



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

MAR 21 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2ID Command Policy Letter #13-2, Unit Commanders' Responsibilities to Unit Operations During Non-Duty Hours

1. References:

- a. AR 220-45, Duty Rosters, 15 Nov 75.
- b. RAR 004, 4 Aug 11, to AR 600-20, Army Command Policy, 8 Mar 08.

2. The purpose of this policy is to provide guidance to Commanders for the duties and responsibilities of Staff Duty Officers (SDO), Field Officer of the Day (FOD) and Staff Duty Non-Commissioned Officers (SDNCO) personnel during non-duty hours.

3. Staff duty personnel maintain order and discipline in barracks environments and sparsely-populated areas during non-duty hours. They also ensure the safety of Soldiers in need of emergency assistance during off-duty hours. This policy letter promulgates my direction and guidance to leaders and Soldiers at all echelons within the 2nd Infantry Division (2ID) for proper operation of staff duty shifts. Closed circuit television (CCTV) will provide much-needed visibility to areas where the command cannot continuously provide oversight, but man billets and unit areas remain insufficiently supervised. SDOs, FODs, and SDNCOs enhance the security and safety of our unit areas through command presence and random checks.

4. The following policies apply to SDO/FOD/SDNCOs at all echelons:

- a. SDO/FOD/SDNCOs will limit staff duty inspections to items that are in plain view. Staff duty personnel should not conduct inspections or searches of other Soldiers' offices, barracks rooms, wall lockers, closets, drawers, or other similar areas of personal property without the appropriate command approval. Staff duty personnel should envision themselves as envoys of good order, safety and discipline. If a staff duty Soldier witnesses a person, activity or situation that appears dangerous or illegal, staff duty personnel should report the situation to the chain of command or Provost Marshall (PMO) immediately. SDO/FODs may act immediately to stop ongoing misconduct.

- b. Staff duty inspections will concentrate surveillance and monitoring efforts on identified areas or buildings of vulnerability based on trends of misconduct and illegal behavior.

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c. SDO/FOD/SDNCOs will record the details of their checks on the SDO/FOD Duty Log, including any problems, observations, results, findings, actions taken, etc.

5. Duties and responsibilities of staff duty personnel by echelon are as follows:

a. Installation-level. The G3 will supervise the SDO / FOD program and maintain the DA-6 for accountability. At Camp Red Cloud and Camp Humphreys, the SDO/FOD will be a field-grade officer (O-4 and above or CW4 and above) representing the Major Subordinate Command (MSC) Commanders during non-duty hours. The SDNCO will be a senior non-commissioned officer (NCO) in the rank of E-7 and above and will represent the MSC Command Sergeants Major (CSMs) during non-duty hours. This requirement may be consolidated, but the duties and responsibilities remain the same. At Camp Casey, one field grade officer will serve as the FOD, rotating between MSCs. The SDNCO will be a senior non-commissioned officer in the rank of E-6 and above. Additionally, one company-grade officer will remain at each MSC to represent the Brigade Commander and conduct duties with the SDNCO while the FOD conducts his or her duties.

(1) The SDO/FOD/SDNCO will conduct checks of subordinate units and unit areas during their tour of duty. The Executive Officer (XO) for the Brigade or installation executing SDO/FOD duties will conduct morning in-briefs. Brigade SDO/FOD/SDNCO or installation SDO/FOD will conduct random walk-through inspections of battalion SDO/SDNCOs, installation facilities, access points, etc. These checks will be proscribed in writing and subject to MSC Commander approval. For the installation-level SDO/FOD, the MSC Commanders will review the duties and the designated Senior Mission Commander (SMC) will approve them.

(2) The MSC/SMC or designated representative (XO/CSM) will debrief the SDO/FOD and SDNCO each morning at the close of their staff duty shift. The SDO/FOD outbrief will be completed digitally through the daily OPSUM, which will include any SIRs.

(3) MSC Commanders or the SMC will follow up with the USAG Commander or 2ID PMO with any significant actions that occurred during the previous night's staff duty shift. This requirement includes the submission of work orders or safety-related repairs.

b. Brigade-level. At the brigade level, the SDO will be a company grade officer (O-3 and above) representing the Commander during non-duty hours (1700-0900). The SDNCO will be a non-commissioned officer in the rank of E-7 and above representing the CSMs during non-duty hours (1700-0900). MSC Headquarters will be the SDO/SDNCO place of duty. The use of "on call" SDO/SDNCOs is not permitted.

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(1) The brigade commander or designated representative (XO/CSM) will de-brief the SDO and SDNCO each morning at the close of their staff duty shift. The SDO out-brief will be completed digitally through the daily OPSUM, which will include all SIRs.

(2) The brigade commander will follow-up with USAG Commander or 2ID PMO with any significant activities that occurred during the previous night's staff duty shift.

c. Battalion-level. A commissioned officer will represent each battalion commander as the SDO, and a senior non-commissioned officer (E-6 or above) will represent the battalion CSM as the SDNCO during non-duty hours (1700-0900). The battalion headquarters is the duty location for all SDOs and SDNCOs representing the battalion.

(1) The battalion commander or designated representative (XO/CSM) will de-brief the SDO and SDNCO each morning.

(2) The battalion commander, after coordination with the brigade commander, will track and monitor any follow-up actions with the USAG Commander or 2ID PMO.

d. Company/Battery-level. A non-commissioned officer will serve as the Charge of Quarters (CQ) for each Company/Battery area. The CQ will represent the company commander during staff duty shifts. An E-4 or below will serve as the CQ runner. KATUSAs may serve as CQ runners, but cannot serve as CQs.

(1) CQs will conduct inspections of unit areas during their tours of duty. CQs will conduct random walk-through inspections of unit billets, Soldiers' rooms (if the door is propped open for visitors), and unit-level facilities such as billets, motor pools, unit common areas, etc. These inspections will be nested within battalion, USAG, and 2ID security-inspection requirements in order to cover down on identified points of vulnerability and trends of misconduct and illegal behavior in the unit's area.

(2) Like SDO/FDO/SDNCO inspections, CQ inspections will be limited to items in plain sight.

(3) CQ or CQ runners will record the details of their inspections in the CQ Duty Log.

(4) Company commanders or first sergeants will de-brief CQs each morning prior to transition in duty.

(5) Company commanders are responsible for tracking and following up any significant reporting with their chain of command, USAG Commander, or 2ID PMO as appropriate.

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6. Supplemental Guidance.

a. Staff duty personnel and CQs will limit personal phone calls to no more than three minutes while on duty, including on personal phones. Soldiers will not use U.S. government phones to make personal phone calls, with the exception of calling a Spouse to notify them of a change to duty or unit schedules.

b. Watching television, movies, or playing video games during duty shifts is not authorized. These forms of entertainment detract from the important purpose of staff duty and distract personnel from their assigned duties.

c. Staff duty and CQ personnel will maintain a professional appearance and will remain in their official place of duty throughout their tour of duty. The SDO or CQ area will not be a gathering place for Soldiers to loiter or socialize.

d. All duty personnel will wear ACU or service equivalent uniform while serving their tours of duty with the following exception:

1) All duty personnel will wear the Army Service Uniform (ASU) or service equivalent on the following U.S. National Holidays: Memorial Day, Thanksgiving Day, Christmas Day.

e. Unit Commanders may supplement this guidance to meet unit-specific requirements.

7. This policy replaces 2ID Policy Letter #50, dated 10 May 2011. It is effective immediately and will remain in effect until formally rescinded.

8. Proponent for this policy letter is the 2ID Command Group at DSN 732-8889.



EDWARD C. CARDON
Major General, USA
Commanding

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