

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 414<sup>TH</sup> BASE SUPPORT BATTALION  
INSTALLATION PROPERTY BOOK OFFICE  
UNIT 20193 BOX 0008  
APO AE 09165-0008

AETV-HUB-PBO

25 July 2003

MEMORANDUM FOR SUPPORTED CUSTOMERS

SUBJECT: Standing Operating Procedures (SOP) For Installation Property Book Office, 414TH Base Support Battalion, Hanau.

1. PURPOSE: To establish responsibilities, policies, operating procedures and guidance for personnel assigned to the IPBO for duty. All personnel are encouraged to become thoroughly familiar with this SOP for information and reference.
2. SCOPE: The provisions of this SOP are applicable to all activities and supported MTOE units of the 414th Base Support Battalion and is supplemental to existing DOD, DA, USAREUR, V Corps Regulations, 104<sup>th</sup> ASG and local policies which are authorized to receive support from the Hanau Installation Property Book Office (IPBO).
3. MISSION: The mission of the IPBO is to provide Base Level Logistical Support Property Book Accountability to 414th BSB Activities and Hanau Supported Units Installation Property Book Office (IPBO) perform all CLASS of supplies expendable, non-expendable, and durable property on hand in the 414th BSB.
4. RESPONSIBILITIES: The Director of Logistics, S4 414<sup>th</sup> BSB Hanau has overall responsibility for preparation, changes, revisions, and contents of this SOP. Unit Commanders of supported activities are assigned responsibility for adherence to and compliance with this SOP.
5. ANNEXES TO THE SOP: Specific instructions, procedures and explanations for each section of the SOP are contained in enclosures and Annexes to this SOP.
6. EFFECTIVE DATE: This SOP is effective 25 JULY 2003.
7. RESCSSION: This SOP rescinds previous SOP, pertaining to 414th BSB Hanau, IPBO. Any recommended changes, deletions or addition to this SOP should be forwarded to the Installation Property Book Office.

//ORIGINAL SIGNED//  
GENE L. SCHNECK  
Director of Logistics

DISTRIBUTION

1. File (SOP Book)
2. Each IPBO Personnel

SUBJECT: Standing Operating Procedures (SOP) For Installation Property Book Office, 414TH Base Support Battalion, Hanau.

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ANNEX 1 (General) to Standing Operating Procedures (SOP) for Installation Property Office, 414th Base Support Battalion, Hanau.

1-1. PURPOSE: To establish uniform policies and procedures for the Installation Property Book Office (IPBO), 414th Hanau, APO AE 09165.

1-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th Base Support Battalion, Installation Property Book Office.

1-3. GENERAL: The IPBO and Warehouse are located in BLDG 601 on Grossauheim Kaserne in Grossauheim Hanau.

1-4. HOURS OF OFFICE OPERATION: Monday- Friday, 0730-1200, 1230-1630. Thursday 0730-1300 closed for training. Closed on American Holidays, Saturdays and Sundays. Open on German Holidays. For valid emergencies contact the Emergency Action Center (EAC) DSN 322-8291 or Commercial 06181-88-8291.

1-5. CONTACT INFORMATION: Installation Property Book Office (IPBO):

- DSN Property Book Officer 322-9475
- DSN Lead Supply Tech 322-9491
- DSN Supply Techs 322-8747/8272/9761/9762/5322/9763
- Commercial 06181-88-last four
- Fax Number DSN 322-8781
- Commercial 06181-88-8781
- Official Address: 414<sup>th</sup> BSB DOL PBO,  
Unit 20193 Box 0008,  
APO AE 09165.
- Local Address: AF Property Book Office,  
Depot Strasse,  
Grossauheim Kaserne,  
63457 Grossauheim Hanau.

1-6. UIC and DODAAC for Installation Property Book Office (IPBO):

- WJD4AA – UIC FOR HHD 104<sup>TH</sup> ASG MTOE
  - W81XK6 – DODAAC FOR 104<sup>TH</sup> ASG MTOE
- WJEA99 – UIC FOR HHD 414<sup>TH</sup> BSB MTOE
  - W81R39 – DODAAC FOR 414<sup>TH</sup> BSB MTOE
- WJD499 – UIC FOR 104<sup>TH</sup> ASG CTA
  - W81WBK – DODAAC FOR 104<sup>TH</sup> ASG CTA
  - WK4TWQ – DODAAC FOR 104<sup>TH</sup> ASG ACQUILINE
- WJEA99 – UIC FOR 414<sup>TH</sup> BSB CTA
  - W81ME9 – DODAAC FOR 414<sup>TH</sup> BSB CTA
  - W81MJ9 – DODAAC FOR 414<sup>TH</sup> BSB CLASS III

ANNEX 2 (References) to Standing Operating Procedures (SOP) for the Installation Property Book Office, 414th Base Support Battalion, Hanau.

2-1. PURPOSE: To establish uniform responsibilities for IPBO References.

2-2. SCOPE: The provisions of this SOP are applicable to the IPBO and supported customers.

2-3. PROCEDURES / RESPONSIBILITIES:

References:

- 1) DOD 4145.19-R-1, Property Storage, 15 September 1997
- 2) AR 15-6, Procedures for Investigating Officers and Boards of Officers, 30 September 1996
- 3) AR 71-13, Authorization Procedures, 3 Mar 1997
- 4) AR 200-1, Hazardous Materials Management Program, 21 Feb 1997
- 5) AR-710-2, Supply Policy below the Wholesale Level, 31 October 97
- 6) AR 735-5, Policies and Procedures for Property Accountability, 10 June 02
- 7) DA Pam 710-2-1, Using Unit Supply System, 31 December 97
- 8) CTA 50-900, Clothing and Individual Equipment, 1 Sep 1994
- 9) CTA 50-909, Field and Garrison Furnishings and Equipment 1 Jun 1989
- 10) CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items), 21 Sep 1990
- 11) UR 690-8C, Supervisor's Handbook, Local National Personnel Administration, 17 Jun 2001
- 12) UR 710-2, Supply Policy below the Wholesale Level, 21 Jun 2001
- 13) Defense Property Accountability System (DPAS), (Training Manual for DPAS), 21 Feb 2003.

ANNEX 3 (Services) to Standing Operating Procedures (SOP) for the Installation Property Book Office, 414th Base Support Battalion, Hanau.

3-1. PURPOSE: To establish uniform policies and procedures for the Installation Property Book Office (IPBO), 414th BSB Hanau, APO AE 09165.

3-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th BSB, IPBO, APO AE 09165.

3-3. PROCEDURES / RESPONSIBILITIES:

#### SERVICES

- Hand Receipts
- Request and Turn-In Documents for Standard and Non-Standard Equipment
- Issues and Turn-Ins
- Transfer Property
- Property Found on Installation
- Purchase Request and Commitment Documents (AcquiLine)
- Administrative Adjustment Reports
- Lost Damaged or Destroyed Property
- Maintenance Requests
- Provide Inventories
- Discrepancies in Shipment
- Small Computer Issue Activity Requests (SCIA)
- POL Coupons

ANNEX 4 (Assigning Responsibilities for Property) to Standing Operating Procedures (SOP) for the Installation Property Book Office, 414th Base Support Battalion, Hanau.

4-1. PURPOSE: To establish uniform responsibilities, policies and procedures for assigning responsibility for property to Standing Operating Procedures (SOP) for Installation Property Book Office, 414<sup>th</sup> BSB Hanau.

4-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th BSB, IPBO, APO AE 09165.

4-3. PROCEDURES / RESPONSIBILITIES:

1. Establishing and issuing of primary hand receipts from the Property Book will be made to the individual designated by the Appointment of Primary Hand Receipt Holder Form, AETV-HUG-Z-PBO. The Assumption of Command Orders are also required for Military Units.

2. A DA Form 250 will be used to record the receipt of durable items by Primary Hand Receipt Holders. The DA Form 3161 will be used to record, issue and turn-in transactions between the IPBO and the Primary Hand Receipt Holders (PHRH). Other items may be listed for control purposes at the discretion of the Installation Property Book Officer. Property will only be issued to the PHRH or their designated authorized representatives. He or she may further hand receipt property to the person (user) having individual or direct responsibility.

3. The primary hand receipt holder may prepare Notice of Delegation of Authority Cards (DA Form 1687 in triplicate designating those individuals to receive and/or request property and sign DA Form 3161 in the absence of PHRH.

4. The primary hand receipt holder will conduct a semi annual one hundred percent inventory of all property assigned. The officer responsible or activity director will ensure that this inventory is conducted.

5. Property responsibility is the obligation of the individual to ensure that Government property and funds entrusted to his or her possession, command or supervision are properly used and cared for and that proper custody and safekeeping are provided. Property responsibility is relationship between people and the property under their control. Responsibility will be assigned and acknowledged in writing for all property recorded in the property book as on hand. The property book will be basic record assigning responsibilities.

ANNEX 4 (Assigning Responsibilities for Property) to Standing Operating Procedures (SOP) for the Installation Property Book Office, 414th Base Support Battalion, Hanau.

6. In the Modification Table of Organization and Equipment (MTOE) organizations, the using unit command has direct responsibility. MTOE Commander's will provide IPBO their Assumption of Command Orders to establish an account with IPBO. In the Table of Distributions and Allowances(TDA) activities, Activity director may designate persons to be the PHRH and to have direct responsibility for property authorized by TDA. The Directorate Letter of Appointment will be utilized by the IPBO to establish an account with IPBO.

7. Property for which direct responsibility has been accepted, is controlled by the company commander or primary hand receipt holder using permanent or temporary hand receipts. Responsibility for the care, proper use, and safekeeping of Government property issued to or used by subordinates is inherent in supervisory and command positions.

8. Upon change of primary hand receipt holder(s), the IPBO will be notified 30 days in advance of the scheduled change. This will give the IPBO ample time to update and prepare the new hand receipt(s). Also, it will leave sufficient time for a joint inventory between the old and new primary hand receipt holder. The primary hand receipt holder must clear all primary hand receipts with the IPBO before departing position and/or community.

9. If a PHRH departs the command/unit for whatever reason without transferring responsibility for property, the PHRH commander/activity director will appoint a person to act on their behalf so that a joint inventory can be conducted.

10. When property is issued or loaned for periods not exceeding 30 calendar days, responsibility will be assigned by use of a temporary hand receipt (DA Form 3161). After 30 days, the property will either be, withdrawn from the person, a permanent sub-hand receipt prepared (DA Form 2062) or a lateral transfer will be completed. PHRH of one unit will not loan property to members of other units unless approved by the Property Book Officer, 414th BSB.

11. Hand receipts will have changes posted as they occur; however, change documents may be used to avoid frequent posting to the hand receipts. Change documents are used according to DA PAM 710-2-1 procedures. If change documents are used, they are adjusted to reflect current balances before performing an inventory.

ANNEX 4 (Assigning Responsibilities for Property) to Standing Operating Procedures (SOP) for the Installation Property Book Office, 414th Base Support Battalion, Hanau.

12. The person issuing the supplies keeps original receipt, the duplicate is kept by the person receiving the supplies.
13. Immediately upon notification that a PHRH will be absent from his/her primary duties due to extended temporary duty, an emergency, or hospitalization, and a 100 percent joint inventory can not be conducted, the commander/activity chief will appoint an interim PHRH and an inventory team. The newly appointed PHRH and inventory team will conduct an inventory of all property on the hand receipt. This inventory is completed as soon as possible but must be accomplished within 30 days. Any discrepancies discovered will be reported to the commander/activity chief and accounted for per AR 735-5. Upon return of the original PHRH or the appointment of a new PHRH a joint inventory is accomplished per table 2-1 this regulation.
14. When a Hand Receipt is not updated and becomes delinquent, all services and support will cease. A memorandum to the Property Book Officer requesting actions to assist in correcting the situation will be accepted. The Property Book Officer may then authorize services and support.

ANNEX 5 (In and Out Processing Procedures) to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

5-1. PURPOSE: To establish procedures for In and Out processing at IPBO, provide guidance, concerning action to be taken prior to, and immediately after change of Primary Hand Receipt Holder (PHRH). Emphasize the importance of accountability of unit resources, and ensure that no PHRH departs the command prior to transfer of hand receipt responsibility.

5-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th BSB, IPBO, APO AE 09165.

5-3. PROCEDURES / RESPONSIBILITIES:

- a. When it is determined that a change of PHRH will occur, the immediate supervisor or commander or BSB Directorate will assign a new incoming PHRH and then notify the outgoing PHRH. The immediate supervisor or commander or BSB Directorate will direct them to conduct a 100 percent physical joint inventory of all installation property approximately 30 days prior to the outgoing PHRH leaves, IAW DA PAM 710-2-1., chapter 9, paragraph 9-3. It provides a comprehensive guide for this inventory.
- b. Outgoing and incoming PHRH will pick up an updated hand receipt at IPBO, Bldg. 601 Grossauheim Kaserne. IPBO will render advice and assistance so a smooth transition of PHRH is accomplished without degradation to the unit mission.
- c. IPBO will provide guidance concerning the importance of accountability and management of units resources.
- d. Outgoing and incoming PHRH will hand carry the joint inventory results and assumption of command orders or Directorate Letter of Appointment for designated PHRH within BSB to IPBO, Bldg. 601, Grossauheim Kaserne. Incoming PHRH will report all differences found during the inventory to the IPBO for appropriate actions.
- e. IPBO will verify completion of required inventory and submission of the adjustment documents for this inventory. Shortages that cannot be resolved by the IPBO will be accounted for by procedures set forth in AR 735-5.
- f. After the documents are assigned to the adjustment document IAW AR 735-5, the incoming PHRH will sign hand receipt acknowledging responsibility for the property. Only after transfer of the Hand Receipt responsibility will the old PHRH be cleared by IPBO.

ANNEX 6 (Property Accountability) to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

6-1. PURPOSE: To establish uniform responsibilities, policies and procedures for property accountability in the IPBO.

6-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th BSB, IPBO, APO AE 09165.

6-3. PROCEDURES / RESPONSIBILITIES:

1. Individuals are responsible for the care and safekeeping of all property entrusted to them, whether or not a formal receipt is given. They must be prepared to show, in the event of loss or damage, the precautions they took to avoid loss or damage.

2. Individuals receipted for property are directly responsible for establishing controls and safeguards for their property by conducting inventories and maintaining accountability.

3. All Installation Property Book items will be receipted to the lowest user level using DA Form 2062 (Sub Hand Receipt) DA Form 3161 will be used if property is being issued for less than 30 days (Temporary Hand Receipt). Temporary Hand Receipts will be maintained by the PHRH.

4. Individuals who are formally entrusted with (or signed for) property will not transfer or dispose of that property without the approval of the issuing authority (the Installation Property Book Officer).

5. Army property will not be used to support any private organization without the specific approval of the 414th Base Support Battalion Commander.

6. Individuals who misappropriate or negligently contribute to the loss, damage, or destruction of government property will be subject to administrative and/or punitive action. Persons found financial liable for the loss or damage of property may be charged for replacement or repair costs or one months base pay, whichever is less.

ANNEX 7 (Requesting Supplies/Equipment with a Standard National Stock Number (NSN)): to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

7-1. PURPOSE: To establish uniform responsibilities, policies and procedures for Requesting Supplies/Equipment with a Standard National Stock Number

7-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities and supported units of the Hanau, 414th BSB, IPBO, APO AE 09165.

7-3. PROCEDURES / RESPONSIBILITIES:

1. Requests for supplies with a standard NSN, except Self Service Supply Center items will be requested through the Property Book Office.

a. An additional memorandum stating NSN, APC, FC must accompany the request and be signed by the DRM or FCO.

b. Items be requested on 02 or 05 priority will need a memorandum from the directorate with justification.

c. The requisition will be completed by the Property Book Office and the customer will be notified (by phone or e-mail) upon receipt of supplies at the Property Book Office Warehouse.

8-1. PURPOSE: To establish uniform responsibilities, policies and procedures for Requesting Equipment without a Standard National Stock Number in the IPBO.

8-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

8-3. PROCEDURES / RESPONSIBILITIES:

- 1) Requests for Equipment without a Standard National Stock Number (i.e. office furniture and equipment) will be requested using a memorandum to the IPBO. In most cases these will be processed through the automated PR & C system AcquiLine.
- 2) CUSTOMERS are responsible for knowing the correct routing scheme for the orders that are placed in AcquiLine. IPBO will assist in creating the PR & C. See Annex 21 for further guidance.

ANNEX 9 (Issue & Turn-In of Supplies and Equipment) to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

9-1. PURPOSE: To establish uniform responsibilities, policies and procedures for the issue and turn-in supplies and equipment in the IPBO.

9-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

9-3. PROCEDURES/ RESPONSIBILITIES:

Issue and Turn-in of supplies/equipment to the Installation Property Book Office:

1. When requested items have been received by the warehouse they will be processed through the 104<sup>th</sup> ASG catalog if a MCN doesn't exist. Items that already exist in the catalog will be recorded and the PHRH will be notified by telephone or email. An appointment will be made for a specific time for pickup of items. If the PHRH is unable to make that appointment, PHRH is required to call the Installation Property Book Office and reschedule the appointment at least one day prior to the scheduled appointment. Deliveries are possible although not frequent and must be requested through the PBO and coordinated with warehouse personnel. Primary Hand Receipt Holders turning in excess property to the Installation Property Book Office must follow one of the following procedures according to what property will be turned in.

2. For automated data processing equipment (ie. computer, monitor, printer) PHRH must:

a. Contact the 414<sup>th</sup> BSB Property Book Office Warehouse and arrange a turn-in appointment. The customer should have a prepared DA Form 3161 filled out correctly with the items to be turned in recorded on this form. The PBO will provide guidance if needed to complete the DA Form 3161 correctly.

b. Items will be compared to Hand Receipt during the turn-in. Only items recorded on the PHRH Hand Receipt will be dropped. Other items will NOT be substituted. (See Note 1 & 2)

3. For secure telephones and other security equipment, contact the PBO office.

4. For all other Property the PHRH must:

a. Fill out a Maintenance Center of Excellence (MCOE) form and have the items coded for turn-in. The PBO office has this form and it can be requested by e-mail. It should be filled out completely prior to inspection.

b. Contact the Classification Center at 322-8123 for inspection.

ANNEX 9 (Issue & Turn-In of Supplies and Equipment) to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

c. Once the PHRH has the classification paperwork stamped it should be brought to the Property Book Office to be processed. The PBO will get Document numbers assigned from the Kaiserslautern SSO and then the paperwork will be returned to the customer.

d. The PHRH must arrange an appointment with DRMO for turn-in by calling 322-8484. The PHRH is also responsible for bringing the DRMO paperwork back to the PBO office to have items removed from their HR.

5. All turn-ins of supplies and equipment must be accomplished by the PHRH or individuals listed on DA Form 1687 (Signature Card). Turn-ins will not be accepted from other than authorized personnel.

6. All non-expendable or durable ADPE equipment will be documented on DA Form 3161 (Request for Issue or Turn-in) and turned in to the PBO Warehouse. This provides an audit trail to show the chain of receipt. ADPE equipment that is not on the PHRH's hand receipt must also be classified and turned-in on DA Form 3161. FOI procedures will apply.

7. For items considered excess (those on hand, which exceed the authorizing, document), the PHRH must first determine, through a complete inventory within the unit, if the item is indeed excess. Coordination will be made with the Installation Property Book Office prior to turning in excess items to assure that the item does not belong to another PHRH.

NOTE 1. Appointed Information Systems Security Officer (ISSO) or Information Management Officer (IMO) will sign a statement on the DA Form 1348 claiming that all data processing equipment contain no classified information. A copy of the duty appointment orders will be maintained at the Installation Property Book Office for verification.

NOTE 2. Item(s) with missing parts or components must have a memorandum accompanying them, listing all missing parts. The memorandum must include the publication number in which the missing part(s) are listed, the NSN, description, unit of issue and quantity. A statement is required to explain circumstances for missing parts or components. If warranted, the Installation Property Book Officer may direct a Report of Survey be processed IAW AR 735-5.

ANNEX 10 (REQUESTING Authorization for Standard Equipment with National Stock Number (NSN): to Standing Operating Procedures (SOP) for Installation Property Book Office, 414th Base Support Battalion, Hanau.

10-1. PURPOSE: To establish uniform responsibilities, policies and procedures for requesting authorization for standard equipment with national stock number.

10-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

10-3. PROCEDURES / RESPONSIBILITIES:

a. A Common Table of Allowances (CTA) items is an item of supply and/or material, which is normally authorized by common or specific usage criteria and does not require documentation in the BSB Table of Distribution and Allowances (TDA). Authorization for TDA items must be fully justified, approved and documented by the Commander, 414th BSB, 104<sup>TH</sup> ASG or higher. Chapters 2 and 6 in SB 700-20 list items, which must be approved for inclusion in the BSB TDA. Chapter 8 of SB 700-20 covers CTA items. Refer to regulations such as SB 700-20, CTA's, TDA and AR 71 These are available Online.

b. Approval for additional or initial equipment must be approved by the BSB Commander, 104<sup>TH</sup> ASG or higher. Requests from primary hand receipt holders will not be honored until they have provided the Installation Property Book Officer with a copy of the authorization document.

c. A DA Form 4610-R will be used to request equipment changes to the TDA. The DA Form 4610-R will be prepared in five (5) copies. Block IV, Justification Block, must contain a full explanation of why the item is required and the BSB Commander's signature block. Basic instructions for filling out the DA form 4610-R are contained in AR 71. Forward completed package to the Hanau DRM (Department of Resource Management) for review and forwarding for approval.

ANNEX 11 (Requesting Authorization for Non-Standard Equipment) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

11-1. PURPOSE: To establish uniform responsibilities, policies and procedures for requesting authorization for Non-standard equipment

11-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

11-3. PROCEDURES / RESPONSIBILITIES:

a. Non-standard, non-expendable equipment listed in the CTA (LIN ends with an "N" or "R") with a unit cost of less than \$5,000.00 must be approved and documented for inclusion in the BSB TDA as a Section III Supplement or a special letter of authority must be obtained from 104<sup>TH</sup> ASG or higher.

b. A DA Form 4840-R will be used to add non-standard commercial equipment. The BSB Commander will approve all equipment with a unit price of \$5,000.00 or less. All equipment with a unit price of more than \$5,000.00 must be approved by 104<sup>TH</sup> ASG or higher.

c. Basic instructions for filling out DA Form 4840-R are contained in AR 71. The DA Form 4840-R will be prepared in five (5) copies. A copy of the commercial literature and a diagram (both must be in English) of the item requested will be furnished by the primary hand receipt holder. The complete package will be forwarded to the DRM (Department of Resource Management) for review and forwarding to the appropriate approving authority. Requests from primary hand receipt holders, for this equipment, will not be honored until they have provided the Installation Property Book Office with a copy of the approved authorization document.

d. Non-standard, non-expendable equipment (base-level commercial equipment), which may or may not be listed in the CTA (if listed with a LIN that ends with an "N" or "R") with a unit cost of \$5,000.00 or more, must be approved and documented. Additional guidance concerning BCE can be obtained from the DRM (Department of Resource Management).

e. Requests from hand receipt holders, for this equipment, will not be honored until they have provided the Installation Property Book Officer with a copy of the approved authorization document.

f. Non-standard, non-expendable equipment not listed in the CTA with a unit cost of \$5,000.00 or less must be approved and documented for inclusion in the BSB TDA as a Section III Supplement, or a special letter of authority must be obtained from 104<sup>TH</sup> ASG or higher.

ANNEX 12 (Requesting Authorization for Non-Standard Equipment) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

g. Package will be forwarded to the DRM (Department of Resource Management).

h. Within the Hanau Community, the BSB Commander is authorized to approve non-standard, non-expendable commercial equipment with a unit cost of \$5,000.00 or less. The primary hand receipt holder and the completed will prepare the form, including justification. Requests for this equipment will not be honored until the Installation Property Book Officer is provided with a proper copy of the approved authorization document.

i. Non-standard, non-expendable commercial audio-visual equipment with a unit cost of \$151.00 or more must have and audio-visual approval from the USAREUR TASC. The exception is Morale Support Activities.

ANNEX 12 (Authorization to Request /Receipt for Supplies) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

12-1. PURPOSE: To establish uniform responsibilities, policies and procedures for authorization to request/receipt for supplies in the IPBO.

12-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

12-3. PROCEDURES / RESPONSIBILITIES:

a. Commanders will send a copy of assumption of command orders, Appointment of PHRH memorandum and PHRH Information memorandum to IPBO. These authorize the commander/PHRH to request/receipt for supplies.

b. A Notice of Delegation of Authority (DA Form 1687) is used when a PHRH wants to designate personnel as authorized representatives to request and/or sign for supplies requiring formal accountability at the user level.

c. Primary hand receipt holders may designate personnel to sign "change document" in their absence.

d. The preparing unit or activity will keep a copy of completed DA Forms 1687. Send the other copies to 414th BSB IPBO.

e. The PHRH or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is a U.S Identity Card or Government identification card having the signature and a picture of the person.

f. Keep DA Forms 1687 current. Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the remarks block.

g. To delete personnel, prepare a new DA Form 1687 listing the names of the persons who will remain. Those personnel listed remain "in effect" in the remarks block and the DA Form 1687 will be updated.

h. DA Forms 1687 expire on the date entered in the "expiration date" block. When the forms expire prepare new forms.

ANNEX 13 (Issuing of Supplies /Equipment to Primary Hand Receipt Holders) (PHRH) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

13-1. PURPOSE: To establish uniform responsibilities, policies and procedures for issuing of supplies and equipment to Primary Hand Receipt Holders.

13-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

13-3. PROCEDURES / RESPONSIBILITIES:

a. When equipment/supplies are ready for pick-up, the primary hand receipt holder will be notified by phone or email.

b. Issues of supplies/equipment will only be made to the primary hand receipt holder or those designated by DA Form 1687 (see Appendix "A").

c. The customers will pick-up the property at IPBO warehouse Bldg. 601 in Grossauheim Kaserne. IPBO may deliver the property to the customers if requested and coordination can be made with the Warehouse personnel.

d. IPBO will issue the property to PHRH using Change Document DA Form 3161. Prepare the form in two copies. The original is kept by the IPBO. PHRH keeps the second copy. IPBO will file copies of change documents with the proper hand receipt.

ANNEX 14 (Inventories) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

14-1. PURPOSE: To establish uniform responsibilities, policies and procedures for inventories in the 414th BSB and Supported units.

14-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

14-3. PROCEDURES / RESPONSIBILITIES:

1. When the primary hand receipt holder is replaced, all property listed on the primary hand receipt will be inventoried. The inventory will be accomplished before the new primary hand receipt holder assumes responsibility for the property. Discrepancies will be reported to the Installation Property Book Officer before signing the primary hand receipt so appropriate action can be taken under AR 735-5.

a. Take the following actions prior to the inventory:

(1). Adjust sub-hand receipts as required.

(2). Notify sub-hand receipt holders as to when and how inventory will be conducted.

b. Inventory property as follows:

(1). Physically inventory all the property listed on the hand receipt.

(2). Check all items to make ensure the items serial numbers and bulk quantities and their description on the hand or sub-hand receipt match. Make a list of any differences.

(3). Make a visual check of the condition of the property. Make a list of any damaged property.

(4). Count all items listed on the hand or sub-hand receipt. Make a list of any overages or shortages.

(5). Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand receipt shortage annexes. Check with PBO to make sure shortages are on request. Make a list of component shortages that are not listed on hand receipt shortage annexes. Also, make a list of any component overages.

ANNEX 14 (Inventories) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

2. Primary Hand receipt holders will conduct a 100% physical inventory (serial numbers, if applicable) of all tool sets, kits, and outfits held on hand receipt IAW AR 710-2, Table 2-1. Completion of the inventory will be documented. The original copy will be forwarded to the S4, 414th BSB. The Tool Coordinator will file a copy. In addition, supervisors and/or section chiefs will be the Tool Coordinator for their activity and will:

a. Insure that an aggressive Command Supply Discipline Program is established.

b. Insure that showdown inspections are conducted monthly and shortages reported to the Hand Tool Coordinator.

c. Insure that maximum physical security standards and measures are maintained for hand tools.

3. Sensitive, explosive and hazardous items must be inventoried monthly. These items are identified with a SEC of 1, 2, 3, 4, 5, 6, 8, N, P, Q, or R on the AMDF. Inventories will be by serial numbers and/or lot number, if applicable. Results of sensitive item inventories will be forwarded to the Installation Property Book Office.

ANNEX 14 (Inventories) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

SAMPLE

AETV-HUG-H-LSP

Date

MEMORANDUM FOR .....

SUBJECT: Monthly Sensitive Item Inventory

1. References:

- a. AR 190-11
- b. AR 710-2
- c. DA PAM 710-2-1
- d. AR 735-5

2. Reference 1c requires all sensitive items be inventoried monthly. The items to be inventoried are identified with a SEC (AMDF) codes of 1, 2, 3, 4, 5, 6, 8, P, Q, or R.

3. Reference 1c requires that weapons be inventoried by serial number and ammunition by lot number. The results of serial number inventory of each weapon will also be recorded on the endorsement. This memorandum or the use of preprinted listings is authorized. Ammunition will also be recorded by lot number and quantity.

4. If discrepancies are noted, they will be brought to the attention of the IPBO immediately. Reference 1d requires that discrepancies be documented. Assistance is available from this office in documenting discrepancies, if necessary.

5. The results of the inventory will be recorded on the endorsement of this memorandum and forwarded to this office.

JANE DOE, DAC  
Property Book Officer

Your office symbol 1st End

name of action officer/phone#

Your office name and full address

Date

ANNEX 14 (Inventories) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

SAMPLE

FOR Installation Property Book Office, 414<sup>th</sup> BSB, APO AE 09165

1. The property indicated in paragraph 2 has been physically inventoried.
2. Serial numbered weapons and ammunition by lot number have been inventoried as required by paragraph 3, and have been verified against those recorded on the hand receipt. A listing of serial and lot numbers inventoried is attached to this memorandum.
3. No discrepancies were noted/noted discrepancies are:

1 Encl

Signature Block

ANNEX 15 (Accounting for Lost, Damaged, or Destroyed Property) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

15-1. PURPOSE: To establish uniform responsibilities, policies and procedures for accounting for lost, damaged or destroyed property.

15-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

15-3. PROCEDURES / RESPONSIBILITIES:

1. When government property is lost, damaged or destroyed by causes other than fair wear and tear, administrative action will be taken IAW AR 735-5 to determine the facts concerning the loss, damage or destruction and amount of the loss to the government.

2. The primary hand receipt holder will initiate causative research to determine the reason for the loss, damage or destruction. The result of this research will dictate the type of adjustment action required.

a. Report of Survey (DA Form 4697): When a report of survey is required, the primary hand receipt holder has five (5) working days for the initiation or processing of the survey. Hand receipt holders who fail to initiate or process the survey within the prescribed time must provide the 414th BSB, S4 with a letter of lateness. The DA Form 4697 will be prepared with an original and four (4) copies. Do not make erasures or other alterations materially changing any part of blocks 6 through 11 or any exhibit that has been sworn to or otherwise attested. The person originally making the entry may make minor corrections of attested entries provided he or she initials the change. The primary hand receipt holder or the person with the most knowledge of the facts will make a concise but complete statement in block 11 (Date and Circumstances), DA Form 4697. The statement will outline the essential facts of the loss or damage. For preparation and processing of DA Form 4697 (Report of Survey) see AR 735-5, Chapter 13 and Figure

b. AR 15-6 Investigations: Situations may arise where an investigation conducted under AR 15-6 may be more appropriate than a report of survey. Commanders may direct that an AR 15-6 investigation is proper when:

- (1). An adjustment to property records is not required.
- (2). Massive losses result from fire, theft, public disaster or similar causes.
- (3). Directed by other specific Army regulations.

ANNEX 15 (Accounting for Lost, Damaged, or Destroyed Property) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

For more information on initiating and processing an AR 15-6 investigation, see AR 735-5, paragraph 13-24.

c. Statement of Charges/Cash Collection Voucher (DD Form 362) will be used when an individual admits liability and offers cash payment or agrees to payroll deduction to settle the charge of financial liability. The charge will not exceed the monthly basic pay of the individual being charged. When there is a mandatory requirement for either a report of survey or an AR 15-6 investigation per AR 735-5, DD Form 362 will not be used. The PHRH or IPBO will prepare DD Form 362 in original and five copies per instructions in AR 735-5. For more information on initiating and processing DD Form 362, see AR 735-5. Cash payment will not be demanded.

ANNEX 16 (Software Accountability) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

16-1. PURPOSE: To establish uniform responsibilities, policies and procedures for Software Accountability.

16-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

16-3. PROCEDURES / RESPONSIBILITIES:

a. The IMO's will account for the software using their accreditation package they turn into S2/3 and IAW AR 710-2-1. IAW DA PAM 710-2-1 4-39, the software need to be transferred to your IMO's and dropped from your property books.

b. When software is old the IMO's need to do SF120's and the IPBO will give them non-expendable (non-posts able) turn-in documents to the SCIA.

c. New computer software will be listed on the lateral transfer but do not pick it up on your property books. IMO's need to pick it up when issued to hand receipt holders. The level of accountability for IMPE software does not require formal property book accountability. The Unit Information Management Officer (Center Commander for USAR) is responsible for the control of commercial (proprietary) software issued to the organization. Blank data media (magnetic tapes, floppy disks, etc.) valued at \$300 or less is managed as expendable items. Blank data media valued at more than \$300 will be managed per AR 710-2. The original chapter 2, Property book accounting for software regardless of dollar value is not required. Proprietary software has specific licensing restrictions and users must be aware of, and abide by, these restrictions. See AR 25-1, AR 380-19 and AR 710-2 for proper handling of commercial software.

ANNEX 17 (Software Accountability) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

d. Information Management Officer (IMO) is responsible for the control of commercial (proprietary) software issued to the organization. The IMO is responsible for issuing instructions for the use, control and safekeeping of original and backup software media to include specific licensing restrictions (See AR 25-1 and AR 380-19 for proper handling and safe guarding of software). A software package may consists of manuals, templates, reference volumes, and original individual program media. Managing IMPE software and data media (magnetic tapes, floppy disks, CD disks and so on) does not require property book accounting, but the following applies:

ANNEX 16 (Software Accountability) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414<sup>th</sup> Base Support Battalion, Hanau.

e. Software packages purchased under single or site stand-alone Personal Computer license. Software packages purchased and loaded onto an individual, stand-alone Personal computer located in the work place (workstation) is evidence that the software package is in the custody of the user.

f. Software packages purchased under site/local area network license. Software packages purchased and loaded onto a LAN server is evidence that the software packages were issued to the PHRH, not the individual user.

g. A locally produced record (log) of manufacturer or locally assigned serial numbers and software and the serial number of the PC to which it was installed. This log will be maintained by the PHRH for the life cycle of the equipment with that organization. The log only need be changed when new/old software is added or deleted. Do not place software packages on component hand receipts.

h. The PHRH may direct central storage of original software packages as an exception to the above.

i. Blank data media (including PC cards valued at \$300 or less are managed as expendable materiel. Blank data media (including PC cards) valued at more than \$300 will be issued and accounted for as per subparagraph 12-31-(3) above.

j. Excess commercial (proprietary) software will be reported to the Installation Information management Officer (IMO). The IMO will then report excess software to the Commander, USAISC, ATTN: ASLO-LOD-L, Fort Huachuca, AZ 85613-5000, the Army focal point for excess software.

k. Government unique software used on STAMIS and shareware software used at installations are excluded from the above (see AR 25-1 for the proper handling and safeguarding of software).

ANNEX 17 (Temporary Hand Receipt Procedures) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

17-1. PURPOSE: To establish uniform responsibilities, policies and procedures Temporary Hand Receipt Procedures.

17-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

17-3. PROCEDURES / RESPONSIBILITIES:

1. When property is issued or loaned for periods **up to** 30 calendar days, the following procedures may be used:

a. Prepare DA Form 3161 (in two copies). The person issuing the items keeps the original. The person receiving the second items keeps the copy.

b. Prepare a folder for filing temporary hand receipts. File the original in date sequence.

c. Destroy both copies of temporary hand receipts when the property is returned.

d. Review the temporary hand receipt file daily to find if any have expired. On expiration of temporary hand receipt, take the following actions:

(1). Withdraw the property from the person. Destroy both copies of the temporary hand receipt.

(2). If the person still needs the property, issue it using sub-hand receipt procedures (see Appendix "B").

2. Figure 5-4 (DA Pam 710-2-1) gives instructions for preparing DA Form 3161 as a temporary hand receipt.

3. The loaning of equipment to units/activities outside of those supported by the IPBO, with or without the use of a hand receipt, is expressly forbidden, unless written approval is received from the Installation Property Book Officer.

ANNEX 18 (Transfer of Property between Primary Hand Receipt Holders) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

18-1. PURPOSE: To establish uniform responsibilities, policies and procedures for transfer of property between primary hand receipt holders in the 414th BSB and supported Units.

18-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

18-3. PROCEDURES / RESPONSIBILITIES:

LATERAL TRANSFER:

Use lateral transfer-to-transfer property book items from one UIC or PHRH to another within the 414th BSB. These lateral transfers will be made when approved by the IPBO. Make the transfer of property as follows: Use DA Form 3161 (Request for Issue or Turn-in) to transfer property book items. Instructions for preparing DA Form 3161 as a lateral transfer follows.

1. The transfer of excess equipment among primary hand receipt holders will be accomplished only by the personal appearance of the primary hand receipt holders.
2. The transfer of excess equipment among sub-hand receipt holders is expressly forbidden. All excess sub-hand receipted property must be returned to the primary hand receipt holder from whom it was sub-hand receipted.

LATERAL TRANSFER OF EQUIPMENT:

1. The property book officer must approve lateral transfer of equipment from one PHRH to another PHRH. Transactions made without IPBO approval are not valid; consequently, the PRHR of record is responsible if damage, loss, or theft of property occurs.
2. Lateral transfer of nonexpendable organizational property between BSBs within the ASG and to organizations outside the ASG must be approved by commander, ASG or designated representative.
3. Commander of losing BSB approves lateral transfer of TDA/Installation property between BSBs within the ASG.
4. Commander, ASG, must approve lateral transfer of TDA/Installation property to units or organizations outside ASG. Transfer of property will not be made to units, organizations, or activities outside the ASG prior to determining if equipment is needed within ASG.

ANNEX 19 (Sub-hand receipt of Property) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

19-1. PURPOSE: To establish uniform responsibilities, policies and procedures for sub-hand receipt of Property in the IPBO.

19-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414<sup>th</sup> BSB, APO AE 09165.

19-3. PROCEDURES / RESPONSIBILITIES:

1. Primary hand receipt holders will establish and maintain sub-hand receipts when property is further hand receipted to a designated user:

a. DA Form 2062 will be marked with the "sub-hand receipt number" or the "sub-hand receipt annex number".

b. Sub-hand receipt and annex number balances affected by DA Form 3161 will be adjusted at least every six (6) months or when a physical inventory is made, whichever is sooner.

2. Sub-hand receipt holders "MAY NOT" delegate representatives to request or receipt for supplies from IPBO.

3. All property will be receipted directly to the lowest individual user level. Sub-hand receipt holders can further sub-hand receipt property if they so desire. Also, they may use temporary hand receipts to affix responsibility for tools temporarily loaned to individuals for use in or around a work site. Documents may be destroyed when all entries are completed (see Appendix D-1).

4. The primary hand receipt holder has the right to withdraw any sub-hand receipted equipment at any time.

5. Keep hand receipts current by using DA Form 3161 for issue and turn-in transactions between property book officer and PHRH. Prepare the form in two copies; person that issues or turns in item keeps the original. The person receiving property keeps second copy. Change document will be filed with corresponding hand receipt. See Figures B-1-1 for instructions on preparing DA Form 3161 as a document. Post change documents to hand receipts at least every 6 months based on the date of oldest change document.

ANNEX 20 (Primary Hand Receipt Holder (PHRH) Reconciliation) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

20-1. PURPOSE: To establish uniform responsibilities, policies and procedures for PHRH reconciliation.

20-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

20-3. PROCEDURES / RESPONSIBILITIES:

1. Every attempt is made to post issue or turn-in changes to property book and update hand receipts when changes occur. In most cases, however, the workload is so voluminous the Property Book staff is not able to post transactions as they occur, consequently, hand receipts are updated every six months. The six-month period is based on the date of the last update of the Hand Receipt.

2. When the six-month update is complete, PHRH is informed to come to property book office to reconcile issue or turn-in transactions, validate balances, and sign and date the updated hand receipt. Prior to reconciliation date, PHRH will conduct a 100% inventory of all property listed on hand receipt to include property issued or turned in by PHRH since last reconciliation validation was conducted. Quantities must be recorded on hand receipt and on issue or turn-in document respectfully. PHRH must ensure all documentation applicable to property adjustment transactions is brought to property book office when reconciliation is scheduled.

3. During reconciliation process all differences are researched and appropriate adjustments are made to align the property book balance with hand receipt balance before PHRH leaves the property book office.

ANNEX 21 Acquisition On The Internet (AcquiLine) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

21-1. PURPOSE: To establish uniform responsibilities, policies and procedures for Acquisition on the Internet (AcquiLine)

21-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

21-3. PROCEDURES/RESPONSIBILITIES:

a. AcquiLine – Automated Customer Request, is a direct paperless channel between a customer and a contractor organization Procurement Desktop – Defense (PD<sup>2</sup>) database. An adjunct application to Standard Procurement System (SPS), AcquiLine provides a low cost integrated solution that operates on “thin client” PCs.

b. Directly from their desktop Web browsers, customers can create PRs, with attachments, for supplies and services. After creating the PR, users can route it to other AcquiLine – Customer Request users in their organization for approval, according to locally define business practices. Once the PR is approved, the information is saved directly to the PD<sup>2</sup> system at the contract office.

c. AcquiLine – Customer Request also allows customers to view PR status information through their desktop Web browser. This capability saves the customer valuable time, providing customer self service rather than placing an inquiry into the contract office.

d. Accessing AcquiLine: To become an AcquiLine – Customer Request user, one must complete the registration form, which then needs to be approved by the System Administrator. Alternatively, a user account may be created directly by the System Administrator. After either of these two options has been done, the potential user should contact the PBO office to have an account established

For additional Information, use the Help Menu, consult the Functional Users Guide, access the AcquiLine website (<http://acquiLine.amsinc.com>), or contact your System Administrator.

ANNEX 22 International Merchant Purchase Authorization Card (IMPAC) CREDIT CARD) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

22-1. PURPOSE: To establish uniform responsibilities, policies and procedures for IMPAC CREDIT CARD HOLDERS. To provide information on the use of the IMPAC credit card.

22-2 SCOPE: The provisions of this SOP are applicable to the IPBO, Customer cardholders and approving officials/certifying officer of the 414<sup>th</sup> BSB.

22-3. PROCEDURES / RESPONSIBILITIES:

- a. International Merchant Purchase Authorization Card (IMPAC) Usage:
- b. IMPAC is an alternate method of micro- purchasing (equal to or less than \$2,500.00) of supplies and services, and does not take the place of existing supply methods.
- c. The approving official/certifying officer will review the cardholders' monthly statements; serve as liaison between the cardholder and the Agency Program Coordinator and certify monthly billing statements for payment. A cardholder cannot be his/her own approving official/certifying officer. The approving official/certifying officer should be the cardholder's immediate supervisor and/or an individual next higher in rank/grade.
- d. 104<sup>th</sup> ASG Program Coordinator. The 104<sup>th</sup> ASG IMPAC Coordinator is the 104<sup>th</sup> ASG Acquisition Management Staff Officer (AMSO) DSN 322-8905.
- e. Without exception, the IMPAC may only be used to pay for authorized U.S. Government purchases.
- f. The total of a single purchase to be paid using the card may be comprised of multiple items and cannot exceed the authorized single purchase limit of \$2,500. Purchases will not be split in order to stay within the single purchase limit.
- g. All item purchases must be requested through the servicing Property Book Office prior to purchase.
- h. Hardware/software purchases will be coordinated with PBO prior to purchase.
- i. All applicable acquisition regulations apply to the use of the IMPAC credit card. Prior to purchase, all required approvals must be obtained and processed through all required supply channels. Ensure the Property Book Officer, (PBO) or individuals under the PBO's supervision do not purchase supplies with IMPAC.

ANNEX 22 International Merchant Purchase Authorization Card (IMPAC) CREDIT CARD) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

j. IMPAC cardholders will coordinate with the PBO if there are any questions regarding authorization or the appropriate source of supply for required materiel, (i.e. SSA/SSO,GSA, or local merchant).

k. Provide the PBO with a copy of all purchase receipts/invoices.

l. Ensure the supplies/service matches quantity and quality requested.

m. Maintain documentation audit trail.

n. Forward Statement of Account and supporting documentation to the approving official/certifying officer within 3 days of receipt.

o. The PBO will:

(1). Advise cardholders of the appropriate sources of supply.

(2). Advise cardholders of the authorized equipment and supplies.

(3). Review all IMPAC receipts/invoices for proper property accountability.

(4). Establish accountability for all IMPAC purchases of nonexpendable and durable property IAW AR 710-2 and other applicable regulations.

(5). When funds have been certified as available, the funding document will be given to the cardholder to utilize in keeping track of purchases.

(6). Any non-cataloged, non-stocked, non-standard item (i.e. an item that has not been included in the Army Master Data File (AMDF).

(7). Any item on the AMDF with an Acquisition Advice Code (AAC) of L (local purchase).

p. The quantity of materiel identified on a request with a national stock number (NSN) that was rejected by the wholesale system with a status/rejection code of:

(1). CK (Not available-obtain next higher assembly, kit, or components).

(2). CP (Not available-source of supply is local manufacture or procurement).

(3). CW (Not available-one time local purchase authorized).

ANNEX 22 International Merchant Purchase Authorization Card (IMPAC) CREDIT CARD) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

(4). The approving official/certifying officer will attach the signed cardholder SOA to the billing statement and mail one copy to be forwarded to the PBO by the DRM by fifth working day after receipt of billing statement.

q. The PBO will

(1) Review receipts and invoices for IMPAC purchases to determine that the property is nonexpendable (requires property book accountability), durable (requires hand-receipt accountability), or expendable (no accountability required).

(2) Account for IMPAC purchases of nonexpendable and durable property according to AR 710-2 and other applicable regulations.

(3) Inform the responsible hand-receipt holder of the requirement to prepare a DD Form 250 (Material Inspection and Receiving Report) when a nonexpendable item has been purchase with the IMPAC.

r. Hand-receipt holder will—

(1) Prepare a DD Form 250 for nonexpendable items purchased with the IMPAC. The following information will be entered on the DD Form 250:

- (a) Block 1. Enter "IMPAC"
- (b) Block 2. Enter the invoice number or reference number from the vendor's receipt
- (c) Block 9. Enter the vendor's name and address.
- (d) Block 13. Enter the hand-receipt number and unit address.
- (e) Block 15 through 20. Enter the item number, stock or part number, quantity received, unit of issue, unit price, and extended price.
- (f) Block 22. Enter the date of purchase and the hand- receipt-holder's signature.

(2) Provide the PBO a copy of the DD Form 250.

ANNEX 23 Budget Information to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

23-1. PURPOSE: To establish uniform responsibilities, policies and procedures for budget information in the IPBO.

23-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

23-3. PROCEDURES / RESPONSIBILITIES:

1. The IPBO teams will compare Fund Codes (FC) and Account Processing Codes (APC) for all 414th BSB Activities with the 104<sup>th</sup> ASG DRM. All funding (Drawing authorities) is received from the 104<sup>th</sup> ASG DRM for all units/activities supported through the 104<sup>th</sup> ASG DRM.

2. Primary hand receipt holder(s) will obtain their FC's and APC's by contacting the 414<sup>th</sup> BSB DRM Office. This information may be given out over the phone.

3. Those activities/PHRH(s) that exceed their monetary limits will not be allowed to process further requests for supplies/equipment through the Installation Property Book Office. If additional funds are required, that unit/activity/PHRH must contact the DRM (Program and Budget Section). It is the responsibility of each unit/activity/PHRH to assure that the proper documentation for funding (Drawing Authority) is provided to the Installation Property Book Office.

ANNEX 24 Supply Status Information to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

24-1. PURPOSE: To establish uniform responsibilities, policies and procedures for Supply Status Information in IPBO.

24-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

24-3. PROCEDURES / RESPONSIBILITIES:

1. When requests from primary hand receipt holders are processed, a copy of the requests will be returned to the primary hand receipt holder with the IPBO document number(s) assigned to the request. Whenever a hand primary receipt holder desires status from the Installation Property Book Office on an item not yet received, this document number must be referenced. If status is desired for document numbers, a request for status must be submitted to the IPBO, listing the document numbers.

2. If requested items are cancelled or rejected for any reason, a copy of the cancellation/rejection notice will be provided to the primary hand receipt holder. IPBO will file cancellation or rejection status copy of non-expendable request in the supporting document file. Supply status tell the requester of a decision made by the supplier on a specific supply request. Supply status is in the form of status codes. Supply status is received from our supply support activities.

ANNEX 25 Defense Reutilization and Marketing Office (DRMO) as a Source of Supply) to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

25-1. PURPOSE: To establish uniform responsibilities, policies and procedures for the DRMO as a source in the IPBO.

25-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

25-3. PROCEDURES / RESPONSIBILITIES:

1. Property book items obtained from DRMO and used for their intended purpose must be accounted for. Property book items obtained from DRMO and used for other than their original purpose are not accounted for. Units/activities will use the following procedures for obtaining accountable items from DRMO:

a. Fill out screening sheet provided by the DRMO. Return copy of screening sheet to the Installation Property Book Office. The Installation Property Book Office will submit DA Form(s) 2765-1 to the Kaiserslautern SSO for preparation of DD Form(s) 1348-1's.

b. The hand receipt holder or his/her delegated representative will pick up the DD Form(s) 1348-1's from the Installation Property Book Office and hand carry it/them to DRMO and pick up item(s). Return one copy of the completed DD Form 1348-1 to the Installation Property Book Office.

2. Units/activities will not be allowed to pick-up any Condition Code "H" items, if they are to be used for their intended purpose.

ANNEX 26 Maintenance Service to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

26-1. PURPOSE: To establish uniform responsibilities, policies and procedures for maintenance service.

26-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

26-3. PROCEDURES / RESPONSIBILITIES:

a. Repair services can be obtained for all government owned equipment.

b. BASOPS Maintenance Center of Excellence (MCOE) to obtain maintenance service Dial 322-8123. Customer Service OFFICE Hanau.

c. MCOE is customer friendly and non-bureaucratic "JUST CALL" Hours of Operation, Monday-Friday 0730-1500 .

d. Items registered on BSB Installation Property Book Maintenance is Non-reimbursable support. When you have a hand receipt at the BSB Installation Property Book Office (IPBO) you are automatically a customer.

ANNEX 27 Training Ammunition CLASS V to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

27-1. PURPOSE: To establish uniform responsibilities, policies and procedures for training ammunition CLASS v in the 414th BSB IPBO.

27-2. SCOPE: The provisions of this SOP are applicable to the IPBO and HHC. 414th BSB.

27-3. PROCEDURES / RESPONSIBILITIES:

1. Requesting of training ammunition applies to HHC 414th BSB and HHC 104<sup>th</sup> ASG.

2. All requests for training ammunition will be prepared by the unit/activities, using a DA Form 581. The Unit/activity will insure physical security is provided IAW AR 190-11 and USAREUR Supplement 1.

3. All unfired rounds including brass and boxes will be returned to the proper ASP upon completion of firing exercise.

ANNEX 28 Ammunition CLASS V Basic Load to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

28-1. PURPOSE: To establish uniform responsibilities, policies and procedures for ammunition CLASS V, BASIC LOAD in the IPBO, 414th BSB.

28-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

28-3. PROCEDURES / RESPONSIBILITIES:

Responsibilities of Unit Commander.

1. Insure a complete Basic Load is established and is available to the unit at all times. Basic loads will conform to applicable safety regulations.
2. Account for Basic Loads IAW USAREUR Reg. 710-65, 700-140 and 735-240.
3. Will insure physical security is provided IAW AR 190-11 and USAREUR Supplement 1.
4. Will insure Basic Load Ammunition is drawn in full or depot packs.
5. Will determine unit category and compute Basic Load according to TDA strength.
6. Will forward quarterly Feeder Report to 19<sup>th</sup> Support Center.

ANNEX 29 Customer Training to Standing Operating Procedures (SOP) to Installation Property Book Office, 414th Base Support Battalion, Hanau.

29-1. PURPOSE: To establish responsibilities, policies and procedures for customer training in the IPBO.

29-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414th BSB, APO AE 09165.

29-3. PROCEDURES / RESPONSIBILITIES:

Logistical training is available and may be requested by customers. Supported customers may coordinate with IPBO for clarification of property accountability policies and procedures. The following training is available upon request:

1. Methods to obtain relief from responsibility for property.
2. Reports of Survey.
3. Requesting and Receiving Supplies.
4. Local Purchase Procedures and Preparation and Submission of Purchase Request and Commitment.
5. Disposition of Property.
6. Accounting for Property.
7. Controlling Components.
8. Petroleum Management and Inventory.
9. AcquiLine

ANNEX 30 GLOSSARY to Standing Operating Procedures (SOP) for Installation Property Book Office, 414<sup>th</sup> Base Support Battalion, Hanau.

30-1. PURPOSE: To establish uniform responsibilities, policies and procedures IPBO Glossary

30-2. SCOPE: This Standing Operating Procedure (SOP) is applicable to all activities, supported units, and the IPBO of the Hanau, 414<sup>th</sup> BSB, APO AE 09165.

30-3. PROCEDURES / RESPONSIBILITIES:

**ACCOUNTING FOR PROPERTY** - Items that require property book accountability are listed in TDA, CTA 50-900, rental or lease contracts, and others, as listed in Chapter 4, DA Pam 710-2-1, Unit Supply Update.

**COMMERCIAL NON-STANDARD EQUIPMENT** - Items of equipment not currently a standard item of issue within the Army Supply System, i.e., not having a standard National Stock Number or LIN number as listed in the AMDF or SB 700-20. Included are items available through GSA contract or locally available (PX) or manufactured (DM) equipment.

**CONTROLLED EXPENDABLE EQUIPMENT** - Items of expendable equipment (11 above) which are designated by the IPBO as "controlled", i.e., listed on the appropriate hand receipt and required to be kept under control as if a durable or non-expendable item.

**CTA** - Abbreviation for the term Common Table of Allowances, which gives authority for the requisition and retention of various non-expendable and expendable items of supplies/equipment in recognition of the common requirement of units/organizations for items Army wide.

**DURABLE EQUIPMENT** - Items which are not consumed in use and retain their original identity but are not categorized as non-expendable. Included are non-expendable components of sets, kits, outfits and assemblages, and all tools (Federal Supply Classes 5110, 5120, 510, 5133, 5140, 5180, 5210, 5280). Commercial and fabricated items similar to items coded durable in the AMDF are considered durable. Any other non-consumable item with a unit price in excess of \$50.00 not otherwise coded non-expendable will be classified as durable, with the exception of Class VIII (medical) items must have a minimum unit price of \$200.00.

**EQUIPMENT AUTHORIZATION** - Authority to acquire and use supplies/equipment purchased with appropriated funds. For purposes of this SOP, only that equipment authorized by TDA, CTA, TM, and SC/CL is considered.

ANNEX 30 GLOSSARY to Standing Operating Procedures (SOP) for Installation Property Book Office, 414<sup>th</sup> Base Support Battalion, Hanau.

**EXPENDABLE EQUIPMENT** - Items regardless of type classification and price which are consumed in use with a unit price of \$50.00 or less not otherwise coded "D" or in the AMDF.

**HAND RECEIPT** - An official document used to indicate the receipt of supplies/equipment. The term covers DA Form 2062 (often referred to as a "master" hand receipt) and "temporary" hand receipt forms, Request for Issue or Turn-in, DA Form 3161-1, and automated printouts from the Defense Property Accountability System (DPAS)

**HAND RECEIPT ACCOUNT** - An established record of non-expendable, durable, or "controlled" expendable equipment issued by the IPBO to a staff element of 414<sup>th</sup> BSB or a specifically designated activity.

**IPBO** - Refers interchangeably to the 414th Support Battalion Installation Property Book Office or the Installation Property Book Office as the accountable supply activity.

**NON-EXPENDABLE EQUIPMENT** - Items which are not consumed in use, retain their original identity during the period of use and require that accountability be maintained throughout the life of the item. Those items having an accounting requirement code of "N" in the Army Master Data File, (AMDF), or commercial and fabricated items similar to items coded non-expendable (N) in the AMDF are considered non-expendable.

**PRIMARY HAND RECEIPT HOLDER** - An individual, whose position as the overall responsible person in the authorization document (TDA) for a given staff element supported by the IPBO, assumes responsibility for all accountable equipment issued by the Installation Property Book Office.

**PROPERTY RESPONSIBILITY** - The obligation of an individual with respect to the proper custody, care and safekeeping of government property entrusted to his/her possession or supervision.

**SELF-SERVICE SUPPLY** - Expendable or durable supplies available through the Self-Service Center operated by the 414th BSB.

**TDA** - Abbreviation for the term Table of Distribution and Allowance, which in the context of this SOP refers to the basic equipment authorization document for the 414th BSB. The DA identification code for the 414th BSB TDA is E5WJDAAA. Non-expendable equipment is listed for activity Paragraph Number and Line Item Number (LIN) in section III of the TDA. Equipment so authorized is required for execution of the unique support mission of the 414th BSB.

**TENANT UNIT** - Any US activity/unit located in the Hanau Military Community, which is not documented as an integral staff element of the 414th BSB TDA.