

C.O. U

Exec. O. _____

Asst. D. H. _____

S 1 _____

S 2 _____

S 3 _____

S 4 _____

Perms _____

Supp. _____

ATCO _____

G-E-N-E-R-A-L O-R-D-E-R-S)

N-U-M-B-E-R _ _ _ _ _ 2)

HEADQUARTERS 315TH ENGINEER COMBAT BATTALION
Ft. Dix, New Jersey

4 January 1944

1. General Order No. 1, this Hq. dated 3 January 1944 is rescinded and the following is substituted therefor:-

2. A battalion duty officer will be on duty at battalion headquarters between recall each night and drill call the following morning and from recall on Saturdays until drill call Mondays.

He will:-

- a. Remain in Battalion Headquarters during his entire tour of duty except while eating, at which time he will assure himself that the charge of quarters is in battalion headquarters.
- b. Be responsible for the proper conduct of all personnel within Headquarters during his tour of duty.
- c. Be responsible for the transmission of all official messages to the personnel to whom they are addressed.
- d. Be responsible for the normal functioning of the Battalion in the absence of officers who would normally issue orders and arrange details.
- e. Be of assistance to visitors, civil or military.

3. A Battalion Headquarters charge of quarters will be on duty between recall each night and drill call the following morning and from recall Saturdays until drill call Mondays.

He will:-

- a. Render all necessary assistance to the duty officer.
- b. Remain on duty during his entire tour, being within Battalion Headquarters when for any reason the Duty Officer is out.
- c. Receive all official messages and deliver them to the personnel to whom they are addressed.

4. One officer will be on duty with each company during all off-duty periods.

He will:-

- a. Remain on the Post.
- b. Keep company C/Q posted as to his location.
- c. Be available by telephone when outside battalion area.
- d. Report to Battalion Headquarters when leaving battalion area or quarters, giving destination, phone number, etc.
- e. Attend all company formations.
- f. Be responsible for maintenance and police of company area and buildings during off-duty periods.
- g. Be responsible for the inspection of all enlisted men immediately prior to their going on pass or furlough.

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G.O. No. 2 Cont'd. 1-4-44

5. One charge of quarters will be on duty with each company during all off-duty hours.

He will:-

- a. Be of rank not lower than that of Technician 5th Grade.
- b. Render all necessary assistance to the company duty officer.
- c. Remain on duty during his entire tour.
- d. Remain within company headquarters at all times. In the event that he must absent himself from company headquarters for any reason he will arrange for a substitute.
- e. Receive all official messages and deliver them to the personnel to whom they are addressed.
- f. Be of assistance to visitors, civil or military

6. A roster of Company Duty Officers and company charge of quarters will be posted with the Adjutant at all times.

By Order of MAJOR TABOR:

C. L. NELSON,

MAJOR, 315th Engr. Combat Bn.,
Executive Officer.

OFFICIAL:.

F. A. Jacobsen
F. A. JACOBSEN,

1ST LT., 315th Engr. Combat Bn.,
Adjutant.

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