X 16 May 2013

MEMORANDUM FOR RECORD

SUBJECT: Component Hand Receipt Electronic Signing

1. In order to conserve resources, x Company will move to signing Component Hand Receipts (CHR) digitally rather than physically.

2. CHRs will be emailed to the Sub Hand Receipt Holder (SHRH) for signature. It is the responsibility of the SHRH to ensure the accuracy of the listings and that the listing matches the proper manual’s or supply catalogue’s listing. Any discrepancy in on hand quantities or the listing itself must be reported to the supply room. It is the responsibility of the SHRH to ensure that the discrepancies are resolved.

3. Any discrepancies in the on hand quantities will be rectified with the proper adjustments as necessary, to include but not limited to Statements of Charges and Financial Liability Investigations.

4. Due to system limitations and in the interest of time, the CHRs will be produced in one file. Once accuracy has been determined, the SHRH will report to the Supply room and sign the file electronically with the Supply representative present, using a copy generated directly from PBUSE. The signature given on the first tab of the Excel file will constitute a signature on each tab; as one signature will lock out the rest of the file, make it impossible to edit.

3. Point of contact for this memorandum is the undersigned at x.

x

CPT, x

Commanding

I understand this policy and will abide by it. My signature on the first tab of the file constitutes a signature on the entire file and all Component Listings.

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 SHR #\_\_\_\_\_, Section \_\_\_\_