

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 5-16

ADMINISTRATIVE MATTERS

Directorate and Staff Office Duty Officers

1. Summary. To prescribe procedures for the provision of directorate and staff office duty officers at HQ USEUCOM to provide for continuity of operations during other than normal duty hours. This memorandum applies to all directors and office chiefs.

2. Applicability.

a. The director or office chief of the activities listed below will appoint duty officers to ensure 24-hour ability to perform essential functions. Directorates and staff offices with sections on 24-hour duty may assign the duty officer function to that section; i.e., ECJ2 and ECJ3 are in this category because of established watches. Upon a director's guidance, more than one duty officer may be appointed per directorate if each is assigned distinct and separate areas of responsibility.

- | | |
|----------|----------------|
| (1) ECJ1 | (7) ECPA |
| (2) ECJ4 | (8) ECSM |
| (3) ECJ5 | (9) ECSO |
| (4) ECJ6 | (10) USN PSD |
| (5) ECLA | (11) USAFE JSS |
| (6) ECMD | (12) 510th PSB |

b. Activities will ensure the HQ USEUCOM Emergency Action Cell (ECJ38-EAC) has a current, dated listing of assigned personnel and their home phone number.

3. Suggested Improvements. Recommendations should be addressed to

Senior Controller, ECJ38-EAC, DSN 430-4289.

4. Procedures.

a. Designation of Duty. With the exception of those activities with 24-hour sections, each directorate/staff office will submit to ECJ38-EAC, not later than the 22nd of each month, a roster reflecting the duty officer(s) who will be on call for the upcoming month (see example at Appendix A). It will include home telephone number and other means of contact as appropriate. In the event the 22nd falls on a weekend or holiday, the roster will be submitted on the last duty day prior to the weekend or holiday.

b. Duty Period. The duty period will run from 0700 Tuesday to 0700 the following Tuesday. Assignment of one or more officers to perform duty is the prerogative of the director or office chief, but no more than one officer should be assigned for a 24-hour period.

c. Availability Criteria. The duty officer will remain in telephone contact with the EAC (DSN 433-1110 or COMM 0711-67820) and should be able to respond in person within 30 minutes of being contacted. Directors or office chiefs will consider the criticality of rapid response when assigning duty officers who reside off-post. Pagers and cellular telephones may be used.

d. Information Books. Each directorate or staff office will maintain an information book with guidance pertinent to situations

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which may arise during an officer's tour of duty; i.e., INF Treaty with notification procedures. As a minimum, it should contain telephone numbers of action officers to be contacted for assistance or action and will outline those functions the duty officer will perform. If appropriate, the current recall roster will be included.

e. Briefings. As required, the duty officers will be briefed on any unusual or time-critical actions which may occur during their tours. Informed duty officers should be able to take care of urgent matters within the limitations established by their director or office chief.

f. Non-availability of Duty Officer. When unable to contact the designated duty officer, the EAC will attempt to contact, in order, the appropriate executive officer, deputy director, or director/office chief.

* g. Duty Officer Tasks. Duty officers are responsible for keeping the EAC informed of their location

and current telephone number for contact. If a situation arises requiring the duty officer to discontinue duties, he or she should obtain a suitable replacement and notify the EAC. Prior to departing for the weekend or holiday period, each duty officer will conduct a pager check with the EAC to ensure its proper functioning. The check will also enable the EAC to verify the identity and phone number of the duty officer

h. Pagers. Each directorate will issue a pager for its duty officer. Maintenance or replacement of pagers assigned to a directorate is the directorate's responsibility.

i. Review of Message Traffic. The EUCOM Theater Command Center (ETCC) command director will review operational message traffic of immediate and higher precedence from the communications center during other than normal duty hours. The command director will contact the duty officer when action is required prior to the next normal work day.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:


SUSAN M. MEYER
LTC, USA
Adjutant General

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

Appendix
A - Sample Duty Roster

DISTRIBUTION:

B
USN PERSUPPDET
USAFE JSS
510th PSB

Sample Duty Roster

MEMORANDUM FOR: ECJ38-EAC

15 Jul 93

SUBJ: JRC DUTY OFFICER

1. JRC duty officers for Aug 93 are as follows:

<u>DUTY</u>	<u>RANK/NAME</u>	<u>DUTY PH</u>	<u>HOME PH</u>	<u>QUARTERS</u>
27 JUL - 03 AUG	CPT GREEN	4123	6877-123	2501, A-1
03 AUG - 10 AUG	MSGT WHITE	4124	6877-124	7601, B-3
10 AUG - 17 AUG	LTC BROWN	4125	6877-125	2435, B-2
17 AUG - 24 AUG	SMSGT GREY	4126	6877-126	2261, C-6
24 AUG - 01 SEP	LT BLACK	4127	6877-169	2505, A-2

2. Duty officer changeover is 0700 Tuesday. Duty begins at 0700 Tuesday and ends at 0659 the following Tuesday.

3. This letter supersedes duty roster dated 20 Jun 93.

JOHN P. JONES
 CDR, USN
 Branch Chief