

ILLINOIS ARMY NATIONAL GUARD
COMPANY B (MAINT) 634TH FORWARD SUPPORT BATTALION
109 EAST PARK STREET
CHAMPAIGN, ILLINOIS 61820-3720

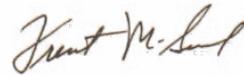
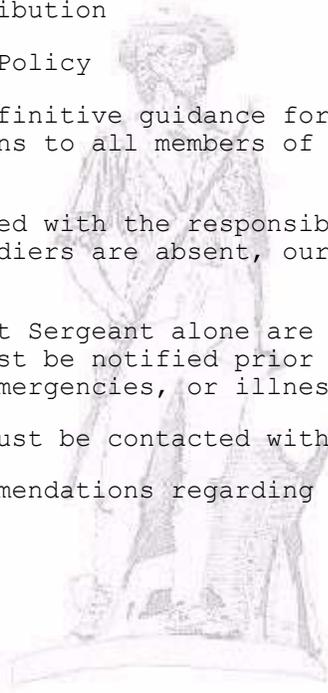
B-634FSB-66

1 November 2001

MEMORANDUM FOR: See Distribution

SUBJECT: Excused Absence Policy

1. Purpose: To provide definitive guidance for authorized absence from UTAs or MUTAs. This policy pertains to all members of Company B, 634th Forward Support Battalion.
2. Every soldier is charged with the responsibility of ensuring that the mission is accomplished. When soldiers are absent, our ability to accomplish the mission is deteriorated.
3. The Commander and First Sergeant alone are the authorities for approving absence from drill and must be notified prior to drill if a soldier is unable to attend due to problems, emergencies, or illnesses.
4. Full-time unit staff must be contacted with alternate plans for drill make-up.
5. Any questions or recommendations regarding this policy should be directed to the undersigned.



TRENT M. SEED
CPT, QM, ILARNG
Commanding

DISTRIBUTION:
Each Individual