



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DES-01 – Accountability of Sensitive Items

1. References:

- a. Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 March 2007.
- b. IMCOM Regulation 190-1, Serious Incident Reports, 27 April 2007.
- c. Command Policy Memorandum CG-01, Commander's Critical Information Requirements, 15 September 2008.

2. Purpose: This memorandum establishes procedures to prevent or respond to an incident involving a lost or stolen sensitive item.

3. Applicability: This memorandum applies to all military units and activities assigned to, or located at, the Joint Readiness Training Center (JRTC) and Fort Polk.

4. Definitions: For the purpose of this policy, sensitive items are:

- a. Arms, ammunition, and explosives.
- b. Sensitive items identified by Controlled Inventory Item Code (CIIC) 1-6 and Q-S such as documents marked secret or above, Schedule I-V controlled substances (drugs) and weapons parts such as bolts, barrels, trigger mechanisms and firing devices.
- c. Controlled cryptographic items such as hard ware which performs a critical (secured) COMSEC function.
- d. Night vision devices or scopes.
- e. Items, other than those listed in "a" through "d" above, of value greater than \$50,000.

5. Prevention: In a training environment, commanders will establish a system to account for all sensitive items at least twice each day, i.e., once each a.m. and p.m.

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Subordinate leaders/supervisors within the command will ensure continuous accountability by count and serial number.

6. Joint Readiness Training Center Rotation Units (RU):

a. Rotational units will report the loss of any sensitive item to the senior trainer/mentor (T/M). The report of a lost sensitive item will not terminate the exercise scenario. The rotational unit will search for the lost sensitive item while continuing to train with the requisite force required as determined by the RU commander advised by the JRTC commander/exercise director.

b. The senior T/M will notify the JRTC Operations Center, which will notify the commander, JRTC Operations Group (COG), and the Commanding General (CG), or the installation emergency operations center (EOC) within 30 minutes of the discovery of the loss.

c. Rotational units will be briefed on this policy as a part of the exercise rules of engagement (EXROE) brief prior to all rotations, NLT D-3 by T/Ms.

7. Initial Response: When a unit (other than a JRTC rotational unit) encounters a lost, stolen, or missing sensitive item, the senior ranking person at the scene will:

a. Immediately halt all training activities and secure the immediate area where the weapon or sensitive item was discovered missing.

b. Conduct a controlled search of the immediate area, including all personnel and equipment.

c. Account for recent movement of personnel or equipment out of the area.

d. Immediately inform the unit chain of command of the missing item.

8. Reporting: If the item is not located within 30 minutes, the unit commander having direct responsibility for the missing sensitive item will:

a. Notify the Chief of Staff (during duty hours) or EOC (during non-duty hours) and update every four hours or as directed.

b. Contact the military police and report the incident. Notification will not be delayed awaiting complete information. The unit commander will ensure that personnel identified by the military police or CID are present to be questioned or searched.

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c. The unit will remain on location until the weapon or sensitive item is found or the unit receives a release from the CG.

9. This policy will remain in effect until superseded or rescinded.



WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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