



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7001

REPLY TO
ATTENTION OF
ATZS-CDR (600)

6 August 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy—Exemption from DA Form 6, Roster Details

1. Effective this date, only those soldiers listed below assigned to the Headquarters Commandant, are exempt from Headquarters and Headquarters Company, US Army Garrison Department of the Army (DA) Form 6 roster details. DA Form 6 roster details are those regularly occurring details to which soldiers are assigned.

Garrison Commander's Drive
Garrison Administrative Support Staff
All Ceremonial Detachment personnel
All Phoenix Military Entrance Processing Station personnel
All Tucson Airport Lounge personnel
All OTC personnel (assigned for admin/UCMJ only – may not be detailed or tasked IAW Support agreement)

2. Exemption from Headquarters and Headquarters Company, US Army Garrison DA Form 6 roster details does not preclude participation in normal training activities, physical fitness training, parades, reviews, ceremonies, community support activities, etc. These activities are legitimate training or support missions. All soldiers assigned to the Headquarters Commandant are required to participate in these events as part of their day-to-day activities.

3. Directorates or sections who require other assigned soldiers to be exempted from DA Form 6 duties should submit request with justification through Headquarters Commandant to Commander, US Army Garrison, Fort Huachuca. Exemptions will be granted on a case-by-case basis.

4. Army Regulation 220-45 (Duty Rosters) provides latitude in allowing accommodation for recurring weekly mission requirements within Directorates and duty sections that are not DA Form 6 driven. This latitude will be used to the utmost to work with you and your soldiers to adjust their duty as much as possible while equitably allocating all duties

5. The proponent for this is the Garrison Command Sergeant Major, ATZS-CDR-CSM, 533-1100.

ATZS-CDR

SUBJECT: Policy—Exemption from DA Form 6, Roster Details

6. This memorandum supersedes policy memorandum, ATZS-CDR, 30 July 2001, subject: Policy—Exemption from DA Form 6, Roster Details.

/s/ signed
LAWRENCE J. PORTOUW
COL, MI
Commander, US Army Garrison

DISTRIBUTION:

IM	IO	PS
PA	IS	CDT-CO
MW	GI	