



DEPARTMENT OF THE ARMY  
D COMPANY, 369<sup>th</sup> SIGNAL BATTALION  
FORT GORDON, GEORGIA 30905-5401

REPLY TO  
ATTENTION OF:

To Whom It May Concern:

1 November, 2011

This memorandum is an agreement between D/369<sup>TH</sup> SIG BN Company Commander, CPT Sean Futch, and all individuals using Personally Owned Vehicular (POV) Travel as a means to depart and/or return during Holiday Block Leave.

The following criteria must be met in order to pickup and return a soldier for Holiday leave from D Co. 369<sup>th</sup> SIG BN.

- The individual picking up the Soldier must be Parents/Guardian or Spouse of the Soldier.
- The vehicle must have **valid insurance, registration and the driver must possess a valid driver's license.**
- This letter must be mailed/faxed back by Nov 28, 2011 to: Operations NCO/SSG Cherry D Co. 369<sup>TH</sup> SIG BN; Fort Gordon, GA 30905 0800 **on 18 DEC 11. Fax# 706-791-3819**

Please provide the following information in the area below, signed by the mother, father, spouse, or legal guardian driving the vehicle. Please return this letter ASAP:

- Soldier's name \_\_\_\_\_
- Driver: (print full name) \_\_\_\_\_
- Leave Address \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_
- Relationship to soldier: Father/Mother/Legal Guardian/Spouse
- Signature: \_\_\_\_\_ date: \_\_\_\_\_
- Phone Number (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Please fill out and return by the date indicated above to prevent any delays in the processing the Soldier's leave request. The Soldier's leave form will not be approved if this letter is not returned. The only way the Soldier will be permitted to take leave is if alternate travel arrangements are made.

Soldiers will be available for pickup on the 18<sup>th</sup> of December at 8:00 a.m. at Darling Hall, Building 33720, and must be returned to the same location by 4 January 11:59 p.m.

If you have any questions, you may contact me via commercial (706) 791-8479 (DSN is 780).

Sincerely,

SEAN M. FUTCH  
SC, CPT  
Commanding