end user manual plus (EUM+). Assistance for difficulties in how the system is performing can be obtained by contacting the Help desk through the service now website <https://service.peoeis.army.mil/gcssa>. General supply questions and assistance should always begin with your property book manager.

16-3. Decentralized User Administration (DUA)

a. GCSS-Army requires personal information about each of its users for identification and security purposes. As a result, the duty assignment of access administrator (AA) has been created to enable decentralized unit-level management of user access; an activity that previously required Help Desk Support.

b. The access administrator's duties include:

(1) Working with his or her Commander or Manager to identify potential system users within Scope of Operations.

(2). Ensuring that potential users are set up properly in GCSS-Army and that they are assigned to positions that provide system functionality they require.

(3) Monitoring and processing DUA workflow notifications on a regular and frequent basis

(4) Transferring users from one position to another within their Scope of Operations

(5) Out-boarding or disabling the access of users who should no longer be in GCSS-Army users, as needed.

(6) Rehiring, or restoring access to former, users who were out-boarded, but once again have a legitimate need to access GCSS-Army.

(7) Creating and maintaining substitutions, which allow existing user who hold one position to temporarily have the access afforded by another position

(8) Avoid the creation of substitutions that violate segregations of duties (SOD) rules

(9) Locking or unlocking users, as needed.

(10) Update and maintain personnel master data

16-4. GCSS-Army Positions/Roles

a. There are several user roles within GCSS-Army. Each business area has its own set of roles, which are simply lists of transaction codes (T-Codes) (such as reports, materiel movements, or finance functions) that a system user has permission to execute. In addition, roles have built-in authorizations that specify the units against which the user can execute transactions.

b. GCSS-Army roles are attached to positions (equivalent to duty assignments). A position can have one or more roles attached, however not every position has a role. Only under unique circumstances are roles assigned directly to personnel.

c. In GCSS-Army, security and user roles determine system access, which is granted based on user responsibilities. The system must provide a secure way for users to automatically inherit the access they need; access administrators provide this by assigning them to the right positions, by transferring them from one position to another, and by creating temporary position assignments called substitutions. This is referred to as position-based security.

d. The hierarchy of positions for each business area, their purposes and functions, and a list of User Roles associated with each position. Refer to exhibit I for role, purpose, and function of the positions.

Chapter 17 Evaluation

17-1. Command Supply Discipline Program

- a. The Command Supply Discipline Program (CSDP) is a compilation of existing regulatory requirements brought together for visibility purposes. It is directed at standardizing supply discipline throughout the Army.
- b. The purpose of the CSDP is to—
 - (1) Establish supply discipline policy.
 - (2) Standardize supply discipline requirements.
 - (3) Provide responsible personnel with a single listing of all existing supply discipline requirements.
 - (4) Make the Army more efficient regarding time spent monitoring subordinates' actions.
- c. To achieve the above purpose, the CSDP—
 - (1) Ensures compliance with DA supply policy and procedures.
 - (2) Determines the adequacy of established DA supply policy and procedures.
 - (3) Identifies supply problems to permit timely corrective action within the chain of command

17-2 Implementation

- a. Each commander/director provides the personal interest and direction necessary to establish an effective CSDP.
- b. Each command level above the organization level will appoint a CSDP coordinator to assist the commander with establishing and monitoring the CSDP.
- c. The CSDP is incorporated into existing resources in the command to avoid redundancy of effort.
- d. A compilation of existing requirements is established within DA Form 7768. The present supply-oriented supervisory responsibilities are listed according to level of responsibility
- e. Each level of command will review the DA Form 7768 and make necessary additions to account for any uniqueness within the command.
- f. Supervisors utilize the requirements listing in the normal performance of their duties.
- g. Whenever an applicable requirement within the requirements listing cannot be completed, the immediate higher HQ must be notified by the affected organization.

17-3 Evaluations

- a. The CSDP does not require vertical assessments of subordinate organizations' activities. Each command level is required to evaluate the next lower level of operations. Further evaluations of lower levels are as command directed. Further evaluations of other levels are as required by a commander or equivalent supervisor.
- b. The purpose of the evaluation is to determine whether an organization is complying with regulatory policy and procedures. The requirements listing (DA Form 7768) establishes the minimum standards. Commanders and equivalent supervisors may require additional items to evaluate local requirements which do not conflict with the DA Form 7768 requirements.
- c. CSDP evaluations will include the following: a review of the property book, document file, document register, due-in status file, HRs, loads, bench stocks, and shop stocks will be conducted. Also, a check will be made of procedures used to request, receive, and account for property, and to return recoverable items. These areas are included in the requirements listing (DA Form 7768).
- d. User, APO (property book), direct support, and general support levels. Supervisors (commanders and managers) are primarily expected to utilize the CSDP to police their own operations. The most effective means of ensuring supply discipline is to have an internally self-administered program practiced on a routine basis.
- e. At the completion of an evaluation by a higher HQ, the evaluated supervisor will determine a suspense date (get-well date) for each finding to establish when each discrepancy will be resolved. Whenever the resolution of a finding is determined to be beyond the supervisor's capability, elevate such

a finding to the appropriate level capable of resolving the discrepancy.

f. IAW AR 710-4 Tables 3-1 and 3-2 display the minimum frequency of evaluations required to monitor the status of supply discipline in subordinate organizations. Tables 3-1 and 3-2 display various types of organizations within the Army force structure. When-ever a unique organizational structure does not fit the charts in tables 3-1 and 3-2, the evaluation responsibilities then fall on that level immediately higher within the established force structure.

17-4. Internal Control Procedures

a. This evaluation aims to assist unit supply personnel and APOs at all levels in evaluating the key internal controls listed below; it is not intended to cover all controls. The function covered by this evaluation is the accountability, tracking, management, and safeguarding of government equipment according to AR 710-4. Evaluation test questions are outlined below and are intended as the starting point for each applicable level of internal control evaluation. Answers that indicate deficiencies must be explained, and corrective action must be indicated in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA form 11-2 (internal control evaluation certification).

b. Test questions.

(1) Are inventory requirements in AR 710-4 being met?

(2) Are commanders conducting inventories as prescribed in the unit inventory plan?

(3) Are APOs maintaining copies of all completed inventories?

(4) Are PHRHs reviewing their HRs monthly to ensure all turn-ins and issues are being posted accurately?

(5) Is supporting documentation maintained for each transaction conducted in the APSR?

(6) Are corrective actions being taken when documentation is missing?

c. Commander/director will ensure that internal control testing over supply systems and property accountability is conducted per AR 710-4. The command supply discipline program (CSDP) is designed as a commander's program directed at eliminating noncompliance with supply regulations. The CSDP program has internal controls embedded, enabling supply personnel to be audit ready. Internal control testing for supply systems and property accountability is specifically outlined in AR 710-4, paragraphs 3-1, and the CSDP internal controls checklist published in DA form 7768.

d. Professional development training offered to customers quarterly (topics: sub-hand receipt procedures, property inventory, component hand receipts, shortages, the receipt and turn-in of supplies, GPC, eFLIPL) required to attend training semi-annually IAW AR 710-4.

Chapter 18 Army Records Information Management System (ARIMS)

18-1. Record Keeping Requirements

All record-keeping requirements for documents and procedures must be per AR 25-400-2, ARIMS. All documents for transactions made to the property book are filed and disposed of per AR 25-400-2.

Appendix A

References

AR 50–5

Nuclear Surety,

AR 50–6

Chemical Surety

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190–51

Security of Unclassified Army Resources (Sensitive and Nonsensitive)

AR 190–54

Security of Nuclear Reactors and Special Nuclear Materials

AR 200–1

Environmental Protection and Enhancement

AR 220-1

Army Unit Status Reporting and Force Registration-Consolidated Policies

AR 380-5

Army Information Security Program

AR 380-10

Foreign Disclosure and Contacts with Foreign Representatives

AR 390-12

Threat Awareness and Reporting Program

AR 380-13

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

AR 380-27

Control of Compromising Emanations

AR 380-28

Army Sensitive Compartmented Information Security Program

AR 708-1

Logistics Management Data and Cataloging Policy for Army Operating Materials, Supplies, and Equipment

AR 710-4

Property Accountability

AR 725-50

Requisition, Receipt, and Issue System

AR 735-5

Relief of Responsibility and Accountability

AR 750-1

Army Material Maintenance Policy

ATP 4-35.1

Ammunition and Explosives Handler Safety Techniques

DA Pam 385-64

Ammunition and Explosives Safety Standards

DoDI 4715.05

Overseas Environmental Baseline Guidance

DoDI 4715.22

Defense International Environmental Management Policy for Contingency Location

DoD 4195-R-1

Defense Transportation Regulation Part II, Cargo Movements

TB 380-41

Safeguarding and Controlling Communications Security Material.

Appendix B

DA Form 1687 Notice of Delegation of Authority

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>				DATE 	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES ORGANIZATION NAME			LOCATION ORGANIZATION ADDRESS		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY REQ REC		SIGNATURE AND INITIALS		
LAST, FIRST, MIDDLE INITIAL	YES	YES			
LAST, FIRST, MIDDLE INITIAL	YES	YES			
LAST, FIRST, MIDDLE INITIAL	NO	YES			
NOT USED					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: <u>Request, receive, and turn-in equipment and documentation to the Property Book Office</u>					
REMARKS The Logistic Readiness Center-Belvoir (LRC-B) Installation Property Book Officer (IPBO)					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UIC: W3YUAA SLOC: H9T3			DODAAC/ACCOUNT NUMBER W747RL		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
PHRH LAST, FIRST, MIDDLE INITIAL					

DA FORM 1687, DEC 2023

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.00ES

One Year Expiration Date

Contractor personnel performing transactions on behalf of an organization must be designated by a memorandum signed by the KO, PA, or contracting officer's representative (COR) on behalf of the supported activity, per the terms of the contract.

Appendix C

Notice of Delegation of Authority-Receipt for Supplies



DEPARTMENT OF THE ARMY
RESOURCE SERVICES
9301 Chapek Road, Bldg. 1458
FORT BELVOIR, VA 22060-5527

AAHS-RS

23 August 2023

MEMORANDUM FOR Logistics Readiness Center, Supply and Services Division

SUBJECT: Notice of Delegation of Authority-Receipt for Supplies

1. **Name** appointed as PHRH for the property issued to **Organization** for **SLOC(s)**:
2. This memorandum informs you that **Name**, Primary Hand Receipt Holder does not delegate the authority to:
 - a) Request, receive, and turn in supporting documents and property to OAA PBO
 - b) Request, receive, and turn in items to LRC.
 - c) Sign or initial documents in his absence
 - d) Request turn-in appointments
 - e) Request document numbers
3. The primary hand receipt holder understands he is the only individual to conduct transactions on **SLOC**: until he authorizes or delegates an individual on DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies.
4. Effective date:
5. The point of contact for this memorandum is the undersigned at **phone number** (703) 545-1127 or **email address**.

Name
XXX, XXX
Primary Hand Receipt Holder

Appendix D

Request for Extension (Hand Receipt and Cyclic Inventory)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

YOUR LETTER HEAD

DAPM-FB

20 MARCH 2023

MEMORANDUM FOR PBO

SUBJECT: Request for Extension (Hand Receipt and Cyclic Inventory)

1. I PHRH Name, request an extension on my January quarterly hand receipt and cyclic inventory for Organization SLOC: I will complete and reconcile results with PBO NLT _____.

2. Reason for this request:

- ☐ Primary Hand Receipt Holder is not available; he/she is at _____
- ☐ Equipment is not available. It is _____
- ☐ Other _____

3. The POC for this memorandum is PHRH undersigned at phone number or email address.

DIRECTOR

Appendix E

Appointment Orders for Primary Hand Receipt Holder

Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment as Primary Hand Receipt Holder

1. Effective **date**, **name**, is hereby appointed as the primary hand receipt holder for the following organization:

UIC

SLOC

Organization

2. AUTHORITY: Army Regulation 710-4 Property Accountability, 26 December 2023

3. PURPOSE: To perform the duty appointed as prescribed by pertinent regulations, Standard Operating Procedures (SOP), and verbal instructions.

4. PERIOD: Until officially relieved/released from appointment/assignment.

5. Point of contact for this memorandum is the **Name** at **phone number** or **email**.

Name
Director
Organization

Appendix F

Acknowledgement Direct Responsibility



DEPARTMENT OF THE ARMY
406TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER
9925 TRACY LOOP, BLDG 767
FORT BELVOIR, VA 22060

ASCE-LBE

1 May 2024

MEMORANDUM FOR RECORD

SUBJECT: Acknowledgement Direct Responsibility for Property

1. By authority of appointment memorandum on **date**, I **name** hereby assume direct responsibility for the property in the quantity shown on each of my signed hand receipts. I further assume direct responsibility for property not issued on sub hand receipts.

Name
Primary Hand Receipt Holder
Organization

Appendix G

Annual Durable Memorandum



DEPARTMENT OF THE ARMY
406TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER
9925 TRACY LOOP, BLDG 767
FORT BELVOIR, VA 22060

ABCD-123

2 May 2024

MEMORANDUM FOR RECORD

SUBJECT: Annual Durable Management Memorandum UIC: XXXXXX (6-digit UIC)

1. Durable property is personal property that is not consumed in use, does not require property book accountability, but because of its unique characteristics, it requires control when issued to the user for all durable property. It will be controlled at the user level using hand receipt procedures or managed using inventory lists.
2. The annual requirement is for the commander, director, primary hand receipt holder, or activity supervisor to conduct a management review of all the on hand durable items to determine whether there were any indications of any missing items fraud, waste, and or abuse was completed IAW AR 710-4 Property Accountability, paragraph 5-3.
3. This memorandum is to document that all durable property has been inventoried and is accounted for in accordance with AR 710-4 paragraph 5-3 and AR 735-5 Relief of Responsibility and Accountability, paragraph 12-23.
4. The results of management review of durable property and accountability are as follows.

____ No discrepancies noted.

____ Discrepancies were noted. See attached supporting documents for action.

____ All sub hand receipts and or inventory lists are updated.
5. The point of contact for this action is Name, phone number or email.

JOHN D. JONES
Director
Name of Organization

Appendix H

Endorsement for Quarterly Inventory page 1 of 2



ASCE-LBE

DEPARTMENT OF THE ARMY
408th ARMY FIELD SUPPORT BRIGADE
LOGISTIC & READINESS CENTER BELVOIR
8925 TRACY LOOP
FORT BELVOIR, VA 22060-5443

9 April 2024

MEMORANDUM FOR RECORD

SUBJECT: Endorsement for Quarterly Inventory

Organization: _____ SLOC: _____

1. References:

- a. AR 710-4, Property Accountability.
- b. AR 735-5, Relief of Responsibility and Accountability.

2. All transactions prior to June 3, 2024, have been posted to the organizations Primary Hand Receipt dated June 3, 2024. The suspense date for the TDA Primary Hand Receipt, 100% command directed, and if applicable sensitive items is June 27, 2024.

3. All property listed on the sensitive items inventory listing has been physically inventoried and accounted for IAW all regulatory guidance described in the above references and the global combat support system-army (GCSS-A) automated Information Systems Manual (AISM).

4. All property recorded on the Cyclic Inventory listing has been physically inventoried by components of end item (COEI) and basic issue item (BII) and IAW all regulatory guidance described in the above references.

5. All discrepancies are listed below and valid supporting documents (DA Form 4949, DA Form 2082, posted DA Form 3161, DD Form 1750, posted DD Form 1348-1A, etc.) are attached.

6. I have reviewed the Cyclic Inventory Listing dated June 3, 2024, and find that:

_____ No discrepancies were noted.

_____ Discrepancies are noted below.

National Stock Number	Quantity	Nomenclature	Remarks (To include serial number)

7. I have reviewed the Sensitive Item Inventory Listing dated June 3, 2024, and find that

_____ No discrepancies were noted.

_____ Discrepancies are noted below.

ASCE-LBE

SUBJECT: Endorsement for Quarterly Inventory

National Stock Number	Quantity	Nomenclature	Remarks (To include serial number)

8. I have reviewed the TDA Primary Hand Receipt dated June 3, 2024, and find that

_____ No discrepancies were noted.

_____ Discrepancies are noted below.

National Stock Number	Quantity	Nomenclature	Remarks (To include serial number)

9. I'm requesting assistance with determining a proper course of action for discrepancies listed above.

10. Property Book Officer recommendations (do not mark anything in the space below):

National Stock Number	Quantity	Nomenclature	Remarks (To include serial number)

Appendix H

Endorsement for Quarterly Inventory page 2 of 2

ASCE-LBE

SUBJECT: Endorsement for Quarterly Inventory

11. I understand that discrepancies that are listed, but do not have supporting documentation to make the correction, cannot be actioned by the Property Book Office and my reports will be rejected.

12. The primary hand receipt holder signs this memorandum if there are no discrepancies. However, if there are errors, check the box that says discrepancies noted below and annotate the discrepancies. The primary hand receipt holder and director sign this memorandum.

13. The point of contact for this action is Ms. Tia Hawkins at (703) 805-XXXX or at tia.hawkins.civ@army.mil.

FULL NAME (ALL CAPS)
Primary Hand Receipt Holder
Organization

| FULL NAME (ALL CAPS)
Director
Organization

Appendix I

Position and Role Descriptions page 1 of 5

Position and Role Descriptions

The hierarchy of positions for each business area, their purposes and functions, and a list of User Roles associated with each follows:

Property Book

<u>Position Name</u>	<u>Role, Purpose, and Function</u>
<div>H I E R A R C H Y</div> <div>PBO ACCESS ADMIN</div>	Roles: VGC_HR_AA2_ADMIN + VPB_PBO – This position is for AAs within the PBO. It allows them to manage access within their organization and perform all transactions available to the VPB_PBO position.
↑	
PROPERTY BOOK OFFICER	Role: VPB_PBO – Users can perform duties as Property book Officer. Inherits below functionality. Currently there are no unique VPB_PBO transactions that are not already included in the VPB_PBO_NCOIC role.
↑	
PROPERTY BOOK NCO MANAGER	Role: VPB_PBO_NCOIC – Users can perform actions equivalent to a Property Book Office NCO or civilian equivalent. Inherits below functionality with additional capability to: <ul style="list-style-type: none">• Initiate equipment redistribution. Approve requests for Property Book shortages• Post Cyclic and Sensitive item inventory counts. Initiate AARs• Post items to Property book
↑	
PROPERTY BOOK CLERK	Role: VPB_PBO_CLERK – Users can perform actions equivalent to a Property Book Office clerk or civilian equivalent. Inherits below functionality with additional capability to: <ul style="list-style-type: none">• Initiate requests for Property Book Shortages• Initiate Cyclic and sensitive Item Inventories• Assign Material to units within Command
↑	
PROPERTY BOOK HAND RECEIPT HOLDER	Role: VPB_SUB_HAND_RECEIPT HOLDER- Any member of a Unit/Government operation/Agency designated as a sub-hand-receipt holder. Inherits below functionality with additional capability to: <ul style="list-style-type: none">• Print inventory lists• Sub-sub hand receipt items to platoon/section members via off-line PDF document
PROPERTY BOOK DISPLAY ALL	Roles: VPB_DISPLAY – Base role included in all PB roles. Provides access to all logistics related display transactions. Allows user the ability to query Supply related information and generate reports. Does not allow user the ability to execute any change type transactions, such as ordering parts, opening work orders, moving property, etc.

Appendix I

Position and Role Descriptions page 2 of 5

Unit Supply

	<u>Position Name</u>	<u>Role, Purpose, and Function</u>
	UNIT SUPPLY ACCESS ADMIN	Roles: VGC_HR_AA2_ADMIN + VUS_UNIT_SUPPLY_SGT – This position is for AAs within Unit Supply. It allows them to manage access within their organization and perform all transactions available to the VUS_UNIT_SUPPLY position. * Active duty SUP/ALL does not have an Access Administrator.
H	↑	
I	UNIT SUPPLY NCO MANAGER	Role: VUS_UNIT_SUPPLY_SGT- Unit Supply SGT/Civilian equivalent. Inherits below functionality with additional capability to: <ul style="list-style-type: none"> • Initiate requests for Property Book Shortages • Initiate inventories (cyclic, sensitive and command directed) • Assign Material to units within Command
E	↑	
R	UNIT SUPPLY CLERK	Role: VUS_UNIT_SUPPLY_CLERK- Unit Supply Clerk / civilian equivalent.
A	↑	
R	UNIT SUPPLY FACILITY MANAGER*	Role: VUS_ECS_MATES- Any member of a Unit/Government operation/Agency designated responsible for ECS/PHR facility manager as a sub-hand-receipt holder. Inherits below functionality with additional capability to: <ul style="list-style-type: none"> • Print inventory lists • Sub-sub hand receipt items to platoon/section members via off-line PDF document • Request, receipt and store equipment *This role only applies to National Guard SNG/ALL
C		
H		
Y	VPB_DISPLAY	Role: VPB_DISPLAY- Base role included in all Unit Supply roles. Provides access to all logistics related display transactions. Allows user the ability to query Supply related information and generate reports. Does not allow user the ability to execute any change type transactions such as ordering parts, opening work orders, moving property, etc. * Not a Stand Alone role
	WPB_AIT_ROLE	Base role included in all Unit Supply roles. If user is designated/authorized as an AIT user, enables user to execute basic receiving, inventory and issue functions via a hand held device.

Appendix I

Maintenance (Ground)

	Position Name	Role, Purpose, and Function
H I E R A R C H Y	MAINTENANCE ACCESS ADMIN	Roles: VGC_HR_AA2_ADMIN + VPM_MAINTENANCE_MGR– This position is for AAs within Maintenance. It allows them to manage access within their organization and perform all transactions available to the VPM_MAINTENANCE_MGR position.
	MAINTENANCE MANAGER	Roles: VPM_MAINTENANCE_MGR- Performs duties as a BMO/BMT/BMS/ Shop Officer or civilian equivalent. Provides oversight to maintenance operations in the repair and modification of equipment and repair parts management. <ul style="list-style-type: none">Monitors supply requests and provides feedback for exceptions.Reviews and monitors serviceable and unserviceable returnsInitiate Authorized To Forecast (ATF)
	MAINTENANCE SUPERVISOR	Roles: VPM_MAINTENANCE_SUPERVISOR- Performs duties as Shop Foreman/team chief/Shop Supervisor for maintenance operation. Responsible for the supervision of maintainers and shop clerks. Performs quality control inspection of work in progress and when completed. Provides feedback to managers on status of equipment for repairs. Oversees the shop stock and designates a bench stock custodian. Supervises the turn-ins of unserviceable repair parts. <ul style="list-style-type: none">Manage AIT (Hand-held Devices) access
	EQUIPMENT PARTS SPECIALIST	Roles: VPM_EQUIP_RECORDS-PARTS_SPEC - Performs duties as the Shop Stock/The Army Maintenance Management System clerk, responsible for maintaining records of services performed, ordering and managing repair parts, dispatching vehicles and equipment, and maintaining operator licensing records. Maintains the shop stock and turn-ins of unserviceable repair parts. Uses portable handheld devices to update dynamic system data. Receives, updates and closes customer work request.
	SHOP FOREMAN	Roles: VPM_SHOP_FOREMAN – Views/Creates/Changes/Completes Notifications and Work Orders. The maintainer’s ability to execute routine processes manually entered on a DA Form will assist the Equipment Records Parts Specialist (ERPS) clerks by alleviating tasks that are now shared processes in an Enterprise system.
	VPM_DISPLAY	Roles: VPM_DISPLAY- Base role included in all Maintenance roles. Provides access to all logistics related display transactions. Allows user the ability to query Supply and Maintenance related information and generate reports. Does not allow user the ability to execute any change type transactions such as ordering parts, opening work orders, moving property, etc. *Not a Stand Alone role

Appendix I

Maintenance (Aviation)

	Position Name	Role, Purpose, and Function
	AVN SPO ACCESS ADMIN	Roles: VGC_HR_AA2_ADMIN, VGC_LOG_ZPARK, VPM_AV_SUPPLY_MGR, VPR_SPT_OPS_SR_MGR, VW1_PR_SPT_OPS_MGR - This position is for Aviation Support Operations Access Administrator users. Performs duties in support of the Brigade Sustainment to assign other access admins along with sustainment functions such as funding obligations (ZPARK). The user has the access of a Tech Supply Manager, Access Admin, and Operations Manager and normally has access to an entire Brigade.
H	AVN SPO MANAGER	Roles: VGC_LOG_ZPARK, VPM_AV_SUPPLY_MGR, VPR_SPT_OPS_SR_MGR, VW1_PR_SPT_OPS_MGR - This position is for Aviation Support Operations Manager users. Performs duties in support of the Brigade Sustainment such as funding obligations (ZPARK). The user has the access of a Tech Supply Manager, Operations Manager, and normally has access to an entire Brigade.
I	AVN MAINTENANCE ACCESS ADMIN	Roles: VGC_HR_AA2_ADMIN + VPM_MAINTENANCE_MGR + VPM_AV_PRODCNTL – This position is for Access Administrators within Aviation. It allows them to manage access within their organization and perform all transactions available to the VPM_AV_PRODCNTL position.
E	AVN TECH SUPPLY MANAGER	Roles: VPM_AV_SUPPLY_MGR – This position is for Aviation Technical Supply users. Performs duties similar to a TS Clerk which include issuing parts and perform store room functions. The Tech Supply manager also has the ability to update the ACN subscription table (ZSLOCSUB). Tech Supply Manager only has access to their organization, which typically includes the entire battalion.
R	AVN TECH SUPPLY CLERK	Roles: VPM_AV_SUPPLY_CLERK – This position is for Aviation Technical Supply users. Performs duties as a TS Clerk to issue parts and perform store room functions. Tech Supply only has access to their organization, which typically includes the entire battalion.
A	AVN QUALITY CONTROL / TI	Roles: VPM_AV_QCTI – This position is for Aviation Quality Control/TI users. Performs duties as a QC/TI to sign-off faults with a status of X, Circle X, Chemical, Biological, and Nuclear. Provides oversight to maintenance operations in the repair and modification of equipment. QC only has access to their organization.
R	AVN PLANT MAINTENANCE MAINTAINER	Roles: VPM_AV_MAINTAINER – Performs duties as Maintainer for maintenance operation. Creates faults to resolve issues, has the ability to sign-off Dash and Diagonal status, and must work with QC to sign-off any higher status symbol. Provides feedback to managers on status of equipment for repairs. Has ability to do all work within maintenance process apart from sign-off of X, Circle X, Nuclear, Chemical, and Biological. Maintenance Maintainer only has access to their organization.
C	AVN PRODUCTION CONTROL	Roles: VPM_AV_PRODCNTL – Performs transactions which include functions to view, forward, and track maintenance work. PC shall not conduct sign-offs of maintenance work; they should work with QC. PC roles shall have B290s to all support organizations.
H		
Y		

Appendix I

Stand Alone Positions (Positions that are typically additional duties and may need appointment orders)

	Position Name	Role, Purpose, and Function
S T A N D A L O N E	UNIT COMMANDER	<p>Role: VGC_CDR- Performs duties as unit Commander. Reviews and approves exceptions for property, dispatch, maintenance repairs and readiness reports. Delegates authority for approval of exceptions.</p> <ul style="list-style-type: none"> • View all unit reports and equipment status • Approve equipment dispatch workflows • Generate reports
	ASSET VISIBILITY MANAGER	<p>Role: VGC_ASSET_VISIBILITY_MGR- Display only role that provides total visibility of assets owned (on-hand) at the Parent Level and Unit Level, along with essential related information.</p> <ul style="list-style-type: none"> • Allows ability to query asset/supply related information and generate reports • Initiate equipment redistribution • Provide asset visibility in support of mission task
	LICENSE EXAMINER/INSTRUCTOR	<p>Role: VPM_MASTER_DRIVER- Performs duties as unit License Examiner/Instructor Trainer as appointed by the commander. Responsible for entering training, volitions, qualifications, and maintaining operator qualifications IAW AR 600-55.</p> <ul style="list-style-type: none"> • Update operators qualifications for equipment • Post supplemental training and restrictions
	MAINTENANCE SUPPLY TECH	<p>Role: VUS_MAST – This position is for Active Guard Reserve (AGR) Supply Sergeants, Readiness Non-Commissioned Officers (NCOs), and Training NCOs who need additional capability to perform day to day operations in support of supply, maintenance, and dispatching at remote locations. The position combines the following roles: Unit Supply Sergeant, Plant Maintenance Dispatcher, Equipment Parts Specialist, and License Examiner/Instructor.</p>
	SASMO ACCESS ADMIN	<p>Roles: VGC_SF_SASMO_USERS/VGC_HR_AA2_ADMIN – The SASMO position will include the following:</p> <ul style="list-style-type: none"> • Tcode ZDOEMDM • Access Administrator (AA) with a ZA1 relationship built to the supported structure • Display All access <p>The SASMO will perform the role as the higher level AA across all business areas, providing back-up support to separate business area Access Admins.</p>
	APS MANAGER	<p>Role: VPB_WM_APS_MGR – The APS Manager position will have the capability to:</p> <ul style="list-style-type: none"> • Simultaneously sign in under a single logon and have one or more composite roles. • Extend access to each other's Storage Locations within their Area of Operation (GCSS-Army APS sites) without the requirement position substitutions or assistance from GCSS-Army Sustainment Personnel support. • Extend material, property, and equipment to other Storage and Bin Locations within their Area of Operation (GCSS-Army APS sites) without the requirement position substitutions or assistance from GCSS-Army Sustainment Personnel support. • Return ASL Equipment and Property to the APS Stock and Bin locations upon the Rotating Unit's