

FACT SHEET

DPW
BRENDA HENDERSON
05 February 2004

AFZF-PW-PPD

SUBJECT: Incoming S-4 Officer of Advance Party

PURPOSE: To provide information on units returning to Fort Hood.

FACTS:

1. The Rear Detachment Commander should have established a real property hand receipt account (buildings/keys), furnishings management account (FMO) for barracks furniture, and a DOL property book account (office furniture/motor pool equipment). The incoming S-4 Officer is usually in the advance party will re-establish the real property hand receipt prior to the arrival of the main body. The S-4 Officer, at the battalion level, will be the individual to sign for the real property hand receipt. The Real Property Office, Directorate of Public Works is located in Building 4612, Room 44, and telephone number 287-2801.
2. The S-4 Officer will be required to furnish the Real Property Office with a copy of the Assumption of Command Orders and the unit identification code (UIC) of the unit. Hand receipts will be established prior to the assignment of buildings and keys. A DA Form 1687, Signature Card, is not required but is suggested as an advantage to the soldiers requesting keys.
3. A joint inventory between the unit, Real Property, Furniture Management Office (barracks furniture) and/or DOL Property Book (admin/motor pools) will be conducted prior to assigning buildings, keys, and furniture. No admin, motor pool, or dining facility will be assigned from Real Property until a joint inventory is conducted with DOL property book and the unit signs for equipment and office furniture.
4. POCs are Edward Carter, 287-3953 and Brenda Henderson, 287-3955.

AUTHENTICATION: COL Randall J. Butler

DATE: