



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

ASCE-LME-S

DEC 21 2018

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 28, Installation Furnishings Management Review

1. References:

- a. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- b. AR 735-5, Policy and Procedures for Property Accountability, 9 November 2016.
- c. Common Table of Allowance (CTA) 50-909, Field and Garrison Furnishing and Equipment, <https://fmsweb.army.mil/unprotected/splash/>

2. Implementation guidance below integrates this policy change with current regulatory guidance. All other regulatory guidance remains the same.

3. All Directors, Commanders, and Garrison installation hand receipt holders will perform an annual management review of durable property IAW this memorandum and reference 1b.

4. The Installation Property Book Office (IPBO) will create and maintain a file for garrison furniture of each hand receipt. To implement this process, all primary hand receipt holders will conduct a generic inventory of the furniture using the honor system (joint inventory is not required), and document property on a DA Form 2062 Hand Receipt. The commander or head of the activity will sign the inventory and provide their results to the IPBO. Thereafter, the formatted listing will be inventoried annually at the time of the scheduled hand receipt inventory.

5. If there are indications of lost, damaged, or destroyed property, the commander/head of the activity or hand receipt holder will initiate a financial liability investigation of property loss IAW AR 735-5 or AR 15-6 investigation, to determine corrective measures for the deficiency, and to determine whether financial liability should be assessed.

6. Upon an organization's change of station, the incoming and outgoing representatives will conduct a 100% joint inventory to transfer accountability responsibility and verify all on-hand garrison furnishings are present. Furniture purchased by the activity may be transferred as part of the change of station with written notification to the IPBO.

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7. The point of contact is Mr. Patrick Goodman, Installation Property Book Officer, Logistics Readiness Center, at (301) 677-9350.



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