

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: Unexcused Absences Policy for Non-Commissioned Officers

1. Reference:

- a. Chapter 6, NGR 600-20
- b. Chapter 6, MNIL 600-20

2. Purpose: To standardize procedures for disciplining Non-Commissioned Officers (Grades E-5 and above) for unexcused absences, including recommendation for reduction in grade.

3. General: The NCO's are key individuals in the unit. Leaders must be responsible for their soldiers. Soldiers rely on their leaders for good training, proper equipment, protection, and for general health and welfare. Non-commissioned officers will attend all periods of IDT, Annual Training, and special training events unless excused by the First Sergeant or myself. An individual must make arrangements for an excused absence in advance of any training event.

4. Any Non-Commissioned Officer that is AWOL from scheduled training will be barred from favorable action for a period of one year. A second AWOL will result in a recommendation to reduce one grade for inefficiency due to a record of unexcused absences. Continued absences without authority may result in removal from the Illinois Army National Guard.

5. Any questions or recommendations regarding this policy should be directed to the undersigned.



TRENT M. SEED  
CPT, QM, ILARNG  
Commanding

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Each Individual