



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
EUROPE REGION  
UNIT 23103  
APO AE 09136-3103

IMEU-PWD

15 May 2013

MEMORANDUM FOR Garrison Commanders and Directors of Public Works

SUBJECT: Prohibition on Disposing of Off-Post Household Waste on Installations

1. Each garrison commander must establish a policy to prohibit personnel from bringing off-post household waste onto installations for disposal. Household waste is waste generated in residential dwellings that is normally disposed of by incineration or at a landfill.
2. Most DOD personnel living in off-post housing receive compensation for their off-post household-waste disposal through living quarters or overseas housing allowances. This means that the U.S. Government pays twice for every item of off-post household waste that an off-post resident brings on post. In addition, commingling household waste in dumpsters designated for office waste prevents the garrison from contracting waste disposal and recycling services at reduced rates. This is poor stewardship of the ever-decreasing funds provided to our garrisons, since waste-disposal rates are normally lower for recyclables such as paper, metal, and other valuable materials that normally make up the majority of office waste. Garrisons must therefore take action to prevent this waste of resources.
3. In most cases, host nation (HN) laws regulating household waste prohibit residents from taking their waste to unauthorized places for disposal. U.S. personnel living off post must abide by HN laws in keeping with the NATO Status of Forces Agreement and supplemental agreements between the Sending and Receiving States.
4. Garrison commanders are authorized to take steps to ensure that HN laws are not violated and Operations and Maintenance, Army, funding is not wasted. In addition to being responsible for safeguarding the installation and ensuring mission success, garrison commanders are responsible for establishing controls to prevent abuse of the garrison's solid-waste disposal system.
5. Garrison commanders should also implement reasonable, inexpensive measures to prevent dumpster abuse. These measures include—
  - a. Publicizing garrison waste-disposal policy in local media such as community newspapers and the garrison homepage.
  - b. Posting notices near dumpsters to inform users that dumping off-post household waste into on-post dumpsters is illegal.
  - c. Fencing dumpsters to prevent inappropriate access.

IMEU-PWD

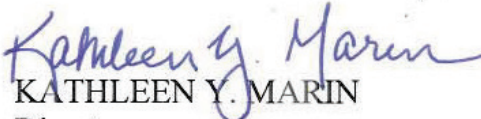
SUBJECT: Prohibition on Disposing of Off-Post Household Waste on Installations

d. Placing dumpsters near high-traffic areas to discourage anyone from dumping off-post waste when no one is watching.

6. Many garrison commanders have already issued policy prohibiting off-post residents from dumping their off-post household waste into on-post dumpsters. I expect each garrison to review their existing policy or develop a garrison policy if one does not currently exist. The policy should identify the possibility of sanctions for violations. The garrison policy should not apply to disposing of recyclable materials at recycling or reuse centers on post that accept recyclable and reusable materials. Garrison commanders may use the enclosed sample as a baseline for developing their location-specific policy.

7. The POC is Mr. Morrow, DSN 496-5976, civilian 0049-6302-67-5976, e-mail: [william.z.morrow.civ@mail.mil](mailto:william.z.morrow.civ@mail.mil).

Encl

  
KATHLEEN Y. MARIN  
Director



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON XXXX  
UNIT XXXX  
APO AE 09XXX-XXXX

IMXX-XXX

Date

MEMORANDUM FOR All Members of the United States Army Garrison (USAG) [*Enter name of garrison or military community, as applicable*]

SUBJECT: Prohibition on Disposing of Off-Post Household Waste on the Installation

**1. References:**

- a. AR 420-1, Facilities Engineering Army Facilities Management.
- b. AE Regulation 27-9, Misconduct by Civilians.
- c. AE Regulation 690-64, Local National Employee Conduct, Discipline, Complaints, Grievances, and Labor Disputes.
- d. Memorandum, IMCOM-Europe, IMEU-PWD, XX April 2013, subject: Prohibition on Disposing of Off-Post Household Waste on Installations.
- e. Document, IMCOM-Europe, IMEU-PWD-E, 1 February 2010 (revised 1 July 2012), Environmental Final Governing Standards, Germany. (*Refer to the applicable final governing standards for the country in which the installation is located.*)

**2. Purpose.** To ensure members of the military community are aware of and adhere to applicable host-nation (HN) laws, Army regulations, and IMCOM-Europe policy on waste disposal (refs 1a thru e).

**3. Scope.** This policy applies to all military, civilian, local national (LN), and contractor personnel (as well as their Family members) who work at, reside on or near, or visit local garrison installations.

**4. Background.** Trash-disposal costs rise dramatically when off-post household waste is illegally disposed of on an installation. Most DOD personnel living in off-post housing receive compensation for household-waste disposal through living-quarters or overseas-housing allowances. This means that the U.S. Government pays twice for off-post household waste that off-post residents dispose of on post. In addition, commingling household waste in office-waste designated receptacles prevents contracting for waste disposal and recycling services at reduced rates. This is poor stewardship of our limited funds.

**5. Policy.** Failure to adhere to the following waste-disposal policy will result in appropriate administrative actions:

Encl

IMXX-XXX

SUBJECT: Prohibition on Disposing of Off-Post Household Waste on the Installation

a. Users must segregate all recyclable material and dispose of it by putting it in the correct containers. The garrison will clearly mark all waste receptacles and dedicate each to a specific waste category.

b. Users are prohibited from bringing trash and most recyclables (that is, garden waste, paper, yellow-bag items) that were generated off post onto the installation. The only exceptions are for bulk items (for example, electrical items, furniture, tires) and reusable personal property for drop-off at a re-use center or thrift shop. Residents living off post must use their city pick-up services or HN community recycling drop-off points (for example, the *Recyclinghof*). For more information about HN disposal resources, residents should contact their landlord, the citizen's information office at the city hall (for example, in Germany the *Bürgeramt, Rathaus*), or the Family Housing Office.

c. U.S. Government ID-card holders residing on the installation may continue to drop off recyclable personal property at the garrison or community recycling center.

d. Users will not transport trash between installations. Users must properly separate solid waste (trash from recyclables) and put it in the available on-site trash and recycling containers.

## **6 Violations.**

a. Violations of this policy will result in the following, with the possibility of more severe actions when appropriate:

(1) First offense: [*Describe the consequence, according to the garrison commander's guidance.*]

(2) Second offense: [*Describe the consequence, according to the garrison commander's guidance.*]

(3) Third offense: [*Describe the consequence, according to the garrison commander's guidance.*]

b. Civilians and Family members who violate this policy will be subject to administrative action as appropriate under AE Regulation 27-9 (ref 1c, paras 5 and 9 thru 11).

c. LN employees who violate this policy will be subject to administrative actions as appropriate under AE Regulation 690-64 (ref 1d, paras 6 thru 10).

d. Contractors and other foreign nationals who violate this policy may be subject to administrative actions as appropriate under HN law.

IMXX-XXX

SUBJECT: Prohibition on Disposing of Off-Post Household Waste on the Installation

e. For military personnel who violate this policy, the garrison will inform the violator's chain of command for level-of-offense appropriate action (for example, counseling, corrective training, extra duties). Severe offenses that indicate a flagrant disregard of this policy may result in other action being taken against the offender in accordance with the Uniform Code of Military Justice.

**7. Summary.** All individuals within this military community are responsible for adhering to and enforcing this policy. Illegal dumping as described in this policy should be reported to the military police (DSN XXX-XXXX, civilian 06XXX-XXXX).

**8. POC.** The POC for additional information is Mr. Lastname, DSN xxx-xxxx, civilian 06xxxx-xxxx, e-mail: first.m.last.civ@mail.mil.

FIRST M. LAST  
Colonel, XX  
Commanding