



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR ALL Battalion Personnel

SUBJECT: Policy Memorandum #15: Property Accountability

1. References: AR 710-2, DA Pam 710-2-1, AR 735-5.
2. All hand receipt holders will conduct a 100% inventory of their hand receipts and property on a semi-annual basis. One of these inventories will be in conjunction with the annual Battalion CIP of the company. If any property is damaged or missing, to include GOV's, the hand receipt holder will immediately contact the supply sergeant to report it. Additionally, the hand receipt holder will follow up with the necessary and correct paperwork within four (4) working days of discovering the missing /damaged property.
3. Upon a change of hand receipt holder, the departing and assuming hand receipt holders will conduct a joint inventory of all property on the hand receipt. This joint inventory will be conducted and the hand receipt signed within 30 calendar days prior to the change of the hand receipt holders.
4. All hand receipt holders will sign their updated computerized Standard Property Book System (SPBS) hand receipt(s) no less than every six months or upon request of the supply sergeant.
5. POC this policy is the battalion S-4, (518) 438-6657.


SANDRA E. HUFF
LTC, MI
Commanding