

SAMPLE COMMANDER'S DAMAGE/LOSS STATEMENT

UNIT LETTER HEAD

Unit Attention Line

Date: 25 February 2004

MEMORANDUM FOR Property Administrator, Training Support Center (TSC),
Building 229, Battalion and 42nd St., Fort Hood, Texas 76544

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5
2. TSC equipment damaged: Lecternette, Model _____ SN: _____. Request for Issue/Turn-In, DA Form 3161 dated _____, Hand Receipt Account#_____.
3. Damage statement:
 - a. During the period 14-15 December, 2000, the Lecternette described above was damaged during transport from the parade field after a scheduled ceremony. The damage consisted of a broken knob and a hole in the fabric covering the speaker. The damage occurred as a result of vehicle overloading.
 - b. We tested the Lecternette at the unit and found that aside from the above damage all other parts were functioning correctly.
4. POC is the undersigned at 287-0000.

Hawkeye W. Half-Mast
SFC, USA
Section Supervisor

1st Ind

Attention Line

Date

1. I Concur/Do Not Concur with the statement in the basic letter.
2. I have reviewed the circumstances surrounding the damage to the above item and find no evidence of negligence or willful misconduct. No further investigation is required.

I.WALK. ONWATER
LTC, IN
Commander

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