



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #16, Duty Hours

1. In regards to safety and training, 16th STB has to incorporate proper rest procedures for Soldiers. I understand training must be conducted. However, we must do so in a safe manner.
2. During Battalion training events, leaders need to adhere to the following guidelines:
 - a. If training continues past 2000 hours, next formation for Soldiers is 0900 hours.
 - b. If training continues past 2400 hours, next formation for Soldiers is 1300 hours.
 - c. If training continues past 0200 hours, next formation for Soldiers is PT formation the following day.
3. Normal work hours are as follows:
 - a. 0630 – 0730 Physical Fitness Training
 - b. 0900 – 1130 and 1300 – 1700 Normal Duty Hours
 - (1) If work is required past 2000 hours, next formation for Soldiers is 0900 hours.
 - (2) If work is required past 2400 hours, next formation for Soldiers is 1300 hours.
4. Commanders and 1SGs need to ensure that work is required after normal duty hours. If the Soldier is working past the normal duty hours which could wait until the next day, then this circumstance does not meet the criteria for late work call due to after hours working.
5. This policy does not include personnel on extra duty, and therefore those personnel that are on extra duty will adhere to the normal work hours above.
6. The point of contact for this action is the undersigned at 469-7188.
7. ***ON POINT!***


CODY L. ZILHAVER
LTC, PC
Commanding

DISTRIBUTION:
HHC, 16th STB
504th BDE SIG CO
106th FMCO