



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-HRA

11 JAN 2010

MEMORANDUM FOR USAG FHL Soldiers and Civilians

SUBJECT: FHL Policy# 21, Publishing and Maintaining Policy Memorandums

1. REFERENCE. Army Regulation 25-50, Preparing and Managing Correspondence, dated 3 June 2002.
2. PURPOSE. To provide guidance to all U.S. Army Garrison (USAG) personnel on the writing, publishing and maintenance of USAG policy memorandums.
3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG FHL.
4. POLICY. All USAG policy memorandums will follow the format and staffing procedures set forth by this policy. The Director, Human Resources Division (DHR) will be responsible for publishing, distributing and maintaining the file of command policy memorandums applicable to USAG FHL. This responsibility has been delegated to the Chief, Administrative Services Division. These memorandums will be applicable to all personnel assigned to the USAG in Fort Hunter Liggett, Camp Parks, Moffett Field and BT Collins.
5. PROCEDURES.
 - a. All USAG policy memorandums written by Directorates and Special Staffs will follow the format and guidance contained in this memorandum. The office symbol will be the USAG proponent office that drafts the policy. During the drafting of a policy letter the proponent point of contact (POC), will contact the Chief, Admin Services who will verify with the proponent POC the policy title, proper format and assign the policy number.
 - b. The policy POC should be a position title rather than an individual's name. Font and page number will be in accordance with (IAW) the above referenced regulation. Policy memorandum/letter will be formally composed on USAG letterhead stationery. Respective directors will initiate and review policy letters as required, and serve as proponent for those which fall within their area of functional responsibility.
 - c. All draft USAG policy memorandums will be staffed through all appropriate directors, special Staff, Deputy Garrison Commander (DGC) and Deputy Commander (DC) utilizing the Staff Coordination, Approval and Routing Sheet (SCARS) (FHL Form 2-R) for comment and obtaining necessary concurrence. When deemed appropriate by the policy proponent or when directed by the DGC, draft policies will also be staffed through IMCOM-W. Recommendations not incorporated into the policy should be discussed with the office making the recommendation.

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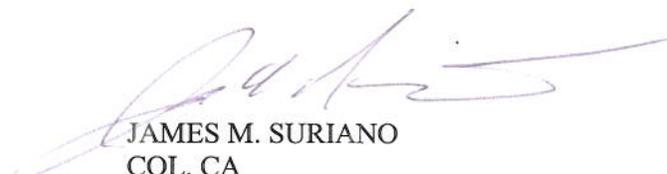
d. After the formal staffing process, the policy memorandum will be presented to the Commander's Executive Assistant for final review with the Chief, Admin Services prior to the Commander's signature. The original memorandum/policy letter will then be kept on file by the Commander's Executive Assistant and a copy given to DHR (ATTN: Chief, Admin Services) who will then send copies of the approved USAG policy memorandum to all Directors, Special Staff and Tenant units. All Directorates will post hard-copies of the policy letters in a centralized location at their workplace (ie. bulletin board) where all employees can access and/or view, particularly for those employees that do not have access to computers. Copies of all policies will also be posted on the FHL shared drive (DHR Share Point site) and the CSTC Website.

e. The USAG proponent of each published memorandum will periodically review their policy letters for compliance, accuracy and relevance annually and initiate changes as required. Any USAG employee, contractor or Soldier may submit recommendations for changes to any USAG policy memorandum, at any time, to the designated proponent of the policy memorandum.

f. USAG Directors, Special Staff and tenant unit Commanders will ensure all personnel are made aware of the USAG policies.

6. PROPONENT. The DHR is the proponent for this policy. POC is the Chief, Administrative Services at (831) 386-2609.

Encl



JAMES M. SURIANO
COL, CA
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-XXX

MEMORANDUM FOR USAG FHL Soldiers and Civilians

SUBJECT: FHL Policy#____, _____

1. REFERENCE.

a. List applicable references or see reference formats in AR 25-50, Preparing and Managing Correspondence, page 5, paragraph 1-31, 3 June 2002.

b. List Publications including number, title and date.

c. Correspondence includes type of correspondence, organization of origin, office symbol, date, and subject of the correspondence

2. PURPOSE. To provide guidance to USAG Soldiers and civilians on (policy title).

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and or under the operational control of USAG.

4. POLICY. What are the major contents of the policy letter you are conveying.

5. PROCEDURES. How will they do it or how will it be done or how will it be accomplished.
*(This paragraph may be omitted if it does not apply to specific policy being written).

6. PROPONENT. The (directorate office) is the proponent for this policy. POC is (position title of policy's point of contact) at (Area Code) XXX-XXXX.

JAMES M. SURIANO
COL, CA
Commanding