

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Military Property Bookkeeping Officer	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Senior Army Instructor/Executive Director	<b>Pay Range:</b>	770
<b>Dept./School:</b>	Advanced Academics/CCMR	<b>Date Revised:</b>	6/21/2022

---

---

**Primary Purpose:**

Serves as the chief logistical officer and the overall leader in matters pertaining to JROTC logistical operations, duties, and responsibilities. Provides administration and logistical support to the JROTC units in the district. Responsible for/to the PISD school district and the Army, through property accounting, bookkeeping, and supervision. Responsible for the property book account and ensuring it is administered according to Army Regulations, Ft Hood Regulation, and Ft Knox/Cadet Command Regulations. Responsible for ordering and maintaining control of the two Army budgets, as well as the Plano JROTC budget. Supports the secondary schools JROTC departments, involving three senior high schools and six high schools.

**Qualifications:**

**Education/Certification:**

Associate's Degree, Bachelor's preferred

Certified by the Department of the Army and graduated from the Army Supply Management/Property accountability course of instruction

Completed military training, for the use of the government wide commercial credit card, service program (GPC)

**Special Knowledge/Skills:**

Effective communication skills, both written and verbal, and automation skills

Maintain a professional relationship with all colleagues

Must have a thorough knowledge of the Army Supply System to include Property Accountability and those functions found in the Army Regulations 710-2, 700-84,735-5, Cadet Command supply regulations, Fort Hood Regulations, and Ft Knox Regulations

Must be able to understand and work with Army Common Table of Allowances, Tables of Distribution, property disposal regulations and forms

**Experience:**

Retired Army Active Duty, Reserve, National Guard, Commissioned/Warrant Officer or Senior Enlisted with experience with the Army Supply System

Five years of experience in Army supply procedures, warehousing, inventory control, and issuance of clothing procedures and office supplies.

**Job Title:** Military Property Bookkeeping Officer

**Major Responsibilities and Duties:**

Ensure, on behalf of the district and the Army, that JROTC logistical operations are administered in accordance with law, regulations, and policies

Maintain Liaison with Cadet Command and 5th Brigade to ensure current regulations, policies, and procedures are available and adhered to

Interpret and implement new logistical regulations received from military agencies

Conduct school visits to evaluate logistical operations and provide guidance

Control budget and logistical aspects of JROTC

Request transportation, lodging, and meals to support Junior Cadet Leadership Camp (JCLC)

Submit required reports, as necessary, and in accordance with laws and regulations

Establish, instill and enforce JROTC logistical standards

Mentor and monitor school hand receipt holders

The MPS is responsible for providing direction and guidance to JROTC units in supply management, equipment authorization, acquisition, disposal and accountability of all government property issued to JROTC

Establish and maintain a consolidated supply operation for Army JROTC units in the school district

Requisition, receive, store, issue, inventory and account for supplies requisitioned through the Army Supply system, IAW AR 710-2 and CCR 700-1. Similarly, the MPS is responsible for commercial items, acquired and or paid for in accordance with current regulatory guidance and command policy, using GPC

Secure and maintain adequate space to receive, store, and issue clothing, supplies, and equipment for applicable schools

Establish a sub hand receipt account for the three Senior High Schools and update hand receipts every six months

Ensure accounts are cleared and a new hand receipt holder is assigned prior to a change of duty or transfer

Conduct a 10% inventory with Ft Hood, on a monthly basis, and 100% annual physical inventory of all government property

Provide results to the installation property book officer (PBO) within 30 days of completion

Maintain and use assigned JROTC vehicle properly for pickup and delivery of JROTC supplies, uniforms, and equipment

Drive the JROTC vehicle to Director of Logistics Property Book Officer at Fort Hood, as needed to turn in unserviceable equipment

Drive the JROTC vehicle to get refills/inspections on the CO2 tanks and O2 tanks for marksmanship, as needed

**Job Title:** Military Property Bookkeeping Officer

Ensure that Army sensitive items are inventoried monthly, that quarterly reports are being conducted, with the reports being submitted to the appropriate support installations

Maintain current record of all serial numbered items

Ensure all requests, turn-ins, and hand receipt transfers are prepared in accordance with CCR-700-1

Comply with AR 710-2, paragraphs 2-13 and 2-28c; and DA Pamphlet 710-2-1, Chapter 3, for lost, stolen or damaged equipment. This may require DD Form 200, Financial Liability Investigation of property loss, or DD Form 362, Statement of Charges/Cash Collection

Ensure TDA equipment is documented or on request (providing funds are available and the excess equipment is turned in or a request for a change to the TDA has been submitted)

If applicable, initiate DD250, Material Inspection and receiving Report, to acknowledge and report purchases of non- expendable items to the PBO with in three workdays

Ensure that required documentation is maintained on the card holder of a GPC and billing official (BO), provide them copies for their records. Ensure that the BO is providing copies of all transitions for review, approval and certification of items purchased with the GPC

Secure and maintain Army equipment and Army uniforms to execute the mission IAW Common Table of Allowances (CTA)

Ensure Army JROTC units are issued only authorized property, which is based on Cadet Enrollment at the unit

Arrange for pick-up and delivery of laundry, dry cleaning, and alterations from the Army JROTC units in the school district

Participate in meetings and other professional activities Adhere to all Army standards

Prepare and maintain administrative and support reference materials, as required

Request buses for all instructors for driving to schools, football games, parades, orienteering meets, UNT college trip, JCLC, and drill meets

Set up contracts as necessary for dry cleaning, messing, official visits, and training

Perform the function of Supply Discipline Officer for yearly inspections of the three Senior High schools

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Computer, printer, copier and fax, drive the JROTC vehicle, small hand truck, and 2 wheel carts

**Working Conditions:****Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress. Demonstrate behavior that is professional, ethical, and responsible.

**Job Title:** Military Property Bookkeeping Officer

**Physical Demands/Environmental Factors:**

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, pulling, and lifting. Prolonged use of computer and repetitive hand motions. Daily lifting of 10 pounds and occasional lifting of up to 50 pounds

---

---

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 6/21/2022

---

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_