



DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS SUPPORT COMMAND AND FORT LEE
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

CASCOM POLICY 18-34

NOV 13 2018

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command and Fort Lee Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process Policy

1. Reference:

- a. Army Regulation 350-1, Army Training and Leader Development, 19 Aug 14.
- b. Army Regulation 350-10, Management of Army Individual Training Requirements and Resources, 3 Sep 09.
- c. TRADOC Regulation, 350-6 Enlisted Initial Entry Training Policies and Administration, 30 January 2018.

2. To support the needs of the Army, Fort Lee efficiently and effectively trains IET Soldiers through the Soldierization process. Unsynchronized Soldier departure procedures and inefficient processing methods increase our hold-over population, negatively affecting Army readiness, and adding un-resourced costs to the IET mission. To reduce costs and ensure our Soldier's timely departure, we must improve our processes and procedures to better manage Soldiers departing to their follow-on assignment after graduation.

3. CASCOM and Fort Lee Garrison will develop and implement the following standards in order to expedite Soldiers departing Fort Lee.

- a. The goal is for Soldiers to depart the installation on their graduation date.
- b. Advanced Individual Training (AIT) Soldiers are the priority effort for the Military Personnel Division (MPD) and Installation Travel Office (ITO)/Official Travel Office. However, the ITO will continue to provide our sister Services on Fort Lee with appropriate support to ensure all student travel requirements are met.
- c. Soldiers attending AIT courses that are eight weeks or less in duration will be the top priority amongst the AIT Student population.

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d. School leadership will support the Army Sponsorship program, while still supporting efforts to ensure AIT Soldiers depart on schedule. Exception to Policy (ETP) letters are authorized to ensure Soldiers meet item 3a above.

e. Schools will update the CASCOM Student Training Load Dashboard by 1300hrs on normal training days.

f. All Fort Lee organizations will comply with the attached letters of instruction (LOI) for processing through the MPD and ITO/Official Travel Office.

4. Hold-over and Hold-under population is defined as:

a. Hold-Over: A Soldier who started training and stopped training and has not departed the installation, or a Soldier who started training and graduated, but remains on the installation following their graduation date.

b. Hold-Under: A Soldier who arrives at the installation for training, but has not started training.

5. The CASCOM G3/5/7 is the lead for establishment and over-sight of this policy. The CASCOM Knowledge Management (KM) Office is responsible for the development and administration of the CASCOM Student Training Load Dashboard.

6. This policy letter is effective until superseded or rescinded.



RODNEY D. FOGG
Major General, U.S. Army
Commanding

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