

AESG-L

MEMORANDUM FOR Directorates and Division Chiefs, 6<sup>th</sup> Area Support Group (ASG)

SUBJECT: Durable Property Accountability and Responsibility

**“THIS MEMORANDUM IS IN EFFECT UNTIL SUPERSEDED”**

1. References:

- a. AR 710-2 Supply Policy Below the National Level, 25 February 2004.
- b. AR 735-5, Policies and Procedures For Property Accountability, 10 June 2002.

2. Purpose: To provide policy and procedures pertaining to durable property accountability and responsibility in the 6th ASG headquarters.

3. Durable property require no formal accountability after issue to the user level, but require hand receipt control by supervisors to the user for tools coded durable. The heads of activities and/or division chiefs will monitor all other durable property regardless of Federal Supply Class.

4. Directorates and heads of activities will conduct a management review annually to determine if there are any missing items, and whether there are any indications of fraud, waste or abuse. Anytime there are indications of lost, damaged or destroyed property, the head of the activity or directorate will initiate a report of survey investigation or if directed by command group an AR 15-6 investigation to determine corrective measures that can be taken to correct the deficiency causing the loss, and determine whether financial liability should be assessed.

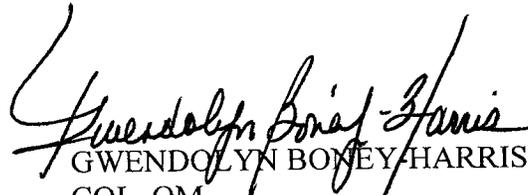
5. The management reviews will be in a Memorandum for Record (MFR) format. The reviews will be submitted to the Commander, 6<sup>th</sup> ASG ATTN: DOL, Command Supply Discipline Monitor Program (CSDP). The Memorandum for Record (MFR) is due on October 1<sup>st</sup> each year. The first Memorandum for Record (MFR) will be due 1 Oct 04.

6. The Command Supply Discipline Monitor Program (CSDP) Monitor will file these memos's for two years.

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7. Points of contact for this policy are the Property Book Officer, 421-4395 or the CSDP monitor.



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Commanding