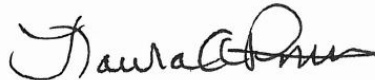


Installation

Central Tasking Office (CTO) Support



LAURA A. POTTER
Major General, USA
Commanding

Summary. This regulation covers policies and procedures to request personnel, equipment and data in support of installation events, partner events, surrounding community events, and other events as required.

Applicability. This regulation applies to all persons requesting and receiving support from Fort Huachuca.

Proponent. The proponent of this regulation is the Directorate of Plans, Training, Mobilization & Security (DPTMS).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, U.S. Army Garrison (USAG), DPTMS.

Suggested improvements. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Director, DPTMS, ATTN: IMHU-PL, Fort Huachuca, AZ 85613-7012.

Availability. This publication is available on the Fort Huachuca Intranet Homepage at <https://home.army.mil/Huachuca> and/or <https://army.deps.mil/netcom/sites/106HUA/necpub/visitors/docs/SitePages/Home.aspx>

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Use of masculine pronoun refers to both male and female.

1. **PURPOSE.** This regulation establishes policy and framework for tasking management on Fort Huachuca, and identifies the USAG, DPTMS as the primary tasking authority across Fort Huachuca. This regulation does not usurp authority from higher headquarters to task subordinate units. It provides specific information on the procedures to request personnel, equipment and data in support of installation partner events, surrounding community events, and other events as required.

2. **REFERENCES.** Required and related publications and prescribed referenced forms are listed in Appendix A.

3. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this regulation are explained in the glossary.

4. **GENERAL.**

a. Untimely taskings disrupt unit training and other planned unit activities and make it difficult for leaders to execute training plans in accordance with (IAW) FM 7-0, Train to Win in a Complex World, dated 05 October 2016. The intent of this regulation is to eliminate, or minimize, these training distractions and burdens on units and the tasker. This will require strict adherence to the standards contained in this document. Our goal is to provide predictability for Soldiers, leaders and taskers, while allowing units the opportunity to train as efficiently and effectively as possible. This regulation does not address taskings internal to organizations; it applies only to requests for external support which an organization cannot satisfy itself, and internal/external taskings from higher headquarters.

b. All requests for external support should be submitted at least 90 days prior to the event execution date, when possible, but at least 60 days prior to the event so the appropriate degree of planning can take place and a well-written tasking order can be produced and issued. All approved taskings should be issued to the tasked organization(s) no later than (NLT) 60 days prior to the event execution date. Taskings which meet this timeline will be approved or disapproved by the Director, DPTMS, on behalf of the Garrison Commander for support provided by installation organizations. Any request for support received inside the 60-day window is submitted through and approved by Director, DPTMS, as outlined in paragraph 5.e.

c. Before an official tasking document is issued in support of external/community events, three installation offices validate each request. The process begins with the Installation's Public Affairs Office (PAO) that validates all community support requests, followed by the Installation's Consolidated Legal Office (CLO) for legal review and opinion on support. The Resource Management Office (RMO) is the last of the three installation offices and determines whether an Installation Service Support Agreement (ISSA) is required or already assists.

5. RESPONSIBILITIES.

a. Senior Mission Commander (SMC):

(1) The Senior Commander (SC) is the senior general officer on the installation. The SC's mission is the care of Soldiers, Civilians, and Families to enable unit readiness. The SC will routinely resolve installation issues with Installation Management Command (IMCOM) and as needed, with Army Material Command (AMC), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU).

(2) The SMC uses DPTMS as the primary organization to provide services and resources to customers in support of accomplishing the Installation mission. All applicable commands support the SC in the execution of SC responsibilities.

(3) The SMC is a dual-hatted position. When this occurs the Commander exercises discrete authorities as the SC and as a Mission Commander (MC). The SC responsibilities and authorities are installation focused; the responsibilities as the MC are mission focused.

(4) The SMC is responsible for synchronizing and integrating Army priorities and initiatives at the installation. On IMCOM-managed installations there is a requirement for a strong collaborate relationship between the SMC and the IMCOM Directorates. The SMC commands the installation but funding of almost all installation activities flows through the IMCOM Directorates.

(5) The SMC establishes a priority of effort for competing resources, as required.

b. Mission Commanders (MC)

(1) The MC leads their organization, supervises the daily management of respective functions assigned to their Table of Distribution and Allowances (TDA), Mission Table of Equipment (MTOE), and directs the implementation of policies, procedures, and programs necessary to accomplish assigned missions.

(2) Commands assigned/attached Soldiers.

(3) Formulates policy for, directs, supervises and coordinates operations to accomplish assigned missions. Provides support to the SC as a supporting command on installation requirements.

(4) Responds to request for information (RFI), taskers from their higher command and headquarters.

c. Garrison Commander (GC):

(1) The GC is responsible for day-to-day operation and management of the installation and base support services. The GC ensures that installation services and capabilities are provided in accordance with HQDA directed programs, SC guidance, Common Levels of Support, and IMCOM guidance.

(2) Represents the Army and the installation in the surrounding community as directed by the SC.

(3) Approves and issues garrison policies IAW respective Army regulations, or installation level policies involving tenant units as directed by SC.

(4) Approves and issues policies for IMCOM Civilian workforce.

(5) Develops and implements the Force Protection Program.

(6) Supports mobilization station requirements.

d. Deputy Garrison Commander (DGC):

(1) Serves as the principal advisor to the GC on all installation management policies, plans, programs and procedures.

(2) Assumes management authority and responsibility of the Commander (except that associated with the Uniform Code of Military Justice) in the absence of the Garrison Commander.

e. Director, DPTMS:

(1) Approves taskings to supported organizations within the 60 day rule, and is the delegated approving authority for tasking requests that violate the 60 day rule.

(2) Serves as the Installation G3 for the purpose of tasking and coordinating installation and community support events, installation supported contingencies, contingency planning, civil military support, training enabler support, Force Protection planning, severe weather response, mobilization and deployment support, Full Scale Exercises, security and intelligence program support, OPSEC program support, and related actions.

FH Regulation 210-12

(3) Responsible for authorization and allocation of personnel for post details, and taskings in support of Fort Huachuca events and operations on behalf of the SC and GC. The Director, DPTMS, establishes priority of fill for post details based on standing or special guidance from the GC or SC and their respective Senior NCO leadership. Special and one-time detail requirements are approved through the DPTMS office. Publishes a Post Operations Schedule, and Operations Order and enforces the Post Ops schedule ICW Senior NCOs of the installation.

(4) Responsible for coordinating bimonthly staff In-Process Reviews (IPRs) with all Directors and unit Command Representatives to coordinate events, review Operations Orders (OPORD) for program and event synchronization.

(5) Responsible for conducting bimonthly synchronization meetings/Command and Staff meetings with garrison directorates and installation partners for situational awareness.

(6) Responsible for producing, staffing and signing plans and orders for all events, ceremonies, and contingencies supported by the GC. Coordinate execution of these actions once an OPORD is approved.

(7) Responsible for assigning taskings to designated units and requesting support from partner organizations, as required.

(8) Responsible for approving/disapproving and/or adjudicating late requests for support (under 60 days) or requests for relief signed by tenant/partner commanders.

(9) Approve taskings for the GC IAW Command Policy.

f. The USAG DPTMS Operations Central Tasking Office (CTO):

The section is responsible for preparing taskings for all supported organizations. DPTMS CTO will:

(1) Provide installation support IAW the provisions of this policy and any other applicable regulations or current policy.

(2) Prepare and/or process all requests for support, relief, and tasking.

(3) Prepare confirmation and/or regret correspondence in response to tasking requests.

(4) Evaluate personnel and equipment support requests. Eliminate, shorten, reduce, or streamline the amount of requested support, if possible, and recommend the best organization to fulfil the request.

(5) Verify pre-coordinated requests with the point of contact (POC) of the organizations concerned.

(6) Maintain distribution data of all tasks for personnel support among organizations and establish audit-trail procedures for data tracking.

(7) Monitor the support provided and respond to reports of nonuse or misuse of tasked personnel/equipment.

(8) Review requests for support and recommend approval/disapproval based on tenant/partner personnel/equipment availability, training cycle, training guidance, and assigned missions.

g. Consolidated Legal Office (CLO):

(1) Provide legal advice on taskings.

(2) Review request involving unit taskings supporting non-federal organizations; provide advice on compliance with joint ethics regulations.

h. Directorate of Emergency Services (DES):

(1) Provide law enforcement support for installation special taskings, such as holiday EXODUS, retirement and award ceremonies, post-holiday celebrations, changes of command, brigade size runs, post functions, etc. Due to the law enforcement specific installation support provided by the DES on a recurring basis and AR 570-4, paragraph 6-12, DES and 18th MP Detachment are not tasked to perform daily installation duties.

(2) Participate in S-3/Operations meetings, IPRs and other coordination forums in an advisory role.

i. Resources Management Office (RMO):

(1) Will determine whether funding and/or an ISSA is required to support each external event.

(2) Participate in S-3/Operations meetings, IPRs and other coordination forums in an advisory role.

j. Public Affairs Office (PAO):

(1) Will determine whether the requested support/event meets community relations guidance and requirements.

FH Regulation 210-12

(2) Participate in S-3/Operations meetings, IPRs and other coordination forums in an advisory role.

k. Air Force, Navy, and Marine Corps units:

(1) Applicable service regulations define a joint color guard as one that contains flags of all the Armed Forces: Army, Marines, Navy, Air Force and Coast Guard. As Fort Huachuca has no Coast Guard representatives, this will be titled the Combined Fort Huachuca Color Guard (CFHCG). Units will provide CFHCG colors and color bearers for ceremonies requiring a combined color guard.

(2) Are not normally tasked to perform daily Installation duties, but are prepared to provide volunteers to support special events as directed by the GC or designated representative.

(3) Are encouraged to participate in parades and other community events.

l. Commanders at all levels, Directors, and leaders of organizations and departments requesting personnel and/or equipment will:

(1) Appoint an officer, or noncommissioned officer (NCO) or Department of the Army Civilian (DAC) as the Tasking Officer or NCO. Duties include responding to requests for support, preparing documentation for all taskings, daily interaction with the DPTMS CTO personnel, and maintenance of tasking files and logs. The U.S. Army Intelligence Center of Excellence (USAICoE) G3 provides tasking authority and representation for their subordinate organizations.

(2) Inform the USAG DPTMS CTO of contact information, including phone numbers for duty and non-duty hours.

(3) Request tasking support from the CTO by sending request to usarmy.huachuca.imcom-central.mbx.huac-watch@mail.mil. Specify resources requested, purpose, time, location, mission objective, end date, and designate an officer, NCO, or DAC as a POC to coordinate the personnel/equipment/data support requested.

(4) Ensure proper use of personnel and/or equipment requested, and return equipment to the supporting organization in at least the same state of repair and cleanliness as when it was received.

(5) Notify the supporting organization and the CTO by telephone of any significant changes to personnel/equipment support requirements (i.e., early release of personnel/equipment, cancellation of requirement).

(6) Notify supporting organization and CTO if support received was unsatisfactory.

(7) Identify the governing regulation and paragraph number when requesting specific grades/ranks for inventories, surveys, inspections, special support taskings, etc.

(8) Follow up, through the CTO, if the supporting element did not acknowledge receipt of the tasking to the requesting unit within ten workdays after submitting request.

(9) Provide units with personnel and equipment to support taskings as directed.

(10) Establish and maintain procedures to respond to tasking notices.

(11) Assign tasks to subordinate units as necessary.

(12) Prepare and process requests for relief and rebuttals.

m. Units, Organizations, Directorates and Departmental leaders providing personnel and/or equipment will:

(1) Receive taskings through their S3/G3 staff and acknowledge tasking within 3 working days.

(2) Comply with request for personnel/equipment from the DPTMS CTO. If inability to successfully meet tasking requirement exists, submit a reclama within 5 working days to DPTMS CTO stating the impact of the tasking to the tasked unit/agency and explaining why the tasked unit/agency is unable to support.

(3) Once the CTO issues the tasking, coordinate directly with the requesting organization for further guidance regarding execution.

(4) Ensure that any equipment provided in support of any tasking is operable and in a good state of repair.

(5) Notify the CTO when support personnel/equipment is not properly used by the requesting organizations.

(6) Prepare orders for personnel tasked for temporary duty commitments.

(7) Report to the CTO if an excessive number of last minute changes to support requirements are received from requesting organizations.

FH Regulation 210-12

(8) Report to the CTO major changes to support requirements received directly from requesting organizations.

(9) Evaluate personnel and equipment support requests. Eliminate, shorten, reduce, or downgrade the amount of requested support, if possible, and recommend the best organization for the task.

(10) Verify pre-coordinated requests with the POCs of the organizations concerned.

(11) Maintain distribution data of all tasks for personnel support among organizations.

(12) Adjudicate equipment taskings based on unit's Tables of Distribution and Allowances (TDA) or Modification Table of Organization and Equipment (MTOE).

(13) Resolve conflicts involving tasked organizations required support and ensure they are referred to the Director, DPTMS for resolution.

(14) Monitor the support provided and responds to reports of nonuse or misuse of tasked personnel/equipment.

(15) Log/document tasking requests and establish audit-trail procedures for data tracking.

n. Raymond W. Bliss Army Health Clinic (RWBAHC):

(1) Provide medical-related support for installation taskings, such as Soldier Readiness Processing (SRP), Preparation for Overseas Movement (POM), medical screenings, deployment preparation and support, Combat Lifesaver and Field Sanitation classes. Due to the medical specific installation support provided on a recurring basis, RWBAHC is not tasked to perform daily installation duties.

(2) Participate in S3/Operations meetings, IPRs and other coordination forums in an advisory role.

o. U.S. Army Dental Activity (DENTAC):

(1) Provide medical-related support for installation taskings, such as SRP, POM, medical screenings, and other deployment preparation support. Due to the medical specific installation support provided on a recurring basis, DENTAC is not tasked to perform daily installation duties.

(2) Participate in S3/Operations meetings, IPRs and other coordination forums in an advisory role.

6. REQUESTING SUPPORT.

a. The DPTMS is the primary tasking authority across the Installation. Partner units maintain an internal tasking process to manage Army Command or Direct Reporting Unit (DRU) specific taskings for personnel and equipment. Requests for personnel and equipment should be forwarded through the CTO, ATTN: IMHU-PL, no later than 60 days before the support is required. Submit requests via email preferred to usarmy.huachuca.imcom-central.mbx.huac-watch@mail.mil or call the CTO office at 520-533-2291.

b. Short notice requests (support required in less than 60 days) will include a letter of lateness for the delay and will be submitted to the Director, DPTMS. Receipt of these requests does not guarantee tasking support, but allows the requests to be entered into the tasking system and tracked until resolution.

c. Pre-coordinated, short-notice requests, where both the requester and the provider of the support have already reached an agreement, may be approved by the DPTMS CTO after verification of both parties.

d. Requests from supported units and agencies on post are submitted through the chain of command to the USAG DPTMS CTO, NLT 90 days prior to the date the support is needed. This allows the request to be evaluated and tasked or denied (See Appendix G). It also allows the supporting unit time to request relief if appropriate and provides the USAG, DPTMS CTO time to re-task the mission. All tenant and partner organizations will submit support requests to the DPTMS. See example request form (Appendix B).

e. Off post requests for military and civilian organizations submit their support request(s) to the USAG, DPTMS CTO for action NLT 90 days prior to the event. USAG DPTMS CTO will forward the request to PAO/CLO for review to determine if it meets the community relations support and legal requirements. Once approved by PAO/CLO, DPTMS will task and assign an event sponsor. See request form 300-3-R-E, 14 MAY 2019, (Appendix B).

f. Requests for support must detail what personnel or equipment is needed, the inclusive dates, location, and POC for the supported unit. See (Appendix B).

g. Request for ceremonial support will be provided as illustrated in (Appendix D). Exceptions may be granted, however, a summary stating the uniqueness of the event must accompany the request if requesting support not indicated in Appendix D.

h. Requests received within 60 days of execution require a Letter of Lateness signed by the tenant/partner commander or the first O-6 in the chain of command explaining the reason for the delay and action taken to prevent further occurrences. The intent is to ensure actions are taken to prevent short-notice taskings in the future. See the sample letter of lateness example format (Appendix C).

i. Approved requests will be tasked to the supporting organizations as appropriate. Once the official tasking is published, direct coordination for the required support is authorized between the supporting and supported organizations. Points of contact for the supported organization are provided in the tasking OPORD or Fragmentary Order (FRAGO). Unresolved conflicts will be presented to the DPTMS Director for resolution.

Appendix A

References

Section I Required Publications

AR 5-9
Installation Agreements

AR 360-1
The Army Public Affairs Program

AR 570-4
Manpower Management

AR 600-20
Army Command Policy

AR 600-25
Salutes, Honors, and Courtesy

AR 840-10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

FM 7-0
Train to Win in a Complex World

TC 3-21.5
Drill and Ceremonies

FH Reg 600-1
Fort Huachuca Select Honor Guard

Section II Prescribed Forms

FH Form 300-3-R-E, Support Request Form, date 14 May 2019

Appendix B

Complete the front and back of the form.

UNCLASSIFIED

Submit no later than 90 days from start/execution date. If within 60 days a letter explaining late submission must accompany this form.

SUPPORT REQUEST		DATE PREPARED :	DATE RECEIVED:	
1. Event (Title, Organization and Date)	2. Branch of Service:	3. Requesting Organization Action Officer:		
4. DPTMS Action Officer Instructions: A. Obtain the 5 Ws. D. ID Equipment Requirement G. Fill Out Organizational Questionnaire B. Conduct Mission Analysis. E. ID Personnel Requirement H. Staff Request C. Obtain POC information. F. ID Services Required.				
A. Event Information: Obtain the 5 Ws for this request 1) Who _____ 2) What _____ 3) Where _____ 4) When _____ 5) Why _____ B. Conduct Mission Analysis: The action officer is responsible for conducting mission analysis. Often organizations do not know what they need or even know their own support requirements. Therefore the Action Officer must find out through a war gaming process the known and unknown requirements. Action Officer conduct a analysis of what is needed & wanted for support. (list requirements in paragraph d-g) 1) Airspace, Land, Ranges, and Training areas - Includes parade fields. For Range Scheduler 520-533-7095. 2) Personnel Support - includes setup /tear down details, color guards, band, and other manpower requirements. 3) Equipment Support - includes generators, flags, chairs, Canopies, and other equipment. 4) Services - includes Food, Medical, Dental, Religious, Public Affairs , Billeting, AMMO, and other installation services. 5) Special - Anything not covered above or out of the norm (this may require higher level authorization or approval). C. Point Of Contact Information: Provide Name, Work & After Hours Telephone, and Email address 1) Primary _____ 2) Alternate _____ 3) Commander _____ 4) Director _____ D. Identify Equipment Support Requirements: List all Support Requirements. List Dates/Times Needed. Use this section for radios, generators, flags, chairs, canopies, and other equipment .				
NO	Item	Required Dates	Time	Notes
1				
2				
3				
4				
E. Identify Personnel Support Requirements: List all Support Requirements. List Dates/Times Needed. Used this section for setup or tear down details, color guards, band, and other manpower requirements.				
NO	Item	Required Dates	Time	Notes
1				
2				
3				
4				
F. Identify Service Support Requirements: List all Support Requirements. List Dates/Times Needed: Use this section for Food, Medical, Dental, Religious, Public Affairs , Billeting and other installation services.				
NO	Item	Required Dates	Time	Notes
1				
2				
3				
4				

DO NOT SUBMIT CLASSIFIED INFORMATION.

SEND COMPLETED FORM TO: USARMY.HUACHUCA.IMCOM-CENTRAL.MBX.HUAC-WATCH@MAIL.MIL

UNCLASSIFIED

****Submit no later than 90 days from start/execution date. If within 60 days a letter explaining late submission must accompany this form.****

SUPPORT REQUEST		DATE PREPARED :		DATE RECEIVED:	
1. Event (Title, Organization and Date)		2. Branch of Service:		3. Requesting Organization Action Officer:	
G. Identify Misc. Support Requirements: List all Support Requirements. List Dates/Times Needed: Use this section for all other requirements.					
NO	Item	Required Dates	Time	Notes	
1					
2					
3					
4					
5					
H. Requesting Organization Questionnaire * Does your Organization have a support agreement (ISSA) in place with Fort Huachuca? Yes <input type="checkbox"/> No <input type="checkbox"/> * Is this event open to the general public? Yes <input type="checkbox"/> No <input type="checkbox"/> * Will there a charge for this event? Yes <input type="checkbox"/> No <input type="checkbox"/> * Is your organization a non - profit organization? Yes <input type="checkbox"/> No <input type="checkbox"/> * Has your organization attempted to get the requested support from another provider? Yes <input type="checkbox"/> No <input type="checkbox"/> * Is the organization willing to pay for incidental items such as meals or transportation ? Yes <input type="checkbox"/> No <input type="checkbox"/> * Does the organization have a public affairs or public information office? Yes <input type="checkbox"/> No <input type="checkbox"/> * Are hazardous materials being used during the event? (Ammunition, Petroleum, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> * Has the organization conducted a risk assessment? Yes <input type="checkbox"/> No <input type="checkbox"/> * Is local or national media coverage expected? Yes <input type="checkbox"/> No <input type="checkbox"/> * Is the event a fund raiser? Yes <input type="checkbox"/> No <input type="checkbox"/> * Are any high profile person(s) (VIP) attending? (Political or Famous) Yes <input type="checkbox"/> No <input type="checkbox"/> * Answer only if requesting billets or lodging. Number of males and females? Male <input type="text"/> Female <input type="text"/> * Provide approximate number of max participants or attendees expected? Total <input type="text"/>					
FOR FOR HUACHUCA STAFF USE ONLY					
I. Service Provider Staffing and Concurrence (** Required - * If Needed) ** DPTMS Action Officer Assigned AO Name: <input type="text"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ** Public affairs Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> ** Consolidated Legal Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * Environmental Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * Safety Office Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * DES Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * Command Team Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * Resource Management Office Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/> * Antiterrorism Officer Concurrence Yes <input type="checkbox"/> No <input type="checkbox"/>					

FH Form 300-3-R-E 14 MAY 2019

DO NOT SUBMIT CLASSIFIED INFORMATION.

SEND COMPLETED FORM TO: USARMY.HUACHUCA.IMCOM-CENTRAL.MBX.HUAC-WATCH@MAIL.MIL

Appendix C

Sample Letter of Lateness

(Office Symbol)

(Date)

MEMORANDUM FOR Director of DPTMS, ATTN: Central Tasking Office,
72 Christy Avenue, Fort Huachuca, Arizona 85613-7000

SUBJECT: Letter of Lateness

1. YOUR UNIT/AGENCY is requesting support for the (EVENT) on (DATE).
2. The request was submitted within the 60-day requirement due to an oversight in the planning process or a short notice requirement from a higher headquarters. Our planning process will ensure future support requirements are identified and requested within the prescribed time lines.
3. The point of contact for this action is (e.g., grade, full name, phone number, e-mail address, and fax number):

SIGNATURE BLOCK
(First O-6 in the chain of command)

Appendix D

	B-Troop	Color Guard	Garrison Colors	56 State and Territorial Flags	Cannon Support	RSO	MVI Sound Support (upon request)
Installation		:					
Awards Banquet		xx		xx		xx	
National Prayer Breakfast						xx	
Memorial Day		xx		xx	xx	xx	
Independence Day	xx	xx		xx	xx		
POW/MIA		xx		xx	xx	xx	
Special Events		xx		xx		xx	
ILB							
MAC							
HOF	xx	xx		xx	xx	xx	
Signal Week		Unit		Unit			
Retiree Appreciation Day	Note3						
Veterans Day	xx	xx					
MI/Signal/Holiday Ball		xx		xx			
Garrison							
II-hands			xx				
EEO			xx				
GET							
Change of Command							
USAICoE	xx	xx		xx	xx	xx	
NETCOM	xx	xx		xx	xx	xx	
06 Level/Brigade	xx	Note 1		Note 2	xx	Unit	
05 Level /Battalion	xx	Note 1		Note2		Unit	
03/Company		N/A					
Air Force/Marines							
Retirements							
IRC	xx	xx		xx	xx	xx	
06 Commanders				xx		Unit	
06 Leaders				Unit		Unit	
BDE/CMD CSM				Unit		Unit	
Change Of Responsibility							
USAICoE/NETCOM		xx		Unit		Unit	
All other							

Note 1. Brigade and below provide their own Color Guard. Exception granted to separate commands, i.e. EPG, JITC, ISEC, MEDDAC, 40th ESB

FH Regulation 210-12

Note 2. Units pick up the flags and stands from the Honor Guard.

Note 3. Troopers only

Appendix E

CONDUCT OF QUARTERLY S3 MEETINGS

1. Conferences are scheduled by DPTMS quarterly to provide staff updates to partner operations staff, G-3's and S-3's.
2. Units review their unit strength figures provided by DHR and confirm them prior to the S-3 conference.
3. The unit strength figures are used to calculate the number of tasking assignments a unit is assigned.
4. The DPTMS Division Chiefs provide appropriate staff updates to the S-3s at the conference.
5. Partner S-3s are afforded the opportunity to comment on unit specific training events and anticipated future requirements.
6. The installation calendar is reviewed for synchronization of activities between commands.

Appendix F

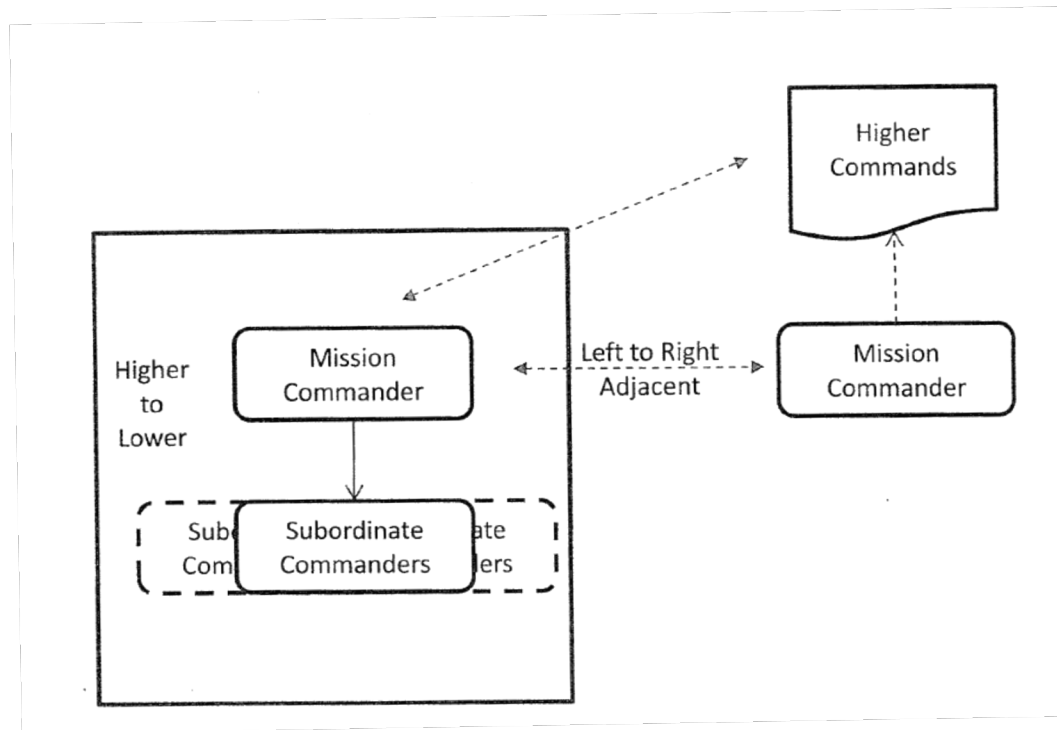
RECURRING INSTALLATION EVENTS

MONTH	EVENT
January	All Army Boxing
January	Installation Retirement Ceremony (IRC)
January	Annual Awards Banquet
February	Armed Forces Boxing
February	Black History Month
February	Army Family Action Plan (AFAP) biannually
March	AER Campaign
March	Company Commanders/First Sergeant Pre-Command Course (CCFSPCC)
March	Women's History Month
April	Spring Formal
April	Month of the Military Child (MOMC)
April	Post Yard Sale
April	Spring Clean-up
April	Installation Retirement Ceremony (IRC)
April	Easter Sunrise Services
April	Days of Remembrance
May	Cinco de Mayo
May	Festival of the Southwest
May	Asian Pacific Heritage Month
May	Memorial Day
June	Company Commanders/First Sergeant Pre-Command Course (CCFSPCC)
June	Signal Week
June	MI Hall of Fame
July	Back to School Fair
July	Independence Day
July	Installation Retirement Ceremony (IRC)
August	Army Morale Show
August	Women's Equality Day
September	Company Commanders/First Sergeant Pre-Command Course (CCFSPCC)
September	POW MIA Walkathon
September	Fun Festival
September	Combined Federal Campaign (CFC)
October	Installation Retirement Ceremony (IRC)
October	Fall Clean Up
October	National Night Out
November	Native American Heritage Month

November	Veterans Day
December	Company Commanders/First Sergeant Pre-Command Course (CCFSPCC)
December	Holiday Tree Lighting

Appendix H

Mission Commander Tasking Authority

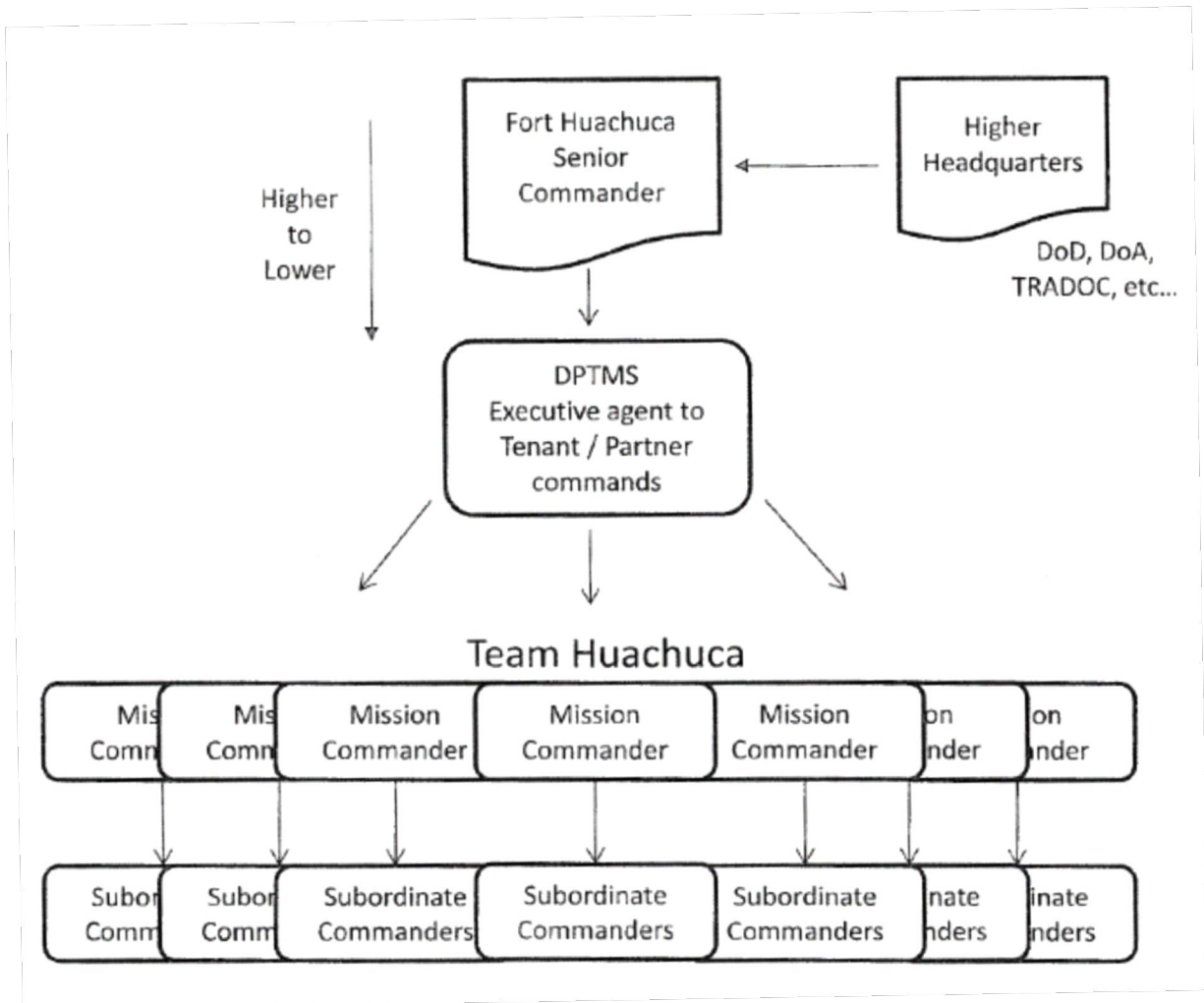


Notes:

1. Mission Commanders focus on accomplishing their directed missions. Command relationship is normally higher to lower, and support to supported, not to adjacent commanders unless stated in their mission.
2. Mission Commanders seeking support outside of the illustrated box typically will generate a request for support to a higher command and or adjacent mission commander's staff.

Appendix I

Senior Commander Tasking Authority



Note:

DPTMS is the senior commander's executive agent in accomplishing Fort Huachuca's overarching mission requirements such as Force Protection.

Appendix J

Glossary

ACOM	Army Command
AER	Army Emergency Relief
AFAP	Army Family Action Plan
ASCC	Army Service Component Command
BCTC	Battle Command Training Center
CCFSPCC	Company Commanders/First Sergeant Pre-Command Course
CFC	Combined Federal Campaign
CG	Commanding General
CLO	Consolidated Legal Office
CTO	Central Tasking Office
DAC	Department of the Army Civilian
DENTAC	United States Army Dental Activity
DES	Directorate of Emergency Services
DGC	Deputy Garrison Commander
DPTMS	Director of Plans, Training, Mobilization, and Security
DRU	Direct Reporting Unit
FRAGO	Fragmentary Order
G3	Staff Section
GC	Garrison Commander
IAW	In Accordance With
IMCOM	Installation Management Command
IPR	In-Process Reviews
IRC	Installation Retirement Ceremony
ISSA	Intra-Service Support Agreement
ITAM	Integrated Training Area Management
MC	Mission Commander
MCA	Military Construction Army
MILPO	Military Personnel Office
MTOE	Modification Table of Organization and Equipment
MVI	Multimedia Visual Information
NLT	No Later Than
NCO	Noncommissioned Officer
OPORD	Operations Order
PAO	Public Affairs Office
POC	Point of Contact
POM	Preparation for Overseas Movement
RFI	Request for Information
RWBAHC	Raymond W. Bliss Army Health Clinic
S3	Staff Section
SC	Senior Commander
SMC	Senior Mission Commander

Glossary, cont.

SRP	Soldier Readiness Program
S/R	Sustainment, Restoration, and Mobilization
TASC	Training Support Center
TDA	Table of Distribution and Allowances
TSS	Training Support Systems
USAG	United States Army Garrison
USAICoE	US Army Intelligence Center of Excellence