

Administration
FIELD OFFICER OF THE DAY (FOD) DUTIES

History. This publication is a major revision to USAFACFS 210-7 dated 30 March 2006, Field Officer of the Day (FOD) Duties.

Summary. The regulation prescribes policies, procedures & responsibilities for the Field Officer of the Day (FOD).

Proponent and exception authority. The Secretary General Staff (SGS) is the proponent for the Commanding General's Field Officer of the Day Program. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

Applicability. This regulation affects all commanders and all officers in the grade of CW2, CW3, CPT & MAJ.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

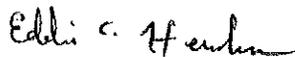
Supplementation. Supplementation of this regulation and the local establishment of command and local forms are prohibited without prior approval from the Fort Sill SGS.

Suggested Improvements. Users are invited to send comments and suggestions for Fort Sill's improvements on DA Form 2028 directly to the Fort Sill SGS.

(ATZR-CS)

FOR THE COMMANDER:

OFFICIAL



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1. General.

a. The FOD roster includes all officers, except those exempt from duty in accordance with paragraph 3; in the rank of CW2, CW3, CPT & MAJ who have a valid SECRET or higher security clearance.

b. All FOD officers are required to have a civilian and/or military drivers license in order to operate the FOD vehicle. Any officer not licensed will be responsible for finding replacement transportation.

c. Major Support Organizations (MSO), Tenant Unit Adjutants, and Deputy Directors are required to manage their respective FOD eligible roster.

2. Units. The Major Support Organizations & Tenant Units that are required to provide officers for FOD are:

- a. USAFCoE HQ Detachment (USAFCoE G-Staff)
- b. 428th FA BDE
- c. 434th FA BDE
- d. 6th ADA BDE
- e. USAFCoE, CDID
- f. USAFCoE, JACI
- g. USAFCoE, DOTD
- h. 75th Fire Brigade
- i. 214th Fires Brigade
- j. 31st ADA BDE
- k. Garrison Command
- l. 479th BDE

3. Exemptions.

a. The following personnel are exempt from FOD duties.

(1) Personnel assigned to the Inspector General's Office, the Equal Opportunity Office, and the Staff Judge Advocate.

(2) Medical, Dental Corps, Nurse Corps, and Veterinary Corps personnel.

(3) Chaplains or Chaplain Assistants

(4) Commanders

(5) Majors serving as a BDE S3/XO or DCO

(6) Select members of the Installation Staff: SGS, Deputy SGS and IOC

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b. Soldiers on TCS orders.

c. Major Support Organizations (MSO), Tenant Units, and Directors are responsible for managing their own FOD requirements.

4. Field Officer of the Day (FOD) Procedures.

a. Field Officer of the Day Timeline.

(1) 5th of each month MSOs, Tenant Units, and Directorates will provide the SGS the number of officers currently deployed on TCS orders and the total number of exempt officers IAW paragraph 3 for the following month.

(2) 5th of each month the G1 will provide the total number of assigned officers to the SGS by MSO, Tenant Organization, and Directorate.

(3) 10th of each month the SGS will provide the MSOs, Tenant Units, and Directorates their FOD allocation for the following month.

(4) 15th of each month MSOs, Tenant Units, and Directorates will submit their by-name FOD roster to the SGS for the following month.

(5) 15th of each month the SGS will publish the following months FOD roster to MSOs, Tenant Adjutants, Deputy Directors and IOC.

b. Weekday Duties. The FOD will assume duties at 1700 on weekdays when he/she receives an in-brief from the Fort Sill SGS located in McNair Hall. The FOD is relieved by the SGS at 0700 the following day following turn-in of the FOD checklist and out-brief.

c. Weekend/Holiday Duties. The FOD will receive his or her in-brief from the Fort Sill SGS NLT 1700 on the last duty day before a weekend or holiday. The FOD will relieve the outgoing FOD and his/her duties at 0700 for a 24hr tour of duty. The FOD will be relieved by the next FOD at 0700 the following day. The SGS will relieve the last FOD at 0700 on the first duty day following a weekend or holiday.

d. The FOD is the senior officer present and the Commanding General's personal representative for all events and activities that occur at Fort Sill during non-duty hours. The FOD will make decisions within the scope of their instructions to ensure that all incidents receive the proper personal attention and that proper notification and investigation are accomplished.

e. The FOD's place of duty during his or her tour of duty is Fort Sill. The FOD will be familiar with his/her duties outlined in the FOD Continuity Book. The FOD will produce the reports outlined in the FOD Continuity Book in addition to keeping a comprehensive log separate from the Installation Operations Center log. When not

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making checks, the FOD will be present in the IOC. The FOD is authorized to sleep during his or her tour of duty.

f. Commanders, Directors, and Staff sections will consider mission requirements when determining appropriate compensatory time.

g. The MSOs, Tenant Units, and Directorates will ensure that individuals in their command are aware of their duty and will find replacements when the unit/activities allocated slot is unfilled for any reason. Routine changes to the FOD by-name roster must be submitted to the SGS 24hrs prior to any change for tracking purposes.

5. Uniform. The Army Combat Uniform will be worn unless directed otherwise.