

## Equipment & Property Issue Log

Date	Item	Qty	Issued by	Issued to	F3

## **Equipment & Property Issue Log Instructions**

### **CAP NY-408 Form 3A**

Items issued from Squadron Supply must be recorded for accountability purposes on this Form 3A or directly on each individual's Form 3. Items entered on this log will eventually be transcribed to the appropriate individual's Form 3. This log serves as an easy way to quickly record items being issued to multiple people at once, or when their Form 3 is not readily available.

Types of property that should be recorded on this form include uniforms, insignia (except for award ribbons), radios, field gear and books.

### **Issuing Officer**

Use a separate line for each item issued. Enter the date, name of the item, the quantity, and the name of the person receiving the property in the appropriate boxes. Sign your last name in the column for Issuing Officer.

### **Logistics Officer**

Transcribe the issued property to each individual's NY-408 Form 3. Form 3s are kept in each individual's personnel file. Once a line item has been entered onto the appropriate Form 3, check the "F3" column for that entry. This will prevent duplicate entries and ensure that Form 3s are kept up-to-date.