



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


IMNE-MEA-LG

01 SEP 2008

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 "flag" the personnel records of individuals designated as PBO or HRH. The CPAC and MPD will notify the appropriate supervisor whenever a "flagged" HRH or PBO departs their employment position for whatever reason. Supervisors shall provide the CPAC and MPD with current information above employee PBO/HRH responsibility status and changes.
2. Immediately upon departure notification, supervision and the chain of command will take action IAW AR 710-2, Table 2-1, to ensure joint inventories are conducted in a timely manner and appropriate property accountability documents are processed. Supervisors are obligated to ensure that all government property issued to, or used by subordinates is properly used and cared for, and that proper custody and safekeeping are provided.
3. Further guidance and technical assistance pertaining to government property accountability may be obtained by calling the Directorate of Logistics, at (301) 677-9146.

  
DANIEL L. THOMAS  
Colonel, Military Intelligence  
Commanding

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