



REPLY TO
ATTENTION OF

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

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 101.3 –
Coordination

1. Staff actions will be coordinated by action officers with all affected elements (internal and external) prior to forwarding actions for decision or approval to the Secretary of the General Staff (SGS).
2. Coordination is mandatory on all AMSAC Forms 1, USASAC Control and Routing Slip; and AMC Forms 356-R-E, AMC Control and Routing Slip. The action officer will ensure the annotation of each individual's typewritten or printed name, the date and the initials or signature of each individual are on the AMSAC Form 1 and the AMC Form 356-R-E.
3. Coordination is required to complete staff actions. Coordination is necessary to obtain the added perspective of the affected people and organizations. Insights and ideas gleaned through the coordination process add value and depth to staff work and contribute to a quality action. Reasonable time for coordination must be allocated to provide for proper staffing within an organizational element. Use of email is suggested when timeframes are short.
4. This Policy Memorandum supersedes USASAC Policy Statement 101.3, 1 April 1990.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding