



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-PWH

20 March 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #66, Furnishings Management

1. The prepotency for this policy is the Directorate of Public Works (DPW), Family Housing Division.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 420-1, Army Facilities Management, 24 Aug 12.
 - b. AR 614-30, Overseas Service, 30 Mar 10.
 - c. AR 614-200, Enlisted Assignment and Utilization Management, 11 Nov 11.
 - d. CTA 50-909, Field and Garrison Furnishing and Equipment, 1 Aug 93.
 - e. USFK Reg 614-1, Military Command Sponsorship Program, 26 Apr 11.
4. Applicability. This policy applies to all Command Sponsored, Non-Command Sponsored, Unaccompanied and Department of Defense (DoD) Civilians.
5. Purpose. To prescribe procedures for management of furniture for Accompanied, Unaccompanied and DoD Personnel and Family Housing, located at USAG Daegu.
6. Policy. AR 420-1, prescribes policies, procedures and instructions relating to the furniture function. It directs:
 - a. Centralized management of furniture under the Housing Manager.
 - b. Army Family Housing (AFH) furnishings are separate from Unaccompanied Personnel Housing (UPH) furnishings; by statute AFH cannot be co-mingled with UPH furnishings. Only military personnel that have a Command Sponsored Position number will be authorized to draw from the AFH inventory. Soldiers will receive support in

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appliances and furnishings. PCS travel orders will determine the furnishing support that will be provided. (See Appendix B.)

c. Personnel in the grade of Sergeant First Class (E7) and above are permitted to reside off Post and receive BAH and OHA only if occupancy for their specific category exceeds 95%. This option may be denied only in the case of adverse effects on the training mission, military discipline, and military readiness.

d. UPH consists of barracks, Senior Enlisted Quarters and Bachelor Officer Quarters. Soldiers are authorized furniture support in their rooms in accordance with CTA 50-909 and their pay grade at time of arrival. Personnel may arrange for changes to their hand receipt by contacting the furnishings representative.

e. Unaccompanied personnel that reside off post are entitled to furnishings support when granted authorization to reside off post. Furniture support is dependent upon basic allowances in accordance with their pay grade. (See Appendix A for allowance and description).

f. Unaccompanied personnel who chose to bring their Family members to USAG Daegu (Non-command sponsored) will receive their basic UPH entitlement listed in Appendix A and may receive furniture for Family members, if excess furniture is available. The Soldier must have permission to reside off post (HQ EANC-HG Form 1058-R). The furniture will be for the duration of their tour.

g. Department of Defense (DoD) civilian employees while traveling under full or Elective Joint Federal Travel Regulation (JFTR) weight allowance will be provided appliance support for their entire tour. They must also be provided temporary furniture support (90 day loaner sets) while their household goods are in shipment. Types and amounts may be limited and may not consist of complete furniture sets as authorized by CTA 50-909. Maximum time for use of loaner furnishings sets is 90 days inbound and 60 days for outbound. Department of Defense (DOD) civilian employees must process their Lease through Housing Division USAG Daegu to qualify for Furniture support. If a home is purchased before or after than furniture must be turned in and no furniture and appliances will be authorized.

h. All personnel that are issued furnishings must inform the furnishings management office of any changes in status, i.e. PCS, ETS, or off post address changes. Personnel must also clear their hand receipt prior to clearing post.

i. Soldiers and DoD civilians will be held accountable for the items they sign for on a hand receipt. Furnishings may NOT be swapped between hand receipt holders.

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j. The movement of furnishings, at government expense, is limited to once in and once in and once out. Additional requirements during the tour will be at the expense of the Soldier and DoD civilians.

l. Soldiers and DoD civilians will be required items in clean and serviceable condition.

m. Charges will be assessed for missing or damaged furnishings including an ink stains in washer/dryer and pet's damage of furnishings in accordance with supply procedures and policies.

n. Exceptions to policies prescribed in this memorandum must be submitted through the DPW to the Commander, USAG Daegu, APO AP 96218-5746.

7. Non-Eligibility for Government Furnishing.

a. Retirees have no entitlements for government furnishings and appliance support.

b. Contractor personnel have no entitlements to government furnishings and appliance support.

c. Local Hire personnel have no entitlements to government furnishings and appliance support.

d. Non-command sponsored families are not entitled to government furnishings and appliance support.

e. DoD Civilians with their own home or apartment have no entitlements to government furnishing and appliance support.

8. Temporary Loaner Furniture.

a. Loaner furnishings and appliances may be issued for:

(1) 90 days to eligible in-bound personnel.

(2) 60 days to eligible out-bound personnel.

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b. FMB will schedule a pick up appointment within 90 days from the date of issue. Under no circumstances are civilian personnel allowed to have government loaned furnishings beyond 90 days.

9. Issue of Furnishing.

a. Once a customer accepts an assignment to government quarters or enters into a lease agreement, the customer may request government furnishings support and schedule a delivery. Furnishings will not be issued to an off-post residence unless the lease agreement has been processed by the Housing Office.

b. FMB will maintain waiting lists of items not in stock and shall contact customers when items become available.

c. The scheduled delivery date and time must be kept by customers. If customers fail to keep the appointment, they will be placed on the bottom of the service list (Required justification of missing appointment from customer's supervisor) and may be charged for all costs associated with delivering/picking up the government furnishings/appliances.

d. Government furnishings and appliances will be serviceable. Selection of color, type, age or style of furnishings is not authorized.

e. Items that are not on the waiting list will be on a first come first serve basis.

f. Furniture will be issued based on the number of authorized family members.

10. Furnishings Transportation.

a. Eligible personnel are authorized one-issue and one-turn-in of government furniture and appliances at government expense. Personnel who request additional furnishings must provide their own transportation. Early pick up of excess furnishings for turn-in are at the customer's expense and transportation of items will be arranged by the customer.

b. Personnel moves of off post home to another home is the responsibility of the customer.

11. Hook-up of Government Appliances.

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Hook-up of Government Appliances (Gas Dryers and Gas Ranges) in private rental housing. All costs associated with the installation of appliances shall be paid for by the user. Customers are expected to use their Move In Housing Allowance (MIHA) or PCS Miscellaneous Expense to cover these costs. The government has no responsibility to install or disconnect issued appliances in private rental housing. All appliances gas dryers and ranges hook-up and unhook-up must be done by a certifier professional.

12. Repair of Appliances.

Appliances will be repaired by the government at no cost to the customer unless damage was due to resident's misuse or neglect. Residents of private rentals, Family Housing and UPH are responsible for scheduling appointments by contacting the FMB or the Customer Service branch of the Housing Division.

13. Turn-in of Furnishings.

a. Turn-in schedule of Government furnishings may be arranged by contacting FMB 30 days prior to DEROS or termination of the lease. Customers may be liable for transportation charges IAW contract provisions if turn-in appointments are missed.

b. Housing personnel will brief customers on their requirement to clean government issued furnishings. All items shall be ready for turn-in on the date and time of the customer's scheduled appointment. Failure to abide by cleaning requirements may result in customer being charged for cleaning and/or transportation costs.

c. Customers are liable for loss, damage, or destruction of Government Furnishings and appliances caused by negligence or misconduct of family members, guests or pets beyond fair wear and tear.

d. Preparation of items for turn-in or transfer is the responsibility of the sponsor or primary hand receipt holder. All furnishings must be made ready for reissue. The following is required but not limited to;

(1) Refrigerators: Defrosted, cleaned and all drip pans must be emptied. All components (i.e. ice trays, butter trays) must be cleaned and secured inside the appliance.

(2) Ranges: Thoroughly cleaned. All food particles, grease spots and stains removed.

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(3) Washer and Dryer: Drained, cleaned and dried. All soap, loose rust and lint removed.

(4) Upholstered Furniture: Spot or complete cleaning to remove soil. Soiled or dirty furniture will not be accepted.

(5) Varnished Wood: Clean the surface to remove scratches, scuffs, or marks.

(6) Mattresses and Bedsprings: Thoroughly dry; do not attempt to wash the mattress but ensure all spots and/or stains are removed.

14. UPH Furnishings Support.

a. Unit Commander will be the primary hand receipt holder (PHRH) for UPH furnishings and appliances in common areas. The Unit Commander will open a hand-receipt providing the following information:

(1) Provide assumption of command orders

(2) Signature card

(3) Memorandum designating the Supply Sergeant E-5 or above as primary Hand Receipt Holder.

b. Requests for troop billeting furnishings and appliances must be submitted in writing by the Unit Commander. The request must state the quantity, type of items requested, and date of intended pick-up or turn-in. The primary hand receipt holder is responsible for arranging transportation to the FMB warehouse.

c. The Unit Commander will.

(1) Conduct 100% physical inventory prior to updating hand receipt and provide inventory results to the FMB.

(2) Update hand receipt by conducting 10% cyclic inventory of designated line items monthly or as directed by FMB.

(3) Care for, properly use, and secure all Government furnishings.

(4) Monitor cleanliness and proper use of appliances as well as

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requesting repairs.

d. Procedures for change of command or PHRH inventory:

(1) Notify FMB at least 30 days in advance of change of command or PHRH change. Unit commander or PHRH will schedule an appointment to change hand receipt accountability.

(2) Conduct joint physical inventory between incoming and outgoing commander and PHRH. Report discrepancies and initiate appropriate actions in accordance with AR735-5.

(3) If a joint inventory is not conducted, the incoming Commander must complete the inventory within 30 days of Assumption of Command.

15. Responsibilities of Warehouse Operations.

a. Segregate AFH and UPH furnishings by serviceable, repairable, and unserviceable conditions in the warehouse.

b. Minimize storage of furnishings by disposing of items that are beyond economical repair or that is excess to installation's need.

c. Warehouses will be clean at all times.

d. Stored furniture, especially upholstered items will be covered at all times.

e. Unserviceable furnishings (condition code H) will not be stored in warehouses for extensive periods. Goal is to expeditiously dispose of unserviceable items.

f. Contractors must be supervised by FMB employees when receiving and turning in furnishings to the warehouse. Housing employees will verify each item in the contractors' possession against issue and turn-in documents.

g. Safety regulations and policies will be used for warehousing. Customers are not authorized to be in warehouse working areas without permission of the Housing Chief.

h. Hazardous materials (i.e. paint, paint thinner, and paint remover) will be

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stored in outdoor storage container.

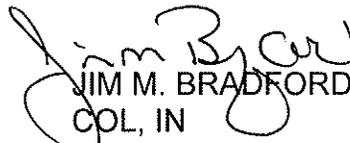
- i. Personal household goods or items are not authorized in FMB warehouses.

16. The Housing Division is required to provide reasonable accommodations to residents who are classified as being disabled under the Americans with Disability Act. The Housing Division is not responsible to provide ancillary items such as humidifiers, dehumidifiers, air purifiers, additional air conditioners, and special beds for EFMP individuals. These items, if required, shall be purchased by the individual.

17. Supplements to this policy are not permitted without written approval of the Commander, USAG Daegu.

18. Point of contact is the DPW Housing Division Chief at 768-7668.

2 Encl
1-Appendix A
2-Appendix B


JIM M. BRADFORD
COL, IN
Commanding

DISTRIBUTION:
A&B