



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE  
CMR 408  
APO AE 09182

AETV-GW-CO

26 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69<sup>th</sup> ADA Brigade Command Policy Letter 12, Property Accountability and Responsibility

1. All property acquired by the Army from any source, whether paid for or not, must be accounted for as prescribed by AR 735-5 and AR 710-2. Such accounting will be maintained through formal records and continuous from the time of acquisition until the ultimate consumption or disposal of the property occurs.
2. Unit commanders will provide the following documentation for new equipment classified as nonexpendable within 5 days from the day of acquisition to the Brigade Property Book Officer (PBO): A copy of the DD Form 1348-1 and/or DA Form 2765 signed by the unit representative; a copy of the receipt along with a DD Form 250 when new equipment classified as communication, electronics or information management processing equipment (IMPE), regardless of cost, is purchased using the government purchase card; a Defense Reutilization and Marketing Office (DRMO) property will be processed through the Brigade PBO and a copy of the receipt turned back in to the PBO within time prescribed above; and any other nonexpendable equipment from other sources, such as contractors.
3. Any equipment found in the unit during a change of command inventory not on the commander's hand receipt will be picked up as Found on Installation before the incoming commander accepts the hand receipt from the Brigade PBO. Battery commanders are only authorized to order only expendable property. The Battalion S4 will order all durable property while the Brigade PBO will order all nonexpendable property to include components of major end items. No exceptions!
4. Current battery commanders have until 30 March 2004 to account for any equipment not currently on the commander's hand receipt – each commander will submit a letter through the Brigade PBO to me stating all the facts surrounding unaccounted for equipment.
5. Commander's who fail to comply with this policy letter will be subject to disciplinary actions.
6. A copy of this letter will be posted on all unit bulletin boards.
7. ***"TEAM OF WINNERS!"***

R. KIRK LAWRENCE  
COL, AD  
Commanding

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