



PROPERTY ACCOUNTABILITY

MONTHLY NEWSLETTER, October 2020

HEADQUARTERS, DEPARTMENT OF THE ARMY



Defense Logistics Agency Disposition Services (DLA-DS) Turn In Procedures

DLA Disposition Services (DLA-DS) is responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization.

When usable property, scrap, or hazardous property are no longer required by the Army, DLA-DS ensures the items are properly disposed of, made available for re-use by other government activities, or sold. Disposition services include the disposal of large items not easily transportable to a DLA storage area as well as property that is held in remote locations.

DLA-DS personnel are available to help you complete necessary turn-in documents, arrange for disposal solutions, and train your personnel in disposal turn-in procedures. See DLA-DS turn-in reference portal (<https://www.dla.mil/DispositionServices/DDSR/TurnIn/>) for more information.

Accurately identifying and categorizing property is the most important step in the turn-in process. Property needs to be turned in as individual line items and properly identified with a valid National Stock Number (NSN) if one exists.

All turn-ins require standard turn-in documentation, namely the DD Form 1348-1A. However, different types of property may require additional documentation be included with the turn-in. DLA-DS provides a guide to prepare the DD Form 1348-1A at: <https://www.dla.mil/DispositionServices/DDSR/TurnIn/1348Help/>

To ensure auditability, all Army customers must use their assigned Accountable Property System of Record (APSR) to generate a disposal turn-in document (DTID) number, a 14-character number that consists of the Property Book DoDAAC, followed by the Julian date, and a 4-digit serial.

APSRs, such as Global Combat Support System-Army (GCSS-Army), Defense Property Accountability System (DPAS), or Logistics Modernization Program (LMP), use standard DoD document numbers to generate pre-filled DD 1348-1A documents, which DLA-DS processes as the DTID.

Property Book and nonexpendable component items must have disposition instructions from the Decision Support Tool (DST) directing final disposition to DLA-DS. Depending on the organization, these items may be turned in directly with a Property Book Office

(PBO) document or processed through a GCSS-Army Supply Support Activity (SSA).

All other expendable/durable supply turn-in must be processed through the SSA first to ensure accounting and proper screening per AR 725-50 and AR 710-2.

Audits at the Army level reconcile the APSR turn-in transaction documents with the DTID processed by DLA-DS to confirm the debit (decrease) from Army records and credit (gain) by DLA-DS for disposition. **Property Book items (standard, non-standard, or commercial) and items available in the Army supply system must be turned in through an APSR.**

DLA-DS has developed a web-based electronic turn-in document (ETID) for organizations that have no APSR access and must manually prepare their turn-in documentation. An ETID is an electronic method for preparing a DD Form 1348-1A. Note that ETID documents cannot be reconciled with transactions from Army APSRs. The ETID-generated DTID will not match an APSR-generated DTID. Therefore, **do not use ETIDs in addition to a turn-in document generated by your APSR.**

DLA-DS requires at least three copies of each DD Form 1348-1a, with two copies attached to the property. All certifications (demilitarization, potential explosive hazards, hard drive, inert certification, etc.) must be physically attached to the property, as well.

Prior to turn-in, items must be properly palletized. If possible, place property in tri-walls or ensure it is correctly banded and safe for transportation.

Property also must be segregated according to each DD Form 1348-1a to ensure receipt inventories are accurate and DLA-DS can process the items.

Customers without an on-site DLA-DS site may be able to schedule transportation of their property to the servicing DLA-DS location free of charge, depending on their proximity to a site. Schedule at <https://www.dla.mil/DispositionServices/DDSR/Schedule/>

DLA-DS was formerly the Defense Reutilization and Marketing Service (DRMS), with local customer-supporting Defense Reutilization and Marketing Offices, or DRMOs. In July 2010, the names changed to DLA-DS, but the mission remained the same.

Point of contact is CW5 Gregory W. Besaw, gregory.w.besaw.mi@mail.mil, (703) 693-1584

Bill of Materials (BOM) as the Authoritative Data Source



Has Accurate Bill of Materials (BOM) in GCSS-Army	Issue to end user on BOM Component Hand Receipt (CHR)
Has BOM in GCSS-Army, BOM has discrepancies	Use BOM to inventory, TM/SKO as supplemental guide. Submit Help Desk Ticket requesting correction or clarification. Issue item on BOM CHR with HDT and discrepancies memo attached.
No BOM in GCSS-Army but other official publication exists	Submit HDT requesting to add BOM. Create temporary Operational Support Item (OSI) BOM, issue on BOM CHR, attach HDT
No BOM, no official publication, but has Manufacturer's publication	If components are in GCSS-Army catalog (MM03) create OSI BOM and issue on CHR. If not, use manufacturer's guide, prepare CDR's memo documenting the publication used, issue components to end user on DA 2062.
No BOM, no official publication, no Manufacturer publication	If components are in GCSS-Army create OSI BOM and issue on CHR. If not, conduct layout, document components present, prepare Memo for Record, issue on DA 2062.

Since 1984, the AR 710-2 "Summary" required the use of an "automated system procedural manual" (i.e., end user manual, or EUM) in conjunction with AR 710-2 when operating in an automated system.

The current AR 710-2 Para 1-16 "Implementation" explains how reports and forms from automated systems are approved and required when running an automated supply operation.

Army Directive 2018-07-16 also mandates GCSS-Army use—manual only for system outages.

For GCSS-Army specifically, HQDA EXORD 010-15 FRAGO 1 describes what a BOM is, FRAGO 2 covers how to update them, FRAGO 6 mandates using the BOM as the authoritative component accountability document, with the published manual/listing as a reference to inventory.

Download the complete HQDA EXORD 010-15 at: <https://www.milsuite.mil/book/docs/DOC-785380>

DA Pam 710-2-1 Para 9-3 requires the most current publication during all inventories. BOM dates will often be more current than a technical manual or set, kits, and outfits (SKO) component listing. DA Pam 710-2-1 Para 9-3 also provides instructions for when no publication exists

Best practice: Create a "Publications Memo" documenting what you used for each LIN during inventories

Additional BOM-related references and resources :

"Integrating Bill of Materials Data Into the Army's Enterprise Resource Planning Systems"
<https://alu.army.mil/alog/2015/NovDec15/PDF/157028.pdf>

"Bill of Material Data Integrity"
<https://www.milsuite.mil/book/docs/DOC-634253>

"Manual vs. Automated Procedures"
 February 2019 Newsletter
<https://www.milsuite.mil/book/docs/DOC-634264>

"Do we still use DA Form 2062?"
 March 2019 Newsletter
<https://www.milsuite.mil/book/docs/DOC-634267>
<https://www.milsuite.mil/book/docs/DOC-634265>

"Managing Unit Supply Provisions"
 September 2018 Newsletter
<https://www.milsuite.mil/book/docs/DOC-634258>

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gregory.w.besaw.mi@mail.mil, (703) 693-1584

MYTH OF THE MONTH FALSE TRUE

"Hey Chief, can we just write off a loss if it's below a few hundred dollars?"

Per AR 735-5, loss adjustments must meet criteria for the type of property, the circumstances of loss, whether an individual admits liability, or the dollar value of the item. We discussed the 15 AR 735-5—allowed options in the Winter 2019/2020 edition of the HQDA G-4 Property Accountability Newsletter, which is available at <https://www.milsuite.mil/book/docs/DOC-717985>.

Loss adjustments are not simply a "write off." Without financial liability against an individual, a loss adjustment document requires a deliberate decision by the approving official. The decision either relieves an individual of liability for the loss, or determines liability cannot be assessed if proximate cause of loss or culpability for the loss cannot be determined.

For some low threshold losses (non-sensitive, low dollar value, no negligence or misconduct suspected), AR 735-5 does specify methods other than FLIPL or Statement of Charges which can reduce administrative workload.

VERDICT: Partly True (but not always)!

"A Tale of Two Hand Receipts": Manage Losses Early and Often

LTG Duane A. Gamble discussed building a culture of responsibility for property in the June 2020 newsletter (available at <https://www.milsuite.mil/book/docs/DOC-832374>) and provided a poster to remind the field of the five types of responsibility for property (<https://www.milsuite.mil/book/docs/DOC-832375>).

This edition's Myth of the Month reiterates the 15 options to adjust for losses per AR 735-5.

The graphic below illustrates two scenarios (based on real-world examples) to explain why it's important to use the full range of adjustment options and establish strong Command Supply Discipline Programs with property responsibility and inventory controls.

In the first scenario, Commander A had a well-established culture of responsibility integrated into operations, with recovery inventories, squad and team leaders who knew the importance of pre-combat checks, and a climate where individuals did not fear reporting losses to the commander—they knew they'd receive fair treatment in loss depreciation or relief of liability.

The command—aware of the variety of low threshold adjustments AR 735-5 provides for small losses and non-sensitive items—employed them promptly to ensure liability could be determined when appropriate.

The end result involved additional administrative work throughout the commander's tour, but most events

were handled at the company level, occasionally by the Battalion Commander or, when necessary (such as high dollar or sensitive losses), at the Brigade or Division. The result was a clean change of command, with no consolidated financial liability investigation covering years of losses to mar the commander's tour.

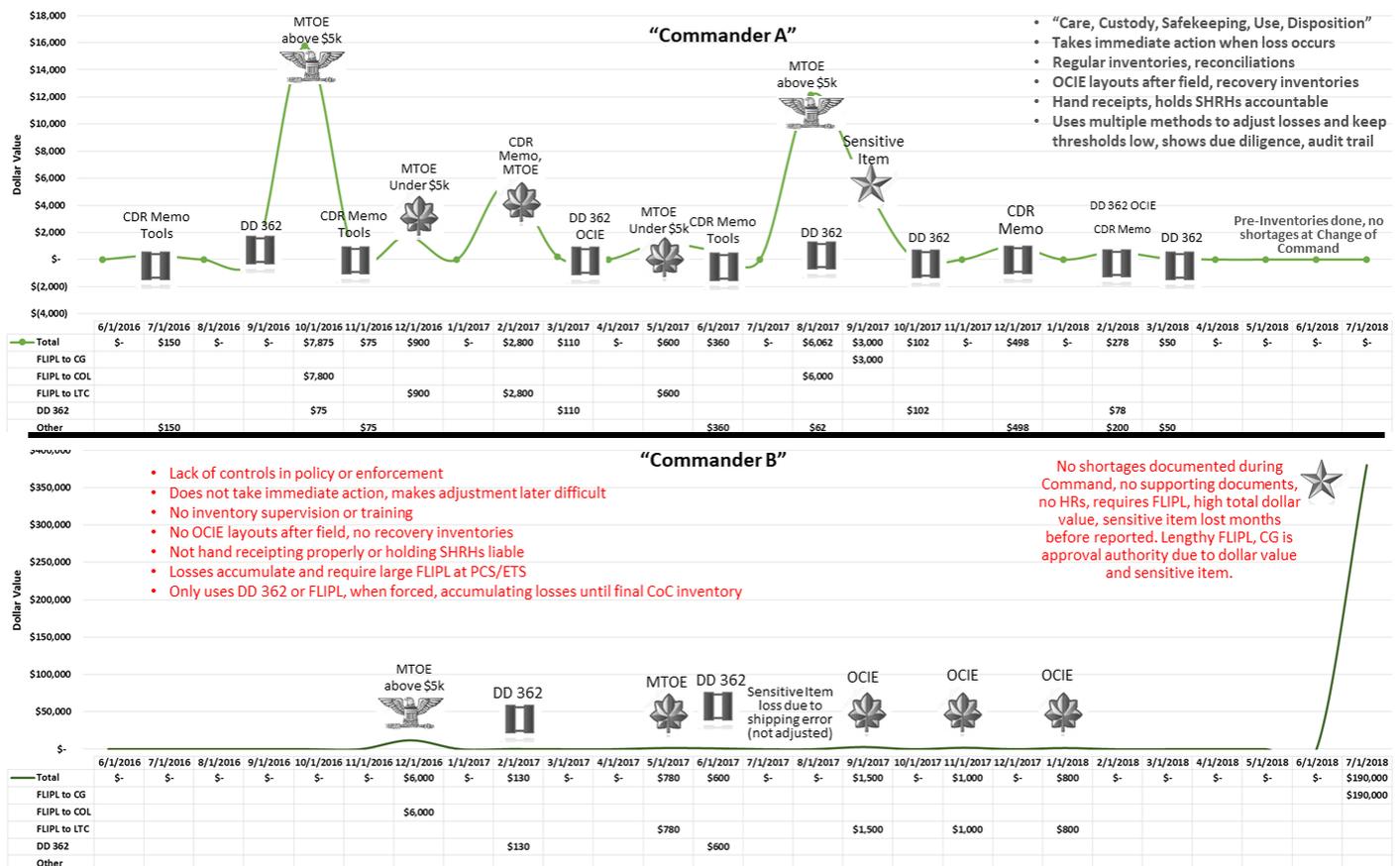
In the second example, the command maintained an equally high training tempo but lacked a fundamental climate of responsibility. Poor inventory and receipt controls, no organizational culture of adjusting for losses, and the use of FLIPLs or statements of charges as the only method to account for loss led to a reluctance to report losses, no action unless it was unavoidable.

By the end of a command tour, Commander B faced 2 years of accumulated end-item and component shortages, resulting in a six-figure FLIPL that required general officer approval, which overshadowed many otherwise successful accomplishments.

The lesson:

- Know your options.
- Establish a strong culture of responsibility at all levels.
- Build inventories into natural training rhythms.
- Adjust for losses early and often!

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CHIEF'S CORNER

An article published in the September newsletter has garnered some questions from the field. The article addressed the topic of contractors being delegated on a DA Form 1687 (Notice of Delegation of Authority Receipt for Supplies) with the intent to sign for equipment in place of a government representative.



Audit reviews subsequently found the guidance to have contractors use 1687s was both invalid (public law as follows below) and infeasible (contractors without a CAC couldn't actually sign the form that way). According to 48 CFR 1552.237-76, which addresses Government-contractor relations, there is no employer-employee relationship between contractors and government. Contractors are not "personnel," so references to DA forms being issued to personnel apply to government employees only (military, Civilian), not contractors. DA forms cannot be used to assess responsibility or liability with contractors for that reason. Only the terms of the contract can direct contractor actions—if you look in FAR 51, there are numerous occasions where the contractor must get KO authorization to do certain functions for the Government.

Even though a PBO or Primary Hand Receipt Holder requests contractor support to help with their daily workload (non-personal services), both the PBO (Gov't) and the contractor understand there is no employer-employee relation. Without an employer-employee relationship, the PBO or PHRH cannot delegate a contractor to sign or turn in equipment, even if it is in the performance of work statement (PWS). The contractor just works there, and any issues with the contractor or his/her work goes to the COR, PA, or KO. The requiring agency should get authorization from the KO, PA, or COR for the contractor to sign for or turn in equipment; hence the KO providing the memo for appointment of duties to the contractor. The memo serves as notice to the supporting activity, which is equivalent to having a DA 1687. On a related note, the dual wet/digital signature is removed for all such documents (1687 or memo) based on EXORD 223-17, and will formally change it in AR 710-4 and DA Pam 710-4.

The HQDA-G4 is aware of the confusion and lack of clarity in the federal regulations. The G4 will publish a memorandum to clarify the responsibilities of the contracting officials in order to properly delegate responsibilities to contractors performing work on behalf of the Army.

-CW5 Crow

CHIEF'S BOOKSHELF



Ever wonder how your organization's authorization documents are created? What's the difference between an MTOE, TDA, JTA, CTA? What's a BOIP and what does it do? How does your unit request changes to authorized personnel and equipment?

"Force Development and Documentation" are covered in AR 71-32 (policy, the "what, why, and who") and DA Pam 71-32 (procedures, the "where, when, and how"). You can find both pubs at <https://armypubs.army.mil/>

LOG WARRIOR OF THE MONTH

SFC Mcmillon serves as the Senior Supply Sergeant and Battalion S4NCOIC at the 405th Army Field Support Battalion – Benelux, which is responsible for two of the Army Preposition Stocks (APS-2) sites in Eygelshoven, Netherlands, and Zutendaal, Belgium. The Battalion and both APS sites are startup installations and programs, resulting in initial establishment of all logistical requirements.

SFC Mcmillon is an essential link between Brigade HQ, the Battalion, and both APS sites. She works with subordinate elements, including local nationals and host nation workforce and assists with all aspects of logistical support. She coordinates, supervises, and trains supply personnel in Army Logistics regulations. Her implementation of multiple-process maps has streamlined the workflow, saving workforce labor-hours, resources, and funding. Her actions have been well received and welcomed by all workers, especially those serving in the Central Receiving Supply Point.



She established relationships with European and local vendors to assist in providing equipment and supplies. In addition, SFC Mcmillon coordinated with DLA-Energy, with the assistance of 21st Theater Support Command, for fuel contracts and delivery to support the APS equipment fleet.

SFC Mcmillon deployed as the Facilities Manager for the 405th AFSBn-Benelux issuance team during the European Exercise Defender 20, managing 16 buildings and residents' needs. During this same time, she assisted with the issue of 1,042 lines of equipment worth more than \$6.2 million of APS-Zutendaal's equipment. She completed these tasks with zero deficiencies while still performing her duties as the GPC Billing Official and providing equipment and supplies to all elements of the command.

HQDA G-4 PROPERTY ACCOUNTABILITY TEAM WANTS YOUR INPUT!

Army G-4 Property Accountability Division is looking for best practices to publish in next month's newsletter. Send your ideas to: usarmy.pentagon.hqda-dcs-g-4.mesg.dcs-g44s-sup@mail.mil or call (703) 692-9522, (DSN 222).

Find previous Army G-4 Property Accountability Newsletters at:

<https://www.milsuite.mil/book/community/spaces/sustainnet/quartermastercommunity/propertyaccountability/g-4propertyaccountabilityteam/>

This periodical is nondirective in nature, IAW AR 25-30 Para 3-38. Information in this publication is used to clarify and increase knowledge of existing policy as well as motivate or improve performance.