



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

ATCL-CS

CASCOM POLICY # 18-06

JUN 27 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CASCOM G1 Military Human Resource Division (MHRD)

1. REFERENCES:

- a. Army Regulation 614-185, Requisitions and Assignment Instructions for Officers, 15 March 1983.
- b. Army Regulation 600-8-11, Reassignment, 1 May 2007.
- c. Army Regulation 614-100, Officer Assignment Policies, Details, and Transfers, 10 January 2006.
- d. Army Regulation 614-200, Enlisted Assignment and Utilization Management, 26 February 2009.
- e. Army Regulation 140-145, Individual Mobilization Augmentation Program, 21 Mar 2016.

2. Purpose: To provide information on the CASCOM Military Personnel Assignment Policy, the Officer and Enlisted Requisition process, stakeholder roles and responsibilities, and CASCOM subordinate organization feedback into the military personnel manning process.

3. CASCOM G1 MHRD mission: To serve and support CASCOM Headquarters and subordinate organization Leaders and Soldiers with the most efficient and effective personnel management system possible. There will be times when circumstances preclude strict compliance with this policy. For timely and satisfactory resolution of a situation, communication with the CASCOM G1 MHRD section is critical. Together we will implement measures to achieve desired outcomes IAW manning guidelines, positively influencing military human resource actions and the personnel strength management and assignment process as specified in the CASCOM mission statement and senior leadership vision and intent.

4. TRADOC Military Manning Priorities (see enclosure 3). This policy letter provides manning guidance for active component officer and enlisted personnel assigned to TRADOC for FY 16-19. This guidance describes the four specific categories of manning (directed fill, urgent forces, CG TRADOC directed priorities, and essential forces) and percentage fill.

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5. School Commandants and ALU President input to personnel assignment process.

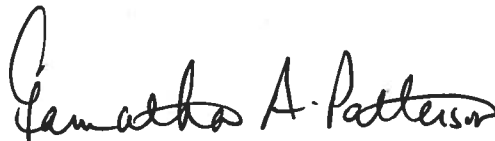
CASCOM School Commandants and the ALU President will be included in the assignment process. Based on the Human Resource Command (HRC) and TRADOC personnel requisition timelines, Commandants and Brigade Commanders will receive the list of valid requisitions for review, prioritize their personnel position fill requests based on open TDA positions, and provide feedback to CASCOM G1 prior to the requisition submission suspense to TRADOC/HRC.

6. Officer and Warrant Officer Requisitions. Human Resource Command (HRC) does the requisitioning of officers in two cycles per year for fills (Oct-Mar and Apr-Sep). The CASCOM G1, MHRD, Officer Strength Manager via TRADOC G1, will submit requisitions by grade and specialty to HRC. The CASCOM CG and/or Chief of Staff and the CASCOM CCWO are the final approving authorities of assignments.

7. Enlisted Requisitions. NCO and Soldier requisitions occur weekly based on the HRC cap cycle reassignments or approved retirements. The creation of enlisted requisitions occurs automatically upon the reporting of a vacancy through EDAS and the loss will cause the unit to fall below published manning guidance. The CASCOM CSM is the final approving authority of assignments.

8. Final approval authority for any deviations from this policy letter is the CASCOM Commanding General, Command Sergeant Major, or the CASCOM Chief of Staff. This policy will remain in effect until rescinded or superseded.

9. The proponent for periodic review of this policy is the CASCOM G1 MHRD, (804) 734-0310.



TAMATHA A. PATTERSON
Colonel, GS
Chief of Staff

Encls:

1. Requisition Process, Roles and Responsibilities, Assignments
2. Officer Distribution Requisition Flow
3. TRADOC Military Manning Priorities

DISTRIBUTION:

Commandant, Ordnance School
Commandant, Quartermaster School
Commandant, Transportation School
President, ALU
Commander, 23d Quartermaster Brigade
Commander, 59th Ordnance Brigade

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1. Role and Authorities of Senior Leaders in Personnel Management.

Identify a functional action officer to oversee functions and competencies for the Military HR Support System. Maintain visibility of Military HR Support systems, specifically strength management and personnel accountability. Ensure proper assignment and utilization of organization personnel and provide appropriate support to the unit/organization Military HR Support System. Submit organization prioritized personnel shortages to the CASCOM G1 reflecting personnel authorized and validated requirements. Manage organization KD positions ICW HRC and Army G1, TRADOC, and CASCOM manning guidance and priorities of fill.

2. Officer, NCO, and Soldier moves. CASCOM G1 will be included and made aware of all moves coordinated between the Schools and subordinate organizations on Fort Lee. Process requests for approval of no-cost PCS installation reassignment paperwork (DA 4187) through the CASCOM G1 for recommendation/oversight and strength management review to the installation Soldier Support Center and further processing to HRC when necessary.

3. Officer and Warrant Officer Requisitions.

a. The CASCOM G1 MHRD uses 24-month time on station as a planning mechanism in the officer personnel requisitioning process. Based on this timeline, CASCOM G1 MHRD submits officer personnel requisitions at the beginning of an officer's second year of assignment to CASCOM, with the anticipated departure of the officer at the 24-month time on station mark.

b. DA Command Slate List (CSL) Boards centrally select garrison/battalion level command positions and are not requisitioned. HRC automatically makes all directed assignments.

c. Unit Identification Codes (UIC), Command Codes, and Installation Activity Requisition Codes (IARC) manage officer accounts.

d. Based on The Army Authorization Documents System (TAADS), the Total Officer Personnel Management System (TOPMIS) automates the requisition process. The Standard Installation Division Personnel System (SIDPERS) feeds TAADS. Once HRC receives requisitions, account managers and assignment officers meet to "validate" requisitions based on strength data. For non- "must-fill" positions, requisitions are not validated if the inventory does not support fill.

4. Enlisted Requisitions. The Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions and procedures set forth in AR 614-200. The HRC TRADOC Account Manager validates and opens the requisitions in wait status for fill by the HRC Career Branch managers. HRC also creates requisitions for CASCOM and Schools for special duty assignments (PSG, IG, EO, SGM, and MOS 89D). Soldiers with approved retirement/PCS/ETS orders will

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become a known loss/9993 to make room for requisitioned replacements to be arrived and in-processes the new organization.

Prior to their final retirement/ETS date (90 days), assign personnel in the transition UIC W6CPY2.

5. Officer and Enlisted Assignment Requisition and Distribution Process.

a. CASCOM G1 MHRD and BDE S1s review TDA authorizations and personnel strength.

b. Brigade S1s identify shortages from valid TDA positions (verifies Auth/Target/OH) and send personnel prioritized requisition requests to CASCOM G1 once they have been validated by the Brigade CDR and/or CSM.

c. CASCOM G1 conducts analysis of gains/losses.

d. CASCOM G1 reviews/make recommendations to CASCOM CoS, CSM, Chief Warrant Officer (CWO), School Commandants, Brigade Commanders, and ALU President.

e. CASCOM G1 gains concurrence from CASCOM CoS, CSM, CWO, School Commandants, Brigade Commanders, and ALU President on personnel requisition requests and forwards them to TRADOC G1.

f. CASCOM G1 submits approved requisitions to One Stop (Enlisted) and builds/submits requisitions to HRC (Officer) via TRADOC G1.

g. CASCOM G1 tracks requested requisitions by name.

h. HRC career branch managers assign Soldier/Officer against requisition in Enlisted Distribution Assignment System (EDAS) and e-TOPMIS.

i. HRC branch managers transmit assignments to the field once validated in system.

j. CASCOM G1 provides names of inbounds to subordinate organizations, Schools, Brigades, and CASCOM Headquarters staff directorates. CASCOM G1 OPMD sends the TDA gains roster monthly as part of NETUSR and subordinate units/organizations receive the enlisted gains rosters weekly. Additionally, the installation Soldier Support Center also notifies the gaining unit of a new arrival as part of the unit sponsorship program.

k. Unforecasted Requirements By-Name Requests (BNRs), 4187s, etc., occur throughout the process and will affect the overall assigned strength numbers.

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6. CASCOM G1 MRHD Roles and Responsibilities:

- a. Distributes all Soldier assets within CASCOM IAW established DA, TRADOC, and CASCOM CG manning guidance based on priority fill.
- b. Aligns military manpower resources with prescribed TDA authorizations in automated databases, manages slotting of military personnel, and coordinates this slotting with all CASCOM schools, directorates, divisions, and branches.
- c. Advises and coordinates inbound assignments with Fort Lee Soldier Support Center.
- d. Conducts analysis, builds requisitions, and adds special instructions for officer and warrant officers based on TDA authorizations.
- e. Reviews, manages, and processes Military Acquisition Position List (MAPL) supported positions for all CASCOM activities.
- f. Produces strength reports for forecasting, planning, and command information.
- g. As designated by the Logistics Branch Proponency Office and CASCOM/SCOE POCs, correctly slot verified TWI officers and enlisted (valid coded 97 positions) and AERS officers (valid coded 96 positions). Coordinate placing Active Duty for Operational Support fills against valid TDA authorizations.
- h. Creates and consolidates other manning related reports and submits to TRADOC.
- i. Maintains access to Army HR databases (TOPMIS, EDAS, COPS, EMILPO) Brigade S1s must contact the Fort Lee Personnel Automation Section (PAS) manager at the Soldier Support Center (SSC) to request access to the aforementioned systems.
- j. CASCOM G1 will be informed of and manage all By-Name Requests (BNR) related to the personnel requisition process. BNRs will be approved/disapproved based on the number of requisitions received from HRC in a manning cycle, manning priorities and guidance, and subject to CASCOM Commander approval. Diversion of by-name request officers to a position deemed a critical fill based on the Commanding General's priorities and requirements may occur.
- k. Produces Courses of Action (COA) for military HR issues and inquiries as required.
- l. Conducts management projects and analysis to support senior CASCOM and School leadership decisions; creates, consolidates, and provides other HR data as requested.
- m. Synchronizes Base Re-stationing HR issues with TRADOC, HRC and school involvement.

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n. Manages Military HR information in NETUSR used by CASCOM CG, TRADOC CG and AHRC brief to the COS Army.

o. Collects and consolidates HR data from CASCOM HQS & Schools for submission of the non-deployable report to the CASCOM Board of Directors and TRADOC.

p. Maintains a duty roster consisting of three sections for CASCOM Headquarters. Requirements rotate by section and it is incumbent upon each section to fulfill the assigned duty-tasking requirement during their assigned time. CASCOM CoS, CDI Director, and G3 TD Director are the approval authorities for exceptions to fulfilling requirements.

(1) Section one: CASCOM Command Group (CPG, G1/4, QA, and Proponency)

(2) Section two: CASCOM CDI

(3) Section three: CASCOM G3 TD

q. Provide oversight of the CASCOM & Schools sponsorship program, ensuring that Soldiers receive assistance in a timely manner and prior to their arrival to Fort Lee ICW Total Army Sponsorship Program requirements.

7. CASCOM Assignment Considerations: The Commanding General, U.S. Army Combined Arms Support Command, Sustainment Center of Excellence (CASCOM/SCOE), is the proponent for the Logistics branch and the contact office is the Logistics Branch Proponency Office CASCOM/SCOE, Fort Lee, VA. The Commanding General U.S. Army Transportation Center and School (USATC&S) is the proponent for the Transportation branch. The Commanding General Office of the Quartermaster General U.S. Army Quartermaster Center and School (USAQMC&S) is the proponent for the Quartermaster branch. The Office of the Chief of Ordnance serves as the proponent for the Personnel Development System for Ordnance officers, warrant officers, Soldiers, and related civilian occupational series, and their associated life-cycle management functions. The proponent for the Adjutant General's Branch is the Commandant Adjutant General's School Personnel and Leader Development Division. Typically, former Battalion Commanders fill Proponency positions. A Battalion Commander in waiting normally fills the CASCOM Commanders Planning Group position in one-year increments.

a. Colonels Assignments: Coordinated by the G1 with Army Senior Leader Development and CASCOM Chief of Staff. The CASCOM Commanding General provides assignment direction for CASCOM Senior Leader assignments and directs the individual assignment of Colonels within the CASCOM footprint.

b. Lieutenant Colonel Assignments: CASCOM has seven CSL Battalion Command positions: Battalion command of 71st Transportation Battalion in ALU; Battalion command of the 244th, 262d, and 266th Quartermaster Battalions in the 23d Quartermaster Brigade; Battalion command of the 16th OD BN, 832d OD BN, and the 73d OD BN (Elgin)

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Ordnance Battalions in the 59th Ordnance Brigade. Other logistics developmental assignments allow officers to maintain their functional experience in their respective logistics branches and/or secondary areas of expertise, while pending selection for battalion command or other nominative assignments. Whenever possible, LTC personnel who have completed Battalion Command should fill Brigade Executive Officer positions.

c. Key Developmental (KD) Assignments:

(1) Grade.

(a) The selection authority to fill Major KD positions in CASCOM HQ and subordinate organizations resides with the CASCOM Commanding General and/or Chief of Staff ICW the School Commandants and Brigade Commander consultation. CASCOM will attempt to give instructors 12 months on the platform before placing in KD positions, provided it does not disadvantage the officer or limit their future opportunity to complete KD positions within CASCOM.

(b) The CASCOM G1 will use the MAJ KD positions worksheet (FG Slate) with all KD positions in CASCOM and the MAJ OML roster as the primary tools to manage key FG officer positions. Brigade S1s will provide G1 updates to this document on a monthly basis. The CASCOM G1 will consolidate, analyze, staff, and present the FG slate to the CG or CoS on a regular basis for decision.

(c) The selection authority to fill Company Command positions resides with Brigade Commanders. Recommendations for the 508th Transportation and 2d Staff & Faculty Company command positions staff through the Chief of Transportation for input. The Deputy Commandant for ALU selects Company command positions in ALU.

(2) Duration.

(a) Officers will serve in Major KD positions between 12 to 18 months per DA Manning Guidance dated April 2016. The particular KD assignment sets the conditions for promotion opportunities to LTC and possible selection for battalion command and other key billets. The type of unit that an officer fulfills his/her KD assignment may influence the type of unit the officer may be most suited to command.

(b) Per DA Manning Guidance dated April 2016, the goal for Company Command positions is to provide each logistics captain 18 months (+/- 6 months) company command time. The key is the quality of the experience rather than the time; successfully serving for at least 12 months.

(c) Officers who have not previously held a KD position or those who have less than 18 months KD time incorporate to the list by order merit based on date of rank (DOR) (earliest DOR receiving a higher priority). Junior Officers will not move ahead of Officers that are more senior on the OML without the approval of CASCOM CG or Chief of Staff.

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(3) Officers who decline a KD position once accepted/approved by a Commander will be removed from the standing OML. The officer's chain of command is responsible for counseling the officer pertaining to the removal from the OML. The officer's chain of command will notify the CASCOM G1 to remove the officer from the KD OML. The CASCOM Commanding General and/or the Chief of Staff, ICW Brigade Commanders, are the approval authority for reinstatement to the OML.

(4) An officer's chain of command, Brigade Commander, ALU Deputy Commandant, and/or Headquarters Director notifies the selected officer of the pending assignment to the KD position approximately 6 months prior to moving into the KD position.

(5) The CASCOM G1 Military Human Resource Directorate will inform officers on the OML of the approximate time they can expect to wait until assignment to a KD or command position.

d. Lieutenant Assignments: The CASCOM G1 OPMD POC coordinates fills through the HRC, TRADOC Officer Personnel Distribution Account Manager at Fort Knox. For their first assignments, CASCOM does not usually receive assignment of Lieutenants through the routine officer requisition cycle, based on date of availability after completion of Initial Entry Training. CASCOM G1 will coordinate with HRC Account Managers on a case-by-case basis, if needed. A Non-KD CPT or 1LTs will fill Commandant Aide de Camp assignments. The CASCOM Commanding General must approve exceptions to this requirement.

e. Warrant Officer Assignments: The CASCOM HQ staff CWO reports directly to the CASCOM Commanding General and Chief of Staff. The CASCOM CWO coordinates assignments with HRC and CASCOM MHRD G1 based on valid open TDA authorizations and/or Commander's guidance.

(1) CASCOM CWO ICW Schools RCWOs review the newly arrived warrant officer's ORB and file to confirm the warrant officer requisition position's appropriateness. By exception when it is necessary to "balance the force," the CWO will meet with the CASCOM CG/CoS to discuss assignment options for the newly arrived warrant officer and inform the Schools RCWOs of a pending change in assignment. Upon assignment decision, the CASCOM CWO provides the CASCOM G1 MHRD OPMD the newly arrived officer section/organization of assignment for slotting and tracking.

(2) Upon completion of a two-year tour on the platform, Warrant Officers may move to career broadening assignments (e.g. TD, MSD, ESD, etc.) on the CASCOM staff. Conversely, upon completion of a one-year career broadening assignment, Warrant Officers may move to a two-year tour on the platform. Currently, the CASCOM CWO and Schools RCWO review personnel assignments on a quarterly basis for officers on Fort Lee for possible talent-management redistribution and development. Each branch in conjunction with the CASCOM CWO and HRC will be provided an opportunity to review records in an effort to establish a broad, cross-institution, formalized system that supports high quality instructors selection and assignment to Warrant Officer PME requirements.

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f. Senior Enlisted Assignments: The CASCOM Command Sergeant Major provides assignment direction for CASCOM Enlisted Personnel assignments and directs the individual assignment of Sergeants Major and Master Sergeants within the entire CASCOM. All other senior enlisted personnel will be manned IAW FY 16-19 DA and TRADOC manning guidance and priorities. The CASCOM G1 SGM verifies/validates the MILPC-63 (TRADOC) during the first week of each month and sends the validated report to the TRADOC G1 POC. After sending the validated report, an EDAS query under "CAS" DML compares names to the MILPC-63 to account for all senior enlisted personnel.

g. Enlisted Assignments: Upon completion of a two-year tour on the platform, enlisted personnel may move to career broadening assignments (e.g. TD, MSD, ESD, EA, etc.) on the CASCOM staff. Conversely, upon completion of a one-year career broadening assignment, enlisted personnel may move to a two-year tour on the platform. Currently, the CASCOM CSM and Schools CSMs review personnel assignments on a quarterly basis for enlisted personnel on Fort Lee for possible talent-management redistribution and development.

h. Reserve Component Assignments: The 377th TSC CG places USAR COLs in appropriate AGR assignments and his/her policy is to dialogue/confer with senior leaders in units/organizations where assignments of COLs occur, when there are concerns/issues on COL assignments. For all other USAR Soldiers, HRC AGR assignment officers place USAR Soldiers in AGR positions not declared nominative. CASCOM units/organizations may provide assignment input to the HRC AGR assignments officer directly or through the CASCOM HQ COL for NG and USAR Affairs. If CASCOM unit/organization senior leaders want to provide input into the assignment process, they may request nomination for specific assignments. USAR nominative assignments are usually positions in OCAR or HQDA that have special skill requirements.

(1) The DARNG/ARNG CG, CSM, and CCWO approve all respective COL/SGM/CW5 Title 10 assignments to include those on the CASCOM staff. The CASCOM CG/CSM/CWO receives an ORB or ERB as an introduction and review of the recommended Officer/SGM for acceptability to the considered position. The life cycle management process via the ARNG Human Capital Management Division and the Army Guard G4 and G1 select all other junior grade positions (non-nominative officer and NCO) on the CASCOM staff and schools through the life cycle management process.

(2) The DCG Army National Guard (ARNG) and United States Army Reserve (USAR) serves as the principal advisers to the CG on matters affecting the Reserve Components. The ACOS ARNG and USAR oversee AGR and mobilization authorizations on CASCOM tables of distribution and allowances (TDA) and review and manage AGR and ADOS personnel assignments and utilization within CASCOM and the proponent schools. The RC ACOS has direct access to RC soldiers assigned to the command, less tasking authority.

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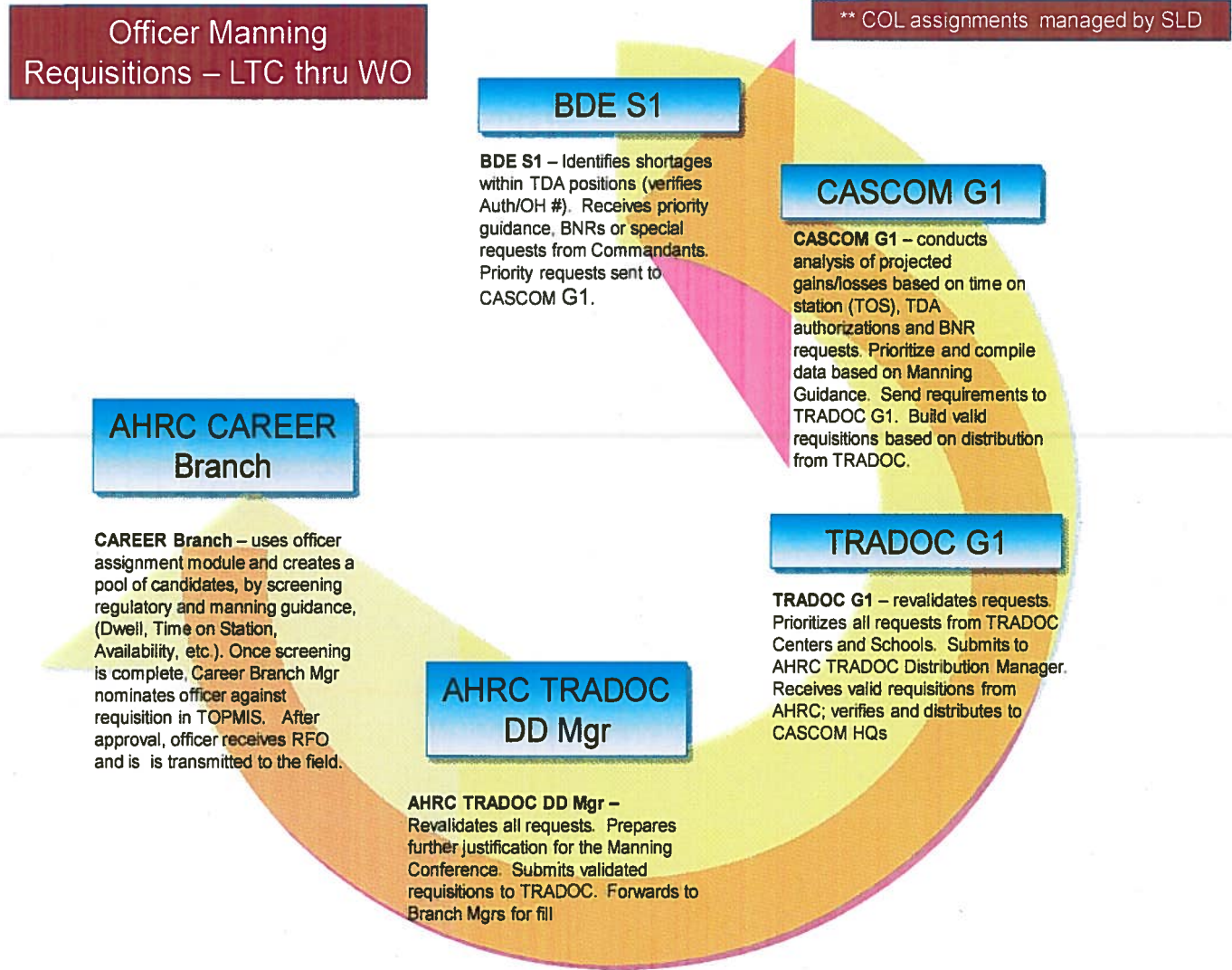
(3) Current members of the ARNG/USAR, Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), and retirees may be eligible to participate in Reserve Affairs and National Guard Tour of Duty (TOD) Opportunities. TOD is a system for advertising AD opportunities to RC Soldiers who can look for available tours that match their skill sets and desire to serve. TOD is the primary method for ARNG and USAR personnel to post, find, and volunteer for Active Duty tours. Eligible Soldiers can volunteer for consideration for any of the advertised tours. The respective hiring command will then screen, review, and recommend interested candidates as part of the TOD process to fill vacant TOD positions. More information about TOD is at the following link: https://mobcop.army.mil/tod/Default_new.aspx#. For additional information the Reserve Component Affairs Offices located in the various schools.

(4) ARNG and USAR Liaison Non Commissioned Officer (LNCO) Program
ARNG/USAR NCO positions are authorized as full-time manning requirements based upon the estimated workload at proponent schools. The LNCOs have a responsibility to resolve RC issues in a timely manner to keep RC soldiers in the training pipeline. Commanders will not assign ARNG/USAR LNCOs additional duties (such as installation duty or detail) beyond the scope of the duties outlined in TRADOC Regulation 135-6, as they are on call 24-hours a day.

8. Fort Lee Installation Military Personnel Division Roles and Responsibilities:

- a. Soldier support functions: PAS, DEERS, ID card, Casualty Management, personnel actions, transition services, Passports/Visas, and in/out processing.
- b. Coordinate with CASCOM G1 for enlisted resourcing and prepare orders IAW CASCOM G1/MHRD distribution instructions.
- c. Assignment Orders.
- d. Retirement Certificates.
- e. Total Army Sponsorship Program.

OFFICER DISTRIBUTION
For CASCOM (HQ / ALU / QMS / ODS / TCS)



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TRADOC MILITARY MANNING PRIORITIES
IAW REVISED HQDA FY16-19 ACTIVE COMPONENT MANNING GUIDANCE

TRADOC MANNING PRIORITY ONE (TP1)¹

DIRECTED FILL POSITIONS

USAREC Recruiters and Company Commanders
Drill Sergeants and AIT Platoon Sergeants
IET Commanders, Executive Officers, First Sergeants (CO/XO/1SG)
SHARP Personnel
Cadet Command PMS

¹ TP1 Positions= 100% manning

TRADOC MANNING PRIORITY TWO (TP2)

URGENT FORCES

AWG----- 90%

TRADOC MANNING PRIORITY THREE (TP3)

CG TRADOC DIRECTED PRIORITIES

USAREC BN XO ----- 100%
ILE INSTRUCTORS ----- 95%
Other Instructors (Coded "XT" on TDA) ----- 90%
Other Capabilities & Doctrine Developers ----- 85%
Training Developers ----- 85%

TRADOC MANNING PRIORITY FOUR (TP4)

ESSENTIAL FORCES

BMC ----- 90% CoEs/Training Centers --- 80-90%
RTB ----- 90% USACC (-) [non-PMS] ----- 80-90%
ARCIC ----- 85-90% USAREC (-) ----- 80-90%
HQ TRADOC --- 80-90% CAC ----- 80-90%
CIMT ----- 80-90% MCTP ----- 80-90%
REF ----- 80-90%

Army Manning Guidance establishes 80% minimum manning goal for Essential Forces. BMC and RTB maintained a manning goal of 90%.

TRADOC Other (Remainder of Units/Positions) Manned as required to prevent mission failure

AIT Platoon Sergeants, IET Commanders/Executive Officers/First Sergeants are directed forces = 100% manning.

Capabilities/Doctrine/Training Developers and XT coded instructors are CG TRADOC Directed Priorities and staffed at 85% and 90% respectively.

CASCOM HQ and Schools designated as essential forces = 90% maximum and 80% minimum manning.