



**DEPARTMENT OF THE ARMY
DELTA COMPANY, 369TH SIGNAL BATTALION
15TH REGIMENT SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729**

REPLY TO
ATTENTION OF:

To Whom It May Concern:

24 October 2012

This memorandum is an agreement between D/369TH 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. 369th 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 Dec 15, 2012 to: Operations NCO/SSG Gerber or SSG Gordon D Co. 369TH SIG BN; Fort Gordon, GA 30905 0800. **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 20th of December at 7:00 a.m. at Darling Hall, Building 33720, and must be returned to the same location by 3 January 11:59 p.m.

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

Sincerely,

Printed by 1185698196
FUTCH, SEAN MILLARD, 1185698196

SEAN M. FUTCH
CPT, SC
Commanding