

Administration

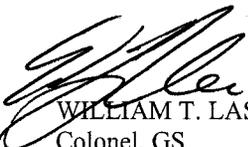
STAFF ADMINISTRATIVE PROCEDURES

Changes to this memorandum are not official unless they are authenticated by the Deputy Chief of Staff, G6, FORSCOM and the Secretary of the General Staff.

FOR THE COMMANDER:

OFFICIAL:

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FORSCOM Memorandum 1-11, Staff Administrative Procedures, dated 1 July 1998, is changed as follows:

1. Change paragraph 1-3e to read:

e. The DCG is the Deputy Commanding General and can act for the Commanding General. In the prolonged absence of the DCG, an Acting Chief of Staff (ACofS) can be designated with signature authority. This delegation will be in writing. Papers prepared for signature of the DCG will not contain the FOR THE COMMANDER authority line.

2. Change paragraph 2-6 to read:

2-6. Authorized Brief Group Addresses

a. **"Commanders, Major Subordinate Commands/Units Reporting Directly to FORSCOM"** identifies and provides distribution to commanders of First US Army; Third US Army; Fifth US Army; US Army Reserve Command (USARC); I Corps and Fort Lewis; III Corps and Fort Hood; XVIII Abn Corps and Fort Bragg; US Army Forces Southern Command (USARSO); 9th Signal Command; 32d AAMDC, Fort Bliss; National Training Center (NTC) and Fort Irwin; Joint Readiness Training Center (JRTC) and Fort Polk; 7th Trans Group, Fort Eustis; 36th Engr Group, Fort Benning; 49th QM Group, Fort Lee; 52d EOD, Fort Gillem, Air Traffic Services Command (ATSCOM) (Provisional), Fort McPherson.

b. **"Commanders, CONUSA"** identifies and provides distribution to commanders of First US Army and Fifth US Army.

c. **"Commanders, FORSCOM, with Installation Responsibilities"** identifies and provides distribution to FORSCOM commanders who also have installation command responsibilities. These commanders include I Corps and Fort Lewis; III Corps and Fort Hood; XVIII Abn Corps and Fort Bragg; 3d Infantry Division and Fort Stewart; 7th Infantry Division and Fort Carson; 10th Mountain Division and Fort Drum; 24th Infantry Division and Fort Riley; 101st Air Assault Div and Fort Campbell; NTC and Fort Irwin and JRTC and Fort Polk.

d. **"Commanders, All FORSCOM Troop Units"** identifies correspondence with intended distribution to all AC and USAR unit commanders. Distribution is to be down to company, battery, troop and detachment level. Forces Command Mail/Distribution Center will mail one copy of any memorandum with this address line to Commanders, Major Subordinate Commands/Units Reporting Directly to FORSCOM, and Commander, FORSCOM, with Installation Responsibilities

e. **"Commander, United States Army Reserve Command (USARC)"** identifies and provides distribution to all GOCOM and USARC controlled installation commanders.

f. "State Adjutants General" identifies and provides distribution to National Guard Units under their jurisdiction, District of Columbia, Puerto Rico, Guam, the US Virgin Islands, and the USA. One copy will be mailed to all state NG headquarters; however, these copies must be enveloped by proponent using FORSCOM Pamphlet 25-50 for addresses.

g. Address correspondence and messages concerning Reserve Components to CDR, USARC and functional staff agencies of the Army Staff, National Guard Bureau, and Office, Chief of Army Reserve, as appropriate.

h. Include Commanders, US Army Pacific (USARPAC), as well as Commanders, CONUSA, when addressing information and directive material to subordinate commands concerned with the Reserve Components. It is necessary to spell out the addresses of these commanders since there is no single term that covers them.

i. Correspondence addressed to Chiefs, Primary and Special Staff Agencies, includes the Secretary of the General Staff (SGS).

3. Changes to FORSCOM Form 99-E.

FORSCOM Form 99-E, available over FORSNET, has been changed to reflect the new Authorized Brief Group Addresses. In addition, the new Form 99-E reflects changes in the Army's reorganization as of 1 October 2002.

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(FORSCOM Memo 1-11)

INSTRUCTIONS

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TO Correspondence Distribution Center Room 155, Marshall Hall	FROM (Office, Action Officer & Tel No)	DATE REQUIRED
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_____ CG	_____ DCS, G1	_____ DCS, G8	_____ C, MIL HIST	_____ SWO	_____ SURG
_____ DCG/CS	_____ DCS, G2	_____ PM	_____ CPA	_____ SJA	_____ CHAPLAIN
_____ DCG, ARNG	_____ DCS, G3/5/7	_____ AG	_____ ACoS, USAR	_____ OTHER	_____ SGS
_____ DCG, USAR	_____ DCS, G4	_____ INTERNAL REVIEW	_____ ACoS, ARNG	_____ FAU CDR	_____ CRO
_____ CSM	_____ DCS, G6	_____ IG	_____ ENGR		_____ TOTAL

2. LIAISON OFFICERS	3. FORSCOM LIAISON OFFICERS TO
_____ ATSC (G3)	_____ DA (Pentagon)
_____ AMC (G4)	_____ USJFCOM (Norfolk)
_____ CANADA (G3)	_____ USNORTHCOM (Colorado Springs)
_____ GERMANY (G3)	_____ 3A/CFLCC (Kuwait)
_____ NORTHCOM (G3)	
_____ IMA CONOPS (G8)	
_____ USAF (G3)	
_____ DISA (G6)	
_____ DLA (G4)	
_____ DMA (G2)	
_____ FEMA (G3)	
_____ TRADOC TRNG SPT CTR (G3)	
_____ NSA (G2)	
_____ SCIENCE ADV (SGS)	
_____ TRANSCOM (G4)	
_____ USMC (G3)	
_____ JFCOM J4 (G4)	
_____ IMA (G1)	
_____ USAISSC (SSO)	
_____ 5th ARMY (G3)	
_____ ACA (G4)	
_____ NIMA/DMA (G2)	
_____ 3A/CFLCC	
_____ TOTAL	_____ TOTAL

4. COMMANDERS, MAJOR SUBORDINATE COMMANDS/UNITS REPORTING DIRECTLY TO FORSCOM

_____ First US Army, Ft Gillem	_____ I Corps & Ft Lewis	_____ 32d AAMDC, Ft Bliss	_____ 49th QM Group, Ft Lee
_____ Third US Army, Ft McPherson	_____ III Corps & Ft Hood	_____ NTC & Ft Irwin	_____ 52d EOD, Ft Gillem
_____ Fifth US Army, Ft Sam Houston	_____ XVIII ABN Corps & Ft Bragg	_____ JRTC & Ft Polk	_____ ATSCOM (Provisional), Ft McPherson
_____ US Army Reserve Command (USARC), Ft McPherson	_____ USARSO	_____ 7th Trans Group, Ft Eustis	
	_____ 9th SIG CMD	_____ 36th Engr Group, Ft Benning	_____ TOTAL

5. COMMANDERS, FORSCOM, WITH INSTALLATION RESPONSIBILITIES

_____ I Corps and Ft Lewis	_____ 101st Air Assault Division and Ft Campbell
_____ III Corps and Ft Hood	_____ National Training Center and Ft Irwin
_____ XVIII ABN Corps and Ft Bragg	_____ Joint Readiness Training Center and Ft Polk
_____ 3d Infantry Division and Ft Stewart	
_____ 7th Infantry Division and Ft Carson	
_____ 10th Mountain Division and Ft Drum	
_____ 24th Infantry Division and Ft Riley	
_____ TOTAL	

6. COMMANDERS, INSTALLATION MANAGEMENT REGIONS

_____ Northeast Region, Ft Monroe, VA
_____ Southeast Region, Ft McPherson, GA
_____ Southwest Region, Ft Sam Houston, TX
_____ Northwest Region, Rock Island Arsenal, IL
_____ Europe Region, Heidelberg,
_____ Pacific Region, Fort Shafter, HI
_____ Korea Region, Yongsan, Korea
_____ TOTAL

7.

MAJOR ARMY COMMANDS (MACOMs)

- | | |
|--|--|
| _____ Army Material Command (AMC) | _____ US Army Space & Missile Defense Command (SMDC) |
| _____ Army Test & Evaluation Command (ATEC) | _____ US Army Training & Doctrine Command (TRADOC) |
| _____ US Army Criminal Investigation Command (CID) | _____ US Army Corps of Engineers (USACE) |
| _____ Eighth US Army (EUSA) | _____ US Army, Europe (USAREUR) |
| _____ US Army Intelligence & Security Command (INSCOM) | _____ US Army, Pacific (USARPAC) |
| _____ US Army Military District of Washington (MDW) | _____ US Army Special Operations Command (USARSOC) |
| _____ US Army Medical Command (MEDCOM) | _____ US Military Academy (USMA) |
| _____ Military Traffic Management Command (MTMC) | _____ TOTAL |

8.

ADJUTANTS GENERAL, NATIONAL GUARD*

- | | | | | | |
|----------------------------|----------------|---------------------|----------------------|----------------------|---------------------|
| _____ Alabama | _____ Florida | _____ Louisiana | _____ Nevada | _____ Pennsylvania | _____ Virginia |
| _____ Alaska | _____ Georgia | _____ Maine | _____ New Hampshire | _____ Puerto Rico | _____ Washington |
| _____ Arizona | _____ Guam | _____ Maryland | _____ New Jersey | _____ Rhode Island | _____ West Virginia |
| _____ Arkansas | _____ Hawaii | _____ Massachusetts | _____ New Mexico | _____ South Carolina | _____ Wisconsin |
| _____ California | _____ Idaho | _____ Michigan | _____ New York | _____ South Dakota | _____ Wyoming |
| _____ Colorado | _____ Illinois | _____ Minnesota | _____ North Carolina | _____ Tennessee | |
| _____ Connecticut | _____ Indiana | _____ Mississippi | _____ North Dakota | _____ Texas | |
| _____ Delaware | _____ Iowa | _____ Missouri | _____ Ohio | _____ Utah | |
| _____ District of Columbia | _____ Kansas | _____ Montana | _____ Oklahoma | _____ Vermont | |
| | _____ Kentucky | _____ Nebraska | _____ Oregon | _____ Virgin Islands | _____ TOTAL |

9.

ARMY CONTRACTING AGENCY REGIONS

- _____ Northern Region Contracting Center, Ft Eustis
- _____ Southern Region Contracting Center, Ft McPherson
- _____ Small & Disadvantaged Business Utilization Office (SADBU), Southern Region Contracting Center, Ft McPherson
- _____ US Army Contracting Command, Europe (USACCE)
- _____ United Army Contracting Command, Korea (USACCK)
- _____ US Army, Pacific (USARPAC)
- _____ US Army, Southern Command (USARSO)
- _____ Info Tech, E-Commerce & Commercial Contracting Center, Ft Belvoir, (ITEC4)
- _____ **TOTAL**

10.

OTHER

- _____ Installation Management Agency (IMA)
- _____ Army Contracting Agency (ACA)
- _____ Network Enterprise Technology Command (NETCOM)
- _____ **TOTAL**

REMARKS

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