



DEPARTMENT OF THE ARMY
Charlie Company, Warrior Transition Battalion-Europe
CMR 457
APO AE 09033

REPLY TO
ATTENTION OF:

MCEUB-WTU

8 February 2011

MEMORANDUM FOR All Company Personnel

SUBJECT: Commander's Policy Letter: Daily Duty

1. The purpose of this memorandum is that Warriors in Transition understand their responsibilities during a typical duty day while assigned to the company. Barring exception or special circumstance, the following is expected.
2. WTs will begin each duty day with a 0800 in ranks inspection at their respective barracks.
3. Following this, WTs will be released to their appointments, place of work, or to their secondary education place of duty.
4. Those WTs taking advantage of college opportunities will be given the following duty time for studying, corresponding to the number of credit hours currently taking:
 - Three Credit Hours: Two additional hours
 - Six Credit Hours: Four additional Hours
 - Nine Credit Hours: Education is place of duty
5. All WTs will make PT formation at 1600. PT will be conducted in two groups, Complex Care and Return to Duty. Each of these groups will be supervised by a minimum of one cadre.
6. Appointments take precedence over any other concern with duty. That being said, appointments should only be scheduled during initial formation, PT, and mandatory events such as WT Town Halls if that is the only time an appointment is available. Soldiers will be held accountable for any missed appointment, formation, or place of duty without prior Cadre coordination.

A handwritten signature in black ink, appearing to read "B. Rice", written over a horizontal line.

BRENNNA K. RICE
CPT, SC
Commanding