

## Appendix C

**OFFICE OF THE CHIEF OF STAFF**1. Deputy Division Commander/Chief Of Staff.

a. Is the principal assistant and advisor to the Commanding General and Division Engineer for requests, justification, review, monitoring, and allocation of resources to accomplish Division and District missions.

b. Is the Troop Commander, responsible for supervision and administration on matters pertaining to soldier welfare and morale in terms of promotion, discipline, training, operations, and logistics.

c. Directs, supervises, and coordinates the work of the Division staff. Performs review, coordination, and clearance of staff actions directed to the Commanding General and Division Engineer or required by external organizations.

d. Reviews the overall effectiveness of Division operating policies. Recommends policies and procedures to improve performance. Ensures that all instructions issued to the command agree with the Commanding General and Division Engineer's policies and plans.

e. Exercises overall direction of the staff representatives in the Emergency Operations Center (EOC), when activated.

f. Coordinates, directs, and supervises activities of the Executive Office and administrative staff.

g. Coordinates the activities of the POD Command Council.

h. Serves on boards, councils, and committees as designated by the Commanding General and Division Engineer.

i. Supervises the POD Organizational Inspection Program.

j. Is approving authority for Reports of Survey for HQ POD.

2. Executive Assistant.

a. Assists the Chief of Staff in providing executive level oversight of command interest staff actions.

b. Handles routine Division staff actions.

c. Manages and coordinates special projects and official visits by U.S. and foreign dignitaries.

d. Coordinates maintenance of and improvements to facilities housing the Division staff.