



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON FORT SILL**  
**462 HAMILTON ROAD, SUITE 120**  
**FORT SILL OK 73503-1340**

AMIM-SIG-ZA (1y)

13 June 2024

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: U.S. Army Garrison Fort Sill Civilian Personnel Accountability, GC Policy Memorandum 24-23**

**1. References:**

a. U.S. Office of Personnel Management Handbooks

b. Collective Bargaining Agreement (Negotiated Agreement Between U.S. Field Artillery Center, Fort Sill, Oklahoma, and National Federation of Federal Employees/International Association of Machinist Local 273), 5 August 2003

c. AR 600-8-6 (Personnel Accounting and Strength Reporting)

**2. Purpose:** Personnel Accountability Programs help the chain of management meet the inherent responsibility of knowing the status of personnel under their command and supervision.

**3. Definition:** Personnel accountability is the process for communicating, assessing, and confirming the status and condition of all personnel within an organization. The timelier this information, the more valuable it is for helping the chain of management make better decisions to accomplish the Garrison mission.

**4. Applicability:** This policy memorandum is applicable to all appropriate fund, non-appropriated fund and government contractor employees assigned to the USAG Fort Sill Community.

**5. Policy:**

a. During initial standards and expectations counseling, supervisors will discuss accountability procedures, standard workweek, work schedule, allowed breaks, overtime, alternate work schedules, holidays, types of leave, as well as entering time within the Automated Time Attendance & Production System with employees.

b. Employees will account for themselves daily in accordance with guidelines and work schedules established by their organization.

AMIM-SIG-ZA (1y)

SUBJECT: U.S. Army Garrison Fort Sill Civilian Personnel Accountability, GC Policy  
Memorandum 24-23

c. The chain of management or supervisor can execute recall roster procedures to contact employees, if necessary.

d. If an employee has not arrived to work within the first hour of their scheduled start time, the first Director-Level supervisor will be notified. A phone call will be made to contact the employee.

e. If the employee still has not arrived to work after two hours of their scheduled start time, the chain of management or supervisor will call local law enforcement for a health and welfare check to be conducted as follows:

(1) On-post employees – contact Directorate of Emergency Services (DES) Military Police Dispatcher, at (580) 442-2103.

(2) Off-post employees – contact local law enforcement which has jurisdiction over the employee's residential location.

f. Organizations will not deploy any employee to check on the absent employee because of potential legal risks and issues.

g. Supervisors will ensure employees clearly understand these accountability procedures and that they are in place to ensure their safety.

6. The proponent for this policy is the Directorate of Human Resources, at (580) 442-0145.



DEREK R. BAIRD  
COL, FA  
Commanding

DISTRIBUTION:  
Fort Sill Intranet  
HQ Garrison  
DES  
DHR  
DPTMS  
DPW  
DFMWR  
PAIO  
(CONT)

AMIM-SIG-ZA (1y)

SUBJECT: U.S. Army Garrison Fort Sill Civilian Personnel Accountability, GC Policy  
Memorandum 24-23

DISTRIBUTION: (CONT)

RMO

Safety Office

Welcome Center