

Department of the Army  
Headquarters, USAFCOEFS  
455 McNair Avenue, Suite 100  
Fort Sill, Oklahoma 73503  
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## USAFCOEFS Regulation 1-12

### Administration Field Officer and Staff Duty NCO of the Day

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**Summary.** This regulation prescribes policies, procedures and responsibilities of the management and execution of the Field Officer and Staff Duty NCO of the Day Program.

**Applicability.** This regulation applies to all USAFCoEFS Fort Sill agencies that prepare correspondence for HQ USAFCoEFS Fort Sill.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Office of the Secretary of the General Staff.

**Suggested Improvements.** The proponent of this regulation is the Office of the Secretary of the General Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Secretary of the General Staff.

**Distribution.** This regulation is distributed solely through DHR, ASD Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/index.html).

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## **Chapter 1**

### **Introduction**

**1-1. Purpose.** This regulation prescribes administrative policy and staff procedures for the Field Officer and Staff Duty NCO of the day (FOD/SDNCO).

#### **1-2. Responsibilities.**

a. The Fort Sill Operations Center (FSOC) will:

(1) Manage the execution of the Field Officer and SDNCO of the Day Program.

(2) Review all correspondence sent to the Command Group for administrative completeness and correctness, appropriate coordination, proper level of signature, and compliance with established policies. Enforce policies, regulations, and instructions governing correspondence for USAFCoEFS Fort Sill.

b. The G33 Sergeant Major, or his representative, will:

(1) Brief the FOD/SDNCO on their duties and responsibilities.

(2) Ensure the FOD/SDNCO is accountable and at their appointed place of duty.

c. Eligible Personnel:

(1) The Field Officer of the Day will be any Major, Captain, CW3, or CW2 assigned or on TCS orders to Fort Sill with the exception of personnel that fall into the exemption criteria listed in paragraph 2-1. The FOD must possess an interim Secret or higher level of clearance, must not be pending any UCMJ actions and possess a DA Form 5984 E/OF-346 with sedan endorsement in order to operate G-3/5/7 TMP.

(2) The Staff Duty NCO will be any Sergeant First Class or Staff Sergeant Promotable assigned or on TCS orders to Fort Sill with the exception of personnel that fall into the exemption criteria listed in paragraph 2-1. The SDNCO must possess an interim Secret or higher level of clearance, must not be pending any UCMJ actions and possess a DA Form 5984 E/OF-346 with sedan endorsement in order to operate G-3/5/7 TMP.

d. Units. Organizations and tenant units required to provide officers for FOD from their assigned, attached and OPCON personnel are:

(1) USAFCoEFS HQs Detachment (USAFCoEFS G-Staff)

(2) 428th FA BDE

- (3) 434th FA BDE
- (4) 30th ADA BDE
- (5) USAFCoEFS FS, CDID
- (6) USAFCoEFS FS, AMTC
- (7) USAFCoEFS FS, DOTD
- (8) 75th FA Brigade
- (9) 31st ADA BDE
- (10) Garrison Command

e. Tasked organizations, tenant units and directors are responsible for managing their own FOD requirements.

## **Chapter 2**

### **Policy and Procedures**

**2-1. Exemptions.** The following personnel are exempt from Field Officer and Staff Duty NCO:

- a. Personnel assigned to the Inspector General's office, the Equal Opportunity Office and the Staff Judge Advocate.
- b. Medical, Dental Corps, Nurse Corps and Veterinary Corps personnel.
- c. Chaplains or Chaplain Assistants.
- d. Commanders (as designed by TDA or MTOE).
- e. Majors serving as a BN or BDE S3/XO or DCO.
- f. Select members of the Installation Staff, FSOC, Deputy FSOC and IOC OIC.
- g. Soldiers on TCS orders from Fort Sill Soldiers that are serving at Fort Sill on TCS orders or ADOS are exempt for Field Officer of the Day duties.
- h. Sergeants First Class in a First Sergeant position.
- i. Sergeants First Class in a BDE E8 or above MTOE slot.

**2-2. FCoE Organizations, Tenant Units and Directorates Responsibilities.**

a. NLT the 5<sup>th</sup> of each month, organizations, tenant units and Directorates will provide the FSOC the number of officers currently deployed on TCS orders and total number of exempt officers IAW Chapter 1 for the following month.

b. NLT the 5<sup>th</sup> of each month, the G1 will provide the organizations, tenant units and directorates their FOD allocation for the following month.

c. NLT the 10<sup>th</sup> of each month, the FSOC will provide the organizations, tenant units and directorates their FOD allocation for the following month.

d. NLT the 15<sup>th</sup> of each month, organizations, tenant units and directorates will submit their by name FOD roster to the FSOC for the following month.

e. 15<sup>th</sup> of each month the FSOC will publish the following month's FOD roster to organizations, tenant adjutants, deputy directors and EOC.

f. FCoE organizations, tenant units and directorates will ensure that individuals in their command are aware of their duty and will find replacements when the unit/direcorate's allocated slot is unfilled for any reason. Routine changes to the FOD by name roster must be submitted to the FSOC 24 hours prior to any change for tracking purposes.

g. Commanders, directors and staff sections will consider mission requirements when determining appropriate compensatory time.

**2-3. Field Officer of the Day (FOD) Procedures.**

a. Field Officer of the Day time line:

(1) Week Day Duties. The FOD will receive an in brief NLT 1100 on the day prior to his/her duty; in brief will be conducted in the Fort Sill Operations Center, BLDG 455, Fort Sill, OK. FOD assumes duties at 1500 on weekdays. The FOD is relieved by the FSOC at 0800 the following day following turn in of the checklist and out brief to the FSOC personnel.

(2) Weekend/Holiday Duties. The FOD will receive his or her in brief from the Fort Sill FSOC NLT 1100 on the last duty day before a weekend or holiday. The FOD will relieve the outgoing FOD of his/her duties at 0800 for a 24 hour tour of duty. The FOD will be relieved by the next FOD at 0800 the following day. The FSOC will relieve the last FOD at 0815 on the first duty day following a weekend or holiday.

b. 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 investigations are accomplished.

c. The FOD's place of duty during his or her tour of duty is the FSOC. The FOD will be familiar with his/her duties outlined in the FOD Continuity Book/Initial Instructions. 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 making checks, the FOD will be present in the FSOC.

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

#### **2-4. Staff Duty NCO (SDNCO) of the Day Procedures.**

a. Staff Duty NCO of the Day timeline:

(1) Week Day Duties. The SDNCO will receive in brief NLT 1100 on the day prior to his/her duty; in brief will be conducted in the Fort Sill Operations Center, BLDG 455, Fort Sill, OK. SDNCO assumes duties at 1500 on weekdays.

(2) Weekend/Holiday Duties. The SDNCO will receive his or her in brief from the Fort Sill FSOC NLT 1100 on the last duty day before the weekend or holiday. The SDNCO will relieve the outgoing SDNCO will be relieved by the next SDNCO at 0800 the following day. The FSOC will relieve the last SDNCO at 0815 on the first duty day following a weekend or holiday.

b. The SDNCO duties and responsibilities will consist of the following:

(1) Conduct one check of the designated brigade/battalion and one Starship before and after midnight.

(2) Receive briefing update from the unit Staff Duty NCO on any incidents that may have occurred.

(3) Ensure that the unit Staff Duty NCO is actively logging entries on DA Form 1594.

(4) Conduct one security check of all entry and exit doors at McNair Hall before and after midnight.

c. The Staff Duty NCO is the senior Noncommissioned Officer present and the Command Sergeant Major's personal representative for all events and activities that occur at Fort Sill during non-duty hours. The Staff Duty 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.

d. The Staff Duty's place of duty during his or her tour of duty is the FSOC. The Staff Duty will be familiar with his/her duties. The Staff Duty will produce the reports outlined by the Command Sergeant Major in addition to keeping a comprehensive log separate from the Installation Operations Center log. When not making checks, the Staff Duty will be present in the FSOC.

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

### **Chapter 3 FCOE FOD/SDNCO Briefing**

#### **3-1. Briefing.**

a. Before the briefing gets started, understand that your assignment as FOD/SDNCO and the specified day has been assigned by your BDE. Address any questions you may have concerning the management of the DA 6 with your BDE S1.\_\_\_\_/\_\_\_\_.

b. For weekday duty, the FOD/SDNCO will report to the FSOC NLT 1100 the day scheduled to fulfill their duty requirements to receive the required briefing and sign for equipment. The FOD/SDNCO scheduled for duty during the weekend and holidays will report to the FSOC NLT 1100 on the last duty day of the week to receive required briefing. Weekend and holiday duty hours are from 0800 to 0800 the following day.\_\_\_\_/\_\_\_\_.

c. FOD/SDNCO will provide updates to the FSOC Daily Update slides. FOD/SDNCO will continue to save changes in the FSOC Daily Update in the FOD folder on the Public drive. FOD/SDNCO will brief the FSOC OIC/NCOIC on the FSOC Daily Updates prior to 0800 the following duty day before being released from their FOD duties.\_\_\_\_/\_\_\_\_. Weekend SDNCO will review the prior SDNCO's 1594 and checklists before assuming duty. Weekend duty will staple the 1594 on top of the 4 page checklist (BDE Checklist, Post HQ Staff, Flag Checklist, Briefing Checklist), punch 3 holes in the documents and place them in the FOD/SDNCO Logbook binder.\_\_\_\_\_.

d. Weekend FOD/SDNCO will inspect the prior FODs Daily Update slides for completeness before relieving the outgoing FOD/SDNCO. Outgoing FOD/SDNCO will brief the incoming FOD/SDNCO on all events/activities in the last 24 hours and any scheduled future events. The FOD/SDNCO on the last shift before the first duty day of the week will brief the FSOC on all the weekend activities at 0800 before being released from their FOD/SDNCO duties.\_\_\_\_\_/\_\_\_\_\_.

e. FOD will conduct Command presence/checks of the 6-BDE areas of responsibility (located on the installation) and any additional areas identified as special interest, i.e., RAHC, MP Station, Welcome Center, etc. The FOD will come up with the question of the day when visiting units. The FOD will annotate the responses/answers

for the question of the day under the response area in the FOD reporting slide on the FSOC Daily Update. \_\_\_\_\_

f. SDNCO will conduct an inspection of the Flag Detail to include road guards, ensure the road guards for the Flag Detail are in place 2 minutes prior to 0600 and 1700 (weekdays), 0730 and 1700 (weekends), ensure that the flag detail NCOIC inspects the flag for serviceability and replace if the Flag is damaged (EOC has replacement Flags). Additionally, the detailed unit will conduct Howitzer maintenance every Tuesday and Thursday after Retreat. \_\_\_\_\_

g. SDNCO will check one brigade/battalion and one Starship before and after midnight (see daily BDE/BN and Starship checklist). Additionally, the SDNCO will turn in their DA Form 1594 and all checklists to the FSOC prior to being released from their SDNCO duties. \_\_\_\_\_

h. SDNCO will check the security of McNair Hall exterior doors one time before midnight (after 1800) and once after midnight (before 0530). \_\_\_\_\_

i. FOD/SDNCO will familiarize themselves with the **SIR/CCIR** immediate wake-up criteria. Assist FSOC personnel in SIR notification if required (reference SIR Notification Matrix and FSR 1-8 Reporting Procedures). FOD will read the SIR for situational awareness. \_\_\_\_\_

j. FOD/SDNCO may be required to provide the initial response and/or notification in the event of an incident on post. Incident response checklists (Quick Reaction Checklist binder) are available with the FSOC personnel to guide the appropriate response to an incident. In the event of severe weather on Fort Sill, ensure the FSOC personnel are receiving and disseminating weather alerts (**to include lightning**). \_\_\_\_\_ / \_\_\_\_\_.

k. While the FOD is out of the FSOC, the SDNCO will remain in the FSOC for continuity. While the SDNCO is out of the FSOC, the FOD will remain in the FSOC for continuity. Special care will be taken to ensure the integrity of the FSOC throughout the tour of duty. **The FOD/SDNCO is not authorized to be off the installation at any time during their tour of duty.** \_\_\_\_\_ / \_\_\_\_\_

l. FOD/SDNCO is responsible for answering **all telephone calls** to any and all phones within the FSOC. Additionally, the Command Group Phones are forwarded to the FSOC at COB daily. These calls and only these calls must be annotated on the Daily 1594 and told to a FSOC representative. Answer the telephone as follows: **Fires Center of Excellence, Staff Duty NCO, Sergeant** \_\_\_\_\_ speaking how may I help you Sir or Ma'am? \_\_\_\_\_ / \_\_\_\_\_

m. E7 and above are the only SM authorized to call in and out of leave. All other SM must come in to sign in/out. Make sure you sign the DA 31 and annotate it on the DA 647. If there is a DA 31, sign him or her out and annotate it on the DA 647 in the

“REMARKS” column, and the SDNCO needs to log it on the DA 1594. Let either the person who relieves you of duty weekend FOD or weekday FSOC personnel know. Personnel arriving at Fort Sill for school and/or assigned to the HQ Detachment, FCOE may arrive to sign in after duty hours. Sign the DA 31, make a copy and return the original to the SM. Place a copy of the DA 31 in the FOD binder cover and do not document them on the DA 647. \_\_\_\_/\_\_\_\_

n. If Red Cross calls and they do not know if that person is in HQ Detachment FCOE, ask a person in the FSOC Messaging Center (EOC); they have an Alpha Roster of everyone on the installation. In the event that a Red Cross message is received for a HQ Detachment, FCoE SM, complete the Red Cross message which is located in the back of the FOD/SDNCO instruction book. This only applies to SMs assigned to the HQ Detachment FCoE, for all others direct the Red Cross representative to the appropriate BDE staff duty. \_\_\_\_/\_\_\_\_

o. Add printer to workstation by going to the printer link (copy 2<sup>nd</sup> line in the FOD folder) paste in the search bar of the start menu and then push the enter key. Print Name ( <\\SILLPSNEC462006\SILLMCJOC045504>). If you need to print and cannot print, email what you need to print to the NCO and EOC on duty. \_\_\_\_/\_\_\_\_.

p. To view your Microsoft Outlook Email, go to <https://web.mail.mil/>; click OK to accept the terms and conditions. The next pop up screen will be your DOD Certificates. Make sure you select your DOD EMAIL certificate \_\_\_\_/\_\_\_\_.

q. All trash, FOD/SDNCO table, and the floor around the FOD/SDNCO table will be vacuumed prior to the FOD/SDNCO being released from their duties. These areas will be inspected by the FSOC personnel. \_\_\_\_/\_\_\_\_.

r. FOD/SDNCO will be present at 1600 on weekdays during the FSOC changeover briefs and 0800 on weekends, ask the Message Center Personnel in EOC for situational awareness of any current or scheduled events taking place during the scheduled duty period. \_\_\_\_/\_\_\_\_.



ATZR-CS



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