



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

ASKO-LYS

1 September 2014

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 4-3**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accountability of Property Issued to Hand Receipt Holders

1. **REFERENCES:**

- a. Army Regulation (AR) 710-2, paragraph 2-5 and 2-10, 28 March 2008.
- b. Department of the Army (DA) Pamphlet 710-2-1, paragraph 4-1, paragraph 5-1, 5-3, 5-7, and paragraph 6-1 thru 6-2, 31 December 1997.
- c. AR 735-5, paragraph 2-1, 2-8 and paragraph 7-5, 7-6, and 7-7, 28 February 2005.
- d. 8<sup>th</sup> Army Memo, subject: Accountability of the Government Purchase Card (GPC) Items, 8 February 2002.

2. **PURPOSE:** The purpose of this policy is to establish accounting procedures for government property issued to commanders and designated Primary Hand Receipt holders (PHRHs) from the 403RD Army Field Support Brigade (403<sup>RD</sup> AFSB) Logistics Readiness Center (LRC) Yongsan, Asset Management Branch (AMB).

3. **APPLICABILITY:** This policy applies to all commanders, activity chiefs/ supervisors, and appointed Hand Receipt Holders (HRHs) supported by LRC-Yongsan.

4. **GENERAL:** All company commanders Modified Tables of Organization and Equipment (MTOE), and Tables Distribution and Allowances (TDA), activity chiefs/supervisors, and appointed PHRHs (TDA), must understand that responsibility is the obligation of an individual to ensure government property and funds entrusted to his or her possession are properly used and cared for, and that proper custody and safekeeping are provided. Responsibility results not only from the possession of the property, but is inherent at all levels of responsible positions. This includes command, supervisory, direct, custodial, and personal.

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a. Command Responsibility: is inherent in command and cannot be delegated. It is evidenced by the assignment to a command position at any level. Command responsibilities include:

(1) Ensuring the security of all property of the Command, whether in use or in storage.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, use, and safekeeping of all property within the Command.

(3) Enforcing all security, safety and accounting requirements.

(4) Taking administrative or disciplinary measures when necessary.

(5) Commander will appoint in writing all Hand Receipt Holders (HRH) for his/her organization.

(6) Directorate/Section Supervisors may appoint HRH, but with the Commander's endorsement for the individual being appointed.

(7) Commanders will maintain a Hand Receipt Holder Log of all HRHs. This log will contain HRH's name, section, Date Eligible Return from Overseas (DEROS) date and dates of incoming and outgoing inventories conducted.

b. Supervisory Responsibility: is the obligation of the Supervisor to ensure all government property issued to or used by his/her subordinates is properly used and cared for, and proper custody and safekeeping are provided. It is not contingent upon signed receipts or responsibility statements and cannot be delegated. Supervisory responsibilities include:

(1) Providing proper direction and guidance while enforcing security, safety, and accountability requirements.

(2) Maintaining a supervisory climate that facilitate and ensures the proper care and use of government property.

(3) Supervisors will ensure that Paragraph 4a to 6a above is adhered to and appropriate signatures obtained on appointment orders of HRH.

c. Direct Responsibility: is the obligation of a person to ensure all government property for which he or she has receipted is properly used and cared for, and

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proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer and receipt of formal written delegation.

d. Custodial responsibility: is the obligation of an individual for property in storage awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody and safekeeping, of the property. Custodial responsibility results from assignment as a supply sergeant, supply technician, supply clerk, or warehouse specialist. The individual with custodial responsibility is rated by, and answers directly to, the accountable officer or individual having direct responsibility for the property. Custodial responsibilities include:

(1) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply section or Supply Support Activity (SSA) is adequate.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, and safekeeping of all property within the supply section and storage annexes belonging to the supply section or SSA.

(3) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply section or SSA is adequate.

(4) Observing subordinates to ensure their activities contribute to the proper custody, care, and safekeeping of all property within the supply section and storage annexes belonging to the supply section or SSA.

(5) Enforcing all security, safety and accounting requirements.

(6) Reporting any problem(s) to their immediate supervisor when unable to enforce any of the above.

e. Personal Responsibility: is the obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his or her physical possession. This responsibility is an obligation with or without a signed hand receipt.

5. Reference 1e above states that formal property book records will be maintained for property with a unit cost of \$300 or more, and expendable property authorized by Tables of Organization and Equipment (TOE), MTOE, and TDA. This includes Common Tables of Allowance (CTA) deployable property and/or special authorized organizational property (i.e. pilferable items such as digital readers, cameras, printers, etc.).

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a. Information Management Processing Equipment (IMPE), automated data processing equipment (ADPE), and audio visual equipment including Commercial-Off-The-Shelf (COTS) will be accounted for on the property book due to the nature of the items and the many public laws requiring accountability, visibility, control, reporting and re-use of IMPE/ADPE. IMPE/ADPE which are purchased with a Government Purchase Card (GPC), will be accounted for on the property book.

b. Accountability of durable property will be monitored by the Asset Management Branch (AMB), LRC-Yongsan, Property Book Officer/Director, or Chief of the Activity. Annually, the Commander/ Director or Chief of the activity will conduct a management review of all the on hand durable items to determine whether there are any indications of any missing items, or whether there are any indications of fraud, waste, or abuse. Anytime there are indications of lost, damaged (beyond fair, wear and tear), or destroyed property, the Commander or Activity Chief will initiate a Financial Liability Investigation of Property Loss (FLIPL) report IAW AR 735-5. The Commander or Activity Chief will document that a management review of durable property was conducted, stating what the results were, and if any, what corrective actions were taken. Documentation will be prepared in the form of a memorandum for record in duplicate. This Command and 403<sup>rd</sup> AFSB will maintain property accountability through the use of durable hand receipts (DA Form 2062) for all determined durable items.

## 6. REQUIREMENTS:

a. Appointing authority or Primary Hand Receipt Holder (PHRH) will designate a temporary hand receipt holder if the PHRH is absent for more than 30 days, e.g., Temporary Duty Yonder (TDY), leave status, emergency leave, hospitalization or extended detached duty. A joint inventory must be conducted prior to departure and upon return. The PHRH must ensure that his or her Commander or appointing authority notifies the AMB of the appointment, in writing, of the temporary hand receipt holder.

b. PHRHs will accomplish the following:

(1) Read, understand, and comply with all stated references in paragraph 1 above and this policy.

(2) Sub-hand receipt all property down to the lowest level user. A copy of the sub-hand receipts will be maintained on file with the PHRH.

(a) Ensure all change documents are posted.

(b) Ensure shortage annexes are updated.

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(3) Ensure appointment orders are signed by appointing authority and/or endorsed by the Commander when appointed by Directorate or Supervisors.

(4) PHRHs will conduct a 100% semiannual property update in conjunction with the required hand receipt update. The AMB will provide a cyclic inventory listing consolidated property. All discrepancies identified during these inventories must be reported to your respective Hand Receipt Manager prior to signing the Cyclic Inventory Listing of the accompanying memorandum.

(5) Consolidated property HRHs will conduct 10% monthly cyclic inventories. PBO will make monthly notifications of the required Line Numbers (LNs) to be inventoried.

(6) Conduct a 100% joint inventory 60 days prior to DEROS.

(7) Units deploying will conduct two 100% inventories. A task force/rear detachment inventory and a deployment inventory. Change of HRH inventories will be completed and verified by the next higher Commander/Supervisor before the new hand receipt holder assumes duties or outgoing hand receipt holder departs. The task force/rear detachment inventory is required whenever a hand receipt is split into more than one hand receipt (each to be signed by different individuals) to accommodate task forces/deploying units with rear detachments or when two or more hand receipts are combined IAW Interim Change to AR 710-2.

(8) Clear the Asset Management Branch, building #2720, prior to departure.

7. Points of contact are Mr. Harris T. Hong AMB Chief, at DSN 723-8451 or Mr. Hurt, Mose I, AMB, Property Book Officer at DSN 723-3949.



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DISTRIBUTION:

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