DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
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AMC PAMPHLET
No. 735-1

29 May 1987

Property Accountability

HAND RECEIPT HOLDER HANDBOOK

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SECTION I
INTRODUCTION

1. Purpose. This pamphlet provides in a single document references to applicable procedures and controls in acquiring and accounting for installation equipment (IE).

2. Scope. This pamphlet applies to Headquarters, U.S. Army Materiel Command (HO AMC) and all supported tenant activities. The hand receipt holders (HRHs) at HO AMC and supported tenant activities are charged with safeguarding taxpayers money -- your money. Government property is not insured against theft or damage -- YOU are the insurance of OUR property. You are directly charged with its safekeeping, and you and/or your his/her-echelon supervisor maY be financially responsible should its loss or damage be attributable to willful misuse and/or negligence.

3. Objective. The objectives of this pamphlet are to fix responsibility for and provide policies, procedures, and ready guidance to personnel involved in the acquisition, control, safekeeping, and accountability of equipment and supplies in HO AMC.

4. Policy. Regulations applicable to property accountability, equipment management. determining requirements for granting and obtaining authority for equipment, programming, budgeting, funding, and preparing required documentation are referenced in Section XIV.

SECTION II
DEFINITIONS

5. Explanation of Terms. The following terms used in this pamphlet are not found in or are used differently than as defined in AR 310-25 or further defined in AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, and AR 1-39.

a. Authorized Requester. The HRH and those he/she authorizes on a DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) to request property from the Property Book Officer (PBO), AMCEN-O, for use by the Deputy Chief of Staff/separate office chief (DCS/SOC).

b. Causative Research. An investigation of discrepancies consisting of a complete review of all transactions occurring since the last inventory. Issue, turn-in, adjustments, transfer, loan, and found-on-installation issue and turn-in documents are included in the review. The investigation should include a physical search of the entire DCS/SOC and surrounding area to determine if missing property has been relocated without the knowledge of the HRH. The purpose of causative research is to assign a cause to a discrepancy so that corrective action may be taken. Research ends when a cause is determined or when, after review of all transactions and completion of the physical search, no conclusive findings were possible.

c. Common Table of Allowance (CTA). A table which provides a flexible basis of issue to acquire certain common items of installation equipment (office furniture and appliances, etc.).

d. Durable Item. An item of Army property coded with an Accounting Requirement Code (ARC) of '-D" in the Army Master Data File (AMDF). Durable items do not require property accountability, but they do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D' in the AMDF are considered durable items. This category consists of selected hand tools with a unit price greater than five dollars. Responsibility for tools will be assigned under the tool crib method (AMC-R 735-3) or by subhand receipting to the person using the tools. DCS/SOC will be responsible for durable items within their areas of responsibility.

e. Equipment Manager. The individual duly appointed by the commander having responsibility for the Equipment Management Program.

f. Expendable Items. An item of Army property coded with an ARC of "X" in the AMDF. Expendable items that are consumed during regular use regardless of the type classification or unit price. Individual responsibility for these items does not need to be assigned, nor are they required to be listed on a hand receipt. However, activities, offices, and personnel are required to control, maintain, and properly use these items.

g. Nonexpendable Items. An item of Army property coded with an ARC of "N" in the AMDF. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items. similar to items coded -N" in the AMDF, are considered nonexpendable items.

Note: This category consists of end items of equipment which are separately identified. It includes all class 7 end items, all items assigned a line item number (LIN) in SB 700-20, and other selected class 2, 4, and in end items (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5).

h. Hand Receipt (HR). Signed document or computer listing acknowledging acceptance of a responsibility for items of property listed that is issued for use. Each HR is identified by an assigned hand receipt number (HRN).

i. Hand Receipt Holder (HRH). Directors/office chiefs or supervisors appointed by the DCS or the SOC to maintain hand receipts and be responsible for all proPerty issued by the installation PBO (AMCEN-O) to their activity. The HRH accepts direct responsibility for property in their custody by signing hand receipts and other related documents.

j. Installation Commander. The Deputy Chief of Staff for Engineering, Housing,and Installation Logistics has been designated Installation Commander at HQ AMC for the purpose of equipment management, property accountability, and Reports of Survey.

k. Installation Equipment (IE). All nonexpendable equipment other than real property, items under test, fixed-plant communications equipment, and nonappropriated fund property in use by an installation or activity to accomplish or support assigned mission. IE includes all equipment requiring authorization under the installation or activity tables of distribution and allowances (TDAs) or other applicable equipment procurement or acquisition authority.

l. Installation Property Book Officer (PBO) (AMCEN-O). An individual officially appointed to maintain accountability for property book items. The Installation PBO maintains accountability for all nonexpendable property as prescribed in AR 710-2.

m. Responsibility. Obligation of a person for proper custody, care, and safekeeping of Government property.

n. Subhand Receipting. A process by which the HRH can issue property book items directly to an individual but does not transfer direct responsibility for the item to the subhand receipt person.

o. Table of Distribution and Allowances (TDA). A table comprised of three sections. These sections prescribe the organizational structure, personnel, and the equipment authorized to perform its specific mission.

p. Underutilized. Equipment which is not used sufficiently to meet a predetermined or apparent standard to justify its need for retention without regard to evaluation of extenuating circumstances.

SECTION III
APPOINTMENT OF HAND RECEIPT HOLDERS AND AUTHORIZED REQUESTERS

6. The DCS/SOCs are charged with the acquisition of supplies, property, and HRH responsibility for the accountable property book items assigned to their directorate/office.

a. The DCS/SOC cannot relinquish responsibility for performance of the functions prescribed by applicable regulations. They control processing and the establishment of any required channels for review or approval within their areas and are responsible for the performance of the HRH and the validity of justifications submitted to substantiate equipment acquisition.

b. The DCS/SOC will appoint supervisors at division/branch/section/unit level to serve as HRH. The Installation PBO (AMCEN-O) has the authority to require changes to the number of HRHs per DCS/SOC when the quantity of items issued on one HR may result in loss of control.

7. The Installation Commander will hold the DCS/SOC and authorized HRH responsible for establishing and maintaining adequate control over all property listed on the signed HR.

8. The HRH will be appointed by use of DA Form 2496 (Disposition Form) signed by the DCS/SOC in accordance with examples provided in appendix A.

9. Only the appointed HRH or persons designated are authorized to request and/or turn-in property.

10. The HRH will utilize a DA Form 1687 to appoint authorized requesters or receivers of property (appendix B for example and instructions):

a. HRH will retain a copy of the DA Form 1687 submitted to AMCEN-O.

b. Upon the expiration date of the DA Form 1687 or if the current HRH transfer, retires, or otherwise vacates the supervisory position, an up-to-date card must be submitted to AMCEN-O by newly appointed HRH. Included with the DA Form 1687 will be the DA Form 2496, entitled "Appointment of Hand Receipt Holder," signed by the DCS (appendix A).

c. Delegation of Authority on the DA Form 1687 will include authorization to sign DA Form 1818, Property Pass (appendix C). If HRH does not want authorized requester/receiver to sign property passes, they will place the statement on DA Form 1687 "does not include DA Form 1818."

SECTION IV
PROPERTY RESPONSIBILITIES

11. DCS/SOC for Engineering, Housing, and Installation Logistics, the Commander, and tenant activities chief for whom a property book is maintained are responsible for managing equipment used by members of their command activity. Each Commander/tenant activities chief will--

a. Personally inspect and inventory the area annually or as often as necessary to ensure that--

(1) All TDA authorized equipment is either on-hand or on valid request.

(2) Equipment on-hand is property maintained, used for intended purpose, and protected from loss, damage, or destruction.

(3) Property records are established and maintained in accordance with AR 710-2 (as supplemented by AMC), this pamphlet, and other references listed in section XIV.

b. Sign investigations of lost, damaged, or destroyed property taking appropriate action in the interest of supply discipline.

c. Ensure joint inventories are completed in accordance with AR 710-2 when departing his/her position or upon change of any subordinate who is responsible for property.

d. Establish controls to ensure that each person responsible for property is properly cleared before departure.

12. DCSs/SOCs are responsible for-

a. Managing equipment used by each member of their directorate/office. Each DCS/SOC will personally inspect and inventory their accountable equipment annually or as often as necessary to ensure that property records are maintained according to established procedures.

b. Ensuring that equipment on-hand is properly maintained, used for its intended purPOse, and protected from loss, damage, or destruction by assigning HRH responsibility to specific supervisors.

c. Accomplishing the appointment of the HRH by use of DF (appendix A).

d. Providing all HRHs a copy of this pamphlet and explaining their responsibilities for property. Providing guidance and assistance as required.

e. Giving the outgoing HRH reasonable time to conduct a 100-percent joint inventory of property with his/her successor. Requiring the outgoing HRH to furnish adjustment document for all shortages or overages. Processing the document to the Installation PBO (AMCEN-O) assuring HRs are adjusted, and obtaining clearance from the Equipment Manager (AMCEN-O) prior to the HRH departing position.

f. Requesting advice or assistance on property accountability from the HQ AMC Equipment Manager and/or the Installation PBO (AMCEN-O).

g. Ensuring that all personnel are aware that unauthorized procurements will be investigated to determine if the person initiating the improper action should be held personally liable for the cost of the supplies, equipment, or services involved and whether disciplinary action should be taken. Orders for goods or service placed directly with commercial sources without a contract are unauthorized procurement actions and are in violation of AR 600-50.

13. HRHs are responsible for-

a. Conducting annually a 100-percent inventory of all accountable items for which they are responsible for through hand receipting and reporting results to the Installation PBO (AMCEN-O) on a DF (section X).

b. Obtaining and retaining, with the hand receipt record, a proper receipt for any item issued/turned-in and/or transferred regardless of the reason. A proper receipt to support quantity adjustments to the hand receipt workcopy will be one of the following:

(1) A Form 1262 (Administrative Service Request).

(2) DA Form 2765-1 (Request for Issue and Turn-In).

(3) DA Form 3161 (Request for Issue and Turn-In) (Lateral Transfer or Temporary Loan).

(4) DA Form 2062 (Hand Request/Annex No. (Subhand Receipt)).

(5) DA Form 4949 (Administrative Adjustment Report (AAR)).

c. Preventing loss, damage, or destruction to equipment under their control.

d. Ensuring that pilferable items (e.g., hand-held calculators) are subhand-receipted directly to the user. For this purpose use DA Form 2062 (appendix O).

e. Ensuring that all items are properly barroded.

f. Transferring property responsibility to a successor before transferring or leaving Government service. This will be accomplished by conducting a 100-percent joint inventory between themselves and the incoming HRH. Both HRHs will report the results of this inventory to their supervisor(s) and the Installation PBO (AMCEN-O) (section X).

g. Conducting causative research and reporting any item lost, damaged, or destroyed to the Installation P80 (AMCEN-O) and the AMC Security Office (AMCPE-SH) immediately upon discovering loss (section IX). For this purpose use DA Form 4697 (Department of Army Report of Survey) (appendix E).

h. Requesting advice or assistance on property book accounting from their supervisor and/or the Installation PBO (AMCEN-O).

i. Conducting a semiannual update of the HR upon notification by AMCEN-O that changes to the HR within the previous 6-month period.

j. Maintaining HR files in accordance with AR 340-18. These files must contain current HRs, sub-hand receipts (DA Form 2062), temporary hand receipt (issues, turn-ins, transfers, etc.). Only current HRs and subhand receipts are required to be maintained in the file. Al1 others may be destroyed. Change documents may be destroyed after they have been posted to the HR (at least every 6 months or before the change of hand or subhand receipt holders).

k. Issuing the DA Form 1818 (Property Pass). The HRH will ensure property passes are not issued for more than 30 days. Property passes for Government property will be issued for official use only to complete mission essential requirements (appendix C).

SECTION V
REQUESTING INSTALLATION EQUIPMENT, SUPPLIES AND SERVICES

14. Governing regulations require that equipment authorization and acquisition be held to the minimum essential equipment needed for mission accomplishment. While requirements for equipment must be based on the mission to be performed, the needs of the user must be considered.

(The objective of the Equipment Manager is to authorize the requested equipment that has the needed capacities in the quantities required, but not to exceed either.) It is highly recommended that standard (SB 700-20 or CTA) equipment be requisitioned; however, commercially available equipment may be acquired when proper justification is provided the approving authority (appendix I).

15. This section identifies the following regulations that provide procedures to acquire equipment according to category and type of funding:

a. AR 1-39 (Defense Supply Service-Washington).

b. AR 25-5 (Army Automation Management).

c. AR 58-l (Joint Procedures for Management of Administrative Use Motor Vehicles).

d. AR 310-34 (Equipment Authorization Policies and Criteria and Common Table of Allowances).

e. AR 310-49 (The Army Authorization Document Systems (TAADS)).

f. AR 700-131 (Loan of Army Material).

g. DA Circular 31n-83-1 (Base Level Commercial Equipment).

16. The following types of equipment require an established replacement program projecting 5-year requirements. Regulations prohibit acquisition except by authorized activities.

a. Printing and duplicating equipment (excluding office copiers) as identified in AR 310-1 (chapter 3). These requirements must be approved by AMCIM-D.

b. Audiovisual equipment as identified in AR 108-2 will be issued on a loan basis from AMCIM-DO-A. Additional requirements over and above what is available/on-hand must be programmed by AMCIM-DO-A in the DA Five-Year Budget Program. All requests for audiovisual equipment will be submitted to the central audiovisual manager (AMCIM-DO-A), who will approve and forward request to AMCEN-O. Equipment will be received and issued by subhand receipting to the user by the audiovisual manager, AMCIM-DO-A.

17. The Defense Supply Service-Washington (DSS-W) is the primary activity authorized to procure equipment, supplies, and services requested by AMCEN-O for HD AMC and supported tenants. Other activities can be used on an exception basis only and with prior aPproval only from the U.S. AMC Chief of Staff on a case-by-case basis. In order to procure supplies, equipment, or services, the following steps must be followed:

a. Requests for expendable, durable items and services will be submitted on DA Form 1262 (Administrative Service Request) to AMCEN-O by original and four copies (appendix D).

b. Requests for nonexpendable equipment (other than expendable/durable and services) will be submitted on DA Form 1262 to AMCEN-O (original and four copies, plus courtesy copies for all approving elements). DA Form 1262 must follow the format. authorization/approval channels, and provide information as shown in appendix D. Request for items that require prior authorization/ approval will be sent as shown in appendix I. Copy 2 of stated form will be assigned a document number in the lower right-hand corner and returned to the HRH. When HRH requests status on their request, they will cite the assigned document number.

c. Request for a particular nonstandard, commercial property item must contain the reason(s) why a standard item cannot be utilized and provide sole-source justification for local purchase through Procurement. Failure by the requester to provide this justification may result in the issue of a substitute item that cannot be used for the intended purpose. In addition, requester is required to enclose brochures with complete item description and suggested vendor to clarify/identify the item requested.

d. Requests for expendable items to be used as matching components to a nonexpendable base unit item will be submitted on a separate DA Form 1262 along with the DA 1262 for nonexpendable items. Clearly mark each administrative service request form as 1 of 3, 2 of 3, etc. 18. Requests for automated data processing equipment (ADPE) with documentation required by AR 25-5 will be sent to HQ DOIM (AMCIM-D), who will-

a. Review the request(s).

b. Forward to higher authority if it exceeds HO AMC approval authority.

c. Forward approved ADPE package.

SECTION VI
REQUEST FOR TURN-IN

19. Underutilized and/or unserviceable nonexpendable equipment must be reported to the Installation PBO (AMCEN-O). Prepare and and submit original and two copies of DA Form 3161 to AMCEN-O, retaining one copy as a suspense, until item is picked up by AMCEN-O.

a. If item is on HR, follow instructions provided in appendix F.

b. If the item required separate approval when requested (appendix I) the turn-in requires the same approval.

20. At the time equipment is picked up, the DA Form 3161 will be signed and dated by the HRH (or authorized alternate) and the AMCEN-O rePresentative on the pick up crew. One signed copy will be given to the HRH to temporarily update HR printout. Retain this copy with your HR to substantiate equipment accountability until updated HR reflects correct equipment quantity.

SECTION VII
TRANSFER OF EQUIPMENT

21. When a HRH or authorized requester requires an item of equipment determined to be excess by another HRH, the HRH having possession (on the HRH of the excess item will prepare DA Form 3161 (appendix G).

22. To substantiate equipment requirement, completed justification with all necessary approval documents must be attached and submitted with DA Form 3161 Equipment will not be transferred from one HRH to another HRH without proper approval according to Section V.

23. The Installation PBO (AMCEN-O) will furnish the losing and gaining HRH a copy of the approved DA Form 3161. This copy will replace the suspense copy and be retained in the HR folder to substantiate equipment accountability until an updated HR correctly reflects equipment on-hand quantities.

24. HO Support/Equipment Management Division (AMCEN-O) will be notified if assistance is required for movement of equipment within the AMC Building.

a. A move requiring less than 4 manhours can be accomplished by submitting a DF (aPpendix H) and DA Form 3161 (appendix G).

b. A move requiring more than 4 manhours requires initiation of DA Form 619 and DA Form 3161.

SECTION VIII
TEMPORARY LOANS

25. The following procedures should be used for obtaining and accounting for equipment on temporary loan:

a. Long-term requirements (up to 180 days) for equipment (other than furniture) may be satisfied by use of temporary loan procedures in accordance with AR 700-131. These items do not require property book accounting. Requests for temporary loan with justification will be submitted to AMCEN-O on a DF. Items on temporary loan may be converted to permanent retention by providing documentation as required for issue in section V.

b. When property is issued or loaned between HRHs for periods up to 30 calendar days, the following procedures will be used:

(1) Prepare original and 1 copy of DA Form 3161 in accordance with appendix P. The HRH issuing the property will retain the original and the HRH receiving the loan will keep the copy.

(2) File the original copy by suspense date sequence in the file with all documents pertaining to the HR.

(3) Destroy both copies of temporary HR when the property is returned.

(4) Establish a suspense to review temporary HRs to find if any have expired. On expiration of temporary HRH take the following actions:

(a) Withdraw the property from the person.

(b) Destroy both copies of the temporary HR.

(c) If the person still needs the property, make permanent issue using HR procedures (appendix G).

SECTION IX
REPORTING PROCEDURES FOR LOST, DAMAGED, OR DESTROYED PROPERTY BOOK EQUIPMENT OR COMPONENTS

26. When Government property is determined to be unaccounted for, damaged, or destroyed, action must be taken by the responsible individual/HRH to obtain relief from responsibility/accountability. The following methods are used:

a. DA Form 4697 (Report of Survey). This method of relief is authorized when-

(1) Causative research and notification to AMCSS has been accomplished.

(2) Directed by higher authority.

(3) Sensitive item is lost/destroyed.

(4) Loss is disclosed as result of change of Installation PBO (AMCEN-O) inventory or change of HRH inventory.

(5) Liability is admitted but exceeds individual's monthly pay.

(6) Value of damages/shortages (real property and furnishings combined) exceeds responsible person's monthly basic pay.

(7) An individual refuses to sign a statement of charges or cash collection voucher. (Appendix E contains preparation instructions/example for report of survey.)

NOTE: HRHs are reminded of their responsibility to initiate reports of surveys for lost, damaged, or destroyed property while the facts are clear in the minds of the person(s) concerned and those persons are still available. Timeframes are established as 5 days for initiation and submission of all surveys with a maximum allowable time of 15 daYs from the date of discovery. Surveys initiated after this period will require a written statement from the responsible person explaining the extenuating circumstances and will be included or appended to the survey. Additionally, the HRH will place lost item notice in the Daily Bulletin within 5-15 days of discovery.

b. DD Form 1131 (Cash Collection Voucher). This method may be used when an individual admits liability in an amount not to exceed their monthly basic pay, and they may voluntarily or in response to a request offer payment in cash for the value of the property. (Appendix K contains additional information and instruction/example.)

c. DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed). A supervisor may determine that property which they are responsible for is lost, damaged, or destroyed because of fault or negligence of an individual on a regular status. This form may be prepared listing the property to the person concerned for signature. (Appendix L contains additional information and instructions/example.)

d. DA Form 4949 (Administrative Adjustment Report (AAR). This method is used to correct discrepancies within sizes. makes, models. Stock numbers, or serial numbers. This method of adjustment is authorized only when no actual loss of property is involved. (Appendix M contains additional information and instructions/example).

NOTE: Detailed procedures for above methods of relief from responsibility/ accountability are contained in AR 735-11.

SECTION X
PROPERTY BOOK EQUIPMENT INVENTORIES

27. The Installation PBO (AMCEN-O) will furnish the HRH two copies of the IIR printouts and a DF stating the type of inventory to be conducted.

28. A 100-percent wall-to-wall physical inventory of all equipment in the HRHs area of responsibility will be conducted annually in accordance with paragraph 2-12c, AR 710-2. The date of the inventory will be within 1 Year from the date of the last physical inventory manual or change of HRH). Update will be accomplished 6 months from the date of the oldest HR transaction. However, if no transactions occur within 6 months, the next annual inventory meets regulatory requirements. Requesters are reminded that failure to comply with established suspense dates to complete semi-annual updates or annual inventories may result in the suspension of all transactions, i.e., issues, transfers, etc., to their HR until the update or inventory is completed.

29. HR updates will be accomplished by comparing the HRH's workcopy of the previously signed HR and the new HR, ensuring that all issues, transfers, and turn-ins subsequent to the date indicated on the new HR are properly recorded. Discrepancies must be supported by signed documents such as turn-ins, lateral transfers, or reports of survey. Retention of signed receipt, issue, loan, turn-in, and transfer documents will assist in this function.

30. When a physical (annual or change of HRH) inventory is required, proceed as follows:

a. Physically inventory each item of property to ensure that the item matches the HR by stock number, nomenclature, serial number or barcode, and quantity.

b. An adjustment is made by the HRH utilizing the last signed HR list and subsequent issue, transfers, and turn-ins, and comparing these to the new HR. Adjustment should be made by lining through/correcting entries and adding pages if necessary. Copies of documents supporting these entries must be forwarded with the HR.

c. If an item is missing, initiate causative research as defined in paragraph 5b, section II.

d. If an item is found which is not on the HR. research to determine whether it belongs to another HRH or is found-on-installation (FOI). If ownership cannot be determined, the FOI item may be added to the HR or turned in as excess. For items to be added to the HR. prepare original and 1 copy of a DA Form 3161 (Reouest for Issue) in accordance with instructions in appendix N and forward to ANCEN-O. If such items are determined to be excess to DCS/SOC needs, the items will be turned in on a DA Form 3161 according to instructions in appendix F.

31. Commander, DCSEN, and tenant activities chiefs will perform unannounced spot-check inventories of selected HRs at least semi-annually. The spot-check inventories will be conducted as outlined for physical inventory, paragraph 29. The Commander, DCSEN/tenant office chiefs will select at least two HRs from those within his/her area of responsibility and request updated HRs from AMCEN-O. Upon completion of the spot-check inventory, a DF will be furnished by the Commander, DCSEN/tenant office chiefs to AMCEN-O starting that the inventory had been accomplished and list any discrepancies found.

SECTION XI
BARCODE INVENTORY SYSTEM (BARCIS)

32. A barcode inventory system has been established to maintain property accountability of nonexpendable equipment. The barcode is magnetic and through the use of hand-held scanners, the barcode number is recorded when scanned. When the barcode information is input into the computer, an inventory document is output. When correctly utilized, the BARCIS will greatly reduce manhours needed to conduct required inventories.

33. AMCEN-O places the barcode labels on equipment upon receipt (except ADPE which is barcoded upon acceptance) and the HRHs are responsible for maintenance of the labels. The following is a guide on proper placement and maintenance of barcodes on nonexpendable property:

a. Tables, desks, filing cabinets, storage cabinets, bookcases, etc.. should be barcoded on the front upper right corner of the equipment. As an exception to this, executive wood furniture such as desks, credenzas, chairs, and tables will be barcoded in such a way as not to detract from appearance.

b. Drapes will be barcoded on the lower right corner of the drape.

c. Equipment with serial numbers will be barcoded next to the serial number identification place, if possible.

d. Barcoded equipment to be painted should have barcodes covered with masking tape to prevent barcodes from being painted over. Masking tape will be removed after paint is dried.

34. If a barcode is removed, has not been applied, or becomes illegible; contact the PBO (AMCEN-O) for replacement of a new barcode.

35. All barcoded items moved from one HRH's responsibility to another s must be documented as a transfer on DA Form 3161 and before physically transferring the equipment be routed through AMCEN-O for approval.

SECTION XII
SUBHAND RECEIPT

36. Where property is used in areas beyond physical control of HRH, a subhand receipt may be maintained. DA Form 2062 will be prepared in duplicate format in accordance with appendix O. Both copies will be signed and dated by the individual accepting custody of property. File original in HR file; give duplicate to receiver. When property is returned, destroy both copies. At the time of the physical inventory and semiannual update of the HR, the HRH will require subhand receipt holder to conduct a physical inventory. UPon completion, subhand receipt holder will update DA Form 2062 (subhand receipt) with signature and date of inventory.

SECTION XIII
SELF-SERVICE SUPPLY CENTER (DSS-W OPERATED)

37. The Administrative Service Center (ASC) at HQ AMC, known as the Self-Service Supply Center, is located in room G2C31. The ASC is operated by the Defense Service Supply-Washington (DSS-W) under interservice agreement (ISSA) between AMC and DSS-W. The use of the facility is restricted to personnel designated from each office whose names appear on OSA Form 153 (Administrative Card for the ASC). Numbered OSA Forms 153 are issued on fiscal year basis to offices and activities, appendix R, OSA Card 1;3 (appendix Q, Instructions).

38. DSS-W procedures require that each authorized person using the facility sign the log sheet located at the entrance of the store (appendix C).

39. Command policy is for each office to pick up supplies for no more than a 10-day period. DSS-W has placed limitations on certain fast moving items to preclude office overstocking, thus depleting the stock. Offices servicing a large number of personnel for which the quantity limitation imposed require continuous daily visits to the store should forward a DF to the store manager requesting exception to the quantity limitations. Full justification will be provided; upon approval the form will be kept on file at the store for 1 fiscal year (FY). Approval is required at the beginning of the FY. Offices requiring special requisitions to support conferences, symposiums. special projects, etc., will submit a DF to store manager at least 20 days prior to date of requirement. Justification is required. Action will allow store manager to procure items not in stock.

40. DSS-W maintains a recurring stockage list on all items at the ASC to properly maintain authorized items on-hand. The ASC manager will maintain an updated list of items available and it will be posted at the store office. Certain controlled items are not displayed and will be issued by the store manager upon verbal request. Controlled items need a written justification when more than the restricted quantity is required.

41. DSS-W personnel conduct a quarterly review of items authorized versus usage to ensure that items no longer used are removed and items needed are added to the availability list. Supply discipline and economy will be exercised by all personnel. It is inherent that supervisors and individuals exercise prudent and conscientious judgment on the control and use of supplies. Abuse should be reported to include use of the store by unauthorized personnel.

42. Excess office supplies will be turned in to the ASC for reissue.

43. Request for deletions or additions of items to the store and suggestions to improve the system/service are encouraged and should be forwarded to AMCEN-O.

SECTION XIV
REFERENCE PUBLICATIONS

AR 25-5	Army Automation Management
AR 40-6	Medical Logistics Policies & Procedures
AR 58-1	Management, Acquisition and Use of Administrative Use Motor Vehicles
AR 108-2	Army Training and Audiovisual Support
AR 190-11	Physical Security of Weapons, Ammunition, and Explosives
AR 310-1	Publications, Blank Forms & Printing Management
AR 310-34	Equipment Authorization Policies and Criteria and Common Table of Allowances
AR 310-25	Dictionary of U.S. Army Terms
AR 310-49 & AMC Supl 1	The Army Authorization Document Systems (TAADS)
AR 340-4	Files Equipment
AR 340-8	Army Word Processing Program
AR 340-20	Office Copiers
AR 340-22	Army Micrographics Program
AR 385-32	Protective Clothing & Equipment
AR 420-17	Real Property & Research Management
AR 700-43	Management of Defense-Owned Industrial Plant Equipment (IPE)
AR 700-131	Loan of Army Materiel
AR 710-2 & DARCOM Suppl 1	Supply Policy Below the Wholesale Level
AR 725-1	Special Authorization and Procedures for Issue, Sales, and Loans
AR 735-5	Property Accountability - General Principles, Policies and Basic Procedures
AR 735-11	Accounting for Lost, Damaged, and Destroyed Property
AR 735-72	Accounting for Industrial Property and Equipment in Place
AR 750-43	Test, Measurement & Diagnostic Equipment
CTA 50-900	Clothing and Individual Equipment
CTA 50-909	Field and Garrison Furnishings and Equipment
CTA 50-970	Expendable Items
DA Cir 310-83-1	Base Level Commercial Equipment
DA Pam 710-2-1	Using Unit Supply SYstem Manual Procedures
DA Pam 710-2-2	Supply Support Activity (SSA) Supply System Manual Procedures

The proponent of this pamphlet is HQ AMC (AMCENO). Users are invited to send comments and suggested improvements on DA Form 2029 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff for Engineering, Housing,and Installation Logistics, ATTN: AMCENO, 5001 Eisenhower Avenue, Alexandria, VA 223330001.

FOR THE COMMANDER:

OFFICIAL:

WILLIAM S. FLYNN
Major General, USA
Chief of Staff

YAULANDA D. POWELL
Chief, Operations Branch

DISTRIBUTION:

Initial Distr "H" t60) 1 ea Deputy Chief of Staff/Separate Staff Office Chief
B LEAD Distr (3,320)
AMCIM-DO-S (50)
AMCEN-O (10)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMCEN-O	Appointment of Hand Receipt Holder

TO AMCEN-O FROM DATE SYMBOL

Ms. Reynolds/46150

1. Reference AMC Pam 735-1, (INDIVIDUALS NAME) is hereby appointed Hand Receipt Holder for UIC _____, paragraph _____, hand receipt number _____.

OR

IF THERE IS A CHANGE OF HRHs, BELOW EXAMPLE APPLIES

1. Reference AMC Pam 735-1, (INDIVIDUALS NAME) is hereby appointed Hand Receipt Holder for UIC _____, paragraph _____, hand receipt number _____, replacing INDIVIDUAL the current hand receipt holder.

2. Request copies of the above hand receipt be forwarded for the purpose of conducting a joint inventory between the gaining and losing hand receipt holders.

SIGNATURE OF DCS/OFFICE CHIEF
Typed Name and Title

S A M P L E

31-22BL

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED ▼ USGPO 1986-490-003/40321

INSTRUCTIONS FOR COMPLETING DA FORM 1687
(NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES)

Complete 4 originals. All entries, except the signatures and initials will be either printed in ink or by typewriter. The signatures and initials will be entered in ink.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES

DATE (1) Current Date

AUTHORIZED REPRESENTATIVE(S)

WOGWAA, Para 78B AMCEN-O (2)		AMC Bldg. 1st Flr. (3)		
LAST NAME FIRST NAME MIDDLE INITIAL	SOCIAL SECURITY NUMBER	REQ	REC	SIGNATURE AND INITIALS
Doe, John A. (4)	Ext (5) 00000	X (6)	X	John A. Doe JAD (7)
Doe, Jane B.	Ext 00000		X	Jane B. Doe JBD

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO Sign requests or turn-ins of nonexpendable property for HR #2307 (8)

REMARKS This card supercedes all previous cards. (9)

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE (10)			DODAAC ACCOUNT NUMBER	
WOGWAA AMCEN-O			N/A	
LAST NAME FIRST NAME MIDDLE INITIAL (11)	GRADE (12)	TELEPHONE NUMBER (13)	EXPIRATION DATE (14)	SIGNATURE
JONES, ROBERT A.	GS-14	274-0000	1 May 1987	Robert A. Jones (15)

DA FORM JAN 82 1687 EDITION OF DEC 57 IS OBSOLETE.

SAMPLE

BLOCK	INFORMATION
1	Current date
2	Unit identification code (UIC), TDA para number, and organization title.
3	Bldg, floor
4	Type only the name of the person(s) delegated by HRH.
5	Enter duty extension.
6	Enter X in REQ column. If HRH desires, he/she can authorize others to request or receive or both.
7	Signature and initials of personnel delegated.
8	Complete as shown in form above.
9	Complete as shown in form above.
10	UIC and office symbol.
11	Last name, first name, and middle initial of hand receipt holder.
12	Grade of hand receipt holder.
13	Telephone number of hand receipt holder.
14	Enter 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.
15	Signature of hand receipt holder.

APPENDIX C

Individual Property Pass DA Form 1818

SAMPLE

INSTALLATION AND/OR BUILDING	TYPE OF PASS	DATE ISSUED
HQ AMC AMCDE-O HR 3900	☐ TEMPORARY ☐ PERMANENT	1 Aug. 1999

NAME OF BEARER	BADGE OR SERVICE NO.	PASS EXPIRES (date)
John Jones	583153	3 Aug 1999

BEARER IS AUTHORIZED TO ☐ REMOVE FROM ☐ CARRY ONTO THE PREMISES
☒ GOVERNMENT ☐ PERSONAL PROPERTY DESCRIBED BELOW:

BRIEF CASE(S) (number)	SUIT CASE(S) (number)	PACKAGES (number)	OTHER (specify)

CONTAINING (continue on the reverse side)
7125-00-113-3868 , SN: 113567 Calculator Canon, STk. No
BC: J7654

TYPED NAME, GRADE OR TITLE	SIGNATURE
John Doe	John Doe

DA FORM 1 SEP 56 1818 U.S. GPO: 1980-341-[illegible] INDIVIDUAL PROPERTY PASS (AR 210-10)

Prepare in 4 copies: Copy no 1 to be given to the PBO
Copy no 2 to security
Copy no 3 to be retained by issuing HRH
Copy no 4 accompanies equipment

APPENDIX D

ADMINISTRATIVE SERVICE REQUEST

VOUCHER NUMBER	
REQUISITION NUMBER	
DATE	
DELIVER TO	AMC Bldg. RM G2C21 5001 Eisenhower Ave. Alex., VA 22333
DIVISION	AMCEN-O
REQUISITIONING OFFICER	J. Smith 274-0001 HR 1202 (AMCXX)
FUND CITATION	
TYPED NAME AND OFFICE OF COORDINATOR	
SIGNATURE OF FISCAL OFFICER	
SIGNATURE OF COORDINATOR	

STOCK OR ITEM NUMBER	DESCRIPTION OF ARTICLES OR SERVICE	QUANTITY ORDERED	QUANTITY SHIPPED	UNIT	PRICE	AMOUNT
143-0872	Calculator, w/12 digit desk-top printer/display, fast printout of 12 numerals & 2 symbols on standard size paper. mdl: EL-2197S	1		EA	100.00	$100.00
Suggested Source:	Sharp Elect. Corp. 2341 Jefferson Davis Hwy. Arlington, VA 521-6570					
Just:	Increase in organizational requirements to prepare weekly and monthly reports. It is necessary to increase the number of calculators to met this workload.					
NOTE:	Submit original and 4 copies					

POSTING NOTATIONS	RECEIVED BY	DATE RECEIVED	TOTAL AMOUNT
			$100.00

DD FORM 1 DEC. 68 1262

S A M P L E

INSTRUCTIONS FOR 1262

1. Priority Code: A. Unable to perform mission
   B. Capability to perform mission impaired
   C. On Schedule

2. Date: Current Date

3. Deliver to: As shown in sample.

4. Division: Requisitioners office symbol.

5. Requisitioning officer: Name of Hand Receipt Holder
   Telephone Number
   Hand Receipt Number

6. Fund Citation: Property filled in and initialed/dated by authorized person in DCS

Typed Name and Office of Coordinator: Blank
Signature of Fiscal Officer: Blank
Signature of Coordinator: Blank

7. Stock or Item Number: DSS-W or GSA Stock Catalog, Blank if unknown or commercial item

8. Description of Article or Service: DSS-W/GSA Stock Catalog Nomenclature or Commercial. Describe complete, to include dimensions, model, etc.

9. Quantity ordered: State how many

10. Unit: Issuing unit, i.e., ea, bx, dz

11. Price: DSS-W/GSA Stock Catalog, commercial catalog, etc.

12. Amount: Multiply Quantity Ordered X Price.

13. Suggested Source: Self Explanatory.

14. Justification: Need if item and explanation when use of A or B priority code in Block 1 is used.

HOW TO USE DD FORM 1262

* Separate DD Form 1262 (single line item) required when:

  * Requesting nonexpendable items,

* Separate DD Form 1262 required when:

  * Requesting expendable items from Group A, B, C, D, and F.

* GSA catalog items can be on one DD Form l262

* CSA standard nonexpendable item can be on DD Form 1262

APPENDIX E

AMC-P 735-1

DEPARTMENT OF THE ARMY
REPORT OF SURVEY
For use of this form, see AR 735-11; the proponent agency is DCSLOG.

1. DATE PREPARED: 20 January 1985
2. SURVEY NUMBER: 10-85

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): Philip B. Murphy, 04, Commanding, Co A, 307th Sig Bn, UIC: WARBAO

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

11. DATE AND CIRCUMSTANCES

On 12 January 1985, after a joint inventory between me, CPT Philip B. Murphy, 228-13-4441, Commander, Co A, 307th Signal Battalion and my replacement, CPT George C. Piercy, 215-44-2914 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 1984. 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, 215-44-2914, or the company CQ (Exhibit A). The binoculars were not present during the joint inventory on 12 January 1985. 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.

Exhibit A attached

12. AFFIDAVIT

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.

SIGNATURE AND DATE: 20 January 1985
Philip B. Murphy
TYPED NAME, GRADE, AND SSN: PHILIP B. MURPHY, 04, SC 228-13-4441

13. Subscribed and sworn to (or affirmed) before me at Ft Blank, TX 78234 this 20 day of January 1985
NAME AND GRADE (type and sign): Walter C. Bagwell
WALTER C. BAGWELL, 04, Adj

14. DATE: 21 Jan 85

15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER: Donald M. Jones
DONALD M. JONES, CW4, USA

16. DOCUMENT NUMBER: WT4KA5-5021-0025

17. APPOINTING AUTHORITY

I have received the evidence pertaining to the lost, damaged, or destroyed property, and have determined that the following action is required.

a. ☐ 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 37.)

b. ☒ The circumstances surrounding the lost, damaged or destruction warrants further investigation. (Proceed to block 31.)

c. ☐ Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.

18. DATE: 31 Jan 85

19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY: THOMAS R. WELCH, 05, SC, Commander, 2d Sig Bn

20. SIGNATURE: Thomas R Welch

DA FORM SEP 81 4697

DA FORM 4696(TEST), 1 JUL 78 and DA FORM 4697(TEST), 1 JUL 78 ARE OBSOLETE.

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

S A M P L E

APPENDIX E

INSTRUCTIONS FOR PREPARATION OF DA FORM 4697 (REPORT OF SURVEY)
(Prepare in 5 Copies)

BLOCK OR COLUMN	INSTRUCTION
1. Date Prepared	Enter the date the report of survey is prepared (see block 11).
2. Survey Number	(Leave Blank) Approving authority will enter the survey number.
3. Type of Property	Installation.
4. Address of Accountable Officer	Enter the address of the accountable officer. Also enter the UIC for property book accounts and Department of Defense Activity Address Code (DODAAC) accounts. If all the items listed on the report of survey are not recorded on a property book or stock record account, enter the address of the activity maintaining the expendable or durable document register.
5. Originator	Enter the name, grade, and organization of the person preparing the document. Normally, this person will be the company 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. (See para 3-3, AR 735-11). Include the unit identification code (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. If the item is nonstandard, enter 'nonstandard' or "NSI'.
7. Item Description	Enter the correct description of the articles lost, damaged, or destroyed. If the articles are nonstandard, give an accurate description enough for identification. When the articles involved have been assigned serial numbers, include such numbers for more identification. Describe damaged major units as such and not as damaged component parts. If the space on the face

BLOCK OR COLUMN	INSTRUCTION
	of the form is insufficient, use blank paper, properly identified. Do not trim the basic form and use it as a continuation sheet. (See figures 3-2 and 3-3, AR 735-ll.) Also enter the reportable item control code (RICC) for RICC 1 and 2 items. When RICC 1 and 2 items are listed on the report of survey and are totally lost (no residue to turn in), enter the words No residue".
8. Qty	Enter the number of units of the articles listed, together with the unit of issue, such as "1 ea , or 2 pr", "2 dz", etc.
9. Unit Price	Enter the unit price of the item. Obtain this amount from the current AMDF. If the unit price has not been set up, is not on record, and cannot be determined, use an estimated cost. Add the abbreviation "est" after the figure. Add as an exhibit a brief explanation (or copy of computation) as to how the estimate was calculated. Do not enter cost of repairs 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. (See figure 3-1, AR 735-11.) 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 and Circumstances	Enter a concise and accurate statement of the facts after causative research is completed. Include the date and place of loss or damage. Show all persons directly concerned by name, social security number, and grade for military and civilian employees. The maximum delay time allowed between date of loss (block 11) and date prepared (block l) will be

BLOCK OR COLUMN	INSTRUCTION
	15 calendar days. When an unavoidable delay occurs, exceeding 15 calendar days, a written statement by the responsible person fully explaining the extenuating circumstances will be included in block 11 or be attached as a letter of delay. Refer to exhibits by the capital letter designation assigned according to para graph 3-9, AR 735-11. Show exhibit initially attached; for example, "Exhibits A to D attached". (An example of this instruction is shown in figure 3-1, AR 735-11.) If space on the form is insufficient, continuation sheets may be used. (See figure 3-3, AR 735-11) Do not trim the basic form for use as a continuation sheet.
12. Signature and Date	The person providing statement in block 11 will sign in the signature block. Type the person's name, grade, 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. Administration of Affidavit	Enter the address, date, and signature of person administering the affidavit. The affidavit must be sworn to or affirmed before a summary court officer, adjutant, assistant adjutant, or other Army officer authorized by Uniform Code of Military Justice, Article 136, or by a notary public or civil court officer, and authenticated by him/her. If the affidavit is sworn to or affirmed before a notary public, his/her seal must be affixed. In the ARNG, the statement may be sworn to before the survey officer or any person authorized to administer oaths under State law.
14. Date	Leave blank.
15. Name, Grade, and Signature of Accountable Officer	If all the property listed is not a property book or stock record account, the person responsible for the expendable or durable document register will sign this block. Otherwise, leave blank.

BLOCK OR COLUMN	INSTRUCTION
16. Document Number	Leave blank.
17. Appointing Authority	Leave blank.
18. Date	Leave blank.
19. Typed Name, Grade, and Title of Appointing Authority	Leave blank.
20. Signature	Leave blank.

APPENDIX F

REQUEST FOR ISSUE OR TURN IN
(DA PAM 710-2-1)

	ISSUE	SHEET NO 1	NO SHEETS 1
X	TURN IN		

3 REQUEST NO.

4 VOUCHER NO.

1 SEND TO
PBO, HR #2308

5 DATE MATERIEL REQUIRED

6 DODAAC

7 PRIORITY

8 ACCOUNTING/FUNDING DATA

2 REQUEST FROM Room 5W16, ext. 49115
Ms. Turn-in, AMCEN, HR #8626

9 END ITEM IDENT

9a NAME/MANUFACTURER

9b MODEL

9c SERIAL NO

10 PUBLICATION

11 JOB ORDER NO

*CODE ISSUE TURN IN
I—Initial FWT—Fair Wear And Tear EX—Excess
R—Replacement RS—Report of Survey SC—Sim of Charges

12 ITEM NO	STOCK NO	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED DATE	POSTED BY
1.	7110-00-780-9446	Chair, Rotary, W/A, Black BC 11234	EA	4			47.50	190.00		
		NOTHING FOLLOWS								
		APPROVED BY: _____								
		File Equipment								
		ADP Equipment								
		Office Copy Equipment								
		Word Processing Equipment								
		Typewriters								
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM 3161 MAY 63

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE : 1985 O -469-075

SAMPLE

APPENDIX F

INSTRUCTIONS FOR PREPARATION OF DA FORM 3161 FOR TURN-IN

The HRH will prepare an original and 3 copies of DA Form 3161 in accordance with instructions, including approvals, if required. The original and 2 copies are forwarded to AMCEN-O (Room 5C22) for appropriate action.

BLOCK OR COLUMN	INFORMATION
ISSUE/TURN-IN	Enter X in Turn-In
Sheet Number	Number sheets consecutively
Number of Sheets	Enter total number of sheets included in request
1. Sent to:	Enter PBO, HR # 2308
2. Request from:	Enter losing unit's HRH name, hand receipt no, phone extension, room no, and office symbol
3. Through 11	Blank
12a Item Number	Enter the item number beginning with for each item listed in sequence
12b Stock Number	Enter the national stock number, or other identifying numbers, as shown on the loser hand receipt
12c Item Description	Enter the description of each item as shown on the loser hand receipt
12d Unit of Issue	Self explanatory
12e Quantity	Enter the quantity of each item being turned in
12f Code	Blank
12g Supply Action	Blank
12h Unit Price	Enter price as shown on loser HR
12i Total Cost	Enter unit price multiplied by quantity being turned in
13 Through 15	*NOTE: Enter "NOTHING Follows" below the last item on the form. Do not sign Block 13 until AMCEN-O Personnel actually pick up item

APPENDIX G

SAMPLE

REQUEST FOR ISSUE OR TURN-IN
(DA PAM 710-2-1)

ISSUE / TURN-IN — SHEET NO 1 — NO SHEETS 1

3 REQUEST NO: Change Document

4 VOUCHER NO

1 SEND TO: Mr. Gainer, HR # 75 Ext 44000 AMC Bldg, 5th Fl. Rm 5S21 AMCIM-OI

5 DATE MATERIEL REQUIRED

6 DODAAC

7 PRIORITY

8 ACCOUNTING/FUNDING DATA

2 REQUEST FROM: Mr. Loser, HR # 7 AMCPE-SH AMC Bldg, Rm 2S35, ext 49000

8 END ITEM IDENT

9a NAME/MANUFACTURER

9b MODEL

9c SERIAL NO

10 PUBLICATION

11 JOB ORDER NO

*CODE — ISSUE: I—Initial, R—Replacement; TURN IN: FWT—Fair Wear And Tear, RS—Report of Survey; EX—Excess, SC—Stmt of Charges

12 ITEM NO. a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	*CODE f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED j DATE	BY
1.	7430-00-X00-222	Typewriter, NP Elec, 17 in Ser # 8630869	EA	1						
2.	711-00-143-0832	Desk, Flat Top, Dbl Ped	EA	3						
				NOTHING FOLLOWS						

Approved By: APPROPRIATE

Movement of items ___ is ___ is not required by AMCPM-O.

Filing Equipment

ADP Equipment

Partitions

Copiers

Approved By: Installation Property Book Officer

SHEET TOTAL

GRAND TOTAL

13 ISSUE/TURN IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14 ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15 REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	Curr date	Mr. Loser					Curr date	Mr. Gainer

DA FORM MAY 63 3161 — REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED

U.S. GOVERNMENT PRINTING OFFICE : 1985 O -469-075

APPENDIX G - (Continued)

SAMPLE

REQUEST FOR ISSUE OR TURN-IN
(DA PAM 710-2-1)

ISSUE / TURN-IN — SHEET NO 1 — NO SHEETS 1

3 REQUEST NO: Change Document

4 VOUCHER NO

1 SEND TO: Mr. Gainer HR #55 Ext 49000 AMC Bldg, 2nd Fl, Rm 2W14, AMCXX

5 DATE MATERIEL REQUIRED

6 DODAAC

7 PRIORITY

8 ACCOUNTING/FUNDING DATA

2 REQUEST FROM: Mr. Loser, HR #2 AMCXX-X Ext 49111, AMC Bldg, Rm 2S50

8 END ITEM IDENT

9a NAME/MANUFACTURER

9b MODEL

9c SERIAL NO

10 PUBLICATION

11 JOB ORDER NO

*CODE — ISSUE: I—Initial, R—Replacement; TURN IN: FWT—Fair Wear And Tear, RS—Report of Survey; EX—Excess, SC—Stmt of Charges

12 ITEM NO. a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	*CODE f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED j DATE	BY
1.	7110-00-X00-12	Filing Cabinet, 7 Dr Legal Size w/lock BC ISS10	EA	1			75.00	75.00		
				NOTHING FOLLOWS						

Approved by: Installation Property Book Officer

SHEET TOTAL

GRAND TOTAL

13 ISSUE/TURN IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14 ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15 REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	Curr date	Mr. Loser					Curr date	Mr. Gainer

DA FORM MAY 63 3161 — REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED

U.S. GOVERNMENT PRINTING OFFICE : 1985 O -469-075

APPENDIX G

INSTRUCTIONS FOR PREPARATION OF DA FORM 3161 AS A CHANGE DOCUMENT (TRANSFER)

The losing Hand Receipt Holder will prepare an original and 5 copies of DA Form 3161, in accordance with instructions, including proper signatures and approvals. The orlginal and 3 copies are to be forwarded to AMCEN-O (RM 5C22) for appropriate action. One copy will be retained as a suspense by losing and gaining HRH.

BLOCK OR COLUMN	INFORMATION
Issue/Turn-In	Blank
Sheet Number	Number sheets consecutively
Number of Sheets	Enter total number of sheets included in request.
1. Send To:	Enter gaining unit's HRH name, hand receipt no., phone extension, room no., and office symbol.
2. Request From:	Enter losing unit's HRH name, hand receipt no., phone extension, room no., and office symbol.
3. Request Number	Enter Change Document
4. Thru 11	Blank
12a. Item Number	Enter the item number, beginning with 1 for each item listed in sequence.
12b. Stock Number	Enter the national stock number, or other identifying numbers, as shown on the loser hand receipt for each item to be transferred.
12c. Item Description	Enter the description of each item as shown on the loser band receipt. Include serial number/bar code, if applicable.
12d. Unit of Issue	Self Explanatory
12e. Quantity	Enter the quantity of each item being transferred.
12f. Code	Blank
12g. Supply Action	Blank
12h. Unit Price	Enter price as shown on loser hand receipt.
12i. Total Cost	Enter unit price multiplied by quantity being transferred.
13. Issue/Turn-In "Quantity" Column is Request	Enter current date and signature of losing hand receipt holder. Do not sign if requesting AMCEN-O personnel to move item.
14. Issue Quantity in "Supply Action" Column	Above block 14 type "Approved By: Installation Property Book Officer
15. Received Quantity in Supply Action" Column	Enter current date and signature of gaining hand receipt holder. Do not sign if requesting AMCEN-O personnel to move item.

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

APPENDIX H

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMCEN-O	Request for Movement of Equipment

TO Property Book Officer
HQ AMC

FROM Ms. Wilson/jb/46150

DATE

CMT 1

1. Request movement of equipment as indicated:

a. Organization: HQ Support/ Equipment Management Division, AMCEN-O, Hand Receipt No. 72307.

b. Time and date desired: AM, 17 Jun 1985.

c. Move is () Internal - No change of property accountability.

() External - Change of property accountability - Issue/Turn-in (DA Form 3161 required)

d. Description of property/equipment to be moved:

ADP Equipment (Excess)

Office Equipment

e. Actions:

() Move from to

() Move from to Warehouse (Da Form 3161 attached - including Nomenclature, Stock Number and Bar Code)

() Move from to Outside the Building (Property Pass required)

2. Above actions have been coordinated with the Property Desk Officer. (This statement is required when the movement will require over four (4) hours to be completed or when the move needs to be made on weekends or after duty hours.)

3. Point of contact is

Encl
Floor Plan

Signature of Hand Receipt Holder
or Designated representative (DA Form 1687)

S A M P L E

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

USGPO 1986-490-001

APPENDIX I

Requests for the following items must be approved prior to being sent to AMCEN-0.

TYPE ITEMS	APPROVED BY
Fire Extinguisher	Safety Office (AMCSF)
Automatic Data Processing Equipment (ADPE) Word Processing Equipment (WPE)	Deputy Chief of Staff for Information Management (AMCIM-D)
Office Copying Equipment	HQ Records Management (AMCIM-D)
File Cabinets, Book Cases and reserve file cabinets (w/ combination locks)	HR (AMCIM-D)
Partitions	OSD, Bldg Administrator
Fans Heaters Modular Furniture Refrigerators	

ANALYSIS OF USE AND JUSTIFICATION OF TYPEWRITER

(Complete and attach to DD Form 1262, Administrative Service Request)

AGENCY	DATE	OPERATOR'S JOB TITLE
U.S. Army Mat'l. Command		Clerk Typist

MANUFACTURER	MODEL	TYPE SIZE	TYPE STYLE	TYPE CODE	CARRIAGE WIDTH
CANON	AP500	10/12/15	Prestige Elite		15"

MACHINE TO BE REPLACED *(Complete when applicable)*

(If machine is economically uneconomical, attach recommendation from Typewriter Repair Shop, Defense Supply Service, or Service Vendor)

KIND OF MACHINE	MANUFACTURER	SERIAL NUMBER	CARRIAGE WIDTH
Typewriter	IBM SEL.	5626202	15"

ANALYSIS OF SPECIAL FEATURES

SPECIAL FEATURES	DAILY UTILIZATION PERCENTAGES
PAPER CAPACITIES IN EXCESS OF 13.5 INCHES	10
TYPE STYLES OTHER THAN STANDARD PICA OR ELITE	20
OCR CAPABILITY	20
DUAL PITCH CAPACITY	50
SELECTIVE RIBBON CAPACITY	0

THIS SECTION IS FOR ANALYSIS OF ELECTRONIC TYPEWRITERS

MEMORY NEEDED ☒ CAPACITY 0 K INTERFACE NEEDED ☒ TEMPEST ☐ NON TEMPEST ☒

TYPE OF MACHINE TO BE INTERFACED WITH THIS MACHINE
CPT CPU

SPECIAL SYMBOLS ON KEYS *(Illustrate)*

NONE

OTHER ACCESSORIES *(Explain)*

PERIPHERAL CABLE FOR INTERFACE

JUSTIFICATION

This machine is needed for use by General Officer's Clerk Typist. Letters must be perfect quality to be presented for General Officer signature, for Chiefs of Staff, White House, Congress, and NATO.

S A M P L E

APPROVAL

TYPED NAME AND ORG TITLE OF SUPERVISOR	TELEPHONE NO	TYPED NAME OF AGENCY ADMIN OR EXECUTIVE OFFICER	TELEPHONE NO

SIGNATURE	SIGNATURE

DAS FORM 30, 4 OCT 82 EDITION OF 1 SEPT 78 IS OBSOLETE

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO

RECEIVING OFFICE COLLECTION VOUCHER NO

RECEIVING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)

(1) WOK8AA, Para 51, HF 1900 J. W. Dwight, AMCEN-O

RECEIVED AND FORWARDED BY (Printed name, title and signature)

(2) JANE M. DOE
Property Book Officer

DATE

(3) 1 Jan 87

DISBURSING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)

DISBURSING OFFICER (Printed name, title and signature)

DISBURSING STATION SYMBOL NO

DATE RECEIVED SUBJECT TO COLLECTION

PERIOD FROM TO

DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	(4)			
	Emmet O. Bradley, CPT 123-45-6789	Accy kit, MK1506/VRC 5815-00-402-5308 1 ea, $482.00, RICC 2 A020122, No Residue	$434.00*	
	Paul A. Wallace, SGT 151-516-6889	Sleeping bag, arctic 8465-00-264-5084 1 ea, $41.00, RICC 2 T71706, No residue	36.90*	
	Julian D. Edmondson, GS-7 202-03-0300	Mask, prot, ABCM17 S 4242-00-542-4450 1 ea, $40.18, RICC 1 M11895, No residue	36.17*	

Used instead of an investigation, para 2-3, AR 735-11.

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 AR 735-11, Paragraph 4-19c.

S A M P L E

TOTAL $507.07

DD FORM 1 APR 57 1131 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE

Form approved by Comptroller General, U.S. 24 January 1956

PREPARE DD FORM 1131 IN ORIGINAL AND 5 COPIES. RETAIN ONE COPY.
FORWARD REMAINING COPIES TO AMCEN-O FOR PROCESSING.

BLOCK	INSTRUCTIONS
1. Activity	Enter unit identification code, TDA paragraph number, name of HRH and office symbol.
2. Received & Forwarded By	Enter Installation PBO's name.
3. Date	Enter date prepared.
4. Property Description & Statements	List the property and the following typed statements: a. "Used instead of an investigation; para 2-3, AR 735-11." b. "The signature(s) hereon are agreements to turn in to the proper supply officer all articles later recovered. It being understood that the Government will retain title to the articles listed on this form." c. "Depreciation allowed per para 4-19, AR 735-11." d. Obtain signature of employee as shown in sample.

APPENDIX L

SAMPLE

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED

MILITARY PAY ORDER NUMBER

DATE: 1 Jan 87

CLASS OF PROPERTY: Installation Property Book Officer

ORGANIZATION: AMCRM B/R #c105

FOR MONTH OF: Feb 1987

STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ACCOUNTABLE OFFICER: JANE M. DOE, GS-11, PROPERTY BOOK OFFICER

STATION: Army Materiel Command

STOCK NO	ARTICLES	QUANTITIES 1	2	3	4	5	6	7	TOTAL ARTICLES	UNIT PRICE	TOTAL
6605-00-223-7064	Compass, wrist, induction, damped ($3.23)	1							1	2.92*	2.92
6230-00-264-8261	Flashlight, MX-991/U ($1.30)	1		1	1				3	1.17*	3.51
8405-00-240-2461	Liner, parka, mans, mohair, frieze, OG, shade 107($10.65)		1						1	9.58*	9.58
8405-00-223-7623	Parka, mans, ctn-nylon oxford, OG, shade 107, no liner (12.65)		1		1				2	11.38*	22.76
	*Depreciation allowed										
									GRAND TOTAL		38.77

CERTIFICATE OF RESPONSIBLE INDIVIDUALS

I certify that my signature hereon consititues:

a. An authorization to recover the amount of indebtness 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	CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL & AMOUNT ACCEPTED: SIGNATURE	AMOUNT ACCEPTED
1	NAME Cannon, G.B. GRADE Pvt SSN 264-01-8136	Destroyed Govt Property	$4.09	George B Cannon	$4.09
2	NAME Meyer, A.S. GRADE PFC SSN 116-38-0140	Lost Govt Property	$20.96	Allen S. Meyer	$20.96
3	NAME O'Boyle, P.A. GRADE GS-07 SSN 234-56-7890	Lost Govt Property	$ 1.17	Paul A. O'Boyle	$1.17
4	NAME Wright, I.M. GRADE CPT SSN 215-44-2914	Lost Govt Property	$12.55	Irwin M. Wright	$12.55
5	NAME GRADE SSN				
6	NAME GRADE SSN				
7	NAME GRADE SSN				
		GRAND TOTAL	$38.77		

ORGANIZATION COMMANDER

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).

DATE: 1 Feb 87

SIGNATURE: Frank B. Campbell
FRANK B. CAMPBELL
Major, INF

DISBURSING OFFICER OF PAYROLL CERTIFYING OFFICER

The charge set opposite the name of each person listed hereon has been entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.

DATE: 1 Feb 87

SIGNATURE: William R. Jones, Capt, FC

PROPERTY VOUCHER NUMBER: 4031-0014

DD FORM 1 MAR 76 362

REPLACES DD FORM 362, 1 SEP 65, WHICH MAY BE USED UNTIL EXHAUSTED

☆ U.S. Government Printing Office: 1976—765-037/20

APPENDIX L

INFORMATION/INSTRUCTIONS ON PREPARATION OF DD FORM 362
(Statement of Charges)

Section 1. Information of Statement of Charges

1. An individual may determine that property for which he/she is responsible is lost, damaged, or destroyed because of fault or negligence of military personnel or civilian employees in a regular pay status. If so, he/she may prepare a statement of charges (DD Form 362), listing the property and the names of persons concerned (section 2,appendix D). Except for operational small arms ammunition, sensitive items may not be reported on DD Form 362 (para 3-12a, AR 735-11). For civilian employees the form will be modified appropriately. Use a statement of charges if liability is admitted and the charge does not exceed the monthly basic pay of the individual being charged. If the charge exceeds two-thirds of the individual's monthly basic pay, the Commander will attach a letter to the statement of ,charges requesting that the charges be prorated over a 2-month or longer period.

2. Each individual against whom a charge has been stated will be permitted to examine the form. If the charge is accepted by the individual, he/she will indicate acceptance by signing in the space provided. The individual will also indicate in his/her own handwriting the amount of the charges covered by his/her acceptance. If the charge is not accepted, line out the name of the individual, the amount of the charge, and corresponding quantities column of the articles charged and write "Report of Survey" in the column headed "Signature of Individual", opposite the name of the individual.

3. The Commander/director/office chief initiates a DD Form 362 when it is determined that property, for which he (she) is responsible, -is lost, damaged, or destroyed because of fault or neglect of one of his/her personnel. Five copies, as a minimum, will be prepared. Provide each individual listed a copy of DD Form 362. Additional copies may be prepared for this purpose.

4. The items listed on DD Form 362 will be depreciated according to para 4-l9c, AR 735-11.

5. The block titled "Organization Commander" will reflect the signature block of the Chief of Staff for all civilian employees assigned to HQ AMC and the AMC Commander for civilian employees assigned to AMC. The signature block will be the AMC Commander's for all military personnel.

6. Upon completion of paragraph 5 above and before the statement of charges is signed by the appropriate Commander, forward to AMCEN-O will assign a document number, giver HRH credit for property, and forward to appropriate Commander.

(Continued on next page)

APPENDIX L (Continued)

Section 2.

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

BLOCK OR COLUMN	INSTRUCTION
1. Class of Property	Enter INSTALLATION and PROPERTY BOOK OFFICER, AMCEN-O any your DOD activity address code.
2. Organization	Enter the organization to which the individuals are assigned or the name the employing agency (office and hand receipt number) in the case of a civilian.
3. Date	Enter date of preparation.
4. For Month of	Enter month of pay period in which settlement is to be effected. If the DD Form 362 is prepared after the 10th of the current month, enter the following month.
5. Stock Record Account or Other Property Record of Accountable Officer	Enter the signature block of the Installation Installation Property Book Officer.
6. Station	Enter Army Materiel Command
7. Stock No.	Enter the stock number of the article lost or damaged.
8. Article	Enter the complete description, and current price as contained in appropriate current AMDF, for the articles lost or damaged. 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, but in no case trim the basic form for use as continuation sheets.
9. Quantities	Enter the quantity of each article lost or damaged by each individual.
10. Total Articles	Enter the total quantities of each article lost or damaged.

11. Unit Price ----------In case of loss, irreparable damage, or complete destruction, enter the unit cost per. article as obtained from current supply manual or AMDF. Allow depreciation in the manner a:within the limitations set forth in para 4-19a, AR 735-11. When a depreciation allowance is taken appropriately annotate the "article" a:"unit price" columns as shown in figure 2-2, AR 735-ll. In case of reparable damage, enter the cost of repair in the total column, and file a statement showing the manner of computing the amount of the damage as an exhibit.

12. Total ----------Extend unit price and enter total values in the extreme right section this space in the "Total-column.

13. Name, Grade, and Social Security Number ----------Enter the typewritten name, grade, and social security number of each person involved.

14. Cause for Charge ----------Enter the reason for the charge, such as lost, damaged, or destroyed Government property.

15. Total Charge ----------Enter the amount to be charged to each individual. Enter the total charge against all individuals charged in the "Grand Total" block under the column "Total Charge".

16. Signature of Individual---------Each individual who admits liability will enter his/her signature and amount charged in the appropriate space opposite his/her name.

17. Organization Commander ---------The unit or activity commander will date and sign in the spaces titled "Date" and "Signature".

18. Disbursing Officer or Payroll Certifying Officer --------In the spaces titled "Date" and "Signature", the Finance and Accounting officer or his designee will enter the date and his signature.

19. Property Voucher Number -------The individual maintaining appropriate document register will enter the property voucher number.

APPENDIX M

INSTRUCTIONS FOR PREPARATION OF DA FORM 4949 FOR ADJUSTMENT REPORTS

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
W0K8AA Hand Receipt 1928 AMCEN-O			

	ITEM NO	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	7110-00-X00-1895	Chair Rotary: Wood, W/arms, Adj. height, 4 casters	N	EA	1
CHANGE TO	1.	7110-00-X00-4930	Chair Rotary, W/arms, Frieze upholstery, Tuffed Grey CORRECTION OF STOCK NUMBER OF MISIDENTIFIED ITEM S A M P L E	N	EA	1

AUTHORITY			
DA PAMPHLET 710-2-1	☒ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED ☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY		
INITIATING OFFICER'S SIGNATURE Ronald D. Aust	DATE 1 Jan87	PBO SIGNATURE	DATE

DA FORM 4949 JAN 82

U.S. G.P.O. 1981-353-894

APPENDIX M (Continued)

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
W39HAA Hand Receipt 27 AMCEN-O			

	ITEM NO	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY
CHANGE FROM	1.	7025-00-X00-2844	Remote Fixed Computer Terminal,S/N 29875	N	EA	1
CHANGE TO	1.	7025-00-X00-2844	Remote Fixed Computer Terminal,S/N 39775 ADJUSTMENT REPORT OF SERIAL NUMBER CHANGE S A M P L E	N	EA	1

AUTHORITY			
DA PAMPHLET 710-2-1	☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED ☒ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY		
INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
Sandy Meyer	1 Jan 87		

DA FORM JAN 82 4949

*U.S. G.P.O. 1981-353-504

APPENDIX M (Continued)

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form see DA PAM 710-2-1, the proponent agency is DCSLOG

ORGANIZATION/ACTIVITY: W0K8AA Hand Receipt 1291
AMCEN-O

DOCUMENT NUMBER: DODAAC | DATE | SERIAL

	ITEM NO	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY
CHANGE FROM	1.	7195-00-X00-8307	Table, Work, Wood/Metal top, Wood/Metal base legs, A/A drawers/shelves	N	FT	84
CHANGE TO	1.	7110-00-X00-6729	Table, Office, Metal, 2 drawer - 72 X 36 X 30	N	EA	1
	2.	7110-00-264-5228	Table, Office, Metal - 96 X 30 X 29	N	EA	1
			ADJUSTMENT REPORT FOR UNIT OF ISSUE CORRECTION S A M P L E			

AUTHORITY: DA PAMPHLET 710-2-1

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED
☒ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE: Linda S. Morris | DATE: 1 Jan 87 | PBO SIGNATURE | DATE

DA FORM 4948 JAN 82

U.S. G.P.O. 1981-353-004

APPENDIX M (Continued)

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

ORGANIZATION/ACTIVITY

WOK8AA Hand Receipt 1529
AMCEN-O

DOCUMENT NUMBER		
DODAAC	DATE	SERIAL

	ITEM NO	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY
CHANGE FROM	1.	326824009	Runner, Header	X	EA	5
	2.	326824011	Runner, Header	X	EA	7
	3.	326824015	Runner, Header	X	EA	2
	4.		Mounting plates - 9½" " " - 11½" " " - 12½"	X X X	EA EA EA	1 2 3
CHANGE TO	1.	3990-00-X82-9378	Skid, Alum. Type I	N	EA	1
	2.	3990-00-X82-9377	Skid, Alum. Type II	N	EA	1
			ADJUSTMENT REPORT FOR ASSEMBLY OF AN END ITEM S A M P L E			

AUTHORITY: DA PAMPHLET 710-2-1

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☒ ASSEMBLY ☐ CONSUMED
☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
	1 Jan 87		

DA FORM JAN 82 4949

U.S. G.P.O. 1981-353-994

APPENDIX N

REQUEST FOR ISSUE OR TURN IN
(DA PAM 710-2-1)

ISSUE / TURN IN — SHEET NO. 1 — EXHIBITS

3. REQUEST NO. Change Document

4. VOUCHER NO.

1. SEND TO: L.Wilson,2308,49157,AMCEN-O

2. REQUEST FROM: FOUND ON INSTALLATION

5. DATE MATERIEL REQUIRED

6. DODAAC

7. PRIORITY

8. ACCOUNTING/FUNDING DATA

9. END ITEM IDENT

9a. NAME/MANUFACTURER

9b. MODEL

9c. SERIAL NO.

10. PUBLICATION

11. JOB ORDER NO.

*CODE — ISSUE: I—Initial, R—Replacement — TURN IN: FWT—Fair Wear And Tear, RS—Report of Survey, EX—Excess, SC—Stmt of Charges

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE	POSTED BY
1	71100014920	Chair Rty Sand/NH	EA	1			$65.00	$65.00		
		A4879								
		LAST ITEM								
		NO PHYSICAL MOVEMENT REQUIRED								
					APPROVED BY:					
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM MAY 80 3161 — REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED — U.S. GOVERNMENT PRINTING OFFICE : 1985 O -469-075

S A M P L E

APPENDIX N

INSTRUCTIONS FOR PREPARATION OF DA FORM 3161 AS A FOUND ON INSTALLATION

The Hand Receipt Holder will prepare en original and 5 copies of DA Form 3161, in accordance with instructions, including proper signatures and approvals The original and 3 copies are to be forwarded to AMCEN-O (Rm. SC22) for appropriate action. One copy will be retained as a suspense by the HRH.

BLOCK OR COLUMN	INFORMATION
Issue/Turn-In	Blank
Sheet number	Number sheets consecutively
Number of Sheets	Enter total number of sheets included in request.
1. Send To:	Enter gaining unit's HRH name, hand receipt no., phone extension, room no., end office symbol.
2. Request From:	Enter "FOUND ON INSTALLATION"
3. Request number	Enter Change Document
4. Thru 11	Blank
12a. Item Number	Enter the item number, beginning with 1 for each item listed in sequence.
12b. Stock Number	Enter the national stock number, or other identifying numbers, if known for each item to be issued/turned in.
12c. Item Description	Enter the description of each item. Include serial number/bar code, if applicable.
12d. Unit of Issue	Self Explanatory
12e. Quantity	Enter the quantity of each item being transferred.
12f. Code	Blank
12g. Supply Action	Blank
12h. Unit Price	Enter price if known.
12i. Total Cost	Enter unit price multiplied by quantity being transferred
13. Issue/Turn-In "Quantity" Column is Request	Enter current date and signature of hand receipt holder. Do not sign if requesting AMCEN-O personnel to move item.
14. Issue Quantity in "Supply Action" Column	Above block 14 type "Approved By: Installation Property Book Officer.
15. Received Quantity in "Supply Action" Column	Enter current date and signature of gaining hand receipt holder. Do not sign if requesting AMCEN-O personnel to move item.

APPENDIX O

S A M P L E

SUB HAND RECEIPT/~~ANNEX NUMBER~~
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG

FROM: UIC WOK8AA , para 04E HR# 1065

TO: WØK8AA, para Ø4H, Admin Ofc

DER HCK RECEIPT NUMBER: Sub HR No: 1065-A

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER a	ITEM DESCRIPTION b	* c	SEC d	UI e	QTY AUTH f	QUANTITY A	B	C	D	E	F
7420-00-X00-2631	CALCULATOR, ELEC DISPLAY, 10 KEY W/N 1860466 91676N		M	EA		1					
7430-00-X00-8250	TYPEWRITER, NP ELEC MD SG ELEM. LIN 99001N		M	EA		3					
	S/N 7222884, S/N 7223887, S/N 7241776										

CURRENT DATE AND SIGNATURE

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 1 OF 1 PAGES

DA FORM 2062 JAN 67 EDITION OF JAN 58 IS OBSOLETE.

APPENDIX O

INSTRUCTIONS FOR PREPARATION OF DA FORM 2962 AS A SUBHAND RECEIPT

BLOCK OR COLUMN	INFORMATION
Subhand Receipt/Annex Number	Line out "Annex Number" or type "Sub" before hand receipt.
From	Enter the UIC, TDA paragraph number, and the hand receipt number.
To	Enter the UIC; TDA paragraph number; and office, section, or branch name to be responsible for the property. For quarters furniture or property of a personal nature; such as sheets, pillowcases, or bed; enter the name and rank of the person receiving the property.
Subhand Receipt Number	Enter a locally designated number. Use it to post the location of property. A number is not required when property of a personal nature is issued directly to an individual.
a. Stock Number	Enter the stock number of the item being described. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry.)
b. Item Description	Enter enough words to identify item. Enter the number and date of the publication that contains the basic issue items list (BIIL),mandatory discretionary components,or other components list (ink or pencil entry). The publication number will normally be an operator's technical manual (-10) or a supply catalog (SC). Enter serial/registration numbers when recorded on the property book.Line out serial numbers when the item is turned in.
c. *	When used as a subhand receipt, enter the hand receipt annex number for the item (pencil entry).If hand receipt annex is not required, leave blank. When used a subhand receipt for quarters furniture, enter the proper condition code at time of issue (ink or pencil entry). Condition codes are listed below. (Entry required only for family quarters occupants.)
d. SEC	Enter the SEC code of the item (pencil entry). This code is on computer listing of hand receipt item being subhand receipted from.
e. UI	Enter the number of issue (pencil entry).
f. Qty Auth	Enter the quantity authorized to be on-hand (pencil entry).
Quantity Columns A thru F	Enter the quantity on-hand for each item listed.Line out all unused blocks in columns with recorded quantities. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing subhand receipt holders. The person receiving the property will sign, enter his or 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 signature only. (The original page will have an original signature; the cop may have a carbon signature.)
Page _____ of _____ Pages	Self-explanatory.

CONDITION CODES (FOR QUARTERS FURNITURE ONLY)

BE - Bent	F - Faded	RU - Rusted
BR - Broken	G - Gouged	SU - Scratched
BU - Burned	L - Loose	SO - Soiled
CH - Chipped	M - Marred	T - Torn
MO - Motheaten	MI- Mildewed	W - Badly Worn
D - Dented	R - Rubbed	Z - Cracked

Note: All entries will be made in ink or typewritten unless otherwise stated.

APPENDIX P

REQUEST FOR ISSUE OR TURN—IN
(AR 710-2)

X	ISSUE	SHEET NO	NO SHEETS	3 REQUEST NO	4 VOUCHER NO
	TURN-IN	1	1	Temporary Hand Receipt	

1 SEND TO	5 DATE MATERIEL REQUIRED	6 DODAAC	7 PRIORITY	8 ACCOUNTING/FUNDING DATA
W39HAA HR #370, X7070, Bldg 350 1st Fl SW, DRSAR-[illegible]				

2 REQUEST FROM	9 END ITEM IDENT	9a NAME/MANUFACTURER	9b MODEL	9c SERIAL NO
W39HAA HR #421, X4040, Bldg 350 2nd Fl NW, DRSAR-LEE				

7 CODE ISSUE TURN-IN	10 PUBLICATION	11 JOB ORDER NO
S—Initial, R—Replacement; FWT—Fair Wear And Tear, RS—Report of Survey; EX—Excess, EC—Bill of Charges		

12 ITEM NO a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE	POSTED BY
1.	7450-00-X00-0887	Recorder Reproducer Ser #151862 Nothing Follows	EA	1	I	1				

SHEET TOTAL | GRAND TOTAL

13 ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14 ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15 REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	1/1/87	[signature]					1/1/87	[signature]

DA FORM 3161 JUN 75 — REPLACES DA FORM 3161, 1 JUL 68 WHICH IS OBSOLETE — U.S. GOVERNMENT PRINTING OFFICE 1979 — 284 186

S A M P L E

APPENDIX P

INSTRUCTIONS FOR PREPARATION OF A DA FORM 3161 AS A TEMPORARY HAND RECEIPT

BLOCK OR COLUMN	INFORMATION
Issue	Enter "X".
Sheet Number	Number sheets consecutively.
Number of Sheets	Enter total number of sheets.
1. Send To	Enter the UIC, MR number, telephone extension, location (bldg, floor, wing), and office symbol of the HRM receiving the issue. For issue of quarters furniture or property of a personal nature such as sheets, pillowcases, or bed; enter the name and rank of the person receiving the issue.
2. Request From	Enter the UIC, HR number, telephone extension, location (bldg, floor, wing), and office symbol of the HRH making the loan.
3. Request Number	Enter "Temporary Loan".
4. Voucher Number	Leave Blank.
5. Date Materiel Required	Leave Blank.
6. DODAAC	Leave Blank.
7. Priority	Leave Blank.
8. Accounting/Funding Data	Leave Blank.
9. Thru 11	Leave Blank.
12a. Item Number	Enter the item number, in sequence, for each item issued.
12b. Stock Number	Enter the stock number of the item issued.
12v. Item Description	Enter the description of the item. Enter the serial numbers when recorded on the hand or subhand receipt. Enter the condition code of quarters furniture when issued to family quarters occupants. Codes are in figure 5-1, DA Pam 710-2-1.
12d. Unit of Issue	Enter the unit of issue.
12e. Quantity	Enter the quantity to be issued.
12f. Code*	Enter an "I" for each item listed.
12g. Supply Action	The person that signs Block 15 will enter the quantity received. Note: Enter "NOTHING FOLLOWS: below the last item entered don the form. Make the entry in the "item description" column.
12h. Unit Price	Leave Blank.
12i. Total Cost	Leave Blank.
12j. Posted	Leave Blank.
13. Issue/Turn-in "Quantity" Column is Requested	The person issuing the item will date and sign this block (Include rank.)
14. Issue Qty in "Supply Action" Column	Leave Blank.
15. Rec. Qty in "Supply Action" Column	The person receiving the item will date and sign this block. (Include rank.)

NOTE: Make all entries except signature in ink or by typewirtter; enter signature in ink.

APPENDIX Q

DISPOSITION FORM

For use of this form see AR 340 15 the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMCEN-O	Self Service Supply Center Authorization Cards

TO FROM AMCEN-O DATE CMT 1

Ms. Wilson/ck/46150

1. Reference:

a. Memorandum, AMCCS, 20 Jan 86, subject: Economy and Discipline in Headquarters, AMC.

b. DF, AMCEN, 2 Oct 86, SAB.

2. Enclosed OSA Form 153, Authorization Card for Self Service Supply Center, HQ AMC, are forwarded for use by your organization to make purchases during FY 87.

3. The two names of personnel authorized to make purchases for your organization will be entered as follows:

a. Primary person: Type name and office symbol on left side on front of the card on space indicated. Person will sign on the right side and will enter office telephone number.

b. Alternate person: Type name on line 1 of reverse side of the form. Person will sign above typed name and enter office telephone number.

4. Changes of personnel authorized to use the card will be made on the reverse side of card as follows: delete the name of person from the card by lining out the name, supervisors initials will be entered at the end of the line. Type the name of new person on the next line available and have individual sign above typed name and enter office telephone number.

5. Unless approved by Chief, HQ Support/Equipment Management Division, DCS, Engineer, only the names of two persons will be active at one time on the card.

5. Internal operating procedures should be established to safeguard the card and insure its use will be within the guidelines established by Chief of Staff in accordance with reference 1a above.

6. Whenever an office need exceeds the quantity authorized, a Disposition Form (DA Form 2496) will be submitted at least one week prior to the date the items are required to the manager of the SSC stating quantities required to include justification.

7. We must strive for supply economy and property accountability at all times.

8. AMCEN - Engineering/Logistics Excellence.

LOUISE M. WILSON
Chief, HQ Support/Equipment
Management Division
Office of the Deputy
Chief of Staff, Engineer

DA FORM AUG 80 2496 PREVIOUS EDITIONS WILL BE USED 54

USGPO 1986-490-003/43241

APPENDIX R

FRONT OF CARD

ADMINISTRATIVE SERVICE CENTER

ADMITTANCE CARD FOR

HQ AMC
DCS ENGINEER (AMCEN-O)
HQ SUPPORT/EQUIPMENT MANAGEMENT DIVISION
agency/office symbol

SIGNED
Chief, Hq Spt/Equip Mgt Div
authorized agency official (signature)

RANDOLPH BELLAMY - AMCRE-A
individual's name (typed)

49000
signature/telephone

(other authorized bearers are listed on back of card)

POSSESSION OF THIS CARD AUTHORIZES THE ABOVE NAMED BEARER SUPPLIES AND SERVICES AS AVAILABLE IN THE ADMINISTRATIVE SERVICE CENTERS IN THE BUILDING OF ISSUANCE.

1 October 1986
issue date

AT RECALL OF DIRECTOR
expiration date

000201
serial number

CHARLES O'DONNELL
DIRECTOR

AMC
DEFENSE SUPPLY SERVICE-WASHINGTON

BACK OF CARD

OTHER AUTHORIZED BEARERS

ALL INDIVIDUALS UTILIZING A.S.C. FACILITIES MUST BE IN POSSESSION OF A PROPERLY ISSUED AUTHORIZATION CARD (dsa form 152)

AUTHORIZATION CARDS ARE TO BE USED ONLY BY THOSE INDIVIDUALS WHOSE SIGNATURES APPEAR ON THIS CARD.

CARDS WILL NOT BE TRANSFERRED BETWEEN AGENCIES/ACTIVITIES.

MISUSE OF THIS PASS MAY RESULT IN DISCIPLINARY ACTION INCLUDING REFUNDING THE EXPENSE OF ANY ITEMS WITHDRAWN.

YOUR TAX DOLLARS ARE INVOLVED.

AGENCY AMCRE-A
TELEPHONE EXT. 44936
ROOM NO. 5N38
SIGNATURES:

1 I. WILL WATE 48678
2
3
4
5
6
7
8
9
10

copyright law, section 101, chapter 2, title 17, usc, applies

APPENDIX S

SAMPLE

SIGN-IN LOG ADMINISTRATIVE SERVICE CENTER - AMC

NAME	DEPT OF	AGENCY	ROOM NO	CARD NO	DATE
JOSEPH J. JOHNSONE	ARMY	AMCRE	5N26	00023	8/11/87

APPENDIX T

Requests for supplies and services should be direct to the following:

TYPE OF SUPPLIES/SERVICES	ACTION OFFICE
All Publications, Permanent Orders, HQ AMC Forms and Printing Jobs	Information Systems Command, Publishing Section (AMCIM-DO-D)
Conference Room Reservations	Audio Visual Presentation Audio Visual Support
Delivery of Equipment	All COR and POC must coordinate all types of items and ADPE deliveries with AMCEN-O to arrange for receipt and barcoding
Films, Video Tapes, Audio Tapes, Video Recorders, VU Graph Projectors, 8, 16, 35 mm films audio, video/multi media production associated services	Audio Visual Presentation Audio Visual Support
General Office Supplies	Self Service Supply Store (DSS-W, Room G2C3l)
Graphic Support to Include Micrographics	Graphics Section
Office Furniture Moves	AMCEN-O
Office Machine Repair	AMCEN-O (CODE-A-PHONE 45877)
Office Space Management/ Alterations; telephone or electrical outlet installations and removals	AMCEN-O
Photographic Services	U.S. Army Audio Visual Center Support Facilities (USAMC)
Security Clearances, Building Passes, Physical Security	HQ Security Office (AMCPE-SH)
Subscriptions and Publications	THRU: Ch, Tech Library (AMCDMA-ML) TO: AMCACS
Telephone Installations or Repairs	Communications Office (AMCIM-D)