



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1554

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7 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #30

SUBJECT: Disposition of Government Property

1. REFERENCES:

- a. AR 735-5, Policies and Procedures for Property Accountability, dated 28 February 2005.
- b. AR 710-2, Supply Policy Below the National Level, dated 28 March 2008.

2. PURPOSE: To provide guidance for the disposition of excess and unserviceable Government property to West Point assigned and tenant activities.

3. GENERAL: All property purchased, procured or accepted by Army and under Army control is considered Government property (Army property). It retains its identity until it is consumed through use or is disposed of properly. This applies whether the property is expendable, durable or non-expendable and is serviceable or unserviceable. As such, it will not be transferred, offered, or given to private individuals, organizations or other entities and will be coordinated for disposition with the Logistics Readiness Center (LRC) warehouse, Building 913. LRC serves as the Installation conduit for disposition of property that is not returned to the Army supply system which is subsequently turned in at the Defense Reutilization Marketing Office (DRMO).

4. EXCESS GOVERNMENT PROPERTY: Upon identification that Government property is excess, the owning activity will contact the LRC warehouse for advice on disposition and turn-in. Excess serviceable and unserviceable material may be redistributed on West Point, returned to the Army supply system, disposed of locally, or turned in to DRMO for final disposition. DRMO serves as the sole Department of Defense Agency for reutilizing and disposing of property excess to the needs of the military departments. DRMO can provide excess property to other services, governmental organizations (domestic and foreign), private organizations, and non-profit groups through a variety of programs, including donation and sales.

- a. Serviceable Property: Excess property for disposition must be classified by commodity. Vehicles, rolling stock, and other mechanical items that are maintained on the Vehicle Operations Consolidated Maintenance (VOCM) density list are inspected by the VOCM contractor at Building 1946, Route 293, Furnace Road, at (845) 938-1014.

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Office furniture and furnishings will be inspected by LRC personnel from Building 913. Information technology equipment is inspected and certified that hard drives/any data recording devices are cleaned of all data by activity information management officers prior to requesting disposition. Once equipment has been inspected, it will be coordinated for disposition with LRC personnel at Building 913. All such property retained at Building 913 while awaiting final disposition is available for activity screening and redistribution on West Point. If an activity is authorized such property, coordination with both the LRC personnel at Building 913 and the LRC Property Book Officer can be effected by the desiring agency.

b. Unserviceable Property: The process for disposition of unserviceable property is the same as for serviceable property outlined above. Bulk unserviceable material such as office furniture may be disposed of locally in accordance with DRMO guidance and will be coordinated with LRC personnel at Building 913. Items typically qualifying for local disposal include scrap metal and serviceable/unserviceable furniture that would encumber significant costs to transport, store and redistribute, IAW DRMO policies.

5. DUTIES AND RESPONSIBILITIES:

a. LRC WEST POINT:

(1) Operates the Installation Supply Support Activity at Building 913 (LRC warehouse).

(2) Provides technical direction and assistance to West Point and tenant activities to ensure excess and unserviceable property is identified, classified and properly disposed of.

(3) Provides classifications for property book items (either VOCM or other agents as appropriate), and inspects excess and unserviceable property for Class I, II, III, IV, V, VII and IX durable and non-expendable supply items (less COMSEC and Information Technology).

b. U.S. Military Academy Activities, U.S. Army Garrison West Point Directorates and tenant activities:

(1) Identifies and reports excess and or unserviceable property for disposition and prepares required documents.

(2) Coordinates with LRC for excess or unserviceable property inspection or classification for disposition.

(3) Turns in excess Government property to the Supply Support Activity at Building 917 or disposes as directed by LRC inspectors.

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c. All Government employees: Will properly use, care for, safeguard and dispose of Government property through Army supply channels.

6. Points of contact are Mr Jerry Selby, LRC Warehouse, Building 913 for all Non-Property Items, at (845) 938-3154 and Mr. Caleb Chess, LRC, for Property Book Items, at (845) 938-4263.



ANDREW S. HANSON
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Commanding