



DEPARTMENT OF THE ARMY
PUBLIC HEALTH COMMAND REGION – NORTH
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MCHB-RN

28 August 2012

MEMORANDUM FOR All Regional and District Military Personnel, PHCR-North

SUBJECT: Commander's Policy Memorandum No. 11 - Leave and Pass Policy and Procedures

1. PURPOSE: To establish policy and procedures for authorized absence from duty for all assigned and attached PHCR-North regional and district military personnel.

2. REFERENCE:

- a. DOD Instruction 1327.6, Leave and Liberty Procedures, and 30 SEP 2011 update
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 12 MAR 1987
- c. AR 600-8-10, Leaves and Passes, 15 FEB 2006
- d. AR 600-20, Army Command Policy, 4 AUG 2011
- e. ALARACT 241/2006, Policy Change on Use of Leave in Conjunction with a Special Pass

3. GENERAL:

a. All Soldiers must notify and obtain prior permission from their immediate supervisors for all absence from or lateness to duty, training, or directed formations.

b. Leaders are directed to make every effort to ensure that no Soldier loses leave at the end of the fiscal year. It is important that all requests are submitted and processed in a timely manner. All military personnel are encouraged to manage their leave accrual and to take ordinary leave.

c. The final approval authority for TDY request and all Leaves/ Passes requests (DA Form 31, Request and Authority for Leave) will be the Regional Commander, Deputy Regional Deputy Commander, District Commander, or other authority designated in writing by one of the above. **Leadership will also review MEDPROS status, upcoming awards and evaluations that will need to be resolved prior to leave, pass or TDY; and report status to the Command. The above listed issues are grounds for leave disapproval or cancellation.**

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d. A regular pass is an authorized absence from post or place of duty for a relatively short period of time. **Passes are not a right to which one is specifically entitled, but a privilege to be awarded to deserving Soldiers.** A pass will not be granted in consecutively or back-to-back. Leave may be granted in conjunction with a pass, however, both the leave and the pass must begin and terminate on post, the permanent duty station (PDS), at the duty location, or where the soldier normally commutes to duty.

(1) Regular pass (during normal days off) period will not exceed 72 hours in length, except for public holiday weekends and public holiday periods specially extended by the President of the United States.

(2) The special 3-day pass period must include at least one normal duty day. The usual length of a 3-day pass is about 64 hours, but may be extended to a maximum of 72 hours. The 3-day pass normally begins at the morning of normal duty hours on a given day and ends with the end of normal duty hours on the third day; for example, Friday morning until Sunday evening. Planned travel over 250-miles must be expressed at the time of the pass submittal.

(3) The special 4-day pass period must include at least 2 consecutive non-duty days. The usual length of a 4-day pass is about 88 hours, but may be extended to a maximum of 96 hours. The 4-day pass normally begins at the morning of normal duty hours on a given day and ends with the end of normal duty hours on the fourth day; for example, Friday morning until Monday evening. Planned travel over 250-miles must be expressed at the time of the pass submittal.

(4) The mileage pass is for planned travel more than 250-miles from the Soldier's duty location. This pass is typically granted for travel during non-duty days, training holidays, and/or federal holidays.

e. Regular leave will normally be limited to 30 consecutive days. To avoid excessive negative leave balances, advanced leave will be limited to 10-days in excess of the accrued leave that is shown on the most recent Leave and Earnings Statement (LES).

4. RESPONSIBILITIES:

a. The PHCR-North Military and district S-1 Clerks will:

(1) Ensure that all leave requests, other absences, and pass authorizations are in accordance with established Army policy and procedures.

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(2) Administratively process leave requests with appropriate agencies, and assign a unique control number for each request.

b. Supervisors will:

(1) Verify their Soldiers' leave balances to ensure that no Soldier loses leave and to ensure the Soldier has enough accrued leave to cover the leave requested.

(2) Provide recommendations to the Commander on enlisted personnel for approval/ disapproval of all leaves/passes based upon mission, performance and merit. Ensure that only deserving Soldiers are recommended for passes.

(3) Ensure that DA Form 31, block 12, supervisor recommendation and signature, is completed before forwarding through the Military S-1 Clerk for a control number and commander approval.

(4) The immediate supervisor will ensure that every Soldier receives a safety briefing prior to departing on any leave/pass. At a minimum, this briefing will consist of: use of seatbelts, drinking and driving policy, defensive driving, and speeding. If

traveling by air, the immediate supervisor will ensure that the Soldier has a round-trip ticket.

c. Requesting Soldier will:

(1) Forward a completed leave/pass request (DA Form 31) to their supervisor for signature. Pass/leave request information will contain the dates, and address and phone number of final destination(s).

(2) If driving more than 250-miles one-way (500-miles round trip) on TDY, pass, or leave you complete the following tasks:

(a) Complete the TriPS risk assessment online, print the results, and attach the printout to your pass/leave request. Use the link <https://crc.army.mil/home>.

(b) If traveling in a personally owned vehicle (POV), the vehicle must be inspected by a unit member in a leadership position. You must attach a copy of the inspection sheet to your pass/leave request.

(c) If you are driving a government owned vehicle (GOV) on TDY you do not have to complete the vehicle inspection, but you still must do the ASMIS-2 risk assessment online and perform appropriate preventive maintenance checks and services (PMCS).

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(3) Soldiers who are unable to return from leave or pass on time or early return, will immediately notify their immediate supervisor and the Military S-1 Clerk before the pass/leave end/through dates.

(4) If a Soldier's status changes while on leave/pass (incarceration, hospitalization, and etc.), the Soldier will immediately notify their immediate supervisor. The immediate supervisor will complete a SIR (serious incident report) and forward through the chain of command to the PHCR-North Commander.

(5) Soldiers will maintain one copy of approved leave/pass form, with control number, in their possession during the leave or pass. They must also ensure that a copy of their leave/pass form is maintained on file at the unit. This is a Soldier's responsibility.

5. PROCEDURES. Soldiers will read and comply with the following procedures:

a. The requesting Soldier will complete DA Form 31, **a minimum of one week** prior to the start date in item 8a. The form will be typed and signed first by the Soldier (item 14).

b. If the requesting Soldier works over half of the normally scheduled duty hours on the day of departure, that day will be considered as a day of duty and not chargeable leave.

c. Submit the DA Form 31 to the requesting Soldier's Supervisor/Division Chief, who will then forward the form through the Military S-1 Clerk for acquisition of a control number and to the authorized authority, for final approval/disapproval. Supervisors will recommend approval or denial (item 15) of a leave/pass request. When denial is recommended, reasons will be provided in item 30 of DA Form 31. The authorized approval authority has the final word to approve or disapprove (item 16) the requested leaves and passes, but leave will not be disapproved without justification.

d. The Commander will return the recommended approval/disapproval leave/pass form to the Military S-1 Clerk for appropriate disposition and filing.

e. Once signatures are obtained, the Military S-1 Clerk will furnish the Soldier with a copy of the DA 31 before the Soldier's effective date of departure.

f. **Requesting Soldiers will not depart for leave or pass without a signed and processed copy of the DA Form 31 physically in-hand.**

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g. Any Soldier who will not return to their duty location for processing of the DA Form 31 due to a PCS or ETS will receive the original, except for a copy to be retained at the PAC after sign-out.

h. The requesting Soldier will automatically be signed out on the start date and signed in on the ending date shown on the DA Form 31. Soldiers with approved leaves are charged with the entire leave period automatically, unless they personally notify their chain-of-command or the Military S-1 Clerk of late departure or early return from leave. The Soldier's chain-of-command or the Military S-1 Clerk are the only authorized personnel to authenticate changes to the DA Form 31.

i. All incoming and out-going personnel (PCS, ETS) must physically sign in/out on the DA Form 647-1 (Personnel Register) during duty and off duty hours. All Soldiers (leave, pass, TDY) will call in their status to the Military S-1 Clerk for accountability. The Military S-1 Clerk has the primary responsibility for properly maintaining unit accountability on the DA 647 (Personnel Register) and individual DA 647-1.

6. EXTENSION OF LEAVES AND PASSES:

a. Requests for extension of leave may be submitted through the Soldier's First Sergeant, detachment Sergeant or Executive Officer; in person, by telephone, or other convenient means. Such requests will be submitted in advance of the expiration date (Through Date) of the leave/pass authorized, except in the case of emergencies. The Soldier is expected to return to duty at the proper time if the extension is not granted.

b. If an extension is granted, the Soldier will be notified of the type of leave, the period of extension, and the date of expiration by the approving authority. Periods of absence exceeding the authorized periods, when not approved for an extension, are considered Absent Without Leave (AWOL).

c. Extension of a 4 day pass will not be granted. The requesting Soldier will convert to some form of leave for time beyond the pass expiration, with rules applied as discussed previously. **Only under extreme circumstances will Soldiers be granted extended time under appropriate leave status after a pass expires.**

7. TERMINATION OF LEAVES/PASSES: At the end of a leave/pass period, Soldiers will be on-post, at their place-of-duty, or in the location from which they regularly commute to work. Soldiers whose pass status is terminated at the end of a normal workday will be in an available-for-duty status.

8. All Soldiers are required to notify the chain of command if their leave address changes at any time.

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9. Special and Regular Passes are limited to a maximum driving distance of eight hours.

10. Soldiers are not to travel outside of 250 miles of the leave/pass address given on the DA31.

11. All Soldiers are required to respond to telephonic alerts/communications within 12 hours.

12. Penalties: This policy is issued as a general policy by the Commander, in capacity as the unit's Uniform Code of Military Justice Authority. This policy is punitive. Penalties for violation of this policy include the full range of statutory and regulatory sanctions for military personnel according the Uniform Code of Military Justice (UCMJ) Article 92(1), violation of a lawful general regulation, and Army Regulation (AR) 690-700, Chapter 751; and the Code of Federal Regulation, Title5, Chapter1, Part 752 for civilian personnel.


MICHAEL R. BELL
Colonel, MC
Commanding

MILPER MESSAGE NUMBER : 04-333

AHRC-PDO-IP

LEAVE AND PASS PROCEDURES

Issued: [12/06/2004]

A. DEPARTMENT OF DEFENSE INSTRUCTIONS 1327.5, LEAVE AND LIBERTY.

B. AR 600-8-10, LEAVES AND PASSES, DATED 31 JULY 2003.

1. EXPIRATION: THIS MESSAGE WILL EXPIRE NLT 31 DECEMBER 2006.

2. THE PURPOSE OF THIS MESSAGE IS TO CLARIFY EXISTING POLICY AND PROCEDURES WHEN GRANTING LEAVE AND PASSES.

3. NON-DUTY PERIODS OF ABSENCE, OTHER THAN THE ESTABLISHED OR NORMAL DUTY HOURS ARE CONSIDERED AS A PASS PERIOD, **TO INCLUDE OFFICIAL HOLIDAYS**. WHEN LEAVE IS TAKEN IN CONJUNCTION WITH A 4-DAY SPECIAL PASS THE ENTIRE PERIOD IS CONSIDERED AND CHARGED AS LEAVE REGARDLESS OF THE DATE OF TERMINATION OF THE LEAVE (E. G. SOLDIER REQUESTS LEAVE FOR ONE-DAY, 24 NOVEMBER 2004 (WEDNESDAY BEFORE THANKSGIVING) AND BEGINS A 4-DAY SPECIAL PASS PERIOD FROM 25 NOVEMBER 2004 THROUGH 28 NOVEMBER 2004). IN THE ABOVE SITUATION, THE SOLDIER WOULD BE CHARGED FOR 5 DAYS OF LEAVE (24-28 NOVEMBER 2004).

4. REGULAR PASS. A REGULAR PASS WILL NORMALLY BE FROM THE END OF NORMAL DUTY HOURS ON ONE DAY TO THE BEGINNING OF WORKING HOURS THE NEXT DUTY DAY.

(1) ON WEEKENDS, A 3-DAY REGULAR PASS PERIOD BEGINS AT THE END OF NORMAL DUTY DAY ON FRIDAY AFTERNOON, AND TERMINATES AT THE BEGINNING OF THE NORMAL DUTY DAY ON THE 4th DAY (TUESDAY).

(2) A REGULAR PASS PERIOD WILL NOT EXCEED 3-DAYS IN LENGTH, EXCEPT FOR PUBLIC HOLIDAY WEEKENDS SPECIFICALLY EXTENDED BY THE PRESIDENT.

(3) A REGULAR PASS SHALL NOT BE USED IN SUCCESSION OR BACK TO BACK WITHOUT A DUTY DAY IN BETWEEN THE ABSENCES.

(4) A REGULAR PASS MAY BE GRANTED TOGETHER WITH LEAVE. THE FOLLOWING RULES APPLY:

A. A REGULAR PASS BEGINS AND **TERMINATES ON POST, AT THE DUTY LOCATION, OR AT THE LOCATION FROM WHERE THE SOLDIER NORMALLY COMMUTES TO DUTY BEFORE LEAVE BEGINS.**

B. **LEAVE BEGINS AND TERMINATES ON POST, AT THE DUTY LOCATION, OR AT THE LOCATION FROM WHERE THE SOLDIER NORMALLY COMMUTES TO DUTY BEFORE A REGULAR PASS BEGINS.**

5. A REGULAR PASS MAY BE AUTHORIZED AT THE BEGINNING OR AT THE END OF TDY.

6. SPECIAL PASS. THERE ARE TWO KINDS OF SPECIAL PASSES, 3-DAY AND 4-DAY. NON-DUTY PERIODS OF ABSENCE, OTHER THAN THE ESTABLISHED OR NORMAL DUTY HOURS ARE CONSIDERED AS A PASS PERIOD, TO INCLUDE OFFICIAL HOLIDAYS.

A. A 3-DAY SPECIAL PASS PERIOD MUST INCLUDE AT LEAST ONE DUTY DAY.

(1) NORMALLY BEGINS AT THE END OF A NORMAL DUTY DAY ON A GIVEN DAY AND ENDS WITH THE START OF A NORMAL DUTY DAY ON THE 4TH DAY. THIS PERIOD MAY BE TUESDAY, WEDNESDAY, AND THURSDAY, DEPENDING ON UNIT DUTY REQUIREMENTS. (FOR EXAMPLE, A SOLDIER MAY DEPART AT THE END OF THE DUTY DAY ON MONDAY EVENING, AND MUST RETURN AT THE START OF THE NORMAL DUTY DAY ON FRIDAY).

(2) MUST NOT BE COMBINED WITH A REGULAR PASS, ANOTHER SPECIAL PASS, OR LEAVE. IF LEAVE OR ANOTHER PASS IS GRANTED, THERE MUST BE AT LEAST ONE-DUTY DAY BETWEEN THE SPECIAL PASS AND THE LEAVE OR OTHER PASS.

B. A 4-DAY SPECIAL PASS PERIOD MUST INCLUDE AT LEAST TWO CONSECUTIVE NON-DUTY DAYS. FOR EXAMPLE, A SOLDIER MAY DEPART ON A 4-DAY PASS ON FRIDAY EVENING AFTER DUTY DAY AND MUST RETURN AT THE START OF THE NORMAL DUTY DAY ON WEDNESDAY.

(1) SPECIAL PASSES AND LEAVE MAY NOT BE COMBINED IN CONTINUOUS ABSENCE FROM THE DUTY STATION, NOR MAY A SPECIAL PASS BE COMBINED WITH A REGULAR PASS OR WITH ANOTHER SPECIAL PASS.

(2) A SPECIAL PASS AND LEAVE MAY NOT BE COMBINED IN CONTINUOUS ABSENCE FROM THE DUTY STATION OR DUTY. THERE MUST BE A DUTY DAY BETWEEN THE SPECIAL PASS AND LEAVE OR OTHER PASS.

(3) A SPECIAL PASS MAY BE AUTHORIZED AT THE BEGINNING OR AT THE END OF TDY.

7. COMMANDERS MAY FURTHER RESTRICT PASSES AS NECESSARY AND WILL ESTABLISH A PASS RECALL POLICY THAT MEETS THE ORGANIZATIONAL READINESS REQUIREMENTS.

8. THE AHRC FUNCTION PROPONENT IS MRS. MCCLELLAND, DSN 221-9005 OR COMMERCIAL (703) 325-9005. E-MAIL ADDRESS IS BRENDA.MCCLELLAND@HOFFMAN.ARMY.MIL.