

Dinwiddie High School
Army JROTC Department
Dinwiddie, Virginia 23841

Policy Letter 4-8

1 September 2012

SECURITY OF GOVERNMENT PROPERTY

1. PURPOSE.

This directive, with references listed below, establishes policies and procedures to be used in safeguarding government property in the Dinwiddie High School Army JROTC Department.

2. REFERENCES

- a. CCR145-2
- b. AR 190-11
- c. AR 710-2
- d. AR 735-5
- e. DA PAM 710-2-1

3. RESPONSIBILITIES

a. The Property Book Officer, Hand Receipt Holders, S-2 cadets and other persons entrusted with the security of military property, are responsible for controlling, safeguarding, and accounting for government property issued including keys to rooms, lockers and racks used to secure this property. All possible precautions will be taken to prevent the loss of government property with particular attention being given to safeguarding sensitive items to include serial numbered items, dummy drill rifles and other equipment.

b. Each member of the JROTC Department will continually scrutinize and evaluate the effectiveness of the procedures established to safeguard government property and immediately report to the SAI in writing any condition observed that is prejudicial to property security.

c. No member of the JROTC Department will transfer military property to another person without a receipt signed by the receiver, nor will military property be removed from its regularly assigned storage area and put to personal use.

d. The Army Instructor will be appointed as Key Custodian for the school's JROTC Department. His/her duties include the responsibility for insuring that only authorized persons have access to keys and locks.

e. Only the SAI and AI are authorized unaccompanied access to Air rifles and drill rifle storage facilities. Cadet BN CDR, BN XO, BN CSM, S-2, S-4, BN CDR, Air Rifle Trainer and Captain, Drill Team CDR and Color guard CDR and are authorized access to storage facilities only if under proper supervision of the JROTC instructors.

h. The SAI will be appointed unit Security and Safety Officer.

4. PROCEDURES

a. Facilities

1. A sign will be posted on doors to rooms storing clothing, air rifles and dummy rifles restricting access. A memorandum will also be posted identifying those personnel who have unrestricted access and those that have access only when accompanied by JROTC instructors.

2. Unlocked rifle and clothing storage facilities will not be left unattended.

3. The air rifle and rill rifles check sheet (encl 1) will be completed each time air rifles and drill rifles are removed from storage areas. The S-2 will verify monthly that the forms are completed properly.

4. The S-2 will verify security of all supply/storage rooms weekly. The security check sheet (encl 2) will be completed by annotating location checked, date checked and if location was secure. If room was not secure at time of check the S-2 will annotate reason and initial sheet.

5. The SAI and AI have authorized access to keys.

b. Special Handling and Operating Requirements:

1. The following items will be stored in locked facilities as indicated except during periods of authorized use.

(a) Pellet Rifles: Class 5 container in a locked room.

(b) Drill rifles: Racks in the dummy rifle storage room (arms room), under double lock.

(c) All other items will be properly secured/stored and controlled in a manner that will preclude loss.

2. Drill rifles will not be left in the possession of any individual after its authorized use or placed in any temporary storage device receptacle, but will be immediately returned to the storage room.

c. Marking and labeling of equipment:

1. US Government-issued high dollar/sensitive items will be identified as “US Government Property”

2. Like items of equipment will be stored in the same location and shelves/boxes labeled with the item description. This will facilitate spot checks to determine if an item is missing.

d. Inspections

1. At the beginning of each school year, the SAI will make a detailed inspection of their school to insure that the physical facilities and procedures established to safeguard government property meets the requirements of this SOP and cited references.

2. The SAI will make a minimum of one spot check each month to insure that adequate security and control measures are being observed. Special emphasis will be given to the security of all sensitive or pilferable items.

3. All phases of supply, accounting and security procedures will be verified by the Property Book Officer or his representative during the course of routine inspections throughout the year.

5. INVENTORIES AND ACCOUNTING:

a. Each month the unit will conduct a monthly inventory of sensitive items (air rifles and drill rifles). **Inventory will be by count monthly (using assigned identification numbers) and by serial numbers quarterly.** A preprinted list of serial numbers may be used for the monthly inspections. Inventory air rifles at least semi-annually. The hand receipt holder will **NOT** conduct inventories. A copy of the inventory will remain on file in the JROTC office for one year. Inventories will be conducted by the appointed S-2 and S-4 personnel and verified by the SAI.

b. Inventories will be recorded on ROTC CDT CMD Form 195-R, Monthly Inventory (Weapons/Ammunition/Sensitive Items), encl 3. Annual inventories will be conducted at the end of each school year and prior to the start of the next school year. Annual inventories will be reported using JUMS inventory print-out sheets. The S-2/S-4 will initial each page and sign the last page. The SAI will verify inventory and also initial each page and sign the past page. A copy will be forwarded to 4th BDE, Ft Bragg, NC. A copy of each year’s September inventory will also be forwarded to 4th BDE, Ft Bragg, NC.

6. LOSSES AND THREAT DATA:

a. Loss. In the event of a loss of a sensitive/pilferable items, air rifles or M1903 dummy rifles, the SAI will be notified immediately. A report of survey will be submitted within five working days after the loss is detected.

b. Threat Data. The SAI will report any suspicious acts indicating that a storage area is being targeted by criminal or suspicious elements.

c. Illegal entry

1. When there is evidence of an illegal entry into a JROTC Department, the person making the discovery will immediately notify:

- (a) The AI and SAI of the school concerned
- (b) The principal of the school

2. Upon notification of an illegal entry, the following actions will be taken:

- (a) The NCOIC will proceed immediately to the school and conduct a complete physical inventory of all government property.
- (b) SAIs will notify the school resource officer and immediately assist in conducting an inventory.
- (c) Report any loss to 4th BDE, Ft Bragg.
- (d) Submit a Report of Survey (with police report as supporting evidence) to Central Supply within five working days
- (e) Ensure that any existing evidence is protected for the law enforcement officials. Nothing should be touched, disturbed, or moved. Apparent point of entry should not be touched in any manner which would preclude taking of finger prints or which would cause damage to evidence.
- (f) The SAI will submit a written report of the circumstances surrounding the illegal entry. This report will include an evaluation of security measures in effect prior to the illegal entry.

d. Unlawful removal, pilferage or disposal:

- (1) Should any member of the JROTC organization have reason to believe any government property may have been lost through pilferage, unlawful disposal, or any other cause, immediately notify the school's SAI and NCOIC.
- (2) Upon notification of a suspected loss, the hand receipt holder will conduct a complete physical inventory and take steps described above.

3 Enclosures

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