



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX  
BUILDING 5518 SEVER AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO  
ATTENTION OF

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 4 Sensitive Item and Cyclic Inventory

1. Reference: DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), dtd 31 Dec 1997, para 9-9.
2. Sensitive item inventory will be conducted monthly. The First Sergeant will appoint a Sergeant First Class or Master Sergeant to inventory all sensitive items. The same person will not conduct inventory in consecutive months. The unit armorer will not conduct the inventory.
3. Cyclic inventory will be conducted monthly for all academy property. The First Sergeant will appoint a noncommissioned officer to conduct the inventory. The same person will not conduct the inventory in consecutive months. The appointed NCO will inventory the required items with the sub-hand receipt holder.
4. Point of contact is the First Sergeant at 609-562-3605.

**KIMBERLY K. KEMPER**  
CSM, USA  
Commandant