



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501ST MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

FEB 11 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #25 – Command Supply Discipline and Property Accountability

1. References:

- a. AR 735-5 (Property Accountability Policies) 10 May 2013.
- b. AR 710-2 (Supply Policy Below the National Level) 28 March 2008.

2. Purpose. To prescribe policies and procedures that establishes and ensures property accountability, stewardship and the elimination of fraud, waste, and abuse of our limited supply resources.

3. Summary. Commanders and Leaders, at all levels within the 501st Military Intelligence Brigade, will ensure everyone within the brigade practices good supply discipline in order to prevent fraud waste and abuse, and property loss. Company commanders will:

- a. Property accountability is leaders' business. I expect all leaders to be good steward of government property;
- b. Establish and maintain effective Command Supply Discipline Programs at the Company level;
- c. Ensure all property inventories are conducted IAW AR 710-2; and
- d. Initiate AR 15-6 and/or DD FORM 200 Financial Liability for Property Loss Investigations IAW AR 735-5 when property loss, damage, or destruction is discovered.

4. Specifics. Fraud, Waste, and Abuse Prevention. Units must only order what is authorized and necessary and not reorder items until the exact requisition status is known. Units will store all supplies, equipment, and tools in approved storage areas, supply rooms, and motor pools. Commanders will ensure that appropriate security measures are applied to these areas. Commanders will also ensure that items and materials excess to their needs are receiving proper disposal.

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5. Change of Command Inventories. Change of command inventories will be a joint process with both the outgoing and incoming commander. In addition, Battalion Commanders and Property Book Officers (PBOs) will conduct separate change of command briefings for the incoming and outgoing commander at least 30 days prior to the company change of command. This briefing will include guidance concerning the importance of accurate joint inventories, the requirement for the outgoing commander to initiate all adjustment documentation prior to the change of command, and the availability of staff assistance throughout the inventory.

1. Incoming and outgoing commanders will schedule the in-brief with the Brigade Commander NLT on week prior to the start of the 100% inventory.

2. Prior to the in-brief with the Brigade Commander, the incoming commander will pick up his change of command packet from the battalion PBO.

3. The out-brief will take place after the 100% is complete but prior to the change of command ceremony. The Battalion Commander, incoming commander, outgoing commander, and battalion PBO are required during the out-brief.

a. Outgoing company commanders will conduct pre-change of command inventories no later than 60 days from the start of the actual change of command inventory.

(1) The commander will update all hand receipts and sub-hand receipts in coordination with the Battalion S4 and PBO.

(2) The commander will also update durable and non-expendable shortage annexes.

(3) Hand receipts and shortage annexes for installation and real property will be coordinated with the Installation Property Book Office.

e. The incoming commander will conduct a 100% physical inventory and will inspect each item for completeness and serviceability. Incoming commanders will not sign for any property that is not on hand or on a valid shortage annex. Incoming commander will ensure all adjustment documents have been posted to the property book and sub-hand receipts have been updated prior to signing for the property.

6. Monthly Hand Receipt Inventory metrics. Company commanders along with their supply personnel will submit their monthly supply discipline inventory update (to include primary hand receipts, cyclic and sensitive items) and memorandums to the PBO by the

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25th of each month. If the 25th falls on a weekend or holiday then the documents must be submitted by the last working day prior to the 25th. During this time, commanders should address any property accountability issues or concerns.

7. Commander's responsibilities at all levels. Commanders will exercise overall staff supervisory responsibility and authority over CSDP programs. Commanders will:

- a. Appoint in writing a CSDP Coordinator IAW AR 710-2 Appendix B;
- b. Ensure all property is on a current hand receipt/component hand receipt down to the user level;
- c. Review hand receipts and update shortage annexes/component hand receipts at least once a quarter based on the date of the oldest change document; and
- d. Ensure property accountability through monthly cyclic and sensitive items inventories. Company commanders will personally complete the 10% cyclic inventory each month. Monthly 100% sensitive items inventories will be completed by an individual in the rank of E-7 or above. All inventories will be annotated on unit training schedules.

8. Financial Liability/AR15-6 Investigations. When Government property is lost, damaged, or destroyed, a Financial Liability Investigation is required (i.e. initiated through the S4). AR 735-5 Para. 13-3 provides several instances for when a FLIPL is required. When the property in question is a sensitive item, an AR 15-6 investigation is required prior to initiation of DD Form 200, IAW AR 735-5, Para. 13-25 (a).

- a. Within the first 15 days of determination of property loss and prior to issuing a statement of charges or initiating a FLIPL, units will use all available means to conduct causative research. Inspection of supporting documents, PBUSE transaction history, and the Logistical Information Warehouse (LIW) are tools that will be used for conducting causative research.
- b. The appointing authority will assign a Financial Liability Investigation Officer whose primary duty will be to conduct an investigation and provide recommendations to the approving authority.
- c. All FLIPLs will be completed no later than 75 days from the date the loss was discovered. Late FLIPLs must be accompanied by a letter of lateness endorsed by the Battalion Commander.

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d. All DD Form 200s will be signed and routed digitally except when extenuating circumstances require written signatures.

e. The approving authority for a Financial Liability Investigation will be as follows, IAW AR 735-5, Para 13-17:

(1) For final loss or damage of equipment \$5,000 or less that does not include COMSEC, sensitive items, or equipment that contains personal identification information (PII), the first O-5 in the chain of command will be the approving authority.

(2) For the final loss or damage of equipment more than \$5,000 and up to \$100,000 the first O-6 in the chain of command will be the approving authority.

(3) For the final loss or damage of equipment more than \$100,000 or includes COMSEC, sensitive items, or equipment that contains PII, the first general officer in the chain of command will be the approving authority.

9. The PBO serves as the commander's CSDP subject matter expert and is responsible to ensure that all relevant CSDP policies, procedures, and training are kept current and relevant on behalf of the Commander. CSDP responsibilities include, but are not limited to:

a. Serving as the commander's CSDP monitor, trainer, and evaluator throughout the brigade.

b. Serving as the commander's "Honest Broker" and subject matter expert concerning CSDP issues.

c. Responsible for the commander's CSDP documentation (i.e. property books, Sensitive Item Inventories, Cyclic Inventories, transaction documents, and FLIPL).

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10. The point of contact for this policy letter is the Brigade S4 at DSN 315-722- 0826.



KRIS A. ARNOLD

COL, MI

Commanding

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