

UNCLASSIFIED

UNITED STATES ARMY LOGISTICS

UNCLASSIFIED



Guide for Army Audit Readiness: General Equipment

Last update 7 October 2014

This guide was developed by the U.S. Army
Logistics Innovation Agency in coordination
with ASA(FM&C) Audit Readiness and HQDA
G44(s) Directorate.



ALWAYS THERE.

ALWAYS READY.

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Use this icon for
Links to Sample
Documents

Purpose and Notes

- ❑ **Purpose:** To provide a user friendly tool that visually portrays the audit process for General Equipment.
- ❑ **Note:** Not every situation is covered by this guide. If you have specific questions for your situation please call the Audit Help Line at 888-426-6840 pass code 14450248#
 - Tues 1400-1500 EST
 - Thurs 0800-0900 EST
- ❑ **Note:** HQDA G-4 and ASA(FM&C) recognizes that there are gaps between Army Regulations and Audit Standards. The Logistics Innovation Agency is working with G-44S and ASA(FM&C) on closing these gaps. If there is a specific issue you would like to see addressed, please provide a detailed description to: usarmy.ncr.hqda-dcs-g-4.mbx.arfollowontesting@mail.mil
- ❑ **Note:** Document notes are specific to test type since each test has a different requirement.
- ❑ **Note:** all underlined yellow text is a hyperlink

Clarifications

- ❑ Substantive / Internal Controls testing transaction hand signatures must be supported by an example of the hand written signatures on authorization documents.
 - Third parties cannot verify hand written signatures against electronically signed authorization documents or appointment memos that do not have acceptance of responsibility signatures.
- ❑ As of 8 September 2014, by the authority of the Director of Supply for the Army G-4, DA Form 1687 will require **BOTH** a hand written and digital signature for each of the identified authorized representatives.
 - See (DA Form 1687 [MEMO](#))
 - Previous DA Form 1687 are “grandfathered”
- ❑ PBOs are required by AR 710-2 Para 2-5h to sign assuming responsibility for the property on the property book.

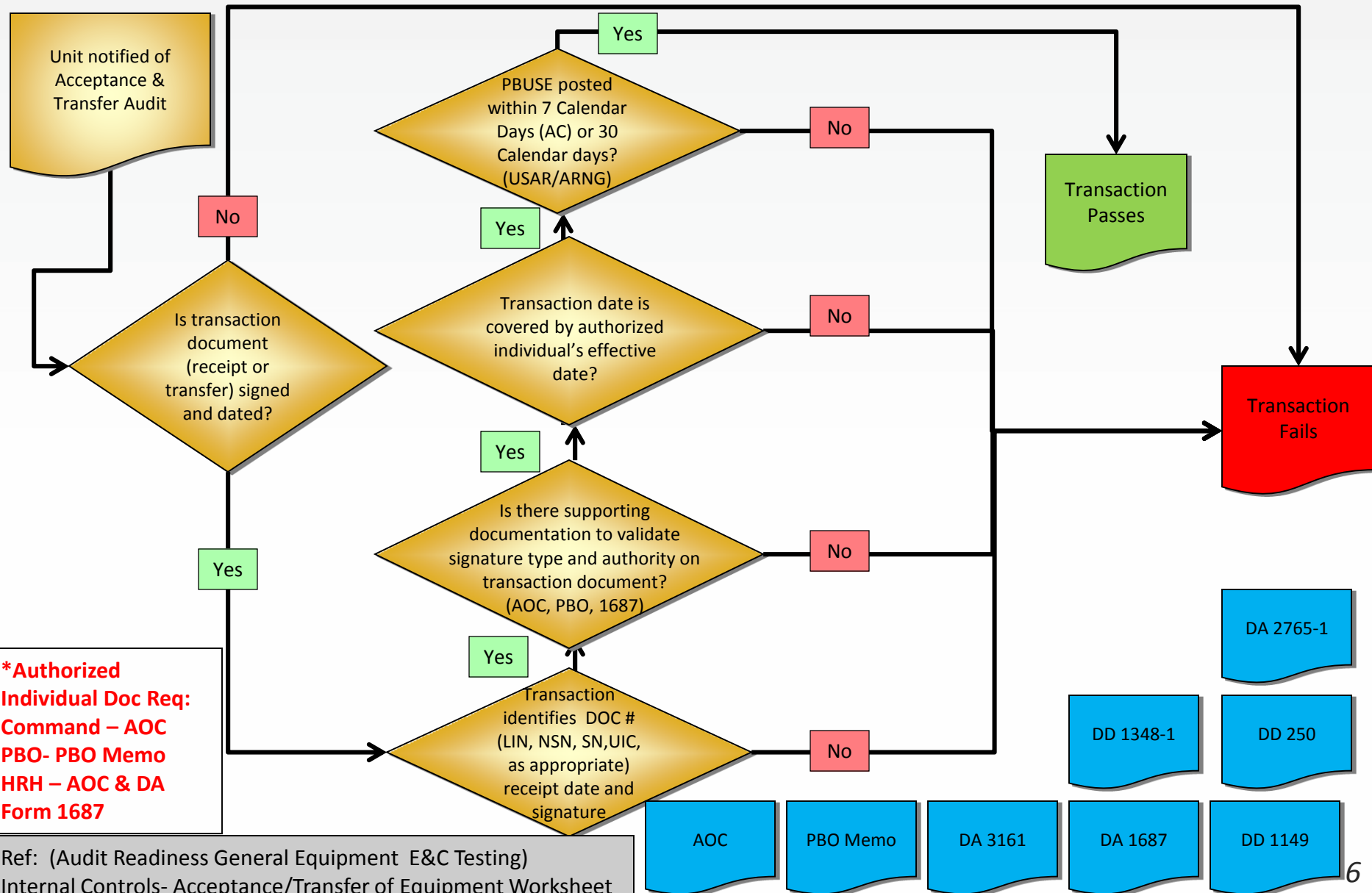
Clarifications

- ❑ Commanders and PBOs are reminded that the DA Form 1687, AoC and PBO appointment memorandums will identify the property book by unit identification codes for both parent and derivate UICs
 - DA Form 1687 MEMO - Item #4

- ❑ UIC is required on all documentation to provide a clear audit trail of “ownership”.

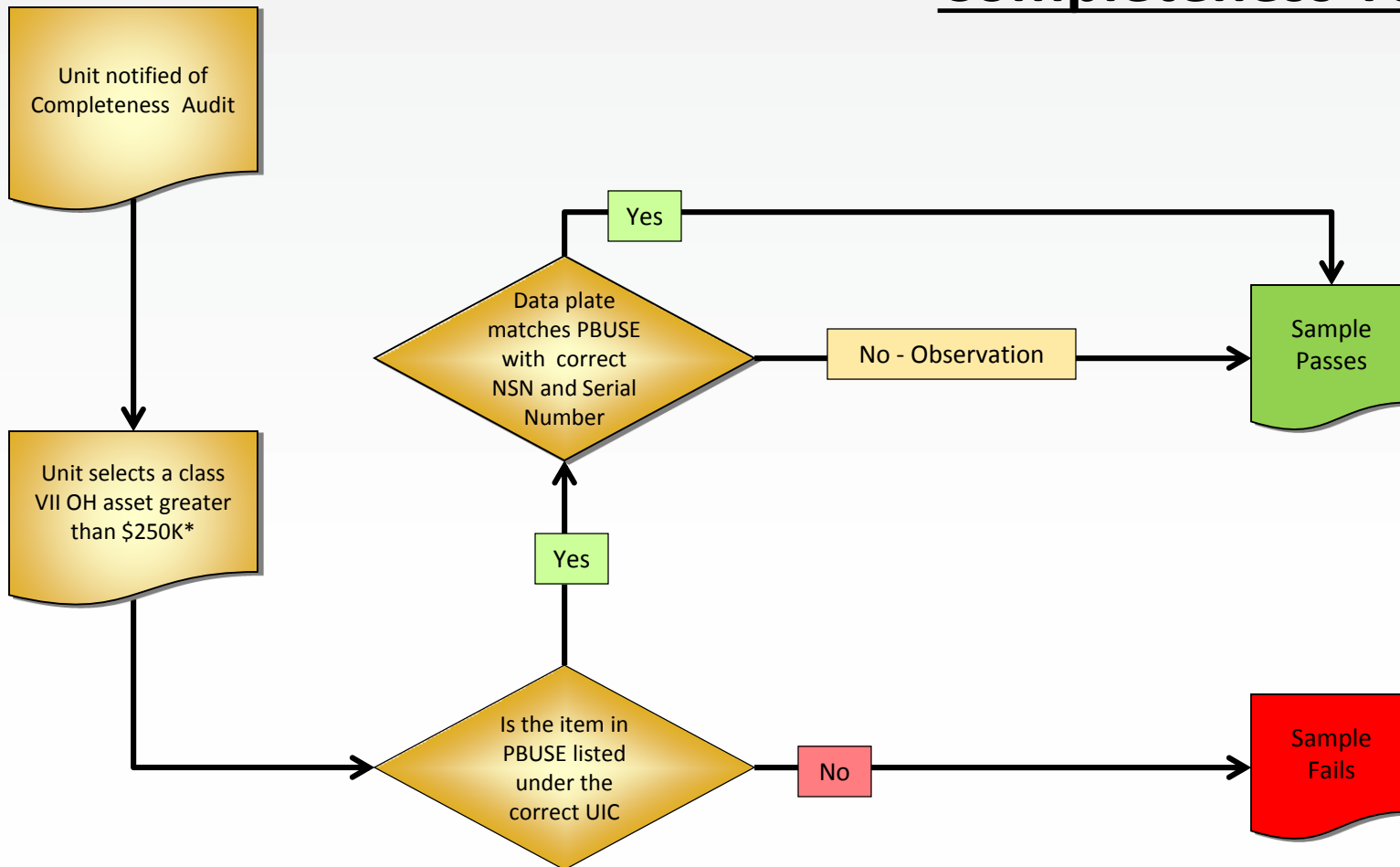
TOC

Acceptance & Transfer Test Process



TOC

Completeness Test Process



***If no material >\$250K, select any class VII asset with the highest asset value.**

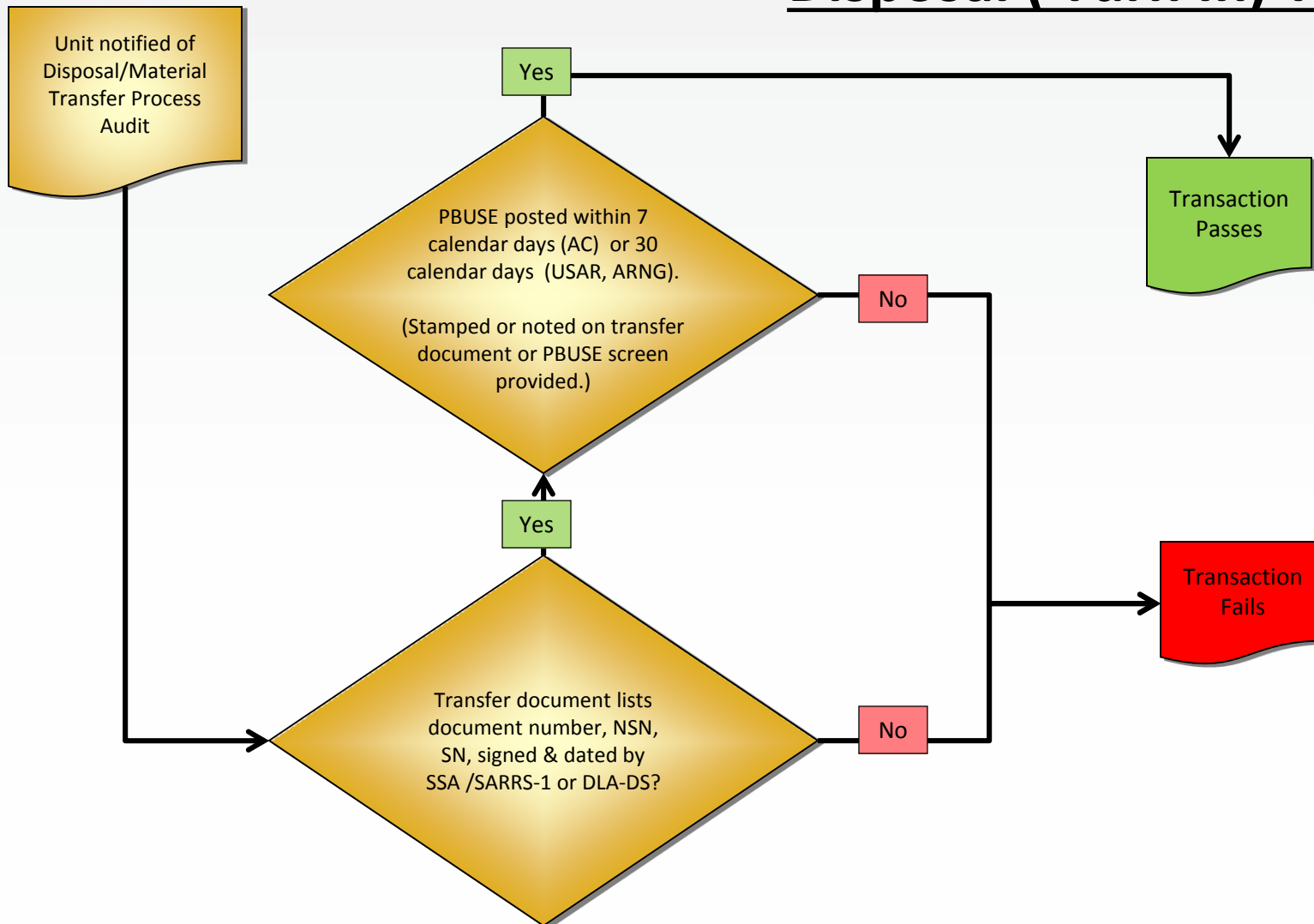
Ref: (Audit Readiness General Equipment E&C Testing)
Substantive Testing – Completeness Worksheet

PBUSE
SCREEN
W/DATE

Data Plate

TOC

Disposal (Turn In) Test Process



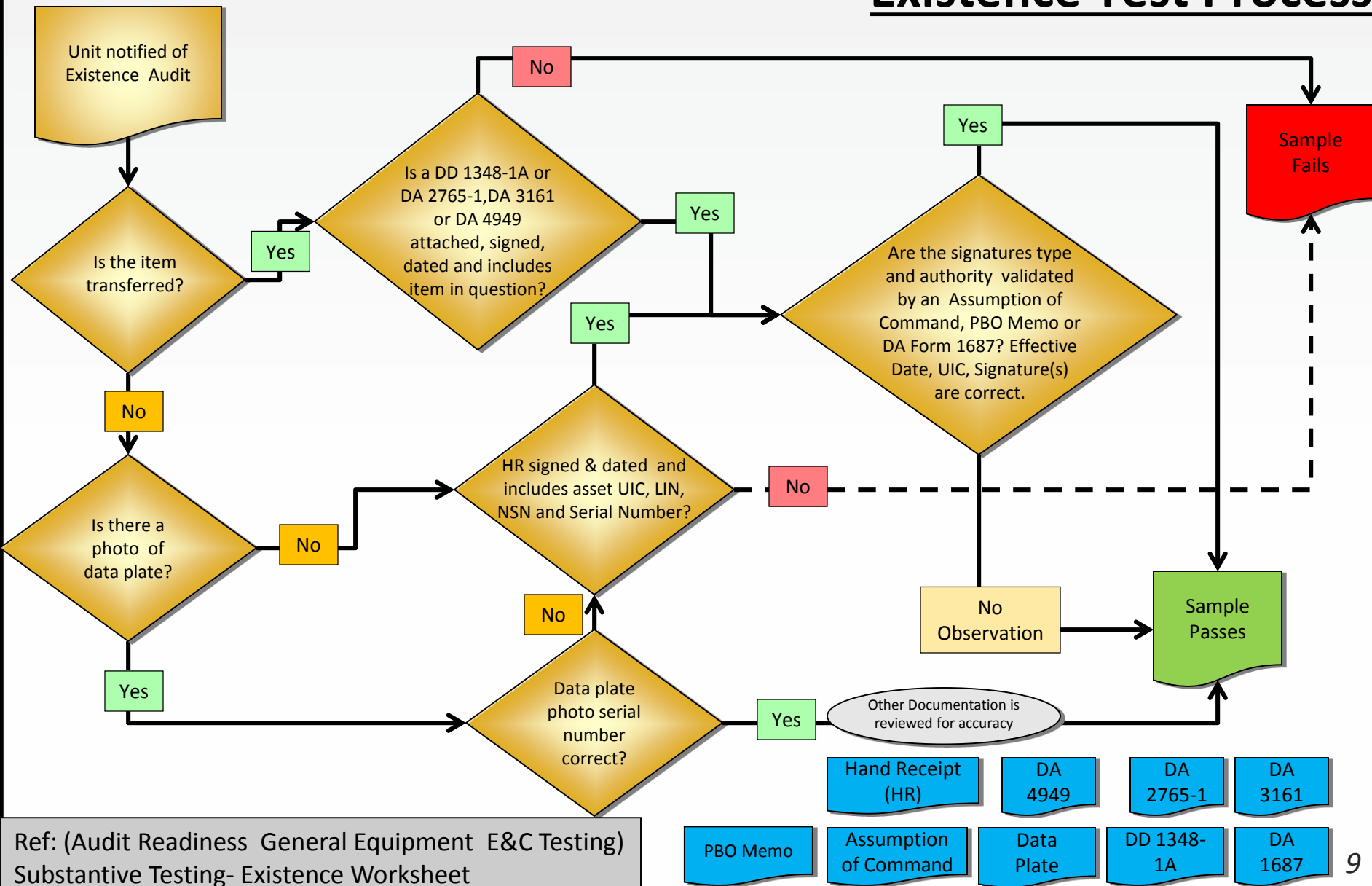
DA 3161

DA 2765

DD 1348-1

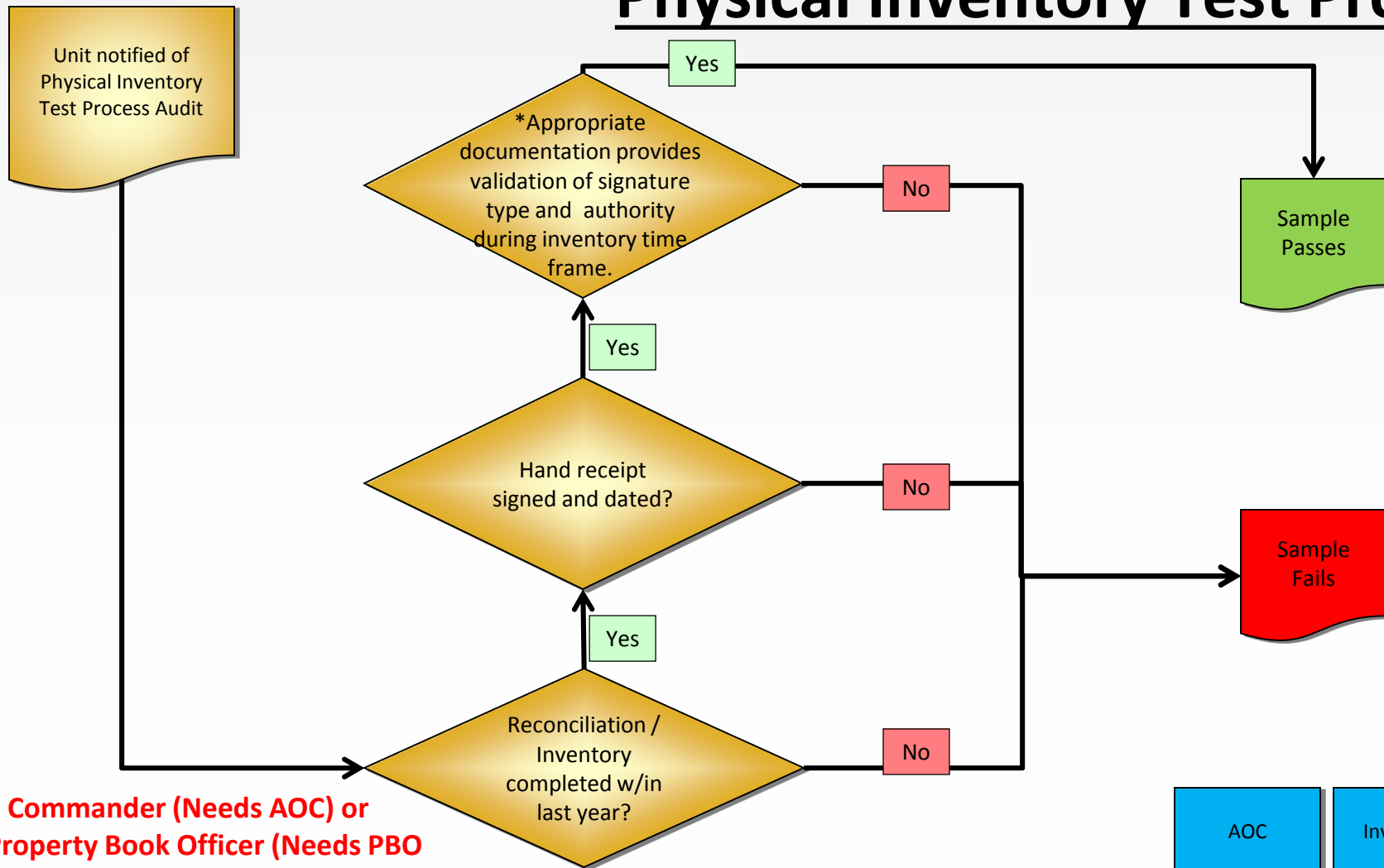
TOC

Existence Test Process

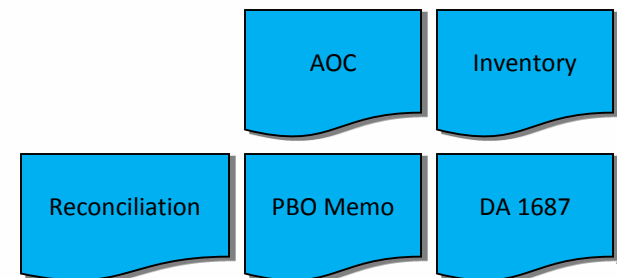


TOC

Physical Inventory Test Process

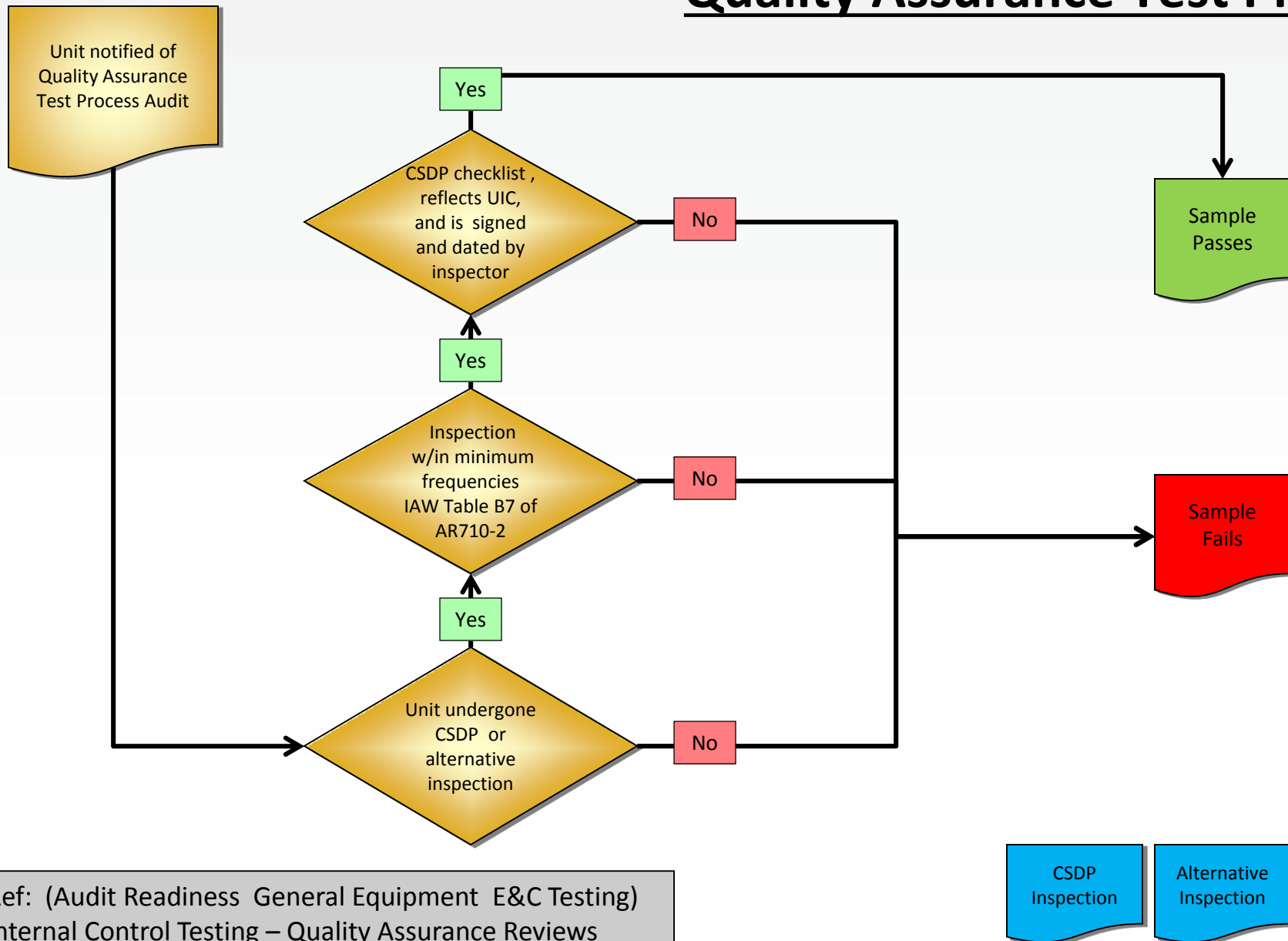


*** Commander (Needs AOC) or Property Book Officer (Needs PBO Memo) or Hand Receipt Holder (Needs DA 1687 and PBO Memo or AOC)**



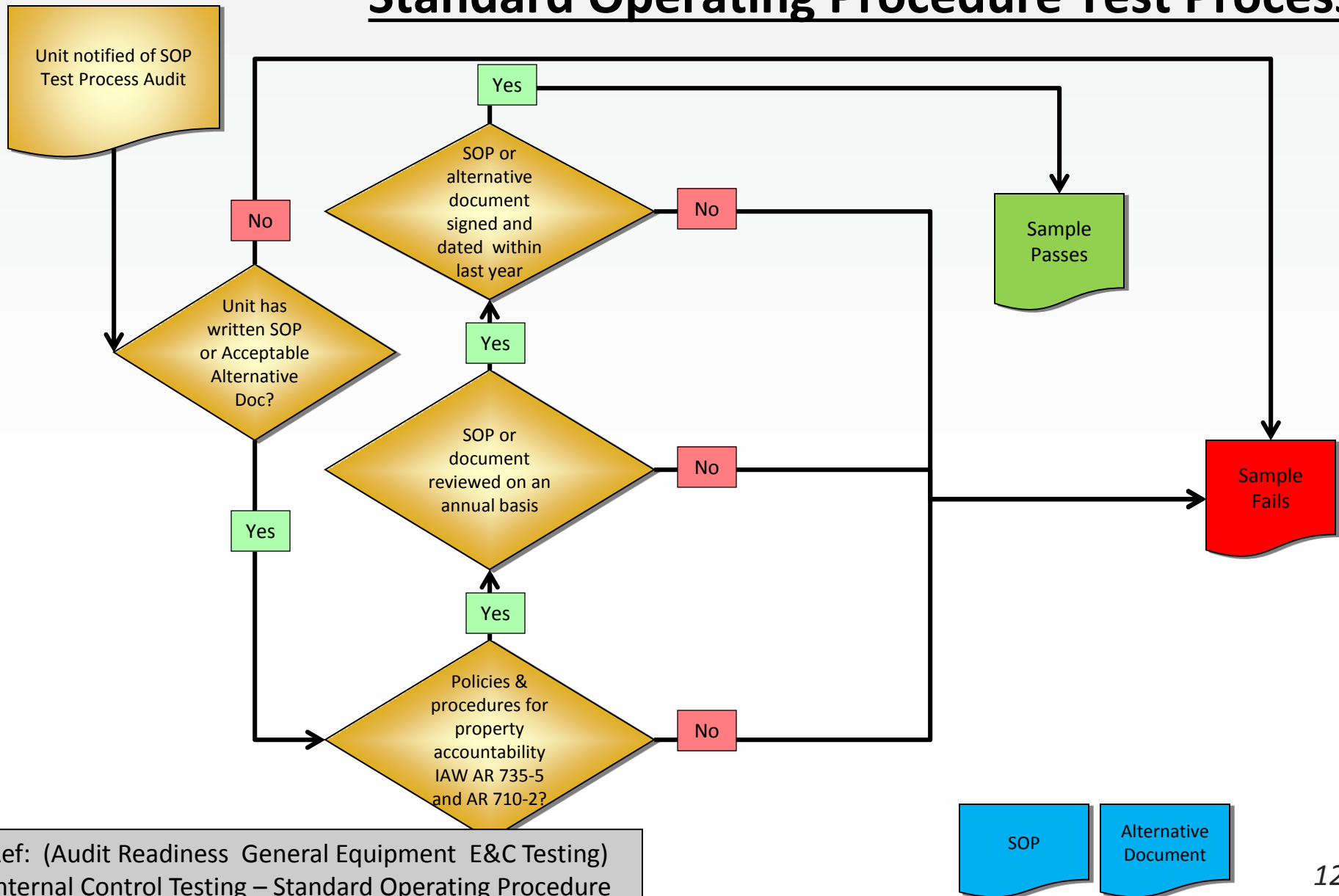
TOC

Quality Assurance Test Process



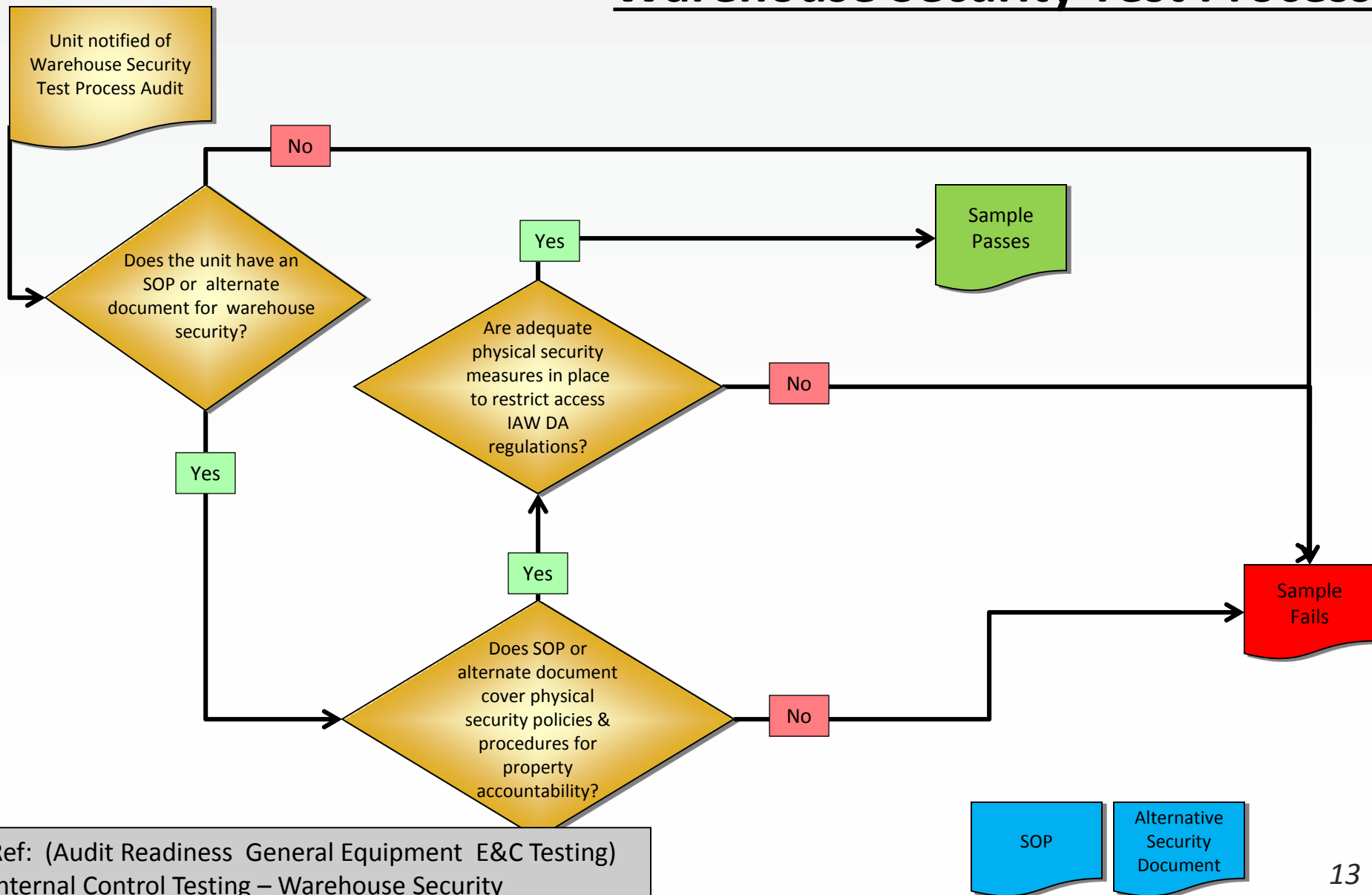
TOC

Standard Operating Procedure Test Process



TOC

Warehouse Security Test Process



AOC

BACK

- ❑ Must include sample UIC. See DA Form 1687 Memo item #4.
- ❑ Must have an effective date prior to the transaction. Effective date should not precede date of memo. (AR600-20)
- ❑ Signature of Commander (See slide 4)

REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
724th MILITARY POLICE BATTALION (I/R)
5515 NW 15th AVENUE
FORT LAUDERDALE, FL 33309

AFRC-PMD-SSF-CO

05 March 2013

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. By Authority of Para 2-5 and 2-8, AR 600-20, the undersigned assumes command of the Rear Detachment for 724TH Military Police Battalion (WZDHHD) effective 05 March 2013.

2. Point of contact for this memorandum is SGT Jesse Troche at (954) 938-7300 X4015 or jesse.troche@usar.army.mil.

Effective Date

UIC

Signature



CARMELO COLON
CPT, FA
Commanding

DA Form 1687

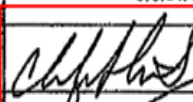
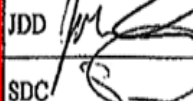
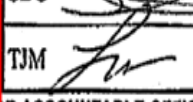
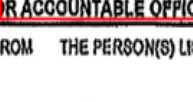


- ❑ Must include UIC identified in test sample. See [Da Form 1687 Memo](#) item #4
- ❑ Authority to receive equipment
- ❑ Signature of delegating authority
- ❑ Signature of authorized authority (Hand written and Digital signatures Required as of 8 Sept 2014). See [Da Form 1687 Memo](#) item #3
- ❑ Ensure date (used as effective date) and expiration date cover transaction period

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 15 January 2014

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES 674TH BN DET	LOCATION PENN YAN, NY		AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	REQ	REC	
Kutwal, Chander	YES	YES			
DAVIS, JOHN	YES	YES	JDD		
CARADINE, SHAVON	YES	YES	SDC		
MELENDEZ, TED J	YES	YES	TJM		

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE AUTHORITY TO: Request and receive Class 7 Property Book Items

REMARKS: New Equipment Piel

UNIT IDENTIFICATION CODE: WRDKAA

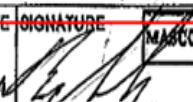
DODAC/ACCOUNT NUMBER: W90TRP

LAST NAME-FIRST NAME-MIDDLE INITIAL: MASCOLO, BENJAMIN

GRADE: O3

TELEPHONE NUMBER: 315.536.3126

EXPIRATION DATE: 30 APR 2014


SIGNATURE: 

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE

PBO Memorandum



- ❑ Must be used if PBO is signing documents.
- ❑ Per AR 710-2 par 2-5h, The individual assuming accountability will sign a statement accepting Responsibility
 - This can be included at the bottom of the Appointment Memo or in a separate Memo
- ❑ Must include UIC identified in test sample. See Da Form 1687 Memo item #4
- ❑ Must be in effect during time of transaction.
- ❑ Signature (See slide 4)



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL
PSC 701, Building 730
APO AP 96555-9998

APR 24 2014

IMKW-ZA
MEMORANDUM FOR RECORD

SUBJECT: Primary Hand Receipt Holder (PHRH) Appointment

1. Kenneth J. Gibson, is appointed as the Primary Hand receipt Holder for UIC W6ZAA1, United States Garrison- Kwajalein Atoll


2. Authority: DA PAM 710-2-1

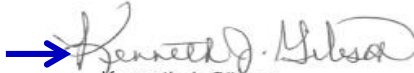
3. Period: Until officially relieved.

4. Effective Date: 1 November 2013

5. Special Instructions: As PHRH you are directed to request, receive, sign for, and issue all equipment received at the United States Army Garrison-Kwajalein Atoll IAW AR 710-2 and DA PAM 710-2-1. You will be held accountable for all property listed on the assigned Hand receipt. You will properly clear this hand receipt prior to your re-assignment of duties or next permanent change of duty station.

6. The point of contact for this memorandum is the Logistic Resource Center Director, MAJ Spencer Anderson, at spencer.m.anderson.mil@mail.mil or 805-335-1343.

CDR Signature → 
NESTOR A. SADLER
COL, SF
COMMANDING

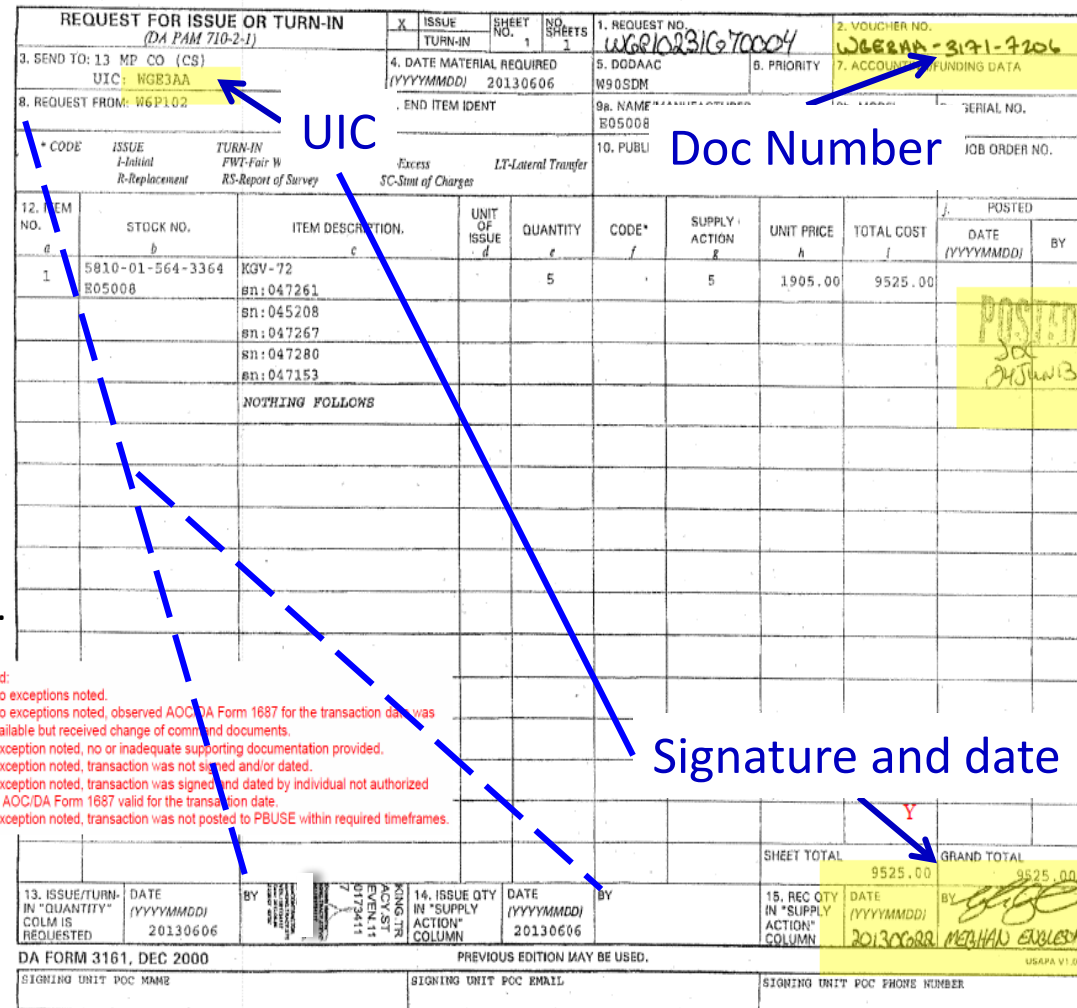
PBO/PHRH Signature → 
Kenneth J. Gibson
GS-12, DAC

I Kenneth J. Gibson accept responsibility as PHRH for United States Garrison Kwajalein Atoll UIC: W6ZAA1 1 November 2013.

DA Form 3161



- ❑ Ensure it is the correct document # requested, and the UIC is identified for incoming or outgoing. Depending on whether you are receiving or issuing says which signature block we verify. (Dotted lines are for Transfer, Solid line is for Receipt)
- ❑ Ensure document is signed and dated.
- ❑ PBUSE posting date . Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 15.
- ❑ Authority to sign evidence
 - If UIC is "Sent To" Block 3 then signature authority evidence is required for "REC QTY IN" Block 15 signature
 - If UIC is "Request From" Block 8 then signature authority evidence is required for "ISSUE/TURN IN" Block 13 or 14 signature
- ❑ Signature (See slide 4)



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

1. REQUEST NO. W6P10231670004
2. VOUCHER NO. W6P10231670004
3. SEND TO: 13 MP CO (CS)
UIC: W6P10231670004
4. DATE MATERIAL REQUIRED (YYYYMMDD) 20130606
5. DODAAC W90SDM
6. PRIORITY
7. ACCOUNT FUNDING DATA
8. REQUEST FROM: W6P102
9. NAME W6P10231670004
10. PUBLI
11. SERIAL NO.
12. ITEM NO. 1
13. STOCK NO. 5810-01-564-3364
14. ITEM DESCRIPTION. KGV-72
15. UNIT OF ISSUE. 5
16. QUANTITY. 5
17. CODE. 5
18. SUPPLY ACTION. 5
19. UNIT PRICE. 1905.00
20. TOTAL COST. 9525.00
21. POSTED DATE (YYYYMMDD) 30 JUN 13
22. BY
23. SIGNATURE
24. DATE (YYYYMMDD) 20130606
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26. DATE (YYYYMMDD) 20130606
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99. SIGNATURE
100. DATE (YYYYMMDD) 20130606

DA FORM 3161, DEC 2000
SIGNING UNIT POC NAME
SIGNING UNIT POC EMAIL
SIGNING UNIT POC PHONE NUMBER

DA Form 2765-1

BACK

- ❑ Ensure it is the correct document # requested, and the UIC is identified.
- ❑ Ensure document is signed and dated.
- ❑ PBUSE posting date .
Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to the receipt date.
- ❑ Signature (See slide 4)

UIC

2395 Document Number

Signature And date

POSTED
28 MAY 80

MAY 28 RECD

DD Form 1348-1A



- ❑ Ensure it is the correct document # requested, and the UIC is identified.
- ❑ Ensure document is signed and dated.
- ❑ PBUSE posting date .
Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 23.
- ❑ Signature ([See slide 4](#))

DD FORM 1348-1A, JUL 1991 ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Document Number

Signature and date


POSTED
3178 / hp

DD Form 250



- ❑ Ensure it is the correct document # requested, and the UIC is identified for incoming or outgoing.
- ❑ Ensure document is signed and dated.
- ❑ PBUSE posting date .
Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 22.
- ❑ Signature (See slide 4)

LT Doc # W14425 4084 7002

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN THIS FORM TO THE SOURCE FROM WHICH IT WAS OBTAINED. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS.</p>							
1. PROCEDURE (CONTRACT) NO. W1YY2540657001						D1. RECEIPT POINT	
2. SHIPMENT NO. DATE SHIPPED						BIL	
3. PRIME CONTRACTOR CODE US Army Rapid Equipping Force 10236 Burbeck Rd., BLDG 361T Fort Belvoir, VA 22060						10. ADMINISTERED BY CODE	
11. SHIPPED FROM (If other than 8) CODE Silicio Technologies 17406 Tiller Court Suite 200 Westfield, IN 46074						12. PAYMENT WILL BE MADE BY CODE	
13. SHIPPED TO CODE US Army Rapid Equipping Force BLDG 13997 Bagram Airfield, Afghanistan						14. MARKED FOR ATTN: Curt Hewett Comm: 703-253-9227 DSN: 94-318-421-6214 Project: ALTUS 1.2 (2013-304-E265)	
15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number)	17. QUANTITY SHIPPED	18. UNIT	19. UNIT PRICE	20. AMOUNT		
1	ALTUS AEROSTAT SYS BA5000/155001M00393 UNMANNED AERIAL VEHICLES AND FLIGHT: SN: REF003, REF004, REF005		EA	1,482,000.00	4,446,000		
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>RECEIVED MAR 25 2014</p> <p>By: </p> </div>							
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE			
<p>a. ORIGIN</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE: _____</p> <p>TYPED NAME: _____</p> <p>TITLE: _____</p> <p>MAILING ADDRESS: _____</p> <p>COMMERCIAL TELEPHONE NUMBER: _____</p>				<p>b. DESTINATION</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE: _____</p> <p>TYPED NAME: _____</p> <p>TITLE: _____</p> <p>MAILING ADDRESS: _____</p> <p>COMMERCIAL TELEPHONE NUMBER: _____</p>			
<p>23. CONTRACTOR USE ONLY</p> <p>DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.</p>							

Signature and Date

DD Form 1149



- ❑ Ensure it is the correct document # requested, and the UIC is identified for incoming or outgoing.
- ❑ Ensure document is signed and dated.
- ❑ PBUSE posting date .
Timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to receipt date.
- ❑ Signature (See slide 4)

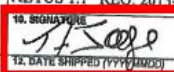

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50



REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0248
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. ISSUING OFFICE Sitlits Technologies Inc 17110 Westfield Park Road Westfield, IN 46074 POC: Michael Stiller, CMI - 317-836-5044 OR CELL - 317-614-9616 - mstiller@sitlits.com		2. DODACC: W91EET	
3. U.S. ARMY RAPID EQUIPPING FORCE Kandahar Airfield Afghanistan APO AE 09355		4. DODACC: W91EET	
5. SHIP TO - MARK FOR U.S. ARMY RAPID EQUIPPING FORCE Kandahar Airfield Afghanistan APO, AE 09355 ATTN: CURT HEWETT curt.hewett@afghan.swa.army.mil POC: 703-253-9227/DSN: 94-318-421-6214		6. AUTHORITY OR PURPOSE ALTUS 1.1 REQ: 2013-304-E-265	
7. DATE MATERIAL REQUIRED (YYYYMMDD)		8. REQUISITION NUMBER REQ: 2013-304-E-265	
9. AUTHORITY OR PURPOSE ALTUS 1.1 REQ: 2013-304-E-265		10. SIGNATURE 	
11. VOUCHER NUMBER & DATE (YYYYMMDD) 1014425 YOGS 7001		12. DATE SHIPPED (YYYYMMDD)	
13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER 2014-03-000002	
15. AIR CARRIER DESIGNATOR OR PORT REFERENCE NO.		16. VERIFIED BY 	
17. AMOUNT		18. LOG OFFICER: Paul Abraham, 703-704-3822 paul.e.abraham.ctr@mail.mil	

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER NOS. (f)	UNIT PRICE (g)	TOTAL COST (h)
1.	ALTUS AEROSTAT SYSTEM BA5000 / 155001M000393 UNMANNED AERIAL VEHICLES AND FLIGHT: ALTUS SITUATION TECHNOLOGIES REF003, REF004, REF005	EA	3	SHIP		1,482,000.00	4,446,000.00
NOTHING FOLLOWS							
<div style="text-align: center;">   </div>							
19. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO							
19. ISSUED BY TOTAL CONTAINERS 1 Trailer 179"x88"x76"				17. SPECIAL HANDLING TOTAL WEIGHT 4680			
19. CHECKED BY 1 Trailer 179"x88"x76"				19. CONTAINERS RECEIVED EXCEPT AS NOTED DATE (YYYYMMDD)			
19. PACKED BY 1 Trailer 179"x88"x76"				19. QUANTITIES RECEIVED EXCEPT AS NOTED DATE (YYYYMMDD)			
TOTAL 14040				19. POSTED DATE (YYYYMMDD)			

DD FORM 1149, JUL 2006

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

DATA Plate Photo

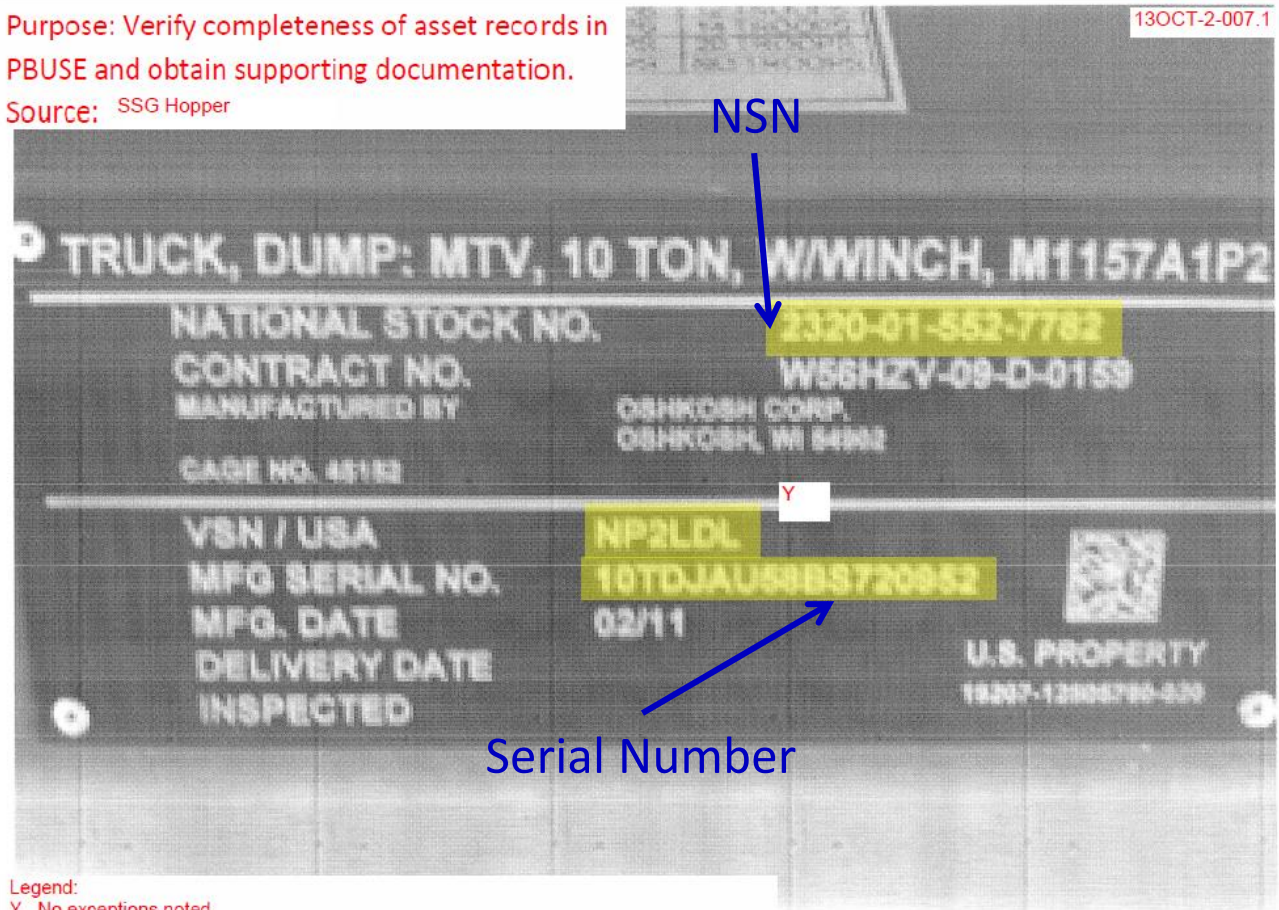
BACK 

Purpose: Verify completeness of asset records in PBUSE and obtain supporting documentation.

Source: SSG Hopper

13OCT-2-007.1

Select any item from your unit that is \$250,000 or more. Then take a picture of the data plate and ensure that the NSN and SN is readable



Legend:

Y No exceptions noted.

Y1 Asset exists, observed asset data element(s) does not tie to asset record in PBUSE.

N1 Exception noted, asset completeness could not be proven - Found on Installation (FOI).

N2 Exception noted, no or inadequate supporting documentation provided.

1/1

PBUSE Screen Shot

BACK

Purpose: Verify completeness of asset records in PBUSE and obtain supporting documentation.
Source: SSG HOPPER

13OCT-2-007.2

☐ Using the item you took a photo of, go back to your PBUSE system and pull this item up.

☐ Verification is done on the NSN, UIC, LIN and SN; ensure all of these data fields are readable on your screen shot and photo.

[illegible]

DA Form 2765

BACK

- ❑ Ensure it is the correct document # requested, and the UIC is identified.
- ❑ Ensure document is signed and dated in the correct block.
- ❑ PBUSE posting timeline requirements are from 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 15.

Purpose: Verify disposals are approved prior to posting.

Source:

13SEP-8-021.1

[illegible]

DA Form 3161

BACK

- Ensure it is the correct document # requested, and the UIC is identified for incoming or outgoing.
- Ensure document is signed and dated in Block 15.
- Evidence or PBUSE verification that the transaction was posted within 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 15.

W36TR730584015		13SEP-8-047.1	
REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)		ISSUE X TURN-IN	SHEET NO. 1
3. SEND TO: W6P102		4. DATE MATERIAL REQUESTED (YYYYMMDD) 20130220	
8. REQUEST FROM: D CO 1-504TH PIR 82D ABN DIV UIC: WABSDO		5. DODAAC W36TR730584015	
UIC		Document #	
TURN-IN I-Initial R-Replacement		LT-Lateral Transfer	
12. ITEM NO.		STOCK NO.	
ITEM DESCRIPTION.		UNIT OF ISSUE	
QUANTITY		CODE*	
SUPPLY ACTION		UNIT PRICE	
TOTAL COST		POSTED	
DATE (YYYYMMDD)		BY	
1		7010-01-513-8459 C18378	
BFT - Satellite System - AN/UYK-128 (V) 3		EA	
5		5	
15850.00		15850.00	
Product Consisting Of The Following			
2		5985-01-503-3932	
MT2011(E) ANTENNA sn:000041431		EA	
5		5	
1959.00		0.00	
End Product Components For BFT - Satellite System - AN/UYK-128...			
sn:000075876 sn:000027577 sn:000049728 sn:000063014			
NOTHING FOLLOWS			
Purpose: Verify disposals are approved prior to posting.		Y	
Source: Brown			
Legend:		Posting Date and Initials	
Y No exceptions noted.			
N1 Exception noted, no or inadequate supporting documentation provided.			
N2 Exception noted, transaction was not signed and/or dated.			
N3 Exception noted, transaction was not posted to PBUSE within 3 days.		1/1	
SHEET TOTAL		GRAND TOTAL	
15850.00		15850.00	
13. ISSUE/TURN-IN QUANTITY COLUM IS REQUESTED		DATE (YYYYMMDD) 20130220	
BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	
DATE (YYYYMMDD) 20130220		BY	
15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD) 20130220	
BY		SIGNING UNIT POC NAME	
SIGNING UNIT POC EMAIL		SIGNING UNIT POC PHONE NUMBER	
rocoznica.ansara.jackson@us.army.mil		254-423-1759	
DA FORM 3161, DEC 2000		PREVIOUS EDITION MAY BE USED.	
USAPA V1.00			

Receipt Signature
and Date

DD Form 1348-1A



- Ensure it is the correct document # requested, and the UIC is identified.
- Ensure document is signed and dated in the correct block.
- Evidence or PBUSE verification that the transaction was posted within 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 23.

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
UNIT PRICE \$65,000.00 DOLLARS CTS	(WJJA1) (W6G409) ← UIC	W62G2X J11
4. MARK FOR	5. DOC DATE	6. NMFC
65,000.00 65,000.00		
7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY. RECD	11. UP	12. UNIT WEIGHT
13. UNIT CUBE	14. UIC	15. S
16. FREIGHT CLASSIFICATION	17. ITEM NOMENCLATURE RECEIVER-TRANSMITTER CONTROL GRO	
	18. TY CONT	19. NO CONT
20. TOTAL WEIGHT	21. TOTAL CUBE	22. RECEIVED BY
		(Signature) ← Signature and Date
23. DATE RECEIVED 6-28-12		24. DOCUMENT NUMBER & SUPPL (30-44) W9051T31601002 ← Document Number
25. NATIONAL STOCK NO. & ADD (8-32) NSN: 586501576685 ← NSN CIIC: Y RICC: 0 DML: D		26. RC (4-6) QTY (25-28) CON CODE (71) DIST (55-60) UP (74-80)
27. ADDITIONAL DATA SER NUM: USNU0078520 ← Serial # PB LIN: : FA650P ← LIN		28. RECEIVED BY: DORI TASKER 3160

SUSPENSE

3150
DIT
NC NE

Y

THEATER WAO
401ST AFSB

GREEN.LAT
WANDA.MA
TRICE.1

APPROVED BY: FOR/ANGELO W. MILITON
CW4,QM
THEATER PBO

LOGSA/TPE Planner
Generated Form

Posted By
Dori Tasker
3183

28 JUN 2012

Adobe Designer 7.0


AoC



- ❑ Must include sample UIC. See DA Form 1687 Memo item #4.
- ❑ Must have an effective date prior to the transaction. Effective date should not precede date of memo. (AR600-20)
- ❑ Signature of Commander (See slide 4)

Purpose: Verify existence of asset records in PBUSE and obtain supporting documentation.
Source: CW2 David Solt

13AUG-1-146.1



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
724th MILITARY POLICE BATTALION (H/R)
5515 NW 15th AVENUE
FORT LAUDERDALE, FL 33309

REPLY TO
ATTENTION OF

AFRC-PMD-SSF-CO


05 March 2013

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. By Authority of Para 2-5 and 2-8, AR 600-20, the undersigned assumes command of the Rear Detachment for 724TH Military Police Battalion (WZDHHD) effective 05 March 2013.

2. Point of contact for this memorandum is SGT Jesse Troche at (954) 938-7300 X4015 or jesse.troche@usar.army.mil.

Signature → 
CARMELO COLON
CPT, FA
Commanding

UIC →

Effective Date →

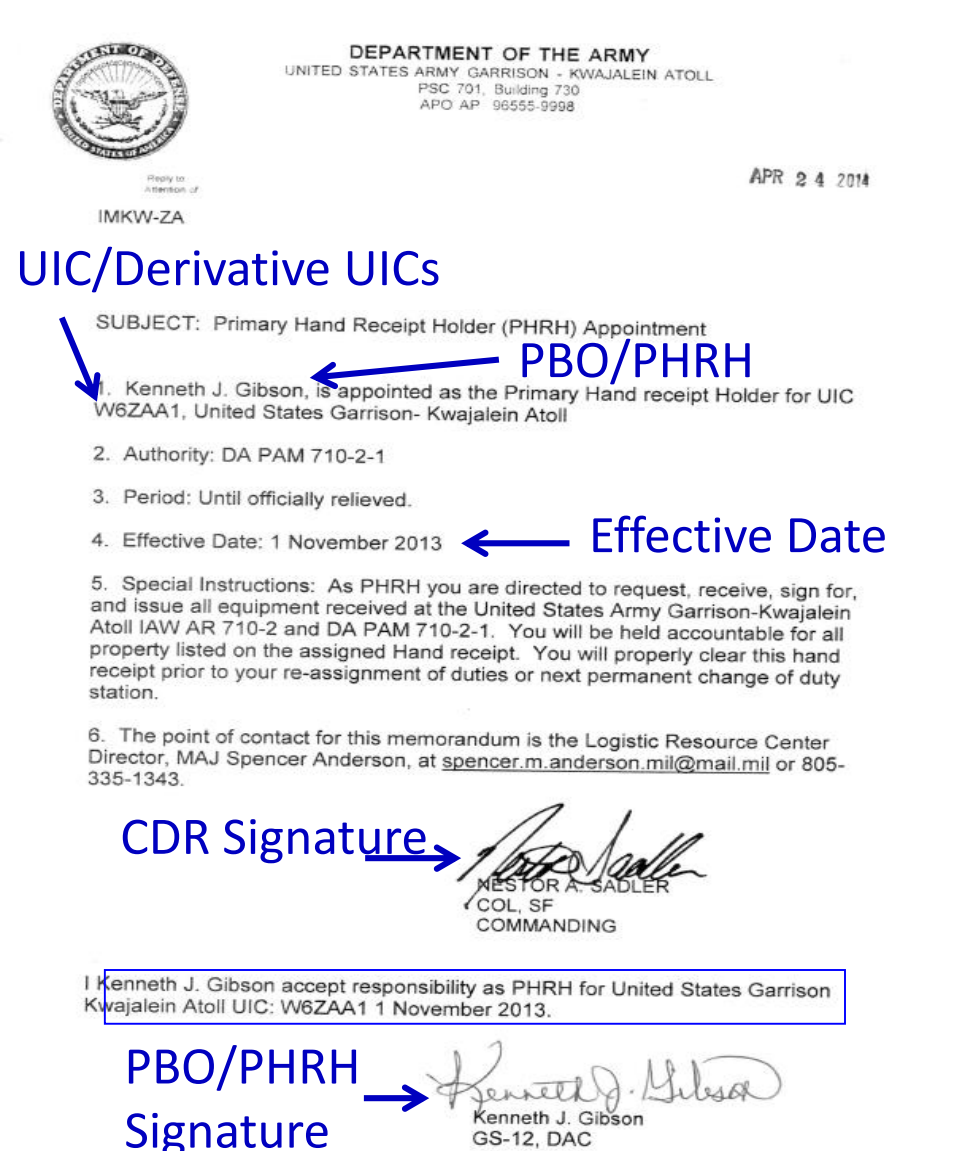
Legend:
Y No exceptions noted.
Y1 Asset exists, observed asset data element(s) does not tie to asset record in PBUSE.
Y2 Asset exists; observed approver was unauthorized or not supported by authorization documentation.
Y3 Asset exists, observed supporting documentation had missing or incorrect data element.
N1 Exception noted, asset existence could not be proven - Not Found on Installation (NFOI).
N2 Exception noted, no or inadequate supporting documentation provided.
N3 Exception noted, supporting documentation was not signed and/or dated.

1/1 17

PBO Memorandum



- ❑ Must be used if PBO is signing documents.
- ❑ Per AR 710-2 par 2-5h, The individual assuming accountability will sign a statement accepting Responsibility
 - This can be included at the bottom of the Appointment Memo or in a separate Memo
- ❑ Must include UIC identified in test sample. See Da Form 1687 Memo item #4
- ❑ Must be in effect during time of transaction.
- ❑ Signature (See slide 4)



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL
PSC 701, Building 730
APO AP 96555-9998

APR 24 2014

IMKW-ZA

UIC/Derivative UICs

SUBJECT: Primary Hand Receipt Holder (PHRH) Appointment

1. Kenneth J. Gibson, is appointed as the Primary Hand receipt Holder for UIC W6ZAA1, United States Garrison- Kwajalein Atoll

2. Authority: DA PAM 710-2-1

3. Period: Until officially relieved.

4. Effective Date: 1 November 2013

5. Special Instructions: As PHRH you are directed to request, receive, sign for, and issue all equipment received at the United States Army Garrison-Kwajalein Atoll IAW AR 710-2 and DA PAM 710-2-1. You will be held accountable for all property listed on the assigned Hand receipt. You will properly clear this hand receipt prior to your re-assignment of duties or next permanent change of duty station.

6. The point of contact for this memorandum is the Logistic Resource Center Director, MAJ Spencer Anderson, at spencer.m.anderson.mil@mail.mil or 805-335-1343.

CDR Signature

NESTOR A. SADLER
COL, SF
COMMANDING

I Kenneth J. Gibson accept responsibility as PHRH for United States Garrison Kwajalein Atoll UIC: W6ZAA1 1 November 2013.

PBO/PHRH Signature

Kenneth J. Gibson
GS-12, DAC

DA Form 1687

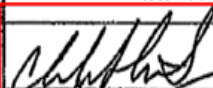


- ❑ Must include UIC identified in test sample. See [Da Form 1687 Memo](#) item #4
- ❑ Authority to receive equipment
- ❑ Signature of delegating authority
- ❑ Signature of authorized authority (Hand written and Digital signatures Required as of 8 Sept 2014). See [Da Form 1687 Memo](#) item #3
- ❑ Ensure date (used as effective date) and expiration date cover transaction period

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 15 January 2014

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES 674TH BN DET	LOCATION PENN YAN, NY		AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	REQ	REC	
Kutwal, Chander	YES	YES			 KUTWAL, CHANDER [REDACTED]
DAVIS, JOHN	YES	YES	JDD		DAVIS, JOHN, DAVID, III [REDACTED]
CARADINE, SHAVON	YES	YES	SDC		CARADINE, SHAVON DENIER [REDACTED]
MELENDEZ, TED J	YES	YES	TJM		MELENDEZ, TED, JOHN [REDACTED]

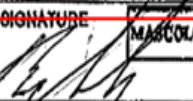
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

SIGNED HEREBY ☒ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: Request and receive Class 7 Property Book Items

REMARKS: New Equip Team, Fort Dix, NJ (Distribution: TRK. DUMP LIN T65342)

UNIT IDENTIFICATION CODE: WRDKAA

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
MASCOLO, BENJAMIN	O3	315.536.3126	30 APR 2014	 MASCOLO, BENJAMIN, ANTHONY [REDACTED]

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

Picture of Data Plate

[BACK](#)

Purpose: Verify existence of asset records in
PBUSE and obtain supporting documentation.

Source: CW2 David Solt

13AUG-1-146.4

TRUCK, CARGO: LMTV, M1078A1P2
IONAL STOCK NO.

2320-01-549-8577

W56HZV-09-D-0159

OSHKOSH CORP.
OSHKOSH, WI 54902

NH26MF

10TANHFE8CS735613

03/12



U.S. PROPERTY
19207-12505780-001

Serial Number must
match sample.

Need some type of
identification of asset to
match to sample.
(NSN, Vehicle type)

Legend:

- Y No exceptions noted.
- Y1 Asset exists, observed asset data element(s) does not tie to asset record in PBUSE.
- Y2 Asset exists, observed approver was unauthorized or not supported by authorization documentation.
- Y3 Asset exists, observed supporting documentation had missing or incorrect data element.
- N1 Exception noted, asset existence could not be proven - Not Found on Installation (NFOI).
- N2 Exception noted, no or inadequate supporting documentation provided.
- N3 Exception noted, supporting documentation was not signed and/or dated.

1/1

DD Form 1348-1A



Purpose: Verify transactions are reviewed and approved prior to posting.
Source: Mr. Jonathan Weatherby

UIC is required for Audits

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
EAD0002 A911RV31650026										UNIT PRICE DOLLARS CTS 6 3 7										TOTAL PRICE DOLLARS CTS 1 2 7 4 0 0										SHIP FROM DLA DIST EAST NEW CUMBERLAND, PA 170705001										SHIP TO ECS 2 1898 JADWIN RD FSH TX 78234																																																											
W911RV31650026										3 DOC DATE 00002										6 NMFC										7 FRT RATE										8 TYPE CARGO										9 PS																																																	
4910-00-554-5983										10 QTY REC'D 00002										11 UP										12 UNIT WEIGHT										13 UNIT CUBE										14 UFC										15 SL																																							
4910-00-554-5983										16 FREIGHT CLASSIFICATION NOMENCLATURE										17 ITEM NOMENCLATURE WHEEL LIFT TRUCK										18 TY CONF										19 NO CONT										20 TOTAL WEIGHT										21 TOTAL CUBE																																							
4910-00-554-5983										22 RECEIVED BY Nathan Norrus										23 DATE RECEIVED 06/26/2013																																																																															

Document Number

Signature and date

POSTED
3178 | wp

PREVIOUS EDITION MAY BE USED

APD PE VI

- Ensure it is the correct document # requested, and the UIC is identified.
- Ensure document is signed and dated in the correct block.
- Evidence or PBUSE verification that the transaction was posted within 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 23.
- Signature ([See slide 4](#))

DA Form 2765-1

- Ensure it is the correct document # requested, and the UIC is identified.
- Ensure document is signed and dated.
- Evidence or PBUSE verification that the transaction was posted within 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to the receipt date.
- Signature ([See slide 4](#))

UIC (Unit Identification Code) is highlighted in yellow at the top right of the form.

Document Number is highlighted in yellow in the center of the form, with the number 2395 written next to it.

Signature And date is highlighted in yellow at the bottom right of the form, with a signature and date written next to it.

POSTED stamp is located at the bottom right of the form, dated 28 May 1980.

MAY 28 RECD stamp is located at the bottom left of the form.

RECEIVED stamp is located at the bottom left of the form, dated 28 May 1980.

DA Form 2765-1, APR 75 is printed vertically on the left side of the form.

DA Form 710-2-1 is printed vertically on the right side of the form.

RECEIVED FOR is printed vertically on the far right side of the form.

SEND TO: DOL CENTRAL TURN IN
FORT LEONARD WOOD, MO 65473

REQUEST IS FROM: D 787TH MP BN
FORT LEONARD WOOD, MO 65473

DOCUMENT NUMBER: 2395

UIC: W4K808

STOCK NUMBER: 4 0 0 1 3 7 0 3 8 2 2

DOCUMENT NUMBER: 31330003

ITEM DESCRIPTION: MASK CHEMICAL M40A1

PUBLICATION DATA: LIN:M12418

DATE POSTED: 28 MAY 1980

DATE RECEIVED: 31 MAY 1980

SIGNATURE: [Signature]

DATE: 28 MAY 1980

POSTED: 28 MAY 1980

MAY 28 RECD: [Stamp]

RECEIVED FOR: [Stamp]

DA Form 3161

BACK

- ❑ Ensure the correct item from the sample requested, and the UIC is identified for incoming or outgoing.
- ❑ Ensure document is signed and dated. DA Form 3161 cannot be more than 6 months old for audit purposes. A signed HR or Cyclic Inventory shows that someone has inventoried it since it was received.
- ❑ Evidence or PBUSE verification that the transaction was posted within 7 (active)/ 30 (ARNG, USAR) days from the date of receipt. This is calculated using the posting date in PBUSE to date in Block 15.
- ❑ Authority to sign evidence
 - If UIC is “Sent To” Block 3 then signature authority evidence is required for “REC QTY IN” Block 15 signature. ➡
 - If UIC is “Request From” Block 8 then signature authority evidence is required for “ISSUE/TURN IN” Block 13 or 14 signature. (Dotted Lines)
- ❑ Signature (See slide 4 for clarification.)

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)						X	ISSUE TURN-IN	SHEET NO. <u>1</u>	NO SHEETS <u>70004</u>	WGE3AA-3171-7206				
3. SEND TO: 13 MP CO (CS) UIC: WGB3AA									4. DATE MATERIAL REQUIRED (YYYYMMDD) 20130606		5. DGDAC W90SDM		B. PRIORITY	
8. REQUEST FROM: W6P102									END ITEM IDENT		9a. NAME/MANUFACTURER E05D08		9c. SERIAL NO.	
* CODE	ISSUE I-Initial R-Replacement	TURN-IN FWT-Fair W RS-Report of Survey			Excess SC-Suit of Charges		LT-Lateral Transfer		10. PUBLICATION		11. JOB ORDER NO.			
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION.		UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED DATE (YYYYMMDD) BY				
1	E05008	KGV-72 BN:047261 BN:047267			5		5	1905.00	9525.00	<div style="background-color: yellow; padding: 5px;"> POSTED JUL 13 </div>				

Item for sample test

PBUS Posting date

Signature and date cannot be more than 6 months old

13. ISSUE/TURN-IN "QUANTITY" COLUMN REQUESTED		DATE (YYYYMMDD) 20130606		BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD) 20130606	BY	SHEET TOTAL 9525.00		GRAND TOTAL 9525.00		
15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD) 20130628		SIGNATURE <i>[Signature]</i>		DATE 20130628		SIGNATURE <i>[Signature]</i>		DATE 20130628		SIGNATURE <i>[Signature]</i>	

DA FORM 3161, DEC 2000 PREVIOUS EDITION MAY BE USED.

SIGNING UNIT POC NAME SIGNING UNIT POC EMAIL SIGNING UNIT POC PHONE NUMBER

DA Form 4949



- ❑ Use the DA Form 4949 to record correct LIN / NSN/ SN to property book.
- ❑ Authority to sign evidence is required to validate the signature.
- ❑ Signature (See slide 4)

ADMINISTRATIVE ADJUSTMENT REPORT (AAR) <small>For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.</small>						
ORGANIZATION/ACTIVITY EIT/W6QD10			DOCUMENT NUMBER			
			DODAAC W6QD10	DATE 4011	SERIAL 0006	
ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.	
1	T73347/3930014172886	TRK LFT FK VAR RCH RT 0160010135,365412091,SLP5AJJG6E1186232,SLP541GA5E1154771 SLP5AJJG6E1186202,365412094		EA	6	
CHANGE FROM		Incorrect LIN / NSN/ SN in these blocks				
CHANGE TO		T73347/3930014172886, TRK LFT FK VAR RCH RT 0160010135,365412091,SLP5AJJG6E1186232,SLP541GA5E1154771, SLP5AJJG6E1186202,365412094 Issued to ManTech CLSS at Bagram to support contact W56HZV-12-C-0127. >STED 16 JAN 2014 /C				
		Corrected LIN / NSN/ SN in these blocks				
		Signature and date				
AUTHORITY AR 710-2			<input type="checkbox"/> CHANGE STOCK NO. <input type="checkbox"/> CHANGE UNIT OF ISSUE <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> CONSUMED <input checked="" type="checkbox"/> ADJUST ITEM <input type="checkbox"/> CHANGE ACCOUNTING <input type="checkbox"/> DISASSEMBLY			
INITIATING OFFICER'S SIGNATURE CHARLES CARTER			DATE 20140116	PBO SIGNATURE PETERO JAMES DARRELL JAMES PETERO		DATE 20140116

DA FORM 4949, JAN 1982

APD PE v1.10ES

AOC



- ❑ Must include sample UIC. See DA Form 1687 Memo item #4.
- ❑ Must have an effective date prior to the transaction. Effective date should not precede date of memo. (AR600-20)
- ❑ Signature of Commander (See slide 4)

Purpose: Verify physical inventories are completed annually.

Source:

13OCT-5-002.1



DEPARTMENT OF THE ARMY
194TH MILITARY POLICE COMPANY
8208 DESERT STORM AVENUE
FORT CAMPBELL, KY 42223

AFZB-KEM-ICO

20 September 2013

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command by Authority of Paragraph 2-12, AR 600-20

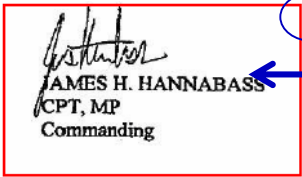
The undersigned assumes command of the 194TH Military Police Company (WG01AA)
effective 20 September 2013.



Effective Date



UIC



James H. Hannabass
JAMES H. HANNABASS
CPT, MP
Commanding



Y



Pass



Signature

Legend:

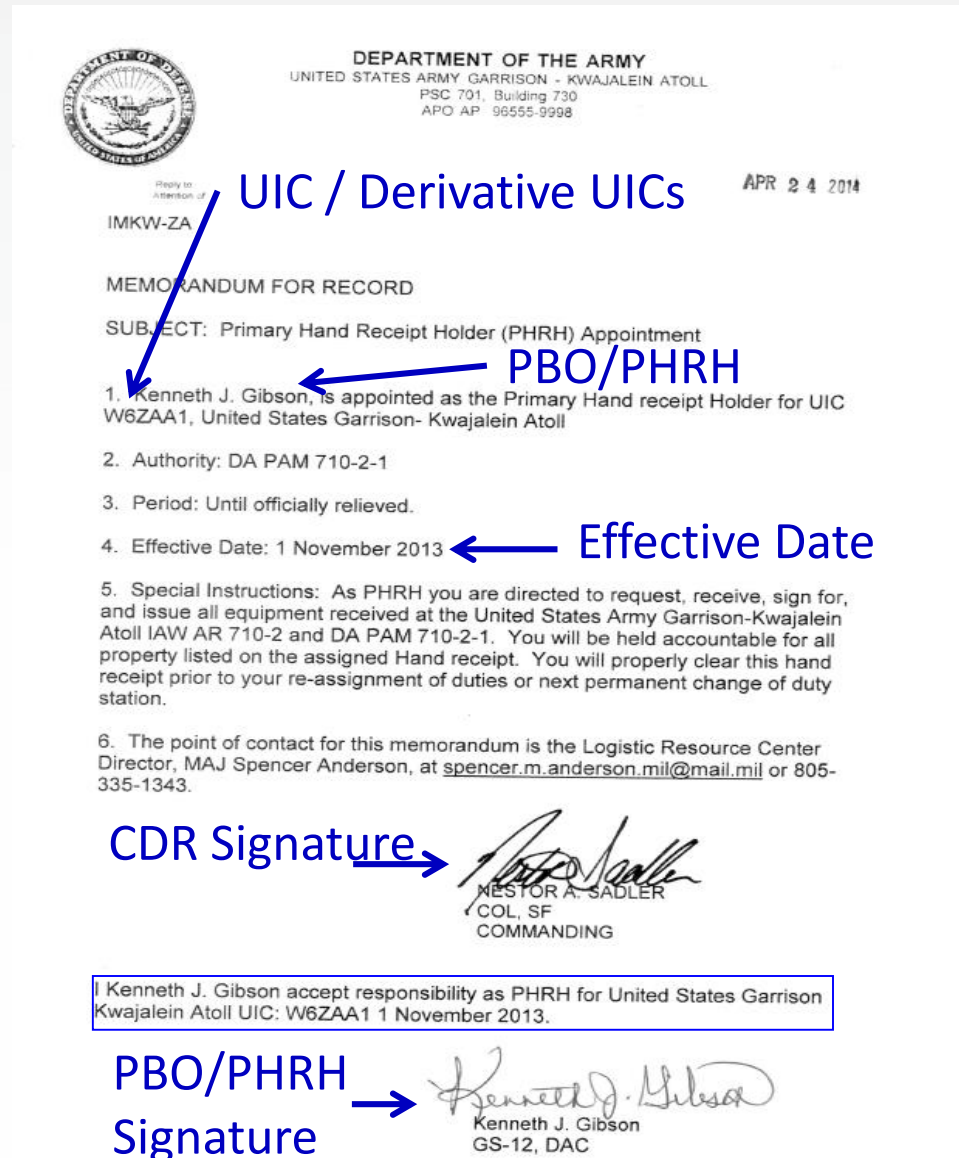
- Y No exceptions noted.
N1 Exception noted, no or inadequate supporting documentation provided.
N2 Exception noted, hand receipt was not signed and/or dated.
N3 Exception noted, hand receipt was signed and dated by an unauthorized individual.

1/1

PBO Memorandum



- ❑ Must be used if PBO is signing documents.
- ❑ Per AR 710-2 par 2-5h, The individual assuming accountability will sign a statement accepting Responsibility
 - This can be included at the bottom of the Appointment Memo or in a separate Memo
- ❑ Must include UIC identified in test sample. See Da Form 1687 Memo item #4
- ❑ Must be in effect during time of transaction.
- ❑ Signature (See slide 4)



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - KWAJALEIN ATOLL
PSC 701, Building 730
APO AP 96555-9998

APR 24 2014

Reply to Attention of
IMKW-ZA

MEMORANDUM FOR RECORD

SUBJECT: Primary Hand Receipt Holder (PHRH) Appointment

1. Kenneth J. Gibson, is appointed as the Primary Hand receipt Holder for UIC W6ZAA1, United States Garrison- Kwajalein Atoll


2. Authority: DA PAM 710-2-1


3. Period: Until officially relieved.

4. Effective Date: 1 November 2013

5. Special Instructions: As PHRH you are directed to request, receive, sign for, and issue all equipment received at the United States Army Garrison-Kwajalein Atoll IAW AR 710-2 and DA PAM 710-2-1. You will be held accountable for all property listed on the assigned Hand receipt. You will properly clear this hand receipt prior to your re-assignment of duties or next permanent change of duty station.

6. The point of contact for this memorandum is the Logistic Resource Center Director, MAJ Spencer Anderson, at spencer.m.anderson.mil@mail.mil or 805-335-1343.

CDR Signature → 
NESTOR A. SADLER
COL, SF
COMMANDING

PBO/PHRH Signature → 
Kenneth J. Gibson
GS-12, DAC

Kenneth J. Gibson accept responsibility as PHRH for United States Garrison Kwajalein Atoll UIC: W6ZAA1 1 November 2013.

DA Form 1687

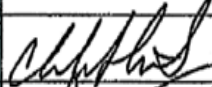


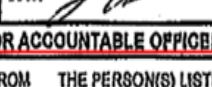


- ❑ Must include UIC identified in test sample. See [Da Form 1687 Memo](#) item #4
- ❑ Authority to receive equipment
- ❑ Signature of delegating authority
- ❑ Signature of authorized authority (Hand written and Digital signatures Required as of 8 Sept 2014). See [Da Form 1687 Memo](#) item #3
- ❑ Ensure date (used as effective date) and expiration date cover transaction period

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 15 January 2014

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES 674TH BN DET	AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	
Kutwal, Chander	YES	YES	 KUTWAL, CHANDER [REDACTED]
DAVIS, JOHN	YES	YES	JDD  DAVIS, JOHN DAVIS, J [REDACTED]
CARADINE, SHAVON	YES	YES	SDC  CARADINE, SHAVON DENIER [REDACTED]
MELENDEZ, TED J	YES	YES	TJM  MELENDEZ, TED, JOHN [REDACTED]


AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

SIGNED HEREBY ☒ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: Request and receive Class 7 Property Book Items

REMARKS: New Equi 1g Team, Fort Dix, NJ (Distribution: TRK. DUMP LIN T65342)

UNIT IDENTIFICATION CODE: WRDKAA

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
MASCOLO, BENJAMIN	O3	315.536.3126	30 APR 2014	 MASCOLO, BENJAMIN ANTHONY [REDACTED]

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

Hand Receipt

BACK

Purpose: Verify physical inventories are completed annually.

Source: CW2 Qiani J. Wright

13OCT-5-002.3

Date Prepared: 09/24/2013

CLASSIFIED: For Official Use Only
HAND RECEIPT

UIC

PCN/UIC/DESC: PHR-1 WG01AA / 0143MP

LEN	SR1	ERC	GENERIC NOMENCLATURE	ALTY DOC	INFO	AUTH	ORI
NDS	EA	IP	NON NOMENCLATURE	LCC	ECN	SRRC	USE Manager
SYND	SEKREGLOT NO LOT QTY	SYND	SEKRECLLOT NO LOT QTY	SYND	SEKREGLOT NO LOT QTY	SYND	SEKREGLOT NO LOT QTY
CONTAINER SHIPPING AND STORAGE, FIBERGLASS 62W X 43D							
4782SN			X 60W NET W	CTA 62-400			9
014801000000	EA	3106.00	CONTAINER SHIPPING AND STORAGE, TYPE 1	R	S	U	2041
			USAL003519-0		USAL003519-0		4
			USAL005521-4		USAL005521-4		4
			USAL005525-6		USAL005525-6		4
POWER SUPPLY ASSEMBLY, TTX							
0130014270004	EA	010.00	CHARGER BATTERY	R	N	U	8025
	03106		03129				
PUBLIC ADDRESS SYSTEM, FIBERGLASS TY 52 AA							
70919SN			PUBLIC ADDRESS SET	R	S	Y	2041
000001812804	EA	32179.57	PUBLIC ADDRESS SET				2
	04106		04021				
CHARGER BATTERY, 60100 AMP & OR 12V BATT							
70919SN			CHARGER BATTERY	R	S	U	8010
0130014000000	EA	2300.00	CHARGER BATTERY				4
	Q2187						
70919SN 00000079 EA 1800.28							
			1K500N1				
			1K500N1				
			1K500N1				
			1K500N1				
			78L7UN1				
			77K0P51				
COMPUTER, MICRO LAPTOP PORTABLE AC ATG							
7021010100100	EA	2597.00	COMPUTER, MICRO LAPTOP PORTABLE AC ATG	R	S	U	2052
	Z0VJ5F1						
COMPUTER, MICRO LAPTOP PORTABLE AC/DC W							
7021010400000	EA	1647.00	COMPUTER, MICRO LAPTOP PORTABLE AC/DC W	R	S	U	2714
			MJ00200		MJ00200		MJ00200
			MJ00205		MJ00205		MJ00205
			MJ00240		MJ00240		MJ00240
			MJ00250		MJ00250		MJ00250
			MJ00255		MJ00255		MJ00255
			MJ00255		MJ00255		MJ00255

- Ensure that the page number
- Signatures match authorized
- Signature (See slide 4 for cla

Page

Legend:

Y	No exceptions noted.
N1	Exception noted, no or inadequate supporting documentation provided.
N2	Exception noted, hand receipt was not signed and/or dated.
N3	Exception noted, hand receipt was signed and dated by an unauthorized individual.

1 of 28

For Official Use Only

1/31

Date Last Inventoried: 10/01/2008

UNCLASSIFIED: For Official Use Only
HAND RECEIPT

13OCT-5-002.3

Date Prepared: 09/24/2013

PCN/UIC/DESC: PHR-1 **WG01AA** 0194MP CO

uid

LIN	(SUB)LIN	SRI	ERC	GENERIC NOMENCLATURE	AUTH DOC	REQ	AUTH	DI			
NSSN	UI	LP	NSS NOMENCLATURE	LCC	ECS	SRCC	UI Managed	CHC	DLA	PUB DATA	OU
SYNSO	SRREG/LOT NO	LOT QTY	SYNSO	SRREG/LOT NO	LOT QTY	SYNSO	SRREG/LOT NO	LOT QTY	SYNSO	SRREG/LOT NO	LOT QTY
	510334		510300		513123		510283				
	545056		545054		545775		545063				
	545056		545117		545132		545138				
	545153		545160		545158		545204				
	545223		545221		545243		545313				
	545319		545334		545408		545415				
	545426		545427		545430		545432				
	545459		545473		545474		545483				
	545457		545505								
201548	A		TEXT SET RADIO: AN/PRM 36		19477RFCFC		1				
238781	A		ARMY H RESOURCES: WIKSTATION		19477RFCFC		1	1			
24062P			RAOK, TALL		CTA 89-880		5				
							28				
							U	2041			29
							2				
							U	3256			2
							3				
							U	3256			3

included, the UIC is readable.
ment, all pages are included.

- Ensure that the page numbers are all included, the UIC is readable.
- Signatures match authorization document, all pages are included.
- Signature (See slide 4 for clarification.)

Y ← Pass

PRINT Stanley David
OUTGOING

SIGNATURE [Signature]

DATE 24 SEP 13

PRINT Hirschbess, Jame
INCOMING

SIGNATURE [Signature]

DATE 24 SEP 13

Signature

Page 28 of 28

UNCLASSIFIED: For Official Use Only

Page Number

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CSDP Checklist



UNIT LEVEL CSDP RESULTS

Frequency iaw AR 710-2 Appendix B

34th ID Table B1 Unit Level CSDP Evaluation Checklist (Annual)

UNIT:

434th Chem Co

CONDUCTED DATES:

CONDUCTED BY:

19 Feb 13

SFC. Ludwig

Proper organization identified
UIC MUST BE IDENTIFIED.

Identification of Individual
completing CSDP Inspection.
(signature (legible) and date))

Section	Total Items Evaluated	Total Items Rated 100%		
Section B: Hand Receipts	11	8		
Section C: Property Management	10	4	0	40%
Section D: Relief From Responsibility	26	18	8	69%
Section E: Change of Command and Hand Receipt Holder	7	4	0	71%
Section F: Inventories	3	3	0	100%
Section G: Individual Clothing and OCIE	8	6	0	75%
Section H: Physical Security	8	8	0	100%
Section I: Hazardous Materials and Waste	4	3	1	75%
Section J: POL	6	5	1	71%
Section K: Ammunition	13	10	3	77%
Section L: Misc.	4	4	0	100%
Total Score	106	76	30	72%

*Must receive overall rating of 70% to receive a satisfactory rating.

CURRENT OVERALL USER LEVEL CSDP RATING:

72%

LAST OVERALL USER LEVEL CSDP RATING:

COMMENTS:

All comments are on the comment section of the evaluation each No/Go area.

Need to identify current and last CSDP to ensure frequency requirements.

SOP



SOP identified

LOGISTICS

PREFACE

This standing operating procedure (SOP) is a guide for assisting Supply Personnel. It purposely contains a great amount of detail. Changes will be made as needed to comply with changes in Army or local regulations and policies. The Supply Personnel will not change portions unless approved by the Directorate of Logistics. This SOP will be adhered to as command policy and all contents will be used as the command standard.

The purpose of this SOP is to disseminate the Commander's policy and is a means of achieving teamwork and raising standards of performance. A good SOP, if well thought out, will eliminate confusion and uncertainty within the detachment and will help personnel of the command to achieve maximum efficiency and proficiency.

Chapter 12. Hazardous Material Management program

12-1. General

This section provides policy to implement the objectives and goals of the Army Hazardous Materials Management Program (HMMP). The HMMP requirements are defined in AR 200-1 and DA Pam 200-1.

12-2. Supply Support Activity Functions

- Receipts, handling, storage and issuing of HAZMATs safely.
- MSDs are readily available to assure proper handling and emergency response preparedness. Assistance in acquiring requisite MSDs can be obtained from the supporting environmental office.
- Processing for unit or activity turn-ins of HAZMATs to timely maximize the potential for transfer, recycling, and/or reutilization. Maintain close coordination with supporting environmental office and DRMO to expedite the removal of excess HAZMATs.

JAMES F. MALONEY
MAJ, EN
Commanding

Signature

Date within one year

Headquarters Supply and Warehouse SOP January 2013

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i

Headquarters Detachment Supply and Warehouse SOP

Can Provide
Signature and Date
of Review for
follow on years if
no changes.

DA FORM 1687 MEMO

3. Effective immediately, the DA Form 1687 will require both hand written and digital signatures for the identified authorized representatives.

4. Commanders are reminded that the DA Form 1687, AoC and PBO appointment memorandums will identify the property book by unit identification codes for both parent and derivate UICs



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4
500 ARMY PENTAGON
WASHINGTON, DC 20310-0500

DALO-SU

08 SEP 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Clarification to the DA Form 1687 signatory requirements.

1. References:

- A. Army Regulation 710-2 supply policy below the national level 28 March 2014.
- B. DA Pamphlet 710-2-1 unit supply manual procedures 31 December 1997.
- C. Financial Improvement and Audit Readiness (FIAR), March 2013

2. This memorandum provides clarifying guidance for the signature requirements when completing DA Form 1687. This message applies to all Army Commands, Army Service Component Commands and Direct Reporting Units.

3. Effective immediately, the DA form 1687 will require both hand written and digital signatures for the identified authorized representatives. This dual requirement is necessary to ensure total identification for personnel and units taking rights to Army equipment in support of the existence and completeness standards for audit readiness. This measure will be required until all property accountability supporting forms and tactical logistics systems are electronic signature capable.

4. Commanders are reminded that the DA Form 1687, assumption of command, and property book appointment memoranda will identify the property book by unit identification codes for both parent and derivative UICs.

5. This change will be incorporated into the new DA PAM 710-2-1 that is expected be published on or about FY 2015.

6. Point of contact for this message is: COL Charles Demery at charles.demery.mil@mail.mil or 703-692-9599 and CW5 Reginald Noel reginald.noel.mil@mail.mil or 703-692-9485.


Michael B. Cervone
Director of Supply

for the country