



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
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SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

25 January 2021

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #1 – Tropic Lightning Duty Week

1. References:

- a. AR 350-1, Army Training and Leader Development, 10 December 2017.
- b. FM 7-0, Train to Win in a Complex World, 5 October 2016.

2. Purpose. To establish the 25th Infantry Division Duty Week.

3. The standard duty day in garrison is 0630 to 1700, Monday through Friday. Commanders should not schedule training prior to 0630. Traditionally, units conduct "first call" at 0600 in order to prepare for physical training (PT) and then conduct PT from 0630 to 0800. Work call formation is generally at 0930.

4. As necessary, commanders may adjust their unit's duty week for specific, non-routine events. Outside of pre-approved training, commanders should not schedule training events during the weekend, training holidays or federal holidays. If Soldiers must train during these times due to resource, mission, or time constraints, commanders should strive to schedule and execute compensatory time. The goal is one for one and provide predictability for our Soldiers and their families.

5. All 25th Infantry Division units will execute Leader Training Time weekly as designated by the Brigade Commander to ensure all MOSs (high and low density) are able to conduct training.

- a. Leader Training Time is standards-based, performance-oriented, battle focused training. Leader Training Time requires dedicated time on the training schedule and must be planned, resourced, rehearsed, and executed with no external distracters.

- b. Commanders will ensure the training conducted is mission oriented and based on the unit's Mission Essential Task List (METL) as well as training assessments of Soldier or unit performance. The chain of command may approve additional tasks to be trained that are not METL related. Commanders must approve the selected tasks, provide the resources, allocate time to prepare, train and certify individuals leading training, and monitor the training.

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6. Commanders at all levels will implement “Mahalo Friday Time” on Fridays beginning at 1500 hours, subject to mission requirements. The intent of Mahalo Friday is to provide Soldiers in garrison a set timeframe during the week to take care of personal or Family business matters that ordinarily are required to be conducted during duty hours.

a. Mahalo Friday Time will commence with retreat of the colors at 1500 hours on Fridays. Commanders will release Soldiers from nonessential duties, missions, or functions by that time so they can attend to personal or Family business. Examples of essential duties, functions, and missions are staff duty, designated guard duty, court-martial duty, and approved field training exercises.

b. Commanders will ensure that Mahalo Friday Time is reflected on all unit short range training calendars

c. During weeks with a scheduled holiday on Friday, Mahalo Friday Time will not be rescheduled.

6. Commanders who cannot take advantage of the prescribed Mahalo Friday Time due to mission support requirements are not entitled to a make-up of the missed hours. At the discretion of their Commander, the affected Soldier may be given alternate times in which to schedule appointments and/or handle personal matters that do not conflict with mission requirements.

7. The memorandum supersedes previous versions and remains in effect until superseded or rescinded in writing.

8. The point of contact for this memorandum is the 25th ID, G3T, Chief of Training at 808-655-5351.



JAMES B. JARRARD
Major General, USA
Commanding