



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT #27535
APO AE 09139

IMBA-ZA

18 July 2012

MEMORANDUM FOR USAG Bamberg Directors, Civilians and Local National Employees

SUBJECT: Installation Property Book Hand Receipt Holder Policy

1. **Effective Date:** This policy letter is effective immediately and remains in effect until superseded or rescinded.

2. **Reference:** AR 710-2; AER 612-1

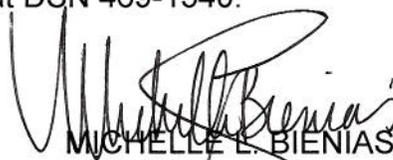
3. **Policy:** USAG Bamberg Directors, Supervisors and employees will comply with installation clearing procedures outlined in AER 612-1 to ensure proper transfer of accountability for government property.

a. Directors and Section Chiefs have supervisory responsibility for all government property in their areas. This also applies to property not listed on the property book. To manage assigned property, IPBO hand receipt holders will be appointed in writing. As employees depart the garrison, they must work through the IPBO to ensure a timely and accurate transfer of responsibility for the property. Supervisors can be found financially liable for losses if they allow subordinates to PCS without clearing their hand receipts. Prior to departure, all employees must complete AE Form 612-1A, Installation Clearance Record for Civilian Employees.

b. Hand Receipt Holders are directly responsible for all government property under their control. Departing hand receipt holders are required to transfer responsibility for property on their hand receipt to another employee in the organization or return the property to the IPBO warehouse. Failure to transfer responsibility can result in financial liability for lost equipment. Leaders are responsible for enforcement.

c. All excess property, including that not formally accounted for on the property book, must be processed through the IPBO BLDG 7039 for disposition.

4. POC is the Director of Logistics at DSN 469-1540.


MICHELLE L. BIENIAS
LTC, MI
Commanding