



REPLY TO
ATTENTION OF

RCNE-AL-CO (600-20)

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy #17 Leave Management

1. Reference: AR 600-8-10, Leaves and Passes; Brigade Policy Memo #1-2
2. IAW referenced publications, all personnel will be given the opportunity to take leave and are encouraged to do so. Maximum opportunity will be afforded so that leave can be taken as it is earned. The chain of command will manage the use of leave to ensure that no soldier loses leave at the end of the fiscal year (30 September). In an effort to avoid losing leave, all soldiers are encouraged to take leave each quarter. Leave will not normally exceed 14 days at a time.
3. RESPONSIBILITIES:
 - a. Leaves:
 - (1) Company commanders will monitor/approve leave requests, with the exception of requests for more than 14 days leave and permissive TDY, which must be approved by the Battalion Commander (unless prior coordination is made with BLT / CLT for approval). The DA Form 31 (Request and Authority for Leave) will be routed for approval through the CLT's to battalion.
 - (2) A leave form is not approved until it has the approval authority's signature and a control number on it. Soldiers must ensure that requests for leave are submitted with enough lead-time (recommended lead time is 10 days prior to the requested leave date) to process the request. Departure on leave without the approval authority's signature and control number could have adverse affects on the soldier in the event of illness or injury while on leave.
 - (3) In the event of a short fused leave request, the following steps will be taken to ensure the soldier has proper approval.
 - (a) The completed leave form will be faxed to Bn S1. For OCONUS leave, the approving authority is the Battalion Commander. A DA Form 4187 must also be submitted, providing details of the trip (accurate addresses, phone numbers, etc.) Soldiers must also receive a threat briefing prior to departing on OCONUS leave.

RCNE-AL-CO (600-20)
SUBJECT: Policy #17 – Leave Management

(b) S1 will log in the DA Form 31 and annotate the form with a control number.

(c) S1 will fax the DA Form 31 with control number to the soldier/CLT, as appropriate.

(d) Original DA Form 31 will be forwarded to Bn S1 for normal processing within 72 hrs. (3 working days).

(e) No one is authorized to pull any approved leave without the Battalion Commander or Command Sergeant Major's approval.

b. Emergency Leaves:

(1) Telephonic approval from the Company Commander must be obtained immediately. "Emergency" will be entered in item 7 of the DA Form 31. The Battalion Commander will determine the number of days necessary for the soldier to take depending on the nature of the emergency. Verification with the Red Cross may be required.

(2) Emergency leave is chargeable and normally will be granted for emergencies existing in the soldier's immediate family or the spouse's family (i.e., death, and serious illness injury). Immediate family includes mother, father, legal guardian, spouse, children, and brother, sister or other blood relatives.

(3) Personnel in emergency leave status will maintain the "Individual Copy" of the DA Form 31 in their possession at all times.

(4) Space available (Space A) travel within CONUS by DOD owned or controlled Aircraft is authorized for the individual on emergency leave. Space A will be provided on a first in, first out basis. There is no guaranteed space for such passengers.

c. Passes:

(1) A pass is an authorized absence from an assigned duty station and is granted for relatively short periods of time. Passes are not a right to which anyone is entitled, but privileges to be awarded to deserving soldiers. They aid in the establishment and maintenance of a high degree of moral and military effectiveness as an instrument of Command management. Passes will be freely accorded to soldiers' earning them through their performance of duty and conduct. Soldiers may be denied pass privileges for the following reasons:

- (a) As a result of their misconduct
- (b) In order to meet operational requirements
- (c) For temporary administrative control

(2) Regular Passes: Regular passes may be granted for periods not to exceed 72 hours, except for holiday weekends or specific holiday periods. Such passes are normally authorized to begin at the end of working hours on Friday afternoon until the beginning of normal working

hours on the following Morning. Regular passes will normally be valid only during specific off-duty hours.

(3) Special Passes: Special passes may be granted for periods up to four days outside of regular pass periods. The pass must include at least two consecutive non-duty days. Special passes may be granted to officers and enlisted personnel earning this privilege for the following reasons:

(a) Special recognition for exceptional performance of duty, i.e., Recruiter making mission box, quality volume, etc.

(b) To attend spiritual retreats or other major religious activities consistent with military requirements.

(c) To alleviate personal problems associated with military service.

(d) To exercise voting responsibilities.

(e) For unseen circumstances which would materially affect morale or the effectiveness of the individual.

(4) Reenlistment Incentive Passes: Personnel assigned to the US Army Recruiting Battalion ALBANY who reenlist will be authorized a special 3-day pass. This special 3-day pass will be coordinated between the soldier and his/her supervisor so that mission requirement will not be disrupted in any way. Such passes will be in conformance with the provisions of AR 600-8-10, USAREC Regulations and those set forth by this policy letter.

d. Permissive Temporary Duty: Permissive TDY is performed at no expense to the government and is semi-official in nature. It is both beneficial to the soldier and the Army, and must be required in the performance of the soldier's assigned duties. Permissive TDY cannot be granted for the performance of public business/assigned mission. Permissive TDY is authorized subject to the approval of the Battalion commander for a number of activities, among which are the following:

(1) Participation in competitive sports events authorized by the Army.

(2) Attendance at organizational meetings having a direct relationship to the soldier's profession and must be beneficial to both the soldier and the Army.

(3) Attendance is in response to a subpoena, summons, or request in lieu of process in court proceedings.

(4) In support of federally chartered national scouting organizations. The soldier's participation must be in the capacity of an adult leader or supervisor on a continuing basis.

(5) Participation in other official/semi-official Army programs for which TDY is inappropriate, but which will enhance the soldier's value to the Army.

RCNE-AL-CO (600-20)
SUBJECT: Policy #17 – Leave Management

(6) For the purpose of house hunting, incident in PCS moves, when it has been determined that Government housing or quarters are not immediately available, or, if available, not required to be occupied at the gaining station. The following is applicable:

- (a) The house hunting must not exceed 10 days.
- (b) Permissive TDY must be incident to PCS TRAVEL.
- (c) Only one house-hunting trip is authorized per set of PCS Orders.

(7) Permissive TDY is not authorized nor appropriate in the following situations:

- (a) Attendance at spiritual retreats or other religious observances unless meetings bear direct relationship to the soldier's primary military duties.
- (b) For the purpose of attending to personal affairs.
- (c) For the purpose of conserving a soldier's leave.

4. Sign In/Sign out: The battalion S-1 will automatically sign soldiers in/out on leave and place a copy of soldiers leave in their RS distribution box upon their departure. NOTE: It is the CLT/soldiers responsibility to notify the S-1 if they depart later, return earlier, or cancel their leave. If not, you will be charged the leave annotated on the DA 31.

5. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave. Soldiers who fail to comply are subject to UCMJ action.

6. Company Commanders will obtain approval from the Battalion Commander prior to departing the Battalion area regardless of the nature or purpose of the pass, personal or official business.

7. The S-1 will monitor the leave status of all assigned personnel on a monthly basis. A listing of the names of those individuals who are in a "use or lose" leave status will be provided to the Battalion Commander, Company Commanders, and Staff Section Chiefs.

8. Supervisors at all levels have the responsibility to promote and support the leave and pass policy.

9. This letter is directive in nature and will remain in effect unless otherwise superseded or rescinded.

10. POC for this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
LTC, MI
Commanding