

CHANGE
OF
COMMAND
GUIDE

July 9

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In this guidebook you will find all information related to your
Change of Command Inventory.

COC

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CHANGE OF COMMAND/HAND RECEIPT HOLDER INVENTORY PROPERTY BOOK OFFICE ORIENTATION AND CERTIFICATE GUIDE

1. REFERENCES:

- a. AR 710-2, Standard Policy below the Wholesale Level.
- b. DA PAM 710-2-1, Using Unit Supply System.
- c. AR 735-5, Policies and Procedures for Property Accountability.
- d. AR 220-1, Unit Status Reporting

2. **PURPOSE:** To establish Standard Operating Procedures for Change of Command Inventories within the Command.

3. **SCOPE:** This SOP applies to all personnel operating and supported by the Property Book Office.

1. GENERAL: Prepare the inventory. Anticipate where your unit will be during the period of the joint inventory and plan accordingly. Coordinate with the incoming commander and determine a feasible schedule for inventory. Your schedule should address the units training schedule and allow for reasonable periods of “down time” for research and reconciliation. Keep your commander and his staffs informed on the dates of the inventory and request a unit stand down during this period. Inform the property book team that you are going to have a change of command so the automated hand receipt can be updated for your “physical joint inventory”. You will be relieved of responsibility only when the automated hand receipt is signed by your replacement. All outstanding reports due to the property book team by the unit are the responsibility of the outgoing commander and will be completed prior to the incoming commander signing for the property. The property book office does not prescribe the date that the joint inventory is to be conducted and completed. The battalion commander determines that. The incoming commander has 30 days to complete the joint inventory. When the inventory cannot be completed in the allotted time, request for extension in writing through the commander/supervisor to the Property Book Office.

2. PROCEDURE: The following must be accomplished in order to prepare the joint physical inventory.

- a. Approximately 120 days prior to the joint physical inventory, review DA PAM 25-30 to ensure that the most current supply catalogs, component list, technical manuals, and other related publications are used during the inventory. Check for on hand publications

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and layouts. In the event the most current publications are not on hand, the outgoing hand receipt holder will place required publications on order enabling them to be on hand for the inventory. Most publications are now available on line now and readily available for download/printing. In the event that all publication shortages cannot be filled in time, then at a minimum ensure that a copy of the BII, COEI, and AAL portion of the current publication is on hand and used to conduct the inventory.

b. Approximately 90 days prior to the joint physical inventory, it is recommended you conduct a preliminary inventory to insure that all of your property is on hand or on a valid sub hand receipt. Update all of your unit's sub-hand receipts and hand receipt annexes. Inform your sub-hand receipt holders that you are going to be conducting a complete physical inventory of the unit's property prior to the joint physical inventory. Instruct your sub-hand receipt holders to update their hand receipts and conduct a complete physical inventory. Any discrepancy that is discovered as a result of the physical inventory must be corrected through the use of Statement of Charges, Cash Collection Voucher, Administrative Adjustment Reports, or Financial Liability Investigation. Conduct a review with your property book team to verify all discrepancies on the hand receipt and discuss with the team what action has to be taken to reconcile differences.

c. Approximately 90 days prior to the joint physical inventory, you should call a meeting of all your sub-hand receipt holders. In the meeting, compare the PBUSE automated hand receipt balances with sub hand receipt balances. Any discrepancies that are noted should be immediately pursued with the purpose of finding the property or adjusting the record.

d. Approximately 45 days prior to the joint physical inventory conduct a full field layout of all-organizational clothing and equipment, to include absentee baggage. Insure that clothing, equipment and associated records reflect the correct quantities. Excesses should be collected. Shortages must be adjusted by means of Charges, Cash Collection Voucher, or Financial Liability Investigation. These adjustment documents must be processed expeditiously.

e. Approximately 30 days prior to the joint physical inventory recall all equipment that you have sub hand receipted outside your unit. Notify all sub-hand receipt holders that sub hand receipts must be updated and signed. Personally check the DA Form 2407/5504 (Job Order Request) files to insure that all of the forms are current. Personally verify with the direct support unit that the serial numbers on the DA Form 2407/5504 correspond with the serial numbers of the equipment on the job order.

f. Place the joint physical inventory on the training schedule.

g. Approximately 5 days prior to the joint physical inventory meet with your property book team to receive a briefing prior to the joint physical inventory. The property book team will ensure an updated PBUSE hand receipt is provided to conduct the inventory.

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The property book team will show all equipment on the hand receipt listing to the incoming commander, including excess. Both commanders will make final preparation for the joint inventory and instruct all sub hand receipt holders on how you attend to conduct the inventory.

h. On the day(s) of the joint physical inventory, insure items inventoried are safeguarded and secured. As discrepancies are noted, correct them on the spot by preparing work copies of adjustment documents. Conduct the inventory using the most current publication on hand. Document the fact if the publication used was not the most current IAW DA Pam 25-30 with a follow-up action of a re-inventory once the current one is received. Immediately after inventory of an item that has components, sub hand receipt that item to the appropriate individual using a component hand receipt.

i. Once the commanders receive a briefing from the property book officer prior to the joint physical inventory, all hand receipt assets will be frozen until the inventory is complete.

NOTE: No request, receipt, turn-in or lateral transfers will be processed during the inventory.

j. Once the inventory is complete, submit all adjustment documents for any discrepancies discovered during the inventory. Adjustment documents will become a part of the change of command inventory results. Adjustment documents will be sent to the property book team for posting at **least 72 hours** before the signing of the hand receipt by the incoming commander/Primary Hand Receipt Holder.

INCOMING COMMANDER/PRIMARY HAND RECEIPT HOLDER

1. **GENERAL:** Responsibility for unit property is inherent with command. You are directly responsible for the property of your unit. You cannot pass the guidon if the transfer of all command responsibilities has not been completed. You must be prepared to account for your unit's equipment. Do not assume responsibility for your unit's property merely by assuming command. Insist that ample time be provided to conduct a joint physical inventory prior to the assumption of command. Conduct the joint inventory in a systematic matter. Be cautious; insist that you personally see each piece of equipment you are signing for. Do not be misled into believing that the PBUSE hand receipt is in error and that the new printout will reflect the correct balances. The commander that you are going to replace is required to update the PBUSE hand receipt with the property book team prior to you starting the inventory.

2. **PROCEDURE:** The following must be accomplished prior to signing the PBUSE automated hand receipt.

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- a. Meet with the outgoing commander and determine when he has scheduled the joint inventory.
- b. Attend meetings with outgoing commander and sub-hand receipt holders.
- c. Conduct joint physical inventory of all unit property with outgoing commander.
- d. Check with the next higher commander/ supervisor for any instructions.

INVENTORY

1. The required 100% inventory is a joint physical inventory conducted by the incoming and outgoing commander/hand receipt holders.

- a. Review the hand receipt to find the type of item to be inventoried. If needed, select personnel to assist in inventory and give them instructions.
- b. Notify sub-hand receipt holders of when and how the inventory is to be conducted.
- c. Review DA Pam 25-30 to ensure that the most current supply catalogs, component lists, technical manuals, and other related publications are used during the inventory. In the event the most current publications are not on hand, the outgoing hand receipt holder will place the required publications on order during the inventory. The incoming hand receipt holder will inventory by the publication on hand or, if no publication is on hand, by preparing a component list of items on hand pending receipt of the most current publication. For all non-standard equipment the item description/characteristics information found in the civilian manual will be used, unless a component listing has been created by the unit supply personnel or hand receipt holder. Prepare a memo documenting the publication/listing used to be filed at the property book office (**Enclosure 1**).
- d. Immediately upon receipt of current publication, the hand receipt holder will direct a 100% inventory be taken to determine any overages/shortages. Overages will be turned in. Shortages will be accounted for IAW DA Pam 710-2-1, para 9-5.1 (a) 1 (g&h).
- e. Make sure all hand or sub-hand receipts to include sub-hand receipts outside the unit are updated. Be particularly diligent when checking sub-hand receipts or property that is sub-hand receipted outside the unit.
- f. Secure copies of all sub-hand receipts of property that is sub-hand receipted to your unit from another unit. Insure that the property is properly sub-hand receipted within your unit. By doing this you will insure that double property accountability does not occur.

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g. Update shortage annexes that document all non-expendable, durable and expendable component shortages. Insure adequate adjustments documents are available that support entries on the shortage annexes (**A must for Non-Expendable/Durable Components**).

2. Inventory the property as follows:

a. Verify that the item description, make and model numbers as shown on the unit property book or hand receipt are the same as what is physically on hand. Record any differences for resolution.

b. Make a visual check of the condition of the property. Make a list of damaged items. Report damaged equipment to unit maintenance personnel for repair. Any damages that do not appear to be from normal fair wear and tear must be investigated and accounted for IAW AR 735-5, Chapter 12, as appropriate.

c. Physically count all items on the unit property book record. Make a list of any overages or shortages.

d. Check end items for completeness. Use the proper publication to identify components. Make sure that component shortages are listed on valid hand receipt shortage annexes. Check the unit document register to make sure that component shortages are on request, within funding constraints. Make a list of component shortages that are not listed on valid hand receipt shortage annexes. Submit the appropriate adjustment documents for missing components I.E. Financial Liability Investigation, Statement of Charges or Cash Collection Voucher. Make a list of any component overages and turn in excess.

e. Check all serial and registration numbers with those recorded on the unit property and maintenance records. Record any discrepancies for resolution with the property book office.

f. If items are in maintenance, make sure the maintenance request is valid. Check all open maintenance requests with the supporting maintenance facility. Physically look at all equipment in maintenance and verify serial numbers if necessary.

g. If applicable, check the unit basic and operational loads to ensure that all required items are on hand or on request.

h. Call or visit your Property Book Office as soon as possible when any problems occur while conducting your inventory.

3. Report all differences regarding property discrepancies to the Property Book Officer, in writing (**Enclosure 2**). Those discrepancies that are not traced to administrative errors require the following actions:

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a. Account for overages by submitting a “Found on Installation” (FOI) document, DA Form 2765-1. **Note:** You will be required in writing in your change of command results memorandum to state whether you had any unaccounted for property.

b. Account for losses by submitting a Statement of Charges (S/C), Cash Collection Voucher (CCV) DD Form 362 or Financial Liability Investigation DD Form 200.

c. To correct differences in sizes, makes, models and serial numbers not involving sensitive items submit an Administrative Adjustment Report (AAR), DA Form 4949. DA Form 4949 can only be used if there has been no potential loss of accountability or chance of substitution (Requires supporting maintenance paperwork for serial number exchanges).

d. All expendable, durable and non-expendable shortages must be accounted for by one of the following, IAW AR 735-5.

- (1) Shortage Annex (Initialed by PBO).
- (2) Statement of Charges (Liability Admitted).
- (3) Cash Collection Voucher (Liability Admitted).
- (4) Financial Liability Investigation (Liability not Admitted)
- (5) AR 15-6 Investigation (Liability not admitted).

4. Ensure that all adjustment documents are turned in to the PBO office at least three days prior to the scheduled HR signing. This will ensure that the PBO team has ample time to process any transactions that are required for you to have an accurate Property Book.

5. Prior to the actual change of command/change of hand receipt holder, the incoming commander/hand receipt holder must be satisfied that accountability has been established. An appointment will be made to sign for unit property. At this appointment a copy of the assumption of commander order/appointment memorandum and updated signature card will be provided to the Property Book Office. The Property Book Office will furnish the incoming commander/hand receipt holder with updated shortage annexes for non-expendable component shortages, if applicable.

6. The above guidelines if followed should help for a smooth joint inventory. However, these are just guidelines and because of mission requirements they may not be able to be followed 100 percent.

7. On _____, the individuals below received a Change of Command brief from the Property Book Officer. To assist both the outgoing and incoming commanders, a Change of Command Inventory briefing packet along with an updated unit hand receipt will be provided.

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OUTGOING COMMANDER/
HAND RECEIPT HOLDER

Signature _____
Name _____

INCOMING COMMANDER/
HAND RECEIPT HOLDER

Signature _____
Name _____

Pedro C. Mercado
CW4, QM
PROPERTY BOOK OFFICER

Change of Command Date: _____

Date of Hand Receipt used for Inventory: _____

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ENCLOSURE 1 (Change of Command/Hand Receipt Holder Inventory Property Book Office Orientation Certificate) **EXAMPLE**

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Property Book Officer

SUBJECT: Publications utilized for Change of Command/Hand Receipt Holder Inventory

1. During the Change of Command/Hand Receipt Holder Inventory between (outgoing hand receipt holder's name) and (incoming hand receipt holder's name), the below listed publications were used. All publications were researched with DA Pam 25-30 to ensure what the correct Technical Manual was. Any publications that were not current have been ordered and the item will be re-inventoried immediately upon receipt of the new manual.

<u>LIN</u>	<u>DESCRIPTION</u>	<u>PUBLICATION</u>
A03165	Tarp-Bows Trailer 3/4T	No DA Publication
A79381	Antenna Group OE-254	TM 11-5985-357-13, Aug78
W34648	Tool Kit Carpenter	SC 5180-90-N08, 28 Jun 78
X40009	Truck Cargo, 2 1/2 T	TM 9-2320-209-10, Sep 80
70236N	Printer, Hewlett Packard	Installation and Operator Guide, Dec 89

2. Point of Contact is the undersigned, 2-1234.

John D. Doe
CPT, SF
Incoming Company Commander/
Hand Receipt Holder

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ENCLOSURE 2 (Change of Command/Hand Receipt Holder Inventory Property Book Office Orientation Certificate) EXAMPLE

LETTERHEAD

Office Symbol

Date

MEMORANDUM THRU (Battalion Commander or Directorate OIC)

FOR Brigade Property Book Office

SUBJECT: Change of Responsible Officer Inventory

1. Reference: DA Pam 710-2-1.

2. IAW para 9-5.1, DA Pam 710-2-1, a 100% joint physical inventory has been conducted on this unit's/directorate's property during the period from _____ to _____. Responsibility for all property has been transferred and all hand receipts have been signed by the incoming Commander.

3. All serial and USA registration numbers were personally verified by the incoming commander. All discrepancies were resolved IAW DA PAM 710-2-1 and AR 735-5 as required.

4. As appropriate an Un-financed Requirement may be submitted to offset excessive replacement costs as initiated. The total value of all non-expendable stock funded end items and non-expendable/expendable/durable components identified as missing or unserviceable and **not on a valid requisition** are broken down as follows:

CLASS IX	\$8,342.50
CLASS II, IV, VII NON-EXPENDABLE	\$100.00
CLASS II DURABLE	\$13.50
CLASS II, III, IV EXPENDABLE	<u>\$2,111.00</u>
TOTAL	\$10,567.00

5. Actions as required by DA Pam 710-2-1 and AR 735-5 have been initiated. Replenishment action has been initiated to insure replacement of missing items. Relief from accountability was achieved as follows: (List all document numbers assigned during the COC period)

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<u>TYPE</u>	<u>DOCUMENT #(s)</u>	<u>AMOUNT</u>
Statement of Charges	9250-0502	\$ 13.50
Cash Collection Vouchers:	None	\$ N/A
Financial Liability Investigation:	9250-0503	\$ 350.00
Administrative Adjustment Report	9235-0500 thru 0514	\$ N/A
TOTAL		\$ 363.50

6. **All items were inventoried using current DA publications** and component hand receipt validated by current DA publications. Publication shortages if any, are now on a valid publication request. A copy of the BII, COEI, AAL, portions of the current publications was used for all missing publications.

7. All excess property on hand have been accounted for, Signed DA 2765-1 were processed as Found on Installation for accountable items with the document numbers as shown below:

	<u>DOCUMENT #</u>	<u>ITEM</u>	<u>QTY</u>	<u>AMOUNT</u>
FOI (answer this)	9250-0507	PRINTER	1	\$1,325.00

(This statement must be included regardless whether FOIs were processed or not, if none, then state none.)

8. The incoming Commander has personally inventoried all property assigned to the unit. The verification of sub-hand receipts has been conducted; all hand receipts were updated and signed. Shortage annexes were prepared and validated at the PBO office and BN S4 as necessary.

9. There are no Unresolved Issues.

(Signature Block)
Outgoing Primary HR Holder

(Signature Block)
Incoming Primary HR Holder

Pedro C. Mercado
CW4, QM
BDE PBO