DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

3 SEP 2013

IMDA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #4, Installation Clearance Distinctive Stamp

1. The use of signatures in conjunction with Installation Clearing Procedures does not provide adequate internal controls to prevent fraud, waste and abuse. Most signatures are not legible or clearly identifiable; therefore the potential for forgery increases in completion of the Installation Clearance Record, DA Form 137-2.

2. The Transportation Office, Central Issue Facility, Education Center, Army Emergency Relief, Housing Office, Post Exchange, Consolidated Mailroom, HHC, US Army Garrison and the Finance Office are required to use a distinctive office stamp in addition to personal signature when completing Civilian and Solider out-processing.

3. The point of contact for this policy is the Administrative Officer at (DSN) 768-8778.

JIM M. BRADFORD
COL, IN
Commanding

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