



DEPARTMENT OF DEFENSE
HEADQUARTERS
JOINT TASK FORCE-SOUTHERN BORDER
FORT HUACHUCA, ARIZONA

AFDR-CG

14 March 2025

MEMORANDUM FOR Joint Task Force-Southern Border Personnel

SUBJECT: Policy Memorandum #8, Leave and Pass

1. All commanders are responsible for ensuring they have sufficient personnel (and the right personnel) to accomplish the mission. Therefore, no more than 10% of assigned manpower may be on leave (to include parental leave, emergency leave, and convalescent leave) or pass at any given time.

2. Authority to approve leave/pass is as follows:

a. O3 Commanders have the authority to approve regular and special passes up to 250 miles away from the Servicemember's duty location.

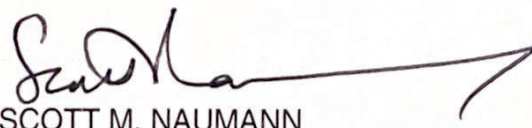
b. O5 Commanders have the authority to approve leave from one (1) to seven (7) days.

c. O6 Commanders and O5 Separate Commanders have the authority to approve leave from eight (8) to thirty (30) days in length. Additionally, the first O6 Commander has the authority to approve OCONUS leave requests (from one (1) to thirty (30) days) but will inform the first General Officer in the Chain of Command upon approval of those requests.

d. O6 Commanders and O5 Separate Commanders will be the approval authority for elective surgeries and must balance the needs of the Servicemember with the needs of the mission.

e. O6 Commanders and O5 Separate Commanders are the approval authority for all parental leave requests.

3. The point of contact for this memorandum is the JTF-SB J1.


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Major General, USA
Commanding