

PROPERTY ACCOUNTABILITY

Proponent For Inspection: DOL

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 710-2, 31 Oct 97

b. DA Pam 710-2-1, 31 Dec 97

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
1. Are all pertinent property authorization documents (MTOE, TDA, JTA) on hand or on request? (AR 710-2, Para 2-4)	ALL			
2. Is the DA Form 12 series and DA Pam 25-30 reviewed annually to verify that the latest publications are on hand? (AR 710-2, Para 2-4)	ALL			
3. Did the commander for whom the property book is maintained appoint the Property Book Officer in writing? (DA Pam 710-2-1, Para 4-5)	ALL			
4. Is a copy of the appointing memorandum filed in front of the Property Book? (DA Pam 710-2-1, Para 4-5)	ALL			
5. Does the appointment memorandum identify the Property Book by UIC? (DA Pam 710-2-1, Para 4-5)	ALL			
6. Has the Accountable Officer/Property Book Officer acknowledged accountability for the property? Is the statement filed in front of the property book? (DA Pam 710-2-1, Para 5-2)	ALL			
7. Is the Property Book reconciled annually with applicable HQ DA Authorization Documents (MTOE, TDA, JTA, CTA)? (AR 710-2, Para 2-4)	ALL			
8. Is there a property book page or automated equivalent prepared for each item listed in the "Required" column of the applicable MTOE, TDA, JTA, and CTA? (DA Pam 710-2-1, Para 4-1)	ALL			
9. Is all equipment listed on the applicable MTOE, TDA, JTA, and CTA on hand or on order? (AR 710-2, Para 2-6a)	ALL			
10. Are substitutes and multiple national stock number property book pages being prepared IAW DA Pam 710-2-1, Para 4-6d(2)/4-7a?	ALL			
11. Are property book pages or automated equivalents being maintained IAW DA Pam 710-2-1, Para 4-7 thru 4-13?	ALL			
12. Are serial numbers recorded for all items requiring serial number accountability? (DA Pam 710-2-1, Para 4-7)	ALL			
13. Are the property books organized so that organization and installation properties are kept separately? (AR 710-2, Para 2-5)	ALL			
14. Are the inactive property book pages being retained and disposed of IAW DA Pam 710-2-1, Para 4-13?	ALL			
15. Are all transactions posted to the appropriate property book pages IAW DA Pam 710-2-1, pages 4-9 thru 4-12?	ALL			
HAND RECEIPTS				
1. Are hand receipts/temporary hand receipts established and maintained for all property book items not under control of the Property Book Officer? (AR 710-2, Para 2-10)	ALL			
2. Are the signature and rank of the hand receipt holder and the date entered on the hand receipt? (DA Pam 710-2-1, fig 5-1)	ALL			
3. Have separate hand receipts for installation and organization property been prepared? (DA Pam 710-2-1, Para 5-3a)	ALL			

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4. Is the original copy of the hand receipt kept by the PBO and copy number 2 provided to the hand receipt holder? (DA Pam 710-2-1, para 5-3b(1))	ALL			
5. Are hand receipt forms filed in a separate jacket file for each hand receipt holder and each file clearly identified? (DA Pam 710-2-1, para 5-3c)	ALL			
6. Are change documents being posted to the hand/subhand receipt within 6 months, counting from the oldest change document? (DA Pam 710-2-1, Para 5-3d)	ALL			
7. Are hand receipts adjusted to reflect current balances prior to performing an inventory? (AR 710-2, Para 2-10g(5))	ALL			
8. Are serial/registration numbers entered when recorded on the property book? (DA Pam 710-2-1, fig 5-1)	ALL			
9. Are the type, number, date, and changes in force of the publication that contains the basic issue items entered above the item description and within the same block? (DA Pam 710-2-1, fig 5-1)	ALL			
10. Has a temporary hand receipt file been established and maintained? (DA Pam 710-2-1, Para 5-4)	ALL			
11. Have component hand receipts of major end item sets, kits, and outfits been prepared when issued to the user? (DA Pam 710-2-1, Para 6-2a)	ALL			
12. Are all entries complete and correct on hand receipts? (DA Pam 710-2-1, Fig 5-1)	ALL			
13. Are all entries complete and correct on component hand receipts? (AR 710-2, Para 2-10h(1))	ALL			
14. Are all entries complete and correct on hand receipt annexes? (DA Pam 710-2-1, Fig 6-1)	ALL			
15. Are all expendable (less consumables), durable, and nonexpendable component shortages for hand-receipt holders documented on hand receipt annexes? (DA Pam 710-2-1, Fig 6-2)	ALL			
DOCUMENT REGISTER				
1. Are separate registers being maintained for expendable/durable, and nonexpendable items? (DA Pam 710-2-1, Para 2-23)	ALL			
2. Are the priority designators (PD's) assigned to supply requests in conformance with the urgency of need, and were they applicable to the force activity designator (FAD) of the unit? (DA Pam 710-2-1, Para 2-2)	ALL			
3. Has the unit commander or his authorized representative entered his initials in column "h" of the Document Register for each request having a UND A and B? (DA Pam 710-2-1, Para 2-3)	ALL			
4. Are open document numbers brought forward and recorded on the current document register in original document number sequence as first entries on the current year register? (DA Pam 710-2-1, Para 2-23)	ALL			
5. Is a memo filed with the document register designating a block of serial numbers for the using element? (DA Pam 710-2-1, Para 2-23)	ALL			
6. Are reconciliations and validation of open supply requests accomplished on a monthly basis? (DA Pam 710-2-1, Para 2-31)	ALL			
7. Has the due-in status file been maintained properly? (DA Pam 710-2-1, Para 2-25)	ALL			
8. Is there a status card on file supporting every open entry in the document registers? (DA Pam 710-2-1, Para 2-25)	ALL			
9. Has a supporting document file been established, and are documents on hand to support entries to the property book? (DA Pam 710-2-1, Para 4-16)	ALL			
10. Is a statement placed in the supporting document file when the document is lost or missing? (DA Pam 710-2-1, Para 4-16)	ALL			
11. Are supporting documents filed in document number sequence? (DA Pam 710-2-1, Para 4-16)	ALL			
12. Has document status been properly posted to the document register? (DA Pam 710-2-1, fig 2-5)	ALL			

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13. Are document's supporting entries to the Property Book marked as follows: (1) posted (2) date posted, (3) initials of the individual doing the posting? (DA Pam 710-2-1, Para 4-16)	ALL			
14. Are DA Forms 1687 (Notice of Delegation of Authority-Receipt for Supplies) maintained? (DA Pam 710-2-1, Para 2-32)	ALL			
REMARKS AND FINAL COMMENTS:				