



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VA 23801-2102

ATCL-CS

CASCOM POLICY # 18-01
JUN 27 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM)
Approval of OCONUS Travel Policy

1. Purpose: This policy provides guidance for approval of official travel outside the continental United States (OCONUS).
2. Scope: All OCONUS temporary duty (TDY) travel will be approved NLT 30 days prior to the proposed travel date(s) and annotated on the daily status report. Requests received within the 30 day travel window must be accompanied by a justification letter of lateness to the approving official.
3. Submission Procedures:
 - a. Personnel assigned to proponent Schools and the Army Logistics University will submit their requests to the appropriate Commander/President for review and decision.
 - b. Personnel assigned to HHC CASCOM and special staff will submit their requests to the CASCOM Chief of Staff for review and decision.
 - c. Requests will include the DA Form 5 indicating dates, purpose of travel, source of funding, and copies of AT Level Certificate of Training, and the Pre-OCONUS Travel Certificate of Completion.
4. Point of contact is CASCOM SGS at 804-734-1616/0647.

A handwritten signature in black ink that reads "Tamatha A. Patterson".

TAMATHA A. PATTERSON
Colonel, GS
Chief of Staff

DISTRIBUTION:
(see next page)

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U.S. Army Logistics University
U.S. Army Transportation School
U.S. Army Soldier Support Institute
U.S. Army Ordnance School
U.S. Army Quartermaster School
HHC CASCOM
