



DEPARTMENT OF THE ARMY  
208<sup>TH</sup> FINANCE BATTALION  
UNIT 30041  
APO AE 09166



AEUFC-FBS-AG

1 October 2000

MEMORANDUM FOR See Distribution

**SUBJECT: Command Policy Letter Index**

1. **PURPOSE:** This memorandum establishes uniform procedures for preparation and maintenance of the 208<sup>TH</sup> Finance Battalion (FB) Command Policy Program.
2. **APPLICABILITY:** These policies apply to all 208<sup>TH</sup> FB personnel. All detachment commanders will maintain a current command policy file that all soldiers must read within 30 days of arrival in the unit.
3. **POLICY:**
  - a. Policy letters will be submitted to the Battalion Commander for approval as needed. Policy letters are published to establish procedures not covered in existing regulations or when the command requires additional emphasis in special areas of interest.
  - b. These policies must be incorporated into operations at all levels, command and staff.
  - c. The S1 will maintain the master policy letter file, a policy file index, assign numbers to new policy letters, and ensure battalion distribution of policy letters as required.
  - d. All battalion command policies dated prior to 30 September 2000 have been rescinded by the undersigned. All policies from 30 September 2000 forward are in effect as dated, and will remain so until rescinded by the undersigned, or a future 208<sup>TH</sup> FB Commander.
4. The following are policy letters that apply to all 208<sup>TH</sup> Finance Battalion detachments and soldiers:

<u>POLICY LETTER</u>	<u>SUBJECT</u>
1	Command Philosophy
2	Open Door Policy
3	Equal Opportunity
4	Sexual Harassment
5	Command Safety
6	Soldier Sponsorship and Reception
7	Health and Welfare Inspection
8	Alcohol and Drug Policy
9	Leave Policy
10	Reenlistment Policy
11	Physical Training and APFT Incentives

SERVICE, PAY, SUPPORT!

STEPHEN J. RIVIERE  
LTC, FC  
Commanding

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