



**DEPARTMENT OF THE ARMY**  
Headquarters, Landstuhl Dental Activity  
CMR 402  
APO AE 09180

REPLY TO  
ATTENTION OF:

MCDS-EUL

22 June 2004

**MEMORANDUM FOR All LDENTAC Personnel**

**SUBJECT:** Landstuhl Dental Activity (LDENTAC) Policy Letter 04-03, Ordinary Leave Processing

1. Purpose: To establish unit policy and procedures as a reference guide for ordinary leave procedures.
2. Reference: AR 600-8-10 Leaves and Passes
3. Responsibilities: Commander: The commander is responsible for the overall implementation, control and administration of the Emergency Leave Program.
4. Scope: This policy applies to all LDENTAC facilities and personnel assigned to or working in those facilities.
5. Policy:
  - a. For the purpose of ordinary leave processing, the signed original DA Form 31, Request for Leave will be submitted to the HQ LDENTAC for processing IAW with AR 600-8-10. FAX leave requests will not be accepted for ordinary leave.
  - b. For the purpose of emergency leave processing a FAX copy of DA Form 31, Request for Leave will be accepted, however the signed original DA Form 31 must be at the HQ LDENTAC within 5 working days of the start date.
  - c. Ordinary leave forms must be received 14 days prior to leave to ensure exemption from duty rosters and to allow for return of correctly processed form to the soldier.
6. Point of contact is 1SG Rodriguez 487-4120.

A handwritten signature in black ink, reading "Mark E. Peacock", is positioned above the typed name.

**MARK E. PEACOCK**  
Colonel, DC  
Commanding