



DEPARTMENT OF THE ARMY
CHARLIE COMPANY, 369TH SIGNAL BATTALION,
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF

ATZH-TBA-C

23 October 2012

MEMORANDUM FOR Charlie Company Soldiers and immediate family members

SUBJECT: Guidance for Soldiers traveling home via Personally Owned Vehicles (POV) during Holiday Block Leave (HBL)

1. This memorandum is to be used as an agreement between the Charlie Company Commander and all Soldiers with immediate family members using Personally Owned Vehicles as a mode of transportation for Soldier pickup and return during HBL at Fort Gordon.

2. The following criteria must be met in order to pickup and return a Soldier for HBL from Charlie Company 369th Signal Battalion.

- The individual driving the POV is to be an adult over the age of 18 yrs old.
- The individual picking up the Soldier must be immediate family (e.g. mother, father, guardian, spouse brother or sister over 18 yrs of age; NOT a fiancée, cousin, etc.).
- The vehicle must have valid insurance, registration and the driver must possess a valid, non-expired driver's license.
- Be prepared to provide proof of insurance, registration and a valid driver's license at Soldier pick up.

3. Please provide the following information in the area below, signed by the person driving the vehicle and return this letter to me no later than **4 DEC 2012**:

- Soldier's name _____
- Driver's name: _____
- Relationship to Soldier: Father/Mother/Legal Guardian/Spouse/Brother/Sister (Circle appropriate one)
- Leave Address _____
City _____, State _____ Zip Code _____
Signature: _____ date: _____
- Driver's Phone Number (____)____-____ Cell () Home ()

4. Please fill out and return no later than **4 DEC 2012** in order to prevent any delays in the processing of your Soldier's leave request. The Soldier's leave form will not be approved if this letter is not returned by 4 DEC 2012.

5. Soldiers will be available for POV pickup on Thursday, 20 DEC 12 at 7:00 a.m. inside Darling Hall. Soldiers must return no later than Thursday, 3 JAN 13 11:59 p.m.

6. If you have any questions, you may contact me at (706) 791-6346. Thank you in advance for your support.

BAYSE JOHN A.FRED CHRISTIAN 1048006234

JOHN A.C. BAYSE
CPT, SC
Commanding