

MEMORANDUM FOR See Distribution

SUBJECT: Appointment Memorandum No. 04-14 , Appointment of Property Book Officer (PBO) and Controlled Cryptographic Items Serialization Officer (CCISO)

1. Anita J. Walters is appointed PBO and CCISO.
2. Authority: AR 735-5, para 2-10, Policies and Procedures for Property Accountability, dated 10 June 2002 and AR 710-3, para 4-70 Asset and Transaction Reporting System, dated 31 March 1998.
3. Purpose: To ensure effective Property Book accountability for all accountable property and serialization visibility for all CCI for Unit Identification Code (UIC) W2SU04.
4. Responsibilities:
 - a. Will maintain a formal set of property accounting records that show on a continuing basis, the item identification, gains and losses, on-hand balances, conditions, and location of all property assigned to the property account. Documentation identified in the appropriate functional regulations will be maintained to support the recorded entries.
 - b. Will conduct documented Walk-Through Usage Reviews to identify under-used equipment.
 - c. Ensures that accountable items are properly cataloged and authorized.
 - d. Will ensure all requisitions are reviewed and/or approved. This will include "P" resource coded property items, "S" resource coded services, and "S" resource coded items for maintenance services.

This supersedes Appointment Memo No. 01-15, dated 17 August 2001.

10 August 2004

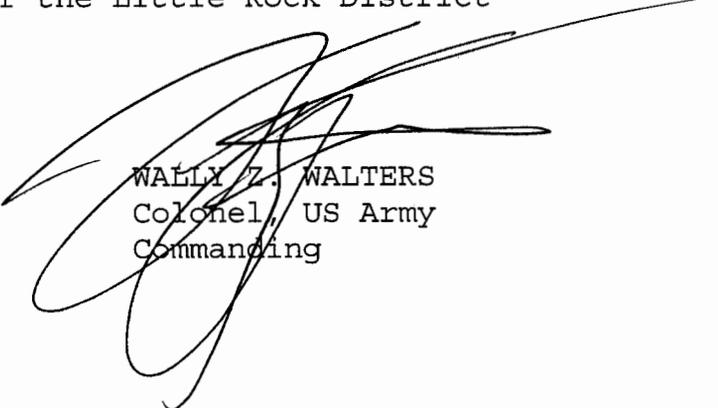
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e. Develops procedures for the functions in the Property Section.

f. Ensures that all reports and miscellaneous administrative functions pertaining to the Property Book are completed.

g. Will report all transactions involving CCI to the Central Registry.

h. Will designate, in writing, all Hand Receipt Holders and receiving agents for the Little Rock District



WALLY Z. WALTERS
Colonel, US Army
Commanding

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+ CY Appointee