



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT # 15228
APO AP 96271-5228**

AMIM-HMP-M

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #⁴¹⁵, Container Placement and Siting Management

1. References:

- e. DoD 4500.9 -R – Part VI, Management and Control of intermodal Containers and System 463-L Equipment, March 2015.
- b. AR 420-1, Army Facilities Management, 24 February 2008 (Rapid Action Review, 24 August 2012).
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- e. TB 43-0214, Standards for marking of DOD-owned intermodal containers, shelters, and special purpose vans conforming to the American National Standards Institute (ANSI) and/or International Organization for Standardization (ISO) Specifications, 25 June 1979.

2. Purpose: To provide guidance governing the placement, use, maintenance, accountability, and disposal of containers categorized as organizational, installation, personal property, and Contractor-owned relocatable buildings.

3. Objective: Containers, commonly referred to as MILVANS, CONEXes, ISU's, QUADCONS, ARMAGS, and relocatable office buildings are widely used as storage alternatives, office spaces, latrines, and shower facilities throughout Camp Humphreys. This storage capability provides considerable convenience to users. However, containers are frequently inappropriately positioned and maintained, and become unsightly on the installation. This policy clarifies container user requirements on USAG Humphreys and Area III.

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4. Policy: Provides guidance for the placement or siting, utilization, accountability, and the disposal of containers on USAG Humphreys and Area III.

a. **Siting Approval:** USAG Humphreys Directorate of Public Works (DPW) Master Planning Division is the approving official for container placement or siting on USAG Humphreys and Area III. All units or activities requesting to use containers as storage alternatives, office space, latrines, or shower facilities will provide proper justification to DPW Master Planning Division for approval (See Enclosure 1). All units or activities who bring containers onto the installation without the proper approval may have their container(s) removed, with prior notice, at the user's expense.

b. **Acquiring:** After gaining permission to place a container on the installation, all units or activities may procure containers from excess stocks, transfers, reutilization, or purchase. All units or activities are responsible to procure their own containers and must provide their own resources (including manpower and funding) to acquire, relocate, maintain, and dispose of the containers.

c. **Siting:** DPW Master Planning Division will designate a specific location for a storage container storage area where conditions permit. Units or activities are required to store all of their containers within their own Vehicle Maintenance Facility (VMF), Warehousing, and Supply Support Activity (SSA) areas as a first priority and to utilize Organization Storage Facilities as first option prior to utilizing storage containers. Storage containers will not be located near Operational Facilities, Army Family Housing, Unaccompanied Personnel Housing (UPH), and other locations where their presence would be an eyesore. DPW Master Planning Division will make this a secure area and will incorporate it into the installation master plan. All units or activities will relocate their non-DOD/ISO type of storage containers within this storage area. Exceptions will be limited to extraordinary or extenuating circumstances and must be approved by the DPW Master Planning Division.

d. **Utilization:** Containers will be for storage only. The containers are not authorized for the storage of arms, ammunition, explosives, COMSEC, or high value items unless they are stored in a GSA approved Security container (example ARMAGs). Requests for exception must be presented to DPW Master Planning Division for approval (See Enclosure 1). Approval to use containers as substitutes for permanent or conventional buildings must be routed through DPW Master Planning Division. The activity, agent, or unit must remove the container at the conclusion of the approval period or request an extension from DPW Master Planning Division.

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Containers used as substitutes for permanent or conventional buildings will only be approved for use not to exceed six years. Units or activities must provide the justification or requirements statement to DPW Master Planning Division, so existing adequate facilities can either be found to fulfill the requirements, or new facilities can be planned and programmed to meet the existing or future requirements. Once the interim requirement has been met (i.e., either the surge diminishes or the permanent construction is finished), the container building needs to be either removed by the contractor (if leased) or disposed of in accordance with standard property procedures (AR 735-5).

e. Maintenance: All units or activities will maintain storage containers in a serviceable condition and are responsible for repairs to return deteriorating containers to a serviceable condition. Unserviceable containers will be immediately turned into supporting SSA or DRMO. All units or activities will affix a placard (See Enclosure 2) to the main door, at eye level, of each container to indicate the unit, section name, and telephone number of the responsible point of contact (POC). Containers not displaying the required placard, and neglected containers will be targeted for disposal at the owner's expense. Additionally, DOD/ISO type containers will must also be distinguished with markings IAWTB 43- 0214.

f. Accountability: All units or activities will maintain their DOD/ISO type Containers on their respective property books; accountability for non-DOD/ISO type containers will either be maintained by either the activities or units assigned property book officer (PBO) or the Installation PBO. Container accountability will be assumed by the accountable property officer assuming content accountability. Container responsibility belongs to the person assigned content responsibility.

g. Safety and Security: All units or activities are solely responsible for their proper placement of the storage containers in the areas designated in that it will not cause damage to personnel or equipment. This includes that deployable containers are set off the ground on the appropriate dunnage to prevent damage to the bottom of the containers. If containers are double stacked, they must be secured with the appropriate tie down or shackle mechanisms to prevent the containers from moving in extreme weather conditions which could result in the loss of life, limb, or property damage. All units or activities are solely responsible for the contents of the containers.

Therefore have an inherent responsibility for safeguarding the equipment by ensuring the containers are secured with the appropriate locking and securing device. If a container is found unsecure, Military Police and CID will be notified of the incident.

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h. Disposal: All units or activities are responsible for the disposal of containers using their own resources. All units or activities are required to process DA Form 2765-1 thru the Supply Support Activity (SSA) who will provide a DD Form 1348 to turn in the scrap metal. All units or activities will provide the SSA prepared DD Form 1348 to the Installation Container Manager, who will coordinate with DRMO for a site survey / turn-in date; all units or activities are responsible for completing all preparation requirements identified by the surveillance personnel. All units or activities are responsible for escort requirements when disposing (site survey/ disassembly) of their assigned containers. All units or activities are responsible for preparing / processing the necessary request paperwork to assist in lift capabilities (i.e., crane support from DPW, transportation service from 25th Trans or 403rd AFSB TMP), if applicable, all units or activities are responsible for all costs associated with asbestos abatement or removal, hazardous material removal (to include leaks from the container), or any other costs incurred for environmental and safety compliance.

5. Existing Containers: All units or activities have 90 days from the date of this letter to ensure existing containers are in compliance with this new policy on container management. All units or activities must have a mutual agreement with USAG Humphreys DPW for containers, regardless of the location. All units or activities who fail to comply with this policy must remove their containers from the installation by the end of the initial 90-day transition period.

6. Compliance: Container management and installation compliance will be inspected as part of the Command Inspection Program (CIP). USAG Humphreys DPW will use the attached checklist (See Enclosure 3) when inspecting compliance during command inspections.

7. Military Controlled Containers: Units or activities are authorized to site DOD/ISO Type containers within their VMFs and motor pools. However, DOD/ISO type containers will be included on the quarterly container report to the Installation Container Manager. Units or activities requesting movement of containers must ensure the containers are inspected and certified for shipment; currently, the Installation Container Manager does not have the capabilities to render a full inspection / certification on containers but will coordinate with the local transportation unit to fulfill deployment requirements.

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8. Point of Contact is Chief, DPW Master Planning Division at DSN (315) 756-1048.

3 Encls:

1. Annex A, Container Agreement
2. Annex B, Placard Example
3. Annex C, Container Control Checklist



RYAN K. WORKMAN
COL, AR
Commanding

DISTRIBUTION:

USAG Humphreys Website

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SUBJECT Command Policy #⁴⁵, Container Placement and Siting Management

Annex A to USAG Humphreys Container Placement and Siting Management Policy

Container Agreement

(Unit Letter Head)

Office Symbol

Date:

MEMORANDUM FOR Directorate of Public Works, Master Planning Division (IMHM-PWM), Camp Humphreys, Unit# I 5228, APO AP 96271-5228

SUBJECT: Request to Maintain Containers on Camp Humphreys

1. Reference: USAG Humphreys Container Placement and Siting Management Policy, 3 November 2016.

2. (Requesting Unit) is requesting authorization to maintain the following containers at the designated locations. The containers are serviceable and a placard, containing unit designation, section, point of contact (POC), and phone number is affixed to the door on each container. The POC has, at least, 90 days remaining in Theater.

Container Type

Serial/ISO No

Location

3. The containers are required because the unit lacks the necessary storage space for organic resources. The containers will be removed from the installation as the requirement for temporary storage diminishes.

4. Request an exception to policy for the unit to retain the containers it currently maintains. The containers does not interfere with vehicular/foot traffic and are not eyesores. The mission of the unit requires that Soldiers have ready access to the contents of these containers.

5. I understand that upon approval, I will incur the sole responsibility for maintaining accountability/serviceability for the aforementioned containers. I also understand that I must provide quarterly reconciliation reports to the Installation Container Manager and failure to comply with the guidance set forth in the policy letter will be grounds to remove the containers from the installation within ten (10) days.

6. POC for this request is _____ at 753-XXX:X, e-mail: _____

Requesting Unit CDR
Signature Block

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Annex B to USAG Humphreys Container Placement and Siting Management Policy

Placard Example

Unit:	5-7 ADA
Section:	S-3
POC:	MSG Smith
DSN Phone Number:	754-1022
PBO DSN Number:	754-1022
Serial Number:	XXXXX-XXXX

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Annex C to USAG Humphreys Container Placement and Siting Management Policy

Container Control Checklist

1. Have specific procedures and formats been established for requesting units or activities use to obtain the USAG Humphreys DPW approval for containers?
2. Has a specific consolidated location for containers been established?
3. Have exceptions been granted by the USAG Humphreys DPW for all containers located outside the boundaries of the consolidated container park?
4. Are containers being used mainly for storage and by exception for other purposes?
5. Have maintenance standards been set for containers and are they being adhered to?
6. Are unserviceable containers being appropriately disposed of?
7. Does every container on the installation have a placard affixed to identify the unit, POC, and serial number?
8. Are units or activities providing a quarterly on-hand container reconciliation report to the Installation Container Manager?
9. Are proper procedures used to dispose of unserviceable and serviceable containers?