



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

21 APR 2003

AEUFC-FAPD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Captured Currency Standing Operating Procedure (SOP) – Turkey/Israel (Finance and Accounting Policy Memorandum #03-07)

References.

- a. Department of Defense Financial Management Regulation (DODFMR), Volume 5, Chapter 2, 30 October 2002, Disbursing Offices, Officers, and Agents.
- b. Department of Defense Financial Management Regulation (DODFMR), Volume 5, Chapter 10, 30 October 2002, Collections.
- c. Financial Management Operations, FM-100-14, Appendix B, 7 May 1997.

2. Purpose. To standardize the procedures and identify responsibilities regarding collecting captured currency for soldiers deployed to Turkey and Israel.

3. General Instructions.

a. Commanders, criminal investigation personnel, and individuals taking possession of captured currency (paper, coin, or precious metal), U.S. or foreign, found among the effects of soldiers captured, killed, or medically evacuated are responsible for counting, safeguarding, transporting, and turning in the currency to the nearest finance office. Commanders, criminal investigation personnel, and individuals will:

(1) Provide a memorandum (see enclosure 1) to the finance office detailing all information concerning the captured currency.

(2) Maintain receipt (see enclosure 2) of captured currency received by the finance office.

b. Finance office will inventory and safeguard captured currency received from commanders, criminal investigation personnel, and individuals. Finance units will:

Ensure only Disbursing Officers and Disbursing Agents accept captured currency.

Ensure a disinterested party is present.

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- (3) Issue a receipt (see enclosure 2) for captured currency received by the finance office and maintain all documentation.
 - (4) Keep all captured currency separate from operational funds.
 - (5) Forward a copy of all supporting documentation and request disposition of captured currency through the Finance and Accounting Policy Division (FAPD), 266th Finance Command.
 - c. The 266th Finance Command will request disposition instructions for the captured currency from the Defense Finance and Accounting Service - Indianapolis (DFAS-IN).
 - d. When DFAS-IN determines that the captured currency must be taken into the finance office operational accountability, the finance office will complete and process DD Form 1131, Cash Collection Voucher (see enclosure 3) citing the accounting classification 21R1060 and attach all supporting documentation.
4. POC for this memorandum is 266th FINCOM, FAPD-Disbursing, DSN 370-5168/9.

3 Encls

- 1. Sample Memorandum
- 2. Sample Receipt
- 3. Sample DD Form 1131



KEVIN G. TROLLER
COL, FC
Commanding

DISTRIBUTION:

COMMANDER,
8TH FINANCE BATTALION, UNIT 23731, APO AE 090036
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

(Office Symbol)

20 March 2003

MEMORANDUM FOR Commander, 106th Finance Battalion

SUBJECT: Captured Currency

This is to certify that I, SSG Jose Grant, 111-55-3333, 2d PLT B Co, 1/6 INF found (enemy) currency \$1,000.00 (US) at location LC 87654321 in the vicinity of Base Camp Echo, Iraq. The money was found along with a cache of enemy weapons. The enemy quickly retreated upon our attack and left behind the money and equipment. I have turned all funds captured into A DET, 106th Finance BN on 20 Aug 03 at 1200 hrs at location LC 87444300.

Jose Grant 20 March 2003

JOSE GRANT

SSG, USA PLT SGT 2D PLT B CO.1/6 IN

DSN: 444-1122

Encl 1

| RECEIPT FOR CAPTURED CURRENCY | | | |
|---|------------|--|------------------------------|
| ORGANIZATION/ INDIVIDUAL (TURNING IN FUNDS) SSG Jose Grant, 111-55-3333, of 2 ^d PLT B Co. 1/6 INF Echo Base IRAQ, APO AE 09341 Phone # 444-1122 | | | |
| FINANCE OFFICE (MAILING ADDRESS OF FAO ACCEPTING FUNDS) A DET, 106TH FINANCE BN DSSN **** APO AE *****09341 | | | |
| CURRENCY INVENTORY: | | | |
| TYPE/COUNTRY | AMOUNT | EXCHANGE RATE (AS APPLICABLE) | TOTAL IN U.S. DOLLARS |
| U.S. DOLLARS | \$1,000.00 | N/A | \$1,000.00 |
| | | | |
| | | | |
| | | GRAND TOTAL IN U.S. DOLLARS | \$1,000.00 |
| CCO/ DISBURSING OFFICER PRINTED NAME & SIGNATURE <i>Jill C. Clifford</i> JILL C. CLIFFORD 1LT, FC, Disbursing Agent | | | DATE 20 March 2003 |
| ACCOUNTING CLASSIFICATION (AS APPLICABLE) -----Fill in only if/when it is decided the money will become a part of the Finance Officer's accountability. Use accounting classification 21R1060 S99999 | | | |
| PRINTED NAME SIGNATURE OF INDIVIDUAL TURNING IN FUNDS <i>Jose Grant</i> JOSE GRANT SSG USA PLT SGT | | TOTAL AMOUNT IN U.S. \$ \$1,000.00 | |

Encl 2

CASH COLLECTION VOUCHER

DISBURSING OFF. COLLECTION VOUCHER NO.

200001

RECEIVING OFF. COLLECTION VOUCHER NO.

0001

| | | |
|-------------------|--|-------------------------------------|
| 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 |
| | 173D MP BDE APO AE 09000 Herbert Bell, FO, CPT | 21-Mar-03 |
| DISBURSING OFFICE | ACTIVITY <input type="checkbox"/> (Name and location) (Include ZIP Code) <input type="checkbox"/> | |
| | DISBURSING OFFICER <input type="checkbox"/> (Printed name, title and signature) <input type="checkbox"/> | DISBURSING STATION SYMBOL NO. |
| | FOR: THOMAS P. RILEY, LTC, FC, FAO | XXXX |
| | | 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 |
|----------------|---|--|---|---|
| 2003 21-Mar | NAME: _____ RANK: _____ SSN: _____ UNIT: _____ SIGNATURE: _____ | CAPTURED CURRENCY (ENEMY, ALLIED, OR NEUTRAL, OR U.S.) 2 - \$5 Bill (US) 1 - \$20 Bill (US) 4 - \$10 Bills (US) (list serial numbers) Total | \$5.00 \$20.00 \$40.00 \$65.00 (US \$ Equivalent) | 21R1060 FSN: S99999 APC: Must be established by DFAS-Europe |
| TOTAL | | | \$65.00 | |

FORM

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.

DD APR 57 1131

24 January 1958

Encl 3