



## DEPARTMENT OF THE ARMY

121<sup>ST</sup> SIGNAL BATTALION  
CMR 448  
APO AE 09225

REPLY TO  
ATTENTION OF:

AETV-BG-SB

24 JUN 03

### MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 15: Battalion Rhythm

1. This guidance is intended to provide a common framework for the Battalion that provides a balanced and predictable environment for our soldiers and leaders when not involved in a deployment.
2. Duty Day. The duty day is from 0630-1700 every day except Thursday. On Thursday the duty day is 0700-1500. PT will be conducted 0630-0730 each day except Thursdays and the first work day following a three or four day weekend. First formation is at 0900 on Mondays in the motor pool and last formation is TBD on the last day before a weekend.
3. Command Maintenance. Conducted every Monday (or the first duty day after a long weekend) from 0900-1630. The battalion motor pool is place of duty for all personnel on Monday. During services, the motor pool is place of duty for team members.
4. Training periods on Tuesday, Wednesday & Friday are from 0900-1630. Sergeant's Time Training will be conducted every Thursday from 0700-1200. Family Time begins at 1500 every Thursday in garrison. No training will be conducted after duty hours without my personal approval. Weekend training requires GO approval.
5. Standard meetings are: Weekly Command and Staff Meeting (normally Tuesdays at 1000) followed by the Battalion Training Meeting (normally Tuesdays at 1300), Weekly Company Training Meetings, Weekly Battalion Staff Meetings (normally Mondays at 1500), Quarterly Battalion EO Meeting, and Monthly Family Readiness Group Steering Committee Meeting. Other OPDs (normally monthly), NCOPDs (normally monthly), Briefings, Breakfasts, Luncheons, and Boards will be placed on the training schedule and held IAW Battalion Semi-Annual Training Guidance.
6. Training Schedules. These will be IAW FM 7-0 and locked in four weeks in advance, METT-T permitting. Units will schedule training and leave based on the training guidance and battalion mission requirements. Changes to training schedules after lock in require Bn Cdr approval. Battalion and Company Training Schedules will be posted at least four weeks in advance in Co areas.
7. Recovery. After Operations Maintenance and Recovery will be conducted immediately upon return from operational or training deployments. Upon ensuring that all sensitive items are accounted for and secure, units will adhere to normal garrison training hours.

AETV-BG-SB  
SUBJECT: Command Policy Memoranda

8. Leave and Half-Day Schedule. All Commanders will ensure that all soldiers receive 30 days leave per year and are compensated for lost days off to the maximum extent possible. Commanders will ensure that soldiers work half days or every other day during Half-Day Schedule.

DANGER'S VOICE!

////original signed////  
JIM GARRISON  
LTC, SC  
Commanding