



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

REPLY TO
ATTENTION OF

AETV-SCG (350-1d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #15, Soldiers' Time

1. **PURPOSE.** To establish policy for all military personnel assigned to 3D COSCOM to be released from duty for Soldiers' Time.
2. **APPLICABILITY.** Headquarters, 3D COSCOM and all subordinate units.
3. **BACKGROUND.** Soldiers' Time on Thursday is a CDR USAREUR directed program. Soldiers' Time allows soldiers to conduct personal business and spend time with their families, and improves morale and unit cohesiveness. It allows families to plan at least one night during the duty week. As such, commanders can use Soldiers' Time to help strengthen both military and family readiness.
4. **POLICY.**
 - a. At 1500 every Thursday, all military personnel, including commanders, will leave work. Exceptions will be made only for soldiers who are required to-
 - (1) Meet security or guard requirements.
 - (2) Staff dining facilities, supply activities, or perform mission-essential truck commitments.
 - (3) Meet other essential or emergency services.
 - (4) Work in key staff positions at CSG level and above where time off on Thursdays cannot be reasonably or routinely granted. Commanders will establish and publish a schedule that accurately compensates soldiers and leaders who are prevented from participating in Soldiers' Time. If required, 3-day weekends can be a method of compensation by CSG Commanders.
 - b. Commanders will designate alternate time off for other soldiers who are required to work during Soldiers' Time.
 - c. Commanders will ensure end of the day formation ceremonies on Thursdays will end before 1500 hrs

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5. SUPERSESSION. This policy supersedes the previous Soldiers' Time Policy Memorandum.

6. EXPIRATION. This policy memorandum expires 1 August 2004.

//ORIGINAL SIGNED//
VINCENT E. BOLES
Brigadier General, USA
Commanding

DISTRIBUTION:

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