



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

SFIM-OP-M

MAR 01 2004

**MEMORANDUM FOR US Army Installation Management Agency Personnel and Supported MACOMs**

**SUBJECT: US Army Installation Management Agency Policy Memorandum #12, Central Tasking Office (CTO)**

**1. REFERENCES.**

- a. AR 600-20, Army Command Policy, Dated 13 May 2002.
- b. HQDA Pamphlet 500-5-1, Individual Augmentation Management, Dated 28 Dec 01.

**2. PURPOSE.** To provide guidance to all US Army Installation Management Agency (IMA) personnel and supported MACOMs on using HQ, IMA's CTO.

**3. APPLICABILITY.** These procedures are applicable to all personnel assigned to or under operational control of IMA.

**4. POLICY.** IMA garrisons/regions will accept taskings only from their higher IMA (region/HQ) CTO.

**5. PROCEDURES.**

a. The US Army Installation Management Agency (IMA) CTO at Headquarters, IMA serves as the conduit between Director, IMA, and the seven IMA region offices for all taskings.

b. The HQ, IMA CTO will receive, validate, and disseminate requirements to the region tasking offices. The IMA CTO will support all valid requests for garrison support from HQDA, executing agents, and other major army commands (MACOMs), where resources permit. Per HQDA G3, MACOMs are to submit mission support requirements to HQDA and not task IMA garrisons.

c. Agencies requesting mission support through IMA CTO will honor existing timelines and procedures to ensure sufficient time to evaluate, validate,

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and disseminate tasking orders to affected regions and garrisons. Support requests must include funding data where appropriate.

d. IMA CTO tasking policy guidance does not supercede existing OPLANs that promulgate habitual support relationships between garrisons and mission commanders for execution of Army missions.

e. Email requests should be sent to the IMA Operations Center: IMAOPSCENTER@hgda.army.mil. Phone Commercial 703-602-0609, DSN 332-0609.

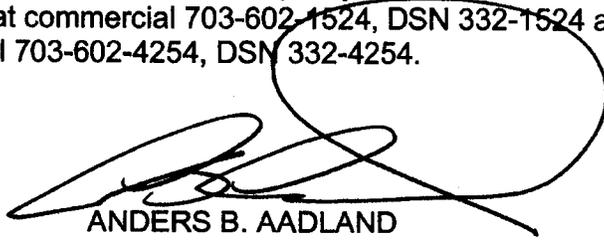
f. Mailed requests should be sent to HQ IMA, (SFIM-OP/IOC), 2511 Jefferson Davis Highway, Arlington VA 22202-3926.

g. Separate region guidance may be published at the region's discretion in accordance with the attached 1-5 enclosures.

5. PROPONENT. SFIM-OP is the proponent for this IMA policy. POC's are the Chief, Operations and Mobilization Branch at commercial 703-602-1524, DSN 332-1524 and the Operations Center, at commercial 703-602-4254, DSN 332-4254.

5 Encls

1. Format for Request
2. Tasking Order
3. Format for Standard Name  
Line Information
4. Format For Reclama
5. Glossary



ANDERS B. AADLAND  
Major General, GS  
Director

**UNCLASSIFIED**  
Format for Request

OFFICE SYMBOL

Date

MEMORANDUM FOR HQIMA, (SFIM-OP), 2511 Jefferson Davis Highway, Arlington,  
VA 22202-3926

SUBJECT: Request for Support

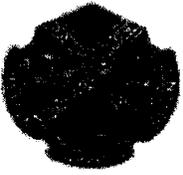
1. SITUATION: (Basis for support request).
2. MISSION:
  - a. Report date/time and release date:
  - b. Location of support requirement:
  - c. Personnel / Equipment / Action required:
  - d. Special qualifications of personnel (e.g. language proficiency, training, experience, skill identifier) or special equipment requirements:
  - e. Level of Security Clearance:
  - f. Justification for request to include specification of mission for which person/equipment is tasked:
  - g. Fund cite and POC number and email address for funding (if required):
  - h. Type of orders that will be used (e.g. TDY, DA Form 1610) (if required):
3. CONCEPT OF OPERATIONS: (how assets will be employed):
4. SERVICES: What support will supported unit provide (food service, lodging, transportation, etc..)
5. COMMAND AND SIGNAL:
  - a. SEND REPLY TO (email / Phone )
  - b. POC this action is \_\_\_\_\_, DSN \_\_\_\_\_, email \_\_\_\_\_.

SIGNATURE BLOCK

Enclosure 1

**UNCLASSIFIED**

Tasking Order



**Department of the Army  
Headquarters, United States Army  
Installation Management Agency**

**Central Taskings**

Unclassified (NIPR Email)

Classified (SIPR Email)

EOC phone: 757-788-6403 (DSN 680)

**TASKING # xxx**

**SUBJECT:**

**TO:**

1. SITUATION:
2. MISSION-REQUIREMENT:
3. CONCEPT OF OPERATIONS:
4. SERVICES:
5. COMMAND AND SIGNAL:

a. SEND REPLY TO

**NLT**

**Attachments:**

**Enclosure 2**

**UNCLASSIFIED**

**Format For Standard Name Line Information To Central Tasking Office**

TASKING NUMBER:	_____
LINE NUMBER:	_____
NAME:	_____
SSN:	_____
RANK:	_____
MOS:	_____
SECURITY CLEARANCE:	_____
UIC:	_____
ADDRESS:	_____ _____
UNIT DSN:	_____
E-MAIL ADDRESS:	_____
UNIT POC:	_____
FUNDING	_____

**Instructions:**

<b>Tasking #:</b>	<b>From Tasking Order</b>
<b>Line #:</b>	<b>From Tasking Order</b>
<b>Name:</b>	<b>Enter full name of Tasked individual (last name, first name, MI)</b>
<b>RANK:</b>	<b>Enter rank</b>
<b>MOS:</b>	<b>Enter MOS (If officer, enter branch specialty code)</b>
<b>Security</b>	<b>Clearance: Enter clearance</b>
<b>UIC: Enter</b>	<b>Unit Identification Code</b>
<b>Address:</b>	<b>Unit Address</b>
<b>Unit DSN:</b>	<b>Enter DSN</b>
<b>Email Address:</b>	<b>Enter tasked individuals email address</b>
<b>Unit POC:</b>	<b>Enter contact number, email, and name of Unit POC</b>
<b>Funding POC:</b>	<b>Enter fund cite or funding manager contact number, email, and name</b>

**UNCLASSIFIED**  
**Format For Reclama**

OFFICE SYMBOL

Date

MEMORANDUM THRU Northeast Region ATTN: SFIM-OP-NE, Bldg 57 Patch Road,  
Fort Monroe, VA 23651

FOR HQIMA (SFIM-OP), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926

SUBJECT: ///RECLAMA/// WIAS TASKER CT-HTN9-00245-01 INFORMATION  
SYSTEMS OPERATOR

1. PURPOSE: Request for relief is due to unavailability of qualified personnel as determined by detailed assessment authorized and assigned MOS population on the installation.

2. JUSTIFICATION:

a. Requirement: WIAS Tasker .XLS indicates qualified soldiers 74B CT-JTF7-00245-01 INFO SYSTEMS OPERATOR-ANALYST E5 IRAQ.

b. Total Number of Qualified personnel available: 0

c. Authorized: 2                      Assigned: 2

d. Status of Soldier(s): SGT A has been selected for Drill Sergeant School with reporting date of 5 December 03. He is currently clearing the installation. SGT B is in nondeployable status due to P3 profile (attached). He is currently serving as Information Systems Operator in the DOIM.

3. POC is .....

SIGNATURE BLOCK

Enclosure 4

## UNCLASSIFIED

### GLOSSARY

#### Section I Abbreviations

**CTO**  
Central Tasking Office

**HQDA**  
Headquarters Department of the Army

**HQDA G3**  
Office of the Deputy Chief of Staff,  
Operations

**HR**  
Human Resource

**IMA**  
Installation Management Agency

**OPLAN**  
Operations Plan

**RTO**  
Regional Tasking Office TTAD  
Temporary Tour of Active Duty

**TCS**  
Temporary Change of Duty Station

**WIAS**  
Worldwide Individual Augmentee System

#### Section II Terms

**Tasking:** A special requirement special requirements directed by the Director Installation Management Agency or designated official that require the assignment and/or expenditure of installation resources, that must be completed within a set time, and is necessary to ensure the success of the overall mission.

**Temporary change of station.** A method of temporarily reassigning an individual soldier or civilian to support a contingency or humanitarian mission, and who will return to their home station upon redeployment. For soldiers, this method includes SIDPERS transaction, which recognizes the individual as deployed.

**Temporary Tour of Active Duty.** Voluntary active duty performed by ARNGUS and USAR soldiers in support of the Active Army, a unified command, the office of the Joint Chiefs of Staff, or an active force mission of the Secretary of Defense. Such tours are limited normally to 139 days or less and are paid for by Active Army personnel funds.

**Operations Plan (OPLAN).** Any plan prepared for the conduct of military operations in a hostile environment by the commander of a unified command in response to a requirement established by the Chairman of the Joint Chiefs of Staff.

**Augmentees.** Soldiers/civilians reassigned as individuals in a TCS/TDY (active duty) or TTAD/mobilization (Reserve Component) status to temporarily fill a position that normally exceeds a deploying or deployed units authorized structure.

**Validation.** Determination that a specific augmentation or requirement is necessary to perform an assigned mission.