

Instructions: DOD Property in the Custody of Contractors DD Form 1662

REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DoD property (as indicated) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contract. Report data from records maintained in accordance with FAR Subpart 45.5 and DFARS Subpart 245.5.

REPORT AS OF 30 SEP _____. Fill in the appropriate year (or other date).

ITEM 1 - TO. Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (including City, State, and ZIP + 4).

ITEM 2 - FROM. Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like XYZ Inc., for example. Also enter the Commercial and Government Entity (CAGE) Code.

ITEM 3 - IF GOVERNMENT-OWNED CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT. Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. (PIIN). Enter the 13-digit contract number or Procurement Instrument Identification Number (PIIN) under which the Government property is accountable. Use format XXXXXX-XX-X-XXXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

- A. RDT&E
- B. Supplies and Equipment (*deliverable end items*)
- C. Facilities Contract
- D. Lease of facilities by the contractor
- E. Maintenance, Repair, Modification, or Rebuilding of Equipment
- F. Operation of Government-Owned Plant or Facilities including test sites, ranges, installations
- G. Service contract performed primarily on Military Installations, test facilities, ranges or sites
- H. Contract for storage of Government Property
- I. Others

ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large S = Small N = Non-profit

(See FAR Part 19 for definition of Small Business and FAR 31.701 for definition of Non-profit Organizations.)

ITEM 7 - OFFICIAL NAME OF PARENT COMPANY. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is one in which common stock has been issued whether or not the stock is publicly traded and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION(S). Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT PACKAGE. Enter the Number and Use of a Plant Equipment Package (PEP) if one exists on this contract. Leave blank otherwise. Example: ARMY PEP #570 - 81 mm Shells.

ITEMS 10 - 18.b.(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 12 - 16.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 15.c. - ADDITIONS (*in dollars*). For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 15.d. - DELETIONS (*in dollars*). For the property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 18.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5.

ITEMS 10, 12-16.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.

ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report.

ITEM 20 - DOD PROPERTY REPRESENTATIVE. Type the name of the DoD Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number and DSN number (*if one exists*). Signature and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 19 only once as long as each form can be readily identified if any form becomes separated from the others.

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b. **CMR Format.**

(1) Header Information:

(a) Date and Time Report Printed. Shows the date and time that the report was generated.

(b) Subordinate Unit Code (SUC). A Subordinate/Responsible Unit (SU/RU) is defined as a customer of the using unit. They should represent a specific area of operation within the organization and should be established based on the mission of the unit. These units will be identified by up to a five-digit alpha-numeric Subordinate Unit Code (e.g., YMotor, YEng, YComm).

(c) Name. This field will be populated with the name of the Responsible Officer assigned to that specific CMR. The Responsible Officer (RO) is an individual within the organization appointed, in writing, by the Commanding Officer (CO) to exercise custody, care, and safekeeping of all property entrusted to the RO's possession or supervision. Each Subordinate Unit will have an RO appointed to oversee its CMR.

(d) EXP DT DEP. This is the expected departure date that the RO will be relieved of his/her duties.

(e) DATE LAST INV. This is the date the last inventory was conducted on that account.

(f) LOCAL TEL. This is the telephone number where the RO can be reached.

(g) AUTOVON TEL. This is the Defense Switched Network (DSN) number that is used in the military telephone system where the RO can be reached.

(h) TAMCN. TAMCN of the specific item.

(i) RNSN. Record NSN for that particular TAMCN.

(j) NOMENCLATURE. Provides a description of the item.

(k) U/I CD. Unit of Issue.

(l) O/H. Total on-hand quantity for the TAMCN.

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(m) ALW. Allowance quantity by NSN for this specific CMR account.

(n) UNIT PRICE. Provides the unit price for the item listed.

(o) SAC. Stores Account Code.

(p) CIC. Controlled Item Code (if applicable).

(q) Serial Number(s) Found. Number of serial numbers and the actual serial number(s) for that item.

(r) TAM TOTAL. Relists the applicable TAMCN.

(s) OH TOT. Total quantity on-hand for that particular TAMCN.

(t) ALW TOT. Total allowance quantity for that particular TAMCN.

2. RESPONSIBLE OFFICER (RO).

a. The CO will appoint in writing an RO to assume responsibility for assets within each SU/RU. The RO should be an individual having administrative command and/or control over all personnel who will use the assigned equipment. ROs will not be assigned equipment or supplies used outside their span of control. If an RO is to be separated from the assets for 60 days or more, another RO must be appointed in writing for that account.

b. Responsibilities. ROs are custody holders of accountable assets. They are formally charged with the duty to care for and control all assets within their custody. ROs will ensure the following supply management principles are applied:

(1) Receipt for all on hand equipment.

(2) Maintain assigned equipment in a ready-for-use and serviceable condition.

(3) Account for equipment issued or sub-custodial and maintain a record of custody for such equipment.

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(4) Report changes to the supply officer within 15 calendar days. Additionally, a new RO will be appointed, in writing, by the CO when the RO is separated from assets for more than 60 days.

(5) Request necessary investigative action in writing, for equipment abuse, gains, or losses, via the supply officer, to the Commander. (Additional guidance on investigations is provided in chapter 6 of MCO P4400.150_).

(6) Conduct quarterly CMR reconciliations with the supply section. This requirement may be semi-annual if approved in writing by the unit CO.

(7) Conduct periodic inventories, at least annually, for all equipment assigned to the account. The annual inventory should coincide with one of the quarterly CMR reconciliations.

(8) In those cases where an RO uses CMRs to sub-custodial equipment for which the RO is responsible, the RO will appoint in writing a Responsible Individual (RI). CMRs and CMR records will be maintained per guidance contained in the UM 4400-124.

c. **Appointment Letter.** RO appointment letters and endorsements (RO acceptance letter) will be maintained by the supply office for one year after the RO ceases to serve and then destroyed.

(1) There is no format provided in creating an appointment letter; however, at a minimum, the guidelines contained in UM 4400-124, pages 3-2-8 (para. 2.5.b), should be incorporated. The Battalion Supply Officer is responsible for creating the appointment letter for the CO's signature. **The appointment letter cannot be signed "By direction".**

(2) **Endorsement.** The RO is required to formally accept the account by endorsing the appointment letter from the CO within 15 calendar days after being appointed.

(3) **Delegation of Authority Letter.** The RO may designate individuals to sign for equipment and supplies in his/her absence. This is done in writing with the original letter provided to the Supply Officer. This letter should be updated quarterly or each time the RO conducts his/her CMR reconciliation. **Reference UM 4400-15 pg. 3-26.**

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3. RECONCILIATION OF AUTHORIZED QUANTITIES.

a. General. Authorized quantities specified on the T/E and the MAL are mandatory allowances. Therefore, it is essential that the authorized quantities on all CMRs are equal to the authorized quantities on the T/E and MAL. The CO has the prerogative to authorize realignment of assets based on mission requirements.

b. Procedures. Local SOP will dictate the procedures to reconcile authorized quantities. It is important to know that to verify authorized quantities you will need the T/E (for the individual companies) and the MAL.

4. INTERIM RECEIPT.

a. General. Any item that is issued or received by a RO will have an effect on his/her CMR. Therefore, it is important to have an audit trail. This audit trail is accomplished by the use of an interim receipt (DD Form 1348-1a). When the RO orders a piece of equipment and supply receives it, arrangements will be made for delivery or pick up. The RO may designate one or more individuals as authorized representatives; however, a delegation of authority letter will be made in writing and signed by the RO concerned. The original copy of the letter delegating this authority will be given to the unit Supply Officer. A signature must be obtained on the DD Form 1348-1a before the item can change hands. This covers both an issue to the RO or a turn-in from the RO.

b. Necessary Information. There is mandatory information that must be listed on the interim receipt for processing.

(1) From. The issuing unit. (Battalion Supply or the Subordinate Unit Code)

(2) To. Who the gear is going to. (Subordinate Unit Code or Battalion Supply)

(3) National Stock Number. NSN of the item being received, turned in, or transferred.

(4) Unit of Issue. Unit of Issue of the item.

(5) Quantity. Quantity being received, turned in, or transferred. You should always check the quantity to ensure it is equal to the quantity you are signing for.

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(6) Nomenclature. General description of the item.

(7) Serial Number(s). Serial numbers of the items being received, turned in, or transferred. You should always visually check the serial number(s) on the equipment for correctness.

(8) Signature. You **MUST** ensure you get the receiving person's signature. Have the person sign and print their names, rank and receiving date.

c. Distribution. The receiving person will keep a copy of the interim receipt, and the original will go to the issuing person. These receipts will be placed in the CMR folder. The RO and supply will both maintain folders for reconciliation purposes, which will be covered later in this class.

5. RECONCILIATION OF THE CMR.

a. General. Quarterly, or upon change of the RO, reconciliation will be conducted between the RO and the supply office. A semi-annual vice quarterly reconciliation is authorized when approved in writing by the unit CO. **Reference UM 4400-124, pg. 3-2-8. The following information will also be found on this page.**

b. Quarterly Reconciliation. Once a quarter, or upon change of RO, the Supply Officer will forward the RO an update cover letter and two copies of the CMR directing the reconciliation. The RO has 15 calendar days from the date of the letter to reconcile the account. The RO will verify all quantities and serial numbers and return the signed copy of the new CMR to the Supply Officer. The bottom of each page will be initialed with the last page signed and dated. ROs must ensure their records are maintained current on a day-to-day basis. The ROs copy of the CMR will be updated in **PENCIL**, when required.

c. Discrepancies. If discrepancies are noted by the RO, the differences will be reconciled by the RO providing the Supply Officer with any and all supporting documentation.

(1) If the Supply Officer agrees with the RO, the change will be made to the CMR in **PEN** and initialed by the RO and Supply Officer.

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(2) The RO Will Report all Discrepancies that Exist Between the CMR and what is Actually On-Hand. These discrepancies must be reported in writing to the CO, via the Supply Officer, as a request for investigation as appropriate. Discrepancies reported to the CO will include variances in NSN, quantity, or serial number for items in the following categories:

- (a) Controlled items regardless of dollar value.
- (b) Nonexpendable un-serialized property with an extended dollar value of \$2,500 or more.
- (c) Serialized non-controlled property with an extended dollar value of \$800 or more.

(3) Items Not Meeting the Criteria Listed Above Will Also be Reported, in Writing, by the RO to the CO Via the Supply Officer for Resolution. The Supply Officer is authorized, unless the CO states otherwise, to approve adjustments without prior approval once all causative research has been completed. The Supply Officer will identify on the endorsement, by TAMCN/NSN, whether an investigation is or is not warranted. For those items in which the Supply Officer has authorized the adjustment to the records, he will identify the corrective action taken on the endorsement. This endorsement will also identify the results of the causative research that was conducted:

- (a) The circumstances of the variance must be fully stated by the RO.
- (b) When the variance is due to a physical loss, the RO should state whether the individual responsible is willing to reimburse the government for all or part of the loss.
- (c) Discrepancies must be reported even though the variance may be clearly administrative in nature.
- (d) The Supply Officer's endorsement should clarify any ambiguities in the RO's original Request for Investigation. This endorsement is also an opportunity for the Supply Officer to make recommendations to the CO.

(4) Even though the RO disputes the quantities on the CMR, he/she will still sign the CMR certifying it to be correct.

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7. CMR INVENTORIES.

a. Physical inventory of all assets on a RO's CMR is required annually or upon a change of RO. The physical inventory should be directed by the Supply Officer to coincide with an annual (wall-to-wall) inventory of the Battalion account.

b. Serial Number Reconciliation. For serialized items, the TOTAL SERIAL #S quantity should match the CMR OH quantity and the MAL O/H quantity unless there is an on-hand quantity being maintained in the supply warehouse or section.

c. In order to perpetuate a smooth and efficient accounting system for our allowance items, daily maintenance of the CMR and maintaining required files, listings, and supporting documentation is imperative.

d. The Manufacturer/USMC serial numbers, for which the RO is responsible, will be recorded on all copies of the CMR's.

e. CMR Pending File. This file is maintained and contains all adjustment transactions, which have not yet processed. Every change must have supporting documentation.

f. Delegation of Authority Letters. Responsible Officers may designate one or more individuals as their authorized representatives to receipt for and requisition supplies; however, Delegation of Authority letters will be made, in writing, and signed by the RO concerned. The original delegation of authority letter will be held by the Supply Officer, and maintained on file for a period of one year after the relief of the RO, or until a new delegation of authority letter is submitted.

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REFERENCES :

REFERENCE#

Consumer-Level Supply Policy Manual (Jun 99)	MCO P4400.150E
MIMMS Field Procedures Manual (Jul 94)	MCO P4790.2C
SASSY Using Unit Procedures	UM 4400-124
Unit's Standing Operating Procedures	UNIT SOP
Unit's Table of Organization and Equipment	UNIT T/O&E

Instructions: DD Form 577 Appointment/Termination Record-Authorized Signature

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE		
<i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3525, DoDFMR, 7000.14-R, Vol. 5.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>		8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X as applicable (one only))</i>		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

Appendix C - Tier 2 KSDs

The following are examples of alternative supporting documentation that may fulfill financial statement assertions:

- Contract modifications, or change orders
- Approved work order
- Approved last invoice
- Signed lease for leased property
- Transfer letter and documents for transferred assets
- DoD Property in the Custody of Contractors (DD Form 1662)
- Selected Acquisition Report (SAR)
- Valuation Data Report with Program Listing
- Budget Item Justification Sheet (Exhibit P-40, DD Form 2454, Exhibit R-2)
- Production Schedule (Exhibit P-21, DD Form 2445)
- Cost Analysis Worksheet (P-5)
- Budget Procurement History and Planning (Exhibit P-5a, DD Form 2446)
- Procurement Program (Exhibit P-1)
- Appropriation Bill Report
- Extracts from Accounting Systems Supporting Data

Tier 2 KSDs are expected to be maintained just as Tier 1 KSDs to support a Financial statement audit.

