



DEPARTMENT OF THE ARMY
Headquarters, Landstuhl Dental Activity
CMR402
APO AE 09180-5000

REPLY TO
ATTENTION OF:

MCDS-EUL

22 June 2004

MEMORANDUM FOR All LDENTAC Personnel

SUBJECT: LDENTAC Policy Letter 04-21, Leaves, Passes, and Permissive TDY

1. Purpose: The procedures outlined in the following paragraphs will be maintained to ensure that leaves, passes, and permissive TDYs are taken in compliance with applicable references and are consistent throughout the LDENTAC command.

2. References:

- a. AR 55-46, 20 Jun 94, Travel Overseas.
- b. AR 525-13, 4 Jan 02, Antiterrorism Force Protection (AN/FP): Security of Personnel, Information, and Critical Resources.
- c. AR 600-8-10, 1 Jul 94, Leaves and Passes.
- d. Department of Defense Foreign Clearance Guide (DOD FCG).
- e. USAREUR Reg 630-5, 30 May 91, Leaves and Passes.
- f. USAMEDCOM (MCPE-MA) Memo, dated 3 Jan 97, SUBJECT: Permissive TDY (PTDY) and Ordinary Leave Travel Outside Continental United States (OCONUS).
- g. MILPER MESSAGE NUMBER: 01-055

3. Responsibilities: The commander is responsible for the overall implementation, control, and administration of the military leave program.

4. Scope: This policy applies to all military personnel assigned to LDENTAC facilities.

5. Procedures for Requesting Leave, Pass, or Permissive TDY.

a. Requests for Leave (DA Form 31):

- (1) All leave requests, with applicable statement in item 17 (see Appendix A), will be

submitted to the appropriate HQ for processing. Only original leave forms will be accepted IAW local PSB procedure. Requests will be submitted through supervisory channels to the approving authority as follows:

Geographic Area	Clinic	Supervisor	Approval Authority
Wiesbaden	Dexheim	OIC/NCOIC	Wiesbaden Clinic CDR
	Wackernheim	OIC/NCOIC	
	Wiesbaden	OIC/NCOIC	
Belgium	SHAPE	OIC/NCOIC	SHAPE Clinic CDR
	NATO	OIC/NCOIC	
Italy	Vicenza	OIC/NCOIC	Vicenza Clinic CDR
	Livorno	OIC/NCOIC	
Baumholder	Baumholder	OIC/NCOIC	Baumholder Clinic CDR
Landstuhl	Kleber	Clinic NCOIC	Troop CDR
	Landstuhl	Clinic NCOIC	
	Oral Surgery	Clinic NCOIC	
	Pulaski	Clinic NCOIC	
	HQ	1SG/Troop CDR	Troop CDR LDENTAC CDR
Special Category	All Clinic OICs/CDRs	Troop CDR Clinic CDR	LDENTAC CDR

(2) Requests for leave will normally be submitted so as to allow for approval, processing and receipt in HQ NLT ten (10) working days prior to the stated date of departure on leave. All requests will be forwarded to the approval authority, regardless of supervisor recommendation. Reasons for negative recommendation will be recorded on an attached continuation sheet. The soldier concerned will be informed of the reason why a negative recommendation was submitted.

(3) Prior to forwarding the request to the approval authority the soldier requesting leave must ensure that they have been cleared from all duty rosters (DOD, CQ, FP) and all other possible commitments that may arise during the period of leave.

(4) All personnel requesting an absence (leave, pass, TDY) to visit a former Communist Block Country area or other Designated Countries (CCDC) will, NLT sixty (60) days prior to the start of travel, will receive the required clearance and/or briefings. All security requirements, both before and after travel, will be strictly adhered to.

(5) Antiterrorism Force Protection (AT/FP) program: Approving supervisors and commanders will ensure all Military and DA Civilian personnel under their control receive appropriate individual antiterrorism awareness training prior to all travel and deployments outside the boundaries of the Federal Republic of Germany. Family members will receive similar training prior to all travel outside the boundaries of the Federal Republic of Germany when on official government orders.

(6) Upon receipt of an approved request for leave, the HQ will ensure that all administrative actions (required security briefings, driver risk assessment, etc.) have been completed. If the request is administratively accurate and sufficient, HQ will assign a control number and log the request in the unit leave control log. If the request is not complete, it will be returned to the soldier concerned or forwarded to the appropriate office for corrective action. HQ will forward all leaves to Finance on a unit transmittal letter and an organizational copy will be maintained in the files for a period of one year.

(7) All personnel will have their copy (individual) of DA Form 31 in their possession at all times while on leave. As a means of preventing a soldier from being overcharged leave, all personnel will retain their copy of DA Form 31 showing dates/times of departure and return until the leave has been processed by the local finance office and recorded on his/her LES.

(8) Personnel departing on PCS/ETS must process a DA Form 31 through their chain of command for approval. Only Dental Clinic Commanders will approve PCS/ETS leave. The DA Form 31 will then be forwarded to HQ. All PCS/ETS leaves will be recorded in the unit leave control log. The soldier will sign out in person with the HQ to pick-up their original DA Form 31. HQ will retain the organizational copy of the leave for a period of one year.

(9) Prior to departing on leave all personnel will be totally familiar with the instructions printed on the reverse side of their DA Form 31. These instructions will be strictly adhered to. Failure to comply with the instructions contained in this memo or on the reverse side of the DA Form 31 may result in action under the UCMJ.

(10) Faxed copies of leave requests are unauthorized except for emergency leave requests. Faxed emergency leave requests must be followed up with an original copy.

b. Request for Passes

(1) Requests for passes will be submitted on DA Form 31 IAW instructions contained in this policy. All requests will be routed through supervisory channels to the approving leave authority.

(2) The general guidelines of paragraph 5-29, AR 600-8-10, will be used by supervisors in making their recommendations and/or decisions. Approval authorities will monitor and reward exceptional performance and will not exceed one per quarter. This is not to be construed as an entitlement to four passes per year. The clinic commanders may adjust the pass benchmark, as they deem appropriate.

(3) For leave, pass, PTDY, and TDY requests, the service member must clear all appropriate duty rosters. This is an individual responsibility.

(4) Special Passes (including training holidays) and leave may not be combined in continuous absence from the duty station, nor may they be in succession or series through commencement of one immediately upon return to duty from the other. A special pass must include at least one duty day between the pass and leave.

c. Requests for Permissive TDY

(1) All requests for permissive TDY must reach the approval authority in sufficient time to permit administrative processing (normally NLT 10 days before their desired departure date).

(2) All requests, meeting the requirements of AR 600-8-10, will be forwarded to the approval authority, regardless of the supervisor's recommendation. Soldiers will be informed of the reason(s) for a negative recommendation by the supervisor and approving authority.

(3) LDENTAC soldiers are authorized five (5) days permissive TDY per year for continuing education.

6. Procedures for Signing Out/In (Leave, Pass, and TDY)

a. Soldiers are not required to sign out/in; however, LDENTAC HQ encourages soldiers to sign out/in (telephonically or in person) during and after duty hours to ensure accurate charging of leave. Clinic commanders may, at their discretion, enforce soldiers to telephonically or physically sign out on leave. If an emergency arises while on leave, soldiers are advised to contact the nearest American Red Cross Chapter and his/her Command.

b. When calling to sign out/in, the soldier will record (on individual copy) the date/time of departure/return in item 14 a, b or 16 a, b, as appropriate, of DA Form 31, and in item 14 c and or 16 c annotate the name of the person contacted and sign it. This is maintained by the individual to ensure they are only charged for the leave taken.

c. HQ will ensure the appropriate entry is made on DA Form 647 recording the soldier's departure/return.

NOTE: Periodically HQ may be required to call the departing/returning soldier at the number listed in the unit personnel roster to verify that the soldier is calling from the place in which he/she normally commutes to duty. Accordingly, all personnel are advised to keep the unit personnel roster accurate.

7. Rules for Accountability of Leave Days

a. With the exception of the three (3) situations listed below, all periods, including weekends and holidays, between the sign-out date (item 14, DA Form 31) and the sign-in date (item 16, DA Form 31) are chargeable as leave.

(1) The day of departure is not chargeable as leave if the soldier performed duty for half of the duty day (e.g. reported to work at 0730, worked until 1130 and then left for the day).

(2) The day of return from leave is not chargeable if it was a non-duty day. (Generally, Non-duty days occur on weekends or holidays).

(3) (Applies to emergency leaves only). Chargeable leave begins the day the soldier arrives in CONUS. Chargeable leave ends the day the soldier departs CONUS to return to USAREUR.

b. If a soldier should not be charged for the day of departure and/or the day of return from leave the following action must be taken:

(1) The supervisor who signed block 12 of the soldier's DA Form 31 must notify HQ, in writing, that the soldier performed duty for the majority of the day of departure and/or that the soldier returned from leave on a non-duty day (other than a weekend or holiday).

(2) This notification must be received in HQ NLT 0800 the first working day after the soldier returns from leave.

(3) Upon receipt of the supervisor's written notification that the soldier returned on a non duty day (or if the soldier returned on a weekend or holiday) HQ will make the appropriate entries on DA Form 31 to ensure that the soldier is not overcharged leave. The supervisor's notification will be filed with the organizational copy of the soldier's leave form for a period of one year.

8. Requests for Extension of Leave, Pass, or Permissive TDY

a. It is the policy of this command that extension of leaves, ordinary as well as emergency, will be approved only if an emergency situation exists. The clinic commanders may make exceptions to this policy, on a case-by-case basis.

b. Soldiers may request extension of leave in person, by telephone, message, or other convenient means through the appropriate commander.

c. Extensions of leave that result in the soldier entering into an "Excess Leave" status will only be approved by the LDENTAC Commander.

d. Requests for extension of leave must be submitted 72 hours in advance of expiration of leave.

e. When an extension of leave 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. During normal duty hours all requests for extension of leave or special pass will be directed to the clinic commander. After duty hours, the soldier must contact their chain of command to request extension.

h. Extension of permissive TDY is not authorized.

i. Soldiers on PASS who request absence beyond authorized pass time due to emergency or unforeseen urgent personal reasons will be charged leave. When extension of pass exceeds 3 days for a special 3-day pass, or 4 days for the regular pass, leave is charged for the portion that exceeds the pass period. As with leaves, if the approval authority disapproves extension, then soldier must be at their place of duty.

j. The chain of command will adhere to the following procedures when receiving requests for extension of leave or special pass:

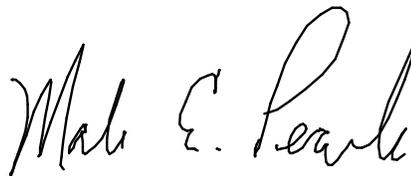
(1) When a call is received requesting an extension of leave (emergency, ordinary or pass), the soldier receiving the call will record all appropriate information from the soldier calling (who is calling, current ending date of leave/pass, duty section, circumstances involved, whether or not the Red Cross has been notified, address and telephone number where they can be contacted, number of days extension requested, and the reason for the extension).

(2) If the soldier's situation is not an emergency inform him/her that his/her request will be referred to the approval authority and that he/she may call the Troop Command or Clinic the next day for a determination (remind the soldier of the time difference between CONUS and Europe).

(3) If the soldier's situation is an emergency, the soldier taking the call will immediately contact the appropriate clinic commander giving the above listed information.

(4) The leave approval authority or chain of command will notify the soldier or soldier's supervisor as soon as the decision as to whether or not to approve the request for extension is made. The chain of command will immediately forward to HQ written notification that the leave was extended. This notification must state the length of the extension and the approving authority.

(5) Authorized absences must be distributed equitably to all members of the command. All instances of possible leave or pass abuse must be promptly reported to the Commander.



MARK E. PEACOCK.
COL, DC
Commanding

Encls

1. Appendix A
2. MILPER MESSAGE 01-055
3. LDENTAC Pass Fact Sheet

Appendix A

BLOCK 17 ON DA FORM 31 (LEAVE FORM) INFORMATION PAPER

- a. A soldier who desires changes in authorized leave or does not begin leave on schedule will notify commander. Also a soldier must request leave extension 72 hours prior to end of leave.
- b. When Temporary Duty in conjunction with regular leave the leave form must cover the entire period.
- c. If soldier is doing a Permanent Change of Station or End of Term Service the leave form must start the day that they are departing from Landstuhl.
- d. Any leave requesting more than 30 days must be signed by Clinic Commander or LDENTAC Commander.
- e. Soldiers must ensure that their leave form is at HQ at least 10 days prior to their departure, and Block 17 must contain one of the following statement(s):
 1. **ORDINARY LEAVE:** Soldier will sign in/out in person or telephonically with the HQ during duty hours at DSN 487-4186 or COMM 06371-929-186 or after duty hours with the LDENTAC answering service at DSN 487-4191 or COMM 06371-929-191. I DO/DO NOT consent to third party release of this information.
 - 2 **PERMISSIVE TDY:** 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. Soldier will also provide an itinerary (on a separate piece of paper) with the following information: purpose of P/TDY, departure and arriving dates & time and follow the procedures as listed in para 1 above.
 3. **ORDINARY LEAVE IN CONJ W/PTDY:** Must contain both statements as listed in para 1 & 2 above (continuation on a separate sheet of paper). LV dates _____; PTDY dates _____.
 4. **ORDINARY LEAVE IN CONJ W/TDY:** (Attach a copy of DD 1610), Must contain the statement as listed in para 1 and add: Leave dates and TDY dates. Soldier must have Original leave to file with the TDY voucher.
 5. **ORDINARY LEAVE IN CONJ W/PTDY AND TDY:** Must contain ALL statements as listed in para 1, 2 and 3 (continuation on a separate sheet of paper).
 6. **PCS LEAVE OR TRANSITION LEAVE:** Soldier will pick up copy 2 of his/her leave form prior to his/her FINAL OUTPROCESSING appointment at Kleber Kaserne. Soldier will sign OUT IN PERSON with the HQ prior to leaving this command. At that time soldier will be given the original DA Form 31 to take with him/her to the gaining command. Soldier will need to present the original DA FORM 31 when inprocessing at next duty station. Normal Transition leave or Permissive TDY is authorized.
 7. **PCS OR TRANSITION LEAVE IN CONJ W/PERMISSIVE TDY:** Must contain the statements as listed in para 6 and 2 above and add: Transition leave dates and Permissive TDY dates in block 17 (continuation on a separate sheet of paper).

PASS/LEAVE POLICY FACT SHEET

- The Command encourages a liberal pass policy to take advantage of many travel opportunities throughout Europe.
- In general, soldiers may travel throughout Central Europe while on pass.
- The Command defines “Duty Station” as 150 mile radius from soldier’s workplace.
- Soldiers are required to submit a pass request on a DA31 for any location outside a 150 mile radius of their duty station (to include travel during four day holiday weekends). Commanders may further restrict passes to satisfy local requirements and protect soldiers’s welfare.
- Passes and leave **MUST** begin and end at the soldier’s duty station as defined above.
- Leave **CAN** be taken in conjunction with a Regular Pass period (defined as a weekend or weekend in conjunction with Federal Holiday). USAREUR Training Holidays are not included within the scope of a Regular Pass period regardless of affiliation with Federal Holiday.
- You may not sign off leave on a Friday and sign back on leave on a Monday morning without a duty day in between.

PASS/LEAVE COMBINATIONS

EXAMPLE 1: Four Day Special Pass = Training Holiday w/Federal Holiday

- Can be any combination of days surrounding weekend (ie. Thurs-Sun, Fri-Mon, Sat-Tue, etc)
- Cannot take leave on either side of pass period without charging leave for entire pass period.

THUR	FRI FEDERAL HOLIDAY	SAT	SUN	MON USAREUR TNG HOLIDAY	TUES
NO LEAVE	PASS	PASS	PASS	PASS	NO LEAVE

EXAMPLE 2: Three Day Regular Pass.

- Soldier may take leave preceding the Federal Holiday and not take leave through the pass period IF the soldier works on the training holiday (ie. It is a duty day).
- Soldier must be at place of duty when signing in from leave (ie. You cannot be greater than 150 miles away from duty station when signing off leave on Thurs and remain in the area throughout the weekend and report to duty on Mon morning).

THUR	FRI FEDERAL HOLIDAY	SAT	SUN	MON USAREUR TNG HOLIDAY Soldier must be on duty to authorize leave on preceding Thursday
VALID LEAVE	PASS	PASS	PASS	

EXAMPLE 3: Three Day Regular Pass.

- Soldier may take leave following the Federal Holiday weekend but must include the training holiday as a leave day or work day.
- Soldier must be at place of duty when signing out on leave (ie. You cannot be greater than 150 mi away from duty station when signing out on leave Monday).

THUR	FRI FEDERAL HOLIDAY	SAT	SUN	MON USAREUR TNG HOLIDAY VALID LEAVE
NO LEAVE	PASS	PASS	PASS	

EXAMPLE 4: Three Day Special Pass

- Must contain at least one duty day. Normally this period is Monday afternoon to Thursday morning.
- Cannot take leave on either side of the pass period

SUN	MON	TUES	WED	THUR	FRI
VALID LEAVE	NO LEAVE	PASS	PASS	NO LEAVE	VALID LEAVE