MEMORANDUM FOR Record

SUBJECT: Cowboy Battalion Leave Sign-Out Procedures: DA Civilian/Contractor


2. Civilian Leave Sign-Out Procedures

   a. Individual requesting leave generates a Request for Leave or Approved Absence (OPM Form 71).

   b. OPM FORM 71 is signed and forwarded to Executive Officer (XO). It will be reviewed for administrative content. If error-free the OPM-71 will be forwarded to the appropriate supervisor for signature.

   c. After final approval will be sent back to the individual requesting leave.

   d. XO will forward a copy to the HRA.

   f. The individual taking leave will sign out on leave with the XO. This can be done telephonically.

   g. The individual taking leave will sign in with the XO. This can be done telephonically.

   h. XO is responsible for Blocks 8b, 8c, and 8d on the OPM FORM 71.

   j. A copy of the OPM FORM 71 will be maintained by the HRA for record.
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k. All email traffic pertaining to leave internally and with 5th BDE will have the XO on the cc line.

l. In the event of Emergency Leave or when the primary POC is unavailable the alternate POC will be the SMI.

4. POINTS OF CONTACT: XO Primary: MAJ Lawson at 405-744-8668
   michael.lawson10@okstate.edu or SMI Alternate: MSG Fleck at 405-7441946, 931-472-8620
   william.fleck@okstate.edu

   [Signature]

   LTG C. BUCHER
   LTC, AD
   Professor of Military Science