



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY RECRUITING BATTALION ALBANY  
21 AVIATION ROAD  
ALBANY, NEW YORK 12205-1131

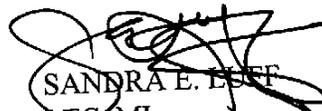
RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #2 – Albany Battalion Time-off Policy

1. Reference: 1<sup>st</sup> Brigade Policy Memorandum #5-2 – Brigade Time Off Policy
2. Time off is the most tangible way we have as a command to ensure our soldiers enjoy an adequate and meaningful quality of life for themselves and their families. This is especially true in our fast-paced, high-stress working environment.
3. In addition to the minimum requirement as stated in Brigade Policy Letter 5-2, each company commander will ensure an additional day off every RSM for every soldier. This time off will be scheduled in the soldier's Daily Planning Guide, coordinated with the Station Commander, and will be taken with no exceptions. Once scheduled, this day off will not be changed without written approval of the battalion commander.
4. Additionally, each station that achieves mission box for an RSM will receive a note signed by me authorizing each member of the station a full day off. This day will be scheduled with the station commander and will be taken within sixty days of the date of the note.
5. There will be no "working" days off. Personnel who have time off will not report to the recruiting station, or their company HQ.
6. I stress predictability for our soldiers. Leaders at all echelons need to track the work schedules of our soldiers. If you need to go to a ballgame in the middle of the day, schedule it and work it out with your supervisor. You will make the time up. Time off can and will be scheduled and managed to ensure a good balance and quality of life.

  
SANDRA E. ESFF  
LTC, MI  
Commanding