



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
A COMPANY, WARRIOR TRANSITION BATTALION
EUROPE REGIONAL MEDICAL COMMAND
UNIT # 23152, APO AE 09227

MCEU-WTB-A

MEMORANDUM FOR A Company, WTB-ERMC, Unit 23152, APO AE 09227

SUBJECT: Policy Letter #10, Extra Duty

1. Good order and discipline are key components to the United States Army and is a Command responsibility.
2. To ensure good order and discipline, extra duty will be prescribed for service members so that on normal duty days the service member does not work more than sixteen (16) hours including extra duty. On non-duty days, the service member will be required to last from 0730 – 1930 hours. Service members may be utilized during the duty to perform their extra duty based on mission requirements and required to make-up normal duty day work passed normal duty hours in assigned section.
3. Type of duty assigned will never be degrading or humiliating.
4. The point of contact for this memorandum is the undersigned at DSN (314)483-6618 or hildred.mathews@us.army.mil


HILDRED S. MATHEWS
CPT, LG
Commanding