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Subject: Central Furnishings Management Program

Applicability: Information

1. As MILCON Transformation concepts result in cost and time savings on Army construction projects, the Army expects similar cost and time savings to be achieved with centralized furnishings management through Huntsville Center for all centrally funded initial furnishing on Army construction projects as well as replacement furnishings. The Assistant Chief of Staff for Installation Management (ACSIM) has provided USACE with firm objectives for the provision of furnishings: purchase quality furnishings at competitive prices (best prices); satisfy the installation's functional requirements; deliver and install on the Beneficial Occupancy Date (BOD) – no sooner or no later; minimize the workload demands on garrison personnel; and achieve uniformity and parity in the quality of furnishings throughout the Army. ACSIM partnered with USACE in the mid 90's to provide centralized management and procurement of Unaccompanied Personnel Housing (UPH) furnishings. In executing the UPH furnishings program, Huntsville Center has successfully implemented several best practices which ACSIM has asked USACE to apply to the office furnishings program, including the implementation of a performance based specification, utilization of an electronic ordering system, utilization of formal monitoring processes to ensure on-time deliveries, and development of historical records to allow analysis and better programming for furniture. Huntsville Center will partner with Geographic Districts, Garrisons and Centers of Standardization to ensure that user requirements are met and furnishings are consistent with facility requirements.

2. Deviations from centralized office management and procurement must be the exception. Exceptions must be approved at HQUSACE and ACSIM by the process outlined in the Furnishings Program Management Plan.

3. HQUSACE Point of contact for this action is Mr. Scott Wick HQUSACE (CECW-CE-D), 202-761-7500, Scott.C.Wick@usace.arm.mil.

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