

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 <i>(ATTACH STATEMENT FROM DOCTOR, WORK, ETC. AS APPROPRIATE):</i>				
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)				
	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:			