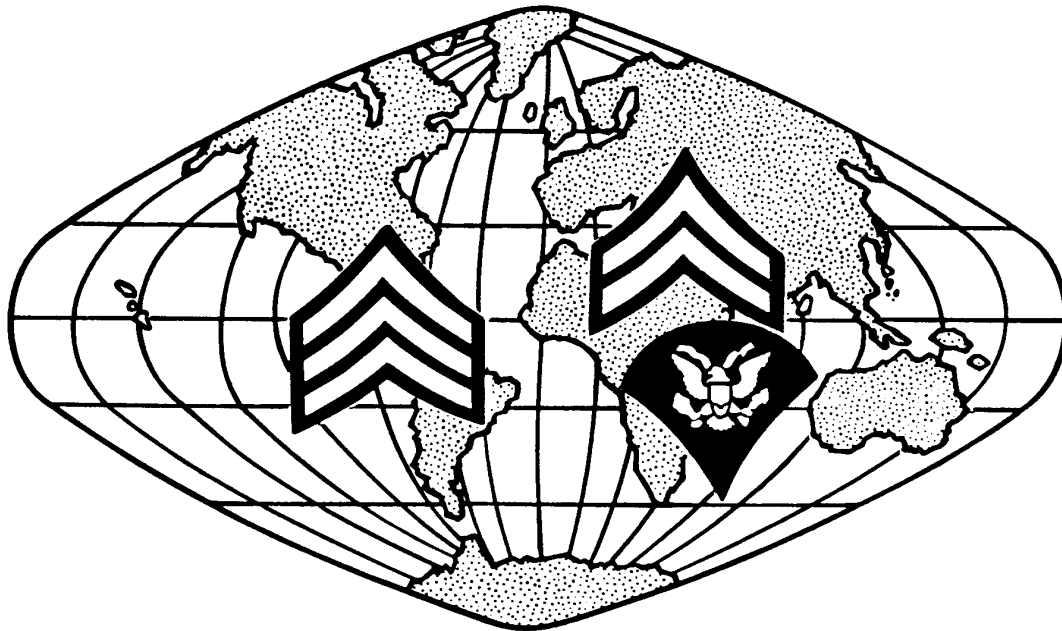


MODULE 3

PRIMARY LEADERSHIP DEVELOPMENT COURSE

Maintaining Your Team



3

June 1, 2001

Preresident Training Support Phase
Reserve Component Soldiers

U.S. ARMY SERGEANTS MAJOR ACADEMY
FORT BLISS, TEXAS 79918-8002

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Module 3 Lesson 1

Supervise Preventive Maintenance Checks and Services (PMCS) (R202)

3-1. Lesson Overview

Lesson Presentation This lesson presents the importance of conducting and supervising effective PMCS.

Lesson Content, TLO, ELOs	Topic	Page
	TLO: Supervise preventive maintenance checks and services (PMCS).	NA
	Introduction	3-1-2
	ELO 1: Complete DA Form 2404 or DA Form 5988-E.	3-1-2
	ELO 2: Discuss additional maintenance form requirements.	3-1-7
	ELO 3: Perform before operations PMCS (RESIDENT INSTRUCTION)	NA
	Lesson Review	3-1-11
	Check Your Learning	3-1-13
	Answer Key and Feedback	3-1-15

References The following table lists the references for this lesson.

Number	Title	Date
DA Pam 738-750	The Army Maintenance Management System	Aug 94

3-1-1. Introduction

Purpose

The modern battlefield is a highly technological, volatile battlefield. The lethality of the current weapon systems exceeds any ever seen before. The key to maintaining their mobility and lethality is proper maintenance. This lesson provides you with the knowledge to maintain that essential warfighting edge through effective Preventive Maintenance Checks and Services (PMCS).

PMCS is the acronym for Preventive Maintenance Checks and Services, which forms the basis for the entire Army Maintenance Management System. We use PMCS to inspect and maintain virtually every item of equipment and clothing we use or wear. A soldier must be proficient in PMCS, but an NCO must be a master of PMCS. This lesson will set you on the road to mastering that skill.

3-1-2. Complete DA Form 2404 or DA Form 5988-E

**Select
Appropriate
References**

Preventive maintenance is the application of systematic procedures for inspection, detection, and correction of apparent failures before they develop into major defects. Soldiers too often think of preventive maintenance checks and services (PMCS) only as it applies to tanks and trucks. This is because of the impact this type of equipment has on operational readiness when it fails to operate. As first line supervisors, we must realize the range of items to which preventive maintenance applies. You conduct PMCS on vehicles, tents, weapons, NBC equipment, dining facility equipment, TA-50 items and virtually everything else the Army issues. As leaders, you are responsible for the health and welfare of your soldiers. An important part of taking care of your soldiers is making sure that the equipment they use is in good working order. A crucial part of maintaining equipment readiness is PMCS. This lesson provides you with hands-on training for conducting PMCS. This training will help you supervise your subordinates while they perform PMCS. Now let's discuss the items you need to perform PMCS.

You will need:

- Appropriate –10 Technical Manual
 - DA Form 2404 or DA Form 5988-E (Equipment Inspection and Maintenance Worksheet)
 - DA Form 2408-14 (Uncorrected Fault Record)
-

3-1-2. Complete DA Form 2404 or DA Form 5988-E, cont

-10 TM

The -10 TM is a technical manual that operators and crews use to obtain the necessary information they need to maintain their equipment. It prescribes special requirements, operating characteristics, trouble-shooting procedures, and special operating instructions, as well as PMCS procedures.

DA Form 2404

The DA Form 2404 has three major purposes; however, in this lesson we will focus only on PMCS. PMCS includes maintenance activity inspections, diagnostic checks, and spot checks.

NOTE: Figure 3-1-1 (see next page) is a partial example of a DA Form 2404. Use Figure 3-1-1 as we go through the steps on how to fill it out correctly. You will learn how to fill out the 2404 one step at a time. For now, you will skip some blocks and go back to them a little later. If your unit is using the Unit Level Logistic System (ULLS), you use DA Form 5988-E instead of the DA Form 2404. You will learn the differences in the forms later.

BLOCK 1. Enter the name of the unit to which the equipment belongs.

BLOCK 2. Enter the noun nomenclature and model of the equipment. If this were a watercraft, you would enter the hull design number instead of the model number.

BLOCK 3. Enter the serial or registration number. When no serial or registration number exists, enter the national stock number (NSN).

BLOCK 6. Enter "PMCS."

BLOCK 7. Enter the TM number and date. When two TMs cover an item, put the second TM number and date in the second number and date block. When the TM has changes, print "W/C" (with change) and the latest change number after the TM number. Put the date of the latest change in the TM date block. These are all the blocks you can complete until you actually begin conducting the PMCS.

3-1-2. Complete DA Form 2404 or DA Form 5988-E, cont

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET						
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG B58						
1. ORGANIZATION B Co 214th Avn			2. NOMENCLATURE AND MODEL Trk wkr w/w 10T M 984			
3. REGISTRATION/SERIAL/NSN NPO BEU	4a. MILES 8910	b. HOURS 210	c. ROUNDS FIRED	d. HOT STATUS	5. DATE 16 sep 92	6. TYPE IN SPECTION PMCS
7. APPLICABLE REFERENCE						
TM NUMBER TM 9-2320-279-10-1		TM DATE Nov 86		TM NUMBER		TM DATE
COLUMN a -- Enter TM item number. COLUMN b -- Enter the applicable condition status symbol COLUMN c -- Enter deficiencies and shortcomings.			COLUMN d -- Show corrective action for deficiency or shortcomings listed on Column c. COLUMN e -- Individual ascertaining complete corrective action in initial this column			
STATUS SYMBOLS						
"X" -- Indicates a deficiency in the equipment that places it in an inoperable status. CIRCLED "X" -- Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished. HORIZONTAL DASH "-" -- Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or a overdue MWO has not been accomplished.			DIAGONAL "/" -- Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL -- Indicates that a completely satisfactory condition exists. FOR AIRCRAFT -- Status symbols will be recorded in red.			
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE ETM CITED HEREON.						
8a. SIGNATURE (Person(s) performing inspection) SPC John Doe		8b. TIME	9a. SIGNATURE (Maintenance Supervisor)		9b. TIME	10. MANHOURS REQUIRED
TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c		CORRECTIVE ACTION d		INITIAL WHEN CORRECTED e
		14 Sep 92				JD
		15 Sep 92		W		JD
10	X	Engine idles at 800 RPM				

Figure 3-1-1, DA Form 2404

Now let's discuss the remaining entries you make on the DA Form 2404. You are responsible for inspecting your equipment at five possible times:

- Before operation.
- During operation.
- After operation.
- Weekly.
- Monthly.

3-1-2. Complete DA Form 2404 or DA Form 5988-E, cont

DA 2404, continued

Before operating a piece of equipment, you must inspect the items listed under the “Before” column in the PMCS tables of your TM. If you do not find an uncorrectable fault during the inspection, you put the current date in Column c. After using the equipment or at the end of the day, you must perform the after operation check. If you find no faults during the after operation check, put your initials in Column e. As long as you find no faults, you can continue to use the same DA Form 2404. Each day you simply place the first letter of the type of PMCS performed, (“B” for before, “D” for During, and so on) in Column d. Then you put the date in Column c.

If you find a correctable fault during the PMCS, stop the PMCS, correct the fault, and continue the PMCS to make sure there are no other uncorrectable faults.

When you find a fault that you cannot repair, the process becomes more complicated. After finding the fault, you must check the DA Form 2408-14 (Uncorrected Fault Record) to see if someone has already identified the fault and acted on it. If someone has already listed the fault on the DA 2408-14, do not list it on the DA Form 2404--just continue the PMCS. We will discuss the DA Form 2408-14 later in the lesson.

Now let’s go back and work on completing the blocks on DA Form 2404 that we skipped earlier.

BLOCK 4a. If an item of equipment has no odometer, leave it blank. If the item you are inspecting does have an odometer, round off to the nearest mile or kilometer. Place a “K” in front of the number for kilometers.

BLOCK 4b. If hours do not apply, or if no fault exists, leave blank.

BLOCK 4c. Leave blank.

BLOCK 4d. Leave Blank.

BLOCK 5. If you find a deficiency or shortcoming during your inspection, enter the calendar date in block 5.

3-1-2. Complete DA Form 2404 or DA Form 5988-E, cont

DA 2404,
continued

BLOCK 8a. After finding a deficiency or shortcoming, you as the operator, vehicle commander, or crew chief must sign your name and enter your rank. Your signature prevents anyone else from using the form past the current dispatch (if dispatched).

BLOCK 8b. Leave blank or use as needed locally.

We will briefly cover blocks 9 and 10 for information purposes, but you will not use them during any of your PMCS.

BLOCK 9a. The commander or maintenance/motor officer signs this block with his payroll signature and rank when making a status symbol change or downgrading an "X" to a circled "X." Otherwise, leave blank.

NOTE: You will cover status symbols, such as the circled "X," later on in the lesson.

BLOCK 9b. Leave blank or use as needed locally

BLOCK 10. Leave blank or use as needed locally.

COLUMN A. Put the PMCS item number from the TM that applies to a fault you noted in Column c. If the PMCS table in the TM has no item number, list the page, paragraph, or sequence number of the fault. Circle the number on the DA Form 2404 when the fault appears in the "Equipment is Not Ready/Available" column of the PMCS table. If no "Ready/Available" column exists in the TM, circle the TM item number and page or paragraph number for any fault that makes the item non-mission capable (NMC).

AR 385-55 lists safety faults, such as headlights, that the TM for the item may or may not list. You, as supervisors, need to be aware of this, because these safety faults can administratively deadline your equipment. However, this does not affect the combat readiness of your equipment. We will not cover AR 385-55 in this lesson. When you return to your unit, you should familiarize yourself with this regulation prior to operating vehicles. If a safety fault appears in the "Equipment is Not Ready/Available" column of the PMCS, it makes your equipment non-mission capable (NMC). For faults not covered by the PMCS, leave the column blank.

3-1-2. Complete DA Form 2404 or DA Form 5988-E, cont

DA 2404,
continued

COLUMN B. Enter the status symbol that applies to the fault or deficiency. You find these symbols explained right above block 9 on the DA Form 2404. Take a moment to look over these status symbols.

You must repair all Status Symbol X faults immediately; however, the commander or his designated representative can circle the X. This circled X status applies for one time-limited use only (such as driving a vehicle with defective brakes to the maintenance shop). You need to know that no one, not even the commander, can circle X an item that would endanger the operator or crew. Once you have completed the PMCS and listed all uncorrectable faults, turn the form in to the maintenance supervisor who will assign a mechanic to fix the fault.

COLUMN C. Briefly describe the fault. Skip two or three lines in between items to allow maintenance personnel space to note actions they took to troubleshoot and correct the faults. The mechanic then writes what action he took in Column d, including any repair parts installed or ordered and initials in Column e after repairing a fault.

COLUMN D. For "circled" Status Symbol X faults, print: "Cleared for limited operations," and the specific limits under which the equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. Soldiers are responsible to follow the specified limits.

3-1-3. Discuss Additional Maintenance Form Requirements

DA Form 2408-14

The DA Form 2408-14 serves as a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance actions are authorized delays for repair or maintenance. Equipment with deferred maintenance does not meet the Army maintenance standard. Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety. The commander or the commander's designated representative determines when to transcribe a fault to the DA Form 2408-14.

Figure 3-1-2, is an example of a DA Form 2408-14.

Maintenance personnel must correct without delay faults not requiring parts or faults for which parts are on hand. Maintenance personnel use this form to record all uncorrected faults that are not deadline deficiencies. As already

3-1-3. Discuss Additional Maintenance Form Requirements, cont

DA Form 2408-14,
continued

mentioned, you do not record items on the DA Form 2404 that someone has already recorded on the DA Form 2408-14. The unit maintenance clerk updates the 2408-14 based on changes to the DA Form 2404 when you report new faults or maintenance personnel correct old problems. Your role as supervisor is to periodically inspect (not less than every two weeks for Active Army and one month for NG/Reserve Components) DA Form 2408-14's for your squad. You would check to see that ordered parts are not overdue, that corrected faults are no longer open, and that faults are not taking too long to repair.





1. NOMENCLATURE Truck Cargo, 2 1/2 Ton		2. MODEL M35A2 W/W	3. SERIAL NUMBER 13215		
STATUS SYMBOL a	FAULT b	REASON FOR DELAY c	DATE (From DA Form 2404 or 2408-13) d	ENTRY APPROVED (Signature) e	DATE (To DA Form 2407 or 2408-13) f
	Clutch Pedal Pad Missing	8214-0300 2540-00-752-0971	8 Jun 92	John Doe	10 July 92
	Right front fender cracked	Repair Weld at next S service 15 Jun 92	10 Jun 92	John Doe	
	Front Shackle missing	8245-0300 4030-01-222-6037	10 Jul 92	John Doe	
			21 Jul 92	John Doe	

Figure 3-1-2, DA Form 2408-14.

DA Form 5988-E In addition to knowing how to complete a DA Form 2404 and what the purpose of DA Form 2408-14 is, you also need to become familiar with the form that is replacing them, the DA Form 5988-E.

NOTE: See page 3-1-9 for an example of DA Form 5988-E, figure 3-1-3.

The Unit Level Logistics System (ULLS) has automated most maintenance and Class IX supply procedures at the unit level. ULLS helps you, the supervisor, manage maintenance by providing you daily updated maintenance and supply data. This updated data makes it easier for you to find the status of required parts and direct support maintenance requests. The DA Form 5988-E (Equipment Inspection and Maintenance Worksheet) generated by the automated ULLS replaces the DA Form 2404 and DA Form 2408-14 in the manual system. DA Form 5988-E and the -10 TM are all you need to perform PMCS. You will receive the form with the heading already filled in by the ULLS computer. It will list previous faults

3-1-3. Discuss Additional Maintenance Form Requirements, cont

DA Form 5988-E, continued

and their status, and any parts ordered and the status of them. The maintenance clerk updates the miles and hours each time the equipment returns from dispatch. You tell the clerk the type of PMCS you plan to conduct (B/D/A/W/M), and he will enter that information prior to printing the form. When the operator receives the form from the clerk, he checks the heading information for accuracy. The operator then performs the PMCS according to the TM. If he does not find a fault during the before operation checks, he writes the calendar date under the fault description column. If he finds no fault when performing during or after operation checks, he places his initials in the initial column. When the operator finds a deficiency or shortcoming he cannot repair, he, or his supervisor, enters his signature and rank on the signature line. This prevents anyone from using the form past the current dispatch. The operator's supervisor enters his signature and rank on the signature line on the right verifying the fault. The procedures remain the same for changing an X status, to a circled X, as with the DA Form 2404.

DATE 20-APR-93		EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET				DA FORM 5988-E				
WK4WRC		D TRP 6th CBAC								
-----EQUIPMENT DATA-----										
ADMIN NUM:	812	EQUIP SERIAL NUM:	050493							
EQUIP MODEL:	M998	REGISTRATION NUM:	NG381A							
EQUIP NOUN:	TRK UTL CGO 1.25T 4X4	TYPE INSPECTION:	W							
EQUIP NSN:	2920811077153	CURRENT READING:	M 010587							
PUBLICATION	NUMBER	DATE	CHANGE NUMBER							
	TM 9-2320-280-10	0691	02							
PUBLICATION	TM 9-2328-280-10-HR	0588	0							
SIGNATURE:	John Doe	TIME:	SIGNATURE: Ima Clerk			TIME:				
-----PARTS REQUESTED-----										
FAULT	DOC	NUM	NIIN	QTY	STATUS	DATE	DATE	COMP	PRI	DLC
				DUE/REC						
0001	3116	0001	000785961	00002				0	13	Y
0002	3116	0002	008008881	00001				0	13	Y
-----MAINTENANCE FAULTS-----										
ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION			INITIALS			
0001	25-APR-93	X	Won't Start	Electrical			_____			
0002	26-APR-93	X	Clutch slipping	Adjust			_____			
			27 Apr 93	W			J D W			
			28 Apr 93				J D W			
10	30 Apr 93	X	Engine Idles at 800 RPM							

Figure 3-1-3, DA Form 5988-E

3-1-3. Discuss Additional Maintenance Form Requirements, cont

DD Form 314

On occasion you may want to check the status of scheduled services for your assigned equipment. To do that, you should look at DD Form 314. The DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also provides a means of recording not mission capable (NMCM/NMCS) time.

NOTE: Figure 3-1-4 is an example of a DD Form 314.

Lets go over the entries you may have to make on DD Form 314. You should enter the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

00	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26 out to 31			
REGISTRATION NUMBER					ADMINISTRATION NO.					NOMENCLATURE										MODEL					ASSIGNED TO				
JAN																													
FEB																													
MAR																													
APR																													
MAY																													
JUN																													
JUL																													
AUG																													
SEP																													
OCT																													
NOV																													
DEC																													
REMARKS																													
DATE RECEIVED							RECEIVED FROM														DISPOSITION								
REGISTRATION NUMBER					ADMINISTRATION NO.					NOMENCLATURE										MODEL					ASSIGNED TO				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26 out to 31			

Figure 3-1-4, DD Form 314

REGISTRATION NUMBER: Enter “See Remarks.”

ADMINISTRATION NO: Enter the number of items you are going to record in the “Remarks” block, for example Pistol #1-#20.

NOMENCLATURE: Enter the name or noun nomenclature.

3-1-3. Discuss Additional Maintenance Form Requirements, cont

DD Form 314,
continued

MODEL: Enter the model number.

ASSIGNED TO: Enter the name of the unit or organization owning the equipment.

As you can see, blocks for the above entries are also at the bottom of the form; you may use either to record entries based on type of display ledger maintained. In the blocks to the right of the months, you will find the symbol indicating the type of service scheduled by day and month for the entire year.

The following are the symbols to show the type of service scheduled:

T	Any Test	S	Semiannual Service (6 Months)
I	Any Inspection	A	Annual Service (1 Year)
L	Lubrication	E	18 Months Service
R	Recoil Exercise	B	Biennial Service (2 Years)
W	Weekly Service	F	Quadrennial Svc (4 Years)
M	Monthly Service (1 Month)	H	Tire Rotation/Inspection
Q	Quarterly Service (3 Months)	Z	Oil Sampling

REMARKS: Enter the serial numbers or administration numbers in ink when using the form for more than one non-reportable item.

DATE RECEIVED: Leave blank or use as needed locally.

RECEIVED FROM: Leave blank or use as needed locally.

DISPOSITION: Leave blank or use as needed locally

3-1-4. Lesson Review

Summary

You learned how to use four forms: DA Form 2404, DA Form 2408-14, DA Form 5988-E, and the DD Form 314. You learned the purpose of each and when to use each. A core responsibility you bear as a squad leader is the

3-1-4. Lesson Review, cont

Summary,
continued

maintenance, accountability, and readiness of your squad's weapons, vehicles, clothing, and equipment. The way you become proficient in supporting this responsibility is through practical application. You will use these PMCS procedures throughout the resident course. This lesson's ELO 3, is a practical exercise in which you must conduct PMCS. You will also use these PMCS procedures during the recovery phase of the FTX.

3-1-5. Check Your Learning

Directions

This is a self-graded exercise. Circle the letter of the correct response or fill in the blank with the correct response. Upon completion, compare your responses to the correct responses in the answer key and feedback sheet.

Question 1

PMCS is the acronym for _____ & _____.

Question 2

What items do you need to conduct perform a PMCS?

- a. Appropriate –20 Manual, DA Forms 2404 or 5988-E, and 2408-14.
 - b. Appropriate –30 Manual, DA Forms 2404 or 5988-F, and 2408-14.
 - c. Appropriate –10 Manual, DA Forms 2404 or 5988-E, and 2408-14.
 - d. Appropriate –10 Manual, DA Forms 2404 or 5988-F, and 2408-14.
-

Question 3

When conducting a PMCS, and you find a correctable fault, what actions do you take?

Question 4

What information do you place in column c of the DA Form 2404?

- a. Status symbol of the fault.
 - b. Description of the fault.
 - c. The PMCS item number from the TM.
-

Question 5

The DA Form 2408-14 serves as a record of _____ and deferred _____ actions on equipment.

Question 6

Which forms does the DA Form 5988-E take the place of if your unit has the Unit Level Logistic System (ULLS)?

- a. DA Forms 314, and 2404
 - b. DA Forms 314, and 2408-14.
 - c. DA Form 2404 and 2408-14.
-

Question 7

The form that allows you to check the status of scheduled services for your assigned equipment is the _____.

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3-1-6. Answer Key and Feedback

Question 1 Correct response is: Preventive Maintenance Checks and Services, Ref: page 3-1-2, para 3-1-1, Introduction.

Question 2 Correct response is: c, Appropriate –10 Manual, DA Forms 2404 or 5988-E, and 2408-14, Ref: page 3-1-2, para 3-1-2, Select Appropriate References.

Question 3 Correct response is: Stop the PMCS, correct the fault, and continue the PMCS, Ref: page 3-1-5, para 3-1-2, DA 2404, continued.

Question 4 Correct response is: b. Description of the fault, Ref: page 3-1-7, para 3-1-2, DA 2404, continued.

Question 5 Correct response is: Uncorrected faults and deferred maintenance, Ref: page 3-1-7, para 3-1-3, DA Form 2408-14.

Question 6 Correct response is: c. DA Forms 2404 and 2408-14, Ref: page 3-1-8, para 3-1-3, DA Form 5988-E.

Question 7 Correct response is: DD Form 314, Ref: page 3-1-10, para 3-1-3, para DD Form 314.

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Module 3 Lesson 2

Supply Procedures (R201)

3-2. Lesson Overview

Lesson Presentation

Lesson Content, TLO, ELOs

Topic	Page
TLO:	NA
Introduction	3-2-2
ELO 1: Comply with Army property accounting requirements.	3-2-2
ELO 2: Identify the difference between accountability and responsibility.	3-2-3
ELO 3: Identify the purpose of inventories and hand receipts.	3-2-6
ELO 4: Enforce the Command Supply Discipline Program (CSDP).	3-2-10
Lesson Review	3-2-11
Check Your Learning	3-2-13
Answer Key and Feedback	3-2-15

References

The following table lists the references for this lesson.

Number	Title	Date
DA Pam 710-2-1	Policies and Procedures of Property Accountability	Dec 97
AR 735-5	Using Unit Supply System (Manual Procedures)	Jan 98

3-2-1. Introduction

Purpose

This lesson will make you aware of the supply procedures that apply to you and your subordinates. It will also provide guidelines you need to accomplish your duties effectively. It may also help you avoid embarrassment and possible payment to the government for losses of property or equipment by you or your subordinates. You must be aware of what your supply responsibilities are and how you can do your part in the care and accountability of equipment and supplies entrusted to you and your subordinates. Have you ever heard someone say, “Trust me, its all there, just sign here.”

Supply procedures are an integral part of your business. Your duties require you to participate in controlling, securing, economizing, and accounting for Army property.

3-2-2. Comply with Army Property Accounting Requirements

Accounting for Army Property

AR 735-5 states that “all property acquired by the Army must be accounted for as prescribed by this regulation and other appropriate ARs.” This means that your accountability must be continuous, by accounting through formal records from the time of acquisition until ultimate consumption or disposal of the property. Also, you must maintain supporting documents prescribed by appropriate regulations. The Army places property into two distinct categories:

1. Real Property.
2. Personal Property.

For financial accounting and reporting purposes, the Army categorizes property as real property or personal property. Real property consists of lands and structures. Personal property consists of capital equipment and other non-expendable supplies, collectively called non-consumable supplies, and all consumable supplies

All property, except real property and contractor acquired property, acquired in any manner, requires processing through and accounting for on a formal stock record account before issue.

3-2-2. Comply with Army Property Accounting Requirements, cont

Accounting for Army Property, continued

The Army classifies all property, except real property, for accounting purposes. These classifications are:

- Non-expendable.
- Expendable property.
- Durable property.

Non-expendable Property

We define non-expendable property as personal property that you do not consume in use and it retains its original identity during the period of use. Non-expendable property requires property book accounting. This is a formal set of property accounting records and files maintained at the user level. Examples: M16, Kevlar Helmet, Protective Mask.

Expendable Property

Expendable property is property that you consume in use, or it loses its identity in use, and all items not consumed in use with a unit price of less than \$300, and not otherwise classified as non-expendable or durable. Expendable property requires no formal accounting after issue at the user level. Examples: Flash light batteries, pencils, pens, office paper.

Durable Property

The final class is durable property, this is personal property that is not consumed in use, does not require property book accountability, but because of its unique characteristics requires hand receipt control when issued to the user. Examples: Hand tools, power tools.

3-2-3. Identify the Difference Between Accountability and Responsibility

Accountability/ Responsibility for Army Property

You must understand there are important differences between accountability and responsibility.

Accountability is the obligation of a person to keep records of property, documents, or funds. These records must show identification data, gains, losses, dues-in and dues-out, and balances on hand or in use.

Responsibility, on the other hand, is the obligation of an individual to ensure that government property and funds entrusted to his or her possession, command, or supervision receive proper use or care.

3-2-3. Identify the Difference Between Accountability and Responsibility, cont

**Accountability/
Responsibility
for Army
Property,
continued**

"Records" and "use or care" of property are key elements in the difference between "accountability" and "responsibility." Usually, records determine who is accountable. How someone "uses or cares" for property determines responsibility.

There are five types of responsibility, and this lesson will describe of all five:

1. Command.
 2. Supervisory
 3. Direct.
 4. Custodial.
 5. Personal
-

**Command
Responsibility**

Command responsibility is the obligation of a commander to ensure that all government property within his command receives proper care, use, custody, and safekeeping. A commander cannot delegate responsibility. However, a soldier assumes this responsibility when assuming a command or supervisory position at any level.

Command responsibility includes making sure that property of the command, whether in use or in storage, is secure. Command responsibility includes observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property in the command.

Command responsibility means enforcing all security, safety, and accounting requirements and taking administrative or disciplinary measures when necessary.

**Supervisory
Responsibility**

Supervisory responsibility is the obligation of a supervisor to ensure that all government property issued to or used by his subordinates receives proper care, use, custody, and safekeeping. Supervisory responsibility is inherent in all supervisory positions, is not contingent upon signed receipts or

3-2-3. Identify the Difference Between Accountability and Responsibility, cont

Supervisory Responsibility, continued

responsibility statements, that you cannot delegate. You get supervisory responsibility because of an assignment to a specific position and the supervisory responsibility includes:

- Providing proper guidance and direction.
 - Enforcing all security, safety, and accounting requirements.
 - Maintaining a supervisory climate that facilitates and encourages the proper care and use of government property.
-

Direct Responsibility

The hand receipt is the primary method of assigning direct responsibility. Direct responsibility is the obligation of a soldier to ensure that all government property for which he has receipted for receives proper care, use, custody, and safekeeping.

Custodial Responsibility

Custodial responsibility can get you into trouble easily. Most assume that since the property is secure in storage, they don't need to check on it as often and find out too late that something is missing. Custodial responsibility is the obligation of an individual to exercise reasonable and prudent actions to properly care for and provide proper custody and safekeeping for property in storage awaiting issue or turn-in.

Personal Responsibility

Personal responsibility is the obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his physical possession. It applies to all government property issued for, acquired for, or converted to a person's exclusive use, with or without hand receipt.

Responsibility Relationships

You will now study the three types of responsibility relationships. These relationships are:

1. Command and supervisory.
2. Direct.
3. Personal.

Command and supervisory responsibility have a relationship because they depend on the location of the property within the chain of command. Command and supervisory responsibility are a part of a job or position that

3-2-3. Identify the Difference Between Accountability and Responsibility, cont

Responsibility Relationships, continued

one incurs by assuming a command or supervisory position. The commander or supervisor cannot delegate command and supervisory responsibilities.

Direct responsibility relates to a formal assignment of property responsibility to persons within the supply chain who have the property within their custody, but not necessarily in their possession or for their use.

Accountable officers always have direct responsibility unless the commander has specifically assigned it to another person. Accountable officers may delegate such responsibility by written designation or by issue of the property on a hand receipt.

Keep in mind that personal responsibility always relates to and accompanies the physical possession of property.

3-2-4. Identify the Purpose of Inventories and Hand Receipts

Purpose of an Inventory and Hand Receipts

In order for you to account for and demonstrate responsibility for equipment, you must conduct inventories and issue appropriate hand receipts for the property. The purpose of inventories and hand receipts are:

- Obtain a physical count of equipment.
- Prevent monetary loss.
- Thoroughly account for all equipment.

When you thoroughly account for all equipment, you account for even the small things e.g., the separate pieces of sets in kits, before accepting responsibility. Don't fall prey to someone who says, "Trust ME, its all there, just sign."

Make sure you see the items and verify their serial numbers if they have one. Also, you must remember that AR 735-5 prohibits you from issuing or accepting an issue document, hand receipt, or other form of receipt to cover articles that are missing, or appear to be missing.

3-2-4. Identify the Purpose of Inventories and Hand Receipts, cont

Purpose of an Inventory and Hand Receipts, continued

One very sound supply practice that you should observe in accounting for property is to inventory organizational clothing and individual equipment (OCIE), more commonly known as TA-50. Inspect for accountability before and after each training exercise. Regulations or the commander may require you to conduct inventories more frequently. However, generally speaking at your level, all on-hand property on property book records and/or hand receipt records require annual inventory, or upon change of the primary hand receipt holder, whichever comes first.

Depending on how well you maintain accountability and how responsible you are, an inventory can be either your best friend or your worst nightmare.

Assigning Property Responsibility

Now that you know about inventories and hand receipts, you need to learn how we actually assign property responsibility. In order to hold an individual responsible for property or equipment, we must assign responsibility. Remember that responsibility entails the proper use, care, security, and maintenance of an item. There are various records used by the Army to assign responsibility, they are:

- Property book.
 - Hand receipts. (DA Form 2062)
 - Temporary hand receipts. (DA Form 3161)
 - Equipment receipts. (DA Form 3749)
-

Property Book

The property book is a formal set of records of all non-expendable property assigned to a unit. Very few of you, except those with a logistical MOS will ever maintain a property book. Therefore, we aren't going to go into any great detail on the property book. However, as a first line supervisor you will surely be signing and issuing hand receipts, temporary hand receipts, and equipment receipts.

Hand Receipts

You will use Hand Receipts (DA Form 2062) to list property book or durable items issued to the user and to establish direct responsibility to the person whose signature appears on the hand receipt. You will also use this form to sub-hand receipt property or equipment to your subordinates. You prepare the form in two copies (you may reproduce them) and keep all copies current. Figure 3-2-1, is an example of a DA Form 2062.

3-2-4. Identify the Purpose of Inventories and Hand Receipts, cont

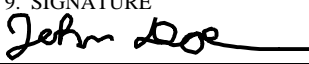
HAND RECEIPT/ANNEX NUMBER <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODSLOG</i>		FROM: PBO 1-651 Arty Bn	TO: Cdr, C Btry	HAND RECEIPT NUMBER 3									
For Annexes Only	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER			PUB DATE	QUANTITY						
STOCK NUMBER		ITEM DESCRIPTION	c	SE C d	UI e	QTY AUTH f	g QUANTITY						
							A	B	C	D	E	F	
1005-00-726-5655		Pstl. 45 M1911A1 W/oE: Ser No. 9677182											
1220-00-588-7282		Pltg Board W/E M17											
		Radiac Set AN/PDR-27											
665-00-017-8903		Radiac Set AN/PDR-27Q											
6665-00-961-0846		Radiac Set AN/PDR-27R											
WHEN USED AS A: HAND RECEIPT, enter hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)													
							PAGE	OF	PAGES				

DA FORM 2062, JAN 82

Reverse DA Form 2062							PAGE	OF	PAGES				

Figure 3-2-1. DA Form 2062

3-2-4. Identify the Purpose of Inventories and Hand Receipts, cont

EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT C Btry 10651 Arty Bn	2. RECEIPT NO 12
3. STOCK NO. 1005-00-073-9421	4. SERIAL NO 1234567890
5. ITEM DESCRIPTION Rifle, M16A2	
6. I hereby acknowledge receipt of this equipment from Arms Room of this unit	
7. NAME Doe, John D	8. SOCIAL SECURITY NO 123-45-6789
9. SIGNATURE 	10. GRADE SFC

DA FORM 3749, JAN 82 Edition of Aug 71 is obsolete

INSTRUCTIONS
1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER IMMEDIATELY.
 _____ (Signature of Issuing Official)

Figure 3-2-3, DA Form 3749

3-2-5. Enforce the Command Supply Discipline Program (CSDP)

Purpose of CSDP

The purpose of the command supply discipline program is to:

- Establish regulatory guidance.
- Standardize supply discipline requirements.
- Provide a single listing of all existing supply discipline requirements.
- Make the Army more efficient.

Supply economy is the conservation of material by every individual dealing with Army supplies. To ensure conservation, use only the proper items in the necessary amounts to accomplish a task.

3-2-5. Enforce the Command Supply Discipline Program (CSDP), cont

Purpose of CSDP,
continued

There are several terms used in the command supply discipline program that you need to understand. These terms are:

- Supervisory personnel.
 - Supply economy.
 - Supply discipline.
-

Supervisory Personnel

The term supervisory personnel refers to personnel in a position of responsibility and whose job involves supply operations within or for the U.S. Army force structure.

Supply Economy

The term supply economy refers to the conservation of material by all individuals dealing with Army supplies to ensure that all personnel use only the proper item in the necessary amount to accomplish a task.

One way you can make a difference and enhance supply economy is to ensure you and your soldiers utilize equipment properly. If an NCO knowingly allows or orders a soldier to operate equipment without the proper training and license, that NCO may be held responsible and liable for any accidents or damage that may occur to the equipment.

Supply Discipline

Supply discipline means complying with established DA regulations to effectively administer supply economy. Supply discipline applies to the use of supply funds and to all functions and levels of supply operations, from contractor through the wholesale and retail level to the user.

3-2-6. Lesson Review

Summary

During this period of instruction you learned your role in following, enforcing, and supervising property accounting requirements. Also, you learned the difference between accountability and responsibility. Keep in mind that accountability pertains to maintaining formally prescribed property records for property or sales account, and responsibility applies to the physical aspect of care, custody and safekeeping of government property. We also identified the purpose of inventories and hand receipts, with emphasis on “see it before you sign for it.” Remember that a person’s signature on a hand receipt document establishes direct responsibility and

3-2-6. Lesson Review, cont

Summary,
continued

that the purpose of CSDP is meant to simplify command, supervisory, and managerial responsibilities in dealing with supply economy and discipline.

The information you studied in this lesson, can save you and your subordinates from ever having the U.S. Government take any administrative or other adverse actions to seek monetary reimbursement for the loss, damage, or destruction of government property issued to or used by you or your subordinates.

3-2-7. Check Your Learning

Directions

This is a self-graded exercise. Circle the letter of the correct response or fill in the blank with the correct response. Upon completion, compare your responses to the correct responses in the answer key and feedback sheet.

Question 1

The Army places property into two distinct categories, _____ and _____.

Question 2

The Army classifies all property, except real property, for accounting purposes. What are the three classifications?

- a. Lasting Property, Non-expendable, Expendable.
 - b. Non-expendable, Expendable, Durable.
 - c. Non-expendable, Durable, Accountable.
 - d. Accountable, Expendable, Durable.
-

Question 3

“Records” and “Use or Care” of property are key elements in the difference between “accountability” and “responsibility.” Usually, records determine who is _____, and how someone “uses or cares” for property determines _____.

Question 4

What are the three types of responsibility relationships?

- a. Command and supervisory, Direct, Personal.
 - b. Direct, Managerial, Personal.
 - c. Managerial, Command supervisory, Direct.
-

Question 5

What must you do in order to account for and demonstrate responsibility for equipment?

Question 6

In instances where you issue equipment to the same soldier or soldiers for brief recurring periods of time, such as weapons, etc., which DA Form do you use?

Question 7

The term supply economy refers to the _____ of material.

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3-2-8. Answer Key and Feedback

- Question 1** Correct response is: Real and personal, Ref: page 3-2-2, para 3-2-2, Accounting for Army Property.
-
- Question 2** Correct response is: b. Non-expendable, Expendable, Durable. , Ref: page 3-2-3, para 3-2-2, Accounting for Army Property, continued.
-
- Question 3** Correct response is: Accountable, Responsibility, Ref: page 3-2-4, para 3-2-3, Accountability/Responsibility for Army Property, continued.
-
- Question 4** Correct response is: a. Command and supervisory, Direct, Personal, Ref: page 3-2-5, para Responsibility Relationships
-
- Question 5** Correct Response is: Conduct inventories and issue appropriate hand receipts, Ref: page 3-2-6, para 3-2-4 Purpose of an Inventory and Hand Receipts.
-
- Question 6** Correct Response is: DA Form 3749, Ref: page 3-2-9, para 3-2-4, DA Form 3749.
-
- Question 7** Correct Response is: Conservation, Ref: page 3-2-11, para 3-2-5, Supply Economy.
-

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Module 3

Check Your Learning

Directions This is a self-graded exercise designed to test your understanding of the material presented in this module. Circle the letter of the correct response or fill in the blank with the correct response. Upon completion, compare your responses to the correct responses in the answer key and feedback sheet.

Question 1 Preventive maintenance is the application of systematic procedures for _____, _____, _____ of apparent failures before they develop into major defects.

Question 2 During your PMCS, you find a fault that you cannot repair, what is the first thing you must do?

- a. Check the DD 314.
 - b. Check the previous DA Form 2404
 - c. Check the DA Form 2408-14 to see if someone has already identified the fault and acted on it.
-

Question 3 When you have a “Status Symbol X Fault” on your DA Form 2404, what does it mean if the commander circles the X?

Question 4 Maintenance soldiers use the _____ form to record all uncorrected faults that are not deadline deficiencies.

Question 5 The DA Form 5988-E and the _____, are all you need to perform a PMCS.

Question 6 You are checking the DD314 on your vehicle. You observe the letter “Z” in the column under the present date. What does “Z” mean?

- a. Vehicle is on deadline and you cannot drive it.
 - b. Vehicle is due an oil sampling.
 - c. Vehicle needs a tire rotation/Inspection
 - d. Vehicle needs an 18-month service.
-

Module 3, Check Your Learning, cont

Question 7 What property requires no formal accounting after issue at the user level?

- a. Expendable
 - b. Durable
 - c. Non-expendable
-

Question 8 What are the two key elements in the difference between accountability and responsibility of Army property?

Question 9 The _____ is the primary method of assigning direct responsibility of Army Property.

Question 10 Which of the five responsibilities is the obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his physical possession?

- a. Direct
 - b. Custodial
 - c. Personal
 - d. Supervisory
-

Question 11 Which of the four records used by the Army to assign responsibility for Army property is used to list property book or durable items issued to the user to establish direct responsibility.

- a. DA Form 2162
 - b. DA Form 2062
 - c. DA Form 3162
 - d. DA Form 3749
-

Question 12 What is the purpose of the Equipment Receipt, DA Form 3748?

Module 3

Answer Key and Feedback

Lesson 1, Supervise Preventive Maintenance Checks and Services

Question 1 The correct response is: Inspection, detection, and correction, Ref: page 3-1-2, para 3-1-2, Select Appropriate References.

Question 2 Correct response is: c. Check the DA Form 2408-14 to see if the fault is already identified. Ref: page 3-1-5, para 3-1-2, DA 2404, continued.

Question 3 The correct response is: He is authorizing a one time-limited use of the equipment, Ref: page 3-1-7, para 3-1-2, DA 2404, continued.

Question 4 The correct response is: DA Form 2408-14, Ref: page 3-1-7, para 3-1-3, DA Form 2408-14.

Question 5 The correct response is: - 10 TM, Ref: page 3-1-8, para 3-1-3, DA Form 5988-E

Question 6 The correct response is: b. Vehicle is due an oil sampling, Ref: page 3-1-11, para 3-1-3, DD Form 314, continued.

Lesson 2, Supply Procedures

Question 7 The correct response is: a. Expendable, Ref: page 3-2-3, para 3-22, Expendable Property.

Question 8 Correct response is: Records and Use or Care, Ref: page 3-2-4, para 3-2-3, Accountability/Responsibility for Army Property, continued.

Module 3, Answer Key and Feedback, (Supply Procedures),cont.

Question 9 The correct response is: Hand Receipt, Ref: page 3-2-5, para 3-2-3, Direct Responsibility.

Question 10 The correct response is: c. Personal, Ref: page 3-2-5, para 3-2-3, Personal Responsibility.

Question 11 The correct response is: b. DA Form 2062, Ref: page 3-2-7, para 3-2-4, Hand Receipts.

Question 12 The correct response is: In instance when you have to issue equipment to the same person for brief recurring periods of time for issue of weapons NBC masks, radiac equipment for training, etc .

**Lesson
Approval**

The following individuals reviewed and approved this lesson for publication and incorporation into the PLDC-RC Course.

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