DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO ATTENTION OF:

EANC-GO-O

2 7 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #16 - 19th TSC Tasking Policy.

1. REFERENCES.

a. 19th TSC Regulation 10-10, Organization and Functions Manual, dated 1 February 1999

b. FM 7-0, Training the Force, dated 21 October 2002

c. FM 25-101, Battle Focused Training, dated 30 September 1990

d. Eighth US Army Command Policy Letter #32 - Mission Support Taskings, Undated

2. PURPOSE. Effective immediately, this policy is in effect for requesting, supporting, and administering unit, personnel and equipment taskings.

3. APPLICABILITY. The policies and procedures contained in this memorandum apply to all activities and units assigned, attached or under the operational control (OPCON) of 19th TSC.

4. GENERAL POLICY. Assistant Chief of Staff, G3 Operations Division is the G3 executive agent for taskings in 19th TSC. G3 Operations Division will receive, evaluate and validate all tasking requests, then task appropriate units to fill tasking requirements.

5. SPECIFIC POLICIES.

a. Types of Taskings.

(1) 19th TSC Resourced Taskings. These are taskings that are generated by a MSC that are beyond the requesting units capabilities, but can be resourced within 19th TSC. Requests for these taskings are submitted to G3 no later than 45 days before the support is required.

(2) Eighth US Army/USFK Taskings. These are taskings that are generated by 19th TSC or a MSC but cannot be provided from resources within the command and must be resourced from other units within Eighth US Army or USFK. Units must submit requests for Eighth US Army/USFK support to G3 Operations no later than 45 days before the support is required per reference d.

(3) Late Taskings Requests. Late taskings are those requested less than 45 days prior to the required date. Requests for tasking must be accompanied by a memo signed by the MSC Group Commander or Deputy Commander explaining the reasons for submitting the request inside the 45-day support window. Additionally, the memo must contain an impact statement explaining the effects if the support is not received. The ACofS, G3 approves requests for late tasking support.

b. Tasking requirements will be filled from internal unit resources before requesting external support. When support cannot be provided from internal resources, a formal request for support will be submitted through the appropriate Chain of Command to ACofS, G3 Operations IAW enclosure 1. G3 Operations will determine which unit to task based on the criteria listed in paragraph 5.h. below.

c. Tasking requests for training support should be submitted within the timelines for planning training as specified in FM 7-0 and FM 25-101.

d. G3 Operations will forward support requests to the appropriate unit or staff agency for execution.

e. If a unit cannot support a tasking, it must submit a request for relief memorandum through the ACofS, G3 to the Chief of Staff within five working days of receipt of the tasking. The request for relief memorandum must specifically address why the tasked unit cannot support the tasking and be signed by the MSC Commander or Deputy Commander. Authority to release a unit from a tasking is the Chief of Staff. Tasking remains in effect until the tasked unit is formally relieved via email or memo.

f. Equipment Taskings. When equipment is provided to fulfill a tasking, the supported and supporting units will conduct a joint technical inspection (TI) at the time the equipment is transferred. The supported unit will provide all organizational level maintenance and fuel for the equipment during the duration of the tasking. Supported units will return equipment not later than the date indicated on the tasking at which time a joint TI between the supported and supporting organization will again be conducted. All equipment repairs are the responsibility of the supported organization unless otherwise agreed upon in writing by the supporting unit.

g. Life Support/TDY Funding. The supported unit will provide life support for supporting personnel throughout the duration of the tasking. This support may include transportation to and from the supported site and necessary TDY orders and expenses.

h. Tasking Methodology. G3 Operations will task units and staff agencies based on the following considerations:

(1) Subject Matter Expertise

(2) Habitual Support Relationships

(3) Geographic Considerations

(4) Personnel Availability

i. Mission Support Guidance (Direct Support, General Support, Area Support).

(1) Routine customer support in an assigned support area should be requested from the Battalion/Group Support Operations section as appropriate and all requests within the mission capability of the supporting unit should be honored.

(2) In some cases, short notice requests may cause a supporting unit to have to reprioritize work, change a planned training schedule, or exceed its capability regardless of its area support responsibility. Requests of this nature will be passed higher to Group and only those requests that exceed the Area Support Groups capability should be forwarded to G3 Operations for resourcing.

j. Exercise Support. Exercise support will be assigned as specified tasks in Exercise Directives, FRAGOs and Operations Orders.

6. RESPONSIBILITIES AND PROCEDURES.

a. ACofS, G3.

(1) The executive agent for all taskings in the 19th TSC.

(2) Establishes 19th TSC tasking policies and procedures for requesting and resourcing taskings.

(3) Maintains a tasking log and assigns a control number to track taskings from receipt through completion.

(4) Issues taskings to subordinate units using the format in Encl 2.

(5) Submits request for support to Eighth US Army using the format in Encl 1.

b. Assigned, Attached and OPCON Units.

(1) Execute the policies and procedures specified in paragraph 5 above.

(2) When requesting external support, specify tasking requests for personnel by MOS and grade, and for equipment by type and nomenclature using EANC Form 271. Information on the request must include the details of the requirement to include the What, When, Where, Who, and Why (5Ws), in order to clearly articulate the support requirement.

(3) Requests for Mission support type taskings need include only a description of the mission requirements.

(4) Direct liaison is encouraged between supporting and supported units.

(5) Formal communications with G3 Operations concerning taskings will be conducted via e-mail in order to maintain a record of communications.

7. SUPERSESSION. This policy memo supersedes 19th TSC Policy Memo 1-00, 16 Jun 00.

8. POINT OF CONTACT. Major Saum, 768-6181 or LTC Bratina, 768-7717.

Jeanette K. Edmunds
JEANETTE K. EDMUNDS
Major General, USA
Commanding

2 Encls
1. EANC Form 271
2. EANC Form 270

DISTRIBUTION:
A

19th Theater Support Command Request for Support

Request for Support#:

Request To:

Date:

Start/End Dates:

Unit(s) Supported:

Location:

Subject:

Equipment:

Personnel:

Mission:

Remarks:

Supported Unit POC:

19th TSC G3 POC(s):

//OFFICIAL//
RONALD V. ROBINSON
COL, GS
ACofS, G3

19th Theater Support Command Taskings

Task#:

EUSA#:

Date

Start/End Dates:

Unit(s) Tasked:

Location:

Suspense:

Subject:

Equipment:

Personnel:

Mission:

Remarks:

Supported Unit POC:

19th TSC G3 POC(s):

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