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Figure 18-1. Sample DD Form 2669 (Destruction Schedule)

CHAPTER 18

EMERGENCY DISPOSITION OF CURRENCY, COIN, AND
NEGOTIABLE INSTRUMENTS1801 POLICY

180101. Disposition. Under emergency conditions or in anticipation of enemy action, negotiable instruments, currency, and coin held at personal risk by DOs shall be evacuated if possible. If time and circumstances make it appear that capture of these funds is inevitable (in the opinion of the DO or the commander), the funds shall be destroyed in a manner that is absolute. The destruction shall be witnessed as prescribed in this chapter. In high threat areas, most bases have a Threatcon system to indicate the level of the threat. Upon initial notification of a threat that may require the destruction of currency and negotiable instruments, the DO should determine cash requirements, recall or purchase excess funds, and evacuate these funds to a designated safe haven.

A. Combustible Materials. Paper currency, checks, bonds, MPC, and other burnable documents shall be burned completely to ashes.

B. Solid Substances. Coin and other valuable non-burnable items shall be disposed of by scattering in deep bodies of water when possible. When no suitable bodies of water are present, these items shall be secretly buried in the ground.

C. Alternatives. Currency and other paper-type negotiable instruments may be shredded, pulped, or eaten by caustic substances when it is impossible to burn them completely. However, such alternative methods of destruction must completely destroy the original character and appearance of currency and other negotiable instruments so as to make them non-negotiable. Coins may be fused or mutilated in such a manner as to make them unrecognizable as U.S. or foreign coins. Bars, ingots, and other units of precious or valuable substances shall be fragmented and scattered so as to make their recovery impossible or at least uneconomical.

180102. Destruction Precedence. Because sufficient time may not be available to document and perform the destruction of funds held by the DO, funds shall be readied for destruction in the following priority: U.S. and foreign currency and negotiable instruments carried as cash in the DOs' accounts; blank Treasury checks, blank limited depository checks, blank U.S. savings bonds, and reserve series of MPC; currency, negotiable instruments, and valuables held for safekeeping; coins; and other valuables (e.g., signature dies and seals) in the custody of the DO. DOs in areas of elevated tension should anticipate the possibility of emergency destruction and maintain a means to rapidly inventory and destroy their funds.

180103. Sudden Destruction. When currency and coin are destroyed without previous warning, such as by explosion, fire, sinking of a vessel, or aircraft accident, the DO accountable for the funds shall prepare a written statement about the circumstances under which the funds were destroyed and forward it with a request for relief to the supporting DFAS Center. In the event the DO does not survive the disaster that destroyed the funds, the officer designated to settle the account shall act in the DO's behalf. The designated officer shall reconstruct the accountability of the DO and initiate the appropriate requests for relief.

1802 PREPARATION FOR EMERGENCY DESTRUCTION OF CURRENCY

180201. DOs and Their Agents

A. U.S. Currency and MPC. If time permits, the DO shall prepare DD Form 2669 (Destruction Schedule) in an original and 3 copies for all U.S. currency destroyed. See figure 18-1. A separate DD Form 2669 shall be prepared for MPC. The reason for destruction of the currency shall be annotated in the space provided. For full or partial packages of new currency, the beginning and ending serial numbers of each denomination of the currency shall be annotated in the spaces provided. The destruction shall be witnessed by three disinterested commissioned officers, at least one of whom should be senior in rank to the DO. The name, rank, and signature of the witnesses shall be entered in the spaces provided. Destruction shall not be delayed pending arrival of the DO's superior. If no officer senior to the DO is available, any disinterested commissioned officer may serve as the third witness to the destruction. The method of destruction shall be indicated in the space provided in the witnesses' certification.

B. U.S. Coins. If time permits, the DO shall prepare a DD Form 2669 as described above for all U.S. coins destroyed. The DD Form 2669 shall contain the same type of information required for U.S. currency except that it shall list the denominations and value of each denomination of coin destroyed and shall be witnessed by two disinterested commissioned officers, or by two disinterested non-commissioned officers, or by two reliable U.S. citizens, or any combination of such individuals. The preprinted denominations of paper currency shall be struck out and the denomination of the coins entered. The word "currency" shall be struck out and "U.S. Coins" entered immediately above in both the DO's and the witnesses' certification blocks.

C. Foreign Currency and Coin. If time permits, a DD Form 2669 shall be prepared and witnessed for destruction of foreign currency and coin. The appropriate areas of the DD Form 2669 shall be modified to identify the denomination of the foreign currency and coin. Separate DD Forms 2669 are required for foreign currency held for safekeeping and that held as public funds and for foreign coin held for safekeeping and that held as public funds when both types of funds are held by the DO. The destruction shall be witnessed as prescribed above for U.S. currency and coin.

★ D. Check Stock. If time permits, the DO shall prepare a list in an original and 3 copies of all U.S. Treasury and LDA check stock destroyed. The list shall indicate the

range (from and through) of check numbers destroyed for each series of checks maintained by the DO. The destruction shall be witnessed as prescribed in paragraph 180201.A, above.

E. Savings Bond Stock. If the DO has U.S. Savings Bond stock, it should be destroyed in the same manner as check stock. A list shall be prepared in an original and 3 copies indicating the range (from and through) of bond serial numbers for each denomination of bonds. The destruction shall be witnessed as prescribed in paragraph 180201.A, above.

F. Signature Plates. Signature plates shall be crushed, disposed of in deep water or, as a last resort, buried.

180202. Non-appropriated Fund (NAF) Custodians

A. U.S. Currency, Coin, and MPC. When ordered by competent authority, NAF activities shall turn in their U.S. currency, coin, and MPC to the nearest DO in exchange for a Treasury check in the appropriate amount. These funds then become public funds for which the DO is accountable. If destruction becomes necessary, these funds shall be included on the DD Form 2669, as required above.

B. Foreign Currency and Coin. When ordered by competent authority, NAF activities shall turn in their foreign currency and coin to the nearest DO in exchange for a receipt stated in units of the foreign currency. The receipt shall state plainly that the foreign currency is being accepted for safekeeping and that neither the DO nor the U.S. Government is accountable for loss or destruction as a result of the existing emergency. See [Chapter 27](#) of this volume. However, if after accepting foreign currency and coin for safekeeping, the DO discovers a requirement for its use, the DO shall issue a Treasury check for the U.S. dollar equivalent of the foreign funds used. If destruction becomes necessary, the DO shall prepare DD Form 2669 if time permits.

180203. MBFs. The earliest possible notice shall be given to MBFs when the commander believes it is prudent for the MBFs to liquidate their coin and currency holdings. Bank managers in critical areas shall be authorized periodically to exchange currency that is in excess of day-to-day requirements for a Treasury check. This practice will reduce, to a manageable level, outstanding currency susceptible to loss.

A. U.S. Currency and Coin. When it becomes necessary to destroy U.S. currency and coin it shall be transported by the MBF to the nearest DO and exchanged for a Treasury check. As with U.S. currency and coin received from non-appropriated fund activities, this currency and coin becomes public funds for which the DO is accountable and shall be included on the DD Form 2669 prepared by the DO. When such delivery cannot be made, the bank manager should prepare a destruction schedule, similar to the DD Form 2669, then verify and burn the currency into unidentifiable ashes in the presence of at least one representative from the MBF and two commissioned officers of the Armed Forces. U.S. coins shall be disposed of by the MBF as prescribed in subparagraph 180101.B, above.

B. Foreign Currency and Coin. MBF managers may turn in to the nearest DO their holdings of foreign currency and coin for safekeeping in exchange for a receipt stated in units of the foreign currency. The receipt shall specify that neither the DO nor the U.S. Government assumes accountability for loss or destruction of the foreign currency and coin as a result of the existing emergency. See [Chapter 27](#) of this volume. If the DO has need for the foreign currency for operational purposes, a Treasury check shall be issued for the U.S. dollar equivalent of the foreign funds used. If destruction becomes necessary, the DO shall prepare DD Form 2669 if time permits.

180204. Other DoD Sponsored Activities

A. U.S. Currency and Coin. Managers of these activities shall deliver U.S. currency and coin to the nearest DO in exchange for a Treasury check or for a receipt for the value of the currency. A Treasury check shall be issued at a later time in exchange for the receipt previously given. As with U.S. currency and coin received from non-appropriated fund activities, when a Treasury check is issued in exchange for the value of the funds, the funds become public funds for which the DO is accountable and shall be included on the DD Form 2669 prepared by the DO.

B. Foreign Currency and Coin. Managers of these activities shall deliver foreign currency and coin to the nearest DO to be held for safekeeping. The DO shall issue a receipt stated in units of the foreign currency. The receipt shall specify that neither the DO nor the U.S. Government shall be accountable for loss or destruction of the foreign currency arising out of the existing emergency. See [Chapter 27](#) of this volume. DOs may use the foreign currency held for safekeeping to meet operational requirements by issuing a Treasury check for the U.S. dollar equivalent of the foreign currency used. If destruction becomes necessary, the DO shall prepare DD Form 2669 if time permits.

180205. Accounting for Destroyed Currency, Coin, and Negotiable Instruments. The DO shall account for destroyed currency, coin, and negotiable instruments which were held as public funds on line 7.7 of the DD Form 2657 and the SF 1219. A copy of each DD Form 2669 shall support the entries on the DD Form 2657 and SF 1219.

