

## CHAPTER 7 - RECEIPT OF PROPERTY

### 7-1. Receiving Operations.

a. Commanders will ensure all persons who receive personal property are properly appointed and adequately trained to perform the functions according to the CEFMS/APPMS business process. The commander will also ensure that receiving procedures are in compliance with these procedures. The Chief, LMO, will establish a receiving section from employees accepting supplies and materials from shippers and vendors. The receiving agent will be responsible for the inspection and acceptance of all supplies and personal property. Individuals who have technical knowledge of special or complex equipment will perform receipt functions and inspections at the time of the CEFMS receipt process.

b. The property book officer or the inventory accountable officer will designate a receiving agent(s) (including DOD purchase cardholders) by memorandum, and assure that he/she is properly trained. The receiving agent(s) will be responsible for inspecting all supplies, equipment, and other property received at all delivery points designated in the appointment. Receipt of supplies and property by other than those officially designated is prohibited. A copy of the appointment memorandum will be maintained by the inventory accountable officer, property book officer and resource management office.

### 7-2. Receiving Report.

a. A receiving report will be used to document the receipt and acceptance of property or services. Processing of all receipts, including those for partial deliveries, will be accomplished IAW appropriate CEFMS guidelines. Any form may be used to record the nomenclature, noun, model number, serial number, and manufacturer's name to facilitate the input of this information when the bar tag is activated in APPMS.

b. The property book officer/inventory accountable officer will establish local receipt processing policy.

c. All receipts for property will be processed and posted to the CEFMS accountable records within three days.

d. PBOs will periodically check for property book items that have not yet been activated on the property book as an

integral part of their QC responsibility. Division Log Chiefs under their QA responsibilities will also ensure this is an item of interest during Command inspections and follow-up reviews ("read" access to respective district APPMS databases is required). This will specifically focus on property items on order but not yet received by using the APPMS "Property" menu, submenu "Preload Property", "Approved Requisitions". Similarly, property received but not yet activated will be reviewed on the property book by using the APPMS "Property" menu, submenu "Maintain Preload Property" and then "Maintain Received Property". Review and follow-up in these areas will promote sound property accountability from point of requisition to receipt, to activation on the property book.

e. After receiving and inspecting property and supplies, and annotating the receiving report to indicate receipt of the item, the receiving agent(s) will route the receiving report, under the document control system, to the F&AO in sufficient time to comply with the Prompt Payment Act.

### 7-3. Damage, Overage, and Shortage.

a. The person accepting property from shippers and vendors is responsible for inspecting the property to ascertain the condition of the shipment (damage, overage, or shortage). The government may be entitled to recover the value of property when the quantity or condition of property actually received varies from that specified in the order or contract. Discrepancies or damages in MILSTRIP or FEDSTRIP shipments will be resolved IAW AR 735-5. All other shipment discrepancies/damages will be reported to the contracting officer or transportation officer, as appropriate, for resolution.

b. The procedures for reporting and adjusting damage, overage, and shortage of military property is in AR 55-38. The district transportation officer, or a person in the contracting office, as appropriate, initiates the reports required by these regulations.

7-4. Marking of Property. Nonexpendable property and pilferable items will be bar-coded immediately after acceptance by the receiving section. The bar-code tag number will be passed to the PBO with the acceptance documentation. Although tools and other durables are not required to be bar-coded, commanders may take into consideration the local environment, crime history and criminal threat, and establish a requirement to mark tools by stamping, engraving, scratching, or color-coding, as necessary. When it is impractical to affix a bar code to a property book item, the PBO is authorized to establish a local procedure to

ensure accountability.