

HEADQUARTERS EUFOR**HQ EUFOR SOP – DCOS SPT / HQ CAMP CMDT SOP 6235****THEATRE PROPERTY DISPOSAL OFFICER (TPDO)
AND
PROPERTY DISPOSAL CONTROLLER (PDC)
RESPONSIBILITIES**

AUTHORITY : HQ CAMP CMDT
DRAFTER : HQ CAMP CMDT PDC
LAST UPDATE : 05 APR 2013

REFERENCES:

- A. AD 60-80 - PROPERTY ACCOUNTING AND CONTROL DATED 08 NOV 1994.
- B. AD 55-1 - ACE MOTOR TRANSPORT MANAGEMENT DATED 24 FEB 2006.
- C. HQ EUFOR WRITE-OFF COMMITTEE-ACTIVATION AND APPOINTMENT DATED 29 SEP 2012.
- D. THE WRITE-OFF AND DISPOSAL OF EUFOR PROPERTY- APPROVED BY THE WRITE OFF COMMITTEE (WOC) 06 MAY 2013.
- E. HQ EUFOR SOP 6236 – PROCEDURE FOR WRITE OFF OF INTERNATIONAL PROPERTY.

**SECTION I
GENERAL****1. PURPOSE:**

The aim of this SOP is to establish policy and procedures to assist the Theatre Property Disposal Officer (TPDO) and Property Disposal Controller (PDC) with the disposal of HQ EUFOR owned material and equipment.

2. DEFINITION:

- a. **HQ EUFOR Owned Material and Equipment.** HQ EUFOR-owned material and equipment constitutes non-expendable items procured with HQ EUFOR funds for which Property Accounting Officers (PAOs) must maintain visibility until the final disposal.
- b. **Excess Property.** Excess property constitutes HQ EUFOR owned property considered surplus to requirements. It is the responsibility of PAO to ensure excess property is made available to other EUFOR PAOs before disposal action is considered.

- c. **Excess SHAPE Vehicles.** Excess vehicles are vehicles provided to HQ EUFOR by European Union Staff Group (EUSG) which display either EUFOR, or ACE vehicle plates and which are expected to be disposed of in theatre.
- d. **Surplus SHAPE Vehicles.** Surplus vehicles are vehicles loaned to HQ EUFOR by EUSG which display ACE vehicle plates and which are to be returned to EUSG at some future date. These vehicles are not intended to be disposed off in theatre unless circumstances dictate otherwise (e.g. vehicle written off as a result of an accident). EUSG approval will be required before disposal of surplus vehicles can occur.

SECTION II MANAGEMENT AND RESPONSIBILITIES

1. DISPOSAL OF HQ EUFOR OWNED PROPERTY:

- a. As per direction at Reference A and D, once HQ EUFOR property has been approved for write-off and disposal, it must be turned over to the PDC for action. Disposal will be required when material and equipment becomes non-serviceable or surplus to requirements. In the case of non-expendable equipment, disposal should occur quickly after the Report of Survey (ROS) form has been approved by all parties concerned (See Reference E). If surplus to requirements and quantities are significant, expendable material can be disposed off through the PDC without reference to a ROS. In such cases where cannibalization has been authorized by the TPDO and Written-off Committee (WOC) (for EUFOR), all useful non-expendable components will be removed and placed into stock. These non-expendable components must be brought on charge into the property record book by the PAO. All remaining material is to be handed over to the PDC through the PAO for disposal action. In the case of expendable items, retention by the user as bench stock is recommended.
- b. The PDC shall maintain a record/file of all ROSs received as a means of properly controlling all disposal actions required. In addition, the PDC will be provided with an appropriate storage or holding facility in which material scheduled for disposal can be received from the PAOs and secured until disposal action is effected. When material is handed over to the PDC a receipt must be provided to the PAO, a copy of which must be retained by the PDC. The receipt must include the ROS number, a description of articles and date the items were received. In turn, once the items have been disposed of, the PDC is to include on his/her records the date of disposal, disposal action taken, proceeds from the sale and any other relevant information.
- c. When destruction is authorized, the PDC and a witness will monitor the act of destruction and certify the ROS accordingly. Property destroyed at distant sites may be certified by appointed personnel for the particular site. A **Direct sale** of property to EUFOR military or civilian personnel, which has been identified for disposal, is not permitted. On the other hand, EUFOR military and civilian

personnel may purchase property at public sales (Auction) Annex A, should such sales be conducted, so long as the appropriate taxes are paid.

2. TPDO AND PDC RESPONSIBILITIES:

- a. TPDO: The EUFOR LOG TAMS OFFICER LOGISTIC OFFICER is both the Theatre Property Accounting Officer (TPAO) as well as the TPDO. The duties of the TPDO are as follows;
 - (1) Provide advice and recommendations to the PDC.
 - (2) After consultation with the PDC, sign block 12 of the ROS listing the preferred disposal method.
 - (3) Prepare direction/guidelines as needed to assist the PDC in the completion of his/her duties.
 - (4) As required, liaise with Theatre Allied Contracting Office (TACO) on general contracting disposal procedures.
 - (5) As required, liaise with the HQ EUFOR Legal Advisor on legal issues related to the disposal and sale of HQ EUFOR owned assets.
- b. PDC: The HQ CAMP CMDT appointed PDO would serve as PDC for all HQ EUFOR locations in Theatre. The onus to dispose of material and equipment rests largely with the PDC who must consult with the respective PAO and TACO staff to coordinate all related disposal tasks. The general duties of the PDC are as follows;
 - (1) Advise the PAOs on disposal matters and consult with the TPDO to ascertain an appropriate method of disposal for HQ EUFOR-owned equipment (i.e. sell as scrap, sell as scrap serviceable (AUCTION) as in annex A, B, C, cannibalization, etc.).
 - (2) Where space permits, physically accept responsibility from the PAOs for the equipment and material to be disposed. If space is unavailable, accept custody of material on paper.
 - (3) Liaise with the TACO staff to establish disposal contracts.
 - (4) Carry out disposal actions.

3. VEHICLE DISPOSAL PROCEDURES:

- a. General. When a ROS is approved on a vehicle, the vehicle is to be handed over to the PDC for action. No funds are to be expended on the vehicle (fuel, spares, etc.) once the ROS has been approved.
- b. Cannibalization of Vehicles. Cannibalization of ROS vehicles shall be undertaken only when the known sale value is negligible and similar vehicles are in service in EUFOR Fleets. Cannibalization is not permitted when;
 - (1) Host nation national legislation, regulations, orders or directives preclude it. In this situation, any serviceable parts required can be removed at any time prior to final disposal but must be replaced with unserviceable parts.
 - (2) It is more cost-effective to dispose of the vehicle or associated equipment in running order.
 - (3) It is unlikely there will be a need for any cannibalized parts.

c. Once cannibalization has been authorized by the TPDO/EUFOR WOC, the following action is to be undertaken by the PAO:

- (1) All recoverable spare parts/assemblies are to be removed, cleaned and clearly labeled with the manufacturer's part number. They are also to be marked as recovered parts.
- (2) The recovered parts should be handled in accordance with spare part accounting procedures.
- (3) All non-recovered parts are to be handed over to the PDC for disposal/sale.

4. FINANCIAL ACCOUNTING:

- a. Whilst this SOP covers materiel accounting, financial accounting will also have to take place. Therefore, when writing off an item from the inventory it has to be duly communicated to Fiscal Office of FINANCE BRANCH/HQ EUFOR and CJ 8
- b. FINANCE BRANCH/HQ EUFOR will also have the right and obligation to request for any needed additional information on the accounting value of the concerned disposed item in order to include correct figures in the end of year Financial Statements.



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ANNEXES:

- A. AUCTION PROCESS
- B. MODALITIES FOR THE ANNOUNCEMENT FOR AUCTION
- C. BID (PONUDA)