



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT # 15228
APO AP 96271-5228

REPLY TO
ATTENTION OF:

IMHM-PL

5 October 2015

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 The policy is effective immediately and remains in effect until rescinded or superseded.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. Army Regulation 220-45, Duty Rosters 27 November 2012.
 - b. 2nd Infantry Division (2ID) Command Policy Letter #13-2, Unit Commanders' Responsibilities to Unit Operations during Non-duty Hours, 23 September 2013.
 - c. 8th Army Memorandum, Terms of Reference for Senior Responsible Officers for Army Communities in Korea. 30 Oct 2013.
4. Applicability. This policy applies to all mission units in Camp Humphreys with military personnel holding the rank of Captain Promotable (CPT(P)) and above or Chief Warrant Officer Three (CW3) 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 (2nd Infantry Division Commander). This policy letter promulgates my direction and guidance to leaders assigned 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.

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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 weekdays and 0800-0800 on weekends and USFK Approved Training Holidays. The FOD requirement will be suspended during the theater level exercise windows (Key Resolve and Ulchi Freedom Guardian Only). Exact suspension dates for the FOD requirement during theater level exercises will be published as soon as they are established. No personnel holding a rank less than CPT(P) or CW3 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. All mission units assigned to Camp Humphreys will provide FODs IAW USAG OPOD 11-76 (Installation Detail Taskings for 2011) and all associated FRAGO's.

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

(3) Sun, 0800-0800, Mon

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

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e. When FOD duty falls on a weekend/USFK Approved Training Holiday, the outgoing FOD will transfer the FOD Book and DA Forms 1594 to the incoming FOD by 0800. The incoming FOD must review previously used 1594s and become familiar of any ongoing issues.

7. Responsibilities

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

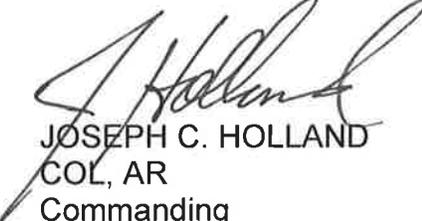
b. The FOD will conduct random checks of designated areas during their tour of duty. These designated areas will be prescribed in writing. The FOD will be authorized to utilize an HCOD TMP vehicle and driver in order to conduct their required checks.

(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.

8. Point of Contact for this policy is the DPTMS NCOIC at 754-6142.


JOSEPH C. HOLLAND
COL, AR
Commanding

Annex A. Field Officer of the Day (FOD) Checks

ANNEX A to United States Army Garrison Humphreys Policy Letter #70, Field Officer of the Day (FOD) during Non-duty Hours.

Subject: Field Officer of the Day (FOD) Checks

1. The mission of the Field Officer of the Day is to serve as the representative of the Senior Responsible Officer (SRO) after duty hours to oversee the overall security of the post, monitor situations, and enforce policies and standards. The FOD, as the senior representative of the SRO, have general military authority to conduct their duties to ensure policies and standards are enforced. The FOD must report findings to the Garrison Commander using DA Form 1594.

2. The FOD will visit the following locations during the tour of duty. Checks do not have to follow the sequence provide herein although it facilitates navigation to all sites. Whenever possible, ask for the shift supervisor, manager, or any other person in charge.

- a. **Provider Grill:** Inspect cleanliness and ensure good order and discipline.
Directions: From Bldg. 1280 drive south on Airfield road, and turn Left on Mendonca St., make a right on Brown St., take the second left and follow to Provider Grill DFAC. The DFAC will be on your left.
- b. **Zoekler Gym:** Inspect standards and ensure good order and discipline.
Directions: From the Provider DFAC, head south on un-named road, continue south, take a left at "T" intersection. Zoekler Gym will be to your front right.
- c. **Pedestrian Gate:** Inspect and observe standards, cleanliness, good order and discipline.
Directions: From the Zoekler Gym, Head back to the Airfield Road and take a left. Continue down Airfield road until you come to the stop sign next to the ATM booth. The Pedestrian Gate is across the street from the ATM booth.
- d. **Gateway Lounge:** Make command presence visit and ensure good order and discipline. Inquire about any disturbances, or inappropriate behavior.
Directions: The Gateway Lounge is located across the street, to the South West of the PED gate.
- e. **Alaska Mining Company:** Inspect standards, cleanliness, good order and discipline.
Directions: The Alaska Mining Company is located behind the Gateway Lounge.
- f. **Main Gate:** Inspect procedures, standards, cleanliness, good order and discipline.
Directions: From the ATM Booth, continue south on Airfield Road. The Main Gate is located across the street from the next stop sign.
- g. **CPX Gate:** Inspect procedures, standards, cleanliness, good order and discipline.
Directions: From the Main Gate, continue south West on Airfield Road, once the road starts turning east, you will come to a "T" Intersection. Turn left at the "T", continue straight. The CPX Gate will be ahead of you, across from the wash rack.

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- h. **Ammunition Bunker S-714:** Inspect the overall security of the compound.
Directions: From the CPX Gate, continue West on Freedom Road, across from TMP bus stop, easily identified by the water tower right behind the ammunition bunker.
- i. **Ammunition Bunker S-244:** Inspect the overall security of the compound.
Directions: From the ammunition bunker S-714, continue West on Freedom Road, pass the gas station then you will arrive at the ammunition bunker.
- j. **Tele Exchange:** Inspect the overall security of the compound.
Directions: From the CPX Gate turn around and head north to the stop sign. At the Stop sign, turn left on Freedom Road SE. Continue on Freedom Road SE, Make a left at the traffic light on to Macarthur Road. The Tele Exchange compound will be on your left.
- k. **Fitness Annex:** Inspect the overall security of the compound. Inspect standards and ensure good order and discipline.
Directions: From the Tele Exchange compound continue on Macarthur Road and make the first left, stay left at the fork. The Fitness Annex is across from the stop sign and Humphreys lodge.
- l. **Water Treatment Facility:** Inspect the overall security of the compound.
Directions: From the Fitness Annex turn left on Sentry Road, and make a right on "C" Ave. Stay on "C" Ave until you get to the Water Treatment Facility. It will be on your right.
- m. **Troop Medical Clinic:** Inspect procedures, standards, and cleanliness and inquire about any emergency situations that meet CCIR criteria.
Directions: From the Water Treatment Facility, turn around and head back down "C" Ave. Make a left on Macarthur Road, the take the next left across from the Commissary bus stop. Continue west. The Troop Medical Clinic is located across the street from the stop sign.
- n. **Flight Line Grill:** Inspect standards, cleanliness, good order and discipline. Make command presence visit and ensure good order and discipline. Inquire about any disturbances, or inappropriate behavior. During weekdays check the security of the building.
Directions: The Flight Line Grill is located behind the TMC.
- o. **Quarry Gate:** Inspect procedures, standards, cleanliness, good order and discipline.
Directions: From the Flight Line Grill head west on Freedom Road, follow Freedom Road until the road turns north. Take a left at the second, and final turn before the bus turn around. The Quarry Gate will be to your front.
- p. **Super Gym:** Inspect standards and ensure good order and discipline.

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Directions: From the Quarry gate, head back east on Freedom Road until you hit the traffic signal. At the Traffic Signal turn left. Follow the road past the Fuel point. The Super Gym will be on your right.

- q. **Talon DFAC:** Inspect cleanliness and ensure good order and discipline.

Directions: From the super Gym, continue west on "F" Ave, you will pass the Super Gym parking garage on your right, Follow "F" Ave to the intersection across from the softball fields and turn left. At the stop sign, turn right. Before you get to the school zone, turn right on 14th Street. At the stop sign turn left on to "E" Ave. Take the second right and the Talon Inn DFAC will be on your right.

- r. **MP Hill Gym:** Inspect standards and ensure good order and discipline.

Directions: From the DFAC, get back on "E" Ave. Take a left on 13th Street. At the stop sign, take a right and continue on Perimeter Road, turn left on Garrison Road. MP Hill Gym will be on your right, across from the Shoppette.

- s. **Correctional Facility:** Prison Headcount. You must make an appointment to do the head count. Once you have conducted the head count, annotate your inspection on the DA1594, and file the receipt. See Special Instructions.

Directions: From the MP Hill gym, continue on Garrison road, stay left at the fork. The Correction Facility will be on your right.

- t. **Bulk Fuel issue point:** Inspect the overall security of the building.

Directions: From the Correction Facility, head east on Garrison Road, and take a right at the stop sign on to Perimeter Road. Continue on Perimeter Road until you come to a fork across from the super hanger. At the fork, keep right. The bulk fuel issue point will be on your left, at the top of the hill.

- u. **Blood Storage Facility:** Inspect the overall security of the building.

Directions: From the Correction Facility, head east on Garrison Road, and take a right at the stop sign on to Perimeter Road. Continue on Perimeter Road until you come to a fork across from the super hanger. At the fork, keep right. The Blood Storage Facility will be on your right, at the top of the hill.

- v. **Garrison HQ:** (Weekends & Holidays only) Inspect the Courtesy Patrol/Post Police Cal. Ensure the Courtesy patrol reports to HCOD Desk, Bldg. 1280, NLT 2100 hours on designated days.

Directions: From the Blood Storage Facility turn around and take a right at the stop sign. Continue on "G" Ave. Make a Left on Freedom Road until you get to a stop sign (This road will turn to Airfield Road at the stop sign). Continue on Airfield road back to Garrison HQ's building.

3. Special Instructions: **Correctional Facility:** Call 30 minutes prior to checking the Correction Facility (between 2250-2330). **DO NOT** bring cell phones into the

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correctional facility. Conduct headcount, obtain headcount receipt from guards. By regulation, Prison Headcount must be conducted at the confinement facility nightly by a field grade officer. Follow these procedures to meet this requirement.

- a. Prison headcount is conducted at approximately 2200hrs Sunday- Thursday and 2300hrs Friday-Saturday at building S-1056. Before going to the confinement facility call the MP Guard at **DSN 753-6997, Cell 0503-353-6997**.
- b. Go to the confinement facility and conduct a physical count/inspection of the prisoners with the MP Guard (Watch Commander).
- c. The guard will give you a signed slip with the headcount number on it. Take this back to the HCOD NLT 0800hrs, and he or she will attach it to their report.
- d. Holiday checks cannot be conducted until 2300hrs. Regardless of day.

4. HCOD Contact Numbers: DSN: 315-754-6111, Cell: 05033-54-6111.

5. The Points of Contact for this memorandum is MSG Aranda, DPTMS NCOIC, 754-6143, Cell: 010-9043-7784.

