



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

AFRC-LG (RN 25mm)

JAN 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Property Accountability Adjustment Data (PAAD) Report, USAR Policy Memorandum 735-1

1. References:

- a. Army Regulation 11-2 Manager's Internal Control Program, 4 January 2010
- b. Army Regulation 710-2 Supply Policy Below the National Level, 28 March 2008
- c. Army Regulation 735-5 Property Accountability Policies, 09 November 2016
- d. Army Regulation 25-400-2 The Army Records Information Management System (ARIMS), 2 October 2007
- e. Department of the Army Pamphlet 735-5 Property Accountability Procedures and Financial Liability Officers Guide, 23 March 2016.
- f. United States Army Reserve Pamphlet 710-2 Army Reserve Material Management Procedures, 1 October 2009

2. This policy supersedes USAR Reg 735-1 and prescribes policies and procedures for the submission of the Property Accountability Adjustment Data (PAAD) Report, USAR Form 6, by each Major Subordinate Commands (MSCs) and Direct Reporting Units (DRU). Data compiled at the Financial Liability Investigation of Property Loss (FLIPL) approving authority level is forwarded to the MSCs for review, consolidation, and submission to United States Army Reserve Command (USARC) G4 on USAR Form 6. MSCs and DRU's will use the PAAD to report Property Loss, Inventory and Command Supply Discipline Program (CSDP) information.

3. MSC and DRU commanders will:

- a. Ensure MSC G-4 personnel adhere to all prescribed policies and procedures.

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b. Ensure the MSC G-4 submits a monthly PAAD Report to Commander, USARC, ATTN: AFRC-LG, Fort Bragg, NC 28310-5010, on USAR Form 6. Submit via USARC G-4 Supply and Services Division SharePoint at <https://xtranet/usarc/ARG4/SSdiv/supplybranch/Reoccurring%20Reports/Forms/AllItems.aspx>.

c. Ensure unit commanders at all levels provide required data to their next higher level of command in time to allow consolidation and forwarding to USARC.

4. Property Accountability Adjustment Data (PAAD) Report

a. Timeframes. The PAAD Report will be submitted by all MSCs and DRUs to this Headquarters on a monthly basis NLT 15th of each month.

b. Recordkeeping. This policy establishes the requirement to maintain PAAD Reports for six (6) years using Army Records Information Management System (ARIMS) Record Number 735-5s, Financial Liability Investigation of Property Loss Control Register files.

c. Use the following naming convention when submitting PAAD Report:
Command_PAAD Report_Sept 2020

5. Reoccurring Reports

a. The re-establishment of the PAAD report does not eliminate the requirement to submit the following reoccurring reports: Serious Incident Report, Sensitive Item and Cyclic Inventory Memorandum, 10% Financial Liability Investigation of Property Loss review, and Command Supply Discipline Program Evaluation Schedule.

b. MSC/DRU G-4 will submit their Serious Incident Report NLT 15th of the month to Commander, USARC, ATTN: AFRC-LG, Fort Bragg, NC 28310-5010, Submit via USARC G-4 Supply and Services Division SharePoint: <https://xtranet/usarc/ARG4/SSdiv/supplybranch/Reoccurring%20Reports/Forms/AllItems.aspx>.

c. MSC G-4 will submit their 10% Financial Liability Investigation of Property Loss Review, and Sensitive Item and Cyclic Inventory memorandum NLT 15 January, 15 April, 15 July, and 15 October of every quarter to Commander, USARC, ATTN: AFRC-LG, Fort Bragg, NC 28310-5010. Submit via USARC G-4 Supply and Services Division SharePoint: <https://xtranet/usarc/ARG4/SSdiv/supplybranch/Reoccurring%20Reports/Forms/AllItems.aspx>.

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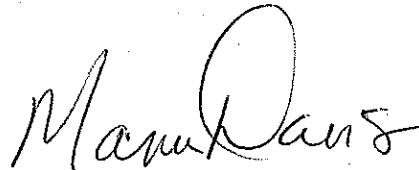
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d. MSC G-4 will submit their annual Command Supply Discipline Program Evaluation Schedule memorandum NLT 30 September for the following Fiscal Year to Commander, USARC, ATTN: AFRC-LG, Fort Bragg, NC 28310-5010. Submit via USARC G-4 Supply and Services Division SharePoint:
<https://xtranet/usarc/ARG4/SSdiv/supplybranch/Reoccurring%20Reports/Forms/AllItems.aspx>.

6. Point of Contact:

a. G-4 Property Accountability Branch CW5 Sherill D. Small; 910-570-9577 or sherill.d.small.mil@mail.mil.

b. G-4 Property Accountability Branch MSG Calvin Williams Jr.; 910-570-9481 or calvin.williams3.mil@mail.mil.



MANUEL S. DAVIS
Colonel, LG
Deputy Chief of Staff, G-4

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