



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, SCHWEINFURT
DIRECTORATE OF PUBLIC WORKS
UNIT 25850, BOX 40
APO AE 09033

IMEU-SWF-ZA

DEC 21 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for the US Army Garrison Schweinfurt Freecycle Center

1. REFERENCES:

- a. DoD Instruction 1100.21 Voluntary Services in the Department of Defense, 11 March 2002.
- b. US Army Garrison Schweinfurt SOP for the USAG Schweinfurt Army Volunteer Corps (AVC) Program, 1 June 2009.
- c. USAG Schweinfurt Policy Memorandum 3-18, Separate or Recycle Trash (SORT) Program, 12 October 2010.

2. PURPOSE: To provide guidance to the staff on operation of the Freecycle Center.

3. GENERAL:

- a. The Freecycle Center is located in building 231 on Ledward Barracks.
- b. The Freecycle Center is an integral part of the US Army Schweinfurt Separate or Recycle Trash (SORT) Program and is operated by the Directorate of Public Works (DPW), Operations and Maintenance (O&M) Division – Refuse Branch.
- c. The Freecycle Center is open on Monday and Thursday 0900 – 1300 hours. It is closed on Tuesday, Wednesday, Friday, Saturday, Sunday and all American Holidays.
- d. The Freecycle Center is open to all ID card holding soldiers and family members, DoD civilian employees and their family members. Local nationals, US civilians and retirees are not authorized to use the Freecycle Center unless they are sponsored by the US Army Garrison Schweinfurt and possess a valid Common Access Card (CAC) or dependent ID card.
- e. The Freecycle Center is designed to divert serviceable or useable household items from entering the solid waste stream and return them to use. Items are collected at the manned US Army Garrison Schweinfurt recycle centers and brought to the Freecycle Center by DPW Refuse

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Freecycle Center

Branch personnel. Items are also accepted from individuals, who bring them to the Freecycle Center.

f. Items taken from the Freecycle Center are designed for personal use by the customer only. Freecycle Center customers must present a valid ID card in order to use the facility. Customers are required to itemize the items that they receive from the Freecycle Center and sign a statement that the items received are for their own personal use and are not to be sold or exchanged for money, goods or services. These items are also not to be given to extended family or friends, who are not sponsored by the US Army Garrison Schweinfurt. Customers found violating this SOP will be permanently banned from using the Freecycle Center. For additional information about Freecycle Center operations see ANNEX 1.

4. RESPONSIBILITIES:

- a. Freecycle Center Manager: (See ANNEX 2)
- b. Freecycle Center Volunteer Supervisor: (See ANNEX 3)
- c. Freecycle Center Volunteer Employee: (See ANNEX 4)

5. RESTRICTIONS:

- a. Nobody is authorized to sell, trade or exchange items taken from the Freecycle Center for money, goods or services.
- b. In accordance with USAG-SWF Policy 5-3, Child Supervision Guidance, at least one legal guardian must accompany children in 5th grade and below in the Freecycle Center.
- c. Only customers with a valid Common Access Card (CAC) or otherwise sponsored by the US Army Garrison Schweinfurt are authorized to use the Freecycle Center.
- e. Pets are not permitted in the Freecycle Center.

6. Complaints, comments or suggestions for improvements should be addressed in writing to:
DPW (IMEU-SWF-PWO) Unit 25850, Box 40, APO AE 09033.

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7. POC for this SOP is Mr. Brad Posey, Sort Coordinator and Freecycle Center Manager, or the
Chief, O&M Division, at DSN 354-6201 or civilian 09721-966201.

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ANNEX 1: Freecycle Center Operations

1. Items determined for the Freecycle Center will either be brought to the Freecycle Center by DPW, Refuse Branch personnel, or by customers who wish to donate items. At no time are money, goods or services exchanged for any reason at the Freecycle Center or in any way related to the Freecycle Center.
2. Sorting of new items entering the Freecycle Center will only take place during non-operation hours, when the facility is closed for customers. All items received during operating hours will be quickly moved to and stored in one of the two rooms in the back of the facility. Freecycle Center employees will not take or claim any item entering the facility during opening hours. Items received during opening hours that are too large for the rooms, like furniture, will immediately be placed on the floor for the customers. Freecycle Center employees are not authorized to claim these items.
3. Freecycle Center personnel may moderately take items from the facility under the same guidelines and restrictions as the customers who use the facility. Freecycle Center employees are authorized to take items during scheduled sorting times that are defined as all non-operating days and after the facility is closed. Once items are put on the shelf or otherwise displayed for the customer, Freecycle Center employees are prohibited from taking them unless authorized by the Freecycle Center Manager. Prior to opening the facility on operating days employees are not allowed to take items for their own use. Employees are required to fill out and sign a Customer Agreement form.
4. Customers are not authorized to enter the Freecycle Center for the purpose of obtaining items when the Freecycle Center is closed. Customers will not remove anything from the Freecycle Center during non-operation hours when the facility is closed. Only the Freecycle Center Manager is authorized to make exceptions based on referrals from ACS, the Chapel, Social Work Service or any other extenuating circumstance at the manager's discretion.
5. Items will not be held or stored by the Freecycle Center for customers to pick up at a later date or time. The Freecycle Center works on a first come-first served basis and items taken by the customer must immediately be removed from the facility.

ANNEX 2: Freecycle Center Manager Responsibilities

1. Ensures that the Freecycle Center operates in accordance with this SOP and all applicable regulations and policies.
2. Ensures that employee's rights are observed and that all employees are registered through the US Army Garrison Schweinfurt Volunteer Program.
3. Provides guidance and direction in Freecycle Center operations.
4. Reports Freecycle Center statistics quarterly to the DPW, Chief of O&M Division.
5. Resolves all employee and customer disputes and forwards unresolved issues to the DPW, Chief of O&M Division.
6. Ensures that the Freecycle Center operates in a safe manner.
7. Reports all misuse of the Freecycle Center to the DPW, Chief of O&M Division.
8. Initiates Work/Service Orders with the DPW Work Order Section as necessary.
9. Provides employees with all necessary supplies.

ANNEX 3: Freecycle Center Volunteer Point of Contact (VPOC) Responsibilities

1. Serves as first line supervisor for the Freecycle Center volunteer employees.
2. Ensures that Freecycle Center volunteers are registered through the US Army Garrison Schweinfurt Volunteer Program and update their hours worked on the My-Army-One-Source web site.
3. Ensures that Freecycle Center statistics are maintained and updated.
4. Provides guidance and direction to Freecycle Center volunteer employees.
5. Reports any unresolved employee or customer disputes to the Freecycle Center Manager.
6. Reports all misuse of the Freecycle Center to the Freecycle Center Manager.
6. Assists the Freecycle Center Manager in ensuring the Freecycle Center operates in accordance with this SOP. In the manager's absence makes decisions IAW with this SOP and reports all unresolved issues to the DPW, Chief of O&M Division.

ANNEX 4: Freecycle Center Employee's Responsibilities

1. Registers with the US Army Garrison Schweinfurt Volunteer Program and maintains hours worked on the My-Army-One-Source web site.
2. Conducts him/herself professionally at all times and provides friendly service to Freecycle Center patrons.
3. Ensures the Freecycle Center is a clean and safe environment and has an orderly appearance. Reports any maintenance or Work Order issues to the Freecycle Center Manager.
4. Verifies that all customers have a valid ID card and are authorized to use the facility in accordance with this SOP. Also ensures customers accurately fill out the required Customer User Agreement before taking items from the facility.
5. Sorts all new items entering the Freecycle Center; checks for cleanliness, serviceability and safety. All items found defective or otherwise not suited to be re-issued to customers will be disposed of at the Ledward Barracks Recycle Center.
6. All items determined to be high value items or items that could potentially be sold by customers in violation of this SOP will be marked in such a way that all Freecycle Center employees can identify them should they be found in the Thrift Shop or for sale elsewhere.