



## DEFENSE INFORMATION SYSTEMS AGENCY

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APR 24 2009

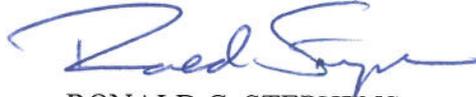
JITC COMMANDER'S POLICY LETTER 2009-03

### Property Accountability Standard Operating Procedures

1. **Purpose.** This Policy Letter prescribes policy and assigns responsibility to all civilian, military, and contract personnel who are entrusted with or utilize Government property.
2. **Applicability.** This Policy applies to all civilian, military, and contract personnel at all Joint Interoperability Test Command (JITC) locations.
3. **Reference(s).** The following references provide guidance for this policy:
  - a. DISA Instruction 270-165-2, Equipment Property Accountability for DISA, 7 Nov 05
  - b. DISA Instruction 270-165-5, Equipment Lost, Damaged, or Destroyed Government Property, 14 Apr 06
  - c. Army Regulation 735-5 Chapter 13, Financial Liability Investigations of Property Loss, 28 Feb 05
  - d. Uniform Code of Military Justice (UCMJ)
4. **Policy.** All persons entrusted with Government property are responsible for its proper use, care, custody, and safekeeping. The challenges we face today fighting the Global War on Terrorism, coupled with modular force transformation, can make property accountability extremely difficult if we fail to maintain accurate record keeping and set internal controls. Today, we rely heavily on commercial-off-the shelf equipment and software to perform our day-to-day operations. It is important that we follow the guidelines contained in DISA Instruction (DISAI) 270-165-2 and DISAI 270-165-5 on properly accounting for these items, to ensure we have asset visibility and sufficient resources to sustain our equipment for future missions.
  - 4.1 Effective the date of this Policy Memorandum, the Supply and Property Accountability Procedures, JITC Instruction 270-170-01, dated 24 October 2003 is cancelled.
  - 4.2 Standard Operating Procedures (SOPs) have been developed by the Accountable Property Officers (APOs) at Ft. Huachuca and Indian Head to establish procedures for handling accountable property from acquisition to final disposition (see Enclosures 1 and 2 for both SOPs' Table of Contents).
  - 4.3 This policy supersedes all other JITC instructions previously published.

COMMANDER'S POLICY LETTER 2009-3

5. The Point of Contact (POC) at JITC Fort Huachuca, Arizona is the Accountable Property Officer (APO), Mr. Oliver A. Jackson. He can be reached at (520) 538-4620 or through e-mail at [oliver.jackson@disa.mil](mailto:oliver.jackson@disa.mil). The POC at Indian Head, Maryland is the APO, Mrs. Bridgitte Lloyd. She can be reached at (301) 744-2668 or through e-mail at [bridgitte.lloyd@disa.mil](mailto:bridgitte.lloyd@disa.mil).



RONALD C. STEPHENS  
Colonel, USA  
Commander

2 Enclosures a/s

Distribution:  
All JITC Personnel

**JOINT INTEROPERABILITY TEST COMMAND  
FORT HUACHUCA, ARIZONA  
LOGISTICS STANDARD OPERATING PROCEDURES  
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**JOINT INTEROPERABILITY TEST COMMAND  
INDIAN HEAD, MARYLAND  
LOGISTICS STANDARD OPERATING PROCEDURES  
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