DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

15 May 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 10: Change of Command Inventory

REFERENCES

AR 735-5, Policies and Procedures for Property Accountability

1. The purpose of this memorandum is to inform company level commanders of the requirement to brief the Brigade Commander on the results of their inventory of property and personnel prior to changing command. Company Command is a challenging and rewarding military experience. It is imperative that company commanders begin and end with accountability of equipment and personnel.

2. The month long period before the change of command offers the incoming commander an excellent opportunity to assess the company. I expect the incoming and outgoing commanders to jointly conduct a thorough inventory of personnel and equipment. Outgoing company commanders must ensure these tasks are conducted IAW all applicable regulatory guidance. Battalion commanders will provide additional instructions, ensuring that we settle for nothing less than the standard.

3. I require a backbrief in my office, with the incoming and the outgoing commander, NLT 48 hours prior to passing the guidon. Plan the inventory schedule so that inventories are complete and that hand receipts are signed by the incoming commander and endorsed by the Battalion Commander. ENCL 1 is the standard briefing format for the deskside brief conducted by the outgoing commander. I expect both incoming and outgoing commanders to be knowledgeable in all areas.

4. During the course of the inventory, I expect the incoming and outgoing commanders to keep their chain of command informed of their progress. Remember that there are sufficient subject matter experts within the Battalion and Brigade staffs to assist with this critical process.

FRANK G. PENHA
COL, SC
Commanding

DISTRIBUTION: B
Enclosure 1

DEPARTMENT OF THE ARMY
HEAQUARTERS 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

ATZH-TB 15 May 2007

MEMORANDUM FOR Commander 15th Regimental Signal Brigade

SUBJECT: Policy Letter: Change of Command Inventory

1. The change of command inventory for_____, was conducted between_____and _____. A 100% property inventory was accomplished. All organizational listings as well as serial numbered and sensitive items were inventoried by _____. Component listings were used to inventory with components.

2. Serial numbered and sensitive items:

a.

b.

3. Inventory of Line items:

a. Property Lines Items Value

b. All end items were inventoried and are on valid sub-handreceipts. Those items turned in for maintenance were physically inventoried and serial numbers verified.

4. Component Listings:

a. Of the_____ line items of organizational property, _____ require component listings. All of these component listings are on hand in the unit and were used to conduct the inventory. All existing components were verified against the listings.

b. Component items identified as never used (ie: new issue) or accounted for by PBO certified/valid shortages annex are not all on order because they are not critical for mission requirements and the current budget constraints preclude the purchase of these items. Items on the shortage annex are ordered on a monthly basis based on the availability of funds. Other missing items were the responsibility of the sub-handreceipt holders. Personal responsibility was established for all accountable component shortages and corrective action completed as noted below:

Statement of Charges	Report of Survey	Cash Collection	Total Value

5. Non change of command inventory related property losses during the outgoing commander's tenure:

6. Personnel Asset Inventory PAI

Assigned:
PDY:
TDY/School:
Leave:

7. An AAR transaction was initiated for items:

LIN	Nomenclature	Adjustment

JOHN F. SMITH
CPT, SC
Commanding