



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**301<sup>ST</sup> MILITARY INTELLIGENCE BATTALION, COMPANY C**  
**6201 EAST OAK STREET**  
**PHOENIX, ARIZONA 85008-3494**

AFRC-MIR-AZC

18 January 2023

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

3. All RST requests 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 SFC Robert Kolling, at (708) 363-8685 or robert.e.kolling.mil@army.mil

WILLIAM J. RECTOR  
CPT, MI  
Commanding