

21 September 2007

SUBJECT: Active Guard Reserve (AGR) and Full Time National Guard Duty (ADSW)
Leave Approval

1. AGR soldiers and FTNGD soldiers are entitled to leave accrual at the rate of 2.5 days per 30 consecutive days of continuous active duty in accordance with AR 600-8-10 Para 2-3. http://www.apd.army.mil/pdf/r600_8_10.pdf
2. Passes are authorized by Unit Commanders (See AR 600-8-10 Para 5-27 through and 5-30).
3. AGR and FTNGD soldiers and supervisors of these soldiers must adhere to the below stated responsibilities to request and approve Annual Leave.

a. **Soldier Responsibilities:**

- (1) Complete blocks 2-11 on DA 31 (may be obtained at this link)
<http://www.apd.army.mil/pub/eforms/pdf/a31.pdf>
- (2) Provide signed request to supervisor, leave is not approved until:
 - aa. Request is signed and approved by your supervisor.
 - bb. A control number assigned to block 1, of the DA 31.

b. **Supervisor Responsibilities:**

- (1) Ensure the number of days requested does not exceed the number of days accrued. For AGR soldiers review the Unit Commanders Finance Report (UCFR). For ADSW soldiers, compare the request to the soldiers DA 481. If the number of days requested exceeds number of days accrued refer AR 600-8-10 Para 4-5.
- (2) Review requested dates BLK 10a & b, ensure the soldier is counseled on the following:
 - aa. Request for leave will not be approved which encompass two or more periods of absence during which a soldier is not normally required to perform duty. (AR 600-8-10 Para 4-1c) ie Leave is requested Monday – Friday, and the weekend on either end are not considered duty days.
 - bb. Pass and or leave starts and ends at the Duty Station or at the location from where the soldier normally commutes to duty.
 - cc. Refer to enclosed ALARACT message 241/2006 for leave in conjunction with a Federal Holiday.
- (3) Obtain a Leave Control number from the soldier's Battalion S1. This must be accomplished prior to the first day of leave.
- (4) On the first day of leave, sign the soldier out in BLK 14a., b., and c as of 0001 hrs, the first day of leave, print and sign supervisor name.
- (5) On the first work day following leave sign the soldier back in as of 2400 hrs, the last day of leave, print and sign supervisor name.
- (6) Write the chargeable leave dates in BLK 17, should be the same as BLKS 10a and b unless an extension is authorized or the soldier returns to work early.
- (7) Forward completed DA 31 to Battalion S1 for processing.

UNCLAS

SUBJ: ALARACT 241/2006

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPE-MPE//

SUBJECT: POLICY CHANGE ON USE OF LEAVE IN CONJUNCTION WITH A SPECIAL PASS

REFERENCES:

A. DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 1327.6, LEAVE AND LIBERTY PROCEDURES.

B. AR 600-8-10, LEAVES AND PASSES, DATED 31 JULY 2003.

C. OSD MEMORANDUM, LEAVE AND SPECIAL LIBERTY (PASS), 16 NOV 06 1. EXPIRATION: THIS MESSAGE WILL EXPIRE NLT 31 DECEMBER 2008.

2. THE PURPOSE OF THIS MESSAGE IS TO CLARIFY EXISTING LEAVE AND PASS POLICY AND TO PROVIDE GUIDANCE ON THE RECENT CHANGE TO DODI 1327.6, LEAVE AND LIBERTY PROCEDURES. THE CHANGE TO DODI 1327.6, PARAGRAPH 6.11.2.3, DATED 16 NOVEMBER 2006 NOW AUTHORIZES USE OF ORDINARY LEAVE IN-CONJUNCTION WITH SPECIAL (3-DAY OR 4-DAY) PASSES WITHOUT A DUTY DAY IN BETWEEN THE TWO PERIODS OF ABSENCES. GUIDANCE CONTAINED IN THIS MESSAGE WILL BE INCORPORATED INTO THE NEXT SCHEDULED REVISION OF ARMY REGULATION (AR) 600-8-10, LEAVES AND PASSES.

3. PASSES:

A. A REGULAR PASS IS A SHORT, NON-CHARGEABLE, AUTHORIZED ABSENCE FROM POST OR DUTY DURING NORMAL OFF DUTY HOURS. NON-DUTY PERIODS OF ABSENCE, OTHER THAN THE ESTABLISHED OR NORMAL DUTY HOURS, ARE CONSIDERED A PASS PERIOD, TO INCLUDE OFFICIAL HOLIDAYS.

B. SPECIAL PASSES: THERE ARE TWO KINDS OF SPECIAL PASSES, A 3-DAY AND 4-DAY.

(1) A 3-DAY SPECIAL PASS, WHICH MAY INCLUDE A NATIONAL HOLIDAY AND MUST INCLUDE AT LEAST 1 DUTY DAY, NORMALLY BEGINS AT THE END OF THE NORMAL DUTY DAY ON A GIVEN DAY AND ENDS AT THE BEGINNING OF THE NORMAL DUTY DAY ON THE 4TH DAY. FOR EXAMPLE, A SOLDIER MAY DEPART AT THE END OF THE DUTY DAY ON MONDAY EVENING AND MUST RETURN AT THE START OF THE NORMAL DUTY DAY ON FRIDAY. LEAVE MAY BE GRANTED IN CONJUNCTION WITH A 3-DAY SPECIAL PASS, HOWEVER, BOTH THE LEAVE AND THE PASS MUST BEGIN AND TERMINATE ON POST, THE PERMANENT DUTY STATION (PDS), AT THE DUTY LOCATION, OR WHERE THE SOLDIER NORMALLY COMMUTES TO DUTY.

(2) A 4-DAY SPECIAL PASS MUST INCLUDE AT LEAST 2 CONSECUTIVE NON-DUTY (SATURDAY & SUNDAY) DAYS. A SPECIAL PASS MAY NOT BE COMBINED WITH ANOTHER REGULAR PASS OR ANOTHER SPECIAL PASS. HOWEVER, DUE TO THE RECENT OSD CHANGE TO DODI 1327.6, LEAVE AND LIBERTY PROCEDURES, PARAGRAPH 6.11.2.3, A SPECIAL PASS MAY NOW BE TAKEN IN CONJUNCTION WITH LEAVE WITHOUT A DUTY DAY IN BETWEEN THE PASS AND LEAVE PERIODS.

HOWEVER, THE SOLDIER MUST BE PHYSICALLY PRESENT AT THE PDS, POST, DUTY LOCATION OR LOCAL RESIDENCE AREA WHEN DEPARTING AND RETURNING FROM LEAVE. IF THE MEMBER WISHES TO DEPART THE PDS/LOCAL RESIDENCE AREA DURING THE SPECIAL PASS PERIOD AND NOT RETURN PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THEN THE ENTIRE LEAVE AND PASS PERIOD WILL BE CHARGED AS LEAVE.

4. WHENEVER A TRAINING HOLIDAY IS GRANTED WITH A FEDERAL HOLIDAY THIS IS CONSIDERED A SPECIAL 4-DAY PASS. FOR EXAMPLE CHRISTMAS 2006 IS MONDAY 25 DEC, AND THE TRAINING HOLIDAY MAY BE FRIDAY, 22 DEC. IN THIS INSTANCE A SOLDIER MAY BE GRANTED LEAVE FOR A PERIOD PRIOR TO 22 DEC OR AFTER 25 DEC.

BOTH LEAVES MAY BE TAKEN IN-CONJUNCTION WITH THE SPECIAL 4-DAY PASS AND THE SOLDIER WILL ONLY BE CHARGED FOR THE ACTUAL DAYS OF LEAVE ON THE DA FORM 31 AND NOT THE INCLUSIVE 22-25 DEC, SPECIAL PASS PERIOD. HOWEVER, THE SOLDIER MUST BE PHYSICALLY PRESENT AT THE PDS OR LOCAL RESIDENCE AREA WHEN DEPARTING AND RETURNING FROM LEAVE. IF THE MEMBER WISHES TO LEAVE THE PDS/LOCAL RESIDENCE AREA DURING THE SPECIAL PASS PERIOD AND NOT RETURN PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THEN THE ENTIRE LEAVE AND PASS PERIOD WILL BE CHARGED AS LEAVE.

5. COMMANDERS MAY FURTHER RESTRICT LEAVES AND PASSES AS NECESSARY TO MEET THE ORGANIZATIONAL READINESS REQUIREMENTS. ADDITIONALLY, COMMANDERS SHOULD ENSURE PROCEDURES ARE IN PLACE TO ADEQUATELY IMPLEMENT NEW LEAVE AND PASS POLICES IN ACCORDANCE WITH THE DODI

1327.6 AND DEPARTMENT OF ARMY GUIDANCE. SOLDIERS MUST BE AT THEIR ASSIGNED DUTY STATION OR WITHIN THE LOCAL RESIDENCE AREA WHEN STARTING OR ENDING LEAVE PERIODS THAT COINCIDE WITH FEDERAL AND TRAINING HOLIDAY PERIODS, IAW NEWLY ESTABLISHED LEAVE AND PASS PROCEDURES. COMMANDERS SHOULD ALSO EDUCATE SOLDIERS OF THE IMPLICATIONS IF THEY ARE NOT AT THEIR PDS OR WITHIN THE LOCAL RESIDENCE AREA WHILE STARTING OR ENDING LEAVE OR PASS PERIODS AS INDICATED ON THEIR DA FORM 31.

6 THE FUNCTIONAL PROPONENT IS MRS. MCCLELLAND, DSN 221-9005 OR COMMERCIAL

(703) 325-9005 E-MAIL IS BRENDA.MCCLELLAND@HOFFMAN.ARMY.MIL. THE ARMY STAFF POINTS OF CONTACT ARE MR. BOSKO, DSN 222-5945 OR COMMERCIAL (703) 692-5945, EMAIL IS VICTOR.BOSKO@HQDA.ARMY.MIL, AND LTC VOITHOFER, DSN 222-6889 OR COMMERCIAL (703) 692-6889, EMAIL IS MATTHEW.VOITHOFER@HQDA.ARMY.MIL.

7. EXPIRATION DATE 31 DECEMBER 2008.