



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

15 JUL 2015

ATCL-CS

CASCOM Policy # 15-20

MEMORANDUM FOR HQs CASCOM Staff Directors, Leaders, Supervisors

SUBJECT: Combined Arms Support Command (CASCOM) Personal, Coordinating, and Special Staff Directorate Responsibilities

1. Purpose. To incorporate staff directorate leadership in program expectations for assisting the commander to accomplish CASCOM's assigned mission while caring for personnel and property in their charge.

2. Background. In accordance with AR 600-20, commanders subdivide responsibility and authority to their staff and subordinate leaders for a proper degree of responsibility inherent in each echelon. HQ's CASCOM is comprised of 486 civilians and 470 Soldiers and therefore intrinsically requires supervisors, leaders, and managers to share in the responsibility for establishing a positive leadership climate along with a disciplined and cohesive unit. HHC CASCOM is staffed to provide only basic command functions at O3 level while the responsibilities for effective command climate are infused in staff leadership. Below is a general list of expected responsibilities at each echelon, subject to the appropriate established operating procedures.

a. Individual Readiness.

(1) Daily personnel accountability including those assigned, attached, and departing.

(2) Soldier attendance for Army Physical Fitness Training (APFT). HHC will retain all APFT cards (DA Form 705), Body Fat Content worksheets (DA Form 5500/5501), and profiles (DA Form 3349).

(3) Individual Training (SHARP, ACE, Equal Opportunity (EO), Information Assurance (IA), Master Resilience (MRT), etc).

(4) Reports (not limited to Operations Reporting (OPREPs), Serious Incidents (SIRs), and Commander Critical Information Requirements (CCIRs).

(5) Maintain Soldier availability along with medical and dental readiness. HHC will assist in drawing reports, scheduling unit level vaccinations, and identifying Soldier requirements.

b. Personnel Actions.

(1) Awards submitted and successfully completed for all personnel prior to departure.

(2) Evaluations submitted and successfully completed for all personnel.

(3) Accuracy of position descriptions and table of distribution and allowances (TDA).

(4) Publish rating schemes.

(5) Manage pay and leave.

c. High Risk Individuals.

ATCL-CS

SUBJECT: Combined Arms Support Command (CASCOM) Personnel, Coordinating, and Special Staff Directorate Responsibilities

- (1) Confinement (e.g. pick-up, transport, well-being/ visitation)
- (2) Escorting (e.g. out processing, behavioral health, etc.)
- (3) Adverse action counseling.

d. Building maintenance.

- (1) Assign point of contact for building care and maintenance (service orders, shred bins).
- (2) Assign access control contact and maintain access roster (building access, offices, rooms).

e. Staff Operations.

- (1) Organizational Inspection Program (OIP) manager.
- (2) Operations Security (OPSEC) manager.
- (3) Video teleconferencing (VTC) coordinator.
- (4) Budget planning and execution.
- (5) Hand Receipt Holder and Command Supply Discipline Program (CSDP).
- (6) Safety assessment and risk mitigation strategy, including vehicle/motorcycle safety inspections and counseling.
- (7) Identify Equal Opportunity Leaders (civilian and military) and promote diversity.
- (8) Training coordinator.
- (9) Defense Travel System, government travel card, and purchase card coordinators.
- (10) Internal management controls.
- (11) Collection and Preservation of Official Records.

3. While the HHC commander maintains primary responsibility for the specified tasks above, and for many other implied tasks, it requires the engaged leadership and involved participation by us. Nothing in this memorandum absolves the company commander of the responsibilities IAW AR 600-20 and other applicable Army directives. This memorandum constitutes tasking by me to exercise oversight of the above mentioned areas as they pertain to your staff section or directorate.

4. The point of contact is the undersigned, 804.734.1683.

*Support Starts Here! Army Strong!*

  
ROBERT L. HATCHER  
Colonel, GS  
Chief of Staff