



417th Base Support Battalion *Commander's Policy*

Policy Number: 4-6

Proponent: AETV-WG-WK

Date: 01 July 2004

SUBJECT: Primary Hand Receipt Holder/Commander/Rater and Supervisors
Consolidated Property Management Office responsibilities

1. REFERENCES:

- a. AR 710-2, Inventory Management Supply Policy below the Wholesale Level, 31 Oct 97.
- b. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
- c. DA PAM 710-2-1, Using Unit Supply System Manual Procedures, 31 Dec 97.

2. PURPOSE: To establish uniform policy, procedures for appointment of Primary Hand Receipt Holder (PHRH) and Commander/Rater/Supervisors primary hand receipt responsibilities within the 417th Base Support Battalion footprint.

3. SCOPE: This policy applies to all activities and units for whom the Consolidated Property Management Officer (CPMO) maintains property accountability and provides supply support. The policy letter will remain on file in the 417th BSB Director of Logistics (DOL), Supply & Services Division for review and will be updated annually.

4. POLICY: The Appointment of Primary Hand Receipt Holders and PHRH Inventories constitute an integral part of unit/activity property accountability. It is essential that 100% inventories are conducted between outgoing and incoming PHRH(s) and they fully understand and adhere to the provisions outlined in the above references and below policy prior to conducting the joint change of PHRH inventory, and semiannual inventories.

a. Commander/Rater/Supervisor will:

(1) Appoint/designate PHRH(s) in writing and forward appointment orders to the IPBO.

(2) Ensure PHRH conducts transfer of hand receipt accountability inventory and assumes responsibility at least 30 days prior to the old account holder's separation/departure.

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(3) Ensure the change of Hand Receipt Holder memorandum has been completed (enclosure 1) and forwarded to the commander 417th BSB. If an assigned employee is departing and has had no assigned hand receipt responsibilities the Commander/Rater/Supervisor will verify this with the CPMO, sign and forward enclosure 1 to the Commander 417th BSB.

Note: Commander/Rater/Supervisors of employees separating or retiring from the community are responsible for ensuring that any of their employee's outstanding hand receipt obligations have been cleared or that satisfactory arrangements have been made to satisfy the obligation before the individual leaves. If hand receipts are not properly re-assigned /cleared, the CPMO will assign the not cleared hand receipt accounts to the departing employee's supervisor for reconciliation. Liability claims may then be made in accordance with AR 735-5 Chapter 12.

b. CPMO Responsibilities:

(1) Ensure that the Hand Receipt is updated and available to the incoming hand receipt holder before the joint inventory.

(2) Conduct a briefing with the outgoing and incoming PHRH on change of hand receipt inventory procedures. Provide the PHRH a current copy of the hand receipt for inventory purposes. Ensure the change of Hand Receipt Holder memorandum has been completed (Encl).

c. PHRH Responsibilities:

(1) Upon designation of a new hand receipt holder, the outgoing and incoming PHRH(s) will immediately contact the CPMO to receive a briefing and a copy of the official hand receipt with change documents and to receive any clarification necessary to complete the inventory. A 100% inventory of property has to be conducted within 30 days.

(2) Ensure the change of Hand Receipt Holder memorandum has been completed (Encl).

(3) Conduct a 100% physical inventory of all property every six months and provide the results of the inventory to the CPMO and sign an updated copy of the hand receipt (Property Book Office personnel will provide a current copy of the hand receipt for inventory purposes).

(4) Upon reassignment or change of station ensure hand receipt is cleared with the CPMO office.

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(5) Conduct inventories of hazardous and/or explosive items monthly, sensitive items monthly (COMSEC). Property Book Office personnel will provide a Sensitive Items listing for inventory and certification purposes).

(6) Keep Notice of Delegation of Authority cards (*DA Form 1687*) current. Use the expiration date to determine when you need to prepare new ones. The date will normally coincide with the date of your semiannual inventory.

(7) Change of Command Inventory: Before conducting a Change of Command Inventory, the outgoing and incoming commanders must receive an in brief by the CPMO, before conducting a 100% joint inventory of all assigned property. Commanders have 30 days to complete this inventory. Upon successful completion of the inventory, the old and new hand receipt holders will sign a joint memorandum (Encl), which contains the results of the inventory. The memorandum will remain on file with the CPMO and Company/Detachment Supply Room for the duration of command.

(8) Ensure that all MTOE and TDA equipment is either on hand or on request and that excess equipment is turned in. If excess is required, initiate a request for addition to the activity's **MTOE/ TDA** for Equipment Changes on MTOE/TDA (*DA Form 4610-R*).

5. PROPONENT: 417th BSB Directorate of Logistics, DSN 350-1540.

1 as Encl


THOMAS H. FASS
LTC, EN
Commanding

AETV- WG-WK

MEMORANDUM FOR COMMANDER, 417th Base Support Battalion (Kitzingen), Unit 26137, APO AE 09031

SUBJECT: Change of Command/Hand Receipt Holder Inventory/ Hand Receipt Holder Clearance

1. References:

a. 417th BSB Policy Letter No.4-6, Primary Hand Receipt Holder Appointment and Responsibilities, dated 28 June 2004.

b. AR 710-2.

c. AR 735-5.

2. Under the provisions of the above policy, I have contacted the Consolidated Property Management Office (CPMO) and the following individual has no hand receipt with that CPMO _____.

SIGNATURE BLOCK
& SIGNATURE
Rater/Supervisor

DATE

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

4. The change of hand receipt between the outgoing hand receipt holder, _____, and the incoming Commander/hand receipt holder, _____ was accomplished on _____. The Property Book Officer has briefed the new hand receipt holder. As the new hand receipt holder I have read the above policy and am aware that the hand receipt has to be cleared prior to my departure or change of duty assignment.

SIGNATURE BLOCK
& SIGNATURE
Outgoing HRH

SIGNATURE BLOCK
& SIGNATURE
Incoming HRH

SIGNATURE BLOCK
& SIGNATURE
CPMO

SIGNATURE BLOCK
& SIGNATURE
Rater/Supervisor

Enclosure 1