

CPT Swanton's Sub-Hand Receipt Holder Class (06 June 2016)

BLUF: You are responsible for the safeguard, stewardship, and maintenance of all property book end items **AND** associated Basic Issue Items (BII) and Components of End Items (COEI) on your hand receipt.

As a sub-hand receipt holder, I am delegating responsibility of assigned property to you! However, you are more than likely not the end user of the equipment. It is your responsibility to do as I have done, and delegate further responsibility to an end user.

There is only three (3) links in the chain of responsibility. Me → You → End User. You get the PBUSE generated hand receipt. The end user signs a DA Form 2062 from you.

I require each of you to sign your sub-hand receipts monthly, certifying that you have accountability of all your assigned property and associated BII / COEI.

There are circumstances in which you will not have all the required BII / COEI. These "shortages" need to be annotated on a shortage annex, loaded in PBUSE and signed by me. This is your insurance, to ensure you never have to pay for something you never had.

Each month, you should have all your delegated end users inventory their equipment. Once they have completed their inventories, you ensure they signed the DA Form 2062 which you keep in your sub-hand receipt holder book. If your end user(s) identify a **NEW** shortage **NOT** on the shortage annex signed by me, then this is a new loss. Your actions are to, **1)** tell them to find it (thorough search), **2)** notify supply that there is a new shortage, and **3)** issue a statement of charges for missing/lost item. If they refuse the statement of charges, supply will initiate a Financial Investigation for Property Loss (FLIPL) to determine what is lost, who is responsible, and who is financially liable. **Your due diligence and record keeping will ensure that you are never found liable for property loss.**

I recommend you conduct your own "10%" thorough inventory each month. This means, pick 10% of your sub-hand receipt and conduct a full inventory (not just checking off end items). This will do a few things, **1)** Allow you to capture new shortages that your end users don't want to report, **2)** ensure your section is maintaining good supply discipline, and **3)** allow you to inspect items that may require replacement (broken tools, worn out drill bits, incomplete sets, etc).

Every item (save a very select few) have either a Technical Manual or a Component Listing. These are available on LIW (<https://liw.logsa.army.mil>) from two applications, ETMs (Electronic Technical Manuals) or SKO (Sets, Kits, and Outfits) / AESIPs (Army Enterprise System Integration Program). Most standard pieces of equipment will be in ETM. Items like tool boxes, the FRS, etc. will be on SKO. You all need an LIW account so you can reference TMs/SKOs when necessary.

Property is cataloged in two ways, by LIN (Line Item Number) and NSN (National Stock Number). Think of a LIN as a group of equipment (ex. Ford F-150s). The NSN is specific to a single item (Ford F-150 XLT).

Property is identified in three ways; Non-Expendable (ARC N), Durable (ARC D), and Expendable (ARC X). Example, a **Drill** is non-expendable. The **Drill Socket** is durable, the **drill bit** is expendable. The Drill will never lose its identify when used. The socket may be degraded over time, but still retains most of its identity when used and the drill will still function. The bit is consumed over time and requires regular replacement.

Some equipment or storage areas require you to have an “access roster”, identifying who is allowed to access the equipment or area, either with or without you present. I highly recommend never granting unaccompanied access to your assigned equipment or storage areas, unless the equipment is signed down. Example, 1LT Smith is signed for the Maintenance Sub-Hand Receipt, including the FRS. 1LT Smith signs the FRS down to SGT Jones. SGT Jones completes an access roster, signed by me, that grants 1LT Smith and SGT Jones unaccompanied access to the FRS. If SGT Jones grants another individual unaccompanied access, he’s acknowledging and creating risk by allowing someone else access to his assigned property without him present.

Sign-Out Logs: If you intent to sign out equipment for Soldiers to use, you need to maintain a sign out log where the item(s) is signed out and signed in. This creates a chain of custody to ensure when tools/equipment is used it gets returned.

Each time we deploy to the field and return, you will conduct 100% inventories of all the equipment that went to the field. If you identify that items were lost during the field exercise, you can notify supply of the losses and supply will generate a field loss memo (signed by the BN CDR) as long as the loss does not exceed \$500. Once signed, you will receive a new shortage annex to validate those losses.

Over time, supply will receive new equipment to fill your shortages. When the equipment arrives, you will bring your old shortage annex to supply, which will be updated and re-issued to you with my new signature. This ensures that shortage annexes are correct and new equipment is being accounted for.

Each month, I will conduct a 10% inventory of the company property book. The XO will notify you if some of your property needs to be inventoried, along with a date and time. My expectation is that you have 100% of the property (all BII/COEI) laid out in accordance with the TM, you have your valid shortage annex on hand and sub-hand receipt holder book, and you have the end user(s) present. If all the property is either 1) present or 2) missing but on a shortage annex, you are good to go. If not, you will have until the 15th of the month to locate the missing property. At that time, a statement of charges will be generated.

If you consume expendable property (ex. Drill Bits), you must place a requisition with supply. Provide supply with the NSN and quantity to be ordered, and the end item it is associated with.

Containers. Equipment is often times storage in containers or shipped in containers. All containers will have a DA Form 1750, that state the LIN, NSN, Nomenclature, and Serial Number(s) per your hand receipt. This is an accountable document and needs to have the exact information for the property.

Key Control. If your equipment is stored in a container, you (or your end user) need to be the only person with a key for it. That key needs to be cataloged in the Key Control Log (One at the CP, One at the MP). **Always ensure your property is stored under lock-n-key in some capacity.**

Understand, as a sub-hand receipt holder, you will **ALWAYS** maintain “supervisory” responsibility of the property. Your end users will have “custodial” responsibility, but if you are not maintaining an environment of proper supply discipline, you can be held responsible. **Take this seriously, do your due-diligence, and vigorously enforce supply discipline!**