



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1<sup>ST</sup> BATTALION, 145<sup>TH</sup> AVIATION REGIMENT  
BUILDING 5911 ANDREWS AVENUE  
FORT RUCKER, AL 36362-5092

REPLY TO  
ATTENTION OF:

ATZQ-BDE-O

5 June 2015

MEMORANDUM FOR 1-145<sup>th</sup> Aviation Regiment Personnel

SUBJECT: Leave and Pass Policy

1. References:
  - a. BDE Policy Letter #7, 23 June 2014.
  - b. USAACE Policy Memo 14-09, Leave and Pass Policy, 24 March 2014.
2. Purpose: Define the leave and pass policies for 1-145<sup>th</sup> Aviation Regiment. Refer to the 1-145<sup>th</sup> Ordinary Leave Checklist or the 1-145<sup>th</sup> PCS/RET/ETS Leave Checklist for required supporting documents.
3. Soldiers desiring to travel more than a 250 mile radius outside of Fort Rucker must be on either approved leave or pass annotated on DA Form 31.
4. IAW AR 25-50, par. 6-1, leave and pass approval may be delegated by the Commander to team or section chiefs.
5. Maximum driving distances for pass duration are as follows and exceptions will be approved by Company Commanders if residual risk is determined to be low:
  - a. 2 day pass: maximum one way distance is 250 miles
  - b. 3 day pass: maximum one way distance is 400 miles
  - c. 4 day pass: maximum one way distance is 500 miles
6. Vehicle inspections will be completed semi-annually NLT 1 November and 1 May or upon initial arrival of a Soldier.
7. The 1-145<sup>th</sup> Exception to Policy Travel/Activity Matrix will be used as a tool for battalion and company commanders to identify high risk travel/activity for those assigned or attached to 1-145<sup>th</sup>. The 1-145<sup>th</sup> Exception to Policy Travel/Activity Matrix will be completed and turned into the Battalion Safety Officer every Wednesday for leave/pass time frames described below:
  - a. Vehicle travel over 250 miles for a pass of 2 days

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- b. Vehicle travel over 400 miles for a pass of 3 days
  - c. Vehicle travel over 500 miles for a pass of 4 days
  - d. Motorcycle travel for leave/pass outside the 250 mile radius of Fort Rucker.
  - e. Air travel where the individual lands at their destination airport after 2200 and vehicle travel is beyond midnight. Exceptions will be when the individual is not driving themselves (i.e. another individual is driving from the airport).
  - f. High risk activities planned; such as, bungee jumping, sky diving, white water rafting, mixed martial arts competition, bull riding, etc.
8. Travel deemed high risk may be approved by the Company Commander, who will annotate it on the 1-145<sup>th</sup> Exception to Policy Travel/Activity Matrix and notify the Battalion Commander.
9. All Soldiers (students and permanent party) will sign out and in from leave and pass. When going on leave or pass, Soldiers E-6 and below and IERW students will physically sign in/out at their respective unit location. All others can sign out via telephone. Procedures for passes will be in accordance with Company policy. This policy may be limited further by Company Commanders.
10. The TRiPS risk assessment will be utilized for all leaves and passes if a Soldier is operating a motor vehicle and staying overnight outside of the local area.
11. Accountability and chargeable leave: The BN S1 shop will inform the chain of command when personnel fail to sign in on the day of their scheduled return. The chain of command will respond to the BN S1 that same business day with the status of the Soldier. The chain of command should take action, such as counseling, against Soldiers who fail to sign in or out on leave.
12. Emergency or unplanned leave: Company Commanders (or their designated representative) will send an OPREP to the Battalion Commander when a Soldier is granted emergency leave, as defined in AR 600-8-10. Emergency leave notification will include a validated Red Cross message and number, and will comply with Privacy Act protections (Title 10 U.S.C. Section 3013, Secretary of the Army; AR 385-10, Army Safety Program; E.O. 9397 (SSN), and Department of the Army systems notice A0001b AHRC, Unit Administrative Personnel Records). Unplanned regular leave (under exigent conditions, such as a serious illness to a non-immediate family member) will be reported in the same manner, but the reporting officer will state in the OPREP that there is no associated Red Cross message. Any change in leave status, including leave

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extensions for the Soldier granted by the Company Commander, will be reported by the Company Commander to the Battalion S1 and Battalion Commander.

13. The Battalion Commander may grant exceptions to this policy on a case by case basis after coordination with the Brigade Commander. This allows units to identify personnel with increased risk factors and determine additional risk mitigation control measures that may be necessary.

14. Point of contact for this memo is the Battalion S1 at 334-255-2815.

15. "OLD WARRIORS!"

3 Encls

1. 1-145<sup>th</sup> Ordinary Leave Checklist
2. 1-145<sup>th</sup> PCS/RET/ETS Leave Checklist
3. 1-145<sup>th</sup> Exception to Policy Travel/Activity Matrix

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Commanding