

ATTACHMENT 6 -

See Chapter 7, Paragraph I, NOTE

GENERAL DUTIES OF THE ACCOUNTABLE PROPERTY OFFICER (APO)

NOTE: This attachment contains 7 enclosures that identify specific duties of the APO.

1. The APO will be required to complete the Basic Disposal Accounting Course prior to appointment.
2. The accountable property officer (APO) is responsible for overseeing the account and correcting any errors in the DRMO inventory. Following is a description of the APO's responsibilities:

The APO is responsible for monitoring the account of excess, surplus and foreign excess personal property, including scrap, to ensure that irregularities and discrepancies are reported to the chief and corrected, and to ensure that all adjustments to the account are made. The APO will ensure that accountable document files are properly maintained.

3. Normally only the primary APO may input a gain transaction. After the DRMO Chief has approved adjustments at the DRMO level, the APO or the DRMO Chief will input the approval transaction. The DRMO Chief may authorize an alternate APO(s), in writing, to input these transactions.
4. When a loss to the inventory must be elevated for approval by an authority higher than the DRMO Chief, the documentation must be approved at that next level.
5. Only the APO/alternate APO may make changes to the accountable record elements and may accomplish DTID restarts, which result from other than issues of property during the accumulation cycle. DRMOs will document corrections to the accountable record on DRMS Form 1983.
6. To guard against irregularities and discrepancies to the account, the APO/alternate APO must review daily transactions as well as transactions completed during the preceding month.
 - a. The APO/alternate APO will review the transactions that occur each day and will compare the source documents submitted for file to the transactions posted the preceding day. (Procedures follow.) If quantities of documents differ from the corresponding number of transactions by more than 5%, the APO/alternate APO should notify the DRMO Chief and identify reasons for the discrepancies.
 - b. The APO/alternate APO will review all placards, certificates, and adjustment vouchers for correct authorizations and certification.
 - c. The APO/alternate APO will review the DD 1143 Report of Excess/Surplus Material at Disposal Activities within 3 workdays after the DRMO receives the report and will advise the DRMO Chief of any errors found, and will include recommendations to take corrective action.
7. The APO/alternate APO will print and distribute reports for the DRMO.

8. If required, the APO/RPO/Alternates are authorized to complete receiving responsibilities.

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ENCLOSURE 1

STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING RECEIPT DOCUMENTS

- 1 Accountable Property Officer: Receive completed original DTID and accompanying certificates, or DRMS Form 18, Scrap Tally-In, as appropriate, from the Receiving Section/Scrap Section.
- 2 Using the Daily TTC Report, you may compare the quantity of documents/transactions in hand, by TTC, with the quantity displayed, as processed the preceding workday.
 - a. If the comparison is made and the quantity is the same, file the documents in the source document file. If the workload does not provide resources for a comparison, file the documents in the source document file.
 - b. If the comparison is made and the quantity is different, prepare an MFR documenting the differences and provide the date of the transaction(s). File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.
- 3 The main use of the TTC Report is to verify that the DRMO batch (es) completed processing.

NOTE: For physical turn-ins by the generator, the DRMO will provide the receipt copy at the time of turn-in. After property is receipt processed into the system, the DRMO may return one copy of each DTID to the Accountable Supply Officer (ASO) that services the unit turning in the property. The requirement for a comeback copy after receipt processing is no longer required for property physically delivered to the DRMO by the generator. (See DoD 4160.21-M, Chapter 3, and chapter 2, this instruction.) If there is a remaining copy, it may be forwarded to the reutilization function, at the option of the DRMO Chief.

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ENCLOSURE 2

STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING DOWNGRADE TO SCRAP DOCUMENTS AFTER ESD (Property not Requiring DEMIL)

- 1 APO: Receive source documents (DAISY Downgrade Placard, DRMS Form 222, DAISY Sales Placard, or Downgrade to Scrap Request after ESD and DRMS Form 73, Withdrawal of Property Reported for Sales Prior to Award and Property Status), as applicable from Marketing Section as follows:
- 2 *Receive the DAISY Downgrade Placard and, if applicable, a DRMS Form 73 indicating that the National Sales Office has recommended downgrade action. Placards or DRMS Form 222 must be signed by the DRMO Chief or DRMO designee, as appropriate.*
- 3 Compare the quantity of placards in hand with the quantity displayed on the daily TTC Report (TTC DWN) as processed the preceding day.
 - a. If the quantities are the same, file the placards in the source document file.
 - b. If the quantities are different, prepare an MFR documenting the differences and provide the date of transactions. File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.
- 4 File documentation in the source document file.

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ENCLOSURE 3

STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING DOWNGRADE TO SCRAP DOCUMENTS AFTER ESD (After DEMIL is Performed)

References:

- a. DoD 4160.21-M-1, Chapter II.
- b. Chapter 9, this instruction

1. APO: Receive completed DEMIL certificate from the DEMIL coordinator, or a list of all items in RSC W with those items lined out which have not been demilitarized. The certificate statement must appear on the list.
2. Verify that the DEMIL certificate is signed and dated according to reference a.
3. Return the DEMIL certificate for completion when required.
4. Compare the quantity of documents in hand with the quantity of DEMIL transactions (TTC DML) shown processed on the daily TTC Report for the preceding day.
 - a. If the quantity is the same, file the documents in the source document file according to reference b.
 - b. If the quantity is different, prepare an MFR documenting the differences and provide the date of transactions. File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.
5. File the DEMIL certificate according to reference b.

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ENCLOSURE 4

STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING ABANDONMENT/DESTRUCTION DOCUMENTS (Other than Ultimate Disposal)

Reference: Attachment 1, Chapter 6, this instruction.

1 APO: Receive a document indicating abandonment or destruction of property in the accountable record:

NOTE: GSA has granted a waiver to the requirement for public notification. See DoD 4160.21-M, Chapter 8.

a. DAISY Abandonment/Destruction Certificate.

b. DD Form 1348 series document or sale placard with appropriate approval level. See Attachment 1, Chapter 6, this instruction, for approval levels.

c. DD Form 1155.

2 Verify that each abandoned or destroyed line item:

a. Is identified by DTID number, NSN (if applicable), description, quantity, condition code, unit and total cost, and, if warranted, its location.

b. Is demilitarized, if required.

c. Has one of the following on or attached to the abandonment/destruction document:

(1) A written finding

(a) That the property has no commercial value, or

(b) Applying the economy formula to show that the cost of continued care, handling and preparation for sale would exceed its estimated sales proceeds.

(2) Signature of the DRMO designee, DRMO Chief, or DRMS-O designee, as appropriate (see reference) affirming review and recommending a method of disposal.

d. Include on or with the document, a signed and witnessed certificate of abandonment/destruction.

3 If any of the information/findings/certificates/signatures above are not on the document, return the document to the PMB chief for completion.

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- 4 Compare the quantity of lines in hand with the quantity displayed by TTC (LNF, LNS) on the Daily TTC Report for the proceeding day.
 - a. If the quantity is the same, file the documents and any accompanying documentation in the source documentation file.
 - b. If the quantity is different:
 - (1) Select Warehousing Special Functions.
 - (2) From display screen, select option 5, Record Status and History.
 - (3) Enter DTID number and, following guidelines provided, compare "Event History" TTC and transaction date (TRX DT) of document in hand.
 - (4) If the history does not show the transaction, return the document to the PMB chief, with annotation.

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ENCLOSURE 5

STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING R/T/D DOCUMENTS

- 1 APO: Receive release document (DD Form 1348-1 series document, SF 122, SF 123 or other valid release document) from Distribution Branch.
- 2 Compare the quantity of documents in hand by TTC with the quantity displayed on the Daily TTC Report for transactions the preceding day.
 - a. If the quantity is the same, file the documents in the source document file.
 - b. If the quantity is different, return documents to the Distribution Section for research and corrective action.

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ENCLOSURE 6

STANDARD OPERATING PROCEDURE FOR UPGRADES FROM SCRAP

- 1 APO/Alternate APO: Receive upgraded DTID, DD Form 1348 series document, and DAISY Inventory Adjustment Disposal Request/Voucher, DRMS Form 39-3, from PMB personnel.
- 2 Perform the same verification required for other receipt documents (see enclosure 2, this attachment), except no copy of the DD Form 1348 series document will be returned to the generator.
- 3 Verify completeness and accuracy of DRMS Form 39-3 (see attachment 3, chapter 6, this instruction) for a sample DRMS Form 39-3).
- 4 Verify correct signature. If the extended scrap value of the upgrade is:
 - a. Less than \$10,000: Signatory is DRMO Designee or DRMO Chief.
 - b. \$10,000 or more: Signatory is DRMO Chief.
- 5 If improper signature is present, send DRMS Form 39-3 to DRMO Chief for signature. If signature is correct, go to step 8.
- 6 DRMO Chief: Sign and return DRMS Form 39-3 to APO/alternate APO.
- 7 APO/Alternate APO: Verify signature.
- 8 Input adjustment to DAISY.
- 9 File DTID in source document file.

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ENCLOSURE 7

STANDARD OPERATING PROCEDURE FOR FILING OF SOURCE DOCUMENTS

NARRATIVE: This procedure identifies the source documents for which the Accountable Property Officer (APO) is responsible for maintaining, according to existing guidelines, and where they will/may be filed. All source documents, e.g., inventory adjustments, inventory corrections, downgrades to scrap, A/D, inert certificates and DEMIL certificates, will be filed in the source document file according to the guidance in chapter 9, this instruction.

1 The following documents will be filed in a centralized documentation section:

- Receipt Documents
- Inventory Adjustments Request/Vouchers
- Downgrade to Scrap Documentation
- Abandonment/Destruction Certificates and Documents
- Demilitarization Certificates
- Inert Certificates
- Inventory Corrections

2 At the option of the DRMO Chief, the following documents may be stored either in the centralized documentation section or in the appropriate functional areas.

- Issue/Transfer/Donation Documents
- Sales Documents (Include weight tickets)
- Release Documents of Hazardous Property for Ultimate Disposal

3 Other accountable records, which will be maintained in the centralized documentation section, are as follows:

- Resolution B Listing signed by DRMO Chief