



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-CG (25)

14 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 101 -- US Army Intelligence Center and Fort Huachuca (USAIC&FH)
Commander's Policy Memorandum Guidance

1. I will use policy memorandums to disseminate my personal policy or express my views on a specific subject. These memorandums are directive in nature; therefore, all USAIC&FH personnel must be aware of my policies.

2. Policy memorandums are used as a managerial tool to state my personal policy on an issue (such as open door policy, support of equal employment opportunity, etc.) that is continuous in nature. Organizational policy and operating procedures will not be accepted for publication as policy memos; they will be published in administrative publications (regulations, supplements, etc.).

3. Policy memorandums will be prepared and approved as follows:

a. The proponent will:

(1) Prepare the memorandum with a subject line beginning with "POLICY--" followed by the subject. Assign a Modern Army Recordkeeping System (MARKS) file number for general correspondence in the category best describing the subject matter, and place the MARKS number next to the office symbol below the Department of Defense seal.

(2) Coordinate proposed policy memorandum with any organization that may have a regulatory interest in the issue. Coordinate with the Staff Judge Advocate (SJA) before finalizing the document.

(3) Include as the final paragraph of the memorandum the office symbol, date and title of any memorandum to be superseded by the current version.

(4) Send the finalized memorandum forward for signature. Package will include a staff coordination sheet, an executive summary to provide background on the proposed policy, and hard and soft copies of the memorandum. At a minimum, coordinate the package with the SJA before submission.

b. The SJA will provide a legal review of the policy memorandum.

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c. The Directorate of Information Management will:

(1) Send an email to Installation Record Management coordinators to inform customers of the new policy letter, effective date, and superceding of previous policy instructions.

(2) Execute distribution of memorandum via electronic media.

(3) Maintain accessible copies of all current policy letters on the Fort Huachuca website and in public folders.

d. The Command Group will:

(1) Ensure proposed policy has been adequately staffed and is in the proper format.

(2) Ensure policy does not duplicate any existing directives.

(3) Add policy number to memorandum.

(4) Maintain the master index/repository and Cmd Grp public folder for all active policy letters.

(5) Maintain original signed document on file. The Secretary of the General Staff will provide copy with electronic signature to proponent and send final electronic document to ATZS-IMO-I, for posting to the web site.

4. The proponent for this subject is the Secretary of the General Staff, 533-1143

5. This memorandum supersedes USAIC&FH memorandum, ATZS-CG, 20 Dec 00, subject: POLICY 01-01 – U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) Commander's Policy memorandum Guidance.

///original signed///
JAMES A. MARKS
Brigadier General, USA
Commanding

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