



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
942 DR BEN HALL PLACE, BUILDING HQ001  
FORT STEWART, GA 31314-5000

AFZP-CG

JUN 28 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #10: Annual Cyclic Inventories of Property

1. References.

- a. Army Regulation (AR) 1-201(Army Inspection Policy), 25 February 2015.
- b. AR 710-2(Inventory Supply Policy below the National Level), 28 March 2008.
- c. AR 735-5(Property Accountability Procedures), 9 November 2016.
- d. Department of the Army Pamphlet (DA PAM) 710-2-1(Using Unit Supply System Manual Procedures), 1 December 2016 .
- e. CALL Handbook 10-19, Commander's Guide to the Command Supply Discipline Program.

2. Applicability. All Soldiers assigned or attached to the 3d Infantry Division (3ID) at Fort Stewart, Fort Benning, and Hunter Army Airfield, Georgia.

3. Purpose. The purpose of this memorandum is to articulate the permissive measures available to Brigade Commanders in managing periodic inventories. Brigade Commanders understand they have the authority to choose the inventory method which best supports unit readiness in accordance with (IAW) Department of the Army Pamphlet (DA PAM) 710-2-1.

4. Definitions/Responsibilities. Types of Inventories. Inventories are mandatory instruments used to assist commanders in their duties to maintain accurate accountability of property and enforce supply discipline. Required inventories are listed in DA Pam 710-2-1.

- a. Changes of PHRH (also known as change of command).
- b. Annual/Cyclic.
- c. Sensitive Items..

AFZP-CG

SUBJECT: CG Policy Letter #10: Annual Cyclic Inventories of Property

5. Annual/Cyclic Inventory. Annual/Cyclic Inventories assist commanders in preserving supply discipline by capturing and correcting discrepancies early resulting in accurate accountability.

a. Per AR 710-2, an annual inventory is required for 100% of all property assigned to the organization.

(1) PHRHs (Company Commanders) in conjunction with (ICW) PBOs, and approved by the BCT/BDE Commander, develop a cyclic inventory method that supports unit readiness and accommodates for training management.

(2) PHRHs (Company Commanders) ICW PBOs, and approved by the BCT/BDE Commander, have the authority to vary the LINs that PHRHs inventory each month so as long as 100% of assigned property is inventoried annually IAW AR 710-2.

b. PHRHs/Commanders must complete weapons, ammunitions and explosives inventory monthly at user level. No deviation is allowed.

6. Existing Policy and Programs. Several administrative programs are available to commanders to enforce property inventories. The following programs are administered IAW Army Regulations and local.

a. Command Inspection Programs. Inspections measure performance against a standard and should identify the cause of any deviation. The Marine Inspection Program (Division) and the Command Discipline Program (BDE and below) are two primary inspection programs for ensuring subordinate unit compliance with the Command Supply Discipline Program and enforcement of this policy letter.

b. The Department of the Army Command Supply Discipline Program (CSDP) & Property Accountability Knowledge Center (PAKC). The CSDP & PAKC provide a wealth of training and tools to assist personnel executing inventories as part of the CSDP. The portal can be accessed at the following link  
[https://quartermaster.army.mil/ltd\\_csdp\\_knowledge\\_center.html](https://quartermaster.army.mil/ltd_csdp_knowledge_center.html).

AFZP-CG

SUBJECT: CG Policy Letter #10: Annual Cyclic Inventories of Property

7. The point of contact for this policy memorandum is the Division G4 Supply and Services Office at (912) 435-9796.



CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

**DISTRIBUTION:**

1st Armored Brigade Combat Team, 3d Infantry Division  
2d Armored Brigade Combat Team, 3d Infantry Division  
3d Division Artillery Brigade, 3d Infantry Division  
3d Sustainment Brigade, 3d Infantry Division  
3d Combat Aviation Brigade, 3d Infantry Division  
All tenant units and organizations on Fort Stewart  
All tenant units and organizations on Hunter Army Airfield