



DEPARTMENT OF THE ARMY
187th MEDICAL BATTALION, ACADEMY BRIGADE
2745 HARNEY PATH, SUITE 187
JBSA FORT SAM HOUSTON, TEXAS 78234-7678

MCCS-ABE

18 September 2014

MEMORANDUM FOR All Personnel Assigned or Attached to AMEDD Student Detachment, 187th Medical Battalion

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

1. Reference:

- a. AR 600-8-10, Leave and Passes, 04 August 2011
- b. AMEDDC&S OCONUS Leave or Travel Clearance Policy Letter, dated 28 July 2006
- c. Battalion Leave and Pass Policy #8, dated 17 Jun 11

2. Purpose:

- a. An aggressive leave program at all levels is a major asset to maintaining a viable force to increase effectiveness, morale, performance, and career motivation for all soldiers. My goal is that no Soldier will lose leave.
- b. All personnel are encouraged to use their entire 30 days leave each year if possible.

3. Leave/Pass Procedures:

- a. The DA Form 31 will be used to request leave/pass. **Leave requests will be submitted to your Program Manager (PM) no later than 10 calendar days prior to departure. Pass requests must be submitted to your PM no later than five (5) working days prior to departure. PTDY requests must also be submitted no later than 10 working days prior to departure in order to ensure BN CDR signs and S1 returns the DA31.**
- b. Any request for leave/pass that does not meet the submission timeliness requirements must be accompanied by a letter of lateness indicating valid reason for late submission.
 - i. Program Managers are responsible for ensuring the requestor does not have a class

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

schedule conflict by communicating with the Soldier upon receipt of leave/pass request. The PM will sign in block 12 acknowledging this responsibility.

c. The request for a leave/pass **must** include the following:

- i. Copy of Leave & Earnings Statement (LES)
- ii. If driving, Soldiers must complete and submit a POV risk assessment and route plan/strip map utilizing the TRiPS program. You can find this risk assessment at <https://crc.army.mil/home/>.
- iii. Completed POV inspection (E-6 and below).
- iv. If traveling by plane, bus, or rail, Soldiers must attach an itinerary.
- v. Letter of lateness if request is submitted within 10 days of travel start date.

d. DA Form 31 are routed as follows:

- i. Requester to PM.
 - ii. PM to Detachment Sergeant for verification; back to PM
 - iii. PM to Detachment Commander
- e. If processing a DA Form 31 through AKO Forms or Web AEFSS, ensure an email is sent to your PM notifying them of pending DA Form 31. This will ensure timely processing of leave or pass requests. Manual processing of DA Form 31 is still authorized.
- f. Soldiers that are on pass or leave and driving a POV will not drive a distance greater than 350 miles per day. Exceptions to this are multiple Soldiers or adult drivers utilizing the same vehicle; in which case the distance will not exceed 350 miles per driver, per day.

g. **All personnel will be in compliance with the required bi-annual APFT requirements prior to the submission of any pass or leave.** APFT paperwork must be completed during the months of April and October, and the record must be submitted to your PM prior to submitting a request for pass or leave. Personnel who are not in compliance with their APFT will have their leave/pass request denied. PMs will verify compliance prior to submission of leave/pass.

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

h. **All personnel will be Fully Medically Ready (FMR) compliant to include Physical Health Assessment (PHA) prior to submittal of any pass or leave.** Leave/pass will not be granted for personnel that are deficient in one or more FMR categories as this interferes with unit readiness, except in emergency situations. PMs will verify compliance prior to submission of leave/pass to Detachment Sergeant.

i. **All personnel will have completed all mandatory training prior to submitting leave/pass request.** Personnel who are not in compliance with their mandatory training will have their leave/pass request denied. Mandatory training must be complete within 30 days of arrival at the unit. PMs will verify compliance prior to submission of leave/pass.

4. Passes:

a. **PASSES ARE ONLY AUTHORIZED FOR THOSE SMS WITH LESS THAN 60 ACCRUED DAYS OF LEAVE.**

b. Regular Pass: ASD Soldiers who wish to travel outside the 250 mile radius of their duty location must submit a regular pass. **Regular passes will be issued for holidays, training holidays, and weekends only.** Per AR 600-8-10, paragraph 5-27e (2); regular passes will not exceed three (3) days. Individuals must submit a DA Form 31, Request and Authority for Leave, through their PM. Approval authority for regular passes is the Detachment Commander. Regular passes still require all documents listed in paragraph 3c above.

c. Special Pass: Special Passes will be considered on a case-by-case basis only to ensure compliance with AR 600-8-10 paragraph 5-29c. In addition to items listed in paragraph 2c above, a memorandum for record must be submitted by the requester through their PM with justification of a special pass. A three-day Special Pass must include at least one duty day and be three consecutive calendar days. A four-day Special Pass must include at least two consecutive non-duty days.

5. OCONUS Leave Request:

a. All OCONUS Leave Requests must be submitted to your PM NLT 70 days prior to travel start date. Late submission requests must contain a letter of lateness with the requesters signature block and concurred by the Detachment Sergeant and Commander.

b. OCONUS Leave Requests must contain the following items:

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

i. **AT Level 1** This is an Army Annual Requirement IAW AR 525-13, which states Commanders will ensure all military and DA civilians associated with their command receive annual anti-terrorism awareness and receive an area of

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

responsibility (AOR) update prior to deploying to an area of a higher threat level or within two months of traveling OCONUS. Additionally, family members, age 14 years or older, will receive similar training prior to traveling outside the 50 United States, its territories, and possessions when on official Government orders.

1.) AT LEVEL 1 LINK:

- NIPRNET: <https://atlevel1.dtic.mil/at/>

- ½ - 1 hour course

- AT Level 1 training is good for one year from date on certificate - You must print your certificate upon completion of the course.

- Note: If unable to complete training online contact AMEDDCS Force Protection Manager at 221-8200 or email usarmy.jbsa.medcom-ameddcs.mbx.g6-web@mail.mil

ii. **SERE 100//B-CODE OF CONDUCT** : (This is an Army Annual Requirement)

- NIPRNET: <https://www.us.army.mil/suite/page/358205>

- 1 - 2 hour course

- Click on the link above and log in with your CAC or AKO User name/password

- Click on "TAKE COURSE" under "JKO TOOLS"

- Fill out personal data for your student profile to take the LMS courses.

- Click on "VIEW LIST OF COURSES YOU CAN TAKE" at the bottom.

- Find SERE 100 toward the bottom.

- Check the box next to SERE 100 Course.

- Scroll to the bottom and click on "ENROLL"

- SERE 100 B training is good for one year from date on certificate

- You must print your certificate upon completion of the course.

- Note: If unable to complete training online contact AMEDDCS Force Protection Manager at 221-8200 or email usarmy.jbsa.medcom-ameddcs.mbx.g6-web@mail.mil

iii. **Additional Training requirement for those traveling to Korea**

1.) NIPRNET: <http://www.usfk.mil/usfk/contents/training.html>

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

- 2.) JKO Course Access Instructions
<https://jkolms.cmil.org/html/login/login.jsp>
- 3.) USFK training is good for entire tour
- 4.) You must print your certificate upon completion of the course.

iv. **PRO-FILE (Pre-OCONUS Travel File)** This is completed on a Web-based program called PRMS-Personnel Recovery Management Software – You only have to complete it one time and it is transferred to your gaining unit when reassigned. Contact the Force Protection Manager at 221-8200 or email usarmy.jbsa.medcom-ameddcs.mbx.g6-web@mail.mil

- ½ - 1 hour course
- PRO-FILE is a one time requirement
- You must print your certificate upon completion of the course.

v. **Theater/Country/Special Access Clearances** This needs to be completed when traveling to any foreign country and will be requested/processed by the AMEDDCS Travel Manager upon receiving travelers OCONUS travel request memorandum with itinerary and passport information.

c. Additional Information required to process an OCONUS leave request:

- 1.) **AT/FP Packet (Force Protection Plan)** This needs to be completed when traveling anywhere outside the US and US Territories – The AMEDDCS Force Protection Office will prepare and provide to the traveler as part of their AT/FP packet. The AMEDDCS Force Protection Officer will contact the traveler once their packet is ready for pick up.
- 2.) **HRI (High Risk Of Isolation) Brief** This needs to be completed only when you are designated as a High Risk Person or going to a High Risk Location - IAW Department of Defense Foreign Clearance Guide - DOD 4500.54-G. The AMEDDCS Force Protection Office will prepare and provide this brief to the traveler as part of their AT/FP packet.
- 3.) Contact the following office if you have questions about the OCONUS pre-requisites listed above: AMEDDCS AT/FP Officer at 221-8200 or by email at usarmy.jbsa.medcom-ameddcs.mbx.g6-web@mail.mil

6. CONUS and OCONUS TDY requests:

- a. All personnel assigned to AMEDD Student Detachment will submit their TDY requests to their PM at ASD at Fort Sam Houston for processing through the

MCCS-ABE

SUBJECT: Leaves, Passes, and TDYs Policy Letter #1

187th Medical Battalion and 32d Medical Brigade chain of command; regardless if the Soldier is attached to another military organization for residency, fellowship, or training.

b. In addition to all the paperwork required for OCONUS and CONUS leave requests listed in the paragraphs above, the following documentation is required to process TDY requests. Travel will not begin until approval is received from your program manager.

- i. Funding memo from organization paying for travel
- ii. Completed Defense Travel System (DTS) profile
- iii. Completed authorization in DTS for travel

7. Personnel who fail to comply with this policy may be subject to UCMJ and/or other administrative actions.

8. The POC for this is the undersigned at 210-221-5731 or summer.m.brownellis.mil@mail.mil


SUMMER M. BROWN-ELLIS
CPT, MS
Commanding