

REQUEST FOR TRANSFER / ESTABLISHMENT OF CUSTODIAN ACCOUNT	DATE
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ORG/SHOP	UNIT/OFFICE SYMBOL	SECTION TITLE	PARENT MAJCOM
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INSTRUCTIONS: ACCOUNTS MUST HAVE A PRIMARY AND ALTERNATE CUSTODIAN, A LETTER MUST BE SUBMITTED, SIGNED BY THE COMMANDER, VERIFYING LACK OF ADDITIONAL PERSONNEL OR THAT IT IS A ONE DEEP POSITION TO WAIVE THE REQUIREMENT FOR AN ALTERNATE

PRIMARY CUSTODIAN		DATE	1ST ALTERNATE CUSTODIAN		DATE TRAINED
DEROS	BLDG#	DUTY PHONE	DEROS	BLDG#	DUTY PHONE

SIGNATUR	SIGNATURE
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2ND ALTERNATE CUSTODIAN		DATE TRAINED	<i>TRAINING: Appointed custodians are required to be trained within 30 days of appointment.</i>
DEROS	BLDG	DUTY	

SIGNATUR

	CIRCLE ONE
IS THE PRIMARY CUSTODIAN AUTHORIZED TO RECEIPT FOR CLASSIFIED PROPERTY? IF YES, SECURITY _____ DATE _____	YES NO
IS THE FIRST ALTERNATE CUSTODIAN AUTHORIZED TO RECEIPT FOR CLASSIFIED IF YES, SECURITY _____ DATE _____	YES NO
IS THE SECOND ALTERNATE CUSTODIAN AUTHORIZED TO RECEIPT FOR CLASSIFIED IF YES, SECURITY _____ DATE _____	YES NO
SECURITY MANAGER SIGNATURE _____	

The Organization Commander will submit request to appoint and / or change property custodians. The Commander has the option to appoint a designated representative to act in his / her behalf to appoint and / or change custodians or alternates. The commander's appointment of a designated representative will be submitted on formal letter to the EME.

Note: If the organizational commander allows a primary equipment custodian to depart a duty station, PCS without designating a new replacement to receipt for the equipment account within 45 calendardays prior to the PCS, the commander will immediately sign CA/CRL and accept responsibility.

COMMANDER (NAME/GRADE)

DEROS	BLDG#	DUTY PHONE
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SIGNATURE

TO BE COMPLETED BY THE EQUIPMENT MANAGEMENT ELEMENT

<input type="checkbox"/>	APPROVED	
<input type="checkbox"/>	DISAPPROVED	
SIGNATURE _____		DATE _____

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).