

Department of the Army
Headquarters, United States Army Forces Command
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FORSCOM Memorandum 1-11
Change 4

Administration
STAFF ADMINISTRATIVE PROCEDURES

Changes to this memorandum are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications and Computers, FORSCOM and the Secretary of the General Staff.

FOR THE COMMANDER:

OFFICIAL:

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//Original Signed//

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

Replace current paragraph 3-3 with the following:

3-3. Trip Book

When the CG, DCG, or CofS plan a visit to a unit/post, the SGS will task a directorate to put together a trip book for the trip.

a. The SGS tasker will specify a suspense (usually three working days before a trip) date for all input from the staff to be provided to the tasked directorate, give a brief description of the purpose of the trip, and indicate to whom information should be submitted. Unless stated otherwise, input is due electronically NLT 1200 on the suspense date to the POC in the tasked directorate. Negative responses are required.

b. Input must be issue-oriented. Background information should supplement issues. In addition to issues the FORSCOM staff generates, agencies should call their counterparts at the destination to request topics they plan to raise.

c. The tasked directorate will arrange the tasked input by issue rather than by staff sections. Staff directorates may submit voluntary information to keep the Command Group informed. This information will follow the specifically tasked issue.

d. The tasked directorate will provide a comprehensive executive summary for each trip book.

e. To ensure coordinated positions where there is staff overlap (budget, construction, personnel strength), the primary staff agency will consolidate and submit the inputs. For example, DCSRMS submits all resource management issues, Deputy Chief of Staff Logistics (DCSLOG) submits all logistic issues.

f. Either a KCI or a 10 Liner is acceptable as input from staff agencies. Both can be posted in an individual trip book.