



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

CASCOM POLICY # 20-08

ATCL-CS

OCT 07 2020

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 the CASCOM CMD GRP will comply with these procedures. Any action requiring the Commanding General's signature is subject to a legal review.
3. **Submission Procedures:**
 - a. Actions and correspondence that can be digitally signed will be submitted to the SGS mailbox at usarmy.lee.tradoc.mbx.lee-cascom-sgs@mail.mil.
 - b. Actions and correspondence that do not require a digital signature will be submitted in hardcopy format to the SGS and a digital version will be emailed to the SGS mailbox.
 - c. Hard copy actions and correspondence will be placed in a two pocket folder with a copy of the DA Form 5 (Encl 1) affixed to the front of the folder. Only one action per folder. The DA Form 5 should be affixed over other routing sheets in such a manner so that when lifted, the previous list can be viewed by command group personnel. It is highly recommended (but not required) that all actions are accompanied by a DA Form 200 (Encl 2) and signed by the recipient as proof of delivery to the SGS. DA Form 200 should be maintained until the action is completed.
 - d. DA Form 5 will be submitted with every action and must be filled out as completely as possible to expedite 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 correspondences will be logged into the SGS SharePoint database and assigned a tracking number for quick inquiries and tracking purpose.

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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. The name and contact number of the individual receiving the action will be entered into the SGS share point database. The original DA Form 5 is not to be removed.


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. This does not apply to actions with a short suspense date. Updates on actions with a short suspense can be made daily.

e. Upon completion of review by the CMD GRP, SGS will close the action or correspondence in the database and place it in distribution for delivery to the originating action officer for final disposition. Action Officer will be notified via email.

5. Point of contact is the CASCOM SGS at (804) 734-1616/0647.

2 Encls



LANCE CANGELOSI
Colonel, GS
Chief of Staff

DISTRIBUTION:

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U.S. ARMY SOLDIER SUPPORT INSTITUTE
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FORT LEE GARRISON
HHC CASCOM

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ENCLOSURE 1
DA FORM 5

TRANSMITTAL, ACTION AND CONTROL <small>For use of this form see TRADOC Reg 1-11, the proponent agency is the CGAO</small>		1. CATS CONTROL NUMBER	2. TODAY'S DATE (YYYYMMDD) 20100917	3. SUSPENSE DATE (YYYYMMDD) 20101002
4. OFFICE SYMBOL ATRM-PD		5. SUBJECT TRADOC Fiscal Year (FY) 2012-2017 Program Initiative Memorandum (POM) Commander's Narrative Assessment (CNA)		
6. ROUTING: (CGAO USE ONLY)		TRADOC CGAO (Name and Phone)		
Initial Date		COMMAND GROUP COMMENTS:		
CG		CASCOM Routing as follows: CG XO DCG COS DCOS CWO CSM SGS		
CG XO				
DCG/CoS				
DCG/CoS XO				
DCoS				
ACoS				
DCoS XO				
CPG				
CSM				
CGAO				
SACO				
7. EXECUTIVE SUMMARY				
Key Points				
<ul style="list-style-type: none">Memorandum (TAB A) outlines the command's most critical shortfalls and concerns for the Army to consider in building the FY 12-17 POM.The FY 12-17 POM CNA addresses our top resource issues and the commander's FY 12-17 key issues requiring additional funding.Statements of nonconcurrency from CAC and DCG, IMTCoE are at TABs B and C.				
Ref: N/A				
Encl: TAB A: Memorandum, TRADOC FY 12-17 POM Commander's Narrative Assessment TAB B: CAC DCG Statement of Nonconcurrency TAB C: DCG, IMTCoE Statement of Nonconcurrency TAB D: G-3/5/7 DCS Comments				
1. Purpose: Obtain CG, TRADOC's signature on memorandum at TAB A.				
2. Discussion: a. The purpose of the CNA is to give each Army commander the opportunity to provide an assessment of their command's resource posture and the shortfalls required in meeting the goals and objectives of the Army Campaign Plan and support to ARFORGEN. The document is required as part of the FY 12-17 POM process b. The FY 12-17 POM CNA (TAB A) addresses our top resource issues (military/civilian manpower and base funding shortfalls) and the commander's FY 12-17 key issues requiring additional funding: leader development, initial military and functional training, training the 13th Combat Aviation Brigade, training support, and current and future Army capabilities. c. Specific details of each of the issues addressed in the FY 12-17 POM CNA have been forwarded to the HQDA staff through the TRADOC G-8.				
3. Recommendation: CG sign memo at TAB A forwarding POM assessment to CSA.				
APPROVED _____ DISAPPROVED _____ NOTED _____ SEE ME _____ COMMENT _____				
TRADOC FORM 5-E, JAN 2012 () Previous editions are obsolete. Page 1 of 3 TRADOC PE v3.00				

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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 (Name/Title/Phone Number/E-mail)		Ms. Karen Smith/Senior Analyst/x3241/karen.sm				
FILE LOCATION: N/A						
SACO's NAME (Name/Phone Number/E-mail)						
RECOMMENDATION FDR COORDINATING STAFF: Mr. Cummings reviewed action on 3 Mar 10 and concurs.						
			Personnel to contact once action is complete.			
9. STAFF COORDINATION						
CONCUR	NON-CONCUR	AGENCY	NAME (TITLE, LAST NAME)	PHONE	DATE (YYYYMMDD)	REMARKS
	✓	CAC	Mr. Orland	(555)555-5555	20100901	See comments TAB B
	✓	CDG, IMTCoE	Mr. Roy	3762	20120213	See comments TAB C
✓		ARCIC	Mr. Brown	2023	20100912	
✓		CASCOM	Mrs. Hanks	(555)555-0577	20100901	
✓		G-2	Mr. McFerris	4103	20100902	
✓		G-3/5/7	LTC Patton	5789	20100902	With comments, TAB D
✓		G-1/4	Ms. Harwell	2234	20100901	
✓		G-8	LTC Bell	2810	20100905	
			For staffing coordination outside the organization.			
10. REMARKS BY TRADOC CGAO: <input type="checkbox"/> RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION						

INSTRUCTIONS

PARENTHESES AT TOP OF FORM:

Fill in classification (UNCLASSIFIED, FOUO, etc.)

Block 1. CATS CONTROL NUMBER:

If the action has been assigned a tasker number by the G-33 Tasking Office or CGAO Staff Actions Division, enter that number.

Block 2. TODAY'S DATE:

Enter today's date. Use the Army standard date format: YYYYMMDD. Example: 20120212.

Block 3. SUSPENSE DATE:

Use format: YYYYMMDD.

If the action is responding to an external suspense, enter the date of the assigned suspense. If the suspense date is established internally, enter that date.

Block 4. OFFICE SYMBOL:

Enter the office symbol of the agency responsible for the action. Example: (ATFC-Y).

Block 5. SUBJECT:

Enter the primary subject line of the action. The subject on the TRADOC Form 5 should match the subject used in the assigned tasker. Use upper and lower case letters and unbolded font.

Block 6. ROUTING: (TRADOC CGAO use only.)

The TRADOC CGAO will complete this block.

Block 7. EXECUTIVE SUMMARY:

Key Points: The key points are the pieces of salient information that the CG, DCG/CoS, and/or DCoS need to know about this action. Write them at senior Army leaders' level. These are the points your principal or deputy want to convey to the CG, DCG/CoS, and/or DCoS. Each key point area allows you two lines (164 characters/spaces) to express your thought with a maximum of three key points.

Ref: List all references, e.g., CSA tasker, meeting, e-mail, etc. If none, state N/A.

Encl: List all enclosures and tabs. Explain what is included within the packet. If none, state N/A. For example: Enclosures: TAB A:

Memorandum for CG's signature. TAB B: CSA tasking, and so on. If the packet has more than four tabs list them linearly separated by commas or semicolons within the "TAB A" and "TAB B" designated spaces. If necessary, continue in the undesignated space within the Encl section.

1. Purpose: Provide a short, clear statement describing the purpose (e.g., to obtain the CG's signature on the memorandum at TAB A).

2. Discussion: Summarize the information and provide a current status, if applicable. Why are you telling this to the CG, DCG/CoS, and/or DCoS? What should the CG, DCG/CoS, and/or DCoS know and discuss? Describe the task, its origin, issue, and requirements. Provide a fact-filled background and comment. This discussion should tell the story on an action without prompting questions. The final approval authority should fully understand why the action is necessary. Be concise.

3. Recommendation: Provide a brief statement of the desired action by the final approving authority and explain why it is the best option.

For example: CG approve action and sign the memorandum at TAB A. Block 7 allows the CG, DCG/CoS, and/or DCoS to approve, disapprove, and/or comment on the action.

Block 8. LEAD AGENCY STAFF COORDINATION (Lead agency use only.)

These blocks are designated for the internal approval chain within the lead agency. Possible entries could include branch chief, division chief, director, deputy, or DCS. The appropriate releasing authority (Cdr, DCS, or Director) should electronically sign and date the action once they have released/approved it for forwarding to the next appropriate office for disposition.

The command/coordinating staff will electronically initial or sign and date. His/her electronic initials or signature represents concurrence with the contents of the form and the final product to be submitted to CGAO for CG, DCG/CoS, and/or DCoS review.

ACTION OFFICER (Name/Title/Phone Number/E-Mail): Enter the responsible person's name, rank and/or position title, office phone number, and e-mail address. This information is especially important to ensure any questions can be quickly directed to the appropriate POC. The action officer will electronically sign.

FILE LOCATION: N/A

SACO'S NAME (Name/Phone Number/E-Mail): Enter the SACO's name, office phone number, and e-mail address. The SACO will electronically sign.

RECOMMENDATION FOR COORDINATING STAFF: This block allows for recommendations to the coordinating staff. For example, DCS, G-3/5/7 approve memorandum at TAB A by electronically initialing block 8.

Block 9. STAFF COORDINATION:

When staffing an action for review and comment, include each office and POC's information that the action is being staffed with, and include instructions for the addressees to indicate their concurrence by checking the corresponding block and returning it to the originator. If concurrence indicates "concur with comments," include comments at appropriate tab.

Block 10. REMARKS BY TRADOC CGAO: (TRADOC CGAO use only.)

The TRADOC CGAO will complete this block.

RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION: CGAO will use this block to identify all actions being returned for additional information.

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ENCLOSURE 2
DA FORM 200

TRANSMITTAL RECORD <small>For use of this form, see AR 25-50; the proponent agency is AASA.</small>		1. SECURITY CLASSIFICATION	2. SHIPMENT NO.
3. TITLE/FILE IDENTIFICATION Award & Policy Letter		UNCLASS	1
4. AS OF DATE (YYYYMMDD)		5. SHIPMENT DATE (YYYYMMDD)	
20200730		20200730	
6. AUTHORITY FOR SHIPMENT		7. NUMBER OF RECORDS TRANSMITTED	
		2	
8. PERSON TO CONTACT (Name and telephone) SSG Smith, Jane 804-XXX-XXXX		9. REQUIREMENT CONTROL SYMBOL (AR 335-15)	
10. SHIPPED FROM CASCOM SGS		11. SHIPPED TO HHC	
		<input checked="" type="checkbox"/> RETURN RECEIPT REQUESTED (When box is checked, sign below and return copy to sender.)	
10a. TYPED NAME AND TITLE SENDER SSG Smith, Jane		11a. TYPED NAME AND TITLE OF RECEIVER SGT Doe, Jennifer	
10b. SIGNATURE OF SENDER		11b. SIGNATURE OF RECEIVER AND DATE (YYYYMMDD) 20200730	
12. TYPE OF MEDIA TRANSMITTED			
<input checked="" type="checkbox"/> HARD COPY <input type="checkbox"/> PUNCHED CARDS <input type="checkbox"/> CASSETTES <input type="checkbox"/>			
<input type="checkbox"/> MICROFILM <input type="checkbox"/> PHOTO <input type="checkbox"/> FICHE <input type="checkbox"/>			
13. NUMBER OF BOXES (Packages)		14. NUMBER OF ITEMS	
15. METHOD OF SHIPMENT			
<input checked="" type="checkbox"/> COURIER <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> PARCEL POST <input type="checkbox"/>			
<input type="checkbox"/> EXPRESS MAIL <input type="checkbox"/> REGISTERED <input type="checkbox"/>			
16. SPECIAL INSTRUCTIONS			
17. TYPE COMPONENT USED (for magnetically recorded data)			
18. REMARKS SFC Doe, John - PCS MSM (SGS) administrative Actions Policy Letter # 20-08			

DA FORM 200, MAY 2013

PREVIOUS EDITIONS ARE OBSOLETE.

APO LC 11 03E11