

S E C R E T

DETACHMENT H

24 June 1968

STANDARD OPERATING PROCEDURE

H-20-3 This Supersedes H-20-3 dated 21 June 1967

WEEKEND AND HOLIDAY  
STAFF DUTY OFFICER

- I. Purpose: This SOP establishes procedures for maintaining an adequate and proper Detachment reaction capability on non-working days.
- II. Scope: The provisions of this SOP will govern the functions and establish the responsibilities of the Staff Duty Officer assigned.
- III. Responsibility: Staff Duty Officers assigned will be responsible for adherence to the provisions of this SOP.
- IV. Definitions:

Staff Duty Officer: The term Staff Duty Officer as used herein refers to the individual who has the specific responsibility for acting as the focal and/or action point for decisions and subsequent actions on off-duty days.

V. Procedures:

Staff Duty Officer Assignment:

- A. The Director of Support shall publish, as far in advance as practical, a schedule of Staff Duty Officer assignments. Individuals subject to this duty may arrange among themselves to exchange periods of duty provided the Director of Support is informed in advance of the change no-later than 1200 of the last work day. The Director of Support must notify the Security Office and Signal Center of any changes.
- B. Periods of Duty: On Weekends the periods of duty shall be as follows:

1700 Friday to 1700 Saturday

1700 Saturday to 0800 Monday

S E C R E T

S E C R E T

For a one day holiday falling on a Tuesday, Wednesday, or Thursday, the tour of duty shall be from 1700 the day preceding the holiday until 0800 the morning following the holiday.

For a two day holiday falling during the period Tuesday, Wednesday, or Thursday, the two tours will correspond to the normal weekend tours.

For holidays coupled with a weekend, each tour will be twenty-four hours (1700 to 1700) except the tour of the last duty officer which will last from 1700 of the day preceding the last non-workday until 0800 of the first workday immediately following the non-workday.

C. The Director of Support shall maintain a Staff Duty Officer Procedures/Log Book (this book is to be kept in the Signal Center when not in use by the Staff Duty Officer). Included therein will be:

- (1) SOP H-20-3, Weekend and Holiday Staff Duty Officer.
- (2) SOP H-20-4, Personnel Recall to Duty.
- (3) SOP H-20-5, Instructions for Cable Preparation.
- (4) Copy of memorandum from Detachment Commander to Chief, Communications, Subject: Cable Releasing Authorization.
- (5) Home telephone listing of all Detachment personnel.
- (6) Listing of Primary/Alternate non-duty day recall personnel.
- (7) Duty Officer's Log Sheet.
- (8) List of personnel and hostel room assignments.

NOTE: A COMPLETE SET OF DETACHMENT SOP'S WILL BE MAINTAINED ON FILE IN THE SIGNAL CENTER.

D. The Staff Duty Officer's Directorate is responsible for providing a vehicle for use by the Staff Duty Officer during his tour of duty.

S E C R E T

E. Specific Functions of Staff Duty Officer:

1. The Staff Duty Officer shall be readily available to the Signal Center and the Hangar Security Guard and he shall keep these individuals informed of his location on the Base. The Staff Duty Officer must remain on the Base during the tour of duty.
2. He shall be prepared to react to any and all situations affecting the Detachment by taking action or rendering decisions not affecting policy or operations (flying activity). In the event a policy decision (other than operational/flying matters) is required the Detachment Commander or the Executive Officer will be contacted if at all possible prior to action being taken. In the event an operational (flying activity) decision is required the Detachment Commander or the Director of Operations will be contacted if at all possible prior to action being taken. In either of the foregoing situations, if neither the Detachment Commander, the Executive Officer or Director of Operations (whichever is appropriate) can be contacted the Staff Duty Officer will render a decision to the best of his ability and will take appropriate action. As soon thereafter as possible the Staff Duty Officer will notify either the Detachment Commander, the Executive Officer, or the Director of Operations of the action taken.
3. He shall be prepared to implement the Detachment personnel recall procedure in event of mission alert or other appropriate reason.
4. It is the responsibility of the Staff Duty Officer to check incoming message traffic by 0645 on a non-work day. The Detachment Commander must be notified of a mission alert no later than 0700 (See SOP H-20-4, Personnel Recall to Duty).
5. The Staff Duty Officer is to maintain a chronological record/log (local time and date) of events occurring during his tour of duty. The appropriate form (Attachment #1) therefore will be a part of the Procedures/Log Book.

F. Delegation of Authority:


3

S E C R E T

S E C R E T

The Staff Duty Officer will act on behalf of the Detachment Commander and is hereby delegated the authority to take appropriate actions (including release of cable traffic) in the best interest of the Project and the Detachment when neither the Detachment Commander, the Executive Officer, nor the Director of Operations can be contacted.

G. Access to Cable Traffic:

The Staff Duty Officer will be afforded access to all cable traffic except  SI and special code word cables. In the event immediate action must be taken on above type traffic the Detachment Commander and any personnel authorized access to particular type traffic involved will be contacted immediately. The communicator on duty may pass partial information to the Staff Duty Officer if timing of required actions is so critical as to preclude awaiting the arrival of the Detachment Commander or other appropriately authorized personnel.

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Detachment Commander

Distribution:

Copies      1 - Detachment Commander  
              2 - Executive Officer  
              3-5 - D/Operations  
              6-8 - D/Materiel  
              9-11 - D/Support  
              12-13 - C/Security

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Attachment #1: Staff Duty Officer Log

4

S E C R E T

