

USAR Regulation 735-1

Property Accountability

**Army Reserve
Property
Accountability
Adjustment Data
Report**

**Department of the Army
Office of the Chief, Army Reserve
Washington, DC 20310-2400
1 November 2009**

SUMMARY OF CHANGE

USAR Regulation 735-1
Army Reserve Property Accountability Adjustment Data Report

This major revision, dated 1 November 2009 -

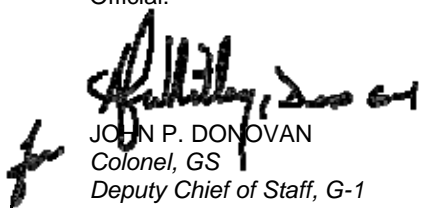
- o Is a complete rewrite of USARC Regulation 735-1, dated 1 September 1992.
- o Establishes a new USARC Form 6-R.
- o Changes the complete report criteria and simplifies procedures of capturing adjustment data.
- o Changes the due date from the 10th of month to the 1st of the month for the report period.

Property Accountability
Army Reserve Property Accountability Adjustment Data Report

For the Commander:

JON J. MILLER
Brigadier General, USA
Chief of Staff

Official:


JOHN P. DONOVAN
Colonel, GS
Deputy Chief of Staff, G-1

regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division or branch chief under their supervision within the proponent agency, in the grade of colonel or civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated. **The requirements listings used in the Command Supply Discipline Program, contained in AR 710-2, tables B-1 through B-6 will be used to validate these controls.**

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, USARC, ATTN: ARRC-LGD-S, Fort McPherson, GA 30330-2000.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff, G-4. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: ARRC-LGD-S, Fort McPherson, GA 30330-2000.

Distribution. This publication is available in electronic media on the USARC Intranet website at <https://usarcintra/> and on the Army Reserve Component portion of the Army Knowledge (AKO) website (<http://www.us.army.mil/>). This regulation is intended for command level A. Local reproduction is authorized.

History. This publication is a major revision. It replaces USARC Regulation 735-1, dated 1 September 1992.

Summary. This regulation contains policies and procedures for the reporting of property accountability adjustment data.

Applicability. This regulation applies to all MSCs, Groups, Brigades, Battalions, company and detachment activities. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-4. The proponent has the authority to approve exceptions to this

Contents (Listed by paragraph number)

- Purpose • 1
- References • 2
- Explanation of abbreviations • 3
- Responsibilities • 4
- Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006) • 5
- Recordkeeping • 6

Appendixes

- A. References
- B. Preparation Instructions for USAR Form 6-R, Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006)

Figure List

Figure B-1: Sample of completed USAR Form 6-R

Glossary

* This regulation supersedes and rescinds USARC Regulation 735-1, dated 1 September 1992.

1. Purpose

This regulation prescribes policies and procedures for the submission of the Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006), USAR Form 6-R, by each MSC. Data will be compiled at the Financial Liability Investigation of Property Loss (FLIPL) approving authority level and forwarded to the major subordinate command (MSC) for consolidation and forwarding to the US Army Reserve Command (USARC) on USAR Form 6-R.

2. References

Required and related publications and prescribed forms are listed in appendix A.

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities

MSC commanders will—

- a. Have their MSC G-4 ensure that all policies and procedures prescribed by this regulation are adhered to.
- b. Ensure their MSC G-4 submits a quarterly PAAD Report (RCS: RCLG-006) to Commander, USARC, ATTN: ARRC-LGD-S, Fort McPherson, GA 30330-2000, on USAR Form 6-R.
- c. Ensure unit commanders at all levels provide required data to their next higher level of command in a timely manner.

5. Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006)

- a. Timeframes.
 - (1) The PAAD Report (RCS: RCLG-006) will be submitted by all MSCs to this Headquarters on a quarterly basis.
 - (2) The PAAD Report (RCS: RCLG-006) will be forwarded to reach this Headquarters no later than 1 February, 1 May, 1 August, and 1 November for the previous quarter.
- b. Procedures. Instructions for the preparation of USARC Form 6-R (PAAD Report, RCS: RCLG-006) and a sample of a completed form are contained in appendix B.

6. Recordkeeping

- a. This regulation establishes the requirement to maintain PAAD Reports.
- b. Maintain PAAD Reports for 2 years using Army Records Information Management System (ARIMS) Record Number 735-5s, Financial liability investigation of property loss control register files.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 11-2
Management Control

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 710-2
Supply Policy Below the National Level

AR 735-5
Procedures for Investigating Officers and Boards of Officers

Section III Prescribed Forms

The following form is available on the *USARC Intranet website* at <https://usarcintra/> and on the *Army Reserve Component portion of the Army Knowledge (AKO) website* at <http://www.us.army.mil/>.

USAR Form 6-R
Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006). (Prescribed in paras 1, 4, 5, and app B.)

Section IV Referenced Forms

These DD forms are available on AKO and at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

DD Form 200
Financial Liability Investigation of Property Loss

DD Form 362
Statement of Charges/Cash Collection Voucher

Appendix B

Preparation Instructions for USARC Form 6-R, Property Accountability Adjustment Data (PAAD) Report (RCS: RCLG-006)

[USAR Form 6-R is available on the USARC Intranet website at <https://usarcintra/> and on the Army Reserve Component portion of the Army Knowledge (AKO) website at <http://www.us.army.mil/>. A sample of a completed USAR Form 6-R is provided at figure B-1.]

B-1. Block 1. Open FLIPLs under 240 days.

- a. Block 1(a). Roll up of all open FLIPLs under 240 days. *(Only numeric entry is valid.)*
- b. Block 1(b). Total roll up of dollar value obtained from block 8 of all FLIPLs (DD Form 200). If Continuation Sheet (CS) is used, enter the Grand Total from the CS to fill in this block. *(Only numeric entry is valid.)*

B-2. Block 2. Open FLIPLs over 240 days.

- a. 2(a). Roll up of all open delinquent FLIPLs (over 240 days since the date the loss was discovered). *(Only numeric entry is valid.)*
- b. 2(b). Use same procedures as stated in block 1(b). *(Only numeric entry is valid.)*

B-3. Block 3. Approved (Closed) FLIPLs

- a. 3(a). Roll up of all approved FLIPLs for this quarter. Approved FLIPLs are considered closed out once the Approving Authority has completed blocks 14(a) through 14(h) of DD Form 200. *(Only numeric entry is valid.)*
- b. 3(b). Total dollar amount of the loss obtained from block 8 of all FLIPLs (DD Form 200) prior to depreciation. If a CS is used, enter the Grand Total from the CS to fill in this block. *(Only numeric entry is valid.)*
- c. 3(c) Total liability dollar value obtained from block 15(d) of all FLIPLs (DD Form 200). *(Only numeric entry is valid.)*
- d. 3(d) Total relief from liability dollar value obtained from block 8 of all FLIPLs, or from the Grand Total from the CS. To determine if relief from liability has been assessed, see the Approving Authority's comments/rational statement in block 14(b) of DD Form 200. If relief from financial liability was assessed, statement may reflect "I relieve all concerned from financial liability for the loss, damage or destruction of property listed on this financial investigation." *(Only numeric entry is valid.)*

B-4. Block 4. Total Number of DD Forms 362

Total number of DD Forms 362 that were posted to the property book during this quarter. *(Only numeric entry is valid.)*

B-5. Block 5. Total Dollar Amount of DD Form 362

Total roll up of dollar value from all DD Forms 362 posted during this quarter. *(Only numeric entry is valid.)*

B-6. Block 6. Approved FLIPLs Dollar Amount

This block applies to FLIPLs that have been closed out during this quarter. The total amount of the loss can be obtained from block 8 of DD Form 200 or from the Grand Total reflected on the CS. Enter breakdown of total amount of the loss under each applicable equipment category (ADPE, End Items, OCIE or Other). The sum of ADPE, End Items, OCIE or Other categories must equal the Total Dollar Amount reflected in block 3(b). The sum of blocks 3(c) and 3(d) must equal the Total Dollar Amount reflected in block 3(b). Expendable, expendable durable equipment, basic issue item (BII), and military clothing dollar value may be entered under the category of Other. *(Only numeric entry is valid.)*

B-7. Block 7. Justification for FLIPLs over 240 days

Enter the cause of why FLIPLs are delinquent and what corrective action has been taken to expedite the processing of said FLIPLs.

B-8. Block 8. CSDP (Command Supply Discipline Program) (Only numeric entry is valid.)

- a. Enter the number of evaluations scheduled during the current fiscal year.
- b. Enter the number of evaluations conducted during the quarter the report was due.

B-9. Block 9. Inventories (Only numeric entry is valid.)

- a. Enter the number of Primary Hand Receipt Holder (PHRH) inventories conducted during the quarter the report was due.
- b. Enter the number of Change of Command inventories conducted during the quarter the report was due.

B-10. Block 10. PAAD-R (Only numeric entry is valid.)

- a. Enter the name of the MSC, military installation or city and state.
- b. Enter the rank/grade and full name of individual completing the report.
- c. Enter telephone number of individual completing the report.
- d. Enter the date the report was completed by date, month, and year (DD/MM/YY format).

Property Accountability Adjustment Data (PAAD) Report

[For use of this form see USAR Reg 735-1; the proponent agency is G-4.]

1. Open FLIPLs under 240 days		2. Open FLIPLs over 240 days		3. Approved (Closed) FLIPLs		FY: 09	Quarter: 2d
a. # of FLIPLs	b. Dollar Amount	a. # of FLIPLs	b. Dollar Amount	a. # of FLIPLs	b. Total Dollar Amount	c. Liability Dollar Amount	d. Relief from Liability Dollar Amount
# 3	\$ 10,720.00	# 1	\$ 720.00	# 5	\$ 12,230.00	\$ 7,230.00	\$ 5,000.00
4. Total Number of DD Forms 362		5. Total Dollar Amount of DD Forms 362		6. Approved FLIPLs Dollar Amount			
# 6	\$ 780.00	ADPE	\$ 150.00	End Items	\$ 5,000.00	OCIE	\$ 7,050.00
						Other	\$ 30.00

7. Justification for FLIPLs over 240 days

333d MED BDE - FLIPL# W48AAA-333d-08-01: Unit transferred under a new MSC. Financial Investigating Officer retired and failed to complete investigation. New FLO appointed. Estimated date of completion of investigation, legal review and Approving Authority decision expected NLT: 30 JUN 09.

8. CSDP

a. # of Evaluations Scheduled for this FY: 3

b. # of Evaluations Conducted this Quarter: 1

9. Inventories

a. # of Primary Hand Receipt Holder Inventories this FY: 5

b. # of Change of Command Inventories this Quarter: 1

10. PAAD-R

a. MSC: 111th RRC, Ft. Stewart, GA

b. POC: MSG Top Dog

c. Telephone Number: 210-739-2656

d. Date of Report: 15/05/09
(DD/MM/YY)

Figure B-1. Sample of completed USAR Form 6-R

Glossary

Section I Abbreviations

ARIMS

Army Records Information Management System

FLIPL

financial liability investigation of property loss

MSC

major subordinate command

OCIE

organizational clothing and individual equipment

USARC

United States Army Reserve Command

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

CS

continuation sheet

PAAD

property accountability adjustment data