



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

MEMORANDUM FOR All U.S. Army Garrison-Hawaii (USAG-HI) Commanders, Directorates, Special Staff and Management Offices

SUBJECT: Policy Memorandum USAG-HI-47, Command Supply Discipline Program

1. References:

- a. Army Regulation 735-5, Property Accountability Policies, 9 Nov 16.
- b. Army Regulation 710-2, Supply Policy below the National Level, 28 Mar 08.
- c. DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures), 1 Dec 16.

2. Purpose: To prescribe policies and procedures that establishes and ensures systematic property accountability, stewardship of resources, effective supply discipline, and efficiencies to eliminate fraud, waste and abuse of Army equipment.

3. Commanders, Directors/Office Chiefs, managers, supervisors and leaders, at all levels or affiliations with USAG-HI, will ensure everyone within the garrison practices good supply discipline in order to prevent fraud, waste, abuse, property loss or damage.

4. Commanders will:

a. Establish and maintain effective Command Supply Discipline Program at the Battalion and Detachment command levels; HHD will include the Garrison Command Group.

(1) The Director of Emergency Services (DES) has approval authority for financial liability investigations initiated for damages to DES Government Service Administration (GSA) leased vehicles.

(2) The Commander, U.S. Army Garrison, Pohakuloa Training Center has approval authority for financial liability investigations assessing a final loss of \$5,000.00 or less; excluding COMSEC, sensitive items or equipment that contains personal identification information (PII).

- b. Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.
- c. Ensure all property is on a current hand receipt down to the user level.
- d. Review primary Storage Location (SLOC) Holder(s) current hand receipt annually.

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e. Initiate Statement of Charges, AR 15-6, and/or DD Form 200, Financial Liability for Property Loss (FLIPL) investigations IAW AR 735-5 within three (3) days of when government property loss, damage, or destruction is discovered. Submit a letter of lateness for actions initiated after 14 days.

f. Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours.

g. Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

5. Directors will:

a. Appoint a Primary SLOC Holder at the branch level in grades no lower than GS-11, WS-10, NF-03 or equivalent.

b. Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.

c. Ensure all property is on a current hand receipt down to the user level.

d. Review primary SLOC Holder(s) current hand receipt semi-annually.

e. Initiate Statement of Charges, AR 15-6, and/or DD Form 200, Financial Liability for Property Loss (FLIPL) investigations IAW AR 735-5 within three (3) days of when government property loss, damage, or destruction is discovered. Submit a letter of lateness for actions initiated after 14 days.

f. Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours.

g. Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

6. Office Chiefs will:

a. Appoint a Primary SLOC Holder, GS-12 or above.

b. Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.

c. Ensure all property is on a current hand receipt down to the user level.

d. Review primary SLOC Holder(s) current hand receipt semi-annually.

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f. Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours.

g. Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

7. The Garrison Integration Officer is the appointing authority for all FLIPLs and the CSDP Coordinator.

8. The approving authority for all FLIPLs is the Garrison Commander.

9. The Installation Property Book Officer is the Property Book officer for U.S. Army Garrison-Hawaii and senior logistician.

10. This policy memorandum supersedes policy memorandum USAG-HI-47, SAB, dated 25 Jan 20, and remains in effect until superseded or rescinded in writing.

11. Point of contact for this memorandum is Director of Plans, Analysis & Integration Office Raul Schuett, (808) 454-0875 or email: raul.m.schuett.civ@army.mil.

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Commanding

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