



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

November 6, 1996

ADMINISTRATIVE INSTRUCTION NO. 94

SUBJECT: Personal Property Management and Accountability

- References: (a) [Administrative Instruction No. 56](#), "Automated Information Resource Management (AIRM) in the Office of the Secretary of Defense (OSD) and Washington Headquarters Services (WHS)," August 20, 1991
- (b) DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property Lost, Damaged, or Destroyed," March 1991
- (c) [DoD Directive 1005.13](#), "Gifts from Foreign Governments," July 20, 1996
- (d) [Administrative Instruction No. 30](#), "Building Security for the Pentagon" July 28, 1982

1. PURPOSE

This Instruction:

1.1. Disseminates policy, prescribes procedures, and assigns responsibilities for the accountability and control of Government personal property owned by the Office of the Secretary of Defense (OSD) and those activities serviced by Washington Headquarters Services (WHS).

1.2. Includes a detailed discussion of all types of transactions on expendable and nonexpendable personal property in OSD, excluding automated data processing (ADP) and office automation (OA) equipment. The transactions include, but are not limited to, requisitions or requests for equipment; supplies; and acquisition delivery, receipt, transfers, turn-ins, and moving of property.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to OSD, DoD Field Activities, and other organizations serviced by WHS (hereafter referred to collectively as "Activities").

2.2. Does not apply to subordinate elements of Activities that are outside of the National Capital Region.

2.3. Does not apply to ADP and OA equipment.

3. DEFINITIONS

The terms used in this Instruction are defined in enclosure 1.

4. POLICY

It is OSD policy that the property management and accountability function shall be the responsibility of the OSD Accountable Property Officer (APO) and the Property Management Branch (PMB), Support Services Division (SSD), Real Estate and Facilities Directorate (RE&F), WHS. This function shall be accomplished within the Washington Headquarters Services Integrated Property Management Information System (WIPMIS).

5. RESPONSIBILITIES

5.1. The Director, Administration and Management, Office of the Secretary of Defense, shall establish policy for property management within OSD.

5.2. The Heads of Each Activity shall appoint a property custodian in writing.

5.3. The Director, Real Estate Facilities Directorate, Washington Headquarters Services, develop procedures for implementing policy.

5.4. The Accountable Property Officer shall:

5.4.1. Establish and maintain an automated hand receipt for all nonexpendable property exceeding the dollar amount of \$500 in use and in storage, all P1 furniture regardless of dollar amount and for expendable items in storage.

5.4.2. Maintain inventory records for OSD property through WIPMIS. The inventory records shall include the following data:

5.4.2.1. Name of the property.

5.4.2.2. Manufacturer's model.

5.4.2.3. Serial number.

5.4.2.4. Stock number.

5.4.2.5. Location of the property.

5.4.2.6. Name of the Activity.

5.4.2.7. Other descriptive or identifying features.

5.4.3. Supervise and manage all property transactions within the PMB, SSD, RE&F, exceeding the dollar amount of \$500, and the APO will interface regularly with property custodians and/or subcustodians.

6. PROCEDURES

6.1. Property Custodians and/or Subcustodians. The position of Property Custodian is a key element in effective property management. The following procedures must be carried out custodians shall coordinate all property management functions within their Activities; and Custodians and/or subcustodians shall maintain hand receipts and transaction records, such as requisitions, receipts, turn-ins, and property passes, and be responsible for the proper and timely accounting of all property under their control. All applicable property shall be bar coded for inventory purposes by WHS.

6.2. Appointment of Custodian and/or Subcustodian

6.2.1. Custodial duties should be assigned to individuals who already have administrative liaison responsibilities with the SSD.

6.2.2. Property management and related custodial duties should be included in position descriptions and identified as critical elements in performance standards.

6.2.3. Notification of appointment or transfer of appointment of custodians and/or subcustodians shall be accomplished by memorandum to the Director, SSD.

6.3. Appointment of property subcustodians shall be accomplished in the same manner as the property custodian. Since each subcustodian shall be held accountable for all property within his or her specific area the subcustodian's workstation should be located within the assigned custodial area and that should be of manageable size with clearcut boundaries (i.e., a suite of rooms, a well-defined part of a large suite, or a specific room). This arrangement will enable the subcustodian to become familiar with all accountable items.

6.4. Custodian and/or Subcustodian Responsibilities

6.4.1. The custodial and/or subcustodian must ensure that all property assigned to the custodial area is in serviceable condition and available for use.

6.4.2. The custodian and/or subcustodian must maintain a hand receipt record that indicates all property assigned. The hand receipt record must list the pieces of property assigned, acquisition value, and location.

6.4.3. The custodian and/or subcustodian is responsible for reconciling items on hand receipt with the computer property inventory listing for custodial area of responsibility during physical inventory.

6.4.4. During the period of assignment as the custodian and/or subcustodian additions to and subtractions from the inventory will occur. Records of such transactions are required to be maintained by the custodian and/or subcustodian so that the original inventory of property assigned to the custodial area maybe readily reconciled with the Accountable Property Officer.

6.4.5. The custodian and/or subcustodian must maintain necessary records to indicate the current status of property for which he/she is assigned. This includes hand receipts for property turned in or relocated. No property should be moved from one location to another without proper documentation.

6.5. Change of Custodian and/or Subcustodian

6.5.1. To maintain continuity in accountability, Activity Heads shall appoint a replacement for a custodian and/or subcustodian as soon as his or her departure becomes known.

6.5.2. Upon transfer of custodial responsibility to a successor, the custodian and/or subcustodian must make a joint inventory of property with the designated successor or the official who is to serve as the custodian and/or subcustodian on a temporary basis until the successor is available.

6.6. Safeguarding Government Property. Each individual within an activity shall be responsible for proper use and safeguarding of Government property. All Government property must be accounted for and cannot simply be moved from office to office, causing an undue amount of reported losses which could be prevented by requesting transfer of custody. Rules to prevent loss include the following:

6.6.1. Do not leave Government equipment or supplies in passageways.

6.6.2. Ensure equipment removal from the premises is properly documented with property passes.

6.6.3. Turn in all excess equipment to the OSD, WHS, RE&F, SSD, PMB.

6.7. Lost, Borrowed, or Destroyed Property

6.7.1. When personal arms, equipment or OSD property are lost, damaged or destroyed, the procedures described in DoD 7200.10-M (reference (b)) shall be used.

6.7.2. In accordance with reference (b), immediately upon discovery of loss, damage, or destruction of Government property, the individual discovering the discrepancy shall notify his or her immediate supervisor. The immediate supervisor shall report the discovery to the subcustodian who shall report to the custodian and the custodian shall report to the APO. An inquiry shall be initiated immediately after the loss, damage, or destruction is discovered. This inquiry shall be conducted by the custodian and/or subcustodian. This informal procedure is designed to determine the facts and circumstances leading to the loss, damage, or destruction. The custodian/subcustodian shall be responsible for completing blocks 1 through 11 of the DD Form 200, as described in chapter 6, DoD 7200.10-M. At a minimum this inquiry should identify:

6.7.2.1. What happened.

6.7.2.2. How it happened.

6.7.2.3. Where it happened.

6.7.2.4. Who was involved.

6.7.2.5. When it happened.

6.7.2.6. Any evidence of negligence, willful misconduct deliberate unauthorized use or disposition of the property.

6.7.3. It is the custodian's responsibility to contact the Defense Protective Service when property is reported missing, damaged, or destroyed. The custodian is also responsible for preparing a "lost property" notice, if applicable, for publication in the DoD building circular.

6.7.4. The custodian will inform the APO of the results of the inquiry and submit DD Form 200 within 30 days of report of loss, damage, or destruction.

6.7.5. If the results of the DD Form 200 inquiry fail to show evidence of simple or gross negligence, willful misconduct, or deliberate unauthorized use, the DD Form 200 will be used by the APO to adjust or to support establishment of debts, relief from accountability, and adjustment to accountable records for the property book.

6.7.6. When as a result of inquiry, a responsible individual admits pecuniary liability, the Federal Government shall be reimbursed for loss, damage, or destruction not exceeding \$500 in accordance with reference (b).

6.7.7. When the inquiry uncovers evidence of gross or simple negligence for personnel arms or equipment willful misconduct or deliberate unauthorized use and the property value exceeds \$500, the APO shall send DD Form 200 to the appointing authority who shall determine if a Financial Liability Officer or Financial Liability Board is needed to conduct an investigation in accordance to reference (b).

6.7.8. Initiation of adjustment documents for loss damage or destroyed property is the responsibility of the custodian. In situations that require an adjustment document, coordination with the APO is mandatory.

6.8. Acquisition of Property

6.8.1. Authorized Use Standards. Acquisition of property for Activities shall be subject to current authorized use standards for furniture, furnishings, and equipment and shall be governed by applicable procurement methods, procedures, and regulations in determining appropriate levels for assigning types of furniture and furnishings. Requests for ADP and OA equipment shall be processed in accordance with Administrative Instruction No. 56 (reference (a)).

6.8.2. Priority Acquisitions. The SSD has established the following procurement priority schedule. This schedule is the standard utilized by the contracting computer system, Base Contracting Automated System (BCAS).

<u>Priority</u>	<u>Days to Award</u>
03	1 - 2 days
05	3 - 5 days
07	7 - 10 days
09	25 - 30 days
12	30+ days

Note: (Days to AWARD is the amount of time required by SSD to process the award of the document (excluding any peculiar circumstances), not the DELIVERY date for items and/or services requested.)

6.8.3. Requests for expedited or priority acquisitions, (03-07) and "walk-through" requests, are generally discouraged because they delay other procurement actions that are in process. However, when bona-fide emergency situations exist and supplies/services are required on an immediate basis, they may be procured if approved by the Director, SSD, and accompanied by a Mission Impact Statement. This statement outlines why the item is required on an immediate basis and should be provided expeditiously before the normal 30 days lead time.

6.8.4. Preparing Requests. Once an activity has determined its expendable or nonexpendable property or support requirements, the requesting activity shall prepare a request document as follows:

6.8.4.1. The activity shall prepare an SD Form 474, "OSD Office Services Request Form" (enclosure 2) and forward the completed form to their Administrative Officer for review and approval. The SD Form 474 shall contain as much detail as possible in order to enable the procuring office the ability to purchase precisely what is required. Requests for services will be accompanied with statements of work when requesting non-standard work (i.e., Messenger Services, Publication Services, etc.). All

items will be procured on a comparable basis, unless accompanied by sole source justification. Whenever possible, the using activity should attach a copy of catalog pages or other supporting/identifying documentation. Upon approval of the Administrative Officer, the SD Form 474 shall be forwarded to SSD for procurement.

6.8.4.2. Upon receipt of the activity request the SSD shall review the request and determination as to the method of procurement. Requisitions shall be fulfilled in the make a determination following order of procedure:

6.8.4.2.1. Stock Issue.

6.8.4.2.2. Stock Fund Available through Defense Supply Services-Washington.

6.8.4.2.3. Local Purchase.

6.8.4.3. A copy of the requisition shall be provided to the using activity. Each requisition will contain a "Log Number." Retention of this number is essential in the tracking process for both supply and local purchases.

6.9. Requirements Forecasting

6.9.1. When requesting furniture, supplies, or equipment an activity must consider procurement processing and delivery requirements for requested items. The time for processing procurement requests may vary according to the complexity of request and the availability of the item/service being requested.

6.9.2. Cut-Off Dates are established near the end of each fiscal year. These are imposed by both DSS-W and SSD procurement activities. Schedules for cut-offs will be posted each year.

6.9.3. Status of Request. The SSD has an automated tracking system for determining g the status of supply, DSS-W Automated Record Tracking System (DARTS), and procurement (BCAS) requisitions. Customer notices shall be provided on an as required/requested basis.

6.10. Cancellation of Requests by an Activity

6.10.1. When an Activity decides to cancel a request, the Administrative Officer shall immediately notify the Support Services Division by telephone that the item or items are no longer required. The Activity Administrative Officer shall follow up without delay by submitting a copy of the SD Form 474, marked "canceled" to the Support Services Division.

6.10.2. Cancellations by the SSD. Requisitions may be canceled by the SSD for various reasons, including requests for unauthorized or unavailable items and lack of information on an SD Form 474 sufficient to process a request. When the SSD cancels a request the SD Form 474 shall be marked "canceled," signed by the Director, SSD, or designee, and returned to the Administrative Officer. The canceled SD Form 474 also shall indicate the reason for the cancellation and provide recommendations to support a new request.

6.10.3. Cancellation by DSS-W. In certain circumstances, DSS-W may cancel or invalidate a request by notifying the SSD. The SSD then shall notify the Administrative Officer.

6.10.4. When a request is canceled by the SSD or by DSS-W, the Administrative Officer may contact the SSD for discussion or assistance in preparing a new or modified request or to appeal the cancellation.

6.11. Receipt of Property

6.11.1. Authorized Individual. Property shall be received by the point of contact designated on the SD Form 474 and the custodian and/or subcustodian shall ensure that the receipt records are updated by the APO.

6.11.2. Receiving and Receipts. Equipment, furniture, furnishings, and expendable or nonexpendable supplies shall be delivered to, receive and receipted by the Support Services Division before distribution to an activity.

6.11.3. Notification of Delivery. The Support Services Division is responsible for delivery of all equipment and supplies ordered by Activities with the exception of ADP and OA equipment.

6.12. Issuance of Nonexpendable Property/Equipment

6.12.1. The PMB, SSD, shall issue furniture, furnishings, or other nonexpendable property in response to a completed and justified SD Form 474. The hand receipted property shall be issued by the PMB in one of the following methods:

6.12.1.1. A funded purchase through the Procurement Branch (PB), SSD.

6.12.1.2. ADD Form 1150, "Request for Issue or Turn-In" (enclosure 3) from storage in the OSD warehouse.

6.12.1.3. ADD Form 1150 from the Pentagon staging areas.

6.12.2. Each procurement method by the PMB requires a separate method of issuance to the requesting activity. The following steps shall apply:

6.12.2.1. When requested items require a funded purchase through the PB, the requesting activity shall receive the pink copy of the SD Form 474 containing the estimated delivery date. When the requested item is delivered to the Pentagon the PMB shall bar code the item and contact the requesting activity for delivery arrangements. The item shall be issued on a DD Form 1150 and a copy of the form shall be provided to the custodian and/or subcustodian.

6.12.2.2. When the requested item is to be issued from the OSD warehouse stock the requesting activity shall receive the pink copy of the SD Form 474. This copy shall contain the only notice of an estimated delivery date. When the requested item is issued the receiver shall sign copies of the DD Form 1150. The PMB shall bar code the newly issued item after delivery, annotate the DD Form 1150 with the newly issued bar code, provide two copies to the requesting activity, and forward a copy of the form to the custodian and/or subcustodian.

6.12.2.3. When the requested item is to be issued from stock on-hand at the Pentagon, the PMB shall contact the requesting activity to arrange a delivery time. The item shall be bar coded and issued on a DD Form 1150. The requesting activity shall be given two copies of the DD Form 1150 and a copy of the form shall be provided to the custodian and/or subcustodian.

6.12.3. The custodian and/or subcustodian shall retain copies of the DD Form 1150 until their automated hand receipts have been updated and signed at the next inventory.

6.13. Transfers of Nonexpendable Property and Equipment. Transfers of property shall be subject to applicable authorized use standards.

6.14. Transfers Within a Custodial Activity

6.14.1. The losing subcustodian shall notify the activity custodian of the intent to transfer the property and prepare four copies of the DD Form 1150. Description of the property, bar code numbers, subcustodian account numbers, room numbers, date and signature, shall be included in the DD Form 1150. The losing custodian shall accompany the property to the gaining subcustodian who shall date and sign block 11 of the DD Form 1150.

6.14.2. The gaining subcustodian shall retain one copy of the signed DD Form 1150. The losing subcustodian shall retain the original DD Form 1150 and forward the remaining two signed copies to the custodian. The custodian shall retain a copy and forward the remaining copy to the APO.

6.14.3. The APO shall use the DD Form 1150 to update the automated hand receipt of any property exceeding the dollar amount of \$500. For all serialized equipment hand receipts shall be updated regardless of dollar value. All parties shall retain copies of the DD Form 1150 or until their automated hand receipts have been updated and signed at the next inventory.

6.15. Transfers Outside a Custodial Activity

6.15.1. The transfer of property from one custodial activity to another shall be authorized and approved by the APO.

6.15.2. The APO shall notify the custodian of the transfer approval. The losing subcustodian shall prepare the DD Form 1150, providing a description of the property, bar code numbers, room number, date and signature. The losing custodian shall accompany the property to the gaining subcustodian, who shall date and sign to acknowledge receipt of property. The losing subcustodian shall retain the original signed form and provide the APO a copy along with the gaining subcustodian.

6.15.3. The gaining subcustodian shall retain a copy of the signed DD Form 1150 and forward a copy to the gaining custodian.

6.15.4. The losing custodian shall retain a signed copy of the DD Form 1150 and forward a signed copy to the APO.

6.15.5. The APO shall use the DD Form 1150 to update the automated hand receipt.

6.15.6. All parties shall retain copies of the DD Form 1150 until the automated hand receipts have been updated and signed at the next semiannual or annual inventory.

6.16. Demonstration Equipment. The use of demonstrator items on a trial basis, that have the potential for purchase, shall be authorized by the PB to avoid contractual problems. Authorization to accept and use demonstration equipment shall be made as an exception to policy. Administrative support for demonstration equipment excluding maintenance, shall be provided by the Support Services Division.

6.17. Turn-ins

6.17.1. It is the obligation of all Federal Agencies to acquire only the minimum resources necessary to accomplish the work. The practice of retaining duplicate systems or equipment is discouraged.

6.17.2. Property that is surplus, obsolete, unserviceable, or that has been replaced, shall be processed for turn-in by the APO.

6.17.3. The losing activity subcustodian shall prepare a DD Form 1150 and submit it through the custodian to the APO.

6.17.4. Bar code labels on turned-in items shall be removed only by the PMB.

6.17.5. Accountable property shall not be left in public areas.

6.18. Inventories. Four types of inventories shall be conducted as follows:

6.18.1. Internal Inventory by Custodian or Subcustodian

6.18.1.1. This inventory may be an unannounced spot check, a scheduled spot check, or a 100 percent inventory. Items normally subject to inventory are serial-numbered equipment, furniture and equipment bar coded items, new items without bar codes, and documentation on property issued or turned in.

6.18.1.2. During an inventory, if a difference between the hand receipt and property in place is discovered (i.e., discrepancy in serial numbers, bar code numbers, or quantities on hand), the custodian shall investigate to determine what occurred. The custodian shall prepare a brief memorandum to the APO, describing the circumstances and recommending administrative adjustments.

6.18.1.3. After completing the inventory, the custodian shall certify to its accuracy and completeness. Certification shall be accomplished by a memorandum to the APO stating that the inventory was conducted and identifying any discrepancies and corrections made by the custodian or adjustments made by the APO.

6.18.2. Scheduled Inventory of Custodian

6.18.2.1. The APO shall make a scheduled inventory at least annually. The APO may determine the extent of an inventory. The inventory may be a spot-check random inventory of property, or a 100 percent inventory. The custodian and/or subcustodian or designee shall be present to assist APO representatives in conducting scheduled inventory.

6.18.2.2. A list of all discrepancies between property and the hand receipt shall be made. The discrepancies shall be researched thoroughly and resolved jointly by the custodian and the APO. The list of discrepancies shall be annotated with the corrections or adjustments to be made.

6.18.2.3. The custodian and the APO shall jointly reconcile the hand receipt with all adjustment documents (issues, turn-ins, transfers) pending since the last signed hand receipt.

6.18.2.4. When all corrections and adjustments have been made, the APO shall produce an updated automated hand receipt for the custodian. The custodian shall obtain subcustodians' signatures on their respective portions and shall sign the new consolidated hand receipt. All adjustment documents shall be discarded from the hand receipt file.

6.18.2.5. Signatures on the hand receipt establish management controls and organizational responsibilities, not personal liability. Principles outlined in DoD 7200.10-M (reference (b)) shall apply when determining liability. The APO shall ensure that a statement to this effect is entered on the hand receipt.

6.18.3. Unannounced Spot-Check Inventories by the APO. The APO has the authority to conduct unannounced spot checks of a custodian's property and inventory management records. The inventory checks shall include verification that the required records are being kept in a timely and accurate manner.

6.18.4. Warehouse Inventory. Annual OSD warehouse inventories shall be conducted by the APO or an authorized representative. In addition to scheduled 100 percent inventories, selected line items shall be spot checked weekly. These inventories shall ensure that accurate, up-to-date records are maintained and that OSD interests and property are protected.

6.19. Office Moves. The custodian shall notify the APO of any major relocations involving any property exceeding \$500, all P1 furniture, and serialized equipment such as typewriters, calculators and copiers. The notice shall include the item name, serial number, and the old and new locations. This information is necessary to update the automated system.

6.20. Supplementary Procedures. Administrative Officers may issue internal office procedures to supplement this Instruction.

6.21. Official Gifts From Foreign Governments. Policy on managing and reporting gifts received from foreign governments is contained in DoD Directive 1005.13 (reference (c)). The following provisions also shall apply:

6.21.1. The Staff Assistant Office of the Director, Administration and Management Office of the Secretary of Defense, shall serve as property custodian for gifts and shall appoint subcustodians for specific areas in which gifts are in use or on display.

6.21.2. Declarations prepared and processed in accordance with enclosure 2 of reference (c) shall be used as source documents to adjust the inventory.

6.22. Property Passes

6.22.1. Optional Form 7, "Property Pass," serves as a temporary authorization for an individual to remove property from a Government-occupied building. (See Administrative Instruction No. 30 (reference (d)) for property pass authorizations, etc.)

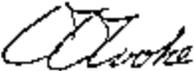
6.22.2. Custodians may be authorized to issue property passes for property listed on their signed hand receipts, except ADP and OA equipment.

6.22.3. Property shall be removed only for mission purposes. The individual requesting approval to remove property from Government premises shall provide the custodian with a written justification. The request and the property pass shall include the date that the property is to be returned to Government premises. The APO shall "spot" check the pass system to ensure timely return of equipment.

6.22.4. Property passes shall not be authorized for nonportable items or for equipment under warranty or maintenance agreement when removal would invalidate the warranty or maintenance agreement.

7. EFFECTIVE DATE

This Instruction is effective immediately.


D.G. Cooke, Director
Administration and Management

Enclosures - 3

- E1. Definitions
- E2. SD Form 474, "OSD Office Services Request Form"
- E3. DD Form 1150, "Request for Issue or Turn-In"

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Accountability. The obligation of an individual to keep accurate records of property. The individual with this obligation may or may not have the actual possession of the property. Accountability relates primarily to records, while responsibility relates to custody, care, and safekeeping.

E1.1.2. Accountable Property Officer (APO). An individual responsible for ensuring that accurate recording of property transactions is accomplished and current records are maintained. The individual with this responsibility may or may not have actual possession of the property.

E1.1.3. Acquisition. The obtaining of personal property or services by purchasing, renting, leasing, or other means.

E1.1.4. Custodian. The individual appointed to assume organizational responsibility for property and to maintain records necessary to locate and identify all furniture and equipment in an activity, with authority to delegate responsibility and accountability to subcustodians, as necessary.

E1.1.5. Expendable Property. Personal property other than nonexpendable property. All activities will ensure adequate internal controls are established to safeguard expendable furniture assets. The PMB will assist you in this area.

E1.1.6. Hand Receipt. A list of nonexpendable property that has been assigned to an Activity custodian for accountability purposes.

E1.1.7. Inventory. Amount of property on hand at any given time, any itemized list of such property, and a physical count of property on hand.

E1.1.8. Nonexpendable Property. Personal property that retains its original identity and characteristics, has a useful life of more than one year, and an acquisition cost of \$500 or more. All P1 furniture, regardless of dollar value, is also referred to as accountable property.

E1.1.9. Personal Arms or Equipment. Arms or equipment issued for personal use of and care by an employee.

E1.1.10. Personal Property. Property of any kind except real property and Government records.

E1.1.11. Real Property. Fixed assets that are comprised of land, and rights to land; buildings to include capitalized additions, alternatives, improvements, and rehabilitations; and other structures and facilities. Real Property does not include personal property (weapons systems and other military equipment).

E1.1.12. Stock Items. Material maintained on hand at storage point to meet anticipated demands.

E1.1.13. Subcustodian. An individual appointed to assume responsibility for property within an organization which is part of an activity represented by a custodian. Delegation of responsibility is at the discretion of the custodian.

E1.1.14. Transaction. Any act or event that affects the account(s) of an entity.

E2. ENCLOSURE 2

SD FORM 474, "OSD OFFICE SERVICES REQUEST FORM"

OSD OFFICE SERVICES REQUEST FORM			
*REQUEST FOR <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> SUPPLIES <input type="checkbox"/> TELEPHONE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER			
ACTIVITY	ROOM NO.	DATE	LOG NUMBER
TYPED NAME OF REQUESTING OFFICIAL	TELEPHONE NUMBER	TYPED NAME OF ADMINISTRATIVE OFFICER	
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF ADMINISTRATIVE OFFICER	
THE FOLLOWING SERVICES ARE REQUESTED. ACCOMPLISHMENT IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GOVERNMENT (Describe in detail. Attach additional information as necessary).			
JUSTIFICATION (Use Reverse side, if necessary)			
NAME, ORGANIZATION AND TELEPHONE NUMBER OF PERSON TO CALL FOR ADDITIONAL INFORMATION		DATE ITEM and/or SERVICE IS REQUIRED	DELIVERY POINT
TO:			
ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> RETURNED FOR <input type="checkbox"/> DISAPPROVED (See Remarks)		ESTIMATED COST	DATE
		JOB ORDER NUMBER	ESTIMATED COMPLETION DATE
REMARKS		<input type="checkbox"/> SIGNATURE BY ADMIN. OFFICER <input type="checkbox"/> INSUFFICIENT FUNDS <input type="checkbox"/> ADDITIONAL INFORMATION <input type="checkbox"/> NOT AUTHORIZED BELOW D/ASD <input type="checkbox"/> UNBUDGETED ITEM <input type="checkbox"/> NOT A STOCKED ITEM	
		SIGNATURE OF _____	

SD Form 474, JUN 76

1 ORIGINAL FILE

