



DEPARTMENT OF THE ARMY
104th AREA SUPPORT GROUP
Unit 20193, Box 0001
APO AE 09165

REPLY TO
ATTENTION OF

AETV-HUG-GC

1 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 4-2, Change of Command Hand Receipt Holder Inventory Procedures

1. REFERENCES:

- a. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.
- c. AE Regulation 710-2, Supply Policy Below the Wholesale Level, 16 Jan 04.
- d. AR 710-2, Inventory Management Supply Policy Below the National Level, 25 Feb 04.

2. PURPOSE: This policy establishes procedures for conducting change of command and change of primary hand receipt holder inventories.

3. APPLICABILITY: This policy applies to all Area Support Group (ASG) and Base Support Battalion (BSB) activities and units for whom the Directorate of Logistics (DOL), Installation Property Book Officer, maintains property accountability and provides supply support.

4. RESPONSIBILITY: Commanders and supervisors at all levels will ensure that change of command/primary hand receipt holder inventories are accomplished IAW procedures outlined in this policy and in the references listed above.

5. POLICY: The change of command/primary hand receipt holder inventory constitutes an integral part of unit/activity property accountability. It is essential that the outgoing and incoming commander/primary hand receipt holder fully understands and adheres to the provisions outlined in the above references prior to conducting the change of command/primary hand receipt holder inventory.

a. Commander/Rater/Supervisor will:

(1) Provide a minimum of thirty days for the primary change of hand receipt holder inventory.

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(2) Ensure that the incoming commander/primary hand receipt holder understands the procedures for conducting the inventory as outlined in DA PAM 710-2-1, Chapter 9.

(3) Ensure their staff/higher headquarters staff is available to assist both the incoming and outgoing commander/primary hand receipt holder during the inventory.

(4) Review and sign the change of hand receipt holders memorandum (Enclosure).

b. Outgoing commander/primary hand receipt holder will:

(1) Receive a briefing from the Property Book Officer on change of command/primary hand receipt inventory procedures.

(2) Schedule the joint inventory.

(3) Ensure that the hand receipt is updated and available to the incoming commander/primary hand receipt holder before the joint inventory.

(4) Ensure that current supply catalogs, component lists, technical manuals, and other related publications are available for use by the incoming commander/primary hand receipt holder during the joint inventory.

(5) Direct all temporary/sub-hand receipt holders, outside of the unit, to return all property for the joint inventory.

(6) Conduct the joint inventory following procedures outlined in DA PAM 710-2-1, Chapter 9, para 9-3.

(7) Sign the change of command hand receipt holder memorandum (enclosed).

c. Incoming commander/primary hand receipt holder will:

(1) Receive a briefing from the Property Book Officer on change of command hand receipt holder inventory procedures.

(2) Thoroughly familiarize themselves with inventory procedures outlined by above references.

(3) Schedule an appointment with the commander/rater/supervisor to discuss the plan for the change of hand receipt joint inventory.

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(4) Conduct the joint inventory following procedures outlined in DA PAM 710-2-1, Chapter 9, para 9-3.

c. Property Book Officer will ensure that:

(1) All incoming and outgoing primary hand receipt holders are briefed prior to the joint change of command hand receipt holder inventory.

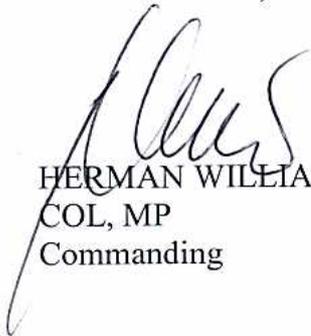
(2) The incoming hand receipt holder signs for all property.

(3) The change of hand receipt holder memorandum (enclosed) has been completed.

6. Questions or clarification related to this command policy should be directed to the DOL, DSN 322-1340.

7. This policy memorandum supersedes all previous memoranda, subject as above.

Encl
as



HERMAN WILLIAMS III
COL, MP
Commanding

DISTRIBUTION:

Commander, 221st BSB (AETV-WSB-GC)

Commander, 222nd BSB (AETV-BHR-GC)

Commander, 284th BSB (AETV-GSN-GC)

Commander, 414th BSB (AETV-HUB-GC)

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SUBJECT: Command Policy (CP) 4-2, Change of Command Hand Receipt Holder Inventory Procedures

AETV-XXX-XX

Date: _____

MEMORANDUM FOR Commander, (address of ASG/BSB)

SUBJECT: Change of Hand Receipt Holder Inventory

1. REFERENCES:

- a. 104th ASG Policy Letter _____ Change of Command Hand Receipt Holder Inventory, dated _____
- b. AR 710-2, Inventory Management Supply policy Below the National Level, 25 Feb 04
- c. AR 735-5 Polices and procedures for Property Accountability, 10 Jun 02

2. Under the provisions of the above policy, a 100% inventory of unit/activity property was conducted. Discrepancies were accounted for IAW references 1b and 1c above. The inventory was completed on _____.

3. The change of hand receipt holder inventory between the outgoing hand receipt holder, _____, and the incoming hand receipt holder, _____, was accomplished on _____.

SIGNATURE BLOCK

Outgoing HRH

Incoming HRH PBO

PBO

SIGNATURE BLOCK
Rater/Supervisor