



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96271-5282

IADK-Z

3 June 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 501st Military Intelligence Brigade Policy Letter #11 – Command Supply Discipline Program (CSDP)

1. References:

- a. AR 735-5, Property Accountability Policies, 10 March 2024.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- c. EXORD 259-10, Campaign on Property Accountability
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 1 December 2016.

2. Purpose: To establish policies and procedures for proper accountability, to promote stewardship, and eliminate fraud, waste, and abuse of government property.

3. Summary. Commanders (CDRs) and leaders at all levels within the 501st MIB(T) will enforce good practice and execution of the CSDP. I expect all Soldiers, civilians, contractors, and Korean Augmentation to the United States Army (KATUSA) within this organization to be stewards of government property and uphold the standards for property accountability. This policy letter is based on the above references but emphasizes key points and prescribes additional measures to be taken to ensure an effective CSDP within this organization.

4. Specifics.

- a. Change of Command (CoC) Inventories
 - (1) No Later than (NLT) 60 days prior to CoC ceremony:
 - (a) Outgoing CDR will conduct a pre-change of command inventory to ensure 100% accountability of all property.
 - (b) Update all hand receipts, sub hand receipts, expendables, durables, and non-expendable component shortages utilizing Global Combat Support System-Army

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(GCSS-A); PB01 (Class II) & PM01 (Class IX) work orders (shortage annex) only (DA Form 2062 will no longer be used as a shortage annex).

(c) Outgoing CDR will direct adjustments, validate shortages, and take proper accountability actions for lost or damaged items.

(2) NLT 45 days prior to CoC ceremony: Battalion (BN) Property Book Officer (PBO) will conduct in brief with outgoing CDR, incoming CDR, and supply sergeant to discuss how to properly conduct the CoC inventory, overview of required documents, and discuss CoC out brief slides.

(3) NLT 40 days prior to CoC ceremony:

(a) The outgoing CDR and incoming CDR will provide the BN CDR an in brief covering the inventory schedule and plan for final out brief.

(b) The BN S4 and BN PBO will attend the in brief.

(c) The in brief will provide an opportunity for the BN CDR to provide further guidance and set expectations.

(4) After completion of the BN CDR in brief:

(a) The incoming and outgoing CDRs will have 30 days to conduct a 100% joint CoC inventory.

(b) The outgoing CDR will initiate any further adjustment documentation prior to the change of command.

(c) The incoming CDR will physically inventory and inspect each item for completeness and serviceability.

(d) If items are in maintenance, the incoming CDR must make sure the maintenance request is valid by checking with the local maintenance facility.

(e) It is imperative the BN S4 / PBO assists throughout and monitors the status of inventories, discrepancies, shortages, and all change actions.

(f) Brigade (BDE) S4 Fusion Cell (F.C.) Officer In-Charge (OIC) and BDE S4 F.C. PBO will monitor and assist as necessary.

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(g) The incoming CDR must ensure that all adjustment documents have been posted on the property book and sub-hand receipts have been updated prior to signing for the property.

(h) The incoming CDR may request up to two (2) additional 15 day extensions if he / she is not satisfied with the inventories or there are major discrepancies that will cause delay in signing of the property book.

(i) Approval for extension request is the BN CDR.

(5) As soon as the CoC inventory is complete:

(a) Once the incoming CDR is satisfied with the inventory, the outgoing CDR, incoming CDR, supply sergeant, BN S4, and BN PBO will out brief the BN CDR utilizing the CoC out brief slides.

(b) BDE S4 F.C. OIC / PBO will attend this out brief to provide further assistance and guidance.

(6) NLT three (3) days prior to execution of CoC ceremony:

(a) All documentation, property book adjustments, and discrepancies will be actioned and / or completed. Sub-hand receipts are signed with Components of End Item (COEI) and Basic Issue Item (BII) using Bill of Materials (BOM). Maintain a PB01 and PM01 material issue slip for each end item in GCSS-A prior to property book signing.

(b) Hand receipt all property down to user level through sub-hand receipt holders.

(c) The incoming CDR will sign the property book.

(7) NLT 2 days prior to execution of CoC ceremony:

(a) The outgoing CDR and incoming CDR will provide a final out brief to the BDE CDR on final results.

(b) Additional attendees will be BDE S4 F.C. PBO and BN PBO.

b. Monthly Hand Receipt Inventories

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(1) Company (CO) CDRs must submit their monthly supply discipline inventory updates (Primary Hand Receipts (PHR), cyclic and sensitive items) and memorandums to their PBO by the 25th day of each month.

(2) Extensions for cyclic and PHR will be requested in writing to the BN CDR NLT the 20th of the required month.

(3) CO CDRs / PHR Holders (PHRH) who do not meet the suspense will be reported as delinquent to the BDE CDR / DCO by close of business (COB) on the 25th of the 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. Failure to meet this timeline will require a letter of lateness signed by the BN CDR to the BDE CDR. CDRs will hand walk the property accountability records (PAR) and letter of lateness to the BDE CDR thru the BN CDR explaining the delinquency of the inventory report NLT the last business day of the month. Late PARs not submitted to the BDE S4 F.C. PBO will be reported to the BDE CDR by COB on the suspense date.

(4) CO CDRs must personally complete the 10% cyclic inventory each month based on Line Item Numbers (LINs) provided by the PBO.

(5) Monthly 100% sensitive items inventories are to be completed by an individual in the rank of E-7 or above, and the individual may not complete two consecutive inventories.

c. Financial Liability Investigation of Property Loss (FLIPL)

(1) 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 and exhaust all efforts to recover the lost item.

(2) All FLIPLs will be completed no later than 75 days from the date the loss was discovered.

(3) The appointing authority and approving authority are appointed per the Delegation of Authority memorandums previously distributed. Below is a reference:

(a) BN CDR is both appointing and approving authority when the loss or damage is less than \$5,000 and does not include Communications Security (COMSEC), controlled items (Controlled Inventory Item Code (CIIC) 1-6, 8, 9, N, P, Q, R, night vision devices and navigation systems), or equipment that contains personally identifiable information (PII).

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(b) For the final loss or damage of equipment more than \$5,000 up to \$100,000, and does not include COMSEC, sensitive items, or equipment that contains PII, the BN CDR will be the appointing authority and the BDE CDR will be the approving authority.

(c) For the final loss or damage of equipment more than \$5,000 up to \$100,000 and includes COMSEC, sensitive items or equipment that contains PII, the BDE CDR will be the appointing authority and the first general officer in the 8th Army or INSCOM chain of command will be the approving authority. Higher headquarters will be determined by type of equipment and higher headquarters guidance.

d. Proposed Sourcing Decisions (PSDs)

(1) All Decision Support Tool (DST) directed PSDs will be completed within the 90-31 day window.

(2) All RECLAMA's will be completed no later than date of PSD approval.

5. The point of contact for this policy letter is the BDE S4 OIC at DSN 315-755-5694.

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