



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

AESG-CMAA

08 JUN 2004

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members Residing Within the 6th ASG Area of Responsibility

SUBJECT: 6th ASG Command Policy Letter 1, Community Service Program

1. The Civilian Misconduct Action Authority (CMAA) may recommend Community Service Program (CSP) hours as a positive rehabilitation measure or as a means of restitution (i.e. repair of vandalism) for acts of misconduct, including school suspensions and reports of misconduct. Personnel who elect CSP hours will be referred to the Installation Support Manager (ISM). The CMAA office will advise the ISM of the name, hours, and reporting date for CSP participants.
2. The ISM will assign the CSP participant to an Installation Coordinator (IC) for the duration of assigned hours. The sponsor and IC will arrange a schedule (before work begins) and location of work, which best serves all concerned. The IC will manage the CSP hours and will coordinate supervision with the sponsor. The sponsor will provide supervision during the duration of assigned hours when supervision through the IC cannot be obtained. No changes will be made to the work schedule without the approval of the IC.
3. The CSP participant is responsible for reporting to work on time, according to schedule, and for completing CSP hours in a timely and satisfactory manner (for example, using two months to work 20 hours is not considered to be timely).
4. The IC will track CSP hours worked and record them on a CSP time sheet. If a CSP participant is sent to a location to work, the participant's supervisor with knowledge of work performed will advise the IC, weekly, of hours worked. For CSP hours worked on evenings, weekends, holidays and times when the IC office is closed, the CSP participant must contact the IC before the close of business on the last regular work day prior to the scheduled CSP duty day.
5. After the third time being tardy or not showing for CSP hours, the CMAA office will be notified and the CSP participant reported as non-compliant with directed sanctions.
6. Point of contact for this policy is the CMAA at DSN 430-5894.


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Commanding