

**Army Support Activity Phone Roster
As of January 2013**

Mailroom Address- ASA	Mailing Address - ASA	Physical Address - ASA	Website
Army Support Activity, Stop 106	Army Support Activity 1837 Army Blvd STE 117 Fort Sam Houston, TX 78234-2645	Army Support Activity 1837 Army Blvd Building 2001 Fort Sam Houston, TX 78234-2645	http://www.samhouston.army.mil/asa/main.html
ASA FRONT OFFICE (Manager: 210-295-0541, BB 210-364-0121)			
Program	Phone	Description	References
Deputy ASA Manager	210-295-0405		
	210-364-0794		
Administrative Support	210-295-0497	MUB, Staff Call, CIF, appointments, messages, records management, correspondence	
	210-295-4539		
Action Officer OPS/Plans	210-295-0534	Special Projects as assigned to include the development of Operations Orders and Plans	
	210-221-1841		
Antiterrorism and Force Protection	210-295-0534	Installation working groups, AT training, Active Shooter Training, overseas travel briefings, FPCON implementation, installation exercises	AR 525-13
ASA Safety Officer (Collateral Duty)	210-295-7606	Work Place Safety (OSHA), Range Safety, Explosive Safety, Radiation Safety, Inspections/Assessments, Mishap and Near Misses Investigations/ Reporting, Promotion/Awareness, Hazard Analysis and Countermeasures	AR 385-10, DA Pam 385-10, IMCOM 385-10
Automated Time Attendance and Production System ATAAPS)	210-295-0497	Creating/Re-opening ATAAPS Accounts and any other issues	website: https://ataaps.csd.disa.mil/index2.html
	210-221-0964		
Building Managers	210-295-0534	Building Manager appointment letters, coordination, training, Emergency Evacuation & Shelter In Place Plans	
CCIR/SIR and Death Reporting	210-295-0534	Prepare and disseminate CCIR/SIR/SITREPs and death reports (Soldiers, Civilians, and sponsored Family members). The above should be reported ASAP to the ASA Manager, Deputy, or Brad Barrett ASAP after an incident or reportable death has occurred	IMCOM OPORD 10-023 and FRAGOS IMCOM-C OPORD 12-901
Emergency Management & Ready Army Program	210-295-0534	Installation working groups, training, installation exercises, Ready Army program (emergency preparedness and awareness)	AR 525-27, AFI 10-2501, http://www.samhouston.army.mil/readyarmy/
Information Technology	210-295-0146 210-363-7779	Access, website, system issues, ASA folder & subfolders	
Overseas Travel Briefings	210-295-0534	Overseas travel security briefings are required for any overseas travel (Soldiers and DA Civilians)	AR 525-13
Staff Action Control Officer (SACO)	210-295-0534	Assignment and tracking of taskings and suspense's	Army Publications and forms- http://armypubs.army.mil/ IMCOM Regulations, OPORDs, EXORDs, IMCOM PMs- https://www.us.army.mil/suite/page/580767 https://www.us.army.mil/suite/page/200576
RESOURCE MANAGEMENT (Chief: 210-221-0968)			
Program	Phone	Description	References

**Army Support Activity Phone Roster
As of January 2013**

<p>Budget Execution for Soldier & Family Support Center Warrior & Family Support Center Sexual Assault & Response Program Survivor Outreach Services Army Emergency Relief Army Substance Abuse Program Legal Casualty Assistance Center ASA C2 Resource Management OCO</p>	<p align="center">210-221-0964</p>	<p>Provide total GFEBs and Resource / Financial Management support services to all activities within the ASA. Assist in all funds execution processes, ensure authorization for execution is approved, review, monitor and report all commitments, obligations and disbursements of funded programs, work with activities in the annual process of the Obligation Plan submission to HQ IMCOM</p>	<p>DFAS-IN Manual 37-100; DODFMR 7000.14-R; IMCOM Annual Funding Guidance; GFEBs Performance Support Website; Army Workload and Performance System; Army Funds Management Data Reference Guide</p>
<p>Budget Execution for Training Security Residential Communities Initiative Army Continuing Education Services</p>	<p align="center">210-221-0960</p>		
<p>Contract Management</p>	<p align="center">210-221-0955</p>	<p>Review Contracts annually and perform cost benefit analysis (CBA) to ensure cost savings and best value added. Ensure that divisions are submitting Service Contract Approval (SCA) documentation for new and current contracts. Required to track contracts and submit quarterly the ASA Service & Infrastructure Enterprise Contract Management (SIECMP) to Region</p>	<p align="center">Various IMCOM Yearly OPORDs</p>
<p>Defense Travel System (DTS)</p>	<p align="center">210-221-0964</p>	<p>Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel</p>	<p align="center">Website: http://www.defensetravel.osd.mil/dts/site/index.jsp</p>
	<p align="center">210-221-0366</p>		
<p>Government Purchase Card (GPC)</p>	<p align="center">210-221-0964</p>	<p>Provide account setup, maintain accurate financial records, fulfill management reporting requirements, funds availability approval and overall program monitoring</p>	<p align="center">Air Force Instruction AF 64-117 and Army Regulation AR 715-XX</p>
	<p align="center">210-221-0366</p>		
<p>Government Travel Card</p>	<p align="center">210-221-0964</p>	<p>Monitor account activity, review and print management reports, adjust account limits to meet mission requirements, assist in the completion and processing of applications, and activate and deactivate individual travel charge cards</p>	<p align="center">DODFMR Volume 9 Chapter 3 and the DTMO FAQ Website: www.defensetravel.dod.mil/passport</p>
	<p align="center">210-221-0366</p>		
<p>Managers' Internal Control Program (MICP)</p>	<p align="center">210-221-1841</p>	<p>ICA for the ASA MICP annual requirement. Ensure Divisions are performing internal controls and maintain documentation</p>	<p align="center">AR 11-2, DODi 5010.40, OMB Circular A-123, GAO-01-1008G, GAO/AIMD-00-21.3.1, and IMCOM Yearly OPORDs</p>
<p>Manpower/TDA</p>	<p align="center">210-295-0396</p>	<p>Manage Past/Present/Future Requirements/Authorizations on the TDA, post adjustments, Manning alignment to Req/Auth & funding(AMC/MDEP)</p>	<p align="center">FMSWeb, Command Plan, Funding Guidance</p>
	<p align="center">210-221-2917</p>		
<p>Memorandum Of Agreement (MOA)/ Memorandum Of Agreement (MOU)/Inter Service Support Agreement (ISSA)</p>	<p align="center">210-221-1841</p>	<p>Create and maintain ASA ISSA Catalog for recurring costs. Review all current agreements annually, assist in writing new agreements</p>	<p align="center">DODi 4900.19 and IMCOM SOP</p>
<p>Request for Personnel Action (RPA) for Department of the Army</p>	<p align="center">210-295-0396</p>	<p>Personnel actions that are processed thru CPAC including Hiring, Reassignments, Realignment, Promotions, Position</p>	<p align="center">Working TDA, Funding Guidance, DCPDS, CSU</p>

**Army Support Activity Phone Roster
As of January 2013**

Civilians (DAC)	210-221-2917	Descriptions, Org Codes, Grade & Approved Award Submissions	
Plans (210-221-1841)			
Program	Phone	Description	References
Army Family Action Plan (AFAP) Armed Forces Action Plan (AFAP)	210-221-1841	The Army's grassroots process to identify and elevate the most significant quality of life issues impacting Soldiers (all components), Retirees, Department of Army (DA) Civilians, and Families to senior leaders for action	AR 608-47 website: https://www.myarmyonesource.com/skins/aos2/display.aspx?moduleid=a10586da-73a1-4402-9107-58b7bf046a21&mode=user&action=search_results&_a634647165210385001 Link to document.
Installation Management Campaign Plan (IMCP)	210-221-1841	The IMCP provides the foundation and road map for each Soldier, Civilian, and Family to understand their role in supporting the Warrior now and in the future	https://www.us.army.mil/suite/doc/27694035
Installation Management Community Leader Handbook (IMCLH)	210-221-1841	The Installation Management Community Leader Handbook is a reference tool to help enhance how we, as leaders, deliver our mission of serving Soldiers, Families and Civilians through programs and services that are commensurate with the quality of their service	Link to document: https://www.us.army.mil/suite/doc/33798676
Installation Status Report - Services (ISR-S)	210-221-1841	ISR-S determines the quality and cost of Base Support functions and is the basis for the development of Base Operations Support funding requirements	Website: https://isrtrain.hgda.pentagon.mil/isr/ISRMMainAKO/index.html
Interactive Customer Evaluation (ICE)	210-221-1841	Web based customer feedback system; way for customers to submit comments, complaints and suggestions. Customers can submit comment cards at most service locations (hard copy in locked boxes) or on website	ASA PM #14; DOD PM #47; http://ice.disa.mil/index.cfm
Strategic Management System(SMS)	210-221-1841	The Army currently uses the Strategic Management System (SMS) as its platform to capture, align to strategy, and report performance results driven by the Army Campaign Plan. Similarly, SMS has been selected as the results reporting solution for the Installation Management Campaign Plan	Website: https://www.sms.army.mil/cms/spring/authenticate
HUMAN RESOURCES (HR)			
Program	Phone	Description	References
Army Records Management Information Management System (ARIMS)	210-295-0497	ARIMS provides the Army with the ability to manage hard copy and electronic records more efficiently and effectively. Using web-based tools and technology, ARIMS provides enhanced capabilities for the identification of records, the indexing and storage of long-term and permanent records, and the tracking and retrieval of records stored in the Army's Records Holding Area(s) (RHAs). Is available for use by designated Records Administrators, Records Managers, RHA Managers, Records Coordinators, and unit Action Officers	Website: https://www.arims.army.mil/arims/default.aspx
Awards	210-221-2917	Processing Civilian (appropriated and non-appropriated personnel) and Military awards, incentive awards, internal awards (i.e. Accomplishment Award, Interactive Customer Evaluation Trophy, coins, etc.), and Career Service Recognition	Army Regulation 672-20, Incentive Awards, 29 Jan 99 AR 215-3, No appropriated Funds Personnel Policy, 29 Aug 03 DA Pamphlet, 672-20, Department of the Army Incentive Awards Handbook, 1 Jul 93 Installation Management Command Regulation 672-10 Army Support Activity Awards Standard Operating Procedure

Army Support Activity Phone Roster As of January 2013

Rating Scheme (Civilian)	210-295-0396	DAC Rating Scheme is developed by the Division Chief and recorded by DAC HR/Manpower	
Rating Scheme (Military)	210-221-2917	MIL RATING SCHEME is developed by the HHC Commander	
Requests for Training (SF 182)	210-221-1841	Process: Employee fills out SF 182. First line supervisor approves, then the form goes to the Training Administrator (on POC line) to ensure training is necessary and required. After Training Administrator approval, SF 182 is submitted to Resource Management for funding. Next stop is the Division Manager for approval. The final approval/denial authority rests with ASA Deputy	http://www.opm.gov/Forms/pdf_fill/SF182.pdf
Total Army Performance Evaluation System (TAPES)	210-295-0396	Performance management is the systematic process of integrating performance, pay, and awards systems to improve individual and organizational effectiveness in the accomplishment of Army mission and goals	AR 690-400, Chapter 4302 DA PAM 690-400 DA Form 7222- Senior System Civilian Evaluation Report DA Form 7222-1- Senior System Civilian Evaluation Report Support Form DA Form 7223- Base System Civilian Evaluation Report DA Form 7223-1- Base System Civilian Performance Counseling Checklist/Record
	210-221-2917		
Training		Career Development Training	ASA PM #5; ASA PM #10; AR 350-1; IMCOM 350-1; Form SF 182;
ASA	210-221-1841 (P)		
Front Office	210-295-0497 (P)		
	210-221-1841 (A)		
RM	210-221-1841 (P)		
	210-295-0673 (A)		
RCI	210-221-0948 (P)		
	210-221-2250 (A)		
SFAC	210-916-7426		
	210-916-7333 (P)		
Legal	210-295-8599 (P)		
	210-295-9296 (A)		
ASAP	210-295-4454 (P)		
	201-292-4391 (A)		
TES	210-221-1604 (P)		
	210-295-0553 (A)		
SOS, AER, SHARP	210-221-0275 (A)		
	210-221-1769 (P)		
CAC	210-221-1702 (P)		
	210-221-1575 (A)		
WFSC	210-916-9622 (P)		
	210-916-8398 (A)		
Updater	210-221-1841	Monthly newsletter created to maintain constant communication with employees, in support of LOE 3 of the IMCP	Link to document: G:/ASA/Admin/ASA Updater

ARMY SUBSTANCE ABUSE PROGRAM (Program Manager: 210-295-4454)

Program	Phone	Description	References
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**Army Support Activity Phone Roster
As of January 2013**

Supervisor Counselor (Alternate POC)	210-295-4391	ACSAP is responsible for providing guidance and leadership on all non-clinical alcohol and other drug policy issues; developing, establishing, administering, and evaluating non-clinical alcohol and other drug (AOD) abuse prevention, education, and training programs; overseeing the Military, Drug Free Workplace and Department of Transportation biochemical (drug) testing programs; and for the oversight of local Army Substance Abuse Programs (ASAP) worldwide	AR 600-85 http://acsap.army.mil
Administrative	210-295-4534		
Social Service Assistant	210-295-4274		

CASUALTY ASSISTANCE CENTER (Manager: 210-221-1575)			
Program	Phone	Description	References
Alternate POC	210-221-1780	Memorial Affairs Coordinator, Operations Coordinator; Action Officer	AR 600-8-1; AR 635 -2
Front Desk	210-221-1702	Administrative Assistant; Receptionist; MFH scheduling; Retiree Casualty Reporting	AR 600-8-1; AR 600-25; FM 3-21.5
AFTER DUTY HOURS	210-221-2782 / -9736	IOC/ICC will call whoever is ON-CALL CAC Rep	
CAO/CNO Training Instructor	210-221-1137	Army Casualty Program Training	AR 600-8-1; AR 635-2; AR 600-25; FM 3-21.5

COMMUNITY AND FAMILY SERVICES (Chief: 210-221-0275)			
Administrative Assistant	210-221-1769		

Soldier Family Assistance Center (SFAC) (Manager: 210-916-7333 (Office), 210-363-9215 (Blackberry))			
Program	Phone	Description	References
Assistant Director	210-916-7426	A one stop shop for Warriors in Transition, Department of Defense personnel and their Families to gather for comradeship, to share information, and to provide tailored integrated support services in a warm friendly environment	Website:
Information and Referral	210-916-7322		http://www.bamc.amedd.army.mil/military/sfac/index.asp

Warrior Family Support Center (WFSC) (Manager: 210-241-0811)			
Program	Phone	Description	References
Asst Program Director	210-916-0013	The Warrior and Family Support Center provides a comfortable, welcoming, and friendly environment for Wounded Warriors and their families to relax, have fun, participate in activities and find support as they transition to their new normal	Website: http://www.bamc.amedd.army.mil/military/wfsc/index.asp

Survivor Outreach Services (SOS)			
Program	Phone	Description	References
Coordinator	210-221-9500	The SOS program helps to facilitate programs and services to Family Members of Fallen Service Members regardless of military branch, component, or duty status. SOS ensures Survivors have access to all entitled benefits. Our goal is to help them foster resiliency by connecting them to local agencies and keeping them connected with their Military Family.	http://www.facebook.com/#!/pages/Fort-Sam-Houston-Survivor-Outreach-Services/103062066443423
	210-221-0956		http://www.myarmyonesource.com/FamilyProgramsandServices/SurvivingFamilies/SurvivorOutreachServices.aspx

Army Emergency Relief (AER) (AER Officer: 210-221-0994)			
Program	Phone	Description	References
Assistant AER Officer	210-221-1612	Provide emergency financial assistance for all eligible active duty and retired personnel and their dependents	AR 930-4 http://www.aerhq.org/dnn563/

Sexual Assault & Prevention Program (Program Manager: 210-221-0598)			
Program	Phone	Description	References

**Army Support Activity Phone Roster
As of January 2013**

Program Manager	210-221-0598	The Sexual Assault Prevention & Response Program (SAPRP) reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that focuses on: education, prevention, victim advocacy, reporting, thorough investigation, appropriate action, and follow-up	AR 600-20, Chap 8
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CAISSON SECTION (Manager: 210-221-0177)			
Program	Phone	Description	References
NCOIC	210-221-1960	Manage day to day activities of the Army Support Activity Caisson mission to include: Administration, Resource Management, Human Resources, and ceremonial support. Caisson funeral services are available to all eligible beneficiaries at the Fort Sam Houston National Cemetery.	FM 7-21.13, FM 3-21.5, local Military Honors Standard Operating Procedure
Stablemaster	210-221-1946		

RESIDENTIAL COMMUNITIES INITIATIVE (Chief: 210-221-0948 (Office), 210-273-5253 (Cell))			
Program	Phone	Description	References
Engineer Tech (Alternate POC)	210-221-1983	Provides oversight to the privatized housing project on Fort Sam Houston; Liaison with Privatized Army Lodging (PAL)	Website: http://www.lincolnmilitary.com/lmh/installations/fort_sam/index.cfm%20# http://www.ihqarmyhotels.com/pal/en/us/select_hotel_
Housing Specialist	210-221-2250		

STAFF JUDGE ADVOCATE (Deputy SJA: 210-221-0484)			
Program	Phone	Description	References
Legal Administrator	CW3 Travis Fultz	travis.a.fultz.mil@mail.mil	210-295-9380
Administrative & Civil Law	210-295-9470	Includes, but not limited to, fiscal law, contracts, labor/employment, the Freedom of Information Act, the Privacy Act, administrative investigations, providing legal reviews of regulations, policies, MOAs, MOUs, and acting as Ethics counselor	
Claims Division	210-295-9385	The Claims Division investigates, processes, and settles claims against and in favor of the United States. Claims are filed at Fort Sam Houston for loss or damage to real or personal property, physical injury, death or other losses sustained due to Army operations or incident to a soldier's service	AR 27-20
Military Justice Division	210-221-0098	The Military Justice Division provides legal support to the Chain of Command for all matters related to maintaining good order and discipline within their units. Legal support includes processing of Administrative Separations under AR 635-200 and AR 600-8-24, preparation of Article 15s pursuant to the Uniform Code of Military Justice (UCMJ), and prosecuting all Courts-Martial on behalf of the Command	AR 27-10

**Army Support Activity Phone Roster
As of January 2013**

Soldier Legal Services	210-221-2282	Soldier Legal Services: Soldier Legal Services will assist Soldiers with Army adverse actions and other Army-specific legal assistance matters (FLIPLs, OERs, NCOERs, Written Reprimands, Security Clearance Revocations, AR 15-6 Investigations, IG and other investigations, LODs, Suspension of Favorable Personnel Actions, Bars to Re-enlistment, Relief for Cause Reviews, Certain Officer Resignations, Article 138 Actions, Corrections of Army Records, Hardship Discharges, Compassionate Reassignments, Physician Credentialing Actions, and Flying Evaluation Boards	AR 27-3
Trial Defense Services	210-295-9742	The Trial Defense Service (TDS) provides legal support to Officer and Enlisted Soldiers accused of misconduct under the UCMJ or Administrative Regulations. TDS represents Soldiers at Courts-Martial, Officer Show Cause Boards, and Enlisted Administrative Separation Boards. In addition, TDS assists Soldiers with adverse actions such as Article 15's, Officer Eliminations, Enlisted Involuntary Separations, and Recruiter Misconduct	AR 27-10

TRAINING, EDUCATION AND SECURITY (Director: 210-221-0822)

Program	Phone	Description	References
Deputy	210-295-0553		
Training Management Section			
OPORDS/Taskings	210-221-1604	Consolidates/reviews requests for TES	
Range Master Planner	210-221-1927	SCINI/RCMP	
Training Ammo Manager	210-221-0254	Ammo forecasting/TAMIS accounts/requests	IMCOM Reg 5-13
Training Specialist/Schools	210-221-1819	ATRRS/Troop school, TA 10A, B request	FSH 351-1
Training Section			
Program	Phone	Description	References
Training Support Center (TSC)	210-221-5203	TSC Manager for Issue/Turn-in of training resources/TADSS	AR 5-9, AR 190-13, AR 350-1, AR 350-38, PAM 350-9, AR 710-2, PAM 710-2-1, AR 735-5, IMCOM TS-MATS SOP, TP 350-70, TP 350-9, ATSC MATS User Guide
Camp Bullis (Range)	210-295-7510	Range Control	
Range & Training	210-295-7539	Training Area Manager, Camp Bullis Training Related Issues	CB Reg 350-1, AR 210-21, AR 350-1, AR 385-63, AR 350-19
Range Operations	210-295-7732	Range Control Supervisor - Scheduling, Special Range Requirements	CB Reg 350-1
	210-295-7758	Range Operations	CB Reg 350-1
Range Maintenance	210-295-7584	Range Maintenance Supervisor	CB Reg 350-1
ITAM Coordinator	210-295-7524	ITAM Coordinator	CB Reg 350-1, AR 350-19
Geospatial Information & Services (GI&S)	210-295-7875	Specialized maps of Camp Bullis	CB Reg 350-1, AR 350-19
Range Safety Officer	210-295-7135	Range Safety Officer	CB Reg 350-1, AR 385-63, AR 385-10, DA PAM 385-10
Training Areas	210-295-7592	Training Area Operations	CB Reg 350-1
Army Continuing Education Services (ACES) (Manager: 210-221-9884)			
Program	Phone	Description	References
Counselor (Alternate POC)	210-221-9881	Senior guidance counselor; METC DCCs; GPC; APT TCO	http://aarts.army.mil/

Army Support Activity Phone Roster As of January 2013

Education Technician (Front Desk) (contract)	210-221-1738	Front Desk	http://www.acenet.edu
Counselor	210-221-1429	Senior guidance counselor; METC DCCs; DANES TCO; coordinates classrooms	http://www.hrc.army.mil
Counselor	210-221-9860	graduation recognition ceremony, guidance counselor	http://goarmyed.com
Counselor (contract)	210-221-2409	guidance counselor	http://www.fafsa.ed.gov
Education Technician (contract)	210-221-9895	counseling support	http://www.gibill.va.gov
Instructor (contract)	210-221-1738	BSEP and GT instruction; counselor	
MLF Manager (contract)	210-221-1117	Manages classrooms in 2248; assists with CAC lab	
Test Administrator (contract)	210-221-1738	Administers exams for APT TCO; does not schedule	
Security (Manager: 210-221-2280)			
Program	Phone	Description	References
Industrial Security	210-221-9611 210-221-2829 210-221-2280 210-221-2628	Review Contracts, CVS, TASM	AR 380-49, NISPOM
Information Security		Inspections, Courier Cards, Change Combination Locks	AR 380-5, AR 25-2
Personnel Security		Background/security clearances - reinvestigations and initial, interim clearances, security requests (visits), derogatory case management	AR 380-67
Security Awareness and Training		OPSEC Training, Initial/Annual Security Awareness training, foreign travel briefings, In-Out Process Briefing	AR 380-5, AR 530-1, AR 25-2
Installation Management Command - Central Region			
Program	Phone	Description	References
Secretary	210-466-1505		
Mission Support Office (MSO)			
Program	Phone	Description	References
Chief	210-466-0150		
Functional Integrators			
Program	Phone	Description	References
Public Works	210-466-0185	Technical Advice Communication/Liaison Issue Resolution Routine Status Updates Process Improvement	
Family, Morale, Welfare and Recreation	210-466-1326		
Human Resources	210-466-0045		
Plans	210-466-0187		
Resource Management	210-466-2602		
Operations	210-466-0182		
Region Installation Support Teams			
Program	Phone	Description	References
RIST 1	210-466-0156	Teach, Coach, and Mentor Engage Senior Commanders and Solicit Input Monitor Execution Provide Oversight Ensure Compliance	Fort Irwin, Fort Polk, Joint Base San Antonio, Camp Bullis, Joint Base Lewis-McChord, Yakima Training Center, Soto Cano
JBSA/Camp Bullis	210-466-0183		
RIST 2	210-466-0169		Toole, Hawthorne, Detroit Arsenal, Rock Island Arsenal, Dugway Proving Ground, Yuma Proving Ground
RIST 3	210-466-0177		Fort Huachuca, Fort Sill, Fort Leonard Wood, Presidio of Monterey, Fort Leavenworth, Fort Bliss, White Sands Missile Range, Service Contract Requests
RIST 4	210-466-0170		Fort Hood, Fort Carson, Fort Riley, Fort McCoy, Fort Hunter Liggett, Camp Parks