



REPLY TO  
ATTENTION OF

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

IMHM-LGO

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Humphreys Policy Letter #71, Container Management

1. References:

- a. ALARACT 243/2010, Accountability for International Organization of Standardization (ISO) Configured Containers and Distribution Platform Asset Containers, 12 August 2010.
- b. United States Forces Korea Regulation 55-355, Korea Traffic Management, 8 July 2005.
- c. Installation Management Command Operation Order 09-153, Container Control, 11 May 2009.
- d. Memorandum for Record, 2010 Biennial Container Inventory and Readiness Assessment of US Army Owned/Leased Assets.

2. Purpose: To provide guidance governing procurement, use, maintenance, accounting procedures, and disposal of containers categorized as organizational and installation property.

3. Objective: Containers are widely used as storage alternatives, office space, latrines and shower facilities throughout Camp Humphreys. This storage capability provides considerable convenience to users. However, containers are frequently inappropriately positioned, maintained, and become unsightly eyesores on installations. This policy clarifies container user requirements on Camp Humphreys.

4. Policy: Provides guidance to approve, obtain, site, utilize, account, and the disposal of containers (non-DOD/ISO type only) on Camp Humphreys.

a. Approve. The Garrison Commander is the approving official for container usage on Camp Humphreys. Requesting agents, units, or any office (hereafter referred to as tenants) wanting to use containers as storage alternatives, office space, latrines, or shower facilities, will provide proper justification to the Garrison Commander for approval (See Enclosure 1). Tenants who bring containers onto the installation without the Commander's approval may have their container(s) removed with or without notice, at the tenant's expense.

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b. Obtain. After gaining permission to place a container on the installation, tenants may procure containers from excess stocks, transfers, reutilization, or purchase. Tenants are responsible to procure their own containers and must provide their own resources (including manpower and funding) to acquire, relocate, maintain and dispose of containers.

c. Site. The Garrison Commander, will designate a specific location for a storage container park where conditions permit. The Garrison Commander will make this a secure area and will incorporate it into the installation master plan. All tenants will relocate their non-DOD/ISO type of storage containers within this park. Exceptions will be limited to extraordinary or extenuating circumstances and must be approved by the Garrison Commander.

d. Utilize. Containers will be for storage only. Requests for an exception must be presented to the Garrison Commander for approval (See Enclosure 1). Approval to use containers for purposes other than storage fall into two categories: finite or indefinite periods. If finite, the tenant must remove the container at the conclusion of the approval period or request an extension from the Garrison Commander. If the use is for an indefinite period, the tenant can continue to use the container without requests for extension. In the case of an indefinite approval, the Garrison Commander can change this to a finite approval period with a 90 day notice to the tenant.

e. Maintain. Tenants will maintain storage containers in a serviceable condition and are responsible for repairs to return deteriorating containers to a serviceable condition. Unserviceable containers will be immediately turned in to DRMO. Tenants will affix a placard (See Enclosure 2) to the main door, at eye level, of each container to indicate the unit, section name and telephone number of the responsible point of contact (POC). Containers not displaying the required placard, and neglected containers will be targeted for disposal at the owner's expense. Additionally, DOD/ISO type containers will must also be distinguished with markings IAW TB 43-0214.

f. Account. Tenants will maintain their DOD/ISO type containers on their respective property books; accountability for non-DOD/ISO type containers will either be maintained by either the tenant's assigned property book officer (PBO) or the Installation PBO. A copy of the hand receipt must be provided to the Installation Container Manager. Additionally, tenant commanders must provide quarterly on-hand status reports for containers (DOD/ISO & non-DOD/ISO) in terms of quantity, unit name, location, POC, position, phone number, serviceability and appearance, to the Installation Container Manager. The Installation Container Manager must provide a quarterly container reconciliation report to IMCOM-K Logistics Division, as well as the 19<sup>th</sup> TSC Transportation Division (Land Movements Branch) on a monthly basis.

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g. Disposal. Tenants are responsible for the disposal of containers using their own resources. Tenants can request assistance via the Installation Container Manager for non-DOD/ISO type containers to be turned in as 'strap metal' to the Defense Reutilization and Marketing Office. Tenants are required to process DA Form 2765-1 thru the Supply Support Activity (SSA) who will provide a DD Form 1348 to turn in the strap metal. Tenants will provide the SSA prepared DD Form 1348 to the Installation Container Manager, who will coordinate with DRMO for a site survey/ turn-in date; tenants are responsible for completing all preparation requirements identified by the surveillance personnel. Tenants are responsible for escort requirements when disposing (site survey/disassembly) of their assigned containers. Tenants are responsible for preparing/processing the necessary request paperwork to assist in lift capabilities (i.e. crane support from DPW, transportation service from 25<sup>th</sup> Trans or USAG Humphreys TMP), if applicable, tenants are responsible for all costs associated with asbestos abatement or removal, hazardous material removal (to include leaks from the container), or any other costs incurred for environmental and safety compliance. This liability applies whether the Installation Commander directs or the tenant voluntarily disposes of the container.

5. Existing Containers: Tenants have 90 days, from the date of this letter, to ensure existing containers are in compliance with this new policy on container management. Tenants must have a mutual agreement with the Garrison Commander for containers, regardless of the location. Tenants who fail to comply with this policy must remove their containers from the installation by the end of the initial 90-day transition period (\_\_\_\_\_). Keys to gain access to the container parks will be maintained at the Humphreys Community Operations Desk (HCOD), building #1280.

6. Compliance: Container management and installation compliance will be inspected as part of the Command Inspection Program (CIP). USAG Humphreys DOL will use the attached checklist (See Enclosure 3) when inspecting compliance during command inspections.

7. Military Controlled Containers: Tenants are authorized to site DOD/ISO Type containers within their vehicle maintenance facilities (VMFs) and motor pools. However, DOD/ISO Type containers will be included on the quarterly container report to the Installation Container Manager. Tenants requesting movement of containers must ensure the containers are inspected and certified for shipment; currently, the Installation Container Manager does not have the capabilities to render a full inspection/certification on containers, but will coordinate with the 138<sup>th</sup> Movement Control Team (MCT) in Osan to fulfill deployment requirements.

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8. The point of contact is the USAG Humphreys DOL, Plans and Operations Division at 753-6064.

3 Encls

1. Annex A; Container Agreement
2. Annex B; Placard Example
3. Annex C; Container Control Checklist



DARIN S. CONKRIGHT

COL, SF

Commanding

DISTRIBUTION:

A

Annex A to USAG Humphreys Policy Letter #71

**Container Agreement**

(Unit Letter Head)

Office Symbol

Date:

MEMORANDUM FOR Directorate of Logistics (IMKO-ACH-L), Camp Humphreys, Unit# 15228, APO AP 96271-5228

SUBJECT: Request to Maintain Containers on Camp Humphreys

1. Reference USAG Humphreys Policy Letter #71, Container Management, 21 Sep 11.
2. (*Requesting Unit*) is requesting authorization to maintain the following containers at the designated locations. The containers are serviceable and a placard, containing unit designation, section, point of contact (POC), and phone number is affixed to the door on each container. The POC has, at least, 90 days remaining in Theater.

<u>Container Type</u>	<u>Qty</u>	<u>Serial/ ISO No</u>	<u>Location</u>
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3. The containers are required because the unit lacks the necessary storage space for organic resources. The containers will be removed from the installation as the requirement for temporary storage diminishes.
4. Request an exception to policy for the unit to retain the containers it currently maintains. The containers does not interfere with vehicular/foot traffic and are not eyesores. The mission of the unit requires that Soldiers have ready access to the contents of these containers.
5. I understand that upon approval, I will incur the sole responsibility for maintaining accountability/serviceability for the aforementioned containers. I also understand that I must provide quarterly reconciliation reports to the Installation Container Manager and failure to comply with the guidance set forth in the policy letter will be grounds to remove the containers from the installation within ten (10) days.
6. POC for this request is \_\_\_\_\_ at 753-XXXX, e-mail: \_\_\_\_\_.

Requesting Unit CDR  
Signature Block

CLARENCE F. SLAWSON  
Director of Logistics

**PLACARD Example**

**UNIT:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**POC:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**PBO/Phone Number:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

**Annex C to USAG Humphreys Policy Letter #71**

**Container Control Checklist**

1. Have specific procedures and formats been established for requesting units' use to obtain the Garrison Commander's approval for containers?
2. Has a specific consolidated location for containers been established?
3. Have exceptions been granted by the Garrison Commander for all containers located outside the boundaries of the consolidated container park?
4. Are containers being used mainly for storage and by exception for other purposes?
5. Have maintenance standards been set for containers and are they being adhered to ?
6. Are unserviceable containers being appropriately disposed of?
7. Does every container on the Installation have a placard affixed to it identifying the unit, POC, and number?
8. Are tenant units providing a quarterly on-hand container reconciliation report to the Installation Container Manager?
9. Is the Installation Container Manager providing a quarterly on-hand container status report to IMCOM-K Logistics Division?
10. Are proper procedures used to dispose of unserviceable and serviceable containers?