



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

CASCOM POLICY #14-07

03 APR 2015

ATCL-CS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CASCOM G1 Military Human Resource Division (MHRD) Policy

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, 22 Mar 2007

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 to positively influence 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 4). This policy letter provides manning guidance for active component officer and enlisted personnel assigned to

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TRADOC for FY15. This guidance describes the four specific categories of manning (directed fill, CG TRADOC directed priorities, essential forces, and important forces) and percentage fill.

5. School Commandants and ALU President input to personnel assignment process (see enclosures). CASCOM School Commandants and the ALU President will be included in the assignment process. Based on the Human Resource Command 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. The requisitioning of officers is done in two cycles per year by Human Resource Command (HRC) for fills (Oct-Mar and Apr-Sep). Requisitions by grade and specialty will be submitted to HRC by the CASCOM G1, MHRD, Officer Strength Manager via TRADOC G1. The CASCOM CG and/or Chief of Staff is the final approving authority of assignments.

7. Enlisted Requisitions. The requisitioning of NCOs and Soldiers is done weekly based on the HRC cap cycle reassignments or approved retirements. The CASCOM G1 MHRD Enlisted Strength Manager, ICW the Schools, Brigades, and ALU POCs, create the requisitions, which then go into a wait status. 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, LTC Roger M. Richgruber, (804) 734-0310, email: roger.m.richgruber.mil@mail.mil.

Encls

1. Requisition Process, Roles and Responsibilities, Assignments
2. Enlisted Distribution Requisition Flow
3. Officer Distribution Requisition Flow
4. TRADOC Military Manning Priorities
5. CASCOM G1 Work Requirements

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Ordnance School
Quartermaster School


ROBERT L. HATCHER
Colonel, U.S. Army
Chief of Staff

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Transportation School

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23d Quartermaster Brigade

59th Ordnance Brigade

Enclosure 1 – Requisition Process, Roles and Responsibilities; Assignments

1. Roles and Authorities of Senior Leaders in Human Resource 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 requisitions 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. Requests for approval of no Chief of Staff PCS installation reassignment (DA 4187) will be sent through the CASCOM G1 for visibility, oversight and strength management review to the installation Soldier Support Center.

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 replacement 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. Requisitions will not be submitted for officer garrison/battalion level command positions for which officers are centrally selected by a DA command board. Directed assignments will be made automatically by HRC.

c. Officer accounts are managed by Unit Identification Codes (UIC), Commands Codes and Installation Activity Requisition Codes (IARC).

d. The requisition process is automated via the Total Officer Personnel Management Information System (TOPMIS) based on The Army Authorization Documents System (TAADS). TAADS is fed via eMILPO. Once requisitions are received at HRC, 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 filling.

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 a wait status for fill by the HRC Career Branch managers. HRC also creates requisitions for CASCOM and Schools for special duty

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assignments; PSG, IG, EO, E9 and MOS 89D. Soldiers with approved retirement, PCS, ETS orders, will become a known loss to make room for requisitioned personnel to be arrived and in-processed into the unit.

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/OH). Send personnel prioritized requisition requests to CASCOM G1 once they have been validated by the BDE CDR and/or CSM.

c. CASCOM G1 conducts analysis of gains/losses.

d. CASCOM G1 reviews and makes recommendations to CASCOM Chief of Staff, CSM, Chief Warrant Officer (CWO), School Commandants, Brigade Commanders, and ALU President.

e. CASCOM G1 gain concurrence from CASCOM Chief of Staff, CSM, CWO, School Commandants, Brigade Commanders, and ALU President on personnel requisition requests to be sent to TRADOC G1.

f. CASCOM G1 submits approved requisitions to One Stop (Enlisted) and builds and 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 officer strength section sends the TDA gains roster monthly as part of NETUSR and EPMD gains rosters are done weekly and sent to subordinate units/organizations. 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 MHRD 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 ^{DW} 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 Ft. Lee Soldier Support Center.

d. Conducts analysis, builds requisitions, and adds special instructions for officer, warrant officers, and enlisted Soldiers 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. Verify TWI officers are slotted against valid coded 97 positions on the TDA to ensure proper utilization as designated by the CASCOM SCoE POC in the Logistics Branch Proponency Office. 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) and grants access to other users in HIMS System, as required. Brigade S1s must contact the CASCOM HIMS manager to request access to the aforementioned systems.

j. CASCOM G1 will be informed of and manage all BNRs 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. By-name request officers may possibly be diverted to a position deemed to be a critical fill based on the Commanding Generals priorities and requirements.

k. Produces COAs for military HR issues and inquiries as required.

l. Conducts management products and analysis to support senior CASCOM and School leadership decisions; creates, consolidates, and provides other HR data as requested.

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m. Synchronizes Base Re-stationing issues with TRADOC, AHRC and school.

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

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. Monitor subordinate unit weekly PERSTAT updates on the Command Dashboard and check for accuracy against personnel strength management systems.

q. Maintains a duty roster consisting of three sections for CASCOM Headquarters. Requirements are rotated by section and it is incumbent upon each section to fulfill the assigned duty tasking requirement during their assigned time period. Exceptions to fulfilling requirements will be worked by the CASCOM Chief of Staff, CDI Director and G3 TD Director.

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

(2) Section two: CASCOM CDI

(3) Section three: CASCOM G3 TD

r. Provides oversight of the CASCOM & Schools sponsorship programs, ensuring that Soldiers receive assistance in a timely manner and prior to their arrival to Ft. 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 Commandant, U.S. Army Transportation School is the proponent for the Transportation branch. The Commandant, U.S. Army Quartermaster School is the proponent for the Quartermaster branch. The Commandant, U.S. Army Ordnance School is the proponent for the Ordnance branch. The Commandant, U.S. Army Adjutant General's School is the proponent for the Adjutant General and Finance branches. Commandants and their designated representatives serve as the proponents for the Personnel Development System for Officers, Warrant Officers, Soldiers, and related civilian occupational series, and their associated life-cycle management functions. Proponency positions are typically designated as Former Battalion Commanders. The CASCOM Commander's Planning Group position is filled in one year increments by a Battalion Commander selectee.

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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, 262ND, and 266TH Quartermaster Battalions in the 23RD Quartermaster Brigade; Battalion command of the 16TH OD BN, 832 OD BN, and the 73 OD BN (Fort Gordon) 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.

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. Generally, newly arrived Officers will be assigned to CASCOM HQ and School staff positions prior to being selected for a KD position in one of the Schools. 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 Chief of Staff on a regular basis for decision.

(c) The selection authority to fill Company Command positions resides with Brigade Commanders. The 508th Transportation and 2d Staff & Faculty Company commands recommendations will be staffed for Chief of Transportation input. Company command positions in ALU, are selected by the ALU Deputy Commandant.

(2) Duration.

(a) Officers will serve in MAJ KD positions between 12 to 24 months per DA Manning Guidance dated July 2010. KD assignments set the conditions for promotion opportunities to LTC and possible selection for battalion command and other key billets.

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The type of unit in which 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 July 2010, 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) Majors who have not previously held a KD position, or those who have less than 18 months KD time, will be added to the list by order of date of rank (earlier DOR receiving a higher priority). Junior Officers will not move ahead of more senior Officers on the OML without the approval of CASCOM CG or Chief of Staff.

(3) Officers who decline a KD position will be moved to the bottom of the standing OML and reconsidered for reinstatement on the OML after review of the reasons for removal by the CASCOM Commanding General and/or the Chief of Staff, ICW Brigade Commanders. 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) The selected officer will be notified of the pending assignment to the KD position by the officer's chain of command, Brigade Commanders, ALU Deputy Commandant, and/or Headquarters Director, 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 their approximate time they can expect to wait until being assigned 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, Lieutenants are usually not assigned to CASCOM 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. Commandant Aide de Camp assignments will be filled by a Non-KD CPT or 1LTs. Exceptions to this must be approved by the CASCOM Commanding General.

e. Warrant Officer Assignments: The CASCOM HQ staff CWO reports directly to the CASCOM Commanding General and Chief of Staff. The CASCOM CWO

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coordinates assignments with HRC and CASCOM MHRD G1 based on valid open TDA authorizations and/or Commander's guidance.

(1) In most cases, newly arrived warrant officers ORB and file will be reviewed by the CASCOM CWO ICW Schools RCWOs to confirm the position the warrant officer was requisitioned against. By exception when it is necessary to "balance the force", the CWO will meet with the CASCOM CG/Chief of Staff to discuss assignment options for the newly arrived warrant officers and inform the Schools RCWOs of a pending change in assignment. Upon assignment decision, the CASCOM CWO will provide 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 be moved 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 be moved to a two-year tour on the platform. Currently, the CASCOM CWO and Schools RCWO currently review personnel assignments on a quarterly basis for officers on Ft. 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.

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 13-15 DA and TRADOC manning guidance and priorities. The CASCOM G1 SGM verifies/validates the MILPC-63 (TRADOC) on the 15th of each month and sends the validated report to the TRADOC G1 POC. After the report is sent to TRADOC, an EDAS query under "CAS" DML is run to compare names to the MILPC-63 to ensure accountability of all senior enlisted personnel. The CASCOM G1 SGM contacts each unit manager to ensure all CSMs/SGMs/MSGs are slotted in the correct positions. When all senior enlisted are slotted correctly in EDAS, verifying paragraph, line number, duty title, etc., a quick look report is sent to the CASCOM CSM weekly for his review and concurrence.

g. 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 COLs will be assigned, if 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 COLs for NG and USAR Affairs. If CASCOM

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unit/organization senior leaders want to provide input into the assignment process, they may request nominations for specific assignments. USAR nominative assignments are mostly reserved for 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. An ERB and/or ORB is provided to the CASCOM CG/CSM/CWO as an introduction and review of the recommended Officer/SGM for acceptability to the considered position. All other junior grade positions (both officer and NCO) on the CASCOM staff and schools are not considered nominative and are selected and approved through the life cycle management process via the ARNG Human Capital Management Division and the Army Guard G4 and G1.

(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 ACHIEF OF STAFF 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 ACHIEF OF STAFF has direct access to RC soldiers assigned to the command, less tasking authority.

(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 can be found at the following link: https://mobcop.army.mil/tod/Default_new.aspx#. For additional information contact the Reserve Component Affairs Offices located in the various schools.

(4) ARNG and USAR Liaison Non Commissioned Officer Program ARNG/USAR NCO positions are authorized as full-time manning requirements based upon the estimated workload at proponent schools. The Chief of Staff 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 Chief of Staff 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.

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

a. Soldier support functions: ERB and ORB updates, 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. Military Personnel Promotion Rosters.

d. Assignment Orders.

e. Retirement Certificates.

f. Total Army Sponsorship Program.