



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

REPLY TO
ATTENTION OF:

IMHM-PI

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #66, Accountability of Artifacts on USAG Humphreys

1. The proponent for this policy is the Plans Analysis Integration and Transformation Office (PAIO-T).
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 870-5, Military History: Responsibilities, Policies, and Procedures, 21 Sep 07.
 - b. AR 870-20, Army Museums, Historical Artifacts, and Art, 11 Jan 09.
 - c. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automotive and Aircraft Plates, 1 Nov 98.
 - d. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.
 - e. AR 710-2, Inventory Management, Supply Policy Below the National Level, 28 Mar 08.
 - f. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
4. Purpose. This policy implements command responsibility and accountability of Historical Artifacts Policy for USAG Humphreys and Area III.
5. Policy.
 - a. This policy applies to all military units and personnel assigned or attached to USAG Humphreys and Area III.

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b. Responsibility and Accountability of Historical Artifacts is a commander's program, which promotes unit readiness through a stringent accountability program of unit property, to include the care of historical artifacts. Commanders and unit leaders are expected to be personally involved in this important aspect of command responsibility to ensure all unit property is properly tracked and accounted for, non-dependent of status of serviceability. The care and prevention of lost unit historical artifacts is an ongoing issue and requires constant inventories and oversight of unit commanders, supply and property book officers.

c. Commanders of major subordinate units will designate, on appointment orders, an Artifact Responsible Officer (ARO), usually the S-4, who will be responsible for the accountability of unit Historical Artifacts. A copy of the appointment will be sent to the Commander (DAMD-MD), US Army Center of Military History, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058. The ARO shall be of sufficient rank to ensure that proper inventory and care of all unit designated artifacts is accomplished IAW provided references.

d. The ARO will be collectively responsible for the reporting, accountability, and general inspections of the historical artifact property and is required to register such items on the unit operational property book.

e. All Historical Artifacts whether on permanent display, held by Army units, or in Army museums are part of the Army historical collection property account and will be reported, hand receipted, and maintained as US Army property on the Chief of military history property book.

f. Commanders will first acquire USAG Humphreys commander guidance and DPW approval on acceptable stationing sites of historical artifacts prior to positioning. However, it is the responsibility of the unit to fund all associated cost for movement and placement of artifacts.

g. Commanders are reminded that no organic resources are to be utilized to restore, or maintain historical artifacts and only appropriate voluntary contributions of funds and resources may be used for the maintenance of artifacts. Contact the legal assistance office for more direct guidance.

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6. Point of contact is the PAIO-T Office at 754-8022.



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COL, SF
Commanding

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