DEPARTMENT OF THE ARMY
HEADQUARTERS, TRAINING SUPPORT BATTALION
3360 EARLY STREET
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF

ATSG-SB

12 July 2010

MEMORANDUM FOR All Training Support Battalion (TSB) Personnel

SUBJECT: Policy Memorandum #1 – Training Support Battalion Policy Memoranda

1. Policy memoranda formalize important basic operating principles and provide members of the Battalion with a common understanding of our operations – thus standardizing behavior and simplifying our work. They should not duplicate existing guidance found in regulations or other publications, unless required to amplify the importance of the particular policy.

2. Approved published policies apply to all permanent party and student personnel assigned/attached to the Battalion, and are punitive in nature. Violators are subject to prosecution under Article 92 of the Uniform Code of Military Justice and/or adverse administrative action. Civilian personnel violating a policy are subject to disciplinary action as appropriate. Published policies should be posted on unit/activity bulletin boards or electronic mediums. Further, commanders must ensure newly assigned personnel understand these policies, preferably through training at their new arrival orientation program.

3. Policies may be revised, rescinded or established over time. Recommendations for new memoranda or revisions to existing policies will be submitted for my review and approval.

4. ***One Team, One Mission!***

SULA L. IRISH
LTC, AG
Commanding