



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
APO AE 09630

AMIM-ITP-H

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Italy UPH Furnishings Management Policy

1. REFERENCES:

- a. Army Regulation 420-1, Army Facilities Management
- b. Department of the Army Pamphlet 420-1-1, Housing Management
- c. HQDA EXORD 068-18, Army Barracks Management Program (ABMP)
- d. Army Barracks Management Program Handbook
- e. AR 735-5, Property Accountability Policies
- f. AR 710-2, Logistics

2. PURPOSE: To provide guidance, define responsibilities and support procedures for the accounting of common areas and unaccompanied personnel furnishings and appliances, that will ensure quality furnishings to Soldiers living in the USAG Italy barracks.

3. GENERAL: All Departments of the Army personnel, military and civilian, have an obligation to ensure that government property and funds entrusted to his/her possession, Command or supervision are properly used and cared for, and that proper custody and safekeeping are provided. Additional explanations of various levels of responsibility are discussed in AR 710-2, DA PAM 710-2-1, and AR 735-5.

4. DUTIES and RESPONSIBILITIES:

a. Directorate of Public Works, Housing Division, Centralized Furnishings Management Office (CFMO) has supervisory responsibility for all internal furnishings' operations supporting units and activities assigned to USAG Italy.

(1) CFMO Manager and Hand Receipt Managers are responsible for the overall operation for this office.

(2) Planning, programming, controlling, and budgeting for replacements, initial issue and distribution.

(3) Establish and maintain the Property Book and all other associated records to include unit/activity hand receipts.

(4) Assume Property Book accountability.

(5) Request, receive, exchange, turn-in, temporarily store and issue durable items.

(6) Accounting for furniture will be accomplished by using the enterprise Military Housing (eMH) database provided hand receipts. Hand receipts holders are authorized to sub-hand receipt down to user level. Hand receipts will be inventoried for 100% accountability semiannually, or upon change of command inventory whichever comes first.

(7) Issue/turn-in to units/activities (hand receipt holders). Items immediately available will be issued using eMH hand receipts. Issue/turn-in appointments are made Monday through Friday from 0830 to 1600 hours, and on Thursdays from 1300 to 1600.

(8) Assist unit/activities with all matters pertaining to furniture supply. The CFMO Manager can provide information on unit authorizations and allowances, disposal of excess or unserviceable property, status on request, and proper records maintenance.

(9) Assist hand receipt holders in identifying missing, damaged, and stained items.

(10) The CFMO will not honor transactions for any hand receipt holder that fails to abide by the provisions and procedures prescribed by this policy.

(11) CFMO will make available the mandatory furnishings for barracks.

(12) The CFMO Manager is responsible for determining whether damaged furnishings and equipment are the result of fair wear and tear.

b. Brigade / Battalion Commanders:

(1) Brigade Commanders will enforce property accountability program in accordance with AR 710-2 and AR 375-5.

(2) Ensure subordinate units respond to directives and meet the suspense dates.

(3) Keep CFMO informed of all furnishings issues and assist subordinate commanders in detecting and correcting furnishings deficiencies.

c. Company Commanders/ Hand Receipt Holder

(1) Commanders, supervisors, and hand receipt holders need to become familiar about their responsibilities outlined in AR 710-2, AR 735-5, and DA Pam 710-2-1.

(2) Responsible for managing initial and semiannual inventory and hand receipt updates. Conduct 100% furnishings inventory NLT 30 days of assuming command.

(3) Responsible to report to the UH Manager and to CFMO, sending their information via email in memorandum format (see Encl. 1, Assumption of command orders).

(4) Inventory property semiannually (by the end of the months of January and June of every year).

(5) Ensure subordinate elements comply with this policy letter, current DA Regulations, and all other directives from higher headquarters.

(6) Issue of property on eMH hand receipt allows traceability and places direct responsibility for the property on the hand receipt holder for the care and safekeeping of all furnishings, equipment, and supplies issued to them.

(7) Hand receipt holders will update DA Form 1687 annually, upon change of command, in addition, deployments whichever comes first.

(8) It is the responsibility of the hand receipt holder to submit an updated DA Form 1687 when an individual has departed the unit or is no longer available to represent the responsible officer.

(9) Hand receipt holders will ensure that all troop barracks and common areas furniture are used only in their authorized areas. CFMO property is not authorized for office use. Unit commanders do not have the authority to remove, exchange, modify, turn-in, or replace troop barracks and/or common areas furnishings without prior approval of the CFMO Manager.

(10) Prior to a unit/activity vacating troop barracks, the unit will notify the CFMO to arrange for relief of responsibility for the furnishings and equipment contained therein. Units will not transfer any property from one building to another. Under no circumstances will a hand receipt holder sub-hand receipt property outside their organization.

5. HAND RECEIPT UPDATES:

a. Hand receipts will be updated with the CFMO semiannually or upon change of command or hand receipt holder's request and completed on an appointment basis only.

(1) The receiving individual is responsible for the accuracy of any inventory. Outgoing and Incoming hand receipt holders (Commanders) will conduct a 100% joint furnishings inventory upon assuming command of the unit. Upon completion of inventory, inventory documents will be given to CFMO NLT 72 hours after completion.

(2) Incoming hand receipt holder will schedule an appointment to review and sign their furnishings hand receipt with CFMO NLT 72 hours after submitting inventory sheets.

(3) Outgoing hand receipt holder (Commander) is responsible to initiate and submit all property transactions, Financial Liability Investigation of Property Loss (DD Form 200), Statement of Charges /Cash Collection Voucher (DD Form 1131 or DD Form 362) and Administrative Adjustment Report (DA Form 4949) if furnishings/appliances are damaged or missing. The CFMO Manager for all barracks furnishings is the CFMO PBO.

(4) All discrepancies for damaged/missing furnishings will be annotated on a memorandum provided by the Hand Receipt holder and verified by the CFMO Manager.

(5) On change of command updates, assumption of command orders, PCS orders to USAG Italy a new signature card (DA Form 1687) will be provided to the CFMO no later than 3 days after the new Commander assumes command.

(6) Outdated hand receipts and signature cards will result in furnishings account being frozen until all updated documents are received by CFMO.

(7) Hand receipt holder's clearing paperwork will include a block to be signed by CFMO Manager or designee in order to allow Hand Receipt Holder to clear the installation upon his/her PCS.

b. Per the Army Barracks Management Program Handbook, the Brigade Commanders will direct each Company Commander or the designated unit representative to sign and maintain their CFMO furnishings hand receipt per their established footprint with the Garrison Unaccompanied Housing CFMO. Commanders will ensure Soldiers are held accountable for the furnishings in their modules/sleeping rooms/spaces through the issuance of individual hand receipts generated in eMH. Company Commanders will conduct 100% inventory of all furnishings upon assuming command from outgoing commander. CFMO is responsible for determining whether furnishings and equipment are the result of fair wear and tear. All assigned units are assigned a Furnishings Management Clerk responsible to assist with inventories upon request from Commander.

c. Inventories: Failure to conduct required inventories in accordance with published instructions is the primary contributor to poor property accountability.

(1) Responsible Officer/Hand Receipt Holder will ensure that all equipment and furnishings on their hand receipt is on hand, serviceable, properly cared for and used for its intended purpose. To ensure that this responsibility is carried out, all property will be physically inventoried semiannually or more frequently when considered necessary by appropriate commanders. When the inventory is completed, prepare a memorandum for the Responsible Officer/Hand Receipt Holder's signature. Original copy will be forwarded to the CFMO Manager, reference AR 710- 2, Table 1-1.

(2) The semiannual Hand Receipt/CFMO Manager will conduct a 100% physical inventory of all hand receipted CFMO property. Hand receipt holders will be notified in writing at least 60 to 90 days out from inventory date with a suspense date as to when semiannual inventory will be completed. If, additional time is required, hand receipt holders must notify CFMO by endorsement (request for extension). The date of the inventory is based either on the date of the last change of responsible officer or the semiannual inventory, whichever is later.

(3) Upon change of hand receipt holder, a joint inventory of all hand receipted property will be conducted by outgoing and incoming responsible persons.

(4) When it is determined that item(s) have been lost, damaged, or destroyed because of fault or negligence, the hand receipt holder must determine what action is appropriate for property record adjustments, IAW AR 735-5.

(5) When it is discovered through an inventory that the quantity listed on hand receipt differs from the quantity on hand within sizes, models, or description of like items, the hand receipt holder will request assistance to the CFMO Manager to correct and accurately reflect actual numbers.

d. Inspection to determine Serviceability.

(1) IAW AR 420-1, Section IX, Para 3-68 h (2), The normal useful life expectancy of furnishings is largely indeterminate, being dependent upon materials used in their construction, type, and intensity of use, care provided, number of moves, quality of handling in movement, extent of damage/repairs, and so forth. Soft goods such as mattresses have a normal useful life expectancy of 2 to 7 years. The generalized life expectancy may be used for planning purposes, however, is not to be used as the sole basis for planned replacement. Condition, availability of funds, time delays in procurement, urgency of need, and quality differences between old and new items will also be considered in determining items requiring replacement.

(2) While Environmental Health recommends the procurement of vinyl mattresses or vinyl covers, cloth mattresses that are fairly new and do not have any stains or significant tears can be retained and covered with mattress covers. IAW AR-420- 1, the furnishings manager will make the final decision regarding repair versus replacement.

(3) Concerns with Bedbugs: Mattresses will be inspected by the USAG-I DPW entomology team every time that a Between Occupancy Maintenance (BOM) is requested by the resident or by the military unit, upon change of occupancy. Units that desire to have their mattresses inspected are encouraged to contact DPW at 646-2700 and follow the instructions given. ***Units will not return the infested mattresses to CFMO, instead they will dispose of them at the installation's Solid Waste Accumulation Disposal point/Eco Center. See encl. 2 for bed bugs management and prevention.

6. DISPOSITION OF PROPERTY:

a. Request for Furnishings Procedures: Hand receipt holders will request additional authorized furniture and equipment in memorandum format, sent via email.

(1) The hand receipt holder will be responsible to ensure items requested are necessary and will not increase the total on hand to an amount in excess of authorized allowances as per CTA 50-909, Chapter 16.

(2) Furnishings Management will review requested quantity to ensure items requested are on hand in the furniture warehouses. All requests for furnishings will be by appointment only; same day request will not be honored unless an emergency exists. If items requested are not available or on hand, a due out will be established and hand receipt holders will be notified.

(3) Items issued by CFMO will be serviceable, like new or newly acquired items.

(4) When a unit/activity is notified that requested items are available for pick up, they will furnish their own vehicle, labor, and /or detail. Property will not be removed from any CFMO warehouse until accounted for on a receipt document.

(5) Privately owned vehicles will not be used to pick-up or deliver property to/from CFMO.

b. Turn-In Procedures:

(1) A turn-in is the return of items to the supply source. Items are turned in because they are excess to authorized allowances or have become unserviceable. They may have become unserviceable due to fair wear and tear or through fault and neglect. In the case of fault or neglect, the turn-in must be supported by a DD Form 1131 or 362 (Statement of Charges/Cash Collection Voucher), DD Form 139 (Pay Adjustment Authorization) or DD Form 200 (Financial Liability Investigation of Property Loss - FLIPL), before any replacement furniture/appliances can be issued. Unit must provide a copy to UH/CFMO within five business days of submission to Finance with the Finance stamp.

(2) In a case where negligence cannot be determined, a Commander's Statement and Concurrence/Non-concurrence by the appointing authority or his/her designated representative will be attached to the turn-in document, IAW AR 735-5, Chapter 14-25 (1). If the appointing authority non-concurs, then a Financial Liability Investigation of Property Loss (FLIPL) will be initiated, along with supporting documentation.

(3) Turn-in requests for excess serviceable/unserviceable items will be submitted to the CFMO using a memorandum, listing room numbers, items description, and quantity and remarks stating if the item is in serviceable condition. The CFMO Manager will be the determining factor in deciding if the furniture is serviceable or unserviceable.

(4) Sub-hand receipt holders requesting turn-in of excess serviceable items will submit a request to the CFMO for review and approval by the CFMO Manager. The hand receipt holder will determine if a need for same items exists within unit/activity prior to turn-in.

(5) When units move from one barracks to another, all serviceable furnishings will remain in place. All unserviceable furnishings will be turned in to CFMO by the losing unit who will also ensure that replacements are requested. Furniture/appliances should all be in serviceable condition for the new tenants.

(6) The Garrison Commander is the approval authority for ETP requests to remove and return government issued barracks furniture to the CFMO in order to allow Service Members to use personal furnishings. ETPs from selected SSGs will be evaluated on a case-by-case basis, and will be submitted by the Hand Receipt Holder, through the Unaccompanied Housing Manager, using a memorandum.

(7) Hand receipt holders having items determined to be unserviceable through technical inspection performed by a CFMO representative, will take the following steps:

- (i) Turn-in memorandum signed by Hand Receipt Holder.
- (ii) Obtain approval for turn-in from the CFMO Manager.
- (iii) Once document is approved by the CFMO Manager a turn-in date will be scheduled.
- (iv) The CFMO manager will confirm pick-up/delivery with authorized personnel per DA Form 1687, 24 hours in advance before upcoming transaction.

c. Lost or Damaged Furnishings:

(1) A cash collection voucher, DD 1131 or DD 362, will be processed by the CFMO Manager upon loss or damage of Government issued items. Service Member responsible for the damage/loss

will be taking the voucher to the finance disbursement office on Caserma Ederle, building 28 (0900-1130 M-F) for payment. Camp Darby Service Members will make their payment at the finance office in Darby. Upon receiving of the stamped paid copy of the voucher, CFMO will proceed with clearing the account of the Hand Receipt Holder.

(2) Commander's Inquiry: In order to shorten and streamline the FLIPL process, a Commander's inquiry should be initiated immediately upon the discovery of a loss piece of equipment. The Commander's inquiry should only take 3-5 days, with the day of loss of equipment starting on the day the inquiry is complete.

(3) The initiator of a Financial Liability Investigation of Property Loss (FLIPL) will be the hand receipt holder.

7. CFMO can be reached via DSN at (314) 646-2560/61/62/63, or via email at usarmy.usag-italy.id-europe.mbx.cfmo-vicenza.

8. The proponent for this policy letter is the DPW, Housing Division, at DSN (314) 646-2725.

2 Encls

1. Example of Assumption of Command Orders
2. Bed Bugs Management


SCOTT W. HERRIGAN
COL, IN
Commanding

Enclosure 1. Example of Assumption of Command Orders



**DEPARTMENT OF THE ARMY
YOUR UNIT'S HEADING**

Office Symbol

date

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command by Authority of AR 600-20, Paragraph 2-6

1. The undersigned assumes command of Headquarters and Headquarter Company, 601st Division Support Battalion, 101st CAB, APO AE 09630, effective 6 July 2023.

- (a) Name:
- (b) DoD ID#:
- (c) DEROS:
- (d) Date of Rank:
- (e) UIC:
- (f) DOD:
- (g) DOB:
- (h) ETS:
- (i) Geo Bachelor: Y/N
- (j) Duty phone:
- (k) Cell number:
- (l) Military email:
- (m) Barracks controlled:

**Your Co CMD
CPT
Commanding**

Enclosure 2. Bed Bugs Management, Treatment Process

