

Sample Guard Rosters

(Created and used before and during guard tour by the Company Executive Officer and Officer of the Guard)

1. Guard team members scheduled for the entire guard tour:

X Company Duty Teams	Monday, 3 Sept	Tuesday, 4 Sept	Wednesday, 5 Sept	Thursday, 6 Sept
OG	Smith	Yagle	Brower	Green
SG	Jones	Smith, A.	Webster	Winter
SG	Taylor, B.	Harper	Clifford	Tyler
SG	Aaron	Albertson	Whalen	Simmons
SG	Thomas	Thompson	Parker	Thomason
SG	Ward, S.	Erving	Jordan	Wheeler
CG	Kyle	Jacobsen	Martin	Glass
CG	White	Ward, T.	Styles	Frederickson
CG	Smalls	Stuart	Keating	Gordon
CG	Dean	Moffitt	Washington	Brown

Then, the daily duty Officer of the Guard creates a shift schedule like the following for his/her specific team.



2. Individual guard team accountability for every hour for a single day of guard:

Monday, 3 September 20XX										
Hour	OG Smith	SG Jones	SG Taylor, B.	SG Aaron	SG Thomas	SG Ward, S.	CG Kyle	CG White	CG Smalls	CG Dean
1600	X	X								
1700	X		X							
1800	X						X			
1900		X					X			
.....										
2200	X							X		
2300			X							X
0000				X					X	
0100				X					X	
.....										
0530	X				X					
0700					X	X				
0800						X		X		
0900		X								X

Company Executive Officer used above information to update and track Company duties served:

