



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #3 - Payday Activities

1. References.

- a. TC 3-21.5, Drill and Ceremonies, 20 January 2012.
- b. AR 600-9, The Army Body Composition Program, 28 June 2013.
- c. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 10 April 2015.
- d. AR 600-20, Army Command Policy, 6 November 2014.
- e. DA Pam 350-58, Army Leader Development Program, 8 March 2013.

2. General. Payday Activities are a structured training event during which the commander and the chain of command ensures personnel accountability, conducts inspections, provides command information, performs counseling, and recognizes deserving Soldiers. The following policies are in effect:

a. All 25th Infantry Division Soldiers will execute Payday Activities on the first Friday of every month. During months having a scheduled holiday on the first Friday of the month, Payday Activities will occur on an alternate date. The uniform for Payday Activities is the "Tropic B" uniform. In the event Payday Activities conflict with unit training, brigades may request an exception to this policy from the Division Commander through the Division G3.

b. Units will conduct Physical Readiness Training (PRT) on Payday Activities, executing runs at the battalion or brigade level to build esprit de corps and camaraderie.

c. Commanders will ensure scheduled Payday Activities are complete and Soldiers not performing essential duties are released at 1300.

d. The pass granted on Payday is intended to give Soldiers time to take care of financial/personal responsibilities. The pass is a privilege that can be withheld from Soldiers whose personal appearance or personal equipment does not meet the standard; commanders are the designated authority to determine whether to withhold this pass privilege.

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e. Payday Activities will not reduce manning levels to the extent that would adversely affect a unit's/agency's ability to perform their assigned mission or clear personnel from the installation.

f. Once a quarter, the Commanding General or his designated representative may host a CG's Payday Activity Golf Scramble at the Leilehua Golf Course. All Soldiers are encouraged to participate.

3. Responsibilities. Division G3 will schedule Payday Activities IAW this policy and publish as a part of the annual training guidance.

4. Procedures. Brigades and HHBN will establish a program of Payday Activities that accomplishes the following:

a. Unit runs at battalion or brigade level.

b. Muster Formations. The muster formation presents a valuable opportunity for commanders to disseminate command information and recognize Soldier achievements. Commanders are encouraged to distribute awards and recognize deserving Soldiers, Civilians and Family members; promote Soldiers; conduct safety briefings; and discuss future training.

c. Tasks. Although the Commanding General may direct units on any given Payday Activity accomplish a specific task, unit commanders should accomplish these five tasks:

(1) Inspections and checking of uniforms, identification cards, and ID tags.

(2) Barracks room and common area inspections that include the grass, parking areas, unit designated areas, signs, et al.

(3) Conduct POV/ motorcycle inspections confirming civilian driver's license, vehicle registration, safety inspection stickers, and insurance.

(4) Monthly counseling.

(5) Safety briefings.

5. This memorandum supersedes 25th Infantry Division Policy Letter #3, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

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6. Point of Contact for this policy is the 25th Infantry Division G3-Training at (808) 655-5351.



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Major General, USA  
Commanding

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