



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

AMSAC-S

11 October 2010

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.1 –
Responsibility for Staff Actions

1. All staff actions forwarded to the Commanding General, Deputy to the Commanding General and Chief of Staff will be processed through the Secretary of the General Staff (SGS). The only exception is actions that the Command Group has instructed to be submitted directly to their offices.

a. All correspondence will follow the specific guidance contained in Army Regulation 25-50, Preparing and Managing Correspondence; and AMC Pamphlet 1-2, Staff Procedures, for preparation, coordination and submission of staff actions and correspondence.

b. Actions not specifically suspended through the SGS are expected to be completed within 14 days. However, if it is determined during these 14 days that the action cannot be completed, an interim reply will be provided to the originating office. The interim reply should, as a minimum, provide the date by which the action will be completed.

2. Our theme of responsiveness must be carried out in every way. Not only must we deliver materiel and services in the right quantities at the right time, etc., we must likewise be responsive/timely in our correspondence. Suspense dates must be met. The Commanding General's and the Deputy's calendars must be considered when their signatures/approvals are required. Suspense items should not be delivered for Command Group signature on the day suspended. If so, the action officer must be available to answer any questions that arise from the Command Group. In addition, administrative support must be available for any retyping that may be necessary.

3. This Policy Memorandum supersedes USASAC Policy Statement 101.1, 1 April 1990.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding