



Headquarters  
Department of the Army  
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**\*Army Regulation 220–45**

Effective 16 August 2021

## Field Organizations Duty Rosters

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By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
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*to the Secretary of the Army*

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**History.** This regulation is a major revision.

**Authorities.** The authority for this regulation is DoDI 5200.08.

**Applicability.** This regulation applies to the Regular 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 the 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 requirements.

**Army internal control process.** The regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to [usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 220-45, dated 28 November 2017.

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**Glossary of Terms**

**Summary of Change**

## **1. Purpose**

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

## **2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations used in this electronic publication are defined when you hover over them. Also, all acronyms are listed in the abbreviations, brevity codes, and acronyms database located at <https://armypubs.army.mil/abca/>.

## **3. Associated publications**

See DA Pam 220–45.

## **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. Senior and unit commanders will ensure that procedures in DA Pam 220–45 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.

## **5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## **6. Preparation and maintenance**

Mandatory procedures for the preparation, maintenance, and posting of the DA Form 6 are prescribed in DA Pam 220–45.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

##### **DA Pam 25–403**

Guide to Recordkeeping in the Army (Cited in para 5.)

##### **DA Pam 220–45**

Duty Rosters (Cited in para 3.)

#### **Section II**

##### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>).

##### **DA Form 6**

Duty Roster (Prescribed in para 1.)

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

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

#### **B-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.

#### **B-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).

#### **B-4. Test questions**

a. Has the individual(s) responsible for maintaining the DA Form 6 received a training certificate or memorandum for record to certify they have been properly trained on the policy and procedures of AR 220-45 and DA Pam 220-45?

b. A separate DA Form 6 is maintained for each duty requiring the detail of an individual?

c. Soldiers have been exempt with letter "A" when not available due to leave, pass, special duty, temporary duty, illness in the line of duty, or any other authorized reason (not due to misconduct).

#### **B-5. Supersession**

This evaluation replaces the evaluation for the use of the DA Form 6 previously published in AR 220-45, dated 28 Nov 2017.

#### **B-6. Comments**

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

## **Glossary of Terms**

This section contains no entries.

# ***SUMMARY of CHANGE***

AR 220–45  
Duty Rosters

This major revision, dated 16 July 2021—

- Adds records management (recordkeeping) requirements (para 5).
- All procedures have been removed and placed in DA Pam 220–45 (throughout).

**UNCLASSIFIED**

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