



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

REPLY TO
ATTENTION OF

12 April 2010

AMSAC-CG

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

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 601.2 -
Commanding General's Calendar

1. When it is determined that the Commanding General's participation is required/desired in an event, coordination with the Aide-de-Camp and the Commanding General's Executive Assistant should commence at the earliest possible date prior to any commitment. When USASAC is the proponent agency for scheduling the event, this coordination must be made prior to any commitment to a given date. When requesting appointments within the Command Group, use the enclosed calendar request form. Appointments include briefings, updates, office calls, and any other Command related issue that requires Command Group attention.
2. If the Command Group is to be involved in any way, or if the AMC Command Briefing is to be presented, the Secretary of the General Staff will be included in the coordination process.
3. The appropriate action officer will ensure that all affected parties are notified immediately of any changes relative to the event.
4. All appointments require a read ahead and must follow the guidelines for preparing read aheads.
5. The objective of this policy is to ease planning and prevent conflicts.
6. This Policy Memorandum supersedes USASAC Policy Statement 601.2, 1 April 1990.

Encl


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding



**APPOINTMENT REQUEST
COMMANDING GENERAL**



THRU: AIDE DE CAMP
CHIEF OF STAFF

DATE: today's date

FOR: COMMANDING GENERAL

SUBJECT: Office Call w/MG Smith, XYZ Corp

DATE REQUESTED: 21-23 April

TIME:

PURPOSE / BACKGROUND: (Classified / Unclassified Explain why you want to schedule this meeting

TYPE OF MEETING: Courtesy Call / Information / Briefing / Demo

REQUEST FOR: CG _____ DEPUTY _____ CS _____ OTHER _____

LOCATION: Cmd Conf Rm Gift Exchange _____yes _____no

ATTENDEES: (list attendees)

POC NAME/PHONE NUMBER: Mr. Jones, 123-456-7890 (jones@mtgs.org)

RECOMMENDATION:

ACCEPT _____ REGRET _____ SEE ME _____

SEND: DEPUTY _____ CHIEF OF STAFF _____ DIRECTOR _____

COMMENTS:

ADMINISTRATIVE INFORMATION

DRESS:	CLASS A <input type="checkbox"/>	CLASS B <input type="checkbox"/>	ACU <input type="checkbox"/>	CIV CASUAL <input type="checkbox"/>
DRESS CONFIRMATION (DATE/POC): _____				

CONF ROOM:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
CLASSIFICATION:	UNCLASS <input checked="" type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
SUPPORT:	VTC _____	Powerpoint _____	
	Overhead Proj _____	Etc. _____	
ADV Copy of briefing provided helpdesk: _____			
HELP DESK NOTIFIED:	RSA <input type="checkbox"/>	FTB <input type="checkbox"/>	NCAD <input type="checkbox"/>
			DATE: _____
ROOM SET UP:	Podium <input type="checkbox"/>	Seating <input type="checkbox"/>	Flags <input type="checkbox"/>
			Etc. <input type="checkbox"/>

OFFICES NOTIFIED:	DATE NOTIFIED: _____				
RO-C <input type="checkbox"/>	RO-E <input type="checkbox"/>	RO-P <input type="checkbox"/>	RO-S <input type="checkbox"/>	PW <input type="checkbox"/>	SANG WFO <input type="checkbox"/>
PO <input type="checkbox"/>	RM <input type="checkbox"/>	IM <input type="checkbox"/>	PM <input type="checkbox"/>	IMO <input type="checkbox"/>	PAO <input type="checkbox"/>
SGS <input type="checkbox"/>	Protocol <input type="checkbox"/>	Legal <input type="checkbox"/>	SEC MGR <input type="checkbox"/>	HELPDESK: _____	

READ AHEAD REQ:
Foreign Visits – does individual speak English; will there be a translator? Will there be a gift exchange?

PREBRIEF REQUIRED: YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
DATE OF PREBRF: _____	TIME: _____ LOCATION: 224 _____ 227 _____

PROTOCOL NOTIFIED: YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
SUPPORT N/A	Escort _____	Parking _____
	Photographer _____	Gift Exchange YES <input type="checkbox"/> NO <input type="checkbox"/>
	Lunch Reservation _____	

TRANSPORTATION:	n/a		
DRIVER NOTIFIED:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE _____
	GOV <input type="checkbox"/>	POV <input type="checkbox"/>	OTHER _____
	DEP <input type="checkbox"/>	ARR <input type="checkbox"/>	RTN _____