

Department of the Army
United State Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

*FH Regulation 614-1

11 December 2000

Assignments, Details, and Transfers

CENTRAL TASKING OFFICE

Summary. This revised regulation establishes policy and procedures for requesting support and for tasking of personnel and/or equipment in the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

Applicability. This regulation applies to all military and civilian personnel who request or provide personnel and/or equipment support through the Central Tasking Office (CTO). This regulation does not supersede or in any way change the tasking authority of the USAIC&FH Emergency Operations Plan.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the Directorate of Operations, Training, and Doctrine/G3, USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-TDC, Fort Huachuca, AZ 85613-6000.

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***This regulation supersedes FH Regulation 614-1, 23 March 1993.**

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1. Purpose.

This regulation delineates responsibilities and establishes procedures for requesting support from the Central Tasking Office (CTO) and establishes procedures for tasking of personnel and/or equipment in support of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH). The CTO, Operations, Directorate of Operations, Training, and Doctrine/G3 (DOTD/G3) is the primary command representative for tasking internal and external support requirements at Fort Huachuca for the U.S. Army Garrison Commander.

2. References.

Required and related publications are listed in appendix A. Referenced form is also listed in appendix A.

3. Explanation of abbreviations and terms.

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Garrison Commander will--

(1) Provide decisions on critical resource commitments or resolution of tasking shortfalls.

(2) Sign formal requests for relief from taskings generated by higher headquarters.

(3) Approve all taskings for conferences, symposiums, seminars, and other activities involving post-wide support.

b. Commanders, directors, and heads of organizations will--

(1) Appoint, in writing, an individual and at least one alternate as point of contact (POC) for all taskings; and provide name, office symbol, and contact telephone number to the CTO.

(2) When requesting personnel, facilities, and/or equipment support:

(a) Ensure the support requested is for the accomplishment of approved installation requirements.

(b) Ensure requests for table of organization and equipment (TOE) vehicles and personnel in support of unit training requirements are directed to and coordinated with the supporting unit S3.

(c) Ensure proper use of personnel and/or equipment and ensure support requirements are kept to an absolute minimum.

(d) Notify the supporting organization and the CTO, by telephone, when personnel and/or equipment are to be released at a time other than the scheduled termination time/date or when there are significant changes to support requirements.

(e) The CTO is to remind activities/offices that they are to inform their supporting fund control officer of any unplanned expenditures.

(f) Notify the CTO if the support received is unsatisfactory.

(g) Designate an officer, noncommissioned officer, or civilian employee as a POC to coordinate the support requested.

(h) Obtain approval from the Garrison Commander for personnel and/or equipment for off-post commitments and short-notice requests (less than 45 days lead time).

(i) Provide rations and quarters, as appropriate, for tasked personnel.

(j) Arrange for equipment operations or transportation for personnel when the supporting organization cannot justifiably provide the support.

(k) Return equipment to the supporting organization in an acceptable state of cleanliness and repaired if needed.

(l) Follow-up with the CTO if a copy of a tasking memorandum has not been received within 21 working days after the request is submitted.

(m) Ensure taskings are submitted to CTO, DOTD/G3, ATTN: ATZS-TDC, not later than (NLT) 45 calendar days before the support is required.

(3) When providing personnel and/or equipment--

(a) Comply with requests for personnel and/or equipment

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from the CTO. When support cannot be provided, the CTO will be notified immediately by telephone with a written copy follow-up describing reasons for nonsupport NLT 5 working days from receipt of written tasking from the CTO.

(b) When authorized by the CTO, coordinate directly with the requesting organization as necessary.

(c) Ensure equipment provided is operational and no repairs are needed.

(d) Notify the CTO when support personnel and/or equipment are not being properly used by the requesting organization.

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

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

c. The DOTD/G3 will--

(1) Act as the approving or appeal authority for all taskings not covered in subparagraph a above (those which must be approved by the Garrison Commander.

(2) Review and make recommendations on all requests for relief from taskings covered in subparagraph a above.

(3) Direct tasking procedures.

(4) Approve requests for personnel and/or equipment for off-post commitments and short-notice requests.

(5) Inspect and evaluate use of personnel, facilities, and equipment taskings to ensure only minimum essential resources are used to fulfill necessary functions.

(6) Approve late draft Memorandum of Instruction (MOI) requests for action and approve final MOIs.

d. The G3 Operations, DOTD/G3 will--

(1) Operate as the single POC for all valid taskings.

(2) Coordinate and issue formal mission taskings to

major subordinate commands, directorates, or other activities or organizations providing support.

(3) Ensure taskings are equitable and in keeping with U.S. Army policies so they do not degrade Fort Huachuca's mission.

(4) Be responsible for the overall administration of the CTO and conduct of daily taskings.

(5) Forward unresolved conflicts for support to the Director, DOTD/G3 for resolution.

e. The CTO will--

(1) Evaluate personnel and/or equipment support requests for necessity and availability of resources.

(2) Verify precoordinated requests.

(3) Select and task USAIC&FH Units to perform the support.

(4) Manage and account for taskings on an equitable basis. Monitor taskings to ensure compliance and proper use of personnel and/or equipment.

(5) Provide recommendations for actions and forward unresolved conflicts for support through the G3 Operations to the Director, DOTD/G3, for resolution.

(6) Forward all requests for relief from a tasking through the Chief, G3 Operations, to the Director, DOTD/G3, for resolution.

(7) Document requests and establish procedures to ensure an audit trail exists so data concerning resource expenditure by type, use, or source is retrievable.

(8) Process MOIs per paragraph 9 on page 12 of this Regulation.

f. The Directorate of Human Resources will--

(1) Upon request, inform the CTO of the unit, activity, or organization from which key personnel could fulfill a tasking requirement.

(2) Provide the CTO with a monthly update of the number

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of personnel assigned to major subordinate activities.

5. Policies.

a. All personnel assigned or attached to major subordinate activities are subject to tasking. Exceptions to this policy are--

(1) Duties, positions, and assignments exempted by Army regulation.

(2) Units participating in an Army Training Evaluation Program or Emergency Deployment Readiness Exercise.

(3) Units preparing for deployment. However, units scheduled for deployment may be utilized for support if the support complements the unit's training program and does not adversely affect its deployment date.

(4) Activities specified by the Garrison Commander on a short-term basis.

(5) Directors and commanders will not normally be utilized to fulfill routine tasking requirements. At the direction of the Garrison Commander, certain taskings may require the knowledge and experience inherent in directors and commanders.

(6) Commanders or directors of major subordinate activities may further exempt those personnel whom they deem necessary for mission accomplishment. Such exemption will not effect that organization's authorized strength for tasking.

b. The CTO will task units for TOE and vehicles only when the supported activity benefits the post as a whole. All other requests for TOE personnel or equipment support will be coordinated directly between the requesting organization and the supporting unit.

c. Taskings will be distributed equitably based on organization strength figures as shown in the most current and available officer or enlisted Standard Installation or Division Personnel System inventory. The CTO will update the organization strength figures quarterly. Actual tasking may exceed the equability standard for a unit or activity depending on mission priorities, assigned equipment, major exercises, military occupational specialty specific tasking, special tasking, other operational commitments, etc.

d. Internal requests for support from major subordinate activities will be submitted in writing to G3 Operations, DOTD/G3, ATTN: ATZS-TDC, to arrive a minimum of 45 calendar days in advance of commitments (see paragraph 8).

e. Taskings received from external sources will be approved for support by the Director, DOTD/G3. Taskings from external sources may be received in less than the 45-day required lead time. Taskings will be supported as resources are available.

f. A MOI will be prepared to identify and task major subordinate activities in support of the event. Taskings in MOIs will not fall within the equity standards of this regulation (paragraph 9).

6. Taskings provided by the CTO.

a. The CTO tasks support when such support is beyond the capabilities of the requesting organization. Consideration for relief from a tasking will be granted, usually, only after a careful analysis of the written explanation of inability to support. Tasked organizations must understand that the relevant question often is not whether installation assets will be committed but rather from which organization those assets will come. Supporting organizations should be aware of support requirements in their planning and should understand that certain types of taskings are affected by circumstances beyond installation control. The Director, DOTD/G3 will be involved in the analysis of negative responses to tasking requests and in the decision as to which organization will provide support. Every effort will be made to minimize adverse effects on training, readiness, and unit operations.

b. The CTO tasks for--

(1) All inter-organizational taskings for personnel, facilities, and equipment requirements not covered by duty roster, major units internal assets, or normal staff functions will be processed through the CTO.

(2) TOE and vehicles in support of USAIC&FH approved functions.

(3) Aviation support from the 111th Military Intelligence (MI) Brigade (Bde).

(4) Ceremony support for the USAIC&FH. (A MOI should be

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established when warranted).

(5) Work detail support, only when the commitment supports a USAIC&FH requirement or as directed by higher authority.

(6) Interservice support for personnel and TOE.

(7) Off-post training support for personnel and TOE equipment.

(8) Investigative officer support (reports of survey, AR 15-6, investigations, etc.) when the investigation cannot be conducted internally within the unit concerned or its major command.

(9) Support for the Public Affairs Office (PAO). (A MOI should be established when warranted.)

(10) Emergency Deployment and Readiness Exercise support.

(11) Support for demonstrations and equipment displays. (A MOI should be established when warranted.)

(12) Medical support for hazardous activities such as weapons firings, air drops, chemical training, etc., in accordance with FH Regulation 385-8, para 3-2.a.(17)(b)(c).

(13) Support for personnel requests for escort officers; inventories; special projects; Military Medical Retention Board, Officer Candidate School/Reserve Selection Board, courts-martial, and U.S. Army Garrison Elimination Board; Casualty Assistance Officer; Price Survey Team; and verification of destruction of spoiled food.

(14) Law enforcement traffic and crowd control or other special security requirements relating to law enforcement.

(15) Chaplain support for--

(a) Ceremonial events where prayer or religious or spiritual support is appropriate.

(b) Events where the chaplains' expertise in counseling and privileged/confidential communication is an advantage (such as hazardous training events, mass casualty exercises, hostage taking situations, etc.).

(16) Other types of support as directed by the Director of DOTD/G3 or the Command Group.

7. Taskings not provided by the CTO.

The CTO does not task for missions and functions as prescribed in FH Memorandum 10-1. Those functions are inherent to the mission of the organization. Also, the CTO does not directly task for the support indicated below. The responsible organization is stated in parentheses.

- a. 36th U.S. Army Band (306th MI Battalion).
- b. B Troop, 4th U.S. Cavalry Regiment (Memorial) (PAO).
- c. TOE and vehicles in support of activities that do not benefit the post as a whole.
- d. Doctrine Training Teams, Instruction Key Personnel Teams, New Equipment Training Teams, Branch Training Teams, and Mobile Training Teams (S3, 111th MI Bde).
- e. Engineering projects or engineering support (Directorate of Engineering and Housing (DEH)).
- f. Transportation request for commercial vehicles (Directorate of Logistics).
- g. Billeting (DEH and Directorate of Reserve Component Support, as applicable).
- h. Training Area better defines the training lands. Addition of training facilities eliminates grey areas when scheduling Rapell Tower, Leadership Reaction Course, etc.
- i. Classrooms (USAIC&FH and the DEH).
- j. Office or storage space (DEH).
- k. Routine audiovisual and training support center and other support normally requested by a work order (Visual Information Division, DOTD/G3).
- l. Petroleums, oils, and lubricants (DEH).
- m. Personnel, facilities, and equipment in support of an approved MOI, except to resolve conflicts or support shortfalls.

n. Mandatory training, including administration of required individual training, which remains a unit responsibility.

o. Information for other agencies.

8. Tasking process.

a. The CTO is the sole tasking authority for the USAIC&FH (except for the exceptions noted in paragraph 7). Submit all requests for personnel and/or equipment, through command channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-TDC, to arrive in the CTO NLT than 45 days before the date support is required. Submit short-notice requests (those requiring support in less than 45 days) to the Director, DOTD/G3 for approval. Include justification for the delay for evaluation by the Director. (Acceptance by the Director, DOTD/G3 of a short-notice support request does not guarantee support of the tasking, but only allows the request to enter the tasking system). Requests which have been pre-coordinated and where both the requester and the provider of the support have reached agreement can be approved by the Chief, CTO after verification. Include the following information in all requests:

(1) Justification for the request, to include the reason the mission cannot be accomplished within the requesting organization's own resources.

(2) Number of personnel required (listed by military occupational specialty and minimum grade desired).

(3) Equipment required and whether operators are required.

(4) Date, time, and reporting location for personnel and/or equipment.

(5) The responsible action officer's or POC's name, telephone number, and place where he or she can be contacted (unit designation, building number, and so forth). In cases of precoordination, include the name and telephone number of the person who agreed to provide support.

(6) Purpose of personnel and/or equipment and the specific task to be performed. Include special instructions or additional requirements.

(7) Approval by the Director, DOTD/G3, for off-post

commitments.

b. When support can be provided, the CTO representative will--

(1) Notify by telephone the POC of the major subordinate command designated to provide the personnel and/or equipment and furnish details of the requirement, to include the name of the supported organization's POC. The CTO will provide as early a notice of tasking as possible; however, no specific minimum notice period will be established for tasking actions. There will always be some taskings which fall short of any established minimum.

(2) Follow up with notification in writing to the organization concerned. This written tasking will normally be available 2 working days after telephonic notification. A representative from the tasking organization will sign an acknowledgment of receipt for the organization's tasking letters. Organizations that do not wish to send a courier to the CTO will inform the Chief, CTO how they wish to receive tasking letters (distribution system and so forth). (Telephonic notification is the official notification, regardless of how the organization chooses to receive the hard copy).

c. When support cannot be provided, the tasked unit will notify the CTO immediately and follow up with an impact statement, in writing, stating why the support cannot be provided. Forward written impact statements to the USAIC&FH, ATTN: ATZS-TDC, to arrive before the close of business on the 5th working day following the date of the written notification. Failure to do so will constitute acceptance of the tasking. Commanders should establish internal procedures to ensure their subordinate elements do not commit resources they will not later provide.

d. The CTO will not accept impact statements on those requirements which have been pre-coordinated and verified. Late impact statements will not be accepted except for justifiable reasons beyond the control of the tasked organization. Impact statements will not be addressed directly to the Command Group, Garrison Commander, requesters, or other major subordinate commands or major Army commands. A CTO representative will notify the requesting organization by telephone when support cannot be provided as requested and indicate the reason. Written notification of support non-availability will follow.

e. Supporting organizations may coordinate support directly

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with requesting organizations if authorized by the CTO. Such coordination will be initiated by the supporting organization. Generally, specific information about the equipment or personnel reporting times and places can best be obtained from the requesting organization's POC. Changes to requirements (dates, substitutes for equipment, and so forth) agreed to by both supporting and supported organizations need not be coordinated through the CTO; however, major changes will be reported to the CTO.

f. Tasking flowchart. Appendix B contains a chart depicting the flow of tasking actions. This flowchart will be used as an aid to determine proper processing and routing actions by both requesting and supporting organizations and the CTO.

9. Procedures for MOIs.

a. These procedures apply to all Fort Huachuca activities drafting MOIs for singular events requiring any Fort Huachuca manpower and/or resources. Procedures for ongoing programs, such as Army Suggestion Program, Internal Control Program, and other long-term programs should be published as regulations or other administrative publications. Memorandums of instruction are not the appropriate media.

b. General.

(1) A sample MOI is shown in appendix C. Ensure the directorate or staff element tasked with responsibilities is responsible for the action.

(2) MOIs will be submitted to G3 Operations, DOTD/G3, ATZS-TDC, in draft form, with a floppy disk, NLT 60 days prior to the event to allow staffing, coordination, verification, and completion of the final MOI 30 days prior to the event taking place. This action will facilitate the standardization process and will ensure only coordinated MOIs are forwarded for authentication purposes to the Director of DOTD/G3, the tasking authority for the installation, in a timely manner.

(3) Late submissions (less than 60 days) will require a justification statement signed by the chief of the activity responsible for the event and forwarded to the Director, DOTD/G3, for approval. Upon approval, G3 Operations will take action on it.

c. G3 Operations, DOTD/G3, will process MOIs by--

(1) Reviewing submitted draft MOIs for conformity to this regulation and supportability prior to initiating coordination actions.

(2) Conducting staffing, coordination, and verification actions of MOIs as appropriate.

(3) Preparing the final MOI for signature.

(4) Returning the approved MOI to the requesting activity for distribution.

d. Activities will submit the draft MOI as follows:

(1) Appoint an activity project officer for the MOI (event).

(2) Conduct informal staffing or coordination prior to submitting draft MOIs to G3 Operations.

(3) Submit the draft MOIs, with floppy disks in MS Word 6.0 or equivalent, to G3 Operations NLT 60 days prior to the event.

(4) Submit late requests to the Director, DOTD/G3, for approval.

(5) Chair coordination meetings, as necessary, to ensure supporting organizations are cognizant of their responsibilities and to resolve any conflicts.

(6) Upon approval of the final MOI, make distribution as appropriate.

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**Appendix A
References**

**Section I
Required Publications**

AR 15-6

Procedures for Investigating Officers and Boards of Officers

FH Memo 10-1

Mission, Organization, and Functions of the U.S. Army
Intelligence Center and Fort Huachuca

**Section II
Related Publications**

AR 5-8

Host-Supported Activity Relationships

FH Reg 210-10

Military Labor Details

FH Reg 638-1

Appointment of Next of Kin Notification and Casualty Assistance
Officers

FORSCOM Reg 350-12

Procedures for Tasking and Support from Active Component
Installations and Units

TRADOC Reg 614-11

Tasking Individual Support Procedures for Active Component (AC)
Installations and Activities

**Section III
Referenced Form**

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B
Flowchart

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Appendix C

Preparation of a Memorandum of Instruction (MOI)

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

REPLY TO
ATTENTION OF

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for (the event)

1. Purpose. This MOI provides guidance, specifies responsibilities, and establishes coordinating instructions required to support the (event).
2. General. What, when, where, how, and why. Explain in some detail what the event is all about.
3. Responsibilities.
 - a. Commander, Unit Name will--
 - (1) Provide, coordinate, prepare...
 - (2) Address each participating command and directorate as separate entities regardless of redundancy of tasking.
 - b. Director of will--
 - (1)
 - (2)
 - c. Commander, Unit Name will--
 - (1)
 - (2)

4. Coordinating instructions--

- a. Cost (if applicable).
- b. Transportation requirements (if applicable).
- c. Uniform (if applicable).
- d. Other instructions as applicable.

e. Notification of any changes or cancellation of support provided by a tasked element will be the responsibility of the supported activity. (This statement is mandatory to be placed in the coordinating instructions paragraph.)

5. The point/points of contact (POC) is/are (NAME), extension 3/8-XXXX.

6. G3-Operation, DOTD/G3 POC is/POC are (NAME), extension 3-XXXX.

FOR THE U.S. ARMY GARRISON COMMANDER:

Encls
as

NAME
COL, MI
Director, Operations,
Training, and Doctrine/G3

DISTRIBUTION:

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Glossary

BDE

Brigade

CTO

Central Tasking Office

DEH

Directorate of Engineer and Housing

DOTD

Directorate of Operations, Training, and Doctrine

MI

Military Intelligence

MOI

Memorandum of Instruction

NLT

not later than

POC

Point of contact

PAO

Public Affairs Office

TOE

table of organization and equipment

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

(ATZS-TDC)

OFFICIAL:
CHARLES W. THOMAS
Major General, USA
Commanding

DELFORD D. HORTON
Director of Information Management

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ATZS-IMC-SP (5)

ATZS-IMC-SW (100)