DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
10,000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

29 June 2010

MEMORANDUM FOR All Assigned and Attached Soldiers and Civilians

SUBJECT: Policy Memorandum #9 – Clearing Billeting

1. All Soldiers and civilians assigned or attached to this company will be required to present proof of payment of their final billeting charges prior to clearing the company.

2. Soldiers and civilians must present a paid receipt on the day of graduation. No one will be allowed to depart without demonstrating final settlement of charges with the respective billeting facility. When payment of the final bill will result in financial hardship, proof of payment arrangements may be presented in lieu of payment receipt.

3. Soldiers and civilians will continue to settle their bills every 30 days as a part of filing their vouchers for accrued per diem, as is the current procedure while enrolled in a course.

4. You must comply with all lodging policy and procedures while residing on the installation. Checkout procedures are clearly briefed to each individual when checking in. All Soldiers residing in lodging must checkout by 1000, unless a different time is coordinated with lodging personnel prior to the checkout day.

5. Failure to comply with this policy will subject the individual to additional money owed for lodging, as well as possible administrative action or action under articles of the Uniform Code of Military Justice.

6. *We support the world!*

NICOLE L. JEPSEN
CPT, AG
Commanding