

Administration
HEADQUARTERS, USARC OPERATION
DURING WEEKENDS AND NON-DUTY HOURS

For the Commander:

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Summary. This revision establishes responsibilities and updates policies and procedures for manning the U.S. Army Reserve Command (USARC) Headquarters by staff duty officers (SDOs), SDO Assistants, SDO On-Call and Staff Agency On-Call Officers on weekends, holidays and non-duty hours

Applicability. This memorandum applies only to Headquarters, USARC, staff personnel.

Suggested improvements. The proponent of this memorandum is the DCSOPS. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, USARC, ATTN: AFRC-OP.

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Chapter 1
Introduction

1-1. Purpose

To provide policy guidance and procedures for manning the USARC during non-duty hours (1730 - 0630 Eastern Standard Time (EST), weekends and holidays) for the purpose of providing assistance to MSCs and installations.

1-2. References

- a. Required references are:
- (1) AR 190-40, Serious Incident Report.
 - (2) AR 220-45, Duty Rosters.
 - (3) AR 335-15, Management Information Control System.

(4) AR 525-13, Antiterrorism Force Protection (AT/FP): Security of Personnel, Information, and Critical Resources.

(5) USARC Memo 25-1, Staff Officer's Handbook.

(6) USARC Staff Duty Officer's Handbook.

(7) USARC Suppl 1 to AR 190-40, Serious Incident Report (SIR).

b. Related references are:

(1) USARC Severe Weather Plan.

(2) USARC Bomb Threat Procedures.

(3) AR 385-40, Accident Reporting and Records.

c. Recordkeeping Requirements. This memorandum requires the creation, maintenance, and use of the following specific records. (AR 25-400-2, The Modern Army Recordkeeping System (MARKS), see appendix B for file

* This memorandum supersedes USARC Regulation 1-1, 1 April 1994.

number descriptions and dispositions at
www.rmd.belvoir.army.mil.)

(1) The Duty Officer's Log, DA Form 1594, will be filed under 1d, Duty Reports.

(2) Duty Rosters will be filed under 1ee, Duty Rosters.

1-3. Explanation of abbreviations and terms

a. Abbreviations:

- (1) CG.....Commanding General
- (2) CofS.....Chief of Staff
- (3) DCG.....Deputy Commanding General
- (4) MSC.....Major Subordinate Command
- (5) RSC.....Regional Support Command
- (6) SDOStaff Duty Officer
- (7) SGSSecretary of the General Staff

b. Terms:

- (1) Duty Hours.....0630 through 1730
- (2) Duty DaysMonday through Friday

1-4. Responsibilities. The following USARC staff agencies have the responsibilities listed below:

a. Secretary of the General Staff (SGS). Maintain, publish and provide the SDO and SDO assistant exemption roster to the Company B commander and each USARC directorate.

b. DCSOPS:

- (1) Supervise the performance of the SDOs and SDO assistants.
- (2) Inbrief the SDO NLT 1530 on the first day of duty.
- (3) Receive daily outbrief from SDO NLT 0800 each duty day.
- (4) Provide the SDO with a cell phone, appropriate keys, and the SDO Handbook.
- (5) Ensure SDOs and SDO assistants are aware of the USARC CofS, DCG, and CG's weekend locations.
- (6) Publish and maintain the SDO's Handbook.
- (7) Maintain and publish guidance on USARC Alert Rosters to staff sections, directorates, MSCs and installations.

c. Company B:

- (1) Publish the staff duty roster.
- (2) Provide a copy of the SDO and SDO assistant rosters to the Fort McPherson Garrison Executive Officer for use by the installation SDO for emergency situations.

d. Directors and General and Special Staff Agency Chiefs:

- (1) Provide the SDO exemption roster to the USARC SGS.
- (2) Ensure that individuals detailed to perform SDO and SDO assistant duties are notified and report to the duty location as scheduled. It is the responsibility of the staff agency to provide replacements when, for any reason, an SDO or SDO assistant can not perform duty.
- (3) Confirm and submit section alert roster updates to the DCSOPS, Chief Current Operations, NLT COB the first working day of each month. Submit changes as required.

(4) Develop and maintain daily closedown procedures for their section areas.

(5) Notify the USARC Operations Center of any after-hour activities in the building and provide the name of the responsible individual.

(6) Provide a sponsor to any visitor the staff permits into the building. Coordinate after-hour visitors with the SDO in the security office.

(7) Assign an Staff Agency On-Call Officer to address issues after hours. Indicate this assignment on the section alert roster.

e. Staff Duty Officer (SDO):

- (1) Report to the USARC Operations Center for SDO briefing NLT 1530 on the first day of duty.
- (2) Review and perform duties in accordance with the SDO's Handbook.
- (3) Review and comply with specific guidance regarding the use of the SDO cell phone as published in the SDO Handbook and USARC's cell phone policy. Forward and monitor telephones as specified.
- (4) Brief the USARC Operations Center staff on SDO actions NLT 0800 each weekday morning except holidays. Daily briefing may be conducted via telephone. If applicable, report a Nothing Significant to Report.
- (5) Return the SDO Handbook and equipment to the USARC Operations Center NLT 0800 on the last day of duty.
- (6) Identify deficiencies encountered with the SDO program to USARC Operations Center staff.
- (7) Confirm, initial, and date your staff section's alert roster in the SDO Handbook.

f. The SDO Assistant:

- (1) Contact the SDO NLT 1200 the day before performing duty and finalize coordination of duty.
- (2) Report to the security office at the start of duty.
- (3) Review and perform SDO assistant duties according with the SDO's Handbook.
- (4) Coordinate with the SDO before departing the USARC Headquarters at end of tour of duty.

g. Staff Agency On-Call Officer:

- (1) Obtain a pager, government telephone credit card, and section alert roster from your staff agency.
- (2) If called to answer questions or discuss issues, take appropriate action to provide a response as soon as possible. Call the unit that initiated the question/issue and inform them the action is being worked. The action may require the Staff Agency On-Call Officer or other staff agency personnel to report for duty at the Headquarters to address the matter. When unable to answer or respond to an action, refer the issue to your chain of command for further guidance.
- (3) Prepare an AFRC Form 9-R, Staff Coordination, Approval, and Routing Sheet, for each action worked. Outline the issue, steps taken to work the action, final results, or indicate the action could not be answered or resolved. State a timetable to provide an answer. Provide the SDO or SDO assistant, via phone, a summary of the AFRC Form 9-R so the SDO can record the action in the

Duty Officer's Log. Turn in the AFRC Form(s) 9-R to the USARC Operations Center before 0800 the day following the action and they will attach it to the Duty Officer's Log. Provide an information copy of the AFRC Form 9-R to your chain of command.

(4) Military Staff Agency On-Call Officers may wear civilian attire while on-call after duty hours.

h. The USARC Security Office Personnel:

(1) Forward the Security Office telephones to the SDO cell phone at 1730 (Monday through Friday). Deactivate call forwarding at 0630 the next duty day.

(2) Brief SDO and SDO assistant on security office procedures prior to COB, the last duty day before the weekend.

(3) Turn off all lights in the atrium common areas before leaving the building at 1800 on weekdays.

i. The USARC Operations Center staff:

(1) Brief SDO on the USARC SDO program NLT COB each Tuesday. Issue SDO Handbook and equipment to SDO and inspect the Handbook and equipment when returned.

(2) Fax and e-mail the SDO contact information sheet to the Command Group, other headquarters, and outside agencies as required. Complete NLT COB each Tuesday.

(3) Forward USARC Operations Center telephones to the Security Office at 1730 each weekday. Deactivate call forwarding each weekday at 0630.

(4) Receive daily brief from SDO at 0800.

(5) Inspect SDO Duty Log (DA Form 1594) and file in MARKS, under 1d, Duty Reports.

Chapter 2 Procedures

2-1. General

a. The SDO is on-call after duty hours (1730 – 0630 EST) for 7-days IAW the dates listed in the SDO duty roster published by Company B.

b. On weekdays (Monday through Friday), the SDO is on-call from 1730 to 0630 EST.

c. On weekends, (Saturday and Sunday) the SDO and SDO assistant man the Security office from 0630 to 1730 EST.

d. On official federal holidays and holiday weekends, the Headquarters will **not** be manned. The SDO is on-call and available. The official federal holidays are:

- (1) New Years Day
- (2) Martin Luther King, Jr. Day
- (3) Presidents Day
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Thanksgiving
- (8) Christmas

2-2. Designation of SDOs and SDO Assistants

a. The SDO and SDO assistant represents the Commander while under the staff supervision of the USARC DCSOPS.

b. The SDO will be a Major.

c. The SDO assistants will be:

(1) 2d Lieutenant - Captain.

(2) Warrant Officer 1 - Chief Warrant Officer 4.

(3) Master Sergeant.

d. The USARC SGS provides Company B with personnel and positions exempt from SDO and SDO assistant duty. Submit requests for further exemption in writing to USARC CofS. The SGS maintains a roster of exempt USARC personnel and provides a copy to Company B.

2-3 The SDO Duty and Leave or TDY Conflict

a. Company B commander publishes the SDO and SDO assistant Duty Rosters using DA Form 6. Personnel must submit leave and TDY requests NLT the 10th day of each month. Company B assigns duties after the 10th to avoid conflict with scheduled leave, TDY, and other duties.

b. Soldiers requesting leave or TDY after the 10th of each month that conflict with Company B's duty rosters must provide the name and contact information of a replacement. The replacement must contact Company B and the USARC Operations Center prior to the day of duty.

2-4 Tour of duty guidance

a. Weekdays. The SDO tour of duty is from 1730 Tuesday to 0630 the following Tuesday. If duty changeover occurs on a holiday, the Company B commander will modify the duty dates. The SDOs perform their on-call duties at home, at work, or en route. Stops between work and home are allowed only at gas stations and convenience stores.

b. Weekends. The SDO and SDO assistant tour of duty is from 0630 - 1730 on Saturday and Sunday. The SDOs and SDO assistants perform weekend duty in the USARC security office. The SDO and SDO assistant may perform work associated with their assigned duty positions when they are not handling matters related to SDO responsibilities.

c. During weekend duty at the USARC, the SDOs may leave the building, one at a time, for lunch or physical training (not to exceed 1 hour).

d. The MSCs and installations may contact the SDO during non-duty hours (1730 - 0630 Eastern Standard Time (EST), holidays, and training holidays) for the purpose of reporting situations covered in para 1-2 (this memorandum), or other matters deemed appropriate that **cannot wait** until normal duty hours or the next duty day.

e. The SDO duty uniform is the battle dress uniform.