DEPARTMENT OF THE ARMY
US INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF:

IMPC-HAW-ZA

0 2 NOV 2012

MEMORANDUM FOR All Military Personnel, Department of Defense Civilian Employees and Contractors within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-18, Disbursement of Recycling Funds

1. References.

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.

b. Army Regulation (AR) 420-1, Army Facilities Management, 12 Feb 08, RAR 24 Aug 12

c. Department of Defense Instruction (DODI) 4715.4, Pollution Prevention,18 Jun 96, with Change 1 dated 6 Jul 98.

d. Department of Defense (DOD) 7000.14-R, DoD Financial Management Regulation, Vol. 5, Disbursing Policy and Procedures, Sep12.

2. Applicability. This policy applies to all Directorates and tenant activities contributing to the United States Army Garrison, Hawaii (USAG-HI) Recycling Program.

3. Policy.

a. This policy describes procedures used to disburse funds collected from the sale of recyclable materials – Account F3875.

b. Proceeds in this account are generated through the sale of recyclable materials from all sources on USAG-HI installations, including the Army Recycling Center on Schofield Barracks. Collectively, all of these programs comprise the USAG-HI Qualifying Recycling Program (QRP).

c. In accordance with the above references, disbursements will be made in the following order and manner.

(1) Operations, Maintenance, and Overhead. Proceeds will be used to reimburse the Garrison for costs incurred by the Garrison in operating and maintaining

the QRP, including the cost of any equipment purchased for recycling purposes. Requests for funds transfers and equipment purchases associated with the operations and maintenance of the QRP will be submitted by the USAG-HI Recycling Program Manager through the Director of Public Works (DPW) to the Resource Mangement Office (RMO). These disbursements for routine operating costs will be reported to the Garrison commander in the minutes of the next QRP Committee meeting.

(2) Special Projects. If after such funds are credited and a balance remains available, not more than 50 percent of that balance may be used for pollution abatement, energy conservation and occupational safety and health projects. The cost of any such project may not exceed 50 percent of the maximum amount for a minor construction project. Requesting activities must include a description of the proposed project, time duration, total costs, and benefits of implementing the project. Submit proposals to USAG-HI, DPW, ATTN: IMPC-HAW-PWE, 947 Wright Avenue, Wheeler Army Airfield, Schofield Barracks, Hawaii 96957-5013. Projects will be reviewed and evaluated by the QRP Committee and recommendations forwarded for approval through the DPW to the Commander, USAG-HI, via minutes of the QRP Committee meeting.

(3) Directorate of Family and Morale, Welfare, and Recreation Fund. Any remaining proceeds may be transferred to the Installation Morale, Welfare and Recreation Fund (IMWRF), a non-appropriated fund. Requests for transfer of the remaining balance to the IMWRF will be reviewed and evaluated by the QRP Committee and recommendations forwarded for approval through the DPW to the Commander, USAG-HI, via minutes of the QRP Committee meetings.

d. The following Directorates and tenant organizations will typically comprise the QRP Committee:

(1) USAG-HI Deputy Garrison Commander

(2) DPW (USAG-HI Recycling Program Manager)

(3) Directorate of Logistics

(4) DFMWR

(5) 8th Theater Sustainment Command

(6) 25th Infantry Division

(7) 311th Theater Signal Command

(8) 94th Army Air Missile Defense Command

(9) 9th Mission Support Command

(10) 196th Infantry Brigade

(11) 500th Military Intelligence Brigade

(12) Island Palm Communities

(13) Army and Air Force Exchange Service

(14) RMO

e. Interested parties may be invited to attend future QRP Committee meetings at the discretion of the USAG-HI Deputy Garrison Commander, who will chair the Committee; the DPW representative will serve as Executive Secretary. Responsibilities and procedures of the QRP Committee include:

(1) Reviewing and voting on all submitted requests for special projects as defined in paragraph 3.c.(2) above.

(2) Helping identify new recycling initiatives and promoting existing recycling efforts within the organization by setting an example and encouraging participation.

(3) Perform any additional responsibilities as defined during QRP Committee meetings.

f. Timelines. Upon approval by the DPW, the RMO will carry out reimbursements to Base Operations and Maintenance for the cost of operating the recycling program. The RMO will also complete Special Project disbursements or transfers to the DFMWRF upon approval by the Garrison Commander.

4. Point of contact for this action is the Solid Waste and Recycling Program Manager, DPW-Environmental Division, at 656-5411.

DANIEL W. WHITNEY
COL, SF
Commanding

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