

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 1-5

1 October 1984

Administration
HEADQUARTERS OPERATION AFTER DUTY HOURS

Effective 15 October 1984

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, Fort Sam Houston.

1. PURPOSE. This regulation establishes policies, responsibilities, and procedures for the operation of the Post Headquarters during other than normal duty hours.

2. GENERAL.

a. There will be two command representatives during other than normal duty hours, as follows:

Staff Duty Officer (SDO).

Staff Duty Noncommissioned Officer (SDNCO).

b. The SDO is the representative of the Post Commander after normal duty hours. As the officer on duty, the SDO is responsible for management of the headquarters and for the training, conduct, and performance of the SDNCO.

c. After duty hours, the SDO will inform the appropriate unit commander, staff on-call officer, the Executive Officer or Deputy Commander, HQ, Fort Sam Houston, of all serious incidents or actions.

d. The SDNCO serves as the principal assistant to the SDO

e. Staff Duty (SD) personnel will review the SD instruction book when reporting for duty to note recent changes. Special instructions will be given at the beginning of the tour of duty. Personnel detailed for SD for the first time will read and become familiar with the contents of the SD instruction book prior to reporting for duty.

3. RESPONSIBILITIES.

a. The DPCA will be responsible for administering the duty rosters for SDO and SDNCO. Procedures will be established to ensure that names of personnel are added and deleted from the roster in accordance with AR 220-45.

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b. The Deputy Commander, HQ, FSH, will have the authority to exempt personnel from the SDO roster on an individual basis. Requests must be submitted through the unit commander, director, or staff office chief to the Deputy Commander, HQ, FSH.

c. The Headquarters Commandant, FSH, will:

(1) Have the authority to exempt enlisted personnel from the SDNCO roster on an individual basis. Requests must be submitted through the unit commander, director, or staff office chief to the Headquarters Commandant, HQ, FSH.

(2) Provide appropriate office space and administrative supplies.

d. The Office of the Adjutant, DPCA, will maintain the SDO/SDNCO duty rosters and provide timely notification on FSH FL 72-1902 (Staff Duty Officer/NCO (SDO/SDNCO)) and in the FSH Daily Bulletin.

e. The Admin NCO, Room 5, Bldg 300, will maintain SD instructions, on-call rosters, security rosters, and other directives.

f. Each director and staff office chief will

(1) Designate an on-call duty officer for other than normal duty hour operations. The on-call officer will remain in telephonic contact with the FSH SDO (221-3810/3520). Names of on-call personnel will be submitted to the Admin NCO, Room 5, Bldg 300, utilizing DA Form 2496 (Disposition Form) in designated format as shown in Appendix A. Each roster should cover a minimum period of 7 days.

(2) Submit to the Admin NCO, Room 5, Bldg 300, in designated format as shown in Appendix B, any instructions (in duplicate) to be placed in the staff duty instruction book.

(3) The first duty day of each month, review instructions previously forwarded to ensure the instructions are current. Submit changes or notify the Admin NCO, Room 5, Bldg 300, that existing instructions are current NLT the fifth working day of each month.

g. Each subordinate command will have an officer on-call for other than normal duty hour operations. The on-call duty officer will remain in telephonic contact with the company charge-of-quarters.

4. PERSONNEL REQUIREMENTS

a. SDO:

(1) The SDO will be detailed from duty rosters maintained by Office of the Adjutant, DPCA. The SDO roster will include majors, captains, lieutenants, warrant officers (WO1 through CW4), and master sergeants (E8) assigned

or attached to HQ, US Army Garrison; 41st Combat Support Hospital; 485th Medical Detachment; and the 507th Medical Company (AA).

The following individuals will be exempt from SDO duties:

(a) All directors and staff office chiefs (i.e., Comptroller, IG, Public Affairs Officer).

(b) Company grade officers and warrant officers assigned to the FSH Field Office, 3d Region, USACIDC, and Military Police Corps officers assigned to the Provost Marshal's Office, FSH.

MC, VC, ANC, and DC officers

(d) Chaplains (AR 165-20).

(e) Athletes assigned to the US Modern Pentathlon Training Center while training for major competition. These officers will be exempted for a specific period upon request of the OIC, USMPTC, to the Deputy Commander, FSH

(f) Officers assigned to Staff Judge Advocate (AR 27-1)

(g) Instructor pilots/standardization instruction pilots (SIPS) assigned to the FSH Flight Detachment.

(h) Officers and warrant officers assigned to the Inspector General's Office (AR 20-1).

(i) Unit Commanders (Cdr, HQ Comd; Cdr, 41st CSH; Cdr, 485th Med Det; Cdr, 507th Med Co (AA); Cdr, HQ Co, USAG; Cdr, LEA; Cdr, 5th Army Band; Cdr, HQ Co, 41st CSH; Cdr, FSH Flight Det).

(j) All officers/ warrant officers who perform "first-up" crew duty for the installation Military Assistance to Safety and Traffic (MAST) Program

(k) Those specifically exempted by the Deputy Commander, HQ, FSH

(3) Requirements:

(a) The SDO will be required to have a valid security clearance of at least SECRET.

(b) The SDO will have a valid military driver's license in order to drive the staff car provided for the conduct of official business.

b. SDNCO:

(1) The SDNCO will be detailed from duty rosters maintained by the Office of the Adjutant, DPCA. The SDNCO roster will include all personnel in grades E6 and E7 who are assigned or attached to HQ, US Army Garrison (less

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those NCOs assigned to Fifth Army Headquarters); 41st Combat Support Hospital; 485th Medical Detachment; and 507th Medical Company (AA).

The following individuals will be exempt from SDNCO duties:

(a) Sergeants First Class acting as company first sergeants/detachment sergeants.

Personnel assigned to the Law Enforcement Activity (LEA).

Personnel assigned to the 5th Army Band.

Personnel assigned to the Inspector General's Office (AR 20-1).

(e) Athletes assigned to the US Modern Pentathlon Training Center while training for major competition. These personnel will be exempted for a specific period upon request from the OIC, USMPTC, to the Cdr, HQ Comd.

Full-time career counselors

CID agents

Acting Sergeant Major, Headquarters Command

NCOIC, Chaplain Division, for weekend duty (AR 165-20)

Those specifically exempted by the Cdr, HQ Comd, FSH.

(3) The SDNCO will have a valid military driver's license for military sedan.

5. REPORTING.

a. SDO. The SDO will report to the XO, FSH, Bldg 300, for special instructions at 1530, Monday through Friday. The SDOs for Saturdays, Sundays, and holidays will report to or call the XO at 1530 on the last normal duty day preceding their tour of duty for any special instructions. The SDO will provide the duty officer's logs to the Admin NCO, Room 5, Bldg 300, upon his relief.

b. SDNCO. The SDNCO will report for special instructions to the Admin NCO, HQ Command, HQ, FSH, Room 5, Bldg 300, at 1530, Monday through Friday. The SDNCOs for Saturdays, Sundays, and holidays will report to the Admin NCO, HQ Command, HQ, FSH, at 1530 on the last normal duty day preceding their tour of duty for any special instructions.

6. TOUR OF DUTY AND UNIFORM.

a. The tour of duty for SD personnel begins at 1600 and terminates at 0730 the following day. On weekends and holidays, the tour of duty begins at

0730 and terminates at 0730 the following day. The uniform for SD personnel will be Khaki, Army tan, or Army green.

b. Compensatory time off for the SDO and the SDNCO will be at the discretion of the supervisor.

7. PLACE OF DUTY. The designated place of duty for the SDO and SDNCO is Room 7, Bldg 300, HQ, FSH. Staff duty personnel will remain at their place of duty, except when duty requires their presence elsewhere while conducting required inspections on post or for short periods required for meals. Staff duty personnel will not leave the post.

8. ANNOUNCEMENT OF DETAILS.

a. Normally, personnel are notified of details 10 days in advance of the day of duty on FSH FL 72-1902. Personnel detailed will acknowledge duty by signing the above form and returning it to the Administrative Services Branch, Adjutant Division. Details normally will be announced in the FSH Daily Bulletin 6 days prior to day of duty.

b. SDO/SDNCO will take priority over other routine duties. All personnel on the duty roster who schedule any absence which will effect their availability to perform duty will process through the NCOIC, Administrative Services Branch, Adjutant Division, for duty roster clearance not less than 15 days prior to the scheduled absence. It is the responsibility of the individual to obtain a replacement for duty when an ordinary leave is processed subsequent to being scheduled for duty. Personnel scheduled for PCS/ETS will be dropped from the duty roster 15 days prior to date of departure provided individual concerned notified the NCOIC, Administrative Services Branch, Adjutant Division.

c. When emergencies prevent an individual from performing assigned duties, the next individual from applicable weekday or weekend roster will be detailed as replacement.

d. Personnel desiring to exchange scheduled duty with other eligible individuals may arrange mutual exchanges and advise the NCOIC, Administrative Services Branch, Adjutant Division (telephone 3712), and the Admin NCO, HQ Command, HQ, FSH (telephone 6429), of their arrangements. The individual originally scheduled for duty will receive duty roster credit.

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The proponent of this regulation is the Adjutant Division, DPCA. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-PA-AGA, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER:



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