



REPLY TO  
ATTENTION OF

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

IMKO-ADZ

24 JAN 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #22 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, SSRT, 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.

A handwritten signature in blue ink, reading "Kathleen A. Gavle".

KATHLEEN A. GAVLE  
COL, MI  
Commanding

DISTRIBUTION:

A+  
176<sup>th</sup> FMC