



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000



DEC 10 2002

APVR-RPTM-PO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General's After Duty Manning Policies (CG/CofS Policy #0-24)

1. PURPOSE. The purpose of this memorandum is to establish policies for the minimum manning of unit headquarters after normal duty hours.
2. APPLICABILITY. This policy applies to all USARAK units and tenant activities.
3. POLICY. This policy letter promulgates the minimum standards for manning after duty hours.
4. TASKS TO SUBORDINATE UNITS.
 - a. The Fort Wainwright (FWA) Post Commander will maintain one Staff Duty NCO (SDNCO), one runner, and an on-call Staff Duty Officer (SDO). The 172d Infantry Brigade (Separate) (SIB) will have two runners at the 172d SIB Operation Center. The SDO and SDNCO are dual-hatted as the FWA and 172d SIB SDO and SDNCO, and are co-located in the 172d SIB Operation Center. The SDO will ensure that the SDNCO is aware of his/her location at all times and provide the SDNCO with a contact number.
 - b. Garrison Command. The Garrison Command will maintain an SDO, SDNCO, and runner at Fort Richardson, Alaska (FRA). These personnel serve as the USARAK, Garrison, and FRA duty personnel. The SDO responsibilities will be rotated throughout USARAK units at FRA. The Garrison Command will supply the SDNCO and runner.
 - c. Battalion level commanders will maintain one SDNCO, one runner/driver, and one on-call officer. The on-call officer will ensure that the SDNCO is aware of his/her location at all times and provide the SDNCO with a contact number.
5. COORDINATING INSTRUCTIONS.
 - a. Standards in this policy letter are the minimum standards. Commanders may increase manning where and when appropriate.
 - b. A Memorandum of Agreement (MOA) coordinating the execution and responsibilities of normal staff duty operations, training, deployment plans, and a plan to man the 172d SIB Operations Center should 172d SIB become fully deployed will be signed by the FWA Post

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Commander and the 172d SIB Commander. Units that share the same barracks need an MOA between them to ensure that a charge of quarters (CQ) is present during after duty hours.

c. After duty hours personnel will maintain a copy of unit alert rosters for their units. Unit S1s will forward an updated alert roster to the USARAK Command Operations Center (COC) on a monthly basis.

d. Brigade level organizations, separate battalions, separate companies, and tenant units will render reports directly to the COC at FRA regardless of the unit's physical location. The COC at FRA is responsible for keeping the Command Group (CG, CofS, DCO, CSM) informed. Reports rendered to staff duty personnel do not relieve commanders from the responsibility to keep higher headquarters commanders informed.

6. Point of contact for this information is Mr. Dunn, USARAK COC, 384-6666.

FOR THE COMMANDER:



DAVID A. WOOD
COL, GS
Chief of Staff

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