



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF

AFZX-GL

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G4-01 - Joint Readiness Training Center (JRTC) & Fort Polk Change of Command/Primary Hand Receipt Holder Inventory

1. References.

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 Mar 08.
- b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- c. Department of the Army Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.

2. Purpose. To establish policy and procedures for conducting change of command and change of hand receipt holder inventories.

3. Applicability. This policy applies to all JRTC & Fort Polk activities and units.

4. Responsibility.

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

b. The policy and procedures outlined below will be accomplished prior to incoming commander/Primary Hand Receipt Holder (PHRH) signing the master hand receipt. Brief the brigade commander on the concept plan for performing the change of command inventory and on the results of the inventory prior to notifying the Property Book Officer (PBO) that the inventory is completed.

5. Policy.

a. The Change of Command/PHRH inventory constitutes an integral part of unit/activity property accountability. It is essential that the outgoing and incoming commander/ PHRH understand and adhere to the provisions outlined in the above references prior to conducting the joint change of command/PHRH inventory.

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b. Commander/supervisor will:

(1) Provide a minimum of thirty (30) days for the change of command/PHRH inventory.

(2) Ensure that the incoming commander/PHRH understands the procedures for conducting the inventory as outlined in DA Pam 710-2-1, chapter 9, paragraph 9-3.

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

(4) Review and sign the appointment of hand receipt holder memorandum.

c. Outgoing commander/PHRH will:

(1) Receive a briefing from the PBO on change of command/PHRH inventory procedures.

(2) Schedule the joint inventory. Notify sub-hand receipt holders of when and how the inventory will be conducted.

(3) Ensure that the hand receipt is updated and available to the incoming commander/PHRH prior to the joint inventory.

(4) Ensure that current supply catalogs, component list, technical manuals, and other related publications are available for use by the incoming commander/PHRH 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, paragraph 9-3

(7) Initiate a Financial Liability Investigations of Property Loss (FLIPL), statement of charges or cash collection voucher IAW AR 735-5 for lost, damaged or destroyed property. The PBO will assist with the preparation of the adjustment documents.

d. Incoming commander/PHRH will:

(1) Receive a briefing from the PBO on change of command/PHRH inventory

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procedures.

(2) Request copy of current hand receipt from PBO. Thoroughly familiarize themselves with inventory procedures outlined by above references.

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

(4) Conduct the joint inventory following procedures outlined in DA Pam 710-2-1, chapter 9, paragraph 9-3.

(5) Report all differences regarding property discrepancies to the PBO.

(6) After the AR 735-5 adjustment document is posted, sign the hand receipt thereby acknowledging responsibility for the property.

(7) Submit a copy of the assumption of command orders and a DA form 1687 (Signature Card) listing the individuals authorized to request and receive against the unit hand receipt to the PBO.

e. Property Book Officer will ensure:

(1) All incoming and outgoing commanders/PHRH are briefed prior to their joint change of command/hand receipt holder inventory.

(2) Assist in conducting causative research and initiation of Financial Liability Investigation Property Loss (FLIPL), statement of charges or cash collection voucher for lost, damaged or destroyed property.

(3) All property is signed for by the incoming commander/PHRH.

(4) The completion of appointment of hand receipt holder memorandum.

6. Procedures to inventory the property are as follows.

a. Check all items to make sure the item and their description on the unit property book or hand receipt match. Make a list of any differences.

b. Make a visual check of the condition of the property. Make a list of any damaged equipment.

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c. Count all items listed on the hand receipt. Make a list of any overages or shortages. All discrepancies will be resolved prior to the incoming commander signing the master hand receipt.

d. Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand receipt shortage annexes. Check the document register to make sure that component shortages are on requisition. Make a list of component shortages that are not listed on hand receipt shortage annexes. Make a list of any component overages.

e. Verify the serial number on the item with that recorded on the hand receipt. Make a list of any serial number differences.

f. Report damaged equipment to unit maintenance personnel for repair. If items are in maintenance prior to the beginning of the inventory, make sure the maintenance request is valid. Check all open maintenance requests with the supporting maintenance facility.

g. Report all differences regarding property discrepancies to the accountable officer/PBO. After the document has been assigned to the adjustment documents, the outgoing commander/PHRH will sign for the adjusted quantities in the next column. The incoming commander/PHRH will sign for the same quantities in the next available column. If no discrepancies were discovered during the inventory, the incoming commander/PHRH will sign the next available quantities column thereby acknowledging responsibility for the property.

7. Coral Johnson is the point of contact at 531-2712, or by email at coral.johnson@us.army.mil


WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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