

338th ARMY BAND - REQUEST FOR ABSENCE FROM BATTLE ASSEMBLY

(SOLDIER)		(DD MMM YYYY)	A.M	P.M.
I REQUEST AUTHORIZED ABSENCE FROM THE FOLLOWING SCHEDULED BATTLE ASSEMBLY DATES: <i>Please submit a separate form for each month you will be absent.</i>	DAY 1			
	DAY 2			
	DAY 3			

THE REASON FOR MY ABSENCE IS *(ATTACH STATEMENT FROM DOCTOR, WORK, ETC. AS APPROPRIATE):*

I AM AVAILABLE FOR RESCHEDULED TRAINING (RST) ON:

I UNDERSTAND THAT FAILING TO ATTEND RST WITHOUT COMMANDER'S AUTHORIZATION WILL RESULT IN AN UNEXCUSED ABSENCE.

I AM AVAILABLE FOR RESCHEDULED TRAINING (RST) ON: I UNDERSTAND THAT FAILING TO ATTEND RST WITHOUT COMMANDER'S AUTHORIZATION WILL RESULT IN AN UNEXCUSED ABSENCE.	DAY 1			
	DAY 2			
	DAY 3			
	DAY 4			

DATE: _____ SOLDIERS PRINTED NAME: _____ SOLDIER SIGNATURE: _____

(SQUAD LEADER)

(SQUAD LEADER)			
	AUTHORIZED ABSENCE	RESCHEDULED TRAINING	UNEXCUSED ABSENCE
DATE	COMMENTS / RST WORK PLAN must include date (DD MMM YYYY) and work/training to be performed		
1			
2			
3			

DATE: _____ SQUAD LEADER PRINTED NAME: _____ SQUAD LEADER SIGNATURE: _____

(PLATOON SERGEANT)

APPROVED	DENIED	
Platoon Sergeant Comments:		
DATE:	PLATOON SERGEANT PRINTED NAME:	PLATOON SERGEANT SIGNATURE:

(1SG / NCOIC)

APPROVED	DENIED	
1SG / NCOIC Comments:		
DATE:	1SG / NCOIC PRINTED NAME:	1SG / NCOIC SIGNATURE:

UNIT COMMANDER)

APPROVED	DENIED
Comments:	
DATE:	UNIT COMMANDERS SIGNATURE: