

Department of the Army
Headquarters, U.S. Army
Field Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

AFSC Regulation 25-3

27 Apr 04

Information Management

COMMANDING GENERAL'S POLICY MEMORANDUMS

Applicability. This regulation applies to all US Army Field Support Command (AFSC) organizations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

Proponent. The proponent is the Asst Chief of Staff for Information Management, G-6. Users may send comments/recommendations to HQ AFSC(AMSFS-IMP), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail afsc-ofc-imp@osc.army.mil.

Distribution. Approved for electronic distribution from the Pubs Web page at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>.

Supersession notice. None.

FOR THE COMMANDER:


D. Scott Welker
Chief of Staff

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1. Purpose. Provide guidance and procedures for identifying, preparing, submitting, and managing Commanding General's Policy Memorandums (CGPMs), the medium the CG uses to issue personal direction on subjects of major significance and matters requiring consistent and uniform action throughout the headquarters (HQ) and/or command.

2. References.

- a. AR 25-30, The Army Publishing Program.
- b. DA Pam 25-40, Army Publishing: Action Officers Guide.
- c. AFSC Pam 25-2, AFSC/JMC Publications Guide.
- d. AFSC Form 1-2, Coordination, Control & Information Sheet.

3. Policies.

a. CGPMs provide a means for the CG to express support and provide broad guidance for important programs or issues affecting command missions and employees. While a CGPM provides the CG's intent, it does not provide detailed procedures for implementation.

b. AFSC CGPMs will generally encompass JMC, however, for unique policy situations that do not apply to the rest of AFSC, a JMC CGPM should be issued.

c. CGPMs should be worded to endure throughout the CG's tour.

d. HQ staff proponents will develop formal pamphlets, memorandums, regulations, etc., as governed by AR 25-30, if implementation guidance or procedures are necessary. These publications are posted on the command Pubs Web site at <http://www.osc.army.mil/im/rcdsmt/pubs.htm>.

e. The official posting for AFSC and JMC CGPMs will be on the CG's Web page at <https://www2.osc.army.mil/cg/cgpage.htm>. Users not on this domain must obtain the userid/password from their local Information System Security Officer to gain access.

4. Responsibilities.

- a. Proponents of CGPMs will:

(1) Prepare proposed CGPMs IAW paragraph 5, coordinate with other appropriate offices, then submit CGPMs to the command group for processing to the CG.

(2) Upon approval from the CG, promptly notify the workforce of the new/revised CGPM and its location on the Web. Generally, a simple e-mail introduction with a link to <https://www2.osc.army.mil/cg/cgpage.htm> is sufficient. When applicable, also indicate that a command publication addressing detailed policies, responsibilities, procedures, etc., is available from <http://www.osc.army.mil/im/rcdsmt/pubs.htm> or will be forthcoming. For forthcoming guidance, include the estimated date (NTE 4 months).

(3) Promptly submit revised CGPMs as changes occur and notify the Executive Officer when they become obsolete.

c. The AFSC Executive Officer will:

(1) Review proposed CGPMs for compliance with guidance herein then forward to the CG for signature.

(2) Add approved CGPMs to the CG's Web page at <https://www2.osc.army.mil/cg/cgpage.htm>.

(3) Return the approved original signature package to the proponent office. This will serve as notice that the CG has approved the policy.

(4) Conduct a bi-annual review to identify continued essentiality, updates required, etc.

(5) Provide a copy of existing CGPMs to new incoming CGs for review and provide a recommendation for retention or elimination. Upon assumption of command, provide the new CG an updated set of CGPMs for signature.

5. Procedures. Apply the following when preparing CGPMs:

a. Type on memorandum letterhead using New Times Roman/12pt/bold font. Generally, CGPMs will not exceed one page to include the signature block. The writing style should be active voice. Write concisely and clearly with the bottom-line first; avoid jargon. Spell out acronyms the first time used.

b. Identify in the first paragraph to whom the CGPM applies. For example: "This policy applies throughout AFSC and JMC," or "This policy applies to HQ AFSC and HQ JMC."

c. Normally include either "All AFSC/JMC Organizations" or "All HQ AFSC/JMC Organizations" on the "MEMORANDUM FOR" line, however, it may be appropriate to limit the distribution. Keep in mind that HQ AFSC/JMC refers to just the internal headquarters and AFSC/JMC refers to the total command to include all subordinate installations and organizations.

d. Identify a meaningful subject followed by a dash and AFSC (or JMC) Policy Memo # XX-X (the XX represents the series which proponents will select from DA Pam 25-40, Table H-1, at http://docs.usapa.belvoir.army.mil/jw2/xmldemo/p25_40/main.asp#tabH-1). The -X represents a sequential number which will be assigned by the Pubs Officer, AMSFS-IMP/x2884/susan.brown@us.army.mil.

Examples:

SUBJECT: Cell Phone Usage - AFSC Policy #25-1.

SUBJECT: Security Assistance Management - JMC Policy #12-1

e. Staff the proposed CGPM with appropriate organizations. If the CGPM will require additional manpower resources/funding upon implementation, include the G-8, Resource Management Directorate, Force Management Division (AMSFS-RMM). Summarize the resources/funding information on the AFSC Form 1-2. AMSFS-RMM will review and provide appropriate recommendations to the CG.



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND
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ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

AMSFS-CG

SAMPLE

DO NOT DATE

MEMORANDUM FOR All HQ AFSC & HQ JMC Organizations

SUBJECT: Information Technology Services - AFSC Policy #25-1

1. This policy applies to HQ AFSC and HQ JMC organizations.
2. It is my policy that the G-6 Information Management Directorate, will manage all information technology services in support of HQ AFSC and HQ JMC. This includes etc...
3. The POC is Name, AMSFS-IM, DSN 793-1234, full e-mail.

JEROME JOHNSON
Brigadier General, USA
Commanding

Figure 1. Sample AFSC CG Policy Memo