

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Training	CHAPTER: 9 SECTION: M	DATE OF REVISION: 1 SEP 02
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PROPONENT/PHONE NO: G3 Operations 350-6101	PROGRAM/ACTIVITY/TOPIC (PAT) Staff Duty Procedures	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
<p>A. Discussion: The SDO/SDNCO position is vitally important since they are the direct representatives of the Commander during non-duty hours. For this reason the SDO/SDNCO must have a comprehensive standard operating procedure (SOP) to follow in the event of a serious incident and the need to notify the Commander.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. 11D Policy Letter CG-7, dtd 04 Mar 98, Incident reporting. 2. Unit Staff Duty SOP <p>C. Specific questions:</p> <ol style="list-style-type: none"> 1. Does the unit maintain a 24 hour capability to send and receive Serious Incident Reports (SIR)? Not listed in regulation, but implied throughout AR 190-40 and U'R Reg 190-40. 2. Can the Staff Duty personnel research, format, and transmit SIRs IAW 11D policy letter CG-9? (11D Policy Letter CG-9) 3. Does the unit provide the Staff Duty personnel a 24 hour capability to store classified EAMs? (AR 380-5, Para 5-102) 4. Upon receipt of an Emergency Action Message, is the staff duty able to recall the command group, key personnel, and initiate a unit recall? (U'R Reg 525-301,) 5. Are there written general and specific instructions to include: <ol style="list-style-type: none"> a. Basic instructions: b. Alert and readiness exercise procedures c. Serious incident reporting d. Crime prevention e. Physical security, key control, arms room access, and security checks f. Fire prevention g. Medical emergencies 		

ITEM	GO	NO GO
h. Red Cross message notification i. Leave procedures (emergency / extensions) j. Command location k. Emergency telephone numbers l. Daily journal (DA Form 1594) example m. Secure STU III and secure fax procedures n. Conference calls o. Procedures for SAEDA, OPSEC, COMSEC		
<p>Rating standard (Functional Area: Staff Duty Procedures)</p> <ul style="list-style-type: none"> • Commendable – Items 1, 2, 3, 4, and 5 must receive a “GO” rating. • Satisfactory – Items 1, 2, 5a, 5b, 5c, 5e, 5g, 5h, 5j, and 5n must receive a “GO” rating. • Needs Improvement – A “NO GO” rating of item(s) 1, 2, 5a, 5b, 5c, 5e, 5g, 5h, 5j, and 5n. 		
<p>Inspector’s Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)</p> <p>NOTES:</p>		

VERIFICATION

X _____
 Unit POC's Signature, Name Rank, Date

X _____
 Inspector's Signature, Name Rank, Date