



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-1692

MACC-O

26 September 2016

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

1. Purpose. The purpose of this memorandum is to provide specific guidance concerning the conduct of cadets serving on Staff Duty, in the position of: Brigade Duty Officer, Regimental Duty Officer, Company Duty Officer, and Unit Duty Officer.

2. General Duty Responsibilities. While on duty, Staff Duty Officers are representatives of their units and their commanders. Their duties include maintaining communication, enforcing standards, monitoring readiness, providing force protection, and ensuring the health and welfare of Soldiers. Staff Duty Officers must obtain the contact information of the Staff Duty Officers above and below them NLT the beginning of their duty.

3. Brigade Duty Officer (BDO). The BDO serves as the direct representative of the Brigade Commander and the Corps of Cadets. A Brigade Staff member will serve as the BDO. The BDO assumes duty upon reporting to the OC for the CGR change over at 0630 and is relieved of duty after fully briefing the in-coming BDO of special instructions and on-going issues or situations.

a. TAPS.

(1) The BDO conducts Brigade Staff TAPS inspection and inputs the report on CIS NLT 60 minutes after TAPS.

(2) The BDO receives each RDO's TAPS inspection and restricted personnel report in CGR. The BDO will remain in CGR after TAPS until the completion of the Brigade TAPS report. The BDO will report the results and discrepancies to the OC.

(3) Will conduct one patrol before TAPS, one patrol after TAPS as determined by the OC as well as will monitor disturbances and locked doors.

(4) It is the responsibility of the BDO to brief the next night's BDO.

b. Central Guard Room (CGR).

(1) Reports to the OC upon assumption of duty and will remain in communication with CGR throughout the tour of duty.

(2) Monitors CGR operations in conjunction with the SOD and reports any problems to the Deputy Brigade Adjutant.

(3) Accompanies the OC and conducts nightly visits to the First and Second Class Clubs, and the Officer's Club, when they are open, in order to ensure cadets and guests are behaving and drinking responsibly.

c. Presence Patrols. The BDO ensures presence patrols report to CGR.

d. Tours. The BDO has overall responsibility for the conduct of each tour period including accounting for, maintaining, and turning in tour cards and appropriate checklists. The BDO conducts the tours formation and chooses one Regiment to inspect. See Policy Letter #21 for additional information on the conduct of Cadet Disciplinary Tours.

4. Regimental Duty Officer (RDO). The RDO serves as the direct representative of the Regimental Commander. Each Regiment will determine specific requirements for the RDO. Only members of Regimental and Battalion Staffs will serve as RDOs. The RDO will report to the BDO in CGR upon assumption of duty NLT 0630 and remain in communication with the BDO, Regimental Commander, CDOs, and CGR throughout the tour of duty. The RDO is relieved of duty after fully briefing the in-coming RDO of special instructions and on-going issues or situations.

a. TAPS.

(1) Conducts the Regimental and Battalion Staffs TAPS inspection and submits the report electronically on CIS NLT 30 minutes after TAPS.

(2) Monitors their Regiment's completion of TAPS submittal on CIS and reports in person to the BDO in CGR when all units from the Regiment have electronically submitted the report.

(3) In the event that CIS is down, the RDO will remain in CGR until all CDOs from their respective Regiment report their TAPS accountability in person.

(4) Will conduct one patrol before TAPS, one patrol after TAPS as determined by the OC as well as will monitor disturbances and locked doors.

(5) It is the responsibility of the RDO to brief the next night's RDO.

b. Inspections.

(1) Monitors all operations within the Regimental Area and reports any problems immediately to the Regimental Commander and the BDO.

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

(2) Inspects at least one Company per Battalion each day for compliance with ESP standards and TAPS procedures.

c. Presence Patrols. The RDO monitors UDO presence patrols on the weekends to ensure the patrols' completion.

d. Tours. The RDO is responsible for supervising their respective personnel and details. The RDO contacts CDOs NLT the Thursday prior to Tours in order to ensure CDOs have tour cards and are prepared for duty. The RDO consolidates respective Regimental tour cards and annotates tours served. See Policy Letter #21 for additional information on the conduct of Cadet Disciplinary Tours.

5. Company Duty Officer (CDO). The CDO serves as the direct representative of the Company Commander. The CDO will have the contact information for the RDO. Regimental Commanders can designate additional requirements for their CDOs at their discretion. Only First Class Cadets will serve as CDOs except for 1st Class weekends.

a. Place of Duty. The CDO's place of duty is in the unit area from the beginning of ESP until TAPS on weekday nights. On weekends, the CDO will remain within the Cadet Area. As an exception, CDOs may sign out once daily for up to 90 minutes to conduct physical fitness during his or her tour of duty. CDO is required at Plebe breakfast to take accountability.

b. Tour of Duty. The CDO assumes duty NLT 1630 and serves until the completion of TAPS inspection on weekdays. The CDO is relieved of duty after fully briefing the Executive Officer or Company Commander the next morning of any on-going issues or situations. The CDO is on duty for the duration of weekends.

c. TAPS and Recall Formation.

(1) The CDO conducts the Company TAPS inspection and electronically submits the results in CIS NLT 30 minutes after TAPS. At TAPS, CDOs will conduct an accountability inspection by inspecting each room assigned to the unit for cadet accountability regardless of whether or not a cadet is signed out. The duty officer must physically see each cadet to count him or her as present unless all cadets in a room are signed out to "in room" on CIS in which case, the CDO must ensure the door is locked. An accountability form will be used to record the presence or authorized absence of each cadet along with any failure to report or unauthorized late. The CDO will notify the RDO as soon as the inspection has been completed and submitted in CIS.

(2) In the case that CIS is down, the CDO is responsible for reporting TAPS accountability to CGR in person to their RDO NLT 45 minutes after TAPS. CDOs should utilize their log books and must ensure before each shift that this book is accurate.

(3) It is the responsibility of the CDO to brief the next night's CDO.

d. Inspections.

(1) The CDO remains in and monitors all operations within the Company Area and reports any problems immediately to the Company Commander or the RDO.

(2) The CDO ensures that the CCQ is staffed 24 hours a day on the weekends.

(3) On home football Saturdays, the CDO inspects his / her respective Company Area NET the start of the game and NLT the end of the 1st quarter to ensure that all cadets without an excusal (e.g. departing on Trip section, prescribed quarters by a physician, etc.) are at the football game. Those cadets found in the barracks, whose place of duty is the football game, will be marched to the game and released to a member of their Chain of Command.

e. Escorting. The CDO escorts authorized visitors, to include the Officer in Charge or Noncommissioned Officer in Charge, through the Company Area.

g. Presence Patrols. The CDO ensures UDOs conduct presence patrols and monitors UDOs presence patrols on the weekends to ensure the patrols' completion.

h. Tours. The CDO is responsible for securing his or her respective tour cards and bringing the tour cards to CGR prior to the tour formation on Friday. The CDO must also report to CGR with a Company phone contact roster. They are responsible for accounting for and inspecting their cadets in the Company Area prior to marching the cadets to the CGR. CDOs may also be tasked by the OC, BDO, and/or RDOs to supervise details. CDOs may not depart tours formation until released by the BDO. CDOs are required to make corrections and are responsible for the conduct and atmosphere of tours. See Policy Letter #21 for additional information on the conduct of Cadet Disciplinary Tours.

6. Unit Duty Officer (UDO). The UDO is responsible for all actions in the Company Area during their tour of duty. The UDO will have the contact information for the CDO. Regimental Commanders can designate additional requirements for their CDOs at their discretion. Second Class cadets will serve as UDOs.

a. Place of Duty. The UDO's place of duty is in the Cadet Area. As an exception, UDOs may sign out once daily for up to 90 minutes to conduct physical fitness during his or her tour of duty. On the week days they are required to attend Plebe breakfast and help the CDO with accountability.

b. Tour of Duty. The UDO is on duty for the duration of a weekend. Thus, the UDO assumes duty at 1630 on Friday and remains on duty until the completion of the recall formation. On the day after his or her duty is complete it is the responsibility of the UDO to brief the next night's UDO.

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

c. Inspections. The UDO ensures that the CCQ is manned and in good order at all times throughout the tour of duty and that the CCQ is adhering to all standards including the restriction on media use. They will also ensure that the CCQ is stocked with hard copies of the PERSTAT in case the internet is to go down.

d. Presence Patrols. The UDO will perform at least two presence patrols each evening to ensure the safety of the company. Presence patrols must physically report to CGR upon completion according to the following timeline:

(1) NET 1 hour prior to TAPS and NLT 30 minutes prior to TAPS.

(2) NET 30 minutes after TAPS and NLT 1 hour after TAPS.

e. Sign-out Log. The UDO will ensure the sign out log on the CCQ is up to date and accurate to reflect who is in and out of company. Cadets are required to sign out when they go off post and it is the job of the UDO to ensure this task is done. Violations of this provision will be reported to their CoC. The sign out log serves as a means of accurate accountability as well as a contingency in the case of TAPS if the internet is unavailable.

7. Central Guard Room. See the Central Guard Room SOP for duties and descriptions of all personnel on CGR.

a. Club Guards.

(1) Reporting to duty. Individuals from the duty company assigned to be First Class Club Guards will report to CGR at 1730 on the day of their duty and read this memo. Guards will report to Mr. Michael Skelly, the Firstie Club manager, NLT 1745 and take special instructions from him.

(2) Admittance. Guards will apply a stamp to the left hands of personnel who have class privileges that allow them to drink at the Firstie Club (see Class Privileges memo), and validated that they are 21 via their Common Access Card and display a valid 21st Birthday Training Card.

8. Uniform and Appearance.

a. Staff Duty Officers will wear the duty uniform of the day on weekdays and the seasonal dress uniform on weekends. When supervising disciplinary tours, the BDO, RDOs, and CDOs will wear the same uniform as those serving tours (ie ACUs for fatigue tours, seasonal dress for walking tours).

b. Staff Duty will be in the complete proper uniform, freshly shaven, and will maintain his or her area to the highest standards.

9. Conduct while on Staff Duty.

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

- a. Staff Duty Officers must maintain an atmosphere that allows them to hear periodic announcements from CGR.
 - b. While on duty, any suspicious activity with the unit or unit area must be reported to the TAC team, unit commander, or next highest available member of the Chain of Command.
 - c. Any serious incident must be reported to the chain of command and TAC team ASAP. Definitions of what constitute a serious incident are included in Enclosure 1. The format is included, and will be routed to the duty officer's TAC officer or the OC, who will then forward up the BTD chain of Command, CC'ing Cadet Leadership.
10. DA Form 1594, Staff Duty Officers will maintain an electronic DA Form 1594, Daily Staff Duty Journal or Duty Officer's Log on CIS.
11. Replacements. Once a Staff Duty Officer begins duty, he or she may not obtain a substitute Duty Officer (temporarily or permanently) at any time during the tour of duty with the exception of extenuating circumstances approved by the direct Chain of Command. A CDO/RDO/BDO replacement for the weekend shift must be made on CIS NLT TAPs Wednesday before their shift.
12. Emergencies. All Staff Duty Officers are authorized to call for an ambulance, fire department, police, etc. as required. Notify the Chain of Command, including TAC/TAC NCO, and CGR immediately. Notify the CO, XO, or 1SG immediately of any hospitalization after normal duty hours. If they are not present, call the TAC or TAC NCO ASAP. Maintain accountability of any cadets sent to the hospital for any reason.
13. Failure of Duty. Failure to fulfill the duties outlined above will result in disciplinary action for the assigned Staff Duty Officer.
14. The point of contact for this memorandum is the Brigade Senior Enlisted Leader at 845-938-7904.



BRIAN REED
COL, IN
Brigade Tactical Officer

Enclosure 1: SIR format

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

Enclosure 1 – SIR Format

UNCLASSIFIED/FOUO

FROM: BTD, USCC

TO: G3, USMA

INFO:

SUBJECT:

1. CATEGORY:
2. TYPE OF INCIDENT:
3. DATE TIME GROUP OF INCIDENT:
4. LOCATION:
5. OTHER INFORMATION:
 - a. RACIAL:
 - b. TRAINEE INVOLVEMENT:
6. PERSONNEL INVOLVED:
 - a. SUBJECT: N/A
 - i. NAME:
 - ii. PAY GRADE:
 - iii. SSN:
 - iv. RACE:
 - v. SEX:
 - vi. AGE:
 - vii. POSITION:
 - viii. SECURITY CLEARANCE:
 - ix. UNIT AND STATION OF ASSIGNMENT:
 - x. DUTY STATUS:
 - b. VICTIMS:
 - i. NAME:
 - ii. PAY GRADE:
 - iii. SSN:
 - iv. RACE:
 - v. SEX:
 - vi. AGE:
 - vii. POSITION:
 - viii. SECURITY CLEARANCE:
 - ix. UNIT AND STATION OF ASSIGNMENT:
 - x. DUTY STATUS:
7. SUMMARY OF INCIDENT:

Who:

What:

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

- vii. POSITION:
- viii. SECURITY CLEARANCE:
- ix. UNIT AND STATION OF ASSIGNMENT:
- x. DUTY STATUS:

7. SUMMARY OF INCIDENT:

Who:

What:

When:

Where:

Why:

8. REMARKS:

9. PUBLICITY:

10. COMMANDER REPORTING: Brian Reed, COL, IN, BTO

11. POC: MAJ Sean Breen (BXO) at x4029 or sean.breen@usma.edu and SFC(P) Raymond Collazo at raymond.collazo@usma.edu or ext 7904.

12. DOWNGRADING INSTRUCTIONS: (Provide downgrading instructions if classified)

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

MAAS

SUBJECT: Serious Incident Reports (SIRs)

NOV - 9 2015

Enclosure 1 – SIR

AR 190-40 SIR CATEGORY	SERIOUS INCIDENT
1.a.	Riots, demonstrations targeting Army or involving Army personnel
1.b.	War crimes, violations of the Geneva Convention
1.c.	Requests by US Army members for asylum
1.d.	Terrorist activities, sabotage on post or involving Army personnel off post
1.e.	Bombs/explosives resulting in death, injury, property damage
1.f.	Incidents involving material damage that degrade readiness
1.g.	Threats against USG weapons & ammunition
1.h.	Information on threats against POTUS, VPOTUS or others under US Secret Service protection
1.i.	Any other incident based on the nature, gravity, or potential for adverse publicity
2.a.	Theft or willful destruction of Government property valued at >\$100,000
2.b.	Theft, negligence, conflict of interest involving Government NAF or property valued at >\$100,000
2.c.	Racially or ethnically motivated crimes
2.d.	Loss, theft, destruction of: (1) Evidence (2) Sensitive items other than arms & ammo (3) Controlled cryptographic items (4) Drugs IDed in the Comprehensive Drug Abuse Prevention & Control Act of 1970 (5) Any biological or chemical agent or toxin

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

MAAS

SUBJECT: Serious Incident Reports (SIRs)

NOV - 9 2015

AR 190-40 SIR CATEGORY	SERIOUS INCIDENT
2.e.	Wrongful possession, manufacture, or distribution of controlled substances: (1) Cocaine >100 grams (2) Marijuana >1000 grams (3) Hashish >1000 grams (4) Heroin >100 grams (5) Methamphetamines & barbiturates >100 grams (6) LSD >6 grams (7) PCP >100 grams (8) Narcotics not listed above, use quantities of like substances
2.f.	Significant violations of Army standards of conduct (bribery, conflict of interest, graft, acceptance of gratuities)
2.g.	Incidents involving prisoners or detainees (escape from confinement, wounding or serious injury, prisoner deaths)
2.h.	Theft or unaccounted for ammunition & explosives in the following quantities: (1) Any missile, rocket, mine, artillery, or mortar rounds (2) Any automatic fire weapon (3) Any grenade including artillery or ground burst simulators (4) Any explosives including det chord (5) One or more firearms (6) Five or more rounds of ammunition larger than .50 caliber (7) 1,000 or more rounds of .50 caliber and smaller
2.i.	Actual or attempted break-ins of arms rooms or storage areas for ammo & explosives
2.j.	Armed robbery of ammo & explosives
2.k.	Evidence of trafficking ammo & explosives

2.l.	Aggravated arson
2.m.	All deaths except those resulting from natural causes; also, family member deaths that occur off the installation and are suspected to be criminal in nature.
2.n.	Kidnapping
2.o.	Major fires or natural disasters involving death, serious injury or property damage >\$250,000 that seriously degrades unit operational or training capabilities
2.p.	Group breaches of discipline involving ten or more persons
2.q.	Training or troop movement resulting in serious injury or death

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

MAAS

NOV - 9 2015

SUBJECT: Serious Incident Reports (SIRs)

2.r.	Maltreatment of soldiers or DA civilians to include assault, abuse, exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship
2.s.	Violations of Army policy regarding monitoring or recording conversations
2.t.	Child abuse in an Army facility (child development center, youth activities center, medical treatment facility, gym) or an Army sponsored activity (family child care home, youth sports, field trips). This applies to incidents involving weapons; the victim suffers a broken limb; is sexually abused, choked, strangled.
2.u.	Serious child injury not resulting from child abuse while in an Army non-medical facility (CDC, family child care home, youth activities). This does not apply to sports injuries.
2.v.	Serious domestic violence incidents.
2.w.	Incidents involving firearms that cause injury or death.
2.x.	Federal crimes reportable under AR 381-10.
2.y.	Any other incident that the CDR determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity.

MACC-O

SUBJECT: Policy Letter #24: Standard Operating Procedure for Staff Duty Officers

MAAS

SUBJECT: Serious Incident Reports (SIRs)

NOV - 9 2015

USMA CAT 3	
3.a.	Trends or rumors in digital media that may require a USMA response (enclosure 4)
3.b.	Sexual harassment/sexual assault (All SHARP reports are processed in accordance with USMA SHARP and Retaliation Prohibition Policies and USCC Policy Memoranda, #03, SHARP; #11, Reprisal and Retaliation Prevention) No additional SIR are required for SHARP incidents.
3.c.	Serious injury with threat to life, limb, eyesight for all Cadets, Cadet candidates, military, DA civilian, or family member
3.d.	Serious illness or injury amongst Cadets and Cadet Candidates that warrants special medical attention or evacuation to a civilian medical facility
3.e.	Critical communications systems outages
3.f.	Felony arrest (Cadet or Soldier) by civilian authorities
3.g.	Any suicide ideation, gesture, or attempt
3.h.	AWOL
3.i.	Cyber threats: 1) direct threat to USMA that could have a significant impact (C2 disruption long term, significant loss of data) 2) direct threat to USMA with minor impact (ancillary systems such as other externally hosted services, minor loss of data, minor C2 loss, defacing of webpages, compromise of USMA/garrison social media accounts) 3) direct threat to the Army with possible impact to USMA C2 infrastructure 4) direct threat to the army or DoD with policy impact to USMA
3.j.	Any other death (natural causes) that does not meet the CAT 2.m. criteria
3.k.	Family housing fire
3.l.	Non-felony arrest (Cadet or Soldier)
3.m.	Loss of classified material
3.n.	Relief for cause
3.o.	Suspension of security clearance
3.p.	Vandalism
3.r.	Aircraft incident involving USMA military, Cadets, or civilian employees
3.s.	Any NCAA violations that would bring adverse media attention
3.t.	Any incidents involving high profile Cadets, e.g., Cadet First Captain, Regimental Commanders, Corps Squad Athletes, Cadet Team Captains, other competitive athletic team in which adverse media attention is anticipated, etc)
3.u.	PII loss or compromise specified in paragraph 7.a.