



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HI 96857-5013

AMIM-HIG-ZA

06 MAY 2026

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

SUBJECT: Policy Memorandum (PM) #7 - Disbursement of Recycling Funds

1. References.

a. Army Regulation (AR) 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities), 24 September 2010.

b. AR 420-1 (Army Facilities Management), 15 April 2026.

c. Department of Defense (DoD) 7000.14-R, Vol. 11A, Chap. 5 (DoD Financial Management Regulation, Vol. 5, Disbursing Policy), February 2019, with revision February 2021.

d. DoD Instruction (DoDI) 4715.23 (Integrated Recycling and Solid Waste Management), Change 1, 31 August 2018.

2. Purpose. The policy establishes governance, procedures, and accountability for the collection, management, prioritization, and disbursement of funds generated through the USAG Hawaii Qualified Recycling Program. It ensures all proceeds are managed in accordance with statutory and regulatory requirements while supporting installation readiness, environmental compliance, and quality of life initiatives.

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

4. Policy.

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

b. Proceeds in this account are generated through the sale of recyclable materials from all sources on USAG Hawaii installations, including the Army Recycle Center on Schofield Barracks. Collectively, all of these programs comprise the USAG Hawaii 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 funds transfers and equipment purchases associated with the operations and maintenance of the QRP will be submitted by the USAG Hawaii Recycling Program through the Director of Public Works (DPW) to the Resource Management Office (RMO).

(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 will be evaluated against installation priorities and must include a description of the proposed project, time duration, total costs, and must demonstrate measurable benefits, including cost avoidance, improved environmental compliance or enhanced safety benefits. Submit project proposals to USAG Hawaii, DPW, ATTN: AMIM-HIP-E, 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 Hawaii, 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 Hawaii, via minutes of the QRP Committee meetings.

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

- (1) Deputy to the Garrison Commander (DGC), USAG Hawaii
- (2) DPW, USAG Hawaii
- (3) USAG Pohakuloa Training Area (PTA)
- (4) DFMWR, USAG Hawaii
- (5) RMO, USAG Hawaii
- (6) QRP Manager, USAG Hawaii

e. USAG Hawaii DGC will chair the Committee. The DPW representative will serve as Executive Secretary. Interested parties may be invited to attend QRP Committee meetings at the discretion of the Chair. Responsibilities and procedures of the QRP Committee include:

(1) Reviewing and voting on all submitted requests for special projects as defined in paragraph 3.d.(2) above. A quorum will consist of a simple majority of assigned QRP Committee Members. Decisions will be made by majority vote. The Chair will decide ties.

(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.

5. Responsibilities. DPW validates and manages program execution. RMO executes funding. DFMWR manages NAF transfers.

6. Procedures.

a. 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.

b. All QRP funds will be tracked and documented to ensure full auditability from collection through disbursement and execution.

c. Failure to comply with this policy may result in revocation of funding authority and administrative action.

7. Effective. This policy is effective immediately. This policy memorandum supersedes Policy Memorandum #9, Site Approval Board (SAB), dated 10 Nov 22, and remains in effect until rescinded or superseded in writing.

8. The proponent of this policy is the USAG Hawaii DPW, Environmental Division.

9. For additional information on this policy or assistance with any recycling matters, please contact the following:

a. DPW Solid Waste and Recycling program at (808) 787-0867.

b. Kimberly Welch, Environmental Protection Specialist, Recycling Program USAG Hawaii, at (808) 927-6610 or email kimberly.m.welch14.civ@army.mil.



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Commanding