



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #12 – Soldier Leaves, Permissive TDY, and Passes

1. PURPOSE: This memorandum establishes policy for leaves, permissive TDYs and passes for the 442d Signal Battalion. This policy applies to all Soldiers assigned and attached to the 442d Signal Battalion.

2. Reference: AR 600-8-10, Leaves and Passes, 15 February 2006/RAR 4 August 2011

3. Leave Policy.

a. Company Commanders and supervisors will develop annual leave programs designed to provide maximum opportunity for all permanent party personnel to take leave without jeopardizing the battalion's training mission.

b. Ordinary leave granted for permanent party personnel will be within the constraints of operational military requirements. Ordinary leave will not be granted to students during their courses, with the exception of the annual Holiday Block Leave (HBL) period in December. Students may be granted leave prior to their course start date or upon completion only. Guidelines for HBL will be established in the Battalion HBL Operations Order published separately.

c. Ordinary leave not in conjunction with PCS/ETS/ Retirement will not exceed thirty consecutive days without approval from the Battalion Commander.

d. Ordinary leave in conjunction with PCS will not exceed thirty consecutive days. Requests for exception to this policy must explain the necessity to taking the excessive amount of leave.

e. Advance leave in excess of 10 days requires the approval of the Battalion Commander or designated representative. Taking advanced leave is highly discouraged and prior to approving any advanced leave, the Soldier must sign a statement that acknowledges the amount of time they must serve in order to recoupe the advanced leave.

f. Approved leave requests must reach the Battalion S1 NLT ten days prior to the leave start date to assist in timely processing. Late submissions should be the exception as opposed to the rule.

g. Signing in/out for Ordinary Leave.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #12 – Soldier Leaves, Permissive TDY, and Passes

(1) Students (Captain/O-3 and below) and permanent party personnel (Staff Sergeant/E-6 and below) are required to report to the Battalion in person when signing in/out on ordinary leave.

(2) Students (Major/O-4 and above) and permanent party personnel (Sergeant First Class/E-7 and above) may sign in/out telephonically. Personnel reporting by telephone must understand that ordinary leave begins and ends on post, at the duty locations, or in the location from which the soldier regularly commutes. Additionally, the effective date and time of departure or return will be the actual date and time the call was received. Leave will be charged accordingly.

(3) Sign out procedures for the Holiday Block Leave (HBL) period will be established in the HBL Operations Order published separately.

h. Signing in/out for PCS, Terminal Leave and Permissive TDY. All personnel (regardless of rank) on Permanent Change of Station (PCS), separating from the service, and/or going on terminal leave or permissive TDY must sign out in person at the battalion.

(1) Prior to signing out on PCS leave ALL Soldiers must have clearing papers stamped by Darling Hall.

4. Permissive Temporary Duty (PTDY) Policy.

a. Permissive TDY requires the approval of the Battalion Commander or a designated representative. The Battalion S1 will ensure PTDY packets are complete IAW Army Regulations and applicable MACOM policies prior to being forwarded to the Battalion Commander for approval.

b. Inbound Personnel. The battalion will grant ten days of PTDY to Soldiers arriving at Fort Gordon if they were not provided PTDY by the departing unit. Soldiers must request this PTDY within ten days of their arrival to the unit.

c. Departing Personnel (PCS). The battalion will grant ten days of PTDY to Soldiers departing Fort Gordon not to extend beyond the report date indicated on their orders. IAW AR 600-8-10, Soldiers who choose to request PTDY at their departing unit (442d Signal Battalion) will not be authorized additional PTDY upon arrival at their gaining unit.

d. Departing Personnel (ETS). For Soldiers departing the service who reside off post and will remain in the local area, PTDY will only be authorized for ten days for job-hunting. Personnel residing in post quarters will be authorized twenty days of PTDY for house and job hunting. Permissive TDY may be taken in five day increments for personnel residing in the local area or in commuting distance. Personnel residing outside of the local area or commuting distance will be authorized to take twenty consecutive days of PTDY. Permissive TDY requests for departing personnel must be submitted NLT ten working days prior to the start date.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #12 – Soldier Leaves, Permissive TDY, and Passes

e. Departing Personnel (Retirement). Soldiers retiring will be authorized PTDY in accordance with AR 600-8-10.

5. OCONUS Leave.

a. OCONUS leave request must include DA 4187, DA 31 (signed by the Battalion Commander), Security Memorandum, AT/FP certificate, and FCG extract for leave requirements (as minimum).

b. Submit any additional supporting documentation that will be used to complete a country, theater or special clearance (mandatory pre-travel training verification, copy of passport, flight itinerary, etc.). See the following website for travel requirements:

<https://www.fcq.pentagon.mil/fcq/cfm>

c. Anti-Terrorism/Force Protection Briefing required for all OCONUS travel.

d. Lead time is NLT 45 days prior to OCONUS Travel.

e. Country, Theater and Special clearances may be required.

f. Some additional training requirements (SERE 100, ISPREP, PRO-file, Human Rights) can be completed using the following websites:

https://www.arsouth.army.mil/External_Link/training.aspx

<https://www.usarso.army.mil/sso/pr/>

*Note: Soldiers PCSing to an OCONUS location will have to submit the DA 31 as OCONUS Leave with a copy of their orders. DA 4187 is not required unless traveling to an OCONUS location other than PCS station.

6. Pass Policy.

a. Permanent Party and students are not authorized to exceed 250 miles for normal weekend passes. When traveling out of a 250-mile zone of Fort Gordon, all personnel will complete a 250-mile travel pass (DA form 31). Travel pass will include a location/address telephone number, and mode of transportation. Individuals and their respective company operations will maintain a copy of the pass (signed by the company commander or first sergeant). Soldiers are not authorized to sign out on leave from a normal pass location unless that location complies with paragraph 3.g.(2), on post, at duty location or the location from which the Soldier regularly commutes.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #12 – Soldier Leaves, Permissive TDY, and Passes

b. A special pass is defined as any three (3) or four (4) day pass not authorized by the President.

3-day pass—

a. 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.

b. 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.)

c. 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.

4-day pass—

a. 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.

b. 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. Leave is not authorized in conjunction with a special pass IAW AR 600-8-10, section 5-29.

c. No OCONUS passes will be approved.

6. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #12, dated 9 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding

DISTRIBUTION: