



REPLY TO
ATTENTION OF

ATZS-CDR (1b)

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

6 August 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy--Operating Hours for US Army Garrison

1. The U.S. Army Garrison (USAG) is a service-oriented organization. Our mission is to provide support all organizations and our partner activities at Fort Huachuca. We must be organized and ready to provide service when our customers seek support.
2. The normal operating hours for garrison activities is 0730-1615. Since many of our customers operate on flextime, we must be prepared and available to assist our customers through the day including the lunch period. All garrison activities providing customer support services to the Fort Huachuca community will be organized to have a person or persons available throughout the lunch hour to provide as much assistance to customers and clients as possible considering personnel constraints. Although entire office closings are discouraged, directors are authorized to allow such closures on special occasions.
3. Offices requesting exceptions to the normal operating hours will forward full justification through the activity director to me. Request for changes to operating hours will include the current hours of operation, the proposed schedule, and the reason for the change.
4. The proponent for this policy is the Office of the Commander, ATZS-CDR, extension 533-2619.
5. sThis memorandum supersedes policy memorandum, USAG, ATZS-CDR, 19 October 1999, subject as above.

/s/ signed
LAWRENCE J. PORTOUW
Colonel, MI
Commander, U.S. Army Garrison

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