



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

106<sup>th</sup> FINANCIAL MANAGEMENT COMPANY

UNIT 20193  
APO AE 09139

AETS-SBF-CO

29 August 2011

MEMORANDUM FOR 106<sup>th</sup> Financial Management Company

SUBJECT: Company Leave and Pass Policy (Company Policy Memorandum #2)

1. The purpose of this memorandum is to outline the procedures and establish a policy for requesting leaves and passes. This memorandum applies to all assigned personnel.
2. Leave. Soldiers earn 30 days of leave per year. Soldiers will not lose leave. Therefore, I strongly encourage all Soldiers to manage your leave wisely and plan to use your 30 days of leave in conjunction with family visits, vacations, block leave, etc. Avoid planning leave during major events such as FTX's, EXEVALSs, Changes of Command and other events as noted on the Long Range Training Calendar. Furthermore, Soldiers will not take the majority of their leave in September to avoid losing leave due to a failure to properly plan throughout the rest of the year. Leave requests submitted during these events run the risk of being disapproved and will be approved on a case by case basis. Plan your holiday leaves early.
3. Passes. Passes will be submitted on a DA Form 31 anytime a Soldier plans to miss a day or more of work or travel and spend the night in a location more than 75 miles from their home station.
4. The following describes the specific details of leave and pass submissions:
  - a. Leave and Pass Submission – Leaves and passes will be submitted on a DA Form 31 and routed through the chain of command (first line supervisor, squad leader, detachment sergeant) to the detachment commander for approval. All leaves will be submitted and approved at least 14 days prior and passes at least 7 days prior to the start of the request. Requests submitted with less than the stated times noted will be evaluated on a case by case basis.
  - b. Leave Duration – Leave will not extend beyond 21 days in length. Requests beyond this length will be evaluated on a case by case basis.
  - c. Leave Extensions – A request to extend leave will be approved only at the company level.
  - d. Leave and Pass Approval – Detachment commanders will approve all leaves within their detachment with the exception of Sergeants First Class and above. The company command will approve the leave of all those in the grade of E7 and above after a review by First Sergeant and the Finance Operations Sergeant Major.
  - e. Coverage – Detachments will ensure that they have adequate leadership present during any leave period.

APVR-RFD-CO

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5. Emergency leave. I fully support the emergency leave program and leave under emergency conditions. The chain of command will work tirelessly to ensure that Soldiers with family emergencies get home in the quickest way possible.

6. The point of contact for this memorandum is the undersigned at 469-8017.

DIAMONDBACKS!!



GAVIN O. LUHER

MAJ, FC

Commanding