



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

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army
Combined Arms Support Command (CASCOM)

SUBJECT: Company Policy Letter 18-13 – Administrative Actions Processing Policy

1. **Purpose:** This policy provide procedures and guidance for preparation and processing of administrative actions within HHC, CASCOM.
2. In order to ensure that HHC, CASCOM maintains the highest level of military readiness, this memorandum establishes guidelines and policy for processing all administrative actions in HHC, CASCOM. These procedures ensure not only the accurate and timely processing of personnel actions, but also compliance with HHC, CASCOM policies.
3. All administrative/personnel actions, with the exception of adverse administration actions, will be submitted through the company's human resources (HR) and operations/training sections. Actions will then be routed to the First Sergeant for review, followed by the Company Commander for signature or further processing.
4. All Soldiers who submit administrative/personnel actions to the company's HR and operations/training sections, with the exception of Emergency Leave requests, must be current on all MEDPROS data, Record APFT, and height and weight assessments. Actions will not be processed if the Soldier is out of tolerance on any of the aforementioned requirements.
5. All Soldiers requiring records updates or other personnel support will receive assistance after **scheduling an appointment** with the HR section of the Orderly Room. This is to ensure the timely processing of all actions and prompt support to *all* members of the command.
6. This policy is in effect until superseded or rescinded.
7. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding

