



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO
ATTENTION OF

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 10 Staff Duty

1. References:

- a. AR 220-5, Duty Rosters, dtd 27 November 2012.
- b. AR 190-13, The Army Physical Security Program, dtd 25 February 2011.
- c. FM 22-6, Guard Duty, dtd 17 September 1971

2. Responsibility:

- a. First Sergeant is responsible for coordinating and organizing the staff duty roster for all staff and cadre during class cycles, and any other occasion that requires a staff duty roster.
- b. Course Manger is responsible for coordinating and organizing the roster for staff duty runner for Students during class cycles. The course manager can delegate the responsibility to coordinate organize the schedule but remains overall responsible.

3. Eligibility:

- a. Staff and Cadre members in the grade of Sergeant through Sergeant First Class will perform staff duty. In urgent cases, Master Sergeants will be added to the roster.
- b. Students in all grades will perform staff duty runner duties.

4. Duty Roster Changes.

- a. Staff and Cadre will coordinate changes through the First Sergeant. The staff duty Soldier is responsible to obtain a replacement for duty. The First Sergeant will annotate the duty roster of all changes. In a case of changes not approved through the First Sergeant, the Soldier listed for duty will remain responsible for the day/time of duty. The First Sergeant will post the duty roster to include changes as they are presented.
- b. Students will work changes to the roster for staff duty runner through the student chain of command and Small Group Leader. Changes not approved by the Course Manager, or designee, will result in the Student listed for duty as the responsible

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Soldier. The Course Manger, or designee, will post the duty roster and included changes as they are presented.

5. Exceptions. Soldier clearing for departure and Soldiers in-processing are exempt from the duty roster. Any other exceptions may be presented to the First Sergeant on a case-by-case basis.
6. Point of contact is the undersigned at kimberly.k.kemper4.mil@mail.mil or 609-562-3619.

KIMBERLY K. KEMPER
CSM, USA
Commandant