



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801

ATCL-HHC

22 April 2019

MEMORANDUM FOR HHC, Combined Arms Support Command (CASCOM)

SUBJECT: Company Commander's Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

1. **PURPOSE:** To establish policy and procedures for authorized absence from duty for all assigned and attached personnel within HHC, CASCOM. This policy is to enhance the safety and accountability of all Soldiers within this command.

2. **REFERENCES:**

- a. DODI 1327.06 Leave and Liberty Policy and Procedures, 19 May 2016
- b. AR 600-8-10 Leave and Passes, 4 August 2011
- c. AR 600-20 Army Command Policy 6 November 2014
- d. MILPER Message 17-316, Military Leave in Combination with Pass, 4 November 2017
- e. MILPER Message 18-317, Clarification of Military Leave in Combination with Pass, 1 October 2018

3. **GENERAL:**

- a. All Soldiers must notify and obtain 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 HHC, CASCOM Company Commander is the approval authority for all ordinary, transition, and terminal leave up to 30 days; special/regular/mileage pass; maternity/paternity leave; and emergency/convalescent leave. The Chief of Staff (COS) is the approval authority for all Permissive TDY, leave exceeding 30 days, OCONUS and foreign travel. The supervisor will concur or nonconcur and review all readiness

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

requirements such as most recent APFT, HT/WT, Personnel Records Review, DD93, SGLI, and MEDPROS prior to submission.

All readiness requirements or appointments are to be resolved and/or documented prior to leave, pass, or TDY request. **The above listed issues are grounds for leave/pass disapproval or cancellation.**

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, at the duty location, or where the Soldier normally commutes to duty. Please reference AR 600-8-10 and the latest MILPER Message.

(i) 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.

(ii) 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 a 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.** All special 3-day pass must have a reason for awarded pass documented in the Block 17 of DA Form 31

(iii) The special 4-day pass period must include at least two 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.** All special 4-day pass must have a reason for awarded pass documented in the Block 17 of DA Form 31

(iv) 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. Flight itinerary must be submitted along with your mileage pass. **Annotate "Mileage Pass" in block 7 of DA Form 31. You will not be able to edit Block 7 unless you are using version 6 of DA Form 31. Please use the AKO website to obtain most updated DA Form 31**

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

(v) Regular leave will normally be limited to 30 consecutive days. To avoid excessive negative leave balances, advanced leave will not be granted unless under emergency conditions. All Lose or Use leave needs to be submitted by the last week of August.

(vi) See the Orderly Room for all holiday block leave periods and questions related to authorized leave and pass.

4. RESPONSIBILITIES:

a. HHC, CASCOM Orderly Room will:

(i) Ensure that all leave requests, other absences, and pass authorizations are in accordance with established Army policies and regulatory guidance.

(ii) Administratively process leave requests from HHC, CASCOM Leave Request box and assign appropriate control number for each request.

(iii) Route all leave forms to Secretary of the General Staff (SGS) to obtain Chief of Staff (CoS) signature on all Permissive TDY, ordinary leave over 30 days, and OCONUS travel.

(iv) Ensure that all chargeable leave is processed to Finance within 72 hours from the end of the leave period.

(v) Update duty statuses in eMILPO as personnel sign in and out on leave or pass.

(vi) Immediate Supervisors will:

(1) Verify their Soldier's 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 on DA Form 5 to the First Sergeant and Commander on 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 is signed properly based on the leave/pass being requested. All signatures are to be obtained prior to sending leave request to the Leave Request box for approval.

(4) The immediate supervisor will ensure that every Soldier receives a safety briefing prior to departing on any leave or pass. At a minimum, this briefing will consist

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

of motor vehicle safety, drinking and driving policy, defensive driving, tired driving, and speeding. If traveling by air, the immediate supervisor will ensure that the Soldier has a round-trip ticket.

(vii) Requesting Soldier will:

(1) Forward a completed leave/pass request (DA Form 31) to their supervisor or appropriate channel for signature. Leave requests will contain the dates, address, and a valid phone number of your final destination. Soldier will also ensure that their Supervisor signs the DA Form 5 to concur or nonconcur with the requested leave dates and readiness.

(2) Soldiers who are unable to return from leave or pass on time or early, will immediately notify their supervisor before the pass/leave expires.

(3) If a Soldier's status changes while on leave/pass (incarceration, hospitalized, and etc.) the Soldier will immediately notify their supervisor. The supervisor will notify the Company Commander or First Sergeant and complete a Serious Incident Report (SIR) to forward it through the chain of command.

(4) Soldiers will obtain a copy of approved leave/pass form with appropriate control number from the Staff Duty desk or the Orderly Room Leave Clerk in person. **This is a Soldier's responsibility.** See Paragraph 5 Section K on the procedures of the leave process for filing locations.

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

a. The requesting Soldier will complete a DA Form 31 with all supporting documents and submitted to the HHC, CASCOM Review box at <https://cascom.tradoc.army.mil/sites/hq/CASCOMRB/default.aspx> a minimum of 10 working days prior to the requested leave or pass start date. Late requests will have to be vetted through the Company Commander and First Sergeant before submittal to the box.

b. Soldier will complete Blocks 2-11 (digitally) and Block 17.

c. All DA 31s must have the following verbiage in Block 17: *"In case of an emergency, SM will contact chain of command IAW alert roster. SM will sign in/out via Staff Duty at 804-765-7425."*

d. Block 6 will have your leave destination with street address, city/state, and zip code and your cell phone number as a point of contact.

e. All DA 31s must have the following verbiage in Block 8:

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

HHC, CASCOM
2221 Adams Avenue
Fort Lee, VA 23801
(804)-765-7425

f. If your leave form does not have the correct information as stated above, it will be returned without action.

g. Soldiers will attach their LES and MEDPROs-Individual Medical Record along with all supporting documents. Before DA31's can get processed, DD98, SGLI and Personnel Records Review has to be updated with green status (within 9 months).

MEDPROs-IMR is under **Self-Service** in AKO then **My Medical Readiness**. Click on **View Detailed Information** or the **MEDPROs** button to the left. **IMR Record** is under **Forms** on the left side.

This is the Soldier and Immediate Supervisor's responsibility to ensure that these statuses are up to date. This also serves as a verification that your supervisor concurs or nonconcurs with your leave dates.

h. 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.

i. Supervisors will recommend approval or denial of leave/pass request. When denial is recommended, reasons will be provided on the DA Form 5. The authorized approval authority has the final word to approve or disapprove (Item 13) the requested leaves and passes, but leave will not be disapproved without justification.

j. The Commander will return the recommended approval/disapproval leave/pass form to the Leave Clerk for appropriate disposition and filing.

k. Once signatures are obtained, the Leave Clerk will file the leave form appropriately depending upon when the leave starts. All leave forms are placed at the Staff Duty desk the last Monday of the month for the following month and will be updated as required. All leave forms for consecutive months are stored in the Orderly Room.

l. Any Soldier who will not return to their duty location for processing of the DA Form 31 due to PCS or ETS will receive the original leave form. A copy of this leave form will be retained at the Orderly Room after signing out.

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

m. 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 leave are charged with the entire leave period automatically, unless the Soldier personally notifies their chain of command, the Staff Duty desk, or the Orderly Room of late departure or early return from leave. The Soldier's chain of command or the Orderly Room are the only authorized personnel to authenticate changes to the DA Form 31.

It is the Soldier's responsibility to pull their approved DA 31 from the leave book if the Soldier chooses to not take their leave or pass. It is also the Soldier's responsibility to bring the leave form to the Orderly Room to void the control number.

n. All incoming and outgoing personnel (PCS/ETS) must physically sign in/out on the DA Form 647 during duty and off duty hours. All Soldiers that are on leave/pass/TDY will call the Staff Duty desk for accountability. The Staff Duty desk has the primary responsibility for properly maintaining unit accountability on the DA Form 647.

6. EXTENSION OF LEAVE AND PASSES:

a. Extensions are approved by the approval authority. For leave forms approved by the Company Commander, extensions have also been delegated to the First Sergeant. Requests for extensions of leave or pass may be submitted in person or by telephone by the Soldiers or the supervisor. 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 period of the extension, and the date of expiration by the supervisor. 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 result in the entire period being charged as ordinary leave.

7. TERMINATION OF LEAVE/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 work day will be in an available for duty status.

8. OCONUS AND FOREIGN TRAVEL: All leave or pass request that are not in the Continental United States (CONUS) including Canada, Mexico, Hawaii, Alaska, and U.S. Territories will be approved by the CoS, the first O-6 in the chain of command (See

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

AR 600-8-10). All leave requests MUST have:

- a. DA Form 31 signed by the requesting Soldier, the Company Commander as the supervisor, and approved by the CoS. (OCONUS and Foreign Travel)
- b. Travel or Flight Itinerary (OCONUS and Foreign Travel)
- c. Antiterrorism Level 1 (must be within a year of leave request) (Foreign Travel only)
- d. Proof of acknowledgement from Mr. Malcolm Peterson that all security requirements have been met prior to overseas travel. (Foreign Travel only)

Contact Information:

Malcolm G. Peterson
2221 Adams Ave
Bldg 5020, Office #2042
Fort Lee, Virginia 23801
Office: (804) 734-2406
DSN: 539-2406
Email: malcolm.g.peterson.ctr@mail.mil

e. All foreign countries and U.S. territories require Foreign Clearance Guide verification which can be found at <https://www.fcg.pentagon.mil>. Section IV has the requirements for all military. If there is a clearance required, submit a print out of your request to include the request ID number with your packet. If no country clearance is required, put the printout in your leave request packet.

9. PERMISSIVE TEMPORARY DUTY (PTDY): All Permissive TDY requests will be approved by the CoS, first O-6 in the chain of command. Permissive TDY requests will be approved on a case by case basis. Refer to AR 600-8-10 Section XVI for Permissive TDY authorization. The Company Commander will sign as the supervisor for all Permissive TDY requests on the DA Form 31.

10. MATERNITY LEAVE: Commanders will authorize up to 12 continuous weeks of non-chargeable maternity leave. The 12-week period of maternity leave will start immediately following a birth event or the mother's release from hospitalization following a birth event, whichever is later.

11. SECONDARY CAREGIVER LEAVE (PATERNITY LEAVE): See Orderly Room for further guidance on Paternity Leave.

12. SIGN IN/OUT PROCEDURES: Soldiers will call the CASCOM Staff Duty desk at 804-765-7425 when starting and terminating leave or pass. Soldiers departing

ATCL-HHC

SUBJECT: Company Command Policy Letter 18-6 – Leave & Pass Policy and Procedures (Change 3)

on leave without an approved leave form will be counseled by the Company Commander. Soldiers must be in the local area to sign in and out of leave. The local area is considered within 250 miles of Fort Lee, VA. Failure to call Staff Duty will result in the entirety of the leave being charged.

13. DISCREPANCY MEMORANDUM: Soldiers erroneously charged leave dates will submit a discrepancy memorandum with supporting documentation through the HHC, CASCOM Leave Request box. The memorandum will be processed and signed by the Company Commander and sent to the Fort Lee Finance Office for processing.

14. SUSPENSION OF FAVORABLE ACTIONS: Soldiers CANNOT request pass when flagged. If the Soldier has an emergency, the Command will use their discretion to determine whether a Soldier can go on pass while flagged.

15. ABSENT WITHOUT LEAVE (AWOL): AWOL status applies if the Soldier does not return to duty from leave or pass at the appointed time unless an extension was granted by the Soldier's chain of command.

Failure to return to duty from leave or pass at the appointed time will result in the Soldier being placed in a failure to report (FTR) status, which will automatically change to AWOL status 24 hours after the Soldier does not return to duty.

16. Special and Regular Passes are limited to a maximum driving distance of 7 hours.

17. This policy constitutes a lawful order. Failure to comply with the instructions granted in this policy may result in punitive action under the Uniform Code of Military Justice.

18. This policy is in effect until superseded or rescinded.

19. The point of contact for this memorandum is the undersigned at (804)-734-0182 or erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding