Headquarters
United States Army Europe and Seventh Army
United States Army Installation Management Command
   Europe Region
Heidelberg, Germany

Army in Europe
Regulation 10-3-1

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Organizations and Functions

IMCOM-Europe Taskings

For the Director:

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Chief of Staff

Official:

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   Document Management

Summary. This regulation prescribes policy for requesting, approving, issuing, and responding to taskings in IMCOM-Europe.

Applicability. This regulation applies to IMCOM-Europe staff offices, United States Army garrisons, tenant units, and other organizations under the operational control of IMCOM-Europe.

Supplementation. Organizations will not supplement this regulation without IMCOM-Europe (IMEU-OPD) approval.

Forms. This regulation prescribes AE Form 10-3-1A. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of the processes prescribed by this regulation must be identified, maintained, and disposed of according to AE 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at *https://www.arims.army.mil*.

Suggested Improvements. The proponent of this regulation is IMCOM-Europe (IMEU-OPD, DSN 370-7434). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-OPD), Unit 29353, Box 200, APO AE 09014-0200; or by e-mail to: taskings@imcom-europe.army.mil.

Distribution. C (AEPUBS).

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1. PURPOSE

This regulation prescribes policy, procedures, and responsibilities for tasking IMCOM-Europe staff offices and United States Army garrisons (USAGs). It also explains the policy, procedures, and responsibilities by which tenant organizations will be tasked by IMCOM-Europe staff offices and USAGs.

2. REFERENCES

a. Publications.

(1) AR 11-6, Army Foreign Language Program.

(2) AR 220-90, Army Bands.

(3) AR 614-11, Temporary Duty (TDY).

(4) AE Regulation 1-10, Staff Procedures.

(5) AE Regulation 10-3, Taskings.

(6) AE Regulation 220-90, USAREUR Band and Chorus.

b. Forms.

(1) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(2) AE Form 1-10A, Staff Action Summary.

(3) AE Form 1-10C, Executive Summary (EXSUM).

(4) AE Form 10-3-1A, IMCOM-Europe Tasking Request.

(5) AE Form 220-90A, USAREUR Band and Chorus Performance Request.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary explains abbreviations and terms.

4. RESPONSIBILITIES

    a. Director, IMCOM-Europe. The Director, IMCOM-Europe, will be the approval and release authority for the following:

        (1) All IMCOM-Europe operation orders (OPORDs), warning orders (WARNOs), and fragmentary orders (FRAGOs).

        (2) IMCOM-Europe responses to USAREUR Staff Action Tasking System (USATS) taskings (AE Reg 1-10, para 9).

    b. Deputy Director, IMCOM-Europe. The Deputy Director, IMCOM-Europe, will be the alternate approval and release authority for IMCOM-Europe responses to USATS requirements.

    c. Chief of Staff (CofS), IMCOM-Europe. The CofS will be the—

        (1) Alternate approval and release authority for IMCOM-Europe responses to USATS requirements in the absence of the Deputy Director.

        (2) Executive agent for IMCOM-Europe taskings.

        (3) Approval authority for short-notice operational taskings (para 5b) and late nonoperational-support taskings (para 6c).

    d. Chief, Operations Division (OPD), IMCOM-Europe. The Chief , OPD, will—

        (1) Control and manage taskings.

        (2) Review operational taskings, make recommendations to the CofS, and approve or disapprove (on behalf of the CofS) operational taskings that are received 35 or more calendar days before the required execution date.

        (3) Review and approve or disapprove nonoperational-support taskings that are received 45 or more calendar days before the required execution date.

        (4) Evaluate nonoperational-support taskings that are received less than 45 calendar days before the required execution date and approve or disapprove them on behalf of the CofS.

        (5) Submit recommendations to the CofS on contentious and nonoperational taskings that are received 35 or fewer calendar days before the required execution date.

        (6) Be the approval authority for late USAREUR Band and Chorus requests (para 6d).

    e. Chief, Operations and Mobilization Branch (OPD-O), Operations Division, IMCOM-Europe. The Chief, OPD-O, will—

        (1) Receive, review, and release all OPORDs and tasking orders (TASKORDs).

(2) Review OPORDs and TASKORDs from higher headquarters and make appropriate recommendations on them to the Chief, OPD.

(3) Determine whether or not assets needed to complete the requirements of the tasking are available and, if available, coordinate them.

(4) Make recommendations on all operational taskings.

(5) For taskings coordinated by other agencies, conduct the first coordination with subordinate and lateral operations offices.

(6) Issue WARNO messages when appropriate to ensure units have the maximum available planning time.

(7) Control and file records of all WARNOs, FRAGOs, and OPORDs, and OPORD numbers issued by IMCOM-Europe.

(8) Coordinate taskings and requests for support with members of HQ USAREUR/7A and IMCOM-Europe staff offices according to staff areas of responsibility (AORs) (AE Reg 10-5).

(9) Coordinate with HQ USAREUR/7A and HQ IMCOM-Europe staff offices, USAGs, and organizations affected by taskings or requests for support, and issue WARNO messages when appropriate.

f. Central Taskings Office (CTO), Operations Division, IMCOM-Europe. The CTO will—

(1) Receive, coordinate, and prepare nonoperational-support, band-and-chorus, and operational individual augmentation (IA) taskings.

(2) Review tasking requests received at least 45 calendar days before the required execution date and recommend approval or disapproval to the Chief, OPD, and Chief, OPD-O.

(3) Determine whether or not assets needed to complete the requirements of the tasking are available and, if available, coordinate them.

(4) Make recommendations on nonoperational-support taskings.

(5) For taskings coordinated by other agencies, conduct the first coordination with subordinate and lateral operations offices.

(6) Issue WARNO messages when applicable to ensure units have the maximum available planning time.

(7) Request late-tasking approval through the Chief, OPD-O, or Chief, OPD.

(8) Attend the USAREUR G3 Central Tasking Branch (CTB) quarterly tasking conference; then provide an executive summary (EXSUM) (AE Form 1-10C) to the Chief, OPD, and Chief, OPD-O.

(9) Attend the monthly executive officer breakfasts hosted by the Secretary of the General Staff, HQ USAREUR/7A; then provide an EXSUM to the Chief, OPD, and Chief, OPD-O.

(10) Keep records of all TASKORD messages issued by HQ USAREUR/7A.

(11) Coordinate taskings and requests for support with members of HQ USAREUR/7A and IMCOM-Europe staff offices according to staff AORs.

(12) Coordinate with HQ USAREUR/7A and IMCOM-Europe staff offices, USAGs, and organizations affected by taskings or requests for support, and issue WARNO messages when appropriate.

(13) Receive and assess HQDA Worldwide Individual Augmentation System (WIAS) requests and coordinate with the Human Resources Division, IMCOM-Europe, to find military occupational specialties (MOSs), grades, authorizations, and assigned Soldiers and DA civilians who meet WIAS requirements.

(14) Review and make recommendations to the Chief, OPD, and Chief, OPD-O, on IA and request for forces (RFF) taskings.

g. **IMCOM-Europe Staff Offices, USAGs, and Tenant Commands, Agencies, and Organizations.** IMCOM-Europe staff offices, USAGs, and tenant commands, agencies, and organizations will—

(1) Send operational tasking requests through command channels to the CTO by following the procedures in paragraph 8c(1).

(2) Send nonoperational-support tasking requests through their command channels to the CTO at least 45 calendar days before the support is needed.

(3) Return internal IMCOM-Europe taskings that did not come from the CTO to their source. The CTO is the only organization in IMCOM-Europe that may task IMCOM-Europe staff offices or USAGs (para 5a).

(4) Designate a POC for all operational, nonoperational-support, and IA taskings.

(5) Carry out taskings as directed in OPORDs, WARNOs, FRAGOs, and TASKORD messages.

(6) Comply with AR 614-11 by ensuring selected personnel—

(a) Meet all requirements of the tasking and positions to be supported or filled.

(b) Are the best qualified representatives for the command and the U.S. Army.

(7) Be prepared to replace individuals identified as unqualified, or equipment that does not meet the specifications for the task, as specified by the requester.

(8) Establish procedures to notify personnel selected for temporary duty (TDY) or temporary change of station (TCS) who are away from their home station. These personnel must be notified no less than 90 days before the TDY or TCS is scheduled to begin.

(9) Designate alternate personnel in case the primary tasked person cannot support the tasking. For rotating or recurring taskings, selected alternates should be identified as primaries for the next rotation.

(10) Ensure each IA selected for TDY or TCS outside the continental United States (OCONUS) receives Soldier readiness processing through the supporting personnel service center. Soldiers must be stabilized and, if eligible, apply for foreign-language pay according to AR 11-6.

5. OPERATIONAL TASKINGS

a. All operational requirements tasked to IMCOM-Europe by the Joint Chiefs of Staff (JCS), DOD, HQDA, IMCOM, HQ USAREUR/7A, or as directed by the Director, IMCOM-Europe, will be further tasked by the CTO to IMCOM-Europe direct-report garrisons. The CTO will request support from HQ USAREUR/7A when appropriate.

b. The Chief, OPD, or Chief, OPD-O, will review operational taskings, approve or disapprove short-notice operational taskings on behalf of the CofS when appropriate, and inform the CofS of all contentious or short-notice taskings. Operational taskings may require execution within 24 hours. IMCOM-Europe's goal is to ensure Soldiers have at least 30 calendar days to prepare for deployments, but the urgency of the mission will dictate when the requirement or individuals will execute the tasking.

c. Taskings that do not come through the CTO are not valid and will be returned to their source with no action taken in response to the tasking.

6. NONOPERATIONAL SUPPORT AND TASKING REQUESTS

a. General Requests.

(1) After a garrison commander (GC) or staff principal has validated a requirement and made certain that all efforts were exhausted to meet the requirement with internal assets or contracted options (when appropriate), the GC or staff principal may send a request for support to the CTO as follows:

(a) Prepare a tasking-request message and ensure it is accurate, in memorandum format (with signature blocks and signatures), and in compliance with appropriate regulations.

(b) Have the GC; IMCOM-Europe staff principal; director of plans, training, mobilization, and security (DPTMS); or designated representative sign the request.

(c) Send the request through command channels to the CTO. Requests must have the endorsement of each intermediate commander or operations officer in the chain. Requests must be submitted to arrive at the CTO no less than 45 calendar days before the desired date of execution. These requests may be hand-carried or sent by e-mail or fax.

(2) Requests must include the following information:

(a) The support requested. This information must be specific (for example, grades, MOSs, number of Soldiers, type and amount of equipment).

(b) Event date or start and end dates for the requested support.

(c) Location where the support is needed.

(d) Reason for the support.

(e) Funding information if applicable (list fund cite for the support).

(f) Requesting unit POC name and telephone number.

(3) In addition to the information in (2) above, requests involving ceremonies should include the following:

(a) Uniform.

(b) Rehearsal times, if any. If no rehearsals will be required, this should be stated.

NOTE: Bands do not normally attend rehearsals.

(c) An inclement-weather site or plan if the event will be conducted outdoors.

(4) All requests for support from USAREUR assets will be reviewed at the quarterly USAREUR G3 CTB tasking conference.

b. IMCOM-Europe Command Group Taskings. Taskings generated by the IMCOM-Europe Command Group will be submitted through the Management Support Office (MSO), IMCOM-Europe. The MSO will complete AE Form 1-10-3A for these taskings and send it to the CTO for processing and issuance of a tasking.

c. Late Requests for Nonoperational Support. Late requests—

(1) Are those received by the CTO less than 35 calendar days before the required date of execution. Requests received after 1500 on a military duty day will be considered to have been received the next military duty day.

(2) Must be accompanied by a memorandum stating the reason the request is late and explaining what effect disapproval of the request would have. This memorandum must be signed by at least a direct-report GC, a DPTMS, or an IMCOM-Europe staff principal.

d. Band-and-Chorus Taskings. Army band-and-chorus taskings are governed by AR 220-90, AE Regulation 220-90, and AE Regulation 10-3. For these types of taskings, AE Regulation 220-90 requires requesters to submit AE Form 220-90A to the appropriate scheduling offices. All band requests must be submitted by e-mail to: taskings@imcom-europe.army.mil.

e. USATS Taskings. The USAREUR Command Group uses USATS to task and request support from IMCOM-Europe. USATS is not intended to be used for all taskings, but it is a valid way to task IMCOM-Europe. USATS taskings are stand-alone taskings and do not require OPORD or TASKORD messages from the USAREUR G3; however, they normally will be accompanied by an IMCOM-Europe tasking from the CTO.

(1) The status of all open USATS taskings must be reported by 1600 each Friday to the CTO at e-mail: taskings@imcom-europe.army.mil.

(2) Requests to extend the suspense for a USATS tasking must be submitted on AE Form 1-10A (Staff Action Summary) for approval by a member of the IMCOM-Europe Command Group. These requests must be submitted at least 3 workdays before the suspense date. The CTO does not have the authority to extend or release USATS taskings.

f. General Officer Senior Mission Commander (GOSMC) Taskings. AE Regulation 10-3 gives GOSMCs tasking authority for all antiterrorism and force-protection operations and activities related to the Defense Critical Infrastructure Program (DCIP) in their AORs. GOSMCs also have approval authority for events sponsored by the Army in Europe on and off U.S. Forces installations if the events "create high-density or high-value targets" (AE Reg 10-3, para 6f).

g. USAG Taskings. AE Regulation 10-3 gives USAG commanders responsibility for mission activity services on their installations and tasking authority over all units assigned to their installations for routine activities related to community support.

7. INDIVIDUAL AUGMENTATION TASKINGS

a. Higher Headquarters Taskings. IMCOM-Europe supports JCS-validated taskings for IA support tasked to HQ IMCOM by HQDA. IA taskings are for 179- to 365-day TCS deployments and may be by-name taskings. Requirements for individuals for less than 179 days will be processed as operational or nonoperational-support taskings.

b. USAG and Staff Requests for Individuals. Requests from USAGs or IMCOM-Europe staff offices for IA must be sent through the Chief, OPD, for validation to the IMCOM-Europe Command Group for approval. This requirement applies to requests for temporary U.S. and local national civilian overhires and military augmentees. All support requests must include funding information. If the resource manager at the USAG or IMCOM-Europe does not have the funds needed for the requirement, support will not be provided. All IA support requests must include the following information:

(1) Name and location of the requesting source and e-mail address.

(2) Report date and time and the release date of the individual on TDY or TCS orders (or of the overhire).

(3) Location of TDY, TCS, or overhire.

(4) Minimum number of personnel required.

(5) MOS, Army occupation code or specialty, and grades of personnel required.

(6) Special qualifications (for example, experience, language, proficiency, sex, or training).

(7) Level of security clearance required.

(8) Justification for request. Specify the mission of the individuals to be tasked.

(9) Fund cite or requesting unit's resource management POC telephone number and e-mail address.

(10) The POC's e-mail address and telephone number.

(11) The type of orders that will be used for the support (TDY or TCS) or a statement specifying that the request is for an overhire.

(12) Special instructions. Include information on any special predeployment training requirements, quarters and rations arrangements, uniforms and equipment needed, transportation arrangements (including rental car authorization and OCONUS group travel arrangements), medical requirements, passport and country-clearance requirements, and arrangements made for expeditious processing of passports, visas, and country clearances. Any other information that will enable individuals to complete the TDY or TCS orders and make travel and personal arrangements must be included.

c. **WIAS.** The CTO will coordinate with affected USAGs to assess IMCOM-Europe's ability to support WIAS tasking requests. Affected units should review all Soldiers that meet the mission requirements to identify actual numbers of deployable Soldiers and the effect of filling the requirement. USAGs must provide analyses to the CTO within 5 workdays after receiving a normal request or within 1 workday after receiving a short-notice (less than 45 days to execution) request. The CTO will review USAG analyses to determine the garrisons best able to fill the requirements.

d. **Filling WIAS Requirements.** USAGs tasked to provide IAs must submit standard name-line information by e-mail or memorandum. The format for submitting standard name-line information to the CTO is as follows:

(1) Joint Manning Document, Defense Manning Document, or WIAS control number.

(2) Name (last, first, middle initial).

(3) Social security number.

(4) Grade.

(5) MOS.

(6) Security clearance.

(7) Sex.

(8) Army Knowledge Online e-mail address.

(9) Expiration of term of service (ETS) date and date eligible for return from overseas (DEROS).

(10) Unit address.

(11) Unit DSN telephone number.

(12) Unit identification code.

8. TASKING PROCEDURES

a. **Tasking Authority.** OPD has tasking authority for IMCOM-Europe. The USAREUR G3 has tasking authority over IMCOM-Europe only for force-protection issues.

(1) USAGs must send requests for external support through command channels to the CTO. USAGs are not authorized to task other USAGs outside their command.

(2) GCs may issue internal directives to tenant units for executing base-operations support activities in their AORs. Because these directives are considered internal to USAG operations, the GC is the approving authority for these types of taskings (including late taskings) (AE Reg 10-3).

b. OPORDs, WARNOs, and FRAGOs. The OPD is the office of primary responsibility (OPR) for releasing IMCOM-Europe OPORDs, WARNOs, and FRAGOs. The following procedures must be followed by IMCOM-Europe staff offices that are requesting to have an order released:

(1) The head of the staff office will designate someone from that office to be the POC.

(2) The POC will produce a draft of the order (including all annexes, appendixes, enclosures, and tabs) and submit it through the MSO to the Director, IMCOM-Europe, for approval and signature. POCs should contact the OPD before developing the draft order. The OPD will help POCs understand the process and requirements, and can provide samples of properly formatted orders if requested.

(3) The MSO will evaluate the POC's packet for completeness and accuracy. In addition to the draft order with its annexes, appendixes, enclosures, and tabs, packets should include an AE Form 1-10A that provides enough information for the Director, IMCOM-Europe, to easily understand the background and purpose of the order. If the packet is complete, the MSO will prepare it for the Director's review and decision, and return packets to the submitting staff office once a decision is made.

(4) The POC will send signed orders to the OPD by e-mail with the following information:

(a) Distribution guidance.

(b) Classification of the order (including annexes, appendixes, enclosures, and tabs).

(c) Telephone number of the POC.

(d) Any special instructions or guidance.

c. Tasking Messages.

(1) Preparation.

(a) All operational and nonoperational tasking requests will be made using AE Form 10-3-1A and sent to the CTO e-mail account: taskings@imcom-europe.army.mil. The form is available through AEPUBS or the OPD webpage (*https://imcom.eep.army.mil/sites/OPS/Opsbranch/Taskings/default.aspx*). All coordination must be completed before the request is sent to the CTO.

(b) Division chiefs or their designated representatives must have reviewed and approved the tasking request before it is submitted to the CTO.

(c) Incomplete requests will be returned.

(d) The CTO will process requests, issue taskings, and distribute them appropriately.

(e) After a tasking is issued, the action officer is authorized to coordinate directly with USAG POCs.

(2) Tasking Release Authority. Only the Chief, OPD, and the Chief, OPD-O, are authorized to approve issuing a tasking.

(3) Receipt. Tasked organizations must—

(a) Prepare and execute taskings unless officially relieved.

(b) Initiate taskings for their garrisons if needed.

(c) Track input from their garrisons for completeness and accuracy.

(d) Three workdays before the suspense, send the status of the tasking to the CTO by e-mail at: taskings@imcom-europe.army.mil.

(e) Send the CTO all requests to extend or close a tasking.

9. REBUTTALS AND REQUESTS FOR RELEASE FROM OPORD OR TASKORD (RECLAMA)

a. Direct-report GCs, DPTMSs, and IMCOM-Europe staff principals may rebut or request relief from an OPORD or TASKORD (reclama) by sending a memorandum to the CTO. The tasked organization is responsible for ensuring that the request is received by the CTO within 5 workdays after the tasking is issued. A reclama request submitted more than 5 workdays from the date of the tasking must explain why it is late (in addition to the reason for the reclama).

b. Direct-report GCs, DPTMSs, and IMCOM-Europe staff principals who are unable to carry out CofS-approved, short-notice taskings will contact the Chief, OPD, or designated representative immediately after receiving the tasking. The Chief, OPD, will determine whether or not a delay in reporting or execution may be approved.

c. The CTO will review reclama requests and provide recommendations to the approval authority for a decision. The Chief, OPD-O, is the minimum approving authority.

d. The CTO will reply to requests for relief within 5 workdays after receiving the request from the USAG or staff office.

(1) The Chief, OPD, will respond to IMCOM-Europe staff office reclama requests.

(2) The Deputy Director or CofS, IMCOM-Europe, will respond to GC reclama requests.

e. A request for relief, rebuttal, or reclama does not relieve commanders or staff officers of the tasking. Taskings are valid until the CTO officially rescinds the tasking or relieves the tasked organization of the requirement to provide support. Commands and staff offices will continue to prepare to execute the requirement until the final decision regarding the request is received.

GLOSSARY

SECTION I
ABBREVIATIONS

AE	Army in Europe
AOR	area of responsibility
AR	Army regulation
CofS	Chief of Staff, United States Army Installation Management Command, Europe Region
CTB	Central Taskings Branch, Office of the Deputy Chief of Staff, G3, Headquarters, United States Army Europe and Seventh Army
CTO	Central Taskings Office, Operations Division, United States Army Installation Management Command, Europe Region
DA	Department of the Army
DCIP	Defense Critical Information Program
DEROS	date eligible for return from overseas
DOD	Department of Defense
DPTMS	director of plans, training, mobilization, and security
ETS	expiration of term of service
EXSUM	executive summary
FRAGO	fragmentary order
GC	garrison commander
GOSMC	general officer senior mission commander
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army Europe and Seventh Army
IA	individual augmentation
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command, Europe Region
JCS	Joint Chiefs of Staff
MOS	military occupational specialty
MSO	Management Support Office, United States Army Installation Management Command, Europe Region
OCONUS	outside the continental United States
OPD	Operations Division, United States Army Installation Management Command, Europe Region
OPD-O	Operations and Mobilizations Branch, Operations Division, United States Army Installation Management Command, Europe Region
OPORD	operation order
OPR	office of primary responsibility
POC	point of contact
RFF	request for forces
TASKORD	tasking order
TCS	temporary change of station
TDY	temporary duty
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army Europe
USATS	USAREUR Staff Action Tasking System
WARNO	warning order
WIAS	Worldwide Individual Augmentation System

SECTION II
TERMS

Army in Europe
USAREUR, IMCOM-Europe, and their subordinate organizations.

direct-report garrison
A garrison that falls under the direct control of IMCOM-Europe. A direct-report garrison may be responsible for one or more indirect-report garrisons located in its area of responsibility.

fragmentary order (FRAGO)
An abbreviated form of an operation order (OPORD) (verbal, written, or digital) usually issued on a day-to-day basis that eliminates the need for restating information in a basic OPORD. A FRAGO may be issued in sections and is always issued after an OPORD to change or modify that order or to execute a part of that order. FRAGOs provide timely changes to existing orders issued to subordinate and supporting commanders while providing notification to higher and lateral commands.

garrison commander
A military officer, normally a lieutenant colonel or colonel, who commands the garrison staff and has responsibility for day-to-day operations of the garrison.

general officer senior mission commander
The general officer who is responsible for the primary mission activity on a specific installation or on several installations. This commander provides executive-level oversight of installation services to the mission activities and other customers. The general officer senior mission commander does not necessarily reside or work on the installation and may not be the senior ranking officer on the installation.

IMCOM-Europe
The office of primary responsibility for providing base operations support to the Army in Europe. IMCOM-Europe is directly subordinate to IMCOM. United States Army garrisons in Europe are subordinate to IMCOM-Europe.

indirect-report garrison
A garrison that falls under operational control of a direct-report garrison.

late request
A request for tasking support received by the Operations Division, IMCOM-Europe, with less than 35 days before the required execution date.

operation order (OPORD)
A tasking directive that requires an agency or unit to support operations, contingency missions, or missions related to the organizational design of the agency, unit, or personnel (for example, individuals or units performing tasks within the range of their mission or military occupational specialty). OPORDs require commands or organizations to commit personnel, equipment, time, or funds to support a designated mission. Examples of OPORD taskings include requests for an explosives-detector dog detachment to check an area before a distinguished-visitor visit, a medical team to support a noncombatant evacuation order operation, a military police escort for a deployed convoy, equipment support for search-and-rescue operations, anything to support a named operation (for example, Operation Enduring Freedom, Operation Iraqi Freedom).

short-notice operational tasking
A tasking from HQDA, IMCOM, or IMCOM-Europe command section that is operational in nature and requires execution within 30 days.

temporary change of station (TCS)
A method of temporarily reassigning an individual Soldier or civilian employee to support a contingency or humanitarian operation who will return to the home unit on redeployment.

tenant unit
An organization, activity, or unit located in a United States Army garrison's area of responsibility. Non-USAREUR units in the IMCOM-Europe area of responsibility that receive base-operations support on a reimbursable or nonreimbursable basis are also tenant units for the purpose of this regulation.

unit
Any identified and managed group or detachment of one or more individuals organized to perform a particular function, regardless of whether or not such a group is part of a larger group.

USAREUR Staff Action Tasking System (USATS)
The USAREUR Command Group web-based system that tasks units and staff offices directly (outside the USAREUR G3 tasking message process). These taskings include but are not limited to routine administrative staff actions (for example, coordinating regulations, submitting budgets, requesting comments to proposed policy, changing procedures) as well as unit, individual, and equipment taskings. USATS taskings are based on USAREUR Command Group directives.

warning order (WARNO)
A written alert given to a subordinate command concerning a pending tasking or mission. A preliminary notice of an order or action that will follow. A planning directive that describes the situation, allocates forces and resources, establishes command relationships, provides other initial planning guidance, and initiates subordinate unit mission planning.