



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG NORTH CAROLINA 28310-5000**

IMSE-BRG-PWE-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Bragg Memorandum of Instruction (MOI) Number 01-08
Fort Bragg Recycling Incentives Program

1. References:

- a. 10 United States (US) Code Section 2577, Disposal of Recyclable Materials.
- b. Department of Defense (DoD) Instruction 4715.4, "Pollution Prevention." Change 1, 6 July 1998.
- c. DoD 7000.14-R, "DoD Financial Management Regulation," current edition, authorized by DoD Instruction 7000.14, 3 March 2006.
- d. Army Regulation (AR) 215-1, Morale, Welfare, and Recreation, Activities and Nonappropriated (NAF) Fund Instrumentalities, 24 October 2006.
- e. AR 200-1, Environmental Protection and Enhancement, 21 February 1997.
- f. Fort Bragg Qualified Recycling Program Charter, 05 June 2002.
- g. Fort Bragg Sustainable Integrated Solid Waste Management Plan, 01 September 2003.
- h. Fort Bragg Business Plan for Recycling, 25 August 2005.

2. Purpose. The purpose of this MOI is to outline policies, assign responsibilities, and integrate procedures for the establishment of Fort Bragg Recycling Incentives Program. This program will offer units, directorates, and tenant organizations the opportunity to actively participate in an incentive-based recycling program that provides a monetary voucher in exchange for contributions of recyclable material to the installation Qualified Recycling Program (QRP).

3. General.

- a. Responsibilities of units, directorates, and tenant activities.

(1) Battalion commanders, directors and tenant activity commanders will:

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- (a) Disseminate their support of the Recycling Incentives Program to the lowest level.
 - (b) Ensure compliance with all Federal, State, and Installation environmental requirements and permits.
 - (c) Support installation recycling efforts through the identification, collection, and segregation of recyclable materials. Acceptable items are listed in enclosure 1.
 - (d) Ensure that contaminants (i.e., trash, non-recyclable materials) are removed prior to turn-in of recyclable materials.
 - (e) Complete a Letter of Agreement that commits their unit, directorate, or tenant activity to participation in the Recycling Incentives Program. The Letter of Agreement is included in enclosure 2.
 - (f) Designate a Recycling Coordinator (this could be the Directorate of Morale, Welfare and Recreation (DMWR) unit fund manager) to organize recycling efforts within their organization. This designee will have the authority to sign for and handle credit vouchers in the absence of the battalion commander, directors, or tenant activity commander.
 - (g) Furnish the QRP with the name, grade, and phone number of their designated Recycling Coordinator, as well as the unit fund code, and ensure that the information remains current at all times. This information must be identified in the Unit Fund Code/Recycling Coordinator Identification form which is located in enclosure 3.
 - (h) Ensure that functions at which \$100 credit vouchers are used are open to all members of the organization.
 - (i) Ensure that credit vouchers are used at a DMWR activity within one year of the issue date.
 - (j) Ensure that only valid credit vouchers issued by the Fort Bragg QRP are presented to the DMWR activity. Vouchers must be presented to the DMWR facility prior to payment for processing.
- (2) Recycling Coordinators will:
- (a) Coordinate for delivery and drop-off of recyclable material to the QRP recycling center during designated days and hours of operation. Acceptable items are listed in enclosure 1.
 - (b) Verify that collected recyclables are free of contamination and segregated prior to drop-off at the QRP Recycling Facility.

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(c) Sign for and handle credit vouchers in the absence of the battalion commander, director, or tenant activity commander.

(d) Ensure that credit vouchers are used at a DMWR activity within one year of the issue date.

(e) Ensure that only valid credit vouchers issued by the Fort Bragg QRP are presented to the DMWR activity. Vouchers must be presented to the DMWR facility prior to payment for processing.

(3) Unit/activity personnel will:

(a) Collect recyclables in designated recycle locations at their activity or organization. Acceptable items are listed in enclosure 1. The QRP will supply, on a first come first served basis, participants with a recycle bin for use with office paper. The number of bins provided will be directly proportional to the size of the organization and its function. If the QRP cannot provide containers (due to availability or budget), the units may use alternatives (cardboard boxes) or purchase their own containers.

(b) Ensure that recyclables are free of contamination and segregated correctly.

(c) Encourage other members of their organization to participate in the Recycling Incentives Program.

(d) Drop-off recyclable material to the QRP recycling center during designated days and hours of operation.

(e) Provide accurate unit information at time of drop-off. Personnel dropping off recyclable material must know the name of the designated unit recycling coordinator to ensure proper data entry into QRP database.

(f) Collect and retain a weight ticket from the QRP Recycling Center. An example of a weight ticket is included in enclosure 4.

b. Responsibilities of the Installation QRP.

(1) Ensure compliance with all Federal, State, and Installation environmental requirements and permits.

(2) Use \$20,000 to purchase blue recycle bins each year to distribute to participants in this program. The number of bins provided to participants will be directly proportional to the size of the organization and its function.

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(3) Transfer funds annually to DMWR to cover the cost of the \$100 credit vouchers. If the funds have not been used within one year from the date of transfer, DMWR will be allowed to retain the funds for deposit into the Installation Morale Welfare and Recreation Fund (IMWRF) account as installation contributed recycling income.

(4) Assign a monetary value to the recycled materials based upon market values. Commodity value will be reviewed and adjusted on an annual basis. The acceptable recyclable materials and their monetary value are listed in enclosure 1.

(5) Accept segregated recyclable material at the QRP Recycling Center located at building 3-1240 in the Directorate of Public Works compound near the intersection of Reilly Road and Butner Road. Acceptable items are listed in enclosure 1. Dates and times in which the QRP Recycling Center will be available for drop-off are still to be determined.

(6) Weigh acceptable recyclables and issue weight tickets to the participating organization at the time of drop-off. An example of a weight ticket is included in enclosure 4.

(7) Use a database to track the weight that is turned in by each participating organization.

(8) Inform each recycling coordinator of their organization's status quarterly.

(9) Issue credit vouchers to the participating organization's battalion commander, directors, tenant activity commander, or recycling coordinator. Credit vouchers will only be issued once the participating organization reaches \$100 in credits. An example of a credit voucher is included in enclosure 5.

(10) Provide a monthly list to DMWR that lists the vouchers that have been issued, as well as, the receiving unit.

(11) Promote and publicize QRP recycling efforts.

c. Responsibilities of the Directorate of Morale, Welfare, and Recreation (DMWR).

(1) The DMWR will receive the QRP funds annually and establish an account for voucher reimbursement. If the QRP funds have not been used within one year from the date of transfer, DMWR will retain the funds for deposit into the IMWRF account as installation contributed recycling income.

(2) The DMWR activity or club where a voucher is presented for use must contact the DMWR budget personnel to ensure that the voucher is valid.

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(3) The DMWR budget personnel will cross-reference the voucher number and the presenting unit with the list provided by the QRP. This will determine the authenticity of voucher.

(4) Once the authenticity of the voucher has been verified, the DMWR will record the voucher as part of their sales, as they do a gift certificate.

4. Changes or Termination of Project. This MOI may be changed by written amendment and upon mutual agreement of all QRP voting members. This MOI and the Recycling Incentives Program may be terminated by the QRP or DMWR under the following conditions: changes to the QRP annual budget; failure of units, directorates, and tenant organizations to participate; failure of the units, directorates, and tenant organizations to provide clean, segregated recycled materials; by written notice upon mutual agreement of both parties; by disapproval by the QRP; or by military necessity (i.e., deployment).

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ALBERT E. BALLARD
COL, GS
Chief of Staff

DISTRIBUTION:
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SUMMARY OF ITEMS ACCEPTED FOR RECYCLING

The following items will be accepted at the QRP Recycling Center, building 3-1240.

1. Office paper - \$25 a ton.

a. The following items can be recycled as office paper:

- White paper
- Accounting ledgers
- Post-it pads
- Envelopes (white or pastel only, no plastic windows)
- Computer paper / printouts
- Yellow legal paper
- Colored paper (pastel only)
- File folders (manila or pastel only)

b. Please remove the following items from paper prior to recycling:

- Document protectors
- Spiral bindings
- Binder clips
- Paper clips (Small quantities of paper clips and staples are okay)

c. Do not place these items in the office paper recycling bin:

- Catalogs / Magazines
- Newspapers
- Blueprints
- Adhesive labels
- Packing material
- Styrofoam cups
- Trash
- Phone books
- Food
- Aluminum cans
- Paper towels or napkins
- Unbleached paper (tan or brown)
- Hanging file folders
- Carbon or self-carbon paper
- Ground wood pulp
- Tyvek

d. All classified documents must be destroyed at the Classified Documents Destruction Facility (building C-1629, Ardennes Street).

2. Cardboard - \$25 a ton

a. The following items can be recycled as cardboard:

- Corrugated cardboard
- Boxboard

b. All boxes should be flattened.

c. Please remove the following items from the cardboard prior to recycling:

- Plastic strapping
- Plastic packaging material
- Plastic bags
- Styrofoam
- Food waste
- Floor sweepings
- Tape

d. The following items cannot be recycled as cardboard:

- Boxes contaminated by toxic or hazardous materials
- Used paper plates or paper towels
- Pizza or cereal boxes
- Waxy or laminated cardboard

LETTER OF AGREEMENT

This letter of Agreement is made between the Fort Bragg Qualified Recycling Program (QRP) and the unit, directorate, or tenant activity participating in the Recycling Incentives Program. The Recycling Incentives Program offers units, directorates, and tenant activities the opportunity to actively participate in an incentive-based recycling program.

Upon enrollment in this program, units, directorates and tenant activities will collect and transport their recycled material to the QRP Recycling Center, building 3-1240, where it will be inspected for correct segregation and cleanliness. Recycled materials cleared for acceptance will be weighed and a weight ticket will be issued to the participating activity. Participants will receive a credit for each ton of recycled material that is dropped off at the QRP Recycling Facility. Once the participating activity reaches a tonnage that is equal to \$100 in credit, a \$100 voucher for use at a Directorate of Family and Morale, Welfare, and Recreation (DFMWR) club or activity will be issued. The \$100 voucher must be used at an event that all members of the participating organization are invited to attend.

By signing this agreement letter, battalion commanders, directorate chiefs, and tenant activity commanders commit to their role as an active participant in the Recycling Incentives Program and to their duties and responsibilities outlined in the Memorandum of Instruction (MOI) Number 01-08 – Fort Bragg Recycling Incentives Program.

This letter of agreement may be terminated by either party under the following conditions: changes to the QRP annual budget; failure of units, directorates, and tenants activities to participate; failure of the units, directorates, and tenant activities to provide clean, segregated recycled materials; by written notice upon mutual agreement of both parties; by disapproval by the QRP; or by military necessity (i.e. deployment).

The parties listed below certify that the signatories to this Letter of Agreement have authority to obligate their respective organizations to the responsibilities contained herein and in MOI Number 01-08. The provisions of the MOI are effective as of the signature and date indicated below.

Name of Unit/Directorate/Activity: _____

Commander Signature: _____

Date: _____

UNIT FUND CODE/RECYCLING COORDINATOR IDENTIFICATION FORM

Date: _____

Unit: _____

Primary Recycling Coordinator: _____

Email: _____

Phone: _____

Secondary Recycling Coordinator: _____

Email: _____

Phone: _____

WEIGHT TICKET FOR RECYCLABLE MATERIAL

Date: _____

Name of Unit: _____

Unit Fund Code: _____

Recycling Coordinator: _____

MATERIALS	WEIGHT (lbs)
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Office Paper	_____
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Cardboard	_____
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The above material was delivered this date to the Fort Bragg QRP Recycling Center.

Received By: _____
(QRP Recycling Center personnel)

Delivered By: _____
(Unit/Directorate/Activity personnel)

QRP RECYCLING INCENTIVES PROGRAM VOUCHER



**Qualified Recycling Program (QRP)
Recycling Incentives Program
Voucher**



Account number:
Voucher number:
Issued to:
Date Issued:
Expiration Date:

DRAFT



The Right Way.
The Green Way.
All the Way.

In accordance with MWR policy, all members of the unit or activity must be invited to participate in the function sponsored by this voucher.