



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
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06 MAR 2023

APVG-CG

MEMORANDUM FOR SFF DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) Policy Letter # 10 – Loss and Reporting of Sensitive Items

1. References:

- a. Army Regulation (AR) 710-2, Supply Policy Below the National Level, March 2008.
- b. AR 735-5, Property Accountability Policies, November 2016.
- c. Department of the Army Pamphlet (DA PAM) 735-5, Property Accountability Procedures and Financial Liability Officer's Guide, March 2016.
- d. AR 190-45, Law Enforcement Reporting, September 2016.
- e. U.S. Army Pacific (USARPAC) Supplement to AR 190-45, November 2019.
- f. FRAGORD 02 to OPORD 044-22, U.S. Army Hawaii (USARHAW) Serious Incident Report (SIR) / Commander's Critical Information Requirements (CCIR) Reporting Requirements, April 2022.

2. Applicability. This policy applies to all Soldiers and Department of the Army (DA) Civilians assigned to 25ID.

3. Intent. This policy establishes division sensitive items loss prevention standards and reporting procedures.

4. Sensitive Item Loss Prevention.

a. **Sensitive Item Inventory.** Per AR 735-5, an individual appointed by the commander conducts a physical sensitive item inventory monthly. The sensitive item inventory is returned to the battalion S-4 no later than the due date published by the brigade Property Book Officer (PBO). Any sensitive item (CIIC: 1-6, 8, 9, N, Q, R, or Y) not accounted for at the time of the inventory is a Category 2 SIR, and reported in accordance with procedures outlined in this memorandum. Units will not wait until the end of the inventory period to file a report. Service Members (SMs) conducting the sensitive item inventory will be briefed by the company commander or executive officer prior to starting the inventory to avoid delays in the reporting of missing sensitive items.

APVG-CG

SUBJECT: 25th Infantry Division (25ID) Policy Letter #10 - Loss and Reporting of Sensitive Items

b. Sensitive Item Not in Physical Possession of the Unit. Appointed inventory officers will make every effort to physically inventory sensitive items on Oahu whether in maintenance or signed to another unit. Custodial paperwork (work order or DA 2062) alone is insufficient to establish accountability. In circumstances when the appointed officer cannot conduct a physical inventory, the officer will receive verbal confirmation from someone who can confirm physical possession of the item by serial number. Examples include: (a) equipment used in training off-island or (b) equipment under repair at a facility off-island or inaccessible to the appointed officer

c. Sensitive Item Memorandum for Record. Every sensitive item monthly inventory will have an accompanying Memorandum for Record (MFR) for sensitive items not physically inspected by the appointed officer. The MFR will outline, by serial number, how the item was accounted for and to whom the appointed officer spoke (Name/Rank/Title/Phone Number). The monthly sensitive items inventory is not complete without the accompanying memorandum.

d. Sensitive Item Serial Number Discrepancy. Appointed officers will immediately report serial number discrepancies or missing identifiable markings to the supply officer, company commander, and the PBO. Units will correct discrepancies in the same month the discrepancy is reported.

e. Sensitive Item Inventory During Training and Movement. Units will account for sensitive items prior to and at the conclusion of training events or major movements.

f. SF 702 Security Container Check Sheet. Battalion/Squadron staff duty will physically inspect arms rooms and other locations where sensitive items are stored (i.e. maintenance facilities) utilizing the SF 702 form. Brigade and battalion staff duty officers will inspect SF 702 forms are present and signed each 24-hour period.

5. Sensitive Item Loss Response and Mandatory Reporting

a. H-Hour is defined as the time a Company/Battery/Troop (C/B/T) commander notifies the battalion commander.

b. C/B/T Level Actions. Company commanders will notify their battalion commander **immediately** upon determination of sensitive item discrepancy or loss of accountability. Company commanders will initiate 100% recall of company personnel to search for missing sensitive items. Search activities for the sensitive item will continue until the Brigade commander approves an end to the search.

c. Battalion Level Actions. Battalion commanders will notify their brigade commander telephonically **NLT two hours** following H-hour.

d. Brigade Level Actions. Brigade commanders will submit an initial alert (telephonic or email) to the Commanding General (CG) and Division Chief of Staff (CoS) **NLT four hours** following H-hour. Brigades will report to CID the loss of any sensitive item or ammunition **NLT six hours** following the H-hour and submit an SIR report **NLT eight hours**.

APVG-CG


SUBJECT: 25th Infantry Division (25ID) Policy Letter #10 - Loss and Reporting of Sensitive Items

e. See table 1 for further reference

Timeline	Level	Action
H-Hour	C/B/T	Define H-hour as the moment C/B/T commanders notify battalion commanders of sensitive item discrepancy or loss of accountability.
H-Hour	C/B/T	Initiate 100% recall to search for sensitive item.
H+2	Battalion	Battalion commanders notify their brigade commander telephonically of sensitive item loss of accountability.
H+4	Brigade	Brigade commanders submit initial alert to the CG and CoS.
H+6	Brigade	Brigade commanders designate liaison for all reporting and coordination with CID and PMO regarding loss of the sensitive item.
H+8	Brigade	Brigade commanders submit a formal SIR to the Lightning Operations Center.

Table 1.

6. Proponent. The 25th ID Lightning Operations Center (LOC) is the proponent for this policy. Questions will be directed to the LOC at (808) 655-8707.


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