



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1614 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

ATSA-TPY

19 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 9 - Inventory of Controlled Cryptographic Item (CCI)

1. References:

- a. AR 190-11, 05 Sep 13, Physical Security of Arms, Ammunition, and Explosives
- b. AR 190-51, 30 Sep 93, Security of Unclassified Army Property (Sensitive and Nonsensitive)
- c. AR 710-2, 28 Mar 08, Supply Policy Below the National Level
- d. AR 735-5, 22 Aug 13, Property Accountability Policies

2. Sensitive items inventories are key to a Command Supply Discipline Program's (CSDP) success. These inventories are conducted on a monthly basis by a SFC (E7) or above. Battery CDRs/1SGs will publish a duty roster, at least quarterly, to notify provide predictability to the assigned individuals of their monthly duty. Any change in personnel must involve notification of affected Soldiers the month prior, at a minimum; leaders will notify these individuals in writing on a posted roster instead of last-minute notification. The primary inventory leader (e.g. commissioned officer, warrant officer, or NCO) will receive instruction on how to conduct the inspection IAW this Policy Letter and any applicable regulations relating to cyclic and sensitive items inventories. If using an assistant, the primary inventory Soldier will ensure the individual is not the sub-hand receipt holder (SHRH) for the inventoried property.

3. The physical inspection method is the only authorized method to conduct inventories, (e.g. the leader designated to conduct sensitive items inventory must *physically inspect* the item unless an authorized turn-in document is present (e.g. DA Form 3161) identifying that an item was turned in for repair or lateral transfer. The most vital point to remember when conducting sensitive items is to physically account for items by serial number and immediately report any discrepancies to their chain of command. If serial number discrepancies or irregularity exists, the inspecting leader will correct deficiencies according to AR 735-5 and notify the primary hand receipt holder (PHRH) and the unit commander.

4. Proper storage of sensitive items must follow applicable regulations. Any sensitive item not properly stored must involve notification of the PHRH and the commander. In the event of a lost or misplaced sensitive item, units will conduct an exhaustive search

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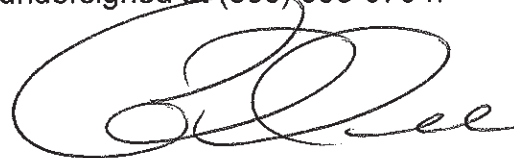
immediately while simultaneously informing the PHRH and the commander. Search procedures will continue until the immediate commander directs cessation of search efforts. When items are stored in any area other than the Arms Room or COMSEC cage, the unit must conduct physical inventories daily by the hand receipt holder until the item is returned to an authorized storage area or until disposed of IAW proper disposition instructions. The following are examples of authorized storage areas:

- a. Certified/Accredited Arms Room
- b. Certified/Accredited COMSEC Cage
- c. An appropriate level safe within the COMSEC Vault

d. Battalion S-2 section inside a locked storage container with proper inventory sheet on a temporary basis only. If the temporary basis exceeds 72 hours, then the item(s) will return to an authorized storage area as listed in 4 (a), (b), or (c).

5. While in a field environment, units will conduct all sensitive items utilizing "Gold Dust" reports. These reports are conducted twice daily (0700 and 1900). Personnel must report any loss in accountability to the Battery CDR/1SG immediately. All sensitive items are attached to the user via green nylon webbing (e.g. 550 cord).

6. POC for this memorandum is the undersigned at (580) 558-0794.



CEDRIC G. LEE
LTC, AD
Commanding

DISTRIBUTION:
CDR/1SG – HQ/A, B, C