



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-PO-OPS

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 1, Command Policy Memorandums

1. Reference AR 25-50, Preparing and Managing Correspondence.
2. This letter provides guidance and serves as the sample for the preparation and issuance of 26th Area Support Group Command Policy Memorandums.
 - a. Command Policy Memorandums will be issued to cover a policy that has not yet been issued in an authorized publication. Once the policy has been incorporated into a publication, the Command Policy Memorandums will be reviewed and a decision made to rescind or leave the policy memorandums in force.
 - b. Command Policy Memorandums can emphasize specific areas that may or may not be covered in Army, Army in Europe, Installation Management Agency (IMA) or other organization publications. The Memorandums may be issued as statements of policy concerning special-interest areas, such as equal opportunity or open door policy, when required by HQDA.
 - c. Command Policy Memorandums will be published in a consecutively numbered series, starting with 1. When memorandums in a published series are rescinded, the numbers of other memorandums in the series remains unchanged. The web site will show current policy numbers by memorandum title, date and proponent. ASG procedure memorandums will be numbered similarly, but will be suffixed with "A" to note their status as procedures, e.g., 1A, 13A, etc.
3. Policy preparation guidance is enclosed. Memorandums will be posted to the 26th ASG web site in PDF format. Policies bearing my signature will have no expiration date. They will be updated and replaced when necessary, and will become obsolete on change of command.

Encl
as

/s/
ROBERT C. RUSH, JR
Colonel, IN
Commanding

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Command Policy Memorandums, staff memorandum, informal memorandum: 26th ASG staff offices are responsible for developing, coordinating, and publishing policy. The Commander will sign Command Policy Memorandums. Proponents (staff elements, 26th ASG) will:

1. Recommend policy memorandums when directed by Army, Army in Europe, IMA or other references. Recommend other policy memorandums to implement requirements of immediate importance that will be directed by a later publication. Recommend policy memorandums in specific areas that may be covered in other publications but considered important enough to merit special attention or continual oversight. Policy memorandums will not duplicate other policies or information in higher-level publications.
2. Staff proponents will submit staff action summaries (SAS) to recommend Command Policy Memorandums. The SAS will transmit the recommended policy, prepared in memorandum format, prescribed by the above reference. Complete all coordination requirements before submission to the CS. The reference page(s) that support publication of the recommended policy will be included. Proponents will include the computer disk with the SAS and recommended policy memorandum on it.
 - a. Limit Command Policy Memorandums to 2 pages. The CS can approve exceptions.
 - b. Command Policy Memorandum format will always show references in the first paragraph (publication, title, date). Only the references listed in Army, Army in Europe, IMA and similar web sites, e.g., U.S. Army Publications Agency, will be used.
 - c. Command Policy Memorandums will show the proponent's office symbol below the DOD seal and not require a by-name POC. Proponent office telephone numbers, email, facsimile information can be inserted. Command Policy Memorandums will be prepared in Times New Roman font, 12-point, without the right margin justified
3. Staff proponents will not recommend publishing Command Policy Memorandums on subjects that may be more suitable for issue as a **staff memorandum (figure 1)**, e.g., short term/permanent requirements, etc. Staff memorandums covering specific topics or areas will show that they will expire one year from the date of issue. They will be numbered and signed by the CS.
4. Internally generated staff policies will be issued as **informal memorandums (figure 2)**, printed on plain bond paper, be numbered and expire one year from issue date. Proponents issuing informal memorandum policies will maintain record files to manage their use and ensure they remain relevant and current. Primary staff directors will sign their internally generated MFR. MFR for Special and Personal staff will be signed by the CS.

Enclosures
Figures 1-2, as



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AEUSG-LO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG S4/DOL Staff Memorandum 5, Procedure for Issue of Blocking and Bracing Materials

This memorandum expires one year from date of publication

1. Reference Memorandum, HQ, 21st TSC, AERLO-SPO, 20 May 2001, subject: BB&T Request Procedure.
2. This is a sample for the publication of a staff memorandum by the 26th ASG S4/DOL.
 - a. Staff memorandums may be issued for subjects that are short term or permanent requirements. They will be numbered and signed by the 26th ASG Chief of Staff.
 - b. At the staff level, memorandums are commonly used for the management of a functional area. Because staff memorandums are often published to addressees outside of the headquarters, 'REPLY TO ATTENTION OF' used to the right of the DOD seal is optional.
3. Staff memorandums can reflect office telephone numbers for coordination or contact purposes. Individual names will not be used.
4. The format for memorandums will comply with the provisions of AR 25-50, Preparing and Managing Correspondence.

FOR THE COMMANDER:

2 Encls

1. 21st TSC Memo, 12 Oct 02
2. BBPCT listing

XXXXX X. XXXXX
Chief of Staff

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AEUSG-AG

MEMORANDUM FOR Staff Members, 26th ASG S1

SUBJECT: Staff policy, submission of leave requests by S1 personnel

This memorandum expires one year from date of publication

1. This is a sample for the publication of an internal policy memorandum issued by the 26th ASG S1.
 - a. Format follows guidance provided at figure 2-15, page 23, AR 25-50, Preparing and Managing Correspondence.
 - b. Include a point of contact and telephone number in the last paragraph.
2. Prepare the informal memorandum on plain white paper, without letterhead.

XXXXX X. XXXXXXXX
S1

Figure 2, sample informal memorandum