

Property Accountability

Policies and Procedures for Property Accountability

For the Commander:

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History. This regulation revises USAREC Reg 735-3 which is effective 30 June 2003.

Summary. This regulation prescribes policies and procedures for requesting, receiving, accounting for, and disposing of supplies and equipment.

Applicability. This regulation is applicable to

all elements of this command. In cases of conflict between this regulation and other Recruiting Command publications or policy concerning property accountability, this regulation takes precedence except as otherwise provided by law.

Proponent and exception authority. The proponent of this regulation is the Director of Resource and Logistics Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-12.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not

identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRLM-SS), 1307 3rd Avenue, Fort Knox, KY 40121-2726.

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Chapter 1

General

1-1. Purpose

- This regulation:
- a. Prescribes policies and procedures for requesting, receiving, accounting for, and disposing of supplies and equipment.
 - b. Defines United States Army Recruiting Command (USAREC) procedures and complements Department of the Army (DA) directives pertaining to property accountability and supply procedures applicable to USAREC.

1-2. References

For required and related publications and referenced forms see appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Policy

- a. Headquarters, United States Army Recruiting Command (HQ USAREC) has a DA consolidated property book that utilizes an automated property accountability system.
- b. The command property book officer (CPBO) will be appointed in accordance with AR 710-2, paragraph 2-5g and AR 735-5, paragraph 2-10.
- c. The USAREC, CPBO, upon appointment, will assume accountability by signing the statement shown in AR 710-2, paragraph 2-5h, after change of accountable officer inventory and corrective actions required by the inventory have been accomplished. The statement will be filed with the property book. The commander has command responsibility and is not required to sign a responsibility statement.

1-5. Responsibilities

- a. The level of responsibility determines the obligations incurred by that individual for the property (AR 735-5, para 13-28a(1)). There are five levels of responsibility (AR 735-5, para 13-28):
 - (1) Command responsibility. The obligation of a commander to ensure all Government property within his or her command is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by

*This regulation supersedes USAREC Regulation 735-3, 1 March 1995.

assignment to command at any level and includes:

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

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

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

(d) Taking administrative or disciplinary measures when necessary.

(2) Supervisory responsibility. The obligation of a supervisor to ensure all Government property issued to, or used by his or her subordinates, is properly used and cared for, and that proper custody and safekeeping of the property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. 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 a supervisory climate that will facilitate and ensure the proper care and use of Government property.

(3) Direct responsibility. The obligation of a person to ensure all Government property for which he or she has receipted is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign, in writing, the individuals who will have direct responsibility for property.

(4) 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 and safekeeping of the property are provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, and is rated by and answerable directly to the accountable officer or the individual having direct responsibility for the property. Responsibilities include:

(a) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply room or supply support activity (SSA) is adequate.

(b) Observing subordinates to ensure their activities contribute to the proper custody, care, and safekeeping of all property within the supply room and storage annexes belonging to the supply room or SSA.

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

(d) When unable to enforce any of these, reporting the problem(s) to their immediate supervisor.

(5) Personal responsibility. The obligation

of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her physical possession. It applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

b. It is the responsibility of the Commanding General, USAREC, to ensure that property books are established and maintained in accordance with AR 710-2, DA Pam 710-2-1, and this regulation.

Chapter 2 Procedures

2-1. Accounting for information technology equipment

a. All information technology equipment (ITE), with the exception of expendable and durable items, whether it is Army-owned or obtained through rental or lease contracts, will be accounted for on property book records. A property book record must be prepared containing authorization, identification, accounting, and management data for each type and/or component of ITE in accordance with DA Pam 710-2-1, paragraph 4-39. Serial number records will be maintained in accordance with AR 710-2 for ITE. In the event that a maintenance contractor replaces an item of ITE hardware, the user must report the new serial number to the primary hand receipt holder (PHRH) who in turn will report to the USAREC, CPBO. This will ensure accountability and that the new item will be covered under the maintenance contract. Failure to inform the USAREC, CPBO, of a serial number change may result in delay or denial of maintenance for a failed item or component.

b. Copiers obtained on a cost-per-copy contract (as opposed to rented or leased) do not have to be accounted for on the property book.

c. ITE software and blank data media (magnetic tapes, disks, etc.) do not require formal property book accountability; however, the following applies:

(1) In order to prevent command infringement violations of copyright laws and to require additional accountability controls, all copyrighted and/or proprietary software, regardless of cost, must be managed by the unit information management officer (IMO) or information management specialist (IMS) through normal hand receipt procedures as durable property in accordance with AR 710-2, paragraph 2-31i.

(2) Blank media valued at \$100 or less will be managed as expendable while all media valued at more than \$100 will be accounted for through hand receipt procedures.

(3) Excess commercial software will be reported through IMO channels to Headquarters, United States Army Accessions Command (HQ USAAC), Information Support Activity, Information Services Division (ATAL-II), 1307 3rd Avenue, Fort Knox, KY 40121-2726.

d. The general responsibilities concerning ITE are outlined below:

(1) HQ USAAC, Chief Information Officer,

will:

(a) Issue memorandums of delegation to recruiting brigade (Rctg Bde) IMOs and recruiting battalion (Rctg Bn) IMSs. Requests for ITE not authorized for purchase at Rctg Bde or Rctg Bn level will be forwarded to HQ USAAC, Chief Information Officer, in accordance with published procedures.

(b) Distribute software in accordance with command policy and mission.

(2) USAREC, CPBO, will:

(a) Account for ITE on the property book in accordance with DA Pam 710-2-1, paragraph 4-39.

(b) Issue ITE in accordance with the distribution list provided by the IMO or IMS.

(c) Provide the gaining PHRH information pertaining to new equipment purchased for their unit or activity.

(d) Provide the IMO or IMS a courtesy copy of completed actions listed on the distribution list.

(3) Rctg Bde IMOs and Rctg Bn IMSs will:

(a) Receive and evaluate requests for software, add comments if necessary, and forward requests to HQ USAAC (ATAL-II).

(b) Request software in accordance with appropriate supply regulations and directives when authorized by HQ USAAC, Chief Information Officer. Once software is received, prepare DD Form 250 (Material Inspection and Receiving Report) (see DA Pam 710-2-1, fig 2-18) and forward to HQ USAAC (ATAL-II) and HQ USAREC (RCRLM-SS-PM), 1307 3rd Avenue, Fort Knox, KY 40121-2726, for inventory and monitoring purposes.

(c) Retain copy of the DD Form 250.

(d) Inspect to ensure that all copyrighted software is hand receipted to the proper individual and/or hand receipt holder.

(e) Ensure that copies of software registration and warranty cards are stored in a secure place.

(f) Ensure that original registration and warranty cards are sent to manufacturers.

(g) Ensure that copyrighted software is not pirated or abused.

(h) Report instances of abuse and/or piracy to Rctg Bn commanders and Rctg Bn chain of command.

(i) Provide disposition instructions to the USAREC, CPBO, and/or the PHRH pertaining to issue of ITE.

(4) Rctg Bde and Rctg Bn supply sergeants and supply specialists will:

(a) Upon receipt of ITE, originate a DD Form 250, sign in block 22, make a copy for filing, and send the original copy to the USAREC, CPBO, and a copy to the Rctg Bde IMO.

(b) Establish and maintain sub-hand receipts for all property that is on hand receipt from the USAREC, CPBO.

(c) Verify that accountable equipment is on hand during the 10 percent cyclic and change of hand receipt inventories by returning cyclic inventory notifications and signed hand receipts to the USAREC, CPBO, within the timeframes

provided.

(d) Individuals or hand receipt holders departing will not be cleared until they have first cleared their IMO or IMS, as appropriate.

(e) Account for lost, damaged, or destroyed Government property in accordance with AR 735-5.

(f) Certain equipment such as laptop computers (including Army Recruiting Information Support System), pagers, and cellular telephones are considered personal arms or equipment. If loss, damage, or destruction of these items is found to be due to an individual's negligence or willful misconduct, the person or persons responsible can be charged the full amount of the Government's loss (AR 735-5, para 13-39). The procedures for computing the value of the Government's loss are located in AR 735-5, appendix B.

(5) All hand receipt holders will:

(a) Ensure software is stored in a secure place when not in use.

(b) Immediately inform the security manager if there is not a secure place to store software, etc.

(c) Provide the warranty card to the IMO and complete and mail in the registration card.

(d) Immediately inform the security manager and IMO of any loss, damage, or destruction of any software in accordance with AR 735-5.

2-2. Accounting for negotiable media

a. Authority to deviate from the requirements of AR 710-2, paragraph 2-5a(17) to account for negotiable media on the property book has been granted by DA. Property book accountability of negotiable media such as toll scripts, tokens, bridge tickets, postage stamps, meal tickets, and applicant travel tickets is not required. Procedures and responsibilities follow:

(1) The commander has overall responsibility for accountability and control of negotiable media.

(2) Rctg Bdes will monitor and conduct periodic inspections of negotiable media and supporting documents during regular visits.

(3) Rctg Bns will:

(a) Monitor and provide funding.

(b) Reconcile bills for negotiable media with invoices and charge slips.

(c) Purchase and issue negotiable media to recruiting station (RS) commanders on DA Form 410 (Receipt for Accountable Form) (DA Pam 25-33).

(d) Establish and maintain file of signed USAREC Forms 1067 (Bulk Purchase Ticket Control Register and Flowchart) and completed USAREC Forms 206 (Transportation Request and Meal Ticket Register).

(4) Recruiting company (Rctg Co) commanders and first sergeants will conduct periodic checks of negotiable media and supporting documents during regular visits to RSs. Ensure that all USAREC Forms 206 are properly closed out in accordance with USAREC Reg 55-2 before being forwarded to the Rctg Bn.

(5) RS commanders will:

(a) Verify receipt of negotiable media, sign USAREC Form 1067, and return it to the Rctg Bn.

(b) Maintain and use USAREC Form 206 to issue negotiable media.

(c) Request replacement stocks of negotiable media.

NOTE: A copy of USAREC Form 206 documenting issues must accompany request.

b. Credit cards, such as travel cards, issued directly to a USAREC employee that are lost or stolen will be reported to the issuing agency and the supervisor.

c. Voyager fuel credit cards issued directly to a USAREC activity that are lost or stolen will be reported to their supply section vehicle manager who in turn will notify the issuing agency.

2-3. Accounting for property leased or rented other than ITE

a. SF 1449 (Solicitation/Contract/Order for Commercial Items) will be assigned a document number and retained in the lease agreement file to support property book entries for leased or rented property exceeding 180 days. When SF 1449 is not available or when property book posting is not made upon receipt of the item, the support activity will be contacted to obtain copies of SF 1449, which will be used to support property book entries. In cases where property was centrally leased, the Rctg Bde or HQ USAREC will be contacted to obtain copies of SF 1449.

b. For lease or rental renewal property which is posted to the property book, SF 1449 or DD Form 250 will reflect a new document number and will be annotated as "non-postable, lease renewal, see document number _____," and filed in the lease agreement file.

c. Rented or leased property will be dropped from accountable records upon return to the vendor by use of DA Form 2765-1 (Request for Issue or Turn-In) (see DA Pam 710-2-1, fig 3-1). A copy of the vendor's receipt should be attached to the DA Form 2765-1 if signature of vendor's representative cannot be obtained.

d. Accountability adjustment procedures for leased property lost, damaged, or destroyed will be in accordance with AR 735-5.

e. Nonexpendable property other than automatic data processing equipment or ITE leased or rented for a period of 180 days or less does not require property book accountability. However, hand receipt procedures will be used to account for this property and a copy of the lease maintained on file.

f. Nonexpendable property not authorized under CTA 50-909 to be leased or rented for a period in excess of 365 days requires tables of distribution and allowances (TDA) document action. Requests for authorization should be submitted through Rctg Bde headquarters to HQ USAREC (RCRLM-FD) on DA Form 4610-R (Equipment Changes in MTOE/TDA). Anticipated usage justification must be included.

2-4. General Services Administration

motor vehicles

a. General Services Administration (GSA) vehicles are not required to be accounted for on the property book. They will, however, be hand receipted to the level as determined by the Rctg Bde or Rctg Bn commander to best support the overall recruiting mission.

b. The hand receipt must contain the vehicle's GSA tag number, US Government national credit card number, and accessories. GSA Form 1152 (Vehicle Assign/Term) will be maintained in file number 58-1g. GSA long-term assignment vehicle folders will be established and maintained for each GSA vehicle and its assigned credit card. These folders will be maintained in accordance with DA Pam 710-2-1, paragraph 4-31-1.

c. If a GSA vehicle is involved in an accident, damaged, or stolen, a report of survey or damage statement (as appropriate) will be initiated in accordance with AR 735-5, chapters 13 and 14.

2-5. Command Supply Discipline Program

a. The Command Supply Discipline Program (CSDP) is a program meant to simplify command, supervisory, and managerial responsibilities. This is accomplished by standardizing requirements and by formalizing followup procedures.

b. Implementation.

(1) Each command level above the Rctg Co level will appoint a CSDP coordinator to assist commanders with establishing and monitoring the CSDP.

(2) Commanders will implement the CSDP using existing resources.

c. Evaluations.

(1) The purpose of the evaluation is to determine if an organization is complying with regulatory guidance.

(2) Each command level is required to evaluate the immediate lower level of operations. In USAREC, the Rctg Bde S4 is also responsible for evaluating the Headquarters Commandant's supply operations, to include hand receipts and durable and expendable document registers for their Rctg Bde.

d. Additional information about the CSDP is contained in AR 710-2, appendix B, and AR 735-5, paragraphs 1-4d and 11-1 through 11-7.

2-6. Equipment on accountable records in excess of authorized allowances

a. When an item of equipment is determined to be excess, disposition instructions will be requested within 10 calendar days from the USAREC, CPBO, in accordance with AR 710-2, paragraph 2-13b(2)(a). Unserviceable excess property other than ITE will be turned in to the SSA within 10 days. Disposition instructions for unserviceable ITE will be requested through the Rctg Bde logistics division and the IMO. The turn-in will be coordinated with the USAREC, CPBO.

b. Serviceable excess property that cannot be redistributed within the Rctg Bde will be reported within 10 days to the USAREC, CPBO,

for disposition instructions. Rctg Bde headquarters will review excess property reported by subordinate activities for possible redistribution within their commands.

c. All excess ITE will be promptly reported by the PHRH through the Rctg Bde logistics division and the Rctg Bde IMO to HQ USAAC (ATAL-II) for identification to the Chief Information Officer. Such ITE will not be turned in without approval obtained through the Defense Information Technology Management System (DITMS). HQ USAAC (ATAL-II) will notify the USAREC, CPBO, of excess ITE and the USAREC, CPBO, will report this excess ITE to DITMS by entering the proper codes into the automated property book system. DITMS will provide the USAREC, CPBO, with disposition instructions (normally within 30 days). Computers will not be cannibalized for spare parts unless specifically approved by HQ USAAC (ATAL-II).

d. Excess software will be reported through the Rctg Bde logistics division and the Rctg Bde IMO to HQ USAAC (ATAL-II) for distribution and/or disposal instructions.

e. Excess equipment reports for all ITE type property will list national stock number (NSN) or the nonstandard management control number, nomenclature, quantity, location, condition code, and price. (See DOD 4160.21-M for supply prescribed condition codes.) In addition, the following procedures must be performed prior to reporting excess equipment:

(1) Process through the local support element on DA Form 2407 (Maintenance Request) for technical inspection for serviceability.

(2) Copy number 4 (organization copy) of the DA Form 2407, when properly completed by the local support element, will accompany all direct shipments of these items to the gaining USAREC activity.

f. Costs of shipment for turn in of excess equipment to the support installation will be borne by the owning activity.

g. Costs of shipping and packing will be borne by the losing activity for directed lateral transfers within the command.

2-7. Requesting supplies from GSA

a. USAREC activities not located on military installations, and which are located geographically closer to a GSA self-service supply store than to the military installation assigned support responsibility for that geographic area, are authorized to use the GSA store for supplies and equipment. USAREC activities will adhere to GSA regulations and policies.

b. Purchase of supplies shall be paid for with the Government purchase card. Purchases exceeding the cardholder's single purchase limit shall be submitted to the supporting contracting office for procurement action.

c. USAREC activities located at or near a military installation which cannot provide timely support may negotiate support from GSA in accordance with USAREC Reg 5-2.

d. Nonexpendable property will be re-

quested in accordance with procedures outlined in DA Pam 710-2-1, chapter 2.

2-8. Force/activity designator

USAREC has an assigned force/activity designator III. The USAREC, CPBO, will assign priorities for supplies and equipment based on force/activity designator III, and the applicable urgency of need designator as indicated in DA Pam 710-2-1, table 2-1.

2-9. Mission support for guidance counselors located within a Military Entrance Processing Station

Guidance counselors of all services who are physically located within a Military Entrance Processing Station will be provided office space, basic office equipment, furniture, and common supplies by the host Military Entrance Processing Station.

2-10. Maintenance of property book records

a. The Defense Property Accountability System has been selected as the automated property book system for USAREC and will be maintained in accordance with DA Pam 710-2-1.

b. Office machines, test processing systems, and visible record equipment (FSC 7400) such as typewriters, dictating machines, visible file equipment, and addressing machines will be considered pilferable and will be maintained on the property book. Serial numbers of these items will be reflected on property book records.

2-11. Document registers

Document registers (automated or manual) for nonexpendable items will be maintained and numbered serially each day beginning with 0001. A separate register will be maintained for expendable and durable items with a block of document serial numbers reserved for that register. The USAREC, CPBO, will designate by informal memorandum those elements authorized to request expendable and/or durable supplies (DA Pam 710-2-1, para 2-23b).

2-12. Assigning responsibility for property and hand receipt procedures

a. Property will be issued to the responsible person identified in the authorization document. The policy of USAREC is that property will be first issued by hand receipt to the commander or his or her representative who has authority to sub-hand receipt property to the user's level.

b. The Unit Level Logistics System-S4 or other approved automated hand receipt system will be used to sub-hand receipt property below the PHRH's level.

c. Furniture items costing under \$2,500 can be accounted for by use of sub-hand receipts from the PHRH to the Rctg Co commander, RS commander, or the user. If the commander desires, an inventory list may be used instead (DA Pam 710-2-1, para 5-7).

2-13. Inventories

a. Under the provisions of DA Pam 710-2-1, paragraph 9-6, a physical inventory must be conducted of 100 percent of the property hand receipted to your unit or activity annually. This paragraph also allows this inventory to be conducted on a cyclic basis. The 10 percent monthly cyclic inventory method has been chosen for use in this command.

b. PHRHs may direct sub-hand receipt holders to conduct physical inventories of items selected by the USAREC, CPBO. Results will be reviewed by the PHRH and forwarded to the USAREC, CPBO, within 30 calendar days.

2-14. Receiving reports

a. Payments to the supplier are based on acceptance of the supplies or services ordered. Therefore, it is necessary to inspect the goods or supplies, and/or to verify that services were performed. After verification has been made and any exceptions noted, acceptance is indicated by the unit representative's signature on SF 1449 or DD Form 250. An original and two copies of the DD Form 250 shall be mailed to the supporting and accounting office or the supporting installation office.

b. DD Form 250 for HQ USAREC centrally procured supplies, equipment, software, and services will be prepared by the receiving activity as outlined in figure 2-1, when a partial shipment is received or when SF 1449 is not provided or furnished for supplies, equipment, software, and/or services (except those provided under the national advertising contract) procured by HQ USAREC.

c. Receiving reports for items procured under the national advertising contract will be prepared and distributed in accordance with the applicable provisions of the national advertising contract.

d. Receiving reports for items procured by the installation supporting USAREC activities will be processed and forwarded in accordance with procedures established by the supporting installation commander. However, no supplies or services shall be receipted for in advance of delivery or performance unless the order provided for advance payment is for authorized magazines and periodicals.

2-15. Identification of office furniture and equipment

Army-owned office furniture and equipment used in collocated facilities will be labeled by some method such as a tag or tape to identify ownership (US Army), stock number, and hand receipt number.

2-16. TDA

a. A complete copy of the current TDA and a copy of the implementing order for all USAREC activities should be maintained with the property book records or readily available in the Force Structure Address and ZIP Code Realignment System.

b. Additions and/or deletions for TDA authorizations will be submitted in accordance with USAREC Reg 570-1 and submitted through

command channels to HQ USAREC (RCRLM-FD). After approval of the change, equipment that is no longer authorized will be disposed of in accordance with paragraph 2-6. Any outstanding requests for deleted items from the TDA will be canceled. Items added to the TDA will be placed on requisition.

2-17. Local procurement actions

a. All USAREC activities will adhere to the procedures outlined in AR 710-2, DA Pam 710-2-1, and this regulation in obtaining required supplies and equipment.

b. DA Form 3953 (Purchase Request and Commitment) is used to requisition supplies, services, and equipment totaling more than \$2,500. Many installations utilize PR Web (Acquiline) to submit their requisitions electronically. Activities will comply with their supporting installation's guidance concerning the submission of purchase requests.

c. Listed below are a few examples of when purchase requests are used:

(1) Maintenance service agreement contracts except for ITE (requests for ITE maintenance contracts will be submitted through HQ USAAC (ATAL-II)).

(2) Rental of office equipment (when authorized).

(3) Training or other services.

(4) The USAREC, CPBO, will assign document numbers on requests for procurement of ITE items to include software (requires HQ USAAC, Information Support Activity's coordination), which shall be forwarded through the Rctg Bde IMO to HQ USAAC (ATAL-II).

d. The Government purchase card shall be used for purchases of expendable and nonexpendable supplies, equipment, and services under \$2,500. The USAREC agency program coordinator (APC) designates cardholders and approving officials in writing. Cardholders and approving officials will attend 8 hours of training given by the USAREC APC prior to appointment. Cardholders and approving officials will comply with the guidance provided during cardholder training and United States Army Training and Doctrine Command standing operating procedures. The USAREC APC will facilitate the credit card program within USAREC. Requests for cardholder and approving official delegations should be sent to HQ USAREC (RCRLM-PRC). The Government purchase credit card will be utilized when the following conditions exist:

(1) The amount of purchase is not over \$2,500. Purchases shall not be segmented (split) in order to stay within the threshold.

(2) The supplies or services are immediately available.

(3) Cardholders will obtain a nonexpendable document number from the CPBO before executing the purchase on the Government purchase card. A DD Form 250 will be prepared and sent to the CPBO upon receipt of the nonexpendable property.

(4) Its use is determined to be more economi-

cal and efficient than use of other small purchase methods.

(5) Mandatory sources of supply such as GSA, UNICOR (Federal Prison Industries), and the National Industries for the Blind or National Industries for the Severely Handicapped must be utilized to make purchases of those products or services.

e. All procurement actions will be accomplished by utilizing the authorized procurement channels established by the supporting installation.

f. DD Form 1348-6 (DOD Single Line Item Requisition System Document) will be used to request non-NSN single line items and NSN single line items when the NSN is not listed in the FED LOG unless stock fund bypass authority is in place at the supporting installation.

g. Accommodation checks (Government purchase card convenience checks). A checking account will be established at the headquarters and each Rctg Bde and Rctg Bn to execute purchases under the micropurchase threshold of \$2,500 when the activity has determined that the required goods and/or services are only available from a vendor that does not accept the Government purchase card. Individuals already designated as Government purchase cardholders may be designated as checking account holders. Requests for appointment are forwarded to the USAREC APC (HQ USAREC (RCRLM-PRC)) for appointment. Individuals not previously trained as cardholders will be required to attend 8 hours of USAREC Government purchase card training prior to being appointed as a check holder. Account holders and approving officials will comply with the guidance contained in the United States Army Training and Doctrine Command standing operating procedures and handouts furnished during training.

2-18. USAREC Consolidated Warehouse

a. Shipments from the USAREC Consolidated Warehouse will be shipped to PHRHs only. The receiving PHRH or his or her designated representative will sign for property. One copy of the receipt will be returned to the USAREC Consolidated Warehouse, Building 486-B, 9th Cavalry Regiment Road, Fort Knox, KY 40121-2726.

b. Delayed Entry Program (DEP). Detailed procedures pertaining to DEP awards are contained in USAREC Reg 601-95.

c. Meals ready to eat (MREs). The procedures for ordering and obtaining MREs is contained in USAREC Reg 601-95, paragraph 6-4k. RS commanders will forward their requests to the Rctg Bn S4 who will consolidate all RS requests on a memorandum. The memorandum will include the recruiting station identification, quantity requested, and date of function. Rctg Bns are limited to one request per month. Requests for MREs must be sent to the USAREC, CPBO, no later than the 7th of the month preceding the DEP function.

2-19. Reports of survey

a. A report of survey documents circumstances concerning the loss, damage, or destruction of Government property. It also documents a charge of financial liability assessed or provides relief from financial liability.

b. The approving authority for HQ USAREC is the Chief of Staff or a designated authorized person.

c. Rctg Bde commanders may retain approving authority or may delegate approving authority to lieutenant colonels or above on their headquarters staff (AR 735-5, para 13-16d).

d. Rctg Bde commanders may allow (in writing) Rctg Bn commanders to approve reports of survey using the "short survey" process in cases where there is no evidence of negligence or willful misconduct involved.

e. The appointing authority will be an officer or civilian employee (also refers to acting commanders appointed on orders) designated by the approving authority with responsibility for appointing report of survey investigating officers. Within USAREC, appointing authorities are:

(1) Rctg Bn commanders.

(2) Chief of Supply and Services Division, Resource and Logistics Management Directorate.

f. In the case where the approving authority delegated, the Rctg Bde commander will review all requests for reconsideration of assessment of financial liability. The Rctg Bde commander's review may be indicated by memorandum or by his or her initials on the approving authority's review.

g. Detailed procedures pertaining to the report of survey system are contained in AR 735-5, chapter 13.

h. HQ USAREC will remain as the appeal authority and will review all requests for reconsideration that are denied by the approving authority.

i. Damaged property.

(1) Rctg Bn commanders are authorized to document damaged property with a damage statement in lieu of a report of survey, provided:

(a) The approving authority has delegated, in writing, the authority for them to approve damage statements.

(b) There is no evidence of negligence or willful misconduct.

(c) Cost to repair the damaged property is less than the dollar threshold established by the Rctg Bde commander above which all damage statements must be approved by him or her (AR 735-5, para 14-26).

(2) Where negligence or willful misconduct is suspected, the approving authority or his or her designated representative will review those damage statements and either concur or nonconcur with the Rctg Bn commander's recommendations (AR 735-5, para 14-26). Concurrence will be indicated by the approving authority's signature, date, and the word "Concur" entered on the statement. Nonconcurrency will be indicated by the approving authority's signature, date, and the statement, "Nonconcur, initiate a report of survey."

(3) A damage statement file will be established and retained and filed in accordance with AR 25-400-2, file number 735. As a minimum, the file will contain the damage statement, estimated cost of damage or actual cost of damage, SF 91 (Motor Vehicle Accident Report) with the operator report section completed, and a copy of the police report and/or the serious incident report. The file will be maintained for 2 years. The damage statement must be prepared and sent to the approving authority within 15 calendar days of discovery of the damage to the Government property.

(4) The damage statement should describe the circumstances surrounding the occurrence and must include the statement: "I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct." The Rctg Bn commander may not further delegate this authority.

j. Request for reconsideration. Detailed procedures regarding request for reconsideration can be found in AR 735-5, paragraph 13-45 and figures 13-19 through 13-23.

2-20. Transportation Discrepancy Report

a. SF 361 (Transportation Discrepancy Report) is a multiple use form used to report, investigate, and process discrepancies in shipments involving loss or damage, and to report other transportation type discrepancies.

b. Detailed procedures to initiate and process SF 361 are contained in AR 735-5, chapter 16,

sections I and II.

2-21. Report of Discrepancy (ROD)

a. Use SF 364 (Report of Discrepancy (ROD)) if a shortage, overage, or damage is deemed a transportation-type discrepancy and may be the fault of the carrier, shipper, vendor, or contractor.

b. When negligence is suspected, SF 364 is used as an exhibit to a report of survey to report and adjust discrepancies.

c. Detailed procedures to initiate and process SF 364 are contained in AR 735-5, chapter 16, section III.

2-22. RS furniture

Basis of issue for RS furniture is listed at table 2-1.

2-23. Lateral transfer of property

a. All lateral transfers of Government property will be processed in accordance with DA Pam 710-2-1, paragraphs 3-18 and 3-19.

b. All transfers involving the transfer of information management mission-type equipment between any elements of this command will include a memorandum of approval from HQ USAAC, Information Support Activity, Information Services Division.

c. Subsequently, all lateral transfers must be approved in accordance with DA Pam 710-2-1, paragraph 3-18, by the appropriate logistics chief.

2-24. Closing out a deactivating Rctg Bn's hand receipt account

In the event that a Rctg Bn is deactivated, the following procedures will apply:

a. Rctg Bde logistics personnel will ensure that 100 percent of the unit's property has been inventoried and verify that all property signed for on the deactivating unit's primary hand receipts have all been properly disposed of and that the hand receipt has been brought to a "zero" balance.

b. A memorandum will be prepared stating the above and sent to HQ USAREC (RCRLM-SS-PM) upon completion.

c. Closed out primary hand receipt records to include all supporting document files will be maintained on file at the Rctg Bde headquarters for a period of 1 year from the date of closure.

2-25. DITMS

a. DITMS is a data system designed for reporting ITE. DITMS keeps track of ITE from the time it is recorded as inventory to when it is reported excess and available for redistribution within the Department of Defense, transfer to other Government programs, or donation to schools.

b. The USAREC, CPBO, must report automated equipment by serial number to DITMS.

c. The USAREC, CPBO, will report excess ITE to DITMS by entering the appropriate codes in the automated property accountability system.

**Table 2-1
Basis of issue for RS furniture**

RS Commander	
RS commander workstation Lateral file, 2 drawer	1-per RS 1-per RS
Recruiter	
Recruiter workstation Chair, management Chair, guest	1-per recruiter 1-per recruiter 1-per recruiter
Lobby Furniture	
Coffee table Screen, mobile Chair, guest Plants, artificial	1-per RS Depends on size of RS Depends on size of RS 3-per RS
Testing Area	
Table Chair, testing	Depends on size of RS Depends on size of RS

Appendix A References

Section I

Required Publications

AR 25-400-2

The Modern Army Recordkeeping System (MARKS). (Cited in para 2-19i(3).)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 1-4b, 1-4c, 1-5b, 2-1a, 2-1c(1), 2-2a, 2-5d, 2-6a, and 2-17a.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in paras 1-4b, 1-5a, 2-1d(4)(e), 2-1d(4)(f), 2-1d(5)(d), 2-3d, 2-4c, 2-5d, 2-19c, 2-19g, 2-19i(1)(c), 2-19i(2), 2-19j, 2-20b, and 2-21c.)

CTA 50-909

Field and Garrison Furnishings and Equipment. (Cited in para 2-3f.)

DA Pam 25-33

User's Guide for Army Publications and Forms. (Cited in para 2-2a(3)(c).)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures). (Cited in paras 1-5b, 2-1a, 2-1d(2)(a), 2-1d(3)(b), 2-3c, 2-4b, 2-7d, 2-8, 2-10a, 2-11, 2-12c, 2-13a, 2-17a, 2-23a, and 2-23c.)

DOD 4160.21-M

Defense Material Disposition Manual. (Cited in para 2-6e.)

USAREC Reg 5-2

Intra/Interservice Support Agreement Program. (Cited in para 2-7c.)

USAREC Reg 55-2

Applicant Meals, Lodging, Travel, and Accountability of Negotiable Media and Meal Tickets. (Cited in para 2-2a(4).)

USAREC Reg 570-1

Changes to Tables of Distribution and Allowances. (Cited in para 2-16b.)

USAREC Reg 601-95

Delayed Entry and Delayed Training Program. (Cited in paras 2-18b and 2-18c.)

Section II

Related Publications

AR 710-3

Asset and Transaction Reporting System.

CTA 50-900

Clothing and Individual Equipment.

CTA 50-970

Expendable/Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items).

Section III

Prescribed Forms

There are no entries in this section.

Section IV

Referenced Forms

DA Form 410

Receipt for Accountable Form.

DA Form 2407

Maintenance Request.

DA Form 2765-1

Request for Issue or Turn-In.

DA Form 3953

Purchase Request and Commitment.

DA Form 4610-R

Equipment Changes in MTOE/TDA.

DD Form 250

Material Inspection and Receiving Report.

DD Form 1348-6

DOD Single Line Item Requisition System Document.

GSA Form 1152

Vehicle Assign/Term.

SF 91

Motor Vehicle Accident Report.

SF 361

Transportation Discrepancy Report.

SF 364

Report of Discrepancy (ROD).

SF 1449

Solicitation/Contract/Order for Commercial Items.

USAREC Form 206

Transportation Request and Meal Ticket Register.

USAREC Form 1067

Bulk Purchase Ticket Control Register and Flowchart.

Glossary

USAREC

United States Army Recruiting Command

APC

agency program coordinator

CPBO

command property book officer

CSDP

Command Supply Discipline Program

DA

Department of the Army

DEP

Delayed Entry Program

DITMS

Defense Information Technology Management System

GSA

General Services Administration

HQ USAAC

Headquarters, United States Army Accessions Command

HQ USAREC

Headquarters, United States Army Recruiting Command

IMO

information management officer

IMS

information management specialist

ITE

information technology equipment

MRE

meal ready to eat

NSN

national stock number

PHRH

primary hand receipt holder

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

SSA

supply support activity

TDA

tables of distribution and allowances