

DEPARTMENT OF THE ARMY UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX BUILDING 5518 SEVER AVENUE JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO ATTENTION OF

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR NCO Academy Personnel

SUBJECT: Policy Letter 9 Leave and Pass

1. Reference Army Regulation 600-8-10, Leaves and Passes.

2. Request, Authority, and Routing. Soldiers will prepare the DA Form 31 and submit through their first line leader, and then:

a. Staff Sections will send requests for leave or pass to the Section NCOICs for supervisor approval. Section NCOICs will send to the First Sergeant for approval. First Sergeant will send to S1 for accountability and leave control number. S1 will add the leave or pass dates to the accountability calendar for the PERSTAT.

b. Basic Leader Course Sections will send requests for leave or pass to the Course Manger for supervisor approval. Course Manager will send to the First Sergeant for approval and then forward to the S1 for accountability and leave control number. S1 will add the leave or pass dates to the accountability calendar for the PERSTAT.

c. Command Group and Section NCOICs will send request for leave or pass to the Deputy Commandant for supervisor approval. Deputy Commandant will send to the Commandant for approval. Commandant requests for leave or pass will be sent to the Commander 83rd ARRTC for approval. S1 will receive the leave forms for accountability and leave control number. S1 will add the leave or pass dates to the accountability calendar for the PERSTAT.

3. Requirements. Submit requests for leave or pass 14 days from start date. Short notice leave or pass will be accepted on a case-by-case basis. Soldiers will include the below documents with the request for leave or pass:

a. MedPros. Soldiers will include a copy of their MedPros from Army Knowledge Online (AKO). Soldiers in a red status may request leave by providing an appointment slip for the overdue area. The supervisor and/or approval authority may disapprove a request for leave or pass if MedPros is in an overdue status even with an appointment slip.

b. Risk Assessment. Soldiers traveling in private auto/rental auto/motorcycle over 250 miles will utilize the Travel Risk Planning System (TRiPS) for a risk assessment. The link for Army Safety is <u>https://safety.army.mil/</u>. A copy of the approved risk assessment will attached to the leave or passes form.

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4. LEAVE. Accountability of Soldiers is a primary function of all leaders. Affording time for leave and pass is crucial in the overall well-being of Soldiers. Managing leave with the high operational tempo of the unit is the responsibility of the Soldier and supervisor. Leave accrual is 60 days; managing leave so that Soldiers do not lose leave at the end of the fiscal year is mandated. Soldiers in this unit should never lose leave.

5. Types of Leave. The process for other types of leave include the additional requirements listed below.

a. Permissive TDY (PTDY). Soldiers will request permissive TDY utilizing the same procedure as ordinary leave; however, the approval authority is the Commandant. Soldiers will include a copy of their PCS orders, all leave forms associated with the move, and follow the regulatory guidance for requesting PTDY.

b. Emergency Leave. Soldiers will submit a request for emergency leave following the same procedures as ordinary leave; however, the approval authority is the Commandant. If the Soldier receives a Red Cross Message, the message will be attached to the leave request. Soldiers requiring travel OCONUS for the emergency may request assistance from the unit for the travel. The assistance is not an entitlement and will be considered on a case-by-case basis.

c. Leave Over 30 Days. Soldiers requesting leave, to include convalescent leave, for 30 days or more will follow the same procedures as ordinary leave; however, the approval authority is the Commander, 83rd USARRTC. Soldiers will allow for extra processing time by submitting this type of leave 30 days before the start date.

d. OCONUS Leave. Soldiers requesting OCONUS leave will prepare an OCONUS Leave packet. Requests will be submitted 45 days prior to the leave start date. For more information, refer to "Request for OCONUS Leave" located in the Dashboard (sample forms), and contact the S1 for assistance. Approval authority is the Commandant.

e. Convalescent Leave. Approval authority for convalescent leave 30 days and under is the Commandant. Soldiers planning surgery or medical procedures in which a military medical doctor recommends will submit a request for convalescent leave prior to the surgery. The military doctor will prepare a memo or form recommending convalescent leave. The Soldier will submit the request with a DA Form 31 prior to the procedure.

(1) Civilian Doctor. When a military doctor recommends a Soldier to a civilian doctor for surgery/procedure, the civilian doctor will prepare a document for the military doctor annotating the surgery type, dates, recovery period, and recommended convalescent leave prior to the surgery/procedure. Soldier will provide that documentation to the supervisor and S1 for coverage during the surgery and up to two days post-surgery. Soldiers must obtain a convalescent leave form from the 87th Medical Group. The convalescent leave form from the

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87th Medical Group will be attached to the DA Form 31 requesting convalescent. Extensions to convalescent leave will follow the same procedures.

(2) Cosmetic Surgery. In accordance with AR 40-400, Patient Administration, paragraph 2-19, Soldiers pending cosmetic surgery as recommended by a civilian or military doctor will receive written permission from the Commandant prior to surgery. The Soldier will submit ordinary leave for recovery time prior to the procedure regardless of the recommendation for convalescent leave.

6. PASS. Affording time for passes is an incentive to maintain morale of Soldiers. Passes are not an entitlement. Leave accrual is 60 days; Soldiers who may have over the mandated amount of leave at the end of the fiscal year will not request passes in lieu of leave. Soldiers and supervisors must manage leave to ensure leave is taken and passes are allotted for special circumstances.

7. Types of Passes. There are two types of passes, regular and special.

a. Regular Pass. A short, authorized absence during normal off duty hours. A regular pass normally includes a weekend, and/or a weekend with an official holiday. Soldiers remain available-for-duty during normal off duty hours.

(1) Regular passes begin and end at the duty location, or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from a regular pass.

(2) A regular pass period will not exceed 3 days in length, to include holiday weekends. Soldiers do not need to submit a Request for Leave/Pass, DA Form 31. However, Soldiers departing 250 miles or more during a regular pass must request a Travel Pass and submit a DA Form 31, TRiPS risk assessment, and MedPros.

(3) Soldiers will not receive passes in succession or back-to-back without a duty day in between the absences. If a Soldier departs on a 3–day pass on Friday evening after the duty day, he or she must return for duty on Tuesday morning.

(4) A regular pass may be granted together with leave providing the leave and pass begin and end at the duty location or at the location from where the Soldier normally commutes.

b. Special Pass. A short, authorized absence may be granted using a special pass. Special passes and leave may not be combined to allow a continuous absence from the duty station, nor may special passes be combined with regular passes or with another special pass. 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.

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(1) Special 3-Day Pass. Begins at the end of a normal duty day and ends with the start of a normal duty day on the 4th day. Must include at least one (1) duty day.

(2) Special 4-Day Pass. Must include at least two (2) consecutive non-duty days (Saturday and Sunday). A Soldier may request a combination of four days providing the days include the weekend, for example, Friday through Monday; Thursday through Sunday; Saturday through Tuesday.

(3) Soldiers will submit a Request for Leave/Pass, DA Form 31 even if not departing the local area. Soldiers departing 250 miles or more during a regular pass must submit a TRiPS risk assessment, MedPros, and DA Form 31.

8. Leave or pass requiring the Commandant's signature, in the absence of the Commandant, the Deputy Commandant has signature authority.

9. Point of contact is the S-1 at 609-562-3001, or <u>ARRTC_FtDix_NCOA-S1@usar.army.mil</u>.

KIMBERLY K. KEMPER CSM, USA Commandant