



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

JUL 16 2018

MEMORANDUM FOR All Military Personnel, Department of Defense Civilian Employees and Contractors within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-9, Disbursement of Recycling Funds

1. References.

a. Army Regulation (AR) 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.

b. AR 420-1, Army Facilities Management, 12 Feb 08, with Rapid Action Revision (RAR) 24 Aug 12.

c. Department of Defense (DoD) 7000.14-R, DoD Financial Management Regulation, Vol. 5, Disbursing Policy, Nov 17.

d. DoD Instruction (DODI) 4715.23, Integrated Recycling and Solid Waste Management, 24 Oct 16.

2. Applicability. This policy applies to all Directorates and tenant activities contributing to the USAG-HI Qualified Recycling Program (QRP).

3. Policy.

a. This Policy describes procedures used to disburse funds collected from the sale of recyclable materials that have been deposited in the QRP F3875 suspense account.

b. Proceeds in this account are generated through the sale of recyclable materials from all sources on USAG-HI installations, including the Army Recycle Center on Schofield Barracks. Collectively, all of these programs comprise the USAG-HI QRP.

c. In accordance with the above references, disbursements will be made in the following order and manner.

(1) Operations, Maintenance, and Overhead. Proceeds will be used to reimburse the Garrison for costs incurred by the Garrison in operating and maintaining the QRP, including the cost of any equipment purchased for recycling purposes. Requests for

IMHW-ZA

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funds transfers and equipment purchases associated with the operations and maintenance of the QRP will be submitted by the USAG-HI Recycling Program through the Director of Public Works (DPW) to the Resource Management Office (RMO). These disbursements for routine operating costs will be reported to the Garrison Commander in the minutes of the next QRP Committee meeting.

(2) Special Projects. After such funds are credited and a balance remains available, not more than 50 percent of that balance may be used for pollution abatement, energy conservation and occupational safety and health projects. The cost of any such project may not exceed 50 percent of the maximum amount for a minor construction project. Requesting activities must include a description of the proposed project, time duration, total costs, and benefits of implementing the project. Submit project proposals to USAG-HI, DPW, ATTN: IMHW-PWE, 947 Wright Avenue, Wheeler Army Airfield, Schofield Barracks, Hawaii 96857-5013. Projects will be reviewed and evaluated by the QRP Committee and recommendations forwarded for approval through the DPW to the Commander, USAG-HI, via minutes of the QRP Committee meeting.

(3) Directorate of Family and Morale, Welfare, and Recreation (DFMWR) Fund. Any remaining proceeds may be transferred to the Installation Morale Welfare, and Recreation Fund (IMWRF), a non-appropriated fund. Requests for transfer of proceeds to the IMWRF will be reviewed and evaluated by the QRP Committee and recommendations forwarded for approval through the DPW to the Commander, USAG-HI, via minutes of the QRP Committee meetings.

d. The QRP Committee is typically comprised of the following:

- (1) USAG-HI Deputy Garrison Commander, Chairperson.
- (2) DPW, Executive Secretary, member.
- (3) USAG, Pohakuloa Training Area, member.
- (4) DFMWR, member.
- (5) 8th Theater Sustainment Command, member.
- (6) 25th Infantry Division, member.
- (7) RMO, member.
- (8) QRP Manager, member.

IMHW-ZA

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e. Interested parties may be invited to attend QRP Committee meetings at the discretion of the USAG-HI Deputy Garrison Commander, who will chair the Committee. The DPW representative will serve as Executive Secretary. Responsibilities and procedures of the QRP Committee include:

(1) Reviewing and voting on all submitted requests for special projects as defined in paragraph 3.c.(2) above.

(2) Helping identify new recycling initiatives and promoting existing recycling efforts within the organization by setting an example and encouraging participation.

(3) Performing any additional responsibilities as defined during QRP Committee meetings.

f. Timelines. Upon approval by the DPW, the RMO will carry out reimbursements to Base Operations and Maintenance for the cost of operating the recycling program. The RMO will also complete Special Project disbursements or transfers to the DFMWR Fund upon approval by the Garrison Commander.

4. This memorandum supersedes Policy Memorandum USAG-HI-9, SAB, dated 26 Aug 16 and remains in effect until rescinded or superseded in writing.

5. Point of contact for this action is the Solid Waste and Recycling Program Manager, DPW, Environmental Division, at 656-5411.

  
THOMAS J. BARRETT  
COL, AV  
Commanding

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