



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

REPLY TO  
ATTENTION OF:

IMHM-PL

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #70, Field Officer of the Day (FOD) During Non-duty Hours

1. The proponent for the policy is the Directorate of Plans, Training, Mobilization, and Security (DPTMS).
2. The policy is effective immediately and remains in effect until rescinded or superseded.
3. References.
  - a. 8<sup>th</sup> Army Memorandum, Terms of Reference for Senior Responsible Officers for Army Communities in Korea.
  - b. 2<sup>nd</sup> Infantry Division Policy Letter #50, Unit Commanders' Responsibilities to Unit Operations During Non-duty Hours.
  - c. Army Regulation 220-45, Duty Rosters.
4. Applicability. This policy applies to all Camp Humphreys' tenant units with military personnel holding the rank of a field grade officer (Major (O-4) and above or Chief Warrant Officer 4 (CW4) and above).
5. Purpose. This policy outlines procedures and sets forth responsibilities for the Field Officer of the Day (FOD). The FOD is an added Force Protection asset required by the Senior Responsible Officer (SRO) for Camp Humphreys and Area III (2<sup>nd</sup> Infantry Division Commander). This policy letter promulgates my direction and guidance to leaders tenant to Camp Humphreys in support of the SRO's intent. The FOD will enhance the security and safety of our unit areas through command presence and random checks.
6. Summary. When other personnel are not normally present for duty, a FOD is detailed daily to represent the SRO, the Garrison Commander, and all other Battalion and above commanders stationed on Camp Humphreys. FOD duty is from 1700-0800 during the work week and 0800-0800 on weekends and USFK Approved Training Holidays. The FOD requirement will be suspended during theater level exercise windows (Key Resolve and Ulchi Freedom Guardian Only). Exact suspension dates for

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the FOD requirement during theater level exercises will be published via FRAGO. All O-4's and above or CW4's and above are eligible to serve as the FOD. Captain Promotables - CPT(P) and Chief Warrant Officer 3 Promotables – CW3(P) are authorized to supplement and perform FOD duties if the required O-4 or CW4 personnel are unavailable. No personnel holding a rank less than a CPT(P) or CW3(P) is authorized to perform FOD duties.

a. Exceptions to FOD eligibility:

(1) Unit commanders.

(2) Inspectors General, Judge Advocates, Chaplains, Military Police, and officers of the Army Nurse, Dental, Finance, Medical, Veterinary, and Medical Specialist Corps.

(3) Officers scheduled to depart on permanent change of station (PCS) within 30 days of duty dates.

(4) Other personnel designated by the Deputy to the Garrison Commander or Garrison Commander.

b. The following units will provide a FOD IAW USAG OPORD 11-76 (Installation Detail Taskings for 2011) and all FRAGO's associated.

- (1) 2<sup>nd</sup> CAB
- (2) 501<sup>st</sup> MI BDE
- (3) 4-58<sup>th</sup> AOB
- (4) 194<sup>th</sup> CSSB
- (5) HHC, USAG-H

c. The FOD will report to the Humphreys Community Operations Desk (HCOD) in Bldg 1280 NLT 1600 on their assigned duty day to receive instructions from DPTMS. The FOD will report to the HCOD at 0800 the following regular duty day in order to be debriefed by DPTMS.

d. Prior to a weekend/USFK Approved Training Holiday, all of the assigned FOD officers for that weekend/USFK Approved Training Holiday will report to the HCOD at 1600 on the last duty day prior to the weekend/USFK Approved Training Holiday in order to receive a brief from DPTMS. Weekend/USFK Approved Training Holiday FOD duty hours are as follows:

- (1) Fri, 1700-0800
- (2) Sat, 0800-0800, Sun

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(3) Sun, 0800-0800, Mon

(4) USFK Approved Training Holiday, 0800-0800 the following day

e. When FOD duty falls on a weekend/USFK Approved Training Holiday, the outgoing FOD will be debriefed by the incoming FOD and transfer the FOD Book and DA Form 1594 to the incoming FOD at 0800 in the HCOD. The last FOD of the weekend/USFK Approved Training Holiday will be debriefed by DPTMS on all events that occurred during that weekend or federal holiday at 0800 the first duty day of the week.

## 7. Responsibilities.

a. DPTMS, USAG-H will supervise the FOD program and will publish FOD taskings via the USAG-H Quarterly Installation Detail Taskings OPORD/FRAGO. DPTMS will follow up with the USAG-H Commander concerning any significant actions that occurred during the previous FOD shift. This includes the submission of work orders or immediate safety repairs.

b. The FOD will conduct random checks of designated areas during their tour of duty. These designated areas will be prescribed in writing. The FOD will be authorized to utilize an HCOD TMP vehicle and driver in order to conduct their required checks.

(1) Limit FOD checks to what can be seen with the naked eye in plain view. The FOD should not conduct inspections or searches of other Soldiers' offices, barracks rooms, wall lockers, closets, drawers, or other similar areas of personal property without the appropriate command approval. The FOD should envision themselves as envoys of good order, safety, discipline, and Force Protection. If the FOD witnesses a person, activity, or situation that appears dangerous or illegal, the FOD should report the situation to the chain of command or PMO immediately. The FOD may act immediately to stop ongoing misconduct.

(2) These checks will concentrate surveillance and monitoring efforts on identified areas or buildings of vulnerability based on a trend of misconduct and illegal behavior.

(3) The FOD will record the details of their checks, to include any incidents, problems, observations, results, findings, and all of their actions in the FOD Duty Log DA Form 1594 Daily Staff Journal or Duty Officer's Log.

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8. Point of contact for this policy is DPTMS at 754-7452 or 754-6142.



DARIN S. CONKRIGHT  
COL, SF  
Commanding

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