



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND G3/5/7
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION
FORT BRAGG, NORTH CAROLINA 28310-5000

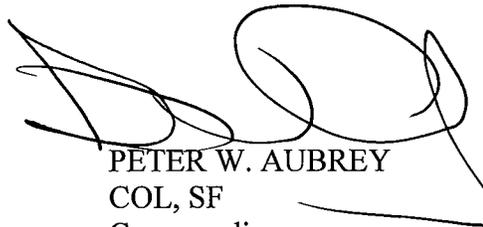
AOJK-SA

19 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #5 Military Duty Hours

1. PURPOSE: To establish HQ, USASATMO policy for military duty hours.
2. SCOPE: This policy applies to all military personnel active and reserve, assigned, attached, or on temporary duty to USASATMO headquarters at Fort Bragg and is effective immediately.
3. GENERAL:
 - a. Normal duty hours for military personnel assigned to USASATMO headquarters are established as 0900 to 1700 hours.
 - b. Military personnel will report to duty at 0800 during the weeks that a Security Assistance Training Team Orientation Course (SATTOC) class is being conducted.
 - c. Soldiers are authorized one and a half hour for lunch/physical fitness. Unless otherwise authorized, this will be accomplished between 0630 – 0800 hours.
 - d. Sections must remain staffed at all times during normal duty hours.
 - e. Military personnel will commence duty hours in proper military uniform.
 - f. Leaders may make exceptions to this policy on a case by case basis.
4. RESPONSIBILITIES: All leaders will ensure compliance with these policies.


PETER W. AUBREY
COL, SF
Commanding

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