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Prescribing Directive

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FOR OFFICIAL USE ONLY (when filled in)

HIGH-VALUE PERSONAL PROPERTY INVENTORY RECORD

(Memo, USAREUR, AELG-X, 3 Aug 15, subject: Army in Europe Barracks Inspection and Recognition Program)

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Recording the identifying data of your high-value property can assist in recovering lost or stolen property and processing claims against the Government, private insurance, or both, as appropriate.

Note: According to crime prevention best practices, the Army recommends that Soldiers—

- Use the prefix USA followed by the DOD ID number when marking personal property.
- Keep a copy of this form in a safe place.

Data Required by the Privacy Act of 1974

Authority. Title 10, USC 3012 and 5 USC 301.

Principal purpose. To record identifying data of individual-owned high-value personal property for Soldiers residing in Government quarters or transferring individual-owned personal property to unit-controlled storage of unaccompanied baggage.

Routine use. After completing an inventory or update to an inventory, the Soldier should keep a copy in his or her personal files and the unit should keep a copy in the Soldier Readiness Packet, unit supply records, or both. When reporting a loss by an individual, the information on this form may be used to assist in the recovery and return of personal property. This information can also assist in adjudication of claims against the Government for loss or damage to personal property.

Mandatory or voluntary disclosure and effect on individual not providing information. Disclosure of information is voluntary. Failure to provide information will have no adverse effect on the individual.

	Name (First Mi. Last)	DOD ID number	Signature
Owner			
Witness			

Item no.	Name of item	Qty	Brand name, model, or style (other description)	Serial no. or -marking	Date acquired (if known, YYYYMMDD)	Value in $ (approximate)	SIgnature or initials of witness and date (YYYYMMDD)

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Item no.	Name of item	Qty	Brand name, model, or style (other description)	Serial no. or -marking	Date acquired (if known, YYYYMMDD)	Value in $ (approximate)	Signature or initials of witness and date (YYYYMMDD)