



DEPARTMENT OF THE ARMY

106th FINANCIAL MANAGEMENT COMPANY
UNIT 20193
APO AE 09139

REPLY TO
ATTENTION OF

AETS-SBF-CO

29 August 2011

MEMORANDUM FOR 106th Financial Management Company

SUBJECT: Anniversary Policy (Company Policy Memorandum #12)

1. The family is a key part of the success and stability of any Soldier. The 106th Financial Management Company leadership recognizes that anniversaries are special events and all assigned personnel will be permitted a half day off in support of the celebration with their spouse.

a. Soldiers may request either the morning (0630 – 1300) or afternoon (1300 – 1700) through their chain of command (first line supervisor, squad leader, detachment sergeant) to the detachment commander for approval. The request must be submitted at least 7 days prior to the requested time off. Late requests will be evaluated on a case by case basis.

b. If a Soldier's anniversary falls on a weekend or Training holiday, the Soldier may not take an alternate morning or afternoon off.

2. For those Soldiers that are not married, they will be permitted a half day off in recognition of the anniversary of their enlistment and commitment to their country.

a. Soldiers may request either the morning (0630 – 1300) or afternoon (1300 – 1700) through their chain of command (first line supervisor, squad leader, detachment sergeant) to the detachment commander for approval. The request must be submitted at least 7 days prior to the requested time off. Late requests will be evaluated on a case by case basis.

b. If a Soldier's enlistment anniversary falls on a weekend or Training holiday, the Soldier may not take an alternate morning or afternoon off.

3. The point of contact for this memorandum is the undersigned at 469-8017.

DIAMONDBACKS!

GAVIN O. LUHER
MAJ, FC
Commanding