

DEPARTMENT OF THE ARMY  
Headquarters, U. S. Army Combined Arms  
Support Command and Fort Lee  
Fort Lee, Virginia 23801-6000  
Effective 5 Aug 2020

Combined Arms Support Command  
and Fort Lee Regulation 210-14

### **Installation Post Support**

**Purpose.** This regulation provides guidance and procedures governing requests for personnel and equipment support.

**Applicability.** This regulation applies to all Fort Lee units and activities.

**Scope.** To prescribe policies and procedures for requesting, providing, and coordinating personnel and/or equipment requirements in support of short duration mission(s). For purposes of clarification, this regulation encompasses Soldier, civilian and contract personnel tasking's, unless otherwise specified.

**Supplementation.** Supplementation of this regulation is prohibited. Submit recommendations for changes in writing to Operations Center, Directorate of Plans, Training, Mobilization and Security (DPTMS) using the Leewatch Mail Box (usarmy.lee.imcom.mbx.lee-leewatch@mail.mil).

#### **References:**

Army Regulation 5-9, Area Support Responsibilities, 16 October 1998.

Army Regulation 25-1, Army Information Technology, 25 June 2013

Army Regulation 600-8-105, Military Orders, 28 October 1994

Army Regulation 640-30, Photographs for Military Human Resources Records, 18 September 2008

Army Regulation 360-1, Army Public Affairs Program, 25 May 2011

TRADOC Regulation 500-2, Tasking's and Individual Augmentation Management, 28 December 2006

IMCOM OPORD 14-002 with FRAGO 1, Installation Management Command (IMCOM) Orders and Command Tasking Process (U), 23 January 14

This regulation supersedes CASCOM & FL Regulation 210-14, 12 Sep 2019.

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**Summary of Changes**

This revision, dated 5 Aug 2020

- Adds Weblink to Aviation Support Form (3, f).
- Updates Form in Aviation Support (Appendix A)
- Adds telephone numbers for TRADOC Band (Appendix A)
- Updates telephone numbers for VI support (Appendix A)

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**1. Policy.**

a. All requests for temporary personnel/equipment support are accomplished in accordance with (IAW) the provisions of this regulation. A matrix of organizations and forms to use for support requests is located in Appendix A.

b. Locally generated support requirements are submitted on Fort Lee Form 300-1 (Figure 1) by e-mail to [usarmy.lee.imcom.mbx.lee-leewatch@mail.mil](mailto:usarmy.lee.imcom.mbx.lee-leewatch@mail.mil) for personnel/equipment support, tactical vehicle support, driver support, and medical personnel support. Fort Lee Form 300-1 may be obtained in the DPTMS public folders or on the following web page <http://www.lee.army.mil/ioc/request.support.aspx>. Only electronic requests will be accepted at the leewatch email address. Tasking activities are conducted by the Operations Center, DPTMS between 0800 and 1600 Monday through Friday, excluding holidays.

c. All requests for Visual Information support are accomplished IAW the provisions of AR 25-1 and AR 640-30. Support requirements are submitted on the DA 3903 Work Request located at <https://www.vios-east.army.mil> or <https://vios-akoeast.army.mil>.

d. All requests must include a statement that the requesting unit does not have personnel or equipment to perform the mission and include an impact statement for non-support. The POC must have individual knowledge of the mission, and must include telephone and email contact information.

e. U. S. Army Reserve, Army National Guard, and ROTC (Reserve Officers' Training Corps) units submit requests for support in memorandum format to the Operations Center (IOC), DPTMS. The IOC prepares the Fort Lee Form 300-1 (Request for Support) and sends it G3 CASCOM for validation as required. Once tasked, the requesting unit coordinates directly with the supporting unit. G3 CASCOM Mail box is [usarmy.lee.tradoc.mbx.cascom-cuops@mail.mil](mailto:usarmy.lee.tradoc.mbx.cascom-cuops@mail.mil).

f. Submit TCFE Form 719 (Figure 2) directly to the Joint Base Langley-Eustis Mission Services Division for musical support as directed by TRADOC & FL Memo 220-90. Information for band support is located at <http://www.tradoc.army.mil/Organizations/TRADOC-Staff/TRADOC-Band/>

g. When using the Fort Lee Form 300-1 to request weapons support a minimum of three copies of DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) are required. Equipment support requirements will not normally exceed 72 hours on weapons for off post use.

h. Local community organizations requiring personnel and /or equipment forwards the request Fort Lee Form 727-1 (Figure 3) to the installation PAO (Public Affairs Office). The PAO authenticates such requests and forwards the Fort Lee Form 300-1 to Operations Center, DPTMS for tasking.

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i. When requesting government non-tactical vehicles, three copies of Fort Lee Form 580-E, Request for Motor Transportation (Figure 4) are submitted to the Transportation Division, Logistics Readiness Center (LRC) no later than three working days prior to required support date. Requesting activities must provide drivers or request drivers on Form 580-E and submit it to LRC.

**2. General.**

a. All units assigned to the Combined Arms Support Command (CASCOM), including Quartermaster School (QMS), Ordnance School (ODS), Transportation School (TCS), and Army Logistics University (ALU) submit requests through the CASCOM G-3.

b. All other tenant units and installation directorates submit requests directly to the Operations Center, DPTMS.

c. Requests for personnel, and/or equipment, must be received by DPTMS NLT 45 days prior to the support date. All requests submitted under the 45-day notification requirement must include the reason for the late submission in the justification, the impact of non-support, and signed by the first Colonel or GS-15 in the chain of command. Late requests are approved by the Director, DPTMS.

d. Requests for medical support are submitted NLT 60 days prior to the support date. Sixty-day notice is required to accommodate clinic scheduling.

e. Requests for Department of the Army photos, Head & Shoulder (Command) photos, are provided by the Fort Lee's DPTMS Photo Lab.

f. Support units/agencies unable to meet a specific tasking submit a Memorandum of Justification for Relief (signed by the first Colonel or GS-15 in the chain of command) to Operations Center, DPTMS within five working days of receipt of the tasking. The request for relief must fully justify the inability of the unit/agency to comply and outline the impact. A request for relief does not necessarily mean that relief is granted.

g. Tasking's are mandatory unless a written request for relief is approved by Operations Center, DPTMS.

**3. Administrative Instructions.**

a. The Operations Center, DPTMS is the Central Tasking Office (CTO) for Fort Lee.

b. G-3 CASCOM is the Central Requesting Office (CRO) for all QMS, ODS, TCS, and ALU tasking's.

c. LRC is the CTO for all non-tactical motor vehicle support.



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d. PAO is the POC for all civilian and non-government agencies requesting temporary use of Fort Lee assets.

e. IOC, DPTMS is the POC for all temporary support requirements not related to Total Army School System (TASS) for U. S. Army Reserve, Army National Guard, and ROTC units.

f. Operations Center, DPTMS is the CTO for aircraft support. DD Form 2768, Military Air Passenger/Cargo Request, <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2768.pdf> is used for this purpose and may be obtained online or from DPTMS Operations Division, Building 1107.

g. Submit all requests for installation facilities to the Operations Center, DPTMS.

h. Tenant activities are required to fill Military personnel on-post tasking's when mission requirements dictate.

#### 4. Responsibilities.

##### a. Operations Center, DPTMS.

(1) Reviews temporary personnel/equipment support requests for validity, determines the organization/activity that can best provide the support, and forwards approved requests to requesting and supporting units/agencies.

(2) Returns disapproved support requests to requesting unit/agency.

(3) Reviews impact statements when submitted by tasked units/agencies and determines priorities and/or further requirements as necessary.

(4) Establishes a numbering file to monitor individual requests for personnel/equipment.

(5) Forwards all late requests to the Director, DPTMS with a recommendation for support/non-support.

b. **Director, LRC.** Reviews temporary non-tactical government vehicle requests, determines validity, approves requests, and fills requirements; or returns disapproved requests to requesting agency.

c. **Chief, Public Affairs Office.** The PAO reviews requests Fort Lee Form 727-1 for civilian and nonmilitary temporary personnel/equipment for compliance with AR 360-1, Chapter 3. If requests are valid, PAO prepares and forwards Fort Lee Form 300-1 (containing the PAO point of contact and phone number) and the Fort Lee Form 727-1

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to Operations Center, DPTMS. All requests under 45 days are submitted to the Director, DPTMS for approval IAW paragraph 2.c. of this regulation.

d. **IOC, DPTMS.** Reviews U. S. Army Reserve, Army National Guard, and ROTC unit temporary personnel or equipment requests. Units which fall within Fort Lee's geographical support area (IAW Army Regulation 5-9) will submit requests by memorandum to IOC, DPTMS. IOC will then initiate a Fort Lee Form 300-1 to G3, CASCOM for validation as required.

e. **Requesting Unit/Agency.**

(1) Verifies personnel/equipment being requested is not available within requesting organization.

(2) Submits requirements on Fort Lee Form 300-1 to DPTMS NLT 45 days (60 days for medical in advance of required date) prior to required support date. Requests submitted inside the timeframe above must meet the requirements of paragraph 2.d. of this regulation.

(3) Telephonically confirms DPTMS receipt of all late tasking's.

(4) Ensures requests are submitted through higher headquarters or directorates as appropriate.

(5) Establishes coordination with supporting units/agencies once approved by the Operations Center, DPTMS. Direct coordination with the supporting unit is authorized, but requires Operations Center, DPTMS notification if original support requirements change.

(6) Notifies LRC, Transportation Motor Pool, of any problems or conflicts in conjunction with vehicle support requests.

(7) Ensures maximum use of support personnel/equipment and prompt release or return on completion of mission.

(8) Provides supervision, necessary tools, and transportation to and from the worksite.

f. **Support Unit/Agency.**

(1) Provides personnel and/or equipment, as directed, within capabilities.

(2) Immediately notifies intermediate headquarters and the Operations Center, DPTMS, as appropriate, if requested support is beyond the unit/agency capability.

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(3) Provides Operation Center, DPTMS with a POC and telephone number within five working days.

(4) Ensures the POC initiates direct coordination (telephonic) with the requesting unit/agency POC as soon as notified of requirement.

(5) Coordinates changes to original support with the requesting unit and notifies the Operations Center, DPTMS of changes.

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**Appendix A**  
**Matrix of Installation Support**

Type of Requirement	DPTMS	LRC	Band	PAO	VI	KAHC
Personnel	300-1					
Equipment	300-1					
Aviation Support	DD 2768					
Community Support				727-1		
Photo					DA 3903	
Transportation		580-E				
TRADOC Musical Support			TCFE Form19			
Medical Support						300-1

**Telephone Numbers:**

DPTMS Pers/Equipment/Aviation Support      734-1584/1586

Photo Lab      765-1192/734-3893

LRC Motor Pool      765-2276

TRADOC Band      757-501-6949/6967

Public Affairs Office      734-7451

KAHC PTM&S      765-3253



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**FIGURE 1**  
**REQUEST FOR SUPPORT**

<b>FROM:</b>	<b>THRU:</b>	<b>THRU:</b>	<b>TO:</b>
<b>PART I - TO BE COMPLETED BY THE REQUESTING ACTIVITY</b>			
<b>MISSION (justification):</b>			
<b>EXECUTION (describe how the support will be used):</b>			
<b>Person &amp; Place to Report:</b>			
<b>POC:</b>			
<b>Location:</b>			
<b>Personnel:</b>			<b>FROM (Date/Time)</b>
<b>Equipment (if needed):</b>			<b>TO (Date/Time)</b>
<b>Uniform:</b>			<b>CONTACT INFO:</b>
<input type="checkbox"/> OCP / ACU <input type="checkbox"/> Class A / B <input type="checkbox"/> Other _____			
<b>Name, Grade, &amp; Signature of Requesting Authority:</b>			
<b>PART II - TO BE COMPLETED BY DPTMS</b>			
<b>DATE REC'D</b>	<input checked="" type="radio"/> Approved (See 1) <input type="radio"/> Disapproved (See 2)	<b>LOG NUMBER</b>	<b>SUSPENSE</b>
			<b>THRU:</b> _____
			<b>TO:</b> _____
<p>1. Request is forwarded for action:</p> <p style="margin-left: 20px;">a. Direct coordination is required with the POC.</p> <p style="margin-left: 20px;">b. Tasked organization may telephonically verify intent to fill requirements; however, written verification must be received NLT established suspense date. This request will be considered final unless written request for relief is submitted. Full justification for relief must be attached to this form.</p> <p>2. Request is Disapproved Justification:</p>			
<b>Name, Grade and Title of Approving/Disapproving Authority</b>		<b>Signature of Approving/Disapproving Authority</b>	

**FORT LEE Form 300-1, OCT 2016**

FIGURE 2



### TRADOC Band Request Form

**IMPORTANT NOTE:**  
Please review TRADOC regulation 220-90. If your event meets the basic requirements for support, please complete this form. Submit all requests for *official events on Fort Eustis* on TCFE Form 719 to the Joint Base Langley-Eustis Mission Services Division, Current Operations Section (not directly to the TRADOC Band). Points of contact are Mr. Williams at 878-6880 or Ms. Cobb at 878-6087.

In accordance with TRADOC Regulation 220-90, all military requests must be submitted at least 90 days in advance of the requested performance date. Civilian requests must be submitted at least 120 days in advance of the requested performance date. Late civilian requests can still be submitted, but support is not guaranteed and all other requests will take priority.

Boxes outlined in red are required information. After you complete both pages of this request form, please save and email the form to [usarmy.jble.tradoc.lst.hq-tradoc-band-operations@mail.mil](mailto:usarmy.jble.tradoc.lst.hq-tradoc-band-operations@mail.mil). If you are unable to submit the form via email, please print and fax this form to (757) 501-6943.

Requestors may not receive an immediate response. Please contact the TRADOC Band Operations Office at (757) 501-6949 if you have not been contacted within 45 days prior to the requested performance date.




Date of event:	<input type="text"/>	Time of event (AM/PM):	<input type="text"/>	Event Location:	<input type="text"/>		
Name of event:	<input type="text"/>	Type of audience:	<input type="text" value="Civilian"/>	Performance length:	<input type="text"/>	Expected audience size:	<input type="text"/>
Requested musical ensemble:		Event description, type and amount of music:					
<input type="text" value="-- choose an ensemble --"/>		<input type="text"/>					
<a href="#">View Ensemble Requirements</a>							
Grade and rank of senior ceremony participants (not guests):	<input type="text" value="Civilian"/>	Rank / Title and name:	<input type="text"/>				
What security measures will be implemented?	<input type="text" value="-- choose type of security --"/>	Is admission charged for this event?	<input type="text" value="No"/>	Is this event a fundraiser?	<input type="text" value="No"/>		
Can you provide: Meals?	<input type="text"/>	Transportation?	<input type="text"/>	Lodging?	<input type="text"/>		

**IMPORTANT! REQUESTOR IS RESPONSIBLE FOR PROVIDING CHAIRS**

Please continue to page two

Reset Form

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 **U.S. Army Training and Doctrine Command Band**   
Located in the heart of America's Historic Triangle on Ft. Eustis, Virginia 

Point of contact name

Title

Organization

Address

City

State

Zip Code

Country

Phone number

Fax

E-mail

**Upon completion of request form, please save as PDF and email as an attachment to:**  
[usarmy.jble.tradoc.list.hq-tradoc-band-operations@mail.mil](mailto:usarmy.jble.tradoc.list.hq-tradoc-band-operations@mail.mil)

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FIGURE 3

<b>REQUEST FOR MOTOR TRANSPORTATION</b> (AR 58-1 & TM 38-800)		DATE: <input type="text"/>
TO: Transportation Motor Pool (TMP) ATTN: Dispatch Section Bldg 6270 Fort Lee, VA 23801-5174		FROM: (Name, Phone No. and Signature of Requestor) <input type="text"/>
DEPARTMENT <input type="text"/>	IAW WITH POI TRAINING <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>TRANSPORTATION SERVICE REQUIRED</b>		
DATE(S) AND TIME REQUIRED* <input type="text"/> <input type="text"/>	DATE AND TIME OF RETURN: <input type="text"/> <input type="text"/>	TYPE OF VEHICLE(S) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		DRIVER REQUIREMENTS <input type="checkbox"/> WITH DRIVER <input type="checkbox"/> WITHOUT DRIVER
REPORT TO: (User's name, Bldg # and Phone #) <input type="text"/>	DESTINATION: (Bldg, Street, etc.) <input type="text"/>	NO PASSENGERS <input type="text"/>
POD WAIVER REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		POD WAIVER ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>JUSTIFICATION</b>		
<input type="text"/>		
SIGNATURE OF AUTHORIZED UNIT TRANSPORTATION COORDINATOR:		<input type="text"/>
<b>FOR TMP USE ONLY</b>		
SIGNATURE & COMMENTS OF APPROVING OFFICIAL: <input type="text"/>		PRIORITY <input type="text"/>
<b>ORGANIZATIONS BUDGET INFORMATION</b>		
BUDGET POC: <input type="text"/>	PHONE NUMBER: <input type="text"/>	EMAIL: <input type="text"/>
WBS/MIPR NUMBER: <input type="text"/>		

FT LEE FORM 580-E  
Rev Sept 2018



FIGURE 4



## REQUEST FOR FORT LEE SUPPORT

All requests from the community for official military support, such as a customized Fort Lee Tour, Color Guard, military vehicle display, Speaker, Firing Detail, Chaplain, Culinary, Robotics, K9, etc., must be submitted 60 days prior to the requested event date to allow time for a legal review. Military-to-military requests must be submitted 45 days prior to an event.

Completed forms from the community may be emailed to [ArmyFortLee.PAO@mail.mil](mailto:ArmyFortLee.PAO@mail.mil) or faxed to (804) 734-7488. For questions, please call (804) 734-6893.

Event Title: _____
Coordinating Organization: _____
Type of Organization: <input type="checkbox"/> Civic <input type="checkbox"/> Non-Profit <input type="checkbox"/> Religious <input type="checkbox"/> Other: _____
Name of requestor: _____ Telephone: _____ Mobile: _____
Email (required): _____
DATE OF EVENT: _____ TIME OF EVENT: START _____ END _____
Event Purpose: _____
Event address & location inside facility: _____
_____ This an <input type="checkbox"/> indoor <input type="checkbox"/> outdoor event.
Support Requested (required): _____
_____
Expect # of attendees (required): _____ Event is free and open to the public: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sponsorship or fundraising part of this event in any way: <input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Uniform <input type="checkbox"/> Dress <input type="checkbox"/> Camouflage
<i>(If parking fees apply, organization coordinator must arrange free parking for support personnel. If meals or other provisions provided, please note in your email.)</i>
List other Armed Forces units requested to support this event: _____
_____
<b>If you would like to request the TRADOC military band, the form can be obtained from: <a href="https://www.tradoc.army.mil/Organizations/TRADOC-Staff/TRADOC-Band/">https://www.tradoc.army.mil/Organizations/TRADOC-Staff/TRADOC-Band/</a></b>

Upon approval, the requestor agrees to coordinate event details and rehearsals with Fort Lee personnel. The requestor understands that events outside the Fort Lee area may require funding for transportation, meals and/or lodging. The requestor recognizes that military commitments take priority in all cases and may preclude a previously confirmed appearance at an approved public activity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Emailing the form constitutes sender's signature and acknowledgement of all information above)*



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The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USACASCOM&FL, ATTN: Operations Center, DPTMS, Fort Lee, Virginia 23801.

FOR THE COMMANDER:

OFFICIAL:



KARIN L. WATSON  
COL, MP  
Garrison Commander

\\signed\\  
Carrie E. Meinzer  
Director, Human Resources