VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
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THE GEORGE WASHINGTON
DIVISION

1 February 1992 VADF Regulation No. 710-2

LOGISTICS PROCEDURES OF THE VIRGINIA DEFENSE FORCE

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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.

1-2 APPLICABILITY:

The Virginia Defense Force (VADF) 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 Virginia Defense Force becomes property of the Commonwealth of Virginia and must be safeguarded and accounted as state property.

1-3 RESPONSIBILITIES:

a. The Division G-4 is responsible for providing assistance to all units required, for developing and enforcing logistics policies and procedures, and keeping the Division Commander appraised of the logistics posture of the Division.

b. The Brigade S-4s and the Aviation Battalion S-4 are responsible for maintaining property accountability records for all VADF property in their subordinate units. Property records for the Division HHC, MP Co, Pers Svc Co, and Engr Co will be maintained by the Division G-4.

c. Unit commanders and all VADF personnel to whom property is issued or entrusted are responsible for the proper care and safeguarding of VADF property.

1-4 TYPES OF PROPERTY USED BY THE VIRGINIA DEFENSE FORCE:

a. VADF property purchased with state funds.

b. VADF property received by donation, which become state property upon VADF receipt.

c. Temporary loan property from Virginia Army National Guard or other agency, for which receipted documentation is maintained by the loaning agency, which is returned after a specific task or mission is completed.

d. Loaned personal property which is used by the VADF, but remains the property of the individual and is so marked with the individual's name and "Personal Property- Do Not Inventory".

e. 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 VADF will be controlled and accounted for on designated property records which will be maintained by the Brigade/Aviation Battalion S4.

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) VADF Form 710-2(A) Department of Military Affairs-Fixed Accounting and Control System will be used for such property and prepared under the 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.

b. Property items costing (documented value upon acquisition by VADF) $100.00 to $499.99 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 Brigade/Aviation Battalion S-4. Donated items ($100.00 - $499.99) must be reported and authority received in writing from Division G-4 prior to VADF acceptance.

(1) VADF Form 710-2(B), Department of Military Affairs - Equipment Inventory, Controlled Inventory of VADF Equipment less than $500.00 will be used. The Division G-4 or unit 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.

c. Property items costing (documented value upon acquisition by VADF) less that $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 2-2b.

d. Property records for items costing less and $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 - $499.99 be followed for all non-expendable items. The S-4 or Supply Sergeant may establish an informal record of such property using VADF Form 710-2 (B).

2-3 HAND RECEIPTS:

a. The Hand Receipt, VADF 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 maintained by the issuing activity.

b. The temporary Hand Receipt, VADF 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 VADF Form 710-2(A) and VADF 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 VADF Form 710-2(A) and VADF Form 710-2(B), certifying the presence of the property, will be provided by the Brigade/Aviation Battalion S-4 to the Division G-4 as of 1 July.

b. Although formal property records, VADF Forms 710-2(A) and 710-2 (B) are maintained by the Brigade/Aviation Battalion S-4, subordinate units are encouraged to use Hand Receipts when applicable.

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 VADF RECEIPT OF DONATED ITEMS.

a. Items donated to the VADF become state property. When the item is no longer of use by the VADF, 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 VADF will accept as a donation only those items which are appropriate for support of the VADF mission, can be supported from a funding standpoint, be safeguarded by the unit, have prior Commonwealth approval if required, and will not become a burden upon the unit or subject the donor or the VADF to public criticism.

c. Prior written approval for VADF acceptance of donation must be obtained for any item with 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 must be in writing.

d. The VADF unit wishing to accept donated property from a donor, does so in the name of the VADF 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 the process. However, property will not be accepted by any representative or person acting for the VADF until formal written approval is received. Donation of property of less than $100.00 documented value, may be approved by the Brigade Commander or his designated representative.

e. Requests for approval to accept donated items must include the following information: description (nomenclature, size, color, manufacture, rating, etc.); model number; serial number; documented fair market value; proposed location where the item is to be stored.

f. Upon receipt of approved donated item of equipment it becomes VADF 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

VADF. Units requesting to purchase property through the G-4 or to obtain temporary loan of property may use VADF Form 3161 or (DA 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 the G-4. Procedures for obtaining such property, although described as "Free", often require an administrative processing charge to be borne by the recipient. Property obtained through State or Federal agencies is accountable and proper documentation must be maintained.

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

OFFICIAL:
CARL E. GARRISON JR
Colonel, GS VADF
Chief of Staff

Edward M. Ruslander
EDWARD M. RUSLANDER
LTC GS VADF
AC of S, G-1

DISTRIBUTION:
A

Dept. of Military Affairs- Equipment Inventory

FIXED ACCOUNTING AND CONTROL SYSTEM

Location Petersburg ARNG Armory Info. Furnished By S4, 2d Bn, 1st Bde Tel. No. 804-734-5525 Recorded By

Inventory #	Bldg/Room #	Item- Description(Mfg/Mdl/Ser #)	Quant.	Purch.Date	Unit Cost	State Purchased Property Only- Agency List#	Agency
IA 8235	231	Copy machine, Zerox, Mdl 1055, SN: 008 4357	1	1 Jan 89 (USED)	$750.00 (EST)	NA	NA

SAMPLE

DF Form 710-1(A)R

Dept. of Military Affairs- Equipment Inventory

FIXED ACCOUNTING AND CONTROL SYSTEM

Location_____ Info. Furnished By_____ Tel. No._____ Recorded By_____

Inventory #	Bldg/Room #	Item- Description(Mfg/Mdl/Ser #)	Quant.	Purch.Date	Unit Cost	State Purchased Property Only-- Agency List#	Agency

DF Form 710-2(A)R

Dept. of Military Affairs- Equipment Inventory

CONTROLLED INVENTORY OF VADF EQUIPMENT LESS THAN $500.00

Location Petersburg ARNG Armory **Info. Furnished By** 54, 2d Bn, 1st Bde **Tel. No.** 804-734-5525 **Recorded By** _____

Inventory #	Bldg/Room #	Item- Description(Mfg/Mdl/Ser #)	Quant.	Purch.Date	Unit Cost	State Purchased Property only Agency List#	Agen
HQ/2/1 #1	231	File Cabinet, 5 drwr gray	1	1 JAN 89	$50.00	NA	N

SAMPLE

VADF Form 71 2(B) R

Appendix B-1

Dept. of Military Affairs- Equipment Inventory

CONTROLLED INVENTORY OF VADF EQUIPMENT LESS THAN $500.00

Location_____ Info. Furnished By_____ Tel. No._____ Recorded By_____

Inventory #	Bldg/Room #	Item- Description(Mfg/Mdl/Ser #)	Quant.	Purch.Date	Unit Cost	State Purchased Property only Agency List#	Agency

VADF Form 710-2(B) R

HAND RECEIPT/ANNEX NUMBER 1 (1) For use of this form. The proponent agency is G4, VADF	FROM: S4, 1st Bde, VADF (2)	TO: CO, CoB, 2d Bn (3)	HAND RECEIPT NUMBER (4)
FOR ANNEX/OR ONLY	END ITEM STOCK NUMBER (5)	END ITEM DESCRIPTION (6)	PUBLICATION NUMBER (7) / PUBLICATION DATE (8) / QUANTITY (9)

STOCK NUMBER a.	ITEM DESCRIPTION b.	☆ c.	SEC d.	UI e.	QTY AUTH f.	g. QUANTITY A	B	C	D	E
5120-00-061-8543	Hammer, Hand: machinists; ball peen	D		EA		3	2			
5120-00-230-6385	Ratchet type; Reversible; 1/2 in drive	D		EA		2	1			
5120-00-293-0032	Pliers: long round nose, w/cutter 7-in	D		EA		4	4			
						R&B	R&B			
						10 Nov 85	19 Sep 86			

SAMPLE

☆ 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 (ARC) (10)

PAGE 1 OF 1 PAGES

VA FORM DF 2062

Example of Form 2062 prepared as a hand receipt annex

Figure Example of Form 2062 prepared as a hand receipt annex

When using the preprinted Form 2062, most of the data for the following instructions will already be printed.

Completion instructions by column or block

(1) Enter the consecutive annex number after the title.

(2) Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(3) Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(4) Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(5) Enter the stock number of the item for which shortages exist.

(6) Enter the description of the item for which shortages exist.

(7) Enter the publication number listed for the end item on the hand or subhand receipt (ink or pencil entry). Include current changes, if any.

(8) Enter the date of the publication listed for the end item on the hand or subhand receipt (ink or pencil entry).

(9) Enter the number of end items to which the annex applies.

(a) Enter the stock number of the missing item.

(b) Enter a description of the missing item.

(c) Enter the accounting requirements code (ARC) of the missing item (pencil, ink, or typewriter entry).

(d) Leave blank.

(e) Enter the unit of issue of the missing item (pencil, ink, or typewriter entry).

(f) Leave blank.

(A thru F)

1. Enter the quantity missing for each item listed. Line out all unused blocks in columns with recorded quantities.

2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when the person that validated the shortages is replaced.

3. The person filling the position identified in the "From" block will initial and date the last page under the last recorded item (ink entry). Shortages must be validated by the current responsible person.

(10) Self Explanatory.

NOTE: Make all entries in ink or by typewriter unless otherwise stated.

HAND RECEIPT/ANNEX NUMBER *For use of this form,* *The proponent agency is*	FROM:	TO:	HAND RECEIPT NUMBER

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.*	*g.* QUANTITY 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 (ARC).

REQUEST FOR ISSUE OR TURN-IN	X ISSUE / TURN-IN	SHEET NO 1	NO OF SHEETS 1	5 REQUEST NUMBER Temporary Hand Receipt
1. FROM: CO, CoB, 2d Bn, 1st Bde	6 DATE MATERIEL REQUIRED			7 PRIORITY
2 TO: SGT OF THE GUARD	8 VOUCHER NUMBER			9 POSTED DATE BY / DATE BY
3 ACCOUNTING AND FUNDING DATA				

4 END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER	b. MODEL	c. SERIAL NUMBER	d. PUBLICATION

ITEM NO a	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES b	CODE c	UNIT OF ISSUE d	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
1	5805-00-543-0012 Telephone Set	I	EA	7	7		
	NOTHING FOLLOWS						
						SHEET TOTAL	
						GRAND TOTAL	

SAMPLE

*ISSUE—I-Initial; R-Replacement TURN-IN—U-Unserviceable; S-Serviceable

10 ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE 1 May 85	BY Michael E Smith, SP4	11 RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE 1 May 85	BY [illegible], SK

VADF Form 1150 REPLACES EDITION OF 1 JUL 56 WHICH MAY BE USED

The information listed on this form is to be used as a general guide only.

Figure Sample Form 1150 prepared as a temporary hand receipt

Completion instructions by block or column

(Issue) Enter "X."

(Sheet No.) Number sheets consecutively.

(No. Sheets) Enter total number of sheets.

(1)

1. Enter the name and the UIC (if applicable) of the organization, unit, section, squad, which issues or turns-in the items.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person who turns in the items.

(2)

1. Enter the name and the UIC (if applicable) of the organization, unit, section, squad, receiving the items.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the property.

(5) Enter "Temporary Hand Receipt" or "Temp H/R."

(a) Enter the item number, in sequence, for each item issued.

(b)

1. Enter the stock number of the item issued.

2. Enter a description of the item. Enter the make or model if the item has one.

3. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

4. ***(Rescinded.)***

5. Enter the condition code of quarters furniture when issued to family quarters occupants. Codes are in figure 5-1.

(c) Enter the proper issue or turn-in code. Codes are shown on the form.

(d) Enter the unit of issue.

(e) Enter the quantity to be issued.

(f) The person that signs block 11 will enter the quantity received.

NOTE: Enter "NOTHING FOLLOWS" below the last item entered on the form.

(10) The person making the issue will date and sign this block. (Include rank or grade.)

(11) The person receiving the issue will date and sign this block. (Include rank or grade.)

NOTE: Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

REQUEST FOR ISSUE OR TURN-IN	ISSUE / TURN-IN	SHEET NO.	NO. OF SHEETS	5. REQUEST NUMBER
1. FROM:	6. DATE MATERIEL REQUIRED			7. PRIORITY
2. TO:	8. VOUCHER NUMBER	9. POSTED	DATE	BY
			DATE	BY

3. ACCOUNTING AND FUNDING DATA

4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER	b. MODEL	c. SERIAL NUMBER	d. PUBLICATION

ITEM NO. a	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES b	* CODE c	UNIT OF ISSUE d	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
						SHEET TOTAL	
						GRAND TOTAL	

*ISSUE—I-Initial; R-Replacement TURN-IN—U-Unserviceable; S-Serviceable

10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY

VADF Form No. 1150

REQUEST FOR ISSUE OR TURN-IN	ISSUE / TURN-IN	SHEET NO.	NO. OF SHEETS	5. REQUEST NUMBER
1. FROM:	6. DATE MATERIEL REQUIRED			7. PRIORITY
2. TO:	8. VOUCHER NUMBER	9. POSTED	DATE	BY
			DATE	BY

3. ACCOUNTING AND FUNDING DATA

4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER	b. MODEL	c. SERIAL NUMBER	d. PUBLICATION

ITEM NO. a	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES b	* CODE c	UNIT OF ISSUE d	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
						SHEET TOTAL	
						GRAND TOTAL	

*ISSUE—I-Initial; R-Replacement TURN-IN—U-Unserviceable; S-Serviceable

10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY

VADF Form No. 1150

REQUEST FOR ISSUE OR TURN-IN	X ISSUE / TURN-IN	SHEET NO 1	NO SHEETS 1	3. REQUEST NO	4. VOUCHER NO
1. SEND TO: S4, 1ST BDE, VADF	5. DATE MATERIEL REQUIRED		6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA
2. REQUEST FROM: S4, 2DBN, 1ST BDC	9. END ITEM IDENT	9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO

DE ISSUE TURN-IN

I—Initial FWT-Fair Wear And Tear EX—Excess
R—Replacement RS—Report of Survey SC—Stmt of Charges

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	BY
1.	7520-00-281-5911	Basket, Waste	EA	5	R					
2.	7510-00-984-5787	Binder	EA	3	R					
3.	7920-00-141-5452	Handle, Wood	EA	2	R					
4.	7520-00-904-1268	Marker	DZ	1	R					
5.	7510-00-164-8926	Pencil	DZ	2	R					
6.	7510-00-543-6792	Refill	DZ	2	R					
7.	7510-00-022-9654	Pen	DZ	2	R					
8.	8135-00-290-8036	Tape	RO	3	R					
9.	8540-00-262-7173	Towel, Paper	BX	2	R					
10.	7930-00-141-5888	Wax, Floor	CN	2	R					
		LAST ITEM								

SAMPLE

SHEET TOTAL | GRAND TOTAL

13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	14. ISSUE QTY IN SUPPLY ACTION COLUMN	DATE	BY	15. REC QTY IN SUPPLY ACTION COLUMN	DATE	BY
	1 May 85	[signature], CW4						

VADF Form # 3161-R

GPO. 1974—954-181

The information listed on this form is to be used as a general guide only

letion instructions by block number or n

:) Enter an "X" for issue.

et Number) Number sheets cutively.

ber of Sheets) Enter total number of included in this request.

nter the name and address of the SSA.

nter the name of the unit making the t.

nter the document number assigned to quest from the document register. The ent number is the DODAAC, julian date, rial number.

ter project code if assigned. Otherwise, ank.

(5) Enter the required date of materiel requested, or leave blank.

(6) Leave blank.

(7) Enter the priority designator.

(8) Enter cost detail accounting information, as required.

(10) Enter the authorizing publication.

(12a) Enter the item number, in sequence, for each item requested.

(1b) Enter the stock number for each item requested.

(12c) Enter one or two words that describe each item requested. Enter the words "Last Item" after last entry.

(12d) Enter the unit of issue of each item requested.

(12e) Enter the quantity of each item requested.

(12f) Enter the proper issue code from the form.

(12g) Leave blank. Person signing for receipt of the items will complete the entry in ink.

(13) The requesting individual will date and sign this block. Include rank.

(15) When items are issued, the person signing for the items will date and sign this block. Include rank.

Sample Form 3161 as a request for issue

REQUEST FOR ISSUE OR TURN-IN	ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS	3. REQUEST NO.		4. VOUCHER NO.
1. SEND TO:	5. DATE MATERIEL REQUIRED			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA
2. REQUEST FROM:	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				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	j. POSTED BY
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY