



DEPARTMENT OF THE ARMY
SOUTHEAST REGION OFFICE – INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON-MIAMI
3511 NW 91st Avenue
MIAMI, FLORIDA 33172-1217

SOGM-CO

1 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison - Miami (USAG-M) Policy Memorandum Number 2 – Mail Distribution

1. Purpose: To establish policy for distribution of mail generated within USAG-M and the United States Southern Command (USSOUTHCOM). To establish more efficient mail service for our internal staff and to customers from external agencies as well.

2. Applicability. This policy applies to all personnel responsible for the use, preparation and official distribution of mail generated or received between USSOUTHCOM and USAG-M.

3. Policy.

a. Internal Mail:

(1) Military Personnel Office (MILPO) actions, leave requests, travel pay vouchers or documents destined exclusively to the MILPO and Finance staff must be clearly and accurately addressed by name to the appropriate staff recipient.

(2) Service members and civilian employees are responsible to ensure pertinent information and/or supporting documents addressed to USAG-M offices for processing are attached. Enclose all correspondence to the MILPO or other USAG-M offices in an internal yellow envelope. Appropriately mark all information that is sensitive and/or subject to the Privacy Act of 1974.

b. External Mail:

(1) All mail, regardless of the agency's physical location, will be addressed and delivered directly to the Headquarters (Thurman) Building. This will facilitate the isolation and inspection of suspicious mail or packages. The only authorized mailing address format for USAG-M offices is as follows:

Headquarters, United States Southern Command
United States Army Garrison - Miami
Attention: Office Symbol / Recipient's Name
3511 NW 91st Avenue
Miami, Florida 33172-1217

(2) All packages delivered as a result of a purchase order (i.e. Government

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Purchase Card or special orders) or any special deliveries (i.e. Federal Express or United Parcel Service) will be x-rayed, scanned and inspected at USSOUTHCOM scanning facility prior to dissemination. To maintain physical security, recipients are required to physically confirm, inspect, and sign for all aforementioned parcels upon receipt and prior to scanning. Therefore recipients must make the necessary pre-coordination to include, but not limited to, providing the delivery agent with a point of contact and duty phone number. The security staff will not accept parcels that are not verified by the intended recipient.

(3) The United States Postal Service collects mail from the Westside Plaza II (Codina) Building at 1500 daily.

(4) Outgoing Federal Express parcels will be picked up daily at 1700 from the Navy Personnel Office, Room-1 in Codina building. Senders must use the Army Signal Activity (ASA) preprinted account forms that are maintained by the Navy MILPO and Finance Sections at USAG-M. Personal use of these forms is not authorized.

4. Couriers from the Transportation Office will pick-up mail twice per duty day (at 1000 and 1400) from the Headquarters Building mailroom for delivery to the appropriate USAG-M buildings. Couriers will not responsible for delivering large parcels nor “registered” or “certified” mail/packages.

5. The point of contact for this policy is the USAG-M Administrative staff at 305-437-2721 or and 305-437-2635.


FRANCISCO J. PEDROZO
COL, SF
Commanding

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