



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 46TH ENGINEER BATTALION
8113 MISSISSIPPI AVENUE
FORT POLK, LOUISIANA 71459-5446

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46th Engineer Battalion Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum # 8- Extra Duty Personnel Standard and Extra Duty NCOIC Responsibilities.

1. **Applicability.** This policy applies to all Soldiers conducting extra duty and the Extra Duty NCOIC.
2. **Purpose.** The purpose of this policy letter is to outline the standards and responsibilities for the extra duty, Extra Duty NCOIC and Company Chain of Command.
3. **Commander's Intent.** Implement an extra duty program that ensures good order and discipline within the Battalion. Rehabilitate Soldiers throughout the Battalion who have committed a Uniform Code of Military Justice (UCMJ) offense.
4. **Punitive Nature.** This memorandum is punitive in nature. Personnel subject to UCMJ who fail to comply with the requirements contained herein are subject to punishment under UCMJ and administrative action.
5. **Extra Duty Work Hours:** The duty hours for extra duty will start at 1700 and end at 2100 Monday thru Friday. Soldiers will report immediately for extra duty in the event they are released early from the normal duty i.e., Pay Day Activities, Family Time or other events. On Weekends, Holidays and DONSA extra duty times are from 0900-2300.
6. **NCOIC Responsibilities:** Extra Duty personnel will be supervised by an E-5 and above of the Soldiers immediate Squad, Section or Platoon or the BN Staff Duty when designated by the BN Commander. The NCOIC is responsible for maintaining accountability, efforts, and overseeing chow rotations for the extra duty personnel at all times. The Extra Duty NCOIC will contact the BN Staff Duty NCO for any Soldiers that did not report for extra duty detail. The SDNCO will contact the unit 1SG for any issues or concerns of extra duty personnel and annotate inquiry in the SDNCO DA-FORM 1594 Duty Journal. To ensure close supervision of Soldiers performing extra duty, there will be an E-5 or above when designated by the BN Commander for every four Soldiers on extra duty.
7. **Commanders:** No Company Commander will adjust one to four supervisory rotation without specific approval from the Battalion Commander.

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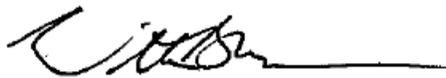
8. Uniform: All Soldiers conducting extra duty will maintain the appropriate uniform at all times. The extra duty personnel and NCOIC will be in complete ACU's, tan t-shirt, tan riggers belt, tan boots, wool socks (green or tan), work gloves and camelback or canteen with water and eye protection IAW AR 670-1. Extra duty personnel will wear their patrol cap or ACH (only condition based by Extra Duty NCOIC) and NCOIC's will wear their patrol cap. The gortex jacket, fleece jacket, or wet weather jacket is authorized for wear in accordance with AR 670-1. All extra duty personnel and Extra Duty NCOIC will carry JRTC and Fort Polk Soldier's Handbook, suicide prevention ACE card, Army strong card, identification tags, Army values tag and card, identification card, and pen and paper.
9. Accountability: Either the Unit Commander or 1SG will call the Staff Duty Desk on a daily basis to ensure that their Soldier(s) have reported appropriately for extra duty. The SDNCO will annotate remarks in the DA-Form 1594.
10. Chow Times: All extra duty Soldiers will eat in the DFAC unless they have separate rations, in which case they will eat in the Battalion Class Room. Soldiers receiving separate rations may bring their own meals, have spouses bring food or pay to eat at the DFAC. Guests are not authorized to stay for the duration of meal times.
11. Worship Services: Soldiers are allowed to attend on post worship services only at the North Fort or Main Post Chapel. Soldiers who wish to attend worship services must first report to the NCOIC, sign roster, and go straight to worship service. Any deviation to or from attending worship service and returning back to extra duty detail will constitute violation of this policy and subject to additional punitive actions.
12. Electronic Devices: The use of cell phones or any other electronic devices is not authorized while on duty. The NCOIC will notify the BN Staff Duty NCO to make phone calls as necessary.

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13. Primary Responsibilities: The extra duty NCOIC will focus all work efforts on the barracks, the motor pools, company orderly and Battalion Headquarter building. Any additional areas will be briefed by the CSM or the S-3 NCOIC. If there is a need to keep extra duty Soldiers engaged for the lack of performing physical labor to meet the prescribed duty day, the NCOIC will conduct School of Standards Classes. The commander and first sergeant will ensure these classes are related to the offenses and geared to educating extra duty personnel on becoming a model Soldier. At no time will extra duty personnel or NCOIC be discharged from their duties before the completion of the prescribed duty day. No Exceptions!!

“STEEL SPIKE!”



WILLIAM B. MOEN
LTC, EN
Commanding