

Legend for Figure 4-24;
Completion instructions by block name for DA Form 4708

- Organization** Enter the reporting unit designation.
UIC Enter the UIC of the property book or accountable record.
Date Enter the 5-digit julian date comprised of the last two digits of the calendar year and the julian day (e.g. 85121).
Description or Substitute Enter the item description.
Authorized LIN Enter the LIN from the authorization document.
Substitute LIN Enter the LIN on the on-hand substitute for the authorized item.
NSN of substitute Enter the NSN of the substitute item on-hand.
New quantity Enter the current balance on-hand of the substitute item.
Name and grade of person completing the form Enter the Self-explanatory.

Chapter 5 Assigning Responsibility for Property

5-1. Overview

a. This chapter gives procedures for assigning responsibility for property. It also includes procedures for managing property by using an inventory list.

b. Various records are used to assign responsibility for property. These records are:

- (1) The property book.
- (2) Hand and subhand receipts.
- (3) Temporary hand receipts.
- (4) Equipment receipts.

c. General requirements for keeping records of responsibility are in (1) through (3) below. Specific instructions for keeping these records are in the rest of this chapter.

(1) Responsibility must be assigned for items accounted for on the property book.

(2) Items coded as durable are not generally accounted for on property books; but responsibility for these items must still be assigned. Individual hand tools classified as durable in the AMDF, or commercial or fabricated items similar to "D" in the AMDF will be assigned responsibility when issued to the hand receipt holder.

(3) Responsibility for expendable items does not need to be assigned, except for sensitive expendable items and tools issued from a toolroom. Expendable items do not need to be entered on and or subhand receipts. However, everyone is responsible for taking care of these items. Expendable components of End Items which require use of a component listing or shortage annex will be listed and identified on the document. Hand receipt holders will assume responsibility for these items upon signing the document. Control sensitive expendable items and tools issued from a toolroom using hand receipt or temporary hand receipt procedures in chapters 5 or 6, as applicable.

5-2. The property book

a. The accountable officer at property book level must acknowledge accepting responsibility for the unit's property. The individual assuming accountability will sign the statement below after change of accountability inventory and the corrective actions required by the inventory that have been taken. See AR 710-2, table 2-1. "By authority of (indicate appointing document or change of command order and date) I hereby assume accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt."

Note. The accountable officer's signature and date will be affixed above the accountable officer's signature block below the statement.

b. Enter the statement above on a separate DA Form 3328. File it

in the front of the property book. Keep the statement with the property book until the next change of accountable officer inventory is completed. It will then be placed in the inactive file.

c. In the active Army, under normal circumstances, when a PBO is absent from his/her appointed duties for a period in excess of 30 days, a new PBO will be appointed. In the ARNG, when a PBO is absent from appointed duties over 120 days, a new PBO will be appointed. A change of PBO inventory will be conducted within 30 days. Use the methods in paragraph 9-7.

5-3. Hand receipt procedures

The commander having command responsibility appoints primary hand receipt holders (PHRHs). In a TDA organization the Commander or a civilian director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be PHRHs who will have direct responsibility for property authorized by TDA.

a. Hand receipts are required whenever property book or durable items are issued. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. Prepare separate hand receipts for installation and organization property.

b. Use DA Form 2062 (Hand Receipt/Annex Number) to record the issue of property book and durable items. Prepare the form in two copies. DA Form 2062 may be overprinted. The person who prepares the DA Form 2062 must keep all copies of hand or subhand receipts current.

(1) For hand receipts prepared by the PBO; the original is kept by the PBO. Copy number 2 is provided to the hand receipt holder.

(2) For subhand receipts prepared by the hand receipt holders; the original is kept by the hand receipt holder. Copy number 2 is provided to the subhand receipt holder. There is no restriction on the number of times property can be subhand receipted, but under normal circumstances, should not exceed from the commander, to the supervisor, to the user.

c. Figure 5-1 gives instructions for preparing DA Form 2062 for use as a hand or subhand receipt. A sample DA Form 2062 prepared as a subhand receipt is shown in figure 5-2. File hand and subhand receipts according to AR 25-400-2, as applicable.

d. Keep hand and subhand receipts current. Do this by posting changes as they occur or by using change documents. When change documents are used, the following procedures apply:

(1) Use DA Form 3161 for issue and turn-in transactions between the PBO and the hand receipt holder. The form is also used for issue and turn-in transactions between the hand receipt holder and the subhand receipt holder. Prepare the form in two copies. The original is kept by the person who issues or turns in the item. The person receiving the property keeps the second copy. When an end item issued on a change document has component shortages, prepare a hand receipt annex (para 6-1) to document the missing components. Do not assign an annex number until the change document is posted to the hand or sub hand receipt. Add after the item description (col C) the words "with H/R Annex" for cross-reference purposes. Files copies of change documents with the proper hand or subhand receipt. Figure 5-3 gives instructions for preparing DA Form 3161 as a change document.

(2) Post change documents to hand or subhand receipts:

(a) At least every 6 months. The 6-month period is based on the date of the oldest change document.

(b) Before the change of hand or subhand receipt holders.

Note. When the hand receipt holder is replaced, all property listed on the hand receipt will be inventoried.

The inventory will be accomplished before the new hand receipt holder assumes responsibility for the property. Responsible officer will specify how much time will be allowed to conduct the inventory. When a hand receipt holder leaves the area of his/her primary duties for a period in excess of 30 calendar days e.g., TDY, leave, emergency, hospitalization or extended detached duty, the commander/activity chief will appoint a temporary hand receipt holder. A joint inventory will be conducted upon departure and return of the

hand receipt holder. This will ensure that direct responsibility for the property is maintained in a continuing basis.

(c) Before a change of responsible officer inventory is made.

(d) Change documents are not required to be posted to hand receipts for furnishings in family quarters.

(3) Post change documents to hand or subhand receipts as follows:

(a) Compare all change documents. When an issue and a turn-in has been made for the same item, post only the difference in quantity. Line out serial numbers for items turned in. Enter new serial numbers if they are recorded on the property book.

(b) Add quantities issued to the old quantity shown for the item; enter the new quantity in the next quantity column. Add new serial numbers to the hand receipt if they are recorded on the property book. If an issued item is not already listed on the hand or subhand receipt, enter it on the next available line.

(c) Subtract quantities turned in or expended as operational load from the old quantity shown for the item; enter the new quantity in the next quantity column. If new quantity is zero (0), line out the block. Line through the serial numbers of items turned in.

(d) Advance all other quantities to the next quantity column. Line out unused blocks in the column. Have the hand or subhand receipt holder sign and date the receipt.

(e) Destroy change documents after actions in (a) through (d) above have been completed.

(f) Hand receipt annexes prepared per paragraph 5-3d(1) above will be assigned an annex number and filed with the hand receipt or subhand receipt to which it applies.

(4) DA Form 2407 will be used to document items turned in for repair between the PBO and the hand receipt holder.

5-4. Temporary hand receipt procedures

Hand receipt holders of one unit will not loan items to members of another unit unless approval is first obtained from the appropriate authority. For temporary loans within a component the owning PBO is the approving authority. Exception: Equipment on hand receipt to USAR ECS and ARNG mobilization annual equipment training sites (MATES). For loan of ARNG and USAR equipment to the Active Component, requests must be initiated at the MACOM level and approved by the Reserve Component headquarters (NGB or USARC) owning the equipment. See paragraph 5-5, for temporary loans to Active Components. Equipment authorized an activity funded by AIF will not be permanently loaned to another activity. If the equipment is not required for mission accomplishment, action will be taken to change the applicable TDAs in accordance with AR 71-13. 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) as a temporary hand receipt. The person issuing the items keeps the original copy. The person receiving the items keeps the second copy. Figure 5-4 gives instructions for preparing DA Form 3161 as a temporary hand receipt. Temporary hand receipt may be accomplished by use of a locally procured rubber stamp used in conjunction with the receipt document. The rubber stamp must contain the essential elements of data for a hand receipt.

b. Prepare a folder for filing temporary hand receipts. File the original copies 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 are due to expire shortly. Within 5 days prior to expiration of the temporary hand receipt, take the following actions:

(1) Notify the hand receipt holder and arrange for return of the property not later than the expiration date. Destroy all copies of the hand receipt when the property is returned.

(2) If the person still needs the property, issue it using hand receipt procedures.

e. Classified COMSEC materiel may be hand receipted by the COMSEC custodian using SF 153 to persons cleared and authorized to receive the materials. When operational requirements dictate, the

custodian may authorize hand receipt holders to subhand receipt classified COMSEC materiel. COMSEC custodians must keep accurate records showing status of materiel to allow discharge of their responsibilities to the Army COMSEC Central Office of Record (ACCOR). Detailed procedures for the hand receipt of COMSEC materiel are contained in TB 380-41.

5-5. Temporary loan of ARNG and USAR equipment to the Active Component

a. Only MACOM headquarters may request temporary loan of ARNG and USAR equipment. Temporary loans are limited to 90 days. When a Reserve Component item on temporary loan must be held for over 90 days by the Active Component unit, the MACOM Commander will submit a request for withdrawal to HQDA, ODCSPS (DAMO-ODR) IAW AR 710-2 paragraph 7-3. The Reserve Component headquarters (NGB or USARC) owning the equipment is authorized to approve temporary loans of 90 days or less.

(1) Requests for ARNG owned equipment will be forwarded to Chief, NGB, ATTN: NGB-ARL-M, 111 S. George Mason Drive, Arlington, VA 22204.

(2) Request for USAR owned equipment will be forwarded to Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-E, 3800 North Camp Creek Parkway, SW, Atlanta, GA 30331-5099.

(3) For ARNG loans, the State USPFO will process loan requests IAW AR 700-131.

(4) For USAR loans, the USARC DCSLOG will process loan requests IAW AR 700-131.

b. Gaining MACOMs will report all temporary loans over 60 days to HQDA, ATTN: DAMO-ODR, Washington DC 20310-0400 no later than the 65th day of the loan. Identify the gaining and losing units, LIN, NSN, nomenclature, quantities involved, date of loan and expected date of return.

c. AR 700-131 outlines accountability procedures for equipment loans and leases. Accountable property officers for gaining and losing loan activities will adhere to those procedures.

5-6. Use of DA Form 3749 (Equipment Receipt)

a. Use DA Form 3749 to assign responsibility for property that is issued to the same person for brief recurring periods. Examples are the NBC masks, individually assigned weapons, and radiac equipment issued for training.

b. Prepare a DA Form 3749 for each individually assigned weapon and other items. Give the receipt to the soldier that will receive the item. Do not prepare new DA Forms 3749 when there is a change of the responsible officer. Continue to accept DA Forms 3749 issued by previous responsible officers as long as the bearer of the card is validly listed on the master authorization list. Prepare and send a new DA Form 3749 when old card is lost, mutilated, or destroyed; when a new member is assigned to a unit; or when the soldier is assigned a different item. Figure 5-5 gives instructions for preparing DA Form 3749.

c. Equipment (other than weapons) will be controlled as follows:

(1) When the equipment is issued, the person receiving it will give the DA Form 3749 for the item to the person making the issue.

(2) When the item is returned, the DA Form 3749 will be returned to the person.

d. Weapons will be controlled as follows:

(1) The unit armorer must keep a master authorization list (MAL). The MAL will contain the names and unit of the soldiers who will receive issues, and the number of the equipment receipts. Keep the MAL updated to show personnel changes. Before a weapon is issued, the armorer must check each soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.

(2) When individually assigned weapons are issued for 24 hours or less, only the turn-in of DA Form 3749 is required. An entry in the control sheet or log is not required for issues of 24 hours or less.

(3) When individually assigned weapons are issued for periods over 24 hours, the receiving soldier must turn in the DA Form 3749 for the weapon to the person making the issue. The soldier will also

make an entry on the control sheet or the log that contains the date of the issue. The soldier will enter in ink the nomenclature and serial number of the item received, the time of issue, and his or her signature. Enter the signature as it appears on the DA Form 3749.

(4) When weapons are turned in, close out the control sheet. Return the soldier's DA Form 3749. The person receiving the weapon will enter the date, time, and his or her initials on the control sheet.

(5) Keep the weapons control sheet in the unit active file. Keep it until completion of the next monthly (quarterly for USAR and ARNG) inventory by serial number. Then destroy the control sheet.

(6) When a single weapon is needed for issue to more than one soldier, prepare DA Form 3749 for each soldier authorized to use the weapon. Issue the weapon per paragraphs (1) through (4), above, except that control sheet entries are required regardless of the time period for which the weapon is issued.

(7) When other than individually assigned weapons are issued, use hand or temporary hand receipt procedures. Control sheet entries are also required.

(8) The responsible officer will set up different procedures for the issue and control of weapons for interior guards and other guard force personnel only when procedures in (1) through (7) above are not practical.

(9) A consolidated arms room operation requires establishment of a landlord/tenant relationship. This is needed to make the landlord responsible for physical security, including locking outer doors and controlling keys to those doors. The landlord will be responsible for setting up proper standing operating procedures (SOPs) for all using units. The landlord will also make sure the SOPs are followed. SOPs must also be developed for key control and for executing memorandum of agreement outlining responsibilities for sharing the arms room. The landlord does not have to enter the property accountability chain of the using units to maintain effective physical security. Arms stored in consolidated arms rooms will be separated by unit or battery (HQ battery, etc.). Tenant commanders are responsible for their own weapons.

5-7. Management of property by use of an inventory list

The following procedure will be used when the PBO or responsible officer finds that it is impractical to further assign responsibility to

another person for property. For example, this situation may exist when shift operations, multiuse classroom, or large support equipment are involved. This provision does not apply to items in storage that the PBO has control over. The PBO or responsible officer retains responsibility for the property. When this option is used, follow these procedures:

a. Prepare DA Form 2062 in two copies, as an inventory list. The PBO or responsible officer keeps the original copy. Copy two is kept in the area where the property is located and placed where it can be easily seen. Prepare an inventory list for each room or other area. Figure 5-6 gives instructions for preparing DA Form 2062 as an inventory list.

b. Mark the property so that a person unfamiliar with it can easily identify it. Identification data may be put on labels and attached to the property. The items should be retained in an area to which access and egress is monitored. They should have no commercial application/value, and are large enough to preclude undetected removal.

c. The PBO or responsible officer will include the following in the unit SOP:

(1) Instructions for people working in the room or area where the property is located. Instructions will require a comparison of the property on the list with that in the room. Include procedures for reporting discrepancies.

(2) Instructions for reporting property moved from one location to another.

(3) Any restrictions the PBO or responsible officer wants to include.

d. Inventory the property at least semi-annually. This inventory will be made by the PBO or responsible officer. Count items listed on the inventory list. Compare item serial numbers with those recorded on the inventory list and check the items for visible defects. If property has been lost, account for the items according to AR 735-5.

e. After the semi-annual inventory, enter the inventory quantity in the next unused quantity column of DA Form 2062. Enter it on both copies of the DA Form 2062. Enter the inventory date in the proper quantity column on the last page of DA Form 2062.

Legend for Figure 5-1;

Completion instructions by block or column for DA Form 2062.

(1) Title Line out the words annex number.

(2) From Enter the name of the organization, unit, section, or squad which issues the property. Do not enter a person's name.

(3) To—

1. Enter the name of the unit, section, or squad to which the property is issued.

2. For quarters furniture or property of a personal nature, such as sheets, pillow case, or bed, enter the name and rank of the person receiving the property.

(4) Hand Receipt Number Enter a locally designed number. Use it to post the location of property in the property book. A number is not required when property of a personal nature is issued directly to an individual.

(a) Stock Number—

1. Enter the stock number of the item being described.

2. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry).

(b) Item Description—

1. Enter enough words to identify the item. Include the make or model number if the item has one.

2. Enter the type, number, date, and changes in force of the publication that contains the basic issue items list (BILL), mandatory discretionary components, or other components list (ink or pencil entry). The publication number will normally be an operator's technical manual (-10 series) or supply catalog (SC). This entry will be made above the item description and within the same block.

Note. Use DA PAM 25-30, chapter 12, to research the publication data required.

3. Enter serial/registration numbers when recorded on the property book. Line out serial numbers when the item is turned in.

c - * When used as a hand or subhand receipt, enter the hand receipt annex number for the item (pencil entry). If hand receipt annex is not required, leave blank. Hand receipt for quarters furniture, enter the proper condition code at time of issue (ink or pencil entry). Condition codes are listed below. (Entry required only for family quarters occupants.)

d - SEC Enter the CIIC, formerly, SEC code of the item (pencil, ink, or typewriter entry). This code is in the AMDF.

e - UI Enter the unit of issue (pencil, ink, or typewriter entry).

f - Qty Auth Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

(A thru F)

1. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.

2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing hand or subhand receipt holders.

3. The person receiving the property will sign, enter his or her rank and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)

(5) Self explanatory.

Condition Codes (For Quarters Furniture Only)

BE--Bent

BR--Broken

BU--Burned

CH--Chipped

D--Dented

F--Faded

G--Gouged

L--Loose

M--Marred

MI--Mildewed

MO--Motheaten

R--Rubbed

RU--Rusted

SC--Scatched

SO--Soiled

T--Torn

W--Badly Worn

Z--Cracked

Note. All entries will be made in ink or typewritten unless otherwise stated. Make corrections of errors in the stock number or item description columns by drawing a single line through the wrong data and writing the correct data above the lined-out error. Correct quantity-column error by entering the correct quantity in the next column, carrying all other quantities forward to the new column, and having the hand receipt holder sign both columns.

Legend for Figure 5-3;
Completion instructions by block or column for DA Form 3161.

Issue Enter "X" when used for an issue.

Turn-In Enter "X" when used for a turn-in.

Sheet No. Number sheets consecutively.

No. Sheets Enter total number of sheets.

(1)—

Send to Enter the name, UIC, and hand or subhand receipt number (if applicable) of the organization, unit, section, squad, receiving the items.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the property.

Request From—

1. Enter the name, UIC, and hand or subhand receipt number (if applicable) of the organization, unit, section, squad, which issues or turns in the items.

2. For turn-in of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person who turns in the items.

Request No. Enter "Change Document."

Column 12a Enter the item number, in sequence, for each item issued or turned in.

Column 12b Enter the stock number and LIN (if available), of each item issued or turned in.

Column 12c—

1. Enter a description of the item. Include the make or model if the item has one.

2. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

3. Enter the CIIC code of the item. This code is in the AMDF.

4. Enter the condition code of quarters furniture. Codes are shown in figure 5-1.

Column 12d Enter the unit of issue.

Column 12e Enter the quantity to be issued or turned in.

Column 12f Enter the proper issue or turn-in code. Codes are shown on the form.

Column 12g The person that signs block 15 will enter the quantity received.

Note. Enter "Nothing Follows" below the last item entered on the form. Make this entry in the item description column.

Block 13 The person who issues or turns in will print name, date and sign this block. Include rank.

Block 15 The person receiving the issue or turn-in will print name, date and sign this block. Include rank.

Note. All entries except signatures will be made in ink or typewritten. Signatures will be handwritten in ink.

Legend for Figure 5-4;

Completion instructions by block or column for DA Form 3161 prepared as a temporary hand receipt.

Issue Enter "X."

Sheet No. Number sheets consecutively.

No. Sheets Enter total number of sheets.

Send to

1. Enter the name and the UIC (if applicable) of the organization, unit, section, squad, receiving the issue.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the issue.

Request From Enter the name and the UIC (if applicable) of the organization, unit, section, squad, making the issue.

Request No. Enter "Temporary Hand Receipt."

Column 12a Enter the item number, in sequence, for each item issued.

Column 12b Enter the stock number of the item issued.

Column 12c

1. Enter a description of the item. Include the make or model number if the item has one.

2. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

3. Enter the condition code of quarters furniture when issued to family quarters occupants. Codes are in figure 5-1.

Column 12d Enter the unit of issue.

Column 12e Enter the quantity to be issued.

Column 12f Enter an "I" for each item listed.

Column 12g The person that signs block 15 will enter the quantity received.

Note. Enter "NOTHING FOLLOWS" below the last item entered on the form. Make the entry in the "item description" column.

Block 13 The person making the issue will print name, date and sign this block. (Include rank.)

Block 15 The person receiving the issue will print name, date and sign this block. (Include rank.)

Note. Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT C Btry 1-651 Arty Bn	2. RECEIPT NO. 12
3. STOCK NO. 1005-00-073-9421	4. SERIAL NO. 1234567
5. ITEM DESCRIPTION Rifle, M16A1	
6. I hereby acknowledge receipt of this equipment from Arms Room of this unit.	
7. NAME GROVER D. FRANKS	8. SOCIAL SECURITY NO. 429-17-6528
9. SIGNATURE 	10. GRADE SFC

DA FORM 3749, JAN 82

Edition of Aug 71 is obsolete.

INSTRUCTIONS
1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER IMMEDIATELY.
 (Signature of Issuing Officer)

The information listed on this form is to be used as a general guide only.

Figure 5-5. Sample of a completed DA Form 3749 prepared as a change document

Legend for Figure 5-5;

Completion instructions by block for DA Form 3749.

- 1 Enter the name of the unit.
- 2 Enter a locally designed number.
- 3 Enter the stock number of the item being described.
- 4 Enter the serial number of the item when recorded on the property book, hand, or subhand receipt.
- 5 Enter the nomenclature of the item.

6 Enter the name of the section, squad, etc., which issues the equipment.

7 Enter the name of the person who will receive the equipment.

8 Enter the SSN of the person who will receive the equipment. Obtain the SSN from the unit personnel information roster.

9 The person who will receive the equipment will sign this block.

10 Enter the grade of the person who will receive the equipment.

Reverse Side—

(Signature of issuing officer) The responsible officer of the unit will sign in the space indicated.

Note. All entries, except signatures, will be either printed in ink or typewritten. The signatures will be handwritten in ink.

