

Army Regulation 220–45

Field Organizations

Duty Rosters

**Headquarters
Department of the Army
Washington, DC
27 November 2012**

UNCLASSIFIED

SUMMARY of CHANGE

AR 220-45
Duty Rosters

This major revision, dated 27 November 2012--

- o Assigns responsibilities to the Deputy Chief of Staff, G-1; commanders of units and installations; and all levels of commands to include Active Army, U.S. Army Reserve, and Army National Guard installations (para 4).
- o Updates DA Form 6 (Duty Roster) (fig 1).
- o Provides guidance on the use of explanatory remarks and clarifies the procedure for listing names on DA Form 6 (para 10).
- o Makes administrative changes (throughout).

Field Organizations

Duty Rosters

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This revision requires that all locally established methods and procedures for DA Form 6 comply with the intent of this regulation.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. The regulation contains internal controls and provides an internal control evaluation for use in evaluating key internal controls (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

- Purpose • 1, *page 1*
- References • 2, *page 1*
- Explanation of abbreviations and terms • 3, *page 1*
- Responsibilities • 4, *page 1*
- Preparation and maintenance • 5, *page 1*
- Details from DA Form 6 • 6, *page 1*
- Posting DA Form 6 • 7, *page 1*
- Weekends and holidays • 8, *page 3*
- Details from units • 9, *page 3*
- Explanation of DA Form 6 in figure 1 • 10, *page 3*
- Consolidated DA Form 6 • 11, *page 3*

Appendixes

- A. References, *page 4*

*This regulation supersedes AR 220–45, 15 November 1975.

Contents—Continued

B. Internal Control Evaluation, *page 4*

Figure List

Figure 1: DA Form 6, *page 2*

Glossary

1. Purpose

This regulation prescribes policy for the maintenance of Department of the Army (DA) Form 6 (Duty Roster) at all levels of command and in all types of organizations.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. Deputy Chief of Staff, G-1 will ensure that commanders establish standard operating procedures to ensure the equitable assignment of duty and accurately track performance.

b. Installation and unit commanders will ensure that procedures for the maintenance of the DA Form 6 are followed, that the DA Form 6 is kept for recording the duty performed by each Soldier in the organization, and that a separate DA Form 6 is maintained for each duty requiring the detail of individuals.

c. All levels of commands to include Active Army, U.S. Army Reserve, and Army National Guard installations and units will—

(1) Ensure that procedures for the maintenance of the DA Form 6 at all levels of command and in all types of organizations are followed.

(2) Ensure that DA Form 6 is kept for recording the duty performed by each Soldier in the organization.

(3) Ensure that a separate DA Form 6 will be maintained for each duty requiring the detail of individuals. All assignments to detail, except authorized special duty details, or other exceptions (see para 7*c*), will be made in accordance with applicable DA Forms 6.

5. Preparation and maintenance

a. Dates will be entered as follows:

(1) The "From" date will always be the date immediately following the "To" date on the previous DA Form 6 and will be entered at the time the new DA Form 6 is prepared.

(2) The "To" date will always be the date of the last detail made from that DA Form 6 and will be entered when that DA Form 6 is closed.

(3) Intermediate dates will be entered on the DA Form 6 as details from that DA Form 6 are made. No date will be entered for any day that detail was not made.

b. DA Form 6 will contain the names of only those Soldiers required to perform the duty involved.

c. When a new DA Form 6 is prepared, all names will be entered alphabetically within pay grade, beginning with the highest pay grade and using appropriate grade of rank (abbreviated) as shown in Army Regulation (AR) 600-20, table 1-1. Subsequent names (for example, a Soldier newly arrived to the unit prior to the closing of the DA Form 6) will be added at the foot of the DA Form 6.

d. A Soldier's name may be omitted or deleted from any DA Form 6 whenever he or she is excused from or not qualified to perform the duty concerned.

6. Details from DA Form 6

Unless not available for duty (see para 7*c*), the Soldier who has had the longest break from performing duty assigned by the DA Form 6 will be the next Soldier detailed. When that Soldier is not available, the Soldier on the DA Form 6 who has had the next longest break from performing duty assigned by the DA Form 6 will be detailed.

7. Posting DA Form 6

a. A DA Form 6 is posted only for those days on which a detail is selected.

b. When a detail is made from a DA Form 6, all Soldiers (other than Soldier(s) detailed for that specific performance of the duty) on that DA Form 6 will be charged on that day with the number of details performed by other personnel since the last time they were detailed, excluding any nonchargeable days. Nonchargeable days are those referred to in paragraph 7*c*(1).

c. Whenever the DA Form 6 is posted, the abbreviations below will be used to indicate those not available for detail. No other abbreviations are authorized.

(1) Soldiers who are absent or otherwise not available because of leave, pass, special duty, temporary duty, illness in line of duty, or any other authorized reason (not due to misconduct) will be indicated by the letter "A." When a new DA Form 6 is initiated that carries over a nonchargeable status from the previous DA Form 6, a superscript number (for example, A³) will be manually added to the abbreviation "A" to indicate the last number charged, as shown on the previous DA Form 6, before the Soldier entered upon the nonchargeable status. Entering such a number in the first column of a new DA Form 6 eliminates the necessity for referring to the previous DA Form 6 when the Soldier returns

to a chargeable status.

Note. Soldier on temporary duty travel that does not extend beyond regular duty hours will not qualify for an "A" for that day of temporary duty.

(2) Soldiers eligible for detail who could not be selected because of previous detail or other duty will be indicated by the letter "D."

(3) Soldiers not available because of being absent without leave, in arrest, in confinement, illness not in line of duty, or otherwise not available as a result of their own misconduct will be indicated by the letter "U."

(4) Wherever the abbreviation "A" is used, the numbering sequence of days off will be interrupted. Wherever the abbreviations "D" or "U" are used, the numbering sequence will continue and the appropriate number will be included with the abbreviation. See examples in figure 1.

DUTY ROSTER		NATURE OF DUTY		ORGANIZATION																	FROM (Date)		TO (Date)																					
		Charge of Quarters		Co A, Infantry																	1 Feb																							
GRADE	NAME	Month	February																	March																								
		Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3											
SFC	Able		4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3										
SFC	Brown (4)		3	4	5	6	7	D	///	1	2	3	4	5	6	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3									
SFC	Burch (3)		2	3	4	5	6	///	1	A	A	A	2	3	4	5	6	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3							
SFC	Cook		1	2	3	4	5	6	7	///	1	2	3	4	5	6	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3								
SFC	George		///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3							
SSG	Boise (1)		7	///	1	2	3	A	4	5	6	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3					
SGT	Call		6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3				
CPL	Botte (2)		A	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3	4	5	6	7	///	1	2	3			
SPC	Bates (5)																																								1	2	3	
SPC	Cody (5)																																									1	2	3

DA FORM 6, JUL 1974

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

For use of this form, see AR 220-45; the proponent agency is DCS, G-1.

APD LF v1.01

Notes:

- 1 Sick in quarters
- 2 72 hour pass (Soldier of the Month)
- 3 Leave 21-24 Feb
- 4 Staff duty noncommissioned officer
- 5 Assigned and joined

Figure 1. DA Form 6

8. Weekends and holidays

Consolidated weekday-weekend-holiday DA Form 6 will be maintained, at the discretion of the commander, in accordance with paragraph 11.

9. Details from units

When details from units will be formed by taking units in turn according to one DA Form 6, the DA Form 6 may be used by listing unit designations in the place of individual names. Commanders may devise their own method of assigning details to units. Field Manual (FM) 22-6, appendix B provides examples of some methods that may be employed. However, it is emphasized that commanders may use whatever system best meets their needs as long as equity is maintained.

10. Explanation of DA Form 6 in figure 1

a. The sequence of numbers shows the number of details made from this DA Form 6 since the Soldier concerned was last detailed as charge of quarters, excluding any details made from DA Form 6 while such Soldier was in a nonchargeable status.

b. The diagonal lines in the right corner of any block indicate performance of the duty on that date.

c. The numbers in parentheses immediately following a Soldier's name refer to a corresponding explanatory remark on the reverse of DA Form 6. Examples shown in figure 1 are not intended to limit the types of remarks that may be used, nor are they required in all cases. Personnel responsible for the preparation and maintenance of DA Form 6 will determine the necessity or desirability of using an explanatory remark each time an individual is not available for detail. (As an example, while it may be desirable to use a remark indicating a leave period for an individual on a DA Form 6 with only a small number of personnel listed, it may prove to be less time consuming and therefore more economical to use other source documents for reference when a DA Form 6 contains a large number of names.) However, as a minimum, a remark will be used to explain the reason an individual's name was added to or deleted from a DA Form 6.

11. Consolidated DA Form 6

Where consolidated DA Forms 6 are maintained, the procedures outlined in paragraph 10 will apply with the following exceptions:

a. Entries for weekends and holidays, as well as entries for weekdays, will be posted on the same DA Form 6. Separate numbering sequences may be established.

b. The weekend-holiday periods may be indicated by a system of vertical red lines, as indicated by heavy lines in figure 1, or by entering the dates, numbers, and diagonal lines, indicating performance of duty on those dates, in red to identify or separate the weekend-holiday periods from the weekday postings.

Appendix A References

Section I Required Publications

Army publications and field manuals are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>).

AR 600–20

Army Command Policy (Cited in para 5c.)

FM 22–6

Guard Duty (Cited in para 9.)

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>).

DA Form 6

Duty Roster (Prescribed in paras 1, 4, 5, 6, 7, 8, 9, 10, 11, app B.)

Section IV Referenced Forms

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B Internal Control Evaluation

1. Function

The function covered by this evaluation provides users with a tool for using DA Form 6.

2. Purpose

The purpose of this evaluation is to assist commanders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least every 2 years. Certification that this evaluation has been conducted must be accomplished on the DA Form 11–2 (Internal Control Evaluation Certification).

4. Test questions

- a. Has the local command developed controls to ensure that Soldiers are equitably detailed for duties?
- b. Has individual(s) responsible for maintaining the DA Form 6 been properly trained in its use?

5. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Drive, Fort Knox, KY 40122–5408.

Glossary

Section I Abbreviations

AR
Army regulation

DA
Department of the Army

FM
field manual

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 007073-000