



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT #27535
APO AE 09139

IMEU-BAM-ZA

6 October 2010

MEMORANDUM FOR All Tenant Units, USAG Bamberg Soldiers, Civilians and Employees

SUBJECT: Excess Property Redistribution/ Turn In Policy

1. **Effective Date:** This policy letter is effective immediately and remains in effect until superseded or rescinded.
2. **Reference:** AR 710-2
3. **Policy:** USAG Bamberg will save thousands of dollars with the centralized redistribution/ turn in of excess installation property items (Office Furniture, Equipment and supplies) to one location the Centralized Receiving Point (CRP).
 - a. All excess installation property items (Office Furniture, Equipment and supplies) not carried on a units MTOE property book located within the USAG Bamberg footprint; regardless of how it was acquired, will be turned into the CRP BLDG 7039, 469-8439/7569.
 - b. All items that are serviceable will be identified, inventoried and added to a Free Issue Listing (FIL) for re issue. The FIL will be published monthly to all units and directorates of the USAG Bamberg for redistribution of property on a first come first serve NO COST basis.
 - c. CRP contact information for turn in or pick up appointment is BLDG 7039 (located next to CIF), 469-8349/7569. CRP will provide all documentation.
 - d. **Absolutely NO** installation property items (Office Furniture, Equipment and supplies) will be disposed of at the recycling point. Violators will be reported to the Garrison CSM.
4. POC is Mr. Fertig the Installation Property book Officer at 469-8896.

A handwritten signature in black ink, appearing to read "Steven L. Morris", is located below the list.

STEVEN L. MORRIS
LTC, AV
Commanding