



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army
Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-16 – Staff Duty Roster

1. **Purpose:** This memorandum establishes guidelines, policy, and procedures regarding monthly selection of the Staff Duty Roster for CASCOM Headquarters.
2. **Applicability:** This policy applies to all Soldiers assigned and attached to HHC, CASCOM.
3. **References:**
 - a. Staff Duty Operating Procedures Guide and Policy, dated 28 March 2018
 - b. Army Regulation (AR) 600-8-10 Leave and Passes, dated 15 February 2006
 - c. DoDI 1327.06 Leave and Liberty Policy and Procedures, dated 16 June 2009 (Incorporating changes, 30 September 2011)
4. **Policy:** All Soldiers assigned and attached to HHC, CASCOM in the ranks of Captain, Chief Warrant Officer Three, Master Sergeant, and below, will be eligible for Staff Duty. Platoons are responsible for submitting names to the HHC, CASCOM Training NCO NLT fifth day of every month for the following month. Monthly allotments will be selected based off size of eligible pool of each platoon in relation to total eligible population. Exemptions to the duty roster are described in the Staff Duty Operating Procedure Guide and Policy. Leaders within the HHC, CASCOM will ensure that all Soldiers within the command are notified of this policy.
5. This policy is in effect until superseded or rescinded.
6. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding