



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #17 - Leaves and Passes

1. Reference: AR 600-8-10, 16 February 2006, Leaves and Passes

2. PURPOSE: To establish policy and provide administrative guidance concerning this unit's management of passes and leaves consistent with the Army regulations and other directives.

3. APPLICABILITY: This policy applies to all personnel assigned, attached, or OPCON to 1-1 ADA.

4. GENERAL PROVISIONS:

a. PASS: Passes are a privilege and not a right. Special passes are granted as a reward of meritorious conduct, distinguished performance of duty during critical periods or activities, or for other special purposes as authorized by the commander.

(1) The following is a guideline for planning passes:

a. Battery Commanders will approve all passes for Soldiers.

c. CDRs and 1SGs cannot go on pass at the same time.

d. The DA Form 31 is the only authorized form to request passes.

e. All evaluations for the requester or his/her subordinate(s) will be completed before approval of any type of pass request.

(1) REGULAR PASS: A short, non-chargeable, authorized absence from post or place of duty during normal off duty hours is a regular pass. 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 regular pass is only authorized for use within the island of Okinawa and requires a completed pass request.

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(b) A regular pass will not exceed 3 days in length, to include public holiday weekends or public holiday periods specifically extended by the President.

(c) A regular pass may be combined with leave providing that the leave begins and terminates on post, at the duty location, or location from where Soldier normally commutes to duty. However, multiple leaves and passes may not be combined. There must be a day between each sequence of absence. For example, Soldiers may combine a pass and leave with no duty day in between but they must report to duty for at least one day before they are authorized another pass or leave.

(2) SPECIAL PASS: A short, non-chargeable, authorized absence from post or place of duty may be granted using a special pass. Special passes may not be combined with leave or other passes. Special passes may be used within the island of Okinawa or another Japanese destination which has a four hour or less flight time away from Okinawa.

(a) All four day passes are special passes, to include public holiday weekends or public holiday periods specifically extended by the President. This includes federal holidays that are combined with "training holidays." Any absence from duty for longer than four days requires a DA Form 31 leave request. IAW AR 600-8-10, four day special passes must include two consecutive non-duty days.

(b) Soldiers may submit leave forms that encompass only portions of a four day special pass and have the special pass revert to a regular pass. That is, if a Soldier takes leave for one of the days of a four day special pass the remaining three days will be considered a regular pass and therefore it is legal to take leave in conjunction with that pass. Since it will be leave in conjunction with regular pass, the Soldier must sign in and out starting and terminating the leave period from on post, at the duty location, or location from where Soldier normally commutes to duty. However if a Soldier departs during the special pass period and does not return prior to the beginning of the leave period, then the entire leave and pass period will be charged as leave.

(3) OFF ISLAND PASS: Regular passes may be used within the island of Okinawa. Special passes may be used within the island of Okinawa or another Japanese destination which has a four hour or less flight time away from Okinawa. If the Soldier intends to stay at a location other than his residence during a pass, they must provide their immediate chain of command any emergency contact information. All passes off the island of Okinawa require a DA Form 31. All address and phone contact information on the DA Form 31 will be up-to-date and accurate.

(4) SPECIAL INSTRUCTIONS: If for any reason the Soldier is delayed while on pass and unable to return to duty at the scheduled time, they will require an extension. The DA Form 31 will default to a leave form and the Soldier may be charged leave for the entirety of their absence (pass + extension). The extension authority is the Battalion Commander.

(a) All DA Form 31s submitted for pass must be filled out the same as a leave

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form except with block 7 checked "other" and "PASS" typed in. If the Soldier converts to leave as dictated in para 4.a., block 7 will be changed to "ordinary" and the S1 will process the leave.

(b) SSG and below, are required to personally sign out and in at the Staff Duty desk. SFC and above, can sign out and in telephonically at (634-4348).

b. LEAVE: The Army leave program and this policy are designed to allow Soldiers to use their authorized leave to the maximum extent possible.

(1) LEAVE ACCRUAL: Each Soldier is responsible for projecting his/her leave throughout the year so as not to conflict with mission requirements and to prevent accumulation of excess leave (over 75 days) at the end of the fiscal year.

Note: On a case-by-case basis, the Battalion Commander will be the approving authority for Soldiers who request to take more than 30 consecutive days of leave.

(2) Leave restrictions:

- a. **Battalion commander is the approval authority for Soldiers requesting more than 30 days of leave, any leave extension requests for more than 30 days of leave, and any late leave forms submitted within seven days of the requested start date.**
- b. **Battery commanders are the approving authority for Soldiers requesting less than 30 days of leave.**
- c. **CDRs and 1SGs cannot go on leave at the same time.**
- d. **Site Manning /Leave guidance will be posted in TSOP.**
- e. **Maximize leave during scheduled red cycles. However, batteries must be prepared to cross-level remaining personnel on the island (regardless of leave status) to ensure that a minimum engagement package (MEP) can be created. The Battalion S3 will be responsible for the creation of a cross-levelled MEP.**
- f. **Holiday Leave Policies will be published yearly.**
- g. **At least one Warrant Officer must be available for duty (when a battery/company has at least two assigned).**
- h. **All leave forms must be submitted to the S-1 for processing within 7 days of the leave date. All leave forms must be completed and signed electronically, then emailed to the Battalion S-1.**

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i. All evaluations for the requested for the requested Soldier or his/her subordinates will be completed before approval of leave. Additionally, first line leaders are responsible for ensuring that Soldiers have completed all readiness issues (immunizations, dental, eQIP, etc).

(3) DEPARTURE AND RETURN: SSG and below, are required sign out and in at the Staff Duty desk personally. Soldiers, SFC can sign out and in telephonically (634-4348) prior to departure and upon return. All Soldiers must have a copy of the signed DA Form 31 from the Staff Duty personnel when traveling outside of Okinawa, Japan.

(4) Commanders, First Sergeants, SDO, SDNCO, and S-1 personnel are authenticating authorities for posting departure and return from leave on the DA Form 31. Soldiers who fail to sign in and out on leave will be charged the leave period if not coordinated with the S1. Commanders will not re-instate leave days for personnel who fail to follow these guidelines.

(5) Leave Forms will not be processed until force protection packets are complete for Soldiers traveling OCONUS. Force protection packets include: country brief from the S2 OIC/NCOIC, AT level one training, SERE training, complete ISOPREP, and the USARJ Force Protection Travel Packet, etc. Soldiers traveling to oCONUS will complete the CRC Travel Risk Planning System "TRiPs" located on the CRC website before submission of the leave request.

(6) LEAVE EXTENSIONS: Requests for extension of leave for less than 30 days will be granted only under emergency circumstances and may only be approved by the Battery/Company Commander. Requests for extension of leave beyond 30 days will be authorized by the Battalion Commander. Soldiers requesting leave extension must notify their commander and their immediate supervisor as soon as possible.

(7) HAND RECEIPT HOLDERS: When a hand receipt holder leaves the area of their primary duties in excess of 30 calendar days (TDY, Leave, Hospitalization, etc.) the Battalion S4 will appoint a temporary hand receipt holder. A joint inventory will be conducted upon departure and return of the hand receipt holder (ref: DA PAM 710-2-1, para 5-3,2,b).

5. This policy letter is in effect until cancelled or superseded.

"FIRST AMONG EQUALS!"



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Commanding