



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT BELVOIR
HEADQUARTERS, BATTALION
6089 ABBOT ROAD, SUITE 2118
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-HB

MEMORANDUM FOR Headquarters Battalion, US Army Garrison, Fort Belvoir, Virginia
22060

SUBJECT: Battalion Leave and Pass Policy Letter #3

1. Reference: Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.
2. Purpose: To establish procedures for leave and pass.
3. Applicability: This policy applies to all personnel assigned or attached to the Headquarters Battalion, U.S. Army Garrison (USAG), Ft Belvoir, Virginia. This policy constitutes a direct order, and violations may be punishable under the Uniform Code of Military Justice.
4. Discussion:
 - a. Taking appropriate amounts of leave contributes to one's health, morale, and motivation, and our Soldiers should be encouraged to use their authorized leave and available pass privileges. Leave and passes will only be granted within the constraints of the operational military requirements. Every effort will be made to accommodate Soldiers desiring to use chargeable leave, provided the unit will be able to accomplish the mission.
 - b. The Battalion Commander is the approval authority of all leave requests of 31 or more days as well as overseas leave requests.
 - c. Chargeable ordinary leave should be requested under most circumstances. Special passes will be granted fairly, as a favorable action for special purposes, performance, or to resolve personal and family issues that impact military readiness.
 - d. Special (3 and 4-day) passes are a privilege, granted by the authority of Company/ Detachment Commanders. Soldiers who are in a use or lose leave status as of 1 June will not be granted a pass and will utilize their ordinary leave instead. If an extenuating circumstance arises, and the Soldier has a leave plan, which exhausts use or lose days, refer to para 8.c. below.

“LEADERS IN EXCELLENCE”

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e. Mileage Passes are only for non-chargeable authorized absences that fall during scheduled non-duty periods. A mileage pass is required for all personally owned vehicle travel over 250 miles.

f. Leaders are directed to make every effort to ensure no Soldier loses leave at the end of the fiscal year. It is required that as of 1 June all Soldiers in a use or lose status will submit a leave plan as part of their monthly counseling detailing a way forward to expend use or lose leave balance.

5. Leave/Pass Procedure:

a. All Soldiers will complete the following documentation with appropriate chains of command authorizations, prior to being granted leave or passes:

- (1) DA Form 31
- (2) Flight itinerary (if applicable)
- (3) Leave & Earnings Statement (LES)

b. When a supervisor signs a Soldier's leave and/or pass they are entering into an understanding with the Commander. Soldier safety and unit mission accomplishment is leader business and a supervisor's signature vouches that the following checks have been made:

- (1) Soldier absence will not impact mission accomplishment
- (2) Soldier is not flagged (pass only)
- (3) Soldier is current on all readiness requirements (MEDPROS categories, PHA, dental hearing, immunizations, vision, HIV, flu [if applicable]) and/or have scheduled appointments. Company/Detachment Commanders will be the final determination on approval.
- (4) Soldier provides emergency contact information.
- (5) Soldier travel plan is in compliance with this Policy & Army Regulations.

6. Foreign Travel: A foreign travel brief and debrief are requirements for international travel. Travelers must complete the brief prior to travel and submit it to the USAG Belvoir Security Office NLT 60 days prior to travel. Failure to do so may result in leave being disapproved. Upon return, travelers must complete a debrief and submit it to the USAG Belvoir Security Office.

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7. Permissive TDY: Permissive TDY (PTDY) requests will be submitted to the HQBN S1 for appropriate action IAW AR 600-8-10.

8. Timeframe:

a. Normal leave, pass, and permissive TDY requests will be submitted NLT 10 working days prior to start date. If a leave request is received by the S1 inside the 10 working day window, the Soldier's leadership will brief the battalion leadership to explain the late submission.

b. Normal leave involving foreign travel will be submitted NLT 30 working days prior to start date. Company/Detachment Commanders are the final approval for all passes.

c. Emergency Leave, or Leave Under Emergency Conditions requests should be submitted as soon as possible; command chain should be notified as soon as possible of emergency leave situations to ensure necessary forms are completed. Red Cross message is required.

d. Transition (retirement, resignation) leave should be submitted with retirement/resignation submission packet.

e. Convalescent Leave. Convalescent leave must be submitted the day the leave begins. Convalescent leave, when approved by the Company Commander, must be consecutive days. For example, if 30 days of convalescent leave are granted, the DA 31 will indicate continuous days from the start date to the end date, including weekends. Convalescent Leave is not guaranteed leave and is approved at the discretion of the Company/Detachment Commander.

9. Leaders in this unit will make every effort to accommodate the use of leaves and passes, but we still must accomplish our operational mission. Company/Detachment Commanders will consider the totality of the circumstances for all leaves, pass, and PTDY requests before approving or disapproving each request.

10. In the event of any conflict between the terms of this Policy Letter #3 and AR 600-8-10, the terms of the latter shall govern.

11. Point of contact for this memorandum is Mr. Keith A. Cashion at (703) 806-5696 or keith.a.cashion.civ@mail.mil.

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DAVID P. FLEMING
LTC, AG
Commanding



HQBN USAG Unofficial OCONUS Travel

AS OF 17 June 2020



Name: _____

Email / contact number: _____

Location (s): _____

Dates: _____

1. 90 days prior to travel

A. If traveling to PACOM, complete IATP

- Must be complete prior to APACS
- Leave the DA 31 control number blank if you do not have it yet
- Passport/Visa requirements
- Flag officer / GO: **MG Jones**
- Approval authority:

- FPCON Normal & Alpha: **O-5+ or GS13+**
- FPCON Bravo & Charlie: **O-6+ or GS14+**
- FPCON Delta & PACOM Restricted Areas: **FO/GO/SES**

a. Check threat assessment for country of travel at

https://iatp.pacom.mil/threat_matrices

b. See IATP instructions at <https://iatp.pacom.mil/>

c. IATP ENTRY #: _____ Date Approved: _____

B. Comply with all requirements of the DoD Electronic Foreign Clearance Guide and training requirements.

a. <https://www.fcg.pentagon.mil/fcg.cfm>

- Identify and comply with all requirements for your travel location(s)

b. ISOPREP Date: _____

- <https://prmsglobal.prms.af.mil/>
- Review/update every 12 months

c. AT Level 1 Date: _____

- <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>
- Course JS-US007
- Updated within 12 months



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- d. SERE 100.2 Date: _____
 - <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>
 - Course A-US1329
 - Country dependent, current within 36 months

- e. USFK Required Training
 - If traveling to South Korea
 - This training is required within 12 months of TAD/TDY/Official travel to the ROK. Complete via USFK Portal.
 - <http://www.usfk.mil/Newcomers/Training.aspx>

- f. Human Rights Training
 - If travelling to SOUTHCOM AOR
 - Complete via JKO_
 - https://iatp.pacom.mil/system/document_files/attachments/000/000/038/original/Human_Rights_Awareness_Education.pdf?1404328196

- C. APACS ID #: _____ Date: _____
 - <https://apacs.dtic.mil>
 - You will need your training dates in order to complete your APACS

- D. Ensure passport is updated
 - Put a copy of passport in your packet

- E. Register trip with STEP via the state department
 - <https://step.state.gov/step/>
 - Date trip registered: _____

2. Briefings- 60 days in advance

- a. Foreign Travel Brief
 - Contact Intel section
 - Date Completed: _____

- b. Security Manger Brief
 - Only required for SMs with TS/ SCI
 - Contact Intel section to schedule
 - Date Completed: _____



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3. Additional Documents
 - a. DA Form 31
 - indicate "OCONUS TRAVEL" in the remarks block
 - b. Travel Itinerary
 - Must be legible
 - Must show return date and time

4. Other items needed (dependent on country of travel)
 - a. SF 71 Request for Leave or Approved Absence
 - required for Mexico or unauthorized/restricted locations
 - require signature of COL/GS15
 - b. FH Form 7040, Foreign Travel Questionnaire

5. Date packet submitted to S2 for verification: _____
 - Submitted by S1
 - Submitted 45 days prior to travel

6. Date S2 submitted verified packet to S1 for processing: _____

Received by: _____

7. S1

Verified by: _____

Routed for approval on: _____

Signature of Traveler	Date
Signature of Security Manager	Date