

U.S. ARMY SECURITY ASSISTANCE COMMAND
5001 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22333-0001

USASAC POLICY STATEMENT NUMBER: 501.3

SUBJECT: Alternate Action Officers

POLICY: USASAC managers and supervisors will designate a capable action officer for periods when the assigned action officer is on leave, TDY or any other absences.

DISCUSSION:

a. The objective of this program is to provide a smooth and continued flow of work in the absence of the regularly assigned action officer. The alternate action officer will be kept informed on the status of work assignments and be able to knowledgeably answer questions, conduct briefings and make necessary changes to ensure work assignments and commitments are met on time and in a professional manner.

b. Each director will be responsible for assigning an alternate for each position and maintaining a listing of assignments. It will be the responsibility of the action officer to see that his/her alternate is kept up to date on the status of work assignments and be ready to "step in" in cases of scheduled/unscheduled absences.

PROPONENT AREA: Security Assistance Policy (Mission)

PROPONENT: AMSAC-MP-R

SUPERSESSSION: This Policy Statement supersedes Policy No. 501.3, 1 April 1990.

WILLIAM A. FITZGERALD, JR.
Major General, USA
Commanding

OFFICIAL:

DONALD B. UBER
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