

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 37-5

1 October 1988

Financial Administration
Fort Sam Houston Population Report
RCS AFZG-CM-2

Issue of further supplements to this regulation by subordinate activities is prohibited, unless specifically approved by the Commander, U.S. Army Garrison, Fort Sam Houston (USAG, FSH),
ATTN: AFZG-RM-MA.

1. PURPOSE: To establish a system for collecting population data for Fort Sam Houston (FSH)
2. SCOPE: This regulation is applicable to all units and activities under the jurisdiction of the Commander, USAG, FSH and all tenants and satellite organizations receiving support from FSH in accordance with applicable regulations listed in paragraph 6.
3. OBJECTIVE: To collect, maintain and report population data to be used for financial, administrative and logistical reports which require such information for planning, programming and budgeting purposes.
4. RESPONSIBILITIES:
 - a. Directorate of Resource Management, USAG, FSH will:
 - (1) Consolidate population figures and maintain monthly strength data.
 - (2) Provide population data upon request to all activities requiring information.
 - b. Preparing units and activities:
 - (1) Active component, DOD and civilian activities - Complete section A, FSH Form 37, Fort Sam Houston Population Report.
 - (2) Reserve component - Complete section B, FSH Form 37 (see paragraph appendix B, for special instructions).

*This regulation supersedes FSH Reg 37-5, 16 Aug 85 and Change 1, 19 Aug 86

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5. REPORTING PROCEDURES. Each activity listed as a "Reporting Activity" on appendix A will prepare a consolidated population report monthly using FSH Form 37 (one copy). The report will be submitted to Commander, USAG, FSH, ATTN: AFZG-RM-MA, Stop #37, not later than the seventh workday following the close of each month. FSH Form 37 may be obtained from the USAG, FSH Publications Stockroom. Strength will be the number of personnel on board as of the end of the month. Strength for "Nonreporting Activities" will be obtained quarterly and maintained at that level for three months.

a. Military: Military personnel will be reported by officer, warrant officer and enlisted and will include all military personnel working in the activity (assigned and attached).

b. Post residents (FSH, Camp Bullis, Canyon Lake Retreat and Camp Stanley).

1 Military living on post.

(2) Family members of military living on post

Civilian employees living on post.

Family members of civilians living in government quarters

c. Other. Report personnel not included above using government facilities. Appendix B provides special instructions for activities whose personnel do not conform to the normal reporting procedures.

6. REFERENCE:

a. AR 1-35, Basic Policies and Principles for Interservice, Interdepartmental and Interagency Support.

b. FORSCOM Suppl 1 to AR 1-35, Basic Policies and Principles for Interservice, Interdepartmental and Interagency Support.

c. AR 5-8, Host-Supported Activity Relationships (Intraservice).

d. AR 5-9, Intraservice Support Installation Area Coordination

e. FORSCOM/TRADOC Suppl 1 to AR 5-9, Intraservice Support Installation Area Coordination.

f. AR 37-49, Budgeting, Funding and Reimbursement for Base Operations Support of Army Activities.

g. AR 37-100-XX (applicable fiscal year), Account Code Structure.

APPENDIX A
REPORTING ACTIVITIES

HQ, FIFTH U.S. ARMY AND FORT SAM HOUSTON

* Fifth U.S. Army

U.S. Army Garrison, FSH

* Directorate of Personnel and Community Activities

Directorate of Plans, Training Mobilization and Security

* Directorate of Engineering and Housing

Directorate of Logistics

Directorate of Resource Management

Directorate of Information Management-FSH, 5TH Rctg Bde, HSC

* Directorate of Reserve Component Support

Civilian Personnel Office

Staff Judge Advocate

Post Chaplain

Provost Marshal

Directorate of Contracting

* Camp Bullis Training Site

* Headquarters Command

MP Company

Hq Company

507th Med Co

Fifth U.S. Army Band

FSH Flight Detachment

41st Combat Hospital

* See appendix B for special instructions

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HQ, U.S. ARMY HEALTH SERVICES COMMAND

Patient Admin Systems and Biostatistical Activity
Health Care Systems Support Activity
Health Care Studies and Clinical Investigation Activity

ACADEMY OF HEALTH SCIENCES, U.S. ARMY

Army Optical Fabrication Lab
Army Veterinary Service

BROOKE ARMY MEDICAL CENTER

MILITARY UNITS TENANT/SATELLITE ACTIVITIES

546th Ordnance Detachment

137th Ordnance Detachment

Institute of Surgical Research

Area Dental Lab

Army Dental Activity (DENTAC)

* 5th Recruiting Brigade, SW Region

FSH MI Detachment

Midwest Commissary Region

U.S. Army Commissary, MWCOR

U.S. Army Special Security Detachment

416th Engineer Command

OTSG AMEDD Personnel Support Agency

Corpus Christi Army Depot

U.S. Army Military Police Station Training Det - LAFB

Military Entrance Processing Station

* See appendix B for special instructions

748th MI BN, Kelly AFB

Defense Language Institute - English Language Branch, LAFB

Army/Air Force Hometown News Center, Kelly AFB

Electronic Warfare Center, Kelly AFB

Nonappropriated Fund Branch, CPO

Mobilization/Deployment Planning Course Activity

FSH Field Office - Liaison Office, 6th Region, USACIDC

CAMP STANLEY STORAGE ACTIVITY

U.S. AIR FORCE ACTIVITIES

LAFB Civilian Personnel Office

LAFB Accounting and Finance Field Office

San Antonio Real Property Maintenance Agency (SARPMA)

* San Antonio Contracting Center

Det , 3790th Medical Services Training Wing

RESERVE UNITS AND NATIONAL GUARD

* HQ, 90th U.S. ARCOM

* Texas National Guard Armory

AMEDD Personnel Support Activity

* Navy Reserve Readiness Center

* U.S. Marine Corps Reserves, 4th Recon Bn, 4th Marine Division

OTHER SUPPORT ACTIVITIES (NAVY, DOD)

Uniformed Service University of Health Sciences (AHS)

U.S. Navy Personnel Support Activity

Naval School of Health Sciences (AHS)

* See Appendix B for special instructions

NONREPORTING ACTIVITIES

U.S. Army Physical Evaluation Board

Fort Worth District Corp of Engineers

Defense Reutilization & Marketing Office

Fort Sam Houston Post Exchange, AAFES

Fort Sam Houston National Cemetery

Fort Sam Houston Independent School District

San Antonio Credit Union

Eisenhower National Bank

Thrift Shop

American National Red Cross

Post Office

Defense Mapping Agency, Hydrographic/Topographic Center

Defense Mapping Agency, Inter-American Geodetic Survey

Trial Defense Service

Antonio Distribution Center, AAFES

Area Test Measurements and Diagnostic Equipment Support Team (ATST)

Defense Investigative Service

Joint Personal Property Shipping Office

Army Audit Agency, S.A.

APPENDIX B

SPECIAL INSTRUCTIONS FOR PREPARATION OF
FORT SAM HOUSTON POPULATION REPORT

B-1. The following formula will be used for computing average population for activities that provide a service (for example: training, lodging, contracting) for a day or more:

$$\frac{\text{Number of personnel} \times \text{Number of days used}}{\text{Number of days in the month}} = \text{Average population for month}$$

B-2. The following instructions are provided:

a. Fifth U.S. Army. Report advisors/full-time support personnel at all duty stations other than FSH in remarks, Item 19.

b. Headquarters Command. Report will not include those military personnel assigned or attached to USAG, FSH staff offices. All units under HQ Command will report through Commander who consolidates the report.

c. Directorate of Personnel and Community Activities. Report should include all personnel working in clubs and recreational facilities. A separate report should be prepared for the Canyon Lake Retreat. It should show employees (include resident information on personnel living at the retreat) and personnel using the trailer units on an overnight basis (use above formula).

d. Directorate of Reserve Component Support. Report should include:
Number of reserve personnel scheduled for training during the month.

Actual number of reservists in attendance during the month.

Average length of training period.

e. Directorate of Engineering and Housing. Report should include an average of the number of personnel using the guest houses (use above formula).

f. Camp Bullis. Personnel using Camp Bullis for training should be indicated on line 6. The above formula should be used categorizing the personnel by service, such as Army, Air Force, USAR, and civilian activities (for example: Boy Scouts, civilian police). The categories should be shown in the remarks column with the total on line 7. Air Force personnel from Lackland AFB who reside at Camp Bullis should be counted in the resident category.

g. Academy of Health Sciences, U.S. Army. Separate reports should be prepared for AHS permanent party, AHS students and the AHS Medical Department Student Detachment.

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h. Brooke Army Medical Center. Separate reports should be prepared for BAMC permanent party, BAMC students and patients. Number of patients will be computed by the formula in paragraph B-1 for military and civilian (out-patients should not be included).

i. Fifth Recruiting Brigade. Provide separate reports for Headquarters, 5th Recruiting Bde, and activities located off post.

j. Reserves and National Guard. Complete section B, FSH Form 37. The facility officer should report the total strength of all units utilizing the center regardless of unit of assignment.

(1) Line 14. Total assigned strength: Report total unit strength of all units assigned to the center.

(2) Line 15. Total number of days center open for drill: Report a morning and afternoon drill as one day. A morning drill only as one-half day

(3) Line 16. Total attendance at drills: Add the attendance for each unit for each drill to get total.

(4) Line 17. Number of full-time military employees: Do not include Reserve technicians.

(5) Line 18. Number of full-time civilian employees: Do not include Reserve technicians.

(6) Line 19. Remarks: Report the number of reserve technicians assigned to units using the center as a memo entry.

For use of this form, See FSH Regulation 37-5; the proponent is DRM

FORT SAM HOUSTON POPULATION REPORT			Report Control: RCS AFZG-CM-2		
TO: Commander US Army Garrison ATTN: AFZG-RM-MA Fort Sam Houston, Texas 78234-5000			FROM:		
ACTIVITY REPORTED			AS OF		
Section A - Active Army, DOD, and Civilian Activities					
Line	Category	Number	Line	Category	Number
1	MILITARY		8	POST RESIDENTS	
2	Officer		9	Military	
3	Warrant Officer		10	Family Members of Military	
4	Enlisted		11	Civilians	
5	CIVILIAN		12	Family Members of Civilians	
6	OTHER		13	TOTAL	
7	TOTAL				
Section B- Reserve Centers and National Guard Armories					
Line	Category	Number	Line	Category	Number
14	Total Assigned Strength		17	Number of Full-Time Military Employees	
15	Total Number of Days Armory Open for Drill		18	Number of Full-Time Civilians	
16	Total Attendance at Drills				
19	REMARKS				
NAME AND TITLE OF PREPARER			TELEPHONE NUMBER		

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

FOR THE COMMANDER:



GEORGE A. FINLEY
Director of Information Management

GEORGE A. FINLEY
Director of Information Management

APPENDIXES:

- A - Reporting Activities
- B - Special Instructions

DISTRIBUTION:

- A
- B
- C
- F
- 1 - Defense Language Institute - English Language Branch
- 1 - U.S. Corpus Christi Army Depot
- 1 - Fort Worth District, Corps of Engineers
- 1 - 748th MI BN, KAFB
- 1 - FSH Independent School District
- 1 - San Antonio Credit Union
- 1 - Eisenhower National Bank
- 1 - Thrift Shop
- 1 - FSH Post Office
- 1 - Ask Mr. Foster Travel Agency
- 1 - Navy Reserve Readiness Center
- 1 - Navy Personnel Support Activity
- 1 - U.S. Marine Corp Reserves, 4th Recon Bn
- 25- AFZG-IM-LSBP