



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CELO-ZA (700)

08 SEP 1999

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS AND FIELD OPERATING ACTIVITIES

SUBJECT: Personal Property Authorization

1. References:

- a. ER 700-1-1, Logistics - USACE Supply Policies and Procedures, 1 Dec 95.
- b. AR 71-32, Force Development and Documentation -- Consolidated Policies, 3 Mar 97.
- c. EIG Inspection Report on Property Accountability, 30 Jun 99.

2. This memorandum reinforces requirements in references 1a and 1b regarding the personal property authorization process. This issue has been a long-standing material weakness. Both Command Staff Inspections and reference 1c have found that property authorizations are still not being maintained in accordance with the regulations. The Commanding General has reemphasized that all property acquired from whatever source, will have the proper authorization and justification documents in place prior to obtaining the property. Procurement requisitions will not be approved until the proper authorization source is cited.

3. Commanders will take action to apply procedures identified at enclosure to correct the current Automated Personal Property Management System (APPMS) database NLT 31 Mar 00. The APPMS program may be queried to produce reports that identify the authorization data entry (or data void) for every item. All data entries will be compared to the valid list of authorization documents contained in enclosure. Entries that do not match one of these authorization sources will be corrected. This will be an issue for continuous quality assurance/quality control review at point of requisition, during annual inventories, and as part of the Command Supply Discipline Program. This will also be reviewed during Command Staff Inspections.

FOR THE COMMANDER:

Encl


RUSSELL L. FUHRMAN
Major General, USA
Deputy Commander