



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMNE-MEA-LG

11 SEP 2008

MEMORANDUM FOR SEE 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, 8 July 2005.
- b. AR 735-5, Policy and Procedures for Property Accountability, 28 February 2005.
- c. Common Table of Allowance (CTA) 50-909, Field and Garrison Furnishing and Equipment, <https://webtaads.bevoir.army.mil/usafmsa/>.
- d. IMCOM Memorandum dated 13 March 2007, Subject: Accountability of Garrison and Quarters Furnishings.

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

3. All directors, commanders, or heads of activities along with all Garrison installation hand receipt holders will perform an annual management review of durable property IAW this memorandum and reference 1b. A sample memorandum for record (MFR) to document the annual management review is at Enclosure 1.

4. The Installation Property Book Office (IPBO) will create and maintain a file for garrison furniture for each hand receipt. To implement this process, all Primary Hand Receipt Holders will conduct a generic inventory of the listed furniture using the honor system (joint inventory is not required), when directed to conduct the next annual reconciliation. The commander or head of the activity will sign off on the inventory and provide their results to the IPBO. Thereafter, the formatted listing will be inventoried annually at 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.

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6. Upon an organization's change of station, the Directorate of Logistics' IPBO will send a representative to the tenant's office/work space and conduct a joint walk-through to verify all on-hand garrison furnishings listed on the informal garrison furniture listing are present. Furniture purchased by the activity may be transferred as part of the change of station with written notification to the IPBO.

7. The point of contact is Ms. Christine Scott, Consolidated Installation Property Book Officer, Directorate of Logistics (301) 677-9081



DANIEL L. THOMAS
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Commanding

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