

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SUPPORT ELEMENT TASZAR
OPERATION JOINT FORGE
APO AE 09793

USASET-CDR

18 December 2000

MEMORANDUM FOR All Military and Civilian Personnel Serving at the
Taszar Support
Base (TSB), United States Army Support Element,
Taszar in Support of
Operation Joint Forge

SUBJECT: United States Army Support Element Taszar (USASET) Policy
Memorandum #1-10, Standard Duty Week Policy

1. Reference: USAREUR Forward FRAGO 235 to USAREUR Campaign Plan 40105 (Establishment of TSB C2 to Command and Control of units assigned, attached or residing in the TSB), 191200A Aug 96.
2. Applicability: This policy applies to all military and DOD civilian personnel residing in or assigned or attached to units in the Taszar Staging Base(TSB). IAW the reference, the TSB includes Taszar Main, Taszar Airfield, the MWR site at Budapest, and the Air Traffic Service Operation at Barcs, Hungary.
3. This policy is intended to clarify the standard duty day within the United States Army Support Element Taszar (USASET). Monday through Friday all USASET offices and functions will be fully manned from 0900 to 1700. Saturdays and Sundays all staff offices and functions should be capable of fulfilling any mission requirements on an "on call basis".
4. The Duty uniform for soldiers subject to this policy is BDUs, reverse field US flag sewn on the right shoulder ½ inch below the shoulder seam or ½ inch below authorized left shoulder unit patches, with soft cap. All military personnel on duty during the hours outlined in the paragraph above will wear the duty uniform. This uniform is subject to modification by the USASET Commander. Changes to the duty uniform will normally be based on threat conditions and will include the addition of flak vest, kevlar helmet, LBE, weapon and protective mask. Civilians are exempt from this requirement. However, changes in threat conditions will require all DOD civilians to wear BDUs and have available a flak vest and kevlar helmet.
5. During a standard duty week there are several meetings that will require staff sections and tenant units to provide representatives.
 - a. Each Monday, the Operation Joint Forge working VTC will occur at 0815. The USASET Commander, DCSOPS and DCSPER, or their designated representatives, will attend this meeting.

b. Each Wednesday, the Operation Joint Forge VTC will occur at 0815, immediately followed by the USASET staff-call. All staff principles, or designated representatives, and tenant unit commanders, or XO/Sr NCOs, will attend both meetings.

c. The USASET Commander will host a Community activities meeting on the 1st and 3rd Wednesdays of each month. DCSOPS, DCSPER, DCSLOG, OJA, Chaplain, and a representative from the Dining Facility, the Education Center, United Services Organization (USO) Morale Welfare and Recreation (MWR), Army/Air Force Exchange Service (AFFES), Brown & Root (B&R), and Sprint will attend this meeting.

d. The USASET Deputy Commander will chair an USASET Staff Meeting Fridays from 0830 - 0900 at the DFAC. All staff sections will send a representative to this meeting.

6. This policy supersedes all previous policies on this subject.

7. The point of contact for this policy is the USASET, DCSPER at 760-2238.

//Original Signed//
CHARLES W. AYERS
COL, TC
COMMANDING