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Army in Europe
Regulation 10-3*

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

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Organizations and Functions

Taskings

***This regulation supersedes AE Regulation 10-3, 30 August 2013.**

For the Commander:

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Summary. This regulation prescribes policy and procedures for managing taskings in the Army in Europe.

Summary of Change. This revision—

- Updates responsibilities (para 4).
- Adds types of orders and messages (para 5).
- Updates the tasking process (para 6 and fig 1).
- Adds the tasking request process (para 7).
- Updates the rebuttal and request for release from tasking (RECLAMA) process (para 8 and fig 3).
- Revises all figures and makes administrative changes throughout.

Applicability. This regulation applies to HQ USAREUR staff offices; USAREUR major subordinate, specialized, and tenant commands; and IMCOM-Europe.

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

Supplementation. Organizations will not supplement this regulation without approval of the Central Taskings Branch (CTB), G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

Suggested Improvements. The proponent of this regulation is the CTB (mil 537-3165). Users may send suggested improvements to this regulation by e-mail to the CTB at usarmy.wiesbaden.USAREUR.list.g33-CTB-TMT@mail.mil.

Distribution. This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System at <http://www.eur.army.mil/aepubs/>.

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Glossary

1. PURPOSE

This regulation establishes responsibilities and processes for USAREUR taskings and pertains to—

- a. HQ USAREUR staff offices.
- b. USAREUR major subordinate, specialized, and tenant commands.
- c. IMCOM-Europe staff offices when the task originates in the USAREUR area of operations (AO).

2. REFERENCES

a. Publications.

- (1) AR 220-90, Army Bands.

- (2) [AE Supplement 1 to AR 95-1](#), Flight Regulations.
- (3) [AE Regulation 1-10](#), Staff Procedures.
- (4) [AE Regulation 10-5](#), Headquarters, United States Army Europe.
- (5) [AE Regulation 220-90](#), USAREUR Band and Chorus.
- (6) [AE Regulation 600-25](#), USAREUR Salute Battery.
- (7) [AE Pamphlet 10-10](#), Directory of Army in Europe Key Personnel.

b. Forms.

- (1) [AE Form 1-10A](#), Staff Action Summary.
- (2) [AE Form 220-90A](#), USAREUR Band and Chorus Performance Request/*Anforderung des Musikkorps und des Chores der US-Army in Europa*.
- (3) [AE Form 600-25A](#), Request for USAREUR Salute Battery Support.

3. EXPLANATION OF ABBREVIATIONS

The [glossary](#) defines abbreviations.

4. RESPONSIBILITIES

HQ USAREUR and IMCOM-Europe staff offices are responsible for coordinating and completing taskings that fall within their purview. The USAREUR G2, for example, will manage intelligence taskings. Tasks that require action by commands outside USAREUR and IMCOM-Europe will be submitted in the form of a request within an order or message.

a. USAREUR Command Group Support Staff Offices.

(1) The Office of the Secretary of the General Staff, HQ USAREUR, will coordinate and write messages for tasks and events designated by the CG or DCG, USAREUR, or the CoS, HQ USAREUR, such as, but not limited to, the USAREUR Fourth of July ceremony, USAREUR patch ceremonies, USAREUR Sword of Freedom ceremonies, USAREUR general-officer (GO) retirement ceremonies, and the USAREUR Memorial Day retreat.

(2) The Executive Services Division (ESD), Office of the Chief of Staff, HQ USAREUR, will coordinate and write messages for visits by distinguished visitors and for conferences and events sponsored by the CG, DCG, or Command Sergeant Major, USAREUR.

b. HQ USAREUR Staff Offices. HQ USAREUR staff offices will—

(1) Coordinate, write, and submit taskings when assigned, or self-identified, as the office of primary responsibility (OPR). For taskings directed by higher headquarters (HHQ) and requests for support submitted by adjacent HQ (for example, HQ USAFE/AFAFRICA), the USAREUR OPR will normally be the USAREUR staff equivalent of the OPR of the HHQ or adjacent HQ. Staff offices will create a warning order (WARNORD) ([para 5e](#)) when an order is required, but enough information to prepare the order is not yet available. The WARNORD will direct organizations to begin the planning and preparation process before the order is published.

(2) Assign primary and alternate action officers (ACTOs) who have access to the Task Management Tool (TMT), the SIPRNET, and the SIPRNET Automated Message Handling System (AMHS). Having access to these systems enables ACTOs to write, coordinate, and upload messages related to their staff office's mission and responsibilities in accordance with [AE Regulation 10-5](#).

(3) Ensure that taskings are generally issued no later than 45 days before the execution date. For taskings issued less than 45 days before the execution date, HQ USAREUR staff offices must request and receive approval from—

(a) The Chief, G3/3 Operations Division (CHOPS), Office of the Deputy Chief of Staff (ODCS), G3/5/7, HQ USAREUR, or the Deputy Chief, G3/3 Operations Division (DCHOPS), when then tasking does not require personnel to depart home station (HS).

(b) The USAREUR G3/5/7 when the tasking requires personnel to depart HS.

(4) Coordinate and write taskings for awards and programs under their purview. Programs and awards include, but are not limited to, the following (OPRs are shown in parentheses):

(a) General Douglas McArthur Leadership Award (ODCS, G1, HQ USAREUR).

(b) Lieutenant General (Retired) Frederick E. Vollrath Human Resources Award for Excellence Program (ODCS, G1, HQ USAREUR).

(c) Sergeant Major Larry Strickland Educational Leadership Award (ODCS, G1, HQ USAREUR).

(d) Sexual Assault Prevention Innovation Award (ODCS, G1, HQ USAREUR).

(e) Exceptional Sexual Assault Response Coordinator (SARC) and Sexual Harassment/Assault Response and Prevention (SHARP) Awards (ODCS, G1, HQ USAREUR).

(f) The HQDA Diversity Outreach Awards Program (Equal Employment Opportunity Office, ODCS, G1, HQ USAREUR).

(g) The Army Antiterrorism Awards Program (Antiterrorism (AT) Division, G3/3 Operations Division (G3/3 OPS), ODCS, G3/5/7, HQ USAREUR).

(h) The Cadet Troop Leader Training Program (G3/7 Training and Exercise Division (G3/7 TREX), ODCS, G3/5/7, HQ USAREUR).

(i) The Army Award for Maintenance Excellence Program (ODCS, G4, HQ USAREUR).

(j) The USAREUR Supply Excellence Award Program (ODCS, G4, HQ USAREUR).

(k) The Engineer Awards Program (Office of the Deputy Chief of Staff, Engineer, HQ USAREUR).

(5) Annually update USAREUR consolidated operation orders (OPORDs) ([para 5c](#)) under their purview (OPRs are shown in parentheses):

(a) Senior-leader support taskings (for example, ESD; CTB; Security Cooperation Division (SCD), ODCS, G3/5/7, HQ USAREUR).

(b) Antiterrorism/force-protection (AT/FP) taskings (AT Division).

(c) Arms, ammunition, and material to the Government of Iraq (ODCS, G4, HQ USAREUR).

(d) Aviation taskings (Aviation Operations Branch, G3/3 OPS).

(e) Balkans operations (Current Operations Branch (CUOPS), G3/3 OPS).

(f) Baseline force-protection posture (AT Division).

(g) Civilian Overhire Program (CTB).

(h) Communications taskings (ODCS, G6, HQ USAREUR).

(i) Community law-enforcement taskings (Office of the Provost Marshal, HQ USAREUR).

(j) Defense Personnel Accounting Agency support taskings (ODCS, G4, HQ USAREUR).

(k) Deployment and redeployment operations (Movement Operations Center (MOC), G3/3 OPS).

(l) Deployment orders in support of the United States Central Command (Future Operations Branch (FUOPS), G3/3 OPS).

(m) Freedom Shock taskings (FUOPS and G3/7 TREX).

(n) HQDA G-3/5/7 Worldwide Individual Augmentation System (WIAS) taskings (CTB).

(o) Human-resources taskings (ODCS, G1, HQ USAREUR).

(p) Information assurance vulnerability alerts (ODCS, G6, HQ USAREUR).

(q) Inspector General taskings (Office of the Inspector General, HQ USAREUR).

(r) Joint Multinational Training Group–Ukraine taskings (FUOPS).

(s) Lebanon Noncombatant Evacuation Operations Gap Mitigation (FUOPS).

(t) Medical taskings (Office of the Command Surgeon, HQ USAREUR).

(u) Military-intelligence taskings (ODCS, G2, HQ USAREUR).

(v) Multinational training taskings (G3/7 TREX).

(w) New-equipment-fielding taskings (Force Management Division, ODCS, G3/5/7, HQ USAREUR).

(x) Ready and Resilient Program (ODCS, G1, HQ USAREUR).

(y) Sustainment taskings (ODCS, G4, HQ USAREUR).

(z) Theater security and cooperation taskings (SCD).

(aa) Training taskings (G3/7 TREX).

(ab) United States Africa Command (USAFRICOM) support taskings (CUOPS).

(ac) USAREUR Band and Chorus (CTB).

(ad) USAREUR daily message distribution (CUOPS).

(ae) United States Special Operations Command Europe joint combined exchange training redeployment support (CUOPS and FUOPS).

c. ODCS, G3/5/7, HQ USAREUR.

(1) The USAREUR G3/5/7—

(a) Will serve as the Army in Europe executive agent for USAREUR taskings.

(b) Has tasking authority in the European theater for taskings assigned to HQ USAREUR staff offices; USAREUR major subordinate, specialized, and tenant commands; and to IMCOM-Europe with respect to AT/FP.

(2) The CHOPS or DCHOPS will—

(a) Control, authenticate, and manage all USAREUR orders and messages.

(b) Serve as approval authority for all USAREUR orders and messages.

(3) The Chief, CTB, will—

(a) Serve as the USAREUR release authority for all AMHS orders and messages on behalf of the CHOPS or DCHOPS and help manage the RECLAMA process ([para 8](#)).

(b) Manage USAREUR order and message formats, the USAREUR orders and messages archive, the USAREUR orders and messages memorandum of instruction, and the USAREUR orders and messages class.

- (c) Manage USAREUR civilian overhire orders and messages.
- (d) Manage HQDA G-3/5/7 WIAS taskings and individual augmentation (IA) taskings.
- (e) Manage USAREUR Band and Chorus and USAREUR Salute Battery support orders.
- (f) Coordinate and publish the annual USAREUR holiday-schedule message.

(4) The Chief, CUOPS, will—

(a) Review all incoming orders, messages, and joint requests for support.

(b) Designate the USAREUR OPR and offices of coordinating responsibility (OCRs) for each order and message and establish a suspense date for the OPR to produce a USAREUR order. While OPRs and OCRs will vary based on the subject of a message, the CTB will always serve as an OCR to track taskings.

(c) Receive, coordinate, and prepare orders when directed.

(d) Publish the USAREUR Daily Message Distribution order, which is a daily message that summarizes all messages received from HHQ within the past 24 hours (or longer if holidays or weekends are included) and task staff proponents based on HHQ taskings or CG-directed tasks. This order also summarizes all USAREUR messages that were published during the same period.

(5) The Chief, FUOPS, will designate ACTOs to plan, coordinate, write orders for, and execute the CG, USAREUR, Change of Command ceremony and USAREUR support of USEUCOM-directed D-Day and Memorial Day commemoration ceremonies.

(6) The Chief, MOC, will designate ACTOs to coordinate and write air call-forward messages, consolidated air movement messages, air deployment and redeployment messages, and air notification messages.

(7) The Chief, G3/5 Plans Division (G3/5 Plans), will designate ACTOs to—

(a) Generate plans for campaigns, future or anticipated operations, and major contingencies.

(b) Write OPORDs ([para 5c](#)) for emerging named operations and missions and be prepared to transfer OPR responsibilities for these operations and missions to the CUOPS or FUOPS on a date directed by the USAREUR G3/5/7 (that is, before executing the operation or mission).

(c) Write request for forces (RFF)/request for support (RFS) messages to address emergent (unforecasted) requirements within the USEUCOM area of responsibility (AOR) that cannot be met by forces assigned or allocated in accordance with the global force management (GFM) process.

(8) The Chief, SCD, will designate ACTOs to coordinate and write orders that—

(a) Directly support USAREUR theater security-cooperation plans and officer or noncommissioned officer development with foreign nations.

(b) Support the list of programs or events that are approved by the CG, USAREUR, and executed in support of public diplomacy in host nations (HNs) and partner nations (PNs) within the USAREUR AO.

(c) Involve USAREUR units or personnel who engage in events that promote the cooperation with and assistance of multinational military organizations and subordinate commands.

(d) Pertain to requests for participation in international events, trade shows, or conferences sponsored by PNs that support the USAREUR theater engagement goals directed by the CG, USAREUR.

(e) Pertain to USAREUR's support of nonoperational or ceremonial events (excluding USAREUR Band and Chorus support) that support foreign governments, foreign public agencies, or foreign private organizations.

(9) The Chief, G3/7 TREX, will designate ACTOs to coordinate and write all training and exercise messages as well as directives and orders regarding the USEUCOM Joint Exercise Program; the USAREUR exercise program; and training directed by HQDA, USEUCOM, and the CG, USAREUR.

d. USAREUR Major Subordinate, Specialized, and Tenant Commands. USAREUR major subordinate, specialized, and tenant commands will—

(1) Execute taskings and ensure that tasked personnel and selected equipment meet required prerequisites and best represent the command and the U.S. Army.

(2) Be prepared to replace tasked personnel and selected equipment by designating alternate personnel and selecting alternate equipment.

(3) Notify personnel who, based on a tasking, are selected for TDY or a temporary change of station (TCS) away from their HS 90 days before the start date of the TDY or TCS, or immediately if the tasker is directed less than 90 days before the start date.

(4) Comply with tenant-unit taskings issued by United States Army garrisons (USAGs) on executing base operations support activities. The USAG commander is the tasking approval authority.

5. TYPES OF ORDERS AND MESSAGES

a. Fragmentary Order (FRAGORD). A FRAGORD is a directive that executes branches or sequels of an existing OPORD ([c below](#)) or tasking order (TASKORD ([d below](#))). It is a stand-alone order that concerns only the purpose of the FRAGORD and not the overall operation or mission, deployment, redeployment, exercise, stationing, or change in command relationships.

b. Modification Order (MOD). A MOD is an order based on a previously released order or general administrative (GENADMIN) message ([f below](#)) and is published to change, add, or rescind tasks or to change, add, or delete information. A MOD supersedes the previously released order or message.

c. Operation Order (OPORD). The purpose of an OPORD is to effect the coordinated execution of an operation or mission, deployment, redeployment, exercise, stationing, or change in command relationships.

d. Tasking Order (TASKORD). A TASKORD covers taskings that are of a short duration, are expected to be one-time requirements, or do not require dissemination of an OPORD.

e. Warning Order (WARNORD). A WARNORD is an order that is issued in advance of a FRAGORD, OPORD, or TASKORD. It provides the mission and initial planning guidance, allocates forces and resources, and establishes command relationships.

f. General Administrative (GENADMIN) Message. A GENADMIN message provides general information or requests information. It does not task commands or staff offices, but may request their attendance at an event or conference or require them to take administrative action. The following types of messages are included in the GENADMIN format:

(1) Air Movement Messages.

(a) Air Call-Forward Message: Calls forward Soldiers or cargo, or both, or announces air messages.

(b) Air Deployment Message: Deploys Soldiers or cargo, or both.

(c) Air Notification Message: Announces air movement missions.

(d) Air Redeployment Message: Redeploys Soldiers or cargo, or both.

(e) Consolidated Air Movement Message: Combines multiple air movement messages into one message.

(2) RFF/RFS Message. An RFF/RFS message is a message that is sent to a combatant commander (CCDR) requesting additional resources in support of operational requirements.

g. Rescind (RESCIND) Message. A RESCIND message is issued to rescind a previously released order or message. It relieves all tasked organizations of their assigned tasks and renders the basic order or message as no longer valid.

6. TASKING PROCESS

a. Requirements.

(1) All individuals involved in the tasking process require a—

(a) SIPRNET account.

(b) SIPRNET AMHS account.

(c) SIPRNET TMT account.

(2) Orders and messages must be formatted based on USAREUR order and message templates available on the USAREUR SIPRNET SharePoint portal.

(3) Taskings must include a staff action summary (SAS) (AE Form 1-10A) signed by the releasing official.

b. Origination.

(1) HHQ (the Joint Chiefs of Staff (JCS), DOD, HQDA, and HQ USEUCOM) may task USAREUR. The CUOPS will review orders and messages from HHQ, assign OPRs, and archive the taskings. Tasks assigned to the HQ USAREUR staff and other USAREUR organizations may also originate from USAREUR senior leaders (that is, members of the USAREUR Command Group). These tasks will be assigned according to the respective leader's guidance.

(2) Taskings for USAREUR organizations may also originate from requests for tasking support submitted by subordinate units or other organizations.

(3) [Figure 1](#) outlines the tasking process.

c. Default Tasking Process.

(1) Once the CUOPS designates a USAREUR OPR, the OPR will direct an ACTO to coordinate the tasking. The ACTO will determine the type of order or message required and will begin coordinating with other staff offices, subordinate commands, and stakeholders, as required. The ACTO should have a SIPRNET, SIPRNET TMT, and SIPRNET AMHS account. If not, the ACTO must rely on someone in his or her office to assist until those accounts can be obtained.

(2) The ACTO will prepare a draft order or message using the templates on the SIPRNET. The training material used during the Orders and Messages portion of the USAREUR Staff Orientation Course provides further guidance. The training material is available on the USAREUR SharePoint Portal at <https://intranet.eur.army.mil/hq/cmd/dcg/usoc/Training%20Materials/Forms/AllItems.aspx>.

(3) The ACTO will coordinate the tasking with and request concurrences from the offices, units, and stakeholders to be tasked or referenced in the order. The USAREUR ACTO will task only HQ USAREUR staff offices and USAREUR major subordinate commands and will list them in the order in which they are listed in the table of contents of [AE Pamphlet 10-10](#). The ACTO may include the Regional Health Command Europe, IMCOM-Europe, the American Forces Network Europe, and other tenant units in the USAREUR AO to request their support. In this case, "REQUEST" must be stated next to the name of the organization in the order.

(4) The ACTO will complete an SAS (AE Form 1-10A) for the tasking. The SAS must—

(a) Be approved and signed by a colonel (O6) or civilian equivalent (GS-15).

(b) Document responses and acknowledgments from all offices or units tasked in the order.

(5) The ACTO will address comments, update the draft, and upload the final O6- or GS-15-approved order or message in the SIPRNET AMHS. Taskings submitted in AMHS after 1200 hours may be published the following workday. Publication may be delayed up to 48 hours, depending on the number of orders awaiting processing and the priority of those orders in AMHS.

(6) If taskings are less than 45 days from execution and personnel are not required to depart HS, the ACTO must obtain approval from the CHOPS or DCHOPS before publishing the message. If taskings require personnel to depart HS and are less than 45 days from execution, the ACTO must obtain approval from the USAREUR G3/5/7 before publishing the message. In these situations, the signature of the CHOPS, DCHOPS, or USAREUR G3/5/7 is required on AE Form 1-10A to document the approval.

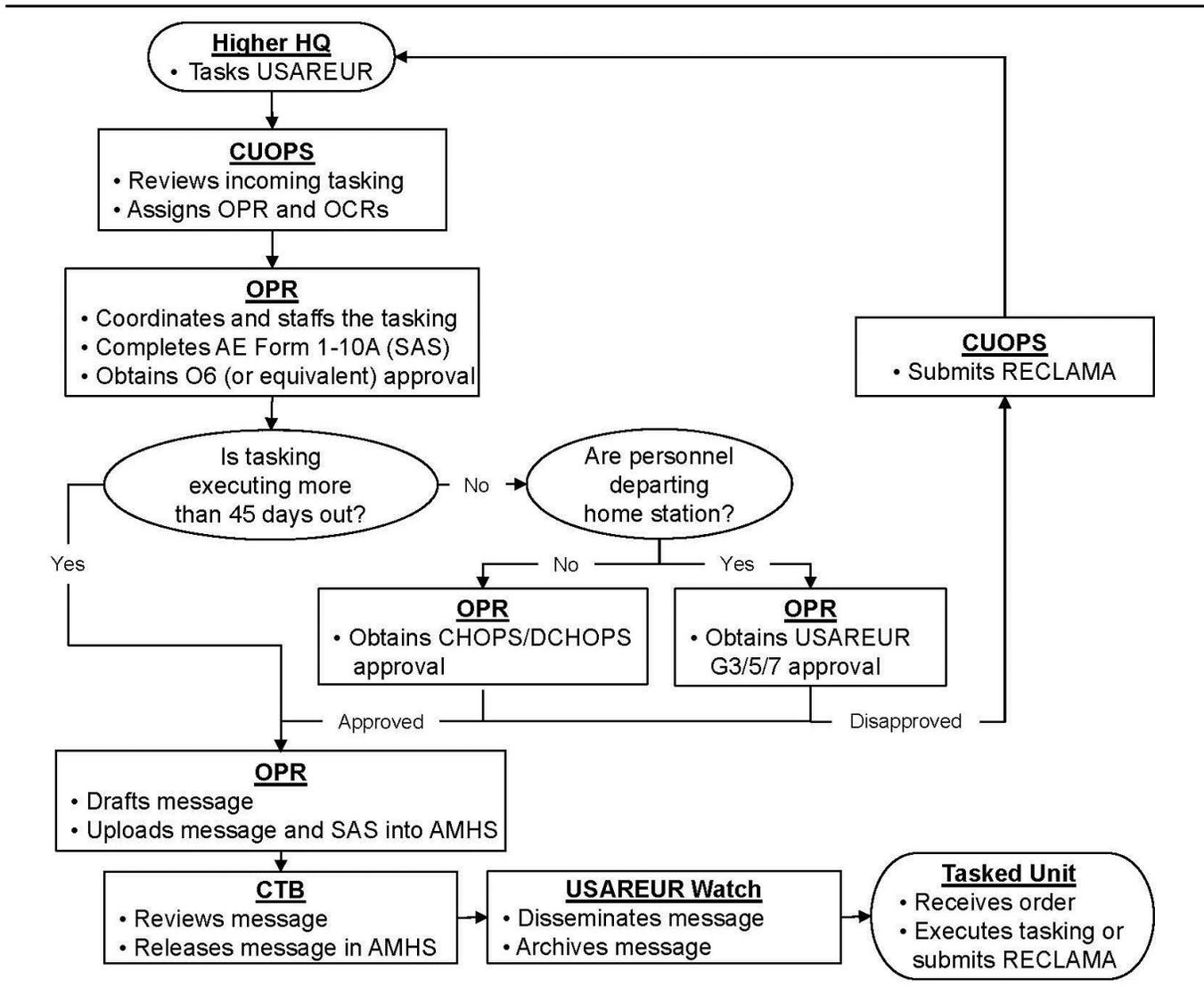


Figure 1. Tasking Process

(7) The CTB will review the message for approval and, if no major corrections are required, authorize release of the message in the AMHS.

(a) If the message requires substantial corrections or is not in accordance with Army or USAREUR policy, the CTB will return the message to the ACTO for correction and resubmission.

(b) If the message requires only minor corrections or administrative changes, the CTB will make those corrections or changes, authorize release of the message in AMHS, and send a corrected message draft (with tracked changes) to the ACTO after the message is published.

(8) The USAREUR Watch will issue and archive the message.

(9) Tasked organizations will—

(a) Prepare for and execute taskings unless officially relieved.

(b) Send a RECLAMA if they do not concur with a tasking (for example, if they cannot support the tasking because of other mission requirements or lack of personnel or equipment) to the staff proponent of the tasking within 5 workdays after the date of the tasking message. A copy of the RECLAMA must be sent to the CTB.

d. TMT Taskings.

(1) TMT taskings are administrative in nature and do not require personnel to perform duties in addition to their regular daily duties. TMT is not intended to be all inclusive, but is a valid way to task USAREUR units and staff offices for administrative requirements. The USAREUR Command Group often uses TMT to task units and staff offices to support Command Group-directed and protocol-related events. TMT taskings are stand-alone taskings, do not require follow-up orders or messages, and do not require personnel or equipment to depart or to deploy from HS. Suspense dates for TMT taskings are determined by the OPR and are not subject to the 45-days-out requirement ([para 4b\(3\)](#)).

(2) OPRs may use TMT to coordinate draft messages and issue a suspense to formalize and publish an AMHS message. Coordinating draft messages in TMT is an efficient staffing process that helps OPRs coordinate with organizations and obtain documented concurrences in TMT.

e. IA Taskings.

(1) USAREUR supports all JCS-validated taskings for IA support tasked to USAREUR by HQDA through WIAS. USAREUR also supports HQ USAREUR internal and subordinate-unit IA requests. Taskings can be by-name requests, based on HQDA G-3/5/7 or United States Army Human Resources Command analysis or Army strengths and dwell-time of individuals. The IA tasking process is outlined in [figure 2](#).

(2) WIAS taskings result in TCS orders of 179 to 365 days.

(3) The CTB, in coordination with affected units and staff offices, will assess the ability to support WIAS taskings.

(4) Affected units will determine which Soldiers meet mission requirements, whether those Soldiers are deployable, and the effect that filling the requirement will have on the unit. Units must provide analyses to the CTB within 5 workdays if the tasking request is submitted more than 35 days before mission execution or within 1 workday if the request is submitted less than 35 days before mission execution.

(5) The CTB will review unit analyses to identify the unit that is best able to meet the tasking and will then task that unit.

(6) USAREUR units and staff offices tasked to provide individual augmentees must submit standard name lines to the CTB through the WIAS or in an e-mail message or memorandum. Each standard name line will include the following:

- (a) The Joint Manning Document, Army Manning Document, or WIAS control number.
- (b) Name (last, first, middle initial).
- (c) Social Security number.

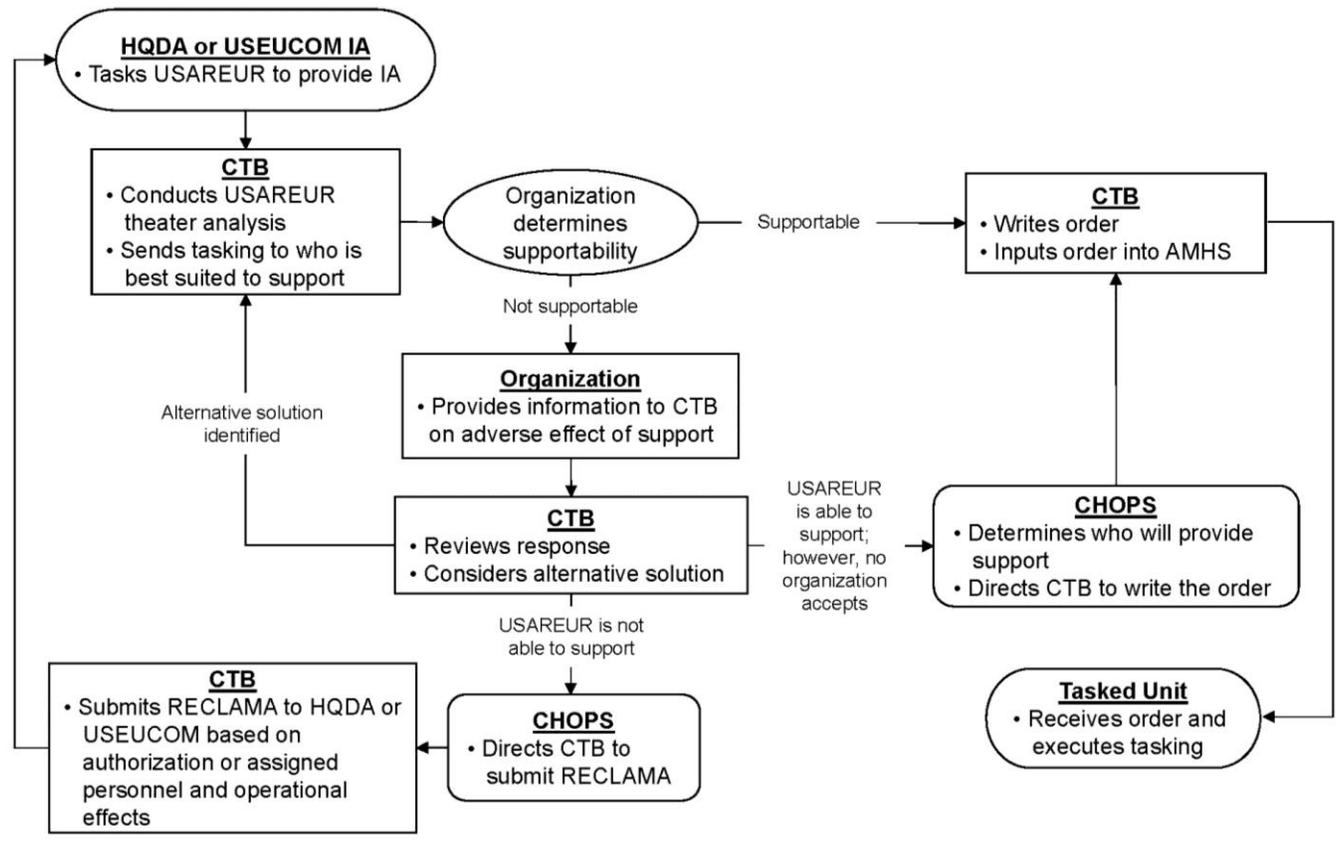


Figure 2. Individual Augmentation Tasking Process

- (d) Grade.
- (e) Military occupational specialty (MOS) or area of concentration (AOC).
- (f) Security clearance.
- (g) Gender.
- (h) DOD enterprise e-mail address.
- (i) Expiration term of service (ETS) date and date eligible for return from overseas (DEROS).
- (j) Unit address.
- (k) Unit telephone number.
- (l) Unit identification code.

f. RFF/RFS Messages. The G3/5 Plans GFM will coordinate and write RFF/RFS messages to USEUCOM and the JCS for forces to support emergent requirements in the USEUCOM AOR and operational or Title 10 requirements in support of USEUCOM.

g. Movement-Order Messages. The CUOPS, FUOPS, or MOC will coordinate and write movement order messages to direct movement of units and equipment into, out of, or within the USAREUR AO in support of USAREUR operations, exercises, and training events. The MOC is the OPR for all air missions allocated by the United States Transportation Command.

h. General Officer for Force Protection (GOFP) Taskings. The CG, USAREUR, has delegated tactical control for FP to USAREUR GOFPs. GOFPs exercise tasking authority for all AT/FP operations and activities in their AOs, including those related to the Defense Critical Infrastructure Program. GOFPs also serve as approval authorities for all AT/FP requirements requiring general-officer approval.

i. USAG Taskings. USAG commanders are responsible for mission activity services on their installations and for providing support to the senior responsible officer. They have tasking authority over units assigned to their installations for routine activities.

7. TASKING REQUEST PROCESS

Generally, HQ USAREUR staff offices, major subordinate and specialized commands, and IMCOM-Europe should send requests for external support directly to the HQ USAREUR staff office responsible for providing the support. If the requested support involves more than one staff office, requesters should contact the CUOPS or the CTB to determine which office should be the OPR.

a. Requests for Department of the Army Civilian (DAC) Overhires and Borrowed Military Manpower (BMM). Requests for DAC overhires and BMM must be submitted to the CTB. Requests must include the following information:

- (1) Name and location of the requesting unit or staff office 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) MOS or AOC, additional skill identifier (ASI), and grade of the required individual.
- (5) Special qualifications (for example, experience, language, proficiency, training).
- (6) Required level of security clearance.
- (7) Justification for the request, specifying the mission of the individuals to be tasked.
- (8) Fund site or requesting unit's resource management POC telephone number and e-mail address for funding.
- (9) The POC's e-mail address and telephone number.
- (10) 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.

(11) Information regarding special predeployment training requirements; quarters and rations arrangements; uniforms and equipment needed; transportation arrangements; medical requirements; and passport, visa and country-clearance requirements and processes. Additional information that will enable completion of TDY or TCS orders and help prepare the individual should be provided.

b. USAREUR Band and Chorus Support Requests. Requests for USAREUR Band and Chorus support must be submitted through <http://www.eur.army.mil/band/request/default.htm> at least 90 days before the event in accordance with [AE Regulation 220-90](#).

c. USAREUR Salute Battery Support Requests. Requests for USAREUR Salute Battery support must be submitted by e-mail to usarmy.wiesbaden.USAREUR.mbx.salute-battery-requests@mail.mil at least 60 days before the event in accordance with [AE Regulation 600-25](#).

d. Coordinated Support. HQ USAREUR staff offices; USAREUR major subordinate, specialized, and tenant commands; and IMCOM-Europe organizations that have coordinated personnel or equipment support directly with another USAREUR or IMCOM-Europe organization do not require a USAREUR order. Coordinating units should use a formal request memorandum that documents support requirements (for example, funding, transportation, logistics).

e. Non-USAREUR Requests for Support. HQ USAREUR staff offices and major subordinate, specialized, and tenant commands will forward all requests for support from non-USAREUR organizations (for example, HN agencies, foreign countries, foreign military organizations, USEUCOM, USAFRICOM, other service component commands) to the appropriate HQ USAREUR staff proponent for coordination and to the USAREUR Command Group for approval if required. USAREUR units will provide support to non-USAREUR units only when support requirements are formally tasked in a USAREUR order.

8. RECLAMA PROCESS (REBUTTAL AND REQUEST FOR RELEASE FROM TASKING)

a. A RECLAMA is an official request to the OPR to reconsider or relieve the requester from a tasking.

b. Tasked organizations have 5 workdays from the date of the message to submit a RECLAMA. Requests submitted after 5 workdays must include a justification that explains why the request is late.

c. The RECLAMA process ([fig 3](#)) is as follows:

(1) The requesting organization will send to the OPR (para 5.C.1. of the message) a memorandum signed by an O6 or GS-15 or above.

(2) The OPR will analyze the request to determine if the tasking can be reassigned, modified, or rescinded.

(3) If the task remains valid and the OPR determines that the tasked organization should accept the tasking, the OPR will forward the request, along with pertinent facts, to the CTB.

(4) The CTB will analyze, validate, and consolidate the RECLAMA and brief the CHOPS or DCHOPS.

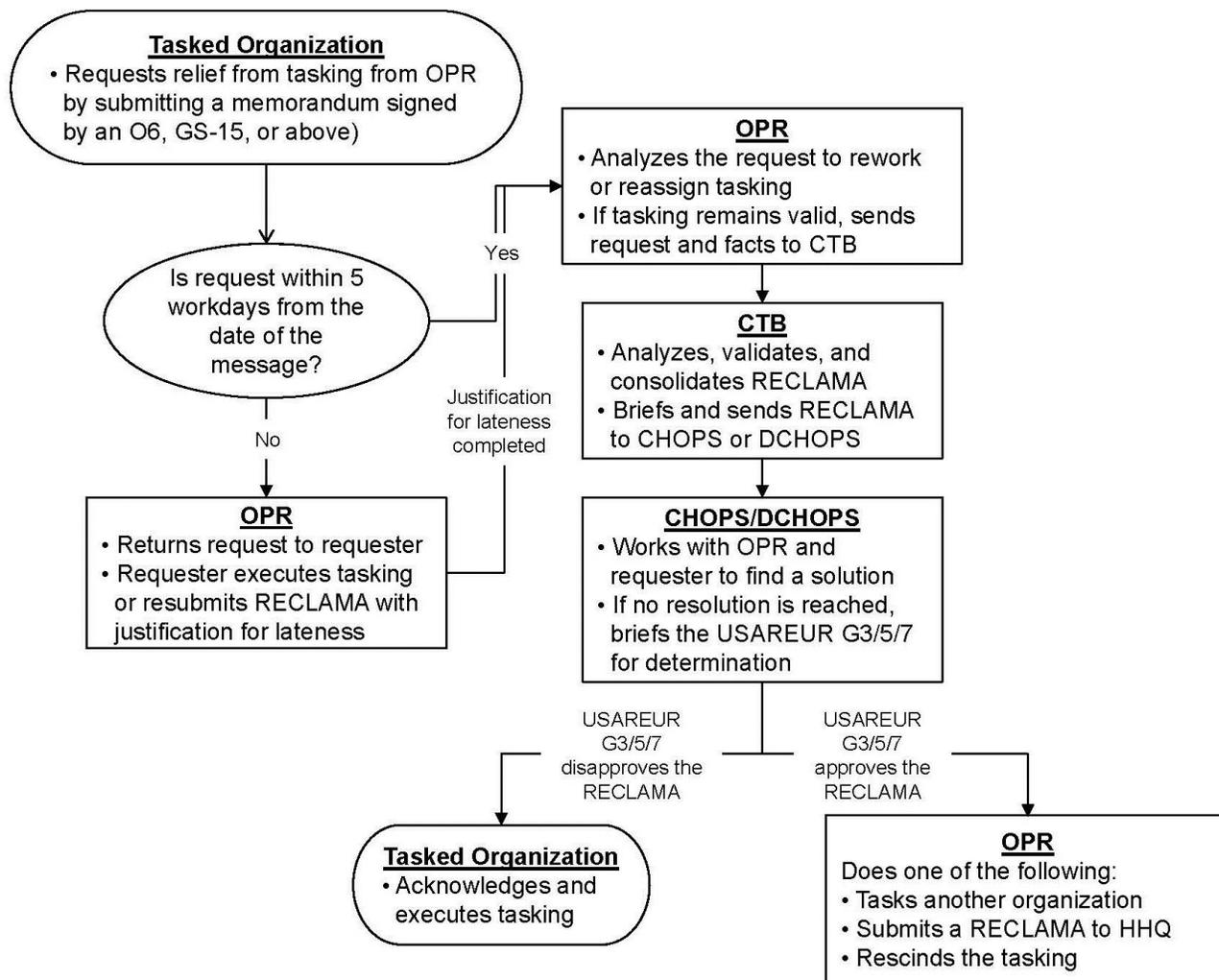


Figure 3. RECLAMA Process

(5) The CHOPS or DCHOPS will work with the OPR and the tasked organization to reach a resolution.

(6) If no resolution can be reached, the CHOPS or DCHOPS will brief the USAREUR G3/5/7 for a decision to approve or disapprove the RECLAMA.

d. Within 3 workdays after receiving a RECLAMA, the OPR will prepare a response to be signed by an O6 or GS-15.

e. When responding to a RECLAMA submitted by a GO, the CHOPS or DCHOPS will prepare a draft response for the USAREUR G3/5/7 or designated representative.

f. Submitting a RECLAMA does not relieve the tasked organization of the tasking. Taskings are valid until the USAREUR G3/5/7 officially rescinds or modifies the original order relieving tasked organizations of the tasking.

GLOSSARY

ACTO	action officer
AE	Army in Europe
AMHS	Automated Message Handling System
AO	area of operations
AOC	area of concentration
AOR	area of responsibility
AR	Army Regulation
AT	antiterrorism
BMM	borrowed military manpower
CG, USAREUR	Commanding General, United States Army Europe
CHOPS	Chief, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
CoS, HQ USAREUR	Chief of Staff, Headquarters, United States Army Europe
CTB	Central Taskings Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
CUOPS	Current Operations Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
DA	Department of the Army
DAC	Department of the Army civilian
DCG, USAREUR	Deputy Commanding General, United States Army Europe
DCHOPS	Deputy Chief, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
DOD	Department of Defense
ESD	Executive Services Division, Office of the Chief of Staff, Headquarters, United States Army Europe
EXORD	execution order
FP	force protection
FRAGORD	fragmentary order
FUOPS	Future Operations Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
G3/3 OPS	G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
G3/5 Plans	G3/5 Plans Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
G3/7 TREX	G3/7 Training and Exercise Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
GENADMIN	general administrative [message]
GFM	global force management
GO	general officer
GOFP	general officer for force protection
GS	General Schedule
HHQ	higher headquarters
HN	host nation
HQ	headquarters
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
HS	home station
IA	individual augmentation

IMCOM-Europe	United States Army Installation Management Command, Europe Region
JCS	Joint Chiefs of Staff
MOC	Movement Operations Center, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
MOD	modification order
MOS	military occupational specialty
NIPRNET	Nonsecure Internet Protocol Router Network
O6	colonel
OCR	office of coordinating responsibility
ODCS	office of the deputy chief of staff
OPORD	operation order
OPR	office of primary responsibility
PN	partner nation
POC	point of contact
RFF	request for forces
RFS	request for support
SAS	staff action summary
SCD	Security Cooperation Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
SIPRNET	Secret Internet Protocol Router Network
TASKORD	tasking order
TCS	temporary change of station
TDY	temporary duty
TMT	Task Management Tool
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAFRICOM	United States Africa Command
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G2	Deputy Chief of Staff, G2, United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USEUCOM	United States European Command
WARNORD	warning order
WIAS	Worldwide Individual Augmentation System