DEPARTMENT OF THE ARMY
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

MAR 1 2 2018

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students to the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #6 – Fraud, Waste and Abuse

1. All members of the AFMS are individually charged with ensuring the proper safeguarding, use, and accounting of government funds, supplies and equipment.

2. All personnel are prohibited from using AFMS equipment or supplies for their personal use. Additionally, AFMS property shall not be removed from the premises without approval from the Commandant.

3. All personnel traveling or TDY will ensure travel is in compliance with the instructions on the order. Travel before or after dates on the order will not be authorized.

4. If duties are not performed, the AFMS TDY approving official will be notified within 24 hours so orders can be canceled and funding utilized elsewhere.

5. All personnel shall ensure the most beneficial use of postage, telephones, office supplies, equipment, and manpower.

6. Point of contact for this memorandum is MAJ Michael Simmons at (703) 805-4488, email: michael.c.simmons.mil@mail.mil.

GEORGE LEWIS
Colonel, U.S. Army
Commandant