

DEPARTMENT OF THE ARMY  
Headquarters Fort Monroe  
Fort Monroe, Virginia 23651-6000  
5 September 1990

\*FM Memo 725-1

Requisition and Issue of Supplies and Equipment

POLICIES AND PROCEDURES

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-L, Fort Monroe, VA 23651-6600.

	Contents	
	Paragraph	Page
Chapter 1		
Introduction		
Purpose-----	1-1	1-1
References-----	1-2	1-1
Responsibilities-----	1-3	1-1
Supply discipline-----	1-4	1-2
Supply and maintenance channels-----	1-5	1-2
Chapter 2		
Accounting for Property		
Property book officer (PBO)-----	2-1	2-1
Responsible individuals-----	2-2	2-1
Hand receipt holder-----	2-3	2-2
Inventory list-----	2-4	2-3
Inventories-----	2-5	2-4
Relief from responsibility-----	2-6	2-5
Transfer and shipment of property-----	2-7	2-6
Chapter 3		
Request for Issue and Turn-in Procedures		
Request for supplies and equipment-----	3-1	3-1
Request for government-owned furniture-----	3-2	3-2
Defense reutilization and marketing service---	3-3	3-3
Turn-in of supplies and equipment-----	3-4	3-3
Issue and turn-in of ammunition-----	3-5	3-3
Chapter 4		
Maintenance and Repair of Equipment		
Maintenance-----	4-1	4-1
Repairs-----	4-2	4-1
Modifications-----	4-3	4-2

\*This memorandum supersedes FM Pamphlet 725-1, 1 Oct 82.

Appendixes	Page
A. References-----	A-1
B. Duty Appointment-----	B-1
C. Hand Receipt Update-----	C-1
D. Instructions for Preparing DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies)-----	D-1
E. Instructions for Preparing DA Form 2062 (Hand Receipt/Annex Number)-----	E-1
F. Temporary Hand Receipt Turn-in-----	F-1
G. Sensitive Items Requiring Monthly Inventory-----	G-1
H. Instructions for Preparing DD Form 1131 (Cash Collection Voucher)-----	H-1
I. Instructions for Preparing DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed)-----	I-1
J. Instructions for Preparing DA Form 4697 (Report of Survey)-----	J-1
K. Instructions for Preparing DD Form 1348-6 (DOD Single Line Item Requisition System Document)-----	K-1
L. Request to Visit Defense Reutilization and Marketing Office(s)-----	L-1
M. Defense Reutilization and Marketing Office (DRMO) Screening Procedures-----	M-1
N. Instructions for Preparing DA Form 581 (Request for Issue or Turn-in of Ammunition)-----	N-1

Chapter 1  
Introduction

1-1. Purpose. This memorandum establishes supply policies and procedures for all logistical activities assigned/attached to Fort Monroe.

1-2. References. Required publications are listed in Appendix A.

1-3. Responsibilities.

a. Director of Logistics (DOL), Fort Monroe. The DOL staffs coordination as appropriate and as approved by the commander, Fort Monroe, and recommends and implements supply policies and procedures for units and activities located at Fort Monroe.

b. Property book officer (PBO). A PBO will be designated in writing to maintain formal accountability for property on his/her respective property accounts. The appointing officer will identify the property book by the assigned unit identification code (UIC) IAW DA Pam 710-2-1, para 4-4. Property books will be maintained IAW AR 710-2, DA Pam 710-2-1, and The Automated Asset Accountability System (TAAAS). In addition, the PBO will assume responsibility for property not issued on hand receipt (HR).

c. Responsible individuals.

(1) Unit commanders and individuals filling a directorate- or division-level table of distribution and allowances (TDA) position will be responsible for all logistical matters within his/her respective areas of operation. They will exercise supervisory responsibility over property issued to or used by their subordinates and appoint, in writing (memorandum), the HR holder(s) for their unit, activity, or directorate.

(2) The HR holder is an individual appointed by memorandum by the unit commander or director to be the primary HR holder. He/she will hand receipt for all installation property from the Fort Monroe Property Book Division.

d. Types of responsibility.

(1) Supervisory responsibility is the obligation of a person for the care and safekeeping of government property issued to or used by his/her subordinates. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It is the responsibility between a person and the property in the possession of the personnel under his/her direct supervision. It arises because of assignment to a specific position and includes--

- (a) Providing proper guidance and direction.
- (b) Enforcing all security, safety, and accounting requirements.
- (c) Maintaining the proper physical and psychological environment for the proper care and use of government property.

(2) Direct responsibility applies to any individual to whom property has been entrusted and who is specifically charged with its care and safekeeping, whether such property is in his/her personal possession, in use, or in storage. Further, the signature of an individual on a HR is prima facie evidence that he or she has accepted responsibility for the care and safekeeping of the property.

1-4. Supply discipline. Supply discipline (economy) is the responsibility of every individual entrusted with the use of funds or property. It includes conservation, maintenance, safeguarding, recovery, and repair of all supplies and equipment. Each individual should be aware of the expense involved when supplies and equipment are used carelessly. To control supply economy, the PBO may question all requests for supplies, equipment, or services which appear to be excessive, nonessential, or uneconomical.

1-5. Supply and maintenance channels. The normal channel for conducting supply and maintenance matters is directly between the HR holder and the PBO, unless specifically stated otherwise herein. To control the issue/turn-in of supplies and equipment and to maintain proper records, only HR holders or their designated representatives will receipt/turn-in property from/to the PBO.

Chapter 2  
Accounting for Property

2-1. The PBO will--

- a. Maintain the property book and pertinent supply records IAW AR 710-2, AR 340-18-14, and other current supply directives.
- b. Establish and maintain hand receipt files for nonexpendable and expendable reportable property for each unit or activity assigned/attached. The HRS for units/activities assigned/attached to Fort Monroe receiving logistical support from PBOs will be established under TAAAS and will be prepared in duplicate. The PBO retains the original copy and the HR holder retains the duplicate. The HRS will be maintained IAW AR 710-2, Chapter 2, and DA Pam 710-2-1, Chapter 5.
- c. Ensure inventories and adjustments required by supply directives are properly conducted and recorded.
- d. Maintain a maintenance register and pertinent papers for equipment being repaired in place or sent to maintenance support activities (see Chapter 4).
- e. Establish and maintain expendable and nonexpendable document registers IAW AR 710-2. In addition to the normal document registers, PBOs may be required to establish document registers in support of special projects. Further, PBOs are responsible for maintaining document files in support of the document register and the property books.
- f. Be responsible for the submission of required supply reports; i.e., SAILS reports, CBS-X.
- g. Be responsible for the proper processing of adjustment documents as related to the damage or loss of government property accounted for on property books.
- h. Maintain a current roster of all HR holders.

2-2. Responsible individuals will--

- a. Appoint HR holders, as required by this memorandum, to receipt for TDA or installation property from Property Book Division, DOL. Appoint as many HR holders as are necessary to effectively control and safeguard the property issued to the unit, directorate, or TDA division. For example, property issued to an office on the same floor of a building may only require one HR holder, while an office split between different floors of a

building or between buildings may require two or more HR holders. This appointment will be in writing using a memorandum signed by the responsible individual. The appointment(s) will remain in effect until withdrawn by the responsible officer or until a change of responsible officer. A sample appointing memorandum is at Appendix B.

b. Be notified by the PBO when any or all of his/her HRs are due an update, inventory, etc. The necessary time frames will be provided and any additional information necessary. The responsible individual will ensure the HR holders complete all requirements by providing the needed time, assistance, and supervision. Appendix C is a sample of a notification memorandum.

c. Notify the PBO in writing when a change of HR holder is necessary. This notification will be in the form of a memorandum appointing a new HR holder and the effective date of the appointment. Sufficient time must be provided the outgoing HR holder and the newly appointed HR holder to complete a 100 percent inventory of all assigned property. Normally, 3 working days are sufficient to conduct this inventory.

d. Be responsible to ensure that adjustment documents for lost, damaged, or destroyed property within their activities are processed in a timely fashion. The goal for initiating these documents is 10 calendar days after the loss or damage of government property.

### 2-3. Hand receipt holder.

a. The HR holder will maintain the duplicate copy of the HR for all nonexpendable and expendable/durable property issued to his/her unit, directorate, or activity by the PBO. Included, but not limited to, are change documents that have been transacted with the PBO for issue or turn-in of property. Note, these change documents will be held in suspense until the next hand receipt update between the HR holder and the PBO.

b. Submit a DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) to the PBO for those individuals who may receipt for or turn in property for the HR holder. Prepare this form in duplicate; the PBO will acknowledge receipt by placing the receipt date and his/her initials on both copies--returning one copy to the HR holder. (See Appendix D for sample DA Form 1687.)

c. Each HR holder is strongly encouraged to hand receipt property down to the user level within their areas. This memorandum is the authority for the HR holder to further sub-hand receipt property to the user level. Use DA Form 2062

(Hand Receipt/Annex Number), prepared in duplicate, to record the issue of property to a sub-hand receipt holder. The original is maintained by the HR holder and the duplicate copy is given to the sub-hand receipt holder. Instructions for preparing a DA Form 2062 (used as a sub-hand receipt) are shown in Appendix E.

d. The HR holder is responsible for keeping sub-hand receipts current. Accomplish this by posting issues or turn-ins as they occur or by using change documents.

(1) When posting changes as they occur, the HR holder posts both copies of the sub-hand receipt at the time of issue or turn-in. If the change is an issue, add quantities issued to the old quantity shown for the item, and enter the new quantity in the next available quantity column. Add new serial numbers if a serial numbered item is involved. If the new quantity is zero, draw a diagonal line through that quantity block. Line through serial numbers of items turned in. Advance all other quantities to the same quantity column and line out any unused blocks in that column. Have the sub-hand receipt holder place his/her signature, rank or grade, and the date at the bottom of this same column on the last page.

(2) If change documents are used (the preferred method), all issues or turn-ins made between HR holder and sub-hand receipt holder are accomplished using DA Form 3161 (Request for Issue or Turn-in). This same procedure is followed for issues or turn-ins between the PBO and the HR holder. The form is prepared in two copies by the individual issuing or turning in the item, and the person receiving the item keeps the second copy. File change documents with the hand/sub-hand receipt until the next hand receipt update. (See Appendix F for sample of DA Form 3161.)

(3) The HR holder posts change documents to sub-hand receipts or updates every 6 months. This 6-month period is based on the date of the oldest change document. Additionally, change documents are posted before the change of HR holder or sub-hand receipt holder. The same procedures are followed in this method as described in (1) above, except when an issue and a turn-in is made for the same item. In this case, simply post the difference in the quantity and follow the other steps. After all the change documents have been posted to the hand/sub-hand receipt, they may be destroyed.

2-4. Inventory list. The HR holder may find that it is impractical to further assign responsibility to another person by way of a sub-hand receipt for an area like a classroom, briefing room, or in an area when shift operations exist. The HR holder retains responsibility for the property in these areas but he may use this option.

a. Prepare DA Form 2062 in two copies as an inventory list of items in the area. The HR holder holds the original copy and places the second copy in the area where the property is located and where the list can be easily identified by a person unfamiliar with them. The HR holder will then inventory the items at least quarterly--the inventory list against the items physically present. Remember to check serial numbers as well. After the inventory, enter the date of the inventory and the inventoried quantities in the next unused column on both copies of DA Form 2062. If items are missing at any time, notify the responsible individual and the PBO immediately. Take action to account for these missing items IAW AR 735-5.

b. When the inventory list is used, the HR holder must include the following in the activity standard operating procedure:

(1) Instructions for people working in the area where the items are located. Instructions will include a comparison of the property on the list with that in the room. Include procedures for reporting discrepancies.

(2) Instructions for reporting property moved from one location to another.

(3) Any and all restrictions the HR holder wants to include.

## 2-5. Inventories.

a. An inventory is a physical count of all property on hand. Current supply directives require that inventories be conducted on property signed out on HRs at least annually. Due to the various types of inventories required, it is necessary that the PBO and the HR holder work together in conducting such inventories. The PBO will notify the HR holder, through the commander, division chief or director, when an inventory is required.

(1) Within 2 working days of notification, the HR holder will report to the PBO with his copy of the hand receipt file and any change documents that have been transacted for issues or turn-ins. The PBO and the HR holder will then adjust the HR (Fort Monroe machine printout ILO DA Form 2062 at installation) by annotating any issues or turn-ins (DA Form 3161) as required. Once the adjustment is made, the HR holder will have 3 working days to complete a physical inventory of all property in his unit or activity, to ensure that quantities of property physically on hand agree with the quantities recorded on the HR. Serial numbers must be verified as well.

(2) All property physically on hand, but not recorded on the HR, will be accounted for by adding the items to the HR or turning it in to the PBO.

(3) Shortages of property detected during the physical inventory will be adjusted on the HR after the HR holder initiates an adjustment document; i.e., DA Form 4697 (Report of Survey (ROS)), DA Form 362 (Statement of Charges (S/C)), or DD Form 1131 (Cash Collection Voucher (CCV)).

b. Monthly inventory. Certain items in the supply system are required to be inventoried on a monthly basis. Those items requiring a monthly inventory are listed in Appendix G. The HR holder will conduct this inventory and report the results in writing to the PBO on the fifth working day of each month.

c. Change of HR holder. Upon notification of a change in assignment, the incumbent HR holder and the incoming HR holder will report together to the PBO. The incumbent will have the duplicate copy of the current HR as described in para 2-3a. The incumbent HR holder and PBO will adjust the HR based on any change documents (DA Forms 3161) that have not previously been posted. At this time, all supply transactions for this HR will cease until the inventory is completed and the new HR holder has signed the HR. The outgoing and incoming HR holder will have a minimum of 3 working days to complete a 100 percent physical inventory of all property. After completing the inventory, the two HR holders will report the results of this inventory to the PBO. Property physically on hand, but not recorded on the HR, will be added to the HR or turned in to the PBO. The outgoing HR holder will account for any shortages of property immediately by initiating the appropriate adjustment document (DA Form 4697, DA Form 362, or DD Form 1131). After all adjustments are complete and the incoming HR holder and PBO agree on quantities on hand, the new HR holder will date and sign the HR. Normal supply transactions will then resume.

d. Hand receipt update. In addition to the inventories described above, a semiannual hand receipt update is required when DA Form 3161 for issues and turn-ins (change documents) are used with the basic HR. The procedures outlined in (1), (2), and (3) above will be followed to conduct this inventory. Note, once notified by the PBO that an inventory is required, HR holders who fail to comply with a above will be denied any further property or book transactions. This includes issue or turn-in of property or requests for issue of property from the supply system. The HR is considered "frozen."

2-6. Relief from responsibility. The HR holder is the most important link in accounting for lost, damaged, or destroyed

property. When this property is lost, damaged, or destroyed by causes other than fair wear and tear-in service, administrative action will be taken to protect the interests of the government. The purpose of this action will be to determine the facts concerning the loss or damage and the amount of loss or damage to the government. The HR holders will report all losses or damages of government property to their commander (or responsible individual) and the PBO immediately. If unlawful removal or disposal is suspected, the proper law enforcement agency will be notified. Relief from responsibility of property lost or damaged can be obtained by the following actions:

a. A DD Form 1131 may be used when pecuniary liability is admitted. The individual must voluntarily, or in response to a request, offer payment of the value of the property in cash. Cash payment will not be demanded and cannot exceed the individual's monthly basic pay. Appendix H contains complete instructions for completing DD Form 1131; however, the PBO should be contacted for the proper guidance before preparing this form.

b. DD Form 362 may be initiated when it is determined that property is lost, damaged, or destroyed because of fault or neglect of an officer, warrant officer, enlisted member, or civilian employee. The individual cannot be directed to sign this form. However, if an individual refuses to sign when given the opportunity, indicate (in the signature block) that the individual refuses to sign and the DD Form 362 then becomes an exhibit to DA Form 4697. Complete instructions for completing DD Form 362 are contained in Appendix I. However, the PBO should be contacted for guidance before preparing this form.

c. DA Form 4697 will be used when other specific means for accounting for lost, damaged, or destroyed property are not authorized. The HR holder will include all the pertinent facts and circumstances surrounding the loss, damage, or destruction and how it occurred. It is important that this is done quickly so that an investigation can be made while those persons involved and witnesses are available and the facts are still fresh in their minds. The HR holder has 15 days from the date of the incident (loss or damage) to initiate the survey, process it through his/her chain of command, and deliver it to the Plans and Operations Office, DOL. Follow the instructions contained in Appendix J to complete DA Form 4697. Reports of survey that are not processed within 10 days must be accompanied by a memorandum explaining the delay.

## 2-7. Transfer and shipment of property.

a. The HR holder is prohibited from directly transferring or shipping any property to another HR holder or to another

installation. In addition, property will not be loaned outside the immediate area of the HR holder. All such transactions will be coordinated with the PBO.

b. Hand receipt holders or other individuals having knowledge of incoming shipments will notify the PBO as soon as possible. The HR holders are not authorized to accept property directly from a vendor or sign as accepting for the government, any government bill of lading (GBL), vendor's invoice or similar documents. To do so would make that individual liable for payment for the entire shipment. Vendors attempting to make deliveries or the receipt of GBLs or invoices should be directed to the Central Receiving Warehouse, bldg T-101.



Chapter 3

Request for Issue and Turn-in Procedures

3-1. Request for supplies and equipment. Hand receipt holders or their authorized representatives will submit requests for supplies or equipment to the PBO using DA Form 1348-6 (Non-NSN Requisition (Manual)). Requested supplies or equipment must be authorized by the current TDA, common table of allowances (CTA), or other authorization documents. The HR holder prepares the request in six copies (see Appendix K) and processes as follows:

a. The HR holder will submit five copies of the properly prepared DA Form 1348-6 to the appropriate Budget Officer for approval. The number six copy should be retained by the HR holder in suspense.

b. The budget officer verifies the availability of funds and approves or disapproves the request. The budget information is entered on all copies and all copies are signed. Four copies of DA Form 1348-6 are then forwarded to the PBO and one copy is returned to the HR holder. Disapproved requests are returned to the requestor.

c. Upon receipt, the PBO will edit the request to determine that--

(1) DA Form 1348-6 is completed correctly.

(2) Requested supplies or equipment are authorized for the requesting unit, activity, or directorate.

(3) Sufficient data is provided to process the request.

(4) The justification is clear and detailed enough.

(5) Appropriate signatures appear on the document.

d. Requests which pass the edit process will be assigned a document number and the supplies or equipment will be placed on order. Two copies of DA Form 1348-6 will be returned to the budget officer.

e. Requests for rubber stamps will be accompanied by three examples of the desired stamp. Examples will be prepared on individual sheets of white bond paper, 5" x 8" in size. A sample of the impression will be shown in the middle of the page and the printing specifications (size of letter, etc.) on the right corner. No other writing will appear on the sample.

f. Units and activities are authorized to maintain a 15-day stock of expendable supplies.

g. High-priority requisitions and emergency requests will be hand carried to the Property Book Division. At no time will a high-priority request be sent through distribution channels (Message Center) nor will it merely be dropped off at the Property Book Office. All requests will be accompanied by a written justification and will include the reason for the emergency. Justification is not limited to, but must include, date the item is required, reason required, and why this item only will serve the purpose. This justification will be signed by the unit or activity commander.

h. Current supply policies require that suitable substitutes be issued when requested items are not available. If only the item being requested is acceptable, the initiator should so indicate on the request for the item.

i. Only those individuals designated on DA Form 1687 will be authorized to request or receive property.

j. Questions regarding the status or requests for follow-up by the requestor may be obtained by providing the following information to the PBO either by memorandum or telephoning, ext 3330/3557:

- (1) Document number of request.
- (2) Date request was submitted.
- (3) Hand receipt number and unit, activity, or directorate making the request.

k. When requests are cancelled for any reason, the PBO will notify the requestor and the budget officer.

l. When all requested supplies or equipment have been received, the HR holder may destroy all copies of the DA Form 1348-6 or retain for other management purposes.

m. In the event the PBO must reject DA Form 1348-6, the PBO will provide the requestor a written explanation for the rejection. The requestor must then resubmit a corrected DA Form 1348-6, as explained in a through d above.

3-2. Request for government-owned furniture. Hand receipt holders requiring additional furniture (desks, chairs, tables, etc.) must submit a memorandum to the property book. On-hand assets will be screened and, if on hand, will be issued. Memorandums requesting furniture not on hand will be held in suspense pending turn-ins from other HR holders. Except for extreme emergencies, furniture will be refurbished prior to reissue.

3-3. Defense reutilization and marketing service.

a. Hand receipt holders wishing to visit the Defense Reutilization and Marketing Office (DRMO) (formerly DPDO), either in Norfolk or Cheatham Annex, must prepare a memorandum stating the date and purpose of the visit. Names, rank/grade, and social security number(s) of the person(s) making the visit must be included. (See Appendix L for instructions.)

b. The memorandum will be processed thru DOL for approval prior to going to the PBO.

c. The PBO will provide detailed written instructions on conduct and procedures to obtain items from the DRMO. (See Appendix M.)

3-4. Turn-in of supplies and equipment.

a. Hand receipt holders are responsible for ensuring all excess/unserviceable property is turned in to the Property Book Division.

b. Hand receipt holders will prepare a DA Form 3161, in duplicate, as a turn-in listing all items of equipment not required. See Annex F for instructions. The Property Book Division will inspect all items to verify condition codes placed on the turn-in document. Qualified technical inspectors will be requested when abuse is suspected.

c. Hand receipt holders will be notified, by the PBO, what date the turn-in will be accomplished.

3-5. Issue and turn-in ammunition.

a. Ammunition will be requested using DA Form 581 (Request For Issue and Turn-in of Ammunition) and will be processed thru the Director of Plans, Training, Mobilization and Security (DPTMSEC), bldg 27. After verification of requirements, the PBO will assign a document number to the form prior to hand carrying to the Training Division, DPTMSEC, bldg 210, Fort Eustis, for final approval.

b. Request for turn-in of live ammunition or brass will be processed as above. (See Appendix N for instructions.)

c. Personnel requesting or receiving ammunition must be authorized in writing. DA Form 1687 is used for this purpose. (See Appendix D for instructions.)



## Chapter 4 Maintenance and Repair of Equipment

4-1. Maintenance. Maintaining equipment is a function of personnel, at all levels, entrusted with the use of government property. The primary responsibility, however, is charged to the user or, if jointly used and operated, it becomes the responsibility of the senior individual. Maintenance is performed on a daily or scheduled basis by cleaning and/or minor adjustments.

### 4-2. Repairs.

a. Furniture repair. A list of furniture requiring repair will be turned in to the Property Book Division using DA Form 3161, prepared IAW Appendix F. Once DA Form 3161 is received at the Property Book Division, a DA Form 2407 (Maintenance Request) will be prepared by the PBO. The DA Form 3161 will be used to pick up the item from the user's location, with the HR holder receiving turn-in credit for the item. The Property Book Division will then ensure that the item is repaired at the Maintenance Support Facility, Fort Eustis, VA. Once the item is returned from the Maintenance Support Facility, it will be reissued by the PBO to the HR holder using DA Form 3161.

### b. Office Machine Repair.

(1) Certain office machines, excluding manual typewriters, are maintained by means of annual maintenance contracts with local business firms or the manufacturer. These contracts include repair, adjustments, and replacement of defective parts. Office machines and equipment not on such contracts are normally repaired by the Maintenance Support Facility, Fort Eustis, VA. To preclude the possibility of a pecuniary charge to an individual, all contacts with agencies concerning the repair of such equipment will be made by the Fort Monroe Support Center, bldg T-100.

(2) Request for repairs of office machines will be telephoned to the Fort Monroe Support Center, ext 2458. The following information is required when making the maintenance request:

- (a) Type and make.
- (b) Model number.
- (c) Serial number.
- (d) Location (building and room).

FM Memo 725-1

- (e) Description of malfunction.
- (f) Point of contact.
- (g) Telephone number.

Minor repairs will be made by the repairman at the user's location. Major repairs may require the machine to be turned in. The HR holders are not authorized to receipt equipment directly to repairmen.

(3) Operators are responsible for the routine care of office machines.

4-3. Modifications. Only those modifications as published in a modification work order will be accomplished on any piece of equipment. Any request for exception, with a complete description of the desired modification, will be submitted in writing to the PBO. Laminated items, decals, etc., are unauthorized modifications. Any such item temporarily placed in or on furniture or equipment, for any reason, will be removed prior to turn in to the Property Book Office.

Appendix A  
References

Required Publications

- AR 71-13, The Department of Army Equipment Authorization and Usage Program
- AR 190-11, Physical Security of Arms, Ammunition and Explosives
- AR 310-49, The Army Authorization Documents System (TAADS)
- AR 710-2, Supply Policy Below the Wholesale Level
- AR 710-3, Asset Transaction Reporting System
- AR 735-5, Policies and Procedures for Property Accountability
- AR 725-50, Requisitioning, Receipt, and Issue System
- AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates
- CTA 50-900, Clothing and Individual Equipment
- CTA 50-909, Field and Garrison Furnishings and Equipment
- CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items)
- DA Pam 710-2-1, Using Unit Supply System
- DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures



FM Memo 725-1

Appendix B  
Duty Appointment

(OFFICE SYMBOL) (FILE NUMBER)

(DATE)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date), (name), (SSN), (grade):

a. Appointed as: Hand Receipt Holder for Hand Receipt  
No. \_\_\_\_\_

b. Designated as: NA

c. Certified as: NA

2. Authority: FM Pam 725-1.

3. Purpose. To perform duties IAW FM Memo 725-1. ARs 710-2, 735-5, 735-11, and DA Pam 710-2-1 are incorporated in the current Supply Update and may be referred to for further guidance.

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

5. Special Instructions: All orders in contravention of this memorandum are rescinded. (Any additional instructions that the appointing authority (director/division chief or unit/activity commander) deems appropriate.)

FOR THE COMMANDER:

(Administrative Officer's  
signature block)

DISTRIBUTION:

Indiv Conc

DOL, ATTN: ATZG-LPB

DOIM, ATTN: ATID-TO

F O R M A T  
B-1



Appendix C  
Hand Receipt Update

S:

(OFFICE SYMBOL) (FILE NUMBER)

(DATE)

MEMORANDUM THRU

FOR

SUBJECT: Hand Receipt Update, Hand Receipt No \_\_\_\_\_

1. Reference DF, ATCS, 5 March 1985, subject: Supervision of Hand Receipt Holders' Responsibilities.
2. Enclosure 1 is your installation property hand receipt which must be verified and hand carried to the Property Book Division, DOL, for update, NLT \_\_\_\_\_.
3. The following instructions apply:
  - a. Conduct a 100 percent physical inventory of all assigned property.
  - b. Verify that the inventoried quantity agrees with the quantity reflected on the hand receipt (HR).
  - c. Note any discrepancies, i.e., property on hand but not recorded on the HR, on hand quantities that do not agree with the HR, etc. Report these discrepancies to your HR custodian, Property Book Division.
  - d. Verify all serial numbers recorded on the HR. Additionally, report the serial number of any item on hand for which the serial number has not already been recorded on the HR.
  - e. Make an appointment with your HR custodian in Property Book Division to finalize the update and sign your HR.
4. Enclosure 2 is a certification that the HR holder and his/her directorate/division chief or unit/activity commander must sign and date when the instructions in paragraph 3 above have been completed. This certification will be sent to the PBO to be filed with the HR.

2 Encls

(Signature of  
supply director)

F O R M A T  
C-1



Appendix D  
Instructions for Preparing DA Form 1687  
(Notice of Delegation of Authority-Receipt for Supplies)

1. Enter the calendar date the form is prepared.
2. Enter the name of the unit/activity.
3. Enter the name of the installation on which the unit/activity is located.
4. Enter the name(s) of authorized representative(s).
5. Enter "Not Used" on the next available line when all lines are not used.
6. Enter "Yes" in the REQ Block for each person authorized to request supplies. Otherwise, enter "No." Enter "Yes" in the REC Block for each person authorized to receipt for supplies. Otherwise, enter "No."
7. Enter the signature and initials of authorized representative(s).
8. Enter an "X" to show the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representative may sign.
9. Enter the supply support activity or other activity to which the form is being sent.
10. Enter your assigned unit identification code.
11. Enter the unit Department of Defense Activity Address Code and any local account number.
12. Enter the name of the responsible person.
13. Enter the grade or rank of the responsible person.
14. Enter the office telephone number of the responsible person.
15. Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
16. Enter the signature of the responsible person.

NOTE: All entries, except signature and initials, will either be printed IN INK or TYPEWRITTEN. Signatures and initials will be IN INK. TWO ORIGINAL DA 1687 ARE REQUIRED FOR AMMUNITION.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is (DDCS)LOG.</i>					1 Aug 86	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES			LOCATION			
207th S&T Co (2)			Ft Lee, VA (3)			
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS		
		REQ	REC			
(4) DE RUITER, Norman C.	(5)	(6) YES	YES	Norman C. De Ruitter NDE		
TUR-ROJAS, Vicente R.		YES	YES	Vicente R. Tur-Rojas		
HART, Ivan N.		NO	YES	Ivan N. Hart		
REYES, Veronica		NO	YES	Veronica Reyes		
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: Request and/or Receive Class 2, 4, 7 supplies as shown above. (8)						
REMARKS Installation Supply Division (9)						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE W3XAA			DODAAC ACCOUNT NUMBER W80T8E (11)			
LAST NAME-FIRST NAME MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
(12) DILLON, Edward F.	(13) MAJ	(14) 687-1716	(15) 31 Dec 87	Edward Dillon		

DA FORM 1687  
JAN 82

EDITION OF DEC 57 IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1982 - 101-2-021-6011

S A M P L E

Appendix E  
Instructions for Preparing DA Form 2062  
(Hand Receipt/Annex Number)

1. Line out annex number.
2. Enter the name of the unit/activity which issues the property. Do not enter a person's name, except for quarters furniture or property of a personal nature such as sheets, pillow cases, or bed. When making this kind of issue, enter the name and rank of person receiving property.
3. Enter the local assigned number. Use this number to post property book pages identifying property location(s). A number is not required when property of a personal nature is issued directly to an individual.
- 4-8. Enter the appropriate information. NOTE: THESE BLOCKS ARE NOT USED WHEN ISSUING FURNITURE, OFFICE EQUIPMENT, OR ITEMS OF A PERSONAL NATURE.
9. Enter the stock number of item being described.
10. Enter description to identify the item, plus model and serial numbers.
11. When used as a hand or sub-hand receipt, enter the hand receipt annex number for the item (PENCIL ENTRY). If hand receipt annex is not required, leave blank. Hand receipt for quarters furniture, enter the proper condition code at the time of issue (INK or PENCIL ENTRY). Condition codes are listed in DA Pam 710-2-1.
12. Enter the Security Code of the item (PENCIL, INK, or TYPEWRITTEN ENTRY). This code is in the Army Master Data File.
13. Enter the unit of issue (PENCIL, INK or TYPEWRITTEN ENTRY).
14. Enter the quantity authorized to be on hand (PENCIL, INK or TYPEWRITTEN ENTRY).
- 15-20. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.
  - a. Advance all quantities to the next column when quantities change. Quantities must be advanced when changing hand or sub-hand receipt holders.

b. The person receiving the property will sign, enter his/her rank and date the proper quantity column on the last page (INK ENTRY). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)

16. Dated transaction, signature and rank.

NOTE: ALL ENTRIES WILL BE MADE IN INK OR TYPEWRITTEN UNLESS OTHERWISE STATED.





Appendix F  
Temporary Hand Receipt

REQUEST FOR ISSUE OR TURN-IN PARTICULARS		X SHEET NO. 1		SHEET NO. 1		IS REQUESTED BY		TEMPORARY HAND RECEIPT		
1. REQUEST FROM C BTRY, WA2HCO		2. DATE MATERIAL RECEIVED		3. DODAAC		4. DODAAC		5. ACCOUNTING FUNDING OR		
6. CODE I-Initial R-Assignment		7. ISSUE FWT-Fair Wear And Tear RS-Report of Surplus		8. TURN IN EX-Excess SC-Unit of Charge		9. PUBLICATION		10. DODASID NO		
11. ITEM NO.	12. STOCK NO.	13. ITEM DESCRIPTION	14. UNIT OF ISSUE	15. QUANTITY	16. CODE	17. SUPPLY ACTION	18. UNIT PRICE	19. TOTAL COST	20. ISSUED DATE	
1.	5805-00-543-0012	TELEPHONE SET  NOTHING FOLLOWS	EA	7	I	7				
S A M P L E										
13. ISSUE DATE IN QUANTITY COLUMN AS REQUESTED							DATE		BY	
11 JAN 82							James O. Harvey, Jr.		14. ISSUE DATE IN QUANTITY COLUMN	
15. ISSUE DATE IN QUANTITY COLUMN							DATE		BY	
11 JAN 82							James O. Harvey, Jr.		16. ISSUE DATE IN QUANTITY COLUMN	

DA FORM 3161

REPLACES DA FORM 3161, 1 JUL 68 WHICH IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE (1976-214-603)

The information listed on this form is to be used as a general guide only

- Completion instructions by block or column**
- (1) Enter the name and the UIC (if applicable) of the organization, unit, section, squad, receiving the issue
  - (2) Enter the name and the UIC (if applicable) of the organization, unit, section, squad, making the issue.
  - (3) Enter "Temporary Hand Receipt"
  - (12a) Enter the item number, in sequence, for each item issued.
  - (12b) Enter the stock number of the item issued.
  - (12c)
  - (12d) Enter the unit of issue.
  - (12e) Enter the quantity to be issued.
  - (12f) Enter an "I" for each item listed.
  - (12g) The person that signs block 15 enter the quantity received
  - (13) The person making the issue will sign and sign this block (Include rank)
  - (15) The person receiving the issue will sign and sign this block (Include rank)
- NOTE:** Enter "NOTHING FOLLOWS" for the last item entered on the form. Make entry in the "item description" column.
- NOTE:** Make all entries except signature in ink or by typewriter. Signatures will be handwritten in ink.

1 REQUEST FOR ISSUE OR TURN-IN (AR 710.2)		ISSUE X	TURN-IN	SHEET NO 1	NO SHEETS	2 REQUEST NO Change Document	10 LOCATION NO				
3 SEND TO 1-651 Arty Bn WA2HAA		5 DATE MATERIAL REQUIRED		6 DODAAC		7 PRIORITY	8 ACCOUNTING FUNDING DATE				
3 REQUEST FROM C Btry, WA2HCO, H/R File 3		9 END ITEM IDSN1	10 NAME/MANUFACTURER		11 MODEL		12 SERIAL NO				
4 CODE I-Initial R-Replacement		TURN-IN FWT-Fair Wear And Tear RS-Report of Surveys		EX-Excess SC-Suit of Changes		13 PUBLICATION		11 101 ORDER NO			
12 ITEM NO a	13 STOCK NO b	14 ITEM DESCRIPTION c		15 UNIT OF ISSUE d	16 QUANTITY e	17 CODE f	18 SUPPLY ACTION g	19 UNIT PRICE h	20 TOTAL COST	21 PC DATE	22 ID BY
1.	2320-00-177-9258	Trk Util 1/4 Ton USA No 6F4130 NOTHING FOLLOWS		EA	1	FWT	/				
SHEET TOTAL									GRAND TOTAL		
13 ISSUE/TURN-IN QUANTITY COLUMN IS REQUESTED		DATE 28 Apr 82	BY Robert L. Brandy, Cpt	14 ISSUE OR TURN-IN "SUPPLY ACTION" COLUMN		DATE	BY	15 REC ORN IN SUPPLY ACTION COLUMN		DATE 28 Apr 82	BY James P. Smith, Capt

DA FORM 3161  
1 JUL 73

REPLACES DA FORM 3161, 1 JUL 68 WHICH IS OBSOLETE

© U.S. GOVERNMENT PRINTING OFFICE 16 6-714-603

The information listed on this form is to be used as a general guide only.

S A M P L E

Appendix G  
Sensitive Items Requiring Monthly Inventory

1. Controlled substances and tax-free alcohol.
2. Precious metals.
3. Hazardous items.
4. Arms:
  - a. Handguns.
  - b. Shoulder-fired weapons.
  - c. Light automatic weapons up to and including .50 caliber machine guns.
  - d. Recoilless rifles up to and including 106mm.
  - e. Mortars up to and including 81mm.
  - f. Rocket launchers man portable (see (8) below).
  - g. Grenade launchers, rifle and shoulder-fired.
  - h. Individual-operated weapons which are portable and/or can be fired without special mounts or firing devices, have potential use in civil disturbances, and are vulnerable to theft.
5. Ammunition.
  - a. Ammunition for weapons listed in d above.
  - b. Bulk explosives.
  - c. Antitank and antipersonnel land mines.
  - d. Hand grenades.
  - e. Demolition charges and related items; e.g., blasting caps, detonating cord, safety fuses, detonators, destructors, primers, firing devices, squibs, igniters, demolition kits, and explosive kits.
  - f. Fuses.
  - g. Boosters.
  - h. Supplementary charges (not assembled to end items).



Appendix H  
Instructions for Preparing DD Form 1131  
(Cash Collection Voucher)

1. To be completed by FAO.
  2. Enter unit Department of Defense Activity Address Code and document number. Obtain from property book officer.
  3. Enter unit or organization address.
  4. Enter commander's signature and signature block.
  5. Enter date the document was prepared.
  6. Enter supporting finance office.
  7. Enter signature block of finance officer. Will be signed by the finance officer when received.
  8. To be completed by FAO.
  9. To be completed by FAO.
  10. Enter actual date monies received.
  11. Enter name, rank or grade, and SSN of person(s) making remittance.
  12. Enter description of the item(s) for which collection is being made. Enter standard price of each item. Also enter the reportable item control code (RICC) for RICC one and two items. When property listed on a DA Form 1131 is totally lost or destroyed (no residue to turn in), enter the words, "No Residue."
  13. Enter the total dollar amount of item(s) for which collection is being made. Complete the total as follows: Standard price multiplied by quantity minus depreciation.
  14. To be completed by FAO.
  15. Additional Mandatory Data. Enter the following: Used instead of an investigation, AR 735-5, paragraph 12-3. "The signatures hereon are agreements to turn in to the proper supply officer all articles later recovered. It is understood that the U.S. Government will retain title to the articles listed on this form."
- Depreciation allowed per AR 735-5, Appendix C.
16. Enter total amount charged.

<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NO. ①		
		RECEIVING OFFICE COLLECTION VOUCHER NO. ② WT5KA7-7036-0015		
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) ③ 84th Supply & Service Bn., Fort School, Virginia 23800			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) ④ Jim Wright ILT, FC			DATE ⑤ 5 February 1987
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) ⑥ Finance Office, Fort School, Virginia 23800			
	DISBURSING OFFICER (Printed name, title and signature) ⑦ John C. McIvery John C. McIvery Finance Officer		DISBURSING STATION SYMBOL NO. ⑧	DATE RECEIVED SUBJECT TO COLLECTION ⑨ 7 February 1987
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
⑩	Loyal C. James ⑪ Loyal C. James MSG 000-00-0000  Fred B. Owen Fred B. Owen, III SGM 000-00-0000  Julian D. Edmondson Julian D. Edmondson GS-7 000-00-0000	⑫ Accy kit, MK1506/VRC 5815-00-402-5308 1 ea, \$482.00, RICC 2 A02012, No residue  Sleeping bag, artic 8465-00-264-5084 1 ea, \$41.00, RICC 2 T71706, No residue  Mask, prot, ABCM17 S 4242-00-542-4450 1 ea, \$40.18, RICC 2 M11895, No residue	⑬ \$434.00*  36.90*  36.17*	⑭
⑮ Used instead of an investigation, para 12-3, AR 735-5.  The signatures hereon are agreements to turn in to the proper supply officer all articles later recovered. It is understood that the US Government will retain title to the articles listed on this form.  *Depreciation allowed per Appendix C, AR 735-5.				
TOTAL			\$507.07 ⑯	

Appendix I  
 Instructions for Preparing DD Form 362  
 (Statement of Charges for Government Property Lost, Damaged or  
 Destroyed)

1. Leave blank.
2. Enter date of preparation.
3. Enter the class of property; i.e., installation or organization property. Following the class of supply, enter the organization (include Department of Defense Activity Address Code) maintaining the document register.
4. Enter the organization and UIC to which the person(s) are assigned or the name of the employing agency in the case of a civilian.
5. Enter the month or pay period in which settlement is to be effected. If the DD Form 362 is prepared after the 10th of the month, enter the following month.
6. Enter the name of the officer or civilian responsible for the document register.
7. Enter Ft Monroe, VA, and UIC.
8. Enter the stock number and line number, if applicable.
9. Enter the complete description and current price as contained in the AMDF for articles lost, damaged, or destroyed. In case of damage, add "damage to." When space on the face of the form is insufficient, blank paper, properly identified, may be used as continuation sheets; however, in no case trim the basic form for use as continuation sheets. Also enter the reportable item control code (RICC) for RICC one and two items when property listed on the statement of charges is totally lost or destroyed (no residue to turn in), enter the words "No Residue."
10. Enter the quantity of each article lost, damaged, or destroyed.
11. Enter the total quantities of each article, lost, damaged, or destroyed.

12. In the case of loss, irreparable damage, or complete destruction, enter the unit cost per article. Use the guidance in Appendix C to determine the unit price of any item listed on DD Form 362. Allow depreciation in accordance with Appendix C. When a depreciation allowance is given, properly annotate the "article" and "unit price" columns as shown. In case of repairable damage, enter the cost of repair in the total column, and file a statement showing the way of computing the amount of the damage as an exhibit.
13. Extend unit price and enter total values in the extreme right section of this space in the "Total" column. Enter the sum of these entries in the block to the right of "Grand Total" block.
14. Type name, grade or rank, and SSN of each person involved. Insert the expiration term of service and permanent change of station dates of the involved individuals.
15. Enter the reason for the charge, i.e., government property lost, damaged, or destroyed.
16. Enter the amount to be charged to each person. Enter the total charge against all persons charged in the "Grand Total" block.
17. Each person who admits liability will enter his or her signature and amount accepted in the proper space opposite his or her name.
18. The unit or activity commander will date and sign in the space titled "Date" and "Signature."
19. In the spaces titled "Date" and "Signature" the finance and accounting officer, or his or her designee, will enter the date and his or her signature. The unit commander will verify that a correct entry appears on the person's leave and earnings statement.
20. The person maintaining the document register will enter the property document or voucher number.

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED		MILITARY PAY ORDER NUMBER	DATE								
CLASS OF PROPERTY ORGANIZATIONAL (3)		(1)	31 January 1985 (2)								
ACCOUNTABLE OFFICER HQ 1st Bn, 584th Inf (WT4K24)		Company A (4) 1st Bn, 584th Inf (WARWAO)	FOR MONTH OF (5) February 1985								
STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ACCOUNTABLE OFFICER Frank B. Campbell, CPT, Inf, Commanding (6)		STATION (7) Fort School, VA 23800									
(8) STOCK NO.	(9) ARTICLES	(10) QUANTITIES							(11) TOTAL ARTICLES	(12) UNIT PRICE	(13) TOTAL
		1	2	3	4	5	6	7			
6230-00-264-8261	Flashlight, MX-991/U (\$1.30)	1		1					2	97*	1.94
8405-00-240-2461 (L70720)	Liner, parka, mans, mohair, frieze, OG, shade 107 (\$10.65)			1					1	9.58*	9.58
8405-00-223-7623 (N69904)	Parka, mans, ctn-nylon oxford, OG, shade 107, wo liner (\$12.65) RICC-2 No Residue	1							1	11.38*	11.38
*Depreciation allowed per paragraph 4-17, AR 735-11											
GRAND TOTAL										522.90	

**CERTIFICATE OF RESPONSIBLE INDIVIDUALS**  
 I certify that my signature hereon constitutes:  
 a. An authorization to recover the amount of indebtedness by payroll deduction.  
 b. An affirmation that the articles are not now in my possession.  
 c. An agreement to turn in to the appropriate supply officer all articles later recovered, it being understood that the United States Government retains title to the articles listed hereon.

COL NO.	NAME GRADE AND SOCIAL SECURITY NUMBER (14)	CAUSE FOR CHARGE (15)	TOTAL CHARGE (16)	SIGNATURE OF INDIVIDUAL & AMOUNT ACCEPTED (17)
				SIGNATURE AMOUNT ACCEPTED
1	NAME George, Roy S. GRADE GS-12 ETS: N/A SSN 000-00-0000 PCS: N/A	Lost Govt Property	\$12.35	Roy S George \$12.35
2	NAME James, Loyal C. GRADE MSG. ETS: 2 Apr 88 SSN 000-00-0000 PCS: 17 Nov 85	Lost Govt Property	\$ 9.58	Loyal C James \$7.58
3	NAME Ju, Herman Y. GRADE SGM, ETS: 1 Jan 85 SSN 000-00-0000 PCS: N/A	Lost Govt Property	\$ .97	Herman Y Ju \$ .97
4	NAME GRADE SSN			
5	NAME GRADE SSN			
6	NAME GRADE SSN			
7	NAME GRADE SSN			
GRAND TOTAL			522.90	

<b>ORGANIZATION COMMANDER</b> The statements hereon are complete and correct, all damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-11 (AFM 67-1, for USAF).		<b>DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER</b> The charge set opposite the name of each person listed hereon has been entered on the appropriate pay record or payroll, or DD Form 130 has been prepared and forwarded for collection.	
DATE (18) 31 Jan 85	SIGNATURE FRANK B. CAMPBELL CPT, INF	DATE (19) 1 Feb 85	SIGNATURE Thomas A. ... PROPERTY VOUCHER NUMBER WT4JB6-5031-0014 (20)

DD FORM 1 MAR 76 362

REPLACES DD FORM 362, 1 SEP 81, WHICH MAY BE USED UNTIL EXHAUSTED. \* U.S. G.P.O. 1980-665-141/1291



FM Memo 725-1

Appendix J  
Instructions for Preparing DA Form 4697  
(Report of Survey)

1. Date Prepared: Enter the date the report of survey is prepared.
2. Survey Number: Leave blank.
3. Type of Property: If the property is carried on the organizational and equipment records, enter "Organizational." If the property is carried on the installation property book, enter "Installation." If the property is real property, enter "Real Property." For assistance in determining the type of property, contact the PBO.
4. Address of Accountable Officer: Enter the address of the accountable officer. Also enter the Unit Identification Code (UIC).
5. Originator (Accountable Officer or Primary HR holder): Enter the name, rank or grade, and organization of the person preparing the document. Normally, this person will be the commander or primary hand receipt holder. When it is impractical for these persons to prepare the report, provisions will be made for others to perform this duty for them. Include the UIC. Line out the words "accountable officer" or "primary hand receipt holder," as proper.
6. National Stock Number: Enter the correct stock number and line item number.
7. Item Description: Enter the correct description of the articles lost, damaged, or destroyed. When the articles involved have been assigned serial numbers, include such numbers. Describe damaged major units as such and not as damaged component parts. If the space on the face of

the form is insufficient, use blank paper, properly identified. Do not trim the basic form and use it as a continuation sheet. Also enter the reportable item control code (RICC) for RICC 2 items. When RICC 2 items are listed on the report of survey and are totally lost (no residue to turn in), enter the words "No Residue."

8. Quantity:

Enter the number of units of the articles listed, together with the unit of issue, such as "1 each," "2 pair," "2 dozen," etc.

9. Unit Price:

Use the guidance in Appendix C to determine the unit price of any item listed on DA Form 4697. Add the abbreviation "est" after estimated costs. Add as an exhibit a brief estimated cost explanation (or copy of computation) as to how the estimate was calculated. Do not enter repair cost in this column.

10. Total Cost:

Enter the total cost of all units of each article listed that has been lost or destroyed. Total cost is computed by multiplying the unit price (item 9) of each item listed by the quantity (item 8). For damaged property, enter the ECOD. After the last entry, draw a line and enter the sum of the entries in the column and enter "Grand Total" in the unit price column. If continuation sheets are used, show the "Subtotal" on each sheet. Show the grand total on the last sheet. The "Grand Total" will be the total cost of all items listed on all sheets.

11. **Date & Circumstances:** Enter a concise and accurate statement of the facts in the case. Include the date and place of loss or damage. Show all persons directly concerned by name, social security number, and grade or rank for military and civilian employees. Refer to exhibits by the capital letter designation assigned according to AR 735-5, paragraph 13-9. Show exhibits initially attached, for example, "Exhibits A to D attached." If space on the form is insufficient, regular bond paper may be used for continuation sheets. Do not trim the basic form for use as a continuation sheet.
12. **Affidavit:** The person providing statement in block 11 will sign in the signature block. Type the person's name, grade or rank, and social security number in the block below the signature block. (Obtain the SSN from official personnel records.) Modify the affidavit block as proper.
13. **Subscribed and Sworn to (or affirmed):** Leave blank.
14. **Date:** Enter the date of signature in block 15.
15. **Name, Grade or Rank, and Signature of Accountable Officer:** Enter the name, grade or rank, and signature of the accountable officer, or the individual who maintains the expendable/durable document register if required.
16. **Document Number:** Enter the document or voucher number (Department of Defense Activity Address Code, date and serial number) if required.

DEPARTMENT OF THE ARMY REPORT OF SURVEY <small>For use of this form, see AR 735 11; the proponent agency is DCSLOG</small>		1. DATE PREPARED	2. SURVEY NUMBER	
		20 January 1987	10-87	
3. TYPE OF PROPERTY Organizational		4. ADDRESS OF ACCOUNTABLE OFFICER DMMC, 10th Inf Div, Ft. Blank, TX 78234, UIC: WARVAA		
5. ORIGINATOR (Accountable officer, or primary hand receipt holder) Phillip B. Murphy, O3, Commanding, Co A, 307th Sig Bn, UIC: WARPAO				
6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE	10. TOTAL COST
1. 6650-00-530-0974 (B67218)	Binocular, 7x50 Military Reticle, M17A1, SN: 24567	1 ea	\$350.00	\$350.00
2. 5180-00-672-2611 (W38895)	Tool Kit, General Mechanics, Light Weight			
Component Loss				
5110-00-241-9148	File, Hand	1 ea	1.80	1.80
5120-00-061-8541	Hammer, Hand	1 ea	6.75	6.75
5120-00-240-5328	Wrench, Adjustable	1 ea	3.60	3.60
			Grand Total	\$362.15
- SAMPLE -				
11. DATE AND CIRCUMSTANCES				
<p>On 12 January 1987, after a joint inventory between me, CPT Phillip B. Murphy, 000-00-0000 Commander, Co A, 307th Signal Battalion and my replacement, CPT Teresa Nelson, 000-00-0000, the items listed above were discovered missing. After a complete search of the area, I was unable to locate the missing items. The last time I recall seeing the binoculars was during the monthly inventory on 10 December 1986. I definitely recall seeing them on that date, as I had just returned them to the company safe from my quarters, where I was using them to spot birds. The binoculars are normally stored in a locked container in the company orderly room. I had one key to the container. The second key was maintained in the company key box, which is controlled by the company first sergeant, 1SG Loyal C. James, 000-00-0000, or the company CQ (Exhibit A). The binoculars were not present during the joint inventory on 12 January 1987. The tool kit was inventoried when I took command 2 years ago. I did not inventory it because I was the only user of the tool kit. I kept the tool kit stored under my desk.</p> <p style="text-align: center;">Exhibit A attached</p>				
12. AFFIDAVIT		SIGNATURE AND DATE		13. Subscribed and sworn to (or affirmed) before me at
<p>I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.</p>		<p><i>Phillip B. Murphy</i> TYPED NAME, GRADE, AND SSN Phillip B. Murphy, O3, SC 000-00-0000</p>		<p>this day of _____ NAME AND GRADE (Type and sign)</p>
14. DATE	15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER		16. DOCUMENT NUMBER	
21 Jan 87	<p><i>James W. Clingan</i> James W. Clingan, CW4, USA</p>		WT4KA5-7021-0025	
17. APPOINTING AUTHORITY				
<p>I have received the evidence pertaining to the lost, damaged or destroyed property, and have determined that the following action is required:</p> <p>a. <input type="checkbox"/> No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 27.)</p> <p>b. <input type="checkbox"/> The circumstances surrounding the lost, damaged or destruction warrants further investigation. (Proceed to block 21.)</p> <p>c. <input type="checkbox"/> Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.</p>				
18. DATE	19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY		20. SIGNATURE	

DA FORM 4697 SEP 81

DA FORM 4697 (EST) 1 JUL 78 AND DA FORM 4697 (EST) 1 JUL 78 ARE OBSOLETE

Appendix K  
Instructions for Preparing DD Form 1348-6  
(DOD Single Line Item Requisition System Document)

8-22. Enter the management control number if item has previously been requested. If ordering for the first time, LEAVE BLANK.

30-35. ADD: W26DJF (Installation PBO); W26DH6 (DOIM Supply).

36-43. Leave blank. - To be completed by PBO.

45-50. Enter W26RK4.

51-56. Leave blank.

62-64. ADD: For high-priority (03-06) requisitions. For normal requisitions.

65-66. Leave blank.

IDENTIFICATION DATA

1. Manufacturer's Code Part No.: Self-explanatory.
2. Manufacturer's Name: Self-explanatory.
3. Manufacturer's Catalog Identification: Enter number, series.
4. Date: Enter year/month/day of catalog.
5. Enter the type, number, date, and page number of the authorizing publication. Leave blank for commercial items.
6. Enter one or two words that describe the item requested.
7. Enter complete item description.
8. Enter end item application. Enter other information if it is available. For PD 01-08, add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization that the item is required to remove a piece of equipment from deadline, or is needed to satisfy a mission essential requirement.
9. End item application: Enter type and serial number of equipment item will be used on.
- 9a. Source of Supply: Enter SUGGESTED SOURCE, address, and phone number if available. Use back of form if required.

9b-e. Make: Self-explanatory.

10. Requisition: Enter organization (section) name of hand receipt holder, phone number, hand receipt number.

11. Remarks: Enter fund cite; cost per item x number of items; total price; budget officers name and signature.

NOTES:

1. When a CAGE is not available, complete blocks 2 through 9 with as much data as possible.
2. When the part number (ccl3-22) exceeds 10 digits, enter the complete part number (to include the CAGE when available) in block 1 of this section. Enter the FSCM, when available, first followed by the part number.
3. Use block number 10 (Remarks) as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receipting person when DD Form 1348-6 is used for issue purposes.
4. For items/equipment being commercially purchased please provide a picture from the catalog to assist the PBO and the Directorate of Contracting in identifying the item.

DOCUMENT IDENTIFIER							ROUTING IDENTIFIER							M B S	ITEM IDENTIFICATION* (NSN, FSC/Part No., Other)														UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER				
															FSCM							PART NUMBER														REQUISITION				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35						
																						B	X	0	0	0	0	4	W	2	6	D	I	F						
DOCUMENT NO. (Cont.)							D E M A N D	SUPPLEMENTARY ADDRESS							S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK												
DATE			SERIAL																																					
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69							
							R	W	2	6	R	K	4												1	3														
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																												
										65		66		*1 MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 27) #4160																										
														*2 MANUFACTURER'S NAME SAVIN																										
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																									
Suppliers SIN 51-101-7										891022																														
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																														
Transparencies										Transparencies																														
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR					8b. SIZE																									
Clear transparencies - 100, 8 1/2" x 11" sheets for copier.										Clear					8 1/2" x 11"																									
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY					9c. SERIAL NUMBER																									
										See Back					12345678																									
9b. MAKE					9c. MODEL NUMBER					9d. SERIES																														
SAVIN					7500					7500																														
10. REQUISITIONER (Clear text name and address)										11. REMARKS																														
Directorate of Logistics Plans and Operations Mr. Loyal C. James, 6401, HR#P04										21X4991.0257 0/A57 S44019 26EB X928 4 @ \$39.60 = \$158.40 (100 sheets per box)  JOHN C. HCLVERY, Bud Assist., 6402																														

FOLD LINE

DD Form 1348-6, FEB 85

Edition of Apr 77 may be used until exhausted.

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

U.S. GPO: 1985-485-306

**S A M P L E**



Appendix L

Request to Visit Defense Reutilization Marketing Office(s)

(OFFICE SYMBOL) (FILE NUMBER)

(DATE)

MEMORANDUM FOR Property Book Officer

SUBJECT: Request to Visit Defense Reutilization and Marketing Office(s)

1. Request the following personnel be authorized to visit the Norfolk South Annex and Cheatham Defense Reutilization and Marketing Offices to look for equipment that may be used in our office:

NAME

RANK/GRADE

SSN

2. The above listed individual(s) will be available to visit all Defense Reutilization and Marketing Offices on alternate dates.

(Signature block of  
director/division chief  
or unit/activity cdr)



Appendix M

Defense Reutilization and Marketing Office (DRMO) Screening Procedures

1. Screeners are required to check in at the South Annex (Norfolk), building SDA #205, to register and obtain visitor's badges.
2. Screeners will be granted access to the DRMO with their civilian ID cards or military ID cards, but you must obtain a screening badge to screen the various locations at DRMO.
3. Where possible, all screeners will be escorted by DRMO personnel.
4. Reutilization specialists are available to assist screeners in locating property. If you can locate the item you are looking for, please notify the reutilization specialist.
5. Screening may be done Monday through Thursday from 0730-1530. Lunch is from 1200 to 1230, and the area is closed for this period.
6. The Property Book Division will be informed as to property requested as a result of physical screening, in order to maintain property accountability on hand receipts. As a minimum, the screener will furnish the Property Book Office the following:
  - a. Stock number.
  - b. Unit of issue.
  - c. Quantity desired.
  - d. Nomenclature.
  - e. Unit cost.
  - f. Turn-in document number.
  - g. Storage location.



Appendix N  
 Instructions for Preparing DA Form 581  
 (Request for Issue or Turn-in of Ammunition)

- 1. Document Number: Completed by PBO.
- 2. Control Number: Leave blank.
- 3. From: Requesting unit or activity.
- 4a. Initiated By: Person requesting ammunition.
- b. Date: Calendar date.
- 5. Accounting & Funding Data: Leave blank.
- 6. To: Installation Supply  
 Division  
 Bldg 1608  
 Fort Eustis, VA 23604
- 7a. Approved By: Leave blank.
- b. Date: Leave blank.
- 8. Authentication Office Number: Leave blank.
- 9. Transportation Order: "X" request block.
- 10a. Item Number: Self-explanatory.
- b. National Stock Number: List NSN item code and nomenclature of requested item(s).
- c. Lot Number: Leave blank.
- d. Quantity Requested: Self-explanatory. (Do not exceed quantity authorized by \_\_\_\_\_.)
- e. Quantity Issued: Leave blank.
- f. Unit Price: Leave blank.
- g. Total Cost: Leave blank.

FM Memo 725-1

See sample DA Form 581 (N-3).

After LAST ITEM, place required statement as indicated and have unit commander sign it.

11. Remarks:

Date and time of pickup or turn-in.

12. Issue or Turn-in of Quantities:

Signature and julian date of person making issue or turn-in.

13. Received Quantities:

Signature and julian date of person receiving turn-in.

REQUISITION SAMPLE FOR REQUESTING AMMO

- SAMPLE -

FROM: FOR ISSUE AND TURN-IN OF AMMUNITION <small>(Use Form 581-AM 710-2) (See instructions on reverse of this form.)</small>		1. DOCUMENT NUMBER WS27AA-4033-0021	2. CONTROL NUMBER
ISSUE TO: <b>First Truax Co Petrol USARCTC, Kenton OH</b>		3. AUTHORIZED BY <b>Robert M. Davis CPT, TC, USAR</b>	5. DATE <b>3 Feb 84</b>
INSTALLATION: <b>Installation Supply Div. Bldg. 1608 Ft. Eustis, VA. 23604</b>		4. APPROVED BY <b>Samuel L. Royal Maj, OH, USAR</b>	6. DATE <b>6 Feb 84</b>
C. DISSEMINATION CATEGORIES <small>(See instructions)</small>		<input type="checkbox"/> ALLOCATION <input type="checkbox"/> TURN-IN <input type="checkbox"/> OTHER (Specify)	

NO. OF ITEMS REQD.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1	1305-A071 CTG, 5.56mm Ball		4,750			
2	1305-A131 CTG, 7.62mm Linked		13,200			
3	1310-B546 CTG, 40mm, HE		40			
LAST ITEM						
<p>The above ammunition is required for immediate use during 10 Feb 84 for annual weapons qualification and the quantities do not exceed the allowances contained in Paragraph 0.5, CTA 23-100-6. Ammunition not required and/or expended will be returned.</p> <p style="text-align: center;"><i>Robert M. Davis</i> ROBERT M. DAVIS CPT, TC, USAR Commanding</p>						

15. REMARKS (Availability, Location of Ammunition, Instructions, etc.)

TPC REQUEST ITEM PICK-UP 0730 10 Feb 84

12. ISSUE COLUMN OF QUANTITIES IN QUANTITY REQUESTED COLUMN IS REQUIRED	13. RECEIVED QUANTITIES IN QUANTITY ISSUED COLUMN
BY: <i>Robert M. Davis</i> DATE: 4034	DATE:

DA FORM 581

REPLACES DA FORM 581, 1 FEB 62, AND GPO FORMS 581 WHICH WILL BE ISSUED AND USED UNTIL 1 APR 83 DATE OF ISSUE EXHAUSTED.

- SAMPLE -

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION

1. DOCUMENT NUMBER M26ATV-4060-0403		2. CONTROL NUMBER
3. REQUESTOR 160th Trans Det Ft. Eustis, VA	4. AUTHORIZED BY Robert H. Chalk Cpt, TC	5. DATE 4060
6. TO: 1SD Ft. Eustis, VA	7. APPROVED BY James F. Schwartz MSG, USA Tag HCO	8. DATE 4060
9. <input type="checkbox"/> TRANSPORTATION ORDER (Logbook) <input type="checkbox"/> ALLOCATION <input checked="" type="checkbox"/> TURN-IN <input type="checkbox"/> OTHER (Specify)		

10. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1	1305-A080 Blank, 5.56mm	LCL-019				
"The item listed above are the balance of the ammunition drawn by this organization on voucher number 4050-0410, dtd 19 Feb 84. Total number of rounds fired was 7,000 ea A080. The amounts listed above and the quantity fired constitute the total amount issued."						
Robert H. Chalk  ROBERT H. CHALK Cpt, TC Commanding						

(1. REVISIONS (Last only, Location, Amount, Date to U.S.))

TPQ

12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED BY: <i>Robert H. Chalk</i> DATE: 4060	13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN BY:      DATE:
---	---

DA FORM 581 1 MAY 64

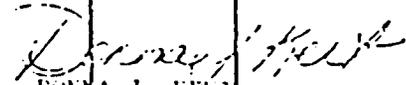
REPLACES DA FORM 581, 1 OCT 45 EXISTING EDITIONS OF WHICH WILL BE ISSUED AND USED UNTIL 19 AT 25 UNLESS SOONER EXHAUSTED.

SAMPLE  
N-4

and Out Sample for Turn-In of Ammunition Residue

**- SAMPLE -**

<b>REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION</b> <small>FOR USE OF UNIFORMS, AND AR 710.2: THE DISCRETIONARY AGENCY IS DARCOM</small>		<b>1. DOCUMENT NUMBER</b> WQDBAA-4125-0097	<b>2. CONTROL NUMBER</b>
<b>3. FROM:</b> 3664th Maint Co. AFD 1, Box 112A Point Pleasant, WV 25550	<b>4. INITIATED BY</b>	<b>5. DATE</b>	<b>6. ACCOUNTING &amp; PURCHASING DATA</b>
<b>7. TO:</b> Installation Supply Div Bldg. 1608 Fort Eustis, VA 23604	<b>8. APPROVED BY</b> Donna J. Kent CPT, OM, Cdr	<b>9. DATE</b>	<b>10. AUTHENTICATING OFFICER NO.</b>
11. <input type="checkbox"/> <b>ISSUE/TURN-IN ORDER</b> (Request) <input type="checkbox"/> <b>ALLOCATION</b> <input checked="" type="checkbox"/> <b>TURN-IN</b> <input type="checkbox"/> <b>OTHER (Specify)</b>			
Residue			

QTY	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
01	1305-A071 Brass, 5.56mm Full					
02	1305-A143 Brass, 7.62mm Linked					
03	1305-A540 Brass, 50 cal, Linked					
04	1305-00-752-7815-B060 Links, 7.72mm, M13					
05	1305-00-096-3178-A640 Links, 50 cal, M2					
06	1005-00-052-4377 Filler, Magazine, 5.56mm					
07	1305-00-924-3088 Bandoleer, M3					
08	8140-00-960-1699 Box, Metal, Ammo, Large					
09	8140-00-828-2938 Box, Metal, Ammo, Small					
LAST ITEM The items listed above have been 100% inspected. The material being turned in contains no live or misfired rounds, no cartridge cases containing live primers, no explosives, and/or extraneous material. Brass and packing material is the residue of ammunition drawn by this organization on Voucher Number WQDBAA-4119-0014.						
 DONNA J. KENT CPT, OM Commanding						

11. **REMARKS** (Authority, Location of Ammunition, Instructions, etc.)

12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED BY: <i>Donna J. Kent</i> DATE:	13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN BY:      DATE:
--	---

DA FORM 581 MAY 62

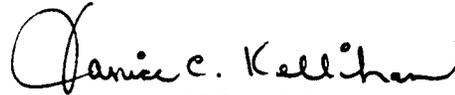
REPLACES DA FORM 581, 1 OCT 45, WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 62 DATE OF SOONER PROMULGATED.

**S A M P L E**  
N-5 -



FM Memo 725-1

FOR THE COMMANDER:



JANICE C. KELLIHAN  
Administrative Officer

DISTRIBUTION:

A, B

CF:

HQ TRADOC H1, H2

