

**Summary Report for Individual Task  
805D-208-4107  
Manage Chaplain Section Property  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the U.S. Army Chaplain Center and School foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are the incoming Senior Garrison Chaplain Assistant Noncommissioned Officer in a garrison environment tasked to manage property accountability. You must conduct a change of property book officer inventory between yourself and the outgoing property book officer. Given unit hand receipts, AR 710-2, AR 165-1, AR 735-5, DA Pam 165-18, DA Pam 710-2-1, local standard operating procedures and forms. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Manage the change of property book officer inventory to verify 100% accountability of all property without loss to the government within thirty days and manage the accountability of unit property IAW AR 710-2, AR 165-1, AR 735-5, DA Pam 165-18, DA Pam 710-2-1, and local standard operating procedures.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
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None
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<b>WARNING</b>
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None
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<b>CAUTION</b>
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None
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**Remarks:** None

**Notes:** None

## Performance Steps

1. Conduct a change of property book officer inventory.
  - a. Verify all property on hand receipt has been inventoried.
  - b. Ensure property not issued on hand receipt is jointly inventoried.
    - (1) Confirm that the item and the description on the property book matches.
    - (2) Annotate any unserviceable property.
    - (3) Cross-check serial numbers on property with the property book.
    - (4) Check property in maintenance.
  - c. Verify property books are complete and accurate.
  - d. Verify property book associated files are complete and accurate.
  - e. Cross-check authorization documents with the property book.
    - (1) Ensure all authorized items are on hand or on request.
    - (2) Ensure all required items are listed on the property book.
    - (3) Verify required quantities on property book match authorization document.
  - f. Prepare appropriate relief of accountability documents (when required).
  - g. Prepare signed and dated statement assuming responsibility.
2. Manage Chapel property accountability.
  - a. Utilize hand receipt procedures.
    - (1) Identify the steps to fill out a hand receipt correctly.
    - (2) Identify hand receipt requirements.
    - (3) Identify the different types of hand receipts.
    - (4) Identify the procedures for hand receipt inventories.
  - b. Identify issue procedures for consecrated items.
  - c. Identify restitution procedures for lost unit property.
  - d. Identify circumstances when mandatory initiation of Financial Liability Investigation of Property Loss (FLIPL) is required.
  - e. Identify the flow of a Financial Liability Investigation of Property Loss (FLIPL).

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Mark each performance measure either Go or NO GO. The soldier must complete all sub-steps to receive a GO for that measure. All measures must be marked GO to have successfully accomplished the task. If the soldier fails any measure, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** Provide the soldier with the materials listed in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted a change of property inventory.			
a. Verified all property on hand receipt has been inventoried.			
b. Ensured property not issued on hand receipt was jointly inventoried.			
c. Verified property books are complete and accurate.			
d. Verified property book associated files are complete and accurate.			
e. Cross-checked authorization documents with the property book.			
f. Prepared appropriate relief of accountability documents (when required).			
g. Prepared signed and dated statement of responsibility.			
2. Managed Chapel property accountability.			
a. Utilized hand receipt procedures.			
(1) Identified the steps to fill out a hand receipt correctly.			
(2) Identified hand receipt requirements.			
(3) Identified the different types of hand receipts.			
(4) Identified the procedures for hand receipt inventories.			
b. Identified issues and procedures for consecrated items.			
c. Identified restitution procedures for lost unit property.			
d. Identified circumstances when mandatory initiation of Financial Liability Investigation of Property Loss (FLIPL) is required.			
e. Identified the flow of a Financial Liability Investigation of Property Loss (FLIPL).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-30	THE ARMY PUBLISHING PROGRAM	Yes	No
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	AR 710-1	Centralized Inventory Management of the Army Supply System (This item is included on EM 0163)	Yes	No
	AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	Yes	No
	AR 710-3	INVENTORY MANAGEMENT ASSET AND TRANSACTION REPORTING SYSTEM	Yes	No
	AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM	Yes	No
	AR 735-5 (Change 001 08/22/2013)	Property Accountability Policies	Yes	No
	PAM 25-30	Consolidated Index of Army Publications and Blank Forms	Yes	No
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning.

Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects."

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None