

Handbook 20

CHAPTER 10 DUTY OFFICERS

10A. General

1. An Agency Duty Officer (the "AID Duty Officer") and Duty officer for each bureau/Office are designated to assure coverage of important and urgent Agency business which might occur during other than regular working hours. Duty Officers serve a period of duty from Wednesday, 5:30 p.m., through the following Wednesday at 8:45 a.m.

2. Officers at the GS/GM/AD-12 and FS-04 levels and above may serve as AID Duty Officers. AID Duty Offices on a rotational basis in response to a quarterly schedule of assignments distributed by the Office of the Executive Secretary (ES).

3. Normally personnel at and above the GS/GM/AD-12 and FS-04 levels serve as Bureau/Office Duty Officer. Each Bureau/Office may, however use its discretion in determining whether an officer's experience is appropriate for the role.

4. Each bureau/Office having Duty Officers in accordance with this Chapter is responsible for issuing a quarterly roster of its Duty Officers, and for distributing copies to its respective Duty Officers, and to ES, at least two weeks prior to the beginning of the quarter.

5. Premium compensation or compensatory time off for overtime work related to the duty officer responsibility is governed by Chapter 8, AID Handbook 26.

10B. AID Duty Officers

The AID Duty Officer (DO) is to be the principal duty officer for the Agency. The DO is to be in the office of the Administrator from 8:45 a.m. to 1:00 p.m. on Saturday (or later if necessary). On Sundays and holidays the Duty Officer is not required to be physically present except in the event of an emergency. The DO should keep the State Watch Officer (Operations Center -S/S-O) informed at all times if he/she will not be at home or at the office. The DO similarly informs the Telephone Switchboard Operator, and the AID cable room.

10C. Geographic Bureau Duty Officers

Each Geographic Bureau Duty Officer must be accessible either by pager or by telephone at all times during nonworking hours to handle any urgent

matters of principal concern to her/his bureau. Geographic Bureau Duty Officers keep the AID Duty Officer informed as to where they can be contacted at any time during the week, if not at home or at the office. The final decision as to whether or not a Geographic Bureau Duty Officer is to be physically present in the bureau on Saturday morning will be made at the discretion of the respective Assistant Administrator. Each Geographic Bureau Duty Officer is therefore responsible for notifying the AID Duty Officer, no later than noon Friday, as to whether or not she/he will physically report to the respective Assistant Administrator's office on Saturday morning.

10D. Non-Geographic Bureau/Office Duty Officers

Non-Geographic Bureau/Office Duty Officers are to be accessible by telephone at all times during nonworking hours. They keep the AID Duty Officer informed as to where they can be contacted at any time during the week, if not at home or the office.

10E. Disaster Duty Officers

The Office of U.S. Foreign Disaster Assistance has an officer on duty who is to be accessible by telephone at all times during nonworking hours to handle requests for assistance following a natural or other foreign disaster. The Disaster Duty Officer keeps the State Watch Officer (Operations Center S/S-O) informed as to where he/she can be contacted at any time during week, if not at home or the office.

10F. Executive Secretary Duty Officers

The Duty Officer is available by telephone during nonworking hours to handle urgent matters.

10G. Substitutions

It is the responsibility of each schedule Duty Officer to arrange for a substitution should the need arise and to notify appropriate contacts. ES does not make arrangements nor furnish substitute officers.

10H. Duty Stenographers and Messengers

A duty stenographer is to be assigned to work for the AID duty Officer from 8:45 a.m. to 1:00 p.m. (or later if necessary) on Saturday. In an emergency and if the Duty Stenographer can be spared. The AID Duty Officer may authorize the duty stenographer to perform work required by another Bureau/Office Duty Officer.

A duty messenger is to be assigned to work for the AID Duty Officer from 8:45 a.m. to 1:00 p.m. (or later if necessary).

Secretaries/stenographers and drivers/messengers who are available and desire overtime work may volunteer to serve as Duty Secretary or Duty Messenger. ES is responsible for scheduling these assignments.

10I. Weekly List of Duty Officers

ES issues weekly a list of all Duty Officers, Stenographers and Messengers for the week showing their home and office telephone numbers and office location. Copies are to be distributed to appropriate offices within AID, State GSA, the White House, and to the Watch Officer (Operations Center S/S-O) in the Department of State.

10J. AID Duty Officers Book and Instructions

For the use of the weekly AID Duty Officer, ES maintains a book containing home and office telephone numbers of principal officers in the Agency, whom the AID Duty Officer may need to contact, and other pertinent information and instructions. AID Duty Officers may also reach key agency officials by referring to the organizational section of the AID, OPIC, TDP Telephone Directory which list home as well as office telephone numbers. (A copy of the phone book is included in the AID Duty Officer Book.) Es issues revised instructions as required.

ES maintains a bellboy receiver and instruction for its operation by the AID Duty Officer. The Bellboy receiver normally has a maximum range of 15 miles.