X 1 SEP 2012

## DEPARTMENT OF THE ARMY

X

X

# X

# X



 AETV-GW-HB 5 June 2006

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #6 – Leave / Pass Requests

1. Purpose: To establish guidelines and standards for the submission of Leave/Pass Requests

2. Responsibilities:

 a. Company Commander: Overall responsible for ensuring Soldiers are afforded ample opportunity to take leave and, when earned, a pass.

 b. First Sergeant: Overall responsible for advising and assisting the Commander to ensure an equitable program is established.

 c. Platoon Sergeants: Overall responsible for ensuring Soldiers requesting leave hav the accrued leave available, Soldiers are managing their leave to ensure they do not lose leave, and that Soldiers do not expect to take leave during high OPTEMPO / Mission Exersise periods.

 d. Section OIC/NCOICs: Overall responsible for scrutinizing leave/pass requests and ensuring that granting leave will not affect mission accomplishment or cause undue hardship to the unit, while understanding that every Soldier must be afforded the opportunity to take leave.

 e. Soldier: Responsible to manage their own leave to ensure that they do not acquire so much leave that they are in danger of losing leave while keeping enough days saved up to use in case of emergency or other urgent manners. Soldiers are also responsible to submit their leave and pass forms in accordance with this policy.

3. It is my philosophy that every Soldier should be afforded the ability to take leave when they wish to so long as that leave would not degrade the mission or severely impair the team’s or individual’s training. I expect everyone under my Command to work hard every day, and time away to relax, recuperate and get away can be a combat multiplier.

4. Passes, other than normal off-post privileges, Federal holiday/X passes, and mileage passes, will be issued as a reward for good work, specific achievements where an award is not appropriate, or family emergencies not requiring emergency or regular leave. ~~There are also specific events that will cause a pass to be automatically awarded:~~

1. ~~Completion of SSD Level 1, 3 or 4 (3-Day Pass)~~
2. ~~Participating in a Battalion or Higher competitive training event where select personnel represent X Company and win. (4-Day Pass)~~
3. ~~A score of Excellent on any inspection by Battalion or higher. (3 Day Pass)~~
4. ~~Achieving Commandants List or Honor Graduate in a Troop School. (3 Day Pass)~~

5. Policy: The following guidelines apply when requesting a leave/pass. The Company Commander reserves the right to cancel/deny any leave/pass at anytime.

a. All Soldiers submitting leave or pass requests will ensure that they are not on any duty rosters for the specified time period by submitting duty exemptions. Remember, exceptions to the duty roster need to be submitted to the orderly room prior to the 15th of the prior month.

b. Any Soldier requesting advanced leave will be counseled in writing by his or her first line supervisor and approved only on a case by case basis.

c. Leave and pass will be granted assuming that operational missions and essential supporting functions of each command are accomplished to the extent permitted by the manning provided. As a result, leave/pass requests must be signed by the entire chain of command prior to the Commander’s approval. If anyone disapproves the leave, they will counsel the Soldier in writing to explain why the leave is disapproved and discusses other possible dates for taking leave. Disapproved leave packets will be taken to the Company First Sergeant for review by the disapproving leader.

d. Soldiers living in the barracks that are going on leave will complete an inventory of their personal and military equipment and provide a copy to their immediate supervisor for record. First line leaders are responsible to ensure this occurs.

 e. Contact information on the leave/pass request will be validated in case of emergency contact or activation.

 f. Soldiers who are not in “good standing” (on restriction, on the overweight program, failed a PT test ect…) will not be granted a pass. The Commander may review exemptions on a case by case basis.

 g. All leaves and passes will be submitted to the ~~Company Commander~~ Company Orderly Room at least 30 days prior (60 for OCONUS) to the planned departure date for leaves and 7 days for passes.

 ~~h. All Soldiers on leave or pass traveling outside of US borders and territories must receive the S2 threat brief specific to the country or countries in which they intend to travel.~~

6. Soldiers and Leaders are responsible to ensure that individuals going on leave or pass have a safe travel plan. All pass or leave request must be submitted with a POV inspection on the vehicle they intend to use on the trip (unless planned travel is by air from an airport within 250 miles, then a copy of the air itinerary must be submitted once purchased). All leave and pass forms must be submitted with a TRiPS risk assessment, regardless of mode of transportation.

7. A mileage pass must be submitted if any Soldier intends to go more than ~~250~~ 75 miles during ~~regular off duty hours~~ weekend or off duty hours. A mileage pass must include a POV inspection and a TRiPS risk assessment. Planned travel of greater than 400 miles must be made while on leave ~~a four day pass or~~ leave ~~greater than four days~~.

8. Soldiers traveling OCONUS must submit regular leave ~~60 days prior to travel~~ (including trips to Mexico). Soldiers must receive a threat briefing from the S-2 for travel to any OCONUS location other than Alaska and Hawaii. The S-2 will provide a memorandum of training to the individual to submit with the leave form.

9. If appropriate, the Commander may consider extending a leave/pass request to allow the safe return of Service Members intending to travel.

10. This policy letter is a command directive and is punitive in nature. Those who violate the policy are subject to disciplinary actions under the provisions of the UCMJ.

11. The point of contact for this memorandum is the undersigned at X.

 X

 CPT, X

 Commanding