

Installations
OFFICER DETAILS

SUMMARY. This regulation defines the situations and procedures involved in extra duty details for officers. This regulation has been updated to incorporate format and organizational changes.

APPLICABILITY. This regulation applies to active Army units assigned or attached to III Corps and Fort Hood.

IMPACT ON NEW MANNING SYSTEM. This regulation does not contain information that affects the new manning system.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUPPLEMENTATION. Supplementation by subordinate headquarters is prohibited except upon approval by AFZF-AG.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Adjutant General. Users are invited to send comments or suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AG, Fort Hood, Texas 76544-5056.

DISTRIBUTION. Distribution of this publication is made in accordance with FH Form 1853, Distribution Scheme, intended for command levels B for active Army.

OVERVIEW

		1
Purpose	This regulation sets policies for the assignment of extra duties to officers and warrant officers at Fort Hood (FH).	1a
Applicability	This regulation <ul style="list-style-type: none">• governs use of officers for details directed by the Commander, III Corps and FH, or designees.• does not apply to officer details within subordinate units.• does not apply to details such as<ul style="list-style-type: none">• summary courts-martial,• article 32 investigating officer, or• other details performed to comply with<ul style="list-style-type: none">• Uniform Code of Military Justice and• Manual for Courts-Martial.	1b

REFERENCES

2

AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army)

AR 351-5 (United States Army Officer Candidate School)

AR 600-8-1 (Army Casualty and Memorial Affairs and Line of Duty Investigations)

AR 600-60 (Physical Performance Evaluation System)

AR 635-100 (Officer Personnel)

AR 635-200 (Enlisted Personnel)

AR 735-5 (Policies and Procedures for Property Accountability)

2a

RESPONSIBILITIES

3

Adjutant
General

The Adjutant General (AG)

- maintains duty records to assign officer details for required additional duties except as stated in 4a below.
- assigns additional duty details to the proper subordinate command when required.

3a

Major
Subordinate
Commanders

Major Subordinate Commanders

- require that officers subject to be placed on detail inform their headquarters (HQ) of non-availability at least 15 days before scheduled absences such as authorized leave and temporary duty.
- determine eligibility criteria for personnel to be excused from additional duties except categories listed in appendix A.
- maintain rosters for tasking additional duties.

3b

Commander,
HQ Command

The Commander, HQ Command

- selects the officer in charge of the III Corps command operation center (COC) for non-duty hours and the detail applies to
 - personnel in the rank of lieutenant colonel or major who are
 - assigned or attached to HQ Command, III Corps and FH.

3c

Units	Units will provide AG the following information on individuals selected for details <ul style="list-style-type: none"> • name, • rank, • social security account number, and • duty assignment and duty phone number. 	3d
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DETAILS		
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General	In normal situations, officers assigned to <ul style="list-style-type: none"> • HQ, III Corps or HQ, U.S. Army Garrison, FH, are appointed when the detail concerns activities under direct responsibility of the FH commander. • subordinate or tenant commands are appointed when the detail concerns facilities used by personnel assigned to FH. 	4a
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Report of Survey	Report of Survey Officer is <ul style="list-style-type: none"> • provided by the unit directly responsible for property which is damaged or lost. • excluded by AR 735-5, paragraph 13-25, if <ul style="list-style-type: none"> • accountable for, • responsible for, or • directly interested <ul style="list-style-type: none"> • in the property being surveyed. 	4b
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Request For Details	Send written requests for officer details to <ul style="list-style-type: none"> • Commander, III Corps and FH, ATTN: AFZF-AG <ul style="list-style-type: none"> • 10 work days prior to the required date • with complete justification • using format indicated at appendix B. <p>NOTE: Normal time elements for specific additional duties are in appendix C.</p>	4c
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EXCEPTIONS TO DETAILS AND COC DUTY		
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Exceptions	Personnel excluded from additional details except courts-martial duties are listed in appendix A. <ul style="list-style-type: none"> • Send written justification for exceptions to additional duty to AG and <ul style="list-style-type: none"> • make sure exemption requests for specifically named individuals do not exceed 90 days. <p>NOTE: The AG approves excuses from duty.</p>	5a
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Exceptions to COC Duty

Chiefs of staff activities and sections desiring to have an officer excluded from COC duty will

- send written justification to Commander, III Corps and FH HQ Command, ATTN: AFZF-HC.
- Requests for a specifically named individual are submitted for a period not to exceed 90 days.

NOTE: The chief of staff approves exemptions from COC duty.

5b

FOR THE COMMANDER:



WILLIAM A. WEST
Brigadier General, GS
Chief of Staff

STEPHEN J. BERTOCCHI
LTC, SC
DOIM

- 3 Appendixes
- A. Officers Excused from Additional Duties
 - B. Request for Official Detail
 - C. Additional Duties

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IAW FH Form 1853, B
Plus: AFZF-AG (25)
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Appendix A
OFFICERS NORMALLY EXCUSED FROM ADDITIONAL DUTIES

Unit commanders

Medical corps officers

Dental corps officers

Judge advocate general corps officers (except duties related to investigation or trial of criminal cases)

Chaplains

Secretary of the general staff

Aides-de-camp

Officers detailed as inspectors general

Disbursing officers

Appendix B
REQUEST FOR OFFICIAL DETAIL

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR

SUBJECT: Request for Official Detail

1. To obtain a detail for the purpose of

a. Requesting agency: _____

b. Number of personnel required: Officer _____ PNCO _____ EM _____

c. Detail is to report to: _____
(include name, building number, and telephone number)

d. Justification for detail: _____
(include special criteria such as grade of personnel required, special

qualifications, and authority (AR or FH regulation) for such a detail.)
_____.

2. POC name and phone number.

SIGNATURE BLOCK (HEAD OF STAFF AGENCY)

XXXXXXXXXXXX, XX

XXXXXXXXXXXX, XXXXXXXX

SAMPLE

Appendix C
ADDITIONAL DUTIES

Nature of Duty	Grade	Average Period of Duty*	References	Area of Selection
Line of Duty Investigations	All grades	15 days	AR 600-8-1	All units
Reports of Survey	All grades	15 days	AR 735-5	All units
Loss of Nonappropriated Funds or Fund Property	All grades	15 days	AR 735-5	All units
Loss of Government Property	All grades	15 days	AR 735-5	All units
Collateral Investigation Board	All grades			All units
Inventory Teams	All grades	5 days		All units
Administrative Discharge Board (Appointed by the Corps Cdr)	All grades	120 days	AR 635-200	HQ III Corps & FH and troop units other than 1 st Cavalry Division
Disinterested Officers	Company grades	5 days		All units
Hearing Board Officers	All grades	90 days		All units
OCS/USAR Board	Company grades or higher	180 days	AR 351-5 AR 135-100	All units
Officer Admin Discharge Board (Appointed by MACOM Cdr)	Colonel (COL)	1 day	AR 635-100	HQ III Corps & FH and troop units other than 1 st Cavalry Division
MOS/Medical Retention Board (MMRB)	COL, LTC, CW4, CW3	180 days	AR 600-60	All units

* Indicates normal calendar time from start to finish of detail. This does not suggest such time is spent entirely on the detail. In some cases, the details require only a few hours spread over several days.

Individual cases determine board composition. Area of selection normally includes HQ III Corps and FH and troop units other than 1st Cavalry Division. When necessary, the 1st Cavalry Division may be required to nominate members.

Other miscellaneous details not restricted to grade or branch of officers normally requires the average of 8 hours of duty time. Area of selection normally includes HQ III Corps and FH and troop units other than 1st Cavalry Division.