



DEPARTMENT OF THE ARMY
CHARLIE, 301ST MILITARY INTELLIGENCE
BATTALION 6201 EAST OAK STREET
PHOENIX, ARIZONA 85008

AFRC-MIR-AZC

25 JULY 2020

MEMORANDUM FOR RECORD

SUBJECT: Commander's Policy Reschedule Training (RST) SOP

1. REFERENCES:

- a. AR 140-1 Mission, Organization, and Training, paragraph 3-12
- b. AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting Records

2. All RST request will be submitted, in paper, no later than 30 days prior to the scheduled Battle Assembly (BA).

3. All RST request will be submitted through the Soldier's First Line Leader to First Sergeant and Company Commander.

4. The Commander is the final approval authority for all RST requests, with the exception of mandatory BA, for which the Battalion Commander will have the authority.

5. The Soldier must submit a signed and approved DA Form 1380 to the Unit Pay Administrator within 72 hours of completing makeup duty IAW USAR PAM 37-1.

6. The Soldier must produce evidence of assigned task or work activity upon request for all RST approved.

7. If a Soldier fails to complete assigned task on their submitted RST request form, the Commander may give the Soldier a "U" for Unsatisfactory Participation IAW AR 135-178 enlisted separations or AR 135-175 officer separations.

8. Emergent or circumstances beyond the Soldier's control will be considered on a case-by-case basis by the Commander.

9. Point of Contact for this memorandum is CPT Colter J. Lane at 719-317-3088 or colter.j.lane.mil@mail.mil

COLTER J. LANE
CPT, MI
Commanding