Army Regulation 600–8–10

Personnel–General

Leaves and Passes

Rapid Action Revision (RAR) Issue Date: 4 August 2011

Headquarters
Department of the Army
Washington, DC
15 February 2006

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-10
Leaves and Passes

This rapid action revision, dated 4 August 2011--

- Implements the Don’t Ask, Don’t Tell Repeal Act of 2010 in the area of policy for payment of accrued leave by deleting all references to separation for homosexuality or homosexual conduct (rescinded paras 2-4*h*(1)(d) and 2-4*h*(2)(c)).

- Makes administrative changes (app A: corrected form title: HHS Form CDC 731; obsolete publication marked).

Headquarters
Department of the Army
Washington, DC
15 February 2006

*Army Regulation 600–8–10

Effective 15 March 2006

Personnel–General

Leaves and Passes

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation covers leave and pass programs. It prescribes the policies, operating tasks, and steps governing military personnel absences.

Applicability. This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, DAPE–PRC, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Army Human Resources Command, AHRC–PDO, 200 Stovall Street, Alexandria, VA 22332–0474.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the active Army and D for the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve.

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*This regulation supersedes AR 600–8–10, 31 July 2003. This edition publishes a rapid action revision of AR 600–8–10.

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Glossary

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Chapter 1
Introduction

Section I
Overview

1–1. Purpose
This regulation prescribes the policies and mandated operating tasks for the leave and pass function of the Military Personnel System. It provides a single-source operating document to the field, and as such, is binding on all communities involved in granting leaves and passes. This regulation establishes standards and provides an operational document in a logical sequence.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. The Chief of Staff, U.S. Army will approve requests for leave and pass periods, unless otherwise indicated in this regulation, and may delegate approval authority.

b. The Deputy Chief of Staff, G-1 (DCS, G-1) will—

(1) Establish personnel policies relating to the leave and pass programs.

(2) Approve requests for convalescent leave travel outside of the continental United States (OCONUS) in unusual or questionable cases (para 5–9).

(3) Process and obtain approval from the Office of the Secretary of Defense (OSD) to establish rest and recuperation leave programs in hostile fire or imminent danger areas (para 4–23).

c. The Commanding General, U.S. Army Human Resources Command (CG, AHRC) will—

(1) Develop procedures for the leave and pass functions.

(2) Establish standards and mandate operating tasks of the leave and pass function.

(3) Approve requests for leave and pass periods consistent with law, DOD policy, and this regulation and may delegate the authority to approve leave to chiefs of divisions, branches, and sections of any headquarters or activity.

(4) Consider requests for—

(a) Special leave accrual (chap 3).

(b) Advanced leave exceeding 30 days (para 4–5).

(c) Leave for more than 60 days that contains a period of excess leave (para 5–15).

(d) Permissive temporary duty (PTDY) exceeding 30 days (para 5–31).

(e) PTDY exceeding 10 days for any Soldier in the continental United States (CONUS) who has been designated as a nonmedical attendant (para 5–31).

d. Commanders of all major Army commands (MACOMs) and major subordinate commands will—

(1) Monitor and assist in the administration of the leave and pass programs to ensure uniform compliance with policies and mandated tasks established by this regulation.

(2) Approve requests for leave and pass periods consistent with law, DOD policy, and this regulation and may delegate the authority to approve leave to chiefs of divisions, branches, and sections of any headquarters or activity.

e. Principal officials of Department of the Army agencies will approve requests for leave and pass periods consistent with law, DOD policy, and this regulation and may delegate the authority to approve leave to chiefs of divisions, branches, and sections of any headquarters or activity.

f. Commanders of installations, including companies and separate detachments, will approve requests for leave and pass periods and may delegate authority to chiefs of divisions, branches, and sections of any headquarters or activity. The restrictions in this regulation or those imposed by higher headquarters must be met.

g. The Commandant, Adjutant General School, will establish and teach a course of instruction on processing procedures for absences.

h. Commanders of installations, communities, and mobilization stations will establish, staff, and operate a leave and pass program which accomplishes the requirements established by this regulation.

i. Subordinate commanders of AHRC personnel assistance points (PAPs) will approve requests for extensions of leave as established in this regulation.

j. Officers in commands, major headquarters, and the military departments will ensure that secondary and nonessential efforts that would work to prevent execution of an aggressive leave program are not imposed.

k. Soldiers will request and take leave in accordance with program objectives (para 2–2) and follow guidelines and processing procedures for their absences.

l. Supervisors, when approval authority is delegated to this level, will approve or deny leave requests within the established guidelines of this regulation.

m. Chiefs of Personnel and Administration Centers (PACs) will—

(1) Establish and maintain the DA Form 4179, Leave Control Log, in accordance with existing policies and procedures (chap 12).

(2) Maintain the automated DA Form 4179, Tactical Army Combat Service Support Computer System (TACCS), where available.

(3) For ordinary leave, not involving official travel, determine chargeable leave.

(4) Resolve problems with chargeable leave when official travel is not a factor.

n. Unit commanders will establish processing procedures to ensure policy compliance with existing policies and procedures.

o. Finance officers (FOs) will—

(1) Ensure proper computation of leave when official travel is involved.

(2) Ensure proper posting of all leaves to the leave and earnings statement (LES).

1–5. Statutory authority

Leave for members of the Armed Forces is governed by sections 701, 702, 703, 704, 705, 706, 708, and 876a, title 10, United States Code (10 USC 701, 702, 703, 704, 705, 706, 708 and 876a). Pay and allowances provisions pertaining to leave status are governed by sections 501, 502, 503, and 504, title 37, United States Code (37 USC 501, 502, 503, and 504) and section 707, title 10, United States Code (10 USC 707).

1–6. Manpower resources

The Manpower Staffing Standards System includes the military personnel function of leaves and passes at the battalion S1 (BNS1) work center. The manpower authorizations will be determined using the workload factors (steps in this regulation) in this regulation.

1–7. Levels of work

Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force). This regulation provides guidance to those levels and prescribes the work center required to perform the work for manpower purposes.

Section II
Principles and Standards

1–8. Principles of support

The Military Personnel System will direct a function to—

a. Provide Soldiers maximum use of leave to support health, morale, motivation, and efficiency.

b. Support the Army's personnel life cycle function of sustainment.

1–9. Standards of service

The leave and pass program will operate under the following standards:

a. Leaves and passes—

(1) Are a wartime function.

(2) Are resourced in tables of organization and equipment at BNS1 level.

(3) Accompany the tactical force when deployed.

(4) Are the functional responsibility of the Personnel Operations Work Center (and its tactical counterpart).

b. The annual leave program will be established based on paragraph 2–2.

Chapter 2
Policy for Leave

Section I
Background

2–1. Military requirement for leave

a. The Army leave policies are an important command requirement and care must be taken to prevent misuse of leave.

b. The frequent use of leave will make a positive contribution to morale, level of performance, and career motivation.

c. Operational missions and essential supporting functions of each command must be accomplished to the extent permitted by the manning provided.

d. Leave will be granted within the constraints of operational military requirements and to the degree of support for leave provided in the unit manning document.

2–2. Annual leave program

a. The leave and pass program is designed to allow Soldiers to use their authorized leave to the maximum extent possible.

b. Commanders will establish an annual leave program to manage leave designed to provide—

(1) The maximum opportunity for all Soldiers to take leave to minimize loss and payment of leave not taken.

(2) A caution to Soldiers who do not take leave, that they may lose leave at the end of the fiscal year (FY). Also, Soldiers who maintain a 60-day leave balance, and wait late in the FY to take leave, will be informed that they risk loss of leave over 60 days if the operational situation requires their presence.

(3) Allowable leave within the constraints of operational military requirements and to the degree of support for leave provided in the unit manning document.

c. In pursuing the maximum use of leave, commanders must place emphasis on granting leave—

(1) (1) Upon permanent change of station (PCS).

(2) After periods of particularly difficult duty.

(3) After prolonged deployments.

(4) When there is evidence leave would improve health and morale.

(5) During a specified period to all Soldiers in a given unit. This type of leave is called block leave. (Commanders may authorize all Soldiers in a given unit to request leave during a specified period. Block leave is granted per local command policy when consistent with military requirements and is a chargeable leave period.)

(6) Upon reenlistment and accession to Regular status from active Reserve status.

(7) During traditional national holiday periods of Thanksgiving and Christmas.

(8) When Soldiers or their families have been personally affected by floods, hurricanes, and similar natural disasters. (Emergency leave may be appropriate, see chap 6.)

(9) For attendance at spiritual retreats or for other religious observances for which a pass is inadequate.

(10) During preprocessing period incident to release from active duty, including retirement, to the extent of unused leave.

(11) Together with a consecutive overseas tour (COT).

(12) To allow the use of an average of 30 days per year.

(13) To provide opportunity for leave to be taken as earned.

(14) To allow use of leave prior to separation. (It is not the intent of leave policy that large leave balances be accrued expressly for settlement upon Soldier's release from active duty (paras 2–4d and 4–21).)

(15) To key personnel by designating an acting commander or temporarily assigning appropriate medical personnel, by ensuring availability of civilian medical services, or by responsive transportation to other military or civilian medical facilities (AR 40–5 and AR 40–121) while key personnel are absent.

d. Soldiers undergoing treatment for an infectious or contagious disease will not be granted leave unless the attending physician verifies that the Soldier does not pose a threat to the public health. The verification will be provided to the Soldier's commander before leave is approved.

Section II
Accruing Leave

2–3. Leave accrual

a. Soldiers on active duty earn 30 days of leave a year with pay and allowances at the rate of 2 ½ days a month. This entitlement excludes periods of—

(1) Absent without leave (AWOL), unless excused as unavoidable (see AR 630–10).

(2) Confinement resulting from a court-martial sentence.

(3) Confinement for more than 1 day while awaiting court-martial provided Soldier is convicted.

(4) Excess leave.

(5) Unauthorized absence because of detention by civil authorities (see para 2–4*a*).

(6) Absence in custody of civil authorities under provisions of Article 14, Uniformed Code of Military Justice (UCMJ) provided Soldier is not entitled to receive pay and allowances (see DODFMR 7000.14–R).

(7) Absence over 1 duty day due to use of drugs or alcohol or because of disease or injury resulting from Soldier's misconduct.

b. Soldiers in a missing status under 37 USC 551 earn up to 150 days leave. This is in addition to any previous leave earned.

(1) Leave is not for use but is paid for (para 2–4).

(2) Soldiers who die while in a missing status earn leave through the date evidence of death is received by the Secretary of the Army (SA). The death may be prescribed or determined under 37 USC 555.

c. Except when authorized special leave accrual (see para 3–2), Soldiers may accrue and carry forward up to 60 days leave at the end of each fiscal year.

d. Accrued leave that exceeds 60 days at the end of the fiscal year is lost except as authorized in chapter 3.

e. Soldiers who continue on or are recalled to active duty after retirement may be authorized by the SA to have leave accrued before retirement that was lost to be recredited under 10 USC 701c. The SA may limit the use of consecutive days of leave granted based on operational requirements. Soldiers may not be prohibited from taking leave accrued during the new period of military service as a condition of the continuation or recall action.

2–4. Payment of accrued leave

a. Payment of accrued leave is made per DODFMR 7000.14–R.

b. Payment of accrued leave is made per 37 USC 501h for leave earned in a missing status (see para 2–3 for leave earned in a missing status). By law, payment of accrued leave is limited to 60 days one time during a military career, unless earned in a missing status or under subparagraphs *d* and *e* below.

c. Settlement is made for leave days accrued to the actual date of death for Soldiers who die while in a missing status. Payment may exceed 150 days (para 2–3*b*).

d. Payment of accrued leave is made per 37 USC 501b for leave earned by a Soldier of a Reserve Component, retired Reserve, or retired member of the Regular Army while serving on active duty in support of a contingency operation. By law, payment of accrued leave is limited to 60 days one time during a military career, unless earned under this paragraph. (See sub para *b* above or sub para *e*, below.)

e. For Soldiers who die because of an injury or illness incurred while serving on active duty in support of a contingency operation, settlement of accrued leave is made per 37 USC 501d. Settlement of accrued leave in excess of 60 days is authorized regardless of any leave previously cashed-in.

f. Payment of accrued leave is made to Soldiers who elect partial payment and carry forward a balance to new or extended reenlistment.

g. Payment for accrued leave, for preceding period of service, is not authorized to Soldiers who elect to have all leave carried forward to new or extended reenlistment.

h. Accrued leave is forfeited when Soldier is discharged before completing 6 months of active duty per 37 USC 501e when the discharge is based on unsatisfactory performance or misconduct under any of the reasons cited below.

(1) *Enlisted separation reasons.*

(a) Defective enlistments and inductions (underage and fraudulent entry only).

(b) Entry level performance and conduct.

(c) Unsatisfactory performance.

(d) Rescinded.

(e) Drug or alcohol abuse rehabilitation failure.

(f) Misconduct.

(g) Separation instead of trial by court-martial.

(h) Security (unless the Soldier receives an honorable discharge).

(2) *Officer separation reasons.*

(a) Separation for cause.

(b) Dropped from the rolls.

(c) Rescinded.

(d) Misconduct or moral or professional dereliction.

(e) Separation instead of trial by court-martial.

(f) Security (unless the Soldier receives an honorable discharge).

2–5. Subtracting leave credit

a. Leave is subtracted for lost time, excess leave, or other nonpay status.

b. Subtract 2½ days leave for each full month of absence.

c. For part-month absence, use table 2–1 to subtract leave.

Table 2–1
Part-month leave credit

Date Separated		
or		
Days Lost or Minus	Add Credit	Enlistment/Reenlistment
Leave Balance	Subtract Credit	Add Credit [1]
1–6	½ day	2½ days
7–12	1 day	2 days
13–18	1½ days	1½ days
19–24	2 days	1 day
25–31	2½ days	½ day

Notes:

[1] Reenlistment. If a reenlistment within the same month as a separation would result in a leave credit in excess of 2½ days for the month, subtract the leave credit received on separation from 2½ days (maximum monthly leave credit) to arrive at the remaining credit for the month.

Example: Soldier separates on 5 July. Credit with 1/2 day leave. Soldier reenlists on 6 July. Credit with 2 days leave (2½ days maximum entitlement minus 1/2 day credit received on separation equals 2 days remaining entitlement).

Chapter 3
Special Leave Accrual

Section I
Overview

3–1. Concept

a. The intent of special leave accrual is to provide relief to Soldiers who are not allowed leave when undergoing lengthy deployment or during periods of hostility.

b. The leave program is designed to encourage the use of leave as it accrues rather than to accumulate a large leave balance. Soldiers who build their leave balance to the maximum level risk losing their leave should a situation occur that prevents or delays leave use.

3–2. Authorization

a. Section 701f, title 10, United States Code (10 USC 701f) provides special leave accrual to Soldiers who meet the criteria in this section.

b. Special leave accrual is authorized to Soldiers who served in an area in which he or she was entitled to hostile fire or imminent danger pay for at least 120 continuous days. (See DODFMR 7000.14–R for hostile fire or imminent danger locations). No additional criteria is required under this paragraph for approval.

c. Soldiers assigned to a designated deployable ship, designated mobile unit, or other similar prescribed duty may be authorized special leave accrual if operational requirements prevented use of leave.

d. Soldiers who meet all the following conditions may also qualify for special leave accrual:

(1) Deployed for a lengthy period, normally 60 or more days.

(2) Deployed to meet a contingency operation of the United States.

(3) Deployed to enforce national policy or an international agreement based on a national emergency or in the need to defend national security.

(4) Prevented from using leave through the end of the FY because of deployment.

Section II
Task: Requesting Special Leave Accrual

3–3. Rules to request special leave accrual

a. The criteria in paragraph 3–2 are based on law. Therefore, exceptions are not permitted.

b. Special leave accrual authorizes Soldiers to carry forward up to 90 days of leave at the end of an FY (60 days normal leave carry over plus 30 days special leave accrual).

c. Commanders in the grade of O–5 or higher are the approval authority for Soldiers who serve at least 120 continuous days in an area in which the Soldier is entitled to hostile fire and imminent danger pay. Commanders will not approve special leave accrual until after the FY, when it becomes known how much leave Soldier will lose.

d. Soldiers may continue to qualify for the 120-day requirement when hospitalized outside the designated area due to injuries resulting from hostile action. Qualification continues when the Soldier remains entitled to receive hostile fire and imminent danger pay.

e. The CG, AHRC, is the approval authority for requests for special leave accrual for Soldiers who meet the criteria in paragraph 3–2*d*above. Requests must contain information in (1) through (11) below; otherwise, they will be returned without action. Requests will provide—

(1) Information why Soldiers were deployed for a lengthy period, normally 60 or more days, during fiscal year. (AHRC will consider requests that are less than 60 days if Soldier is deployed through the end of the fiscal year.)

(2) The date command was notified of deployment requirements.

(3) Who directed deployment requirement.

(4) Unclassified name of the operation, if applicable.

(5) The date the Soldier was notified of the deployment requirement.

(6) The date of departure on deployment and the date of return or projected return.

(7) Information concerning commander's annual leave program and the Soldier's ability to take leave during the fiscal year.

(8) The Soldier's leave schedule prior to notification of the deployment requirement.

(9) Whether the Soldier could have taken any leave after notification of deployment, and prior to departure on deployment. Explain.

(10) Whether Soldier could have taken any leave or can take leave while deployed. If not, what prevented or is preventing leave use.

(11) How many leave days Soldier lost or will lose at the end of the fiscal year.

f. Leave accrual in excess of 60 days is credited only for use, not for payment.

g. Accrued special leave accrual must be used before the end of the third fiscal year after the fiscal year in which the qualifying service ended. For example, if qualifying service terminated September 1990 (FY 90), Soldier must use leave by the end of the FY 1993 (30 Sep 93) or lose all accrued leave over 60 days.

h. A portion of the leave balance that exceeds 60 days regardless of whether or not the Soldier was assigned to a designated activity cannot be approved. (For example, Soldier deployed to a designated activity on 15 September 1992. On that day, the Soldier had a leave balance of 80 days. On 30 September 1992, the Soldier had a leave balance of 82. 5 days. Since the Soldier could not have reduced his or her leave balance to 60 days before 30 September 1992, the total accumulation (82.5) cannot be carried over. Only that portion, that could not have been taken, can be carried over. In this example, the Soldier would lose 6.5 days at the end of the FY (82.5 days minus 60.0 days leaves 22.5 days). From 22.5 days subtract 16.0 days (the number of days Soldier could have used before 1 October 1992).

i. U.S. Army Reserve (USAR) active Guard Reserve Soldiers who qualify under this section must have their requests routed through the servicing military personnel organization to Commander, U.S. Army Reserve Personnel Center (ARPERCEN) for approval.

3–4. Steps to request special leave accrual

The steps for requesting special leave accrual are shown in table 3–1.

Table 3–1
Requesting special leave accrual

Step	Work center	Required action
1	Unit	Identify Soldiers who served in a hostile fire/imminent danger pay area for at least 120 consecutive days the previous year. (See note 1.)
2	CDR	Approve requests for Soldiers who meet criteria in paragraph 3–3.
3	Unit	Process approved requests to the servicing Finance and Accounting Office or equivalent.
4	Soldier	Requests special leave accrual.
5	CDR	Disapprove personal requests from Soldiers who clearly do not meet criteria (para 3–1). (See note 2.)
6	Unit	Use sample memorandum, figure 3–1 or DA Form 4187, to request special leave accrual for Soldiers who meet the criteria in paragraph 3–3.
7	Unit	Send request through chain of command, including MACOM, to Commander, AHRC, (TAPC–PDO), Alexandria, VA 22332–0474 for approval or disapproval after the end of the fiscal year.
8	Unit	Send active guard reserve requests through chain of command including MACOM directly to Commander, ARPERCEN, (DARP–AR), 9700 Page Boulevard, St. Louis, MO 63132–5200

Notes:

1. DODFMR 7000.14–R provides approved hostile fire and imminent danger locations.

2. Disapprove personal requests from Soldiers who clearly do not fall within approval criteria (para 3–1). These requests include, but are not limited to, Soldiers losing leave on an individual basis because of—

a. PCS.

b. Temporary duty (TDY) in performance of normal duties or training.

c. PTDY.

d. Hospitalization.

e. Assignment, detail, or TDY to special duties or projects, study group or similar duty.

f. Participation in scheduled training exercises.

g. Participation in sporting activities.

h. Assignment to expanded duties or a more responsible position.

i. Disapproval of a Soldier's leave request due to operational requirements (unless due to preparation for a deployment and subsequent deployment).

j. Soldier's withdrawal of a leave request.

k. Failure to submit a request due to operational requirements unless necessitated by a national crisis or national emergency.

(Letterhead)

(Office Symbol) (MARKS) *(Date)*

MEMORANDUM THRU Commander, FORSCOM, ATTN: XXXX-XX, Fort McPherson, GA 30330-6000

FOR Commander, PERSCOM, ATTN: TAPC–PDO, ALEX VA 22333-0474

SUBJECT: Special Leave Accrual— ***(Rank) (First, Middle, Last name), (Social security number (SSN))***

1. Request special leave accrual be approved for ***(Rank) (Name).*** The following information is provided for consideration:
   a. Command was notified of deployment requirement ***(Date).***
   b. The requirement was directed by (example: JCS).
   c. Unclassified name of the requirement is (name—example: SILVER HAWK).
   d. Unclassified information concerning the nature of the requirement follows:
      (1) A classified contingency requirement developed due to the need to defend national security.
      (2) Nature of the requirement includes a deployment to ***(Location)*** for the purpose of ( ).
   e. The soldier was notified of the requirement on ***(Date).***
   f. The soldier deployed ***(Date)*** and returned from the deployment on ***(Date).***
   g. My annual leave program aggressively supports the use of 30 days leave each year.
   h. Soldier was able to take leave on ( ) and other occasions during the fiscal year.

(Office Symbol)

SUBJECT: Special Leave Accrual—SFC Jake J. Jones, 123–45–6789

i. Soldier had taken ***(Number)*** days leave prior to notification of the deployment. Soldier was scheduled to take an additional ***(Number)*** days of leave beginning ***(Date).***

j. The soldier took ***(Number)*** days leave after notification of deployment but was precluded from taking any more leave before deployment because ( ).

k. The soldier was precluded from taking leave during the deployment because ( ).

1. The soldier lost ***(Number)*** days leave at the end of the fiscal year.

2. Point of contact ***(POC)*** is ***(Name)***, Defense Switched Network ***(DSN) (Number).***

(authority line):

(Signature block of commander or authorized designee)

Figure 3–1. Sample of a special leave accrual request

Chapter 4
Chargeable Leave

Section I
Task: Goals for Chargeable leave

4–1. Rules for chargeable leave

a. Manage chargeable leave to meet—

(1) Congressional intent for its use and accountability.

(2) Legal and DOD requirements.

b. Soldiers will be briefed on requesting a leave extension (chap 10) prior to departing on leave.

c. Requests for leave will not be approved which encompass two or more periods of absence during which the Soldiers are not required to perform duty from the end of one leave period to the beginning of another leave period. Exceptions may be granted under emergency or unusual circumstances as determined by the leave approval authority. The emergency or unusual circumstance must become known after Soldier terminates leave. For example, Soldier

terminates leave 2400 hours Friday and on Sunday Soldier becomes aware of a problem that requires him or her to begin another period of leave.

4–2. Steps for chargeable leave

The steps for chargeable leave are shown in table 4–1.

Table 4–1
Chargeable leave

Step	Chargeable absences
1	Ordinary leave (paras 4–3 and 4–4).
2	Advance leave (paras 4–5 and 4–6).
3	Emergency leave (chap 6).
4	Environmental and morale leave (EML) (paras 4–7 and 4–14).
5	Leave awaiting orders resulting from disability separation proceedings (paras 4–15 and 4–16).
6	Leave together with COT (paras 4–17 and 4–18).
7	Reenlistment leave (paras 4–19 and 4–20).
8	Transition leave (paras 4–21 and 4–22).
9	Rest and recuperation (R & R) leave (paras 4–23 and 4–24).
10	Periods of leave that encompass a public holiday or weekends (paras 4–25 and 4–26).
11	Pregnancy home leave (paras 4–27 and 4–28).
12	AWOL (when excused as unavoidable) (paras 4–29 and 4–30).
13	Leave together with PCS and TDY (chap 7).

Section II
Task: Requesting Ordinary Leave

4–3. Rules to request ordinary leave

a. Soldiers are authorized, on the average, to take 30 days of leave a year. (Commanders may grant more than 30 days if operationally feasible.)

b. Ordinary leave is a chargeable leave granted in execution of the commander's annual leave program (paras 2–2 and 4–1).

c. The unit commander or designee is the approval authority for ordinary leave requests.

4–4. Steps to request ordinary leave

The steps to request ordinary leave are shown in table 4–2.

Table 4–2
Request ordinary leave

Step	Work center	Required action
1	Soldier	On DA Form 31 (Request and Authority for Leave) (chap 12), complete blocks 2 through 11.
2	Soldier	On DA Form 31, block 7, check ordinary.
3	Soldier	Read instruction on reverse side of DA Form 31. If needed, request clarification.
4	Soldier	Provide the latest LES to first person in chain of command with leave request (if applicable, annotate corrections to ending leave balance and provide reason for discrepancy).
5	Soldier	Obtain chain of command recommendation in block 12 and forward to unit commander (or designee) for approval.
6	Unit	Receive leave requests and follow processing procedures in paragraphs 12–1 and 12–3.

Table 4–2
Request ordinary leave—Continued

Step	Work center	Required action
7	BNS1	Receive leave request from unit and follow processing procedures in paragraphs 12–1 and 12–5.

Section III
Task: Requesting Advance Leave

4–5. Rules to request advance leave

a. Advance leave is chargeable leave granted in anticipation of the accrual of leave during the remaining period of active duty and may be granted for—

(1) A Soldier who has an emergency (chap 6).

(2) A Soldier who has an urgent personal or morale problem.

(3) Accession or PCS move (chap 7).

(4) A pregnant Soldier who desires home leave.

b. Advance leave is with pay and allowances, including leave accrual.

c. Soldiers may be granted advance leave only when accrued leave is exhausted.

d. Advanced leave changes to excess leave on date of separation, reenlistment, or entry into an extension of enlistment (para 5–15L).

e. Advance leave may be granted together with expiration of term of service (ETS) or retirement provided transition processing is not interfered with.

f. Leave does not accrue during periods of excess leave.

g. The unit commander is the approval authority for advance leave requests for up to 30 days.Requests for advanced leave in excess of 30 days must be forwarded to AHRC (TAPC–PDO–PO), 200 Stovall Street, Alexandria, VA 22332–0474 for approval.

h. To avoid excessive minus leave balances, advance leave will be limited to the minimum amount of leave needed. Further advance leave will normally be limited to the lesser of—

(1) Thirty days.

(2) The amount of leave that will be earned during the remaining period of the current tour of active duty. The current tour of active duty includes current enlistment, excluding extensions that have not become effective for enlisted Soldier.

(3) While serving an extension, the amount of leave that will accrue prior to the date of separation.

i. Advance leave will not be granted together with excess leave authorized for Soldiers—

(1) In professional degree programs.

(2) In officer procurement programs.

(3) Being processed for punitive, administrative, or disability discharge.

4–6. Steps to request advance leave

The steps to request advance leave are shown in table 4–3.

Table 4–3
Request advance leave

Step	Work center	Required action
1	Soldier	Request leave on DA Form 31, complete blocks 2 through 11 (chap 12).
2	Soldier	On DA Form 31, block 7, check “other”. After “other”, post advance.
3	Soldier	Provide reason for request and justification for approval (DA Form 31, block 17).
4	Soldier	Include following statement in request: “I understand that advance leave changes to excess leave on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess leave is without pay and allowances. This includes entitlement to physical disability retired pay should I become disabled while in an excess leave status”.
5	Soldier	Forward request to unit commander.
6	Unit	Review and ensure request meets criteria in paragraph 4–5.
7	CDR	Approve or disapprove request if request is for less than 30 days.

Table 4–3
Request advance leave—Continued

Step	Work center	Required action
8	Unit	Forward requests for advance leave of 31+ days to AHRC (TAPC–PDO–PO) recommending approval, or grant 30 days and forward request to AHRC (TAPC–PDO–PO), recommending approval, for the remainder of leave that exceeds 30 days. (See note 1.)
9	Unit	Prepare memorandum attaching a photo copy of DA Form 31 for requests of 31+ days to begin in 30+ days. Provide recommendation for approval POC, DSN telephone number, and explain any unclear circumstances. (See note 2.)
10	Unit	Prepare electronic message to AHRC (TAPC–PDO–PO) for requests of 31+ days to begin in less than 30 days, include reason for the request, recommendation for approval, POC, DSN telephone number, and explain any unclear circumstances. (See note 3.)
11	Unit	Follow leave processing procedures for approved leave requests in paragraphs 12–1 and 12–3.
12	BNS1	Receive leave request from unit and follow processing procedures in paragraphs 12–1 and 12–5.

Notes:

[1] Do not grant partial approval if Soldier cannot accomplish purpose for which advance leave is being granted without the approval of the Commanding General, AHRC, for the remainder of leave.

[2] Address for memorandum: Commander, AHRC, ATTN:TAPC–PDO–PO 200 Stoval Street, Alexandria, VA 22332–0474.

[3] Message address: CDR AHRC, Alexandria, VA//TAPC–PDO–PO//.

Section IV
Task: Developing Environmental Morale Leave Programs in Overseas Areas

4–7. Rules to develop environmental morale leave programs in overseas areas

a. Environmental morale leave is a chargeable leave program established at overseas locations to make use of space-available travel or commercial transportation.

b. EML is a unified commander's program and may be funded: per 37 USC 411c or nonfunded (paras 4–9 and 4–13).

c. Unified commanders develop EML programs for their area of responsibility when one or more of the following deficiencies exist:

(1) Extraordinarily difficult living conditions, including geographic isolation, inadequate commercial transportation, and lack of adequate cultural and recreational opportunities. Locations must be truly isolated, austere, or environmentally depressed to be designated for EML.

(2) Notably unhealthy conditions, including lack of public sanitation, inadequate health control measures, and high incidence of diseases and epidemics.

(3) Excessive physical hardship from climate, altitude, or dangerous conditions affecting life, physical well-being, or mental health.

d. Normally, environmentally depressed conditions are reflected by those overseas locations where the with-dependents tour length is 24 months or less (see AR 614–30).

e. Adverse economic conditions and cultural differences alone are not a basis for designating an EML duty location.

f. The adversity of economic conditions overseas is recognized by a system of station allowances. All overseas assignments necessitate adjustments for cultural differences.

g. Unified commanders must ensure that relief cannot be obtained from the adverse conditions by automobile, space-available military air, or commercial land, air, or sea travel without uncertainty in travel arrangements, hazard to personal safety, or inordinate expense.

h. EML is for Soldiers and their command sponsored dependents.

i. Except for "dependent restricted" tours (see AR 614–30), EML is normally not taken in the first or last 6 months of a Soldier's tour of duty. Major commanders or their designated representative at their command level may waive the 6-month rule on a case-by-case basis. Waivers are based on mission requirements and unique personnel considerations. Soldiers not on "dependent restricted" tours may submit a request to waive the 6-month rule containing the following information:

(1) Soldier's station.

(2) Date eligible for return from overseas (DEROS).

(3) Number of dependents who will be traveling on EML with the Soldier.

(4) Dates of desired EML.

(5) The extraordinary circumstances that prevented or are preventing the use of leave during the normal timeframe.

j. The following will be used as a guide to develop the minimum required information to evaluate and establish funded EML locations and designations. Unified commanders must evaluate each of these items. They are encouraged to add additional comments and factors that bear on the proposed request. This documentation must be forwarded along with EML establishment request.

(1) *Installation.* Identify the installation, the location of the installation, and the date that the documentation is prepared.

(2) *Tour length.* The current tour lengths, both the accompanied-by-dependents and all-other tours length.

(3) *Affected population.* By Military Service, list the number of officers, enlisted service members (with command-sponsored dependents), total number of command-sponsored dependents, and unaccompanied service members.

(4) *Geography.*

(a) Nearest community (town, population, distance, and driving time).

(b) Nearest community with population of 10,000 or more (town, population, distance, and driving time).

(c) If isolation is a contributing factor, explain.

(5) *Climate.*

(a) Temperature (highest, lowest, and annual average).

(b) Humidity (highest, lowest, and annual average).

(c) Precipitation (annual average) (snow and rain).

(d) If climate is a contributing factor, explain.

(6) *Location support.*

(a) If location is not self-supporting, identify support base (base, distance, and driving time).

(b) Note the nearest major U.S. installation (base, distance, and driving time).

(7) *Medical support.*

(a) Describe the medical and dental support and facilities at the location.

(b) Describe medical and dental care available (internal medicine, obstetrics or gynecology, pediatrics, general surgery, and oral surgery).

(c) Describe dependent medical and dental care available.

(d) List the locations of nearest medical and dental facilities if not available at this location (include base, distance, and travel time).

(8) *Commissary support.*

(a) Describe U.S. commissary at this location.

(b) If there is no commissary support at this location, describe the nearest available U.S. commissary.

(c) Comment on civilian food market (availability, cost, and sanitation).

(9) *Exchange support.*

(a) Describe U.S. exchange at this location.

(b) If there is no U.S. exchange available at this location, describe the nearest adequate U.S. exchange (location, distance, and travel time).

(c) Comment on local civilian market (availability, food cost, and banking facilities).

(10) *Education support.*

(a) Comment on availability and accreditation status of dependent schools, to include location. (Include commuting time.)

(b) Comment on off-duty education available to service members and dependents.

(c) Comment on library facilities.

(11) *Religious support.* Comment on available religious facilities and support.

(12) *Recreational support.* Comment on available support and facilities both on and off base.

(13) *Mail support.* Comment on average mail delivery time to and from the United States (air mail and surface mail).

(14) *Social restrictions.* Describe nature and extent of any restriction on social life of service members (bachelor and married, accompanied and unaccompanied, and male and female), due to local customs, language, attitude of local population, Government restrictions, political climate, and so forth.

(15) *Transportation support.*

(a) Describe the in-country transportation systems.

(b) Comment on the advisability or necessity of having a privately owned vehicle (POV).

(c) Describe the international air support between the proposed EML duty location and destination.

(d) Indicate the distance between the proposed duty location and the nearest international terminal or U.S. military installation where air support is available.

(e) Indicate costs for civilian transportation between the proposed EML duty location and destination.

(f) Explain any unique difficulties.

(g) Requirements for country clearance at destination.

(16) *Comments.* Add any additional comments that should be considered.

4–8. Steps to develop environmental morale leave program in overseas areas

The steps to develop an EML program in overseas areas are shown in table 4-4.

Table 4–4
Developing environmental morale leave program in overseas areas

Step	Unified commanders
1	Collect and review data pertaining to living conditions for area. (See para 4–7.)
2	Prepare request recommend designation for a funded EML location per paragraph 4–7.
3	Forward EML request (para 4–7 to Assistant Secretary of Defense (Force Management and Personnel), Washington, DC 20301– 4000.

Section V
Task Using Funded Environmental Morale Leave

4–9. Rules to use funded environmental morale leave

a. Section 411c, title 37, United States Code (37 USC 411c) is the authority to ensure uniformity and consistency within the funded EML program.

b. Initial designations are based on appropriate unified commander's recommendation.

c. Locations must be recertified every 2 years based on appropriate unified commander's recommendation.

d. Recommendations for a designation are made to Assistant Secretary of Defense (Personnel and Readiness) with full justification and submitted through command channels including—

(1) An EML application completed by the commander of the command recommending the designation.

(2) Comments from senior representatives of other DOD components within the area that may be affected.

(3) Comments from senior military service representative within the theater.

(4) Comments from Headquarters, Military Airlift Command (MAC), about the availability and frequency of space-available military air.

(5) The proposed EML designation.

(6) Soldiers on a 24- or 36-month consecutive tour, including extensions (see AR 614–30) are authorized—

(a) One round trip for a 24-month tour.

(b) Two round trips for a 36-month tour.

e. Except for "dependent-restricted" tours (see AR 614–30), EML is normally not taken in the first or last 6 months of a Soldier's tour of duty.

f. Major commanders or their designated representatives at their command level may waive the 6-month rule on a case-by-case basis.

g. Waivers are based on mission requirements and unique personnel considerations.

h. Soldiers may submit a request to waive the 6-month rule containing the following information:

(1) Soldier's station.

(2) DEROS.

(3) Number of dependents who will be traveling on funded EML with the Soldier.

(4) Dates of desired funded EML leave.

(5) The extraordinary circumstances that prevented or are preventing the use of leave during the normal timeframe.

i. Chargeable leave begins the day after Soldier arrives at the aerial port of debarkation (APOD) and ends the day prior to the day the Soldier reports to the aerial port of embarkation (APOE).

4–10. Steps to use funded environmental morale leave

The steps to use funded EML are shown in table 4–5.

Table 4–5
Funded environmental morale leave use

Step	Work center	Required action
1	Soldier	Complete blocks 2 through 11 on DA Form 31, (chap 12). (See para 4–9)
2	Soldier	Check “other” on DA Form 31, in block 7. After “other”, post EML.
3	Unit	Follow procedures established by unified commander. (see para 4–9)
4	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
5	BNS1	Receive request from unit and follow leave processing procedures in paragraphs 12–1 and 12–5.
6	BNS1	Begin chargeable leave the day after the Soldier arrives at the aerial port of debarkation.
7	BNS1	End chargeable leave the day prior to the day the Soldier returns to the aerial port of embarkation.

Section VI
Task: Determining Funded Environmental Morale Leave Travel

4–11. Rules to determine funded environmental morale leave travel

a. Travel is performed in a duty status.

b. Travel is per Joint Federal Travel Regulations (JFTR).

4–12. Steps to determine funded environmental morale leave travel

The steps to determine funded EML travel are shown in table 4–6.

Table 4–6
Environmental morale leave travel

Step	Work center	Required action
1	BNS1	Consult JFTR, paragraph U7207, for entitlement to travel.
2	Unit	Consult JFTR, paragraph U7207, for approved EML locations.
3	PSC	Direct travel questions to the local transportation or travel office.

Section VII
Task: Using Nonfunded Environmental Morale Leave

4–13. Rules to use nonfunded environmental morale leave

a. EML locations are designated by unified commanders for both origination and destination sites.

b. Location is limited to the closest area offering environmental relief, suitable accommodations, and recreational facilities.

c. Normal military airlift routes are considered when determining relief designations.

d. Soldier may take no more than two trips per year. Normally, do not request EML in the first or last 6 months of a tour unless on a dependent-restricted tour (AR 614–30). (See para 4–9 for rules to waive 6-month rule.)

4–14. Steps to use nonfunded environmental morale leave

The steps for nonfunded EML are shown in table 4–7.

Table 4–7
Nonfunded environmental morale leave

Step	Work center	Required action
1	Soldier	When requesting EML, complete DA Form 31, blocks 2 through 11 (chap 12).
2	Soldier	Check “other” on DA Form 31, block 7. After “other”, post EML.
3	Unit	Complete leave processing procedures in paragraphs 12–1 and 12–3.
4	BNS1	Receive leave request from unit and complete leave processing procedures in paragraphs 12–1 and 12–5.
5	Unit	Charge leave for the entire absence, including travel time.
6	PSC	Authorize space–available on DOD controlled air transportation.
7	PSC	Direct travel questions to the local transportation or travel office.

Section VIII
Task: Requesting Permanent Change of Station Leave Pending Orders for Disability Separation

4–15. Rules to request permanent change of station leave pending orders for disability separation

a. Soldiers who are awaiting results of disability separation proceedings may request to be ordered home on PCS leave (AR 635–40).

b. PCS leave is charged to the extent of maximum leave accrued. Any authorized absence in excess of maximum accrued leave is not chargeable as leave (Soldier remains entitled to pay and allowances).

c. The unit commander is the approval authority.

4–16. Steps to request permanent change of station leave pending orders for disability separation

The steps to request PCS leave awaiting orders for physical disability are shown in table 4–8.

Table 4–8
Processing leave awaiting orders request

Step	Work center	Required action
1	Soldier	Request PSC leave pending results of disability separation proceedings, on DA Form 31, blocks 2 through 11 (chap 12).
2	Soldier	Check “other” on DA Form 31, block 7. After “other”, enter PCS home.
3	Unit	Receive request and ensure Soldier is pending disability separation (AR 635–40).
4	CDR	Approve or disapprove request.
5	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3. Forward to BNS1 for further processing.
6	BNS1	Receive leave request and follow leave processing procedures in paragraphs 12–1 and 12–5.

Section IX
Task: Requesting Leave Together with Consecutive Overseas Tours

4–17. Rules to request leave together with consecutive overseas tours

a. Leave together with COTs is a chargeable leave granted together with Army funded transoceanic travel and transportation per 37 USC 411b.

b. Soldiers ordered to a COT at the same duty station or another overseas duty station are authorized COT leave.

c. The new tour must be an authorized tour as prescribed by AR 614–30.

d. Soldiers’ and command sponsored dependents’ travel entitlements are specified in JFTR, Volume 1, paragraph U7200.

e. Travel is performed in a duty status (not chargeable as leave).

f. COT leave—

(1) Normally will be used between the two tours of duty or Soldier may defer COT leave for personal reasons or losing or gaining commander may defer COT leave due to military necessity.

(2) Must be used between the two tours of duty when Soldier's PCS requires Soldier or dependents to traverse through CONUS, unless the losing or gaining commander defers COT leave due to military necessity.

(3) May be taken together with TDY.

(4) Is not authorized together with any other leave programs.

g. PCS orders will reflect in the additional instructions lead line that Soldier is authorized COT leave. (See AR 600-8–105 for completion of additional instructions lead line.)

h. For Soldiers authorized by subparagraph *f*(1) above to defer their COT leave or if the losing or gaining commander defers due to military necessity, the Soldier's PCS orders will reflect in the additional instructions lead line (see AR 600–8-105) that Soldier is authorized COT leave and the reason for deferral. Also, DA Form 31, block 30, will state whether Soldier deferred or the losing or gaining commander deferred COT leave, and that Soldier must take COT leave travel within the 1-year period from the date the Soldier reports to the new permanent duty station (PDS) or begins an in place consecutive overseas tour. If leave is not taken within this period, the entitlement is lost.

i. When COT leave is deferred, the first leave taken away from the Soldier's new PDS does not have to be Soldier's COT leave.

4–18. Steps to request leave together with consecutive overseas tour

The steps to request leave in conjunction with COT are shown in table 4–9.

Table 4–9
Requesting leave in conjunction with consecutive overseas tour

Step	Work center	Required action
1	Soldier	Request leave between the two tours of duty or defer COT for personal reasons. (see para 4–17f(1) and (2)).
2	Soldier	Complete DA Form 31, blocks 2 through 11 (chap 12).
3	Soldier	Check "other" on DA Form 31, block 7. After "other", post COT.
4	CDR	Approve leave unless precluded by military necessity (para 4–17).
5	Unit	If leave is deferred due to military necessity, post DA Form 31, block 17, and PCS orders additional instruction lead line (AR 600-8-105) with reason for deferral, whether the losing or gaining commander deferred and the following statement: "You must take COT leave within the 1 year period from the date you report to new PDS or begin another overseas tour at the same duty station. If leave is not taken during this period, COT leave travel is forfeited. Maintain your copy of this denial and provide it to your gaining commander to support COT leave travel authorization along with a copy of PCS orders authorizing COT". (See para 4–17f(1) and (2).)
6	Unit	If COT leave is deferred by Soldier, post DA Form 31, block 17, with reason for deferral and statement contained in Step 7 above.
7	Gaining CDR	If COT leave was deferred, advise Soldier when leave may be taken.
8	Soldier	If leave was denied between the two tours, request COT leave within the 1–year period from the date of reporting to new PDS or beginning another overseas tour at the same duty station (para 4–17f(1) and (2)).
9	Unit	Attach disapproved DA Form 31 for COT leave between the two tours of duty and copy of PCS orders authorizing COT.
10	Unit	Advise Soldier to retain the disapproved DA Form 31 for COT leave between the two tours of duty. (Soldier will need this document to substantiate a request for deferred COT leave.)
11	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
12	BNS1	Follow leave processing procedures in paragraphs 12–1 and 12–5.

Section X
Task: Requesting Reenlistment Leave

4–19. Rules to request reenlistment leave

a. Reenlistment leave is a chargeable absence.

b. The unit commander or designee is the approval authority.

c. Soldiers who reenlist, to include prior service replacement stream personnel, on completion of required training or evaluation of training requirements maybe authorized at least 30 days and up to 90 days reenlistment leave.

d. Reenlistment leave is the first leave taken after reenlistment, unless deferred due to—

(1) Operational necessity.

(2) Desire of Soldier.

(3) Emergency leave taken.

4–20. Steps to request reenlistment leave

The steps to request reenlistment leave are shown in table 4–10.

Table 4–10
Requesting reenlistment leave

Step	Work center	Required action
1	Soldier	When requesting reenlistment leave (chap 12) complete DA Form 31, blocks 2 through 11.
2	Soldier	Check “other” on DA Form 31, block 7. After “other”, post reenlistment.
3	CDR	Approve leave unless precluded by military necessity.
4	Unit	If leave is deferred due to military necessity, Soldier’s desire, or emergency leave, advise Soldier the next leave taken will be his or her reenlistment leave, unless further deferred because of reasons stated in this step.
5	Unit	If leave was denied due to military necessity, advise Soldier when leave may be taken.
6	Unit	Follow processing procedures in paragraphs 12–1 and 12–3.
7	BNS1	Receive request from unit and follow processing procedures in paragraphs 12–1 and 12–5.

Section XI
Task: Using Transition Leave

4–21. Rules used to request transition leave

a. Transition leave (formerly called terminal leave) is a chargeable leave granted together with transition from the Service, including retirement.

b. The unit commander or designee is the approval authority for transition leave requests.

c. Leave will not be granted if it exceeds that accrued or to be accrued between the date of approval and date of transition. (See para 5–15 and para 5–33 for exceptions.)

d. Leave granted must not interfere with operational requirements, timely processing, or transition processing.

e. Leave may be granted for Soldiers stationed overseas returning to CONUS or area of residence.

f. Soldiers stationed in CONUS (or OCONUS) will complete processing at an authorized and directed transition activity before beginning leave. As an exception, Soldiers retiring and requesting a location of personal choice transition point will complete processing at a designated U.S. Army Transition Point prior to departing on leave.

g. The established transition date may be extended only for Soldiers pending physical disability (AR 635–40). This allows them to use their accrued leave as transition leave, provided they cannot sell or cash in leave to the Government. Since 10 February 1976, Soldiers can sell or cash in no more than 60 days leave one time during a military career, except as authorized by Section 501 of Title 37 U.S.C as implemented by the DODFMR. The following are examples of a Soldier who has been identified for disability separation and has 60 days of leave. These examples show whether the Soldier must sell or cash in his or her leave, may use his or her leave as transition leave, or a combination of both.

(1) The Soldier cashed in 60 days of accrued leave on 1 May 1977. The Soldier may take 60 days of accrued leave plus any leave earned while on leave.

(2) On 1 April 1976, the Soldier cashed in 30 days of accrued leave. The Soldier can cash in 30 of his or her 60 days of accrued leave and use the remaining 30 days of leave plus any leave accrued while on leave.

(3) On 1 March 1975, the Soldier cashed in 60 days of leave. The Soldier must cash in the entire 60 days leave, the same as a Soldier who has not cashed in any leave.

h. Leave will be terminated at 2400 on day of transition (concurrent with transition). It may also end upon reporting

to the designated U.S. Army Transition Point not earlier than the reporting date specified on the Soldier's order, upon return to previous unit of assignment, upon hospitalization, or upon death.

4–22. Steps to request transition leave

The steps to request transition leave are shown in table 4–11.

Table 4–11
Requesting transition leave

Step	Work center	Required action
1	Soldier	When requesting transition leave, complete DA Form 31, blocks 2 through 11 (chap 12).
2	Soldier	Check "other" on DA Form 31, block 7. After "other", post transition.
3	Unit	See travel allowances specified in AR 635–10, paragraph 2–18, and DFAS-IN 37–1. (Direct travel questions to your local transportation or travel office.)
4	Unit	Advise Soldier that leave settlement is made on actual transition date.
5	Soldier	Notify a reliable person of your itinerary and request that person to notify transfer point should you become; for example, hospitalized, or injured, or die before leave.
6	Soldier	On last day of leave, call transfer point to let them know you are alive and well.
7	Unit	Losing unit advise Soldier to do step 5 and 6 above.
8	Unit	Follow leave processing procedures in paragraph 12–1.
9	BNS1	Receive leave request from unit and follow transition leave processing procedures in paragraph 12–17.

Section XII
Task: Using Rest and Recuperation Leave—Designated Areas

4–23. Rules to use rest and recuperation leave—designated areas

a. Rest and recuperation is a chargeable leave program that authorizes use of ordinary leave to allow Soldiers leave away from hostile fire and imminent danger areas.

b. The unit commander is the approval authority for R&R leave.

c. DODFMR 7000.14–R provides areas designated as special pay duty subject to hostile fire and imminent danger.

d. R&R periods are limited to one trip per 12-month period.

e. R&R leave may not be combined with other absences.

f. Travel to and from R&R areas is provided on a space-required basis.

g. Travel to and from R&R areas is not charged to leave.

h. Chargeable leave begins the day after the Soldier arrives at the APOD.

i. Chargeable leave ends the day prior to the day the Soldier returns to the APOE.

j. Major commanders are authorized to request establishment of R & R areas from Headquarters, Department of the Army (DAPE–MBB), WASH DC 20310–0512.

k. The Office of the Secretary of Defense must approve R&R locations.

l. The following requirements must be met before designation may be considered:

(1) Soldiers are in an area which qualifies for hostile fire and imminent danger pay. (DODFMR 7000.14–R provides hostile fire and imminent danger pay locations.)

(2) Soldiers are on an unaccompanied tour.

(3) Annual leave program is restricted due to military necessity.

(4) Official and unofficial travel is controlled.

4–24. Steps to use rest and recuperation leave—designated areas

The steps to use R&R leave are shown in table 4–12.

Table 4–12
Rest and recuperation leave

Step	Work center	Required action
1	Soldier	Complete DA Form 31 when requesting R&R, blocks 2 through 11 (chap 12).
2	Soldier	Check "other" on DA Form 31, block 7. After "other" post R&R.
3	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
4	BNS1	Receive leave request from unit and follow leave processing procedures in paragraphs 12–1 and 12–5.

Section XIII
Task: Determining Chargeable or Nonchargeable Absence for Public Holidays

4–25. Rules to determine chargeable or nonchargeable absence for public holidays

a. Commanders will provide for observance of public holidays. Commanders may restrict observance due to military operations.

b. A public holiday may be a chargeable or nonchargeable absence (table 4–13).

c. Section 6103, title 5, United States Code (5 USC 6103) establishes public holidays—

(1) New Year's Day, 1 January.

(2) Birthday of Martin Luther King, Jr., the third Monday in January.

(3) President's Birthday, the third Monday in February.

(4) Memorial Day, the last Monday in May.

(5) Independence Day, 4 July.

(6) Labor Day, the first Monday in September.

(7) Columbus Day, the second Monday in October.

(8) Veterans Day, 11 November.

(9) Thanksgiving Day, the fourth Thursday in November.

(10) Christmas Day, 25 December.

(11) Others, when directed by proper authority under law.

d. When the holiday falls on a Saturday, observe the holiday on the preceding Friday.

e. When the holiday falls on a Sunday, observe the holiday the following Monday.

4–26. Steps to determine chargeable or nonchargeable absence for public holidays

The steps to determine chargeable or nonchargeable absence for public holidays are shown in table 4–13.

Table 4–13
Public holidays, a chargeable or nonchargeable absence

Step	Work center	Required action
1	Unit	When a Soldier's leave terminates on a holiday, do not charge as leave.
2	Unit	When a Soldier's leave begins on a holiday, charge as a day of leave.
3	Unit	When a holiday falls within a Soldier's leave dates, charge as a day of leave.

Section XIV
Task: Requesting Pregnancy Home Leave

4–27. Rules to request pregnancy home leave

a. Pregnancy home leave is a chargeable leave (ordinary, advanced, excess) requested by a Soldier to return home or another place for maternity care or the birth of a child.

b. The unit commander is the approval authority.

c. Leave granted is until expected date of delivery.

d. Termination of leave occurs with the onset of labor or other medical necessity.

e. Leave extension will be granted if delivery is late.

f. Travel restriction "(preventing the Soldiers return to her unit)" is not a basis to terminate leave.

g. Attachment to another installation or facility is not authorized if the purpose is to conserve leave.

4–28. Steps to request pregnancy home leave

The steps to request pregnancy home leave are shown in table 4–14.

Table 4–14
Pregnancy home leave request

Step	Work center	Required action
1	Soldier	Obtain statement from attending physician that documents existence of pregnancy, establishes estimated delivery date, and establishes estimated date after which level should not be performed.
2	Medical	Explain if estimated date of restricted treatment travel is more than 6 weeks prior to facility estimated date of delivery. (MTF)
3	MTF	rovide the name and location (telephone number of patient administrator if available) of MTF having administrative responsibility in the area of Soldier's leave address.
4	Unit	Counsel Soldier that she is responsible for the expense of nonemergency maternity care received at civilian facilities unless otherwise authorized (AR 40–5, para 2–35b).
5	Unit	Ensure Soldier has received counseling by the local Civilian Health and Medical Program of the Uniformed Services adviser regarding the payment of bills attributed solely to the newborn infant (DOD 6010.8–R).
6	Soldier	Complete DA Form 31, blocks 2 through 11 (chap 12).
7	Soldier	Check "other" on DA Form 31, block 7. After "other", post pregnancy home.
8	Unit	Add to DA Form 31, block 17, "You must contact the patient administrator at the MTF immediately upon arrival at the designated location. If you are in an excess leave status, you are not entitled to pay and allowances for the period of excess leave. This includes entitlement to physical disability retired pay should you become disabled while in an excess leave status. Further, no leave accrues during period of excess leave"
9	CDR	Approve or disapprove request.
10	Unit	Change Soldier's status to sick–in–hospital when Soldier is admitted to the hospital for any reason (para 5–13).
11	MTF CDR	Determine and direct convalescent leave necessary for recuperation after pregnancy and childbirth (para 5–5). Soldiers are authorized 42 days.
12	Unit	Absence between end of convalescent leave and return to parent unit is chargeable leave.
13	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
14	BNS1	Receive DA Form 31 from unit and follow processing procedures in paragraphs 12–1 and 12–5.

Section XV
Task: Determining Chargeable Leave for Absences After Leave or Pass Termination Date

4–29. Rules to determine chargeable leave for absences after leave or pass termination date

a. Absence beyond leave or pass termination date is a chargeable absence when excused as unavoidable due to—

(1) *Mental incapacity.* (Effect on pay and allowances is per DODFMR 7000.14–R.)

(2) *Detention by civilian authorities.* (Effect on pay and allowances is per DODFMR 7000.14–R.)

(3) *Early departure of a mobile unit due to operational commitments.*

b. For absences not excused as unavoidable, the part of an absence following the authorized leave period that is classified as unauthorized is charged as AWOL. (See AR 630–10 for further processing of absences excused as unavoidable.)

4–30. Steps to determine chargeable leave for absences after leave or pass termination date

The steps to determine chargeable leave for absences after leave or pass termination date are shown in table 4–15.

Table 4–15
Determine absence after leave or pass termination date

Step	Work center	Required action
1	CDR	Determine if absence is excused as unavoidable based on paragraph 4–29 and AR 630–10.
2	Unit	If absence is determined to have been unavoidable, reclassify absence from AWOL to unavoidable and issue or correct DA Form 31, as appropriate.
3	Unit	Issue DA Form 31. When appropriate, annotate remarks section (block 17) absence excused as unavoidable, attach copy of determination statement and follow leave processing procedures in paragraphs 12–1 and 12–3.
4	BNS1	Receive DA Form 31 from unit and follow leave processing procedures in paragraphs 12–1, 12–5, and 12–7.
5	Unit	Correct copies of DA Form 31, when appropriate.
6	Unit	Annotate remarks section (block 17) with absence excused as unavoidable and forward DA Form 31 with a copy of determination to BNS1 for further processing.
7	BNS1	Receive corrected DA Form 31 and follow leave processing procedures in paragraph 12–7.

Chapter 5
Nonchargeable Leaves and Absences

Section I
Task: Absences from Duty Nonchargeable as Leave

5–1. Rules for absences nonchargeable as leave

a. Manage nonchargeable leaves and absences to meet DOD intent for use and accountability.

b. Provide policy, uniform program development, and DOD requirements.

5–2. Steps for absences nonchargeable as leave

The steps for absences from duty nonchargeable as leave are shown in table 5–1.

Table 5–1
Absences from duty nonchargeable as leave

Step	Nonchargeable absences
1	Convalescent leave (paras 5–3 through 5–10).
2	Sick-in-quarters (paras 5–11 and 5–12).
3	Sick-in-hospital (paras 5–13 and 5–14).
4	Excess leave (paras 5–15 through 5–24).
5	Graduation leave, U.S. Military Academy (USMA) (paras 5–25 and 5–26).
6	Holiday leave, provided the day does not fall on or within an approved leave period (paras 4–25 and 4–26).
7	Leave awaiting orders, resulting from disability separation after maximum accrued leave has been used (paras 4–15 and 4–16).
8	Passes (paras 5–27 through 5–30).
9	PTDY (paras 5–31 through 5–34).
10	Proceed time (paras 5–36 and 5–37).
11	POV travel (paras 5–38 and 5–39).
12	Special rest and recuperation (SR & R) (paras 5–40 and 5–41).
13	AWOL when not excused as unavoidable (paras 4–29 and 4–30).

Section II
Task: Using Convalescent Leave

5–3. Rules to use convalescent leave

a. Convalescent leave is a nonchargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth.

b. The hospital commander or designee is the approval authority for convalescent leave for 30 days or less (42 days after normal pregnancy and childbirth). Only hospital commanders will approve convalescent leave in excess of 42 days after childbirth when a Soldier is assigned or attached to the medical holding unit (AR 40–3, para 9–2) during one continuous period of hospitalization. If the Soldier is not hospitalized, unit commander is the approval authority (para 5–5).

c. The unit commander is the approval authority for up to 30 days convalescent leave (42 days after normal pregnancy and childbirth) for a Soldier returning to duty after illness or injury (para 5–7).

d. The approval authorities establish procedures for granting convalescent leave.

e. Hospital commanders are the only approval authority for requests in excess of 30 days (or in excess of 42 days for childbirth).

5–4. Steps to use convalescent leave

The steps to use convalescent leave are shown in table 5–2.

Table 5–2
Use convalescent leave

Step	Work center	Required action
1	MTF	Physicians determine leave to be necessary in the care and treatment prescribed for recuperation and convalescence.
2	MTF	Physicians recommend a period of convalescent leave, with full justification, to the approval authority.
3	CDR	Limit leave to the minimum amount of time essential to meet medical needs.
4	CDR	Consider diagnosis, prognosis, and probable final disposition of Soldier.
5	MTF	If requested by commander, hospital commanders confirm physician's recommendation.
6	MTF	Advise Soldier to report any complications or medical problems.
7	MTF	If warranted by medical condition, hospital commander grants leave extension or considers other appropriate options.
8	MTF	Advise Soldiers whether they are to return to the hospital or place of duty after convalescent leave.
9	CDR	Consider granting Soldier's request for additional accrued, advanced, and or excess leave, as appropriate.

Section III
Task: Granting Convalescent Leave to Soldiers Assigned or Attached to a Medical Treatment Facility

5–5. Rules to grant convalescent leave to Soldiers assigned or attached to a medical treatment facility

a. The hospital commander or designee is the approval authority for convalescent leave.

b. See paragraphs 5–3 and 5–4 concerning convalescent leave.

c. Normally granted 42 days to Soldier after pregnancy and childbirth.

(1) If Soldier desires to return to duty after less than 42 days, physician must approve.

(2) A commander may require early return of a Soldier if that Soldier's absence will clearly adversely affect the readiness or operational mission of the Soldier's unit. A cognizant military health authority determines that such action is medically acceptable.

d. Soldiers granted convalescent leave for illness or injury incurred in line of duty while eligible for receipt of hostile fire and imminent danger pay under 37 USC 310 are entitled to funded travel and transportation per JFTR, paragraph U7210.

5–6. Steps to grant convalescent leave to Soldiers assigned or attached to a medical treatment facility

The steps to grant convalescent leave to Soldiers assigned or attached to an MTF are shown in table 5–3.

Table 5–3
Granting convalescent leave

Step	Work center	Required action
1	MTF	Establish procedures for granting convalescent leave.
2	MTF	Use DA Form 31 to authorize convalescent leave (chap 12).
3	MTF	On DA Form 31, complete blocks 1 through 5, 7, and 8. In block 7 check "other". After other, post convalescent.
4	MTF	Annotate "CONV" over block 1 on DA Form 31. (BNS1 will insert control number.)
5	MTF	Specify on DA Form 31 in block 17 whether Soldier is to return to the MTF or place of duty after convalescent leave.
6	MTF	Photocopy original DA Form 31 and maintain copy for 6 months
7	MTF	Provide Soldier with Soldier's copy of DA Form 31.
8	MTF	Provide original and suspense copies to Soldier's unit commander (forward to gaining unit commander when applicable).
9	MTF	Determine leave to be necessary in the care and treatment prescribed for recuperation and convalescence.
10	MTF	Limit convalescent leave to minimum amount of time essential to meet medical needs except following pregnancy and childbirth.
11	MTF	Advise Soldier to report any complications or medical problems.
12	MTF	Provide administrative support to Soldiers during periods of convalescence, when requested.
13	MTF	Accomplish actions pertaining to pay, morale, and welfare as if Soldiers were assigned to hospital.
14	MTF	Grant leave (ordinary, advance, excess, as applicable) for period between expiration of convalescent leave and Soldier's return to parent organization when distance prevents immediate return.
15	Unit	Follow leave processing procedures in paragraphs 12–1, 12–31, and 12–32.
16	BNS1	Follow leave processing procedures in paragraph 12–31.

Section IV
Task: Granting Convalescent Leave When Soldiers Return to Unit After Illness or Injury

5–7. Rules to grant convalescent leave when Soldiers return to unit after illness or injury

a. Unit commanders may grant up to a maximum of 30 days convalescent leave during one continuous period to Soldiers who have been returned to duty after illness or injury. This period is extended to 42 days following pregnancy and childbirth. (Beyond 42 days, hospital commander is the only approval authority.)

b. Prior to approval—

(1) Obtain supporting recommendation from physician.

(2) Verify what, if any, convalescent leave Soldier has had while assigned or attached to hospital, only that portion is authorized which, when added to hospital-approved leave, will not exceed 30 days or 42 days if the reason is pregnancy and childbirth.

(3) Require confirmation of attending physician's recommendation for convalescent leave from the hospital commander having administrative responsibility, if desirable.

c. Leave is authorized (ordinary, advance, excess, as applicable) for period between expiration of convalescent leave and Soldier's return to parent organization when distance prevents immediate return.

d. Soldiers are authorized 42 days after pregnancy and childbirth and—

(1) If Soldier voluntarily desires to return to duty after less than 42 days leave, physician must approve.

(2) A commander may require early return of a Soldier if that Soldier's absence will clearly have an adverse impact

on readiness or operational mission of the Soldier's unit. A cognizant military health authority must determine that such action is medically acceptable.

e. Paragraphs 5–3 and 5–4 are applicable when using convalescent leave.

f. Soldiers granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire and imminent danger pay under 37 USC 310 are entitled to funded travel and transportation under 37 USC 411a (para 5–9).

5–8. Steps to grant convalescent leave when Soldiers return to unit after illness or injury

The steps to grant convalescent leave when Soldiers return to unit after illness or injury are shown in table 5–4.

Table 5–4
Granting convalescent leave

Step	Work center	Required action
1	Unit	Use DA Form 31 to authorize convalescent leave (chap 12).
2	Unit	Complete blocks 1 through 5, 7, and 8. In block 7, check "other". After other, post convalescent.
3	Unit	Annotate "CONV" over control number, block 1. (BNS1 will insert control number.)
4	Unit	Annotate duty rosters as applicable.
5	Unit	Receive supporting recommendation from physician for convalescent leave.
6	CDR	If Soldier has had any period of convalescent leave while assigned to hospital, grant only that portion which, when added to previous leave will not exceed 30 days or 42 days for pregnancy and childbirth.
7	CDR	Require confirmation of attending physician's recommendation for convalescent leave from the hospital commander having administrative responsibility, if desirable.
8	CDR	Grant ordinary, advance, or excess leave, as applicable, for period between expiration of convalescent leave and Soldier's return to parent organization when distance prevents immediate return.
9	CDR	Grant 42 days after pregnancy and childbirth.
10	CDR	Obtain physician approval if Soldier desires to return to duty in less than 42 days after pregnancy and childbirth.
11	Unit	Follow leave processing procedures in paragraph 12–1.
12	BNS1	Follow leave processing procedures in paragraphs 12–23 and 12–24.

Section V
Task: Using Convalescent Leave Travel for Illness or Injury Incurred in Line of Duty

5–9. Rules to use convalescent leave travel for illness or injury incurred in line of duty

Soldiers granted convalescent leave for illness or injury incurred in line of duty while eligible to receive hostile fire and imminent danger pay under 37 USC 310 are entitled to funded travel and transportation under 37 USC 411a (see JFTR, Vol 1, U7210).

5–10. Steps to use convalescent leave travel for illness or injury incurred in the line of duty

The steps to use convalescent leave travel for illness or injury incurred in the line of duty are shown in table 5–5.

Table 5–5
Convalescent leave travel

Step	Work center	Required action
1	Unit	Advise Soldier of entitlement to convalescent leave travel.
2	Soldier	Request convalescent leave travel, when entitled to travel allowances.
3	MTF	Approve convalescent leave and location when granting convalescent leave.
4	Unit	Consider travel clearance requirements, chapter 8, if convalescent leave outside the United States is being considered.
5	Unit	Send message request to Headquarters, WASH DC//DAPE–MBB–C// for convalescent leave travel in unusual or questionable cases.
6	Unit	Direct Personnel Service Company (PSC) to issue travel orders.
7	PSC	Process orders (AR 600–8–105) authorizing travel and transportation allowances.
8	PSC	Include in order "Travel is in connection with leave granted for convalescence from illness or injury incurred in line of duty while Soldier was entitled to hostile fire and imminent danger pay under 37 USC 310"

Section VI
Task: Sick-in-Quarters, a Nonchargeable Absence

5–11. Rules for sick-in-quarters

a. Sick-in-quarters will be used if Soldier is likely to be returned to duty within 72 hours.

b. Soldier is excused from duty when sick-in-quarters.

c. Soldiers on leave who become sick-in-quarters will not be charged leave for that period.

d. Sick-in-quarters will be used when duty status changes to sick-in-quarters.

e. When duty status changes to sick-in-quarters, Soldier must provide a statement from attending physician verifying the inclusive dates of illness.

(1) Sick-in-quarters status by military physician (see table 5–6).

(2) Sick–in–quarters by civilian physician (see table 5–6).

f. Unless otherwise directed by the commander who granted the original leave, Soldiers revert to leave status for the unexpired portion of leave upon completion of sick-in-quarters.

g. Soldiers are exempt from paragraph 5–11 and table 5–6 if in an involuntary excess leave status awaiting punitive discharge unless excess leave status is terminated.

5–12. Steps for sick-in-quarters

The steps for sick-in-quarters are shown in table 5–6.

Table 5–6
Sick-in-quarters

Step	Work center	Required action
1	Unit	Do not charge leave for Soldiers on leave who become sick-in quarters. Change duty status to sick-in-quarters.
2	Soldier	Provide statement from attending physician verifying the inclusive dates of illness.
3	Soldier	If placed sick-in-quarters by a civilian physician, notify the Patient Administration Division (Admissions and Disposition Office) of the nearest U.S. Army hospital.
4	MTF	Upon receipt of notification, notify the appropriate unit.
5	Soldier	Provide the name of the attending physician, date and place of treatment, and the nature of the illness or injury.
6	Soldier	Obtain statement from attending physician verifying inclusive dates of illness.
7	MTF	Handle medical or administrative matters.
8	Unit	Receive MTF notification and sick-in-quarters statement.
9	Unit	Forward statement to BNS1.
10	BNS1	Upon receipt of statement, annotate DA Form 31, block 17, nonchargeable absence, and state reason.

Table 5–6
Sick-in-quarters—Continued

Step	Work center	Required action
11	BNS1	Follow applicable leave processing procedures in chapter 12.

Section VII
Task: Sick-in-Hospital, a Nonchargeable Absence

5–13. Rules for sick-in-hospital

a. This status is used for periods of hospitalization.

b. Soldier is excused from duty.

c. Soldiers on leave who are hospitalized while on leave will not be charged leave for that period.

d. Duty status changes to sick-in-hospital.

e. Unless otherwise directed by the commander who originally granted leave, Soldiers revert to leave status for the unexpired portion of leave upon completion of hospitalization.

f. Subsisting out status (status under sick-in-hospital) may be used for acute patients who are hospitalized and receiving medical care. The patient is allowed to live outside the MTF in a subsisting out status. (This status is used to tell the difference between the number of days spent outside the MTF from occupied bed days.) The MTF commander is the approval authority. See AR 40–3, chapter 6, for additional information.

g. Soldiers are exempt from paragraph 5–13 and table 5–7 if in an involuntary excess leave status awaiting punitive discharge unless excess leave status is terminated.

5–14. Steps for sick-in-hospital

The steps for sick-in-hospital are shown in table 5–7.

Table 5–7
Sick-in-hospital

Step	Work center	Required action
1	Soldier	If hospitalized in a civilian facility, immediately advise Patient Administration Division (Admission and Disposition Office) of nearest U.S. Army hospital.
2	Soldier	Provide date and place of treatment, nature of illness or injury, and name of attending physician.
3	MTF	Receive notification from Patient Administration Division of hospitalization in a civilian facility.
4	MTF	Notify Soldier's unit immediately when Soldier is hospitalized (military or civilian facility).
5	Unit	Change duty status to sick-in-hospital.
6	Unit	Receive notification and advise BNS1.
7	BNS1	Annotate DA Form 31, block 17, with date of hospitalization and last day of leave which is day before hospitalization.
8	BNS1	If Soldier returned to same unit, follow steps in paragraph 12–7.

Section VIII
Task: Requesting Excess Leave

5–15. Rules to request excess leave

a. Excess leave is a nonchargeable absence granted for emergencies or unusual circumstances or as otherwise specified in this regulation.

b. Advance leave is expended prior to using excess leave, except for the following:

(1) Procurement programs (see sub para *h* below).

(2) ROTC graduates (para 5–17).

(3) Soldiers awaiting punitive discharge (see below).

(4) Soldiers pending administrative discharge (para 5–21).

(5) Soldiers being involuntarily separated (para 5–35).

c. Excess leave is normally not authorized together with separations except as authorized by paragraph 5–19 and 5–33).

d. Approval authorities for excess leave are as follows (see *e* below for approval authorities granting excess leave pending administrative discharge). For excess leave or PTDY authorized for Soldiers being involuntarily separated under honorable conditions as defined in 10 USC 1141, or as approved participants in the Voluntary Separation Incentive (VSI) and special separation benefits (SSB) programs established under 10 USC 1174a (see paras 5–34 and 5–35).

(1) Commanders of units normally commanded by officers in the rank of colonel or above have the approval authority for up to 30 days.

(2) MACOM commanders; commanders of the numbered armies in the continental United States; the CG, U.S. Army Recruiting Command; CG, U.S. Army Reserve Command; and the principal officials of DOD and Department of the Army Staff agencies have approval authority for up to 60 days.

(3) Commander, AHRC, 200 Stovall Street, ATTN: TAPC–PDO–PO, Alexandria, VA 22332–0474 is the approval authority for more than 60 days.

e. The general court-martial (GCM) authority is the authority to-—

(1) Direct any involuntary excess leave pending a dismissal or punitive discharge (para 5–19).

(2) Approve any voluntary excess leave pending punitive discharge (para 5–19).

(3) (3) Approve any excess leave pending administrative discharge (para 5–21).

f. Aggregate leave includes combinations of accrued, advance (to include the unaccrued portion of advance leave previously granted), and excess leave (except as authorized by para 5–34).

g. The amount of leave granted is normally limited to 60 days.

h. More than 60 days excess leave may be granted in connection with procurement programs for service as a commissioned officer. (The program allows individuals to complete educational and licensing requirements leading to a professional degree.)

(1) The amount of excess leave varies with each program.

(2) Excess leave is authorized by the regulations governing the procurement of each category of personnel.

(3) Participants are not required to use their accrued leave prior to being placed in an excess leave status.

(4) If not used, accrued leave balances are retained until Soldiers resume duty in a pay status.

i. Emergencies requiring absences from duty longer than 60 days should be carefully considered for compassionate reassignment.

j. Emergencies requiring excess leave for the following categories should be carefully considered for hardship discharge:

(1) Officers serving their initial term of obligated service.

(2) Enlisted Soldiers with less than 8 years of service.

k. Excess leave may be granted to pregnant Soldiers (paras 4–28 and 5–3 through 5–8).

l. A negative leave balance at the time of release from active duty, discharge, extension of enlistment, desertion, or death becomes an indebtedness to be collected except under the following conditions:

(1) Soldiers who immediately reenlist or extend their enlistment may elect to have excess leave count against leave that will accrue in the new term of service.

(2) Excess leave carry over is limited to the lesser of 30 days or the maximum number of days leave that can be earned in the new term of service (AR 37–104–4 and DODFMR 7000.14–R).

m. Soldiers who incur a physical disability while in an excess leave status are not entitled to receive disability retired pay under 37 USC 502, 37 USC 503, and 10 USC 706b(2).

n. Excess leave is without pay and allowances.

5–16. Steps to request excess leave

The steps to use excess leave are shown in table 5–8.

Table 5–8
Requesting Excess Leave

Step	Work center	Required action
1	Soldier	When requesting excess leave, complete DA Form 31 (chap 12)).
2	Soldier	On DA Form 31, block 7, check “other”. After “other”, post excess.
3	Unit	Counsel Soldier on when excess leave becomes an indebtness to be collected (para 5–15l).
4	Unit	Advise Soldier that Soldiers who incur a physical disability while in excess leave status are not entitled to receive disability retired pay (para 5–15*m*).
5	Unit	Advise Soldier excess leave is without pay and allowances (para 5–15n).
6	Unit	Add to DA Form 31, block 17, information contained in Steps 3 through 5 to verify Soldier has been counseled.
7	CDR	Approve or disapprove requests up to 30 days.
8	CDR	Forward request for more than 30 days to appropriate leave approval authority shown in paragraph 5–15
9	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
10	BNS1	Follow leave processing procedures in paragraphs 12–1 and 12–5.

Section IX
Task: Granting Excess Leave for Reserve Officers’ Training Corps Graduates

5–17. Rules to grant excess leave for Reserve Officers’ Training Corps graduates

a. Excess leave, if requested, may be granted instead of advance leave to Reserve Officers’ Training Corps (ROTC) graduates, including early commissioning program officers.

b. Normally, the professor of military science (PMS) administering the oath authorizes excess leave. However, due to the many ways the oath is administered, the commander of the new duty station may authorize.

c. Up to 30 days excess leave is authorized provided Soldier enters active duty within 30 days of graduation (see table 5–9).

d. Soldiers who enter active duty more than 30 days after graduation lose their entitlement to this excess leave. However, they may request advance leave.

e. During periods of excess leave—

(1) No leave accrues.

(2) No pay and allowances are earned.

(3) No entitlement to physical disability retired pay is earned (37 USC 502, 37 USC 503, and USC 706b(2)).

5–18. Steps to grant excess leave for Reserve Officers’ Training Corps graduates

The steps to grant excess leave for ROTC graduates are shown in table 5–9.

Table 5–9
Excess leave for Reserve Officers’ Training Corps graduates

Step	Work center	Required action
1	Soldier	Complete DA Form 31, block 7, check other. After other, post excess (chap 12).
2	PMS	Grant Soldiers who enter active duty the day of graduation up to 30 days excess leave, at Soldier’s request.
3	PMS	Grant Soldiers who enter active duty within 30 days of graduation excess leave until the 30th day following graduation, at Soldier’s request. (See note 1.)
4	PMS	Do not grant excess leave to Soldiers who enter active duty more than 30 days after graduation. Their entitlement to this excess leave is lost.
5	Unit	Advise Soldiers who enter active duty 30 days after graduation that they have lost entitlement to this excess leave. However, they may request advance leave (para 4–5).
6	Unit	Counsel Soldiers entering excess leave status that all periods of excess leave are without pay and allowances, including half days.

Table 5–9
Excess leave for Reserve Officers' Training Corps graduates—Continued

Step	Work center	Required action
7	Unit	Counsel Soldiers that no leave accrues during periods of excess leave.
8	Unit	Counsel Soldiers that there is no entitlement to physical disability retired pay should the Soldier incur a physical disability while in an excess leave status.
9	Unit	Add to DA Form 31, block 17, information contained in steps 5 through 7 to verify Soldier was counseled. (See note 2.)
10	BNS1	Follow applicable leave processing procedures in paragraph 12–10.

Notes:

1. Example: An officer enters active duty 10 days following graduation. Grant up to 20 days excess leave.

2. Statement: Periods of excess leave are without pay and allowances. This includes entitlement to physical disability retired pay should the Soldier incur a physical disability while in an excess leave status. Further, no leave accrues during periods of excess leave.

Section X
Task: Using Involuntary Excess Leave Awaiting Punitive Discharge

5–19. Rules to use involuntary excess leave awaiting punitive discharge

a. GCM authority may direct this leave if—

(1) Soldier is sentenced by court-martial to dismissal or a punitive discharge.

(2) Discharge or dismissal is unsuspended.

(3) Soldier is awaiting completion of appellate review.

(4) Confinement has been served, deferred, or suspended prior to the beginning of leave, when included as part of the approved sentence.

(5) Approval of punitive discharge is under Article 60, UCMJ by the GCM authority.

b. The GCM authority will cause Soldier to be notified in writing of the intent to consider him or her for involuntary excess leave. Soldiers are given a reasonable time, normally 72 hours, in which to present matters supporting a request to continue on duty, if desired.

c. Excess leave begins the day the sentence is approved by the GCM authority or any day after the day sentence is approved.

d. Excess leave ends upon final judgment (Rules for Court-Martial (RCM) 1113 and 1209), when the sentence is ordered executed, or other appropriate action is promulgated, or at any earlier time as authorized by the GCM authority.

e. Soldiers required to take leave, who have leave to their credit, may elect one of the following:

(1) Receipt of pay and allowances during the period of accrued leave, with leave beyond that which was accrued charged as excess leave.

(2) Payment for leave accrued to the Soldier's credit on the day before the day excess leave begins with the total period of required leave charged as excess leave.

(3) A combination of receipt of pay and allowances during the period of accrued leave and accrued leave payment.

f. Soldiers required to take leave may be authorized travel. (See JFTR, Vol 1, U7506 for travel entitlement, and AR 600–8–105 for orders Format 405.)

g. Soldiers in an involuntary or voluntary excess leave status while awaiting punitive discharge are ineligible for space available transportation (CONUS and overseas).

h. For Soldiers required to take leave, the effect on pay and allowances is governed by the DODFMR 7000.14–R and AR 37–104–4.

i. If the court-martial sentence is set aside or disapproved—

(1) Soldier receives pay and allowances for period of required excess leave provided that a rehearing or new trial does not result in a dismissal or a dishonorable or bad conduct discharge.

(2) The Soldier's pay and allowances must be reduced by the amount of income and public assistance benefits received during period of excess leave.

5–20. Steps to use involuntary excess leave awaiting punitive discharge

The steps to use involuntary excess leave awaiting punitive discharge are shown in table 5–10.

Table 5–10
Involuntary excess leave awaiting punitive discharge

Step	Work center	Required action
1	GCM authority	Cause the Soldier to be notified in writing of the intent to consider him or her for involuntary excess leave.
2	GCM authority	Give Soldier a reasonable time, normally 72 hours, in which to present matters supporting a request to continue on duty, if desired.
3	GCM authority	Decide each situation on case-by-case basis, taking into consideration, when reasonably available, the information contained in steps 4 through 11.
4	GCM authority	Consider Soldier's service record.
5	GCM authority	Consider the offenses for which convicted and sentence adjudged.
6	GCM authority	Consider the special court-martial convening authority's recommendation.
7	GCM authority	Consider recommendation of the staff judge advocate.
8	GCM authority	onsider whether the Soldier has demonstrated that he or she can be productive or beneficial to the Army by continuing on active duty pending appellate review.
9	GCM authority	Consider any hardship or other adverse consequences which the Soldier may experience if required to take excess leave involuntarily.
10	GCM authority	Consider any other pertinent information the officer considers appropriate.
11	GCM authority	Use the DA Form 31 to place Soldier in an involuntary excess leave status (chap 12).
12	Unit	When involuntary or voluntary excess leave is involved overstamp or post in red on DA Form 31, block 17, "Space Available Travel Restriction Imposed"
13	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
14	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XI
Task: Requesting Voluntary Excess Leave for Soldier Awaiting Punitive Discharge

5–21. Rules to request voluntary excess leave for Soldier awaiting punitive discharge

a. The GCM authority is the approval authority.

b. Soldier requests.

c. Leave may be approved if the GCM authority believes that the best interest of the Service would be served by granting the request and—

(1) Soldier has been sentenced by court-martial to a dismissal or punitive discharge.

(2) Sentence has not yet been approved.

(3) Adjudged confinement has been served, deferred, or suspended prior to leave.

d. Soldiers in an involuntary or voluntary excess leave status while awaiting punitive discharge are ineligible for space available transportation (CONUS and overseas).

5–22. Steps to request voluntary excess leave awaiting punitive discharge

The steps to request voluntary excess leave awaiting punitive discharge are shown in table 5–11.

Table 5–11
Voluntary excess leave awaiting punitive discharge

Step	Work center	Required action
1	Soldier	Request voluntary excess leave awaiting dismissal or punitive discharge.
2	GCM authority	Approve if in the best interest of the Service based on paragraph 5–21c.
3	GCM authority	Advise Soldier that accrued leave is used until exhausted and remaining absence is charged as excess leave.
4	GCM authority	Counsel Soldier on excess leave (see para 5–15).
5	Soldier	Prior to approval of court-martial sentence, request GCM authority to terminate excess leave.

Table 5–11
Voluntary excess leave awaiting punitive discharge—Continued

Step	Work center	Required action
6	CDR	Recall Soldier from leave or change leave from voluntary to involuntary after approval of court-martial sentence by GCM authority (para 5–19).
7	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
8	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XII
Task: Requesting Excess Leave for Soldier Awaiting Administrative Discharge

5–23. Rules to request excess leave for Soldier awaiting administrative discharge

a. Soldiers awaiting completion of administrative discharge proceedings may request an indefinite period of excess leave.

b. The GCM authority, or his or her designee, is the approval authority. The GCM authority approves when excess leave would be in the best interests of the unit to which the Soldier is attached and when leave will not interfere with timely processing or separation.

c. Soldiers granted excess leave while awaiting administrative discharge are charged ordinary leave until accrued leave is exhausted.

5–24. Steps to request excess leave for Soldier awaiting administrative discharge

The steps to request excess leave for Soldier awaiting administrative discharge are shown in table 5–12.

Table 5–12
Excess leave for Soldier awaiting administrative discharge

Step	Work center	Required action
1	Soldier	Request excess leave on a DA Form 31 (chap 12).
2	GCM authority	Counsel Soldier on excess leave (para 5–15).
3	GCM authority	Approve if in the best interest of the unit to which Soldier is attached and provided it does not interfere with timely processing and separation.
4	Unit	Charge ordinary leave until accrued leave is exhausted before placing Soldier in excess leave status.
5	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
6	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XIII
Task: Granting Graduation Leave, United States Military Academy

5–25. Rules to grant graduation leave at the United States Military Academy

a. A nonchargeable absence may be granted to commissioned graduates of the United States Military Academy (USMA).

b. The Superintendent, USMA, or designee is the approval authority.

c. Section 702, title 10, United States Code (10 USC 702) authorizes granting absence up to 60 days.

d. Superintendent, USMA, may limit such leave to 30 days except on a case-by-case basis when the graduate is awaiting commencement of a training course.

e. Soldiers ordered to temporary duty when on graduation leave may revert to leave status on completion of such duty.

5–26. Steps to grant graduation leave at the United States Military Academy

The steps to grant graduation leave at the USMA are shown in table 5–-13.

Table 5–13
Graduation leave, United States Military Academy

Step	Work center	Required action
1	USMA	Use the DA Form 31 to authorize leave (chap 12). In block 7, check “other”. After “other”, post graduation leave, USMA
2	USMA	Superintendent or designee approves graduation leave.
3	USMA	Grant leave after graduation and prior to reporting to the first permanent duty station. (See notes 1 and 2.)
4	USMA	Ensure leave is completed within 3 months of graduation.
5	USMA	Revert to leave status Soldiers ordered to temporary duty when on graduation leave after completion of such duty.
6	USMA	Follow applicable processing procedures in paragraph 12–9.

Notes:
1. Prior to the date of reporting to the first permanent duty station.
2. Prior to the date of reporting to the point of embarkation for permanent duty outside CONUS.

Section XIV
Task: Granting Regular Pass

5–27. Rules to grant regular pass

a. A short, nonchargeable, authorized absence from post or place of duty during normal off duty hours is a regular pass. Non-duty periods of absence, other than the established or normal duty hours are considered as a pass period, to include official holidays (see table 5–1). For example, a regular pass might extend from Friday after duty until the beginning of duty on the following Tuesday.

b. The unit commander is the approval authority.

c. A Soldier remains in an available-for-duty-status during normal off duty hours unless absence is authorized.

d. A regular pass begins and ends on post, at duty location, or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from a regular pass.

e. A regular pass will normally be from the end of normal duty hours on one day to the beginning of working hours the next duty day. The standard for calculating the period of the pass is to count calendar days, not on the number of hours to be taken.

(1) On weekends, a 3–day regular pass period, which includes a national holiday, begins at the end of normal duty day on Friday afternoon, and terminates at the beginning of the normal duty day on the 4th day (Tuesday).

(2) A regular pass period will not exceed 3 days in length, to include during public holiday weekends or public holiday periods specifically extended by the President.

f. A regular pass maybe authorized during periods of TDY while Soldiers are at the TDY station. The following applies:

(1) Commanders at TDY locations may authorize regular passes. (See JFTR, Chapter 4 for travel entitlements.)

(2) A pass period may be authorized after departure from the permanent duty station and prior to the beginning of the TDY period. Further, a pass may be authorized upon completion of TDY and prior to return to the permanent duty station. Payment of per diem for such pass periods is not authorized (see DFAS-IN Regulation 37–1). Inclusive dates of pass periods must be identified to the BNS1.

g. Do not grant passes in succession or back-to-back without a duty day in between the absences. For example, a 3–day regular pass that includes a public holiday may not be immediately followed by another regular pass. If a Soldier departs on a 3–day pass on Friday evening after the duty day, he or she must return for the normal duty day on Tuesday morning.

h. A regular pass may be granted together with leave. The following apply:

(1) A pass begins and terminates on post, at the duty location, or at the location from where Soldier normally commutes to duty before leave begins.

(2) Leave begins and terminates on post, at the duty location, or location from where Soldier normally commutes to duty before a pass begins.

i. AWOL applies if Soldier does not return at applicable time unless extension was granted resulting in leave (para 10–11).

j. Travel clearance requirements are applicable for OCONUS travel or travel outside the territory or foreign country of current assignment (chap 8).

k. If Soldier is undergoing treatment for a contagious disease, a pass is limited to emergency or urgent matter if treating physician states that public health will not be jeopardized.

5–28. Steps to grant regular pass

The steps to grant a regular pass are shown in table 5–14.

Table 5–14
Regular pass

Step	Work center	Required action
1	CDR	Grant pass to Soldier whose performance of duty and conduct merits approval.
2	Unit	Use the DA Form 31 to authorize absence (chap 12). In block 7, check "other". After "other", post pass. A DA Form 31 is not required if Soldier will remain in the vicinity of his or her normal duty station unless form is required to ensure Soldier is not selected for duty during the period.
3	Unit	If TDY is authorized together with a pass period, tell BNS1 if pass period is authorized immediately before or immediately after TDY.
4	CDR	Advise Soldier that pass begins and ends at the appointed times on post, at duty location, or the place where Soldier normally commutes to duty.
5	CDR	If Soldier is taking leave in conjunction with regular pass, advise Soldier to be on post, at his or her place of duty, or location from which he or she regularly commutes to duty before departing on leave or regular pass.
6	CDR	Advise Soldier that AWOL applies if he or she fails to return at the appointed time unless extension was granted resulting in leave (para 10–11).
7	Unit	Obtain travel clearance. Requirements are applicable to OCONUS travel or travel outside the territory or foreign country of current assignment (chap 8).
8	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–4.
9	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XV
Task: Granting Special Passes

5–29. Rules to grant special passes

a. A short, nonchargeable, authorized absence from post or place of duty may be granted using a special pass. Special passes and leave may not be combined to allow a continuous absence from the duty station, nor may special passes be combined with regular passes or with another special pass. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.

b. Unit commander is the approval authority.

c. Reasons to grant are as follows:

(1) As special recognition for exceptional performance of duty.

(2) To attend spiritual retreats or observance of other major religious events requiring the Soldier to be continuously absent from work or duty.

(3) To exercise voting responsibilities of citizenship.

(4) To alleviate personal problems incident to military service.

(5) As compensatory time off—

(a) For long or arduous deployment from home station.

(b) For duty in an isolated location where regular pass is inadequate.

(c) Following periods of continuous duty of excessive duration.

(d) Following duty on a public holiday. Such time off will be granted the first duty day after the public holiday (including the observed day), except in unusual circumstances.

d. There are two kinds of special passes, 3-day and 4-day.

e. A 3-day pass—

(1) 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. This period may be Tuesday, Wednesday, and Thursday, depending on unit

duty requirements. (For example, a Soldier may depart at the end of the duty day on Monday evening and must return at the start of the normal duty day on Friday.)

(3) May not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least 1 duty day between the special pass and the leave or other pass.

f. A 4-day pass—

(1) Must include at least 2 consecutive non-duty days. For example, a Soldier may depart on a 4–day pass on Friday evening after duty day and must return at the start of normal duty day on Wednesday.

(2) May not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.

g. A special pass is authorized together with TDY. The following additional restrictions apply:

(1) Soldiers on authorized pass during a TDY period are in an official duty status. Therefore, they are entitled to allowances for temporary duty travel for personal reasons to the permanent station and return. Allowances paid cannot exceed the amount they would have received had they not returned to the permanent station. (See JFTR, Vol 1, U4130.)

(2) A special pass period may be authorized before departure from the permanent duty station prior to the TDY period. Further, a pass may be authorized upon completion of TDY and return to the permanent duty station. Payment of per diem for such pass periods is not authorized. See DFAS-IN Regulation 37–1 and Joint Travel Regulation, paragraph U4102–A and U2200. Inclusive dates of pass periods must be identified to the BNS1.

h. A special pass begins and ends on post, place of duty, or location where Soldier regularly commutes to duty. Soldier must be physically at one of the above locations when departing to or returning from a special pass.

i. A Soldier is in an available-for-duty status when he or she returns from special pass.

j. AWOL applies if Soldier does not return at applicable time unless extension was granted resulting in leave (para 10–11).

k. Travel clearance requirements are applicable for OCONUS travel or travel outside the territory or foreign country of current assignment (chap 8).

5–30. Steps to grant special passes

The steps to grant special passes are shown in table 5–15.

Table 5–15
Special passes

Step	Work center	Required action
1	CDR	Grant special passes to Soldiers for reasons stated in paragraph 5–29c.
2	Unit	Use the DA Form 31 to authorize absence (chap 12). In block 7, check “other”. After “other”, post pass. A DA Form 31 is optional and not required if Soldier will remain in the vicinity of his or her normal duty station unless required by local leave approving authority.
3	Unit	If pass period is authorized together with TDY, identify to BNS1 if the pass period is authorized immediately before or after TDY.
4	CDR	Advise Soldier to be on post, at his or her place of duty, or location from which he or she regularly commutes to duty at end of pass period.
5	BNS1	Obtain travel clearance. Requirements are applicable to OCONUS travel or travel outside the territory or foreign country of current assignment (see chap 8).

Section XVI
Permissive Temporary Duty

5–31. Permissive temporary duty approval authority

a. Commanders of units, normally commanded by officers in the rank of lieutenant colonel or higher are authorized to approve, when period of absence is 10 days or less.

b. Commanders in the grade of colonel and above must approve an absence for attendance at private organization meetings (see AR 1–211).

c. Commanders having general court-martial authority and major Army commanders are authorized to approve up to 30 days except as provided in 5–32*l*. Further, they may delegate the approval authority to the company commander or other leave approval authority for requests for transition PTDY or excess leave together with involuntary or voluntary separation as defined by paragraph 5–35.

d. AHRC (TAPC–PDO) must approve 31 or more days.

5–32. Permissive temporary duty authorization

PTDY may be authorized as follows:

a. For career management (absence to discuss career management and review personnel records) as follows:

(1) For the minimum period to accomplish the purpose of the visit.

(2) Maximum absence authorized is 4 days.

b. To perform State jury service or be a witness at State criminal investigation proceedings or criminal prosecution is subject to the following conditions:

(1) Soldier must have received a subpoena, summons, or request instead of process.

(2) Case must involve substantial public interest; for example, a major crime has been committed, and the Soldier is a major witness).

(3) Decision to grant PTDY must be coordinated with command staff judge advocate (SJA) or legal office.

c. To attend civilian education programs.

(1) Civilian education programs must be sanctioned by Headquarters.

(2) Approval authorities and processing procedures are in AR 351–3, AR 601–280, and AR 621–5.

d. To attend meetings of associations, leagues, or councils formed by credit unions, provided that—

(1) A member of the Board of Directors of a DOD credit union requests Soldier's presence.

(2) Meeting is directly related to DOD credit union program.

e. To participate in other official or semi-official programs of the Army provided that—

(1) Participation in the program will enhance the Soldier's value to the Army, including but not limited to completing educational licensing requirements leading to a professional degree.

(2) TDY must not be appropriate.

f. For house hunting (absence to hunt for a house or other dwelling incident to a PCS move CONUS or OCONUS). The following conditions apply:

(1) Not more than 10 days will be authorized, except as authorized in paragraph 5–33.

(2) Soldier has PCS orders to travel to the new PCS location (see subpara *(6)* below).

(3) Soldier has unaccompanied or nonconcurrent travel entitlement to settle his or her Family at designated areas.

(4) Government housing or quarters must not be immediately available, or if available, not required to be occupied.

(5) When the gaining command is in CONUS, Hawaii or Alaska, Soldiers are not required to obtain from the on-post housing office the status of housing availability for the purpose of permissive TDY.

(6) For overseas assignments, the type of quarters available, if applicable, will be determined by Soldier's concurrent or deferred travel code (see AR 55–46). A statement from the commander authorizing the PTDY is required on the DA Form 31 providing the source of verification of the housing status at the gaining command.

(7) Soldier is authorized to take PTDY for house hunting after written notification of PCS orders, but prior to departure on PCS.

(8) Soldier is authorized to take PTDY for house hunting en route together with leave and travel.

(9) Soldier is authorized to take PTDY for house hunting after arriving at gaining station.

(10) May be taken in increments up to the maximum authorized.

(11) Soldier must report to the gaining on-post housing office prior to starting house hunting. Failure to do so will result in Soldier being charged leave for entire period. Soldier who has unaccompanied or nonconcurrent travel entitlement OCONUS and is authorized house hunting CONUS must report to the on-post housing office at the CONUS installation where PTDY is authorized for house hunting prior to starting house hunting. Failure to do so results in Soldier being charged leave for the entire period.

(12) Soldiers entering basic training, Officer Candidate School, proceeding to Initial Duty Station on TDY to attend Service school course, or participating in an exchange assignment are not authorized PTDY for house hunting.

g. To attend meetings (scientific, professional, or technical) provided that—

(1) The meeting has a direct relationship to the Soldier's profession.

(2) Attendance benefits the Army and the Soldier.

(3) AR 1–211 is applicable to private organization meetings.

h. To complete the naturalization process provided that—

(1) A court hearing has been set.

(2) The applicant has been notified to appear by the Immigration and Naturalization Service.

(3) Absence is limited to 10 days or less (normally).

i. To Soldiers stationed in CONUS to accompany a dependent patient to a designated medical facility as a nonmedical attendant or to join a dependent patient when the Soldier's presence is deemed essential by the patient's attending physician or hospital commander (see *a* above for approval authorities). The following applies:

(1) The circumstances must not meet the criteria of the JFTR (see (6) below).

(2) Soldiers must obtain written verification from the servicing MTF commander or designee of the necessity of their presence.

(3) Except in critical situations, the maximum time authorized for PTDY is 10 days or less. For less than critical situations, Soldiers who wish to remain with the patients will do so in a chargeable leave status unless attachment is authorized.

(4) Extensions beyond 10 days must be approved by CG, AHRC. Requests for extensions will be sent electronically by the servicing medical facility commander, or designee, to Commander, AHRC, Alexandria, VA//TAPC–PDO// with the Soldier's unit commander as information addressee. The following information must be contained in the request:

(a) Soldier's grade, name, SSN, unit of assignment, and name of official who approved the initial PTDY.

(b) Date PTDY began and number of days granted.

(c) Number of days requested extension and name and phone number of requestor.

(d) Relationship of Family member to sponsor.

(e) Patient's condition and prognosis.

(f) Expected duration of hospitalization.

(g) Statement explaining need for Soldier's presence.

(5) If under unusual circumstances, a request for extension beyond 30 days is likely, the Soldier will be counseled on compassionate reassignment. (See AR 614–200 for enlisted Soldiers and AR 614–100 for officers.) Requests for extension beyond 30 days must include a statement verifying that an application for compassionate reassignment has been submitted or the reasons such application is impractical. Soldiers declining to apply for a compassionate reassignment for personal motives usually will be disapproved for further PTDY. (Soldiers may apply to remain at the medical facility in a leave status.)

(6) For policy and procedural guidance on nonmedical attendants accompanying dependent patients within an overseas area or from overseas to CONUS, see JFTR, Volume 1, chapter 7, part q and paragraph U5240G. For Soldiers stationed OCONUS, the JFTR authorizes Soldiers to accompany a dependent patient as a nonmedical attendant in a TDY status to a designated MTF when medical care is not available at the PDS. PTDY is not authorized during the period when Government travel and transportation allowances are authorized. For Soldier stationed CONUS, the JFTR authorizes the Soldier to accompany dependent as an attendant in a TDY status when the dependent is transferred in a patient status on medical orders from one CONUS MTF to another CONUS MTF and return for required medical attention that is not available locally. The order issuing official determines that travel by the dependent is necessary and that the dependent requires an escort or attendant. PTDY is not authorized during the same period of time Government travel and transportation allowances are authorized.

(7) Only Soldiers stationed within CONUS may be granted PTDY to accompany a dependent patient to a designated MTF as a nonmedical attendant or to join a dependent patient when the Soldier's presence is deemed essential by the patient's attending physician or hospital commander. As an exception, up to 10 days PTDY regardless of location (CONUS or OCONUS) may be granted if a non-Government agency pays for the Soldier's travel and transportation if the Soldier is otherwise authorized to accept such travel and transportation.

j. To attend certain professional instruction courses under the following conditions:

(1) A request to attend the course is made by the Soldier of the legal, health care, chaplain, or engineering professions.

(2) The course must be required to maintain State license, certification, registration, or continuing educational requirements in the Soldier's profession.

k. To participate in scouting activities under the following conditions:

(1) Participation must support a federally chartered, national scouting organization.

(2) Absence must be relatively short, normally 14 days or less. The GCM authority is the approval authority for 11 through 30 days.

(3) The Soldier must be an adult scout leader or supervisor on a continuing basis.

(4) Must be for logistical support functions, including such functions as mess, sanitation, or medical support.

(5) PTDY is not authorized for counselor or instructor positions unless a senior local government official certifies, in writing, that the service cannot be procured or is not available locally from community resources. The local commander will approve or disapprove the request based on resource availability and the assessed impact on the primary defense mission. Approved support will be provided in compliance with applicable policies. (See AR 360–1 and DODD 5500.7–R.)

l. To participate in or provide essential support to participants in sports, recreation, or talent events under the following conditions:

(1) Commander, U.S. Army Community and Family Support Center (USACFSC) is the approval authority for more than 30 days: Headquarters, USACFSC (LS), 2461 Eisenhower Avenue, (CFSC–CR–RS), Alexandria, VA 22331–0522.

(2) The event must be officially conducted and sponsored by the Army.

(3) Participation must lead to competition in national or international events or added competitive experience, or promote good public relations.

Section XVII
Task: Using Permissive Temporary Duty

5–33. Rules to use permissive temporary duty

a. A nonchargeable absence from duty may be granted at no expense to the Government to perform a semi-official activity that benefits the Service and the Soldier.

b. The activity performed must not be required as part of the Soldier's assigned duties. Further, PTDY cannot be granted to perform public business. Public business relates to the assigned mission of the Service activity. Therefore, TDY is appropriate.

c. When public business is performed at any time during an absence, the Soldier is entitled to payment of travel allowances. This entitlement arises regardless of any previous statement of intent not to initiate a claim against the Government for reimbursement of expenses. The entitlement also arises regardless of a statement by the approving authority to that same effect.

d. If a Soldier has started upon PTDY and a mission requirement arises, an order will be issued to revoke the remaining portion of absence. The order will direct official TDY. The Soldier will be authorized to claim appropriate travel expenses and per diem allowances for the period of official TDY.

e. Ordinary leave or pass may be taken together with PTDY subject to the approval of the commander concerned.

f. PTDY and TDY will not be combined, if the purpose is to use TDY as a means to place the Soldier at a particular location for the purpose of taking PTDY.

g. Travel clearance requirements in chapter 8 apply to Soldier desiring PTDY outside the United States or foreign country of current assignment.

5–34. Steps to use permissive temporary duty

The steps to use PTDY are shown in table 5–16.

Table 5–16
Permissive temporary duty

Step	Work center	Required action
1	Soldier	Request PTDY on DA Form 31 (chap 12). Complete blocks 2 through 11, as applicable
2	Soldier	On DA Form 31, block 17, name the event or activity, justification for attendance, and proposed itinerary from departure until return.
3	Soldier	Add to the DA Form 31, block 17, this statement: "I understand that this absence is not directed by any official of the U.S. Government. I further understand that I cannot conduct public business under this authorization. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expenses. I understand that I have the right to cancel it at any time and return to my regular place of duty".
4	Unit	Assist Soldier with steps 1 through 3.
5	CDR	Approve requests for PTDY for up to 10 days or submit requests to GCM authority, CG, AHRC, or CG, USACFSC, as appropriate, for approval. Disapprove requests that do not meet authorized uses for PTDY.
6	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3 and forward to BNS1 for further processing.
7	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.
8	Soldier	If PTDY is for house hunting, complete DA Form 4787–R (Reassignment Processing) or DD Form 1746 (Application for and Assignment to Housing) when PTDY is requested for house hunting. (See note 1.)
9	Unit	Forward DA Form 4787–R or DD Form 1746 to BNS1.
10	BNS1	Receive form and forward to the gaining installation Family housing office. (They will send a DD Form 1747 (Status of Housing Availability) within 3 working days.)
11	BNS1	Upon receipt of DD Form 1747, forward to unit.

Table 5–16
Permissive temporary duty—Continued

Step	Work center	Required action
12	CDR	Receive DD Form 1747 and approve or disapprove PTDY for house hunting based on information contained in form.
13	Unit	Advise Soldier to report to the gaining on-post housing office with DA Form 31 approving PTDY and DD Form 1747 and that failure to do so will result in the Soldier being charged leave. If DD Form 1747 is not available, annotate DA Form 31, block 17, with statement from commander providing verification of housing status at the gaining command. (See notes 2 and 3.)
14	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3 and forward to BNS1.
15	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Notes:
[1] A Form 4787 may be obtained from local Military Personnel Division (MPD) or PSC.
[2] The DA Form 31 should contain a statement providing the commander's source of verification of housing status at the gaining command.
[3] The gaining Housing Referral Office stamps and dates DA Form 31 to verify housing processing and permissive TDY status.

Section XVIII
Task: Notifying, Counseling, and Requesting Permissive Temporary Duty or Excess Leave Together With Involuntary Separation, Retirement, or Separation Under the Voluntary Separation Incentive and Special Separation Benefit Programs

5–35. Rules to notify, counsel, and request permissive temporary duty or excess leave together with separation

a. Transition PTDY is authorized for Soldiers being released from active duty under conditions described in this paragraph. It is an authorization, not an entitlement.

b. The purpose of transition PTDY is to facilitate transition into civilian life for house and job hunting for Soldiers being involuntarily separated, retiring from active duty, or separating under the Voluntarily Separation Incentive (VSI) or SSB program. Soldiers being reassigned due to permanent change of station (PCS) are authorized ten (10) days PTDY and will continue to comply with guidelines contained in paragraphs 5–31 and 5–32. A normal PCS is defined as a reassignmet between duty stations for duty (not for transition) at the gaining station. In the context of this eligibility, PCS does not mean reassignment to a transition center/point for separation.

(1) Permissive temporary duty is a nonchargeable absence and is an option for eligible Soldiers.

(2) The approval authority for transition PTDY is in accordance with paragraph 5–31. Approval authority may be further delegated to company commanders and other leave approval authorities. Commanders may disapprove or restrict permissive temporary duty based on mission or operational requirements, for disciplinary reasons, or if a valid purpose, as described in paragraph d, below, does not exist. For example: If a Soldier does not have a replacement or a unit mission dictates that the Soldier's presence is necessary to perform critical tasks.

(3) Commanders must ensure that Soldiers have a need to either relocate or conduct job search activities during the requested dates of transition PTDY. If neither of these activities are necessary (for example, the Soldier already has secured a job, or the Soldier will continue to reside in the same residence with no prospect of moving), then transition PTDY is not appropriate.

c. The following Soldiers are not eligible for any PTDY under any transition program:

(1) Soldiers voluntarily separating as a result of expiration of term of service or expiration of service agreement.

(2) Soldiers transitioning from the Army under conditions other than honorable (for example, with a dishonorable, bad conduct, or other than honorable (OTH) discharge characterization).

(3) Officers who resign their commission, with the exception of VSI/SSB.

(4) Soldiers with approved voluntary separation under the Voluntary Early Release Program or Enlisted Voluntary Early Transition program.

d. All eligible Soldiers are authorized ten (10) days transition PTDY, as provided in paragraph f, below. The following Soldiers are authorized additional transition PTDY in conjunction with their transition from active duty. If the Soldier is being separated for reasons not listed below, he or she is not authorized additional (that is, in excess of 10 days) transition TDY.

(1) Officers or enlisted Soldiers selected for involuntary separation by Selective Early Release or Retirement Boards.

(2) Officers and enlisted Soldiers with a Mandatory Retirement Date.

(3) Officers identified for separation as a result of Reduction in Force. This includes officers non-selected for promotion and selected for release from active duty.

(4) Officers who are passed over for promotion and must leave active duty.

(5) Enlisted Soldiers denied further continued service as a result of Retention Control Points.

(6) Enlisted Soldiers identified for separation under the provisions of the Qualitative Management Program.

(7) Officers and enlisted Soldiers with an approved separation under the VSI or the SSB programs.

(8) Officers and enlisted Soldiers separated for reason of disability rated at less than 30 percent. Commanders must ensure that a DA Form 31 (Request and Authority for Leave) with inclusive dates of PTDY and leave accompanies the packet forwarded to the Physical Evaluation Board. If the Physical Evaluation Board finds the Soldier fit for duty, the DA Form 31 will be voided.

(9) Officers and enlisted Soldiers who have an approved voluntary retirement or disability retirement.

e. Additional transition PTDY may be authorized as follows for Soldiers who meet the criteria described in paragraph 5–35*d*, above, as follows.

(1) CONUS based Soldiers being released from active duty who will transition and reside in CONUS or OCONUS are authorized 10 days transition PTDY and may be authorized an additional 10 days up to a total of 20 days transition PTDY.

(2) OCONUS based Soldiers being released from active duty who will transition in the same overseas area are authorized 10 days transition PTDY and may be authorized an additional 10 days up to a total of 20 days transition PTDY. Under hardship or exceptional circumstances, the unit commanders may grant an additional 10 days up to a total of 30 days transition PTDY.

(3) OCONUS based Soldiers being released from active duty who will transition and reside in CONUS or another OCONUS area are authorized 10 days transition PTDY and may be authorized an additional 20 days up to a total of 30 days transition PTDY.

(4) CONUS based Soldiers being released from active duty who were domiciliaries before entering active duty and continue to be domiciliaries of States, possessions, or territories of the United States located outside the continental United States, including domiciliaries of foreign countries, are authorized 10 days transition PTDY and may be authorized an additional 20 days up to a total of 30 days transition PTDY only for house and job hunting in the State territory, possession, or country of their domicile. These Soldiers must provide commanders evidence that they will reside OCONUS (for example, ownership of property).

f. Officers and enlisted Soldiers transitioning from the active Army who do not qualify for additional transition PTDY as authorized above may be granted ten (10) days transition PTDY if they are—

(1) Denied reenlistment or continuation of service or are involuntary separated for reasons other than those listed above, and

(2) Are transitioning from the active Army under "honorable" conditions.

g. Transition PTDY may be used in increments (not to exceed days as authorized in paragraph e and paragraph f, above) or used in one period. However, once a Soldier signs out and permanently departs his or her duty station or station of choice, he or she may not take PTDY in increments.

(1) Transition PTDY may be granted as follows:

(a) Taken in a series of trips prior to departing on transition (not to exceed 20 days CONUS or 30 days OCONUS). Soldiers in CONUS, who request PTDY in a series of trips, must be advised that PTDY begins and ends on post, duty location, or at location where Soldier regularly commutes to and from work. Transition PTDY is chargeable during duty days (Monday through Friday, excluding weekends). Therefore, a Soldier taking five (5) days PTDY may depart on PTDY Monday morning at 0001 hours and must return on or before 2400 hours Friday. Once a Soldier permanently departs the duty station or station of choice, he or she may not take transition PTDY in increments. Soldiers may not use PTDY in combination with ordinary leave without completing a duty day between the two periods of leave.

(b) Taken in a series of trips in conjunction with transition (ordinary) leave. Soldiers taking a partial period of transition PTDY, as part of a series of trips, in combination with transition leave are required to complete a duty day between the two absences.

(c) Taken in entirety in conjunction with transition (ordinary) leave. Soldiers who elect to take the entire transition PTDY period as one absence may be granted transition (ordinary) leave without a duty day between the two periods of absence. Example: A Soldier elects to take transition PTDY as one trip and start transition leave on the next day.

(2) Commanders must establish oversight and controls to ensure Soldiers are at the appointed place as defined above prior to departing on PTDY and upon return from PTDY. Commanders may require Soldiers to sign out and in to enforce this requirement. Additionally, commanders:

(a) May deny or limit incremental transition PTDY based on mission or operational requirements.

(b) Must understand that personnel underlaps will occur. Underlaps should not be the sole reason for disapproval. However, PTDY approval authorities retain the flexibility to limit the number of days authorized for PTDY/transition leave when readiness and mission accomplishment would be impaired.

(c) May recall Soldiers who have departed on PTDY, but only for reasons such as investigations, UCMJ proceedings, or when stop losss has been declared.

(3) Request for transition PTDY in conjunction with transition (ordinary) leave. A DA Form 31 will be completed

and processed for each period of PTDY in accordance with chapter 4, section XI, paragraph 4–22. Block 17 must indicate Soldier is authorized (number of days) PTDY in conjunction with transition for (reason.)

(4) All transition processing must be completed prior to the Soldier's departure on PTDY and/or leave in conjunction with transition. The Soldier's transition departure date will be adjusted to accommodate approved PTDY, transition leave, and/or travel time.

h. Transition PTDY for OCONUS based Soldiers.

(1) Soldiers with eight (8) or more years active service requesting PTDY must be counseled by the losing commander that the intent of the alternate transition center/point selection is to identify a home of selection prior to departure from their OCONUS permanent duty station. This selection constitutes the place they intend to reside immediately after leaving military service, and becomes the basis for travel and transportation (see JFTR).

(2) Soldiers may request to transition to an authorized station of their choice, to the extent practicable, which is located closest to their home of selection. Soldiers will not be reassigned to a transition center/point that is not listed in the transition center directory listing because support service may not be available.

i. Soldiers may request up to 30 days excess leave to accomplish the objective discussed in paragraph b, above. Soldiers must select transition excess leave or transition PTDY but may not be authorized both.

j. Retirement eligible Soldiers may select an authorized station of their choice (AR 635–10). Soldiers must report to the transition center/point stated in their orders prior to departing on PTDY or leave in conjunction with transition.

k. Reserve and active duty retirees are authorized transition PTDY, if they are recalled to active duty for one (1) year or more. However, if it is known at the time of the Soldier's separation or REFRAD that the Soldier will be recalled to active duty, then PTDY is not appropriate.

l. Travel clearance requirements of chapter 8 apply to Soldiers desiring transition PTDY or transition excess leave outside the United States or OCONUS area of current assignment.

5–36. Steps for notifying, counseling, and requesting permissive temporary duty or excess leave together with separation

The steps for requesting PTDY or excess leave together with separation are shown in table 5–17.

Table 5–17
Transition permissive temporary duty or excess leave

Step	Work center	Required action
1	BNS1	Notify Soldiers of the authorization to take transition PTDY or excess leave.
2	BNS1	Counsel Soldiers on the use of transition PTDY and excess leave (para 5-15).
3	Soldier	Elect transition PTDY or excess leave, if desired.
4	Soldier	Request PTDY on a DA Form 31. Complete blocks 2 through 11, as applicable (chapter 12).
5	Soldier	On DA Form 31, block 17, name the event or activity, justification for attendance, and proposed itinerary from departure until return.
6	Soldier	Add to DA Form 31, block 17, the following statement: "I understand that this absence is not directed by any official of the U.S. Government. I further understand that I cannot conduct public business under this authorization. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expenses. I understand that I have the right to cancel it at any time and return to my regular place of duty".
7	Soldier	For Soldier stationed OCONUS, identify on DA Form 31, block 17, the retirement transition station or home of selection.
8	Unit	For audit purposes, a copy of the DA Form 31 approving PTDY will be filed in the Soldier's local file and becomes part of Soldier's separation packet.
9	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3, and forward to BNS1
10	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.
11	Soldier	If transition excess leave is desired instead of transition PTDY, request excess leave on DA Form 31 (chapter 12). In block 7, check "other". After "other", post excess.
12	Unit	Add statement to DA Form 31, block 17, "Soldier is authorized transition excess leave from (date) together with transition into civilian life. Soldier is required to use his or her accrued or advance leave prior to being granted and taking excess leave".
13	CDR	Approve request for transition excess leave that meets the criteria in paragraph 5–15.

Table 5–17
Transition permissive temporary duty or excess leave—Continued

Step	Work center	Required action
14	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
15	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.
16	Soldier	If desired, request transition (ordinary) leave together with transition PTDY by completing a DA Form 31. Add information contained in steps 5 and 6 (and step 7, if applicable) to block 17 (chap 12).
17	Unit	Add this statement to the DA Form 31, block 17, “Soldier is authorized transition PTDY from (date) to (date) (nonchargeable absence) together with transition (ordinary) leave for (reason) (chargeable absence.)”
18	CDR	Approve or disapprove request.
19	Unit	For audit trail purposes, a copy of the DA Form 31 approving transition PTDY will be filed in the Soldier’s local file and becomes a part of the Soldier’s separation packet.
20	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
21	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.
22	Soldier	If desired, request transition (ordinary) leave together with transition excess leave by completing a DA Form 31 (chap 12). In block 7, check “ordinary” and “other”. After “other”, post excess.
23	Unit	Add statement to DA Form 31, block 17, “Soldier is authorized transition excess leave from (date) to (date) together with transition (ordinary) leave for (reason.)” Transition (ordinary) leave is a chargeable absence. Soldier is required to complete all transition processing prior to starting on “transition leave or transition excess leave.”
24	CDR	Approve or disapprove request.
25	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
26	BNS1	Follow applicable leave processing procedures in paragraphs 12–3 and 12–5.
27	Soldier	If desired, request transition PTDY or excess leave together with transition leave.
28	Soldier	For transition PTDY together with transition (ordinary) leave, complete a DA Form 31. Add information contained in steps 5 and 6 (and step 7, if applicable) to block 17 (chap 11). (See para 4–21 for transition leave.)
29	Unit	Add this statement to DA Form 31, block 17, “Soldier is authorized transition PTDY from (date) to (date) (nonchargeable absence) together with transition (ordinary) leave for (reason). Transition (ordinary) leave is a chargeable leave. Soldier is required to complete all transition processing prior to starting on transition leave or transition PTDY.”.
30	CDR	Approve or disapprove request.
31	Unit	ile a copy of the approved DA Form 31 per step 19 above.
32	Unit	Follow applicable leave processing procedures in paragraphs 12–1, 12–3, and 12–17.
33	BNS1	Follow applicable leave processing procedures in paragraphs 12–1, 12–5, and 12–17.
34	Soldier	For transition (ordinary) leave together with transition excess leave (see para 4–21 for transition leave), complete blocks 2 through 11 on DA Form 31 (chap 12).
35	Unit	Add this statement to DA Form 31, block 17: “Soldier is authorized transition excess leave, from (date) to (date) (nonchargeable absence) together with transition (ordinary) leave for (reason), from (date) to (date). Transition (ordinary) leave is a chargeable leave. Soldier is required to use his or her accrued or advanced leave prior to being granted and taking excess leave. Soldier is required to complete all transition processing prior to starting on transition leave or transition excess leave. ”
36	CDR	Approve or disapprove request.
37	Unit	Follow applicable leave processing procedures in paragraphs 12–1, 12–3, and 12–17.
38	BNS1	Follow applicable leave processing procedures in paragraphs 12–1, 12–5, and 12–17.

Section XIX
Task: Authorizing Proceed Time

5–37. Rules to authorize proceed time

a. Proceed time is a nonchargeable absence for Soldiers going to or coming from an all-others overseas tour (AR 614–30).

b. Unit commander or designee is the approval authority.

c. Maximum time that may be authorized is 4 days.

d. A Soldier must be entitled to transportation of dependents or household goods or both.

e. A Soldier must actually relocate his or her dependents or household goods or both.

f. Proceed time is granted to Soldiers to accomplish related actions associated with disestablishing or establishing a residence, changing vehicle licensing, and changing residence for taxation or voting purposes.

g. Proceed time is not intended to serve the needs of military check-out and check-in procedures. Military administrative requirements are provided during normal working hours. Examples of check-out and check-in requirements include accomplishing procedures with military personnel offices, security and pass offices, billeting offices, and quarters clearance.

h. Proceed time may be taken in increments, but will not exceed a total of 4 days. It may be taken—

(1) Prior to the date Soldier is scheduled to depart for a new duty station.

(2) Between duty stations.

(3) Immediately following arrival at the new station.

i. Do not grant proceed time—

(1) Incident to assignment to the Soldier's first permanent duty station.

(2) Incident to separation, release from active duty, or retirement.

(3) In orders expressing haste when the required reporting date is within 4 days of detachment.

(4) To augment or substitute for leave or pass.

(5) On transfer between two stations in an overseas command, located in proximity to one another.

(6) To augment or substitute for PTDY for house hunting.

5–38. Steps to authorize proceed time

The steps to authorize proceed time are shown in table 5–18.

Table 5–18
Proceed time

Step	Work center	Required action
1	Soldier	Complete DA Form 31 (chap 12) blocks 2 through 11, as applicable, to request proceed time. In block 7, check "other". After "other", post proceed time. Ensure request meets criteria for use in paragraph 5–37.
3	CDR	Approve or disapprove request.
4	Unit	Advise Soldier that proceed time may be taken in increments (para 5-37*i* .
5	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
6	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XX
Task: Delivering or Picking Up Privately Owned Vehicle from a Port

5–39. Rules to deliver or pick up privately owned vehicle from a port

a. Nonchargeable travel time may be granted to deliver a vehicle to a port or to pick up a vehicle from a port.

b. The unit commander or designee is the approval authority.

c. Soldier may be granted absence to deliver vehicle to port before a PCS move or to pick up vehicle other than concurrently with the PCS move.

d. Travel is governed by the JFTR, Volume 1, paragraph U5410.

e. Computing travel time is governed by the JFTR, Volume 1, paragraph U5160.

f. Travel time is limited to the time necessary to reach port, accomplish the necessary delivery or pick up requirements, and return to the duty station.

5–40. Steps to deliver or pick up privately owned vehicle from a port

The steps to deliver or pick up POV from a port are shown in table 5–19.

Table 5–19
Privately owned vehicle travel

Step	Work center	Required action
1	Soldier	Complete DA Form 31 (chap 12), blocks 2 through 11, as applicable, to request POV travel. In block 7, check "other". After "other", post POV travel.
2	Unit	Ensure request meets criteria in paragraph 5–37.
3	CDR	Approve or disapprove request.
4	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
5	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section XXI
Task: Using Special Rest and Recuperation — Extensions of Overseas Tour

5–41. Rules to use special rest and recuperation — extensions of overseas tour

a. A nonchargeable absence may be granted for enlisted Soldiers in certain specialties who voluntarily extend their overseas tour under 10 USC 705. It is authorized instead of $80 per month special pay.

b. Unit commander is the approval authority.

c. Applicable criteria is in AR 614–200, chapter 9.

d. Soldiers must be permanently assigned to an authorized position designated by the Secretary of the Army.

e. A Soldier must have a military occupational specialty (MOS) approved as eligible by the Secretary of the Army.

f. He or she must have a tour extension of at least 12 months approved by competent authority (see AR 614–30).

g. He or she must have completed the overseas tour of duty (AR 614–30).

h. Leave options include either 30 days nonchargeable leave or 15 days nonchargeable leave and transportation at Government expense (JFTR, Vol 1, U7300).

i. Leave is taken in one increment.

j. Leave may be combined with other periods of absence. However, it will not be combined with TDY or other absences where a travel entitlement is authorized by the JFTR unless the cost of the round trip transportation of the option would not exceed the cost from the Soldier's duty station to nearest CONUS port.

k. Normally, SR & R is not taken earlier than 60 days before or not later than 90 days after the Soldier's original DEROS (AR 614–200).

l. A Soldier may elect one leave option for each voluntary extension of 12 months duration beyond the original DEROS.

m. Soldiers whose extended duty is curtailed (AR 614–30) will not be required to pay back absences already taken.

n. Soldiers who elected 15 days nonchargeable leave and transportation at Government expense are authorized travel and transportation from the location of the extended tour of duty to the nearest port in the 48 contiguous States and return.

(1) Travel time from the CONUS port to the leave point and return to the CONUS port is included in the 15–day leave period.

(2) Other time spent in travel is not chargeable to the Soldier's leave account.

(3) Soldiers use Government transportation or Government procured transportation, if available.

(4) Soldiers may procure transportation at personal expense if Government transportation is not available. They will be—

(a) Required to use U.S. certified air carriers for all commercial foreign air transportation, if available.

(b) Reimbursed for transoceanic travel, if authorized by JFTR, Volume 1, paragraph U5116.

(c) Reimbursed for land or air travel to the aerial port of embarkation in the foreign country. Reimbursement is limited to the least expensive most direct route (reconstructed) or the Soldier's claim, whichever is less.

(d) Required to submit a no-pay travel voucher to the Finance Office within 5 duty days after completing travel.

(e) Provided leave rations for the period of special rest and recuperation (SR&R) leave authorized travel time. This allowance is chargeable to the military pay appropriation. Payment of mileage, monetary allowances instead of transportation, or per diem allowance is not authorized.

o. Soldiers who elect one of the SR&R options are not authorized COT leave or COT leave travel (para 4–17).

5–42. Steps to use special rest and recuperation — extensions of overseas tour

The steps to use SR&R are shown in table 5–20.

Table 5–20
Special rest and recuperation

Step	Work center	Required action
1	Unit	Use DA Form 31 to authorize absence (chap 12). In block 7, check “other”. After “other”, post SR&R.
2	Unit	Ensure request meets criteria in paragraph 5–37.
3	CDR	Approve or disapprove request.
4	Unit	Begin leave the day after Soldier arrives at the APOD.
5	Unit	End leave the day before the day the Soldier returns to the designated CONUS port.
6	PSC	See JFTR, paragraph U7300 for entitlement to travel or transportation at Government expense.
7	PSC	See JFTR, paragraph U5116 for entitlement to reimbursement for transoceanic travel.
8	PSC	Direct travel questions to your local transportation or travel office.
9	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
10	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Chapter 6
Emergency Leave

Section I
Task: Requesting Emergency Leave

6–1. Rules to request emergency leave

a. Soldiers may request emergency leave with or without American Red Cross verification. Most Soldiers are mature and responsible individuals whose emergency leave needs can be considered on their merits.

b. The unit commander is the approval authority.

c. The unit may request verification through the Field Director, American Red Cross (AMCROSS) or, if necessary, from the military activity nearest the location of the emergency, if they doubt the validity of a situation or of the necessity of the Soldier’s presence. Commanders should not disapprove emergency leave based solely on a lack of a Red Cross message.

d. Soldiers may be authorized emergency leave for up to 30 days for emergency situations within the immediate Family. For a person in loco parentis, the Soldier must sign a statement verifying loco parentis (fig 6–1). The immediate Family includes the following Family members of either the Soldier or the Soldier’s spouse:

(Both *a* and *b* below or *c* below must apply.)

I, PFC Johnny Smith, 222–33–4444, am requesting emergency leave for a family emergency. The emergency involves a person who stood in loco parentis for 5 years ***(in place of parents 24 hours a day)*** before I became 21 years of age.

a. The person provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection.

b. Neither of my parents lived at the same residence as the person who stood in loco parentis during the qualifying period.

c. Other circumstances such as legal custody, guardianship, or other situation of full responsibility for the soldier that support the soldier's belief that in loco parentis status exists. Explain.

I certify that the above statement is true and complete to the best of my knowledge.

PFC Johnny Smith
(Soldier's signature)

(Penalty for willfully making a false claim is a maximum fine of $10,000 or maximum imprisonment of 5 years or both, section 287, title 10, United States Code.)

Figure 6–1. Sample of completed emergency leave in loco parentis status

(1) Parents, including stepparents.
(2) Spouse.
(3) Children, including stepchildren.
(4) Sisters, including stepsisters.
(5) Brothers, including stepbrothers.
(6) Only living blood relative.
(7) A person in loco parentis. A person in loco parentis is one who stood in place of a parent to the Soldier or the Soldier's spouse for 24 hours a day, for at least a 5-year period before the Soldier or the Soldier's spouse became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence. A person is not considered in loco parentis for performing baby-sitting or providing day care services.

e. Guidelines for authorizing emergency leave are as follows:

(1) When the Soldier's presence will contribute to the welfare of a terminally ill member of the immediate Family when the expected date of death is within the month.
(2) Because of the death of an immediate Family member.
(3) For a serious situation involving accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious Family problem. The Family problem must impose important responsibilities on the Soldier that must be met immediately and cannot be accomplished from his duty station or by any other individuals or by other means.
(4) Because the a Soldier is affected personally by a disaster (for example, hurricane, tornado, or flood) when severe or unusual hardship would be encountered if the Soldier failed to return home.

f. Guidelines for other types of situations where a Soldier may request emergency leave for situations within the immediate Family, but where ordinary leave should be considered, are as follows:

(1) Pregnancy of spouse and childbirth. (Request should be approved if a severe life threatening situation is documented.)

(2) Marital problems that need resolving, threatened divorce, or other personal problems. (Request should be approved if a severe life threatening situation is documented.)

(3) To attend court hearings to resolve financial problems. (Money spent on emergency leave may aggravate problem.)

(4) To assist in harvesting crops or participating in managing business firms.

(5) Psychoneurosis based on Family separation. (Exceptions may be made when the attending physician believes that a severe psychotic episode is indicated and the member's return might prevent institutionalization.)

(6) To settle estate of a deceased relative.

(7) Situations involving a grandparent (not in loco parentis) aunt, uncle, cousin, niece, or nephew (when not the only living blood relative) or for a friend, fiancee, or fiance.

g. Soldiers may use accrued, advanced, excess leave or a combination.

h. A Soldier's Family members, friends, or relatives may seek emergency leave for a Soldier through the local chapter of the AMCROSS. The local chapter of the AMCROSS verifies the circumstances and reports them directly to the Field Director, AMCROSS, in CONUS or the overseas areas. Field Directors refer the reports to the appropriate Army command for evaluation and decision. Where applicable, the Red Cross may present the request directly to the chiefs of missions, military assistance advisory groups, or attache offices.

6–2. Steps to request emergency leave

The steps to request emergency leave are shown in table 6–1.

Table 6–1
Emergency leave

Step	Work center	Required action
1	Soldier	Request emergency leave on DA Form 31 (chap 12).
2	Soldier	On DA Form 31, complete blocks 2 through 11.
4	Soldier	Read instructions on reverse side of DA Form 31. If needed, request clarification.
5	Soldier	Provide latest LES to first person in chain of command with leave request. (If applicable, annotate corrections to ending leave balance and provide reason for discrepancy.)
6	Soldier	Obtain chain of command recommendation in block 12.
7	Unit	Verify accrued leave balance listed in block 10 from LES (block 33).
8	Unit	Return LES to Soldier.
9	Unit	If recommending disapproval of a leave request, annotate DA Form 31, block 17, with reason for the recommendation.
10	CDR	Determine if Red Cross verification is desirable if not provided with leave request. (Do not require verification if emergency leave has already been granted.)
11	CDR	Approve or disapprove request.
12	Unit	If advance leave or excess leave is required, review paragraphs 4–5 and 5–15.
13	Unit	If approved, forward to BNS1 section through unit orderly room for annotation of duty rosters and general personnel accounting.
14	Unit	If disapproved, state reason on DA Form 31, block 17, if not already stated by recommending supervisor.
15	Unit	Return disapproved DA Form 31 through supervisors to the Soldier.
16	Unit	Counsel Soldier to have blocks 21 and 22 completed at servicing stations or organizations.
17	Unit	Ensure the words BLUE BARK are included on all communication when travel relates to the death of a dependent.
18	Unit	Receive report from field director for emergency leave requests from Family members or others.
19	Unit	Notify Soldier of emergency leave request from Family members or others.
20	Soldier	Follow steps 1 through 6 to request emergency leave.

Table 6–1
Emergency leave—Continued

Step	Work center	Required action
21	Unit	Follow steps 7 through 9 and 12 through 18.
22	CDR	Follow step 10 only if additional information is required and approve or disapprove request.
23	Unit	Ensure emergency leave requests meet criteria in paragraph 6–51.
24	Unit	Ensure swift action is taken due to the time sensitivity normally involved.
25	Unit	Advise Soldier to request a sufficient amount of leave to accomplish the purpose for which the leave is granted. (This will assist in eliminating the necessity for Soldier to request an extension of leave.)
26	Unit	If the emergency situation pertains to a person in loco parentis, have Soldier complete emergency leave in loco parentis statement (fig 6–1).
27	Unit	If the circumstances do not warrant emergency leave, advise Soldier if an ordinary leave request may be approved.
28	BNS1	Follow processing procedures for emergency leave in paragraph 12–19.

Section II
Task: Brief Soldiers Prior to Departing on Emergency Leave

6–3. Rules for briefing Soldiers prior to departure on emergency leave

Soldiers departing on emergency leave will be briefed on information contained in paragraph 6–4 before departure.

6–4. Steps for briefing Soldiers prior to departure on emergency leave

The steps for briefing Soldiers prior to departure on emergency leave are shown at table 6–2.

Table 6–2
Briefing requirements

Step	Work center	Required action
1	Unit	Advise Soldier while on leave to maintain in his or her possession the DA Form 31, DD Form 2A (Active) (Active Duty Military ID Card), PHS 731 (International Certificate or Vaccination), destination clearance, and passport and visa when applicable (see DODD 1000.21 and the DOD Foreign Clearance Guide (FCG) (DOD 4500.54–G) for passport and visa requirements).
2	Unit	Advise Soldier to have DA Form 31, blocks 21 and 22, posted at each personnel activity transportation area passed through.
3	Unit	Advise Soldier to have sufficient funds to defray the cost of travel in or across CONUS or to the area where the emergency exists and return.
4	Unit	Inform Soldier that if he or she has insufficient funds to defray the cost of travel, to contact the servicing finance officer to determine if a partial pay will be authorized prior to departure.
5	Unit	Advise Soldier that if he or she is not eligible for a partial pay and has insufficient funds to meet travel needs, to request financial assistance from the AMCROSS or Army Emergency Relief prior to departure.
6	Unit	Inform Soldier to contact the nearest AMCROSS chapter or PAP should an extension of leave be required (para 6–6).
7	Unit	Brief Soldier that if emergency leave is authorized based on false information, administrative or disciplinary action or both are possible (para 6–9).

Section III
Task: Requesting Extension of Emergency Leave

6–5. Rules to request extension of emergency leave

a. Prior to departure on emergency leave, Soldiers will be briefed on procedures to request an extension of leave (para 10–7).

b. Soldier may request an extension of emergency leave through the AMCROSS. (AMCROSS facilitates communication with command.) If there is less than 72 hours between the time the Soldier reports to the Red Cross and expiration of Soldier's leave, ARC will contact the appropriate PAP (chap 10). The PAP then provides an interim extension of leave, if necessary (not to exceed 72 hours) and completes coordination with the overseas command.

6–6. Steps to request extension of emergency leave

The steps to request extension of emergency leave are shown in table 6–3.

Table 6–3
Extension of emergency leave

Step	Work center	Required action
1	Soldier	Submit request for leave extension in person, by telephone, or message to your unit through the local chapter of the AMCROSS when on leave in CONUS from overseas. AMCROSS will notify unit.
2	Soldier	Submit request before leave expires.
3	PAP	Receive request for extension from AMCROSS when leave expires in less than 72 hours.
4	PAP	Obtain hard copy of Red Cross message and coordinate with the overseas command.
5	PAP	Provide interim extension of leave if necessary (not to exceed 72 hours).
6	PAP	Notify Field Director, AMCROSS, and Soldier of final decision from the overseas command.
7	Unit	Follow processing procedures for leave extension in paragraph 12–35.
8	BNS1	Follow processing procedures for leave extension in paragraph 12–35.

Section IV
Task: Determining Emergency Leave Travel

6–7. Rules to determine emergency leave travel

a. Travel will be authorized as prescribed in DOD 4515.13–R and the JFTR.

b. Soldiers are normally not charged leave for time spent in emergency leave travel. (Emergency leave begins the day after the Soldier arrives at APOD. Chargeable leave ends the day prior to the day Soldier returns to the APOE.) Emergency leave travel may include the following:

(1) Between overseas areas and return.

(2) From overseas to CONUS APOD.

(3) From CONUS APOE to overseas areas.

c. Lack of funding alone is not a basis to deny funded emergency leave travel.

d. Military mission, military assistance advisory group, and attache personnel may be provided travel by Department of State or State-shared support. When not provided, travel is charged to Military Assistance Executive Appropriations under the Military Assistance Program budget project for administrative and logistical support for authorized Military Assistance Program positions. (AR 1–75, OPNAVINST 4900.31E, and Air Force Regulation (AFR) 400–45, chap 4).

e. If an emergency develops while the Soldier is already at an emergency leave site, there is no travel entitlement.

f. Except for *d* above, leave travel is charged to appropriated funds which support the temporary additional duty, TDY of the unit to which the Soldier is assigned. When a Soldier is TDY and takes emergency leave, the Soldier's permanently assigned unit provides the funds.

6–8. Steps to determine emergency leave travel

The steps to determine emergency leave travel are shown in table 6–4.

Table 6–4
Emergency leave travel

Step	Work center	Required action
1	PSC	See JFTR, Volume 1, paragraph U7205 (Soldiers) and U5244 (dependents, as defined by JFTR, app A) for commercial air.
2	PSC	See DOD 4515.13–R for military air.
3	PSC	See AR 55–46 and JFTR, paragraph U5244, for dependent travel.
4	PSC	See JFTR, paragraph U7205A, for travel of Soldiers performing TDY.
5	PSC	Address questions concerning travel entitlement to the installation transportation officer.
6	PSC	Follow leave processing procedures in paragraph 12–20.
7	Finance Office	Follow necessary procedures in AR 37–104–4.

Section V
Task: Taking Administrative Action for Emergency Leave Authorized Erroneously Because of False Information

6–9. Rules to take administrative action for emergency leave authorized erroneously because of false information

a. The commander considers administrative or disciplinary action or both.

b. The Soldier may become indebted to the United States for travel performed at Government expense.

(1) The debt may be collected from the Soldier's pay per DODFMR 7000.14–R.

(2) The time spent in travel converts to ordinary leave.

6–10. Steps to take administrative action for emergency leave authorized erroneously because of false information

The steps to take administrative action for emergency leave authorized erroneously because of false information are shown in table 6–5.

Table 6–5
Administrative action

Step	Work center	Required action
1	Unit	If commander determines that a Soldier was granted emergency leave erroneously because of false information, advise BNS1 that a corrected DA Form 31 is needed.
2	Unit	Request PSC to revoke (AR 600-8-105, the original emergency leave order, if issued.
3	Unit	Request PSC provide a copy of the corrected DA Form 31 to BNS1.
4	MPD	Revoke emergency leave order (AR 600-8-105).
5	MPD	Provide copy of the corrected DA Form 31 to BNS1.
6	BNS1	Attach copy of original DA Form 31 to the corrected DA Form 31 and forward to FO.
7	Unit	If travel was performed at Government expense, advise the Soldier of a possible indebtedness to the Government for erroneous payment for travel.
8	Unit	If travel time was previously excluded from the chargeable leave period, advise the Soldier that this time will be charged to leave.

Chapter 7
Leave Together with Permanent Change of Station and Temporary Duty

Section I
Task: Using Leave Together with Permanent Change of Station and Temporary Duty

7–1. Rules to use leave together with permanent change of station and temporary duty

a. A chargeable leave may be granted in conjunction with PCS or TDY.

b. Commanders—

(1) Manage leave together with PCS and TDY to meet DOD intent for its use and accountability.

(2) Provide policy, uniform program development, and DOD requirements.

(3) Establish procedures for granting leave together with PCS and TDY based on sub paras *c* and *d* below:

c. The DA Form 31 will be used to grant leave together with PCS and TDY.

d. When commanders direct additional training after a Soldier departs en route to initial PCS, the gaining command processes the new DA Form 31.

7–2. Steps to use leave together with permanent change of station and temporary duty

The steps to use leave together with PCS and TDY are shown in table 7–1.

Table 7–1
Leave together with permanent change of station and temporary duty

Step	Work center	Required action.
1	Unit	Interview Soldier to determine desire for leave.
2	Unit	If leave is together with PCS, see paragraph 7–4.
3	Unit	If leave is together with an accession move, see paragraph 7–5.
4	Unit	If leave is together with TDY, see paragraph 7–7.
5	Unit	Use DA Form 31 to authorize leave.

Section II
Task: Granting Permanent Change of Station Leave

7–3. Rules to grant permanent change of station leave

a. Grant maximum leave prescribed in *b* below unless the Soldier does not desire leave or does not desire the full amount of leave or military operational requirements preclude leave.

b. Leave may be authorized as follows:

(1) Rotational moves (PCS to, from, and between overseas areas), normally 30 days.

(2) Operational moves (PCS to and from units within CONUS and overseas command), normally 30 days.

(3) PCS moves involving no travel funds; 15 days instead of 30 days may be authorized.

c. Advance leave may be authorized (para 4–5).

d. Excess leave may be granted for emergencies or unusual circumstances (para 5–15).

e. Commander of losing unit may authorize leave in excess of 30 days for cause.

f. Soldiers may report early unless PCS orders state otherwise.

g. Losing commander will release Soldiers in time to permit authorized leave, travel, and TDY, if applicable, so Soldiers reach new station by reporting date.

(1) Care must be taken to prevent a period of absence prior to the report date that would exceed leave, travel, or TDY.

(2) If Soldier requests more leave than allowed by the reporting date, the present commander will forward the request, with recommendation, to the gaining commander for decision.

(3) Approved deferment is required if the commander desires to approve leave that would change a required arrival date or arrival month. For deferment procedures, see AR 614–100 for officers and AR 614–200 for enlisted.

h. For COT, Soldiers may request leave in CONUS or other area. Entitlement to travel and transportation allowance will be per JFTR, Volume 1, U7200 (para 4–17).

i. Obtain travel clearance (chap 8) if leave outside the United States is desired.

j. Paragraphs 7–1 and 7–2 apply.

7–4. Steps to grant permanent change of station leave

The steps to grant PCS leave are shown in table 7–2.

Table 7–2
PCS leave

Step	Work center	Required action
1	Soldier	Request PCS leave on DA Form 31 (chap 12).
2	Soldier	Complete DA Form 31, block 7, check “other”. After “other”, post PCS.
3	Unit	Receive request and ensure it meets criteria in paragraph 7–3.
4	Unit	Forward to commander.
5	CDR	Approve or disapprove.
6	CDR	Release Soldier in time to permit authorized leave, travel, and TDY if applicable so that Soldier reaches new duty station by the reporting date.
7	CDR	Ensure Soldier will not be forced into an excess leave status.
8	CDR	Forward leave request, with recommendation, to gaining commander for decision if Soldier requests more leave than allowed by reporting date.
9	Unit	Obtain advance approval from CG, AHRC, if commander desires to approve leave that would change a PCS arrival date or month.
10	BNS1	Obtain travel clearance (chap 8) if leave outside the United States is desired.
11	BNS1	Follow leave processing procedures in paragraph 12–9.

Section III
Task: Authorizing Leave for Accession Moves

7–5. Rules to authorize leave for accession moves

a. ROTC graduates normally are authorized 15 days leave en route to their first duty station (normally, the officer basic course). The PMS administering the oath initiates the DA Form 31. If the PMS cannot initiate the form, the commander at the new duty station initiates the DA Form 31 for leave taken en route to that station. (An excess leave option exists; see para 5–15.)

b. For Warrant Officer Candidate or Officer Candidate School graduates—

(1) Normally, 30 days leave is authorized.

(2) Leave is granted upon completion of candidate training or, if desired by Soldier, after completion of the officer basic entry course or other functional training.

c. For basic combat training (BCT) and advanced individual training (AIT)—

(1) Leave is not authorized during training except for emergencies.

(2) If the first PDS is in CONUS, 10 days leave en route is authorized. (Additional leave may be authorized for emergencies or unusual situations.)

(3) If first PDS is OCONUS, 14 days leave is authorized. (Additional leave may be authorized for emergencies or unusual situations.)

(4) Leave taken must not preclude Soldiers from meeting scheduled reporting dates for additional training.

(5) Scheduled class report dates for additional training will not be changed solely to accommodate a Soldier’s leave plans.

d. Leave specified in sub paragraph c(2) and sub paragraph c(3) above may be modified as shown through *k* below.

e. Trainees completing BCT are authorized up to 7 days of leave when they are assigned—

(1) To an operational unit in CONUS for on-the-job training.

(2) As a permanent party Soldier by virtue of civilian-acquired skills.

f. Trainees completing basic training (BT) and going to AIT in excess of 24 weeks normally are authorized up to 7 days leave en route. If a Soldier does not desire to take leave, he or she will be attached to the AIT installation in a duty status until class begins.

g. For trainees completing BT and going to AIT in excess of 20 weeks to be followed by airborne training—

(1) Normally, seven days of leave en route to AIT is authorized.

(2) Leave between AIT and airborne training is not authorized.

h. Trainees completing BT who take Christmas and New Year holiday leave during BT are not authorized ordinary leave after BT.

i. Enlisted Soldier's availability date may change because of self-pace AIT (resulting from early or late graduation).

(1) Do not force Soldier into taking leave when early graduation is a factor.

(2) Leave and travel time will not be credited toward completion of the 12–week minimum basic training requirement that must be met by Soldiers assigned outside the United States, its territories, and possessions under 10 USC 671.

(3) Port call date and arrival month is changed, when required, for Soldiers being moved overseas.

(4) Report arrival month changes for Soldiers being moved overseas to Commanding General, AHRC, per AR 612–201.

j. Trainees not granted leave following BCT, who will progress from initial MOS training to higher skill MOS training may be authorized 7 days of leave if the combined MOS training exceeds 10 weeks.

k. Trainees completing AIT when leave was not granted after BCT and who are scheduled for functional training, other than airborne training, en route to an initial assignment may be authorized—

(1) Up to 7 days leave en route. This leave is part of the total leave authorized by *c* above.

(2) The total leave authorized by *c* above. Before leave is granted, obtain a new class date from the quota issuing authority and report the new class date per AR 612–201.

l. Leave options for the Reserve Enlisted Program of 1963 (REP 63) are as follows:

(1) Trainees on initial active duty for training (IADT) for 6 months or more are authorized a minimum of 7 days leave after BCT or as otherwise directed by AHRC. If sufficient time exists after BCT and before the reporting date for AIT, the full amount of leave that will be accrued during the period of IADT may be authorized.

(2) Trainees on IADT for less than 6 months, who are en route to an operational unit for on-the-job trainin or to an AIT course exceeding 10 weeks, normally are authorized the full amount of leave that will accrue during the period of IADT. Other trainees are not authorized leave between BCT and AIT.

(3) If a Soldier's leave was postponed between BCT and AIT, leave may be taken after AIT, if more than 4 weeks remain in the Soldier's period of IADT.

(4) Reserve Enlisted Program (REP) Soldiers in the Military Intelligence Detachments Strategic Reserve Forces attend airborne training prior to AIT. Leave may be authorized after completion. of AIT.

(5) Soldiers who have accrued leave upon release from active duty for training (ADT) will be given a lump-sum payment for such leave. There is a 60-day maximum entitlement for payment of unused leave during a military career, except as authorized by Section 501, Title 37 U.S.C., as implemented by the DODFMR.

(6) The Commanding Generals of AHRC, U.S. Army Training and Doctrine Command (TRADOC), or U.S. Army Health Services Command may announce exceptions.

m. Types of leave authorized are as follows:

(1) Ordinary leave (para 4–3).

(2) Advance leave (para 4–5).

(3) Excess leave (para 5–15).

n. Paragraphs 7–1 through 7–4 apply.

7–6. Steps to authorize leave for accession moves

The steps to authorize leave for accession moves are shown in table 7–3.

Table 7–3
Authorized leave for accession moves

Step	Work center	Required action
1	CDR	Grant ordinary, advance, or excess leave as prescribed in sections in this regulation pertaining to their use.
2	CDR	Authorize the amount of leave authorized in paragraph 7–5.
3	Unit	Counsel Soldier on use of advance and excess leave. (For example, excess leave is without pay allowances.)
4	Unit	Provide and assist Soldier in completing DA Form 31 (chap 12).
5	CDR	Approve or disapprove leave.
6	Unit	Counsel Soldier that if advance leave is taken, it is charged against leave as it accrues to the Soldier (para 4–5).

Table 7–3
Authorized leave for accession moves—Continued

Step	Work center	Required action
7	Unit	Advise Soldier that if advance leave converts to excess leave, collection of pay and allowances is required (para 5–15).
8	Unit	Advise Soldier that if a large amount of advance leave is taken, it results in a large minus or zero leave balance. This may preclude Soldier from taking ordinary leave during his or her first tour of duty and during later assignments.
9	Unit	Advise Soldier that if leave is taken during the Christmas and New Year Holiday period during AIT or one station unit training (OSUT), it is granted instead of predeployment leave.
10	CDR	Grant exceptions to step 9 when warranted under advance leave policy (para 4–5).
11	Unit	Follow applicable leave processing procedures in chapter 12.
12	BNS1	Follow applicable leave processing procedures in chapter 12.

Section IV
Task: Using Leave En Route Together with Temporary Duty

7–7. Rules to use leave en route together with temporary duty

a. Leave is authorized together with TDY, if requested, when operationally feasible.

b. TDY must be clearly essential.

c. There must be no additional cost to the Government.

d. The unit commander is the approval authority.

e. Commanders must ensure that the TDY orders are written to include the travel and leave involved. Soldiers who report for TDY earlier than the date specified on their orders normally will not be paid any additional per diem.

7–8. Steps to use leave en route together with temporary duty

The steps to use leave en route together with TDY are shown in table 7–4.

Table 7–4
Leave enroute in conjunction with temporary duty

Step	Work center	Required action
1	Soldier	Complete DA Form 31 (chap 12).
2	CDR	Consider approving requests for leave en route in conjunction with TDY.
3	CDR	Ensure TDY is not arranged to provide transportation for leave at Government expense.
4	CDR	Avoid appearance that TDY was arranged to serve the leave desires of the Soldier.
5	PSC	Write TDY orders to include leave and travel involved.
6	Unit	Follow leave processing procedures in paragraphs 12–1 and 12–3.
7	BNS1	Follow leave processing procedures in paragraphs 12–2 and 12–5.

Section V
Task: Computing Leave In Conjunction With Permanent Change of Station or Temporary Duty

7–9. Rules for computing leave in conjunction with permanent change of station or temporary duty

a. The FO computes leave, travel (including excess travel time), and TDY, when applicable.

b. Applicable regulations include the following:

(1) AR 37-104-4.

(2) DFAS-IN Reg 37–1.

(3) AR 600-8-6.

c. Excess TDY travel time may be considered absence without leave (para 4–30).

7–10. Steps for computing leave in conjunction with permanent change of station or temporary duty

The steps for computing leave in conjunction with PCS or TDY are shown in table 7–5.

Table 7–5
Computing leave in conjunction with permanent change of station and temporary duty

Step	Work center	Required action
1	FO	When no TDY is involved or TDY is less than 30 days in connection with PCS, FO for gaining unit determines leave, travel, and TDY data.
2	FO	When TDY is for 30 days or more TDY in connection with PCS, FO at TDY activity may determine leave and travel data for a Soldier granted leave after TDY.
3	FO	When TDY is for 30 days or more in connection with PCS, FO for gaining unit determines leave and travel data for Soldiers granted leave after TDY.
4	FO	When TDY is for less than 30 days, FO for duty station determines leave and travel data after Soldier's return.
5	FO	When TDY is for 30 days or more, FO at TDY activity may determine leave and travel data when leave was taken en route to the location.
6	FO	When TDY is for 30 days or more, FO for duty station determines leave and travel after Soldier's return if leave is granted after TDY.

Section VI
Task: Determining Availability Dates and Port Call

7–11. Rules to determine availability dates and port call

a. Applicable regulation is AR 55-46.

b. Availability date is the earliest date travelers can be available at the transportation facility or APOE for overseas movement.

c. Leave, estimated travel time, and TDY time, when applicable, between the losing station and transportation area determine Soldier's availability date.

d. Port call instructions establish a reporting date to the APOE as near as possible to Soldier's availability date.

e. Soldier's port call is directly to the APOE.

f. Soldier must remain at the losing station or TDY activity until—

(1) The central port call facility requests a port call.

(2) He or she receives necessary travel instructions and travel documents per AR 600–8–11.

(3) He or she receives appropriate counseling (*g* below).

g. If a Soldier has concurrent travel of dependents and departs the losing station or TDY activity on leave before receiving port call instructions (AR 55–46), he or she must be advised that—

(1) Based on availability of transportation, a Soldier may be asked to curtail or extend leave to comply with port call instructions.

(2) If an earlier port call is received and a Soldier does not wish to curtail leave, he or she may request the commander to obtain a later port call.

(3) If a later port call is received and a solder does not desire additional leave, he or she must be attached to the losing organization, nearest military facility, or the APOE.

(4) If a Soldier has not received port call instructions at his or her leave address 10 days prior to the expiration of leave, he or she must contact the losing organization or TDY activity. He or she may call from the nearest military installation using DSN or, if DSN is not available, place a collect call.

(5) If a Soldier desires to report to the APOE earlier than the date reflected on travel documents (Travelope or MAC transportation authorization), he or she must call the appropriate PAP if travel originated in CONUS, or the Army liaison at the aerial port if travel originates OCONUS.

h. Losing station or TDY activity commanders will—

(1) Provide Soldier with specific reporting instructions before his or her leave expires.

(2) If a port call is established which is 7 days beyond the availability date, or it will place the Soldier in an excess leave status, request a port call nearer the Soldier's availability date. The installation central port call office submits the request, by telephone, to the MAC passenger reservation center.

(3) Arrange attachment of Soldier if desired (see *g*(3), above).

(4) Extend leave, when appropriate.

i. Leave en route is authorized in connection with travel to an APOE when the reporting date is fixed by port call instructions.

j. For Soldiers who report on the port call date, leave terminates the day before and the Soldier is in a travel status while awaiting transportation at the APOE.

k. For a Soldier who reports prior to or after port call—

(1) Leave is terminated as of the date reported.

(2) AHRC PAP places the Soldier in a duty status to await the first available transportation overseas.

(3) PAP personnel must complete DA Form 31, block 22.

7–12. Steps to determine availability dates and port call

The steps to determine availability dates and port call are shown in table 7–6.

Table 7–6
Availability dates and port call

Step	Work center	Required action
1	PSC	Consider leave, estimated travel time, and TDY time, when applicable, between the losing station and transportation area when determining availability date.
2	PSC	Request port call date according to established availability date.
3	PSC	Submit port call request to Central Port Call Office
4	MTMC	Issue Soldier a port call direct to APOE.
5	Unit	Counsel Soldier on information contained in *g* above.
6	Losing CDR	Provide Soldier with specific reporting instructions before leave expires.
7	Losing CDR	Arrange attachment of Soldier, if desired (see *h* above).
8	Losing CDR	Grant an extension of leave when appropriate.
9	Soldier	Remain at losing station until central port call facility provides port call and travel instruction or documents and counseling is received (AR 600–8–11).
10	Unit	Terminate leave the day before for Soldier who reports on the port call date and is awaiting transportation at the APOE. (Soldier is in a travel status.)
11	PAP	Terminate leave for Soldiers who arrive on or after port call date. AHRC PAP places the Soldier in a duty status to await the first available transportation overseas.

Chapter 8
Leave or Travel Clearance Outside the United States

Section I
Task: Clearance for Leave or Travel Outside the United States

8–1. Rules to clear leave or travel outside of the continental United States

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance.

c. Travel clearance requirements are located in the Department of Defense FCG (DOD 4500.54–G).

d. Major commanders designate a single manager to supervise the travel clearance function. The manager will assist subordinate commands concerning travel clearance requirements and considerations.

e. Installation and division commanders and organizations with a general officer designate a single manager for accomplishing travel clearance requirements.

f. Further delegation of this authority (see *f* above) is prohibited.

g. Leave travel clearance also applies to permissive TDY and pass status.

h. Except for instances provided for in *j* and *k* below, and unless delegated as provided for in *n* below, the unit commander is the leave approval authority.

i. Requests by general officers stationed in the United States will be submitted to Headquaters, WASH DC//DAPE-GO// for approval.

j. Requests by general officers stationed overseas may be approved by their major overseas commander.

k. Army component commanders stationed overseas will inform the Office, Chief of Staff, Department of the Army, when they expect to be absent from their commands in a leave or other absence status.

l. Final approval authority for Soldiers requesting to enter a country if no diplomatic relations exist between the United States and that country, is the Assistant the Secretary of Defense/International Security Affairs (ASD/ISA). Normally, submit by message to ASD WASH DC//USDP//.

m. Major commanders or installation and division commanders, and organizations with a general officer may delegate authority for leave to the travel clearance manager, except instances provided in *j* and *k,* above.

n. Approvals will not be granted more than 60 days in advance of desired departure date.

o. Blanket authority for an unlimited number of visits to a foreign country is prohibited.

p. If travel clearance is denied, leave must be disapproved.

8–2. Steps to clear leave or travel outside of the United States

The steps to clear leave or travel outside of the United States are shown in table 8–1.

Table 8–1
Steps to clear leave or travel outside of the continental United States

Step	Work center	Required action
1	Soldier	Inform unit of desire to request leave outside the United States in sufficient time to obtain clearance, if required.
2	Soldier	Request leave on DA Form 31 (chap 12) posting all countries to be visited or traveled through to DA Form 31, block 17.
3	Unit	Assist Soldier in completing DA Form 31.
4	CDR	Determine whether leave should be disapproved.
5	Unit	Return disapproved requests to Soldier.
6	Unit	Forward request to the travel clearance manager when it has not been disapproved.
7	Travel Manager	Complete travel clearance functions (para 8–3).
8	CDR	If travel clearance is confirmed but leave has not been approved, approve leave.
9	Unit	Direct compliance with appropriate instructions received.
10	Unit	When travel clearance is received and leave is approved, follow leave processing procedures in paragraphs 12–1 and 12–3. Forward to BNS1 for further processing.
11	BNS1	Follow leave processing procedures in paragraphs 12–1 and 12–5.

Section II
Task: Clearance Functions for Travel Manager

8–3. Rules for travel manager clearance functions

a. If a Soldier intends to travel outside the United States or outside the territory or foreign country of current assignment (including permissive TDY and pass) the travel clearance manager ascertains that there are no travel restrictions.

b. The travel clearance manager consults provisions of the FCG and ensures compliance with FCG requirements as appropriate.

c. The FCG may be requisitioned by writing to the Defense Mapping Agency, Office of Distribution Services, (DDCP), WASH DC 20315–0020. Specify in the requisition that—

(1) The Army uses the FCG to ascertain and perform the travel clearance function.

(2) Request the FCG, to include updates, classified section, and interim change notices.

(3) Include this justification: The appropriate authority has designated me as the travel clearance manager for travel outside the United States and outside the territory or foreign country of a Soldier's current assignment. AR 600–8–10 is the basis for this request.

d. To obtain travel clearance, the travel clearance manager, using the FCG, establishes a clearance request that includes all data required in the content of personnel clearance request section.

e. Mail the clearance request to the address provided in the FCG.

f. Guidance concerning travel clearance for general officers, approval authorities, and addresses is contained in paragraph 8–1. Requests will contain the following:

(1) Name, grade, social security number, date and place of birth, organization, and station.

(2) Countries to be visited.

(3) Contemplated date and point and means of entry.

(4) Purpose of visit and length of stay.

(5) Contact address and telephone number (if known) in the country to be visited.

(6) Contemplated date and point and means of departure from the country.

(7) Travel clearance information.

(8) Information surrounding elements contained in this paragraph that could affect final decision.

g. When diplomatic relations do not exist with the country of intended visit or conditions are unstable or dangerous, discourage travel and advise Soldier of the following:

(1) He or she could become a likely target of interest by virtue of, or status with, the U.S. Army.

(2) If an incident should occur in such a country, the likelihood of providing assistance would be considerably reduced and perhaps nonexistent.

h. The Soldier or other official may contact the Headquarters desk officer for advice concerning a country's internal conditions. Addresses and telephone numbers are as follows:

(1) Headquarters (DAMO–SSM) WASH DC 20310–0300 (DSN 225–1937 or area code 202–695–1937).

(2) Headquarters (DAMI–FI) WASH DC 20310–0200 (DSN 227–3398 or area code 202–697–3398).

i. If travel to Cuba is sought, information concerning possible licenses must be requested from the Licensing Section, Office of Foreign Assets Control, Department of the Treasury, 1331 G Street, N.W., WASH DC 20220 (area code 202–376–0410). Normally, the Department of Treasury will not license Cuban travel for tourism or business. However, licenses may be obtained for certain purposes, including visits to U.S. Government personnel assigned to the U.S. Interests Section in Havana or to Guantanamo Bay.

j. Travel clearance managers monitor approved travel clearances to sensitive areas for changes in world situations. If changes occur, the travel clearance manager—

(1) Determines if travel clearance should be withdrawn.

(2) Notifies the leave approval authority, when appropriate, or unit, that a change has occurred in the world situation which necessitates the withdrawal of the travel clearance.

(3) Notifies the unit if travel has begun together with the unit, considers whether to recall the Soldier.

(4) Notifies the Defense Attache at the American Embassy in the country involved, or the friendly embassy, as appropriate. (Such officials assist in eliminating possible international incidents.)

k. Conscription laws and a Soldier's status may reveal that a military service obligation exists in the intended country of visit or travel. Conscription laws may apply to Soldiers who—

(1) Are aliens.

(2) Have a dual citizenship with the intended country of visit or travel.

l. Travel clearance manager uses FCG or local SJA, if assistance is needed, to determine conscription laws.

m. If a Soldier's purpose for the visit is marriage, the Soldier must comply with (for more information contact DCS, G-1, 300 Army Pentagon, Washington, DC 20310–0300 (ATTN: DAPE-ZXI-ISP, Room 2C667). Normally, travel is not approved until after completion of applicable requirements.

n. Soldiers traveling for personal reasons are responsible for arranging their own travel.

o. A Soldier who is ordered PCS OCONUS and desires OCONUS leave en route must comply with port call instructions.

p. Soldiers attempting to travel on a space-available basis using DOD owned or controlled aircraft must—

(1) Have sufficient funds to defray the travel expenses (commercial transportation, meals, and lodging) if space-available transportation is delayed or unattainable. If the Soldier has insufficient funds to meet travel requirements, a Government Transportation Request may be issued. (Soldier repays the Government for Government Transportation Request from his or her pay account through an automatic collection.)

(2) Be on leave when registering for space-available transportation. (Leave form must be annotated with the countries of visit or travel.)

(3) Have, when applicable, antiterrorist procedures attached to the DA Form 31.

(4) Wear their military uniform when embarking and disembarking on MAC aircraft.

8–4. Steps for travel manager clearance functions

The steps for travel manager clearance functions are shown in table 8–2.

Table 8–2
Travel manager clearance functions

Step	Work center	Required action
1	Manager	Receive travel clearance requests.
2	Manager	Consult DOD FCG and comply with FCG requirements
3	Manager	Requisition copy of DOD FCG, if needed (para 8–3c)
4	Manager	Follow travel clearance procedures for general officers (GOs) (para 8-1j).
5	Manager	Discourage travel to countries where no diplomatic relations exist and advise Soldier of possible problems.
6	Manager	Obtain license from Department of Treasury for a Soldier traveling to Cuba.
7	Manager	Monitor approved travel clearance to sensitive areas and take action as necessary to recall Soldier (para 8–3j).
8	Manager	Use FCG or local SJA (if assistance is needed) to determine conscription laws.
9	Manager	If a Soldier's visit is for marriage, comply with DODD 5500.14.
10	Manager	Advise Soldiers that when traveling for personal reasons, they arrange their own travel.
11	Manager	Advise Soldiers attempting travel on space-available basis to have sufficient funds to defray cost (para 8–3o).
12	Manager	Approve or disapprove requests based on travel clearance responses and forward to unit.
13	Manager	If disapproved, provide unit reason for denial.
14	Unit	Add reason for disapproval to DA Form 31, block 17.
15	Manager	If approved or recommending approval, determine and attach appropriate instructions to the DA Form 31 (para 8–5).
16	Manager	If travel clearance is withdrawn after the initial approval, withdraw approval or ensure notification of withdrawal requirement.

Section III
Task: Instructions for Travel Clearance

8–5. Rules for travel clearance instructions

a. Travel clearance managers will develop and attach appropriate instructions to the DA Form 31 for absences outside the United States including the instructions contained in *b* through *d* below.

b. Soldiers must carry the following documentation at all times while on leave:

(1) DD Form 2A.

(2) DA Form 31 (copy of the approved leave form).

(3) Evidence to prove that immunizations are current for the parts of the world being visited.

(4) Sufficient funds to defray travel expenses (transportation, meals, and lodging).

(5) Copy of country clearance approval (if applicable).

c. Written instructions which the travel manager must include—

(1) *Country laws.* Every Soldier is subject to the laws of each country while within its boundaries.

(2) *Passport and visa requirements.* Complete as provided in the FCG.

(3) *Civilian clothing and uniforms.* Complete as provided in the FCG, as applicable.

(4) *Immunization requirements.* Complete as provided for in the FCG.

(5) *Conscription laws.* When applicable, include the following: "Conscription laws exist and leave is approved even though you have not fulfilled the military obligation in the foreign country. You may not be allowed to leave the country where conscription laws exist until your military obligation is satisfied or special permission is granted by the foreign government."

(6) *Briefing requirements.* Report to building (number) on (date) at (time) for the following briefings on: (Determine and list the appropriate subject material for the briefings. Briefings relate to the Soldier's status and the countries of visit or travel.)

(a) Defensive security (when required by AR 381–12 or AR 380–67).

(b) Sensitive compartmented information (DODD S-5200.17).

(c) Itinerary reporting requirements (see DA Pam 381–21, or the FCG to determine).

(d) High threat areas (to include the threat and antiterrorist provisions of AR 523–13). See AR 525–13.

(7) *Miscellaneous.* Applicable information from the FCG.

d. Determine and attach appropriate information or instructions to the DA Form 31 at the conclusion of the briefing.

8–6. Steps for travel clearance instructions

The steps for travel clearance instructions are shown in table 8–3.

Table 8–3
Travel clearance instructions

Step	Work center	Required action
1	Manager	Develop and attach instructions to DA Form 31 for absences OCONUS.
2	Manager	Advise Soldier to maintain in his or her possession at all times while on leave DD Form 2A, DA Form 31, immunizations record, sufficient funds to defray travel expenses, and approval for country clearance (if applicable) (para 8–5b).
3	Manager	Provide written instructions on country laws, passport and visa requirements, civilian clothing and uniforms, immunization requirements, conscription laws, briefing requirements, miscellaneous information (para 8–5c).

Chapter 9
Christmas-New Year Holiday Period for Personnel in Training

Section I
Task: Granting Leave for Christmas-New Year Holiday Period for Personnel in Training

9–1. Rules to grant leave for Christmas-New Year holiday period for personnel in training

a. The Christmas-New Year holiday period is from 20 December through 2 January (14 days).

b. Commanders will generally allow Soldiers the opportunity to take leave during the holiday period.

c. Prior to granting leave or establishing travel dates, consider chapters 5 and 7 of this regulation and—

(1) Ensure overseas-bound graduates complete 12 weeks of training, or its equivalent, in CONUS. This is necessary to comply with 10 USC 671. (See AR 614–30, chap 8.)

(2) Discourage traveling or reporting to a new duty station on Christmas or New Year's Day.

(3) Coordinate course changes with servicing finance office and central port call offices. An example of a course change is accelerated graduations for Soldiers scheduled for overseas assignments.

(4) Establish provisions for makeup instruction for Soldiers granted leave through Three Kings Day (6 Jan).

(5) Ensure coordination between training activities and local transportation offices to effect orderly departure of Soldiers. This will enhance arrangements for using commercial transportation.

(6) Suspend training and processing activities if consistent with operational requirements.

(7) Ensure accelerated training is reported as provided for in *h* below.

d. Commanders may approve leave before, during, or after the official holiday period within the constraints of operational requirements.

e. For trainees and students, commanders approve leave during a uniform holiday period as provided in *a* above and *e* below.

f. Major commanders may deviate up to 3 days from the scheduled departure and termination dates for trainees and students under the conditions listed below.

(1) Commercial transportation facilities are unable to accommodate the traffic requirements.

(2) To avoid changes to scheduled training graduation dates.

(3) Makeup or refresher training is received as required (see *k* below).

g. Commanders may grant additional leave to residents of Puerto Rico and other countries who observe Three Kings Day (6 Jan). This time permits Soldiers to observe that day with their families in the resident country.

h. Commanders may grant additional leave to permanent party at training and student activities if it does not conflict with operational and training requirements.

i. Accelerating or compressing training is limited to Soldiers who would normally graduate 4 through 10 January from BT, OSUT, or AIT classes or cycles.

j. In TRADOC units—

(1) Soldiers must graduate not later than 20 December.

(2) Soldiers must arrive at the next duty station by 4 January.

k. School commanders report accelerated dates to AHRC (TAPC–EPT) on the Training Data Card not later than 75 days prior to a Soldier's availability date (AR 612–201).

l. The Army training center commanders may extend training for Soldiers returning after the holiday period subject to the following:

(1) BT cycles interrupted by exodus (all Soldiers depart on and return from the holiday period at the same time) may be scheduled for 10 weeks and 2 days, if coordinated with Headquarters (HQ) TRADOC. This includes 8 weeks of instruction, 2 weeks exodus, and 2 days added to each cycle for remedial training skills eroded as a result of exodus.

(2) Extended training must not exceed 2 days.

(3) AIT start date is adjusted to accommodate the 2-day extension.

9–2. Steps to grant leave for Christmas-New Year holiday period for personnel in training

The steps to grant leave for Christmas-New Year holiday period for personnel in training are shown in table 9–1.

Table 9–1
Christmas-New Year holiday period

Step	Work center	Required action
1	CDR	Allow Soldiers an opportunity to take leave during the established holiday period.
2	CDR	Prior to granting leave, ensure applicable parts of paragraphs 2–1 and 2–2 are complied with.
3	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–3.
4	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–5.

Section II
Task: Processing at the Military Entrance Processing Stations During December

9–3. Rules to process at military entrance processing stations during December

a. The dates for processing during December are shown in paragraph 9–4.

b. The Commander, Military Entrance Processing Command, adjusts the dates, as determined appropriate, and announces the adjustment using a message.

9–4. Steps to process at military entrance processing stations during December

The steps to process at military entrance processing stations (MEPS) during December are shown in table 9–2.

Table 9–2
Processing at military entrance processing stations during December

Step	Work center	Required action
1	MEPS	1 through 5 December, process and ship individuals to reception stations in the normal manner.
2	MEPS	6 through 25 December, encourage individual to participate in the Delayed Entry Program with emphasis on filling all school seats against the first reception station week of new year.
3	MEPS	26 December and after, process and ship individuals to the reception station in the normal manner.
4	MEPS	Counsel persons who insist on going on to active duty (AD) during the holiday period that leave will not be granted while at the reception station.
5	MEPS	Provide date training will begin in January for trainees who desire to go on AD during holiday period.

Section III
Task: Granting Leave for Reserve Officers' Training Corps Undergoing 3 Months Active Duty for Training

9–5. Rules to grant leave for Reserve Officers' Training Corps undergoing 3 months active duty for training

a. Commanders may authorize up to 7 days ordinary leave to ROTC Soldiers who have 7 days or less remaining to complete ADT.

b. Outprocessing requirements must be completed before the Soldier begins leave.

c. Soldiers are released to the USAR or Army National Guard (ARNG) at the time of leave

d. .Accrued leave may be combined with advance leave to permit absence while school instruction is suspended.

e. Advise Soldier of instances when advance leave converts to excess leave (para 4–5).

f. Advise Soldier of the effect on pay and allowances should he or she enter an excess leave status (para 5–15).

g. If school instruction is suspended and the Soldier must continue training after the holiday period, commanders may authorize accrued, advance, and excess leave. The following applies:

(1) Commanders will not grant an exception to the 3–month service requirement.

(2) Leave periods are credited toward the completion of the 3–month service obligation since leave periods are considered as active Federal service.

9–6. Steps to grant leave for Reserve Officers' Training Corps undergoing 3 months active duty for training

The steps to grant leave for Reserve Officers' Training Corps undergoing 3 months ADT are shown in table 9–3.

Table 9–3
Leave for Reserve Officers' Training Corps undergoing 3 months active duty for training

Step	Work center	Required action
1	CDR	Grant up to 7 days leave to ROTC Soldiers who have 7 days or less remaining to complete ADT.
2	Unit	Use the DA Form 31 to grant leave (chap 12).
3	Soldier	Complete outprocessing requirements prior to beginning leave.
4	CDR	Release Soldiers to the Reserve Components.
5	Unit	Counsel Soldier of instances when advance leave converts to excess leave (see para 4–5).
6	Unit	Counsel Soldier of the effect on pay and allowances when advance leave converts to excess leave (see para 5–15).
7	Unit	Follow applicable leave processing procedures in paragraphs 12–1 and 12–9.
8	BNS1	Follow applicable leave processing procedures in paragraphs 12–1 and 12–9.

Section IV
Task: Out-processing Army National Guard and U.S. Army Reserve Initial Active Duty for Training Soldiers

9–7. Rules to out-process Army National Guard and U.S. Army Reserve initial active duty for training Soldiers

a. For a Soldier without leave, commanders will out-process as listed in (1) through (3) below to permit departure from the training activities on or before the holiday period provided that the Soldier has—

(1) Been on IADT for a minimum of 12 consecutive calendar weeks.

(2) Completed MOS training requirements before the start of the holiday period.

(3) Received a cash, lump-sum payment for unused accrued leave.

b. For a Soldier with leave, commanders may out-process and authorize leave for an IADT Soldier provided—

(1) Soldier has completed MOS training by the holiday period (AR 612–201).

(2) Soldier has completed a minimum training of 12 consecutive calendar weeks from date of entry on IADT (10 USC 511d). (Alternate training program trainees are exempt from the 12 consecutive weeks requirement.) Commands will not require IADT Soldiers to return to the training activity for out-processing.

c. AR 612–201 applies to Soldiers who elect to take leave.

d. Orders issued or changed by training activities will—

(1) Place Soldiers on leave to the place from which they were ordered to IADT.

(2) Show the number of days leave and authorized travel time.

(3) Include the IADT termination date.

(4) Compute the IADT termination date to be not less than 12 consecutive calendar weeks from date Soldier was ordered to IADT.

e. The finance office may give Soldiers partial payment for monies accrued through departure date.

f. Commander will counsel Soldiers on the following:

(1) Partial payments received will be deducted from final pay.

(2) Final separation voucher will be mailed to designated mailing address.

(3) W–2 forms will be forwarded to the designated mailing address by The Defense Finance and Accounting Service (DFAS).

(4) Pay transaction questions will be addressed to the local finance office prior to separation.

9–8. Steps to out-process Army National Guard and U.S. Army Reserve initial active duty for training Soldiers

The steps to out-process ARNG and USAR IADT Soldiers are shown in table 9–4.

Table 9–4
Out-processing Army National Guard and United States Army Reserve initial active duty for training Soldiers

Step	Work center	Required action
1	CDR	Out-process ARNG and USAR IADT Soldiers without leave to permit departure from the training activity on or before holiday period (para 9–7a).
2	CDR	Out-process and authorize leave to ARNG and USAR IADT with leave as provided in paragraph 9–7b.
3	CDR	Ensure orders issued or changed by training activities will include number of days leave and authorized travel time and IADT termination date.
4	CDR	Counsel Soldier who receives partial payment regarding paragraph 9–7f.

Section V
Task: Movement Control

9–9. Rules for controlling movement

a. Chapter 7 is applicable to assignment and PCS movement.

b. Concentrate airlift movement of Soldiers to and from overseas command during 1 through 20 December and 27 through 30 December.

c. Soldiers must complete travel by 30 December.

d. Overseas or CONUS transportation operational facilities resume full operations on 27 December.

e. Losing commanders—

(1) Ensure all Soldiers assigned to units in overseas commands are processed as provided in AR 600–8–101.

(2) Ensure port call is in time to ensure arrival of the Soldier in the overseas command during the month or timeframe indicated in the orders or DA assignment instructions.

(3) Advise Soldier to comply with port call instructions.

9–10. Steps for controlling movement

The steps for movement control are shown in table 9–5.

Table 9–5
Movement control

Step	Work center	Required action
1	CDR	Concentrate movement of Soldiers to and from overseas commands during 1 through 20 December and 27 through 30 December.
2	CDR	Ensure Soldiers complete travel by 30 December.
3	CDR	Process all Soldiers assigned to units in overseas commands per AR 600–8–101.
4	CDR	Request port call in time to ensure arrival of the Soldier in the overseas command as required by orders or DA assignment instructions.
5	CDR	Advise the Soldier to comply with port call instructions.

Chapter 10
Changes in Leave

Section I
Task: Attachments

10–1. Rules for attaching

a. Commanders of CONUS, Hawaii, and Alaska Army installations or activities including MEPS and recruiting battalions are the approval authorities for temporary attachments.

b. Soldiers may seek temporary attachment upon leave expiration if awaiting port call instructions, a passport, or visa for PCS movement overseas. The Soldier must contact the losing station for documentation prior to end of leave.

c. Soldiers may seek attachment when on leave in CONUS, Hawaii, or Alaska from OCONUS provided bona fide emergency exists (chap 6).

(1) The commander attaching a Soldier desiring emergency leave may grant up to 10 days leave.

(2) Requests for more than 10 days emergency leave must be submitted to the commander of the Soldier's parent organization.

(3) The commander attaching the Soldier notifies the parent unit of the Soldier's departure and return date when leave is granted.

d. An attachment is permissive; therefore, per diem is not authorized (JFTR, Vol 1, U7650).

e. Use regulations governing separation or reassignment if the Soldier is applying for hardship separation or compassionate reassignment and is requesting attachment.

10–2. Steps for attaching

The steps for attaching are shown in table 10–1.

Table 10–1
Attachments

Step	Work center	Required action
1	Soldier	Seek attachment, if desired, to the nearest Army installation or activity, nearest your leave address provided a bona fide emergency exists (chap 6).
2	Soldier	Contact the American Red Cross and request that the emergency be verified.
3	Soldier	If overseas travel is involved and within 72 hours of expiration of leave, contact a PAP and ask for attachment assistance if needed.
4	Soldier	Seek attachment, if desired, after leave expires if awaiting port call instructions, passport, or visa required for PCS movement overseas provided you contacted losing station requesting status of documentation prior to end of leave.
5	PAP	If necessary pending resolution of problem, arrange for attachment to installation nearest Soldier's leave address.
6	PSC	Assist Soldier as expeditiously as possible.
7	PSC	Determine whether attachment is warranted.
8	PSC	Follow attachment processing procedures in paragraph 12–29. Follow attachment processing procedures in paragraph 12–29.
9	Unit	See step 7, paragraph 12–29.

Table 10–1
Attachments—Continued

Step	Work center	Required action
10	BNS1	Upon Soldier's return to unit of assignment follow leave processing procedures in paragraph 12–21.

Section II
Task: Granting Leave During Attachment

10–3. Rules to grant leave during attachment

a. The commander of the unit the Soldier is attached to is the approval authority for a leave request from an attached Soldier.

b. Leave granted is per the parent unit's scheduled annual leave program. (If leave has not been scheduled, leave is granted per the attaching unit's leave policy.)

c. The parent unit is notified when leave is granted to an attached Soldier.

10–4. Steps to grant leave during attachment

The steps for leave during attachment are shown in table 10–2.

Table 10–2
Leave during attachment

Step	Work center	Required action
1	Unit	Grant leave as scheduled on annual leave program developed by parent unit.
2	Unit	Use the DA Form 31 to grant leave (chap 12).
3	Unit	If leave has not been scheduled, grant leave on same basis as permanently assigned contemporaries to maximum extent practical.
4	Unit	Inform parent unit if attached Soldier is granted leave.
5	Unit	Follow leave processing procedures in paragraphs 12–1 and 12-3.
6	Unit	Add "ATCH" on the DA Form 4179 after Soldier's name.
7	BNS1	Follow leave processing procedures in paragraphs 12–1, 12–5, and 12–7.
8	Unit	If leave is granted upon release from attachment, forward original copy to parent unit.
9	Unit	Maintain organizational copy in functional files for 12 months.
10	Unit	If PCS movement is a factor, follow processing procedures in paragraph 12–9.
11	Parent Unit	Receive original and organizational copy of DA Form 31 and complete leave processing procedures in paragraphs 12–7 and 12–11, as appropriate.
12	Unit	Maintain suspense copy as organizational copy in functional files for 6 months.

Section III
Task: Determining Leave Status After Confinement by Civil Authorities

10–5. Rules to determine leave status after confinement by civil authorities

a. Soldiers on authorized leave or pass who are confined by civil authorities continue to be in an authorized absence status until expiration of leave or pass.

b. Absence over leave or pass due to detention by civil authorities is considered AWOL unless excused as unavoidable (para 4–29 and DODFMR 7000.14–R).

c. Soldiers may be held in confinement in an overseas area by military authorities for, and at the request of, civil authorities (AR 27–10, chap 17) pending trial by civilian court. These Soldiers are in an authorized leave absence status until expiration of leave (at the Soldier's option) or pass (DODFMR 7000.14–R).

10–6. Steps to determine leave status after confinement by civil authorities

The steps to determine leave status after confinement by civil authorities are shown in table 10–3.

Table 10–3
After confinement by civil authorities

Step	Work center	Required action
1	Unit	Continue leave or pass status until normal expiration if Soldier is confined by civil authorities while on leave or pass.
2	Unit	Continue leave or pass status until expiration if Soldier is confined in an overseas area by the military for, and at the request of, civil authorities pending trial by civilian court (DODFMR 7000.14–R).
3	Unit	Follow procedures pertaining to AWOL for any remaining absence (AR 630–10).
4	Unit	If absence is excused as unavoidable, see rule regarding unavoidable absence determination (para 4–29).

Section IV
Task: Requesting Leave Extension

10–7. Rules to request leave extension

a. Request for extension of leave of any kind will be submitted as indicated in table 10–4.

b. Soldiers may request extension of leave in person, by telephone, message, or other convenient means through the appropriate overseas commander, military installation, or activity nearest the leave address or the American Red Cross.

c. For emergency situations, see table 6–3.

d. Requests will be submitted 72 hours in advance of expiration of leave.

e. When an extension is not approved, the Soldier will return to duty at the proper time.

f. Soldiers will be briefed on requesting a leave extension before departing on leave.

g. Soldiers will be provided the appropriate military installation and telephone numbers (DSN and commercial) to call if a situation should occur that would require a leave extension.

h. Soldiers authorized leave together with PCS movement to an overseas area are under PAP jurisdiction (app B). This jurisdiction does not contravene commander's responsibility under AR 600-8-6.

i. PAP may approve an extension of up to 72 hours for emergency or other unforeseen urgent reasons when leave expires in less than 72 hours and the Soldier is on leave in CONUS from overseas.

Table 10–4
Request for extension of leave (emergency and ordinary)

Rule	A	B	C	D
	If the individual is	and upon completion of leave is scheduled to	then request for leave extension will be submitted to	See note
1	On leave in CONUS from a CONUS unit	return to same unit	parent unit	
2	On emergency leave in CONUS from overseas unit	return to overseas unit	overseas commander, PAP	1, 4, 5, and 6
3	On ordinary leave in CONUS from overseas	return to overseas unit	verseas commander, PAP	1,4, and 6
4	On leave overseas from a CONUS unit	return to CONUS unit	parent unit or nearest overseas MACOM	4
5	On leave overseas from an overseas unit	return to same unit	parent unit or appropriate MACOM overseas	4
6	On leave in CONUS from a CONUS unit (PCS)	report to new CONUS unit	gaining CDR	1 and 2
7	On leave in CONUS from a CONUS unit (PCS)	report to new unit overseas	PAP	1, 2, and 3
8	On leave in CONUS from overseas (PCS)	report to new unit in CONUS	gaining CDR	1
9	On leave in CONUS from overseas (PCS)	report to new unit overseas	PAP	1,2, and 3
10	On leave overseas from an overseas unit (PCS)	report to new unit in CONUS	nearest MACOM overseas or losing CDR	4

Table 10–4
Request for extension of leave (emergency and ordinary)—Continued

Rule	A	B	C	D
	If the individual is	and upon completion of leave is scheduled to	then request for leave extension will be submitted to	See note
11	On leave overseas from an overseas unit (PCS)	report to new unit overseas	earest MACOM overseas or losing CDR	4

Notes:

1. In any case where doubt exists or procedures are uncertain, any one of the PAPs shown in table 10–9 should be contacted for information or assistance.

2. Requests for extension of leave for transient personnel will be considered only for emergency reasons (see chap 6) or extreme personal hardship. Before leave begins, losing unit commander will advise Soldier that the American Red Cross should be contacted should a problem arise which may require an extension of leave. The American Red Cross can provide verification of circumstances without delay. The Soldier will be informed that approval for the leave extension must be granted by the proper military authority and not by the American Red Cross.

3. Soldiers should be discouraged from reporting to the APOE early to save leave. It may take several days to reschedule transportation for the individual. There are no free facilities at the APOE. Therefore, the Soldier may incur financial and personal hardship by reporting early. All leave approved for PCS should be taken, or a new port call obtained before reporting to the APOE.

4. The American Red Cross will assist in any situation in which a Soldier has difficulty in contacting a commander.

5. Soldiers should report to the PAP (at the transportation terminal through which they pass) for additional instructions for scheduling return travel to the overseas command.

6. The Soldier's unit commander is to be contacted. The American Red Cross assists in contacting the overseas commander or PAP and in verifying information. The PAP may approve an extension up to 72 hours if the extension is needed for emergency reasons and the leave expires in less than 72 hours.

10–8. Steps to request leave extension

The steps to request leave extension are shown in table 10–5.

Table 10–5
Extension of leave

Step	Work center	Required action
1	Soldier	Submit request for leave extension in person, by telephone, message, or other convenient means through appropriate overseas commander, military installation, or activity nearest the leave address or the American Red Cross. (See table 6–3 for emergency situations.)
2	Soldier	Submit request 72 hours in advance of expiration of leave.
3	Soldier	Contact appropriate installation as indicated on DA Form 31, block 17, if enroute to PCS and situation occurs which requires leave extension.
4	Unit	Follow processing procedures for a request for leave extension in paragraph 12–35.
5	BNS1	Follow processing procedures for a request for leave extension in paragraph 12–35.

Section V
Task: Determining Chargeable Leave Following Death

10–9. Rules to determine chargeable leave following death

a. Soldiers who die while on leave will not be charged for a day of leave on the day death occurs.

b. Soldiers who die while in a travel status with leave en route will not be charged for a day of leave on the day that death occurs.

10–10. Steps to determine chargeable leave following death

The steps to determine chargeable leave following death are shown in table 10–6.

Table 10–6
Following death

Step	Work center	Required action
1	Unit	Do not charge leave on day of death for Soldier who dies while on leave.
2	Unit	Do not charge leave on day of death for Soldier who dies while in travel status with leave en route.
3	Unit	Annotate DA Form 31, block 17, to reflect date of death and the last day of chargeable leave as the day proceeding the day of death.
4	BNS1	Follow leave processing procedures in paragraph 12–7 as if Soldier returned for duty.

Section VI
Task: Charging Leave for Pass Extension Resulting in Leave

10–11. Rules to charge leave for pass extension resulting in leave

a. Soldiers on pass who request absence beyond authorized pass time due to emergency or unforeseen urgent personal reasons will be charged leave.

b. When extension of pass exceeds 72 hours for a special 3-day pass or 96 hours for a special 4-day pass, leave is charged for portion that exceeds the pass period.

10–12. Steps to charge leave for pass extension resulting in leave

The steps for pass extension resulting in leave are shown in table 10–7.

Table 10–7
Pass extension resulting in leave

Step	Work center	Required action
1	Soldier	Request extension of absence based on emergency or unforeseen urgent personal reasons.
2	Unit	Receive request for extension beyond authorized absence and reason for extension.
3	Unit	Advise Soldier that leave will be charged for portion that exceeds pass
4	CDR	Approve or disapprove.
5	Unit	Follow processing procedures in paragraph 12–37.
6	BNS1	Follow processing procedures in paragraph 12–37.

Section VII
Task: Recalling Soldier from Leave

10–13. Rules to recall Soldier from leave

a. The commander is the recall authority when Soldiers are on authorized leave and are needed for return to duty for reasons of military necessity.

b. If travel and transportation allowances are authorized (JFTR, Vol 1, U4105 or U7220–A through U7720–D) orders will be used to recall Soldiers (see AR 600–8–105). Direct travel questions to the local travel or transportation officer.

10–14. Steps to recall Soldier from leave

The steps to recall Soldier from leave are shown in table 10–8.

Table 10–8
Recall notification

Step	Work center	Required action
1	CDR	Determine that military necessity requires Soldier to be recalled from leave.
2	Unit	If travel and transportation allowances are not authorized, recall Soldier using electronic or other expeditious means (if travel and transportation allowances are authorized, use recall orders in step 4 below).
3	BNS1	Coordinate and initiate request for orders from the PSC for those instances involving reimbursement for travel and transportation.
4	PSC	Use AR 600-8–105, Format 344, if Soldier is entitled to reimbursement for travel and transportation expenses (JFTR, vol 1, U4130 or U7220–A through U7220–D).
5	PSC	Include in recall order that leave is to be resumed, if known.
6	PSC	Use AR 600–8–105, format 405, if leave is resumed that was not included in original orders.
7	Unit	Follow processing procedures in paragraph 12–39.
8	BNS1	Follow processing procedures in paragraph 12–39.

Section VIII
Task: Managing Leave During Mobilization

10–15. Rules to manage leave during mobilization

a. These rules are designed to provide equitable management of leave based on local situations.

b. Under certain conditions, the SA may announce a prohibition against granting all leave. These conditions include—

(1) National emergency declared by executive order by the President or Congress of the United States.

(2) Declaration of war.

10–16. Steps to manage leave during mobilization

The steps to manage leave during mobilization are shown in table 10–9.

Table 10–9
Managing leave

Item	Circumstances	Rules
1	Leave approval	a. Paragraph 1–4 lists approval authorities. b. Determine and impose restrictions on leave use if warranted by the local situation.
2	Commander's annual leave program	Continue as is or modify the program based on mission requirements imposed by higher headquarters' commanders.
3	Leave for mobilized Soldier (DOD Dir 1235.10)	a. Limit to short periods for temporary personal emergencies. b. Soldier must first physically report for duty.
4	Recall	Consider if recall of Soldiers from leave is warranted (paras 10–13 and 10–14).
5	Leave suspension	Suspend leave when— a. The SA imposes the suspension. b. A leave approval authority determines suspension is warranted by the local situation.

Chapter 11
Tactical Army Combat Service Support Computer System Automated Leave Control Log

Section I
Task: Create an Initial Leave Record on the Leave Control Log for the Current or Future Fiscal Year

11–1. Rules for creating an initial leave record on the leave control log for the current or future fiscal year

a. TACCS allows the operator to select the log where the leave will be annotated. This is important when the end of the fiscal year requires the leave clerk to record leaves in a new fiscal year. (See para 11–7 for current and future year.)

b. Upon receipt of an approved DA Form 31 in the PAC, the leave control clerk uses this function to enter the required data in the TACCS leave control log and obtain the control number from TACCS.

c. After leaves are entered on the TACCS, entries cannot be erased, deleted, or overprinted. However, entries may be voided (para 11–13).

d. (Reserve)

e. Enter the leave information as it is recorded on the DA Form 31.

f. The "Control Number" field,"Date Assigned" field, and "Total Days" field which are located on the log are computer generated entries.

11–2. Steps for creating an initial leave record on the leave control log for the current or future fiscal year

The steps for creating an initial leave record on the leave control log are shown in table 11–1.

Table 11–1
Creating initial leave record

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through "Scroll Right/Down","Leaves and Passes", to "Leave Control Log"
3	BNS1	Press {Go}.
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving cursor to your choice.
6	BNS1	Press {Go}.
7	BNS1	Press the desired key, one of the following: ⟨Return⟩ for the Current Fiscal Year (Cancel) for the Future Fiscal Year {Finish} to quit
8	BNS1	Press [f1], Create Initial Leave Record on Leave Control Log.
9	BNS1	Press the desired function key, one of the following: [f1]=Ordinary Leave [f2]=Transition Leave [f3]=Convalescent Leave [f4]=PCS (permanent change of station) Leave [f5]=IPT (interpost transfer) Leave [f6]=Leave in conjunction with TDY [f10]=Return to the Leave Control Option Screen
10	BNS1	Enter the Soldier's SSN.
11	BNS1	Press ⟨Return⟩.
12	BNS1	Enter the Authorized Absent-From Date (YYMMDD).
13	BNS1	Enter the Authorized Absent-to Date (YYMMDD).
14	BNS1	Press the desired function key, one of the following: [f1]=Edit Screen [f3]=Write Record (Go to step 15). (See note 1.) [f10]=Option Screen (Returns to the Leave Control Log Option Screen).

Table 11–1
Creating initial leave record—Continued

Step	Work center	Required action
15	BNS1	Press ⟨Return⟩ to clear screen and continue processing leave on another Soldier, repeating steps 10 through 14 OR press {Finish} to return to the Leave Control Type of Absence Menu.
16	BNS1	From the Leave Control Log Menu, press the desired function key or [f10] to exit.
17	BNS1	Press ⟨Return⟩ to change the Fiscal Year or {Finish} to Exit.

Notes:
[f3], Write Record, must be pressed or the data entered will be lost. Once the record is written, the user uses the update option to update or complete leave charge or to void record (para 11–11).

Section II
Task: Update Finance Data from the Joint Service Software Joint Uniform Military Pay System Leave Transaction Input Report

11–3. Rules for updating finance data from Joint Service Software Joint Uniform Military Pay System leave transaction input report

a. Upon receipt of the Joint Service Software (JSS) JUMPS leave transaction input (unit leave report), the leave clerk updates the TACCS automated leave control log.

b. For every leave identified on the unit leave report, the clerk enters the date of the report and number of days charged by the finance office.

c. (Reserve)

d. The date of the JSS JUMPS system transaction input report is entered in the “Report Date Column”.

e. Number of days leave posted by FO is entered in the “Number of Days Column”.

11–4. Steps for updating finance data from Joint Service Software Joint Uniform Military Pay System transaction input report

The steps for updating finance data from JSS JUMPS transaction input report are shown in table 11–2.

Table 11–2
Updating finance data from Joint Service Software Joint Uniform Military Pay System transaction input report

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes” to “Leave Control Log”.
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press ⟨Return⟩ for the Current Fiscal Year.
8	BNS1	Press the desired function key, in this case, [f3], Update Finance Data from JSS JUMPS leave transaction input report.
9	BNS1	Move the cursor to the desired Soldier.
10	BNS1	Enter the date of the finance report or press {Finish} to exit.
11	BNS1	Press ⟨Return⟩.
12	BNS1	Enter the number of days leave charged by Finance.
13	BNS1	Press ⟨Return⟩.
14	BNS1	Move the cursor to the next desired Soldier on the report or press {Finish} to Exit.
15	BNS1	Press [F10], Exit.
16	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Section III
Task: Obtain a Finance Report/Joint Service Software Joint Uniform Military Pay System Leave Transaction Input Report

11–5. Rules for obtaining the Joint Service Software Joint Uniform Military Pay System leave transaction input report/leave control log reconciliation

a. TACCS produces a listing of all mismatched data entered on the system. (For example, the number of days charged by the PAC did not agree with the number of days charged by the finance office. This caused leave to be processed by the finance office but voided at the PAC.) Mismatches are reconciled unless official travel is a factor. A reconciliation memorandum is TACCS generated from this function.

b. (Reserve)

c. The BNS1 reconciles differences between the leave control log and the JSS JUMPS leave transaction input report.

d. Leave together with TDY (and other official travel) is computed by the finance office.

e. Do not reconcile control numbers beginning with “D”, “T”,“C”, and “P”. As an exception, these codes may be reconciled when the rollover process will not allow rollover unless these codes are reconciled. “Num Days” under “Period of Authorized Absence” includes leave, travel, and TDY.

f. Reconcile differences beginning with “O” and “I”. However, official travel is not chargeable to the Soldier’s leave. Do not reconcile if official travel is a factor, as in emergency leave and COT leave travel.

g. Reconcile differences within 3 days of receipt of JSS JUMPS leave transaction input report.

h. Use paragraph 11–13 to void entry on the leave control log if chargeable leave dates are incorrect. Create a new entry with corrected information using paragraphs 11–1 and 11–2.

i. See chapter 12 for a sample of a printed memorandum to use to forward reconciliation data to the finance office. Post the reason for correction or nonconcurrence of the leave control log in a memorandum for record (MFR) on all copies of the memorandum being sent to the finance office.

11–6. Steps for obtaining the Joint Service Software Joint Uniform Military Pay System leave transaction input report/leave control log reconciliation

The steps for obtaining the JSS JUMPS leave transaction input report/leave control log reconciliation are shown in table 11–3.

Table 11–3
Obtaining the Joint Service Software Joint Uniform Military Pay System leave transaction input report/leave control log reconciliation

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes”, to “Leave Control Log”.
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press ⟨Return⟩ for the Current Fiscal Year.
8	BNS1	Press [f5], JSS JUMPS Leave Transaction Input Report/leave control log reconciliation.
9	BNS1	The report will appear on the screen. Press the desired function key, either: [f1]=Print Report. Differences Report will print; Memo Screen will appear. [f10]=Exit (Return to the Leave Control Options Screen)
10	BNS1	Enter all the necessary data for the memo, pressing ⟨Return⟩ after each entry.
11	BNS1	Press the desired function key, either: [f1]=Edit Screen [f4]/[f5]=Continue. Leave Control Discrepancy Memos will be printed automatically.
12	BNS1	Press [f10], Exit.
13	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Section IV
Task: Initialize the Control Number for the Leave Control Log for the Current or Future Fiscal Year

11–7. Rules for initialization of the control number for the leave control log for the current or future fiscal year

a. This function is used once each fiscal year. It allows the operator to open a new leave control log and begin the control numbering sequence with "1". The first leave that begins in a new year receives the number "1".

b. (Reserve)

c. Use this task once a year to designate the first number used in the leave control log. When subsequent leaves are processed, the next consecutive control number is assigned automatically.

d. Reinitialize the control log number before entering the first leave to begin in a new fiscal year. Leaves beginning 1 October or later are maintained in a separate future leave record.

e. Move the future year to the current year after the current year is completed and entries are off-loaded (para 11–17).

11–8. Steps for initialization of the control number for the leave control log for the current or future fiscal year

The steps for initialization of the control number for the leave control log for the current or future fiscal year are shown in table 11–4.

Table 11–4
Initializing the control number

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through "Scroll Right/Down","Leaves and Passes", to "Leave Control Log".
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press the desired key, one of the following: ⟨Return⟩ for the Current Fiscal Year (Cancel) for the Future Fiscal Year {Finish} to quit.
8	BNS1	Press the desired function key, in this case, [f6], Initialize Leave Control Number File.
9	BNS1	Enter the Starting Control Number.
10	BNS1	Press ⟨Return⟩.
11	BNS1	Press the desired function key (same as in step 8) or press [f10] to Exit
12	BNS1	After pressing [f10], press ⟨Return⟩ to change Fiscal Year or {Finish} to return to Main Menu.

Section V
Task: Print the Leave Control Log by Type of Leave for the Current or Future Fiscal Year

11–9. Rules for printing the leave control log by type of leave for the current or future fiscal year

a. This function allows the operator to produce a roster of all leaves or a roster of leaves by separate category; for example, ordinary, transition, and intrapost transfer.

b. (Reserve)

c. Print the leave control log, at least once each month, prior to off-loading completed entries.

d. Use letter-sized paper.

e. Ensure printer is on-line and loaded with paper prior to entering information.

11–10. Steps for printing the leave control log by type of leave for the current or future fiscal year

The steps for printing the leave control log by type of leave for the current or future fiscal year are shown in table 11–5.

Table 11–5
Printing the leave control log

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes” to “Leave Control Log”.
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press one of the following keys: ⟨Return⟩ for the Current Fiscal Year (Cancel) for the Future Fiscal Year {Finish} to quit.
8	BNS1	Press the desired function key, in this case, [f9}, Print Leave Control Log by Type of Leave.
9	BNS1	Press one of the following function keys: [f1]=All [f2]=Print Ordinary Leave [f3]=Print PCS Leave [f4]=Print Terminal Leave [f5]=Print Leave in conjunction with TDY [f6]=Print Convalescent Leave [f7]=Print Intrapost/Interpost Transfer Leave [f8]=Print Voids [f10]=Exit
10	BNS1	Turn on the printer.
11	BNS1	Once the report has been printed, press [f10], Exit to return to the Leave Options Menu.
12	BNS1	Press [f10], Exit.
13	BNS1	Press ⟨Return⟩ to change Fiscal year or {Finish} to return to the Main Menu

Section VI
Task: Obtaining Suspense Reports from the DA Form 4179

11–11. Rules to obtain suspense reports from the leave control log

a. This function allows the operator to produce three different rosters: a roster of all Soldiers departing on a specific day, a roster of all Soldiers returning on a specific day, and a roster of all completed leaves not forwarded to the servicing finance office.

b. Rosters produced for departure on or return from leave are prepared for use by the person who signs Soldiers out on or in from leave.

c. (Reserve)

d. Use this task to print leave control suspense reports.

e. Print reports on the departure dates, return dates, and leave records not forwarded to the finance office.

f. Print a report on departure and return dates on the day before scheduled departure or scheduled return.

g. Print Saturday, Sunday, and Monday departures and returns on Friday. Adjust for shift work.

h. Print a report of records not forwarded to the finance office once each week.

i. Use reports to ensure all completed leaves are forwarded to the finance office.

11–12. Steps to obtain suspense reports from the leave control log

The steps to obtain suspense reports from the leave control log are shown in table 11–6.

Table 11–6
Obtaining suspense reports

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes”, to “Leave Control Log”
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press[Go].
7	BNS1	Press ⟨Return⟩ for the Current Fiscal Year.
8	BNS1	Press the desired function key, in this case, [f4], Leave Control Suspense Reports.
9	BNS1	Press one of the following function keys: [f1]=Soldiers Departing on a Given Date (go to step 10) [f2]=Soldiers Returning on a Given Date (go to step 18) [f10]=Exit
10	BNS1	For the Date Range, enter the From Date (YYMMDD).
11	BNS1	Press ⟨Return⟩.
12	BNS1	For the Date Range, enter the To Date (YYMMDD).
13	BNS1	Press ⟨Return⟩.
14	BNS1	For the Grade Range, enter the From Grade, if desired.
15	BNS1	Press ⟨Return⟩.
16	BNS1	For the Grade Range, enter the To Grade, if desired.
17	BNS1	Press ⟨Return⟩.
18	BNS1	Press the desired function key, either— [f1]=Print (go to step 19) [f10]=Exit
19	BNS1	Once the report has been printed, press [f10], Exit to return to the Leave Options Menu.
20	BNS1	Press [f10], Exit.
21	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Section VII
Task: View or Update Chargeable Data on Leave Control Log for the Current or Future Fiscal Year

11–13. Rules for viewing or updating chargeable leave data on leave control log for the current or future fiscal year

a. This option allows the operator to view, update, or void leaves previously entered on the TACCS leave control log.

(1) A specific record can be activated in either control number, name, or social security number sequence. Once entered, the operator scrolls up or down using the arrow keys to highlight the desired leave being updated or voided.

(2) Updating a leave consists of completing the period of chargeable leave to include entering extension data if appropriate and in voiding leaves.

(3) Voiding a leave means no leave will be taken by the Soldier or that the entry contains incorrect dates or that the rollover process will not work unless transition, convalescent, or PCS leaves are voided (para 11–17). The PAC clerk highlights the desired leave on the system and presses the “Void Record” key. TACCS places the letter “V” on the TACCS automated leave control log directly under the date the control number was assigned. Once this procedure is used, no further action may be taken pertaining to this leave. Where appropriate, a new entry (para 11–1) is created.

b. (Reserve)

c. Update applicable field, either: extensions, chargeable leave, void leave, or correct leave.

d. Void leave entry if leave is not taken or if Soldier begins leave prior to date in “Date From” or after date in “Date To” or when the rollover process will not allow rollover unless leaves are voided (para 11–17).

e. Void leave entry if wrong chargeable leave dates were reported to the finance office. Create a new entry using instructions in paragraph 11–1.

f. Extensions are posted after the “Chargeable To” date has been entered. A date in advance of the current date cannot be entered. Post extensions immediately after the “Chargeable To” date is posted.

g. When a record is created and updated because of the reconciliation process (para 11–5), the “Date to Finance” is the date of the reconciliation memorandum.

11–14. Steps for viewing or updating chargeable data on leave control log for the current or future fiscal year

The steps for viewing or updating chargeable data on leave control log for the current or future fiscal year are shown in table 11–7.

Table 11–7
Viewing/updating chargeable data

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes”, to “Leave Control Log”.
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press ⟨Return⟩ for the Current Fiscal Year, (Cancel) for the Future Fiscal Year or {Finish} to quit.
8	BNS1	Press the desired function key, in this case, [f2], View/Update Records on Leave Control Log.
9	BNS1	Press one of the following function keys: [f1]=By Control Number [f2]=By Name [f3]=By SSN [f10]=Exit
10	BNS1	Enter the requested data, as indicated in the prompt, either a Control Number, Name, or SSN (see note 1).
11	BNS1	Press ⟨Return⟩.
12	BNS1	Press Next Page (also use the arrow keys to scroll through the log) to review the log or press the desired function key, one of the following: [f2]=Update Charge (go to step 13) [f7]=Void Records (go to step 20) [f10]=Exit (go to step 24)
13	BNS1	Enter the Chargeable From Date (YYMMDD).
14	BNS1	Enter the Chargeable To Date (YYMMDD).
15	BNS1	Enter the Date Leave has Been Extended to.
16	BNS1	Enter the date that leave date was forwarded to the finance office.
17	BNS1	Press the desired function key, one of the following: [f1]=Edit Screen [f4]=Update Leave [f10]=No Update
18	BNS1	To update another log entry, repeat steps 12 through 17.
19	BNS1	Go to step 23 to exit.
20	BNS1	A “V” will appear under the first date area denoting the leave record has been voided.
21	BNS1	Press the desired function key (same as step 12).
22	BNS1	Go to step 23 to exit.
23	BNS1	Press [f10], Exit.
24	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Notes:
A “Help Screen” is available. This “Help Screen” will display records in the leave control Log sorted by control number, name, or SSN, as requested.

Section VIII
Task: View or Print Void Records on the Leave Control Log for the Current or Future Fiscal Year

11–15. Rules for viewing or printing void records on the leave control log for the current or future fiscal year

a. This function prepares a listing of all records on the TACCS automated leave control log that have been voided during the course of the fiscal year.

b. (Reserve)

c. Use this task to view or to print voided leave records.

d. A record is automatically voided by using the procedure, View/Update Chargeable Data on the Leave Control Log for the current/future fiscal year TM 11–7010–213–12 (para 11–13).

11–16. Steps for viewing or printing voided records on leave control log for the current or future fiscal year

The steps for viewing or printing voided records on leave control log for the current or future fiscal year are shown in table 11–8.

Table 11–8
Viewing/printing voided records

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through “Scroll Right/Down”,“Leaves and Passes”, to “Leave Control Log”.
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press the desired key, either: ⟨Return⟩ for the Current Fiscal Year (Cancel) for the Future Fiscal Year
8	BNS1	Press the desired function key, in this case, [f7], View/Print Void Records.
9	BNS1	Enter the starting Control Number (4 characters).
10	BNS1	Press ⟨Return⟩.
11	BNS1	Enter the ending Control Number.
12	BNS1	Press ⟨Return⟩.
13	BNS1	Press one of the following function keys: [f1]=View Voided Records (go to step 14) [f3]=Edit (make corrections to the screen) [f10]=Exit
14	BNS1	Press the desired function key, either: [f1]=Print Report [f10]=Exit
15	BNS1	Enter another range of Control Numbers or press {Finish}.
16	BNS1	Press [f10], Exit to return to the Leave Options Menu.
17	BNS1	Press [f10], Exit.
18	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Section IX
Task: Backup, View, or Rollover Leave Control Log

11–17. Rules for backing up, viewing, or rolling over the leave control log

a. The backup function allows the user to backup or archive all completed leaves from the hard disk to a floppy disk. Completed leaves in this case are those leaves which appear on the TACCS leave control log and have been

processed by the finance office and returned to the PAC on a JSS jumps leave transaction input report (exceptions would be PCS, convalescent, transition leaves, or TDY). Once a leave record is stored, it may be viewed only.

b. The reload function allows the user to view all previously archived records from a floppy disk.

c. The rollover function converts the future leave control log information to the current fiscal year when all leaves in the current fiscal year have been completed and backed up. (See *g* below for exception.)

d. (Reserve)

e. Back-up or off-load completed leave control entries (reconciliation with finance office completed) once every 2 months or longer after the leave control log has been printed. (Once off-loaded, entries can no longer be voided.)

f. To view off-loaded entries, insert the appropriate history diskette. The reload option is no longer available.

g. Rollover or change future year when the current year has been completely backed-up or off-loaded. As an exception, if TACCS will not allow rollover because of PCS, convalescent, transition leaves, or TDY not being closed out in the "Data From FI Column", these leaves may be voided. The leave control log will be annotated with reason for the void and that leave or TDY was valid.

11–18. Steps for backing up, viewing, or rolling over the leave control log

The steps for backing up, viewing, or rolling over the leave control log are shown in table 11–9.

Table 11–9
Backing up, viewing, or rolling over

Step	Work center	Required action
1	BNS1	Log on to the system, if not already on.
2	BNS1	Move the cursor through "Scroll Right/Down","Leaves and Passes", to "Leave Control Log".
3	BNS1	Press [Go].
4	BNS1	Enter your originator code, if requested.
5	BNS1	If requested to do so, select printer by moving the cursor to your choice.
6	BNS1	Press [Go].
7	BNS1	Press ⟨Return⟩ for the Current Fiscal Year.
8	BNS1	Press the desired function key, in this case, [f8].
9	BNS1	Press one of the following function keys: [f1]=Backup Records (go to step 10) [f4]=View Previously Backed-Up Records (go to step 18) [f7]=Rollover Future Fiscal Year to the Current Fiscal Year (go to step 23) [f10]=Exit (go to step 25)
10	BNS1	Enter the Control Number Form.
11	BNS1	Press ⟨Return⟩.
12	BNS1	Enter the Control Number To.
13	BNS1	Press ⟨Return⟩.
14	BNS1	Insert an initialized floppy diskette into the disk drive.
15	BNS1	Press [GO].
16	BNS1	Remove the diskette from the disk drive.
17	BNS1	Press the desired function key or [f10] to exit.
18	BNS1	Insert the "Leave Control Log History Diskette" that you wish to load into the disk drive. (Remember records may be viewed but not released.)
19	BNS1	Press [Go] OR (Cancel)/{Finish} to continue.
20	BNS1	Remove the history diskette from the disk drive.
21	BNS1	Press [Go], (Cancel), or {Finish} to continue.
22	BNS1	Press the desired function key or [f10] to exit.
23	BNS1	Press [Go] to change future records to current or press (Cancel) to deny.
24	BNS1	Press the desired function key or [f10] to exit.
25	BNS1	Press [f10], Exit.

Table 11–9
Backing up, viewing, or rolling over—Continued

Step	Work center	Required action
26	BNS1	Press ⟨Return⟩ to change Fiscal Year or {Finish} to return to the Main Menu.

Chapter 12
Leave Processing Procedures

Section I
Task: Processing Leave

12–1. Rules for processing leave

a. The DA Form 31 will be used for requesting leave. (See fig 12–1 for a sample DA Form 31 and instructions to complete the form.) Commanders are authorized to produce the DA Form 31 through electronic means. The electronically generated form must contain all data elements and follow the format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 31E. The date will be the same as the date of the current edition of the printed form.

b. DA Form 31, Part I, will be used to request leave. DA Form 31, Parts II and III, will only be used when emergency leave transportation and travel is authorized. (Parts II and III will be disregarded when the form is used for ordinary leave or other authorized absence.)

c. Soldiers will legibly hand-print DA Form 31 (redo or type if print is illegible).

d. Soldiers normally will complete required blocks not earlier than 1 month before scheduled departure date unless leave dates are believed firm, as in transition and PCS leave.

e. The unit commander is the approval authority for ordinary leave under normal circumstances. For leave under other than normal circumstances, approval authorities are shown in the applicable paragraphs in this regulation.

f. The automated leave control log will be used when it is available. (See chap 11 for the TACCS user instructions for maintenance rules and steps.)

g. The automated leave control log will be copied to another working disk every day or every other day to assist in preventing loss of leave.

h. The manual leave control log (fig 12–2 and para 12–29) is used when the automatic log is not available or if the automated leave log is inoperative for an extended period of time.

(1) DA Form 4179 (Leave Control Log) is available on the Army Electronic Library CD-ROM (EM001) and on the USAPA Web site (www.usapa.army.mil).

(2) Maintain the manual leave control log for 12 months.

i. Begin the control number with “0001” with the first leave in each new fiscal year.

j. Enter the chargeable leave dates on the DA Form 31, block 17.

k. Chargeable leave will begin and end on post, at the duty station, or in the location from which the Soldier regularly commutes to duty.

l. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the Soldier regularly commutes to duty) at the beginning and ending of leave. Soldiers who fail to comply are subject to UCMJ action.

m. Chargeable leave.

(1) The finance office will determine when official travel is involved. For TDY, the finance office will use the DD Form 1351–2 (Travel Voucher or Subvoucher) together with the DA Form 31 to determine chargeable leave. The BNS1 and the finance office will reconcile any differences in chargeable leave dates.

(2) The BNS1 will determine when no official travel is performed.

n. Leave will be charged for day of return unless—

(1) The Soldier works more than half of the normally scheduled dutyday.

(2) The Soldier returns on a regularly scheduled nonduty day.

o. Leave is charged for a holiday if it falls on or within the effective dates of leave except as provided under *n* above.

p. Periods of nonchargeable absences, such as PTDY, are subtracted.

q. The leave control log and the JUMPS Automated Coding System Report 7 from the finance office (paras 12–23 and 12–24 and fig 12–3) must be reconciled.

r. If an error is found in chargeable leave after the reconciliation process has been accomplished, see parraphs 12–25 and 12–26, and figure 12–4.

s. If an error is made on the DA Form 31, correct as appropriate for situations not required to be voided.

t. Prepare a DA Form 31 locally if a Soldier with leave en route arrives at a new unit of assignment without a copy of the DA Form 31 and a copy is not readily obtainable.

u. Maintain functional file system for DA Form 31.

12–2. Steps for processing leave

The steps for processing leave are shown in table 12–1.

Table 12–1
Procedures for processing leave

Step	Work center	Required action
1	Unit	Ensure blocks 2 through 11 on DA Form 31 are completed legibly by Soldier.
2	Unit	Ensure block 7 is annotated with appropriate type of leave.
3	BNS1	Use automated leave control log when available.
4	BNS1	Use manual leave control log when automated leave control log is not available or is inoperative for an extended period of time.
5	BNS1	Determine chargeable leave and enter chargeable leave dates on DA Form 31, block 17. (Finance office determines chargeable leave when together with official travel.
6	Unit	Advise Soldiers that they must be physically present in the local area (defined as on post, duty station, or in the location from which the Soldier regularly commutes to duty) at the beginning and ending of leave. If they fail to comply, they will become subject to UCMJ action.
7	Unit	Advise Soldiers that they must advise the BNS1 or unit of any changes in the departure or return dates established in DA Form 31, block 10.
8	BNS1	Charge leave for day of return unless the Soldier works more than half of the normally scheduled workday or when Soldier returns on a scheduled nonduty day.
9	BNS1	Charge leave for a holiday that falls on or within the effective dates of leave except as provided in step 9.
10	BNS1	Subtract periods of nonchargeable absences.
11	BNS1	Reconcile the DA Form 4179 and the JUMPS Automated Coding System Report 7 from the finance office (para 12–15).
12	BNS1	Follow correction process (para 12–25) if an error is found in chargeable leave after the reconciliation process has been accomplished.

Section II
Task: Procedures for Processing Ordinary Leave

12–3. Rules to process ordinary leave

a. Follow rules and steps in parraphs 12–1 and 12–2.

b. Approval authorities consider their annual leave program, applicable policy criteria, and mission requirements when processing leave requests.

12–4. Steps to process ordinary leave

The steps to process ordinary leave are shown in table 12–2.

Table 12–2
Processing ordinary leave

Step	Work center	Required action
1	Unit	Receive leave request.
2	Unit	Verify accrued leave balance listed in block 10 (first person in chain of command) from LES (block 33).
3	Unit	Return LES to Soldier.
4	CDR	Approve or disapprove leave.
5	Unit	If advance leave is required, see paragraph 4–5. If excess leave is required, see paragraph 5–15.
6	Unit	If approved, forward DA Form 31 to BNS1 section.
7	Unit	If disapproved, state reason on DA Form 31, block 17, if not already stated by recommending supervisor.
8	Unit	Return disapproved DA Form 31 through supervisors to the Soldier.
9	Unit	Advise Soldier to retain disapproved copy of DA Form 31 for 1 year since it may be needed to support special leave accrual request or deferred travel together with a consecutive overseas tour.
10	Unit	Direct Soldiers granted leave together with PCS or accession move (chap 7), to have block 16 completed upon arrival at servicing stations or organizations.
11	Unit	Forward DA Form 31 to BNS1 for further processing.

Section III
Task: Process Ordinary Leave Approved Through Departure and Return to Same Unit of Assignment

12–5. Rules for processing approved ordinary leave through departure with return to same unit of assignment

a. The original and the organization copy of the DA Form 31 will be—

(1) Maintained in suspense file until day before leave begins.

(2) Resuspended after Soldier departs and maintained in suspense file until leave is completed or duty status changes.

b. The Soldier's copy of DA Form 31 is provided to Soldier prior to his or her departure on leave.

c. The suspense copy is destroyed. (The suspense copy is still used for other absences such as excess leave.)

d. The DA Form 31 is voided when—

(1) Leave is withdrawn or not taken.

(2) Leave begins before the previous approved beginning date.

(3) Leave begins after the last day of previously approved leave.

e. The DA Form 31 is corrected, as appropriate, and reason for correction stated in block 17 provided *d* above does not apply.

f. If a Soldier works over half of the normally scheduled duty hours on the day of PCS departure, the day is a duty day. (It is not a day of leave or travel.)

12–6. Steps for processing approved ordinary leave through departure with return to same unit of assignment

The steps for processing approved ordinary leave through departure with return to same unit of assignment are shown in table 12–3.

Table 12–3
Processing approved ordinary leave through departure/return to same unit

Step	Work center	Required action
1	BNS1	Receive DA Form 31.
2	BNS1	Enter leave data on control log using automated log BNS1 TACCS User Instructions, paragraph 11–1.
3	BNS1	Add control number to DA Form 31, block 1.
4	BNS1	Retain original and organization copy of DA Form 31 in a suspense file until day before Soldier begins leave.
5	BNS1	Retain Soldier copy in suspense file until day of departure.
6	BNS1	Void leave form when applicable (para 12–5d) by drawing diagonal line through form, writing voided through the line, and having S1 or assistant personnel sergeant or commander sign form in block 17.
7	BNS1	Void leave record when step 6 is applicable on manual leave control log by drawing one neat line through the entry. For automated log, use BNS1 TACCS User Instructions (para 11–13).
8	BNS1	Correct DA Form 31 and annotate block 17 with reason for correction, provided paragraph 12–5d does not apply.
9	BNS1	File original copy of voided DA Form 31 in numerical sequence in the file for 6 months.
10	BNS1	Check or query the leave log daily to identify Soldiers due to depart. For automated log, use BNS1 TACCS User Instructions (para 11–11).
11	BNS1	During nonduty hours, provide DA Form 31 of departing Soldiers to staff duty personnel.
12	BNS1	On DA Form 31, enter departure date, time, authority in block 14 and provide copy to Soldier prior to his or her departure on leave.
13	BNS1	Resuspense original and organization copy until day before last day of authorized absence or until duty status changes.
14	BNS1	If excess leave is a factor, use the remaining steps in addition to steps 1 through 19.
15	BNS1	Determine whether day of departure is chargeable leave (para 12–5f).
16	BNS1	If day of departure is a duty day, post the following day as the beginning day of leave or absence in block 17 on all copies of the DA Form 31.
17	BNS1	If day of departure is a leave or travel day, post it as the beginning day of leave or absence.
18	BNS1	Send the suspense copy of the DA Form 31 to the finance office with a Unit Transmittal Memorandum (UTM) within 3 working days of when the Soldier begins leave.
19	BNS1	Enter leave on manual DA Form 4179 (para 12–27) when TACCS is not available. For TACCS users, post UTM number and date to organization copy of DA Form 31, block 17.

Section IV
Task: Process Approved Ordinary Leave Upon Soldier's Return to Same Unit of Assignment

12–7. Rules for processing approved ordinary leave upon Soldier's return to same unit of assignment

a. Forward the original DA Form 31 to the finance office with a UTM within 3 working days after leave is completed (within 10 days if TDY is involved).

b. After leave completion, file the organization copy of DA Form 31 in battalion functional file for 6 months.

12–8. Steps for processing approved ordinary leave on Soldier's return to same unit of assignment

The steps for processing approved ordinary leave on Soldier's return to same unit of assignment are shown in table 12–4.

Table 12–4
Processing approved ordinary leave upon Soldier's return to same unit of assignment

Step	Work center	Required action
1	BNS1	Check or query the leave log daily to identify Soldiers due to return. For automated log, use BNS1 TACCS instructions (para 11–11).
2	BNS1	Provide DA Form 31, during nonduty hours, to staff duty personnel for use.
3	BNS1	Enter return date, time, authority in block 14.
4	BNS1	Receive from staff duty personnel, DA Form 31 of Soldiers returning during nonduty hours.
5	BNS1	Determine chargeable leave dates from departure and return date and time (DA Form 31, blocks 14 and 16) when leave is not together with official travel (paras 12–1 and 12–4, and table 2–2, steps 11 through 18).
6	BNS1	Enter chargeable dates of leave on DA Form 31, block 17, when official travel is not a factor.
7	BNS1	Enter on DA Form 4179 chargeable leave dates when travel is not involved.
8	BNS1	Forward original DA Form 31 to finance office with a UTM within 3 working days after completion of leave. (If TDY is involved, follow step 10).
9	BNS1	Attach original copy of DA Form 31 to completed TDY voucher and forward to finance office within 10 working days, when applicable.
10	BNS1	File organization copy of DA Form 31 in functional files for 6 months.

Section V
Task: Process Ordinary Permanent Change of Station Approved Leave Through Departure

12–9. Rules for processing approved ordinary permanent change of station leave through departure

a. Procedures for the distribution of DA Form 31 are as follows:

(1) Insert original in the military personnel records jacket (MPRJ) after posting block 14.

(2) File organization copy in battalion functional files of losing unit for 6 months.

(3) Provide the Soldier a copy prior to departure.

(4) Have Soldier hand-carry suspense copy to the finance office when out-processing.

b. The DA Form 31 will be voided when—

(1) Withdrawn or leave not taken.

(2) Leave begins before the previous approved beginning date.

(3) Leave begins after the last day of previously approved leave.

c. The PCS departure day is a chargeable day of leave unless the Soldier works over half of the normally scheduled duty day.

12–10. Steps for processing approved ordinary permanent change of station leave through departure

The steps for processing approved ordinary permanent change of station leave through departure are shown in table 12–5.

Table 12–5
Processing approved ordinary permanent change of station leave through departure

Step	Work center	Required action
1	BNS1	Receive DA Form 31.
2	BNS1	Enter leave number on manual control log, if applicable. For automated log, use BNS1 TACCS user instructions (para 11–1).
3	BNS1	Add control number to DA Form 31, block 1. Annotate "PCS"over control number.
4	BNS1	Insert original copy in MPRJ (see AR 640–10, table 2–1, AR 600–8–104, chap 2).
5	BNS1	Suspense organization copy of DA Form 31 for submission of departure transaction.
6	BNS1	Have Soldier hand-carry suspense copy of DA Form 31 to the finance office when out-processing.

Table 12–5
Processing approved ordinary permanent change of station leave through departure—Continued

Step	Work center	Required action
7	BNS1	Retain Soldier's copy in suspense file and provide to Soldier prior to departure.
8	BNS1	Void leave, if applicable, by drawing a diagonal line through the form, writing void through the line, and having S1 or Assistant Personnel Sergeant or commander sign form in block 17.
9	BNS1	File original copy of voided leave in numerical sequence with organization copy.
10	BNS1	When step 8 is applicable, void leave record on manual leave control log by drawing one neat line through the entry. For automated log, use BNS1 TACCS user instructions (para 11–11).
11	BNS1	Provide DA Form 31 during nonduty hours to staff duty personnel for use for departing Soldiers.
12	BNS1	Enter departure date, time, and authority in block 16.
13	BNS1	Determine whether day of departure is chargeable leave (para 11–9).
14	BNS1	If day of departure is a duty day, post the following day as the beginning date of absence in DA Form 31, block 17.
15	BNS1	If day of departure is a leave or travel day, post it as the beginning date of absence.
16	BNS1	Provide copy to Soldier on day of departure.

Section VI
Task: Process Ordinary Permanent Change of Station Approved Leave Upon Reporting to New Duty Station

12–11. Rules for processing approved ordinary permanent change of station leave on reporting to new duty station

a. The original DA Form 31 will be attached to PCS and TDY en route travel settlement voucher and forwarded to FO with the UTM within 3 working days after Soldier reports in.

b. The Soldier's copy of DA Form 31 is obtained and returned to Soldier.

c. The in- and out-processing (IOPR) facility completes the the steps below. When there is no IOPR facility, the BN PAC completes the steps below.

12–12. Steps for processing approved ordinary permanent change of station leave upon reporting to new duty station

The steps for processing approved ordinary PCS leave upon reporting to new duty station are shown in table 12–6.

Table 12–6
Processing approved ordinary permanent change of station leave upon reporting to new duty station

Step	Work center	Required action
1	IOPR	Obtain original copy of DA Form 31 from Soldier's MPRJ.
2	IOPR	Circle arrival and enter date, time, and arrival authority on DA Form 31, block 16.
3	IOPR	If DA Form 31 has been lost and a copy is not available from losing unit, obtain information necessary and reconstruct form. Annotate block 17, "Reconstructed Form".
4	IOPR	Attach original DA Form 31 to PCS travel settlement voucher and submit to finance office with a UTM. Include two copies of TDY orders, when authorized.

Section VII
Task: Process Intrapost Transfer Approved Leave

12–13. Rules for processing approved intrapost transfer leave

a. Maintain the original DA Form 31 in suspense file until day before Soldier begins leave and then forward to gaining unit.

b. File the organization copy in BN functional files of losing unit for 6 months.

c. Provide the Soldier's copy to Soldier prior to departure.

d. Provide suspense copy to the gaining unit.

e. DA Form 137–I-R (Unit Clearance Record) and DA Form 137–2–R (Installation Clearance Record) may be used to send the original DA Form 31 to gaining unit.

12–14. Steps for processing approved intrapost transfer leave

The steps for processing approved intrapost transfer leave are shown in table 12–7.

Table 12–7
Processing approved intrapost leave

Step	Work center	Required action
1	BNS1	Complete steps 1 through 17 of paragraph 12–1.
2	BNS1	Annotate "INTRAPOST" over control number on DA Form 31, block 1.
3	BNS1	If day of departure is a duty day, post the following day as the beginning date of absence on DA Form 31, block 17.
4	BNS1	If day of departure is a leave day, post it as the beginning date of absence.
5	BNS1	Send original and suspense copy of DA Form 31 to the gaining unit the day the Soldier departs on leave.
6	BNS1	File organization copy in BN functional files for 6 months.
7	BNS1	(Gaining PAC) Draw one neat line through losing command's control number on DA Form 31, post the control number over the lined out entry, and post the leave control log with appropriate data.

Section VIII
Task: Process Intrapost Transfer Approved Leave Upon Completion of Leave—Unit Serviced by Same Finance Office

12–15. Rules for processing approved intrapost transfer leave upon completion of leave—unit serviced by same finance office

a. Send original DA Form 31 to the finance office with a UTM within 3 days after the Soldier completes leave.

b. Maintain suspense copy in BN functional files for 6 months.

12–16. Steps for processing approved intrapost transfer leave upon completion of leave—unit serviced by same finance office

The steps for processing approved intrapost transfer leave are shown in table 12–8.

Table 12–8
Processing approved intrapost leave when unit serviced by same finance office

Step	Work center	Required action
1	BNS1	Circle return and enter date, time, and authority on original copy of DA Form 31, block 16.
2	BNS1	File suspense copy of DA Form 31 in BN functional files for 6 months.
3	BNS1	Determine and post chargeable leave to DA Form 31, block 17, unless official travel is involved.
4	BNS1	Forward original DA Form 31 to the finance office with a UTM within 3 working days after the Soldier completes leave.
5	BNS1	If TDY was performed, attach to settlement voucher and submit to finance office with a UTM or have Soldier hand-carry it to the finance office within 10 working days.

Section IX
Task: Process Approved Transition Leave

12–17. Rules for processing approved transition leave

a. When a Soldier is assigned to a location where there is a separation transfer point, attach the original DA Form 31 to a UTM and hand-carry to the finance office within 48 hours after leave begins.

b. When a Soldier is not assigned to a location where there is a separation transfer point, send the original to the finance office which will process the final pay simultaneously with Soldier's departure.

c. Maintain the organization copy of the DA Form 31 in the battalion functional file of the losing unit for 6 months.

d. Provide the Soldier's copy of the DA Form 31 to the Soldier on day of departure.

e. Provide the suspense copy of DA Form 31 to Soldier to hand-carry to the finance office when he or she reports for transition briefing. (Except for Soldiers being involuntarily separated who are authorized excess leave together with transition leave, attach suspense copy of DA Form 31 to a unit transmittal letter (UTL) and hand-carry to the finance office once a day.)

f. The DA Form 31 will be voided when—

(1) Leave is withdrawn or not taken.

(2) Leave begins before the previous approved beginning date.

(3) Leave begins after the last day of previously approved leave.

g. If the Soldier works over half of the normally scheduled duty hours on the day of PCS departure, the day is a duty day. It is not charged or considered as leave.

12–18. Steps for processing approved transition leave

The steps for processing approved transition leave are shown in table 12–9.

Table 12–9
Processing approved transition leave

Step	Work center	Required action
1	BNS1	Receive DA Form 31.
2	BNS1	Enter leave number on manual control log if applicable. For automated log, use BNS1 TACCS user instructions (para 11–1).
3	BNS1	Add control number to DA Form 31, block 1. Annotate "TRANS"over control number. (Do the same for excess leave together with transition leave for Soldiers being involuntarily separated.)
4	BNS1	For Soldiers being involuntarily separated and authorized excess leave together with transition leave, annotate DA Form 31 as follows: item 7 "see item 17;" item 9a, enter leave balance; item 9b, enter number of days (excess and transition) and post "see item 17;" item 9c, post "N/A"; item 9d, post number of days excess leave being taken (see step 5 for posting block 17).
5	BNS1	For Soldiers being involuntarily separated and authorized excess leave together with transition leave, annotate block 17 with the following statements: "Soldier is authorized excess leave nonchargeable leave dates from (date) to (date)". "Soldier is authorized transition leave chargeable leave dates from (date) to (date)".
6	BNS1	Suspense original and organization copy of DA Form 31 for submission of departure transition.
7	BNS1	Advise Soldier to pick up suspense copy of approved DA Form 31 and hand-carry it to the finance office when he or she goes for the transition briefing. (Except for Soldiers being involuntarily separated and authorized excess leave together with transition leave, hand-carry suspense copy on a separate UTM once a day.)
8	BNS1	Have Soldier hand-carry suspense, original, and organization copies of DA Form 31 with the UTM to the finance office on the way to the transition briefing.
9	BNS1	Provide the Soldier's copy of the DA Form 31 to the Soldier prior to departure.
10	BNS1	If applicable, void leave by drawing a diagonal line through the form, writing void through the line, and having S1 or assistant personnel sergeant authenticate form in block 17.
11	BNS1	File original copy of voided DA Form 31 in numerical sequence with organization copy.

Table 12–9
Processing approved transition leave—Continued

Step	Work center	Required action
12	BNS1	When step 10 is applicable, void leave record on manual DA Form 4179 by drawing one neat line through the entry. For automated log, use BNS1 TACCS user instructions (para 11–13).
13	BNS1	Check or query the leave log daily to identify Soldiers due to depart. For automated log, use BNS1 TACCS user instructions (para 11–11).
14	BNS1	Provide DA Form 31 of departing Soldiers to staff duty personnel for use.
15	BNS1	Enter departure date, time, and authority in block 14.
16	BNS1	Determine whether day of departure is a day of chargeable leave (para 12–17).
17	BNS1	If day of departure is a leave or travel day, post it as the beginning date of absence.
18	BNS1	If day of departure is a duty day, post the following day as the beginning day of absence on DA Form 31, block 17.
19	BNS1	Provide copy to Soldier on day of departure.
20	BNS1	When Soldier's assigned unit is at the same location with a separation transfer point, attach original DA Form 31 to a UTM and hand-carry to the finance office within 2 workdays after leave begins.
21	BNS1	If Soldier is not assigned where there is a separation transfer point, send original to the finance office the day the Soldier departs.

Section X
Task: Processing Approved Emergency Leave Through Departure With Return to Same Unit of Assignment

12–19. Rules to process approved emergency leave through departure with return to same unit of assignment

a. When parts II, III, and IV of DA Form 31 are used to authorize leave to Soldier or Soldier traveling with dependents, it becomes an emergency leave order and is controlled, distributed, and filed according to AR 600-8-105. (For Family members traveling without Soldier and authorized emergency leave travel orders, AR 600-8-105 will be used.) Emergency leave orders (DA Form 31 and Format 342) are amended, rescinded, and revoked per AR 600-8-105.

b. DA Form 31 is distributed as follows:

(1) Original.

(a) Maintain in suspense file until day before leave begins.

(b) After Soldier departs, resuspend form and maintain it in suspense file until leave is completed or duty status changes.

(2) Soldier's copy. Provide to Soldier at the time shown in table 12–10.

c. DA Form 31 will be voided when—

(1) Leave is withdrawn.

(2) Leave is not taken.

12–20. Steps to process approved emergency leave through departure with return to same unit of assignment

The steps to process approved emergency leave through departure with return to same unit of assignment are shown in table 12–10.

Table 12–10
Processing emergency leave through departure

Step	Work center	Required action
1	Unit	Annotate DA Form 31, block 17, with telephone numbers (DSN and commercial) of parent organization, PSC, the American Red Cross field office at the installation where his or her military unit is located, PAP (see table 10–9 for PAP number), and MAC Passenger Reservation Center (PRC) to be contacted for return transportation when necessary. (See note 1.)
2	Unit	Forward to BNS1.
3	BNS1	Receive DA Form 31 from unit.
4	BNS1	Enter leave data on control log. For automated log, use TACCS user instructions (para 11–2).
5	BNS1	Add control number to DA Form 31, block 1.
6	BNS1	If emergency leave travel is involved, forward DA Form 31 to PSC for Parts II, III, and IV to be completed.
7	PSC	If Soldier is traveling with or without dependents, complete Parts II, III, and IV, DA Form 31, as applicable. (See fig 12–1 for instructions to complete DA Form 31.)
8	PSC	Obtain and enter orders number and follow procedures in AR 600–8–105.
9	PSC	Return completed DA Form 31 to BNS1.
10	BNS1	Retain original and organization copy of DA Form 31 in a suspense file until day before Soldier begins leave.
11	BNS1	Forward Soldier's copy of DA Form 31 through unit to Soldier.
12	Unit	Provide DA Form 31 and 10 copies to Soldier.
13	BNS1	When applicable, void leave form by drawing a diagonal line through form, writing void through the line, and having S1, assistant personnel sergeant, or commander sign form in block 17 (para 12–19c).
14	BNS1	When step 7 is applicable, void leave record on manual leave control log by drawing one neat line through the entry. For automated log, use BNS1 TACCS user instructions (see para 11–13).
15	BNS1	Check or query the leave log daily to identify Soldiers due to depart. For automated log, use BNS1 TACCS user instructions (see para 11–11).
16	BNS1	During nonduty hours, provide DA Form 31 of departing Soldiers to staff duty personnel for use.
17	BNS1	Resuspense original copy until day before last day of authorized absence or until duty status changes.

Notes:
MAC PRC telephone numbers—

Location: CONUS, Puerto Rico, Virgin Islands

Toll free number: (800) 851–3144

Location: Alaska and Hawaii toll free number: (800) 851–3170

Section XI
Task: Processing Approved Emergency Leave Upon Soldier's Return to Same Unit of Assignment

12–21. Rules to process emergency leave upon Soldier's return to same unit of assignment

a. Forward original DA Form 31 to finance office with a UTM within 3 working days after Soldier completes leave.
b. When TDY is involved, submit within 10 working days after completion of leave.

12–22. Steps to process emergency leave upon Soldier's return to same unit of assignment

The steps to process emergency leave upon Soldier's return to same unit of assignment are shown in table 12–11.

Table 12–11
Process emergency leave upon Soldier's return

Step	Work center	Required action
1	BNS1	Check or query the leave log daily to identify Soldiers due to return. For automated log, use BNS1 TACCS user instructions (para 11–11).
2	BNS1	During nonduty hours, provide DA Form 31 of returning Soldiers to staff duty personnel for use.
3	BNS1	Check return block and enter return date, time, and authority in block 16.
4	BNS1	Receive from staff duty personnel DA Form 31 of Soldiers returning during nonduty hours.
5	BNS1	Enter on leave control log chargeable leave dates when travel is not involved.
6	BNS1	Forward original DA Form 31 to finance office with a UTM within 3 working days after Soldier completes leave.
7	BNS1	Attach original copy of DA Form 31 to completed TDY voucher and forward to finance office within 10 working days, after completion of leave, when applicable.

Section XII
Task: Reconciliation of Leave

12–23. Rules for the reconciliation process

a. When official travel is involved, the finance office will compute leave charges. The finance office and BNS1 will reconcile any differences in chargeable leave dates.

b. When travel is not involved and the finance office reports different chargeable leave days to BNS1 from those reported to them from BNS1, reconciliation is required.

c. Figure 12–4 provides a sample reconciliation memorandum. If incorrect data was reported to the finance office by BNS1, also post corrected information on the log and to the organizational copy of the DA Form 31. (For manual leave control log, see fig 12–2.)

d. Follow table 12-12, steps 1 through 4 and 13 through 15, when the manual log is maintained.

e. TACCS leave control log: The reconciliation memorandum will be computer generated. (See TACCS user instructions, para 11–5.)

f. Follow table 12–12, steps 5 through 15, when the automatic log is maintained.

12–24. Steps for the reconciliation process

The steps for the reconciliation process are shown in table 12–12.

Table 12–12
Reconciliation process

Step	Work center	Required action
1	BNS1	For the manual log, prepare reconciliation memorandum using sample format in the leave control log.
2	BNS1	If log contains incorrect information, line through the incorrect entry and post the correct leave charge (see para 12–25).
3	BNS1	If organization copy contains incorrect information, line through the incorrect data and post correct data.
4	BNS1	Follow steps 13 through 15 when using the manual leave control log.
5	BNS1	Void entry on automated DA Form 4179, if wrong chargeable leave dates were reported by BNS1 to the finance office. Use BNS1 TACCS user instructions (para 11–13).
6	BNS1	If step 5 cannot be accomplished, follow steps 6 and 7. If step 5 can be accomplished, go to step 8.
7	BNS1	If log cannot be updated because an entry has been placed in the archived or back-up file, create new entry on the leave control log with correct information.
8	BNS1	When step 6 is applicable, line through incorrect data on the hard copy of the leave control log. Post reconciled control number by the entry.

Table 12–12
Reconciliation process—Continued

Step	Work center	Required action
9	BNS1	Create new or correct leave entry and update entry using BNS1 TACCS user instructions, paragraphs 11–1 and 11–13 (“Date to Finance” is the date of the reconciliation memorandum.)
10	BNS1	Do reconciliation memorandum using TACCS user instructions (para 11–5).
11	BNS1	Post a handwritten MFR to the memorandum before it is reproduced for distribution.
12	BNS1	If the finance office posts the wrong leave charge, include in the hand-written MFR, a reason for the corrected leave charge.
13	BNS1	If leave control log had to be corrected due to incorrect leave charge provided to the finance office, include in the hand-written MFR new control number and reason for the corrected leave charge.
14	BNS1 D	istribute reconciliation memorandum and forward memorandum to the finance office by UTM within 3 working days after receipt of JUMPS Automated Coding System Report 7.
15	BNS1	Certify JUMPS Automated Coding System Report 7, by attaching reconciliation memorandums and having Adjutant or assistant personnel sergeant sign the document attesting that the reconciliation data is correct.
16	BNS1	File JUMPS Automated Coding System Report 7, unit leave report with reconciliation memorandum for 1 year.

Section XIII
Task: Correct Chargeable Leave

12–25. Rules for correcting chargeable leave

a. When the finance office has posted incorrect chargeable leave date to the LES and the data has previously been reconciled, do corrected DA Form 31 unless *b* below applies. Contact the finance office for a copy of the original DA Form 31 if needed.

b. If leave was in conjunction with official travel, the Soldier reports to the finance office for corrective action. The BN updates information on the DA Form 4179, as appropriate.

12–26. Steps for correcting chargeable leave

The steps to correct chargeable leave are shown in table 12–13.

Table 12–13
Correcting chargeable leave

Step	Work center	Required action
1	BNS1	If DA Form 41790 is maintained, use same control number on corrected leave form. Post to DA Form 31, block 17, “Corrected Leave Charge”, original chargeable leave dates provided to finance office, and reason for the correction.
2	BNS1	If automatic DA Form 4179 is maintained, create new entry on automatic log (new control number is assigned). Post to DA Form 31, block 17, “Corrected Leave Charge”, original chargeable leave dates provided to finance office, original control number, and reason for the correction.
3	BNS1	Send corrected DA Form 31 (original copy) to FO with a UTM within 3 working days after corrected copy is prepared.
4	BNS1	File organization copy of DA Form 31 in the BN functional files for 6 months.
5	Unit	Provide copy to Soldier.
6	BNS1	Complete reconciliation process (see paras 12–19 and 12–20).

Section XIV
Task: Maintaining the DA Form 4179 When Tactical Army Combat Service Support Computer System is Not Available

12–27. Rules to maintain the DA Form 4179, when tactical Army combat service support computer system is not available

a. The DA Form 4179 will be reproduced locally. (See fig 12–2.)

b. Hospital commanders are exempt from maintaining the leave log for convalescent leave (except for personnel who are assigned to the hospital).

c. Approved leave will be entered on the leave control log. (See sample fig 12–2.)

d. Do not use white out, tape over, or similar correction means on the leave control log.

e. When an entry needs correction due to the reconciliation process or wrong entry, the incorrect data may be lined through with one neat line and the correct data entered above.

f. When there is insufficient space to repost an entry over the incorrect data lined through, post correct entry in the next available space using original control number. (Ensure the next entry receives the correct control number.)

g. The leave control log begins with "0001" with the first leave that begins in the fiscal year.

h. Maintain the DA Form 4179 on a daily basis if leave data needs to be updated.

i. After the end of each fiscal year, the DA Form 4179 is filed for 1 year.

12–28. Steps to maintain DA Form 4179 when tactical Army combat service support computer system is not available

The steps to maintain DA Form 4179, when TACCS is not available are shown in table 12–14.

Table 12–14
Maintaining manual DA Form 4179 when Tactical Army Combat Service Support Computer System is not available

Step	Work center	Required action
1	BNS1	Enter control numbers consecutively for each approved leave. If entry is a corrected entry, place a checkmark in the column to the right of the control number.
2	BNS1	Enter date control number is posted.
3	BNS1	Enter appropriate leave code from bottom of leave control log.
4	BNS1	Enter the Soldier's name on the top line and SSN directly under it.
5	BNS1	Enter rank only, such as E–4, O–4.
6	BNS1	Enter inclusive date of authorized absence. Include leave, TDY, travel, PTDY, and any other authorized absence.
7	BNS1	Enter any extension of leave granted.
8	BNS1	When ordinary leave or IPT leave is taken and official travel is not involved, post chargeable leave data "from" and "to"date from DA Form 31, block 17. Determine and enter number of days chargeable leave based on "from" and "to" dates. For PCS, IPT, TDY, transition leave, or other ordinary leave taken together with official leave travel, determine whether day of departure is chargeable leave. Post "from" date to leave control log.
9	BNS1	Enter date original copy DA Form 31 is forwarded to the finance office. When excess leave is involved, also post the date the suspense copy was forwarded to the finance office. Post "S" (for suspense copy) and the date it was forwarded. (For example, S–27 Nov 89. Print small to ensure room for the date original copy is sent to the finance office.)
10	BNS1	Enter date of JUMPS Automated Coding System Report 7 from the finance office. Post number of days chargeable as reported by the finance office. (When official travel is not involved and number of days chargeable leave differs from number of days posted under chargeable leave column, reconciliation process is required (para 12–19). Leave codes "O" and "I"require reconciliation process.)
11	BNS1	Enter the date the reconciliation memorandum was forwarded to the finance office, when applicable.
12	BNS1	Enter initials after completing steps 10 and 11, as applicable for ordinary leave in conjunction with official travel (such as TDY) and convalescent leave.
13	BNS1	Enter initials for IPT (losing organization) and PCS leave after completion "date from" under "chargeable leave".

Table 12–14
Maintaining manual DA Form 4179 when Tactical Army Combat Service Support Computer System is not available—Continued

Step	Work center	Required action
14	BNS1	Enter initials for transition leave after “date from” under “chargeable leave” or after “chargeable data from the finance office” is entered, as appropriate.
15	BNS1	Retain completed logs 1 year after the end of fiscal year, then destroy.

Section XV
Task: Processing Soldiers on Leave for Attachment

12–29. Rules to process Soldiers on leave for attachment

a. When a Soldier is attached and accompanied by records, the unit of attachment will process the DA Form 31.

b. Use regulations governing separation or reassignment if Soldier is applying for hardship separation or compassionate reassignment.

c. For distribution of DA Form 31, see paragraph 12–5.

12–30. Steps to process Soldiers on leave for attachment

The steps to process Soldiers on leave for attachment are shown in table 12–15.

Table 12–15
Processing Soldier for attachment

Step	Work center	Required action
1	PSC	Notify parent unit, by message, of attachment or gaining unit, if Soldier is en route to PCS.
2	PSC	Include in message the attaching authority and the date and time the Soldier arrived.
3	PSC	Provide information copy of message attaching Soldier to Commander, AHRC, ATTN: TAPC–MOB–TP Alexandria, VA 22332–0431.
4	PSC	Forward copies of attachment orders, as appropriate.
5	BNS1	Upon Soldier’s return to unit of assignment, follow applicable leave processing procedures in chapter 12.

Section XVI
Task: Processing Convalescent Leave Granted at Medical Treatment Facility

12–31. Rules to process convalescent leave granted at medical treatment facility

a. The MTF will complete the DA Form 31 for Soldier.

b. The hospital commander is the approval authority.

12–32. Steps to process convalescent leave granted at medical treatment facility

The steps to process convalescent leave granted at MTF are shown in table 12–16.

Table 12–16
Processing convalescent leave granted at medical treatment facility

Step	Work center	Required action
1	Unit	Receive DA Form 31 from MTF.
2	Unit	Annotate duty rosters as applicable and forward original copy of DA Form 31 to BNS1.
3	Unit	Maintain suspense copy as organization copy for 6 months.
4	BNS1	Make an entry on DA Form 4179. (For automated log, use TACCS user instructions, para 11–1.)
5	BNS1	Post DA Form 31, block 1, with a control number.

Table 12–16
Processing convalescent leave granted at medical treatment facility—Continued

Step	Work center	Required action
6	BNS1	Enter return date, time, and authority in block 16.
7	BNS1	Forward original copy of DA Form 31 to FO within 3 working days of Soldier's return to duty.

Section XVII
Task: Processing DA Form 31 for Convalescent Leave Granted by Units

12–33. Rules to process DA Form 31 for convalescent leave granted by units

a. The unit will complete the DA Form 31.

b. The unit commander is the approval authority for 30 days or less. This period is extended to 42 days for pregnancy and childbirth.

12–34. Steps to process DA Form 31 for convalescent leave granted by units

The steps to process DA Form 31 for convalescent leave granted by units are shown in table 12–17.

Table 12–17
Processing DA Form 31 for convalescent leave granted by units

Step	Work center	Required action
1	BNS1	Receive DA Form 31.
2	BNS1	Enter leave data on control log to include control number.
3	BNS1	Insert control number on DA Form 31, block 1.
4	BNS1	Retain original and organization copy of DA Form 31 in a suspense file until day before last day of authorized absence.
5	BNS1	Enter return date, time, and authority on DA Form 31, block 16.
6	BNS1	Maintain organization copy for 6 months.
7	BNS1	Forward original copy of DA Form 31 to the finance office within 3 working days of Soldier's return to duty.

Section XVI
Task: Processing Request for Extension of Leave

12–35. Rules to process request for leave extension

a. The commander is the authority for requests for leave extension. Before approving a leave extension, the commander will review appropriate chapter in this regulation pertaining to the type of leave requested.

b. A PAP may approve up to 72 hours extension for an emergency or unforeseen urgent reason when leave expires in less than 72 hours and Soldier is on leave in CONUS from overseas.

12–36. Steps to process request for leave extension

The steps for processing a request for leave extension are shown in table 12–18.

Table 12–18
Processing request for extension of leave

Step	Work center	Required action
1	Unit	Receive extension request.
2	Unit	Obtain from Soldier reason for requesting extension and period of extension desired.
3	Unit	If applicable, obtain PCS destination, reporting date, and last duty station.
4	Unit	Consider request for extension.
5	Unit	If extension request is based on emergency, ensure emergency leave requirements in chapter 6 are met.
6	Unit	If disapproved, advise Soldier of reason and direct Soldier to return to duty according to original authorization.
7	Unit	If approved, have Soldier complete DA Form 31, block 21, on Soldier's copy.
8	Unit	Provide Soldier with written notification (message or similiar communication) substantiating extension when granted by officials outside parent unit.
9	Unit	Direct Soldier to attach written notification to Soldier's copy of DA Form 31.
10	PAP	Provide information copy of notification to parent unit when extension is approved by another organization.
11	Unit	Notify BNS1 of extension.
12	BNS1	Make appropriate entry in block 15 of copies of DA Form 31 being maintained in suspense file.
13	BNS1	Complete extension data field on the leave control log prior to sending the original to finance office.

Section XIX
Task: Processing Leave for Pass Extension

12–37. Rules to process pass extension resulting in leave

a. When a Soldier requests an extension of pass exceeding the maximum pass time authorized (72 hours for special 3-day pass or 96 hours for special 4–day pass) the portion of the absence that exceeds the authorized absence will be charged as leave.

b. A DA Form 31 will be used to charge leave.

12–38. Steps to process pass extension resulting in leave

The steps to process a pass extension resulting in leave are shown in table 12–19.

Table 12–19
Processing pass extension resulting in leave

Step	Work center	Required action
1	Unit	Inform Soldier if extension resulting in leave is approved in person, by message, or telephone.
2	Unit	Issue DA Form 31 and explain authorization in block 17 of form. Follow applicable steps in paragraphs 12–5 and 12–6.
3	Unit	Post block 17, if excess leave status will be entered, with effect on pay and allowances (para 5–15).
4	Unit	Have Soldier sign DA Form 31, block 11, if Soldier is available, or forward Soldier's copy to Soldier, if feasible, with directions to enter signature.
5	Unit	Inform Soldier by message or telephone of approval, when step 4 is not feasible.
6	BNS1	Have Soldier sign other copies of the DA Form 31 upon return
7	Unit	Disapprove requests, when appropriate, and advise Soldier of reason and direct return to duty as scheduled.

Section XX
Task: Recall Soldier from Leave

12–39. Rules to process leave for recall

a. The commander is the recall authority.

b. A Soldier may be recalled to duty for reasons of military necessity.

12–40. Steps to process leave for recall

The steps to process leave for recall are shown in table 12–20.

Table 12–20
Leave processing for recall

Step	Work center	Required action
1	Unit	Initiate recall of Soldier from leave status by contacting Soldier at leave address and provide instructions to return to duty station.
2	Unit	Coordinate with BNS1 and PSC if orders must be issued to authorize reimbursement for return travel and transportation.
3	BNS1	Annotate DA Form 31, block 17, to terminate leave the day prior to the day return travel begins unless step 6 applies.
4	BNS1	Void leave charge if Soldier receives recall orders within 72 hours or less after departure and travel time is reasonable.
5	BNS1	Void DA Form 31 when step 4 applies by drawing a diagonal line through form, writing “voided” through the line, and having S1, assistant personnel sergeant, or commander sign the form in block 17.
6	BNS1	Void leave record on leave control log, when step 3 is applicable. For automated log, use BNS1 TACCS User instructions (para 11–13).
7	BNS1	Annotate DA Form 31, block 17, to reflect entire absence as being in a leave status, when Soldier receives recall orders within 72 hours or less but the Soldier’s travel time is excessive.
8	Unit	Issue new DA Form 31 if Soldier is authorized to return to leave status. Apply applicable steps in paragraphs 12–4, 12–6, and 12–8.
9	Unit	Begin leave the day following the day of return to the point of leave.
10	Unit	Forward Soldier’s copy to the Soldier, if feasible, if return to leave point is from TDY location.
11	Unit	Have Soldier sign DA Form 31, block 11, on return to parent unit.

REQUEST AND AUTHORITY FOR LEAVE
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is ODCSPER. *(See instructions on reverse.)*

1. CONTROL NUMBER: 0055

PART I

2. NAME *(Last, First, Middle Initial)*	3. SSN	4. RANK	5. DATE
QUICK, Howard Z.	123-45-6789	E-4	20 Sep 93

6. LEAVE ADDRESS *(Street, City, State, ZIP Code and Phone No.)*	7. TYPE OF LEAVE	8. ORGN, STATION, AND PHONE NO.
(703) 555-1111 2 Jackson Avenue Woodbridge, VA 22191	[X] ORDINARY [ ] EMERGENCY [ ] PERMISSIVE TDY [ ] OTHER	Co B, 2d Bn, 3d Inf 44th Inf Div Ft Harris, VA 22222

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM	b. TO
20	8	N/A	N/A	22 Sep 93	29 Sep 93

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
Harold Z. Quick	[X] APPROVAL [ ] DISAPPROVAL Fred W. Farrar	Janice B. Taylor, CPT

14. DEPARTURE

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY
22 Sep 93	0030 hrs	

15. EXTENSION

a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16. RETURN

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY
29 Sep 93	2100 hrs	

17. REMARKS

Chargeable leave is from 22 Sep 93 to 29 Sep 93

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station *(or location)* designated by military orders. You are directed to report to the Aerial Port of Embarkation *(APOE)* for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

For return military travel reservations in CONUS call the MAC Passenger Reservation Center *(PRC)*:
Should you require other assistance call PAP:

20. DEPARTED UNIT	21. ARRIVED APOD	22. ARRIVED APOE *(return only)*	23. ARRIVED HOME UNIT

24

PART III - DEPENDENT TRAVEL AUTHORIZATION

25. [ ] *(Space available or required cash reimbursable)* [ ] ONE WAY [ ] ROUND TRIP
[ ] *(Space required)* TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25

DEPENDENT INFORMATION

a. DEPENDENTS *(Last name, First, MI)*	b. RELATIONSHIP	c. DATES OF BIRTH *(Children)*	d. PASSPORT NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

26. DESIGNATION AND LOCATION OF HEADQUARTERS	27. ACCOUNTING CITATION

28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION

DA FORM 31, SEP 93 EDITION OF 1 AUG 75 IS OBSOLETE

Figure 12–1. Sample of a completed DA Form 31

Completion instructions for preparation of DA Form 31

This form may be hand-written with the exception of fund cite and customer identification code information as required for emergency leave.

Item 1. Enter control number assigned on DA Form 4179–R (manual leave control) or enter number assigned on automated leave control.

(Soldier: Complete items 2 through 11.)

Item 2. Include suffix, when appropriate (for example, Jr., II).

Item 3. Self-explanatory.

Item 4. Enter pay grade only, such as E4, E8, 04, 06.

Item 5. Enter day, month, year of request.

Item 6. Self-explanatory (soldiers on leave must be able to be contacted, if necessary, at or through the address or telephone number provided).

Item 7. Enter X in appropriate block(s)

a. X Ordinary for use of accrued or advanced leave.

b. X Emergency for use of accrued, advanced, or excess leave for an emergency situation as defined by chapter 6 of this regulation.

c. X Permissive TDY to request PTDY.

d. X Other when leave is taken together with TDY and when nonchargeable leave is factor. Specify type of nonchargeable absence excluding PTDY which has a separate block (for example, convalescent, pass).

Item 8. Include ZIP code or APO number.

Item 9.

a. Enter accrued leave balance as of the date of desired leave or absence. For chargeable leave, use accrued leave balance on current LES. Adjust balance if chargeable leave has been taken and not recorded on LES.

b. Enter the total number of days chargeable leave or absence requested.

c. Enter the number of days advance leave requested or "NA" for not applicable. (See para 4–5 when requesting advance leave.)

d. Enter the number of days excess leave requested or "NA" for not applicable. (See para 5–15 when requesting excess leave.)

Item 10.

a. Enter the beginning date of desired leave or absence by day, month, and year.

b. Enter the ending date of desired leave or absence by day, month, and year.

Item 11. Your signature attests that to the best of your knowledge the information that you have provided is correct.

Item 12. If recommending disapproval, provide reason in block 17.

Item 13. Prior to approval, ensure request complies with AR 600–8–10. If disapproved, provide reason in block 17, provided reason is not already stated.

Item 14 a, b, c. Self-explanatory. (Departure authorities adjutant (adj), executive officer (XO) or duty officer (DO), first sergeant (1SG), personnel staff noncommissioned officer (PSNCO), staff duty noncommissioned officer (SDNCO) or charge of quarters (CQ).)

Item 15 a, b, c. Complete when extension of leave is granted.

Item 16 a, b, c. Self-explanatory. (Return authorities Adj, XO or DO, 1SG, PSNCO, SDNCO, or CQ.)

Item 17. Use to provide clarification or additional information such as foreign country to be visited or traveled through or reasons for disapproval. Enter chargeable leave dates based on the soldier's departure (item 14) and return (item 16). (Soldiers are not charged leave for the day of return if that day is a nonduty day. Soldiers are also not charged leave when they perform duty for the majority of their normal normal duty hours on the day of departure or the day of return.) Annotate with unit telephone number of the PAP for soldier to contact in case of emergency or unavoidable delays which could result in a missed port call.

Item 18. When travel is by military controlled aircraft, the transportation office will add movement designator code. "Report to APOE NLT 2 hours before the scheduled departure". If soldier must travel through the CONUS because of an emergency condition in a foreign country, include statement: "The CONUS aerial port of debarkation will endorse the order indicating flight reservation data for travel to overseas aerial port of debarkation". For leave in CONUS, the following statement, "Soldier's domicile, as the JFTR defines it ((is) or (is not)) outside CONUS", is required for all emergency leave travel from CONUS to overseas. Use the JFTR to determine all travel entitlements.

Item 19. If travel may be made by commercial transportation, add: "Contact the transportation office at the nearest military installation to arrange return flight reservations". If soldier will be provided military return travel, include the MAC PRC telephone number 1–800–851–3144 (CONUS, Puerto Rico, Virgin Islands) 1–800–851–3170 (Alaska and Hawaii) and the telephone number for the appropriate PAP (see table 10–9). Add any other return travel information, as required.

Item 20. Enter date soldier departed unit on emergency leave.

Item 21. Enter date soldier arrived at APOD.

Item 22. Enter date soldier arrived at APOE.

Item 23. Enter date soldier returned to unit.

Item 24. Check only one of the blocks and line out the other. If no dependent travel is authorized, enter X in "none" block. For soldiers stationed in CONUS who chose to pay for space required transportation for their dependents, add in item 25:

"Sponsor agrees to reimburse the Army for travel of family members as required by DOD 4515.13–R, paragraph 3–3b(3)". Check block to indicate whether travel is authorized one way or round trip.

Item 25. Enter accompanying dependents on emergency leave travel.

Items 26, 28, 29, 30. Self-explanatory.

Item 27. This information must be typed. Enter accounting citation and CIC for emergency leave travel (if applicable) as authorized by the JFTR, Volume 1, paragraph U7205.

Figure 12-1. Instructions for completing DA Form 31

Figure 12–1. Instructions for completing DA Form 31

LEAVE CONTROL LOG

For use of this form, see AR 600-8-10; the proponent agency is ODCSPER.

CONTROL DATA						AUTHORIZED ABSENCE		EXTN DATA	CHARGEABLE LEAVE				CHARGEABLE DATA FROM FO			
CONTROL NUMBER	*	DATE ASO	LEAVE CODE **	NAME AND SOCIAL SECURITY NUMBER	GR	DATE FROM	DATE TO	DATE TO	DATE FROM	DATE TO	NO. OF DAYS	DATE ORIG TO FO	JSS LEAVE REPORT	NO. OF DAYS	DATE MEMO TO FO	INT
0001		20 Oct 00	O	FOX, GUYS 123-56-7890	ES	1Nov00	4 Nov00	–	1 NOV 00	3 NOV 00	3	6 NOV 00	2Dec00	3	–	BKM
0002		23 Oct 00	O	SMITH, MARY S. 234-56-7891	05	1Nov00	17Nov00		1 NOV 00	20 NOV 00	20	22 NOV 00	3Jan00	20	6Jan00	BKM
0003		24 Oct 00	O	JENES, PETE A. 345-67-8901	04	2Nov00	12Nov00	–	3 NOV 00	11 NOV 00	8	13 NOV 00	4Dec00	9	7Dec00	BKM
~~0004~~		~~24 Oct 00~~	~~O~~	~~LEE, THOMAS A. 987-65-4321~~	~~E4~~	~~1Nov00~~	~~3Nov00~~	–	1 NOV 00	3 NOV 00	3	7 NOV 00	4Dec00	3	–	BKM
0005		24 Oct 00	I	GRAY, ROBERT L. 912-34-5678	E7	2Nov00	12Nov00	–	2 NOV 00	–	–	–	–	–	–	BKM
0006		27 Oct 00	OT	BROWN, LISA A. 012-34-5678	E9	1Nov00	30Nov00	–	1 NOV 00	–	–	4 Dec 00	3Jan00	28	–	BKM
0007		27 Oct 00	D	BLACK, CHARLES 456-78-9012	06	1Nov00	30Nov00	–	2 NOV 00	–	–	4 Dec 00	3Jan00	10	–	BKM
0008		30 Oct 00	I	SMITH, SAMUEL K. 321-65-9876	E6	2Nov00	12Nov00	14 NOV 00	2 NOV 00	14 NOV 00	13	17 NOV 00	3Jan00	13	–	BKM
0009		30 Oct 00	T	JONES, BILLY B. 568-56-5656	03	13Nov00	30Nov00	–	13 NOV 00	–	–	–	–	–	–	BKM
0010		30 Oct 00	C	GILL MARTIN 678-90-1234	E2	1Nov00	30Nov00	–	–	–	–		3Jan00	30	–	BKM
0011		1 NOV 00	P	KANE, RUTH M. 789-12-3456	E8	17Nov00	17Dec00	–	18 NOV 00	–	–	–	–	–	–	BKM
0012		1 NOV 00	T	HART, ARNOLD A. 132-54-9786	E9	17Nov00	30Nov00	–	17 NOV 00	–	–	20 NOV 00	3Jan00	14	–	BKM
0004	✓	6 Dec 00	O	LEE, THOMAS A. 987-65-4321	E4	–	–	–	–	–	0	7 Dec 00	3Jan00	0	–	BKM
0013		6 Dec 00	O	LUCK, PEGGY S. 222-54-4444	E7	17Dec00 ~~19 Nov 00~~	4Jan00	–	17 NOV 00							

* PLACE A CHECK IN THIS COLUMN FOR CORRECTED LEAVE ENTRY

** TYPES OF LEAVES AND CODES: ORDINARY - O TRANSITION - T CONVALESCENT - C PCS - P IPT - I
LEAVE IN CONJUNCTION WITH TDY - D ORDINARY LEAVE TAKEN IN CONJUNCTION WITH OFFICIAL TRAVEL - OT

DA FORM 4179, AUG 2003 EDITION OF SEP 93 IS OBSOLETE. APD V1.100

Figure 12–2. Sample of a DA Form 4179

(Letterhead)

(Office Symbol) (630-5b) *(Date)*

MEMORANDUM FOR FINANCE OFFICE, ATTN: CONTROL SECTION

SUBJECT: Discrepancy in JSS Leave Report

1. Reconciliation of the JSS Leave Report dated *(Date)* indicates the following discrepancy:

Leave Control Number: *(0001)*
Name (last, first, MI): *(Smith, Johnny Q.)*
SSN: *(222–11–1111)*
Leave Charged by FAO: *(3)*
Correct Chargeable Dates: *(12 Oct 90—13 Oct 90)*
Correct Number of Days: *(2)*

2. Request necessary action be taken to reconcile differences in soldier's leave account.

3. (This paragraph is for an explanation of the correct data.)

4. POC is PAC, *(Name)* , DSN *(Number), (Address)*

(Authority line):

(Signature block of BN S1)

CF: Soldier
BN PAC
CO CDR concerned

Figure 12–3. Sample of reconciliation memorandum JSS Leave Report (manual leave control log)

(Letterhead)

(Office Symbol) (MARKS)
MEMORANDUM FOR SEE DISTRIBUTION

(Date)

SUBJECT: Discrepancies in Unit Leave Control Report

1. Reconciliation of the Unit Leave Control Report, dated_____, indicates the following discrepancies:

Leave Control Number: *(0001)*

Name (last, first, MI): *(Smith, Johnny Q.)*
SSN: *(222-11-1111)*
Chargeable Leave on Control Log: *(2)*
Number Days on Leave Control Log: *(2)*
Number Days on JACS 7 Report: *(3)*

2. Request necessary action be taken to reconcile differences in soldier's leave account.

(Authority Line):

(CDR or Authorized Representative Signature)

DISTRIBUTION
1—Indiv Concerned
2—Co, CDR Concerned
1—SMIF
1—Finance

Figure 12–4. Sample of reconciliation memorandum unit control report (TACCS leave control log)

Appendix A
References

Section I
Required Publications

AR 1–211 (obsolete)
Military Pay and Allowances Policy (Cited in paras 5–31*b*, and 5–32*g* (3).)

AR 37–104–4 (corrected title)
Military Pay and Allowances Policy (Cited in paras 5–15l, 5–19*h*, and 7–9*b* and table 6–4.)

AR 55–46
Travel Overseas (Cited in table 6–4 and para 7–11*a*.)

AR 360–1
The Army Public Affairs Program (Cited in para 5–32*k*(5).)

AR 600–8–6
Personnel, Accounting and Strength Reporting (Cited in para 7–9*b* and 10-7*h*.)

AR 600–8–101
Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing) (Cited in para 9–10.)

AR 600–8–104
Military Personnel Information Management/Records (Cited in para 12–10.)

AR 614–30
Overseas Service (Cited in paras 4–7*d* and *h*, 4–9*d*(6) and *e*, 4–13*d*, 4–17*c*, 5–37*a*, and 9–1*c*(1).)

AR 630–10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in paras 2–3*a*, 4–29*b*, 4–30, and 10–6.)

DFAS–IN Reg 37–1
Finance and Accounting Policy Implementation (Cited in paras 4–22, 5–27f, and 7–9b.) (http://www.asafm.army.mil)

DOD 4500.54–G
Department of Defense Foreign Clearance Guide (FCG) (Cited in paras 6–4, 8–1*c*, 8–3*b*, 8–3*d*, 8–3*e*, 8–3*l*, 8–4, and 8–5*c*.) (http://www.fcg.pentagon.mil/)

DODFMR 7000.14–R
Department of Defense Financial Management Regulation (Cited in paras 2–3*a*, 2–4*a*, 3–2*b*, 3–4, 4–23*c*, 4–23l, 4–29*a*, 5–15l, 5–19*h*, 6–9*b*, 10–5*b*, and 10–5*c* and 10–6 (http://www.asafm.army.mil)

Joint Federal Travel Regulations
Volume I (Cited in paras 4–11*b*, 4–17*d*, 5–9, 5–19*f*, 5–39*d* and 5–39*e*, 5–39*j*, 5–42, 7–3*h*, 10–1*d*.) (http://www.defensetravel.dod.mil)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation. DOD publications are available at http://www.dtic.mil/whs/directives. United States Codes are available at http://www.gpoaccess.gov/uscode/index.html.

AR 1–75
Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)

AR 27–10
Military Justice

AR 40–3
Medical, Dental, and Veterinary Care

AR 40–5
Preventive Medicine

AR 40–501
Standards of Medical Fitness

AR 351–3
Professional Education and Training Programs of the Army Medical Department

AR 380–67
The Department of the Army Personnel Security Program

AR 381–12
Threat Awareness and Reporting Program

AR 381–100
Army Human Intelligence Collection Programs (U)

AR 525–13
Antiterrorism

AR 600–8–11
Reassignment

AR 600–8–105
Military Orders

AR 601–210
Active and Reserve Components Enlistment Program

AR 601–280
Army Retention Program

AR 612–201
Initial Entry/Prior Service Trainee Support (RCS MILPC-17 (R1))

AR 614–100
Officer Assignment Policies, Details and Transfers

AR 614–200
Enlisted Assignments and Utilization Management

AR 621–5
Army Continuing Education System

AR 635–10
Processing Personnel for Separation

AR 635–40
Physical Evaluation for Retention, Retirement, or Separation

AR 635–200
Active Duty Enlisted Administrative Separations

DA Pam 600–8–11
Military Personnel Office Separation Processing Procedures

DOD 4515.13–R
Air Transportation Eligibility

DOD 5500.7–R
Joint Ethics Regulation

DOD 6010.8–R
Civilian Health and Medical Program of the Uniformed Services

DODD 1000.21E
DOD Passport and Passport Agent Services

DODD S–5200.17
Security, Use, and Dissemination of Communications Equipment (For information on obtaining this publication contact ASD(C31) (C31.Pubs@osd.mil).)

DODD 5500.14
Naturalization of Aliens Serving in the Armed Forces of the United States and of Alien Spouses and/or Alien Adopted Children of Military and Civilian Personnel Ordered Overseas

5 USC 6103
Holidays

10 USC 671
Members Not to Be Assigned Outside United States Before Completing Training

10 USC 705
Rest and Recuperation Absence: Qualified Members Extending Duty at Designated Locations Overseas

10 USC 706
Administration of Leave Required to Be Taken

10 USC 707
Payment Upon Disapproval of Certain Court-Martial Sentences for Excess Leave Required to Be Taken

10 USC 1141
Involuntary Separation Defined

10 USC 1174a
Special Separation Benefits Programs

10 USC 1175
Voluntary Separation Incentive

32 USC 316
Detail of Members of Army National Guard for Rifle Instruction of Civilians

32 USC 502
Required Drills and Field Exercises

32 USC 503
Participation in Field Exercises

32 USC 504
National Guard Schools and Small Arms Competitions

32 USC 505
Army and Air Force schools and Field Exercises

37 USC 310
Special Pay: Duty Subject to Hostile Fire or Imminent Danger

37 USC 411a
Travel and Transportation Allowances: Travel Performed in Connection with Convalescent Leave

37 USC 411b
Travel and Transportation Allowances: Travel Performed in Connection With Leave Between Consecutive Overseas Tours

37 USC 411c
Travel and Transportation Allowances: Travel Performed in Connection With Rest and Recuperative Leave From Certain Stations in Foreign Countries

37 USC 502
Absences Due to Sickness, Wounds, and Certain Other Causes

37 USC 503
Absence Without Leave or Over Leave

37 USC 706
Allotments: Commissioned Officers of the National Oceanic and Atmospheric Administration

Section III
Prescribed Forms

Except where otherwise indicated below, forms are available as follows: DA Forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil); DD Forms are available from the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprograms.htm).

DA Form 31 (corrected title)
Request and Authority for Leave (Prescribe in para 4–4.)

DA Form 4179
Leave Control Log. (Prescribed in para 1–4*m*(1).)

Section IV
Referenced Forms

DA Form 137–1
Unit Clearance Record

DA Form 137–2
Installation Clearance Record

DA Form 4187
Personnel Action

DA Form 4787 (removed –R from form number)
Reassignment Processing

DD Form 1351–2 (corrected title)
Travel Voucher or Subvoucher

DD Form 1746
Application for Assignment to Housing

DD Form 1747
Status of Housing Availability

HHS Form PHS 731 (corrected title)
International Certificate of Vaccination

Appendix B
Locations and telephone number of PAPs

Locations and telephone numbers of personnel assistance points are listed in table B–1.

Table B–1
Locations and Telephone Number of Personnel Assistance Points

Address: Commander
U.S. Army Human Resources Command
Personnel Assistance Point
Charleston Air Force Base, SC 29404
(Location: Charleston, SC)
Area of responsibility: Charleston Air Force Base, SC
DSN telephone: 673–5806
Commercial telephone: Area Code (803–566–5794 call collect)

Address: Commander
U.S. Army Human Resources Command
Personnel Assistance Point
John F. Kennedy International Airport
Pan American World Port
Jamaica, NY 11430
Area of responsibility: John F. Kennedy International Airport, NY
DSN telephone: 232–4303
Commercial telephone: (800) 227–8890 (toll free from outside NY). Area Code (718) 917–1698/99 (calls originating within NY-call collect)

Address: Commander
U.S. Army Human Resources Command
Personnel Assistance Point
Philadelphia International Airport, PA
Area of responsibility: McGuire Air Force Base, NJ
Philadelphia International Airport, PA
DSN telephone: 443–5649
Commercial telephone: (800) 443–0355 (toll free from outside PA). Area Code (215) 897–5649 (calls originating within PA-call collect)

Address: Commander
U.S. Army Human Resources Command
Personnel Assistance Point
PO Box 10305
St. Louis, MO 63145
Area of responsibility: St. Louis International Airport, MO
DSN telephone: 693–6253/54
Commercial telephone: (800) 325–1680 (toll free from outside MO). Area Code (314) 263–6254 (calls originating within MO-call collect)

Address: Commander
U.S. Army Human Resources Command
Personnel Assistance Point
Seattle-Tacoma International Airport
Seattle, WA 98158
Area of responsibility: Seattle-Tacoma International Airport, WA
DSN telephone: 357–4502
Commercial telephone: (800) 526–2217 (toll free from outside WA). Area code (206) 243–5521 (calls originating within WA-call collect)

Address: Commander U.S. Army Human Resources Command
Personnel Assistance Point
Dulles International Airport
WASH DC 20041
Area of responsibility: Dulles International Airport, VA
Baltimore-Washington International Airport, MD
National Airport, WASH, DC
DSN telephone: N/A

Table B–1
Locations and Telephone Number of Personnel Assistance Points—Continued

Commercial telephone: (800) 253–5120 (toll free from outside VA). Area code (703) 661–8734/8833 (calls originating within VA-call collect)

Note. Collect calls will be accepted.

Glossary

Section I
Abbreviations

AD
active duty

AFR
Air Force regulation

ADT
active duty for training

AHRC
U.S. Army Human Resources Command

AIT
advanced individual training

APOD
aerial port of debarkation

APOE
aerial port of embarkation

ARNG
Army National Guard

ARPERCEN
Army Reserve Personnel Center

AWOL
absent without leave

BCT
basic combat training

BNS1
battalion S1

BT
basic training

CDR
commander

CG
commanding general

CONUS
continental United States

conv
convalescence

COT
consecutive overseas tour

DA
Department of the Army

DCS, G-1
Deputy Chief of Staff, G-1

DEROS
date eligible for return from overseas

DFAS
Defense Finance and Accounting Service

DO
duty officer

DOD
Department of Defense

DODFMR
Department of Defense Financial Management Regulation

DSN
Defense Switched Network

EML
environmental and morale leave

FCG
foreign clearance guide (military)

FO
finance officer

FY
fiscal year

GCM
general court-martial

GO
general officer

IADT
initial active duty for training

IOPR
in- and out-processing

IPT
intrapost transfer

JFTR
Joint Federal Travel Regulations

JSS
Joint Service Software

LES
leave and earning statement

MAC
Military Airlift Command

MEPS
military entrance processing station

MFR
memorandum for record

MOS
military occupational specialty

MPD
military personnel division

MPRJ
military personnel records jacket

MTF
medical treatment facility

OCONUS
outside of the continental United States

OSD
Office of the Secretary of Defense

PAS
personnel automation section

PCS
permanent change of station

PDS
permanent duty station

PMS
professor of military science

POV
privately owned vehicle

PRC
passenger reservation center

PTDY
permissive temporary duty

RCM
Rules for Court-Martial

ROTC
Reserve Officers' Training Corps

SA
Secretary of the Army

SJA
Staff Judge Advocate

SSB
special separation benefits

SSN
social security number

SR&R
special rest and recuperation

TACCS
Tactical Army Combat Service Support Computer System

TAP
Transition Assistance Program

TDY
temporary duty

TRADOC
U.S. Army Training and Doctrine Command

trans
transition

UCMJ
Uniform Code of Military Justice

USACFSC
U.S. Army Community and Family Support Center

USAR
U.S. Army Reserve

USC
United States Code

USMA
United States Military Academy

UTL
unit transmittal letter

UTM
unit transmittal memorandum

vol
volume

VSI
voluntary separation incentive

Section II
Terms

Absence over leave or pass
Period of absence which exceeds authorized absence.

Accrued leave
Earned leave.

Advance leave
Leave granted prior to its actual accrual on the basis of a reasonable expectation that it will be earned by the Soldier during the remaining period of active duty.

All-others tour
The tour length that is authorized at a specific location for Soldiers who are not accompanied by command-sponsored dependents

Annual leave
Leave granted in execution of a command's leave program, chargeable leave account. Such leave is also called ordinary leave.

Chargeable leave
Leave of absence deductible from a member's leave account.

Command-sponsored dependents
Dependents of a Soldier residing with the Soldier at a location OCONUS. The accompanied-by-dependents tour must be authorized by AR 614–30 and the Soldier must be authorized to serve the tour. The dependents must meet the following conditions:

a. They are entitled to travel to the Soldier's duty station at Government expense incident to the Soldier's PCS orders.

b. The dependents are authorized by appropriate authority to be at the Soldier's duty station.

c. The dependents' residency in the vicinity of Soldier's duty station must entitle the Soldier to station allowances at the "with dependents" rate.

Continental United States
The contiguous 48 States and the District of Columbia.

Convalescent leave
A period of authorized absence granted to Soldiers under medical care for sickness or wounds and not yet fit for duty. It is part of the treatment prescribed for recuperation and convalescence and is not chargeable as leave.

Dependent-restricted tour
Any location outside the CONUS with an established overseas tour that does not permit command-sponsored dependents. It is also referred to as an unaccompanied hardship overseas tour or remote tour (AR 614–30).

Earned leave
Leave earned by a Soldier and credited to the leave account on any given date.

Emergency leave
Chargeable leave granted for a personal or Family emergency requiring the Soldier's presence.

Environmental morale leave
Leave granted together with an environmental morale leave program established at overseas installations. EML programs are established where adverse environmental conditions exist which offset the full benefit of annual leave programs.

Excess leave
Leave in excess of accrued or advanced leave. The Soldier is not entitled to pay and allowances for a period of such leave. Generally, a minus leave balance at the time of release from active duty, discharge, first extension of an enlistment, desertion or death, is excess leave.

Graduation leave
A period of nonchargeable absence granted to graduates of the United States Military Academy who are appointed as commissioned officers in the Armed Forces. This leave must be taken prior to reporting to the first permanent duty station.

Leave
Authorized absence from place of duty, chargeable against the Soldier's leave account. It is earned at the rate of 2½ days of leave per month for active duty of 30 consecutive days or more, except for periods in nonpay status.

Leave awaiting orders
Authorized absence from duty awaiting orders and disposition together with disability separation proceedings under the provisions of AR 635–40.

Leave en route
Delay chargeable to leave granted a Soldier when traveling to a new station in connection with temporary duty or PCS.

Nonchargeable absence
Authorized absence from duty not deductable from a member's leave account.

Nonmedical attendant
A Soldier granted PTDY to accompany or join a dependent patient when the Soldier's presence is deemed essential by medical authorities.

Ordinary leave
See annual leave.

Pass
An authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. At the end of the pass period, Soldiers will be at their places of duty or in the locations from which they regularly commute to work.

Permissive temporary duty
A nonchargeable absence granted to attend or participate in activities of semi-official nature which benefit the Department of the Army.

Proceed time
A period of absence authorized as a delay in the execution of PCS orders. Such leave is granted to enable Soldiers to handle tasks associated with transferring to or from an all-others overseas tour.

Special rest and recuperation
Nonchargeable leave granted to enlisted Soldiers in certain specialities if they voluntarily extend their overseas tours.

Reenlistment leave
Leave granted to enlisted personnel as a result of reenlistment. Rest and recuperation leave-designated areas. Chargeable leave granted together with R & R programs established in those areas designated for hostile fire and imminent danger pay. Operational military considerations must preclude the full execution of ordinary annual leave programs.

Sick-in-quarters (quarter status)
An absence wherein the Soldier is excused from duty for treatment, or medically directed self-treatment. The treatment takes place in quarters, barracks, or other nonhospital facilities (that is hotel, motel, or occupying beds in dispensaries). It is not chargeable as leave.

Sick leave
Convalescent leave.

Special leave accrual
Leave accrual which is authorized in excess of 60 days at the end of an FY for Soldiers assigned to hostile fire or imminent danger areas or certain deployable ships, mobile units, or other duty.

Temporary duty
Duty at one or more locations, other than the permanent duty station. The Soldier is under orders that direct the performance of official duties.

Transition leave (terminal leave)
Ordinary leave granted to assist separating Soldiers with their personal affairs.

United States
The 50 States and the District of Columbia.

Section III
Special Abbreviations and Terms
There are no entries in this section.

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