

USMEPCOM Command Group

tasker

From: MDC

Date:

Subject:

To: See Distribution

Suspense Date:

File Name:

Distribution:

MOP MMD MIM MRM MFA MHR MIG MJC MPA MJA MCP MEO MIR MHC MCOE MCOW

L = LEAD A = ACTION I = INFORMATION

Lead office is responsible for taking appropriate staff actions to respond to the tasking, preparing the staff package, and obtaining appropriate coordinations (even if an appropriate office did not receive the tasker).

Action offices are provided a copy based on the expectation of action involvement in the topic; work with the lead office to provide inputs.

Information offices are provided a copy based on the expectation of needing to know about the topic, the lead office may determine an action is required by an office receiving an information copy.