

Department of the Army
Headquarters, United States Army
Maneuver Support Center of Excellence
Fort Leonard Wood, Missouri 65473

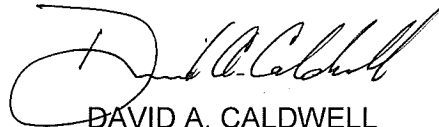
FLW Regulation 350-14

01 February 2019

TASKING

FOR THE COMMANDER:

OFFICIAL:



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History. This publication is being updated to reflect appropriate revisions to the Tasking procedures on Fort Leonard Wood (FLW), Missouri.

Summary. To regulation sets policies and procedures, assigns responsibilities, and provides guidance for tasking on FLW.

Applicability. This regulation is applicable to all United States Army Training and Doctrine Command (TRADOC), Installation Management Command (IMCOM), United States Army Forces Command (FORSCOM), and tenant units on FLW.

Proponent and execution authority. The Proponent agency of this regulation is the G33 refer to as G3 throughout this regulation.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MSCOE, (ATZT-CG), Fort Leonard Wood, MO 65473.

Distribution: Electronic medium only and posted on the Fort Leonard Wood website.

*This regulation supersedes FLW Reg 350-14, 3 June 2003

Summary of Changes

To

FLW Reg 350-14, Tasking

FLW Reg 350-14, 3 June 2003 has undergone changes.

- **UPDATE** data throughout FLW 350-14 Regulation to reflect changes to directorate's titles such as: "MANSCEN" **CHANGE** to MSCoE; "G-3/5/7" **CHANGE** to the G-3/DOTD; Directorate of Training Development "MEDCOM" **CHANGE** to GLWACH; "MILPO" **CHANGE** to MSCoE G-1; Director of Logistics to MSCoE G-4/ Logistics Readiness Center (LRC).
- Paragraph 6 modified email address to **CHANGE** from flweoc@wood.army.mil to address: https://army.deps.mi/army/cmds/TRADOC_TRADOCMSCOE/G3/g333/cto/Lists/CTO/CTO%20Home%20Home%20View.aspx.
- Paragraph 6b **CHANGE** title to read, "CTO Responsibilities" and **ADD** CTO procedures and responsibilities.
- Updates to Appendix A , References and Forms to **ADDED** the following: FM 60-0, Commander and Staff Organization and Operations, cited, in para 6e (1); TRADOC Regulation 500-2, Tasking and Individual Augmentation Management, and **DELETE** the following: Installation Logistics Support Plan, 4 June 1993; TRADOC Regulation 614-11, Tasking Individual Support Procedures for Active Component Installation and Activities, 26 Jan 99; FORSCOM Regulation 350-12, Procedures for Tasking and Support from Active Component Installation and Units, 1 NOV 9; Attachment #1, General provision, Intraservice Support Agreement, #W80YYC-92275.001, Cited in Part III; and FLW Regulation 350-6, Initial Entry (IET) Training Policies and Administration, 17 Jul 02.
- Updates to the Glossary **ADD/CHANGE/DELETE** the following: CHANGE IMA to IMCOM, Installation Management Command; **CHANGE** the following: DPTM to DPTMS, Directorate of Plans, Training, Mobilization and Security. **ADD** the following; USAG, United States Army Garrison; GLAWACH, General Leonard Wood Army Community Hospital, Directorate of Training Development (DOTD. **DELETE** the following: DD, Department of Defense; MILPO, Military Personnel Office; NWRO, Northwest Region Office (IMA); POTD, Plans, Operations, and Training Division.

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1. Purpose.

This regulation provide policies, responsibilities, and procedures for tasking all assigned, attached, or supporting units on Fort Leonard Wood (FLW).

2. References.

Required references and forms are listed in the Appendix A.

3. Explanation of acronyms and abbreviations.

Abbreviations and Acronyms used in this regulation are explained in the Glossary.

4. General.

a. HQ, MSCoE will support requests for assistance within its capabilities, resources, and mission requirements. The intent is to not task a unit or organization inside their near-term training management window.

b. Taskings are all requests for support of personnel and/or equipment from higher headquarters, the installation staff, major subordinate commands (MSCs), and other agencies from FLW. For the purpose of this regulation, an MSC is one of the three schools, MSCoE Noncommissioned Officer Academy (MNCOA), and the U.S. Garrison Command (USAG), FLW Taskings do not include:

(1) Post details (see FLW Reg 210-23).

(2) Table of distribution and allowances (TDA) augmentation (see AR 570-4).

(3) Support from Equipment Concentration Site (ECS) 66 or from the Transportation Motor Pool (TMP).

(4) Secretary of the General Staff (SGS).

c. Recurring taskings requirements, popularly known as “housekeeping” taskings, are captured on the installation recurring tasking matrix. The G-3/DOTD will send this matrix to all Commanders/Directors and their S-3/operations offices via email no later than 30 September each year. Additionally, the matrix will be published annually as an MSCoE Letter of Instruction or as part of the Annual Command Guidance. Requests for changes, additions, and/or deletions to the matrix will be coordinated with the G-3/DOTD Operations Office, with the final approval authority being the MSCoE G-3/DOTD.

d. When tasked, direct coordination between the tasked unit and the requesting organization is authorized and expected.

5. Responsibilities.

a. Chief of Staff (CoS).

- (1) Approval authority for all tasking requests inside a three - week window.
- (2) Arbitrates request for relief (reclamas) not resolved by the G-3/DOTD.

b. G-3/DOTD.

- (1) Oversees the tasking process on FLW.
- (2) Approval authority for all tasking requests inside a 45 working day window.
- (3) Coordinates taskings requiring senior personnel, COL/CSM/GS -15 or above, with MSCoE staff and MSCs.

- (4) Arbitrates reclamas processed through the CTO.

c. G3/DOTD, Central Tasking Office (CTO).

- (1) Operates as the single point of contact (POC) for all taskings on FLW.
- (2) Approval authority for all taskings requests outside 45 working days prior to execution. During times of deployment and mobilization, installation crisis as defined in the FLW Emergency Operations Plan (EOP), or other situations or projects defined by the G-3 or the Command Group, the CTO has verbal tasking authority by order of the Commanding General. Investigations, line of duty, survey, and casualty notification officers, VIP escorts and drivers required by Executive Services, taskings and deployments from higher headquarters (TRADOC, FORSCOM, or IMCOM) are also exempt from the approval authority windows.
- (3) Verifies pre-coordinated requests and assigns tasking numbers.
- (4) Maintains tasking records to ensure that each MSC receives an equitable share of all taskings. Provides monthly briefings of the status of taskings at the G-3/ BDE S-3 meeting and any other forums and meetings, as required.
- (5) Reviews and analyzes taskings and then makes support recommendations and/or reclamas to the G-3/DOTD before distribution.

d. MSCoE G-1.

- (1) Upon request, provides CTO personnel roster (personnel rollup) by unit, activity, grade, MOS, or skill to assist in finding support requirements.
- (2) Provides CTO with a monthly data query update of the number of personnel assigned to major subordinate commands by rank and MOS.

- e. MSCoE G-4 and/or Logistics Readiness Center (LRC).

Upon request, provides CTO with equipment roster (equipment rollup) by unit, activity, or type of equipment to assist in finding support requirements. Assists CTO in seeking source of supply as necessary.

6. Procedures.

The CTO will only accept tasking requests via SHAREPOINT to this address:

<https://army.deps.mil/army/cmds/TRADOC/TRADOCMSCOE/G3/g33/cto/Lists/CTO/CTO%20Home%20View.aspx>. Route all tasking message traffic through the CTO. If the CTO SharePoint is offline, send requests to the G-33 tasking action officer.

a. Requesting Organizations Responsibilities. Must provide the following information to the CTO:

- (1) What, where, when, why, and how long support is needed.
- (2) What transportation is required, if any.
- (3) What provisions are being provided for meals, if any.
- (4) Who, where, and when the supporting unit should report.
- (5) Source of funding to cover costs, if any, by the supporting organization.
- (6) Rank/MOS and how many personnel and/or pieces of equipment are required. State any special qualifications required.
- (7) Point of Contact from the Requesting Organization.

b. CTO Responsibilities. The CTO normally receives requests for support from TRADOC, FORSCOM, and IMCOM. After receipt and review, the taskings will be sent to MSCs. The following tasking procedures will apply:

(1) Personnel Taskings. The CTO evaluates the requirement, scrubs the personnel rollup, and eliminates all non- available personnel. To prevent over-tasking an organization, the CTO will identify previous taskings to ensure equitability across the installation. CTO will then e-mail the tasking or post the tasking to SharePoint, with the scrubbed matrix attached, to the operations office of the supporting organization.

(a) CONUS. CONUS taskings are mission and asset driven and are processed within three days of receipt. The date of the e-mail message is the tasking date. The tasked organization is responsible for complying with the tasking and/or providing justification statements for reclaims back to the CTO. Justification statements to support reclaims will be returned to the CTO with a standard name line (SNL) by the annotated suspense date on the tasking.

(b) OCONUS. OCONUS taskings are highly volatile and time sensitive. The CTO will establish suspense dates, which can be the same day the tasking is received. The intent is to notify affected individuals as early as possible in order to initiate Soldier readiness processing

(SRP), central issue facility (CIF) appointments, anti-terrorism and force protection briefings, passport processing, etc.

(2) Equipment Taskings. The CTO office will coordinate with the supporting organization and/or G4/LRC to ensure the resources are available prior to issuing the tasking. Property Book Officers will provide, upon request, listings of equipment for review by the CTO.

c. Supporting (tasked) Organizations Responsibilities.

(1) Submit the selected individual's SNL to the CTO on or before the assigned suspense date, regardless of any reclama submission.

(2) Establish a POC for the tasking. Notify CTO and supported organization of the name and phone number. Direct coordination with supported organization is encouraged.

(3) Submit requests for relief within five working days of receipt of a tasking or as annotated by the suspense date set by the CTO.

(4) Prepare DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to support a tasking requiring travel and forward to CTO for review. Forward a copy of the approved TDY orders to CTO on or before the suspense date.

(5) Brief personnel on provisions of TRADOC Reg. 350-6, Enlisted Initial Entry Training Policies and Administration prior to any tasking mission that involves contact with initial entry training (IET) Soldiers.

(6) The tasked unit, organization, or activity is responsible for its completion of the tasking unless officially relieved by the CTO.

d. Tasking Restrictions.

(1) HQ, FORSCOM taskings are filled using FORSCOM assets, when possible. HQ, TRADOC taskings are filled using TRADOC assets, when possible. Without prior approval, Major Army Command (MACOM) taskings will not be accomplished using another MACOM's assets. The CTO will coordinate the approval process.

(2) Commander, General Leonard Wood Army Community Hospital (GLWACH) is the approval authority for taskings that request GLWACH or MEDCOM assets.

(3) Commander, Fort Leonard Wood U.S. Army Garrison (USAG) is the approval authority for taskings that request USAG assets. Without prior approval, IMCOM taskings will not be supported by other MACOM assets. If there is a crossover requirement, the CTO will coordinate the requirement with the MSCoE G-3 and the Garrison Commander.

(4) 399th Army Band support. The CTO coordinates all external requests for the 399th Army Band support when not specified in an installation operation order (OPORD). The CTO will send a request for assessment to the band. The Band Commander will respond if they can accept the tasking or not. If accepted, the CTO issues a tasking to support. Graduation ceremony support is coordinated directly with Commander, 399th Army Band.

(5) Commandants, when tasked for branch specific personnel assigned to their proponent, can coordinate with the MSCoE G-3 to potentially fill the tasking with other branch specific personnel that are assigned to the MSCoE staff or to the MSCoE NCOA.

(6) To the extent possible, CTO will follow the priorities established in the Command Training Guidance (CTG) when selecting an organization to task. Taskings affecting Interservice Training Review Organization (ITRO) training will be coordinated with all impacted services.

e. Operation Orders (OPORDs). For units or organizations hosting major post-wide events and/or large events which affect multiple Schools or MSCs, an OPORD is the authorized tasking document.

(1) For school proponent or directorate initiated events, the school proponent or directorate hosting the event will prepare an OPORD in accordance with field manual (FM) 6-0, *Commander Staff Organization and Operations*. For other center-level installation events, the G-3 will normally prepare the OPORD. The CTO will include the requirement to prepare an OPORD in any tasking message for the event.

(2) The responsible unit will provide an initial draft OPORD to the CTO 120 days prior to the event, identifying requirements beyond their capabilities. The CTO will forward the OPORD to the G-3/DOTD who will assist the organization and review the OPORD.

f. Tasking Reclamas. In the event that a tasking is believed to be beyond the organization's capability, the organization will request relief from the CTO in writing. Attach SNL with reclama submission.

(1) Include impact on organization's mission. Impact must state in precise terms what missions will not happen as a result of the tasking. Statements such as "will cause a degradation in the quality of training" will not be accepted. Identify authorized, assigned, and unavailable strengths and reason, e.g., Authorized: 4, Assigned: 6, Unavailable: 3 (1-MMRB, 1-PCS, and 1-Flagged), Available: 3 (50% of assigned strength/25% of authorized strength).

(2) Return an updated matrix to justify inaccurate rollups (personnel or equipment) as appropriate.

(3) CTO will evaluate the reclama and immediately forward to the appropriate approval authority with recommendations.

(4) If the reclama is approved, CTO will e-mail a message relieving the tasked organization.

(5) If disapproved, the original tasking stands and the unit/organization will comply with the assigned suspense(s).

Appendix A References

Section I Required Publications.

AR 570-4

Manpower Management, cited in para 4b (2).

FM 60-0

Commander and Staff Organization and Operations, cited in para 6e (1)

FM 7-0

Training the Force.

FLW Reg 210-23

Post Details, cited in para 4b (1)

FLW Emergency Operation Plan.

Section II Related Publications.

TRADOC Regulation 500-2

Tasking and Individual Augmentation Management.

Fort Leonard Wood Memorandums of Understanding and Memorandums of Agreement.

Section III Referenced Forms.

DD Form 1610

Request and Authorization for Temporary Duty Travel of Department of Defense Personnel.

FLW Form 1416

Staffing Paper.

Glossary

AR

Army Regulation

CIF

Central Issue Facility

CoS or C/S

Chief of Staff

CTG

Command training guidance

CTO

Central Tasking Office

DOD

Department of Defense

DOTD

Directorate of Training Development

DPTMS

Directorate of Plans, Training and Mobilization and Security

ECS

Equipment concentration site

e.g.

for example

EOC

Emergency Operation Center

EOP

Emergency Operation Plan

FLW

Fort Leonard Wood

FLWEOC

Fort Leonard Wood Emergency Operation Center

FM

field manual

FORSCOM

United States Army Forces Command

GLWACH

General Leonard Wood Army Community Hospital

HQ

headquarters

IET

initial entry training

IMCOM

Installation Management Command

ISA

Intraservice Support Agreement

ITRO

Interservice Training Review Organization

MACOM

Major Army Command

MSCoE

Maneuver Support Center of Excellence

MEDCOM

Medical Command

MNCOA

MSCoE Noncommissioned Officers Academy

MOS

Military Occupational Specialty

MSC

Major Subordinate Command

NCOA

Noncommissioned Academy

OPORD

operation orders

POC

point of Contact

RECLAMA

request for relief

REG

regulation

SRP

Soldier Readiness Processing

SNL

standard name line

TDA

Table of Distribution and Allowances

TDY

Temporary duty

TMP

Transportation Motor Pool

TRADOC

Training and Doctrine Command

USAG

United States Army Garrison

VIP

very important person