



DEPARTMENT OF THE ARMY
19TH BATTLEFIELD COORDINATION DETACHMENT
UNIT 3105
APO AE 09094

AEAGC-BCD-CDR

22 June 2022

MEMORANDUM FOR DISTRIBUTION

SUBJECT: BCD Command Policy Letter #5 – **Leave and Pass Policy**

1. Purpose: To provide clear guidance regarding leave and pass procedures that ensure compliance with AR 600-8-10, and ensure the safety and accountability of Soldiers.
2. References:
 - a. AR 600-8-10, 15 February 2006/RAR 04 August 2011, Leaves and Passes
 - b. AE Supplement 1 to AR 600-8-10, 28 February 2012, Leaves and Passes
 - c. DODI 1327.06, 13 August 2013, Leave and Liberty Policy Procedures
 - d. AR 525-13, 11 September 2008, Antiterrorism
 - e. AE Reg 525-13, 16 October 2013, Antiterrorism
 - f. MILPER 16-328, 18 November 2016, Clarification of Military Leave in Combination with Pass
3. Applicability: This policy applies to Soldiers assigned or attached to 19th BCD. This includes Soldiers with duty outside of the Kaiserslautern Community, unless administrative control has been authorized to another organization/unit.
4. Definitions:
 - a. Leave. An authorized absence from place of duty, chargeable against the Soldier's leave account.
 - b. Normal Day Off. A normal weekend, Saturday or Sunday, Training Holidays and Federal Holidays are considered normal days off. If a Soldier performs official duties on a normal day off, it is considered a duty day.
 - c. Convalescent Leave. A period of authorized absence granted to Soldiers under medical care for sickness or wounds and not yet fit for duty.

d. Emergency Leave. Chargeable leave granted for a personal or family emergency requiring the Soldier's presence.

e. All personnel travelling to a foreign country will meet the minimum requirements established in AR 525-13 and AE 525-13 for unofficial travel. All necessary foreign travel guidance will be adhered to by the Soldier's chain of command. Travel to countries with a high threat level may require signature by the first General Officer in the chain of command.

f. For purposes of this policy, the term "Division Chief" refers to the Field Grade Officers-In-Charge of the HQ, Intel, OPS, Plans, and Airlift Divisions of the BCD; subordinate sections (ADA, Airspace, Fires) route their requests for leave and passes IAW the established Rating Chain.

5. Leave

a. Leave packets are maintained at the S-1 level. Only the DA 31, with the Division Chiefs signature, will be routed to the unit S-1. Leaves requiring the DCO's or higher approval will be submitted through the S-1. The S-1 will assign a control number to all approved leave forms, maintain a copy for record, and provide a copy to the Soldier upon request. Every Soldier will contact the S-1 to ensure they are sign in/out on leave.

b. Every Soldier is responsible for projecting his/her leave throughout the year so as not to conflict with mission requirements and to prevent accumulation of excess leave at the end of the fiscal year. Soldiers will lose "use or lose" leave days in excess of 60 days at the start of the new fiscal year (1 OCT). Secretary of Defense has approved up to 120 Days of accrued leave through FY23 due to COVID restrictions, so it is incumbent on the individual to have a leave plan /OT have this at or below 60 days by FY23.

c. Fraudulently signing in/out on leave, by failing to comply with the location or time restrictions of the individual's leave, may be considered a false official statement and may result in punishment under the Uniform Code of Military Justice. Soldiers will be physically present in the local area (defined as on post, at duty station, or in the location from which the Soldier regularly commutes to duty) at the beginning and ending of leave and/or pass.

d. All Soldiers (regardless of rank) who are out-processing from the unit on PCS or Transition Leave will physically sign-out with the S-1 and submit a copy of their orders.

e. Leaves are privileges that must be recommended for approval in block 12 by the respective Acting Division Chief and/or 19th BCD Deputy Commanding Officer. Approval authority in block 13 for leaves and passes up to 30 days for non-Division Chiefs is the DCO; as delegated by the commander in a separate policy. Division Chiefs' leave will be approved by the BCD Commander. Approval authority for leaves 31 days or more is the Detachment Commander.

f. Requests for emergency leave will be recommended for approval by the Division Chief IAW Chapter 6, AR 600-8-10. Emergency leave is exempt from the seven day requirement.

g. Soldiers will not depart on leave without an approved leave form.

h. Leave extensions are coordinated with and endorsed by the Soldier's supervisor, but approved by the DCO prior to the end of the leave period. Supervisors are not the approval authority for leave extensions. Supervisors must notify the S-1 of any changes/extensions to leaves and manually enter the extension onto the SM's DA Form 31.

i. Convalescent leave is a non-chargeable absence from duty granted to expedite a Soldiers full return to duty after an illness, injury or childbirth.

(1) When a Soldier has been hospitalized, the hospital Commander or his designee is the approval authority for convalescent leave of 30 days or less (84 days after normal pregnancy and childbirth). Only hospital Commanders will approve convalescent leave in excess of 84 days after childbirth when a Soldier is assigned or attached to the medical holding unit during on continuous period of hospitalization.

(2) If the Soldier was not hospitalized, the unit Commander is the approval authority for convalescent leave. Such leave will be handled on a case-by-case basis. The BCD Commander retains the authority to grant or deny convalescent leave based upon guidance give from the Soldier's medical care providers. If the BCD Commander chooses to deny leave or grant leave to a lesser amount than recommended, the chain of command must ensure that military duties do not impede the Soldier's participation in recovery or medical treatment.

6. Regular Passes (IAW AR 600-8-10; para 5-27):

a. A short, authorized absence from post or place of duty during normal off-duty periods is a regular pass. Non-Duty periods of absence, other than established normal duty hours are considered a pass period, to include official holidays. For example a regular pass might extend from Friday after duty until the beginning of the following Tuesday.

b. The Division Chiefs are the recommendation authority for passes, as allowed by the Commander in their supervisory capacity under the provisions of AR 600-8-1 O; (para 1-4 f). This is indicated by approving block 12 on the DA 31. The Commander/DCO acknowledges the pass by signing in block 13 in the event the pass must later be converted or extended to regular leave. A Soldier remains in an available-for-duty-status during normal off-duty hours unless absence is authorized. A regular pass begins and ends on post, at duty locations, or at the location from where the Soldier normally commutes to duty. The Soldier must be physically present at one of these locations when departing for or returning from a regular pass. Division Chief Passes may be delegated to the DCO for approval.

c. Division Chiefs cannot recommend regular passes in succession or back-to-back without a duty day in between absences.

d. All passes will be forwarded to the S-1 for PERSTAT tracking purposes. The S-1 will not issue a control number on any passes.

e. Mileage passes are required when a Soldier is planning to travel a distance that would not allow return in a timely manner. A mileage pass is required for any distance over 250 miles (400 km) straight line distance from Ramstein Air Base. Additionally, if a Soldier plans to stay longer than 24 hours in a country other than Germany, then they require a mileage pass (even if the location is inside the 250 mile radius). No pass is necessary if the Soldier plans to stay less than 24 hours in a country other than Germany, provided the travel distance is less than 250 miles.

f. If a Soldier fails to return from pass in the allotted time, the pass automatically becomes chargeable leave. Soldiers must notify their chain of command immediately if they will be unable to return on time.

7. Special Pass - There are two kinds of special passes: 3-day and 4-day.

a. 3-Day Pass normally begins at the end of a normal duty day and ends with the start of a normal duty day on the fourth day after an absence of three consecutive calendar days. The standard for calculating the period of the pass is to count calendar days, not the number of hours to be taken. It must include at least one duty day. This period may be mid-week depending on unit duty requirements. For example, a Soldier may depart at the end of the duty day on Monday evening and return at the start of the normal duty day on Friday.

b. Approval procedures for Special Passes are the same as for regular passes as outlined in Para 6b.

c. The 4-day special pass period for Thanksgiving is Thursday through Sunday. If Soldiers are on leave the Wednesday before Thanksgiving, they must be charge ordinary leave for the entire absence if they are also on leave on the Monday after Thanksgiving (leave-pass-leave, IAW para 2c). Soldiers in the local area IAW para 2f, may be granted pass on Saturday and Sunday, followed by leave Monday through Wednesday, Thanksgiving pass Thursday through Sunday.

8. Use of Leave in Conjunction with a Special Pass

a. Leave in conjunction with a pass is authorized in accordance with the guidelines established in Milper Message 16-328 as stated in paragraph 8.b. and 8.c below.

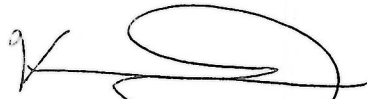
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b. A regular pass or special pass may be granted in conjunction with ordinary leave without a duty day in between. Only one leave period may be granted in between two passes (pass-leave-pass). Two periods of ordinary leave may NOT be granted without a duty day in between. If inadvertently granted, the entire absence must be charged as leave. The weekend, for Soldiers normally working Monday through Friday, is a regular pass period. Two passes may NOT be granted consecutively without a duty or leave day in between. 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. The Soldier must also be physically at one of these locations when departing to or returning from a pass. Absences encompassing two regular weekends may include pass Saturday and Sunday, leave Monday through Friday, and pass on the next Saturday and Sunday. A special pass may not, under any circumstances, exceed four days. A leave and a pass will not be included on the same DA Form 31. Local Command policy determines the percentage of Soldiers authorized absence at any one time.

c. The 4-day special pass period for Thanksgiving is Thursday through Sunday. If Soldiers are on leave the Wednesday before Thanksgiving, they must be charge ordinary leave for the entire absence if they are also on leave on the Monday after Thanksgiving (leave-pass-leave, IAW para 2c). Soldiers in the local area IAW para 2f, may be granted pass on Saturday and Sunday, followed by leave Monday through Wednesday, Thanksgiving pass Thursday through Sunday.

9. The point of contact for this memorandum is SSG De Jesus Torres, Alberto N. at alberto.de_jesus_torres@us.af.mil or 314-480-6580.



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