



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
UNIT 25850, BOX 10  
APO AE 09033

OCT - 3 2011

IMEU-SWF-ZA

COMMAND MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Memorandum for Fall Leaf Pick-up

1. REFERENCE: AR 420-1, Army Facilities Management, 12 February 2008.
2. PURPOSE: To establish responsibilities and procedures for leaves removal within the US Army Garrison Schweinfurt.
3. APPLICABILITY: These procedures apply to all assigned personnel and tenant organizations in the USAG Schweinfurt.
4. POLICY: The fall leaf pick-up schedule will begin in October and continue throughout the fall. Typically Directorate of Public Works (DPW) will discontinue the leaf pick-up operation in December.
5. PROCEDURES:
  - a. Government Owned Army Family Housing: The DPW is responsible for raking leaves in all areas with the exception of:
    - (1) Jackson Street, Askren Manor and Yorktown Village: Residents of single and duplex quarters are responsible for raking and bagging their own leaves.
    - (2) Areas in front of stairwell units: Residents at Askren Manor are responsible for raking and bagging the leaves in front of their houses.

**NOTE:** Leaves are to be put into brown paper bags and the full bags are to be placed on the curb for pick-up. The brown paper leaf bags are available at the DPW Self-Help Store and the Askren Manor Recycle Center. DPW will not pick up leaves or any other garden waste in plastic bags. DPW picks up brown paper leaf bags in Askren Manor and Yorktown Village every Monday, Wednesday and Friday except for holidays.

b. Leased and Private Rental Housing: Residents of these areas are responsible for raking and bagging their own leaves. Additionally, in these areas yard waste may also be disposed by:

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This Command Memorandum supersedes Standing Operating Procedure, dated 23 October 2009, and remains in effect until rescinded.

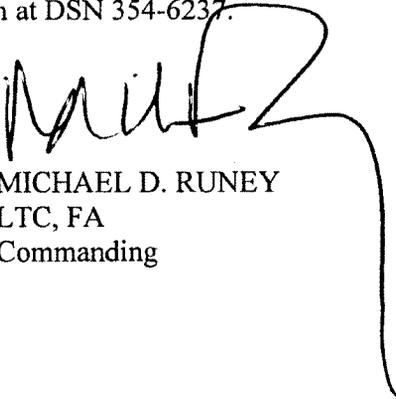
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- (1) Bringing clippings and leaves to a local community recycle point.
- (2) Bringing clippings and leaves to a local community leaf collection point.
- (3) Placing clippings and leaves in brown biodegradable containers (if still available in your community).
- (4) Bringing clippings and leaves in brown paper leaf bags to the Askren Manor Recycle Center or the Main Recycle Center on Conn Barracks.

c. Ledward, Conn Barracks: DPW is responsible for raking leaves in its areas of responsibility according to the "Police and Grass Cutting Plan".

6. PROPONENT: The proponent of this Command Memorandum is the Director of Public Works, USAG Schweinfurt. The Point of Contact is the Acting Chief, O&M Division, DSN 354-6879/6201 or the Roads and Grounds Branch at DSN 354-6237.



MICHAEL D. RUNEY  
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Commanding

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