

MILPER Message Number**19-329****Proponent****DAPE-PRC****Title****Clarification of PCS Leave and Reporting Date****...Issued:[10/15/2019 9:01:41 AM]...**

A. AR 600-8-10 (Leaves and Passes), 15 Feb 06 (RAR, 4 Aug 11)

B. AR 600-8-11 (Reassignment), 1 May 07

C. DA Pam 600-8-105 (Military Orders), 4 Apr 19

1. This message will expire 15 Oct 20.

2. The purpose of this message is to provide guidance concerning granting leave in conjunction with permanent change of station (PCS). Clarification is necessary to eliminate any confusion across the Army as it relates to the "TO DATE" on the DA Form 31 (Request and Authority for Leave) and the Reporting Date on PCS orders.

3. Commanders must ensure when approving PCS leave, the "TO DATE" in block (10b) of the DA Form 31 is the same day as the Reporting Date in the Soldier's PCS orders. Reference A, paragraph 7-3g states, "Losing Commander will release Soldiers in time to permit authorized leave, travel, and TDY, if applicable, so Soldiers reach new station by reporting date." Leaders must take care to prevent periods of absence that exceed leave, travel, or TDY before reporting dates.

4. OCONUS Soldiers with insufficient accrued leave to cover from date eligible to return from overseas (DEROS) to Reporting Date on PCS orders may request either a

voluntary foreign service tour extension resulting in a new DEROS (moving the departure date closer to the reporting date) or an Early Arrival (moving the reporting date closer to the DEROS/availability date), per Reference B. Leaders may not submit involuntary DEROS extensions for their Soldiers based only on Reporting Dates on PCS orders.

5. Unless PCS orders state, "Early report not authorized," Soldiers may report early to new permanent duty stations (PDS). This is accomplished by signing in at the gaining PDS before the "TO DATE" on the DA Form 31 (e.g., use less leave than authorized). Soldiers reporting early are responsible for executing locally-established PCS sign-in procedures at the gaining installation to ensure that leave is properly terminated.

6. A desired early report date may not be used as the "TO DATE" on the DA Form 31, even if "early report" is authorized in PCS orders. Losing Commanders may, or may not, grant sufficient leave for a Soldier to sign in at a new PDS more than 30 days before the Reporting Date on the PCS orders.

7. If a Soldier is scheduled for TDY enroute of 30 days or longer, two DA Form 31s may be used. The first DA Form 31 will cover from final out at the losing PDS to the reporting date for TDY. The second DA Form 31 will cover from completion of TDY (e.g., graduation date) to the Reporting Date on the PCS orders.

8. For accession moves, the training battalion will notify the Soldier's career manager at the U.S. Army Human Resources Command if authorized leave will result in a change to a Soldier's reporting month.

9. For clarification of this guidance, contact unit personnel/S-1 offices. Unit G-1/S-1 personnel officials may raise concerns to the following contacts; email communication is preferred:

a. Proponent: Ms. Sherry Simmons-Coleman, HQDA DCS-G1, Military Entitlements & Compensation, DAPE-PRC, at email: usarmypentagon.hqda-dcs-g-1.mbx.dape-prctravel@mail.mil.

b. MILPER author: Ms. Lorraine S. Nobes, U.S. Army Human Resources Command, AHRC-PDP-P, at email: usarmy.knox.hrc.mbx.tagd-leave-and-pass-policy@mail.mil. Toll free 1-888-276-9472, DSN 983-9500.