



REPLY TO
ATTENTION OF

ARSO-GTC-CO

DEPARTMENT OF THE ARMY
JOINT TASK FORCE GUANTANAMO
525TH MILITARY POLICE BATTALION (I/R)
APO AE 09522-9998

18 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Day-Off Requirements and 5:2 Scheduling (Policy Number 14)

1. The purpose of this policy is to ensure that our organization provides predictability to our Soldiers and maintaining a motivated, trained, and ready force. Every Soldier will receive two consecutive days off to permit them to "unplug", recover, and prepare adequately. Although leaders and non-camp workers are exempt, they must also find time to re-set and unwind as their schedules allow.
2. Soldiers will not work more than five days in a row before having two consecutive days off. Any exception to work more than a 5:2 schedule requires prior written approval from me. Written approval consists of a memorandum detailing the Soldier's name, the mission requirement, and scheduled compensation time for the affected Soldier. During periods of high OPTEMPO (i.e., ICRC visits, Commissions), I may authorize a battalion-wide exception with additional guidance to disseminate appropriately.
3. Additionally, no Soldier below platoon leadership level will be required to report to duty on their scheduled days off. This does not limit the inherent responsibility of NCOs to check on their Soldiers or take action to ensure their welfare. Soldiers enrolled on the Physical Readiness Training (PRT) special conditioning program are required to conduct PRT six days per week, which can include days off.
4. Soldiers may volunteer to conduct individual training, (i.e., APFT testing) on their day off, but it must be strictly voluntary. Soldiers may also request to adjust their PRT schedule to accommodate their religious preferences. These voluntary requests initiated by the individual Soldiers may be approved through the Soldier's chain of command verbally.
5. All requests for exceptions will be routed through the Battalion S-3 for approval.
6. Point of contact for this policy is the Battalion S-3, at DSN: 660-3187 or email at gennelle.j.lee@jtftgmo.southcom.mil



JOHN A. FIVIAN
LTC, MP
Commanding

ARSO-GTC-CO

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DISTRIBUTION:

HHC, 525th Military Police Battalion (I/R)

189th Military Police Company (I/R)

339th Military Police Company (C/S)

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