



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
OFFICE OF THE COMMANDING GENERAL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

ATZR-C

1 October 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Commander's Guidance for Payday Activities, CG Policy Memo 12-28

1. References.

- a. FM 3-21.5, July 2003, Drill and Ceremonies.
- b. AR 600-9, 27 November 2006, The Army Weight Control Program.
- c. DA Pam 600-8, 14 January 2006, Management and Administrative Procedures.
- d. AR 670-1, 03 February 2005, Wear and Appearance of Army Uniforms and Insignia.
- e. AR 600-20, 18 March 2008, (RAR 005) 20 September 2012, Army Command Policy, Chapter 5, Family Care Plans.
- f. DA Pam 600-3, 01 February 2010, Commissioned Officer Professional Development and Career Management.
- g. DA Pam 600-25, 28 July 2008, U.S. Army Noncommissioned Officer Professional Development Guide.

2. General. Payday Activities are a structured training event during which the commander ensures personnel accountability, conducts inspections, provides command information, performs counseling, and recognizes deserving Soldiers. It provides the commander a monthly opportunity to personally check the welfare of each Soldier in the unit. Likewise, it provides each Soldier the opportunity to surface problems and gives the maximum number of Soldiers time off to attend to personal business. The following policies are in effect:

- a. All Fort Sill units will execute Payday Activities on the first Friday after payday of every month. On months that have a scheduled holiday on the Friday following payday, Payday Activities will occur the day prior to the scheduled holiday. The uniform for Payday Activities is the Class A uniform or ASU, unless specified otherwise. Unit exceptions to this policy, above the company level, must be submitted through the DCS G-3/5/7 and approved by the Chief of Staff. In the event Payday conflicts with a

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significant unit training event, commanders will schedule an alternate date for Payday Activities.

b. Commanders will ensure that Physical Fitness Training is conducted on Payday Activities.

c. Commanders will ensure that scheduled Payday Activities are completed at commander's discretion. Soldiers not performing essential duties may be released upon completion of the Payday Activities.

d. The pass granted on payday is intended to give Soldiers time to take care of financial/personal responsibilities. The pass is a privilege which should be withheld from Soldiers whose personal appearance or personal equipment readiness does not meet the standard.

e. Payday activities will not reduce manning levels to the extent that would adversely affect units/agencies ability to perform their assigned mission or to clear personnel from the installation.

f. Once a quarter the Commanding General will host the CG's Payday Activity Golf Scramble at the Fort Sill Golf Course. All Soldiers are encouraged to participate.

3. Responsibilities. DCS G-3/5/7 will schedule Payday Activities IAW this policy and publish as part of the annual holiday schedule and/or annual training guidance.

4. Procedures. Brigade and separate commanders/directors will establish a program of Payday Activities that accomplishes the following:

a. Unit Motivational Run.

b. Battalion (or equivalent) Muster Formation. 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 individuals, Soldiers and civilians, promote Soldiers, conduct safety briefings, and discuss future training.

c. Tasks. Although the Commanding General may direct a specific task to be accomplished by all units on any given Payday Activity, the following are tasks appropriate for Payday Activities for commanders to consider:

(1) Present awards.

(2) Check Identification Cards/Identification Tags.

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- (3) Monitor unit weight control programs.
 - (4) Conduct POV inspections and confirm civilian Driver's License, vehicle registration, insurance.
 - (5) Administer required immunizations. Conduct MEDPROs review; coordinate for/participate in Medical or Admin SRPs.
 - (6) Check Family Care Plans and Personnel Readiness Folders (PRFs).
 - (7) Perform monthly counseling.
 - (8) Update clothing records.
 - (9) Review LES and address pay issues.
 - (10) Conduct Command Climate Surveys.
 - (11) Conduct Sensing Sessions.
 - (12) Conduct In-Ranks Inspections.
 - (13) Inventory TA-50 for accountability/serviceability.
 - (14) Review status of individual Government Travel Card accounts.
 - (15) Conduct Professional Development, OPDs, NCOPDs, LPDs.
5. This policy becomes effective immediately and is in effect until rescinded.
6. Point of contact for this Policy is the FCoE Chief of Staff at 442-3005.


JAMES M. MCDONALD
Major General, USA
Commanding

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