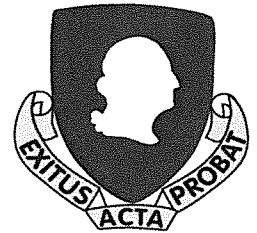




VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
 5001 Waller Road
 Richmond, Virginia, 23230
 Telephone (804) 225-4051 Fax (804)-225-4065
 E-mail vdfinfo@vdfmail.us



Office of the G-4
 LTC William.M Dressler, Jr.

VDF-H4

10 October 2013

VDF Regulations No. 710-2

LOGISTICS PROCEDURES OF THE VIRGINIA DEFENSE FORCE

CHAPTER 1	PARAGRAPH	PAGE
	Purpose	1-1 2
	Accountability	1-2 2
	Responsibilities	1-3 2
	Types of Property used by the VDF	1-4 2
CHAPTER 2		
	General	2-1 3
	Inventory	2-2 3
	Hand Receipts	2-3 4
	Property Control	2-4 4
CHAPTER 3		
	General	3-1 5
	Procedures for VDF	3-2 5
	Requests for Property	3-3 5
	Surplus Property	3-4 6

APPENDIXES

	VADF Form No.
A-1. Fixed Accounting and Control System	710-2 (A)
B-1. Controlled Inventory of VDF Equipment Less Than \$500.00	710-2 (B)
C-1. Hand Receipt	2026
D-1. Individual Issued Uniforms / Equipment Receipt	710-2 (D)
E-1. Request for Issue or Turn-in (Temporary Hand Receipt)	1150
F-1. Request for Issue or Turn-in (Multiple Item Request)	3161

CHAPTER 1**1-1 PURPOSE:**

- The purpose of this regulation is to provide procedures and guidance for accounting and controlling of property owned by or issued to the Virginia Defense Force. Leaders must enforce and implement effective programs to ensure resources are being used without fraud, waste, and abuse. One of the most critical aspects of maintaining good supply discipline is assigning responsibility for equipment to users. By ensuring property is assigned and 100 percent accounted for, commanders increase their chance of maintaining supply discipline.

1-2 APPLICABILITY:

The Virginia Defense Force (VDF) is authorized under the authority of the Constitution of the United States and further under Title 44, Code of Virginia. Any and all members acting in the name of the Virginia Defense Force must do so in compliance with the United States and Virginia Laws. Any property acquired by or in the name of the Virginia Defense Force becomes property of the Commonwealth of Virginia and must be safeguarded and accounted for as state property.

1-3 RESPONSIBILITIES:

- a. The Division G-4 is responsible for providing assistance to all units required, for deploying and enforcing logistics policies and procedures, and keeping the Division Commander appraised of the logistics posture of the Division.
- b. All Regiments will appoint a property book officer. The property book officer (PBO) accepts responsibility for the unit's property as prescribed in VDF 710-2, but the Regiment Commander has the ultimate responsibility for property, materials, and supplies within his/her AO. The PBO is responsible for assigning property on a primary hand receipt to a PHRH or commander
- c. The Regiment S-4's are responsible for maintaining property accountability records for all VDF property in their subordinate units.
- d. Unit commanders and all VDF personnel to whom property is issued or entrusted are responsible for the proper care and safeguarding of VDF property. Code of Virginia 44-108 states the Officer and enlisted responsibility for VDF property issued. Every officer and enlisted person to which any article of VDF property is issued under this code is responsible for its care, safekeeping, and return. He/she shall use the same for VDF purposes only, and upon receiving a discharge or otherwise leaving the service of the VDF, or upon demand of his commanding officer or Adjutant General, shall forthwith surrender and deliver such property in as good order and condition as it was received, fair wear and tear excepted. Property will be issued under VDF Form 710-2 (C) Issued Uniforms / Equipment Receipt).
- e. Loaned personal property which is used by the VDF, but remains the property of the individual and is marked with the individual's name and "Personal Property-Do Not Inventory".
- f. Expendable property is normally of low dollar value which is consumed in use (i.e. paper, pencils, batteries, cleaning supplies).

CHAPTER 2

2-1 General:

This chapter provides the policy and procedures for maintaining accountable records and assignment of responsibility for property. Property issued for the use of the VDF will be controlled and accounted for on designated property records which will be maintained by all Regiment's S-4.

2-2 DEPARTMENT OF MILITARY AFFAIRS – EQUIPMENT INVENTORY:

- a. Property items costing \$500.00 or greater with a more than two year life expectancy are considered capitalized and require “fixed asset accountability”. All such items will be reported to the Department of Military Affairs through the Division G-4 for establishment of accountability.
 - (1) VDF Form 710-2 (A) Department of Military Affairs Fixed Accounting and Control System will be used for such property and prepared under control of the Division G-4.
 - (2) Units to whom such property is issued will safeguard the property. Upon transfer or departure of the individual to whom the property is issued, the G-4 will be notified and the property turned in or with the approval of the G-4 issued to another unit member.

- a. Property items costing (documented value upon acquisition by VDF) \$100.00 to \$499.00 are considered “controlled items” and require formal accountability. Items received through Division G-4 are issued with the appropriate documentation, which is to be maintained by the Regiment S-4. Donated items (\$100.00 - \$499.00) must be reported and authority received in writing from the Adjutant General prior to VDF acceptance.
 - (1) VDF Form 710-2 (B), Department of Military Affairs - Equipment Inventory, Controlled Inventory of VDF Equipment less than \$500.00 will be used. The Division G-4 or Regiment S-4 may prepare this form but a copy must be provided to the G-4 for file.
 - (2) This property will also be controlled as for “fixed asset accountability” property discussed in paragraph 2-2 a.

- a. Property items costing (documented value upon acquisition by VDF) less than \$100.00, except heraldic items such as flags and guidons, require no formal accounting. Heraldic items such as flags and guidons will be accounted for as outlined in paragraph 2-b.

- b. Property records for items costing less than \$100.00 require no formal accountability record after completion of the purchase action. It is recommended however, that the procedures discussed for items costing \$100.00 to \$499.00 be followed for all non-expendable items. The S-4 or Supply Sergeant may establish an informal record of such property using VDF Form 710-2 (B).

2-3 HAND RECEIPT:

- a. The Hand Receipt, VDF Form 2062 (or DA Form 2062) is a method of assigning responsibility for non-expendable property. Property issued to units for extended use will be recorded on this form. This form is prepared in 2 copies with the original retained by the issuing activity.
- b. The temporary Hand Receipt, VDF Form 1150 (or DD Form 1150) will be used to control property issued for less than 90 days. This form will be prepared in 2 copies with the original retained by the issuing activity.

2-4 PROPERTY CONTROL: Property control is a command responsibility.

- a. Annual inventories are required of all property recorded on the formal VDF Form 710-2 (A) and VDF Form 710-2 (B). This category includes all property with a recorded value of greater than \$100.00. This annual inventory will be conducted and a signed copy of the current VDF Forms 710-2 (A) and 710-2 (B), certifying the presence of the property, will be provided by the Regiment S-4 to the Division G-4 as of 1 July each year.
- b. Although formal property records, VDF Forms 710-2 (A) and 710-2 (B) are maintained by the Regiment S-4, subordinate units are encouraged to use Hand Receipts when applicable. Subordinate units must use Hand Receipts when issuing materials.
- c. Inventories can be maintained on an electronic spreadsheet as long as the following information is recorded properly; Item Description, Serial No. or VDF ID, DMA Tag no., Unit of Issue, Condition, Location, Cost, and Comments.
 - a. Item description must accurately describe the item
 - b. Serial or VDF number must be recorded
 - c. DMA Tag number if available
 - d. Unit of Issue: ea. pr.,etc.
 - e. Condition: new, used
 - f. Location: Regiment, MRG Team, in storage etc.
 - g. Cost: What the item was valued at when acquired
 - h. Comments: Working, damaged, for salvage etc.
- d. A hard copy of your inventory will be kept in a binder with all hand receipts to back up transactions / movement of material.

CHAPTER 3**3-1 GENERAL:**

This chapter provides policy and procedures for obtaining and accepting property for the Virginia Defense Force in the name of the Commonwealth of Virginia.

3-2 PROCEDURES FOR VDF RECEIPT OF DONATED ITEMS.

- a. Items donated to the VDF become state property. When the item is no longer of use by the VDF, it will be disposed of through the state as surplus property. Written guidance will be provided from the division G-4 prior to disposal of any accountable property.
- b. The VDF will accept as a donation only those items which are appropriate for support of the VDF mission, can be supported funding standpoint, be safeguarded by the unit, have prior approval from the Adjutant General, and will not become a burden upon the unit or subject the donor or the VDF to public criticism.
- c. Prior written approval for VDF acceptance of a donation must be obtained for any item with a documented value of \$100.00 or greater. Establishment of value is the responsibility of the donor or the unit wishing to accept the property and it must be in writing.
- d. The VDF unit wishing to accept donated property from a donor does so in the name of the VDF and the Commonwealth of Virginia. The request to accept a donation will flow through command channels to the Division G-4. Telephonic coordination is acceptable to speed up the process. However, property will not be accepted by any representative or person acting for the VDF until formal written approval is received. Donation of property of less than \$100.00 documented value may be approved by the Regiment Commander or his designated representative.
- e. Requests for approval to accept donated items must include the following information: description (nomenclature, size, color, manufacturer, rating, etc.); model number; serial number; documented fair market value; proposed location where the items is to be stored.
- f. Upon receipt of approved donated item of equipment, it becomes VDF property and is accountable as discussed in Chapter 2, paragraph 2-2.

3-3 REQUESTS FOR PROPERTY:

The Division G-4 manages all property transactions within the VDF. Units requesting to purchase property through G-4 or to obtain temporary loan of property may use VDF form 3161 or (DD Form 3161) as a request for issue. If funds are to be expended the unit budget must support such action.

3-4 SURPLUS PROPERTY:

- A. The Division G-4 has the responsibility for administering the Surplus Property Program for Federal, State and Donated Property. Property obtained by Federal and State agencies will be coordinated through G-4. Procedures for obtaining such property, although described as "Free", often require an administrative process charge to be borne by the recipient. Property obtained through Federal or State agencies is accountable and proper documentation must be maintained.

- e. Property which becomes excess within a unit will be reported to Division G-4 for disposition instructions. No person or unit may sell or trade any donated or purchased property without written authorization from the Division G-4.

William M. Dressler, Jr.
LTC GS VDF
AC of S G-4

CF:
CG
DRF Cdrs
CoS
Div CSM
Regt Cdrs
Regt S-4s
Reading File

Glossary
Section I
Terms

Accountability

Obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out and balances on hand or in use.

Accountable Officer

Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds.

a. Property book officer, accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability. (Hand receipt holders are not considered accountable officers.)

Command Responsibility

The obligation of a commander to ensure that all Government property within his or her command is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to command at any level and includes—

- a. Ensuring the security of all property of the command, whether in use or in storage.
- b. Observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property within the command.
- c. Enforcing all security, safety, and accounting requirements.
- d. Taking administrative or disciplinary measures when necessary.

Direct responsibility

Obligation of a person to ensure that all Government property for which he or she has receipted 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 on 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.

Hand receipt

A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

Inventory accounting

Establishment and maintenance of accounts for materiel in storage, on hand, in transit, or on consignment in terms of cost or quantity.

Issued uniforms

Prescribed items and quantities of personal type clothing and Service uniforms, with component items, furnished to enlisted members when entitled to an initial clothing issue.

Nonconsumable supplies

Supplies not consumed in use and retaining their original identity during the period of use, such as weapons, machines, tools, furniture, and fixtures.

Organizational property book

Record of property issued under an authorized document.

Personal responsibility

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

Personal responsibility

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

Property book

A formally designated set of property records maintained to account for organizational and installation property in a using unit.

Responsibility

The obligation of an individual to ensure that Government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody and safekeeping are provided. There are four types of responsibility as defined in this glossary:

- a.* Command responsibility.
- b.* Direct responsibility.
- c.* Supervisory responsibility.
- d.* Personal responsibility.

Supervisory responsibility

Obligation of a supervisor to ensure that all Government property issued to, or used by, his or her subordinates is properly used and cared for, and that proper custody and safekeeping of the property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes—

- a.* Providing proper guidance and direction.
- b.* Enforcing all security, safety, and accounting requirements.
- c.* Maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property.



EQUIPMENT INVENTORY – FIXED ACCOUNTING AND CONTROL SYSTEM

SELECT FORM: EQUIPMENT VALUED MORE THAN \$500.00

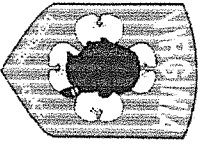
Location:		Info Furnished By:		Tel. No.		Recorded By:	
_____		_____		_____		_____	
Inventory #	Building/ Room #	Item Description (Mfg/Model/Serial No.)	Quant.	Purchase Date	Unit Cost	If State Purchased Agency List #	Agency



EQUIPMENT INVENTORY – FIXED ACCOUNTING AND CONTROL SYSTEM

SELECT FORM: EQUIPMENT VALUED LESS THAN \$500.00

Location:		Info Furnished By:		Tel. No.		Recorded By:	
_____		_____		_____		_____	
Inventory #	Building/ Room #	Item Description (Mfg/Model/Serial No.)	Quant.	Purchase Date	Unit Cost	If State Purchased Agency List #	Agency



VDF FORM 2062: HAND RECEIPT / ANNEX NUMBER

HAND RECEIPT/ANNEX NUMBER		From:		To:		HAND RECEIPT NUMBER							
<i>Proponent agency is:</i>													
Annex CR Only	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUB NUMBER	PUBLISH DATE			QUANTITY						
	STOCK NUMBER	ITEM DESCRIPTION		Sec	UI	AUTH QTY	A	B	C	D	E	F	
	a.	b.		c.	d.	e.	f.						

Virginia Defense Force

Official Publication

VDF FORM 2062

Revised February 3, 2011

VDF REGULATION 710-2, APPENDIX C-1

Notes: When used (1) HAND RECEIPT, enter Hand Receipt Annex Number, (2) HAND RECEIPT/ANNEX COMPONENTS RECEIPT, enter accounting code (ACR), (3) HAND RECEIPT FOR QUARTERS FURNITURE enter Condition Codes

HAND RECEIPT/ANNEX NUMBER

FROM:

TO:

HAND RECEIPT NUMBER

For use of this form,
The proponent agency is

FOR ANNEX/CR ONLY

END ITEM STOCK NUMBER

END ITEM DESCRIPTION

PUBLICATION NUMBER

PUBLICATION DATE

QUANTITY

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY g.						
						A	B	C	D	E	F	

WHEN USED AS A:
 HAND RECEIPT, enter Hand Receipt Annex Number
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARCI).



Virginia Defense Force Issued Uniforms / Equipment Receipt

Issued To:

Printed Name, Rank, Title, and Unit

	Issued Items	Size	Condition	Approximate Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

I, _____, understand that I have received the item(s) listed on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Virginia Defense Force. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed, reasonable wear and tear excepted, could result in pecuniary liability established in accordance with Virginia state law (44-108, Code of Virginia).

Signature of Receiving Party

Date

Issued By

Rank

Address of Issuing Activity

REQUEST FOR ISSUE/TRANSFER/TURN-IN

3. TO: a. LOCATION b. CUSTODIAN CODE:		1. (X one) <input type="checkbox"/> ISSUE	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> TURN-IN		2. DELIVERY DATE (YYYYMMDD)
4. FROM: a. LOCATION b. CUSTODIAN CODE:	6. ACCOUNTING AND FUNDING DATA				8. PRIORITY	

9. END ITEM IDENTIFICATION:		a. NAME AND MANUFACTURER		b. MODEL		c. SERIAL NUMBER		d. PUBLICATION	
(1) ITEM NO.	(2) ASSET ID	(3) ITEM DESCRIPTION	(4) STOCK NUMBER	(5) UNIT OF ISSUE	(6) REQUEST QUANTITY	(7) RECEIVED QUANTITY	(8) UNIT PRICE	(9) TOTAL COST	
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
TOTAL:				0	0	0	TOTAL:	0.00	

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

ISSUE SHEET NO. 1
TURN-IN NO. 1

1. REQUEST NO.

2. VOUCHER NO.

5. DODAAC

6. PRIORITY

7. ACCOUNTING/FUNDING DATA

9a. NAME/MANUFACTURER

9b. MODEL

9c. SERIAL NO.

10. PUBLICATION

11. JOB ORDER NO.

8. REQUEST FROM:

9. END ITEM IDENT

* CODE

ISSUE I-Initial
R-Replacement

TURN-IN
FWT-Fair Wear And Tear
RS-Report of Survey

EX-Excess
SC-Simt of Charges

LT-Lateral Transfer

12. ITEM NO.

13. ISSUE/TURN-IN QUANTITY

14. DATE

BY

STOCK NO.

15. ISSUE QTY

DATE

BY

ITEM DESCRIPTION.

UNIT OF ISSUE

QUANTITY

CODE*

SUPPLY ACTION

UNIT PRICE

TOTAL COST

POSTED DATE

BY

13. ISSUE/TURN-IN QUANTITY

DATE

BY

14. DATE

BY

15. DATE

BY

16. DATE

BY

17. DATE

BY

18. DATE

BY

19. DATE

BY

20. DATE

BY

21. DATE

BY

22. DATE

BY

23. DATE

BY

24. DATE

BY

25. DATE

BY

26. DATE

BY

27. DATE

BY

28. DATE

BY

29. DATE

BY

30. DATE

BY

31. DATE

BY

32. DATE

BY

33. DATE

BY

34. DATE

BY

35. DATE

BY

36. DATE

BY

37. DATE

BY

38. DATE

BY

39. DATE

BY

40. DATE

BY

41. DATE

BY

42. DATE

BY

43. DATE

BY

44. DATE

BY

45. DATE

BY

46. DATE

BY

DA FORM 3161, AUG 2011

PREVIOUS EDITION IS OBSOLETE.

APD LC v1.02ES