



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY REGIMENT  
3906 MOW-WAY ROAD  
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

8 June 2021

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #5 – Leave and Pass

1. Reference: AR 600-8-10, Leave and Passes, Revision Dated 3 June 2020.
2. Leave is an important factor in the health, morale, and motivation of our Soldiers and they should be encouraged to take leave during the following times:
  - a. Summer and winter block leave.
  - b. Enroute to permanent change of station.
  - c. After periods of difficult duty.
  - d. When there is evidence of deteriorating health or morale.
  - e. During holiday periods.
  - f. When there is a Family emergency.
  - g. During redeployment/block leave periods.
  - h. During their children's fall/spring break periods.
3. Soldiers should NOT lose leave. Commanders will monitor accrued leave within their units and institute procedures to ensure that Soldiers use their allotted leave.
4. Approval for leave in excess of 30 days is approved by the Battalion Commander. Leave requests for over 30 days will be forwarded for consideration with the battery commander's recommendation explaining the circumstances of the leave request.
5. Commanders will review their leave and pass programs and incorporate the following specific guidance:
  - a. Ensure first and second line leaders, who personally know the Soldiers best, are aware and monitoring any issues impacting their Soldiers' welfare or requirements to drive long distances to complete personal business. Execute leave and pass policies with the safety of Soldiers at the forefront of consideration. Grant a pass/leave or extend a pass/leave when appropriate to preclude the need for a Soldier to drive long distances

in a hurry.

b. In exercising command discretion to grant a regular pass up to 72 hours or a special pass up to 96 hours under provision of AR 600-8-10, consider a start and end time for the pass to ensure the Soldier is not driving after 2400 hours to complete a long trip.

c. Any Soldier requesting a pass to travel beyond 250 miles from Fort Sill must submit a pass form to his/her chain of command. Passes are limited to 3 to 4 days barring special circumstances. If a Soldier is traveling over 250 miles on pass or leave, the first or second line leader will counsel the Soldier on making a travel plan that shows the proper number of rest stops.

d. Ensure Soldiers going on pass or leave understand their obligations to return to their duty location or the location from where they normally commute to duty (their home), not later than 2400 hours of the last day of approved pass/leave.

e. When critical and demanding training events occur immediately before or after an extended weekend, consider start and end times for pass/leave which provide time for adequate rest before departure and adequate rest before resuming duties. When possible, do not schedule such events immediately before or directly following an extended weekend. The intent is to avoid situations where Soldiers begin driving while already fatigued to return just in time for resumption of duty.

f. Soldiers E-7 (SFC) and above are authorized to sign out and sign in on leave/pass telephonically.

g. The Battalion Commander is the approval authority for all OCONUS leave travel unless specified as a U.S. territory. Soldiers traveling overseas for leave must plan in sufficient time in advance of travels. Soldiers are not authorized to travel on leave or pass to countries specifically prohibited by the Department of State for government personnel. Refer to <http://www.state.gov/travel/>. All Soldiers traveling on leisure overseas must complete DOD requirements outlined in the Foreign Clearance Guidance; <https://www.fcg.pentagon.mil/> and enroll into Smart Traveler Enrollment Program (STEP); <https://step.state.gov/step/>.

h. For overseas travel/PCS, Soldiers/Leaders will adhere to their gaining unit's Health Protection Condition (HPCON) and ensure that they and their family are in compliance.

i. If applicable, select personnel with special clearances and accesses must obtain a brief before and after any overseas leave. Official TDY is handled separately.

6. This policy is punitive in nature and violations of this policy are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

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7. A copy of this policy letter will be posted on all unit policy bulletin boards.

CHRISTOPHER T. MAJORS  
LTC, AD  
Commanding