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Office of the Commanding General

VDF-HCG

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Command Policy Letter CG 09-02

SUBJECT: Sensitive Item Accountability

1. As the Virginia Defense Force grows its capabilities, equipment will be fielded throughout the Division. It will require special accountability. The following items are to be considered "sensitive": global positioning devices (GPS), both hand held and vehicle mounted; night vision devices (NVDs), signal flare/smoke devices; and hand held metal detectors.
2. The following criteria is established for control of sensitive items:
 - a. Items will be stored under a double lock system, i.e. in a locked container in a locked room.
 - b. Items will be issued on a mission basis, as needed, and returned to the double-locked facility on the completion of the mission.
 - c. Items will not be issued as "personal equipment", nor used for private, personal activities.
 - d. Items will not be stored overnight in private homes, private vehicles or other non-approved locations.
 - e. Subordinate commanders will ensure accountability of these items, by serial number, through their property book and hand receipts systems.
3. All subordinate commanders are reminded that Virginia Code 44-54.10 (Discipline) and 44-40 (Discipline and Training) apply to VDF members on both training duty and state active duty. Failure to maintain proper accountability of state-owned property can be grounds for disciplinary action, to include pecuniary liability for the loss.
4. In the event of a loss of accountability of any sensitive item, a Serious Incident Report (SIR) will be submitted through command channels to CG, VDF by the most expeditious means. This report

will contain, as a minimum, the type of item, its serial number, last person with custodial responsibility, date, time, location and circumstances of the loss, and status of on-going efforts to recover the property..

5. POC G4

JOHN D. TAYLOR
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Commanding

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