



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE VIRGINIA 23801-1818

FORT LEE POLICY NO.02-06

JUN 11 2013

IMLE-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Facility Hand Receipt Procedures and Responsibilities

1. **Background:** This policy establishes uniform procedures on hand receipt signature for real property facilities and the assigned responsibilities as a hand receipt holder.

2. **Policy:**

a. Each agency/directorate or commander/director will appoint, in writing, a primary and alternate Hand Receipt Holder for their organization's real property. In cases that the primary leave, the alternate becomes totally responsible until a new primary is assigned. Hand Receipt Holders must be full time civil service employees serving in an authorized position within Fort Lee organizations, active duty military personnel permanently assigned to Fort Lee, or others approved by Directorate of Public Works (DPW).

b. A Fort Lee Facilities Assignment (Fort Lee Form 672) will be on file in the DPW's Real Property Office with the signature of the Hand Receipt Holder for every facility assigned to all organizations.

c. Keys to new or reassigned facilities will not be issued without the above documentation.

d. Each organization will update their primary and alternate Hand Receipt Holder on an annual basis in conjunction with the Facility Utilization Plan annual update.

e. When a facility is no longer needed by an organization, it will be turned in to the DPW's Real Property Office. After final inspection acceptance by DPW's Real Property Office, the organization and Hand Receipt Holder will be relieved of facility responsibility. There will be no exchanging of facilities between different organizations without the involvement of DPW's Real Property Office, phone 804-734-4749/3368.

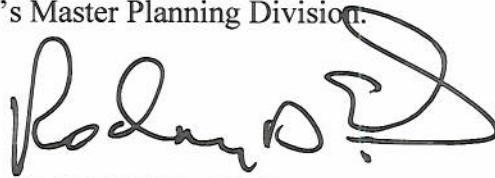
f. In the event that the Hand Receipt Holder is no longer stationed or employed at that organization or Fort Lee, the organization will appoint a new hand receipt holder and provide individual's name to DPW Real Property Office.

3. **Effective Date:** This policy is effective on the date of signature.

IMLE-ZA

SUBJECT: Facility Hand Receipt Procedures and Responsibilities

4. **Supersession**: This policy supersedes Fort Lee Policy 02-06 dated 1 June 2009.
5. **Proponent**: Proponent for this policy is DPW's Master Planning Division.

A handwritten signature in black ink, appearing to read "Rodney D. Edge". The signature is stylized with a large, looping initial "R" and a distinct "E" at the end.

RODNEY D. EDGE  
COL, LG  
Garrison Commander

DISTRIBUTION:  
LEEKEY