

USAG-HI Army Recycle Program

Office Furniture/Supplies Reuse Marketplace

The Army Recycle Program has a brand-new platform for listing and locating gently used office furniture and supplies on USAG-HI bases. Review the instructions below and refer to the website for more detailed information.

*Note: This platform is located on the on the Garrison SharePoint page and you will need a CAC for access.
This furniture is not for personal use, only for military purposes

Step 1: Visit the Marketplace

- Visit the Army Recycle Program's Office Furniture Reuse Marketplace: [HERE](#)

Step 2: Review Guidelines

- Review the guidelines on the left-hand side of the page
- To **LIST** gently used office furniture or office supplies, click "new item" (proceed to Step 3)
- To **CLAIM** or inquire about items reach out to the listed POC
 - View images by clicking "edit or click to view" and scroll down to see attachments

How to List Items for Reuse or Claim Listed Items

This portal is available to serve as an exchange system for used, but functional government furniture and excess office supplies on USAG-HI installations. Personnel can submit and claim items using this system. For more details, review the guidelines and steps below.

Guidelines:

BY USING THIS SYSTEM, YOU ARE AGREEING THAT THE ITEMS WILL BE USED FOR REUSE PURPOSES

Requesting alternative disposal of furniture as a request for removal of your coordinating pick-up/delivery/storage of your contact information to be shared with other Army Hawaii personnel.

- This service is available for military personnel and civilian employees working on USAG-HI installations.

If unable to find someone to take your listed items within your required time frame, you are responsible for the proper disposal of all remaining items. Contact the DPW Recycling Program for guidance on recycling and disposal options.

Instructions for Listing Items:

Step 1: Review your items and confirm that they are still in usable condition. If they are not in usable condition, contact the DPW Recycling Program at 656-9911 for guidance on recycling and disposal options.

Step 2: Click "new item" on the Reuse List and fill in the requested information for each unique item. If you have many items of one type, then you can fill out one form and indicate the quantity on the form.

Step 3: If a unit/office contacts you, then you can coordinate delivery and other logistics.

Step 4: At the end of the period of availability, you must email usarmy.hawaii.recycling@mail.mil to confirm which items have been claimed.

Instructions for Claiming Items:

Step 1: Review the list of items for reuse to see if there are any items that your unit can use.

Step 2: Contact the listed POC to request the items or to obtain additional information.

Step 3: Coordinate breakdown, removal and delivery with the supplying unit/office.

Reuse List

new item or edit this list

Item Category	Area	Installation/Base/Site	Building Number	POC Name	POC Phone	POC Email	Photo (Max size 25KB)	Quantity	Dimensions	Is this Item Functional?	Available Start Date	End Date of Availability
Office Paper (white)	Office Supplies	Oahu North	Schofield Barracks	10878	Dale Kanehisa	656-9911	usarmy.hawaii.recycling@mail.mil	50 reams	11"x17"	Yes	6/23/2020	8/30/2020

Step 3: Submit and Follow up!

- Complete the form and click submit!
- When a unit or another office claims your furniture and/or your furniture is no longer available contact: usarmy.hawaii.recycling@mail.mil

Please fill out this form to share a reusable item and click SAVE when complete. The item will then appear on the list for view to the public.

Area:

Installation/Base/Site:

Building Number:

POC Name:

POC Phone:

POC Email:

Item Category:

Item Name:

Quantity:

Dimensions:

Is this Item Functional?:

Available Start Date:

End Date of Availability:

Attachments: