



**DEPARTMENT OF THE ARMY**  
2D BRIGADE, 1<sup>ST</sup> ARMORED DIVISION  
UNIT 23704  
APO AE 09034-3704

AETV-THO-Z (100)

16 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 12, Normal Duty Day

1. **PURPOSE.** To establish policies concerning the Normal Duty Day within the 2<sup>nd</sup> Brigade, 1<sup>st</sup> Armored Division.

2. **APPLICABILITY.** All soldiers assigned or attached to 2<sup>nd</sup> Brigade, 1<sup>st</sup> Armored Division.

3. **POLICY.**

a. Normal Duty Days within the Iron Brigade are as follows:

|                                                      |                                                        |                                                                                                                                     |
|------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Monday, Tuesday, and Wednesday                       | 0630-0730<br>1 ½ hours later<br>1130-1300<br>1630      | -PT Formation<br>-Work Call Formation<br>-Lunch<br>-Recall Formation                                                                |
| Thursday                                             | 0700-1200<br>1200-1300<br>1300-1430<br>1500            | -Sergeants' Time Training<br>-Lunch<br>-Company Training Meeting<br>-Recall Formation                                               |
| Friday                                               | 0630-0730<br>1 ½ hours later<br>1130-1300<br>1600-1630 | -PT Formation<br>-Work Call Formation<br>-Lunch<br>-Safety Brief, Soldiers Backbrief<br>(During Recall Formation)                   |
| When Friday is a Holiday<br>then Thursday hours are: | 0700-1200<br>1200-1300<br>1300-1430<br>1430-1500       | -Sergeants' Time Training<br>-Lunch<br>-Company Training Meeting<br>- Safety Brief, Soldiers Backbrief<br>(During Recall Formation) |

b. Soldiers will only be held longer if there is a mission essential task approved by the Battalion Commander.

c. Leaders at all levels are responsible for setting the example, and I fully expect that you will.

d. Recall Formation on Monday, Tuesday, Wednesday, and Thursday (when Friday is not a holiday) should not last more than five minutes. The purpose of formation is for accountability and to keep soldiers informed.

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e. I expect all soldiers within the Iron Brigade to spend as much quality time with their families as possible.

4. POC is the 2<sup>nd</sup> Brigade Commander at DSN 485-7290/7511.

5. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.

6. IRON BRIGADE!

JOHN D. JOHNSON  
COL, IN  
Commanding

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