



REPLY TO
ATTENTION OF

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

AETS-SBH-CO

9 July 2012

MEMORANDUM FOR Soldiers of the HHC, 16th Special Troops Battalion Personnel

SUBJECT: Command Policy Letter #5: Leaves and Passes for Permanent Party Personnel

1. References:

- a. AR 600-8-10, Leaves and Passes, February 2006
- b. Army in Europe Supplement 1 to AR 600-8-10, August 2008
- c. DA Form 31, Request and Authority for Leave, September 1993
- d. 16th STB, Commander's Policy Letter #13, Battalion Leave and Pass Policy, 29 May 2012

2. Purpose: To provide clear guidance regarding Leave and Passes procedures. Assure compliance with AR 600-8-10 and AE Supp1 to AR 600-8-10, and enhance the safety and accountability of Soldiers within the Company.

3. Applicability: This policy applies to all Active Duty Soldiers assigned or attached to the HHC 16th STB.

4. Commander's Intent:

a. Requests for Leaves and Passes must be approved by the Company Commander. While leave is earned, passes are a privilege. Therefore, The Command will execute equitable and consistent programs in the unit to ensure Soldiers get the time off they deserve while meeting mission and regulatory requirements. This program consists of periods of maximum (MAX) leave, Training holidays and passes. Soldiers must be current on all mandatory training (SERE 100, CTIP, AT Level I, CRM, SHARP, ISO PREP, Information Awareness, Sponsorship training) enclosure 1, and Green on all Medical requirements under the Medical Protection System (MEDPROS).

b. Safety is a major concern in this area. Leaders will ensure that there is a safe travel plan in place before Soldiers are approved to depart on leave or pass. The Soldier's supervisor is responsible for ensuring Soldiers follow the plan. Requests submitted outside this timeline will require a written explanation from the Soldiers supervisor.

c. In order to allow sufficient time to process and ensure the safety of each Soldier requesting leave/pass, all requests will be submitted ten calendar working days prior to the start date of leave/pass. The only exception is emergency or convalescent leave request.

d. All emergency leave must be approved by the Battalion Commander regardless of requested days. Emergency will be approved on a case by case basis and will only be authorized for immediate Family members. Other than family members, such as Aunt and Uncle, unless previously annotated with BN S-1 as "en loco parentis". If no "en loco parentis" is provided then only Ordinary leave will be authorized along with all cost associated with the leave.

e. All Leaves and Passes will be requested using the DA Form 31.

f. All Soldiers remain in a present for duty status during normal off duty hours unless absence is authorized on a DA Form 31.

5. Passes: Passes are a short, non-chargeable, authorized absence from post or place of duty during normal off duty hours (to include national holidays). There are 2 types of Passes; Regular and Special. Authorized distance can be determined in enclosure 3 for Bamberg personnel and enclosure 4 for Baumholder personnel.

a. Regular Pass: A regular pass period will not exceed 3 days in length.

b. Special Passes: There are two kinds of Special Passes, 3-day and 4-day. USAREUR training holidays, which may be in conjunction with national holidays, is considered "special passes."

"A 3-day pass normally begins at the end of a normal duty day on a given day and ends with the start of a normal duty day on the 4th day after an absence of 3 consecutive calendar days. The standard for calculating the period of the pass is to count calendar days, not on the number of hours to be taken. (2) Must include at least 1 duty day". AR 600-8-10, 5-29

c. 4-Day Special Passes: "Must include at least two consecutive non-duty days". AR 600-8-10, 5-29.

d. Mileage Passes: Soldiers traveling beyond 150 miles from Bamberg on a normal weekend or beyond 250 miles on a holiday/training holiday will submit a Mileage Pass Request using DA Form 31 and supporting documents.

6. Leave: All leave requests will be submitted on DA 31 with all supporting documents. Transition leave must be verified by finance before submitting to the unit for processing. All PTDY must be approved by the BN CDR. Refer to enclosure 2.

7. Soldiers requesting leave or pass 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 MG or Brigade Commander. Therefore, it is recommended to start a leave packet at least 120 days prior to the requested leave start dates for those countries.

8. These command policies rescind all previous command policies.

AETS-SBH-CO

SUBJECT: Command Policy Letter #5: Leaves and Passes for Permanent Party Personnel

9. The point of contact for this memorandum is the undersigned at DSN: 469-8029,
gerson.s.ramirez.mil@mail.mil.

3 Encls

Mandatory Training

Leave/Passes Checklist

Mileage Map


GERSON S. RAMIREZ
CPT, LG
Commanding

AETS-SBH-CO

SUBJECT: Command Policy Letter #5: Leaves and Passes for Permanent Party Personnel

Encl 1

These are the links to the required training for 16 STB

AT LEVEL 1: <https://atlevel1.dtic.mil/at/>

SERE TRAINING: <http://jko.jfcom.mil/>

COMBATING TRAFFICKING IN PERSONS (CTIP): <https://www.lms.army.mil/Saba/Web/Main>

COMPOSITE RISK MANAGEMENT (CRM): <https://www.lms.army.mil/Saba/Web/Main>

INFORMATION AWARENESS (IA): <https://www.ia.signal.army.mil>

SPONSORSHIP TRAINING: In class scheduled by unit twice a month

ISOPREP: Conducted at BN S2.

Follow these instructions to register and complete a course:

1. Login with your AKO credentials on the ALMS site
2. Select Catalog Search
3. Click the Advanced Search tab
4. In the **CATEGORY** block, use the pick category icon and select **ARMY SAFETY CENTER**
5. Click Search Training Catalog
6. Select **REGISTER** for the course you want to complete

Follow the ALMS instructions to launch the course.

ONLINE SHARP: <https://www.lms.army.mil/Saba/Web/Main>

Please attach the following required documents with your leave/pass request.

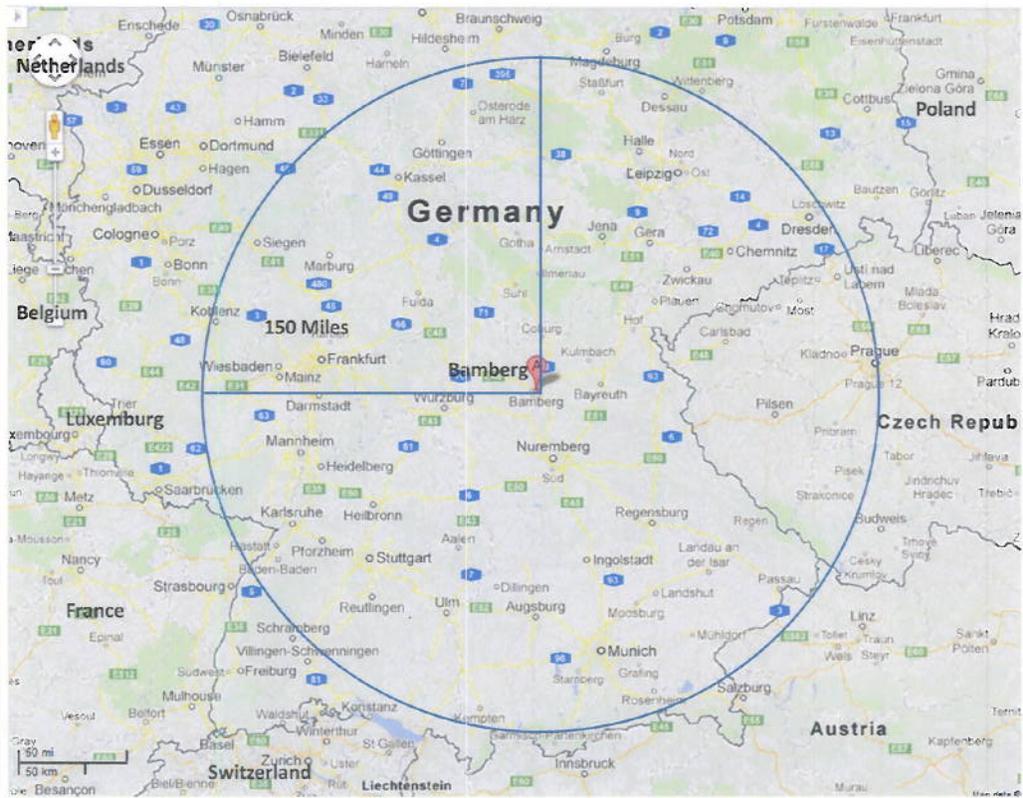
| TYPE OF LEAVE | DA 31 | LES | MEDPROS | S-2 COUNTRY BRIEF (Required when traveling to any country other than Germany or USA) | MEDICAL Documentation (must be from U.S. Military Treatment Facility) | ASK OR EDAS PRINT OUT W/ REPORT DATE | TRIPS (Required when driving beyond 150-200 miles of PDS) | ERB | RED CROSS MESSAGE & LOCO PARENTIS MEMO (if appl.) |
|--------------------------------------|-------|-----|---------|---|--|---|--|-----|--|
| REGUALR/ SPECIAL/ MILEAGE PASS | X | | X | X | | | X | | |
| ORDINARY | X | X | X | X | | | X | | |
| PCS/PTDY | X | X | X | | | X | | | |
| TERMINAL / TRANSITION | X | X | | | | | | X | |
| CONVALESCENT | X | | | | X | | | | |
| EMERGENCY | X | X | | X | | | | | X |

Transition Leave: Once the transition office requests the process of a completed DA 31 for orders; finance must verify the day leave is to end and begin.

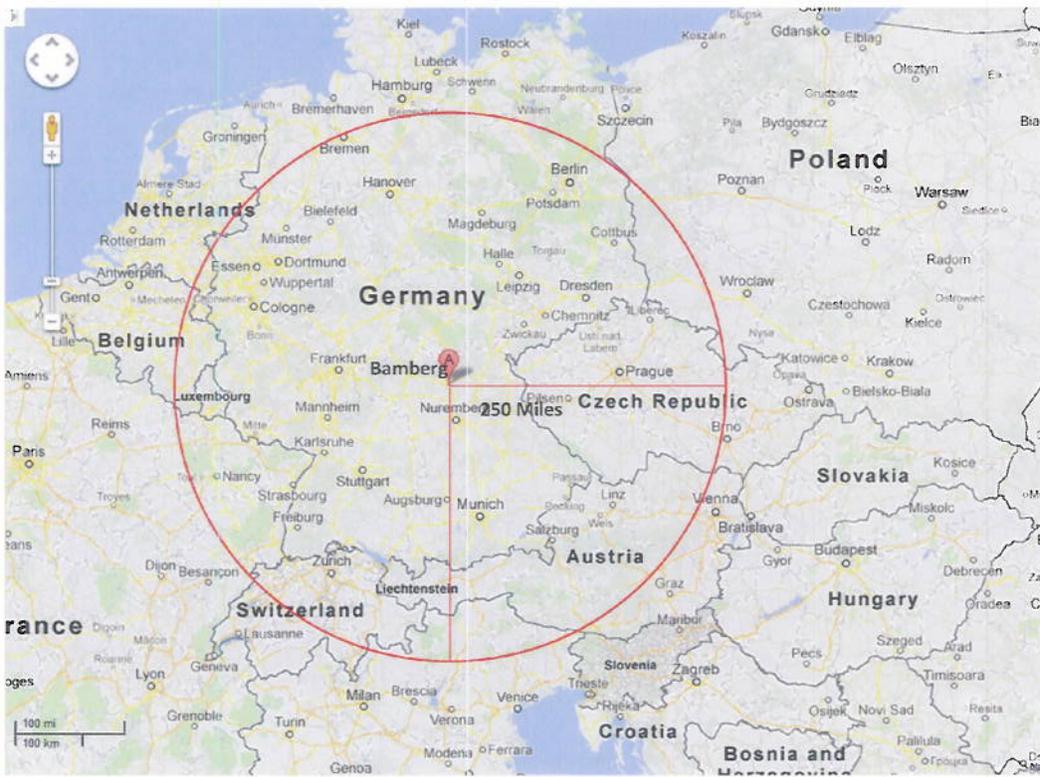
AETS-SBH-CO

SUBJECT: Command Policy Letter #5: Leaves and Passes for Permanent Party Personnel

BAMBERG 150 MILE RADIOUS



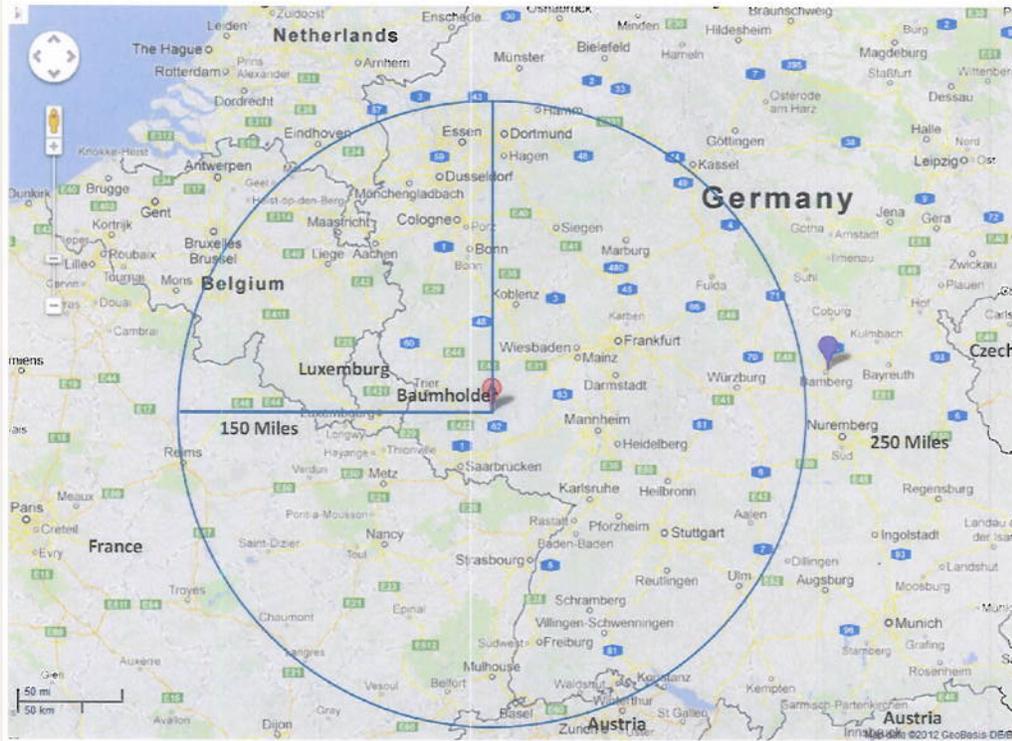
BAMBERG 250 MILE RADIOUS



AETS-SBH-CO

SUBJECT: Command Policy Letter #5: Leaves and Passes for Permanent Party Personnel

BAUMHOLDER 150 MILE RADIOUS



BOUMHOLDER 250 MILE RADIOUS

