



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-4200

AMIM-DRG-ZA

20 July 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 23-22, Production of Mission, and Non-Mission Supported Products

1. References:

a. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.

d. Installation Management Command Fiscal Year Funding Guidance.

2. Supersession: This policy supersedes and replaces Garrison Policy Memorandum 23-22, Production of Mission, and Non-Mission Supported Products, 14 December 2022.

3. Purpose: To establish Fort Drum policy and responsibilities concerning the production of signage related to the infrastructure of Fort Drum.

4. Applicability: This policy applies to all Department of the Army Civilians, and active duty military personnel assigned or attached to any unit or element subordinate to the authority of the Commander, United States Army Garrison-Fort Drum.

5. The Fort Drum Directorate of Public Works (DPW) is no longer able to support the creation of non-infrastructure related graphic products. The DPW sign shop whose core mission is to produce products that are directly related to infrastructure on the installation, has not been adequately resourced with funds or manpower for many years. Providing support for non-resourced products is creating a strain and a diversion away from the core mission of sign support for facilities.

a. As of 1 October 2022, the DPW sign shop will no longer produce materials that are non- mission funded or that do not pertain to facilities or otherwise associated with infrastructure. Examples include, but are not limited to; mounting briefing materials, decals for equipment or containers, posters, handouts, and other like materials, which are not infrastructure related. Activities or units that need these products are advised to access Defense Logistics Agency printing services, acquire the items locally, or utilize various vendors on the internet.

b. The DPW sign shop will continue to create mission funded products such as building and road signs in accordance with (IAW) Manual on Uniform Traffic Control

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Devices, AR 420-1, Fort Drum Supplement 1, and Installation Planning Standard, room signs, and other various signage material as it relates to infrastructure per the guidance in AR 420-1.

c. Above baseline products related to infrastructure (murals, memorials, displays, etc.) may be supported IAW the Fort Drum (FD) Supplement to AR 420-1 and will be done on a reimbursement basis as a priority 3 and if time allows.

d. Activities or units wishing to procure their own above baseline products for infrastructure must coordinate with DPW before the purchase and installation of these items. Units seeking support in all cases will submit a DA Form 4283 to the DPW Business Operations and Integration Division, Work Management Branch Chief to begin the process. This ensures compliance with the FD Design Guide, processing of Exceptions to Policy to the FD Supplement if any, and to secure proper Lines of Accounting as needed. No one is allowed to install, mount, fasten, change, modify, and remove any signage unless appropriate approvals have been secured from the DPW.

6. The point of contact for this policy is Mr. Chris Rinard, Chief, Work Management Branch, at (315) 774-6740, or christopher.m.rinard.civ@army.mil

MATTHEW R. MYER
Colonel, IN
Garrison Commander

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