



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

02 SEP 2015

ATCL-CS

CASCOM POLICY NO. 15-08

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM)
Secretary to the General Staff (SGS) Administrative Actions Policy

1. **Purpose:** This policy provides guidance and procedures for routing actions and correspondence through SGS to the CASCOM Command Group (CMD GRP).
2. **Scope:** All actions and correspondence requiring review/approval by the CASCOM CMD GRP will comply with these procedures. Any action requiring the Commanding General's signature is subject to a legal review.
3. **Submission Procedures:**
 - a. Actions and correspondence that can be digitally signed will be submitted to the SGS mailbox **USARMY Ft Lee TRADOC Mailbox Lee-CASCOM-SGS**.
 - b. Actions and correspondence that do not require a digital signature will be submitted in hardcopy format to the SGS and a digital version of the memorandum will be emailed to the SGS mailbox.
 - c. Hard copy actions and correspondence will be placed in a two pocket folder with a copy of the DA Form 5 (Encl 1) affixed to the front of the folder. Only one action should be included per folder. The DA Form 5 should be affixed over any other routing sheet in such a manner so that when lifted, the previous list may be viewed by command group personnel. It is highly recommended (but not required) that all actions are accompanied by a DA Form 200 and signed by the recipient as proof of delivery to SGS. DA Form 200 should be maintained until the action is completed.
 - d. The DA Form 5 must be filled out as completely as possible as to expedite the action. At a minimum, the information should be present on the DA Form 5 that is shown on Encl 1.

4. **Processing Procedures:**

- a. Upon receipt, actions and correspondence will be logged into the SGS SharePoint database and assigned a tracking number, which will be forwarded to the action officer by email for inquiries and tracking purposes.

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b. All actions will be reviewed for Quality Assurance/Quality Control prior to forwarding to the CMD GRP. All actions that require CMD GRP endorsement require a valid DA Form 705 (PT Card) and DA 5500-R, DA 5501-R (Body Fat Content Worksheet) along with all supporting documents. Incomplete actions or actions requiring correction will be returned immediately to the originating action officer by SGS personnel only. The name and contact number of the individual receiving the action will be entered into the SGS SharePoint database. The original DA Form 5 is not to be removed.

c. For all actions requiring CMD GRP review or endorsement, allow 7 to 10 business days for completion. If an action needs to be expedited, provide justification on the DA Form 5, with a proposed suspense date.

d. For routine actions, please allow a minimum of five business days before submitting a status inquiry. This does not apply to actions with a short suspense date. Updates on actions with a short suspense can be made daily.

e. Upon completion of review by the CMD GRP, SGS will close the action or correspondence in SharePoint and place it in distribution for delivery to the originating action officer for final disposition. Action officer will be notified via email.

5. The point of contact is the CASCOM SGS at 804-734-1616/0647.

FOR THE COMMANDER

Encl
DA Form 5 template


ROBERT L. HATCHER
Colonel, GS
Chief of Staff

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