



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AREA PACIFIC 96343-5005

APAJ-GC-O

28 August 2018

COMMAND POLICY MEMORANDUM 18-14

FOR SEE DISTRIBUTION

SUBJECT: US Army Japan (USARJ) Orders Submission Policy

1. References.

- a. Army Doctrine Publication 5-0, The Operations Process, 17 May 2012.
- b. Field Manual (FM) 6-0, Commander and Staff Organization and Operations, 22 April 2016.
- c. Army Doctrine Publication 6-0, Mission Command, 17 May 2012.
- d. Army Doctrine Publication 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 week training lock-in window.

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

4. General.

a. Organizations, tenant units, USARJ 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 Commanding General (CG).

b. Requests for Tasking Support/Orders will be submitted through the USARJ G-3 CUOPS via email by the requestor/Office of Primary Responsibility (OPR) for review/publication.

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

#### 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.

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

#### 6. Responsibilities.

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

(1) Any tasking support request that affects unit training calendar events within the eight week training lock-in window must have the USARJ CG's approval. It's the responsibility of the 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 G-3 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 requests submitted via email 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 Common Links Published Orders Tab.

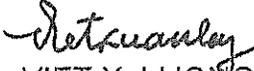
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c. In the absence of the CG, the USARJ Deputy Commander and Chief of Staff are delegated approval authorities for taskings/orders inside the eight week window.

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

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DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
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APO AREA PACIFIC 96343-5005

Office Symbol

Date

MEMORANDUM FOR Commanding General (CG), United States Army Japan  
(USARJ), Unit 45005, APO AP 96343-5005

SUBJECT: Justification for Late Submission of Tasking Support Request

1. Purpose: To obtain the USARJ CG's 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 CG decision.
  - a. APPROVED: \_\_\_\_\_
  - b. DISAPPROVED: \_\_\_\_\_
5. The point of contact (POC) for this request is XXXXX, DSN: XXX-XXX, email address.

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