



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

APVG-CG

08 FEB 2018

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division Policy Letter # 23 - Tropic Lightning Time

1. Commanders at all levels will implement "Tropic Lightning Time" on Thursdays beginning at 1500 hours, subject to mission requirements. The intent of Tropic Lightning Time 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. Tropic Lightning Time will commence with retreat of the colors at 1500 hours on Thursdays. Commanders will release Soldiers from nonessential duties, missions, and 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, courts-martial duty, and approved field training exercises.

b. Commanders will ensure Tropic Lightning Time is reflected on all unit short range training calendars.

c. Commanders will ensure offices and staff sections that are customer service oriented (e.g. finance, legal assistance, and medical clinics) will remain open during Tropic Lightning Time.

d. Soldiers who cannot take advantage of the prescribed Tropic Lightning Time due to mission support requirements are not entitled to a make-up of the missed hours. At the discretion of their Commander, the effected Soldiers can be given alternate times in which to schedule appointments and/or handle personal matters that do not conflict with mission requirements.

2. The point of contact for this memorandum is the 25th Infantry Division Secretary of the General Staff at 808-655-4909.

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

RONALD P. CLARK  
Major General, USA  
Commanding