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

IMEU-MAN-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 7, Use of Command Conference Room

1. Purpose. To provide information regarding the use of the United States Army Garrison (USAG) Mannheim Command Conference Room.

2. Policy. The USAG Mannheim Command Conference Room is available for use by any unit or staff element within the USAG Mannheim area of responsibility (AOR).

3. Procedures.

a. Use of the USAG Mannheim Command Conference Room must be coordinated with the Garrison Command Secretary at DSN 380-1500/CIV 0621-730-1500.

b. Users may sign for the key to the Command Conference Room up to two hours prior to their scheduled use. The conference room must be left in the same state of appearance (to include vacuuming, removal of trash, and placement of furniture) as when the user signed for the key. The conference room will be inspected when the key is returned.

c. Use of the Command Conference Room is based on priority. Previously scheduled events may be postponed or relocated on short notice at the direction of the Garrison Commander, Command Sergeant Major, or Deputy Garrison Commander for critical events.

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

JEFFREY FLETCHER
LTC, AG
Commanding

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