DEPARTMENT OF THE ARMY ARMY CORRECTIONS COMMAND 200 STOVALL STREET ALEXANDRIA, VA 22332-6100



DAPM-ACC

POLICY LETTER #12

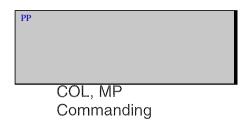
MAY 1 2 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter # 12 - Property Accountability and Required Inventories

1. References:

- a. AR 710-2, Supply Policy Below the National Level, Appendix B, 28 March 2008.
- b. DA Pamphlet 710-2-1, Using Unit Supply Manual Procedures, Chapter 9, 31 December 1997.
- 2. The Army's inventory system is a basic tool used to manage property accountability. In accordance with regulations, Commanders must ensure that a facility supply program is developed in order to provide for 100% annual inventory. The property inventory may be conducted on an annual/cyclic basis depending on the type of equipment. Results of the inventory will be documented as appropriate and maintained by the facility. A copy of the results will be sent to command headquarters by the 25th of the month following the completion of the inventory.
- 3. ACC headquarters will conduct periodic evaluations to assess and ensure that a comprehensive program is conducted. The evaluation will be conducted either by review of the Property Book Unit Supply Enhanced System (PBUSE) or a scheduled site visit.
- 4 This policy letter will be reviewed annually and updated, as necessary. This policy is to be posted in all facilities and supersedes ACC Policy Letter #12, dated March 12, 2010.
- 5. Point of contact for this policy is PP Resource Management Division ACC Headquarters, 703-428-7694/DSN 328-7694.



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