



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

REPLY TO
ATTENTION OF

12 August 2010

AMSAC-S

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

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.15 -
Coordination with the USASAC Security Office

1. The following requirements, documents, correspondence, etc., must be submitted to the appropriate USASAC Security Officer for coordination and/or necessary action:
 - a. All security clearance verifications.
 - b. All visit requests.
 - c. Building access roster requests.
 - d. Requests for Visit Authorization.
 - e. Electronic Personnel Security Questionnaire (e-QIP).
 - f. DD Forms 1610, Request and Authorization for TDY Travel of DOD Personnel (OCONUS travel only).
 - g. AMC Form 1297-R-E, Request for OCONUS Travel.
 - h. DD Form 2501, Courier Authorization.
 - i. In-processing and out-processing checklists.
2. Routing slips forwarding such documents must include AMSAC-S, Security. The appropriate security office will coordinate visit requests and building access and ensure applicable procedures are complied with.
3. Coordination of the above actions with the appropriate USASAC Security Officer is required to facilitate a smoother implementation of security requirements. Reasonable time for coordination must be allocated to provide for proper staffing within the chain of command. Use of email is encouraged when timeframes are short. Action Officers are not to affect coordination of the above items or actions with other Commands. The Security Officer must be aware of all security-related items affecting this Command.

AMSAC-S

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4. This Policy Memorandum supersedes USASAC Policy Statement 101.15, 30 October 2007.

A handwritten signature in black ink, appearing to read "Chris Tucker", written over the printed name.

CHRISTOPHER TUCKER
Brigadier General, USA
Commanding