

ALARACT 004/2024

DTG: R 061250Z FEB 24

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SUBJ/ALARACT 004/2024 – PUBLICATION OF ARMY REGULATION 710-4,
PROPERTY ACCOUNTABILITY

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF
HQDA, DCS, G-4//DALO-SP

1. (U) REFERENCES:

1.A. (U) AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL

1.B. (U) AR 735-5, PROPERTY ACCOUNTABILITY POLICIES

1.C. (U) DA PAM 735-5, PROPERTY ACCOUNTABILITY PROCEDURES AND
FINANCIAL LIABILITY OFFICER'S GUIDE

1.D. (U) AR 710-4, PROPERTY ACCOUNTABILITY

2. (U) THE DEPUTY CHIEF OF STAFF (DCS), G-4 IS PLEASED TO ANNOUNCE THE
OFFICIAL RELEASE OF AR 710-4.

2.A. (U) AR 710-4, EFFECTIVE 26 JANUARY 2024, CONSOLIDATES AND REVISES
CONTENT OF ALL PROPERTY BOOK, ORGANIZATIONAL LEVEL SUPPLY,
COMMAND SUPPLY DISCIPLINE, AND GENERAL PROPERTY ACCOUNTABILITY
PROCEDURES PREVIOUSLY PUBLISHED IN AR 710-2, AR 735-5, DA PAM 710-2-1,
AND DA PAM 735-5.

2.B. (U) AR 710-4 PROVIDES THE SINGLE SOURCE FOR BOTH POLICY AND
PROCEDURES FOR COMMAND SUPPLY DISCIPLINE PROGRAMS (CSDPS); THE
CHIEF OF STAFF, ARMY SUPPLY EXCELLENCE AWARD; ACCOUNTABILITY,
ASSIGNMENT OF RESPONSIBILITY, AND MANAGEMENT OF PROPERTY; USING
ORGANIZATION AND CONSUMER LEVEL PROCESSES OF REQUEST, RECEIPT,
ISSUE, REDISTRIBUTION, AND TURN-IN OF PROPERTY; THE MANDATORY USE
OF APPROVED ACCOUNTABLE PROPERTY SYSTEMS OF RECORD (APSRs) AND
RESTRICTIONS TO USE OF HARD COPY (PAPER OR ELECTRONIC FORM)
MANUAL PROCEDURES.

3. (U) AR 710-4 IMPACTS TO RELATED PUBLICATIONS.

3.A. (U) AR 710-4 SUPERSEDES ANY CONFLICTING POLICY IN CURRENT PUBLICATIONS, ARMY DIRECTIVES, AND EXECUTION ORDERS UNTIL REVISIONS ARE COMPLETED AS DESCRIBED IN THE FOLLOWING PARAGRAPHS.

3.B. (U) COMPLETELY SUPERSEDES DA PAM 710-2-1, DATED 1 DECEMBER 2016. THIS PUBLICATION IS NOW INACTIVE. ALL ARMY ORGANIZATIONS MUST DISCONTINUE USE OF DA PAM 710-2-1 AND REVISE STANDARD OPERATING PROCEDURES ACCORDINGLY.

3.C. (U) SUPERSEDES THE FOLLOWING PORTIONS OF AR 710-2, DATED 28 MARCH 2008: CHAPTER 1 SECTIONS I, II, III, IV, AND VI; CHAPTER 2 SECTIONS I, II, IV, V, VI, IX, AND X; APPENDICES B, F, AND G. AN EXTENSIVELY REVISED UPDATE TO AR 710-2 IS NEAR FINAL PUBLICATION IN THIRD QUARTER, FISCAL YEAR 2024 TO REDUCE SCOPE TO BENCH STOCK AND SHOP STOCK, AND SUPPLY SUPPORT POLICIES BETWEEN THE CONSUMER (ORGANIZATIONAL LEVEL) AND NATIONAL/WHOLESALE LEVELS OF SUPPLY.

3.D. (U) SUPERSEDES CHAPTER 2 OF DA PAM 735-5, DATED 23 MARCH 2016. DA PAM 735-5 WILL BE CONSOLIDATED INTO THE PENDING REVISION OF AR 735-5 IN SECOND QUARTER FISCAL YEAR 2024.

3.E. (U) SUPERSEDES THE FOLLOWING PORTIONS OF AR 735-5, DATED 9 NOVEMBER 2016: CHAPTERS 2, 3, 4, 5, 6, 7, 8, 10, 11, AND APPENDIX C. AN EXTENSIVELY REVISED UPDATE TO AR 735-5 IS NEAR FINAL PUBLICATION IN SECOND QUARTER FISCAL YEAR 2024 TO REDUCE SCOPE TO POLICIES AND PROCEDURES FOR ADMINISTRATIVE ACTIONS TO ASSESS OR RELIEVE INDIVIDUALS FROM ACCOUNTABILITY AND/OR RESPONSIBILITY FOR LOSS, DAMAGE, THEFT, OR DESTRUCTION OF PROPERTY. THE REVISED AR 735-5 WILL BE RETITLED "RELIEF OF ACCOUNTABILITY AND RESPONSIBILITY FOR PROPERTY" AND ENTIRELY SUPERSEDE DA PAM 735-5 WHEN PUBLISHED.

4. (U) SUMMARY OF CHANGE.

4.A. (U) INTEGRATES AUTOMATED APSR AS THE MANDATORY METHOD TO PERFORM TRANSACTIONS, SUCH AS GLOBAL COMBAT SUPPORT SYSTEM-ARMY, DEFENSE PROPERTY ACCOUNTABILITY SYSTEM OR OTHER CURRENT AND FUTURE APPROVED APSRS. THIS POLICY DIRECTS USERS TO FOLLOW THE RESPECTIVE APSR END USER MANUAL FOR SPECIFIC TRANSACTION PERFORMANCE STEPS.

4.B. (U) RESTRICTS HARD COPY (MANUALLY PROCESSED PAPER OR ELECTRONIC FORM) PROCEDURES TO TEMPORARY, EXCEPTIONAL USE ONLY DURING SYSTEM OUTAGES, AUSTERE MISSION CHALLENGES, OR FOR FUNCTIONS NOT PERFORMED BY AN APSR. HARD COPY TRANSACTIONS MUST

BE ENTERED INTO THE APSR WITHIN THREE WORKING DAYS OF RESTORED ACCESS.

4.C. (U) PRESCRIBES NEW DA FORM 7768 (COMMAND SUPPLY DISCIPLINE PROGRAM EVALUATION REPORT) AS THE MANDATORY STANDARDIZED INTERACTIVE CHECKLIST FOR ALL ARMY ORGANIZATIONS TO EVALUATE CSDP (SEE ATTACHMENT 1).

4.D. (U) UPDATES SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING PER AR 710-3.

4.E. (U) ADDS POLICY FOR MANAGING, TRACKING, AND ACCOUNTING FOR GOVERNMENT-FURNISHED PROPERTY AND THE USE OF GOVERNMENT-FURNISHED PROPERTY MODULE BY THE ACCOUNTABLE PROPERTY OFFICER WHEN PROVIDING EQUIPMENT TO CONTRACTORS.

4.F. (U) INCLUDES AUDIT TERMINOLOGY SUCH AS EXISTENCE, COMPLETENESS, AND FLOOR-TO-BOOK.

4.G. (U) REMOVES ELECTRONIC SIGNATURE REQUIREMENT FOR HARD COPY PROCEDURES.

4.H. (U) UPDATES TOTAL PACKAGE FIELDING PROCESS.

4.I. (U) ADDS NEW INVENTORY METHODS AND INTERVALS, INCLUDING INVENTORY BY EXCEPTION, SAMPLING, 100 PERCENT INVENTORIES RELATED TO DEPLOYMENT/REDEPLOYMENT, REMOTE INVENTORY METHODS, AND COMPLETENESS SAMPLING INVENTORIES DURING CYCLIC INVENTORIES.

4.J. (U) CONSOLIDATES PROPERTY ACCOUNTABILITY REQUIREMENTS INTO A TABLE FORMAT.

4.K. (U) INCLUDES SUPPLEMENTARY ITEMS NECESSITATING PROPERTY BOOK ACCOUNTING.

4.L. (U) INCORPORATES A SEVEN-DAY POSTING REQUIREMENT TO THE ACCOUNTABLE PROPERTY SYSTEM OF RECORD WHEN A CHANGE IS REQUIRED, SUCH AS RECEIPTS, LATERAL TRANSFERS, ADMINISTRATIVE ADJUSTMENTS, AND TURN-INS.

4.M. (U) REMOVES ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT/CENTRAL ISSUE FACILITY POLICY AND PROCEDURES TO AR 700-84.

4.N. (U) TRANSFERS THE FOLLOWING FORMS FROM DA PAM 710-2-1.

4.N.1. (U) DA FORM 1687 (NOTICE OF DELEGATION OF AUTHORITY RECEIPT FOR SUPPLIES).

4.N.2. (U) DA FORM 2062 (HAND RECEIPT/SHORTAGE LISTING).

4.N.3. (U) DA FORM 2063 (PRESCRIBED LOAD LIST).

4.N.4. (U) DA FORM 2064 (DOCUMENT REGISTER FOR SUPPLY ACTIONS).

4.N.5. (U) DA FORM 2765-1 (REQUEST FOR ISSUE OR TURN-IN).

4.N.6. (U) DA FORM 3161 (REQUEST FOR ISSUE OR TURN-IN).

4.N.7. (U) DA FORM 3318 (RECORD OF DEMANDS—TITLE INSERT).

4.N.8. (U) DA FORM 3328 (PROPERTY RECORD).

4.N.9. (U) DA FORM 3328-1 (SERIAL NUMBER RECORD).

4.N.10. (U) DA FORM 3645 (ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD).

4.N.11. (U) DA FORM 3645-1 (ADDITIONAL ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD).

4.N.12. (U) DA FORM 3749 (EQUIPMENT RECEIPT).

4.N.13. (U) DA FORM 4949 (ADMINISTRATIVE ADJUSTMENT REPORT).

4.N.14. (U) DA FORM 5519 (TOOL SIGN OUT LOG/REGISTER (LRA)).

5. (U) REQUESTS FOR CLARIFICATION, DEVIATIONS, EXCEPTIONS, WAIVERS, OR SUGGESTED IMPROVEMENTS.

5.A. (U) DCS, G-4 DIRECTOR OF SUPPLY (DALO-SP) IS TASKED BY THE DCS, G-4 TO DEVELOP, IMPLEMENT, AND MAINTAIN THIS REGULATION AND RESPOND TO FIELD INQUIRIES CONCERNING THE REGULATION. REQUESTS FOR CLARIFICATION, DEVIATIONS, EXCEPTIONS, OR WAIVERS TO ACCOUNTING POLICIES IN AR 710-4 ARE ONLY MADE WITH PRIOR APPROVAL OF DCS, G-4, DIRECTOR OF SUPPLY. REQUESTS WILL BE INITIATED BY THE COMMANDER OR ACTIVITY SUPERVISOR AT THE ORGANIZATIONAL LEVEL RESPONSIBLE FOR THE PROPERTY ACCOUNT CONCERNED. THESE REQUESTS WILL BE SUBMITTED THROUGH THE PROPER COMMAND CHANNELS. THE COMMANDER OR EQUIVALENT ACTIVITY SUPERVISOR AT EACH INTERMEDIATE ORGANIZATIONAL LEVEL WILL INDICATE, BY MEMORANDUM, HIS OR HER CONCURRENCE WITH THE REQUEST AND THE SUPPORTING JUSTIFICATION.

5.B. (U) USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS ON DA FORM 2028 (RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS) DIRECTLY TO THE DCS, G-4 (DALO-SPE) VIA EMAIL TO [USARMY.PENTAGON.HQDA DCS-G-4.MBX.PUBLICATIONS@ARMY.MIL](mailto:USARMY.PENTAGON.HQDA.DCS-G-4.MBX.PUBLICATIONS@ARMY.MIL).

6. (U) THE POINT OF CONTACT FOR DCS, G-4 IS MSG ANTHONY E. ROACH, COMMERCIAL (703) 614-4052, E-MAIL: ANTHONY.E.ROACH2.MIL@ARMY.MIL OR USARMY.PENTAGON.HQDA-DCS-G-4.MBX.DCS-G44S-SPE@ARMY.MIL.

7. (U) THIS ALARACT MESSAGE EXPIRES ON 30 JANUARY 2025.

ATTACHMENT:

DA FORM 7768 (COMMAND SUPPLY DISCIPLINE PROGRAM EVALUATION REPORT)

COMMAND SUPPLY DISCIPLINE PROGRAM EVALUATION REPORT			1. DATE(S) OF EVALUATION:	
For use of this form, see AR 710-4, the proponent agency is Deputy Chief of Staff, G-4.			THRU	
2. EVALUATION TABLE USED:				
<div> <div>User/hand receipt holder</div> <div>Property Book office</div> <div>Parent unit level</div> <div>Tactical and installation fixed base supply operations</div> <div>Supply Support for installations, U.S. Property Fiscal Offices, strategic communications facilities, TDA activities, and supply units or activities providing support to DSU supply operations</div> <div>ACOM/ASCC/DRU level, Program Executive Offices</div> </div> <div>Section I Organization Relationship</div>				
SECTION II - ORGANIZATION RECEIVING EVALUATION				
1. ORGANIZATION NAME:		2. ORGANIZATION ADDRESS:		3. ORGANIZATION RELATIONSHIP TO EVALUATOR:
4A. POINT OF CONTACT NAME: (Last, First, MI, Rank and Position)		4B. SIGNATURE:	4C. EMAIL:	4D. PHONE:
5A. COMMANDER'S/DIRECTOR'S NAME: (Last, First, MI, and Rank)		5B. SIGNATURE:	5C. EMAIL:	5D. PHONE:
SECTION III - EVALUATION RESULTS AND GENERAL COMMENTS				
1. EVALUATION RESULTS:		2. GENERAL COMMENTS:		
SECTION IV - EVALUATION SUMMARY				
1. OVERALL RATING: 100% - 90% = GREEN / 89% - 70% = AMBER / 69% - 60% = RED / 59% → = BLACK		2. RECOMMEND FOR EXCELLENCE AWARD PROGRAM: Unit/Agency overall rating must be 90% or higher to be considered for the Excellence Award Program.		

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Select the evaluation table using the drop-down list to conduct the evaluation.
Use the table that accurately describes the type of unit or activity being reviewed.

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Table A-2. Accountable Property Officer (property book) level

Table A-2. (total items you completed): _____ out of 69.

Regulatory Requirement	Administrative procedures	Publication w/paragraph	Frequency	Go	No Go	N/A	Suspense date (YYYYMMDD)	Corrective action
A. General								
1. When regulatory guidance is not clear, request clarification.	Send requests through command channels per AR 710-4.	AR 710-4 Para 1-12, 1-13, 1-14.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Deviation from supply policy requires approval from HQDA.	Send requests through command channels to HQDA (DALO-SPA), 500 Army Pentagon, Washington, DC 20310-0500.	AR 710-4 Para 1-12, 1-13, 1-14.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Accountable Property Systems of Record (APSR) use is mandatory.	Hard copy forms (electronic or manually prepared on paper) procedures outside an APSR are only authorized for austere mission challenges or system outages, or specific exceptions when a function is not performed by an APSR. When access is restored, manually processed transactions will be entered in the APSR. Do not duplicate automated transactions or system-generated reports and forms with hard copy procedures.	AR 710-4 Para 1-1, 1-8, 7-1.	Within 2 workdays when routine submission of request is curtailed or limited for any reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
B. Reconcile property Authorization								
1. APO will ensure reconciliations are conducted and ensure current authorization documents are used.	a. Authorization allowances are reconciled with authorization documents. Complete this reconciliation and prepare a statement for the Commander/Director who appointed the APO to acknowledge the reconciliation was conducted. File signed acknowledgment. Use the GFP attachment if applicable.	AR 710-4 Para 7-1, 7-2.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Ensure current MTOE/TDA authorizations are loaded in all Accountable Property Systems of Record (APSR).	AR 710-4 Para 2-9, 2-10, 2-11, 2-11.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Once the type of activity is selected, will collapse the interactive requirements listing for the specific table.

Completion instructions by block number for DA Form 7768
(1) Enter the inclusive dates of the evaluation. (2) Select the evaluation table using the drop down list to conduct the evaluation. Use the table that accurately describes the type of unit or activity being reviewed.
Section I
(1) Enter the designation of the organization conducting the evaluation. (2) Enter the address of the organization conducting the evaluation. (3) Enter the relationship of organization conducting the evaluation to the organization receiving the evaluation. (4a) Enter the name, rank, position title and signature of the senior POC conducting the evaluation. (4b) Enter the email address (*.mil only) of the senior POC conducting the evaluation. (4c) Enter the phone number of the senior POC conducting the evaluation. (5a) Enter the name, rank and signature of the commander/director of the organization conducting the evaluation. (5b) Enter the email address (*.mil only) of the commander/director of the organization conducting the evaluation. (5c) Enter the phone number of the commander/director of the organization conducting the evaluation.
Section II
(1) Enter the designation of the organization receiving the evaluation. (2) Enter the address of the organization receiving the evaluation. (3) Enter the relationship of organization conducting the evaluation to the organization receiving the evaluation. (4a) Enter the name, rank, position title and signature of the senior POC receiving the evaluation. (4b) Enter the email address (*.mil only) of the senior POC receiving the evaluation. (4c) Enter the phone number of the senior POC receiving the evaluation. (5a) Enter the name, rank and signature of the commander/director of the organization receiving the evaluation. (5b) Enter the email address (*.mil only) of the commander/director of the organization receiving the evaluation. (5c) Enter the phone number of the commander/director of the organization receiving the evaluation.
Section III
(1) Enter the total number of possible "Gos". Enter the total number of actual "Gos" achieved. Divide number of actual "Gos" by number of possible "Gos" then enter the answer as a percentage, round to the nearest whole number. (2) Enter general comments as required. If needed, use blank paper as a continuation sheet.
Section IV
(1) Calculate the sum of all percentages listed in Section 3 block 1, then divide by total number of sections listed. Enter the answer as a percentage, round to the nearest whole number. (2) Circle "YES" or "NO".
List of Evaluation Tables
Table 1. User/hand receipt holder level (company, activity, using unit) Table 2. Accountable Property Officer (property book) Table 3. Parent unit (Brigade and Battalion, TDA activity, Program Manager/Product Manager, or equivalent) Table 4. Tactical and installation fixed-base supply operations Table 5. Supply Support for installations, Program Manager/Product Manager Stock Records, U.S. Property Fiscal Offices, strategic communications facilities, TDA activities, and supply units or activities providing support to tactical and installation fixed-base supply operations Table 6. ACOM/ASCC/DRU, Program Executive Offices
Completion instructions for evaluation tables
Go/No Go columns. Enter an "X" in the appropriate column. If question is not applicable to the organization being evaluated, leave blank.
Suspense Date and Corrective Action
Suspense Date - For any "Non-Compliance", enter the date given for completing corrective action. Corrective Action - (a) If question is not applicable to the organization being evaluated, enter "N/A". (b) If question is evaluated a "Compliance", leave blank. (c) If question is evaluated a "Non-Compliance", give a detailed description of the necessary corrective action.

Completion instructions by block number for DA Form 7768 on page 2.