



**DEPARTMENT OF THE ARMY**  
CADDO PARISH HIGH SCHOOLS JUNIOR ROTC  
6<sup>th</sup> BRIGADE, EASTERN ROTC REGION  
U. S. ARMY CADET COMMAND  
P.O. BOX 32000, SHREVEPORT, LOUISIANA 71130-2000



PH: 318-603-6423 FAX 318-603-6422 E-MAIL jrotc25d035@caddo.k12.la.us

**MEMORANDUM FOR** All Incoming/Outgoing Senior Army Instructors, Caddo Parish School District JROTC

**SUBJECT:** Change of Command Inventory Briefing

1. References:

- a. AR 710-2
- b. AR 735-5
- c. DA PAM 710-2-1
- d. TM 38-118-14
- e. CCR 145-2
- f. CCR 700-1

2. A change of command inventory is required prior to the change of responsible officers. The incoming and outgoing SAI's conduct a **joint physical inventory** of all unit property.

a. Upon notification by the Director of Army Instruction (DAI), the **OUTGOING SAI** will take the following actions prior to the joint inventory:

(1) **Schedule a briefing** for both the incoming and outgoing SAI's with the Military Property Specialist to occur prior to start of the inventory. The MPS will provide a copy of this Change of Command Inventory Briefing to the incoming SAI to read prior to the MPS brief. Immediately **plan and conduct a Pre-Inventory** in preparation for the change of command inventory.

(2) At the scheduled briefing with the MPS, **dates for signing** the hand receipts will be tentatively scheduled.

(3) Make an appointment for unit supply personnel to update all pending supply transactions with the MPS.

(4) Check with the DAI for any additional instructions.

(5) Ensure that all property **loaned/issued outside** the JROTC unit is returned.

- (6) Ensure current quantities are reflected on the Primary Hand Receipt.
  - (7) Ensure all hand or subhand receipts and annexes with change documents are updated.
  - (8) Review the unit property records to find the type of items to be inventoried. If needed, select personnel to assist in the inventory and give them instructions. **Do not let anyone do the physical inventory count for you.**
  - (9) **Publish an inventory schedule** and notify subhand receipt holders of when and how the inventory is to be conducted. One day is the normal period required to complete inventories and adjustments.
- b. Conduct of the inventory: The **INCOMING AND OUTGOING SAI's** will inventory the property as follows:
- (1) It is recommended that the incoming SAI develop a cross-reference or matrix of unit subhand receipts using JUMS against the primary hand receipt from the MPS.
  - (2) Inventory the property, by subhand receipt, using the actual physical on hand quantity as a baseline. Ensure the hand receipt holder is signed for all on hand property once the count is finished. (Comparison to the MPS hand receipt will occur at a later phase of the inventory)
  - (3) **Check all items** to ensure their National Stock Number (NSN), and item description match the hand receipt. Make a list of any differences.
  - (4) Count all items listed on the subhand receipt. List all overages on another (blank) subhand receipt so that they can be signed for by the subhand receipt holder. This list of overages, as well as a list of any shortages, must be resolved during a later phase of the inventory.
  - (5) Ensure items not previously subhand receipted are inventoried, accounted for, and responsibility assigned through appropriate subhand receipt.
  - (6) Check end items for completeness, using the proper user manuals to identify components. Make a list of any component overages; ensure the hand receipt holder signs for all component overages at the time of inventory.
  - (7) **Check the USA/Serial No.** On required items that are recorded on the hand receipt/subhand receipt. Make a list of any differences. Units will not be required to add serial numbers to equipment that is issued without a serial number unless specifically required to do so by the MPS.
  - (8) Check the basic and operational loads of all classes of supply maintained by the unit, if applicable, and make a list of any shortages and overages.

- (9) As each subhand receipt inventory is completed, ensure that applicable property is signed for by the subhand receipt holder to include overages discovered during the inventory.
- c. After all property pertaining to the unit has been inventoried, (to include all components) the subhand receipts, annexes, and listings referenced above will be reconciled as follows:
- (1) All overages and shortages listed will be compared and cross leveled between subhand receipts, debiting and crediting each subhand receipt accordingly ( to include shortage annexes and component hand receipts)
  - (2) When applicable, Administrative Adjustment Reports (AARs) will be initiated to correct make, **model and size discrepancies**. Contact the MPS prior to initiating the AAR.
  - (3) All subhand receipts and shortage annex quantities will then be reconciled with the organizational hand receipt and associated shortage annexes.
  - (4) The AARs are prepared by the MPS for posting to the organization hand receipt.
  - (5) **Report remaining overages as “Found on Installation”** to the MPS disposition will be provided.
  - (6) Remaining shortages will be extensively researched for possible administrative errors.
  - (7) Any shortages not resolved through causative research will be accounted for IAW AR 735-5. All shortages meeting the criteria IAW AR 735-5, including those where liability is admitted, will be processed on the applicable adjustment document.
  - (8) **It is the responsibility of the outgoing SAI to ensure that all of the above mentioned documents are submitted.**
- a. The **incoming SAI** will ensure:
- (a) That all accounted for equipment is documented completely from the Organization hand receipt level through the subhand receipt level to the actual user.
  - (b) That all on-hand excesses to authorization have been reported to the MPS in memorandum format requesting disposition instructions.
3. All procedures outlined in paragraph 2 above will be **completed prior to the signing** of the organization hand receipt. It is the responsibility of the outgoing and incoming SAI’s to coordinate with the MPS in scheduling the following tentative dates, updating them as required:
- a. Change of Command Inventory Briefing (Prior to start of inventory)

- b. Initial update of the Property Book Hand Receipts and Annexes (Prior to start of inventory)
  - c. Signing of the Property Book Hand Receipts ( After inventory)
  - d. Effective date of Change of Command
4. **The DAI will allow 1 week for the inventory.** A one-time extension may be granted of 5 days provided the incoming SAI requests the extension in writing indicating the number of days required.
  5. If the outgoing SAI dies or departs the unit unexpectedly, the DAI will appoint a disinterested officer (preferably the same rank) to represent the outgoing SAI. The disinterested officer will then accomplish all actions normally accomplished by the outgoing SAI.
  6. Upon signing the organizational Hand Receipt, the Incoming SAI assumes responsibility for all unit property. **All documents brought to the MPS at least 3 days prior** to the signing date will be posted to the hand receipt. Documents brought to the MPS on the day of the signing of the receipt will not be immediately posted and no manual changes will be reflected on the hand receipt. Therefore, receipts and turn-ins should be closely monitored during the inventory, or minimized as much as possible.
  7. Prior to signing the hand receipt, the incoming SAI must submit to the MPS a DA Form **1687 (Delegation of Authority)** for Requesting and receiving Non-expendable and expendable/durable supplies and equipment.
  8. Once all adjustment documents have been processed, all property accounts have been cleared and all hand receipts signed. **The Incoming SAI will schedule an outbrief /walk through with the DAI.**
  9. MPS Support: The mission of the MPS is to provide the best possible support to SAI's. If at any time you have a question, have a concern about a property book transaction or a supply related matter, call your MPS! If support is required after duty hours, (with prior notification) the MPS stands ready to support you. Use your logistics expertise. The Military Property Specialist is here to serve you.
  10. The procedures outlined in this briefing will be modified and or supplemented as required by the MPS.

/s/

EARNEST L. WILSON  
CW4(R), QM  
Military Property Specialist