



# **FORT CARSON LOGISTICS READINESS CENTER (LRC)**

## **Installation Property Book Office (IPBO) Internal Procedures**

**ASO Procedures ASO-SUPR-503**

**29 June 2016**

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



**W52P1J-14-G-0035**

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| Section: IPBO      | Originator: IPBO Supervisor | Approval: Supply Manager |



**Revision History**

| <b>Revision #</b> | <b>Date of Issue</b> | <b>Summary of Changes</b> |
|-------------------|----------------------|---------------------------|
| 0                 | 29 Jun 16            | Implemented New Document  |
|                   |                      |                           |



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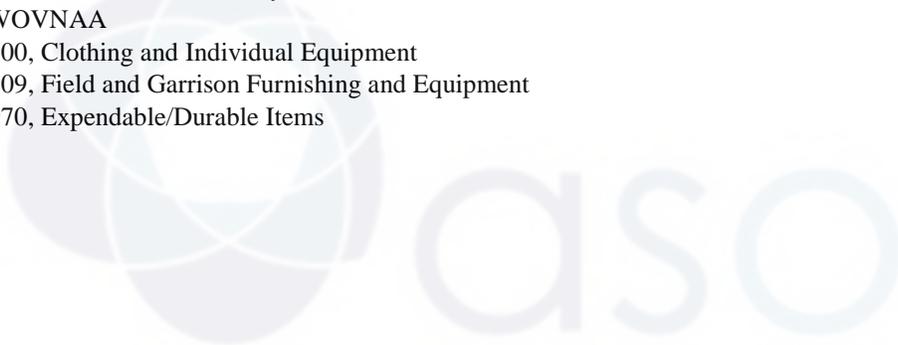
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**Chapter 1: General**

1. Purpose: To establish policies and procedures in requesting, receiving and accounting for supplies and equipment received from the Installation Property Book Office (IPBO).
2. Scope: The procedures outlined in this SOP apply to and are to be followed by all IPBO Supply Technicians.
3. Responsibilities: The IPBO Supply Technicians will provide direction and assistance to customers of the IPBO section as needed and ensure that actions identified in this SOP are completed accurately and within time frames specified for the tasks.
4. References:

- AR 210-50, Housing Management
- AR 71-32, Force Development and Documentation Consolidated Policies
- AR 710-2, Inventory Management Supply Policy Below the National Level
- AR 725-50, Requisitioning, Receipt and Issue System
- AR 735-5, Policies and Procedures for Property Accountability
- AR 750-1, Maintenance of Policy & Retail, Maintenance of Supplies & Equipment
- DA Pamphlet 710-2-1, Unit Supply System (Manual Procedures)
- DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures
- PBUSE - Automated Information Systems Manual
- TDA FCWOVNAA
- CTA 50-900, Clothing and Individual Equipment
- CTA 50-909, Field and Garrison Furnishing and Equipment
- CTA 50-970, Expendable/Durable Items



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**Chapter 2: General Procedures for Requesting Supplies (DA Form 2765-1)**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the procedures of requesting supplies.
2. Scope: Process customer’s requests accurately and in a timely manner as defined in this SOP and applicable regulations.
3. Reference: AR 710-2, paragraph 2-6, DA PAM 710-2-1, Chapter 2
4. Responsibilities: The Installation Property Book Office employees are responsible for the edit of DA Form 2765-1’s to ensure the minimum essential data elements are listed IAW DA Pam 710-2-1. Verify signature card (DA Form 1687), assign document number from the document register (DA Form 2064). Maintain a due-in status file to support those actions that have not been completed.
5. Procedures:
  - 5.1. Ensure DA Form 2765-1 is filled out properly.
  - 5.2. Check signature card (DA Form 1687).
  - 5.3. Check hand receipt holder code.
  - 5.4. Assign document number.
  - 5.5. Pull suspense copy and put in suspense file.
  - 5.6. Upon receipt of item (s) post all transaction to the property book and document register. Stamp, initial and date the transaction and file a copy in the supporting document file, one document is file in the hand receipt file, and a copy is provided to the customer.
6. Standard: Request processing time is four (4) days or less.

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**Chapter 3: Turn-in Procedures**

- 1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the procedures of Turn-in of Government property and equipment.
- 2. Scope: Process customer’s turn-in requests accurately and in a timely manner as defined in this SOP and applicable regulations
- 3. Reference: DA Pam 710-2-1, Chapter 3 section II
- 4. Responsibilities: The Installation Property Book Office employees will ensure that item(s) are excess to authorized allowances, verify that the item(s) are not needed, and the authorization is not mandatory. Make sure the item(s) are unserviceable or uneconomically repairable by support maintenance before they can be turned in. Ensure the person signing DA Form 2765-1 is on DA Form 1687.

5. Procedures:

- 5.1. Ensure required forms DA Form 2407 (Maintenance Request) or ASO-SUFO-503-3 Request for Turn in have been received.
- 5.2. Ensure classification of item is indicated.
- 5.3. Verify that provided information matches the Hand Receipt (NSN, Serial Number, Quantity).
- 5.4. Edit within 72 Hrs. and assign Document Number.
- 5.5. The customer takes DA form 2765-1 and DA Form 2407 to Inspection and Classification Section.
- 5.6. Once the item is turned-in, customer returns DA Form 2765-1 with Inspection and classification stamp and signature for turn-in credit.
- 5.7. Provide the Customer with a copy of DA Form 2765-1; file a copy of DA Form 2765-1 in the Supporting Document File and the Hand Receipt File.

6. Standard: No later than 10 days after the time the item(s) are determined to be excess or unserviceable, the turn-in action should be initiated. The processing time is 10 days or less. Items being turned in should be complete with all components and basic Issue Items (BII). If not complete, a shortage list signed by either the Unit Commander or IPBO must be attached with the turn-in document.

- 6.1. All computer equipment must have a Certificate of Magnetic Media, stating that no classified material is on the device.
- 6.2. All telephones are classified through Telecom Management Branch, which is located in building 1550.

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**Chapter 4: Process Found on Installation (FOI) Equipment**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the procedures of reestablishing accountability and/or turn-in of Government property and equipment
2. Scope: Process equipment defined as FOI ensuring accountability is reestablished or that equipment is turned in properly and in a timely manner as defined in this SOP and applicable regulations.
3. Reference: DA PAM 710-2-1, paragraph 3-9.
4. Responsibilities: The Installation Property Book Office employees are responsible for verifying that all required information is correct (make, model, NSN, and serial number) on DA Form 2765-1. If, the unit/activity is turning in the item (s) no paperwork is required. Check serial numbers against serial number listing book and query to ensure property does not belong to another unit. If, item (s) is require assign a stock number, MMCN and document number.
5. Procedures:
  - 5.1. Ensure person signing DA Form 2765-1 and on the signature card (DA Form 1687).
  - 5.2. Query serial number to verify item is not accounted for on another hand receipt.
  - 5.3. Ensure DA Form 2765-1 has all required information (make/model, SN).
  - 5.4. Research and assign NSN, MCN, and document number.
  - 5.5. Process items in system to hand receipt and print transaction register.
  - 5.6. Sign DA Form 2765-1 and stamp, initial and date.
  - 5.7. Installation Property Book office, will post the item (s) to hand receipt. Stamp, posted, initial and date the document.
  - 5.8. File one copy in the supporting document file, one copy in the hand receipt file, and one to the customer.
6. Standard: Deliver the items to the SSA. Do not use any resources to upgrade the property.

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### Chapter 5: Hand Receipt Procedures

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the procedures of proper hand receipt processing and accountability of Government property and equipment.
2. Scope: Process hand receipts according to this SOP and government regulations to ensure proper accountability of government property and equipment.
3. Reference: AR 710-2, Appendix F, DA PAM 710-2-1, paragraph 5-3.
4. Responsibilities: The Installation Property Book Office employees are responsible for conducting incoming and outgoing Primary Hand Receipt Holders (PHRH), responsibility and accountability briefs. Maintain hand receipts when property book or durable items are issued or received. Post changes as necessary to the hand receipt under the automated system procedures.
5. Procedures:
  - 5.1. Ensure the PHRH and Incoming Commander has received required briefing.
  - 5.2. Verify whether 100% inventory has been completed.
  - 5.3. Ensure all adjustment documents have been completed.
  - 5.4. Obtain a copy of the incoming commander’s assumption of command orders.
  - 5.5. Obtain an updated DA Form 1687.
  - 5.6. The Installation Property Book Office employee prepares hand receipt/annex number to record items issued. Prepare the form in two copies using DA Form 2062 (Manual) or if automated print two copies from the system used. The original is kept by IPBO stamped file copy, and copy two is provided to the new hand receipt holder. File hand receipts according to AR 25-400-2, as applicable.
6. Standard: All hand and sub-hand receipts must be kept current. Post change documents to hand or sub-hand receipts as they occur. Conduct inventories of all property annually and update hand receipts. When the hand receipt holder is replaced, all property listed in the hand receipt will be inventoried jointly within 30 days.

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**Chapter 6: Statement of Charges/Cash Collection Voucher Procedures**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the processing of Statements of Charges/Cash Collection Vouchers thereby ensuring financial responsibility is established for Government property and equipment that is lost, damaged or destroyed.
2. Scope: Process Statement of Charges/ Cash Collection Vouchers are accurate and completed in a timely manner as defined in this SOP and applicable regulations ensuring financial responsibility
3. Reference: AR 735-5, Chapter 12
4. Responsibilities: The Installation Property Book Office employees are responsible for editing the DD Form 362 by verifying NSN, Serial number, Item, dollar amount, and verifying the signature card (DD Form 1687) to ensure the commander or primary hand receipt holder signature matches.
5. Procedures:
  - 5.1. Verify item is on hand receipt, ensure price is correct.
  - 5.2. Ensure signature on document is authorized signature (DA Form 1687).
  - 5.3. Assign a document number and put a suspense copy.
  - 5.4. Return to unit/activity to be process at finance (FAO).
  - 5.5. Once unit returns with stamped copy from finance, Property book will verify that finance has processed the DD Form 362, the IPBO will pull the suspense copy from the suspense file; post transaction as a loss; once posted, verify that the transaction took place, and stamped, initial and date the document.
  - 5.6. Make copies for supporting document file and the hand receipt files.
6. Standard: The Active Army will initiate and furnish a DD Form 362 to FAO within 5 working days after the date of discovering the discrepancy. The ARNG will initiate and forward a DD Form 362 to the USPFO within 45 workdays after the date of discovering the discrepancy. The USAR will accomplish this action within 60 days.

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**Chapter 7: Financial Liability Investigation of Property Loss (FLIPL)**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the processing of FLIPLs thereby ensuring financial responsibility is established for Government property and equipment that is lost, damaged or destroyed.
2. Scope: Process FLIPLs and ensure they are accurate and completed in a timely manner as defined in this SOP and applicable regulations ensuring financial responsibility
3. Reference: AR 735-5, Chapter 13 section I
4. Responsibilities: The Installation Property Book Office employees are responsible for editing the DA Form 4697. Ensure that the SSN, Item description, quantity, and total cost are correct. If correct, process. If, not return to customer for corrections.
5. Procedures:
  - 5.1. Check items on report of survey to ensure items are on hand receipt.
  - 5.2. Check for survey number from survey register.
  - 5.3. Assign a document number.
  - 5.4. Forward to Property Book Accountable Officer for signature.
  - 5.5. Process report of survey for loss property.
  - 5.6. Stamp, initial and date the completed copy, and file as copy in the supporting document file and hand receipt file.
  - 5.7. Upon PBO signature, notify unit/activity that the survey is ready for pick-up.
  - 5.8. Original and all other copies are giving back to the unit/activity.
6. Standard: The Financial Liability Investigation of Property Loss must be initiated within 15 calendar days, following the discovery of the loss, damage, or destruction U.S. Government property.

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**Chapter 8: Inventories**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the process of scheduling of inventories of government property and equipment ensuring proper accountability is maintained for Government property and equipment.
2. Scope: Process and assist in the scheduling and recording of inventories ensuring they are completed in a timely manner as defined in this SOP and applicable regulations.
3. Reference: AR 710-2; DA PAM 710-2-1
4. Responsibilities: Installation Property Book Office employees will conduct hand receipt briefing for incoming and outgoing primary hand receipt holders (PHRH). This briefing will inform the incoming and outgoing primary hand receipt holder of their responsibility for conducting a joint inventory of all property listed on the primary hand receipt.
5. Procedures:
  - 5.1. Print Inventory (Sensitive Item/Cyclic)
  - 5.2. Ensure each unit receives their copy.
  - 5.3. Verify that all discrepancies are reported IAW AR 753-5.
  - 5.4. File all reports IAW SOP and AR 25-400-2 (ARIMS).
  - 5.5. Installation Property Book office, will produce the sensitive item, and cyclic inventory report from PBUSE, in three copies and attach a memo with the suspense date. The hand receipt holder will receive two copies to conduct their inventories. The third copy is placed in the suspense file. Once the inventory is completed the hand receipt holder returns one copy with the results of the inventory. If, no action needs to be done, the inventory is filed. If, action needs to be done, made all necessary corrections and file in the supporting document file.
6. Standard: Inventories will be conducted within 30 days before effective date of assumption of duties. Sensitive item reports will be conducted monthly, and cyclic inventories (CCI) will be conducted quarterly.

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**Chapter 9: General Procedures for Lateral Transfers. (DA Form 3161)**

1. Purpose: To provide guidance and direction to IPBO Supply Technicians in the procedures for Lateral Transfers of Government property and equipment.
2. Scope: Process customer’s Lateral Transfer requests accurately and in a timely manner as defined in this SOP and applicable regulations using the DA Form 3161.
3. Reference: DA PAM 710-2-1 Chapter 3, Section III, 3-19; AR 710–2 (2–13a)
4. General: Two types of Property Transfer transactions are applicable to IPBO. Primary Hand Receipt Holder, (PHRH) to PHRH and Property Book Office (PBO) to PBO lateral transfers. Both Property transfers require the losing PHRH to coordinate with IPBO, prior to movement of property. Transfer of property must NOT cause the property authorization to be excess in the gaining unit / activity, nor create an authorization shortage in the losing unit / activity. Property to be transferred must meet the serviceable 10/20 standards in IAW AR 750-1, Chapter 4. Ensure that the losing or gaining hand receipts are NOT delinquent and or frozen.
5. PHRH TO PHRH Transfers: Will be processed as Lateral Transfers, using the PBUSE Automated System.
  - 5.1. On PHRH to PHRH transfers, an individual authorized by the DA Form 1687 Signature Card of the losing organization, will provide the Unit or Activities IPBO Hand Receipt Manager, (losing Hand Receipt Manager (HRM)) with a suspense hard copy of the DA Form 3161.
  - 5.2. The losing Hand Receipt Manager (HRM) will ensure the document has the required data, and edit to ensure information is correct and matching to the Organizations’ hand receipt. HRM will ensure that the transfer justification has been annotated on the lateral transfer document.
  - 5.3. The losing HRM will suspense the information in PBUSE, print the PBUSE generated DA Form 3161, and notify the gaining PHRH in PBUSE.

*(PBUSE will assign a document number for both the losing and going activity, on a unit to unit transfer)*

  - 5.4. The HRM will forward the original processing documents and any supporting document to the Unit’s or Activity’s gaining Hand Receipt Manager (HRM)

*(The losing HRM should maintain a suspense copy for record until he / she receives completed copies from the gaining HRM).*

  - 5.5. The gaining HRM will ensure the lateral transfer DA Form 3161 has the appropriate signatures and authorizations. The HRM will forward 3161 to the PBO for approval. Once approved by the PBO, the HRM will post the transaction to the Property Book.
  - 5.6. The gaining HRM will print, from the transaction register, documentation showing action completed. HRM will delete the completed transaction for this transfer from the incoming messages in PBUSE.
  - 5.7. The gaining HRM will make 5 extra copies of completed transaction documents. HRM will return the losing organizations’ documents to the representing HRM. File as follows: 1 copy per document number, in the supporting file, 1 in the losing and gaining hand receipt holders’ file, and 1 copy per each Hand Receipt Holder.
6. PBO to PBO Transfers: Will be processed as lateral transfers in the PBUSE System when applicable. (PBO to PBO transfers may not always be applicable for processing as a Lateral Transfer in the same automated system.) PBUSE will assign corresponding document numbers per PBO. HRM will ensure that the transfer justification has been annotated on the DA Form 3161.

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- 6.1. The Hand Receipt Manager will ensure the Lateral Transfer has the data required by IPBO, and edit to ensure information is correct and matching to the PBUSE System. HRM will ensure that the losing and gaining PBO signatures are annotated on the DA Form 3161
  - 6.2. The HRM will ensure copies of the losing and gaining PBO orders are submitted, and ALL applicable signatures are present on the document. HRM will post and follow guidelines in Para. 5.6.
  - 6.3. If the Lateral Transfer is from a Non- PBUSE Account, the HRM will process transaction under ASSET ADJUSTMENT, Increase or Decrease. HRM will ensure he / she has both processing document numbers from the gaining and losing Property Book.
  - 6.4. HRM will make 2 extra copies of the completed documents. File 1 copy in supporting document file. 1 copy in hand receipt holder file and 1 copy for the Hand Receipt Holder.
7. Standard: Ensure for both type transfer processes, PHRH to PHRH, and PBO to PBO that the completed DA Form 3161 has be stamped Posted, Initialed, and Dated, by the processing Hand Receipt Manager.



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APPENDIX A: RECORDS MATRIX

Records: Records are legible, identifiable, and retrievable. This table provides a list of records associated with this procedure. Records are controlled and maintained IAW ASO-QAPR-203 Control of Records. (Records associated with the various processes will be listed in the specific DPWI's.

| Record #                            | Title | Media | Location Maintained | Method of Storage | Minimum Retention/Disposition |
|-------------------------------------|-------|-------|---------------------|-------------------|-------------------------------|
|                                     |       |       |                     |                   |                               |
|                                     |       |       |                     |                   |                               |
| Media: E – Electronic; H - Hardcopy |       |       |                     |                   |                               |

