



# Headquarters 26<sup>th</sup> Infantry “Yankee” Division

## Officer of the Day/ Non Commissioned Officer of the Day

### 1. The OD (*Officer of the Day*) & NCO (*Non Commissioned Officer of the Day*)

- OD = Acting authority of the Commanding officer
- NCO = Acting authority of the First Sergeant
- NOTE: Individual's appointed prior to an event; each individual will be notified via email that they are assigned these duties for the event, by the Company Commander or his designee.
- If either of the assigned individuals can not be at the event, a replacement will be selected and notified if at all possible, prior to an event or upon arrival of an event.

### 2. The duties of the Officer of the Day (OD) are as follows:

- Assist the Commanding Officer, as the point of contact for unit operations at tactical or display events if the XO is not available or not present at the event.
- Act as a liaison between the CO, Platoon Leaders, 1<sup>st</sup> Sergeant and event organizers, if the XO is not available or not present at an event.
- In charge of administrative, organizational and other duties assigned by the Commanding Officer at an event which are not a part of the 1<sup>st</sup> Sergeant's duties.
- Makes sure that the orders and directives of the Commanding Officer are being carried out and followed as issued, by the Platoons and HQ Sections, monitoring the Platoons and HQ Sections for compliance and accomplishment of the assigned task during the course of activity.
- Keep the Commanding Officer, Platoon Leaders, HQ Section Leaders and the 1<sup>st</sup> Sergeant Informed of any changes or updates concerning the event, schedule or unit assigned tasks during an event.
- Write up any reports required by the Commanding Officer or event organizers during the course of an event.

### 3. At Tactical Events:

- Keep the CO informed and updated as needed during the course of the event.
- Take immediate corrective action If during the event a Platoon Leader or HQ Section leader does anything considered to be unbecoming an Officer, if there is any mistreatment of troops.
- A blatant safety violation or any action that endangers any personnel or spectator during the course of an event or an emergency.
- Be visible and available in the company area for communication as much as Possible during the event.

- Be aware of what the troops are doing and keep the CO informed as needed during the course of the event.
- Remember you are acting as and under the authority of the CO/XO and assisting the Commanding Officer in the operations of Baker Company. Anything you say or do is on behalf of and with the same authority as if it were coming directly from the Commanding Officer.
- You only take orders from and answer to the Commanding Officer. At the end of your duty day you are required to write up an after action report detailing what took place during your tour of duty as the OD for the CO to read and take any action if needed.
- Messengers and or Guards will be drawn from the company and assigned to CQ or Guard Post's under your authority.

#### **4. NCOD (Non Commissioned Officer of the Day)**

- NCOD is the acting 1<sup>st</sup> Sergeant and/or the Sergeant of the Guard if a situation calls for it.
- Required to assist the Commanding Officer, XO or OD in making sure the orders and directives of the Commanding Officer are being carried out and all assigned task are being accomplished during the course of the event.
- Make sure the Platoon Leaders and Platoon Sergeants are looking out for the welfare of their assigned troops during the course of an event, without any form of harassment, intimidation or bullying and are not endangering the troops by their actions.
- Take immediate action, if you notice any safety violation or action by B Co. Platoon Leaders. Sgt's or event organizers that puts member of B Co, other participants or the spectators in any danger.
- Keep the Commanding Officer, XO or OD informed and updated of any changes that may occur during the event concerning schedule changes, Company troop numbers, injuries or equipment problems.
- Maintain a position of visibility and accessibility in the company area during the course of the event.
- Maintain contact with Platoon Leaders and Sgt's as much as possible during an event in order to be able to address any situation immediately.
- Remember you are the acting 1<sup>st</sup> Sergeant or Sergeant of the Guard; you are the direct link between the Commanding Officer, XO or OD and the NCO cadre.
- You only take orders from and answer to The CO, XO or if the case maybe the 1<sup>st</sup> Sergeant.

DIVISION HEADQUARTERS