

FACT SHEET

DPW  
BRENDA HENDERSON (7-3955)  
27 April 2004

AFZF-PW-PPD

SUBJECT: Incoming S-4 Officer of Advance Party

PURPOSE: To provide information on units being mobilized to Fort Hood.

FACTS:

1. The unit S-4 Officer should be in the advance party to establish a real property account (buildings/keys), furnishings management account (barracks furniture) and DOL property book account (office furniture/motor pool equipment) prior to arrival of the main body.
2. The mobilization of units to Fort Hood will be required to sign buildings and keys from the Real Property Office. This will also include barracks furniture, office furniture, and any items left in the motor pool. Hand receipt accounts will be established prior to assigning buildings, keys, furniture, and equipment.
  - a. A joint inventory between the unit, Real Property, Furniture Management Office (barracks furniture) and/or DOL Property Book will be conducted prior to assigning buildings, keys, and furniture.
  - b. No office, motor pool, or dining facility will be assigned from Real Property until a joint inventory is conducted with DOL property book and the unit signs for equipment and office furniture.
  - c. There are not sufficient quantities of beds, sheets, blankets, and cots to support the additional furniture or bedding requirements upon full mobilization.
3. The buildings issued at South Fort Hood will depend upon the departure of permanent party personnel. The buildings issued at North Fort Hood (NFH) will be through Reserve Component Division at NFH.
4. POCs are Edward Carter, 287-3953 and Brenda Henderson, 287-3955, Bldg 4612, Room 44 on Engineer Drive.

AUTHENTICATION: COL Randall J. Butler

DATE: