



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CELD-ZA (700)

01 MAY 2002

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS, AND FIELD OPERATING ACTIVITIES

SUBJECT: Standard Personal Property Accountability Business Process Procedural Guidance
for Use During Emergency Operations

1. Reference memorandum, CELD-ZA, 14 Apr 98, subject: Personal Property Accountability.
2. By reference, the Commanding General directed USACE-wide implementation of standard procedural guidance for personal property accountability. This memorandum forwards this guidance to all commands for use during emergency operations.
3. Based on lessons learned from various audits, we are taking action to standardize the USACE business process for property accountability for use during emergency operations. The requirements are not new; they are covered in current Army and Engineer Regulations. The process relies on 3 primary elements:
 - a. Use of the Corps of Engineers Financial Management System (CEFMS)/Automated Personal Property Management System (APPMS) Business Process. The CEFMS/APPMS business process will be used wherever practical to acquire, receive, record, and activate property on both the financial records and the property book. All property acquired from whatever source, including excess and the use of the IMPAC card, will be properly authorized prior to acquisition. All non-expendable property will be bar coded, and placed under positive hand receipt control.
 - b. Physical Inventories. The hand receipt holder in coordination with the Property Book Officer (PBO) will inventory all property. PBOs will establish the schedule, conduct training, ensure bar code scanners are used, and accomplish the reconciliation process. Hand receipt holders will use bar code scanners to scan all property, conduct a thorough physical area search for any non-expendable personal property not bar coded, and provide the results of the inventory to the PBO. Reports of survey will be initiated and properly adjudicated for any property losses that cannot be reconciled.

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c. On-site Quality Assurance Review. Commander's personal emphasis will demonstrate the importance of supply discipline, property accountability, and sound stewardship of resources. PBOs will schedule, conduct, and document periodic spot check reviews to validate that property accountability policies and processes are being followed, and that all property is properly accounted for.

4. Detailed guidance is enclosed for immediate implementation. Commanders have a major quality assurance responsibility to ensure that these processes are operating effectively. Special emphasis will be placed on both implementation and results during future audits and inspections. AAA will also perform follow-up reviews to assess the effectiveness of these procedures.

5. Point of contact is Jeff Davis, CELD-MS, (202) 761-1620.

FOR THE COMMANDER:

Encl
as


R.F. URENA
As GARY L. ANDERSON
Director of Logistics

Standard Personal Property Accountability Business Process
Procedural Guidance for Use During Emergency Operations

1. Overview:

a. The following procedures will be followed if an emergency operations' event occurs.

b. The property book officer (PBO) will have responsibilities for non-expendable and expendable property accountability during event operations. One of the following three scenarios will be followed depending on the size of the event.

(1) If the event is not large enough to warrant an Emergency Response and Recovery Office (ERRO), and the district retains the property book operation and accountable item operation, it will be operated as under normal conditions. Use policies and procedures as stated in ER 700-1-1.

(2) If the event requires the creation of a new Corps of Engineers Financial Management System (CEFMS) system identifier (SID) then a property book will be established on the same SID. The PBO from the advance Logistics Management Planning and Response Team (LMPRT) will be appointed in writing by the division commander forward, and will use the Automated Personal Property Management System (APPMS) in the CEFMS environment. Accountability will be maintained as under normal conditions. Use policies and procedures as stated in ER 700-1-1, and CEFMS directives.

(3) If the event requires an ERRO to be established, the advance LMPRT PBO will set up a property book and accountable item operation separate from the district. For this last scenario, procedures in paragraph three for non-expendable property and paragraph four for expendable property will be used.

2. References:

a. AR 71-32, Force Development and Documentation, Consolidated Policies

b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

c. AR 735-5, Policies and Procedures for Property Accountability

d. ER 700-1-1, USACE Supply Policies and Procedures

3. Procedures for property book (non-expendable) items (for use in third scenario in paragraph one when an event is large and an ERRO is established).

a. Wherever possible, the CEFMS/APPMS business process will be used to acquire, receive, record, and activate property on both the financial records and the property book. Caution must be exercised to ensure the correct funding is recorded for all property items.

b. Property received and bar coded will be assigned to a hand receipt holder (HRH). A block of bar code tags to be used during the event will be issued by the PBO. This block will be issued to the event PBO from the affected district PBO. Property will be received by a designated receiving agent (appointed by the PBO), including IMPAC credit card purchases. Appointment memorandums will be used to designate receiving agents. Documentation submitted to the PBO will include a copy of the signed/approved Tasker, and the Purchase Request & Commitment Form (PR&C) or the DD Form 1155, Order for Supplies or Services. This support documentation data must be placed in an officially established spreadsheet to create an official receiving document. The spreadsheet will, at minimum, contain enough information to maintain a reliable audit trail.

c. Upon receipt of the property, the PBO will place the data in an officially established spreadsheet. This spreadsheet will become the event property book and, as such, an official government document to be used in creation of an audit trail. Bar codes must also be affixed to all non-expendable personal property upon receipt. The PBO will consider the property activated on the property book when it is entered on the spreadsheet.

d. The PBO is responsible for designating receivers of all supplies and equipment, and will ensure that appropriate training is provided to personnel so designated. Appropriate training for IMPAC credit card holders will include proper emphasis on specific procedures and processes for positive visibility and control of personal property purchases.

e. The PBO must be notified of all property requiring bar-coding as soon as possible, but no later than twenty-four hours after receipt. Before property is actually utilized, the PBO must assign it to a hand receipt holder.

f. NOTE: Under the Code of Federal Regulations and the Federal Property Management Regulations, the PBO is the person authorized to approve purchases of property. The PBO either authorizes/approves purchases of property, or delegates approval to perform the task. The PBO will be responsible for delegating approval authority to sustain 24-hour operations. If this authority is abused or misused, the PBO should withdraw the authority until remedial action has been taken.

g. All bar code information is required to be transferred to the spreadsheet to complete the audit trail for receiving reports. This ensures that bar codes assigned for property are on the financial records to facilitate CFO compliance and reconciliation.

h. Closeout inventory. The hand receipt holder, in coordination with the PBO, will inventory all property at closeout of the event. PBOs will establish the schedule and a

reconciliation process to determine discrepancies between the physical inventory and the property book. The HRHs will conduct a thorough area search for any non-expendable personal property not bar coded, and provide the results of the inventory to the PBO. Discrepancies (includes loss, damage, destruction adjustment via Report of Survey, Cash Collection, AR 15-6 investigation, etc.) will be researched to account for all property. Reports of survey will be initiated and properly adjudicated for any property losses that cannot be reconciled. The event commander will serve as the approving authority on all reports of survey.

4. Procedures for accountable (expendable) items (for use in third scenario in paragraph one when an event is large and an ERRO is established).

a. Wherever possible, the CEFMS business process will be used to acquire, receive, record, and issue expendable property. Caution must be exercised to ensure the correct funding is recorded for all property items.

b. The advance PBO from the LMPRT will ensure that appointment memorandums are in place for receiving agents. A designated receiving agent will receive all property, including IMPAC credit card purchases. Documentation submitted to the PBO will include a copy of the signed/approved Tasker, and the PR&C or DD Form 1155. This support documentation data must be placed on an officially established accountable (expendable) spreadsheet to create an official receiving document.

c. Upon receipt of the property, the authorized receiving agent will process the receiving report on an officially established spreadsheet. This spreadsheet will become the event accountable (expendable) item record, and, as such, an official government document to be used in creation of an audit trail. The PBO will consider the property available for issue only when it is placed on the spreadsheet, unless emergency conditions prevail.

d. Once available for issue, the procedures for handling issuing and stocking will be followed. All items will be issued on a DA Form 3161, Request for Issue or Turn-in, or locally generated form that identifies the requestor's name, mission, and date. The quantity and nomenclature will be listed, and the requestors will sign/initial the form upon receiving the supplies. This form will be maintained on file for audit purposes. Common use items have been identified with the minimum stockage. At the beginning of the event items may be procured locally. The General Services Administration (GSA) will be used as soon as conditions warrant. Items requested but not stocked must be put on a Tasker and approved before procurement.

e. The PBO is responsible for designating receivers of all expendable items, and will ensure that appropriate training is provided to personnel so designated. IMPAC credit card training ensures proper emphasis on specific procedures and processes that must be applied for positive visibility and control of personal property purchases.

f. The PBO must be notified of all property received as soon as possible but no later than twenty-four hours after receipt. Before property is actually issued for use, the PBO should be notified.

g. NOTE: Under the CFR and FPMR rules, the PBO is the person authorized to approve purchases of property. The PBO either authorizes/approves purchases of property, or delegates approval to perform the task. The PBO will be responsible for delegating approval authority to sustain 24-hour operations. If this authority is abused or misused, the PBO should withdraw the authority until remedial action has been taken.

h. All receiving report information is required to be transferred to the spreadsheet to complete the audit trail for receipt of expendable property. This facilitates CFO compliance and reconciliation.

i. Closeout inventory. All property will be inventoried at closeout of the event by the PBO, who will conduct a thorough area search for any expendable personal property. Discrepancies (includes loss, damage, destruction adjustment via Report of Survey, Cash Collection, AR 15-6 investigation, etc.) will be researched to account for all property. Reports of survey will be initiated and properly adjudicated for any property losses that cannot be reconciled.

5. Remote warehouse locations. It might be necessary to maintain a small inventory of expendable supplies at remote locations. Procedures for issuing will be the same as described in paragraph three. Requests for restocking will be sent to the ERRO.

6. Clothing. The LMPRT will issue clothing during an event. Clothing includes, but is not limited to, red shirts, white shirts, caps, gloves, safety vests, and rain suits. These items will be issued on the DA Form 3161, or locally generated form, and require the customer's signature. Clothing will not be returned to the LMPRT, but is accountable.

7. Tollbooth tickets. An event may require purchase of tollbooth tickets. Control and sign out sheets for these tickets must be maintained. These are pilferable items and must be kept in a secure area. Follow the instruction provided in paragraph eight for disposition.

8. Mission closeout. All property (expendable and non-expendable) must be disposed in a manner based on the funding with which it was procured.

a. Federal Emergency Management Agency (FEMA). All property (expendable and non-expendable) purchased with FEMA monies must be presented to FEMA's event accountable property officer (APO) for disposal instructions. FEMA will direct one of three courses of action.

(1) FEMA wants the property returned to them. A transfer document will need to be generated listing the items. This form MUST be only signed by FEMA's APO. The signed transfer document allows removal of the items from the property spreadsheets/APPMS.

(2) FEMA will allow USACE to retain control of the items to be utilized for future events. A statement to the effect that FEMA is relinquishing these items to USACE needs to be generated with the APO's signature for audit purposes.

(3) FEMA will direct items be turned over to the local Defense Reutilization and Marketing Office (DRMO) for disposal. The APO's signature with a statement directing this disposition is needed for audit purposes.

b. USACE property. All property (expendable and non-expendable) purchased with the affected district's money will be returned to the district. A listing of this property must be presented to the affected district's PBO for entry on the property book. Any property with documentation that FEMA has allowed USACE to retain for re-utilization must be identified to the affected PBO.

c. Rental/Lease. The PBO must coordinate with the responsible organization for the return of all rental/lease property (i.e., computer equipment, copiers, cell phones). Documentation with signatures must be received showing the acceptance of the return to vendor and must be kept on file for audit purposes.

d. The property book, whether official spreadsheets or APPMS, must be zeroed out at the end of the mission. All documentation supporting property transactions for the event must be boxed and sent to the affected district's PBO. Any supplies returned to USACE for future usage must be correctly identified and boxed for shipping or storage per instructions by the affected district. All unused bar-code tags must be returned to the PBO.