



DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

REPLY TO
ATTENTION OF

AETS-SBB-CO

7 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 2 to Battalion Commander's Policy Letter #13, Battalion Leave and Pass Policy

1. Reference: AR 600-8-10
2. I hold all leaders responsible for ensuring that their Soldiers are given the opportunity to use their authorized leave and available pass privileges. Leaves and passes will be granted within the constraints of operational military requirements.
3. All leave requests must be submitted to the S-1 section no later than 7 days prior to the start date of the leave period. All leaves requests submitted outside this timeline will require a written explanation from the commander. If the DA 31 request is greater than 30 days, the packet is required to be forwarded to the BN S-1 NLT 14 days prior to the start date of the leave period.
4. All pass requests will be maintained at the company level. Mileage passes are required for a radius of greater than 150 miles away from the assigned duty station and/or if the travel will be in another country other than that of the duty station's country. (ie. If the Soldier is stationed in Kaiserslautern, Germany and wants to travel to France, a mileage pass is required.) The only circumstance when a pass request would come to the Battalion S-1 is if a Soldier needs to extend the pass request into actual requested leave. Then the DA 31 will be forwarded to the S-1 for a control number and tracking.
5. I reserve the authority to approve leave requests for periods of 31 calendar days and greater. I also am the only person authorized to approve Permissive TDY up to a maximum 30 days. If a Soldier requests PTDY, the company commander will sign the Supervisor (Block 12) section of the DA 31 and I will sign the Approval (Block 13) section of the DA 31.
6. Soldiers requesting leave in a travel warning or travel alert country will be required to complete an APACS request with the Battalion S-2. In some circumstances, the DA 31 will need to be signed by the 21st TSC CG or the Brigade Commander. Therefore, it is recommended to start a leave packet at least 120 days prior to the requested leave start date for those countries.
7. The Company Commander is the Approving Authority for all leave requests for periods 30 days or less.
8. Leave requests, regardless of the duration, must include the following documentation:
 - a. DA Form 31 with appropriate signatures in respect to duration of leave, as well as the Battalion and Brigade CQ/EOC numbers (both DSN and civilian)
 - b. Any leave form with multiple types of requests (ie. Leave in conjunction with PTDY) will outline each set of dates in the remarks section of the DA 31. (ie. PTDY 10 – 19 Jan 12, Ordinary Leave 20 – 29 Jan 12, etc.)
 - c. Current LES

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9. **Official passports will not be used for leisure travel.** Commanders will ensure Soldiers traveling to countries requiring passports have **tourist passports**.

10. Taking authorized leave contributes significantly to one's health, morale, and motivation, and our Soldiers should be encouraged to take leave during the following time frames:

- a. During block leave periods
- b. After periods of difficult duty (i.e. deployments)
- c. During holiday periods
- d. When there is evidence of deteriorating health or morale
- e. When there is a Family emergency
- f. When enroute to a permanent change of station

11. If a Soldier has use or lose leave, emphasis will be placed on that Soldier to take leave. I hold commanders responsible to ensure that our Soldiers do not lose leave in this battalion.

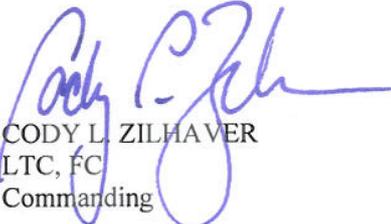
12. Emergency leave will be approved on a case by case basis and will only be authorized for immediate Family members. Other than immediate Family members, such as an Aunt or Uncle, unless previously annotated with the BN S-1 as "en loco parentis", will be only authorized Ordinary Leave. This situation will include 100% of the costs associated with the leave on the Soldier. I am the only person authorized to approve emergency leave requests within the battalion.

13. SFCs and above, including all officers, at a minimum are required to call the EAC or BN S-1 to sign in and out for leave. SSGs and below are required to physically sign in and out at the BN S-1 during normal duty hours or at the EAC during normal off duty hours.

14. DA 31s are only valid if it is completely signed by the Soldier, supervisor, and appropriate level of commander. In addition to the signatures, a current and correct control number will be placed in block 1 of the DA 31. The BN S-1 is the only authorized section to add a control number to the DA 31.

15. The point of contact for this action is the BN Adjutant at 469-9024.

16. **ON POINT!**


CODY L. ZILHAVER
LTC, FC
Commanding

DISTRIBUTION:
HHC, 16th STB
504th BDE SIG CO
106th FMCO