

**MILPER Message Number
18-317**

**Proponent
DAPE-PRC**

**Title
Clarification of Military Leave in Combination with Pass**

...Issued:[10/1/2018 1:57:19 PM]...

A. DoDI 1327.06 (Leave and Liberty Policy and Procedures), 16 Jun 09, (Change 3, 19 May 16).

B. AR 600-8-10 (Leaves and Passes), 15 Feb 06 (RAR, 4 Aug 11).

C. MILPER Message Number 17-316, 4 Nov 17, subject: Clarification of Military Leave in Combination with Pass. (Superseded by this message).

1. This message will expire 1 Oct 19.

2. The purpose of this message is to provide guidance to grant ordinary (chargeable) leave in combination with pass. Although specific holidays are addressed, the contents of this message apply to any pass period.

3. IAW Reference A., a regular or special pass may be granted in conjunction with ordinary (chargeable) leave without a duty day in between. To clarify:

a. Only one leave period may be granted in conjunction with pass (pass-leave or leave-pass).

b. Only one leave period may be granted in conjunction with two passes (pass-leave-pass).

c. Two periods of ordinary leave may NOT be granted without a duty day in between (leave-pass-leave and pass-leave-pass-leave are not authorized). If inadvertently granted, the entire absence must be charged as leave.

d. The weekend, for Soldiers normally working Monday through Friday, is a regular pass period.

e. Two passes may NOT be granted consecutively without a duty day or a leave day in between (e.g., pass Saturday thru Monday followed by pass Tuesday thru Thursday is not authorized).

f. LEAVE Period. Soldiers must be physically present on post, at duty location, or local residence area (defined as where the Soldier commutes daily to and from work), to start and end leave. Soldiers may not depart the local area on leave until after 0001 on the "FROM" date on their DA Form 31, and must return before 2400 on the "TO" date (e.g., for a Thursday to Sunday leave, the Soldier may depart after 0001 on Thursday and must return before 2400 on Sunday).

g. PASS Period. Passes may not, under any circumstances, exceed four days. Soldiers must be physically present on post, at duty location, or local residence area (defined as where the Soldier commutes daily to and from work), to start and end pass. Soldiers may depart on pass after duty on the day before the "FROM" date on their DA Form 31, and return before start of duty on the day after the "TO" date (e.g., for a Thursday to Sunday 4-day special pass, the Soldier may depart after duty on Wednesday and must return before duty on Monday).

h. Soldiers outside of the areas defined in paragraph 3f and 3g at the beginning or end of any leave or pass period will be charged ordinary leave for their entire absence, or may be charged absence without leave.

i. A leave and a pass will not be included on the same DA Form 31. A DA Form 31 is not required for pass if the Soldier will remain in vicinity of his or her normal duty station unless the form is required to ensure the Soldier is not selected for duty during the pass period.

j. Local command policy determines the percentage of Soldiers authorized absence at any one time.

4. Soldiers may be granted ordinary leave other than noted below, but guidance in paragraph 3 must be followed when combining ordinary leave and pass.

5. Thanksgiving 2018 Holiday Period:

a. The 4-day special pass period for Thanksgiving is Thursday through Sunday.

b. Soldiers granted the 4-day pass may depart the local area after duty on Wednesday and must return before duty on Monday (IAW paragraph 3.g.)

c. Soldiers on leave the Wednesday before Thanksgiving must be charged ordinary leave for the entire absence if they are also on leave on the Monday after Thanksgiving (leave-pass-leave is not authorized, IAW paragraph 3c).

d. Soldiers, if in the local area IAW paragraphs 3f and 3g, may be granted pass combined with leave (e.g., pass Saturday and Sunday (17-18 Nov), followed by leave Monday through Wednesday (19-21 Nov), and pass Thursday through Sunday (22-25 Nov)). However, to avoid being charged for more than three days of leave, Soldiers must be on duty Friday (16 Nov), in the local area Monday (19 Nov) and Wednesday (21 Nov) to start and end leave, and back on duty Monday (26 Nov)).

6. Christmas 2018 Holiday Period:

a. Christmas 2018 is categorized as a special 4-day pass (22-25 Dec). The pass cannot be extended beyond four days.

b. Soldiers granted the 4-day pass may depart after duty on Friday (21 Dec), and must return before start of duty on Wednesday (26 Dec).

c. Soldiers in the local area, IAW paragraphs 3f and 3g, may be granted pass combined with leave (e.g., pass Saturday through Tuesday (22-25 Dec), followed by leave Wednesday through Friday (26-28 Dec), and pass Saturday through Tuesday (29 Dec to 1 Jan)). However, they must be on duty Friday (21 Dec), and in the local area Wednesday (26 Dec) and Friday (28 Dec) to start and end leave, and back on duty Wednesday (2 Jan).

7. New Year 2019 Holiday Period:

a. New Year 2019 is a 4-day special pass (29 Dec to 1 Jan).

b. Soldiers granted the 4-day pass may depart after duty on Friday (28 Dec), and must return before start of duty on Wednesday (2 Jan).

c. Guidance in paragraph 3 must be followed to grant ordinary leave in conjunction with the holiday pass.

8. For clarification of this guidance, contact unit personnel/S-1 offices. Unit G-1/S-1 personnel officials may raise concerns to the following contacts; email communication is preferred:

a. Proponent: Ms. Sherry Simmons-Coleman, HQDA DCS-G1, Military Entitlements & Compensation, DAPE-PRC, at email: usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prctravel@mail.mil.

b. MILPER Author: Ms. Lorraine S. Nobes, U.S. Army Human Resources Command,

AHRC-PDF-I at email: usarmy.knox.hrc.mbx.tagd-leave-and-pass-policy@mail.mil,
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