



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON, FORT CAVAZOS  
1001 761ST TANK BATTALION AVENUE  
FORT CAVAZOS, TEXAS 76544-5002

AMIM-CAG-ZB (100)

MEMORANDUM FOR RECORD

SUBJECT: USAG Fort Cavazos Command Policies and Standing Operating Procedures (SOP)

1. Purpose. To clearly define and publish USAG Fort Cavazos Command Policies and assign Offices of Primary Responsibility (OPR) for them. This document also takes the remaining legacy policies from previous commands, assigns OPRs, and categorizes them as either programs or procedures.

2. Intent. My intent is to run the garrison through mission command empowering my ISDs/ISOs to draft and implement programs and policies for the benefit of Fort Cavazos Soldiers and Families.

3. Command Policies. The following ISDs/ISOs are responsible for drafting the following command policies/delegations/programs:

a. Executive Administrator

The Garrison Terms of Reference Open Door Policy

b. Equal Employment Opportunity Office

EO, EEO, Retaliation, Anti-Harassment, Reasonable Accommodation, Harassment Prevention and Response Program Policies  
Designation as Management Official Settlement of EEO Complaints Delegation

c. Directorate of Family, Morale, Welfare, and Recreation

NAF Hiring and Awards Delegation  
Donation Accountability Policy Delegation On-Post Private Organization Delegation  
ACS Programs (FAP, EFMP, FRP)

d. Directorate of Human Resources

Health Promotion and Suicide Prevention Policy

e. Directorate of Plans, Training, Mobilization and Security

Reserve Component Soldier Entitlements for Lodging-Policy  
OPSEC Policy

AMIM-CAG-ZB (100)  
SUBJECT: USAG Fort Cavazos Command Policies and Standing Operating  
Procedures

f. Directorate of Public Works  
Custodial Services Policy  
Environmental Policy  
Water Conservation Policy  
Real Property Facility Requirements

g. Sexual Harassment and Assault Response and Prevention Office  
SHARP Policy

h. Safety Office  
Safety Policy

4. Programs/SOPs. I will serve as the approval authority for all garrison-wide programs/SOPs. The following ISDs/ISOs are the OPR for the following programs/SOPs and will staff updates to this office as needed.

a. Executive Administrator  
Administrative SOP  
Fort Cavazos Garrison Onboarding Procedures  
Garrison Battle Rhythm

b. Directorate of Family, Morale, Welfare, and Recreation  
Installation Fund Raising Policy  
NAF Hiring Policy NAF Awards Program

c. Directorate of Human Resources  
Training and Development Program  
Employee Wellness and Civilian Fitness Program  
Civilian Awards Program  
Employee Death Reporting SOP

d. Directorate of Plans, Training, Mobilization and Security  
Serious Incident Reporting

e. Plans, Analysis, and Integration Office  
Interactive Customer Evaluation (ICE) Program Garrison Service Culture Program

f. Information Management Office  
Acquisition of IT Hardware, Software, and Services

AMIM-CAG-ZB (100)

SUBJECT: USAG Fort Cavazos Command Policies and Standing Operating Procedures

g. Resource Management Office

Fort Cavazos Installation Agreements

Garrison Hiring Program

Overtime - Compensatory Time


Telework Program

Defense Travel System Program Accretion of Duties

h. Safety Office

Deliberate Risk Management Program

5. The point of contact for this memorandum is the undersigned.



GRETA M. BUCCELLATO  
Deputy to the Garrison Commander