

Equipment Custodian Turnover

FREQUENTLY ASKED QUESTIONS

- **Question 1:** If I am an alternate and the other alternate is still here, do I need to provide a new appointment letter?
- **Answer 1:** Yes. If you are no longer an appointed custodian and the other custodians are still on the account, we still need an appointment letter with your name removed.
- **Question 2:** Can my replacement be a SrA?
- **Answer 2:** No. Equipment Custodians must be an NCO or above (Cannot be a (S)Sgt, they must have the rank on prior to being appointed).
- **Question 3:** How do I get a new R14/ R25 to complete the turn-over?
- **Answer 3:** Contact EAE to provide you a new official R14/ R25.
- **Question 4:** If I did not sign the last inventory and the alternate custodian who did is still here, do I need to send a new R14/R25?
- **Answer 4:** No. If you did not sign the last official R14/ R25, and the custodian who did sign it is still an appointed custodian, we do NOT require a new Inventory.
- **Question 5:** Where can I find the custodian trainings?
- **Answer 5:** All trainings can be found on the EAE sharepoint. Ensure the new custodian sends us their training certificates.
- **Question 6:** What if I cannot locate an asset on the account while doing a joint inventory with the new custodian?
- **Answer 6:** If the outgoing custodian cannot locate an asset, please contact EAE ASAP so we can coordinate the appropriate inventory adjustment steps.