DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-HR 10 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 5, In/Out Processing the Mannheim Consolidated Mailrooms (CMR)

1. References.

a. DOD 4525.6-m, Department of Defense Postal Manual, 15 August 2002.

b. AR 600-8-3, Unit Postal Operations, 28 December 1989.

c. USAREUR Reg 600-8-3, Postal Operations Manual, 29 June 2005.

d. United States Army Garrison Mannheim (USAG-M) Consolidated Mailroom Standing Operating Procedures (SOP), 1 October 2005.

2. Purpose. To outline procedures for in and out-processing the USAG-M consolidated mailrooms on Sullivan, Spinelli, Taylor, and Coleman Barracks.

3. Applicability. All assigned, attached, and supported personnel authorized to receive mail through USAG-M consolidated mailrooms.

4. Policy. Commanders and directors of supported agencies will ensure that all personnel in and out-process USAG-M community mailrooms.

5. Procedures.

a. In-processing the CMR

(1) To obtain a box, personnel must present the CMR a valid ID card and one of the following pieces of documentation: Copy of Permanent Change of Station (PCS) orders, SF 50, letter from Civilian Personnel Office that authorized logistical support, or an exception to policy signed by the Community Postal Officer.

(2) In-processing personnel will complete two copies of DA Form 3955 (Change of Address Form) and sign the "Statement of Understanding regarding Aged Mail".

b. Out-processing the CMR. Commanders and directors must ensure that personnel no longer assigned, attached, or employed with the supported agency fully out-process the CMR.

(1) To clear the CMR, personnel must present the CMR with a copy of PCS orders (Non-appropriated Fund employees are excluded from this requirement).

(2) The CMR will stamp the Civilian Out-Processing checklist or the Installation Clearance Form supplied by the Central Processing Facility to signify the individual has cleared the CMR.

(3) Out-processing personnel will complete two copies of DA Form 3955 (Change of Address Form) and provide the CMR with a forwarding address.

c. Forwarding of mail. First class mail will be forwarded for 12 months; periodicals will be forwarded for 60 days; bulk rate mail will not be forwarded. If an individual fails to clear the CMR or does not provide the CMR with a forwarding address, all mail will be returned to sender with the endorsement "Moved; left no forwarding address".

6. For questions related to in and out-process the mailroom, contact the appropriate mailroom supervisor at the following numbers:

a. CMR 418, Coleman Barracks, DSN 382-5021/CIV 0621-779-5201.

b. CMR 435, Taylor Barracks, DSN 381-7066/CIV 0621-730-7066.

c. CMR 436, Spinelli Barracks, DSN 384-6505/CIV 0621-730-6505.

d. CMR 437, Sullivan Barracks, DSN 385-3724/CIV 0621-730-3724.

4. The proponent for this policy is the USAG Mannheim Directorate of Human Resources at DSN 380-1550/CIV 0621-730-1550.

MELISSA A. STURGEON
LTC, MI
Commanding

DISTRIBUTION:
A