

1. Purpose

This pamphlet provides procedures for policies established in AR 220–45. It contains instructions for preparation of the DA Form 6 (Duty Roster), Duty Rosters at all levels of command and in all types of organizations.

2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

3. Associated publications

Policy associated with this pamphlet is found in AR 220–45.

4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the 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.

5. Preparation and maintenance

a. Dates can be entered as follows:

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

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

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

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

c. When a new DA Form 6 is prepared, all names can be entered alphabetically within pay grade, beginning with the highest pay grade and using appropriate grade of rank (abbreviated) as shown in AR 600–20. Subsequent names (for example, a Soldier newly arrived to the unit prior to the closing of the DA Form 6) can 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 (see para 7c) 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 7c) the Soldier who has had the longest break from performing duty assigned by the DA Form 6 can 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 can 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 can 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 7c(1).

c. Whenever the DA Form 6 is posted, the abbreviations below can 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) can 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) can be manually added to the abbreviation "A" to

9. Details from units

When details from units can 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. 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 can 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 can 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 9 can apply with the following exceptions:

a. Entries for weekends and holidays, as well as entries for weekdays, may 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.