



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMSAS-FSI-LME

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MEMORANDUM FOR SEE DISTRIBUTION

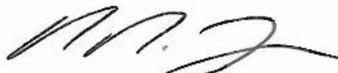
SUBJECT: Fort George G. Meade Policy Memorandum # 24, Clearance of Property Book Officers (PBO) or Hand Receipt Holders (HRH)

1. In an effort to ensure continuous property accountability, this policy is applicable to all supervisors within the Fort Meade Garrison. Supervisors, in conjunction with the Civilian Personnel Advisory Center (CPAC) and the Military Personnel Division (MPD) will ensure individuals designated as PBO or HRH conduct a 100% inventory prior to departure from duty position.
2. All Department of the Army military personnel and Civilian employees are responsible for the proper use, care, and physical protection of government-owned property entrusted to their possession, command, or supervision. This responsibility includes, using government property for official business only, complying with all applicable regulations, and contacting the appropriate authority if property is subjected to undue risk.
3. Immediately upon notification that a hand receipt holder will be absent from his or her primary duties due to, extended temporary duty, an emergency, or hospitalization, and a 100 percent joint inventory cannot be conducted, the commander or activity chief will appoint an interim HRH and an inventory team. The newly appointed Primary Hand Receipt Holder (PMHR) and inventory team will conduct an inventory of all property on the hand receipt. This inventory is completed as soon as possible but must be accomplished within 30 days. Any discrepancies discovered will be reported to the commander/activity chief and accounted for per AR 735-5. Upon return of the original HRH or the appointment of a new HRH, a joint inventory is accomplished per table 2-2 of 710-2.
4. Immediately upon departure notification, supervisors must ensure a new PMHR is appointed on memorandum and provide to the Installation Property Book Officer (IPBO). A 100% joint inventory must be conducted between the outgoing and incoming HRH. Any discrepancies discovered will be reported to the commander/activity chief and accounted for per AR 735-5. Upon completion of 100% joint inventory and reassignment of property responsibility, the PBO will complete a clearing document to provide CPAC with proper notification.

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5. Further guidance and technical assistance pertaining to government property accountability may be obtained by calling the Installation Property Book Officer at (301) 677-9193.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

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