



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

APR 07 2014

AMSAS-FSI-LME

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, 28 March 2008.

b. AR 735-5, Policy and Procedures for Property Accountability, 10 May 2013.

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 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 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.

7. The point of contact is Ms. Fannie Johnson, Consolidated Installation Property Book Officer, Logistics Readiness Center, at (301) 677-9413.



BRIAN P. FOLEY  
Colonel, Signal Corps  
Commanding

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DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
OFFICE OF THE STAFF JUDGE ADVOCATE  
4217 ROBERTS AVENUE STE 5030  
FORT GEORGE G. MEADE, MARYLAND 20755-5030

IMME-JA-P

27 March 2014

MEMORANDUM FOR Commander, Fort George G. Meade, Maryland 20755

SUBJECT: Legal Review of Policy Memorandum No. 28- Installation Furnishings Management Review (735-5) (20140160)

1. This responds to your request for a legal review of the above-referenced matter. There are no legal objections to the proposed Policy Memorandum.
2. Point of contact for this memorandum is the undersigned at 301-677-9174.

FOR THE STAFF JUDGE ADVOCATE:

A handwritten signature in black ink, appearing to read "Lamar D. Turner".

LAMAR D. TURNER  
Attorney Advisor  
Procurement and Administrative  
Law Division

Encl  
as