



**DEPARTMENT OF THE ARMY**  
**LOGISTICS READINESS CENTER, WEST POINT**  
**687 HARDEE PLACE**  
**WEST POINT, NY 10996-1514**

REPLY TO  
ATTENTION OF:

ASCE-LWP

6 September 2019

**MEMORANDUM OF INSTRUCTIONS**

**SUBJECT:** Logistic Readiness Center- West Point, Supply Support Activity (SSA) - Central Receiving Point (CRP) and Property Disposal Office (PDO), Administrative Requirements for Customer Support.

**1. REFERENCES:**

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2018
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2018
- c. 406<sup>th</sup> AFSB Brigade, Command Supply Discipline Program, 22 June 2018
- d. LRC-WP Supply Support Activity (SSA) Bldg. 913, Central Receiving Point (CRP) and Property Disposal Office (PDO) Standard Operating Procedure (SOP), 15 September 19
- e. LRC- WP Installation Property Book Officer, Standard Operating Procedures, 3 October 18

**2. PURPOSE:**

- a. New administrative requirements establish responsibilities and procedures; as well as, provide guidance on supply accountability for the Installation Property Book Office, SSA and Unit Supply. Organizations must continually maintain control of property/supplies by completing required inventories and ensuring property records are expeditiously updated.
- b. The Command Supply Discipline Program (CSDP) requires that we maintain 100% property accountability. To ensure accurate accountability and safeguarding of our Government property, and to provide higher headquarters commanders and planners visibility of our war fighting capability, we must effectively and efficiently maintain our property records.

**3. APPLICABILITY:**

- a. This SOP is applicable to all units operating within West Point, New York.

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4. GENERAL:

- a. Effective **1 October 19**, the LRC – WP, Supply Support Activity (SSA)-CRP and PDO, will require certain documentation in order to request and receive supplies/ equipment and turn-in equipment. Files will be maintained in both electronic and printed formats.
- b. LRC West Point, SSA- CRP/PDO **Documentation requirements:**
  - 1. Primary Hand Receipt Holder (PHRH) Duty Appointment Memorandum.
  - 2. Notice of Delegation of Authority – Receipt For Supplies (DA Form 1687).
  - 3. Valid/Current Employee or Military ID. (ENCL 1 and 2).
  - 4. Issue Release Receipt Document (DD Form 1348-1A)

5. RESPONSIBILITIES:

- a. Commander/Senior Organization Representative
  - (1) Appoint Unit/Org Supply Representative to receive, request and turn-in equipment/supplies on official appointment orders.
  - (2) Submit a completed/signed DA 1687 designating supply personnel to receive, request and turn-in signed by Commander/Senior Organization Representative. Recommend a Primary and Alternate. **(NOTE: Regulation requires digital and ink signatures)**
  - (3) Provide Department Head PHRH Duty Appointment /Supply authorization memorandum.
  - (4) Ensure Personnel signing for supplies and equipment **(pickup Bldg. 913 or delivery)** have a valid employee ID.
- b. Installation Property Book Office
  - (1) Will provide the LRC SSA with the PHRH Duty Appointment memo/supply authorization memo currently on file.
  - (2) Will also provide the LRC SSA with the DA Form 1687 currently on file.
  - (3) Confirm TDA authorizations for all additions, deletions and turn-ins prior to execution.
  - (4) Conduct a **reconciliation** with the SSA Accountable Officer and SSA GCSS-A Lead Operator for PHRH Duty Appointment memo and DA Form 1687 accuracy.
  - (5) Schedule approved turn-ins with the PDO for the week following turn-in, pending SSA storage space.
  - (6) After equipment turn-in units will provide IPBO with the signed- Issue Release Receipt Document (DD Form 1348-1A), IPBO will process. Units are required to sign new hand receipt within 24hrs.
  - (7) Both IPBO and Customer PHRH and/or representative will contact Mr. Jerry Selby (Warehouse Supervisor) and/or Mr. John Purtill (Warehouse GCSS-A operator) to confirm turn-in of equipment.

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- c. Unit/Department Supply personnel
  - (1) Ensure IPBO has unit/Org PHRH Duty Appointment/supply authorization memo signed by Commander/Senior Dept. Representative, current DA 1687 signature card on file, week prior to appointment date.
  - (2) Delivery and Pickup of supplies/equipment from SSA CRP/PDO Bldg. 913 mandates that ONLY Authorized personnel on the PHRH Duty Appointment Memorandum and DA Form 1687, w/ a valid employee ID can sign for and accept supplies/equipment.
  - (3) Submit request for Turn-in of equipment- GCSS-A generated 1348-1A to IPBO, once approved by PBO immediately contact PDO for confirmation and verify turn-in documents. Customer must prepare equipment requiring special instructions I.E. computers-hard drive removal, refrigerators, engines (drained of all liquids) etc...
  - (4) After equipment turn-in, units must provide IPBO with the signed DD Form 1348-1A and sign new hand receipt within 24hrs.
  - (5) Both IPBO and Customer PHRH and/or representative will contact Mr. Jerry Selby (Warehouse Supervisor) and/or Mr. John Purtill (Warehouse GCSS-A operator) to confirm turn-in of equipment.
- ci. Property Disposal Office (PDO) / Turn-in Section
  - (1) Verify Customers are AUTHORIZED to sign for and pickup equipment, by reviewing PHRH Duty Appointment memo, DA Form 1687 w/ valid employee ID.
  - (2) Confirm all Turn-in Appointments with IPBO. If NO Appt cannot turn-in.
  - (3) Warehouse GCSS-A operator will confirm appointment and verify specifics of the equipment turn-ins.
  - (4) Customer must prepare equipment requiring special instructions I.E. computers, refrigerators etc...
  - (5) Validate Customer documentation
  - (6) Process the DD Form 1348-1A and also provide a copy to IPBO. (Signed Customer's copy and unsigned copy of DD Form 1348-1A for travel to DRMO).
  - (7) Prepare equipment for shipping/palletization
  - (8) Coordinate/validate Transportation to Depot or Defense Logistics Agency (DLA) - Defense Reutilization and Marketing Office (DRMO) designated retrograde location.
- cii. SSA CRP/ PDO Bldg. 913, POC:  
Mr. Jerry Selby, Supervisor, [jerry.l.selby6.civ@mail.mil](mailto:jerry.l.selby6.civ@mail.mil) @ 845-938-3150,  
Mr. John Purtill, [john.j.purtill.civ@mail.mil](mailto:john.j.purtill.civ@mail.mil) @ 845-938-0090.
- ciii. Reference LRC IPBO SOP, dated 3 Oct 18 for detailed PBO- Turn-in procedures and Forms.

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6. **SPECIAL NOTE:**

- a. IPBO will provide the LRC SSA all customer PHRH Duty Appointment Memorandums and DA Form 1687's for SSA ARMIS Files. Customers-recommend you review documents and ensure personnel are authorized to sign for supplies/equipment. If not, need to update DA Form 1687. Recommend you have a Primary and Alternate. If you don't have on file at IPBO recommend you do ASAP. Designate and send to IPBO via Work Email box [Usarmy.westpoint.406-afsb.list.pbo@mail.mil](mailto:Usarmy.westpoint.406-afsb.list.pbo@mail.mil).

7. POC for this action is Kevin Fauntleroy, LRC, Supply and Services, Chief, [kevin.fauntleroy.civ@mail.mil](mailto:kevin.fauntleroy.civ@mail.mil) @ 845-938-2908.

PAUL D. BROWN  
Director,  
Logistics Readiness Center -WP

ENCLOSURES

- 1- Primary Hand Receipt Holder Duty Appointment Memorandum
2. Notice of Delegation of Authority – Receipt For Supplies (DA FORM 1687)
3. Issue Release Receipt Document (DD Form 1348-1A)

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MEMORANDUM FOR Logistics Readiness Center (LRC), West Point ATTN: Installation Property Book Office (IPBO), West Point, NY

SUBJECT: Duty Appointment as Primary Hand Receipt Holder

1. By authority AR 710-2, Chapter 2, paragraph 2-5g (3) (a), effective date: \_\_\_\_\_, \_\_\_\_\_ has been appointed as the Primary Hand Receipt Holder (PHRH) for

*(Grade/Rank, Name)*

SLOC: **FEET**, Department: **DPE**, UIC: **W1FBAA**.






2. Period: Until officially relieved from appointment.
3. Special instructions:
- a. All previous duty appointments for this hand receipt are rescinded upon your assumption of responsibility as the hand receipt holder.
  - b. As a minimum requirement, you will familiarize yourself with the following published procedures on accounting, using, caring, and the proper custody and safekeeping of Government property:
    - 1) AR 710-2, Chapter 2 and Tables 1-1 and 2-1.
    - 2) DA Pam 710-2-1, Chapters 2 thru 5, and Chapter 9.
    - 3) AR 735-5, Chapters 2, 7, 12, and 13; and paragraph 6-3.
    - 4) IPBO SOP
4. Direct responsibility is defined as follows: The obligation of a person to ensure that all government property for which he or she has receipt for, is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property of hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property.
5. You have fifteen (15) days from the date of this document to inventory all organizational and installation property associated with this organization. If you require additional time, you must request it in writing through me to the Property Book Officer (PBO).

**Responsible Officer Signature Block**

ENCLOSURE #1

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SUBJECT: Logistic Readiness Center- West Point, Supply Support Activity (SSA) - Central Receiving Point (CRP) and Property Disposal Office (PDO), Administrative Requirements for Customer Support.

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE 20190829	
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES Command( USMA. GARRISON, LRC), Department Name & S				LOCATION West Point, NY 10996	
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
PRIMARY HAND RECEIPT HOLDER (PHRH)		YES YES		 JT	
ALTERNATE PHRH - (if applicable)		YES YES			
					
					
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: <b>Review, request, receive, approve, and disapprove Unit Supply equipment &amp; supplies transactions</b>					
REMARKS Serve as the Command/Unit Supply Manager for GCSS-Army					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE USMA=W1FBAA; GARRISON=W6BMAA; LRC=W6X1AA				DODAAC/ACCOUNT NUMBER USMA = W16XYA; GARRISON=W91DSD; LRC=W90JX7	
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
DIRECTOR/COMMANDER		GS/RK	845-938-0000	20200828	

DA FORM 1687, NOV 2015 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.01ES

DA Form 1687 Fillable Form on the U.S. Army Pubs site.

- DATE:** Today's date
- ORGANIZATION:** Command (USMA. GARRISON, LRC), Department Name and SLOC
- LOCATION:** West Point, NY 10996
- NAME:** Last, First Name, MI
  - Hand Receipt Holder and Alternate (if applicable) must be listed to perform transaction on behalf of the Dept.
- AUTHORITY:** Enter "YES" in REQ and REC blocks
- SIGNATURE:** IAW ALARACT Message 025/2012, card must have dual CAC signature and hand written "wet signature" image.
- Check **"Delegated to"** Box
- AUTHORITY:** Please enter **"Review, request, receive, approve, and disapprove Unit Supply equipment and supplies transactions"**
- REMARKS:** Please enter **"Serve as the Command/Unit Supply Manager for GCSS-Army"**
- UIC:** USMA=W1FBAA; GARRISON=W6BMAA; LRC=W6X1AA
- DODAAC:** USMA = W16XYA; GARRISON=W91DSD; LRC=W90JX7
- EXPIRATION DATE:** One Year from today's date
- SIGNATURE BLOCKS:** Director/Commander/Responsible Officer information and dual signature.

ENCLOSURE #2

SUBJECT: Logistic Readiness Center- West Point, Supply Support Activity (SSA) - Central Receiving Point (CRP) and Property Disposal Office (PDO), Administrative Requirements for Customer Support.

GCSS-A Generated DA Form 1348-1A (Turn-in) Completed

ENCLOSURE #3