



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

28 August 2012

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 9 – Company Change of Command Inventory

1. References:

- a. Army Regulation 735-5, Policies and Procedures for Property Accountability.
- b. Department of the Army Pamphlet 710-2-1, Using Unit Supply System Manual Procedures.
- c. Directorate of Public Works (DPW) Supply Standing SOP (External), dated Jan 99.
- d. 15th RSB memorandum, Primary Hand Receipt Holder Briefing, dated 16 Sep 02.

2. This memorandum defines my policy regarding the conduct of Company Change of Command Inventories. This memorandum outlines specific responsibilities for Outgoing and Incoming Commanders, Battalion S4, Installation Property Book Officer (PBO), or any Installation organization supporting the 551st Signal Battalion. It is intended to give key personnel the guidance necessary to complete the inventory accurately, in an expeditious manner, and IAW established policies and regulations. Both Outgoing and Incoming Commanders are required to be familiar with this correspondence.

3. Prior to execution, the Battalion XO will brief the Outgoing and Incoming Commander. During the entire process, the Battalion XO will be informed on the progress of the actions listed below. Do not wait until the last minute to address issues or problems, keep the Battalion XO abreast of pending problems. Alert me personally if you anticipate a potential delay in the actual change of command.

4. In order to conduct a smooth change of command inventory, it is imperative that the Outgoing Commander has conducted cyclic inventories throughout their time in command as required. Know your property and where it is!

5. The incoming and outgoing commanders will conduct a joint inventory. Ten (10) working days will be dedicated to this entire process. This includes the physical inventory, signing of property books, adjustment documents and out briefs (minus the actual ceremony). Should both the Incoming and Outgoing Commanders deem this time to be insufficient, they must get authorization from the Battalion Commander.

6. Responsibilities are as follows:

a. Outgoing Commander will:

(1) Check with the Battalion Commander for any instructions (i.e., time and resources).

(2) Notify all agencies (i.e., Installation PBO, MWR, TSC, FMB, CIF, Bn/Bde S4) 30 days in prior to the change of command date.

(3) Eleven (11) working days prior to start of the inventory, all property book adjustments/updates should be posted. No changes should be made after this time. This is the baseline that the Incoming Commander will inventory against. Acquire a master printout from all agencies identified above.

(4) Ensure that all sub-hand receipts and shortage annexes (as applicable) are updated prior to beginning the inventory.

(5) Ensure the most current technical manuals, supply catalogs, component lists and other related publications (as applicable) are on hand and available to the Incoming Commander. For commercial items where no TM exists, provide a photocopy or owner's manual.

(6) Account for property that cannot be located during the inventory IAW AR 735-5. Ensure you exhaust all efforts to locate misplaced or missing property.

(7) Prepare an inventory schedule to all hand-receipt holders which includes: written notification of the date, time, place and procedures for inventory.

(8) Try to inventory like items in one location, at one time.

(9) Handle all discrepancies IAW AR 735-5, through the appropriate agency.

(10) Inventory jointly with the Incoming Commander. NOTE: It is your responsibility to provide the Incoming Commander all schedules, updated component lists, publications, etc.

(11) Present the COC AAR out-briefing memorandum and slides required for the Battalion Commander two days prior to the actual change of command ceremony. The Bde Cdr out-brief will be IAW brigade policy memorandum, Subject: Primary Hand Receipt Holder Briefing, dated 16 Sep 02.

(12) NOTE: Keep copies of inventory records for a minimum of 1 year.

b. Incoming Commander will:

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(1) Take good notes during your inventory. Document issues that arise, problems with hand-receipts.

(2) Ensure he/she utilizes the most current publication to conduct the inventory (as applicable). Follow procedures outlined in DA PAM 710-2-1, para. 9-5.1.

(3) Physically count each piece of equipment and all components of major end items to include Class IX components (as applicable).

(4) Ensure all hand receipts/sub-hand receipts are updated and equipment inventoried is accounted for.

(5) Verify all sub-hand receipts against the master hand receipt printout provided by the PBO.

(6) Prior to inventory, familiarize yourself with the item to be inventoried. Verify all serial numbers and registration numbers against the master hand receipts.

(7) Make a consolidated shortage/excess list and provide this to the outgoing commander and the PBO. Ensure missing components are consolidated under the nomenclature of the major end item.

(8) Ensure all missing or unaccounted for items are annotated on the master hand receipt or shortage annex from the PBO prior to signing for the property.

(9) Ensure all MWR purchased property is on the MWR property book.

(10) Verify equipment that is in maintenance against the maintenance request with the support maintenance activity. Go see it if need be.

(11) Ensure all damaged property is placed in maintenance for repair.

(12) Be prepared to turn-in excess unauthorized property as directed by the PBO.

(13) Keep all your initial inventory documents (master) on file in a safe place.

c. Battalion S4 will:

(1) Answer questions and provide guidance to both Incoming/Outgoing Commanders.

(2) Settle all shortages not accounted for on adjustment documents with either Statement of Charges or Report of Survey, etc., NLT three days prior to Change of Command.

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(3) Maintain a signed copy of all the Incoming Commander's newly signed property book and hand receipts.

(4) Brief this during the Battalion Commander's out-briefing.

d. Property Book Officer (to include all Installation Organizations) should:

(1) Prepare a current hand-receipt for the Incoming Commander to utilize his/her inventory. Prepare a second hand-receipt after all adjustment documents have been provided and posted to the initial hand-receipt for review and signature of the Incoming Commander.

(2) Answer questions and provide guidance to both Incoming/Outgoing Commanders.

(3) Ensure all adjustment documents are properly prepared and the inventory is followed IAW DA PAM 710-2-1, para 9-5.1.

(4) Settle any disagreements pertaining to accountability or inventory procedures.

7. To ensure nothing has been omitted, the following areas listed below will be addressed by the Incoming/Outgoing Commanders during the out brief. You will both ensure there are no outstanding hand receipts with any activity/agency prior to the briefing.

- Organizational Property Book
- Installation Property Book
- Real Property Book
- FMB Furniture
- Morale, Welfare, and Recreation (MWR)
- Training Aids / Training Support Center (TSC)
- TMP vehicle and Fuel Keys
- Any unit which has your property or which you have borrowed property from
- Barracks Inspection (General)
- Personnel register
- Incoming Commander's Issues/Concerns
- Overview of the Change of Command Ceremony itself
- * Review of Incoming/Outgoing Commander's Speeches

8. The change of command will not occur until all these steps are completed.

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9. In addition to out briefing the Battalion Commander, both Incoming and Outgoing Commanders will meet with the Brigade S4 and Commander prior to the change of command IAW brigade policy memorandum dtd 16 Sep 02.

10. Prior to the meeting with the Brigade Commander, all hand receipts will be updated and signed by the Incoming Company Commander.

11. This policy supersedes Policy Memorandum No. 20, dated 2 August 2010.



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Commanding