



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
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ATSG-CG

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MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #1 – Soldier Support Institute Policy Memoranda

1. Policy memoranda formalize important basic operation principles and provide members of the Institute with a common understanding of how we do things – 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 to the Institute, 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 Policies may be revised, rescinded or established over time.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. READINESS STARTS HERE!


EDGAR E. STANTON III
Brigadier General, USA
Commanding