



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

24 January 2014

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

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 34 -Leaves and Pass Policy for Cadre

1. REFERENCES:

- a. AR 600-8-10, Leaves and Passes, 4 August 2011
- b. AR 635-40, Physical Evaluation for Retention, Retirement, or Separation
- c. ALARACT 062/2009, Army Guidance for Paternity Leave
- d. WTC Policy Memo 10-007

2. PURPOSE: This policy was established for all Uniformed Personnel Assigned or Attached to the Warrior Transition Brigade- National Capital Region (WTB-NCR).

3. APPLICABILITY: This policy applies to all military cadre assigned, attached, or personnel on temporary duty (TDY) within the WTB-NCR. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.

4. GENERAL: Leave will be requested on a DA Form 31, with blocks 2-12 filled out in advance. The DA Form 31 must be signed by the Soldier and supervisor. All leave forms will be submitted at least 14 days prior to the requested start date to allow sufficient time for processing and approval. Exceptions will be made in unusual or hardship cases. Soldiers must be in compliance with all medical and unit training requirements prior to submitting a leave form. The Soldier will upload all required supporting documents to the DA Form 31; use the attached link to the Army Travel Risk TRiPS Planning System for required documents: <https://safety.army.mil/TRiPS>.

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. POLICY:

a. Brigade Commander will sign 61 days or more of leave and 20 days of PTDY.

b. Battalion Commander (Fort Belvoir) and Brigade XO (Bethesda and Fort Meade) will sign 31-60 days of leave and no more than 10 days of PTDY.

c. Company Commander will sign 30 days or less of leave.

6. 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 Soldier's value to the Army. PTDY for NTE 10 days is generally used for house hunting upon arrival to a new duty station. PTDY for NTE 20 days is used prior to transition from active duty for house and job hunting back into the civilian work force. Soldiers, who are flagged, generally will not be granted PTDY. Active Component Soldiers are authorized up to 20 days PTDY prior to transition, compo two and three members, i.e. NG and USAR, are not entitled to PTDY upon transition from active duty. The DA Form 31 for PTDY will be submitted to the Company S1 at least seven days prior to the departure date for processing and approval based on paragraph 5 above.

7. SPECIAL LEAVE REQUESTS:

a. EMERGENCY LEAVE: Soldiers may request emergency leave 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. However, a request for emergency leave will not 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.

b. CONVALESCENT LEAVE: A non-chargeable absence from duty granted to expedite a Soldier's return to duty after illness, injury or childbirth. Convalescent leave is recommended by the Soldier's PCM or attending physician. Company Commanders may approve convalescent leave up to a maximum of 30 days during one continuous period. The Soldier's Supervisor must sign Block 12 of the DA Form 31. Convalescent leave exceeding 30 days must be reviewed by the Brigade Surgeon and approved by the Brigade Commander. The Commander retains the

authority to recall a Soldier from convalescent leave if mission requirements dictate.

c. **TRANSITION LEAVE:** A chargeable leave granted together with transition from the Service which includes expiration of term of 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 authority prior to departing on leave.

d. **PATERNITY LEAVE:** Is for married active component Soldiers to include Title 10 and Title 32 Active Guard and Reserve (AGR) duty in connection with the birth of a child. Paternity leave is a non-chargeable administrative absence. Paternity leave will not exceed 10 days and must be used within 45 days after the birth of a child. The following statement must be included in block 17 (remarks): "I am requesting paternity leave in connection with the birth of my child. I understand that by law, paternity leave is only authorized for married Soldiers on active duty, whose wife has given birth to a child on or after 14 October 2008." The Soldier must initial next to the statement.

e. **OCONUS Travel:** Travel outside of the continental United States requires that Soldiers complete and submit training certificates for Antiterrorism AT Level 1, ISOPREP, SERE, and Human Rights. Soldiers will see the respective Company S1 personnel for further information regarding the proper URL links to complete the required training prior to submission of leave request to BDE/BN S1.

8. **PASSES:** A pass is a privilege and considered as favorable action that will not be approved for Soldiers who are flagged nor used solely to allow the Soldier to accumulate leave. Special passes are for non-scheduled days off that are granted on merit or performance. Special passes will not be granted to Soldiers wishing to travel by vehicle (either as drivers or passengers) more than 450 miles from the installation. Soldiers traveling outside of 150 miles from their installation must file a DA Form 31 codifying the pass status.

a. **SPECIAL PASSES:** Soldiers can be authorized one special pass per calendar month. Special passes will not exceed a 96-hour period at any time.

b. **RESPITE PASSES:** Respite passes apply to all military and DA Army Civilian personnel assigned and attached to the WTB-NCR as Cadre. Commanders and First Sergeants will ensure each Company level cadre member participates in the WTB-NCR respite pass common practice. This will be executed as each company level member being afforded the opportunity to have a minimum of one scheduled day off each quarter to care for their well-being without interruption. Four day weekends are ideal respite periods and if the time is used in conjunction with the weekend all the same rules shall apply for that particular respite period. Please be reminded that if the scheduled respite period will exceed four consecutive days off, both military and civilian cadre members are required to submit the appropriate paperwork through their Chain of Command for approval. Leadership will allow the use of compensatory time (if authorized by DoD and MEDCOM guidance) or annual leave for DA Civilians to accomplish the purpose of the WTB-NCR respite pass common practice.

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(1) Cadre members participating in the WTB-NCR respite pass common practice will ensure all government issued Blackberry devices are turned off during this time frame. Each member participating in the WTB-NCR respite pass common practice will ensure a thorough handoff is provided to designated cadre members who are covering down in their absence. Cadre leadership will be responsible for ensuring adequate coverage is in place prior to anyone participating in the Respite Pass and that all contact numbers for coverage are provided to those in need.

(2) Each cadre member will be instructed to have minimal, if any, contact with WII Soldiers during their respite period.

9. The point of contact for this policy is the WTB-NCR Brigade S1 at 301-400-2305.

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


DANA S. TANKINS
COL, SC
Commanding