

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

POLICY DIRECTIVE 23-1

1 February 1995

Supply

SYSTEMS FURNITURE AND CONFIGURATION

REFERENCE: USTRANSCOM/TCDS Memo, Systems Furniture Policy Letter, 9 May 1994, **hereby cancelled.**

A. PURPOSE: To maintain consistency and standardization of the purchase and configuration of systems furniture within USTRANSCOM.

B. APPLICABILITY: This policy directive is applicable to all personnel assigned to USTRANSCOM, Scott AFB, Illinois.

C. POLICIES AND PROCEDURES:

- 1.** All proposals for new systems furniture and changes to existing configurations require Facilities Manager approval.
- 2.** For new systems furniture proposals, the "user" is responsible for preparation of the systems furniture design and acquisition package. For changes to existing systems furniture configurations, the "user" is responsible for submitting a design plan for approval and coordinating facilities management support.
- 3.** The Facilities Manager will provide electrical connect/disconnect services and ensure compliance with all safety and interior design standardization guidelines.
- 4.** Suggestions/recommendations to this policy directive should be directed to Facilities Manager, TCDC-F, extension 6-3224.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

SIGNED

KENNETH R. WYKLE
Lieutenant General, U.S. Army
Deputy Commander in Chief

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