



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 10, Soldiers Time

1. PURPOSE. To ensure all soldiers are aware Soldier's Time Policy.
2. APPLICABILITY. Headquarters, Special Troops Battalion and all subordinate units.
3. Policy.
 - a. Soldiers spend most of their time carrying out a variety of military duties. They also need "Soldiers Time" to spend with their families and to conduct personal business. Soldiers will be released from duty for Soldiers Time as follows:
 1. At 1500 every Thursday, all military personnel will leave work. Exceptions will be made only for soldiers who are required to—
 - (a) Meet security or guard requirements.
 - (b) Staff the EAC and dining facility.
 - (c) Meet other essential or emergency services.
 2. Commanders or the COSCOM CoS may designate alternate times off for soldiers who are required to work during Soldiers Time.
 - b. By considering the individual needs of soldiers and their families, commanders can use Soldiers Time to reduce time soldiers spend away from their units and away from training.
4. SUPERSESSION. This policy supercedes STB Policy Letter # 10, dated 20 Nov 2001.
5. EXPIRATION. This policy memorandum expires 1 October 2003.
6. "Fit to Fight!"

/// Original Signed ///
MICHELE M. PUTKO
LTC, OD
Commanding

Distribution:

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