

DUTY

Ladies and Gentlemen,

ADNCO scheduled to stand duty on the weekend or over the holiday period will report in person to the Adjutant's Office by 0730 on the last working day prior to the weekend or holiday routine.

The proper uniform for all duties is uniform of the day unless you are assigned on a Friday (camouflage, utilities).

The supernumerary is assigned to stand duty or replace the DNCO only in case of an emergency (i.e. injury, death, illness). Marines that are assigned as supernumeraries will not be used to replace the DNCO for personnel that have unexpectedly PCS, TAD, or Leave. In any given case the department or section head will replace Marines originally slated for duty and then report the switch with the Company Gunnery Sergeant, Gunnery Sergeant Betancourt @ 703-614-7140 as well as any other concerns pertaining to the duty roster. Non-availability rosters need to be submitted no later than the 15th of the month prior. If the non-availability roster is (submitted late/not submitted) it would be the section's responsibility to replace the Marine that was assigned duty. Thank you