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

JAN 15 2008

IMEU-MAN-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 66, Garrison Hail and Farewell Procedures

1. Purpose. To establish responsibilities and procedures for the conduct of the United States Army Garrison Mannheim (USAG-M) Hail and Farewell Program.

2. Applicability. The Garrison Hail and Farewell program is established to recognize all of our military, our civilian employees, and their families who are newly assigned or departing the USAG-M. Garrison Hail and Farewell functions are also open to all base operations support employees and their family members/guests within the USAG-M area of responsibility.

3. Policy.

a. Hail and Farewell functions will be held in the evening on the third Friday of the month during the months of January, April, July, and October.

b. The objectives of Hail and Farewells functions are: establish camaraderie and esprit de corps, welcome newly assigned individuals, officially say good-bye to those individuals leaving the community, and to recognize those individuals moving within the community/garrison.

c. Offices will not be closed to the public in order for staff to attend a Hail and Farewell; services may be reduced with prior approval from the command group.

d. Directors/supervisors will encourage maximum participation without failing to accomplish the mission. If a Hail and Farewell should begin before the end of the normal duty day, directors and supervisors may direct that as a place of duty, consistent with paragraph 3c above.

4. Responsibilities.

a. The DHR has overall responsibility for the program. This entails, but is not necessarily limited to the following:

(1) Schedule dates on long and short-range calendar.

(2) Designate a directorate/section to conduct and coordinate the Hail and Farewell.

(3) Assist the directorate/section as necessary to accomplish the mission of conducting a successful Hail and Farewell.

(4) Update Commander as needed on progress of upcoming functions.

b. The tasked directorate/section will:

(1) Assign an individual to be in charge of the Hail and Farewell.

(2) Schedule/reserve an appropriate location for the function to be held at least 4 weeks prior to the date of the function. Location is not restricted to a military facility.

(3) Publish and distribute a flyer three weeks prior to the Hail and Farewell. The flyer will include, but is not limited to the following information:

(a) Cost of meals.

(b) Location, date, and time (strip map optional).

(c) Function POC and phone number.

(d) Suspense date for RSVPs. Suspense date for RSVPs should be set for one week prior to the function.

(4) Collect names of individuals attending in advance from each directorate/section.

(5) Collect 3X5 information cards on each individual being hailed or farewelled. 3X5 cards should contain the following information:

(a) HAILS: Name, Directorate, Duty Section, Arrival Date, Previous Assignment, Married or Single, Spouse's Name, Children's Names & Ages, and Hobbies.

(b) FAREWELLS: Name, Directorate, Duty Section, Arrival Date, Departure Date, Next Assignment, Married or Single, Spouse's Name, Children's Names & Ages, and Hobbies.

(6) Provide a list with the names of individuals attending and a copy of the 3X5 cards of those individuals who are being hailed or farewelled to the DHR one week prior to the event.

(7) Publish and post an agenda two days prior to the Hail and Farewells.

5. Coordinating Instructions.

a. At the director's discretion, a collection can be taken to pay for the meals of hailed and farewell personnel within their directorate.

b. Each individual farewell will receive a Community AUF WIEDERSEHEN Certificate. Tasked directorate/section will provide the names to the DHR one week prior to the event.

c. All USAG-M and BASOPS support Soldiers, employees and their family members are encouraged to attend.

d. The following directorate/sections are tasked to host the USAG-M Hail and Farewell for the respective months:

MONTHS	2008	2009
January	DES	DMWR
April	RSO	DPTMS
July	DHR	PAO/EEO
October	DOL	DPW

6. 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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