



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
BUILDING 1001 ROOM W321  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION OF

IMWE-HOD-PWE

OCT 29 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for Federal Electronics Challenge (FEC) Turn-in Procedures

1. PURPOSE: To provide guidance for activities to participate in the Fort Hood Electronic Reuse and Recycle Campaign Collection Effort.

2. GENERAL:

a. This year's will begin on 1 Nov 07 and will conclude on 15 Mar 08. The DPW Classification Unit (CU) will be accepting excess electronic items NOT on an installation or organizational property book.

b. The Directorate of Logistics (DOL) will accept installation property book electronic items. Contact the Installation Property Book Office for turn-in of these items.

c. Items to be turned in to the DPW CU include:

CPU and Laptops	Printers
Servers	Monitors
Keyboards	Mice
Audio/visual equipment (TVs, DVD players, VCRs, camcorders)	Mainframes
Copiers	Fax Machines
Calculators	Typewriters
Cell Phones	Power Supplies
Telephones	

(1) Activities will prepare a memorandum listing the Nomenclature, and Serial Number(s) of all items for turn-in. Keyboards and mice do NOT have to be listed. The memorandum must be signed by the activity Security Manager, certifying that hard-drives have been removed and demilitarized (destroyed or erased), and the Property Book Official, verifying that the items are not on the installation or organizational property book. A sample memorandum is at enclosure 1.

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(2) Activities will prepare a DD Form 1348-1A **for computers and laptops**. They will also complete a DLIS Form 1867, Certification of Hard Drive Disposition, and it will be signed by the activity's security officer. A sample DLIS Form 1867 is at enclosure 2.

(3) The Activity will then contact the DPW CU, Bldg 1348, M-F, 0800-1100 and 1230-1600, 288-7627, for a turn-in appointment. The DPW CU personnel will set up an appointment and provide turn-in instructions. Activities will have a scheduled appointment before turning in to the CU.

(4) The activity will load items onto government vehicles at their location in the order the items are listed on the memorandum.

3. EXPIRATION. This MOI will remain in effect until superseded or rescinded.

FOR THE COMMANDER:

2 Encls  
as

  
RODERICK A. CHISHOLM  
Director of Public Works

DISTRIBUTION:

IAW FH Form 1853; A  
1 ea III Corps MSC

