



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)

FEB 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.lee-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

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Enclosure – DA Form 5 Instructions

[Attachments Menu](#)

(UNCLASSIFIED)

ARMY STAFFING FORM <small>For use of this form, see AR 25-50; the proponent agency is AASA.</small>		1. TRACKING NUMBER	2. TODAY'S DATE (YYYYMMDD) 20240216	3. SUSPENSE DATE (YYYYMMDD)
4. OFFICE SYMBOL		5. SUBJECT		
6. ROUTING: Initial Date		POC (Signature)	POC (Rank, Name, Phone)	DIR (Initial)
SGS		COMMENTS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> CASCOM CMD GRP Routing will be filled in by SGS </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Point of contact for question and inquiries referencing action </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Issued by SGS </div>		
7. EXECUTIVE SUMMARY / ACTION MEMORANDUM				
<u>Key Points</u> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> List the key points of the action. </div>				
Ref: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Ensure all supporting documents for the action are listed by tab. </div>				
Encl: TAB A: TAB B:				
1. Purpose:				
2. Discussion: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Provide a summary of the action in order for the principal to know what is enclosed and the desired end state. </div>				
3. Recommendation: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> State the overall desired outcome of the action, i.e., CG sign memo at tab A approving action. </div>				
APPROVED	DISAPPROVED	NOTED	SEE ME	COMMENT

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8 LEAD AGENCY STAFF COORDINATION			CATS CONTROL NUMBER:	
TITLE	INITIAL	TYPE OR PRINT NAME	DATE (YYYYMMDD)	
Ch		Ms. Antonio	20100913	
Dir		Mr. Farwell	20100913	
PRINCIPAL		Mr. Roger Cummings, DCS G-8	20100914	
ACTION OFFICER <i>(Name/Title/Phone Number/E-mail)</i>		Ms. Karen Smith/Senior Analyst/x3241/karen.smith@cascom.army.mil		
FILE LOCATION: N/A				
SACO's NAME <i>(Name/Phone Number/E-mail)</i>				
RECOMMENDATION FOR COORDINATING STAFF: Mr. Cummings reviewed action on 3 Mar 10 and concurs.				

9 STAFF COORDINATION						
CONCUR	NON-CONCUR	AGENCY	NAME (TITLE, LAST NAME)	PHONE	DATE (YYYYMMDD)	REMARKS
	✓	CAC	Mr. Orland	(913)684-1386	20100901	See comments TAB B
	✓	CDG, IMTCoE	Mr. Roy	3762	20120213	See comments TAB C
✓		ARCIC	Mr. Brown	2023	20100912	
✓		CASCOM	Mrs. Hanks	(804)765-0577	20100901	
✓		G-2	Mr. McFerris	4103	20100902	
✓		G-3/5/7	LTC Patton	5769	20100902	With comments, TAB D
✓		G-1/4	Ms. Harwell	2234	20100901	
✓		G-6	LTC Bell	2810	20100905	

10. REMARKS BY TRADOC CGAO:		RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION

Submitting agency staffing area. Will be signed by principal or deputy.

Head person releasing the action to be routing outside the staff section/organization.

Personnel to contact once action is complete.

For staffing coordination outside the organization.