



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

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NOV 15 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Memorandum No. 33 – Maintaining and Safeguarding Public Funds

1. REFERENCES:

- a. AR 190-13, The Army Physical Security Program, 30 September 1993.
- b. DoD Financial Management Regulation, 7004.14, Volume 5, Chapter 21, 27 June 2003.
- c. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 July 2007.
- d. Appendix 5 to Annex J to Fort Gordon Installation Physical Security Plan.

2. PURPOSE. To define and establish the Garrison Commander's policy for the security and protection of public funds.

3. APPLICABILITY. This policy applies to all facilities that maintain and store public/government funds.

4. POLICY. All facilities that store, maintain, and transport public funds will be provided the maximum level of security practical to the organization's mission.

- a. Transportation of currency in excess of \$5,000 will require a Military Police escort.
- b. Facilities storing funds in excess of \$5,000 will be protected by an Intrusion Detection System (IDS).
- c. Intrusion Detection Systems that protect funds storage areas will have two types of detection sensors and "duress" capability. Sensors must be volumetric and balanced magnetic switches. Duress alarms will be installed and located where employees would have immediate access to activate the device.
- d. Currency in excess of \$500 will be stored in a safe or vault that exceeds 500 pounds. Safes weighing less than 500 pounds will be bolted to the floor or chained to the structure of the facility to prevent easy removal.
- e. Each protected area will have IDS and "AUTHORIZED PERSONNEL ONLY" signs affixed at or about eye level on the outside of the exterior entrance wall.
- f. Facility managers/commanders will develop radio/telephone call signs for employees will receive semiannual refresher training.

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g. All employees are required to receive anti-robbery training. Additionally, employees will receive semiannual refresher training.

h. Funds collected in excess of \$5,000 during special events are required to have a Military Police escort, and funds will be deposited immediately.

5. **IDS MALFUNCTIONS.** When an IDS fails and is determined inoperable or repair time will exceed 24hours, the following compensatory measures will be implemented:

a. Facility personnel will deposit excess cash and maintain only minimum operational funds.

b. Facility personnel will regularly report by telephone to Military Police.

c. Military Police will conduct periodic security checks of the facility until the IDS is repaired and fully functional.

6. The proponent for this command policy is the Directorate of Emergency Services, Physical Security, at 706-791-5552.



ROBERT A. BARKER
COL, SC
Commanding

DISTRIBUTION:

DES

DPTMS

Bank Manager

Credit Union Manager

AAFES Manager

Director, FMWR

Commissary Manager

This memorandum supersedes Garrison Commander's Policy Memorandum No. 41 – Maintaining and Safeguarding Public Funds, dated 12 November 2009.