



DEPARTMENT OF THE ARMY
BRAVO COMPANY, 3RD BATTALION, 81ST ARMOR REGIMENT (PROVOST), 199TH INFANTRY BRIGADE
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA 31905-4500

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1 October 2018

MEMORANDUM FOR RECORD

SUBJECT: Leave and Pass Requirements Standard Operating Procedures

1. References.

- a. AR 600-8-10, Leave and Passes, 15 February 2006 (RAR issue 4 August 2011).
- b. AR 385-10, The Army Safety Program, 23 August 2007 (RAR 4 October 2011).
- c. DA Pamphlet 600-8, Management and Administrative Procedures, 1 August 1986.
- d. Electronic Foreign Clearance Guide, <https://www.fcg.pentagon.mil/fcg.cfm>.

2. General.

a. All leave and pass requests will be routed through the HR Section at the B CO, 3-81 AR headquarters building, signed, and approved by the Company Commander. Ordinary leave requests will be submitted no less than 14 days prior to the beginning leave date and will be managed IAW AR 600-8-10. Ordinary leave begins and ends on post, at the duty location, or at the location from which the Soldier regularly commutes to work IAW AR 600-8-10, Chapter 12, and paragraph 1k. Following are the time restrictions by request.

REQUEST TYPE	REQUIRED TIMEFRAME
Emergency	As soon as possible
Parental	Within 48 hours of expected birth
Convalescent	Within 48 hours of the surgery/event
Ordinary (under 30 days)	14 days prior to intended start date
CONUS PCS (w/NO PTDY)	14 days prior to intended start date
Permissive TDY (PTDY)	14 days prior to intended start date
Ordinary (over 30 days)	14 days prior to intended start date
OCONUS (including cruises)	45 days prior to intended start date
Pass	5 days prior to intended start date

*****BOLD indicates leave requiring BN CDR Approval

b. Safety briefings will be conducted prior to Soldiers taking leave. IAW AR 385-10 All first line supervisors are required to issue a safety briefing to the individual taking leave or pass covering the following topics: airline travel safety, POV travel safety, drinking & driving, travel rest plans, weather/driving conditions, contact information, TRIPS/ FLIGHT ITINERARY (If the travel is over 250 miles), POV inspection Sheet (with a date no earlier than 7 days prior),

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and destination information. If a Soldier is taking Groom Transportation from Fort Benning to Atlanta, they need to annotate, "Taking Groom" in the remarks box.

c. Soldiers are not authorized to travel more than 350 miles one way on a pass. For travel greater than 350 miles, the Soldier must submit a leave packet requesting five or more days of leave and must utilize the five days for travel. If submitting a pass for 350 miles, the Soldier must take a flight to and from their destination or write an Exception to Policy (ETP), explaining the reason, how many drivers, travel distance, risk mitigations and how long they will drive before resting. Soldier requesting ETP is also the signature at the bottom. All packets must be approved and signed prior to departure. Packets are subject to disapproval if the Command believes the distance is too far for the period of time requested.

d. IAW AR 600-8-10, para. 4-4, a leave or pass packet must contain a DA Form 31 and the Soldier's latest LES. Additional documents will include: Medpros print out (IMR), POV inspection (leave only), flight itinerary or an ETP. The Soldier will not be delinquent on PRR, SGLV, or DD93 actions prior to approval of pass or leave.

3. Leave Procedures.

a. All ordinary leave will be processed IAW AR 600-8-10. All Soldiers' leave will be automatically signed out at 0001 of the first day of the leave period and signed in at 2359 of the last day of the leave period. If the Soldier wants a copy of the leave form or wants to change the days they are on leave, the Soldier must come in person, either to the HR section in BLDG 4, Room W131 during duty hours or to the Post SDNCO McGinnis-Wickam Hall after duty hours (this does not apply to leave in conjunction with pass).

b. Emergency Leave.

(1) All emergency leave request/submissions must be verified by the Company Commander and/or First Sergeant IAW AR 600-8-10, Chapter 4, paragraph 4-5.

(2) During duty hours the HR Section prepares an Emergency Leave DA Form 31 for the Soldier(s) after receiving verification from the Company Commander and/or First Sergeant, IAW AR 600-8-10, para. 4-6. After duty hours the Post SDNCO is the POC for emergency leave procedures listed above.

c. Convalescent Leave.

(1) Convalescent leave (IAW AR 600-8-10, Chapter 5) is an authorized absence from the unit to which a Soldier is assigned and is not chargeable to an ordinary leave account. The purpose of convalescent leave is for the Soldier(s) to attain sufficient recovery time in order to return to full duty or temporary restricted duty, within a period specified by the Soldier's doctor. All convalescent leave requests will have the supporting documents from the doctor.

(2) Prior to the surgery or procedure from the hospital, a DA Form 31 will be processed by the HR Section. Soldiers will then comply with all signing in/out procedures in accordance with Paragraph 4a above.

4. Procedures for Temporary Duty.

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a. Soldiers are required to complete a DA Form 647-1 and DA-31 for departure or return, prior to the start date of their TDY.

b. The completed DA Form 647-1 and DA 31 (with a copy of TDY orders) must reach B CO, 3-81 AR HR section prior to the Soldier's departure with commanders signature.

c. The Soldier is responsible for informing the HR Section of departure or return changes.

5. Request for Ordinary/PCS leave in conjunction with TDY. Requests for ordinary/PCS leave in conjunction with TDY will be submitted on a DA Form 31 (items 10a and 10b of DA Form 31 must include all leave and TDY time).

6. Request for Permissive TDY.

a. Soldiers are required to submit a DA Form 31 through the Company Commander and Battalion Commander for Permissive Temporary Duty.

b. Soldiers will sign in/out, IAW procedures annotated above, when departing or returning from permissive TDY.

c. Permissive TDY may only be used for purposes outlined in AR 600-8-10, Chapter 5, Section XV.

7. Request for Permissive TDY in Conjunction with Ordinary Leave.

a. Permissive TDY can be taken in conjunction with both ordinary and PCS leave. The period covered by Permissive TDY will not be charged as leave and any request for Permissive TDY will be completed on a DA Form 31.

b. Permissive TDY in conjunction with ordinary leave does not excuse the Soldier from signing out/in on leave. This process will be completed IAW this policy letter.

c. Permissive TDY in conjunction with PCS leave is, generally, for the purpose of House hunting at a new duty station. A Statement of Non-Availability from the gaining housing office or a memorandum for record referencing a phone call to same is required before this type of request will be granted.

8. Request for Leave outside the Continental United States (OCONUS).

a. IAW AR 600-8-10, Chapter 8 "Request for Leave to Visit a Foreign Country" must be submitted on a DA Form 4187 (along with the DA Form 31) and a terrorist briefing verification memo, a SERE certificate, and a PROFLIE certificate will be submitted to the HR Section and Company Commander at least 45 days, but not more than 60 days, prior to departure.

9. Request for Transition Leave.

a. Requests for transition leave must be submitted at least 30 days prior to the beginning

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date of leave. Soldiers who ETS or Resign their commission must attend a briefing at BLDG 35 (Transition Center) in order for orders to be cut in a timely manner (no less than 90 days out).

- b. The Soldier's ETS/Retirement date (IAW AR 600-8-10, Chapter 4, Section XI).
- c. All personnel departing on transition leave must sign out in person at the HR Section

BLDG 2651. Soldiers must turn in a completed copy of their installation clearance papers prior to signing out.

10. Request for PCS Leave.

- a. All requests for PCS leave must be submitted no less than 14 days prior to the beginning date of the leave or upon receipt of PCS orders, (AR 600-8-10, Chapter 7).
- b. Personnel going on PCS leave must sign out at the B CO, 3-81 HR Section BLDG 4 Room W131. Soldiers must turn in a completed copy of clearance papers prior to signing out.
- c. Leave end date must match the reporting date on the orders.

11. Voiding/Canceling Leave.

- a. It is the Soldier's responsibility to inform the leave clerk if circumstances prevent them from taking an approved leave. The Soldier will directly notify the B CO, 3-81 HR Section and inform the Company First Sergeant and/or Commander either in person, or by phone or email as to why the leave will not be taken.
- b. If a discrepancy occurs in the Soldier's leave computation, it is a Soldier's responsibility to provide a memorandum from their first line supervisor attesting to the status during the period of time in question. Discrepancies must be pointed out within 30 days of receiving a LES containing errors.

12. Extension of Leave.

- a. Soldiers may request an extension of ordinary leave by contacting the Company Commander for approval.
- b. Extension of PCS leave must be approved by the Soldier's gaining unit.

13. Credit for Majority of the Workday.

- a. Soldiers will not be charged leave for signing out on a duty day on which they worked the majority of the day.

14. Passes.

- a. A pass is an authorized absence from post or place of duty. Passes are not a right to

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which everyone is entitled, but a privilege to be awarded to deserving Soldiers. Such absences are not chargeable against accrued leave.

b. Passes will be processed on a DA Form 31 accompanied by the "request for leave/pass" form.

15. Types of Passes.

a. A regular pass is 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. For example, a regular pass might extend from Friday after duty until the beginning of duty on the following Tuesday (Monday being a national holiday).

b. Special three day pass period must include at least one non-duty day. Passes will begin at the end of duty hours on a given day and end with the start of normal duty hours on the third day (ex. Sunday @1700 until Thursday @ 0800).

c. Special four day pass period normally begins at the end of duty hours on a given day and ends with the start of duty hours on the fourth day. This pass period must include at least two consecutive non-duty days (ex. Thursday at 1700 until Tuesday at 0800).

d. Mileage Passes are required for all travel exceeding 250 miles (one way).

e. The authority to grant passes is delegated to the Company Commander. It is the responsibility of the Soldier, Section Sergeants, Staff Section, and Directorates to ensure that passes do not conflict with published duty rosters (CQ, CQ Runner, and/or MCOE Staff Duty).

f. MCCC students must have approval from their SGL's prior to submitting a pass. If a student is requesting to miss class for a pass, they must have the Team Chief approval for up to one day. If a student is requesting to miss two or more days, they must have approval from the COT. Additional time missed must be approved by the DOT.

16. Pass in Conjunction Leave.

a. Soldiers may take a regular pass (not special pass) in conjunction with leave as long as the following criteria's are met:

(1) A pass begins and terminates on post, at the duty location, or location from where the Soldier normally commutes to duty before a pass begins.

(2) Leave begins and terminated on post, at the duty location, or location from where the Soldier normally commuted to duty before a pass begins.

b. Pass requests must be submitted no less than five business days prior to the beginning leave day and include a completed DA Form 31 and a completed "request for pass/leave" form.

c. All Soldiers requesting a regular pass in conjunction with leave, regardless of rank,

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must report in person to authenticating authorities as follows: B CO, 3-81 HR Section (BLDG 4 RM W131) during duty hours or to the Post SDNCO (McGinnis-Wickham Hall) after duty hours, and will have items 14a, 14b, and 14c of the DA Form 31 completed (as appropriate). Soldiers will have and maintain in their possession a copy of their DA Form 31 during leave status. Upon return, Soldiers will report in person to have item 16 annotated.

17. The point of contact for this memorandum is the undersigned at (706) 545-6486 or shauna.n.geier.mil@mail.mil.

SAMUEL B. GREGER
CPT, AR
Commanding

DISTRIBUTION:
B CO, 3-81 AR (PROVOST)
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