



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER-HENDERSON HALL**  
**HEADQUARTERS COMMAND BATTALION**  
239 SHERIDAN AVE, BLDG 417  
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Leave and Pass Procedures - Policy Memorandum #12

1. Purpose: To establish procedures governing the granting of leaves and passes to Soldiers of the Headquarters Command Battalion.
2. Reference: Army Regulation 600-8-10 (Leaves and Passes).
3. Procedures: All Soldiers will forward pass and leave requests (DA Form 31) through their supervisory chain, to the appropriate company or battalion level commanders for signature as the approving authority. Pass and leave requests will be submitted to the orderly room at least 3 days prior to the first day of pass/leave date.
4. Passes: A pass is a short, non-chargeable, authorized absence from post or place of duty. Passes will be used for command and control of off-duty personnel. Passes are not a right to which one is specifically entitled, but a privilege to be awarded to deserving Soldiers. Soldiers must not have any adverse actions pending at the time the pass is requested. Commanders may suspend the pass privileges of any Soldier for poor duty performance or misconduct, especially in those instances of misconduct off-post.
  - a. Mileage Pass – May be granted as part of a Regular or Special Pass, including 3 or 4 day training holidays/weekends. The Soldier will not miss duty but may leave the mileage coverage area. A mileage pass is required any time a Soldier plans to fly during 3 or 4 day weekends. A mileage pass is also required if a Soldier plans to drive anywhere beyond 250 miles outside of Fort Myer.
  - b. Regular Pass – A 3-day pass normally granted to deserving Soldiers for those periods that they are not required to be physically present with their unit for performance or assigned duties.
  - c. Special Pass – May be granted as special recognition for exceptional performance of duty, as compensatory time off, etc. There are two kinds of special passes, 3-day and 4-day. The granting of this type of pass will be the exception rather than the rule.

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5. Leaves: The leave program is designed to encourage the use of leave as it accrues rather than accumulate a large leave balance. Every Soldier earns 2.5 days of leave per month and is entitled to use their leave throughout the year with their commander's permission.

a. Ordinary Leave – Ordinary leave must be planned properly. The DA Form 31 should be turned in 7 days prior to the requested start date. The frequent use of leave will make a positive contribution to morale, level of performance, and career motivation.

b. Emergency Leave – Emergency leave will take precedence over all other personnel actions to ensure timely departure of the Soldier. Duty sections will prepare the DA Form 31 based on input from the Soldier and/or the American Red Cross.

c. Advance Leave – Advance leave will be approved only after ensuring the leave balance shown is correct and the Soldier has sufficient time remaining in the service to restore the advance leave requested. Advance leave will be approved on a case-by-case basis.

d. Leave Extensions – The Soldier must request through his/her supervisory chain, to the Commander for approval. Upon approval of a leave extension, the BN S1 will be given the following information in order to update the original leave request: Soldier's name, new return date, and number of days leave was extended.

e. Use or Lose Leave – Soldiers who fail to effectively manage their leave throughout the fiscal year (FY), i.e.; Soldiers who maintain 60 or more days accrued leave and wait until late in the FY to submit a leave request, are in jeopardy of losing leave. Special leave accrual is intended to provide relief to Soldiers who are not allowed leave during times of hostility or deployment. Refer to AR 600-8-10, paragraph 3-2 for more detailed information on special leave accrual.

f. PTDY- Submit Permissive TDY requests at least 10 days prior to the start day. The Battalion Commander approves all PTDY not the company commander; however, the permissive TDY request must still go through the companies.

6. The following documents are required for the different types of leave and pass requests:

a. DA Form 31

b. Leave and Earnings Statement

c. POV Risk Assessment (ASMIS-2) if driving – Trips (See Policy Letter 15)

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- d. Flight Itinerary if flying
- e. PCS/ETS or Retirement orders if applicable
- f. OCONUS country brief if applicable

  
JOHNATHON M. KUPKA  
LTC, SF  
Commanding