



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

27 JUL 2020

MEMORANDUM FOR United States Army Garrison Wiesbaden Headquarters Detachment, All Directorates and Sections, APO AE 09005

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #39, Change of Command and Change Hand Receipt Holder Inventories

1. References:

- a. AR 735-5, Policies and Procedures for Property Accountability, 9 November 2016.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- c. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 1 December 2016.

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 USAG Wiesbaden Soldiers and Civilians.

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

5. Responsibility: Directors and supervisors at all levels will ensure that change of hand receipt holder inventories are accomplished prior to departing Primary Hand Receipt Holder (PHRH) is authorized to out-process or incoming PHRH is being appointed and signing the hand receipt.

6. Procedure:

a. Rater/supervisor will:

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

(2) Ensure that the incoming PHRH understands the procedures for conducting the inventory as outlined in DA PAM 710-2-1, Chapter 9 and in paragraph 7 below.

(3) Ensure their staff is available to assist both the incoming and outgoing PHRH during the inventory. If required have an independent party participate.

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(4) Review and sign the change of hand receipt holder's memorandum (enclosed).

b. Outgoing PHRH will:

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

(2) Schedule the joint inventory.

(3) Ensure that the hand receipt is updated and available in paper format to the incoming PHRH 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 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) Sign the change of command hand receipt holder's memorandum (enclosed).

c. Incoming PHRH's will:

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

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

(3) Schedule an appointment with the 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, paragraph 9-3.

d. Property Book Officer will ensure that:

(1) All incoming and outgoing PHRH's are briefed prior to the 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.

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(3) All property is signed for by the incoming hand receipt holder.

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

7. Procedures to inventory the property are as follows:

a. Check all items to make sure the item and their description on the hand receipt match. Annotate any differences on hand-receipt or make a separate list.

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

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 PHRH signing the hand receipt.

d. Check end items for completeness. Use the proper Technical Manual (TM) or Supply Catalog (SC) to identify components. Make sure that component shortages are 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 and bring to the PBO attention.

f. Verify that any items that are in maintenance are accompanied by a valid maintenance request. Check all open maintenance requests with supporting maintenance facility.

g. Report damaged equipment for repair.

h. Report all differences regarding property discrepancies to the accountable officer or PBO.

8. The POC for this memorandum is Mr. Heinz W. Kaffenberger at DSN: 546-6002,
COM: 0611-143-546-6002, email: Heinz.w.kaffenberger.ln@mail.mil.


MARIO A. WASHINGTON
CCL, AG
Commanding

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SAMPLE

IMWB-WSB-XX

DATE: _____

MEMORANDUM FOR Commander, (address of USAG)

SUBJECT: Change of Hand Receipt Holder Inventory

1 References:

a. USAG Wiesbaden Policy Letter #39, Change of Command Hand Receipt Holder Inventory, dated _____.

b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

c. AR 735-5, Policies and Procedures for Property Accountability, 9 November 2016.

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

JOHN DOE
SFC, USA
Outgoing HRH PBO

SIGNATURE

JANE DOE
MSG, USA
Incoming HRH PBO

SIGNATURE BLOCK
Rater/Supervisor