

338 th 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:			