



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, VICENZA
UNIT 31401 BOX 41
APO AE 09630

REPLY TO
ATTENTION OF

IMVI-HRA

24 March 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 33-12, Official Mail postage reimbursement from all non US Army Garrison units and activities

1. References:

- a. DODI 4000.19, Interservice and Intragovernmental Support, 9 August 1995.
- b. DODI 4525.08p, DOD Official Mail Management, 11 August 2006.
- c. AR 37- 49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, 28 March 2011.
- d. Memorandum, DoD Military Postal Service Agency, MPSA-OMM (310-1q), 2 May 1994 Subject: Non-reimbursement for Postage.
- e. Installation Management Command FY12 Narrative Funding Guidance, 1 Oct 2011

2. In accordance with aforementioned directives, Department of Defense Components and tenant activities are required to pay for official mail support.

3. All non-GFEBS units are required to prepare a DD Form 448, Military Interdepartmental Purchase Request (MIPR) and units using GFEBS are to provide direct funding in GFEBS with sufficient funding for FY 2012 and each year thereafter to pay for this service. The approximate cost will be based on your FY first quarter expenditures. MIPRs will be submitted to the US Army Garrison Vicenza Resource Management Office. In order to ensure official mail service is not interrupted, all units should begin implementation immediately. Without unit funding, the Postal Service Center will not continue to provide official mail postage services.

4. The point of contact for this memorandum is the Garrison Official Mail Manager / Postmaster, Vicenza Postal Service Center at DSN 634-6337.

A handwritten signature in black ink, appearing to read "David W. Buckingham".

DAVID W. BUCKINGHAM
COL, IN
Commanding

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