

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

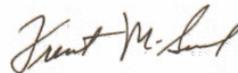
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1 November 2001

MEMORANDUM FOR: See Distribution

SUBJECT: Processing Absence Without Proper Authorization Letters

1. Reference: AR 135-3.
2. Purpose: To establish procedures for processing AWOL letters.
3. General: Unless an absence is authorized, a member who fails to attend a scheduled single Unit Training Assembly (UTA) or Multiple Unit Training Assembly (MUTA) will be charged with an unexcused absence. When an unexcused absence(s) involves a MUTA or any portion thereof, the charge will be one unexcused absence for each four-hour period, not to exceed four unexcused absences. If absent from a MUTA 5 or MUTA 6, the maximum number of unexcused absences charged is four. Unexcused absences will remain charged to the member upon reassignment or reenlistment in another reserve component.
4. Requirements:
 - a. I am responsible for forwarding the unexcused absence letter, either in person or by certified mail, restricted delivery return receipt requested no later than four working days following the unexcused absence.
 - b. If the letter is delivered in person, written signature of acceptance by the individual must be obtained. If the member refuses to sign the receipt or the letter is non-deliverable, a statement must be entered on the letter and witnessed by a third party.
 - c. Letters are filed in the soldier's record for disciplinary action and counseling.
 - d. Based on circumstances, each soldier will be counseled regarding possible reduction and other disciplinary action.
 - e. Any questions or recommendations regarding this policy should be directed to the undersigned.



TRENT M. SEED
CPT, QM, ILARNG
Commanding

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