



FORT CARSON LOGISTICS READINESS CENTER (LRC)

Consolidated Installation Property Book Office (CIPBO), ASO External Standard Operating Procedures (SOP) 503

29 JUNE 2016

**ASO, LLC
2400 O'Connell Blvd
Building 8000
Fort Carson, CO 80913**



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Section: CIPBO	Originator: CIPBO Supervisor	Approval: Supply Manager

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MEMORANDUM FOR ALL Fort Carson LRC Customers

SUBJECT: CIPBO External SOP

1. Enclosed is the LRC CIPBO External SOP for your use. This document is intended to guide you, our customer, in order to achieve the best mission support and enhance your equipment readiness.
2. This SOP outlines general procedures for the CIPBO.
3. We are pleased to have the opportunity to support you and look forward to significant mission support success.
4. POC is the CIPBO Supervisor at 719-526-9066.

//signed//
 James Nicholson
 Supply Dept Manager
 ASO



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Chapter 1: General

- 1.1 Purpose: To establish policies and procedures in requesting, receiving and accounting for supplies and equipment received from the Fort Carson Consolidated Installation Property Book Office (CIPBO).
- 1.2 Scope: The procedures and requirements in this document are to assist in providing guidance and direction to customers of the CIPBO.
- 1.3 References:
 - 1.3.1 AR 71-32, Force Development and Documentation
 - 1.3.2 AR 710-2, Supply Policy below the National Level
 - 1.3.3 AR 725-50, Requisitioning, Receipt and Issue System
 - 1.3.4 AR 735-5, Property Accountability Policies
 - 1.3.5 AR 750-1, Army Materiel Maintenance Policy
 - 1.3.6 DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)
 - 1.3.7 TDA B6W0VNAA
 - 1.3.8 TDA XCW6YQAA
 - 1.3.9 CTA 50-900, Clothing and Individual Equipment
 - 1.3.10 CTA 50-909, Field and Garrison Furnishing and Equipment
 - 1.3.11 CTA 50-970, Expendable/Durable Items
- 1.4 Hours of Operation:
 - 1.4.1 Monday – Friday 0730 – 1200 & 1230 – 1530; Closed from 1200-1230 daily for lunch.
 - 1.4.2 Closed on weekends and Observed Federal Holidays.
- 1.5 Responsibilities:
 - 1.5.1 The CIPBO exercises staff supervision over the supply actions of supported elements and provides technical assistance and guidance as required.
 - 1.5.2 The CIPBO maintains property book accountability for selected paragraphs of the Fort Carson Table of Distribution and Allowances (TDA) and other Common Table of Allowances (CTA) property.
 - 1.5.3 Commanders/activity chiefs will appoint a hand receipt holder (HRH) when the commander/activity chief is not the HRH.
 - 1.5.4 HRHs will take all reasonable and prudent actions to properly use, care for and safeguard the property.

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1.5.5 All HRHs and individuals signed for government property from the CIPBO must not clear the command/activity, or post without first clearing through the CIPBO. Failure to comply will result in liability under Financial Liability Investigations of Property Loss required on lost, destroyed, or missing property.

1.5.6 Contractors are required to comply with the property provisions contained in their respective contracts, as well as the requirements of this SOP.

1.6 Definitions:

1.6.1 General responsibility: Responsibility results from the possession of property or the command or supervision of others who have possession of property. It involves a basic obligation for the proper custody, care, use and safekeeping of Government property. Any person may incur responsibility for the care and custody of property, even if he or she has not signed a receipt for it. Responsibility is based on possession of the property or the scope of the individual employment or duty.

1.6.2 Command responsibility: Command responsibility is the obligation of a commander to ensure the proper care, custody and safekeeping of all Government property within his or her command. It is the special relationship between a commander and the property within his or her command. It is inherent in command and cannot be delegated. It is evidenced by assignment to a command position at any level and includes:

1.6.2.1 Ensuring the security of all property of the command, whether in use or in storage.

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

1.6.2.3 Enforcing all security, safety, and accounting requirements.

1.6.2.4 Taking administrative or disciplinary measures when necessary.

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

1.6.3.1 Providing proper guidance and direction.

1.6.3.2 Enforcing all security, safety, and accounting requirements.

1.6.3.3 Maintaining the proper physical and psychological environment for the proper care and use of Government property.

1.6.4 Direct responsibility: Direct responsibility is the relationship between a responsible officer and the property for which he or she has been formally tasked to provide care and custody. It is inherent in each property account; however, it may be delegated by the accountable officer through formal written designation or issue of the property on a hand receipt. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on a hand receipt from an accountable officer. It includes taking all reasonable and prudent actions to ensure the specified property is properly used, cared for and safeguarded.

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- 1.6.5 Personal responsibility: Personal responsibility is the relationship between a person and the property in his or her physical possession. It results from his or her possession of the property. It applies to all Government property issued for, acquired for or converted to the person's exclusive use, with or without receipt. It includes taking all reasonable and prudent actions to properly use, care for and safeguard the property.
- 1.6.6 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 of the individual having direct responsibility for the property. Responsibilities include:
 - 1.6.6.1 Ensuring the security of all property stored within the supply room and storage annexes is adequate.
 - 1.6.6.2 Observing subordinates to ensure their activities contribute to the proper custody, care, and safekeeping of all property within the supply room and storage annexes.
 - 1.6.6.3 Enforcing all security, safety, and accounting requirements.
 - 1.6.6.4 When unable to enforce any of these, reporting the problem(s) to their immediate supervisor.
- 1.6.7 Damage: A condition which impairs either the value or use of an article may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial unserviceable conditions. Usually implies that damage is the result of some act or omission.
- 1.6.8 Expendable item: An item of Army property coded with an Accounting Requirements Code (ARC) of "X" in the Army Management Data File (AMDF) found in the Federal Logistics Data (FEDLOG). Expendable items require no formal accountability after issue from the Stock Record Account (SRA). Commercial and fabricated items similar to items coded "X" in the AMDF are considered expendable items; they are normally items consumed in use.
- 1.6.9 Non-Expendable item: An item of property coded with an ARC of "N" in AMDF/FEDLOG. Non-expendable items require formal property book accountability after issue from the SRA or CIPBO. Commercial and fabricated items, similar to items coded "N" in the AMDF are considered non-expendable items.
- 1.7.0 Durable item: An item of Army property coded with an ARC of "D" in the FEDLOG/AMDF. Durable items do not require property book accountability after issue from the SRA, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in AMDF/FEDLOG are considered durable items. IAW AR 735-5, Para. 2-2, all durable property will be controlled at the user level using hand-receipt procedures or managed using inventory lists. The brigade and battalion commander or the head of the activity will monitor items coded durable in accordance with paragraph 7-5b. In addition, the commander or the head of the activity will conduct management reviews annually, in accordance with paragraph 7-7d.
- 1.7.1 Installation Property Book: Record of property issued under an authorization document, such as TDA and CTA items.
- 1.7.2 Equipment: Articles needed to outfit an individual or organization. Clothing, tools, utensils, vehicles, weapons and similar items are articles of equipment. Synonymous with "supplies and material."

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- 1.7.3 Fair wear and tear: Loss or impairment of appearance, effectiveness, worth or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.
- 1.7.4 Hand receipt: A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.
- 1.7.5 Installation property: Non-deployable property issued to a unit/activity under authority of a CTA/TDA or other Headquarters Department of the Army (HQDA) approved documentation.
- 1.7.6 Negligence:
 - 1.7.6.1 Simple negligence: The failure to act as a reasonably prudent person would have acted under similar circumstances.
 - 1.7.6.2 Gross negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate disregard for the foreseeable consequences of the act.
 - 1.7.6.3 Pecuniary liability: Personal, joint or corporate statutory obligation to reimburse the U.S. Government for government property lost, damaged or destroyed because of negligence or misconduct (Misconduct includes wrongful appropriation).
 - 1.7.6.4 Proximate cause: Cause which, in a natural and continuous sequence unbroken by a new cause, produces loss or damage and without which loss or damage would not have occurred. Further explained as primary moving cause, or predominating cause, from which injury follows as a natural, direct and immediate consequence, and without which it would not have occurred.
 - 1.7.6.5 Financial liability investigation of property loss: An instrument for recording circumstances concerning loss, damage, or destruction of army property. Serves as, or supports a voucher for dropping articles from property records on which they are listed. Also serves to determine question of responsibility (pecuniary or otherwise) for absence or condition of the articles.
 - 1.7.6.6 Willful misconduct: Any intentionally wrongful or unlawful act dealing with property concerned.

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Chapter 2: Assignment of Property Responsibility

- 2.1 Purpose: To provide definition and outline responsibilities to ensure the proper accountability of government property and equipment and policies regarding hand receipt responsibilities.
- 2.2 Scope: This process applies to all individuals who have responsibility for the control and accountability of government property and equipment.
- 2.3 Responsibilities:
 - 2.3.1 Directors/Commanders are responsible for:
 - 2.3.1.1 Managing equipment used by each member of their Command/Directorate/Office. Each commander/director will ensure HRHs will personally inspect and inventory their equipment as often as necessary, to ensure property records are maintained according to established procedures.
 - 2.3.1.2 Providing justification for additions/deletions/changes to Section III, (Equipment) of the TDA.
 - 2.3.1.3 Ensuring that on-hand equipment is properly maintained, used for its intended purpose, and protected from loss, damage, or destruction, by assigning HRH responsibility.
 - 2.3.1.4 Preparing the appointment of hand receipt holders by use of a memorandum (See Appendix A).
 - 2.3.1.5 Ensuring all HRHs receive a copy of this SOP explaining their responsibilities for property, and providing guidance and assistance, as required.
 - 2.3.1.6 Ensuring the outgoing HRHs have 30 days to conduct a 100 percent change of hand receipt holder inventory with their successor.
 - 2.3.1.7 Requesting advice on property accountability procedures or assistance on regulatory clarification, when necessary, from the Installation PBO.
 - 2.3.2 Property Book Section:
 - 2.3.2.1 Responsible for the daily maintenance of unit/directorate property book accounts for all HRH’s and ensuring authorization documents, inventories, and accountability procedures are being followed in accordance with (IAW) governing regulations.
 - 2.3.2.2 Ensures all procedures are being enforced to account for, and secure U.S. Government property.
 - 2.3.2.3 Responsible for monitoring the receipt of new equipment by their organization, as well as the transfer, movement and turn-in of equipment listed on the organizations hand receipt.
 - 2.3.2.4 Verify unit/activity equipment on hand (EOH) and quarterly unit status reports (USR).
 - 2.3.2.5 Monitor hand receipt validation, cyclic, sensitive, and change of command inventories, and provide customer assistance regarding property transactions relating to these inventory reports.
 - 2.3.2.6 Manage excess and shortage items (cross-level) and recommend corrective actions/ transactions for all customers.

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- 2.3.2.7 Request all TDA shortages (less stock funded and force modernization items) for all TDA elements that fall under the CIPBO footprint.
- 2.3.2.8 Validate all nonexpendable shortage annexes IAW DA PAM 710-2-1, Chapter 6-1.
- 2.3.2.9 Review customer Financial Liability Investigation of Property Loss (FLIPL) and other administrative property adjustments, and adjust unit/activity hand receipts accordingly.
- 2.3.2.10 Act as mediator and resolve any TDA property problems that customer units/activities may present.
- 2.3.2.11 Conduct Change of Command/HRH briefings with both incoming and outgoing commander/HRH prior to start of the inventories (See Appendix B).
- 2.3.2.12 Educate HRHs on how to maintain property documents and records.
- 2.3.3 Supported Units/Activities:
 - 2.3.3.1 Comply with all policies and procedures prescribed by governing regulations.
 - 2.3.3.2 Perform all required inventories IAW AR 710-2 and DA PAM 710-2-1.
 - 2.3.3.3 Notify CIPBO of any property discrepancies (losses, gains, etc.) and prepare the property adjustment document IAW AR 735-5, AR 710-2, and/or DA PAM 710-2-1.
 - 2.3.3.4 Perform lateral transfers and property turn-ins as directed by the CIPBO (this includes proper preparation of all required documents) IAW Chapter 3, DA PAM 710-2-1 and local SOPs.
 - 2.3.3.5 Notify CIPBO (in writing) of equipment found on installation (FOI) and excess to the TDA.
 - 2.3.3.6 Ensure that the shortage annexes and component hand-receipts are validated IAW DA PAM 710-2-1, Chapter 6-1 and 6-2, respectively.
 - 2.3.3.7 Initiate FLIPL IAW AR 735-5. The HRH or the person with the most knowledge will initiate the DD Form 200 and forward it to the CIPBO. The person initiating the DD Form 200 may consult with the CIPBO Hand Receipt Manager (HRM) for assistance in preparation of the DD Form 200. The CPBO will review the DD 200 to ensure all blocks are filled out properly then the customer will obtain an investigation number from the individual maintaining the financial liability investigation register. The CIPBO will then process the DD 200, drop accountability of the items listed on the DD 200 and enter the document number that is provided by PBUSE when the transaction is completed. The IPBO will then sign the DD Form 200 in block 17 and maintain the original copy and further process the FLIPL through the chain of command. After the DD 200 has been processed by the CIPBO, it will be forwarded to the appointing authority for review and assigning of an Investigation Officer, when applicable. When property listed on a FLIPL is recovered, the HRH will initiate a formal memorandum and submit it to the PBO and investigating officer (if one is appointed) requesting to reestablish accountability for the equipment recovered and the memorandum will cite the FLIPL number assigned as well as the document number. The recovery memorandum will also include the item description of the recovered equipment, as well as the line item number (LIN), stock number and quantity.
 - 2.3.3.8 Notify the CIPBO HRM of all unresolved property book issues.
 - 2.3.3.9 Sign receipts for property book items from vendors and ensure CIPBO receives a copy immediately for posting to the hand receipt.
 - 2.3.3.10 Integrate the Command Supply Discipline Program (CSDP) into day to day operations.

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- 2.4 Hand Receipts:
 - 2.4.2 The commander having command responsibility appoints primary hand receipt holders (PHRHs). In a TDA organization the commander or a civilian director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be PHRHs who will have direct responsibility for property authorized by TDA.
 - 2.4.2.1 Hand receipts are required whenever property book items are issued.
 - 2.4.2.2 The signature of a person on a hand receipt establishes direct responsibility.
 - 2.4.2.3 All property issued to the HRH on the master hand receipt, will be sub-hand receipted to the supervisor and/or end user level.
 - 2.4.2.4 Primary hand receipt holders (HRH) are responsible for:
 - 2.4.2.5 Establishing and maintaining strict accountability for all property under their control.
 - 2.4.2.6 Ensuring the proper care, custody, and safe keeping of all government property. They must ensure the security of all unit/activity property whether it is in storage or in use.
 - 2.4.2.7 Sub-hand receipting all equipment on their hand receipts.
 - 2.4.2.8 Ensuring all equipment management personnel are trained to accomplish the operational, functional and utilization portions of the Property Book Unit Supply – Enhanced (PBUSE) at unit level.
 - 2.4.2.9 Initiating investigations of lost, damaged, or destroyed property taking appropriate action in the interest of supply discipline.
 - 2.4.2.10 Establishing and maintaining hand receipt records IAW DA PAM 710-2-1 and other regulatory procedures.
 - 2.4.2.11 Transferring property responsibility to a successor prior to transferring or leaving their area of operation. This will be accomplished by conducting a 100 percent change of HRH inventory between themselves and the incoming HRH. Results of their inventory will be reported to their supervisors and forwarded to the Installation PBO, along with the signed hand receipt.
 - 2.4.2.12 Protecting equipment under their control from loss, damage, or destruction.
 - 2.4.2.13 Retaining supporting/adjustment documents for any items issued, turned in, and/or transferred regardless of the reason. Forms used to support quantity adjustments to the HR are:
 - 2.4.2.13.1 DA Form 2765-1, Request for Issue/Turn-in.
 - 2.4.2.13.2 DD FORM 1348-1 Request for Turn-In.
 - 2.4.2.13.3 DA Form 4949, Administrative Adjustment Report (AAR).
 - 2.4.2.13.4 DD Form 200, Financial Liability Investigation of Property Loss.
 - 2.4.2.13.5 DD Form 362, Statement of Charges/Cash Collection Voucher.
 - 2.4.2.13.6 DA Form 3161, Request for Issue/Turn-In.
 - 2.4.2.13.7 DA Form 2062, Hand Receipt/Annex Number.
 - 2.4.2.13.8 DD Form 250, Material Inspection and Receiving Report

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2.4.2.14 Conducting an annual 100 percent physical inventory of all accountable installation property, for which they are responsible and reporting the results to the CIPBO.

2.4.2.15 Immediately reporting any item(s) lost, damaged, or destroyed, to the CIPBO, after loss is known and causative research has been conducted.

2.4.2.16 Preparing necessary paperwork to turn in any excess equipment, which is unserviceable or unnecessary for their required mission.

2.4.2.17 Appointing authorized requestors and/or receivers of installation property as needed.

2.4.2.18 Requesting advice on property accountability procedures or assistance on regulatory clarification, when necessary, from their supervisor.

2.4.2.19 Maintaining hand receipt files. These files must contain the current HRs, sub-hand receipts, temporary HRs, and all change documents not posted to the HR (issues, turn-ins, lateral transfers, etc.).

2.4.2.20 Hand receipt account holders must update their hand receipts annually from the date of receipt of the property account, change of hand receipt holder, or as directed by the IPBO. For hand receipts prepared by the IPBO, the original (with original signature) is kept by the CIPBO. For sub-hand receipts prepared by the hand receipt holders, the original is kept by the hand receipt holder. Only originally and digitally signed hand receipts will be accepted. No scanned copies will be accepted unless approved by the IPBO.

2.4.2.21 Ensuring proper delivery and acceptance of property book equipment.

2.5 Change, Issue, and Turn-In Documents:

2.5.1 Change and issue documents are generally initiated by the CIPBO for property book level actions, and in some instances for unit level. PHRHs are primarily responsible for initiating change and issue documents at unit level.

2.5.2 Turn-in documentation is initially prepared by the HRH and must comply with basic supply regulations, and the Installation Supply Support Activity SOP, or it will be returned to the HRH without further processing.

2.6 Loaned Equipment: All hand receipt account holders of IPBO are reminded that if you lend a piece of equipment to someone, that loan should be documented by use of a hand receipt, DA Form 2062, however, the accountability of the loaned property remains the responsibility of the primary hand receipt holder.

2.7 Command Supply Discipline Program (CSDP): The commander/supervisor ensures property (1) Accounting is complete and accurate. (2) Is on hand and serviceable. (3) Is safeguarded. Commanders and supervisors must evaluate all supply operations using the standards of the CSDP as outlined in appendix B, AR 710-2. They must ensure that physical security inspections are conducted per AR 190-11 and AR 190-13. d. Commanders must have adequate checklists and evaluators capable of measuring and assessing policy compliance/non-compliance. Incidents on non-compliance, adverse conditions, or trends will be reported to the Fort Carson Command Group.

2.8 Government Property and Equipment Maintenance, Repair, and Life Expectancy:
The type of property and its cataloged characteristics determine considerations such

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as reparability, recoverability, expendability, and proper disposal. Only a qualified technical inspector can determine the true condition of an item, and if an item is economically repairable. The maintenance and repair of equipment will be limited to keeping the items in a satisfactory usable condition. Equipment that is not uneconomically repairable in relation to replacement cost of the item is not authorized repair.



Chapter 3: Inventories

- 3.1 Purpose: The primary purpose of inventories is to provide a method, by which commanders and activity chiefs/heads can ensure that all property charged to them is present, in a serviceable condition, is being properly cared for and is being used for the purpose for which it was intended.

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- 3.2 Scope: This process provides guidance as to time frames and occurrences that inventories are to be conducted.
- 3.3 Responsibilities: Inventories of property will be conducted in accordance with referenced regulations and other guidelines when received. Inventories will be conducted as follows:
- 3.3.1 A 100 percent physical inventory of all accountable installation equipment in the HRH's area of responsibility will be conducted annually, or upon change of HRHs. The date of the annual inventory will be one year from the date of the last signed inventory (annual or change of HRHs). Change of HRH inventories will be accomplished, as required.
- 3.3.2 Change of HRH inventories will be performed between the departing and incoming HRH within 30 days of the incoming HRH assuming responsibility. An updated DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies is also recommended.
- 3.3.3 Whenever the outgoing or newly appointed HRH is not available, the departing HRH's supervisor will be responsible for protecting the interests of the HRH and conducting a joint inventory with the new HRH. When a new HRH has not been appointed and the old HRH is departing, the departing HRH's supervisor must assume HRH responsibility for the hand receipt.
- 3.3.4 In order to maintain adequate control of equipment, hand receipt responsibility will be assigned to the lowest supervisory level.
- 3.3.5 All adjustment documents including a Financial Liability Investigation of Property Loss, if necessary, will be initiated by the departing HRH.
- 3.3.6 The incoming HRH will sign the HR, assuming duties after completion of joint inventory.
- 3.3.7 When the change of hand receipt holder joint inventory or annual hand receipt inventory cannot be completed within the required time frame, contact the CIPBO for guidance.
- 3.3.8 Primary hand receipt holders will not clear/depart their unit/activity until all CIPBO property has been signed for by the incoming HRH, and any required relief from accountability has been initiated by the outgoing hand receipt holder.
- 3.4 Change of Sub-hand Receipt Holder Inventory:
- 3.4.1 Upon notification of PCS or change of status, notify the primary hand receipt holder of the anticipated change in status and request that time for the 100 percent joint inventory to be scheduled.
- 3.4.2 The primary hand receipt holder and new sub-hand receipt holder, conduct jointly, a 100 percent physical count inventory of all property that has been sub-hand receipted. This includes a 100 percent inventory of all components of sets, kits and outfits.
- 3.4.3 Upon completion of the 100 percent joint physical inventory by the outgoing and incoming sub-hand receipt holders, the results will be reported to the property book officer (PBO).
- 3.5 Cyclic Inventory Procedures:
- 3.5.1 DA Pam 710-2-1, Chapter 9, paragraph 9-6 outlines the procedures for cyclic inventories. An annual 100% of all property assigned to the organization will be conducted. If the CIPBO elects to use the cyclic inventory in lieu of the annual inventory, then the CIPBO will designate by memorandum the specific 10% of the unit's property that will be inventoried monthly. It is recommended that each unit/activity put the cyclic inventory on their training calendars/schedules.

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- 3.5.2 When applicable, the cyclic inventory will be generated and provided to the HRH on or about the first of each month. The HRH is required to return the cyclic inventory free of marks and debris by the 25th of each month. Record the results of the inventory on the memorandum that designates which items were to be inventoried. State in the memorandum that the required items were completely inventoried and the name of the individual who completed the inventory. Also state that differences have been accounted for according to AR 735-5 and DA Pam 710-2-1. The original memorandum will be filed at the installation property book office. A copy of this memorandum must be kept on file at the unit/activity.
- 3.5.3 A required cyclic inventory that has not been provided in excess of 30 days will cause the HRH account to be flagged and no activity (request, issue, turn-in, etc.) will be permitted until the required documents have been signed by the respective account holder.
- 3.5.4 HRHs conduct their own cyclic inventories. Ensure the item and description on the sub-hand receipt match. Make a list of any differences. Check the end items for serviceability and completeness. Use the most current TM/SC to identify components. Make sure that component shortages are listed on shortage annex/component hand receipt. Check the serial number on the item with the serial number recorded on the hand receipt/sub-hand receipt. Prepare an Administrative Adjustment Report (AAR) to correct differences within sizes, makes, or models, and/or account for shortages according to AR 735-5.
- 3.6 Sensitive Items Inventory Procedures:
 - 3.6.1 DA Pam 710-2-1, Chapter 9, paragraph 9-9 outlines the procedures for sensitive items inventory. Sensitive items, unclassified CCI, explosives (ammunition) firearms (CIIC of N or P), and hazardous items will be inventoried monthly.
 - 3.6.2 The sensitive item inventory listing will be generated and provided to the HRH on the first of each month. The HRH is required to return the original sensitive item inventory free of marks and debris by the 25th working day of each month, and record the results of the sensitive item inventory on a memorandum prepared for the responsible officer’s signature. State in the memorandum that all sensitive, explosive, and hazardous items have been inventoried. Also state that no differences were discovered or those differences have been reported according to AR 190-11, if required. The fact that differences have been accounted for according to AR 735-5 will be included when applicable. The original of the memorandum will be filed at the property book office. A copy of this memorandum must be kept on file at the unit/activity.
 - 3.6.2.1 Units/activities will report the reason(s) for all reports not signed by the 25 working day of the month to the CIPBO; no exceptions or extensions will be granted. A required sensitive item inventory that has not been provided in excess of 5 days will cause the HRH account to be flagged and no activity (request, issue, turn-in, etc.) will be permitted until the required documents have been signed by the authorized account holder.
- 3.7 Change of Command/Responsibility Inventory Procedures:
 - 3.7.1 Company Commanders/Primary Hand Receipt Holders will conduct change of command/responsibility inventories consisting of a 100 percent physical inventory of all unit/activity property. The inventories include components of sets, kits, and outfits, major end items and BII. Commanders/HRHs will verify all maintenance requests (i.e. Form 2407, DA Form 5504) for equipment turned in to support maintenance that is unavailable to be physically inventoried; ensure component shortages are properly documented. IAW DA PAM 710-2-1, Chapter 9-3, a period of thirty days will be allotted to complete the change of command inventories. This period will allow adequate time for the inventory, preparation, verification, and submission of adjustment documents as necessary.
 - 3.7.2 Prior to the beginning of the joint inventory, outgoing HRHs will update their hand receipts with the CIPBO and resolve any differences.

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- 3.7.3 Incoming/outgoing HRHs are required to visit the CIPBO prior to the change of command. The CIPBO HRM will provide a detailed briefing describing proper procedure for the transfer of property accountability to both the incoming and outgoing commander/HRH (See attachment B).
- 3.7.4 The incoming and outgoing HRHs will conduct a joint inventory IAW DA Pam 710-2-1, Chapter 9-3, AR 710-2, Appendix F. Outgoing and incoming commanders will brief their commander before the changeover takes place. Commanders/HRHs are advised to prepare a Change of Command/HRH Out-brief prior to their brief with their commander.
- 3.7.5 Adjustment documents for the property loss, discovered as a result of the joint inventory, are the responsibility of the outgoing HRH. When applicable, if there are any discrepancies to the property book that require adjustment documents, follow the procedures outlined in AR 735-5.
- 3.7.6 The incoming commander/HRH is required to sign the hand receipt prior to assuming command/responsibility of the unit/division/activity.
- 3.8 Joint Inventory Procedures.
 - 3.8.1 This inventory is required upon change of the responsible officer. The incoming and outgoing officers/HRHs will jointly conduct the inventory. The incoming commander/HRH will personally inventory all of the unit’s property.
 - 3.8.2 Take the following actions prior to the inventory:
 - 3.8.2.1 Schedule a briefing with the CIPBO (dates for signing the hand receipt will be tentatively scheduled at this briefing).
 - 3.8.2.2 Ensure current on-hand quantities are reflected on the primary hand receipt.
 - 3.8.2.3 Ensure all hand and sub-hand receipts and annexes with change documents are updated.
 - 3.8.3 Inventory the property as follows:
 - 3.8.3.1 All company hand receipted items are inventoried to include TDA Property, Installation Property, and Class V, if applicable.
 - 3.8.3.2 Check all items to ensure their description matches the master and sub-hand receipts.
 - 3.8.3.3 Check end items for completeness. Use the proper publication (i.e., TM, SC, etc.) to identify components. Make sure the publication is indicated on the sub-hand receipt, to include date. Current publications IAW DA PAM 25-30 will be checked and requested if not on-hand. Make sure that component listings are used when property is issued to the user. Make sure shortage annexes exist between the sub-hand receipt holder and the next higher issuing activity/commander when previously accounted for component shortages exist. The quantity short will be validated on the annexes if deleted from the corresponding component listing(s). Make a list of any component overages (Ensure the hand receipt holder signs for all component overages at the time of their inventory).
 - 3.8.3.4 Check the SN on required items ensuring that they are recorded on the hand receipt.
 - 3.8.3.5 Check all open maintenance requests with the supporting maintenance facility. If feasible, physically verify all items in maintenance or request written verification from the maintenance facility if this cannot be accomplished.
 - 3.8.3.6 As each sub-hand receipt inventory is completed, ensure that the sub-hand receipt holder signs for applicable property, to include overages discovered during the inventory.

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- 3.8.3.7 After all property pertaining to the unit has been inventoried, including components, the sub-hand receipts, shortage annexes, and/or components listings will be reconciled.
- 3.8.3.8 When applicable, an Administrative Adjustment Report (AAR) will be initiated to correct make, model and size discrepancies.
- 3.8.3.9 Shortage annex quantities are then reconciled. Remember that all items are complete unless a valid shortage annex exists.
- 3.8.3.10 AARs will be submitted to the CIPBO for approval and subsequent posting.
- 3.8.3.11 Turn in remaining overages if not required by the unit/activity and/or not authorized. However, check with CIPBO first to see if any unit/activity needs the equipment.
- 3.8.3.12 Any item discovered to not be properly accounted for on unit/activity records will be processed for posting to the primary hand receipt as Found on Installation (FOI). The HRH will initiate a DA Form 2765-1 that includes the item, quantity, and signature of the HRH. Prior to initiating any FOI action, a complete search of records will be completed to verify a true FOI. If item found is discovered to be the property of another unit/activity, it will be returned to that unit/activity. If the FOI is discovered to have been dropped from accountability on a previous FLIPL, it will be returned to the unit/activity that initiated the FLIPL so a recovery document can be generated and processed.
- 3.8.3.13 A shortage or damage not resolved through causative research will be accounted for IAW AR 735- 5.
- 3.8.3.14 All adjustment documents (AARs, FOIs, DD Form 362, etc.) will be submitted to the CIPBO at least 3 days prior to the scheduled signing of the hand receipt. At this time, both the incoming and outgoing commanders/HRHs must be in agreement of the primary hand receipt.
- 3.8.3.15 It is the responsibility of the outgoing commander/HRH to ensure that all of the above mentioned documents are submitted. The incoming commander verifies the completion and accuracy of these actions.
- 3.8.3.16 During the three (3) days after submission of all adjustment documents and prior to the signing of the primary hand receipt, the incoming commander/HRH will ensure that all unaccounted shortages are documented completely on the primary hand receipt and through the sub-hand receipt level to the actual user. This includes component shortages. Nonexpendable shortage annexes are accounted for through the CIPBO, while expendable/durable shortages are accountable at the HRH level.
- 3.8.3.17 Verify all items listed on the HRH are sub-hand receipted to the end user.
- 3.8.3.18 If the hand receipt holder/accountable officer inventory cannot be completed in the allotted time, the commander/supervisor or equivalent civilian may grant a one-time extension, provided the incoming HRH requests an extension in writing indicating the number of days required to complete the inventory. IAW DA PAM 710-2-1, Chapter 9, up to thirty days will be allowed for this type of inventory. No extensions will be granted for regular annual 100% inventories.
- 3.8.3.19 If a HRH departs the unit/organization unexpectedly, the commander/supervisor will appoint a disinterested officer to represent the outgoing commander/HRH. The disinterested officer will then accomplish all actions normally accomplished by the outgoing commander/HRH.

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- 3.8.3.20 Upon signing the primary hand receipt, the incoming commander/HRH assumes responsibility for all unit/activity property. Make sure that nonexpendable shortage annexes are updated with CIPBO prior to signing the primary hand receipt. The incoming commander must submit a copy of the assumption of command orders, a DA Form 1687 (Signature Card) indicating the individual(s) authorized to submit requests and receive property against the unit/activity hand receipt.
- 3.8.3.21 DA Form 1687 is required by the CIPBO whenever a unit/activity requests, receives, or turns supplies or equipment in. This form is required to identify personnel authorized by responsible officers to request, receive, and turn in materiel. It will be prepared in submitted IAW Memorandum, Deputy Chief of Staff, G4 (DALO-SUP), 8 Sep 14, which requires CAC holders to manually and digitally sign the DA 1687.
- 3.8.3.22 Once the hand receipt is signed, a copy will be provided to the incoming and outgoing commander/HRH.
- 3.9 Delinquent Accounts:
 - 3.9.1 Delinquent accounts will be flagged and all property book activities will be placed on hold until the account has been brought to a current status.
 - 3.9.2 A hand receipt account that has not been signed by the required date will be considered delinquent. All property book activities will be placed on hold until the hand receipt has been signed by the account holder.
 - 3.9.3 If a cyclic inventory has not been completed, signed by the required date, the primary hand receipt account will be considered delinquent. All property book activities will be placed on hold until the required cyclic inventory has been completed, signed, and returned.
 - 3.9.4 If a sensitive item inventory has not been completed, signed by the required date, the hand receipt account will be considered delinquent. All property book activities will be placed on hold until the required sensitive item inventory has been completed, signed, and returned.

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Chapter 4: Requisition Procedures

- 4.1 Purpose: To provide assistance and guidance to units/activities in submitting requests for supplies using the CIPBO.
- 4.2 Scope: This process applies to unit/activities and hand receipt managers in assisting customers of the CIPBO, to obtain supplies and items through the supply system.
- 4.3 Responsibilities: Hand receipt managers will ensure that request documents submitted are correct and assist customers in making necessary corrections, if needed. Unit/activities will strive to properly complete request documents by ensuring appropriate signatures, DODAACs, and needed information is provided.
- 4.4 Requisitioning Procedures: The methods to acquire equipment vary, depending on category of equipment and type of funding. Governing regulations require that equipment authorization be held to the minimum essential equipment needed for mission accomplishments. While requirements for equipment must be based on the mission to be performed, the needs of the user must be considered. The objective is to authorize the equipment that has the needed capacities in the quantities required, but not to exceed either. It is mandatory that standard Government authorized equipment (SB 700-20 or CTA) be used; however, commercially available equipment may be authorized when no standard equipment is available in the supply system.
- 4.4.1 It is the responsibility of every command and supply support level to ensure that major Class VII materiel is assigned/requested as per authorizations. (with justification) for a new authorization for TDA items will be submitted with sufficient lead-time, based on required delivery date, to allow a maximum of 12 months for approval and addition to TDA by higher headquarters. Lead-time includes normal time of up to 12 months required for processing a request already authorized for issue of property (i.e., supply action, procurement, delivery, and issuance to requester). The CIPBO is not authorized to issue TDA items in excess of approved allowances, nor can it, approve the issue of items not on authorization documents.
- 4.4.2 Contractors will replace GFE IAW the appropriate authorization documents (TDA/CTAs, etc) and contractual requirements outlined in the performance work statement (PWS).
- 4.4.3 Requests may be sent via e-mail. The PBO will verify the request and prepare a requisition to the next higher source of supply. As a minimum, the customer will furnish NSN, quantity requested, unit of issue, nomenclature, and fund code. All activities must receive approval from their respective funding organizations prior to routing to requests to the CIPBO.
- 4.5 Requesting Supplies/Document Register:
- 4.5.1 AR 710-2, Paragraph 2-6 describes procedures on requesting supplies. The CIPBO will request nonexpendable Procurement Army (PA funded) TDA items. Customer units/activities will validate these requests and maintain the status of their document numbers. The CIPBO will request all expendable, durable, and nonexpendable equipment with valid NSNs through GCSS-Army.
- 4.5.2 The CIPBO, when properly funded, will requisition non-expendable equipment that is authorized by TDA, Technical Manual (TM), Common Table of Allowances (CTA), Supply Catalog (SC), or other appropriate authorization documents. Equipment pending authorization on a valid DA Form 4610-R template will not be requisitioned until the item is documented on a published TDA.

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- 4.5.3 Nonexpendable stock funded items (MTOE, TDA, and CTA, Components) are identified by the second position FEDLOG Material Category (MATCAT) code. If the second position of the code is a number 2, the item is stock funded. These items are requested by and charged to the customer.
- 4.5.4 Priority designators for all supply requests will be determined per DA PAM 710-2-1.
- 4.5.5 DA Pam 710-2-1, Chapter 2, Section III addresses the document register, supply status, and due-in status file procedures. There are three types of document registers: nonexpendable, durable, and expendable. The nonexpendable register is kept at the property book level. The CIPBO has authorized the durable register to be combined with the expendable register, thus making an expendable/durable register. The CIPBO designates, by informal memorandum, those elements within a unit/activity authorized to request expendable and durable supplies.
- 4.5.6 Document registers are kept by calendar year or fiscal year. The CIPBO maintains them by calendar year.



Chapter 5: Turn-Ins

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- 5.1 Purpose: To provide direction and guidance to customers of the CIPBO in the procedures of turn-in of serviceable and unserviceable government property and equipment.
- 5.2 Scope: Procedures apply to all individuals that have responsibility for the turn-in of excess and unserviceable government property and equipment.
- 5.3 Responsibilities: Customers completing turn-ins must ensure that required information is provided and that all required inspections are completed prior to turn-in. CIPBO personnel must ensure that all documentation is completed properly and validate that all requirements of this process are completed.
- 5.4 Turn-in Procedures:
 - 5.4.1 Turn-in of Property:
 - 5.4.1.1 Items are turned in when:
 - 5.4.1.2 They are excess to authorized allowances and the unit/activity has received a disposition instructions.
 - 5.4.1.3 They are not needed and the authorization is not mandatory
 - 5.4.1.4 They become unserviceable or uneconomically repairable
 - 5.4.1.5 They are “Found on Installation,” and are not needed.
 - 5.4.1.6 Property will be turned in to the appropriate turn-in facility. Check with the CIPBO to determine exactly where the equipment will be turned in, i.e., the SSA Turn-in Section, Sensitive Items Room, etc. Do not turn in property directly to the DLA Disposition Services Office (DLA-DS) without Accountable Officer/CIPBO approval.
 - 5.4.1.7 The CIPBO may direct that property be turned in. Turn-in action should be initiated no later than the turn-in directive suspense date. Items being turned in should be complete with all components and Basic Issue Items (BII). If not, complete a shortage annex signed by the commander/head of activity (expendable/durable components) and CIPBO (nonexpendable components) attached to the turn-in document. Equipment that has components will be inventoried against applicable technical manuals, technical bulletins, and supply catalogs before it is turned in or transferred. If the equipment has non-expendable components that are missing, an adjustment document must be prepared IAW AR 735-5, if no shortage annex exists. All items must receive a technical inspection before being turned in.
 - 5.4.1.8 DA Form 2765-1 is the form used for turn-ins. The unit/activity supply representative or hand receipt holder will prepare it IAW DA PAM 710-2-1. The condition code will be entered in block P. The blue copy of DA 2407 or 5504 (Maintenance Request), or SAMS-E automated request will be attached to the DA Form 2765-1 turn-in document in all cases before the CIPBO issues a document number.
 - 5.4.2 The CIPBO will:
 - 5.4.2.1 Verify the information on the DA Form 2765-1 and supporting turn-in documentation.
 - 5.4.2.2 Assign a suspense document number, which will remain valid for a period of 30-calendar days unless extension is requested by the HRH.

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- 5.4.2.3 Maintain a copy of the turn-in document DA Form 2765-1 in suspense.
- 5.4.2.4 Process the completed turn-in document for credit to the hand receipt record.
- 5.4.2.5 File the completed turn-in document in the supporting document file.
- 5.4.2.6 Provide a copy of the transaction affecting and not affecting property book balance to the customer with indication that transaction has been finalized and posted.
- 5.4.2.7 Make sure these documents accompany vehicle turn-in:
- 5.4.2.7.1 Component shortage list, if/when applicable.
- 5.4.2.7.2 Maintenance request blue copy.
- 5.4.2.7.3 Vehicle classification DA Form 461-5.
- 5.4.2.7.4 DA Form 2408-9 (equipment control record).
- 5.4.3 After turn-in, the unit/activity will return a signed and stamped hard copy of the receipt to the CIPBO for processing. The form must be legible before the property book office will accept it. The posted document will be filed in the CIPBO supporting document file.
- 5.4.4 DA Form 581 is the form used to turn in ammunition. The form will be prepared IAW DA PAM 710-2-1 and local SOP. If the ammunition is an operational load and is on the property book, the DA 581 must come through the CIPBO. The CIPBO will assign a suspense document number. Once the ammunition is turned in, the unit/activity will ensure that a stamped and signed copy is returned to the CIPBO for processing. The form will not be processed unless it contains a signature of the personnel listed on the DA Form 1687 at the CIPBO.
- 5.4.5 The unit commander/activity chief or HRH is delegated authority to classify the items such as televisions, microwaves, and similar property as serviceable or unserviceable based on the AR 750-1 requirement that the determination be made by a "knowledgeable individual". Generally speaking such commercial items are not economically repairable if they are unserviceable. These may be turned in on certification by the primary hand receipt holder; HRHs are reminded that it is their responsibility to take proper action if property is damaged as a result of negligence or willful act.
- 5.4.6 The responsible HRH will coordinate equipment turn-ins. All component parts of the major end item will accompany the end item during turn-ins.
- 5.4.7 HRHs must ensure that unit/activity personnel delegated to physically make turn-ins are instructed to verify that property being turned in matches the property identified on the turn-in document. Additionally ensure that the turn-in document is annotated with the correct quantity and legible signature from the recipient at SSA/DLA-DS. Completed copy must be returned to CIPBO for credit.
- 5.4.8 Request for turn-in of items containing refrigerant must state, "Still contains refrigerant," Items with refrigerant removed must be accompanied by the Refrigerant Certification completed by a certified technician. Contact your hand receipt manager for further guidance.
- 5.4.9 Reporting Excess Automated Data Processing Equipment (ADPE): The procedure for turn-in of ADPE is the same as above. A DA Form 2407/5504 must accompany each piece of equipment submitted to be turned in. Contact your hand receipt manager for further guidance.

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- 5.4.10 Turn-in of Dining Facility Equipment: The procedures to turn in dining facility equipment is the same as mentioned above, with the additional requirement that all turn-in requests must be approved by the Installation Food Program Manager prior to reporting it to the CIPBO.
- 5.5 Lateral Transfer of Property:
 - 5.5.1 There are two forms of property transfer transactions applicable to the CIPBO, one of which is the transfer of property between property book officers (Lateral Transfer) and the other being the transfer of property between hand receipt account holders of this activity. Both property transfers require the losing unit/activity to coordinate with the CIPBO prior to the movement of property.
 - 5.5.2 This coordinated effort is necessary so as to afford the CIPBO HRM the opportunity to:
 - 5.5.2.1 Assist or provide guidance in the preparation of the proper transfer document(s), which must contain the complete identification of all items to be transferred.
 - 5.5.2.2 Ensure that the gaining unit/activity is authorized the property being transferred.
 - 5.5.2.3 Ensure a copy of the PBO appointment orders of the gaining unit/activity is provided for lateral transfer transactions.
 - 5.5.2.4 Ensure that the gaining unit/activity PBO provides a delegation of authority card (DA 1687) authorizing someone other than the PBO to receipt for the property being transferred (if applicable).
 - 5.5.2.5 Ensure that the gaining/losing hand receipts are not in a delinquent and/or frozen status.
 - 5.5.3 Equipment no longer mission essential and not authorized by the Table of Distribution Allowances (TDA). TDA, will be turned in IAW AR 710-2. For unneeded items on the TDA, HRHs will notify the PBO, in writing, to delete items from the TDA. Justifications submitted on DA Form 4610-R template will comply with requirements of AR 71-13.

Chapter 6: Miscellaneous Procedures

- 6.1 Purpose: The purpose of this section is to provide guidance to customers of the CIPBO in the areas of minor adjustments to hand receipts, proper procedures for property that is lost, damaged or destroyed, procedures for disposal of excess property, and equipment or property identified as found on installation.
- 6.2 Scope: These processes apply to primary hand receipt holders that are responsible for government property and equipment.

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6.3 Responsibilities: Primary hand receipt holders are responsible for identifying items meeting the criteria identified below, and ensuring that these occurrences are dealt with properly to ensure accountability of government property and equipment.

6.4 Minor Adjustments:

6.4.1 When minor errors are found in nomenclature, stock number, make, model or serial number, the primary hand receipt holder will submit discrepancies to the CIPBO for adjustments on DA Form 4949 (AAR), with supporting documents/justification for the requested minor adjustment.

6.4.2 Contractor/vendor exchanges. When items of equipment containing serial numbers are replaced or swapped out while in maintenance or under warranty, submit a DA Form 4949 to the CIPBO with an attached copy of the maintenance contractor/vendor supporting receipt document.

6.4.3 At no time will property be painted a different color and/or modified in any way by the hand receipt holder.

6.5 Lost, damaged, or destroyed (LDD) Property: When property signed for on a hand receipt, is lost, damaged, destroyed or for any reason, it becomes unserviceable through causes other than fair wear and tear, a DD Form 200, Financial Liability Investigation of Property loss, or DD Form 362, Statement of Charges/Cash Collection Voucher will be initiated by the HRH IAW AR 735-5, Policies and Procedures for Property Accountability. If more than 15 working days have elapsed since the discovery of the loss, a letter of lateness must accompany the DD Form 200. Contractors use procedures specified in their property control plan, which is approved by their appropriate property administrator.

6.6 Property Disposal Operations:

6.6.1 Units/activities supported by the CIPBO must coordinate the turn-in of equipment through the CIPBO and Inspection and Classification (I&C) channels, Bldg 330. Direct turn-in to DLA Disposition Services is not authorized without prior approval.

6.6.2 Excess assets must be reported to the CIPBO to determine if a valid need exists in another unit/activity. If no valid need exists then the CIPBO will initiate appropriate disposal actions. The dumping of equipment in recycling or trash containers is not authorized. When in doubt, check with your supervisor and CIPBO personnel.

6.7 Equipment Found-On-Installation (FOI):

6.7.1 All "Found on Installation" property that the unit/activity would like to retain, will be reported to the CIPBO. The HRH must submit a DA Form 2765-1. Equipment that is not on the unit's books, which needs to be turned in, does not require a document number from the CIPBO. Units/activities will submit their DA 2765-1s directly to the SSA for a turn-in document (DD Form 1348-1A).

6.8 Requests for or retention of items in excess of authorization:

6.8.1 Equipment on hand will not exceed TDA or CTA authorizations. CTAs and TDAs will be reviewed continuously in order to identify and eliminate unnecessary or convenience type items and to reduce total authorized quantities in excess of actual needs. Requests for changes in equipment allowances will be approved only on the basis of operational necessity.

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6.8.2 If excess equipment is required, the user will submit DA Form 4610-R template to the CIPBO (See Appendix C).



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Chapter 7: Government Purchase Card (GPC) Credit Card Purchases

- 7.1 Purpose: To provide appropriate guidance and purchases are completed in accordance with Directorate of Contracting guidance and accountability of government property is maintained.
- 7.2 Scope: This process applies to all GPC cardholders who are charged with procurement of government equipment, and primary hand receipt holders (HRH) who will ensure proper accountability.
- 7.3 Responsibilities: Monitoring and surveillance of the GPC program are shared responsibilities. All stakeholders in the program, including Resource Managers (RMs), Property Book Officers (PBOs), and local audit and oversight organizations, have a part in ensuring GPC is used in the proper manner and only authorized when necessary official purchases are made. All responsible credit cardholders and billing officials of units/activities who the Consolidated Installation Property Book Office (CIPBO) supports, must ensure all requests for local purchases are reported to the CIPBO on FC Form 68-7-E to determine if purchased items require formal accountability.
- 7.4 Government Purchase Card:
 - 7.4.1 The GPC card will only be used if the item cannot be ordered through the Property Book Unit Supply Enhanced (PBUSE) / GCSS-Army systems. In accordance with AR 710-2, purchase cardholders will by-pass the stock record account when purchasing items, which are not in the Army inventory. However, cardholders must observe established priorities for use of Government supply sources. In descending order of priority, as described in the Federal Acquisition Regulation, Part B, agencies will satisfy supply requirements from agency inventories, excess from other agencies, Federal prison industries, products available from the committee for purchase from people who are blind or severely disabled, national supply sources, (such as stock program of the General Services Administration, the Department of Veteran Affairs, and Military Control Points), Federal Supply Schedules, and commercial sources. Centrally managed items with a national stock number (NSN) assigned should ONLY be locally purchased using the Government Purchase Card when the designated approving official/certifying officer determines the purchase to be the best in the interest of the Government. Criterion for best interest is the culmination of quality, timeliness, cost, and improved readiness meeting Army needs. The certifying officer’s signature on the FC Form 68-7-E implies a local purchase is necessary and it is in the best interest of the government. The CIPBO HRM will not process GPC requests without the certifying officer’s signature.
 - 7.4.2 All requests will include an itemized list of required services, supplies, and equipment. Requests that include basic information, i.e., “office supplies,” unless a shopping list is attached, will be rejected as Hand Receipt Managers should be able to determine if formal property book accounting is necessary. Regardless of cost, purchases of services, supplies, and equipment with a GPC are NOT AUTHORIZED without CIPBO approval. Screening by the CIPBO is required to determine the accounting requirements of the purchased property. In addition, the roles of the CIPBO are: a) to ensure local purchase requests have been approved by the certified official and to verify items submitted by the cardholder, b) to ensure the cardholder is not the same individual appointed as the certifying official, c) to ensure the cardholder does not make a local purchase without a written request (FC Form 68-7-E), and d) to inform the GPC cardholders after the purchase(s), to furnish all purchase receipts/invoices to the CIPBO for screening purposes. For these reasons, prior to, and after any purchase of services, supplies, and equipment, all GPC requests must be submitted to the CIPBO. All these actions may be conducted via email.
- 7.5 Procedures:

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- 7.5.1 Prior to the purchase, cardholders must provide FC Form 68-7-E(s) to their HRM. Cardholders must provide the most current version of FC Form 68-7-E or it will be rejected. If cardholders are not sure of the correct version, check with their HRM. When HRMs receive GPC requests from the cardholders, they will review the FC Form 68-7-E, assign an appropriate document number to the request, and return it to the cardholder. HRMs will process GPC requests within three business days from receipt. If HRMs require clarification on any purchase, the purchase request will not be processed until cardholders clarify requests appropriately. If cardholders do not provide the necessary information in a timely manner, requests will not receive immediate attention. When cardholders provide needed information, HRMs will then process “clarified” request(s) within three business days provided that there are no further problems. Cardholders must be cognizant of other responsibilities HRMs have; therefore, it may take longer if HRMs are overwhelmed with other property book actions that also have priority. Cardholders/certifying officials must submit requests, which require immediate processing to the Installation Property Book Officer.
- 7.5.2 Prior to making any purchases, the cardholder must screen the FC Form 68-7-E to ensure CIPBO approval was obtained. The form should include a signature and date by the card holder, certifying official, and CIPBO representative.
- 7.5.3 Cardholders make the purchase and provide purchase receipts to the IPBO within 5 days. After making authorized purchases with the GPC, cardholders must provide the CIPBO with the completed FC Form 68-7-E, ensuring that all required signatures and approvals are completed, and credit card slips, invoices (all pages) are included. Quotes, inventory lists, and shipping manifests are not considered valid receipts/invoices and will be rejected. A receipt should contain something that indicates a payment for services/products (Paid, Paid in Full, Zero Balance, etc.). For nonexpendable or controlled items, the FC Form 68-7-E must describe in detail, make, model, serial number, and unit cost, and show where the item was issued to the HRH. An FC Form 68-7-E will be submitted for each nonexpendable purchase as the form and only allows for the inclusion of one item at a time.
- 7.5.4 HRMs will screen the documentation along with invoices to determine which items (if any), which appear on the invoices are considered expendable (consumed in use) property. All non-expendable (not consumed in use) purchased items will be processed as property requiring formal accountability and added to the CIPBO automated property book.
- 7.5.5 If GPC purchases are not reported to the CIPBO within 30 days of CIPBO approval, HRMs will contact the respective cardholder(s). If nonexpendable equipment is purchased and the cardholder does not provide needed documents with appropriate signatures, the CIPBO, after two failed attempts to obtain the required records, will report incidents on non-compliance, adverse conditions, or trends to the Garrison and Logistics Readiness Center Command Groups. In addition, failure to abide by these procedures will result in rejection of future GPC purchase requests. GPC accounts will be cleared when cardholders provide proof that they complied with these procedures. If cardholders require the CIPBO to clear old purchase requests, depending on the number of requests, it may take HRMs up to five days to review and reconcile such purchases.
- 7.5.6 The Installation Property Book Officer will act as mediator and resolve any problems that customers may present.

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Chapter 8: Temporary Loan of Contingency/Training Stocks

- 8.1 Purpose: To provide guidance for obtaining Contingency/Training Stock from the CIPBO.
- 8.2 Scope: Process applies to units/activities that require contingency/training stock to facilitate appropriate training.
- 8.3 Responsibilities: The CIPBO maintains an agreed upon stock level of selected equipment that makes up the Contingency/Training stocks for Fort Carson.
- 8.4 Requesting Procedures:
- 8.4.1 Units/activities requesting the temporary loan of contingency/training stocks must prepare a memorandum (See Appendix C) and submit it to the Reserve Component Coordinator at (719) 526-5101.
- 8.4.2 Units/activities are reminded to return the loaned items at the termination of the requested "Loan Period" as reflected on the request or coordinate through the CIPBO Supervisor if an extension of the loan period is needed.
- 8.4.3 Contact the Bldg. 20,000 Material Coordinator at (719) 554-4582 for a list of available equipment.
- 8.5 Warehouse Procedures:
- 8.5.1 Customers are required to visit the CRP or check with their hand receipt manager daily, Monday through Friday, to determine if issues are ready to be made. If items are not picked up within a reasonable period, the CIPBO is required to refer the problem through command channels.
- 8.5.2 The CIPBO is responsible for the initial receipt, storage, accountability and issue of supplies and equipment coming into the warehouse designated for established CIPBO account holders. Only the hand receipt holders and their representatives (designated on DA Form 1687) are authorized to receive or turn-in supplies and equipment at the warehouse. Sensitive/controlled items will be stored in the cage for added security until the unit/activity receives items upon verification.
- 8.5.3 Issue Procedures:
- 8.5.3.1 Once the SSA clerk has prepared the issue documents, they will notify the CIPBO hand receipt manager, who will immediately contact the appropriate unit/activity supply representative. The equipment must be signed for, and picked up within 3 working days of notification.
- 8.5.3.2 CIPBO Personnel will verify the identity of persons picking up equipment by checking the appointment orders and DA Form 1687 located in the warehouse files. A joint serial numbered inventory (if applicable) will be conducted and the issuer and receiver.
- 8.5.3 At the SSA, the receiver of supplies is required to sign for the property on DD Form 1348-1A (DOD Single Line Item Release Receipt Document) or DD Form 250 (Materiel Inspection and Receiving Report). The receiver is responsible for verifying the item's NSN and quantity. A signature on the document certifies receipt of the item and is considered final proof of the issue/receipt.

Chapter 9: Requesting Chemical Defense Equipment for Deployments

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- 9.1 Purpose: To provide directions and guidance to units requiring Service Lightweight Integrated Suit Technology (JSLIST) supplies and other Chemical Defense Equipment (CDE) for Deployments.
- 9.2 Scope: This process applies to units requiring JSLIST/CDE for deployments; thereby ensuring equipment is available and ready for pick-up when needed.
- 9.3 Responsibilities: Units requiring JSLIST/CDE will meet the submission time requirements stated below and provide required information. The CIPBO will assist requesting units with this submission.
- 9.4 Requesting Procedures:
 - 9.4.1 Units must submit CDE requests (See Appendix D) to the CIPBO Supervisor (Bldg. 330 room 210), 45 days prior to their deployment. Deploying unit representatives must submit a memorandum from the appropriate Brigade or Battalion Commander stating that their units are deploying, brigade level assumption of command orders, and delegation of authority (DA Form 1687) for representatives that will sign for the equipment for the Brigade. The CIPBO is not responsible for issuing equipment down to the individual unit.
 - 9.4.2 The CIPBO will set up a pick-up appointment within 48 hours. Once assets are out of the building, they cannot be returned.
 - 9.4.3 The CIPBO does not support units with training CDE aids, but it has limited quantities of M8 paper, M256 Decon Kits, etc., that can be issued on a first come, first served basis. If interested, contact the Bldg. 20,000 material coordinator or the CIPBO Supervisor.
 - 9.4.4 The CIPBO does not issue JSLIST stocks for training exercises. If needed, call the ICEMP Hotline at 1-866-409-3781.
 - 9.4.5 The CIPBO does not maintain Aviation CDE. If needed, contact the CIPBO Supervisor for a detailed list. Requests must be submitted to the CIPBO at least 45 days prior to the desired pick-up date.
 - 9.4.6 Units must provide transportation of CDE back to their Garrison location.
 - 9.4.7 If you require disposition instructions for used JSLIST, call the ICEMP Hotline at 1-866-409-3781
 - 9.4.8 CIPBO POCs:

Installation PBO/Responsible Officer, Bldg. 330
(719) 526-5984

IPBO Supervisor, Bldg. 330
(719) 526-9066

Material Coordinator, Bldg. 20,000
(719) 554-4582

Chapter 10: Item Unique Identification (IUID) Marking Program

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- 10.1 Purpose: To provide instructions for marking Army Legacy Equipment with Item Unique Identification (IUID) compliant labels using a “seek and apply” methodology.
- 10.2 Scope: For items that do not currently have an IUID compliant mark, instructions are given for ordering and applying IUID compliant labels.
- 10.3 Responsibilities: Units/activities must meet the submission time requirements and provide the required information.
- 10.4 Item Unique Identification (IUID) Marking Program Execution:
 - 10.4.1 The IUID program is designed to provide improved asset visibility, valuation, and life cycle management. The IUID program is designed to provide better asset accountability, valuation, and life cycle management.
 - 10.4.2 The IUID label works hand in hand with the PBUSE property records. In order for PBUSE to utilize IUID for transfers, receipts, and inventories, the data within PBUSE and data associated with the IUID label must match. For an item that requires Unique Identification (UID), perform the following steps to validate the accuracy of PBUSE property records:
 - 10.5 IUID labels markings will be conducted in several phases:
 - 10.5.1 Phase I: (Receive Labels & Instructions). CIPBO will provide IUID labels and instructions. This includes the publication of the IUID marking guidance for marking equipment.
 - 10.5.2 Phase II: (Research): During this phase, PHRHs research where IUID labels are required to be affixed for each piece of equipment using provided materials and internet resources.
 - 10.5.3 Phase III (Label Application). All IUID labels are affixed to required equipment, pictures taken, and provided to CIPBO.
 - 10.5.4 Phase IV (Sustainment). Phase IV begins when all on hand labels are affixed and does not end. During this phase, IUID marking efforts will focus on maintaining current IUID markings (re-marking based on lost or missing markings, updating markings as required, etc), and requesting and affixing labels for new equipment received that does not have required labels. For each item, verify that the data on the LOGSA-provided Equipment Detail List exactly matches the information on the item’s physical data plate or label. Data, including, but not limited to, Serial Number, National Stock Number, Registration Number, and Part Number must match character for character.
 - 10.5.5 Phase V (Validation) Upon completion of phase IV, the primary hand receipt holder will schedule and conduct a face-to-face closeout with the CIPBO hand receipt manager. Ensure a digital copy of the completed/updated EDL is submitted to the CIPBO. This action applies to whether the HRH is verifying SNs for possible IUID label orders, or applying IUID labels.
 - 10.5.6 End state is to complete IUID marking of identified legacy army equipment IAW HQDA ALARACT 160/2012, prior to the Global Combat Support System – Army (GCSS-Army) fielding dates at each installation, and IAW OPORD, and the Unit Level (Decentralized) Unique Items Identification (UII) Marking of Legacy Equipment (Army) Standard Operating Procedure, Dtd. 10 January 2013, and additional guidance from Fort Carson, IMCOM, and ASC HQ.

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10.5.7 Incidents on non-compliance, adverse conditions, or trends will be reported to the Fort Carson Command Group.



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APPENDICES



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Appendix A: Designation of Primary Hand Receipt Holder (Example)

ASCW-LCA

Date: 17-June-2016

SUBJECT: Designation as Primary Hand Receipt Holder

1. Effective immediately, Ronald D. McDonald is appointed Primary Hand-Receipt Holder (HRH) for LRC-Plans & Policy Division equipment, hand receipt UIC: W6YQ02.
2. AUTHORITY: AR 710-2, Para. 2-5g (3)(a).
3. PERIOD: Until officially relieved and or released from appointment.
4. PURPOSE: As stated in the above regulation.
5. SPECIAL INSTRUCTIONS: As a HRH, you are directed to request, receive, and sign for equipment destined for ACS DIV equipment hand-receipt IAW AR 710-2 and DA PAM 710-2-1. You will be held accountable for all property on the hand receipt. Failure to comply may make the designee liable for any financial liability investigation of property loss required on lost, destroyed, or missing items during your term as primary hand receipt holder. You will properly clear all hand receipts through the Installation Property Book prior to leaving assigned duty.

/Activity

Signature
 Commander/Staff Chief/Activity Chief Unit/Staff Sect.

I, Ronald D. McDonald accept responsibility as the LRC-Plans & Policy Division equipment UIC: W6YQ02 on 17-Jun-2016.

Signature
 Chief, Plans, Policies and Ops. Branch

DISTRIBUTION:
 Individual
 CIPBO File

Note: If you opt to include your digital signature, you must also include your wet signature.

Appendix B: New Primary Hand Receipt Holder Briefing

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(1) In accordance with Army Regulations, CIPBO customers will establish property accountability of TDA, Installation. Questionable items will be brought to the attention of CIPBO for determination of accountability requirements.

(2) Inventories will be conducted in the manner outlined by the CIPBO guidance, which will be briefed prior to all parties concerned. Specifically, the individuals who are assigned as the Primary Hand Receipt Holder (HRH) will coordinate with the Installation PBO based on the guidelines listed below:

A. The IPBO or designated representative will provide a complete, detailed briefing on inventory procedures prior to inventory.

B. All item descriptions, to include Manufacture, Model Number and Serial Number will be verified during inventory.

C. The condition and serviceability of all property within the agency was checked and corrective action taken, if necessary.

D. All newly obtained equipment not currently accounted for on property book is processed and accounted for on the Installation Hand Receipt in PBUSE using DA 2765-1, eliminating external systems.

E. Continuous responsibility for all property has been established down to the user level through sub-hand receipts using DA 2062, and all hand receipt listings are in agreement.

F. All property missing/unaccountable will require initiation of a Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 to the CIPBO.

G. The inventory should include the following procedures:

- (a) Physically count all property listed on the most current updated hand receipt.
- (b) Check the item(s) description to ensure that the nomenclature is correct and it matches the item(s) on hand. Make a list of any discrepancies and report to CIPBO.
- (c) Check the serial number on each item and verify with the corresponding serial number listed on the hand receipt. Make a list of any discrepancies.
- (d) Use the correct authority, i.e. technical manual, component hand receipt, manufacturer catalog to identify and inventory property. Check end items for completeness. Make a list of any shortages/overages of components and basic issue items.
- (e) Visually check the condition of all property and make a list of any damaged property.
- (f) Identify any property that is not listed on the hand receipt and report to the CIPBO.

(3) All Hand Receipts will be inventoried IAW regulations.

(4) Hand Receipt Holders with intentions of departing installation will contact CIPBO immediately upon notification of departing has been received for guidance on conducting a change of hand receipt holder inventory with an identified replacement hand receipt holder.

(5) No equipment will be obtained, transferred, turned-in or disposed without prior processing through the CIPBO with proper documentation. A DA 3161 will be used for permanent transfers and a DA 2765-1 for turn-ins.

Appendix C DA 4610-R Template Instructions

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BLOCK 1. UNITS UIC UIC OF Requestor.

BLOCK 2. Paragraph number.

BLOCK 3. DEST_UIC. (LEAVE BLANK IF N/A)

BLOCK 4. DEST_PARAGRAPH

BLOCK 5. LIN. LIN requested to be added/deleted.

BLOCK 6. LIN_UPGRADE (LEAVE BLANK IF N/A)

BLOCK 7. ADD_REQ. QTY ADDED: How many do you want added to TDA.

BLOCK 8. ADD_AUTH. QTY ADDED: How many do you want added to TDA.

BLOCK 9. DEL_REQ. QTY DELETED: Qty no longer needed to complete the mission.

BLOCK 10. DEL_REQ. QTY DELETED: Qty no longer needed to complete the mission.

BLOCK 11. QTY_ON_HAND (LIN MUST MATCH LIN LISTED IN BLOCK 5.

BLOCK 12. JUSTIFICATION

Ensure justification is detailed and specific enough to allow analysis and review at HQDA Equipment Review Board (ERB) level. Each piece of equipment will be evaluated on its own merit. A complete justification must contain the following:

1. Adding the BLUF (In the first few sentences) helps the reviewer/approver.
 - List the name or type of unit and explain the unit mission.
 - Explain the purpose for your request or why equipment is required.
 - Explain why equipment currently on hand cannot perform the mission.
 - How are you currently performing the mission? Explain impact on mission if not authorized.
2. Explain what new capability is needed and why -- Do not explain what the equipment does...
3. Key elements to consider include, but are not limited to the following:
 - What changed within the unit mission and who directed the change?
 - Why already approved equipment is insufficient to perform the mission?
 - What is the impact to mission if requested equipment is approved?
 - Why Army equipment vs. commercial is being requested?
 - Training Related Requests: Provide POI-related information (frequency of use; class size; student to equipment ratio, etc.)
 - Maintenance Related Requests: Provide: level of maintenance; density of end-items supported; and number of units supported.
4. Depending on the equipment, further information may be required. The CIPBO will provide it to you as needed.

NOTES:

1. Units CANNOT request non-standard LINs Via DA Form 4610-R template.
2. Once DA 4610-R template is submitted, move equipment to PBIC B, TAC of B.

BLOCK 13. REQUESTER_NAME. Use AKO username.

Appendix D: Request for Equipment Support (Example)

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AFZC-MB-LS (710-2c)

Date

MEMORANDUM THRU RSCD, ATTN: Mr. John Doe, Logistics

FOR Consolidated Installation Property Book Office, ATTN: AFZC-PCS-PB, Fort Carson CO. 80913-4003

SUBJECT: Request for Equipment Support

1. Request the following items, be issued as a temporary loan to:
 (Unit) (Account or Hand Receipt #)

<u>NOMEMCLATURE</u>	<u>QUANTITY</u>
Table	30 each
Chairs, folding	100 each

1. Items are requested for pick-up on, _____ and will be returned NLT_____.
2. Cost Account Code is AUKB and funds are available to replace lost items or items damaged (if later determined damaged through abuse or tampering).
3. DODAAC: W51999.
4. All items loaded will be cleaned prior to return, if the item loaded becomes inoperative/defective during the loan period, the item will be properly tagged by the loan recipient.
5. Enclosed herewith is a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) with Assumption of Command orders signed by the responsible officer.
6. The requirement for these items cannot be met by this unit's/activities organic resources.
7. Point of contact is SFC Stuart Little, Unit 5-4, 555-5555/5556

JOHN Q. PUBLIC
 CPT, MS
 Commanding

End

Appendix E Chemical Defense Equipment Request Form (Example)

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UNIT: _____ PHONE# _____

POC: _____ UIC# _____

NUMBER OF PEOPLE BEING DEPLOYED: _____

Do not add 2 sizes to overboots. If you wear a 10 you get a 10 which is a LARGE.

ITEM: JSLIST	STOCK NUMBER	SIZE	QUANTITY
COAT, CHEM, UNIVERSAL	8415-01-552-9989	S-XS	
COAT, CHEM, UNIVERSAL	8415-01-552-9992	S-S	
COAT, CHEM, UNIVERSAL	8415-01-553-0033	M-S	
COAT, CHEM, UNIVERSAL	8415-01-553-0034	M-R	
COAT, CHEM, UNIVERSAL	8415-01-553-0035	M-L	
COAT, CHEM, UNIVERSAL	8415-01-553-0037	L-R	
COAT, CHEM, UNIVERSAL	8415-01-553-0069	L-L	
COAT, CHEM, UNIVERSAL	8415-01-553-0070	XL-R	
COAT, CHEM, UNIVERSAL	8415-01-553-0071	XL-L	
COAT, CHEM, UNIVERSAL	8415-01-553-0072	XXL-L	
COAT, CHEM, UNIVERSAL	8415-01-553-0073	XXXL-L	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9961	S-XS	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9966	S-S	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9968	M-S	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9970	M-R	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9971	M-L	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9975	L-R	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9974	L-L	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9976	XL-R	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9977	XL-L	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9981	XXL-L	
TROUSER, CHEM, UNIVERSAL	8415-01-552-9983	XXXL-L	
GLOVE, CHEM	8415-01-144-1862	XSMML	
GLOVE, CHEM	8415-01-033-3517	SML	
GLOVE, CHEM	8415-01-033-3518	MED	
GLOVE, CHEM	8415-01-033-3519	LRG	
GLOVE, CHEM	8415-01-033-3520	XLG	
COVER, HELMET, CHEM	8415-01-111-9028	FIT ALL	
OVERBOOT, AFS, CHEM	8430-01-553-6290	XS 3.5-5.5	
OVERBOOT, AFS, CHEM	8430-01-536-5413	S 6-7.5	
OVERBOOT, AFS, CHEM	8430-01-536-5415	M 8-9.5R	
OVERBOOT, AFS, CHEM	8430-01-536-5416	L 9.5W-11.5	
OVERBOOT, AFS, CHEM	8430-01-536-5419	XL 12-14	
OVERBOOT, AFS, CHEM	8430-01-553-6283	XXL 14.5-18	
ITEM	STOCK NUMBER	SIZE	
DETECTOR, KIT ***	6665-01-563-7473	M256A2	
PAPER, CHEM	6665-00-050-8529	M8	
PAPER, CHEM **	6665-01-226-5589	M9	
DECON, KIT	6850-01-357-8456	M295	
CANISTER, FILTER	4240-01-361-1319	C2A1	
OUTFIT, BAG	8465-01-540-9951	NBCOB	
1 per 5 Soldier * 1 per 8 Soldier All Others Items 1 per Soldier			