



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF

APAJ-GC-O

19 AUG 2015

COMMAND POLICY MEMORANDUM 15-18

FOR SEE DISTRIBUTION

SUBJECT: US Army Japan (USARJ) and I Corps (Forward) (ICF) Orders Submission Policy

1. References.

- a. Army Doctrine Publications 5-0, The Operations Process, 17 May 2012.
- b. Army Tactics, Techniques, and Procedures (ATTP) 5-0.1, Commander and Staff Officer Guide 14 September 2011.
- c. Army Doctrine Publications 6-0, Mission Command, 17 May 2012.
- d. Army Doctrine Publications 7-0, Training Units and Developing Leaders, 23 August 2012.

2. Purpose. The purpose of this policy is to establish protocols and standards for taskings submitted inside the eight (8) week training lock-in window.

3. Applicability. This policy applies to all USARJ/ICF primary staff, special staff, subordinate units, tenant units, and organizations.

4. General.

a. Organizations, tenant units, USARJ/ICF primary staff, special staff and subordinate units submit requests for Tasking Support/Operation Orders (OPORDs), Fragmentary Orders (FRAGOs), Exercise Orders (EXORDs) and Warning Orders (WARNOs) to USARJ G-3 current operations (CUOPS) for staffing and publication NLT eight weeks prior to the execution date. Requests submitted within the eight week window require approval by the USARJ/ICF Commanding General (CG).

b. Requests for Tasking Support/Orders will be submitted through the USARJ/ICF SharePoint Portal under **Common Links / e-Tools we use in Japan / Tasking Support Request**. <https://army.deps.mil/Army/CMDS/USARJ/SitePages/CmnLnks.aspx>

c. Any request for Tasking Support/Orders submitted within eight weeks prior to execution date require a justification to the USARJ/ICF CG. See Enclosure - Justification for late submission of tasking support request.

5. Requirements.

a. Any Tasking Support/Order requests submitted within the eight week lock-in window that affect unit training calendar events require approval by the CG. Approval/disapproval will be provided to the requesting agency for action as appropriate.

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b. Tasking Support/Order request for information only submitted within the eight week lock-in window do not require approval by the CG.

6. Responsibilities.

a. All USARJ/ICF staff, special staff, subordinate units, tenant units, and organizations:

(1) Any tasking support request that affect unit training calendar events within the eight (8) week training lock-in window must have the USARJ/ICF CG approval. It's the responsibility of the Office of Primary Responsibility (OPR) to get approval prior to submission of the request.

(2) The OPR is responsible for development of any draft order for submission to USARJ/ICF G3 CUOPS. The OPR must list POC information (email and telephone number).

(3) The OPR will staff the order thru their directors, deputy directors and any affected units.

(4) The OPR is responsible for maintaining accountability of all assigned tasks delegated within their respective Tasking Support/Order and will resolve all issues identified during the staffing process.

b. G-3 CUOPS.

(1) Review and process all tasking support request submitted thru the SharePoint Portal to ensure compliance with this policy.

(2) Publish and distribute completed orders via email.

(3) Publish a copy of all completed orders on the SharePoint Portal under the Principal Staff G-3 Operations Division (G-3 OPS Orders Library).

7. The point of contact for this memorandum is Mr. Jesse Adams III, Operations Specialist USARJ/ICF G-3 CUOPS, DSN: 315-263-5819, e-mail: jesse.adams9.civ@mail.mil.

Encl
Justification Letter


JAMES F. PASQUARETTE
MG, USA
Commanding

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LETTER HEAD

REPLY TO
ATTENTION OF

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Date

MEMORANDUM FOR Commanding General USARJ/ICF Unit 45005, APO AREA
PACIFIC 96343-5005

SUBJECT: Justification for Late Submission of Tasking Support Request.

1. Purpose: To obtain the USARJ/ICF CG approval or disapproval of the attached late tasking support request.

2. Explanation/Reason the task is required:

3. What tasks have been coordinated if any:

4. Decision: The USARJ/ICF CG decision.

(a) APPROVED: _____.

(b) DISAPPROVED: _____.

5. The point of contact (POC) for this request is XXXXX, DSN: XXX-XXX, email address.

Signature Block