



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

APVG-CG

25 JAN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #10 - Tropic Lightning Duty Week

1. Purpose. The purpose of this policy letter is to establish the Tropic Lightning Duty Week in the 25th Infantry Division.
2. Policy. 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 readiness training (PRT) and then conduct PRT from 0630 to 0745. Work call formation is generally at 0900.
3. 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 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; more importantly, the expectation is to provide predictability for our Soldiers and their Families.
4. This memorandum supersedes 25th Infantry Division Policy Letter #10, dated 4 August 2016 and remains in effect until superseded or rescinded in writing.
5. The point of contact for this memorandum is G3-Training at (808) 655-5351.

A handwritten signature in black ink, appearing to read "Ronald P. Clark".

RONALD P. CLARK  
Major General, USA  
Commanding

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