



DEPARTMENT OF THE ARMY
HEADQUARTERS, 266TH FINANCE COMMAND
UNIT 29001
APO AE 09007-9001

AEUFC-FAPD

21 APR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enemy Prisoners of War (EPW) and Civilian Internees (CI) Standing Operating Procedures (SOP) – Turkey/Israel (Finance and Accounting Policy Memorandum #03-06)

1 References.

- a. Defense Finance and Accounting Service-Indianapolis, Regulation 37-1, Chapter 26, December 2001.
- b. Defense Finance and Accounting Service-Indianapolis, Regulation 37-1-03, August 2002.
- c. Department of Defense Financial Regulation (DODFMR) 7000.14-R, Volume 5, March 2001.
- d. AR 190-8, Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees, October 1997.

2. Purpose. Provide standardized procedures and responsibilities of field sites and finance offices within Turkey and Israel.

3. General Instructions.

- a. 266th Finance Command will notify the finance office when:
 - (1) To implement the provisions of this SOP.
 - (2) To make disbursements in accordance with (IAW) this SOP.
- b. Finance offices will:
 - (1) Process deposits to, and payments from, appropriated, deposit, trust, or other special fund accounts.
 - (2) Ensure disbursements from these accounts are not made without specific authority.
 - (3) Maintain records of all moneys owed to EPWs/CIs.

SUBJECT: Enemy Prisoners of War (EPW) and Civilian Internees (CI) Standing Operating Procedures (SOP) - Turkey/Israel (Finance and Accounting Policy Memorandum #03-06)

c. Commanders of EPW/CI facilities will

(1) Ensure subsidiary records of EPWs/CIs in their custody are maintained in enough detail to support the Deposit Fund Account 21X6501.0001 (funds of Civilian Internees and Prisoners of War).

(2) Segregate records for EPWs from CIs.

(3) Maintain these records separate from records for U.S. military personnel.

4. Specific Instructions.

a. Impounded Currency and Negotiable Instruments.

(1) Commanders of EPW/CI facilities will:

(a) Impound all currency and negotiable instruments found on EPWs/CIs and complete DD Form 1131 in accordance with this SOP (see enclosure).

(b) Turn in all funds and DD Form 1131 to the designated finance office.

(c) Report the capture of personnel who possess large sums of US or Allied currency or negotiable instruments to the appropriate representative. The military police brigade commander will appoint an investigating officer to determine if the EPW/CI has legal claim to the currency or negotiable instruments.

(d) When the investigation is complete, the EPW/CI facility commander will forward to the designated finance office a copy of the completed investigation and a written request to transfer the amounts held in suspense.

(2) The finance office will:

(a) Deposit funds for which an investigation is being conducted into Deposit Fund Account 21X6500.

(b) Transfer currency or negotiable instruments for which the investigation shows no legal claim as confiscated property and cite appropriation 21R1060, Forfeiture of Unclaimed Money and Property.

(c) Transfer currency or negotiable instruments for which the investigation shows legal claim as impounded currency to Deposit Fund Account 21X6501.0001.

AEUFC-FAPD

SUBJECT: Enemy Prisoners of War (EPW) and Civilian Internees (CI) Standing Operating Procedures (SOP) - Turkey/Israel (Finance and Accounting Policy Memorandum #03-06)

(d) Maintain records and documentation to support deposits/transfers.

b. Remittances. Monetary amounts furnished from any source and may be addressed to individuals, a specific camp, a group of EPWs/CIs, or all EPWs/CIs.

(1) Commanders of EPW/CI facilities will:

(a) Retain currency or negotiable instruments received in foreign currency for which there is a designated exchange rate.

(b) Return currency or negotiable instruments for which there is no designated exchange rate.

(c) Convert foreign currency or negotiable instruments to U.S. dollars when requested by the EPW/CI.

(d) Distribute in accordance with the donor's instructions, if the remittance applies to more than one EPW/CI facility.

(e) Forward to DFAS Center for Sustaining Forces-Indianapolis, ATTN: DFAS-AHC/IS, 8899 East 56th Street, Indianapolis, IN 46249-1301, if the remittance is for all EPWs/CIs in general. DFAS Center for Sustaining Forces-Indianapolis will deposit any funds into Deposit Fund Account 21X6501.0001 and maintain supporting records and documentation. Do not process a DD Form 1131 for these funds.

c. Transfers. The finance office will:

(1) Notify S3, 266th FINCOM to coordinate transfer of responsibility.

(2) Transfer the applicable balance in the Deposit Fund Account 21X6501.0001 to the gaining EPW/CI servicing finance office and provide copies of all supporting documentation.

(3) Complete Standard Form 1081 to transfer funds between appropriations and attach all supporting documentation. Provide a copy of all supporting documentation to the gaining finance office.

(4) Notify the S3, 266th FINCOM upon completion of transfer.

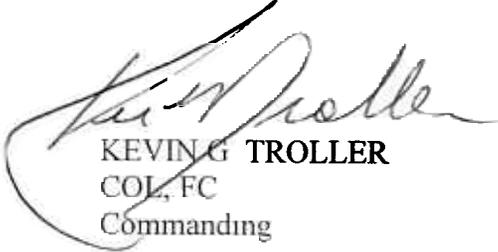
21 APR 2003

AEUFC-FAPD

SUBJECT: Enemy Prisoners of War (EPW) and Civilian Internees (CI) Standing Operating Procedures (SOP) - Turkey/Israel (Finance and Accounting Policy Memorandum #03-06)

5. POC for this memorandum is the 266th FINCOM, FAPD-Disbursing, DSN 379-5168/9.

Encl
DD Form 1131



KEVIN G TROLLER
COL, FC
Commanding

DISTRIBUTION:

COMMANDER,

8TH FINANCE BATTALION, UNIT 23731, APO AE 09036

39TH FINANCE BATTALION, UNIT 20193, BOX 0026, APO AE 09165

106TH FINANCE BATTALION, CMR 475, APO AE 09036

106TH FINANCE BATTALION (FWD), APO AE 09341

208TH FINANCE BATTALION, UNIT 30041, APO AE 09166

266TH FINCOM, FWD "A", TUZLA MAIN, APO AE 09789

266TH FINCOM, FWD "B", CAMP BONDSTEEL, APO AE 09340

CASH COLLECTION VOUCHER

DISBURSING OFF. COLLECTION VOUCHER NO.

RECEIVING OFF. COLLECTION VOUCHER NO.

RECEIVING OFFICE	ACTIVITY <input type="checkbox"/> (Name and location) (Include ZIP Code) <input type="checkbox"/>	
	RECEIVED AND FORWARDED BY <input type="checkbox"/> (Printed name, title and signature)	DATE
DISBURSING OFFICE	ACTIVITY <input type="checkbox"/> (Name and location) (Include ZIP Code) <input type="checkbox"/> FA&O ARIFJAN, KUWAIT, APO AE 09366	
	DISBURSING OFFICER <input type="checkbox"/> (Printed name, title and signature) <input type="checkbox"/> FOR: PAUL J. GAUTREUX, LTC, FC, FAO	DISBURSING STATION SYMBOL NO. ****
		DATE RECEIVED SUBJECT TO COLLECTION

PERIOD: FROM _____ TO _____

DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	NAME: _____ RANK: _____ SSN: _____ UNIT: _____ SIGNATURE: _____	EPW SEIZED FUNDS EPW#: _____ EPW Name: _____		21X6500.00000 FSN: S12107 APC: P105 Forfeiture of unclaimed money 21X6501.0001 FSN: S12107 APC: P106 Other
TOTAL				

DD

FORM 1131

APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.

24 January 1958