



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade-National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
23 – Personal Time

1. REFERENCE: AR 600-20, The Army Command Policy
2. APPLICABILITY: This policy applies to all military and civilian personnel assigned, attached or personnel on temporary duty (TDY) within the WTB-NCR. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: Having Personal time to spend with Family is crucial for sustaining quality relationships, increasing morale, maintaining resiliency and contributing to a productive work environment. The National Capital Region area requires many Cadre members to live far away from their place of duty and have long commutes in congested traffic. Service in the WTB-NCR requires many Cadre members to work long hours in order to be responsive to the needs of Soldiers in Transition and their Families.
4. POLICY:
 - a. Commanders, First Sergeants and primary staff will attempt not to schedule meetings, activities, or events to last beyond 1500 on Fridays to allow for closure of tasks for the current week and preparation for the upcoming week.
 - b. Leaders will ensure all military Cadre receive training holidays in accordance with Northern Regional Medical Command published guidance (enclosure).
5. The point of contact for this policy is the undersigned at (301) 400-2306.

Caring for Our Soldiers...Heal, Educate, Transition!

Encl


DANA S. TANKINS
COL, SC
Commanding