x 2 May 2014

MEMORANDUM FOR RECORD

SUBJECT: Sub-Hand Receipt Binder SOP

1. Every Sub-Hand Receipt (SHR) will have two binders to maintain record of all property book items and components. The first will be maintained by the supply sergeant and kept in the supply room (The Company SHR Book). The second will be maintained by the Sub-Hand Receipt Holder (SHRH) and be kept with the SHRH (The SHRH book)

2. The Company SHR binder will maintain the following records, at a minimum, in the following order:

Cover/Spine: SHR Number, Name of SHRH, and Shop/Platoon

Page One: This Memo

Page Two: Copy of initial SHRH Counseling

Page Three: Signature Card, if applicable

TAB 1: Signed SHR, in date order most recent first from past year.

TAB 2: Copy of signed Shortage Annexes by LIN signed by Commander.

TAB 3: Signed PBUSE Generated Component Hand Receipts (CHR) for every item, signed by SHRH.

TAB 4: Change/Turn-in documents from past 2 years. Older documents will be destroyed.

TAB 5: Other Documents

3. The SHRH binder will maintain the following records at a minimum, in the following order:

Cover/Spine: SHR Number, Name of SHRH, and Shop/Platoon

Page One: This memo

Page Two: Copy of Initial SHRH Counseling

Page Three: Copy of Non-Property Book Item Accountability SOP

TABS: Tab for each LIN with signed DA 2062 for each item to end user as well as signed CHR for each item to end user. Note: Large CHR and SKO listings and hand receipts may be kept in separate binders so long as they meet the intent of this SOP. They must be kept with the SHRH binder. Copies of the SKO or the BII/COEI pages of the most current TM or SKO will be maintained with the CHR.

Last tab: Copies of DA 2062’s or Documents for items lent out or in maintenance. DA 2062’s will be no older than 30 days unless otherwise approved by the Commanding Officer.

4. Binders will be subject to quarterly inspections by the Company XO and surprise inspections by the Commander, 1SG and S-4.

5. The POC for this memorandum is the undersigned at x.

x

x LG

Commanding