

Memorandum

1000-1 (OC A Coy)

23 Oct 03

A Coy

A COY ATTENDANCE AND TRAINING POLICY

1. The following memo will outline the policy on attendance and training and how to notify your next level of command if you are going to be absent.
2. **ATTENDANCE** - All members are to attend at least 80% of training activities during the training year. The following are the Coy trg weekends for the up coming year:
  - a. 21 Sept. 03 – Professional Development (Section 2IC's and up)
  - b. 3 – 5 Oct. 03 – Gagetown Ranges (PWT, M72, Gren., Bush Lanes & Pairs)
  - c. 17 – 19 Oct. 03 – Patrolling weekend.
  - d. 14 – 16 Nov. 03 – Patrolling weekend.
  - e. 28 – 30 Nov. 03 – Gagetown Field Firing (Def. Live Fire)
  - f. 13 Dec. 03 – Bn Cleanup and Men's X-Mas Dinner.
  - g. 16 – 18 Jan. 04 – Winter Indoctrination Weekend.
  - h. 30 Jan. – 1 Feb 04 – South Bound Trooper 4 Prep or Winter Warfare Weekend #2.
  - i. 13 – 28 Feb 04 – South Bound Trooper 4.
  - j. 26 – 28 Mar. 04 – Field Ex. TBC.
  - k. 17 – 18 Apr. 04 – Bn IBTS.
  - l. Apr. 04 – 36 Bde Ex.
  - m. 15 – 16 Apr. 04 – Bn IBTS.
  - n. May 04 – Weekend TBC – Bn Change of Command Parade
  - o. 19 Jun. 04 – Bn Sports Day / Ball.
3. Any changes to the above will be handed down through the chain of command.
4. **TRAINING** – All members of A Coy, in order to be considered current in their training, must complete all of the following minimum training activities in the training year 03 – 04. **ONLY MEMBERS CONSIDERED CURRENT IN THEIR TRAINING WILL RECEIVE FULL – TIME EMPLOYMENT, COURSES OR CALLOUTS.**
  - a. Complete IBTS in at least the current or previous training year.
  - b. Attend at least one of the patrolling weekends stated above.
  - c. Attend at least one of the live fire weekends stated above.
  - d. Attend at least one of the Winter Warfare weekends as stated above.
5. It is the responsibility of each soldier to attend every parade. If you must request permission to amend your training schedule, the following procedure will be followed. Notify your immediate supervisor in writing the Thursday before. If an emergency arises, you must phone your Sect. Comd and request permission to be excused from training 24 hours in advance. The following Thursday you must submit a memo as to the reason for being absent.
6. Any member of the Coy who does not follow this process will have immediate corrective action taken, beginning with a verbal warning on the first offense. Upon a second offense, a formal warning will be given, and a third offense will result in Counselling and Probation (C&P). Any further problems will result in grounds for release.

<<OSB>> VP Grandy, Capt, OC A Coy

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Member Signature

Date

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Pl Comd.

Date