



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-ZA

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys, Policy Memorandum #33, Hours of Operation for Customer Service Facilities

1. The proponenty for this policy is the Garrison Commander's Office.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. All Customer Service Facilities must remain open/operational during their posted/stated hours. No Customer Service entity in Area III will close, adjust its hours, or deviate in any way from its published operating schedule without receiving approval from the Deputy to the Garrison Commander (DGC). Any requests for deviation from posted hours must be submitted to the DGC early enough so that the customer will have a full 72 hour notification of the change.
4. Upon approval of the DGC the Customer Service Facility will coordinate with MWR Marketing for advertisement on the Marquees and PAO for advertisement on the Command Channel to have the change in operational hours advertised to the community. This notification must give the community a minimum of 72 hours notice.
5. Point of contact is the Deputy to the Garrison Commander at 754-5108.

  
DARIN S. CONKRIGHT  
COL, SF  
Commanding

DISTRIBUTION:  
A&B