

USAG FSH POLICY STATEMENT NUMBER 9

**SUBJECT:** External Audit Agencies

**PROPONENT:** Internal Review

All elements and subordinate units at HQ USAG FSH will ensure that the Internal Review is advised of all visits by external audit agencies (AAA, GAO, DODIG, etc.). When external audit agencies are auditing elements of HQ USAG FSH, they will be accompanied by a member of the element being audited. This individual will be prepared to verify findings of the external audit agency and to question any suspect finding based on the auditor's initial data. Any potentially adverse finding will immediately be brought to the attention of the Garrison Command Group and the Chief, Internal Review.

**APPROVED BY:** Garrison Commander

**DISTRIBUTION:** Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 10

SUBJECT: Training Holidays

PROPONENT: Readiness and Logistics Business Center (RLBC)

1. Requests for training holidays (in addition to published training holidays) will be transmitted by memorandum to Active Component/Reserve Component (AC/RC) Training Division, RLBC, USAG FSH. Requests will include proposed date and full justification.
2. To establish and/or clarify procedures and justification for requesting unit training holidays, the following guidance applies to all units/detachments assigned to this headquarters. Some justifications on which a request for training holiday may be based include:
  - a. Long and arduous deployment from home station
  - b. Duty in an isolated location where normal pass is inappropriate.
  - c. Periods of continuous duty of excessive duration.
  - d. Duty on a national holiday as a unit.
  - e. As a reward for exemplary performance as a unit
3. Training holidays will be granted when circumstances warrant - not for the sake of having a day off.
4. Request for training holidays will be submitted in duplicate no later than (NLT) 3 weeks prior to requested date.
5. The Commander, USAG FSH, will make the final decision on approval of requests for training holidays.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 12

SUBJECT: Conduct of Yard/Garage Sales

PROPONENT: Community Activities Business Center

Community Garage sales of personal property will be authorized on Fort Sam Houston on a quarterly basis by the MWR Marketing Department, Recreation and Fitness Division, CABC and will be held at designated authorized areas. Point of contact to register for this event is Marketing Department at 221-2523/2307. No personal garage sales are authorized in housing areas. Signs publicizing the garage sales may not be posted at residences in the housing areas.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 13

SUBJECT: Formal Military School Training

PROPONENT: Readiness and Logistics Business Center (RLBC)

1. In accordance with FSH Regulation 350-41, Active Component Training, all requests for formal military and civilian schools, civilian institutions, and schools for other services for professional military education will be submitted through appropriate channels to Active Components/Reserve Components (AC/RC) Training Division, RLBC, no later than 60 days prior to the class start date.
2. Requests for quota will be submitted on a completed DA Form 4187, Request for Personnel Action, accompanied by a current Enlisted Records Brief (ERB) for enlisted personnel or a current Officer Records Brief (ORB) for officers.
3. Commanders will ensure service member meets the pre-requisite standards outlined in DA Pamphlet 351-4, U.S. Army Formal Schools Catalog and Army Regulation 611-1, Military Occupational Classification Structure Development and Implementation. In addition, commanders will ensure the service member is in satisfactory physical condition and meets the standards set in Army Regulation 600-9, the Army Weight Control Program.
4. Once a school quota has been allocated, attendance is mandatory. In the event of an emergency, when attendance is not possible, telephone notification will be made to the AC/RC Training Division (210-221-2594 or 221-2471) within 7 days prior to class start date or as soon as possible, followed with a written memorandum verifying cancellation of school quota. For the Primary Leadership Development Course (PLDC), failure to notify this office in sufficient time to cancel the class quota will result in the individual's record being flagged in Army Training Requirements and Resources System (ATRRS) which prevents reapplication for a period of 180 days. The AC/RC Training Division is the only source of authority that can substitute and/or cancel any applications.

USAG FSH POLICY STATEMENT NUMBER 13 CONT

SUBJECT: Formal Military School Training

5. The Chief, AC/RC Training Division, RLBC, is the requesting official for all DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, and the Director, RLBC, is the approving official.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH