

2. Name of item: Enter a short, general description, e.g., television, computer, DVD player, game console, etc.

3. Qty: Enter total quantity of the item, used primarily for CDs, DVDs, video games, etc.

4. Brand name, model or style, other description: This data should match any data plate(s) on the item. Brand name is the manufacturer, e.g., Sony, Panasonic, Compaq, Hewlett Packard, etc. Model information may be a name, number, letter, or combination thereof, and can be found on data plate(s), instruction manuals, purchase receipts, software, and packaging. If no model information is found, enter a brief description that identifies the item separately from other like items. For example, laser disks have no model number, but a single line item's style would be one of the following: CD, CD-R, CD-RW, CD-ROM, DVD, DVD-R, DVD-ROM, PS game, PS2 game, GameCube game, Xbox game, or Dreamcast game. This example should be used for all other items that do not have specific model numbers. Lastly, enter a short description that further identifies the item, such as color, size, capacity, operating speed, titles, etc.

5. Serial No. or Marking: Enter the serial number found on a data plate affixed to the item. If there is no data plate or the serial number is otherwise unavailable, the item should be permanently marked (being careful not to inhibit operation of item) with the owner's first initial of last name and SSN's last four. For example: Joe Snuffy, SSN 123-45-6789, should mark his DVD collection with a marker on the disk labels with "S6789."

6. Date Acquired: This date should match purchase receipts as closely as possible.

7. Value: Enter the purchase price of the item. If the quantity is more than one, enter the total value of the entire quantity, e.g., for a line item of quantity 20 CD's valuing \$10.00 each, enter \$200.00 (20 x \$10.00).

8. Name, rank, signature of individual verifying property and date: The verifying NCO/officer should enter a short signature block line and date, then sign to indicate they have verified the recorded property is in the possession of the owner and is described accurately in all previous blocks.

c. General guidelines:

1. This form is used for all personal property with a value of more than \$50.00 that is stored in barracks, quarters, and privately owned vehicles. Separate forms should be marked and used for each applicable location.

2. Leaders should ensure this form is completed as part of new soldier reception and in-processing.

3. Updating is at unit discretion, but should be done at least quarterly and immediately following major purchases by applicable soldiers.

4. The property owner should retain the original of this form in a safe place. A safe place is defined in this instance as away from the property described on the form and not in the open.

5. A copy of the completed form should be kept in soldier or unit files to safeguard against loss of the original.