



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION SUSTAINMENT BRIGADE
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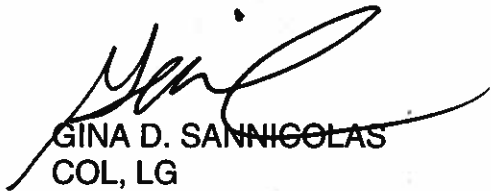
APVG-DSB-CO

10 December 2021

MEMORANDUM FOR RECORD

SUBJECT: Leave and Pass Policy and Procedures for Brigade Staff

1. **PURPOSE:** To establish policy and procedures for authorized absence from duty for all Brigade Staff members assigned to the 25th Division Sustainment Brigade (DSB)
2. **REFERENCE:** Army Regulation 600-8-10, Leaves and Passes, 03 June 2020
3. **GENERAL:** All DSB primary and special staff Officer in Charge and Non-commissioned Officer in Charge leave will be approved by the Brigade Commander, through the Executive Officer, on a DA Form 31. All primary and special staff sections manage leave with approval by the Executive Officer. Leave approval lies within the Brigade Command Team. HHC Command Team keeps accountability of all personnel within HHC. All Soldiers traveling off-island must obtain an approved DA Form 31 regardless of the length of absence. Leaders are directed to make every effort to ensure Soldiers do not lose leave at the end of the fiscal year by encouraging the proper management of leave accrual while balancing BDE HQ's. This policy enables the Command Team to ensure the management of key staff members as we balance competing requirements that support both brigade lines of effort and division priorities.
4. **PROCEDURES:**
 - a. The Soldier fills out a DA Form 31, receives supervisor and approval authority concurrence, and processes the request for leave through HHC Division Sustainment Troops Battalion IAW battalion S1 procedures.
 - b. The battalion S1 provides the control number for the leave form and ensures a copy is filed locally.
5. The 25th Infantry Division Sustainment Brigade S1, MAJ Andrew Addis at andrew.w.addis.mil@army.mil is the POC for this memorandum.


GINA D. SANNIGOLAS
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Commanding