



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

06 AUG 2012

IMSG-ZA

MEMORANDUM FOR All USAG Stuttgart Personnel

SUBJECT: USAG Stuttgart Command Policy Letter #33, Accountability and Responsibility of Government Property

1. REFERENCES:

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005
- b. AR 710-2, Supply Below the National Level, 28 March 2008
- c. DA Pam 710-2-1, Using Unit Supply System – Manual Procedures, 31 December 1997

2. PURPOSE: The purpose of this policy letter is to provide guidance to Commanders and supervisors within the USAG Stuttgart military community regarding responsibility and accountability for government property.

3. APPLICABILITY: All persons entrusted with government property, to include property in storage, are responsible for its proper use, care, custody, safekeeping and disposition.

4. Supervisors are required to ensure all government property issued to, or used by his or her subordinates is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. This responsibility is inherent in all supervisory positions, is not contingent upon signed receipts or responsibility statements and cannot be delegated. Supervisors are required to:

- a. Provide proper guidance and direction.
- b. Enforce all security, safety and accounting requirements.
- c. Maintain a supervisory climate that will facilitate and ensure the proper care and use of government property.

5. Commanders are required to ensure all government property within his or her command is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. This responsibility is inherent in command and cannot be delegated. Commanders are required to:

- a. Ensure the security of all property of the command, whether in use or in storage.

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b. Observe subordinates to ensure their activities contribute to the proper custody, care, use, safekeeping, and disposition of all property within the command.

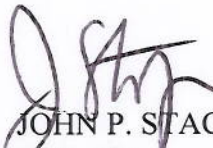
c. Enforce all security, safety, and accounting requirements.

d. Take administrative or disciplinary measures when necessary.

6. Commanders and supervisors are responsible for government property that is lost, damaged or destroyed due to failure of their subordinates to fulfill their obligations to safeguard government property, to include loss, damage or destruction that remains undiscovered due to failure to properly document, inventory or keep accurate records of government property.

7. Financial liability investigations of property loss will be initiated and presented to the appointing authority not later than 15 calendar days after the date of discovering the discrepancy.

8. Point of contact for this policy is the Director of Logistics, DSN 431-1340.


JOHN P. STACK
COL, SF
Commanding