



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

08 FEB 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #3 – Payday Activities

1. References:

- a. TC 3-21.5, Drill and Ceremonies, 20 January 2012.
- b. AR 600-9, The Army Body Composition Program, 28 June 2013.
- c. AR 670-1 Wear and Appearance of Army Uniforms and Insignia, 10 April 2015.
- d. AR 600-20, Army Command Policy, 6 November 2014.
- e. DA Pam 350-58, Army Leader Development Program, 8 March 2013.

2. General. Payday Activities are a structured training event during which the commander and the chain of command ensures personnel accountability, conducts inspections, provides command information, performs counseling, and recognizes deserving Soldiers. The following policies are in effect:

a. All 25th Infantry Division Soldiers will execute Payday Activities on the first Friday of every month. During months having a scheduled holiday on the first Friday of the month, Payday Activities will occur on an alternate date (usually the second Friday of the month). The uniform for Payday Activities is the "Tropic B" uniform. In the event Payday Activities conflicts with unit training, brigades may request an exception to this policy through the Division G3 to the Division Commander.

b. Units will conduct Physical Readiness Training (PRT) on Payday Activities, and are authorized to conduct battalion or brigade level events to build esprit de corps and comradery, such as unit competitions.

c. Commanders will ensure scheduled Payday Activities are complete and Soldiers not performing essential duties are released at 1300.

d. The pass granted on Payday is intended to give Soldiers time to take care of financial/personal responsibilities. The pass is a privilege that can be withheld from Soldiers whose personnel appearance or personal equipment does not meet the

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standard; commanders are the designated authority to determine whether to withhold this pass privilege.

e. Payday Activities will not reduce manning levels to the extent that would adversely affect a unit's/agency's ability to perform their assigned mission or clear personnel from the installation.

3. Responsibilities. Division G3 will schedule Payday Activities IAW this policy and publish as part of the annual training guidance (as well as annotate specified days on the Division short range calendar).

4. Procedures. Brigades and HHBN will establish a program of Payday Activities that accomplishes the following:

a. Esprit de corps and comradery focused PRT.

b. Muster Formations. The muster formation presents a valuable opportunity for commanders to disseminate command information and recognize Soldier achievements. Commanders are encouraged to distribute awards and recognize deserving Soldiers, Civilians, and Family members; promote Soldiers; conduct safety briefings; and discuss future training.

c. Tasks. Although the Commanding General may direct units on any given Payday Activity accomplish a specific task, unit commanders should accomplish these five tasks:

(1) Inspections and checking of uniforms, identification cards, and ID tags.

(2) Barracks room common area inspections that include the grass, parking areas, unit designated areas, signs, et al.

(3) Conduct POV/motorcycle inspections confirming civilian driver's license, vehicle registration, safety inspection stickers, and insurance.

(4) Monthly counseling.

(5) Safety briefings.

5. This memorandum supersedes 25th Infantry Division Policy Letter #3, dated 4 August 2016 and remains in effect until superseded or rescinded in writing.

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6. Point of Contact for this policy is the 25th Infantry Division G3 at (808) 655-8712.

A handwritten signature in black ink, appearing to read 'R. P. Clark', with a horizontal line extending to the right from the end of the signature.

RONALD P. CLARK
Major General, USA
Commanding