



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

REPLY TO  
ATTENTION OF

IMEU-KAI-ZA

OCT 17 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #5 – Attachment of Personnel to USAGK

1. This letter supersedes USAGK Policy Letter #5 dated 19 June 2007.
2. Effective immediately, no personnel will be attached to USAGK without prior coordination with the Directorate of Human Resources (DHR), the Command Sergeant Major (CSM), and approval from the Garrison Commander.
3. The DHR is responsible for insuring that personnel are properly in-processed into the Garrison.
4. The USAGK CSM is responsible for oversight of the garrison personnel attachment. No other persons within USAGK will be involved in the assignment of personnel other than the Directorate of Plans, Training, Mobilization, and Security (DPTMS) in the area of Soldier Skill Set Utilization (SSSU).
5. In addition, all attached personnel will in-process into the USAGK prior to reporting for duty to their assigned section and out-process the unit when released from attachment. All personnel must have valid attachment orders prior to reporting for duty with their appropriate section.
6. Point of contact is DHR at 493-4345.

  
LARS N. ZETTERSTROM  
LTC, EN  
Commanding

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