



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: Birthday Policy (Company Policy Memorandum #6)

1. Birthdays are special events and individuals assigned to the 106th Financial Management Company will be permitted to have the day of their birthday off.

a. Soldiers requesting the day off will submit a DA Form 31 through their chain of command (first line supervisor, squad leader, detachment sergeant) to the detachment commander for approval. As with all passes, the request must be submitted at least 7 days prior to the requested day off. Late submissions will be evaluated on a case by case basis.

b. If an individual has a birthday on a weekend or Training holiday, the Soldier may take his or her day off the following week.

2. 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