



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

COMMAND POLICY

CG-01

AFZF-SGS

13 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Work Week

1. **APPLICABILITY.** This policy applies to all Fort Hood Soldiers and leaders.
2. **POLICY.** In the pursuit of adding predictability to training calendars and to more efficiently use our time and resources, the Fort Hood work week combines effectively the two competing concepts of training time and leisure time.
 - a. Units will conduct physical training five days a week to ensure our Soldiers and leaders achieve and maintain combat readiness.
 - b. The last day of the work week is set aside for noncommissioned officers to train their subordinates. When Friday is a training holiday, Sergeant's Time will move to Thursday.
 - (1) Noncommissioned officers will conduct Sergeant's Time training on the last duty day of the week from 0900 to 1500 on individual and collective tasks essential to proficiency in unit Mission Essential Task List (METL) tasks. Leaders are encouraged to eat lunch with their squads, crews, or platoons in the field, in the dining facility, or with a "brown bag" at the training site.
 - (2) At 1500, units will get back together in preparation for the weekend – leaders will conduct administrative meetings, safety briefings, and will put out all necessary information. Buddy teams and small units will huddle and ensure all have good situational awareness on the upcoming weekend and what is expected the next week.
 - (3) At 1600, battalions will conduct retreat formations and following these formations, every unit will release its Soldiers. No last minute meetings or calls to duty.

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3. EXPIRATION. This Fort Hood Command Policy Memorandum will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'James E. Simmons', written in a cursive style.

JAMES E. SIMMONS
Brigadier General, USA
Commanding

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IAW FH Form 1853: A