



# Revised Staff Duty Log

## Managing Info for Battle Tracking

By Lieutenant Colonel Scott G. Wuestner

Information management and battle tracking are keys to a tactical operations center's (TOC's) or administration and logistics operations center's (ALOC's) success. The TOC or ALOC should know most information units need or request.

Journals or logs are more than a record of radio messages. Staff officers or

NCOs must be proactive in getting critical information in the messages out to the right people in a timely manner.

Units currently require staffs to maintain the outdated DA Form 1594 Staff Duty Log, dated Nov 1962. This form is a permanent record for training operations, operational reviews and historical research.

The figure shows the recommended new Staff Journal or Duty Log, which is similar to the old form in its administrative data; for example, both cover a 24-hour period. What is new is the process of recording and disseminating information. The process represented on the form helps answer three questions: *What do I know?* *Who do I tell (or what do I do)?* and *Did I tell them (or do it)?*

The following are the changes to the original form and a brief explanation as to how you, the battle captain or NCO, fill it out. (All other admin data is filled out according to *FM 101-5 Organization and Operations*.)

**"From" Column.** This column is added to quickly identify the source of the information received. If you use call signs in the "From" column, ensure you include a copy of the signal operating instructions (SOI) so that the source of the info can be identified.

**"Topic/Issue/Action/Message/Order/Etc." Column.** This remains essentially the same. It is a brief synopsis

Daily Staff Journal or Duty Log				Page No. 1	No. of Pages																					
Location JRTC		Organization or Installation ALOC—1-11 FA, Fort Ord, CA		Period Covered From:		To:																				
				Hour 0600	Date 14 Jan 02	Hour 0600 Date 15 Jan 02																				
Personnel Notified/Actions Taken																										
Line #	DTG In	DTG Out	From	Topic/Issue/Action/Message/Order/Etc.	Battle Cpt	PIR	Sig Act	Status Bd	Bn Cdr	XO	S1	S4	HSB Cdr	HSB 1SG	Spt PSG	A Btry	B Btry	C Btry	R FA	TOC	Chap	PA	CSM	Remarks	Initials	
1	0710		Bn Cdr	During A.M. Cdr's conference call, Bn Cdr wants to add 1 bundle of HE to emergency resupply plan.	X																			XO directed 10K sling.	EH	
2	0745		Bn TOC	2-22 IN convoy ambushed on Route Red.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		EH	
3	0750		Bn XO	LOGPAC will use alternate Route Blue & depart BSA at 1000 to C Btry.	X																				EH	
4	0804		Bn S3	Bn CSM needs to escort engineers from A Btry to B Btry at JAN141700.	X																				EH	
5	0830		Bn TOC	FRAGO #4 received from TOC.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		In Bn Orders BK NLT 16 Jan.	EH
6	0837		BSA TOC	Red Cross message for A Btry.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		EH	
7	08			Need A & B Btry to																						

**Symbols:**  
 X = Talked To/  
 Action Completed  
 / = Need to Talk To/  
 Needs Action

**Legend:**  
 Bn Cdr = Battalion Commander  
 Btry = Battery  
 BSA = Brigade Support Area  
 Chap = Chaplain  
 CSM = Command Sergeant Major  
 DTG = Date/Time Group  
 FRAGO = Fragmentary Order  
 HE = High-Explosive Ammunition  
 HSB Cdr = Headquarters and Service Battery Commander  
 IN = Infantry  
 LOGPAC = Logistics Personnel and Administration Center  
 PA = Physician's Assistant  
 PIR = Priority Information Requirement  
 R FA = Reinforcing Field Artillery  
 Sig Act = Significant Activity  
 Spt PL = Support Platoon Leader  
 Spt PSG = Support Platoon Sergeant  
 TOC = Tactical Operations Center  
 XO = Executive Officer

<b>Info Management:</b> 1. What do I know? 2. Who do I tell (or what do I do)? 3. Did I tell them (or do it)?		
Typed Name and Grade of Officer or Official on Duty CPT Ed Harris, Battle Captain		SIGNATURE <i>Ed Harris</i>

Sample Revised Form 1594 Daily Staff Journal or Duty Log. This example is filled out by personnel in an administration and logistics operations center (ALOC).

of all the important details of the incident, message or order, etc., and is the *What do I know?* portion of the process. Information should be very specific. This column also can record follow-up information or directives to a previous message that requires different staff actions or notification.

**“Personnel Notified/Action Taken” Column.** This column is where the greatest change has occurred. It provides guidance for *Who do I tell (or what do I do)?* and *Did I tell them (or do it)?* The form eliminates some of the guesswork that battle captains and NCOs have in determining who was notified about what or what actions still need to be taken. It also can eliminate the seldom-used standard message form (field use only).

**“Remarks” Column.** This column identifies the location of operations orders (OPORDs), memorandums of instructions (MOIs), tasking letters, reports, etc., that are highlighted in the message block. The item number assigned to an entry in the journal is placed on the corresponding supporting material, and the material is filed in chronological sequence. Journals and journal files are permanent records and are disposed of in accordance with AR 340-18-2.

The remarks column also can be used to provide additional info in reference to the information identified by line number.

**The Process.** Once the radio telephone operator (RTO) records the info in the message column, he gives it to battle captain or NCO who analyzes it and determines what needs to be done.

The battle captain/NCO places a “/” hash mark on each person to be notified or action required. For example, if the information meets or affects a priority intelligence requirement (PIR), then a hash mark is placed in that box. The unit should have standing operating procedures (SOP) for who needs to be notified or what action needs to be taken for each item listed in the contact/action column. For example, some units call, “Attention in the TOC,” and read the message when critical events happen or info affecting a PIR comes in. The SOP should establish what constitutes a “Significant Activity” or when to update the “Status Board” or charts.

The process is completed when the battle captain/NCO or other person completes the notification of personnel (or the actions) indicated by the hash marks and then marks each hash mark into an



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“x.” If duty officers/NCOs change shifts and a box is not closed out with an “x,” the RTO or battle captain/NCO have an established priority of work to be able to mark an “x” in each box with a hash mark.

The *Did I tell them (or do it)?* part of the process is now complete, and the unit is managing its info and battle tracking.

**Conclusion.** Using the old DA Form 1594 and message formats, units typically lose track of information during high-surge periods of operations. This new form enables staffs to track the info flow during up-tempo operations and, also, after shift changes.

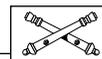
Additionally, this new column system is flexible. Units can use Excel spreadsheet software to change the fields in the person-to-notify/action-to-take column to meet their specific needs. Staff duty officers/NCOs, officers-in-charge (OICs)/NCOs-in-charge (NCOICs) and staff sections can use the form in garrison not only to perform administrative duties, but also to track daily operations.

Managing information and battle tracking accurately and correctly are what make TOCs or ALOCs successful. How the TOC or ALOC manages and disseminates information affects the success of units in battle.

This new form is one tool to help TOCs and ALOCs be more efficient and effective. However, as with any process, units must train using this form

at home station and ensure all key leaders and RTOs understand their roles and responsibilities.

The key to recording and disseminating essential information is to ask three questions: *What do I know? Who do I tell (or what do I do)?* and *Did I tell them (or do it)?*



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