



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

FEB 28 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2ID Policy Letter #4-1, Change of Command/Primary Hand Receipt Holder (PHRH) Procedures

1. References:

- a. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
- b. AR 735-5, Policies and Procedures for Property Accountability
- c. DA Pam 710-2-1, Using Unit Supply System Manual Procedures
- d. 2ID Regulation 710-2, Inventory Management Supply Policy Below the Wholesale Level
- e. 2ID Policy Letter #4-2, Financial Liability Investigation of Property Loss (FLIPL) Processing Procedures
- f. 2ID Change of Command/Primary Hand Receipt (PHR) Checklist

2. PURPOSE. The purpose of this policy is to educate and inform commanders and future commanders of the 2nd Infantry Division on the procedures and requirements to perform company Change of Command/PHRH inventories.

3. GENERAL. The Change of Command/PHR Inventory is the most important inventory used to establish property accountability within a unit or section. This is a joint inventory conducted by both the outgoing and incoming commanders/Primary Hand Receipt Holders (PHRHs). When properly conducted, this inventory will give the incoming commander and his/her chain of command an accurate picture of the unit's Readiness, Supply Procedures, and Supply Discipline. All assigned and attached units of 2ID will adhere to procedures outline in this letter and the references listed above. The incoming commander/PHRH will not sign for the PHR until all requirements in this policy are met.

4. APPLICABILITY: This policy applies to all Service Members (SM) and DOD Civilians of all units assigned or attached to 2ID. **This policy supersedes Policy Letter #33, 2ID Change of Command/primary Hand Receipt Inventory Procedures, dated 4 Apr 2011.**

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5. SUMMARY. The following requirements will be completed prior to executing a change of command/PHRH. The MSC Commander or Senior Rater will serve as the clearing authority for the outgoing commander/PHRH. The outgoing commander/PHRH cannot clear the unit until all of the below requirements are complete:

- a. Leaders and supply representatives at all levels will use the enclosed checklist to ensure that the Change of Command/PHRH inventory is conducted in accordance with this policy.
- b. All commanders and Primary Hand Receipt Holders will utilize the **PBUSE Automated Identification Technology (AIT) system** to conduct inventories including Change of Command Inventories and cyclic inventories.
- c. Inventory the following IAW the latest Supply Catalog, Technical Manuals, and component hand receipts:
 - (1) Major End Items
 - (2) Components of the End Item (COEI)
 - (3) Basic Issue Items (BII)
 - (4) Additional Authorized Lines
 - (5) Shop Stock Listing (SSL)
 - (6) Field Sanitation Kits (FSKs)
 - (7) CL V, Ammunition Combat Load (ACL). Inspect the following as part of the physical inventory of ACL:
 - (a) Lot/serial numbers are recorded properly on PHR
 - (b) Serviceability of CL V (i.e. condition of packaging)
 - (c) Property book authorizations match current year's ACL Letter of Authorization (LOA)
 - (d) On hand quantities equal current year's ACL LOA
 - (e) e581s for shortages are generated and submitted to supporting Ordnance Company

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d. All adjustment documents (i.e. FLIPLs, Administrative Adjustment Reports (AARs) – DA Form 4949, Cash Collection Vouchers and Statement of Charges – DD Form 362) are posted and/or initiated to update non-expendable shortage annexes and adjust the PHR. FLIPL guidance will be adhered to per 2ID Policy Letter # 4-2.

e. Sub-hand receipt holders (SHRHs) will not be issued clearing papers prior to clearing their sub-hand receipts.

f. All items on the primary hand receipt listed as “Not on Catalog” are rectified in PBUSE prior to the start of inventory. Units will submit Administrative Adjustment Report (AAR) to the Property Book Officer to correct the discrepancy.

g. 100% of excess supplies and equipment with valid disposition instructions (turn-in and lateral transfer directives) will be completed by the outgoing commander prior to the completion of the Change of Command/Primary Hand Receipt Holder Inventory. All excess equipment will be turned-in or laterally transferred IAW directives. Outgoing commanders will request disposition instructions for any additional excess supplies and equipment.

h. All maintenance reportable property book items (i.e. masks, weapons, NVGs, etc.) are loaded in Standard Army Maintenance System – Enhanced (SAMS-E) and any laterally transferred or turned in equipment is removed from SAMS-E.

i. When the inventory is complete, the following will be accomplished:

(1) All property losses will require a property adjustment document IAW AR 735-5.

(a) Notification to 2ID Commanding General is required for all inventories that show loss exceeding \$100,000 within 24 hours of discovery of loss. Notification will be accomplished through command channels to 2ID Commanding General and through supply channels to 2ID G4 concurrently.

(b) The FLIPL Appointing Authority will include language in the Appointing Memorandum that if criminal misconduct is suspected during the course of the investigation, such misconduct must immediately be reported to the Appointing Authority and office of the Staff Judge Advocate for a separate investigation.

(2) Incoming Commanders will ensure:

(a) 100% of the unit property is sub-hand receipted, and Component Hand Receipts (CHR) and shortage annexes are updated/verified/initialed.

(b) All sub-hand receipts (SHRs) are loaded in PBUSE, updated and signed.

(c) CHR are loaded in PBUSE, verified and signed.

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(d) Non-expendable shortages with valid relief from responsibility documents (i.e. Statement of Charges, FLIPL) are verified and initialed by the appropriate PBOs.

(e) Expendable/durable shortages with valid relief from responsibility documents (i.e. Statement of Charges, FLIPL) are verified and initialed IAW battalion/brigade policy/SOP.

(f) All authorized property is on hand or on order. A memorandum for record will be provided from the Incoming Commander to the Brigade Commander through the Battalion Commander identifying all property not on hand or on order due to budgetary constraints or PBO guidance.

j. PAI (Personnel Asset Inventory) will be conducted prior to the change of command. For the purpose of conducting a PAI, a unit commander is defined as any company commander, battalion commander, commander or senior Army person of a U.S. Army element, having a unique unit personnel code (UPC) that has assigned Army personnel.

(1) The departing commander and the new commander will jointly conduct the PAI. The departing commander will not be allowed to depart or PCS until unit personnel strength has been reconciled; all assigned and attached soldiers are accounted for; and required Electronic Military Personnel Office (eMILPO) transactions have been processed.

(2) If the commander is lost due to death, extended hospitalization (60 days or more), operational relief, or a similar reason, a PAI will be completed by the acting commander or new commander within 15 days after assuming command.

6. The point of contact for this memorandum is the 2ID G4, Supply and Services at 732-8744.



EDWARD C. CARDON
Major General, USA
Commanding

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