



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

MEMORANDUM FOR

16 JUN 09

USAG Wiesbaden, APO AE 09096
USAG Baumholder, APO AE 09034

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 22, Change of Command Hand Receipt Holder Inventories

1. References:

- a. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- b. AR 735-5, Polices and Procedures for Property Accountability, 28 February 2005.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

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 USAG Wiesbaden activities and units for whom the Directorate of Logistics, 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 in accordance with 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.

IMEU-WSB-ZA

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 22, Change of Command Hand Receipt Holder Inventories

(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 holder's memorandum (enclosed).

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, paragraph 9-3.

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

c. Incoming commander/primary hand receipt holder's 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.

IMEU-WSB-ZA

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 22, Change of Command Hand Receipt Holder Inventories

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

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

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

d. Property Book Officer will ensure that:

(1) All incoming and outgoing commander/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. The POC for this memorandum is Mr. Heinz Kaffenberger at DSN: 337-1340, COM: 0611-705-1340, email: Heinz.w.kaffenberger@eur.army.mil.



JEFFREY W. DILL
COL, IN
Commanding

IMEU-WSB-ZA

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 22, Change of Command Hand Receipt Holder Inventories

IMEU-WSB-XX

Date: _____

MEMORANDUM FOR Commander, (address of USAG)

SUBJECT: Change of Hand Receipt Holder Inventory

1. References:

a. Memorandum, Headquarters, US Army Garrison Wiesbaden, 16 Jun 09, subject: U.S Army Garrison Wiesbaden Command Policy Letter 22, Change of Command Hand Receipt Holder Inventories.

b. AR 710-2, Inventory Management Supply Policy Below the National Level, 28 Mar 08.

c. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

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

SIGNATURE BLOCK

Rater/Supervisor