



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
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MCAT-WTB-B CO-CDR

24 February 2015

MEMORANDUM FOR Battle Company Warrior Transition Brigade- National Capital Region
(WTB-NCR)

SUBJECT: B. Co-WTB Leave and Pass Management – Policy Memorandum #15

1. REFERENCES

- a. Department of Defense Instruction 1327.06, Leave and Liberty Policy and Procedures, 16 June 2009 (Incorporating Change 1, 30 September 2011)
- b. Army Regulation 600-8-10, Leave all day Passes, 15 February 2006 (Rapid Action Revision (RAR) 4 August 11)
- c. DIRECTIVE-Type Memorandum (DTM) 11-015 – Integrated Disability Evaluation System (IDES), 19 December 2011 (Incorporating Change 1, 3 May 2012)
- d. Integrated Disability Evaluation System (IDES) Guidebook, paragraph 1-10
- e. Army Regulation 635-40, Physical Evaluation for Retention, Retirement or Separation, 08 February 2006 (RAR 20 March 2012)
- f. Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 2 November 2011(updated 27 March 2013)
- g. OTSG/MEDCOM Policy Memo 11-098, Comprehensive Transition Plan (CTP) Policy, 29 November 2011

2. PURPOSE: To establish policy and provide guidance regarding leave and passes for all Soldiers assigned or attached to Battle Company, Warrior Transition Brigade-National Capital Region (B. Co, WTB-NCR).

3. APPLICABILITY: This policy applies to all Soldiers assigned, attached or on temporary duty (TDY) to B. Co, WTB-NCR.

4. GENERAL: All Soldiers will be afforded maximum opportunity to use accrued leave. Leaders will ensure that all Soldiers manage their leave in a manner that protects against the loss of accrued leave. On the first duty day of each month from July through September, Platoon Sergeants will notify the First Sergeant and Company Commander of the leave plans for each of their Soldiers with accrued leave over 60 days. Soldiers are required to use the Travel Risk Planning System (TRiPS) to complete their Leave Request (DA Form 31) and map their travel plans.

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a. Required documents when traveling by POV include:

- (1) Basic driving directions
- (2) POV risk assessment
- (3) Vehicle inspection
- (4) LES

b. Required documents when traveling by commercial transportation include:

- (1) Transportation Itinerary
- (2) LES

5. LEAVE POLICY: Leave must be requested on a DA Form 31, with blocks 2-14 completed in advance of submission. All non-emergency leave requests must be submitted at least 14 days prior to the requested start date to allow sufficient time for processing and approval. Exceptions may be made in unusual or extenuating circumstances. Leave will be granted within the constraints of operational military requirements.

a. Soldiers will have their DA Form 31 approved prior to purchasing tickets or paying for reservations to ensure they do not incur additional expenses if there is a need to change or disapprove the leave request. Leave is not approved until signed by either the B. Co First Sergeant or Commander and the Soldier requesting leave has an approved leave form in hand.

b. A request for leave in advance of beginning the Medical Evaluation Board (MEB) process requires clearance from the Soldier's Primary Care Manager (PCM), Nurse Case Manager (NCM), Social Worker (SW) and chain of command prior to submitting for approval to ensure the leave will not interfere with any medical "Speciality" or administrative appointments. Clearance is to be documented in the Remarks Section (Block 17) on the DA Form 31 being submitted for approval.

c. Soldiers undergoing a MEB are authorized leave after 80th day of enrollment in the MEB. The Brigade Commander may grant exceptions to this requirement for the welfare or morale of a Soldier as long as those exceptions do not prevent the timely completion of IDES appointments. Any request for leave or a pass in advance of the 80th day must be coordinated with the Physical Evaluation Board Liaison Officer (PEBLO) to ensure the leave or pass will not interfere with the Soldier's scheduled or impending medical "Specialty" appointments, and/or required MEB and/or Veterans Affairs appointments.

d. Soldiers must be in compliance with all medical and unit requirements in order for leave to be approved.

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c. Soldiers who request to utilize all available leave, thereby reducing their leave balance to zero (excluding Transition Leave), shall be counseled on the risks of not having leave by their chain of command prior to leave approval.

f. While on leave that extends for five business days or more (M-F), Soldiers must contact their NCMs at least once during the week. If the Soldier is high risk on leave, they must call their social worker (SW) at least once during the week.

g. If on terminal leave or TRANSPROC, you must call your NCM weekly. If the Soldier is moderate risk, they must call their SW once a month.

h. For all high risk personnel, leave will be reviewed through a command-review process prior to approval.

g. SPECIAL LEAVE REQUESTS:

(1) EMERGENCY LEAVE: Soldiers may request emergency leave, with or without American Red Cross verification. The Company Commander or higher authority may request verification through the Red Cross or other reliable source if they doubt the validity of the situation or of the necessity of the Soldier's presence. A request for emergency leave will not, however, be denied solely because of lack of a Red Cross message. Emergency leave approval authority is the Company Commander. Soldiers may be authorized emergency leave for up to 30 days for emergency situations within the immediate Family (See Chapter 6, reference (a) for definitions of "emergency" and "immediate Family").

(2) CONVALESCENT LEAVE: A non-chargeable absence from duty granted to expedite a Soldier's return to duty after illness, injury or childbirth. This non-chargeable leave is intended exclusively for Soldiers to recover and heal. As such, convalescent leave requests outside of the National Capital Region – and away from an Soldier's medical provider -- will only be approved by the Commander on a case-by-case basis. The Battle Company command team may authorize convalescent leave when a the Soldier's PCM/attending physician recommends recuperation immediately following a procedure or illness, however, this is not an automatic guarantee of approved convalescent leave. The period of leave is limited to the minimum amount of time necessary to meet medical needs. Once a Soldier has completed the necessary steps of in-processing into the WTB-NCR, the B. Co Commander may approve convalescent leave up to a maximum of 30 days during one continuous period. The Soldier's Platoon Sergeant must sign Block 12 of the DA Form 31. Convalescent leave is approved by the B. Co Commander for up to 30 days; all leave exceeding 30 days must be reviewed by the Brigade Surgeon and approved by the Brigade Commander. Soldiers who are granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire pay and imminent danger pay under 37 USC 310, are entitled to funded transportation IAW JFTR, paragraph U7210. The Commander retains the authority to recall a Soldier from convalescent leave if mission requirements dictate. Convalescent leave must not conflict with any critical medical appointments, such as screenings, focused transition reviews, or VA appointments. These will only be approved on a by-exception base by the Company Commander.

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(3) PCS HOME LEAVE: Affords the opportunity for WII Soldiers to return home and establish ties in the community and the Veterans Affairs (VA) System. WII Soldiers that have concurred with the Physical Evaluation Board (PEB) findings and recommendations and have signed their DA Form 199, PEB Proceedings may request PCS Home Leave. Prior to requesting PCS Home Leave, all Active Component Soldiers must: (1) be assigned to the WTB; (2) have a signed DA Form 199; and (3) have a validated care plan established by the Soldier's PCM, Nurse Case Manager, Social Worker and Squad Leader and approved by the Company Commander. Approval authority for PCS Home Leave is the Brigade Commander. PCS Home Leave is chargeable to the extent of the maximum amount of the Soldier's accrued leave. Any authorized absence for PCS Home Leave in excess of the Soldier's maximum accrued leave is non-chargeable Administrative Leave whereby the ST remains entitled to pay and allowances.

(4) PERMISSIVE TEMPORARY DUTY (PTDY): A non-chargeable absence from duty which may be granted at no expense to the government to perform semi-official business that enhances the ST's value to the Army and when TDY is not appropriate. Active Component Soldiers are authorized up to 10 days or 20 days when medically separating and shall submit their DA Form 31 for PTDY to the Company S1 at least seven days prior to the departure date for processing and approval by the Brigade Commander. A signed IDT sheet must accompany all event-based PTDY requests.

(5) POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA): Reference (a) modified the PDMRA program for qualifying deployments/mobilizations commencing on or after 1 October 2011 and for those portions of deployments/mobilizations continuing after 30 September 2011. PDMRA days earned cannot be cashed out. PDMRA is intended to be used as a period of "administrative time-off/respice" to reintegrate with family after an arduous deployment or prolonged family separation. If not used for that purpose, there is no option for selling any unused PDMRA days at separation/REFRAD. For the purposes of accruing administrative absence under this program, creditable deployments for active component Soldiers includes deployments to Afghanistan, Iraq, with certain theater units or other areas as determined by the Secretary of the Army or designated representative. For Reserve Component Soldiers, creditable mobilizations are defined as mobilizations under Title 10, United States Code, Sections 12301a, 12302, or 12304 which are involuntary mobilizations.

(a) Accrual of PDMRA is dependent upon component (Active, National Guard or Reserve), number of deployments, period of time between deployments and number of months deployed.

(b) Soldiers may use PDMRA within 12 months of returning from deployment, or during permanent change of station (PCS) travel between the Soldier's old and new permanent duty station (PDS).

(6) TRANSITION LEAVE: A chargeable leave granted together with transition from the Service which includes expiration of term service (ETS), medical retirement or retirement. Soldiers will complete processing at an authorized U.S. Army Transition Point, and submit a DA Form 31 for the unit commander's approval prior to departing on leave.

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(a) Soldiers E-6 and below must physically sign out for leave and pass at their unit's Staff Duty desk. Soldiers E-7 and above may call the unit's Staff Duty to sign in/out from leave or pass.

(b) Brigade Staff Duty desk is located in Building 62 Tranquility Hall, First Floor and the phone number is (301) 400-0200.

(7) OCONUS TRAVEL: Travel outside of the continental United States requires that STs complete and submit training certificates for Antiterrorism AT Level 1, ISOPREP, SERE, and Human rights. Soldiers wishing to travel overseas may also require alternate country or theater clearance approvals through the Aircraft and Personnel Automated Clearance System (APACS), as well as the State Department or respective American embassy's approval based on the current security assessment. Regardless, all OCONUS travel requests must be approved by the BDE Commander and must have at least 21 days processing time. Soldiers will notify their SL/PSG as soon their potential plans arise so that they can brief the command team.

6. SPECIALITY PASS POLICY: A pass is a privilege and considered as favorable action that will not be approved for Soldiers who are flagged or used solely to allow the Soldier to accumulate leave. Special passes are for non-scheduled days off that are granted on merit, rehabilitation or performance. Requests for a three or four day special pass must be submitted to the Company S-1 at least one week prior to the requested start date.

a. Soldiers with over 60 days of accrued leave are ineligible for a special pass request unless they are participating in a Rehabilitative Event. Exceptions for good cause (i.e., ST's saving accrued leave for special family event) may be granted by the Brigade Executive Officer.

b. Soldiers can be authorized one special pass per calendar month. There are two kinds of special passes, 3-day and 4-day.

c. Special passes will not be granted to Soldiers wishing to travel by vehicle (either as drivers or passengers) more than 350 miles from the installation.

d. Cadre traveling outside of 250 miles from their installation must file a DA Form 31. ST's traveling outside of 150 miles from their installation must file a DA Form 31.

e. Soldiers who miss, or are listed as verified "no-shows," for more than two appointments in a 30-day period will not be granted special pass for the following 30 days after the last verified "no-show." Missing appointments equates to mission failure.

7. The point of contact for this policy is 1SG Andre L. Brown at (301) 400-0264.

Caring for our Soldiers...Heal, Educate, Transition!

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Commanding