



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 18-14 – Hours of Operations for HHC Orderly Room

1. In order to ensure that HHC, CASCOM maintains the highest level of military readiness, this memorandum establishes hours of operations to insure accurate and timely processing of personnel actions.
2. The HHC Orderly Room will be open to walk-in assistance as follows:
 - a. Monday, Tuesday, Wednesday, and Friday from the hours of 0900 to 1130.
 - b. Thursday appointments ONLY.
3. Appointments are available upon request and can be scheduled with the appropriate section at any time.
4. This policy is in effect until superseded or rescinded.
5. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.

A handwritten signature in black ink, appearing to read "ERIKA L. BEVERLY", written over a horizontal line.

ERIKA L. BEVERLY
CPT, LG
Commanding