



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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11 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 26, Property Accountability and Hand Receipt Procedures


1. Due to the continued personnel and monetary cutbacks, commanders and supervisors at all levels must place more emphasis on property accountability and hand receipt procedures, to include designation of Primary Hand Receipt Holders and inventories of Army property.
2. Command and supervisory responsibility as it relates to property accountability is inherent in command and supervisory positions and cannot be delegated. Commanders and supervisors are responsible for ensuring that government property issued to or used by subordinates is properly used and cared for, to include:
 - a. Providing guidance concerning the security, safety and accounting for government property and enforcing these requirements.
 - b. Ensuring subordinates are aware of their responsibilities for the proper care and use of government property.
 - c. Initiating or implementing appropriate administrative and disciplinary actions when warranted.
3. The policy concerning the designation or primary hand receipt holders supported by the Consolidated Installation Property Book Officer is as follows:
 - a. The commander of a Modified Table of Organizational and Equipment unit or detachment will be the primary hand receipt holder for the unit.
 - b. The primary hand receipt holder of Table of Distribution and Allowance unit or directorate will be an activity chief filling a paragraph or sub-paragraph level position within the TDA.

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c. Primary hand receipt holders of ancillary activities, e.g. Army Emergency Relief, Credit Union, will be the senior person within the activity.

4. When it is determined that a hand receipt account is thirty (30) days overdue for inventory, the Directorate of Logistics will prepare a memorandum notifying the appropriate commander, director or supervisor of such delinquency and further suspending all hand receipt transactions, to include requisition processing, issues and turn-in of supplies and equipment, pending completion of the inventory reconciliation.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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