



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
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IMHW-ZA

20 May 2020

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. The Director of Emergency Services (DES) has approval authority for FLIPLs initiated for damages to DES Government Service Administration vehicles.

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 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.

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- f. Ensure supply accountability is an element in appraisals and evaluations.
5. Directors will:
 - a. Appoint a Primary SLOC Holder at the division level.
 - 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.
 - f. Ensure supply accountability is an element in appraisals and 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.
 - 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.
 - f. Ensure supply accountability is an element in appraisals and 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.

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10. The point of contact for this memorandum is Mr. James Brown, Garrison Integration Officer at phone 808-438-5745, email, james.e.brown606.civ@mail.mil.

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