



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 442D SIGNAL BATTALION  
FORT GORDON GEORGIA 30905

## COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #21 – Student Appointments During Mandatory Training Events

1. PURPOSE. This memorandum establishes guidelines and procedures for student appointments during mandatory training events. This policy letter will be on hand in the Companies. This policy will be briefed during class in-processing.
2. APPLICABILITY. This policy applies to all students assigned or attached to the 442d Signal Battalion.
3. The following are mandatory training events:
  - SCCC – Staff Ride, CAPSTONE Exercise (CAX, SIG Planning, SIG Management), EOCC,
  - BOLC – CAPSTONE Exercise-Planning, Management (FTX), EOCC
  - S6/DMG – CAPSTONE Project, EOCC
  - WOBC - CAPSTONE Exercise, EOCC
  - WOAC - CAPSTONE Exercise, EOCC
  - FA24 - CAPSTONE Exercise, EOCC
  - FA 53 - CAPSTONE Exercise, EOCC
  - 25D – SEC401, SEC501, SEC504, SEC573, SEC561, Phase Exercise, Capstone, EOCC
  - 25E – Module Exams, CAPSTONE Exercise, EOCC
4. Students will not schedule any appointments that require them to miss the mandatory training or place the student on a profile limiting the training. These appointments include but are not limited to house hold goods (HHG) packing and pickup dates, elective surgeries and teeth extractions. Appointments must be schedule prior to or after the mandatory events. Appointments leading to a profile that will be in effect during the mandatory training need permission from the OES Chief or Deputy. Emergency leave will be approved through the Battalion Commander IAW current policy.
5. Small Group Leaders, TAC Officers, ACEs, and Company Commanders is responsible for ensuring Soldiers are present for duty during mandatory training events.
6. Students are reminded that all absences must be approved through their academic chain of command prior to scheduling / coordinating appointments.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #21 – Student Appointments During Mandatory Training Events

7. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #21, dated 9 January 2014.

*Ready Rapid Reliable*

**//ORIGINAL SIGNED//**

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

D