

INFORMATION PAPER

SUBJECT: Redeployment Mailing Tips for Soldiers and Commanders

1. PURPOSE. To provide recommendations to Soldiers and Commanders on mailing tips to ensure they continue to receive of their mail upon redeployment.
2. BOTTOM LINE. Provide redeploying Soldiers and Commanders with tips on important mailing actions to take to facilitate their reintegration upon redeployment.
3. DISCUSSION. The following mailing tips will ensure consistent mailing service to redeploying Soldiers and Commanders -
 - Soldiers should inform correspondents to discontinue mailings 10 days prior to their redeployment date/ Commanders should notify the CMR/UMR'S of this action as well
 - Soldiers should notify their supporting CMR/UMR in writing of their return date and ask them to remove all mail forwarding instructions
 - Soldiers should personally visit their CMR/UMR upon return to collect all mail they may have accumulated during their deployment
 - Commanders should also provide redeployment dates to family members and family support groups as soon as possible
 - Commanders can also request additional mail storage space from CMR/UMR's for items being returned by mail from their deployment
 - For damaged items (Insured & Registered only), retain the container, wrapper, packing and damaged contents for filing requirements (mailing receipt if applicable)

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