

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

CASCOM POLICY 24-26

ATCL-CS (100)

FFB 22 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Combined Arms Support Command (CASCOM) Secretary of the General Staff (SGS) Administrative Actions Policy

- 1. **Purpose:** This policy provides guidance and procedures for routing actions and correspondence through SGS to the CASCOM Command Group (CMD GRP).
- 2. **Scope:** All actions and correspondence, requiring review/approval by CASCOM CMD GRP personnel will comply with these procedures. Any action requiring the Commanding General's signature may be subject to a legal review.

3. Submission Procedures:

- a. All actions and correspondence whether they require a digital signature or not will be submitted to the SGS mailbox at **usarmy.gregg-adams.tradoc.mbx.leee-cascom-sgs@army.mil.**
- b. Actions and correspondence submitted digitally will consist of a copy of a DA Form 5 (Encl) along with the remainder of the packet. The DA Form 5 must be signed by the submitting directorate/organization's principal or deputy prior to submission to the SGS.
- c. A DA Form 5 will be submitted with every action and must be filled out as completely as possible to ensure efficient processing/completion of the action. A complete summary will be described in the Discussion section of the DA Form 5.

4. Processing Procedures:

- a. Upon receipt, actions and correspondence will be logged into the SGS SharePoint database and assigned a tracking number for quick inquiries and tracking purposes.
- b. All actions will be reviewed for quality assurance/quality control prior to forwarding to the CMD GRP. Incomplete actions or actions requiring correction will be returned immediately to the originating action officer by SGS personnel. For this reason, please verify your documents are in compliance with established applicable regulations/standards (most commonly AR 25-50 for memos and other

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correspondence). The name and contact number of the individual receiving the returned action will be entered into the SGS share point database to maintain accountability.

- c. For all actions requiring CMD GRP review or endorsement, allow 7 to 10 business days for completion. If an action needs to be expedited, provide justification on the DA Form 5, with a proposed suspense date.
- d. For routine actions, please allow a minimum of five business days before submitting a status inquiry to the SGS. This does not apply to actions identified as short suspense at the time of submittal. Inquiries on actions with a short suspense can be made as needed.
- e. Upon completion of review by the CMD GRP, SGS will close the action or correspondence in the database and notify the originating action officer for final disposition/distribution. The Action Officer will be notified via email.
- 5. Point of contact is the CASCOM SGS at (804) 734-1616/0647.

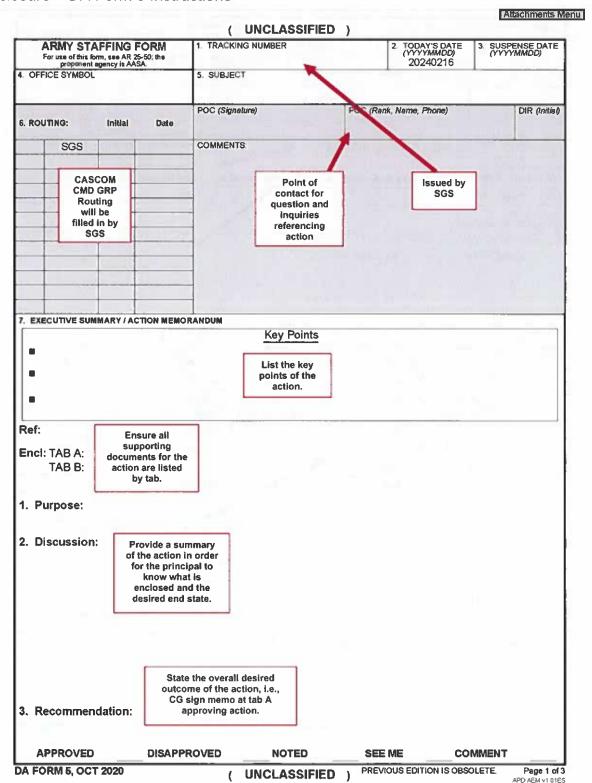
Encl

PATRICK J. MCCLELLAND

COL, GS Chief of Staff

DISTRIBUTION: CASCOM ALL GREGG-ADAMS KEY SUBJECT: United States Army Combined Arms Support Command (CASCOM) Secretary of the General Staff (SGS) Administrative Actions Policy

Enclosure - DA Form 5 Instructions



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