

**REQUEST FOR ISSUE OR TURN-IN** **1**  
(DA PAM 710-2-1)

ISSUE  
TURN-IN SHEET NO. 1 NO SHEETS 1

1. REQUEST NO.

2. VOUCHER NO.

3. SEND TO: **2**  
USACC G4 PBO UIC: B1V5FF

4. DATE MATERIAL REQUIRED (YYYYMMDD)

5. DODAAC

6. PRIORITY

7. ACCOUNTING/FUNDING DATA

8. REQUEST FROM: **3**  
SOUTHERN GARRETT HIGH SCHOOL UIC: W1V5PW

9. END ITEM IDENT

9a. NAME/MANUFACTURER

9b. MODEL

9c. SERIAL NO.

\* CODE ISSUE I-Initial R-Replacement  
TURN-IN FWT-Fair Wear And Tear RS-Report of Survey  
EX-Excess SC-Stmt of Charges  
LT-Lateral Transfer

10. PUBLICATION

11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED	
									DATE (YYYYMMDD)	BY
<b>4</b> 1	70210N 7010-01-500-6979 <b>5</b>	COMPUTER SYSTEM DIGITAL MDL# DELL 6400 SN# 123456 <b>6</b>	EA <b>7</b>	<b>8</b> 1	EX <b>9</b>	<b>10</b> 1	<b>11</b> 1,827.15	<b>12</b> 1,827.15		
2	70209N 7021-01-D12-4083	COMPUTER, PERSONAL WORKSTATION DELL MDL# 9010 SN# 654321	EA	1	I	1	799.00	799.00		
		<b>13</b> LAST ITEM								
							SHEET TOTAL	2,626.15	GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED  
DATE (YYYYMMDD) 20141008  
BY WILLIAMS, JOHN **14**

14. ISSUE QTY IN "SUPPLY ACTION" COLUMN  
DATE (YYYYMMDD)  
BY

15. REC QTY IN "SUPPLY ACTION" COLUMN  
DATE (YYYYMMDD) 20141008  
BY BROWN, CHARLIE **15**

## Form Details (DA 3161)

1. You are conducting an issue so put a check mark in the proper choice box (issue) at the top of the form.
2. The Send To field (Box 3), is the organization or school to which the property is being issued or turned-in to. They would be the gaining activity. The Consolidated Property Book Plan and each unit transfer will be using the following UIC's in the "SEND TO" block : USACC G4 PBO UIC: (insert brigade UIC)

2<sup>nd</sup> Brigade- A1V5FF

3<sup>rd</sup> Brigade – A1NWFF

4<sup>th</sup> Brigade – B1V5FF

5<sup>th</sup> Brigade - B1NWFF

6<sup>th</sup> Brigade – C1NWFF

7<sup>th</sup> Brigade – D1NWFF

8<sup>th</sup> Brigade – E1NWFF

3. The Request From field (Box 8), is the organization or school of the PHRH that currently has the equipment to be issued or turned-in. You would be the losing activity.
4. The Item Number field (Box 12) is simply the number of items that you are issuing or turning in. The items numbers should run consecutively. If you have several items and they cannot all fit on page one, then the DA 3161 continuation sheet will be used.
5. The Stock Number field (Box 12b) is simply where you will put the LIN# and NSN# of the item. Nothing else should be entered into this field.
6. The item description Box (Box 12c) is the description of the item. You should provide the information in detail to include what the item is, the model number and the serial number of the item (if available).
7. The Unit of Issue field (Box 12d) tells how the item is packaged. Does it come by Each, Set, Box, Bundle, Hundred etc.
8. The Quantity field (Box 12e) is simply the total number of items that you are issuing or turning in.
9. The Code field (Box 12f) should be paid attention to. There are 7 choices that you can use that directly relate to your action. Those choices are provided in the form area directly under the Request From field (Box 8).
10. The supply Action field (Box 12g) is the field that the person authorized by signature card (DA 1687) on the GAINING activity side will enter the quantity received.
11. The Unit Price field (Box 12h) is simply the price of the item. You can find the price of the item in the catalog within PBUSE, WEBflis or LIW.
12. The Total Cost (Box 12h) is set to \$0.00 by default. As you fill in the "Quantity" and "Unit Price" fields, the Total Cost will automatically change.
13. The words "LAST ITEM" should be entered DIRECTLY beneath the last item on the form. By doing this, it eliminates the possibility for anyone to insert items to the form that was not originally signed for.
14. Block 13 is the field that only the PHRH or someone authorized on a signature card (DA 1687) signed by the PHRH to conduct actions for him will sign and date. Again you are the LOSING PHRH.
15. Block 15 is the field that the gaining PHRH or someone authorized on a Signature card (DA 1687) signed by the PHRH to conduct actions on their behalf will sign and date.

\*\*\* Both the LOSING and GAINING PHRH will get a copy of the form to be filed in the proper record section according to the unit's ARIMS policies.

DA FORM 2765-1, APR 76

PREVIOUS EDITION WILL BE USED

DOC IDENT	ROUT IDENT	FSC	FIIN	ADD	UNIT OF ISSUE	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEH SUP	SVC	SUPPLEMENTARY ADDRESS	FUND	DISTRI-BUTION	PROJECT	PRI-ORITY	REQ DEL DATE	ADV STAT.
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SEND TO:  
**USACC G4 PBO UIC: W0MTT1 1**

REQUEST IS FROM:  
**SOUTHERN GARRETT HIGH SCHOOL UIC: W1V5PW 2**

EDITING DATA						DOCIDENT	ROUTING IDENTIFIER	STOCK NUMBER																					
DOCIDENT	RI-TO	SUF						FSC	NIIN					ADD	UNIT OF ISSUE	QUANTITY													
1	2	3	4	5	6	44	1		7	0	1	0	0	1	5	3	6	3	3	2	2		E	A	0	0	0	0	1

DOCUMENT NUMBER										DEM AND	SVC	15. SUPPLEMENTARY ADDRESS	SIG-NAL	
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
W	1	V	5	P	W	4	2	8	1	0	0	0	1	

COST DETAIL ACCOUNT NUMBER	UNIT PRICE	TOTAL PRICE
L	M <b>7,000.00</b>	N <b>8 2,000.00</b>

FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED
		F O I	9		G	I
					EXP	NON-EXP
					H	J

ITEM DESCRIPTION  
**PROCESSOR, DISPLAY AND CONTROL DELL D810 SN# 123456 10**

PUBLICATION DATA  
**CTA 50-909 11**

ADVISE										MCS CODE	ISSUED	DATE POSTED	INIT	
22	23	24	25	26	27	28	29	30	31	32		Q	T	
												13	14	15
												R	U	
												16	17	18

RECEIVED	DATE RECEIVED	SIGNATURE
S	V	
16	20141008	17
aura Marr		18

DOC IDENT	ROUTIN G'IDENT	FSC	STOCK	FIIN	ADD	UNIT OF ISSUE	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	SVC	SUPPLEMENTARY ADDRESS	FUND	DISTRI-BUTION	PROJECT	PRI-ORITY	REQ DEL DATE	ADV STAT.	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS
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REQUEST FOR ISSUE OR TURN-IN (DA Pam 710-2-1)

## FORM DETAILS (DA 2765-1 FOI)

1. The “Send To” field (Box A) will be the USACC G4 PBO. The Consolidated Property Book Plan and each unit transfer will be using the following UIC’s in the “SEND TO” block : USACC G4 PBO UIC: (insert brigade UIC)

2<sup>nd</sup> Brigade- A1V5FF  
3<sup>rd</sup> Brigade – A1NWWFF  
4<sup>th</sup> Brigade – B1V5FF  
5<sup>th</sup> Brigade - B1NWWFF

6<sup>th</sup> Brigade – C1NWWFF  
7<sup>th</sup> Brigade – D1NWWFF  
8<sup>th</sup> Brigade – E1NWWFF

2. The “Request From” field (Box B) will be the school that has the property that is not currently on their property book.
3. Blocks 4 & 5 is comprised of the NSN # of the equipment that you are trying to add to your property book.
4. Block 7 tells how the property is issued i.e. Ea, Bx, Pkg etc.
5. Block 8 simply lists the quantity of how many you are trying to add to the property book.
6. Blocks 9-12 is where you will insert the document number given to you by your IPBO. **If your school has already been transferred, the document number will be assigned by the USACC G4 PBO).**
7. Block M is where you will insert the cost of the item that you are trying to add to the property book. The price can be found in the catalog in PBUSE, FEDLOG located within LIW or WebFLIS.
8. Block N is the total price of the quantity that you are trying to add.
9. Block 19 is the project code. This is where you will put FOI. FOI stands for Found on Installation which means you have property in your possession that is not on your books and was is not signed out to you on a hand receipt.
10. Block O is the Item Description block. This is where you list the item, the Model # and the serial number of the item.
11. Block P is the publication Data block. This tells what publication (i.e. DA PAM 710-2-1) authorizes you to have this item.
12. Blocks 75-80 is where you will put the LIN# of the Item that you are trying to add. \*NOTE\* The LIN# must support the NSN# that you used on the form.
13. Block Q is where the PHRH that has the equipment will sign their name.
14. Block T is where either the IPBO will post the date if the transaction is being conducted prior to the transfer to USACC G4 PBO, or the USACC G4 PBO will post the date if for some reason property is discovered after the school has been transferred.
15. The losing PHRH will simply place their initials in this block.
16. This block is where the gaining PBO (again IPBO if prior to transfer or USACC G4 PBO if after) will print their name
17. Block V is where the IPBO or USACC G4 PBO will insert the date that they received the request.
18. Block V is where the respective PBO will sign their name after posting the property to the school property book.



## FORM DETAILS (1348-1A)

1. Block 23 is the Unit of Issue of the item. It tells how the item is shipped i.e. Ea, Bx, BDL, HD etc.
2. Block 25-29 is reserved to indicate the quantity of items being turned in. There is only 1 number allowed per block. For example if you was turning in 50 a 5 would have to be placed in block 28 and a zero in block 29.
3. Block 71 is reserved for the condition code of the item. Condition code F and H are the two most common codes used on a 1348-1A. The most easily available method to find the list of codes is within PBUSE in the End Users Manual (EUM). A courtesy list is provided with this packet.
4. Blocks 74-80 is where the UNIT PRICE of the item will be entered. This information can be found in the catalog (within PBUSE), FEDLOG (within LIW) or through WebFLIS.
5. Block 1 is the TOTAL PRICE of the items being turned in. \*NOTE\* the total price will not automatically change like it would on a DA 3161. You must manually calculate the unit price times the quantity being turned in to get your TOTAL PRICE.
6. Block 2 is the ship from box. The information that you will put in here is your school name and your UIC.
7. Block 3 is the ship to box. The information that goes in here is the DRMO/DLA that supports your school and their UIC. This will NOT be the Fort Knox DRMO/DLA unless they originally were your supporting facility prior to transfer.
8. Block 4 is the Mark For box. This is the same information as in Block 3 except less detailed. i.e. DRMO/DLA without their UIC.
9. Block 24 is where the document number for your turn-in will be entered. The document number will be provided by your IPBO (if not already transferred) or by the USACC G4 PBO if your school has already been transferred. \*NOTE\* The school will provide their own document number from their Durable Document Number Register IF the items being turned-in are classified as durable.
10. Block 17 is where you will describe the end item that you are turning in. \*NOTE\* More information is better. It is suggested that you enter the model number as well.
11. Block 25 is where you will enter both the LIN# and the NSN# of the item that you are turning in.
12. Block 22 is where the receiving individual from the activity that you are turning the property into such as DRMO/DLA will sign the form.
13. Block 23 is where the receiving individual from the activity that you are turning the property into such as DRMO/DLA will date the form.
14. Block 26 is where you will enter the RIC, UI, QTY, Condition Code and unit price of the equipment that you are turning in. \*NOTE\* all information for this block can be found in the catalog (within PBUSE), FEDLOG (within LIW) or through WebFLIS. The only information not available through the catalog is the condition code. That can be found within the End Users Manual (within PBUSE). Again, a courtesy list of condition codes is included for you with this packet.
15. Block 15 is where you will enter the serial number(s) of the equipment that you turned in. It is imperative that you provide the serial numbers so that your PBO will know which items to remove from the property book.

**NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES**

For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE

10/9/2014 1

**AUTHORIZED REPRESENTATIVE(S)****ORGANIZATION RECEIVING SUPPLIES**

United States Army Cadet Command G4 2

**LOCATION**

192nd Tank Battalion Rd. BLDG 1003 Ft. Knox, Kentucky 40121 3

LAST NAME-FIRST NAME-MIDDLE INITIAL

**AUTHORITY**

REQ REC

SIGNATURE AND INITIALS

Morgan, Nathaniel L. 4

5  
YES6  
YES

7

MORGAN,NATHANIEL LOMAR,IV.10958320.2 

NOT USED 8



Click to Approve



Click to Approve



Click to Approve

**AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER**THE UNDERSIGNED HEREBY 9  DELEGATES TO  WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: Request, Receive, Pick-Up and Issue equipment to Cadet Command Brigades. 10

**REMARKS**

"Added, Previous editions remain in effect". 11

**I ASSUME FULL RESPONSIBILITY**

UNIT IDENTIFICATION CODE

W0MTT1 12

DODAAC/ACCOUNT NUMBER

W900NB 13

LAST NAME-FIRST NAME-MIDDLE INITIAL

GRADE

TELEPHONE NUMBER 16

EXPIRATION DATE

SIGNATURE



Click to Approve

Marr, Laura E. 14

GS-12

(502) 624-7471

10/8/2015

PHRH SIGNATURE GOES HERE

**DA FORM 1687, MAY 2009**

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

## FORM DETAIL (DA 1687)

1. Block 1 is the simply what it implies. It is the date the signature card is being prepared.
2. Block 2 is the Organization/School that is preparing the signature card and to whom it applies to.
3. Block 3 is the address that the activity in Block 2 is located.
4. Block 4 is for the individuals that are being added to the signature card to act on behalf of the Primary Hand Receipt Holder (PHRH). There are 4 available to add 4 individuals. \*NOTE\* The PHRH does not have to allow 4 individuals to act on their behalf. They can select just one person which is being demonstrated in this example. However, he can also select more than 4 and would add another signature card as a continuance. It is strongly encouraged that the PHRH select the least amount of individuals to act on their behalf.
- 5&6. Block 5&6 provides the PHRH with two options to allow. Block 5 gives the individuals the authority to request only on behalf of the PHRH. Block 6 gives the individuals the authority to receive only on behalf of the PHRH. \*NOTE\* The PHRH reserves the option to allow both or only one.
7. Block 7 is where the individual being added to the signature card will sign their name and initial since the JROTC individuals do not have CAC cards to digitally sign.
8. Block 8 in this example is based off of the PHRH only adding 1 individual. The words NOT USED goes under the LAST name added to the card providing that all 4 name spaces are not used.
9. In block 9 you have two options. They are to delegate to a individual or to remove them. In our case we will select DELEGATES TO because the PHRH is delegating his authority to another individual to act on his behalf.
10. Block 10 is what authority the PHRH is giving the added individuals. The comments in this block WILL CHANGE depending on what the PHRH needs. For example, another signature may be produced giving an individual the authority to request, receive pick-up and turn-in items DRMO/DLA.
11. Per DA Pamphlet 710-2-1 Chapter 2-32 Paragraph f2, only two statements can be entered into this block. That is "Added, Previous editions remain in effect to add individuals or "Deleted. Other personnel listed remain in effect when deleting a user.
12. Block 12 is where the School/Activity will enter their UIC.
13. Block 13 is where the School/Activity will enter their DODAAC.
14. In block 14 ONLY THE PHRH will print their last Name, First Name and Middle Initial. The principal should not sign the signature card because they signed appointment orders making an individual the PHRH.
15. Block 15 is for the CURRENT grade or rank of the PHRH. If they are government employees then they should use their GS pay grade not their retired military rank.
16. Block 16 is simply the best telephone number that the PHRH can be reached at. \*NOTE\* This can be landline or cellular.
17. Block 17 is for the expiration date of the signature card. The signature card should be issued in 1 year increments. \*NOTE\* the one year cannot end on the same day of the next year of the date that the signature card was prepared. It should expire one day before the prepared date on the following year.
18. Lastly, block 18 is where the PHRH will sign their payroll signature in ink. Signature stamps are not acceptable for a signature card.



## FORM DETAILS (DA 2064)

1. Block 1 is the name of the school.
2. Block 2 is the DODAAC of the school.
3. Block 3 is the UIC of the school.
4. Block 4 is the number of pages of the document register. **\*NOTE\*** the register can be comprised of multiple pages. There is not a limit on how many pages the document register can contain.
- 5&6 . Blocks a&b go hand and hand. Block 5 is the Julian date of the transactions and the serial number is based upon the guidelines set forth by the USACC G4 PBO on the serial numbers that Cadet Command is authorized to use for durable item transactions.
7. Block c is the document sent to block. In this block if you turned-in durable property you will enter the last 3 digits of the SSA's or Turn-in point's DODAAC. In this case, the DRMO/DLA DODAAC for Fort Knox is SY2434. As you can see, the last 3 digits entered is 434.
8. Block d is the NSN# of the items being turned in.
9. Block e is the item description of the items being turned in.
10. Block f is where you would enter the hand receipt/equipment number of the individual signed for the property. **\*NOTE\*** we have used CDR for example purposes.
11. Block j is the quantity that you are turning in or receiving.
12. Block k is where you would track the quantity owed to you if you received a partial issue. Example, you ordered 100 ACU coats but only 50 came in. In this case you would annotate 50 in the due in block (K). When the remaining 50 are received then you change the quantity due in to 0. If you turned in 100% of your items and you do not have any more due in, then enter a 0.
13. Block m is ids for the date completed. Date completed here is the date to where you received 100% of your items ordered or you turned in 100% of your items.





**Form Details (DA 3328 FRONT and REVERSE side)**

- 1. Date Posted – Enter the Julian Date for date (of transaction) bringing item to record.**
- 2. Document Number – Enter the document number in which brought the specific item to record.**
- 3. Quantity Received or Turned In- Enter the quantities received or turned in for transaction being recorded.**
- 4. Balance – Enter in the current balance of the items after transaction is posted.**
- 5. UIC – Enter in the Unit Identifier Code.**
- 6. Authority –**
- 7. Stock Number – Enter the National Stock Number of the item.**
- 8. UI- (Unit of Issue)**
- 9. LIN – Enter the LIN for item bringing to record.**
- 10. Required ALW - Enter quantity required per TDA/ CTA.**
- 11. Authorized ALW - Enter quantity authorized per TDA/ CTA.**
- 12. RICC – Reportable Item control Code (can be found in FEDLOG or WEBFLIS).**
- 13. LCC –Logistics Control Code (can be found in FEDLOG or WEBFLIS).**
- 14. ECC – Equipment Category Code (can be found in FEDLOG or WEBFLIS).**
- 15. Item Description – Enter the item nomenclature.**
- 16. Publication Data – Enter the technical manual or resource for reference or instructions for operation.**
- 17. Location – Enter the location of where the item is currently being stored.**
- 18. Quantity Authorized – Enter the quantity authorized per TDA/ CTA.**
- 19. Quantity on Hand – Enter the current quantity on hand.**
- 20. Document Number – Enter the document number that specifically brought the item to record.**
- 21. Quantity Due-In – Enter the quantity due in via pending order or pending lateral transfer.**
- 22. Remarks – Enter in comments necessary**



**Form Details (DA 3328-1)**

- 1. Serial/Registration Number – Enter the serial or registration number of the item being recorded for purposes of inventory.**
- 2. Location – Annotate the location of the item.**
- 3. UIC – Enter the Unit Identifier Code**
- 4. Stock Number – Enter the National Stock Number for the item.**
- 5. Item Description – Enter the nomenclature of the item.**