



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

ATCL-CS

CASCOM POLICY NO. 15-06

08 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM) and Fort Lee Evaluations Policy

1. **Purpose:** This policy establishes procedures for evaluation reports submitted to the CASCOM Command Group.

2. **References:**

- a. AR 623-3, Evaluation Reporting System, dated 31 March 2014
- b. DA PAM 623-3, Evaluation Reporting System, dated 31 March 2014
- c. AR 690-950, Civilian Personnel Career Management, 31 December 2001

3. **Scope:** Evaluation reports are an essential part of taking care of our Soldiers and Department of the Army Civilians. They reflect our ability to perform our mission. As such, they should be timely and well written.

4. **Timeliness:** Evaluation reports are due to SGS no later than the THRU date of the evaluation. **The standard is no late reports.** Reports should be submitted to the SGS mailbox at **USARMY Ft Lee TRADOC Mailbox Lee-CASCOM-SGS.**

5. **Supporting Documents:** Evaluation reports with the rater's digital signature on the evaluation form should include the following:

- a. Recommended comments within the rater and/or senior rater blocks and recommended assignments for the senior rater.
- b. Evaluation Report Support Form
- c. Latest Army Physical Fitness Test (APFT) card – In the event the rated service member is on profile and unable to take the APFT, submission of their most current APFT card and current physical profile are required.
- d. Body Fat Content Worksheet (if applicable).

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- e. Current Officer/Enlisted Record Brief.
- 6. This policy supersedes CASCOM Evaluations Policy 13-06, dated 05 Dec 13.
- 7. The point of contact is the CASCOM SGS at 804-734-1616/0647.

FOR THE COMMANDER:



ROBERT L. HATCHER  
Colonel, GS  
Chief of Staff

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