



**Department of Defense Education Activity
Material Management Manual**



DEPARTMENT OF DEFENSE DoDEA 4100.2-M, November 28, 2005
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

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FOREWORD

This Manual is issued under the authority of the Department of Defense Instruction 5000.64, "Defense Property Accountability," August 13, 2002. The Manual provides framework for Department of Defense property accountability policies, procedures, and practices. It assists Property Managers, Accounting and Financial Officers to understand their roles and responsibilities.

This Manual incorporates Public Laws, Federal Property Management Regulations, and consolidates the policies and procedures for the Department of Defense Education Activity (DoDEA) property management into a single document. It replaces the DoDEA Material Management Manual, August 28, 1997; DoDEA Pamphlets 97-L-002, "DoDEA Accountable Property Management Guide," December 1997; DoDEA Pamphlet 00-L-001, "Procedures to Account for Lost, Damaged, or Destroyed Government Property," January 2001; and DoDEA Pamphlet 98-L-001, "Property Accountability Program Administration Standard Operating Procedures," February 1998.

This Manual is effective immediately and is mandatory for use by all the Department of Defense Education (DoDEA) activities.

Send recommended changes and questions to this Manual to the following address:

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A handwritten signature in black ink that reads "Joseph D. Tafoya".

Joseph D. Tafoya
Director

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REFERENCES

- (a) DoD Instruction 5000.64, "Defense Property Accountability," August 2002
- (b) Federal Property and Administrative Services Act of 1949
- (c) Chief Financial Officers (CFO) Act of 1990
- (d) DoD 7000.14-R, "DoD Financial Management Regulation," Volume 4, Chapter 6
- (e) DoDEA AI 1320.1, "Reporting Change in School Structure," May 2000
- (f) DoD 4160.21-M, "Defense Material Disposition Manual," August 1997
- (g) DoD Memorandum, "Policy for Unique Identification (UID) of Tangible Items," July 2003
- (h) DoDEA AI 4160.1, "Disposal of Department of Defense Education Activity Memorabilia," May 2000
- (i) DoD 7000.14R, "Financial Management Regulation," Volume 12, Chapter 7, "Financial Liability for Government Property, Lost, Damaged, or Destroyed," April 1998
- (j) DoD AI 15, "Administrative Procedures and Records Disposition Schedules," August 1994

DL1. DEFINITIONS

DL1.1. Accessorial Costs. Expenses of packing, handling, and crating; transportation; port loading, and positioning.

DL1.2. Accountability. The obligation by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

DL1.3. Accountable Officer. An individual who maintains item records for government property, either in his or her possession for use or storage, or in the possession of others to whom it has been officially entrusted for use or for care and safekeeping, and who may incur "financial liability" for failure to exercise his or her obligation.

DL1.4. Accountable Property. See definition of nonexpendable item.

DL1.5. Acquisition Cost. Acquisition cost is defined as consisting of the amount, net of authorized discounts paid for the property, plus the transportation costs.

DL1.6. Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer.

DL1.7. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the appointing authority or designate an appointing authority in writing.

DL1.8. Automatic Information Technologies (AIT). The family of technologies that improves the accuracy, efficiency, and timeliness of material identification and data collection. AIT media and devices include, but are not limited to, linear and two-dimensional bar code symbols and their readers, magnetic stripe cards, integrated cards, optical memory cards, radio frequency identification, and magnetic storage devices.

DL1.9. Basis of Issue (BOI). Quantity of units recommended as the minimum requirement of an item.

DL1.10. Capitalize. To record and carry forward into one or more future periods expenditures above a certain threshold, the benefits from which will then be realized.

- DL1.11. Collusion. Collusion is a secret agreement, and cooperation for a fraudulent or deceitful purpose.
- DL1.12. Commercial Items. Items purchased from commercial sources (as opposed to being purchased from government inventories).
- DL1.13. Component Part. An individual item serving as an element in something larger.
- DL1.14. Concealed Damage or Shortage. Damage to or shortage in the contents of an original container or package detected after delivery. This damage or shortage is contrasted with visible damage or shortages in the number of packages involved, readily noticeable at the time of delivery.
- DL1.15. Condition Code. A code which identifies the physical state of material on hand (supply) or classified for disposal action.
- DL1.16. Controlled Inventory Items. Items with characteristics requiring special identification accounting or handling to ensure their safeguard. Classified items, sensitive items, and pilferable items such as cameras, computers, audiovisual equipment, and typewriters are controlled items.
- DL1.17. Custody. The physical possession of property.
- DL1.18. Customer. Any DoDEA entity authorized to order material.
- DL1.19. Description. A narrative describing the characteristics of an item.
- DL1.20. Discrepancies. The loss, gain, damage, or destruction of government property. Another form of discrepancy occurs when a disagreement exists between an accountable record balance and the result of a physical count or inventory.
- DL1.21. Disposal. The process of reutilizing, transferring, donating, or other ultimate disposition of personal property, scrap, or salvage under proper authority.
- DL1.22. Document Identifier Code (DIC). A three-position alpha code that identifies the type of transaction to be accomplished in an automated system.
- DL1.23. Document Number. For documents such as DD Form 200 reports, disposal turn-in documents, transfer documents, shipping documents, etc., a 14-digit number is generated by Defense Property Accountability System, derived from and recorded on the request number register.
- DL1.24. DoDAAC. Acronym for Department of Defense Activity Address Code. This is a six-position code used in all standard DoD systems for requisitioning, billing, shipping, etc. All DoDEA DoDAACs begin with the letters "HE" and are followed by a combination of four alphas (DDESS) or numbers (DoDDS) unique to each activity.

DL1.25. DoDEA Donation Official. Hand Receipt Holders who are authorized to accept or refuse property offered through donation to a DoDEA activity.

DL1.26. Donated Property. Any property (expendable, durable, or nonexpendable) received from a nongovernmental source. This includes property donated by parents, other individuals, organizations (commercial or charitable), and the Parent, Teacher, Student Association (PTSA).

DL1.27. Due-in quantity. The quantity of material that is due in from a vendor or other source of supply.

DL1.28. Durable Property. Durable property is non-consumable, non-accountable personal property required to support the mission of the activity as determined by the Hand Receipt Holder or upper management with a unit acquisition range of between \$500.00 and \$4,999.99. However, maintaining durable property records for textbooks, regardless of cost, is highly encouraged.

DL1.29. End Item. The final combination of end products, component parts, and/or materials that are capable of functioning independently.

DL1.30. End User. The activity or person with the right expectation to use the property.

DL1.31. Excess Personal Property. The quantity of an item that has completed screening and is not required for the needs of the activity.

DL1.32. Expendable Items. Items that are consumed in use or lose their identity in use and are not reusable once they have performed their intended function (e.g., pencils, paper, tablets, workbooks, notebooks, binders, and other similar items). For DoDEA purposes all items costing \$49.99 or less will be coded as expendable.

DL1.33. Fair Wear and Tear. Loss or impairment of appearance, effectiveness, worth, or utility of an item which has occurred solely through normal and customary use of the item for its intended purpose.

DL1.34. Fault or Negligence. The failure to do something which a responsible individual, guided by those normal considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent individual would not do which is the proximate cause of the loss of, damage to, or destruction of government property.

DL1.35. Financial Liability. The statutory obligation of an individual to reimburse the Government for loss, damage, or destruction of government property resulting from negligence or abuse.

DL1.36. Financial Liability Board. A group of individuals (consisting of two or more persons one of whom may be the claims officer) appointed by an activity supervisor (or installation commander) performing the functions of both the appointing authority (senior member of board)

and financial liability officer, for the specific purpose of conducting investigations on financial liability investigation reports resulting from catastrophic losses. The following are specific functions of a board, however, a board is not limited to these functions: (1) Make a preliminary review of all DD Forms 200 submitted to it to determine whether or not a financial liability officer is required, (2) Take the action of the financial liability officer on DD forms 200 when the preliminary investigation indicates this is necessary, (3) and act as a group of disinterested persons to inspect and witness the destruction or abandonment of unserviceable property.

DL1.37. Financial Liability Investigation. Means of determining the facts related to loss, damage, or destruction of government property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; or determining the responsibility for loss, gain, damage, or destruction of government property.

DL1.38. Financial Liability Investigation of Property Loss. An official report used to record the circumstances concerning the loss, damage, unserviceability or destruction of government property. Serves as, or supports, a voucher for dropping items from property records on which they are listed, also serves to determine the question of responsibility (financial or otherwise) for property lost, damaged, or destroyed.

DL1.39. Financial Liability Officer. An individual, appointed in writing by the appointing authority, to conduct an investigation to determine responsibility for loss, damage, or destruction of government property-normally a GS-7 or higher.

DL1.40. Fiscal Year (FY). The FY runs from October 1 through September 30.

DL1.41. Fraud. Fraud is the misrepresentation of truth to induce another to part with something of value or to surrender a legal right. It is also a deceitful act with intent to deprive another of his or her rights or to cause him or her injury.

DL1.42. Fund Code. A two-position alpha/numeric code used to identify the correct appropriation of funds. For DoDEA, the first position is "D" for O&M funds, and "V" for Procurement funds. The second position will always identify the last digit of the appropriate FY. This code is used in the Defense Property Accountability System (DPAS).

DL1.43. General Services Administration (GSA). The Federal agency charged with managing, through stockage and consolidated buying programs (such as the Federal Supply Schedules), many classes of supplies used in the operation of Federal agencies.

DL1.44. Government-wide Purchase Card (GPC). The purchase card is the charge card account established with the issuing bank that enables properly authorized government personnel to buy and pay for supplies and services in support of official government business.

DL1.45. Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent individual, all circumstances being considered, which is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequence of the act.

DL1.46. Hand Receipt. A signed document by which a Hand Receipt Holder acknowledges receipt and responsibility for property assigned to, purchased for, or transferred to his or her activity.

DL1.47. Hand Receipt Holder. An individual who is designated by the Accountable Officer to be responsible for the proper use, maintenance and protection of personal property (as opposed to real property) which is entrusted to his or her possession or which is charged to his or her custodial area and accounted for by hand receipt.

DL1.48. Hand Receipt Number (Major). Hand Receipt Account Number is the DoDAAC assigned to each organization within DoDEA.

DL1.49. International Merchant Purchase Authorization Card (IMPAC). A registered trademark provided by U.S. Bank to identify the Government VISA credit card. All purchase cards issued throughout DoD are referred to as Government-wide Purchase Cards.

DL1.50. Installed Personal Property. Those items of accessory equipment and furnishings, including materials for installation thereof, which are required for operation and affixed as a part of the building or facility and built-in furniture and window-type air conditioning units installed in such a manner that removal would require reconstruction of the realty. All property meeting this definition will not be accounted for in DPAS. These items belong on the real property inventory maintained by the military activity holding title to the facility.

DL1.51. Inventory. (1) Amount of property on hand at any given time, (2) any itemized list of such property, or (3) physical count of property on hand.

DL1.52. Inventory Adjustment Report. Changes made to the official accountability record when physical counts and official records do not agree. All such changes require specific approval and documentation to support the adjustment.

DL1.53. Investment Cost Items. Items that must be paid for from procurement appropriations such as:

DL1.53.1. Individual items of equipment with a unit cost meeting the current annual threshold set by Congress.

DL1.53.2. Equipment components that have to be connected in order to be fully operational as a package/system when the total package/system meets the threshold.

DL1.53.3. Items of such importance that they are subject to continuing, centralized item management and asset control throughout DoDEA and throughout their active life, from acquisition through use until wear-out and disposal.

DL1.54. Item Accountability Code (IAC). A one-digit alpha code required in DPAS which categorizes the DoDEA inventory into various management groupings (i.e., "N" for nonexpendable items).

DL1.55. Liability. The state of being responsible or answerable for the loss, gain, damage, or destruction of government property.

DL1.56. Management Control Number. A locally assigned 13-digit number used only when a National Stock Number has not been assigned or a Manufacturer Code/Part Number cannot be determined. All control numbers will begin with a four-digit Federal Supply Classification.

DL1.57. Manufacturer's Part Number. An identification number assigned to an item by its manufacturer.

DL1.58. Mission Use Code. A DoDEA unique one digit code that identifies how Pentium/Pentium-equivalent computers are used within DoDEA activities. The mission use codes are: "E" for educational use, "C" for corporate use, and "S" for servers.

DL1.59. National Stock Number (NSN). A 13-digit number assigned, for purposes of eliminating duplication within the Federal government, to an item of supply commonly used by one or more Federal agencies.

DL1.60. Negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances. An act or omission that a reasonably prudent person would not have committed or omitted under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of government property. Failure to comply with existing laws, regulations, or procedures may be considered as evidence of negligence.

DL1.61. Nomenclature. The basic noun designation by which an item is commonly known, followed by a complete description for positive identification.

DL1.62. Nonexpendable. Items which are not consumed in use, which retain their original identity during their useful life (normally 2 years or longer), are reusable for the same function, and have a unit cost of \$5,000 or more. In addition all desktop/notebook computers, vehicles (leased or owned), all leased property, STU-III telephones, Secret Internet Protocol Router Network (SIPRNET) hardware, and ROTC and sport weapons require formal accountability regardless of cost.

DL1.63. Personal Property. Property of any kind except real property and records of the Federal Government.

DL1.64. Physical Inventories. The verification of existence, location, and quantity of property items.

DL1.65. Pilferable Item. Material having a ready resale value or civilian application as a personal possession and, therefore, especially subject to theft. (Pilferability is determined by the Accountable Officer based on the item and its location.)

DL1.66. Preventive Maintenance. The process of providing the amount of care necessary to obtain the highest quality product and the most useful life of government property. Preventive maintenance includes, but is not limited to, operator cleaning, replacement of consumable portions/parts of the equipment, care in handling, and operational checks prior to actual use.

DL1.67. Probable Cause. Reasonable grounds for belief.

DL1.68. Property. Real property consists of land, building structures, and installed equipment under the jurisdiction of the supporting installation commander.

DL1.69. Property Account. Any account maintained by the Accountable Officer who records public personal property either as individual items or summaries of items, and which is not reflected in the general ledger account.

DL1.70. Property Adjustment. An action taken to align the recorded balance with the actual inventory balances on hand, and to correct stock numbers, part numbers, model, nomenclature, serial numbers or barcodes in accordance with regulatory procedures.

DL1.71. Property Adjustment Document. A document such as an inventory adjustment report, DD Form 200, statement of charges/cash collection voucher, or transfer document used to make property adjustments.

DL1.72. Property Custodian. An individual under the supervision of the Hand Receipt Holder who handles the administrative details of the account.

DL1.73. Property Holder. A person entrusted with the possession of or supervision over, government property.

DL1.74. Property Records. A listing and supporting documents maintained by the Accountable Officer to account for nonexpendable property issued to hand receipt holders.

DL1.75. Property Responsibility. Responsibility stems from the fact that a person has an obligation to take care of certain property entrusted to him or her. It rises from possession of property or from the obligation of command or supervision of others who have possession.

DL1.76. Proximate Cause. The cause which, in a natural and continuous sequence of events unbroken by a new cause, produced the loss or damage. Without this cause the loss, gain, or damage would not have occurred. It is further defined as the primary moving cause, or the

predominate cause, from which the loss, gain, or damage followed as a natural, direct, and immediate consequence.

DL1.77. Reconciliation of Hand Receipt Account. Actions taken to verify that additions, deletions, and changes to a property hand receipt listing are supported by appropriate documentation in the records of the Accountable Officer.

DL1.78. Responsibility. An obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

DL1.79. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or under his or her supervision.

DL1.80. Responsible Person. An individual issued government property on the basis of a property receipt. Synonymous with property holder.

DL1.81. Statement of Charges/Cash Collection Voucher - DD Form 362. A form on which lost, damaged, or destroyed government property is listed. (A person uses the form to certify that he or she admits financial liability for the loss to the government. Also it is an authorization by the person charged with the loss to have the payroll certifying officer or disbursing officer recover the debt by a payroll deduction or to collect the value of the property from the individual in cash.) This document is one basis for adjusting the current balance of inventory on hand.

DL1.82. Sub-Hand Receipt Holder. An individual who is assigned personal property in the performance of their work duty and has signed the sub-hand receipt document accepting responsibility for the care and proper use of the item(s).

DL1.83. Willful Misconduct. Intentional damage, destruction, misappropriation, or loss of government property.

ABBREVIATIONS AND/OR ACRONYMSA

AA	Accountable Activity
AAR	Administrative Adjustment Report
ACOD	Actual Cost of Damage
AL	Administrative Logistics
ALMSA	Automated Logistics Management Systems Activity
AO	Accountable Officer
APO	Accountable Property Officer
ASDA	Accountable Supply Distribution Activity

B

BBP	Break Bulk Point
BL	Bill of Lading and Basic Load
BOI	Basis of Issue

C

CAGE	Contractor and Government Entity
CCA	Central Collection Agency
CCP	Consolidation/Containerization Point
CO	Contracting Officer
COR	Contracting Officer's Representative
CSO	Community Superintendents Office

D

DA	Department of the Army
DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DCF	Document Control File
DCSLOG	Deputy Chief of Staff for Logistics
DDESS	Domestic Dependent Elementary and Secondary Schools
DDM	Defense Disposal Manual
DDN	Defense Data Network
DEMIL	Demilitarization
DFAS	Defense Finance and Accounting Service
DIC	Document Identifier Code
DLA	Defense Logistics Agency
DLSC	Defense Logistics Service Center
DMPRL	Defense Master Priority Requirements List
DOD	Department of Defense
DODDS	Department of Defense Dependent Schools

ABBREVIATIONS AND/OR ACRONYMS

DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DPAS	Defense Property Accountability System
DRD	Disposal Release Denials
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSC	Defense Supply Center
DSN	Defense Switched Network
DSO	District Superintendent Office
DSR	Document Status Report
DTS	Defense Transportation System
DTTS	Defense Transportation Tracking System
DVD	Direct Vendor Delivery
DX	Direct Exchange
<u>E</u>	
EA	Each
EAD	Earliest Arrival Date & Estimated Availability Date
EDD	Estimated Delivery Date
ESIL	Essential Support Items List
ETD	Effective Transfer Date
EX	Expendable
<u>F</u>	
FAO	Finance and Accounting Office
FAR	Federal Acquisition Regulation
FEDLOG	Federal Logistics File
FED-STD	Federal Standard
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FF	Freight Forwarder
FLO	Financial Liability Officer
FOI	Found on Installation
FSC	Federal Supply Classification
FSG	Federal Supply Group
FY	Fiscal Year
FSG	Federal Supply Group
<u>G</u>	
GAO	Government Accounting Office
GBL	Government Bill of Lading
GPC	Government Purchase Card

ABBREVIATIONS AND/OR ACRONYMS

GPS Global Positioning System
 GSA General Services Administration

H
 HR Hand Receipt
 HRA Hand Receipt Account
 HRH Hand Receipt Holder

I
 IAR Inventory Adjustment Report
 IG Inspector General
 IM Item Manager
 ISS Interservice Supply Support

J

K
 KM Kilometer

L
 LIN Line Item Number
 LO/LS CD Loan/Lease Code

M
 MAINT Maintenance
 MFR Manufacturer
 MCN Management Control Noun
 MCP Maintenance Collection Point
 MFR Memorandum for Record
 MRA Maximum Repair Allocation
 MU Mission Use

N
 N Nonexpendable
 NAF Nonappropriated Fund
 NGO Non-Governmental Organization
 NICP National Inventory Control Point
 NLT No later than
 NOMEN Nomenclature
 NSN National Stock Number

ABBREVIATIONS AND/OR ACRONYMSO

OCE	Organizational Clothing and Equipment
OCONUS	Outside Continental United States
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety Health Agency

P

PA	Procurement Appropriation
PAM	Pamphlet
PBO	Property Book Officer
PCS	Permanent Change of Station
PD	Priority Designator
PDCD	Portable Data Collection Device
PDO	Property Disposal Office
PHRH	Primary Hand Receipt Holder
PM	Project Manager
PN	Part Number
POC	Point of Contact
POD	Point of Debarkation
POE	Point of Embarkation
POV	Privately Owned Vehicle
PP&E	Property, Plant and Equipment

Q

Qty	Quantity
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R

RAD	Required Availability Dated
RCV	Receive
RDD	Required Delivery Date
RP	Release Point
RP	Real Property
RPD	Required Pick-up Date
RQST	Request
ROS	Report of Survey

S

S&S	Supply and Services
SCC	Supply Condition Code
SDD	Standard Delivery Date

ABBREVIATIONS AND/OR ACRONYMS

SER Serial Number
SF Standard Form
SKO Sets, Kits, and Outfits
SN Serial Number
SOP Standard Operating Procedure
SOS Source of Supply
SP Storage Point
SUP Supply

T
TAACOM Theater Army Area Command
TAC Type of Address Code & Transportation Account Code
TAG The Adjutant General
TC Transaction Code
TCC Transportation Control Center
TCN Transportation Control Number
TDY Temporary Duty
TMO Transportation Movement Officer
TP Total Package

U
UI Unit of Issue
UIC Unit Identification Code
UID Unique Identification Designator

V

W
WAWF Wide Area Work Flow

X

Y

Z

C1. CHAPTER 1

ORDERING SUPPLIES AND MATERIAL

This chapter is reserved for policies and procedures applicable with the future implementation of supply chain data management and integration.

C2. CHAPTER 2

PROPERTY ACCOUNTABILITY

C2.1. AUTHORITY. The Department of Defense Instruction 5000.64, "Defense Property Accountability," August 2002 (reference (a)) implements the broad requirements of the Federal Property and Administrative Services Act of 1949, as amended (Act of 30 June 1949, 63 Stat. 372), and the Chief Financial Officers (CFO) Act of 1990 (references (b) and (c), respectively), into a property accountability policy for the Department of Defense Activities. The Instruction complements accounting and financial reporting requirements contained in the DoD 7000.14.R (reference (d)). References (b) and (c) require Executive Agencies to:

C2.1.1. Maintain adequate inventory controls and accountability systems for property under their control.

C2.1.2. Continuously survey property under their control to determine excess property and promptly report to the authorized property manager.

C2.2. PURPOSE. Property management consists of those functions of the government, which deal with the acquisition, control, protection, and disposition of government property. This Manual establishes DoDEA procedural guidance regarding the control and protection of personal property with the exception of real property. It also prescribes property responsibilities of individuals, criteria for appointing Accountable Officers, Hand Receipt Holders, Sub-Hand Receipt Holders, and Property Custodians; maintenance of accurate, auditable records; proper care, use, and physical protection of personal property in use or in storage; and the exercise of proper supply discipline.

C2.3. SCOPE. The responsibility for the effective management of personal property extends to all the DoDEA personnel. Effective management is exercised through the appointment of Accountable Officers, Hand Receipt Holders, Sub-Hand Receipt Holders, and Property Custodians who, jointly, carry out the responsibilities established in this Manual. Responsibility may include financial liability for loss, damage, or destruction of property resulting from negligence, willful misconduct, or deliberate unauthorized use.

C2.4. OVERVIEW. Presently, there is no system interface to ensure that values recorded and maintained in the property accountability records are compared to and reconciled with official accounting records. The information provided in this Manual primarily addresses accountable property policies and procedures. Throughout this Manual, the term accountable property and nonexpendable property will be used interchangeably.

C2.5. DEFINITIONS. Four categories of Property, Plant, & Equipment (PP&E) have been defined for accounting and reporting purposes. The four categories are:

C2.5.1 General is defined as tangible assets with an estimated useful life of 2-years or more and are not intended for sale in the ordinary course of operations. General PP&E is divided into two sub-categories: real property, (i.e., land, buildings, and structures) and personal property.

C2.5.2. National Defense are components of weapons systems and support PP&E used by Military Departments in the performance of military missions and vessels held in a preservation status by the Maritime Administration National Defense Reserve Fleet.

C2.5.3. Heritage Assets are unique for one or more of the following reasons: historical, natural importance, cultural, educational or artistic/architectural significant.

C2.5.4. Stewardship Land is government-owned land and land rights that were previously public domain, donated to the government, or otherwise not acquired by purchase.

C2.6. CAPITAL ASSETS.

C2.6.1. All General PP&E assets acquired by DoDEA must be properly accounted for and recognized for accounting and reporting purposes. Recognition requires use of the proper accounting treatment (expense or capitalization and depreciation). This requirement is essential for capitalized assets. All personal property records for DoDEA capitalized assets will be maintained in the Defense Property Accountability System (DPAS). Capitalized assets include all assets developed, manufactured, transferred, or acquired by DoDEA activities including computer software, purchased or developed which must be capitalized and reported in the financial records when all of the following criteria are met:

C2.6.1.1. Asset's estimated useful life is equal to or greater than 2-years.

C2.6.1.2. Asset is not intended for sale in the ordinary course of operations.

C2.6.1.3. Asset is acquired or constructed with the intentions of being used or being available for use by entity.

C2.6.1.4. Asset has an initial acquisition cost, book value, or when applicable, an estimated fair market value (current market value), that equals or exceeds the DoD capitalization threshold. The current DoD capitalization threshold is \$100,000.

C2.6.2. Types of Capital Investments.

C2.6.2.1. The four types of Capital Investment that may support DoDEA business operations are:

C2.6.2.1.1. Minor Construction (Not Maintenance and Repair) includes work with cost necessary to construct or improve a building, structure, or other real property asset. Cost capitalized as minor construction projects are those, which meet or exceed the capitalization criteria but do not exceed the MILCON funding level of \$500,000.

C2.6.2.1.2. Capital Automated Data Processing Equipment (ADPE) include an interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Computers and other systems are applicable on the basis of cost of a complete system rather than on a unit cost.

C2.6.2.1.3. Other ADPE assets that are not capital in nature are defined as ADPE.

C2.6.2.1.4. Software includes systems programs, application programs, commercial off-the shelf software, in-house developed software programs developed for the general benefit of DoDEA, and software documentation.

NOTE: If the capital threshold is not met, the cost of the asset is expensed for accounting and financial reporting purposes.

C2.7. RESPONSIBILITIES FOR PROPERTY MANAGEMENT.

C2.7.1. Senior Managers' Responsibilities. The Director, DoDEA, and Area Directors are charged with the overall management responsibility for government personal property used by DoDEA personnel or contractor personnel assigned to DoDEA. It includes both Government-furnished property and contractor-acquired property. The Director, DoDEA, together with the Area Directors shall implement and enforce the policies and procedures established by this manual. Additionally, the Directors may be held financially liable for loss, damage, or destruction of government property within DoDEA. The Directors will:

C2.7.1.1. Appoint qualified Accountable Officers to manage the Property Accountability Program for their jurisdictions, including material stored at Area and District locations, in accordance with recognized material management practices. The Accountable Officer for each Area shall be the senior supply management officer at the Service Center and or Area Offices. The Accountable Officer for DoDEA Headquarters shall be the senior supply operations officer assigned to the Logistics Division. The Area Accountable Officers will be appointed by the Area Directors and the Accountable Officer for DoDEA Headquarters by the Director, DoDEA. The Accountable Officer will be assigned to the Logistics Division within their Area of responsibility and will report directly to the Logistics Division Chief.

C2.7.1.2. Ensure that all personnel entrusted with government property are formally advised of their responsibility for its proper care, stewardship, and that allocated property is used only for authorized purposes.

C2.7.1.3. Provide adequate storage and protection for property resources.

C2.7.1.4. Ensure the immediate appointment of and transfer of property responsibility to qualified successors when an Accountable Officer's absence is anticipated to exceed 30 days.

C2.7.1.5. Promptly initiate appropriate disciplinary action when there is evidence that individuals are not adequately performing their property management responsibilities.

C2.7.1.6. Ensure that organizations and individuals receive proper clearance of property accounts and receipts before closure/merger of schools. Ensure that individuals receive proper clearance before permanent change of station departure.

C2.7.1.7. Notify the Accountable Officers when District Superintendents, principals, or Hand Receipt Holders are scheduled to transfer and when schools will be opened, closed, split, or combined.

C2.7.1.8. Ensure that internal procedures are established to properly clear property accounts before responsible personnel depart for permanent change of station (PCS).

C2.7.1.9. Receive and process accordingly all Financial Liability Investigation of Property Loss Reports (DD Form 200) (see Appendix 1) for which they are authorized to take action and forward to the next higher echelon for approval, any Financial Liability Investigation of Property Loss Reports, for which they are prohibited from taking final action.

C2.7.1.10. Be responsible for all property acquired, leased, or otherwise obtained, throughout an item's life-cycle from acquisition and receipt, through accountability and custody, until formally relieved of accountability by authorized means, including disposition, or via a completed evaluation and investigation for lost, damaged, or destroyed property.

C2.7.1.11. Inform, in writing, all personnel within their directorate of the property responsibilities including the requirement to secure pilferable property when not in use.

C2.7.1.12. Include in the performance plans of personnel with government property responsibilities the appropriate standards, critical elements, and performance standards.

C2.7.1.13. Establish internal procedures to facilitate the acceptance or rejection of any gift and donated personal property item offered from an outside source.

C2.7.2. Accountable Officers' Responsibilities. Accountable Officers will:

C2.7.2.1. Establish and maintain the records of property accountability systems, to include complete trails of transactions, suitable for audit. Implement the policies and procedures established by this instruction. Direct the property accountability program for their assigned Accountable Area. Responsibility for program administration may be delegated to an appointed subordinate as the Property Book Officer.

C2.7.2.2. Ensure Hand Receipt Holders are appointed by official memorandum and provide training to/through the district offices for all Hand Receipt Holders, as necessary, for each activity maintaining property. Administrative officers or Division Chiefs, District Superintendents or their business managers (or equivalents), and school principals or assistant principals will serve as the Hand Receipt Holders at their respective activities. These individuals may not reject their respective appointments. The Accountable Officer or anyone who works directly for the Accountable Officer cannot be a Hand Receipt Holder or a Property Custodian. The Hand Receipt Holder must be assigned to the activity on a full-time, year-round basis. Exception: For schools with a public law principal or assistant principal, either may serve as the Hand Receipt Holder. However, special precautions should be taken at the end of the school year to secure all accountable property over the summer break and restrict access to it.

C2.7.2.3. Emphasize timely and accurate recording of documents causing changes in inventory balances.

C2.7.2.4. Direct Hand Receipt Holders to conduct the physical inventories annually and/or upon change of Hand Receipt Holder. Monitor such physical inventories.

C2.7.2.5. Provide to the appropriate Defense Reutilization and Marketing Office (DRMO), and keep current a list of DoDEA personnel authorized to withdraw property from the DRMO. Each list will include the name and identification card number of each authorized individual. The lists will be forwarded under cover of a letter identifying the Accountable Officer, the organization, its Department of Defense Activity Address Code (DoDAAC) and mailing address. Accordingly, issue a DA 1687, "Notice of Delegation of Authority Receipt for Supplies" (see Appendix 16) to each authorized individual.

C2.7.2.6. Promptly provide disposition instructions for repair, transfer, and disposal of unserviceable, repairable, or excess Government-owned property.

C2.7.2.7. Ensure accuracy of accountable records by directing Hand Receipt Holders to conduct periodic inventories as required.

C2.7.2.8. Notify the Hand Receipt Holders when DD Form 200, "Financial Liability Investigation of Property Loss," action is required to account for shortages discovered during inventory.

C2.7.2.9. Ensure the immediate appointment of and transfer of property responsibility to qualified successors or caretaker, when any Hand Receipt Holder's absence is anticipated to exceed 60 days.

C2.7.2.10. Participate in the annual quality assurance review of his/her account by the DoDEA Logistics Division staff and resolve findings and recommendations through corrective actions.

C2.7.2.11. Comply with DoDEA established quality assurance program to ensure:

C2.7.2.11.1. The bi-annual reviews of each hand receipt account are accomplished by his or her staff.

C2.7.2.11.2. The report for each review stating the findings and recommendations is provided to the District Superintendent, Area Office, and Headquarters Logistics Chief.

C2.7.2.11.3. A documented follow-up program to monitor the Hand Receipt Holder's compliance in correcting weaknesses is established.

C2.7.3. Hand Receipt Holder's Responsibilities. Hand Receipt Holders will:

C2.7.3.1. Formally acknowledge their appointment to the Accountable Officer and appoint a Property Custodian for their activity. At the school level, the (primary) school support assistant may be the Property Custodian. When a school does not have a school support assistant, someone on the administrative staff will perform the Property Custodian duties. The Property Custodian must be assigned to the activity on at least a part-time basis year-round. Public law employees who work only 10 months per year will not be appointed to the Property Custodian function. In District and Area Offices, any member of the staff, clerical or professional, may be appointed as the Property Custodian, with the exception of Area Offices' Accountable Officer staff with access to property records.

C2.7.3.2. Supervise the appointed Property Custodian.

C2.7.3.3. Establish procedures to ensure that all accountable/nonexpendable property is issued to Government employees, Government contractors, and/or authorized recipients on a sub-hand receipt, is inventoried annually, and is returned to the control of the Property Custodian at the end of the school year. These individuals may be required to compensate the U.S. Government for government property lost, damaged, or destroyed in accordance with the procedures in this manual. The signing of the sub-hand receipt document does not relieve the Hand Receipt Holder of direct responsibility for personal property. The signing of the sub-hand receipt acknowledges acceptance of the property and the responsibility to provide care and safeguarding of the assigned property.

C2.7.3.4. Exercise supervisory responsibility for property issued to their activity. Annually provide to the Accountable Officers the names of those employees authorized to screen and process requests for withdrawal of Defense Reutilization and Marketing Office (DRMO) excess personal property.

C2.7.3.5. Ensure that all nonexpendable property provided to personnel for official use is issued on a sub-hand receipt report.

C2.7.3.6. Be responsible for property found on site.

C2.7.3.7. Comply with all procedures relating to the handling, prompt, and accurate documenting of property in their charge.

C2.7.3.8. Promptly report to the Accountable Officers any losses or other irregularities relating to property in their charge.

C2.7.3.9. Initiate actions prescribed herein to reconcile and correct the hand receipt.

C2.7.3.10. Ensure that all source documentation relative to their account is forwarded to the Accountable Officers/Property Book Officers expeditiously in order for the hand receipt accounts to be updated. When a Property Custodian transfers or there is a change in Property Custodian designation, ensure that all source documentation continues to be forwarded to their Accountable Officers.

C2.7.3.11. Ensure that property is kept in a usable condition through preventive maintenance actions and is repaired when needed.

C2.7.3.12. Ensure property returned from repair is clean and complete before acceptance. If not, take appropriate action to adjust the account in accordance with this chapter.

C2.7.3.13. Ensure that their Accountable Officers/Property Book Officers are notified of property replacements in accordance with (IAW) the warranty agreement.

C2.7.3.14. Request disposition instructions for all serviceable/unserviceable accountable property no longer required.

C2.7.3.15. Ensure all documentation affecting property records are signed and dated by the Hand Receipt Holders or Property Custodians prior to sending it to their Accountable Officers/Property Book Officers.

C2.7.3.16. Provide physical security for property in use and in storage. Secure incoming property pending receipt processing and awaiting placement in classrooms, laboratories, offices, and administrative areas.

C2.7.3.17. Notify Accountable Officers/Property Book Officers of all requests for gifts and property donations to DoDEA activities.

C2.7.3.18. Ensure that Information Technology personnel assigned to support their activity provide the required Mission Use information to the Property Custodian for all Pentium and Pentium-equivalent computers assigned to the hand receipt account. The Property Custodian will forward this information to the Accountable Officer/Property Book Officer to add to the DPAS record. The Mission Use Code is a mandatory data management identity for all DoDEA owned/leased Pentium/Pentium-equivalent computers.

C2.7.4. Property Custodian Responsibilities. Administer the supply and property programs IAW the provisions of this manual and/or as directed by the Hand Receipt Holders.

C2.7.5. Users of Government Property.

C2.7.5.1. Are responsible for the proper use and safeguarding of government property. Accountable property cannot be moved from room to room, and/or leave the school causing an undue amount of reported losses. Authorization to move accountable property from its assigned sub-location/Sub-Hand Receipt Holder shall be received from either the Property Custodian or Hand Receipt Holder before the property is moved.

C2.7.5.2. Shall exercise reasonable care in safeguarding all property assigned, normally located in the employee's immediate work area, or used exclusively by an employee when located outside the immediate work area.

C2.7.5.3. Shall report to the first line supervisor immediately upon discovery of all non-operational and property losses for which the user has a responsibility to safeguard. When the immediate supervisor is not available, the employee will follow his/her supervisory chain and report the loss to the first available supervisor. Reporting loss, damage or destruction should be done in writing.

C2.8. GENERAL INFORMATION.

C2.8.1. Nonexpendable/accountable personal property requires formal accountability throughout the life of the item. Nonexpendable property records shall be established and maintained at the Accountable Officer level using DPAS from receipt and acceptance to final disposition and IAW procedures prescribed in this chapter. The DPAS is the only authorized property management system for the management of DoDEA accountable property records.

C2.8.2. The DPAS is a DoD owned and operated property management data system. All property records established in DPAS begin with the creation of an item catalog record. The Headquarters Logistics Division has sole responsibility to establish and maintain the DPAS catalog. Area Accountable Officers shall submit requests for DPAS catalog updates to the Headquarters Logistics Division via the DoDEA DPAS Catalog Form (see Appendix 2).

C2.8.3. DoDEA activities will formally account for nonexpendable personal property with a unit acquisition cost of \$5,000.00 or greater. In addition, the following assets will require formal accountability regardless of cost:

C2.8.3.1. Desktop/notebook computers (See Note)

C2.8.3.2. Vehicles (Leased and/or owned)

C2.8.3.3. All leased property

C2.8.3.4. STU-III telephones

C2.8.3.5. Secret Internet Protocol Router Network (SIPRNET) hardware

C2.8.3.6. ROTC and sport weapons

NOTE: Formal accountability is required for computers assembled or constructed when either the assembled computer is connected to the DoDEA local area network (LAN) or a DoDEA-owned/licensed operating system is installed. All assembled/constructed computers will use the manufacturer name of "Special Government Design." The acquisition date will be the date computer was bar-coded and the serial number will be same as the barcode number assigned. The responsible Government employee/contractor overseeing the construction of the computer is responsible to immediately notify the activity's Property Custodian when either of the above criteria is met. The Property Custodian is responsible to barcode the asset and forward required property information and documentation to the Accountable Officer/Property Book Officer for addition to DPAS. Required source document shall be maintained in the property files.

C2.8.4. Marking of Personally Owned Property. Personally owned property brought into a DoDEA activity must be tagged or otherwise marked with the statement, "Owned By (insert owner's name)." Personally owned property which is not readily identifiable as such may inadvertently be picked up on DoDEA property records and, should this happen, it would be necessary for the owner to prove ownership for it to be dropped from accountability as government property.

C2.9. ACCOUNTABLE OFFICERS, HAND RECEIPT HOLDERS, PROPERTY CUSTODIANS, AND SUB-HAND RECEIPT HOLDERS.

C2.9.1. Accountable Officers.

C2.9.1.1. The appointment will be conveyed to the Accountable Officer under cover of a "Designation of Accountable Officer" Memorandum (see figure C2.F1.) signed by the Director, DoDEA for headquarters and the respective Area Directors.

C2.9.1.2. The newly appointed Accountable Officer will complete and forward a statement to the appointing official accepting responsibility (see figure C2.F2.).

C2.9.2. Designation of Hand Receipt Holders.

C2.9.2.1. Each Accountable Officer will ensure that each hand receipt account has a Hand Receipt Holder, or will have one appointed, for each account in his or her jurisdiction. The Hand Receipt Holder will be appointed by means of a "Designation of Hand Receipt Holder" memorandum (see figure C2.F3.). The Hand Receipt Holder is the responsible officer for the property in their account. The Hand Receipt Holder will be either the administrative officer or the respective directorate/division chief, at organizations above the school level, with the exception of the Logistics Division. In the Logistics Divisions, the Hand Receipt Holder shall be

an employee grade GS-11 or above. The Hand Receipt Holder at schools will be the principal or assistant principal.

C2.9.2.2. The Hand Receipt Holder will acknowledge responsibility by completing and forwarding to the Accountable Officer the "Hand Receipt Holder's Statement" (see figure C2.F4.).

C2.9.3. Designation of Property Custodian. The Hand Receipt Holder at a school will appoint a staff member or school support assistant as the Property Custodian. At organizations above the school level, the Hand Receipt Holder shall appoint a staff member as the Property Custodian. For small accounts, the Hand Receipt Holder may perform the duties/responsibilities of the Property Custodian. The Property Custodian will perform the administrative function, which is, preparing all required documentation for property in the account and controlling property in the supply room(s) or in their custody.

C2.9.4. Transfer of Property Responsibility.

C2.9.4.1. Change/Transfer of Accountable Officer. Upon change or transfer of the Accountable Officer, the appointing official will:

C2.9.4.1.1. Appoint a qualified Accountable Officer to manage the property accountability program for their responsible Area.

C2.9.4.1.2. Appoint a caretaker Accountable Officer, if the appointed Accountable Officer is expected to be absent 30 days or longer, or departs the Area permanently prior to the arrival of the incoming Accountable Officer reporting for duty.

C2.9.4.1.3. Ensure that:

C2.9.4.1.3.1. A records reconciliation is conducted IAW guidance provided in this manual. The accountable records shall be reconciled to the satisfaction of the incoming or caretaker Accountable Officer.

NOTE: The caretaker Accountable Officer will be responsible for transferring and jointly conducting the record reconciliation with the incoming Accountable Officer to the latter's satisfaction.

C2.9.4.1.3.2. DD Form 200, "Financial Liability Investigation of Property Loss" investigation is conducted for lost, damaged, or destroyed property. Collection is made from the responsible individual if financial liability is established.

C2.9.4.1.3.3. Relieving memorandum is issued to the outgoing Accountable Officer.

NOTE: Reconfirmation of Hand Receipt Holder appointments is not required upon change of Accountable Officer.

C2.9.4.2. Change/Transfer of Hand Receipt Holder. Upon change or transfer of the Hand Receipt Holder, the Accountable Officer will:

C2.9.4.2.1. Appoint a Hand Receipt Holder by official memorandum and provide training as necessary.

C2.9.4.2.2. Ensure that a caretaker Hand Receipt Holder is appointed, if the Hand Receipt Holder is expected to be absent 60 days or longer, or is transferring or resigning his or her duties before a new Hand Receipt Holder is appointed.

C2.9.4.2.3. Ensure that a joint physical inventory is conducted and that the hand receipt is reconciled with the incoming or caretaker Hand Receipt Holder.

C2.9.4.2.4. Ensure that, at the time the caretaker Hand Receipt Holder is appointed, he or she and the Property Custodian conduct a special inventory unless a joint inventory was conducted with the departing Hand Receipt Holder.

NOTE: The caretaker/Hand Receipt Holder will be responsible for jointly conducting a physical inventory with the incoming Hand Receipt Holder and reconciling the hand receipt with the Accountable Officer prior to transferring responsibility.

C2.9.4.3. Change/Transfer of the Property Custodian. When a Property Custodian transfers or there is a change in Property Custodian designation, the Hand Receipt Holder and another individual to be designated by the Hand Receipt Holder on a one-time basis, will ensure that all documentation relative to the account is up-to-date, that all property book documentation has been checked against the account and forwarded to the Accountable Officer/Property Book Officer, and that the property under the Property Custodian's care has been inventoried.

Figure C2.F1. DESIGNATION OF ACCOUNTABLE OFFICER

(LETTERHEAD)

(Date)

MEMORANDUM FOR _____

SUBJECT: Designation of Accountable Officer

Under the provision of the delegation of authority provided to the undersigned by the Director, Department of Defense, you _____, are hereby designated as Accountable Officer for the (fill in name of Accountable Area). This designation is effective (date). The Accountable Area included in this assignment covers all organizational elements assigned to the jurisdiction during your tenure.

You will cause to execute with the employee whom you are relieving of this designation, (name of employee), a joint records reconciliation of the accountable records which are currently assigned to the (name of Accountable Area). This inventory is to be accomplished not later than (30 days from effective date). On that date, you will assume Accountable Officer responsibility for all personal property assigned to your designated Accountable Area in accordance with the provisions of the DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual." You will retain this responsibility until properly relieved in writing by the undersigned or other proper authority.

You should retain the original copy of this memorandum. One copy is being provided to DoDEA, and one copy is being retained in the official files.

(Name)
(Title)

cc:
Director, DoDEA
Chief, Logistics Div., DoDEA

Figure C2.F2. ACCOUNTABLE OFFICER'S STATEMENT

(LETTERHEAD)	
	(Date)
MEMORANDUM FOR (Title of Appointing Official and Name of Organization)	
SUBJECT: Accountable Officer's Statement	
<p>I certify that I have, jointly with (*the employee I am relieving), taken an inventory, or to my satisfaction have otherwise verified the accountable records of the property for which I am assuming accountable responsibility. I understand and accept the responsibilities of the Accountable Officer as stated in DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual." Upon transfer of my responsibilities to a successor, I will conduct a records reconciliation or otherwise verify the accountable record to the satisfaction of my successor and will, in the manner prescribed, adjust such differences as may be discovered.</p>	
	(Name)
	(Title)
cc: Director, DoDEA Chief, Logistics Div., DoDEA	
*fill in the name of the relieved Accountable Officer	

Figure C2.F3. DESIGNATION OF HAND RECEIPT HOLDER

(LETTERHEAD)

(Date)

MEMORANDUM FOR (Hand Receipt Holder's Name)
(Title)

SUBJECT: Designation of Hand Receipt Holder

By the authority vested in me as the Accountable Officer for (fill in name of accountable area), I appoint you, (name of employee), as the Hand Receipt Holder (or caretaker Hand Receipt Holder) for account (*). This designation is effective on (date). The Area of responsibility includes (list the appropriate Area, such as the Area Service Center, the District Office, or a school, etc.). You will cause to execute with (** name of outgoing or caretaker HAND RECEIPT HOLDER), whom you are relieving of this designation, a joint inventory of personal property which is currently assigned to account number (*). This inventory is to be accomplished not later than 30 days from the effective date or prior to the departure of the former Hand Receipt Holder. On that date, you will assume custody for all personal property assigned to the designated custody area in accordance with the provisions of the DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual." You will retain this responsibility until properly relieved in writing by the undersigned or other proper authority.

You should retain the original copy of this memorandum with the property records for your account. One copy is being retained in the official files.

(Name)
(Title)

* fill in the DoDAAC
** the name of the current Hand Receipt Holder

Figure C2.F4. HAND RECEIPT HOLDER’S STATEMENT

(LETTERHEAD)

(Date)

MEMORANDUM FOR (Accountable Officer, (fill in name of Accountable Area))

SUBJECT: Hand Receipt Holder's Statement (or Caretaker Hand Receipt Holder's Statement)

By authority of (indicate appointing memorandum and date), I hereby assume custody for the property in the quantity shown on the hand receipt for hand receipt account number (*), reconciled on (date).

I certify that I have, jointly with (** the employee whom I am relieving), taken an inventory and verified the hand receipt for which I am assuming responsibility. I understand and accept the responsibilities of the (caretaker) Hand Receipt Holder as stated in DoDEA 4100.2-M, "Department of Defense Education activity Material Management Manual." Upon transfer of my responsibilities to a successor, I will take a joint inventory and together with the Accountable Officer will, in the manner prescribed, adjust such differences as may be discovered. (My appointed Property Custodian) or (The current Property Custodian) is (name of Property Custodian).

(Name)
(Title)

*fill in the DoDAAC
**fill in the name of the relieved Hand Receipt Holder

Figure C2.F5. RELIEVING MEMORANDUM FOR ACCOUNTABLE OFFICER

(LETTERHEAD)	
	(Date)
MEMORANDUM FOR (*Accountable Officer, Accountable Area)	
SUBJECT: Relief from Accountability	
<p>You are hereby relieved of your responsibility as the Accountable Officer for this Accountable Area effective on (enter date), in accordance with DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual." A records reconciliation has been completed within the specified 30 days and the incoming or caretaker Accountable Officer is satisfied with the reconciliation.</p>	
	(Name) (Title)
*Insert appropriate name	

Figure C2.F6. RELIEVING MEMORANDUM FOR HAND RECEIPT HOLDER

(LETTERHEAD)

(Date)

MEMORANDUM FOR (*HAND RECEIPT HOLDER, Accountable Area)

SUBJECT: Relief from Responsibility

You are hereby relieved of your responsibility as the Hand Receipt Holder for (HE _____) effective on (enter date), in accordance with DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual."

(Name)
(Title)

*Insert appropriate name

C2.10. HAND RECEIPT ACCOUNTS.

C2.10.1. The frequency with which DoDEA opens, closes, combines, and splits schools requires that procedures be written governing the actions needed to keep the property accounting records in line. When an account is being merged or split and accountable items transferred to one or more activities, the Accountable Officer working in concert with district office personnel, will establish a transfer plan IAW guidance provided in this chapter. Only the Accountable Officer or his designated representative can provide disposition instructions for accountable property. The Accountable Officer is also responsible to advise all parties of decisions effecting property moving from and/to their accounts. The Accountable Officer will provide guidance and direction to the affected schools regarding the conducting of inventories and the reconciliation of those inventories and disposition of accountable property. The following paragraphs provide instructions for initiating, splitting, merging, or closing a DoDEA activity's hand receipt account.

NOTE: All accountable property transferring to other activities, require one of the following source documents:

Transfers:

DD Form 1348-1A, (See Appendix 3)

or

DD Form 1149, (See Appendix 4)

or

DA Form 3161, (See Appendix 5)

TURN-INS to Defense Reutilization and Marketing Office

DD Form 1348-1A

C2.10.2. Initiating an account. As soon as it is known that a new school or activity is to be established, and mail and freight addresses are known, the following actions are required:

C2.10.2.1. The Area or District Superintendent will meet the requirements of DoDEA Administrative Instruction 1320.1, (reference (e)) including requesting the assignment of a DoDAAC, and notify the Accountable Officer of the impending action.

C2.10.2.2. Upon notification of the arrival of the administrator, the Accountable Officer will prepare and distribute the appointment memo. The Hand Receipt Holder will appoint a Property Custodian for the account, ensure that all required documentation is prepared, and establish files as required in this Manual.

C2.10.2.3. The Accountable Officer will serve as the final approval authority for access to DoD-owned supply and/or property management systems. Accordingly, the Accountable Officer shall submit the System Authorization Access Request, DD Form 2875 (see Appendix 6) to HQ Logistics Division for their personnel requiring access to DoD-owned data management systems, e.g., DPAS. The HQ Logistics Division is the DoDEA control point to receive requests

for access to DPAS. The Logistics Division is responsible to process the approved request forms to the proponent DoD activity for action and to provide response back to the Accountable Officer.

C2.10.2.4. Accountable property ordered for delivery to the school prior to its opening for business:

C2.10.2.4.1. Will be identified as due-in to the account by the Accountable Officer at the time the request is forwarded to a procurement activity.

C2.10.2.4.2. Will be picked up on the hand receipt account by the Accountable Officer at the time of receipt when arriving property is staged at the supporting military installation. This is a normal occurrence for new school construction. To ensure items are picked up, all documentation must be forwarded to the Accountable Officer.

C2.10.2.4.3. Will be picked up on the Area/District's hand receipt account at the time of receipt if staged at an Area or District site. The material transfer will be handled IAW guidance in Chapter 3 of this Manual.

C2.10.3. Closing an Account. Most school disestablishments take place at the end of the school year. Hand receipt accounts will be closed effective with the school closing as well, or when accountable property is no longer on the account, whichever is later. Other DoDEA activities will close their hand receipt accounts effective with the disestablishment of the activity. The following procedures apply:

C2.10.3.1. The Area Office, District Superintendents Office, and/or Community Schools Office will meet the requirements of DoDEA AI 1320.1, "Reporting Changes in Schools Structure," May 2000 (reference (e)).

C2.10.3.2. The Accountable Officer will instruct the closing activity's Hand Receipt Holder to conduct a special inventory. A deadline no later than 2 weeks prior to the closing will be set for the reconciled inventoried listing to be returned to the Accountable Officer. A date sooner than that may be specified by the Accountable Officer. The procedures for conducting the inventory are provided in this chapter. Prior to the start of the inventory, all materials issued on a sub-hand receipt will be returned to the Property Custodian or accounted for if still required in the classrooms. A representative from the District may assist the Hand Receipt Holder in conducting the special inventory at the Accountable Officer's discretion.

C2.10.3.3. Upon receipt of the reconciled inventory, the Accountable Officer, working in cognizant with the District Superintendents Office/Community Schools Office representative, will provide disposition instructions to the Hand Receipt Holder for the accountable items that will remain in the District. Accordingly, a District Office representative will provide disposition instructions for durable and expendable assets. The instructions will also advise the Hand Receipt Holder which items to dispose of through the DRMO.

C2.10.3.4. Upon completion of the disposition guidance, the Hand Receipt Holder shall ensure a copy of each shipping, mailing, proof-of-delivery-to-DRMO, or other source document is provided to the Accountable Officer as prescribed in this chapter and will file a copy in their property files.

C2.10.3.5. The Accountable Officer will review submitted documentation for completeness and upon satisfaction that all requirements have been met; issue a Relieving Memorandum to the outgoing hand receipt holder.

C2.10.3.6. All source documents relevant to accountable property of the closed activity are auditable. The accountable property records of the closed account will be retained for 1 fiscal year (FY) beyond the end of the FY in which the account was closed. The location of the records will be at the discretion of the Accountable Officer, however, they must be maintained in a location that permits review by Headquarters Logistics Division staff during the annual property validations.

C2.10.4. Merging Accounts. When two or more DoDEA activities merge into one, the following actions will be taken prior to the merger:

C2.10.4.1. The Area Office, District Superintendents Office, and/or Community Schools Office will meet the requirements of DoDEA AI 1320.1, "Reporting Changes in Schools Structure" May 2000 (reference (e)).

C2.10.4.2. The Accountable Officer will instruct the merging activity's (losing) Hand Receipt Holder to conduct a special inventory. A deadline no later than 2 weeks prior to the merger will be set for the reconciled inventoried listing to be returned to the Accountable Officer. A date sooner than that may be specified by the Accountable Officer. The Hand Receipt Holder will follow the procedures in this chapter for conducting the inventory. All material issued on a sub-hand receipt will be returned to the Property Custodian or inventoried in place.

C2.10.4.3. After the merged accounts have been reconciled, the Accountable Officer will complete the action to transfer the accountable property within DPAS to the gaining hand receipt account. All durable items authorized to be maintained in DPAS will also be transferred and or added to the informal records of the gaining activity.

C2.10.4.4. Upon completion of the transfer actions in DPAS, the Accountable Officer will instruct the gaining Hand Receipt Holder to review the new hand receipt account for accuracy and sign if correct. If any items, either durable, expendable, or nonexpendable, are identified by the merging account as excess to the combined activity's needs, they will be transferred or disposed of IAW Chapter 5. The merged account may not be officially closed until all document transactions have been completed and the losing Hand Receipt Holder is relieved from property responsibility.

C2.10.4.5. The Accountable Officer will relieve the losing Hand Receipt Holder and Property Custodian from further property responsibility as soon as the account is reconciled and

the new hand receipt document is signed. All source documents relevant to the merger will be retained for 1 FY beyond the FY in which the accounts were merged by the Accountable Officer.

C2.10.5. Splitting an Account. Occasionally a single DoDEA activity, usually a school, will be divided into two separate activities. What was one hand receipt account, must be split in two with some accountable property remaining with the "old" account and some transferring to a "new" account. Along with the property transfer, a new Hand Receipt Holder and Property Custodian must be appointed. The following subparagraphs provide procedural guidance for each of the instances which may result from the division. The Area, District, and/or Community Schools Office will meet the requirements of DoDEA AI 1320.1 (reference (e)).

C2.10.5.1. Existing Account with the Current Hand Receipt Holder. This procedure covers the case of the existing account and existing Hand Receipt Holder remaining at the established activity.

C2.10.5.2. No inventory is required because the Hand Receipt Holder remains responsible for the accountable property on the existing hand receipt account. All items assigned on a sub-hand receipt must be turned in to the Property Custodian prior to any transfer action.

C2.10.5.3. Using the current hand receipt, the Accountable Officer provides disposition instructions to the Hand Receipt Holder for accountable property required to move to the gaining activity. The Accountable Officer/Property Book Officer notifies the gaining activity of impending transfer actions.

C2.10.5.4. Upon receipt of disposition, the losing Hand Receipt Holder is responsible to coordinate all required actions to move the property as directed.

C2.10.5.5. Upon receipt of property and completion of inspection, the gaining Hand Receipt Holder is responsible to sign, date, and forward a copy of the transfer document to the Accountable Officer/Property Book Officer for posting in DPAS.

C2.10.5.6. The Accountable Officer will accomplish the transfer actions in DPAS and forward to each Hand Receipt Holder a copy of the transfer documents with posting date and initials of the person that posted the action in DPAS. These documents will remain in the property files of the gaining Hand Receipt Holder as long as the asset is on his/her hand receipt account. The losing activity must retain the transfer document on file for 1-year.

C2.10.5.7. The gaining Hand Receipt Holder shall print a copy of the new hand receipt account in DPAS to review and if correct, sign, date, and forward original to the Accountable Officer to maintain in the property file. A signed copy shall also be maintained by the Hand Receipt Holder in his/her property files.

C2.10.6. Existing Account with New Hand Receipt Holder.

C2.10.6.1. The Accountable Officer shall instruct the existing Hand Receipt Holder and the incoming Hand Receipt Holder to conduct a joint inventory. A deadline no later than 2 weeks prior to the established separation date or date determined by the Accountable Officer will be set for the reconciled inventory listing to be returned to the Accountable Officer. All DD Form 200 actions must be resolved before the existing Hand Receipt Holder can be relieved of responsibility.

C2.10.6.2. Upon receipt of the reconciled inventory and assurance that all requirements have been met, the Accountable Officer will provide a "Relieving Memorandum for Hand Receipt Holders" (see figure C2.F6.) to the displaced Hand Receipt Holder. Concurrently, he or she will issue an appointment memorandum to the new Hand Receipt Holder.

C2.10.6.3. The new Hand Receipt Holder will appoint a Property Custodian to execute the day to day administrative actions. The Accountable Officer will ensure Hand Receipt Holder information is updated and current in DPAS.

C2.10.6.4. The Accountable Officer/Property Book Officer shall direct the new Hand Receipt Holder to print a copy of the hand receipt document from DPAS, sign, date, and forward original signature to the Accountable Officer/Property Book Officer. One signed and dated copy shall also remain in the property files at Hand Receipt Holder.

C2.10.7. New Account With New Hand Receipt Holder.

C2.10.7.1. Prior to establishing the new hand receipt account in DPAS, the Accountable Officer will formally appoint the new Hand Receipt Holder. Accordingly, the Hand Receipt Holder will appoint a Property Custodian to administer the day-to-day requirements. The Accountable Officer shall instruct the Hand Receipt Holder of the property files requirements. The Accountable Officer will ensure that all accountable property records for the new account are established in DPAS using the assigned DoDAAC as the major Hand Receipt Holder number.

C2.10.7.2. The Hand Receipt Holder will conduct a physical inventory of their account using the Inventory Actions process in DPAS and the authorized property barcode scanner/portable data collection terminal. The reconciled inventory will be signed, dated, and forwarded to the Accountable Officer. This document becomes the schools first hand receipt account and the formal acceptance of property responsibility for the Hand Receipt Holder. The original signature copy will be filed in the property files at the Accountable Officer and one copy will be maintained in the property files of the Hand Receipt Holder.

C2.11. FILE/DOCUMENTATION MAINTENANCE.

C2.11.1. Accountable Officer Formal Property Records. The files and documents pertaining to the formal property record will be maintained by the Accountable Officer. The Accountable

Officer will maintain a file peculiar to the appointments of the Accountable Officer. This file will not be retired until the property account for the accountable area is closed or moved. Individual designations may be retired when superseding designations are made. The Accountable Officer shall also maintain the following files:

C2.11.1.1. Hand Receipt Account File. The hand receipt file will be maintained on each hand receipt account, labeled with the activity DoDAAC, and the name of the activity. It will contain, as a minimum, copies of all documents relating to the appointment, acceptance of appointment, and relief of the Hand Receipt Holder and Property Custodian, documentation on the administrative clearance of the hand receipt account. This file will not be retired until the hand receipt account is closed. Individual documents may be destroyed when superseding documents are created, or documents are overtaken by events. It will also contain a copy of the last annual reconciled hand receipt listing signed by the Hand Receipt Holder.

C2.11.1.2. The Transaction File. The transaction file will include all transaction documentation, including copies of transfer printouts affecting the account, and any other pertinent documents. Documents related to the previous reconciled hand receipt, that is, those documents referred to in the previous sentence, will be retired from the active file after the next annual inventory has been reconciled, held for 1-year, and then destroyed.

C2.11.1.3. Report of Survey (ROS) File. The Accountable Officer shall maintain the Area's ROS serial number register. Current approved and pending ROS will be maintained in the file until adjustments to the Hand Receipt Holder accounts are made.

C2.11.2. General File. The following documents will be maintained in the general file:

C2.11.2.1. A list, signed by the Accountable Officer, of all individuals authorized to screen DRMO material, by DoDEA, DoDAAC, ID No., and the full name of the individual(s). This list will be provided annually to DRMO(s) servicing a particular Area or District. This is a requirement imposed by DoD 4160.21-M (reference (f)). Where DRMO have been authorized to deviate from this requirement, no list will be provided for screening purposes. Each District Superintendent or School Principal may nominate individuals to the Accountable Officer for screening authorization.

C2.11.2.2. A list of all hand receipt accounts and the date of the last inventory and next scheduled inventory for each.

C2.11.3. Hand Receipt Holder Property File. The following documents and files relating to the activity's Hand Receipt account must be maintained by the Hand Receipt Holder and Property Custodian:

C2.11.3.1. Hand Receipt Account File. The Hand Receipt account file will contain, as a minimum, copies of any documents relating to the appointment and relief of the Hand Receipt Holder and Property Custodian. The file will also include the most recent reconciled inventory with all current non-reconciled documents affecting the account. Individual documents may be

destroyed when superseding documents are created, or are overtaken by events. Additionally, copies of the current sub-Hand Receipt Holder documents and all current DD Form 200s will also be maintained in this file.

C2.11.3.2. Active Leased/Rented/Loaned Property. This file will contain copies of each leased or rented contract to include documentation pertaining to the return of the item to the vendor. Also required is documentation for any accountable property on-loan to another activity.

C2.11.3.3. Split/Merged Closed Account. When a hand receipt account is split, merged, or closed, the documentation pertinent to that action should be maintained in a single file and forwarded to the Accountable Officer when all actions have been completed.

C2.12. MAINTAIN ACCOUNTABLE DOCUMENTATION.

C2.12.1. The Accountable Officer is responsible for ensuring all required documentation is retained from the time of receipt from the gaining activity until 12 months after the item is disposed/transferred-out of DoDEA control. In the case of items transferred to another non-DoD activity, copies of the supporting documentation shall be maintained on file at the originating activity and the original document shall be forwarded to the receiving activity.

C2.12.2. The Accountable Officer shall establish and maintain the records of the property accountability system, to include a complete auditable transaction trail. Any adjustment made to the personal property record shall be supported by applicable documentation (e.g., purchase order, receiving report, transfer documentation, etc.) and filed in the applicable hand receipt folder.

C2.12.3. Accountable Officers shall also establish records and maintain accountability for property (of any value) provided to third parties (e.g., local governments, contractors, foreign governments) where the property was formerly in the possession of DoDEA, and where the title of the property remains with DoDEA.

C2.12.4. Missing Documentation. If the original applicable source documentation (i.e., DD Form 1149, DD Form 1348-1A, or DA Form 3161, etc.) is not available, the Accountable Officer will require owning Hand Receipt Holder to document the information on a DA Form 444 (see Appendix 7) as the substitute source document. The DA Form 444 will include all applicable information, i.e., nomenclature, manufacturer, make/model, contract number, acquisition cost per unit, serial number, barcode, etc. This form will be filed in the formal property records as well as in the Hand Receipt Holder's property files. The substitute form to be used for new procurement actions when the original source document (i.e., purchase order, DD Form 1155, vendor's packing list, vendor invoice, or sales slip) is not available shall be the DD Form 250 (see Appendix 8). A completed DD Form 250 signed by the Hand Receipt Holder will be provided to the Accountable Officer/Property Book Officer to justify adding new acquisitions to DPAS.

C2.13. PROPERTY CONTROL NUMBERS.

C2.13.1. Within the property accountability system, all nonexpendable/accountable property must be identified by an individual property control number. All DoDEA owned and/or leased accountable property will have an assigned bar-code number as its property control number. Accordingly, accountable property shall be bar-coded within 30 calendar days of receipt and acceptance. Even items that cannot be physically bar-coded will have a barcode assigned to them. The Property Custodian is responsible to forward bar-code information for accountable property to the Accountable Officer within 5 days of bar-coding the assets. The barcode number shall be clearly annotated on the source documentation. Examples of source documentations include the packing slip, vendors invoices, copy of the contract, DD Form 250 "Material Inspection and Receiving Report," DD Form 1149 "Requisition and Invoice/Shipping Document," or DA Form 3161 "Request For Issue or Turn-In," and DD Form 1348-1A "Issue Release/Receipt Documents."

C2.13.2. Accountable Officers will provide guidance to their Hand Receipt Holders on the use of barcode labels to the activities in their area based on the instructions received from DoDEA headquarters. It may be appropriate to store a stock of pre-numbered bar code labels at the Area Service Centers and District Offices to be issued to Hand Receipt Holders as needed. Accountable Officers can order approved labels in accordance with the specifications provided in this chapter.

C2.13.3. Barcode labels will be polyester with polyester laminate or silver tamper evident polyester with matte over-laminate with three lines of text as follows: U.S. Government Property, DoDDS Property, or DDESS Property.

C2.13.4. To prevent the duplication of bar code numbers in DoDEA, the Accountable Officers will assign a unique series of numbers to the activities in his or her account.

C2.13.5. When accountable property is transferred-in from another Federal agency, the old bar code shall be immediately removed and replaced with a barcode label from the gaining activity.

C2.13.6. If an item is on loan from another Federal agency, the original barcode shall be maintained on the asset and also entered in DPAS to properly identify the item as a loan asset.

C2.13.7. Unique Identification Designator (UID). The Unique Identification Designator (UID) program is mandatory for all DoD solicitations issued on or after January 1, 2004 (reference (g)). Contracts shall require item identification, or a DoD recognized unique identification equivalent on all property delivered to the Government if:

C2.13.7.1. Acquisition cost is \$5,000.00 or more.

C2.13.7.2. Serially managed, mission essential or controlled inventory piece of equipment.

C2.13.7.3. Is a component of a delivered item where the UID is required.

NOTE: DPAS Release 16.6.00 will include a field for the UID in the End Item Serial Table. There are many policy and format requirements related to the UID program that remain unresolved. The DoD policy and guidance is being developed and will be published under separate instructions.

C2.13.8. Manufacturer's Serial Number. Certain items of equipment come from the vendor with serial numbers already assigned. Serial numbers may be a combination of alpha/numeric or one or the other including dashes and spaces. These numbers may be difficult to locate or identify. The Property Custodian must take care when determining the actual serial number.

C2.13.9. The Property Custodian will clearly annotate the serial number next to the bar code number of an item on the source documentation provided to the Accountable Officer. If no manufacturer serial number can be found on the asset, the bar code number will be used in place of the serial number.

C2.13.10. Property Custodian must ensure that serialized accountable property transferred between DoDEA activities, from DRMO, other DoD activities, and/or donated by a private activity are accompanied by the proper source document and the documentation reflects the correct manufacturer's serial number.

C2.14. INVENTORIES AND ADJUSTMENTS.

C2.14.1. Inventories. All physical inventories are required to include a comparison of the accountable property records maintained in DPAS to the physical assets. The Accountable Officer shall ensure a physical inventory of all accountable property maintained in DPAS is performed annually. All DoDEA personnel shall use the Inventory Action Process in DPAS and an approved Portable Data Collection Device (PDCD) to perform their inventories. The change of Accountable Officer records reconciliation is taken when the Accountable Officer of an organization is replaced and consists of a records review and appeasement at the Accountable Officer level. No physical inventories are required unless a hand receipt account has not had an inventory within the last 12 months. The records reconciliation is conducted jointly by the incoming or caretaker, and outgoing Accountable Officers. Take these actions prior to the reconciliation:

C2.14.1.1. The outgoing Accountable Officer will ensure he or she has on file a hard copy of each Hand Receipt Holder's current hand receipt listing.

C2.14.1.2. Make sure all completed receipt, turn-in, and inventory adjustment documents have been posted in DPAS or are available to post.

C2.14.1.3. Assist the incoming or caretaker Accountable Officer in the review of the property records.

C2.14.1.4. When making the reconciliation, the incoming or caretaker Accountable Officer will ensure that all hand receipt accounts have been inventoried and reconciled within the last 12 months. Make sure that documentation is on hand in the hand receipt folder with current status of additions, deletions, and changes since the last physical inventory.

C2.14.1.5. After the satisfactory completion of the reconciliation, the incoming or caretaker Accountable Officer will complete the statement of accountability for the property. Accordingly, a Relieving Memorandum is provided to the outgoing Accountable Officer (see C2.F5.).

C2.14.1.6. If an Accountable Officer departs the activity without transferring responsibility, the responsible Director will appoint a caretaker Accountable Officer. The caretaker Accountable Officer and a disinterested party representing the departed Accountable Officer will jointly conduct records reconciliation. In turn, the caretaker will conduct records reconciliation jointly with the new Accountable Officer.

C2.14.2. Change of Hand Receipt Holder Inventory. This inventory is taken when the Hand Receipt Holder for an activity is replaced. The inventory is jointly conducted by the incoming or caretaker and outgoing Hand Receipt Holders. All of the activity property must be inventoried. The incoming (or caretaker) and outgoing Hand Receipt Holders will take an inventory IAW the procedures outlined in this chapter. After completing the inventory the incoming or caretaker Hand Receipt Holder will sign for the property.

C2.14.2.1. If a Hand Receipt Holder departs from the activity without transferring responsibility, the District Superintendent will appoint a person to act for the departed Hand Receipt Holder. That individual may not be the Property Custodian or anyone below the GS-7 level. The appointed person will conduct an inventory jointly with the new Hand Receipt Holder.

C2.14.2.2. When the Hand Receipt Holder has transferred responsibility to a caretaker Hand Receipt Holder, the procedure will be repeated when the caretaker Hand Receipt Holder transfers responsibility to the new Hand Receipt Holder.

C2.14.2.3. When a Property Custodian departs from the activity without transferring responsibility, the Hand Receipt Holder will appoint a person to act for the departed Property Custodian and together they will review the property files to ensure that all documentation relative to the account is up-to-date and that the documentation was forwarded to the Accountable Officer, and that the property under the Property Custodian's care has been inventoried. The Hand Receipt Holder is also responsible to provide to the Accountable Officer the name of newly appointed Property Custodians.

C2.14.3. Special Inventories occur at the closing, merging, and/or splitting of a school. The Accountable Officer working with District Superintendents Office personnel will direct the Hand Receipt Holder of the affected account to conduct a 100 percent inventory of the accountable property.

C2.14.4. Annual Inventory is a 100 percent physical inventory of all accountable property at an activity. The responsible Hand Receipt Holder is responsible to ensure that the assigned Property Custodian conducts the annual inventory IAW the schedule and guidance provided by the Accountable Officer. The date of the inventory is based either on the date of the last change of Hand Receipt Holder or the last annual inventory, whichever was later. Annual inventory schedules may vary at the discretion of each Accountable Officer.

C2.14.4.1. The Accountable Officer/Property Book Officer is responsible for providing guidance on the annual inventory. The annual inventory includes a 100 percent physical inventory of the Hand Receipt account. The physical inventory shall ensure the existence and valid description of the item, serial number, barcode, make, manufacturer, location, and sub-location. Additionally, the asset condition should be e.g., operational, damaged, excess, unusable, or obsolete.

C2.14.4.2. If the item is determined to be unusable or obsolete, the Property Custodian should advise the Hand Receipt Holder and Accountable Officer and request disposition.

C2.14.4.3. Items that cannot be bar coded or sighted due to its nature shall be validated IAW procedures provided by the Accountable Officer.

C2.14.4.4. The inventory process is conducted in the following several phases:

C2.14.4.4.1. Phase 1 of the inventory process is the initiation and preparation phase. Once the Accountable Officer/Property Book Officer announces the inventory schedule, the Property Custodian can begin preparing for his/her inventory. The preparation phase includes ensuring that property documentation affecting the account have been provided to the Accountable Officer/Property Book Officer and is reflected in DPAS. Advising users of accountable property (sub-Hand Receipt Holders) of the impending inventory is also key to ensure that accountable property on loan to another activity or used outside the school facility is returned to the workplace and available for the inventory.

C2.14.4.4.2. Phase 2 of the inventory process is the actual physical inventory of the accountable property assigned to the Hand Receipt account using the PDCD. The use of an authorized PDCD is mandatory for all DoDEA inventories.

C2.14.4.4.3. Phase 3 of the inventory process is the reconciliation process. Using the Reconciliation report provided in DPAS, all anomalies must be reviewed and corrected. The Hand Receipt Holder/Property Custodian will ensure all source documents are provided to the Accountable Officer/Property Book Officer to make adjustments to their hand receipt as a result of the inventory. All shortages shall be reported via a Report of Survey (DD Form 200) IAW guidance provided by the Accountable Officer.

C2.14.4.4.4. Phase 4 of the inventory process is the last stage of the inventory process. The Property Custodian will advise the Hand Receipt Holder that the inventory was completed and all anomalies have been reconciled. Upon the review and acceptance of the new

hand receipt document, the Hand Receipt Holder will sign and date. The original signed copy of the hand receipt is forwarded to the Accountable Officer/Property Book Officer to file, a copy is maintained, and filed by the Hand Receipt Holder.

C2.14.5. Adjustments. Hand receipt accounts, once established, do not remain static. Continual adjustments, either during the inventory process or when maintaining the account, are required. Additions, deletions, and administrative changes must be made periodically as information changes. The Property Custodian is responsible to ensure that the correct source documentation is provided to the Accountable Officer/Property Book Officer to post adjustments in DPAS.

C2.14.5.1. Additions to hand receipt accounts come from material request receipts, transfers, donations, property found on the installation, and changes in accountability criteria. Source documentation is to be provided to the Accountable Officer/Property Book Officer within 5 days of receipt and bar-coding of the items.

C2.14.5.2. Deletions to hand receipt accounts comes from material losses; transfers, or disposals; changes in accountability criteria; shipping documents, and transportation discrepancies. Source documentation is to be provided to the Accountable Officer/Property Book Officer within 5 days of receipt of signed transfer or turn-in document from the gaining activity.

C2.14.6. Administrative Changes. Administrative Adjustment Reports (AAR) shall be used to reflect changes, additions, or deletions to item management data; report missing components from kits, sets, and outfits, which are found during the inventory process and reconciled afterward, where no actual losses in property are sustained, and to report property found-on-installation.

C2.14.6.1. The Property Custodians shall FAX, mail, and or email all request, for AAR actions to the Accountable Officer/Property Book Officer using a DA Form 444. Request for maintenance exchange updates should be submitted via a maintenance exchange form issued by the contractor/maintenance repair facility. The AAR action will include the following adjustments:

C2.14.6.1.1. Corrections to stock number, nomenclature, bar code change, mission use, make-models, serial number, or sizes.

C2.14.6.1.2. Request to drop a serial number is authorized only in the case of a duplicate serial number being added to DPAS for the same item. The supporting documentation must be signed by the Accountable Officer before the transaction is processed in DPAS.

C2.14.6.1.3. Found-on-installation property includes property that is found on site but is not reflected on the hand receipt account of the finding activity.

NOTE: This is property not suspected of being stolen or otherwise misappropriated. If theft is suspected, notify the proper authorities but do not pick up the material on the accountable property records.

C2.14.6.2. Maintenance exchange and or warranty exchange occurs when there is a one for one exchange of the same type asset. This type of transaction should be done on the vendors maintenance exchange form, signed, and dated by the vendor's representative making the exchange. Information on the form must include the name, serial number, and barcode number, of both the outgoing and incoming asset.

C2.15. PROPERTY WITHIN A HAND RECEIPT ACCOUNT.

C2.15.1. The Hand Receipt Holder is responsible to ensure that all accountable property provided to a DoD employee, student, parent, official visitor, and/or contractor for their use in the performance of DoDEA mission or assignment will be issued on a sub-hand receipt document extracted from DPAS. The signing of the sub-hand receipt by the user of the property acknowledges receipt of the property and responsibility for its proper use, care, and physical protection. The sub-hand receipt document will be issued annually and/or whenever there is a change of the Hand Receipt Holder. The document will list the assets assigned by stock number, nomenclature, bar code number, serial number, and the sub-location.

C2.15.2. The Property Custodian shall establish sub-hand receipt records in DPAS for all accountable property. Each sub-hand receipt shall be identified by a sub-hand receipt number and will include all the accountable property assigned to the individual. The individual accepting accountable property for their use will sign and date the sub-hand receipt. Accountable property located in common use Areas within schools or offices, in the supply room(s) awaiting off-site repair, issue, turn-in, transfer, shall be sub-hand receipted to the Property Custodian and/or other Government employee designated by the Hand Receipt Holder if it remains longer than 10 working days. A copy of a signed sub-hand receipt shall be located in a visible location within the sub-location.

C2.15.3. Removal of Government Property from DoDEA Work Place. The removal of accountable personal property from the assigned DoDEA work location is permitted only if authorized by the respective Hand Receipt Holder. All property removed from the assigned work location, i.e., school, office, property room, etc. must be accompanied by completed Property Pass, Optional Form 7, etc. (see Appendix 9). The Property Custodian shall ensure that a copy of the signed Property Pass is provided to the person holding the property and one copy filed with the Hand Receipt Holder's property records. All property issued on a Property Pass, must be returned to custody of the Property Custodian for the annual inventory.

C2.15.4. Property Found on Installation.

C2.15.4.1. Accountable property found-on-installations includes property that is found on site but is not reflected on the hand receipt account of the finding activity.

NOTE: This is property not suspected of being stolen or otherwise misappropriated. If theft is suspected, notify the proper authorities but do not pick up the material on the accountable property records. The following actions will be taken:

C2.15.4.2. The Property Custodian must determine whether or not the "found" property was ordered or transferred to his/her activity. Upon completion of his or her assessment, the Property Custodian will prepare a DA Form 444 detailing circumstances and forward to the Accountable Officer. The DA Form 444 must provide as much information as possible about the asset to include a condition code assessment of the item, i.e., serviceable, unserviceable, repairable, serial number, make, model, and nomenclature.

C2.15.4.3. Using the DA Form 444, the Accountable Officer/Property Book Officer will conduct causative research to determine the origin of the property and make a determination as to whether or not the property can be used by an DoDEA activity.

C2.15.4.3.1. If the "finding" activity has indicated that the property is required by their activity, the Accountable Officer will direct the Property Custodians to barcode the item and provide a bar code number for posting the asset in DPAS.

C2.15.4.3.2. If the property was or is subject to a DD Form 200 action, go to Chapter 5 and take appropriate action.

C2.15.4.3.3. If the "finding" activity does not require the property, the Accountable Officer/Property Book Officer will initiate redistribution actions, first within his or her Area of responsibility before offering the asset to other DoDEA areas. If there are no requirements for the assets, the finding activity will be directed to dispose of the property in accordance with Chapter 3. If the property is unserviceable, the Accountable Officer/Property Book Officer will direct the "finding" activity to dispose of the property in accordance with Chapter 3.

C2.16. LEASED/RENTED/LOANED PROPERTY.

C2.16.1. Leased Property

C2.16.1.1. DoDEA activities occasionally obtain accountable property at the local level through lease agreements. All leased property, regardless of cost, will be maintained as accountable property and recorded in DPAS using the applicable "Loan/Lease" code. The Accountable Officer/Property Book Officer must be given prior written notification that property will be leased. Upon notification of an impending lease, the Accountable Officer/Property Book Officer shall establish a "due-in" to gaining hand receipt account.

C2.16.1.2. The Property Custodian will complete the inspection and acceptance of the assets to include bar-coding and completion of DD Form 250.

C2.16.1.3. A copy of the lease agreement and completed and signed DD Form 250 shall be provided to the Accountable Officer/Property Book Officer NLT 5 working days after bar-coding is complete.

C2.16.1.4. The Accountable Officer/Property Book Officer will post the leased property to the gaining hand receipt account in DPAS using the appropriate "Leased" code.

C2.16.1.5. The Hand Receipt Holder/Property Custodian is responsible to advise the Accountable Officer when the leased asset is returned to the contractor or exchanged. A copy of documentation verifying the return/exchange of property shall be provided to the Accountable Officer NLT 5 working days from date reflected on the source document.

C2.16.2. Management of Loaned-Out Property.

C2.16.2.1. DoDEA accountable property loaned to DoDEA activities and other DoD activities shall remain in DPAS and identified with the appropriate "loan/lease" code during the tenure of the loan. Loaned property shall only be loaned if not expressly prohibited by law.

C2.16.2.2. Loaned property will be inventoried annually.

C2.16.2.3. It is the responsibility of the owning activity to complete either the DA Form 3161 or the DD Form 1149 for the loaned property shipped to another activity. The signature of the gaining activity's responsible officer must be obtained before the property is shipped to non-DoDEA activity. If the property is loaned to a DoDEA activity, the gaining Property Custodian shall inspect for acceptance, sign, and provide signed copies of the shipping document to their Accountable Officer/Property Book Officer NLT 5 working days from date of receipt and acceptance.

C2.16.2.4. The Accountable Officer/Property Book Officer shall ensure that the hand receipt accounts of both the losing and gaining activities reflect the loss and the gain respectively with appropriate loan codes. Copies of the stamped and dated source documents shall be provided to both activities for their property file and the Accountable Officer shall ensure that copies are filed in the formal files of both hand receipt accounts.

C2.16.3. Management of Rental Property.

C2.16.3.1. The source documentation (rental agreement) for property rented for a period less than 12 months will be maintained by Hand Receipt Holder with other property files. The item will not be picked up in DPAS, bar coded, nor reported to the Accountable Officer.

C2.16.3.2. Property rented for 12 months/longer and meet the criteria for accountable property will be maintained and accounted for in DPAS. The Property Custodian shall barcode the item and forwards a copy of the rental agreement to the Accountable Officer along with the barcode and serial number information.

C2.16.3.3. The Accountable Officer/Property Book Officer shall ensure that rented property meeting the criteria for accountability is reflected on the renter's hand receipt account.

NOTE: Leased, rented, or loaned property will count toward meeting the various bases of issue recommended for the activity.

C2.17. CUSTODY OF PROPERTY UNDERGOING MAINTENANCE AND REPAIR.

C2.17.1. Non-expendable or accountable material will remain on the hand receipt account until final disposition has been authorized. See Chapter 5 for disposition of items determined to be not-repairable-locally or repairable-at-the-service-center-level. When unserviceable, nonexpendable material is repairable at the local level, the Property Custodian, with the administrator's concurrence, will turn over the item to the repairing activity for repair. Complete whatever form is used locally by the installation for pick-up of such material. Make sure that the person who picks up the item, or the individual to whom you turn over the item, signs both the original and a copy. The important thing is to get a receipt that describes the item in sufficient detail so that the item can be matched to that item in the property module. At a minimum the receipt should contain the following data elements:

C2.17.1.1. Date of pick-up.

C2.17.1.2. Name of activity.

C2.17.1.3. Major hand receipt number.

C2.17.1.4. Stock number.

C2.17.1.5. Manufacturer.

C2.17.1.6. Part or model number.

C2.17.1.7. Serial and barcode number.

C2.17.1.8. Noun.

C2.17.1.9. Estimated or actual repair cost.

C2.17.1.10. Signature of the person accepting the property.

C2.17.2. Property Custodians mailing items to a repair facility should obtain a mailing certificate from the post office. The owning activity's Property Custodian shall provide a copy of the form or certificate to the Accountable Officer/Property Book Officer to maintain in the suspense file. The Property Custodian will also maintain a copy in their suspense file until the item is returned from repair. When the item is returned, annotate the document with the date returned and cost to repair, and provide to the Accountable Officer/Property Book Officer to file

with activity's property records. The suspense copy may be destroyed. The Property Custodian will file their copy with the other completed property documents.

C2.17.3. Transfer and Disposal. Chapter 3 of this Manual provides detailed procedures on how to transfer and dispose of DoDEA property. Accountable material must be added to, or removed from, the hand receipts of the gaining and losing activities respectively. Follow the procedures prescribed in Chapter 3. Copies of documentation will be filed in the property transaction file. The Accountable Officer will advise you of actions taken on your account.

C2.18. JUNIOR RESERVE OFFICERS TRAINING CORPS.

C2.18.1. Accountable property used by DoDEA, Air Force, Navy, Marines, and Army Junior Reserve Officers Training Corps (JROTC) is not, repeat not, accounted for under the procedures of this Chapter. All the services have procedures of their own under which JROTC property is maintained.

C2.18.2. DoDEA Area Service Centers and/or Area Office currently maintaining records of accountable JROTC material may continue to do so, at the Service Center level. However, such assistance is not required by DoDEA headquarters with the exception of all JROTC weapons Federal Supply Classification (FSC) 1010. Accountable records for JROTC weapons may be maintained in DPAS until the weapons are transferred to the applicable service organization.

C2.19. DISPOSAL OF DODEA MEMORABILIA. DoDEA memorabilia are defined as official personal property commemorating an event, individual, or team accomplishment. Examples are sport trophies, plaques given to debating team, music, drama award, team pennants, caps, photographs, and video/audio tapes of school events. In general, memorabilia are classified as expendable property, but may be durable or accountable. The provision of DoDEA AI 4160.1 (reference (h)) applies to DoDEA overseas activities and must be applied to official memorabilia generated from closure, merger, or other actions that resulted in the need to dispose of the items. This guidance does not apply to the DoDEA stateside activities. DoDEA Memorabilia belonging to, or presented to, individuals are excluded from this guidance.

C2.20. MANAGEMENT OF DURABLE PROPERTY.

C2.20.1. Durable property is defined as non-consumable, non-accountable personal property required to support the mission of the activity as determined by the Hand Receipt Holder or upper management.

C2.20.2. Hand Receipt Holders shall maintain informal property records by nomenclature, serial number, and total quantity for durable items with unit acquisition cost of between \$500.00 to \$4,999.99 to include textbooks, regardless of cost.

C2.20.3. Hand Receipt Holders, as the responsible officers at their activities, have discretionary authority to determine the automated management system for maintaining durable property records.

C2.20.4. Financial Liability Investigation for durable property is required in accordance with instructions at Chapter 5 of this Manual.

C3. CHAPTER 3

PROPERTY TRANSFER AND DISPOSAL PROCEDURES

C3.1. PURPOSE. This Chapter provides instructions for the transfer and disposal of Government owned personal property.

C3.2. INTRODUCTION. It is a DoDEA objective to ensure that all property procured is fully utilized within the DoDEA community. Any serviceable excesses generated within DoDEA should be offered for use to other DoDEA activities before disposal action is taken. Hand Receipt Holders, at all levels, must support this effort in order to maximize the use of DoDEA assets and to minimize the purchase of new property. This Chapter provides the procedural guidelines governing the transfer and disposal of DoDEA property.

NOTE: All nonexpendable (accountable) property transactions will be initiated in the Defense Property Accountability System (DPAS).

C3.3. AUTHORITY. This Chapter gives DoDEA Accountable Officers the authority to transfer or dispose of excess serviceable expendable, durable, and nonexpendable (accountable) property to another DoDEA activity, other DoD activities, or the DRMO. District Superintendents are authorized to transfer excess expendable and durable property within their Districts.

C3.4. SCOPE. The policies and procedures in this Chapter apply to all DoDEA activities with respect to the transfer and disposal of expendable, durable, and nonexpendable property. DoDEA personnel must be fully aware of the proper procedures for transfer and disposal of property. Directors, District Superintendents, School Administrators, and Division Chiefs must ensure that all DoDEA employees and Government contractors under their supervision understand and comply with these policies and procedures.

C3.5. TRANSFER PROCEDURES. There are two methods for transferring durable, expendable, and nonexpendable property. The Accountable Officer will approve and direct the lateral transfers of the durable, expendable, and nonexpendable property outside their areas of responsibility.

C3.5.1. Lateral Transfers (LT) is property transfers between Districts, DoDEA Areas, and other Non-DoDEA Governmental agencies.

C3.5.2. Hand Receipt. The Accountable Officer shall approve the transfer of all nonexpendable property.

C3.6. TRANSFER OF EXCESS PROPERTY.

C3.6.1. Transfer excess personal property. Serviceable material which is determined to be excess to the needs of a DoDEA activity will be offered first within their District, then their Area by the Hand Receipt Holder. The District Superintendents are authorized to transfer excess personal

property within their Districts. The Accountable Officer will authorize and direct the property transfers between Districts and other DoDEA activities. All property transfers will be done using DD Form 1149 (see Appendix 4), DD Form 1348-1A (see Appendix 3), or DA Form 3161 (see Appendix 5).

C3.6.2. Excess Property Reports. The Property Custodian will generate the excess list by nomenclature which is submitted to the District Superintendent's Office for action. Excess property that cannot be redistributed within the District will be reported by the District Superintendent's Office to the Accountable Officer/Property Book Officer.

C3.6.3. Excess Property Receipt. The Hand Receipt Holder, Property Custodian or authorized personal of the gaining activity will acknowledge receipt by dating and signing the transfer document.

C3.7. PROPERTY DISPOSAL PROCEDURES.

C3.7.1. DRMO. DRMOs are responsible for the disposal of all DoD-generated excess, surplus, foreign excess, exchange/sale, and other personal property authorized for turn-in IAW DoD 4160.21-M, "Defense Material Disposition Manual," August 1997 (reference f).

C3.7.2. Unauthorized transfer or disposal of property. The unauthorized transfer or disposal of property is not permitted. All accountable property whether serviceable or unserviceable must have the Accountable Officer approval prior to transfer or disposal. The Hand Receipt Holder is authorized to dispose of unserviceable expendable/durable material through their serving DRMO facility without first seeking approval from the District Office or Accountable Officer.

C3.7.3. Servicing DRMO. Every military installation and every DoDEA activity is served by a designated DRMO. The local military installation supply activity will know the location of the designated DRMO.

C3.7.4. Problem Items. DRMOs will not accept certain categories and types of material. Some examples are: live animals; explosives and ammunition; incendiary products, poisons, and irritants; drugs, biological, refrigerators and controlled substances; nitrate-based film; material for which sale or other disposal is prohibited by U.S. law or military regulations; refuse and trash; and similar items. However, if you need to dispose of this type of material, the DRMO, installation safety officer, or medical officer can advise you on the proper disposal procedures. Disposition instruction for control must be provided from the applicable National Inventory Control Point (NICP).

C3.7.5. Disposal of Excesses. All personal property determine to be access to DoDEA needs, must be turned in to DRMO, to include serviceable, expendable, and durable property. DRMO can direct the requestor to turn in property to another facility. Such instructions should be provided in writing from the DRMO in order to perpetuate an audit trail for personal property. This instruction must be memo form or written on the face of the turn in document and signed by authorized DRMO personnel. In any case, the document containing these instructions and the

original signature must be retained in the property files by the Accountable Officer/property book office, for accountable property.

C3.7.6. DD Form 1348-1A. All property turned in to the DRMO will be accompanied by a disposal turn in document, DD Form 1348-1A for instruction for completing the turn in document. The Property Custodian will generate a turn in document in DPAS, making applicable copies and retaining a suspense copy. The Property Custodian should coordinate with their local DRMO to determine the number of copies needed. All disposal action requires condition codes on the transaction document.

C3.7.7. The Property Custodian will request instructions from the Accountable Officer regarding completion of the turn in document. The Accountable Officer will instruct the Property Custodian what DoDAAC to place in block A, the "SHIPPED FROM" block. If the Accountable Officer instructs the activity in his or her Area to put the accountable office address in block A, the DRMO will send the receipt to that office even though the DoDAAC in the document number is the losing activity's DoDAAC.

C3.7.8. Document Discrepancies. If the DRMO finds discrepancies in the disposal turn in document DD Form 1348-1A, they will annotate it or, if necessary, contact the Property Custodian to resolve the discrepancy. The custodian should correct any discrepancies immediately to prevent the material being returned by the DRMO.

C3.7.9. Scrap and Waste Material. Scrap and waste material, which cannot be identified with a specific FSC, part number, nomenclature, etc., will be identified on the DD Form 1348-1A with the material's basic content (iron, aluminum, rubber, paper, plastic, etc.), its estimated weight, and any other known identifying information.

C3.7.10. Property Accepted in Place. The DRMO may accept property in place if they cannot store the item within the DRMO because of space, security, or other requirements. DD Form 1348-1A will be completed as specified in the normal manner and provided to the DRMO, but in this case the material will not accompany the paperwork. The DRMO will tag the item for identification and take action to dispose of it. However, the activity will continue to provide physical custody of the item and will be responsible for its care and protection until the DRMO disposes of it or moves it. The material will be dropped by the AO from the DoDEA accountable records at the time the DRMO accepts it, as though it were physically moved to the DRMO.

C3.7.11. Determining Reparability of Unserviceable Nonexpendable Items. When nonexpendable items no longer work, the Hand Receipt Holder must determine if repair is possible and economical. This determination can be made through military repair activities, a contractor, or in some cases a Hand Receipt Holder can evaluate the feasibility of repair. When schools are supported by military installations that have their own maintenance shops or contract maintenance for office machines, audiovisual equipment, etc., then the Hand Receipt Holder should obtain a technical evaluation as needed from the servicing military activity or its contractor. When in-house military or contractor maintenance is not available and the

replacement cost of the equipment is sufficient to justify obtaining an estimate of repair costs from a commercial contractor, then the estimate should be obtained. The contractor should be asked to provide a cost estimate and an evaluation of whether repair is justified based on age and condition. When military or contractor maintenance is not available and the item is a relatively inexpensive item to procure in relation to repair costs, then the Hand Receipt Holder can complete a Hand Receipt Holder's Certificate. When it is necessary for the Hand Receipt Holder to certify the irreparability of an item, the following certificate will be prepared on letterhead paper:

Figure C3.F1. HAND RECEIPT HOLDER'S CERTIFICATE.

<p>(LETTERHEAD)</p>
<p>(Date)</p>
<p>"I, the undersigned, do hereby certify that I, and/or a qualified member of my staff, have inspected and evaluated the condition and reparability of the item(s) described on the attached listing (with substantiating documentation) and have determined it/them to be unserviceable due to fair wear and tear without negligence on the part of any concerned person. Further it has been determined that (repair is not possible/repair is not economical/repair support is not available at this location (choose one--type in the applicable statement)). It is my recommendation that the referenced item be disposed of in accordance with existing regulations."</p>
<p>Signed (Name) (Title)</p>

C3.7.12. Requesting Disposition of Non-Repairable Accountable Items. When accountable items have been determined non-repairable, damaged items have been surveyed by a financial liability officer, or no negligence was suspected; the Property Custodian will generate a listing of unserviceable accountable items and send it directly to the Accountable Officer. If property was damaged or destroyed, but no negligence was suspected; prepare a brief statement to that effect and send it in to the Accountable Officer/Property Book Officer with the request for disposition. This is in addition to the Hand Receipt Holder's Certificate or other documents as follows: The military maintenance activity's technical evaluation with or without a commercial contractor's repair estimate as applicable; or a Hand Receipt Holder's certificate with Hand Receipt Holder's evaluation; plus, a signed statement on the cause of damage when no negligence is suspected. The custodian will hold one copy in suspense.

Figure C3.F2. REQUEST FOR DISPOSITION APPROVAL OF UNSERVICEABLE/
ACCOUNTABLE ITEMS.

<p>(LETTERHEAD)</p>
<p>(Date)</p>
<p>MEMORANDUM FOR (Accountable Officer)</p>
<p>SUBJECT: Request for Disposition Approval of Unserviceable Accountable Item(s), Account #</p>
<p>Reference: DoDEA 4100.2-M, "Material Management Manual," Chapter 2</p>
<p>1. Request you provide disposition instructions for each item on the attached list of unserviceable accountable material.</p>
<p>2. The item(s) are either uneconomically repairable or are repairable at a higher echelon maintenance activity. For each item there is either a technical evaluation from the military service, an estimate from a commercial contractor, or a Hand Receipt Holder's Certificate. If the item was damaged or destroyed and no negligence is suspected, a statement to that effect is also included.</p>
<p>3. Request you return one copy of this memo and the list annotated with your disposition instructions.</p>
<p>(Name) (Title)</p>
<p>Attachments (3):</p> <ol style="list-style-type: none">1. Listing2. Technical Evaluations and/or3. Hand Receipt Holder's Certificate

C4. CHAPTER 4

EQUIPMENT MAINTENANCE AND REPAIR

C4.1. PURPOSE. This Chapter establishes policies and assigns responsibilities for the maintenance of material by Department of Defense Education Activity (DoDEA). It defines requirements for performance and management of the equipment maintenance function. The goal is to ensure that all equipment is maintained in an efficient and economical manner to accomplish the DoDEA mission.

C4.2. APPLICABILITY AND SCOPE. The provisions of this Chapter apply to all DoDEA activities. The total maintenance program within each Area will be tailored to local conditions, but within the provisions of this Chapter. Area Offices are encouraged to publish their tailored maintenance program as a supplement to this Chapter.

C4.3. POLICIES AND PROCEDURES.

C4.3.1. Maintenance Policies. The DoDEA maintenance policies are that:

C4.3.1.1. An item must be maintained in the most economical and efficient manner possible, and that equipment which cannot, or will not, be repaired must be reported to the Accountable Officer/Property Book Officer and turned in to the DRMO as unserviceable.

C4.3.1.2. Proper use, care, and handling of all equipment and material, according to the manufacturer's manual, are mandatory.

C4.3.1.3. The Hand Receipt Holder is responsible for ensuring that accountability is maintained continuously while items are in repair by getting a receipt for the item when it is released to the maintenance activity. This also applies when the item is shipped to or from a user or support activity.

C4.3.1.4. While transporting items for repair, care must be taken to protect against theft, weather damage, and unreasonable jarring due to improper packing or storage. When using postal methods of shipping (U.S. Mail, United Parcel Service, Federal Express, etc.), proper packing and identification are necessary to prevent loss or damage.

C4.3.1.5. When on-site repair is available, the support activity will send repair personnel to the school/activity. On-site support should be used in the interest of economy and efficiency.

C4.3.1.6. The performance of maintenance, repair, or service by support activities is reimbursable.

C4.3.1.7. Under the terms of the inter-service support agreement, support activities should provide the same level of support to DoDEA as they provide to other DoD activities and to their own organizational units.

C4.3.1.8. Efforts should be made to resolve issues at the lowest level. When this fails at the school/activity level, the District Superintendent Office (DSO) should be notified. If the District Superintendent is unable to resolve the problem, the DSO representative should request assistance from the Area Office or HQ DoDEA.

C4.3.1.9. User maintenance is the first level of the maintenance structure. It is the user's responsibility to operate, handle, preserve, safeguard, and care for the item. The cornerstone of maintenance is assuring that user responsibilities are properly performed. Teachers have a first line supervisory responsibility to correctly use, supervise the use of government property, and teach students to properly handle and care for equipment.

C4.3.1.10. If a school/activity is unable to maintain an item in-house, maintenance will be obtained from the supporting activity or from a contractor support activity.

C4.3.1.11. The equipment and property assigned to schools and activities is consistent with changes in curriculum and school programs, may often be complex, and requires constant care. Personnel assigned responsibility for the equipment must ensure that preventive maintenance is accomplished according to manufacturer's guidelines to ensure proper performance.

C4.3.1.12. Initial acquisitions of an equipment item usually include a manufacturer's warranty. The warranty period is provided in specific terms on the DD Form 1155, Standard Form 1449 or Government Purchase Card (GPC) vendor quote, GSA order for Supplies, or Services Contract. The terms of the warranty will vary from item to item. To meet the specific warranty conditions, each contract or warranty document must be read.

C4.3.1.13. Personnel operating older equipment will consult the applicable manual and accomplish all operator maintenance to ensure maximum equipment life. Equipment requiring maintenance, whether covered by warranty or not, will either be repaired and placed back in service or reported as excess. The Property Custodian will request a Return Authorization (RA) number from all warranty items needing repair.

C4.3.1.14. The most economical means of repair or maintenance will be utilized. If it is more economical to replace than repair an item, repair should normally not be done. Preventive maintenance contracts for low cost or low technology items (e.g., calculators, typewriters, overhead projectors, etc.) are generally not economical and should be avoided.

C4.4. MAINTENANCE SUPPORT.

C4.4.1. Procedures vary among maintenance supporting activities. Maintenance support activities normally require a work request or other request document. Whatever method is required, accountability and protection of the property must be maintained. Maintenance request forms are provided for accountability of items. Contractors have various forms for receipting and documenting the request for services. These documents also provide accountability and should be maintained in the Hand Receipt Holder file until property is returned.

C4.4.2. Use of postal methods for shipment of items to and from support activities requires documentation in the form of shipping documents. These documents also provide accountability. Follow-up is required to verify that items were actually received. Proper item identification, typed or neatly printed, assist in reducing the chances of lost or misdirected items.

C4.4.3. Determining the reparability of an equipment item is a somewhat subjective process and involves the utility of the item to the program it supports, its age and condition, and the estimated repair costs. The maintenance support activities have developed standards for determining whether an item is economically repairable. The terminology may be Maximum Repair Allocation (MRA), Maximum Expenditure Limits (MEL), etc., but they all mean that there is a maximum amount of funds allowed to be spent for repair. It is based on a percentage of the acquisition cost for a replacement item. The reparability standards are based on the logistical studies the military support activities have developed and are excellent guidelines; however, due to the unique mission of DoDEA, our needs are not always the same as those of the military services. There may be times when DoDEA will need to repair an item without regard to the published reparability standards. This is a management decision and must be evaluated intensively.

C4.4.4. All computers and computer components are repaired by a DoDEA maintenance support contract. The only equipment which can be repaired at Government expense is that which is currently reflected on the activity hand receipt. For questions relating to maintenance service of computers and components under the DoDEA computer repair contract, contact the Contracting Officer's Representative (COR) at HQ DoDEA, and/or the Area Offices.

C4.4.5. Signature cards are required by some support activities. A current signature card must be on file at the support activity or support can be denied.

C4.4.6. Contractual repair support either must be obtained through the military supporting activity when the in-house military maintenance system cannot provide the required support, or through the supporting DoDEA Procurement Office. According to the Federal Acquisition Regulation (FAR), only Contracting Officers (CO) or their designated representatives have the authority to enter into contracts on behalf of the Government. Using activities do not have the authority to commit or obligate the Government, unless specifically authorized by the CO in writing.

C4.4.7. Maintenance forms required by the supporting activities are usually listed in their guidelines with instructions and illustrations on how to complete and submit them. Consult with the support activity manager on these requirements. Use these maintenance forms as a receipt when the equipment is turned in to the support activity.

C5. CHAPTER 5

LOST, DAMAGED, OR DESTROYED PROPERTY

C5.1. INTRODUCTION. The procedures in this Chapter apply to DoDEA personal property, accountable and durable property, but primarily property subject to formal accountability as described in Chapter 2 of this Manual. All members of the military, DoD civilian employees, and DoDEA contractors shall be assessed financial liability when government property is lost, damaged, or destroyed as a result of their negligence, willful misconduct, or deliberate unauthorized use. In accordance with DoD 7000.14R, "Financial Management Regulation," Volume 12, Chapter 7, and "Financial Liability for Government Property, Lost, Damaged, or Destroyed," April 1998, (reference (i)); liability shall be based on a determination of negligence or willful misconduct made as a result of an official financial liability investigation documented on a DD Form 200 (see Appendix 1). For all cases of loss, damage, or destruction of government property, the amount of liability shall be limited to 1-month's basic pay in the case of military members and one-twelfth of annual pay in the case of civilian employees.

C5.2. ADMINISTRATIVE ACTION. Relief from property responsibility must be formally obtained. Administrative action in the form of a Financial Liability Investigation of Property Loss (DD Form 200), with or without collateral documents, determines how and to what extent an individual may be held responsible for loss, damage, or destruction of government property. A DD Form 200 investigation does not prosecute or punish an individual who breaks the law through willful misconduct, unauthorized use, collusion, embezzlement, theft, etc. However, if the activity supervisor suspects any of these reasons are the proximate cause of the loss, damage, or destruction, or there is some evidence that a criminal action has taken place, it is the activity supervisor's responsibility to call in the proper law enforcement authorities to investigate the matter. The DD Form 200 or other adjustment document, must be completed and processed to adjust the property records to reflect all discovered shortages for accountable government property lost, damaged, or destroyed.

NOTE: DD Form 200 investigation is required when negligence or willful misconduct is suspected for all durable property with a unit acquisition cost between \$500.00 - \$4,999.99. Additionally, the Hand Receipt Holder has discretionary authority regarding the need for a financial investigation for durable items with a unit acquisition cost under \$500.00 based on his or her knowledge of the situation. In both situations, if the Hand Receipt Holder determines an investigation is not required his/her decision will be documented on a DA Form 444 (see Appendix 7). This document will be maintained with the property files for 2-years from the date of the DA Form 444. DD Form 200 is not required when an individual voluntarily makes restitution to the Government for the full amount of the loss, the amount does not exceed the 1-month's basic pay or 1/12th annual pay guidelines, and a controlled item is not involved. The DD Form 362, "Statement of Charges/Cash Collection Voucher," (see Appendix 10) is used as the adjustment document.

C5.3. PURPOSE. When DoDEA property is lost, damaged, or otherwise rendered unserviceable through causes other than fair wear and tear in service, or is destroyed, administrative action

must be taken in accordance with this Chapter to determine the facts concerning the loss of its use and the value of that loss to the U.S. Government. This Chapter provides the authorized methods by which individuals may obtain relief from property responsibility.

C5.4. APPLICABILITY. The procedures established in this Chapter are applicable to all DoDEA employees, DoDEA students, Tuition Paying students, and authorized users of DoDEA property while on loan including DoDEA contracted personnel. DoDEA employees and their minor dependents involved with the loss, damage, or destruction of government property will be subject to the provisions of these procedures and any higher authority policy pertaining to civilian employees of DoD. Sponsors of minor dependents attending DoDEA schools will be subject to these procedures if their dependents are responsible for the lost or destruction of government property, e.g., musical instruments, athletic gear, textbooks, special education equipment, computers, etc.

C5.4.1. Establishing the Effective Date of the Loss. For reporting purposes on the DD Form 200, the date on which the loss is discovered will be used as the effective date when the time of occurrence cannot be firmly established.

C5.4.2. Property lost, damaged, or destroyed while on loan to another Government activity. The activity to which the property was loaned must take DD Form 200 investigative action and report back to the Hand Receipt Holder who loaned the property in order for the account to be adjusted.

C5.4.3. Annual Statements of Property Responsibility. At the beginning of each school year, each Hand Receipt Holder will have the employee, or parent/guardian/sponsor of each student who is issued accountable property, sign a statement as follows: "I will assume full responsibility for all property issued to me or my dependent(s) for my/his/her/their exclusive use, excluding any disaster, fire or other condition which might occur to preclude proper protection of the issued property. I will comply with any request by the Hand Receipt Holder/Property Custodian to present the named property at the school/activity site for inventory within the specified period. Should I/he/she be unable to comply with this requirement, I risk having the property confiscated and/or having administrative action taken against me for its loss, damage, or destruction."

C5.5. PRE-INVESTIGATION ACTIONS FOR LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY.

C5.5.1. When someone discovers that DoDEA property is missing, damaged, or destroyed he or she must notify the Hand Receipt Holder or supply technician immediately. If the property cannot be accounted for in this manner, conduct a thorough search. Any suspicious circumstances, such as the reporting of unlocked doors or windows, evidence of break-in, etc., should be reported to the military or civilian police.

C5.5.2. When government property has been lost, damaged, or destroyed at a DoDEA activity, the Hand Receipt Holder must decide how to get relief from his or her property

responsibility. At that point he/she must document the circumstances of the loss of the property. When property loss, damage, or destruction is discovered, the Property Custodian must advise the Hand Receipt Holder of all the known facts. The Hand Receipt Holder, when not the activity supervisor, will advise the activity supervisor of the matter.

C5.5.3. From its general condition and appearance, it is possible for qualified technical inspectors or other designated individuals to classify property as unserviceable through fair wear and tear while in service. When damaged property is determined to be unserviceable through causes other than fair wear and tear, the Hand Receipt Holder will investigate the circumstances to determine if negligence is involved. In concert with the activity supervisor, the Hand Receipt Holder will work through the charts and tables below and determine what action to initiate. The Hand Receipt Holder may take action to adjust the property record for any item that does not require a DD Form 200. If a DD Form 200 is required, the Hand Receipt Holder will initiate an investigation and notify the District Superintendent, and/or Accountable Officer as appropriate.

Figure C5.F1. DECIDING WHAT PROCEDURE TO USE (ADJUSTMENT DOCUMENT)

TYPE OF OCCURRENCE	ADJUSTMENT	REMARKS
1. DAMAGED PROPERTY (Non-expendable)		
a. Any repairable item - fair, wear and tear - no negligence.	a. If item is repairable, have it repaired.	
b. Any non-repairable item - fair, wear and tear, no negligence.	b. Prepare Administrator's Certificate signed by the activity supervisor explaining the circumstances of the loss with a "Request for Disposition" memorandum. If a Technical Inspection was performed, attach a copy to the package. Report it to the Accountable Officer for disposition approval.	
c. Any repairable or non-repairable item - person admits liability and the repair cost or depreciated value is less than 1-month's pay.	c. Prepare DD Form 362. If the item is repairable, have it repaired. If the item is not repairable, report it to the Accountable Officer for disposition instructions.	c. Depreciation is allowed under this method. Send the Accountable Officer a completed copy as soon as the forms have been signed and processed.
d. Any repairable or non-repairable item - person admits liability and the repair cost or depreciated value is more than 1-month's pay.	d. Prepare DD Form 200.	
e. When negligence or willful misconduct is suspected, but the person will not admit liability or the responsible person is not known.	e. Prepare DD Form 200.	e. Person refused to sign DD Form 362.
f. When directed by higher authority.	f. Prepare DD Form 200.	
2. LOST OR DESTROYED PROPERTY (Non-expendable)		

Figure C5.F1. DECIDING WHAT PROCEDURE TO USE (ADJUSTMENT DOCUMENT)

TYPE OF OCCURRENCE	ADJUSTMENT	REMARKS
a. Any item-negligence/willful misconduct involved, person admits liability and the depreciated value is less than 1-month's pay.	a. Prepare DD Form 200 and DD Form 362.	
b. Items for which person admits liability but the depreciated value is more than 1-month's pay.	b. Prepare a DD Form 200 and DD Form 362. (See Blank Forms - Appendices)	
c. Items when negligence, willful misconduct is suspected, but person will not admit liability or responsible person is not known. Loss is disclosed through inventory on change of Accountable Officer or Hand Receipt Holder.	c. Prepare DD Form 200.	
d. Items lost as a result of fire, theft, or disaster.	d. Prepare DD Form 200.	d. Hand Receipt Holder directs investigation. A catastrophic loss requires a Financial Liability Board.
e. Items destroyed because of infection or contamination.	e. List items on memorandum naming individual who directed destruction.	e. Activity supervisor must sign the document.
f. Items destroyed because of age, such as chemicals.	f. Prepare turn-in document DD 1348-1A. (Use as the property voucher)	f. DRMO will dispose of in place.
g. Abandoned items.	g. Written orders to abandon property will be signed by the Director or Area Directors, or higher echelon. (Use as property voucher)	g. If individual declines to approve order, prepare DD Form 200.

Figure C5.F1. DECIDING WHAT PROCEDURE TO USE (ADJUSTMENT DOCUMENT)

TYPE OF OCCURRENCE	ADJUSTMENT	REMARKS
h. Health, safety, expense or difficulty of care and handling reasons.	h. Submit abandonment order to the Director or Area Directors, or higher echelon. (Use as property voucher.)	h. Order becomes the adjustment document.
i. When directed by higher authority.	i. Prepare DD Form 200.	

NOTE: In each instance above, a copy of the completed/approved adjustment document must be provided to the Accountable Officer as soon as it is completed.

C5.6. FINANCIAL LIABILITY INVESTIGATION FOR PROPERTY LOSS

C5.6.1. The Financial Liability Investigation for Property Loss, DD Form 200, is a form on which the circumstances of the loss, damage, or destruction of DoDEA property are recorded. It serves as, or supports, an adjustment document for dropping the items from the property records. The primary purpose of the investigation is to determine the responsibility (financial or otherwise) for the loss, damage, or destruction of property. The DD Form 200 is a supply-oriented document; it is not intended to be used as corrective action or punishment for negligence or misconduct which may have contributed to a loss.

C5.6.2. Initiation of the Investigation. After the Hand Receipt Holder decides that the DD Form 200 is the appropriate document, he/she must take the first action. He or she must explain and report promptly all the circumstances to the Accountable Officer/Property Book Officer. Statements or affidavits from individuals and other supporting documents such as reports of police investigations may be attached.

NOTE: Affidavits must be sworn before a notary. Statements may or may not be sworn as deemed necessary by the Hand Receipt Holder or financial liability officer.

C5.6.2.1. If DD Form 200 was not selected as the appropriate document needed to adjust the property record, the appointing authority may determine subsequently that DD Form 200 is warranted.

C5.6.2.2. For Area/Service Centers the Accountable Officer is responsible to initiate a DD Form 200 investigation for lost, damaged, or destroyed property. The District Superintendent must take similar action for property located at the District Office and school level. Upon completion, provide a copy of the investigation document to the Accountable Officer for further processing.

C5.6.3. Time Limits on the DD Form 200. When DD Form 200 is required, it must be initiated and processed immediately. To be effective, and provide due process for the individual(s) who may be held liable, the investigative procedures require promptness. Under normal circumstances, a DD Form 200 should be processed through channels within 75 calendar days. The Hand Receipt Holder should check the facts and prepare the DD Form 200 within 15 calendar days. The appointing authority and financial liability officer have 40 calendar days in which to do their work. The approving authority is given 20 calendar days to review the DD Form 200 personally and have it processed at his or her level.

C5.6.4. Administrative Preparation of the DD Form 200. The Hand Receipt Holder will initiate/prepare the DD Form 200, making an original and three copies, gathering necessary statements from the individual(s) involved and collecting exhibits, completing blocks 1 – 12, and getting the next available survey number for block 2 and a document number from the Accountable Officer for block 17a. Cross reference it to any related documents prepared at the same time. When listing lost or destroyed components of an end item which is a set, kit, or outfit, list the end item first, then the lost or destroyed components. Exhibits may be attached to

support the statements in block 9. Certificates, affidavits, or statements by individuals (attached as exhibits) will also consist of one original and three copies. The Hand Receipt Holder will date and sign that document and forward to the next appropriate level as indicated in (see figure C5.F2.) for action. The Hand Receipt Holder retains a copy for his/her file and forwards the original to the Accountable Officer.

C5.6.4.1. Damaged or destroyed accountable property will remain on the property records until the financial liability officer (FLO) prepares a statement releasing the item for repair or turn in. Attach a copy of the statement to either the turn-in document or the maintenance request. When no FLO is required, the turn-in document or maintenance request requires the approval of the Accountable Officer. If the item is repaired it will not be dropped at all. If an item is turned in to the DRMO in accordance with Chapter 3, adjust the records using the DD Form 1348-1A. Forward a copy of the DD Form 1348-1A to the Accountable Officer, cross-referencing the document number of either the DD Form 200 or the DD Form 362, as appropriate. As a rule, do not post the end item to the property records unless the entire end item is lost or destroyed.

C5.6.4.2. For lost property items, the Accountable Officer shall adjust the hand receipt account. When the Hand Receipt Holder forwards the suspense copy of the DD Form 200 or when the DD Form 362 is processed by the Defense Finance and Accounting Service (DFAS) and the Accountable Officer receives the authenticated copy. In the latter instance, the Accountable Officer will notify the Hand Receipt Holder.

C5.6.5. Function of the Responsible Officer. In all instances, blocks 12a through 12g of the DD Form 200, will be completed and signed by the Hand Receipt Holder.

C5.6.6. Function of Appointing Authority for Financial Liability Officer. The appointing authority will review the DD Form 200 prepared by the Hand Receipt Holder and determines whether a FLO will be required and, if so, how the appointment will be made. All losses valued at \$50,000 or more require the appointment of an FLO. The appointing authority may serve as the FLO. When the appointing authority determines from the facts presented that no person should be held financially liable and a FLO is not required; he or she will complete blocks 13a through 13h of the DD Form 200. He or she shall nominate/detail a candidate to perform the FLO function if determined appropriate.

NOTE: For activities below the District level, the District Superintendent may appoint someone from the District staff or an appropriate disinterested DoDEA employee from another activity; for example, the principal, assistant principal, or educational program manager from a nearby school, as the FLO. For District Offices, Area Offices, the appointing official will appoint a FLO. A general rule is to appoint someone senior to the person who may be charged. Any individual who is directly accountable for the property listed on DD Form 200 is not authorized to act as the FLO, appointing authority, or the approving authority. In cases of catastrophic loss or suspected willful misconduct contact the supporting law enforcement activity for additional guidance.

C5.6.6.1. Negligence is not suspected. The DD Form 200 is used to relieve persons of responsibility and accountability for accountable property without further investigation when negligence or willful misconduct is not suspected. For this reason, the appointing authority must check the form carefully when he or she gets it to be sure that it is complete and accurate, particularly block 9, with all the necessary statements and exhibits appended. The information in block 9 should be clear, accurate, and complete with all the pertinent facts and circumstances surrounding the loss, damage, or destruction. If the appointing authority feels the initiator has not done his or her job, the appointing authority should return the DD Form 200 to the initiator for additional information or documentation. When the appointing authority is satisfied with the DD Form 200 and its supporting documentation, he or she will complete blocks 13a through 13h recommending the approving authority sign in block 14. If the appointing authority is also the approving authority, he or she completes block 13a through 14h. If the approving authority disagrees, he or she will direct the appointing authority to appoint a FLO. If approved, the form then becomes the adjustment document for lost property. For either damaged property which is repairable, or damaged property which is not repairable, follow the procedures in Chapter 3. Use DD Form 1348-1A as the adjustment document, and cross-reference it to DD Form 200.

C5.6.6.2. Further investigation may be required when answering the following:

C5.6.6.2.1. Is there any suspicion of fraud, collusion, gross negligence, unauthorized use, theft, or willful misconduct?

C5.6.6.2.2. Is the property loss valued at \$50,000 or more?

C5.6.6.2.3. If yes, the District Superintendent will appoint a FLO for activities under his or her jurisdiction. Area Offices will appoint FLOs as appropriate from his or her staff.

C5.6.6.2.4. If no, is the reason for the "no" because the person admits liability and the amount is more than 1-month's basic pay? If so, recommend a financial liability charge after computing the cost of the loss, damage, or destruction and allowing for depreciation as appropriate. Have the respondent sign block 16g of the DD Form 200 and block 10 of DD Form 362, as appropriate. Send DD Form 200 and DD Form 362 to the approving authority. Forward the two forms, along with any request for remission of indebtedness which the respondent may have made, to the approving authority.

C5.6.6.3. Follow-up Actions by Appointing Authority. After the FLO has been appointed, the appointing authority must:

C5.6.6.3.1. Provide the FLO with a copy of the DD Form 200.

C5.6.6.3.2. Help the FLO by explaining the parameters of the investigation; give advice and assistance when requested.

- C5.6.6.3.3. Review the FLO's findings and recommendations, making sure that:
- C5.6.6.3.3.1. Any contradictions are resolved or noted.
 - C5.6.6.3.3.2. The statements of interested persons are confirmed or refuted, if possible.
 - C5.6.6.3.3.3. Findings are clearly stated.
 - C5.6.6.3.3.4. FLO's recommendations are sound, based on logical conclusions from the factors stated in the findings.
 - C5.6.6.3.3.5. The monetary charges are correctly calculated.
 - C5.6.6.3.3.6. Persons charged have had a chance to reply to the charges.
 - C5.6.6.3.3.7. An opportunity to seek legal advice is provided if requested by any individual against whom a charge is recommended.

NOTE: The advice may take the form of an interview in which guidance is provided to ensure that all pertinent facts are revealed and counseling is given as to how the facts should be presented in the statement which may be submitted in connection with block 16, DD Form 200. The individual will prepare, sign, and date the statement as his or her personal recitation of the pertinent facts. An opportunity to seek such advice will also be made available in connection with requests for reconsideration, appeals, and remission.

C5.6.6.4. Review the evidence. Does it contain enough pertinent data to enable a review later without having to obtain additional data.

C5.6.6.5. Make sure all pertinent instructions concerning the report were followed before the report is sent to the approving authority.

C5.6.6.6. Complete block 14 of DD Form 200.

C5.6.6.7. Show DD Form 200 to the respondent who may ask formally, at that time, for remission of indebtedness.

C5.6.6.8. Forward the package to the approving authority original and required number of copies, keeping one copy for suspense purposes.

C5.6.7. Approving Authority for DD Forms 200. The approving authority for DD Forms 200 must:

C5.6.7.1. Check the accuracy and completeness of each DD Form 200 which originates at an activity under his or her jurisdiction or which is sent to him or her for action.

C5.6.7.2. Review DD Form 200 procedures frequently to be sure no time lag occurs in processing the form.

C5.6.7.3. Review all DD Forms 200 to ensure the appointing authority has completed all required actions for the investigation to include the appointment of a FLO if appropriate. The FLO performed an adequate unbiased investigation; the recommendation clearly indicates a determination of responsibility based on the findings; the FLO determined financial liability set appropriate amounts when he or she recommended it; the person(s) charged indicate that they have examined the reports and added any statements or evidence they wished and that they are aware of their rights; that minor corrections on attested entries are initialed; that a prepared DD Form 362 accompanies the form, and a request for remission of indebtedness is appended, if appropriate.

C5.6.7.4. Take one of the following courses of action on the basis of his or her personal review:

C5.6.7.4.1. Approve the FLO's recommendations.

C5.6.7.4.2. Make new recommendations.

C5.6.7.4.3. Relieve persons from responsibility and accountability.

C5.6.7.4.4. Complete block 14, indicating whether the report is approved or rejected, and why; enter the typed name, grade, and title of the approving authority; and sign it.

C5.6.8. Extend the collection period beyond 2-months on the basis of financial and personal circumstances (if the amount exceeds two-thirds of basic monthly pay, or at the request of the respondent), if he or she feels the action is appropriate.

C5.6.9. After DD Form 200 has been approved by the approving authority, take action to relieve all concerned from responsibility or assess financial liability.

C5.7. PERSON FOUND FINANCIALLY LIABLE When a person is found financially liable for a loss, he or she receives notice in the following manner.

C5.7.1. The approving authority uses a memorandum to notify the person that he or she is being held liable. The memorandum is prepared in two copies: "Approving Authority Notification to Respondent when Financial Liability has been Assessed, and First Endorsement" (see figure C5.F4.). The prepared DD Form 362 accompanies the notification memorandum.

C5.7.2. The approving authority signs the original notification memorandum and maintains one copy in his or her suspense file. The original memorandum and one copy are forwarded to the Accountable Officer/Property Book Officer who shall ensure distribution of the notification documents to the originating Hand Receipt Holder.

C5.7.3. The Hand Receipt Holder of the person held liable gives the original and copy one of the notification, DD Form 200, DD Form 362, and the acknowledgment sheet to the individual and explains the meaning of the notice.

C5.7.4. The person held liable should sign, date the acknowledgment and sign DD Form 362 as appropriate (he or she may already have signed block 16 of DD Form 200 and the appropriate form at the time the FLO showed the respondent DD Form 200). Signing DD Form 200 is not an admission of responsibility, and refusal to sign it does not delay the start of the collection action. If a person does not sign, his or her supervisor must certify delivery of the originals and have a witness sign the delivery.

C5.7.5. The individual keeps the one set (of the notification, DD Form 200, and the DD Form 362) for their records. The accountable office file copies in the Hand Receipt Holder transaction file, and enters information on DD Form 200 register.

C5.7.6. The supervisor forwards original copy of DD Form 200 and DD Form 362 to the local finance and accounting office for further processing. Upon notification from DFAS of completed action, the appointing authority shall notify all concerned of completed action and suspense copies should be destroyed. The Accountable Officer will update DD Form 200 Register accordingly. The Hand Receipt Holder files DD Form 200 in the property transaction file. Individual DD Forms 200 may be retired 3-years from the date the report was approved, unless appeal action is pending.

C5.8. UNECONOMICALLY REPAIRABLE PROPERTY. For uneconomically repairable or destroyed material DD Form 200 will be held open until DD Form 1348-1A, turn in document, is forwarded by the Hand Receipt Holder to the Accountable Officer. After receiving the signed documents from the Hand Receipt Holder, the accountable office will remove the property from the hand receipt account.

C5.9. DUE PROCESS RIGHTS OF PERSONS CHARGED WITH PROPERTY. Each respondent or witness in a case is entitled to certain rights of due process before financial liability may be imposed.

C5.10. CONTRACTING OFFICER ACTION ON DD FORMS 200. All losses involving vendor or contractor liability will be referred to the contracting officer for a determination as to the contractor's liability according to the particular contract involved. The contracting officer is obligated to make comprehensive findings of fact in each instance. The decision of the contracting officer is final and conclusive unless the contractor makes a timely appeal under the disputes clause of the contract. A contracting officer becomes a factor in the DD Form 200 process when the U.S. Government contracts for services. Contracts of this nature may be for computer repair, office machines repair, etc. When government property transferred to a contractor is lost, damaged, or destroyed while in the possession of a contractor incident to the rendering of services, DD Form 200 will be submitted to the contracting officer by the Hand Receipt Holder so that the investigation can be conducted and the results submitted to the Accountable Officer for review and further processing.

C5.11. POSTING DD FORMS 200 TO THE DD FORM 200 REGISTER. The Accountable Officer will number DD Forms 200 sequentially starting with number "001," including a designation unique to the accountable area, such as "EUR" for Europe, "PAC" for Pacific, "DDESS" for the domestic schools, etc. at the beginning of the FY (for example, 05-XXXXX-001). The Accountable Officer will make sure the "DD Forms 200 Register," is maintained at his or her office; that copies of the register are forwarded to DoDEA Headquarters at the end of the FY but under cover of the "Resume Memorandum," and that all DD Forms 200 are filed (original in the DD Form 200 file and one copy in the hand receipt account transaction file), and available for review by auditors, inspectors general and other administrative authorities.

C5.12. FILING THE RESUME AND DD FORM 200 REGISTER. At the end of the FY the Accountable Officer will prepare the Resume, attach the DoDEA Form 4141 and submit the report to their Director for approval and signature. The signed report is forwarded to the Chief, Logistics Division, DoDEA by October 31.

Figure C5.F2. CHAIN OF COMMAND FOR DD FORM 200 ACTIONS

ACTIVITY	RESPONSIBLE OFFICER	APPOINTING AUTHORITY	APPROVING AUTHORITY	APPEAL AUTHORITY
Schools	Hand Receipt Holder	District Superintendent	Area Director	Director DoDEA
District Superintendents Offices	Hand Receipt Holder	Area Director		Director DoDEA
Offices under Area Directors	Hand Receipt Holder	Area Director		Director DoDEA
Headquarters Divisions under Chief of Staff	Hand Receipt Holder	Chief of Staff		Director DoDEA
Headquarters Divisions under Associate Director for Education	Hand Receipt Holder	Associate Director for Education		Director DoDEA
Headquarters Divisions under Associate Director for Financial and Business Operations	Hand Receipt Holder	Associate Director for Financial and Business Operations		Director DoDEA
<p>NOTES: If property under investigation is assigned directly for the use of an appointing or approving authority, he/she must excuse himself or herself from the appointing/approving process. Such actions must be forwarded to the next level in the chain of command.</p>				

Figure C5.F3. APPOINTING MEMORANDUM FOR FINANCIAL LIABILITY OFFICER

<p>(LETTERHEAD)</p>
<p>(Date)</p>
<p>MEMORANDUM FOR FINANCIAL LIABILITY OFFICER(FLO)</p>
<p>SUBJECT: Appointment as Financial Liability Officer</p>
<p>You are hereby appointed as financial liability officer to inquire/investigate the attached DD Form 200, "Financial Liability Investigation of Property Loss." You have 40 days in which to complete your work. You may seek my advice at any time during this investigation.</p>
<p>The Financial Liability Officer's Guide, Appendix 15 of DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual," is provided for your use. The DD Form 200, the DD Form 362, and the Appendix should be returned to me at the conclusion of your investigation along with any other documents resulting from it.</p>
<p>(Name) (Title)</p>
<p>Attachments: As stated</p>

Figure C5.F4. APPROVING AUTHORITY NOTIFICATION TO RESPONDENT WHEN FINANCIAL LIABILITY HAS BEEN ASSESSED AND FIRST ENDORSEMENT

(Letterhead)

(Date)

MEMORANDUM FOR (Enter name of Respondent)

THROUGH: (Respondent's Activity Supervisor)

SUBJECT: Financial Liability Investigation of Property Loss (DD Form 200), Investigation Number, (\$ amount)

1. You are hereby notified that financial liability has been assessed against you by the United States Government, in the amount of (\$ amount) for losses investigated under the subject DD Form 200.

2. Your attention is invited to DoDEA 4100.2-M, Chapter 5, "Department of Defense Education Activity Material Management Manual," which lists your rights relative to the matter. You have the right to:

- a.. Inspect and copy DoDEA records relating to the matter.
- b. Obtain legal advice relating to assessment of financial liability.
- c. Request reconsideration of the assessment of financial liability only on the basis of legal error.
- d. Request a hearing concerning the amount of the debt, or the terms of any proposed repayment schedule (civilian employees only). A request for a hearing will not be considered until a request for reconsideration concerning the existence of the debt has been adversely acted on by the appellate authority. A respondent who wishes to challenge the existence of the debt must do so by submitting a request for reconsideration to the approving authority.
- e. Request remission or cancellation of the indebtedness under the provisions of DoD 7000.14-R, Volume 5, Chapter 30, "Debt Collection by Involuntary Salary and Administrative Offset." A request for remission or cancellation of the indebtedness will not be considered until other avenues of redress listed in paragraph c. and d. above have been exhausted.

Figure C5.F4. APPROVING AUTHORITY NOTIFICATION TO RESPONDENT WHEN FINANCIAL LIABILITY HAS BEEN ASSESSED AND FIRST ENDORSEMENT

f. Request extension of the collection period.

g. Enter into a written agreement with the DFAS office to repay the debt by installment.

3. Submission of a request for reconsideration, a hearing, or remission or cancellation of indebtedness, stops all collection action, pending a decision on the request made by the appropriate official. These rights are listed in the order in which they should be exercised.

a. You have 30 calendar days from the date of this memorandum to submit a request for reconsideration to: (Insert organization title and office).

b. Should your request for reconsideration be denied you (civilian employees only) have an additional 30 calendar days from the date of the reconsideration denial to submit a request for a hearing to: (Insert the organization title of the servicing DPAS office).

c. You have 30 calendar days from the date of the notification of adverse action resulting from a request for reconsideration to submit a request for remission or cancellation of the indebtedness to: (Insert organization title and office).

d. When the rights in paragraphs a. through c. above have been exercised and you have been notified that you are still liable and must make reimbursement to the Government, you should immediately contact your servicing DFAS office to determine how to avoid possible interest and/or penalty charges if payment is not immediately made.

e. Should all of these rights be denied, or you fail to exercise one of the rights within the appropriate time frame, your last avenue of redress is to make application to the Defense Finance and Accounting Service-Indianapolis Center, ATTN: DFAS-IN, FYCS, 8899 East 56th St, Indianapolis, IN 46249-1401.

4. Should you have any questions concerning the above rights, you may contact my designated representative (Insert name, grade, organization title, and office) or the DoDEA General Counsel.

(Name)

(Title)

Figure C5.F4. APPROVING AUTHORITY NOTIFICATION TO RESPONDENT WHEN FINANCIAL LIABILITY HAS BEEN ASSESSED AND FIRST ENDORSEMENT

First Endorsement

MEMORANDUM FOR (Name & Title of Approving Authority)

THROUGH: (Respondent's Activity Supervisor/Title)

I hereby acknowledge receipt of notice of assessment of financial liability contained in the basic correspondence. I am aware of my rights as listed in the basic correspondence.

(Name)
(Title)

Figure C5.F5. REQUEST FOR HEARING BY CIVILIAN EMPLOYEE

<p>(Letterhead)</p>	<p>(Date)</p>
<p>MEMORANDUM FOR (Name/Title of Appeal Authority)</p>	
<p>THROUGH: (Name/Title of Approving Authority)</p>	
<p>SUBJECT: Request for Hearing, DD Form 200 (number), (\$ amount)</p>	
<p>I request a hearing for the following reason(s): (Check as applicable).</p>	
<p>1. <input type="checkbox"/> To contest the validity of the debt for salary offset purposes.</p>	
<p>2. <input type="checkbox"/> To contest the amount of the debt.</p>	
<p>3. <input type="checkbox"/> To contest the terms of the offset schedule proposed by the creditor component.</p>	
<p>NOTE 1:</p>	
<p>If you are requesting a hearing to contest the validity or the amount of the debt, (1. and/or 2. above) you must enclose the following with this request:</p>	
<p>a. A statement of the reason(s) why you believe the creditor's determination of the validity and/or the amount of the debt is erroneous. Include a complete description of the facts, evidence, and a summary of the testimony of any witnesses you believe support your position.</p>	
<p>b. Copies of any pertinent records you wish to have considered at the hearing if they differ from those records previously provided to you by the creditor component.</p>	
<p>NOTE 2:</p>	
<p>If you are requesting a hearing to contest the terms of the offset schedule proposed by the creditor component, (3. above) you must enclose the following with your request:</p>	
<p>a. Your proposed alternative offset schedule, that is, how much you can repay each month.</p>	

Figure C5.F5. REQUEST FOR HEARING BY CIVILIAN EMPLOYEE

b. An affidavit of financial status (obtained from the servicing DFAS office).

c. Copies of any records you wish to be considered at the hearing, if they differ from the records previously provided by the creditor component.

(Name)

(Title)

Figure C5.F6. RESUME MEMORANDUM

DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
_____ (JURISDICTION)
(appropriate address and zip code)

MEMORANDUM FOR DIRECTOR, FOR DODDS-EUROPE
DIRECTOR, FOR DODDS-PACIFIC/DDESS GUAM
DIRECTOR, FOR DDESS/DODDS/CUBA

SUBJECT: Resume of DoDEA Form 4100.2-F2, and DD Form 200 Register for FY __

1. Number of DD Forms 200 approved: _____

Type of property involved:

Pilferable items	\$ _____
Business or office machines	
Technical education equipment	
ADP equipment	
A/V equipment	
Other	
TOTAL	\$ _____

Reasons for loss, damage or destruction: (express in dollars)

- A - Accident
- B - Condition change
- C - Fire or smoke
- D - Natural disaster
- F - Vandalism
- G - Fraud, collusion
- H - Loss discovered during annual or other inventory
- I - Other

TOTAL	\$ _____
-------	----------

FINANCIAL LIABILITY ASSESSED \$ _____

2. Remarks

Attachment:
DoDEA Form 4100.2-F2

C5.13. REOPENING, CORRECTING, AMENDING, OR CANCELING DD FORM 200 REPORT.

C5.13.1. Reopening, correcting, amending, or canceling DD Form 200 reports are administrative procedures. They may be activated by either:

C5.13.1.1. A decision at the approval authority level previously acting on the report that such action is necessary or,

C5.13.1.2. Direction from the appeal authority.

C5.13.2. Either of the above may occur as a result of:

C5.13.2.1. An individual requesting reconsideration of the assessment of financial liability.

C5.13.2.2. A response to the FLO's original notification from an individual recommended for financial liability being received after the approving authority approved financial liability.

C5.13.2.3. A memorandum from a subordinate activity who previously acted on a report supporting the reopening.

C5.13.2.4. The property being recovered, and/or approved authority becoming aware of an injustice against either the Government or the individual assessed financial liability.

C5.13.3. When the appointing, approving, or appeal authority having previously acted on DD Form 200 determines that a report should be reopened, corrected, or amended, that authority will ask for the original back from the Accountable Officer. Upon receipt of the report, the authority will address a letter forwarding the report concerned through the same channels as those through which the original was processed. The letter will state briefly the nature of the additional evidence, furnish copies of the evidence, and set forth the corrective, amendatory, or other action desired. Intermediate levels will endorse views as to concurrence, non-concurrence, or other action recommended. Interested parties serving at activities where the DD Form 200 originated may submit requests for additional action to the approval authority who acted on the original report. Other interested persons may submit such requests to any DoDEA activity concerned with the review of an action on the report in question. Further action may consist of minor corrections not involving important changes in findings or recommendations; cancellation of a report (maintain in files for same length of time as non-cancelled reports); amended final action, either with or without investigation; and lastly, remedial action if property is recovered. If further investigation is determined necessary, return the original report to the initiating activity. The approval authority may direct or request the reappointment of the same FLO or the appointment of a new FLO. On completion of the additional investigation and report, the FLO will submit the DD Form 200 to the appointing authority and the report will proceed through

normal channels. The same procedures apply in processing the report under these circumstances as were applicable during the initial action.

C5.13.4. Reconsideration. The term "request for reconsideration" will be regarded as an application for further action directed to the same authority who initiated the report. Reconsideration can only be requested once and only on the basis of legal error. Submission of a request for reconsideration, a hearing, or remission or cancellation of indebtedness, stops all collection actions pending a decision on the request made by the appropriate official. These applications are authorized to be submitted by military personnel or civilians being held financially liable. Unless good cause for a greater delay exists, requests for reconsideration must be submitted within 60 days of the date of signature acknowledging receipt of the notification. When a request for reconsideration has received action unfavorable to the individual held liable, the request for reconsideration becomes an appeal. Appeal action may begin immediately. Requests for reconsideration should be routed through the established DD Form 200 report channels. The level responsible for taking final action on the report will give full consideration to any request received and any additional evidence presented. Action taken on the request for reconsideration previously may be sustained without reopening the report. Written notification of action taken will be furnished by the approving authority to the individual submitting the request. His or her acknowledgment of receipt will be obtained on one copy of the notification.

C5.13.5. Appeals.

C5.13.5.1. Appealing Final Action Taken on DD Form 200 Report. The person charged can request reconsideration of the final action taken on DD Form 200 report. A request for reconsideration is an application for review of the DD Form 200 action, and it is directed to the appeal authority. The appeal authority for all DoDEA DD Forms 200 is the Director, DoDEA. When a person is charged and requests reconsideration by an authority higher, his or her request is regarded as an appeal.

C5.13.5.2. Time Limit. The appeal authority has 30 days to accomplish his/her actions from the date the request for reconsideration is received.

C5.13.5.3. Route of an Appeal. The person charged may seek legal advice on his or her request for reconsideration and the technical aspects of filing the request at no charge to the Government. The person charged must initiate the request through the office that took the final action on the DD Form 200. That office prepares a memorandum to the appeal authority setting forth the basis for sustaining the charge and disallowing the request. This memorandum signed by the approving authority is similar to a brief filed with a civilian court of appeal. This memorandum will be forwarded to the Accountable Officer who will pull the DD Form 200 report file. The file should contain all correspondence, or certified copies thereof, relating to the report, all evidence and exhibits, and any other related documents. The appeal authority receives both the respondent's request and the memorandum recommending disapproval from the approval activity at the same time.

C5.13.5.4. General Counsel Review. The General Counsel servicing the appeal authority must review the entire file before the appeal authority acts on the request for reconsideration. The counsel renders an opinion as to whether or not the evidence is adequate and the findings are proper and makes recommendations on the report. The counsel reviewing the request will be other than the one who performed the review for the FLO/appointing authority.

C5.13.5.5. Action by Appeal Authority. The appeal authority reviews the entire case (including the original report, the evidence, the memorandum from the lower level, and the opinion of the General Counsel). The authority either disallows or allows the appeal. After the authority allows or disallows the appeal, the original report and supporting evidence is sent back to the office that approved the charge with the results of the appeal review documented in a letter attached to the DD Form 200. The approving authority is instructed to notify the appellant (the person charged) of the appeal results. If the appeal is allowed, the authority also indicates that any collection made must be refunded by the DFAS office currently maintaining the person's pay account. (The money refunded is considered a "collection erroneously received"). The action by the appeal authority is final, and if the appeal is disallowed, no further appeal is authorized.

C5.14. REMISSION OF CHARGES.

C5.14.1. Remission of Indebtedness. The authority to take final action on remission of indebtedness for DoDEA property rests with the Director, DoDEA.

C5.14.2. Right to Request Remission. Any individual found financially liable for DoDEA property lost, damaged, or destroyed may request remission from the Director, DoDEA.

C5.14.3. Processing the Request for Remission. Requests will be processed through the same channels as appeals. The appeal authority may authorize suspension of collection action pending final decision of a request for remission. The supervisor of the person charged will ensure that the file contains all correspondence pertaining to the case, as well as a complete DD Form 200. The supervisor may include his or her own remarks or recommendations and a statement of the pay account from DFAS. Time is very important in the processing of this request. The Accountable Officer must expedite the transmittal of the file and the request for remission of indebtedness to the Director, DoDEA.

Figure C5.F9. REQUEST FOR REMISSION OF INDEBTEDNESS

<p>(LETTERHEAD)</p>
<p>(Date)</p>
<p>MEMORANDUM FOR DIRECTOR, DODEA</p>
<p>THROUGH: Approving Authority</p>
<p>SUBJECT: Financial Hardship</p>
<p>I am writing in reference to DD Form 200 document number HEXXXX-5129-0001 in which financial liability has been recommended against me in the amount of \$. If this recommendation is approved and collection is taken, I will not be able to fulfill my financial obligations.</p>
<p>Request if the recommendations are approved, the amount for which I am financially liable be remitted.</p>
<p>(Name) (Title)</p>
<p>Attachments: Case Documents</p>

C5.15. RECOVERY OF PROPERTY.

C5.15.1. Unlawful possession. The Director, Area Directors, District Superintendents, activity supervisors, or principals, through lawful means and lawful agents (such as military police), will ensure recovery without delay of U.S. Government property unlawfully in the possession of any party (or parties) that is likely to be removed beyond his or her Area, concealed, or otherwise disposed of before the necessary proceedings can be had in the proper civil tribunal for its recovery. Seizure of such property must be accomplished without committing a breach of the peace or a trespass on private premises. The person(s) in possession or custody of the property will be presented a receipt or certificate showing the property has been seized as belonging to the U.S. Government. The principal, activity supervisor, District Superintendent, Area Director or Director should have the property held subject to any legal proceedings that may be started. Physical security personnel and legal counsel should be consulted before any DoDEA activity supervisor takes such action.

C5.15.2. Recovered Property. Property believed to have been lost may have been dropped from accountability under authority of an approved DD Form 200 and be found later and subsequently recovered. If so, reopen the report using the procedures in C5.13. (Reopening, Correcting, Amending, or Canceling DD Form 200 Report).

C5.15.2.1. If the property is serviceable, reestablish accountability on an inventory adjustment report indicating "recovered property found on DoDEA activity or military installation." Cross reference the file copies of the report and inventory adjustment report to each other. Initiate repayment if necessary.

C5.15.2.2. If the property is not in a serviceable condition, revise the report findings and recommendations to reflect the damaged, or destroyed condition and reprocess through the original channels.

C5.16. COLLECTION OF FINANCIAL CHARGES.

C5.16.1. Initiation of Collection. The approving authorities are authorized to take final action on DD Form 200 reports involving financial liability and initiate collection using the collection procedures. When a DD Form 200 investigation is conducted and an individual charged with financial liability makes voluntarily restitution to the Government for the full amount of the lost, damaged, and destroyed property, DD Form 200 is not required. A collection voucher (DD Form 362) must be completed for this type of transaction. The Hand Receipt Holder will initiate and/or complete the documentation and submit with the DD Form 362 to the servicing finance office. Upon the receipt of the completed documents from the finance and accounting office, documents will be forwarded to the originating source.

C5.16.2. Collection of Monies Owed. The funds recouped from individuals will not be available for reuse by DoDEA. All collections which are not required by law to be deposited into other designated funds or accounts are deposited into the general fund of the U.S. Treasury. Collections may result from two separate sets of circumstances.

C5.16.3. Collections Process. DD Form 200 is not required when individuals or corporations admit financial liability and voluntarily offer to reimburse the Government. In this case the Hand Receipt Holder will initiate and complete the documentation process by asking the respondent to sign above his and/or her name and submit the DD Form 362 to their servicing finance office. The Hand Receipt Holder will provide the respondent a copy of the signed DD Form 362 as a receipt, and turn payment over to the servicing finance officer for processing. Payment must be made out to "U.S. Treasury." A copy is also forwarded to the Accountable Officer/Property Book Officer for the property records to be adjusted. The Accountable Officer will file a copy of the collection action in the suspense file until confirmation is received that the collection process is completed. He or she will then use the transaction documents to adjust the hand receipt account accordingly.

NOTE: The Hand Receipt Holder is responsible to ensure the hand receipt account is adjusted for durable property.

C5.16.4. Preparation of DD Form 362. The Hand Receipt Holder will prepare DD Form 362, "Statement of Charges/Cash Collection Voucher," when anyone admits financial liability for their dependent(s) or themselves and offers (responds affirmatively to a request) to pay by payroll deduction, checks, money orders, traveler's checks, certified or uncertified banking drafts at the value amount of the property not to exceed the individual's monthly basic pay. All payment must be made out to the "U. S. Treasury."

C5.16.4.1. The activity supervisor, on behalf of DoDEA, since he or she is not a DFAS, class B agent, or special disbursing agent who receives funds belonging to the United States, will promptly turn over such funds to the servicing finance office. These funds will not be held at a DoDEA activity any longer than it takes to get them to the servicing finance office during the current or next business day. Negotiable instruments not deposited with a finance office on the same day received, must be secured in an appropriate container. The activity supervisor turns the payment into the finance officer with the original and two copies of DD Form 362.

C5.16.4.2. The DD Form 362, accompanied by a copy of DD Form 200, if one was required, will be used as the transmittal document. A copy of all processed documents from the finance and accounting office shall be provided to the Hand Receipt Holder. The Hand Receipt Holder will provide a copy to the respondent and the Accountable Officer and Property Book Officer.

C5.16.4.3. The servicing finance and accounting officer, upon receipt of an identifiable collection applicable to an account maintained by another finance station, should issue a receipt, if required or requested, the annotated DD Form 362 or a DD Form 634, "Receipt for Miscellaneous Collections," and the transaction should be processed as a "Transaction for Others."

C5.16.4.4. If the respondent refuses to pay the Hand Receipt Holder, but agrees to pay the debt through the nearest finance and accounting office, the Hand Receipt Holder will

maintain a signed copy in the suspense file, and contact the Area Resource Management Office for processing instructions.

C5.16.4.5. If the respondent is allowed to make direct payment to their local finance and accounting office, a DD Form 634 should be prepared by the finance and accounting office for the amount collected. The duplicate copy should be furnished to the respondent as his or her receipt. The type of collection should be specified in the upper right corner such as government property lost or damaged. The original DD Form 634 for payment collection for government property lost, damaged, or destroyed will be forwarded directly to the activity initiating the DD Form 362, or the activity that approved the DD Form 200. If this is not received, the Hand Receipt Holder should request a copy from the finance and accounting officer.

C5.16.5. Denial of Reimbursement. Denial of any of these methods for reimbursing the Government for lost, damaged, or destroyed property on the part of the respondent will be resolved by the Accountable Officer. The Resource Management Division chief, DoDEA or Area Directors will obtain guidance from General Counsel, in resolving the issue. For military personnel the matter may be brought to the attention of the individual's commander.

C5.17. REPAYMENT OF AMOUNTS PREVIOUSLY COLLECTED (COLLECTIONS ERRONEOUSLY RECEIVED).

Repayments will be necessary when, subsequent to collection of the financial charges, reconsideration or appeal actions result in a reduction or refund, or the item is recovered. Repayment is made as follows:

The appeal authority returns the original DD Form 200 to the approving authority stating the action being taken described in the document prepared by the General Counsel is to relieve the individual or reduce the charge, etc. The reason for the action is also provided.

The approving authority sends a copy of this action directly to the individual from whom collection of the charge was or will be made.

The approving authority, on the basis of the final action shown on the returned copy of DD Form 200, will initiate repayment of the amount previously collected from the individual or entity by whatever means required by the serving DFAS office.

When individuals from whom the "erroneous" collection was made, have been transferred from the activity where the charge originated, the approving authority will forward whatever authorization for repayment to their serving DFAS officer to process the payroll account of the individual, if known. Otherwise, the DPAS officer will return the authorization documents to the approving authority who will try to determine how to make repayment.

C5.18. DD FORM 200, COORDINATION/APPROVAL CHAINS AND RETENTION REQUIREMENTS.

C5.18.1. No financial liability involved.

C5.18.1.1. The initiator prepares DD Form 200 in an original and three copies, completes blocks 1-12, obtains a document number (block 17a) from the Accountable Officer, and forwards the original and one copy to the appointing authority. The initiator keeps one copy and forwards a copy to the Accountable Officer.

C5.18.1.2. If the amount of the loss is \$50,000 or more, the appointing authority appoints a FLO to conduct an investigation. After the investigation is complete, or when no investigation is required, the appointing authority completes block 13 of the DD Form 200 and forwards it and the two copies to the approving authority.

C5.18.1.3. The approving authority completes block 14, returns one copy of the DD Form 200 to the Hand Receipt Holder, and forwards the original and the two copies to the Accountable Officer. The Accountable Officer completes block 2, enters the appropriate information on the DD Form 200 register (DoDEA Form 4100.2-F3), and files the original in the permanent DD Form 200 file. The suspense copy may be destroyed. (Each DD Form 200 report file must be held for a period of 3 years from the approval date. All DD Forms 200 approved during that period will be retired to a Federal Records Center at the end of the third FY).

C5.18.1.4. The Accountable Officer sends one copy to the Hand Receipt Holder for his or her files. The Accountable Officer posts the report document number to the appropriate hand receipt account in the property records, and files a copy in the hand receipt account transaction file.

C5.18.2. Financial liability is involved, when the respondent(s) admits financial liability, and the financial charge exceeds 1- month's pay. (No investigation required because there is no evidence of fraud, collusion or other willful misconduct.)

NOTE: If the charge does not exceed 1-month's pay, there is no requirement for a DD Form 200; collection action can be effected via DD Form 362.

C5.18.2.1. The initiator prepares DD Form 200, in an original and three copies and completes blocks 1 - 12, obtains a document number (block 17a) from the Accountable Officer, forwards the original, and their copies to the appointing authority. The initiator keeps one copy and forwards the original copy to the Accountable Officer. A DD Form 362 is prepared and forwarded to the appointing authority with the DD Form 200.

C5.18.2.2. The appointing authority completes block 13 of the DD Form 200. He or she then returns the report to the respondent's activity supervisor who shows the report to the respondent at which time the respondent may ask formally for remission of indebtedness or extension of the collection period. The respondent should sign block 16 of the report as well as

the DD Form 362 at this time. The activity supervisor forwards the package to the approving authority, including the debt collection form and the request for remission of indebtedness/extension of collection period, if applicable.

C5.18.2.3. The approving authority completes block 14 of DD Form 200, and may recommend remission of indebtedness, extension of payment period if amount exceeds two-thirds of basic monthly pay, or if the respondent requests extension, may increase or decrease the amount, and initiates collection action. He or she provides one copy of the report to the respondent, forwards one copy to the Hand Receipt Holder, and the original including the request for remission to the Accountable Officer who completes block 2 and annotates the DD Form 200 report register. The Accountable Officer files the original in the permanent DD Form 200 report file. (Each report file must be held for a period of 3 years from the approval date. All reports approved during that period will be retired to a Federal Records Center at the end of the third FY).

C5.18.2.4. The Accountable Officer sends one copy to the Hand Receipt Holder for his or her files, posts the appropriate hand receipt account with the appropriate adjustment document (DD Form 1348-1A or DD Form 362) to the property records, and files a copy in the hand receipt account transaction file.

C5.19. ANNUAL REPORTING OF DODEA FORM 4100.2-F2. Headquarters Logistics will consolidate the area Resume and attach the DoDEA Form 4100.2-F2 to provide a DoDEA annual property loss report through the Associate Director for Financial and Business Operations to the Director, DoDEA no later than December 31.

CHAPTER 6

RECORDS MAINTENANCE AND DISPOSITION

C6.1. PURPOSE. This chapter establishes the minimum requirements for record files to be maintained by the material management function of the Department of Defense Education Activity (DoDEA) activities.

C6.2. POLICY. DoDEA activities will establish, retain, and dispose of material management record files in accordance with instructions contained in Administrative Instruction (AI) 15, dated August 1994, (reference (j)), and this Chapter.

C6.3. RESPONSIBILITIES. All Hand Receipt Holders and other heads of activities will be responsible for compliance with the files maintenance procedures prescribed in (reference (j)) and in this Chapter. Periodic management review at all levels is mandatory to ensure full compliance.

C6.4. RECORDS MANAGEMENT PROCEDURES AND SCHEDULES.

C6.4.1. Preparing Documents for File. Ensure documents are ready to file and that all action has been completed. Assemble related documents for file as indicated below and file by date of the most recent action:

C6.4.1.1. The latest action on top.

C6.4.1.2. The basic document.

C6.4.1.3. Endorsements and other correspondence, beginning with the first endorsement.

C6.4.1.4. Enclosures or attachments in alphabetical or numerical order.

C6.4.1.5. Supporting documents. Staple related papers together in the upper left-hand corner.

C6.4.2. Guide Cards, File Folders, and Labels. Standard guide cards, file folders, and labels are prepared and used as follows:

C6.4.2.1. Guide Cards. The guide card serves to locate or identify and separate major file series.

C6.4.2.2. File Folders. The file folder is used to group together related materials. Type identifying data on standard labels. Prepare folders only for those subjects for which there is a current need. Prepare a second folder when the material in any one folder exceeds normal capacity of approximately 3/4 inch. The second folder should begin at a logical point, such as the beginning of the month, beginning of the FY, etc.

C6.4.2.3. Labels. All folders will be labeled. All labels will be prepared in accordance with instructions given in (reference (j)).

C6.4.3. Filing Equipment. Filing equipment includes all containers, shelves, machines, and furniture used for maintaining and storing files.

C6.4.4. Filing of Active Files. Active files and electronic records will be maintained in accordance with individual office file plans based on the instructions in (reference (j)).

C6.4.5. Disposition and Cut off Procedures. Files cut off and disposition will be in accordance with the procedures given in (reference (j)).

C6.5. MATERIAL MANAGEMENT FILES. This is a list of suggested files to be maintained pertaining to policy and support necessary for the efficient operation of the material management function in DoDEA. The intent is to give you the flexibility to make changes, additions, and deletions based on your requirements for files to be maintained for your activity in the supply, procurement, property management, and other related areas in the material management function. These files will be disposed of in accordance with the time lines given for like files in (reference (j)), or as stated in your Area Service Center records management system supplement.

102-05 Policy and Precedent Files.

101-05 Office Record Locator File

101-14 Office Financial Files

102-07 Non-policy Administration Files

1906 General Supply Accounting Files.

1906-07 Supply or Equipment Authorization

1906-09 Hand Receipt Jacket

211 Non-appropriated Fund Support

1201-09.4 Purchase Orders Request

1906 General Supply Accounting.

1906-10 Property Book and Supporting Documents

1906-11 Document Register

1906-12 Office Non-Accountable Property

1906-13 Property Record Inspection and Inventory Reporting

1906-14 Property Accountability Transfer

1906-05 Property Officer/Custodian Designation

1912 Storage Files.

1912-02 Locator Record Files

1911 Maintenance Files.

1911-01 Maintenance Summary and Management Files

1911-02 Maintenance Request Files

1911-03 Preventive Maintenance Request Files

1916 Internal Physical Security.

1916-01 Key Control

1916-02 Building Security Inspections

1601-01 Master File.

1602-1 Business Systems: Machine Readable and Word
Processing Files (DPAS, Comprizon, DAACS,
WAWF)

1906-17 Reports of Surveys.

1201-09 Accounting Documents.

1201-09.4. Requisition/Purchase Orders/Contracts

AP1. APPENDIX 1

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS(DD FORM 200)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775, DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary, however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)					<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one)	RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Reset

AP1. APPENDIX 1

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS(DD FORM 200)

16. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Reset

AP2. APPENDIX 2DoDEA DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
CATALOG REQUEST (DODEA FORM 4100.2-F1)

DoDEA DEFENSE PROPERTY ACCOUNTABILITY SYSTEM CATALOG REQUEST		
1. DATE (YYYYMMDD)		2. POINT OF CONTACT EMAIL ADDRESS
3. POINT OF CONTACT NAME (Last, First, Middle Initial)		4. ACTIVITY
5. TELEPHONE NUMBERS (Include Area Codes)		
a. DSN		b. COMMERCIAL
6. FAX NUMBERS (Include Area Codes)		
a. DSN		b. COMMERCIAL
7. MANUFACTURER NAME		8. MANUFACTURER MODEL NUMBER
9. ACQUISITION COST		10. RECOMMENDED FEDERAL SUPPLY CLASS (FSC)
11. NOMENCLATURE		
12. TYPE ACTION REQUIRED (X one)		13. MANUFACTURER KEY DATA (X one)
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE		<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE
14. DETAILED DESCRIPTION OF ITEM TO BE ADDED/CHANGED		
SUBMIT THIS FORM TO: HQ DoDEA Catalog Team, CatalogRequest@hq.dodea.edu		
CATALOG TEAM USE ONLY:		
15. NEW ITEM GROUP AND CLASS	16. NOUN	17. NEW STOCK NUMBER
18. PROCESSED BY		19. DATE PROCESSED (YYYYMMDD)
20. COMMENTS		

DoDEA Form 4100.2-F1, MAR 2005

Reset

AP3. APPENDIX 3

ISSUE RELEASE/RECEIPT DOCUMENT (DD FORM 1348-1A)

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	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1
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AP4. APPENDIX 4

REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

SHIPPING CONTAINER TALLY →

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Oct 31, 1991									
Public reporting burden for this collection of information is estimated to average 15 minutes 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 this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.																			
1. FROM (Include ZIP Code)										SHEET NO.		NO. OF SHEETS		5. REQUISITION DATE		6. REQUISITION NUMBER			
2. TO: (Include ZIP Code)										7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY		9. AUTHORITY OR PURPOSE					
3. SHIP TO - MARK FOR										10. SIGNATURE		11 a. VOUCHER NUMBER & DATE (YYMMDD)		12. DATE SHIPPED (YYMMDD)					
										13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.					
4. APPROPRIATIONS SYMBOL AND SUBHEAD				OBJECT CLASS		EXPENDITURE ACCOUNT (From) (To)		CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.		BUREAU CONTROL NO.		AMOUNT					
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										17. SPECIAL HANDLING									
18. ISSUED BY		TOTAL CONTAINERS		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD) BY SHEET TOTAL					
CHECKED BY												RECEIVED EXCEPT AS QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD) BY GRAND TOTAL					
PACKED BY												POSTED		DATE (YYMMDD) BY 20. RECEIVER'S VOUCHER NO.					
← TOTAL →																			

DD Form 1149, MAR 89

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 99 100
Previous editions are obsolete.

AP4. APPENDIX 4

REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

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 (Continuation Sheet)

Form Approved
GSA No. 0704-0246
Expires Feb 28, 2006

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 reviewing 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 and Communications Directorate (0704-0246). 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.

SHEET NO.	NO. OF SHEETS	R. REQUISITION NUMBER	11. VOUCHER NUMBER AND DATE				1. VOUCHER NUMBER AND DATE	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICE						UNIT PRICE	TOTAL COST
(a)	(b)						(c)	(d)
(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	
(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	
							SHEET TOTAL	0.00

DD FORM 1149C, JUN 2003

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 99 100
PREVIOUS EDITION IS OBSOLETE.

AP6. APPENDIX 6

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) (DD FORM 2875)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION <input type="checkbox"/> USER ID			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. PHONE (DSN or Commercial)	
6. OFFICIAL E-MAIL ADDRESS		7. JOB TITLE AND GRADE/RANK	
8. OFFICIAL MAILING ADDRESS		9. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
USER AGREEMENT			
I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

DD FORM 2875, MAY 2004

PREVIOUS EDITION IS OBSOLETE.

Reset

AP6. APPENDIX 6

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) (DD FORM 2875)

26a. NAME <i>(Last, First, Middle Initial)</i>		26b. SOCIAL SECURITY NUMBER	
27. OPTIONAL INFORMATION <i>(Additional information)</i>			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION <i>(YYYYMMDD)</i>	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY <i>(Print name)</i>	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE <i>(YYYYMMDD)</i>
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED <i>(YYYYMMDD)</i>	PROCESSED BY <i>(Print name and sign)</i>	DATE <i>(YYYYMMDD)</i>	
DATE REVALIDATED <i>(YYYYMMDD)</i>	REVALIDATED BY <i>(Print name and sign)</i>	DATE <i>(YYYYMMDD)</i>	

DD FORM 2875 (BACK), MAY 2004

Reset

AP7. APPENDIX 7

INVENTORY ADJUSTMENT REPORT (IAR) (DA FORM 444)

INVENTORY ADJUSTMENT REPORT (IAR)				SSA				MATCAT		VOUCHER NUMBER			
FOR THE USE OF THIS FORM, SEE DA FORM 710-2-2. THE PROPRIETARY AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.										DODAAC	DATE	SERIAL	
TOTAL NUMBER OF ITEMS		IAR REASON		STATION				COUNT CARD LOCATION					
ITEM	STOCK NUMBER	ITEM NOUM	C O D E	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		U	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS

CUT

STOCK RECORD OFFICER <small>THESE ADJUSTMENTS WERE MADE FOR THE REASON INDICED. IF THE REASON IS "UNIDENTIFIED" THEY HAVE BEEN MADE PENDING THE SSA COMMANDANT'S APPROVAL.</small>		SSA COMMANDANT <small>I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER: (CIRCLE ONE) AR 15-6 AR 7-26-11</small>		ASST REPORT COPY SENT DATE _____ INITIALS _____		GAIN	TOTAL DOLLARS	LOSS
DATE	SIGNATURE	DATE	SIGNATURE	IAR REVIEWED DATE _____ INITIALS _____		GAIN	NET DOLLARS	LOSS

DA FORM 444, JAN 82

EDITION OF JUN 79 IS OBSOLETE.

DAFPC 11.00

AP8. APPENDIX 8

MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248
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 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 Services 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.						
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.						
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.	6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN		5. DISCOUNT TERMS		
9. PRIME CONTRACTOR CODE			10. ADMINISTERED BY CODE			
11. SHIPPED FROM (If other than 9) CODE		FOB:	12. PAYMENT WILL BE MADE BY CODE			
13. SHIPPED TO CODE			14. MARKED FOR CODE			
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION <i>(Indicate number of shipping containers - type of container - container number.)</i>	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> COA <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.			b. DESTINATION <input type="checkbox"/> COA <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.		22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted.	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____			DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____		DATE RECEIVED _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____	
* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.						
23. CONTRACTOR USE ONLY <div style="height: 50px; border: 1px solid black;"></div>						

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

Reset

AP9. APPENDIX 9PROPERTY PASS (OP FORM 7)

OPTIONAL FORM 7 SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.110	PROPERTY PASS	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
	9. PASS GOOD UNTIL	
NSN 7540-00-634-4264		

AP12. APPENDIX 12

INSTRUCTIONS FOR PREPARING DODEA FORM 4100.2-F3

1. Activity Name: Report the accountable Area and the name of the Accountable Officer.
2. Address: Enter the address of the accountable Area.
 - a. Serial Number: The Accountable Officer will assign a serial number to each DD Form 200 processed through his/her office. The serial number will reflect the FY and an assigned number beginning anew with each FY. Example: 05-001, 05-002, 05-003, etc.
 - b. Property Description: Provide a one or two line description of the property reported on each DD Form 200. Always include the stock number (or Federal Supply Claims (FSC)), the serial number, and bar code.
 - c. Category/Value: List the categories and value of the property lost, damaged, or destroyed as adjusted by the financial liability officer for depreciation, salvage, scrap, repair cost, etc.
Categories of Property are:
 - 1 - Information Technology & Communications Equipment
 - 2 - Curricular (science, photographic, instruments and lab equipment)
 - 3 - Administrative (material handling equipment, refrigerators)
 - 4 - Other (weapons, furniture, musical instruments, athletic, economics)
 - d. Recorded Value of Loss: State the value at which the lost, damaged, or destroyed property was listed in the Accountable Officer's property records.
 - e. Financial Liability Assessed: State the amount of financial liability assessed. If none, state "\$0."
 - f. Reason for Loss: From among the following codes, assign the one which comes closest to describing the reason for the loss, damage, or destruction:
 - A - An accident resulting from carelessness or ignorance (negligence).
 - B - Condition change of property including deterioration, contamination, etc.
 - C - Fire or smoke.
 - D - Natural disaster.
 - E - Theft or unauthorized use.
 - F - Vandalism (willful or malicious damage or destruction of property).

AP12. APPENDIX 12

INSTRUCTIONS FOR PREPARING DODEA FORM 4100.2-F3

G - Fraud, collusion.

H - Loss discovered during annual or other inventory.

I - Other. (Provide explanation under remarks).

g. Final Action and Date: Enter "Approved" or "Denied" and date. Further explanation may be entered on back of report. Mark "Remarks" column with asterisk.

h. Appeal or Reconsideration and Date: Enter "Appeal," "Reconsideration," or "Reopen" and date.

i. Remarks - Enter the DoDAAC and District of the hand receipt account number for the activity reporting the loss.

If back of report is used for additional explanations, identify each entry with the applicable serial number.

AP13. APPENDIX 13

RECEIPT FOR MISCELLANEOUS COLLECTIONS (DD FORM 634)

RECEIPT FOR MISCELLANEOUS COLLECTIONS		TYPE OF COLLECTION
DATE	AMOUNT RECEIVED \$	INSTALLATION
<input type="checkbox"/> RECEIVED IN CASH OF	FROM	NAME, SERVICE NUMBER/SOCIAL SECURITY ACCOUNT NUMBER, ORGANIZATION AND INSTALLATION
<input type="checkbox"/> COLLECTED ON VOUCHER NO.		
WRITE AMOUNT OUT		
		DOLLARS AND
		CENTS.
ON ACCOUNT OF		
APPROPRIATION AND ALLOTMENT		
I CERTIFY THAT I HAVE REC'D THE ABOVE AMOUNT, WHICH SUM I HAVE PASSED TO THE CREDIT OF THE U.S. AND HOLD MYSELF ACCOUNTABLE THEREFOR.		
TYPED NAME, GRADE, TITLE AND DISBURSING SYMBOL NO. OF FINANCE OFFICER		SIGNATURE OF FINANCE OFFICER

DD Form 634, APR 52

Reset

AP14. APPENDIX 14JULIAN DATE CALENDAR**JULIAN DATE CALENDAR****(PERPETUAL)**

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

FOR LEAP YEAR USE REVERSE SIDE

AP14. APPENDIX 14

JULIAN DATE CALENDAR

JULIAN DATE CALENDAR**FOR LEAP YEARS ONLY**

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

(USE IN 1984, 1988, 1992, etc.)

★U.S. GPO:1987-521-800

AP15. APPENDIX 15

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

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00