



DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA, 23801-2102

CASCOM POLICY 21-16

ATCL-CG (100)

9 September 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command (CASCOM) Policy Letter - Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process

1. References:

- a. Army Regulation 40-400, Patient Administration, 08 Jul 14.
- b. Army Regulation, 40-501, Standard of Medical Fitness, 27 Jun 19.
- c. Army Regulation 350-1, Army Training and Leader Development, 10 Dec 17.
- d. Army Regulation 350-10, Management of Army Individual Training Requirements and Resources, 3 Sep 09.
- e. Army Regulation 600-8-8, The Total Army Sponsorship Program, 28 Jun 19.
- f. Army Regulation 600-20, Army Command Policy, 24 Jul 20.
- g. Army Regulation 600-85, The Army Substance Abuse Program, 23 Jul 20.
- h. Army Regulation 635-8, Separation Processing and Documents, 17 Sep 19.
- i. Army Regulation 635-40, Disability Evaluation for Retention, Retirement, or Separation, 19 Jan 17.
- j. Army Regulation 635-200, Active Duty Enlisted Administrative Separations, 19 Dec 16.
- k. TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Administration, 09 Aug 19.

2. This policy applies to all CASCOM organizations, on and off Fort Lee, and Fort Lee Garrison support agencies. CASCOM subordinate commanders at other installations will leverage their local garrison and garrison tenant support to execute this policy. Commanders will work with and through supporting organization command chains to ensure garrison support activities support policy execution.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command (CASCOM) Policy Letter - Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process

3. To support the manning needs of the Army, Fort Lee prepares and trains IET Soldiers through the Soldierization Process. Untimely Soldier departure processes and poor management increase our Hold-over and Hold-under population by adding un-resourced costs to the IET mission. To save resources and time we must expedite Soldiers departing to their follow-on assignment after graduation.

4. Hold-over and Hold-under populations are defined as:

a. Hold-over: IAW TRADOC Regulation 350-6, A Soldier who has not completed the reception process and cannot participate in his or her scheduled ATRRS reservation departure.

b. Hold-under: IAW TRADOC Regulation 350-6, A Soldier who arrives at a U.S. Army Training Center but does not have an ATRRS training reservation available at that location.

5. The CASCOM G-3/5/7 is the lead for establishment and over-sight of this policy. The CASCOM G-6 is responsible for the administration and maintenance of the CASCOM Student Training Load Dashboard.

6. CASCOM and Fort Lee Garrison will develop and implement the following standards in order to expedite Soldiers departing Fort Lee.

a. Training Brigades and Battalions will check Personnel Systems for assignment instructions (AI) 30-days prior to graduation date.

b. Training Brigades and Battalions will ensure Soldiers with OCONUS AI will begin their overseas departure processes immediately and synchronize with Military Personnel Division (MPD) and Installation Travel Office (ITO) for orders and tickets 14 days prior to graduation date.

c. The standard is for Soldiers to depart the installation within 72hrs of their graduation date.

d. Soldiers attending AIT courses that are 30-days from graduation or less will be the top priority for the MPD and ITO to start ticketing 14 days prior to graduation date. However, the ITO will continue to provide our sister Services and other agencies on Fort Lee appropriate support to ensure all student travel requirements are met.

e. Schools will update the CASCOM Student Training Load Dashboard by 1300hrs on normal training days.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command (CASCOM) Policy Letter - Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process

f. School leadership will support the Army Sponsorship program, while still supporting efforts to ensure AIT Soldiers depart on schedule. Exception to Policy (ETP) letters are authorized to ensure Soldiers meet item 5c above.

g. Separation actions for all Soldiers will be in accordance with (IAW) AR 635-200 and any other applicable separation provisions. Kenner Army Health Clinic (KAHC) will schedule Chapter Physicals for Soldiers within 24 hours for completion of DD Form 2808, Report of Medical Examination. Once the Company Commander notifies the Soldier that separation action has been initiated, the Soldier will be discharged within 30 calendar days IAW TRADOC Regulation 350-6.

(1) The training Brigades' Legal office will process completed chapter packets within 48 hours and notify Commanders when complete.

(2) The Trial Defense Service (TDS) will see separating Soldiers within 7-days of making an appointment. Unit commanders are responsible for making appointments within 24hrs.

(3) KAHC Behavioral Health Section will process DA Form 3822 within 3-days in support of Chapter 13 or 14 separations of AIT Soldiers.

(4) The Fort Lee Military Pay Office will schedule an out-processing appointment within 24 hours of Chapter notification from Commanders.

h. Interim Security Clearance adjudication for AIT Military Occupational Specialties will be processed by Training Brigade S-2 Sections upon arrival and IAW TRADOC Regulation 350-6 Table below:

27D Paralegal Specialist	Interim Secret required by Week 4
88N Transportation Management Coordinator	Interim Secret required by Week 1

i. IAW TRADOC Regulation 350-6, Interim Security Clearance adjudication for AIT Military Occupational Specialties listed below, if not initiated during Military Entrance Processing Stations (MEPS), Soldier will be processed into a Hold-under status and the Training Brigade S-2 Sections will begin security clearance process in accordance with CASCOM G32.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command (CASCOM) Policy Letter - Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process

89A Ammunition Stock Control and Accounting	Favorable T3 Investigation Adjudication
89B Ammunition Specialist	Favorable T3 Investigation Adjudication
94A Land Combat Electronic Missile Sys Repairer	Interim Secret required by Week 1
94M LPWS Radar Maintainer	Interim Secret required by Week 1
94P Army (MLRS) Repairer	Interim Secret required by Week 1
94S PATRIOT System Repairer	Interim Secret required by Week 1
94T Short Range Air Defense System Repairer	Interim Secret required by Week 1
94Y Automatic Test System Operator/Maintainer	Interim Secret required by Week 1

j. Unit Prevention Leaders (UPLs) will provide specimens to the Fort Lee Army Substance Abuse Program (ASAP) office within 24 hours of conducting a urinalysis. The Fort Lee ASAP office will process and mail out specimens within 24 hours of receipt from Fort Lee Schools and will forward positive test results to the respective commanders as soon as they are available at the web portal located at <https://iftdtl.amedd.army.mil>.

k. Airborne and Ranger Assessment and Selection Program (RASP) Liaison Officers (LNOs) will process AIT Declination Statements with MPD and update the Army Training Requirements and Resource System (ATRRS) within 24 hours for generation of new assignment instructions.

l. Training Brigades will ensure Contract and Airborne Volunteer Soldiers will schedule the Airborne Physical with KAHC upon arrival to Fort Lee. KAHC will return completed part one Airborne Physicals to the unit within 14 days and will schedule part two of the Airborne Physical.

m. The U.S. Army Medical Command standard for completing a Medical Evaluation Board (MEB) is 90 days. AIT Soldiers severely injured while at Fort Lee will be evaluated by MEB as defined in AR 40-400, and will be referred to a physical evaluation board as defined by AR 635-40. AIT Soldiers with multiple profiles for the same injury will be directed an MEB.

n. The Fort Lee Soldier For Life/Transition Assistance Program will provide counseling appointments for AIT Soldiers separating within 24 hours after being contacted via email usarmy.lee.id-training.mbx.fort-lee-tap-center@mail.mil or by phone (804) 734-6612 by the Soldier's Company.

o. KAHC and SJA will maintain best practice through continuous updates of medical evaluation and chapters and legal actions templates.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command (CASCOM) Policy Letter -
Initial Entry Training (IET) and Advanced Individual Training (AIT) Departure Process

7. This policy letter is effective until superseded or rescinded.

8. Point of contact for this action is the CASCOM G-3/5/7 at (804) 765-0302.

SIMERLY.MARK.T
HOMAS.112483599
9

Digitally signed by
SIMERLY.MARK.THOMAS.1124
835999
Date: 2021.09.09 11:33:21 -04'00'

MARK T. SIMERLY
Major General, U.S. Army
Commanding

DISTRIBUTION:
LEEKEY