



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION AND FORT RILEY
BUILDING 580, 1ST DIVISION ROAD
FORT RILEY, KANSAS 66442-7000

AFZN-CG

FEB 03 2026

COMMANDER'S POLICY MEMORANDUM #18

SUBJECT: Commanders' Exception Reports

1. References:

- a. Army Regulation (AR) 735-5 - Relief of Responsibility and Accountability
- b. AR 710-4 – Property Accountability
- c. Department of Army Pamphlet (DA PAM) 710-2-1- Using Unit Supply Systems.
- d. Department of Defense Financial Management Regulation (DoD FMR)
- e. AR 37-47- Representation Funds of the Secretary of the Army
- f. AR 36-2- Audit Services in the Department of the Army
- g. Army Financial Management & Comptroller Audit Mission
- h. RAND Report on Audit Success

2. Purpose: To provide appropriate command oversight of property ordering to ensure that high dollar, restricted, and items outside of mission requirements are reviewed and validated prior to the commitment of funds.

3. Applicability: This policy applies to all units assigned to the 1st Infantry Division at the company/battery/troop level, with oversight at the battalion, brigade, and division to ensure implementation.

4. Policy:

a. Commanders, at all echelons, will oversee property ordering and enforce supply controls through the Commander's Supply Discipline Program (CSDP). Upon acceptance at the Supply Support Activity (SSA), property will be entered into Global Combat Support System-Army (GCSS-A): expendables and durables into the UIC's provisional Storage Location (SLOC), and non-expendables into the Commander's (SLOC)/property book.

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b. The "Commander's Exception Report", the display of purchase requisitions (ME5A), will be implemented through GCSS-A with the following guidance: Company/Battery/Troop Commanders will conduct a daily review of all purchases within their Unit Identification Code (UIC). These will be approved and signed daily by the Commander in PDF format and kept digitally for 365 days.

c. Battalion Commanders must provide written justification for any order exceeding \$5,000 not ordered against a work order or for any item not aligned with mission requirements to their Brigade Commander.

d. Supply Support Activity reconciliations will be conducted monthly with the Accountable Officer, requiring review of all outgoing items such as non-standard items that are not mission essential, commercial items, and purchases without a validated requirement. Separate CL II and CL IX recons will be signed by the Company Commander with senior supply and maintenance personnel.

e. The 1st Infantry Division Sustainment Brigade (1DSB) Division Materiel Readiness Center (DMRC) will review SSA questionable orders based on the SSA's monthly recon. The forensic analysis determines if a specific requisitioner/unit has an increased or excessive non-mission tailored orders. DMRC will provide information to the Brigades to conduct further investigation if negligence, improper ordering, or criminal behavior is suspected. The DMRC will do spot checks with SSAs to provide assistance throughout the month to provide intermediate support.

5. Financial Oversight: Battalion and Brigade S8s will review all purchase requests exceeding \$5,000 to verify proper commander approval, flag questionable requisitions, return them for justification, elevate unresolved cases to the Brigade Commander, consult the DMRC or Sustainment Brigade for technical expertise, integrate with the Division S8 for final validation, and either authorize fund commitment if compliant or deny the requisition to prevent waste and misuse.

6. Exception to Policy (ETP):

a. The review outlined in paragraph 4(b) may be waived in the case of field training or National Training Center (NTC) rotation execution and may be approved by an O-6 in the chain of command. However, any waiver must be accompanied by a review and Exception to Policy (ETP) justification conducted at the Battalion level or by the supporting S8 to ensure accountability and alignment with mission requirements.

b. The Exception to Policy (ETP) must be in writing with defined start and end dates, include a mandatory post-execution review, and be initiated by the Battalion Commander, elevated to the Brigade Commander for approval, validated by the Division S8 for fiscal compliance, reviewed by the Division Materiel Readiness Center (DMRC) for sustainment alignment, and forwarded to higher headquarters if required.

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7. Point of contact for this memorandum is G4 Supply and Service Chief, MAJ Mesina, Teresa at 785-240-0617 or at teresa.g.mesina.mil@army.mil.



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