



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO  
ATTENTION OF

**AFLG-SMS**

**May 25, 2000**

**MEMORANDUM FOR**

**Commanders, Major Subordinate Commands  
Commanders, FORSCOM Installations  
Commanders, Major FORSCOM Troop Units on Non-FORSCOM Installations**

**SUBJECT: Property Request, Receipt, and Accountability Procedures under the  
Acquiline System**

**1. References:**

**a. Message, AFLG-SMS, 221800Z Nov 99, Subject: Stock Fund Bypass  
Authority for Local Purchases (enclosure 1).**

**b. Message, DALO-SMZ, 141128Z Apr 00, Subject: Implementation of  
Acquiline and Possible Regulatory Conflicts (enclosure 2).**

**2. Please ensure all managers read above references to gain a complete  
understanding of local purchase Stock Fund Bypass and the use of the electronic  
local purchase.**

**3. Although Headquarters, Department of the Army has not yet published  
guidance regarding the use of the electronic version of local purchase requests  
prepared and processed as a request, receipt, and issue document, enclosure 3  
to this memorandum provides Forces Command's implementing guidance. This  
applies to the use of Acquiline (or an approved compliant legacy system of your  
choosing) in lieu of initiating either the DA Form 3953 (Purchase Request and  
Commitment), the DA Form 5289-R (Traveling Purchase Request (TPR)), or any  
other locally directed form when initiating local purchase requests for supplies. It  
will remain in place until superseded by AR 710-2, DA Pamphlet, 710-2-1 and DA  
Pamphlet 710-2-2, or Forces Command Supplement 1 to AR 710-2.**

**4. Request you pass a copy of this memorandum to all Acquiline users.**

**AFLG-SMS**

**SUBJECT: Property Request, Receipt, and Accountability Procedures under the  
Acquiline System**

**5. Additional information can be provided by Tom Welch, DSN 367-6782, e-mail:  
welcht@forscom.army.mil.**

**3 Encl  
as**

**[SIGNED 251325 MAY 00]  
J. STEPHEN KOONS  
Acting Deputy Chief of Staff  
for Logistics**

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CDRFORSCOM FT MCPHERSON GA//AFLG-SMS//

AIG 7433

AIG 7435

AIG 7473

AIG 7559

ZEN CDRUSARC FT MCPHERSON GA//AFRC-LGS-S//

ZEN CDR FT MCPHERSON GA//AFZK-DL//

UNCLAS

MSGID/GENADMIN/FORSCOM AFLG-SMS//

SUBJ/STOCK FUND BYPASS AUTHORITY FOR LOCAL PURCHASES//

REF/A/MSG/FORSCOM AFRM-C/991015/151630Z//

RMKS/1. REFERENCE A WAS A COORDINATED FORSCOM DCSLOG/DCSRM MESSAGE. THROUGH OVERSIGHT, REF A WAS TRANSMITTED TO THE FORSCOM RESOURCE MANAGEMENT COMMUNITY, BUT NOT THE FORSCOM LOGISTICS COMMUNITY. REQUEST THIS MESSAGE BE PROVIDED TO ALL INSTALLATION DIRECTORATE OF LOGISTICS/COSCOM G4.

2. REFERENCE A STATED THAT, EFFECTIVE IMMEDIATELY, ALL INSTALLATIONS WITHIN THE FORSCOM SMA-AWCF ARE AUTHORIZED TO INITIATE STOCK FUND BYPASS OF LOCAL PURCHASE REQUESTS CURRENTLY PROCESSED THROUGH THE STANDARD ARMY RETAIL LEVEL SUPPLY SYSTEM (SARSS). THERE IS NO DOLLAR LIMITATION IMPOSED FOR BYPASS OF LOCAL PURCHASE REQUESTS. INSTALLATIONS MUST INITIATE THIS ACTION AND REPORT COMPLIANCE NLT THAN 31 DEC 99.

3. ACCOMPLISHING STOCK FUND BYPASS WILL PRECLUDE PROCESSING LOCAL PURCHASE TRANSACTIONS INTO SARSS. HOWEVER, THE REQUIREMENT TO PROCESS DHA TRANSACTIONS FOR LOCAL PURCHASE OF NSN/PART NUMBERED ITEMS IN FEDLOG REMAINS IN PLACE. ADDITIONALLY, THE REQUIREMENT TO MAINTAIN ACCOUNTABILITY FOR NONEXPENDABLE PROPERTY REMAINS IN PLACE.

4. LOCAL PURCHASE REQUISITIONS PROCESSED THROUGH PLUS SYSTEMS SUCH AS INTEGRATED FACILITIES SYSTEM (IFS)/SUPPLY 2000, ARMY FOOD MANAGEMENT INFORMATION SYSTEM (AFMIS)/FOOD SERVICE (FS) 2000, AND THE ARMY MEDICAL MANAGEMENT SYSTEM (TAMMIS) WILL CONTINUE TO PROCESS THROUGH THE STOCK FUND. THESE SYSTEMS HAVE NOT BEEN MODIFIED TO INTERFACE WITH THE STANDARD FINANCIAL SYSTEM (STANFINS) AT THIS TIME. CREDIT CARD PURCHASES FOR INVENTORY MANAGED IN THESE SYSTEMS MUST CONTINUE TO CITE SMA-AWCF FUNDS UNTIL APPROVAL IS GRANTED TO DECAPITALIZE THESE INVENTORIES.

Enclosure 1

5. ALL DUE-OUTS FOR LOCAL PURCHASES SHOULD BE RECEIPTED OR CANCELLED NLT 31 AUG 00. NO LOCAL PURCHASE DUE-OUTS SHOULD REMAIN IN STOCK AFTER 1 SEP 00. INSTALLATIONS SHOULD REPORT COMPLIANCE NLT 1 SEP 00.

6. ADDITIONAL INFORMATION CAN BE PROVIDED BY TOM WELCH, DSN 367-6782, WELCHT(AT SYMBOL)FORSCOM.ARMY.MIL.//

[SIGNED]

WILLIAM T. COWAN,JR, AFLG-S,6086

UNCLASSIFIED 221800Z NOV 99

RAAUZYUW RUEADWD2593 1052127-UUUU-RUEASRB RUERPHB.  
ZNR UUUUU  
R 141128Z APR 00  
FM DA WASHINGTON DC//DALO-SMP//  
TO RUFNTU/CDRUSAREUR HEIDELBERG GE//AEAGD-SM-S//  
RUEAAMC/CDRUSAMC ALEXANDRIA VA//AMCRDA-AT//  
RUERAIX/CDRTRADOC FT MONROE VA//ATBO-A/ATBO-H/ATIM-I//  
RUEAMTC/CDRMTMC FALLS CHURCH VA//MTAQ-P//  
RUEAUSA/CNGB ARLINGTON VA//NGB-AIS-E/NGB-AIS-IM//  
RUEASRB/CDRUSARC PROV FT MCPHERSON GA//AFRD-IM/AFRD-PARC//  
RUEASRB/CDRFORSCOM FT MCPHERSON GA//AFLG//  
RUAGEIG/CDRUSAEIGHT SEOUL KOR//EAGD//  
RUEAHIC/CDRUSARPAC FT SHAFTER HI//APLG//  
RUERSHA/CDRUSAMEDCOM FT SAM HOUSTON TX//MCLO//  
RUDHAAA/CDRINSCOM FT BELVOIR VA//IALOG//  
RUEAMDW/MDW DCSLOG WASHINGTON DC//ANLOG//  
RUERGAH/SUPT USMA WEST POINT NY//MALO//  
INFO RUEMANA/DIRLIA ALEXANDRIA VA //LOIA-ZA//  
RUERLEX/CDRUSACASCOMFL FT LEE VA//ATCL//  
RUEANBA/PEO STAMIS FT BELVOIR VA  
RUEADWD/DA WASHINGTON DC//SAAL-PAE/SAAL-ZL/DALO-SMP/DALO-  
PLI/DALO-SMR//  
BT  
UNCLAS  
SUBJECT: IMPLEMENTATION OF ACQUILINE AND POSSIBLE REGULATORY  
CONFLICTS

- A. DOD MANAGEMENT REVIEW MEMORANDUM (MRM)#2, 21 MAY 97
- B. ADDENDUM TO DOD MRM#2, 29 JUL 97

1. REFERENCE A DIRECTS DEFENSE COMPONENTS TO SIMPLIFY AND MODERNIZE THE CONTRACT WRITING, ADMINISTRATION, FINANCE, AND AUDITING PROCESS NLT 1 JAN 00.
2. REFERENCE 2 INCLUDES THE LOGISTICS AND DIRECTS IMPLEMENTATION OF A PAPER-FREE ACQUISITION PROCESS WITHIN DOD.
3. TO BRING DEPARTMENT OF THE ARMY IN COMPLIANCE WITH REFERENCES A AND B ABOVE, COMMANDERS, OR THEIR DESIGNATED REPRESENTATIVES, SHOULD BEGIN USING ACQUILINE (OR COMPLIANT LEGACY SYSTEM OF

Enclosure 2

THEIR CHOOSING) TO GENERATE AND PROCESS LOCAL PURCHASE REQUESTS FOR SUPPLY PURCHASES ABOVE THE PURCHASE (IMPAC) CARD AUTHORIZATIONS. ACQUILINE PRODUCES A FACSIMILE OF A PURCHASE REQUEST.

4. THIS MESSAGE IS AUTHORITY AND DIRECTS THE USE OF ACQUILINE (OR AN APPROVED COMPLIANT LEGACY SYSTEM OF YOUR CHOOSING) IN LIEU OF INITIATING EITHER THE DA FORM 3953 (PURCHASE REQUEST AND COMMITMENT), THE DA FORM 5289-R (TRAVELING PURCHASE REQUEST (TPR)), OR ANY OTHER LOCALLY DIRECTED FORM WHEN INITIATING LOCAL PURCHASE REQUESTS FOR SUPPLIES. THE ELECTRONIC VERSION OF LOCAL PURCHASE REQUESTS PREPARED AND PROCESSED USING ACQUILINE (OR OTHER APPROVED LEGACY SYSTEM) WILL BE RETAINED FOR A MINIMUM OF 24 MONTHS IN ACCORDANCE WITH AR 710-2, PARAGRAPH 3-35.

5. AR 710-2, PARAGRAPH 3-24 AND 4-20 WILL BE CHANGED TO REFLECT THE USE OF ACQUILINE (OR APPROVED LEGAL SYSTEM) IN LIEU OF DA FORMS 3953 AND 5289-R (OR OTHER LOCALLY DIRECTED FORM) TO GENERATE LOCAL PURCHASE REQUESTS WHEN REGULATION IS NEXT REVISED. ANTICIPATE AR 710-2 WILL BE REVISED AND PUBLISHED IN 2001.

6. AS WE PROCEED DOWN THE PATH OF PAPERLESS CONTRACTING, WE NEED MACOMS TO ADVISE THIS OFFICE OF ANY POTENTIAL CONFLICTS WITH CURRENT REGULATIONS. USERS ARE ASKED TO NOTIFY THIS OFFICE AS SOON AS POSSIBLE WITH A DETAILED DESCRIPTION (PUBLICATION NUMBER AND PARAGRAPH NUMBER) OF THE POTENTIAL CONFLICT SO THAT RESOLUTION CAN BE QUICKLY APPLIED.

7. POC IS MR. EVANS, DALO-SMP, DSN 225-5329, E-MAIL: GARY.EVANS@HQDA.ARMY.MIL.

BT

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## **Guidance for Using The Printed Acquiline Document as a Supply Form**

- 1. Applicability:** Portions of this guidance applies to unit, property book, and stock record account levels.
  
- 2. General:** AFLG-SMS message, DTG 221800Z Nov 99, Subject: Stock Fund Bypass Authority for Local Purchases, stated that, effective 221800Z Nov 99, all installations within the FORSCOM SMA –AWCF are authorized to initiate stock fund bypass of local purchase requests currently processed through the Standard Army Retail Level Supply System (SARSS). There is no dollar limitation imposed for bypass of local purchase requests. Accomplishing stock fund bypass will preclude processing local purchase transactions into SARSS. However, the requirement to process DHA transactions for local purchase of National Stock Numbered/Part Numbered items in FEDLOG remains in place. Additionally, the requirement to maintain accountability for nonexpendable property remains in place. Local purchase requisitions processed through plus systems such as Integrated Facilities System (IFS)/Supply 2000, Army Food Management Information System (AFMIS)/Food Service (FS) 2000, and the Army Medical Management System (TAMMIS) will continue to process through the stock fund. These systems have not been modified to interface with the standard financial system (STANFINS) at this time. Credit card purchases for inventory managed in these systems must continue to cite SMA-AWCF funds until approval is granted to decapitalize these inventories.
  
- 3. Responsibility.**
  - a. Installation Commanders.** Installation Commanders are responsible for implementing the use of Acquiline in a manner that best complements his/her existing logistical business practices.
  
  - b. Supply Support Activity Commanders/Directors.** Will ensure that demands for local purchase of National Stock Numbered and/or Part Numbered items, in FEDLOG, are captured, in SARSS, using Document Identifier Code (DIC) DHA transactions.
  
  - c. Acquiline using unit/activity.** Will comply with the following and local guidance.
  
- 4. Policy requirements.**

a. AR 710-2 paragraph 2-6(g). Normally, supply requests are prepared on DA Form 1348 or 2765, or the automated equivalent in the Unit Level Supply System (ULLS), the Standard Property Book System – Revised (SPBS-R), or the Standard Army Retail Supply System (SARSS). These requests must contain the required data elements shown in paragraph 2-6g. Supply requests using Acquiline must also contain those same data elements, however, the electronic version of Acquiline does not contain block for each specific element. We are working with the Acquiline Project Manager to correct this oversight, however, until then you are requested to place the required data in either the extended nomenclature block, or the comments portion of the electronic form. Only when there is insufficient space in either, or both of the blocks, may the required data elements be placed on the reverse side of a printed copy of Acquiline. Required data elements are :

(1) NSN/commercial and Government entity code (CAGE)/PN/Management Control Number (MCN).

(2) Unit of issue.

(3) Quantity.

(4) Document number.

(5) Priority (except class 5 supplies and turn-ins).

(6) Authentication (class 5 supplies only).

(7) End item code (EIC) (class 9 only).

(8) Type requirements code (class 7 only).

(9) Standard delivery date (SDD), RDD or required pick-up date (RPD).

b. AR 710-2 paragraph 2-8. This paragraph is amended as follows.

(1) Add paragraph 2-8i. All nonexpendable assets requested using Acquiline will be shipped to the Property Book Officer supporting the requestor. Property Book Officers will prepare DA Form 364, DA form 4697, or DA Form 444, for loss, damage, destruction, or non-receipt of nonexpendable assets ordered using Acquiline.

**(2) Add paragraph 2-8j. All expendable and durable assets requested using Acquiline will be shipped to the Property Book Officer supporting the requestor, except when the property Book Officer has determined the requesting unit will maintain the expendable and durable document register.**

**(a) When the Property Book Officer manages the expendable and durable document register, the Property Book Officer will prepare DA Form 364, DA form 4697, or DA Form 444, for loss, damage, destruction, or non-receipt of expendable and durable assets ordered using Acquiline.**

**(b) When the Property Book Officer delegates management of the expendable and durable document register to using units/activities, the unit Commander or head of the activity will prepare DA Form 364, DA form 4697, or DA Form 444, for loss, damage, destruction, or non-receipt of expendable and durable assets ordered using Acquiline.**

**(3) Add paragraph 2-8k. DA Form 364, DA form 4697, or DA Form 444, for loss, damage, destruction, or non-receipt of expendable and durable assets ordered using Acquiline, will be forwarded to the Contracting Officer for adjudication.**

**c. AR 710-2 paragraph 2-10. DA Form 3161 (or the Standard Property Book System – Revised Hand automated version) hand receipting of nonexpendable supplies and equipment obtained using the electronic version of a local purchase (Acquiline) will continue to be accomplished using the internal to the Standard Property Book System – Revised process. An exception to this is contained in paragraph 2-33, below.**

**d. AR 710-2, paragraph 3-20. Add paragraph 3-20m. The Acquiline electronic version of a local purchase request is a HQDA and Forces Command approved acquisition document. It may be used in lieu of initiating either the DA Form 2765-1 (Request for Issue or Turn-in), DA Form 3953 (Purchase Request and Commitment), the DA Form 5289-R (Traveling Purchase Request (TPR), DD Form 1348 (series), or any other locally directed form.**

**e. AR 710-2, paragraph 3-35. An electronic version of local purchase requests prepared and processed using Acquiline (or other approved legacy system) will be retained for a minimum of 24 months. This requirement applies at all levels within which Acquiline is used.**

**f. DA Pamphlet 710-2-1 paragraph 2-7. Add the following: The Acquiline electronic version of a local purchase request is a HQDA and Forces Command approved acquisition document. It may be used in lieu of initiating either the DA**

**Form 2765-1 (Request for Issue or Turn-in), DA Form 3953 (Purchase Request and Commitment), the DA Form 5289-R (Traveling Purchase Request (TPR), DD Form 1348 (series), or any other locally directed form.**

**g. DA Pamphlet 710-2-1, paragraph 2-23. Add paragraph 2-23i. All document numbers recorded on the Acquiline automated local purchase document will be recorded on DA Form 2064.**

**h. DA Pamphlet 710-2-1, paragraph 2-32. Clarification: Commanders over Acquiline users will provide DA Form 1687 Delegation of Authority Cards to Supply Support Activity Accountable Officers and Property Book Officers, advising who in his/her command is authorized to request and receipt for supplies and equipment. Bottomline:**

**(1) Even though a logon password is used to identify the person ordering supplies and equipment using Acquiline, a DA Form 1687 will still be maintained by the Supply Support Activity Accountable Officer and Property Book Officer.**

**(2) A DA Form 1687, indicating who is authorized to receipt for supplies and equipment, must be on file at the office of the Supply Support Activity Accountable Officer and Property Book Officer, prior to an Acquiline user receipting for supplies and equipment.**

**i. DA Pamphlet 710-2-1, paragraph 2-33. Add paragraph 2-33i. Non expendable supplies and equipment obtained using Acquiline may be issued using a printed copy of the automated Acquiline form, for a 6 month period of time, or until the next property book to hand receipt reconciliation, whichever occurs first. All required DA Form 3161 data elements will be entered on the reverse of the printed Acquiline with the signature of the hand receipt holder and the Property Book Officer, or the Property Book Officers designated representative.**