



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
106th FINANCIAL MANAGEMENT COMPANY
UNIT 20193
APO AE 09139

AETS-SBF-CO

29 August 2011

MEMORANDUM FOR 106th Financial Management Company

SUBJECT: Civilian Schooling Pass Award Policy (Company Policy Memorandum #5)

1. The purpose of this memorandum is to outline the company pass award policy for outstanding academic performance in civilian schooling.
2. Effective 1 September 2011, all members of the 106th Financial Management Company who earn a final course academic grade of an 'A' (4.0 on the GPA scale) in an academic course worth 3.0 credits or greater from any civilian college or university will receive a 3-day pass.
3. Soldiers earning an 'A' will submit a copy of their transcript through their chain of command (first line supervisor, squad leader, detachment sergeant) to the detachment commander for approval.
4. Awards must be requested no later than 90 days after the receipt of semester/quarter end grades. Passes/authorizations not used within 90 days after the grade is earned will be forfeited at that time.
5. The point of contact for this memorandum is the undersigned at 469-8017.

DIAMONDBACKS!!

A handwritten signature in black ink, appearing to read "Gavin O. Luher".

GAVIN O. LUHER
MAJ, FC
Commanding