



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

AMIM-SIG-ZA (1y)

28 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Fort Sill Civilian Personnel Accountability, GC Policy Memorandum 22-23

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 and ensure that we (leaders and supervisors) meet our inherent responsibilities of our employee's life, health, and safety concerns.
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 uniformed, appropriated 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.

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c. The chain of management or supervisor can execute recall roster procedures to contact employees, if necessary, for mission requirement or to confirm life, health, and safety of the employee.

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. Director's must inform the Deputy Garrison Commander before 12:00 p.m. of that business day.

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 Directorate of Human Resources at (580) 442-0145.

  
JAMES H. B. PEAY IV  
COL, FA  
Commanding

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