DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
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FORT HOOD, TEXAS 76544-5000

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AFZF-CG

COMMANDING GENERAL'S POLICY LETTER # 13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family First Policy

1. APPLICABILITY. This policy applies to all Soldiers and all major subordinate commands, units, and tenant activities on the Fort Hood Military Reservation.

2. STATEMENT OF MILITARY PURPOSE AND NECESSITY. Soldier off-duty time is necessary to maintain a ready and resilient force, and must be protected to the maximum extent possible given mission requirements. In general, we must:

a. Be predictable and execute training schedules as published.

b. Train to standard, not to time, and release Soldiers early whenever possible, once training objectives have been met.

3. POLICY.

a. Phantom Time. Units may observe Phantom Time on Thursday or Friday each week, at the discretion of the first general officer in the chain of command. On these days, the duty day may end as early as 1500. Installation services, however, will continue after 1500 so that Soldiers may access them.

b. Weekend and Training Holiday Duty. Units will allow Soldiers and Families to maximize their weekend time as well as training holidays. Mission requirements may require Soldiers to perform official duties during these periods. No additional approval or exception to policy is required to work on weekends or holidays for units officially tasked in a published III Corps or Fort Hood operations order; executing a valid guard detail or requirement; or conducting training that was approved at previous Mission Training Briefs.

4. GUIDANCE ON EXCEPTIONS.

a. Philosophy. Whenever possible, I expect Commanders to honor Phantom Time and other off-duty time designated in training calendars. Nothing in this policy, however, prevents individual Soldiers or units from being required to work beyond the

planned duty day in order to accomplish critical missions or tasks. For example, Commanders should typically require Soldiers to complete maintenance on priority vehicles and weapon systems prior to release if parts are on hand.

b. Authorities and Requirements. Commanders at any level may approve exceptions for individuals to accomplish the mission; no special authority is required for unplanned activities beyond duty hours. However, any exceptions that cause a unit to work beyond the planned duty day will be briefed at the next Mission Training Brief.

c. Compensatory Time. Commanders will grant appropriate time off for Soldiers and units for time spent on duty during weekends, on training holidays or after duty hours. Compensatory time should be applied as soon as possible within mission requirements.

5. EXPIRATION. This policy memorandum supersedes The Family First Corps memorandum dated 26 September 2012, and will remain in effect until superseded or rescinded.

SEAN B. MacFARLAND
LTG, U.S. Army
Commanding

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