DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
10,000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

12 August 2010

MEMORANDUM FOR All Assigned and Attached Soldiers and Civilians

SUBJECT: Policy Memorandum #15 – Staff Duty

1. The Staff Duty Officer is the personal representative of the SSI Commanding General and TSB Commander during off-duty hours and, as such, will enforce the SSI and TSB policies and standards.

2. All duty rosters are compiled by the First Sergeant. The First Sergeant will post the duty roster NLT the 15th of month for the forthcoming month. IAW AR 600-45, a DA Form 6 will not be generated. Instead, each in-session class will rotate duties on a weekly basis; students from each class will be selected alphabetically.

3. Effective 1 June 2008, all assigned and attached Soldiers will conduct staff duty on their assigned day. There will be no one-for-one duty swaps. Any amendments or exceptions will be granted by the First Sergeant on an emergency basis only. The First Sergeant will make adjustments to the duty roster and forward to the Battalion S3.

4. The SSI G3 will hold a staff duty briefing every Wednesday at 1700 in the SSI Conference Room. All SDOs and SDNCOs with duty on Thursday through Wednesday of the next week must attend this briefing.

5. The tour of duty is from 1600-0800 on Mondays through Thursdays, 1530-0800 on Fridays, and 0800-0800 on weekends/holidays. Staff Duty will report 30 minutes prior to start time in order to read the Staff Duty instructions and all previous logs and, if applicable, receive a thorough out brief from the outgoing Staff Duty.

6. Soldiers who fail to arrive to duty on time and/or are not compliant with given instructions will receive a written counseling and another duty day may be assigned.

7. *We support the world!*

NICOLE L. JEPSEN
CPT, AG
Commanding