



REPLY TO
ATTENTION OF:

APVR-AG

7 July 2000

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preparation, Format and Use of USARAK Policy Statements (AG Policy #1-1)

1. Purpose: This memorandum delineates the procedure used to publish policy statements within USARAK.
2. General: USARAK policy statements are signed by the Commanding General, Chief of Staff, and primary or special staff officers. Policy statements are applicable to every soldier assigned or attached to USARAK. Permanent policy in USARAK includes USARAK regulations, circulars, pamphlets and policy statements.
 - a. All SOPs/MOIs will have assigned policy statement numbers. One-time events, projects or information papers are published as such. The responsible staff principal will approve temporary MOIs or information papers and will include an expiration date.
 - b. USARAK Policy Statements:
 - (1) Commanders at all levels will maintain a USARAK policy statement file. Company/troop/battery commanders will maintain, in a three ring binder, one copy, numbered sequentially, of each USARAK policy statement. USARAK policy statements requiring permanent posting on unit bulletin boards will indicate this requirement within the policy statement.
 - (2) Each incoming soldier to a company/troop/battery will read the unit's USARAK policy statement file as part of his/her inprocessing within 14 days of arrival to the unit.
 - (3) Upon receipt of a new or revised USARAK policy statement, company/troop/battery commanders will ensure the new policy or change is disseminated to members of their command.
3. Follow these steps to publish a USARAK Policy Statement:
 - a. Proponents will ensure that necessary coordination was completed among the staff and units before submitting a completed policy statement to the DCSPER for updating the USARAK master policy statement file. Proponents will research the topic and review previously published procedural and policy documents. Staffing procedures are governed in USARAK Reg 25-50. Proponents will use AR 25-50, Preparing and Managing Correspondence, as a guide to lend administrative uniformity to the format of the policy statements and staff USARAK policy statements using USARAK Form 407, Staff Summary.
 - b. Members of primary and special staff normally prepare policy statements. In doing so the policy statements will have a policy number as part of the subject line.

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c. The Commanding General, Chief of Staff, or responsible staff principal will sign or approve a policy statement for implementation only after 3a and 3b is completed.

d. Submit proposed changes to existing USARAK policy statements through the DCSPER in the same manner described in paragraph 3a and 3b above.

4. Policy statements signed by the Commanding General or Chief of Staff are numbered sequentially. Policy statements signed by staff principals are identifiable by two numbers: a prefix which identifies the originating staff section; and a suffix, or sequence number, which identifies each policy letter published by that staff section. For example, the second policy statement written by the G-3 is numbered 3-2. Staff section prefix numbers are as follows:

CG/CofS:	0	CSM:	8	IRACO:	16
AG:	1	SGS:	9	EEO:	17
SAFETY:	2	Chaplain:	10	DENTAC:	18
DPTSM:	3	Provost Marshall:	11	MEDDAC:	19
DOL:	4	PAO:	12	EO:	20
DPW	5	DRM:	13	FINANCE:	21
DOIM:	6	SJA:	14	Garrison Command:	22
DCA:	7	IG:	15		

5. Policy Statements Maintenance. The DCSPER will maintain a complete copy of the USARAK master policy statement file. The DCSPER will also ensure that each USARAK policy statement is posted on the Network Neighborhood, computer name AG_admin_clk, folder USARAK Policy Statements. The USARAK Policy Statements Index is currently at the above location. The DCSPER will review the USARAK master policy statement file each month. The DCSPER, Admin will update this index monthly and will have the "as of date" indicated. An asterisk will identify all electronic policy statements. A double asterisk will identify all new and updated policy statements.

6. The point of contact for this memorandum is CPL Morales at 384-0998.

FOR THE COMMANDER:

MATTHEW A. RICHARDS
MAJ, GS
DCSPER

DISTRIBUTION:

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