



**DEPARTMENT OF THE ARMY**  
 UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG DIRECTORATE OF LOGISTICS  
 SUPPLY AND SERVICES DIVISION  
 UNIT 29237  
 APO AE 09102-9237

IMEU-BW-LGS

MEMORANDUM FOR: RECORD

SUBJECT: Change of Primary Hand Receipt Inventory

1. REFERENCES:

- a. AR 710-2, Table 2-2e
- b. DA PAM 710-2-1, Para 9-6
- c. AR 735-5, Para 2-6

2. In accordance with cited references, a change of Primary Hand Receipt Holder (PHRH)

inventory was conducted \_\_\_\_\_ -- \_\_\_\_\_ for all equipment listed  
From Date To Date

on hand receipt number W6E5 between:

\_\_\_\_\_ and \_\_\_\_\_  
Outgoing PHRH Printed Name Incoming PHRH Printed Name

3. Any discrepancies found during inventory were corrected according to cited references.

4. Point of contact reference for this memorandum is the undersigned @ 373-6525.

Constance M. Goodwin  
 Property Book Officer

\_\_\_\_\_  
 Outgoing PHRH Signature/Date

\_\_\_\_\_  
 Incoming PHRH Signature/Date

1. The Property Book Officer (PBO) is the Accountable Officer and responsible for all assets listed on the installation property book record. As a Primary Hand Receipt Holder (PHRH), you are responsible for the use, care and physical protection of the government property entrusted to as stated in AR 710-2, Para 2-10b.

2. As directed by the PBO, you are required to conduct a semi-annual 100% physical inventory of all property hand receipted to you. The inventory must be conducted prior to your hand receipt update with the property book office which is due six (6) months from the date you last signed your hand receipt. You are also required to conduct cyclic and/or sensitive/controlled item inventories each month, as applicable. To conduct inventory follow the below guidelines:

a. Verify that all issue and turn-in transactions (change documents) have been posted to your hand receipt.

b. If you have sub-hand receipts, instruct your Sub-Hand Receipts Holders (SHRH's) to conduct a physical inventory; provide written documentation of the results of their inventory and update their sub-hand receipt.

c. Physically locate and count each item listed on your primary hand receipt that is not listed on a valid sub-hand receipt. Make a list of any excesses or shortages.

d. Submit shortage list to the PBO; process all excess equipment not on your hand receipt through the appropriate Supply Support Activity (SSA) as "Found on Installation" property.

e. Verify that the make, model and serial number of all equipment on your hand receipt listing; submit adjustment actions to the property book office to correct any discrepancies.

f. If the items being counted are sets, kits or outfits (SKO), use the most current Catalog List (CL) or Supply Catalog (SC) to identify components and ensure all required tools and parts are in place or accounted for on a shortage annex list. List any shortages that have not previously been documented.

g. When items are spread among several locations and are not serial numbered, inventory all like items at the same time to preclude items from being moved during the inventory and being double-counted or missed.

h. Complete the inventory prior to the date your hand receipt is due to be updated with the PBO; do not delay completion of the inventory trying to locate missing equipment.

i. Initiate adjustment actions for missing equipment to the PBO (such as, Statement of Charges, DD Form 362; Financial Liability Investigation of Property Loss, DD Form 200) in accordance with (IAW) AR 735-5. If the equipment is later found, adjustment documents will be amended or cancelled accordingly.

j. Submit a memorandum documenting the results of your inventory to the PBO. Specify whether or not discrepancies on your hand receipt listing were found during the inventory. Discrepancies are errors in the make, model or serial number and/or change documents that were not posted to your hand receipt.

3. If at any time, while conducting inventory or otherwise, you discover that equipment has been lost, damaged or destroyed; submit a FLIPL to the PBO within fifteen (15) calendar days from the date of the discovery, IAW AR 735-5, Para 13-14. A "Letter of Lateness" will be required to justify late FLIPL submissions. Loss of sensitive/controlled

equipment will require an AR 15-6 investigation to be processed as stated in AR 735-5, Para 13-3a(6).

4. The PBO has the authority to change the frequency of inventory or to personally conduct a physical inventory of property hand receipted to you. You will be notified in writing at least thirty (30) calendar days in advance of any changes taking affect.
5. As a PHRH you are authorized and encouraged to sub-hand receipt property down to the user level. You may not, however, sub-hand receipt all of the property you are signed for to one individual. To ensure property accountability and responsibility, sub-hand receipt holders must work within your division and/or section.
6. As the PHRH, if leave the work area for a period in excess of thirty (30) calendar days (ie...TDY, leave), a temporary hand receipt holder must be appointed to assume hand receipt responsibility during your time of absence. A joint inventory must be conducted with the temporary hand receipt prior to your departure and upon your return to transfer responsibility.
7. Before your permanent departure, a joint inventory must be conducted with the new PHRH prior to your departure. You are responsible for all assets on hand receipt to you until they have been signed for by the new hand receipt holder. Failure to transfer asset responsibility may result in financial liability for any missing property upon assumption of responsibility by the new PHRH.
8. The following are helpful guidelines for PHRH's:
  - a. Keep your hand receipt and sub-hand receipts current.
  - b. Make sure all your equipment is accounted for on your hand receipt or on a valid sub-hand receipt.
  - c. Always verify the quantity, make, model and serial number of the items listed on your hand receipt and issue or turn-in documents before you sign them.
  - d. Annotate on a copy of your signed hand receipt the location and/or sub-hand receipt number next to each item listed.
  - e. Do not loan property to another organization unless the action is approved by the PBO in writing.
  - f. Always keep a copy of your issue and turn-in documents and ensure they are posted to your hand receipt.
  - g. Remember that lateral transfers must be processed by the PBO; you as a hand receipt holder cannot process lateral transfers. You remain accountable to the PBO for all property that you are signed for until the lateral transfer is processed and accepted by the gaining PBO.

I, \_\_\_\_\_ have read and understand these instructions.  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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IMEU-BW-LGS

MEMORANDUM FOR: Primary Hand Receipt Holder

SUBJECT: Property Book Officer Cyclic/Sensitive Inventory Directive

1. REFERENCES:

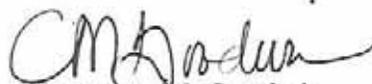
- a. AR 710-2, Table 2-2e
- b. DA PAM 710-2-1, Para 9-6
- c. AR 735-5, Para 2-6

2. In accordance with cited references, as a Primary Hand Receipt Holder (PHRH) you are required to conduct an annual 100% physical inventory of your activities property. A joint 100% physical inventory is also required when there is a change in PHRH's. Under the provisions of the cited references, the Property Book Officer (PBO) has the authority to enhance the frequency of inventory to better maintain property accountability.

3. You are therefore required to conduct a cyclic inventory of your activities property according to the Line Item Number inventory schedule; and are required to conduct a 100% inventory of your activities sensitive/controlled items each month. An inventory list(s) will be sent to you no later than the last business day of the preceding month, as applicable. The suspense to complete inventory and return the signed inventory list(s) to the property book office will be the fifth business day of the following month.

4. The results of the inventory must be recorded on the inventory list and submitted to the by the specified suspense date to keep the account active. Inventory lists not submitted by the suspense date will result in the account being frozen until submission. If discrepancies are found during inventory, contact the property book office immediately for adjustment actions. The physical loss of equipment will require an investigation to be processed in accordance with AR 735-5 and AR 15-6.

5. Point of contact reference for this memorandum is the undersigned @ 373-6525.

  
Constance M. Goodwin  
Property Book Officer

Printed Name/Signature

Date



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UNITED STATES ARMY GARRISON BADEN-WUERTEMBERG DIRECTORATE OF LOGISTICS  
SUPPLY AND SERVICES DIVISION  
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IMEU-BW-LGS

MEMORANDUM FOR: Primary Hand Receipt Holder

SUBJECT: Property Book Officer Semi-Annual Inventory Directive

1. REFERENCES:

- a. AR 710-2, Table 2-2e
- b. DA PAM 710-2-1, Para 9-6
- c. AR 735-5, Para 2-6

2. In accordance with cited references, as a Primary Hand Receipt Holder (PHRH) you are required to conduct an annual 100% physical inventory of your activities property. A joint 100% physical inventory is also required when there is a change in PHRH's. Under the provisions of the cited references, the Property Book Officer (PBO) has the authority to enhance the frequency of inventory to better maintain property accountability.

3. You are therefore required to conduct a 100% physical inventory of your activities property every six months. You will be notified of the pending update of your account 45, 30 and 15 days in advance of the due date and will be sent a hand receipt list for inventory.

4. Submit the signed hand receipt list to the PBO; mail the "original" signed document when a scanned/faxed copy is submitted. If discrepancies are found during inventory, notify the property book office immediately for adjustment actions. The physical loss of sensitive/controlled items will require an investigation to be processed in accordance with AR 735-5 and/or AR 15-6. Accounts not updated by the due date will result in the account being frozen until submission.

5. Cyclic inventory listings are not required the month a 100% physical inventory is conducted unless an extension is requested that will result in the account not being updated that month. You are required, however, to submit a sensitive item inventory listing each month.

5. Point of contact reference for this memorandum is the undersigned @ 373-6525.

  
Constance M. Goodwin  
Property Book Officer

Printed Name/Signature

Date



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IMEU-BW-LGS

MEMORANDUM FOR: USAG Baden-Wuerttemberg Property Book Officer

SUBJECT: Hand Receipt Inventory Results

1. REFERENCES:

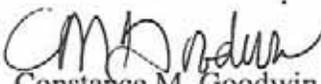
- a. AR 710-2, Table 2-2c
- b. DA PAM 710-2-1, Para 9-6
- c. AR 735-5, Para 2-6

2. Under the provisions of cited references, a 100% physical inventory was conducted of all property listed on Hand Receipt W6E5 \_\_\_\_\_.

No discrepancies were found / Discrepancies were accounted for according to cited references.  
Circle Appropriate Statement

3. In Conducted By \_\_\_\_\_  
Printed Name\Signature

4. Point of contact reference for this memorandum is the undersigned @ 373-6525.

  
Constance M. Goodwin  
Property Book Officer